

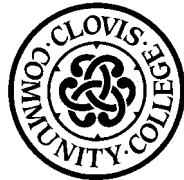


Clovis  
Community  
College

2016-2017  
**Course Catalog**

417 Schepps Blvd. | Clovis, NM  
[www.Clovis.edu](http://www.Clovis.edu)





## **Our Mission**

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The mission of Clovis Community College, an institution of dedicated educators, professionals, and students, is to serve and empower lifelong learners who are seeking educational opportunities within and beyond the limits of our communities by being learner-centered, embracing advances in technology, and making accredited, high-quality education affordable and accessible.

## **Clovis Community College 2016-2017 Course Catalog**

### **Accredited by:**

The Higher Learning Commission of the  
North Central Association of Colleges and Schools

Accreditation Commission for Education in Nursing

The Joint Review Committee on Education in Radiologic Technology

Master Accreditation from National Automotive  
Technicians Education Foundation (NATEF)

## MESSAGE FROM THE PRESIDENT

### Welcome to Clovis Community College!

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

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

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

We are grateful to the community for supporting our growth and success, and we are privileged to continue being a part of your education.



Dr. Becky Rowley,  
*President, Clovis Community College*

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## CLOVIS COMMUNITY COLLEGE FACTS



- Clovis Community College was established in 1961 as a branch campus of Eastern New Mexico University.
- Construction of the current campus began in 1978 on 25 acres donated by Ervin Schepps.
- CCC was created as a locally controlled, locally governed independent community college by local voters in 1990.
- The campus now occupies approximately 100 acres of land with a \$30 million facility, including the Dr. W. D. Dabbs Library, the Dr. H. A. Miller Student Services Center, and the Allied Health Center.
- The final phase of the Allied Health Center opened in 2012. This Center includes the Bonner Nursing Education building as well as the Joe and Charlyne Sisler Allied Health building. This Center provides state-of-the-art training facilities for students in the Allied Health occupations which include Nursing and Radiologic Technology.
- CCC has been designated a Hispanic Serving Institution by the U.S. Department of Education.
- CCC has been named a Military Friendly School. This designation honors the top 15 percent of colleges, universities, and trade schools in the country that are doing the most to embrace America's military service members, veterans, spouses, and dependents as students and ensure their success on campus.
- Offering a wide range of degree programs and occupational programs, the College serves over 4,000 students.
- CCC offers a variety of non-credit courses for adults as well as a vibrant Kids 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 high school 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 New Mexico 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).
- CCC provides quality online instruction in all general education and selected occupational fields.

## ACCREDITATIONS

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



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



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



- The 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.



- 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 (ABE), English as a Second Language (ESL), 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.
- 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 (FERPA) 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, email 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 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 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 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 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, online resources, or unapproved personal electronic devices 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.

## STUDENT RECORDS

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

## STUDENT APPEALS

An appeals process for students at Clovis Community College is available to afford students an opportunity to express their position in matters that affect their welfare during their enrollment. Students have a right to appeal a violation of college policies or request exceptions to policies because of unusual or special circumstances. Should the need arise, the following appeals exist to benefit students: Grade Appeals, Suspension Appeals, General Academic Appeals, and other appeals for violations of conduct or policy. In all cases, final appeals must be made in writing to the Admissions and Standards Committee.

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. **Decisions of the Admissions and Standards Committee are final.**
2. Grade Appeal Process (See page 15 of this catalog).

3. Academic Suspension Appeal Process (See page 16 of this catalog).
  4. Financial Aid Appeal Process (See page 27 of this catalog).
  5. Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.
  6. Other appeals not included in the definitions previously described should be presented in writing to the Executive Vice President, who will determine the appropriate office, supervisor, or committee to hear the matter.
- 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 are responsible for reporting problems with their student email account to the Help Desk at 575.769.4969.

#### College Responsibilities:

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

#### SCIENCE & OCCUPATIONAL TECHNOLOGY 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.

#### EMAIL AS AN OFFICIAL MEANS OF COMMUNICATION

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

#### Student Responsibilities:

- Students are responsible for checking their official student email regularly (at least 3 times per week).
- Students must be aware of mailbox capacity and ensure there is sufficient space in their accounts.

#### COLLEGE BOOKSTORE

The mission of the Clovis Community College Bookstore is to enhance and support the educational processes of Clovis Community College. The CCC Bookstore, managed by Barnes and Noble College, partners with the Campus community to provide appropriate goods and services at a competitive price, help develop and maintain an effective learning environment, reflect an institutional image of competence and quality, provide advice on services and resources appropriate to educational needs, and generate income to augment Campus resources. In executing this role, the bookstore is committed to quality customer service.

#### Textbook Rentals

Textbooks for many classes may be rented from the bookstore. Textbook rentals are generally less than half the cost of a new book. In order to rent textbooks, a student must provide a credit or debit card as security against the rental, and the card is only charged if the rented books are not returned. Rentals are due for return the day after the last day of finals.

In addition to textbook rentals, most books are available as new, used, and as digital books to either be purchased or rented. For more information on digital textbooks, please visit [www.yuzu.com](http://www.yuzu.com).

#### Online Orders

Students may pre-order textbooks on the bookstore's website: [www.clovis.bncollege.com](http://www.clovis.bncollege.com). The website can also be accessed at [pathway.clovis.edu](http://pathway.clovis.edu) under the Students tab. Orders placed online may be charged to the student's account by choosing the SFA payment option at check-out. Online orders may be shipped to a student's home or held at the bookstore for pick-up at the beginning of the semester.

## Purchases

Purchases can be paid with cash, check, or major credit card. Each semester there is a period of time when students may charge books to their student account. This time period begins approximately a week before classes start and runs through the first week of classes. Students will need to present a student ID in order to charge to their student account.

## Refund Policy

An original cash register receipt must accompany all returns. Refunds may be made until the end of the first week of classes. If a student drops a class, he or she has until the end of the drop/add period to return the book for the class to the bookstore and must present a schedule with the change at the time of return.

## Gross Receipts Tax

There is no tax charged on textbooks. Normal tax is charged on supplies and other items purchased at the bookstore.

## Store Hours and Contact Information

Store hours are Monday through Thursday, 8 a.m. to 5 p.m.; Friday, 8 a.m. to 4:30 p.m.; and closed Saturday and Sunday. The Bookstore will also have extended hours the first week of the fall and spring semesters. The Bookstore is located just off the Commons area across from the Business Office. The Bookstore phone number is 575.769.4050, and the store manager's email is [sm8032@bncollege.com](mailto:sm8032@bncollege.com).

## 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, Room 134 in the Dr. H. A. Miller Student Services Center, or by telephone at 575.769.4143.

Students and visitors witnessing any crime, suspicious activity, or emergencies on campus are asked to report their observations to Campus Security in the Dr. H. A. Miller Student Services Center. A

copy of the Campus Security Policy is on file in the Library along with the annual report of crime on campus as well as at [www.clovis.edu/security](http://www.clovis.edu/security).

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

### Mobile Active Threat of Violence/Active Shooter on Campus:

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

### Fire and Bomb Threat Evacuation:

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

### Severe Weather Response:

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

### Suspicious Persons and/or Activities:

- Report suspicious persons and/or activities to Security at 575.769.4143 or 575.760.4105.
- For emergency situations, contact the Clovis Police Department at 575.769.1921 or 911.

- Service/contract vendors are required to display “vendor” badges while on campus performing work or servicing the campus to avoid calls on suspicious persons or activities.

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

### TOBACCO-FREE POLICY

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

courtyards, spaces between buildings, and campus interior parking lots. Designated smoking areas are the perimeter parking lots only.

### INFORMATION TECHNOLOGY POLICY

Clovis Community College provides numerous information technology resources for use by the College’s students, faculty, and staff. Information technology includes, but is not limited to, all college computing equipment, software, systems, networks, electronic mail, and internet access. These resources are the property of the College and are provided to the campus community to support the College’s mission and institutional goals. The purpose of this policy is to protect the College’s technology users and resources and to ensure equitable access and proper management of resources. The Information Technology Policy can be found at [www.clovis.edu/labuse](http://www.clovis.edu/labuse).

### CELLULAR TELEPHONE POLICY

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

### DISCRIMINATION AND GRIEVANCE POLICY

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

## ADMISSION POLICIES AND PROCEDURES

Clovis Community College adheres to an open admission policy except for certain occupational programs. See Admission to Full-Time Occupational Technology Programs for more information.

### 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

Students may also apply at [www.clovis.edu/admissions](http://www.clovis.edu/admissions).

### ADMISSION PROCESS

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

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

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

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

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

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

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

Degree-seeking students are encouraged to meet with an Academic Advisor every semester before registering.

### WEB-BASED ADMISSION

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

### ADMISSION TO FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

Clovis Community College adheres to an open admission policy except for the following full-time programs:

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

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

1. Complete an Admissions Application and submit it to the Admissions and Records Office.
2. Complete an Occupational Technology Program Application and submit it to the Division Chair for Occupational Technology in Room 151.
3. Submit an official high school transcript (no copies can be accepted) or a high school equivalency credential transcript to the Admissions and Records Office (for Cosmetology and Esthetics/Nail Tech applicants only).
4. Complete the Accuplacer or other appropriate placement test and meet the minimum score requirements for the interested program. Please see an Academic Advisor for more information.

- Complete AT 100 with a “C” or higher (Automotive Technology applicants only).

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

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

### DUAL CREDIT/EARLY ADMISSION FOR HIGH SCHOOL STUDENTS

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

- Dual Credit Program:** Clovis Community College, through dual credit enrollment agreements, provides students with an opportunity to take college courses while still in high school and earn high school credit as well as college credit. Students enrolled at area public schools, private schools, or NM homeschool associations are eligible for dual credit classes. 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. Under the NM Dual Credit Agreement, tuition is paid for by the state of New Mexico. Students may be responsible for course fees.
- Career Technical Institute (CTI):** 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. Under the NM Dual Credit Agreement, tuition is paid for by the state of New Mexico, and textbooks are paid for by the high school. Students are responsible for course fees.

- Early Admission:** This program provides public, private, and homeschooled 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. Under early admission, students are responsible for tuition, books, and course fees.

All students admitted under Dual Credit or Early Admission are required to take the appropriate assessment as defined in the Assessment and Placement section. 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.

### 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 or other appropriate placement test 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. For subjects in which the required score has not been attained after retaking the assessment, students must complete the appropriate developmental course(s). The Accuplacer covers mathematics, English, and reading. 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 articulated in the Admissions and Records Office. Once the transfer articulation has been completed, students will be notified through their CCC student email account. 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 that are noted as remedial or developmental from any colleges will be considered the same at Clovis Community College. If a 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:

- Related Requirements
- Program Requirements

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.

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:

- Accrediting Commission for Community and Junior Colleges
- Association for Biblical Higher Education Commission on Accreditation
- Accrediting Council for Independent Colleges and Schools

- Distance Education Accrediting Commission
- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Association of Schools and Colleges
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission
- Additional specialized and professional accrediting organizations as recognized by the CHEA

**Military Credit:** 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..

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 four 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 fall, spring, and summer semesters.

Full academic calendars are published in the Student Handbook and 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 fall or spring semester and 6 through 10 during the summer semester. The definition of full-time status for financial aid students and VA students may differ. Students wishing to register for more than 18 credit hours during a regular semester or more than 10 in the summer semester must have an Academic Advisor’s recommendation and approval of the Executive Vice President prior to registration.

### ATTENDANCE POLICY

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

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

### GRADING SYSTEM AND GRADE POINTS

Grades are determined by student performance as judged by the instructor.

Letter grades of “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:

- Related Requirements
- Program Requirements

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

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

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

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

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



## INCOMPLETE GRADES

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:

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

## AUDITING OF COURSES

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

Audited courses are recorded on the CCC transcript as an "AU" with no credit awarded. Audited courses will not be computed as part of the GPA.

## 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.

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 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 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.

## UNSAFE PRACTICE PROCESS

Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.

## ACADEMIC STANDING

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

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

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

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

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

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

## ACADEMIC SUSPENSION APPEAL PROCESS

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

Upon receipt of the written appeal, the Admissions and Standards Committee will review the request and determine what action to

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

## REGISTRATION

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

## CANCELLATION OF COURSES POLICY

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

## CANNON AIR FORCE BASE CLASSES

CCC offers educational services to personnel at Cannon Air Force Base (CAFB). Any CCC student may enroll in CAFB on-base classes upon receipt of security clearance; however, priority is given to military personnel. Due to security issues, dual credit high school students are not eligible for classes taught at CAFB unless they are military dependents.

## 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 online via Pathway prior to the deadline. If a student cannot appear in person, he/she must send signed permission with the individual who is completing the drop/add form. The written permission must include the student's identification number (C Number) and specify which course(s) will be dropped or added. In cases of extreme emergency, students may request permission from the Admissions and Records Office to make alternate arrangements. All schedule changes must be completed prior to the deadline published in the semester schedule.

## WITHDRAWING FROM COURSES

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at [www.clovis.edu/academiccalendar](http://www.clovis.edu/academiccalendar). Students who need to withdraw may do so online via Pathway or at the Admissions and Records Office or at the Cannon Air Force Base Educational Services Office prior to the deadline. Withdrawal from a course can affect financial assistance or Veteran's benefits. Dual credit students must contact their high school counselor to withdraw from a course. It is recommended that students consult an Academic Advisor and Financial Aid prior to withdrawing if they are receiving a Pell Grant.

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

## 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.

After a student repeats a course, the following symbols will appear on the student's transcript indicating that the course was repeated:

- E Course repeated and not calculated in GPA
- I Course repeated and calculated in GPA

Students may repeat a course as often as they desire to improve their cumulative grade point average. If a "C" or higher 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, Physical Therapist Assistant, and Radiologic Technology courses are an exception to this policy. See Nursing on page 44, PTA on page 49, and RADT on page 51.)
3. Courses taken at another college or university will not be considered a repeat of a CCC course in GPA calculation.

## DIRECTED STUDY POLICY AND PROCEDURES

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

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

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

## INTERNSHIPS

Internships are supervised practical experiences and are included as requirements or electives in selected programs of study. An internship is not a substitute for required courses and should be undertaken in the final stages of the associate degree program. The student must have completed 12 credit hours in the academic discipline in which the internship occurs in order to enroll in the internship. Students must be in good academic standing as defined on page 17 to be eligible for an internship. Internship applications are available in the Academic Advising Office or program areas.

## 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.

### CREDIT BY EXAMINATION

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

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

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

#### College Level Examination Program (CLEP)

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

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

#### Advanced Placement (AP)

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

#### ACT/SAT Credit Examination Program

1. CCC may grant up to ten credits for ACT examinations based on the examination scores as follows:

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

2. Credit is given to students who take the ACT/SAT examination before the first registration at CCC. Credit is awarded within the first semester of attendance. 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. All students must submit ACT/SAT scores for consideration for this credit.
3. Any credit earned through CLEP, AP, and ACT/SAT must be mutually exclusive. For example, a student cannot earn three hours of English credit through ACT/SAT and another three hours of credit for English through CLEP or AP. The total number of credits accepted from any combination of CLEP general and ACT/SAT cannot exceed 32 credit hours.

Please see an Academic Advisor for acceptable SAT scores or for more information regarding credit by examination by calling 575.769.4020 or emailing [academic.advising@clovis.edu](mailto:academic.advising@clovis.edu).

### 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.

- 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.
- Students must pay the challenge exam fee of \$100 per credit hour, which is separate from registration fees and is not refundable.
- If students successfully complete the examination with a grade of "C" or higher, 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.
- The maximum number of credits that may be earned by course challenge examinations is 21.
- Students are responsible for taking challenge exams early enough to assure credit before registering for more advanced courses.
- 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:

- Read and follow degree requirements as specified in the catalog;
- Consult with an Advisor regarding a degree plan; and
- 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 Asso-

ciate of Applied Science (AAS) degrees, Certificates of Completion, and Certificates of Achievement after students:

- Complete all courses for general education, related, and program requirements as specified on the degree plan;
- 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;
- Achieve a minimum 2.0 cumulative grade point average and a minimum 2.0 program grade point average;
- Earn grades of "P" or "C" or higher in the following categories:
  - » Related Requirements
  - » Program Requirements
- Apply for graduation and if participating in the ceremony, 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.

### AWARDING DEGREES/CERTIFICATES

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

### EARNING A SECOND ASSOCIATE DEGREE

Students may earn more than one associate degree through CCC. Students who desire to complete additional degrees must file the additional degree plan(s) with the Academic Advising Office.

### 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. A nominal fee will be charged for each official transcript requested. 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 to transfer 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 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 designed 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 designed to transfer to any New Mexico college or university and apply toward bachelor's degree program requirements for students

enrolled at any public institution in New Mexico. Students should consult with an Academic Advisor regarding which specific classes fit these categories. For more information, please refer to the Higher Education Department at [www.hed.state.nm.us](http://www.hed.state.nm.us).

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

**Complaint Procedure for Transfer Students:** All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. Any student having questions regarding the acceptance of transfer credits should contact the Admissions and Records Office or the Academic Advising Office.

### GRADUATION

Students expecting to complete their programs of study must file an Application for Graduation for each degree or certificate earned in the Admissions and Records Office and pay applicable 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 higher and whose cumulative grade point average is 2.0 or higher will be listed on the Executive Vice President's Honor Roll.

## TUITION AND PAYMENTS

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

### TUITION PAYMENTS

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

### DISTANCE LEARNING

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

### SENIOR CITIZEN REGISTRATION

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

### QUALIFICATIONS FOR SENIOR CITIZEN DISCOUNT

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

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

### RESIDENCY STATUS FOR TUITION PURPOSES

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

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

**Resident Out-of-District:** Students whose legal state of residency is New Mexico, and who have lived in New Mexico for the past 12

consecutive months, but who live outside the Clovis Community College tax district.

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

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

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

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

Active duty non-resident members of the Armed Forces of the United States stationed within New Mexico and their dependents qualify for in-district tuition while the member is on active duty. Military personnel not using tuition assistance and military dependents must submit non-resident tuition waiver applications to the Admissions and Records Office by the deadline published in each semester schedule.

### REFUNDS

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

## FINANCIAL AID

### FINANCIAL AID PROCEDURES

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

Direct financial aid questions to:

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

**Note:** The U.S. Department of Education and the New Mexico Higher Education Department frequently change regulations pertaining to financial aid. Since Clovis Community College complies with all legislative mandates and federal regulations, the Financial Aid Office reserves the right to make policy and procedure changes during the award year.

### DETERMINATION OF FINANCIAL AID

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

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

**Cost of Attendance includes:**

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

### EXPECTED FAMILY CONTRIBUTION

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

### ELIGIBILITY FOR FINANCIAL AID

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

### FEDERAL REQUIREMENTS

Students must:

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

### CONSORTIUM AGREEMENTS

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

### APPEAL FOR PROFESSIONAL JUDGMENT

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



## STEPS TO APPLY FOR GRANTS, LOANS, AND STUDENT EMPLOYMENT

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

## FINANCIAL AID PROGRAMS

The Financial Aid Office administers the following programs:

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

## 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.

### 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 LOAN FOR SERVICE

This need-based loan program is designed to encourage nurses to practice in areas in New Mexico that have a shortage of nurses. It is a service-payback loan program where students enrolled in an accredited nursing program can borrow up to \$12,000 annually to attend school. After graduation, nurses are expected to work in an underserved area of New Mexico. One year of service repays one year of the nursing loan. If students do not work in an underserved area after graduation, the loan must be paid back with interest. Since funds are limited, students should apply as soon as they are accepted into the CCC Nursing Program. The application process is open from May 15 to July 1. For more information, contact the Financial Aid office.

### NEW MEXICO ALLIED HEALTH LOAN FOR SERVICE

This loan is designed to encourage students in the Physical Therapist Assistant program or the Radiologic Technology program to work in underserved areas in New Mexico. Like the Nursing Loan, it is also a service-payback loan program. The amount of a loan for which students are eligible is determined by their unmet financial need. The maximum amount students can borrow is \$12,000 per year. After students graduate, they are expected to work in an underserved area of New Mexico. These areas are designated by the New Mexico Medical Shortage Area Committee. If the recipient does not work in an underserved area, the loan must be repaid at three times the principal with interest. Since funds are limited, students should apply as soon as they are accepted into the Physical Therapist Assistant Program or Radiologic Technology Program at CCC. The application process is open from May 15 to July 1. For more information, contact the Financial Aid office.

### 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 semester.
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

Students are responsible for adhering to the General Financial Aid Policies as listed in this catalog and on the CCC Website. 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 who decide to withdraw after the beginning of a semester must contact the Financial Aid Office before withdrawing.

Before registering, the student will be required to sign or electronically accept an agreement of the financial responsibility, which

confirms the student is liable for all tuition and fee charges on his or her student account, including collection costs resulting from delinquent charges being turned over to a collection agency.

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

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

Students must:

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

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.

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. A refund disbursement schedule is available in the Financial Aid Office each semester. Disbursement amounts are based on the student's enrollment status at the applicable "freeze" date. For additional information, contact the Financial Aid office.

## 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 payment period, a calculation is performed to determine the amount of Title IV funds the student has earned at the time of the withdrawal. A return of funds calculation determines how much money the student may have to return to the Title IV programs.

An official withdrawal is when a student withdraws from the school via the college's withdrawal process. In this case, there is 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 16 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 cumulative grade point average of at least 2.0 (C average). Grade point values for financial aid eligibility are:

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

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

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

**FINANCIAL AID SAP STATUS DEFINITIONS**

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

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

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

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

## DEVELOPMENTAL COURSES

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

## REPEAT COURSES

Students can repeat a previously passed class once and receive financial aid for that course. This policy cannot be appealed.

## NOTIFICATION OF SAP

Notification of deficiency (warning 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. 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 to determine if the student's circumstances warrant allowing the student to continue receiving aid. Decisions of the Financial Aid Appeals Committee are final.

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

## SCHOLARSHIPS

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

## ELIGIBILITY FOR VETERANS EDUCATIONAL ASSISTANCE

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

Students requesting Veteran's benefits are required to have a degree plan on file and make "satisfactory progress toward an educational goal" to continue receiving benefits. Satisfactory progress is defined in the Academic Standing section on page 16.

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

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

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

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

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

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

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

Complete details about each Chapter 30 category are available 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(c) and 38 CFR 21.4023(a) respectively). The prohibition ensures that two federal funding sources are not used for the same courses.

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

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

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

- Tuition and fees directly to the school not to exceed the maximum in-state tuition and fees at a public institution of higher learning
- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school

- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment
- A one-time rural benefit payment for eligible individuals.

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

## PHILOSOPHY OF GENERAL EDUCATION

All associate degrees at CCC contain 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, and 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 in society. Certificate programs include a combination of general education requirements and practical learning experiences within the discipline.

## GENERAL EDUCATION PHILOSOPHY STATEMENTS

The following general education philosophy statements summarize the competencies Clovis Community College students achieve through classes included in the General Education curriculum as well as in programs of study.

Clovis Community College students will:

- Be able to write a well-developed, coherent, grammatically correct essay that demonstrates independent thought and integration of research.
- Demonstrate the ability to think critically, organize ideas, adapt to a particular audience, and make a credible oral presentation.
- Demonstrate the ability to observe, to perceive verbal and non-verbal communications, to organize information, and to effectively convey information and ideas orally.
- Evolve in their comprehension of science as an approach to problem solving and the acquisition of knowledge.
- Demonstrate an understanding of cultural, social, and political structures and processes and their effects on individual, group, and societal behaviors.

## 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, or at [www.hed.state.nm.us](http://www.hed.state.nm.us).

## CLOVIS COMMUNITY COLLEGE GENERAL EDUCATION CORE

Some classes may not be offered every semester based on student demand.

