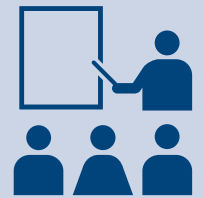




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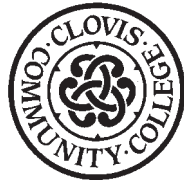


Clovis Community College
to DREAM to ACHIEVE to SUCCEED



COURSE CATALOG

417 SCHEPPS BOULEVARD | CLOVIS, NEW MEXICO 88101
ONLINE AT WWW.CLOVIS.EDU



Our Mission

Clovis Community College is an institution of higher education offering instruction at the Associate degree level. The College provides accessible, affordable, accredited, high-quality educational opportunities by keeping the learners' needs at the center of decision-making.

Clovis Community College 2013-2015 Catalog

Accredited by:

The Higher Learning Commission of the
North Central Association of Colleges and Schools
Accreditation Commission for Education in Nursing
The Joint Review Committee on Education in Radiologic Technology

MESSAGE FROM THE PRESIDENT



Welcome to Clovis Community College! Our mission at CCC is to put students' needs at the center of all decision-making while providing affordable, accessible, and most importantly, high quality undergraduate instruction.

When you enroll at Clovis Community College, you will find faculty who are committed to the community college mission. In addition to the individual attention and personalized instruction that you will receive in CCC courses, we also provide outstanding academic support services, including library instruction, tutoring, and computer use.

Whether you join us as a GED student, a first-time college student right out of high school, a returning student, or a fully online student, we offer the instruction and support that will help you to reach your academic goals. Our Advising Center and Career Services Center can help you define your goals and select the program that meets your needs.

CCC offers something for every student. Whether you are looking for training to enhance your job skills, a new career, a pathway to a bachelor's degree, or personal enrichment through courses from fine art to health and physical education, we take pride in creating a student-oriented environment. Welcome to our campus!

Becky Rowley

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CLOVIS COMMUNITY COLLEGE FACTS



- Clovis Community College was established in 1961 as a branch campus of Eastern New Mexico University.
- Construction of the current campus began in 1978 on 25 acres donated by Ervin Schepps.
- CCC was created as a locally controlled, locally governed independent community college by local voters in 1990.
- The campus now occupies approximately 100 acres of land with a \$30 million facility, including the Dr. W. D. Dabbs Library, the Dr. H. A. Miller Student Services Center, and the Allied Health Center.
- The final phase of the Allied Health Center opened in 2012. This Center includes the Bonner Nursing Education building as well as the Joe and Charlyne Sisler Allied Health building. This Center provides state-of-the-art training facilities for students in the Allied Health occupations which include Nursing and Radiologic Technology.
- CCC has been designated an Hispanic Serving Institution by the U.S. Department of Education.
- CCC has been named as a Military Friendly School. This designation honors the top 15 percent of colleges, universities, and trade schools in the country that are doing the most to embrace America's military service members, veterans, and spouses as students and ensure their success on campus.
- Offering a wide range of degree programs and occupational programs, the College serves over 4,000 students.
- CCC offers a variety of non-credit courses for adults as well as a vibrant Kid's College.
- Since 2001, CCC's Cultural Arts Series continues to provide a diverse and high quality array of performances.
- Through a partnership with ENMR Plateau Telecommunications, CCC offers rural students the opportunity to attend college classes via interactive television (ITV).
- Partnerships with area school districts provide high school students opportunities for dual credit courses.
- CCC provides high quality, customized business training, consulting, and skills development for area employers and employees.
- The Small Business Development Center offers assistance to entrepreneurs starting or expanding a business.
- CCC offers educational services to personnel at Cannon Air Force Base (CAFB). Any CCC student may enroll in CAFB on-base classes; however, priority is given to military personnel.
- CCC provides quality online instruction in all general education and selected occupational fields.



ACCREDITATIONS

- Clovis Community College’s institutional accreditation has been continued by the Higher Learning Commission of the North Central Association of Colleges and Schools for a period of ten years—the maximum duration possible. Individuals may contact The Higher Learning Commission by writing to 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1411; by calling 800.621.7440; or through the Web at www.hlcommission.org.



- CCC has also been approved by the Public Education Department as an authorized State of New Mexico Area Vocational School.
- The CCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing. Individuals may contact the Accreditation Commission for Education in Nursing by writing to 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; by calling 409.975.5000; or through the Web at www.acenursing.org.



- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Individuals may contact the Joint Review Committee by writing 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; by calling 312.704.5300; or through the Web at www.jrcert.org.



- Clovis Community College operates within the guidelines of the New Mexico Department of Higher Education.

PURPOSES

Clovis Community College promotes the success of learners by providing opportunities to:

- Gain general educational development through courses in arts, humanities, language, mathematics, physical education, sciences, and social sciences;
- Complete programs of study that lead to the attainment of associate degrees, certificates, and industry-sanctioned credentials;
- Complete courses of study that lead to the successful completion of a baccalaureate degree;
- Receive career education and job-specific skills that enhance employability and productivity;
- Improve educational skills through programs in Adult Basic Education, English as a Second Language, and developmental studies;
- Pursue personal development through fitness and wellness activities, civic engagement, and leadership opportunities;
- Receive services that support individual development in a learner centered environment; and
- Experience lifelong learning through programs of community services, sociocultural and multicultural awareness, and continuing education.

PHILOSOPHY

Clovis Community College embraces the following philosophical principles:

- **Accessibility:** Offer a wide variety of affordable learning opportunities to meet the diverse needs of learners.
- **Comprehensiveness:** Strive to meet the needs of learners by providing a wide array of instructional programs and support services through multiple delivery systems.
- **Flexibility:** Adapt quickly and responsibly to changing needs.
- **Quality:** Help all learners succeed in attaining their goals by providing quality through excellence in personnel, programs, technology, and facilities.
- **Accountability:** Demonstrate responsible stewardship of resources and mission functions through regular processes of measurement and public reporting of outcomes.
- **Collaboration:** Enhance value to the community through productive partnerships with K-12 schools, universities, business and industry, and other cooperative entities.



GENERAL INFORMATION

STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL STATEMENT

Programs, tuition costs, fees, policies, statements, financial aid regulations, and/or courses contained within this catalog are subject to continuous review and evaluation. Clovis Community College reserves the right to make changes and exceptions to this catalog provided administrative and governance processes have been followed. This catalog is not to be construed as contractual in nature.

DISCLOSURE

Federal and state statutes, accrediting agencies, and other authorities require that the following information be made available to students, prospective students, employees, and prospective employees:

- Discrimination Policies and Grievance Procedures
- Privacy of Student Records
- Campus Crime
- Campus Sex Offenses
- Attendance, Costs, and Refund Policies
- Graduation and Completion Rates
- Americans with Disabilities Policy
- Drug-Free Workplace and Drug Free Campus

General information on these policies is located throughout this catalog. In addition, specific policies, procedures, and notifications can be found in the Student Handbook and on the Web. Current Disclosure/Notifications for Clovis Community College can also be found on the Internet at www.clovis.edu/notifications.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

Clovis Community College adheres to the Family Educational Rights and Privacy Act of 1974. In compliance with FERPA, eligible students have the right to review their academic records and limit disclosure of information from the records.

Clovis Community College has defined “public directory information,” as it pertains to students, to contain the following elements: student’s name, address, date of birth, dates of attendance, major field of study, classification, degrees and awards received, and most

recent previous school attended. This information is available to the public and can be released unless a written request from the student to withhold this information is on file in the Admissions and Records Office.

Request forms may be obtained in the Admissions and Records Office and must be submitted by the last day of registration in order to be honored for that semester. This request will be in effect until rescinded in writing by the student.

For complete information, visit the Admissions and Records Office or the Internet at www.clovis.edu/notifications.

Any questions regarding FERPA should be referred to the Director of Admissions and Records/Registrar.

GRADUATION AND COMPLETION RATES

The Student Right-to-Know Act requires disclosure of the completion or graduation rates of certificate and degree-seeking students to all prospective and enrolled students. This report is compiled by July 1 of each year. Copies of the report can be obtained on the Internet at www.clovis.edu/notifications.

EQUAL EDUCATIONAL OPPORTUNITY

Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition. Assistance with these concerns is available through the office of the Executive Vice President or the Human Resource Services Office.

SPECIAL SERVICES

Clovis Community College complies with the Americans with Disabilities Act and the ADA Amendments Act of 2008. The complete policy statement is available in the Special Services Office. The Special Services Office assists all students on campus with learning, physical, and mental disabilities. Students with disabilities are encouraged to contact the Special Services Coordinator to complete an individualized intake for accommodations. This helps clarify the student’s educational and career goals and identify the types of accommodations necessary. Should any student determine that an appropriate accommodation has not been made, he or she should contact the Executive Vice President.



STUDENT CONDUCT

Clovis Community College students are expected to maintain high moral and ethical standards of conduct at all times while on campus or while fulfilling student internships/externships or other sanctioned educational activities directly related to earning course credit. Students should behave in a manner that reflects positively upon themselves and Clovis Community College and are responsible for complying with all policies and regulations of CCC and the laws of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies may justify disciplinary action, including administrative withdrawal or suspension. The Student Code of Conduct can be found in its entirety in the Student Handbook and on the Internet at www.clovis.edu/studenthandbook.

ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating achievement in an honest manner. Failure to do so may result in grade changes, course failure, and/or disciplinary action. These actions may be retroactive to the date the act was committed. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and academic community and are subject to disciplinary action:

- Plagiarism which includes, but is not limited to: (a) offering the work of another as one's own; (b) offering the work of another without proper acknowledgment; and/or (c) failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, reference works, Internet sources, term papers, reports, or other writings of another individual.
- Cheating behavior which includes, but is not limited to: (a) dishonesty of any kind on examinations, quizzes, written assignments, and projects; (b) unauthorized possession of examinations, quizzes, or instructor records; (c) use of unauthorized notes or information during an examination, quiz, or exercise; (d) obtaining information during an examination or assignment from another individual and/or assisting others in cheating; (e) alteration of grades on an examination, an assignment, or records of an instructor or the College; (f) illegal entry or unauthorized presence in an office of the College or residence of an instructor, or unauthorized access to grade records or examination and assignment requirements; and/or (g) any act of fraud or misrepresentation.

STUDENT OUTCOMES ASSESSMENT

Clovis Community College conducts annual assessment activities as part of its continuing effort to maintain quality academic programs and provide adequate support services. CCC also abides by the New Mexico state competencies for general education. Students may be contacted to participate in one or more of these assessment activities. These campus-wide assessment activities are not part of the student's official record and may not be used to assess individual student performance. All data collected will be confidential and reported in aggregate form only. No personally identifiable data will be released.

SEXUAL HARASSMENT

The College does not tolerate any form of sexual harassment. Individuals who believe they have been subjected to this behavior should contact either the Human Resource Services Office or the Executive Vice President. Please refer to the full policy located in the Student Handbook.

CAMPUS SECURITY

The Clovis Police Department provides security and law enforcement for the College. Twenty-four hour patrol and dispatch services are provided with access through the emergency telephone number, 911.

CCC employs campus security officers who may be reached at the Security office in the Dr. H. A. Miller Student Services Center during business hours or by contacting the Information Desk attendant at 575.769.2811.

Students and visitors witnessing any crime, suspicious activity, or emergencies on campus are asked to report their observations at the Information Desk. The Information Desk may be reached by dialing "0" from any campus telephone. A copy of the Campus Security Policy is on file in the Library along with the annual report of crime on campus or at www.clovis.edu/security.

The Clovis Community College Security department has an Emergency Response Plan (ERP) available for viewing to all students. The ERP is located in the Security office and the campus Library during business hours. However, when feasible the following procedures should be followed in the event of an emergency on campus. An emergency is identified but not limited to the following: Mobile active threat of violence/active shooter on campus, fire and bomb threat evacuation, severe weather response, and suspicious persons and/or activities.



- **Mobile Active Threat of Violence/Active Shooter on Campus:**

- » Immediately seek shelter
- » If in a classroom, turn off lights, lock door, close mini-blinds, silence cell phones, and remain calm and quiet. Do not attempt to leave the room until escorted out by uniformed police officers
- » If in main campus or open common areas and you can escape in a safe manner, do so. If not, seek shelter behind big heavy objects, remain calm and quiet
- » Do not make cell phone calls, but use texting instead

- **Fire and Bomb Threat Evacuation:**

- » Follow verbal directions from instructors or campus personnel
- » Get familiar with nearest evacuation routes
- » Remain calm and quiet
- » Leave personal belongings behind if not feasible to carry out
- » Assist persons with disabilities or others that need assistance in evacuation
- » Do not use elevators

- **Severe Weather Response:**

- » Follow instructions by CCC personnel and seek shelter in a designated safe area
- » Do not go outside to see what type of weather is approaching
- » Remain calm and quiet
- » Do not make cell phone calls, but use texting instead

- **Suspicious Persons and/or Activities:**

- » Report suspicious persons and/or activities to Security at 575.769.4143 or 575.769.2811 or 575.769.4105
- » For emergency situations, contact the Clovis Police Department at 575.769.1921 or 911
- » Service/contract vendors are required to display “vendor” badges while on campus performing work or servicing the campus to avoid calls on suspicious persons or activities

For additional information on campus safety and security, please visit www.clovis.edu/security.

DRUG-FREE CAMPUS

Clovis Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of Clovis Community College to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of Clovis Community College, including but not limited to, its campus grounds, facilities, vehicles, or any activity held on the College premises. As a condition of enrollment, any student of Clovis Community College shall abide by the terms of the Drug-Free Campus Policy.

Clovis Community College has established an ongoing drug-free awareness program to inform employees and students about the dangers of drug abuse in the workplace; the Institution’s policy of maintaining a drug-free workplace; any available drug counseling; and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace. Clovis Community College offers counseling referral services to those requesting it.

Legal sanctions: Legal sanctions will be in accordance with the applicable local, state, and federal laws. Students and employees engaged in unlawful possession, distribution, or use of controlled substances are also subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

SCIENCE AND PHOTOGRAPHY LABORATORIES

Students participating in laboratory courses should be aware that such participation might expose them to contact with a variety of chemicals. The effects of such chemicals and/or their fumes upon the human embryo and fetus are often unknown and may be harmful. Students who are pregnant should consult with a physician before enrolling in laboratory courses.



TOBACCO-FREE POLICY

The CCC Board of Trustees recognizes that all use of tobacco, including cigars, cigarettes, pipes, electronic cigarettes, and smokeless tobacco represents a health and safety hazard which can present serious consequences for the user and those non-users who are exposed to their use in the facilities at CCC. Smoking and use of smokeless tobacco is prohibited by all students, employees, visitors, and guests in all buildings and vehicles owned or leased by CCC and in any other areas around the College designated as non-smoking or non-tobacco use. Tobacco-free areas include all college courtyards, spaces between buildings, and campus interior parking lots. Designated smoking areas are the perimeter parking lots only.

EMAIL AS AN OFFICIAL MEANS OF COMMUNICATION

Clovis Community College provides an email address to all admitted students and uses email as an official means of sending information to students. After being accepted for admission, the student will receive a letter detailing login instructions. CCC email shall be considered an appropriate delivery method for official communication by Clovis Community College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to withdraw from class or to apply for graduation, etc. Students should access their student email account via Pathway at pathway.clovis.edu. Students should check their email on a regular basis. Students are also responsible for adhering to the Student Email Policy they receive when first logging into their student email account.

Student Responsibilities:

- Students are responsible for checking their official student email regularly (at least 3 times per week).
- Students must be aware of mailbox capacity and ensure there is sufficient space in their accounts.
- Students must recognize that certain communications may be time critical. Students who choose to forward email from their CCC account to another email account do so at their own risk.
- Students will be responsible for reporting problems with their student email account to the Information Technology Department at 575.769.4004.

College Responsibilities:

- The Information Technology Department is responsible for creating and maintaining email accounts.
- The content of email communications is the responsibility of the originating department.
- The college will not hold the student responsible for college email system malfunctions that limit their access to time critical information.

ACCEPTABLE USE POLICY

The Information Technology Acceptable Use Policy can be found at www.clovis.edu/labuse.

CELLULAR TELEPHONE POLICY

Students who carry cellular telephones or any similar electronic devices should be aware that their use could be disruptive to others around them. Cellular telephones are to be turned off in classrooms, laboratories, the Computer Resource Center in the Center for Student Success, the Library, the Student Services Center, the Testing Center, and other designated areas on campus. Any student who has an urgent need to be reached by cellular phone while in class or in one of the designated areas should request permission from the instructor or person in charge of the area to leave the cellular telephone turned on. Anyone receiving a call in one of these areas should exit the room before starting a conversation.

DISCRIMINATION AND GRIEVANCE POLICY

Title VI and VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title I of the 1968 Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act require colleges to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging discrimination. Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition. For more information, refer to the CCC Student Handbook.

STUDENT RECORDS

A permanent record of enrollment is created in the Office of Admissions and Records when a student applies for admissions and enrolls in a course. The Family Education Rights and Privacy Act requires CCC to provide students with access to their official education records. The student's record also contains personal data such as name, address, and social security number. Students must provide the College with written consent to release academic information to another college, agency, organization, employer, or individual.

STUDENT APPEALS

An appeals process for students at Clovis Community College is available to afford students an opportunity to express their position in matters that affect their welfare during their enrollment.



Students have a right to appeal a violation of college policies or request exceptions to policies because of unusual or special circumstances. Should the need arise, the following appeals exist to benefit students: Grade Appeals, Suspension Appeals, General Academic Appeals, and other appeals for violations of conduct or policy. In all cases, final appeals must be made in writing to the Admissions and Standards Committee. Decisions of the Admissions and Standards Committee are final.

1. Academic Policy Appeal: Actions that adversely affect students regarding general academic policies such as status of enrollment, credit hours earned, graduation requirements, and grade point averages may be appealed in writing to the Director of Admissions and Records/Registrar. If the student does not agree with the decision of the Director of Admissions and Records/Registrar, the student may submit a written appeal to the Admissions and Standards Committee.
2. Grade Appeal Process (See page 14 of this catalog).
3. Academic Suspension Appeal Process (See page 15 of this catalog).
4. Financial Aid Appeal Process (See page 26 of this catalog).
5. Other appeals not included in the definitions previously described should be presented to the Executive Vice President, who will determine the appropriate office, supervisor, or committee to hear the matter.

ADMISSION POLICIES AND PROCEDURES

Clovis Community College adheres to an open admission policy except for certain occupational programs, including Nursing, Physical Therapist Assistant, and Radiologic Technology.

APPLICATION FOR ADMISSION

Direct requests for an application or questions concerning admission to:

Admissions and Records Office
Clovis Community College
417 Schepps Blvd.
Clovis, New Mexico 88101-8381
Telephone: 575.769.4025
Fax: 575.769.4027

Or on the Internet at www.clovis.edu/admissions

ADMISSION PROCESS

Students who have not attended CCC must complete an Application for Admission. Students who have not attended CCC for one calendar year will need to re-apply for admission before registering and must update their information, including attendance at other institutions, since their last attendance at CCC.

An application is processed for the specific semester for which the student applies. The credentials of students who apply for admission, but do not enroll, are filed for one calendar year after the beginning of the semester for which an application is made.

Students who have been admitted, but have misrepresented or not disclosed pertinent information, will be subject to disciplinary action and possible dismissal from CCC.

Applications for Admission must identify all high schools and colleges attended and include information regarding the student's academic standing at those institutions. Official high school and college transcripts must be from an accredited institution.

Students receiving Financial Aid or veteran's benefits must provide official high school or GED transcripts and official transcripts from all previously attended colleges and universities (including Community College of the Air Force). Please refer to the General Financial Aid Policies on page 24.

All applicants to CCC will be required to complete assessment and placement procedures as described on page 12 of this catalog.

New applicants will be admitted to CCC on a provisional status until all admissions requirements have been met.

Degree-seeking students are encouraged to meet with an academic advisor every semester before registering.



WEB-BASED ADMISSION

New students and returning students can complete the admissions process by visiting the website at www.clovis.edu/cc411. Applications submitted via the Web are subject to review by the Admissions and Records Office. Students will not be admitted to CCC until this review is completed.

ALTERNATIVE ADMISSION

Any person who has not graduated from an accredited high school may qualify for admission under one of the following conditions:

- 1. Admission by test of General Education Development (GED):** Students who have not graduated from an accredited high school may be admitted if they have received a GED diploma. The official test results showing acceptable scores must be sent directly to the Admissions and Records Office. Test reports in the student's possession are not acceptable.
- 2. Early Admission:** This program provides public, private, and home-schooled high school students an opportunity to take college courses at CCC, earning only college credit while still enrolled in high school. Early admission students must receive permission from Educational Services to enroll in more than seven (7) credit hours at CCC per semester.
- 3. High school home-schooled students:** Home-schooled students may attend Clovis Community College. For more information, please contact the Admissions and Records Office.
- 4. Dual Credit Program:** Clovis Community College, through dual credit enrollment agreements with area high schools, provides students with an opportunity to take college courses while still in high school and earn high school credit as well as college credit. Policies and procedures regarding this program may be obtained through the high schools or the CCC Educational Services Office. CCC adheres to all New Mexico Higher Education Department and Public Education Department dual credit policies.

All students admitted under Alternative Admission are required to take the appropriate assessment as defined in the Assessment and Placement section on page 12. To remain eligible for Early or Dual Credit Admission, the student must maintain a minimum current and cumulative GPA of 2.0 in all college work. Exceptions to these conditions must be approved by the Executive Vice President.

ADMISSION TO FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

- Automotive Technology
- Cosmetology
 - » Esthetics
 - » Nail Technician
- Industrial Technology
 - » Plant Operations & Equipment
 - » Wind Energy
- Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Welding

Individuals interested in applying for admission to a full-time Occupational Technology program, except Nursing, Physical Therapist Assistant, or Radiologic Technology must:

1. Complete an Application of Admission and submit it to the Admissions and Records Office.
2. Complete an Occupational Technology Program Application and submit it to the Division Chair for Occupational Technology in Faculty Office IV.
3. Submit an official high school transcript (no copies can be accepted) or GED scores to the Admissions and Records Office (for Cosmetology, Esthetics, and Nail Tech applicants only).
4. Complete the Accuplacer test and meet the minimum score requirements for the interested program. Please see an Academic Advisor for more information.
5. Complete AT 100 with a "C" or better (Automotive Technology students only).

Upon completion of the admissions requirements, students will be placed on a waiting list based on the date in which all admissions requirements are completed. Students will be notified by letter once they have been accepted into a program and must register by the deadline provided in order to secure a spot in the program. Students who receive a letter but do not register prior to the deadline will be moved to the bottom of the waiting list. Open enrollment will begin the Monday preceding the first week of classes. During open enrollment, any student who has met all requirements may register for the full-time program on a first-come, first-served basis provided there is still availability in the program.

Students accepted into any Occupational Technology program must register prior to the first day of class. Full-time Occupational Technology programs accept new students in the fall and /or spring semesters. Occupational Technology students may not register on the Web.



ASSESSMENT AND PLACEMENT

All students enrolling for the first time in courses with a math component, a writing component, or courses that require extensive reading are required to take the Accuplacer before registering. Students are required to register for the appropriate level of classes indicated by the results of the assessment. Students are allowed one retest of the Accuplacer per semester, unless otherwise recommended by an academic advisor. The advisor may require the student to spend 15 hours of verified test preparation time in the Center for Student Success before recommending a retest. For subjects in which the required score has not been attained after retaking the assessment, students must complete the appropriate developmental course(s). The Accuplacer covers mathematics, English, reading, and computer skills. Low scores will not keep students from enrolling in college, but some courses and programs have minimum score requirements. If there are other test scores (e.g., ACT/SAT) that demonstrate college-level skill, the student may be exempt from the Accuplacer as determined by an academic advisor. All students taking any assessment or placement test must present valid picture identification at the time of testing. Policies regarding testing and placement are available in the Testing Center. All students who test into any developmental class must take ACS 102 Freshman Seminar during their first semester.

ARTICULATION AND ACCEPTANCE OF TRANSFER CREDIT

Official transcripts for all degree-seeking students will be evaluated in the Admissions and Records Office. Once the transfer evaluation has been completed, students will be notified. Advisors in the Academic Advising Office will review transfer credit for applicability to course prerequisites or degree/program requirements. Only applicable credit will be applied toward degree, certificate, and graduation requirements at Clovis Community College, while all transfer credit will count toward attempted hours for financial aid requirements. Tentative degree plans provided to students by the Academic Advising Office will not be considered final until the Admissions and Records Office receives ALL official transcripts and completes an official evaluation.

Courses on transcripts or in catalog descriptions which are noted as sub-college, remedial, or developmental from any colleges will be considered the same at Clovis Community College. If a sub-college, remedial, or developmental course at another school meets the equivalent course content for a CCC college-level course, it may be accepted pending Advisor and Division Chair approval.

Acceptable Transfer Grades: Clovis Community College will accept transfer credits from other institutions. Transfer credits must meet the minimum required grade for acceptance into any

program. Transfer grades of “D” are accepted in the General Education requirement for Associate Degrees and Certificates; however, grades of “D” are not accepted in the following categories:

- Other CCC Requirements
- Related Requirements
- Program Requirements
- Areas of Concentration

Grades of “F” are not accepted for transfer credit.

The Admissions and Records Office converts quarter hours to semester hour equivalents. One-quarter hour is equal to two-thirds of a semester hour.

Students who have credits from the Community College of the Air Force (CCAF) must request an official transcript be forwarded to the Admissions and Records Office. Maximum credit from CCAF that may be applied toward program completion is 30 semester hours.

Grades for transfer work will not be calculated as part of the CCC cumulative grade point average.

Acceptance of transferable credit is based on the following criteria: Credit is accepted for equivalent college work from institutions whose accreditation is from an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). Non-equivalent courses include, but are not limited to, denominational religion courses and basic skills courses (developmental or remedial). In the Associate of General Studies degree plan, some technical/occupational courses may be considered for credit if the sending institution is accredited by one of the accrediting bodies listed below.

CHEA recognizes the following accrediting bodies:

- Association for Biblical Higher Education Commission on Accreditation
- Accrediting Commission of the Distance Education and Training Council
- Accrediting Council for Independent Colleges and Schools
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Additional specialized and professional accrediting organizations as recognized by the CHEA



Military Credit: Clovis Community College participates in the acceptance of military credit as recommended by the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services.

ACADEMIC POLICIES

Clovis Community College reserves the right to make changes and exceptions to this catalog provided administrative and governance processes have been followed.

Curricular requirements are established by CCC and include general education courses as well as specific discipline requirements. Students' degree programs are individually planned according to catalog guidelines and advisor recommendations.

New catalogs are effective beginning with registration for the fall term of the year in which they are published. Curricular requirements are determined by the date a degree plan is filed in the Academic Advising Office. When a student files a degree plan, the requirements of the currently effective catalog shall determine all applicable degree requirements. CCC will honor all degree plans and curricular requirements for a period of six years from the effective beginning date of the catalog they were filed under if CCC can reasonably continue to offer the course of study. However, current academic standards, regulations, and policies (e.g., probation and suspension status) apply to all students. Students who do not enroll in major related courses for two consecutive terms (excluding summers) may be required to file a new degree plan upon their return, unless the degree plan requirements have not changed since the last semester of enrollment. If succeeding catalogs change degree requirements in such a way as to be beneficial to the student, the most recent catalog policy may be applied.

ACADEMIC CALENDAR

Clovis Community College's schedules of classes are built around a fall and spring semester and a summer session.

Full academic calendars are published in the Student Handbook and on the Internet at www.clovis.edu/academiccalendar.

CLASSIFICATION OF STUDENTS

Student classification is based upon the following standard of credit hours earned:

Freshman – 29 or fewer credit hours

Sophomore – 30 or more credit hours

NUMBERING OF COURSES

Courses are numbered according to level. Courses numbered from 001 to 099 are developmental, 100 through 199 are primarily for freshmen, and 200 through 299 are generally for sophomores.

STUDENT COURSE LOAD

A credit hour is the equivalent of one 50-minute class per week. Some classes such as laboratories, physical education, music ensembles, and workshops may require a longer class time to generate credit hours.

A full-time course load is 12 through 18 credit hours during a regular semester and 6 through 10 during the summer session. The definition of full-time status for financial aid students and VA students may differ. Students wishing to register for more than 18 credit hours during a regular semester or more than 10 in the summer session must have an academic advisor's recommendation and approval of the Executive Vice President prior to registration.

GRADING SYSTEM AND GRADE POINTS

Grades are determined by student performance as judged by the instructor. Grades are non-negotiable.

Letter grades "A," "B," "C," "D," and "F" are earned and recorded. Under certain circumstances "I," "W," and "P" may be recorded. A grade of "I" is recorded for incomplete work. A grade of "W" is recorded when a student formally withdraws from a class. A grade of "P" or "F" is assigned for all workshops.

The following definitions prevail:

Letter Grade		Grade Points per semester hour
A	Outstanding	4
B	High Quality	3
C	Generally Good	2
D**	Poor Quality	1
F	Failing Work	0
W	Withdrawal	0
P*	Passing Work	0
I	Incomplete	0
AU	Audit (No Credit)	0
NG	Non-Graded (No Credit)	0

*A "P" grade is normally equivalent to a letter grade of "C" or higher.

**Grades of "D" are accepted in the General Education requirements for Associate Degrees and Certificates; however, grades of "D" are not accepted in the following degree plan categories:

- Other CCC Requirements
- Related Requirements
- Program Requirements
- Areas of Concentration



Students are advised that a “D” in general education classes may not transfer; therefore, students should check with the institution to which they plan to transfer.

When computing the grade point average, the total credits for which the grades of “A,” “B,” “C,” “D,” and “F” have been earned are divided into the total number of grade points earned. The following formula is an example of grade point calculation:

A - 3 cr.	4 x 3 = 12
B - 3 cr.	3 x 3 = 9
C - 3 cr.	2 x 3 = 6
9 cr.	27 grade points

27 grade points divided by 9 credits equals 3.000 grade point average.

In courses that are graded Pass/Fail, the assigned grade will not be computed as part of the grade point average.

INCOMPLETES

The Incomplete grade of “I” is given for passing work that could not be completed during the final weeks of the semester due to circumstances beyond a student’s control that occurred after the deadline to withdraw from classes. The following stipulations apply in the assignment of an Incomplete (I):

1. In no case is an “I” to be used by faculty to avoid the assignment of “D” or “F” grades for marginal or failing work. Students must be passing with a “C” or better at the point of request for an Incomplete to be given.
2. An “I” that is not made up by the date designated by the instructor will convert to an “F.” The maximum time period to complete the requirements is 60 calendar days from the end of the semester.
3. An “I” is removed when the instructor submits a change of grade form to the Admissions and Records Office after the work has been completed. An “F” grade may be given for inadequate work or work not completed by the deadline.
4. The change from an “I” to a letter grade will appear on the transcript at the end of the semester in which the instructor submits the change of grade form.
5. Incompletes must be changed to a letter grade before a student is eligible to enroll in the next level.
6. Active duty military students should contact their instructor regarding the possibility of Incompletes due to deployment.

AUDITING OF COURSES

Auditing a course gives a student an opportunity to attend class as a non-graded participant. Auditing a course allows students to review a subject area as a refresher or for general use. Students seeking to audit courses must apply and meet all admission requirements. Specific courses that may not be audited will be listed in the catalog course description or the semester course schedule. Tuition and fees apply to all audited courses.

Audited courses are recorded on the CCC transcript as an “AU” with no credit awarded.

CHANGE OF GRADE

A change of grade or the correction of an improperly reported grade after grades have been submitted to the Admissions and Records Office may be made only after reasons for such a change have been submitted in writing by the instructor and approved by the Division Chair and the Executive Vice President.

If there is an error on the grade report, it is the student’s responsibility to notify the instructor and/or appropriate Division Chair. Requests for a change of grade or correction to a transcript will not be considered after a period of 60 days from the date the grades were submitted to the Admissions and Records Office.

GRADE APPEAL PROCESS

Students wishing to appeal a final course grade must first meet with the faculty member involved within 60 days from the time the original grade was submitted to the Admissions and Records Office.

If the matter is not resolved, the student may refer the issue to the appropriate Division Chair, who will mediate the appeal.

If the matter is still not resolved to the student’s satisfaction, the student may submit in writing the reasons for the appeal to the Executive Vice President. The Executive Vice President will meet with those involved to review the circumstances leading to the appeal.

If not resolved to the student’s satisfaction, the final recourse is to submit a written appeal to the Admissions and Standards Committee. The written appeal may be submitted to the Director of Admissions and Records/Registrar in the Admissions and Records Office.

If desired, the student may file a written request for a hearing and appear with witnesses. The Admissions and Standards Committee will consider the appeal, interviewing the faculty member involved if necessary.



The decision of the committee will be submitted in writing to the student, the faculty member, the Division Chair, and the Executive Vice President. The decision of the committee is final and not subject to appeal.

If a grade change is approved as a result of this process, the change of grade will be submitted to the Admissions and Records Office where the appropriate change will be made to the student's academic record.

ACADEMIC STANDING

Scholastic standing will be determined at the close of each semester and recorded on the student's transcript. Scholastic standing is based upon the semester as well as the cumulative grade point average (GPA) achieved for the total credit hours attempted. Probation and suspension are recorded on the permanent record and appear on official transcripts.

Good Standing: A student whose semester and cumulative GPAs are equal to or greater than 2.0 is in "good standing."

Probation: A student whose semester or cumulative GPA is below 2.0 will be placed on probation the subsequent semester. A student may continue to enroll while on probation provided his/her semester or cumulative grade point average is 2.0 or higher.

Suspension: A student on probationary status will be suspended at the end of the semester if both his/her semester GPA and cumulative GPA are less than 2.0. Suspended students will be placed on hold and will be withdrawn from their program of study for one full semester, excluding summer. Following a suspension, all students (including dual credit high school students) will be readmitted on probationary status and must meet with an Academic Advisor prior to registration.

Suspended Students: Academically suspended students may be authorized to enroll in an HPE class for audit only or select non-transferable, short-term programs offered through Business and Industry Training.

Students who fail the same developmental course two times may be suspended. After one year, the Executive Vice President must approve re-enrollment. Approval will be based on the student's ability to benefit from the course.

ACADEMIC SUSPENSION APPEAL PROCESS

A student who wants to apply for readmission to CCC and wishes to appeal an academic suspension status at CCC must submit a written request to the Admissions and Standards Committee explaining any unusual circumstances that would justify readmission. In addition, the student may make a written request for a hearing and bring witnesses if desired. Such requests must be submitted to the Director of Admissions and Records/Registrar. The Director will present the written request to the Admissions and Standards Committee. Students who have fulfilled the requirements of their suspension do not have to appeal for readmission but must contact an academic advisor.

Upon receipt of the written appeal, the Admissions and Standards Committee will review the request and determine what action to take. The Admissions and Standards Committee will send written notification of the decision to the student. All appeals must be submitted to the Director of Admissions and Records/Registrar by the Tuesday before the semester begins. The decision of the committee is final and not subject to appeal.

REGISTRATION

Registration for classes is conducted according to the beginning and ending dates published in the semester schedule of classes or other publications or announcements.

DROP AND ADD PROCEDURES

Students may drop and/or add courses during the period of time specified in the Academic Calendar. Students cannot add courses after the late registration deadline. A course that is dropped during the drop/add period will not appear on the transcript.

Drop/add forms must be completed in person at the Admissions and Records Office, at the Cannon Air Force Base Educational Services Office, or on the Web prior to the deadline. If a student cannot appear in person, he/she must send signed permission with the individual who is completing the drop/add form. The written permission must include the student's identification number (C Number) and specify which course(s) will be dropped or added. All schedule changes must be completed prior to the deadline published in the semester schedule.



WITHDRAWING FROM COURSES

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at www.clovis.edu/AcademicCalendar. Students who need to withdraw may do so online or at the Admissions and Records Office or at the Cannon Air Force Base Educational Services Office prior to the deadline. Withdrawal from a course can affect financial assistance or Veteran's benefits. It is recommended that students consult an academic advisor and Financial Aid if they are a Pell Grant recipient prior to withdrawing.

If a student cannot withdraw online or appear in person, he/she must send signed permission with the individual who is completing the withdrawal form(s). The written permission must include the student's identification number (C Number) and specify the course(s) from which the student wishes to withdraw. In cases of extreme emergency, students may request permission from the Admissions and Records Office to make alternative arrangements prior to the withdrawal deadlines. Forms may also be faxed to 575.769.4027.

REPEATING A COURSE TO IMPROVE A GRADE

When a course has been repeated, the last grade received will be recognized as the permanent grade. A course may be repeated if a student desires to improve a grade received in the course. When a course is repeated, the previous course enrollment will no longer be included in calculating the grade point average (GPA), but will remain on the student's permanent record. The repeat will count toward the GPA even if the repeated grade received is lower than the first grade.

Students may repeat a course as often as they desire to improve their cumulative grade point average. If a "C" or better is required for a degree plan, students may take the course as many times as necessary to earn the required grade. The last repeat will replace all previous grades in the calculation of the cumulative grade point average.

The following regulations apply:

1. A repeated course must correspond in number, title, and description to the original course taken.
2. Withdrawal from a repeated course shall cause the repeat to be canceled, and the previous academic record remains valid. Students may choose to repeat the course again after the withdrawal. (Nursing courses are an exception to this policy. See Nursing, page 50.)
3. Courses taken at another college or university will not be considered a repeat of a CCC course in GPA calculation.

DIRECTED STUDY POLICY AND PROCEDURES

To enable students to meet the requirements for graduation, a course may be provided on an individual basis through directed study. In this case, the student works with an instructor to complete course requirements independently. Directed studies are generally approved for required courses in the last semester prior to graduation when no other option exists, i.e., postponement until another semester or course substitution. However, in some situations directed studies will be approved if there is no other alternative to obtaining the necessary credits in the sequence needed to finalize degree requirements.

Directed studies are approved only for the completion of degrees at Clovis Community College, unless approved by the Executive Vice President. Students must have a cumulative GPA of 2.5 or higher to be approved for a Directed Study. Directed studies will not be allowed in courses from which a student withdrew or in which the student received a grade of "D," "F," "I," or "AU."

Contact the Academic Advising Office for information on directed study procedures.

INTERNSHIPS

Internships are supervised practical experiences and are included as requirements or electives in selected programs of study. An internship is not a substitute for required courses and should be undertaken in the final stages of the associate degree program. The student must have completed 12 credit hours in the academic discipline in which the internship occurs in order to enroll in the internship. Students must be in good academic standing as defined on page 15 to be eligible for an internship. Internship applications are available in the Academic Advising Office or program areas.

COOPERATIVE EDUCATION

The Cooperative Education (Co-op) program integrates classroom study with paid training in public or private employment. Co-op experiences are specifically designed to provide students with increasing levels of experience and responsibility that will benefit them in their job search.

Students who are currently employed in work related to their major should complete the Co-op application process at least four weeks prior to the first day of the semester. Students who are not currently employed in work related to their major should contact the Career Services Office the semester before they plan to enroll in a Co-op class to receive assistance in securing a position. (Career Services cannot guarantee employment but will make every effort to assist students.) Students must have completed a minimum of



12 credit hours in their degree program with a grade point average of 2.5 or higher and have an overall grade point average of 2.0 or higher. Approval is required prior to enrollment in a Co-op class. Students will be evaluated jointly by their employers and the college instructor. A maximum of nine credit hours of Cooperative Education credit may be applied as elective credit toward a degree or certificate at CCC.

Further information may be obtained by contacting the Division Chair.

LEARNING COMMUNITIES

Learning Communities involve groups of students taking the same courses to help them connect to each other for support and involvement. Learning Communities are two or more courses linked together to incorporate common academic connections and provide a supportive environment to encourage involvement and achievement. Learning Communities have been shown to increase student retention, academic achievement, and student involvement and motivation. They also improve students' time to degree completion and enhance intellectual development. Learning Communities emphasize the importance of participation, interpersonal dialogue, collaborations, experiential learning, and diversity. Students must enroll in all of the linked courses in the identified Learning Communities. See the current class schedule for more information.

CAREER TECHNICAL INSTITUTE

In partnership with area high schools, Clovis Community College offers high school students opportunities to take career technical courses for dual credit (earn both high school and college credit at the same time). These courses are offered in a two-hour block in the afternoon, four days per week, so that schools can maximize transportation for students. Students interested in starting a college career technical program while in high school need to talk with their high school counselor about courses available in the Career Technical Institute.

CREDIT BY EXAMINATION

College credit can be granted for successful completion of any of the examinations described below. Credit will be awarded by the Admissions and Records Office and will appear on the transcript with the notation "Credit by Examination." Students are responsible for having their official test scores mailed to the Admissions and Records Office.

The maximum credit from a combination of special credit examination(s) that may be applied toward an associate degree is 32 credit hours. Examples of special credit examinations are CLEP, AP, ACT, SAT, and Course Challenging.

Specific information on credit by examination can be obtained from the Admissions and Records Office, the Academic Advising Office, and the Testing Center.

College Level Examination Program (CLEP): CCC accepts appropriate scores earned in the College Level Examination Program of the College Entrance Examination Board under the following provisions:

Up to seven credit hours in each of the five CLEP general examination areas may be granted based on scores at or above minimum scores as recommended for awarding credit for the examinations. CLEP credit cannot be used to establish credit for a course in which an "F" grade has been recorded. CLEP credit will not be awarded if students have received college credit for the same course or its equivalent.

Advanced Placement (AP): Students who have taken the Advanced Placement Examinations (AP) and score three (3) or higher may be awarded academic credit for college-level courses.

American College Testing (ACT) or Scholastic Aptitude Testing (SAT): CCC may grant up to ten credits for ACT examinations based on the examination scores as follows:

Course	Credit Score	Hours	Apply To
English	29	3	ENG 102
Math	29	7	MATH 107 and MATH 113

Please see an Academic Advisor for acceptable SAT scores. High school students participating in the early admission or dual enrollment programs must have taken the examinations before their first full-time college enrollment after graduation from high school.

Students must have official ACT/SAT scores sent to the CCC Admissions and Records Office.



COURSE CHALLENGING

CCC recognizes that students may have gained academic knowledge through experience or training outside the college classroom. An examination fee of \$100 per credit hour will be assessed for each course challenge that is requested and approved.

To challenge a class the following provisions must be met:

1. Students may not be enrolled in the course they wish to challenge.
2. Students must not have attempted credit by challenging the course previously. In addition, students cannot challenge courses if they have received college credit for the same course or its equivalent. Course challenge cannot be used to establish credit for courses in which an "F" or "I" grade has been earned.
3. Students must obtain written approval from the Division Chair, who shall determine if the course can be challenged and if an instructor is available to prepare and administer the examination.
4. Students currently enrolled in classes they wish to challenge must drop or withdraw from the course and pay the challenge fee.
5. Students must pay the challenge exam fee of \$100 per credit hour, which is separate from registration fees and is not refundable.
6. If students choose to drop or withdraw from a course for the purpose of challenging, the semester schedule refund policy will apply to the course being dropped.
7. If students successfully complete the examination with a grade of "C" or better, a grade of "P" will be assigned and the credit for the course will be entered on the transcript with the designation "Challenge Exam." If the examination is not completed satisfactorily, no entry will be made on the transcript.
8. The maximum number of credits that may be earned by course challenge examinations is 21.
9. Students are responsible for taking exams early enough to assure credit before registering for more advanced courses.
10. Only college-level courses that meet graduation requirements may be challenged.

DEGREE PLANS

The degree plan is a specific statement of curricular requirements planned for students wishing to obtain a degree. The plan defines guidelines, more specifically than the catalog, for the course of study students should pursue. All degree-seeking students are required to file a degree plan in the Academic Advising Office and declare a major in the Admissions and Records Office. Advisors are available to assist students with academic and occupational advising. Students receiving Financial Aid or Veterans Administration Educational Benefits are required to file degree plans. Students who are entering freshmen, receiving veteran's benefits, or are on academic probation or suspension will be required to see an academic advisor before registering.

It is the responsibility of students to comply with the following:

1. Read and follow degree requirements as specified in the catalog;
2. Consult with an advisor regarding a degree plan; and
3. Satisfy prerequisite requirements listed in the course descriptions before registering for a more advanced course.

