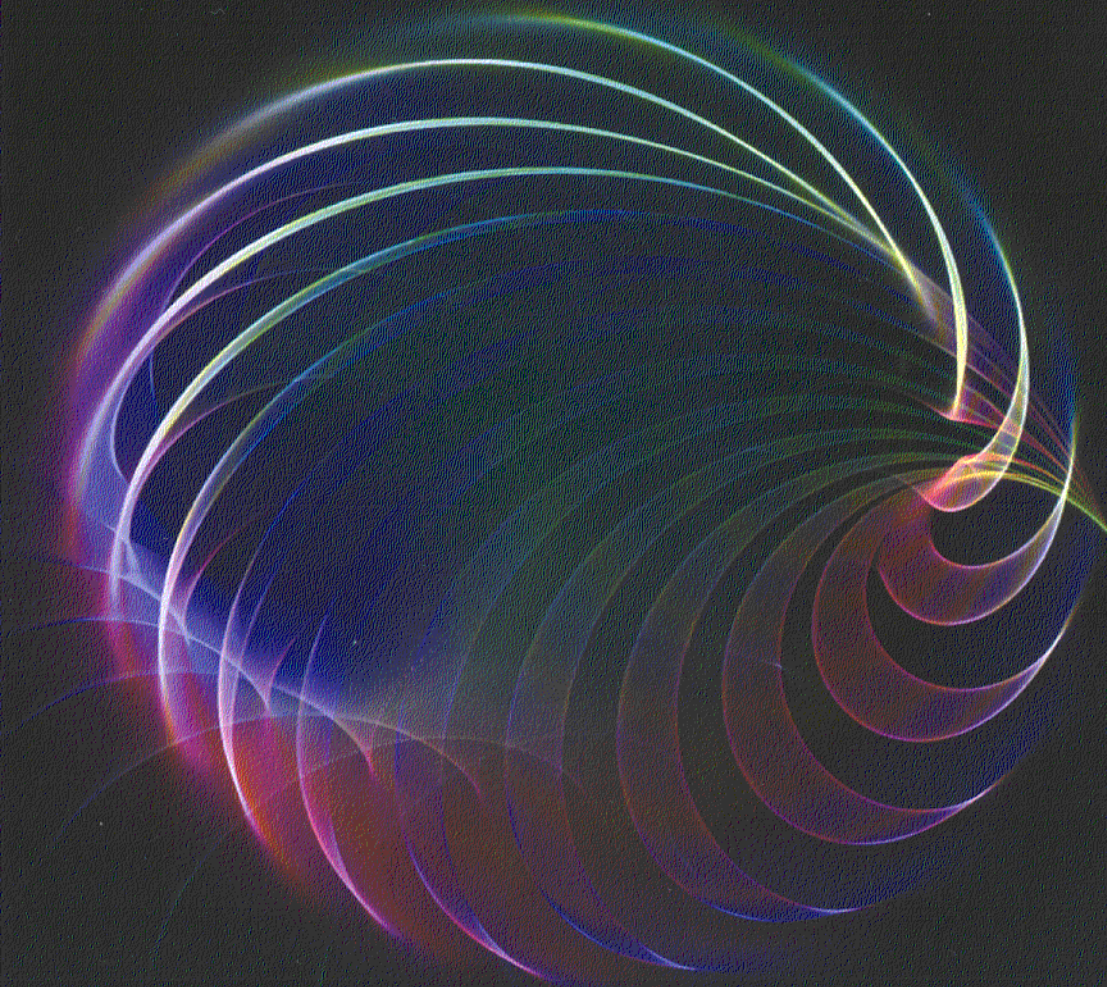# Luna
Community
College

CATALOG
2006 - 2009

LUNA COMMUNITY COLLEGE

MAIN CAMPUS
366 Luna Drive
Las Vegas, New Mexico 87701
505.454.2500
800.588.7232
www.luna.edu

SANTA ROSA SATELLITE
213 4th Street
Santa Rosa, New Mexico 88435
505.472.1400

SPRINGER SATELLITE
P.O. Box 755
Springer, New Mexico 87747
505.483.5009

BOARD OF TRUSTEES

PRESIDENT

Leroy F. Sanchez

CATALOG NUMBER 27

WELCOME

Luna Community College continues to be an outstanding institution of higher education. With a strong history of vocational-technical education, which began in 1970, and becoming a comprehensive community college in 1997, Luna Community College is dedicated to excellence in meeting the needs of students.

With a broadened focus, Luna Community College offers the first two years of a Baccalaureate Degree and various Associate Degrees and Certificates, which meet the needs of students in Education, Business and Professional Studies, Vocational Education, Technologies, Allied Health, Humanities and Developmental Education.

To you as a student or community member, I express that Luna Community College is "Your Community College." It is rich with educational opportunities and services guiding students to succeed. I invite you to visit any of our campuses in Las Vegas, Santa Rosa and Springer.

Leroy F. Sanchez, President
Luna Community College

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2006 - 2007 ACADEMIC CALENDAR

Fall Semester 2006

Early Registration for Current Students .... April 24 - 28 Monday - Friday
Open Early Registration .... June 1 - August 18 Thursday - Friday
Employee Orientation .... August 15 Tuesday
Classes Begin .... August 21 Monday
Late Registration .... August 21 - September 1 Monday - Friday
Last Day to Drop .... September 1 Friday
Last Day to Add .... September 1 Friday
Holiday-Labor Day .... September 4 Monday
Deadline - Change from Audit to Credit .... September 15 Friday
Midterm Week .... October 9 - 14 Monday - Saturday
Midterm Grades Due .... October 16 Monday
Deadline - Change from Credit to Audit .... October 20 Friday
Last Day to Withdraw .... November 22 Wednesday
Holiday-Thanksgiving .... November 23 - 24 Thursday - Friday
Advisement Week .... November 27 - December 1 Monday - Friday
Final Examination Week .... December 4 - 8 Monday - Friday
Semester Ends .... December 8 Friday
Holiday-Christmas Break .... December 20 - January 2 Wednesday - Tuesday

Spring Semester 2007

Early Registration for Current Students .... November 27 - December 1 Monday - Friday
Open Early Registration .... December 4 - January 12 Monday - Friday
Holiday-Christmas Break .... December 20 - January 2 Wednesday - Tuesday
Holiday-Martin Luther King Day .... January 15 Monday
Classes Begin .... January 16 Tuesday
Late Registration .... January 16 - 26 Tuesday - Friday
Last Day to Drop .... January 26 Friday
Last Day to Add .... January 26 Friday
Deadline - Change from Audit to Credit .... February 9 Friday
Midterm Week .... March 5 - 10 Monday - Saturday
Midterm Grades Due .... March 12 Monday
Deadline - Change from Credit to Audit .... March 16 Friday
Spring Break .... March 19 - 24 Monday - Saturday
Holiday-Easter .... April 6 - 9 Friday - Monday
Advisement Week .... April 23 - 27 Monday - Friday
Last Day to Withdraw .... April 27 Friday
Final Examination Week .... May 7 - 11 Monday - Friday
Commencement .... May 12 Saturday
Semester Ends .... May 12 Saturday
Holiday-Memorial Day .... May 28 Monday

Summer Session 2007

Early Registration for Current Students .... April 23 - 27 Monday - Friday
Open Early Registration .... April 30 - June 1 Monday - Friday
Open Early Registration for Fall 2007 .... June 1 - August 13 Friday - Monday
Classes Begin .... June 4 Monday
Late Registration .... June 4 - 8 Monday - Friday
Last Day to Add/Drop .... June 8 Friday
Deadline - Change from Audit to Credit .... June 15 Friday
Deadline - Change from Credit to Audit .... June 22 Friday
Holiday-Independence Day .... July 4 Wednesday
Last Day to Withdraw .... July 13 Friday
Final Examinations .... July 25 - 26 Wednesday - Thursday
Semester Ends .... July 27 Friday

2007 - 2008 ACADEMIC CALENDAR

Fall Semester 2007

Early Registration for Current Students .... April 23 - 27 Monday - Friday
Open Early Registration .... June 1 - August 17 Friday - Friday
Employee Orientation .... August 14 Tuesday
Classes Begin .... August 20 Monday
Late Registration .... August 20 - 31 Monday - Friday
Last Day to Drop .... August 31 Friday
Last Day to Add .... August 31 Friday
Holiday-Labor Day .... September 3 Monday
Deadline - Change from Audit to Credit .... September 14 Friday
Midterm Week .... October 8 - 13 Monday - Saturday
Midterm Grades Due .... October 15 Monday
Deadline - Change from Credit to Audit .... October 19 Friday
Last Day to Withdraw .... November 21 Wednesday
Holiday-Thanksgiving .... November 22 - 23 Thursday - Friday
Advisement Week .... November 26 - 30 Monday - Friday
Final Examination Week .... December 3 - 7 Monday - Friday
Semester Ends .... December 7 Friday
Holiday-Christmas Break .... December 19 - January 2 Wednesday - Wednesday

Spring Semester 2008

Early Registration for Current Students .... November 26 - 30 Monday - Friday
Open Early Registration .... December 3 - January 11 Monday - Friday
Holiday-Christmas Break .... December 19 - January 2 Wednesday - Wednesday
Classes Begin .... January 14 Monday
Late Registration .... January 14 - 25 Monday - Friday
Holiday-Martin Luther King Day .... January 21 Monday
Last Day to Drop .... January 25 Friday
Last Day to Add .... January 25 Friday
Deadline - Change from Audit to Credit .... February 8 Friday
Midterm Week .... March 3 - 8 Monday - Saturday
Midterm Grades Due .... March 10 Monday
Deadline - Change from Credit to Audit .... March 14 Friday
Spring Break .... March 17 - 20 Monday - Thursday
Holiday-Easter .... March 21 - 24 Friday - Monday
Advisement Week .... April 21 - 25 Monday - Friday
Last Day to Withdraw .... April 25 Friday
Final Examination Week .... May 5 - 9 Monday - Friday
Commencement .... May 10 Saturday
Semester Ends .... May 10 Saturday
Holiday-Memorial Day .... May 26 Monday

Summer Session 2008

Early Registration for Current Students .... April 21 - 25 Monday - Friday
Open Early Registration .... April 28 - May 30 Monday - Friday
Open Early Registration for Fall 2008 .... June 2 - August 11 Monday - Monday
Classes Begin .... June 2 Monday
Late Registration .... June 2 - 6 Monday - Friday
Last Day to Add/Drop .... June 6 Friday
Deadline - Change from Audit to Credit .... June 13 Friday
Deadline - Change from Credit to Audit .... June 20 Friday
Holiday-Independence Day .... July 4 Friday
Last Day to Withdraw .... July 11 Friday
Final Examinations .... July 23 - 24 Wednesday - Thursday
Semester Ends .... July 25 Friday

2008 - 2009 ACADEMIC CALENDAR

Fall Semester 2008

Early Registration for Current Students .... April 21 - 25 Monday - Friday
Open Early Registration .... June 2 - August 15 Monday - Friday
Employee Orientation .... August 12 Tuesday
Classes Begin .... August 18 Monday
Late Registration .... August 18 - 29 Monday - Friday
Last Day to Drop .... August 29 Friday
Last Day to Add .... August 29 Friday
Holiday-Labor Day .... September 1 Monday
Deadline - Change from Audit to Credit .... September 12 Friday
Midterm Week .... October 6 - 11 Monday - Saturday
Midterm Grades Due .... October 13 Monday
Deadline - Change from Credit to Audit .... October 17 Friday
Advisement Week .... November 17 - 21 Monday - Friday
Last Day to Withdraw .... November 21 Friday
Holiday-Thanksgiving .... November 27 - 28 Thursday - Friday
Final Examination Week .... December 1 - 5 Monday - Friday
Semester Ends .... December 5 Friday
Holiday-Christmas Break .... December 20 - January 4 Saturday - Sunday

Spring Semester 2009

Early Registration for Current Students .... November 17 - 21 Monday - Friday
Open Early Registration .... November 24 - January 9 Monday - Friday
Holiday-Christmas Break .... December 20 - January 4 Saturday - Sunday
Classes Begin .... January 12 Monday
Late Registration .... January 12 - 23 Monday - Friday
Holiday-Martin Luther King Day .... January 19 Monday
Last Day to Drop .... January 23 Friday
Last Day to Add .... January 23 Friday
Deadline - Change from Audit to Credit .... February 6 Friday
Midterm Week .... March 2 - 7 Monday - Saturday
Midterm Grades Due .... March 9 Monday
Deadline - Change from Credit to Audit .... March 13 Friday
Spring Break .... March 16 - 21 Monday - Saturday
Holiday-Easter .... April 10 - 13 Friday - Monday
Advisement Week .... April 20 - 24 Monday - Friday
Last Day to Withdraw .... April 24 Friday
Final Examination Week .... May 4 - 8 Monday - Friday
Commencement .... May 9 Saturday
Semester Ends .... May 9 Saturday
Holiday-Memorial Day .... May 25 Monday

Summer Session 2009

Early Registration for Current Students .... April 20 - 24 Monday - Friday
Open Early Registration .... April 27 - May 29 Monday - Friday
Open Early Registration for Fall 2008 .... June 1 - August 10 Thursday - Monday
Classes Begin .... June 1 Monday
Late Registration .... June 1 - 5 Monday - Friday
Last Day to Add/Drop .... June 5 Friday
Deadline - Change from Audit to Credit .... June 12 Friday
Deadline - Change from Credit to Audit .... June 19 Friday
Holiday-Independence Day .... July 3 Friday
Last Day to Withdraw .... July 10 Friday
Final Examinations .... July 22 - 23 Wednesday - Thursday
Semester Ends .... July 24 Friday

PURPOSE OF THE CATALOG

The purpose of the Luna Community College (LCC) 2006-2009 Catalog is to communicate to the public the institution's most current policies, programs, tuition and fees, and other relevant information. However, through its governing Board of Trustees, LCC reserves the right to make changes that are deemed appropriate and necessary. All corrections, errors, or omissions, and officially approved changes are filed in the Office of the Registrar. Currently enrolled and prospective students should contact the Office of the Registrar regarding any corrections or changes to the Catalog.

The provisions of this Catalog are not to be regarded as irrevocable between the student and LCC.

ACADEMIC PROGRAMS AND COURSES

Through constant assessment and evaluation, LCC attempts to assure that the educational programs remain current, viable, and effective. Student achievement, employment, and professional licensing are also dependent on factors outside the programs such as individual initiative, governmental or institutional regulations, and market conditions.

Therefore, LCC provides no guarantee that following a particular course or curriculum will result in specific achievement, employment, admission to other programs or professional licensing.

HISTORY OF LUNA COMMUNITY COLLEGE

Luna Community College (LCC) is the only community college in northeastern New Mexico. LCC is located in the lower slopes of the majestic Sangre de Cristo Mountain Range overlooking the city of Las Vegas, New Mexico. LCC enjoys an outstanding reputation for its caliber of facilities, teaching methods, curricula, and dedication to excellence.

The college derives its name from Maximiliano Luna, who was Speaker of the House of Representatives for the Territory of New Mexico in 1899. Luna was also a Captain of the Rough Riders, U.S. Voluntary Cavalry, and a First Lieutenant of the 34th U.S. Volunteer Infantry. Many of the Rough Riders, a mounted cavalry unit that fought in Cuba during the Spanish American War, were recruited in Las Vegas. In 1929, the popular training site for the New Mexico National Guard on the outskirts of Las Vegas was renamed Camp Luna after the leader who died in the Philippines in 1899.

In 1967 an Act of the Legislature of the State of New Mexico authorized the establishment of a vocational training facility at Las Vegas, New Mexico. When LCC was founded in 1969, the new board of trustees honored Captain Maximiliano Luna by naming the school, Luna Area Vocational Technical School.

In 1970, the first 5-mill levy election to fund LCC, which at the time was called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry to voluntarily tax themselves in support of vocational-technical education. This provided an occupational training opportunity for the people of the following school districts: West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora Counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools and most recently, Wagon Mound Public Schools joined the mill levy. Since its inception, the college has continued to grow and develop its ability to meet the occupational needs throughout northeastern New Mexico.

LCC has satellite centers in Springer and Santa Rosa, New Mexico. These satellites, in addition to the main campus, serve participants of the Springer Municipal Schools, Maxwell Municipal Schools, and Santa Rosa Consolidated Schools, which are within Colfax and Guadalupe counties.

