



2007 - 2008

Catalog



# **New Mexico Junior College**

## **Mission, Vision, and Values**

### **Mission**

***New Mexico Junior College, as a comprehensive community college, promotes success through learning.***

### **Vision**

New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

### **Values**

New Mexico Junior College is committed to the following values in support of its mission as we provide services to a diverse college community. **New Mexico Junior College defines college community as its students, employees, partners, and citizens of the area we serve.**

#### **Access**

In keeping with this value, the college

- helps members of the college community overcome their barriers to success;
- provides convenient, affordable educational opportunities and services;
- provides support for students transitioning to college and on to other postsecondary educational opportunities and to the workplace;
- offers education, training, and activities that meet the diverse interests and needs of the college community; and
- supports educational opportunities through technology.

#### **Responsiveness**

In keeping with this value, the college

- continually scans the environment locally, regionally, and nationally to identify opportunities that will meet the ever-changing needs and interests of a diverse and dynamic college community;
- enriches and increases partnerships to identify and meet the educational needs of the college community;
- remains flexible to respond creatively and appropriately to the changing world and to the educational, social, and cultural needs of the diverse college community;
- provides employees with opportunities for professional growth and development;

- ensures fiscal responsibility and public accountability;
- offers relevant programs and support services that meet the needs of a diverse college community; and
- contributes to the social, cultural, and economic development of the college community.

#### **Effectiveness**

In keeping with this value, the college will build its understanding and commitment of effectiveness by

- establishing and tracking student outcomes to evaluate and improve learning;
- promoting employees' roles and responsibilities in fostering a climate of learning;
- promoting high academic standards through excellent instruction;
- engaging in sound planning, management, and systematic evaluation for the improvement of programs and services;
- ensuring adequate, fair, and equitable benefits, policies, and procedures;
- acquiring and allocating resources to support the mission and goals of the college;
- keeping the college community aware of college activities, needs, and performance;
- providing a supportive, caring, student-centered environment;
- fostering a work environment that encourages open communication, innovation, productivity, accountability, and personal commitment; and
- providing and using current technologies that support educational and training objectives.

#### **Excellence**

In keeping with this value, the college will build its understanding and commitment of high standards and quality by

- committing to an environment of self evaluation and continuous improvement;
- setting benchmarks to develop an understanding of excellence;
- nurturing the development and practice of leadership;
- encouraging and rewarding initiative, innovation, outstanding performance, ethical decision making, and accountability;
- offering support services that are designed to foster success; and
- striving for an environment that does not accept mediocrity.

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## Catalog Proviso

The *NMJC Catalog* is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner; Fall, Spring, and Summer Course Schedules*; and other handbooks published by instructional departments and offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. Not all courses listed in the *NMJC Catalog* are offered every term. If the minimum number of students required for a course is not enrolled, the course may be cancelled.

## Crime Awareness Statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, New Mexico Junior College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. Statistics for reported criminal activities for the previous three academic years are posted on the NMJC web site at <http://www.nmjc.edu>. For additional information and/or further breakdown of incidents reported to the Office of Security, please contact the Assistant to the President for Internal and External Affairs or Vice President for Student Services.

## Equal Opportunity

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

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

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

New Mexico Relay for the Deaf: 1-800-659-177 or  
Email: [ksaucer@nmjc.edu](mailto:ksaucer@nmjc.edu)

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: (1) The right to inspect and review the

student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Enrollment Management or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. A second exception which allows disclosure without consent of the student is to contact parents of any student under 21 year of age if she or he has violated policies about alcohol or drug use, regardless of whether the parents claim the student as a dependent for tax purposes. Also, information about the results of a disciplinary proceeding can be released to anyone if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense AND if the student violated institutional policies because of the crime. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Directory information defined as: student name, address, telephone and e-mail addresses, level of education, academic major, degree and awards received, photographs, and information about athletes for publications and press releases i.e. weight, height, statistics, citizenship, etc. may be given upon request. A student can request, in writing, that the admissions and records office not release this information and the request will be honored.

## Retention of Student Records

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

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

## Sexual Offender Registration and Information

As required by state statute, any person who is required to register in New Mexico as a sex offender must also register at NMJC. The statute states:

When a sex offender who is registered or required to register is employed, begins a vocation, or is enrolled as a student at an institution of higher education in New Mexico, the sex offender shall disclose his status as a sex offender in writing to the county sheriff for the county in which the institution of higher education is located, the law enforcement entity responsible for the institution of higher education, and the registrar for the institution of higher education no later than ten days after beginning employment, beginning a vocation, or enrolling at the institution of higher education. The sex offender shall also send written notice of any change regarding his employment, vocation, or enrollment status at an institution of higher education to the county sheriff, the law enforcement entity, and the registrar no later than ten days after the change in his employment, vocation, or enrollment status.

A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section is guilty of a fourth degree felony and shall be sentenced pursuant to the provisions of Section 31-

18-15 NMSA 1978. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section after a first or subsequent conviction for a violation pursuant to this section is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 31-18-15 NMSA 1978. The willful failure to comply with any registration requirement set forth in this section shall be deemed part of a continuing transaction or occurrence. A conviction pursuant to this subsection shall not be considered a felony for purposes of the imposition of sentencing enhancements pursuant to the provisions of Section 31-18-17 NMSA 1978.

The state of New Mexico provides a listing of registered sexual offenders in various communities throughout the state. This information is available at their web site: <http://www.nmsexoffender.dps.state.nm.us/>.

## Student Right to Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of New Mexico Junior College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2000, a cohort of all first-time, full-time students was tracked over a three-year period. The same procedure was followed for the cohorts of 2001, 2002, and 2003. The four year average completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. Student-athletes in the same cohorts of 2000, 2001, 2002, and 2003 of first-time, full-time students were tracked. Their completion and transfer rates are listed below.

### Four Year Average for 2000 through 2003 Cohorts

- Graduation Rate 29%
- Transfer-Out Rate 10%

### Four Year Average for 2000 through 2003 Athletic Cohorts

	Graduation Rates	Transfer Rates
• Basketball	45%	27%
• Baseball	34%	28%
• Cross Cty/Track*	37%	52%
• Other Sports	27%	37%

\* Cross Country and Track Three Year Average – New Sport 2001

A comparison of graduation and transfer rates of New Mexico two-year institutions of higher learning is given by the New Mexico Higher Education Department at its web site, located at <http://hed.state.nm.us/reports/gradspring.asp>. In this comparison, New Mexico Junior College had the highest “success rate” of the independent community colleges in New Mexico (36.1%).

**Personnel  
NMJC Board**



**Phillip Jones**  
**District #1 - Tatum**  
Term Expires 3-31-2009



**Pat Chappelle, Secretary**  
**District #2 - Lovington**  
Term Expires 3-31-2013



**Guy Kesner**  
**District #3 - Hobbs**  
Term Expires 3-31-2009



**Ron Black**  
**District #4 - Hobbs**  
Term Expires 3-31-2011



**Larry Hanna, Chairman**  
**District #5 - Hobbs**  
Term Expires 3-31-2013



**Yvonne Williams**  
**District #6 - Hobbs**  
Term Expires 3-31-2009



**Mary Lou Vinson**  
**District #7 - Eunice**  
Term Expires 3-31-2013

**Administration**

- Steve McCleery** .....**President**  
B.S., Lubbock Christian College (1972)  
M.S., Texas Tech University (1974)  
Ed.D., University of New Mexico (1995)
- John B. Gratton** ..... **Vice President for Instruction**  
B.A., Oklahoma Baptist University (1971)  
M.S., East Texas State University (1972)  
Ed.D., East Texas State University (1978)
- Dan D. Hardin**.....**Vice President for Finance**  
B.B.A., New Mexico State University (1973)
- Regina L. Organ**.....**Vice President for Student Services**  
A.A., Frank Phillips College (1983)  
B.S., Wayland Baptist University (1988)  
M.A., University of Texas of the Permian Basin (1991)  
Ed.D., New Mexico State University (2004)
- Robert L. Rhodes**.....**Vice President for Training and Outreach**  
B.S., Eastern New Mexico University (1981)  
M.B.A., Eastern New Mexico University (1991)

**Deans**

- Mickey D. Best**.....**Dean, Arts & Humanities**  
B.A., Southwestern Oklahoma State University (1979)  
M.F.A., Texas Tech University (1990)
- August M. Fons**.....**Dean, Division of Public Safety and Community Service**  
A.A., New Mexico Junior College (1978)  
B.B.A., College of the Southwest (1985)  
M.Ed., College of the Southwest (1997)  
Ph.D., Texas Tech University (2004)
- Patrick C. M. Gorman**..... **Dean, Counseling**  
B.A., University of New Mexico (1966)  
M.A., University of New Mexico (1967)  
Ph.D., University of Northern Colorado (1974)
- Lisa R. Hardison**.....**Dean, Extended Learning**  
B.S., Lubbock Christian University (1990)  
M.A., New Mexico State University (2003)  
Ed.D., New Mexico State University (2007)
- Kelly G. Holladay** ..... **Dean, Math & Sciences**  
A.A., Tarrant County Junior College (1981)  
B.S., University of Texas at Arlington (1985)  
M.S., Texas Woman's University (1990)
- Mary Jane Ward** .....**Dean, Careers & Technology**  
A.A.S., New Mexico Junior College (1989)  
B.S., New Mexico State University (1972)  
B.S.Ed., New Mexico State University (1973)  
M.S.Ed., Eastern New Mexico University (1996)  
Ph.D., New Mexico State University (2004)

**Associate Dean**

- Chris Polson** ..... **Associate Dean, Student Life**  
A.A., Otero Junior College (1996)  
B.A., College of the Southwest (1998)

## Faculty

- John A. Baldwin**.....Physical Education  
B.A., Olivet College (1979)  
M.A., Eastern New Mexico University (1996)
- Jeffery S. Becker**.....Physical Education/  
Assistant Women's Track Coach  
A.A., Colby Community College (1996)  
B.S., Ft. Hays State University (1999)  
M.S., Ft. Hays State University (2001)
- Victor G. Berner**.....Chemistry/Astronomy  
A.A., Phoenix Junior College (1966)  
B.S., University of Arizona (1968)  
M.S., New Mexico State University (1974)  
Ph.D., New Mexico State University (1979)
- James R. Black**.....Physical Education/Golf Coach  
B.S., Lamar University (1977)  
PGA Certification (1996)
- Patricia Sue Black**.....Office Technology  
A.A.S., New Mexico Junior College (1990)  
B.B.A., College of the Southwest (1993)
- J. Keith Blackwill**.....Physical Education/Head Women's  
Cross County/Indoor & Outdoor Track Coach  
B.S., Fort Hays State University (1996)
- Johnny M. Brown, Jr.** .....Physical Education  
Assistant Men's Basketball Coach  
B.U.S., University of New Mexico (1986)
- Marlena W. Bushway**.....Nursing  
A.A.S., New Mexico Junior College (2002)  
B.S.N., University of Phoenix (2006)
- Michelle D. Carter**.....Physical Education/  
Assistant Women's Basketball Coach  
A.A., University of Arkansas, Ft. Smith (2002)  
B.S., West Virginia University (2004)  
M.S., Jackson State University (2007)
- Cecil M. Castle, Jr.** .....Nursing  
A.A., New Mexico Junior College (1996)  
A.A.S., New Mexico Junior College (2003)
- Tami M. Cavitt**.....Spanish/ESL  
B.S., Texas Tech University (1979)  
M.Ed., Eastern New Mexico University (1989)
- Cheryl L. Chance**.....Nursing  
L.V.N., Western Texas College (1990)  
A.A.S., Howard College (1992)
- Linda E. Connell**.....English  
B.S., Texas Tech University (1969)  
M.Ed., Eastern New Mexico University (1986)
- Darryl B. Cook**.....Computer Information Systems  
A.A., New Mexico Junior College (1987)  
B.S., DeVry Institute of Technology (1992)
- John D. Cummins**.....Automotive Technology  
A.A., New Mexico Junior College (2007)
- Toni K. Dunn** .....Business/Office Technology  
B.S., College of the Southwest (1993)  
M.S., Chapman University (1996)
- Patricia E. Emmerich**.....Government/History  
B.S., Central Missouri State University (1973)  
M.A., Central Missouri State University (1975)  
Ed.S., Central Missouri State University (1977)  
Ph.D., Kansas State University (1998)
- Jose C. Garcia**.....Sociology  
B.A., Eastern New Mexico University (1969)  
M.Ed., Eastern New Mexico University (1975)
- Samuel R. Gilcrease**.....GM ASEP  
Certificate, New Mexico Junior College (1977)
- Katherine D. Goad**.....Biology  
B.S., Biology, New Mexico State University (1980)  
B.S., Medical Technology, New Mexico State  
University (1981)  
M.S., College of the Southwest (1999)  
Ed.D., New Mexico State University (2007)
- Ronnie J. Gray**.....Music  
A.A., New Mexico Junior College (1986)  
B.M.Ed., Eastern New Mexico University (1992)
- Robert T. Guthrie**.....Accounting  
B.B.A., College of the Southwest (1982)  
C.P.A., New Mexico (1988)
- Cory L. Hall**.....Physical Education/  
Head Baseball Coach  
B.S., Northwestern Oklahoma State University (2000)  
M.Ed., Northwestern Oklahoma State University (2002)
- Terry K. Halladay**.....Automotive Technology  
A.A.S., New Mexico Junior College (2002)  
B.S., Wayland Baptist University (2001)
- Donald B. Hancock**.....CDL Trainer
- Nelda G. Helms**.....Physical Education  
B.S., Eastern New Mexico University (1968)  
M.S., Eastern New Mexico University (1986)
- Jill D. Henning**.....Advance Career & Technology,  
Academic Health Occupations and Allied Health  
A.A., Southeast Missouri State University (1990)
- Terry A. Holloman** .....Reading/Writing in  
Transitional Studies (Developmental)  
B.A., Lubbock Christian University (1982)
- Christopher M. Howell**.....Business/Office Technology  
A.A.S., New Mexico Junior College (2000)  
B.S., Regents College (1998)  
M.B.A., Eastern New Mexico University (2003)
- Dallas E. Hulsey**.....English  
B.A., New Mexico State University (1997)  
M.A., New Mexico State University (1999)  
Ph.D., Louisiana State University (2005)
- Miesha N. Jackson**.....Barbering/Cosmetology  
Certificate, New Mexico Junior College (1999)  
Provisional Cosmetologist Instructor License (2006)
- Walter F. Journigan**.....Psychology  
B.A., University of Central Florida (1977)  
M.S., Eastern Kentucky University (1979)  
Ph.D., Brigham Young University (1982)
- Joel A. Keranen**.....Physics/Mathematics  
B.S., Michigan Technological University (1991)  
M.S., University of Illinois at Urbana-Champaign  
(1992)  
M.S., Michigan Technological University (1995)
- Patsy G. Lewis**.....Writing  
B.A.S., College of the Southwest (1998)
- Richard J. Lloyd**...Physical Education/Athletic Trainer  
B.S., Ball State University (1980)  
M.S., Eastern Illinois University (1981)  
Ed.D., New Mexico State University (2004)



- Sandra A. Lockett.....Art**  
 B.F.A., Virginia Commonwealth University (2001)  
 M.F.A., Virginia Commonwealth University (2003)
- Jack H. McCaw.....Biology**  
 B.S., New Mexico State University (1988)  
 M.S., New Mexico State University (1995)
- Jeffery P. McCool.....Business and Economics**  
 B.B.A., New Mexico State University (1989)  
 M.B.A., Eastern New Mexico University (2000)
- Shelby L. McCorvey.....Cosmetology**  
 A.A.S., New Mexico Junior College (1999)
- Maria R. McCreesh.....Cosmetology**  
 Certificate, New Mexico Junior College (2001)  
 Cosmetologist Instructor License (2006)
- Shyla G. McGill.....Mathematics**  
 B.F.A., University of Nebraska (1978)  
 M.A., University of Nebraska (1986)
- Peter G. Mladinic.....English**  
 B.A., University of Minnesota (1973)  
 M.F.A., University of Arkansas (1985)
- Richard L. Morris.....Director, Athletics**  
 B.S., Colorado State University (1971)  
 M.Ed., University of Arizona (1973)
- Shelly A. Murphy.....Nursing**  
 A.A., New Mexico Junior College (1986)  
 A.A.S., New Mexico Junior College (1995)  
 B.S.N., University of Phoenix (2000)  
 M.S.N., University of Phoenix (2001)
- Craig D. Nelson.....CDL Trainer**
- Roene E. Neu.....Geology**  
 B.A., Adams State College (1999)  
 M.S., Bowling Green University (2005)
- Lynda R. Newman.....Reading/Education**  
 B.S., New Mexico State University (1978)  
 M.A., New Mexico State University (1995)
- Earl R. Nymeyer.....Welding**  
 A.A., New Mexico Junior College (1989)  
 B.A., Texas Tech University (2002)  
 M.A., Texas Tech University (2003)
- Brenda C. Pierce...Anatomy & Physiology/Microbiology**  
 B.S., University of New Mexico (1979)  
 M.S., Texas Tech University (1997)  
 Ed.D., New Mexico State University (2005)
- Robin J. Porter.....Cosmetology**  
 A.A.S., New Mexico Junior College (2000)
- John R. Rice.....Communication/Theatre**  
 B.S.Ed., Ohio State University (1970)  
 M.A., Ohio State University (1973)  
 M.F.A., University of South Dakota (1999)
- Sonya D. Richardson.....English**  
 B.A., Eastern New Mexico University (1989)  
 M.A., Eastern New Mexico University (1991)
- Erin M. Rolan-Hill.....Cosmetology**  
 A.A.S., New Mexico Junior College (2004)
- Gholamreza Sadeghmoghaddam.....Welding**  
 A.S., New Mexico Junior College (1980)  
 B.S., Utah State University (1982)  
 M.S., Utah State University (1986)
- Drew K. Sanders.....Physical Education/Head Women's Basketball Coach**  
 B.S., Cameron University (1979)  
 M.Ed., Southwestern Oklahoma State (1984)
- Charlotte J. Schmitz.....Mathematics**  
 A.S., New Mexico Junior College (1996)  
 B.S., College of the Southwest (1998)  
 M.A., Texas Tech University (2004)
- Angila D. Shook.....Computer Information Systems**  
 B.S., Tarleton State University (1998)
- Joshua T. Simpson.....Physical Education/Assistant Men's Baseball Coach**  
 B.S., Northwestern Oklahoma State University (2004)
- Candida L. Smedley.....Nursing**  
 L.V.N., New Mexico Junior College (1995)  
 A.A.S., New Mexico Junior College (2002)
- Richard F. Steinhaus.....Psychology/Sociology**  
 B.S., Carroll College (1965)  
 M.A., Northern Illinois University (1972)
- Misty B. Stine.....Nursing**  
 A.A.S., New Mexico Junior College (1995)  
 B.S.N., University of Phoenix (2001)  
 M.S.N., University of Phoenix (2003)
- Delores D. Thompson.....Nursing**  
 A.A.S., McMurry University (1989)  
 B.S.N., University of New Mexico (1996)  
 M.S.N./F.N.P., Texas Tech Health Sciences Center (2000)
- Stephen A. Townsend.....Government/History**  
 B.A., Texas A & I University (1987)  
 M.S., Texas A & I University (1989)  
 Ph.D., University of North Texas (2001)
- Maria E. Vick.....Professor/Coordinator, Cosmetology**  
 Cosmetology Instructor License, San Antonio, TX (1979)  
 Cosmetology/Barber License, New Mexico (1996)  
 A.A.S., New Mexico Junior College (2000)  
 B.A., College of the Southwest (2004)
- James W. Voight.....Physical Education Head Men's Basketball Coach**  
 B.S., Cameron University (1982)  
 M.S., Union College (2006)
- Susan C. Waters.....English**  
 B.A., State University of New York College at Brockport (1973)  
 M.A., George Mason University (1990)
- Kimberly Webb.....Nursing**  
 A.A.S., New Mexico Junior College (1993)  
 B.S.N., University of Phoenix (2001)  
 M.S.N., University of Phoenix (2003)
- T. Randy Whicker.....Automotive Technology**  
 B.S., Southern Illinois University at Carbondale (1992)  
 M.B.A., University of Phoenix (1996)  
 Ed.D., New Mexico State University (2004)
- Ruth Ann J. Wong.....Education/Reading**  
 B.S., Illinois State University (1975)  
 M.A., College of the Southwest (2006)

**Yau-Sun Wong**.....**Music**  
 B.A., Hong Kong Baptist College (1978)  
 M.M., University of Texas at Austin (1982)  
 D.M., Florida State University (1993)

**Homer A. Youngblood**.....**ACT Academy**  
 A.S., Eastern New Mexico University-Roswell (1999)  
 B.S., Texas Tech University (2005)

**Patricia J. Youngblood**.....**Mathematics**  
 B.S., College of the Southwest (1994)  
 M.A., Texas Tech University (2003)

## Professional Staff

**B. Gayle Abbott**.....**Director, Student Support Services**  
 A.A., New Mexico Junior College (1993)  
 B.S., College of the Southwest (1994)  
 M.A., University of Texas of the Permian Basin (1997)  
 Ed.D, New Mexico State University (2004)

**Charles H. Adams**.....**WebCT Administrator**  
 B.S., University of Tennessee (1977)

**Staci L. Barcuch**.....**Coordinator of Facility Scheduling**

**Buddy Bascom**.....**Custodial Supervisor**

**Robert M. Bensing**.....**Director, Small Business Development Center**  
 B.S., Brigham Young University (1973)  
 M.Ed., Texas Tech University (1977)  
 Ed.D., New Mexico State University (2004)

**R. Philip Berry**.....**Rodeo Coach/Conference Finals Rodeo Director**  
 B.S., Sul Ross State University (1976)

**Adrienne J. Betzen**.....**Admission Specialist**  
 B.A., University of New Mexico(2003)  
 M.A., Texas Tech University (2007)

**Paul J. Campos**.....**Assistant Director/Professor Law Enforcement Academy/Public Safety**

**Charley R. Carroll**.....**Director, Physical Plant**  
 B.S., California Coast University (1990)  
 M.B.A., California Coast University (2003)  
 Ph.D., California Coast University (2005)

**Randy A. Cook**.....**Coordinator Transportation Training**  
 A.A., Dodge City College (1970)  
 B.S., West Texas A & M University (1974)

**Elena Cervantes** .....**Upward Bound Academic Coordinator**  
 B.S., College of the Southwest (2000)

**Karen S. Cummings**.....**Director, Allied Health Fields**  
 A.A.S., New Mexico Junior College (1976)  
 B.S.N., College of the Southwest (1988)  
 M.S.N., University of Texas at El Paso (1996)

**Agustin Dorado**.....**Associate Director, Institutional Effectiveness**  
 A.A., New Mexico Junior College (1976)  
 B.A., Eastern New Mexico University (1978)  
 M.A., Texas Tech University (1981)

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

**Tyler S. Friend**.....**Director of Upward Bound**  
 B.A., Idaho State University (1995)  
 M.S., College of the Southwest (2004)

**Pam Fulcher-Bickerton**.....**Director, Bookstore Services**  
 B.B.A., College of the Southwest (2005)

**George Garcia, Jr.** .....**Programmer Analyst**  
 A.A., New Mexico Junior College (1999)  
 B.S., Eastern New Mexico University (2004)

**Vera J. Gilleland**.....**Director, Talent Search**  
 B.S.W., University of Texas at El Paso (1993)  
 M.A., Webster University (2000)

**Peggy D. Gratton**.....**Distance Learning Instructional Designer**  
 A.A., Paris Junior College (1970)  
 B.A., East Texas State University (1972)  
 M.S., East Texas State University (1976)

**Christie L. Gressett**.....**Enrollment and Financial Services Coordinator (Extended Learning)**  
 A.A., New Mexico Junior College (2006)

**Adam Guillen, Jr**.....**Academic/Transfer Advisor**  
 B.S., Eastern New Mexico University (2003)

**Linda D. Hall**.....**Director of Del Norte**  
 A.A., New Mexico Junior College (2006)

**David L. Huddleston**.....**Maintenance Foreman**

**Brandon E. Hunt**.....**Business Specialist-Small Business Development Center**  
 A.A., New Mexico Junior College (2000)  
 B.B.A., College of the Southwest (2002)

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

**David G. Jett, Jr.** .....**Assistant Director Public Relations and Marketing**  
 A.A.S., New Mexico Junior College (1997)  
 B.F.A., Eastern New Mexico University (2000)

**Jennifer L. Jordon**.....**Executive Director, NMJC Foundation**  
 B.B.A., College of the Southwest (1999)

**Patricia A. Knapp**.....**Records Administrator**  
 A.A., New Mexico Junior College (2004)

**Chandra N. Koger**.....**Coordinator of Learning Assistance Center/Tutoring**  
 A.A., New Mexico Junior College (2003)  
 B.S., Eastern New Mexico University (2005)

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

**A. Laura Marquez**.....**Director of Financial Aid**  
 A.A., New Mexico Junior College (1999)  
 B.A., Texas Tech University (2001)  
 M.B.A., Baker College (2006)

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

**Dana J. Martin** .....**Document Center Supervisor**

**Shanessa L. McClain**.....**Assistant Director Financial Aid**  
 A.A.S., New Mexico Junior College (2003)

**Jennifer McClure**.....**Admission Specialist**  
 A.A., Vernon College (2002)  
 B.A., Ft. Lewis College (2005)

**Angela K. McConal**.....**Program Planner, Extended Learning**  
 CPP Certification (2005)

**M. Angie Mendoza.....Talent Search School Coordinator**  
 A.A.S., New Mexico Junior College (2000)  
 B.S., College of the Southwest (2003)

**Kathleen F. Miller.....Human Resources Generalist**  
 PHR Certification (2005)

**Richard B. Miller.....Director of Learning Communities/  
 Retention**  
 B.A., Southwestern Oklahoma State University  
 (1978)  
 M.A., University of Oklahoma (1985)

**Joshua R. Morgan.....Coordinator of Purchasing**  
 B.B.A., College of the Southwest (2004)

**Billy C. Morrill.....Assistant to the President for Internal  
 and External Affairs**  
 A.A., New Mexico Junior College (1991)  
 FBI National Academy Certification (1993)

**M. Pilar Ortiz.....Hardware/Software Specialist**  
 A.A.S., New Mexico Junior College (1993)  
 B.F.A., Eastern New Mexico University (1996)

**LaRae Phillips.....Counselor**  
 B.M.Ed., McMurry University (1982)  
 M.Ed., University of North Texas (1988)

**Naomi G. Phillips.....Assistant Director of  
 Corrections Training**  
 Corrections Academy (2001)

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

**Sheryl Pounds.....Human Resources / Payroll Specialist**

**Michael D. Rutledge.....Instructional Technology  
 Coordinator**  
 B.A.S., College of the Southwest (2006)

**Amparo J. Salazar.....Accountant**  
 A.A.S., New Mexico Junior College (1995)  
 B.B.A., College of the Southwest (1996)

**Steve B. Saucedo.....Training Consultant**  
 A.A., New Mexico Junior College (2001)  
 B.A.S., College of the Southwest (2003)

**Kristine L. Saucer.....Counselor**  
 B.A., Angelo State University (1999)  
 M.S., Angelo State University (2002)

**Lisa J. Seed.....Director of Lea County Cowboy  
 Hall of Fame**  
 A.A., Howard College (1976)

**Suzanne N. Schwisow.....Writer/Videographer  
 for PR/Marketing**  
 B.A.S., College of the Southwest (2001)

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

**Calvin B. Smith.....Executive Director  
 Western Heritage Museum**  
 B.S., Eastern New Mexico University (1971)  
 M.S., Eastern New Mexico University (1974)

**Cyndi A. Stephenson.....Academic/Career Planner**  
 A.A., New Mexico Junior College (1977)  
 B.A.S., College of the Southwest (1994)  
 M.S., College of the Southwest (2004)

**Rhonda Sudduth.....Database/Server Specialist**

**Glen DeMond Thomas.....Coordinator of Intramurals/  
 Student Activities**  
 B.G.S., Wichita State University (1996)  
 M.S., Wichita State University (1999)

**Rebecca Titus .....Divisional Academic Coordinator/  
 Professor – Public Safety**  
 A.A.S., New Mexico Junior College (2001)  
 B.S., College of the Southwest (2002)

**Vicki M. Vardeman.....Director of Public  
 Relations/Marketing**  
 A.A., Western Texas College (1985)  
 B.A., Eastern New Mexico University (1989)  
 M.A., Eastern New Mexico University (1991)

**Oscar R. Vigil.....Coordinator, Network Systems  
 Certificate – American Commercial College (1988)**

**Margaret L. Weaver.....Coordinator of Technical  
 Services**  
 B.A., Southwestern University (1992)  
 M.L.I.S., University of Texas at Austin (1993)

**Renee E. Wharton.....Director,  
 Institutional Effectiveness**  
 B.A., Texas Tech University (1995)  
 M.A., Texas Tech University (1998)  
 Ed.D., New Mexico State University (2004)

**Cynthia Zambrelli.....Counselor**  
 B.A., State University of New York, Brockport  
 (1975)  
 M.S.Ed., State University of New York, Brockport  
 (1981)



## 2007-2008 Academic Calendar

### FALL 2007\*

Full term session.....August 20 – December 12, 2007  
 1<sup>st</sup> eight week session..... August 20 – October 12, 2007  
 2<sup>nd</sup> eight week session....October 15 – December 12, 2007

August 13..... Faculty Report  
 August 13-16.....Registration  
 August 16..... Evening Student Orientation  
 August 17..... Student Orientation  
 August 17..... Non-paid Disenrollment  
 August 20..... Classes Begin  
 (Full term & 1<sup>st</sup> eight week sessions)  
 August 20-24..... Late Registration (\$25 Fee)  
 August 22..... Last Day to Add/Enroll for Credit  
 (1<sup>st</sup> eight week session)  
 August 24..... Last Day to Add/Enroll for Credit  
 (Full term session)  
 September 3..... Labor Day (Campus Closed)  
 September 7..... Last Day to Add/Enroll for Audit  
 September 14..... Constitution Day (Classes will meet)  
 September 28..... Last Day to Withdraw  
 (1<sup>st</sup> eight week session)  
 October 12..... Mid-term Grades Due  
 (Full term session)  
 October 12..... Last Day of Classes/Final Grades  
 (1<sup>st</sup> eight week session)  
 October 15..... Classes Begin  
 (2<sup>nd</sup> eight week session)  
 October 17..... Last Day to Add/Enroll for Credit  
 (2<sup>nd</sup> eight week session)  
 October 19..... In-service (Classes will not meet)  
 November 1..... County-wide In-service  
 (Evening classes will meet)  
 November 21..... Last Day to Withdraw  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 November 21..... No Evening Classes  
 November 22-23..... Thanksgiving Holiday  
 (Campus Closed)  
 December 7..... Last Day of Classes  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 December 10-12..... Final Exams  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 December 14..... Final Grades Due  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 December 14..... Faculty Break  
 December 21..... Staff Break (Campus Closed)

### WINTER BREAK TERM 2007\*

December 13, 2007 – January 10, 2008

December 13..... Classes Begin  
 December 14..... Late Registration (\$25 Fee)  
 December 14..... Last Day to Add/Enroll for Credit  
 January 7..... Last Day to Withdraw  
 January 9..... Last Day of Classes  
 January 10..... Final Exams  
 January 11..... Final Grades Due

## SPRING 2008\*

Full term session.....January 14 – May 7, 2008  
 1<sup>st</sup> eight week session.....January 14 – March 7, 2008  
 2<sup>nd</sup> eight week session.....March 10 – May 7, 2008

January 7..... Staff Report  
 January 7-10..... Registration  
 January 8..... Faculty Report  
 January 11..... Student Orientation  
 January 11..... Non-paid Disenrollment  
 January 14..... Classes Begin  
 (Full term & 1<sup>st</sup> eight week sessions)  
 January 14-18..... Late Registration (\$25 Fee)  
 January 16..... Last Day to Add/Enroll for Credit  
 (1<sup>st</sup> eight week session)  
 January 18..... Last Day to Add/Enroll for Credit  
 Full term session)  
 January 21..... Martin Luther King Day  
 (Campus Closed)  
 February 1..... Last Day to Add/Enroll for Audit  
 February 18..... In-service (Evening classes meet)  
 February 22..... Last Day to Withdraw  
 (1<sup>st</sup> eight week session)  
 March 7..... Mid-term Grades Due  
 (Full term session)  
 March 7..... Last Day of Classes/Final Grades Due  
 (1<sup>st</sup> eight week session)  
 March 10..... Classes Begin  
 (2<sup>nd</sup> eight week session)  
 March 21..... Good (Campus closed)  
 March 24-28..... Spring Break (Campus closed)  
 April 22..... Student Awards Ceremony  
 (Evening classes begin @ 7:00 pm)  
 April 18..... Last Day to Withdraw  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 May 2..... Last Day of Classes  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 May 5-7..... Final Exams  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 May 9..... Final Grades Due  
 (Full term & 2<sup>nd</sup> eight week sessions)  
 May 9..... Commencement

**\*NOTE: Students who have registered for courses must pay tuition and fees by the date posted in the Class Schedule. Students are responsible for dropping classes for which they have enrolled if they no longer desire to be enrolled; otherwise, they will be billed and receive grades for the courses.**



## SUMMER I, 2008 (Five Week Session)\*

May 27 – June 26, 2008

May 22.....	Last Day of Pre-registration
May 23.....	Non-paid Disenrollment
<b>May 26.....</b>	<b>Memorial Day (Campus Closed)</b>
May 27.....	Faculty Report
May 27.....	Classes Begin
May 27-28.....	Late Registration (\$25 Fee)
May 28.....	Last Day to Add/Enroll for Credit
May 30.....	Day/Evening Classes Meet
June 4.....	Last Day to Add/Enroll for Audit
June 19.....	Last Day to Withdraw
June 26.....	Last Day of Classes/Final Exams
June 27.....	Final Grades Due/SSI Ends

## SUMMER I 2008

(Eight Week Internet Session)\*

May 27 – July 17, 2008

May 22.....	Last Day of Pre-registration
May 23.....	Non-paid Disenrollment
<b>May 26.....</b>	<b>Memorial Day (Campus Closed)</b>
May 27.....	Faculty Report
May 27.....	Classes Begin
May 27-29.....	Late Registration (\$25 Fee)
May 29.....	Last Day to Add/Enroll for Credit
June 4.....	Last Day to Add/Enroll for Audit
July 3.....	Last Day to Withdraw
July 16.....	Last Day of Classes
July 17.....	Final Exams
July 18.....	Final Grades Due/SSI Ends

## SUMMER II, 2008 (Five Week Session)\*

June 30 – July 31, 2008

June 26.....	Last Day of Pre-registration
June 27.....	Non-paid Disenrollment
June 30.....	Faculty Report
June 30.....	Classes Begin
June 30 & July 1.....	Late Registration (\$25 Fee)
July 1.....	Last Day to Add/Enroll for Credit
<b>July 4.....</b>	<b>Independence Day (Campus Closed)</b>
July 8.....	Last Day to Add/Enroll for Audit
July 24.....	Last Day to Withdraw
July 31.....	Last Day of Classes/Final Exams
August 1.....	Final Grades Due/SSII Ends

\*NOTE: Students who have registered for courses must pay tuition and fees by the date posted in the Class Schedule. Students are responsible for dropping classes for which they have enrolled if they no longer desire to be enrolled; otherwise, they will be billed and receive grades for the courses.

## General Information

### Location

New Mexico Junior College is located between the Lea County communities of Hobbs and Lovington, just west of Highway 18 in the Llano Estacado region of Southeastern New Mexico. This expansive, semi-arid region, renowned for a temperate climate, is steeped in a western rangeland heritage that is complemented by a modern petroleum industry.

### NMJC Regulations Interpretation

The *NMJC Catalog* is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner; Fall, Spring, and Summer Course Schedules*; and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time by way of appropriate administrative procedure, without prior notice. Not all courses listed in the *NMJC Catalog* are offered every term. If the minimum number of students required for a course is not enrolled, the course may be cancelled.

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

### NMJC History

New Mexico Junior College, the first junior college in New Mexico, officially came into existence on July 1, 1965, following an October 1964 county-wide election, as provided by the 1963 Junior College Act passed by the New Mexico legislature. A junior college board was appointed to call an election to create a New Mexico Junior College district, approve an operational levy, select NMJC's first president, and call for a subsequent election for the issuance of general obligation bonds. This same board served until standing for election to staggered terms in February 1967. NMJC began classes in September 1966 and has continued to enjoy the support, planning, hard work, and good wishes of district taxpayers that resulted in the academic excellence, fine faculty, facilities, and beautiful campus that has become the comprehensive community college of today. NMJC receives tax-based financial support from the college district consisting of Eunice, Hobbs, Jal, Lovington, and Tatum public school districts. In Lea County, you will not have to search far to find one of the thousands of people whose lives have been favorably touched due to the existence of NMJC. Through its years of service NMJC has reaffirmed and expanded a commitment to provide the people and communities of the college district with a wide range of academic, vocational, technical, enrichment, economic, and continuing education opportunities.

## Accreditation

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

- American Association of Collegiate Registrars & Admissions Officers
- American Association of Community Colleges
- Association of Community College Trustees
- Graphic Arts Education and Research Foundation
- League for Innovation in the Community College
- Learning Resources Network (LERN)
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Association of Campus Activities
- National Intramural & Recreational Sports Association
- National Automotive Technicians Education Foundation (NATEF)
- National Council for Marketing and Public Relations (NCMPR)
- National Junior College Athletic Association
- National League for Nursing Accreditation Commission (NLNAC). [(61 Broadway; 33<sup>rd</sup> Floor; New York, NY 10006 ) 1-800-669-1656]
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Independent Community Colleges
- New Mexico State Department of Education, Vocational Technical, and Adult Education Unit
- North Central Association of Colleges and Schools
- Rocky Mountain Association of Collegiate Registrars and Admission Officers
- Western Junior College Athletic Conference

## Reasons for Attending NMJC

### Cost

New Mexico Junior College's low tuition and fee charges generally present significant savings over other college and university attendance costs. The savings experienced during the first two years at NMJC can help meet the higher costs associated with four-year colleges and universities when transferring for the completion of a baccalaureate degree. This is true for the commuting student as well as the student living on the NMJC campus.

### “Open Door” Policy

Community colleges originated on the premise that higher learning should not be limited to small numbers of people but within the reach of the general public. Any individual who wants to attend college should be able to do so under NMJC's “open door” admission policy. (Admission to some programs requires meeting additional requirements.)

### Individual Assistance

The small student body at NMJC allows the faculty to provide individual instruction for students requiring

personal assistance. At NMJC, the professors emphasize the individual student.

## Preparation in Fundamentals

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

## Vocational and Technical Preparation

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

- Accounting
- Administrative Assistant
- Architectural/Drafting Technology
- Automotive Technology
- Computer Information Systems
- Construction Technology
- Cosmetology
  - Barbering
  - Instructor
- Design Communication
  - Animation
  - Computer Graphic Design
  - Web Page Design
- Early Childhood Education
- Law Enforcement Technology
- General Management/Supervision
- Practical Nursing
- Welding
- Welding Inspection and Testing

Certificates of Completion are issued for the completion of training for specific skills that can usually be acquired in less than one year if desired. Areas for which the Certificates of Completion may be earned are:

- Certified Nursing Assistant
- Correction Officer
- Esthetician
- Manicurist/Facial Specialist
- Manicurist/Pedicurist

## College Transfer Courses

Many credits earned at NMJC parallel lower division, normally freshman and sophomore courses, at four-year colleges and universities. These courses meet the needs of students who wish to transfer to four-year institutions.

Regardless of a student's major interest, the first two years of academic collegiate study includes many basic requirements that can be met by enrollment at NMJC.

## General Education Courses

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

- Students who take these courses to fulfill core requirements for a degree or certificate,
- Students required to take these courses to fulfill associate degree requirements, or
- Students who elect to take these courses for life enrichment.

General education offerings are also provided through NMJC Extended Learning options.

## Extended Learning

The mission of New Mexico Junior College Division of Extended Learning is to lead and collaborate with the community and within the community college to develop concepts, strategies, and delivery systems which generate creative and innovative lifelong learning opportunities for the enrichment of personal and professional lives of citizens within the college service area.

## Upper Division and Graduate Classes

NMJC provides facilities for classes offered by several regionally accredited senior institutions desiring to offer junior, senior, or graduate level courses. Credit earned in such courses is certified by the senior institution as extension of residence credit.

## Degrees and Certificates

The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (A.A.), Associate of Science (A.S.), and Associate in Applied Science (A.A.S.) Degrees. Requirements for the degrees are outlined in the section on graduation requirements. One and two-year certificates and certificates of completion are also awarded by the Board. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree from New Mexico Junior College.

## Admissions

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

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

A student must have on file with the Dean of Enrollment Management a completed application for admission before being permitted to register. Transcripts of work completed in high school and at other institutions of higher learning are required by New Mexico Junior College for:

- Students who are working toward an associate degree;
- Foreign students; and
- Other students when requested by the administration.

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

Dean of Enrollment Management  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Copies of transcripts are not acceptable. When accepted, each applicant for admission will be issued an official notice. If a student's application is incomplete at the time of registration, the student may be admitted on "Individual Approval." A student cannot have a degree or program certificate conferred until the application is complete. It is recommended that entering freshmen take the American College Test (ACT) or Scholastic Aptitude Test (SAT) given by various high schools and colleges prior to enrollment. Prospective NMJC students should check with respective high schools and colleges for testing dates. Admission decisions are not influenced by ACT or SAT scores but test results are useful tools to assist in placement. NMJC admission applicants may be admitted by one of the following means:

## High School and Home School Graduates

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

## Non-High School Graduates

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

## Transfer Students

A student may be admitted by transfer from a regionally accredited college or university. A college transfer student must present official transcripts of all college work. A student who is under "Academic" suspension from another institution may be admitted if approved by the Dean of Enrollment Management. Approval will be based on the determination of the likelihood of student success. Applicants from regionally non-accredited colleges or

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

### High School Students

A high/home school junior or senior may be admitted to New Mexico Junior College while in high/home school upon submission of written approval of the high school principal. A high/home school sophomore or younger who wishes to appeal for admission to New Mexico Junior College should contact the Vice President of Instruction to determine eligibility for admission to New Mexico Junior College. A letter of approval from the student's parent or guardian to attend must also be submitted by the high/home school student. The written approvals are to be submitted to the Registrar's Office.

### Non-Degree, Certification, and Non-Credit Students

Students enrolling for specific courses, non-credit courses, and those students with incomplete applications may be admitted on "Individual Approval." Before a degree or program certification will be conferred, any student admitted on "Individual Approval" must complete the admission process.

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

## Residency Requirements for Tuition Purposes

### Out-of-State

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be completed. Each person must meet the requirements individually.

- The Twelve Month Consecutive Presence Requirement. A person must physically reside in the state for twelve consecutive months immediately preceding the term for which the resident classification is requested. NOTE: A student cannot begin to complete the twelve month requirement until his/her eighteenth birthday.
- The Financial Independence Requirement. Only a person who is financially independent may establish residency apart from parents or guardians regardless of age. A student cannot be approved for residency who is financially dependent upon his/her parents or legal guardians who are nonresidents of New Mexico. Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. If under the age of 23 at the time the student applies for residency, a copy of his/her parents' or guardians' 1040A U.S. income tax forms for the previous tax year is required. If the student is

shown to be a dependent on this tax form, he/she will not be considered financially independent or eligible for residency during the current year.

- The Written Declaration of "Intent" Requirement. The student must sign a written declaration of intent to relinquish residency in any other state and to establish it in New Mexico.
- The Overt Acts Requirement. New Mexico requires the completion of several "overt" acts which support the student's written declaration of intent to become a permanent resident. The required overt acts are:
  - If employed, evidence of employment within the state of New Mexico;
  - If employed in New Mexico, evidence of payment of New Mexico state income tax;
  - A New Mexico driver's license;
  - A New Mexico vehicle registration; and
  - Voter registration in New Mexico.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above. For example, additional documentation which may be requested of the student may include: 1) evidence of a long established bank account of at least six months in New Mexico, or 2) evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

### Out-of-District

To become a legal resident of the New Mexico Junior College District for tuition purposes, an individual must meet the following requirements:

- All requirements listed above to become a resident of New Mexico for tuition purposes must be met by the applicant; and
- A person must physically reside in the New Mexico Junior College District for three consecutive months immediately preceding the term for which the resident classification is requested.

