

2011  
2013

575.769.2811

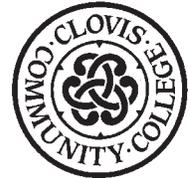
catalog

[www.clovis.edu](http://www.clovis.edu)



**Clovis Community College**

417 Schepps Boulevard  
Clovis, NM 88101



## 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  
2011-2013 Catalog

Accredited by:

The Higher Learning Commission of the  
North Central Association of Colleges and Schools  
National League for Nursing Accrediting Commission  
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. Programs of study are developed and services are organized to meet the needs of our diverse student body.

Many of our students come to us seeking a GED. To meet their needs, we offer a flexible schedule of courses in our award-winning Center for Student Success. Most of our students are beginning their college careers intending to complete an associate's degree at CCC and then transfer to a

university, or they intend to complete an applied science degree or certificate that will lead to immediate employment. Our goal is to help you define your goals as a student and then pursue the course of study that fulfills your intentions.

Not every student who enrolls at CCC intends to complete a degree or certificate. Many students take courses for personal enrichment or to explore new academic or occupational areas. CCC offers a full schedule of continuing education courses, as well as fine art and health/physical education courses to fit all schedules.

CCC takes pride in creating a student-oriented environment. Regardless of the path you choose, our highly qualified faculty and staff are here to help you succeed. We're glad you're here!

*Becky Rowley*



## Table of Contents

Clovis Community College Facts . . . . .	4-5
Student Rights and Responsibilities . . . . .	6-9
Admission Policies and Procedures . . . . .	9-11
Academic Policies . . . . .	11-17
Tuition and Payments . . . . .	18
Financial Aid . . . . .	18-24
Programs of Study . . . . .	25
CCC Qualifying New Mexico	
General Education Core Courses . . . . .	25-26
Programs of Study . . . . .	28-61
Degree and Certificate Index . . . . .	29
Associate of Applied Science . . . . .	30-48
Associate of Applied Science in Full-Time	
Occupational Technology Programs . . . . .	49-54
Associate of Arts . . . . .	55-58
Associate of General Studies . . . . .	59
Associate of Science . . . . .	60-61
Course Descriptions . . . . .	62-111
Administration, Faculty, and Staff . . . . .	112-114
Index . . . . .	115-116
Contacts . . . . .	117

# Clovis Community College Facts

- 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.
- 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 Bonner Allied Health Building.
- The first phase of a funded Allied Health Center to support the Nursing Program opened in fall 2009. Construction of the second phase began March 2011 and is scheduled to be completed in 2012.
- 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.

## 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 312.263.0456; or through the Web at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.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 National League for Nursing Accrediting Commission. Individuals may contact the National League for Nursing Accrediting Commission by writing to 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; by calling 409.975.5000; or through the Web at [www.nlnac.org](http://www.nlnac.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](http://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](http://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](http://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](http://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 Needs 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](http://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 room 111 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. For additional information on campus safety and security, please visit [www.clovis.edu/security](http://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. Additional information may be found in the Human Resource Services Office or on the Web at [www.clovis.edu/DrugFreeCampus](http://www.clovis.edu/DrugFreeCampus).

### 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.

### Smoke-Free Policy

The CCC Board of Trustees recognizes that the use of smoking tobacco, including cigars, cigarettes and pipes, 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 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. Non-smoking 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 (CCC) 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](http://pathway.clovis.edu).

### 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 575.769.4747, option #8.

### 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 use email to transmit sensitive or confidential information.
- The college will not hold the student responsible for college email system malfunctions that limit their access to time critical information.

### Related Policies and/or Information:

- Student Records Policy (in accordance with confidentiality and privacy of records) can be found in the CCC Catalog, online at [www.clovis.edu/catalog](http://www.clovis.edu/catalog) or in the CCC Student Handbook.
- The Computer Usage information can be found at [www.clovis.edu/labuse](http://www.clovis.edu/labuse).

### Cellular Telephone Policy

Students who carry cellular telephones 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, 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.

### 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 12 of this catalog).
3. **Academic Suspension Appeal Process** (See page 13 of this catalog).
4. **Financial Aid Appeal Process** (See page 23 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 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/register](http://www.clovis.edu/register)

### 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.

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 21.

All applicants to CCC will be required to complete assessment and placement procedures as described on page 10 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 Web site at [www.clovis.edu/register](http://www.clovis.edu/register). 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 the 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. Home-schooled students will be required to present documented grade level status from a nationally accredited home school curriculum provider.



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 10. 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
- Heating, Ventilation, Air Conditioning/Refrigeration
- Nail Technician
- Nursing
- Radiologic Technology
- Welding

Individuals interested in applying for admission to a full-time Occupational Technology program, except Nursing or Radiologic Technology, must complete and return an Occupational Interest Card or Program Application and an Application for Admission to the Admissions and Records Office. Prospective students will be referred to the Academic Advising Office to develop a degree plan and arrange to take the Accuplacer assessment.

Students are admitted in order of priority by the date on which all admissions requirements are completed. Automotive Technology students must have completed AT 100 with a “C” or better before taking other AT classes.

Students accepted into any Occupational Technology program must register prior to the first day of class. Full-time Occupational Technology programs accept new students only in the fall and /or spring semesters.

Occupational Technology students must enroll in courses according to the registration timeline published in the semester class schedule and 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. 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](http://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. 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

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:

$$A - 3 \text{ cr. } 4 \times 3 = 12$$

$$B - 3 \text{ cr. } 3 \times 3 = 9$$

$$C - 3 \text{ cr. } 2 \times 3 = 6$$

$$9 \text{ cr. } \quad 27 \text{ grade points}$$

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.
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.

## 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, students will be readmitted on probationary status and must meet with an Academic Advisor prior to registration.

**Suspended Students:** Suspended students are 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. The decision of the committee is final and not subject to appeal. All appeals must be submitted to the Director of Admissions and Records/Registrar by the Tuesday before the semester begins.

### 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 student 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. Students who need to withdraw must complete withdrawal forms, in person, at the Admissions and Records Office or at the Cannon Air Force Base Educational Services Office prior to the deadline.

If a student cannot 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 44.)
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. Directed studies for students who do not have a 2.5 GPA must be approved by the Executive Vice President.

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 13 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 with an overall grade point average of 2.0 or higher and have an overall grade point average of 2.5 or higher in their degree program. 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 (7) 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 or SAT 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

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. Subsequent degrees must include at least 15 credits not applied to previous degrees. 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.

## 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](http://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. Transfer modules presently exist for Criminal Justice, Business Administration, and Early Childhood Education. For more information, please refer to the Higher Education Department Web site at [www//hed.state.nm.us](http://www//hed.state.nm.us).

Modules for additional areas of study are being developed. Copies of these Lower-Division Transfer Modules may be obtained in the Academic Advising Office. Please refer to pages 25-26 for a complete list of the General Education Core Courses.

**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. Online students who have not logged in may be administratively withdrawn.

Instructors may request the Executive Vice President to initiate administrative withdrawal procedures for students with excessive absences.

## Cancellation of Courses Policy

Scheduled courses may be canceled due to low enrollment or unavailability of an instructor. Every effort will be made to notify students 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 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 last day of regular 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.

*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 a drop/add or withdrawal form. The refund is based on the date of completion as indicated on either of the forms. 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 Web site.
- Students who decide to withdraw after the beginning of a semester are required to contact the Financial



Aid Office before the Admissions and Records Office will process the withdrawal action.

- 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. Students who do not have a high school diploma or a GED may be eligible for Federal Student Aid if they have satisfactorily completed at least six credit hours that will apply to the degree they are seeking at Clovis Community College. Contact the Financial Aid office for more details;
- 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](http://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 return 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.



- 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 summarizing the types of aid for which they qualify and stating disbursement dates. Financial aid refunds will be mailed.

## 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 at 18 percent 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 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 at 18 percent interest. Since funds are limited, students should apply as soon as they are accepted into the 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.

Students should be cautious when enrolling in courses not listed on their 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 high school and 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.

Federal College Work-Study, New Mexico Work-Study, and Institutional Work-Study payroll checks are disbursed every other Friday at the cashier windows.



## 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 prorated schedule is used 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 documentation 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 13 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 12 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. Students are 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 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 receive aid on a probationary period, in which the student would be required to meet certain requirements.

Students placed on probation status with an approved academic 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 who have reached 150% maximum time frame and have been placed on probation status will remain on probation status until such time as they graduate or transfer.

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. Students are encouraged to contact the Financial Aid Office for complete details on scholarships or go to [www.clovis.edu/scholarships](http://www.clovis.edu/scholarships).

### 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 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 13.

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 at 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](http://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© 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 not receive the housing allowance. 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 Web site at [www.gibill.va.gov](http://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 Web site at [www.hed.state.nm.us](http://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, and fine arts. 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 – 35 Credit Hours

*All classes listed below 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

Select 9 credit hours as follows:

Must select one each from a, b, and c.

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

### Area II: Mathematics

Select 3-4 credit hours from a, b, or c.

- MATH 110\* College Algebra or higher (NMCCN MATH 1113)  
*(Required for business and science majors)*
- MATH 113\* Math for General Education  
*(Recommended for liberal arts majors, but not acceptable for business and science majors)*
- STAT 213\* Statistical Methods I (NMCCN MATH 2114)

### Area III: Laboratory Science

Select 8 credit hours as follows:

- BIOL 113 Biology for General Education and Lab (NMCCN BIOL 1114)  
BIOL 115 Human Biology and Lab (NMCCN BIOL 1124)
- 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)*

CHEM 152\* General Chemistry II and Lab (NMCCN CHEM 1224)

- 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)
- GEOL 113 Physical Geology and Lab (NMCCN GEOL 1114)  
GEOL 114\* Historical Geology and Lab (NMCCN GEOL 1214)

### Area IV: Social and Behavioral Sciences

Select 6-9 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.

- ECON 221\* Principles of Macro Economics (NMCCN ECON 2113)  
ECON 222\* Principles of Micro Economics (NMCCN ECON 2123)
- 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 (NMCCN ANTH 1113)  
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)

### Area V: Humanities and Fine Arts

Select 6-9 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.

- 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)
- 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)
- c. HUM 221 Introduction to Humanities I  
HUM 222 Introduction to Humanities II
- 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)
- 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

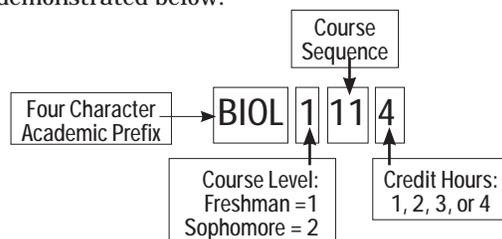
- ART 232\* Pottery II  
ART 261 Art History I (NMCCN ARTS 2113)  
ART 262 Art History II (NMCCN ARTS 2123)  
ART 271 Jewelry I  
ART 272\* Jewelry II
- f. DNC 101 Introduction to Dance (NMCCN DANC 1013)
- g. MUS 101 Fundamentals of Music I (NMCCN MUSI 1213)  
MUS 113 Music Appreciation (NMCCN MUSI 1113)
- h. THTR 111 Introduction to Theatre Arts (NMCCN THTR 1013)  
THTR 275 The Motion Picture (NMCCN THTR 1113)
- 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)  
\*Courses require prerequisites.

### New Mexico Common Course Numbers

The course prefix and number that appear in parenthesis above 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 Web sites. 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. Lower-division transfer modules currently exist for Business, Criminal Justice, and Early Childhood Education.

Modules of additional areas of study are being developed. For more information, go to the New Mexico Higher Education Department's Web site at [www.hed.state.nm.us](http://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.



## Programs of Study

Curriculum plans for degrees and certificates are listed on the following pages. The **Associate of Applied Science degree** 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.



## Degree and Certificate Index

<p><b>Associate of Applied Science ..... 30</b></p> <ul style="list-style-type: none"> <li>Academy-Based Criminal Justice ..... 31</li> <li>Business Administration ..... 32</li> <li>Business and Office Technology ..... 32</li> <li>Computer Information Systems (Information Technology) ..... 33                             <ul style="list-style-type: none"> <li>Microcomputer Applications and Technology Concentration ..... 34</li> <li>Networking Concentration ..... 34</li> <li>Web Technology Concentration ..... 34</li> </ul> </li> <li>Criminal Justice ..... 37</li> <li>Emergency Medical Services ..... 38</li> <li>Fire Science Technology ..... 39</li> <li>Graphic and Media Art ..... 40</li> <li>Health Information Technology ..... 40</li> <li>Industrial Technology ..... 41                             <ul style="list-style-type: none"> <li>Plant Operations and Equipment Concentration ... 41</li> <li>Wind Energy Concentration ..... 42</li> </ul> </li> <li>Legal Assistant Studies (Paralegal) ..... 43</li> <li>Nursing ..... 44</li> <li>Radiologic Technology ..... 46</li> </ul> <p><b>Associate of Applied Science in Full-Time Occupational Technology Programs ..... 49</b></p> <ul style="list-style-type: none"> <li>Automotive Technology ..... 49</li> <li>Cosmetology ..... 51</li> <li>Heating, Ventilation, Air Conditioning/Refrigeration... 53</li> <li>Welding ..... 54</li> </ul> <p><b>Associate of Arts ..... 55</b></p> <ul style="list-style-type: none"> <li>Early Childhood Education ..... 55</li> <li>Educational Assistant ..... 56                             <ul style="list-style-type: none"> <li>Bilingual Education ..... 56</li> <li>Early Childhood Education ..... 56</li> <li>Health and Physical Education ..... 56</li> <li>Special Education ..... 56</li> </ul> </li> <li>Fine Art ..... 56</li> <li>Liberal Arts ..... 57                             <ul style="list-style-type: none"> <li>General Liberal Arts ..... 57</li> <li>Concentration in Education ..... 57</li> </ul> </li> <li>Psychology ..... 58</li> </ul> <p><b>Associate of General Studies ..... 59</b></p> <ul style="list-style-type: none"> <li>Associate of General Studies ..... 59</li> </ul> <p><b>Associate of Science ..... 60</b></p> <ul style="list-style-type: none"> <li>Business Administration ..... 60</li> <li>Computer Information Systems ..... 61</li> <li>Health and Physical Education ..... 61</li> </ul> <p><b>Certificate of Completion</b></p> <ul style="list-style-type: none"> <li>Administrative Assistant ..... 33</li> <li>Automotive Technology                             <ul style="list-style-type: none"> <li>Automotive Chassis Systems ..... 50</li> <li>Automotive Power Train Systems ..... 50</li> </ul> </li> <li>Business Administration ..... 32</li> <li>Computer Information Systems                             <ul style="list-style-type: none"> <li>Microcomputer Applications and Technology ..... 35</li> <li>Networking ..... 35</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Web Technology ..... 35</li> <li>Certified Internet Web (CIW) Foundations                             <ul style="list-style-type: none"> <li>Associate ..... 36</li> </ul> </li> <li>Cosmetology                             <ul style="list-style-type: none"> <li>Cosmetology Theory ..... 52</li> <li>Hair Fundamentals ..... 52</li> <li>Esthetics ..... 52</li> </ul> </li> <li>Emergency Medical Technician-Paramedic ..... 38</li> <li>Fire Science Technology ..... 39</li> <li>Health Information Technology                             <ul style="list-style-type: none"> <li>Medical Billing and Coding ..... 41</li> <li>Medical Transcription ..... 41</li> </ul> </li> <li>Heating, Ventilation, Air Conditioning/Refrigeration                             <ul style="list-style-type: none"> <li>Residential HVAC ..... 53</li> <li>Commercial HVAC ..... 53</li> </ul> </li> <li>Industrial Technology                             <ul style="list-style-type: none"> <li>Industrial Electrical Systems ..... 42</li> <li>Industrial Mechanical Systems ..... 42</li> <li>Industrial Machining Principles ..... 43</li> <li>Industrial Management ..... 43</li> <li>Wind Energy ..... 43</li> </ul> </li> <li>Liberal Arts ..... 57</li> <li>Practical Nursing ..... 46</li> <li>Welding                             <ul style="list-style-type: none"> <li>Entry-Level Welder ..... 54</li> <li>Advanced Welder ..... 54</li> </ul> </li> </ul> <p><b>Certificate of Achievement</b></p> <ul style="list-style-type: none"> <li>Computer Information Systems                             <ul style="list-style-type: none"> <li>Certified Internet Web (CIW) JavaScript Specialist ..... 36</li> <li>Cisco Certified Entry Network Technician (CCENT) ..... 36</li> <li>Cisco Certified Networking Associate (CCNA) ..... 36</li> <li>CompTIA A+ ..... 36</li> <li>CompTIA Network+ ..... 36</li> <li>CompTIA Security+ ..... 37</li> <li>Internet &amp; Computing Core Certification (IC<sup>3</sup>) ..... 37</li> <li>Microsoft Certified Technology Specialist (MCTS)                                     <ul style="list-style-type: none"> <li>Server ..... 37</li> <li>Microsoft Office Specialist (MOS) ..... 37</li> </ul> </li> </ul> </li> <li>Cosmetology                             <ul style="list-style-type: none"> <li>Nail Technician ..... 52</li> <li>Salon Success ..... 52</li> </ul> </li> <li>Emergency Medical Services                             <ul style="list-style-type: none"> <li>First Responder ..... 39</li> <li>Emergency Medical Technician—Basic ..... 39</li> <li>Emergency Medical Technician—Intermediate ..... 39</li> </ul> </li> <li>Fire Science Technology                             <ul style="list-style-type: none"> <li>Firefighter I ..... 39</li> <li>Firefighter II ..... 40</li> </ul> </li> <li>Health Care Assistant ..... 46</li> <li>Nurse Tech ..... 46</li> </ul>
---	--



# 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  
Graphic and Media Art  
Health Information Technology  
Industrial Technology

- Plant Operations and Equipment Concentration
- Wind Energy Concentration

Legal Assistant Studies (Paralegal)  
Nursing  
Radiologic Technology

## APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

Because Associate of Applied Science degrees are intended to prepare students for employment rather than transfer to a baccalaureate program, CCC has developed a matrix of General Education courses specifically for AAS degrees. Some of these courses are applied in nature and focus on job-related skills. All courses on the Applied Science General Education matrix contain both general education and applied perspectives.