DEGREE REQUIREMENTS

Clovis Community College will grant Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS), and Associate of Applied Science (AAS) degrees, Certificates of Completion, and Certificates of Achievement after students:

1. Complete all courses for general education, major, and related requirements as specified on the degree plan;
2. Earn at least 15 credit hours while in attendance at Clovis Community College for Associate degrees and Certificates of Completion. These credit hours must apply to the specific degree plan for which a student has applied for graduation;
3. Achieve a minimum 2.0 cumulative grade point average and a minimum 2.0 program grade point average;
4. Earn grades of "P" or "C" or better in the following categories:
 - Other CCC Requirements
 - Related Requirements
 - Program Requirements
 - Areas of Concentration; and
5. Apply for graduation and pay the graduation fee.

Students enrolled at another college who are still seeking a degree at CCC must have acceptable credits transferred to CCC and apply for graduation in order for the degree to be awarded.



When the necessary credits have been transferred to CCC, application for graduation has been made, and the graduation fee paid, the degree may be awarded.

EARNING A SECOND ASSOCIATE DEGREE

Students may earn more than one associate degree through CCC. Students who desire to complete additional degrees must file the additional degree plan(s) with the Academic Advising Office. Graduation fees will be required for each degree or certificate awarded in order to receive a diploma.

AWARDING DEGREES/CERTIFICATES

Completion of credit hours and degree/certificate requirements are monitored by the Admissions and Academic Advising offices. Clovis Community College reserves the right to grant degrees and certificates to students when all requirements are met.

TRANSFERRING FROM CCC

All students who are transferring to another institution should submit a written request for a transcript of their CCC credits to be sent to the receiving institution. Transcripts cannot be released until all accounts with the college are paid. Since degree requirements will vary with each institution, it is advisable for students who plan on transferring to check the receiving institution's requirements in advance. The Academic Advising Office will assist with questions of course equivalency. However, the receiving institution will make all final decisions on approval of transfer credits.

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 transfer courses taken within approved modules of lower-division coursework 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- or second-year study at a New Mexico institution who wish to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years. Further information on specific transferable courses is available on the Internet at www.hed.state.nm.us.

Student Responsibility: New Mexico 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 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 transfer 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 General Education Core 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 an academic advisor regarding which specific courses fit these categories.

Lower-Division 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 Transfer Modules. These courses are guaranteed to transfer to any New Mexico college or university and apply toward bachelor's degree program requirements for students enrolled at any public institution in New Mexico. Students should consult with an academic advisor regarding which specific classes fit these categories. For more information, please refer to the Higher Education Department website at www.hed.state.nm.us.

Inter-Institutional Transfer Guides and Catalogs: Students who have selected a field of study and/or the institution where they wish to transfer are advised to consult that institution's transfer guide or catalog for more current and detailed advice to guide their course selection.

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 or from other complainants regarding the transfer of coursework from other public institutions in the state. Any student having questions regarding the acceptance of transfer credits should contact the Admissions and Records Office or the Academic Advising Office.



GRADUATION

Students expecting to complete their programs of study must file an Application for Graduation for each degree or certificate earned in the Admissions and Records Office and pay the graduation fees before the deadline published in the semester course schedule.

GRADUATION HONORS

Honors are awarded on associate degrees only. To be considered for honors, students must have completed 30 credit hours of non-developmental courses at CCC with a cumulative grade point average of 3.5. Cumulative grade point averages to determine honors will be calculated at the end of the semester in which students complete degree requirements. Tentative honors for graduation ceremonies will be determined based on the last semester completed at CCC prior to degree completion.

EXECUTIVE VICE PRESIDENT'S HONOR ROLL

Students enrolled for 12 or more credit hours during the fall or spring semesters whose end-of-semester grade point average is 3.5 or better and whose cumulative grade point average is 2.0 or higher will be listed on the Executive Vice President's Honor Roll.

ATTENDANCE POLICY

Attendance is required at all sessions of each course in which a student is enrolled. When circumstances make attendance impossible, such absences should be discussed with the instructor as soon as possible. Students are responsible for all work assigned by the instructor. Possibilities for make-up work should be discussed with the instructor on an individual basis. Class non-attendance due to late registration is considered the same as absences that occurred after registration.

In an online course, "Attendance" is recorded when a student logs into class AND does at least one other action (such as turning in an assignment or posting a message). Simply logging in is not enough to count as "attendance."

CANCELLATION OF COURSES POLICY

Scheduled courses may be canceled due to low enrollment or unavailability of an instructor. Students will be notified by email prior to the drop/add period so that they may determine an alternative enrollment.

TUITION AND PAYMENTS

The Office of Business Affairs provides financial services to faculty, staff, and students. Cashiering services, student account records, purchasing, and accounting are the responsibility of this office.

TUITION PAYMENTS

Tuition payment information is published in each semester's schedule of classes.

DISTANCE LEARNING

An additional charge per credit hour will be assessed for classes taught via instructional television (ITV) and online classes. (See current course schedule for an updated list of fees.)

SENIOR CITIZEN REGISTRATION

Qualified Senior Citizens may register during the Senior Citizen registration period and receive a reduction in tuition charges. This registration period begins the second day of registration.

QUALIFICATIONS FOR SENIOR CITIZEN DISCOUNT

- Must be 65 years of age by census day.
- Must be a resident of New Mexico.
- Must enroll for six credit hours or less during the semester.

The Senior Citizen must pay any course fees associated with classes. Senior Citizen students who are enrolled at CCC and receiving a reduction in tuition are entitled to all rights and privileges afforded all students. This includes the receipt of an I.D. card, use of the Library, use of the computer lab, and access to other campus facilities in accordance with institutional regulations affecting all students.

RESIDENCY STATUS FOR TUITION PURPOSES

Tuition calculations are based upon students' residency status. Residency is determined from information provided on the completed Application for Admission and is defined as follows:

Resident In-District: Students whose legal state of residency is New Mexico, who live within the boundaries of the Clovis Community College tax district, and who have lived in New Mexico for the past 12 consecutive months.

Resident Out-of-District: Students whose legal state of residency is New Mexico, and who have lived in New Mexico for the past 12 consecutive months, but who live outside the Clovis Community College tax district.



Any Texas residents who reside within a 135-mile radius of CCC will be assessed in-state, out-of-district tuition.

Non-Resident: Students whose legal state of residency is not New Mexico, or who have not lived in New Mexico for the past 12 consecutive months.

To change from out-of-state to in-state classification, students must petition for a change in their residency status by completing the Petition for Resident Tuition Classification. This form defines the requirements for residency and is available in the Admissions and Records Office.

All requirements for residency must be met and petitions must be submitted to the Director of Admissions and Records/Registrar by the deadline published in each semester schedule. Any questions pertaining to residency status should be referred to the Director of Admissions and Records/Registrar.

Active duty members and veterans of the United States Armed Forces and their dependents qualify for in-state tuition rates. The student must provide a copy of his or her military ID card to the Admissions Office.

REFUNDS

To qualify for a refund, students must have completed the drop/add or withdrawal process. The refund is based on the date of drop/add or withdrawal. The processing of refunds will begin after registration closes and after Financial Aid is complete. Checks will be mailed approximately four weeks after registration closes.

FINANCIAL AID

FINANCIAL AID PROCEDURES

Financial Aid Office personnel attempt to provide as much assistance as possible through grants, scholarships, loans, and student employment. The primary responsibility for assuming the costs of education belongs to the student and family. However, if the family contribution toward education costs is low, financial aid will be made available whenever possible.

Direct financial aid questions to:

Financial Aid Office
Clovis Community College
417 Schepps Blvd.
Clovis, New Mexico 88101-8381
Telephone: 575.769.4060

Note: The U.S. Department of Education and the New Mexico Higher Education Department frequently change regulations pertaining to financial aid. Since Clovis Community College complies

with all legislative mandates and federal regulations, the Financial Aid Office reserves the right to make policy and procedure changes during the award year.

IMPORTANT INFORMATION

- Students should be familiar with the General Financial Aid Policies as listed in this catalog and on the CCC website.
- Students who decide to withdraw after the beginning of a semester are encouraged to contact the Financial Aid Office before withdrawing.
- All official college transcripts must be received and have credit determination made by the Admissions and Records Office before financial aid can be administered.
- In some cases, if a student's file is incomplete, other arrangements for payment may be required at the time of registration to retain classes until the Financial Aid Office is able to obtain the required paperwork to complete the student's file.

DETERMINATION OF FINANCIAL AID

The amount of financial aid students can receive is based on financial need. Federal regulations define financial need with the following formula:

The Cost of Attendance less Expected Family Contribution equals Financial Need.

Cost of Attendance includes:

- Tuition and Fees
- Room and Board
- Books and Supplies
- Transportation
- Miscellaneous Personal Expenses
- Dependent Care
- Special Expenses for a Disability

EXPECTED FAMILY CONTRIBUTION

The Expected Family Contribution (EFC) is the amount the federal government has determined that students and/or their parents can reasonably be expected to contribute towards educational expenses. The EFC is calculated by using the information provided by students on the Free Application for Federal Student Aid (FAFSA).

ELIGIBILITY FOR FINANCIAL AID

To be eligible for grants, loans, and student employment at Clovis Community College, students must meet federal, state, and institutional eligibility requirements.



FEDERAL REQUIREMENTS

Students must:

- Be enrolled as a regular student in an eligible program;
- Be a U.S. citizen or eligible non-citizen;
- Have a high school diploma or equivalent;
- Not be enrolled in elementary or secondary school;
- Not be in default on a Title IV loan;
- Not owe a refund or repayment on Title IV grants at any institution;
- If required, be registered with the Selective Service;
- Not have borrowed in excess of annual or aggregate loan limits on a Perkins, Stafford, PLUS, Supplemental Loan for Students (SLS), or Income Contingent Loan (ICL);
- Not have federal benefits suspended or terminated as a result of a drug conviction;
- Meet financial need and other program-specific eligibility requirements; and
- Meet financial aid satisfactory academic progress requirements.

CONSORTIUM AGREEMENTS

If a consortium agreement exists between eligible institutions, students can enroll at both institutions and be paid financial aid at one of the institutions based on their combined enrollment. For example, students eligible for financial aid could be pursuing a degree at CCC and enrolled in six (6) credit hours. If they were also enrolled in six (6) credit hours at another eligible institution during the same semester, the hours would be combined to make them eligible for a full-time Pell Grant at CCC. See the Financial Aid Office for more information.

APPEAL FOR PROFESSIONAL JUDGMENT

If students have special circumstances that warrant an adjustment to their Dependency Status, Cost of Attendance, or Expected Family Contribution, they should contact the Director of Financial Aid to complete an Appeal for Professional Judgment. The Director may make adjustments on a case-by-case basis. Students will be required to provide documentation of extenuating circumstances.

STEPS IN APPLYING FOR GRANTS, LOANS, AND STUDENT EMPLOYMENT

1. Complete the Free Application for Federal Student Aid (FAFSA), which is available on the Internet at www.fafsa.ed.gov. To complete this form, students will need their federal tax return, W2s, and statements concerning certain untaxed income. Contact the Financial Aid Office for more specific information.
2. Additional paperwork may be required. Students may be selected by the U.S. Department of Education to verify the information on their FAFSA. Required documentation may include a signed copy of their federal tax transcript and official statements of income from other sources (Child Support, Housing Allowances, Social Security, etc.). Inaccurate, incomplete, or conflicting information will cause delays in receiving financial aid funds. Student files are not complete until CCC has received all requested documentation. Any conflicting information must be resolved before financial aid can be disbursed.
3. Once the student's file is complete, the Financial Aid Office staff will determine eligibility for grants, loans, and student employment. Students will receive a Letter of Award via email summarizing the types of aid for which they qualify and stating disbursement dates.

FINANCIAL AID PROGRAMS

The Financial Aid Office administers the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New Mexico Student Incentive Grant (NMSIG)
- Federal College Work-Study (FCWS)
- New Mexico Work-Study (NMWS)
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- New Mexico Nursing Student Loan (NMNSL)
- Allied Health Professions Loan
- Scholarships

Grants do not have to be paid back. Loans must be repaid with interest. Student employment allows students to work and earn money while attending school.

The FSEOG, NMSIG, FCWS, and NMWS funds are awarded according to the need of the student and available funds. Students whose



paperwork is complete by May 1 of each year will have priority for FSEOG and NMSIG funds.

Students planning to attend school should complete applications as soon as current-year taxes are filed.

FEDERAL PELL GRANTS

The Federal Pell Grant is designed to provide financial assistance to undergraduate students. The amount of the award is based on the Expected Family Contribution (EFC) that is located in the upper right hand corner of part one of the Student Aid Report.

The Pell Grant Disbursement Schedule is available in the Financial Aid Office. If the student does not attend full time for both the fall and spring semesters, he or she may have Pell Grant dollars available for the summer semester.

Students do not necessarily have to attend full time to receive a Pell Grant. In some instances, students may enroll in fewer than six (6) credit hours and qualify for a Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The FSEOG grants are based on financial need and range from \$200 to \$1000 per academic year. Awards are made based on available funding.

NEW MEXICO STUDENT INCENTIVE GRANT

This program is made available by funds from the New Mexico Legislature and matching Federal funds. Grants are based on financial need and range from \$500 to \$2000 per academic year.

Recipients must be residents of New Mexico and enrolled in at least six (6) credit hours. Priority is given to students with the highest unmet need who have completed their Pell Grant file by May 1. After the May 1 deadline, remaining awards will be given to Pell Grant recipients with the lowest Expected Family Contributions and highest unmet need. Awards are made based on available funding.

SUBSIDIZED DIRECT LOAN

Students should only apply for a loan if it is absolutely necessary to meet educational expenses. An applicant must be a U.S. citizen or eligible non-citizen, have at least a 2.0 cumulative GPA, and show a financial need in order to receive this loan. A loan recipient must enroll for and complete at least six (6) credit hours with a minimum GPA of 2.0 per semester. Failure to do so results in the automatic cancellation of all future disbursements. Students may submit a written appeal for reinstatement of their loan to the Financial Aid

Scholarship and Appeals Committee. The Direct Loan limit is \$3,500 for freshmen and \$4,500 for subsequent years; this limit may be reduced, depending on financial need. The minimum amount students can apply for is \$200. The U.S. Government pays the interest on this loan while students are enrolled at least halftime.

UNSUBSIDIZED DIRECT LOAN

This loan has the same requirements as the Subsidized Direct Loan, but it is not based on need. Rather, it is a supplement to the Subsidized Direct Loan, which helps students borrow the remainder of the loan limit for which they do not qualify under the Subsidized Direct Loan. Interest on this loan is paid by students and can be paid monthly or quarterly, or capitalized and added to the principal balance of the loan.

Note: Students cannot borrow more than the cost of education minus any financial aid received.

NEW MEXICO NURSING STUDENT LOAN

This need-based loan program is designed to encourage nurses to practice in areas in New Mexico that have a shortage of nurses. It is a service-payback loan program where students enrolled in an accredited nursing program can borrow up to \$12,000 annually to attend school. After graduation, nurses are expected to work in an underserved area of New Mexico. One year of service repays one year of the nursing loan. If students do not work in an underserved area after graduation, the loan must be paid back with interest. Since funds are limited, students should apply as soon as they are accepted into the CCC Nursing Program.

ALLIED HEALTH PROFESSIONS LOAN

This loan is designed to encourage students in the Physical Therapist Assistant program or the Radiologic Technology program to work in underserved areas in New Mexico. Like the Nursing Loan, it is also a service-payback loan program. The amount of a loan for which students are eligible is determined by their unmet financial need. The maximum amount students can borrow is \$12,000 a year. After students graduate, they are expected to work in an underserved area of New Mexico. These areas are designated by the New Mexico Medical Shortage Area Committee. If the recipient does not work in an underserved area, the loan must be repaid at three times the principal with interest. Since funds are limited, students should apply as soon as they are accepted into the Physical Therapist Assistant Program or Radiologic Technology Program at CCC.



STUDENT EMPLOYMENT

Qualified students may work up to 20 hours per week for minimum wage. Student employment is not guaranteed. The selection process for student employment will be based on financial need, eligibility, available funds, available positions, and job skills.

New Mexico Work Study is available to students who are New Mexico residents. One-third of the funds must be awarded to students with unmet need. Two-thirds may be awarded to students who do not demonstrate unmet need.

Federal College Work Study is available to students who are enrolled in an eligible program of study. These funds are awarded based on unmet need.

Institutional Work Study provides employment for students who do not qualify for financial aid or do not demonstrate unmet need.

Student Eligibility for New Mexico Work Study, Federal College Work Study, or Institutional Work Study:

1. Meet citizenship employment requirements.
2. Be enrolled in an eligible program for a minimum of 6 credit hours in the fall and spring semesters and 3 credit hours in the summer session.
3. Maintain financial aid satisfactory academic progress.
4. Not be in default on previous federal educational loans or owe a refund on federal grants previously received.
5. Have a completed FAFSA (Free Application for Federal Student Aid) on file in the Financial Aid Office.
6. Agree to a Reference/Background check completed by the Human Resource Services Office.

To maintain eligibility, the following criteria must be met:

1. Attend classes regularly (this will be monitored throughout the semester).
2. Continue financial aid satisfactory academic progress.

GENERAL FINANCIAL AID POLICIES

It is the student's responsibility to become familiar with both Financial Aid Office and Clovis Community College regulations and policies concerning withdrawals, incomplete grades, repeating classes, degree plan requirements, and any other policies which may affect educational benefits.

Before registering, the student will be required to sign or electronically accept an agreement of the financial responsibility, which confirms the student is liable for all tuition and fee charges on their

student account, including collection costs resulting from delinquent charges being turned over to a collection agency.

In addition, Clovis Community College will provide necessary student information, such as proof of enrollment and attendance, and itemized charges for tuition and fees, to a bank or other financial institution when necessary to respond to a payment dispute initiated by or on behalf of the student.

Financial Aid will not pay for courses not listed on a student's degree plan. All classes, audit or credit, count as attempted hours for determining financial aid.

Students must:

- Receive approval from an academic advisor before registering if they are first-time degree-seeking students.
- Arrange for official high school and official college transcripts to be sent to CCC and have a credit determination made by the Admissions and Records Office.

CHARGING AT REGISTRATION AND COMPLETION OF PAPERWORK

Students who have complete files and meet all eligibility requirements for a Pell Grant or loan and have signed the Deferment Authorization Form may charge tuition, fees, books, and supplies.

Students whose Pell Grant or loan files are incomplete or those who are ineligible must pay for their tuition and books from their own resources.

Students who are eligible may set up a pending financial aid payment plan (PFAPP). See the class schedule for details. Their classes will be held and an estimated Pell Grant will be awarded pending completion of the student's Pell file. Contact the Financial Aid Office for eligibility requirements.

Financial aid will not pay for classes taken for audit.

Students who charge and then withdraw or are administratively withdrawn or stop attending class before their file is complete will be responsible for all charges.

Once students receive any portion of their financial aid (grant, loan, etc.), they will be expected to use this money for their direct educational expenses and will not be allowed credit privileges in the bookstore, even if they are receiving additional aid.

Institutional charges will be taken out of the first source of aid received.



DISBURSEMENTS

Financial aid checks are mailed to students at the permanent address listed with Admissions and Records.

FSEOG, NMSIG, and Direct Loan refunds are disbursed with Pell Grant refunds.

A refund disbursement schedule is available in the Financial Aid Office each semester.

FINANCIAL AID REPAYMENT

Students who completely withdraw from classes may be required to repay financial aid. Students who decide to withdraw after the beginning of a semester are responsible for contacting the Financial Aid Office prior to official withdrawal. The Financial Aid Office staff will determine how student awards are affected and the amount that may have to be repaid. Examples of these calculations are available in the Financial Aid Office.

FINANCIAL AID REFUND

Students withdrawing from classes after receiving aid may be entitled to a refund of their educational expenses. A portion of the refund may have to be returned to the financial aid programs. The institution will calculate the refund based on CCC's refund policy listed in each semester course schedule or the federal return of Title IV funds policy required by the Federal Regulations. Examples of these calculations and policies are available in the Financial Aid Office.

RETURN OF TITLE IV FUNDS

The Higher Education Amendment of 1998 (HEA), Public Law 104-244 substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The law makes clear that Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

If a student withdraws on or before the 60% point in each semester, a calculation is performed to determine the amount of Title IV funds the student has earned at the time of the withdrawal. A return of funds calculation determines how much money the student may have to return to the Title IV programs.

An official withdrawal is when a student withdraws from the school via the college's withdrawal process. In this case, there is documen-

tation indicating the student initiated the withdrawal. A student who withdraws after the 60% point of the semester has earned 100% of the Title IV funds. Therefore, a return of funds calculation is not required.

OFFICIAL NOTIFICATION NOT PROVIDED BY THE STUDENT

A student who leaves a school does not always notify the school of his or her withdrawal. There are two categories of unofficial withdrawals for purposes of Return of Title IV calculations. First, the school determines that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control. The withdrawal date is the date the school determines the incident occurred. The second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. This rule applies only to schools that are not required to take attendance. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the semester. If a school that is not required to take attendance does take attendance, they may (in order to use the most accurate date of last attendance) use its attendance records to determine a student's withdrawal date.

If a student owes money back to the school or Department of Education because of a withdrawal (official or unofficial), the student will not be eligible for additional Title IV funds until the balance has been paid in full.

A student should notify the Financial Aid Office of intent to withdraw so that the staff can inform the student of the consequences of withdrawing and how it will affect the student's academic progress. Transcripts are not released to students who owe money back to the school and all withdrawals affect satisfactory academic progress.



FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Students who are on Academic Suspension are not eligible for financial aid. See Academic Standing Policy on page 15 of this catalog.

Federal regulations require students to maintain satisfactory academic progress for continued financial aid eligibility. Students' entire academic records are considered in determining eligibility for financial aid whether or not they have previously received aid. The CCC Financial Aid Office reviews academic progress each semester. Students will be placed on Financial Aid Warning or Financial Aid Suspension if they do not meet the following standards:

1. **Qualitative Progress:** Students must maintain a grade point average of at least 2.0 (C average) for each semester as well as cumulatively. Grade point values for financial aid eligibility are:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Withdrawal W, Pass/Fail P/F and Audit AU do not carry quality points and are not used to determine grade point average. A chart is provided on page 14 of this catalog explaining how to compute grade point average.

2. **Quantitative Progress:** Students should be able to earn a two-year degree by the time they attempt 150 percent of the credit hours (including all transfer hours, withdrawals, remedial coursework, audited courses, and repeat courses) required to complete the degree. For example, if a degree requires 60 credits, the student can attempt 60 credits x 150 percent or 90 credits before they are ineligible for financial aid. Financial aid will not be paid to students who have attempted 150 percent of the credit hours required unless approval has been granted by the Financial Aid Scholarship and Appeals Committee. All terms of attendance, including periods when students did not receive financial aid, are counted in the total number of attempted credit hours.
3. **Incremental Progress/Pace:** Students must complete 67% of the semester credit hours attempted each term. Student's pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.
4. **Zero GPA:** Students who complete the semester with a 0.00 GPA or who completely withdraw after receiving financial aid will be placed on financial aid suspension. Students who are on financial aid suspension may write a letter of appeal to request that their financial aid be reinstated.

FINANCIAL AID SAP STATUS DEFINITIONS

Good: Student meets all conditions of maintaining satisfactory academic progress.

Warning: Student fails to make satisfactory academic progress. The student is still eligible to receive financial aid the next semester of enrollment.

Suspension: Financial aid suspension occurs when students do not make satisfactory financial aid academic progress during a warning term or students who complete the semester with a 0.00 GPA. Students on financial aid suspension are ineligible to receive financial aid unless the Financial Aid Scholarship and Appeals Committee approves an appeal for reinstatement.

Probation: Student fails to make satisfactory academic progress, has been placed on suspension, and who has appealed his or her status and has had eligibility reinstated.

DEVELOPMENTAL COURSES

Students cannot receive financial aid for more than 30 attempted credit hours of developmental coursework. Developmental courses count toward all SAP rules. This policy cannot be appealed.

REPEAT COURSES

Students can repeat a previously passed class once and receive financial aid for that course.

NOTIFICATION OF SAP

Notification of deficiency (probation and suspension) will be sent via CCC email accounts at the end of each term to notify those students who failed to meet the SAP standards.

Deficiency notifications are based on available information at the time the process is run. This information is subject to change or correction. Therefore, it is the responsibility of the students who have been notified of a deficiency to document and report to the CCC Financial Aid Office any corrections to information (such as grade changes, consortium agreements, etc.) used to determine their status.

Any aid released to a student who is subsequently determined to be ineligible for financial aid under the rules of SAP will be returned and the student will be billed.

FINANCIAL AID APPEAL PROCESS

Students have the right to appeal the denial of financial aid. Such circumstances that may be appealed include death of a relative,



injury or illness of the student or family member, or other mitigating circumstances. Students must provide detailed information regarding why the student failed to meet SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Supporting documentation regarding the mitigating reasons must accompany the appeal as well as the student's signed academic plan. The Director (for 150 percent maximum time frame) and the Financial Aid Appeals Committee (for other SAP concerns) review the appeal letters on a case-by-case basis and determine if the student's circumstances warrant allowing the student to continue receiving aid.

Students placed on good status with an approved academic plan (G-Plan) remain eligible for Title IV aid as long as he or she continues to meet the conditions of that plan. Students regain eligibility once their cumulative GPA is a 2.00 or greater and their cumulative incremental status is 67% or greater.

Students may appeal no more than three times during their academic career at CCC. Students may not appeal if they have been placed on suspension two semesters in a row.

SCHOLARSHIPS

To assist students in their educational endeavors, numerous scholarships are available at Clovis Community College. Scholarship awards provide financial support for tuition, books, and other educational expenses. Visit the CCC Scholarships website for the most up-to-date scholarship details and to apply by completing the online general scholarship application at www.clovis.edu/scholarships. Students are encouraged to contact the Financial Aid Office for additional information.

ELIGIBILITY FOR VETERANS EDUCATIONAL ASSISTANCE

Courses at Clovis Community College are approved for educational assistance for veterans, active duty military personnel, and eligible dependents.

Students requesting Veteran's benefits are required to have a degree plan on file and make "satisfactory progress toward an educational goal" to continue receiving benefits. Satisfactory progress is defined in the Academic Standing section on page 15.

It is the student's responsibility to become familiar with the Department of Veterans Affairs and Clovis Community College regulations and policies concerning withdrawals, incomplete grades, repeats, degree plan requirements, and any other policy that may affect educational benefits.

Clovis Community College VA students are responsible for requesting certification each semester for which they are enrolled. Certification forms may be obtained in the Financial Aid Office. Students filing a CCC degree plan must have written approval by an advisor in the Academic Advising Office.

CCC students who are working toward a degree through another institution must have a degree plan and a letter from the institution granting the degree verifying acceptance of the CCC courses towards their degree plan. Additional information may be obtained in the Financial Aid Office.

Payments from the Department of Veterans Affairs for Chapters 30, 31, and 35 are made directly to students. Students are responsible for the payment of tuition and fees to CCC at the time of registration.

Chapter 30: Montgomery G.I. Bill – Active Duty: Chapter 30 has four eligibility categories. Category I involves veterans who started active duty for the first time after June 30, 1985.

Military retirees who entered the service (or agreed to delayed entry) before January 1, 1977 and who were eligible to receive Chapter 34 benefits (Vietnam era education program), on December 31, 1989, comprise Category II.

Veterans may be eligible if they were voluntarily or involuntarily separated from the service because of a reduction in personnel (Category III), or if they were able to convert their education benefit from Chapter 32 to Chapter 30 (Category IV).

Complete details about each Chapter 30 category are available on the Internet at www.gibill.va.gov.

The Code of Federal Regulations states that active duty service members may not receive VA benefits for the same courses for which they receive Tuition Assistance from the military (38 CFR 21.7142(c) and 38 CFR 21.4023(a) respectively). The prohibition ensures that two federal funding sources are not used for the same courses.

Chapter 31: Vocational Rehabilitation: A veteran may be eligible for Vocational Rehabilitation (Chapter 31) benefits if he or she:

- Received, or will receive, a discharge under other than dishonorable conditions;
- Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
- Is in need of vocational rehabilitation because his or her disability creates an employment handicap.



Chapter 33: Post-9/11 GI Bill: Chapter 33 is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. This program will pay eligible individuals:

- Tuition and fees directly to the school not to exceed the maximum in-state tuition and fees at a public Institution of Higher Learning
- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school
- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment
- A one time rural benefit payment for eligible individuals.

This benefit is payable only for training at an Institution of Higher Learning (IHL). If you are enrolled exclusively in online training, you will receive one-half the national basic allowance for housing (BAH) average. If you are on active duty, you will not receive the housing allowance or books and supplies stipend. This benefit provides up to 36 months of education benefits; generally benefits are payable for 15 years following your release from active duty. For additional information, please consult the GI Bill website at www.gibill.va.gov or the Financial Aid Office.

Chapter 35: Dependents Educational Assistance (DEA): Educational Assistance paid to dependents of veterans. Persons who may be eligible are:

- A child (between ages 18 and 26, with some exceptions) of a veteran who is permanently and totally disabled due to a service-related condition; or who died in service; or who died of a service-connected disability; or who died while evaluated as having a total and permanent service-connected disability; or who is listed as a POW or MIA.
- The surviving spouse of a veteran who died of a service-connected disability, or died in service, or died while evaluated as having total and permanent disability resulting from a service-connected disability. Surviving spouses whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death or divorce, or they cease to live with the person to whom they presented themselves in public as married.
- A spouse of a veteran or serviceperson who has a total and permanent disability resulting from a service-connected disability; or who is listed as a POW or MIA.

For more information, please contact the Financial Aid Office.



PROGRAMS OF STUDY

CCC QUALIFYING NEW MEXICO GENERAL EDUCATION CORE COURSES

TRANSFERRING COURSES TO FULFILL THE NEW MEXICO GENERAL EDUCATION COMMON CORE

In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Statute 21-1B-4, NMSA 1978 was designed to facilitate transfer of lower division general education courses. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at www.hed.state.nm.us. The approved courses for Clovis Community College are listed below with their equivalent New Mexico Common Course Number (NMCCN) if applicable. The NMCCN can also be found immediately following the applicable course description in the back of this catalog.

PHILOSOPHY OF GENERAL EDUCATION

Each degree program at CCC contains an integrated core of general education requirements. These include but are not limited to courses in concentration areas of communication, English, mathematics, lab science, social and behavioral science, humanities, fine arts, and computer literacy. This core ensures that our graduates possess adequate literacy and general knowledge to function well in employment, to pursue additional education, and to participate in the cultural and political life of the community and society.

NEW MEXICO LOWER-DIVISION GENERAL EDUCATION CORE – 38 CREDIT HOURS

All classes listed below (unless otherwise noted) are guaranteed to transfer as general education credits to New Mexico colleges and universities and will also transfer to most other colleges and universities.

Area I: Communication

Associate of Arts and Associate of Science Degrees

Select 9 credit hours as follows: Must select one each from a, b, and c.

- a. ENG 102* English Composition (NMCCN ENGL 1113)
- b. ENG 104* English Composition and Research (NMCCN ENGL 1123)
ENG 233* Technical and Professional Writing I (NMCCN ENGL 2113)
- c. COMM 101 Interpersonal Communication (NMCCN COMM 1213)
COMM 102 Public Speaking (NMCCN COMM 1113)

Associate of Applied Science and General Studies Degrees

Select from 6-9 credit hours.

*Courses require prerequisites



Area II: Mathematics

Associate of Arts and Associate of Science Degrees	Associate of Applied Science and General Studies Degrees
Select 3-4 credit hours from c, d, or e.	Select 3-4 credit hours from Area II or Area III.
a. MATH 107* Intermediate Algebra or higher** b. MATH 108* Contemporary Business Mathematics** c. MATH 110* College Algebra or higher (NMCCN MATH 1113) (Required for business and science majors)	d. MATH 113* Math for General Education (Recommended for liberal arts majors, but not acceptable for business and science majors) e. STAT 213* Statistical Methods I (NMCCN MATH 2114)

Area III: Laboratory Science

Associate of Arts and Associate of Science Degrees	Associate of Applied Science and General Studies Degrees
Select 8 credit hours.	Select 3-4 credit hours from Area II or Area III
a. BIOL 113 Biology for General Education and Lab (NMCCN BIOL 1114) BIOL 115 Human Biology and Lab (NMCCN BIOL 1124) BIOL 211* Human Anatomy and Physiology I and Lab** BIOL 212* Human Anatomy and Physiology II and Lab** BIOL 222* Microbiology and Lab** b. CHEM 113 Chemistry for General Education and Lab (NMCCN CHEM 1114) CHEM 151* General Chemistry I and Lab (NMCCN CHEM 1214) (Highly recommended for science and engineering majors)	c. PHYS 113 Survey of Physics and Lab PHYS 151* General Physics I and Lab (NMCCN PHYS 1114) (Highly recommended for pre-med majors) PHYS 152* General Physics II and Lab (NMCCN PHYS 1124) d. GEOL 113 Physical Geology and Lab (NMCCN GEOL 1114) GEOL 114* Historical Geology and Lab (NMCCN GEOL 1214)

Area IV: Social and Behavioral Sciences

Associate of Arts and Associate of Science Degrees	Associate of Applied Science and General Studies Degrees
Select 6-9 credit hours.	Select 3-6 credit hours.
(Students are required to choose up to 15 hours from Areas IV and V.) Student's choice, but courses must be selected from at least two different categories as follows: (a) Economics, (b) Political Science, (c) Psychology, (d) Sociology, or (e) Anthropology.	(Students are required to choose up to 4 hours from Areas IV and V.)
a. ECON 221* Principles of Macro Economics (NMCCN ECON 2113) ECON 222* Principles of Micro Economics (NMCCN ECON 2123) b. PSCI 102 American National Government (NMCCN POLS 1123) PSCI 202 Introduction to State and Local Government (NMCCN POLS 1213) c. PSY 101 Introductory Psychology (NMCCN PSYC 1113) PSY 106 Human Growth and Development PSY 201 Child Psychology PSY 202 Adolescent Psychology	d. SOC 101 Introductory Sociology (NMCCN SOCI 1113) SOC 212 Contemporary Social Issues (NMCCN SOCI 2113) SOC 215 Child, Family, and Community (NMCCN SOCI 2213) e. ANTH 111 The Dawn of Humanity ANTH 123 New Mexico: Enchanted Lands and Diverse Cultures (NMCCN ANTH 2313) ANTH 233 People and Cultures of the World ANTH 243 Introduction to Cultural Anthropology (NMCCN ANTH 2113)

*Courses require prerequisites

**Course is not on the NM General Education core. Please check with an academic advisor regarding transferability to other colleges and universities.



Area V: Humanities and Fine Arts

Associate of Arts and Associate of Science Degrees	Associate of Applied Science and General Studies Degrees
Select 6-9 credit hours.	Select 3-6 credit hours.
(Students are required to choose up to 15 hours from Areas IV and V.) Student's choice, but courses must be selected from at least two different categories as follows: (a) History, (b) Philosophy, (c) Humanities, (d) English/Literature, (e) Art, (f) Dance, (g) Music, (h) Theatre and (i) Languages.	(Students are required to choose up to 4 hours from Areas IV and V.)
<p>a. HIST 101 Survey of American History to 1865 (NMCCN HIST 1113) HIST 102 Survey of American History since 1865 (NMCCN HIST 1213) HIST 121 World Civilization I (NMCCN HIST 1053) HIST 122 World Civilization II (NMCCN HIST 1063) HIST 203 New Mexico History (NMCCN HIST 2113)</p> <p>b. PHIL 201 Introduction to Philosophy (NMCCN PHIL 1113) PHIL 202 Introduction to Logic (NMCCN PHIL 1213) PHIL 211 Ethics (NMCCN PHIL 2113) PHIL/REL 212 Philosophy of Religion (NMCCN PHIL 1113)</p> <p>c. HUM 221 Introduction to Humanities I HUM 222 Introduction to Humanities II</p> <p>d. ENG 202 Types of Literature/Short Story (NMCCN ENGL 2343) ENG 203 Types of Literature/Novel (NMCCN ENGL 2323) ENG 204 Types of Literature/Drama ENG 205 Types of Literature/Poetry (NMCCN ENGL 2313) ENG 211 Introduction to Literature (NMCCN ENGL 2213) ENG 221 Survey of English Literature I (NMCCN ENGL 2413) ENG 222 Survey of English Literature II (NMCCN ENGL 2423) ENG 223 Survey of American Literature I (NMCCN ENGL 2513) ENG 224 Survey of American Literature II (NMCCN ENGL 2523)</p>	<p>e. ART 101 Drawing I ART 102 Drawing II ART 106 Design I ART 107* Design II ART 131 Art Appreciation (NMCCN ARTS 1113) ART 210 Photography I ART 214* Photography II ART 215* Color Photography ART 217 Digital Photography ART 221 Painting I ART 222* Painting II ART 231 Pottery I ART 232* Pottery II ART 261 Art History I (NMCCN ARTS 2113) ART 262 Art History II (NMCCN ARTS 2123) ART 271 Jewelry I ART 272* Jewelry II</p> <p>f. DNC 101 Introduction to Dance (NMCCN DANC 1013)</p> <p>g. MUS 101 Fundamentals of Music I (NMCCN MUSI 1213) MUS 113 Music Appreciation (NMCCN MUSI 1113)</p> <p>h. THTR 111 Introduction to Theatre Arts (NMCCN THTR 1013) THTR 275 The Motion Picture</p> <p>i. FR 101 Beginning French I (NMCCN FREN 1114) FR 102* Beginning French II (NMCCN FREN 1124) GER 101 Beginning German I (NMCCN GERM 1114) GER 102* Beginning German II (NMCCN GERM 1124) SPAN 101 Beginning Spanish I (NMCCN SPAN 1114) SPAN 102* Beginning Spanish II (NMCCN SPAN 1124)</p>

Area VI: Computer Literacy***

Associate of Arts and Associate of Science Degrees	Associate of Applied Science and General Studies Degrees
CIS 120 (3 credit hours) or challenge exam	CIS 120 (3 credit hours) or challenge exam

*Courses require prerequisites

**Course is not on the NM General Education core. Please check with an academic advisor regarding transferability to other colleges and universities.

***Computer Literacy is not a required New Mexico state general education area of learning. However, it is required to fulfill CCC's general education core. Students must earn a "C" or better in CIS 120 to fulfill this requirement.

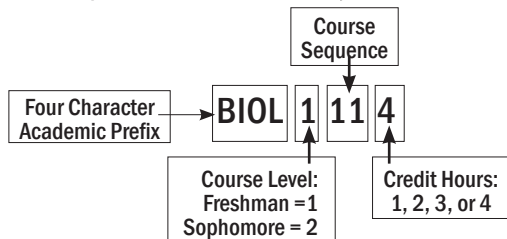


NEW MEXICO COMMON COURSE NUMBERS

The course prefix and number that appear in parenthesis in the previous section is the New Mexico Common Course Number (NMCCN). This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal “common course number” creating an easy one-to-one match.

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

The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit



having significance as demonstrated below:

LOWER DIVISION 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 Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico college or university and apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories. For more information, go to the New Mexico Higher Education Department's website at www.hed.state.nm.us.

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 requirement of the desired degree.

COMPLAINT PROCEDURE FOR TRANSFER CREDIT APPEAL

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. CCC's complaint process is as follows:

1. File a written appeal with the Admissions and Records Office, providing information regarding the course(s) being appealed. A course description, syllabus of the course at the time it was taken, and/or other documentation about the content of the course being appealed should be attached.
2. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing. If the appeal is denied, the letter will explain the reason for denial.
3. If the student is denied and wishes to continue the appeal, the student must indicate this in writing to the Executive Vice President. The second appeal must be submitted within 30 days of the first appeal decision letter.
4. Within 30 days of the second appeal letter, the file will be reviewed and the student will be contacted in writing.

If the student is denied and wishes to continue the appeal, the student may appeal directly to the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, New Mexico 87505, www.hed.state.nm.us.





DEGREES AND CERTIFICATES

Curriculum plans for degrees and certificates are listed on the following pages. The **Associate of Applied Science degrees** and the **Certificates of Completion and Achievement programs** are designed to provide preparation for employment. Students completing courses prescribed in a particular curriculum will gain advanced technical skills combined with a strong academic foundation that will enhance their transition to either the workforce or higher education. While these programs emphasize preparation for employment, many of the courses will transfer to a baccalaureate degree program.

The Associate of Arts and Associate of Science degrees are designed primarily for students intending to transfer and pursue baccalaureate degrees at four-year institutions.

The Associate of General Studies degree is especially designed for students who have gained significant learning through their life/work experience, but who may benefit from an individually planned course of study based on their academic or occupational interest.

Clovis Community College advisors are available to assist students in choosing from among these options and in formulating individual degree/certificate plans. It is the student's responsibility to be aware of published program requirements.



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ASSOCIATE OF APPLIED SCIENCE

Academy-Based Criminal Justice
Business Administration
Business and Office Technology
Computer Information Systems (Information Technology)

- Microcomputer Applications and Technology Concentration
- Networking Concentration
- Web Technology Concentration

Criminal Justice
Emergency Medical Services
Fire Science Technology
Legal Assistant Studies (Paralegal)
Nursing
Physical Therapist Assistant
Radiologic Technology

CERTIFICATE OF COMPLETION

- Administrative Assistant
- Business Administration
- Computer Information Systems
 - » Microcomputer Applications and Technology
 - » Networking
 - » Web Technology
 - » Certified Internet Web (CIW) Foundations Associate
- Criminal Justice
- Fire Science Technology
- Legal Assistant Studies
- Practical Nursing

CERTIFICATE OF ACHIEVEMENT

- Computer Information Systems
 - » Certified Internet Web (CIW) JavaScript Specialist
 - » Cisco Certified Entry Network Technician (CCENT)
 - » Cisco Certified Networking Associate (CCNA)
 - » CompTIA A+
 - » CompTIA Network+
 - » CompTIA Security+
 - » Internet & Computing Core Certification (IC³)
 - » Microsoft Certified Technology Specialist (MCTS) Server
 - » Microsoft Office Specialist (MOS)
- Emergency Medical Services
 - » First Responder
 - » Emergency Medical Technician—Basic
 - » Emergency Medical Technician—Intermediate
- Fire Science Technology
 - » Firefighter I and II
- Health Care Assistant



ACADEMY-BASED CRIMINAL JUSTICE

The Academy-Based degree program in Criminal Justice is designed for commissioned officers who have attended and successfully completed either the New Mexico Law Enforcement Academy, the New Mexico State Police Academy or another state law enforcement academy that is recognized and accepted by the New Mexico academies. Students must produce adequate documentation of academy completion. The program recognizes academy completion for 30 semester credit hours of coursework. The credit will be evaluated and applied when the student has filed a degree plan for this degree.

Other requirements include a specified general core, as well as elective and related requirements. This program is available completely online and courses are offered on a rotation to ensure that the degree can be completed in five semesters.

General Education Requirements (21-22 credits)

CIS 120 Introduction to Information Systems.....	3
ENG 102* English Composition	3
ENG 104* English Composition and Research OR ENG 233* Technical and Professional Writing I.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
MATH 107* Intermediate Algebra OR Higher Math	3-4
PSCI 102 American National Government OR PSCI 202 Introduction to State and Local Government.....	3
PSY 101 Introductory Psychology OR SOC 101 Introductory Sociology	3

Related Requirements (4 credits)

HPE Physical Education Activity	1
MGT 241* Organizational Behavior Theory	3

Electives (12 credits)

Twelve elective credits to be selected from CRJU courses	12
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Program Requirements (30 credits)

Successful completion of New Mexico Law Enforcement Academy, New Mexico State Police Academy, or another state law enforcement academy that is recognized by the New Mexico academies	30
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Total credits required for an Associate of Applied Science in Academy-Based Criminal Justice 67-68

**Courses require prerequisites.*

BUSINESS ADMINISTRATION

The Associate of Applied Science degree in Business Administration prepares students for a career in business management and/or entrepreneurship and blends traditional transfer courses with specific courses emphasizing middle management tactics. This curriculum helps to prepare students for entry-level supervisory or management positions. Careers in Business Administration cover a wide range of interests including general management, hospitality management, accounting, marketing, office administration, retail sales, and entrepreneurship. This program requires a capstone course which provides an integration of the core business courses into real-world application. Course content focuses on changing consumer, employee, and social needs while balancing long-term profit benefits and efficiency for businesses.

For information regarding an Associate of Science transfer degree in Business Administration, please see page 74. These degrees are available completely online.