## International Student Admissions

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

- Official certified transcripts of all previous educational experience must be submitted to the Admissions Office. Certified translations into the English language must be submitted for records that are in languages other than English.
- Proof of proficiency in the English language must be provided. This requirement may be satisfied by any one of the following:
  - The applicant's secondary schooling was in the English language
  - The applicant scored sufficiently high on a test of English proficiency (500 on the TOEFL, 240 on the ALIGU)



- The applicant has completed level 9 at an ESL language center
- Applicants may be recommended for admission on an individual basis by the Dean of Enrollment Management as follows:
  - If practical, the applicant may be personally interviewed by at least three members of the NMJC faculty/staff and take an essay examination that will be evaluated by the faculty/staff members
  - If a personal interview is not practical, the faculty/staff may recommend acceptance upon evaluation of the candidate's background and training in the English language
- The applicant's educational background must be sufficiently strong to indicate high probability of academic success at New Mexico Junior College. The guidelines of materials issued by AACRAO or NAFSA will be followed in making such judgments. In those cases that are unclear or difficult to evaluate, the AACRAO consulting service for foreign student evaluation will be utilized.
- The applicant must provide proof of adequate financial support for at least one full year of study at New Mexico Junior College (including summer school). Students who do not have proof of adequate insurance will be assessed a fee for insurance during the registration period to cover cost of insurance by a provider selected by NMJC. Budget guidelines established by the student financial aid officer will be used in determining the adequacy of support. Since New Mexico Junior College cannot guarantee that foreign students will be granted permits to work by the Immigration and Naturalization Service, the support must be exclusive of funds from employment.
- The applicant must have resources to cover emergency situations that may arise such as illness, accident, or death. The student may satisfy this requirement by:
  - Securing adequate life and medical insurance. The college recommends the NAFSA International Accident and Sickness program; however, if the student chooses another program, the benefits must be at least those of the NAFSA program
  - The student may present proof of such resources such as an affidavit from a sponsor, certification from the home government, or other proof of financial support. If the student chooses to secure insurance to satisfy this requirement, copies of policies or proof of application for such policies must be filed with the

admissions office before the student will be allowed to register

- All admissions material must be submitted at least six months before the beginning of the semester of first attendance. An exception would be transcripts of the last semester of work for transfer students; however, all other materials must be submitted before the six-month deadline. Other exceptions may be recommended by the Dean of Enrollment Management.

Applications for admission for international students may be obtained from the Dean of Enrollment Management's Office at New Mexico Junior College. Once all requirements for admission have been satisfied, an I-20 will be issued to the eligible student.

## **Nursing Program**

### **Nursing Program**

The program offers two levels of career opportunities. Level I is semesters 1 and 2; Level II is semesters 3 and 4. A student successfully completing Level I courses will be eligible to take the National Council Licensing Examination-Practical Nursing (NCLEX-PN) for licensure as a LPN. Students who complete Level II will receive the Associate in Nursing degree/Associate of Applied Science degree in Nursing and are eligible to take the National Council Licensing Examination –Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

### **Pre-Nursing**

A student is considered 'pre-nursing' prior to acceptance into the nursing program. A pre-nursing student is preparing to meet the pre-requisite requirements to apply for admission to the nursing program. The nursing program has selective admission criteria. The applicant must meet the eligibility requirements prior to submitting an application for admission. Pre-nursing students can receive academic guidance at the Guidance and Counseling office in the Ben Alexander Student Learning Center. The Allied Health office, in McLean Hall, Room 116 is available to answer questions or provide assistance to pre-nursing students during the application and admission process.

### **Application Process Nursing Program Effective Fall 2007**

1. Concurrent admission to NMJC in accordance with the admission requirements stated in the NMJC catalog;
2. High School transcript with graduation date or GED Scores;
3. Complete a **CNA (Nurse Aide)** program within one year of the application deadline. Applicants must provide verification of successful completion of a course; or submit a current CNA certificate;
4. Test for Essential Academic Skills (TEAS) may be taken two times prior to the application deadline. TEAS (subsections: reading, science, math, English) Scores must be at the 40<sup>th</sup> individual percentile rank or higher in each of the four subsections. The individual program percentile rank (cumulative) score will be used to compute the admission ranking status. The

TEAS score accounts for **40% of the admission ranking status for selection into the program;**

5. Minimum cumulative **2.5 GPA** for the following 29 credit hours of prerequisite courses (all courses must be completed with a 'C' or better):  
PS110 College Orientation or PS113A Freshman Seminar  
BI214A Human Anatomy and Physiology I\*  
BI224A Human Anatomy and Physiology II\*  
EN113 Composition and Rhetoric  
SE113 Interpersonal Communication  
HC112 Medical Terminology\*\*  
PS113 Introduction to Psychology  
BI224 Microbiology\*  
HE113 Nutrition and Wellness\*\*  
PS223B Human Growth and Development for Allied Health\*\*  
\* taken within five years prior to admission to the nursing program  
\*\* taken within two years prior to admission to the nursing program;
6. GPA ranking of 2.5 or better for the prerequisite courses as listed in #5 will contribute **60% of the ranking status for selection into the program;** and
7. Complete an application packet for admission to the nursing program. Applications are available in the Allied Health Office and must be submitted by May 20 of each year to be considered for admission to the nursing program for the following fall semester. The applicants file must contain the following information:
  - Completed nursing application form, personal data sheet, and information form (available in Allied Health Office);
  - Highest TEAS scores (taken no earlier than the fall semester immediately prior to the application deadline of the nursing class for which admission is sought); scores must meet the minimum requirements as indicated in items #3 and #4;
  - Counseling copy of high school transcript with graduation date or earned GED scores;
  - Counseling copy of all college transcript(s) and transcript evaluation (if applicable) reflecting completion of pre-requisite courses with a minimum 2.5 GPA as indicated in item #5; and
  - Proof of current certification as a nurse aide (CNA) or proof of successful completion of a nursing aide course within one year of the application deadline.

It is the student's responsibility to verify the application packet is complete prior to submitting all required documents to the Allied Health office. A student must be in good academic standing with NMJC upon admission to the nursing program and continue in good academic standing throughout enrollment in the nursing program (maintain minimum 2.0 GPA).

### **Nursing Program Initial Admission to Level I**

Applications for admission to the first year of the nursing program will be accepted in the Allied Health office through May 20. Late applications will be accepted through August 1 or until which time maximum enrollment for the semester

has been met. Class size is limited and admission numbers are based on the space available.

### **Nursing Program Admission Eligibility and Selection Process**

Initial admission eligibility is based on:

- 60% GPA ranking of prerequisite courses (minimum of 2.5 GPA or higher) and
- 40% of TEAS cumulative individual percentile score (subtest scores at 40<sup>th</sup> percentile rank or higher).

Scores will be tallied and ranked to determine admission to the program. Scores will be ranked from the highest to the lowest for admission determination. The Nursing Program reserves the right to deny admission to any student who does not meet the established nursing program admission requirements. An applicant must have concurrent admission to NMJC in accordance with the admission requirements stated in the catalog. Admission to NMJC does not mean admission to the nursing program. The nursing requirements must be met and space must be available in the program.

### **Fall Selection Process**

An applicant's file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable GPA and completion of pre-requisite courses, minimum TEAS scores, CNA certificate/course, completed personal data form, completed information sheet, and a completed application form will not be considered in the selection process. Final selection is based upon the total ranking criteria of each applicant. Ranking will be based on academic assessment of the highest to lowest (2.5) pre-requisite GPA and cumulative TEAS score. Academic assessment is determined by:

- 60% of ranking score derived from GPA in pre-requisite courses; and
- 40% of ranking score derived from cumulative TEAS "Individual Percentile Rank-Program" score.

Applicant selections will be made from the applicant pool after ranking scores have been determined. The selection will be based on highest score (100%) to the lowest score and/or until maximum enrollment has been met. Applicants meeting the May 20<sup>th</sup> deadline will be given first consideration for admission. Once decisions have been made applicants will be notified of their admission status.

**Fall Admission Status** will be as follows:

- Accepted Admission: Applicant meets eligibility requirements and ranks within criteria guidelines. Applicants will be notified by mail if accepted for fall admission into the nursing program.
- Alternate Status: Applicant who meets admission requirements for the nursing program (within the stated deadline) will be placed by rank on a waiting list for admission as vacancies occur prior to first day of class. Applicants will be notified by mail of their status.
- Non-Accepted Status: Applicant did not meet minimum entrance requirements. Applicants not

chosen for admission will be notified by mail of their status.

### **Late Applicants**

Late applicants must meet all entrance requirements. They may be considered on a case by case basis only after all candidates on the alternate status list have been placed.

### **Level II Admission Requirements for Transfer or Readmission Applicants (Advanced Placement LPN/LVN Transition Option)**

Advanced Placement applies to those who have a current LPN or LVN license in good standing (no disciplinary action against license) and are requesting entry to complete RN (Associate Degree Nursing) coursework. The transition option allows the LPN/LVN to receive credit for selected nursing courses.

A transfer student requesting placement in the nursing program, who is not eligible for readmission to their original program of nursing, is not eligible for admission to the NMJC nursing program. An applicant must meet entrance requirements for NMJC and the nursing program. The student must complete an application to NMJC and the nursing program. A minimum cumulative 2.5 GPA in all course work applicable to the nursing degree is required for application. The deadline for application to the transition program is **November 1** of the year prior to requested admission. A transition student interested in application following the November 1 deadline should contact the Director of Allied Health for assistance.

An advanced placement LPN/LVN requesting transfer credit for admission or a student requesting readmission into Level II (semester 3 or 4) of the Associate Degree program is required to successfully complete (grade of C or better):

- NU 204, LPN to ADN Transition, prior to admission consideration
- All prerequisite courses must be completed with a grade of 'C' or better: BI 214A, BI 224A, BI 224, EN 113, , PS113, SE113, HE 113, PS 223B, and PS 110 or PS 113A

The transfer and readmission student should make an appointment with the Director of Allied Health to discuss the application and admission requirements.

### **LPN/LVN Advanced Placement Application Process**

- Apply to New Mexico Junior College
- Apply to the nursing program
- Submit an official high school transcript or GED scores and all college transcripts and/or vocational program transcripts to the Office of Admissions and Records
- Obtain "counseling copies" of transcripts/GED scores from Admissions and submit to the nursing program
- Request an individual transcript evaluation from the Office of Admissions for general education course credit and Level I nursing course credit and submit the evaluation to the nursing program

- Have a cumulative GPA of 2.5 or higher for all courses applicable to the nursing degree plan
- Complete the Student Nurse Information Sheet and submit it to the nursing program
- Complete the Personal Data Form and submit it to the nursing program
- Provide a copy of a current valid LPN or LVN license to the nursing program
- Provide proof of at least one year of clinical experience within the last three years prior to application to the nursing program

### **Readmission Applicant**

A readmission is a second attempt in the nursing program at any level. This applies to the returning nursing program applicant, including the student who was unsuccessful in a nursing course(s) or withdrew from a nursing course(s) once initially accepted. A student may be readmitted to the Nursing Program one time after withdrawal or failure of a course (unsuccessful attempt) in the nursing core curriculum. A course can be repeated one time regardless of the grade (whether a course(s) failure or withdrawal). Two course failures and/or withdrawals will permanently dismiss the student from the program. Readmission is not guaranteed for any student who exits the nursing program for any reason. Readmission is based on space availability and completion of applicable pre-requisite courses in degree plan. The student wishing to apply for readmission must follow the procedures.

### **Deadlines for Nursing Program Application for Readmission**

- Level I, first semester (fall): May 20
- Level I, second semester (spring): November 1
- Level II, third semester: November 1\*
- Level II, fourth semester: November 1

\*Successful completion of NU204 LPN to ADN Transition, is required in the spring semester prior to fall admission to Level II.

### **Readmission Process for Returning Nursing Applicant**

The following must be completed and submitted to the Director of Allied Health for consideration by the Readmission Committee:

### **Readmission Requirements**

1. Submit written request for readmission by deadline date
  - a. state the reason(s) for such request
2. Readmission Committee (Director and select faculty) will evaluate requests for readmission on an individual basis.

### **Readmission Committee will evaluate the following**

- Student's grades and academic standing
- Clinical evaluations
- Attendance record
- Reason(s) for withdrawal/course(s) failure
- Time lapsed since withdrawal/course failure\*

\*Opportunities for re-entry are extended to the student with the least amount of time between withdrawal/course failure and the request for admission consideration.

#### **Acceptance for Readmission Determined by**

- Committee evaluation; available space in program; current sequence of courses in the curriculum; re-entry testing (\*theory, math calculations and/or standard course assessment exams; depending upon Level of entry and committee recommendation); and receive a passing score on exam(s) (fees will apply for testing); assessment of lab and/or clinical skills (may be recommend by committee) time lapse from course(s) to request for re-entry, must be within one year of re-entry;
- \*Course final exam maybe required from exit point and/or exam(s) which will determine minimum competence and knowledge.

The Director and Committee retain the right to require remediation for theory, clinical and/or skills to address individual student needs and to ensure patient safety.

#### **Readmission Committee prioritizes the following**

- Student's grades and academic standing; clinical evaluations; attendance record; reason(s) for withdrawal; time lapsed since withdrawal\*

\*Opportunities for re-entry are extended to the student with the least amount of time between withdrawal and application consideration. Any nursing course(s) in the core curriculum that was completed 2 or more years prior to re-entry must be retaken. A student has three years from initial admission date to complete the ADN program (Level I and II).

#### **Readmission status**

If there are more students applying for readmission and there are not enough spaces available for the applicants, students will be readmitted based on the following priority selection criteria:

- First Priority: stop out applicant (an approved leave of absence from the nursing program)\*
- Second Priority: withdrew from course with a failing grade 'D'  
(\* see the Director of Allied Health for 'stop out' information)

The committee will make a selection determination as soon as eligibility is determined for applicants and space availability is confirmed. The student will be notified in writing of the readmission status. Readmission is based on space availability and compliance with conditions and/or requirements established by the Director of Allied Health and Readmission Committee. The student will be notified of readmission status in writing. If unsuccessful in request for readmission, the student will be notified of the reason(s) for denying the readmission request.

#### **Nursing Program Acceptance/Admission Requirements**

Once accepted into the nursing program the student must comply with the following requirements:

1. Professional CPR card;
2. Proof of negative tuberculosis screening (TB);
3. Proof of Rubella immunity (Rubella titer);
4. Physical examination with a release for clinical Participation;
5. Proof of Health Insurance;
6. Proof of Hepatitis B vaccine series;
7. Criminal Background Check from CertifiedBackground.com; and
8. Malpractice Insurance.

#### **Legal Issues Affecting Nursing Students**

Many states do not allow a person who has been previously convicted of a felony to be licensed as a nurse. Prior to submitting an application for admission to the nursing program, prospective nursing students with a felony conviction should make an appointment with the Director of Allied Health to discuss legal issues.

The New Mexico Board of Nursing will deny the application for licensure from any graduate who is not in compliance with the State of New Mexico Parental Responsibility Act (child support law). A student who is not in compliance with this law or has any questions pertaining to this process should contact the New Mexico Board of Nursing at 505-841-8340 or at the following web site: <http://www.bon.state.nm.us/nursing>

#### **Fingerprinting/Criminal Background Checks**

The nursing program will 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 requires a nursing student to have a nationwide criminal history screening prior to providing care. A nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges, and any dispositions arising there from including convictions, dismissals, acquittals, sentencing, and correctional supervision, collected by criminal justice agencies and stored in the computerized data bases of the FBI, the national law enforcement telecommunications systems, the DPS, or the repositories of criminal history information of other states.

The results of the screening must be clear prior to the student being allowed to participate in the clinical portion of the nursing course(s). A student receiving a screening report that identifies a crime(s) as a 'disqualifier' will not be eligible for continued enrollment or completion in the nursing program. A student may file an appeal with the NMJC Criminal History Screening Committee for reconsideration. The student should see the Director of Allied Health for more information regarding an appeal and status in the nursing program. The criminal history screening results will be held in a confidential file, but must be shared with nursing faculty for the purpose of appropriate clinical placement and rotation. A student is responsible for paying and submitting the information to obtain a criminal background check. Please contact the Allied Health Department for more information.

### **Criminal Background Check for Nursing Licensure**

The New Mexico Nursing Practice Act 61-3-13 and 61-3-18 requires that applicants for initial licensure in New Mexico, at their cost, provide the board with fingerprints and other information necessary for a state and national criminal background check. Your fingerprints will be submitted to the New Mexico Department of Public Safety (DPS) and to the Federal Bureau of Investigation (FBI) for a criminal history record. A graduate may be denied (by the Board of Nursing) the right to sit for the licensure exam. More information is available at the following web site: [www.bon.state.nm.us/nursing/](http://www.bon.state.nm.us/nursing/).

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

The NMJC Nursing Program is accredited by and responsible to the NLNAC. The Nursing Program and is required to annually report to the NLNAC such information as tuition and fees, length of program, etc. For more information about the NMJC Nursing Program accreditation status, please write to the National League for Nursing Accrediting Commission, 61 Broadway, 33<sup>rd</sup> Floor, New York, NY, 10006 or telephone 1-800-669-1656 ext. 153. The NLNAC website address is [www.nlnac.org](http://www.nlnac.org).

## **Catalog Statute of Limitations**

Graduation and program requirements exist for the student as stated in the catalog of record at the time of the student's initial enrollment and attendance. The student may continue to pursue his or her academic objective with this catalog as the catalog of record provided the student enrolls in and completes at least one credit course, applicable to meeting degree requirements before a calendar year has passed, since the student's last enrollment and attendance. After a calendar year of non attendance at NMJC, the student is no longer under graduation and program requirements as listed in the catalog of record corresponding to the student's initial enrollment and attendance. The student is subject to the graduation and program requirements indicated in the catalog in force at the time of the current enrollment and attendance. Due to the evolving nature of technology, students may be required to complete completion requirements from an updated catalog for vocational and technical programs if there has been a significant lapse in time between the time the program was begun and the program is completed. This determination will be made by the faculty and administration of the division offering the courses required for the certificate or diploma.

The *NMJC Catalog* is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner; Fall, Spring, and Summer Course Schedules*; and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, policies, tuition and fees, calendar dates, and other information are subject to

review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time by way of appropriate administrative procedure, without prior notice. Not all courses listed in the *NMJC Catalog* are offered every term. If the minimum numbers of students required for a course are not enrolled, the course may be cancelled.

## **General Policies and Procedures**

### **Auditing a Class**

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

### **Course Changes**

A student may add or drop a course during the first five days of classroom instruction of each regular fall or spring semester or during the first two instructional days of a summer session. A student may also withdraw from a course up to the beginning of the last two weeks of a regular semester or the last week of a summer session. Students should contact the Office of Enrollment Management for dates for course changes during inter-sessions or other mini-semesters. Any student who does not follow the correct withdrawal/drop procedure may receive a grade of "F" for each course. Students should contact the Office of Enrollment Management for withdrawal/drop procedures. Any exceptions must be approved by the appropriate Dean and/or Vice-President for Instruction.

### **Physical Examination**

Physical examinations are not required by students admitted to New Mexico Junior College. However, students who are enrolled in physical education activity courses are encouraged to have a physical examination prior to enrollment. Students requesting a waiver of physical education requirements due to health reasons must file the petition with the Dean of Enrollment Management along with a recommendation from the student's physician. Exemption is granted through the Dean of Mathematics and Sciences, who makes a recommendation to the Dean of Enrollment Management. Some special programs may require a physical examination prior to acceptance for admission to the program. International students are required to complete a physical examination prior to admission.

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

The Dean of Enrollment Management interprets the regulations concerning resident status. Questions regarding residency should be addressed to the Dean of Enrollment Management.

## Registration for Courses

Students are expected to enroll with the Dean of Enrollment Management and pay tuition and fees before the instructional period begins as outlined in the *Course Schedule*. A professor's class enrollment will be based on an official list furnished by the Dean of Enrollment Management. Students who are not properly enrolled will not be admitted to class. Students may not enroll after the end of the late registration period unless approved by the appropriate Dean and/or Vice-President for Instruction.

## Smoking/Use of Tobacco

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

## Student Classification

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

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

## Student Complaint Process

In order to comply with federal regulations, the Commission on Institutions of Higher Education expects all affiliated institutions to maintain records of formal, written student complaints which are filed with the President of NMJC, the Vice President for Finance, the Vice President for Instruction, the Vice President for Student Services, and/or the Vice President for Training and Outreach. In order to comply with the above policy, the following procedure has been approved:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint Form. Complaint forms are available through the Deans and Directors of programs and may be requested by students, faculty, and/or staff.
- Once the form is received, the Dean or Director will document receipt and resolution of the complaint or notice and forward it to the appropriate Vice President for investigation and resolution.
- Instructional complaints will be forwarded to the Vice-President for Institution; fiscal complaints to the Vice-President for Finance; workforce and training complaints to the Vice President for Training and Outreach, and student services complaints to the Vice-President for Student Services.
- The Vice President will then follow-up with the student as to satisfaction with resolution of complaint.
- The complaint form will then be submitted to the Vice-President for Student Services for logging purposes.

## Tuition Policy

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

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

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

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

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

## Academic Policies and Procedures

### Academic Appeals and Grievance Procedure

Any student with a grievance concerning academic matters shall present his/her grievance in writing for discussion first with the individual professor concerned. If the grievance is not resolved at this level, the student will send a copy of the grievance for discussion to the appropriate dean. If the grievance is still not resolved, the student will send a copy of the grievance for discussion to the Vice President for Instruction for a final decision.

Any student with a grievance other than one relating to academic matters will present his/her grievance in writing for discussion, first to the Vice President for Student Services. If the grievance is still not resolved, the student will send a copy of the grievance for discussion to the President. The student shall always have the right to appeal to the New Mexico Junior College Board. However, before the Board will hear a grievance, the student must have followed the procedure as outlined herein. When an appeal



is to be made to the NMJC Board, the student will address a communication, including a copy of the written grievance, to the Board Chairperson; New Mexico Junior College; 5317 Lovington Highway; Hobbs, New Mexico 88240. A copy of these materials must be sent to the college President. Upon receipt of an appeal to the Board, the Chairperson, with the membership, will determine if a hearing will be held; and if so, when, where, and under what conditions. The Board will consider an appeal for a hearing only when the request is submitted by the student(s) involved and not by a second party.

### **Academic Honesty**

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

### **Attendance Policy**

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

### **Cheating**

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

### **Classroom Conduct**

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

### **Food and Drink Policy**

Food items and soft drinks may not be consumed in NMJC classrooms. Students are also discouraged from bringing

any food and drink items into the classroom even though these items remain in sealed packaging.

### **Inclement Weather**

From time to time inclement weather can pose problems for students and others using the colleges central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach centers. No student or staff member is encouraged to travel when conditions are considered dangerous. In the event of inclement weather, the following procedure will be followed:

- If conditions appear to warrant closing, postponing or restricting college activities, the President or his/her designee will make the decision as to the course of action to be taken.
- When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his/her designee will notify the NMJC College Communications Office. The College Communications Office will then notify the listed county radio station (KLEA 101.7 FM, KPER 95.7 FM, KEJL 100.9 FM, KLMA 96.5 FM, KYKK 1100 AM, KZOR 94.1 FM, KIXN 102.9 FM, KPZA 103.7 FM, KBIM FM 94.9, KIKZ 106.3 FM ) and television stations (KOAT, KOBR, and KBIM) using a prepared, written statement.
- Normally the decision to postpone, cancel, or otherwise restrict college classes/activities will be made by 6:00 a.m. for the day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.
- Each supervisor is responsible for notifying his/her staff of any change in schedule.

### **Plagiarism**

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

### **Student Load**

The typical credit class load for a student expecting to graduate in two years is 16 credit hours per semester. NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the appropriate academic dean. Students who are employed are encouraged to adjust academic loads in relation to employment demands. NMJC officials reserve the right to limit the total semester hours late enrolling students may carry. The last day to register for credit

courses is the fifth class day of each fall and spring semester noted on the “Official NMJC Calendar” in the front of this publication. Students may not enroll for credit after this date. NMJC will limit the maximum student load to 12 credit hours per semester if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less, at an institution other than NMJC, may petition the appropriate Dean for permission to register for an overload based on superior academic achievement. However, in no case shall the maximum overall hours exceed 18 credit hours at both institutions. The typical credit hour load for summer is seven hours. Students may petition the appropriate Dean for permission to register for an overload. The above regulations will apply even though a student may be taking an audit course at an institution other than NMJC.

### Theory, Practice, and Semester Hours

Theory includes recitation and lecture. Practice includes work done in the laboratory, shop, drawing room, or field. For each classroom hour, two hours of outside work are expected. The time required in practice will vary with the nature of the courses and class requirements. Ordinarily, two to four hours of laboratory work or practice are the equivalent of one lecture hour. Most courses meet three hours per week, having a credit value of three semester hours per semester. A semester hour is one lecture hour per week for an entire semester spent in class plus outside preparation.

### Withdrawal Policy

Regular, punctual attendance is required for all classes at NMJC. Although the instructor has the right to drop any student who has missed a total of two weeks or more of a class, it is **not** guaranteed that the instructor will drop the student. If a student chooses to stop attending a class, he/she should withdraw from the class by going to the Office of Enrollment Management and completing the proper paperwork before the last date to withdraw. Failure to withdraw from a course by the last date to withdraw may result in a grade of “F” being given to the student.

## Alternative Methods for Earning Credit

### Advanced Placement (AP)

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

<b>AP Subject / Score</b>	<b>NMJC Course</b>	<b>NMJC Credit</b>
<b>Studio Art/3</b>	Student will receive credit ..... based on the specific medium: drawing, painting, etc.	3
<b>Studio Art/4</b>	Same criteria as above .....	6
<b>Biology/3</b>	BI 114-General Biology .....	4
<b>Biology/4</b>	BI 114-General Biology & ..... BI 124-General Biology .....	4 4
<b>Calculus AB/3</b>	MA 144-Calculus & Analytical ..... Geometry I.....	4
<b>Calculus BC/4</b>	MA 144- Calculus & Analytical ..... Geometry I & MA 154- Calculus & Analytical ..... Geometry II .....	4 4 4
<b>Chemistry/3</b>	CH 114A-General Chemistry.....	4
<b>Chemistry/4</b>	CH 114A-General Chemistry & ..... CH 124A-General Chemistry.....	4 4
<b>Computer Science A or AB/3</b>	CS 213F-C++ Programming .....	3
<b>Economics (Macro)/3</b>	EC 213-Principles of Economics (Macro).....	3
<b>Economics (Micro)/3</b>	EC 223-Principles of Economics (Micro).....	3
<b>*English Language &amp; Composition/3</b>	EN 113-Composition & Rhetoric .....	3
<b>*English Literature &amp; Composition/3</b>	EN 123-Composition and Literature .....	3
<b>+Environmental Science/3</b>	HM 193-Special Topics..... in Environmental Technology	3
<b>+Government &amp; Politics Comparative/3</b>	GO 193-Special Topics in Government.....	3
<b>Government &amp; Politics-U.S./3</b>	GO 213-American Government.....	3
<b>+History European/3</b>	HI 193-Special Topics in History .....	3
<b>History United States/3</b>	HI 113-United States History to..... 1877	3
<b>History United States/4</b>	HI 113-United States History to..... 1877 & HI 123-United States History from 1877 .....	3 3
<b>+Human Geography/3</b>	AN 193-Special Topics in Anthropology..	3
<b>+Physics B/3</b>	PH 193-Special Topics in Physics .....	3
<b>Psychology/3</b>	PS 113-Introduction to Psychology .....	3
<b>#Spanish Language/3</b>	SP 113-Beginning Spanish I .....	3
<b>#Spanish Language/4</b>	SP 113-Beginning Spanish I & ..... SP 123-Beginning Spanish II.....	3 3
<b>#Spanish Literature/3</b>	SP 213-Intermediate Spanish I.....	3
<b>#Spanish Literature/4</b>	SP 213-Intermediate Spanish I & ..... SP 223-Intermediate Spanish II .....	3 3

**Statistics/3** MA 113B-Statistics ..... 3

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

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

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

### College Level Examination Program (CLEP)

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

<b>CLEP Exam Subject</b>	<b>Minimum Score</b>	<b>NMJC Course</b>	<b>Credit Hours</b>
Composition, Freshman	50	EN 113.....	3
American Literature	50	EN 213C.....	3
English Literature	50	EN 213A.....	3
History of the U.S. I	50	HI 113.....	3
History of the U.S. II	50	HI 123.....	3
Western Civilization I	50	HI 213.....	3
Western Civilization II	50	HI 223.....	3
American Government	50	GO 213.....	3
College Algebra	50	MA 113.....	3
Precalculus	50	MA 113.....	3
Calculus w/ Elementary Functions	50	MA 144.....	4
Biology	50	BI 114.....	4
Chemistry	50	CH 114A.....	4
Intro to Educational Psych.	50	ED/PS213F.....	3
Psychology, Introductory	50	PS 113.....	3
Human Growth and Development	50	PS 223A.....	3
Sociology, Introductory	50	SO 213.....	3
Spanish	50	SP 113.....	3
Spanish	50	SP 123.....	3
Spanish	63	SP 213.....	3
Spanish	63	SP 223.....	3
Financial Accounting	50	AC 114.....	4
Management, Principles of	50	BU 213.....	3
Marketing, Principles of	50	BU 223A.....	3
Business Law, Introductory	50	BS 213.....	3
Macroeconomics, Principles	50	EC 213.....	3
Microeconomics, Principles	50	EC 223.....	3

### Institutional Challenge

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

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

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

### Credit for Prior Learning Policy

#### Law Enforcement/Corrections (Criminal Justice)

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

- Any currently certified and commissioned police officer may receive up to 28 credits by providing proof (original certificate) of the successful completion of a certified law enforcement Academy in New Mexico. Credits may count toward the AAS or AA in Criminal Justice. Students will receive credit as follows:  
 LA 113 or CJ 113-Introduction to Criminal Justice ..... 3 hrs.  
 LA 113P or CJ 113P-Introduction to Policing..... 3 hrs.  
 LA 123P or CJ 123P- Law Enforcement Patrol Procedures ..... 3 hrs.  
 LA 113B or CJ 113B-Criminal Law ..... 3 hrs.  
 LA 213A or CJ 213A-Criminal Investigation..... 3 hrs.  
 LA 123E or CJ 123E-Firearms Proficiency ..... 3 hrs.  
 LA 123F or CJ 123F-Traffic Law & Accident Investigation ..... 3 hrs.  
 LA 123D or CJ 123D-Technical Writing..... 3 hrs.  
 LA 114 Custody Control, Chemical Agents and Officer Safety ..... 4 hrs.
- Any currently New Mexico state corrections officer employed by a public or private correctional facility may receive up to 9 credits by providing proof (original

certificate) of successful completion of a certified corrections Academy in New Mexico. Students will receive credit as follows:

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

- NMJC will also accept transfer of credits from any other regionally accredited institution. Credits may transfer but not necessarily apply to the student's chosen course of study. Whether credits will count toward a degree is based on the decision of the College Dean of Enrollment Management and the Dean of Public Safety. Students will be required to have certified copies of transcripts sent to NMJC.
- Students will be required to complete a minimum of 12 hours of course work at NMJC and meet all other requirements for graduation.

**Automotive Technology/ASE Certification**

This policy is to be utilized in the implementation of a non-traditional approach to a Certificate and/or Associate in Applied Science Degree in Automotive Technology. NMJC's goal is to allow currently working technicians, who have up-to-date knowledge and skills, the opportunity to earn a Certificate or Associate in Applied Science Degree while employed. The following conditions must be met to receive credit in this area:

- ASE certification(s) for the applicant must be current.
- Official ASE transcript(s) must be received by the Dean of Enrollment Management's office at NMJC.
- The applicant must present the NMJC AT instructor a letter, on official letter head (if available), from his/her employer indicating the student's length of employment, the type(s) of work performed, and the applicant's ability to perform the required work.
- An interview with the AT instructor will be required of all students who choose to utilize this option. The AT instructor will make the final decision as to the course(s) for which the student will receive substitution/credit.
- Upon completion of the interview with the AT faculty and review of the letter from the employer, the student may be given credit for none, one, or more of the following cooperative work experience courses: AT 114, AT 114B, and AT 212.
- Upon verification, based on the official ASE transcript received by the Office of Enrollment Management that the ASE certifications are current, the student may receive credit for AT courses based on the following:

<u>ASE Certification</u>	<u>AT Program Course</u>
A1 Engine Repair	AT 113 Engine Repair
A2 Auto Tran./Transaxle	AT 213C Auto Tran.
A3 Manual Drive Train/Axle	AT 213A Manual Trans. Rear Axles
A4 Suspension & Steering	AT 223B Suspension/ Steering Systems
A5 Brakes	AT 123C Brake

A6 Electrical/Electronic Sys.	Systems AT 124 Electronics
A7 Heating and A/C	AT 213B Heating/AC Systems
A8 Engine Performance	AT 124A Engine Performance

**Tuition and Fees**

Tuition and fees are payable as indicated in the NMJC calendar published in the *NMJC Catalog* and *NMJC Class Schedule*. Tuition and fees are subject to change without notice by the NMJC Board.

**Tuition Per Semester**

**NMJC in-district resident**

Maximum cost for twelve (12) hours or more ..... \$336.00  
 Cost per hour for two through eleven hours ..... 28.00

**New Mexico out-of-district resident**

Maximum cost for twelve (12) hours or more ..... \$552.00  
 Cost per hour for two through eleven hours..... 46.00

**Out-of-state resident**

Maximum cost for twelve (12) hours or more ..... \$612.00  
 Cost per hour for two through eleven hours..... 51.00

**Special Considerations**

New Mexico Junior College will offer courses outside the district that would recover the total cost of offering said course(s). NMJC would consider waiving the out-of-district tuition for New Mexico students not residing in the district who would receive a competitive scholarship/grant-in-aid equivalent to \$100 per academic year. NMJC would also consider waiving the out-of-state tuition for students who would receive a competitive scholarship or grant-in-aid equivalent to \$100 per academic year.

**Special Fees**

Additional class schedule copies ..... 1.00  
 Dishonored check fee ..... 25.00  
 Distant Learning Fee (Internet)..... 40.00  
 Fee receipt copies each ..... 1.00  
 General Usage Fee ..... 15.00 per credit hour  
 Graduation Fee ..... 25.00  
 Housing and Meal Plans ..... Contact the Student Life Office  
 Internet Course ..... 40.00  
 Interactive Television Course ..... 40.00  
 Late Registration fee ..... 25.00  
 Transcript Fee (first one free) ..... 2.00

**Course, Lab, Testing, and Other Fees**

The Schedule of Classes for each instructional period will list fees associated with each course and lab if applicable. Testing and others fees will be listed in the Schedule of Classes as well.

## Tuition Policy

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff and the Board. Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, New Mexico Junior College will seek to uphold the following principles:

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

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

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

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

## Refunds

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

- Through the last day of late registration for the semester or session .....100%
- After the last day of late registration for the semester or session .....NO REFUND

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

Admissions and Records Office. The correct refund procedure is as follows:

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

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

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

## Tuition Refund Appeals Procedure

A withdrawing student must submit a written appeal delineating individual circumstances that would warrant an exception to the published refund policy to the Dean of Enrollment Management. The Dean of Enrollment Management will study the appeal and either recommend a refund or refer the appeal to the Vice President for Student Services.

## Payment Policy

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

- Student account balances;
- Deferred payment installments;
- Short-term loans;
- Bookstore charges; and
- Amounts invoiced for other charges incurred.

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

- Formal notice will be mailed to the student's last known address demanding full payment of the delinquent amount, plus any applicable late fees

within ten (10) business days from the date of notice.

If the student fails to make satisfactory arrangements for payment of the delinquent amount within the ten (10) business days:

- the student may be withdrawn from all classes;
- the student may be removed from College housing and meal privileges may be discontinued;
- the student's transcript shall be placed on "hold" status; and
- legal collection action may be taken and collection fees up to 25% of the delinquent balance may be charged.

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

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

## Financial Aid

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

### Types of Financial Aid

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

### Scholarships

Scholarships are awards that do not require repayment. Recipient selection criteria could include academic achievement, financial need, chosen major, or participation in athletics and extra-curricular activities. Scholarship

donors may include the college itself, the NMJC Foundation, corporations, non-profit organizations, and professional organizations. Federal and state scholarships may also be available (see separate sections). Award amounts vary with each individual scholarship. For more information concerning specific scholarships, contact the Financial Aid Office.

### Federal Title IV Programs

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

- Have a high school diploma, GED, or pass an independently administered test approved by the Department of Education;
- Have a Social Security Number;
- Be enrolled as a regular student in an eligible program;
- Be a U.S. Citizen or eligible Non-Citizen;
- Maintain satisfactory academic progress standards as determined by college policy;
- Sign certification statements of educational purpose, refunds and defaults, and updated information;
- Register with Selective Service; and
- If required, financial need for the campus-based programs (FSEOG, FCW and Federal Stafford Loans) is calculated by determining the student's cost of education and subtracting the expected family contribution (EFC).

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

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

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

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

**Federal Stafford Loan** - a variable interest loan made to students who are attending college at least half-time. Funds are disbursed by a lender (i.e.: a bank, credit union, savings



and loan association or non-profit foundation) and the loan is insured by a state guarantee agency and reinsured by the Federal Government. The subsidized Federal Stafford Loan amount is based on unmet financial need. The unsubsidized Federal Stafford Loan amount is based on the student's cost of education less other aid received. This loan must be repaid. This program is available only to students who have previously borrowed under this program.

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

### **State Programs**

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

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

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

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

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

**New Mexico Nursing Loan For Service** - available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. The student

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

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

### **Student Work Study Programs**

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

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

**New Mexico Work Study Program** - designed primarily for New Mexico residents who demonstrate financial need.

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

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

### **Satisfactory Progress Policy**

The U.S. Department of Education regulations require an institution to establish a satisfactory progress policy for students to maintain eligibility in the Federal Title IV Programs, based upon qualitative and quantitative standards. In order to maintain satisfactory progress at NMJC, a student receiving federal Title IV financial aid must maintain a minimum of 2.00 cumulative GPA and a minimum completion rate of 70%. Failure to meet these standards will result in the student being placed on suspension for financial aid purposes, and the student will no longer be eligible to receive federal financial aid.

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

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

### **Veterans' Benefits**

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

### **System of Grading**

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

### **Grade Distribution/Letter Grades**

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

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

The appropriate department and/or professor will determine the grade calculations for a course. Please refer to that section of the course syllabus for details. This policy will not apply to some Allied Health courses.

### **Grades for Allied Health**

Students in the ADN Nursing Program will receive grades based upon the percentage grading scale listed below:

- 93 - 100 = A
- 87 - 92 = B
- 79 - 86 = C
- 70 - 78 = D
- 0 - 69 = F

### **Definition of Letter Grades**

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

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

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

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

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

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

- If the criteria above are met, the instructor and student enter into a completion contract. The contract specifies what the student must do to complete the course and receive a grade. The method used to calculate the final grade must also be stated. The burden for completing the work resides with the student. The instructor will provide minor assistance to help the student complete the work. The instructor, the student, and the appropriate Dean sign the contract. If the student is incapacitated, the student does not have to sign. A copy goes to the student, the instructor, and the Dean of Enrollment Management.
- The student must complete all course work no later than the end of the next long semester.
- The instructor specifies on the contract what grade the student will receive if he/she does not complete the required coursework. When the student completes the required coursework, the instructor computes the final grade and turns in a grade change form to the appropriate academic Dean for processing. If no grade change form is processed because the student failed to complete the work in the specified time, the Dean of Enrollment Management will change the “I” grade into the grade specified on the contract at the end of the appropriate semester.

**W - Withdrawal**—A student who must withdraw or drop from a course must report to the Dean of Enrollment Management for instructions on the proper procedure. The student who does not follow the formal procedure may be given an “F” grade in each course irrespective of the withdrawal date. The student who officially drops a course will be assigned a “W”. A student will not be allowed to drop/withdraw from a course during the last two weeks of a regular semester or the last week of a summer session.

## Grade Points

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

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

## Grade Reports

An end of the semester grade report is issued to each student by the Office of Enrollment Management after the semester’s work is completed and may be obtained on the NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu). If a student desires to receive a paper copy of a grade report, he/she may come to the Office of Enrollment Management and receive the grade report. Unrecorded mid-semester grades are distributed by the ninth week of the long semester for advising purposes. The mid-semester grades may be accessed through the NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu).

## Change in Grade

Any grade change on record with the Office of Enrollment Management will be made only after having been submitted in writing by the professor concerned, approved by the appropriate academic Dean, and the Vice President for Instruction.

## Military Absence

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

## Repeating Courses

College policy for students wishing to repeat a course(s) includes:

1. There is not a maximum number of substitutions that are allowed.
2. To be eligible for substitution the original grade earned must have been below an “A.”
3. All courses and grades are shown on the transcript.
4. The highest grade and hours earned are used in computing the grade point average.
5. Students must file a petition with the Dean of Enrollment Management for each repeated course in which they desire this policy to be applied.

## Academic Renewal

Academic renewal is a policy in place to assist those students who have completed courses with “D” and “F” grades which are lowering their grade point average. To be eligible for the Academic Renewal Policy, the following requirements must be met:

1. The student must be pursuing a certificate or degree at New Mexico Junior College.
2. The student must be currently enrolled at New Mexico Junior College.
3. The student’s cumulative grade point average must be less than 2.00.
4. In the interval between the completion of the most recent course work to be re-evaluated under the policy and the filing of the petition, the student shall have completed a minimum of twelve hours with a grade of “C” or above on all work completed at New Mexico Junior College. Grades earned for these courses will be included in the new renewed grade point average.

For those students who are eligible for academic renewal, the transcript will be renewed according to the following policy:

1. Academic renewal may be applied only once on an eligible student's record and is not reversible.
2. All courses taken during the period being re-evaluated (courses completed before application for renewed credit) in which a grade of "P" or "C" or better, was earned will be included as renewed credit. Also included will be credits from evaluated transfer work, Advanced Placement (AP), CLEP, special examination, and military service.
3. All credits in category (2) will be designated on the permanent academic record as "Renewed Credit" and will be calculated in the cumulative grade point average. Courses not eligible for renewed credit (those in which a "D" or "F" was earned) are disregarded from the calculation of the cumulative grade point average and must be repeated if credit is desired.
4. The permanent academic record will list all course work attempted. Any transcript issued will include all graded courses attempted at New Mexico Junior College.
5. A student electing to use the renewed credit option could be eligible for college honors at graduation.

Students may consult with a counselor or the Registrar to determine if this policy is appropriate for them.

## **Scholastic Honors**

### **Graduation Honors**

"With Distinction" is accorded graduates, who in the course of their entire college work, have achieved a grade point average of 3.5 or higher. Students will be recognized at graduation ceremonies as graduating with honors based on GPA for completed course work.

### **Honors College**

The New Mexico Junior College Honors program is designed for students with exceptional academic talent who wish to enhance their critical thinking and problem-solving skills while completing graduation requirements. Graduating students who have completed 12 or more hours of honors level course work will be recognized as New Mexico Junior College Scholars.

### **President's Honor List**

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

### **Vice Presidents' Honor List**

The Vice Presidents recognize scholars each semester by publishing a list of full-time students whose grades for the previous semester show a **3.5** grade point average, with no grade less than a "B".

## **Dean's Honor List**

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

## **Academic Probation and Suspension**

NMJC students are expected to make satisfactory progress toward an academic objective. To assure that students make such progress, the academic record of each student is evaluated at the end of each collegiate session. A student who has earned more than twelve cumulative semester hours and has a cumulative grade point average below 1.75, will be placed on academic probation. A student will be removed from academic probation upon the attainment of a cumulative grade point average of 1.75 or higher. A student on academic probation is enrolled in the college conditionally and is expected to make wise use of the college counseling services and professors in improving study habits. Neglect of these recommendations will be considered as evidence of the student's lack of sincerity in improving academic status. New Mexico Junior College students placed on academic probation are under the immediate supervision of a college faculty advisor. Generally, no student on academic probation may enroll for more than twelve hours during a semester or six hours during a summer session. Probationary students who fail to achieve a 1.75 ("D") GPA for hours earned during the subsequent semester will be subject to academic suspension. This means the student must petition the Academic Standards Committee for the privilege of continued NMJC enrollment. Students on academic suspension are eligible to petition for readmission for any academic term following their term of suspension. Applications will be reviewed by the Academic Standards Committee and if readmission is granted, it will be subject to conditions specified by the committee to include probationary status.

## **Graduation Requirements**

Graduation requirements represent the firm commitment by NMJC to general education principles. These requirements are designed to develop the potential of each student, broaden their outlook, and contribute to the realization of the well-balanced whole person. Upon completion of the following requirements, students at NMJC will be granted the degree, Associate of Arts or Associate of Science, or Associate in Applied Science, depending on the area of emphasis. Responsibility for filing a graduation petition with the Dean of Enrollment Management no later than the end of the fifth week of the semester of graduation rests with the student. Please note that effective the 1995 Fall semester, transitional study courses cannot be used to satisfy graduation requirements; however, transitional study courses required for some students will become a part of their degree plans. Students having enrolled under previous catalogs may be able to apply certain transitional study courses toward satisfying associate degree graduation requirements provided the previous catalog is the official catalog of record (see General Policies, Procedures and Fees

in this catalog for additional information). Application of such hours may require approval of the college's Dean of Enrollment Management. Requirements for the Associate of Arts, Associate of Science, Associates of Applied Science, and Certificates are listed in this catalog. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree.

## Subject Matter Classifications

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

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

## Transfer of Credit

### TRANSFER OF CREDIT FROM ACCREDITED 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 course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students who enroll for first year or second-year study at a New Mexico institution and 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.