Minimum General Education Requirements for Associate of Applied Science degrees

### Communication: 6 credit hours

Must select one each from a and b

- a. ENG 102\* English Composition
- b. COMM 101 Interpersonal Communication  
COMM 102 Public Speaking

### Mathematics: 3-4 credit hours

Select one from the following courses:

- BOFT 241\* Business Math
- MATH 107\* Intermediate Algebra or higher
- MATH 113\* Math for General Education

### Social and Behavioral Sciences: 3 credit hours

Choose from the areas and courses listed on the General Education Core on pages 25-26.

- ANTH 111 The Dawn of Humanity
- ANTH 123 New Mexico: Enchanted Lands and Diverse Cultures
- ANTH 233 People and Cultures of the World
- ANTH 243 Introduction to Cultural Anthropology
- ECON 221\* Principles of Macro Economics
- ECON 222\* Principles of Micro Economics
- PSCI 102 American National Government
- PSCI 202 Introduction to State and Local Government
- PSY 101 Introductory Psychology
- PSY 106 Human Growth and Development
- PSY 201 Child Psychology
- PSY 202 Adolescent Psychology
- SOC 101 Introductory Sociology
- SOC 212 Contemporary Social Issues
- SOC 215 Child, Family, and Community

### Health and Physical Education: 1 credit hour

Select one HPE activity course

\*Courses require prerequisites.

## 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 (16-17 credits)

- 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**
- MATH 113\* Math for General Education ..... 3-4
- PSY 101 Introductory Psychology **OR**
- SOC 101 Introductory Sociology..... 3
- HPE Physical Education Activity..... 1

Related Requirements (9-10 credits)

- MGT 241\* Organizational Behavior Theory..... 3
- PSCI 102 American National Government **OR**
- PSCI 202 Introduction to State and Local Government..... 3
- ELECTIVE..... 3-4
- Select from a foreign language course or CIS 120, CIS 140, CIS 150, or CIS 160.

Electives (12 credits)

- Twelve elective credits to be selected from CRJU courses. .... 12

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

*Total credits required for an Associate of Applied Science in Academy-Based Criminal Justice..... 67-69*

\*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 60. These degrees are available completely online.

### General Education Requirements (13 credits)

BOFT 241* Business Mathematics .....	3
COMM 101 Interpersonal Communication <b>OR</b> COMM 102 Public Speaking.....	3
ECON 221* Principles of Macro Economics.....	3
ENG 102* English Composition .....	3
HPE Physical Education Activity.....	1

### Program Requirements (54 credits)

ACCT 150 Personal Income Tax.....	3
ACCT 201* Introductory Accounting I.....	4
ACCT 202* Introductory Accounting II .....	4
ACCT 206* Computerized Accounting .....	3
BAD 151 Introduction to Business .....	3
BAD 201* Business Communication.....	3
BAD 215 Business Law I .....	3
BAD 277* Integrated Business Concepts.....	2
BOFT 102 Computerized 10-Key.....	1
BOFT 115 Employment Strategies .....	3
CIS 120 Introduction to Applications Software .....	4
CIS 150 Introduction to Spreadsheets .....	3
ECON 222* Principles of Micro Economics.....	3
FIN 201* Principles of Finance .....	3
MGT 201* Principles of Management .....	3
MGT 231* Small Business Management .....	3
MGT 241* Organizational Behavior Theory.....	3
MKT 201* Principles of Marketing .....	3

**Total credits required for an Associate of Applied Science in Business Administration..... 67**

\*Courses require prerequisites.

## Certificate of Completion in Business Administration (32 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.

### Program Requirements (32 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 241* Business Mathematics .....	3
CIS 120 Introduction to Applications Software .....	4
ECON 221* Principles of Macro Economics.....	3
FIN 201* Principles of Finance .....	3
MGT 201* Principles of Management .....	3
MKT 201* Principles of Marketing .....	3

**Total credits required for a Certificate of Completion in Business Administration..... 32**

\*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 (13 credits)

BOFT 241* Business Mathematics .....	3
COMM 101 Interpersonal Communication <b>OR</b> COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
HPE Physical Education Activity.....	1
Social/Behavioral Science ELECTIVE .....	3

Choose an elective from Area IV on the New Mexico Lower Division General Education Core (see pages 25-26.)

Program Requirements (49 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 101 Fundamentals of Computer Systems.....	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
ENG 233* Technical and Professional Writing I.....	3
ELECTIVES.....	9
Select from ACCT 202*, ACCT 206*, CIS 180*, CIS 209*, 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.

Program Requirements (27 credits)

ACCT 150 Personal Income Tax Preparation.....	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
BOFT 241* Business Mathematics.....	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 in this field, 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 61.

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:

Certifications 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 (IC<sup>3</sup>)
- Microsoft Certified Technology Specialist (MCTS) Server
- Microsoft Office Specialist (MOS)



## Information Technology

General Education Requirements (13-14 credits)

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
HPE Physical Education Activity.....	1
MATH 107* Intermediate Algebra <b>OR</b>	
MATH 110* College Algebra.....	3-4
Social/Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the New Mexico Lower Division General Education Core (see pages 25-26.)	

Related Requirements (17 credits)

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

\*Courses require prerequisites.

## Microcomputer Applications and Technology Concentration

Program Requirements (35 credits)

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 (MCTS) Server; Cisco Certified Network Associate (CCNA); Internet and Computing Core Certification (IC<sup>3</sup>); 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 pages 35-37. This degree is available completely online depending upon the student's choice of classes.

CIS 101 Fundamentals of Computer Systems.....	3
Select from any CIS course above CIS 100 .....	32

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

## Networking Concentration

Program Requirements (35 credits)

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 35-37.

CIS 101 Fundamentals of Computer Systems.....	3
CIS 102* Networking Concepts (Cisco).....	4
CIS 103* Configuring Cisco Routers for Internetworking Routing (Cisco) .....	4
CIS 120 Introduction to Applications Software .....	4
CIS 134 Microcomputer Hardware and Software.....	4
CIS 134L Microcomputer Hardware and Software Lab .....	1
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.....	2
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..... 65-66**

\*Courses require prerequisites.

## Web Technology Concentration

Program Requirements (35 credits)

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 (IC<sup>3</sup>); and Certified Internet Web (CIW) JavaScript Specialist. See more detailed information on industry certifications on pages 35-37.

CIS 101 Fundamentals of Computer Systems.....	3
CIS 102* Networking Concepts (Cisco) <b>OR</b>	
CIS 135 Networking Fundamentals for Network+.....	4

CIS 107 Internet Fundamentals..... 1  
 CIS 120 Introduction to Applications Software ..... 4  
 CIS 125 Introduction to Programming Concepts..... 3  
 CIS 128\* Java Programming OR  
 CIS 185\* Professional Web Site Design  
 and Scripting..... 3  
 CIS 160 Database Design and Development  
 Using Access..... 3  
 CIS 180\* Web Authoring Using HTML ..... 3  
 CIS 258 Photoshop ..... 3  
 CIS 275\* Multimedia Web Design..... 3  
 ELECTIVES..... 5  
 Select from CIS 128; CIS 134/CIS 134L; CIS 170;  
 CIS 175; CIS 185\*; CIS 209\*; CIS 232\*; or CIS  
 265.

*Total credits required for an Associate of Applied Science in Information Technology with a concentration in Web Technology ..... 65-66*

\*Courses require prerequisites.

**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 35-37.

**Certificate of Completion in Microcomputer Applications and Technology (35 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 systems ..... 3  
 Select from any CIS course above CIS 100 ..... 32

*Total credits required for a Certificate of Completion in Microcomputer Applications and Technology ..... 35*

**Certificate of Completion in Networking (33 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 Systems..... 3  
 CIS 102\* Networking Concepts (Cisco)..... 4  
 CIS 103\* Configuring Cisco Routers for  
 Internetworking Routing (Cisco) ..... 4  
 CIS 120 Introduction to Applications Software ..... 4  
 CIS 134 Microcomputer Hardware and Software..... 4  
 CIS 134L Microcomputer Hardware and  
 Software Lab ..... 1  
 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 ..... 33*

\*Courses require prerequisites.

**Certificate of Completion in Web Technology (30 Credits)**

The Web Technology Certificate of Completion is available completely online and provides students with a solid foundation in basic computing skills. 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 (IC<sup>3</sup>).

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

*Total credits required for a Certificate of Completion in Web Technology ..... 30*

\*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, Web site 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 Web site development team; and understanding the fundamentals of networking, Internet Protocols, and network security.

- CIS 101 Fundamentals of Computer Systems..... 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.

**CERTIFICATES OF ACHIEVEMENT  
Computer Information Systems**

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. This certificate is available completely online.

- CIS 107 Internet Fundamentals..... 1
  - CIS 180\* Web Authoring Using HTML ..... 3
  - CIS 185\* Professional Web Site 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+ (5 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 Software..... 4
  - CIS 134L Microcomputer Hardware and Software Lab ..... 1
- Total credits required for a Certificate of Achievement in CompTIA A+ ..... 5*

**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. This certificate is available completely online.

- 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 Security ..... 3

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

### Certificate of Achievement in Internet & Computing Core Certification (IC<sup>3</sup>) (8 Credits)\*\*

Individuals with IC<sup>3</sup> 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 Systems..... 3

CIS 107 Internet Fundamentals..... 1

CIS 120 Introduction to Applications Software ..... 4

**Total credits required for Certificate of Achievement in  
Internet & Computing Core Certification (IC<sup>3</sup>) ..... 8**

### 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 Server ..... 4

**Total credits required for Certificate of Achievement in  
Microsoft Certified Technology Specialist  
(MCTS) Server ..... 4**

\*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 Processing..... 3

CIS 150 Introduction to Spreadsheets ..... 3

CIS 160 Database Design and Development Using  
Access ..... 3

CIS 170 PowerPoint Presentations ..... 1

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

\*\*These certificates are available completely online.

## 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 (16-17 credits)

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**  
MATH 110\* College Algebra..... 3-4  
HPE Physical Education Activity..... 1  
PSY 101 Introductory Psychology ..... 3



**ASSOCIATE OF APPLIED SCIENCE**

**Related Requirements (16 credits)**

CIS 120 Introduction to Applications Software .....	4
PSCI 102 American National Government <b>OR</b>	
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) <b>OR</b>	
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
- CRJU 297\* CRJU Internship

**Total credits required for an Associate of Applied Science in Criminal Justice.....68-69**

\*Courses require prerequisites.

**EMERGENCY MEDICAL SERVICES**

Paramedics 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. Students must hold certifications in EMT-Basic and EMT-Intermediate in order to be qualified for admission to the Paramedic Program.
3. 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 (20-25 credits)**

COMM 101 Interpersonal Communication.....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research.....	3
EMS 100 Math for Nursing and Allied Health <b>OR</b>	
MATH 107* Intermediate Algebra <b>OR</b>	
Higher MATH.....	3-4
EMS 115 A and P for EMS Professionals <b>OR</b> .....	4
BIOL 211* Human Anatomy and Physiology I and Lab <b>AND</b> .....	4
BIOL 212* Human Anatomy and Physiology II and Lab.....	4
HPE Physical Education Activity.....	1
PSY 101 Introductory Psychology .....	3

**Related Requirements (8 Credits)**

CIS 120 Introduction to Applications Software .....	4
EMS 109 Pharmacology I.....	1
HIT 115 Medical Terminology .....	3

**Paramedic Program Requirements (40 credits)**

EMS 201* Emergency Medical Technician -Paramedic I.....	9
EMS 201L* Emergency Medical Technician -Paramedic I Lab .....	2
EMS 202* Emergency Medical Technician -Paramedic II .....	6
EMS 202L* Emergency Medical Technician -Paramedic II Lab.....	2
EMS 203* Emergency Medical Technician -Paramedic III.....	10
EMS 203L* Emergency Medical Technician -Paramedic III Lab.....	2
EMS 204L* Emergency Medical Technician -Paramedic IV Lab.....	2
EMS 205L* Emergency Medical Technician -Paramedic Field Experience .....	7

**Total credits required for an Associate of Applied Science in Emergency Medical Services..... 68-73**

\*Courses require prerequisites.

**EMT-Paramedic Certificate of Completion (40 Credits)**

EMS 201* Emergency Medical Technician -Paramedic I.....	9
EMS 201L* Emergency Medical Technician -Paramedic I Lab .....	2
EMS 202* Emergency Medical Technician -Paramedic II .....	6
EMS 202L* Emergency Medical Technician -Paramedic II Lab.....	2
EMS 203* Emergency Medical Technician -Paramedic III.....	10
EMS 203L* Emergency Medical Technician -Paramedic III Lab.....	2
EMS 204L* Emergency Medical Technician -Paramedic IV Lab.....	2
EMS 205L* Emergency Medical Technician -Paramedic Field Experience .....	7

**Total credits required for a Certificate of Completion in EMT-Paramedic .....** 40

\*Courses require prerequisites.

**Certificate of Achievement in First Responder (4 Credits)**

EMS 101 First Responder .....	4
<i>Total credits required for a Certificate of Achievement in First Responder .....</i>	<i>4</i>

**Certificate of Achievement in Emergency Medical Technician—Basic (8-11 Credits)**

EMS 120 Emergency Medical Technician—Basic .....	11
<i>Total credits required for a Certificate of Achievement in Emergency Medical Technician—Basic.....</i>	<i>8-11</i>

**Certificate of Achievement in Emergency Medical Technician—Intermediate (9 Credits)**

EMS 122 Emergency Medical Technician—Intermediate .....	7
EMS 122L Emergency Medical Technician—Intermediate Lab .....	2
<i>Total credits required for a Certificate of Achievement in Emergency Medical Technician—Intermediate .....</i>	<i>9</i>

**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 hold certifications in Firefighter I and II before taking the Program Requirements for this degree.
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.

**General Education Requirements (16-17 credits)**

ENG 102* English Composition .....	3
ENG 104* English Composition & Research.....	3
COMM 101 Interpersonal Communication OR	
COMM 102 Public Speaking.....	3
HPE Physical Education Activity.....	1

BOFT 241* Business Mathematics OR	
MATH 107* Intermediate Algebra OR	
Higher MATH.....	3-4

PSY 101 Introductory Psychology OR	
SOC 101 Introductory Sociology.....	3

**Related Requirements (14 credits)**

BAD 151 Introduction to Business .....	3
BOFT 115 Employment Strategies OR	
MGT 201* Principles of Management.....	3
CHEM 113 Chemistry for General Education and Lab.....	4
CIS 120 Introduction to Applications Software .....	4

**Program Requirements (31 credits)**

FST 106 Firefighter Health and Safety.....	3
FST 108 Aircraft Rescue and Firefighting.....	3
FST 110 Fire Protection Systems.....	3
FST 112 Fire Instructor .....	3
FST 114 Fire Officer I .....	3
FST 202 Fire and Arson Investigation.....	3
FST 204 Building Codes and Inspection.....	3
FST 206 Fire Protection Hydraulics and Water Supply .....	3
FST 208 Firefighting Strategy and Tactics.....	3
FST 214* Fire Officer II .....	4

*Total credits required for an Associate of Applied Science in Fire Science Technology .....* 61-62

\*Courses require prerequisites.