All campuses are administered and supervised by LCC and governed by an elected Board of Trustees from the service area. Programs may be offered in any community of the service area where need is demonstrated.

In June 1987, a final tribute was paid to Captain Maximiliano Luna on the LCC campus. A memorial stone monument to Luna was rededicated and now stands in front of the Technologies Building. It faces the school campus and former training grounds of the New Mexico National Guard and World War II recruits. The monument remains a lone sentinel and witness to the progress and many developments that continue to unfold at LCC.

On December 18, 2000, the Board of Directors approved the adoption of the current name, Luna Community College, to signify that the college was a comprehensive community college. LCC continues to offer a broad range of vocational, technical, and professional education programs.

GENERAL INFORMATION

ACCREDITATION

Luna Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504.

MISSION OF THE COLLEGE

Luna Community College is an institution of higher learning committed to serving the changing needs of its student population and the surrounding communities. Its mission is to provide comprehensive education, preparations for relevant employment, and opportunities for life-long learning.   The guiding principles of LCC are to:

1. Prepare students for employment in entry-level positions through a broad range of vocational, technical, and professional education programs.

2. Enhance job effectiveness and continue training in keeping up with changes in the job market and technology.

3. Assist students in gaining equitable accessibility to education opportunities.

4. Provide continuing education and community service to northeastern New Mexico.

5. Offer certificates and Associate of Arts and Applied Science degrees.

6. Promote transfer of credits between institutions of higher education.

7. Educate students regarding intellectual, psychological, philosophical, and social issues that address human experience, namely: critical thinking/ problem solving, cultural diversity, intra/interpersonal skills, and ethical responsibilities.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Luna Community College is committed to providing equal education and employment opportunity regardless of gender, marital status, sexual orientation, color, race, religion, age, national origin or disability. Equal educational opportunity applies to admission, recruitment, extracurricular programs and activities, access to course offerings, counseling, testing, financial assistance and employment.

Inquiries regarding compliance of these laws may be directed to the Dean for Student Learning & Support Services at 505.454.5301.

SKILLS GUARANTEE POLICY

Any student who completes a program under a certificate plan or degree program listed in the Luna Community College catalog will have the entry-level skills needed for employment. If a former student is judged to be lacking entry-level job skills by an employer, LCC will provide additional skill training to the employee for a maximum of 18 credit hours without additional charge for tuition. Entry-level job skills are defined as those that would normally be expected of entry-level employees and consistent with their major area of study. A copy of the complete policy may be requested from the Office of the Registrar.

RIGHT TO INSPECT PUBLIC RECORDS

Under New Mexico law, any member of the public has the right to inspect and make copies of the public records of Luna Community College. To make a request, or for more information, please call LCC's Human Resource Director at 505.454.2502.

INSTITUTIONAL REGULATIONS

Students are responsible for complying with all regulations and policies of the college, the departments from which they take courses, and for fulfilling all certificate and degree requirements. Therefore, students are advised to familiarize themselves with the regulations of the college. These regulations are contained in this catalog and the student handbook, which are available for student reference at the ACCESS Center.

ACADEMIC YEAR

LCC operates on a two-semester system (16 weeks each) and one 8-week summer session. The academic calendar applies to instructional programs at all campuses. Modifications will be made only for emergencies or unforeseen circumstances.

COMMUNITY AND CONTINUING EDUCATION

The Community Education Program emphasizes LCC's commitment to the community by providing educational opportunities for all ages. Non-credit courses, workshops, seminars, and special interest courses are offered throughout the school year. Generally, there are no entrance requirements or examinations, although some courses may have age restrictions or prerequisites.

Community education classes are scheduled throughout the school year and at many off-site locations. Efforts are made to include classes for all interest groups. Planning is on-going, and new courses are added regularly. In addition to the regularly scheduled courses, on/off-campus classes may begin at any time.

For class schedules, class locations, and registration information, call 505.454.2550.

COMMUNITY EDUCATION (Non-Credit)

Non-credit courses are designed primarily for personal enrichment. Fees vary for community education courses; please inquire prior to registering for a course. Students enrolled in these courses do not pay registration, course, laboratory, or activity fees. Senior Citizen Reduced Tuition does not apply to community education since the courses are non-credit.

CONTINUING EDUCATION (Credit)

Continuing education courses for academic credit are offered by the different departments at the college. Many times, courses are offered upon request by an individual or an organization seeking a specialized class. Courses range in credit from one to four credit hours. Fees vary for continuing education courses; please inquire prior to registering for a course.

CONTINUING EDUCATION (Non-Credit)

The Continuing Education Division of LCC offers courses at its main campus, satellites and other locations in its service area. Courses in various disciplines are offered to upgrade job performance in a variety of occupational areas. Continuing Education Units (CEU's) are awarded upon completion of most courses. Non-academic continuing education courses that award CEU's vary in cost. Required fees are assessed for each continuing education course. Continuing education courses are also offered to meet the needs of employers or other special interest groups.

COMMUNITY SERVICES

Community services allows non-academic use of the college's facilities for community functions such as meetings and conferences. Arrangements for the use of facilities may be made by calling the Office of the President at 505.454.2501.

ANCILLARY OUTREACH PROGRAMS

MONTAÑAS DEL NORTE AREA
HEALTH EDUCATION CENTER (MdN-AHEC)
Telephone: 505.454.2585
E-mail: ahec@luna.edu

Montañas del Norte Area Health Education Center (MdN-AHEC) is located on the main campus of LCC. The mission of the MdN-AHEC is to act as a regional and statewide resource in health and mental health training. This is accomplished through providing educational resources, consultation, and making learning opportunities available. MdN-AHEC assists in the development and coordination of local placement sites for health professions in training. MdN-AHEC is unique among Area Health Education Centers for its special emphasis in mental health.

MdN-AHEC organizes and conducts professional conferences and workshops for health and mental health providers, educational institutions, state and local agencies, communities and consumers. The center also develops health career awareness programs for youth. MdN-AHEC serves Colfax, Harding, Los Alamos, Mora, Rio Arriba, Taos, San Miguel, Santa Fe, San Juan, Union, McKinley, Quay, Guadalupe, and other counties in the state of New Mexico.

For further information and resources, contact the MdN-AHEC Office.

SMALL BUSINESS DEVELOPMENT CENTER
Telephone: 505.454.2595
E-mail: sbdc@luna.edu

The Small Business Development Center (SBDC) is located on the main campus of Luna Community College. The SBDC program is part of a unique, statewide approach to delivering counseling, training, and resource material to the small business community. Counseling and informational services are provided in such areas as business start-up/acquisition, sources of capital, marketing/sales, government procurement, and personnel. The center also maintains a small business library containing free informational business publications, U.S. census data, TV/VCR videos, and other small business publications. The center serves San Miguel, Mora, Guadalupe, and Colfax counties. All counseling and informational services are free of charge but fees may be charged for workshops and seminars.

The mission of the SBDC is to be committed to providing quality direct assistance, entrepreneurial education, and resource links for potential and existing small businesses to strengthen the economy of New Mexico.

Further information can be obtained by calling the SBDC.

STUDENT RIGHTS AND RESPONSIBILITIES

ATTENDANCE

Student attendance is expected at all sessions of each course the student is enrolled. Each instructor will establish specific attendance requirements for each course and will inform students of those requirements at the beginning of the semester. Any student who violates the established attendance requirements jeopardizes good scholastic standing in the course.

PUNCTUALITY

Excessive tardiness is disruptive to the overall classroom environment. Students must be sensitive to the learning of fellow classmates. Excessive tardiness may jeopardize scholastic standing in enrolled courses.

ACADEMIC DISHONESTY AND PLAGIARISM

Academic dishonesty including cheating may result in immediate suspension from the college. Plagiarism is defined as any use of another person's work without proper acknowledgment.

ACADEMIC APPEALS

When warranted by special circumstances, students may petition for relief of any academic hardship brought about as a result of an institutional academic regulation or requirement. A student filing an academic petition must clearly specify their request; provide supporting documentation and justification; and fully explain how the requirement or regulation would create a hardship. Academic petition forms are available and administered through the Office of the Dean for Student Learning & Support Services.

SATISFACTORY ACADEMIC PROGRESS

A grade of "C" or better is required in all program requirements in the student's concentration of study. An "S" grade is also acceptable. However, in some cases a "D" grade is allowed for credit in some general education courses.

Students receiving financial assistance must also comply with the LCC Financial Aid Satisfactory Academic Progress Policy as described in the Student Financial Assistance section.

UNSATISFACTORY PROGRESS

A student is not making satisfactory progress whenever one or more of the following conditions occur:

- Having failed a course
- Violation of probation
- Suspension for prohibited activities

RULES OF STUDENT AND NON-STUDENT CONDUCT

Rules of student and non-student conduct are defined in the LCC Student Handbook.

PROHIBITED ACTIVITIES

Luna Community College prohibits the following acts:

- Criminal or delinquent
- Disruptive conduct
- Refusal to identify self
- Refusal to cooperate with college personnel
- Violation of valid rules of student conduct
- Any act which endangers the health or safety of students, personnel, or others for whose safety LCC is responsible

Appropriate disciplinary actions may be taken against students regardless of whether criminal charges are also filed in connection with an incident.

DEFINITIONS OF PROHIBITED ACTIVITES

1. "Criminal Acts" are defined as criminal under the New Mexico Criminal Code (Section 30-1-1 et seq., NMSA 1978), the Liquor Control Act (Section 60-3-1 et seq., NMSA 1978), and any applicable municipal or county criminal ordinances.

2. "Delinquent Acts" are acts so defined in the New Mexico Children's Code (Section 32-1-1 et.seq., NMSA 1978).

3. "Disruptive Conduct" means willful conduct which:

   a. Materially and, in fact, disrupts or interferes with the operation or the orderly conduct of any LCC activity, including individual classes; or

   b. Leads a person or persons authorized by LCC to act officially in a matter involving LCC discipline or the maintenance of order reasonably to forecast that such disruption or interference is likely to occur unless preventative action is taken.

4. Refusal to identify "self" means a person's denial to identify him/herself accurately, upon request from LCC personnel known or identified as such to the person.

5. "LCC personnel" means all administrators, members of the staff, faculty, board members, and security personnel employed by or affiliated with LCC. The term includes LCC bus drivers and their aides, and authorized agents of LCC such as volunteer teacher aides or chaperons whose responsibilities include supervision of students.

6. "Refusal to cooperate with LCC personnel" means a student's willful refusal to obey the lawful instructions or orders of LCC personnel whose responsibilities include supervision of students. This offense includes, but is not limited to:

   a. Refusing a directive to cease any conduct that a supervisory person in charge of a class or other school activity has clearly identified to the student as a hindrance to that activity;

   b. Refusing a directive to cease disruptive conduct;

   c. Refusing or failing to leave a school facility or school-sponsored activity after being directed to do so by LCC personnel; and

   d. Refusing or failing to abide by restrictions of student privileges or other lawful conditions imposed by LCC personnel as disciplinary measures.

7. "LCC" denotes Luna Community College and the campus of and any building, facility, vehicle, or other item of property owned, operated, controlled by, or in the possession of the college. For purposes of student discipline, the term also includes any non-school premises being used for LCC sponsored activities.

8. "Student" means a person who is enrolled in one or more classes through LCC.

DISCIPLINARY PROCEEDINGS

The procedures in this section apply only to disciplinary violations relating to "prohibited activities" as defined in the regulations. They do not apply to disposition of academic questions, including violation of LCC's attendance policy, unless they are specifically defined in the LCC Student Handbook.

GRIEVANCES

Students wishing to pursue a grievance or a conflict are encouraged to resolve the issue, if possible, at the point of origin, i.e., with the affected staff-person and, if it becomes necessary, the department director or the academic director. If the issue is still unresolved, the student handbook provides other steps and procedures applicable to grievance complaints.

NO SANCTUARY RULE

LCC can meet its goals as an educational institution when the individuals working within its environment abide by its established procedures and regulations. Certain acts are inconsistent with the goals of LCC, as are the individuals who commit them. The college cannot serve as a sanctuary for those individuals accused and arrested for any of the following acts:

- Murder
- Arson
- Rape
- Armed robbery
- Assault with a deadly weapon
- Aggravated assault
- Any other criminal acts

EXTRA-INSTITUTIONAL LEARNING ACTIVITIES

A basic premise held by the college is that permitting students to participate in extra-institutional learning activities should serve to enhance and broaden their training potential. Procedures are defined in the LCC Student Handbook.

OFFICIAL ADMINISTRATIVE DIRECTIVES

Student absences that are a result of official administrative directives will be treated as excused absences and shall not affect grades, provided that the missing work is satisfactorily made up under the instructor's supervision.

LEGAL, MILITARY AND OTHER CALL TO DUTY OBLIGATIONS

Absences resulting from jury duty, military or other call to duty obligations will be treated on an individual basis by the Dean for Student Learning & Support Services.

STUDENT CLUBS AND ORGANIZATIONS

ASSOCIATED STUDENT GOVERNMENT

The purpose of the Associated Student Government is first and foremost to represent the student body of LCC. Additionally, its purpose is to encourage cooperation and communication between the students, faculty, administration, and all other campus organizations; to provide a forum for student expression and the exchange of student-faculty views and to enhance the quality for student life.

For further information contact the Student Government office at 505.454.5319.

CULINARY ARTS CLUB

The mission of the Culinary Arts Club is to supplement the culinary arts curriculum through participation in food-related events, to build a fellowship of students interested in food and introduce those students to the culinary community of New Mexico. Some club activities include food and beverage tasting, trips to a local organic seed business during harvest, screenings of food-related movies and meals at ethnic restaurants in Santa Fe and Albuquerque. The club raises money through its catering activities during the academic year and is open to all interested students.

For further information, contact the Culinary Arts Club at 505.454.5346.

PHI THETA KAPPA

LCC established its Beta Mu Nu chapter of Phi Theta Kappa (PTK) in the Fall of 2003. PTK recognizes academic excellence at the two-year college level and has become the largest and most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement.

The purpose of PTK is to recognize and encourage scholarship among students. To achieve this purpose, PTK provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing excellence.

General Beta Mu Nu chapter eligibility requirements include:

- Completion of at least 12 credit hours
- Enrollment as a degree or certificate seeking student
- Have a cumulative grade point average of at least a 3.50

For further information, contact the PTK advisor at 505.454.2558.

STUDENT NURSE ASSOCIATION

The Student Nurse Association (SNA) is an organization of students at the local, state or national level that supports the development of professional nurse activities by an approved constitution. The SNA sponsors the annual student nurse pinning ceremony for graduating PN and RN students each May prior to graduation. The organization also sets goals each year for fund raising events to support community health activities as well as sending officers and members to the national SNA convention held annually.

For further information, contact the Nursing department at 505.454.2521.

TRADES SkillsUSA-VICA

Trades SkillsUSA-VICA prepares America's high performance workers in technical, skilled, service, and health occupations. The club promotes quality educational experiences for students in leadership, teamwork, citizenship and character development, self-confidence, work attitudes and communication skills. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

For further information, contact Trades SkillsUSA-VICA at 505.454.5345.

ACADEMIC AND STUDENT SUPPORT SERVICES

Advisement, **C**ounseling, **C**areer Placement
and **E**ducational **S**upport **S**ervices Center **(ACCESS)**
Telephone: 505.454.5357
E-mail: access@luna.edu

Advisement

Advisement at LCC is a collaborative venture among the student, the ACCESS Center and the academic disciplines. Since the college admits students with varying degrees of educational preparation, accurate and coordinated academic advisement is crucial to student progress and institutional planning.

Accordingly, new students (first-time enrollees), transfer students, and students who have not declared a program of study are advised through the ACCESS Center. Returning students who have declared a program of study or who intend on pursuing a particular certificate or degree program are advised through the appropriate academic discipline.

Counseling

Counseling and guidance services are available to all students. These services are complemented with a community listing of local agencies that contains crisis intervention services located in the community, as well as referral services. These services will provide assistance for common issues that pose problems for college students. Samples of these issues include: alcohol and drugs, anxiety, depression, family issues, stress, homesickness, addiction, etc. These services are confidential. Additional information may be obtained at the ACCESS Center from an educational advisor.