### STUDENT RESPONSIBILITY

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

### TRANSFERRING COURSES TO FULFILL THE NEW MEXICO GENERAL EDUCATION COMMON CORE

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 transfer of general education courses among New Mexico's institution of higher education. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic adviser 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 years of study. The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department Web site at <http://hed.state.nm.us>. Follow the "Colleges and Universities" link to the drop down menu and select "Transferring Credits" then select "Core Matrix." Courses are listed by institution, whether university or community college, under each of the five general education areas. Students may also be able to access this list by going directly to [www.hed.state.nm.us/colleges/matrix.asp](http://www.hed.state.nm.us/colleges/matrix.asp). The course prefix and number that appear next to many of the institutions internal course prefixes and numbers is the New Mexico Common Course Number (NMCCNS). This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal "common course number," creating an easy one-to-one match. Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides, and in course descriptions in college catalogs and Web sites. Simply put, the common course number connects equivalent courses at multiple institutions, ensuring students that the course will transfer to the receiving institution and meet degree requirements. The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:

	Level		
Four Character	Fresh = 1		Credit
Academic Prefix	Soph = 2	Sequence	Hours
BIOL	1	11	4

The number under NMCCNS infers the course will transfer within New Mexico to meet the required area of NMGECC.

**THE LOWER-DIVISION GENERAL EDUCATION  
COMMON CORE (NMGECC)**

**Area I: Communications**  
**Select nine semester hours**

NMJC Course	NMCCNS	Cr. Hrs.
EN 113	ENGL 1113	3
EN 123	ENGL 1123	3
EN 123A	ENGL 2123	3
SE 123	COMM 1113	3
SE 113	COMM 1213	3

**Area II: Mathematics**  
**Select three semester hours**

NMJC Course	NMCCNS	Cr. Hrs.
MA 113	MATH 1113	3
MA 144	MATH 1614	4
MA 113B	MATH 2313	3

**Area III: Laboratory Science**  
**Select eight semester hours**

NMJC Course	NMCCNS	Cr. Hrs.
BI 114/114L	BIOL 1114	4
BI 124/124L	BIOL 1124	4
CH 114/114L	CHEM 1114	4
CH 114A/114AL	CHEM 1214	4
CH 124A/124AL	CHEM 1224	4
GE 114/114L	GEOL 1114	4
GE 124/124L	GEOL 1214	4
PH 114/114L	PHYS 1114	4
PH 214/214L	PHYS 1214	4
PH 224/224L	PHYS 1224	4
PH 114A/114AL	ASTR 1114	4

**Area IV: Social and Behavioral Sciences**  
**Select six to nine semester hours\***

NMJC Course	NMCCNS	Cr. Hrs.
EC 213	ECON 2113	3
EC 223	ECON 2123	3
GO 213	POLS 1123	3
PS 113	PSYC 1113	3
SO 213	SOCI 1113	3
SO 223	SOCI 2113	3
SO 223W	SOCI 2213	3
AN 123	ANTH 2113	3

**Area V: Humanities and Fine Arts**  
**Select six to nine semester hours\***

NMJC Course	NMCCNS	Cr. Hrs.
HI 113	HIST 1113	3
HI 123	HIST 1123	3
HI 213	HIST 1053	3
PI 213	PHIL 1113	3
AR 113	ARTS 1113	3
MU 213	MUSI 1113	3
MU 213A / 223A	MUSI 1013	3
DR 113	THTR 1013	3
EN 213 / 213G / 223	ENGL 2213	3
EN 213A	ENGL 2413	3
EN 223A	ENGL 2423	3
EN 213C	ENGL 2513	3
EN 223C	ENGL 2523	3
EN 213D	ENGL 2613	3
EN 223D	ENGL 2623	3
EN 213F	ENGL 2713	3

\*Choose a total of 15 semester hours from Area IV and Area V, with a minimum of six semester hours in each area.

NOTE: The New Mexico Higher Education Department has approved for transfer many additional courses in each of the general education categories. If a transfer institution has unspecified course requirements in a particular category, students have many more options than are indicated in the preceding list. Please consult with an NMJC counselor, your advisor, or check with the Registrar's Office for the latest updates.

**LOWER-DIVISION 64-HOUR TRANSFER  
MODULES**

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

- Business
- Criminal Justice
- Early Childhood Education

Modules for additional areas of study are being developed. Copies of these transfer modules may be obtained from the Counseling Office, Registrar's Office, or from the New Mexico Higher Education Department Web site 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 from which they wish to graduate are advised to consult the transfer guide or catalog for that institution for current and detailed advice to guide their course selections. Students should refer to the institutional Web sites to view



and print the most current transfer guides. The Counseling Office can provide helpful information for those students transferring to another college or university.

**COMPLAINT PROCEDURE FOR TRANSFER STUDENTS**

NMJC and all other 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 course work from other public institutions in the state. NMJC’s complaint process is as follows:

1. File a written appeal with the Registrar’s Office providing the prefix/number of the course(s) in question, semester and year the course was taken, the name of the course, and the course description from sending institution’s catalog.
2. If the request is denied, the student may continue the appeal process to the Academic Standards Committee and must do so no later than 30 days following the notification of denial.
3. The Academic Standards Committee, in concert with the appropriate college division and/or content area, will review applicable materials and render a final decision.

If the course or courses in question are part of a state approved transfer module, the student may make further appeal to the Higher Education Department in Santa Fe by contacting:

Deputy Secretary for Academic Affairs  
Higher Education Department  
New Mexico School for the Deaf Campus  
1068 Cerrillos Road  
Santa Fe, NM 87505-1650

If a student’s articulation complaint is upheld at that level and the student was required to repeat the course, the receiving institution shall reimburse the student the complete cost, including tuition, books, and fees of each course the student was required to repeat at the receiving institution. Students who have been admitted to NMJC as degree students in transfer from a regionally accredited college, university, or other post-secondary institution may request the transfer of credit earned at other institutions. Students must request that each previously attended college or university send an official transcript directly to the New Mexico Junior College Registrar’s Office. Under no circumstances will NMJC accept college transcripts directly from students. Credits may be transferred in accordance with the following guidelines:

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

- an official transcript is received by the Dean of Enrollment Management’s Office at New Mexico Junior College from the other college or university;
- the student must request that the courses from the other educational institution(s) be evaluated by contacting the Enrollment Management Office;

- New Mexico Junior College offers an equivalent course or if there is not an equivalent course in the master NMJC Catalog, a course may be accepted for elective hours in a student’s degree program if all other requirements listed above are met;
- there is a course description available in the transfer institution’s official catalog;
- the course work at the transfer institution is considered college level (not transitional or high school level) credit;
- credit will not be given for upper division courses from another institution unless there is an articulation agreement in place;
- courses that are accepted in transfer to New Mexico Junior College will be listed on the NMJC transcript with the letter grade and the number of hours accepted but the grade and hours will not be calculated into the grade point average or hours completed on the NMJC transcript; and
- the transfer hours accepted can be applied to a certificate and/or an associate degree.

If students have questions about the evaluation of transfer credit, they may contact the Dean of Enrollment Management.

**Clock Hour and Quarter Hour Conversion**

The following are the conversion standards that are used to convert clock hours or quarter hours that are completed at other institutions for semester hour credit at NMJC:

**Clock Hours**

- One (1) semester credit hour will be given for each fifteen (15) clock hours of lecture.
- One (1) semester credit hour will be given for each thirty (30) clock hours of lab.

**Quarter Hours**

- Two-thirds (2/3) of a semester hour will be given for each quarter hour earned. The table below gives the conversion rate from one to twelve quarter hours:

Quarter Hours	=	Semester Hours
1	=	0.6
2	=	1.3
3	=	2.0
4	=	2.6
5	=	3.3
6	=	4.0
7	=	4.6
8	=	5.3
9	=	6.0
10	=	6.6
11	=	7.3
12	=	8.0

## **Student Development**

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

### **Activities**

Both the college and the students design and provide activities which are enjoyable and enriching to the participants. The Student Senate has a major responsibility of recommending social events for the student body, while many activities are produced by other college groups. The Associate Dean of Student Life, located in the Ben Alexander Student Learning Center, is responsible for developing and coordinating student activities.

### **Advisement**

The key to taking the right class is getting good advice. NMJC offers career decision making, academic planning and course advising to every interested student through the Counseling Office and the Faculty Academic Advisory System. The Counseling Office, located in the Ben Alexander Student Learning Center, is where a student begins and is provided degree planning and transfer information. Students who enroll for twelve or more credits and/or intend to earn a degree or program certificate are also assigned a faculty advisor based on their individually chosen major. During the first weeks of each semester, students should meet their assigned advisor to discuss goals and coordinate the student's entire program. Later in the semester, prior to enrollment for the next term, students and advisors should meet again for a pre-enrollment conference. Students are encouraged to meet regularly with their advisor, not only for schedule and program planning, but also for assistance with college-related problems. The advisement program provides students with contact with faculty members. This contact can be of significant value to the student.

### **Assessment**

The Academic Skills Assessment program measures a student's ability in reading, math, and English to assist students in selecting the class(es) that are appropriate for their academic background. New students who will be seeking a degree or taking their first college level math and/or English class are required to take the assessments. Students who want to know more about their skills in these areas can also take the assessments. The assessments can be taken during the day or evening. Students are placed in English, math, and other classes requiring considerable reading based on their ACT, SAT, ASSET or COMPASS scores. The college also provides additional aptitude and career interest testing. Information about various assessment tests can be obtained from the Counseling Office.

### **Bookstore**

The NMJC Bookstore, located in the Ben Alexander Student Learning Center, sells required texts and course supplies. Novelty items, clothing, class rings, and general supplies are available. Generally, the bookstore is open

weekdays from 8:00 am until 5:00 pm, with extended hours of operation during peak enrollment periods.

### **Career Center**

The college has a collection of career pamphlets, books, vocational biographies, and computerized systems to help individuals with career decision-making. The computerized system of Choices allows individuals to take career interest tests, locate careers consistent with interests, and locate colleges. The Career Center is located in the Ben Alexander Student Learning Center.

### **Cheerleading**

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

### **Clubs**

A variety of clubs and organizations exist to meet student needs and interests beyond the college curriculum. All officially recognized clubs and organizations must be approved by the Associate Dean of Student Life and supervised by a faculty sponsor. The college encourages student participation in one or more campus organizations where benefits gained from student participation are viewed as invaluable in promoting a balanced individual. Students interested should contact the Associate Dean of Student Life for information on the procedure for establishing a campus club or organization.

### **Counseling**

New Mexico Junior College employs a professional counseling staff to help students plan academic and professional futures. Counselors can assist students in choosing or changing careers, deciding on a major, selecting classes, determining transferability of courses, acquiring study skills to be successful, making decisions, exploring ways to deal with problems, and confronting problems that hinder a student's progress. The Counseling Office is located in the Ben Alexander Student Learning Center. The office is open Monday – Thursday, 8 a.m. to 6 p.m., and Friday, 8 a.m. to 5 p.m.

### **Crime Awareness**

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

### **Discipline**

The Vice President for Student Services or his/her designee is charged with the administration of student discipline by the President of the college. Through enrollment at NMJC in credit and non-credit courses, the student indicates acceptance of an established standard of conduct. In

addition, those who use NMJC facilities and resources are subject to College disciplinary procedure and behavior expectations.

### **Drug Free Campus Information**

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

### **Food Service**

The NMJC Food Service provides a snack bar, separate cafeteria dining, and a catering service. The facilities are located in the Ben Alexander Student Learning Center. The catering service is available for both on and off campus activities. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

### **Government**

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

### **Housing**

NMJC has three campus housing facilities each having a capacity of 96 residents. Each housing facility has an electronic security system designed to enhance the occupant's safety. Two of the housing unit features suites consisting of two rooms with a common bathroom and shower. Each room is designed for comfort and function. Each room can accommodate two occupants and features built-in furnishings, central heating and cooling, and mini-blinds. In addition, each room is pre-wired for local telephone and cable television. Some rooms are specifically designed for students with special needs. The third and newest housing unit has apartment style living. Additional information regarding housing at New Mexico Junior College may be obtained by contacting the Associate Dean of Student Life, NMJC, 5317 Lovington Highway, Hobbs, NM 88240.

### **I.D. Cards**

All students are required to have an NMJC student I.D. card. The card may be used for admission to school functions,

library/career services, and identification. I.D. cards are issued in the Student Life Office.

### **Intercollegiate Athletics**

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

### **Intramurals**

Intramural activities are designed to give students an opportunity to compete in athletic events outside intercollegiate level competition. The activities may include but are not limited to flag football, racquetball, basketball, volleyball, tennis, badminton, and soccer. Other sports and activities may be offered upon a demonstrated interest basis.

### **Job Placement Service**

The placement service exists to serve NMJC students, Alumni, and community patrons. The office is located in the Ben Alexander Student Learning Center. This office assists with resume preparation and job searches for both part-time and full time employment. A placement packet is maintained for all students who register with the placement office. A complete listing of job vacancies from the city, state, and federal government are posted monthly. Local listings from the private sector are also available.

### **Music**

The NMJC Sensations perform at various campus and community events throughout the year. Students may try out for the choir regardless of academic major. Students with an interest in choral singing are encouraged to participate in the *NMJC College and Community Chorale*. For those who play an instrument, the College offers the opportunity to participate in the *College and Community Band*. Interested students are encouraged to apply for available scholarships.

### **Orientation**

NMJC currently has two programs in place to orient students to the college's services, policies and procedures, and to assist them in acquiring helpful study skills. Either of the following programs will enable students to complete the college's orientation requirement.

PS 110 - College Orientation, is a presentation of major policies, procedures, services, and information on keys to success in the classroom. This program is available on-line at [www.nmjc.edu](http://www.nmjc.edu) and may be viewed at the student's convenience. Students can elect to attend a live presentation of PS 110, in a one-hour meeting format, offered on-site

through the Counseling Office. Students interested in completing the orientation requirement through the on-site option should contact the Counseling Office for schedule and registration information.

PS 113A, Freshman Seminar, is a three credit-hour course that covers study skills and other key issues facing students. This program is a semester long program.

### **Parking Permits**

Students are required to register the vehicle(s) they will be driving on campus. Permits will be issued in the Student Life Office. Employees, students, or visitors who violate parking regulations are subject to fines or other sanctions.

### **Phi Beta Lambda**

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

### **Phi Theta Kappa**

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

### **Security/Emergency Management**

Campus security officers are on duty to help prevent or correct dangerous situations. The officers represent NMJC in all security matters and have the authority to reasonably carry out their duties. Failure to comply with a security officer request may result in serious student disciplinary action. The Director of Security is located in the John Shepherd Administration Building and other security personnel are located in the Ben Alexander Student Learning Center.. Security may be contacted through the NMJC switchboard at (505) 392-4510, by cellular phone at (505) 399-2033, or after 5 pm at (505) 392-5843. NMJC also has a written Safety/Emergency Manual. The complete manual is on the NMJC web page or a printed copy can be viewed at Pannell Library.

### **Sigma Kappa Delta**

Sigma Kappa Delta was formed under the auspices of Sigma Tau Delta, the International English Honor Society, serving four-year institutions. Sigma Kappa Delta honors outstanding students of English in two-year colleges throughout the nation. The organization is committed to promoting excellence in writing, reading, and communicating. The chapter name at NMJC is Omicron Beta. Membership is by invitation and recommendation of the English faculty. To qualify, students must have completed a minimum of one college composition or

literature course (EN113, EN123) with a “B” average or better, have completed at least 12 semester hours, and must be ranked in the highest 30% of their class in general scholarship. Selected representatives travel to regional and national conferences.

### **Special Needs Services**

Special Needs Services (SNS) is the official contact for students with disabilities who request academic support and accommodation. Through the SNS Office, students with documented physical, learning, or psychological disabilities have access to a variety of services including but not limited to: tutoring, extended time, modified testing, textbooks in alternative formats, note taking assistance, and large print materials.

Students must self-identify with SNS and provide current documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologists, educational diagnostician, or other qualified provider). Eligibility for services is based on the documentation, which should include diagnosis of the disability, information regarding effects and limitations, and suggestions for reasonable accommodations.

Special Needs Services is available for consultation concerning eligibility and services Monday through Friday. Students are encouraged to stop by the office or call to make an appointment to discuss services as soon as possible to allow sufficient time for planning of accommodations. For additional information and assistance, please contact the Counseling Office.

### **Student Learning Center**

The Ben Alexander Student Learning Center is the social hub for many NMJC students and staff. This facility serves as the site for numerous student activities and as a meeting location for various campus and community groups. The Ben Alexander Student Learning Center houses offices for Student Activities and Housing as well as the bookstore and the food service operation. Also included is a student lounge and game room, the T-Bird Lounge, Theatre, New Mexico Junior College postal service, and switchboard. Student services available in the Ben Alexander Student Learning Center include the Adult Basic Education and GED programs, Counseling Office, Enrollment Management Office, Financial Aid Office, Learning Lab, Student Support Services, Talent Search, Testing Center, Upward Bound, and Transitional Studies Office.

### **Student Support Services**

Student Support Services (SSS) is a program to help you attain success! SSS is located in the Ben Alexander Student Learning Center and is a federally funded TRIO program designed to help disadvantaged students reach their educational goals. SSS staff can help students develop goals, identify majors, complete degree plans, explore transfer options and career choices. In the SSS computer lab you can write papers; do internet research; take career and interest inventories; improve reading, writing and math

skills; or complete a study skills assessment. SSS workshops are designed around students' requests and include topics such as test anxiety and stress management, conflict resolution, and learning styles as well as many other subjects. TRIO scholarships are offered through SSS. Other SSS services include free tutoring and mentoring, trips to four-year institutions, and tickets to cultural activities such as plays, symphonies, ballets, concerts, and museums. All applicants must meet at least one of the following criteria to participate in SSS:

- First generation student (neither parent has earned a bachelors degree);
- In need of financial aid; and
- Physically or academically challenged

Reaching your goals is possible with Student Support Services.

### **Theatre**

Students interested in theatre performance and study may participate in all phases of theatrical production at New Mexico Junior College. Productions are generally performed each fall and spring semester. Students interested in theatre are encouraged to participate in Drama Club activities, and to audition for parts, etc. Interested students may apply for available scholarships.

### **Transcripts**

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

### **Who's Who in American Community and Junior Colleges**

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

### **Pannell Library and Information Resource Center**

Located in the center of campus, both ideologically and physically, Pannell Library is one of the few multi-story structures at the college. The building houses a number of services in addition to traditional and not so traditional information resources. Each service area has its own telephone number and may be dialed directly, or the switchboard (505-392-4510) can make connections to specific areas for you. A public photocopy machine is available adjacent to the built-in display cabinet on the first

floor. NMJC's Interactive Television studio is located on the second floor.

### **Library Services**

Library services are really quite impressive at the Junior College. The ongoing consortia relationship among the libraries of Lea County, as well as the continuing support of New Mexico Junior College, affords college patrons access to a wide variety of information resources. Through the Estacado Library Information Network (ELIN) Consortium and the colleges' own resources, students have access to databases composed of hundreds of thousands of articles on any subject imaginable, many in full text. A valid student I.D. or locally issued drivers license allows a user to become registered in the library system. This will allow for the use of library resources at any of the other ELIN member libraries in Lea County; Hobbs Public Library, Lovington Public Library, Tatum Library, College of the Southwest, Carlsbad Public Library, Woolworth Community Library in Jal and most recently, the Eunice Public Library in Eunice. Available in multiple formats to fit the varying needs of the college population, the library collection is a necessary component of instructional services. Pannell Library has public computers, each with Internet access, available for research purposes as well as microfilm and microfiche readers. It subscribes to over 320 journals and magazines, of which approximately 10% have an online version available. The internet based library catalog, WebCat, is a shared resource that gives our students and patrons distributed around the globe, access to over 450,000 titles.

Pannell Library also houses collections of federal, state, and local government documents. The library collection includes approximately 106,000 books, pamphlets, and maps in the general and reference collections. Approximately 5,000 other titles are available in the collection of legal resources.

In addition to printed legal information, the library subscribes to the on-line version of Westlaw for information about cases, statutes, and environmental law resources in both Texas and New Mexico. We offer access to electronic books as well as the electronic version of many printed magazines and journals through our catalog. These electronic resources are available to junior college students through computer workstations either in Pannell Library or from any computer with internet access anywhere in the world.

### **Instructional Divisions**

Five instructional divisions have been organized to administer the instructional offerings at NMJC. The five divisions are: Arts and Humanities; Careers and Technology; Extended Learning; Math and Sciences; and Public Safety. Each division is directed by a dean, who is assisted by faculty and administrative staff to provide the instructional offerings to student. The course offerings and services of each division are listed below:

## **Division of Arts and Humanities**

- Adult Basic Education
- Art
- Communications
- Early Childhood Education
- Education
- English
- English as a Second Language
- GED Testing
- Learning Assistance Center
- Music
- Philosophy
- Spanish
- Testing Center
- Theatre
- Transitional Studies: English and Reading
- Tutorial Program

## **Division of Careers and Technology**

- Accounting
- ACT Academy
- Architectural/Drafting Technology
- Automotive
- Business
- Computer Information Systems
- Construction Technology
- Cosmetology
- Design Communication
- Economics
- Emergency Medical Technician
- Legal Secretary
- Medical Terminology
- Nursing
- Office Technology/Administrative Assistant
- Pharmacology
- Welding

## **Division of Extended Learning**

- Continuing Education
- Distance Education
- Facility Usage
- Event Scheduling

## **Division of Math and Sciences**

- Agriculture
- Anthropology
- Athletic Training
- Biology
- Chemistry
- Geography
- Geology
- Government
- History
- Mathematics
- Philosophy
- Physical Education
- Physics
- Psychology
- Sociology

## **Division of Public Safety**

- Correction Academy
- Criminal Justice
- Law Enforcement Academy
- Legal Assistant/Paralegal
- Radiological Control and Waste Handling

## **Division of Training and Outreach**

- Commercial Driving Instruction
- Contract Training
- Driver Education
- Industrial Technology
- Nuclear Technician



## ASSOCIATE DEGREES

### Associate of Arts (AA) Degree University Parallel, Transfer Program

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

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

Accounting	Anthropology
Art	Athletic Training
Business Administration	Communications
Criminal Justice	Economics
Education, Early Childhood	Education, Elementary
Education, Secondary	English
Geography	Government
History	Management
Marketing	Music
Philosophy	Physical Education
Pre-Law	Psychology
Sociology	Spanish
Theatre (Drama)	

**General Education Requirements ..... (40-43 hrs.)**

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
English Elective (200 level)	3 hrs.
Social Science Electives (AN, EC, GG,GO, HI, PI, or SO)	9 hrs.
Laboratory Science Electives (BI, CH, GE, PH)	8 hrs.
Behavioral Science Elective (PS or SO)	3 hrs.
Humanities Electives (AR, DR, EN, MU, PI, RE,SE, SP)	3 hrs.
Mathematics Elective (MA Prefix)	3 hrs.
Communications Elective (EN or SE)	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.
<b>*Area of emphasis electives</b>	<b>21 - 24 hrs.</b>

**Total hrs. required for AA degree: .....64 hrs.**

### Associate of Science (AS) Degree University Parallel, Transfer Program

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

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

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

**General Education Requirements..... (41-44 hrs.)**

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

**\*Area of emphasis electives ..... 20-23 hrs.**

**Total hrs. required for the AS Degree: .....64 hrs.**

## Associate of Arts (AA)

### Early Childhood Education – 13.1210

NOTE: Early Childhood Education is appropriate for those students planning to work with children from birth through eight-years-old. In order to meet New Mexico state competencies, the Associate of Arts degree for Early Childhood Education has specific course requirements. Sixty-four to sixty-seven (64-67) semester hours are needed. A minimum of twelve (12) semester hours must be earned at NMJC, with a minimum grade point average of 2.0 on all work completed. However, many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer. Upon satisfactory completion of the Early Childhood Education core (26 hours), plus Composition and Rhetoric (EN113 – 3 hrs.), and Early Childhood Growth and Development (EG 213G – 3 hrs.); the student will be awarded a certificate from the State of New Mexico-Office of Child Development. This certificate, and / or the Associate of Arts degree, will be helpful in meeting the needs of students who plan to teach in Head Start, work as teacher-assistants in K-3<sup>rd</sup> grade classrooms, work in child-care settings, those who plan to transfer to a four-year institution and major in Early Childhood Education, or for Elementary Education students and teacher who want a firm foundation in working with children from birth through eight-years-old. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

#### General Education Requirements (38-41 hrs.)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
ED 213G, Early Childhood Growth & Development	3 hrs.
SE Prefix	3 hrs.
Social Science	3 hrs.
Social Science	3 hrs.
Social Science	3 hrs.
Lab Science	4 hrs.
Lab Science	4 hrs.
MA Prefix	3 hrs.
Humanities	3 hrs.
Humanities	3 hrs.

#### Departmental Requirements (26 hrs.)

ED 112, Professionalism	2 hrs.
ED 112A, Practicum I-L	2 hrs.
ED 113A, Guiding Young Children	3 hrs.
ED 113B, Curriculum Development & Implementation I	3 hrs.
ED 123, Family & Community Collaboration	3 hrs.
ED 212, Practicum II-L	2 hrs.
ED 222, Health, Safety, & Nutrition	2 hrs.
ED 213C, Assessment of Children & Evaluation of Programs	3 hrs.
ED 223C, Curriculum Development & Implementation II	3 hrs.
ED 223D, Introduction to Reading & Literacy Development	3 hrs.

**Total:** .....64-67 hrs.

## Associate in Applied Science (AAS) Degree

The Associate of Applied Science degree prepares students for entry-level employment in a given occupation or upgrades employable skills. All AAS degrees have limited transferability. Talk with an advisor for specific details.

### Architectural / Drafting Technology

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

**Emphasis Areas:** Architectural Drafting and Interior Design

#### General Education Requirements (21-25 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians or	
SE 113 Interpersonal Communication	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
MA 113A, Intermediate Algebra	3 hrs.
MA 123, Plane Trigonometry or	
MA 114B, Technical Math I	3or 4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.

#### Program Requirements (22 credit hours)

CS 123D, Windows Applications I	3 hrs.
EG 123C, Intro to 3-D Animation	4 hrs.
CT 113, Building Materials	3 hrs.
CT 123, Blueprint Reading for Construction	3 hrs.
CT 173, Principles of Construction	3 hrs.
EG 113, Principles of Drafting	3 hrs.
EG 123, Intro to Computer Assisted Drafting	3 hrs.

#### Emphasis Areas – Choose either Architectural Drafting or Interior Design as an emphasis area .

##### Architectural Drafting (12 hours)

ARCH 213A, Architectural Rendering	3 hrs.
ARCH 233A, History of World Architecture	3 hrs.
EG 223A, Advanced Computer Assisted Drafting	3 hrs.
EG 243A, Architectural Design Topics	3 hrs.

##### Interior Design (12 hours)

ARCH 213A, Architectural Rendering	3 hrs.
EG 243A, Architectural Design Topics	3 hrs.
ID 213D, Intro to Interior Design	3 hrs.
ID 233D, Interior Design I	3 hrs.

#### Electives (A minimum of 9 credit hours from the list below and requires advisor approval):

ARCH 143, Historical Architectural Travel	3 hrs.
CT 111, Tools for Success	1 hr.
CT 112S, Project Supervision	3 hrs.
EG 133, Design and Fabrication	
Using CAD/CAM	3 hrs.
EG 222, Professional Development in Residential Construction Techniques	2 hrs.
EG 241-8, CAD Cooperative Work Experience	3 hrs.
Any Other Course with EG prefix	

**Total:** .....64-67 hrs.

## Automotive Technology (AT) – 47.0604

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
BU223, Business Communications	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.

### Departmental Requirements (39 credit hours)

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

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

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

Elective .....2 hrs.

**Total .....64-67 hrs.**

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

## Automotive Technology Ford Motor Company (ASSET) Automotive Student Service Educational Training 47.0604

A total of 89-92 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (16-19 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
PH 113, Technical Physics	3 hrs.
PS 213B, Human Relations	3 hrs.

### Departmental Requirements (72 credit hours)

FM 113, Technology for Technicians	3 hrs.
FM 114, Automotive Fundamentals	4 hrs.
FM 114A, Cooperative Work Experience I	4 hrs.
FM 114B, Cooperative Work Experience II	4 hrs.
FM 114C, Cooperative Work Experience III	4 hrs.
FM 124, Electronics I	4 hrs.
FM 124A, Engine Performance I	4 hrs.
FM 124B, Electronics II	4 hrs.
FM 124C, Brake Systems	4 hrs.
FM 124D, Diesel Engine Operations	4 hrs.
FM 211, Noise, Vibration, and Harshness	1 hr.
FM 214, Engine Repair	4 hrs.
FM 214A, Manual Drive Train and Axles	4 hrs.
FM 214B, Heating and Air Conditioning	4 hrs.
FM 214C, Automatic Transmissions and Transaxles	4 hrs.
FM 223, Advanced Drivability Diagnosis	3 hrs.
FM 224, Engine Performance II	4 hrs.
FM 224A, Cooperative Work Experience IV	4 hrs.
FM 224B, Suspension and Steering Systems	4 hrs.
FM 224C, Cooperative Work Experience V	4 hrs.

### Non-Departmental Requirements (1 credit hour)

HM 101, Safety and Hazardous Materials	1 hr.
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**Total .....89-92 hrs.**

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

## **Automotive Technology**

### **General Motors (ASEP) Automotive Service Educational Program – 47.0604**

A total of 88-91 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### **General Education Requirements (16-19 credit hours)**

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.

#### **Departmental Requirements (71 credit hours)**

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

#### **Non Departmental Requirements (1 credit hour)**

HM 101, Safety and Hazardous Materials	1 hr.
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**Total .....88-91 hrs.**

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

## **Barbering – 12.0401**

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### **General Education Requirements (21-24 credit hours)**

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math (MA Prefix)	3 hrs.
SE 113, Interpersonal Communication	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.

#### **Departmental Requirements (44 credit hours)**

COSM 111, Theory I	1 hrs.
COSM 112, Hair Cutting I	2 hrs.
COSM 112A, Hair Cutting II	2 hrs.
COSM 121, Theory II	1 hrs.
COSM 124, Hairstyling	4 hrs.
COSM 132, Sterilization & Sanitation	2 hrs.
COSM 142, Shampoo, Rinses and Scalp Treatments	2 hrs.
COSM 211, Theory III	1 hrs.
COSM 212B, Haircutting III	2 hrs.
COSM 213, Hair Coloring/Bleaching	3 hrs.
COSM 216, Chemical Rearranging/Perms and Relaxers	6 hrs.
COSM 216B, Cosmetology/Barbering Clinic Practicum	6 hrs.
COSM 222, Salon Business & Board Review	2 hrs.
COSM 225, Facials	5 hrs.
COSM 235, Shaving/Crossover	5 hrs.

**Total .....65-68 hrs.**

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

## Business – 52.0201

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

**Emphasis Areas:** Accounting, Business Information Systems, Executive Assistant/Office Manager, and Management.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math 113, College Algebra <i>or</i>	3 hrs.
Math 113D Math Analysis I <i>or</i>	
BU 233 Business Statistics	
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.

### Departmental Requirements (26 credit hours)

AC 114, Principles of Accounting I	4 hrs.
AC 124, Principles of Accounting II	4 hrs.
BU 113, Introduction to Business	3 hrs.
BU 223, Business Communications	3 hrs.
EC 213, Principles of Economics (Macro) <i>or</i>	3 hrs.
EC 223, Principles of Economics (Micro)	
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.
SC 223D Microsoft Word	3 hrs.

### Emphasis Area (21 hours of required and advisor approved related courses)

#### Accounting

AC 213, Intermediate Accounting I	3 hrs.
AC 223, Intermediate Accounting II	3 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
AC 233A, Income Tax I	3 hrs.
Course(s) approved by advisor	6 hrs.

#### Business Information Systems

AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 223N, Networking	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
Course(s) approved by advisor	6 hrs.

### Executive Assistant / Office Manager

AC 213A, Microcomputer Accounting I	3 hrs.
SC 113B, Business Calculating Machines	3 hrs.
SC 113E, Business English	3 hrs.
SC 123, Keyboarding and Document Process II	3 hrs.
SC 133, Records Management	3 hrs.
SC 223B, Office Procedures	3 hrs.
Course(s) approved by advisor	3 hrs.

### Management

BS 213, Business Law I	3 hrs.
BU 213, Principles of Management	3 hrs.
BU 223A, Principles of Marketing	3 hrs.
BU 223B, Human Resource Management	3 hrs.
Course(s) approved by advisor	9 hrs.

**Total ..... 65-68 hrs.**

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

## Computer Information Systems – 11.0101

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
Lab Science	4 hrs.
Behavioral Science	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.

### Non-Departmental Requirements (7 credit hours)

AC 114, Principles of Accounting I	4 hrs.
BU 213, Principles of Management	3 hrs.

### Departmental Requirements (18 credit hours)

CS 113, Fundamentals of Programming	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
CS 123D, Windows Applications I	3 hrs.
CS 223M, Microcomputer Repair & Upgrade	3 hrs.
CS 213, EXCEL	3 hrs.
CS 223N, Networking	3 hrs.
CS 113D, Ethics & Technology	3 hrs.

### Programming & Database Support

#### (15 credit hours required)

CS 213C, Visual Basics	3 hrs.
CS 213F, C++	3 hrs.
CS 213J, JAVA	3 hrs.
CS 233S, Systems Architecture	3 hrs.
CS 213G, ORACLE	3 hrs.

### Networking/Computer Technician

#### (15 credit hours required)

CS 233M, Microcomputer Repair & Upgrade II	3 hrs.
CS 223N, Networking II	3 hrs.
CS 233N, Networking III	3 hrs.
CS 223S, Introduction to Operating Systems	3 hrs.
CS 243N, Networking IV	3 hrs.

### CISCO Networking Specialist (16 credit hours required)

CS 214, CISCO Network Associate I	4 hrs.
CS 214A, CISCO Network Associate II	4 hrs.
CS 214B, CISCO Network Associate III	4 hrs.
CS 214C, CISCO Network IV	4 hrs.

### General (15-16 credit hours required)

CS 123G, Windows Applications II	3 hrs.
CS 233M, Microcomputer Repair & Upgrade	3 hrs.
CS 223N, Networking II	3 hrs.
Choose one programming class listed below:	
CS 213C, Visual Basic, <b>or</b>	3 hrs.
CS 213F, C++, <b>or</b>	3 hrs.
CS 213J, JAVA	3 hrs.
Course approved by instructor	3-4 hrs.

**Total** .....64-69hrs.

## Construction Technology – 46.0000

A minimum of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, including General Education Requirements, must be completed with a “C” or better. The student will choose an emphasis in addition to the departmental requirements, departmental electives, and general education requirements.

**Emphasis areas:** Carpentry, Electrical, Masonry, Plumbing, and Project Management and Supervision.

### General Education Requirements (21-25 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Technical Report Writing or	
Lab Science	4 hrs.
MA 114, Technical Math I	4 hrs.
Any CS or EG prefix class	3 - 4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective	1 hr.
SE 113, Interpersonal Communication	3 hrs.
SP 103 Introduction to Spanish or	
SP 113, Beginning Spanish I	3 hrs.

### Departmental Requirements (4 credit hours)

CT 111, Tools for Success	1 hr.
CT 111F, Field Safety	1 hr.
CT 112, Orientation to Construction & Engineering Technology	2 hrs.

### Departmental Electives (11-13 credits)

CT 113, Building Materials	3 hrs.
CT 123, Blueprint Reading for Construction	3 hrs.
CT 133, Site Layout	3 hrs.
CT 141-7, Fieldwork for Construction	1 - 7 hrs.

## EMPHASIS AREAS

### Carpentry (26 credits)

CT 114C, Carpentry I	4 hrs.
CT 124C, Carpentry II	4 hrs.
CT 135C, Carpentry III	5 hrs.
CT 144C, Carpentry IV	4 hrs.
CT 153C, International Residential Code I	3 hrs.
CT 163C, International Residential Code II	3 hrs.
CT 173C, Principles of Construction	3 hrs.

### Electrical (26 credits)

CT 113E, Electrical I	3 hrs.
CT 114E, Electrical II	4 hrs.
CT 124E, Electrical III	4 hrs.
CT 134E, Electrical IV	4 hrs.
CT 144E, National Electrical Code I	4 hrs.
CT 154E, National Electrical Code II	4 hrs.
CT 173C, Principles of Construction	3 hrs.

## Construction Technology (Continued)

### Masonry (26 credits)

CT 112M. Concrete Finishing I.....	2 hrs
CT 113M. Masonry I.....	3 hrs.
CT 114M. Masonry II.....	3 hrs.
CT 124M. Masonry III.....	4 hrs.
CT 134M. Concrete Finishing II.....	4 hrs.
CT 153C. International Residential Code I (IRC1).....	3 hrs.
CT 163C. International Residential Code II (IRC2).....	3 hrs.
.CT 173C, Principles of Construction.....	3 hrs.

### Plumbing (27-28 credits)

#### Required Plumbing (20 credits)

CT 114P. Plumbing I.....	4 hrs.
CT 124P. Plumbing II.....	4 hrs.
CT 134P. Plumbing III.....	4 hrs.
CT 144P. Plumbing IV.....	4 hrs.
CT 154P. International Plumbing Codes.....	4 hrs.

#### Plumbing Electives (7-8 credits)

CT 113P. Pipe Layer.....	3 hrs.
CT 164P. Sprinkler Systems I.....	4 hrs.
CT 174P. Sprinkler Systems II.....	4 hrs.
CT 184P. Principles & Concepts for HVAC.....	4 hrs.

#### Project Management & Supervision (27 credits)

____, Course approved by advisor.....	3 hrs.
CT 111S. Safety Technology.....	1 hr.
CT 112S. Project Supervision.....	2 hrs.
CT 122S. Project Management.....	2 hrs.
CT 134S. Construction Technology I.....	3 hrs.
CT 144E. National Electrical Code (NEC) I.....	3 hrs.
CT 144S. Construction Technology II.....	3 hrs.
CT 153C. International Residential Code I.....	3 hrs.
CT 154P. International Plumbing Codes.....	4 hrs.

**Total .....64-67 hrs.**

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

## Cosmetology – 12.0401

**NOTE: This degree plan will replace the degree plan designated with courses with the CO prefix beginning in January 2006.**

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (21-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Behavioral Science .....	3 hrs.
Lab Science.....	4 hrs.
Math (MA Prefix).....	3 hrs.
SE 113, Interpersonal Communication .....	3 hrs.
PY 111H, Fitness for Life.....	1 hr.
Physical Education Activity Elective .....	1 hr.

### Departmental Requirements (48 credit hours)

COSM 111, Theory I.....	1 hr.
COSM 121, Theory II .....	1 hr.
COSM 112, Haircutting I.....	2 hrs.
COSM 112A, Haircutting II .....	2 hrs.
COSM 115, Manicuring/Pedicuring .....	5 hrs.
COSM 124, Hairstyling .....	4 hrs.
COSM 132, Sterilization and Sanitation.....	2 hrs.
COSM 142, Shampoo, Rinses and Scalp Treatments .....	2 hrs.
COSM 211, Theory III.....	1 hr.
COSM 212B, Haircutting III .....	2 hrs.
COSM 213, Hair Coloring/Bleaching .....	3 hrs.
COSM 216, Chemical Rearranging/Perms and Relaxers .....	6 hrs.
COSM 220, Clinical Practicum .....	10 hrs.
COSM 222, Salon Business and Board Review .....	2 hrs.
COSM 225, Facials .....	5 hrs.

**Total ..... 69-71 hrs.**

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



## Criminal Justice – 43.0104

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (20-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Behavioral Science .....	6 hrs.
Communications (Any SE Prefix) .....	3 hrs.
Math (Any MA Prefix) .....	3 hrs.
Physical Fitness .....	2 hrs.
LA 112, Physical Training & Wellness for Law Enforcement Officers or PY 111X, Physical Training & Wellness for Corrections Officers and 1 Activity Class and PY Activity Course or PY 111H, Fitness for Life and 1 Activity Class and PY Activity Course	

### Departmental Requirements (15 credit hours)

CJ 113 or LA 113, Intro to Criminal Justice .....	3 hrs.
CJ 113B or LA 113B, Criminal Law .....	3 hrs.
CJ 113E, Introduction to Judicial Process .....	3 hrs.
CJ 113J of CA 113, Introduction to Corrections .....	3 hrs.
CJ 213E, Issues in the Ethics of Law and CJ .....	3 hrs.

### Departmental Electives – 30 credit hours of courses below (12 hours of RW or HM courses can be used as departmental electives. (30 credit hours)

LS 123C, Family Law .....	3 hrs.
LS 223B, Torts/Negligence .....	3 hrs.
SO 223A, Criminology .....	3 hrs.
CJ/LA.CA/RW/HM .....	3 hrs.
CJ/LA.CA/RW/HM .....	3 hrs.
CJ/LA.CA/RW/HM .....	3 hrs.
CJ/LA.CA/RW/HM .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.
CJ/LA.CA .....	3 hrs.

**Total .....65-68 hrs.**

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

## Design Communication Option: Animation – 10.0304

A minimum of 66-69 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

### General Education Requirements: (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123A, Report Writing for Technicians .....	3 hrs.
Behavioral Science .....	3 hrs.
Lab Science .....	4 hrs.
Math (MA Prefix) .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education Activity Elective .....	1 hr.

### Non-departmental Requirements: (22 credit hours)

CS 123D, Windows Applications I .....	3 hrs.
CS 113C, Internet Access Basics .....	3 hrs.
CS 113, Fundamentals of Programming .....	3 hrs.
AR 113, Art Appreciation .....	3 hrs.
AR 213, Two-Dimensional Design .....	3 hrs.
AR 113A, Drawing I .....	3 hrs.
EG 114C, Three-D Studio Viz Animation .....	4 hrs.

### Departmental Requirements: (26 credit hours)

DC 212, Conceptual Development Forum .....	2 hrs.
DC 223D, Computer Animation/Multimedia Production I .....	3 hrs.
DC 233D, Computer Animation/Multimedia Production II .....	3 hrs.
DC 123A, Computer Graphics .....	3 hrs.
DC 224, Graphics & Illustration .....	4 hrs.
DC 224A, Digital Imaging & Editing .....	4 hrs.
DC 113B, Illustration I: Material & Techniques .....	3 hrs.
DC 244, Three-D Graphics Animation .....	4 hrs.

**Total .....66-69 hrs.**

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

## Design Communication

### Option: Computer Graphic Design

### 10.0301

Requirements: A minimum of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

#### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education Activity Elective	1 hr.

#### Non-Departmental Requirements (9 credit hours)

CS 123D, Windows Applications I	3 hrs.
AR 113, Art Appreciation	3 hrs.
AR 213, Two Dimensional Design	3 hrs.

#### Departmental Requirements (37 credit hours)

Required:

DC 212, Conceptual Development Forum	2 hrs.
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#### Plus 35 credit hours, from the list below:

DC 113B, Illustration I: Materials & Techniques	3 hrs.
DC 113D, Print Technology	3 hrs.
DC 223P, Production Techniques	3 hrs.
DC 123A, Computer Graphics	3 hrs.
DC 123B, Electronic Prepress	3 hrs.
DC 123W, Illustration II: Concepts & Design	3 hrs.
DC 223G, Desktop Publishing	3 hrs.
DC 224, Graphics & Illustration	4 hrs.
DC 224A, Digital Imaging & Editing	4 hrs.
DC 243, Electronic Publishing	3 hrs.
DC 214, Graphic Design	4 hrs.
DC 213B, Illustration III: Advanced Techniques	3 hrs.
DC 243A, Computer Graphic Design Coop Work Experience I	3 hrs.
DC 223W, Advertising Layout and Design	3 hrs.
DC 123D, Book Illustration	3 hrs.
Electives AR or EG Prefix	1-6 hrs.

**Total.....64-67 hours**

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

## Design Communication

### Option: Web Page Design – 11.0801

Requirements: A minimum of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

#### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education Activity Elective	1 hr.

#### Non-Departmental Requirements (15 credit hours)

CS 113C, Internet Access Basics	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 123D, Windows Applications I	3 hrs.
AR 113, Art Appreciation	3 hrs.
AR 213, Two-Dimensional Design	3 hrs.

#### Departmental Requirements (32 credit hours)

DC 123A, Computer Graphics	3 hrs.
DC 123C, Web Page Design	3 hrs.
DC 212, Conceptual Development Forum	2 hrs.
DC 214, Graphic Design	4 hrs.
DC 223D, Computer Animation & Multimedia Production I	3 hrs.
DC 223D, Computer Animation & Multimedia Production II	3 hrs.
DC 223E, Advanced Web Page Design	3 hrs.
DC 224, Graphics & Illustration	4 hrs.
DC 224A, Digital Imaging & Editing	4 hrs.
DC 123H, HTML/Java Script	3 hrs.

**Total.....65-68 hours**

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

## Industrial Technology – 15.0612

A total of 67-82 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

### General Education Requirements (20-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
CS 123D, Windows Applications I.....	3 hrs.
CH 114, Current Concepts of Chemistry.....	4 hrs.
EN 123A, Report Writing for Technicians.....	3 hrs.
MA 114B .....	4 hrs.
PY 213B, First Aid and CPR.....	3 hrs.
SE 113, Interpersonal Communication .....	3 hrs.