**Certificate of Completion in Fire Science Technology (31 Credits)**

FST 106 Firefighter Health and Safety.....	3
FST 108 Aircraft Rescue and Firefighting.....	3
FST 110 Fire Protection Systems.....	3
FST 112 Fire Instructor .....	3
FST 114 Fire Officer I .....	3
FST 202 Fire and Arson Investigation.....	3
FST 204 Building Codes and Inspection.....	3
FST 206 Fire Protection Hydraulics and Water Supply .....	3
FST 208 Firefighting Strategy and Tactics.....	3
FST 214* Fire Officer II .....	4

*Total credits required for a Certificate of Completion in Fire Science Technology .....* 31

\*Courses require prerequisites.

**Certificate of Achievement in Firefighter I (13 Credits)**

FST 102* Firefighter I.....	8
FST 102L* Firefighter I Lab.....	4
HPE 221 Weight Training .....	1

*Total credits required for a Certificate of Achievement in Firefighter I.....* 13



ASSOCIATE OF APPLIED SCIENCE

**Certificate of Achievement in Firefighter II (13 Credits)**

FST 104* Firefighter II .....	7
FST 104L* Firefighter II Lab .....	5
HPE 222 Circuit Weight Training.....	1
<b>Total credits required for a Certificate of Achievement in Firefighter II .....</b>	<b>13</b>

\*Courses require prerequisites.

ART 275* Multimedia Web Design .....	3
ART 276* Media Production I.....	3
ELECTIVES.....	6
Select from ART courses .	

**Total credits required for an Associate of Applied Science in Graphic and Media Art..... 65-66**

\*Courses require prerequisites.

**GRAPHIC AND MEDIA ART**

The Graphic and Media Art program is a model of interdisciplinary education that provides students with an opportunity to obtain the technical and creative skills necessary for an entry-level position in the graphic and media art field. Production techniques include layout and design, printing and typography, color separation, desktop publishing, video production, Web design, computer animation and other computer-generated graphics. Individual instruction and advising on portfolio and resume preparation is also provided.

Clovis Community College reserves the right to keep for its permanent collection any student work done for an art class. The College is not liable for theft or damage to personal property or student work.

**General Education Requirements (16-17 credits)**

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research <b>OR</b>	
ENG 233* Technical and Professional Writing I.....	3
HPE Physical Education Activity.....	1
MATH 107* Intermediate Algebra <b>OR</b>	
MATH 113* Math for General Education <b>OR</b>	
Higher Math .....	3-4
PSY 101 Introductory Psychology .....	3

**Related Requirements (10 credits)**

CIS 120 Introduction to Applications Software.....	4
CIS 180* Web Authoring Using HTML .....	3
CIS 185* Professional Web Site Design and Scripting.....	3

**Program Requirements (39 credits)**

ART 101 Drawing I.....	3
ART 106 Design I .....	3
ART 205* Computer Animation I.....	3
ART 209* Desktop Graphics.....	3
ART 217 Digital Photography.....	3
ART 255 Graphic Design I.....	3
ART 256* Graphic Design and Digital Production.....	3
ART 258 Photoshop .....	3
ART 265 Desktop Publishing.....	3

**HEALTH INFORMATION TECHNOLOGY**

Health Information professionals work in a variety of health care settings, including hospitals, clinics, physician offices, long-term care facilities, home health, government agencies, mental health facilities, and insurance companies. Successful students in this program generally would like to work in health care—but not directly with patients—and have an interest in science and computer applications. Health Information Technicians maintain, manage, and analyze health data; and they provide the vital link to clinicians, patients, government, regulating agencies, and payers. According to the U.S. Department of Labor Bureau Statistics, *Occupational Outlook Handbook*, employment for Medical Records and Health Information Technicians is expected to increase by 20 percent, much faster than the average for all occupations through 2018.

This online program is designed to prepare students to enter the field of Health Information Technology with an Associate of Applied Science in Health Information Technology, a Medical Transcription Certificate, or a Medical Billing and Coding Certificate. Students completing these degrees will be prepared to work in entry-level positions in a wide variety of health care settings. Courses are designed to prepare students with an interest in coding to take the CCA (Certified Coding Associate), CCS (Certified Coding Specialist), or CCS-P (Certified Coding Specialist – Physician Based) exam offered through AHIMA (American Health Information Management Association) or those with an interest in medical transcription to take the RMT (Registered Medical Transcriptionist) exam offered by AHDI (Association for Healthcare Documentation Integrity).

**General Education (13 credits)**

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
BOFT 241* Business Mathematics .....	3
HPE Physical Education Activity.....	1
Social/Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the New Mexico Lower Division General Education Core (See pages 25-26.)	

Related Requirements (13 credits)	
BAD 201* Business Communication.....	3
BIOL 115 Human Biology and Lab .....	4
BOFT 102 Computerized 10-Key Operations .....	1
BOFT 111* Keyboarding Applications I.....	3
CIS 106 Windows Fundamentals .....	1
CIS 170 PowerPoint Presentations .....	1
Program Requirements (36 credits)	
HIT 110 Introduction to Health Care.....	3
HIT 115 Medical Terminology .....	3
HIT 120* Principles of Human Disease .....	3
HIT 125* Health Care Law and Ethics.....	3
HIT 130* Pharmacology for Health Professions.....	3
HIT 190* Medical Transcription I.....	3
HIT 200* Medical Transcription II.....	3
HIT 205* Health Information Management.....	3
HIT 210* ICD-9-CM Coding .....	3
HIT 220* CPT and HCPCS Procedural Coding.....	3
HIT 225* Health Care Reimbursement Systems .....	3
HIT 230* Medical Practice Management.....	3
<i>Total credits required for an Associate of Applied Science in Health Information Technology .....</i>	<i>62</i>

\*Course requires prerequisites.

### Certificate of Completion in Medical Billing and Coding (37 Credits)

BIOL 115 Human Biology and Lab .....	4
BOFT 102 Computerized 10-Key Operations .....	1
BOFT 111* Keyboarding Applications I.....	3
BOFT 241* Business Mathematics .....	3
CIS 106 Windows Fundamentals .....	1
CIS 170 PowerPoint Presentations .....	1
HIT 110 Introduction to Health Care.....	3
HIT 115 Medical Terminology .....	3
HIT 120* Principles of Human Disease .....	3
HIT 205* Health Information Management.....	3
HIT 210* ICD-9-CM Coding .....	3
HIT 220* CPT and HCPS Procedural Coding.....	3
HIT 225* Health Care Reimbursement Systems .....	3
HIT 230* Medical Practice Management.....	3
<i>Total credits required for a Certificate of Completion in Medical Billing and Coding.....</i>	<i>37</i>

\*Course requires prerequisites.

### Certificate of Completion in Medical Transcription (28 Credits)

BIOL 115 Human Biology and Lab .....	4
BOFT 102 Computerized 10-Key Operations .....	1
BOFT 111* Keyboarding Applications I.....	3
CIS 106 Windows Fundamentals .....	1
CIS 170 PowerPoint Presentations .....	1
HIT 110 Introduction to Health Care.....	3
HIT 115 Medical Terminology .....	3
HIT 120* Principles of Human Disease .....	3
HIT 130* Pharmacology for Health Professions.....	3
HIT 190* Medical Transcription I.....	3
HIT 200* Medical Transcription II.....	3
<i>Total credits required for a Certificate of Completion in Medical Transcription .....</i>	<i>28</i>

\*Course requires 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, 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. Five Certificates of Completion are also available.

### 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 (13 Credits)	
ENG 102* English Composition .....	3
COMM 101 Interpersonal Communication OR COMM 102 Public Speaking.....	3
HPE Physical Education Activity .....	1
INDT 101* Mathematics for Industrial Technology....	3
Social/Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the New Mexico Lower Division General Education Core (see pages 25-26.)	



**ASSOCIATE OF APPLIED SCIENCE**

Related Requirements (14 Credits)

BAD 151 Introduction to Business ..... 3

BOFT 115 Employment Strategies..... 3

CIS 120 Introduction to Applications Software ..... 4

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

Program Requirements (53 Credits)

INDT 100 Introduction to Industrial Technology..... 1

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 111\* Hand and Machine Tools I..... 2

INDT 112\* Fundamentals of Materials and Design ... 3

INDT 113\* Principles of Electronics ..... 3

INDT 200\* Welding Basics and Fabrication..... 3

INDT 201\* Hand and Machine Tools II ..... 2

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 ..... 80*

\*Courses require prerequisites.

**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 (13 Credits)

ENG 102\* English Composition ..... 3

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

HPE Physical Education Activity ..... 1

INDT 101\* Mathematics for Industrial Technology.... 3

Social/Behavioral Science ELECTIVE ..... 3  
Choose an elective from Area IV on the New Mexico Lower Division General Education Core (see pages 25-26.)

Related Requirements (14 Credits)

BAD 151 Introduction to Business ..... 3

BOFT 115 Employment Strategies..... 3

CIS 120 Introduction to Applications Software ..... 4

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

Program Requirements (48 Credits)

INDT 102 Quality Systems ..... 3

INDT 103 Principles of Electricity ..... 3

INDT 104 Drawings and Schematics ..... 3

INDT 108 Introduction to Wind Energy ..... 3

INDT 110 Environmental Health and Safety ..... 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 208\* Wind Turbine Materials and E/M Equipment..... 3

INDT 210\* Process Control..... 3

INDT 212\* Mechanical Drives..... 3

INDT 213\* Power Generation Systems..... 3

INDT 218\* Wind Turbine Troubleshooting and Repair..... 3

INDT 251\* Practicum Experience ..... 6

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

\*Courses require prerequisites.

**Certificate of Completion in Industrial Electrical Systems (19 Credits)**

INDT 101\* Mathematics for Industrial Technology.... 3

INDT 103 Principles of Electricity ..... 3

INDT 104 Drawings and Schematics ..... 3

INDT 113\* Principles of Electronics ..... 3

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

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

*Total credits required for a Certificate of Completion in Industrial Electrical Systems..... 19*

\*Courses require prerequisites.

**Certificate of Completion in Industrial Mechanical Systems (22 Credits)**

INDT 101\* Mathematics for Industrial Technology.... 3

INDT 104 Drawings and Schematics ..... 3

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

INDT 211\* Mechanical Equipment ..... 3

INDT 212\* Mechanical Drives..... 3

INDT 213\* Power Generation Systems..... 3

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

*Total credits required for a Certificate of Completion in Industrial Mechanical Systems..... 22*

\*Courses require prerequisites.

### Certificate of Completion in Industrial Machining Principles (16 Credits)

INDT 101* Mathematics for Industrial Technology....	3
INDT 104 Drawings and Schematics .....	3
INDT 111* Hand and Machine Tools I.....	2
INDT 112* Fundamentals of Materials and Design ...	3
INDT 200* Welding Basics and Fabrication.....	3
INDT 201* Hand and Machine Tools II .....	2
<b>Total credits required for a Certificate of Completion in Industrial Machining Principles .....</b>	<b>16</b>

\*Courses require prerequisites.

### Certificate of Completion in Industrial Management (19 Credits)

INDT 101* Mathematics for Industrial Technology....	3
INDT 102 Quality Systems .....	3
INDT 110 Environmental Health and Safety .....	3
INDT 202* Introduction to Preventative Maintenance.....	3
INDT 210* Process Control.....	3
PHYS 113 Survey of Physics and Laboratory.....	4
<b>Total credits required for a Certificate of Completion in Industrial Management.....</b>	<b>19</b>

\*Courses require prerequisites.

### Certificate of Completion in Wind Energy (22 Credits)

INDT 101* Mathematics for Industrial Technology....	3
INDT 103 Principles of Electricity .....	3
INDT 104 Drawings and Schematics .....	3
INDT 108 Introduction to Wind Energy .....	3
INDT 110 Environmental Health and Safety .....	3
INDT 113* Principles of Electronics .....	3
PHYS 113 Survey of Physics and Laboratory.....	4
<b>Total credits required for a Certificate of Completion in Wind Energy.....</b>	<b>22</b>

\*Courses require prerequisites.

## 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 (17 credits)

COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research.....	3
MATH 107* Intermediate Algebra .....	4
PSY 101 Introductory Psychology .....	3
HPE Physical Education Activity.....	1

### Related Requirements (13 credits)

ACCT 201* Introductory Accounting I.....	4
CIS 140 Introduction to Word Processing.....	3
CIS 150 Introduction to Spreadsheets .....	3
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 221 Wills and Estates.....	3
LEST 281 Real Estate Law.....	3
<b>ELECTIVES.....</b>	<b>6</b>

Select from the following list:

CRJU 264 Criminal Justice and the Courts
LEST 107 Bankruptcy
LEST 108 Administrative Law
LEST 227 Law Office Practice and Procedures
LEST 228 Corporate Law
LEST 229 Contract Law
LEST 268 Workshop in LEST
LEST 290* Co-op in LEST
LEST 293 Topics in LEST
LEST 297* Internship in LEST

**Total credits required for an Associate of Applied Science in  
Legal Assistant Studies..... 66**

\*Courses require prerequisites.



## NURSING

Clovis Community College offers a two-year Career Mobility 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).

**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.

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

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 **March 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. In certain semesters, this may take place after the applicant has been notified of acceptance to the Nursing 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 **March 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 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.
6. All applicants for the Nursing Program 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 committee.
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

- 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.
- 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.
- All students are to have a Professional CPR card that is renewed annually before admission.
- Advancement within each level of the program requires a grade of "C" or better in all courses in the Nursing major.
- Students who have twice failed to achieve a grade of "C" 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.
- The following nursing courses are taken concurrently with a lab. Failure to achieve a "C" 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.
- 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.
- 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](http://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 Background Check Fee – Cost of background check to meet clinical site requirements

#### Accreditation

The CCC Nursing Program is accredited by:  
National League for Nursing Accrediting Commission, Inc.  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
[www.nlnac.org](http://www.nlnac.org)  
404.975.5000

#### General Education Requirements (12 credits)

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 101 Introductory Psychology ..... 3

#### Related Requirements (21 credits)

BIOL 211\* Human Anatomy and Physiology I..... 4  
BIOL 212\* Human Anatomy and Physiology II ..... 4  
BIOL 222\* Microbiology and Lab ..... 4  
FCS 112 Introduction to Nutrition ..... 3  
HIT 115 Medical Terminology **OR**  
SOC 101 Introductory Sociology ..... 3  
PSY 106 Human Growth and Development ..... 3



ASSOCIATE OF APPLIED SCIENCE

**LEVEL I (Semesters 1 & 2)**

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

**Practical Nursing (51 Credits)**

**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 (Semesters 3 & 4)**

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

**AAS IN NURSING**

**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).

**Certificate of Achievement in Nurse Tech (15 Credits)**

NT 101 Nurse Tech I.....	6
NT 102 Nurse Tech II.....	3
NT 103 Nurse Tech Practicum.....	3
PSY 106 Human Growth and Development.....	3
<i>Total credits required for a Certificate of Achievement in Nurse Tech..... 15</i>	

**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
<i>Total credits required for a Certificate of Achievement in Health Care Assistant.....6</i>	

**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**

1. 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 **March 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:
  - a. Completed Radiologic Technology Application.
  - b. Completed CCC Application for Admission if not currently enrolled.
  - c. Minimum GPA of 2.5 as indicated in Item 3.

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 and prerequisite courses.
4. BIOL 211, BIOL, 212, MATH 107, and HIT 115 must have been completed within the five (5) years prior to admittance to the program.
5. 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 requirements 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 **March 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 2, 3, and 4. Applications will be accepted based on the date the Radiology application was submitted and the date all requirements were completed.

#### 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. 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 the results of a physical examination.
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.
3. All students are to have a Professional CPR card that is renewed annually before admission to the program.
4. Advancement within each level of the program requires a grade of "C" or better in all courses in the Radiologic Technology major.
5. Students who have twice failed to achieve a grade of "C" 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.

#### 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.

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.

## ASSOCIATE OF APPLIED SCIENCE

## 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 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](http://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

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, by calling 312.704.5300 or through the Web at [www.jrcert.org](http://www.jrcert.org).