Career Planning

This service is designed for the student who is having a difficult time selecting a career or program of study. Educational advisors are available to assist students in exploring their interests and needs, developing an educational plan, and identifying possible career, vocational and academic choices. The following resources are available at the ACCESS Center: CHOICES (a computerized career-decision making program), STRONG Interest Inventory, Myers-Briggs Type Indicator, program of study sheets, career publications, Department of Labor publications and other career related periodicals. Internet access is also available.

Career Placement

This service is designed to assist current and graduating students with job search strategies, résumé writing, interviewing techniques, job retention, employment ethics, and information relevant to the labor market. *Winway* résumé software is available for students who are interested in creating résumés. Students interested in internship possibilities are urged to contact the ACCESS Center for career placement opportunities and other resources.

Disability Support Services

In accordance with Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act, LCC will implement reasonable accommodations to ensure equal access to educational opportunities for persons with disabilities. Services for students with disabilities include counseling, advisement, classroom accommodations, adaptive equipment and liaison services between LCC and community agencies. Requests for such services may be made by contacting the Office of Disability Support Services at 505.454.5303.

Educational Support Services

1. Tutoring services are available in most academic areas. Any registered student is eligible for free tutorial program services. Various tutoring software programs are available. A tutor schedule is printed every semester and posted throughout the campus. Tutoring for specific areas not listed on the tutor schedule can be requested by contacting the ACCESS Center. The Tutoring Center is located in the Student Services Building, Room 111.

2. Assessment and Academic Placement - LCC is committed to seeing that students who enroll in certificate or degree programs successfully achieve their career goals. Incoming students are required to take the **Com**puter-Adaptive **P**lacement **A**ssessment **S**upport **S**ystem (COMPASS), which covers proficiency requirements in reading, mathematics, and writing. Students who have taken the American College Test (ACT) may not be required to take the COMPASS; however, they will be required to satisfy prescribed proficiencies. LCC does not administer the ACT.

   A student who has taken the ACT must provide scores to the ACCESS Center who will then review the scores for placement purposes. Students are encouraged to complete proficiency requirements within their first two semesters.

COMPASS/ACT are solely used to determine the student's course placement level. If deficiencies are indicated by COMPASS/ACT, students will be required to satisfy proficiency requirements in order to graduate from any LCC program of study. Based on the COMPASS/ACT results, students are placed in the following prescribed **Institutional Proficiency Requirements**:

ENG102   Introduction to Grammar
ENG104   Grammar Usage and Writing Skills

MATH101   Basic Mathematics
MATH105   General Mathematics

READ100   Basic Reading
READ105   Developmental Reading

Students who do not complete the required institutional proficiency requirements and withdraw from LCC for at least three years must retake the COMPASS to continue with their course work.

Other LCC Requirements

HD110   College Success
HD111   Employment Ethics/Résumé Writing

3. Student success strategies and seminars are offered to encourage educational and career success. A variety of learning techniques, seminars and workshops are held throughout the academic year.

4. Early Alert is an intervention process whereby students who are performing below average and/or have excessive class absences are referred by their instructors to the ACCESS Center for follow-up. In addition, a mid-term early alert referral will be initiated for those students who are performing below average when mid-term grades are posted.

5. Referral services to community support and other agencies (outside of LCC) are coordinated through the ACCESS Center.

LEARNING RESOURCE CENTER
Telephone: 505.454.2540
E-mail: lrc@luna.edu

The Learning Resource Center (LRC) is the research, informational and recreational repository for the LCC learning community. The LRC is located at the center of the college and offers a pleasant and comfortable learning environment made up of a traditional library offering various collections and study spaces, carrels, computer workstations, a faculty conference room, a lecture hall, a Southwest research room, a copy center/mail room and a lounge/break area. A multi-media classroom for

technology instruction, WebCT classes, teleconferences, interactive television and distance education services is also available.

Services include reference, circulation, reserves, passports allowing students and staff library privileges at other participating institutions of higher learning, inter-library loan, a media distribution system that provides broadcasting of audiovisual programs and live teleconferences to classrooms throughout the campus, copying and mail services.

The LRC's collections include books, magazines, newspapers, videos, electronic resources, and audio-visual equipment to support the curriculum, instructional, and recreational needs of the college. The Southwest research room includes a wide range of materials that enriches our understanding of local history and cultures.

The LRC is open Monday through Friday from 8 a.m. to 5 p.m. Contact the LRC for more information regarding evening hours, special events and services.

DISTANCE EDUCATION
Telephone: 505.454.5364
E-mail: dln@luna.edu

The Distance Learning Network (DLN) was created to coordinate and support the college's distance learning initiatives. It is the goal of the DLN to provide greater course access to students in outlying rural areas of the current service area, as well as offering greater flexibility to student course schedules. LCC offers distance education courses via two mediums, interactive television (ITV) and the Internet utilizing WebCT. Students interested in taking courses via distance education are urged to visit the college website at www.luna.edu or contact the ACCESS Center for more information. DLN course offerings are published in the schedule of classes each term and are also available on the website.

Online courses offered through WebCT provide students the opportunity to take courses from anywhere the student has access to a computer with an Internet connection. This medium offers greater scheduling flexibility for the student since the course can be accessed at any time. Students are responsible for securing Internet access but LCC campus sites do provide Internet ready labs for student use.

ITV courses are transmitted from the main campus to its receiving satellite sites in Springer and Santa Rosa. Occasionally, our satellite sites will transmit ITV courses to the main campus. Students enrolled in ITV receiving courses are required to attend the course and actively participate with the live section of the course through audio and visual components.

PRESCHOOL
Telephone: 505.454.5342
E-mail: kids@luna.edu

The college offers its students the opportunity to enroll their children in the preschool while they attend school. The preschool is located on the west end of the campus in the Nick Salazar Early Childhood Education Center. The preschool is also open to the community. Additional information about the preschool is available at the site. A parent handbook detailing the preschool is available upon request.

Child care funding sources for eligible students may be available from the following:

- New Mexico Human Services Department

- New Mexico Children, Youth and Families Department

- New Mexico Department of Labor - Workforce Investment Act (WIA)

BOOKSTORE
Telephone: 505.454.2569
E-mail: books@luna.edu

The bookstore meets the needs of our students. All textbooks and supplies, as well as a variety of other items are available. In addition, the staff will accommodate special orders. Students may also take a break at the bookstore and enjoy an assortment of snacks and refreshments. The bookstore is open during regular college hours from 8 a.m. to 5 p.m. with extended hours during peak registration periods.

In some programs, supplies and equipment are required and should be purchased by the student at the beginning of each term. Students are strongly encouraged to contact course instructors regarding any potential additional costs before classes begin.

CAMPUS SECURITY
Telephone: 505.454.2577
E-mail: security@luna.edu

The San Miguel County Sheriff's Office, the New Mexico State Police, and the college's security officers provide security and law enforcement. Patrol and dispatch services are provided with access through the emergency telephone number 911 or via a campus phone at ext. 1108. The campus is closed and secured during holidays, weekends when classes are not in session, and Monday through Friday from 10 p.m. to 6 a.m.

Students and visitors witnessing any crime, suspicious activity or anyone on campus in need of emergency assistance are asked to report their observations to the security office located within the Humanities Building.

TRANSPORTATION

Transportation is the primary responsibility of the student. However, the Meadow City Express public transportation provides services to and from the college at a reduced student rate. To make arrangements for transportation or for further information, call Meadow City Express at 505.454.8583.

HEALTH INSURANCE

The college does not offer any type of health insurance coverage to students.

HEALTH CENTER

Luna Community College recognizes the importance of keeping its students healthy and therefore, the LCC Health Center will provide basic health services for students and staff at a minimal fee per semester. Fees are published each semester in the schedule of classes and will include unlimited access of covered services. The Health Center is located at the Allied Health Center on the main campus. Health Center fees are payable at the Fiscal Office. For further information contact the ACCESS Center.

HOUSING

It is the responsibility of students to obtain their own housing while attending the college. LCC does not have dormitories, but the ACCESS Center will assist students in trying to obtain housing.

STUDENT E-MAIL

The Computer Services department offers free student E-mail accounts to all enrolled students. Many important announcements and deadlines are routinely sent to students via E-mail. To sign up, go to http://www.luna.edu and look under the online services link.

GETTING STARTED:
APPLYING FOR ADMISSION TO LCC

OFFICE OF RECRUITMENT AND ADMISSIONS
Telephone: 505.454.2550
E-mail: admissions@luna.edu

ADMISSIONS STATEMENT

Institutions of higher education are required to notify students about preadmission inquiry related to disabilities as follows:

Admissions Statement to All Registrants

Federal Law prohibits LCC from making preadmission inquiry about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. If a student requires special services because of a disability, he/she should notify the ACCESS Center, Office of Disability Support Services (DSS). This self-disclosure allows the college to prepare appropriate academic accommodations to facilitate the student's learning. This information will be kept strictly confidential and has no effect on admission.

APPLYING FOR ADMISSION

Applications for admission will be considered at any time, unless otherwise specified. However, to ensure timely action on the application, students are advised to consult the respective instructional department for information about application procedures.

ADMISSION STATUS

Admission requirements shall be in accordance with the guidelines under the following classifications:

REGULAR ADMISSION

Any student wishing to obtain a certificate or an associate degree must first apply for regular admission and meet the following criteria:

1. Submit an official high school transcript indicating a graduation date from an accredited secondary school; or

   submit an official transcript of General Education Development (GED) test results.

Note: **All transcripts must be sent directly from the respective school. Faxed or photocopies of these documents will not be accepted.**

2. Complete any other specific criteria required by individual academic programs within the institution.

PROVISIONAL ADMISSION

Provisional admission may be given in certain circumstances while an application for regular admission is pending. This is a temporary classification. The student is subject to disenrollment and will not be permitted to register for a subsequent term until regular admission has been attained.

UNDECLARED STUDENT ADMISSION

An undeclared student, whose purpose for taking courses is to eventually lead him or her to a certificate or degree, may apply for undeclared student admission in the following ways:

1. Meeting "Regular Admission" requirements.

2. Students pursuing a career in Nursing are initially admitted under "Undeclared Student Admission" status. However, they are eligible for financial assistance.

NON-CERTIFICATE AND NON-DEGREE ADMISSION

Non-certificate/non-degree status is available for those who do not wish to pursue a certificate or degree. Students can enroll in courses for job improvement or personal enrichment. No high school or college transcripts are required and a certificate or degree cannot be earned under this admission status.

Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form.

Students admitted in non-certificate/non-degree status are ineligible for financial assistance and veteran's benefits.

TRANSFER STUDENT ADMISSION

Applicants to LCC can be accepted under transfer status from other accredited colleges, universities or post-secondary institutions.

INTERNATIONAL ADMISSION

Individuals in the United States on approved visas or other statuses may be eligible to attend LCC. Eligibility is based on the visa or status type (per BCIS regulations) and expiration date. **LCC does not issue I-20's (student visas).** For more information, please contact the Admissions Office at 505.454.2550.

ADMISSION APPELLATE PROCESS

Consideration for waiver of entrance requirements will be given to students in special situations. Each case will be reviewed independently. An appeal of admission standards based upon an initial determination of ineligibility may be made as follows:

1. The student's appeal is made directly to the Director of Admissions who reviews the appeal and either approves or denies it.

2. If the director denies the appeal, the student may present the case before the Admissions' Committee. The committee is made up of the Director of Admissions, Dean for Student Learning & Support Services, Registrar, program director and the affected staff, i.e., instructors and support staff. Details concerning the filing of an appeal at this level will be provided to the student by the committee chairperson at the time such an appeal is made.

Any hearings concerning admission under special situations will be scheduled prior to final registration.

EARLY ADMISSION INTO GED

Sixteen (16) and seventeen (17) year-old students wanting to enroll in the high school diploma equivalency preparation courses must provide the Adult Basic Education Department with documentation showing that the student has been released to attend classes and has been excused from compulsory attendance in a secondary school under the provisions of Section 22-12-2 NMSA 1978, as amended. Authorization for release must be obtained from:

1. The superintendent or equivalent authorized official of the last high school attended by the student; or

2. The superintendent or equivalent authorized official of the school district in which the student resides at the time of request for GED participation.

Upon receipt of the release from the secondary school district, the enrollment process will begin.

SECONDARY STUDENT ADMISSION

Criteria for Enrollment as a Dual-Credit Student

TRACK A – General Education/Academic Dual-Credit

The General Education/Academic track is offered to high school students currently attending a recognized New Mexico high school within a participating school district to obtain both high school and college credit for college level courses towards an associate's degree. These courses may be transferable to other colleges and universities.

TRACK B – Vocational Occupation Dual-Credit

The Vocational Occupation track is designed to give high school students currently attending a recognized New Mexico high school within a participating district the opportunity to enroll in vocational career oriented courses to obtain both high school and college credit that may be applied towards a certificate in a qualifying program. Credit for these courses may not be transferable to a university. However, they could be considered at another two-year college or vocational institute.

TRACK C – Credit Recovery and Special Circumstances

As agreed upon by Luna Community College and respective high schools, Track C is offered to high school students in need of credit recovery to meet high school graduation requirements. Courses taken may include those offered after 3 p.m. or on weekends. Determination of appropriate classes may be at the discretion of the respective high school administration. Other special circumstances may also apply to high school students and will be addressed on an individual basis. Pre-requisite requirements, including assessment (ACT, SAT or COMPASS), must be met.

COMMONALITIES BETWEEN TRACKS A AND B

- The courses in which a high school student may receive both high school and college credit will be limited to only those courses offered at their respective high school or at an approved site as agreed upon by the respective high school and Luna Community College and offered during the high school's regularly scheduled hours.

- High school students may apply for enrollment in a dual-credit course if they are a junior or senior, have the minimum required G.P.A. of 2.0 or as mandated by their respective high school for the requested course(s), and are at least 16 years old. The student must be in good standing with their high school. Pre-requisite requirements, including assessment (ACT, SAT or COMPASS), must be met.

- Under exceptional circumstances, psychologically/emotionally prepared and mature students under the age of 16 who are currently high school freshman or sophomores may also apply and be considered for dual-credit enrollment in college level courses. Their high school counselor must properly file a High School Enrollment Petition form signed by the appropriate officials for review and approval by the LCC Dual-Credit Committee.

Note: **Contact the Office of Recruitment and Admissions for complete policy. Luna Community College credits may not count towards high school credits (see high school counselor for more information). Student/Parent are responsible for fees and tuition for courses taken after 3 p.m. and summer session.**

RESIDENCY

Summary of Regulations for New Mexico Residency for Tuition Purposes

The rules and regulations for establishing residency for tuition purposes are defined by the New Mexico Higher Education Department which is authorized by the Constitution of the State of New Mexico and state statutes (Chapter 235, IE, NMSA 1971 and Section 21-1-4E NMSA 1978) to provide classification for a tuition differential between resident and non-resident students.

A non-resident student who feels he/she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" from the Office of Admissions. The form should be completed in detail and returned to the Office of Admissions, along with a copy of his/her parents' or guardian's 1040 or 1040A U.S. income tax form, if the student is under 23 years old. A change in residency classification is never automatic, and it is always the student's responsibility to initiate the petition.

While the requirements for residency must be completed before the first day of classes or LCC's census date, if different, the deadline for any petition for resident tuition classification applicable to a current semester is 21 calendar days after the first day of classes (i.e., the date the semester officially begins). A petition received after that date will not be considered. Another petition must be filed for any subsequent term.

In general, a financially independent, adult person over 18 years of age must have resided in New Mexico for a period of 12 consecutive months immediately prior to the term for which the petition is being filed. Furthermore, "residency" in this context means legal "residence." Legal residence requires intent to remain in a place indefinitely, in the sense of making one's permanent home there, as well as physical presence at the place. The distinction is that one may have any number of residences at one time, but never more than one legal residence.

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

- The 12-month Consecutive Presence Requirement

- The Financial Independence Requirement

- The Written Declaration of "Intent" Requirement

- The Overt Acts Requirement

A brochure fully detailing residency requirements and restrictions is available at the Office of Admissions.

Summary of Regulations for
In-District Residency for Tuition Purposes

LCC classifies all New Mexico residents in one of two categories: Resident in-district or resident out-of-district. A resident out-of-district student must follow the same procedures that apply to a non-resident out-of-state student in order to satisfy resident in-district requirements for tuition purposes.