### Area I: Communication

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>a. ENG 102* English Composition</li> <li>b. ENG 104* English Composition and Research<br/>ENG 233* Technical and Professional Writing I</li> </ul> | <ul style="list-style-type: none"> <li>c. COMM 101 Interpersonal Communication<br/>COMM 102 Public Speaking</li> </ul> <p style="text-align: right;">*Course requires prerequisites.</p> |
|---|--|

### Area II: Mathematics

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>a. MATH 110* College Algebra or higher</li> <li>b. MATH 113* Math for General Education</li> </ul> | <ul style="list-style-type: none"> <li>c. STAT 213* Statistical Methods</li> </ul> <p style="text-align: right;">*Course requires prerequisites.</p> |
|---|--|

### Area III: Laboratory Science

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. BIOL 113 Biology for General Education and Lab<br/>BIOL 115 Human Biology and Lab<br/>BIOL 211 Human Anatomy and Physiology I and Lab<br/>BIOL 212* Human Anatomy and Physiology II and Lab<br/>BIOL 222 Microbiology and Lab</li> <li>b. CHEM 113 Chemistry for General Education and Lab<br/>CHEM 151* General Chemistry I and Lab<br/>CHEM 152* General Chemistry II and Lab</li> </ul> | <ul style="list-style-type: none"> <li>c. PHYS 113 Survey of Physics and Lab<br/>PHYS 151* General Physics I and Lab<br/>(Highly recommended for pre-med majors)<br/>PHYS 152* General Physics II and Lab</li> <li>d. GEOL 113 Physical Geology and Lab</li> </ul> <p style="text-align: right;">*Course requires prerequisites.</p> |
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### Area IV: Social and Behavioral Science

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. ECON 221* Principles of Macro Economics<br/>ECON 222* Principles of Micro Economics</li> <li>b. PSCI 102 American National Government<br/>PSCI 202 Introduction to State and Local Government</li> <li>c. PSY 101 Introductory Psychology<br/>PSY 106 Human Growth and Development<br/>PSY 201 Child Psychology<br/>PSY 202 Adolescent Psychology</li> </ul> | <ul style="list-style-type: none"> <li>d. SOC 101 Introductory Sociology<br/>SOC 212 Contemporary Social Issues<br/>SOC 215 Child, Family, and Community</li> <li>e. ANTH 111 The Dawn of Humanity<br/>ANTH 123 New Mexico: Enchanted Lands and Diverse Cultures<br/>ANTH 233 People and Cultures of the World<br/>ANTH 243 Introduction to Cultural Anthropology</li> </ul> <p style="text-align: right;">*Course requires prerequisites.</p> |
|--|--|



## Area V: Humanities and Fine Arts

- a. HIST 101 Survey of American History to 1865  
HIST 102 Survey of American History Since 1865  
HIST 121 World Civilization I  
HIST 122 World Civilization II  
HIST 203 New Mexico History
- b. PHIL 201 Introduction to Philosophy  
PHIL 202 Introduction to Logic  
PHIL 211 Ethics  
PHIL/REL 212 Philosophy of Religion
- c. HUM 221 Introduction to Humanities I  
HUM 222 Introduction to Humanities II
- d. ENG 202 Types of Literature/Short Story  
ENG 203 Types of Literature/Novel  
ENG 204 Types of Literature/Drama  
ENG 205 Types of Literature/Poetry  
ENG 211 Introduction to Literature  
ENG 221 Survey of English Literature I  
ENG 222 Survey of English Literature II  
ENG 223 Survey of American Literature I  
ENG 224 Survey of American Literature II
- e. ART 101 Drawing I  
ART 102\* Drawing II  
ART 106 Design I  
ART 107\* Design II  
ART 131 Art Appreciation  
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  
ART 262 Art History II  
ART 271 Jewelry I  
ART 272\* Jewelry II
- f. DNC 101 Introduction to Dance
- g. MUS 101 Fundamentals of Music I  
MUS 113 Music Appreciation
- h. THTR 111 Introduction to Theatre Arts  
THTR 275 The Motion Picture
- i. FR 101 Beginning French I  
FR 102\* Beginning French II  
GER 101 Beginning German I  
GER 102\* Beginning German II  
SPAN 101 Beginning Spanish I  
SPAN 102\* Beginning Spanish II

\*Course requires prerequisites.



## DEGREES AND CERTIFICATES

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

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

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

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

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# DEGREES AND CERTIFICATES AVAILABLE ONLINE

These degrees and certificates can be achieved completely online. Please contact an Academic Advisor for assistance in course selections.

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## Associate of General Studies

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## Associate of Science

Behavioral Science .....	69
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## Certificate of Completion

Business Administration .....	37
Computer Information Systems Information Systems and Technology .....	39
Office Specialist .....	39
Web Technology .....	40
Criminal Justice .....	43
Liberal Arts .....	67
Paralegal (Legal Assistant Studies) .....	48

## Certificate of Achievement

Business Administration Income Tax Preparation .....	37
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# ASSOCIATE OF APPLIED SCIENCE

Academy-Based Criminal Justice

Business Administration

Computer Information Systems (Information Technology)

- Information Systems and Technology Concentration
- Networking Concentration

Criminal Justice

Emergency Medical Services

Nursing

Paralegal (Legal Assistant Studies)

Physical Therapist Assistant

Radiologic Technology

## CERTIFICATE OF COMPLETION

- Business Administration
- Computer Information Systems
  - » Information Systems and Technology
  - » Networking
  - » Office Specialist
  - » Web Technology
- Criminal Justice
- Nursing
  - » Practical Nursing
- Paralegal (Legal Assistant Studies)

## CERTIFICATE OF ACHIEVEMENT

- Business Administration
  - » Income Tax Preparation
- Computer Information Systems
  - » Certified Internet Web (CIW) Foundations Associate
  - » Cisco Certified Entry Network Technician (CCENT)
  - » Cisco Certified Networking Associate (CCNA)
  - » CompTIA A+
  - » CompTIA Network+
  - » CompTIA Security+
  - » Fundamentals of Game Design
  - » Internet & Computing Core Certification (IC<sup>3</sup>)
  - » Microsoft Certified Solutions Associate (MCSA) Server
  - » Microsoft Office Specialist (MOS)
- Emergency Medical Services
  - » First Responder
  - » Emergency Medical Technician—Basic
  - » Emergency Medical Technician—Intermediate
- Nursing
  - » Health Care Assistant

## ACADEMY-BASED CRIMINAL JUSTICE

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

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

### General Education Requirements (18 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
MATH 113* Mathematics for General Education .....	3
PSCI 102 American National Government <b>OR</b>	
PSCI 202 Introduction to State and Local Government.....	3
PSY 101 Introductory Psychology <b>OR</b>	
SOC 101 Introductory Sociology .....	3

### Related Requirements (7 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1
MGT 201 Principles of Management.....	3

### Electives (12 credits)

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

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

\*Course requires 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 includes a capstone course which provides an integration of the core business courses into real-world application.

For information regarding an Associate of Science transfer degree in Business Administration, please see page 70. The Associate of Applied Science and Associate of Science degrees in Business Administration are available completely online. (The academic learning portion of ACCT 150 is available online. Students, with the aid of the instructor, will need to find an instructor-approved site in their area to prepare tax returns for the service learning portion of the class.)

### General Education Requirements (15 credits)

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking .....	3
ECON 221* Principles of Macro Economics (with "C" or higher) ..	3
ECON 222* Principles of Micro Economics (with "C" or higher)...	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3

### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

### Program Requirements (44 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 Workplace and Life Essentials .....	3
CIS 150 Introduction to Spreadsheets .....	3
FIN 201* Principles of Finance .....	3
MGT 201* Principles of Management .....	3
MGT 231* Small Business Management .....	3
MKT 201* Principles of Marketing .....	3

**Total credits required for an Associate of Applied Science in Business Administration ..... 63**

\*Course requires prerequisites.

### CERTIFICATE OF COMPLETION IN BUSINESS ADMINISTRATION (31 CREDITS)

The Business Administration Certificate 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. This certificate is available completely online.

ACCT 150 Personal Income Tax.....	3
ACCT 201* Introductory Accounting I.....	4
BAD 151 Introduction to Business.....	3
BAD 201* Business Communication.....	3
CIS 120 Introduction to Information Systems.....	3
ECON 221* Principles of Macro Economics .....	3
FIN 201* Principles of Finance .....	3
MATH 113* Mathematics for General Education .....	3
MGT 201* Principles of Management .....	3
MKT 201* Principles of Marketing .....	3

**Total credits required for a Certificate of Completion in Business Administration ..... 31**

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN INCOME TAX PREPARATION (3 CREDITS)

The IRS Volunteer Preparer Certification Exam proves competency to prepare basic personal income tax returns. Successful completion of this exam along with a minimum of 20 hours actually preparing returns for the public are requirements for this certificate. This certificate is available through distance education. Please see an Academic Advisor for more information.

ACCT 150 Personal Income Tax.....	3
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**Total credits required for a Certificate of Achievement in Income Tax Preparation..... 3**

### COMPUTER INFORMATION SYSTEMS

Virtually all organizations rely on computer and information technology to conduct business and operate efficiently. To prepare students for entry-level careers, the Computer Information Systems program provides two Associate of Applied Science degrees with areas of concentration constructed around industry desired skills and certifications. These concentration tracks are Information Systems and Technology and Networking.

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 70.

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

**Certificates of Completion:**

- Information Systems and Technology
- Networking
- Office Specialist
- Web Technology

**Certificates of Achievement:**

- Certified Internet Web (CIW) Foundations Associate
- Cisco Certified Entry Network Technician (CCENT)
- Cisco Certified Networking Associate (CCNA)
- CompTIA A+



**Associate of Applied Science**

- CompTIA Network+
- CompTIA Security+
- Fundamentals of Game Design
- Internet & Computing Core Certification (IC3)
- Microsoft Certified Solutions Associate (MCSA) Server
- Microsoft Office Specialist (MOS)

**AAS IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN INFORMATION SYSTEMS AND TECHNOLOGY**

The Information Systems 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 Solutions Associate (MCSA) Server; Cisco Certified Entry Network Technician (CCENT); Cisco Certified Network Associate (CCNA); Internet and Computing Core Certification (IC<sup>3</sup>); and Certified Internet Web (CIW) Foundations Associate. This degree is available completely online depending upon the student's choice of classes. Please see an Academic Advisor for assistance.

**General Education Requirements (15 credits)**

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 30-31).	
Humanities and Fine Arts ELECTIVE .....	3
Choose an elective from Area V on the Clovis Community College General Education Core (see pages 30-31).	

**Related Requirements (17 credits)**

ACCT 201* Introductory Accounting I .....	4
BAD 151 Introduction to Business .....	3
BAD 201* Business Communication .....	3
CIS 120 Introduction to Information Systems .....	3

HPE Physical Education Activity .....	1
MGT 201* Principles of Management <b>OR</b>	
MKT 201* Principles of Marketing .....	3

**Program Requirements (28 credits)**

CIS 101 Fundamentals of Computer Concepts .....	3
Select from any CIS course above CIS 100 (excluding CIS 120) ..	25

**Total credits required for an Associate of Applied Science in Information Technology with a concentration in Information Systems and Technology.....60**

\* Course requires prerequisite.

**AAS IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN NETWORKING**

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 Solutions Associate (MCSA) Server; Cisco Certified Entry Network Technician (CCENT); and Cisco Certified Network Associate (CCNA).

**General Education Requirements (15 credits)**

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 30-31).	
Humanities and Fine Arts ELECTIVE .....	3
Choose an elective from Area V on the Clovis Community College General Education Core (see pages 30-31).	

**Related Requirements (17 credits)**

ACCT 201* Introductory Accounting I .....	4
BAD 151 Introduction to Business .....	3
BAD 201* Business Communication .....	3
CIS 120 Introduction to Information Systems .....	3
HPE Physical Education Activity .....	1
MGT 201* Principles of Management <b>OR</b>	
MKT 201* Principles of Marketing .....	3



**Program Requirements (28 credits)**

CIS 101 Fundamentals of Computer Concepts .....3  
 CIS 102\* Networking Concepts (Cisco Academy CCNA 1) .....4  
 CIS 103\* Configuring Cisco Devices for Internetworking Routing  
 (Cisco Academy CCNA 2).....4  
 CIS 134 Computer Hardware and Software.....4  
 CIS 202\* Network Traffic Management  
 (Cisco Academy CCNA 3).....3  
 CIS 203\* Configuring WAN Connection Services (Cisco Academy  
 CCNA 4) .....3  
 CIS 232\* Server Administration Using Microsoft Windows  
 Server.....4  
 CIS 235\* Fundamentals of Network Security .....3

**Total credits required for an Associate of Applied Science in Information Technology with a concentration in Networking.....60**

\*Course requires prerequisites.

**CIS CERTIFICATES OF COMPLETION**

CIS Certificates of Completion are designed to provide coursework to prepare students to take leading industry certification exams. Out-of-class study and on-the-job training may also be necessary to achieve some certifications. Earning a Certificate of Completion from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam. For information regarding CIS Certificates of Achievement, please see pages 40-42.

**CERTIFICATE OF COMPLETION IN INFORMATION SYSTEMS AND TECHNOLOGY (31 CREDITS)**

The Information Systems 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. Please see an Academic Advisor for assistance.

CIS 101 Fundamentals of Computer Concepts .....3  
 CIS 120 Introduction to Information Systems.....3  
 Select from any CIS course above CIS 100 .....25

**Total credits required for a Certificate of Completion in Information Systems and Technology..... 31**

**CERTIFICATE OF COMPLETION IN NETWORKING (31 CREDITS)**

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

CIS 101 Fundamentals of Computer Concepts .....3  
 CIS 102\* Networking Concepts (Cisco Academy CCNA 1) .....4  
 CIS 103\* Configuring Cisco Devices for Internetworking  
 Routing (Cisco Academy CCNA 2) .....4  
 CIS 120 Introduction to Information Systems.....3  
 CIS 134 Computer Hardware and Software.....4  
 CIS 202\* Network Traffic Management  
 (Cisco Academy CCNA 3).....3  
 CIS 203\* Configuring WAN Connection Services  
 (Cisco Academy CCNA 4).....3  
 CIS 232\* Server Administration Using  
 Microsoft Windows Server .....4  
 CIS 235\* Fundamentals of Network Security .....3

**Total credits required for a Certificate of Completion in Networking ..... 31**

\*Course requires prerequisites.

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

The Certificate of Completion in Office Specialist is designed to meet the changing needs of future information technology/administrative support employees by offering state-of-the-art software and technology training to prepare them for the workplace. 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, and computer literacy. Students completing this Certificate of Completion can apply these classes to the Associate of Applied Science degree in Information Technology with a concentration in Information Systems and Technology. This certificate is available completely online. (The academic learning portion of ACCT 150 is available online. Students, with the aid of the

**Associate of Applied Science**

instructor, will need to find an appropriate, instructor approved site in their area to prepare tax returns for the service learning portion of the class.)

Students should take CIS 120 before enrolling in CIS 150 or CIS 170.

ACCT 150 Personal Income Tax.....	3
BAD 201* Business Communication.....	3
BOFT 102 Computerized 10-Key Operations.....	1
BOFT 111* Business Document Processing I.....	3
BOFT 115 Workplace and Life Essentials .....	3
BOFT 131* Business Document Processing II.....	3
CIS 106 Windows Fundamentals.....	1
CIS 107 Internet Fundamentals.....	1
CIS 108 Basic Computer Maintenance and Troubleshooting .....	1
CIS 120 Introduction to Information Systems.....	3
CIS 150 Introduction to Spreadsheets .....	3
CIS 170 PowerPoint Presentations .....	1
CIS 175 Introduction to Microsoft Publisher .....	1
MATH 113* Mathematics for General Education .....	3

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 Office Specialist .....30**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN WEB TECHNOLOGY (23 CREDITS)**

The Web Technology Certificate of Completion provides students with a solid foundation in basic computing skills and web design. Topics presented help train students to design and develop interactive Web pages. The Web Certificate program is intended to help students prepare for the industry recognized Internet and Computing Core Certification (IC<sup>3</sup>) and Certified Internet Web (CIW) Foundations Associate certifications. This certificate is available completely online.

CIS 101 Fundamentals of Computer Concepts.....	3
CIS 102* Networking Concepts (Cisco Academy CCNA 1) <b>OR</b> CIS 135 Network Fundamentals for Network+.....	4
CIS 107 Internet Fundamentals.....	1

CIS 120 Introduction to Information Systems.....	3
CIS 125 Introduction to Programming Concepts .....	3
CIS 160 Database Design and Development Using Access .....	3
CIS 180* Web Authoring Using HTML .....	3
CIS 258 Digital Graphics <b>OR</b> CIS 265 Digital Publishing.....	3

**Total credits required for a Certificate of Completion in Web Technology.....23**

*\*Course requires prerequisites.*

**CIS CERTIFICATES OF ACHIEVEMENT**

CIS Certificates of Achievement 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 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) FOUNDATIONS ASSOCIATE (11 CREDITS)**

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

CIS 101 Fundamentals of Computer Concepts.....	3
CIS 102* Networking Concepts (Cisco Academy CCNA 1) <b>OR</b> CIS 135 Network Fundamentals for Network+.....	4
CIS 107 Internet Fundamentals.....	1
CIS 180* Web Authoring Using HTML .....	3

**Total credits required for a Certificate of Achievement in Certified Internet Web (CIW) Foundations Associate ..... 11**

*\*Course requires 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 (Cisco Academy CCNA 1) .....	4
CIS 103* Configuring Cisco Devices for Internetworking Routing (Cisco Academy CCNA 2) .....	4

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

\*Course requires 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 (Cisco Academy CCNA 1) .....	4
CIS 103* Configuring Cisco Devices for Internetworking Routing (Cisco Academy CCNA 2) .....	4
CIS 202* Network Traffic Management (Cisco Academy CCNA 3) .....	3
CIS 203* Configuring WAN Connection Services (Cisco Academy CCNA 4) .....	3

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

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN COMPTIA A+ (4 CREDITS)

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

CIS 134 Computer Hardware and Software .....	4
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**Total credits required for a Certificate of Achievement in CompTIA A+ .....4**

### CERTIFICATE OF ACHIEVEMENT IN COMPTIA NETWORK+ (4 CREDITS)

The CompTIA Network+ certification proves a technician's competency in managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure. This certificate is available completely online.

CIS 135 Network Fundamentals for Network+ .....	4
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**Total credits required for a 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
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**Total credits required for a Certificate of Achievement in CompTIA Security+ .....3**

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN FUNDAMENTALS OF GAME DESIGN (15 CREDITS)

The Fundamentals of Game Design Certificate of Achievement is designed to provide the basic skills and knowledge students will need in order to meet requirements for entry-level positions in the mobile app and game design industry. Students will learn the fundamentals of object-oriented programming, explore digital media and design principles, be introduced to 2-D and 3-D computer animation, and become familiar with basic principles of graphic design and typography. A capstone course will integrate all prerequisite courses and introduce students to 2-D and 3-D game design. This certificate is available completely online.

CIS 125 Introduction to Programming Concepts .....	3
CIS 205* Computer Animation I .....	3
CIS 255 Graphic Design I .....	3
CIS 258 Digital Graphics.....	3
CIS 275* Multimedia Game Design .....	3

**Total credits required for a Certificate of Achievement in Fundamentals of Game Design .....15**

\*Course requires prerequisites.

**CERTIFICATE OF ACHIEVEMENT IN INTERNET & COMPUTING CORE CERTIFICATION (IC<sup>3</sup>) (7 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. This certificate is available completely online.

CIS 101 Fundamentals of Computer Concepts .....	3
CIS 107 Internet Fundamentals.....	1
CIS 120 Introduction to Information Systems.....	3

**Total credits required for a Certificate of Achievement in Internet & Computing Core Certification (IC<sup>3</sup>) .....7**

**CERTIFICATE OF ACHIEVEMENT IN MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA) SERVER (4 CREDITS)**

The MCSA 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. This certificate is available completely online.

CIS 232* Server Administration Using Microsoft Windows Server .....	4
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**Total credits required for a Certificate of Achievement in Microsoft Certified Solutions Associate (MCSA) Server.....4**

*\*Course requires 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. This certificate is available completely online.

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 a Certificate of Achievement in Microsoft Office Specialist (MOS)..... 10**

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

**CRIMINAL JUSTICE**

The Associate of Applied Science degree in Criminal Justice is designed for students with Criminal Justice backgrounds, as well as for high school graduates and those returning to school. The program prepares students who are interested in employment in law enforcement, corrections, probation and parole, and private security. The degree plan is broadly interdisciplinary in nature, embracing the study of humanities, law, and the natural, social, and behavioral sciences. 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.

**General Education Requirements (15 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
MATH 113* Mathematics for General Education .....	3
PSY 101 Introductory Psychology .....	3

**Related Requirements (16 credits)**

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1
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.....3  
 CRJU 103 Introduction to Policing.....3  
 CRJU 110 Introduction to the Correctional System .....3  
 CRJU 141 Criminal Investigations.....3  
 CRJU 201 Criminology .....3  
 CRJU 213 Criminal Law **OR**  
     CRJU 214 Criminal Procedures .....3  
 CRJU 242 Victimology.....3  
 CRJU 243 Juvenile Justice .....3  
 ELECTIVES..... 12

Select from the following list:

- CRJU 203 Probation and Parole
- CRJU 213 Criminal Law
- 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
- CRJU 265 Multicultural Law Enforcement
- CRJU 268 Workshop in Criminal Justice
- CRJU 293 Topics in Criminal Justice

**Total credits required for an Associate of Applied Science in Criminal Justice ..... 67**

*\*Course requires prerequisites.*

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

This certificate is available completely online.

CRJU 102 Introduction to Criminal Justice.....3  
 CRJU 103 Introduction to Policing.....3  
 CRJU 110 Introduction to the Correctional System .....3  
 CRJU 141 Criminal Investigations.....3  
 CRJU 201 Criminology .....3  
 CRJU 213 Criminal Law **OR**  
     CRJU 214 Criminal Procedures .....3  
 CRJU 242 Victimology.....3  
 CRJU 243 Juvenile Justice .....3  
 ELECTIVES.....6

Select from the following list:

- CRJU 203 Probation and Parole
- CRJU 213 Criminal Law
- 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
- CRJU 265 Multicultural Law Enforcement
- CRJU 268 Workshop in Criminal Justice
- CRJU 293 Topics in Criminal Justice

**Total credits required for a Certificate of Completion in Criminal Justice .....30**

*\*Course requires prerequisites.*

**PROGRAMS OF STUDY**

## EMERGENCY MEDICAL SERVICES

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

### Program Practice Requirements

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

### General Education Requirements (26 credits)

BIOL 211 Human Anatomy and Physiology I and Lab .....	4
BIOL 212* Human Anatomy and Physiology II and Lab .....	4
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 110* College Algebra.....	3
PSY 101 Introductory Psychology .....	3
PSY 106 Human Growth and Development .....	3

### Related Requirements (14 credits)

CHEM 151* General Chemistry I and Lab .....	4
CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1
NSG 105 Medical Terminology .....	3
PHIL 150 Healthcare Ethics .....	3

### Program Requirements (20 credits)

EMS 120* Emergency Medical Technician-Basic .....	8
EMS 120L* Emergency Medical Technician-Basic Lab .....	3
EMS 122* Emergency Medical Technician-Intermediate.....	5
EMS 122L* Emergency Medical Technician-Intermediate Lab ....	1
EMS 127 Pharmacology .....	3

**Total credits required for an Associate of Applied Science in Emergency Medical Services .....**60

\*Course requires prerequisites.

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

EMS 101 First Responder .....	4
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**Total credits required for a Certificate of Achievement in First Responder .....**4

## CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL TECHNICIAN - BASIC (11 CREDITS)

EMS 120* Emergency Medical Technician-Basic .....	8
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EMS 120L* Emergency Medical Technician-Basic Lab .....	3
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**Total credits required for a Certificate of Achievement in Emergency Medical Technician—Basic .....**11

## CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (6 CREDITS)

EMS 122* Emergency Medical Technician-Intermediate.....	5
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EMS 122L* Emergency Medical Technician-Intermediate Lab ....	1
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**Total credits required for a Certificate of Achievement in Emergency Medical Technician—Intermediate .....**6

## NURSING

Clovis Community College offers a two-year Career Mobility Nursing Program.

### Nursing Program:

**Level I (Semesters 1 & 2)** – Students who complete Level I will receive a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination– Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN). See page 47 for more information.

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

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

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, 2012).
3. To prepare graduates to pass the NCLEX-RN on the first attempt.
4. To prepare graduates with a foundation to further their education into higher levels of nursing.

### Admission Process for Nursing Applicants (All Programs)

1. Applicants must complete an application packet for admission to the Nursing Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by June 1 of each year to be considered for admission to the Nursing Program for the following fall semester or by October 1 of each year to be considered for admission to the Nursing Program for the following spring semester. The applicant's file must contain the following information:
  - A completed Nursing Application.
  - A completed CCC Application for Admission if not currently enrolled.
  - All transcripts as indicated in Item 2.
  - Minimum GPA of 2.5 as indicated in Item 3.
  - Applicants will be scheduled for an allied health occupation exam by the Nursing Department after the student's application has been received by the nursing department.
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 in the general education and related requirements in the NSG degree plan.
4. If additional program recruiting becomes necessary, CCC will accept applications received after the June 1 deadline for admission to the following fall semester or after the October 1 deadline for admission to the following spring semester. To be accepted to the Nursing Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the nursing application was submitted and the date all requirements were completed.
5. BIOL 211, BIOL 212, and BIOL 222 must have been completed within the five (5) years prior to applying for the Nursing Program. BIOL 212 can be taken during the first semester after acceptance into the Level 1 Nursing Program. Please see the Nursing Program Requirements below for more information.
6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.