General Education Requirements (15 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ECON 221* Principles of Macro Economics	3
ENG 102* English Composition	3
MATH 108* Contemporary Business Mathematics.....	3

Other CCC Requirements (1 credit)

HPE Physical Education Activity.....	1
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Program Requirements (50 credits)

ACCT 150 Personal Income Tax.....3
 ACCT 201* Introductory Accounting I.....4
 ACCT 202* Introductory Accounting II.....4
 ACCT 206* Computerized Accounting3
 BAD 151 Introduction to Business.....3
 BAD 201* Business Communication.....3
 BAD 215 Business Law I3
 BAD 277* Integrated Business Concepts.....2
 BOFT 102 Computerized 10-Key1
 BOFT 115 Employment Strategies3
 CIS 150 Introduction to Spreadsheets3
 ECON 222* Principles of Micro Economics.....3
 FIN 201* Principles of Finance3
 MGT 201* Principles of Management3
 MGT 231* Small Business Management3
 MGT 241* Organizational Behavior Theory3
 MKT 201* Principles of Marketing3

Total credits required for an Associate of Applied Science in Business Administration66

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN BUSINESS ADMINISTRATION (31 CREDITS)

The Business Administration Certificate is available completely online and is designed to provide the minimum skills necessary for students seeking a short-term business management program. The Business Administration Certificate requirements may be applied to the Business Administration Associate of Applied Science degree.

Related Requirements (6 credits)

CIS 120 Introduction to Information Systems.....3
 MATH 108* Contemporary Business Mathematics.....3

Program Requirements (25 credits)

ACCT 150 Personal Income Tax.....3
 ACCT 201* Introductory Accounting I.....4
 BAD 151 Introduction to Business.....3
 BAD 201* Business Communication.....3
 ECON 221* Principles of Macro Economics3
 FIN 201* Principles of Finance3
 MGT 201* Principles of Management3
 MKT 201* Principles of Marketing3

Total credits required for a Certificate of Completion in Business Administration31

**Courses require prerequisites.*

BUSINESS AND OFFICE TECHNOLOGY

The Business and Office Technology program offers an Associate of Applied Science degree in Business and Office Technology (BOFT). An Administrative Assistant Certificate of Completion is also available for students seeking a short-term program. The BOFT program is designed to prepare students to perform at both the operational and managerial levels required in today’s office. Students learn to develop professional office skills necessary for employment in the business world such as computer applications (word processing, spreadsheets, databases, and PowerPoint), office procedures, human relation skills, computer literacy, and business communication.

General Education Requirements (15 credits)

Students are encouraged to take CIS 120 before enrolling in BOFT 111, CIS 150, CIS 160, and CIS 170.

CIS 120 Introduction to Information Systems.....3
 COMM 101 Interpersonal Communication **OR**
 COMM 102 Public Speaking3
 ENG 102* English Composition3
 MATH 108* Contemporary Business Mathematics.....3
 Social and Behavioral Science/Humanities and
 Fine Arts ELECTIVE.....3
 Choose an elective from Area IV or Area V on the New Mexico Lower Division General Education Core (see pages 29-31).



Other CCC Requirements (1 credit)

HPE Physical Education Activity..... 1

Program Requirements (46 credits)

ACCT 150 Personal Income Tax.....3
 ACCT 201* Introductory Accounting I.....4
 BAD 151 Introduction to Business.....3
 BAD 201* Business Communication.....3
 BOFT 102 Computerized 10-Key Operations..... 1
 BOFT 111* Keyboarding Applications I.....3
 BOFT 115 Employment Strategies.....3
 BOFT 131* Keyboarding Applications II.....3
 CIS 106 Windows Fundamentals..... 1
 CIS 107 Internet Fundamentals..... 1
 CIS 108 Computer Maintenance and Troubleshooting..... 1
 CIS 150 Introduction to Spreadsheets3
 CIS 160 Database Design/Development Using Access3
 CIS 170 PowerPoint Presentations 1
 CIS 175 Introduction to Microsoft Publisher 1
 ENG 233* Technical and Professional Writing I3
 ELECTIVES.....9
 Select from ACCT 202*, ACCT 206*, CIS 180*, CIS 258, CIS 265,
 or MGT 201*.

Students who have not completed at least one semester of high school keyboarding or word processing must take BOFT 101.

Total credits required for an Associate of Applied Science in Business and Office Technology..... 62

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN ADMINISTRATIVE ASSISTANT (27 CREDITS)

The Administrative Assistant Certificate is designed to provide business and office technology skills for students seeking a short-term program. Full-time students may be able to earn this certificate in two semesters. The Administrative Assistant Certificate content may be applied to the BOFT Associate of Applied Science degree. Additional endorsements may be earned to provide training that leads to Microsoft Office Specialist certifications.

Related Requirements (3 credits)

MATH 108* Contemporary Business Mathematics..... 3

Program Requirements (24 credits)

ACCT 150 Personal Income Tax..... 3
 BOFT 102 Computerized 10-Key Operations..... 1
 BOFT 111* Keyboarding Applications I..... 3
 BOFT 115 Employment Strategies..... 3
 BOFT 131* Keyboarding Applications II..... 3
 CIS 106 Windows Fundamentals..... 1
 CIS 107 Internet Fundamentals..... 1
 CIS 108 Computer Maintenance and Troubleshooting..... 1
 CIS 150 Introduction to Spreadsheets 3
 CIS 160 Database Design/Development Using Access 3
 CIS 170 PowerPoint Presentations 1
 CIS 175 Introduction to Microsoft Publisher 1

Students who have not completed at least one semester of high school keyboarding or word processing must take BOFT 101.

Total credits required for a Certificate of Completion in Administrative Assistant 27

**Courses require prerequisites.*



COMPUTER INFORMATION SYSTEMS



Virtually all organizations rely on computer and information technology to conduct business and operate efficiently. To prepare students for entry-level careers,

the Computer Information Systems program provides three Associate of Applied Science degrees with areas of concentration constructed around industry desired skills and certifications. These concentration tracks are Microcomputer Applications and Technology, Networking, and Web Technology.

The Associate of Science degree in Computer Information Systems prepares students for transfer to a baccalaureate program. For more information regarding this degree, please see page 75.

In addition to the Associate degrees, four Certificates of Completion and nine Certificates of Achievement are also available for students seeking a fast-track program. These shorter-term tracks are designed to provide coursework to help prepare students to take leading industry certification exams. The following tracks are available:

Certificates of Completion:

- Microcomputer Applications and Technology
- Networking
- Web Technology
- Certified Internet Web (CIW) Foundations Associate

Certificates of Achievement:

- Certified Internet Web (CIW) JavaScript Specialist
- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Networking Associate (CCNA)
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Internet & Computing Core Certification (IC³)
- Microsoft Certified Technology Specialist (MCTS) Server
- Microsoft Office Specialist (MOS)

INFORMATION TECHNOLOGY

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ENG 102* English Composition	3
MATH 107* Intermediate Algebra OR Higher Math**	3-4
Social and Behavioral Science/Humanities and Fine Arts ELECTIVE	3
Choose an elective from Area IV or Area V on the New Mexico Lower Division General Education Core (see pages 29-31).	

Related Requirements (18 credits)

ACCT 201* Introductory Accounting I.....	4
BAD 151 Introduction to Business.....	3
BAD 201* Business Communication.....	3
BOFT 101 Personal Keyboarding	1
HPE Physical Education Activity.....	1
MGT 201* Principles of Management	3
MKT 201* Principles of Marketing	3

*Courses require prerequisites.

** Excludes MATH 108 and MATH 113.

MICROCOMPUTER APPLICATIONS AND TECHNOLOGY CONCENTRATION

The Microcomputer Applications and Technology degree track is designed to meet the training needs for small business entry-level positions that require a variety of computer skills. Students have the flexibility to choose among a number of preparatory courses that lead to industry certifications that fit their own personal career goals. Certifications that students can pursue are Word, Excel, Access, and PowerPoint Microsoft Office Specialist certifications; Computer Technology/Industry Association (CompTIA) A+, Security+, and Network+; Microsoft Certified Technology Specialist



Associate of Applied Science

(MCTS) Server; Cisco Certified Network Associate (CCNA); Internet and Computing Core Certification (IC³); Certified Internet Web (CIW) Associate; Certified Internet Web (CIW) JavaScript Specialist; and Cisco Certified Entry Network Technician (CCENT). Please see more detailed information regarding industry certifications on pages 41-43. This degree is available completely online depending upon the student's choice of classes.

Program Requirements (32 credits)

CIS 101 Fundamentals of Computer Concepts	3
Select from any CIS course above CIS 100	29

Total credits required for an Associate of Applied Science in Information Technology with a concentration in Microcomputer Applications and Technology.....65-66

NETWORKING CONCENTRATION

The Networking degree track is designed to meet the training requirements for an entry-level Microsoft and/or Cisco networking career. It is intended to help students prepare for a number of industry recognized certifications. The certifications include Computer Technology/Industry Association (CompTIA) A+, Network+, and Security+; Microsoft Certified Technology Specialist (MCTS) Server; Cisco Certified Network Associate (CCNA); and Cisco Certified Entry Network Technician (CCENT). Please see more detailed information regarding industry certifications on pages 41-43.

Program Requirements (31 credits)

CIS 101 Fundamentals of Computer Concepts	3
CIS 102* Networking Concepts (Cisco)	4
CIS 103* Configuring Cisco Routers for Internetworking Routing (Cisco)	4
CIS 134 Microcomputer Hardware and Software	4
CIS 202* Network Traffic Management (Cisco)	3
CIS 203* Configuring WAN Connection Services (Cisco)	3
CIS 232* Server Administration Using Microsoft Windows Server	4
CIS 235* Fundamentals of Network Security	3
ELECTIVES.....	3
Select from any CIS course above CIS 100 except CIS 135.	

Total credits required for an Associate of Applied Science in Information Technology with a concentration in Networking.....64-65

*Courses require prerequisites.

WEB TECHNOLOGY CONCENTRATION

The Web Technology degree track provides students with a solid foundation in basic business management, marketing, and computing skills. Topics presented help train students to design and develop interactive Web pages. The Web Technology Associate's degree and Certificate programs are available completely online and are intended to help students prepare for a number of industry recognized certifications. The certifications include Certified Internet Web (CIW) Foundations Associate; Internet and Computing Core Certification (IC³); and Certified Internet Web (CIW) JavaScript Specialist. See more detailed information on industry certifications on pages 41-43.

Program Requirements (31 credits)

CIS 101 Fundamentals of Computer Concepts	3
CIS 102* Networking Concepts (Cisco) OR	
CIS 135 Networking Fundamentals for Network+	4
CIS 107 Internet Fundamentals.....	1
CIS 125 Introduction to Programming Concepts	3
CIS 128* Java Programming OR	
CIS 185* Professional Website Design and Scripting	3
CIS 160 Database Design and Development Using Access	3
CIS 180* Web Authoring Using HTML	3
CIS 258 Digital Media I.....	3
CIS 275* Multimedia Web Design	3
ELECTIVES.....	5
Select from CIS 128*; CIS 134; CIS 170; CIS 175; CIS 185*; CIS 232*; or CIS 265*.	

Total credits required for an Associate of Applied Science in Information Technology with a concentration in Web Technology.....64-65

*Courses require prerequisites.



CIS CERTIFICATES OF COMPLETION

CIS Certificates of Completion are designed to provide coursework to prepare students to take leading industry certification exams. Out-of-class study and on-the-job training may also be necessary to achieve some certifications. Earning a Certificate of Completion from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam. For information regarding CIS Certificates of Achievement, please see pages 42-43.

CERTIFICATE OF COMPLETION IN MICROCOMPUTER APPLICATIONS AND TECHNOLOGY (32 CREDITS)

The Microcomputer Applications and Technology Certificate of Completion is designed to provide the core requirements to meet the training needs for small business entry-level positions that require a variety of computer skills. Students have the flexibility of completing their choice of coursework in preparation for a variety of industry certifications. This certificate is available completely online depending upon the student's choice of classes.

CIS 101 Fundamentals of Computer Concepts	3
CIS 120 Introduction to Information Systems	3
Select from any CIS course above CIS 100	26

Total credits required for a Certificate of Completion in Microcomputer Applications and Technology 32

CERTIFICATE OF COMPLETION IN NETWORKING (31 CREDITS)

The Networking Certificate of Completion track is designed to provide the core requirements for an entry-level Microsoft and/or Cisco networking career. It is intended to help students prepare for a number of industry recognized certifications. The certifications include CompTIA A+, CompTIA Network+, and CompTIA Security+; Microsoft Certified Technology Specialist (MCTS) Server; Cisco Certified Network Associate (CCNA); and Cisco Certified Entry Network Technician (CCENT).

CIS 101 Fundamentals of Computer Concepts	3
CIS 102* Networking Concepts (Cisco)	4
CIS 103* Configuring Cisco Routers for Internetworking Routing (Cisco)	4
CIS 120 Introduction to Information Systems	3
CIS 134 Microcomputer Hardware and Software	4
CIS 202* Network Traffic Management (Cisco)	3

CIS 203* Configuring WAN Connection Services (Cisco)	3
CIS 232* Server Administration Using Microsoft Windows Server	4
CIS 235* Fundamentals of Network Security	3
Total credits required for a Certificate of Completion in Networking	31

*Courses require prerequisites.

CERTIFICATE OF COMPLETION IN WEB TECHNOLOGY (29 CREDITS)

The Web Technology Certificate of Completion is available completely online and provides students with a solid foundation in basic computing skills and web design. Topics presented help train students to design and develop interactive Web pages. The Web Certificate programs are intended to help students prepare for a number of industry recognized certifications. The certifications include Certified Internet Web (CIW) Foundations Associate, Certified Internet Web (CIW) JavaScript Specialist; and Internet and Computing Core Certification (IC³).

CIS 101 Fundamentals of Computer Concepts	3
CIS 102* Networking Concepts (Cisco) OR CIS 135 Networking Fundamentals for Network+	4
CIS 107 Internet Fundamentals	1
CIS 120 Introduction to Information Systems	3
CIS 125 Introduction to Programming Concepts	3
CIS 128* Java Programming OR CIS 185* Professional Website Design and Scripting	3
CIS 160 Database Design and Development Using Access	3
CIS 180* Web Authoring Using HTML	3
CIS 258 Digital Media I	3
CIS 275* Multimedia Web Design	3

Total credits required for a Certificate of Completion in Web Technology 29

*Courses require prerequisites.



CERTIFICATE OF COMPLETION IN CERTIFIED INTERNET WEB (CIW) FOUNDATIONS ASSOCIATE (17 CREDITS)

The Certified Internet Web (CIW) Foundations Associate Certificate of Completion is available completely online and is based on a vendor-neutral, industry recognized certification. Students who successfully complete the series of courses have a unique understanding of Internet business, website design, and data networking. The objectives of the certification include learning the tasks involved in various Web Technology job roles; achieving Web page development skills; developing ways to work as a productive part of a website development team; and understanding the fundamentals of networking, Internet Protocols, and network security.

CIS 101 Fundamentals of Computer Concepts	3
CIS 102* Networking Concepts (Cisco) OR	
CIS 135 Networking Fundamentals for Network+	4
CIS 107 Internet Fundamentals.....	1
CIS 125 Introduction to Programming Concepts	3
CIS 128* Java Programming	3
CIS 180* Web Authoring Using HTML	3

Total credits required for a Certificate of Completion in Certified Internet Web (CIW) Foundations Associate 17

**Courses require prerequisites.*

CIS CERTIFICATES OF ACHIEVEMENT

CIS Certificates of Achievement are designed to provide coursework to prepare students to take leading industry certifications exams. Out-of-class study and on-the-job training may also be necessary to achieve some certifications. Earning a Certificate of Achievement from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam.

CERTIFICATE OF ACHIEVEMENT IN CERTIFIED INTERNET WEB (CIW) JAVASCRIPT SPECIALIST (7 CREDITS)

The CIW JavaScript Specialist certification is awarded to individuals who have a solid understanding of the JavaScript language, including the ability to implement flow of control, form validation, image animation, frame targeting, and state management using cookies.

CIS 107 Internet Fundamentals.....	1
CIS 180* Web Authoring Using HTML	3
CIS 185* Professional Website Design and Scripting	3

Total credits required for a Certificate of Achievement in Certified Internet Web (CIW) JavaScript Specialist 7

**Courses require prerequisites.*

CERTIFICATE OF ACHIEVEMENT IN CISCO CERTIFIED ENTRY NETWORK TECHNICIAN (CCENT) (8 CREDITS)

CCENT certification is the first stage of Cisco’s certification system and covers basic networking knowledge. CCENT qualified individuals have the knowledge and skill to install, manage, maintain, and troubleshoot a small enterprise branch network, including network security.

CIS 102* Networking Concepts	4
CIS 103* Configuring Cisco Routers for Internetworking Routing.....	4

Total credits required for a Certificate of Achievement in Cisco Certified Entry Network Technician (CCENT) 8

**Courses require prerequisites.*

CERTIFICATE OF ACHIEVEMENT IN CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) (14 CREDITS)

CCNA certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN.

CIS 102* Networking Concepts	4
CIS 103* Configuring Cisco Routers for Internetworking Routing.....	4
CIS 202* Network Traffic Management.....	3
CIS 203* Configuring WAN Connection Services.....	3

Total credits required for Certificate of Achievement in Cisco Certified Networking Associate (CCNA)..... 14

**Courses require prerequisites.*



CERTIFICATE OF ACHIEVEMENT IN COMPTIA A+ (4 CREDITS)

The CompTIA A+ certification is the industry standard for computer support technicians and proves competence in areas such as installing, preventative maintenance, networking, security, and troubleshooting.

CIS 134 Microcomputer Hardware and Software4

Total credits required for a Certificate of Achievement in CompTIA A+4

CERTIFICATE OF ACHIEVEMENT IN COMPTIA NETWORK+ (4 CREDITS)

The CompTIA Network+ certification proves a technician's competency in managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure.

CIS 135 Networking Fundamentals for Network+4

Total credits required for Certificate of Achievement in CompTIA Network+4

Note: Students completing the associate degree or certificate in the Networking concentration can substitute CIS 102 and CIS 235 to receive this Certificate of Achievement.

CERTIFICATE OF ACHIEVEMENT IN COMPTIA SECURITY+ (3 CREDITS)

CompTIA Security+ is a certification that proves competency in system security, network infrastructure, access control, and organizational security.

CIS 235* Fundamentals of Network Security3

Total credits required for Certificate of Achievement in CompTIA Security+3

*Course requires prerequisites.

CERTIFICATE OF ACHIEVEMENT IN INTERNET & COMPUTING CORE CERTIFICATION (IC³) (7 CREDITS)

Individuals with IC³ Certification have demonstrated a foundation of knowledge needed to succeed in environments that require use of computers and the Internet.

CIS 101 Fundamentals of Computer Concepts3

CIS 107 Internet Fundamentals..... 1

CIS 120 Introduction to Information Systems.....3

Total credits required for Certificate of Achievement in Internet & Computing Core Certification (IC³)7

CERTIFICATE OF ACHIEVEMENT IN MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST (MCTS) SERVER (4 CREDITS)

The MCTS certification indicates an ability to successfully implement, build on, troubleshoot, and debug a particular Microsoft technology, such as a Windows operating system, Microsoft Exchange Server, Microsoft SQL Server, and Microsoft Visual Studio.

CIS 232* Server Administration Using Microsoft
Windows Server4

Total credits required for Certificate of Achievement in Microsoft Certified Technology Specialist (MCTS) Server4

*Courses require prerequisites.

CERTIFICATE OF ACHIEVEMENT IN MICROSOFT OFFICE SPECIALIST (MOS) (10 CREDITS)

Microsoft Office Specialist (MOS) is an industry-based certification program for the Microsoft Office Suite. Each application course helps to prepare students to take the individual MOS exams.

CIS 140 Introduction to Word Processing3

CIS 150 Introduction to Spreadsheets3

CIS 160 Database Design and Development Using Access3

CIS 170 PowerPoint Presentations 1

Total credits required for Certificate of Achievement in Microsoft Office Specialist (MOS)10

Note: Students completing BOFT 111 and BOFT 131 can substitute these two classes for CIS 140 for this Certificate of Achievement.



CRIMINAL JUSTICE

The Associate of Applied Science degree in Criminal Justice is designed for students with Criminal Justice backgrounds, as well as for high school graduates and those returning to school. The program prepares students who are interested in employment in law enforcement, corrections, probation and parole, and private security. The degree plan is broadly interdisciplinary in nature, embracing the study of humanities, law, and natural, social, and behavioral science. The curriculum seeks to balance theoretical inquiry with applied knowledge. This degree is available completely online.

Special Information

Students seeking employment with a New Mexico law enforcement agency or those seeking correctional certification should be advised that their eligibility for employment may be affected by a felony conviction. It is suggested that students seeking employment with a New Mexico agency contact the specific agency regarding minimum qualifications. Students should also be advised that a felony conviction may affect their agency placement during an internship.

Transferring the Criminal Justice Discipline Module

Consistent with the requirements of Statute 21-1B-4, the Higher Education Department and state higher education institutions have developed several discipline modules that consist of an agreed-upon number of hours and courses, including the general education core, of approximately sixty-four hours applicable to a specific discipline. The courses listed in each discipline matrix, including the general education core, are transferable and shall count toward fulfilling degree requirements at four-year institutions in New Mexico. Equivalent courses within these modules are identified with common course numbers as an easy reference point to guarantee transfer. The New Mexico Common Course equivalent numbers for the criminal justice module courses listed below (where applicable) are in parentheses following the course title and can also be found following the course descriptions in the back of this catalog. Students wishing to transfer to another college or university should consult an advisor there to see a list of common course equivalencies at that institution.

General Education Requirements (18-19 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR	
COMM 102 Public Speaking	3
ENG 102* English Composition	3
ENG 104* English Composition and Research OR	
ENG 233* Technical and Professional Writing I.....	3
MATH 107* Intermediate Algebra OR	
Higher Math	3-4
PSY 101 Introductory Psychology	3

Related Requirements (13 credits)

HPE Physical Education Activity.....	1
PSCI 102 American National Government OR	
PSCI 202 Introduction to State and Local Government.....	3
SOC 101 Introductory Sociology.....	3
SOC 212 Contemporary Social Issues.....	3
ELECTIVE	3
Select from ART, DNC, ENG/Lit, HUM, MUS, PHIL, REL, THTR.	

Program Requirements (36 credits)

CRJU 102 Introduction to Criminal Justice	
(NMCCN CRJI 1113)	3
CRJU 103 Introduction to Policing (NMCCN CRJI 2103)	3
CRJU 110 Introduction to the Correctional System	
(NMCCN CRJI 2303).....	3
CRJU 141 Criminal Investigations.....	3
CRJU 201 Criminology	3
CRJU 213 Criminal Law (NMCCN CRJI 2053) OR	
CRJU 214 Criminal Procedures	3
CRJU 242 Victimology.....	3
CRJU 243 Juvenile Justice (NMCCN CRJI 2603).....	3
ELECTIVES.....	12

Select from the following list:

- CRJU 203 Probation and Parole
- CRJU 213 Criminal Law (NMCCN CRJI 2053)
- CRJU 214 Criminal Procedures
- CRJU 241 Police and Community Relations



- CRJU 245 Crime and the Media
- CRJU 246 Understanding Gangs
- CRJU 260 Organized Crime
- CRJU 262 Terrorism
- CRJU 264 Criminal Justice and the Courts **(NMCCN CRJI 2503)**
- CRJU 265 Multicultural Law Enforcement
- CRJU 268 Workshop in Criminal Justice
- CRJU 290* Co-op in Criminal Justice
- CRJU 293 Topics in Criminal Justice

Total credits required for an Associate of Applied Science in Criminal Justice67-68

**Courses require prerequisites.*

**CERTIFICATE OF COMPLETION IN CRIMINAL JUSTICE
(30 CREDITS)**

CRJU 102 Introduction to Criminal Justice (NMCCN CRJI 1113)	3
CRJU 103 Introduction to Policing (NMCCN CRJI 2103)	3
CRJU 110 Introduction to the Correctional System (NMCCN CRJI 2303)	3
CRJU 141 Criminal Investigations.....	3
CRJU 201 Criminology	3
CRJU 213 Criminal Law (NMCCN CRJI 2053) OR CRJU 214 Criminal Procedures	3
CRJU 242 Victimology.....	3
CRJU 243 Juvenile Justice (NMCCN CRJI 2603)	3
ELECTIVES.....	6

Select from the following list:

- CRJU 203 Probation and Parole
- CRJU 213 Criminal Law **(NMCCN CRJI 2053)**
- CRJU 214 Criminal Procedures
- CRJU 241 Police and Community Relations
- CRJU 245 Crime and the Media
- CRJU 246 Understanding Gangs
- CRJU 260 Organized Crime
- CRJU 262 Terrorism
- CRJU 264 Criminal Justice and the Courts **(NMCCN CRJI 2503)**

- CRJU 265 Multicultural Law Enforcement
- CRJU 268 Workshop in Criminal Justice
- CRJU 290* Co-op in Criminal Justice
- CRJU 293 Topics in Criminal Justice

Total credits required for an Certificate of Completion in Criminal Justice30

**Courses require prerequisites.*

EMERGENCY MEDICAL SERVICES

Emergency medical services personnel traditionally provide emergency medical treatment in the community. Upon completion of this program, students will be awarded an Associate of Applied Science degree in Emergency Medical Services.

Program Requirements

1. Students are to have a Professional CPR card that is renewed annually before admission.
2. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of emergency medical services. Students withdrawn under this policy are not eligible for readmission to the EMS Program.

General Education Requirements (19 credits)

BIOL 115 Human Biology and Lab	4
CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ENG 102* English Composition	3
ENG 104* English Composition and Research	3
PSY 101 Introductory Psychology	3

Related Requirements (29-30 credits)

BIOL 211* Human Anatomy and Physiology I and Lab	4
BIOL 212* Human Anatomy and Physiology II and Lab	4
CHEM 151* General Chemistry I and Lab	4
HPE Physical Education Activity.....	1
MATH 107* Intermediate Algebra OR Higher Math**	3-4
NSG 105 Medical Terminology	3



Associate of Applied Science

PHIL 150 Healthcare Ethics3
 PSY 106 Human Growth and Development3
 SPAN 101 Beginning Spanish I **OR**
 GER 101 Beginning German I4

Paramedic Program Requirements (18 credits)

EMS 109 Pharmacology I 1
 EMS 120 Emergency Medical Technician-Basic8
 EMS 120L Emergency Medical Technician-Basic Lab3
 EMS 122 Emergency Medical Technician-Intermediate.....5
 EMS 122L Emergency Medical Technician-Intermediate Lab..... 1

Total credits required for an Associate of Applied Science in Emergency Medical Services 66-67

**Courses require prerequisites.*

***Excludes MATH 108 and MATH 113.*

**CERTIFICATE OF ACHIEVEMENT IN FIRST RESPONDER
(4 CREDITS)**

EMS 101 First Responder.....4

Total credits required for a Certificate of Achievement in First Responder4

**CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL
TECHNICIAN—BASIC (11 CREDITS)**

EMS 120 Emergency Medical Technician-Basic8
 EMS 120L Emergency Medical Technician-Basic Lab3

Total credits required for a Certificate of Achievement in Emergency Medical Technician—Basic 11

**CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL
TECHNICIAN—INTERMEDIATE (6 CREDITS)**

EMS 122 Emergency Medical Technician-Intermediate.....5
 EMS 122L Emergency Medical Technician-Intermediate Lab..... 1

Total credits required for a Certificate of Achievement in Emergency Medical Technician—Intermediate6

FIRE SCIENCE TECHNOLOGY

The Fire Science Technology program is designed to provide training in fire fighting occupations including supervisory and administrative positions.

Program Requirements

1. Students must be affiliated with a fire department or volunteer fire department in order to sign up for FST 102.
2. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of fire fighting procedures. Students withdrawn under this policy are not eligible for readmission to the Fire Science Technology program.
3. Students must have the physical stamina and capabilities to complete fire fighting activities required in this program.
4. Students must be at least 18 years of age to take the IFSAC certification exams.
5. Students are required to provide their own personal protective equipment.
6. Some off campus and/or out-of-town activities may be required.

For more information, contact the Division Chair for Occupational Technology.

General Education Requirements (18-19 credits)

CIS 120 Introduction to Information Systems..... 3
 COMM 101 Interpersonal Communication **OR**
 COMM 102 Public Speaking3
 ENG 102* English Composition3
 ENG 104* English Composition and Research3
 MATH 107* Intermediate Algebra **OR**
 Higher MATH 3-4
 PSY 101 Introductory Psychology **OR**
 SOC 101 Introductory Sociology3



Related Requirements (11 credits)

BAD 151 Introduction to Business.....3
 BOFT 115 Employment Strategies **OR**
 MGT 201* Principles of Management3
 CHEM 113 Chemistry for General Education and Lab.....4
 HPE Physical Education Activity..... 1

Program Requirements (33 credits)

FST 102 Firefighter I and II6
 FST 102L Firefighter I and II Lab.....2
 FST 106* Firefighter Health and Safety.....3
 FST 112* Fire Instructor3
 FST 114* Fire Officer I3
 FST 202* Fire and Arson Investigation3
 FST 204* Building Codes and Inspection.....3
 FST 205* Pump Operations and Hydraulics.....3
 FST 208* Firefighting Strategy and Tactics3
 FST 214* Fire Officer II4

Total credits required for an Associate of Applied Science in Fire Science Technology62-63

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN FIRE SCIENCE TECHNOLOGY (33 CREDITS)

FST 102 Firefighter I and II6
 FST 102L Firefighter I and II Lab.....2
 FST 106* Firefighter Health and Safety.....3
 FST 112* Fire Instructor3
 FST 114* Fire Officer I3
 FST 202* Fire and Arson Investigation3
 FST 204* Building Codes and Inspection.....3
 FST 205* Pump Operations and Hydraulics.....3

FST 208* Firefighting Strategy and Tactics3
 FST 214* Fire Officer II4

Total credits required for a Certificate of Completion in Fire Science Technology.....33

**Courses require prerequisites.*

CERTIFICATE OF ACHIEVEMENT IN FIREFIGHTER I AND II (9 CREDITS)

FST 102 Firefighter I and II6
 FST 102L Firefighter I and II Lab.....2
 HPE 221 Weight Training **OR**
 HPE 222 Circuit Weight Training 1

Total credits required for a Certificate of Achievement in Firefighter I and II.....9

LEGAL ASSISTANT STUDIES (PARALEGAL)

CCC offers a degree program for Legal Assistants (paralegals) that includes a mixture of general education, legal theory, and practical skills. It is designed to provide a broad-based education in many areas of law allowing students to explore the discipline before committing to an area of specialization. Bureau of Labor statistics predict the number of jobs available for Legal Assistants will rise. Employment in the paralegal field is expected to grow at a rate faster than employment in many other fields for the next several years. People entering this field can work in a number of areas including law firms, financial institutions, government, major corporations, legal aid, small businesses, insurance companies, and title companies. This degree is available completely online.

General Education Requirement (18-19 credits)

CIS 120 Introduction to Information Systems.....3
 COMM 102 Public Speaking3
 ENG 102* English Composition3
 ENG 104* English Composition and Research3
 MATH 107* Intermediate Algebra **OR**
 Higher Math 3-4
 PSY 101 Introductory Psychology3



Associate of Applied Science

Related Requirements (11 credits)

ACCT 201* Introductory Accounting I.....	4
CIS 140 Introduction to Word Processing.....	3
HPE Physical Education Activity.....	1
PSCI 102 American National Government.....	3

Program Requirements (36 credits)

LEST 102 Introduction to Legal Assistant Studies.....	3
LEST 104 Torts, Practice, and Procedure.....	3
LEST 105* Legal Writing, Term and Research I.....	3
LEST 106* Legal Writing, Term and Research II.....	3
LEST 123 Litigation.....	3
LEST 213 Criminal Law.....	3
LEST 214 Criminal Procedures.....	3
LEST 220 Family Law.....	3
LEST 227 Law Office Practice and Procedures.....	3
ELECTIVES.....	9

Select from the following list:

- CRJU 264 Criminal Justice and the Courts
- LEST 107 Bankruptcy
- LEST 108 Administrative Law
- LEST 221 Wills and Estates
- LEST 228 Corporate Law
- LEST 229 Contract Law
- LEST 281 Real Estate Law
- LEST 268 Workshop in LEST
- LEST 290* Co-op in LEST
- LEST 293 Topics in LEST

Total credits required for an Associate of Applied Science in Legal Assistant Studies65-66

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN LEGAL ASSISTANT STUDIES (30 CREDITS)

Related Requirements (3 credits)

CIS 120 Introduction to Information Systems.....	3
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Program Requirements (27 credits)

LEST 102 Introduction to Legal Assistant Studies.....	3
LEST 104 Torts, Practice, and Procedure.....	3
LEST 105* Legal Writing, Term and Research I.....	3
LEST 106* Legal Writing, Term and Research II.....	3
LEST 123 Litigation.....	3
LEST 213 Criminal Law.....	3
LEST 214 Criminal Procedures.....	3
LEST 220 Family Law.....	3
LEST 227 Law Office Practice and Procedures.....	3

Total credits required for an Certificate of Completion in Legal Assistant Studies30

**Courses require prerequisites.*



NURSING

Clovis Community College offers a two-year Career Mobility Nursing Program. Students have two programs to choose from for their education, the Traditional Program and the Inclusive Program.

Traditional Nursing Program:

Level I (Semesters 1 & 2) – Students who complete Level I will receive a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination-Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN). See page 51 for more information.

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

Note: Practical Nurses (LPN/LVN) who are graduates of state approved programs of practical nursing can be admitted to Level II based on previous education. Individual assessment of the applicant transcript will be necessary.

Inclusive Nursing Program:

The Inclusive Program allows students to take the required prerequisites along with the nursing courses over the span of 6 semesters which consists of attending the Fall, Spring, and Summer semesters for two years. The Inclusive program is typically an RN program as the prerequisites are being taken along with the nursing courses. See page 52 for more information.

The program outcomes for the CCC Associate Degree Nursing Program are:

1. To prepare graduates to provide safe, competent, effective healthcare in a variety of settings.
2. To prepare graduates to function within the discipline of nursing as provider of care, manager of care, and member of the profession of Nursing (NLN, 2000).
3. To prepare graduates to pass the NCLEX-RN on the first attempt.
4. To prepare graduates with a foundation to further their education into higher levels of nursing.

Admission Process for Nursing Applicants (All Programs)

1. Applicants must complete an application packet for admission to the Nursing Program. Application packets are

available online and in the Office of Admissions and Records and must be on file in that office by **June 1** of each year to be considered for admission to the Nursing Program for the following fall semester or by **October 1** of each year to be considered for admission to the Nursing Program for the following spring semester. The applicant's file must contain the following information:

- a. A completed Nursing Application.
 - b. A completed CCC Application for Admission if not currently enrolled.
 - c. All transcripts as indicated in Item 2.
 - d. Minimum GPA of 2.5 as indicated in Item 3.
 - e. Applicants will be scheduled for the Health Occupation Entrance Test by the Nursing Department. The Traditional Program students will take this exam AFTER acceptance into the program. The Inclusive Program students will take this exam BEFORE acceptance into the program.
2. All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Nursing Department until the Office of Admissions and Records receives official transcripts from all colleges attended.
 3. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 from all colleges attended and prerequisite courses.
 4. If additional program recruiting becomes necessary, CCC will accept applications received after the June 1 deadline for admission to the following fall semester or after the October 1 deadline for admission to the following spring semester. To be accepted to the Nursing Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the nursing application was submitted and the date all requirements were completed.
 5. All applicants for the Nursing Program must have completed BIOL 211, BIOL 212, and BIOL 222. These courses must have been completed within the previous five (5) years from the semester of application for the Nursing Program. Students applying for the Inclusive Program are allowed to take prerequisites at the same time they are taking nursing classes.



6. All applicants for both Nursing Programs must have completed a Health Care Assistant class within two (2) years of application for the program. Applicants must have successfully completed the class, but do not have to possess a Certified Nursing Assistant certificate.

Additional Admission Requirements for the RN Program:

Any student entering the CCC Nursing Program at Level II will possess a current LPN license. Students currently in the Level I program will be given the opportunity to continue on to Level II.

Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and an application are considered incomplete and will not be reviewed by the Nursing Program Director. Complete applicant files will be forwarded to the Nursing Program Director for evaluation.

Applicants for the Nursing Program will be selected based on the cumulative grade point average of the general education and related requirements on the nursing degree plan. If additional criteria are required, the cumulative grade point average of all completed college work will be considered. Once decisions have been made, applicants are notified of their status as follows:

1. **Accepted Status:** Selected by the Program Director.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-accepted Status:** Did not meet minimum requirements.

Program Requirements (All Programs)

1. Students must apply for admission to Level I. Students currently enrolled in Level I do not have to apply for Level II. Students not currently in the nursing program but possessing a current LPN license must apply and meet previously stated deadlines.
2. Students who are accepted for admission to the Nursing Program are required to have the results of a physical examination sent to the Nursing Department at CCC before the start of the semester. This is a requirement for affiliation in clinical agencies. Forms for the physical examination are available in the Nursing Department.
3. All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained after admission to the Program prior to attending clinicals.

4. Advancement within each level of the program requires a grade of 77 percent or better in all courses in the Nursing major.
5. Students who have twice failed to achieve a grade of 77 percent or better in NSG 110, NSG 110L, NSG 124, NSG 124L, NSG 202, NSG 202L, NSG 222, and NSG 222L or have withdrawn from these courses twice will not be eligible for readmission to the Nursing Program. Students are allowed no more than two admissions to the Nursing Program. This applies to students transferring in as well as to those who begin the Nursing Program at Clovis Community College.
6. The following nursing courses are taken concurrently with a lab. Failure to achieve a 77 percent or better in either lab or theory will require the student to repeat both components before progressing to the next course. The courses are NSG 110, NSG 110L; NSG 124, NSG 124L; NSG 202, NSG 202L; and NSG 222, NSG 222L.
7. Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites prior to admission to the Nursing Program. Students will not be accepted into the program without completion of all general education requirements and related requirements.
8. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of nursing. Students withdrawn under this policy are not eligible for readmission to the Nursing Program.

Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require nursing students to have a NATIONWIDE CRIMINAL HISTORY SCREENING. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Nursing Department.



Special Fees for Nursing Students

In addition to the fees already listed in this catalog under Tuition and Fees, the following special fees are required for Nursing Students.

- Nursing Fees – Primarily for standardized testing
- Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at www.clovis.edu/fees
- Nursing Technology Fee – To support technology within the classroom and simulation laboratory
- Allied Health Drug Testing Fee – Cost of drug testing to meet clinical site requirements
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements
- Allied Health Needlestick Insurance – Cost of insurance to meet clinical site requirements

Accreditation

The CCC Nursing Program is accredited by:

Accreditation Commission for Education in Nursing
 3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326
www.acenursing.org
 404.975.5000

TRADITIONAL NURSING PROGRAM REQUIREMENTS

General Education Requirements (19 credits)

BIOL 211* Human Anatomy and Physiology I.....	4
CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication	3
ENG 102* English Composition	3
ENG 104* English Composition and Research OR ENG 233* Technical and Professional Writing I.....	3
PSY 106 Human Growth and Development	3

Related Requirements (14 credits)

BIOL 212* Human Anatomy and Physiology II	4
BIOL 222* Microbiology and Lab	4
FCS 112 Introduction to Nutrition	3
NSG 105 Medical Terminology OR SOC 101 Introductory Sociology	3

LEVEL I: CERTIFICATE OF COMPLETION IN PRACTICAL NURSING SEMESTERS 1 & 2 (51 CREDITS)

The following semester 1 and 2 courses in the Nursing major can be taken ONLY after acceptance into the Level I Nursing Program.

Semester One (8 credits)

NSG 109 Pharmacology I	1
NSG 110 Nursing I.....	4
NSG 110L Clinical Nursing I	3

Semester Two (10 credits)

NSG 124 Nursing II.....	5
NSG 124L Clinical Nursing II	4
NSG 129 Pharmacology II.....	1

Total credits required for a Certificate of Completion in Practical Nursing..... 51

**Courses require prerequisites.*

This includes the General Education and Related Requirements. Students who complete Level I will be eligible to write the National Council Licensing Examination-Practical Nurse and are eligible to enroll in Level II. Students not currently in the nursing program but possessing a current LPN license must apply and meet previously stated deadlines.

LEVEL II: AAS IN NURSING SEMESTERS 3 & 4 (72 CREDITS)

The following semester 3 and 4 courses in the Nursing major can be taken ONLY after acceptance into Level II of the Nursing Program.

Semester Three (11 credits)

NSG 202 Nursing III.....	6
NSG 202L Clinical Nursing III	4
NSG 209 Pharmacology III	1

Semester Four (10 credits)

NSG 222 Nursing IV	6
NSG 222L Clinical Nursing IV.....	4

Total credits required for an Associate of Applied Science in Nursing..... 72

**Courses require prerequisites.*

Students who complete Level II are eligible to write the National Council Licensure Examination for Registered Nurses (RN).



INCLUSIVE NURSING PROGRAM REQUIREMENTS (72 CREDITS)

Semester One (14 credits)

BIOL 211* Human Anatomy and Physiology 1	4
ENG 102* English Composition	3
NSG 110 Nursing I	4
NSG 110L Clinical Nursing I	3

Semester Two (16 credits)

BIOL 212* Human Anatomy and Physiology II	4
NSG 105 Medical Terminology	3
NSG 109 Pharmacology I	1
NSG 124 Nursing II	5
PSY 106 Human Growth and Development	3

Summer One (7 credits)

FCS 112 Introduction to Nutrition	3
NSG 124L Clinical Nursing II	4

Semester Three (14 credits)

CIS 120 Introduction to Information Systems	3
NSG 129 Pharmacology II	1
NSG 202 Nursing III	6
NSG 202L Clinical Nursing III	4

Semester Four (14 credits)

BIOL 222 Microbiology and Lab	4
ENG 104* English Composition and Research	3
NSG 209 Pharmacology III	1
NSG 222 Nursing IV	6

Summer Two (7 credits)

COMM 101 Interpersonal Communication	3
NSG 222L Clinical Nursing IV	4

Total credits required for an Associate of Applied Science in Nursing.....72

**Courses require prerequisites.*

Students who complete all course work are eligible to write the National Council Licensure Examination for Registered Nurses (RN).

CERTIFICATE OF ACHIEVEMENT IN HEALTH CARE ASSISTANT (6 CREDITS)

The Health Care Assistant Certificate of Achievement is designed to prepare students to take the Certified Nursing Assistant state certifying exam. Earning a Certificate of Achievement from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam.

HCA 101 Health Care Assistant.....	6
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Total credits required for a Certificate of Achievement in Health Care Assistant6

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, and sports facilities. PTAs must complete a 2-year associate's degree and are licensed, certified, or registered in most states.

Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination; training for activities such as walking with crutches, canes, or walkers; massage; and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

The mission of our program is to provide an accredited, technical education at the Associate's level in contemporary physical therapy practice to meet an increasing demand for skilled Physical Therapist Assistants in the state of New Mexico and nationwide.

Our philosophy is that upon completion of the Physical Therapist Assistant Program of Clovis Community College, students can expect to serve their communities through the evolving field of physical therapy with effective, professional, and ethically sound practice. It is the duty of this program to provide a high quality comprehensive education to allow our graduates to excel in their application of clinical skills, collaborate with supervising physical therapists, and enable patients to achieve physical independence, health, and improved quality of life.



Application Process

We recommend that students meet with an Academic Advisor first to file a Physical Therapist Assistant Program Degree plan.

1. Applicants must complete an application packet for admission to the Physical Therapist Assistant Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by **June 1** of each year to be considered for admission to the PTA Program for the following fall semester. The applicant's file must contain the following information:
 - a. Completed PTA Program Application.
 - b. Completed CCC Application for Admission if not currently enrolled.
 - c. All transcripts as indicated in Item 2.
 - d. Minimum GPA of 2.5 as indicated in Item 3.
 - e. Applicants will be scheduled for the Health Occupation Entrance Test by the Allied Health Department. In certain semesters, this may take place after the applicant has been notified of acceptance into the Physical Therapist Assistant Program.
 - f. All applicants must complete 25 hours of observation with a Physical Therapist or Physical Therapist Assistant prior to the beginning of the acceptance term.
2. All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Allied Health Department until the Office of Admissions and Records receives official transcripts from all colleges attended.
3. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 from all colleges attended.
4. If additional program recruiting becomes necessary, CCC will accept applications received after the June 1 deadline for admission to the following fall semester. To be accepted to the Physical Therapist Assistant Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the PTA application was submitted and the date all requirements were completed.

5. Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites for MATH 107 and ENG 102 prior to admission to the PTA Program. Students will not be allowed to begin the PTA program without completion of all general education and related requirements.
6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.

Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and an application are considered incomplete and will not be reviewed by the PTA Program Director. Complete applicant files will be forwarded to the Allied Health Department.

Applicants for the PTA Program will be selected based on the cumulative grade point average of the general education and related requirements on the PTA degree plan. If additional criteria are required, cumulative grade point average of all completed college work will be considered. Once decisions have been made, applicants will be notified of their status as follows:

1. **Accepted Status:** Met all requirements for admission and is admitted conditionally pending the results of the Health Occupations Entrance Test and successful completion of 25 hours of clinical observation.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-Accepted Status:** Did not meet minimum requirements.

Program Requirements

1. Students who are accepted for admission to the Physical Therapist Assistant Program are required to have the results of a physical examination sent to the Allied Health Department at CCC prior to the start of the semester. This is a requirement for affiliation in clinical agencies. Forms for the physical examination are available in the Allied Health Department.
2. Students will be required to travel to the various clinical sites to complete the clinical portion of the program. Students are responsible for providing their own mode of transportation and lodging as necessary.



3. All students are to have a Professional CPR card that is renewed annually before admission.
4. Advancement within each level of the program requires a 79 percent (no rounding) or better in all courses in the Physical Therapist Assistant major.
5. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of Physical Therapy. Students withdrawn under this policy are not eligible for readmission to the Physical Therapist Assistant Program.

Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]: Caregivers Criminal History Screening Act. This will require PTA students to have a NATIONWIDE CRIMINAL HISTORY SCREENING. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Allied Health Department.

Special Fees for Physical Therapist Assistant Students

In addition to the fees already listed in this catalog under Tuition and Fees, the following special fees are required for PTA Students:

- PTA Fees – Primarily for standardized testing
- Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at www.clovis.edu/fees
- Allied Health Drug Testing Fee – As required by individual clinical sites
- Allied Health Background Check Fee – Cost of background check to meet clinical site requirements

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703.706.3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Clovis Community College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signified satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Semester One (14-15 Credits)

ENG 102* English Composition	3
COMM 101 Interpersonal Communication	3
MATH 107* Intermediate Algebra OR	
Higher Math**	3-4
BIOL 211* Human Anatomy and Physiology I.....	4
HPE Physical Education Activity.....	1



Semester Two (16 credits)

BIOL 212* Human Anatomy and Physiology II	4
CIS 120 Introduction to Information Systems.....	3
ENG 104* English Composition and Research OR ENG 233* Technical and Professional Writing I.....	3
NSG 105 Medical Terminology	3
PSY 106 Human Growth and Development	3

Semester Three (8 credits)

PTA 100 Orientation to Physical Therapy Practice	4
PTA 110 Functional Anatomy and Kinesiology	4

Semester Four (17 credits)

PTA 120 Modalities and Procedures in Physical Therapy	5
PTA 130 Medical and Surgical Conditions in Physical Therapy.....	3
PTA 140 Clinical Observation	1
PTA 210 Physical Therapy Principles and Procedures	5
PTA 220 Clinical Practicum I.....	3

Semester Five (13 credits)

PTA 230 Neurological Rehabilitation in Physical Therapy.....	5
PTA 240 Seminar in Physical Therapy.....	2
PTA 250 Clinical Practicum II.....	3
PTA 260 Therapeutic Exercise	3

**Total credits required for an Associate of Applied Science degree
Physical Therapist Assistant68-69**

*Courses require prerequisites.

** Excludes MATH 108.

RADIOLOGIC TECHNOLOGY

The Dr. W. D. Dabbs Center for Advanced Training and Technology was begun in part through an endowment from the late Dr. Walter Dabbs of Clovis. Radiographers perform an important function in the rapidly expanding branch of medicine known as Radiology.

Radiographers are medical personnel who perform diagnostic imaging examinations. They are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, and basic patient care.

Upon completion of the course of study in Radiologic Technology, individuals may apply to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). This certification allows individuals to practice as a Radiologic Technologist in many states.

Admission Process for Radiologic Technology Applicants

- Applicants must complete an application packet for admission to the Radiologic Technology Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by **June 1** of each year to be considered for admission to the Radiologic Technology Program for the following fall semester. The applicant's file must contain the following information:
 - Students are required to complete the CCC Radiology Program Information Module. This module is designed to provide students with information concerning the requirement for the Radiologic Technology Program at Clovis Community College and insight into the Medical Imaging Profession. Upon completion of the module, the prospective student must complete the survey and turn it in with their application for Admission.
 - Completed Radiologic Technology Application.
 - Completed CCC Application for Admission if not currently enrolled.
 - Minimum GPA of 2.5 as indicated in Item 3.
- All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Allied Health Department until the Office of Admissions and Records receives official transcripts from all colleges attended.
- Applicants must have a minimum cumulative grade point average (GPA) of 2.5 from all colleges attended and prerequisite courses.
- BIOL 211, BIOL, 212, MATH 107, and NSG 105 must have been completed within the five (5) years prior to admittance to the program.
- Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites prior to admission to the RADT Program. Students will not be accepted into the program without completion of all general education and related requirements.



6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.
7. If additional program recruiting becomes necessary, CCC will accept applications received after the June 1 deadline for admission to the following fall semester. To be accepted to the Radiologic Technology Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the Radiology application was submitted and the date all requirements were completed.
3. All students are to have completed the American Heart Association BLS for Healthcare Providers (CPR and AED) Program before attending any clinical rotations. This can be scheduled with and taken at the Clovis Community College Allied Health Department as assigned.
4. Advancement within each level of the program requires a grade of 75 percent (no rounding) or better in all courses in the Radiologic Technology major.
5. Students who have twice failed to achieve a grade of 75 percent (no rounding) or better in any of the courses in the Radiologic Technology major or have withdrawn from these courses twice will not be eligible for readmission to the Radiologic Technology Program. Students are allowed no more than two admissions to the Radiologic Technology Program. This applies to students transferring in as well as those who begin the Radiologic Technology Program at Clovis Community College.
6. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of Radiologic Technology. Students withdrawn under this policy are not eligible for readmission to the Radiologic Technology Program.

Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and an application are considered incomplete and will not be reviewed by the Radiology Program Director. Only complete applicant files will be forwarded to the Radiology Program Director.

Applicants for the RADT Program will be selected based on the cumulative grade point average of the general education and related requirements on the RADT degree plan. If additional criteria are required, the cumulative grade point average of all completed college work will be considered. Once decisions have been made, applicants will be notified of their status as follows:

1. **Accepted Status:** Met all requirements for admission and is admitted conditionally pending verification of good standing with Clovis Community College Admissions.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-accepted Status:** Did not meet minimum requirements.

Program Requirements

1. Students who are accepted for admission to the Radiologic Technology Program are required to have the results of a physical examination sent to the Radiology Department at CCC before the beginning of clinical rotations in the first semester. This is a requirement for affiliation in clinical agencies. Forms for the physical examination are available in the Allied Health Department.
2. Students will be required to travel to the various clinical sites to complete the clinical portion of the program. Students are responsible for providing their own mode of transportation and lodging as necessary.

Special Information

Prospective students who have been convicted of a felony or misdemeanor are advised to contact the American Registry of Radiologic Technologists (ARRT) before admission to the Radiologic Technology Program to determine eligibility for licensure. The ARRT may be reached at 651.687.0048 or www.arrt.org.

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require Radiologic Technology students to have a NATIONWIDE CRIMINAL HISTORY SCREENING. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Radiologic Technology Department after admission and prior to clinical rotation assignment.



Special Fees for Radiologic Technology Students

In addition to the fees already listed in this catalog under Tuition and Payments, the following special fees are required for RADT students.

- RADT Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at www.clovis.edu/fees
- Allied Health Drug Testing Fee – As required by individual clinical sites
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements
- Allied Health Needlestick Insurance – Cost of insurance to meet clinical site requirements

Accreditation

The CCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Individuals may contact the Joint Review Committee by writing:

20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication	3
ENG 102* English Composition	3
MATH 107* Intermediate Algebra OR Higher Math**	3-4
PSY 101 Introductory Psychology	3

Related Requirements (12 credits)

BIOL 211* Human Anatomy and Physiology I.....	4
BIOL 212* Human Anatomy and Physiology II	4
HPE Physical Education Activity.....	1
NSG 105 Medical Terminology.....	3

Program Requirements

Courses in the Radiologic Technology major can be taken ONLY after acceptance into the Radiologic Technology Program.

Fall Semester I (13 credits)

RADT 104 Fundamentals of Radiography I.....	3
RADT 105 Radiographic Positioning I.....	2
RADT 105L Radiographic Positioning I Lab.....	1
RADT 107 Clinical Education I	5
RADT 108 Patient Care/Profession of Radiology.....	2

Spring Semester I (13 credits)

RADT 111 Fundamentals of Radiography II	3
RADT 114 Radiographic Positioning II	2
RADT 114L Radiographic Positioning II Lab	1
RADT 116 Clinical Education II.....	5
RADT 124 Radiobiology and Radiation Protection.....	2

Summer Semester I (8 credits)

RADT 110 Image Analysis.....	2
RADT 130 Clinical Education III.....	5
RADT 135 Radiographic Special Procedures	1

Fall Semester II (13 credits)

RADT 205 Clinical Education IV	8
RADT 207 Radiographic Pathology	2
RADT 212 Radiographic Imaging	3

Spring Semester II (12 credits)

RADT 204 Imaging Ethics and Legal Issues	2
RADT 220 Seminar in Radiologic Technology	2
RADT 214 Clinical Education V	8

Total credits required for an Associate of Applied Science in Radiologic Technology 86-87

*Courses require prerequisites.

** Excludes MATH 108 and MATH 113.



ASSOCIATE OF APPLIED SCIENCE IN FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

Automotive Technology
Cosmetology
Industrial Technology

- Plant Operations and Equipment Concentration
- Wind Energy Concentration

Welding

CERTIFICATE OF COMPLETION

- Automotive Technology
 - » Automotive Chassis Systems
 - » Automotive Power Train Systems
- Cosmetology
 - » Cosmetology Theory
 - » Hair Fundamentals
 - » Esthetics
- Industrial Technology
 - » Industrial Technology
 - » Plant Operations
 - » Wind Energy
- Welding
 - » Entry-Level Welder
 - » Advanced Welder

CERTIFICATE OF ACHIEVEMENT

- Cosmetology
 - » Nail Technician
 - » Salon Success



OCCUPATIONAL TECHNOLOGY

The Occupational Technology area offers Associate of Applied Science degrees, Certificates of Completion, and/or Certificates of Achievement in the following programs: Automotive Technology; Cosmetology; Esthetics; Nail Technician; Industrial Technology; and Welding. These programs have been developed to conform to industry standards of state and national certification groups with help from local advisory groups.

Admission and Program Test Requirements

Students enrolling in any of these programs may be required to take the Accuplacer. Complete details on admission requirements and Accuplacer requirements can be found on pages 11-12 of this catalog.

Graduation Requirements

Information on the completion of requirements for Associate of Applied Science degrees and Certificates of Completion can be found under Degree Requirements on page 18 of this catalog.

Special Supplies and Equipment

Specific supplies and equipment, determined by instructors, are required in each program. The costs and requirements are unique to each program. Students should contact the program instructor for information regarding required supplies and tools. Equipment and supplies purchased by the student are the responsibility of the student.

AUTOMOTIVE TECHNOLOGY



The Automotive Technology Program offers classroom and laboratory experience, which includes all aspects of diagnostics, repair, and maintenance. Laboratory work on vehicles from a variety of manufacturers gives students a well-rounded knowledge of the industry. Students become

familiar with computerized technical manuals and multiple diagnostic hand and power tools used every day by professional

line technicians. Training includes the application of diagnostics, parts inspection, and repair or replacement of failed components. Instruction and practical application are provided in all eight areas of Automobile Service Excellence (ASE) in preparation for ASE certification tests. Clovis Community College’s Automotive Technology Program has met the strict standards required for Master Accreditation from National Automotive Technicians Education Foundation (NATEF). This is the highest level of achievement recognized by NATEF. Although many educational institutions strive for it, only a small percentage achieves this level of accreditation.

Training in Automotive Technology can lead to employment in dealerships, independent shops, and self-employment. An Associate of Applied Science in Automotive Technology can be applied toward a bachelor’s degree, which could lead to employment with an automotive manufacturer.

Students will be required to provide their own tools and uniforms as specified in the Automotive Technology Student Handbook. Completion of AT 100 Introduction to Automotive Electronics with a “C” or better is required before students may enroll in the full-time Automotive Technology program.

AAS IN AUTOMOTIVE TECHNOLOGY

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ENG 102* English Composition	3
MATH 108* Contemporary Business Mathematics OR MATH 107* Intermediate Algebra OR Higher Math	3-4
Social and Behavioral Science/Humanities and Fine Arts ELECTIVE.....	3
Choose an elective from Area IV or Area V on the New Mexico Lower Division General Education Core (see pages 29-31).	

Related Requirements (6 credits)

BOFT 115 Employment Strategies.....	3
HPE Physical Education Activity.....	1
HPE 220 First Aid and CPR	2



Program Requirements (54 credits)

AT 100 Introduction to Automotive Electronics.....4
 AT 111* Engine Repair Theory3
 AT 111L* Engine Repair Lab.....2
 AT 112* Automatic Transmissions and Transaxle Theory3
 AT 112L* Automatic Transmissions and Transaxle Lab2
 AT 113* Manual Transmissions Theory2
 AT 113L* Manual Transmissions Lab.....1
 AT 114* Suspension and Steering Theory3
 AT 114L* Suspension and Steering Lab.....2
 AT 115* Brake Systems Theory.....3
 AT 115L* Brake Systems Lab.....2
 AT 120* Welding for Automotive Technology2
 AT 121* Engine Repair Diagnostics.....2
 AT 122* Electronic Transmission Diagnostics.....1
 AT 124* Fundamentals of Electronic Steering Systems.....2
 AT 125* Fundamentals of Antilock Brake Systems.....2
 AT 216* Automotive Electronics Theory3
 AT 216L* Automotive Electronics Lab.....2
 AT 217* Automotive HVAC Theory2
 AT 217L* Automotive HVAC Lab1
 AT 218* Engine Performance Theory6
 AT 218L* Engine Performance Lab4

Total credits required for an Associate of Applied Science in Automotive Technology.....75-76

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN AUTOMOTIVE CHASSIS SYSTEMS (35 CREDITS)

AT 100 Introduction to Automotive Electronics.....4
 AT 114* Suspension and Steering Theory3
 AT 114L* Suspension and Steering Lab.....2
 AT 115* Brake Systems Theory.....3

AT 115L* Brake Systems Lab.....2
 AT 120* Welding for Automotive Technology2
 AT 124* Fundamentals of Electronic Steering Systems.....2
 AT 125* Fundamentals of Anti-lock Brake Systems2
 AT 216* Automotive Electronics Theory3
 AT 216L* Automotive Electronics Lab.....2
 AT 218* Engine Performance Theory6
 AT 218L* Engine Performance Lab4

Total credits required for a Certificate of Completion in Automotive Chassis Systems35

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN AUTOMOTIVE POWER TRAIN SYSTEMS (38 CREDITS)

AT 100 Introduction to Automotive Electronics.....4
 AT 111* Engine Repair Theory3
 AT 111L* Engine Repair Lab.....2
 AT 112* Automatic Transmissions and Transaxle Theory3
 AT 112L* Automatic Transmissions and Transaxle Lab2
 AT 113* Manual Transmissions Theory2
 AT 113L* Manual Transmissions Lab1
 AT 121* Engine Repair Diagnostics.....2
 AT 122* Electronic Transmission Diagnostics.....1
 AT 216* Automotive Electronics Theory3
 AT 216L* Automotive Electronics Lab.....2
 AT 217* Automotive HVAC Theory2
 AT 217L* Automotive HVAC Lab1
 AT 218* Engine Performance Theory6
 AT 218L* Engine Performance Lab4

Total credits required for a Certificate of Completion in Automotive Power Train Systems38

**Courses require prerequisites.*



COSMETOLOGY

The Cosmetology program provides an opportunity to earn an Associate of Applied Science in Cosmetology, Certificates of Completion in Cosmetology Theory, Hair Fundamentals, or Esthetics, and Certificates of Achievement in Salon Success or Nail Technician. The program is certified by the New Mexico State Board of Barbers and Cosmetologists.

The Pivot Point curriculum is delivered to provide skills and knowledge that can lead to many career fields including cosmetologist, nail technician, esthetician, salon owner, cosmetic consultant, or sales representative. At the completion of the training programs, students are ready to take the state licensure exams.



Certification Requirements

Students must meet both CCC credit requirements and the New Mexico State Board of Barbers and Cosmetologist contact hour requirements. Once a student has met course credit hour requirements for the Board, transcripts will be sent to the Board. A student who has failed to achieve a grade of 80 percent or better in COS 112, COS 113, COS 114, COS 117, COS 126, or COS 142 or has been withdrawn from any Cosmetology course must have division chair approval before enrolling in any Cosmetology course.

Recommended Sequence

To provide for optimal retention of material and continuous training for state board testing, it is highly recommended that a student enroll in four consecutive semesters.

Admission Process for Applicants

1. Applicants must complete and return a CCC Application for Admission to the Office of Admissions and Records if not currently enrolled.
2. Applicants must complete a Cosmetology Program Application to be admitted to the full-time Cosmetology, Esthetics, or Nail Technician program. An application may be obtained from the Occupational Technology Division Chair and must be on file in that office to be considered for admission to any Cosmetology program for the following spring or fall semester.
3. High school transcript or GED scores and all college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent

directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution.

4. Students must meet the minimum levels required on the Accuplacer before they can be enrolled. More detailed information regarding the Accuplacer can be found on page 11 of this catalog.
5. The following State Board of Barbers and Cosmetologists requirements must be met by the first day of instruction:
 - a. Copy of high school or GED transcript
 - b. Copy of Birth Certificate or Picture ID (driver's license or state-issued identification card)
 - c. Application to State Board (completed in first class meeting. NOTE: a Social Security number is required to register with the State Board.)
 - d. Twenty-five dollar (\$25) Board fee – must be either money order or cashier's check made payable to: New Mexico State Board of Barbers and Cosmetologists
 - e. Two (2) passport-size pictures

The selection process is based on the date all of the following information is completed and is on file with the Occupational Technology Division Chair:

- Date the program application is submitted
- Date the Accuplacer is passed at the required levels
- Date high school/GED transcript is received

AAS IN COSMETOLOGY

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication	3
ENG 102* English Composition	3
MATH 108* Contemporary Business Mathematics OR MATH 107* Intermediate Algebra OR Higher Math	3-4
PSY 101 Introductory Psychology OR SOC 101 Introductory Sociology	3

Related Requirements (11 credits)

BAD 151 Introduction to Business.....	3
BIOL 115 Human Biology and Lab.....	4
BOFT 115 Employment Strategies.....	3
HPE Physical Education Activity.....	1



Program Requirements (52 credits)

COS 112 Cosmetology Theory I.....	3
COS 113 Facials	2
COS 114 Chemical Rearranging/Perms I.....	4
COS 117 Cosmetology Manicuring/Pedicuring	3
COS 122* Cosmetology Theory II.....	2
COS 126 Women’s Hair Cutting and Hair Styling.....	3
COS 132 Sterilization and Sanitation	2
COS 136* Men’s Hair Cutting and Hair Styling	3
COS 142 Shampoo, Rinses, and Scalp Treatment	1
COS 212* Cosmetology Theory III.....	2
COS 214* Chemical Rearranging/Perms II	2
COS 216* Cosmetology Salon Practice I.....	6
COS 217* Nail Enhancements.....	3
COS 222* Hair Coloring.....	3
COS 223* Practical Cosmetology.....	3
COS 226* Advanced Hair Styling	2
COS 227* Cosmetology Salon Practice II	6
COS 232 Salon Business and Retail.....	2

Total credits required for an Associate of Applied Science in Cosmetology78-79

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN COSMETOLOGY THEORY (16 CREDITS)

COS 112 Cosmetology Theory I.....	3
COS 113 Facials	2
COS 114 Chemical Rearranging/Perms I.....	4
COS 117 Manicuring/Pedicuring.....	3
COS 126 Women’s Hair Cutting and Hair Styling.....	3
COS 142 Shampoo, Rinses, and Scalp Treatment.....	1

Total credits required for a Certificate of Completion in Cosmetology Theory..... 16

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN HAIR FUNDAMENTALS (21 CREDITS)

COS 122* Cosmetology Theory II.....	2
COS 136* Advanced Hair Cutting.....	3
COS 214* Chemical Rearranging/Perms II	2
COS 216* Cosmetology Salon Practice I.....	6
COS 217* Nail Enhancements.....	3
COS 222* Hair Coloring.....	3
COS 226* Advanced Hair Styling	2

Total credits required for a Certificate of Completion in Hair Fundamentals21

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN ESTHETICS (24 CREDITS)

COS 151 Esthetic Theory I	3
COS 152 Esthetic Facials I	6
COS 153 Esthetic Sterilization & Sanitation	3
COS 154 Esthetic Spa Practice I	3
COS 155 Esthetic Salon Business/Retail.....	2
COS 252* Esthetic Facials II	4
COS 254* Esthetic Spa Practice II	3

Total credits required for a Certificate of Completion in Esthetics24

**Courses require prerequisites.*

CERTIFICATE OF ACHIEVEMENT IN NAIL TECHNICIAN (13 CREDITS)

COS 102 Nail Tech Theory I OR	
COS 112 Cosmetology Theory I.....	3
COS 117 Manicuring/Pedicuring.....	3
COS 132 Sterilization & Sanitation	2
COS 223* Practical Cosmetology.....	3
COS 232 Salon Business/Retail.....	2

Total credits required for a Certificate of Achievement in Nail Technician 13

**Courses require prerequisites.*



**CERTIFICATE OF ACHIEVEMENT IN SALON SUCCESS
(15 CREDITS)**

COS 132 Sterilization & Sanitation 2

COS 212* Cosmetology Theory III..... 2

COS 223* Practical Cosmetology..... 3

COS 227* Cosmetology Salon Practice II 6

COS 232 Salon Business & Retail 2

Total credits required for a Certificate of Achievement in Salon Success..... 15

*Courses require prerequisites.

INDUSTRIAL TECHNOLOGY

CCC’s Industrial Technology program teaches the fundamentals of the operation and maintenance of complex industrial systems. Industrial technology students are exposed to a wide variety of maintenance and operations coursework through classroom and laboratory experience, providing students with a unique blend of training for a high wage and in demand field. This program provides two areas of concentration constructed around industry demands. These areas of concentration are Plant Operations and Equipment and Wind Energy. Associate of Applied Science degrees are available in each concentration. Three Certificates of Completion are also available.

**AAS IN PLANT OPERATIONS AND EQUIPMENT
CONCENTRATION**

Training in the Plant Operations and Equipment degree track will prepare individuals for a broad range of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology, or commercial environments.

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems..... 3

COMM 101 Interpersonal Communication **OR**
COMM 102 Public Speaking 3

ENG 102* English Composition 3

MATH 108* Contemporary Business Mathematics **OR**
MATH 107* Intermediate Algebra **OR**
Higher Math 3-4

Social and Behavioral Science/Humanities and
Fine Arts ELECTIVE 3

Choose an elective from Area IV or Area V on the New Mexico
Lower Division General Education Core (see pages 29-31).

Related Requirements (11 credits)

BAD 151 Introduction to Business..... 3

BOFT 115 Employment Strategies..... 3

HPE Physical Education Activity 1

PHYS 113 Survey of Physics and Laboratory..... 4

Other Program Requirements (7 credits)**

INDT 200 Welding Basics and Fabrication 3

INDT 201* Hand and Machine Tools 4

Program Requirements (45 credits)

INDT 102 Quality Systems..... 3

INDT 103 Principles of Electricity 3

INDT 104 Drawings and Schematics..... 3

INDT 110 Environmental Health and Safety 3

INDT 112* Fundamentals of Materials and Design 3

INDT 113* Principles of Electronics 3

INDT 202 Introduction to Preventative Maintenance 3

INDT 203* Electric Motors and Motor Controls..... 3

INDT 204 Fluid Flow and Pneumatics..... 3

INDT 210* Process Control 3

INDT 211 Mechanical Equipment 3

INDT 212 Mechanical Drives..... 3

INDT 213 Power Generation Systems 3

INDT 251* Practicum Experience 6

Total credits required for an Associate of Applied Science in Industrial Technology with a Concentration in Plant Operations and Equipment..... 78-79

*Courses require prerequisites.

**These courses are not part of the INDT full-time program but can be taken concurrently with the full-time program courses.



AAS IN WIND ENERGY CONCENTRATION

Training in the Wind Energy degree track will prepare individuals for entry-level wind technician positions or technical support positions in the wind energy field.

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....3

COMM 101 Interpersonal Communication **OR**
COMM 102 Public Speaking3

ENG 102* English Composition3

MATH 108* Contemporary Business Mathematics **OR**
MATH 107* Intermediate Algebra **OR**
Higher Math 3-4

Social and Behavioral Science/Humanities and
Fine Arts ELECTIVE3
Choose an elective from Area IV or Area V on the New Mexico
Lower Division General Education Core (see pages 29-31).

Related Requirements (11 credits)

BAD 151 Introduction to Business.....3

BOFT 115 Employment Strategies.....3

HPE Physical Education Activity..... 1

PHYS 113 Survey of Physics and Laboratory4

Program Requirements (48 credits)

INDT 102 Quality Systems.....3

INDT 103 Principles of Electricity3

INDT 104 Drawings and Schematics.....3

INDT 108 Introduction to Wind Energy3

INDT 110 Environmental Health and Safety3

INDT 113* Principles of Electronics3

INDT 202 Introduction to Preventative Maintenance3

INDT 203* Electric Motors and Motor Controls.....3

INDT 204 Fluid Flow and Pneumatics.....3

INDT 208* Wind Turbine Materials and E/M Equipment3

INDT 210* Process Control3

INDT 212 Mechanical Drives.....3

INDT 213 Power Generation Systems3

INDT 218* Wind Turbine Troubleshooting and Repair3

INDT 251* Practicum Experience6

Total credits required for an Associate of Applied Science in Industrial Technology with a Concentration in Wind Energy..74-75

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN INDUSTRIAL TECHNOLOGY (33 CREDITS)

INDT 102 Quality Systems.....3

INDT 103 Principles of Electricity3

INDT 104 Drawings and Schematics.....3

INDT 110 Environmental Health and Safety3

INDT 113* Principles of Electronics3

INDT 202 Introduction to Preventative Maintenance3

INDT 203* Electric Motors and Motor Controls.....3

INDT 204 Fluid Flow and Pneumatics.....3

INDT 210* Process Control3

INDT 212 Mechanical Drives.....3

INDT 213 Power Generation Systems3

Total credits required for a Certificate of Completion in Industrial Technology33

**Courses require prerequisites.*

CERTIFICATE OF COMPLETION IN PLANT OPERATIONS (19 CREDITS)

INDT 112* Fundamentals of Materials and Design3

INDT 200** Welding Basics and Fabrication3

INDT 201* ** Hand and Machine Tools4

INDT 211 Mechanical Equipment3

INDT 251* Practicum Experience6

Total credits required for a Certificate of Completion in Plant Operations19

**Courses require prerequisites.*

***These courses are not part of the INDT full-time program but can be taken concurrently with the full-time program courses.*



CERTIFICATE OF COMPLETION IN WIND ENERGY (15 CREDITS)

INDT 108 Introduction to Wind Energy	3
INDT 208* Wind Turbine Materials and E/M Equipment	3
INDT 218* Wind Turbine Troubleshooting and Repair	3
INDT 251* Practicum Experience	6
Total credits required for a Certificate of Completion in Wind Energy	15

*Courses require prerequisites.

WELDING

Welding technology is designed to educate students in the fundamentals of industrial welding processes, with an emphasis on layout and design using the American Welding Society's (AWS) Schools Excelling through National Skills Standards Education (SENSE) program guidelines. Areas of training include welding procedures, welding processes, weld symbol identification and interpretation, blueprint reading and comprehension, welding metallurgy, plate and pipe welding, pipe fitting, plate and pipe layout and fabrication, welding inspection and weld testing methods, and documents governing welding and weld inspection.

Students who maintain a 75 percent grade qualify for listing in the AWS SENSE database and AWS certificates as Entry-Level Welders at the end of the first semester and as Advanced Level Welders at the end of the third semester. Welding classes may not be taken for audit.

AAS IN WELDING

General Education Requirements (15-16 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ENG 102* English Composition	3
MATH 108* Contemporary Business Mathematics OR MATH 107* Intermediate Algebra OR Higher Math	3-4
Social and Behavioral Science/Humanities and Fine Arts ELECTIVE	3
Choose an elective from Area IV or Area V on the New Mexico Lower Division General Education Core (see pages 29-31).	

Related Requirements (7 credits)

BAD 151 Introduction to Business OR MGT 231* Small Business Management.....	3
BOFT 115 Employment Strategies.....	3
HPE Physical Education Activity.....	1

Program Requirements (48 credits)

WELD 130 Safety and Orientation.....	2
WELD 131 Flux Cored Arc Welding	2
WELD 133 Symbol and Blueprint Reading.....	2
WELD 135 Oxyacetylene and Plasma Arc Cutting.....	2
WELD 137 Shielded Metal Arc Welding I.....	3
WELD 138 Gas Metal Arc Welding I.....	3
WELD 139 Gas Tungsten Arc Welding I.....	3
WELD 240* Welding Inspection & Testing	2
WELD 241* Gas Metal Arc Welding II.....	3
WELD 243* Layout and Fabrication I.....	2
WELD 245* Pipe Welding and Layout I.....	3
WELD 247* Shielded Metal Arc Welding II	3
WELD 249* Gas Tungsten Arc Welding II.....	3
WELD 251* Gas Metal Arc Welding III	3
WELD 253* Layout and Fabrication II.....	3
WELD 255* Pipe Welding and Layout II	3
WELD 257* Shielded Metal Arc Welding III.....	3
WELD 259* Gas Tungsten Arc Welding III.....	3

**Total credits required for an Associate of Applied Science in
Welding** 70-71

*Courses require prerequisites.



**CERTIFICATE OF COMPLETION – ENTRY-LEVEL WELDER
(17 CREDITS)**

WELD 130 Safety and Orientation.....	2
WELD 131 Flux Cored Arc Welding	2
WELD 133 Symbol and Blueprint Reading.....	2
WELD 135 Oxyacetylene and Plasma Arc Cutting.....	2
WELD 137 Shielded Metal Arc Welding I	3
WELD 138 Gas Metal Arc Welding I	3
WELD 139 Gas Tungsten Arc Welding I.....	3

Total credits required for a Certificate of Completion for Entry-Level Welder..... 17

**CERTIFICATE OF COMPLETION – ADVANCED WELDER
(31 CREDITS)**

WELD 240* Welding Inspection and Testing.....	2
WELD 241* Gas Metal Arc Welding II.....	3
WELD 243* Layout and Fabrication I.....	2
WELD 245* Pipe Welding and Layout I.....	3
WELD 247* Shielded Metal Arc Welding II	3
WELD 249* Gas Tungsten Arc Welding II.....	3
WELD 251* Gas Metal Arc Welding III	3
WELD 253* Layout and Fabrication II.....	3
WELD 255* Pipe Welding and Layout II	3
WELD 257* Shielded Metal Arc Welding III	3
WELD 259* Gas Tungsten Arc Welding III.....	3

Total credits required for a Certification of Completion for Advanced Welder..... 31

*Courses require prerequisites.



ASSOCIATE OF ARTS

Art

- Fine Art
- Graphic Design and Media Art

Early Childhood Education

Educational Assistant

- Bilingual Education
- Early Childhood Education
- Health and Physical Education
- Special Education

Liberal Arts

General Liberal Arts Concentration

Education Concentration

Psychology

CERTIFICATE OF COMPLETION

- Graphic Design and Media Art
- Liberal Arts

CERTIFICATE OF ACHIEVEMENT

- Early Childhood Education



ART

The curriculum is designed to provide the student with a foundation of basic principles and techniques in art. Students may choose from an Associate of Arts in Fine Art or the Associate of Arts in Graphic Design and Media Art. A Certificate of Completion is offered in Graphic Design and Media Art.

ASSOCIATE OF ARTS IN FINE ART

The Fine Art program gives students a solid base of artistic principles and techniques. Through a variety of learning experiences, the curriculum is designed to prepare students to transfer to a four-year institution for the purpose of seeking a higher degree.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students must take ART 261 or ART 262 and CIS 120 as part of their general education requirements.

Other CCC Requirements (1 credit)

HPE Physical Education Activity 1

Program Requirements (27 credits)

ART 101 Drawing I 3
 ART 102* Drawing II 3
 ART 106 Design I 3
 ART 107* Design II 3
 ART 203 Figure Drawing I 3
 ART 221 Painting I 3
 ART 241 Sculpture I **OR**
 ART 231 Pottery 3
 ART 258 Digital Media I 3
 ELECTIVES 3
 Select from ART 204*, ART 210, ART 217, ART 222*, ART 224, ART 231, ART 242*, ART 247, and ART 297*

Total credits required for an Associate of Arts in Fine Art.....66

**Courses require prerequisites.*

ASSOCIATE OF ARTS IN GRAPHIC DESIGN AND MEDIA ART

The Associate of Arts degree in Graphic Design and Media Art is designed to provide students with a solid base of artistic principles and techniques. This program is structured as a preparation for upper-division graphic design and media courses required for a bachelor's degree.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students must take ART 261 or ART 262 and CIS 120 as part of their general education requirements.

Other CCC Requirements (1 credit)

HPE Physical Education Activity 1

Program Requirements (30 credits)

ART 101 Drawing I 3
 ART 102* Drawing II 3
 ART 106 Design I 3
 ART 107* Design II 3
 ART 217 Digital Photography 3
 ART 255 Graphic Design I 3
 ART 256* Graphic Design II 3
 ART 258 Digital Media I 3
 ART 265* Digital Media II 3
 Electives 3
 Select from ART 205, ART 210, ART 221, ART 247, ART 275, ART 276, and CIS 180

Total credits required for an Associate of Arts in Graphic Design and Media Art69

**Courses require prerequisites.*



CERTIFICATE OF COMPLETION IN GRAPHIC DESIGN AND MEDIA ART (30 CREDITS)

The Certificate of Completion in Graphic Design and Media Art is designed to prepare students for employment rather than transfer to a baccalaureate program. The program will provide students with the opportunity to obtain the technical and creative skills necessary for an entry-level position in the graphic and media art field.

Other CCC Requirements (3 credits)

CIS 120 Introduction to Information Systems.....3

Program Requirements (27 credits)

ART 101 Drawing I.....3

ART 106 Design I.....3

ART 217 Digital Photography.....3

ART 255 Graphic Design I.....3

ART 256* Graphic Design II.....3

ART 258 Digital Media I.....3

ART 265* Digital Media II.....3

ART 275 Multimedia Web Design.....3

Electives.....3

Select from ART 102, ART 107, ART 205, ART 210, ART 221, ART 247, ART 276, and CIS 180

Total credits required for a Certificate of Completion in Graphic Design and Media Art.....30

*Courses require prerequisites.

EARLY CHILDHOOD EDUCATION

The Early Childhood Education degree is designed to prepare students to work with children in a variety of settings including child-care centers for infants, toddlers and young children, and public and private early-education programs. The degree plan explores the most current and innovative theories and practices of early childhood education in order to implement them in developmentally appropriate and culturally diverse programs for children. This program of study addresses the early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in Early Childhood Education (birth to third grade).

Transferring the Early Childhood Education Discipline Module

Consistent with the requirements of Statute 21-1B-4, the Higher Education Department and state higher education institutions have developed several discipline modules that consist of an agreed-upon number of hours and courses, including the general education core, of approximately sixty-four hours applicable to a specific discipline. The courses listed in each discipline matrix, including the general education core, are transferable and shall count toward fulfilling degree requirements at four-year institutions in New Mexico. Equivalent courses within these modules are identified with common course numbers as an easy reference point to guarantee transfer. The New Mexico Common Course equivalent numbers for the early childhood education module courses listed below are in parentheses following the course title and can also be found following their course descriptions in the back of this catalog. Students wishing to transfer to another college or university should consult an advisor there to see a list of common course equivalencies at that institution.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are encouraged to take PSY 201 as part of their general education requirements. Students are required to take CIS 120 as part of their general education requirements.

Other CCC Requirements (4 credits)

EDF 222 Structured Observations of Teaching.....3

HPE Physical Education Activity.....1

Program Requirements (29 credits)

ECE 132 Child Growth/Development and Learning
(*NMCCN ECED 1113*).....3

ECE 133 Health, Safety, and Nutrition
(*NMCCN ECED 1122*).....2

ECE 135 Curriculum Development through Play Birth
through Age 4 (*NMCCN ECED 2163*).....3

ECE 135P Practicum for Curriculum Development through
Play Birth through Age 4 (*NMCCN ECED 2162*).....2

ECE 136 Introduction to Language, Literacy, and
Reading (*NMCCN READ 2113*).....3

ECE 233 Family and Community Collaboration
(*NMCCN ECED 1133*).....3



Associate of Arts

ECE 234 Guiding Young Children (NMCCN ECED 2183)3

ECE 236 Assessment of Children and Evaluation of Programs (NMCCN ECED 1143)3

ECE 240 Curriculum Development and Implementation Age 3 (PreK) through Grade 3 (NMCCN ECED 2173)3

ECE 240P Curriculum Development and Implementation Practicum Age 3 (PreK) through Grade 3 (NMCCN ECED 2172)2

ECE 241 Professionalism (NMCCN ECED 2152)2

Total credits required for an Associate of Arts in Early Childhood Education71

*Courses require prerequisites.

CERTIFICATE OF ACHIEVEMENT

The Early Childhood Certificate of Achievement is designed to provide coursework to prepare students to apply for the state awarded New Mexico Child Development Certificate under the auspices of the New Mexico Child Development Board. Earning an Early Childhood Certificate of Achievement indicates successful completion of coursework and does not necessarily mean the student has completed all the necessary requirements to acquire the New Mexico Child Development Certificate. Students who complete the courses for the Early Childhood Certificate of Achievement will still have to apply for the New Mexico Child Development Certificate with Infant/Toddler 1 Specialization or New Mexico Child Development Certificate with Preschool 2 Specialization with the NM Office of Child Development.

CERTIFICATE OF ACHIEVEMENT IN EARLY CHILDHOOD EDUCATION (11 CREDITS)

ECE 132 Child Growth/Development and Learning (NMCCN ECED 1113)3

ECE 133 Health, Safety, and Nutrition (NMCCN ECED 1122)2

ECE 233 Family and Community Collaboration (NMCCN ECED 1133)3

ECE 236 Assessment of Children and Evaluation of Programs (NMCCN ECED 1143)3

Total credits required for a Certificate of Achievement in Early Childhood Education 11

EDUCATIONAL ASSISTANT

The Educational Assistant degree is designed for the student who desires to gain immediate entry to the field of elementary education as an Educational Assistant. The degree plan also enables the student to complete substantial lower-division general education courses required for the baccalaureate degree in education. If courses are carefully chosen, general education requirements of this degree should transfer to most Schools of Education; credits in the five optional areas of specialization may not transfer into baccalaureate-level teacher education programs, or may transfer for elective credit only.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are required to take CIS 120 and encouraged to take PSY 201 as part of their general education requirements.

Other CCC Requirements (9 credits)

EDF 222 Structured Observation of Teaching3

HPE Physical Education Activity 1

HPE 220 First Aid and CPR2

PSY 201 Child Psychology (Elementary Education Concentration) **OR**
PSY 202 Adolescent Psychology (Secondary Education Concentration)3

Areas of Concentration

- Bilingual Education
- Early Childhood Education
- Health and Physical Education
- Special Education

Bilingual Education (14 credits)

SPAN 101 Beginning Spanish I4

SPAN 102* Beginning Spanish II4

BLED 201* Introduction to Bilingual Education3

SPAN 201* Intermediate Spanish I3



Early Childhood Education (13-14 Credits)

ECE 132 Child Growth/Development and Learning	3
ECE 133 Health, Safety, and Nutrition	2
ECE ELECTIVES	8-9

Health and Physical Education (14 Credits)

HPE 121 Personal Health	3
HPE 145 History and Concepts in Physical Education.....	3
HPE 210* Observation in Health and Physical Education	2
HPE/ECE 246 Teaching Children Games and Fitness	2
HPE Physical Education Activity.....	1
PSY 106 Human Growth and Development	3

Special Education (12 Credits)

SPED 201 Introduction to Special Education.....	3
SPED 203 Learning Disabilities: Assessment and Curriculum.....	3
EDF ELECTIVES	6
Select from EDF 219, EDF 220, or EDF 221	

Total credits required for an Associate of Arts in Educational Assistant 59-61

*Courses require prerequisites.

LIBERAL ARTS

The Associate of Arts degree in Liberal Arts is designed for students wishing to transfer to a four-year institution for the purpose of seeking a higher degree, generally in a discipline in the social sciences, humanities, or art.

To maximize transfer value from this degree, the student should consult an advisor regarding requirements for the intended program and institution of transfer and select as "Major Electives" courses most likely to fill lower-division (freshman and sophomore) requirements. The student is reminded that while transfer is simplified in some cases by the use of specific transfer agreements among institutions, acceptance of transfer credits is determined by the receiving institution.

Electives may also be used to satisfy anticipated lower-division requirements for a higher degree.

GENERAL LIBERAL ARTS CONCENTRATION

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are required to take CIS 120 as part of their General Education requirements.

Other CCC Requirements (1 credit)

HPE Physical Education Activity.....	1
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Program Requirements (28-29 credits)

MAJOR ELECTIVES..... 16-17
To be selected from transferable courses in arts and sciences disciplines (fine arts, natural sciences, social sciences, humanities, languages, mathematics, and statistics) and business.

ELECTIVES..... 12
Select from courses that meet CCC graduation requirements.**

Total credits required for an Associate of Arts in Liberal Arts Concentration 67-68

*Courses require prerequisites.

**Some courses that meet CCC graduation requirements are not considered traditional academic transfer courses. The student should consult with the advising staff and the proposed receiving institution before enrolling in these courses if transfer is a primary consideration. Occupational Technology classes generally do not meet these requirements.

EDUCATION CONCENTRATION

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students interested in elementary education should take PSY 201 as part of their general education requirements. Students interested in Secondary Education should take PSY 202 as part of the general education requirements.

General Education requirements for teacher education may differ from other degrees. Please see an academic advisor for information regarding the institution to which you intend to transfer. Students are required to take CIS 120 as part of their general education requirements.



Associate of Arts

Other CCC Requirements (28 credits)

EDF 222 Structured Observations of Teaching.....	3
HPE Physical Education Activity.....	1
HIST 203 New Mexico History	3
MATH 261* Mathematical Concepts for Elementary Teachers I	3
ELECTIVES**	18

***Students seeking licensure in elementary or secondary education in New Mexico must have included in their bachelor's degree 12 semester hours in English; 12 semester hours in history including American history and western civilization; 6 semester hours in mathematics; 6 semester hours in government, economics, or sociology; 12 semester hours in science, including biology, chemistry, physics, geology, zoology, or botany; and 6 semester hours in fine arts. Please meet with an academic advisor for assistance in choosing the correct classes for the institution to which you intend to transfer and for education licensure requirements.*

Total credits required for an Associate of Arts in Liberal Arts with an Education Concentration.....66

**Courses require prerequisites.*

**CERTIFICATE OF COMPLETION IN LIBERAL ARTS
(38 CREDITS)**

The Certificate of Liberal Arts is awarded to students completing the 38-hour general education core requirements.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31.

Total credits required for a Certificate of Completion in Liberal Arts38

PSYCHOLOGY

The Associate of Arts degree in Psychology is designed for the student who plans to work in a helping profession. The program encourages students to develop an understanding and appreciation of individuals and their unique array of talents.

This degree provides a general background in psychology as preparation for upper-division psychology courses required for a bachelor's degree.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are required to take CIS 120 and STAT 213 as part of their general education requirements.

Other CCC Requirements (7 credits)

HPE Physical Education Activity.....	1
ELECTIVES.....	6
Electives to be selected from among generally transferable courses in arts and sciences disciplines (fine arts, natural sciences, humanities, languages, mathematics and statistics) and business.	