### Program Requirements (47 credit hours)

BU 111, Quality Assurance for Technicians .....	1 hr.
HM 101, Safety and Hazardous Materials .....	1 hr.
INDT 113, First Line Maintenance .....	3 hrs.
INDT 113A, Introduction to OSHA .....	3 hrs.
INDT 113B, Industrial Practices and Principles .....	3 hrs.
PH 113V, Fundamentals of Vacuum Technology <b>or</b>	
INDT 113C, Logistics for Technicians.....	3 hrs.
INDT 216A, Coop Work Experience 1 .....	6 hrs.
INDT 216B, Coop Work Experience 2 .....	6 hrs.
INDT 216C, Coop Work Experience 3 .....	6 hrs.
INDT 216D, Coop Work Experience 4 .....	6 hrs.
PS 213B, Psychology of Adjustment.....	3 hrs.
RW 113, Radiological Safety .....	3 hrs.
SO 233, Cultural Diversity .....	3 hrs.

### Electives as Required by Sponsor (0 - 12credit hours)

WE 114, Introduction to Welding.....	4 hrs.
WE 124, Advanced Welding .....	4 hrs.
WE 214, Inert Gas Welding .....	4 hrs.

**Total.....67- 82 hrs.**

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

## Legal Assistant/Paralegal – 22.0302

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better.

### General Education Requirements (21-24 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric.....	3 hrs.
EN 123, Composition and Literature.....	3 hrs.
Communication (SE Prefix).....	3 hrs.
Behavioral Science .....	3 hrs.
Math (MA Prefix) .....	3 hrs.
Lab Science .....	4 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education Activity Elective .....	1 hr.

### Departmental Requirements (26 credit hours)

LS 112, Legal Ethics.....	2 hrs.
LS 113, Introduction to the Justice System.....	3 hrs.
LS 113A, Introduction to Legal Research and Writing.....	3 hrs.
LS 113C, Introduction to Paralegal Studies .....	3 hrs.
LS 213, Law Office Operations and Management ...	3 hrs.
LS 213A, Civil Procedure .....	3 hrs.
LS 213B, Practicum/Internship.....	3 hrs.
LS 223A, Trial Preparation and Procedures.....	3 hrs.
Six hours from the 15 hours listed below:	
CJ 113B, Criminal Law .....	3 hrs.
LS 123, Contracts.....	3 hrs.
LS123A, Torts.....	3 hrs.
LS 123B, Property .....	3 hrs.
LS 233, Advanced Research Techniques .....	3 hrs.

### Legal Specialty Electives (Select 9 credit hours)

Classes from the following prefixes can be used to satisfy the legal specialty requirements: Any LS or CJ course prefix.

AC 114, Principles of Accounting I.....	4 hrs.
BS 213, Business Law I .....	3 hrs.
BS 223, Business Law II .....	3 hrs.
LS 123C Family Law.....	3 hrs.
LS 233, Advanced Research Techniques .....	3 hrs.
LS 223D, Bankruptcy Law.....	3 hrs.
LS 223F, Environmental Law .....	3 hrs.
LS 223E Oil and Gas Law.....	3 hrs.
LS 231A-234A, Special Topics in Paralegalism .....	1-4 hrs.
SC 123B, Introduction to Accounting .....	3 hrs.

### Specialized Requirements (6 credit hours)

SC 113E, Business English <b>or</b>	
BU 223, Business Communications .....	3 hrs.
SC 223D, Microsoft Word <b>or</b>	
CS 123D, Windows Applications I.....	3 hrs.

**Total ..... 65-68 hrs.**

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

## Legal Secretary – 22.0301

A total of 64-71 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements must be completed with a “C” or better.

### General Education Requirements (20-23 credit hours)

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

### Departmental Requirements (27-28 credit hours)

SC 113B, Business Calculating Machines	3 hrs.
SC 113D, Legal Secretary I	3 hrs.
SC 113E, Business English	3 hrs.
SC 123, Keyboarding & Document Processing II	3 hrs.
SC 123B, Introduction to Accounting or AC 114, Principles of Accounting I	3-4 hrs.
SC 133, Records Management	3 hrs.
SC 213B, Legal Secretary II	3 hrs.
SC 223B, Office Procedures	3 hrs.
SC 223D, Microsoft Word	3 hrs.

### Non-Departmental Requirements (9 credit hours)

BU 223, Business Communications	3 hrs.
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.

### Specialized Requirements – (8 credit hours)

LS 112, Legal Ethics	2 hrs.
LS 213, Law Office Operations and Mgt.	3 hrs.
BS 213, Business Law I <i>or</i>	3 hrs.
LS 113, Intro to Justice System	

### Elective ..... 0-3 hrs.

Approved Related Electives – 1-3 credit hours – Student may choose from AC,BU,BS,CS,DC,LS (Prefix)

### Total ..... 64-71 hrs.

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

## Nursing - Associate Degree in Nursing

A total of 72-75 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### Prerequisites: General Education and Supporting

#### Courses ..... 29-32 hrs.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
BI 214A, Human Anatomy and Physiology I*	4 hrs.
BI 224, Microbiology*	4 hrs.
BI 224A, Human Anatomy and Physiology II*	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
HC 112, Medical Terminology**	2 hrs.
HE 113, Nutrition and Wellness**	3 hrs.
PS 223B, Human Growth and Development for Allied Health	3 hrs.
PS 113, Introduction to Psychology	3 hrs.
SE 113, Interpersonal Communication	3 hrs.

\*taken within five years prior to admission to nursing program

\*\*taken within two years prior to admission to nursing program

#### Level I..... 22 hrs.

##### Level I - Semester One

NU 119, Nursing I	9 hrs.
PC 113, Pharmacology I	3 hrs.

##### Level I – Semester Two

NU 128, Nursing II	8 hrs.
PC 122, Pharmacology II	2 hrs.

#### Optional PN courses for eligibility for NCLEX-PN

NU 122, PN Roles*	2 hrs.
NU 204, LPN to RN Transition**	4 hrs.

\*PN Roles: Not required course for Associate Degree

\*\*Licensed LPN/LVN transferring from another college/university must complete NU 204 as well as required prerequisites prior to admission into Level Two-Semester One.

#### Level II ..... 21 hrs.

##### Level II - Semester One

NU 219, Nursing III	9 hrs.
PC 212, Pharmacology III	2 hrs.

##### Level II - Semester Two

NU 222NCLEX Prep	2 hrs.
NU 223 Preceptor Practicum	3 hrs.
NU 225, Nursing IV	5 hrs.

#### Total Hours for Associate Degree Nursing..... 72-75 hrs.

## Substance Abuse Counselor – 51.1501

(Only available at GEO Correctional Facility)

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

### General Education Requirements (21 credit hours)

Computer Science (Any CS Prefix course) .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
Humanities (Any AR, DR, EN, MU, PI, SE, SP) ....	3 hrs.
Math (Any MA Prefix course) .....	3 hrs.
PS 113, Introduction to Psychology .....	3 hrs.
Any AN, EC, GG, GO, HI, PS, SO Prefix .....	3 hrs.
SE 113, Interpersonal Communication .....	3 hrs.

### Departmental Requirements (43 credit hours)

PS 113E, Ethics for Substance Abuse Counselors.....	3 hrs.
PS 113H, Introduction to Human Services .....	3 hrs.
PS 113T, Basic Counseling Techniques.....	3 hrs.
PS 123A, Abnormal Psychology .....	3 hrs.
PS 213E, Alcohol and Substance Abuse Evaluation and Assessment .....	3 hrs.
PS 213G, Group Process .....	3 hrs.
PS 213I, Crisis Intervention .....	3 hrs.
PS 213P, Theories of Personality and Counseling Applications .....	3 hrs.
PS 213T, Advanced Counseling Techniques .....	3 hrs.
PS 223F, Family Systems Theory and Counseling Applications .....	3 hrs.
PS 223R, Alcohol and Substance Abuse Treatment and Referral .....	3 hrs.
PS 243P, Practicum for Substance Abuse Counselors .....	3 hrs.
SO 113A, Sociology of Alcohol and Substance Abuse .....	3 hrs.
SO 123A, Effects of Alcohol and Substance Abuse .....	3 hrs.
SO 213D, Deviant Behavior.....	3 hrs.

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

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be

suitable if used as a transfer to institutions of higher learning.

## Welding – 48.0508

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (18-21 hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
MA 114B, Technical Mathematics I .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123A, Report Writing for Technicians .....	3 hrs.
Lab Science .....	4 hrs.
Behavioral Science .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.

### Departmental Requirements (42-43 hours)

WE 112B, Blueprint /Shop Equipment Identification .....	2 hrs.
WE 113D, Destructive Testing .....	3 hrs.
WE 113M, Basic Metallurgy and Welding .....	3 hrs.
WE 114, Introduction to Welding.....	4 hrs.
WE 123S, Estimating, Safety and Symbols .....	3 hrs.
WE 124, Advanced Welding (Structural) .....	4 hrs.
WE 214, Inert Gas Welding .....	4 hrs.
WE 223N, Non-Destructive Testing.....	3 hrs.
WE 223P, Pipe Welding (1G-6G) .....	3 hrs.
WE 224Q, Advanced Theory and Applications.....	4 hrs.
WE 243C, Industrial Codes and Standards .....	3 hrs.
EG 123, Introduction to Computer Assisted Drafting .....	3 hrs.
EG 133, Design and Fabrication Using CAD/CAM	3 hrs.
<b>or</b>	
WE 244, Welding Co-operative Work Experience ..	4 hrs.

**Electives ..... 4 hrs.**

**Total ..... 64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be

suitable if used as a transfer to institutions of higher learning.

## Certificates

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

**NOTE: All Certificates incorporate fundamentals important to obtain employment upon graduation. They may not be suitable if used as a transfer to institutions of higher learning.**

### Certificate Accounting – 52.0301

Requirements: A total of 35-38 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

- PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.
- AC 114, Principles of Accounting I ..... 4 hrs.
- AC 124, Principles of Accounting II ..... 4 hrs.
- AC 213A, Microcomputer Accounting I..... 3 hrs.
- AC 223B, Microcomputer Accounting II ..... 3 hrs.
- AC 233A, Income Tax I ..... 3 hrs.
- BU 223, Business Communications ..... 3 hrs.
- CS 123D, Windows Applications I ..... 3 hrs.
- CS 213, EXCEL..... 3 hrs.
- EC 213, Principles of Economics (Macro) ..... 3 hrs.
- SC 113B, Business Calculating Machines ..... 3 hrs.
- MA 113, College Algebra or
- MA 113D, Mathematical Analysis with Business Applications I..... 3 hrs.

**Total .....35-38 hrs.**

## Certificate

### Administrative Assistant 52.0401

Requirements: A total of 36-40 credit hours from the following required courses with a minimum grade of "C" in each course. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

- PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) ..... 0-3 hrs.
- BU 223, Business Communications .....3 hrs.
- BU 223B, Human Resource Management.....3 hrs.
- CS 123D, Windows Applications I .....3 hrs.
- CS 213, EXCEL .....3 hrs.
- SC 113B, Business Calculating Machines.....3 hrs.
- SC 113C, Business Math .....3 hrs.
- SC 113E, Business English.....3 hrs.
- SC 123, Keyboarding and Document Processing II..3 hrs.
- SC 123B, Introduction to Accounting *or*
- AC 114, Principles of Accounting ..... 3-4 hrs.
- SC 133, Records Management .....3 hrs.
- SC 223B, Office Procedures .....3 hrs.
- SC 223D, Microsoft Word.....3 hrs.

**Total..... 36-40 hrs.**

## Certificate

### Architectural / Drafting Technology

**Program Requirements (22-25 credit hours)**

- PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) ..... 0-3 hrs.
- CS 123D, Windows Applications.....3 hrs.
- EG 123C, Intro to 3-D Animation.....4 hrs.
- CT 113, Building Materials.....3 hrs.
- CT 123, Blueprint Reading for Construction..... 3 hrs.
- CT 173, Principles of Construction.....3 hrs.
- EG 113, Principles of Drafting.....3 hrs.
- EG 123, Intro to Computer Assisted Drafting.....3 hrs.

**Emphasis Areas – Choose either Architectural Drafting or Interior Design as an emphasis area .**

**Architectural Drafting (12 hours)**

- ARCH 213A, Architectural Rendering..... 3 hrs.
- ARCH 233A, History of World Architecture..... 3 hrs.
- EG 223A, Advanced Computer Assisted Drafting... 3 hrs.
- EG 243A, Architectural Design Topics.....3 hrs.

**Interior Design (12 hours)**

- ARCH213A, Architectural Rendering..... 3 hrs.
- EG 243A, Architectural Design Topics.....3 hrs.
- ID 213D, Intro to Interior Design.....3 hrs.
- ID 233D, Interior Design I.....3 hrs.

**Total .....34-37 hrs.**

**Certificate**  
**Automotive Technology (with Co-op)**  
**47.0604**

Requirements: A total of 47-50 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
AT 113, Engine Repair	3 hrs.
AT 114A, Cooperative Work Experience I	4 hrs.
AT 114B, Cooperative Work Experience II	4 hrs.
AT 212, Cooperative Work Experience III	2 hrs.
AT 123C, Brake Systems	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance	4 hrs.
AT 213A, Manual Drive Trains and Axles	3 hrs.
AT 213B, Heating and Air Conditioning Systems	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.

**Total.....47-50 hrs.**

**Certificate**  
**Automotive Technology (without Co-op)**  
**47.0604**

Requirements: A total of 37-40 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
AT 113, Engine Repair	3 hrs.
AT 123C, Brake Systems	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance	4 hrs.
AT 213A, Manual Drive Trains and Axles	3 hrs.
AT 213B, Heating and Air Conditioning Systems	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.

**Total .....37-40 hrs.**

**Certificate**  
**Barbering – 12.0401**

The Barbering course is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 44-47 credit hours in the core which is equal to 1200 clock hours. The barbering curriculum covers the following areas: theory, sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging-perms and relaxers, hairstyling, hair coloring-bleaching, hair cutting, beard trimming, facials, salon business, and retail sales.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
COSM 111, Theory I	1 hrs.
COSM 112, Hair Cutting I	2 hrs.
COSM 112A, Hair Cutting II	2 hrs.
COSM 121, Theory II	1 hrs.
COSM 124, Hairstyling	4 hrs.
COSM 132, Sterilization & Sanitation	2 hrs.
COSM 142, Shampoo, Rinses and Scalp Treatments	2 hrs.
COSM 211, Theory III	1 hrs.
COSM 212B, Haircutting III	2 hrs.
COSM 213, Hair Coloring/Bleaching	3 hrs.
COSM 216, Chemical Rearranging/Perms and Relaxers	6 hrs.
COSM 216B, Cosmetology/Barbering Clinic	6 hrs.
COSM 222, Salon Business & Board Review	2 hrs.
COSM 225, Facials	5 hrs.
COSM 235, Shaving/Crossover	5 hrs.

**Total .....44-47 hrs.**

**Certificate**  
**Computer Information Systems – 11.0101**

Requirements: A total of 33-36 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
DC 123C, Web Page Design	3 hrs.
CS 223M, Microcomputer Repair & Upgrade	3 hrs.
CS 123D, Windows Applications I	3 hrs.
DC 223D, Computer Animation I	3 hrs.
CS 123G, Windows Applications II	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
CS 213, EXCEL	3 hrs.
CS 223N, Networking	3 hrs.
Select one programming class from the list below	3 hrs.
CS 213B, RPG Programming	
CS 213C, Visual BASIC Programming	
CS 213D, COBOL Programming	
CS 213F, C++ Programming	
Or departmentally approved programming course	

**Total .....33-36 hrs.**



## Certificate

### Construction Technology – 46.0000

**Emphasis Areas:** Carpentry, Electrical, Masonry, Plumbing, and Project Management and Supervision.

**Requirements:** A total of 41 - 48 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course. The student chooses the emphasis area plus departmental requirements and departmental electives.

#### General Education Requirements (0-3 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.

#### Departmental Requirements (4 credit hours)

CT 111, Tools for Success ..... 1 hr.  
CT 111F, Field Safety ..... 1 hr.  
CT 112, Orientation to Construction & Engineering Technology .....2 hrs.

#### Departmental Electives (11-13 credits)

CT 113, Building Materials ..... 3 hrs.  
CT 123, Blueprint Reading for Construction..... 3 hrs.  
CT 133, Site Layout..... 3 hrs.  
CT 141-7, Fieldwork for Construction..... 1 - 7 hrs.

#### EMPHASIS AREAS

#### Carpentry (26 credits)

CT 114C. Carpentry I..... 4 hrs.  
CT 124C. Carpentry II..... 4 hrs.  
CT 135C. Carpentry III ..... 5 hrs.  
CT 144C. Carpentry IV ..... 4 hrs.  
CT 153C, International Residential Code I..... 3 hrs.  
CT 163C, International Residential Code II ..... 3 hrs.  
CT 173C, Principles of Construction ..... 3 hrs.

#### Electrical (26 credits)

CT 113E. Electrical I..... 3 hrs.  
CT 114E. Electrical II..... 4 hrs.  
CT 124E. Electrical III ..... 4 hrs.  
CT 134E. Electrical IV ..... 4 hrs.  
CT 144E, National Electrical Code I..... 4 hrs.  
CT 154E, National Electrical Code II ..... 4 hrs.  
CT 173C, Principles of Construction ..... 3 hrs.

#### Masonry (26 credits)

CT 113M. Masonry I.....3 hrs.  
CT 114M. Masonry II .....3 hrs.  
CT 124M. Masonry III.....4 hrs.  
CT 153C. International Residential Code I (IRC1).....3 hrs.  
CT 163C. International Residential Code II (IRC2).....3 hrs.  
CT 112M. Concrete Finishing I.....2 hrs.  
CT 134M. Concrete Finishing II.....4 hrs.

#### Plumbing (27-28 credits)

##### Required Plumbing (20 credits)

CT 114P. Plumbing I  
CT 124P. Plumbing II  
CT 134P. Plumbing III  
CT 144P. Plumbing IV  
CT 154P. International Plumbing Codes

##### Plumbing Electives (7-8 credits)

CT 164P. Sprinkler Systems I.....4 hrs.  
CT 174P. Sprinkler Systems II.....4 hrs.  
CT 184P . Principles & Concepts for HVAC.....4 hrs.  
CT 113P. Pipe Layer.....4 hrs.

#### Project Management & Supervision (27 credits)

CT \_\_\_\_, Course approved by advisor.....3 hrs.  
CT 111S. Safety Technology.....1 hr.  
CT 112S. Project Supervision.....2 hrs.  
CT 122S. Project Management.....2 hrs.  
CT 134S. Construction Technology I.....3 hrs.  
CT 144E. National Electrical Code (NEC) I.....3 hrs.  
CT 144S. Construction Technology II.....3 hrs.  
CT 153C. International Residential Code I.....3 hrs.  
CT 154P. International Plumbing Codes.....4 hrs.

**Total .....41-48 hrs.**

## Certificate

### Cosmetology - 12.0401

**Requirements:** A total of 48-50 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

COSM 111, Theory I..... 1 hr.  
COSM 121, Theory II ..... 1 hr.  
COSM 112, Haircutting I.....2 hrs.  
COSM 112A, Haircutting II .....2 hrs.  
COSM 115, Manicuring/Pedicuring .....5 hrs.  
COSM 124, Hairstyling .....4 hrs.  
COSM 132, Sterilization and Sanitation.....2 hrs.  
COSM 142, Shampoo, Rinses and Scalp Treatments .....2 hrs.  
COSM 211, Theory III..... 1 hr.  
COSM 212B, Haircutting III .....2 hrs.  
COSM 213, Hair Coloring/Bleaching .....3 hrs.  
COSM 216, Chemical Rearranging/Perms and Relaxers .....6 hrs.  
COSM 220, Clinical Practicum .....10 hrs.  
COSM 222, Salon Business and Board Review .....2 hrs.  
COSM 225, Facials .....5 hrs.

**Total..... 48-50 hrs.**

## Certificate

### Cosmetology Instructor – 12.0401

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

#### Certificate Description:

The instructor's course is a certificate only. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 42 core credit hours. The instructor curriculum covers the following areas: Theory, Course Development and Lesson Planning, Teaching Methods, Teaching Aids, Theory Teaching and Classroom Management, Testing and Student Evaluation, and Laboratory or Clinical Supervision.

#### Instructor Core Courses (42 hrs):

COSM 245, Theory for Instructor .....	5 hrs.
COSM 237, Course Development and Lesson Planning .....	7 hrs.
COSM 239, Theory Teaching and Classroom Management .....	9 hrs.
COSM 257, Teaching Methods and Teaching Aids .....	7 hrs.
COSM 247, Laboratory or Clinic Supervision.....	7 hrs.
COSM 233, Testing and Student Evaluation .....	3 hrs.
COSM 234, Professional Educator .....	4 hrs.

**Total .....** 42 hrs.

## Certificate

### Early Childhood Education – 13.1210

Upon satisfactory completion of the courses below the student will be awarded a certificate from the State of New Mexico-Office of Child Development. This certificate, will be helpful in meeting the needs of students who plan to teach in Head Start, work as teacher-assistants in K-3<sup>rd</sup> grade classrooms, work in child-care settings, those who plan to transfer to a four-year institution and major in Early Childhood Education, or for Elementary Education students and teacher who want a firm foundation in working with children from birth through eight-years-old. A minimum grade of 2.0 ("C") is required for each class completed. However, many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer. All of the courses required for this certificate will transfer to the Associate of Arts for Early Childhood at NMJC. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)..... 0-3 hrs.

#### Plus 32 Credit Hours from the courses listed below:

EN 113, Composition and Rhetoric.....	3 hrs.
ED 213G, Childhood Growth, Development & Learning .....	3 hrs.
ED 112, Professionalism.....	2 hrs.
ED 112A, Practicum 1-L.....	2 hrs.
ED 113A, Guiding Young Children.....	3 hrs.
ED 113B, Curriculum Development & Implementation I .....	3 hrs.
ED 123, Family & Community Collaboration.....	3 hrs.
ED 212, Practicum II-L.....	2 hrs.
ED 222, Health, Safety, & Nutrition .....	2 hrs.
ED 213C, Assessment of Children & Evaluation of Programs.....	3 hrs.
ED 223C, Curriculum Development & Implementation II .....	3 hrs.
ED 223D, Introduction to Reading & Literacy Development .....	3 hrs.

**Total .....** 32-35 hrs.

## Certificate

### Law Enforcement Technology – 43.0107

Requirements: A total of 32-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

#### General Education Requirements (8-11 hours)

- PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.
- SE 113, Interpersonal Communication or
- SE 123, Public Speaking ..... 3 hrs.
- SO 213, General Sociology or
- PS 113, Introduction to Psychology ..... 3 hrs.
- Physical Fitness ..... 2 hrs.
- LA 112, Physical Training & Wellness for Law Enforcement Officers or
- PY 111X, Physical Training & Wellness for Corrections Officers and 1 Activity Class or
- PY 111H, Fitness for Life and 1 Activity Class

#### Departmental Requirements (24 hours selected from the list below):

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

**Total .....32-35 hrs.**

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

## Certificate

### General Management/Supervision

Requirements: A total of 33-37 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course

- PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) ..... 0-3 hrs.
- BU 223B. Human Resource Management .....3 hrs.
- SC 113E. Business English .....3 hrs.
- BU 113. Introduction to Business .....3 hrs.
- BU 213. Principles of Management .....3 hrs.
- BU 213G. Supervision .....3 hrs.
- SC 123B. Introduction to Accounting *or*
- AC 114. Principles of Accounting I .....3-4 hrs.
- PS 213B. Human Relations .....3 hrs.
- BU 223A. Principles of Marketing .....3 hrs.
- BU 223. Business Communications .....3 hrs.
- CS 123D. Windows Applications I .....3 hrs.
- SC113C. Business Math .....3 hrs.

**Total..... 33-37 hrs.**

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

## Certificate

### Nuclear Technician – 51.1614

Requirements: A total of 32 - 33 credit hours from the following courses are required to complete this certificate. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum letter grade of a “C” in each course.

- PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) ... ..0-3 hrs.
- BU 111N, Quality Assurance for Technicians.....1 hr.
- CH 113, Chemistry of Enrichment Processes.....3 hrs.
- CS 112, Computer Applications for Technicians...2 hrs.
- EG 112, Fundamentals of Prints and Drawings for Technicians.....2 hrs.
- MA 113M, Metric Conversions for Technicians...3 hrs.
- PH 112N, Review of Nuclear Physics.....2 hrs.
- PH 112C, Fundamentals of Instrumentation and Controls.....2 hrs.
- PH 112E, Basic Electrical Theory.....2 hrs.
- PH 113H, Introduction to Health Physics.....3 hrs.
- PH 113T, Introduction to Thermodynamics, Fluid Flow, and Hydraulics .....3 hrs.
- PH 113V, Fundamentals of Vacuum Technology...3 hrs.
- PY 101C, Fitness for Specialized Programs.....1 hr.
- PY 213B, First Aid and CPR.....3 hrs.
- SO 233, Cultural Diversity.....3 hrs.

**Total.....32 – 33 hrs.**

## Certificate Practical Nursing – 51.1613

A total of 53-56 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### Prerequisites: General Education and Supporting

#### Courses .....29-32 hrs.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
BI 214A, Human Anatomy and Physiology I*	4 hrs.
BI 224, Microbiology*	4 hrs.
BI 224A, Human Anatomy and Physiology II*	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
HC 112, Medical Terminology**	2 hrs.
HE 113, Nutrition and Wellness**	3 hrs.
PS 223B, Human Growth and Development for Allied Health	3 hrs.
PS 113, Introduction to Psychology	3 hrs.
SE 113, Interpersonal Communication	3 hrs.

\*taken within five years prior to admission to nursing program

\*\*taken within two years prior to admission to nursing program

#### Level I ..... 24 hrs.

##### Level I - Semester I

NU 119, Nursing I	9 hrs.
PC 113, Pharmacology I	3 hrs.

##### Level I – Semester II

NU 128, Nursing II	8 hrs.
PC 122, Pharmacology II	2 hrs.
NU 122, PN Roles*	2 hrs.

\*PN Roles course is not included in the Associate Degree Nursing credit hour requirements.

**Total Hours for PN Eligibility .....53 - 56 hrs.**

## Certificate Welding – 48.0508

Requirements: A total of 34-37 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EG 123, Introduction to Computer Assisted Drafting	3 hrs.
MA 114B, Technical Math	4 hrs.
WE 113M, Basic Metallurgy and Welding	3 hrs.
WE 113D, Destructive Testing	3 hrs.
WE 114, Introduction to Welding	4 hrs.
WE 123S, Estimating, Safety and Symbols	3 hrs.
WE 223P, Pipe Welding	3 hrs.
WE 124, Advanced Welding	4 hrs.
WE 243C, Industrial Codes and Standards	3 hrs.
WE 214, Inert Gas Welding	4 hrs.

**Total .....34-37 hrs.**

## Certificate Inspection & Testing for Welding 48.0508

Requirements: A total of 33-36 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EG 123, Introduction to Computer Assisted Drafting	3 hrs.
WE 114, Introduction to Welding	4 hrs.
WE 113M, Basic Metallurgy & Welding	3 hrs.
WE 123S, Estimating, Safety, & Symbols	3 hrs.
MA 114B, Technical Math	4 hrs.
WE 113D, Destructive Testing	3 hrs.
WE 223N, Non-Destructive Testing	3 hrs.
WE 124, Advanced Welding	4 hrs.
WE 223P, Pipe Welding	3 hrs.
WE 243C, Industrial Codes and Standards	3 hrs.

**Total .....33-36 hrs.**

## Certificates of Completion

Certificates of Completion are awarded to those students who complete the course requirement for areas of study that are less than 30 credit hours. A certificate of completion is issued for a course of study that usually satisfies the educational requirements necessary to apply for licensure by a governmental or other agency.

**NOTE: All Certificate of Completion Programs incorporate fundamentals important to obtain employment upon graduation. They may not be suitable if used as a transfer to institutions of higher learning.**

## Commercial Transportation

Requirements: A total of 4-7 credit hours from the following courses are required to complete this certificate. Students entering this program must be at least 18 years of age and have passed a Department of Transportation (DOT) Drug Screen and Physical. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a grade of a "C" in each course.

Courses:

TD 123A or TD 123B Basic Operational Theory .....3 hrs.  
(Optional for individuals who already have a CDL Permit)  
TD 124A or TD 124B Operational and Safety  
Skills Labs .....4 hrs.

**Total ..... 4-7 hrs.**

## Corrections Officer – 43.0102

Requirements: A total of 10 credit hours from the courses listed below. Students must have a minimum grade of "C" in each course.

Courses:

CA 113J or CJ 113J-Introduction to Corrections.....3 hrs.  
CA 123J or CJ 123J-Corrections Officer Safety and  
Weapons Training.....3 hrs.  
CA 133J or CJ 133J-Communications and Interpersonal  
Skills for the Corrections Officer.....3 hrs.  
PY 111X. Physical Training and Wellness for  
Corrections Officers.....1 hr.

**Total .....10 hrs.**

## Esthetician – 12.0401

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

Program Description: The Esthetician Certificate Program is approved by the New Mexico State Board of Barbers and Cosmetologists. The Certificate requires 600 clock hours which equals 20 credit hours. The Esthetician curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Facials, Salon Business, and Retail Sales.

Courses:

COSM 111E, Esthetician Theory ..... 1 hr.  
COSM 132, Sterilization and Sanitation .....2 hrs.  
COSM 220E, Esthetician Practicum .....10 hrs.  
COSM 222, Salon Business and Board Review.....2 hrs.  
CO 225, Facials .....5 hrs.

**Total.....20 hrs.**

## Manicurist/Facialist Specialist – 12.0401

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

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

Courses:

COSM 111E, Esthetician Theory ..... 1 hr.  
COSM 111M, Manicurist/Esthetician Theory..... 1 hr.  
COSM 115, Manicuring/Pedicuring .....5 hrs.  
COSM 132, Sterilization and Sanitation.....2 hrs.  
COSM 220M, Manicurist/Facialist Practicum .....10 hrs.  
COSM 222, Salon Business and Board Review.....2 hrs.  
COSM 225, Facials .....5 hrs.

**Total.....26 hrs.**

## Manicurist/Pedicurist – 12.0401

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

Program Description: The Manicuring/Pedicuring Program is for certificate only. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 350 clock hours which is equal to 14 credit hours.

Courses:

COSM 111M, Manicurist/Pedicuring .....	1 hr.
COSM 115, Manicuring/Pedicuring .....	5 hrs.
COSM 132, Sterilization and Sanitation.....	2 hrs.
COSM 224P, Manicurist/Pedicurist Practicum.....	4 hrs.
COSM 232, Salon Business and Board Review .....	2 hrs.

**Total .....** 14 hrs.

## ~~Patient Care Technician – Level I – 51.1614~~

~~Requirements: A total of 16 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.~~

<del>HC 112, Introduction to Health Care* .....</del>	<del>2 hrs.</del>
<del>HC 113, Skills for the Health Care Provider* .....</del>	<del>3 hrs.</del>
<del>NU 115, Certified Nursing Assistant .....</del>	<del>5 hrs.</del>
<del>PS 223B, Human Growth and Development for Allied Health .....</del>	<del>3 hrs.</del>
<del>SE 113, Interpersonal Communication .....</del>	<del>3 hrs.</del>

~~**Total .....** 16 hrs.~~

## Public Safety Academy Programs

### Corrections Academy (CA) – 43.0102

Courses offered for the Certificate of Completion for Correction Officer are listed on page 75 in the Catalog. The certificate requirements for the Certificate of Completion for the Correction Officer is found on page 58 of the Catalog. The New Mexico Department of Corrections will accept the Certificate of Completion for subsequent state correction officer certification. Specific CA courses may be utilized to meet course requirements for the Criminal Justice Associate of Arts Degree.

### Law Enforcement Academy (LA) – 43.0107

Courses offered with the LA prefix are those taught through New Mexico Junior College’s Southeastern New Mexico Law Enforcement Training Academy located on the main campus. The Law Enforcement Academy consists of the 9 courses (28 credit hours) with the LA prefix (page 90) and LA112 – Physical Training and Wellness for Law Enforcement Officers (page 90). The courses with the LA prefix are equivalent to specific course with the CJ-Criminal Justice prefix. The CJ course equivalents for the LA courses

are listed in the LA course descriptions (page 90). The LA courses may be utilized to complete the requirements for the Law Enforcement Technology Certificate (page 56) and the Criminal Justice Associate of Applied Science Degree (page 47). The LA courses include hands-on training components not included in the CJ courses to prepare the student to qualify to take the State of New Mexico peace officer certification examination. The CJ courses may not be substituted for the LA courses since they do not include the hands-on training components.

## Course Numbering System

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

## Special Topic Courses

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

## Accelerated Career & Technology Academy

Courses offered in the Accelerated Career & Technology Academy will be given college credit upon successful completion of the course with a grade of “C” or better. Each class is considered to be a seven (7) credit hour course

### AT 037. Automotive Technology I

This course is designed to provide basic job entry-level skills and knowledge in automotive technology. Areas presented include fundamentals of automotive technology, basic theory, safety, tools, precision measurements, electrical/electronics, principles of component operations, and laboratory exercises on operating components and simulated components of the automobile. Technical information is given in the classroom and then it is applied in the laboratory/shop. The course syllabus meets the objectives of NMJC course, AT 124-Electronics. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co-workers, and the motoring public. Meets ten hours per week.

**AT 047. Automotive Technology II**

The course syllabus meets the objectives of NMJC course, AT 123C-Brake Systems. Prerequisite: Successful completion of AT 037, Automotive I. Meets ten hours per week.

**AT 057. Automotive Technology III**

The course syllabus meets the objectives of NMJC course, AT 124A-Engine Performance. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co workers, and the motoring public. Meets ten hours per week.

**AT 067 Automotive Technology IV**

The course syllabus meets the objectives of NMJC course, AT 223B-Suspension and Steering. Prerequisite: Successful completion of AT 057, Automotive I. Meets ten hours per week.

**CO 037. Cosmetology I**

The vocational cosmetology course is designed to provide basic skills and knowledge that can lead to a career in Cosmetology. Instruction will be provided in the following areas: Theory of Cosmetology, manicuring, pedicuring, permanent waving, shampooing and hair styling, scalp treatment, and facials. Application of the skills attained will be done in a cosmetology laboratory environment. The curriculum is performance based and introduces a variety of theory and related skill areas of cosmetology to prepare students for success in a working environment. Upon successful completion of the ACT ACADEMY cosmetology classes, the student will have earned approximately 300 clock hours toward the 1600 clock hours needed for a New Mexico Junior College certificate in Cosmetology. Prerequisite: A strong interest in the field as an occupational choice. A good attendance history and a mature attitude are required. The course syllabus meets the objectives of NMJC courses, CO 132 – Sanitization & Sterilization and CO 142 – Shampooing and Rinsing. Meets ten hours per week.

**CO 047. Cosmetology II**

This course is a continuation of CS 037. The course syllabus meets the objectives of NMJC courses, CO 113 – Facials and CO 123 - Hairstyling. Prerequisite: Successful completion of CS 037, Cosmetology I. Meets ten hours per week.

**CO 057. Cosmetology III**

This course is a continuation of CS 047. The course syllabus meets the objectives of NMJC courses, CO 114 – Chemical Rearranging, Permanents, and Relaxers and CO 213, Manicuring & Pedicuring. Prerequisite: Successful completion of CS 047, Cosmetology II. Meets ten hours per week.

**CO 067. Cosmetology IV**

This course is a continuation of CS 057. The course syllabus meets the objectives of NMJC course, CO 115 – Haircutting and CO 232 – Salon Business. Prerequisite: Successful completion of CS 057, Cosmetology III. Meets ten hours per week. If the ACT ACADEMY students completes all four courses, 037, 047, 057, and 067 the course syllabi meet the objectives of NMJC course CO 112 – Theory I.

**DC 037. Computer Graphics I**

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

**DC 047. Computer Graphics II**

This course is designed to provide an advanced level of training and experience in the study of computer graphics. Students will increase their level of both skill and speed and produce professional quality graphic images and apply them to the design and layout on assigned projects. The course content meets the objectives of NMJC course, DC 224, Graphics & Illustration. Meets ten hours per week.

**DC 057. Computer Animation I**

This course is designed as an introductory course in microcomputer. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effort. Prerequisite: None The course syllabus meets the objectives of NMJC course, DC 223D, Computer Animation & Multimedia Production I. Meets ten hours per week.

**DC 067. Computer Animation II**

This course is designed as a continuation of DC 047. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentation. Prerequisites: none. The course syllabus meets the objectives of NMJC course, DC 233D, Computer Animation & Multimedia Production II. Meets ten hours per week.

**EG 037. Intro. to Computer Assisted Drafting**

An introduction to Computer Assisted Drafting and Design utilizing the AutoCAD software. The course will cover the fundamentals of 2D drafting, concentrating on developing the necessary skills to become proficient as a CADD operator. The course will cover the creation and editing of basic objects, notes, specifications, hatching, and sketching. The course syllabus meets the objectives of NMJC course, EG 123, Introduction to Computer Assisted Drafting. Meets ten hours per week.

**EG 057. Intermediate Computer Assisted Drafting**

A continuation of developing the 2D CADD skills. The course will cover printing and plotting of drawings, dimensioning and tolerancing, building groups, blocks, symbol libraries, and extracting bills of materials. This course will complete the basics required for the CADD operator. The course syllabus meets the objectives of NMJC course, EG 214B, Intermediate Computer Assisted Drafting. Prerequisite: Successful completion of EG 037, Introduction to Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

**EG 067. Advanced Computer Assisted Drafting**

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

NMJC course, EG 224A, Advanced Computer Assisted Drafting. Prerequisite: Successful completion of EG 057, Intermediate Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

**EG 077. Customizing AutoCAD**

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

**EG 087. 3-Dimensional Graphics Animation I**

A introductory course covering the creation of 3-dimensional objects and animation using 3D Studio Viz. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation. The course will cover creating a scene, creating shapes, modifying splines, lofting objects, twisting objects, creating curved paths, deformation tools, creating objects, materials, and 3-dimensional animation and rendering. Prerequisite: None. The course syllabus meets the objectives of NMJC course EG 214C, Introduction to 3-Dimensional Animation. Meets ten hours per week.

**EG 097. 3-Dimensional Graphics Animation II**

An advanced course covering the creation of 3-dimensional objects and animation using 3D Studio Viz and AutoCAD. Importing AutoCAD 2-dimensional drawings into 3D Studio Viz, 2-dimensional drawing translation into 3-dimensional format, and the creation of an animated walk through will be covered in this course. The exporting of 3-dimensional objects into AutoCAD drawing format will be covered. The course syllabus meets the objectives of NMJC course EG 224C, Advanced 3-Dimensional Animation & CAD. Meets ten hours per week.

**EM 037. Emergency Medical Technician Training Basic I**

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

**EM 047. Emergency Medical Technician Training Basic II**

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

**NU 037. Health Occupations I**

This two-semester course is designed to introduce the student to the Health Care Field, primarily focusing on basic job entry level skills and knowledge needed to become a Certified Nursing Assistant. The course provides instruction

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

**NU 047. Health Occupations II**

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

**WE 037. Welding I**

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

**WE 047. Welding II (Advanced Welding)**

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

**WE 057. Welding III (Pipe Welding)**

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

**WE 067. Welding IV (Inert Gas Welding)**

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



## Course Descriptions

### Accounting (AC) – 52.0301

#### AC 114. Principles of Accounting ..... 4 hrs.

This course is designed to introduce double-entry accounting applicable to a sole proprietorship business. Included in the course content will be theory, analysis of business transactions, financial statements, the accounting cycle, and systems. This is a four credit hour course.

#### AC 124. Principles of Accounting II .....4 hrs.

This course covers the principles of accounting for partnerships and corporations with emphasis upon the corporate form of business organization. Manufacturing job order, process cost, and decision-making are introduced. Prerequisite: AC 114. This is a four credit hour course.

#### AC 213. Intermediate Accounting I.....3 hrs.

This course is a refinement of the interpretation, recording and reporting of financial data introduced in the principles courses. Topics studied will include accounting concepts and principles, underlying assets as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Prerequisite: AC 124. This is a three credit hour course.

#### AC 213A. Microcomputer Accounting I.....3 hrs.

This course employs a computerized approach to the accounting environment. The focus will be on Excel and Payroll Accounting. In the Excel environment, numerous applications including, Bank Reconciliations, Depreciation Schedules, Accounts Receivable, Accounts Payable, Journals, and Worksheets will be covered. In our Payroll environment, problems concerning Unemployment Law, Fair Employment Law, Human Resource Systems, Social Security, and Income Tax Withholding will be solved using software provided. This is designed for students with limited or no background in computers. Prerequisite: SC 123B or AC 114. This is a three credit hour course.

#### AC 231-233. Accounting Cooperative Work

##### Experience..... 1-3 hrs.

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

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

This course is a continuation and refinement of the interpretation, recording, and reporting of financial data. Topics studied include accounting concepts and principles underlying liabilities and stockholder's equity as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Prerequisite: AC 213. This is a three credit hour course.

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

This course is a comprehensive study of a more complex computerized accounting system utilizing QuickBooks and Peachtree. Software. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. Prerequisites: AC 124,

AC 213A, or consent of the instructor. This is a three credit hour course

#### AC 233A. Income Tax I..... 3 hrs.

This course is designed as a first course in Federal Taxation for undergraduate accounting, business, and law students. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits. Students will solve tax problems utilizing computerized tax software as though they were actually filing tax returns. Prerequisite: AC 114. This is a three credit hour course.

### Agriculture (AG) – 01.0000

#### AG 113H Horsemanship I.....3 hrs.

This course will cover the basic principals of Western riding, management of the horse, and equine training. Topics include safety, basics of natural horsemanship, care of the horse's feet, tack, and conformation. Horse and equipment must be furnished by the student. Instructor consent is required prior to enrollment. This is a three credit hour course.

### Anthropology (AN) – 45.0201

#### AN 123. Introduction to Cultural Anthropology..... 3 hrs.

A brief history of the growth of the sciences of anthropology and archeology. An examination of aspects of culture, including technology, ecology, economics, family structure, political structure, religion, linguistics, the arts, and education. This is a three credit hour course.

### Art (AR) – 50.0701

#### AR 113. Art Appreciation ..... 3 hrs.

This is a general course on art appreciation. Open to all college students. It covers the analysis of art elements and principles as applied to various forms of visual expression including painting, drawing, sculpture, and architecture. This course will develop for the student an awareness and appreciation of art through film and video, presentations, classroom assignments, and active student participation in class discussions. This is a three credit hour course.

#### AR 113A. Drawing I.....3 hrs.

Through varied media, props, and still life arrangements, the student will explore the elements of line, shape, texture, value, and space. Major areas of focus include a detailed study in linear perspective, basic rendering techniques, and skills formation including perceptual and aesthetic development. This course is open as a general education course to all college students who wish to draw. Regular outside assignments. This is a three credit hour course.

#### AR 113B. Art History I.....3 hrs.

Art History I is a survey of art from prehistoric times up through the dawn of the renaissance. Although the major focus is Western European art, this course examines many non-western cultures and their great artistic traditions. This is a three credit hour course.

**AR 113G. Airbrushing Techniques I ..... 3 hrs.**  
Introduction to the use of the airbrush. Includes operation, T-shirt design, stencil making, station work, tools, airbrush materials techniques, and professional environment. This is a three credit hour course.

**AR 123A. Drawing II ..... 3 hrs.**  
A continuation of AR 113A with a focus on media, technique, gesturing, and compositional activity. Students will continue to explore and develop the expressive and conceptual aspects of drawing. Regular outside assignments. Prerequisite/s: AR 113A. This is a three credit hour course.

**AR 123B. Computer Graphics (Same as DC 123A) ..... 3 hrs.**  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. This is a three credit hour course.

**AR 123G. Airbrushing Techniques II..... 3 hrs.**  
This course is a continuation of AR113G. It includes advanced techniques of airbrushing, cutting stencils, creating patterns, making personalized license plates, and fabricating mail box designs. Students will also learn how to mix paints, create bathroom seat motifs, and personalize motorcycle tanks. Prerequisite/s: AR 113G. This is a three credit hour course.

**AR 213. Two-Dimensional Design ..... 3 hrs.**  
Emphasis is upon two-dimensional design activity and compositional arrangement using the elements and principles of design. The development of perceptual skills, techniques, and vocabulary will be emphasized. This course is repeatable, but may only count one time for degree requirements. Prerequisite/s: AR 113A This is a three credit hour course.

**AR 213A. Painting I..... 3 hrs.**  
An introductory course in painting focusing on a solid foundation in color theory, mixing and application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. This course is open as a general education course to all college students who wish to paint in oils or acrylics. It will include regular outside assignments. This course is repeatable, but may only count one time for degree requirements. Prerequisite/s: AR 113A. This is a three credit hour course.

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

**AR 213C. Sculpture I..... 3 hrs.**  
This course covers the fundamentals of form & structure through playful & informative materials exploration. An

examination of additive and reductive means of construction to develop three dimensional creative skills is made. Prerequisite AR 223. This is a three credit hour course.