### 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.

Students will be accepted based on a rating system that will include their prerequisite GPA, allied health occupation exam, and cumulative GPA. 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:** Met all requirements for admission and is admitted conditionally pending verification of good standing with Clovis Community College Admissions.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-accepted Status:** Did not meet minimum requirements.

### Program Practice Requirements (All Programs)

1. Students must apply for admission to Level I. Students currently enrolled in Level I do not have to apply for Level II. Students not currently in the nursing program but

possessing a current LPN license must apply for Level II and meet previously stated deadlines.

2. All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained after admission to the Program prior to attending clinicals.
3. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program, immunization requirements must be submitted with documentation from a physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
4. Advancement within each level of the program requires a grade of 77 percent or higher in all courses in the Nursing major.
5. Students who have twice failed to achieve a grade of 77 percent or higher in NSG 111, NSG 111L, NSG 125, NSG 126, NSG 126L, NSG 203, NSG 204, NSG 204L, NSG 223, NSG 223L, and NSG 224, or have withdrawn from these courses twice will not be eligible for readmission to the Nursing Program. Students are allowed no more than two admissions to the Nursing Program. This applies to students transferring in as well as to those who begin the Nursing Program at Clovis Community College.
6. The following nursing courses are taken concurrently with a lab. Failure to achieve a 77 percent or higher in either lab or theory will require the student to repeat both components before progressing to the next course. The courses are NSG 111, NSG 111L; NSG 126, NSG 126L; NSG 204, NSG 204L; and NSG 223, NSG 223L.
7. Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites prior to admission to the Nursing Program. Students will not be accepted into the program without completion of all general education requirements and related requirements.
8. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of nursing. Students withdrawn under this policy are not eligible for readmission to the Nursing Program.

**Special Information**

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

**Special Fees for Nursing Students**

In addition to standard college 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 Fingerprinting Fee – Cost of background check to meet clinical site requirements

**Accreditation**

The CCC Nursing Program is accredited by:

Accreditation Commission for Education in Nursing  
 3343 Peachtree Road NE, Suite 850  
 Atlanta, GA 30326  
[www.acenursing.org](http://www.acenursing.org)  
 404.975.5000

**NURSING PROGRAM REQUIREMENTS**

**Required Courses Prior to Admission (17 credits)**

BIOL 211 Human Anatomy and Physiology I .....	4
BIOL 222 Microbiology .....	4
ENG 102* English Composition .....	3
PSY 101 Introductory Psychology .....	3
PSY 106 Human Growth and Development .....	3



### LEVEL 1: CERTIFICATE OF COMPLETION IN PRACTICAL NURSING SEMESTERS 1 & 2 (48 CREDITS)

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

#### Semester One (14 credits)

BIOL 212* Anatomy and Physiology II.....	4
ENG 104* English Composition and Research .....	3
NSG 111* Introduction to Nursing Concepts.....	3
NSG 111L* Principles of Nursing Practice.....	4

#### Semester Two (17 credits)

NSG 125* Health Care Participant.....	3
NSG 126* Health and Illness Concepts I.....	3
NSG 126L* Assessment and Health Promotion.....	4
NSG 127* Pharmacology .....	3
NSG 128* Pathophysiology.....	4

**Total credits required for a Certificate of Completion in Practical Nursing.....48**

\*Course requires 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 for Level II and meet previously stated deadlines.

### LEVEL II: AAS IN NURSING SEMESTERS 3 & 4 (70 CREDITS)

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

#### Semester Three (10 credits)

NSG 203* Professional Nursing Concepts.....	3
NSG 204* Health and Illness Concepts II.....	3
NSG 204L* Care of Patients with Chronic Conditions.....	4

#### Semester Four (12 credits)

NSG 223* Health and Illness Concepts III .....	4
NSG 223L* Clinical Intensive I .....	4
NSG 224* ADN Capstone.....	4

**Total credits required for an Associate of Applied Science in Nursing.....70**

\*Course requires prerequisites.

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

### CERTIFICATE OF ACHIEVEMENT IN HEALTH CARE ASSISTANT (6 CREDITS)

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

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

### PARALEGAL (LEGAL ASSISTANT STUDIES)

CCC offers a degree program for Paralegals (Legal Assistants) 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. The Bureau of Labor Statistics predicts the number of jobs available for Paralegals 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 Requirements (15 credits)

COMM 102 Public Speaking .....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research .....	3
MATH 113* Mathematics for General Education .....	3
PSY 101 Introductory Psychology .....	3

**Related Requirements (14 credits)**

ACCT 201\* Introductory Accounting I.....4  
 CIS 120 Introduction to Information Systems.....3  
 CIS 140 Introduction to Word Processing .....3  
 HPE Physical Education Activity..... 1  
 PSCI 102 American National Government .....3

**Program Requirements (36 credits)**

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

Select from the following list:

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

**Total credits required for an Associate of Applied Science in Paralegal (Legal Assistant Studies) .....65**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN PARALEGAL (LEGAL ASSISTANT STUDIES) (33 CREDITS)**

This certificate is available completely online.

CIS 120 Introduction to Information Systems.....3  
 LEST 102 Introduction to Legal Assistant Studies.....3  
 LEST 104 Torts, Practice, and Procedure .....3  
 LEST 105\* Legal Writing, Term and Research I.....3  
 LEST 106\* Legal Writing, Term and Research II.....3  
 LEST 123 Litigation.....3  
 LEST 213 Criminal Law.....3  
 LEST 214 Criminal Procedures.....3  
 LEST 220 Family Law .....3  
 LEST 227 Law Office Practice and Procedures .....3  
 ELECTIVES.....3

Select from the following list:

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

**Total credits required for a Certificate of Completion in Paralegal (Legal Assistant Studies).....33**

*\*Course requires prerequisites.*

## PHYSICAL THERAPIST ASSISTANT

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

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

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

### Admission Process for Physical Therapist Assistant Applicants

Admission to the Physical Therapist Assistant Program is a separate procedure from admission to Clovis Community College. Applicants must first meet all admission criteria for Clovis Community College. After acceptance as a student by Clovis Community College, a student may submit an application to the Physical Therapist Assistant program. Positions in this program are limited. Admission to the Physical Therapist Assistant Program will occur on a competitive basis.

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

1. Applicants must complete an application packet for Admission to the Physical Therapist Assistant Program. Application packets are available online and in the Office of Admissions and Records. Applications must be complete with transcripts from all previously attended colleges, and received by the Office of Admissions each year by the deadline posted on the PTA webpage at [www.clovis.edu/pta](http://www.clovis.edu/pta), to be considered for admission to the PTA Program. The applicant's file must contain the following information:

- a. Completed PTA Program Application.
  - b. All transcripts as indicated in Item 2.
  - c. Minimum GPA of 2.5 as indicated in Item 3.
  - d. Completed observation hours log sheet demonstrating 25 hours of observation with a Physical Therapist or Physical Therapist Assistant.
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 has received official transcripts from all colleges attended.
  3. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 in the general education and related requirements listed in the PTA degree plan.
  4. BIOL 211, BIOL 212, MATH 113, and NSG 105 must have been completed within the five (5) years prior to application to the program. Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites prior to admission to the PTA Program. Students will not be accepted to the PTA program without completion of all general education and related requirements.
  5. Applicants are eligible for admission consideration regardless of race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition.
  6. If additional program recruiting becomes necessary, CCC will accept applications received after the posted deadline for admission.

### 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/or an incomplete application will not be reviewed by the PTA Program Director. Complete applicant files will be forwarded to the Allied Health Department. Applicants for the PTA Program will be selected based on the PTA Admissions Criteria Point System found on the PTA website. Applicants who are ranked highest after the initial screening will be scheduled for the Kaplan Test by the Allied Health Department. Following the test, rankings will be realigned and final selection will occur based on rank on the PTA Admissions Criteria Point System.

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.
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:** Has not been accepted or placed on the alternate list.

### Program Practice Requirements

1. 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.
2. All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained after admission to the program prior to attending clinicals.
3. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program, immunization requirements must be submitted with documentation from a physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
4. Advancement within each level of the program requires an 80 percent (no rounding) or higher in all courses in the Physical Therapist Assistant technical courses.
5. Students who have twice failed to achieve a grade of 80 percent (no rounding) or higher in any of the courses in the Physical Therapist Assistant major or have withdrawn from these courses twice will not be eligible for readmission to the Physical Therapist Assistant Program. Students are allowed no more than two admissions to the Physical Therapist Assistant Program. This applies to students transferring in as well as those who begin the Physical Therapist Assistant 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 Physical Therapy. Students withdrawn under this policy

are not eligible for readmission to the Physical Therapist Assistant Program.

### Special Information

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

### Special Fees for Physical Therapist Assistant Students

In addition to standard college fees, the following special fees are required for PTA Students:

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

### Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective July 23, 2015, Clovis Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

**General Education Requirements (16 credits)**

BIOL 211 Human Anatomy and Physiology I .....	4
COMM 101 Interpersonal Communication .....	3
ENG 102* English Composition .....	3
ENG 104* English Composition and Research <b>OR</b> ENG 233* Technical and Professional Writing I.....	3
MATH 113* Mathematics for General Education .....	3

**Related Requirements (11 credits)**

BIOL 212* Human Anatomy and Physiology II .....	4
NSG 105 Medical Terminology .....	3
PSY 106 Human Growth and Development .....	3
HPE Physical Education Activity.....	1

**Program Requirements (44 credits)**

Courses in the Physical Therapist Assistant major can be taken **ONLY** after acceptance into the Physical Therapist Assistant Program.

PTA 100 Orientation to Physical Therapy Practice .....	1
PTA 110 Functional Anatomy & Kinesiology.....	4
PTA 120 Exercise and Mobility .....	4
PTA 130 PTA Concepts: Musculoskeletal.....	6
PTA 140 Integrated Clinical Experience.....	1
PTA 150 PTA Concepts: Neuromuscular .....	6
PTA 160 Plan of Care Implementation .....	2
PTA 200 PTA Concepts: Other Systems .....	6
PTA 210 Advanced Plan of Care Implementation .....	2
PTA 220 Clinical Practicum I .....	5
PTA 240 Seminar in Physical Therapy.....	2
PTA 250 Clinical Practicum II .....	5

**Total credits required for an Associate of Applied Science degree in Physical Therapist Assistant .....** 71

\*Course requires prerequisites.

**RADIOLOGIC TECHNOLOGY**

The Dr. W. D. Dabbs Center for Advanced Training and Technology was begun in part through an endowment from the late Dr. Walter Dabbs of Clovis. Radiographers perform an important function in the rapidly expanding branch of medicine known as Radiology. Radiographers are medical personnel who perform diagnostic imaging examinations. They are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, and basic patient care.

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

**Admission Process for Radiologic Technology Applicants**

- Applicants must complete an application packet for admission to the Radiologic Technology Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by June 1 of each year to be considered for admission to the Radiologic Technology Program for the following fall semester. The applicant's file must contain the following information:
  - Students are required to complete the CCC Radiology Program Information Module which can be found on the CCC Radiologic Technology homepage at [www.clovis.edu/radt](http://www.clovis.edu/radt). This module is designed to provide students with information related to progression in the Radiologic Technology Program at Clovis Community College and insights into the Medical Imaging Profession. Upon completion of the module, prospective students must complete the acknowledgement form and submit it with their application to the Admissions department.
  - Completed Radiologic Technology Application.
  - Completed CCC Application for Admission if not currently enrolled.
  - Minimum GPA of 2.5 as indicated in Item 3.
- All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Allied Health Department until the Office

of Admissions and Records receives official transcripts from all colleges attended.

3. Applicants must have a minimum cumulative grade point average (GPA) of 2.5 in the general education and related requirements in the RADT degree plan.
4. BIOL 211, BIOL, 212, MATH 113, and NSG 105 must have been completed within the five (5) years prior to application to the program.
5. Course descriptions are listed in this catalog, and it is the student's responsibility to complete all general education and related requirements found in the RADT degree plan prior to admission to the RADT Program. Students will not be accepted into the program without completion of all the general education and related requirements in the RADT degree plan.
6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.
7. If additional program recruiting becomes necessary, CCC will accept applications received after the June 1 deadline for admission to the following fall semester. To be accepted to the Radiologic Technology Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the Radiology application was submitted and the date all requirements were completed.

### Selection Procedure

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

Admission to the Radiology Program is very competitive and limited to the availability of clinical sites. Admissions are 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. Students should be aware that if any courses have been completed by CLEP Exam or Pass/Fail, those courses will receive an automatic grade of B to ensure consistency among applicants. Once decisions have been made, applicants will be notified of their status as follows:

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

### Program Practice 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 completed the American Heart Association BLS for Healthcare Providers (CPR and AED) Program before attending any clinical rotations. This can be scheduled with and taken at the Clovis Community College Allied Health Department as assigned.
4. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program, immunization requirements must be submitted with documentation from a Physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
5. Advancement within each level of the program requires a grade of 75 percent (no rounding) or higher in all courses in the Radiologic Technology major.
6. Students who have twice failed to achieve a grade of 75 percent (no rounding) or higher 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.

- 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 or [www.arrt.org](http://www.arrt.org).

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

### Special Fees for Radiologic Technology Students

In addition to standard college fees, the following special fees are required for RADT students.

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

### Accreditation

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

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

[www.jrcert.org](http://www.jrcert.org).

### General Education Requirements (16 credits)

BIOL 211 Human Anatomy and Physiology I .....	4
COMM 101 Interpersonal Communication .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
PSY 101 Introductory Psychology .....	3

### Related Requirements (11 credits)

BIOL 212* Human Anatomy and Physiology II .....	4
CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1
NSG 105 Medical Terminology .....	3

### Program Requirements

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

### Fall Semester One (13 credits)

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

### Spring Semester Two (13 credits)

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

### Summer Semester Three (8 credits)

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

### Fall Semester Four (13 credits)

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

### Spring Semester Five (12 credits)

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

**Total credits required for an Associate of Applied Science in Radiologic Technology .....86**

\*Course requires prerequisites.

# ASSOCIATE OF APPLIED SCIENCE IN FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

Automotive Technology  
Cosmetology  
Industrial Technology

- Plant Operations and Equipment Concentration
- Wind Energy Concentration

Welding

## CERTIFICATE OF COMPLETION

- Automotive Technology
  - » Automotive Chassis Systems
  - » Automotive Power Train Systems
- Cosmetology
  - » Cosmetology Theory
  - » Hair Fundamentals
  - » Esthetics
  - » Nail Technician
- Industrial Technology
- Welding
  - » Entry-Level Welder
  - » Advanced Welder

## CERTIFICATE OF ACHIEVEMENT

- Cosmetology
  - » Salon Success
- Industrial Technology
  - » Plant Operations
  - » Wind Energy



## OCCUPATIONAL TECHNOLOGY

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

### Admission and Program Test Requirements

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

### Graduation Requirements

Information on the completion of requirements for Associate of Applied Science degrees and Certificates of Completion can be found under Degree Requirements on page 19 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 higher is required before students may enroll in the full-time Automotive Technology program.

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 70% or higher in all courses in the automotive technology program. Students who fail to meet the 70% or higher requirements must repeat that entire semester.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the course or whose behavior interferes with the legal, ethical, and/or safe practice of automotive technology.

## AAS IN AUTOMOTIVE TECHNOLOGY

### General Education Requirements (15 credits)

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 30-31).	
Humanities and Fine Arts ELECTIVE .....	3
Choose an elective from Area V on the Clovis Community College General Education Core (see pages 30-31).	

**Related Requirements (6 credits)**

BOFT 115 Workplace and Life Essentials .....3  
 CIS 120 Introduction to Information Systems.....3

**Program Requirements (54 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 .....2  
 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.....75**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN AUTOMOTIVE CHASSIS SYSTEMS (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 Antilock 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 .....35**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN AUTOMOTIVE POWER TRAIN SYSTEMS (38 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 .....2  
 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 .....38**

*\*Course requires 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, Nail Technician or Esthetics, and a Certificate of Achievement in Salon Success. 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 successful completion of the training programs, students are prepared to take the state licensure exams.

**pivot point**  
MEMBER SCHOOL

### Certification Requirements

Students must meet both CCC credit requirements and the New Mexico State Board of Barbers and Cosmetologists contact hour requirements. Once a student has met course credit hour requirements for the Board, transcripts will be sent to the Board.

### 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. Students who have not completed the program and have been out of the program for more than 2 semesters will be required to reapply and start over with the first semester. Students who complete the program but do not obtain a NM license within 12 months will be required to complete a refresher course. Students who are out of the program for more than two years will be required to re-enroll in the full-time program.

### Admission Process for Applicants

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

3. High school transcript or high school equivalency credential transcript and all college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution.
4. Students must meet the minimum levels required on the Accuplacer or appropriate placement test before they can be placed on the waiting list. More detailed information regarding the Accuplacer can be found on page 12 of this catalog.
5. The following State Board of Barbers and Cosmetologists requirements must be met at the time of enrollment in the program:
  - a. Copy of high school transcript or high school equivalency credential transcript
  - b. Copy of Birth Certificate or Picture ID (driver's license or state-issued identification card)
  - c. Application to State Board (**Note:** A Social Security number is required to register with the State Board.)
  - d. Twenty-five dollar (\$25) permit fee – must be paid at the CCC Cashier's window
  - e. Two (2) passport-size pictures (required for the first day of class)

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

- Date the program application is submitted
- Date the Accuplacer or other appropriate placement testing requirements are passed at the required levels
- Date high school or high school equivalency credential transcript is received

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 75% or higher in all courses in the cosmetology, esthetics, and nail technician programs. Students who fail to meet the 75% or higher requirements must repeat that entire semester.
- Students who have twice failed to achieve a grade of 75% or higher in all courses for a specific phase will not be eligible for readmission to the Cosmetology program.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the courses or whose behavior interferes with the legal, ethical, and/or safe practice of cosmetology.

**AAS IN COSMETOLOGY**

**General Education Requirements (16 credits)**

BIOL 115 Human Biology and Lab .....	4
COMM 101 Interpersonal Communication .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
PSY 101 Introductory Psychology <b>OR</b>	
SOC 101 Introductory Sociology .....	3

**Related Requirements (10 credits)**

BAD 151 Introduction to Business .....	3
BOFT 115 Workplace and Life Essentials .....	3
CIS 120 Introduction to Information Systems .....	3
HPE Physical Education Activity .....	1

**Program Requirements (52 credits)**

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

**Total credits required for an Associate of Applied Science in Cosmetology .....78**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN COSMETOLOGY THEORY (16 CREDITS)**

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

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

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN HAIR FUNDAMENTALS (21 CREDITS)**

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

**Total credits required for a Certificate of Completion in Hair Fundamentals .....21**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN ESTHETICS (23 CREDITS)**

COS 112 Cosmetology Theory I .....	3
COS 132 Sterilization and Sanitation .....	2
COS 152 Esthetic Facials I .....	6
COS 154 Spa Practice I .....	3
COS 232 Salon Business and Retail .....	2
COS 252* Esthetic Facials II .....	4
COS 254* Spa Practice II .....	3

**Total credits required for a Certificate of Completion in Esthetics .....23**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN NAIL TECHNICIAN  
(16 CREDITS)**

COS 102 Nail Tech Theory I <b>OR</b>	
COS 112 Cosmetology Theory I.....	3
COS 117 Manicuring/Pedicuring.....	3
COS 132 Sterilization and Sanitation.....	2
COS 217 Nail Enhancements.....	3
COS 223* Practical Cosmetology <b>OR</b>	
COS 254* Spa Practice II.....	3
COS 232 Salon Business and Retail.....	2

**Total credits required for a Certificate of Completion in Nail Technician..... 16**

*\*Course requires prerequisites.*

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

COS 132 Sterilization and Sanitation.....	2
COS 212* Cosmetology Theory III.....	2
COS 223* Practical Cosmetology.....	3
COS 227* Cosmetology Salon Practice II.....	6
COS 232 Salon Business and Retail.....	2

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

*\*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 through classroom and laboratory experience, providing students with a unique blend of training for a high wage and in demand field. This program provides two areas of concentration constructed around industry demands. These areas of concentration are Plant Operations and Equipment and Wind Energy. Associate of Applied Science degrees are available in each concentration. One Certificate of Completion and two Certificates of Achievement are also available.

**AAS IN PLANT OPERATIONS AND EQUIPMENT  
CONCENTRATION**

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

**General Education Requirements (16 credits)**

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking.....	3
ENG 102* English Composition.....	3
MATH 113* Mathematics for General Education.....	3
PHYS 113 Survey of Physics and Laboratory.....	4
Social and Behavioral Science/Humanities and	
Fine Arts ELECTIVE.....	3
Choose an elective from Area IV or Area V on the Clovis Community College General Education Core (see pages 30-31).	

**Related Requirements (10 credits)**

BAD 151 Introduction to Business.....	3
BOFT 115 Workplace and Life Essentials.....	3
CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

**Other Program Requirements (3 credits)\*\***

INDT 200 Welding Basics and Fabrication.....	3
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**Program Requirements (45 credits)**

INDT 102 Quality Systems .....3  
 INDT 103 Principles of Electricity .....3  
 INDT 104 Drawings and Schematics.....3  
 INDT 110 Environmental Health and Safety .....3  
 INDT 112\* Fundamentals of Materials and Design .....3  
 INDT 113\* Principles of Electronics .....3  
 INDT 202 Introduction to Preventative Maintenance .....3  
 INDT 203\* Electric Motors and Motor Controls.....3  
 INDT 204 Fluid Flow and Pneumatics.....3  
 INDT 210\* Process Control .....3  
 INDT 211 Mechanical Equipment .....3  
 INDT 212 Mechanical Drives.....3  
 INDT 213 Power Generation Systems .....3  
 INDT 251\* Practicum Experience .....6

**Total credits required for an Associate of Applied Science in Industrial Technology with a Concentration in Plant Operations and Equipment.....74**

\*Course requires prerequisites.

\*\*This course is not part of the INDT full-time program but can be taken concurrently with the full-time program courses.

**AAS IN WIND ENERGY CONCENTRATION**

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

**General Education Requirements (16 credits)**

COMM 101 Interpersonal Communication **OR**  
 COMM 102 Public Speaking .....3  
 ENG 102\* English Composition .....3  
 MATH 113\* Mathematics for General Education .....3  
 PHYS 113 Survey of Physics and Laboratory.....4  
 Social and Behavioral Science/Humanities and  
 Fine Arts ELECTIVE.....3  
 Choose an elective from Area IV or Area V on the Clovis Community College General Education Core (see pages 30-31).

**Related Requirements (10 credits)**

BAD 151 Introduction to Business.....3  
 BOFT 115 Workplace and Life Essentials .....3  
 CIS 120 Introduction to Information Systems.....3  
 HPE Physical Education Activity.....1

**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.....74**

\*Course requires prerequisites.

**CERTIFICATE OF COMPLETION IN INDUSTRIAL TECHNOLOGY (33 CREDITS)**

INDT 102 Quality Systems.....3  
 INDT 103 Principles of Electricity .....3  
 INDT 104 Drawings and Schematics.....3  
 INDT 110 Environmental Health and Safety .....3  
 INDT 113\* Principles of Electronics .....3  
 INDT 202 Introduction to Preventative Maintenance .....3  
 INDT 203\* Electric Motors and Motor Controls.....3

INDT 204 Fluid Flow and Pneumatics.....	3
INDT 210* Process Control .....	3
INDT 212 Mechanical Drives.....	3
INDT 213 Power Generation Systems .....	3
<b>Total credits required for a Certificate of Completion in Industrial Technology .....</b>	<b>33</b>

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN PLANT OPERATIONS (15 CREDITS)

INDT 112* Fundamentals of Materials and Design .....	3
INDT 200** Welding Basics and Fabrication .....	3
INDT 211 Mechanical Equipment .....	3
INDT 251* Practicum Experience .....	6
<b>Total credits required for a Certificate of Achievement in Plant Operations .....</b>	<b>15</b>

\*Course requires prerequisites.

\*\*This course is not part of the INDT full-time program but can be taken concurrently with the full-time program courses.