## General Education Requirements (17-18 credits)

COMM 101 Interpersonal Communication.....	3
ENG 102* English Composition .....	3
HPE Physical Education Activity.....	1
MATH 107* Intermediate Algebra <b>OR</b> Higher Math .....	3-4
PSY 101 Introductory Psychology .....	3
CIS 120 Introduction to Applications Software .....	4

## Related Requirements (12 credits)

BIOL 211* Human Anatomy and Physiology I.....	4
BIOL 212* Human Anatomy and Physiology II.....	4
HIT 115 Medical Terminology .....	3
RADT 101 Introduction to Radiologic Technology.....	1

## Program Requirements

With the exception of RADT 101, courses in the Radiologic Technology major can be taken **ONLY** after acceptance into the Radiologic Technology Program.

## Fall Semester I (10 credits)

RADT 102 The Profession of Radiologic Technology ...	1
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 .....	1
RADT 112 Patient Care .....	2

## Spring Semester I (9 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.....	1
RADT 120 Radiobiology .....	2

## Summer Semester I (6 credits)

RADT 122 Radiation Protection .....	2
RADT 130 Clinical Education III .....	2
RADT 140 Radiographic Pathology I .....	2

## Fall Semester II (9 credits)

RADT 205 Clinical Education IV.....	4
RADT 207 Radiographic Pathology II.....	2
RADT 212 Radiographic Imaging.....	3

## Spring Semester II (9 credits)

RADT 201 Radiographic Physics.....	2
RADT 203 Special Radiographic Procedures.....	1
RADT 214 Clinical Education V .....	4
RADT 216 Radiographic Pathology III.....	2

## Summer Semester II (6 credits)

RADT 220 Seminar in Radiologic Technology .....	2
RADT 230 Clinical Education VI.....	2
RADT 240 Radiographic Pathology IV .....	2

*Total credits required for an Associate of Applied Science in Radiologic Technology ..... 78-79*

\*Courses require prerequisites.



# Associate of Applied Science in Full-Time Occupational Technology Programs

Automotive Technology  
Cosmetology  
Heating, Ventilation, Air Conditioning/Refrigeration  
Welding

## 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; Heating, Ventilation, Air Conditioning/Refrigeration; 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 page 10 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 16 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 any other Automotive Technology courses.



## AUTOMOTIVE TECHNOLOGY

General Education Requirements (13-14 credits)

ENG 102\* English Composition ..... 3

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

HPE Physical Education Activity ..... 1

BOFT 241\* Business Mathematics OR  
MATH 107\* Intermediate Algebra ..... 3-4

Social/Behavioral Science ELECTIVE ..... 3  
Choose an elective from Area IV on the New  
Mexico Lower Division General Education Core  
(see pages 25-26.)

Related Requirements (9 credits)

BOFT 115 Employment Strategies..... 3

CIS 120 Introduction to Applications Software ..... 4

HPE 220 First Aid and CPR ..... 2

Program Requirements (55 credits)

AT 100 Introduction to Automotive Electronics ..... 4

AT 111\* Engine Repair Theory ..... 3

AT 111L\* Engine Repair Lab ..... 2

AT 112\* Automatic Transmissions and Transaxle  
Theory..... 3

AT 112L\* Automatic Transmissions and  
Transaxle Lab ..... 3

AT 113\* Manual Transmissions Theory ..... 2

AT 113L\* Manual Transmissions Lab ..... 1

AT 114\* Suspension and Steering Theory ..... 3

AT 114L\* Suspension and Steering Lab ..... 2

AT 115\* Brake Systems Theory ..... 3

AT 115L\* Brake Systems Lab ..... 2

AT 120\* Welding for Automotive Technology ..... 2

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 Theory..... 3

AT 216L\* Automotive Electronics Lab..... 2

AT 217\* Automotive HVAC Theory ..... 2

AT 217L\* Automotive HVAC Lab ..... 1

AT 218\* Engine Performance Theory ..... 6

AT 218L\* Engine Performance Lab ..... 4

**Total credits required for an Associate of Applied Science in  
Automotive Technology..... 77-78**

\*Courses require prerequisites.

## Certificate of Completion in Automotive Chassis Systems (40 Credits)

Related Requirements (5 credits)

BOFT 115 Employment Strategies..... 3

HPE 220 First Aid and CPR ..... 2

Program Requirements (35 credits)

AT 100 Introduction to Automotive Electronics ..... 4

AT 114\* Suspension and Steering Theory ..... 3

AT 114L\* Suspension and Steering Lab ..... 2

AT 115\* Brake Systems Theory ..... 3

AT 115L\* Brake Systems Lab ..... 2

AT 120\* Welding for Automotive Technology ..... 2

AT 124\* Fundamentals of Electronic  
Steering Systems ..... 2

AT 125\* Fundamentals of Anti-lock Brake Systems... 2

AT 216\* Automotive Electronics Theory..... 3

AT 216L\* Automotive Electronics Lab..... 2

AT 218\* Engine Performance Theory ..... 6

AT 218L\* Engine Performance Lab ..... 4

**Total credits required for a Certificate of Completion in  
Automotive Chassis Systems..... 40**

\*Courses require prerequisites.

## Certificate of Completion in Automotive Power Train Systems (44 Credits)

Related Requirements (5 credits)

BOFT 115 Employment Strategies..... 3

HPE 220 First Aid and CPR ..... 2

Program Requirements (39 credits)

AT 100 Introduction to Automotive Electronics ..... 4

AT 111\* Engine Repair Theory ..... 3

AT 111L\* Engine Repair Lab ..... 2

AT 112\* Automatic Transmissions and Transaxle  
Theory..... 3

AT 112L\* Automatic Transmissions and  
Transaxle Lab ..... 3

AT 113\* Manual Transmissions Theory ..... 2

AT 113L\* Manual Transmissions Lab ..... 1

AT 121\* Engine Repair Diagnostics..... 2

AT 122\* Electronic Transmission Diagnostics ..... 1

AT 216\* Automotive Electronics Theory..... 3

AT 216L\* Automotive Electronics Lab..... 2

AT 217\* Automotive HVAC Theory ..... 2

AT 217L\* Automotive HVAC Lab ..... 1

AT 218\* Engine Performance Theory ..... 6

AT 218L\* Engine Performance Lab ..... 4

**Total credits required for a Certificate of Completion in  
Automotive Power Train Systems..... 44**

\*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% 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

- Applicants must complete an admission packet to be admitted to any full-time Cosmetology, Nail Technician, or Esthetics program. Application packets may be obtained in the Office of Admissions and Records or the Cosmetology department and must be on file in Admissions and Records to be considered for admission to any Cosmetology program for the following spring or fall semester. The applicant's file must contain the following information:
  - A completed program application.
  - A completed CCC Application for Admission if not currently enrolled.
- 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.
- 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 10 of this catalog.

- The following State Board of Barbers and Cosmetologists requirements must be met by the first day of instruction:
  - Copy of high school or GED transcript
  - Copy of Birth Certificate or Picture ID (driver's license or state-issued identification card)
  - Application to State Board (completed in first class meeting)
  - 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
  - Two (2) passport-size pictures

The selection process is based on the date all of the following information is completed and is on file in the Office of Admissions and Records:

- 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 (13 Credits)

BOFT 241* Business Mathematics .....	3
COMM 101 Interpersonal Communication.....	3
ENG 102* English Composition .....	3
HPE Physical Education Activity.....	1
PSY 101 Introductory Psychology <b>OR</b>	
SOC 101 Introductory Sociology.....	3

### Related Requirements (10 Credits)

BAD 151 Introduction to Business .....	3
BIOL 115 Human Biology and Lab .....	4
BOFT 115 Employment Strategies.....	3

### 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 Cosmetology .....** 75

\*Courses require prerequisites.



ASSOCIATE OF APPLIED SCIENCE - OT

**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
<b>Total credits for a Certificate of Completion in Cosmetology Theory .....</b>	<b>16</b>

\*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
<b>Total credits for a Certificate of Completion in Hair Fundamentals .....</b>	<b>21</b>

\*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
<b>Total credits required for a Certificate of Completion in Esthetics .....</b>	<b>24</b>

\*Course has prerequisites

**Certificate of Achievement in Nail Technician  
(13 Credits)**

COS 102 Nail Tech Theory I <b>OR</b>	
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
<b>Total credits required for a Certificate of Achievement in Nail Technician .....</b>	<b>13</b>

\*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
<b>Total credits required for a Certificate of Achievement in Salon Success.....</b>	<b>15</b>

\*Courses require prerequisites.

## HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION



The Heating, Ventilation, Air Conditioning/Refrigeration Program trains students in the areas of installation, maintenance, and service of residential and commercial equipment. This program was awarded accreditation from HVAC Excellence, Inc., for exceeding the industry

standards in curriculum, facilities, and staff. Students will receive Environmental Protection Agency (EPA) Section 608 and R410A Refrigerant Safety certifications. They may also test for HVAC Excellence Employment Ready Certification in Air Conditioning, Heat Pump, or Electrical.

### AAS in Heating, Ventilation, Air Conditioning/Refrigeration

General Education Requirements (13-14 credits)	
ENG 102* English Composition .....	3
COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
HPE Physical Education Activity.....	1
MATH 107* Intermediate Algebra <b>OR</b>	
BOFT 241* Business Math .....	3-4
PSY 101 Introductory Psychology <b>OR</b>	
SOC 101 Introductory Sociology.....	3
Related Requirements (9 credits)	
BAD 151 Introduction to Business <b>OR</b>	
MGT 231* Small Business Management .....	3
BOFT 115 Employment Strategies.....	3
CIS 100 Basic Computer Literacy .....	3
Program Requirements (53 credits)	
HVAC 101 Fundamentals of Refrigeration.....	3
HVAC 101L Fundamentals of Refrigeration Lab .....	3
HVAC 102 Fundamentals of Electricity.....	4
HVAC 102L Fundamentals of Electricity Lab.....	4
HVAC 105 Applied Math .....	2
HVAC 106* Domestic Refrigeration.....	3
HVAC 107* Residential Air Conditioning.....	4
HVAC 108* Residential Heating .....	4
HVAC 109* Heat Pump Systems .....	4
HVAC 121* Solar and Electrical Systems Interpretation and Troubleshooting .....	2
HVAC 202* Systems Design and Heat Load .....	4
HVAC 204* Commercial Air Conditioning .....	4
HVAC 205* Commercial Refrigeration I.....	4
HVAC 206* Commercial Refrigeration II .....	4
HVAC 207* Green Technology and Management .....	4
<i>Total credits required for an Associate of Applied Science in Heating, Ventilation, Air Conditioning/Refrigeration .....</i>	
<i>75-76</i>	

\*Courses require prerequisites.

### Certificate of Completion in Residential Heating, Ventilation, Air Conditioning/Refrigeration (31 Credits)

HVAC 101 Fundamentals of Refrigeration.....	3
HVAC 101L Fundamentals of Refrigeration Lab .....	3
HVAC 102 Fundamentals of Electricity.....	4
HVAC 102L Fundamentals of Electricity Lab.....	4
HVAC 105 Applied Math .....	2
HVAC 106* Domestic Refrigeration.....	3
HVAC 107* Residential Air Conditioning.....	4
HVAC 108* Residential Heating .....	4
HVAC 109* Heat Pump Systems .....	4
<i>Total credits required for a Certificate of Completion in Residential Heating, Ventilation, Air Conditioning/Refrigeration.....</i>	
<i>31</i>	

\*Courses require prerequisites.

### Certificate of Completion in Commercial Heating, Ventilation, Air Conditioning/Refrigeration (22 Credits)

HVAC 121* Solar and Electrical Systems Interpretation and Troubleshooting .....	2
HVAC 202* Systems Design and Heat Load .....	4
HVAC 204* Commercial Air Conditioning .....	4
HVAC 205* Commercial Refrigeration I.....	4
HVAC 206* Commercial Refrigeration II .....	4
HVAC 207* Green Technology and Management .....	4
<i>Total credits required for a Certificate of Completion in Commercial Heating, Ventilation, Air Conditioning/Refrigeration.....</i>	
<i>22</i>	

\*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, plat 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 (13-14 credits)	
ENG 102* English Composition .....	3
MATH 107* Intermediate Algebra <b>OR</b>	
BOFT 241* Business Mathematics .....	3-4
COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
HPE Physical Education Activity .....	1
Social/Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the New Mexico Lower Division General Education Core (see pages 25-26.)	
Related Requirements (9 credits)	
BAD 151 Introduction to Business <b>OR</b>	
MGT 231* Small Business Management .....	3
BOFT 115 Employment Strategies.....	3
CIS 100 Basic Computer Literacy .....	3
Program Requirements (48 credits)	
WELD 130 Safety and Orientation .....	2
WELD 131 Flux Cored Arc Welding.....	2
WELD 133 Symbol & 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 & 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
<b>Total credits required for an Associate of Applied Science in Welding.....</b>	<b>70-71</b>

\*Courses require prerequisites.

### Certificate of Completion – Entry-Level Welder (17 Credits)

WELD 130 Safety & Orientation.....	2
WELD 131 Flux Cored Arc Welding.....	2
WELD 133 Symbol & Blueprint Reading.....	2
WELD 135 Oxyacetylene & 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
<b>Total credits required for a Certificate of Completion for Entry-Level Welder.....</b>	<b>17</b>

### Certificate of Completion – Advanced Welder (31 Credits)

WELD 240* Welding Inspection & Testing .....	2
WELD 241* Gas Metal Arc Welding II .....	3
WELD 243* Layout & 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 & 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
<b>Total credits required for a Certification of Completion for Advanced Welder.....</b>	<b>31</b>

\*Courses require prerequisites.

# Associate of Arts

Early Childhood Education  
 Educational Assistant

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

Fine Art  
 Liberal Arts

- General Liberal Arts
- Concentration in Education

Psychology

## 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 course 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 (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26. Students are encouraged to take PSY 201 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 and  
 Implementation I (NMCCN ECED 2163) ..... 3  
 ECE 135P Curriculum Development and  
 Implementation Practicum I (NMCCN ECED 2162) ..... 2  
 ECE 136 Introduction to Reading and Literacy  
 Development (NMCCN READ 2113) ..... 3  
 ECE 233 Family and Community Collaboration  
 (NMCCN ECED 1133) ..... 3  
 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  
 II (NMCCN ECED 2173) ..... 3  
 ECE 240P Curriculum Development and  
 Implementation Practicum II (NMCCN ECED 2172) ..... 2  
 ECE 241 Professionalism (NMCCN ECED 2152) ..... 2  
**Total credits for an Associate of Arts in Early Childhood  
 Education ..... 68**

\*Courses require prerequisites.



ASSOCIATE OF ARTS

## 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 (35 credits)**

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26. Students are encouraged to take PSY 201 as part of their general education requirements.

**Other CCC Requirements (13 credits)**

CIS 120 Introduction to Applications Software .....	4
EDF 222 Structured Observation of Teaching.....	3
HPE Physical Education Activity.....	1
HPE 220 First Aid and CPR .....	2
PSY 201 Child Psychology (Elementary Education Concentration) <b>OR</b>	
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 I.....	4
SPAN 102* Beginning Spanish II .....	4
BLED 201* Introduction to Bilingual Education .....	3
SPAN 201* Intermediate Spanish I.....	3

### 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)

PSY 106 Human Growth and Development .....	3
HPE 121 Personal Health.....	3
HPE 145 History and Concepts in Physical Education .....	3
HPE 210* Observation in Health and Physical Education .....	2

ECE/HPE 246 Teaching Children Games and Fitness.....	2
HPE Physical Education Activity.....	1

### 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..... 60-62**

\*Courses require prerequisites.

## FINE ART

The Fine Art program gives students a solid base of artistic principles and techniques. Individual creativity and cultural background are developed through an exploration of pertinent issues in the visual arts.

The curriculum is designed to provide a variety of learning experiences, and courses are planned to meet needs of all levels of students. The first level courses are designed for beginning students with little or no experience. Students may choose from two degree plans: Associate of Arts degree in Fine Art or the Associate of Applied Science degree in Graphic and Media Art. (See the Associate of Applied Science section on page 40.)

**General Education Requirements (35 credits)**

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26.

**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 203 Figure Drawing I .....	3
ART 221 Painting I.....	3
ART 222* Painting II .....	3
ART 241 Sculpture I.....	3
ART 297* Art Internship .....	3
ELECTIVES .....	6
Select from ART 107*, ART 204*, ART 210, ART 224, ART 231, ART 242*, ART 247, ART 261, ART 262, ART 271, ART 281, ART 290, and ART 293	

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

\*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

General Education Requirements (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26.