LCC is supported by a local three-mill levy assessed to those local school districts that have elected to be a participating school district of the LCC service area. In-district tuition calculations are based upon a student's residency status within one of these participating school districts. Some residency information is initially determined from information provided on the application for admission.

PARTICIPATING SCHOOL DISTRICTS

The participating school districts are: West Las Vegas Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, Maxwell Municipal Schools and Wagon Mound Public Schools.

APPELLATE PROCESS FOR RESIDENCY

If a student's petition for residency is denied, the student may amend his/her petition with additional information in support of his/her cause. Amended petitions are reviewed by the same standards as original petitions. If the amended petition is denied, the student may appeal to the Residency Appeals Committee. The committee consists of the Director of Admissions, Registrar, Fiscal Office representative, and the Dean for Student Learning & Support Services (or his designee). This is the student's last recourse prior to the courts.

Resident/In-District

For tuition purposes, a resident in-district student is a student whose legal state of residency is New Mexico living within the boundaries of one of the participating school districts as outlined above.

Resident/Out-of District

For tuition purposes, a resident out-of-district student is a student whose legal state of residency is New Mexico, not living within the boundaries of one of the participating school districts as outlined above.

Non-Resident/Out-of-State

For tuition purposes, a non-resident out-of-state student is a student whose legal residency is not New Mexico.

REGISTRATION AND
GENERAL ACADEMIC POLICIES

OFFICE OF THE REGISTRAR
Telephone: 505.454.2548
E-mail: registrar@luna.edu

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-To-Know Act of 1990, LCC publishes and distributes a yearly Campus Security Report.

The college is also required to disclose, to current and prospective students, graduation rate data of full-time certificate-seeking or degree-seeking undergraduate students who are enrolling for the first time and who have not previously enrolled at any other institution of higher education. This information is available at the Office of the Registrar.

CHANGE OF ADDRESS

Students are expected to keep the college informed of their current mailing and permanent addresses. Changes must be submitted in writing to the Office of the Registrar or the Office of Admissions. Change of Student Information forms are available at the Las Vegas main campus as well as our satellites in Santa Rosa and Springer. Students may also request an address change on a registration card. Changes that are submitted via E-mail or requested by telephone will not be accepted.

CHANGE OF NAME

Students needing to process a change of name for their academic records must bring appropriate documentation to the Office of the Registrar or the Office of Admissions. The appropriate documentation includes a driver's license, a state issued identification card or a passport and the social security card reflecting the new name. No other type of documentation will be accepted. Change of Student Information forms are available at the Las Vegas main campus as well as our satellites in Santa Rosa and Springer. Changes that are submitted via E-mail or requested by telephone will not be accepted.

SOCIAL SECURITY NUMBER

Luna Community College uses the individual student's social security number for record-keeping purposes only. In addition, under the federal 1997 Tax Relief Act, LCC is required to obtain the social security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. The privacy of a student's Social Security number is

protected under the Family Educational Rights and Privacy Act (FERPA) and covered under LCC's Access to Student Academic Records Policy. It is, therefore, mandatory that students disclose their social security number to the college for identification purposes.

STUDENT COURSE LOAD

The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular semester or more than 9 credit hours in a summer session. Students wishing to take an overload must obtain approval by the Registrar.

Students who have completed one full year of course credits and are classified as second year students can take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a "C" in any course the previous term. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 semester credits and only with approval by the Registrar.

STUDENT CLASSIFICATION

- **Freshman -** A student who has completed fewer than 30 credit hours.

- **Sophomore -** A student who has completed 30 or more credit hours.

- **Full-time** - A student enrolled 12 or more credit hours during a fall or spring semester or 6 or more credit hours during a summer session.

- **Part-time** – A student enrolled fewer than 12 credit hours during a fall or spring semester or fewer than 6 credit hours during a summer session.

Note: **The definition of full and part-time differs for financial aid purposes.**

DEFINITION OF A CREDIT HOUR

Credit in courses offered by the college is awarded in terms of semester hours of credit. Each semester hour of credit in a lecture class requires a minimum of 750 minutes of instruction per semester; each semester hour of credit in a laboratory class requires a minimum of 1,500 minutes of instruction per semester. LCC operates on a semester credit hour system. The credit value in semester hours for each course is indicated after the course number and title in the course description section of the catalog.

NON-CREDIT COURSES

Students taking non-credit courses must follow the college's enrollment procedures.

COURSE NUMBERING

Each course offered at the college is assigned a course number to represent its academic level. Courses numbered 1-199 are developmental, preparatory or introductory. Students enrolling in courses numbered 200-299 are expected to have some knowledge in the subject area and in most cases must meet certain lower level prerequisites.

ADVANCED PLACEMENT AND COLLEGE-LEVEL EXAMINATION PROGRAM

LCC participates in the Advanced Placement Program (AP) and the College-Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB). Refer to the following credit tables for minimum requirements. Such credit will be listed as credits earned on the student's academic transcript once the student officially enrolls. Examination score reports must be received by the Office of the Registrar directly from the College Board. A student may earn up to 18 credits through AP & CLEP examinations.

For information on the Advanced Placement Program contact: AP Services, Educational Testing Service, P.O. Box 6671, Princeton, New Jersey, 08541-6671, call 609.771.7300 or toll free, 888.225.5427 or via E-mail: apexams@info.collegeboard.org.

For information on the College-Level Examination Program contact: CLEP Services, Educational Testing Service, P.O. Box 6600, Princeton, New Jersey, 08541-6600, call toll free, 800.257.9558 or via E-mail: clep@info.collegeboard.org.

Advanced Placement Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Art History	3	ART210 for 3 credits
Biology	3	BIO110 and BIO111 for 8 credits
Calculus AB	3	MATH195 for 4 credits
Calculus BC	3	MATH 195 and MATH212 for 8 credits
Chemistry	3	CHEM105 and CHEM106 for 8 credits
English Language	3	ENG111 for 3 credits
English Literature	3	ENG123 for 3 credits
Environmental Science	3	ENVS102 for 4 credits
Government	3	POLS151 for 3 credits
Macroeconomics	4	ECON208 for 3 credits
Microeconomics	4	ECON209 for 3 credits
Physics B	3	PHYS115 for 4 credits
Physics C	3	PHYS116 for 4 credits
Psychology	3	PSYC101 for 3 credits
Spanish Language	3	SPAN101 and SPAN102 for 6 credits
Statistics	3	MATH130 for 3 credits
U.S. History	3	HIST161 and HIST162 for 6 credits
World History	3	HIST101 and HIST102 for 6 credits

College-Level Examination Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
American Government	50	POLS151 for 3 credits
Biology	50	BIO110 and BIO111 for 8 credits
Calculus	60	MATH195 for 4 credits
Chemistry	52	CHEM105 and CHEM106 for 8 credits
College Algebra	50	MATH180 for 4 credits
English Composition	50	ENG111 for 3 credits
English Literature	50	ENG123 for 3 credits
Freshman College Composition	50	ENG111 for 3 credits
Macroeconomics	55	ECON208 for 3 credits
Microeconomics	55	ECON209 for 3 credits
Pre-Calculus	61	MATH 180 and MATH190 for 8 credits
Psychology-Introductory	50	PSYC101 for 3 credits
Spanish Language	50	SPAN101 and SPAN102 for 6 credits
Sociology-Introductory	52	SOC101 for 3 credits
U.S. History I	50	HIST161 for 3 credits
U.S. History II	50	HIST162 for 3 credits
Western Civilization I	50	HIST101 for 3 credits
Western Civilization II	50	HIST102 for 3 credits

Note: AP and/or CLEP credit **will not** be awarded if the student has received college credit for the same course or its equivalent.

TRANSFER OF CREDIT

LCC accepts transfer of academic credits earned from regionally accredited institutions of higher learning. Both general education core and program/major specific courses are eligible for transfer. However, the Office of the Registrar evaluates courses and determines transfer eligibility of general education core courses only. The student's academic advisor, in conjunction with the respective academic director, evaluate and determine transfer eligibility of all program/major specific courses and must formally file a Transfer of Credit Evaluation form with the Office of the Registrar.

Students will receive full credit for course work completed with a grade of "C" or better, provided that the courses are appropriate toward a certificate or degree. Transferable general education core courses with a grade of "D" from New Mexico colleges and universities are accepted provided the "D" grade is also acceptable for the student's certificate or degree program. A grade of "D" is not acceptable if the transferred course is a prerequisite to a sequenced course such as ENG111 for ENG115 or HIST101 for HIST102. All transfer credits earned are listed on the academic transcript with a grade of "CR." Prior to any evaluation of courses by the Registrar or an academic advisor, an official transcript from each institution must be sent directly to the Registrar's Office. LCC reserves the right to request course syllabi or course descriptions to evaluate course transfer eligibility.

Transcripts from other institutions sent to LCC for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for or given to the student, college faculty or staff. Student athletes are strongly advised to order duplicate sets of ALL transfer transcripts for the athletic department for the purpose of documenting player eligibility.

TRANSFER OF CREDIT APPEAL PROCESS

Any student denied transfer of a course and wishes to appeal the transfer evaluation must file a Transfer of Credit Appeal form for each course with the Office of the Registrar. In addition, the student must include the course description from the sending institution's catalog specific to the term and year the course was completed. Within 21 calendar days of submittal of a thoroughly completed form, the file will be reviewed and the student will be notified in writing about the outcome.

If the appeal is denied and the student wishes to further pursue the appeal, the student must notify the Dean for Student Learning & Support Services in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days the Dean will convene the Transfer of Credit Appeal Committee to review all applicable materials and policies to render a decision. The committee's decision at the institutional level becomes final upon a majority vote and the student will be notified in writing. The Transfer of Credit Appeal Committee shall consist of the Dean for Student Learning & Support Services, Registrar, ACCESS Center director and respective academic director.

A student not satisfied at the institutional level may forward their appeal and file a complaint with the New Mexico Higher Education Department in Santa Fe if the course(s) in question are part of a state approved transfer module. A student may make further appeal by contacting:

New Mexico Higher Education Department
Deputy Secretary for Academic Affairs
NM School for the Deaf Campus
1068 Cerrillos Road
Santa Fe, New Mexico 87505-1650
505.476.6500

If a student's articulation complaint is upheld by the New Mexico Higher Education Department, LCC shall reimburse the student the complete cost, including tuition, books and fees of each course the student is required to repeat.

ADDITIONAL OPTIONS FOR CREDIT

Luna Community College accepts the transfer of credit through certain nontraditional sources, described as follows:

Courses at Military Schools

Credit may be granted by the Registrar for course work completed at military schools. Such credit may or may not apply to the student's program of study.

Armed Services Educational Experience

LCC will award credit, up to a maximum of 15 credit hours of the degree requirements, for certain armed services educational experiences. Credit will be accepted through the United States Armed Forces Institute (USAFI) program of study. Credit will also be granted for certain armed services training completed and verified through the Office on Educational Credit and Credentials (OECC) of the American Council of Education. The Military Occupational Specialists (MOS) credit recommendations may be modified to be consistent with LCC's credit policy and are subject to review of both the subject area and course descriptions. Additionally, no more than (2) two physical education credits will be awarded to students who have completed basic training in the military service.

Specialized Training

LCC recognizes that students gain college-level knowledge and skills through specialized training experiences outside the classroom of a college, university or other academic setting. LCC's Specialized Training Program provides an opportunity for students to earn college credit or a waiver of certain requirements for learning they have acquired outside of college. No more than a combined maximum of 15 credit hours may be awarded or waived. Currently, through proper documentation, LCC is waiving some credits for students who have successfully completed the following training:

- New Mexico Corrections Academy
- New Mexico Law Enforcement Academy

Other forms of specialized training may be approved upon review by the Dean for Student Learning & Support Services.

REGISTRATION PROCEDURES

A schedule of classes is published prior to each term. Starting and ending dates, meeting times and locations, registration instructions, payment information, and other pertinent student policies are listed in the schedule, which is available at the Office of the Registrar or on LCC's website at www.luna.edu. Registration occurs as outlined in the academic calendar. The academic calendar is included at the beginning of this catalog, the student handbook and the schedule of classes.

Any student who pre-registers for classes and does not make financial arrangements by the end of the early registration period may be disenrolled and will have to re-register for their classes during the late registration period. There is no guarantee that courses a student registers for will remain available after disenrollment.

Late registration extends for the period as outlined in the academic calendar. Students must receive academic advising before enrolling for classes. During late registration, selection of courses may be limited.

Admission and registration steps for new students are as follows:

A. Complete Application for Admission and submit to one of the following locations:

LCC Main Campus Admissions Office, Student Services Building, Room 119, 366 Luna Drive, Las Vegas, NM, 87701

LCC Springer Satellite, P.O. Box 755, Springer, NM, 87747

LCC Santa Rosa Satellite, 213 Fourth Street, Santa Rosa, NM, 88435

Note: **Students may also apply electronically at http://www.luna.edu under the online services link.**

B. Advisement session with an LCC ACCESS Center Educational Advisor/ Counselor

The session includes information regarding:

- Admission status and placement assessment procedures

- Process to apply for student financial assistance

- Career awareness and declaration of a major

- Institutional policies and procedures

- Availability of support services

C. Complete the assessment and academic placement process

This process applies to all new students. With the assistance of an LCC ACCESS Center Educational Advisor/Counselor, a student may select one of the following options to demonstrate institutional proficiency levels:

- Provide ACT scores

- Take the LCC assessment (COMPASS)

- Register for proficiency courses and satisfy appropriate prerequisites

For more information regarding proficiency requirements, please refer to the Assessment and Academic Placement (COMPASS) section on page 13 of this catalog. This does not apply to community and continuing education courses.

D. Follow-up session with an LCC ACCESS Educational Advisor/Counselor

This session will be held at the ACCESS Center located in the Student Services Building and will include:

- A review of COMPASS or ACT scores to determine appropriate course placement

- An informal review of prior postsecondary course work completed to determine academic status and prerequisites

- Complete course registration card

E. Submit registration card to the Office of the Registrar

Once the Office of the Registrar enters and confirms the student's registration, the student must proceed to the Fiscal Office to obtain their printed schedule and make financial arrangements. Students not making financial arrangements are subject to disenrollment, risk losing their courses, and may not be allowed to re-register.

F. Payment of fees

Tuition and fees will be assessed and posted to the student's account at the time the registration card information is entered by the Office of the Registrar. Tuition charges based on a student's residency status will be assessed for all courses.

In order to complete the registration process, students must pay all tuition and fees the day they register, unless they have made other payment arrangements with the Fiscal Office. If fees are to be paid directly by a support agency, written payment authorization from that agency is required for completion of the enrollment process.

G. Official enrollment

Once a student completes the registration process including clearing through the Fiscal Office, he/she is considered officially enrolled and shall conform to all student policies and procedures as stated in the catalog and student handbook. Students who falsify any information will be subject to disenrollment.

H. Student Identification Card

Upon official enrollment, students are eligible to receive a student identification card. Student ID's are issued by the Fiscal Office.

CHANGES IN ENROLLMENT

ADDING COURSES

Students may add courses through the end of late registration, as specified in the current semester schedule of classes. Certificate or degree seeking students wishing to add courses must complete the Add/Drop form with their academic advisor. Non-major students must complete the Add/Drop form with an ACCESS Center Educational Advisor. All adds must be submitted with proper signatures to the Office of the Registrar. Students who are unable to complete the process personally may download an Add/Drop form from LCC's website and fax in their request. The Office of the Registrar will provide students with a signed copy receipt for any courses added using the Add/Drop form.

WITHDRAWING FROM COURSES

Students are officially withdrawn from courses by one of two procedures:

ADD/DROP FORM

The student completes an Add/Drop form and returns it to the Office of the Registrar with appropriate signatures. The Office of the Registrar will provide students with a signed copy receipt for any courses dropped/withdrawn using the Add/Drop form. Students who are unable to complete the process personally may download an Add/Drop form from LCC's website and fax in their request.

COMPLETE WITHDRAWAL

A student at the main campus considering withdrawing from all courses prior to the deadline, may initiate the withdrawal process by notifying the ACCESS Center or the Office of the Registrar of his/her intention to withdraw. At the Santa Rosa or Springer Satellite a student shall notify the office clerk or the coordinator. A student not attending the main campus or one of the satellites can notify the ACCESS Center or the Office of the Registrar by calling 800.588.7232. Students who are unable to complete the process personally may download a Complete Withdrawal form from the website and fax in their request.