### CERTIFICATE OF ACHIEVEMENT IN WIND ENERGY (15 CREDITS)

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

\*Course requires prerequisites.

## WELDING

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

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

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 70% or higher in all courses in the welding program. Students who fail to meet the 70% or higher requirements must repeat that entire semester.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the courses or whose behavior interferes with the legal, ethical, and/or safe practice of welding.

## AAS IN WELDING

### General Education Requirements (15 credits)

COMM 101 Interpersonal Communication <b>OR</b>	
COMM 102 Public Speaking .....	3
ENG 102* English Composition .....	3
MATH 113* Mathematics for General Education .....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 30-31).	
Humanities and Fine Arts ELECTIVE .....	3
Choose an elective from Area V on the Clovis Community College General Education Core (see pages 30-31).	

**Related Requirements (7 credits)**

BOFT 115 Workplace and Life Essentials .....3  
 CIS 120 Introduction to Information Systems.....3  
 HPE Physical Education Activity..... 1

**Program Requirements (48 credits)**

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

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

*\*Course requires prerequisites.*

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

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

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

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

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

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

*\*Course requires prerequisites.*



# ASSOCIATE OF ARTS

## Art

- Fine Art
- Graphic Design and Media Art

## Early Childhood Education

## Liberal Arts

- General Liberal Arts Concentration
- Education Concentration

### CERTIFICATE OF COMPLETION

- Graphic Design and Media Art
- Liberal Arts

### CERTIFICATE OF ACHIEVEMENT

- Early Childhood Education
- Fundamentals of Game Design

## ART

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

following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.

### ASSOCIATE OF ARTS IN FINE ART

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

Students must work closely with their transfer institutions and their CCC Advisors to ensure the best transition to four-year schools.

#### General Education Requirements (35 credits)

ART 261 Art History I <b>OR</b>	
ART 262 Art History II.....	3
MATH 113* Mathematics for General Education .....	3
General Education Electives.....	29
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the	

#### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

#### Program Requirements (27 credits)

ART 101 Drawing I .....	3
ART 102* Drawing II .....	3
ART 106 Design I.....	3
ART 107* Design II.....	3
ART 203 Figure Drawing I .....	3
ART 221 Painting I .....	3
ART 241 Sculpture I <b>OR</b>	
ART 231 Pottery.....	3
ART 258 Digital Graphics .....	3
ELECTIVES.....	3
Select from ART 204*, ART 210, ART 217, ART 222*, ART 224, ART 226, ART 231, ART 242*, ART 247, ART 293, and ART 297*	

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

\*Course requires prerequisites.

## ASSOCIATE OF ARTS IN GRAPHIC DESIGN AND MEDIA ART

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

Students must work closely with their transfer institutions and their CCC advisors to ensure the best transition to four-year schools.

### General Education Requirements (35 credits)

ART 261 Art History I <b>OR</b>	
ART 262 Art History II.....	3
MATH 113* Mathematics for General Education .....	3
General Education Electives.....	29
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.	

### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

### Program Requirements (30 credits)

ART 101 Drawing I.....	3
ART 102* Drawing II .....	3
ART 106 Design I.....	3
ART 107* Design II.....	3
ART 125 Introduction to Programming Concepts.....	3
ART 255 Graphic Design I.....	3
ART 256* Graphic Design II .....	3
ART 258 Digital Graphics .....	3
ART 265 Digital Publishing .....	3
Electives.....	3
Select from ART 205*, ART 210, ART 217, ART 220, ART 221, ART 247, ART 275*, ART 276*, ART 293, and CIS 180*	

**Total credits required for an Associate of Arts in Graphic Design and Media Art .....69**

\*Course requires prerequisites.

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

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

ART 101 Drawing I.....	3
ART 106 Design I.....	3
ART 125 Introduction to Programming Concepts.....	3
ART 255 Graphic Design I.....	3
ART 256* Graphic Design II .....	3
ART 258 Digital Graphics .....	3
ART 265 Digital Publishing .....	3
ART 275* Multimedia Game Design.....	3
CIS 120 Introduction to Information Systems.....	3
Electives.....	3
Select from ART 102*, ART 107*, ART 205*, ART 210, ART 217, ART 220, ART 221, ART 247, ART 276*, and CIS 180*	

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

\*Course requires prerequisites.

## CERTIFICATE OF ACHIEVEMENT IN FUNDAMENTALS OF GAME DESIGN (15 CREDITS)

The Fundamentals of Game Design Certificate of Achievement is designed to provide the basic skills and knowledge students will need in order to meet requirements for entry-level positions in the mobile app and game design industry. Students will learn the fundamentals of object-oriented programming, explore digital media and design principles, be introduced to 2-D and 3-D computer animation, and become familiar with basic principles of graphic design and typography. A capstone course will integrate all prerequisite courses and introduce students to 2-D and 3-D game design. This certificate is available completely online.

ART 125 Introduction to Programming Concepts.....	3
ART 205* Computer Animation I.....	3
ART 255 Graphic Design I.....	3
ART 258 Digital Graphics .....	3
ART 275* Multimedia Game Design.....	3

**Total credits required for a Certificate of Achievement in Fundamentals of Game Design ..... 15**

\*Course requires prerequisites.

## EARLY CHILDHOOD EDUCATION

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

### General Education Requirements (35 credits)

MATH 113* Mathematics for General Education .....	3
PSY 201 Child Psychology.....	3
General Education Electives.....	29
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.	

### Related Requirements (7 credits)

CIS 120 Introduction to Information Systems.....	3
EDF 222 Structured Observations of Teaching.....	3
HPE Physical Education Activity.....	1

### Program Requirements (29 credits)

ECE 132 Child Growth/Development and Learning .....	3
ECE 133 Health, Safety, and Nutrition .....	2
ECE 135 Curriculum Development through Play Birth through Age 4 .....	3
ECE 135P Practicum for Curriculum Development through Play Birth through Age 4.....	2
ECE 136 Introduction to Language, Literacy, and Reading .....	3
ECE 233 Family and Community Collaboration.....	3
ECE 234 Guiding Young Children.....	3
ECE 236 Assessment of Children and Evaluation of Programs ....	3

ECE 240 Curriculum Development and Implementation Age 3 (PreK) through Grade 3..... 3

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

ECE 241 Professionalism ..... 2

**Total credits required for an Associate of Arts in Early Childhood Education..... 71**

*\*Course requires prerequisites.*

## CERTIFICATE OF ACHIEVEMENT IN EARLY CHILDHOOD EDUCATION (11 CREDITS)

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

This certificate is available completely online.

ECE 132 Child Growth/Development and Learning .....

ECE 133 Health, Safety, and Nutrition .....

ECE 233 Family and Community Collaboration.....

ECE 236 Assessment of Children and Evaluation of Programs ....

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

## 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. This degree is available completely online.

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 sopho-

**Associate of Arts**

more) 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.

Students must work closely with their transfer institutions and their CCC Advisors to ensure the best transition to four-year schools.

**GENERAL LIBERAL ARTS CONCENTRATION**

**General Education Requirements (35 credits)**

General Education Electives..... 35  
 Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.

**Related Requirements (4 credits)**

CIS 120 Introduction to Information Systems..... 3  
 HPE Physical Education Activity..... 1

**Program Requirements (21 credits)**

MAJOR ELECTIVES..... 15  
 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..... 6  
 Select from courses that meet CCC graduation requirements.\*\*

**Total credits required for an Associate of Arts in Liberal Arts Concentration .....60**

\*Course requires prerequisites.

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

**EDUCATION CONCENTRATION**

**General Education Requirements (35 credits)**

General Education Electives..... 35  
 Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.

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 their general education requirements.

General Education requirements for teacher education may differ from other degrees. Please see an Academic Advisor for information regarding the institution to which you intend to transfer.

**Related Requirements (25 credits)**

CIS 120 Introduction to Information Systems..... 3  
 EDF 222 Structured Observations of Teaching..... 3  
 HIST 203 New Mexico History ..... 3  
 HPE Physical Education Activity..... 1  
 ELECTIVES\*\* ..... 15

**Total credits required for an Associate of Arts in Liberal Arts with an Education Concentration .....60**

\*Course requires prerequisites.

\*\*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.

**CERTIFICATE OF COMPLETION IN  
LIBERAL ARTS (35 CREDITS)**

The Certificate of Completion in Liberal Arts is awarded to students completing the 35-hour general education core requirements. This certificate is available completely online.

General Education electives..... 35  
 Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.

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

# 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. This degree is available completely online.

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

## ASSOCIATE OF GENERAL STUDIES

### General Education Requirements (24 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
MATH 113* Mathematics for General Education** .....	3
General Education Electives.....	12
Select from ANTH, ART, BAD, DNC, ECON, ENG/Lit, HIST, HUM, MUS, PHIL, PSCI, PSY, REL, SOC, SPAN, and THTR.	

### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

### Electives (32 credits)

Select from courses that meet CCC graduation requirements.\*\*

**Total credits required for an Associate of General Studies.....60**

\*Course requires 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

Behavioral Science  
 Business Administration  
 Computer Information Systems  
 Health and Physical Education

## CERTIFICATE OF COMPLETION

- Exercise Specialist

### BEHAVIORAL SCIENCE

The Associate of Science degree in Behavioral Science is designed for the student who plans to work in the helping professions such as Counseling or Social Work. This degree is designed to provide students with a unique program of courses in brain anatomy and the nervous system and their function and their expression in human behavior as well as the study of related social interaction, communication, and perception of the self and others.

With this degree, students will have a solid foundation in psychology and related behavioral sciences. The degree prepares students for bachelor's level course work in psychology, social work, and sociology.

Students must work closely with their transfer institutions and their CCC Advisors to ensure the best transition to four-year schools.

This degree is available completely online.

#### General Education Requirements (35 credits)

BIOL 115 Human Biology and Lab .....	4
MATH 113* Mathematics for General Education .....	3
SOC 215 Child, Family, and Community .....	3

General Education Electives.....25  
 Refer to the Clovis Community College General Education Core Courses listed on pages 30-32. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.

#### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

#### 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
PSY 214* Brain and Behavior.....	3

ELECTIVES Psychology Courses .....

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 215 Psychology of Addictive Behavior
- PSY 293 Topics in Psychology

**Total credits required for an Associate of Science in Behavioral Science.....60**

\* Courses require prerequisites.

## BUSINESS ADMINISTRATION

The Associate of Science in 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.

### General Education Requirements (35 credits)

ECON 221 Principles of Macro Economics.....	3
ECON 222 Principles of Micro Economics.....	3
For Business Administration majors, students must complete ECON 221 and ECON 222 with a "C" or higher.	
MATH 110* College Algebra.....	3
General Education Electives.....	26
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.	

### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

### Program Requirements (23 credits)

ACCT 201* Introductory Accounting I.....	4
ACCT 202* Introductory Accounting II.....	4
BAD 151 Introduction to Business.....	3
BAD 215 Business Law I.....	3
FIN 201* Principles of Finance.....	3
MGT 201* Principles of Management.....	3
MKT 201* Principles of Marketing.....	3

**Total credits required for an Associate of Science in Business Administration.....62**

\*Course requires 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)

MATH 110* College Algebra.....	3
General Education Electives.....	32
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.	

Students are encouraged to select ECON 222 as part of their general education requirements.

### Related Requirements (4 credits)

CIS 120 Introduction to Information Systems.....	3
HPE Physical Education Activity.....	1

### Program Requirements (21 credits)

ACCT 201* Introductory Accounting I.....	4
ACCT 202* Introductory Accounting II.....	4
BAD 215 Business Law I.....	3
CIS 125 Introduction to Programming Concepts.....	3
ECON 221* Principles of Macro Economics.....	3
ELECTIVES.....	4
Select from CIS 101, CIS 102*, CIS 106, CIS 107, CIS 134, MATH 123*, or STAT 213*	

**Total credits required for an Associate of Science in Computer Information Systems.....60**

\*Course requires prerequisites.



## HEALTH AND PHYSICAL EDUCATION

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

### General Education Requirements (35 credits)

BIOL 211 Human Anatomy and Physiology I .....	4
BIOL 212* Human Anatomy and Physiology II .....	4
MATH 113* Mathematics for General Education .....	3
General Education Electives.....	24
Refer to the Clovis Community College General Education Core Courses listed on pages 30-31. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Laboratory Science; Social and Behavioral Sciences; and Humanities and Fine Arts.	

### Related Requirements (3 credits)

CIS 120 Introduction to Information Systems.....	3
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### Program Requirements (22-23 credits)

HPE 121 Personal Health .....	3
HPE 130 Social Dance.....	1
HPE 145 History and Concepts in Physical Education.....	3
HPE 148* Introduction to Kinesiology .....	3
HPE 149 Training Theory.....	3
HPE 210* Observation in Health and Physical Education <b>OR</b> HPE 246 Teaching Children Games and Fitness .....	2
HPE 220 First Aid and CPR .....	2
HPE 221 Weight Training.....	1

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 143 Fundamentals of Coaching
- 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..... 60-61**

\*Course requires prerequisites.

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

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

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

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

## COURSE DESCRIPTIONS

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are designed 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 designed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us).

### ACADEMIC CAREER STUDIES (ACS)

#### ACS 102 Freshman Seminar – 3 Credits

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

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

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

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

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

### ACCOUNTING (ACCT)

#### ACCT 150 Personal Income Tax – 3 Credits

Introduces basic federal and state tax codes for preparing individual income tax returns. Students will learn and practice preparing simple tax returns

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

#### ACCT 201 Introductory Accounting I – 4 Credits

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

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

#### ACCT 202 Introductory Accounting II – 4 Credits

*Prerequisite: A grade of "C" or higher 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.

#### ACCT 206 Computerized Accounting – 3 Credits

*Prerequisites: ACCT 201 and CIS 101 or CIS 120 or consent of instructor*

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 268 Workshop in Accounting – 1-3 Credits

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

#### 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

This course explores the 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.

## ANTH - ART

### ANTH 123 New Mexico: Enchanted Lands and Diverse Cultures – 3 Credits

This course is 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.

### ANTH 233 People and Cultures of the World – 3 Credits

This course studies the diverse societies that exist in various geographical areas of the world, with emphasis on understanding relationships between cultural systems and natural environments.

### ANTH 243 Introduction to Cultural Anthropology – 3 Credits

This course studies 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.

### 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

This course is 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.

### ART 102 Drawing II – 3 Credits

*Prerequisite:* ART 101

This course furthers the study of perspective and composition by working from life, imagination, and abstraction. Students will employ a variety of media and methods.

### ART 106 Design I – 3 Credits

A two-dimensional exploration of the visual elements and principles of design through classroom experimentation are discussed. A visual vocabulary is established, as well as an introduction to the fundamentals of art.

### ART 107 Design II – 3 Credits

*Prerequisite:* ART 106

Students will study and explore 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.

### ART 125 Introduction to Programming Concepts – 3 Credits

*Cross reference:* CIS 125

An introduction to programming concepts in the context of graphic design and 2-D game application development. Students will learn and apply common programming concepts such as variables, objects, conditional, loops, functions, arrays and debugging. Programming solutions will be implemented using an object-oriented programming language and a popular programming platform. Course covers Certified Internet Web certification topics.

### ART 131 Art Appreciation – 3 Credits

This is an introductory course exploring the visual arts. This lecture course surveys the role of arts in society with emphasis on the elements and principles of design as well as a survey of art throughout history.

### ART 203 Figure Drawing I – 3 Credits

Students will explore the initial techniques 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

This course is a 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

*Cross reference:* CIS 205

*Prerequisite:* ART/CIS 258

Students will be introduced to 2-D and 3-D computer animation software involving modeling, morphing, texture mapping, lighting, camera, and rendering.

### ART 206 Computer Animation II – 3 Credits

*Prerequisite:* ART 205 or consent of instructor

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

### ART 210 Photography I – 3 Credits

*Out-of-class lab work required.*

The 35 mm camera (manual or manual override), its care and use will be studied. Students learn to take artistic photographs, develop film, and print enlargements. Students supply their own equipment, paper, and film.

### ART 211 Exploring Digital Photography – 1 Credit

This course is an 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.*

This is an 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.

### ART 215 Color Photography – 3 Credits

*Prerequisite: ART 210*

*Out-of-class lab work required.*

Students will explore 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.

### ART 216 Large Format Photography – 3 Credits

*Prerequisite: ART 215*

This is an 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.

### 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 220 Photoshop for Photographers - 3 Credits

This course is for both the novice and experienced photographer. Learn the most common basic photo corrections as well as more advanced techniques. Students will also understand processing files in Camera Raw, correcting image distortion, adding depth of field, and creating an image gallery.

### ART 221 Painting I – 3 Credits

This is an introductory painting course. Students will learn basic technical skills in oil and watercolor media and work from life, still life, landscape, and photographic sources.

### ART 222 Painting II – 3 Credits

*Prerequisite: ART 221*

Students will be exposed to further work in the relationship of forms and ideas in painting, including 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.

### ART 224 Advanced Painting – 3 Credits

*Out-of-class work required.*

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

### ART 225 Portrait Painting – 3 Credits

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

### ART 226 Painting Projects - 3 Credits

This is an intermediate course that continues the study and development of painting skills and techniques. A variety of media may be used. Potential subject matter covered: plein aire, landscape, figurative, mixed media, etc. Students will be required to generate their own projects and develop a personal aesthetic. Painting experience is required.

### ART 231 Pottery I – 3 Credits

This course is an introduction to basic clay forming techniques including pinch, coil, slab, wheel throwing, and glaze application.

### ART 232 Pottery II – 3 Credits

*Prerequisite: ART 231*

The advanced techniques in hand built or wheel-thrown vessels and specialized glazing methods are explored in this course.

### ART 233 Raku Pottery – 3 Credits

This course is an introduction to the reduction method of glazing and firing pottery.

### ART 234 Southwest Pottery – 3 Credits

This course explores 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

**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**

This course examines 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*

This course is a continuation of ART 241. Advanced projects dealing with mass, positive and negative space, abstraction, and movement.

**ART 247**  
**Printmaking I – 3 Credits**

This course is 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*

This course is an 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**

This course explores 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***Cross reference: CIS 255*

This course is an introduction to the basic principles of graphic design and typography. Explain the use of space, balance, visual hierarchy, and unity. Students are instructed in the use of professional terminology and technology.

**ART 256**  
**Graphic Design II – 3 Credits***Prerequisites: ART 255, ART 258, and ART 265*

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

**ART 258**  
**Digital Graphics – 3 Credits***Cross reference: CIS 258*

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

**ART 261**  
**Art History I – 3 Credits**

This course explores the origin and development of architecture, sculpture, and painting from prehistoric time to the Renaissance.

**ART 262**  
**Art History II – 3 Credits**

This course examines the development of architecture, sculpture, and painting from the Renaissance to present times.

**ART 265**  
**Digital Publishing – 3 Credits***Cross reference: CIS 265*

This course is a basic introduction to digital publishing for print and internet. Adobe InDesign and Adobe Dreamweaver or comparable software will be used.

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

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

**ART 271**  
**Jewelry I – 3 Credits**

Students will explore 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.

**ART 272**  
**Jewelry II – 3 Credits***Prerequisite: ART 271*

This course explores advanced techniques involving a variety of mediums to express an individual approach.

**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 Game Design – 3 Credits***Cross reference: CIS 275**Prerequisite: ART 125*

Concepts of Web application design and multimedia integration of text, graphics, animation, audio, and video will be applied in the context of graphic design and 2-D game application development. Students will use an object-oriented programming language and a popular game development engine throughout the course. Exporting projects to the Internet and 3-D game design concepts will be introduced.

### 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 293 Topics in Art – 1-3 Credits

As announced. (Course 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 higher is required before a student may be accepted into the full-time Automotive Technology program.

### AT 111 Engine Repair Theory – 3 Credits

*Prerequisite: A grade of "C" or higher 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 higher 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 higher in AT 100*

This course is designed to provide the knowledge required to maintain and service automatic transmissions and transaxles. Through classroom work and demonstrations, students will become familiar with the theories and operation of automatic transmissions and transaxles.

### AT 112L Automatic Transmissions and Transaxle Lab – 2 Credits

*Prerequisite: A grade of "C" or higher 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher in AT 100*

This course is designed to provide the knowledge and skills required to maintain and service automotive brake systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of brake systems. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain and service brake systems.

### AT 120 Welding for Automotive Technology – 2 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

*Must be currently enrolled in full-time AT program.*

Students 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher 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 higher in AT 100*

This course is designed to provide the knowledge required to maintain and service automotive computer systems. Through classroom work, demonstrations, and lab work, students become familiar with the theories, principles, and operational procedures of automotive computer systems. Students also develop skills in using and caring for tools, fastening devices, and precision measuring instruments required to properly maintain automotive computer systems.

### AT 268 Workshop in Automotive Technology – 1-3 Credits

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

### AT 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.

### BIOL 115 Human Biology and Lab – 4 Credits

An introduction to human anatomy and physiology. Suitable for students in education, sociology, social work, psychology, and criminal justice. Also suitable for non-science students interested in the workings of the human body. (Students planning to enter nursing, physical therapist assistant, radiologic technology, or the sciences should enroll in Biology 211 and 212.)

### BIOL 211 Human Anatomy and Physiology I and Lab – 4 Credits

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 integumentary, skeletal, muscular, and digestive. Laboratory is included. Dissection of non-human biological specimens is required.

### BIOL 212 Human Anatomy and Physiology II and Lab – 4 Credits

*Prerequisite: Required BIOL 211 with a "C" or higher within the last five years. BIOL 211 is a prerequisite and cannot be taken concurrently with BIOL 212.*

A survey of the anatomy and physiology of the human body from the nervous system through the reproductive system. Laboratory is included. Dissection of non-human biological specimens is required.

### BIOL 222 Microbiology and Lab – 4 Credits

Microbiology provides the science and health science major with the basic principles of microbiology and emphasizes the importance of micro-organisms in life processes. Morphological, biochemical, and pathogenic aspects of micro-organisms are investigated through lecture and laboratory activities.

### BIOL 268 Workshop in Biology – 1-3 Credits

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

### BIOL 293 Topics in Biology – 1-3 Credits

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

## BUSINESS ADMINISTRATION (BAD)

### **BAD 151** **Introduction to Business – 3 Credits**

An introduction to the basic nature of business in an essentially market disciplined economic system. Content includes ethics and social responsibility, business ownership forms, dimensions of the business environment, management information systems, and fundamentals of financial, operations, marketing, and management planning.

### **BAD 201** **Business Communication – 3 Credits**

*Prerequisite: ENG 097 or appropriate placement testing into 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.

### **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 221, 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 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** **Business Document Processing 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.*

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** **Workplace and Life Essentials – 3 Credits**

This course is designed to prepare students for success in work and in life. Course content includes communication skills, goal setting, customer service skills, workplace diversity, and employment strategies. Students are taught skills and processes that can improve the effectiveness of their personal lives and lead to greater professional competency through self-assessment and a better understanding of the interactions that occur among individuals and groups.

### **BOFT 131** **Business Document Processing II – 3 Credits**

*Prerequisites: BOFT 111 and CIS 106*

Students must have basic word processing knowledge in software currently being taught before entering this class. Designed to further develop keyboarding skills, document formatting, and advanced word processing competencies using current course software and microcomputers. Students will develop problem-solving skills while preparing office documents and evaluate the quality of their work by using good judgment when editing. Course covers Microsoft Office Specialist topics.

### **BOFT 268** **Workshop in Business and Office Technology – 1-3 Credits**

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

### **BOFT 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.

### **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.

### **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.

### 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

This course focuses on the 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.

### COMM 102 Public Speaking – 3 Credits

This course focuses on training in composition of informative and persuasive discourse with emphasis on the use of evidence, reasoning, delivery skills, and audience analysis.

### COMM 125 Intercultural Communication – 3 Credits

This course 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

A survey of computer hardware, system software, and application concepts. Topics covered include an introduction to Windows concepts and functions, applications software, and personal computers and peripherals. Topics of personal interest suggested by students may be included. This course is not intended for students seeking a CIS degree or students seeking industry certifications.

### CIS 101 Fundamentals of Computer Concepts – 3 Credits

This course is required for CIS majors as an introduction to the Information Technology degree programs. A survey of computer hardware, system software, application software, data management, structured programming concepts, the systems development process, and their integration in business. Course covers Certified Internet Web, Internet and Core Computing Certification (IC<sup>3</sup>), and MCSE certification topics.