Other CCC Requirements (1 credit)

HPE Physical Education Activity..... 1

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..... 64-65*

\*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.

### Concentration in Education

General Education Requirements (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26. 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 courses.

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.

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 a Concentration in Education..... 63*

\*Courses require prerequisites.

### Certificate of Completion in Liberal Arts (35 Credits)

The Certificate of Liberal Arts is awarded to students completing the 35-hour general education core requirements.

General Education Requirements (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26.

*Total credits required for a Certificate of Completion in Liberal Arts..... 35*



## ASSOCIATE OF ARTS

## 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 (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26. Students are required to take STAT 213 as part of their general education requirements.

### Other CCC Requirements (11 credits)

HPE Physical Education Activity .....	1
CIS 120 Introduction to Applications Software .....	4
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 ..... 67***

\* 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 (24-26 credits)	
COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research .....	3
MATH 107* Intermediate Algebra <b>OR</b>	
Higher MATH OR STAT .....	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
Electives (37-38)	
Select from courses that meet CCC graduation requirements.**	
<b>Total credits required for an Associate of General Studies .....</b>	<b>62-65</b>

\*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

## 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 (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core Courses on pages 25-26. Students must take ECON 221 and ECON 222 as part of their general education requirements.

### Program Requirements (28 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
CIS 120 Introduction to Applications Software (NMCCN BCIS 1113) .....	4
MKT 201* Principles of Marketing (NMCCN MKTG 2113) ....	3
STAT 213* Statistical Methods I (NMCCN MATH 2114).....	4

### Business Electives

Choose one of the following courses:

FIN 201* Principles of Finance (NMCCN BFIN 2113) OR MGT 201* Principles of Management (NMCCN MGMT 2113) .....	3
---	---

### Other CCC Requirements (1 credit)

HPE Physical Education Activity .....	1
---------------------------------------	---

**Total credits required for an Associate of Science in  
Business Administration..... 64**

\*Courses require prerequisites.

## 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 (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26. Students are encouraged to select ECON 222 and PSY 101 as part of their General Education selections.

Other CCC Requirements (1 credit)

HPE Physical Education Activity ..... 1

Program Requirements (27-29 credits)

ACCT 201\* Introductory Accounting I ..... 4

ACCT 202\* Introductory Accounting II ..... 4

BAD 151 Introduction to Business ..... 3

CIS 101 Fundamentals of Computer Systems **OR**

CIS 120 Introduction to Applications Software ..... 3-4

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 102\*, or MATH 123\*

*Total credits required for an Associate of Science in Computer Information Systems..... 63-65*

\*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 (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 (35 credits)

Refer to the Clovis Community College qualifying New Mexico General Education Core courses on pages 25-26.

Other CCC Requirements (4 credits)

CIS 120 Introduction to Applications Software ..... 4

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

ELECTIVE ..... 2-3

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 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..... 66-67*

\*Courses require prerequisites.



## ACS -ACCT

# 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 Web site at [www.hed.state.nm.us](http://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 100

#### College Study Skills – 3 Credits

This course is designed for students also taking READ 093 and ENG 093. Modules in this course include college orientation issues, study skills, note-taking systems, test-taking strategies, critical thinking skills, stress management skills, time management skills, and goal setting. *(All students who test into ENG 093 or READ 093 must take ACS 100 their first semester.)*

### 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: "C" or better in MATH 094 or Accuplacer Test placement into MATH 096*

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 14.) May be repeated for a maximum of nine (9) credit hours.

**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. (NMCCN ANTH 1113)

**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. (NMCCN 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. (NMCCN 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**

Designed to develop an awareness and a deeper sense of abstract and spiritual significance of the arts. (NMCCN ARTS 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

**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 209****Desktop Graphics – 3 Credits**

*Cross reference: CIS 209*

*Prerequisite: CIS 120 or consent of instructor*

*Out-of-class computer work required.*

An introduction to computers as a digital prepress design tool. Applications include multicolor illustration and painting software, scanners, and postscript printer. This course expands on the practice of preparing art for multicolor printing and the principles and techniques of mechanical color separation with the use of computer software. Expansion of the student's professional vocabulary is continued. The use of computers in drawing, typesetting, and printing production increases.

**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 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 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 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 commercial art with activities concerning design principles of advertising. Emphasis is placed on proper execution of the steps involved in developing a graphic design solution. Students are introduced to the use of related tools and materials, professional terminology, technical skills, and craftsmanship. Combination of lab and lecture.

**ART 256****Graphic Design and Digital Production – 3 Credits***Prerequisites: ART 209, ART 255, ART 258, and ART 265*

*Out-of-class computer work required.*  
Continued emphasis is placed on effective design for advertising and graphic design applications. The development of mechanical skills, design, and layout are pursued. Studio projects will be completed using traditional artwork preparation as well as digital (computerized) prepress techniques.

**ART 258****Photoshop – 3 Credits***Cross reference: CIS 258**Out-of-class computer work required.*

Explore basic concepts, tools, and vocabulary of Adobe Photoshop to create visual effects for both print and Web media. Scanners and digital cameras will also be used to combine, produce images, and manipulate photos.

**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****Desktop Publishing – 3 Credits***Cross reference: CIS 265**Out-of-class computer work required.*

The basics of publication design using computers and desktop publishing software with scanners, digital images, and OCR programs. The use of layout, typography, and clip art graphics to produce camera-ready brochures, flyers, newsletters, charts, or reports.

**ART 268****Workshop in Art – 1-3 Credits**

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



## ART

**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 14.) 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 – 3 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

**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 the 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 14.) 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 the Health Information Technology program, 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, 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**

*Prerequisites: 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 five years*

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**

*Prerequisites: 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 five years*

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.)



## BAD - BOFT

**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 14.) 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.

**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 micro-computers. 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 241****Business Mathematics – 3 Credits**

*Prerequisite: A grade of “C” or better in MATH 094 or successful placement in MATH 096 or higher*

Basic application of mathematics relating to typical business calculations and practical solutions to mathematical problems using calculators.

**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 14.) 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 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 Systems – 3 Credits**

*Out-of-class computer work required.*

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 (IC<sup>3</sup>), and MCSE certification topics. (NMCCN BCIS 1113)



## CIS

**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 (IC<sup>3</sup>) 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 trouble-

shooting 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 – 4 Credits**

*Prerequisite: CIS 103 (or concurrent enrollment in CIS 103)*

*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. Cisco Certified Network Associate (CCNA) students can apply course to additional Cisco certification(s).

**CIS 120****Introduction to Applications Software – 4 Credits**

*Out-of-class computer work required.*

An introduction to microcomputers, the Windows operating systems, and applications software. Students examine key microcomputer applications, including word processing, spreadsheets, databases, and presentation graphics. Students receive practical experience with hands-on use of microcomputers and applications software. Preparation course for Internet and Computing Core Certification (IC<sup>3</sup>) and covers Microsoft Office Specialist (MOS) certification topics. (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 database manipulation. 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**

*Concurrent enrollment: CIS 134L*

*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; and preventive maintenance. This course is lab intensive. Preparation course for the CompTIA A+ exam and covers MCSE certification topics.

**CIS 134L****Microcomputer Hardware and Software Lab – 1 Credit**

*Concurrent enrollment: CIS 134*

Provides hands-on activities designed for practical applications in microcomputer hardware and software.

**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 Web site projects. Course covers Certified Internet Web certification topics.

**CIS 185****Professional Web Site 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 Web site 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 102 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

**CIS 203****Configuring WAN Connection Services – 3 Credits**

*Prerequisites: CIS 103 and 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 209****Desktop Graphics – 3 Credits**

*Cross reference: ART 209*

*Prerequisite: CIS 120 or consent of instructor*

*Out-of-class computer work required.*

An introduction to computers as a digital prepress design tool. Applications include multicolor illustration and painting software, scanners, and postscript printer. This course expands on the practice of preparing art for multicolor printing and the principles and techniques of mechanical color separation with the use of computer software. Expansion of the student's professional vocabulary is continued. The use of computers in drawing, typesetting, and printing production increases.

**CIS 232****Server Administration Using Microsoft Windows Server – 4 Credits**

*Prerequisites: CIS 102 and CIS 134/CIS 134L (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****Photoshop – 3 Credits**

*Cross reference: ART 258*

*Out-of-class computer work required.*

Explore basic concepts, tools, and vocabulary of Adobe Photoshop to create visual effects for both print and Web media. Scanners and digital cameras will also be used to combine, produce images, and manipulate photos.

**CIS 265****Desktop Publishing – 3 Credits**

*Cross reference: ART 265*

*Out-of-class computer work required.*

The basics of publication design using computers and desktop publishing software with scanners, digital images, and OCR programs. The use of layout, typography, and clip art graphics to produce camera-ready brochures, flyers, newsletters, charts, or reports.

**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 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.

**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 14.) 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, materials, and implements, related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, 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 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 - CRJU

**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 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 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 CRJI 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,



**CRJU - ECE**

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 14.) 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.)

**CRJU 297****Criminal Justice Internship – 3 Credits****Prerequisite: 12 credit hours in Criminal Justice**

Supervised practical experience with area law enforcement agencies. Advance administrative approval required before enrollment.

**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.)

**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 is a basic course in the growth, development, and learning of young children, pre-K through age eight, which will provide students with the foundation for becoming competent early childhood professionals with a knowledge of how young children grow, develop, and learn. Major theories of child development will be integrated with all aspects of development including biological, physical, social, cultural, emotional, cognitive, and language domains. The adult's role in supporting each child's growth, development, and learning will be emphasized. (NMCCN ECED 1113)

**ECE 133****Health, Safety, and Nutrition – 2 Credits**

This course examines ways to recognize and respond to each child's physical health, emotional well being, and nutritional and safety needs and then appropriately plan, maintain and facilitate the use of indoor and outdoor learning environments to promote each child's physical, emotional, and nutritional well being, with consideration for the needs of students with special needs. Emotional distress, child abuse and neglect, and health screening tools will be examined. (NMCCN ECED 1122)

**ECE 135****Curriculum Development and Implementation I – 3 Credits****Concurrent enrollment: ECE 135P**

This course studies the development of appropriate experiences and learning environments for young children through integrated content and curriculum based on social, cognitive, physical, and emotional areas of development. (NMCCN ECED 2163)

**ECE 135P****Curriculum Development and Implementation Practicum I – 2 Credits****Concurrent enrollment: ECE 135**

Provides supervised experience, planning, and participation in experiences with young children, and application of principles of growth and development for families and teachers. (NMCCN ECED 2162)

**ECE 136****Introduction to Reading and Literacy Development – 3 Credits**

This course examines emergent literacy in the context of family, community and culture. Family literacy issues from birth to age eight, early reading and writing development, age appropriate practice, qualitative research in psycholinguistics and child development are studied. (NMCCN READ 2113)

**ECE 233****Family and Community Collaboration – 3 Credits**

Focusing on individual and family diversity as well as social and community diversity in a multicultural society, this course emphasizes developing and maintaining cooperative relationships with parents, community, and other professionals to meet the needs of children. Studies will promote an understanding of how the effects of culture on family structure impact the individual and the lenses through which the world is viewed and acted upon. Diversity will be explored in a variety of areas including abilities, ethnicity, gender, and socioeconomic status. (NMCCN ECED 1133)

**ECE 234****Guiding Young Children – 3 Credits**

This class will explore trends in child guidance strategies and methods for the practical application of these strategies. Reading and discussion will suggest positive and developmentally appropriate discipline strategies for dealing with violence, aggression, anger, and stress. Emphasis will be placed on assisting children to become responsible, competent and cooperative learners. (NMCCN ECED 2183)



**ECE 236****Assessment of Children and Evaluation of Programs – 3 Credits**

This course will focus on appropriate programming and assessment of typical and atypical young children, the role of parents in designing appropriate programs, the role of assessment in the development of curricula, and the role of culture and language in the assessment process. (NMCCN ECED 1143)

**ECE 239****Child Development Associate Assessment Preparation – 3 Credits**

*Prerequisites: Successful completion of ECE 132, ECE 234, and ECE Elective*

This is a course designed for students planning to seek the nationally recognized Child Development Associate Credential. Course materials are designed to present an overview of the 13 functional areas of competency. Students are provided opportunities to complete the documentation required for the credential, as well as opportunities to gain a firm understanding of the requirements mandated for the credential. Hands-on experiences focus on achieving identified competencies in each of the functional areas.

**ECE 240****Curriculum Development and Implementation II – 3 Credits**

*Concurrent enrollment: ECE 240P*

This course is an advanced continuation of the study of the development of appropriate experiences and learning environments for young children through integrated content and curriculum based on social, cognitive, physical, and emotional areas of development begun in ECE 135. (NMCCN ECED 2173)

**ECE 240P****Curriculum Development and Implementation Practicum II – 2 Credits**

*Concurrent enrollment: ECE 240*

This course is an advanced continuation of the supervised experience, planning, and participation in experiences with young children, and application of principles of growth and development for families and teachers begun in ECE 135L. (NMCCN ECED 2172)

**ECE 241****Professionalism – 2 Credits**

This course is an examination of the code of ethics of advocacy practices and current issues in the early childhood profession. (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 098 or BOFT 241 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 222****Principles of Micro Economics – 3 Credits**

*Prerequisite: A grade of "C" or better in MATH 098 or BOFT 241 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.)



## EDF

**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 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 appro-



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 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 100****Math for Nursing and Allied Health – 4 Credits**

*Cross reference: NSG 100*

This course serves as a review of basic mathematics and algebra for potential nursing or emergency medical services students who need to improve their math skills. The topics dealt with include proportions, percent problems, unit conversions, scientific notation, integers, basic operations with fractions and decimals, linear equations, statistics, and probability.

**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

**EMS 120**

Emergency Medical Technician—Basic – 11 Credits

*Prerequisite: Professional CPR Certificate*

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 122**

Emergency Medical Technician—Intermediate – 7 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 – 2 Credits

*Prerequisite: EMS 122 (Students may be concurrently enrolled in EMS 122 and EMS 122L.)*

Lab includes a clinical field experience.

**EMS 201**

Emergency Medical Technician—Paramedic I – 9 Credits

*Prerequisites: EMT-Basic and Intermediate Licenses and EMS 115*

*Concurrent enrollment: EMS 201L*

This course reinforces skills and knowledge learned in the EMT-Basic and EMT-Intermediate courses. Students enrolled in EMT-Paramedic I will examine issues in the pre-hospital environment, gain understanding and advanced treatment modalities of respiratory conditions, treatment of shock, and administration of pharmacological treatments routinely used by Paramedics in the field.

**EMS 201L**

Emergency Medical Technician—Paramedic I Lab – 2 Credits

*Prerequisite: EMS 115*

*Concurrent enrollment: EMS 201*

This lab includes a clinical field experience. Students gain practical experience in the areas of patient assessment, respiratory treatments, and pharmacological treatments on dealing with emergency situations.

**EMS 202**

Emergency Medical Technician—Paramedic II – 6 Credits

*Prerequisites: Basic and Intermediate EMT licenses, EMS 115, EMS 201, and EMS 201L*

*Concurrent enrollment: EMS 202L*

This course provides a basic orientation to medical emergency training with a specific emphasis on the Cardiovascular system.

**EMS 202L**

Emergency Medical Technician—Paramedic II Lab – 2 Credits

*Prerequisites: Basic and Intermediate EMT Licenses, EMS 115, EMS 201, and EMS 201L*

*Concurrent enrollment: EMS 202*

This lab includes a clinical field experience with special emphasis on Emergency Room, Intensive Care, and Burn Care unit rotations.

**EMS 203**

Emergency Medical Technician—Paramedic III – 10 Credits

*Prerequisites: EMT Basic and Intermediate Licenses, EMS 115, EMS 201, EMS 201L, EMS 202, and EMS 202L*

*Concurrent enrollment: EMS 203L*

This course provides students with training in issues in cardiac medical emergencies. In addition, students receive advanced training in other body systems such as the endocrine system, infectious diseases, emergency childbirth, and care of the pediatric patients.

**EMS 203L**

Emergency Medical Technician—Paramedic III Lab – 2 Credits

*Prerequisites: EMT Basic and Intermediate Licenses, EMS 115, EMS 201, EMS 201L, EMS 202, and EMS 202L*

*Concurrent enrollment: EMS 203*

This lab includes a clinical field experience. Students gain practical experience in the areas of cardiac, pediatric, and obstetric emergency situations.