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

**AR 213E. Jewelry and Metalcrafts I..... 3 hrs.**  
Creative experimentation with metals and other materials to give the student an understanding of the fundamental process and procedures of metal craft and jewelry making. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

**AR 213F. Photography I..... 3 hrs.**  
Black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. This is a three credit hour course.

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

**AR 223A. Painting II ..... 3 hrs.**  
A continuation in skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. Regular outside assignments. This course is repeatable, but may only count one time for degree requirements. Prerequisite/s: AR 213A. This is a three credit hour course.

**AR 223B. Ceramics II ..... 3 hrs.**  
This course is a continuation of AR 213B with greater emphasis on individual maturation within the ceramic discipline. This course is repeatable, but may only count one time for degree requirements. This is a three credit-hour course.

**AR 223C. Sculpture II..... 3 hrs.**  
A continuation of AR 213C with an emphasis on compositional and design considerations, advanced techniques, and individual expression in selected media. It will include regular outside assignments. This course is repeatable, but may only count one time for degree requirements. Prerequisite/s: AR 223. This is a three credit hour course.

**AR 223E. Jewelry and Metalcrafts II ..... 3 hrs.**  
This course is a continuation of AR 213E. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 213E. This is a three credit hour course.

**AR 223F. Photography II .....3 hrs.**

This course is a continuation of AR 213F with continued work in black and white photography at an intermediate level. Limited experience in cinematography will be included in this course. This is a three credit hour course.

**AR 223W. Creating Southwestern Art.....3 hrs.**

Designed to meet the needs of both the beginning and advanced art student/artist seeking either introductory or advanced instruction in the investigation and creation of southwestern art. A multi-leveled instructional approach that includes: specific assignments for beginning students and independent instruction and critique for students presently producing southwestern images who seek some guidance while continuing their own unique artistic expressions. Students will be encouraged to work in several mediums and explore a number of different techniques. Regular outside assignments. This course is open as a general education course to all college students. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

## **Automotive Technology (AT) – 47.0604**

This program is designed for students who wish to become professional automotive technicians. With the continuous use of electronic systems and on-board computers, there will be constant demand for highly skilled, well-trained automotive technicians. Students in the Automotive Technology Program will receive quality classroom instruction as well as hands-on laboratory experience using state-of-the-art diagnostic test equipment. In addition, students have the opportunity to be placed in a cooperating automotive service facility, receive supervised work experience, training under an experienced automotive technician. Upon completion of the program, the student will receive a certificate or an Associate in Applied Science Degree in Automotive Technology, depending on course selection.

**AT 113. Engine Repair.....3 hrs.**

This course will cover the fundamentals of automotive engine operation, the service and repair of automotive engines, and the diagnosis and overhaul procedures related to these engines. This class meets for two lecture hours and two laboratory hours per week. This is a three credit hour course.

**AT 114A. Cooperative Work Experience I.....4 hrs.**

Continuation of AT 113, AT 124C, and AT 124D. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**AT 114B. Cooperative Work Experience II .....4 hrs.**

Continuation of AT 213A, AT 213C, and AT 223B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**AT 123C. Brake Systems .....3 hrs.**

This course covers the operating principles, service and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week. This is a three credit hour course.

**AT 124. Electronics .....4 hrs.**

This course covers automotive electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting and charging system diagnosis and repair, lighting systems, gauges, warning devices, horns, wiper/washers and power operated accessories. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week. This is a four credit hour course.

**AT 124A. Engine Performance .....4 hrs.**

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

**AT 212. Cooperative Work Experience III ..... 2 hrs.**

Continuation of AT 114A and AT 114B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week. This is a two credit hour course.

**AT 213A. Manual Drive Trains and Axles .....4 hrs.**

This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, and CV joints. Rear wheel drive universal joints, and drive shafts, rear axles and four wheel drive units. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week. This is a three credit hour course.

**AT 213B. Heating and Air Conditioning Systems.....3 hrs.**

This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 213C. Automatic Transmissions and Transaxles .....3 hrs.**

This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This class meets for two lecture hours and two laboratory hours per week. This is a three credit hour course.

**AT 223B. Suspension and Steering Systems .....3 hrs.**

This course covers the operation, diagnosis, service and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week. This is a three credit hour course.

**AT 223C. Automotive Service Management..... 3 hrs.**

This course is an introduction to automotive service management. Areas of instruction include an overview of the automotive service industry, the role of the automotive service manager, controlling service operations, management techniques, and management and business ethics. This is a three credit hour course.

**Automotive Technology  
General Motors (GM)  
Automotive Service  
Educational Program – 47.0604**

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

**GM 113. Technology for Technicians ..... 3 hrs.**

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

**GM 114. Automotive Fundamentals ..... 4 hrs.**

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

**GM 114A. Cooperative Work Experience I..... 4 hrs.**

Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**GM 114B. Cooperative Work Experience II ..... 4 hrs.**

Continuation of GM 114A and GM 124B. Work experience in a cooperating General Motors dealership. Student will

work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**GM 114C. Cooperative Work Experience III ..... 4 hrs.**

Continuation of GM 124C and GM 214A. Work experience in a cooperating General Motors dealership. Students will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**GM 124. Electronics I ..... 4 hrs.**

This course is the first of two courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 124A. Engine Performance I..... 4 hrs.**

This course is the first of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 124B. Electronics II ..... 4 hrs.**

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

**GM 124C. Brake Systems ..... 4 hrs.**

This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. Meets twenty hours per week. This is a four credit hour course.

**GM 214. Engine Repair ..... 4 hrs.**

This course will cover the fundamentals of automotive engine operation, the service and repair of General Motors automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 214A. Manual Drive Train and Axles..... 4 hrs.**

This course will cover the operation, service and repair of GM manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of GM clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 214B. Heating and Air Conditioning ..... 4 hrs.**

This course will cover the operation diagnosis, service and repair of General Motors heating and air conditioning systems. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 214C. Automatic Transmissions and Transaxles .....4 hrs.**

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

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

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

**GM 224A. Cooperative Work Experience IV .....4 hrs.**

Continuation of GM 214 and GM 224. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum 20 hours of work per week. This is a four credit hour course.

**GM 224B. Suspension and Steering Systems .....4 hrs.**

This course covers the operation, diagnosis, service and repair of General Motors suspension and steering systems. Areas of instruction include GM front and rear suspension, wheel, tires, and steering. Open to GM ASEP students only. Meets ten hours per week. This is a four credit hour course.

**GM 224C. Cooperative Work Experience V .....4 hrs.**

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

**GM 224D. New Product Issues .....4 hrs.**

This course is designed to supplement other GM ASEP courses by providing information related to the most recently released service, repair and diagnostic procedures. Taking advantage of GM's critically timed electronic and print resources; students will receive instructional updates in the areas of power train, electronics, brakes, steering and suspension, and heating and air conditioning. Meets 4 hours per week. This is a four credit hour course.

**Automotive Technology Ford  
Motor Company (FM)**

**Automotive Student Service Educational  
Training Program – 47.0604**

The Automotive Student Service Educational Training Program (ASSET) is a two year program — leading to an Associate in Applied Science Degree in Automotive Technology. It is a joint effort of three organizations: Ford Motor Company, Ford and Lincoln-Mercury Dealers, and New Mexico Junior College. Its purpose is to provide technical competency and professional abilities for students desiring a professional career as dealership technicians. This

program prepares students to analytically diagnose, service and maintain Ford automotive products using recommended procedures, special tools, and Ford Service Publications. Students are trained using the latest Ford vehicles, components, and educational materials available; students are better equipped to advance in position after additional experience is achieved in the dealership. Throughout the two (2) year program, the student alternates between classroom and laboratory instruction at the college and cooperative work experience in a sponsoring Ford or Lincoln-Mercury dealership. Due to significant demands of this program, students are required to meet specific entry-level requirements.

**FM 113. Technology for Technicians .....3 hrs.**

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

**FM 114. Automotive Fundamentals .....4 hrs.**

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

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

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

**FM 114B. Cooperative Work Experience II .....4 hrs.**

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

**FM 114C. Cooperative Work Experience III .....4 hrs.**

Continuation of FM 124C and FM 214A. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week. This is a four credit hour course.

**FM 124. Electronics I ..... 4 hrs.**

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

**FM 124A. Engine Performance I ..... 4 hrs.**

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

**FM 124B. Electronics II ..... 4 hrs.**

This is the second of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company vehicles. This course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include: safety, multiplexing related diagnosis and repair, microprocessor operation, sensors, actuators, electronic automotive systems and various electrical accessory systems not covered in Electronics I. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 114 Automotive Fundamentals and FM 124 Electronics I. Meets ten hours per week. This is a four credit hour course.

**FM 124C. Brake Systems ..... 4 hrs.**

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

**FM 124D. Diesel Engine Operations ..... 4 hrs.**

The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and driveability. Areas of instruction

include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Prerequisite: FM 124B. This is a three credit hour course.

**FM 211. Noise, Vibration, and Harshness ..... 1 hr.**

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

**FM 214. Engine Repair ..... 4 hrs.**

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

**FM 214A. Manual Drive Train and Axles ..... 4 hrs.**

This course will cover the operation, service and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week. This is a four credit hour course.

**FM 214B. Heating and Air Conditioning ..... 4 hrs.**

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

**FM 214C. Automatic Transmissions and Transaxles 4 hrs.**

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

**FM 223. Advanced Drivability Diagnosis ..... 3 hrs.**

This course is designed to develop and apply vehicle driveability related diagnostic skills, concentrating on both gasoline and diesel engine systems. The diagnostic strategies used will include the interpretation of recorded

data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Prerequisites: FM 124B, FM 224, and FM 124D. This is a four credit hour course.

**FM 224. Engine Performance II .....4 hrs.**  
This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include: related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), drivability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and scan diagnostics. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II and FM 124A Engine Performance I. Meets ten hours per week. This is a four credit hour course.

**FM 224A. Cooperative Work Experience IV .....4 hrs.**  
Continuation of FM 211, FM 212, FM 214, and FM 224. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Minimum of twenty hours of work per week. This is a four credit hour course.

**FM 224B. Suspension and Steering Systems .....4 hrs.**  
This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include front and rear suspension, wheel, tires, steering, and associated hydraulic and electronic management systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week. This is a four credit hour course.

**FM 224C. Cooperative Work Experience V .....4 hrs.**  
Continuation of FM 214B, FM 214C, and FM 224B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Minimum of twenty hours of work per week. This is a four credit hour course.

## **Biology (BI) – 26.0101**

**BI 114. General Biology .....4 hrs.**  
General Biology I stresses the concepts, characteristics, and diversities of life. Emphasis is placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, cellular respiration, cell

reproduction, inheritance, molecular genetics, and evolution. Concurrent enrollment in BI114L (laboratory) is a required. This is a four credit hour course.

**BI 124 General Biology II.....4 hrs.**  
General Biology II stresses the origins of life, the diversity of viruses, bacteria, protists, and fungi; the diversity of plants, plant structure and function; animal diversity, animal structure and function; as well as animal behavior, ecology of populations, ecosystems, and environmental concerns. Concurrent enrollment in BI124L (laboratory) is required. This is a four credit hour course.

**BI 214A Human Anatomy and Physiology I.....4 hrs.**  
Human Anatomy and Physiology I is an integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Enrollment is restricted to nursing and pre-professional students or by consent of the instructor. Prerequisites for the course include high school biology and chemistry or consent of the instructor. Concurrent enrollment in BI214AL (laboratory) is required. This is a four credit hour course.

**BI 224 Microbiology.....4 hrs.**  
Microbiology is a study of the importance of microbiological organisms in life processes; basic principles of microbiology; isolation, morphology, physiology, identification and applications of bacteria, fungi, and viruses; medical bacteriology and bacterial involvement in disease. Prerequisites: BI114 or BI124 or consent of the instructor. Chemistry is recommended. Concurrent enrollment in BI224L (laboratory) is required. This is a four credit hour course.

**BI 224A. Human Anatomy and Physiology II ..... 4 hrs.**  
Continuation of BI 214A. Nervous, endocrine, cardiovascular, lymphatic, respiratory, excretory, digestive systems and reproductive systems. Prerequisite: BI 214A or consent of the instructor. Enrollment restricted to nursing and preprofessional students, or by consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 224B Human Anatomy and Physiology .....4 hrs.**  
Human Anatomy and Physiology is a one semester course for non-science majors and is an introduction to the structure and function of the human body. Emphasis is placed on cells, tissues, organs, and organ systems. Prerequisite: BI 114 or consent of the instructor. Concurrent enrollment in BI224BL (laboratory) is required. This is a four credit hour course.

## **Business Law (BS) – 52.0201**

**BS 213. Business Law I .....3 hrs.**  
The legal framework of business: the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contracts. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. This is a three credit hour course.

**BS 223. Business Law II .....3 hrs.**  
A continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency and employment,

business organizations, and real property, and estates. This is a three credit hour course.

## **Business – 52.0201**

The curricula in business training provide for two years of pre-professional work leading toward a career in business. Each curriculum contains courses essential to a general education and permits the study of fundamental business theory and procedures with limited specialization in one of the major business fields. The business faculty of New Mexico Junior College makes a conscientious effort to help each student in the selection and pursuit of a course of study that will be of the most direct value according to the student's needs and purpose. In making course selections, the student should remember that business is a broad field and contains many possible majors.

### **BU 111C, 112C, or 113C. Cooperative Work ..... 3 hrs. Experience in Management**

This course will consist of work experience in a business environment, while applying concepts learned in the classroom. Work objectives will be established and completed on a semester basis with a cooperative employer and the management coordinator/instructor. Prerequisite or co-requisite: BU213, AC114, Bu223,CS123D. This is a variable credit course ranging from one to three credit hours.

### **BU 111N. Quality Assurance for Technicians (CIP Code 15.0599) ..... 1 hr.**

This course is designed to provide students with the basics of the Quality Assurance Program purpose, implementation, and worker role in achieving quality in work assignments. The course covers the Corrective Action Program, the Safety Conscious Work Environment, and Employee Concerns Program. This is a one credit hour course.

### **BU 113. Introduction to Business ..... 3 hrs.**

A survey of methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society; provides a foundation for more specialized study. This is a three credit hour course.

### **BU 113A. Retailing ..... 3 hrs.**

A study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. A classroom approach (theory) in computer electronic spreadsheet applications—no computer class required. This is a three credit hour course.

### **BU 113B. Salesmanship ..... 3 hrs.**

The study of basic sales techniques is presented with actual role-playing and sales demonstrations taking place. A classroom (theory) and laboratory approach. This is a three credit hour course.

### **BU 123A. Advertising ..... 3 hrs.**

Includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment. The course will include the types and roles of

visual merchandising including creation, color, and principles of design. This is a three credit hour course.

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

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

**BU 213A. Principles of Finance ..... 3 hrs.** The first course in finance. A survey of the whole field of finance, public and private. Financial institution, instruments and procedures involved in the supply of and demand of loanable funds. This is a three credit hour course.

**BU 213B. Principles of Real Estate ..... 3 hrs.** Practice and finance in real estate from the perspective of the property owner, the businessman, and the Realtor. Organization, leasing and property management; also valuation and taxation. This is a three credit hour course.

**BU 213D. Principles of Insurance I ..... 3 hrs.** Theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. This is a three credit hour course.

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

**BU 213G. Supervision ..... 3 hrs.** A course of study examining the role of supervisory management and how important it is to the over-all success of any organization. This is a three credit hour course.

**BU 213H. Real Estate Law ..... 3 hrs.** One of the two state required courses for real estate salesperson licensure. This course covers ownership rights, law of agency, law of contracts, and other legal aspects of real estate. This is a three credit hour course.

**BU 223. Business Communications ..... 3 hrs.** This course covers the business communication environment. It includes: business writing, business styles, business memos, short and long reports, job search and resume writing, oral business presentations, communication for intercultural business, and business ethics. This is a three credit course.

**BU 223A. Principles of Marketing ..... 3 hrs.** Functions, principles, processes and methods involved in marketing today. Includes types of middlemen, marketing channels, and buying motive. This is a three credit hour course.



**BU 223B. Human Resource Management .....3 hrs.**

This course examines the methods of recruitment, selection, placement, motivation, and evaluation in human resource management. It also covers employment law, employee benefits, and compensation. This is a three credit hour course.

**BU 223C. Small Business Management .....3 hrs.**

This course covers the principles of successful business. Topics to include: how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, developing a pricing strategy. Calculations and assignments to be done with the computer. Electronic spreadsheet — no computer class required. This is a three credit hour course.

**BU 233. Business Statistics .....3 hrs.**

This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities. Computer applications will include T-Tests, simple linear regressions and correlations. The course will conclude with an overview of business applications, how statistics are used in society and their importance. (This course will fulfill the mathematics requirements for any associate degree.) Prerequisite: MA 113A. This is a three credit hour course.

**Chemistry (CH) – 40.0501, 40.0504,  
15.0599**

**Chemistry for Nuclear Technicians 15.0599**

**CH 113 Chemistry of Enrichment Processes.....4 hrs.  
(CIP Code 15.0599)**

This course will provide students with an overview of basic chemistry, chemistry of water treatment, chemical hazards, and chemistry of basic enrichment processes. This is a three credit hour course.

**General Chemistry 40.0501**

**CH 114 Current Concepts of Chemistry.....4 hrs.**

Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy are some of the major topics covered in this course. Topics are discussed with current applications. The course is intended for non-science majors only. Concurrent enrollment in CH114L (laboratory) is required. This is a four credit hour course.

**CH 114A General Chemistry.....4 hrs.**

General chemistry is a comprehensive study of chemical behavior of matter. The study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure are the major topics covered in this course. The course is designed for pre-professional and science majors. Concurrent enrollment in CH114AL (laboratory) is required. This is a four credit hour course.

**CH 124A General Chemistry.....4 hrs.**

This course is a continuation of CH114A. Major topics include: solutions, equilibrium, elementary thermo-

dynamics, reaction kinetics, acids-bases, and electro-chemistry. The course is designed for pre-professional and science majors. Prerequisite: CH114A. Concurrent enrollment in CH124AL (laboratory) is required. This is a four credit hour course.

**Organic Chemistry 40.0504**

**CH 214. Organic Chemistry.....4 hrs.**

Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques are studied. Prerequisite: CH124A or consent of instructor. Concurrent enrollment in CH214L (laboratory) is required. This is a four credit hour course.

**CH 224. Organic Chemistry.....4 hrs.**

This course is a continuation of CH214. The preparation and reactions of functional groups and multi-step synthesis are the topics for semester. Prerequisite: CH214. Concurrent enrollment in CH224L (laboratory) is required. This is a four credit hour course.

**Communication (SE) – 09.0101 & 23.1001**

**SE 103. Applied Communications .....3 hrs.**

This course develops communication, language arts, and English skills in an applied setting. Emphasis on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. Includes occupation-specific applications in areas including business, marketing, technical, trade, and industrial areas. This is a three credit hour course.

**SE 113. Interpersonal Communication.....3 hrs.**

A study of the human communication process in a variety of exchange settings. Units include relational message sending, listening, and non-verbal communications. Special emphasis is given to illustrate how communication proceeds within human relationships. This is a three credit hour course.

**SE 123. Public Speaking .....3 hrs.**

This class is an introductory study in the theory and practice of oral discourse, including the preparation, presentation, and evaluation of public speeches. Students will present speeches intended to emphasize particular elements of rhetorical theory and fundamental skill areas for informative, persuasive, and extemporaneous speaking. This is a three credit hour course.

**SE 213A. Introduction to Mass Communications.....3 hrs.**

This course covers the structure, characteristics, functions and support of mass communication in modern society. Also included are radio, television, newspapers, magazines and related areas of advertising and public relations.- This is a three credit hour course.

**SE 223. Voice and Articulation.....3 hrs.**

A study of how the human voice operates and how it can be improved. Vocal ability and limitation analysis are an important class characteristic. Tools include oral readings and articulation drills. The International Phonetic Alphabet is explored as a pronunciation mechanism. This is a three credit hour course.

**SE 233. Oral Interpretation..... 3 hrs.**  
 An introduction to and appreciation of oral interpretation of literature. Includes the technical preparation and presentation of poetry, prose, story telling, and dramatic reading, based upon the critical and creative analysis of each. Emphasis is placed upon practice in phrasing, vocal quality, time, force, pitch, and bodily responses. This is a three credit hour course.

**Architectural / Drafting Technology**  
**15.1302 and 15.0599**  
**Drafting Technology for Nuclear Technicians**  
**15.0599**

**EG 112. Fundamentals of Prints and Drawings For Technicians.....3 hrs.**

This course will provide students with the basic knowledge to read an engineering drawing as utilized by technicians. The student will be introduced to print reading, electrical single lines and schematics, and electronic diagrams and schematics. This is a two credit hour course.

**EG 111B. AutoCAD Certification Preparation.....1 hr.**

This course prepares the student for the nationally recognized AutoCAD certification test. The certification is 2-dimensional Computer Assisted Drafting (CAD). The student will utilize certification preparation software. Prerequisites: EG234 Advanced Computer Assisted Drafting (CAD) or permission from the instructor. This is a one credit hour course.

**EG 113. Principles of Drafting.....3 hrs.**

This course introduces the principles of drafting. Drafting terminology, fundamentals, drafting techniques and skills, lettering, size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes will be included.. This is a three credit hour course.

**EG 123. Introduction to Computer Assisted Drafting (CAD).....3 hrs.**

This course is offered as an introduction to Computer Assisted Drafting (CAD) Software. Assignments incorporate computer software and hardware as applied to architectural, mechanical, and interior design/drafting. Concepts will include setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; and using layers, coordinate systems, and plotting/printing to scale. Detailed drawings of sections, elevations, and floor plans will be produced. Prerequisite: EG113 or consent of instructor. This is a three credit hour course.

**EG 123B. AutoCAD Level I Certification Preparation..... 3 hrs.**

This course prepares the student for the nationally recognized AutoCAD Level I certification test. The Level I certification is 2-dimensional Computer Assisted Drafting (CAD). The student will utilize certification preparation software. Prerequisite: EG 123 Introduction to Computer Assisted Drafting (CAD) or EG 123A Principles of Drafting (CAD) or permission from the instructor. Meets two hours per week for the 1st 8 weeks of the semester, to be followed by EG 224B AutoCAD Level II Certification Preparation

which meets for two hours per week for the 2<sup>nd</sup> 8 weeks of the semester. This is a four credit hour course.

**EG 123C. Introduction to 3-Dimensional Animation (3D Studio Viz).....3 hrs.**

An introductory course covering the creation of 3-dimensional objects and animation using 3D Studio Viz. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation. The course will cover creating a scene, creating shapes, modifying splines, lofting objects, twisting objects, creating curved paths, deformation tools, creating objects, materials, and 3-dimensional animation and rendering. Prerequisites: None. This is a four credit hour course.

**EG 121B. American Design Drafter Certification Preparation.....1 hr.**

This course prepares the student for the nationally recognized American Design Drafting Association Drafting certification test. Drafter Certification is a nationwide program that allows drafters to show their knowledge in drafting concepts and nationally recognized standards and practices. Certification enables drafters to demonstrate professional capabilities and helps employers in identifying quality employees. Prerequisites: EG 123A Principles of Drafting I (CAD) and EG124C Principles of Drafting II (CAD) or permission from the instructor. This is a one credit hour course.

**EG 124C. Principles of Drafting II (CAD).....4 hrs.**

This course is offered as a continuation of the introduction to the principles of drafting utilizing Computer Assisted Drafting (CAD) software. Students will gain knowledge of pictorial drawings, geometric dimensioning and tolerancing, drawings for numerical control, welding drawings, design concepts, belts, chains, and gears, couplings, bearings, and seals, developments and intersections, pipe drawings, structural drafting, jigs and fixtures, electrical and electronics drawings, Prerequisites: EG 123A Principles of Drafting I (CAD) or permission from the instructor. This is a four credit hour course.

**EG 133.Design and Fabrication Using CAD/CAM.....3 hrs.**

This is a study of the design process as applied to fabrication and introduces computer assisted manufacturing (CAM) software as an expansion of the design process. This course requires the use of a graphics-based language to create basic geometric elements. Geometric elements are used to create tool/cutter paths necessary to establish machining coordinates for CNC (Continuous Numeric Control) machining mill. Prerequisite: EG123 or Consent of Instructor. This is a three credit hour course.

**EG 143. Historical Architectural Travel.....3 hrs.**

This course is a combination of theory, seminar discussion, and guided independent study. It includes a tour of principal and historic architectural sites with lecture presentations and class discussions. Students will be responsible for all travel expenses. This is a three credit hour course.

**EG 213A. Architectural Rendering.....3 hrs.**

Architectural rendering presents basic perspective fundamentals required for freehand perspective drawing. It includes the technical principles of perspective required to layout precise perspective constructions. The course will help build basic light, color, and rendering vocabulary

required for quality drawing presentations. Topics include pictorial drawing and use of different media. Subjects include the human figure, architectural interiors and exteriors, landscapes, and cityscapes. Black and white media as well as color theory and application as they apply to architectural graphic expression are emphasized. This is a three credit hour course

**EG 213D. Introduction to Interior Design.....3 hrs.**

This course is a survey of basic interior design principles and concepts including aesthetics and processes relevant to planning residential and nonresidential environments. Topics include the historical and theoretical bases of design, theories of color and light, and basic theories of design composition. This is a three credit hour course.

**EG 222. Professional Development in Residential Construction Techniques.....2 hrs.**

This course offers students a real life residential construction experience through participation in a team competition. Students will demonstrate problem-solving skills by preparing a solution through documents, which include the development of working drawings, a labor and materials estimate, and a construction schedule. Problems will emphasize analytical and aesthetic design and presentation skills. Prerequisite: Consent of the instructor. This is a two credit hour course.

**EG 223A. Advanced Computer Assisted Drafting (CAD).....3 hrs.**

This advanced course in computer assisted design uses industry standard software to present building information models through production of floor plans, sections, elevations, details, plot plans, schedules, and perspective renderings. Pre-requisite: EG123 Introduction to CAD. This is a three credit hour course.

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

An advanced course covering the creation of 3-dimensional objects and animation using 3D Studio Viz and AutoCAD. Importing AutoCAD 2-dimensional drawings into 3D Studio Viz, 2-dimensional drawing translation into 3-dimensional format, and the creation of an animated walk through will be covered in this course. The exporting of 3-dimensional objects into AutoCAD drawing format will be covered. Prerequisites: EG123C 3-Dimensional Animation (3D Studio Viz) and EG223A Advanced Computer Assisted Drafting (CAD) or permission from the instructor. This is a four credit hour course.

**EG 224D. Comparative Studies in Micro Station and AutoCAD.....4 hrs.**

Introduction to the Micro station software for Computer Assisted Drafting (CAD) and comparison to the AutoCAD software. Contrasts between the two CAD packages will be covered as well as drawing file interchange. Prerequisites: EG 123 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. This is a four credit hour course.

**EG 233A. History of World Architecture.....3 hrs.**

This course in the history of architecture encompasses engineering advances, cultural history, and analysis of corresponding architectural styles. Architecture, interior design, interior architectural features, design details, and space planning through the centuries from many regions of

the world are compared and contrasted. This is a three credit hour class.

**EG 233D. Interior Design I.....3 hrs.**

This course introduces principles and concepts relevant to planning residential and commercial environments. It introduces skills necessary to design, analyze, and present concept, preliminary, working, and presentation drawings for those environments. Topics include design as a process, programming interior spaces, space planning of interiors, and the exterior and interior environments. Prerequisites: EG213D and E113. This is a three credit hour class.

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

This course is offered as an introduction to customizing Computer Assisted Drafting (CAD), utilizing AutoCAD software. The course will cover customizing of menus, slides, and scripts. The use of the AutoLISP programming language as a customizing tool will be introduced. The importing and exporting of drawing information through digitizing, raster image files and database connectivity will be covered. Prerequisites: Co-requisites: EG224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor. This is a four credit hour course.

**EG 243A. Architectural Design Topics.....3 hrs.**

Each student will create a portfolio of working drawings and related documents to include presentation drawings, material take-offs, and a cost estimate. The portfolio will be individualized to the student's degree option and contract with the instructor using drafting, word processing, spreadsheet, and presentation software. Job search activities will be required. The student will also prepare to take the nationally recognized American Design Drafting Association certification test. Completed coursework will serve as a capstone assessment tool for the program. Prerequisite: Consent of the instructor. This is a three credit hour course

**EG 241-248, Computer Assisted Drafting CAD Cooperative Work Experience I-VIII .....1-8 hrs.**

Cooperative Work Experience is designed to offer an internship within the industry setting for computer assisted drafting (CAD). Students will work under the supervision of an approved professional/specialist in the CAD field. A member of the NMJC faculty will act as coordinator between the student and the employer, and will monitor the internship. A minimum of 45 work (clock) hours on the jobsite is required for successful completion of the course for each college credit hour during the semester or work period. The course may be taken up to three times for a total of 3 credit hours for the one year certificate, 12 credit hours for the two year certificate, and 8 credit hours for the associate in applied science degree. Pre- and/or CO-requisites: EG 223A and/or permission of the Coordinator and the employer.

**Computer Information Systems (CS) –  
10.0301, 11.0101, 11.0201, 11.0202, 11.0301,  
11.0601, 11.0803, 11.0901, 11.9999, 15.0599**

The development and use of computers in our society has created a need for individuals with computer data

processing skills. The computer science curriculum is designed to equip students with skills necessary to satisfy these needs. Occupational competency in computer usage may be achieved through a certificate or degree program. The two-year, associate in applied science degree emphasizes microcomputer applications while the nine-month microcomputer certificate concentrates on specific departmental courses. Others who desire specific skills, but do not wish to complete a program, may take individual courses. Students may also complete courses for future transfer toward four-year degree programs.

## **Computer & Information Sciences 11.0101**

**CS 113D. Ethics and Technology.....3 hrs.**  
This course will provide an overview of ethics as well as the ethical ramifications of major topics in information technology. The course is designed to educate existing and future business managers and IT professionals on the tremendous impact ethical issues play in the use of information technology in the modern business world and will present key points that must be considered when making a business decision. Prerequisites: CS 123A, CS 123D, or CS 113C. The course is a three credit hour class.

**CS 223S. Introduction to Operating Systems.....3 hrs.**  
This course provides a comprehensive overview of the multiple operating systems commonly found in the Information Technology field. Pre-requisites: CS213N. This is a three credit hour course.

**CS 233S. Systems Architecture.....3 hrs.**  
This course provides detailed information of computer hardware and system software. The material covered in this course is intended to form a foundation of technical knowledge for systems analysis, design, configuration, procurement, and management. Pre-requisites: CS113. This is a three credit hour course.

## **Computer Programming – 11.0201 & 11.0202**

### **Computer Programming, General - 11.0201**

**CS 113. Fundamentals of Programming ..... 3 hrs.**  
This course provides a guide to developing structured program logic. The course assumes no programming experience and does not focus on any one particular language. It introduces programming concepts and enforces good style and logical thinking. Prerequisite: Student must have completed MA 113A equivalent or higher. This is a three credit hour course.

### **Computer Programming, Specific Applications – 11.0202**

**CS 112. Computer Applications for Technicians...3 hrs.**  
This course will provide students with basic knowledge of Microsoft Word and basic and advanced knowledge of Microsoft Excel. Instructional topics will include creating, editing, printing, and utilizing commands within Microsoft Word and charting, graphic presentations, formulas, calculations, and advanced functions within Microsoft Excel. This is a two credit hour course.

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

**CS 213D. COBOL Programming ..... 3 hrs.**  
This course is designed to present basic components of the COBOL language to solve business problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. This is a three credit hour course.

**CS 213F. C++ Programming ..... 3 hrs.**  
This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables, constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. This is a three credit hour course.

**CS 213J. Java Programming ..... 3 hrs.**  
This course provides students with a comprehensive knowledge and hands-on experience with the Java programming environment and features. Students will design, write, debug, and run Java stand-alone programs and Java applets. Topics covered include: Java language syntax, elements, operators, statements, arrays, string manipulation classes, graphics, graphical user interface, common classes, and basic I/O operations, Prerequisite: CS 113 or experience/knowledge of a programming language. This is a three credit hour class.

**CS 223L. Advanced C++ Programming ..... 3 hrs.**  
This course will continue to focus on C ++ Programming by utilizing specific applications in C++. An in depth study in data structures, program applications, and some graphics, as well as any new program releases will be covered in this advanced course. Prerequisite: CS 213F or consent of the instructor. This is a three credit hour course.

## **Data Processing and Data Processing Technology/Technician – 11.0301**

**CS 113B. Using Microsoft Access ..... 3 hrs.**  
This course provides students with the necessary training to develop database applications with Microsoft Access. MS Access provides techniques for managing large amounts of data and providing sorts, queries, and reports to guide decision making in a variety of settings. The focus of this class is to explore and exercise the purpose and functions within a database and use the data to maximize business operations. Prerequisite: CS 123D or previous experience with a relational database. This is a three credit hour course.

**CS 213. EXCEL ..... 3 hrs.**  
This course is designed to give students a thorough understanding of EXCEL, including the spreadsheet, graphics,

windows, database functions, and macro design. The student will gain extensive hands-on experience in each facet of EXCEL. Prerequisite: A grade of "C" or higher in CS 123D Windows Applications I or consent of the instructor. This is a three credit hour course.

**CS 213G. Oracle Database Administrator I .....3 hrs.**

This course provides students with a foundation in basic Oracle architecture, storage structure and database administrative tasks. Students will learn to create and modify database tables, create data dictionary views, and use SQL queries to insert, update, delete, and view data. The course will also introduce Forms Builder to create custom forms and database reports. The techniques demonstrated in the class are essential for creating the initial database, as well as, configuring the storage space tables, users and security for a database. Pre and/or co-requisites: None. This is a three credit hour course.

**Data Entry/Microcomputer Applications – 11.0601**

**CS 111A. Keyboarding on Microcomputers (same as SC 111A)..... 1 hr.**

This is a five-week course that utilizes a computerized keyboarding program, which presents a few new keys in each lesson.

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

An introductory course on using the Internet and a discussion of issues surrounding the Internet. Course topics include an elementary explanation of how networks work, discussions of the problems and promises of living in a networked world, the use of the Internet for electronic mail, file transfer and information searching, Internet hardware and software requirements, Internet tools, bulletin boards, newsgroups, chat rooms, file compression, and file types. The intent of this course is to help you learn the fundamentals of the Internet, the usage of the internet and create an awareness of the issues and potential changes in our society affected by the World Wide Web. Prerequisite: CS 123D, Windows Applications. This is a three credit hour course.

**CS 113E. Computer Training I for the Paraprofessional.....3 hrs.**

This course introduces the paraprofessional to technology integration in the instructional environment. It will be conducted in a laboratory/applications environment and will utilize "hands-on" learning. Concepts which will be covered include: Microcomputer concepts, PowerPoint, Word Applications, Spreadsheet Application, Internet integration, Web-site utilization, Multi-Media presentations tools including but not limited to digital video cameras, LCD players, Scanners, Media Projectors, Elmos, Smartboards, VCR, and Overhead projection for student learning. The student must successfully demonstrate a practical skill level in integration of technology in instructional strategies to support diverse learners. The Paraprofessional, upon completion of this course, will be able to support the teacher/educator in the classroom environment in the various aspects of technology integration. Prerequisites: None. This is a three credit hour course.

**CS 123D. Windows Applications I .....3 hrs.**

This course is designed to teach students how to operate a microcomputer. Students will be taught how to perform such functions as "booting the system," formatting disks, and copying files within the windows environment. Students will also be taught basic computer terminology and the fundamentals of word processing, spreadsheets, database, and power point utilizing the Microsoft Office Suite software. This is a three credit hour course.

**CS 123G. Windows Applications II .....3 hrs.**

This course is designed to reinforce students' knowledge of Microsoft Windows software for word processing, databases, spreadsheets, and presentation graphics. Students will apply advanced operations for each software package in numerous lab assignments. Prerequisite: CS 123D Windows Applications I. This is a three credit hour course.

**CS 213E. Microsoft Windows .....3 hrs.**

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

**Computer Systems Networking and Telecommunications 11.0901**

**CS 213N. Networking I.....3 hrs.**

This course is designed to introduce students to the fundamentals of Local Area Networking (LAN) using current industry standards in networking. Students will learn the basics of network administration, supervision, information sharing, software installation, and trouble shooting techniques. This is a three credit hour course.

**CS 223N. Networking II .....3 hrs.**

This course introduces the installation and management of workstations and servers in a client/server networking environment. Topics include creating and managing user and computer accounts, performing basic network administrative tasks, implementing and managing backups, and disaster recovery. Pre-requisite: CS 213N. This is a three credit hour course.

**CS 233N. Networking III.....3 hrs.**

This course introduces the installation and management of workstations and servers in a client/server networking environment. Topics include creating and managing user and computer accounts, performing basic network administrative tasks, implementing and managing backups, and disaster recovery. Pre-requisite: CS 223N. This is a three credit hour course.

**CS 243N. Networking IV .....3 hrs.**

This course introduces computer forensics and network security concepts. Specific topics to be covered include network security terminology, fundamentals of intrusion detection design and implementation, firewall design, virtual private networks, packet filters, and network traffic signatures. Pre-requisites: CS 233N. This is a three credit hour course.

**CS 214. CISCO Network Associate I ..... 4 hrs.**  
Focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. Serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisites: CS 123D or consent of instructor. This is a four credit hour course.

**CS 214A. CISCO Network Associate II ..... 4 hrs.**  
Focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. Serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214 (CISCO Network Associate I). This is a four credit hour course.

**CS 214B. CISCO Network Associate III ..... 4 hrs.**  
Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214A (CISCO Network Associate II). This is a four credit hour course.

**CS 214C. CISCO Network Associate IV ..... 4 hrs.**  
Focuses on project-based learning, including advanced network design projects and advanced management projects. Serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214B (CISCO Network Associate III). This is a four credit hour course.

### **Computer Installation and Repair Technology/ Technician – 11.9999**

**CS 223M. Microcomputer Repair and Upgrade ..... 3 hrs.**  
This course will allow students to learn routine preventive maintenance for PC's including hardware trouble-shooting, trouble-shooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Prerequisite: CS 123D or consent of the instructor. This is a three credit hour course.

**CS 223M Microcomputer Repair and Upgrade II.... 3 hrs.**  
CS 223M is a continuation of CS 223M - Microcomputer Repair and Upgrade. This course will allow students to further develop their skills in regards to routine preventive maintenance of PCs, hardware and software trouble-shooting, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Upon successful completion of this course, the student will be prepared to attempt to take the A+ certification exam. Prerequisites: CS 223M or consent of the instructor. Meets two (2) lecture and three (3) laboratory hours per week. This is a three credit hour course.

### **Computer Applications for Nuclear Technicians 15.0599**

**CS 112. Computer Applications for Nuclear Technicians ..... 3 hrs.**

This course will provide students with basic knowledge of Microsoft Word and basic and advanced knowledge of Microsoft Excel. Instructional topics will include creating, editing, printing, and utilizing commands within Microsoft Word and charting, graphic presentations, formulas, calculations, and advanced functions within Microsoft Excel. This is a two credit hour course.

### **Corrections Academy (CA) – 43.0199**

**CA 111X. Physical Training and Wellness for.....1 hr.  
Corrections Officers**

This course is designed to enhance the basic correction officer's level of fitness, as well as develop an understanding of wellness as it relates to corrections. This class will include demonstration, discussion, and participation. Periodic fitness assessments strength, cardiovascular, and flexibility training will be incorporated into this class. Additionally concepts covering nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and agility courses for state certification as a corrections officer. Co-requisite: Enrollment in the Corrections Academy. This is a one credit hour course.

**CA 113J. Introduction to Corrections.....3 hrs.**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. Pre- and/or co-requisites: None. This is a three credit hour course.

**CA 123J. Corrections Officer Safety and Weapons Training.....3 hrs.**

This course will cover basic shooting principles used by correctional officers and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures. Pre- and/or co-requisites: None. This is a three credit hour course.

**CA 133J. Communication and Interpersonal Skills for the Corrections Officer.....3 hrs.**

This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate. Pre- and/or co-requisites: None. This is a three credit hour course.

**Construction Technology (CT) - 46.0000**  
**46.0101, 46.0201, 46.0302, 46.0502,**  
**46.0503**

**Constructions Trades – 46.0000**

**CT 111. Tools for Success .....1 hr.**

This is a course designed to build soft skills. Topics covered in the class include: First Impressions: Starting Your New Job; Building a Strong Relationship with Your Supervisor; Teamwork: Getting Along with Your Co-Workers; Diversity in the Workplace; Communication Skills I: Listening and Speaking; Communication Skills II: Reading and Writing; Managing Stress on the Job; Thinking Critically and Problem Solving; Resolving Conflict; Giving and Receiving Criticism; Sexual Harassment; Drug and Alcohol Abuse on the Job. This is a one credit hour class.

**CT 111F. Field Safety .....1 hr.**

This course provides the necessary safety task training to all field personnel. This course is designed for individuals involved with completing or overseeing a specific task, from the worker, crew leader, safety supervisor, to superintendent. Topics will include: Introduction to Safety; Hazard Communication; Personal Protective Equipment; Work-Zone Safety; Electrical and High-Voltage Hazards; Fire Protection and Prevention; Hand- and Power-Tool Safety; Welding Safety; Fall Protection; Steel Erection; Walking and Working Surfaces; Ladders and Scaffolding; Horizontal Directional Drilling; Heavy-equipment, Crane, and Rigging Safety; Trenching Safety; Forklift Safety; Lockout/Tagout; Confined Spaces; and Concrete and Masonry. This is a one credit hour class.

**CT 112. Orientation to Construction & Engineering**

**Technology .....2 hrs.**

This is the foundation course for all the emphasis areas in the Construction Technology program including, carpentry, electricity, masonry, plumbing, and site supervision. Construction, maintenance, and pipeline skills are included along with the following topics: basic construction skills, basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, and basic rigging. This is a two credit hour class.

**CT 113. Building Materials .....3 hrs.**

This course covers construction standards and specific types of building materials used in commercial, industrial, and private construction projects. These materials include aggregates, asphalt, asphalt concrete, Portland cement, Portland cement concrete, masonry, iron, metal, and wood. These materials are widely used in construction and represent those over which field people in the industry have the most control. Shaping these materials to final size, protecting them from the elements, and fitting them together are accomplished in the field to a greater extent than with most other materials. This is a three credit hour class.

**CT 123. Blueprint Reading for Construction .....3 hrs.**

This course introduces residential and light commercial blueprint reading. Topics include blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and

brick veneer construction, and appropriate mathematics. This is a three credit hour course.

**CT 133 Site Layout .....3 hrs.**

This course provides the basic principles and techniques of construction surveying. Introductory tasks include taping, leveling, transit, contour and topographic mapping, and construction surveying as well as surveying math, the use and care of survey equipment, and blueprint reading for surveyors. This is a three credit hour course.

**CT 141-7. Fieldwork for Construction.....1 - 7 hrs.**

The consent of the instructor is required before enrollment in this course which will be supervised fieldwork on a specific construction project at a local site. The course may be taken for one credit up to a maximum of eight credit hours and may be taken more than one semester until the maximum of eight hours in this course is earned. Each credit hour earned requires three work hours per week for 16 weeks at the site. Students must furnish their own tools. This is a one to seven credit hour course.

**Building/Construction Site  
Management/Manager – 46.0412**

**CT 123. Blueprint Reading for Construction .....3 hrs.**

This course introduces residential and light commercial blueprint reading. Topics include blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and brick veneer construction, and appropriate mathematics. This is a three credit hour class.

**CT 111S. Safety Technology.....1 hr.**

This course provides instruction on how to implement and administer a company safety program. It is designed for field managers, safety directors, safety committees, owner safety representatives and insurance/loss control representatives. The course provides an introduction to safety technology, hazard recognition, evaluation, and control. It presents the factors involved in performance analysis and assessment as well as the roles and responsibilities of the safety technician. Accident investigation and recordkeeping are presented and OSHA inspection procedures for site inspections are covered. Data tracking and trending techniques are presented along with environmental awareness. Prerequisites: None. This is a one credit hour course.

**CT 12S Project Supervision.....2 hrs.**

This course introduces the student to the history of the construction industry and to organization theory. It covers the phases of a construction project and the role and duties of the supervisor. Human relations, problem solving, safety, quality control, contract/construction documents, estimating, planning and scheduling, resource control, and cost awareness are discussed. This is a two credit hour course.

**CT 122S Project Management.....2 hrs.**

The various forms of business ownership and functions of management are identified. The phases of construction projects and the development of formal and informal organizations are covered. Project managers will be assisted in identifying personal management styles, how and when to use their authority, how to resolve conflict, and how to motivate employees. Key elements of the negotiation

process, problem solving for profit, documentation procedures, identifying resources, estimating, scheduling, cost control, resource control, TQM, safety, and subcontractor safety evaluation are discussed. This is a two credit hour course.

**CT 134S Construction Technology I.....4 hrs.**

This course is the first of two courses designed to prepare students for supervisory jobs by providing an overview and specific descriptions of major construction trades including electrical, masonry, concrete finishing, and plumbing. Proper and safe hands-on techniques are emphasized. This course introduces the student to the historic and current methods and procedures in each area. Prerequisites or co-requisites: None. This is a four credit hour course.