### CIS 102 Networking Concepts – 4 Credits

*Prerequisites: A grade of "C" or higher in MATH 096 or successful placement scores in MATH 098 or higher and a grade of "C" or higher in READ 097 or successful college level reading placement scores*

*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 Devices for Internetworking Routing – 4 Credits

*Prerequisite: CIS 102 from current Cisco curriculum version or consent of instructor*

*Audit by consent of instructor only.*

This course will cover the hardware elements of Cisco networking devices, advanced TCP/IP protocol network concepts, and the concepts and theory of routing protocols. The student will learn how to configure Cisco devices, 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

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

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 Basic Computer Maintenance and Troubleshooting – 1 Credit

An introduction to common computer management and maintenance issues that plague the novice home and office computer user. Topics will address installation of software, modifying computer settings, and troubleshooting of popular Microsoft operating system features and applications. Basic elements of computer network setup and security such as virus protection and spyware will be discussed. CIS 108 is not available online; however, other online options may be available for degree completion. Please see an Academic Advisor.

### CIS 116 Fundamentals of Wireless LANS – 3 Credits

*Prerequisite: CIS 102 or CIS 135 or consent of instructor*

This course will cover the setup and configuration of wireless hardware and the operational concepts of wireless local area networks (WLAN). Elements of 802.11 wireless standards and the OSI reference model will be discussed and utilized. Access point (AP) and bridge configurations will be applied as an integral part of WLAN maintenance and troubleshooting. Site survey principles and requirements will be applied in the design of an effective wireless network. Wireless certifications will be discussed.

### CIS 120 Introduction to Information Systems – 3 Credits

An introduction to computers, the Windows operating system, file management, Internet browsers, and applications software. Students examine key computer applications, including word processing, spreadsheets, databases, and presentation graphics. Students receive an introduction to basic concepts of information systems and practical experience with software. Preparation course for Internet and Computing Core Certification (IC<sup>3</sup>) and covers Microsoft Office Specialist (MOS) certification topics.

### CIS 125 Introduction to Programming Concepts – 3 Credits

*Cross reference: ART 125*

An introduction to programming concepts in the context of graphic design and 2-D game application development. Students will learn and apply common programming concepts such as variables, objects, conditionals, loops, functions, arrays and debugging. Programming solutions will be implemented using an object-oriented programming language and a popular programming platform. Course covers Certified Internet Web certification topics.

### CIS 128 Java Programming – 3 Credits

*Prerequisite: CIS 125 or consent of instructor*

An introduction to Java programming language that focuses on object-oriented techniques in developing Java applets and applications using an integrated development environment. This course covers control structures, classes, constructors, arrays and exception handling. Course covers Certified Internet Web certification topics.

### CIS 134 Computer Hardware and Software – 4 Credits

An in-depth study of computer hardware and software. Topics covered include the selection, configuration, and installation of hardware; I/O systems, storage devices, and communication systems; a comparison of operating systems, how the OS works and updating the OS; troubleshooting hardware and software; networking fundamentals; mobile devices; and preventive maintenance. This course is lab intensive. Preparation course for the CompTIA A+ exam and covers MCSE certification topics.

### CIS 135 Network Fundamentals for Network+ – 4 Credits

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

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

An introduction to electronic spreadsheets. Using computer 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

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

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**

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*

Instruction on how to develop Web pages using Hypertext Markup Language (HTML). Topics covered include basic HTML tags, links, text formatting, graphics, color schemes, tables, image maps, and frames. Web page forms and scripting will be introduced. Students will gain experience using HTML development tools to create website projects. Course covers Certified Internet Web certification topics.

### **CIS 185** **Professional Website Design and Scripting – 3 Credits**

*Prerequisites: CIS 180*

Instruction on how to develop complex Web pages using industry standard client-side design and scripting tools in dynamic Web page development. Students will be required to develop complex website projects with database interaction while using the concepts presented in the class. Course covers Certified Internet Web certification topics. Usually offered in the spring semester of even-numbered years.

### **CIS 202** **Network Traffic Management – 3 Credits**

*Prerequisite: CIS 103 from current Cisco curriculum or consent of instructor*

*Audit by consent of instructor only.*

This course covers configuration of network switches and routers to manage network traffic. Topics include discussion of the OSI reference model and related LAN technologies; application of switch concepts in switch configuration and troubleshooting; and implementation of routing concepts in router configuration and troubleshooting. Preparation course for the Cisco Certified Network Associate exam.

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

*Prerequisite: CIS 202 from current Cisco curriculum or consent of instructor*

*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 devices to use each service. Practical application of access control lists (ACLs) and 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 205** **Computer Animations I - 3 Credits**

*Cross reference: ART 205*

*Prerequisite: ART/CIS 258*

Students will be introduced to 2-D and 3-D computer animation software involving modeling, morphing, texture mapping, lighting, camera, and rendering.

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

*Prerequisites: CIS 102 and CIS 134 (or concurrent enrollment in CIS 134) or consent of instructor*

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 Solutions Associate (MCSA) Server exam and covers MCSE certification topics.

### **CIS 235** **Fundamentals of Network Security – 3 Credits**

*Prerequisite: CIS 102 or consent of instructor*

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 255** **Graphic Design I - 3 Credits**

*Cross reference: ART 255*

This course is an introduction to the basic principles of graphic design and typography. Explain the use of space, balance, visual hierarchy, and unity. Students are instructed in the use of professional terminology and technology.

### **CIS 258** **Digital Graphics – 3 Credits**

*Cross reference: ART 258*

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

### **CIS 265** **Digital Publishing – 3 Credits**

*Cross reference: ART 265*

A basic introduction to digital publishing for print and Internet. Adobe InDesign and Adobe Dreamweaver or comparable software will be used.

### **CIS 268** **Workshop in Computer Information Systems – 1-3 Credits**

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

## CIS - COS

### **CIS 275** **Multimedia Game Design – 3 Credits**

*Cross reference: ART 275*

*Prerequisite: CIS 125*

Concepts of Web application design and multimedia integration of text, graphics, animation, audio, and video will be applied in the context of graphic design and 2-D game application development. Students will use an object-oriented programming language and a popular game development engine throughout the course. Exporting projects to the Internet and 3-D game design concepts will be introduced.

### **CIS 293** **Topics in Computer Information Systems – 1-3 Credits**

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

## COSMETOLOGY (COS)

### **COS 102** **Nail Tech Theory I – 3 Credits**

Introduction to cosmetology and nail technician theory in the areas of orientation, professional images, safety, and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.

### **COS 112** **Cosmetology Theory I – 3 Credits**

Introduction to cosmetology theory in the areas of orientation, professional images, safety, and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.

### **COS 113** **Facials – 2 Credits**

This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments, and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, removal of unwanted hair, light therapy, client consultation and recommendations, client record keeping, and safety are also covered.

### **COS 114** **Chemical Rearranging/Perms I – 4 Credits**

This course covers preparation, procedures, practice and related theory in product knowledge, anatomy, physiology, materials, implements, hair analysis, client consultation, related chemistry, record keeping, and safety.

### **COS 117** **Manicuring/Pedicuring – 3 Credits**

Course covers manicuring and pedicuring theory, anatomy, physiology, preparation, procedures, practice, products, materials, implements, and theory of massage.

### **COS 122** **Cosmetology Theory II – 2 Credits**

*Prerequisite: COS 112*

This course covers the areas of state laws and regulations, chemistry, electricity, and professional standards.

### **COS 126** **Women's Hair Cutting and Hair Styling – 3 Credits**

Pivot Point training and theory of women's hair cutting and styling, preparation, procedure, practice, products, materials, client record keeping, and implements including use of shears, razor, clippers, and safety.

### **COS 132** **Sterilization and Sanitation – 2 Credits**

Basic concepts of safety, preparation, procedure and practice, products, materials, and implements, related theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections.

### **COS 136** **Men's Hair Cutting and Hair Styling – 3 Credits**

*Prerequisite: COS 126*

Pivot Point training and theory in men's hair cutting and styling, preparation, practice, products, materials, client record keeping, and implements including the use of shears, scissors, razor, clippers, and safety.

### **COS 142** **Shampoo, Rinses, and Scalp Treatments – 1 Credit**

Techniques relating to preparation, procedure and practice, products, and materials; related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, and related chemistry; client record keeping; and safety.

### **COS 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 154** **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 212** **Cosmetology Theory III – 2 Credits**

*Prerequisites: COS 112 and COS 122*

Reinforcing areas of communication, final reviewing of state laws and regulations, and preparing for the state board written exam.

### **COS 214** **Chemical Rearranging/Perms II – 2 Credits**

*Prerequisite: COS 114*

This course covers advanced preparation, procedures, practice and related theory in chemical relaxing and perming. Products, physiology, materials, implements, hair analysis, client consultation, record keeping, related chemistry, and safety are taught.

### **COS 216** **Cosmetology Salon Practice I – 6 Credits**

*Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 122, COS 126, COS 132, COS 136, COS 142, COS 214, COS 217, and COS 222*

Beginning course for students to develop their understanding and knowledge learned in related courses through limited student salon experiences.

### **COS 217** **Nail Enhancements – 3 Credits**

*Prerequisite:* COS 117

Course covers theory, preparation, procedures, practice, products, materials, and implements as related to advanced nail techniques.

### **COS 222** **Hair Coloring – 3 Credits**

*Prerequisites:* COS 112, COS 113, COS 114, COS 117, COS 126, and COS 142

Basic concepts of hair analysis and related chemistry; temporary, semi-permanent and permanent application; bleaching, tinting, toning, highlighting, special effects, and corrective hair color; client consultation and recommendations; client record keeping; and safety.

### **COS 223** **Practical Cosmetology – 3 Credits**

*Prerequisite:* COS 216

Independent student salon practice and training with minimal supervision.

### **COS 226** **Advanced Hair Styling – 2 Credits**

*Prerequisite:* COS 126

Continuation of Pivot Point training and theory for long hair styling, preparation, procedures, practice, materials, and implements.

### **COS 227** **Cosmetology Salon Practice II – 6 Credits**

*Prerequisite:* COS 216

Advanced student salon experiences for the development and mastery of skills learned in related courses.

### **COS 232** **Salon Business and Retail – 2 Credits**

Emphasis is on related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, safety, and salon retailing.

### **COS 252** **Esthetic Facials II – 4 Credits**

*Prerequisites:* COS 112 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** **Spa Practice II – 3 Credits**

*Prerequisites:* COS 112, COS 152, and COS 154 (COS 154 may be taken concurrently with COS 254)

Advanced student spa experiences for the development and mastery of skill learned in related classes.

### **COS 260** **Review in Practical Cosmetology – 5 Credits**

A review in practical cosmetology for those who have completed the cosmetology program and need to review before taking the NM board exam. Students who have been out of the cosmetology program for more than one year must complete and pass an evaluation to assess knowledge level before being approved for the refresher course. Students who are out of the program for more than two years and did not obtain a NM license will be required to complete the full-time program again. Course is also available for those who currently have a license in another state and wish to pursue reciprocity for a NM license. Students must provide a copy of other state licensure and NM state board approval.

### **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.

### **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.

### **CRJU 110** **Introduction to the Correctional System – 3 Credits**

Students will study the historical and philosophical development of correctional agencies and programs including personnel responsibilities, social structure, and its impact on offenders.

### **CRJU 141** **Criminal Investigation – 3 Credits**

This course is an 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**

This course discusses 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

### CRJU 203 Probation and Parole – 3 Credits

This course explores 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.

### 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

Students will understand the 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 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.

### 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.

### CRJU 265 Multicultural Law Enforcement – 3 Credits

Multicultural Law Enforcement is designed to assist all levels of criminal justice representatives in understanding the pervasive influences of culture, race, and ethnicity in the workplace and in multicultural communities. It will focus on the cross-cultural contact that police officers and civilian employees have with citizens, victims, suspects, and co-workers from diverse backgrounds. Special topics will include discussions of hate crimes, urban dynamics, community-based policing, and racial profiling. We will stress the need for awareness, understanding of cultural differences, and respect toward those of different backgrounds.

### CRJU 268 Workshop in Criminal Justice – 1-3 Credits

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

### CRJU 293 Topics in Criminal Justice – 1-3 Credits

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



## DANCE (DNC)

### DNC 101 Introduction to Dance – 3 Credits

Ballet, jazz, tap, ballroom, modern, theatrical, and social dance forms studied through text and participation.

### 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 basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized.

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

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

### ECE 135 Curriculum Development through Play Birth through Age 4 – 3 Credits

*Concurrent enrollment: ECE 135P*

The beginning practicum course is a co-requisite with the course ECE 135P Curriculum Development through Play—Birth through Age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized.

### ECE 135P Practicum for Curriculum Development through Play Birth through Age 4 – 2 Credits

*Concurrent enrollment: ECE 135*

The beginning practicum course is a co-requisite with the course ECE 135 Curriculum Development through Play—Birth through Age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized.

### ECE 136 Introduction to Language, Literacy, and Reading – 3 Credits

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a development approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

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

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desires for their children will be supported through culturally responsive strategies.

### ECE 234 Guiding Young Children – 3 Credits

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedules will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

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

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process.

### **ECE 240** **Curriculum Development and Implementation Age 3 (PreK) through Grade 3 – 3 Credits**

*Concurrent enrollment: ECE 240P*

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade.

Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included.

### **ECE 240P** **Curriculum Development and Implementation Practicum Age 3 (PreK) through Grade 3 – 2 Credits**

*Concurrent enrollment: ECE 240*

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the developments of IEPs is included.

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

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

### **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 higher in MATH 098 or appropriate placement testing into MATH 107 or MATH 113*

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. Students completing the Associate of Science or the Associate of Applied Science degrees in Business Administration must complete ECON 221 with a "C" or higher.

### **ECON 222** **Principles of Micro Economics – 3 Credits**

*Prerequisite: A grade of "C" or higher in MATH 098 or appropriate placement testing into MATH 107 or MATH 113*

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. Students completing the Associate of Science or the Associate of Applied Science degrees in Business Administration must complete ECON 222 with a "C" or higher.

### **ECON 268** **Workshop in Economics - 1-3 Credits**

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

### **ECON 293** **Topics in Economics – 1-3 Credits**

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

## **EDUCATION FOUNDATIONS (EDF)**

### **EDF 200** **Effective Online Instruction – 1 Credit**

Teaching and learning in an online class is very different from the face-to-face environment found in campus classrooms. As an online instructor, it is important to understand the challenges and structure of online learning. In this online course, students will gain knowledge of strategies that will help them close the "distance" between the instructor and his or her students. Example topics include course design; working with 21st century learners; effective strategies for online assessment and facilitating active discussion boards; and plagiarism and copyright issues. Enhance your online classroom environment and improve your ability to build a community of learners by participating in this interactive online course.

### **EDF 204** **Developing ESL! Engaging Strategies for Performance – 3 Credits**

This course covers the strategies needed to create an engaging classroom including managing states, giving directions, energizers, hooks, social structures, framing, purposeful music, and teaching and reaching all modalities.

### **EDF 205** **From Learning to Read to Reading to Learn – 3 Credits**

In this course students will gain an understanding of the reading process and why we teach reading in the content area. Learn a variety of pre-, during, and post-reading strategies to implement in the classroom and create resources and activities for each core content area.

### **EDF 206** **The Cornerstone – 3 Credits**

This course provides the cornerstone experience for future educators as they seek to understand the social, political, philosophical, and economic contexts of schools. Students specifically explore the No Child Left Behind (NCLB) Act and its impact upon public education. An appreciation for action research, reflection, and lifelong learning is cultivated throughout the course to highlight the teacher's role as educational leader.

### **EDF 207** **Dossier Development for Teachers – 3 Credits**

This course is for teachers seeking assistance creating the Professional Development Dossier (PDD) needed for advancement to the next level of New Mexico's 3 Tiered Licensure System. Activities will include planning, organizing, establishing personal timelines, selecting student work, critiquing, and editing as well as technology skill sessions to help the student digitalize his or her materials.

### **EDF 208** **Circle of Influence – 3 Credits**

This course challenges students to analyze the complex components of the teaching and learning process. Students identify the vital role motivation plays in learning. Current brain research and its influence upon student learning are examined and applied as students equip themselves with brain compatible learning and teaching strategies that physically, emotionally, socially, and intellectually engage students in the learning process.

### **EDF 210** **The Brain-Compatible Curriculum and Assessment – 3 Credits**

This course prepares students to design and analyze meaningful instruction and assessments that reflect individualized student needs, district and state standards and benchmarks, and state-mandated assessments. Special attention is given to preparing students for standards-based assessments that determine if students make Adequate Yearly Progress (AYP) as required by the No Child Left Behind (NCLB) Act. Students explore the diagnostic use of assessment data to inform their teaching practices and enhance student achievement. Students also learn how to engage students in ongoing self-assessment and how to effectively use technology resources to increase and measure student progress.

### **EDF 211** **Learner-Centered Teaching – 3 Credits**

This course will examine the theoretical and practical components of instructional delivery in various adult educational settings. It will also provide adult educators with an overview of various course management strategies, assessment strategies, and collaborative learning techniques. A large portion of the course will be devoted to project-based learning in an online environment. Activities will be problem-based and will focus on responding to diversity among learners; discussion strategies; lecture strategies; collaborative and experiential strategies; enhancing students' learning and motivation; writing skills; instructional media and technology; evaluation to improve teaching; learning outside the classroom; and ethics and accountability.

### **EDF 212** **Developing Successful Workplace Education Curricula – 3 Credits**

This course will introduce important components in the development of innovative workplace education curricula. It will address the changing needs in workplace education and the new models for workplace learning. One essential focus will emphasize the integration of basic academic with technical skills used on the job. Students will gain actual experience in the development of basic curricula and the importance of learning teams and positive learning environments. Activities will focus on topic-specific projects and learning experiences with various curriculum models and the need to recognize the opportunities that diversity and multiculturalism present in facilitating adult education and training: organizational effectiveness; multipurpose models, self-directed learning; and generic models.

### **EDF 214** **The Engaging Classroom – 3 Credits**

This course equips students with effective classroom management techniques to ensure high student performance. Emphasis is placed on employing six vital standards to maximize student motivation and increase learning in a diverse classroom. Students review the social, emotional, physical, and cognitive development of youth from birth through adolescence and its implications for student learning. This review includes an overview of the causes, behaviors, and educational strategies pertinent to children with special needs.

### **EDF 216** **Essential Foundations of Reading – 3 Credits**

This course prepares students to understand and implement the critical skills that underlie reading success. Students will explore and understand issues, theory, and research on effective teaching models and methods. Participants will gain knowledge in identifying students' literacy needs, designing integrated instruction to meet students' needs, and will explore developmentally appropriate, brain-compatible strategies and techniques to use in reading instruction. Formal and informal research-based assessments to measure reading proficiency will be discussed and applied.

### **EDF 218** **Reading and Writing Across the Curriculum – 3 Credits**

This course explores the interrelationship of reading and writing and prepares students to develop and implement an integrated, literature-based curriculum approach. Novice teachers will explore a variety of developmentally appropriate, brain-compatible reading and writing techniques, methods, and assessments that may be applied in the classroom, which emphasize the construction of meaning in texts, reading and study skills, and reading and writing across the curriculum. Participants will create active learning environments where students interact with texts to make meaning, construct knowledge, and use all modes of language to learn with texts.

## EDF - EMS

### EDF 219 Building Bridges to Literacy – 3 Credits

This course cultivates students' understanding of the essential concepts and procedures designed to assist special needs learners who are encountering significant challenges in developing literacy skills. Emphasis will be placed on matching ongoing assessment instruments with effective, research-based intervention strategies, documentation of results, and strategy revision. (Course is offered only in an online format.)

### EDF 220 Special Needs Learners – 3 Credits

This course focuses on the characteristics and needs of individuals with learning disabilities and special needs. Students develop a thorough understanding of eligibilities and developmental stages including motor, language, social-emotional, sensory, and cognitive development to effectively design and implement educational programs. Special emphasis is placed on identifying least restrictive environments and creating brain-compatible learning experiences within those environments. Ten hours of observation are required as part of this course. (Course is offered only in an online format.)

### EDF 221 Learning by Design – 3 Credits

This course prepares students to accurately complete the referral, evaluation, and placement process required by the Individuals with Disabilities Education Act (IDEA) for special needs learners. Students will learn to assess individual student needs, plan for appropriate instruction, and measure the effectiveness of prescribed instructional interventions. Ten hours of observation are required. (Course is offered only in an online format.)

### EDF 222 Structured Observations of Teaching – 3 Credits

Introduction to the study and practice of teaching for students interested in pursuing a career in teaching. Includes early field experience in pre-collegiate teaching.

### EDF 223 The Capstone – 3 Credits

This course provides students with the opportunity to apply their knowledge and understanding of education in the field. Participants will analyze, critique, and reflect upon their field experience through meaningful dialogue with the college instructor and fellow students in field experience settings. Guided discussions address classroom management, student learning, lesson planning, parent communication, and professional development. Students will engage in applied classroom research, professional issues and ethics, and portfolio preparation to assess and improve the efficacy of their instructional practices. One hundred hours of field experience are required.

### EDF 224 The Special Needs Child in the Classroom, School, and Community – 3 Credits

This course is for students who wish to learn how to make modifications and adaptations for learning when instructing the special needs child in the classroom. Topics include instructing children who are gifted and talented, developmentally delayed, and physically handicapped. Also, the legalities of teaching children with special needs will be addressed.

### EDF 268 Workshop in Education Foundations – 1-3 Credits

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

### EDF 293 Topics in Education Foundations – 1-3 Credits

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

## ELEMENTARY EDUCATION (ELED)

### ELED 268 Workshop in Elementary Education – 1-3 Credits

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

### ELED 293 Topics in Elementary Education – 1-3 Credits

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

## EMERGENCY MEDICAL SERVICES (EMS)

### EMS 101 First Responder – 4 Credits

The First Responder course is designed specifically for individuals who have access or potential access to specialized vehicles equipped with medical items and equipment. It is designed to train individuals to recognize and stabilize patients with life-threatening emergencies at the scene and arrange for transport.

### EMS 115 Anatomy and Physiology for EMS Professionals – 4 Credits

This is a basic anatomy and physiology class that is specifically for the EMS intermediate level students who wish to enroll in the Paramedic Program.

### EMS 120 Emergency Medical Technician—Basic – 8 Credits

*Prerequisite: Professional CPR Certificate*

*Concurrent enrollment: EMS 120L*

This is a beginning course in basic emergency medical care. It is designed to help students prepare to enter the field of emergency medicine. Students will learn to recognize a variety of life-threatening conditions, stabilize patients, and the means of transporting from a scene to a medical facility. The course will prepare students to obtain licensure in the State of New Mexico through the Emergency Medical Services Bureau.

### EMS 120L Emergency Medical Technician—Basic Lab – 3 Credits

*Concurrent enrollment: EMS 120*

Lab includes a clinical field experience and uses the College's EMS laboratory for the application of knowledge and the practice of skills learned in EMS 120. Local pre-hospital care facilities and EMS providers are used to provide field and hospital experience in EMS.

### EMS 122 Emergency Medical Technician—Intermediate – 5 Credits

*Prerequisites: EMT B State License, Professional CPR Certificate, and Pre-test within 12 months prior to start date*

This course reinforces skills and knowledge learned in the EMT-Basic course. It also gives the EMT-Basic new knowledge and skills in fluids and electrolytes, adult and pediatric peripheral IV therapy, external jugular IVs, inhalation therapy, IV medication administration, SQ injections, immunizations, cardiac drugs, and management of many illnesses and injuries.

**EMS 122L****Emergency Medical Technician—Intermediate Lab – 1 Credit**

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

Lab includes a clinical field experience.

**EMS 127****Pharmacology - 3 Credits**

*Cross reference:* NSG 127

This course continues to educate the allied health student on pharmacologic practice from a conceptual approach.

**EMS 268****Workshop in Emergency Medical Services – 1-3 Credits**

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

**EMS 293****Topics in Emergency Medical Services – 1-3 Credits**

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

**ENGLISH (ENG)****ENG 095****Basic Writing Skills I – 3 Credits**

In this developmental class, students will be introduced to specific instruction in basic composition, sentence construction, paragraph development, and introduction to the essay. The writing process—pre-writing, sorting, drafting, revision, editing, and publishing—is emphasized. Credit will not count toward graduation.

**ENG 097****Basic Writing Skills II – 3 Credits**

*Prerequisite:* A grade of “C” or higher in ENG 095 or a satisfactory score on the English Placement Test

This developmental course is intended as a “bridge” between ENG 095 and ENG 102 and is for students who have successfully completed ENG 095 but need additional practice in writing before the rigorous essay-writing in ENG 102. Emphasis is on review of grammar skills from ENG 095, keeping of writing journal, and the writing of short essays. Credit will not count toward graduation.