**EMS 204L**

Emergency Medical Technician—Paramedic IV Lab – 2 Credits

*Prerequisites: EMT Basic and Intermediate Licenses, EMS 115, EMS 201, EMS 201L, EMS 202, EMS 202L, EMS 203, and EMS 203L*

This clinical experience provides the student with an opportunity to participate in care of patients in emergency rooms, cardiac care units, and obstetrical units.

**EMS 205L**

Emergency Medical Technician—Paramedic Field Experience – 7 Credits

*Prerequisites: EMT Basic and Intermediate Licenses, EMS 115, EMS 201, EMS 201L, EMS 202, EMS 202L, EMS 203, EMS 203L, and EMS 204L*

This clinical experience provides the student with an opportunity to participate in care of all patients in the emergency setting.

**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 093

#### Transitional Writing – 4 Credits

*Prerequisite: Placement as indicated by English Placement Test results*

This course offers specific instruction in basic composition paragraph development, grammar review, and introduction to the paragraph and letter writing. Class format includes oral and written classroom participation, group activities, individualized writing instruction, access to literature models, and computer software exercises in grammar. Credit will not count toward graduation.

### ENG 095

#### Basic Writing Skills I – 4 Credits

*Prerequisite: A grade of "C" or better in ENG 093 or a satisfactory score on the English Placement Test*

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. An extra hour is included for class writing lab. 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 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 - FST****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: BOFT 241 or MATH 098 with a "C" or better or Accuplacer Test Placement into MATH 107; ACCT 201; and BAD 151 or concurrent enrollment in BAD 151*

An introduction to and analytical application of the tools and techniques of financial management. Topics include financial statement analysis, the time value of money, expected rate of return on investment, the tools of capital market analysis, capital market asset evaluation, the cost of capital to a firm, the determinants of operating leverage, working capital management, and analyses utilizing the measurement tools of each topic. (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 – 8 Credits**

*Prerequisite: FST 101*

*Concurrent enrollment: FST 102L.*

Basic concepts and methodologies of fire suppression. Designed to train the student to Level I as outlined in NFPA 1001 Professional Qualifications Standard, Chapter 4.

**FST 102L**

Firefighter I Lab – 4 Credits

*Prerequisite: FST 101*

*Concurrent enrollment: FST 102.*

Practical experience in concepts and methods of fire suppression including safety, fire behavior, building construction, equipment, hazmat awareness, and other topics. Course includes IFSAC Certification.

**FST 104**

Firefighter II – 7 Credits

*Prerequisites: FST 102, FST 102L, or approval of instructor*

*Concurrent enrollment: FST 104L.*

Advances concepts and methodologies of fire suppression. Meets and exceeds NFPA standards.

**FST 104L**

Firefighter II Lab – 5 Credits

*Prerequisites: FST 102, FST 102L, or approval of instructor*

*Concurrent enrollment: FST 104.*

Practical experience in advanced concepts and methods of fire suppression including rescue, fire prevention, public education, detection systems, evidence, and other topics. Course includes IFSAC Certification.

**FST 106**

Firefighter Health and Safety – 3 Credits

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

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**

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**

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**

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**

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, a currently validated industry certification may be awarded for this content area.

**FST 204****Building Codes and Inspection – 3 Credits**

Studies the components of building construction that relate to fire and life safety with a focus on fire fighter 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 206****Fire Protection Hydraulics and Water Supply – 3 Credits**

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**

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**

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 - HPE ACTIVITY

**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 direc-

tions, etc. This class will be conducted primarily in German. (NMCCN GERM 1124)

**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)

**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/Audit Only**

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 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. This is an activity course.

**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 ACTIVITY

**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 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 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.

**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/Audit Only**

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. (Can only be taken for audit and can be repeated.)

**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)

**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 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 – 2 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 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 ACADEMIC - HIT****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 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 14.) 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.)

**HEALTH INFORMATION TECHNOLOGY (HIT)****HIT 110****Introduction to Health Care – 3 Credits**

Introduces the fundamentals common to all health care occupations and is a basis for students who believe they may have an interest in pursuing a career in health care. Current trends in health care delivery, the language of health care, and health care skills in hands-on and support positions are covered, with emphasis on developing critical thinking skills.

**HIT 115****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.

**HIT 120****Principles of Human Disease – 3 Credits**

*Prerequisite or Co-requisite: HIT 110*

*Prerequisites: BIOL 115; HIT 115*

This course is designed to promote a basic understanding of the disease process as it relates to body systems. Signs and symptoms of diseases are examined, in addition to treatment, prognosis, and prevention of disease.

**HIT 125****Health Care Law and Ethics – 3 Credits**

*Prerequisite or Co-requisite: HIT 110*

Concepts of basic law are explored, as they apply to medical issues and health care. The relationship between law and ethics is discussed, as well as ethical issues facing health care workers.

**HIT 130****Pharmacology for Health Professions – 3 Credits**

*Prerequisite or Co-requisite: HIT 110*

*Prerequisites: BIOL 115; HIT 115*

This course focuses on understanding basic pharmacology principles, as they relate to the allied health professional. Medications and their effects on body systems are examined as well as drug classifications and side effects.



**HIT 190****Medical Transcription I – 3 Credits**

*Prerequisites:* BOFT 111; BIOL 115; CIS 106; HIT 110; HIT 115

This course familiarizes students with basic medical reports, the related terminology, appropriate formats for transcribing the reports, and specialized rules of grammar and punctuation peculiar to dictated reports. Case studies will allow students to practice basic principles and build skill by transcribing various medical reports.

**HIT 200****Medical Transcription II – 3 Credits**

*Prerequisites:* HIT 190

A continuation of skill development in medical transcription. Employment strategies and career management planning for medical transcriptionists will also be addressed.

**HIT 205****Health Information Management – 3 Credits**

*Prerequisites:* BIOL 115; HIT 110; HIT 115

The basic principles and practices of Health Information Management common to all types of health care facilities are presented. Patient record content, health data collection, and an introduction to coding and reimbursement are some of the topics covered.

**HIT 210****ICD-9-CM Coding – 3 Credits**

*Prerequisites:* BIOL 115; HIT 110; HIT 115; HIT 120

An overview of the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) System, describing diagnostic codes. Volumes I-III will be covered. Basic principles for coding and sequencing principal diagnoses as well as inpatient procedures from Volume III will be presented in theory and practice.

**HIT 220****CPT AND HCPCS Procedural Coding – 3 Credits**

*Prerequisites:* BIOL 115; HIT 110; HIT 115; HIT 120

An overview of Current Procedural Terminology (CPT), describing codes for services provided by physicians and outpatient facilities. This course also provides instruction in Healthcare Common Procedure Coding System (HCPCS), through both theory and practice.

**HIT 225****Health Care Reimbursement Systems – 3 Credits**

*Prerequisites:* BOFT 241; HIT 210; HIT 220

A detailed study of healthcare reimbursement, focusing on hospital billing and coding. Claims forms and payers are covered, as well as prospective payment systems.

**HIT 230****Medical Practice Management – 3 Credits**

*Prerequisites:* HIT 210 and HIT 220

This course simulates basic office practices performed in medical offices. MediSoft software will be used to simulate routine office tasks and practice the necessary skills to administer a medical office.

## HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION (HVAC)

**HVAC 101****Fundamentals of Refrigeration – 3 Credits**

An introduction to the basic physics of refrigeration, the refrigeration cycle, basic components and refrigerants. Oxy-fuel safety, working with tubing, and soldering are covered. Students will learn the purpose and safe use of tools used in the HVAC industry. This course covers various types of steel pipe and fittings and provides step-by-step instruction for cutting, threading, and joining ferrous piping.

**HVAC 101L****Fundamentals of Refrigeration Lab – 3 Credits**

Covers the basic principles of heat transfer, refrigeration, and pressure-temperature relationships and the components and accessories used in refrigeration. Projects include building a refrigeration system.

**HVAC 102****Fundamentals of Electricity – 4 Credits**

A study of electrical theory, series and parallel circuits, DC and AC current flow, schematic reading, motors, controls, and proper usage of test instruments. Students learn power generation, distribution, and electrical safety.

**HVAC 102L****Fundamentals of Electricity Lab – 4 Credits**

Covers transformers, single-phase and three-phase power distribution, capacitors, and theory. Students learn the operation of induction motors and the instruments and techniques used in testing AC circuits and components plus review of electrical safety.

**HVAC 105****Applied Math – 2 Credits**

A review of basic mathematics skills necessary to the HVAC technician, including addition, subtraction, multiplication, and division, as well as decimals, fractions, and basic geometry.

**HVAC 106****Domestic Refrigeration – 3 Credits**

*Prerequisites:* HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105

The installation, maintenance, and repair of household refrigerators and freezers. Study includes icemakers, system components, plus troubleshooting electrical and sealed system problems.

**HVAC 107****Residential Air Conditioning – 4 Credits**

*Prerequisites:* HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105

A study of service and maintenance procedures for evaporative coolers, window air conditioners, and whole house systems. Air distribution systems, sheet metal work, and troubleshooting both the electrical and refrigeration portions of the system are covered.



**HVAC - HIST****HVAC 108****Residential Heating – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

A study of residential heating systems with a focus on electric, gas, and oil furnaces, including installation, preventative maintenance, control systems, safety devices, and troubleshooting. Gas line sizing, derating, orifice sizing, humidifiers, and furnace venting systems are covered.

**HVAC 109****Heat Pump Systems – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

A study of heat pump operations and control systems, as well as installation, maintenance, and troubleshooting techniques.

**HVAC 121****Solar and Electrical Systems Interpretation and Troubleshooting – 2 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

This course involves study of both active and passive solar heating systems. Laboratory work emphasis is on electrical schematic interpretation and advanced troubleshooting on a variety of heating and cooling systems.

**HVAC 202****Systems Design and Heat Load – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

Students learn to properly figure air flow requirements from blueprints and for the size of equipment. They learn sheet metal duct sizing and construction. This course covers calculation of the heating and cooling load of a building.

**HVAC 204****Commercial Air Conditioning – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

A study of commercial air conditioning and heating systems and accessories, which includes maintenance, diagnosis and repair of water chillers, cooling towers, boilers, gas furnaces, and hydronic heating systems.

**HVAC 205****Commercial Refrigeration I – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

This class covers icemakers, hot gas and electric defrost systems, pump down systems, multiple evaporator and two temperature systems.

**HVAC 206****Commercial Refrigeration II – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

Instruction will include walk-in refrigerators and freezers, supermarket systems, and large industrial systems.

**HVAC 207****Green Technology and Management – 4 Credits**

*Prerequisites: HVAC 101, HVAC 101L, HVAC 102, HVAC 102L, and HVAC 105*

A study of specialized control systems including electronic devices used to manage power consumption, along with innovation for green technology upgrades to existing HVAC systems.

**HVAC****268 Workshop in HVAC – 1-3 Credits**

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

**HVAC 290****Co-op in HVAC – 1-4 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 14.) May be repeated for a maximum of nine (9) credit hours.

**HVAC 293****Topics in HVAC – 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 of 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 14.) 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.)



## INDT

**INDUSTRIAL TECHNOLOGY (INDT)****INDT 100****Introduction to Industrial Technology – 1 Credit**

This course will cover the various types of industrial processes, present an overview of local industries, and provide the students with an opportunity to have plant tours at several local companies.

**INDT 101****Mathematics for Industrial Technology – 3 Credits**

*Prerequisite: A grade of "C" or better in MATH 094 within the last two years or a satisfactory score on the Math Placement Test taken in the last year*

This course covers a variety of mathematical topics appropriate to the study of Industrial Technology, including arithmetic of whole numbers; common fractions; decimal fractions; percents, averages, and estimates; powers and roots; measurement; tables, charts, and graphic representation of data; ratio and proportion; formulas and equations; geometry and basic trigonometry. Problem solving strategies are emphasized.

**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 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 111****Hand and Machine Tools I – 2 Credits**

*Prerequisites: INDT 101 with a grade of "C" or better, INDT 102, and INDT 104 or consent of instructor*

This course will cover a toolbox overview and practice with small hand tools. The basics of machining will be taught and the student will practice using fittings, lathes, mills, and drill presses. Particular attention will be paid to safety standards in the machine shop.

**INDT 112****Fundamentals of Materials and Design – 3 Credits**

*Prerequisites: INDT 101 with a grade of "C" or better and INDT 104 or consent of instructor*

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 101 with a grade of "C" or better and INDT 104 or consent of instructor*

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**

*Prerequisite: INDT 201 or concurrent enrollment in INDT 201*

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 II – 2 Credits**

*Prerequisite: INDT 111 or consent of instructor*

This course is a continuation of INDT 111 and will focus on further practice on fittings, lathes, mills, and drill presses.

**INDT 202****Introduction to Preventative Maintenance – 3 Credits**

*Prerequisite: PHYS 113 or consent of instructor*

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 and PHYS 113 or consent of instructor*

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**

*Prerequisite: PHYS 113 or consent of instructor*

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 101 with a grade of "C" or better, INDT 108, and PHYS 113 or consent of instructor*

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 and PHYS 113 or consent of instructor*

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**

*Prerequisite: PHYS 113 or consent of instructor*

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**

*Prerequisite: PHYS 113 or consent of instructor*

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**

*Prerequisite: PHYS 113 or consent of instructor*

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 208 or consent of instructor*

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: Consent of instructor*

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 the student will be expected to maintain a training record of activities while working in a local industrial plant setting. Advance approval is required prior to enrollment.

**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****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 14.) May be repeated for a maximum of nine (9) credit hours.

**LEST 293****Topics in Legal Studies – 1-3 Credits**

As announced. (May be repeated for credit.)

**LEST 297****Legal Studies Internship – 3 Credits**

*Prerequisite: 12 Credit hours in Legal Studies*

Supervised practical experience with area attorneys and legal agencies. Advance administrative approval required before enrollment.



## 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 Web sites.

### 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 14.) 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



**MGT - MATH**

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 14.) 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 094**

Basic Mathematical Skills with Geometry – 4 Credits

*Prerequisite: Placement as indicated by results from the Math Placement Test taken in the last year*

Operations with whole numbers, fractions, decimals and integers, elementary geometry topics, percents, and solving linear equations. Problem solving strategies are emphasized. Course credit will not apply toward any degree.

**MATH 096**

Basic Algebra I – 4 Credits

*Prerequisite:*

1. A grade of "C" or better in MATH 094 within the last two years  
OR
2. A satisfactory score on the Math Placement Test taken in the last year

Real numbers and their properties, solving equations and inequalities in one variable, graphing linear equations, introduction to the laws of exponents, operations with polynomials, and factoring polynomials. Problem solving strategies are 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

Factoring polynomials including the sum and difference of two perfect cubes, solving and graphing linear equations and inequalities, operations with rational expressions, solving and graphing quadratic equations including the quadratic formula, solving systems of equations in two variables, and operations with radicals. Problem solving strategies are emphasized. Course credit will not apply toward any degree.

**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

*Course credit does not meet the requirements of some degrees*

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 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 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

*Prerequisites:*

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.)

**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 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 - NSG****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.

**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.)

**NURSE TECH (NT)****NT 101****Nurse Tech I – 6 Credits**

This course will cover customer service, patient service responses, and skill set. Customer service will include transference of knowledge, problem resolution, addressing customer needs, functioning as a team member, and responding to changing circumstances. Patient services includes providing comfort to another in pain and responding to a crisis. Skill set will teach the transportation of patients, measures and records of vital signs, protection of patient's rights, stocks and inventories of medical supplies, delivery of specimens to lab and providing basic clerical duties.

**NT 102****Nurse Tech II – 3 Credits**

*Prerequisites: A grade of "C" or higher in NT 101 or HCA 101*

This course includes training of competencies in customer service and patient service as listed in Nurse Tech I. Skill set competencies will include administration of oxygen, assisting nurses and physicians with sterile procedures, removal of IV therapy lines, draw blood, insert gastric and urethral tubes, and operate patient monitoring (cardiac and fetal monitoring).

**NT 103****Nurse Tech Practicum – 3 Credits**

*Prerequisites: NT 101 and NT 102*

The student will complete clinical rotations on Medical/Surgical, Women's Unit and Pediatrics floors at Plains Regional Medical Center and Roosevelt General Hospital. Participate in patient care (as appropriate) under the supervision of clinical instructor.

**NURSING (NSG)****NSG 100****Math for Nursing and Allied Health – 4 Credits**

*Cross reference: EMS 100*

This course serves as a review of basic mathematics and algebra for potential nursing or emergency medical services students who need to improve their math skills. The topics dealt with include proportions, percent problems, unit conversions, scientific notation, integers, basic operations with fractions and decimals, linear equations, statistics, and probability.