**CT 144S Construction Technology II.....4 hrs.**

This course is the second of two courses that provide an overview and specific descriptions of major construction trades. This second course contains an overview of carpentry and specific construction descriptions. The topics covered include floor systems, wall and ceiling framing, roof framing, site layout, exterior finishing, roofing applications, and stairs. Pre-requisites: CT 134S. This is a four credit hour course.

### **Carpentry/Carpenter – 46.0201**

**CT 114C. Carpentry I .....4 hrs.**

This course is the first in a series of four carpentry courses. Wood building materials, fasteners, and adhesives will be discussed as they are used with wood and masonry. The sources and uses of various softwoods and hardwoods is described as well as the grading systems for lumber and plywood, and the composition and uses of various engineered sheet materials and laminated lumber products. Students will learn the safe and correct operation and care of hand and power tools. The framing basics for the lay out and construction of wood floors, walls, ceilings, rough-ins for door and window openings, and corners, partition Ts, bracing walls, and applying sheathing will be covered. A variety of roofs and lay outs for rafters for stick-built and truss-built roofs will be covered. Students will learn how to apply weather-stripping and locksets as well as a variety of windows, skylights, and exterior doors. Pre and/or co-requisites CT 112. This is a four credit hour course.

**CT 124C. Carpentry II.....4 hrs.**

This course is the second in a series of four carpentry courses. The specifications of blueprints relevant to the carpentry trade and distance measurement and leveling used to perform the site layout task using site/plot drawings are presented. The responsibilities of surveyors, field engineers, and carpenters are discussed. The properties of a variety of cements and reinforcing materials and the procedures for estimates and testing concrete are covered along with construction of a variety of concrete footing and edge forms. Wall, column, slab-and-beam, stair forms, manufactured forms, and systems are included. Prerequisites: CT 114C or permission of the instructor. This is a four credit hour course.

**CT 134C. Carpentry III.....4 hrs.**

This course presents various types of exterior siding, gutters, downspouts, and roof vents along with roofing

materials, safety practices, and application methods. Thermal and moisture protection and installation of insulating materials in walls, floors, and attics is discussed. The procedure for laying out and installing stairs and stringers along with metal framing for interior walls, exterior non-bearing walls, and partitions is illustrated. Door installation and related hardware is incorporated. Suspended ceilings and window, door, floor, and ceiling trim are included. The final focus of the interior finish is cabinet and countertop selection and installation. Prerequisites: CT 124C. This is a four credit hour course.

**CT 144C. Carpentry IV.....4 hrs.**

Advanced site layout and the use of laser instruments to layout foundation lines and determine elevations are covered. Trade mathematics, including geometry and right-angle trigonometry are needed. Installation and finishing of commercial roofing materials, advanced floor systems, advanced wall systems, curtain walls, advanced stair systems and fire-rated commercial construction are discussed. Light equipment and safety procedures for them are covered. An introduction to welding and the materials and practices used in the assembly of metal buildings are included in this segment. Basic skills for supervising personnel as well as the principles of project planning, scheduling, estimating, and management are included. Pre-requisite: CT 134C. This is a four credit hour course.

**CT 153C. International Residential Code**

**(IRC) I .....3 hrs.**

This course covers the code requirements of the major systems of residential building construction (other than commercial).The topics include administration, definitions, building planning, foundations, floors, wall construction, wall covering, roof-ceiling construction, roof assemblies, chimneys and fireplaces. Pre-requisites: Completion of CT 114C, CT 124C, CT 134C, and CT 144C or permission of the instructor. This is a three credit hour course.

**CT 163C. International Residential Code**

**(IRC) II.....3 hrs.**

This course is a continuation of CT 153C. It includes energy efficiency, mechanical systems, plumbing systems, electrical systems, and referenced standards. Pre-requisite: CT 153C. This is a three credit hour course.

**CT173C. Principles of Construction.....3 hrs.**

This course is an overview of building the human environment. It includes an introduction to the construction industry, types of construction, regulations, patterns as a concept, methods, and the construction process. Prerequisites: None. This is a three credit hour course

### **Electrician – 46.0302**

**CT 113E. Electrical I .....3 hrs.**

This course is the introductory course in the electrical emphasis pathway. It covers safety rules and regulations for electricians as well as the OSHA-mandated procedures. It also includes conduit bending and installation, electrical fasteners, anchors, and installation, electrical concepts used in Ohm's law, various circuits, Kirchoff's voltage and laws, electrical test equipment, an introduction to National Electrical Code, raceways, boxes, and fittings, conductors, an introduction to electrical blueprints, and residential,



commercial, and industrial wiring. Pre and/or co-requisites: CT 112. This is a three credit hour class.

**CT 114E. Electrical II.....4 hrs.**  
This course is the second course in the electrical emphasis pathway. It covers alternating current, AC and DC motors, grounding, conduit bending, boxes and fittings, conductor installations, cable tray, conductor terminations and splices, installation of electric services, circuit breakers and fuses, contactors and relays, and electric lighting. Prerequisites: CT 113E or consent of instructor. This is a four credit hour course.

**CT 124E. Electrical III.....4 hrs.**  
This course is the third course in the electrical emphasis pathway. It covers load calculations in branch circuits, conductor selection and calculations, overcurrent protection, raceway, box and fitting fill requirements, wiring devices, distribution equipment, lamps, ballasts, and components, motor calculations, basic motor maintenance, motor controls, and hazardous locations. Prerequisites: CT 114E. This is a four credit hour course.

**CT 134E. Electrical IV.....4 hrs.**  
This course is the fourth course in the electrical emphasis pathway. It covers load calculations, practical applications of lighting, standby and emergency systems, basic electronic theory, fire alarm systems, and specialty transformers. It also includes advanced motor controls, HVAC controls, heat tracing and freeze protection as well as preventative and troubleshooting procedures for motors, and high-voltage terminations/splices. Prerequisites: CT 124E. This is a four credit hour course.

**CT 144E. National Electric Code I (NEC) .....4 hrs.**  
Wiring and installation conforming to NEC requirements are discussed. Topics include grounded systems, overcurrent protection of conductors, ampacity criteria, installing services, installing motors and transformers, remote control and signaling circuits, and installing structured wiring in homes and offices. Prerequisites: None. This is a four credit hour course.

**CT 154E. National Electric Code (NEC) II.....4 hrs.**  
This course builds upon topics covered in CT 144E. Focus will be on theory and application of wiring and equipment installation standards. Special areas will include service, feeders, branch circuits, electrical circuit design for dwelling, commercial, and industrial applications, installation rules for specific systems, installation rules for distribution equipment, and special equipment and occupancies. Prerequisites: CT144E. This is a four credit hour course.

### **Mason/Masonry – 46.0101**

**CT 112M. Concrete Finishing I.....2 hrs.**  
This course is an element of the masonry emphasis area and provides an introduction to concrete construction and finishing including the methods and procedures used in finishing, terms of the trade, tools and equipment used, and the properties of concrete. It provides information on OSHA requirements, work site safety, use of chemicals, use of hand and power tools, and maintenance requirements. It also provides hands-on practice for finishing slabs. Prerequisites: CT 112. This is a two credit hour course.

**CT 113M. Masonry I .....3 hrs.**  
This course is the first of three in a series of three masonry courses. This course will introduce the student to the historic and current materials and processes used in the trade as well as safety issues specific to the trade. The course covers the safe operation of masonry saws and mortar mixing machines. Other topics include measurements, drawings, and specifications typically found on residential construction drawings, types and properties of mortar, types of concrete and clay masonry and applications layout and setup, and installation techniques. Pre and/or co-requisites: CT 112. This is a three credit hour course.

**CT 114M. Masonry II.....4 hrs.**  
This course covers information the mason will need to work with residential plans and construction drawings. Techniques will be included for constructing small structure foundations, steps, patios, decks, chimneys, and fireplaces. The use of grout and other types of reinforcement as well as the various types of metal components and accessories will also be included. Advanced laying techniques for construction of walls, arches, and other structures will be incorporated as well as techniques for moisture control, elevated work, and construction inspection and quality control. Prerequisites: CT 113M or permission of instructor. This is a four credit hour course.

**CT 124M. Masonry III.....4 hrs.**  
This course focuses on masonry construction techniques used in high-rise construction, specialized materials and techniques used in the masonry trade, masonry sound barriers, techniques for working under a variety of weather conditions, and repair and restoration techniques. It also provides information about commercial drawings used in construction requirements, estimating, basic project planning and scheduling techniques. Prerequisites: CT 114M. This is a 4 credit hour course.

**CT 134M. Concrete Finishing II.....4 hrs.**  
This course builds upon concepts from Concrete Finishing I and describes the physical and chemical properties of various materials used in a concrete mix and the expected results of the use of admixtures. Calculations for estimating materials are detailed. Forming requirements of concrete steps, stairs, curbs, gutters, sidewalks, driveways, and low vertical structures are presented. Architectural finishes, surface treatments, industrial floors, superflat floors, quality control, and repair methods are also explained. Prerequisites: CT 112M Concrete Finishing I. This is a four credit hour course.

### **Plumbing Technology/Plumber – 46.0503**

**CT 113P. Pipe Layer.....4 hrs.**  
This course contains an introduction to drilling and tapping machines and describes rigging and delivering pipe and associated structures. The safest methods for cutting common pipe materials and descriptions of materials and standard sizes for thermoplastic, concrete, ductile iron, and corrugated steel pipe are included. Methods for joining pipe to pipe, pipe to appurtenances, and pipe to manhole connections including O-ring pipe, slip joints mechanical joints, restraint joints and transition couplings are presented. The course introduces elevations, use of the pipe laser, soil behavior, and shoring, shielding, and sloping methods as

well as stabilization, bedding and dewatering techniques. Preparation of pressure and gravity systems for testing is also covered. Prerequisites: CT 112 & CT 111F. This is a three credit hour course.

**CT 114P. Plumbing I .....4 hrs.**  
This course introduces the student to the history of plumbing, covers professional practices, career opportunities and some basic safety information. It also covers the tools that will be used in daily work and reviews basic math principles and then plumbing-specific math problems. The course also reviews blueprints and plumbing drawings as well as describes various types of piping and fittings along with their use for plastic, copper, cast-iron, and carbon steel. Students are introduced to drain, waste, and vent systems and an overview of the water distribution system from its source to water treatment distribution. Pre and/or co-requisites: CT 112. This is a four credit hour class.

**CT 124P. Plumbing II.....4 hrs.**  
The techniques for calculating simple, rolling, and parallel offsets using intermediate math skills are presented. The interpretation and use of civil, architectural, structural, mechanical, plumbing, and electrical drawings are included along with procedures to locate, install, connect, and test a complete drain, waste, and vent (DWV) system. Techniques for locating, installing, and connecting roof, floor, and area drains according to code are included. The proper installation, testing techniques, and troubleshooting for fixtures, valves, faucets, water heaters, and fuel gas systems will be covered. Prerequisites: CT 114 P or the consent of the instructor. This is a four credit hour course.

**CT 134P. Plumbing III.....4 hrs.**  
Math concepts used in plumbing and plumbing codes are discussed. Design and installation techniques of indirect and special waste systems are studied, emphasizing protection against contamination. Sizing the water supply piping and maximizing efficiency are covered. Backflow prevention devices and the design of systems that boost water pressure and provide hot water will be covered. The diagnosis and repair of a water supply and the effects of corrosion, freezing, and hard water on plumbing systems are presented. Prerequisites: CT 124P. This is a four credit hour course.

**CT 144P. Plumbing IV.....4 hrs.**  
Basic business accounting and project estimating, as well as cost control procedures and task organization are covered. Calculation of drainage fixture units for waste systems, well qualities and assembly of pumps and components, types of private sewage systems, and local code requirements are discussed. Techniques for locating buried water and sewer lines and basic types of hydronic and solar heating systems are included. Plumbing systems in swimming pools and hot tubs, compressed air systems, corrosive wastes, safety issues, and hazard communications are emphasized. Prerequisites: CT 134P. This is a four credit hour course.

**CT 154P. International Plumbing Codes.....4 hrs.**  
This course studies major plumbing systems of building construction. It includes administration, definitions, and general regulations. Fixtures, faucets, fixture fittings, water heaters, water supply and distribution, sanitary drainage, indirect/special waste, vents, traps, interceptors, separators,

storm drainage, special piping and storage systems are emphasized. Prerequisites: None. This is a four credit hour course.

**CT 164P. Sprinkler Systems I.....4 hrs.**  
The goals, working relationships, safety, material handling, and common tools used in sprinkler fitting are explained. It covers procedures for determining pipe length, and how to groove pipe and install fittings. The handling, storage requirements and tools used to assemble CPVC systems are also discussed. The course identifies the types of copper tube and fittings approved for use in fire sprinkler systems and how to solder and braze joints. It also discusses properties and classifications of soils, sloping requirements, excavation support systems, and backfilling requirements. Prerequisites: CT 112. This is a four credit hour course.

**CT 174P. Sprinkler Systems II.....4 hrs.**  
This course introduces various types of sprinklers used in the fire protection industry and identifies and explains fusing elements, sprinkler orientation, spray patterns, and finishes of various sprinklers. It identifies and explains standard sprinklers and the differences in water distribution patterns, the location, area of coverage, spacing, and positioning requirements. The limitations of special sprinklers along with electrical safety are discussed. The various types of valves used in the industry and their applications as well as maintenance and installation are presented. Wet fire sprinkler systems and dry-pipe systems are both explained. Prerequisites: CT 164P. This is a four credit hour course.

**CT 184P. Principles & Concepts for HVAC.....4 hrs.**  
This course covers basic air conditioning and refrigeration fundamentals. It includes air conditioning and refrigeration cycle, measuring temperature and pressures, mechanical refrigeration cycle, types of systems, compressors, condensers, evaporators, metering devices, controls, refrigeration cycle accessories, and refrigeration service techniques. Prerequisites or co-requisites: CT 112, CT 111F. This is a four credit hour course.

## **Cosmetology (COSM) – 12.0401**

**COSM 111. Theory I ..... 1 hr.**  
This course orients the student to cosmetology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111E. Esthetician Theory ..... 1 hr.**  
This course orients the student to the skin care career, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111M. Manicurist/Esthetician Theory ..... 1 hr.**  
This course orients the student to the field of Manicurist/Esthetician, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111N. Nail Technology Theory ..... 1 hr.**

This course orients the student to the field of Nail Technology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

**COSM 112. Haircutting I .....2 hrs.**

This first of three haircutting courses includes theory and practice related to haircutting, including anatomy and physiology as well as the preparation and procedures for the use of shears, scissors, razors and clippers on mannequins. Students are indoctrinated in safety practices as well as products related to the various haircutting procedures. This is a two credit hour course.

**COSM 112A. Haircutting II.....2 hrs.**

This second of three haircutting courses includes theory and practice related to haircutting, including additional anatomy and physiology as well as the preparation and advanced safety practices as well as products related to the various haircutting procedures are covered. Practice opportunities for client consultation, recordkeeping, and haircutting are provided. Pre-requisites: COSM 111, COSM 112, COSM 115, COSM 132, AND COSM 142. This is a two credit hour course.

**COSM 115. Manicuring/Pedicuring .....5 hrs.**  
Manicuring/Pedi curing

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage and advanced nail techniques, client consultation and recommendations, as well as client recordkeeping and safety. This is a five credit hour course.

**COSM 121. Theory II ..... 1 hr.**

This course covers the areas of state laws and regulations, chemistry, electricity, professional standards, and retailing in the salon. Pre-requisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142. This is a one credit hour course.

**COSM 124. Hairstyling .....4 hrs.**

This course combines theory and practice of hairstyling to include the anatomy and physiology, preparation, practice, and procedures related to hairstyling along with the associated materials and implements. Students will practice safety procedures and styling techniques including wet styling, blow drying, fingerwaving, airwaving, and hair pressing. Students will perform consultations with clients including hair analysis, recommendations, and recordkeeping. Pre-requisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142. This is a four credit hour course.

**COSM 132. Sterilization and Sanitation .....2 hrs.**

This course covers safety, preparation, procedures, practice, products, materials and implements, and theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth and infections. This is a two credit hour course.

**COSM 142. Shampoo, Rinses, and Scalp Treatments..2 hrs.**

This course covers preparation, procedures and practice, products, materials, implements and related theory. Related theory in anatomy, physiology, hair analysis, disorders of

hair and scalp, related chemistry, client record keeping and safety. This is a two credit hour course.

**COSM 211. Theory III.....1 hr.**

Topics covered in this course include communication skills, résumé writing, state laws and regulations, job seeking skills and techniques, and retention. Pre-requisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of “C” or better in each class. This is a one credit hour course.

**COSM 212B. Haircutting III.....2 hrs.**

This third of three haircutting courses includes advanced theory and practice related to haircutting. The course emphasizes advanced safety practices as well as products related to a variety of complex haircutting procedures on clientele in the lab setting. Practice opportunities for client consultation, recordkeeping, and haircutting are provided. Pre-requisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of “C” or better in each class. This is a two credit hour course.

**COSM 213. Haircoloring/Bleaching.....3 hrs.**

This course explores the hair analysis procedures and related chemical actions involved in temporary, semi-permanent, and permanent color applications. Applications include bleaching, tinting, toning, frosting, special effects, and problems specific to the client. The student will consult with the client to make recommendations, perform recordkeeping, and practice safe methods.. Pre-requisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of “C” or better in each class. This is a three credit hour class

**COSM 216. Rearranging/Perms and Relaxers .....6 hrs.**

This course covers theory, preparation, procedures, and practice related to the chemical rearranging (including perms) of hair. Included are theory related to anatomy and physiology of hair as well as common products, materials, and implements. Students will consult with clients to analyze hair, perform the chemical procedure, and maintain proper recordkeeping while following approved safety measures. Pre-requisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of “C” or better in each class. This is a six credit hour course.

**COSM 216B, Cosmetology/Barbering Clinic**

**Practicum..... 6 hrs.**

This course is the capstone course for the Barbering program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a six credit hour course.

**COSM 220. Clinical Practicum.....10 hrs.**

This course is the capstone course for the cosmetology program. It provides concentrated clinical practice for the student in a supervised lab setting in preparation for the State Board Exam. This class can only be taken after the successful completion of all other required departmental classes. Pre-requisites are completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of “C” or better in each class. This is a 10 credit hour course.

**COSM 220E. Esthetician Practicum ..... 10 hrs.**

This course is the capstone course for the Esthetician program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a ten credit hour course.

**COSM 220M. Manicurist/Facialist Practicum ..... 10 hrs.**

This course is the capstone course for the Manicurist/Facialist program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a ten credit hour course.

**COSM 222. Salon Business/Board Review ..... 2 hrs.**

This course is taken during the last semester of the Cosmetology Program. It provides theoretical discussion and presentations relating to opening a salon and creating a business plan. Issues reviewed are written agreements, related regulations and laws, salon operations, policies, practices, personnel, compensation, payroll deductions, telephone etiquette, advertising, retail and salesmanship, client communication, public relations, insurance, and salon safety. Theoretical components of the departmental courses are reviewed in preparation for the written portion of the State Board Exam. Pre-requisites are completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of "C" or better in each class. Co-requisite: COSM 220. This is a two credit hour course.

**COSM 224P. Manicurist/Pedicurist Practicum ..... 10 hrs.**

This course is the capstone course for the Nail Technology program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a four credit hour course.

**COSM 225. Facials ..... 5 hrs.**

This course covers theory and practice associated with performing facials in the related areas of anatomy and physiology, preparation and procedures, appropriate products, materials, and implements, treatments, and make-up application. Students will practice safe techniques while using electrical appliances and currents, specialized treatment machines, applying artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy. Students will practice performing client consultation, making recommendations, and keeping accurate records. Pre-requisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142. This is a five credit hour course.

**COSM 233. Testing and Student Evaluation ..... 3 hrs.**

This course will cover measurement of student skills and achievement. This course will include diagnosis student strengths and weaknesses, promote motivation for study, and assist in the development and assessment of oral, written, and practical tests. This is a three credit hour course.

**COSM 234. Professional Educator ..... 4 hrs.**

This course orients the student in the fundamentals of business management. It will also present the important steps required in developing a professional development

plan and the qualities for satisfactory performance within each area of performance. This course emphasizes the importance of pursuing Instruction as a professional educator. This is a four credit hour course

**COSM 235. Shaving/Crossover ..... 5 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials and implements. This is a five hour credit course.

**COSM 237. Course Development and Lesson**

**Planning ..... 7 hrs.**

This course is an introduction to cosmetology theory, lesson planning, analysis, and implementation. Also included are sample lesson plans, benefits, outlines, and components of effective lesson plans. Students will practice the principles of preparing lesson plans and practical course reviews. This is a seven credit hour course.

**COSM 239. Teaching and Classroom**

**Management ..... 9 hrs.**

Proposed Description: This course will focus on the following areas: independent classroom instruction, generating and maintenance of reports and records, safety measures, classroom conditions, classroom management and supervision. This course will also cover academic advising. This is a nine credit hour course.

**COSM 245. Theory for Instructor ..... 5 hrs.**

This course covers the fundamental principles of teaching cosmetology. It includes orientation, state laws and regulations, professional ethics, image, effective communications, student learning principles, and academic advising. This is a five credit hour course.

**COSM 247. Lab/Clinic Supervision ..... 7 hrs.**

This course will present material in the following areas: independent clinic supervision, client communication, reception desk supervision, inventory control, effective dispensary procedures, supervision of clinic sanitation, client safety and supervision of student's technical skills. This is a seven credit hour course.

**COSM 257. Teaching Methods and Teaching**

**Aids ..... 7 hrs.**

This course examines the four step teaching plan of preparation, presentation, application, and evaluation. Various teaching methods and effective use of teaching aids with guides to the appropriate use of textbooks, workbooks, project sheets, and instruction sheets will also be discussed. This is a seven credit hour course.

## **Criminal Justice (CJ) – 43.0103**

**CJ 113. Introduction to Criminal Justice ..... 3 hrs.**

This course will explain the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as constitutionally imposed restrictions on the system. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113B. Criminal Law .....3 hrs.**

This course will explain the history and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113C. Crime in America .....3 hrs.**

This course will emphasize on the nature of crime in the United States including the evolution of Law as we know it. Topics addressed include basic theories of criminal behavior, characteristics of major crimes, and sociological, demographic and psychological characteristics of those who commit crimes. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113D. Probation, Parole and Community**

**Corrections .....3 hrs.**

This course will explain the role of community corrections within the Criminal Justice System; operation of the correctional institution; alternatives to incarceration; treatment and rehabilitation of offenders; distinction between parole and probation and the legal basis governing the supervision of juvenile and adult offenders placed on probation or parole. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113E. Introduction to the Judicial Process .....3 hrs.**

This course will explain the history and development of the courts, trial by jury and other dispute resolution mechanisms; organization, structure, and jurisdiction of courts; trial and non-trial processes of the judiciary. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113F. Juvenile Justice System .....3 hrs.**

This course will explain the organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law (Children's Code and Rules of Procedure). Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113G. Introduction to Community Relations/**

**Policing .....3 hrs.**

This course will examine, recognize and identify community problems; community action programs; methods of coping with human behavior; victimology, conflict and communication; ethnic and minority cultures and environments. It will focus on the relationships with law enforcement emphasizing the role of police officers, individually and collectively, in achieving and maintaining a positive public response to police goals and objectives. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113J. Introduction to Corrections .....3 hrs.**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 113P. Introduction to Policing .....3 hrs.**

This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. Pre and/or co-requisites: None. This is a three credit hour course.

**CJ 123F. Traffic Law & Accident Investigation .....3 hrs.**

This course focuses on the theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. Pre and/or co-requisites: None. This is a three credit hour course.

**CJ 123P. Law Enforcement Patrol Procedures .....3 hrs.**

This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 213A. Criminal Investigation .....3 hrs.**

This course will identify the fundamentals of criminal investigation. It will include conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 213B. Criminal Procedure .....3 hrs.**

This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; classification of crimes against persons, property, and the public welfare. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 213D. New Mexico Law .....3 hrs.**

This course will focus on the substantive provisions of the New Mexico Criminal Code with particular emphasis on those areas, which have proven to be the most common problem areas for the law enforcement community. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 213E. Issues in the Ethics of Law and Criminal Justice .....3 hrs.**

This course is an examination of the key ethical decision-making dilemmas, such as moral problems in policing, moral dilemmas of penology, code of ethics, etc., that professionals face working facing professionals working in the field of law and criminal justice. Pre and/or co-requisites: None. This is a three credit hour course. Pre- and/or co-requisites: None. This is a three credit hour course.

**CJ 223C. Narcotics and Dangerous Drugs .....3 hrs.**

This court will emphasize on the pharmacological properties of abused drugs, common abuse patterns, field-testing,

evidence requirements and investigation techniques utilized in narcotics and dangerous drug investigations. Pre- and/or co-requisites: None. This is a three credit hour course.

**Design Communication (DC)  
Animation – 10.0304  
Computer Graphic Design – 10.0303  
Web Page Design – 11.0801**

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

**Animation – 10.0304**

**DC 223D. Computer Animation & Multimedia**

**Production I ..... 3 hrs.**

This course is designed as an introductory course in microcomputer animation. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effects. No prerequisite. This is a three credit hour course.

**DC 233D. Computer Animation & Multimedia II ... 3 hrs.**

This course is designed as a continuation of DC 223D Computer Animation I & Multimedia Production I. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentations. Prerequisite: DC 223D Computer Animation & Multimedia Production I. This is a three credit hour course.

**DC 244. Three D Graphics Animation ..... 4 hrs.**

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

**Computer Graphic Design - 10.0301**

**DC 113E. Classroom Graphics for Teachers I ..... 3 hrs.**

This course is designed to increase awareness through hands-on application of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to graphic techniques using the computer with graphic software. Prerequisite: None. This is a three credit hour course.

**DC 123E. Classroom Graphics for Teachers II ..... 3 hrs.**

This course is designed to expand the student's knowledge of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to advanced graphic techniques using computer graphic software for classroom teaching aids. Individual projects will be developed specifically for the teacher's classroom. Prerequisite: DC 113E Classroom Graphics for Teachers I. This is a three credit hour course.

**DC 113B. Illustration I: Materials & Techniques...3 hrs.**

(Formerly Technical Illustration I) This course is designed to teach techniques used in the preparation of three-dimensional drawings and illustrations from actual objects, working drawings, or photographs. Prerequisite none. This is a three credit hour course.

**DC 113D. Print Technology.....3 hrs.**

(Formerly Introduction to Graphic Arts) This course is designed to acquaint students with the graphic industry through procedures and practices. Topics to be covered include shop safety, design, layout/paste-up, fundamentals of offset printing and multiple original digital printing. No prerequisite. This is a three credit hour course.

**DC123A. Computer Graphics.....3 hrs.**

(Formerly Computer Graphics I) This course is designed as an introductory course in Computer Graphics that includes basic computer graphic concepts, design and layout, and actual hands-on experience producing a variety of sketching and graphic assignments. The use of various computer hardware and software will be covered using keyboard, mouse, and digitizer features. The use of digital input devices (scanning) and output devices (printing) will also be covered in this course. Prerequisites none. This is a three credit hour course.

**DC 123B. Electronic Prepress ..... 3 hrs.**

This course is designed to provide the concept of electronic prepress dealing with layout, typography, and color theory. Students will explore concepts of electronic font preparation and output procedures; techniques in flatbed scanning; color imaging systems; and the concept of "On Demand Printing." This course will enhance the student's knowledge of prepress technology. Prerequisite: DC 113D, DC 123A, or DC 223G. This is a three credit hour course.

**DC 123D. Book Illustration ..... 3 hrs.**

This course will encompass a variety of techniques used in commercial book illustration and publication. The student will have the option to illustrate a self-authored text wing pre-published material. Traditional illustrative media and techniques or computer generated design may be used. Prerequisite: None. This is a three credit hour course.

**DC 123W. Illustration II: Concepts & Design.....3 hrs.**

(Formerly Technical Illustration II) This course is designed to acquaint the student with techniques in the preparation of illustrations for magazines, newspapers, books, and architectural, and mechanical drawings. Prerequisite: DC113B Illustration I: Materials & Techniques. This is a three credit hour course.

**DC 212. Conceptual Development Forum.....2 hrs.**

The Conceptual Development Forum course presents an exploration of vital aspects of the Visual Artist's thoughts and practices, including aesthetics and professional practices. The student's abilities, artistic identity and future

direction, will be assessed using written documentation, and visual presentation. Topics may include but are not limited to resume and portfolio preparation, interviewing, and research in job related fields, etc. This course is designed to be taken the semester the student will complete graduation requirements. This is a two credit hour course.

**DC 213B. Illustration III: Advanced Techniques...3 hrs.** (Formerly Technical Illustration III) The course is designed to provide experience and skill development in commercial art hand rendering techniques. Instruction will focus on the student researching the client's business or organization for the design assignment as specified by the instructor. Originality in design and quality rendering techniques will be stressed. Prerequisite: DC 123W Illustration II: Concepts & Design. This is a three credit hour course.

**DC 213D. Press Operator I.....3 hrs.** This course will familiarize the student with the theory and operations of the offset lithographic press. The technical components of the presses will be detailed emphasizing the advantages and limitations of the process. Printing substrates will be presented in detail along with a color matching system. Hands-on exercises will afford students the opportunity to gain experience with the capabilities and the operation of an offset press. Prerequisite: DC 113D. This is a three credit hour course.

**DC 214. Graphic Design.....4 hrs.** This course offers the student a study of graphic design visual communication problems for a variety of business clients in advertising and the corporate world. An exploration of color, light, structure, space, perspective, type, history of design and organization will be used to develop and meet the objectives of professional design projects. The student will begin to develop formatting skills used to execute and present design solutions using clear visual thinking and professional craftsmanship. Prerequisite: DC224 Graphics & Illustration. This course is designed to be taken the semester the student will complete graduation requirements. This is a four credit hour course.

**DC 214D. Press Operator II .....4 hrs.** This course is a continuation of Press Operator I and presents advanced experiences using two and four color print work. The students will train in color process work and will learn make-ready and press adjustments. Theory is presented in combination with hands-on experience. Prerequisite: DC 213D or permission of the instructor. This is a four credit hour class.

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

**DC223P. Production Techniques.....3hrs.** Production Techniques is a course designed to acquaint the student with structured design projects equivalent to documents created in industry. Using industry standard hardware and software, projects will be designed using principles and elements of design with a professional creative approach. In addition, this course is designed to acquaint the student with operations of computers to plate,

film assembly and offset presses. The course encompasses computers as well as technical aspects of a variety of design software. The student will be able to rip film from computer to plate, perform film assembly and plate making, and run the finished product on a press. Portfolio management and presentation are required parts of this course. Prerequisites or Co-requisites: DC 224A, DC 214, DC 243, and DC 123B. This course is designed to be taken the semester the student will complete graduation requirements. This is a three credit hour course.

**DC 223W. Advertising Layout and Design .....3 hrs.** This course introduces students to practical applications of layout design in the graphics industry. Course content will include a study of newspaper and newsletter form, principles of conventional and modern layout, tools, typography, and effective use of color. Prerequisite: DC 123A or the consent of instructor. This is a three credit hour course.

**DC 224. Graphics & Illustration.....4 hrs.** (Formerly Computer Graphics II) This course is designed to provide an advanced level of training and experience in the study of computer graphics. Students will increase their levels of both skill and speed in producing professional quality graphic images and applying them to the design and layout on assigned projects. Prerequisite or Co-requisite: DC123A Computer Graphics. This is a four credit hour course.

**DC 224A. Digital Imaging & Editing.....4hrs.** (Formerly Computer Graphics III) This course is designed to provide training and experience in editing, manipulating and creating photographic quality, professional images. The course will cover design and layout using photographic images and preparation for importing these graphic images into a page layout program for use in printed publications. Prerequisite or Co-requisite: DC 224 Graphics & Illustration. This is a four credit hour course.

**DC 243. Electronic Publishing .....3 hrs.** Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Electronic Desktop Publishing is taught using current software. Prerequisite: DC 223G or CS 223H Desktop. This is a three credit hour course.

**DC 243A. Co-operative Work Experience I .....3 hrs.** Co-operative Work Experience I is designed to offer an internship within the industry setting for design communication. Students will work under the supervision of approved professional design communications specialist with NMJC faculty monitoring the internship. Faculty permission required. Prerequisite: DC 123A or DC 224 or DC 243. This is a three credit hour course.

## **Web Page Design – 11.0801**

**DC 123C. Web Page Design .....3 hrs.** Web Page Design is an introductory course in designing web sites for the WWW (World Wide Web). It covers the use of web design software to define a local site and to create and edit Web documents. Basic skills necessary for developing web sites will be taught. The basic elements and

principles for good design will be covered. The use of typography (essential information and decorative headings), animated graphic clips (banners or .GIF files) and images (graphics, illustrations and photographs .JPG files) as they pertain to designing Web sites will be covered. Prerequisite: none. This is a three credit hour course.

**DC 123H. HTML/JavaScript.....3 hrs.**

This course offers an introduction to Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS) and JavaScript, and is designed to provide experience in the layout and customized control of web pages. Prerequisite: DC 123C Web Page Design.

**DC 223E. Advanced Web Page Design ..... 3 hrs.**

This course is a continuation of the introductory course in designing web sites for the WWW (World Wide Web). It covers advanced concepts related to good Web site creation and integrates animated software within the web environment. Pre-requisite: DC 123C Web Page Design. This is a three credit hour course.

## **Economics (EC) – 45.0601**

**EC 213. Principles of Economics (Macro) ..... 3 hrs.**

Macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth. This is a three credit hour course.

**EC 213A. Introduction to Economics ..... 3 hrs.**

A course for those students not wishing to pursue specialized study in business or economics but who want greater insight into the nature of current economic problems and how those problems affect individual well-being and society. Covers the major elements of, but will not substitute for EC 213 and EC 223. This is a three credit hour course.

**EC 223. Principles of Economics (Micro) ..... 3 hrs.**

This course presents micro-economic theory, concepts of supply and demand, input and output decisions in perfect and imperfect competition, distribution of income to factors, governmental regulation of business, and unions. This is a three credit hour course.

## **Education (ED)**

### **General Education – 13.0101**

**ED 111E. Community College Orientation .....1 hr.**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the classified staff employees at New Mexico Junior College. This is a one credit hour course.

**ED 112E. Community College Orientation ..... 2 hrs.**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the professional

employees at New Mexico Junior College. This is a two credit hour course.

**ED 113E. Community College Orientation ..... 3 hrs.**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the faculty at New Mexico Junior College. This is a three credit hour course.

**ED 213. Foundations of Education ..... 3 hrs.**

This course will introduce students to the professional life of teachers. Throughout the book, the authors and the teachers profiled, offer students practical perspectives for meeting the complex challenges of teaching. Students will be encouraged to write a research paper and develop a professional portfolio. This is a three credit hour course.

**ED 213F. Educational Psychology .....3 hrs.**

(Same as PS 213F.) This psychology course will provide the student with useful concepts and principles of educational psychology that can be used for upcoming or practicing teachers. Throughout the book, the author offers students practical perspectives for meeting the complex challenges of teaching and ways to apply various educational psychology concepts and principles for working with students in a classroom setting. This is a three credit hour course.

**ED 233. Educational Field Observation ..... 3 hrs.**

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

## **Early Childhood Education – 13.1210**

**ED 112. Professionalism..... 2 hrs.**

This course will build upon the individual student's integrity, responsibility, and ethical practices that demonstrate a profound respect for all children and their families. The student will embrace a multicultural perspective that is responsive to individuals in culturally diverse communities in New Mexico. The student will make decisions based upon knowledge of early childhood theories and practices that recognize diversity of ability, developmental level, and family characteristics. This is a two credit hour course.

**ED 112A. Practicum I-L ..... 2 hrs.**

Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 113B, Curriculum Development & Implementation I. They will observe and assess their assigned student's development and modify curriculum as needed. Professional ethics will be demonstrated at all times.



Students will work with children for a minimum of 60 hours over the semester. Corequisite: ED113B This is a two credit hour course.

**ED 113A. Guiding Young Children .....3 hrs.**

This course will answer questions associated with child guidance and discipline. Current theory will be discussed, which will assist students in developing skills and avoiding common pitfalls. This course will provide a comprehensive framework for interpreting children's social behavior and for implementing appropriate strategies to enhance children's social competence. This is a three credit hour course.

**ED 113B. Curriculum Development &**

**Implementation I .....3 hrs.**

This course will help students learn to develop, implement, and evaluate early childhood education curriculum (birth-eight years old). Topics will include settings, methods, materials, scheduling, planning, and classroom management. Lessons plans and projects will be developed for the content fields (such as reading/writing, math, social studies, science) using art, music, drama, play, exploration, games, and various strategies. Corequisite: ED 112A—This is a three credit hour course.

**ED 123. Family & Community Collaboration .....3 hrs.**

This course will explore ways to encourage family involvement and community collaboration to promote the success and development of young children (birth – eight years old). Awareness of various types of family stress, understanding of the dynamics of family systems, and community relationships will be discussed. This is a three credit hour course.

**ED 212. Practicum II-L .....2 hrs.**

Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 223C, Curriculum Development & Implementation II. They will observe and assess their assigned students' development and modify curriculum as needed. Professional ethics will be demonstrated at all times. Students will work with children for a minimum of 60 hours over the semester. Corequisite: ED223C This is a two credit hour course.

**ED 213C. Assessment of Children & Evaluation of**

**Programs .....3 hrs.**

Students in this course will develop knowledge of diverse assessment approaches, including observational skills. The student will use appropriate on-going documentation and report information to families and professionals. Appropriate early childhood assessment is responsive to cultural and linguistic difference. It includes information from multiple sources, e.g. observations, checklists, interviews, and both formal and informal standardized measures in diverse settings for making educational decisions about children. This is a three credit hour course.

**ED 213G. Child Growth, Development & Learning.3 hrs.**

The foundation for all learning is established during a child's early years and is built upon throughout childhood. Biological-physical, social, cultural, emotional, cognitive, and language domains are inherently intertwined in growth and development. Professionals working with children must understand this process of development and the adult's role

in supporting each child's growth from birth onward. This is a three credit hour course.

**ED 222. Health, Safety, & Nutrition.....2 hrs.**

This course will explore ways to provide emotionally and physically safe environments for young children (birth – eight years old). Sound health, safety, and nutritional practices will be examined. Possibilities of involvement of local agencies, personnel, and facilities will also be discussed. This is a two credit hour course.

**ED 223C. Curriculum Development &**

**Implementation II .....3 hrs.**

This course will provide the student with skills for use in the teaching and learning relationships of young children. The student will use his or her child development knowledge, knowledge of developmentally appropriate practices, and content knowledge to design, implement, and evaluate experience that promote optimal development and learning for all children from birth through age eight. In addition, the student's use of observations is grounded in a thorough understanding of children's families, culture, and communities. Corequisite: ED212. This is a three credit hour course.

**ED 223D. Introduction to Reading & Literacy Development.....3 hrs.**

This course will explore how language develops during a child's early formative years, within each child's culture, regardless of their individual home language. The student will become familiar with current research and theories relating to the area of language acquisition and emergent literacy (early reading and writing behaviors). The student will develop materials and strategies for promoting language development and early reading and writing skills in their early childhood classrooms (birth – 3<sup>rd</sup> grade). Students will be expected to work with children, outside of class, in order to implement the activities and strategies discussed in class. This is a three credit hour course.

## **Emergency Medical (EM) – 51.0904**

**EM 115. Emergency Medical Technician Training – Basic (EMT-B) .....5 hrs.**

Course designed specifically for ambulance/rescue personnel who have access to specialized vehicles equipped with specialized items of equipment. The course content trains ambulance/rescue attendants to recognize and stabilize patients with life threatening emergencies at the scene and in transport, utilizing the specialized vehicle and specialized items of equipment. Prerequisite for paramedic training. Seven lecture/lab hours per week with ten hours to be arranged in a hospital setting. This is a five credit hour course.

**EM 124. Emergency Medical Technician Training-Intermediate (EMT- I).....4 hrs.**

Assessment of trauma and medical patients, airway management, shock, respiratory emergencies, fluid & electrolytes, IV & inhalation therapy, OB emergencies, subcutaneous medication administration, cardiovascular emergencies, diabetes management, and medico legal issues, includes initiation of IV therapy on fellow student while under direct supervision. Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent

of instructor and Director of Allied Health. Six lecture/lab hours per week with forty-five hours to be arranged in a hospital setting. This is a four credit hour course.

## **Engineering (ER) – 14.0101**

**ER 213. Statics ..... 3 hrs.**  
Analysis of forces and moments acting on particles and rigid bodies that are at rest. Prerequisite: PH 214 and concurrent registration in MA 233. This is a three credit hour course.

**ER 213A. Circuit Analysis ..... 3 hrs.**  
Analysis of electrical circuits, components, and systems using Kirchoff's voltage and current laws. Network equations will be formulated and solved using time domain concepts. Prerequisite: MA 153. Three lecture hours per week.

**ER 223. Dynamics ..... 3 hrs.**  
Analysis of forces and moments acting on particles and rigid bodies that are in motion. Prerequisite: ER 213. This is a three credit hour course.

## **English (EN) 23.0101, 23.0401, 23.0501 Literature – 23.0101**

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

**EN 213A. Survey of British Literature I ..... 3 hrs.**  
The development of British literature from Beowulf through the eighteenth century. Designed to offer a broad cultural awareness of the great literary masterpieces of the English language in relation to their authors and historical settings. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings required. Prerequisite: EN 123. This is a three credit hour course.

**EN 213C. American Literature I ..... 3 hrs.**  
The development of American literature from the earliest works to the Civil War. Readings, reports, and writings required. Prerequisite: EN 123. This is a three credit hour course.

**EN 213D. World Literature I ..... 3 hrs.**  
Representative masterpieces from ancient, medieval, and Renaissance literature. Designed to introduce students to international literary works. Readings, reports, and writings required. Prerequisite: EN 123. This is a three credit hour course.

**EN 213E. Film and Fiction ..... 3 hrs.**  
An introduction to cinema as an art form that is both visual and literary. A close examination of literary works and films

made from those works. Prerequisite: EN 123. This is a three credit hour course.

**EN 213F. Southwest Literature ..... 3 hrs.**  
A survey of representative literary works from the Southwestern United States. Includes studies of the novel, poetry, short story, drama, and the essay, with emphasis on contemporary writings and with examinations of the history and folklore of the region. Prerequisite: EN 123. This is a three credit hour course.

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

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

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

**EN 223C. American Literature II ..... 3 hrs.**  
The development of American literature from the Civil War to the present. Readings, reports, and writings required. Prerequisite: EN 123. This is a three credit hour course.

**EN 223D. World Literature II ..... 3 hrs.**  
Representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. Designed to help students make connections between their own literary heritage and the literature of other countries and cultures. Readings, reports, and writing required. Prerequisite: EN 123. This is a three credit hour course.

## **Composition – 23.0401**

**EN 103. English Fundamentals for Specialized Programs ..... 3 hrs.**  
This course focuses on fundamental grammatical principles, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses correct and effective technical writing in a work place setting. This

course does not meet requirements of Associate of Arts or Associate of Science degrees. This is a three credit hour course.

**EN 113. Composition and Rhetoric .....3 hrs.**  
An introductory course in written communication with emphasis on developing effective paragraphs and essays. Includes the study of various modes of exposition. Computer usage in some classes. Prerequisite: TS 113C or appropriate score on a placement test. This is a three credit hour course.

**EN 123. Composition and Literature .....3 hrs.**  
A continuation of EN 113. Writing effective paragraphs and essays with the emphasis on reading and writing about literary genres: short stories, poetry, drama, novels, and/or essays. Prerequisite: EN 113 or appropriate score on a placement test. This is a three credit hour course.

**EN 123A. Report Writing for Technicians .....3 hrs.**  
This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. Prerequisite: EN 113. This is a three credit hour course.

### **Creative Writing – 23.0501**

**EN 213B. Creative Writing .....3 hrs.**  
An introduction to the writing of various literary genres: poetry, fiction, and/or essays. Emphasis on in-class writings in all the chosen genres, resulting in individual writing portfolios. Prerequisite: EN 123. This course may be repeated once for credit. This is a three credit hour course.

**EN 223B. Creative Writing II .....3 hrs.**  
A continuation of EN213B which covers various literary genres, with an emphasis on readings, discussions, in-class writings, films, and portfolios. Prerequisite: EN 213B. This is a three credit hour course.

### **Environmental Technology (HM) – 15.0704**

**HM 101. Safety and Hazardous Materials .....1 hrs.**  
This course will introduce the student to the proper management of hazardous material encountered in the automotive environment. The student will gain an understanding of the Hazard Communication Regulation. Students will learn how to utilize a Material Safety Data Sheet in order to identify, handle, store, and dispose of hazardous materials. They will be introduced to basic first aid and response to spills or exposure in their work environment. Use of the proper personal protective equipment will be covered. Other safety topics including right-to-know laws will be covered. Prerequisites: None. This is a one credit hour course.