Program Requirements (21 credits)

PSY 101 Introductory Psychology	3
PSY 106 Human Growth and Development	3
PSY 201 Child Psychology.....	3
PSY 202 Adolescent Psychology	3
ELECTIVES Psychology Courses	9

Select from the following list:

- PSY 204 Human Sexuality
- PSY 206 Life, Living, Death and Dying
- PSY 207 Parenting Skills
- PSY 210* Paraprofessional Counseling Skills
- PSY 212* Abnormal Psychology
- PSY 268 Workshop in Psychology
- PSY 290* Co-op in Psychology
- PSY 293 Topics in Psychology
- PSY 297* Psychology Internship

Total credits required for an Associate of Arts in Psychology.....66

** Courses require prerequisites.*



ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Degree provides a flexible option for students who wish to combine coursework in several areas of interest. Students can design a program of study around their interests by selecting a variety of courses in one or more areas.

The Associate of General Studies degree is especially designed for those students who have gained significant learning through their life/work experience, but who may benefit from an individually planned course of study based on their academic or occupational interest. The degree offers students maximum flexibility to design a program of study around their interests, using CCC courses, transfer credits and cooperative education, and courses accepted through one of the testing options as listed in this catalog under Credit by Examination.

More information about the Associate of General Studies degree is available in the Academic Advising Office.

ASSOCIATE OF GENERAL STUDIES

General Education Requirements (27-29 credits)

CIS 120 Introduction to Information Systems.....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking	3
ENG 102* English Composition	3
ENG 104* English Composition and Research	3
MATH 107* Intermediate Algebra OR Higher MATH	3-4
ELECTIVES.....	12-13
Select from ANTH, ART, BAD, DNC, ECON, ENG/Lit, HIST, HUM, MUS, PHIL, PSCI, PSY, REL, SOC, SPAN, and THTR.	

Other CCC Requirements (1 credit)

HPE Physical Education Activity.....	1
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Electives (34-35 credits)

Select from courses that meet CCC graduation requirements.**

Total credits required for an Associate of General Studies..... 62-65

**Courses require prerequisites.*

***Students should consult with the advising staff to determine acceptable college-level courses. Developmental courses in math, English, and reading are not accepted as college-level courses.*



ASSOCIATE OF SCIENCE

Business Administration
 Computer Information Systems
 Health and Physical Education

CERTIFICATE OF COMPLETION

- Exercise Specialist

BUSINESS ADMINISTRATION

The Associate of Science business administration curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Business Administration degree. This degree is available completely online.

Transferring the Business Discipline Module

Consistent with the requirements of Statute 21-1B-4, the Higher Education Department and state higher education institutions have developed several discipline modules that consist of an agreed-upon number of hours and courses, including the general education core, of approximately sixty-four hours applicable to a specific discipline. The courses listed in each discipline matrix, including the general education core, are transferable and shall count toward fulfilling degree requirements at four-year institutions in New Mexico. Equivalent courses within these modules are identified with common course numbers as an easy reference point to guarantee transfer. The New Mexico Common Course equivalent numbers for the business module courses listed below are in parentheses following the course title and can also be found following their course descriptions in the back of this catalog. Students wishing to transfer to another college or university in New Mexico should consult an advisor there to see a list of common course equivalencies at that institution.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core Courses on pages 29-31. Students must take CIS 120, ECON 221, ECON 222, and MATH 110 as part of their general education requirements.

Other CCC Requirements (1 credit)

HPE Physical Education Activity 1

Program Requirements (27 credits)

ACCT 201* Introductory Accounting I (*NMCCN ACCT 2114*) 4
 ACCT 202* Introductory Accounting II
 (*NMCCN ACCT 2124*) 4
 BAD 151 Introduction to Business (*NMCCN BUSA 1113*) 3
 BAD 215 Business Law I (*NMCCN BLAW 2113*) 3
 FIN 201* Principles of Finance (*NMCCN BFIN 2113*) 3
 MGT 201* Principles of Management
 (*NMCCN MGMT 2113*) 3
 MKT 201* Principles of Marketing (*NMCCN MKTG 2113*) 3
 STAT 213* Statistical Methods I (*NMCCN MATH 2114*) 4

**Total credits required for an Associate of Science in
 Business Administration66**



COMPUTER INFORMATION SYSTEMS

The Associate of Science degree in Computer Information Systems prepares students for transfer to a baccalaureate program in Computer Information Systems. Final acceptance of transferred credits is the prerogative of the receiving institution. This degree is available completely online.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are required to take CIS 120 and are encouraged to select ECON 222 and PSY 101 as part of their general education requirements.

Other CCC Requirements (1 credit)

HPE Physical Education Activity 1

Program Requirements (24-25 credits)

ACCT 201* Introductory Accounting I 4
 ACCT 202* Introductory Accounting II 4
 BAD 151 Introduction to Business 3
 CIS 125 Introduction to Programming Concepts 3
 ECON 221* Principles of Macro Economics 3
 STAT 213* Statistical Methods I 4
 ELECTIVES 3-4
 Select from BAD 215, CIS 101, CIS 102*, or MATH 123*

Total credits required for an Associate of Science in Computer Information Systems 63-64

*Courses require prerequisites.

HEALTH AND PHYSICAL EDUCATION

The Department of Health and Physical Education offers coursework leading to an Associate of Science degree in Health and Physical Education. The program is designed to meet either of two objectives: (1) to complete an associate degree that will allow the student to transfer into a bachelor's degree program in physical education, athletic training, coaching, or fitness technology or (2) to complete an associate degree and pursue a career in a corporate fitness or health club setting, instructing activity classes, or performing basic fitness assessment tests.

General Education Requirements (38 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 29-31. Students are required to take CIS 120 as part of their general education requirements.

Program Requirements (27-28 credits)

BIOL 211* Human Anatomy and Physiology I 4
 BIOL 212* Human Anatomy and Physiology II 4
 HPE 121 Personal Health 3
 HPE 130 Social Dance 1
 HPE 145 History and Concepts in Physical Education 3
 HPE 210* Observation in Health and Physical Education **OR**
 HPE 246 Teaching Children Games and Fitness 2
 HPE 220 First Aid and CPR 2
 HPE 221 Weight Training 1
 HPE 297* Health and Physical Education Internship 3



Associate of Science

ELECTIVE2-3

Select from the following list:

- FCS 112 Introduction to Nutrition
- HPE 122 Weight Control, Fitness and Nutrition
- HPE 142 Fundamentals of Physical Well-Being
- HPE 143 Fundamentals of Coaching
- HPE 148 Introduction to Kinesiology
- HPE 149 Training Theory
- HPE 280 Individual Wellness

ELECTIVE 1

Select from the following list:

- HPE 109 Aqua Aerobics
- HPE 111 Jogging
- HPE 112 Aquatics Fitness
- HPE 114 Pilates
- HPE 116 Cardio Cycling
- HPE 124 Walking and Conditioning
- HPE 127 Hi/Lo Aerobics
- HPE 131 Step Aerobics
- HPE 133 Cardio Kickboxing

ELECTIVE 1

Select from the following list:

- HPE 103 Beginning Racquetball
- HPE 224 Beginning Golf
- HPE 243 Beginning Tennis
- HPE 259 Bowling
- HPE 275 Challenge Ropes Course

Total credits required for an Associate of Science in Health and Physical Education.....65-66

**Courses require prerequisites.*

**CERTIFICATE OF COMPLETION IN EXERCISE SPECIALIST
(30 CREDITS)**

The Exercise Specialist Certificate is for students who want to be personal trainers or contract coaches and is designed to help them gain the knowledge necessary to find success in coaching or designing individual training programs. It is a great program for those wishing to coach in any recreational or developmental setting as well as those who work outside the field of physical education but would like to become a contract coach for a public or private school setting. Although some of the courses listed are required for the Associate of Science degree in Health and Physical Education, this certificate is not designed for a student who plans to transfer to a four-year school to earn a bachelor's degree.

BIOL 115 Human Biology and Lab	4
HPE 121 Personal Health	3
HPE 142 Fundamentals of Physical Well Being.....	2
HPE 143 Fundamentals of Coaching.....	2
HPE 144 Fitness Concepts for Special Populations.....	2
HPE 145 History and Concepts in Physical Educations	3
HPE 147 Introduction to Care and Prevention of Athletic Injuries	3
HPE 148 Introduction to Kinesiology	3
HPE 149 Training Theory.....	3
HPE 220 First Aid and CPR	2
HPE 221 Weight Training OR HPE 222 Circuit Weight Training	1
HPE 223 Advanced Weight Training.....	1
HPE Aerobic Activity Course.....	1

Total credits required for an Certificate of Completion in Exercise Specialist.....30



COURSE DESCRIPTIONS

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at www.hed.state.nm.us.

The equivalent New Mexico Common Course Numbers for approved Clovis Community College general education courses can be found immediately following the applicable course descriptions.

ACADEMIC CAREER STUDIES (ACS)

ACS 102 Freshman Seminar – 3 Credits

This course should empower students with eight successful strategies that will meet the continuing and emerging needs of the college student. Students will utilize a motivating, hands-on approach to learning essential life and study skills. In addition, students will identify behaviors and beliefs they may wish to change in order to achieve more of their potential in college and in life. Activities such as creating Academic Success Plans and guided journal entries are designed to build self-awareness and examine the choices successful students make. (All students who test into any developmental class must take ACS 102 in their first semester.)

ACS 268 Workshop in Academic Career Studies – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ACS 293 Topics in Academic Career Studies – 1-3 Credits

As announced. (Course may be repeated for credit.)

ACCOUNTING (ACCT)

ACCT 150 Personal Income Tax – 3 Credits

Introduces basic federal and state tax codes for preparing individual income tax returns. Students will learn and practice preparing simple tax returns using tax software and will demonstrate knowledge by completing practice problems and answering basic tax questions. Students will be required to pass a certification exam and assist in preparing individual tax returns for low income and elderly taxpayers.

ACCT 201 Introductory Accounting I – 4 Credits

Prerequisite: A grade of "C" or higher in MATH 096 within the last two years or a satisfactory score on the Math Placement Test taken in the last year.

An introduction to accounting for service or merchandising businesses. Content includes generally accepted accounting principles, financial accounting procedures, accounting information systems, and preparation of financial statements. (NMCCN ACCT 2114)

ACCT 202 Introductory Accounting II – 4 Credits

Prerequisite: "C" or better in ACCT 201

An introduction to accounting for corporations and partnerships. Content includes the statement of cash flows, cost accounting systems, budgeting processes, differential analysis, cost-volume-profit analysis, and financial statement analysis. (NMCCN ACCT 2124)

ACCT 206 Computerized Accounting – 3 Credits

Prerequisites: One semester of accounting and CIS 101 or CIS 120 or consent of instructor

Out-of-class computer work required.

An introduction to computer-based accounting using a current version of a popular accounting application. Emphasis is on the automation of manual accounting procedures. The course includes coverage of generally accepted accounting principles, transaction analysis, chart of accounts, subsidiary ledger setup, and the generation of accounting related reports.

ACCT 211 Cost Accounting – 3 Credits

Prerequisite: ACCT 202

Accounting for costs of products and services; cost analysis and estimation; and relevant costs for planning, controlling, and decision making.

ACCT 268 Workshop in Accounting – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ACCT 290 Co-op in Accounting – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.



ACCT - ART

ACCT 293

Topics in Accounting – 1-3 Credits

As announced. (Course may be repeated for credit.)

ANTHROPOLOGY (ANTH)

ANTH 103

Humans and Their Environments – 3 Credits

This course is a general introduction to the broad diversity of human behavior and lifestyles across the world, through time, and in relationship to the environment.

ANTH 111

The Dawn of Humanity – 3 Credits

Physical and cultural characteristics of the human being; human origins until the close of the last ice age; changing views of evolutionary theory and adaptation; as well as cultural adaptations until the historic period. (NMCC General Education elective Area IV)

ANTH 123

New Mexico: Enchanted Lands and Diverse Cultures – 3 Credits

A study of the rich cultures of New Mexico, its peoples and varied environmental settings, with emphasis on understanding multicultural aspects and potential for growth. (NMCC ANTH 2313)

ANTH 233

People and Cultures of the World – 3 Credits

The diverse societies that exist in various geographical areas of the world, with emphasis on understanding relationships between cultural systems and natural environments. (NMCC General Education elective Area IV)

ANTH 243

Introduction to Cultural Anthropology – 3 Credits

Anthropology as the comprehensive study of the human species; examines the major areas of anthropology and sets the basis for continued study in the field. (NMCC ANTH 2113)

ANTH 268

Workshop in Anthropology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ANTH 293

Topics in Anthropology – 1-3 Credits

As announced. (Course may be repeated for credit.)

ART (ART)

ART 101

Drawing I – 3 Credits

An introduction to the basic principles, materials, and skills of freehand drawing. The course includes an investigation of perspective, proportion, composition, and value. A wide variety of subject matter will be utilized, including figurative and non-objective approaches. (NMCC General Education elective Area V)

ART 102

Drawing II – 3 Credits

Prerequisite: ART 101

Further study of perspective and composition by working from life, imagination, and abstraction. Students will employ a variety of media and methods. (NMCC General Education elective Area V)

ART 106

Design I – 3 Credits

A two-dimensional exploration of the visual elements and principles of design through classroom experimentation. A visual vocabulary is established, as well as an introduction to the fundamentals of art. (NMCC General Education elective Area V)

ART 107

Design II – 3 Credits

Prerequisite: ART 106

Further study of and exploration of the visual elements and principles of design with an emphasis on three-dimensional applications. A visual vocabulary is expanded as well as an introduction to the arts. (NMCC General Education elective Area V)

ART 131

Art Appreciation – 3 Credits

Introductory course exploring the visual arts. This lecture course surveys the role of arts in society with emphasis on the elements and principles of design as well as a survey of art throughout history. (NMCC ANTH 1113)

ART 203

Figure Drawing I – 3 Credits

The initial study of drawing principles as they apply to the human form and its structure. Students work from live models. Concentration on techniques of gesture, contour, and modeling.

ART 204

Figure Drawing II – 3 Credits

Prerequisite: ART 203

Further study of the human form and how it relates to its environment and the picture plane. Creative and personal imagery are stressed. Students may choose to work in any drawing medium.

ART 205

Computer Animation I – 3 Credits

Prerequisite: CIS 120 or consent of instructor

Out-of-class computer work required.

Introduction to 2-D and 3-D computer animation software involving modeling, morphing, texture mapping, lighting, camera, and rendering.

ART 206

Computer Animation II – 3 Credits

Prerequisite: ART 205 or consent of instructor

Out-of-class computer work required.

Continuation of ART 205 with emphasis on more advanced animations involving special effects, backgrounds, constraints, paths, and character building. Some team projects will be introduced.



ART 210 Photography I – 3 Credits

Out-of-class lab work required.

The 35 mm camera (manual or manual override), its care and use. Students learn to take artistic photographs, develop film, and print enlargements. Students supply their own equipment, paper, and film. (NMCC General Education elective Area V)

ART 211 Exploring Digital Photography – 1 Credit

A four-week introduction to digital imaging for the beginning photographer. Learn basic photographic principles, explore different capabilities of digital cameras, supplemental equipment, and software. Discover the joy of creating images and manipulating them beyond the “snapshot” as a means of personal expression. Students must supply their own digital camera.

ART 214 Photography II – 3 Credits

Prerequisite: ART 210

Out-of-class lab work required.

Intermediate course with an emphasis on studio techniques. Creative lighting and arrangement of subjects as commercial, portrait, and landscape. Introduction of the large format camera and advanced darkroom technology. Students may use a professional format including 35 mm. (NMCC General Education elective Area V)

ART 215 Color Photography – 3 Credits

Prerequisite: ART 210

Out-of-class lab work required.

Techniques in producing 35 mm color negative prints and developing color slides with an emphasis on darkroom technology. Advanced work in commercial, portrait, and landscape. Students supply their own equipment, paper, and film. (NMCC General Education elective Area V)

ART 216 Large Format Photography – 3 Credits

Prerequisite: ART 215

Introduction to large format camera. Emphasis is on lighting, methods, and materials for use in fine art and commercial photography.

ART 217 Digital Photography – 3 Credits

Out-of-class work is required.

This course is for both the novice and experienced photographer. Learn the use and care of the digital camera. Students will learn how to compose an image and will take a variety of photos (still-life, landscape/cityscape, portrait, studio, etc.), download images, and manipulate photos with popular software. Students must supply their own Single Lens Reflex (SLR) digital camera and be familiar with the Microsoft Windows operating system. (NMCC General Education elective Area V)

ART 218 Advanced Digital Photography – 3 Credits

Prerequisite: ART 217

Out-of-class work is required.

This is an advanced course in Digital Photography, a continued exploration of the Digital SLR camera as a tool for artistic expression and the complete photographic process with an introduction to RAW image processing and imaging editing in Adobe Photoshop. This course will introduce the student to problem solving techniques for difficult lighting situations, flash photography, close-up, and low light imaging. Students must supply their own Single Lens Reflex (SLR) digital camera and be familiar with Microsoft Windows operating system.

ART 219 Photoshop for Photographers – 1 Credit

This course is for both the novice and experienced photographer. Learn the most common basic photo corrections (cropping, automatic adjustments, removing color casts, adjusting tonal range, replacing colors, dodging and sponging, repairing with clone stamp tool, spot healing, healing brush, patch tool, applying filters, saving for four-color printing). Students will also understand processing files in Camera Raw, correcting image distortion, adding depth of field, and creating an image gallery.

ART 221 Painting I – 3 Credits

Introduction to painting. Basic technical skills in oil and watercolor media. Work from life, still life, landscape, and photographic sources. (NMCC General Education elective Area V)

ART 222 Painting II – 3 Credits

Prerequisite: ART 221

Further work in the relationship of forms and ideas in painting. Aspects of the creative process as they relate to these skills. Assignments parallel visual concepts in art history. Students work in their choice of painting media. (NMCC General Education elective Area V)

ART 224 Advanced Painting – 3 Credits

Out-of-class work required.

A highly individual approach to the basic principles, materials, and skills of painting. Students choose their own specific media with which to paint. Subject matter, for the most part, may be chosen by each student.

ART 225 Portrait Painting – 3 Credits

This course is a comprehensive study of the principles of painting through the exploration of value, color, shape, pattern, and composition.

ART 231 Pottery I – 3 Credits

Introduction to basic clay forming techniques including pinch, coil, slab, wheel throwing, and glaze application. (NMCC General Education elective Area V)



ART

ART 232 Pottery II – 3 Credits

Prerequisite: ART 231

Advanced techniques in hand built or wheel-thrown vessels and specialized glazing methods. (NMCC General Education elective Area V)

ART 233 Raku Pottery – 3 Credits

An introduction to the reduction method of glazing and firing pottery.

ART 234 Southwest Pottery – 3 Credits

An exploration of handmade pottery methods and techniques developed by native southwestern cultures.

ART 235 Wheelthrown Pottery – 3 Credits

Out-of-class work required.

This course focuses on the art of throwing pottery on the wheel. Craftsmanship and creative and technical skills will be covered. Learn to recycle and re-use clay for new projects. Students will throw, decorate, fire, and glaze projects.

ART 236 Clay Tilemaking – 3 Credits

Out-of-class work required.

This course is an introduction to the many possible applications of tile and the various approaches and techniques used. Craftsmanship and creative and technical skills will be covered. Relief carving, press molds, special tools, techniques of surface decoration, and glaze application will be covered. A strong emphasis will be placed on design and conceptual techniques.

ART 241 Sculpture I – 3 Credits

Methods, materials, and safety as applied to three-dimensional art fabrication. Additive and subtractive processes are covered and materials may include paper, stone, clay, wood, and plaster.

ART 242 Sculpture II – 3 Credits

Prerequisite: ART 241

Continuation of ART 241. Advanced projects dealing with mass, positive and negative space, abstraction, and movement.

ART 247 Printmaking I – 3 Credits

An overview of techniques and mediums used in printing. Students will produce limited edition prints using engraving, linocuts, embossing, reliefs, silkscreen, and monoprints.

ART 248 Printmaking II – 3 Credits

Prerequisite: ART 247

Advanced study of planographic design and production of large and multicolored limited edition prints. Etchings, engravings, linocuts, and silkscreens are produced.

ART 251 Calligraphy – 3 Credits

History, philosophy, mediums, and production techniques applying to lettering using the broad edged pen. Study of chancery, cursive, uncial, and black letter styles.

ART 255 Graphic Design I – 3 Credits

An introduction to the basic principles of graphic design and typography. Emphasis is placed on proper execution of the steps involved in developing graphic design solutions. Studio projects will be completed using traditional art work preparation. Combination of lab and lecture.

ART 256 Graphic Design II – 3 Credits

Prerequisites: ART 255, ART 258, and ART 265

Out-of-class computer work required.

Continuation of emphasis on the principles and theory of graphic design. Digital media and page layout will be explored, using traditional artwork preparation integrated with digital technology.

ART 258 Digital Media I – 3 Credits

Cross reference: CIS 258

Out-of-class computer work required.

A basic introduction to digital media and design. Explore basic concepts, tools and vocabulary of bit-mapped and vector-based programs. Emphasis placed upon standard industry graphic software, Adobe Photoshop, and Adobe Illustrator or comparable software.

ART 261 Art History I – 3 Credits

Origin and development of architecture, sculpture, and painting from prehistoric time to the Renaissance. (NMCCN ARTS 2113)

ART 262 Art History II – 3 Credits

Development of architecture, sculpture, and painting from the Renaissance to present times. (NMCCN ARTS 2123)

ART 265 Digital Media II – 3 Credits

Cross reference: CIS 265

Prerequisite: ART 258 or consent of instructor

Out-of-class computer work required.

Further exploration of digital media and design. Emphasis on digital publishing for print and internet. Adobe InDesign and Adobe Dreamweaver or comparable software will be used.

ART 268 Workshop in Art – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ART 271 Jewelry I – 3 Credits

Techniques of jewelry making taken from the past as well as from contemporary methods of fabrication. Emphasis on development of individual technical skills and craftsmanship. (NMCC General Education elective Area V)



ART 272 Jewelry II – 3 Credits

Prerequisite: ART 271

Advanced techniques involving a variety of mediums to express an individual approach. (NMCC General Education elective Area V)

ART 273 Hot Glassblowing – 3 Credits

This course is an introduction to the art of solid and blown hot glassblowing (known as lampworking). Starting off with basic techniques, this course will lead you through a variety of decorating and manipulating techniques. Students will learn how to operate glassblowing equipment, make simple glass blown creations, and receive a brief history of the art of glassblowing.

ART 274 Hot Glass Beadmaking – 3 Credits

This course is an introduction to the art of hot glass beadmaking. Students will learn how to operate glassblowing equipment, make simple glass blown beads, and receive some of the best tips and techniques being used in the glass beadmaking market today.

ART 275 Multimedia Web Design – 3 Credits

Cross reference: CIS 275

Prerequisite: Requires completion of at least 15 hours of Graphic and Media Art degree Program Requirements or consent of instructor
Out-of-class computer work required.

Multimedia Web Design is a capstone class in the Web Technology and Graphic and Media Art degree programs. Concepts of Web page design and development are presented with an emphasis on integrating multimedia tools/software. Students will combine text, graphics, animation, roll-overs, links, audio, and video to develop a multimedia Web page using a variety of software applications. Students will be able to choose the applications they need from available resources on the Internet.

ART 276 Media Production I – 3 Credits

Prerequisite: CIS 120 or consent of instructor

Out-of-class lab work required.

An introduction to media production with emphasis on pre-production, production and post-production processes for field production. Mastery of basic script writing, camera movement, lighting, shot selection, blocking, audio, and multi-line nonlinear editing techniques through application will be emphasized in student productions. Media projects include various traditional video styles with an advanced project at the end of the semester.

ART 277 Media Production II – 3 Credits

Prerequisite: ART 276

Out-of-class lab work required.

Students apply what they have learned in Media Production I to creatively and technically advanced projects while adding post-production techniques and advanced preproduction and production techniques to create effective audio-visual projects that communicate a desired meaning or message to a specific audience. Students are encouraged to expand their knowledge of what is common and stretch their creativity with experimental, educational, informational, and dramatic productions.

ART 281 Arts and Crafts for Elementary Teachers – 3 Credits

Technique, methods, and materials of arts and crafts that all elementary teachers or workers should know. Hands-on experience and step-by-step instruction to simplify art instruction for both the artist and the non-artist.

ART 282 Advanced Arts and Crafts for Elementary Teachers – 3 Credits

Further study of the techniques, methods, and materials of arts and crafts for elementary teachers. Hands-on activities and step-by-step instruction enable the student to succeed in the various types of arts and crafts in the classroom. Students will learn to instill a positive attitude in elementary students regarding the visual arts and its role in students' lives.

ART 290 Co-op in Art – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

ART 293 Topics in Art – 1-3 Credits

As announced. (May be repeated for credit.)

ART 297 Art Internship – 3 Credits

Prerequisite: 12 credit hours in Art

Provides students with supervised experience, planning, production, and management of an art project. This could entail marketing or graphic design projects, exhibition/museum projects, working with public schools programs, etc. Emphasis will be determined by the internship need. Students will keep a detailed log of all activities completed for the class.

AUTOMOTIVE TECHNOLOGY (AT)

AT 100 Introduction to Automotive Electronics – 4 Credits

This is an introductory level course in automotive electronics. The course starts with basic atomic theory, progressing into Ohm's law, basic electrical circuits, diagnostic procedures, and reading schematics. As part of this class, students will cover basic electronics as related to automotive repair. Completion of AT 100 with a "C" or better is required before a student may enroll in other AT classes.

AT 111 Engine Repair Theory – 3 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service the internal combustion engine. Through classroom work and demonstrations, students will become familiar with the theories and operation of the internal combustion engine.



AT 111L Engine Repair Lab – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service an internal combustion engine. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of the internal combustion engine. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service the internal combustion engine.

AT 112 Automatic Transmissions and Transaxle Theory – 3 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automatic transmissions and transaxles. Through classroom work and demonstrations, students will become familiar with the theories and operation of automatic transmissions and transaxles.

AT 112L Automatic Transmissions and Transaxle Lab – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service automatic transmissions and transaxles. Through classroom work, demonstrations, and lab work, students become familiar with theories, principles, and operational procedures of the automatic transmission and transaxle. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service automatic transmissions and transaxles.

AT 113 Manual Transmissions Theory – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service manual transmissions, transaxles, and drive axles. Through classroom work and demonstrations, students will become familiar with the theories and operation of manual transmissions, transaxles, and drive axles.

AT 113L Manual Transmissions Lab – 1 Credit

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills to maintain and service manual transmissions, transaxles, and drive axles. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of manual transmissions, transaxles, and drive axles. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service manual transmissions, transaxles, and drive axles.

AT 114 Suspension and Steering Theory – 3 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive suspension and steering systems. Through classroom work and demonstrations, students will become familiar with the theories and operation of the suspension and steering systems.

AT 114L Suspension and Steering Lab – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service automotive suspension and steering systems. Through classroom work, demonstrations, and shop work, students become familiar with the theories, principles, and operational procedures of suspension and steering systems. Students also develop the skills required in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service suspension and steering systems.

AT 115 Brake Systems Theory – 3 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive brake systems. Through classroom work and demonstrations, students will become familiar with the theories and operation of brake systems.

AT 115L Brake Systems Lab – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service automotive brake systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of brake systems. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service brake systems.

AT 120 Welding for Automotive Technology – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

Must be currently enrolled in full-time AT program.

Student will learn the fundamentals of Oxyacetylene and Plasma Arc Cutting processes on various thickness materials in multiple positions. Students will also learn the basic set-up, operation, and shut-down procedures for Gas Metal Arc Welding "Mig". GMAW practice will include various joint designs and welding in all positions. Welding shop environment safety including personal safety, safe operation of equipment, tools, work area, and respiratory protection will also be emphasized.

AT 121 Engine Repair Diagnostics – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills to diagnose an automotive internal combustion engine. Through classroom work and demonstrations, students will become familiar with diagnostic procedures and test equipment of engine related electrical components.

AT 122 Electronic Transmission Diagnostics – 1 Credit

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills to diagnose electronic transmissions. Through classroom work and demonstrations, students will become familiar with diagnostic procedures and test equipment of electronic transmissions.



AT 124 Fundamentals of Electronic Steering Systems – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills to diagnose electronic steering systems. Through classroom work and demonstrations, students will become familiar with diagnostic procedures and test equipment of electronic steering systems.

AT 125 Fundamentals of Antilock Brake Systems – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills to diagnose antilock brake systems. Through classroom work and demonstrations, students will become familiar with diagnostic procedures and test equipment related to antilock brake systems.

AT 216 Automotive Electronics Theory – 3 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive electrical/electronic systems. Through classroom work and demonstrations, students will become familiar with the theories and operation of electrical/electronic systems.

AT 216L Automotive Electronics Lab – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service automotive electrical/electronic systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of electrical/electronic systems. Students also develop skills in using and caring for tools, equipment, and precision measuring instruments required to properly maintain and service electrical/electronic systems.

AT 217 Automotive HVAC Theory – 2 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive heating, ventilation, and air conditioning systems. Through classroom work and demonstrations, students will become familiar with the theories and operation of heating, ventilation, and air conditioning systems.

AT 217L Automotive HVAC Lab – 1 Credit

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge and skills required to maintain and service automotive heating, ventilation, and air conditioning systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of heating, ventilation, and air conditioning systems. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service heating, ventilation, and air conditioning systems.

AT 218 Engine Performance Theory – 6 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive computer systems. Through classroom work and demonstrations, students will become familiar with the theories and operation of the automotive computer systems.

AT 218L Engine Performance Lab – 4 Credits

Prerequisite: A grade of "C" or better in AT 100

This course is designed to provide the knowledge required to maintain and service automotive computer systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of automotive computer systems. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain automotive computer systems.

AT 268 Workshop in Automotive Technology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

AT 290 Co-op in Automotive Technology – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

AT 293 Topics in Automotive Technology – 1-3 Credits

As announced. (Course may be repeated for credit.)

AVIATION SCIENCE (AVS)

AVS 151 Private Pilot Ground Instruction – 3 Credits

A study of the basic aspects of aviation: meteorology, navigation, theory of flight, use of radar, aircraft power plants, and general aircraft servicing. Federal Aviation Regulations are also covered.

AVS 153 Instrument Ground Instruction – 3 Credits

Prerequisite: AVS 151 or private pilot's license

A study of flight instruments, attitude instrument flying, airspace, cross-country flight planning and navigation, instrument charts, instrument approaches, meteorology, Federal Aviation Regulations (FARs), emergencies, operational considerations and decision making. This course provides the instrument flight rules.

AVS 268 Workshop in Aviation Science – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

AVS 293 Topics in Aviation Science – 1-3 Credits

As announced. (Course may be repeated for credit.)



BILINGUAL EDUCATION (BLED)

BLED 201 Introduction to Bilingual Education – 3 Credits

Prerequisite: SPAN 101 or 102 or consent of instructor

Students are introduced to career possibilities, requirements, general tasks, and responsibilities of bilingual educators. Lectures and assignments will focus on history, philosophy, assessment processes, research, and legal aspects related to bilingual education.

BLED 268 Workshop in Bilingual Education – 1-3 Credits

Prerequisite: SPAN 101 or 102 or consent of instructor

Topics may focus on specific content, demands, and educational trends in bilingual education. As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

BLED 293 Topics in Bilingual Education – 1-3 Credits

Prerequisite: SPAN 101 or 102 or consent of instructor

As announced. (Course may be repeated for credit.)

BIOLOGY (BIOL)

BIOL 113 Biology for General Education and Lab – 4 Credits

Introduction to modern principles of biology including cell biology, living systems, evolution, genetics, and biochemistry through lab, lecture, and activities. Credit not applicable toward biology major or minor. (NMCCN BIOL 1114)

BIOL 115 Human Biology and Lab – 4 Credits

An introduction to human anatomy and physiology. Suitable for students in education, sociology, social work, psychology, and criminal justice. Also suitable for non-science students interested in the workings of the human body. (Students planning to enter nursing, physical therapist assistant, radiologic technology, or the sciences should enroll in Biology 211 and 212.) (NMCCN BIOL 1124)

BIOL 211 Human Anatomy and Physiology I and Lab – 4 Credits

Prerequisite: Recommend CHEM 113 with a "C" or higher within the last 5 years or high school chemistry with a "C" or higher within the last 5 years

A survey of the anatomy and physiology of the human body from the cellular level through that of organ systems. Systems covered in this course include skeletal, muscular, and digestive. Laboratory is included. Dissection of non-human biological specimens is required.

BIOL 212 Human Anatomy and Physiology II and Lab – 4 Credits

Prerequisite: Required BIOL 211 with a "C" or higher within the last five years; Recommend CHEM 113 with a "C" or higher within the last 5 years or high school chemistry with a "C" or higher within the last 5 years. BIOL 211 is a prerequisite and cannot be taken concurrently with BIOL 212.

A survey of the anatomy and physiology of the human body from the nervous system through the reproductive system. Laboratory is included. Dissection of non-human biological specimens is required.

BIOL 222 Microbiology and Lab – 4 Credits

Prerequisite: Required BIOL 211 with a "C" or higher within the last 5 years; Recommend CHEM 113 with a "C" or higher within the last 5 years or high school chemistry with a "C" or higher within the last 5 years. BIOL 211 is a prerequisite and cannot be taken concurrently with BIOL 222.

Microbiology provides the science and health science major with the basic principles of microbiology and emphasizes the importance of micro-organisms in life processes. Morphological, biochemical, and pathogenic aspects of micro-organisms are investigated through lecture and laboratory activities.

BIOL 268 Workshop in Biology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

BIOL 293 Topics in Biology – 1-3 Credits

As announced. (Course may be repeated for credit.)

BUSINESS ADMINISTRATION (BAD)

BAD 151 Introduction to Business – 3 Credits

An introduction to the basic nature of business in an essentially market disciplined economic system. Content includes ethics and social responsibility, business ownership forms, dimensions of the business environment, management information systems, and fundamentals of financial, operations, marketing, and management planning. (NMCCN BUSA 1113)

BAD 201 Business Communication – 3 Credits

Prerequisite: ENG 097 or Accuplacer Test Placement in ENG 102

Emphasizes the critical role of effective communication in business and the development of business writing. Designed to enhance the presentation of information in a logically organized and acceptable form.

BAD 215 Business Law I – 3 Credits

Survey of the legal environment of business including the legal system (court system, sources, and types of law, litigation, and dispute resolution), ethics and corporate social responsibility, and tort law. Course also includes in-depth exploration of contract law by comparing and contrasting traditional contracts and the Uniform Commercial Code. (NMCCN BLAW 2113)

BAD 268 Workshop in Business Administration – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

BAD 277 Integrated Business Concepts – 2 Credits

Prerequisites: ACCT 201, BAD 151, ECON 222, FIN 201, MKT 201, and MGT 201 or consent of instructor

Up to two prerequisites can be taken concurrently with BAD 277 Business Administration Capstone Course—A review and assessment of integrated concepts in accounting, ethics, economics, finance, marketing, and management. Students should take this course in their last semester.



BAD 290 **Co-op in Business Administration – 1-3 Credits**

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their self-confidence and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

BAD 293 **Topics in Business Administration – 1-3 Credits**

As announced. (Course may be repeated for credit.)

BUSINESS AND OFFICE TECHNOLOGY (BOFT)

BOFT 101 **Personal Keyboarding – 1 Credit**

Eight-week course designed for students who have no previous keyboarding background or for students who want to improve and increase keyboarding skills. Students will learn the proper “touch method” techniques for using alpha/numeric keys on computers. Tutorial software is used in this course.

BOFT 102 **Computerized 10-Key Operations – 1 Credit**

Eight-week course designed to teach the touch-method operation of the numeric 10-key on the computer. Students will learn the proper operations of the numeric keypad through Computer-Based Training (CBT).

BOFT 111 **Keyboarding Applications I – 3 Credits**

Prerequisites: CIS 106 and BOFT 101 or “touch method” of keyboarding (20-25 wpm typing speed preferred); CIS 106 may be taken concurrently with BOFT 111.

Out-of-class computer work required.

Students will learn entry-level word processing, document formatting, graphic essentials, and editing of letters, memos, reports, and tables. Course covers Microsoft Office Specialist topics.

BOFT 115 **Employment Strategies – 3 Credits**

Designed to prepare students for employment and promotion in today’s job market. Course content will include human relation skills, goal setting, job applications, resumes, cover letters, interviewing, and follow-up. This course should help students become more effective in their work and personal life through their knowledge of skills in human relations. A major theme of this course is to show how success at work and success in one’s personal life are related and how one affects the other.

BOFT 131 **Keyboarding Applications II – 3 Credits**

Prerequisites: BOFT 111 and CIS 106

Out-of-class computer work required.

Students must have basic word processing knowledge in software currently being taught before entering this class. Designed to further develop keyboarding skills, document formatting, and advanced word processing competencies using current course software and microcomputers. Students will develop problem-solving skills while preparing office documents and evaluate the quality of their work by using good judgment when editing. Course covers Microsoft Office Specialist topics.

BOFT 268 **Workshop in Business and Office Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

BOFT 290 **Co-op in Business and Office Technology – 1-3 Credits**

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their self-confidence and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

BOFT 293 **Topics in Business Office Technology – 1-3 Credits**

As announced. (Course may be repeated for credit.)

CHEMISTRY (CHEM)

CHEM 113 **Chemistry for General Education and Lab – 4 Credits**

A one semester general survey of chemistry that investigates chemical concepts including matter and its changes, atomic structure, compound formulas, chemical reactions and equations, and stoichiometry. (NMCCN CHEM 1114)

CHEM 151 **General Chemistry I and Lab – 4 Credits**

Prerequisite: MATH 110 or two years of high school algebra within the past five years

An introduction to the basic laws and principles of general chemistry including atoms, molecules, ions, chemical formulas and equations, periodicity, and atomic structure. This is the first course in a two-semester sequence. (NMCCN CHEM 1214)

CHEM 152 **General Chemistry II and Lab – 4 Credits**

Prerequisite: CHEM 151

This course is the second semester of the introduction to the basic laws and principles of general chemistry. It includes acids and bases; liquids, solids, and phase changes; chemical energy, gas laws, and an introduction to organic chemistry. (NMCCN CHEM 1224)

CHEM 268 **Workshop in Chemistry – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

CHEM 293 **Topics in Chemistry – 1-3 Credits**

As announced. (Course may be repeated for credit.)

COMMUNICATION (COMM)

COMM 101 **Interpersonal Communication – 3 Credits**

Development of communication skills necessary for effective interaction with persons on an interpersonal level and in small groups; theoretical dimensions of interpersonal communication provide opportunities for practical application. (NMCCN COMM 1213)



COMM - CIS

COMM 102 Public Speaking – 3 Credits

Training in composition of informative and persuasive discourse with emphasis on the use of evidence, reasoning, delivery skills, and audience analysis. (NMCCN COMM 1113)

COMM 125 Intercultural Communication – 3 Credits

Investigates Intercultural Communication Theory and its applications in a culturally diverse society with the goal of increasing the student's understanding of the impact of culture on communication and the development of skills necessary for the foundation of effective intercultural communication.

COMM 203 Introduction to American Sign Language – 3 Credits

Cross reference: SIGN 203

This course will expose the student to American Sign Language (ASL). Readiness activities will be conducted that focus on visual/receptive skills and basic communication. The direct experience method, using ASL, is used to enhance the learning process.

COMM 268 Workshop in Communication – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

COMM 293 Topics in Communication – 1-3 Credits

As announced. (Course may be repeated for credit.)

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 090 Basic Computer Skills – Non-Credit

This course is designed to assist the novice computer user in developing computer skills necessary for success in academic coursework. Emphasis is given to basic Microsoft Windows navigation including file management, an introduction to word processing, email basics of sending / receiving attachments, basic use of Internet Explorer, and an introduction to online course navigation. This is a no-cost, non-credit course, and it cannot be used on any degree plan.

CIS 100 Basic Computer Literacy – 3 Credits

Out-of-class computer work required.

A survey of computer hardware, system software, and application concepts. Topics covered include an introduction to Windows concepts and functions, applications software, and personal computers and peripherals. Topics of personal interest suggested by students may be included. This course is not intended for students seeking a CIS degree or students seeking industry certifications.

CIS 101 Fundamentals of Computer Concepts – 3 Credits

Out-of-class computer work required.

This course is required for CIS majors as an introduction to the Information Technology degree programs. A survey of computer hardware, system software, application software, data management, structured programming concepts, the systems development process, and their integration in business. Course covers Certified Internet Web, Internet and Core Computing Certification (IC³), and MCSE certification topics. (NMCCN BCIS 1113)

CIS 102 Networking Concepts – 4 Credits

Prerequisites: A grade of "C" or better in MATH 096 or successful placement scores in MATH 098 or higher and a grade of "C" or better in READ 097 or successful college level reading placement scores

Out-of-class computer work required.

Audit by consent of instructor only.

An introduction to the OSI seven layer networking model and concepts for implementing the model in Wide Area and Local Area Networks. TCP/IP network fundamentals will be presented. Preparation course for the Cisco Certified Entry Network Technician (CCENT), Cisco Certified Network Associate (CCNA), and CompTIA Network+ exams and covers Certified Internet Web certification topics. Usually offered in fall semester only.

CIS 103 Configuring Cisco Routers for Internetworking Routing – 4 Credits

Prerequisite: CIS 102 from current Cisco curriculum version or consent of instructor

Out-of-class computer work required.

Audit by consent of instructor only.

This course will cover the hardware elements of routers, advanced TCP/IP protocol network concepts, and the concepts and theory of routing protocols. The student will learn how to configure Cisco routers, apply network layer addressing, and perform basic troubleshooting. Preparation course for the Cisco Certified Entry Network Technician (CCENT) and Cisco Certified Network Associate (CCNA) exams.

CIS 106 Windows Fundamentals – 1 Credit

Out-of-class computer work required.

An introduction to the common graphical interface program for personal computers. Emphasis will be placed on file management (creating, saving, and backing up files and folders). There will also be a brief look at personal computer fundamentals as they relate to the Windows environment. The hardware requirements for running Windows will be discussed. Practical instruction in working in this environment will include how to use a mouse, how to work with and modify windows, using drop-down menus, running multiple applications simultaneously, and transferring data between applications.

CIS 107 Internet Fundamentals – 1 Credit

Out-of-class computer work required.

An overview of the Internet for the beginner. Emphasis is placed on using the World Wide Web. A popular Web browser will be taught. Students will learn basic concepts, Internet and Web terminology, and how to locate information on the Internet. Course covers Certified Internet Web and Internet & Computing Core Certification (IC³) topics.



CIS 108 Computer Maintenance and Troubleshooting – 1 Credit

Out-of-class computer work required.

An introduction to common computer management and maintenance issues that plague the novice home and office computer user. Topics will address installation of software, modifying computer settings, and troubleshooting of popular Microsoft operating system features and applications. Basic elements of computer network setup and security such as virus protection and spyware will be discussed.

CIS 116 Fundamentals of Wireless LANs – 3 Credits

Prerequisite: CIS 102 or CIS 135 or consent of instructor

Out-of-class computer work required.

This course will cover the setup and configuration of wireless hardware and the operational concepts of wireless local area networks (WLAN). Elements of 802.11 wireless standards and the OSI reference model will be discussed and utilized. Access point (AP) and bridge configurations will be applied as an integral part of WLAN maintenance and troubleshooting. Site survey principles and requirements will be applied in the design of an effective wireless network. Wireless certifications will be discussed.

CIS 120 Introduction to Information Systems – 3 Credits

Out-of-class computer work required.

An introduction to microcomputers, the Windows operating system, file management, internet browsers, and applications software. Students examine key microcomputer applications, including word processing, spreadsheets, databases, and presentation graphics. Students receive an introduction to basic concepts of information systems and practical experience with software. Preparation course for Internet and Computing Core Certification (IC³) and covers Microsoft Office Specialist (MOS) certification topics. A grade of "C" or better is required in this course to fulfill the CCC Computer Literacy requirement. (NMCCN BCIS 1113)

CIS 125 Introduction to Programming Concepts – 3 Credits

Out-of-class computer work required.

An introduction to problem solving concepts and techniques. Students will learn to solve business problems by using object-oriented programming design and development tools. Solutions to the problems are implemented using one or more object-oriented programming languages. Course covers Certified Internet Web certification topics. Usually offered in fall semester only.

CIS 128 Java Programming – 3 Credits

Prerequisite: CIS 125 or consent of instructor

Out-of-class computer work required.