**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 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 pharmaco-dynamics, 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 pharmaco-dynamics, 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 requested 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 Arch 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.)



## PHIL - PSY

## PHILOSOPHY (PHIL)

**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 or concurrent enrollment: MATH 111*

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 14.) 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.

**RADIOLOGIC TECHNOLOGY (RADT)****RADT 101****Introduction to Radiologic Technology – 1 Credit**

This course is designed to acquaint students with the field of radiologic technology and with Clovis Community College's Radiologic Technology program requirements. (Class will be graded on a Pass (P) or Fail (F) basis.)

**RADT 102****The Profession of Radiologic Technology – 1 Credit**

Designed to encompass the professional organizations and hierarchy of radiologic technology, an introduction to the clinical environment, and ethical and legal issues of radiologic technology. Course offered in the fall semester only.

**RADT 104****Fundamentals of Radiography I – 3 Credits**

Introduction to the field of radiologic technology and diagnostic radiographic imaging. Topics include prime exposure factors, interaction of x-rays and matter, basic image receptor principles, image quality, and basic physics of x-ray equipment. Also includes a survey of common radiographic procedures to include the gastrointestinal system, the urinary system, and the reproductive system. Specialized imaging equipment and techniques to include fluoroscopy and tomography will be discussed. During the lab period, students will perform experiments with energized x-ray units to emphasize control of x-ray exposure, film quality, and radiation protection, as well as practice radiographic positioning and produce radiographs of body phantoms. 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 – 1 Credit**

Introduction to the clinical environment during which students are assigned to clinical rotations at an affiliated clinical facility. Emphasis on rotations including the file room, dark room, and patient transportation. Students will take radiographs of the chest, abdomen, and extremities under close supervision and assist during fluoroscopic exams.

**RADT 111****Fundamentals of Radiography II – 3 Credits**

Continuation of RADT 104. Course offered in the spring semester only.



**RADT****RADT 112****Patient Care in Radiography – 2 Credits**

Designed to encompass general patient care, sterile technique, patient transportation, body mechanics, and medical emergencies in the radiology department. The course will be divided into a lecture period and a laboratory period. Course offered in the fall 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, and facial bones. 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 – 1 Credit**

Continuation of Clinical Education I. Students continue scheduled rotations at an affiliated clinical facility. File room, dark room, and patient transportation rotations will be continued. Students will take radiographs of the chest, abdomen, and extremities under limited supervision and continue to assist during Fluoroscopic exams. Students may take radiographs of the spine and skull under close supervision.

**RADT 120****Radiobiology – 2 Credits**

Survey of the effects of radiation exposure on the human body including the acute radiation syndrome, genetic effects, somatic effects, short-term effects, and long-term effects. Course offered in the spring semester only.

**RADT 122****Radiation Protection – 2 Credits**

Study of standard and systems international radiation units. Patient and technologist exposure including the concepts of maximum permissible dose and dose limits. Discussion of public awareness and governmental control involving radiation protection standards. Introduction to quality control and testing tools and procedures. Course offered in the summer semester only.

**RADT 130****Clinical Education III – 2 Credits**

Continuation of Clinical Education II. Students continue scheduled rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, extremities, spine, and skull under limited supervision. Students may take radiographs with the mobile unit for contrast studies and tomography under close supervision.

**RADT 140****Radiographic Pathology I – 2 Credits**

General principles of pathology to include the effects of injury, fundamental tissues, growth disturbances, leading causes of death, and standards of measure. Discussion of diseases of the respiratory system to include statistical data, diagnosis with emphasis on radiological imaging used, and treatment. Course offered in the spring semester only.

**RADT 201****Radiographic Physics – 2 Credits**

Discussion of atomic structure, basic electricity, magnetism, electromagnetism, x-ray production, basic x-ray circuits, methods of rectification, construction of x-ray tubes, and methods of x-ray detection and measurement. Students perform laboratory experiments to demonstrate applications of Ohm's Law, magnetism, electromagnetism, and electromagnetic induction. Demonstrations of meters, timers, controlling components, and rectification of x-ray machine. Course offered in the spring semester only.

**RADT 203****Special Radiographic 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 205****Clinical Education IV – 4 Credits**

Continuation of Clinical Education III. Students continue scheduled rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, extremities, spine, skull, contrast studies, tomography, and portables under limited supervision. Students will take radiographs in surgery as well as of trauma cases under close supervision.

**RADT 207****Radiographic Pathology II – 2 Credits**

Continuation of Radiographic Pathology I. Discussion of the diseases of the Cardiovascular System, Alimentary Tract and the Hepatobiliary System, Hematopoietic System, and Endocrine System to include important and interesting statistical data, diagnosis with emphasis on radiological imaging used, and treatment. Course offered in the fall semester only.

**RADT 212****Radiographic Imaging – 3 Credits**

Extensive study of the radiographic image to include characteristics of the radiographic image and its controlling factors such as radiographic film, automatic processing, intensifying screens, milliamperage, focal film distance, kilovoltage, the human body as an emitter and beam modifier and methods of controlling the remnant beam. Methods of diagnostic quality control are also discussed. Experiments of exposure factors performed during lab period. Course offered in the fall semester only.



**RADT 214****Clinical Education V – 4 Credits**

Continuation of Clinical Education IV. Students continue scheduled rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, extremities, spine, skull, contrast studies, tomography, portables, surgery and trauma under limited supervision. The student will begin rotations through a private office, special procedures, nuclear medicine, ultrasound, and CT. MRI and therapy rotations may be included.

**RADT 216****Radiographic Pathology III – 2 Credits**

Continuation of Radiographic Pathology II. Discussion of the diseases of the genitourinary system, the osseous system, and the joints to include statistical data, diagnosis with emphasis on radiological imaging used, and treatment. Course offered in the spring semester only.

**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 summer semester only.

**RADT 230****Clinical Education VI – 2 Credits**

Continuation of Clinical Education V. Students continue scheduled rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, extremities, spine, skull, contrast studies, tomography, portables, surgery and trauma under limited supervision. Students will continue rotations through a private office, specials, nuclear medicine, ultrasound, and CT. MRI and therapy rotations may be included.

**RADT 240****Radiographic Pathology IV – 2 Credits**

Continuation of Radiographic Pathology III. Discussion of the diseases of the central nervous system and reproductive system as well as various miscellaneous diseases to include statistical data, diagnosis with emphasis on radiological imaging used, and treatment. Course offered in the summer 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 093****Transitional Reading – 4 Credits**

*Prerequisite: Placement as indicated by Reading Placement Test results*

Provide students with intensive fundamental instruction to help students develop basic reading skills, including comprehension, word attack skills, vocabulary and dictionary skills, communication skills, and adult life reading and study skills. Credit will not count toward graduation.

**READ 095****Basic Reading Skills – 3 Credits**

*Prerequisite: A grade of "C" or better in READ 093 or a satisfactory score on the Reading Placement Test*

Students should enroll based on an appropriate placement score or by an advisor's recommendation. Course credit does not apply to any degree. 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. Course credit does not apply to any degree. 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 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.)



## REL - SIGN

**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 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 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 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 - SOC****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 post-secondary 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

This course is for students who have never taken Spanish or for students who need a Spanish refresher course. The course is designed to introduce the development of listening, reading, writing, and speaking skills. A priority of the class is to focus on basic grammar concepts, vocabulary, and conversation. Class participation will be an important component of your grade.

### SPAN 101

#### Beginning Spanish I – 4 Credits

Development of speaking, reading, and writing skills and introduction to linguistic structures. (NMCCN SPAN 1114)

### SPAN 102

#### Beginning Spanish II – 4 Credits

*Prerequisite:* SPAN 101

Continuation of SPAN 101. (NMCCN SPAN 1124)

### SPAN 201

#### Intermediate Spanish I – 3 Credits

*Prerequisite:* SPAN 102 or consent of instructor

Grammar review, conversation, and reading at the intermediate level.

### SPAN 202

#### Intermediate Spanish II – 3 Credits

*Prerequisite:* SPAN 201 or consent of instructor

Continuation of SPAN 201.

### SPAN 204

#### Conversational Spanish – 3 Credits

*Prerequisites:* SPAN 201 and SPAN 202 or consent of instructor

Designed to increase proficiency in spoken Spanish. Course conducted in Spanish.

### 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 - WELD****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. (NMCCN THTR 1113)

**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 14.) 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 & 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 & 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 & 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 249*

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 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**

*Prerequisites: WELD 241, WELD 243, WELD 245, and WELD 249*

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 14.) 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

**Ms. Gayla Brumfield**  
District 1  
Term expires in March 2013

**Mr. Arnold Martinez**  
District 2  
Term expires in March 2017

**Mr. Russell Muffley**  
District 3  
Term expires in March 2015

**Mr. Charles Guthals**  
District 4  
Term expires in March 2013

**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

**Vacant**  
*Chief Financial Officer*

**Lisa Spencer (2004)**  
*Director of Marketing and Community Relations*  
B.U.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

## Division Chairs

**Mark Bussen (1990)**  
*Health and Physical Education*  
B.S., Ft. Hays State University  
M.S., Ft. Hays State University

**Becky B. Carruthers (1995)**  
*Business Administration & Technology*  
B.B.Ed., Eastern New Mexico University  
M.Ed., Eastern New Mexico University

**Robin Kuykendall (2000)**  
*Occupational Technology*  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University

**Shawna McGill (2009)**  
*Allied Health*  
B.S.N., Texas Women's University  
M.S.N., University of Phoenix

**Paul Nagy (2000)**  
*Liberal Arts and Behavioral Sciences*  
B.A., University of Colorado, Colorado Springs  
M.A., Iowa State University  
M.P.A., Drake University

**Larry Powell (1990)**  
*Math and Science*  
B.S., Texas A&M University  
M.S., Texas Tech University  
M.S.Ed., Eastern New Mexico University

## Directors

**Deborah Anderson (1985)**  
*Library Resources*  
B.A., Eastern New Mexico University  
M.L.S., Texas Women's University  
Ed.D., New Mexico State University

**Ashly Baccas (2004)**  
*Upward Bound*  
B.B.A., Harding University

**April Chavez (1996)**  
*Financial Aid*  
B.A., University of Northern Iowa  
M.A., New Mexico State University

**Rosie Corrie (1988)**  
*Admissions and Records/Registrar*  
B.A., Louisiana Tech University  
M.H.R., University of Oklahoma

**Jayne Craig (1998)**  
*Business Affairs*  
B.S., The University of Texas at Dallas

**Natalie Daggett (2011)**  
*Resource Development*  
B.M., Miami University  
M.A., Indiana University

**Brenda Dixon (1993)**  
*Physical Plant*  
A.A.S., Clovis Community College

**Rhonda Jesko (1987)**  
*Human Resource Services*  
A.A., Eastern New Mexico University  
B.B.A., Eastern New Mexico University  
M.B.A., Wayland Baptist University

**Bonnie Miller (1991)**  
*Counseling and Advising*  
B.A., Eastern New Mexico University  
M.A., Eastern New Mexico University

**Tim Mroczek (1996)**  
*User Services*  
A.S., Clovis Community College

**Mona Lee Norman-Armstrong (1998)**  
*Adult Basic Education, Center for Student Success, Testing*  
B.A., University of Colorado

**Jacque Ochs (1986)**  
*Auxiliary Services*  
A.A., Eastern NM University - Clovis  
B.B.A., Eastern New Mexico University

**Freddie Salazar (2008)**  
*Campus Security*  
A.A.S., South Plains College  
B.A., Texas Tech University  
M.S., University of Cincinnati

**Judith Spillane (1997)**  
*Extended Learning*  
B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

**Sandra Taylor-Sawyer (1991)**  
*Small Business Development Center*  
A.A., Eastern New Mexico University  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University  
Ed.D., New Mexico State University

**Yolanda Vela (2009)**  
*TRIO*  
B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

**Mindy Watson (2007)**  
*Federal Programs*  
B.S., West Texas A&M University  
M.A., University of Iowa

**Teresa Whitehead (1999)**  
*Administrative Information Systems*  
B.S., University of Maryland

**Tina Zachry (1996)**  
*Systems and Networking*  
B.B.A., Eastern New Mexico University



## Faculty

**Dana K. Albright (1998)***Psychology*

B.S., West Texas State University  
M.S., Emporia State University

**Paulette Baumgardner (2008)***Computer Information Systems*

B.S., McMurry University  
M.Ed., West Texas A&M University

**Valerie Benedix (1997)***Nursing*

B.S.N., University of Wisconsin  
M.S.N., Saint Joseph's College of Maine

**Ronald Biddle (1999)***Communication*

A.A., American River College  
B.S., Southern Illinois University at Carbondale  
M.A., Oregon State University

**Paul Blair (2000)***Automotive Technology*

ASE Certified Master Automobile Technician

**Jan Bradburn (2010)***Business Administration*

B.S., Brigham Young University  
M.B.A., George Washington University

**VK Bussen (2007)***Mathematics*

B.S., Fort Hays State University  
M.Ed., Eastern New Mexico University

**Lisa Candelaria (2010)***Nursing*

B.S.N., Eastern New Mexico University

**Vivian Coates (2008)***Nursing*

B.S.N., Eastern New Mexico University  
M.S.N., West Texas A&M University

**Terry Davis (2000)***Computer Information Systems*

B.B.A., Eastern New Mexico University  
M.Ed., Boston University

**Shelly Denton (2010)***English/Writing Center Coordinator*

B.S., Texas Christian University  
M.A., Eastern New Mexico University

**David Fuller (2009)***Heating, Ventilation, Air Conditioning/Refrigeration*

Certificate of Completion, Clovis Community College

**Deborah Galanski-Maciak (2010)***Health Information Systems/Online*

B.A.S., Siena Heights College  
M.S., Independence University

**Cookie Gideon (2000)***Cosmetology*

American Beauty College Certificate

**Janna Hackett (2011)***Nursing*

B.S.N., Eastern New Mexico University

**Melissa Ham (2006)***Radiologic Technology*

A.S., Clovis Community College  
B.S.O.E., Wayland Baptist University

**Aloha Hand (2009)***Nursing*

B.S.N., West Texas A&M University  
M.S.N., University of New Mexico

**Brad Heath (2001)***Health and Physical Education*

A.S., Utah Valley Community College  
B.S., University of Utah  
M.S., University of Utah

**Lorenza Hernandez (2003)***Spanish*

A.A., Eastern New Mexico University  
B.A., Eastern New Mexico University  
M.Ed., Eastern New Mexico University

**Lori Hicks (2006)***Cosmetology*

Licensed Cosmetology Instructor

**Nita Howard (1991)***History and Humanities*

B.A., Covenant College  
M.A., Brandeis University

**Jo Hughes (2004)***Developmental Mathematics*

B.Ed., Eastern New Mexico University  
M.S., Eastern New Mexico University

**Camille Jackson (2009)***Nursing*

A.S., Eastern New Mexico University  
B.S.N., Eastern New Mexico University

**Lauren Jerige (2007)***Nursing*

B.S.N., West Texas A&M University

**Janett Johnson (2006)***English*

B.A., Eastern New Mexico University  
M.A., Eastern New Mexico University

**Ramon Jones (2001)***English*

B.A., Miami University  
M.A., Miami University

**Todd Kuykendall (2005)***Biology*

B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University  
M.S.N., University of New Mexico

**Valerie Kyle (2005)***Nursing*

B.S.N., University of Phoenix  
M.S.N., University of New Mexico

**Carolyn Lindsey (2011)***Fine Art*

B.S., Texas Women's University  
M.F.A., Texas Women's University

**Christy Mendoza (2000)***Theater*

B.A., Eastern New Mexico University  
M.A., University of New Mexico

**Apryl Nenortas (2010)***Science*

A.S., Crafton Hills College  
B.A., California State University  
M.A., University of South Alabama  
M.S., University of Nebraska

**Lori O'Leary (2010)***Radiologic Technology*

A.A.S., Clovis Community College  
B.S., West Texas State University  
M.A., Wayland Baptist University