**ENG 101****Exploring Language Arts – 1-3 Credits**

This course is designed to provide educators with strategies for the integration of language arts into the content area. The educator will explore methods for developing differentiated lessons which meet the needs of individual students.

**ENG 102****English Composition – 3 Credits**

*Prerequisite:* A grade of “C” or higher 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.

**ENG 104****English Composition and Research – 3 Credits**

*Prerequisite:* A grade of “C” or higher in ENG 102

A continuation of ENG 102 with emphasis on the research paper.

**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.

**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.

**ENG 204****Types of Literature/Drama – 3 Credits**

An introduction to the study of drama from Ancient Greece and Rome to the twentieth century.

**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.

**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.

**ENG 221****Survey of English Literature I – 3 Credits**

Literary masterpieces from Beowulf to eighteenth century.

**ENG 222****Survey of English Literature II – 3 Credits**

Literary masterpieces from preromanticism to the contemporary period.

**ENG 223****Survey of American Literature I – 3 Credits**

From Native American legends and the literature of exploration to the American Renaissance.

**ENG 224****Survey of American Literature II – 3 Credits**

From the literature of American realism through modernism to contemporary literary trends.

**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.

## ENG - GEOL

**ENG 234**  
**Technical and Professional Writing II – 3 Credits***Prerequisite: ENG 233*

Continued exploration of technical communication documents, focusing on reports and proposals. Ongoing study of document design including the use of graphics, charts, and tables. Survey of computer-mediated presentation formats such as hypertext and PowerPoint. Basic word processing skills in Microsoft Word assumed.

**ENG 236**  
**Technical Editing and Document Design – 3 Credits***Prerequisite: ENG 233*

Standards, techniques, and tools of editing used by editors working in the technical communication industry. Levels and types of editing for content and style. Introduction to design and typographic principles.

**ENG 241**  
**Introduction to Creative Writing – 3 Credits***Prerequisite: ENG 102*

A beginning course in fiction. Introduces the narrative elements of plot, character, setting, and point of view. Students will read, write about, discuss, and most importantly, create fiction. Students will learn to captivate the reader with their own unique voice and perceptions.

**ENG 268**  
**Workshop in English – 1-3 Credits**

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

**ENG 293**  
**Topics in English – 1-3 Credits**

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

## FAMILY AND CONSUMER SCIENCE (FCS)

**FCS 112**  
**Introduction to Nutrition – 3 Credits**

A study of the basic nutrients with application through development of nutritionally sound diets for individuals and families. Recent developments in nutrition and health will also be included.

**FCS 268**  
**Workshop in Family and Consumer Science – 1-3 Credits**

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

**FCS 293**  
**Topics in Family and Consumer Science – 1-3 Credits**

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

## FINANCE (FIN)

**FIN 201**  
**Principles of Finance – 3 Credits**

*Prerequisites: A grade of "C" or higher in MATH 098 or appropriate placement testing into MATH 107 or MATH 113 and successful completion of ACCT 201 and BAD 151*

*Recommend ECON 221 or ECON 222 prior to taking FIN 201.*

An introduction to and analytical application of the tools and techniques of financial management. Topics include the time value of money and calculations, diversification, financial statement analysis, capital markets (debt and equity), capital budgeting, and financial ratios and their applications.

**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.)

## FRENCH (FR)

**FR 101**  
**Beginning French I – 4 Credits**

Development of speaking, reading and writing skills, and introduction to linguistic structures.

**FR 102**  
**Beginning French II – 4 Credits**

*Prerequisite: FR 101 or consent of instructor*

Continuation of FR 101.

**FR 201**  
**Intermediate French I – 3 Credits**

*Prerequisites: FR 101 and FR 102 or consent of instructor*

Grammar review and discussion of introductory literary texts.

**FR 202**  
**Intermediate French II – 3 Credits**

*Prerequisite: FR 201 or consent of instructor*

Continuation of FR 201.

**FR 268**  
**Workshop in French – 1-3 Credits**

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

**FR 293**  
**Topics in French – 1-3 Credits**

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

## GEOLOGY (GEOL)

**GEOL 113**  
**Physical Geology and Lab – 4 Credits**

A general basic study of the earth's features and how they formed, including erosional activities by glaciers, rivers, and wind. Earthquakes and volcanoes are studied in their relationship to plate tectonics. Lab work includes minerals, rocks, groundwater, topographic maps, and earthquakes. A field trip is required on a Saturday as part of the hands-on geological experience.

**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.

### GER 102 Beginning German II – 4 Credits

*Prerequisite: GER 101 or consent of instructor*

This course builds on the accomplishments of German 101 (the development of the four language skills: speaking, listening, reading, writing). At the end of the course students should be able to complete basic tasks in German such as opening a bank account, giving directions, etc. This class will be conducted primarily in German.

### GER 201 Intermediate German I – 3 Credits

*Prerequisite: GER 102*

This course is a 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 (HPE) ACTIVITY COURSES

*For academic HPE courses, see page 96.*

*These courses can be taken for standard letter grade or pass/fail only unless otherwise noted.*

### 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 110 Water Zumba – 1 Credit

This course is designed to be an effective and challenging water based workout that integrates the Zumba formula and philosophy into traditional aqua fitness disciplines. Salsa, meringue, cumbia, and reggaeton are a few of the dance movements incorporated in this class. Water shoes are recommended.

### HPE 111 Jogging – 1 Credit

Designed to introduce the student to aerobic fitness through an individualized jogging program. The student will learn appropriate ways to maintain a jogging program through proper warm-up, exercise monitoring, cool down, dress, and injury-prevention techniques.

### HPE 112 Aquatics Fitness – 1 Credit

Development of fitness through participation in aquatics activities. Basic swimming skills required.

### HPE 113 Yoga – 1 Credit

The course is designed to introduce the student to the skills, techniques, and applications of yoga. Students will learn correct postures, breathing techniques and basic terminology as well as learning to identify their own limitations.

### HPE 114 Pilates – 1 Credit

This course is designed to expose the student to the proper techniques and principles involved with Pilates. The course objectives are to introduce the student to the movements of the mat work in a safe and effective way, to improve muscular tone and strength, to increase flexibility, and to improve the student's balance and posture.

### HPE 115 Personal Defense – 1 Credit

Offers students training in how to avoid being a victim by awareness, alertness, and anticipation. Students will also receive training in common sense self-defense techniques.

### HPE 116 Cardio Cycling – 1 Credit

Cardio Cycling is an introduction to group cycling within a high-intensity cardiovascular workout setting, providing information to improve current health and fitness levels through cycling and cultivating participation in an exercise program. This course is designed to facilitate development in cardiovascular endurance training through participation on specially built cycles.

**HPE (ACTIVITY)****HPE 117****Beginning Basketball – 1 Credit**

Introduces the student to the game of basketball. Emphasis is on rules, fundamental skills, game variations, strategy, and safety procedures for the beginning player.

**HPE 118****Yoga—Hatha Flow – 1 Credit**

This class is designed to help students gain strength, flexibility, and balance in this fluid approach to asana practice. In this class, one pose will flow into the next as the students learn the style. The class is ideal for intermediate students and those looking for more of a challenge in their yoga practice, but it is suitable for most beginners as well.

**HPE 119****Yoga—Yogini – 1 Credit**

Designed for women, this class is a combination of Hatha Yoga, classical Indian dance, and the mythology of India. The course design will put emphasis on women's consciousness and empowerment on the mental practices. It will also improve flexibility and strength.

**HPE 120****Core Training – 1 Credit**

This course will involve training the body through basic movement patterns which will focus on the area of the body from the sternum to just below the gluteus muscles. The core workout trains the deep muscles of the inner core muscle groups and is intended to increase muscle tone, strength, and flexibility as well as correct muscle imbalance and weakness.

**HPE 123****Basic Line Dancing – 1 Credit**

This course will introduce students to the fundamentals of line dancing. This will include basic steps, patterns, rhythms and floor etiquette. Student will learn how to relax and enjoy the many varieties of line dancing.

**HPE 124****Walking and Conditioning – 1 Credit**

Designed to introduce the student to walking as a form of cardiovascular fitness. Students will learn the proper form for fitness walking as well as proper intensity monitoring techniques.

**HPE 125****Body Sculpting – 1 Credit**

Designed to introduce the student to a variety of fitness methods such as flexibility training and specific muscle sculpting, thus achieving a desirable body shape without the impact of aerobic conditioning.

**HPE 126****Aerobic Body Sculpting – 1 Credit**

Designed to introduce the student to musically rhythmic low impact aerobics as well as muscle sculpting.

**HPE 127****Hi/Lo Aerobics – 1 Credit**

Introduces the student to musically rhythmic types of hi/lo aerobics, thereby improving cardiovascular endurance.

**HPE 128****Individualized Health and Conditioning – 1 Credit/Audit Only**

Designed to give students an opportunity to maintain physical fitness at their own pace on an individual basis. (Can only be taken for audit and can be repeated.)

**HPE 129****Belly Dance – 1 Credit**

The course is designed to teach basic skills, technique, and practical application of Belly Dance. The course will also provide exercise and toning, expose students to diversity in art and culture through the study of traditional forms of ethnic dance, provide students with skills to choreograph and perform Danse Orientale and will expose students to costume and jewelry design.

**HPE 130****Social Dance – 1 Credit**

Introduces and allows the student to practice basic steps and rhythms for Country/Western and ballroom dance.

**HPE 131****Step Aerobics – 1 Credit**

This course is designed to introduce the student to step training. This is a high intensity, low impact program that involves rhythmic stepping patterns onto a platform while simultaneously performing upper body movements. The basic purpose is to increase cardiovascular endurance as well as focus on muscular strength, flexibility, and body composition.

**HPE 132****Advanced Step Aerobics – 1 Credit**

This course is designed as a continuation of rhythmic step training for the student who is already familiar with vocabulary and has developed adequate levels of cardiovascular and muscular endurance.

**HPE 133****Cardio Kickboxing – 1 Credit**

This course is designed to introduce the student to cardio kickboxing. This is a high intensity, low impact program that involves boxing, kick-boxing, and movement from the martial arts. The basic purpose is to increase cardiovascular endurance as well as focus on muscular strength, flexibility, and body composition.

**HPE 135****Zumba – 1 Credit**

Zumba is a Latin-inspired, dance fitness class that incorporates Latin and International music and dance movements. The class format combines fast and slow rhythms that tone and sculpt the body to achieve a unique blended balance of cardio and muscle toning benefits.

**HPE 142****Fundamentals of Physical Well Being – 2 Credits**

This course is designed to acquaint students with the benefits and values of fitness, health and wellness in our daily lives. Modules will survey all the components of health-related fitness, nutritional awareness, and other behaviors that will lead towards healthy living. (This course does fulfill the HPE activity requirement.)

**HPE 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 207 Challenge Volleyball – 1 Credit

This course is designed to develop and improve the student's game of volleyball. Emphasis will be on terminology, equipment, safety and etiquette, rules scoring, and advanced skills. Competition in a variety of formats will be required.

### HPE 219 Beginning Swimming – 1 Credit

Designed to develop basic swimming skills, skills in elementary forms of non-swimming rescue as well as the development of proper safety attitudes toward aquatic activities.

### HPE 221 Weight Training – 1 Credit

Introduces the student to the proper techniques and principles of setting up and following a personalized weight training program to improve muscle tone, strength, and endurance.

### HPE 222 Circuit Weight Training – 1 Credit

*Suggested prerequisite: HPE 221*

Exposes the student to the proper techniques and principles of setting up and working an individualized aerobic weight training program.

### HPE 223 Advanced Weight Training – 1 Credit

Continuation of HPE 222 with emphasis on more advanced weight training techniques. This course will help students gain a more in-depth understanding of specific training methods and techniques for more specific strength and endurance goals. It will also address weight gain and weight loss processes as they relate to resistance training.

### HPE 224 Beginning Golf – 1 Credit

*Student must furnish golf clubs.*

Designed to provide information, techniques, and experiences to enable the student to know and enjoy the game of golf.

### HPE 225 Advanced Golf – 1 Credit

*Student must furnish golf clubs.*

This course is designed to further the students' understanding of methods and techniques in the assessment, implementation, and evaluation of golf fundamentals, theories, courses, and terminology.

### HPE 226 Cross Training for Advanced Fitness – 1 Credit

Cross Training for Advanced Fitness is an intensive conditioning course using multiple training approaches to achieve a high level of personal fitness. The emphasis will be on improving personal fitness at a high level in the areas of cycling, running, swimming, and circuit weight training and will incorporate a variety of training methods to ensure a smooth and progressive development of an individual's cardiovascular fitness.

### HPE 233 Intermediate Swimming – 1 Credit

*Prerequisite: HPE 219 or ability to swim 100 yards*

Perfection of basic strokes, survival swimming, and physical fitness.

### HPE 234 Lifeguard Training – 2 Credits

*Prerequisite: Successfully pass pre-course swimming skill test*

Participants will become aware of and be able to recognize common hazards associated with various types of aquatic facilities and develop the knowledge and skills to minimize or eliminate such hazards. Non-surf lifeguarding skills and knowledge will be emphasized. Opportunity is provided for certification through American Red Cross.

### HPE 239 Water Safety Instructor – 2 Credits

*Prerequisites: Successfully pass swimming and written pre-tests and have a Health and Safety Instructor authorization or equivalent.*

The purpose of this course is to train instructor candidates to teach the American Red Cross Water Safety Courses. Planning and organizing courses which include the use of block plans and lesson plans will be introduced. Personal swim skills and stroke mechanics will be evaluated at the advanced level.

### HPE 243 Beginning Tennis – 1 Credit

*Student must furnish tennis racquet.*

Designed to provide information, techniques, and experiences to enable the student to know and enjoy the game of tennis.

### HPE 244 Advanced Tennis – 1 Credit

*Student must furnish tennis racquet.*

This course is designed to develop fundamental tennis strokes with the emphasis on consistency, placement, and depth of shots. Effective use of strategies for singles and doubles play will be covered and students will learn to enhance court movement through drills and match play. Course also includes development and discussion of specialized strokes including various grips and spins. Students should have previous tennis knowledge of scoring, etiquette, and the court.

### HPE 245 Challenge Tennis – 1 Credit

This course is designed to develop and improve the student's game of tennis. Emphasis will be on terminology, equipment, safety and etiquette, rules, scoring, and advanced skills. Competition in singles and doubles will be required.

### HPE 259 Bowling – 1 Credit

Acquaints the student with the lifetime sport of bowling. Instruction will be focused on terminology, equipment selection, basic technique, and scoring procedures as well as personal evaluation tips. Team competition is also introduced.

### HPE 262 Advanced Bowling – 1 Credit

Continuation of HPE 259 with emphasis on more advanced techniques of bowling.

### HPE 270 Challenge Racquetball – 1 Credit

Designed to develop and improve the student's game of racquetball. Emphasis is on terminology, equipment, safety and etiquette, rules, scoring, strategies, and advanced skills. Competition in the games of singles, doubles, and cut-throat will be required.

## HPE (ACTIVITY) - HPE (ACADEMIC)

### 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 (HPE) ACADEMIC COURSES

*For activity HPE courses, see page 93.*

### HPE 121

#### Personal Health – 3 Credits

Concepts of physical, mental, and social health and implications for modern daily living.

### HPE 122

#### Weight Control, Fitness and Nutrition – 3 Credits

Designed to teach the basic physiological principles involved in weight control, nutrition and fitness; to provide assistance in the development of a personal fitness and weight control program; and to assist the student in becoming an aware consumer in the area of health fitness products and advertising.

### HPE 143

#### Fundamentals of Coaching – 2 Credits

The course will focus on the fundamentals of coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. It will explore these fundamentals and how they fit together to find success in coaching in today's society.

### HPE 144

#### Fitness Concepts for Special Populations – 2 Credits

Designed to provide knowledge and skill needed to work with individuals with a variety of disabilities and the effects these disabilities have on their performance in physical education. Consideration is given to the etiology, characteristics, instructional strategies, and federal legislation related to physical education as well as the indicated and contraindicated activities.

### HPE 145

#### History and Concepts in Physical Education – 3 Credits

Aims, objectives, scope and general significance of physical education; changing concepts of physical education throughout history. This course is offered during the spring semester only.

### HPE 147

#### Introduction to Care and Prevention of Athletic Injuries – 3 Credits

This is an academic course designed to introduce the student to the basic knowledge, principles, and skills in the prevention, treatment, and rehabilitation of injuries common to athletic activities. The theory and practice of the principles and techniques pertaining to the prevention and treatment of athletic injuries will be the focus of the course. Along with the lectures, techniques of preventative athletic taping and strapping are also incorporated into the course as a lab.

### HPE 148

#### Introduction to Kinesiology – 3 Credits

*Prerequisite: BIOL 115 or BIOL 211*

This course is designed to engage students in the process of learning how to qualitatively analyze the movements of the human body and to discover underlying principles. As a result of integrating information from musculoskeletal anatomy and neuromuscular physiology, learners will be better able to help students/clients perform with optimum safety, effectiveness, and efficiency.

### HPE 149

#### Training Theory – 3 Credits

This course will challenge students to build their understanding of exercise physiology for the purpose of better understanding the training and development of aerobic and anaerobic sport performance. In addition to exploring general training adaptation concepts and principles on periodization, the biological basis of specific training adaptations essential to performance will be examined. Strategies for optimizing function of the physiological and metabolic systems fundamental to sport performance will also be examined.

### HPE 210

#### Observation in Health and Physical Education – 2 Credits

*Prerequisite: Permission of Division Chair*

Provides students with the opportunity to observe skilled practitioners at work, as well as to observe the characteristics of students at Clovis Community College.

### HPE 220

#### First Aid and CPR – 2 Credits

*Required for national certification and includes Basic Life Support skills*

This course is designed to teach students how to recognize an emergency and to know what to do, as well as how to care for victims of injury or sudden illness. It teaches accident and injury prevention with an understanding of the Emergency Medical System and what part one can play in it as an average citizen. The course includes certification opportunities in AED, CPR, First Aid, and Basic Life Support.

### HPE 240

#### Drugs and Health – 3 Credits

Medical, psychological, and social uses and misuses of drugs; evaluation of stimulant, depressant, and hallucinogenic agents. (Recommended for prospective secondary teachers and other related occupations.)

### HPE 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 293 Topics in Health and Physical Education – 1-3 Credits

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

## HEALTH CARE ASSISTANT (HCA)

### HCA 101 Health Care Assistant – 6 Credits

The course includes training in basic nursing skills, restorative service, mental health and social service needs, personal care skills, and residents' rights. Clinical experience is required. This activity is scheduled in four- to eight-hour blocks of time with local long-term care agencies where students develop skills to meet the needs of residents.

### HCA 268 Workshop in Health Care Assistant – 1-3 Credits

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

### HCA 293 Topics in Health Care Assistant – 1-3 Credits

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

## HISTORY (HIST)

### HIST 101 Survey of American History to 1865 – 3 Credits

This course encompasses the development of American principles and ideals from the colonial era through the early national period; issues in sectional divergence and the Civil War.

### HIST 102 Survey of American History Since 1865 – 3 Credits

This course explores the changes which brought the urban/industrial society of today into being; World Wars I and II, and after.

### HIST 121 World Civilization I – 3 Credits

This course examines the following regions: Mesopotamian, Egyptian, Cretan, Indus Valley civilizations; Greece, Rome, China, India; Middle Ages and concurrent development in Africa, China, India, and Japan.

### HIST 122 World Civilization II – 3 Credits

This course examines the following regions: Europe, Africa, China, Japan, India from Reformation times to the present; intellectual and political trends.

### HIST 203 New Mexico History – 3 Credits

This course examines 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.

### HIST 230 Ancient Near East/Biblical World – 3 Credits

*Cross reference: REL 230*

This course studies Ancient Middle Eastern culture (history, architecture, visual arts, literature, religion, and society) and discusses the earliest advanced civilizations and up to about 400 B.C.

### HIST 232 Islam: History, Religion, and Culture – 3 Credits

*Cross reference: REL 232*

This course explores 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*

This course is 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*

This course is the study of Ancient Egyptian culture, including religion, history, architecture, visual arts, literature, and society.

### HIST 238 American Military History - 3 Credits

This course provides a survey of the history of the United States military from the colonial period to the present. The coursework includes readings, lectures, and activities that focus on the conditions and events that shaped the American military and its traditions, as well as its key role in American society, politics, and foreign relations.

### 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.)

## HUMANITIES (HUM)

### HUM 221 Introduction to Humanities I – 3 Credits

This course explores 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.

### HUM 222 Introduction to Humanities II – 3 Credits

This course will provide an overview of 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.

### HUM 268 Workshop in Humanities – 1-3 Credits

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

### HUM 293 Topics in Humanities – 1-3 Credits

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

## INDUSTRIAL TECHNOLOGY (INDT)

### INDT 102 Quality Systems – 3 Credits

This course covers measurement, continuous improvement, history of industrial quality, lean manufacturing, and six sigma. Measurement tools will be used to enhance the student's ability to accurately assess mechanical and electrical systems. Statistical process control will be introduced including the use of control charts.

### INDT 103 Principles of Electricity – 3 Credits

This course will cover AC, DC, electrical safety, and overview of codes. Course will focus on the basic theory and practice of electrical circuits to include concepts of resistance, inductance, capacitance, impedance, power factors, and Ohm's Law. Particular emphasis will be placed on electrical safety, troubleshooting, and the national electrical code.

### INDT 104 Drawings and Schematics – 3 Credits

This course will cover how to read drawings, P&IDs, and a brief introduction to CAD. Course will focus on an introduction to reading and interpreting working drawings for fabrication processes and associated trades. The piping and instrumentation diagram (P&ID) will be discussed and the students will also learn sketching techniques to create pictorial and multiple-view drawings by hand and in a simple CAD program.

### INDT 108 Introduction to Wind Energy – 3 Credits

This course will focus on the history and future of wind energy, wind farms, and collection and transmission of wind power. This course will also focus on the current status of wind energy and the basis of wind business.

### INDT 110 Environmental Health and Safety – 3 Credits

This course will cover rigging, fall protection, confined space, lockout/tagout, and general industrial safety. Course will focus on the proper use of safety equipment and introduce the student to the OSHA industrial safety standards.

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

*Prerequisite: INDT 104*

This course will provide an overview of industrial materials and uses and will introduce the students to the basics of design methodology.

### INDT 113 Principles of Electronics – 3 Credits

*Prerequisite: INDT 103*

This course will provide an overview of analog and digital systems and introduce programmable logic controllers (PLCs). This course will focus on the fundamentals of basic electronic circuit analysis, including fundamental logic functions (AND, OR and NOT) and simple troubleshooting of these logic circuits. PLCs will be introduced along with the basic concepts of programmable logic control including input and output devices and reading and interpreting ladder logic.

### INDT 200 Welding Basics and Fabrication – 3 Credits

This course will cover an introduction to welding, welding safety, welding inspection, arc, mig, and tig welding and basic fabrication concepts.

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

This course will focus on lubrication, thermal imaging, vibration analysis, and utilizing planned downtime versus reactive maintenance. The course will also cover the concepts of predictive and preventative maintenance.

### INDT 203 Electric Motors and Motor Controls – 3 Credits

*Prerequisite: INDT 113*

This course covers the fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting. In addition, the principles and fundamentals of electrical controls and control components including magnetic motor starters, overload protection, relay logic, and troubleshooting techniques will also be covered. Variable speed AC drives will also be included in this course.

### INDT 204 Fluid Flow and Pneumatics – 3 Credits

This course covers the principles of fluid power, the use of pneumatic systems, and basic hydraulic principles including Pascal's law. Emphasis will be made on pneumatic systems with a concentration on troubleshooting these systems.

### INDT 208 Wind Turbine Materials and Electrical/Mechanical Equipment – 3 Credits

*Prerequisite: INDT 108*

This course will focus on the materials used in tower construction, blade composition, and make-up. In addition, this course will focus on the study of the electrical and mechanical components of wind turbines and the associated systems used in power transmission.

### INDT 210 Process Control – 3 Credits

*Prerequisite: INDT 113*

This course covers the principles of process control. Included are thermal process control, analytic process control, PLC networks, steam systems, and wastewater. The course will provide a hands-on introduction to level, flow, pressure, temperature, and pH control systems. PLC networks will be covered in greater detail and the basics of steam boiler systems and wastewater management will be taught.

### INDT 211 Mechanical Equipment – 3 Credits

This course covers the study of the theory and operations of various types of pumps, compressors, and vacuum systems. Standards relating to flanges and piping are also reviewed.