An introduction to Java programming language that focuses on object-oriented techniques in developing Java applets and applications using an integrated development environment. This course covers control structures, classes, constructors, arrays and exception handling. Course covers Certified Internet Web certification topics. Usually offered in the spring semester of odd-numbered years.

CIS 134 Microcomputer Hardware and Software – 4 Credits

Out-of-class computer work required.

An in-depth study of microcomputer hardware and software. Topics covered include the selection, configuration, and installation of hardware; I/O systems, storage devices, and communication systems; a comparison of operating systems, how the OS works and updating the OS; troubleshooting hardware and software; networking fundamentals; mobile devices; and preventive maintenance. This course is lab intensive. Preparation course for the CompTIA A+ exam and covers MCSE certification topics.

CIS 135 Network Fundamentals for Network+ – 4 Credits

Out-of-class computer work required.

This course focuses on the objectives for the Network+ certification. Students will be taught the skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure. Concepts will include networking technologies, basic design principles, and wiring standards. Students will learn to use networking tools and software. Preparation course for CompTIA Network+ certification topics and covers Certified Internet Web certification topics. Course cannot be taken as an elective nor substituted for CIS 102 on the Information Technology – Networking degree or certificate.

CIS 140 Introduction to Word Processing – 3 Credits

Out-of-class computer work required.

Basic word processing techniques and applications will be covered. Students will create, revise, store, and retrieve documents using word processing software. Mail merge techniques are introduced. Preparation course for Microsoft Office Specialist—Word certification.

CIS 150 Introduction to Spreadsheets – 3 Credits

Out-of-class computer work required.

An introduction to electronic spreadsheets. Using microcomputer spreadsheet software, students will learn techniques to support business decision-making. Students will learn basic spreadsheet functions to enter, manipulate, and store numerical information for business analysis, modeling, and forecasting. Coverage includes intermediate features and commands, spreadsheet design, mathematical formulas and functions, and "what-if" analysis. Preparation course for Microsoft Office Specialist—Excel certification.

CIS 160 Database Design and Development Using Access – 3 Credits

Out-of-class computer work required.

Design, development, and maintenance of database management systems. This course will cover relational database design concepts. Students will be expected to implement the concepts by developing projects in Microsoft Access. Students will learn techniques for adding, updating, retrieving, and sorting information. Students will learn to create forms and reports using the stored data. Preparation course for Microsoft Office Specialist—Access certification.



CIS 170 PowerPoint Presentations – 1 Credit

Out-of-class computer work required.

An introduction to using PowerPoint to develop multimedia business presentations. Effective utilization of the software will be taught. Concepts of basic presentation methods and graphic design principles will be outlined. Students will create and deliver presentations using text, charts, digitized images, and sound. Preparation course for Microsoft Office Specialist—PowerPoint certification.

CIS 175 Introduction to Microsoft Publisher – 1 Credit

Out-of-class computer work required.

This course is an introduction to Microsoft Publisher. Students learn to create a publication and work with text and graphic objects. They will also learn to enhance a publication, improve a design, work with multiple pages, and use advanced features.

CIS 180 Web Authoring Using HTML – 3 Credits

Prerequisite: CIS 107

Out-of-class computer work required.

Instruction on how to develop Web pages using Hypertext Markup Language (HTML). Topics covered include basic HTML tags, links, text formatting, graphics, color schemes, tables, image maps, and frames. Web page forms and scripting will be introduced. Students will gain experience using HTML development tools to create website projects. Course covers Certified Internet Web certification topics.

CIS 185 Professional Website Design and Scripting – 3 Credits

Prerequisites: CIS 160 and CIS 180

Out-of-class computer work required.

Instruction on how to develop complex Web pages using industry standard client-side design and scripting tools in dynamic Web page development. Students will be required to develop complex website projects with database interaction while using the concepts presented in the class. Course covers Certified Internet Web certification topics. Usually offered in the spring semester of even-numbered years.

CIS 202 Network Traffic Management – 3 Credits

Prerequisite: CIS 103 from current Cisco curriculum or consent of instructor

Out-of-class computer work required.

Audit by consent of instructor only.

This course covers configuration of network switches and routers to manage network traffic. Topics include discussion of the OSI reference model and related LAN technologies; application of switch concepts in switch configuration and troubleshooting; and implementation of routing concepts in router configuration and troubleshooting. Preparation course for the Cisco Certified Network Associate exam.

CIS 203 Configuring WAN Connection Services – 3 Credits

Prerequisites: CIS 202 from current Cisco curriculum or consent of instructor

Out-of-class computer work required.

Audit by consent of instructor only.

Emphasis for this course will be on public telecommunications WAN services such as Frame Relay and PPP. Students will learn the advantages, disadvantages, and features of each service as well as how to configure Cisco routers to use each service. Practical application of access control lists (ACL) will be introduced. Network IP addressing solutions through the use of NAT, PAT, DHCP and private addresses will be stressed. Preparation course for the Cisco Certified Network Associate exam.

CIS 232 Server Administration Using Microsoft Windows Server – 4 Credits

Prerequisites: CIS 102 and CIS 134 (or concurrent enrollment in CIS 134) or consent of instructor

Out-of-class computer work required.

This course provides the basic competencies of installing, configuring, and administering Windows Server in a network environment. Topics covered include how to create and manage client accounts, how to setup and administer shared resources, how to manage server resources and security through groups, how to plan the active directory and security, how to configure and manage network protocols and services, how to monitor the network, and how to optimize the server. All topics will be presented in the context of Microsoft Windows. Preparation course for the Microsoft Certified Technology Specialist (MCTS) Server exam and covers MCSE certification topics.

CIS 235 Fundamentals of Network Security – 3 Credits

Prerequisite: CIS 102 or consent of instructor

Out-of-class computer work required.

This course will cover fundamental security concepts as well as the practical application of firewall installation, configuration, monitoring, and maintenance. In addition to general security concepts, other topics include: types of attacks, infrastructure security, operational security, transmission security, risk management, change management, and security policy development and implementation. Preparation course for the Computer Technology/Industry Association Security+ exam and covers Cisco Certified Security Professional/Network+ certification topics.

CIS 258 Digital Media I – 3 Credits

Cross reference: ART 258

Out-of-class computer work required.

A basic introduction to digital media and design. Explore basic concepts, tools and vocabulary of bit-mapped and vector-based programs. Emphasis placed upon standard industry graphic software, Adobe Photoshop, and Adobe Illustrator or comparable software.

CIS 265 Digital Media II – 3 Credits

Cross reference: ART 265

Prerequisite: CIS 258 or consent of instructor

Out-of-class computer work required.

Further exploration of digital media and design. Emphasis on digital publishing for print and internet. Adobe InDesign and Adobe Dreamweaver or comparable software will be used.



CIS 268
Workshop in Computer Information Systems – 1-3 Credits

Out-of-class computer work required.

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

CIS 275
Multimedia Web Design – 3 Credits

Cross reference: ART 275

Prerequisite: Requires completion of at least 15 hours of Web Technology and/or Graphic and Media Art courses or consent of instructor

Out-of-class computer work required.

Multimedia Web Design is a capstone class in the Web Technology and Graphic and Media Art degree programs. Concepts of Web page design and development are presented with an emphasis on integrating multimedia tools/software. Students will combine text, graphics, animation, roll-overs, links, audio, and video to develop a multimedia Web page using a variety of software applications. Students will be able to choose the applications they need from available resources on the Internet.

CIS 290
Co-op in Computer Information Systems – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

CIS 293
Topics in Computer Information Systems – 1-3 Credits

Out-of-class computer work required.

As announced. (Course may be repeated for credit.)

COSMETOLOGY (COS)

COS 102
Nail Tech Theory I – 3 Credits

Introduction to cosmetology and nail technician theory in the areas of orientation, professional images, safety, 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.

COS 112
Cosmetology Theory I – 3 Credits

Introduction to cosmetology theory in the areas of orientation, professional images, safety, 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.

COS 113
Facials – 2 Credits

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, removal of unwanted hair, light therapy, client consultation and recommendations, client record keeping, and safety are also covered.

COS 114
Chemical Rearranging/Perms I – 4 Credits

This course covers preparation, procedures, practice and related theory in product knowledge, anatomy, physiology, materials, implements, hair analysis, client consultation, related chemistry, record keeping, and safety.

COS 117
Manicuring/Pedicuring – 3 Credits

Course covers manicuring and pedicuring theory, anatomy, physiology, preparation, procedures, practice, products, materials, implements, and theory of massage.

COS 122
Cosmetology Theory II – 2 Credits

Prerequisite: COS 112

This course covers the areas of state laws and regulations, chemistry, electricity, and professional standards.

COS 126
Women's Hair Cutting and Hair Styling – 3 Credits

Pivot Point training and theory of women's hair cutting and styling, preparation, procedure, practice, products, materials, client record keeping, and implements including use of shears, razor, clippers, and safety.

COS 132
Sterilization and Sanitation – 2 Credits

Basic concepts of safety, preparation, procedure and practice, products, materials, and implements, related theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections.

COS 136
Men's Hair Cutting and Hair Styling – 3 Credits

Prerequisite: COS 126

Pivot Point training and theory in men's hair cutting and styling, preparation, practice, products, materials, client record keeping, and implements including the use of shears, scissors, razor, clippers, and safety.

COS 142
Shampoo, Rinses, and Scalp Treatments – 1 Credit

Techniques relating to preparation, procedure and practice, products, and materials; related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, and related chemistry; client record keeping; and safety.

COS 151
Esthetic Theory I – 3 Credits

Introduction to cosmetology and esthetic theory in the areas of orientation, professional images, safety, 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 careers as estheticians.

COS 152
Esthetic Facials I – 6 Credits

Theory, anatomy, and physiology related to head and skin. Beginning training in preparation, procedures and practices, products, materials, and implements used in skin treatments. Beginning theory of massage, makeup application, and facial treatments. Use of electrical appliances, currents, and specialized machines for skin treatment and light therapy. Basic training in removal of unwanted hair, client consultation and recommendations, client record keeping, and safety.



COS - CRJU

COS 153

Esthetic Sterilization & Sanitation – 3 Credits

Study of pathogenic and nonpathogenic bacteria, viruses and infections, chemical agents and their use in skin treatment. Training in methods of infection control, sanitation, disinfection, sterilization and safety and use of products, materials, and implements.

COS 154

Esthetic Spa Practice I – 3 Credits

In the student spa, with instructor supervision, students develop their understanding and apply the skills learned in related courses.

COS 155

Esthetic Salon Business/Retail – 2 Credits

Emphasis on related theory, opening a salon and business plan, written agreements, regulations, and laws. Training in salon operation, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship as well as client communications, public relations, insurance, and salon safety.

COS 212

Cosmetology Theory III – 2 Credits

Prerequisites: COS 112 and COS 122

Reinforcing areas of communication, final reviewing of state laws and regulations, and preparing for the state board written exam.

COS 214

Chemical Rearranging/Perms II – 2 Credits

Prerequisite: COS 114

This course covers advanced preparation, procedures, practice and related theory in chemical relaxing and perming. Products, physiology, materials, implements, hair analysis, client consultation, record keeping, related chemistry, and safety are taught.

COS 216

Cosmetology Salon Practice I – 6 Credits

Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 122, COS 126, COS 132, COS 136, COS 142, COS 214, COS 217, and COS 222

Beginning course for students to develop their understanding and knowledge learned in related courses through limited student salon experiences.

COS 217

Nail Enhancements – 3 Credits

Prerequisite: COS 117

Course covers theory, preparation, procedures, practice, products, materials, and implements as related to advanced nail techniques.

COS 222

Hair Coloring – 3 Credits

Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 126, and COS 142

Basic concepts of hair analysis and related chemistry; temporary, semi-permanent and permanent application; bleaching, tinting, toning, highlighting, special effects, and corrective hair color; client consultation and recommendations; client record keeping; and safety.

COS 223

Practical Cosmetology – 3 Credits

Prerequisite: COS 216

Independent student salon practice and training with minimal supervision.

COS 226

Advanced Hair Styling – 2 Credits

Prerequisite: COS 126

Continuation of Pivot Point training and theory for long hair styling, preparation, procedures, practice, materials, and implements.

COS 227

Cosmetology Salon Practice II – 6 Credits

Prerequisite: COS 216

Advanced student salon experiences for the development and mastery of skills learned in related courses.

COS 232

Salon Business and Retail – 2 Credits

Emphasis is on 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, safety, and salon retailing.

COS 252

Esthetic Facials II – 4 Credits

Prerequisites: COS 151 and COS 152

Advanced study and training preparation, procedures and practices, and products, materials, and implements used in skin treatments. Advanced theory of massage, makeup application, and facial treatments. Advanced use of electrical appliances, light therapy, and specialized machines for skin treatment. Advanced training in removal of unwanted hair, eyelash and brow tinting, client consultation, and record keeping and safety.

COS 254

Esthetic Spa Practice II – 3 Credits

Prerequisites: COS 151, COS 152, and COS 154 (COS 154 may be taken concurrently with COS 254)

Advanced student spa experiences for the development and mastery of skill learned in related classes.

COS 260

Review in Practical Cosmetology – 5 Credits

A review in practical cosmetology for those who have completed the cosmetology program and need to review before taking the NM board exam. Course is also designed to review practical cosmetology and NM board requirements and laws for those who currently have a license in another state and wish to pursue a NM license (150 hour requirement).

COS 268

Workshop in Cosmetology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

COS 293

Topics in Cosmetology – 1-6 Credits

As announced. (Course may be repeated for credit.)

CRIMINAL JUSTICE (CRJU)

CRJU 102

Introduction to Criminal Justice – 3 Credits

Analysis of law and society with emphasis on the police, prosecution, courts, corrections, probation, and parole. (NMCCN CRJI 1113)



CRJU 103 Introduction to Policing – 3 Credits

This course is designed to introduce students to the study of law enforcement and policing in America. It is a fascinating and complicated topic that demands careful analysis and deep thought. The idea of hiring people to direct and control the behavior and conduct of citizens may be confusing to Americans who value liberty and may mistrust government interference. The number and variety of police officers, police organizations, and law enforcement functions are essential to the study of policing. We will explore cultural diversity, develop a deeper understanding of human behavior, and critically evaluate the direction and trends in modern police organizations. (NMCCN CRJI 2103)

CRJU 110 Introduction to the Correctional System – 3 Credits

The historical and philosophical development of correctional agencies and programs including personnel responsibilities, social structure, and its impact on offenders. (NMCCN CRJI 2303)

CRJU 141 Criminal Investigation – 3 Credits

Introduction to procedures employed in the investigation of criminal offenses, including history, theory, techniques, aids, and collection and preservation of evidence.

CRJU 201 Criminology – 3 Credits

A discussion of the nature and extent of crime and criminal behavior. This multidisciplinary approach to criminal behavior will explore the theories of criminality and delinquency, criminal typologies, treatment and rehabilitation trends, and the social impact of crime.

CRJU 203 Probation and Parole – 3 Credits

An exploration of the origins and development of contemporary probation and parole. Discussions will focus on the nature and philosophy of probation and parole, as well as conditions, supervision, and effectiveness of existing and emerging practices.

CRJU 213 Criminal Law – 3 Credits

Cross reference: LEST 213

Criminal Law is an introduction to the general principles of substantive criminal law—what the government must prove before it can take away an individual's liberty. Included in the topics for discussions will be the nature of criminal acts, mental states, and defenses. We will also explore the specific crimes encompassing criminal law such as homicide, computer crime, and organized crime. (NMCCN CRJI 2053)

CRJU 214 Criminal Procedures – 3 Credits

Cross reference: LEST 214

Criminal Procedures will provide students with a detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis will be placed on court decisions involving the 4th, 5th, 6th, 8th, and 14th Amendments to the U. S. Constitution.

CRJU 241 Police and Community Relations – 3 Credits

Role of the individual officer in achieving and maintaining public rapport, inter-group relations, public information, and relationships with violators and complainants.

CRJU 242 Victimology – 3 Credits

Cross reference: SOC 242

This course will combine both theoretical and practical approaches to victimology. Students will discuss the implementation of the Victims' Bill of Rights; the roles of the police, prosecutors, and courts; trends in victim support; and the abuses of power in the criminal justice system.

CRJU 243 Juvenile Justice – 3 Credits

Cross reference: SOC 243

Juvenile Justice addresses the changing definitions of delinquent behavior and juvenile justice by juveniles and the legal mechanisms that control it. The history and development of the juvenile court/justice system and the problematic situations sometimes created by such a system are addressed. In addition, the juvenile code, the court, law enforcement, and treatment institutions will be highlighted. (NMCCN CRJI 2603)

CRJU 245 Crime and the Media – 3 Credits

Cross reference: SOC 245

Crime and the Media surveys the connection between the mass media, crime, and criminal justice in the United States. It will explore how the criminal justice system, criminals, and crime are portrayed in the entertainment and news media and the effects that these portrayals have on society and the criminal justice system. Special attention will be given to the issue of media violence and its role in the social construction of crime and justice.

CRJU 246 Understanding Gangs – 3 Credits

Cross reference: SOC 246

Understanding Gangs offers students a unique perspective on current gang issues with a comprehensive, interdisciplinary, understandable and contemporary format. Discussions will focus on contemporary studies and theories of gang behavior. We will also explore gender issues, race and ethnicity, gangs in prisons and schools, gang victimization, and prevention and intervention programs.

CRJU 260 Organized Crime – 3 Credits

Cross reference: SOC 260

This course explores the concept of organized crime: what it is and what it is not. It provides students with the historical foundations for understanding contemporary organized crime problems: their evolution, their development, and their current status. Myths associated with the Costa Nostra and other active organized criminal justice groups in America and abroad will be dispelled.



CRJU - ECE

CRJU 262 Terrorism – 3 Credits

Cross reference: SOC 262

This course is designed to analyze the current status of terrorism across the globe. Students will gain a working knowledge of the nature and degree of terrorist activities in the world. Topics will explore all major forms of terrorism, the patterns of similarities, important differences, and competing goals of terrorist groups. The course will focus on social behavior and how society can find itself giving birth to the circumstances that allow terrorism to emerge.

CRJU 264 Criminal Justice and the Courts – 3 Credits

This course is an introduction to the structure and function of American courts. Students will explore the history and development of the court system and all stages of court proceedings. The course will examine the various roles of the courts' participants, trial by jury and other dispute resolution mechanisms, trial and non-trial processes, and the operation of petit and grand juries. The curriculum is designed specifically for students planning a career as a criminal justice professional. (NMCCN CRJU 2503)

CRJU 265 Multicultural Law Enforcement – 3 Credits

Multicultural Law Enforcement is designed to assist all levels of criminal justice representatives in understanding the pervasive influences of culture, race, and ethnicity in the workplace and in multicultural communities. It will focus on the cross-cultural contact that police officers and civilian employees have with citizens, victims, suspects, and co-workers from diverse backgrounds. Special topics will include discussions of hate crimes, urban dynamics, community-based policing, and racial profiling. We will stress the need for awareness, understanding of cultural differences, and respect toward those of different backgrounds.

CRJU 268 Workshop in Criminal Justice – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

CRJU 290 Co-op in Criminal Justice – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

CRJU 293 Topics in Criminal Justice – 1-3 Credits

As announced. (Course may be repeated for credit.)

DNC 293 Topics in Dance – 1-3 Credits

As announced. (Course may be repeated for credit.)

EARLY CHILDHOOD EDUCATION (ECE)

ECE 132 Child Growth/Development and Learning – 3 Credits

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized. (NMCCN ECED 1113)

ECE 133 Health, Safety, and Nutrition – 2 Credits

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest. (NMCCN ECED 1122)

ECE 135 Curriculum Development through Play Birth through Age 4 – 3 Credits

Concurrent enrollment: ECE 135P

The beginning practicum course is a co-requisite with the course ECE 135P Curriculum Development through Play—Birth through age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. (NMCCN ECED 2163)

ECE 135P Practicum for Curriculum Development through Play Birth through Age 4 – 2 Credits

Concurrent enrollment: ECE 135

The beginning practicum course is a co-requisite with the course ECE 135 Curriculum Development through Play—Birth through Age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. (NMCCN ECED 2162)

DANCE (DNC)

DNC 101 Introduction to Dance – 3 Credits

Ballet, jazz, tap, ballroom, modern, theatrical, and social dance forms studied through text and participation. (NMCCN DANC 1013)

DNC 268 Workshop in Dance – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)



ECE 136**Introduction to Language, Literacy, and Reading – 3 Credits**

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a development approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented. (NMCCN READ 2113)

ECE 233**Family and Community Collaboration – 3 Credits**

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desires for their children will be supported through culturally responsive strategies. (NMCCN ECED 1133)

ECE 234**Guiding Young Children – 3 Credits**

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedules will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach. (NMCCN ECED 2183)

ECE 236**Assessment of Children and Evaluation of Programs – 3 Credits**

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process. (NMCCN ECED 1143)

ECE 240**Curriculum Development and Implementation Age 3 (PreK) through Grade 3 – 3 Credits**

Concurrent enrollment: ECE 240P

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included. (NMCCN ECED 2173)

ECE 240P**Curriculum Development and Implementation Practicum Age 3 (PreK) through Grade 3 – 2 Credits**

Concurrent enrollment: ECE 240

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the developments of IEPs is included. (NMCCN ECED 2172)

ECE 241**Professionalism – 2 Credits**

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined. (NMCCN ECED 2152)

ECE 246**Teaching Children Games and Fitness – 2 Credits**

Cross reference: HPE 246

ECE/HPE 246 is an introductory course in teaching physical education for pre-K through elementary age children. Students will be introduced to the basic concepts of exercise and proper nutrition. The course also teaches students how to develop and implement an early elementary physical education program. The course explores developmental stages, motor skill assessment, games, and fitness activities for youngsters. Incorporating methods of effective teaching, enhancing student learning, and managing students effectively are emphasized.

ECE 268**Workshop in Early Childhood Education – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ECE 293**Topics in Early Childhood Education – 1-3 Credits**

As announced. (Course may be repeated for credit.)

ECONOMICS (ECON)**ECON 221****Principles of Macro Economics – 3 Credits**

Prerequisite: A grade of "C" or better in MATH 108 or Accuplacer Test Placement into MATH 107

An introduction to the interdependent variables comprising macroeconomics and an application of the tools utilized to monitor and alter economic output in market systems. Content includes gross domestic product, opportunity cost, analysis of inflation and unemployment, gains from international trade, aggregate supply and demand, individual product/service supply and demand, equilibrium, monetary system components, monetary and fiscal policy tools, the impact of changes in currency exchange rates, markets, and the trade deficit on economic output, and how protectionism affects domestic economic output. (NMCCN ECON 2113)



ECON - EDF

ECON 222 **Principles of Micro Economics – 3 Credits**

Prerequisite: A grade of "C" or better in MATH 108 or Accuplacer Test Placement into MATH 107

An introduction to the economics of resource allocation and production with an emphasis on utility analysis, producer choice, consumer choice, an analysis of the different market structure participants including perfect competition, monopoly, oligopoly, and monopolistic competition, the history and evolution of antitrust legislation, price ceilings, price floors, analyses involving elasticity of supply and demand, and the role of labor and capital markets with regard to resource productivity. (NMCCN ECON 2123)

ECON 268 **Workshop in Economics - 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ECON 293 **Topics in Economics – 1-3 Credits**

As announced. (Course may be repeated for credit.)

EDUCATION FOUNDATIONS (EDF)

EDF 200 **Effective Online Instruction – 1 Credit**

Teaching and learning in an online class is very different from the face-to-face environment found in campus classrooms. As an online instructor, it is important to understand the challenges and structure of online learning. In this online course, students will gain knowledge of strategies that will help them close the "distance" between the instructor and his or her students. Example topics include course design; working with 21st century learners; effective strategies for online assessment and facilitating active discussion boards; and plagiarism and copyright issues. Enhance your online classroom environment and improve your ability to build a community of learners by participating in this interactive online course.

EDF 204 **Developing ESL! Engaging Strategies for Performance – 3 Credits**

This course covers the strategies needed to create an engaging classroom including managing states, giving directions, energizers, hooks, social structures, framing, purposeful music, and teaching and reaching all modalities.

EDF 205 **From Learning to Read to Reading to Learn – 3 Credits**

In this course students will gain an understanding of the reading process and why we teach reading in the content area. Learn a variety of pre-, during, and post-reading strategies to implement in the classroom and create resources and activities for each core content area.

EDF 206 **The Cornerstone – 3 Credits**

This course provides the cornerstone experience for future educators as they seek to understand the social, political, philosophical, and economic contexts of schools. Students specifically explore the No Child Left Behind (NCLB) Act and its impact upon public education. An appreciation for action research, reflection, and lifelong learning is cultivated throughout the course to highlight the teacher's role as educational leader.

EDF 207 **Dossier Development for Teachers – 3 Credits**

This course is for teachers seeking assistance creating the Professional Development Dossier (PDD) needed for advancement to the next level of New Mexico's 3 Tiered Licensure System. Activities will include planning, organizing, establishing personal timelines, selecting student work, critiquing, and editing as well as technology skill sessions to help the student digitalize his or her materials.

EDF 208 **Circle of Influence – 3 Credits**

This course challenges students to analyze the complex components of the teaching and learning process. Students identify the vital role motivation plays in learning. Current brain research and its influence upon student learning are examined and applied as students equip themselves with brain compatible learning and teaching strategies that physically, emotionally, socially, and intellectually engage students in the learning process.

EDF 210 **The Brain-Compatible Curriculum and Assessment – 3 Credits**

This course prepares students to design and analyze meaningful instruction and assessments that reflect individualized student needs, district and state standards and benchmarks, and state-mandated assessments. Special attention is given to preparing students for standards-based assessments that determine if students make Adequate Yearly Progress (AYP) as required by the No Child Left Behind (NCLB) Act. Students explore the diagnostic use of assessment data to inform their teaching practices and enhance student achievement. Students also learn how to engage students in ongoing self-assessment and how to effectively use technology resources to increase and measure student progress.

EDF 211 **Learner-Centered Teaching – 3 Credits**

This course will examine the theoretical and practical components of instructional delivery in various adult educational settings. It will also provide adult educators with an overview of various course management strategies, assessment strategies, and collaborative learning techniques. A large portion of the course will be devoted to project-based learning in an online environment. Activities will be problem-based and will focus on responding to diversity among learners; discussion strategies; lecture strategies; collaborative and experiential strategies; enhancing students' learning and motivation; writing skills; instructional media and technology; evaluation to improve teaching; learning outside the classroom; and ethics and accountability.

EDF 212 **Developing Successful Workplace Education Curricula – 3 Credits**

This course will introduce important components in the development of innovative workplace education curricula. It will address the changing needs in workplace education and the new models for workplace learning. One essential focus will emphasize the integration of basic academic with technical skills used on the job. Students will gain actual experience in the development of basic curricula and the importance of learning teams and positive learning environments. Activities will focus on topic-specific projects and learning experiences with various curriculum models and the need to recognize the opportunities that diversity and multiculturalism present in facilitating adult education and training: organizational effectiveness; multipurpose models, self-directed learning; and generic models.



EDF 214 **The Engaging Classroom – 3 Credits**

This course equips students with effective classroom management techniques to ensure high student performance. Emphasis is placed on employing six vital standards to maximize student motivation and increase learning in a diverse classroom. Students review the social, emotional, physical, and cognitive development of youth from birth through adolescence and its implications for student learning. This review includes an overview of the causes, behaviors, and educational strategies pertinent to children with special needs.

EDF 216 **Essential Foundations of Reading – 3 Credits**

This course prepares students to understand and implement the critical skills that underlie reading success. Students will explore and understand issues, theory, and research on effective teaching models and methods. Participants will gain knowledge in identifying students' literacy needs, designing integrated instruction to meet students' needs, and will explore developmentally appropriate, brain-compatible strategies and techniques to use in reading instruction. Formal and informal research-based assessments to measure reading proficiency will be discussed and applied.

EDF 218 **Reading and Writing Across the Curriculum – 3 Credits**

This course explores the interrelationship of reading and writing and prepares students to develop and implement an integrated, literature-based curriculum approach. Novice teachers will explore a variety of developmentally appropriate, brain-compatible reading and writing techniques, methods, and assessments that may be applied in the classroom, which emphasize the construction of meaning in texts, reading and study skills, and reading and writing across the curriculum. Participants will create active learning environments where students interact with texts to make meaning, construct knowledge, and use all modes of language to learn with texts.

EDF 219 **Building Bridges to Literacy – 3 Credits**

This course cultivates students' understanding of the essential concepts and procedures designed to assist special needs learners who are encountering significant challenges in developing literacy skills. Emphasis will be placed on matching ongoing assessment instruments with effective, research-based intervention strategies, documentation of results, and strategy revision. (Course is offered only in an online format.)

EDF 220 **Special Needs Learners – 3 Credits**

This course focuses on the characteristics and needs of individuals with learning disabilities and special needs. Students develop a thorough understanding of eligibilities and developmental stages including motor, language, social-emotional, sensory, and cognitive development to effectively design and implement educational programs. Special emphasis is placed on identifying least restrictive environments and creating brain-compatible learning experiences within those environments. Ten hours of observation are required as part of this course. (Course is offered only in an online format.)

EDF 221 **Learning by Design – 3 Credits**

This course prepares students to accurately complete the referral, evaluation, and placement process required by the Individuals with Disabilities Education Act (IDEA) for special needs learners. Students will learn to assess individual student needs, plan for appropriate instruction, and measure the effectiveness of prescribed instructional interventions. Ten hours of observation are required. (Course is offered only in an online format.)

EDF 222 **Structured Observations of Teaching – 3 Credits**

Introduction to the study and practice of teaching for students interested in pursuing a career in teaching. Includes early field experience in pre-collegiate teaching.

EDF 223 **The Capstone – 3 Credits**

This course provides students with the opportunity to apply their knowledge and understanding of education in the field. Participants will analyze, critique, and reflect upon their field experience through meaningful dialogue with the college instructor and fellow students in field experience settings. Guided discussions address classroom management, student learning, lesson planning, parent communication, and professional development. Students will engage in applied classroom research, professional issues and ethics, and portfolio preparation to assess and improve the efficacy of their instructional practices. One hundred hours of field experience are required.

EDF 224 **The Special Needs Child in the Classroom, School, and Community – 3 Credits**

This course is for students who wish to learn how to make modifications and adaptations for learning when instructing the special needs child in the classroom. Topics include instructing children who are gifted and talented, developmentally delayed, and physically handicapped. Also, the legalities of teaching children with special needs will be addressed.

EDF 268 **Workshop in Education Foundations – 1-3 Credits** As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

EDF 293 **Topics in Education Foundations – 1-3 Credits** As announced. (Course may be repeated for credit.)

ELEMENTARY EDUCATION (ELED)

ELED 268 **Workshop in Elementary Education – 1-3 Credits** As announced. (Course may be repeated for credit.)

ELED 293 **Topics in Elementary Education – 1-3 Credits** As announced. (Course may be repeated for credit.)



EMERGENCY MEDICAL SERVICES (EMS)

EMS 101 First Responder – 4 Credits

The First Responder course is designed specifically for individuals who have access or potential access to specialized vehicles equipped with medical items and equipment. It is designed to train individuals to recognize and stabilize patients with life-threatening emergencies at the scene and arrange for transport.

EMS 109 Pharmacology I – 1 Credit

Cross reference: NSG 109

Principles and computations of math applied to dosages in pharmacology plus terminology and concepts for basic medication administration.

EMS 115 Anatomy and Physiology for EMS Professionals – 4 Credits

This is a basic anatomy and physiology class that is specifically for the EMS intermediate level students who wish to enroll in the Paramedic Program.

EMS 120 Emergency Medical Technician—Basic – 8 Credits

Prerequisite: Professional CPR Certificate

Concurrent enrollment: EMS 120L

This is a beginning course in basic emergency medical care. It is designed to help students prepare to enter the field of emergency medicine. Students will learn to recognize a variety of life-threatening conditions, stabilize patients, and the means of transporting from a scene to a medical facility. The course will prepare students to obtain licensure in the State of New Mexico through the Emergency Medical Services Bureau.

EMS 120L Emergency Medical Technician—Basic Lab – 3 Credits

Concurrent enrollment: EMS 120

Lab includes a clinical field experience and uses the College's EMS laboratory for the application of knowledge and the practice of skills learned in EMS 120. Local pre-hospital care facilities and EMS providers are used to provide field and hospital experience in EMS.

EMS 122 Emergency Medical Technician—Intermediate – 5 Credits

Prerequisites: EMT B State License, Professional CPR Certificate, and Pre-test within 12 months prior to start date

This course reinforces skills and knowledge learned in the EMT-Basic course. It also gives the EMT-Basic new knowledge and skills in fluids and electrolytes, adult and pediatric peripheral IV therapy, external jugular IVs, inhalation therapy, IV medication administration, SQ injections, immunizations, cardiac drugs, and management of many illnesses and injuries.

EMS 122L Emergency Medical Technician—Intermediate Lab – 1 Credit

Prerequisite: EMS 122 (Students may be concurrently enrolled in EMS 122 and EMS 122L.)

Lab includes a clinical field experience.

EMS 268 Workshop in Emergency Medical Services – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

EMS 293 Topics in Emergency Medical Services – 1-3 Credits

As announced. (Course may be repeated for credit.)

ENGLISH (ENG)

ENG 095 Basic Writing Skills I – 3 Credits

Specific instruction in basic composition, sentence construction, paragraph development, and introduction to the essay. The writing process—pre-writing, sorting, drafting, revision, editing, and publishing—is emphasized. Credit will not count toward graduation.

ENG 097 Basic Writing Skills II – 3 Credits

Prerequisite: A grade of "C" or better in ENG 095 or a satisfactory score on the English Placement Test

This course is intended as a "bridge" between ENG 095 and ENG 102 and is for students who have successfully completed ENG 095 but need additional practice in writing before the rigorous essay-writing in ENG 102. Emphasis is on review of grammar skills from ENG 095, keeping of writing journal, and the writing of short essays. Credit will not count toward graduation.

ENG 101 Exploring Language Arts – 1-3 Credits

This course is designed to provide educators with strategies for the integration of language arts into the content area. The educator will explore methods for developing differentiated lessons which meet the needs of individual students.

ENG 102 English Composition – 3 Credits

Prerequisite: A grade of "C" or better in ENG 097 or a satisfactory score on the English Placement Test

Grammar relative to the sentence and paragraph; literary models and writing narrative, persuasive, and expository papers. (NMCCN ENGL 1113)

ENG 104 English Composition and Research – 3 Credits

Prerequisite: A grade of "C" or better in ENG 102

A continuation of ENG 102 with emphasis on the research paper. (NMCCN ENGL 1123)

ENG 202 Types of Literature/Short Story – 3 Credits

An introduction to the study of short fiction emphasizing elements such as characterization, irony, symbol, and form. (NMCCN ENGL 2343)

ENG 203 Types of Literature/Novel – 3 Credits

An introduction to the novel and literary concepts related to its study. The course may focus on a particular sub-genre of the novel. (NMCCN ENGL 2323)

ENG 204 Types of Literature/Drama – 3 Credits

An introduction to the study of drama from Ancient Greece and Rome to the twentieth century. (NMCC General Education elective Area V)



ENG 205**Types of Literature/Poetry – 3 Credits**

An introduction to the study of poetry emphasizing literary elements such as rhyme, symbol, metaphor, meter, and form. (NMCCN ENGL 2313)

ENG 211**Introduction to Literature – 3 Credits**

Elements of the short story, the novel, poetry, and drama; mythology, literary terms, basic techniques of each literary form; practice in writing about literature. Open to non-majors but required for English majors and minors. (NMCCN ENGL 2213)

ENG 221**Survey of English Literature I – 3 Credits**

Literary masterpieces from Beowulf to eighteenth century. (NMCCN ENGL 2413)

ENG 222**Survey of English Literature II – 3 Credits**

Literary masterpieces from preromanticism to the contemporary period. (NMCCN ENGL 2423)

ENG 223**Survey of American Literature I – 3 Credits**

From Native American legends and the literature of exploration to the American Renaissance. (NMCCN ENGL 2513)

ENG 224**Survey of American Literature II – 3 Credits**

From the literature of American realism through modernism to contemporary literary trends. (NMCCN ENGL 2523)

ENG 233**Technical and Professional Writing I – 3 Credits**

Prerequisite: ENG 102

Introduction to the types of analytical and writing skills needed in practically any technically oriented professional job. Includes work with computer-mediated communication forms (email, listservs), job-hunt related materials, memos, reports, instructions, usability testing, and basic document design. Basic word-processing skills in Microsoft Word assumed. (NMCCN ENGL 2113)

ENG 234**Technical and Professional Writing II – 3 Credits**

Prerequisite: ENG 233

Continued exploration of technical communication documents, focusing on reports and proposals. Ongoing study of document design including the use of graphics, charts, and tables. Survey of computer-mediated presentation formats such as hypertext and PowerPoint. Basic word-processing skills in Microsoft Word assumed.

ENG 236**Technical Editing and Document Design – 3 Credits**

Prerequisite: ENG 233

Standards, techniques, and tools of editing used by editors working in the technical communication industry. Levels and types of editing for content and style. Introduction to design and typographic principles.

ENG 241**Introduction to Creative Writing – 3 Credits**

Prerequisite: ENG 102

A beginning course in fiction. Introduces the narrative elements of plot, character, setting, and point of view. Students will read, write about, discuss, and most importantly, create fiction. Students will learn to captivate the reader with their own unique voice and perceptions.

ENG 268**Workshop in English – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

ENG 293**Topics in English – 1-3 Credits**

As announced. (Course may be repeated for credit.)

FAMILY AND CONSUMER SCIENCE (FCS)**FCS 112****Introduction to Nutrition – 3 Credits**

A study of the basic nutrients with application through development of nutritionally sound diets for individuals and families. Recent developments in nutrition and health will also be included.

FCS 268**Workshop in Family and Consumer Science – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

FCS 293**Topics in Family and Consumer Science – 1-3 Credits**

As announced. (Course may be repeated for credit.)

FINANCE (FIN)**FIN 201****Principles of Finance – 3 Credits**

Prerequisites: A grade of "C" or better in MATH 108 or Accuplacer Test Placement into MATH 107, ACCT 201, and BAD 151.

An introduction to and analytical application of the tools and techniques of financial management. Topics include the time value of money and calculations, diversification, financial statement analysis, capital markets (debt and equity), capital budgeting, and financial ratios and their applications. (NMCCN BFIN 2113)

FIN 268**Workshop in Finance – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

FIN 293**Topics in Finance – 1-3 Credits**

As announced. (Course may be repeated for credit.)



FIRE SCIENCE TECHNOLOGY (FST)

FST 101 **Introduction to Fire Science Technology – 4 Credits**

This course contains the needed prerequisites required by the New Mexico Fire Academy to begin the certification process for Firefighter I. Course content includes certification tests by the New Mexico Fire Academy in hazardous materials awareness and operations, incident command systems IS100 and IS200, and wildland fire behavior S190 and S130.

FST 102 **Firefighter I and II – 6 Credits**

Concurrent enrollment: FST 102L

This is a Cadet program that includes IFSAC Certifications in FFI and FFII. Basic concepts and methodologies of fire suppression will be taught for Firefighter I certification. Designed to train the student to Level I as outlined in NFPA 1001 Professional Qualifications Standard, Chapter 4. Advanced concepts and methodologies of fire suppression are taught for Firefighter II certification. Meets and exceeds NFPA standards. Students must be affiliated with a fire department or volunteer fire department in order to register for this course.

FST 102L **Firefighter I and II Lab – 2 Credits**

Concurrent enrollment: FST 102

This is a Cadet program that includes IFSAC Certifications in FFI and FFII. Practical experience in concepts and methods of fire suppression including safety, fire behavior, building construction, equipment, hazmat awareness and operations, fire prevention, public education, detection systems, evidence, extrication, hose and hydrant testing, and other topics.

FST 106 **Firefighter Health and Safety – 3 Credits**

Prerequisites: FST 102 and FST 102L

Provides in depth study of firefighter injury and mortality statistics and prevention programs used in the fire service. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 108 **Aircraft Rescue and Firefighting – 3 Credits**

Prerequisites: FST 102 and FST 102L

Provides a broad understanding of airport operations required to effectively perform aircraft fire fighting and at other emergencies. Meets or exceeds NFPA 402, 403, 405 standards. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 110 **Fire Protection Systems – 3 Credits**

Prerequisites: FST 102 and FST 102L

Features design and operation of fire detection and alarm systems, including heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, specialized extinguishing systems and portable fire extinguishers. Meets or exceeds NFPA standards. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 112 **Fire Instructor I – 3 Credits**

Prerequisites: FST 102 and FST 102L

Prepares instructors and trainers to organize and teach a course using existing lesson plans. Upon completion, student will make an effective classroom presentation based on lesson plans. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 114 **Fire Officer I – 3 Credits**

Prerequisites: FST 102 and FST 102L

Provides entry-level training in company operations and administration at the first-line supervisory level. Students will learn effective human resource management; community/public relations; fire department organization and administration including budgets, reports and planning; fire inspection, investigation, and public education; emergency service delivery; and safety. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 202 **Fire and Arson Investigation – 3 Credits**

Prerequisites: FST 102 and FST 102L

Provides the student with theory of the principles of cause and origin determination, preservation of evidence, interview techniques, with special emphasis on the firefighter's role at the fire scene. Meets or exceeds NFPA 921, NFPA 1033 standards. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 204 **Building Codes and Inspection – 3 Credits**

Prerequisites: FST 102 and FST 102L

Studies the components of building construction that relate to fire and life safety with a focus on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. Meets or exceeds NFPA standards. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 205 **Pump Operations and Hydraulics – 3 Credits**

Prerequisites: FST 102 and FST 102L

Course will introduce students to the basic skills and knowledge required to operate a fire pump that provides the necessary water supply while maintaining the mechanical soundness of the pump. The course includes classroom instruction and outside practical skills.

FST 206 **Fire Protection Hydraulics and Water Supply – 3 Credits**

Prerequisites: FST 102 and FST 102L

Provides a foundation of theoretical knowledge to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Meets or exceeds NFPA standards. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.



FST 208 **Firefighting Strategy and Tactics – 3 Credits**

Prerequisites: FST 102 and FST 102L

Efficient and effective utilization of manpower, equipment, and apparatus. Preplanning, ground organization problem solving, ground decision and attack tactics, and strategy as related to structural fire fighting. Meets or exceeds NFPA 1710. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 214 **Fire Officer II – 4 Credits**

Prerequisite: FST 114

Advanced training in company operations and administration at the supervisory level including human resource management, public relations, budgeting, reporting and planning, fire inspection, investigations, public education, emergency service delivery, and other topics. At the discretion of the division chair, credit may be awarded based upon a currently validated industry certification.

FST 216 **Legal Considerations for Fire and Emergency Services – 3 Credits**

Prerequisites: FST 102 and FST 102L

Students will explore major legal concerns such as fire service liability issues, the jurisdiction of OSHA over fire departments, the applicability of the Federal Fair Labor Standards Act, search and seizure, employment discrimination, residency requirements, sexual harassment, and more. Many of the most significant fires of the past century, along with the cases and legal battles that ensued, are also discussed so that students can make important connections between past events and the legal concepts facing emergency responders today.

FST 268 **Workshop in Fire Science Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

FST 293 **Topics in Fire Science Technology – 1-3 Credits**

As announced. (Course may be repeated for credit.)

FRENCH (FR)

FR 101 **Beginning French I – 4 Credits**

Development of speaking, reading and writing skills, and introduction to linguistic structures. (NMCCN FREN 1114)

FR 102 **Beginning French II – 4 Credits**

Prerequisite: FR 101 or consent of instructor

Continuation of FR 101. (NMCCN FREN 1124)

FR 201 **Intermediate French I – 3 Credits**

Prerequisites: FR 101 and FR 102 or consent of instructor

Grammar review and discussion of introductory literary texts.

FR 202 **Intermediate French II – 3 Credits**

Prerequisite: FR 201 or consent of instructor

Continuation of FR 201.

FR 268 **Workshop in French – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

FR 293 **Topics in French – 1-3 Credits**

As announced. (Course may be repeated for credit.)