**Sean Poindexter (2010)***Welding*

A.A.S., South Plains College

**Caroline Popescu (1995)***Nursing*

B.S.N., Eastern New Mexico University  
M.S.N., West Texas A&M University

**Michael Powers (2005)***History*

B.A., Eastern New Mexico University  
M.A., Eastern New Mexico University

**Vicky Richardson (2011)***Cosmetology*

Licensed Cosmetology Instructor

**Gayle Richerson (2010)***Nursing*

B.S.N., Eastern New Mexico University

**Arthur T. (J.R.) Richter (2009)***Industrial Technology*

A.A., Clovis Community College

**Monica Sanchez (2007)***Business Administration/Accounting*

B.B.A., New Mexico State University  
M.B.A., Wayland Baptist University

**Mae Szalay (2003)***Cosmetology*

A.A.S., Clovis Community College

**Liz Tipps (2006)***Nursing*

B.S.N., West Texas State-Canyon  
M.S.N., Lubbock Christian University

**Jan Williams (1991)***Health and Physical Education*

B.S., Northeastern State University  
M.S., Northeastern State University

**Lora Wood (2007)***Nursing*

B.S.N., Eastern New Mexico University  
M.S.N., Lubbock Christian University



## Staff

<b>James Annonson</b> <i>Information Technology Specialist</i>	<b>Annette Johnson</b> <i>Purchasing Agent</i>	<b>Diana Reynoso</b> <i>Financial Aid Specialist I</i>
<b>Beverly Aragon</b> <i>Administrative Assistant to the President</i>	<b>Dinah Johnson</b> <i>Admissions Specialist</i>	<b>Stacey Richter</b> <i>Applications Developer</i>
<b>Paul Aragon</b> <i>Custodial Shift Supervisor</i>	<b>Jo Ann Johnson</b> <i>Nursing Faculty Secretary</i>	<b>Jennifer Riddle</b> <i>Title V Transitional Studies Case Management Specialist</i>
<b>Andrew Birch</b> <i>Senior Groundskeeper</i>	<b>Karen Jones</b> <i>Library Technician</i>	<b>Samantha Romero</b> <i>Cashier</i>
<b>Martha Brand</b> <i>Library Technician</i>	<b>Larry Jones</b> <i>Carpenter</i>	<b>Mabel Saiz</b> <i>Faculty Office IV Secretary</i>
<b>Darlene Brown</b> <i>Accountant II - A/R</i>	<b>Sandra Jones</b> <i>Financial Aid Assistant</i>	<b>James Saldana</b> <i>Systems and Network Specialist</i>
<b>Steve Brown</b> <i>Groundskeeper</i>	<b>Norman Kia</b> <i>Senior Applications Developer</i>	<b>Aditi Sarkar</b> <i>Institutional Research Analyst</i>
<b>Paul David Burch Jr.</b> <i>Programmer/Analyst</i>	<b>Sonya King</b> <i>Upward Bound Mentor/Data Specialist</i>	<b>Denise Shankle</b> <i>Nursing Faculty Secretary</i>
<b>Jo Burns</b> <i>Admissions Specialist</i>	<b>Janice Loewen</b> <i>Advising Department Secretary</i>	<b>Gordon Smith</b> <i>SBDC Business Specialist</i>
<b>Jennifer Bussey</b> <i>Academic Advisor</i>	<b>Patty Looper</b> <i>Financial Aid Specialist I</i>	<b>James Smith</b> <i>Financial Aid Specialist II</i>
<b>Floyd Bynum</b> <i>Systems and Network Specialist</i>	<b>Heather Lovato</b> <i>Payroll Coordinator</i>	<b>Larry Smith</b> <i>Mechanical Craftsman I</i>
<b>Nikkei Cardenas</b> <i>Cashier</i>	<b>Josh Lugaro, Jr.</b> <i>Title V Activity Coordinator</i>	<b>Marcus Smith</b> <i>Special Services Coordinator</i>
<b>Bill Cheville</b> <i>Custodian</i>	<b>Cindy McDaniel</b> <i>Purchasing Specialist</i>	<b>Mike St. Clair</b> <i>Senior Mechanical Craftsman</i>
<b>Sharon Crain</b> <i>Financial Aid Compliance Specialist</i>	<b>Nancy Meadows</b> <i>Educational Associate</i>	<b>Dianna Thompson</b> <i>SBDC Administrative Assistant</i>
<b>Laura DaVinci</b> <i>Upward Bound Academic Services Coordinator</i>	<b>Lee Mullins</b> <i>Mechanical Craftsman I</i>	<b>Robin Thompson</b> <i>Center for Student Success Department Secretary</i>
<b>Dannette Ewers</b> <i>Administrative Assistant to the Executive Vice President</i>	<b>Jana Musick</b> <i>Articulation Analyst</i>	<b>Patty Turner</b> <i>Accountant II</i>
<b>Katie Fowler</b> <i>Admissions Specialist</i>	<b>Bill Nichols</b> <i>Information Technology Specialist</i>	<b>Michele Ulrich</b> <i>Receiving Clerk</i>
<b>Ricky Fuentes</b> <i>Title V Instructional Technologist</i>	<b>Cathy Pace</b> <i>Accounts Payable Accountant III</i>	<b>Margaret Vargas</b> <i>Admissions Specialist</i>
<b>Adriana Garcia</b> <i>Graphic Designer</i>	<b>Kyndell Padilla</b> <i>Groundskeeper</i>	<b>Misty Vick</b> <i>Faculty Office V Secretary</i>
<b>Christopher Garcia</b> <i>Financial Aid Specialist II</i>	<b>Rachel Page</b> <i>Online Help Desk Coordinator</i>	<b>Susan Wagener</b> <i>Title V Access Grant Department Secretary</i>
<b>Gilbert Garcia</b> <i>Custodian</i>	<b>Crystal Payne</b> <i>TRiO Specialist I</i>	<b>Tina Ward</b> <i>Accountant III</i>
<b>Gay Goettsch</b> <i>Employee Services Manager</i>	<b>Lee Ellen Phipps</b> <i>Faculty Office I and II Secretary</i>	<b>Debi Weir</b> <i>Visual Communication Specialist</i>
<b>Ernest Gomez</b> <i>Custodian</i>	<b>Terri Pickard</b> <i>Security I</i>	<b>Laura White</b> <i>Testing Center Coordinator</i>
<b>Kelly Gray</b> <i>Public Services Librarian</i>	<b>Mary Ann Prior</b> <i>Bookstore Supervisor</i>	<b>Betty Jane Williams</b> <i>Educational Associate</i>
<b>Tom Guldin</b> <i>Advising Coordinator</i>	<b>Beatriz Ramirez</b> <i>ABE Data Specialist</i>	<b>Joseph Williams</b> <i>Security I</i>
<b>Joseph Ham</b> <i>Senior Carpenter</i>	<b>Lisa Redfield</b> <i>Tutorial Services Manager/Career Services</i>	<b>Sharon Winn</b> <i>HPE Faculty Office Secretary</i>
<b>Clay Hawk</b> <i>Health and Fitness Center Facilities Coordinator</i>	<b>Rex Regnier</b> <i>Media Technology Specialist</i>	
	<b>Sandra Reyes-Garcia</b> <i>TRiO Retention Specialist</i>	



# Index

Academic Calendar .....	11	Cancellation of Courses .....	17	Distance Learning.....	18
Academic Career Studies.....	62	Career Technical Institute.....	15	Division Chairs.....	112
Academic Integrity.....	7	Cellular Telephone Policy.....	8	Drop and Add Procedures.....	13
Academic Policies.....	11	Certificates of Achievement.....	28, 29	Drug-Free Campus.....	7
Academic Standing.....	13, 22	Certificates of Completion.....	28, 29	Dual Credit Program.....	10
Academic Suspension Appeal Process .....	8-9, 13	Certified Internet Web (CIW) Foundations Associate.....	36	Early Admission.....	9
Academy-Based Criminal Justice.....	31	Certified Internet Web (CIW) JavaScript Specialist.....	36	Early Childhood Education .....	55, 56, 78-79
Accounting.....	62	Challenging a Course.....	15	Earning a Second Associate Degree.....	16
Accreditations.....	4	Change of Grade.....	12	Economics.....	79
ACT(American College Testing).....	10, 15	Charging at Registration.....	21	Educational Assistant.....	56
Administration, Faculty, and Staff.....	112-114	Chassis Systems, Automotive.....	50	Education Concentration (Liberal Arts) .....	57
Administrative Assistant Certificate ....	32, 33	Chemistry.....	71	Education Foundations.....	80-81
Admission Policies and Procedures.....	9	Cisco Certified Entry Network Technician (CCENT).....	36	Elementary Education.....	81
Admissions and Records Office.....	9	Cisco Certified Network Associate (CCNA).....	36	Email as an Official Means of Communication.....	8
Admission to Full-time Occupational Technology Programs.....	10	Classification of Students.....	11	Emergency Medical Services .....	38-39, 81-82
Advanced Placement.....	15	CLEP (College Level Examination Program).....	15	Emergency Medical Technician— Basic.....	39
Advanced Welder.....	54	Clovis Community College Facts.....	4-5	Emergency Medical Technician— Intermediate.....	39
Alternative Admission.....	9-10	Commercial HVAC.....	53	English.....	83-84
American College Testing (ACT).....	15	Communication.....	71	Entry-Level Welder.....	54
Americans with Disabilities.....	6	CompTIA A+.....	36	Equal Educational Opportunity.....	6
Anthropology.....	63	CompTIA Network+.....	36	Esthetics.....	10, 52
Application for Admission .....	9-10, 44, 46, 51	CompTIA Security+.....	37	Faculty.....	113
Applied Science General Education Requirements.....	31	Computer Information Systems .....	33-37, 61, 71-74	Family and Consumer Science.....	84
Art.....	40, 56, 63-66	Consortium Agreements.....	19	Family Educational Rights and Privacy Act (FERPA).....	6
Assessment and Placement.....	10	Cooperative Education.....	14	Finance.....	84
Assessment Outcomes.....	7	Cosmetology.....	10, 51-52, 75-76	Financial Aid.....	18-24
Associate of Applied Science .....	28, 30-54	Cosmetology Theory.....	52	Financial Aid Appeal Process.....	19, 23
Associate of Applied Science in Occupational Technology.....	49-54	Course Descriptions.....	62-111	Financial Aid Programs.....	20
Associate of Arts.....	28, 55-58	Course Load.....	11	Fine Art.....	56
Associate of General Studies .....	28, 59	Course Numbering.....	11	Firefighter I.....	39
Associate of Science.....	28, 60-61	Course Challenging.....	15	Firefighter II.....	40
Attendance.....	17, 22	Credit by Examination (CLEP).....	15	Fire Science Technology.....	39, 84-85
Auditing of Courses.....	12	Criminal Justice.....	31, 37-38, 76-78	First Responder.....	39
Automotive Technology .....	10, 49-50, 67-69	Curricular Requirements.....	11	French.....	85-86
Aviation Science.....	69	Dance.....	78	General Education Core Courses.....	25-26
Bilingual Education.....	56, 69	Degree and Certificate Index.....	29	General Liberal Arts.....	57
Biology.....	69	Degree Plans.....	16	Geology.....	86
Board of Trustees.....	112	Degree Requirements.....	16	German.....	86
Business Administration.....	32, 60, 70	Developmental Courses.....	23	Good Standing.....	13
Business and Office Technology .....	32-33, 70-71	Directed Study Policy and Procedures.....	14	Grade Appeal Process.....	8-9, 12
Campus Security.....	7	Directors.....	112	Grading System and Grade Points.....	12
		Disabilities.....	6	Graduation.....	17
		Disclosure.....	6	Graduation and Completion Rates.....	6
		Discrimination and Grievance Policy.....	8		

## Index Continued

Graduation Honors .....	17	Numbering of Courses.....	11	Reading .....	105
Grants, Loans .....	19-21	Nurse Tech .....	46, 100	Refunds .....	18
Graphic and Media Art.....	40	Nursing .....	1, 9, 10, 20, 44-46, 100-101	Registration .....	13
Grievance Policy.....	8	Nursing Student Loan.....	20	Religion.....	106
Hair Fundamentals .....	52	Occupational Technology ...	10, 49, 101-102	Repeating a Course.....	14, 23
Health and Physical Education .....	56, 61, 86-90	Online Degrees (available completely online)		Residency Status.....	18
Health Care Assistant.....	46, 90	Academy-Based Criminal Justice.....	31	Residential HVAC .....	53
Health Information Technology .....	40-41, 90-91	Business Administration.....	32, 60	Salon Success.....	52
Heating, Ventilation, Air Conditioning/ Refrigeration .....	10, 53, 91-92	CIW Foundations Associate .....	36	SAT (Scholastic Aptitude Test).....	10, 15
History .....	92-93	CIW Javascript Specialist .....	36	Scholarships .....	23
Honor Roll.....	17	CompTIA Network+ .....	36	Scholastic Aptitude Testing (SAT).....	15
Humanities.....	93	Computer Information Systems .....	33, 61	Science and Photography Laboratories ....	8
Human services.....	93	Criminal Justice .....	37	Second Associate Degree .....	16
Incomplete Grade .....	12	General Liberal Arts.....	57	Security.....	7
Industrial Electrical Systems.....	42	General Studies .....	59	Senior Citizen Registration .....	18
Industrial Machining Principles.....	43	Health Information Technology .....	40	Sexual Harassment .....	7
Industrial Management .....	43	Internet and Computing Core Certification (IC <sup>3</sup> ).....	37	Sign Language Interpreting .....	106-108
Industrial Mechanical Systems.....	42	Legal Assistant Studies .....	43	Smoke-Free Policy .....	8
Industrial Technology.....	41-43, 94-95	Medical Billing and Coding .....	41	Sociology.....	108
Information Technology .....	34-37	Medical Transcription.....	41	Spanish.....	109
Internet & Computing Core Certification (IC <sup>3</sup> ) .....	37	Microcomputer Applications and Technology.....	34, 35	Special Education.....	56, 109
Internships .....	14	Microsoft Certified Technology Specialist (MCTS).....	37	Special Needs Services.....	6
Learning Communities.....	14-15	Microsoft Office Specialist .....	37	Staff .....	114
Legal Assistant Studies .....	43, 95-96	Microsoft Office Specialist .....	37	Statistics .....	109
Liberal Arts.....	57	Web Technology .....	34, 35	Student Appeals .....	8
Library Technology .....	97	Paralegal Studies .....	43	Student Classification .....	11
Loans, Grants .....	19-20	Paramedic .....	38	Student Conduct.....	6
Management.....	97-98	Philosophy .....	102	Student Course Load.....	11
Marketing.....	98	Philosophy of Clovis Community College.....	5	Student Employment .....	19, 21
Mathematics .....	98-99	Philosophy of General Education.....	25	Student Outcomes Assessment .....	7
Media Art .....	<i>see Graphic &amp; Media Art</i>	Photography Laboratories .....	8	Student Responsibilities .....	8
Medical Billing and Coding .....	40, 41	Physics .....	102	Student Rights and Responsibilities.....	6
Medical Transcription.....	40, 41	Placement Testing .....	10	Suspension.....	8, 9, 13, 22, 23
Microcomputer Applications and Technology.....	34, 35	Plagiarism.....	7	Theatre .....	109
Microsoft Certified Technology Specialist (MCTS) Server.....	37	Plant Operations and Equipment .....	41-42	Transfer Credit.....	10, 25, 27
Microsoft Office Specialist (MOS) .....	37	Political Science .....	102	Transfer Modules.....	16-17, 27
Military Credit.....	11	Power Train Systems, Automotive.....	50	Transferring from CCC .....	16
Mission Statement .....	1	Practical Nursing .....	44-46	Tuition and Payments .....	18
Music .....	99-100	Privacy.....	6	Veterans Educational Assistance .....	23
Nail Technician .....	10, 52	Probation .....	13, 23	Web-Based Admission .....	9
Networking (CIS) .....	34, 35	Programs of Study.....	25-61	Web Technology .....	34, 35
New Mexico Common Course Numbers.....	25-26	Psychology .....	58, 102-103	Welding.....	10, 54, 110-111
		Radiologic Technology .....	1, 9, 10, 21, 46-48, 103-105	Wind Energy .....	41, 42, 43
				Withdrawing from Courses .....	13
				Work Study.....	21



# Contacts

Clovis Community College Information .....	575.769.2811
Academic Advising .....	575.769.4020
Academic Case Management.....	575.769.4099
Admissions and Records .....	575.769.4025
Bookstore.....	575.769.4050
Business Office/Student Accounts.....	575.769.4038
CAFB Education Office .....	575.784.6295
Career Services .....	575.769.4077
Center for Student Success.....	575.769.4095
Computers for Student Use .....	575.769.4075
Educational Services .....	575.769.4111
Financial Aid .....	575.769.4060
General Student Information.....	575.769.4747
Health and Fitness Center .....	575.769.4150
Help Desk .....	575.769.4747
Library.....	575.769.4080
Security.....	575.769.4143
Small Business Development Center.....	575.769.4136
Special Needs Services.....	575.769.4098
Testing.....	575.769.4088