When a student notifies the appropriate office of an intention to withdraw, the student will be provided a Complete Withdrawal form. At this point, the student has officially indicated the intent to withdraw. The day the Complete Withdrawal form is submitted or received will be the date of withdrawal used for the calculation of Return of Title IV Funds and an institutional refund, unless the Student Financial Assistance Office can document a last day of attendance at an academically related activity.

After a student notifies the appropriate office of an intention to withdraw, he/she is urged to discuss the decision with his/her academic advisor. A student may rescind the intention to withdraw by not submitting the Complete Withdrawal form to the Office of the Registrar. If a student wishes to reverse a decision to withdraw after the Complete Withdrawal form has been submitted, the student must complete a Petition for Course Reinstatement for each course. If a student who rescinded an intention to withdraw does not complete the term and earns failing grades, the official date of withdrawal will be the latter of the date the withdrawal form was obtained or the last date of documented class attendance at an academically related activity.

The deadline for withdrawing from courses under either procedure is listed in the official academic calendar. If withdrawal from a course occurs within the drop period, that course will not appear on the student's academic transcript. If withdrawal occurs after the drop period, a final grade of "W" is recorded for the class. A "W" is not computed in the student's grade point average (GPA) but will appear on the student's academic transcript. Students who quit attending in the middle of a term and do not officially withdraw, run the risk of earning failing grades at the end of the term.

AUDITING A COURSE

A student may enroll in a course for audit only if he/she has met the prerequisite(s) for the course. A Course Audit Request form must be submitted to the Office of the Registrar by the established deadline outlined in the academic calendar. Auditing a course requires approval from the instructor and academic director of the respective department. Non-credit courses cannot be audited. Auditing a course gives a student the opportunity to attend class as a non-graded participant and allows students to review a subject area either as a refresher or for general use. Students are encouraged to attend class sessions but have no responsibility for completing assignments and examinations; consequently, students receive neither a grade nor credit. Courses taken for audit will appear on the student's transcript as "AU."

CREDIT BY EXAMINATION

LCC recognizes that students may have gained academic knowledge through experience or training outside the college classroom. To challenge a course the following requirements must be met:

1. The student must be enrolled for a minimum of three (3) credit hours at LCC during the semester they are requesting to challenge a course.

2. The student will not be allowed to challenge a specific course more than once. In addition, students cannot challenge courses if they have received college credit for the same course or its equivalent. Course challenge cannot be used to establish credit for courses in which an "F" or "I" grade have been earned.

3. The student must obtain a Credit by Examination form from the Office of the Registrar. The form will require the student to obtain approval from the Dean for Student Learning & Support Services and the respective academic director from the department offering the course to be challenged. The academic director will determine if the course may be challenged and if an instructor is available to prepare and administer the examination.

4. A course challenge fee is assessed for each course challenged. The fee is the regular tuition charge for the specific course based on the student's residency. The fee is separate from registration and lab fees and is non-refundable.

5. Students currently enrolled in classes successfully challenged will be administratively purged from the challenged course upon submittal of a thoroughly executed Credit by Examination form to the Office of the Registrar.

6. If a student is not successful in their challenge of a course through credit by examination and the student wishes to enroll in the same course in the same term, the credit by examination fee will be reversed from the student's account. The student will not pay both tuition and credit by examination fees for the same course in the same term.

7. If a student successfully completes the examination with a grade of "C" or better, the grade and credit earned will be posted to the student's academic transcript with the designation "Credit by Examination." If the course is not successfully challenged, no entry will be made on the academic transcript.

8. If the student registers in a subsequent term for a course that was not successfully challenged, additional tuition charges will be assessed.

9. The maximum number of credit hours that may be earned by course challenge examinations is limited to 15.

10. It is the responsibility of the student to inquire about and schedule course challenge examinations early enough to be able to register for more advanced courses during the late registration/add period.

11. Proficiency courses may not be challenged via the process outlined above. Students wishing to challenge a proficiency course should contact the ACCESS Center to schedule an appointment to take the COMPASS placement examination.

DIRECTED STUDY COURSES

Directed study courses are offered to students when course scheduling conflicts arise at the academic department level or when a required course is not available for a graduating student. Directed study courses are designed to be a course offering option for students to not disrupt progress in program completion. A student who registers for and completes a directed study course will cover the same content of the regularly offered course. The title of the directed study course will be noted on the student's academic transcript and the course will be taught and supervised by an appropriate faculty member. The faculty member must first grant a student permission to enroll in directed study, followed by approval from the academic director and Dean for Student Learning & Support Services via a Directed Study Course Registration form. The form will carry the necessary approvals and will be filed with the student's records in the Office of the Registrar. Directed study courses are offered as variable credit from one to four credit hours depending on the title and credit hour value of the course.

The following are the regulations that apply to directed study courses:

1. A student must have a minimum grade point average of 2.5 in his/her study concentration area.

2. The faculty member supervising the student must schedule at least two weekly meetings with each student engaged in a directed study course.

3. A final grade assigned to the student must be prepared by the faculty member supervising the student and must be submitted to the Office of the Registrar at the end of the term.

4. No more than four (4) credit hours of directed study may be taken per term unless approved by the Dean for Student Learning & Support Services.

5. No more than three (3) directed study courses may be used and applied towards a students program of study unless approved by the Dean for Student Learning & Support Services.

6. Directed study courses may be taken to fulfill program requirements in the student's area of study or concentration, **excluding General Education courses**.

SELECTED TOPICS COURSES

In special circumstances, departments can offer "selected topics" courses to meet the requirements of a course that is similar in content, but might require some modification, to meet new training and job related requirements in that program. With special approval, selected topics courses can be used to substitute for some program requirements or electives in certificate and degree programs. Approval from the academic director and Dean for Student Learning & Support Services is required before the class is offered. Tuition is also assessed for these classes.

GRADING STANDARDS

Final grades are mailed to each enrolled student at the end of each term. Theory and non-credit laboratory corequisites will be averaged into one final grade value. Only final grades become part of the student's permanent record. LCC uses the following grading system:

Grade Scale	Letter Grade	Description	Quality Points Per Credit Hour
90 – 100	A	Excellent	4
80 – 89	B	Above Average	3
70 – 79	C	Average	2
60 – 69	D	Below Average	1
59 and below	F	Failure	0
	W	Withdrawal	0
	S	Satisfactory	0
N/A	U	Unsatisfactory	0
	I	Incomplete	0
	AU	Audit	0

Note: **A grade of "D" is accepted in some general education requirements for certificates and associate degrees. This does not apply to prerequisite and proficiency courses. The Nursing Department adheres to a different grading scale. Please refer to the Nursing Student Handbook for specific grading scale.**

AU - Audit

No credit is given for the course.

CR - Credit

CR is used to reflect transfer credit accepted by LCC from other post-secondary institutions. Also used in cases where a student earns academic credit via a specialized placement exam, Advanced Placement or CLEP.

I - Incomplete

An "I" is given at the discretion of the instructor only when circumstances beyond the student's control prevent final completion of work within the established time and when that student's academic and performance standing is satisfactory in the course for which the "I" is sought. The following conditions must be adhered to in assigning an incomplete:

- An "I" will only be granted during the final two weeks of the fall and spring semesters and during the last week of the summer session.

- An "I" must never be submitted by faculty to avoid assigning a "D" or "F" grade if the student's academic performance is marginal.

- An "I" is not granted in cases where the student has been absent for a significant portion of the course.

- The instructor submits an "I" grade at the same time that final grades are due.

- The instructor reports the "I" and files an Incomplete Grade form with the Office of the Registrar documenting the work required and other conditions.

- The instructor will set a terminal date for completion of the "I" **not to exceed the end of the subsequent term.**

- An "I" not changed with the Office of the Registrar by the end of the subsequent term the "I" grade is submitted and recorded, will automatically become a failing grade.

- When the "I" is converted, the student's permanent record will reflect the grade, its grade points, and an adjusted cumulative grade point average (GPA).

- An "I" grade will be converted to a failing grade if a student re-enrolls in a course in which an active "I" grade is present on their academic transcript.

IP - In Progress

This grade is limited to an approved course that signifies current enrollment and/or for a course that extends beyond the end of a normal term. No academic credit is awarded until the course is completed and posted.

NR - Not Received

Grade not reported to the Office of the Registrar by the instructor.

S/U - Satisfactory/Unsatisfactory

Used in proficiency ratings in practical settings or clinical areas. The "S/U" grades can also be used for selected courses only. Students receiving an "S" grade may earn credit hours, but it does not compute in the GPA. "U" grades are computed in the GPA.

R - Repeat

In most cases, students may repeat any course without obtaining special permission. Each course enrollment and its grade will appear on the transcript, but only the last grade earned will be used to calculate the adjusted cumulative grade point average as long as it is the same course number. A directed study or independent study course will not be considered a repeat. Certain forms of financial assistance, including VA benefits, will not provide assistance to students repeating courses that have been completed successfully. Compliance with such regulations is the responsibility of the student.

W - Withdrawal

Regulations for course withdrawal are listed above in the "Changes in Enrollment" policy.

WV - Waived Requirement

Used in instances when a program requirement has been waived as a result of specialized training or other documented circumstances. Requires approval by the Dean for Student Learning & Support Services and/or the Registrar.

FINAL/MID-TERM GRADE REPORTS AND GPA'S

At the end of each semester, final grades are mailed to enrolled students indicating the final grades received for all courses in which they were enrolled during the semester. The grade report will indicate the semester credit hours attempted, total credit hours earned, and a grade point average. Once grades have been recorded, they **cannot** be expunged from the student's permanent record. Mid-term grades will also be mailed to enrolled students at the end of the ninth week each fall and spring semester. Mid-term grades will not be issued or mailed during the summer session.

1 credit hour of "A" = 4 quality points
1 credit hour of "B" = 3 quality points
1 credit hour of "C" = 2 quality points
1 credit hour of "D" = 1 quality point
1 credit hour of "F" = 0 quality points

The grade point average is computed by multiplying the quality points earned by the credit hour value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated in the following example:

6 credit hours of "A" = 6 X 4 = 24 quality points
3 credit hours of "B" = 3 X 3 = 9 quality points
3 credit hours of "C" = 3 X 2 = 6 quality points

12 credit hours = 39 quality points

39 quality points divided by 12 credit hours = 3.25 grade point average

CHANGE/CHALLENGE OF GRADE

The instructor of a course has the responsibility for any grade reported for official posting to a student's academic transcript. Once a grade has been reported to the Office of the Registrar, the instructor may change it with appropriate justification within six (6) months from the end of the term the grade was issued. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must be documented on a Change of Grade form and be approved by the academic director of the division the course was taken and the dean.

Students challenging a grade reported to the Office of the Registrar must first communicate any concern he/she may have about the grade to the instructor of the class. An instructor agreeing to a student challenge must submit the change of grade to the Office of the Registrar within the time frame above. If the issue is not resolved with the instructor, the student may formally appeal a final grade to the dean. However, the appeal must be filed within six (6) months from the end of the term the grade was issued. A student may not appeal disagreements with teaching methodologies, attendance policies, course syllabi requirements or grade weighting methods. Upon receipt of an appeal, the instructor will be contacted to submit a statement concerning the request of the student.

Mid-term grades are not part of a student's permanent academic record nor are they an official grade recording period of the college. Mid-term grades are intended to only give the student an indication of progress in a course. Therefore, a change to or challenge of a mid-term grade will not be processed or considered by the Office of the Registrar.

SCHEDULED CLASS MEETINGS

No changes will be considered until after the last day to register. All students enrolled in the class must agree to any changes in class days and times. The Dean for Student Learning & Support Services must approve any proposed changes and all appropriate paperwork must be filed with the Office of the Registrar.

FINAL EXAMINATIONS

The schedule of final examinations is available at the Office of the Registrar each term and is published in the schedule of classes. The final examination period for each class is a part of the term's instructional time and is to be used as such. The Dean for Student Learning & Support Services must approve any departures from the scheduled time or day for a final examination in advance.

STUDENT ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation at the end of a term when their semester grade point average (GPA) falls below 2.0. If a student earns a GPA below 2.0 for two consecutive academic semesters, he/she is placed on academic suspension for one semester. Students will be notified of their academic status via the grade reports mailed by the Office of the Registrar. Students who wish to appeal suspension must meet with their advisor and respective academic director and submit a petition to the Academic Appeal Committee. Students will be notified of the committee's decision within 3 working days. The Academic Appeal Committee shall consist of the Dean for Student Learning & Support Services, Registrar, ACCESS Center director and respective academic director.

Students in certain health career programs are required to maintain a minimum grade of "C" in all courses in order to continue in the program. Students not meeting these standards may continue to enroll at LCC in other programs as long as they maintain minimum LCC requirements.

ACADEMIC HONORS-SEMESTER

LCC recognizes academic achievement through the Dean's List at the end of each term, with the exception of the summer session. To be eligible for the Dean's List, students must successfully complete, without incomplete grades included, a minimum of 12 graded credit hours during the semester with at least a 3.660 GPA or higher. Graded credit hours are courses with a letter grading standard of A, B, C, D or F.

ACADEMIC HONORS-GRADUATION

LCC recognizes superior scholastic achievement at each spring's commencement ceremony through the President's Graduation Academic Honors list. Eligibility for graduation with honors is based on a cumulative GPA through the most recently completed term that final grades have been posted, recorded, and verified. The levels of recognition are as follows:

summa cum laude - earned cumulative GPA of 3.860-4.000

magna cum laude - earned cumulative GPA of 3.700-3.859

cum laude - earned cumulative GPA of 3.500-3.699

PASSport

PASSport - Program Advisement Student Summary, is a new on-line advisement summary that details academic progress in a student's major program of study. PASSport details course requirements taken and those that remain unmet. As part of the advisement process, academic advisors will periodically print a PASSport, formerly known as a Degree Audit, for their advisees to aid in the advisement process. Students are strongly encouraged to participate in Advisement Week each fall and spring semester. Students are also able to print their own PASSport by logging on to LCC's website at http://www.luna.edu and selecting the online services link. Confidential student records maintained by faculty advisors are normally kept throughout the student's tenure.

ACADEMIC PLANS

Academic plans for each of the certificate and associate degree programs currently offered begin on page 78. Please note however, that not all programs may be listed, as new program development is ongoing. All new students receive initial academic advisement by the ACCESS Center. The ACCESS Center will assign new students a faculty advisor based on their academic major once initial academic advisement is complete. The student's faculty advisor will then coordinate an educational plan outlining course requirements and will monitor student progress to assure successful program completion.

CATALOG OF RECORD

LCC's Petition to Graduate requires a student to specify the catalog year under which he or she is requesting to graduate. The catalog in effect upon the student's term of matriculation (first term enrolled at LCC) is the student's catalog of record. A student may graduate under their catalog of record as long as all graduation requirements specific to any program are completed within four (4) years of their term of matriculation. Students not graduating within four (4) years of their term of matriculation will be required to graduate and meet all requirements of the catalog that is in effect during their term of graduation. The catalog of record and the four (4) year requirement applies to the initial and all subsequent majors declared by the student. A student does not officially graduate until all certificate or degree requirements are met and conferred.

Students will be restricted to the 2006-2009 catalog and the previous two (2) catalog cycles and will not be allowed to graduate under any requirements prior to the 2002-2004 catalog. With approval, students may be given credit for courses with different course titles and/or course numbers, but remain equivalent as defined by the appropriate academic area. Regardless of which catalog the student will graduate under, institutional proficiency and other LCC requirements must be met.

GRADUATION

To be eligible to receive a certificate or degree from the college, students must meet the following requirements as well as those listed under the specific program they are pursuing:

1. The student must maintain an overall cumulative GPA of 2.0 or higher and must complete all required course work.

2. A grade of "C" or better is required for program/certificate requirements, institutional proficiency requirements, other LCC requirements, related studies, approved electives and is strongly recommended for all general education core.

3. Transfer credit may be used toward graduation requirements as recommended by the faculty, with the following requirements and/or guidelines:

    a. A cumulative GPA for all courses accepted in transfer and for those used to meet graduation requirements must equal 2.0 or higher.

    b. Fifteen (15) credit hours required in the major field and counted toward an associate degree (not including general education courses) shall be earned at LCC.

    c. Nine (9) credit hours required in the major field and counted toward a certificate shall be earned at LCC.