GEOLOGY (GEOL)

GEOL 113 **Physical Geology and Lab – 4 Credits**

A general basic study of the earth's features and how they formed, including erosional activities by glaciers, rivers, and wind. Earthquakes and volcanoes are studied in their relationship to plate tectonics. Lab work includes minerals, rocks, groundwater, topographic maps, and earthquakes. A field trip is required on a Saturday as part of the hands-on geological experience. (NMCCN GEOL 1114)

GEOL 114 **Historical Geology and Lab – 4 Credits**

Prerequisite: GEOL 113 or equivalent (Physical or Environmental Geology)

A survey of the history of the earth which includes geologic and fossil changes that occurred over the 4.6 billion years of the earth's age. Laboratory exercises will include relative and radiometric dating, stratigraphic columns, patterns of evolution, and interpretation of geologic maps. Suitable for both general students and those planning to major in the earth sciences. (NMCCN GEOL 1214)

GEOL 268 **Workshop in Geology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

GEOL 293 **Topics in Geology – 1-3 Credits**

As announced. (Course may be repeated for credit.)

GERMAN (GER)

GER 101 **Beginning German I – 4 Credits**

German 101 requires no previous German. The goal of this course is to develop the four language skills (speaking, listening, reading, and writing) in a cultural context with the focus on spoken German. At the end of the course students will be able to hold a small conversation and to write a basic letter describing themselves. This class will be conducted primarily in German. (NMCCN GERM 1114)

GER 102 **Beginning German II – 4 Credits**

Prerequisite: GER 101 or consent of instructor

Builds on the accomplishments of German 101 (the development of the four language skills: speaking, listening, reading, writing). At the end of the course students should be able to complete basic tasks in German such as opening a bank account, giving directions, etc. This class will be conducted primarily in German. (NMCCN GERM 1124)



GER - HPE (ACTIVITY)

GER 201 Intermediate German I – 3 Credits

Prerequisites: GER 102

Continuation of German 102. In-depth review of German grammar is combined with increased reading and writing assignments. Short, modern literary texts give an introduction to different genres. Students will practice their language skills through class discussions, oral presentations, and essay writing. Active class participation is required.

GER 268 Workshop in German – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

GER 293 Topics in German – 1-3 Credits

As announced. (Course may be repeated for credit.)

HEALTH AND PHYSICAL EDUCATION ACTIVITY COURSES (HPE)

For academic HPE courses, see page 103.

HPE 103 Beginning Racquetball – 1 Credit

Introduction to the game of racquetball. Emphasis is on rules, fundamental skills, game variations, strategies, safety procedures, and methods of injury prevention for the beginning player.

HPE 104 Advanced Racquetball – 1 Credit

Focuses on techniques, strategies, shots, terminology and rules, along with competition in singles, cut-throat, and doubles. In addition, officiating will be covered.

HPE 108 Water Walking – 1 Credit

The course is designed to help the development of fitness for ages 50 and over through participation in aquatic running and walking. Participants will use striding, sprinting, and walking techniques plus stretching and toning exercises that are specific to the older populations as moderate workloads. These exercises will increase cardiovascular efficiency and promote fitness and flexibility gains.

HPE 109 Aqua Aerobics – 1 Credit

Introduction to resistance-type water exercise to improve cardiovascular endurance as well as muscle tone and flexibility. Swimming skills not required.

HPE 110 Water Zumba – 1 Credit

This course is designed to be an effective and challenging water based workout that integrates the Zumba formula and philosophy into traditional aqua fitness disciplines. Salsa, meringue, cumbia, and reggaeton are a few of the dance movements incorporated in this class. Water shoes are recommended.

HPE 111 Jogging – 1 Credit

Designed to introduce the student to aerobic fitness through an individualized jogging program. The student will learn appropriate ways to maintain a jogging program through proper warm-up, exercise monitoring, cool down, dress, and injury-prevention techniques.

HPE 112 Aquatics Fitness – 1 Credit

Development of fitness through participation in aquatics activities. Basic swimming skills required.

HPE 113 Yoga – 1 Credit

The course is designed to introduce the student to the skills, techniques, and applications of Yoga. Students will learn correct postures, breathing techniques and basic terminology as well as learning to identify their own limitations.

HPE 114 Pilates – 1 Credit

This course is designed to expose the student to the proper techniques and principles involved with Pilates. The course objectives are to introduce the student to the movements of the mat work in a safe and effective way, to improve muscular tone and strength, to increase flexibility, and to improve the student's balance and posture.

HPE 115 Personal Defense – 1 Credit

Offers students training in how to avoid being a victim by awareness, alertness, and anticipation. Students will also receive training in common sense self-defense techniques.

HPE 116 Cardio Cycling – 1 Credit

Cardio Cycling is an introduction to group cycling within a high-intensity cardiovascular workout setting, providing information to improve current health and fitness levels through cycling and cultivating participation in an exercise program. This course is designed to facilitate development in cardiovascular endurance training through participation on specially built cycles.

HPE 117 Beginning Basketball – 1 Credit

Introduces the student to the game of basketball. Emphasis is on rules, fundamental skills, game variations, strategy, and safety procedures for the beginning player.

HPE 118 Yoga—Hatha Flow – 1 Credit

This class is designed to help students gain strength, flexibility, and balance in this fluid approach to asana practice. In this class, one pose will flow into the next as the students learn the style. The class is ideal for intermediate students and those looking for more of a challenge in their yoga practice, but it is suitable for most beginners as well.

HPE 119 Yoga—Yogini – 1 Credit

Designed for women, this class is a combination of Hatha Yoga, classical Indian dance, and the mythology of India. The course design will put emphasis on women's consciousness and empowerment on the mental practices. It will also improve flexibility and strength.



HPE 120 Core Training – 1 Credit

This course will involve training the body through basic movement patterns which will focus on the area of the body from the sternum to just below the gluteus muscles. The core workout trains the deep muscles of the inner core muscle groups and is intended to increase muscle tone, strength, and flexibility as well as correct muscle imbalance and weakness.

HPE 123 Basic Line Dancing – 1 Credit

This course will introduce students to the fundamentals of Line Dancing. This will include basic steps, patterns, rhythms and floor etiquette. Student will learn how to relax and enjoy the many varieties of line dancing.

HPE 124 Walking and Conditioning – 1 Credit

Designed to introduce the student to walking as a form of cardiovascular fitness. Students will learn the proper form for fitness walking as well as proper intensity monitoring techniques.

HPE 125 Body Sculpting – 1 Credit

Designed to introduce the student to a variety of fitness methods such as flexibility training and specific muscle sculpting, thus achieving a desirable body shape without the impact of aerobic conditioning.

HPE 126 Aerobic Body Sculpting – 1 Credit

Designed to introduce the student to musically rhythmic low impact aerobics as well as muscle sculpting.

HPE 127 Hi/Lo Aerobics – 1 Credit

Introduces the student to musically rhythmic types of hi/lo aerobics, thereby improving cardiovascular endurance.

HPE 128 Individualized Health and Conditioning – 1 Credit/Audit Only

Designed to give students an opportunity to maintain physical fitness at their own pace on an individual basis. (Can only be taken for audit and can be repeated.)

HPE 129 Belly Dance – 1 Credit

The course is designed to teach basic skills, technique, and practical application of Belly Dance. The course will also provide exercise and toning, expose students to diversity in art and culture through the study of traditional forms of ethnic dance, provide students with skills to choreograph and perform Danse Orientale and will expose students to costume and jewelry design.

HPE 130 Social Dance – 1 Credit

Introduces and allows the student to practice basic steps and rhythms for Country/Western and ballroom dance.

HPE 131 Step Aerobics – 1 Credit

This course is designed to introduce the student to step training. This is a high intensity, low impact program that involves rhythmic stepping patterns onto a platform while simultaneously performing upper body movements. The basic purpose is to increase cardiovascular endurance as well as focus on muscular strength, flexibility, and body composition.

HPE 132 Advanced Step Aerobics – 1 Credit

This course is designed as a continuation of rhythmic step training for the student who is already familiar with vocabulary and has developed adequate levels of cardiovascular and muscular endurance.

HPE 133 Cardio Kickboxing – 1 Credit

This course is designed to introduce the student to cardio kickboxing. This is a high intensity, low impact program that involves boxing, kick-boxing, and movement from the martial arts. The basic purpose is to increase cardiovascular endurance as well as focus on muscular strength, flexibility, and body composition.

HPE 134 World Dance – 1 Credit

This course is designed to teach basic skills, techniques, and practical application of World Dance including styles in Spanish, Gypsy, and East Indian. The course will also provide exercise and toning, expose students to diversity in art and culture through the study of traditional forms of ethnic dance, provide students with skills to choreograph and perform Danse Orientale and will expose students to costume and jewelry design.

HPE 135 Zumba – 1 Credit

Zumba is a Latin-inspired, dance fitness class that incorporates Latin and International music and dance movements. The class format combines fast and slow rhythms that tone and sculpt the body to achieve a unique blended balance of cardio and muscle toning benefits.

HPE 142 Fundamentals of Physical Well Being – 2 Credits

This course is designed to acquaint students with the benefits and values of fitness, health and wellness in our daily lives. Modules will survey all the components of health-related fitness, nutritional awareness, and other behaviors that will lead towards healthy living. (This course does fulfill the HPE activity requirement.)

HPE 200 Wallyball – 1 Credit

Introduces the student to the game of wallyball (volleyball played in a racquetball court). Emphasis is on rules, fundamental skills, game variations, strategy, and safety procedures for the beginning player.

HPE 205 Volleyball – 1 Credit

Introduces the student to the game of volleyball. Emphasis is on rules, fundamental skills, game variations, strategy, and safety procedures for the beginning player.



HPE (ACTIVITY)**HPE 206
Advanced Volleyball – 1 Credit**

Prerequisite: HPE 205 or consent of instructor

The student will learn advanced skills and strategies of offense, defense, and conditioning for the sport of volleyball.

**HPE 207
Challenge Volleyball – 1 Credit**

This course is designed to develop and improve the student's game of volleyball. Emphasis will be on terminology, equipment, safety and etiquette, rules scoring, and advanced skills. Competition in a variety of formats will be required.

**HPE 219
Beginning Swimming – 1 Credit**

Designed to develop basic swimming skills, skills in elementary forms of non-swimming rescue as well as the development of proper safety attitudes toward aquatic activities.

**HPE 221
Weight Training – 1 Credit**

Introduces the student to the proper techniques and principles of setting up and following a personalized weight training program to improve muscle tone, strength, and endurance.

**HPE 222
Circuit Weight Training – 1 Credit**

Suggested prerequisite: HPE 221

Exposes the student to the proper techniques and principles of setting up and working an individualized aerobic weight training program.

**HPE 223
Advanced Weight Training – 1 Credit**

Continuation of HPE 222 with emphasis on more advanced weight training techniques. This course will help students gain a more in-depth understanding of specific training methods and techniques for more specific strength and endurance goals. It will also address weight gain and weight loss processes as they relate to resistance training.

**HPE 224
Beginning Golf – 1 Credit**

Student must furnish golf clubs.

Designed to provide information, techniques, and experiences to enable the student to know and enjoy the game of golf.

**HPE 225
Advanced Golf – 1 Credit**

Student must furnish golf clubs.

This course is designed to further the students' understanding of methods and techniques in the assessment, implementation, and evaluation of golf fundamentals, theories, courses, and terminology.

**HPE 226
Cross Training for Advanced Fitness – 1 Credit**

Cross Training for Advanced Fitness is an intensive conditioning course using multiple training approaches to achieve a high level of personal fitness. The emphasis will be on improving personal fitness at a high level in the areas of cycling, running, swimming, and circuit weight training and will incorporate a variety of training methods to ensure a smooth and progressive development of an individual's cardiovascular fitness.

**HPE 233
Intermediate Swimming – 1 Credit**

Prerequisite: HPE 219 or ability to swim 100 yards

Perfection of basic strokes, survival swimming, and physical fitness.

**HPE 234
Lifeguard Training – 2 Credits**

Prerequisite: Successfully pass pre-course swimming skill test

Participants will become aware of and be able to recognize common hazards associated with various types of aquatic facilities and develop the knowledge and skills to minimize or eliminate such hazards. Non-surf lifeguarding skills and knowledge will be emphasized. Opportunity is provided for certification through American Red Cross.

**HPE 239
Water Safety Instructor – 2 Credits**

Prerequisites: Successfully pass swimming and written pre-tests and have a Health and Safety Instructor authorization or equivalent

The purpose of this course is to train instructor candidates to teach the American Red Cross Water Safety Courses. Planning and organizing courses which include the use of block plans and lesson plans will be introduced. Personal swim skills and stroke mechanics will be evaluated at the advanced level.

**HPE 243
Beginning Tennis – 1 Credit**

Student must furnish tennis racquet.

Designed to provide information, techniques, and experiences to enable the student to know and enjoy the game of tennis.

**HPE 244
Advanced Tennis – 1 Credit**

Student must furnish tennis racquet.

This course is designed to develop fundamental tennis strokes with the emphasis on consistency, placement, and depth of shots. Effective use of strategies for singles and doubles play will be covered and students will learn to enhance court movement through drills and match play. Course also includes development and discussion of specialized strokes including various grips and spins. Students should have previous tennis knowledge of scoring, etiquette, and the court.

**HPE 245
Challenge Tennis – 1 Credit**

This course is designed to develop and improve the student's game of tennis. Emphasis will be on terminology, equipment, safety and etiquette, rules, scoring, and advanced skills. Competition in singles and doubles will be required.

**HPE 259
Bowling – 1 Credit**

Acquaints the student with the lifetime sport of bowling. Instruction will be focused on terminology, equipment selection, basic technique, and scoring procedures as well as personal evaluation tips. Team competition is also introduced.

**HPE 262
Advanced Bowling – 1 Credit**

Continuation of HPE 259 with emphasis on more advanced techniques of bowling.



HPE 270
Challenge Racquetball – 1 Credit

Designed to develop and improve the student's game of racquetball. Emphasis is on terminology, equipment, safety and etiquette, rules, scoring, strategies, and advanced skills. Competition in the games of singles, doubles, and cut-throat will be required.

HPE 275
Challenge Ropes Course – 1-3 Credits

The Challenge Ropes Course is an experiential, non-competitive class designed for the student and the team to perform to their highest potential and transfer that performance back to the work or team environment. Using the challenge course as a vehicle, the group participates in a series of challenging activities where trust, communication, problem solving ideas and different leadership skills begin to form. The team uses the foundation of those skills to tackle the subsequent challenges. Learning is created equally by failure and success in those activities. A challenge-by-choice philosophy enables all participants to choose the level of challenge or risk that is appropriate for them.

HPE 280
Individual Wellness – 2 Credits

Individually designed personalized fitness program through consultation. Computerized evaluations determine health and fitness levels. Programs are designed for cardiovascular conditioning, muscle strengthening and toning, nutritional awareness, and weight control.

HEALTH AND PHYSICAL EDUCATION ACADEMIC COURSES (HPE)

For activity HPE courses, see page 100.

HPE 121
Personal Health – 3 Credits

Concepts of physical, mental, and social health and implications for modern daily living.

HPE 122
Weight Control, Fitness and Nutrition – 3 Credits

Designed to teach the basic physiological principles involved in weight control, nutrition and fitness; to provide assistance in the development of a personal fitness and weight control program; and to assist the student in becoming an aware consumer in the area of health fitness products and advertising.

HPE 143
Fundamentals of Coaching – 2 Credits

The course will focus on the fundamentals of coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. It will explore these fundamentals and how they fit together to find success in coaching in today's society.

HPE 144
Fitness Concepts for Special Populations – 2 Credits

Designed to provide knowledge and skill needed to work with individuals with a variety of disabilities and the effects these disabilities have on their performance in physical education. Consideration is given to the etiology, characteristics, instructional strategies, and federal legislation related to physical education as well as the indicated and contraindicated activities.

HPE 145
History and Concepts in Physical Education – 3 Credits

Aims, objectives, scope and general significance of physical education; changing concepts of physical education throughout history. This course is offered during the spring semester only.

HPE 147
Introduction to Care and Prevention of Athletic Injuries – 3 Credits

This is an academic course designed to introduce the student to the basic knowledge, principles, and skills in the prevention, treatment, and rehabilitation of injuries common to athletic activities. The theory and practice of the principles and techniques pertaining to the prevention and treatment of athletic injuries will be the focus of the course. Along with the lectures, techniques of preventative athletic taping and strapping are also incorporated into the course as a lab.

HPE 148
Introduction to Kinesiology – 3 Credits

Prerequisite: BIOL 115

This course is designed to engage students in the process of learning how to qualitatively analyze the movements of the human body and to discover underlying principles. As a result of integrating information from musculoskeletal anatomy and neuromuscular physiology, learners will be better able to help students/clients perform with optimum safety, effectiveness, and efficiency.

HPE 149
Training Theory – 3 Credits

This course will challenge students to build their understanding of exercise physiology for the purpose of better understanding the training and development of aerobic and anaerobic sport performance. In addition to exploring general training adaptation concepts and principles on periodization, the biological basis of specific training adaptations essential to performance will be examined. Strategies for optimizing function of the physiological and metabolic systems fundamental to sport performance will also be examined.

HPE 210
Observation in Health and Physical Education – 2 Credits

Prerequisite: Permission of Division Chair

Provides students with the opportunity to observe skilled practitioners at work, as well as to observe the characteristics of students at Clovis Community College.

HPE 220
First Aid and CPR – 2 Credits

Required for national certification and includes Basic Life Support skills

This course is designed to teach students how to recognize an emergency and to know what to do, as well as how to care for victims of injury or sudden illness. It teaches accident and injury prevention with an understanding of the Emergency Medical System and what part one can play in it as an average citizen. The course includes certification opportunities in AED, CPR, First Aid, and Basic Life Support.

HPE 240
Drugs and Health – 3 Credits

Medical, psychological, and social uses and misuses of drugs; evaluation of stimulant, depressant, and hallucinogenic agents. (Recommended for prospective secondary teachers and other related occupations.)



HPE (ACADEMIC) - HIST

HPE 246

Teaching Children Games and Fitness – 2 Credits

Cross reference: ECE 246

HPE/ECE 246 is an introductory course in teaching physical education for pre-K through elementary age children. Students will be introduced to the basic concepts of exercise and proper nutrition. The course also teaches students how to develop and implement an early elementary physical education program. The course explores developmental stages, motor skill assessment, games, and fitness activities for youngsters. Incorporating methods of effective teaching, enhancing student learning, and managing students effectively are emphasized.

HPE 268

Workshop in Health and Physical Education – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

HPE 290

Co-op in Health and Physical Education – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

HPE 293

Topics in Health and Physical Education – 1-3 Credits

As announced. (Course may be repeated for credit.)

HPE 297

Health and Physical Education Internship – 3 Credits

Prerequisite: Twelve credit hours in Health and Physical Education

The student will select an activity course in a predetermined area of interest and assist the instructor with the responsibilities of that class. Advance approval required before enrollment.

HEALTH CARE ASSISTANT (HCA)

HCA 101

Health Care Assistant – 6 Credits

The course includes training in basic nursing skills, restorative service, mental health and social service needs, personal care skills, and residents' rights. Clinical experience is required. This activity is scheduled in four- to eight-hour blocks of time with local long-term care agencies where students develop skills to meet the needs of residents.

HCA 268

Workshop in Health Care Assistant – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

HCA 293

Topics in Health Care Assistant – 1-3 Credits

As announced. (Course may be repeated for credit.)

HISTORY (HIST)

HIST 101

Survey of American History to 1865 – 3 Credits

Development of American principles and ideals from the colonial era through the early national period; issues in sectional divergence and the Civil War. (NMCCN HIST 1113)

HIST 102

Survey of American History Since 1865 – 3 Credits

Changes which brought the urban/industrial society of today into being; World Wars I and II, and after. (NMCCN HIST 1213)

HIST 121

World Civilization I – 3 Credits

Mesopotamian, Egyptian, Cretan, Indus Valley civilizations; Greece, Rome, China, India; Middle Ages and concurrent development in Africa, China, India, and Japan. (NMCCN HIST 1053)

HIST 122

World Civilization II – 3 Credits

Europe, Africa, China, Japan, India from Reformation times to the present; intellectual and political trends. (NMCCN HIST 1063)

HIST 203

New Mexico History – 3 Credits

New Mexico's Indian, Spanish, Mexican, and American epochs; internal development and problems of the state; and New Mexico's place in the United States. (NMCCN HIST 2113)

HIST 230

Ancient Near East/Biblical World – 3 Credits

Cross reference: REL 230

The study of Ancient Middle Eastern culture (history, architecture, visual arts, literature, religion, and society) covering earliest advanced civilizations and up to about 400 B.C.

HIST 232

Islam: History, Religion, and Culture – 3 Credits

Cross reference: REL 232

The study of Islamic culture, including religion, history, architecture, visual arts, literature, and society.

HIST 234

Ancient Greek Religion, History, and Culture – 3 Credits

Cross reference: REL 234

The study of Ancient Greek culture, including mythology, history, architecture, visual arts, literature, and society.

HIST 236

Ancient Egyptian Religion, History, and Culture – 3 Credits

Cross Reference: REL 236

The study of Ancient Egyptian culture, including religion, history, architecture, visual arts, literature, and society.

HIST 268

Workshop in History – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)



HIST 293 Topics in History – 1-3 Credits

As announced. (Course may be repeated for credit.)

HUMAN SERVICES (HS)

HS 101 Introduction to Human Services – 3 Credits

This course will include an overview of the field of Human Services, will define the nature of dynamics and the helping relationship, and will develop the techniques and skills essential to the helping process.

HS 105 Medication Awareness for Paraprofessionals – 3 Credits

Develops the skill of the paraprofessional who observes and assists clients in management of activities of daily living (ADLs). Discussion will include prescription and over-the-counter medications; anticipated and unanticipated effects, interactions, and cautions. Also addressed are pertinent regulatory policies, ethical considerations, and responsibilities as well as limitations of the paraprofessional in this area.

HS 201 Aging and Its Related Problems – 3 Credits

A survey of the theory and research on aging covering demographic, sociocultural, economic, individual, social, and other factors which relate to the adjustment of the aging process.

HS 202 Working with Individuals with Disabilities – 3 Credits

A course designed to provide an understanding of the challenges faced by individuals with disabilities in the areas of social, emotional, motor/physical, communications, cognition, functional living skills, and vocational training.

HS 268 Workshop in Human Services – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

HS 290 Co-op in Human Services – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

HS 293 Topics in Human Services – 1-3 Credits

As announced. (Course may be repeated for credit.)

HS 297 Human Services Internship – 3 Credits

Prerequisite: 12 credit hours in major

Supervised practical experience in local agencies. Advance administrative approval required before enrollment.

HUMANITIES (HUM)

HUM 221 Introduction to Humanities I – 3 Credits

Art, music, architecture, and philosophy; their significance in understanding our culture; historical background and selected representative works; the Greek, Roman, and the Medieval experiences, with introductory material on the cultures of India, China, Africa, and Islam. (NMCC General Education elective Area V)

HUM 222 Introduction to Humanities II – 3 Credits

The Renaissance, the Baroque Age, and the Age of Enlightenment, nineteenth and twentieth centuries, with introductory material on the cultures of India, China, Japan, Africa, and Islam. (NMCC General Education elective Area V)

HUM 268 Workshop in Humanities – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

HUM 293 Topics in Humanities – 1-3 Credits

As announced. (Course may be repeated for credit.)

INDUSTRIAL TECHNOLOGY (INDT)

INDT 102 Quality Systems – 3 Credits

This course covers measurement, continuous improvement, history of industrial quality, lean manufacturing, and six sigma. Measurement tools will be used to enhance the student's ability to accurately assess mechanical and electrical systems. Statistical process control will be introduced including the use of control charts.

INDT 103 Principles of Electricity – 3 Credits

This course will cover AC, DC, electrical safety, and overview of codes. Course will focus on the basic theory and practice of electrical circuits to include concepts of resistance, inductance, capacitance, impedance, power factors, and Ohm's Law. Particular emphasis will be placed on electrical safety, troubleshooting, and the national electrical code.

INDT 104 Drawings and Schematics – 3 Credits

This course will cover how to read drawings, P&IDs, and a brief introduction to CAD. Course will focus on an introduction to reading and interpreting working drawings for fabrication processes and associated trades. The piping and instrumentation diagram (P&ID) will be discussed and the students will also learn sketching techniques to create pictorial and multiple-view drawings by hand and in a simple CAD program.

INDT 108 Introduction to Wind Energy – 3 Credits

This course will focus on the history and future of wind energy, wind farms, and collection and transmission of wind power. This course will also focus on the current status of wind energy and the basis of wind business.



INDT

**INDT 110
Environmental Health and Safety – 3 Credits**

This course will cover rigging, fall protection, confined space, lockout/tagout, and general industrial safety. Course will focus on the proper use of safety equipment and introduce the student to the OSHA industrial safety standards.

**INDT 112
Fundamentals of Materials and Design – 3 Credits**

Prerequisites: INDT 104

This course will provide an overview of industrial materials and uses and will introduce the students to the basics of design methodology.

**INDT 113
Principles of Electronics – 3 Credits**

Prerequisites: INDT 104

This course will provide an overview of analog and digital systems and introduce programmable logic controllers (PLCs). This course will focus on the fundamentals of basic electronic circuit analysis, including fundamental logic functions (AND, OR and NOT) and simple troubleshooting of these logic circuits. PLCs will be introduced along with the basic concepts of programmable logic control including input and output devices and reading and interpreting ladder logic.

**INDT 200
Welding Basics and Fabrication – 3 Credits**

This course will cover an introduction to welding, welding safety, welding inspection, arc, mig, and tig welding and basic fabrication concepts.

**INDT 201
Hand and Machine Tools – 4 Credits**

Prerequisite: INDT 200 or concurrent enrollment

This course will cover the basics of hand and power tools commonly used in a shop. Students will practice using various hand tools, as well as hand drills, bench and hand grinders, reciprocating saws, sawzalls, die grinders, sanders, and drill presses. Particular attention will be paid to safety standards in the industrial shop setting.

**INDT 202
Introduction to Preventative Maintenance – 3 Credits**

This course will focus on lubrication, thermal imaging, vibration analysis, and utilizing planned downtime versus reactive maintenance. The course will also cover the concepts of predictive and preventative maintenance.

**INDT 203
Electric Motors and Motor Controls – 3 Credits**

Prerequisites: INDT 113

This course covers the fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting. In addition, the principles and fundamentals of electrical controls and control components including magnetic motor starters, overload protection, relay logic, and troubleshooting techniques will also be covered. Variable speed AC drives will also be included in this course.

**INDT 204
Fluid Flow and Pneumatics – 3 Credits**

This course covers the principles of fluid power, the use of pneumatic systems, and basic hydraulic principles including Pascal's law. Emphasis will be made on pneumatic systems with a concentration on troubleshooting these systems.

**INDT 208
Wind Turbine Materials and Electrical/Mechanical Equipment – 3 Credits**

Prerequisites: INDT 108

This course will focus on the materials used in tower construction, blade composition, and make-up. In addition, this course will focus on the study of the electrical and mechanical components of wind turbines and the associated systems used in power transmission.

**INDT 210
Process Control – 3 Credits**

Prerequisites: INDT 113

This course covers the principles of process control. Included are thermal process control, analytic process control, PLC networks, steam systems, and wastewater. The course will provide a hands-on introduction to level, flow, pressure, temperature, and pH control systems. PLC networks will be covered in greater detail and the basics of steam boiler systems and wastewater management will be taught.

**INDT 211
Mechanical Equipment – 3 Credits**

This course covers the study of the theory and operations of various types of pumps, compressors, and vacuum systems. Standards relating to flanges and piping are also reviewed.

**INDT 212
Mechanical Drives – 3 Credits**

This course covers the fundamentals of mechanical transmission systems used in industrial applications. The course will also include heavy-duty mechanical transmission systems including bearings and gears. In addition, the course will cover linear axis drives, clutches, and brakes.

**INDT 213
Power Generation Systems – 3 Credits**

This course will focus on power generation systems. The topics covered will include generators, combustion, wind, and other alternative fuels.

**INDT 218
Wind Turbine Troubleshooting and Repair – 3 Credits**

Prerequisite: INDT 108

This course will cover real world scenarios, predictive and reactive maintenance, and repair. This course will also cover troubleshooting methods for wind energy equipment.

**INDT 251
Practicum Experience – 6 Credits**

Prerequisite: Completion of at least two semesters of the INDT Program

This course allows the students to apply classroom knowledge as part of an in-plant training experience. The practicum will extend the students' learning environment, and students will be expected to maintain a training record of activities while working in a local industrial plant setting.

**INDT 268
Workshop in Industrial Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

**INDT 293
Topics in Industrial Technology – 1-3 Credits**

As announced. (Course may be repeated for credit.)



LEGAL ASSISTANT STUDIES (LEST)

LEST 102 Introduction to Legal Assistant Studies – 3 Credits

An introduction to the role of the paralegal including such topics as legal ethics, law office management, human relation skills, legal terminology, interviewing techniques, and methods of discovery.

LEST 104 Torts, Practice and Procedure – 3 Credits

The theory and practical applications of the law of torts. Students learn about torts through a study of the elements of the different causes of action. The fundamentals of complaint drafting, investigation, and discovery are addressed so students are able to take an active role in planning and developing a lawsuit.

LEST 105 Legal Writing, Terminology, and Research I – 3 Credits

Prerequisites: LEST 102 and ENG 102 or consent of instructor

The student will develop a working vocabulary of legal terminology and will be introduced to basic legal research. The student will learn to analyze cases and write legal abstracts, and memoranda.

LEST 106 Legal Writing, Terminology, and Research II – 3 Credits

Prerequisite: LEST 105

The student will learn advanced skills in technical writing, terminology, and research. Students will utilize state and federal codes, statutes, digests, case reports, various legal encyclopedias, and research procedures.

LEST 107 Bankruptcy – 3 Credits

Students will learn and understand terminology as it is used within the context of the Bankruptcy Code and will develop a firm concept of the organizational structure of the code. The course will explore the kinds of relief available and the interrelationship between the law and the debtor.

LEST 108 Administrative Law – 3 Credits

Administrative Law is a law practice specialty area which deals with those legal rules that create, affect, and are generated by administrative agencies. Students will explore the legal rules that emanate from the Constitution, powers that are granted to administrative agencies such as Social Security, the limitations of those powers, and procedures for hearings before governmental agencies.

LEST 123 Litigation – 3 Credits

An introduction to the process of civil and criminal litigation. Defines basic principles of pretrial procedures, a survey of court jurisdictions, investigation of facts, settlements of lawsuits, judgments and post-trial considerations.

LEST 213 Criminal Law – 3 Credits

Cross reference: CRJU 213

Criminal Law is an introduction to the general principles of substantive criminal law—what the government must prove before it can take away an individual's liberty. Included in the topics for discussions will be the nature of criminal acts, mental states, and defenses. We will also explore the specific crimes encompassing criminal law such as homicide, computer crime, and organized crime.

LEST 214 Criminal Procedures – 3 Credits

Cross reference: CRJU 214

Criminal Procedures will provide students with a detailed examination of the procedures utilized in the criminal justice system, as they relate to criminal law and the administration of justice. Emphasis will be placed on court decisions involving the 4th, 5th, 6th, 8th, and 14th Amendments to the U. S. Constitution.

LEST 220 Family Law – 3 Credits

This course is an introduction to the laws regarding domestic relations including divorce, custody, marriage, and adoption. Course lectures will explore the traditional and alternative means of dispute resolution in the context of family law issues.

LEST 221 Wills and Estates – 3 Credits

A study of the law relating to wills, inheritance, and the probating of estates. The course will include the drafting of wills and probate documents.

LEST 227 Law Office Practice and Procedures – 3 Credits

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office and law practice technology. Students will become familiar with ethical guidelines and responsibilities of lawyers and non-lawyers including the ethical considerations that arise within the management of a law office.

LEST 228 Corporate Law – 3 Credits

Corporate Law covers the law of business organizations, including corporations, partnerships, and sole proprietorships. Information on corporate finance and securities regulations, changes to corporate structure, and the role of a corporate paralegal are also covered.

LEST 229 Contract Law – 3 Credits

Contract Law is an introduction to the nature of contracts. This course will concentrate on the fundamentals of contract law, which in large part form the basis of most other areas of law. Areas to be covered will include offer, assent, consideration, capacity, illegal bargains, written requirements, rights of third parties, performance, breach, and discharge.

LEST 268 Workshop in Legal Studies – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

LEST 281 Real Estate Law – 3 Credits

Law affecting real estate; estates in land, land contracts, deeds, leases, mortgages, easements, zoning, covenants, and eminent domain.

LEST 290 Co-op in Legal Studies – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required before enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.



LEST - MGT

LEST 293

Topics in Legal Studies – 1-3 Credits

As announced. (May be repeated for credit.)

LIBRARY TECHNOLOGY (LT)

LT 110

Introduction to Library Resources and Services for Paraprofessionals – 3 Credits

An introduction to the history and development of libraries and librarianship as a profession is presented. Basic library tools are introduced. This course should be taken before any other LT course or as a first course with another LT course.

LT 111

Developing Library Collections – 3 Credits

Introduction to collection development, evaluation, selection criteria, and tools. Discussion of community analysis, censorship, library standards, and the publishing industry.

LT 120

Library Public Services – 3 Credits

An introduction to all aspects of public services including circulation, reference, interlibrary loan, collection maintenance, public relations, and reserve collections. An introduction to basic reference materials, and practical experience at a library circulation and reference desk.

LT 121

Library Services for Children and Young Adults – 3 Credits

An evaluation of materials for children and young adults, with special attention to reading guidance in schools and public libraries. Covers multicultural librarianship as it relates to the provision of culturally diverse materials. The planning of programs for children and young adults will be emphasized.

LT 210

Introduction to Reference and Information Services – 3 Credits

Prerequisite: LT 110

Provides introductory knowledge and skills using general and specialized reference tools. An introduction to basic database, online, Web, print, and specialized tools is included.

LT 211

Cataloging and Classification – 3 Credits

Prerequisite: LT 110

Procedures for classifying and cataloging library materials, with emphasis on techniques for setting up card catalogs. Practical application of the Dewey Decimal classification system and Sears List of Subject Headings for both book and non-book materials.

LT 220

Media Resources and Technologies – 3 Credits

Introduction to the selection, use, operation, and maintenance of media equipment used for display, storage and production. Also includes basic Web page design for beginners to create simple websites.

LT 268

Workshop in Library Technology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

LT 290

Co-op in Library Technology – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

LT 293

Topics in Library Technology – 1-3 Credits

As announced. (Course may be repeated for credit.)

LT 297

Library Internship – 3 Credits

Prerequisites: LT 110 and 12 credit hours in Library Technology

Provides unpaid on-the-job experience under the supervision of professionally prepared librarians. Students, in collaboration with the Intern Supervisor, will prepare a proposal for the internship which includes approved learning objectives for the 80-hour work experience.

MANAGEMENT (MGT)

MGT 201

Principles of Management – 3 Credits

Prerequisite: BAD 151 or concurrent enrollment in BAD 151

An introduction to the basic theory of management including the functions of planning, organizing, staffing, directing, and controlling. Content also includes strategic formulation, implementation, and decision making; organizational change; human resource development; behavioral aspects of group processes; problem-solving and creativity; team building and leadership skills; and management of global markets. (NMCCN MGMT 2113)

MGT 231

Small Business Management – 3 Credits

Prerequisite: BAD 151 or concurrent enrollment in BAD 151 or consent of instructor

Creating and managing small businesses while focusing on target markets. Course content emphasizes cash flow analysis, capital budgeting, and staffing requirements. Topics are approached from a business plan perspective.

MGT 241

Organizational Behavior Theory – 3 Credits

Prerequisite: BAD 151 or concurrent enrollment in BAD 151

An introduction to the study and the application of knowledge about how people, individuals, and groups act in organizations. Course content includes opportunities and challenges managers face as well as the individual, interpersonal, and organizational processes and structures of behavior within the organization.

MGT 268

Workshop in Management – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)



MGT 290 Co-op in Management – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

MGT 293 Topics in Management – 1-3 Credits

As announced. (Course may be repeated for credit.)

MARKETING (MKT)

MKT 201 Principles of Marketing – 3 Credits

Prerequisite: BAD 151 or concurrent enrollment in BAD 151

An introduction to the methods, strategies, and ethics required for the exchange of goods and services. Content also includes the social and economic environments in which marketing operates; consumer behavior, market research, market segmentation and target marketing; strategic marketing, product planning, pricing, promotion, distribution networks, and supply chains; and marketing management. (NMCCN MKTG 2113)

MKT 268 Workshop in Marketing – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

MKT 293 Topics in Marketing – 1-3 Credits

As announced. (Course may be repeated for credit.)

MATHEMATICS (MATH)

MATH 096 Basic Algebra I – 4 Credits

Basic operations with and properties of real numbers and applications: simplifying variable expressions; solving linear equations and applications; graphing linear equations; solving and graphing systems of equations in two-variables. Fundamentals of algebra emphasized. Course credit will not apply toward any degree.

MATH 098 Basic Algebra II – 4 Credits

Prerequisite:

1. A grade of "C" or better in MATH 096 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

Rules of exponents including negative exponents, basic operations with polynomials and factoring methods including sum & difference of two cubes; basic operations with rational and radical expressions; solving equations involving rationals and radicals; solving and graphing quadratic equations; solving equations with quadratic formula; problem solving with quadratic equations. Course credit will not apply toward any degree.

MATH 101 Exploring Mathematics Concepts – 1-3 Credits

This course is designed to provide educators with a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The educator will explore methods of developing differentiated lessons which meet the needs of individual students.

MATH 107 Intermediate Algebra – 4 Credits

Prerequisite:

1. A grade of "C" or better in MATH 098 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

This course builds and extends concepts taught in MATH 098. Competence in skills of Basic Algebra is assumed. Review of linear equations and inequalities, factoring polynomials, and graphing linear equations. Other concepts covered include systems of equations in three variables, complex numbers, synthetic division, rational expressions and equations, solving and graphing quadratic equations, the laws of exponents including rational exponents and scientific notation, radicals and introduction to functions. Problem solving strategies are emphasized.

MATH 108 Contemporary Business Mathematics – 3 Credits

Prerequisite:

1. A grade of "C" or higher in MATH 096 with the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

This course emphasizes a practical, skill-building approach to prepare students for real-world mathematical applications and/or future careers in business through step-by-step development of concepts with numerous practice exercises throughout. Course includes analysis of data, general consumer finance topics, and typical business calculations.

MATH 110 College Algebra – 3 Credits

Prerequisite:

1. A grade of "C" or better in MATH 107 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

The study of functions and their graphs including polynomial, rational, inverse, exponential and logarithmic. Solving various types of equations including polynomial, exponential, logarithmic, systems of three equations in three unknowns, variation, and finding and graphing the equation of a circle. Problem solving strategies are emphasized. (NMCCN MATH 1113)

MATH 111 Plane Trigonometry – 3 Credits

Prerequisite:

1. A grade of "C" or better in MATH 110 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

Right triangle trigonometry, radian and degree measure, angular and linear velocity, trigonometric functions and their inverses, trigonometric identities, solving trigonometric equations, polar coordinates and vectors.



MATH - MUS

MATH 113 Mathematics for General Education – 3 Credits

Prerequisite:

1. A grade of "C" or better in MATH 098 within the last two years
OR
2. A satisfactory score on the Math Placement Test taken in the last year

The content of this course emphasizes mathematical applications to everyday life. Topics include an introduction to statistics, data gathering and presentation, geometry, and consumer financial applications. (NMCC General Education elective for Area II)

MATH 123 Calculus I – 4 Credits

Prerequisite:

1. A grade of "C" or better in both MATH 110 and MATH 111 within the last two years
OR
2. A satisfactory score on the Math Placement Test taken in the last year

An introduction to the limit concept, derivatives and definite integrals. Topics include limits, differentiation, extrema, curve sketching, differentials, indefinite and definite integrals, and applications.

MATH 261 Mathematical Concepts for Elementary Teachers I – 3 Credits

Prerequisite:

1. A grade of "C" or better in MATH 107 within the last two years
OR
2. A satisfactory score on the Math Placement Test taken in the last year

A development of the properties, concepts, and logical reasoning of the arithmetic of whole numbers. Topics include problem solving techniques, estimation and mental computation techniques, set theory, numeration systems, algorithms of arithmetic in base ten and other bases, and number theory.

MATH 262 Mathematical Concepts for Elementary Teachers II – 3 Credits

Prerequisite: A grade of "C" or better in MATH 261 taken within the last two years

A development of the properties, concepts, and logical reasoning of the arithmetic of real numbers. Topics include fractions, decimals, ratios, proportions, percent, integers, rational numbers and real numbers. Introductory properties, concepts, and logical reasoning in statistics, probability and geometry will also be covered.

MATH 268 Workshop in Mathematics – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

MATH 293 Topics in Mathematics – 1-3 Credits

As announced. (Course may be repeated for credit.)

student will learn to read, compose short music phrases, and understand the harmonic language of music through structured exercises, sight singing, and ear training. (NMCCN MUSI 1213)

MUS 102 Fundamentals of Music II – 3 Credits

Prerequisite: MUS 101 or the equivalent

Further work in harmony, sight-singing, and composition in two or more parts. Further individual work will encourage creative projects and growth in musicianship. At the end of the course, students will have achieved a level of music literacy.

MUS 104 Singing Technique I – 1 Credit

A basic course in the fundamentals of vocal technique. Some music background, including the ability to read music, is helpful but not required.

MUS 105 Singing Technique II – 1 Credit

Further instruction in vocal development with emphasis on expression and communication through song.

MUS 106 Choral Ensemble – 2 Credits

Rehearsal and performance of music for mixed voices. Some music background, including the ability to read music, is helpful but not required. Students should anticipate occasional extra rehearsals and one to three public performances during the semester.

MUS 107 Piano I – 2 Credits

Group electronic keyboard class covering basic piano skills, including reading music notation, keys and chords, playing techniques, sight reading, transposition and harmonization. For students with little or no previous training in piano.

MUS 108 Piano II – 2 Credits

Prerequisite: MUS 107 or consent of instructor

This is a group electronic keyboard class covering bass styles, minor key and chords, diminished and augmented chords, and relevant piano repertoire.

MUS 110 Jazz/Blues Band – 2 Credits

Prerequisite: Ability to play an instrument used in the ensemble is required

An opportunity to participate in a musical group, with emphasis on jazz/blues music performance. Students should anticipate occasional extra rehearsals and one to three public performances during the semester.

MUS 111 Rock and Roll Band – 2 Credits

Prerequisite: Ability to play an instrument used in the ensemble is required

An opportunity to participate in a musical group, with emphasis on rock and roll music performance. Students should anticipate occasional extra rehearsals and one to three public performances during the semester.

MUSIC (MUS)

MUS 101 Fundamentals of Music I – 3 Credits

This course is for non-music major students with an interest in reading and composing music. As a basic music theory course, this course is recommended for any student considering a minor or major in music. The



MUS 113
Music Appreciation – 3 Credits

The appreciation of music is developed through study of the basic elements of music, directed music listening of various forms and styles, and introduction to music history showing its relationship to historical periods. (NMCCN MUSI 1113)

MUS 115
Guitar I – 2 Credits

A foundation for all styles of music through guitar. Includes basic music theories as applied to guitar and a survey of the historical and cultural context of the guitar in contemporary western civilization.

MUS 116
Guitar II – 2 Credits

Prerequisite: MUS 115 or consent of instructor

Moves beyond basic chord and scale structures to explore techniques and concepts as applied to jazz, blues, and classical guitar for those who desire to enhance basic skills or pursue specific areas of interest.

MUS 268
Workshop in Music – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

MUS 293
Topics in Music – 1-3 Credits

As announced. (Course may be repeated for credit.)

NURSING (NSG)**NSG 103**
Nursing Success – 3 Credits

This course provides an introduction to concepts used in the nursing program in preparation for NSG 110 and NSG 110L.

NSG 105
Medical Terminology – 3 Credits

Designed to build a medical vocabulary by analyzing the elements of the medical terms, relating the terms to the corresponding anatomical site, and spelling and pronouncing medical terms correctly.

NSG 109
Pharmacology I – 1 Credit

Cross reference: EMS 109

Principles and computations of math applied to dosages in pharmacology plus terminology and concepts for basic medication administration.

NSG 110
Nursing I – 4 Credits

This course includes an introduction to nursing, the nursing process, basic nursing principles, introductory medical-surgical nursing, gerontology, cultural diversity and an introduction to mental health.

NSG 110L
Clinical Nursing I – 3 Credits

Nursing care is focused on the needs of the patient in varied health care settings. Hours are scheduled in the campus laboratory, in community-based nursing homes and hospitals, and includes structured community observations.