### INDT 212 Mechanical Drives – 3 Credits

This course covers the fundamentals of mechanical transmission systems used in industrial applications. The course will also include heavy-duty mechanical transmission systems including bearings and gears. In addition, the course will cover linear axis drives, clutches, and brakes.

### INDT 213 Power Generation Systems – 3 Credits

This course will focus on power generation systems. The topics covered will include generators, combustion, wind, and other alternative fuels.

### INDT 218 Wind Turbine Troubleshooting and Repair – 3 Credits

*Prerequisite: INDT 108*

This course will cover real world scenarios, predictive and reactive maintenance, and repair. This course will also cover troubleshooting methods for wind energy equipment.

### INDT 251 Practicum Experience – 6 Credits

*Prerequisite: Completion of at least two semesters of the INDT Program*

This course allows the students to apply classroom knowledge as part of an in-plant training experience. The practicum will extend the students' learning environment, and students will be expected to maintain a training record of activities while working in a local industrial plant setting.

### INDT 268 Workshop in Industrial Technology – 1-3 Credits

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

### INDT 293 Topics in Industrial Technology – 1-3 Credits

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

## 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.

### MGT 231 Small Business Management – 3 Credits

*Prerequisite: BAD 151 or concurrent enrollment in BAD 151 or consent of instructor*

*Recommend MGT 201 before MGT 231*

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 268 Workshop in Management – 1-3 Credits

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

### 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.

### MKT 268 Workshop in Marketing – 1-3 Credits

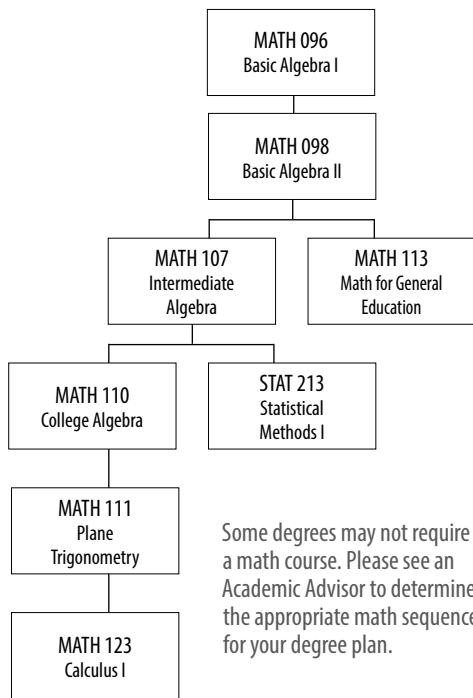
As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

### MKT 293 Topics in Marketing – 1-3 Credits

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

**MATHEMATICS (MATH)**

**CCC Mathematics Course Pathway**



**MATH 096  
Basic Algebra I – 4 Credits**

This developmental course covers basic operations with and properties of real numbers and applications: simplifying variable expressions; solving linear equations and applications; graphing linear equations; solving and graphing systems of equations in two-variables. Fundamentals of algebra emphasized. Course credit will not apply toward any degree.

**MATH 098  
Basic Algebra II – 4 Credits**

*Prerequisite:*

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

This developmental course covers rules of exponents including negative exponents, basic operations with polynomials and factoring methods including sum & difference of two cubes; basic operations with rational and radical expressions; solving equations involving rationals and radicals; solving and graphing quadratic equations; solving equations with quadratic formula; problem solving with quadratic equations. Course credit will not apply toward any degree.

**MATH 107  
Intermediate Algebra – 4 Credits**

*Prerequisite:*

1. A grade of "C" or higher in MATH 098 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

This course builds and extends concepts taught in MATH 098. Competence in skills of Basic Algebra is assumed. Review of linear equations and inequalities, factoring polynomials, and graphing linear equations. Other concepts covered include systems of equations in three variables, complex numbers, synthetic division, rational expressions and equations, solving and graphing quadratic equations, the laws of exponents including rational exponents and scientific notation, radicals and introduction to functions. Problem solving strategies are emphasized.

**MATH 110  
College Algebra – 3 Credits**

*Prerequisite:*

1. A grade of "C" or higher 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.

**MATH 111  
Plane Trigonometry – 3 Credits**

*Prerequisite:*

1. A grade of "C" or higher 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 higher 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.

**MATH 123  
Calculus I – 4 Credits**

*Prerequisite:*

1. A grade of "C" or higher 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 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.

### **MUS 102** **Fundamentals of Music II – 3 Credits**

*Prerequisite: MUS 101 or the equivalent*

This course includes further exploration in harmony, sight-singing, and composition in two or more parts. Students will be encouraged to develop 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**

This is 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**

Students will be exposed to further instruction in vocal development with emphasis on expression and communication through song.

### **MUS 106** **Choral Ensemble – 2 Credits**

Students will rehearse and perform a variety of musical pieces. 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. This course is 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*

Students will have an opportunity to participate in a musical group, with emphasis on jazz/blues music performance. Students should anticipate occasional extra rehearsals and one to three public performances during the semester.

### **MUS 111** **Rock and Roll Band – 2 Credits**

*Prerequisite: Ability to play an instrument used in the ensemble is required*

Students will have 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**

This course teaches students to develop an appreciation for music through the 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.

### **MUS 115** **Guitar I – 2 Credits**

This course provides 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*

This course moves beyond basic chord and scale structures to explore techniques and concepts as applied to jazz, blues, and classical guitar for those who desire to enhance basic skills or pursue specific areas of interest.

### **MUS 268** **Workshop in Music – 1-3 Credits**

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

### **MUS 293** **Topics in Music – 1-3 Credits**

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

## NURSING (NSG)

### **NSG 103** **Nursing Success – 3 Credits**

This course provides an introduction to concepts used in the nursing program in preparation for NSG 111 and NSG 111L.

### **NSG 105** **Medical Terminology – 3 Credits**

Designed to build a medical vocabulary by analyzing the elements of the medical terms, relating the terms to the corresponding anatomical site, and spelling and pronouncing medical terms correctly.

### NSG 111 Introduction to Nursing Concepts - 3 Credits

*Prerequisite: Admission into the nursing program. Concurrent enrollment in NSG 111L*

This course introduces the nursing student to the concepts of nursing practice and conceptual learning.

### NSG 111L Principles of Nursing Practice - 4 Credits

*Prerequisite: Admission into the nursing program. Concurrent enrollment in NSG 111*

This course introduces the nursing student to application concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions including accurate calculation, measurement, and administration of medications will be included.

### NSG 125 Health Care Participant - 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111 and NSG 111L and concurrent enrollment in NSG 126, NSG 126L, and NSG 127*

This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community. The student identifies personal values, beliefs, and attitudes regarding the health and wellness for the health care recipient.

### NSG 126 Health and Illness Concepts I - 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111 and NSG 111L and concurrent enrollment in NSG 125, NSG 126L, and NSG 127*

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement and emotional processes.

### NSG 126L Assessment and Health Promotion - 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111 and NSG 111L and concurrent enrollment in NSG 125, NSG 126 and NSG 127*

This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory, and/or clinical settings.

### NSG 127 Pharmacology - 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111 and NSG 111L and concurrent enrollment in NSG 125, NSG 126, and NSG 126L*

*Cross reference: EMS 127*

This course continues to educate the nursing student on pharmacologic nursing practice from a conceptual approach.

### NSG 128 Pathophysiology - 4 Credits

*Prerequisite: Admission into the nursing program. May be taken prior to the assigned semester within the nursing curriculum*

Focuses on building a basic understanding of pathophysiology for health science students. Presents diseases of the circulatory, nervous, musculoskeletal, dermal systems, cardiovascular, pulmonary, gastrointestinal, urinary, and endocrine systems.

### NSG 203 Professional Nursing Concepts - 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NSG 111, NSG 111L, NSG 125, NSG 126, NSG 126L, and NSG 127 and concurrent enrollment in NSG 204 and NSG 204L*

Course covers foundational concepts for professional development, including selected professional attributes or care competencies.

### NSG 204 Health and Illness Concepts II - 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NSG 111, NSG 111L, NSG 125, NSG 126, NSG 126L, and NSG 127 and concurrent enrollment in NSG 203 and NSG 204L.*

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognitive and behavioral processes.

### NSG 204L Care of Patients with Chronic Conditions - 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NSG 111, NSG 111L, NSG 125, NSG 126, NSG 126L, and NSG 127 and concurrent enrollment in NSG 203 and NSG 204.*

The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.

### NSG 209 Pharmacology III - 1 Credit

Theory in advanced pharmacology based on the principles of pharmacodynamics, pharmacokinetics, and pharmaco-therapeutics. 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 203 and NSG 204 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 223 Health and Illness Concepts III - 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of the NSG 111, NSG 111L, NSG 125, NSG 126, NSG 127, NSG 203, NSG 204, and NSG 204L and concurrent enrollment in NSG 223L and NSG 224.*

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement, and emotional processes.



### NSG 223L Clinical Intensive I - 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111, NSG 111L, NSG 125, NSG 126, NSG 127, NSG 203, NSG 204, NSG 204L and concurrent enrollment in NSG 223 and NSG 224.*

This is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions across the lifespan. This course is a combination of seminar, lab, and clinical.

### NSG 224 ADN Capstone - 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NSG 111, NSG 111L, NSG 125, NSG 126, NSG 127, NSG 203, NSG 204, and NSG 204L and concurrent enrollment in NSG 223 and NSG 223L.*

This course prepares the student for entry-level nursing practice as an associate degree graduate. The focus of the course is management of individuals across the lifespan with chronic, acute, and select complex conditions. This course is a combination of seminar, lab and clinical.

### 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.)

## OCCUPATIONAL TECHNOLOGY (OT)

### 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.)

## PARALEGAL (LEGAL ASSISTANT STUDIES) (LEST)

### LEST 102 Introduction to Legal Assistant Studies – 3 Credits

This course is 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 will be reviewed. Students learn about torts through a study of the elements of the different causes of action. The fundamentals of complaint drafting, investigation, and discovery are addressed so students are able to take an active role in planning and developing a lawsuit.

### LEST 105 Legal Writing, Terminology, and Research I – 3 Credits

*Prerequisites: LEST 102 and ENG 102 or consent of instructor*

The student will develop a working vocabulary of legal terminology and will be introduced to basic legal research. The student will learn to analyze cases and write legal abstracts, and memoranda.

### LEST 106 Legal Writing, Terminology, and Research II – 3 Credits

*Prerequisite: LEST 105*

The student will learn advanced skills in technical writing, terminology, and research. Students will utilize state and federal codes, statutes, digests, case reports, various legal encyclopedias, and research procedures.

### LEST 107 Bankruptcy – 3 Credits

Students will learn and understand terminology as it is used within the context of the Bankruptcy Code and will develop a firm concept of the organizational structure of the code. The course will explore the kinds of relief available and the interrelationship between the law and the debtor.

### LEST 108 Administrative Law – 3 Credits

Administrative Law is a law practice specialty area which deals with those legal rules that create, affect, and are generated by administrative agencies. Students will explore the legal rules that emanate from the Constitution, powers that are granted to administrative agencies such as Social Security, the limitations of those powers, and procedures for hearings before governmental agencies.

### LEST 123 Litigation – 3 Credits

This course is 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 - PHIL

**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**

This course explores laws affecting real estate; estates in land, land contracts, deeds, leases, mortgages, easements, zoning, covenants, and eminent domain.

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

As announced. (Course be repeated for credit.)

## PHILOSOPHY (PHIL)

**PHIL 110**  
**World Religions - 3 Credits***Cross reference: REL 110*

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Judaism, Christianity, and Islam. Upon completion, students should be able to identify the origins, histories, beliefs, philosophies, and practices of the religion studied.

**PHIL 150**  
**Healthcare Ethics – 3 Credits**

Legal, ethical, and moral principles of individuals related to the health care setting including discussion of ethical issues and dilemmas.

**PHIL 201**  
**Introduction to Philosophy – 3 Credits**

Elementary problems and history of philosophy and the major philosophical systems.

**PHIL 202**  
**Introduction to Logic – 3 Credits**

Nature and structure of logical thinking with concrete applications.

**PHIL 211**  
**Ethics – 3 Credits**

Morality and principles of individual and social behavior, contemporary ethical issues.

**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.

**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.)

## PHYSICAL THERAPIST ASSISTANT (PTA)

### PTA 100

#### Orientation to Physical Therapy Practice – 1 Credit

This course will provide an orientation to physical therapy as a profession, legal aspects of physical therapy practice, the interdisciplinary healthcare team, cultural diversity, communication skills, medical terminology and documentation, introductory aseptic techniques, body mechanics, and safety procedures.

### PTA 110

#### Functional Anatomy and Kinesiology – 4 Credits

The structure and function of the musculoskeletal system will be covered with an emphasis on the mechanical aspect of human motion. Basic physical principles and the existing relationship with biomechanical principles will also be covered. Students will be introduced to normal posture as well as the normal gait cycle and common gait deviations seen in the rehabilitation settings.

### PTA 120

#### Exercise and Mobility - 4 Credits

This course will integrate didactic instruction with skill performance to introduce students to therapeutic interventions aimed at improving functional mobility including patient preparation, wheelchair management, bed mobility, and transfers. The exercise module will introduce students to exercise physiology and the performance of various exercises commonly seen in the rehabilitation setting.

### PTA 130

#### PTA Concepts: Musculoskeletal – 6 Credits

This course will introduce the etiology and pathology of various musculoskeletal conditions. Data collection introduced in this course will cover MMT and goniometry. A variety of thermal, mechanical and electromagnetic modalities will be presented as well as performed. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

### PTA 140

#### Integrated Clinical Experience – 1 Credit

Clinical observation and practice of physical therapy interventions and data collection are included. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied.

### PTA 150

#### PTA Concepts: Neuromuscular - 6 Credits

This course will introduce the etiology and pathology of various neurological conditions. Data collection introduced in this course will cover such neurological topics as sensory testing, balance assessment, perceptual functioning. A variety of neurorehabilitation treatment interventions will be presented as well as performed. Modules related to orthotic and prosthetic use will also be included. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

### PTA 160

#### Plan of Care Implementation – 2 Credits

Students will complete multiple case studies aimed at integrating and advancing previously learned data collection and intervention skills to prepare the student for implementation of the PT plan of care.

### PTA 200

#### PTA Concepts: Other Systems – 6 Credits

This course will introduce the etiology and pathology of various conditions of the cardiopulmonary, integumentary, endocrine, gastrointestinal, and urogynecological systems. Data collection and intervention instruction in this course is aimed at addressing the various body systems encountered in the rehabilitation setting. Examples include wound care, cardiovascular rehabilitation, pulmonary hygiene, and pelvic floor strengthening. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

### PTA 210

#### Advanced Plan of Care Implementation – 2 Credits

This course is the culmination of the student's didactic preparation for clinical internship. Students will complete multiple case studies aimed at advancing to entry-level implementation of the PT plan of care related to both data collection and intervention from initial treatment to recommendation for discharge re-evaluation.

### PTA 220

#### Clinical Practicum I – 5 Credits

This course is the first of two that offers clinical practice of physical therapy interventions and data collection under the supervision of a clinical instructor. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied. Clinical Practicum I will entail seven consecutive weeks of full-time clinical experience.

### PTA 240

#### Seminar in Physical Therapy – 2 Credits

This course is intended to assist the student with transitioning from student to practicing PTA. A review of current trends in therapy (as seen in the clinical practicum courses) and preparation for employment will be the main focus of the course. Students will also participate in a review course for the National Physical Therapy Examination (NPTE) for the PTA.

### PTA 250

#### Clinical Practicum II – 5 Credits

This course is the second of two that offers clinical practice of physical therapy interventions and data collection under the supervision of a clinical instructor. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied. Clinical Practicum II will entail seven consecutive weeks of full-time experience.

## 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.

### PHYS 151

#### General Physics I and Lab – 4 Credits

*Prerequisite: MATH 110*

Principles of mechanics, heat, and sound. Primarily for pre-medical and pre-dental students and others requiring a basic knowledge of physics. Lab included.

## PHYS - PSY

### PHYS 152 General Physics II and Lab – 4 Credits

*Prerequisite: PHYS 151*

Light, electricity, magnetism, and modern physics. Lab included.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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 214 Brain and Behavior - 3 Credits

*Prerequisite: BIOL 115*

An introduction to the contemporary and interdisciplinary fields of neuroscience and behavioral genetics. Focus will be on the dynamic and reciprocal interaction between the brain and behavior. Students explore the nature and structure of the brain and its role in thinking, feeling, and behaving.

### PSY 215 Psychology of Addictive Behavior - 3 Credits

An exploration of research and theories related to the psychological, behavioral, and physiological bases of addiction and recovery. A variety of common addictive disorders are examined, including addictions to alcohol, eating, smoking, gambling, work, sex, and drugs. Students examine the impact of addictions on families and the workplace and society as well as on the individual.

### PSY 268 Workshop in Psychology – 1-3 Credits

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

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

Introduction to radiologic physics, instrumentation, and technology used in diagnostic imaging. Topics will include radiographic technique, contrast, density, detail, and distortion. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

**RADT 105****Radiographic Positioning I – 2 Credits**

Presents the fundamentals of radiographic anatomy (emphasis on osteology and arthrology), positioning, and terminology used in routine radiographic procedures of the chest, abdomen, upper extremity, and lower extremity with discussion and demonstration of the related radiographic projection. Course offered in the fall semester only.

**RADT 105L****Radiographic Positioning I Lab – 1 Credit**

Students will practice radiographic positioning and produce radiographs of body phantoms. Course offered in the fall semester only.

**RADT 107****Clinical Education I – 5 Credits**

Introduction to the clinical environment during which students are assigned to clinical rotations at an affiliated clinical facility. Students will take radiographs of the chest, abdomen, and extremities under direct supervision and assist during fluoroscopic exams. Course offered in the fall semester only.

**RADT 108****Patient Care/Profession of Radiology – 2 Credits**

This course will provide students with a foundation into the radiology profession by providing them instruction on basic patient care skills needed in the clinical environment as well as an introduction to the professional organizations, practice standards, and code of ethics. Lab activities included to reinforce basic patient care skills such as transportation, vital sign assessment, communication, etc. Course offered in the fall semester only.

**RADT 110****Image Analysis – 2 Credits**

Evaluation of image for diagnostic quality, proper positioning, and technique selection with instruction on how to properly make adjustments. Students will participate in digital lab activities to reinforce radiographic concepts. Course offered in the spring semester only.

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

Presents the fundamentals of radiographic anatomy (emphasis on the gastrointestinal and genitourinary systems), positioning, and terminology used in routine fluoroscopic procedures of the gastrointestinal and urinary tract with discussion and demonstration of the related radiographic projections. Nonroutine skeletal trauma imaging and pediatric application will also be included. Students will participate in lab simulation of procedures covered. Course offered in the spring semester only.

**RADT 114****Radiographic Positioning II – 2 Credits**

Continuation of Radiographic Positioning I including a study of the osteology and arthrology of the thorax, vertebral column, skull, facial bones, and sinuses. Discussion and demonstration of the related standard and special radiographic projections. Course offered in the spring semester only.

**RADT 114L****Radiographic Positioning II Lab – 1 Credit**

Students will practice positioning and produce radiographs of body phantoms. Course offered in the spring semester only.

**RADT 116****Clinical Education II – 5 Credits**

Continuation of Clinical Education I. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Course offered in the spring semester only.

**RADT 124****Radiobiology and Radiation Protection – 2 Credits**

A study on the effects of radiation on the human body beginning at the cellular level. Discussions will include regulatory and advisory limits for human exposure with implementation of patient and personnel radiation protection practices. Current regulations and recommendations by the NRC and ICRP will also be provided. Course offered in the spring semester only.

**RADT 130****Clinical Education III – 5 Credits**

Continuation of Clinical Education II. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening and OR rotations will be offered where available. Course offered in the summer semester only.

**RADT 135****Radiographic Special Procedures – 1 Credit**

Introduction to invasive procedures involving contrast media and interventional radiography including a survey of the imaging equipment involved. Introduction to computerized tomography, magnetic resonance imaging, nuclear medicine, ultrasound, and radiation therapy is included. Course offered in the spring semester only.

**RADT 204****Imaging Ethics and Legal Issues – 2 Credits**

A study of ethical and legal principles for today's imaging professional. Course offered in the spring semester only.

**RADT 205****Clinical Education IV – 8 Credits**

Continuation of Clinical Education III. Students continue scheduled rotations at an affiliated clinical facility. Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening and OR rotations will be offered where available. Course offered in the fall semester only.

**RADT - REL****RADT 207  
Radiographic Pathology – 2 Credits**

A study of the disease process including etiology, signs and symptoms, diagnostic procedures, and possible treatments. Discussion and identification of pathologic signs using various imaging methods. Course offered in the fall semester only.

**RADT 212  
Radiographic Imaging – 3 Credits**

Reinforcement of radiologic physics, instrumentation and technology used in digital imaging. Topics will include radiographic technique, radiographic tube circuitry, generators, motors, and principals of x-ray production and interactions. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

**RADT 214  
Clinical Education V – 8 Credits**

Students will perform basic diagnostic radiography exams and patient care under direct supervision of a qualified registered radiologic technologist as assigned. Evening, OR, and specialized modality rotations will be offered where available. Course offered in the spring semester only.

**RADT 220  
Seminar in Radiologic Technology – 2 Credits**

Guidance in the preparation and development of resumes, mock interviews, and job placement are conducted. General administration of a radiology department and details of a comprehensive quality assurance program are included. Mock registry exams are given in preparation for the national registry exam. Course offered in the spring semester only.

**RADT 268  
Workshop in Radiologic Technology – 1-3 Credits**

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

**RADT 293  
Topics in Radiologic Technology – 1-3 Credits**

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

**READING (READ)****READ 095  
Basic Reading Skills – 3 Credits**

In this developmental class, students should enroll based on an appropriate placement score or by an advisor's recommendation. Course will stress vocabulary and reading comprehension by use of reading, discussion, writing, and thinking about words. This course 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 higher in READ 095 or a satisfactory score on the Reading Placement Test*

In this developmental class, students should enroll based on an appropriate placement score or by an advisor's recommendation. This course introduces specific reading techniques to aid students in developing reading skills in the content areas in order to meet college-reading demands. Students move from a literal to an interpretative and critical comprehension of textbook material. Credit will not count toward graduation.

**READ 101  
Exploring Reading Concepts – 1-3 Credits**

This course is designed to provide educators with reading strategies for developing differentiated lesson plans that meet the needs of diverse learners. Topics may include methods, study strategies, and technology focusing on the ability to use language processes (reading, writing, speaking, listening) to teach subject matter across the curriculum.

**READ 268  
Workshop in Reading – 1-3 Credits**

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

**READ 293  
Topics in Reading – 1-3 Credits**

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

**RELIGION (REL)****REL 101  
Old Testament – 3 Credits**

History, literature, and teachings of the Old Testament.

**REL 103  
New Testament – 3 Credits**

History, literature, and teachings of the New Testament.

**REL 110  
World Religions - 3 Credits**

*Cross reference: PHIL 110*

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Judaism, Christianity, and Islam. Upon completion, students should be able to identify the origins, histories, beliefs, philosophies, and practices of the religion studied.

**REL 201  
Life of Christ – 3 Credits**

The life, teaching, and work of Christ as set forth in the Synoptic Gospels.

**REL 202  
Women of the Bible – 3 Credits**

This course is designed to introduce the modern day reader to the wide range of women Bible characters of long ago. The Bible is filled with strong women whose lives and voices have much in common with modern day women. Surprisingly, the gamut of the biblical record runs from the revered Virgin Mary to the beguiled Jezebel. Even though some of the women noted remain unnamed, their lives can still be examined in the context of their exploits, accomplishments, and commitments.

**REL 203  
The Prophets – 3 Credits**

History, character, function, and message of the Old Testament prophets.

**REL 204  
Men of the Bible – 3 Credits**

Introduction to the many men of the Bible who helped shape Bible message. In studying the men selected, students will have the opportunity to look into their lives. These illuminating and inspiring stories show aspects of both good and evil. The lives of the men will be examined in context of their exploits, accomplishments, and commitments. The complex and multifaceted personalities of the men studied contain messages that are relevant to all generations.

### REL 210 Parables of the Bible – 3 Credits

A survey, interpretation, and discussion of the pictorial speech of 20 parables selected from the Old and New Testaments interpreted in light of the messenger, the culture, and the circumstances of Biblical times.