4. The student meets with his/her faculty advisor and submits (for each certificate or degree) a Petition to Graduate to the Office of the Registrar by one of the following deadlines:

2006-2007 Semester of Graduation	Early Deadline	Final Deadline
Fall 2006	August 1, 2006	November 22, 2006
Spring 2007	December 14, 2006	April 13, 2007
Summer 2007	May 18, 2007	July 13, 2007

2007-2008 Semester of Graduation	Early Deadline	Final Deadline
Fall 2007	August 1, 2007	November 21, 2007
Spring 2008	December 13, 2007	April 11, 2008
Summer 2008	May 16, 2008	July 11, 2008

2008-2009 Semester of Graduation	Early Deadline	Final Deadline
Fall 2008	August 1, 2008	November 20, 2008
Spring 2009	December 11, 2008	April 9, 2009
Summer 2009	May 15, 2009	July 10, 2009

Only students meeting the early petition to graduate deadline will benefit by receiving a formal review of their petition and PASSport and will also receive a letter from the Office of the Registrar detailing their final graduation requirements. Notification by the Office of the Registrar will be mailed to the address indicated by the student on their Petition to Graduate and will be mailed approximately one week prior to the beginning of the term of anticipated graduation.

Students are strongly encouraged to meet the early deadline not only for the formal review, but also because communiqué regarding the graduation ceremony is sent to petitioning students in late February.

5. All debts to the college must be paid in full before graduation, including the graduation fee for each certificate and/or degree. Students will be required to "clear" through several LCC offices the last week of the semester of graduation at which time the graduation fee will be due and payable to the Fiscal Office. The Office of the Registrar will provide a Graduation Clearance form to graduating students by mail.

AWARDING OF CERTIFICATES AND ASSOCIATE DEGREES

Upon successful completion of a specified program, the student will receive a certificate or an associate degree and will be issued a diploma signifying their completion. However, an official academic transcript issued by the Office of the Registrar is the only official document certifying a student's completion of a program.

POSTING OF CERTIFICATE/DEGREE

A student's conferred certificate or degree will be officially recorded on the student's academic transcript at the end of the term during which all graduation requirements are completed and grades have been submitted to the Office of the Registrar. Normal processing time is 6-7 weeks from the end of the term.

TRANSCRIPT REQUEST POLICY

Upon written request by the student, the Office of the Registrar will issue an official or unofficial academic transcript to the agency, school or person designated by the student. A $2.00 fee is charged for each transcript. The fee to fax a transcript, not including the $2.00 transcript fee, is an additional $10.00 to be paid in advance and is assessed for each destination point.

Transcript Request forms are available at the Office of the Registrar or online at http://www.luna.edu. Students may also request an official or unofficial transcript by sending a letter to the LCC Office of the Registrar, 366 Luna Drive, Las Vegas, NM 87701, or fax a signed request to 505.454.5348. Students should include their name (and other names that may appear on records), social security number/student ID number, date of birth, approximate semester last attended, complete address where to send the transcript, and their current address. Students requesting a faxed transcript must also include the destination point fax number and to whose attention the transcript must be sent. The student's signature is required to authorize the transcript's release.

Transcripts are normally processed within 48-72 hours of receipt of the request. However, students should allow 2-3 weeks for processing if the request is made at the beginning or end of a term. Transcript requests that are designated for pick-up, will be held for 30 calendar days after which the transcript will be shredded and fees forfeited.

TRANSCRIPT HOLDS

Academic transcripts will not be released to the student or to any other person or institution until all of the student's outstanding financial obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to: library fines, tuition and fees, and other charges. All financial arrangements are handled at the Fiscal Office.

STUDENT ACADEMIC RECORDS POLICY

The Office of the Registrar maintains permanent records for each student who attends the college. The Office of the Registrar strictly enforces the confidentiality of student records and maintains such records in accordance with the FERPA Act of 1974. A permanent academic transcript is also kept on file. Students may authorize LCC to provide confidential copies of an academic transcript to bona fide employers, educational institutions and others.

A student may examine any and all documents in his/her cumulative record upon request and under the supervision of the Registrar. Reasonable time must be allowed for records to be made available during normal hours of operation. Records maintained by the Office of the Registrar include but are not limited to: college transcripts, final grades, petitions to graduate, incomplete grade forms, directed study requests, transcript requests, credit by exam forms, change of grade forms, audit requests, complete withdrawals, transfer of credit evaluations, waiver of credit evaluations and academic petitions.

ACCESS TO STUDENT ACADEMIC RECORDS

All current and former students have access to their educational records. Agencies and others, who may at the discretion of the Registrar, have access to student records include:

1. College faculty and staff performing their job responsibilities related to academic and educational programs;

2. Scholarship and other financial aid organizations supporting the student;

3. Federal, state and local officials who by law must receive information from the college;

4. Any party designated by judicial order or subpoena, provided that the college notifies the student of the subpoena; and

5. Any person with the written consent of the student.

Note: **In general, parents lose their FERPA rights when their child turns 18 or begins attending any postsecondary institution, whichever occurs first.**

CHALLENGE OF THE CONTENT OF THE STUDENT ACADEMIC RECORD

Students have the right to challenge the content of their student records if they believe the information is misleading, inaccurate or otherwise in violation of privacy or other rights. Any dispute over the contents of the record will be handled through informal meetings or discussions between the student and the Registrar. If informal meetings do not resolve the dispute, the student has the right to file an Academic Petition with the office of the Dean for Student Learning & Support Services.

PRIVACY ACT

All other uses of student records will be made in accordance with the Family Educational Rights Privacy Act (FERPA) of 1974 (P.L. 93-380, 513) and its amendments. Information that can be released without student permission to persons outside of the college is limited by federal regulations to the following public notice designated as "Directory Information."

PUBLIC DIRECTORY INFORMATION

LCC has defined the following categories as "Directory Information." The college may disclose such information for any purpose, at its discretion:

Category 1.　　Name, address, telephone number, dates of attendance, and class; and

Category 2.　　Previous institution(s) attended, major field of study, awards, honors (includes President's/Dean's academic honors list), and degree(s) conferred (including dates); and

Category 3.　　Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date, and place of birth.

Students may withhold disclosure of any category of "Directory Information" under the Family Educational Rights and Privacy Act 1974, as amended by notifying the Office of the Registrar in writing within two weeks after the first day of class of each semester. Request forms received by the Office of the Registrar within the first two weeks after the beginning of a semester will be honored for that semester. The college will honor requests for nondisclosure for only one academic year; therefore, authorization to withhold directory information must be filed annually at the Office of the Registrar, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico, 87701.

TUITION AND PAYMENT OF FEES

FISCAL OFFICE
Telephone: 505.454.2506
E-mail: payments@luna.edu

Also referred to as the Business Office, the Fiscal Office is staffed with individuals to meet a variety of student needs. Students may make tuition and fee payments to the cashier, make payment arrangements and resolve account issues with the student accounts manager or obtain student refunds from the accounts payable specialist.

Operating hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. with extended hours during peak registration hours.

TUITION AND FEES

Upon registering for courses, students receive a student data sheet/invoice. In order to complete registration, all charges must be paid, or arrangements for payment must be made through the Fiscal Office. Students whose education is being supported by an external agency, or who have applied for and are eligible to receive student financial assistance, need to present an LCC Student Credit Authorization to the Fiscal Office.

An LCC Student Credit Authorization may be obtained from the Office of Student Financial Assistance. Workforce Investment Act (WIA) participants must present a printed copy of their course schedule to the NM Department of Labor prior to obtaining a credit authorization from the Office of Student Financial Assistance.

DEADLINE FOR PAYMENT OF TUITION AND FEES

The payment deadline is the day before classes begin. Failure to pay or make arrangements for payment may result in disenrollment; consequently, the student must register in accordance with the registration calendar. A registration **HOLD** may be placed on accounts with unpaid balances.

STUDENT INDEBTEDNESS

The college reserves the right to cancel the registration of students who fail to pay, when due, any indebtedness to the college subject to board policies and administrative procedures.

CALCULATION OF TUITION AND FEES

Tuition rates for the 2006-2007, 2007-2008 and 2008-2009 academic years are assessed according to the following matrices based on the student's official residency classification.

Tuition Matrix
2006 - 2007 Academic Year

Credit Hour	NM Resident In-District		NM Resident Out-of-District		Out-of-State		Senior Citizen
	Vocational	Academic	Vocational	Academic	Vocational	Academic	
1	$20.00	$28.00	$20.00	$28.00	$20.00	$28.00	$5.00
2	$40.00	$56.00	$40.00	$56.00	$40.00	$56.00	$10.00
3	$60.00	$84.00	$60.00	$84.00	$60.00	$84.00	$15.00
4	$80.00	$112.00	$80.00	$112.00	$80.00	$112.00	$20.00
5	$100.00	$140.00	$100.00	$140.00	$100.00	$140.00	$25.00
6	$120.00	$168.00	$120.00	$168.00	$120.00	$168.00	$30.00
7	$140.00	$196.00	$189.00	$280.00	$385.00	$553.00	*See last*
8	$160.00	$224.00	$216.00	$320.00	$440.00	$632.00	*row in*
9	$180.00	$252.00	$243.00	$360.00	$495.00	$711.00	*related*
10	$200.00	$280.00	$270.00	$400.00	$550.00	$790.00	*column for*
11	$220.00	$308.00	$297.00	$440.00	$605.00	$869.00	*additional*
12-18	$240.00	$336.00	$324.00	$480.00	$660.00	$948.00	*credit hours*
Each Additional Credit Hour							
	$20.00	$28.00	$27.00	$40.00	$55.00	$79.00	

Tuition Matrix
2007 - 2008 Academic Year

Credit Hour	NM Resident In-District		NM Resident Out-of-District		Out-of-State		Senior Citizen
	Vocational	Academic	Vocational	Academic	Vocational	Academic	
1	$25.00	$28.00	$25.00	$28.00	$25.00	$28.00	$5.00
2	$50.00	$56.00	$50.00	$56.00	$50.00	$56.00	$10.00
3	$75.00	$84.00	$75.00	$84.00	$75.00	$84.00	$15.00
4	$100.00	$112.00	$100.00	$112.00	$100.00	$112.00	$20.00
5	$125.00	$140.00	$125.00	$140.00	$125.00	$140.00	$25.00
6	$150.00	$168.00	$150.00	$168.00	$150.00	$168.00	$30.00
7	$175.00	$196.00	$238.00	$280.00	$469.00	$553.00	*See last*
8	$200.00	$224.00	$272.00	$320.00	$536.00	$632.00	*row in*
9	$225.00	$252.00	$306.00	$360.00	$603.00	$711.00	*related*
10	$250.00	$280.00	$340.00	$400.00	$670.00	$790.00	*column for*
11	$275.00	$308.00	$374.00	$440.00	$737.00	$869.00	*additional*
12-18	$300.00	$336.00	$408.00	$480.00	$804.00	$948.00	*credit hours*
Each Additional Credit Hour							
	$25.00	$28.00	$34.00	$40.00	$67.00	$79.00	

Note: **The tuition rates reflected above are applicable to Fall, Spring and Summer terms. Additionally, reduced tuition rates for out-of-district and out-of-state apply only to total enrollment of six (6) credit hours or less. Full rates apply to <u>ALL</u> credit hours once the student enrolls for more than six (6) credit hours with the exception of senior citizen rates. Tuition and fee rates are subject to change without notice. Charges are accumulated separately and independently for vocational and academic courses. Registration and laboratory fees are <u>not</u> included in the above chart.**

Tuition Matrix
2008 - 2009 Academic Year

Credit Hour	NM Resident In-District Vocational/Academic	NM Resident Out-of-District Vocational/Academic	Out-of-State Vocational/Academic	Senior Citizen
1	$28.00	$28.00	$28.00	$5.00
2	$56.00	$56.00	$56.00	$10.00
3	$84.00	$84.00	$84.00	$15.00
4	$112.00	$112.00	$112.00	$20.00
5	$140.00	$140.00	$140.00	$25.00
6	$168.00	$168.00	$168.00	$30.00
7	$196.00	$280.00	$553.00	*See last*
8	$224.00	$320.00	$632.00	*row in*
9	$252.00	$360.00	$711.00	*related*
10	$280.00	$400.00	$790.00	*column for*
11	$308.00	$440.00	$869.00	*additional*
12-18	$336.00	$480.00	$948.00	*credit hours*
Each Additional Credit Hour				
	$28.00	$40.00	$79.00	

Note: The tuition rates reflected above are applicable to Fall, Spring and Summer terms. Additionally, reduced tuition rates for out-of-district and out-of-state apply only to total enrollment of six (6) credit hours or less. Full rates apply to <u>ALL</u> credit hours once the student enrolls for more than six (6) credit hours with the exception of senior citizen rates. Tuition and fee rates are subject to change without notice. Charges are accumulated separately and independently for vocational and academic courses. Registration and laboratory fees are <u>not</u> included in the above chart.

REGISTRATION AND LABORATORY FEES

In addition to the tuition costs, every student is assessed a registration and laboratory fee per semester, as well as other applicable fees. Fees are subject to change without notice.

Registration/Activity Fee $13.00

A **non-refundable** registration/activity fee is assessed to all students each term.

Laboratory Fee $10.00

A **non-refundable** laboratory fee is assessed to all students each term. This fee is used to help with the cost of duplicating materials for students, costs associated with the course/lab offerings and other incidental costs that may arise.

ADDITIONAL FEES

Academic Transcript Fax Fee **$10.00**

Academic Transcript Fee **$2.00**

Community Education .... **$Variable**

Non-credit courses are designed primarily for community education & personal enrichment. Community education fees are **non-refundable.**

COMPASS Retake Fees

- **Full Battery** $6.00
- **Per Unit** $3.00

Students will only be allowed one (1) retake of the COMPASS.

Credit by Examination Fee .... **$Variable**

Fee is based on the regular tuition charge of the specific course.

Dishonored Check/Charge Card Fee **$15.00**

Distance Learning Fee **$25.00**

A **non-refundable** per course fee is applied to all WebCT and ITV receiving site courses. Only courses with an E or R code in the course number are charged this fee. For example, ECON208**E** and CJ111**R**.

Graduation Fee **$15.00**

A one-time, **non-refundable** graduation fee is charged for each earned certificate or degree. The graduation fee is to be paid prior to graduation during the graduation clearance process.

Health Center Fee **$25.00**

Assessed each term only upon student request.

Special Course Fee .... **$Variable**

Fees vary and are dependent on the course offered.

Student ID Card Replacement Fee **$5.00**

DELINQUENCIES

Full payment of a delinquent balance is required prior to registering for classes.

PAYMENT PLAN

Payment plan requirements for new charges are as follows:

- $13.00 Registration Fee
- $10.00 Laboratory Fee
- 33% of assessed tuition charges
- 25% of total bookstore charges
- Student agrees to Promissory Note terms

Note: **Fees are subject to change without notice. In some programs, supplies/ equipment are required and should be purchased by the student at the beginning of each term. Students are strongly encouraged to contact course instructors regarding any potential additional costs.**

SENIOR CITIZEN REDUCED TUITION

A person who has reached their fifty-fifth (55) birthday by the third Friday of classes may request a reduction in tuition. The senior citizen charge will be five dollars ($5.00) per credit hour **up to 6 credit hours each semester**. The student is responsible for payment of all registration, course, and laboratory fees. The senior citizen reduced tuition does not apply to community and continuing education courses.

DEFERRED PAYMENTS

Regular terms are cash-in-advance for the semester or session. See payment plan above.

REFUND POLICY

Students who officially withdraw from courses may qualify for a refund, either in full or in part and must submit a written refund request to the Fiscal Office. This refund policy is applicable to standard duration courses. Complete withdrawal refunds will be calculated on a case-by-case basis for short-term courses. Refunds will be calculated according to the following guidelines:

1. Fees linked to a course are generally non-refundable. The only exception to this rule is in the case where the course is cancelled due to lack of enrollment, provided the student is not enrolled in any other course(s).

2. A student who drops any course during the add/drop period will receive full reimbursement of tuition. Refer to the academic calendar or schedule of classes for specific dates of the add/drop period.