NSG 124
Nursing II – 5 Credits

Presents use of nursing process in the study of nursing interventions for holistic care of patients. Consideration given to concepts of elementary pathophysiology of common disorders, diet therapy and life span development.

NSG 124L
Clinical Nursing II – 4 Credits

Students are scheduled for experience in the laboratory, in local health care agencies, and in the community.

NSG 129
Pharmacology II – 1 Credit

Theory in basic pharmacology based on the principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics. Organized by major drug classifications.

NSG 202
Nursing III – 6 Credits

Included are advanced skill with the nursing process for managing nursing care of patients with common health problems. Integrated are concepts of pathophysiology, patient teachings and pharmacology.

NSG 202L
Clinical Nursing III – 4 Credits

The scheduled hours of clinical experience utilize the nursing process in advanced care of clients. Students gain experience in long-term and acute care settings with emphasis on meeting total care needs of clients. Students gain experience with clients in specialty areas such as the operating room, obstetrics, and pediatrics.

NSG 209
Pharmacology III – 1 Credit

Theory in advanced pharmacology based on the principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics. Organized by major drug classifications with emphasis on intravenous medications, herbal and alternative therapies, blood administration, chemotherapeutics, and therapies in bioterrorism.

NSG 222
Nursing IV – 6 Credits

A continuation of the integrated system used in NSG 202 with concentration of specialty areas, such as mental health/illness, leadership skills, and trends for registered nurses.

NSG 222L
Clinical Nursing IV – 4 Credits

The scheduled hours of clinical experience include working in community agencies with clients who have mental health problems. In long-term and acute care settings, there is emphasis on managing care for a group of clients. Demonstration of decision making and basic leadership skills are applied to this management experience.

NSG 268
Workshop in Nursing – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

NSG 293
Topics in Nursing – 1-3 Credits

As announced. (Course may be repeated for credit.)



NSG 297**Clinical Nursing Internship – 3 Credits**

A preceptored rotation where students work with an agency preceptor in a health care setting to gain experience in the care of patients. Advance administrative approval required before enrollment.

OCCUPATIONAL TECHNOLOGY (OT)**OT 113****Shielded Metal Arc Welding Basics – 2 Credits**

Students learn the basic principles of the Shielded Metal Arc Welding (SMAW) process. Includes welding safety, electrode selection, amperage ranges, and welding positions on mild steel. Practice welding on carbon steel in various positions using various electrodes using SMAW stick process.

OT 115**Gas Metal Arc Welding – 2 Credits**

Students learn the basic operation and principles of Gas Metal Arc Welding (GMAW). Includes welding safety, electrode selection, machine settings and welding positions using GMAW on various thicknesses of mild steel. Practice welding in various positions using various thickness steel using the Mig process.

OT 117**Gas Tungsten Arc Welding Basics – 2 Credits**

Students learn the basic operation and principles of Gas Tungsten Arc Welding (GTAW). Includes welding safety, set-up of the GTAW welding units, filler metal selection, and amperage ranges. Practice welding in various positions on carbon steel, stainless steel and aluminum using the Tig process.

OT 122**Woodworking I – 2 Credits**

Emphasis on the proper use of hand tools and power equipment. Use of various wood joints and the building of a project utilizing basic methods and procedures learned in this course.

OT 123**Woodworking II – 2 Credits**

Techniques of machine woodworking with emphasis on specialty joints and woodworking procedures. Methods to be demonstrated by construction of a suitable project selected by the student.

OT 124**Cabinet Making I – 2 Credits**

Students learn the proper use of hand tools and power equipment. The emphasis is on drawing plans and construction of kitchen and bathroom cabinets.

OT 125**Cabinet Making II – 2 Credits**

Advanced work in drawing plans and construction methods for kitchen and bathroom cabinets.

OT 268**Workshop in Occupational Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

OT 293**Topics in Occupational Technology 1- 3 Credits**

As announced. (Course may be repeated for credit.)

PHILOSOPHY (PHIL)**PHIL 150****Healthcare Ethics – 3 Credits**

Legal, ethical, and moral principles of individuals related to the health care setting including discussion of ethical issues and dilemmas.

PHIL 201**Introduction to Philosophy – 3 Credits**

Elementary problems and history of philosophy and the major philosophical systems. (NMCCN PHIL 1113)

PHIL 202**Introduction to Logic – 3 Credits**

Nature and structure of logical thinking with concrete applications. (NMCCN PHIL 1213)

PHIL 211**Ethics – 3 Credits**

Morality and principles of individual and social behavior, contemporary ethical issues. (NMCCN PHIL 2113)

PHIL 212**Philosophy of Religion – 3 Credits**

Cross reference: REL 212

Issues of religious thought, belief, and practice approached from a philosophical and historical perspective. (NMCCN PHIL 1113)

PHIL 268**Workshop in Philosophy – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

PHIL 293**Topics in Philosophy – 1-3 Credits**

As announced. (Course may be repeated for credit.)

PHYSICS (PHYS)**PHYS 113****Survey of Physics and Lab – 4 Credits**

Basic concepts of physics, their historical setting, and application to today's world. For those with limited mathematical background. Lab included. May not be taken for credit after completion of PHYS 151. (NMCC General Education elective Area III)

PHYS 151**General Physics I and Lab – 4 Credits**

Prerequisite: MATH 110

Principles of mechanics, heat, and sound. Primarily for pre-medical and pre-dental students and others requiring a basic knowledge of physics. Lab included. (NMCCN PHYS 1114)



PHYS 152
General Physics II and Lab – 4 Credits

Prerequisite: PHYS 151

Light, electricity, magnetism, and modern physics. Lab included. (NMCCN PHYS 1124)

PHYS 268
Workshop in Physics – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

PHYS 293
Topics in Physics – 1-3 Credits

As announced. (Course may be repeated for credit.)

POLITICAL SCIENCE (PSCI)

PSCI 102
American National Government – 3 Credits

American national government; formation and principles of the Constitution; political parties; structure of legislative, executive, and judicial branches; civil rights; current trends and issues. (NMCCN POLS 1123)

PSCI 202
Introduction to State and Local Government – 3 Credits

Relation of state to the national government; functions and powers of states; and types of municipal government and their growth and operations. (NMCCN POLS 1213)

PSCI 268
Workshop in Political Science – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

PSCI 293
Topics in Political Science – 3 Credits

As announced. (Course may be repeated for credit.)

PSYCHOLOGY (PSY)

PSY 101
Introductory Psychology – 3 Credits

Overview of the major content areas in psychology, including learning, cognition, motivation, biological systems, development, personality, social and abnormal psychology, and major approaches to psychotherapy. (NMCCN PSYC 1113)

PSY 106
Human Growth and Development – 3 Credits

The field of study that examines patterns of growth, change, and stability in behavior that occurs throughout the entire lifespan. (NMCC General Education elective Area IV)

PSY 201
Child Psychology – 3 Credits

The study of children and their physiological, cognitive, and social development beginning at conception and continuing throughout childhood, including the implications on the quality of later life. (NMCC General Education elective Area IV)

PSY 202
Adolescent Psychology – 3 Credits

Physiological, cognitive, emotional, social, and moral development through adolescence, with special attention on the factors influencing teens' attitudes and behavior. (NMCC General Education elective Area IV)

PSY 204
Human Sexuality – 3 Credits

Exploration of the physiological, cultural, social, and individual factors that influence sexual behavior, sex roles, and sex identity.

PSY 206
Life, Living, Death and Dying – 3 Credits

Death, dying, and routine practices of living are all inevitable and pervasive features of life, and yet we tend to shy away from the prospect of our own demise. The topic can be emotion-laden, confusing, and frightening, yet at the same time each stage can be a meaningful and transformative process. As the baby boomers age, the topic of death and dying has gained attention in the United States. Death Education courses and the hospice movement are all signs of this changing awareness and point toward the growing desire to integrate the inevitable. This course explores the inevitability of each stage.

PSY 207
Parenting Skills – 3 Credits

Theories, principles, and techniques of effective parenting and the application to family, school, and counseling situations.

PSY 210
Paraprofessional Counseling Skills – 3 Credits

Prerequisite: PSY 101

Designed to encourage students to explore self-awareness in order to develop effective helping skills useful to the paraprofessional in various fields that deal with individuals in sensitive, stressful, or traumatic situations.

PSY 212
Abnormal Psychology – 3 Credits

Prerequisites: PSY 101 and three additional hours in Psychology

Examination of the nature and development of abnormal behaviors as contrasted with normal behaviors. Subjects include anxiety disorders, somatoform disorders, schizophrenia, dissociative disorders, sexual and gender disorders, and personality disorders.

PSY 268
Workshop in Psychology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

PSY 290
Co-op in Psychology – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

PSY 293
Topics in Psychology – 1-3 Credits

As announced. (Course may be repeated for credit.)



PSY 297**Psychology Internship – 3 Credits***Prerequisite: 12 credit hours in Psychology*

Supervised practical experience with area counseling and human services agencies. Advance administrative approval required before enrollment.

PHYSICAL THERAPIST ASSISTANT (PTA)**PTA 100****Orientation to Physical Therapy Practice – 4 Credits**

An orientation to the profession of physical therapy is presented along with an introduction to patient care skills. Topics include physical therapy as a profession, legal aspects of physical therapy practice, interdisciplinary healthcare team, cultural diversity, communication skills, medical terminology, introductory aseptic techniques, body mechanics, safety procedures, introductory wheelchair management, patient transfers, patient positioning and draping, and vital signs.

PTA 110**Functional Anatomy and Kinesiology – 4 Credits**

The structure and function of the musculoskeletal system will be covered with an emphasis on the mechanical aspect of human motion. Muscle testing, flexibility testing, goniometry, and the aspects of normal functional gait and posture will be covered. Basic physical principles and the existing relationship with biomechanical principles will also be covered.

PTA 120**Modalities and Procedures in Physical Therapy – 5 Credits**

Basic physical science principles of selected physical therapy interventions and data collection are presented. Techniques of selected physical therapy interventions are introduced. These interventions include wound therapy, compression therapy, safety procedures, gait training, traction, massage, superficial heat and cold, deep heat modalities, electrotherapy, ultraviolet radiation, hydrotherapy, and documentation.

PTA 130**Medical and Surgical Conditions in Physical Therapy – 3 Credits**

The study of health and disease of all age groups is introduced with an emphasis on the etiology, pathology, prevention, data collection and physical therapy interventions in selected medical and surgical conditions encountered in physical therapy.

PTA 140**Clinical Observation – 1 Credit**

Clinical observation and practice of physical therapy interventions and data collection are included. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied.

PTA 210**Physical Therapy Principles and Procedures – 5 Credits**

Selected physical therapy interventions and data collection are presented. Topics include therapeutic exercise, musculoskeletal conditions, pulmonary physical therapy, pathological gait, balance, thermal injuries, arthritis, amputations, cardiac rehabilitation, orthotics, prosthetics, wellness, and women's health issues.

PTA 220**Clinical Practicum I – 3 Credits**

Clinical observation and practice of physical therapy interventions and data collection are included. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied. This course will entail four consecutive weeks of full-time clinical experience.

PTA 230**Neurological Rehabilitation in Physical Therapy – 5 Credits**

Rehabilitation procedures, including assistive devices, for patients of all age groups with disabilities resulting from brain injury, spinal cord injury, and genetic/congenital disorders are presented. Normal growth and development is discussed. The rationale and techniques of neuromuscular re-education are included.

PTA 240**Seminar in Physical Therapy – 2 Credits**

Topics are presented to assist the student in the transition to physical therapist assistant. Topics included are trends, specialized practice, patient services, case studies integrating theory and practice, and the employment process.

PTA 250**Clinical Practicum II – 3 Credits**

Clinical observation and practice of physical therapy interventions and data collection are included. Knowledge from previous general education coursework and PTA courses is applied. This course will entail ten consecutive weeks of clinical practicum experience.

PTA 260**Therapeutic Exercise – 3 Credits**

This course emphasizes the principles of therapeutic exercise progression from the pediatric patient to the geriatric patient while utilizing exercise for injury prevention and reducing functional impairments. This course will introduce strength training, range of motion, postural training, and balance and coordination training. This course also introduces the student to the concepts of wellness and nutrition including education and prevention programs. Students will also discuss the integration of therapeutic exercise/interventions prescription with evidence-based practice and outcome selection.

RADIOLOGIC TECHNOLOGY (RADT)**RADT 104****Fundamentals of Radiography I – 3 Credits**

Introduction to radiologic physics, instrumentation, and technology used in diagnostic imaging. Topics will include radiographic technique, contrast, density, detail, and distortion. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

RADT 105**Radiographic Positioning I – 2 Credits**

Presents the fundamentals of radiographic anatomy (emphasis on osteology and arthrology), positioning, and terminology used in routine radiographic procedures of the chest, abdomen, upper extremity, and lower extremity with discussion and demonstration of the related radiographic projection. Course offered in the fall semester only.



**RADT 105L
Radiographic Positioning I Lab – 1 Credit**

Students will practice radiographic positioning and produce radiographs of body phantoms. Course offered in the fall semester only.

**RADT 107
Clinical Education I – 5 Credits**

Introduction to the clinical environment during which students are assigned to clinical rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, and extremities under direct supervision and assist during fluoroscopic exams. Course offered in the fall semester only.

**RADT 108
Patient Care/Profession of Radiology – 2 Credits**

This course will provide students with a foundation into the radiology profession by providing them instruction on basic patient care skills needed in the clinical environment as well as an introduction to the professional organizations, practice standards, and code of ethics. Lab activities included to reinforce basic patient care skills such as transportation, vital sign assessment, communication, etc. Course offered in the fall semester only.

**RADT 110
Image Analysis – 2 Credits**

Evaluation of image for diagnostic quality, proper positioning, and technique selection with instruction on how to properly make adjustments. Students will participate in digital lab activities to reinforce radiographic concepts. Course offered in the spring semester only.

**RADT 111
Fundamentals of Radiography II – 3 Credits**

Presents the fundamentals of radiographic anatomy (emphasis on the gastrointestinal and genitourinary systems), positioning, and terminology used in routine fluoroscopic procedures of the gastrointestinal and urinary tract with discussion and demonstration of the related radiographic projections. Nonroutine skeletal trauma imaging and pediatric application will also be included. Students will participate in lab simulation of procedures covered. Course offered in the spring semester only.

**RADT 114
Radiographic Positioning II – 2 Credits**

Continuation of Radiographic Positioning I including a study of the osteology and arthrology of the thorax, vertebral column, skull, facial bones, and sinuses. Discussion and demonstration of the related standard and special radiographic projections. Course offered in the spring semester only.

**RADT 114L
Radiographic Positioning II Lab – 1 Credit**

Students will practice positioning and produce radiographs of body phantoms. Course offered in the spring semester only.

**RADT 116
Clinical Education II – 5 Credits**

Continuation of Clinical Education I. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Course offered in the spring semester only.

**RADT 124
Radiobiology and Radiation Protection – 2 Credits**

A study on the effects of radiation on the human body beginning at the cellular level. Discussions will include regulatory and advisory limits for human exposure with implementation of patient and personnel radiation protection practices. Current regulations and recommendations by the NRC and ICRP will also be provided. Course offered in the spring semester only.

**RADT 130
Clinical Education III – 5 Credits**

Continuation of Clinical Education II. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening and OR rotations will be offered where available. Course offered in the summer semester only.

**RADT 135
Radiographic Special Procedures – 1 Credit**

Introduction to invasive procedures involving contrast media and interventional radiography including a survey of the imaging equipment involved. Introduction to computerized tomography, magnetic resonance imaging, nuclear medicine, ultrasound, and radiation therapy is included. Course offered in the spring semester only.

**RADT 204
Imaging Ethics and Legal Issues – 2 Credits**

A study of ethical and legal principles for today's imaging professional. Course offered in the spring semester only.

**RADT 205
Clinical Education IV – 8 Credits**

Continuation of Clinical Education III. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening and OR rotations will be offered where available. Course offered in the fall semester only.

**RADT 207
Radiographic Pathology – 2 Credits**

A study of the disease process including etiology, signs and symptoms, diagnostic procedures, and possible treatments. Discussion and identification of pathologic signs using various imaging methods. Course offered in the fall semester only.

**RADT 212
Radiographic Imaging – 3 Credits**

Reinforcement of radiologic physics, instrumentation and technology used in digital imaging. Topics will include radiographic technique, radiographic tube circuitry, generators, motors, and principals of x-ray production and interactions. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

**RADT 214
Clinical Education V – 8 Credits**

Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening, OR, and specialized modality rotations will be offered where available. Course offered in the spring semester only.



RADT - REL

RADT 220 **Seminar in Radiologic Technology – 2 Credits**

Guidance in the preparation and development of resumes, mock interviews, and job placement are conducted. General administration of a radiology department and details of a comprehensive quality assurance program are included. Mock registry exams are given in preparation for the national registry exam. Course offered in the spring semester only.

RADT 268 **Workshop in Radiologic Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

RADT 293 **Topics in Radiologic Technology – 1-3 Credits**

As announced. (Course may be repeated for credit.)

READING (READ)

READ 095 **Basic Reading Skills – 3 Credits**

Students should enroll based on an appropriate placement score or by an advisor's recommendation. Course will stress vocabulary and reading comprehension by use of reading, discussion, writing, and thinking about words. Incorporates syllabication, affixes, root words, contractions, possessives, synonyms, antonyms, homonyms, and dictionary usage. Credit will not count toward graduation.

READ 097 **College Reading – 3 Credits**

Prerequisite: A grade of "C" or better in READ 095 or a satisfactory score on the Reading Placement Test

Student should enroll based on an appropriate placement score or by an advisor's recommendation. Introduces specific reading techniques to aid students in developing reading skills in the content areas in order to meet college-reading demands. Helps students move from literal to interpretative and critical comprehension of textbook material. Credit will not count toward graduation.

READ 101 **Exploring Reading Concepts – 1-3 Credits**

This course is designed to provide educators with reading strategies for developing differentiated lesson plans that meet the needs of diverse learners. Topics may include methods, study strategies, and technology focusing on the ability to use language processes (reading, writing, speaking, listening) to teach subject matter across the curriculum.

READ 268 **Workshop in Reading – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

READ 293 **Topics in Reading – 1-3 Credits**

As announced. (Course may be repeated for credit.)

RELIGION (REL)

REL 101 **Old Testament – 3 Credits**

History, literature, and teachings of the Old Testament.

REL 103 **New Testament – 3 Credits**

History, literature, and teachings of the New Testament.

REL 201 **Life of Christ – 3 Credits**

The life, teaching, and work of Christ as set forth in the Synoptic Gospels.

REL 202 **Women of the Bible – 3 Credits**

This course is designed to introduce the modern day reader to the wide range of women Bible characters of long ago. The Bible is filled with strong women whose lives and voices have much in common with modern day women. Surprisingly, the gamut of the biblical record runs from the revered Virgin Mary to the beguiled Jezebel. Even though some of the women noted remain unnamed, their lives can still be examined in the context of their exploits, accomplishments, and commitments.

REL 203 **The Prophets – 3 Credits**

History, character, function, and message of the Old Testament prophets.

REL 204 **Men of the Bible – 3 Credits**

Introduction to the many men of the Bible who helped shape Bible message. In studying the men selected, students will have the opportunity to look into their lives. These illuminating and inspiring stories show aspects of both good and evil. The lives of the men will be examined in context of their exploits, accomplishments, and commitments. The complex and multifaceted personalities of the men studied contain messages that are relevant to all generations.

REL 210 **Parables of the Bible – 3 Credits**

A survey, interpretation, and discussion of the pictorial speech of 20 parables selected from the Old and New Testaments interpreted in light of the messenger, the culture, and the circumstances of Biblical times.

REL 211 **The Book of Acts – 3 Credits**

The work of Peter and other early Christian leaders in Palestine; missionary journeys of Paul; and the spread of early Christianity beyond Palestine.

REL 212 **Philosophy of Religion – 3 Credits**

Cross reference: PHIL 212

Issues of religious thought, belief, and practice approached from a philosophical and historical perspective. (NMCCN PHIL 1113)

REL 213 **Studies in Immortality – 3 Credits**

Studies in Immortality is the study of death and immortality cross-culturally as it relates to religious attitudes, customs, and practices. This course examines some of the many and various ways that the human community responds to the reality of physical death, mourning, and the beliefs held about immortality. Several lesser known belief systems will be examined in addition to some of the spiritual tenants of well-known religions concerning death and immortality.



REL 230 Ancient Near East/Biblical World – 3 Credits

Cross reference: HIST 230

The study of Ancient Middle Eastern culture (history, architecture, visual arts, literature, religion, and society) covering earliest advanced civilizations and up to about 400 B.C.

REL 231 History of the Christian Church – 3 Credits

The history of Christianity from its inception to the present; influences which have resulted in the present situation; and tendencies in the life of the church.

REL 232 Islam: History, Religion, and Culture – 3 Credits

Cross reference: HIST 232

The study of Islamic culture, including religion, history, architecture, visual arts, literature, and society.

REL 234 Ancient Greek Religion, History, and Culture – 3 Credits

Cross reference: HIST 234

The study of Ancient Greek culture, including mythology, history, architecture, visual arts, literature, and society.

REL 236 Ancient Egyptian Religion, History, and Culture – 3 Credits

Cross reference: HIST 236

The study of Ancient Egyptian culture, including religion, history, architecture, visual arts, literature, and society.

REL 268 Workshop in Religion – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

REL 293 Topics in Religion – 1-3 Credits

As announced. (Course may be repeated for credit.)

SIGN LANGUAGE INTERPRETING (SIGN)

SIGN 203 Introduction to American Sign Language – 3 Credits

Cross reference: COMM 203

This course will expose the student to American Sign Language (ASL). Readiness activities will be conducted that focus on visual/receptive skills and basic communication. The direct experience method, using ASL, is used to enhance the learning process.

SIGN 205 American Sign Language I and Lab – 4 Credits

Prerequisite: SIGN 203 with a grade of "B" or better or consent of instructor

Audit by consent of instructor only.

An introductory and exploratory course in American Sign Language (ASL) for the student with little previous experience with ASL. Class work includes basic concepts of language formation and sign lexicon. Grammatical features of ASL will be emphasized as well as structure and syntax. Incorporated into the class, a required language lab is designed to accelerate, reinforce, and support American Sign Language I. The lab portion of the class incorporates videotaped, functional-usage drills, and open-dialog sessions.

SIGN 206 American Sign Language II and Lab – 4 Credits

Prerequisite: SIGN 205 with a grade of "B" or better or consent of instructor

Audit by consent of instructor only.

A continuation of American Sign Language I, providing students with information on sign language colloquialisms used in conversational signing. Class work will provide students with a summary of information currently available dealing with the understanding of ASL grammatical structure and its sociological usage. Incorporated into the class, a required language lab is designed to accelerate, reinforce, and support American Sign Language II. The lab portion of the class incorporates videotaped, functional-usage drills, and open-dialog sessions.

SIGN 208 American Sign Language III and Lab – 4 Credits

Prerequisite: SIGN 206 with a grade of "B" or better or consent of instructor

Audit by consent of instructor only.

Designed to assist students in improving their expressive skills and general conversational competence in ASL relative to phonology, lexical items, syntax, and discourse. Focuses on semantic appropriateness and accuracy of particular lexical items, appropriate use of non-manual behaviors, and the use of context to determine meaning. Incorporated into the class, a required language lab is designed to accelerate, reinforce, and support American Sign Language III. The lab portion of the class incorporates videotaped, functional-usage drills, and open-dialog sessions.

SIGN 209 American Sign Language IV – 3 Credits

Prerequisite: SIGN 208

This course is a continuation of SIGN 208, American Sign Language III, with emphasis on conversational skills and intensive practice involving complex grammatical structures, dialogue and storytelling. Study of transcription techniques and their applications to ASL research and documentation.

SIGN 210 Fingerspelling and Numbers – 1 Credit

Prerequisite: SIGN 205

Assist students in acquiring fluent fingerspelling and numbers techniques through the use of visual and expressive drills. Videotapes of a variety of fingerspelling styles will be utilized to ensure that students acquire a comprehensive background.

SIGN 211 American Sign Language V – 3 Credits

Prerequisite: SIGN 209

This course is a continuation of SIGN 209 with continued emphasis on conversational skills and intensive practice involving complex, grammatical structures, dialogue and storytelling. Non-manual signals attached to Signing are also studied.

SIGN 212 Deaf Culture – 3 Credits

Provides a historic and contemporary perspective of American Deaf Culture using a sociocultural model. Topics addressed include culture identity, core values, group norms, communication, and language, as well as significant contributions made by deaf people to the world community.



SIGN - SOC

SIGN 216 **Transliterating – 3 Credits**

Prerequisite: SIGN 206

A practice-oriented course designed to develop the foundation skills necessary for rendering spoken English to a signed English format and signed English to a spoken English format. An integral part of the course will be defining, recognizing, and incorporating features of transliteration.

SIGN 221 **Sign-to-Voice Interpreting – 2 Credits**

Prerequisite: SIGN 206

This course offers advanced studies in that part of the interpreting process which involves interpreting from ASL (and other forms of Signing) to spoken English. It addresses both consecutive and simultaneous interpreting methods, register, word choice, intonation and affect, and strategies for clarification and correction. Students will enhance their knowledge and skills development through a variety of text analysis activities.

SIGN 222 **Interpreting I – 3 Credits**

Prerequisite: SIGN 206

Concurrent enrollment: SIGN 226

Students will identify interpreting process methods and will apply these models to text analysis. Students will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equilibrium from source language and target language.

SIGN 224 **Interpreting II – 3 Credits**

Prerequisite: SIGN 222

Concurrent enrollment: SIGN 227

Focus is on the enhancement of interpreting skills, while applying discourse/message analysis to increasingly complex tasks via simulated interpreting experience. Emphasizes skill analysis and peer evaluation.

SIGN 226 **Practicum I – 1 Credit**

Prerequisite: SIGN 206

Concurrent enrollment: SIGN 222

Supervised practicum for the novice interpreter that involves observation in a variety of community and educational settings, including but not limited to early childhood classrooms to post-secondary classrooms, vocational rehabilitation, and platform interpreting. Classroom discussions will focus on ethical issues and proper business practices.

SIGN 227 **Practicum II – 2 Credits**

Prerequisite: SIGN 226

Concurrent enrollment: SIGN 224

Supervised practicum for the novice interpreter in a variety of community and educational settings, including but not limited to early childhood classrooms to postsecondary classrooms, vocational rehabilitation, and platform interpreting. Classroom discussions emphasize ethical issues and proper business practices.

SIGN 293 **Topics in Sign – 3 Credits**

As announced. (Course may be repeated for credit.)

SOCIOLOGY (SOC)

SOC 101 **Introductory Sociology – 3 Credits**

Basic perspectives, concepts, and approaches in social relations. (NMCCN SOCI 1113)

SOC 212 **Contemporary Social Issues – 3 Credits**

An overview of global social issues, including our environment, dynamics of personal problems, ethnic and non-ethnic minorities, and the national and global economy. (NMCCN SOCI 2113)

SOC 215 **Child, Family, and Community – 3 Credits**

A comprehensive coverage of relationships and interactions occurring between families and society. Students will discover the nature of families, community ecology, children with special socialization needs, and the culture of minority children. (NMCCN SOCI 2213)

SOC 242 **Victimology – 3 Credits**

Cross reference: CRJU 242

This course will combine both theoretical and practical approaches to victimology. Students will discuss the implementation of the Victims' Bill of Rights; the roles of the police, prosecutors, and courts; trends in Victim Support; and the abuses of power in the criminal justice system.

SOC 243 **Juvenile Justice – 3 Credits**

Cross reference: CRJU 243

Juvenile Justice addresses the changing definitions of delinquent behavior and juvenile justice by juveniles and the legal mechanisms that control it. The history and development of the juvenile court/justice system and the problematic situations sometimes created by such a system are addressed. In addition, the juvenile code, the court, law enforcement, and treatment institutions will be highlighted.

SOC 245 **Crime and the Media – 3 Credits**

Cross reference: CRJU 245

Crime and the Media surveys the connections between the mass media, crime, and criminal justice in the United States. It will explore how the criminal justice system, criminals, and crime are portrayed in the entertainment and news media and the effects that these portrayals have on society and the criminal justice system. Special attention will be given to the issue of media violence and its role in the social construction of crime and justice.

SOC 246 **Understanding Gangs – 3 Credits**

Cross reference: CRJU 246

Understanding Gangs offers students a unique perspective on current gang issues with a comprehensive, interdisciplinary, understandable and contemporary format. Discussions will focus on contemporary studies and theories of gang behavior. We will also explore gender issues, race and ethnicity, gangs in prisons and schools, gang victimization, and prevention and intervention programs.



SOC 260 Organized Crime – 3 Credits

Cross reference: CRJU 260

This course explores the concept of organized crime: what it is and what it is not. It provides students with the historical foundations for understanding contemporary organized crime problems: their evolution, their development, and their current status. Myths associated with the Costa Nostra and other active organized criminal justice groups in America and abroad will be dispelled.

SOC 262 Terrorism – 3 Credits

Cross reference: CRJU 262

This course is designed to analyze the current status of terrorism across the globe. Students will gain a working knowledge of the nature and degree of terrorist activities in the world. Topics will explore all major forms of terrorism, the patterns of similarities, important differences, and competing goals of terrorist groups. The course will focus on social behavior and how society can find itself giving birth to the circumstances that allow terrorism to emerge.

SOC 268 Workshop in Sociology – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

SOC 293 Topics in Sociology – 1-3 Credits

As announced. (Course may be repeated for credit.)

SPANISH (SPAN)

SPAN 100 Introduction to Spanish – 3 Credits

Introduction to Spanish is a course for beginners who wish to become familiar with the sound system and conjugation of Spanish verbs. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter SPAN 101.

SPAN 101 Beginning Spanish I – 4 Credits

Beginning Spanish I is a course that provides a conversational approach to language acquisition which incorporates Spanish vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity. This course provides development of speaking, reading, writing, and comprehension in Spanish with careful attention given to grammar and pronunciation. (NMCCN SPAN 1114)

SPAN 102 Beginning Spanish II – 4 Credits

Prerequisite: SPAN 101

Beginning Spanish II is a continuation of SPAN 101. The conversational approach to language acquisition is used to provide students the opportunity to increase their fluency in Spanish. This course provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. (NMCCN SPAN 1124)

SPAN 201 Intermediate Spanish I – 3 Credits

Prerequisite: SPAN 102 or consent of instructor

Intermediate Spanish I is a continuation of SPAN 102. Instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive forms of verbs. Emphasis is on grammar, oral expression, and listening.

SPAN 202 Intermediate Spanish II – 3 Credits

Prerequisite: SPAN 201 or consent of instructor

Intermediate Spanish II is a continuation of SPAN 201. Advanced instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition.

SPAN 204 Conversational Spanish – 3 Credits

Prerequisites: SPAN 201 and SPAN 202 or consent of instructor

A conversational Spanish course designed for the intermediate-level student. The course provides intensive conversation practice and a review of selected grammar items. It emphasizes vocabulary expansion and enhancement.

SPAN 268 Workshop in Spanish – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

SPAN 293 Topics in Spanish – 1-3 Credits

As announced. (Course may be repeated for credit.)

SPECIAL EDUCATION (SPED)

SPED 201 Introduction to Special Education – 3 Credits

A survey of the characteristics and educational needs of exceptional children and youth. Includes definition, etiology, characteristics, and various educational alternatives for each of the exceptionalities.

SPED 203 Learning Disabilities: Assessment and Curriculum – 3 Credits

An exploration of the most common learning disabilities and appropriate assessment tools. Educational delivery options, classroom organization, curriculum and instructional aids and materials will be examined.

SPED 268 Workshop in Special Education – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

SPED 293 Topics in Special Education – 1-3 Credits

As announced. (Course may be repeated for credit.)



STATISTICS (STAT)

STAT 213 Statistical Methods I – 4 Credits

Prerequisite:

1. A grade of "C" or better in MATH 107 or MATH 110 within the last two years
OR
2. A satisfactory score on the Math Placement Test taken within the last year

Beginning course in basic statistical methodology; measures of central tendency, and variability; bivariate data, probability and sampling distributions, estimation of parameters, and testing hypothesis. (NMCCN MATH 2114)

STAT 268 Workshop in Statistics – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

STAT 293 Topics in Statistics – 1-3 Credits

As announced. (Course may be repeated for credit.)

THEATRE (THTR)

THTR 111 Introduction to Theatre Arts – 3 Credits

This course will give the student a broad background in diverse areas of the theatre. Historical, social, and practical applications of the craft will be covered through lecture and class projects. Attendance of one theatrical performance is required. (NMCCN THTR 1013)

THTR 121 Beginning Acting – 3 Credits

This is a basic course exploring acting techniques and principles through scene study, improvisation, theatre games, and a monologue. This is a performance class. Attendance of one theatrical production is required.

THTR 225 Introduction to Comedy – 3 Credits

This class focuses on the art of comedy through a variety of forms including improvisation, stand-up, physical, and written. The student actor will create scenes and characters through a series of theatre games and other techniques. The student will learn how to think laterally and utilize improvisation techniques.

THTR 227 Advanced Acting – 3 Credits

Prerequisite: THTR 121

A continuation of Beginning Acting for students who want additional experience. Special attention is given to scene study and performance work. Attendance of one theatrical production is required.

THTR 226 Broadway Style of Singing – 3 Credits

This class is designed for the novice student performer or non-singer who wishes to apply personal skills and individual talents in the context of a Broadway style rehearsal structure. Each semester the Broadway Style of Singing class chooses a specific genre of musical theater from stage and screen to spotlight, and then students are taught how to effectively communicate the disciplines of acting, singing, and movement. The students' skills are highlighted in a performance at the end of the semester.

THTR 228 The Company Class – 3 Credits

The Company Class has been created to allow the student actor the opportunity to create a character by participating in a full theatrical production. This course is designed for intense rehearsal followed by several performances during the semester. The student will develop a critical understanding of how to analyze and put a script into practical production, allowing the student to discover the process of text into a realized performance piece. The final grade will be based on the student's performance work throughout the rehearsal period and how he or she engages in the collaborative process within the production.

THTR 268 Workshop in Theatre – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

THTR 275 The Motion Picture – 3 Credits

This course focuses on the study of the motion picture through analysis of selected films and the text. Film as art, film criticism, and the historical perspective of film will be covered. (NMCC General Education elective Area V)

THTR 290 Co-op in Theatre – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment. (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

THTR 293 Topics in Theatre – 1-3 Credits

As announced. (Course may be repeated for credit.)

WELDING (WELD)

WELD 130 Safety and Orientation – 2 Credits

Emphasis in the proper and safe use of machines and tools found in the welding industry. Students learn the health concerns and precautions used to minimize exposure during welding and cutting. Orientation prepares individuals for employment and the documentation relating to welding.

WELD 131 Flux Cored Arc Welding – 2 Credits

An introduction to flux cored arc welding (FCAW) terminology, safety procedures, and equipment set-up. Students will practice welding structural joints in all positions using the FCAW process.



WELD 133**Symbol & Blueprint Reading – 2 Credits**

Students learn the importance of symbols as the communication keys between designer and welder. Students learn how to identify various American Welding Society (AWS) weld symbols and their application during fabrication. Blueprint reading trains students in understanding the principles, systems of view, lines, symbols and dimensional data for fit-up and welding as provided on engineered drawings and blueprints.

WELD 135**Oxyacetylene and Plasma Arc Cutting – 2 Credits**

Emphasis on safety and the fundamentals of Oxy-Fuel and Plasma cutting. Students will cut various materials and thicknesses of metals in all positions using both processes.

WELD 137**Shielded Metal Arc Welding I – 3 Credits**

An introductory course in the shielded metal arc welding (SMAW) process. Emphasis is placed on power sources, electrode selection and various joint designs. The course provides instruction in SMAW welds in various positions.

WELD 138**Gas Metal Arc Welding I – 3 Credits**

Provides a study of the principles of gas metal arc welding (GMAW) and the set-up and the use of associated equipment and tools with emphasis on safe shop practices. Instruction is given in various joint designs; welding will be practiced in all positions used in GMAW.

WELD 139**Gas Tungsten Arc Welding I – 3 Credits**

Introduction to the principles and gas tungsten arc welding (GTAW), including safety, set-up, and the use of GTAW equipment. Instruction is provided on structural joints in various positions.

WELD 240**Welding Inspection and Testing – 2 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Trains students in inspection and testing methods; includes both non-destructive and destructive inspecting and testing. Students will gain knowledge in causes of weld discontinuities and how to identify them and correct them during the welding process.

WELD 241**Gas Metal Arc Welding II – 3 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Continuing instruction from WELD 138. Instruction and testing will be in all positions used in gas metal arc welding and will use advanced techniques in accordance with American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) program.

WELD 243**Layout and Fabrication I – 2 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Introduction to general layout and fabrication techniques as related to welding. Emphasis will be on construction of small projects and pipe fabrication/layout to tolerances specified on blueprints.

WELD 245**Pipe Welding and Layout I – 3 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

This course will emphasize the theory and practical application of 1-G and 2-G position pipe welding. Students develop critical skills in the fit-up and technique of pipe welding using shielded metal arc welding, gas metal arc welding and gas tungsten arc welding processes.

WELD 247**Shielded Metal Arc Welding II – 3 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

A continuation of WELD 137. Instruction and testing will be in all positions on the preparation of test specimens and proper test procedures. Testing will utilize the American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

WELD 249**Gas Tungsten Arc Welding II – 3 Credits**

Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

A continuation of WELD 139. Students will use various gas tungsten arc welding positions and testing using carbon steel and stainless steels on various thicknesses according to American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

WELD 251**Gas Metal Arc Welding III – 3 Credits**

Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249

Advance course in the gas metal arc welding process (GMAW). Instruction includes trouble shooting, and the correct selection and application of consumables. Students practice GMAW of carbon and stainless steel on structural joints in all positions. Preparation of test samples will also be emphasized.

WELD 253**Layout and Fabrication II – 3 Credits**

Prerequisite: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249.

A continuation of WELD 243. Students create intricate and complicated parts from drawings. Emphasis is on interpretation, layout, and fabrication of structural and pipe weldments using a variety of processes from detailed drawings.

WELD 255**Pipe Welding and Layout II – 3 Credits**

Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Practice will be done using 1-G, 2-G, 5-G, and 6-G positions using various electrodes. Topics covered include electrode selection, equipment set-up, and safe shop practices.



WELD

WELD 257

Shielded Metal Arc Welding III – 3 Credits

Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249

This is an advanced course in shielded metal arc welding (SMAW) including trouble shooting and the correct selection and application of consumables. Students continue SMAW weldments and fabrication of parts in increasingly difficult positions and techniques and preparation of weldment for non-destructive inspection and destructive testing.

WELD 259

Gas Tungsten Arc Welding III – 3 Credits

Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249

This is an advanced course in gas tungsten arc welding (GTAW) including process selection, trouble shooting, and the correct selection of consumables. Students practice GTAW advanced techniques on carbon, stainless steel, and aluminum weldments of structural joints and pipe fabrication in all positions.

WELD 268

Workshop in WELD – 1-3 Credits

As announced. (May be repeated for a maximum of 6 credits.) (Workshops are graded on a Pass (P) or Fail (F) basis.)

WELD 270

Specialized Business/Industry Welding – 3-6 Credits

Course designed to meet individual interests and requirements for specialization in the welding field. Projects must have prior approval of instructor for enrollment in course.

WELD 290

Co-op in Welding – 1-3 Credits

Co-op allows students a unique opportunity to apply classroom knowledge in a paid, planned, and supervised work experience. It provides students an edge with their career goals by extending their learning environment, enhancing their self-confidence, and expanding their professional growth. Advance approval is required prior to enrollment (See procedure on page 16.) May be repeated for a maximum of nine (9) credit hours.

WELD 293

Topics in Welding – 1-6 Credits

As announced. (Course may be repeated for credit.)



ADMINISTRATION, FACULTY, AND STAFF

BOARD OF TRUSTEES:

Mr. Donald Sharer
District 1
Term expires in March 2019

Mr. Arnold Martinez
District 2
Term expires in March 2017

Mr. Russell Muffley
District 3
Term expires in March 2015

Ms. Nola Pawol
District 4
Term expires in March 2015

Mr. Terry Martin
District 5
Term expires in March 2015

ADMINISTRATION:

Rebecca K. Rowley (1993)
President
B.A., Creighton University
M.A., University of Virginia
Ph.D., University of New Mexico

Tom Drake (1997)
Vice President for Administration
and Government Relations
B.B.A., Eastern New Mexico University

Robin Jones (1997)
Executive Vice President
B.S.N., Eastern New Mexico University
M.S.N., West Texas A&M University
Ed.D., New Mexico State University

Norman Kia (1999)
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Colophon

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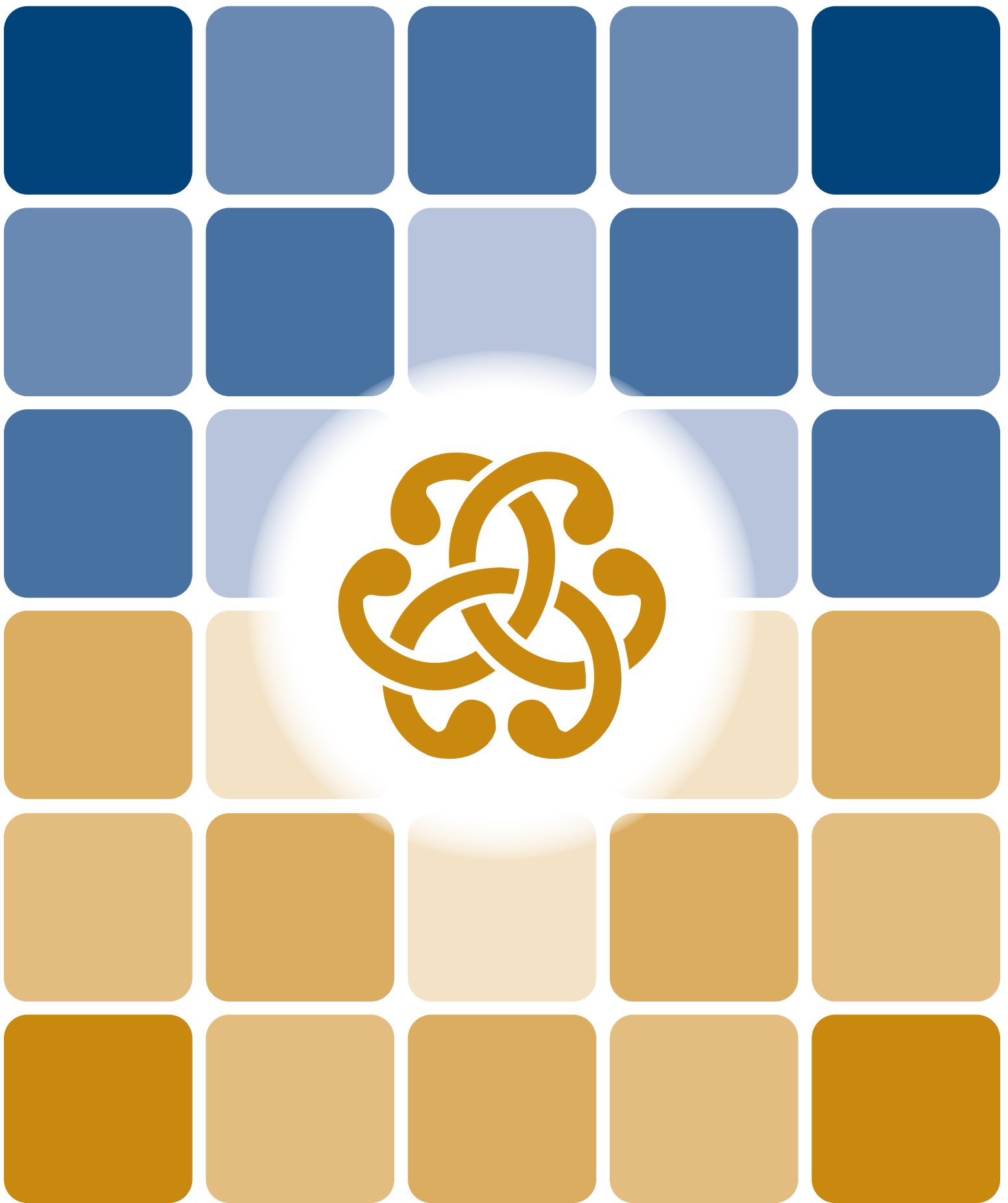
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