### **Geography (GG) – 45.0701**

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

### **Geology (GE) – 40.0601**

**GE 114 Physical Geology .....4 hrs.**  
This course will study earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, volcanism, earth resources, oceans, and meteorology. Concurrent enrollment in GE114L (laboratory) is required. This is a four credit hour course.

**GE 124 Historical Geology .....4 hrs.**  
This course will include a chronological study of the history and development of life on earth. Topics will include the formation of the oceans and atmospheres, fossils, and evolution of dinosaurs, and animal life. Concurrent enrollment in GE124L (laboratory) is required. This is a four credit hour course.

**GE 194 Introduction to Meteorology .....4 hrs.**  
This course will study the science of the atmosphere by following weather as it happens, in the real time via the internet. Concurrent enrollment in GE194L (laboratory) is required. This is a four credit hour course.

### **Government (GO) – 45.1001**

**GO 213 American Government.....3 hrs.**  
This course examines the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between the formal and informal groups seeking to make claim on or through the government. This is a three credit hour course.

**GO 233 International Relations.....3 hrs.**  
This course discusses the major theories of international relations and provides students with the historical background to understand global politics. It provides a basis of discussion over three key themes—the historical, the contemporary and policy-oriented, and the theoretical—and emphasizes the extent to which they complement one another. It gives the student one of the most important processes affecting relations between states and non-state actors today: globalization. This is a three credit hour course.

### **Health Care (HC) – 51.0713**

**HC 112. Medical Terminology for Allied Health .....2 hrs.**  
This course introduces basic medical word roots, prefixes, suffixes, and the combination of forms by using word parts to construct selected medical terms. The course will introduce the terminology used to communicate with healthcare professionals and accepted medical terminology used when documenting in the healthcare (medical) record. The student is required to utilize basic computer skills to perform simple narrative documentation. This is a two credit hour course.

### **History (HI) – 54.0101**

**HI 113. United States History to 1877.....3 hrs.**  
This course surveys the discovery, establishment, and growth of the English colonies; their relations with Great Britain; the revolution; the Confederation; the Constitution; the growth of nationalism; westward expansion; slavery; the

Civil War; Reconstruction; economic, political, and social development; and international relations. This is a three credit hour course.

**HI 113A. History of New Mexico.....3 hrs.**

This course studies the geography and geology of New Mexico and its effect on the growth of New Mexico. It deals with 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. This is a three credit hour course.

**HI 123. United States History from 1877.....3 hrs.**

This course studies the growth of big business and the accompanying problems; westward expansions; causes and results of World War I; the Great Depression of the 1930s and its consequences; causes of World War II; and the post war adjustments and prospective solutions. This is a three credit hour course.

**HI 213. History of Civilization.....3 hrs.**

This course covers the civilizations that have contributed to the shaping of contemporary society. It focuses on prehistoric civilizations and the civilizations of the Near East, Far East, Greece, and Rome. The medieval church, the Renaissance, the Protestant Reformation, and the rise of the monarchies are also discussed. This is a three credit hour course.

**HI 213M. U.S. Military History.....3 hrs.**

This course will cover the history of the United States military from its colonial beginnings through the Vietnam War. This period of history has become a watershed of change for our nation. Coverage will include a survey of important battles of the major wars in U.S. History, as well as an introduction of the interrelationships that exist between the U.S. military and the political, economic, and social forces that continue to shape our nation. Emphasis will be placed upon America's role in the world.

Prerequisites and or co-requisites recommended: HI 113 and HI 123. This is a three credit hour course.

**HI 223. History of Civilization.....3 hrs.**

This course is a continuation of HI213. The focus is on early modern times and the genesis of present civilization. The period of the rise of monarchy, individualism, and capitalism in Western Europe; the development of the industrial revolution in England, and the political revolutions in France and the other European countries; the growth of totalitarianism and its struggle with democracy, and recent world developments are examined. This is a three credit hour course.

**HI 223W. The Civil War.....3 hrs.**

This course is a history of the American Civil War with an emphasis upon the sectional conflicts and events that led into the war. The course also covers the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world. This is a three credit hour course.

## Home Economics (HE) – 19.0501

**HE 113. Introduction to Nutrition ..... 3 hrs.**

An introduction to the principles of basic nutrition and the relationship of nutrition to health. This is a three credit hour course.

## Industrial Technology (INDT) – 15.0612

**INDT 113. First Line Maintenance ..... 3 hrs.**

This course will provide basic information to locate and troubleshoot common machine or equipment faults. Upon completion of this course, students should be able to safely and properly perform preventative maintenance techniques. This is a three credit hour course.

**INDT 113A. Introduction to OSHA ..... 3 hrs.**

This course will introduce students to OSHA (Occupational Safety and Health Administration) and its established health and safety standards as applicable to employees in the workplace environment. It will cover the areas of hazard communications, recordkeeping, egress training, ergonomics, personal protective equipment, flammable and combustible liquids, powered industrial trucks, walking and working surfaces, electrical hazards, lock-out/tag-out, and other related topics. This is a three credit hour course.

**INDT 113B. Industrial Practices and Principles ..... 3 hrs.**

This course will introduce students to the principles and practices of ISO 9000, Root Cause Analysis, Failure Modes and Effects Analysis, and Hazardous Assessment and their applicability in the workplace. This is a three credit hour course.

**INDT 113C. Logistics for Technicians ..... 3 hrs.**

This course will provide basic and advanced logistics training for material handlers. Topics in this course will include warehousing, automated equipment, control procedures, distribution and order processing, warehouse management and evaluation, industrial health and safety, and logistics information systems. This is a three credit hour course.

**INDT 216A. Cooperative Work Experience 1 ..... 6 hrs.**

This course will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216B. Cooperative Work Experience 2 ..... 6 hrs.**

This course is a continuation of INDT 216A and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216C. Cooperative Work Experience 3 .....6 hrs.**

This course is a continuation of INDT 216A and INDT 216B and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216D. Cooperative Work Experience 4 .....6 hrs.**

This course is a continuation of INDT 216A, INDT 216B, and INDT 216D and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**Law Enforcement Academy (LA) – 43.0107**

NOTE: The following courses are taught through the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the certificate in Law Enforcement, the Associate of Arts, or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the law enforcement courses (LA), since the LA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a peace officer.

**LA 112. Physical Training and Wellness for Law Enforcement Officers .....2 hrs.**

This course is designed to enhance the basic police officer’s level of fitness, as well as to develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well-being. This class will include demonstration, discussion, and participation. This class will incorporate periodic fitness assessments, strength, cardiovascular, and flexibility training. Additionally, concepts in nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and obstacle/agility courses for state certification as a law enforcement officer. Co-requisite: Enrollment in the Law Enforcement Academy. This is a two credit hour course.

**LA 113. Introduction to Criminal Justice .....3 hrs.**

This course will cover the development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed

restrictions on the system. It will substitute for CJ 113. This is a three credit hour course.

**LA 113B. Criminal Law .....3 hrs.**

This course focuses on the history and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure. It will substitute for CJ 113B. This is a three credit hour course.

**LA 113P. Introduction to Policing .....3 hrs.**

This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. It will substitute for CJ 113P. This is a three credit hour course.

**LA 114. Custody Control, Chemical Agents and Officer Safety .....4 hrs.**

This course will cover procedures (principles, concepts, medical implication and practical application) for custody and control and use of chemical agents in a law enforcement environment. Also covered will be academic and practical application regarding officer safety including day and night traffic stops, arrest situations and handcuffing. This is a four credit hour course.

**LA 123D. Technical Writing for Law Enforcement .3 hrs.**

This course focuses on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills. This is a three credit hour course.

**LA 123E. Firearms Proficiency .....3 hrs.**

This course focuses on moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. This is a three credit hour course.

**LA 123F. Traffic Law & Accident Investigation .....3 hrs.**

This course will review theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. It will substitute for CJ 123F. This is a three credit hour course.

**LA 123P. Law Enforcement Patrol Procedures .....3 hrs.**

This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. It will substitute for CJ 123P. This is a three credit hour course.

**LA 213A. Criminal Investigation .....3 hrs.**

This course focuses on the fundamentals of criminal investigation. It includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing.

It will substitute for CJ 213A. This is a three credit hour course.

## **Legal Assistant/Paralegal (LS) – 22.0302**

### **LS 112. Legal Ethics ..... 2 hrs.**

This course is an in-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys and the relationship of the paralegal to the supervising attorney, the client and the community. Pre- and/or co-requisites: None. This is a two credit hour course.

### **LS 113. Introduction to the Justice System..... 3 hrs.**

This course focuses on the history and overview of the legal system; the role of the legal assistant, legal ethics, unauthorized practice, the Code of Professional Responsibility; importance of communications, judgment and analytical ability; terminology sources and work of law. Pre- and/or co-requisites: None. This is a three credit hour course.

### **LS 113A. Introduction to Legal Research and**

### **Writing ..... 3 hrs.**

This course is a study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memoranda and briefs. Pre- and/or co-requisites: None. This is a three credit hour course.

### **LS 113C. Introduction to Paralegal Studies.....3 hrs**

This course will introduce concepts such as the definition and role of the paralegal, ethical responsibilities, professionalism, the legal system, legal research and analysis, legal and office procedures, technology in the law and topics in substantive law. This is a three credit hour course.

### **LS 123. Contracts ..... 3 hrs.**

This course focuses on the formation of contracts, breach of contracts, remedies for breach of contract; drafting. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 123A. Torts ..... 3 hrs.**

This course is a study of negligence and gross negligence including the requisites for recovery, such as: duty, breach, causation and damages. Also to be included in this course is the study of intentional torts, product liability, defamation, defenses and the drafting of various documents. Prerequisite: LS 113 & LS 113C or permission of program director/coordinator. This is a three credit hour course.

### **LS 123B. Property ..... 3 hrs.**

This course is a study of the legal aspects of personal and real property ownership. It will include bailments and the basics of probate. It is also an analysis of common real estate transactions such as: deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens and landlord/tenant relations. Prerequisite: LS 113 & LS 113C or permission of program director or coordinator. This is a three credit hour course.

### **LS 123C. Family Law ..... 3 hrs.**

This course will focus on topics that will include divorce, separation, custody, adoption, guardianship, support and settlement agreements in compliance with statutes; and

drafting documents. Also included in this course will be aspects of the administrative agencies that affect the modern family; to spousal abuse and juvenile justice. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 213. Law Office Operations and Management .. 3 hrs.**

This course focuses on law office operation and theories of management; time keeping and billing; law office equipment; budgeting, key players, preparation of forms and checklists; docket control, personnel problems, self-management. Prerequisite: LS 113 or permission of dean/program director. This is a three credit hour course.

### **LS 213A. Civil Procedure ..... 3 hrs.**

This course is an analysis of civil procedure; instruction in preparation of documentation in lawsuits; covering pre and post trial matters; jurisdictional, evidentiary and admissibility problems. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 213B. Practicum/Internship ..... 3 hrs.**

This course is a supervised on-the-job training experience in law office, governmental agencies, or legal department of business or industry. This course requires 40 hours of on the job training in the legal field. Prerequisite: Permission of dean/program director. This is a three credit hour course.

### **LS 223A. Trial Preparation and Procedures..... 3 hrs.**

This is a summary course of methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, methods and organization for effective trial presentations. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 223B. Torts/Negligence ..... 3 hrs.**

This course is the study of negligence and gross negligence including the requisites for recovery: duty, breach, causation and damages; product liability and drafting appropriate documents. Prerequisite: LS 113 & LS 113C or permission of dean/ program director. This is a three credit hour course.

### **LS 223C. Estate Planning and Probate ..... 3 hrs.**

This course is an introduction to estate and probate terminology; wills and trusts, New Mexico/Texas probate law and procedures; required orders and notices estate sales, estate taxes, joint tenancy; judicial determination of death, and disposition of judicial finding; documentation and forms. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 223D. Bankruptcy and Creditors Rights ..... 3 hrs.**

This course is a study of Uniform Commercial Code in secured transaction matters including: garnishment and replevins; study of the bankruptcy code and rules of procedure; the study and preparation of appropriate pleadings and schedules; creditors' rights. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

### **LS 223E. Oil and Gas Law ..... 3 hrs.**

This course is a study of oil and gas leases, mineral deeds, royalty deeds, reserving of rights to oil and gas, transfers of working interests, utilization agreements, unit operating agreements, drilling contracts, operating agreements, output sales agreements, pipeline easements, and division orders.

Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

**LS 223F. Environmental Law .....3 hrs.**

This course introduces the current federal laws that regulate the assessment, use, handling, storage and disposal of hazardous materials. It includes the Clean Air Act, Clean Water Act, RCRA, Toxic Substance Control Act, Federal Pesticide Act, OSHA and CERCLA/SARA. Prerequisite: LS 113 & LS 113C or permission of dean/program director. This is a three credit hour course.

**LS 231A-234A. Special Topics in Paralegalism .. (1-4 hrs.)**

This course is a study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants. Prerequisite: LS 113 & LS 113C or permission of dean/program director.

**LS 233. Advanced Research Techniques .....3 hrs.**

This course is a continuation of LS 113A. It is designed to provide training in more advanced legal research problems with a focus on analysis and writing. It requires preparation of sophisticated legal memoranda and documents. Prerequisite: LS 113, LS 113A, & LS 113C or permission of dean/ program director. This is a three credit hour course.

## **Mathematics (MA) – 15.0599 and 27.0101**

### **Mathematics for Nuclear Technicians 15.0599**

**MA 113M. Metric Conversions for Technicians.....3 hrs.**

This course will provide students with theory and application of mathematics from a review including basic math, algebra, geometry, trigonometry, calculus, and the ability to calculate all units of measurement using SI vs. English. This is a three credit hour course.

### **Mathematics 27.0101**

**MA 113. College Algebra.....3 hrs.**

This college algebra course is designed for pre-engineering, mathematics, and science majors. The subject matter covered in this class includes a brief review of Elementary and Intermediate Algebra topics, as well as a more extensive study of graphs of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions, and logarithmic functions. Prerequisite: MA113A or equivalent. This is a three credit hour course.

**MA 113A. Intermediate Algebra.....3 hrs.**

This intermediate algebra course is designed for students in general education and technical fields. This course provides a review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations, quadratic functions, and solving systems of linear equations. This course is not open to students who have credit for MA113 or its equivalent. Prerequisite: TS113F or equivalent. This is a three credit hour course.

**MA 113B. Statistics .....3 hrs.**

This is an introduction course in statistics. It will cover the measures of central tendency, variation, regression, correlation, probability, sampling, sampling distributions,

estimation, and test of statistical hypotheses. Prerequisite: MA113A or equivalent. This is a three credit hour course.

**MA 113D. Mathematical Analysis with Business**

**Applications I.....3 hrs.**

This course is designed strictly for business and economics majors. This course is a review of algebra followed by the study of functions, mathematics of finance, matrix theory, linear systems, linear programming, exponential and logarithmic functions. Prerequisite: MA113A or equivalent. This is a three credit hour course.

**MA 113E. Mathematics for Elementary Teachers...3 hrs.**

This is a mathematics course for prospective or current elementary teachers. Topics covered will be problem solving, set theory, number theory, number systems, and operations. This course will be taught using lecture, cooperative learning, demonstration, supervised problem solving, and student generated lessons. Prerequisite: MA113A or equivalent. This is a three credit hour course.

**MA 114B. Technical Mathematics I .....4 hrs.**

This course is designed for the student majoring in electronics, drafting, welding, automotive, and machine tool. It includes a brief review of whole numbers, decimals, and fractions followed by fundamental operations of algebra, linear equations, ratio, proportions, variations, percents, basic geometry, unit conversions, metric system, and applications in the technical fields. Prerequisite: One year of high school mathematics. This is a four credit hour course.

**MA 123. Plane Trigonometry.....3 hrs.**

This course will cover trigonometric functions, solutions of right triangles, properties and relationships between trigonometric functions, radian measures of the angles, graphs of trigonometric functions, the addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, and solutions of trigonometric equations. Prerequisite: MA113 or equivalent. This is a three credit hour course.

**MA 123D. Mathematical Analysis with Business**

**Applications II .....3 hrs.**

This is the sequential course to MA113D. This course covers probability, decision theory, statistics, differential calculus, and integral calculus applications. Prerequisite: MA 113D or equivalent. This is a three credit hour course.

**MA 144. Calculus and Analytic Geometry I .....4 hrs.**

This course is an introduction to concepts in analytic geometry, limits, continuity, differentiation of algebraic and transcendental functions, the mean value theorem, curve sketching, max-min problems, the definite and indefinite integral, and applications of integration, area, and the Fundamental Theorem of Calculus. Prerequisites: MA113, MA123, or equivalent. This is a four credit hour course.

**MA 154. Calculus and Analytic Geometry II .....4 hrs.**

This is the sequential course to MA144. This course covers techniques of integration, L'Hospital's rule, polar coordinates, arc lengths, work, liquid force centroids, improper integrals and hyperbolic functions, introduction to differential equations, sequences, infinite series, and convergence tests. Prerequisite: MA144 or equivalent. This is a four credit hour course.

**MA 223. Differential Equations .....3 hrs.**

This course covers solutions of ordinary differential equations, solutions by series, Laplace transforms, numerical techniques, and geometric and physical applications. Prerequisite: MA234 or equivalent. This is a three credit hour course.

**MA 234. Calculus and Analytic Geometry III .....4 hrs.**  
This is the sequential course to MA154. This course covers three dimensional geometry and vectors, vector operations, introduction to vector functions, parametric equations, functions of several variables, partial derivatives, tangent planes and the gradient, multiple integrals, cylindrical and spherical coordinates, line integrals, surface integrals, and Stokes Theorem. Prerequisite: MA153 or equivalent. This is a four credit hour course.

### **Medical Terminology (ME) – 51.0713**

**ME 111. Medical Terminology .....1 hr.**  
An introduction to medical terminology with emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. This is a one credit hour course.

**ME 121. Medical Terminology .....1 hr.**  
A continuation of ME 111. This is a one credit hour course.

### **Music (MU) – 50.0901, 50.0903**

#### **Music, General – 50.0901**

**MU 111K. Introduction to Singing .....1 hr.**  
This course is designed for individuals who have little or no vocal experience. Basic techniques of voice production, diction, breathing, and intonation will be explored in a group setting. The course is open to all students and may be repeated for credit upon consent of the instructor. This is a one credit hour course.

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

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

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

**MU 223A. Introduction to Music Literature II ..... 3 hrs.**  
A continuation of MU 213A. Music from the Classical Period to the 20th century will be studied. Style, trends, composers, and literature will be discussed. Prerequisite: MU 213A. This is a three credit hour course.

### **Music, Performance – 50.0903**

**MU 111P. Private Piano ..... 1 hr.**  
This course is designed for non-music and music majors who are not piano majors. The student's proficiency level will be assessed by the piano instructor and an individual program will be developed. May be repeated for credit for a total of four credit hours. This is a one credit hour course.

**MU 111V. Private Voice ..... 1 hr.**  
This course is designed for non-music and music majors who are not voice majors. The student's proficiency level will be assessed by the voice instructor and an individual program will be developed. May be repeated for credit for a total of four credit hours. This is a one credit hour course.

**MU 112A. Piano I ..... 2 hrs.**  
This course is for music majors whose concentration of study is piano. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. May be repeated for credit for a total of four credit hours. This is a two credit hour course.

**MU 112B. Voice I ..... 2 hrs.**  
This course is for music majors whose concentration of study is voice. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. May be repeated for credit for a total of 4 credit hours. This is a two credit hour course.

**MU 112C. Elementary Harmony I ..... 2 hrs.**  
Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. Co-requisite: MU 112E. This is a two credit hour course.

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

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

**MU 122A. Piano II ..... 2 hrs.**  
A continuation of MU 112A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week. This is a two credit hour course.

**MU 122B. Elementary Harmony II ..... 2 hrs.**  
A continuation of MU 112C. Co-requisite: MU 122E. This is a two credit hour course.



**MU 122D. Voice II .....2 hrs.**  
A continuation of MU 112B. May be repeated for credit for a total of four credit hours. One hour private lesson per week. This is a two credit hour course.

**MU 122E. Aural Skills II .....2 hrs.**  
A continuation of MU 112E. Co-requisite: MU 122B. This is a two credit hour course.

**MU 131. College and Community Chorale ..... 1 hr.**  
The NMJC Chorale is an ensemble for both college members and members of the community. The Chorale prepares various styles of repertoire for public performance. May be repeated for credit for a total of 4 credit hours. The Chorale meets one evening per week for two hours. This is a one credit hour course.

**MU 131C. College and Community Band ..... 1 hr.**  
This is a performance oriented course covering various styles of music with emphasis in concert band idioms. Included in the course will be a study of instrumental tone, intonation, technique, balance, interpretation, and musical effects. This course may be repeated for credit four times. This is a one credit hour course.

**MU 132A. Choral Conducting Techniques .....2 hrs.**  
Designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored. Prerequisite: Equivalence of MU 142 or consent of the instructor. This is a two credit hour course.

**MU 212. Piano III ..... 2 hrs.**  
A continuation of MU 122A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week. This is a two credit hour course

**MU 212A. Voice III .....2 hrs.**  
A continuation of MU 122D. May be repeated for credit for a total of 4 credit hours. One-hour private lesson per week. This is a two credit hour course

**MU 212B. Advanced Harmony I .....2 hrs.**  
This course explores harmonic principles of the late 19th and early 20th century with emphasis on chromaticism and the non-tonal techniques. Prerequisite: MU 122B. Co-requisite: MU 212E. Two hours per week.

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

**MU 222. Piano IV .....2 hrs.**  
A continuation of MU 212. May be repeated for credit for a total of 4 credit hours. One-hour private lesson per week.

**MU 222A. Voice IV .....2 hrs.**  
A continuation of MU 212A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week.

**MU 222B. Advanced Harmony II .....2 hrs.**  
A continuation of MU 212B. Co-requisite: MU 222E. Two hours per week.

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

**Nursing (NU) 51.1601, 51.1614, 51.1613  
Certified Nursing Assistant (CNA) – 51.1614**

**NU 115. Nursing Assistant .....3 hrs.**

This course is 150 clock hours and is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. The course is designed to teach the student the necessary knowledge and skills to deliver responsible and safe health care for residents in nursing and long-term care facilities under qualified supervision of a nurse. Close personal care requires a sensitive and knowledgeable care giver, who has a good understanding of patient needs; as well as, personal interaction with other health care team members. This course includes: an introduction to health care and the role of the nurse aide; understanding the body structure, function and needs; safety in the provision of care; and satisfactory performance of basic care skills. The classroom and nursing skills laboratory portion of the course is taught at a NMJC facility. The course has specific requirements: CPR, TB screening, malpractice insurance, Rubella titer, physical exam and a criminal background check. The background check will identify a felony conviction which will render the applicant ineligible for admission to the course. A felony conviction disqualifies an applicant from participating in the clinical portion of this course and other nursing courses. The clinical portion of the course is conducted in a licensed, certified area health care agency. The student must satisfactorily meet the objectives of the course's computerized exams, laboratory skills performance and clinical practice to be eligible for course completion. Successful completion of this course entitles the student to take the New Mexico Nurse Aide Skills and Written Exam (computerized). This is a five credit hour course with a lab component.

**Associate Degree Nursing and  
Licensed Practical Nurse -51.1613  
Level I**

**NU 119. Nursing I.....9 hrs.**  
This course utilizes a body systems approach to introduce fundamentals of nursing with a focus on the nursing process, assessment, communication, physiological, psychological (mental health), social, spiritual, and cultural considerations when identifying client health care needs. The student will have the opportunity to develop plans of care based on age and developmentally appropriate needs of the client. This course will allow the student to demonstrate legal, ethical, safe, and effective nursing care while focusing on the needs of individuals, families, and groups of clients. This course includes a laboratory component with campus laboratory hours (which may include simulation) and/or clinical learning experiences at local health care agencies. Co-requisite: PC 113. This is a nine credit hour course.

**NU128 Nursing III .....8 hrs.**  
This course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of medical-surgical, maternal, and newborn nursing. The course concepts are presented by utilizing the nursing process as it applies to clients across the lifespan with alterations or health care needs related to disorders of the following systems: respiratory, cardiac, hematological, integument, gastrointestinal, renal, immune, endocrine, neurological, and

reproductive. The course will focus on the student nurse role as a health care team member in the provision and planning of legal, ethical, safe, and effective nursing care for individuals, families, and groups. This course includes a laboratory component with campus laboratory hours (which may include simulation) and clinical learning experiences at local health care agencies. Pre-requisite: NU119, PC113. Co-requisite: PC 122. This is an eight credit hour course.

**NU122 PN Roles.....2 hrs.  
(required for PN certificate)**

This course will address professional practice issues that will assist learners in preparing for the transition from practical nursing student to Licensed Practical Nurse. Discussion of the role of the practical nurse in relation to other members of the health care team will foster an understanding of the independent and interdependent functions of the practical nurse. Collaboration, advocacy, and partnership are concepts critical to the role of the practical nurse, caring for persons and focusing on the legal, ethical, and philosophical bases for practice. The PN role, interdisciplinary team, principles of nursing management, delegation, reporting and documenting are discussed. Also included in this course are content and experiences designed to help students prepare for the NCLEX-PN. Content and application opportunities based on group NCLEX-PN preparation needs (identified by group performance on ATI NCLEX-PN Predictor Assessment) will be provided. Students will also be directed to develop and implement with guidance an individual plan for NCLEX-PN preparation. Pre-requisite: NU119, PC113. Co-requisite: Nu128, PC122. This is a two credit hour course.

**NU204 LPN to RN Transition.....4 hrs.  
(Required for application to Level II for LPN/LVN transfer or re-entry students)**

This course is designed to assist the licensed practical/vocational nurse transition from the role of LPN/LVN to the role of the associate degree nursing student. The course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for medical-surgical nursing across the lifespan, mental health nursing, and maternal/newborn nursing. The course concepts are presented by utilizing the nursing process as it applies to clients across the lifespan with alterations or health care needs related to disorders of the following systems: respiratory, cardiac, hematological, gastrointestinal, renal, immune, endocrine, neurological, and reproductive. Course concepts will address pharmacology, dosage calculations, nutrition, and growth and development. The course will focus on the student nurse role as a health care team member in the provision and planning of legal, ethical, safe, and effective nursing care for individuals, families, and groups. The student will be responsible for meeting a set score on a nationally standardized PN Comprehensive exam for continuation in the program and eligibility for admission to Level II of the nursing program. This course is a four credit hour course.

**Level II**

**NU219. Nursing III.....9 hrs.**

This course is a continuation of NU128. The course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for clients with multiple, complex, and specific health care needs/problems. The course concepts are presented by utilizing the nursing process as it applies to the critically ill clients, the mental health clients, and the high-risk maternal/ newborn clients. The course concepts will focus on disorders related to fluid and electrolyte imbalances, respiratory, cardiac, neurological, renal, immune, and endocrine systems, and the planning, provision, and evaluation of safe effective nursing care for mental health, high-risk maternal/newborn, and medical-surgical clients. Concepts of emergency and mass casualty nursing will be addressed as it applies to the planning, provision, and evaluation of nursing care for individuals, families, and groups. A variety of community and acute care clinical experiences will be utilized in this course. This course includes a laboratory component with campus laboratory hours and clinical learning experiences at local and out-of-town health care agencies. Prerequisites: NU 119, PC113, NU128, PC122. Co-requisite: PC212. This is a nine credit hour course.

**NU225. Nursing IV.....5 hrs.**

This course addresses the concepts of legal-ethical issues and trends in nursing practice, community health nursing, and the role of the registered nurse as a collaborating member of a multidisciplinary health care team. The course focuses on the student's development as a leader, designer, manager, and coordinator of legal, ethical, safe, and effective nursing care. The course provides the opportunity for the student to plan, direct, and coordinate nursing care based on current standards of practice. A variety of community and acute care clinical learning experiences will be utilized in this course. This course includes a laboratory component with campus laboratory hours (which may include simulation) and clinical learning experiences at local and out-of-town health care agencies. Pre-requisites: NU219, PC212. Co-requisites: NU223, NU222. This is a five credit hour course.

**NU223. Preceptor Practicum.....3 hrs.**

This course will provide students with the opportunity to transition from student nurse to graduate nurse through an internship experience. The internship role provides the student the opportunity to demonstrate accountability for self, individuals, families, and groups while effectively directing and coordinating legal, ethical, safe, effective, and competent nursing care. The internship role provides the student nurse with the opportunity to exhibit professional behavior in all activities, to provide clinically competent nursing care, and to practice as a collaborating member of a multidisciplinary health care team. This experience will allow the student to demonstrate competencies of natural and behavioral sciences and nursing theory in the development, implementation, and evaluation of plans of care in meeting the complex health care needs of individuals, families, groups, and communities. The student will have the opportunity to demonstrate communication, critical thinking, and problem-solving competencies while functioning in a variety of nursing roles. This course is a laboratory course composed of clinical learning experiences

at local and out-of-town health care agencies. Pre-requisites: NU219, PC212. Co-requisites: NU225, NU 222. This is a three credit hour course.

**NU222. NCLEX Preparation.....2 hrs.**

This course is designed to facilitate the review of nursing theory to assist the student in preparing for the NCLEX-RN exam. This course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for clients with multiple, complex, and specific health care needs/problems. The course content will review medical-surgical nursing, mental health nursing, and maternal/newborn nursing as it applies to lifespan health care needs/problems of individuals, families, groups, and communities. The course content will also review nursing calculations, pharmacological, and nutritional concepts. Pre-requisites: NU219, PC212. Co-requisites: NU225, NU223. This is a two credit hour course.

**Level II  
Associate Degree Nursing  
Effective for Fall 2007-Spring 2008  
Registered Nurse (ADN) – 51.1601**

**NU211. Care of the Client with Complex Health Care Needs .....11 hrs.**

The course will enable the student to apply theoretical knowledge of nursing for clients with multiple, complex, and specific health care needs/problems. The nursing content focuses on promoting the critically ill client's holistic health through the utilization of evidenced based nursing care. Emphasis is placed on integration of roles of the health care provider, client teacher, communicator, manager of client care (utilizing the nursing process), and member of the discipline of nursing. A variety of community-based and acute care clinical experiences to facilitate transition from student to professional nurse will be utilized in this course. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, NU122, NU122L, NU132, NU132L, NU142, NU142L, NU152, NU152L, and PC121 or a LPN/LVN (with successful completion of PN Transition course). This is an eleven credit hour course with lab component.

**NU 222. Community Nursing .....2 hrs.**

This course explores the patterns of a community and the nurse's role in promoting and preserving the health of the population as a whole. The course will focus on promotion of community health with emphasis on community health nursing roles, epidemiological standards of community health nursing practice, political processes, environmental health, and health care delivery systems. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU225, NU225L, NU223L, and NU232. This is a two credit hour course with lab component.

**NU 223L. Preceptor Practicum .....3 hrs.**

This clinical course will provide students with the opportunity for transition to the professional nursing role through an internship experience. Selected area health care agencies provide "on the job" training with experienced staff. In this course, the student looks at the period of

transition into practice and demonstrates knowledge of organizational principles and time-management techniques for client care. The course provides the student the opportunity to function in a variety of nursing roles: provider and manager of client care, communicator, and teacher. Pre-requisite requirements are completion of clinical requirements and NU211, and NU211L. Co-requisite courses are NU222, NU22L, NU225, NU225L, and NU232. This is a three credit hour lab course..

**NU 225. RN Role/Leadership .....5 hrs.**

The course focuses on students' development as leaders, designers/managers/coordinators of health care, and as members of the nursing profession in an RN role. Professional growth and development in communication, critical thinking, and problem solving skills and transition to role of professional nurse will be emphasized. Current issues in health care and in the nursing profession will be discussed. In NU225L, students will team lead and coordinate the multidisciplinary care for an assigned caseload of clients in various acute care settings. This is a five credit hour course with lab component. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU222, NU22L, NU223L, and NU232.

**NU 232. NCLEX Prep .....2 hrs.**

This course is designed to help students prepare for the NCLEX-RN. It provides content and application opportunities based on group NCLEX-RN preparation needs (identified by group performance on ATI NCLEX-RN Predictor Assessment). Content review will reinforce and complement prior knowledge gained in the nursing curriculum of all major nursing content from the perspective of the nursing process. Students will assess their strengths and weaknesses of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Course content regarding time management, goal setting and test taking skills sessions will facilitate students' individual preparation for NCLEX-RN. This is a two credit hour course. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU222, NU22L, NU223L, NU225, and NU225L.

**Office Technology (SC) – 52.0401, 22.0301  
Administrative Assistant and Secretarial Science  
General – 11.0601, 52.0401**

Competency in office technology requires diverse knowledge and skills. The core curriculum for both the certificate and the associate degree programs in office technology is designed to give a student entry-level clerical skills. Students are encouraged to further their studies in any particular area of interest, such as the legal, financial or the medical field by enrolling in additional courses.

**SC 111A. Keyboarding on Microcomputers (same as CS 111A) (11.0601) .....1 hr.**

**SC 113. Keyboarding and Document Processing .....3 hrs.**

This is an introductory keyboarding course that utilizes a popular word processing software. The course is designed to help the student learn the alphabetic and numeric keys; to develop proper keyboarding techniques; to build basic speed

and accuracy skills, and to provide practice in applying those basic skills to the formatting of letters, tables, reports, memorandums, and many other kinds of personal, and business documents. This course may be used as a refresher course. The course meets five hours a week. This course is taught through lecture, demonstration, individualized instruction, and hands-on activities. The students are allowed to progress at different rates, however, there are designated lessons and tests to complete each week. This is a three credit hour course

**SC 113B. Business Calculating Machines ..... 3 hrs.**  
Training and practice on both the computer 10-keypad and an electronic 10-key calculator. Emphasis on 10-key touch control and business related calculations. This is a three credit hour course.

**SC 113C. Business Mathematics ..... 3 hrs.**  
A review of the fundamental arithmetic skills needed in the business world, with particular emphasis on decimals, percentages, interest, discounts, commissions, tax rates, insurance, inventories, and depreciation. This is a three credit hour course.

**SC 113E. Business English ..... 3 hrs.**  
This course will focus on an intensive study of grammar, punctuation, and word usage. This is a three credit hour course.

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

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

**SC 133. Records Management ..... 3 hrs.**  
A beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. This is a three credit hour course.

**SC 222A. Medical Transcription ..... 2 hrs.**  
Training and practice in transcription of medical terms and reports from recorded dictation cassettes. Prerequisite: SC 123. This is a two credit hour course.

**SC 223B. Office Procedures ..... 3 hrs.**  
One of the last courses to be taken in office technology training. It is a culmination of the skills learned throughout the program with additional training and procedures. Prerequisite: SC 113E and SC 123 or equivalent. This is a three credit hour course.

**SC 223D. Microsoft Word ..... 3 hrs.**

Extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. Prerequisite: SC113 or equivalent. This is a three credit hour course.

### **Legal Administrative Assistant/Secretary – 22.0301**

**SC 213B. Legal Secretary II ..... 3 hrs.**  
This course is an advanced training course to prepare an experienced legal secretary for the NALS certification test or for the student who has successfully completed the Legal Secretary I course. Professionalism is the emphasis in this course. It is assumed that a student taking this course has already acquired necessary office skills. Prerequisite: SC 113D. This is a three credit hour course.

**SC 113D. Legal Secretary I ..... 3 hrs.**  
This course presents concentrated training needed to enter the legal field as a legal secretary and provides information necessary to pass the NALS certification test. It is the first of two capstone courses for the legal secretary. This is a three credit hour course.

### **Pharmacology (PC) – 26.1001**

**PC113. Pharmacology I.....3 hrs.**  
This course presents the methods and computations of math as applied to dosage calculations for oral and parenteral medications, principles of pharmacology, and medication administration for clients across the lifespan. Co-requisite: NU 119. This is a three credit hour course.

**PC 122. Pharmacology II.....2 hrs.**  
This course addresses major therapeutic drug groups and their effects on body systems. The following body systems will be covered in this class: central and autonomic nervous systems, cardiovascular, digestive, immune, integument, hematopoiesis, respiratory, and endocrine systems. The course will relate drug groups used to treat common disorders of the body systems. Clinically relevant information will be presented utilizing the nursing process, principles of drug therapy, nursing actions, and client teaching guidelines. Pre-requisites: PC113 and NU119. Co-requisite: NU 128. This is a two credit hour course.

**PC212. Pharmacology III.....2 hrs.**  
This course utilizes a body systems approach to address major drug groups and their effects on multiple systems of the body. The course will relate pharmacological interventions to address the multiple, complex, and specific health care needs/problems of the critically ill client. Course concepts focus on pharmacological interventions and drug groups related to intravenous medications, blood administration, and medications affecting the following systems: central and autonomic nervous, cardiovascular, respiratory, immune, and endocrine. Other medications to be discussed are hematopoiesis psychotherapeutics, and neoplastics. Pre-requisites: PC113, PC122, NU119, NU128. Co-requisite: NU 219. This is a two credit hour course.

## **Philosophy (PI) – 38.0101**

### **PY 213. Introduction to Philosophy .....3 hrs.**

A survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Introduces the student to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. This is a three credit hour course.

## **Physical Education – 13.1314, 31.0501, 43.0199, 51.0913**

### **Physical Education Teaching and Coaching (PY)- 13.1314**

#### **PY 113. Introduction to Physical Education .....3 hrs.**

Foundations of physical education, aims, objectives, scope, and general significance of physical education involving all ages. This is a three credit hour course.

#### **PY 213. Health Education .....3 hrs.**

Health Education is a basic course concerned with the physical, mental, and social health of the individual in our modern society. It examines critical issues involving personal, family, community, nation, and world health problems. This is a three credit hour course.

#### **PY 213B. First Aid and CPR .....3 hrs.**

Standard first aid and prevention of accidents and first aid for injuries and disorders, and CPR skill/techniques for adults, children, and infants. National Safety Council. This is a three credit hour course.

#### **PY 223. Theory of Basketball .....3 hrs.**

Designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. This is a three credit hour course.

#### **PY223B- Theory of Coaching Baseball.....3 hrs.**

This course is a physical education course designed to teach the administration, organization, management, and instructional skills necessary in coaching a successful high school or college baseball program. This is a three credit hour course.

#### **PY 223C. Officiating in Sports .....3 hrs.**

Discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. This is a three credit hour course.

## **Athletic Training/Trainer (PY)-51.0913**

#### **PY 113B. Introduction to Athletic Training .....3 hrs.**

Designed for the student who has not had sports health, athletic training and/or sports medicine education previously. Involves prevention, care of, and rehabilitation of athletic injuries. This is a three credit hour course.

#### **PY 131T. Athletic Training Practicum 1A ..... 1 hr.**

Designed for the entry level Athletic Training student. Hands on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping. The course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced. This is a one credit hour course.

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

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

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

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

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

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

## **Physical Education Activity (PY) 31.0501, 43.0199**

#### **PY 101. Introduction to Exercise.....1 hr.**

This is a physical education activity course designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming. This is a one credit hour course.

#### **PY 101C. Fitness for Specialized Programs.....1 hr.**

This course is designed to give the working professional flexibility in their personal fitness program. It is a blended course delivered through online instruction and traditional instruction methods. The traditional component of this class is conducted at the NMJC Caster Activity Center, under the guidance of a physical education professor, where the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, nautilus training, and free-weight training. This is a one credit hour course.

#### **PY 111. Techniques of Volleyball.....1 hr.**

This is a physical education activity course that provides instruction and practice of basic skills and techniques in volleyball. Knowledge of rules and strategies will be stressed so students will be able to effectively participate in recreational volleyball. This is a one credit hour course.

#### **PY 111A. Nautilus Conditioning.....1 hr.**

This is a physical education activity course that provides instruction for an isokinetic conditioning program that can develop muscular strength, muscular endurance, flexibility,

and cardiovascular endurance at a moderate pace. It also provides the student with new techniques in exercise conditioning that can make fitness enlightening and enjoyable. This is a one credit hour course.

**PY 111B. Techniques of Beginning Golf.....1 hr.**

This is a physical education activity course designed to teach the beginning golf student the basic knowledge, skills, and etiquette of the game of golf. This is a one credit hour course.

**PY 111C. Techniques of Cross Country.....1 hr.**

This is a physical education activity course that provides instruction in and practice of basic cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. Enrollment is open only to intercollegiate athletes participating in cross country. This is a one credit hour course.

**PY 111H. Fitness for Life.....1 hr.**

This is a physical education activity course that is required for most degree seeking students. The student will be introduced to all the concepts and components necessary for incorporating physical fitness into their current lifestyle and the benefits of lifelong physical activity. This is a one credit hour course.

**PY 111I. Jazzercise.....1 hr.**

Jazzercise is an international jazz fitness program developed by Judy Sheppard Missett, and is for anyone who loves to move to music and be physically and mentally fit. Even though it is structured as a moderate aerobics class, other levels of intensity and impact are demonstrated. Jazzercise concentrates on physical fitness including cardiovascular, balance, posture, coordination, flexibility, muscle tone, endurance, etc., and mental fitness. This is a one credit hour course.

**PY 111L. Circuit Weight Training.....1 hr.**

This is a physical education activity course that provides a moderate to high intensity workout program consisting of weight lifting and aerobic movement patterns, providing maximum fitness benefits in a minimum amount of time. This is a one credit hour course.

**PY 111N. Techniques of Beginning Racquetball.....1 hr.**

This is a physical education activity course designed to teach the beginning racquetball player the proper racquetball strokes and how to use them offensively and defensively. The student will also learn court and service strategies and rules of the game. Safety and on-the-court etiquette will be stressed. This is a one credit hour course.

**PY 111S. Body Shaping/Fitness.....1 hr.**

This is a physical education activity course designed to involve students in a low impact aerobic activity program, structured to increase cardiovascular fitness, build muscular strength and endurance through specific body conditioning exercises and increases overall flexibility through static as well as rhythmic stretching. This is a one credit hour course.

**PY 111U. Arthritis Exercise .....1 hr.**

This is a physical education activity course that is designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well researched gentle land-based exercises that will benefit those who live with arthritis. This is a one credit hour course.

**PY 111Y. Fundamentals of Yoga.....1 hr.**

This is a physical activity course designed to familiarize the student with the basic yoga asanas (postures) and breathing techniques of Hatha Yoga. Yoga is a slow stretching and toning activity designed to help release stress while elongating muscles to give them a longer, leaner look. Yoga can help strengthen secondary and postural muscles not usually used by individuals, therefore making them more flexible and stronger in everyday life. Breathing practices and body awareness techniques designed to relax and revitalize the mind and body are included. This is a one credit hour course.

**PY 121A. Conditioning/Aerobics Rhythmic**

**Activities.....1 hr.**

This is a physical education activity course designed to involve students in an aerobic activity program (low-medium impact on the flat) structured to increase cardiovascular fitness, build muscular strength and endurance through specific body conditioning exercises, and increase overall flexibility through static and rhythmic stretching. This is a one credit hour course.

**PY 121D. Conditioning Step/Aerobics.....1 hr.**

This is a physical education activity course designed to involve students in an aerobic activity program (low-medium-high impact step) structured to increase cardiovascular fitness, to build muscular strength and endurance through specific body conditioning exercises, and increase overall flexibility through static as well as rhythmic stretching. This is a one credit hour course.

**PY 121G. Competitive Golf Spring (Freshmen) .....1 hr.**

This is a physical education activity course that will provide individual and team assessment to develop, maintain, and improve individual and team strategies, skills, techniques, and conditioning needed to participate in men's NJCAA golf. This is a one credit hour course.

**PY 121H. Techniques of Women's Spring Basketball (Freshmen) .....1 hr.**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in women's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 121J. Jazzy Joints.....1 hr.**

This is a physical education activity course that provides gentle and low impact exercises designed to provide a participant a combination of endurance/aerobic, stretching, strengthening, toning, range of motion, and relaxation during each class session. This is a one credit hour course.

**PY 121K. Beginning Karate.....1 hr.**

This is a physical education activity course designed to acquaint individuals with basic skills and elements of Kajukenbo karate in a non-intimidating, yet disciplined atmosphere. This course will include warm-up, stretching, and practice drills. In addition to techniques, simple strikes, kicks, and falls will also be a part of this class. Understanding of proper etiquette, terminology, and related concepts will be assessed throughout the course. This is a one credit hour course.

**PY 121L. Kick Boxing Aerobics.....1 hr.**

This is a physical education activity course designed to provide a fun, energetic, and safe workout for students focusing on techniques of self-defense and karate in an aerobics atmosphere for better health, strength and cardiovascular abilities. This is a one credit hour course.

**PY 121N. Techniques of Intermediate**

**Racquetball.....1 hr.**

This is a physical education activity course designed to reinforce basic fundamentals of racquetball. Offensive and defensive strategies will be stressed. The intermediate student will have the opportunity to continue to develop an understanding of racquetball strokes and techniques as well as the rules of the game. This is a one credit hour course.

**PY 121R. Walking and Jogging for Fitness.....1 hr.**

This course is a physical education activity course. The primary purpose of this course is to introduce novice exercisers to the benefits of walking and jogging for the enhancement of health and fitness. Information on new trends and topics of fitness will be covered and individual walking and jogging programs will be established and performed throughout the semester. This is a one credit hour course.