3. Once the add/drop period has expired, **there will be NO REFUND of tuition or fees associated with dropped courses unless the student *completely withdraws* from LCC.**

4. A student who completely withdraws from all courses after the add/drop period has expired will receive a partial tuition reimbursement according to the refund schedule outlined below.

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Fall and Spring Semester

Drop period 100%
First five days after expiration of drop period 90%
Six to fifteen days after expiration of drop period 50%
Sixteen to twenty-five days after expiration of drop period 25%
After twenty-fifth day 0%

Summer Session

Drop period 100%
Three days after expiration of drop period 90%
Four to ten days after expiration of drop period 50%
Eleven to sixteen days after expiration of drop period 25%
After sixteenth day 0%

The following conditions apply to all students who withdraw from courses:

1. The days in the refund schedule are counted Monday-Friday, excluding holidays. Days are counted beginning on the first day of classes for a given term. These dates are published in this catalog as well as the schedule of classes.

2. Any student requesting a refund must submit a Complete Withdrawal form. The student should designate on the form whether a refund should be processed or if the credit is to remain on the account.

3. Refunds will be based on the official withdrawal date posted by the Office of the Registrar.

4. Students who have been dismissed or suspended from the college are not entitled to any refund.

5. This refund schedule does not apply to NON-REFUNDABLE registration and laboratory fees.

FUNDING YOUR COLLEGE EDUCATION: HOW TO APPLY FOR ASSISTANCE

OFFICE OF STUDENT FINANCIAL ASSISTANCE
Telephone: 505.454.2560

E-mail: finaid@luna.edu

It has long been recognized that the cost of attending institutions of higher education is greater than many families can afford. Financial assistance provides students with supplementary funds to offset these expenses. The Office of Student Financial Assistance (OSFA) provides financial assistance to students who demonstrate need in order to attend LCC. The college offers a variety of grant, scholarship, loan, and employment opportunities for its qualified deserving students. However, LCC does not provide student assistance from its general operating funds.

Note: INFORMATION CONTAINED IN THE OFFICE OF STUDENT FINANCIAL ASSISTANCE SECTION OF THIS CATALOG IS SUBJECT TO CHANGE AT ANY TIME.

APPLYING FOR FINANCIAL ASSISTANCE

All students who plan to attend LCC and require financial assistance are encouraged to apply. Applications are available at the Office of Student Financial Assistance and will be mailed upon request. Students are also able to apply through the U.S. Department of Education's Website. Their web address is www.fafsa.ed.gov.

To apply for assistance, students must submit a yearly financial assistance application for processing. Students must submit a Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs and include LCC's Title IV school code on the appropriate section of the application. LCC's Title IV school code is 009962.

It is strongly recommended that students complete and file this application by the proceeding April 15 of the school year in which the financial assistance is needed. For example, students planning to attend LCC and wanting to apply for student financial assistance for the 2007-2008 school year, which includes Fall 2007, Spring 2008 and Summer 2008, should file the 2007-2008 FAFSA by April 15, 2007. Students who apply by April 15 will be given priority for awarding campus-based aid. Assistance may be available for late applicants; however sources are limited.

All participants in financial assistance programs must meet certain criteria to qualify for assistance. The applicant must:

- Have financial need, except for some loan programs

- Register (or be registered) with Selective Service if male between 18 and 25

- Have a high school diploma or GED

- Be either a U.S. citizen or an eligible non-citizen

- Be enrolled in an eligible program as a regular student seeking a degree or certificate

- Be making satisfactory academic progress

- Not be in default on any federal educational loans or owe a refund on any federal grants at any school

- Have a valid Social Security Number

DETERMINATION OF FINANCIAL NEED

Approximately 4-5 weeks after the FAFSA has been mailed for processing, both the student and the school will receive correspondence from the processor of the application. The student will receive a multi page Student Aid Report. It is important that the student/parent review the information on the SAR in order to verify that it is correct. In the event that corrections are required, students must contact the OSFA. The Office of Student Financial Assistance will receive from the processor of the application, an Institutional Student Information Record (ISIR) that is used in determining a student's financial need. Shortly thereafter, the student will begin to receive correspondence from the Office of Student Financial Assistance acknowledging receipt of the FAFSA and information on any other documentation needed to complete the application process. However, please keep in mind that our yearly start-up of application processing normally begins the first week of May.

Once the student has submitted all required documentation to the Office of Student Financial Assistance and the application is complete and verified, a determination of financial need can be assessed. Financial need is the difference between what the student and family are expected to contribute as determined by Federal Methodology and the cost of attending LCC. Five basic categories are taken into consideration in determining the cost of attendance: tuition and fees, books and supplies, room and board, transportation, and personal expenses.

For financial assistance purposes, a student is either classified as an independent or dependent student. A student will be classified as an independent if the student meets any one of the following:

- Attains the age of 24 by December 31 of the school year

- Is an orphan or ward of the court or was a ward of the court until age 18

- Is a veteran of the U.S. Armed Forces

- Has a legal dependent(s) other than a spouse, who receives at least 51% support by the student

- Is married

- Will be enrolled in a graduate or professional program beyond a bachelor's degree

More detailed information may be found in the Free Application for Federal Student Aid and the Student Guide that are available at the Office of Student Financial Assistance.

FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY

Regulations as established by the U.S. Department of Education, require LCC to develop and apply a consistent standard to measure the academic progress of its financial aid applicants. It will be the policy of the college to provide financial aid awards to students who remain in good academic standing and who are making satisfactory academic progress toward their degree or certificate. Please keep in mind that these standards apply to students once they apply for student financial assistance and that all course work at LCC will be considered in enforcing these standards whether student financial aid is/was received or not.

Students who are not maintaining satisfactory academic progress will be placed on either financial aid suspension or financial aid probation. Students on financial aid suspension must appeal to the LCC Financial Aid Committee for reinstatement of their financial aid.

In an effort to ensure that financial aid applicants are maintaining eligibility for Title IV aid, the Office of Student Financial Assistance will closely monitor mid-term grades. Students who are performing below required standards may encounter delays in the awarding of financial assistance.

For further detailed information on satisfactory academic progress, please stop by the OSFA for a copy of the Satisfactory Academic Progress Policy.

FINANCIAL ASSISTANCE RETURN OF TITLE IV FUNDS POLICY

If a student does not notify the appropriate office of the intention to withdraw, the date of withdrawal used for the calculation of Return of Title IV Funds and institutional refund will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last day the student attended class or handed in an assignment. If a student withdraws because of circumstances beyond the student's control, the college will determine the date of withdrawal.

If a student who has received Title IV Funds (federal student financial aid) leaves the college prior to completion of 60% of the semester or summer session, a calculation must be performed to determine the amount of unearned aid that must go back to the Title IV programs. No return of Title IV Funds is required after 60% of the term for which aid is provided is completed. Sixty percent (60%) of completion is approximately 9.6 weeks of a 16-week semester or 4.8 weeks of an 8-week summer session. The withdrawal date will be established as described in the previous section.

The percentage of Title IV aid earned by the student (i.e., the amount of federal aid the student is permitted to keep) is the same as the percentage of the semester completed. This percentage is computed by dividing the total number of calendar days in the semester (including weekends but excluding scheduled breaks of more than 5 days)

into the number of calendar days completed by the student. For example, a student enrolled for 20 of 110 days would have earned 18.2% of Title IV aid for the semester. In this example, 81.8% of the Title IV aid would unearned. The college is responsible for returning to the federal programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

Federal regulations specify the order in which unearned funds are to be returned to the aid programs. The order is as follows:

1. Federal Unsubsidized Stafford Loans

2. Federal Subsidized Stafford Loans

3. Federal Pell Grants

4. Federal SEOG Grants

5. Other Title IV Programs

Federal Work-Study funds are not involved in this determination; a student may keep any money earned through this program.

If the total amount of unearned aid exceeds the amount the school is required to return, a student may need to return federal grant funds that have been received for living expenses. This amount can be up to 50% of the amount received for the semester. Student loans received for living expenses do not have to be returned at the time of withdrawal but must be repaid in accordance with the terms contained in the promissory note of the loan.

The Office of Student Financial Assistance will notify a student if a return of Title IV funds is required. Sample cases of calculations and the complete Return of Title IV Funds Policy may be obtained in the Office of Student Financial Assistance.

TYPES OF FINANCIAL ASSISTANCE AVAILABLE

There are four types of assistance available to students: 1.) grants, which do not have to be repaid; 2.) loans, which must be repaid with interest; 3.) student employment; and 4.) scholarships. Listed below are programs from which students may receive assistance, contingent upon financial need and available funds.

FEDERAL PELL GRANT

This federal grant is the "foundation" of financial assistance upon which other sources of aid may be awarded to meet a student's financial need. The U.S. Department of Education provides federal grants to undergraduates who are U.S. citizens or eligible non-citizens. An undergraduate is one who has not earned a bachelor's degree. To qualify for a Federal PELL Grant, students must show financial need. To determine if students are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information students report on the FAFSA.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Federal Supplemental Educational Opportunity Grant (FSEOG) money is limited and available for those students who have exceptional financial need. Priority is given to students with exceptional financial need who receive a Federal PELL Grant, have the lowest expected family contribution, and have not met their financial need.

STATE STUDENT INCENTIVE GRANT

A student must be a New Mexico resident and have exceptional financial need to be eligible for a State Student Incentive Grant (SSIG). A student with exceptional financial need is one who has received a Federal PELL Grant.

Full-time students who receive a Federal Pell Grant and have the highest unmet financial need have priority. Part-time students may qualify if funds are available.

NEW MEXICO LOAN-FOR-SERVICE PROGRAM

The New Mexico Loan-for-Service Program is a loan program for New Mexico residents only. The purpose of the program is to increase the number of health practitioners in medically under-served areas of New Mexico. The student must be accepted and enrolled in LCC's Nursing program.

To qualify for this loan program, the student must have a FAFSA on file with the OSFA for the appropriate school year as well as all supporting documentation. In addition, students must submit a complete Loan-for-Service Application to the Office of Student Financial Assistance each year by June 1. Students are encouraged to contact the Office of Student Financial Assistance each spring semester in the event the deadline date changes.

FEDERAL STAFFORD STUDENT LOAN

Subsidized Federal Stafford Student Loans are low interest loans made to students attending school at least half-time and must be repaid with interest. Depending on eligibility, the maximum amount students may borrow under a subsidized Federal Stafford Loan is $2,625 per year as a first year student and $3,500 per year as a second year student. All subsidized Federal Stafford Loans are disbursed in two or more installments.

Students who do not qualify for a subsidized Federal Stafford Loan may qualify for an unsubsidized Federal Stafford Loan. However, the student is responsible for interest payments during in school and deferment periods. The Student Guide contains more detailed information regarding this program. Students needing Federal Stafford Loan applications may contact the New Mexico Student Loan Guarantee Corporation in Albuquerque at 800.279.5063 or the OSFA.

FEDERAL AND STATE WORK-STUDY

The work-study program provides jobs for eligible students. Work-study gives students an opportunity to earn money to help pay educational expenses. Students normally work 5 to 20 hours per week and are paid at a wage rate of $6.25 per hour.

OTHER FINANCIAL ASSISTANCE RESOURCES

The college's scholarship program is an important component of the OSFA that offers scholarship assistance to students based on a student's academic achievements, program of study or community service. LCC offers scholarships to entering freshman as well as to continuing students.

Listed below, but not limited to, are other scholarships/sources (based on funding) available to students:

- LCC's Roadrunner Scholarship
- Workforce Investment Act
- Viles Foundation Grants
- Bureau of Indian Affairs Scholarships
- New Mexico Lottery Success Scholarship
- LCC's Horizon Scholarship
- Alliance for Minority Participation Scholarship (AMP)
- LCC Foundation

The OSFA may be contacted for general information regarding the above programs.

OTHER POLICIES GOVERNING FINANCIAL ASSISTANCE

- Financial assistance awards must be used only for educational expenses.

- Students and parents have the primary responsibility to pay for higher education expenses.

- Financial assistance is considered a supplement to total family income. Students and parents (if applicable) should be prepared to make some financial sacrifices to pay for educational expenses.

- A student who receives assistance from any student assistance program and subsequently withdraws from classes may have to repay part of the cash disbursed. All repayments must be made before any future assistance may be disbursed. Refer to the Return of Title IV Funds Policy available at the OSFA.

- All financial assistance recipients must maintain satisfactory academic progress standards. Students should consider these standards when thinking about dropping a class or classes or completely withdrawing from the college.

- Students must enroll for classes related to their program of study. Students enrolled in classes that deviate from their program of study, merely to fill a full-time schedule, will not receive assistance for those classes.

- Classes that are audited or challenged via Credit by Examination are **NOT ELIGIBLE** for financial assistance. Additionally, any student who changes an enrolled course from credit to audit or Credit by Examination may have their student financial assistance recalculated and owe money back to the Title IV program.

SUMMER FINANCIAL ASSISTANCE

All students attending the summer session and applying for financial assistance must have a FAFSA on file for the current school year, as this application will be used to award summer assistance. For example, students wanting to apply for student financial assistance for the 2008 Summer Session must have a 2007-2008 FAFSA on file with the OSFA. Additionally, in February, students should complete a Financial Assistance Request form available at the OSFA and have all applicable applications and forms on file by May 1 of that year. Limited funds are available during the summer session. For the summer session, Federal PELL Grants will only be awarded to students who have remaining Federal PELL Grant eligibility for the current school year. Ineligible Federal PELL Grant applicants for the summer session will reestablish their Federal PELL Grant eligibility beginning with the fall semester.

CONSORTIUM AGREEMENTS

Students pursuing a certificate or degree at Luna Community College and concurrently enrolled in courses at New Mexico Highlands University must apply for and receive student financial assistance through LCC. Federal regulations require that the institution granting the degree or certificate award the financial assistance. Any classes taken concurrently in a given semester at NMHU that are part of a student's course of study will be considered as part of the total credit hours for the semester. However, in order for the OSFA at LCC to be aware that a student is concurrently enrolled at NMHU, the student must submit an LCC Consortium Agreement to the LCC OSFA each semester that classes are taken at NMHU. Consortium agreements may be obtained from the LCC OSFA and must be submitted to the LCC OSFA within the first five (5) days of each semester or summer session.

ENROLLMENT STATUS FOR STUDENT FINANCIAL ASSISTANCE PURPOSES

The credit hours outlined below will be used to calculate and award financial assistance for the academic year as well as the summer session.

Credit Hours	Enrollment Status
1 - 5	Less than Half-Time
6 - 8	Half-Time
9 - 11	Three-Quarter Time
12 +	Full-Time

Note: **The enrollment status for the summer session for financial assistance purposes differs from that outlined by the Registrar.**

STUDENT FINANCIAL ASSISTANCE OFFICE HOURS

The OSFA is located in the Administration Building and is open for student assistance Monday through Friday, from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Announcements, notices, deadlines, etc. are posted on the bulletin board located in the OSFA. Students are strongly encouraged to review the bulletin board weekly.

Important OSFA deadlines and announcements are also communicated to students via LCC's student E-mail system. To set up your E-mail account, go to LCC's website at http://www.luna.edu and look under the online services link.

TRANSFERRING COURSES TO FULFILL NEW MEXICO GENERAL EDUCATION COMMON CORE CURRICULUM

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

The courses on pages 65-66 were developed through collaboration of New Mexico's public post-secondary institutions, to promote, encourage and not impede the transfer of students among New Mexico institutions of higher education. 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's website 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 **http://hed.state.nm.us/colleges/matrix.asp**.

See page 64 for LCC's New Mexico General Education Common Core Crosswalk.

NEW MEXICO'S GENERAL EDUCATION COMMON CORE CROSSWALK

New Mexico's colleges and universities have devised a common course numbering system to assist New Mexico students who are transferring within the state to easily identify equivalent courses among all New Mexico post-secondary institutions. The NM General Education Common Core Crosswalk provides a neutral statewide course identifier for those courses that are similar in nature and therefore, required to be accepted in transfer.

As students review publications of other New Mexico colleges and universities, the course prefix and number that appear in parenthesis next to many of the institution's internal course prefixes and numbers, is the **New Mexico Common Course Number.** 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.