### REL 211 The Book of Acts – 3 Credits

The work of Peter and other early Christian leaders in Palestine; missionary journeys of Paul; and the spread of early Christianity beyond Palestine.

### REL 212 Philosophy of Religion – 3 Credits

*Cross reference: PHIL 212*

Issues of religious thought, belief, and practice approached from a philosophical and historical perspective.

### REL 213 Studies in Immortality – 3 Credits

Studies in Immortality is the study of death and immortality cross-culturally as it relates to religious attitudes, customs, and practices. This course examines some of the many and various ways that the human community responds to the reality of physical death, mourning, and the beliefs held about immortality. Several lesser known belief systems will be examined in addition to some of the spiritual tenants of well-known religions concerning death and immortality.

### REL 230 Ancient Near East/Biblical World – 3 Credits

*Cross reference: HIST 230*

This course studies Ancient Middle Eastern culture (history, architecture, visual arts, literature, religion, and society) and discusses the 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*

This course explores 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*

This course is 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*

This course is 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 higher 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.

## SOCIOLOGY (SOC)

### SOC 101 Introductory Sociology – 3 Credits

Basic perspectives, concepts, and approaches in social relations.

### 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.

### 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.

### 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 - SPAN

### SOC 243 Juvenile Justice – 3 Credits

*Cross reference: CRJU 243*

Juvenile Justice addresses the changing definitions of delinquent behavior and juvenile justice and the legal mechanisms that control it. The history and development of the juvenile court/justice system and the problematic situations sometimes created by such a system are addressed. In addition, the juvenile code, the court, law enforcement, and treatment institutions will be highlighted.

### SOC 245 Crime and the Media – 3 Credits

*Cross reference: CRJU 245*

Crime and the Media surveys the connections between the mass media, crime, and criminal justice in the United States. It will explore how the criminal justice system, criminals, and crime are portrayed in the entertainment and news media and the effects that these portrayals have on society and the criminal justice system. Special attention will be given to the issue of media violence and its role in the social construction of crime and justice.

### SOC 246 Understanding Gangs – 3 Credits

*Cross reference: CRJU 246*

Understanding Gangs offers students a unique perspective on current gang issues with a comprehensive, interdisciplinary, understandable and contemporary format. Discussions will focus on contemporary studies and theories of gang behavior. We will also explore gender issues, race and ethnicity, gangs in prisons and schools, gang victimization, and prevention and intervention programs.

### SOC 260 Organized Crime – 3 Credits

*Cross reference: CRJU 260*

This course explores the concept of organized crime: what it is and what it is not. It provides students with the historical foundations for understanding contemporary organized crime problems: their evolution, their development, and their current status. Myths associated with the Costa Nostra and other active organized criminal justice groups in America and abroad will be dispelled.

### SOC 262 Terrorism – 3 Credits

*Cross reference: CRJU 262*

This course is designed to analyze the current status of terrorism across the globe. Students will gain a working knowledge of the nature and degree of terrorist activities in the world. Topics will explore all major forms of terrorism, the patterns of similarities, important differences, and competing goals of terrorist groups. The course will focus on social behavior and how society can find itself giving birth to the circumstances that allow terrorism to emerge.

### SOC 268 Workshop in Sociology – 1-3 Credits

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

### SOC 293 Topics in Sociology – 1-3 Credits

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

## SPANISH (SPAN)

### SPAN 100 Introduction to Spanish – 3 Credits

Introduction to Spanish is a course for beginners who wish to become familiar with the sound system and conjugation of Spanish verbs. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter SPAN 101.

### SPAN 101 Beginning Spanish I – 4 Credits

Beginning Spanish I is a course that provides a conversational approach to language acquisition which incorporates Spanish vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity. This course provides development of speaking, reading, writing, and comprehension in Spanish with careful attention given to grammar and pronunciation.

### SPAN 102 Beginning Spanish II – 4 Credits

*Prerequisite: SPAN 101*

Beginning Spanish II is a continuation of SPAN 101. The conversational approach to language acquisition is used to provide students the opportunity to increase their fluency in Spanish. This course provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation.

### SPAN 201 Intermediate Spanish I – 3 Credits

*Prerequisite: SPAN 102 or consent of instructor*

Intermediate Spanish I is a continuation of SPAN 102. Instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive forms of verbs. Emphasis is on grammar, oral expression, and listening.

### SPAN 202 Intermediate Spanish II – 3 Credits

*Prerequisite: SPAN 201 or consent of instructor*

Intermediate Spanish II is a continuation of SPAN 201. Advanced instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition.

### SPAN 204 Conversational Spanish – 3 Credits

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

A conversational Spanish course designed for the intermediate-level student. The course provides intensive conversation practice and a review of selected grammar items. It emphasizes vocabulary expansion and enhancement.

### SPAN 268 Workshop in Spanish – 1-3 Credits

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

### SPAN 293 Topics in Spanish – 1-3 Credits

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



## SPECIAL EDUCATION (SPED)

### SPED 201 Introduction to Special Education – 3 Credits

A survey of the characteristics and educational needs of exceptional children and youth. Includes definition, etiology, characteristics, and various educational alternatives for each of the exceptionalities.

### SPED 203 Learning Disabilities: Assessment and Curriculum – 3 Credits

An exploration of the most common learning disabilities and appropriate assessment tools. Educational delivery options, classroom organization, curriculum and instructional aids and materials will be examined.

### SPED 268 Workshop in Special Education – 1-3 Credits

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

### SPED 293 Topics in Special Education – 1-3 Credits

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

## STATISTICS (STAT)

### STAT 213 Statistical Methods I – 4 Credits

*Prerequisite:*

1. A grade of "C" or higher 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 two years  
AND
  3. Recommend CIS 120 with a "C" or higher
- Beginning course in basic statistical methodology; measures of central tendency, and variability; bivariate data, probability and sampling distributions, estimation of parameters, and testing hypothesis.

### 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.

### 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 226 Broadway Style of Singing – 3 Credits

This class is designed for the novice student performer or non-singer who wishes to apply personal skills and individual talents in the context of a Broadway style rehearsal structure. Each semester the Broadway Style of Singing class chooses a specific genre of musical theater from stage and screen to spotlight, and then students are taught how to effectively communicate the disciplines of acting, singing, and movement. The students' skills are highlighted in a performance at the end of the semester.

### THTR 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 228 The Company Class – 3 Credits

The Company Class has been created to allow the student actor the opportunity to create a character by participating in a full theatrical production. This course is designed for intense rehearsal followed by several performances during the semester. The student will develop a critical understanding of how to analyze and put a script into practical production, allowing the student to discover the process of text into a realized performance piece. The final grade will be based on the student's performance work throughout the rehearsal period and how he or she engages in the collaborative process within the production.

### THTR 268 Workshop in Theatre – 1-3 Credits

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

### THTR 275 The Motion Picture – 3 Credits

This course focuses on the study of the motion picture through analysis of selected films and the text. Film as art, film criticism, and the historical perspective of film will be covered.

### THTR 293 Topics in Theatre – 1-3 Credits

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

## WELDING (WELD)

### WELD 130 Safety and Orientation – 2 Credits

Emphasis in the proper and safe use of machines and tools found in the welding industry. Students learn the health concerns and precautions used to minimize exposure during welding and cutting. Orientation prepares individuals for employment and the documentation relating to welding.

## WELD

### 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 and Blueprint Reading – 2 Credits

Students learn the importance of symbols as the communication keys between designer and welder. Students learn how to identify various American Welding Society (AWS) weld symbols and their application during fabrication. Blueprint reading trains students in understanding the principles, systems of view, lines, symbols and dimensional data for fit-up and welding as provided on engineered drawings and blueprints.

### WELD 135

#### Oxyacetylene and Plasma Arc Cutting – 2 Credits

Emphasis on safety and the fundamentals of Oxy-Fuel and Plasma cutting. Students will cut various materials and thicknesses of metals in all positions using both processes.

### WELD 137

#### Shielded Metal Arc Welding I – 3 Credits

An introductory course in the shielded metal arc welding (SMAW) process. Emphasis is placed on power sources, electrode selection and various joint designs. The course provides instruction in SMAW welds in various positions.

### WELD 138

#### Gas Metal Arc Welding I – 3 Credits

Provides a study of the principles of gas metal arc welding (GMAW) and the set-up and the use of associated equipment and tools with emphasis on safe shop practices. Instruction is given in various joint designs; welding will be practiced in all positions used in GMAW.

### WELD 139

#### Gas Tungsten Arc Welding I – 3 Credits

Introduction to the principles and gas tungsten arc welding (GTAW), including safety, set-up, and the use of GTAW equipment. Instruction is provided on structural joints in various positions.

### WELD 240

#### Welding Inspection and Testing – 2 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Trains students in inspection and testing methods; includes both non-destructive and destructive inspecting and testing. Students will gain knowledge in causes of weld discontinuities and how to identify them and correct them during the welding process.

### WELD 241

#### Gas Metal Arc Welding II – 3 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Continuing instruction from WELD 138. Instruction and testing will be in all positions used in gas metal arc welding and will use advanced techniques in accordance with American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) program.

### WELD 243

#### Layout and Fabrication I – 2 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

Introduction to general layout and fabrication techniques as related to welding. Emphasis will be on construction of small projects and pipe fabrication/layout to tolerances specified on blueprints.

### WELD 245

#### Pipe Welding and Layout I – 3 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

This course will emphasize the theory and practical application of 1-G and 2-G position pipe welding. Students develop critical skills in the fit-up and technique of pipe welding using shielded metal arc welding, gas metal arc welding and gas tungsten arc welding processes.

### WELD 247

#### Shielded Metal Arc Welding II – 3 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

A continuation of WELD 137. Instruction and testing will be in all positions on the preparation of test specimens and proper test procedures. Testing will utilize the American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

### WELD 249

#### Gas Tungsten Arc Welding II – 3 Credits

*Prerequisites:* WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139

A continuation of WELD 139. Students will use various gas tungsten arc welding positions and testing using carbon steel and stainless steels on various thicknesses according to American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

### WELD 251

#### Gas Metal Arc Welding III – 3 Credits

*Prerequisites:* WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249

Advance course in the gas metal arc welding process (GMAW). Instruction includes trouble shooting, and the correct selection and application of consumables. Students practice GMAW of carbon and stainless steel on structural joints in all positions. Preparation of test samples will also be emphasized.

### WELD 253

#### Layout and Fabrication II – 3 Credits

*Prerequisites:* 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**

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 272****General Welding for the Hobbyist - 3 Credits**

This course provides an introduction to welding processes for the “do it yourself” or hobbyist. An introduction to cutting utilizing oxy-acetylene and plasma arc process, shielded metal arc welding (STICK welding), gas metal arc welding (wire welding), flux cored arc welding (self-shielded wire welding) and gas tungsten arc welding (TIG welding). Also, the course will cover the instruction in hand tools and machine tools generally used in the fabrication/welding industry.

**WELD 293****Topics in Welding – 1-6 Credits**

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

# ADMINISTRATION, FACULTY, AND STAFF

## BOARD OF TRUSTEES:

**Ms. Laura Leal**  
District 1  
Term expires in March 2017

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

**Mr. Russell Muffley**  
District 3  
Term expires in March 2021

**Mr. Raymond Mondragon**  
District 4  
Term expires in March 2019

**Mr. Terry Martin**  
District 5  
Term expires in March 2021

## ADMINISTRATION:

**Rebecca K. Rowley (1993)**  
**President**  
B.A., Creighton University  
M.A., University of Virginia  
Ph.D., University of New Mexico

**Tom Drake (1997)**  
**Vice President for Administration  
and Government Relations**  
B.B.A., Eastern New Mexico University

**Robin Jones (1997)**  
**Executive Vice President**  
B.S.N., Eastern New Mexico University  
M.S.N., West Texas A&M University  
Ed.D., New Mexico State University

**Norman Kia (1999)**  
**Chief Information Officer**  
B.U.S., Eastern New Mexico University  
M.Ed., Wayland Baptist University

**John Rush (2016)**  
**Chief Financial Officer**  
B.B.A., North Texas State University  
M.B.A., Southern Methodist University

## DIVISION CHAIRS:

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

**Janett Johnson (2006)**  
**History; Languages**  
B.B.Ed., Eastern New Mexico University  
M.A., Eastern New Mexico University

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

**Todd Kuykendall (2005)**  
**Math; Science; Humanities**  
B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University

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

**Monica Sanchez (2000)**  
**Business Administration;  
Behavioral Science**  
B.B.A., New Mexico State University  
M.B.A., Wayland Baptist University

**Raymond Walker (2012)**  
**CIS; Art; Communication**  
A.G.S., Central Texas College  
A.A.S., Clovis Community College  
B.S., Milano School of NSPE

## DIRECTORS

### Paul Aragon (1991)

*Facilities*  
A.A., Clovis Community College

### April Chavez (1996)

*Financial Aid*  
B.A., University of Northern Iowa  
M.A., New Mexico State University

### Jayne Craig (1998)

*Business Affairs*  
B.S., The University of Texas at Dallas

### Natalie Daggett (2011)

*Institutional Advancement*  
B.M., Miami University  
M.A., Indiana University

### Lauren Easom (2016)

*TRIO, Upward Bound*  
B.B.A., Valdosta State University  
M.Ed., Bowling Green University

### Ricky Fuentes (2013)

*User Services*  
B.S., Eastern New Mexico University

### Gay Goettsch (1998)

*Human Resource Services*  
A.S., Eastern New Mexico University  
B.B.A., Eastern New Mexico University  
M.B.A., Wayland Baptist University

### Kelly Gray (1991)

*Library Resources*  
B.S., Eastern New Mexico University  
M.S., University of North Texas

### Robin Kuykendall (2000)

*Extended Learning*  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University

### Mona Lee Norman-Armstrong (1998)

*Adult Basic Education, Center for Student Success, Testing*  
B.A., University of Colorado

### Freddie Salazar (2008)

*Campus Security*  
A.A.S., South Plains College  
B.A., Texas Tech University  
M.S., University of Cincinnati

### Kimberlee Smith (2011)

*TRIO, Student Support Services*  
B.S., Eastern New Mexico University  
M.S., West Texas A&M University

### Marcus Smith (2009)

*Counseling and Advising*  
B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

### Kimberly Tate (2015)

*Admissions and Records/Registrar*  
B.A., McMurry University  
M.Ed., Angelo State University

### Sandra Taylor-Sawyer (1991)

*New Mexico 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

### 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

### Erin Akhtar (2014)

*Mathematics*  
B.S., West Texas A&M University  
M.S., West Texas A&M University

### Dana K. Albright (1998)

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

### Aaron Anderson (2014)

*History*  
B.A., California State University  
M.A., California State University  
Ph.D., University of Southern Mississippi

### Autumn Anderson (2015)

*Cosmetology*  
A.A.S., Clovis Community College  
B.S., University of Phoenix

### Amanda Arredondo (2012)

*Nursing*  
A.A.S., Clovis Community College

### Kristin Benavidez (2016)

*Nursing*  
A.A.S., Clovis Community College  
B.S.N., Grand Canyon University  
M.S.N., Grand Canyon University

### Paul Blair (2000)

*Automotive Technology*  
ASE Certified Master Automobile Technician

### Robin Broom (2014)

*Physical Therapist Assistant*  
ACCE M.P.T., Texas Tech University  
D.P.T., Texas Tech University

### VK Bussen (2007)

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

### Simon Chavez (2014)

*Communication*  
B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

### Catherine Cobb (2015)

*Cosmetology*  
Licensed Cosmetology Instructor

### Terry Davis (2000)

*Computer Information Systems*  
B.B.A., Eastern New Mexico University  
M.Ed., Boston University

### Kelly De La Rosa (2015)

*Nursing*  
B.S.N., Texas Tech University

### Teresa Guillen (2014)

*Spanish*  
B.A., New Mexico State University

### Lara Gurule (2014)

*Nursing*  
A.A.S., Clovis Community College  
B.S.N., Grand Canyon University

### Janna Hackett (2011)

*Nursing*  
A.A.S., Clovis Community College  
B.S.N., Eastern New Mexico University  
M.S.N., Lubbock Christian University

### Melissa Ham (2006)

*Radiologic Technology Program Director*  
A.S., Clovis Community College  
B.S.O.E., Wayland Baptist University  
M.Ed., Wayland Baptist University

### Cory Harrell (2016)

*Science*  
B.S., Colorado State University  
M.S., Colorado State University

### Brad Heath (2001)

*Health and Physical Education*  
A.S., Utah Valley Community College  
B.S., University of Utah  
M.S., University of Utah

### Gina Hochhalter (2012)

*English*  
B.A., Montana State University  
M.A., New Mexico State University

**Michelle Hughes (2012)**

Science  
A.S., Clovis Community College  
A.A., Clovis Community College  
B.S., 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  
M.S.N., Lubbock Christian University

**Lauren Jerige (2007)**

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

**Laura Kauffman (2016)**

Nursing  
B.S., Johns Hopkins University

**Carolyn Lindsey (2011)**

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

**Aaron Lockmiller (2014)**

Nursing  
A.A.S., Clovis Community College  
B.S.N., Eastern New Mexico University

**Melanie Lotz (2012)**

Cosmetology  
A.A.S., Clovis Community College

**Christy Mendoza (2000)**

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

**Jim Mitchell (2011)**

Industrial Technology  
A.A.S., Eastern New Mexico University

**Paul Nagy (2000)**

English  
B.A., University of Colorado, Colorado Springs  
M.A., Iowa State University  
M.P.A., Drake University

**Joel Nance (2016)**

Emergency Medical Services  
Program Director  
B.S., New Mexico State University

**Emilee Nieman (2015)**

English  
B.A., Concordia University  
M.A., National University

**Kelsi Peabody (2016)**

Nursing  
R.N., Covenant School of Nursing  
B.S.N., Eastern New Mexico University  
M.S.N., Texas Tech University

**Donna Pharies (2015)**

Developmental Mathematics  
B.S., Texas Tech University  
M.Ed., Texas Tech 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  
Ed.D., New Mexico State University

**Michael Powers (2005)**

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

**Erica Probasco (2015)**

Nursing  
A.A.S., South Plains College  
B.S.N., Lubbock Christian University

**Gregory Rapp (2016)**

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

**Melissa Reed (2015)**

Business Administration  
B.S., Eastern New Mexico University  
M.B.A., University of Phoenix

**Scott Richeson (2011)**

Sociology  
B.A., Washington State University  
M.A., University of Chicago

**Lilly Robino (2015)**

Science  
B.S., California State University, Northridge  
Ph.D., University of California, Los Angeles

**Don Scroggins (2016)**

Science  
B.S., Angelo State University  
M.S., Texas Tech University

**Elena Soto (2016)**

Nursing  
A.A.S., Clovis Community College  
B.S., Chamberlain College of Nursing

**Mae Szalay (2003)**

Cosmetology  
A.A.S., Clovis Community College

**Benjamin Trujillo (2016)**

Radiologic Technology Clinical Coordinator  
A.A.S., Clovis Community College

**Amy Tyson (2013)**

Nursing  
B.S.N., Texas Tech University

**Brandi Varnado (2013)**

Physical Therapist Assistant Program Director  
M.S., Texas Tech University

**Toni West (2016)**

Nursing  
A.A.S., Angelo State University  
B.S.N., Angelo State University

**Callie Whittington (2014)**

Nursing  
A.A.S., Clovis Community College  
B.S., University of New Mexico  
M.S.N., Eastern New Mexico University

**Jan Williams (1991)**

Health and Physical Education  
B.S., Northeastern State University  
M.S., Northeastern State University

## STAFF

**Jaime Andrews**  
Senior Human Resource Specialist

**James Annonson**  
Information Technology Specialist

**Beverly Aragon**  
Administrative Assistant  
to the President

**Felicia Bayless**  
Security I

**Matthew Benbennick**  
Public Services Librarian

**Audra Brown**  
Instructional Technologist

**Darlene Brown**  
Accountant II - A/R

**Shauma Brown**  
Faculty Office V Secretary

**Stacy Buckley**  
Career Services and Alumni  
Relations Coordinator

**Paul David Burch Jr.**  
Programmer/Analyst

**Jennifer Bussey**  
Advising Coordinator

**Floyd Bynum III**  
Systems and Network Specialist

**Nikkei Cardenas**  
Student Accounts Clerk/Cashier

**Stephen Caron**  
Transitional Studies Coordinator/  
Academic Advisor

**Dominique Chairez**  
SBDC Business Advisor

**Bill Cheville**  
Senior Custodian

**Eric Collier**  
Groundskeeper

**Bailey Cooley**  
Financial Aid Specialist II

**Robert Dart**  
IT Simulation Tech

**Dannette Ewers**  
Administrative Assistant to the  
Executive Vice President

**Christy Fields**  
Articulation Analyst

**Katherine Frontz**  
Public Relations Coordinator

**Adriana Garcia**  
Graphic Designer

**Billy Garcia**  
Facilities Maintenance Technician

**Christopher Garcia**  
Financial Aid Compliance Coordinator

**Ernest Gomez**  
Custodian

**Erika Grussendorf**  
Special Services Coordinator/  
Academic Advisor

**Joseph Ham**  
Senior Carpenter

**Clay Hawk**  
Health and Fitness Center  
Facilities Coordinator

**CaSandra Hernandez**  
Financial Aid Specialist I

**Adam Herrera**  
Instructional Technologist

**Christopher Isham**  
Recruiting Coordinator

**Annette Johnson**  
Purchasing Agent

**Amanda Johnston**  
Special Programs Assistant

**Karen Jones**  
Library Technician

**Larry Jones**  
Carpenter

**Sandra Jones**  
Financial Aid Assistant

**Scott Knauer**  
Publications and Website Coordinator

**Amanda Lamb**  
Information Systems Specialist

**Patty Looper**  
Financial Aid Specialist I

**Heather Lovato**  
Employee Services Manager

**Josue Lugaro, Jr.**  
TRiO SSS Academic Services Coordinator

**James Lysaght**  
Security I

**Cindy McDaniel**  
Faculty Office I & II Secretary

**Codie McDowell**  
Purchasing Specialist

**Joseph Madrid**  
Upward Bound Specialist

**Maria Marquez**  
Advising Department Secretary

**Selina Marriott**  
Help Desk Specialist

**Heather Martinez**  
Admissions Specialist

**Nancy Meadows**  
Educational Associate

**Crystal Meiwes**  
TRiO SSS Data Specialist

**Lydia Montano**  
Receiving Clerk

**William Moore**  
Physical Plant Coordinator

**Diane Morton**  
ABE CSS Coordinator

**Bryana Mount**  
Facilities Schedule Specialist

**Lawrence Ortiz**  
Custodian

**Cathy Pace**  
Accounts Payable Accountant III

**Misty Padilla**  
Nursing Faculty Secretary/Testing

**Rachel Page**  
Help Desk Coordinator

**Alexandra Penland**  
Academic Advisor/Counselor

**Emanuel Perkins**  
Custodian

**Allen Potthoff**  
Business & Non-Credit  
Training Manager

**Alice Ravan**  
Library Technician

**Rex Regnier**  
Media Technology Specialist

**Gabriel Robertson**  
Data Integration Tech

**Juan Rodriguez**  
Tutorial Services Manager

**Munseila Sarun**  
SBDC Business Advisor

**David Sena**  
Senior Groundskeeper

**Denise Shankle**  
Nursing Faculty Secretary

**Jonathan Slemp**  
Systems & Network Specialist

**Kari Smith**  
Admissions Specialist

**Daniel Swopes**  
Facilities Maintenance Technician

**Grace Tafoya**  
Student Accounts Clerk/Cashier

**Adrian Telles**  
Groundskeeper

**Courtney Tempel**  
Institutional Research Analyst

**Patty Turner**  
Accountant II

**Susan Wagener**  
Allied Health Transition &  
Success Coordinator

**Katrina Walley**  
Financial Aid Coordinator

**Julie Wampler**  
Administrative Secretary to the CFO

**Tina Ward**  
Accountant III

**Jerry White**  
Financial Aid Specialist I

**Laura White**  
Testing Center Coordinator

**Kelly Whitfield**  
Faculty Office IV Secretary

**Ronald Wilder**  
Information Technology Specialist

**Sharon Winn**  
HPE Faculty Office Secretary

**Dezaree Yarbrough**  
Financial Aid Specialist II

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## Colophon

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## 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 ..... 575.769.4085
- 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 ..... 575.769.4969
- Library .....575.769.4080
- Security .....575.769.4143
- New Mexico Small Business Development Center .....575.769.4136
- Special Services ..... 575.769.4099
- Testing ..... 575.769.4088