**PY 121U. Techniques of Men's Spring Basketball (Freshmen) .....1 hr.**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in men's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 131A. Techniques of Men's Basketball.....1 hr.**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's basketball. This is a one credit hour course.

**PY 131B. Techniques of Women's Basketball.....1 hr.**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate women's basketball. This is a one credit hour course.

**PY 131C. Techniques of Men's Baseball.....1 hr.**

This is a physical education activity course that provides individual team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's baseball. This is a one credit hour course.

**PY 131D. Techniques of Golf.....1 hr.**

This is a physical education course that provides individual/team orientation; assessment and goal setting, motor skills, techniques, rules, and conditioning necessary to participate in collegiate golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf in life. This is a one credit hour course.

**PY 131E. Techniques of Rodeo.....1 hr.**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's and women's rodeo. This is a one credit hour course.

**PY 131F. Techniques of Cheerleading.....1 hr.**

This is a physical education activity course for students involved in intercollegiate cheerleading. Routines will be developed and skill training will be included. Cheerleaders will learn and practice sportsmanship and fan behavior. Safety awareness will also be stressed. This is a one credit hour course.

**PY 131G. Weight Training.....1 hr.**

This is a physical education activity course that introduces the basic techniques of weight training and proper conditioning. Knowledge of proper form and performance of individual exercises for various muscles and/or muscle groups will be taught. This is a one credit hour course.

**PY 131J. Aqua Fitness.....1 hr.**

This is a physical education activity course conducted in an aquatic environment. It will consist of aerobic as well as toning exercises. Use of various types of water equipment may be used in this class. This is a one credit hour course.

**PY 131P. Indoor Fitness Biking.....1 hr.**

This is a physical education activity course that will include endurance, strength, and interval bike rides. The course will also include strength and flexibility training and/or off the bike using various training techniques. The instructor will encourage each participant to customize their ride to fit their individual needs and fitness level. This is a one credit hour course.

**PY 131R. Recreational Basketball.....1 hr.**

This course is an introduction to basketball as a recreational sport, designed to assist students in acquiring basic skills and increasing aerobic and anaerobic fitness levels, while actively participating in basketball activities. This is a one credit hour course.

**PY 141. Arthritis Foundation Aquatic Program.....1 hr.**

This is a physical education activity course designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well-researched exercises that will benefit those who have arthritis. The exercises are performed in a warm water pool. This is a one credit hour course.

**PY 141T. Techniques of Women's Indoor/Outdoor Track & Field (Freshmen) .....1 hr.**

This is a physical education activity course designed to improve individual and team assessment to develop, maintain, and improve individual and team indoor/outdoor track skills, techniques, and conditioning needed to compete in women's NJCAA indoor/outdoor track and field individual and team events. This is a one credit hour course.

**PY 211E. Techniques of Intermediate Golf.....1 hr.**

This is a physical education activity course designed to reinforce basic fundamentals of golf and increase knowledge of how the game is to be played. The intermediate golf student can develop a basic knowledge of golf ball flight laws and acquire an understanding of the rules of golf. This is a one credit hour course.

**PY 211G. Advanced Golf.....1 hr.**

This is a physical education activity course designed for the advanced golf student to continue reinforcement of basic golf fundamentals and develop an advanced understanding of how the game of golf is played. This is a one credit hour course.

**PY 211H. Backpacking and Camping.....1 hr.**

This is a physical education activity course that provides instruction on the concepts of backpacking and outdoor survival skills. Respect for our natural environment will be stressed and the students will be provided a supervised backpacking experience in the wilderness. This is a one credit hour course.

**PY 211K. Conditioning Free Weights.....1 hr.**

This is a physical education activity course designed to assist students with the knowledge and basic fundamentals of conditioning and strength training by using free weights. Individual weight training routines and other conditioning will be prescribed. This is a one credit hour course.

**PY 221G. Competitive Golf Spring (Sophomore) ....1 hr.**

This is a physical education activity course designed to provide individual and team assessment to develop, maintain, and improve individual and team golf strategies, skills, techniques, and conditioning needed to participate in men’s NJCAA golf. This is a one credit hour course.

**PY 221H. Techniques of Women’s Spring Basketball (Sophomore) .....1 hr.**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual’s basketball skills, techniques, and condition needed to continue participating in women’s competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 221U. Techniques of Men’s Spring Basketball (Sophomore) .....1 hr.**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual’s basketball skills, techniques, and condition needed to continue participating in men’s competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 241T. Techniques of Women’s Indoor/Outdoor Track & Field (Sophomore) .....1 hr.**

This is a physical education activity course designed to improve individual and team assessment to develop, maintain, and improve individual and team indoor/outdoor track skills, techniques, and conditioning needed to compete in women’s NJCAA indoor/outdoor track and field individual and team events. This is a one credit hour course.

**Physics (PH) – 15.0599, 40.0801, 40.0201**

**Physics for Nuclear Technicians – 15.0599**

**PH 112. Fundamentals of Instrumentation and Controls.....2 hrs.**

This course will provide students with the basic theory and application of resistance temperature sensors. Thermocouples, bridge circuits, angular rate sensors, actuators, Boolean logic, temperature detection instrumentation, pressure detection instrumentation, position indication equipment, flow sensing instrumentation, and other related topics will be discussed during this class. This is a two credit hour course.

**PH 112C. Fundamentals of Instrumentation and Controls.....2 hrs.**

This course will provide students with the basic theory and application of resistance temperature sensors.

Thermocouples, bridge circuits, angular rate sensors, actuators, Boolean logic, temperature detection instrumentation, pressure detection instrumentation, position indication equipment, flow sensing instrumentation, and other related topics will be discussed during this class. This is a two credit hour course.

**PH 112E. Basic Electrical Theory.....2 hrs.**

This course will provide students with the fundamentals of electrical terminology, units of electrical measurement, voltage production methods, electrical symbols, Kirchhoff’s Laws, battery terminology and hazards, voltage regulators, and transformers. This is a two credit hour course.

**PH 112N. Review of Nuclear Physics.....3 hrs.**

This course will provide students with a review of basic physics to include atomic structure, radioactivity decay, neutron interactions, nuclear fission, radiation’s interaction with matter and nuclear criticality with an emphasis on nuclear physics. This is a two credit hour course.

**PH 113. Technical Physics.....3 hrs.**

This course covers the principles of mechanics, heat, and electricity as applied to automotive technology. This course is open only to students in the ASEP (GM), ASSET (FM), and Automotive Technology (AT) training programs. This is a three credit hour course.

**PH 113H Introduction to Health Physics.....3 hrs.**

This course will provide students with the basics of Health Physics in order to meet the purposes and requirements of a Radiation Work Permit (RWP). The major mechanisms of energy transfer for alpha particulate radiation, neutron classification as related to kinetic energy, ALARA philosophy, exposure rates, airborne radioactivity sampling, and other related topics will be discussed during this class. This is a three credit hour course.

**PH 113T. Introduction to Thermodynamics, Fluid Flow, and Hydraulics.....3 hrs.**

This course is designed to provide students with the basic principles of Thermodynamics Fluid Flow, and Hydraulics as utilized by technicians. This is a three credit hour course.

**PH 113V. Fundamentals of Vacuum Technology.....3 hrs.**

This course will provide students with the fundamentals of vacuum technology in order to understand vacuum theory. This is a three credit hour course.

**General Physics – 40.0201**

**PH 114. General Physics.....4 hrs.**

The course content involves the principles of mechanics and heat. This course meets the requirements of pre-medical, pre-dental, and technician majors. Prerequisite: MA113 and MA123 or consent of instructor. Concurrent enrollment in PH114L (laboratory) is required. This is a four credit hour course.

**PH 114C. Introduction to Physics.....4 hrs.**

This is a survey of mechanics, electricity/magnetism, and modern physics. This course is focused for the non-science student. The conceptual aspects of physics will be explored, as well as the famous scientists and their theories. A minimum amount of mathematics will be used in the course. Real world experiments and simple experiments will make the concepts clearer to the student. This course is for non-science majors. This is a four credit hour course.



**PH 124. General Physics.....4 hrs.**

This course is a continuation of PH 114, with a study of magnetism, electricity, sound, and light. Prerequisite: PH114. Concurrent enrollment in PH124L (laboratory) is required. This is a four credit hour course.

**PH 214. Engineering Physics.....4 hrs.**

The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Prerequisite: MA144 or consent of instructor. Concurrent enrollment in PH214L (laboratory) is required. This is a four credit hour course.

**PH 224. Engineering Physics.....4 hrs.**

This is a continuation of PH214, with a study of the principles and applications of heat, electricity, and magnetism. Prerequisite: PH214. Concurrent enrollment in PH224L (laboratory) is required. This is a four credit hour course.

**Physics (Astronomy) – 40.0801**

**PH 114A. Astronomy.....4 hrs.**

The observations, theories, and methods of astronomy in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic) will be covered in this course. This is a course intended for non-science majors. Concurrent enrollment in PH114AL (laboratory) is required. This is a four credit hour course.

**Psychology (PS) – 42.0101**

**PS110. College Orientation.....0 hrs.**

This course is an introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. It is presented during freshman week activities and is required of all students enrolled in twelve or more semester hours and/or seeking a degree. It's recommended for all beginning students. This is a zero credit hour course.

**PS 113. Introduction to Psychology .....3 hrs.**

This is an introduction to the science of human behavior and surveys topics including learning, motivation, physiological, personality, and abnormal psychology. This is basic to all succeeding courses in psychology. This is a three credit hour course.

**PS 113A. Freshman Seminar.....3 hrs.**

This is an introduction to college life and surveys topics from policies and procedures to career exploration. This course outlines strategies the student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. This is a three credit hour course.

**PS 113E. Ethics for Substance Abuse Counselors (Available only at GEO Correctional Facility) .....3 hrs.**

This is an introduction to ethical concerns associated with the field of alcohol and substance abuse counseling. Instruction in the appropriate application of ethical principles and professional Code of Ethics [NASW; ACA] is included. The course will address participant counseling concerns regarding ethical dilemmas. This is a three credit hour course.

**PS123A. Abnormal Psychology**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is a review of the historic, scientific, and ethical issues in the field of psychopathology. Theories of abnormal behavior development, systems of therapy, and relevant research will be introduced. Prerequisite: PS 113 or other general introductory psychology course. This is a three credit hour course.

**PS123E. Effects of Alcohol and Substance Abuse**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is an introduction to the physiological and behavioral effect of alcohol and other substances. The major categories of illicit drugs and their physiological effects are emphasized. This is a three credit hour course.

**PS 213. Child Psychology.....3 hrs.**

This course is a study of the physiological, psychological, and social development from conception to adolescence. Basic theories, research, and practical applications will be connected to student lives. This is a three credit hour course.

**PS 213A Psychology of Adjustment.....3 hrs.**

This course surveys the responses people have to conflict, stress, and frustration. Emphasis is placed on methods of adaptation, adjustment and coping with range of response from normal to abnormal. This is a three credit hour course.

**PS 213B. Human Relations.....3 hrs.**

This course is an introduction to the behavioral sciences as they apply to management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. There is also a consideration of perceptions, attitudes, and values as they affect management decisions and actions. This is a three credit hour course.

**PS 213F. Educational Psychology.....3 hrs.**

This is an introduction to the principles of educational psychology for use by teachers. This includes a study of various ways to apply educational psychology concepts and principles for working with students in the classroom and meet the complex challenges of teaching. This course is the equivalent to ED 213F. This is a three credit hour course.

**PS213G. Group Process**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is an introduction to basic issues and stages of development in the group counseling process. Coverage will include an overview of types of counseling groups, group theory, leadership ethics guidelines, group formation, and termination. Prerequisite: PS113T. This is a three credit hour course.

**PS213I. Crisis Intervention**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is a study of advanced techniques for intervention in crisis situation, including skills of assessment, active listening, focused exploration, action planning, treatment and termination of treatment planning; reviews major situation that create crisis. Emphasis will be given to the introduction of the constructs of major sociological situations that cause crisis and how intervention practice is applied. Prerequisite: PS113T. This is a three credit hour course.

**PS 223. Adolescent Psychology.....3 hrs.**

This course will examine the individual's physical, psychological, and social development during the adolescent years by studying basic theories, research, and cultural influence. Prerequisite: PS 113 or consent of instructor. This is a three credit hour course.

**PS 223A. Psychology of Lifespan.....3 hrs.**

This course surveys physical, motor, emotional, cognitive, social, and personality development through the lifespan. This course examines hereditary and environmental influences throughout the lifespan. Prerequisite: PS113 or consent of instructor. This is a three credit hour course.

**PS243P. Practicum for Substance Abuse Counselors (Available only at GEO Correctional Facility) .....3 hrs.**

This course provides field or practical experience for individuals in the Substance Abuse Counselor degree program. The student will be under the supervision of a faculty member and a licensed professional assigned to the location/facility at which the student will work with the faculty member's guidance apply knowledge in a supervised setting of no less than 150 clock hours at an institutionally approved facility/location. Consent of the instructor is required. This is a three credit hour course.

## **Radiological Control & Waste Handling – 15.0599**

**RW 113. Introduction to Radiological Safety.....3 hrs.**

In this course students will be introduced to Radiological Control and Waste Handling. This course offers study of the fundamentals that are required by many employers in the nuclear industry. Coverage will include foundations in basic mathematics, physics, biology, chemistry, and studies of sources of radiation. Three lecture hours per week. Prerequisites: None

## **Religion (RE) – 38.0201**

**RE 113. World Religion.....3 hrs.**

This is a survey course of the historical origins, beliefs, and current trends of major, contemporary, and world religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam, and Christianity will be included in this introductory course. Pre and/or co-requisites: None. This is a three credit hour course.

## **Sign Language (SL) – 16.1601**

**SL 113. American Sign Language I .....3 hrs.**

This course is an introduction to communication methods used by the deaf that includes non-verbal communication development of 700 basic signs and beginning American Sign Language (ASL). The course is designed to introduce ASL, a visual-gestural language, used by the deaf community in the United States and Canada. The focus will be on the development of grammar vocabulary, and culturally-appropriate uses of ASL through natural everyday conversational situations. Communicative competence in ASL ultimately depends upon one's ability to satisfactorily progress through structured activities. This course is intended for students who have not previously studied ASL or want to maintain proficiency in their sign language skills. This is a three credit hour course.

**SL 123. American Sign Language II .....3 hrs.**

This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. Prerequisite: SL 113 or approval of instructor. This is a three credit hour course.

## **Sociology (SO) – 45.1101**

**SO113A. Sociology of Alcohol and Substance Abuse**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is a survey of the history, law, economics, and social problems regarding alcohol and substance abuse. Emphasis will be given to an analysis of contemporary prevention and treatments. This is a three credit hour course.

**SO123A. Effects of Alcohol and Substance Abuse**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course is an introduction to the physiological and behavioral effects of alcohol and other substances. Major categories of drugs (stimulants, depressants, hallucinogenics, etc.) and their physiological effects are emphasized. This is a three credit hour course.

**SO 213. General Sociology.....3 hrs.**

This is an introductory review of the history of sociology using the major sociological principles for emphasis on personality and human behavior as a product of group life. Organization of society, population, the community, cultural life, and other factors of social life are all studied in this course. This is a three credit hour course.

**SO213D. Deviant Behavior**

**(Available only at GEO Correctional Facility) .....3 hrs.**

This course focuses upon the analysis of deviation from societal norms as related to history, theory, and research on individual and group norm violations and societal responses to those violations. Prerequisite: SO 213. This is a three credit hour course.

**SO 223. Social Problems.....3 hrs.**

This course includes social problems with analysis of the social principles in group living as well as individual problems arising from social class, social disorganization, and maladjustment. It includes causes, effects, and remedial measures. This is a three credit hour course.

**SO223B. Introduction to Women's Studies.....3 hrs.**

This course is an introduction to the study of the female in society, with emphasis on gender construction and its relational intersection with race, ethnicity, class, and sexuality. This is a three credit hour course.

**SO223C. Criminology.....3 hrs.**

This course is a study of criminal behavior within society. Definitions, trends, theories, treatments, control of crime in addition to its victims are all examined within the framework of the criminal justice system. This is a three credit hour course.

**SO223W. Marriage and the Family.....3 hrs.**

This course is a study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and mate compatibility of relationships. This is a three credit hour course.

**SO233. Cultural Diversity.....3 hrs.**  
This course will provide a sociological analysis of the status of the major racial and ethnic groups in the United States from the viewpoint of the major sociological perspectives. This is a three credit hour course.

## **Spanish (SP) – 16.0905**

**SP 103. Introduction to Spanish .....3 hrs.**  
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 the regular Spanish program. This is a three credit- hour course.

**SP 113. Beginning Spanish I .....3 hrs.**  
Beginning Spanish I uses a conversational approach to language acquisition to teach 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. The student is expected to attend a supplemental lab meeting one hour per week by arrangement with the instructor. Prerequisite/s: SP 103 or two semesters of high school Spanish or ~~the~~ consent of the instructor. This is a three credit hour course.

**SP 123. Beginning Spanish II .....3 hrs.**  
Beginning Spanish II is a continuation of SP 113. The conversation approach to language acquisition is used to teach vocabulary and comprehension. This course allows language learners to hear Spanish and experience its cultural diversity. It provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. The student is expected to attend a supplemental lab meeting one hour per week by arrangement with the instructor. Prerequisite/s: SP 113 or ~~the~~ consent of the instructor. This is a three credit hour course.

**SP 213. Intermediate Spanish I .....3 hrs.**  
Intermediate Spanish I is a continuation of SP 123. Instructional techniques are used to encourage conversation, develop vocabulary, and 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 comprehension. The student is expected to attend a supplemental lab meeting one hour per week, by arrangement with the instructor. Prerequisite/s: SP 123 or consent of the instructor. This is a three credit hour course.

**SP 223. Intermediate Spanish II .....3 hrs.**  
Intermediate Spanish II is a continuation of SP 213. Advanced instructional techniques are used to encourage conversation, develop vocabulary, and increase comprehension. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. The student is expected to attend a supplemental lab meeting one hour per week by arrangement with the instructor. Prerequisite/s: SP 213 or

~~the~~ consent of the instructor. This is a three credit hour course.

## **Theatre (DR) – 50.0501**

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

**DR 113A. Theatrical Make-up ..... 3 hrs.**  
Theory and practice of make-up design and application for the stage. May be repeated two times for credit. This is a three credit hour course.

**DR 123. Rehearsal and Performance .....3 hrs.**  
Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management. Lecture and laboratory requirements are assigned by the instructor. May be repeated two times for credit. This is a three credit hour course.

**DR 123A. Theatre Practicum .....3 hrs.**  
Designed with application of basics of rehearsal and performance study in mind. A substantial increase in participation in theatre productions through practical experience in performance and/or technical assignments. Production hours are assigned to the student in consultation with the instructor. May be repeated two times for credit. Prerequisite: DR 123. This is a three credit hour course.

**DR 123W. Stage Craft .....3 hrs.**  
Theoretical introduction to basic aspects of technical theatre production and scene shop procedures. In-shop practicum hours toward fulfillment of the course credit is required. May be repeated two times for credit. This is a three credit hour course.

**DR 133W. Beginning Acting .....3 hrs.**  
Acting is designed to enhance the student's ability for performance appreciation and to create a foundation for utility of the craft. Both novices and more advanced practitioners will have the opportunity to benefit from the course. Through involvement in the study and application of the form, students will be better prepared to continue their interest in performance or to focus their ability to appreciate a wider range of performance art. Artistic growth in performance is a main consideration. May be repeated two times for credit. This is a three credit hour course.

**DR 143A. Technical Production .....3 hrs.**  
Practical experience and training in activities involved with the technical production of theatre. Assignment of technical position for theatre production is required. May be repeated two times toward degree requirements. Prerequisite: DR 123W. This is a three credit hour course.

**DR 233W. Intermediate Acting .....3 hrs.**  
This class is designed to build on the basics of beginning actor training, with particular emphasis placed upon the principles of Constantine Stanislavski; including artistic and creative development, theatre discipline and ethics, and professional standards. Prerequisite: DR 133W or consent of

instructor. May be repeated two times for credit. This is a three credit hour course.

## **Transitional Studies (TS) – 32.0104, 32.0108, 32.0109**

Transitional study courses cannot be used to satisfy graduation requirements.

### **English as a Second Language – 32.0109**

**TS 116. English as a Second Language I ..... 6 hrs.**  
English as a Second Language I is designed to teach English to the non-native speaker and is based on the development of oral language skills and interaction strategies. Emphasis will be given to English pronunciation, grammar, and intonation, as well as to idiomatic English expression. This is a six credit hour course.

**TS 126. English as a Second Language II ..... 6 hrs.**  
English as a Second Language II is a continuation of TS 116. The emphasis of this course is on academic writing skills and the grammar of written and spoken English. This is a six credit hour course.

### **Reading and Writing – 32.0108**

**TS 103A. Basic Reading I..... 3 hrs.**  
Basic Reading I is designed for the non-native speaker or any student that may be having trouble in the development of oral language skills and interaction strategies. Phonemic awareness, dictionary skills, and basic reading skills will be emphasized. Recommended to precede TS 113. This is a three credit hour course.

**TS 113. Developmental Reading ..... 3 hrs**  
This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite/s: TS 103A or Compass Test score of 33-56. This is a three credit hour course.

**TS 113A. Review of English I ..... 3 hrs.**  
Review of English I is designed to assist those students whose ability level in writing English requires practice and background development. The course provides a review of grammar as well as the teaching of the fundamentals of idea development, support and organization. This course cannot be substituted for any of the English requirements that lead to an associate degree. Prerequisite/s: TS 193A [Basic English Skills] or placement by Writing Compass test. Corequisite/s: SC 111A [Keyboarding on Microcomputers] or demonstrated proficiency through a keyboarding skills test. This is a three credit hour course.

**TS 113C. Review of English II ..... 3 hrs.**  
Review of English II is a continuation of Review of English I. The course build upon the foundations of. The course builds upon the foundations of usage and sentence skills. Students will have the opportunity to strengthen their English writing composition ability with the development, support and organization of ideas using the five paragraph essay. This course cannot be substituted for any of the

English requirements that lead to an associate degree.. Prerequisite/s: TS 113A or placement by Writing Compass test. Corequisite/s: SC 113A [Keyboarding on Microcomputers] or demonstrated proficiency through a keyboarding skills test. This is a three credit hour course.

**TS 123. Reading Improvement ..... 3 hrs.**  
This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite/s: TS 113 or Compass Test score of 57 to 70. This is a three credit hour course.

**TS 133. College Preparatory Reading ..... 3 hrs.**  
This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite: TS 123 or Compass Test score of 71 to 83. This is a three credit hour course.

**TS 103B. Basic Reading II ..... 3 hrs.**  
Basic Reading II is designed for the non-native speaker or any student who may be having trouble in the development of oral language skills and interaction strategies. Reading and vocabulary skills will be introduced and practiced with an emphasis on reading comprehension. Recommended to follow TS 103A. This is a three credit hour course.

### **Math – 32.0104**

**TS 113E. Basic Mathematics.....3 hrs.**  
This course develops the skills and concepts of arithmetic for students needing to strengthen their mathematical background. The course includes problem solving using whole numbers, fractions, decimals, percents, and variables. Coverage will also emphasize equation solving, finding areas and volumes, and the conversion of measures. This course will be taught using lecture, cooperative learning, demonstrations, supervised problem solving, and computer problem sets. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.

**TS 113F. Elementary Algebra.....3 hrs.**  
This course develops skills and concepts of algebra for students with little background in algebra. This course includes properties of real numbers, principles of addition and multiplication, solving linear inequalities, problems with two unknowns, graphing linear equations, exponent rules, scientific notation, operations on polynomials, factoring, compound inequalities and solving equalities and inequalities involving absolute value. This course does not fulfill the mathematics requirements for any of the associate degrees. Prerequisite: TS 113E or the equivalent. This is a three credit hour course.

## Transportation - (TRNS)

### **TRNS 113. Introduction to Petroleum Safety .....3 hrs.**

This course will provide an overview of oil and gas safety practices for operator assistants. Upon successful completion of this course, students will be certified by the Petroleum Education Council (PEC). This is a three credit hour course.

### **TRNS 114. Field Experience for Operator**

#### **Assistants .....4 hrs.**

This course will provide work experience with a cooperating petroleum based company. Students will work as a trainee under the supervision of an experienced operator. This course is intended for students seeking a Certificate in Transportation and Petroleum Safety and who are sponsored by a participating company. This is a four credit hour course.

### **TRNS 123A. Basic Operational Theory .....3 hrs.**

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs, and state and federal regulations governing the professional truck driver. The prerequisites for this course are to be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical. This is a three credit hour course.

### **TRNS 123B. Basic Operational Theory .....3 hrs.**

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs and state and federal regulations governing the professional truck driver. **To register for this course, students must be sponsored by a participating company.** The prerequisites for this course are to be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical. This is a three credit hour course.

## Welding (WE) – 48.0508

The work of the welding technician requires knowledge of joining metals with either gas or electric welding. The study of metallurgy, types of joints, and positions for fabrication of various materials will be included in various welding courses.

### **WE 112B. Blueprint and Shop Equipment**

#### **Identification .....2 hrs.**

Includes current welding machinery, tools, and equipment. Design and construction fundamentals for shop layout of structural steel and pipe. Examine the uses of symbols, blueprints, and written specifications in the layout and fabrication of welded structures. This is a two credit hour course.

### **WE 113D. Destructive Testing .....3 hrs.**

This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions and trade terms are stressed. Material testing on the ferrous, carbon alloy steel and nonferrous material testing. Tests will meet the National board, ASME,

AWS, and API standards. Prerequisites: WE 114, WE 124, WE 113M. This is a three credit hour course.

### **WE 113M. Basic Metallurgy and Welding .....3 hrs.**

A study of ferrous and nonferrous metals from ore to the finished products. Emphasis on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel. Prerequisite: WE 114. This is a three credit hour course.

### **WE 114. Introduction to Welding .....4 hrs.**

This course introduces the nomenclature of welding processes, equipment, and materials used in the various types of gas and electric welds. The techniques, positions, and trade terms are stressed. Fusion welds on different thicknesses of metals with the oxy-acetylene torch welding equipment will be practiced. This is a 4 credit hour class.

### **WE 123S. Estimating, Safety and Symbols .....3 hrs.**

A study of industrial blueprints with an emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Identify, explain and interpret weld symbols, identify structure shapes, demonstrate the proper use of measuring devices, read and interpret blueprints, read welding detail drawings, and calculate dimensions and materials. Prerequisite: WE 114. This is a three credit hour course.

### **WE 124. Advanced Welding .....4 hrs.**

This course is a continuation of WE 114. It includes shielded metal-arc welding in the horizontal, vertical, and overhead positions. Pipe welding layout procedures and arc welding of basic pipe joints used in oil and gas in welding and farm and ranch construction using pipe. Prerequisite: WE 114 or consent of instructor. This is a four credit hour course.

### **WE 214. Inert Gas Welding .....4 hrs.**

This course offers instruction and practice in welding aluminum, mild steel, and stainless. Instruction is offered in the operation and maintenance and use of inert equipment, MIG and TIG. Inspection and testing will also be included. Prerequisite: WE 124 or consent of instructor. This is a four credit hour course.

### **WE 223N. Non-Destructive Testing .....3 hrs.**

This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions, and trade terms are stressed. Includes material testing on the ferrous, carbon alloy steel and nonferrous material testing. Prerequisites: WE 114, WE 124, WE 123S, WE 113D. This is a three credit hour course.

### **WE 223P. Pipe Welding .....3 hrs.**

This course is a continuation of WE 124, including shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding procedures and arc welding of basic pipe joints used in oil and gas line welding and farm and ranch construction using irrigation pipe and stainless steel plates using the STIG welding system. Cutting with a plasma cutting torch. Weld in different positions from 1G through 4G with the capacity of heat transfer or heat resistance and treatment. Prerequisites: WE 114, WE 124. This is a three credit hour course.

**WE 224. Advanced Theory and Practice ..... 4 hrs.**

This course concentrates on advanced study of materials and methods in their application to industry. Welding different of equipment for industry (oil and gas) and farm building construction will be studied. This is a four credit hour course.

**WE 224A. Advanced Welding..... 4 hrs.**

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

**WE 224Q. Advanced Theory and Application ..... 4 hrs.**

This course is a technical course studying the materials and methods of applying welding knowledge in industry. Includes welding different metals in various positions, study of welding codes, metallurgy of rods, electrodes and materials. Additional practice in all areas of the department, fabrication of individual projects, discussion of farm building construction. Prerequisites: WE 114, WE 124, and WE 214. This is a four credit hour course.

**WE 243C. Industrial Codes and Standards ..... 3 hrs.**

This course includes various codes and standards that are used in welding and fabrication. Major codes and standards are API, ASME, and AWS. API is the standard for all pipe used by companies in the oil industry; ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams; and AWS includes D-11, the study of structural welding. Covers the building of oil platforms, offshore platforms and rigs, railroads, automobiles, and welding in the agriculture industry. Prerequisites: WE 114. This is a three credit hour course.

**WE 244. Welding Co-operative Work Experience .. 4 hrs.**

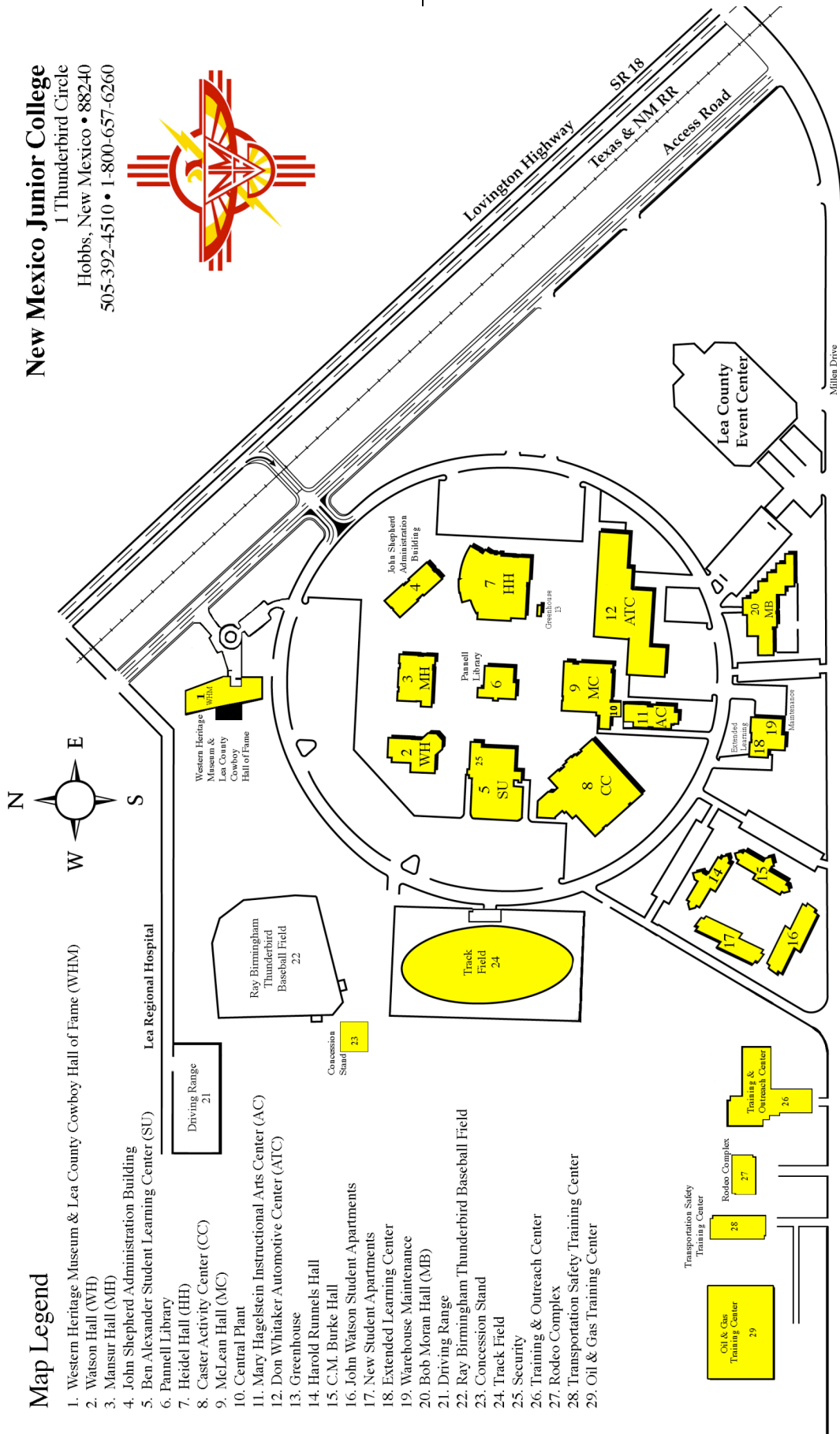
The welding co-operative work experience is designed to offer an internship within the industry setting for welding. Students will work under the supervision of an approved professional/specialists in the welding field. A member of the New Mexico Junior College faculty will act as coordinator between the student and the company, and will monitor the internship. A minimum of 180 work hours on the jobsite is required for successful completion of the course for four credit hours during the semester or work period. Prerequisite: WE 124 and the consent of the instructor and the company. This is a four credit hour course.

metals in various positions and the study of welding codes, metallurgy of rods, electrodes, and materials will be covered. In addition, the practice of joint work, fabrication





**New Mexico Junior College**  
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**Map Legend**

1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHM)
2. Watson Hall (WH)
3. Mansur Hall (MH)
4. John Shepherd Administration Building
5. Ben Alexander Student Learning Center (SU)
6. Pannell Library
7. Heidel Hall (HH)
8. Caster Activity Center (CC)
9. McLean Hall (MC)
10. Central Plant
11. Mary Hagelstein Instructional Arts Center (AC)
12. Don Whitaker Automotive Center (ATC)
13. Greenhouse
14. Harold Rannels Hall
15. C.M. Burke Hall
16. John Watson Student Apartments
17. New Student Apartments
18. Extended Learning Center
19. Warehouse Maintenance
20. Bob Moran Hall (MB)
21. Driving Range
22. Ray Birmingham Thunderbird Baseball Field
23. Concession Stand
24. Track Field
25. Security
26. Training & Outreach Center
27. Rodeo Complex
28. Transportation Safety Training Center
29. Oil & Gas Training Center

# APPLICATION FOR ADMISSION

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **TERM** [ ] Fall [ ] Spring [ ] Sum I [ ] Sum II \_\_\_\_\_ Year  
**NAME** \_\_\_\_\_  
LAST FIRST MIDDLE  
**OTHER NAMES USED AT NMJC** \_\_\_\_\_ **GENDER** [ ] Female [ ] Male **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

**ETHNICITY: Select one:** Are you Hispanic or Latino? [ ] Yes [ ] No [ ] No Response

**RACE: Select one:**

- [ ] Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- [ ] Black or African American (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.
- [ ] American Indian/ Alaskan Native (Not Hispanic or Latino): Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- [ ] White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- [ ] Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- [ ] Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
- [ ] No Response

**ARE YOU A U.S. CITIZEN?** [ ] Yes [ ] No **If not a U.S. citizen, what is country of citizenship?** \_\_\_\_\_

## WHAT IS YOUR PROGRAM OF STUDY? Check only one.

- | ASSOCIATE OF ARTS                                  | ASSOCIATE OF SCIENCE                          | APPLIED SCIENCE – 2 YEAR                                    | CERTIFICATE – 1 YEAR or LESS                               |
|--|---|---|--|
| <input type="checkbox"/> Accounting                | <input type="checkbox"/> Biology              | <input type="checkbox"/> Architectural/Drafting Technology  | <input type="checkbox"/> Accounting                        |
| <input type="checkbox"/> Anthropology              | <input type="checkbox"/> Chemistry            | <input type="checkbox"/> Automotive Technology              | <input type="checkbox"/> Administrative Assistant          |
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Computer Science     | Business  | <input type="checkbox"/> Architectural/Drafting Technology |
| <input type="checkbox"/> Athletic Training         | <input type="checkbox"/> General Studies      | <input type="checkbox"/> Accounting                         | <input type="checkbox"/> Automotive Technology             |
| <input type="checkbox"/> Business Administration   | <input type="checkbox"/> Geology              | <input type="checkbox"/> Business Information Systems       | <input type="checkbox"/> Barbering                         |
| <input type="checkbox"/> Computer Information Sys. | <input type="checkbox"/> Math                 | <input type="checkbox"/> Executive Assistant/Office Manager | <input type="checkbox"/> Certified Nursing Assistant (CNA) |
| <input type="checkbox"/> Criminal Justice          | <input type="checkbox"/> Physics              | <input type="checkbox"/> Management                         | <input type="checkbox"/> Computer Information Systems      |
| <input type="checkbox"/> Drama/Theatre             | <input type="checkbox"/> Physical Education   | <input type="checkbox"/> Computer Information Systems       | <input type="checkbox"/> Correction Officer                |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Pre-Chiropractic     | <input type="checkbox"/> Construction Technology            | Cosmetology  |
| <input type="checkbox"/> Economics                 | <input type="checkbox"/> Pre-Dental           | <input type="checkbox"/> Cosmetology                        | <input type="checkbox"/> Barbering                         |
| <input type="checkbox"/> Education                 | <input type="checkbox"/> Pre-Engineering      | <input type="checkbox"/> Cosmetology, Barbering             | <input type="checkbox"/> Cosmetology                       |
| <input type="checkbox"/> English                   | <input type="checkbox"/> Pre-Medical          | <input type="checkbox"/> Criminal Justice                   | <input type="checkbox"/> Esthetician                       |
| <input type="checkbox"/> General Studies           | <input type="checkbox"/> Pre- Pharmacy        | Design Communication  | <input type="checkbox"/> Instructor                        |
| <input type="checkbox"/> Geography                 | <input type="checkbox"/> Pre-Physical Therapy | <input type="checkbox"/> Animation                          | <input type="checkbox"/> Manicurist/Facial                 |
| <input type="checkbox"/> Government                | <input type="checkbox"/> Pre-Veterinarian     | <input type="checkbox"/> Graphic Design                     | <input type="checkbox"/> Manicurist/Pedicurist             |
| <input type="checkbox"/> History                   |   | <input type="checkbox"/> Web-page Design                    | <input type="checkbox"/> Construction Technology           |
| <input type="checkbox"/> Management                |   | <input type="checkbox"/> Ford Motor ASSET                   | Design Communication                                       |
| <input type="checkbox"/> Marketing                 |   | <input type="checkbox"/> General Motors ASEP                | <input type="checkbox"/> Animation                         |
| <input type="checkbox"/> Music                     |   | <input type="checkbox"/> Industrial Technology              | <input type="checkbox"/> Graphic Design                    |
| <input type="checkbox"/> Philosophy                |   | <input type="checkbox"/> Legal Secretary                    | <input type="checkbox"/> Web-page Design                   |
| <input type="checkbox"/> Physical Education        |   | <input type="checkbox"/> Nursing - RN                       | <input type="checkbox"/> General Management / Supervision  |
| <input type="checkbox"/> Psychology                |   | <input type="checkbox"/> Paralegal                          | <input type="checkbox"/> Law Enforcement                   |
| <input type="checkbox"/> Sociology                 |   | <input type="checkbox"/> Welding                            | <input type="checkbox"/> Nuclear Technician                |
| <input type="checkbox"/> Spanish                   |   |   | <input type="checkbox"/> Nursing – LPN                     |
| <input type="checkbox"/> Speech                    |   |   | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Undeclared                |   |   | <input type="checkbox"/> Welding                           |
|  |   |   | <input type="checkbox"/> Welding Inspection                |

## STUDENT TYPE

- 1[ ] High School Special 2[ ] Enrolling for ACT Academy 3[ ] Enrolling for Concurrent HS and college credit 4[ ] 1<sup>st</sup> Time Freshman 5[ ] Attended NMJC last Semester  
 6[ ] Returning to NMJC but did not attend last semester 7[ ] Transfer from other NM College 8[ ] Transfer from Out-of-state college 9[ ] Other

### Explanation of STUDENT TYPE

- 1 **High School Special** – High school students attending NMJC while still enrolled in high school (other than ACT Academy and Concurrent)
- 2 **ACT Academy** - High school students who are attending NMJC Advanced Career Technical Academy (ACT)
- 3 **Concurrent High School** – High school students taking courses for which both high school and college credit will be earned
- 4 **First-time Freshman** - student enrolling in any college for the first time (**High School Special, ACT Academy and Concurrent High School enrollments are NOT considered college attendance for this category.**)
- 5 **Continuing** – NMJC student who attended the term immediately prior to this term. (**High School Special, ACT Academy and Concurrent High School enrollments are NOT considered college attendance for this category.**)
- 6 **Readmitted** – Former NMJC students who have been absent for one of more terms
- 7 **Transfer from within NM** – Student who has attended another college in New Mexico prior to this attendance at NMJC
- 8 **Transfer from without NM** – Student who has attended another college outside New Mexico prior to this attendance at NMJC

## RESIDENCY

Have you lived in New Mexico for the past 12 months? [ ] Yes [ ] No Have you lived in Lea County for the past 90 days? [ ] Yes [ ] No  
 Are you registered to vote in New Mexico? [ ] Yes [ ] No Is New Mexico income tax withheld from your paycheck? [ ] Yes [ ] No  
 Driver's license? # \_\_\_\_\_ State \_\_\_\_\_ Vehicle? Lic. Plate # \_\_\_\_\_ State \_\_\_\_\_

### EDUCATIONAL GOAL

- JA [ ] Upgrade job skills  
 LL [ ] Learning for enjoyment  
 CD [ ] Obtain a certificate  
 AD [ ] Obtain a degree or transfer

### WHAT IS THE HIGHEST LEVEL OF EDUCATION COMPLETED?

- |                               |                                     |                                   |
|-------------------------------|-------------------------------------|-----------------------------------|
| LHS [ ] Less than high school | HS [ ] Completed high school        | 4YR [ ] Completed 4 yr. Degree    |
| CHS [ ] Still in high school  | CER [ ] Completed 1 yr. Certificate | cmd [ ] Completed Master Degree   |
| GED [ ] Completed GED         | 2YR [ ] Completed 2 yr. Degree      | CDR [ ] Completed Doctoral Degree |

SAAQUIK



# APPLICATION FOR ADMISSION

New Mexico Junior College • 1 Thunderbird Circle • Hobbs, NM 88240 • 505-492-2546 • www.nmjc.edu

## ADDRESSES and PHONES

Mailing Address while attending NMJC

Permanent Mailing Address (if different)

Street or Box \_\_\_\_\_

Street or Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

## EMAIL ADDRESSES

Email Address for Internet Courses: \_\_\_\_\_ @ \_\_\_\_\_

Permanent Email Address if different than above: \_\_\_\_\_ @ \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ DATE GRADUATED \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### OTHER COLLEGES ATTENDED

College	City	State	Date Attended	Degree Earned/Yr.

I attest that the information provided is true to the best of my knowledge. Misrepresentations may cause disciplinary action.

Signed \_\_\_\_\_ Date \_\_\_\_\_

GUAGFLW - ADM

1COL ESL DPW K	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response	Is this your first time to attend college?	HSZ	How many people including yourself live in your household? _____ <input type="checkbox"/> No Response
LDIS PDIS SNGL	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response	Do you have a learning disability?	INC	What is the annual income at that household? Check Answer 1 <input type="checkbox"/> Less than \$14,700 2 <input type="checkbox"/> \$14,701 to \$19,800 3 <input type="checkbox"/> \$19,801 to \$24,900 4 <input type="checkbox"/> \$24,901 to \$30,000 5 <input type="checkbox"/> \$30,001 to \$35,100 6 <input type="checkbox"/> \$35,101 to \$40,200 7 <input type="checkbox"/> \$40,201 to \$45,300 8 <input type="checkbox"/> \$45,301 to \$50,400 9 <input type="checkbox"/> More than \$50,400 <input type="checkbox"/> No Response
WFT WPT WNW	<input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No <input type="checkbox"/> No Response	Do you have a physical disability?		
1GN1 1GN2 1GN3 1GN4 1GN5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response	Are you seeking training/education after having been out of the workforce due to family responsibilities?		
		Will you work while attending college?		
		Do you have a physical disability?		
		Are you a single parent?		
		What is the highest grade either parent completed?		
		<input type="checkbox"/> Less than high school <input type="checkbox"/> High School or GED graduate <input type="checkbox"/> Some college <input type="checkbox"/> 4 year college degree or beyond <input type="checkbox"/> Do not know <input type="checkbox"/> No Response		

### OFFICE USE ONLY

HH <input type="checkbox"/> HS Special HS Credit HC <input type="checkbox"/> HS Special Coll. Credit AV <input type="checkbox"/> ACT Academy NG <input type="checkbox"/> Non HS Grad G <input type="checkbox"/> GED Diploma	HO <input type="checkbox"/> Home School Graduate ST <input type="checkbox"/> Standard, HS Graduate CG <input type="checkbox"/> College Graduate TI <input type="checkbox"/> Transfer from In-state TO <input type="checkbox"/> Transfer from Out-state
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Student # A \_\_\_\_\_

Entered by \_\_\_\_\_

Date \_\_\_\_\_