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:

Course Sequence

Four Character Academic Prefix → **BIOL 1 1 1 4**

Course Level: Freshman = 1 Sophomore = 2

Credit Hours: 1, 2, 3 or 4
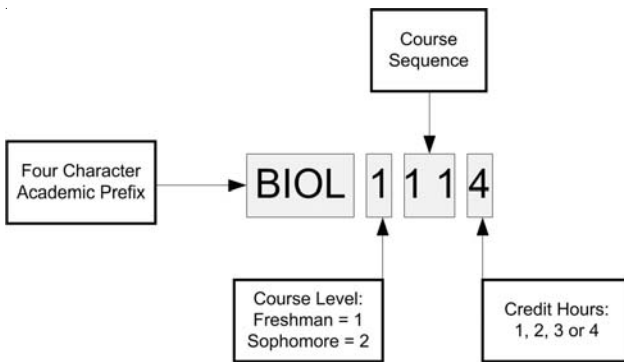
Students may find the **New Mexico Common Course Number** listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at New Mexico's colleges and universities ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus.

Discipline transfer modules in Business and Early Childhood Education have also been developed and are outlined on page 77 and 91 respectively. Other discipline transfer modules are currently under development and will be published in future catalog editions.

Students are strongly encouraged to effectively communicate with both the institution they are taking classes from and the institution they are planning on transferring to, to assure appropriate course selection. Students are ultimately responsible for the courses they enroll for. Therefore, responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree. Any student denied transfer of a general education course or New Mexico Higher Education Department approved discipline transfer module course should follow the transfer of credit appeal process on page 28.

The following is a list of Luna Community College courses and their NM General Education Common Core equivalency.

Luna Community College Course Number-Title	New Mexico Common Core Course Number	General Education Area
ANTH103-Introduction to Anthropology	**ANTH1113**	IV
ANTH221-Cultures of the World	**ANTH2113**	IV
ART110-Introduction to Art	**ARTS1013**	V
ART210-Art History	**ARTS2113**	V
BIO105-Biology for Non-Majors	**BIOL1114**	III
BIO110-General Biology I	**BIOL1214**	III
BIO111-General Biology II	**BIOL1224**	III
CHEM105-Introduction to Chemistry I	**CHEM1114**	III
CHEM106-Introduction to Chemistry II	**CHEM1124**	III
ECON208-Principles of Macroeconomics	**ECON2113**	IV
ECON209-Principles of Microeconomics	**ECON2123**	IV
ENG111-Freshman Composition I	**ENGL1113**	I
ENG115-Freshman Composition II	**ENGL1123**	I
ENG123-Literature and Society	**ENGL2213**	V
ENG151-Literature of the Southwest	**ENGL2713**	V
ENG203-American Literature I	**ENGL2513**	V
ENG204-American Literature II	**ENGL2523**	V
ENG213-British Literature I	**ENGL2413**	V
ENG214-British Literature II	**ENGL2423**	V
ENVS102-Environmental Science	**ENVS1114**	III
GEOL101-Survey of Earth Science	**GEOL1114**	III

Luna Community College Course Number-Title	New Mexico Common Core Course Number	General Education Area
HIST101-Western Civilization I	**HIST1053**	V
HIST102-Western Civilization II	**HIST1063**	V
HIST161-American History I	**HIST1113**	V
HIST162-American History II	**HIST1123**	V
MATH180-College Algebra	**MATH1114**	II
MATH195-Calculus I	**MATH1614**	II
MUS108-Music Appreciation	**MUSI1113**	V
MUS110-Music History	**MUSI1313**	V
PHIL101-Introduction to Philosophy	**PHIL1113**	V
PHYS115-General Physics I	**PHYS1114**	III
PHYS116-General Physics II	**PHYS1124**	III
POLS151-American National Government	**POLS1123**	IV
POLS167-State and Local Government	**POLS1213**	IV
PSYC101-Introduction to Psychology	**PSYC1113**	IV
SOC101-Introduction to Sociology	**SOCI1113**	IV
SPCH111-Public Speaking	**COMM1113**	I
SPCH112-Interpersonal Communication	**COMM1213**	I
THTR110-Introduction to Theatre	**THTR1013**	V

PHILOSOPHY OF GENERAL EDUCATION

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

INSTITUTIONAL PROFICIENCY REQUIREMENTS

English proficiency is demonstrated by:

A minimum English ACT score of 19, minimum COMPASS Writing placement score of 70 or

    ENG104   Grammar Usage and Writing

Mathematics proficiency is demonstrated by:

A minimum Math ACT score of 18, COMPASS placement score within the Algebra Domain or

    MATH105   General Mathematics

Reading proficiency is demonstrated by:

A minimum Reading ACT score of 19, minimum COMPASS Reading placement score of 81 or

    READ105   Developmental Reading

OTHER LCC REQUIREMENTS

All students graduating from any certificate or associate degree program of the college must also satisfactorily complete the following courses:

    HD110   College Success
    HD111   Employment Ethics/Résumé Writing

Current, continuing or returning LCC students who have successfully completed 15 college credit hours with a grade of "C" or better prior to fall 2005 will be exempt from enrolling in HD110. Additionally, transfer students who have successfully completed 15 college credit hours with a grade of "C" or better at another regionally accredited post-secondary institution prior to their first enrollment at LCC will be exempt from enrolling in HD110. An official academic transcript must be on file with the Office of the Registrar for verification.

LCC GENERAL EDUCATION
CORE CURRICULUM REQUIREMENTS

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH116	Intermediate Algebra*	4
MATH180	College Algebra	4
MATH195	Calculus I	4

Area III. Laboratory Science .... (8 hours)

BIO100	Human Anatomy and Physiology I*	4
BIO102	Human Anatomy and Physiology II*	4
BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
CHEM105	Introduction to Chemistry I	4
CHEM106	Introduction to Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4

Area IV. Social and Behavioral Sciences .... (6 - 9 hours)

ANTH103	Introduction to Anthropology	3
ANTH221	Cultures of the World	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
POLS151	American National Government	3
POLS167	State and Local Government	3
PSYC101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Area V. Humanities and Fine Arts ....(6 - 9 hours)

ART110	Introduction to Art	3
ART210	Art History	3
HIST101	Western Civilization I	3
HIST102	Western Civilization II	3
HIST161	American History I	3
HIST162	American History II	3
HIST220	History of New Mexico*	3
MUS108	Music Appreciation	3
MUS110	Music History	3
PHIL101	Introduction to Philosophy	3
THTR110	Introduction to Theater	3
Any 100 or 200 level literature course		

*Students intending to transfer to other institutions are advised that this course work may not transfer toward General Education Core requirements but in most cases will apply toward elective requirements. **Visit the New Mexico Higher Education Department's website at http://hed.state.nm.us to view or print copies of all transfer guides inclusive of general education core courses and specific discipline modules.**

PROGRAMS OF STUDY

Academic plans for all certificate and degree offerings are listed on the following pages. Our certificate and associate of applied science degree programs are designed to provide entry-level preparation for employment and/or facilitate transfer to four-year institutions of higher education.

Students completing courses prescribed in a particular curriculum will gain advanced technical skills combined with a strong academic foundation that will enhance their transition to either the workforce or higher education. While these programs emphasize preparation for employment, many of the courses will transfer to a baccalaureate degree program.

The associate of arts degree is designed primarily for students intending to transfer and pursue a baccalaureate degree at a four-year institution.

The college's ACCESS Center advisors as well as faculty advisors are available to assist students in choosing from among these options and in formulating individual certificate/degree plans. It is the student's responsibility to be aware of all published program requirements.

ASSOCIATE OF APPLIED SCIENCE
DEGREE OFFERINGS

- **Business Accounting**
- **Business Administration**
- **Computer Information Systems**
- **Drafting Technology**
- **Electronics Engineering Technology**
- **Manufacturing Technology**
- **Nursing**
- **Office Administration**
- **Vocational/Technical Studies**

ASSOCIATE OF ARTS
DEGREE OFFERINGS

- **Criminal Justice**
- **Early Childhood Multicultural Education**
- **General Business**
- **Liberal Arts**
- **Teacher Education**

CERTIFICATE OFFERINGS

- **Automotive Collision Repair Technology**
- **Automotive Technology**
- **Barbering**
- **Building Technology**
- **Business Accounting**
- **Computer Application Specialist**
- **Cosmetology**
- **Criminal Justice**
- **Culinary Arts**
- **Dental Assistant**
- **Early Childhood Development**
- **Furniture and Cabinet-Making**
- **Office Administration Assistant**
- **Practical Nursing**
- **Small Business Management**
- **Welding Technology**

DEPARTMENT OF DEVELOPMENTAL EDUCATION

Telephone: 505.454.2554
E-mail: deved@luna.edu

In a further attempt to be responsive to the needs of our students, the college strives to create a progressive learning environment conducive to students becoming life-long learners by providing instruction in adult basic education, developmental studies and human development course work. Faculty and staff work in tandem with students to develop necessary basic academic work and life skills necessary for student success.

Listed below are the courses for Developmental Education and the GED program.

Developmental Education Proficiency Courses

Students whose ACT scores are less than 19 in English Usage or 18 in Mathematics or who <u>have not</u> taken the ACT examination will be required to take the COMPASS placement test.

Students who do not meet the required assessment scores must take proficiency courses as advised by the ACCESS Center. The developmental education curriculum includes proficiency courses in reading, mathematics, and English.

Students are placed in one or more of the following courses, based on the results of the test:

ENG102	Introduction to Grammar
ENG104	Grammar Usage and Writing Skills
MATH101	Basic Mathematics
MATH105	General Mathematics
READ100	Basic Reading
READ105	Developmental Reading

Note: **Proficiency courses are intended to improve the student's basic skills in order to enhance the student's ability to successfully complete their selected academic program. Failure to register for and complete prescribed developmental courses may affect the student's ability to complete their academic program. In order to complete and graduate from an LCC certificate or degree program, a student must register for and successfully pass the prescribed institutional proficiency requirements.**

Proficiency courses are general education core prerequisites. Enrolling in required proficiency courses may delay completion of a certificate or degree.

Human Development

As an additional enhancement to student academic achievement and college attainment, College Success-HD110 is offered. Students should take this course the first semester of academic study and is specific to assisting students transitioning into college. Topics include but are not limited to: college procedures, time and stress management, an enhanced approach to study skills, and the ability to communicate.

GED - High School Equivalency

About the Program

Adult Basic Education (ABE) offers adults the opportunity to begin and/or complete a basic education program to improve literacy and math skills. Through course work, ABE will assist students in improving opportunities for obtaining employment or further educational opportunity. The program includes basic literacy, GED preparation and English as a Second Language (ESL).

Basic Literacy

Students over the age of 16 are eligible to participate in structured or tutorial-based instruction to improve their basic reading skills.

GED Preparation

General Educational Development (GED) is a national program developed by the American Council on Education designed for those who have not completed their high school education. Instruction will include preparation in the following subject areas:

- Writing
- Social Studies
- Science
- Mathematics
- Reading

Upon successful completion of the New Mexico State GED examination by an official GED testing site, the student will receive their diploma. The diploma will then be issued by the New Mexico Department of Education stating that all requirements to be a high school graduate have been met. Job readiness skills also are incorporated into the classroom to enhance the student's employability upon completion of their GED.

To be eligible to register for GED prep classes, a student must**:**

- Be at least 16 years of age
- Not have a United States high school equivalency certificate or diploma
- Not be currently enrolled in high school
- Be a New Mexico resident

Sixteen and seventeen year-old students must provide documentation showing that they have been released/excused from compulsory attendance from the school they last attended under the provisions of Section 22-12-2 NMSA 1978, as amended. Authorization for release must be obtained from:

1. The superintendent or equivalent authorized official of the last high school attended by the student; or

2. The superintendent or equivalent authorized official of the school district in which the student resides at the time of request for GED participation.

Underage students must also present their official state birth certificate and be accompanied by their parent or legal guardian.

Registration:

ABE has an open enrollment policy. During the enrollment process, students will be required to complete various forms. After completion of the required paperwork, students will take the Test of Adult Basic Education (TABE) in order for the instructor to better accommodate the individual needs of each student. Based on these scores and the needs of the student, he/she will be placed in the appropriate learning environment.

Instruction:

ABE offers structured classes as well as independent learning options: mornings, afternoons and evenings. Student-friendly computer-based software is also offered to augment student learning.

Total Completion Time:

Because students have achieved varying levels of mastery through previous educational experiences, students will complete their course work at varying lengths of time. Structured classes are based on an 8-week schedule at which time many students will have demonstrated proficiency in math or language arts and are recommended for the official GED test. Others may need more time to review/study the material presented. Upon successfully completing 12 contact hours in the classroom, each student will be issued an LCC picture ID and have access to the college's resources. After 40 hours of classroom instruction, students are post-tested to determine their progress.

ESL-English as a Second Language

The class includes ESL grammar, conversation, reading, writing, and pronunciation. ESL is intended to increase and improve knowledge of American English as it is spoken, with individualized instruction in the sounds, patterns, expressions, and group interactions. Classes are enhanced with computer-aided instruction. Classes are offered throughout our service area as funding permits.

Requirements for ESL Registration:

The participant must be at least 16 years of age. No ID is required. Students will complete a basic registration form and take a placement test before beginning their classroom instruction.

Location of ABE Classes:

GED preparation and ESL are offered at the main campus and at various satellite and off-site locations as funding permits. Some locations served include: Springer, Santa Rosa, Mora, San Miguel Detention Center, Raton and Pecos.

Cost:

Classes and books are offered to the student at no cost.

Transitioning from the GED Program to Regular College Admission

Upon successful completion of all required course work, interest inventories, etc., GED students who have taken or are registered to take the GED examination may begin the process of applying for regular admission to LCC. Students will initially be provided the necessary academic advisement by the ABE staff.

Part of the application process will require students to take the COMPASS placement test and submit an Application for Admission. Once the student has fully transitioned into the college, the ACCESS Center will continue to provide academic advisement until the student selects a major and an academic advisor is assigned. ABE staff will monitor student progress through program completion. Students nearing completion in the GED program are eligible to participate in the college's student organizations accordingly.

DEPARTMENT OF
BUSINESS AND PROFESSIONAL STUDIES

Telephone: 505.454.2557
E-mail: business@luna.edu

The mission of the Department of Business and Professional Studies is to provide students with quality education in the areas of: business and computer software application certification. The department offers the following programs:

1) Associate of Arts degree in:
   - General Business

2) Associate of Applied Science degrees in:
   - Business Accounting
   - Business Administration
   - Office Administration

3) Certificates in:
   - Business Accounting
   - Computer Application Specialist
   - Office Administration Assistant
   - Small Business Management

Throughout each of these programs, students acquire the necessary knowledge, skills, and attitude to become productive and responsible citizens. Students are prepared to enter either the workforce in their respective field of study or to continue their education for a higher degree. Students are encouraged to meet with their academic advisor each semester to ensure that they fulfill requirements necessary to complete their certificate or associate degree.

LCC in collaboration with other two- and four-year institutions throughout the state, have developed a statewide business articulation matrix to ensure ease in transfer from one institution to another.

Business and Professional Studies faculty are committed to: Providing students with personalized, comprehensive, high quality education; inspiring and demonstrating, by example, ethical values and leadership within the context of a multicultural society; offering multiple opportunities for experiential (hands-on) learning with emphasis on building community with local businesses; and providing excellence in teaching by ensuring that they meet institutional, state, and national accreditation standards and by engaging in professional development activities to enhance their knowledge.

Transferring the Business Discipline Module

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These modules are made up of an agreed upon number of hours and courses. When complete discipline modules are taken in addition to the 35-hour general education core, the total number of hours in a transfer module is approximately 64. Equivalent courses within these modules are identified with common course numbers as an easy reference point to guarantee transfer.

The following is a list of Luna Community College courses that make up the Business Discipline Module and their New Mexico Common Course Number equivalency. Students wishing to transfer to LCC should consult a similar list at their home institution for the common course equivalent offered at that institution.

Luna Community College Course Number-Title	NM Common Course Number
ACCT200-Accounting Principles I	**ACCT2113**
ACCT201-Accounting Principles II	**ACCT2123**
ACCT231-Intermediate Accounting	**ACCT2133**
CIS100-Computer Fundamentals	**BCIS1113**
BUS105-Introduction to Business	**BUSA1113**
BUS120-Principles of Finance	**BFIN2113**
ECON208-Principles of Macroeconomics	**ECON2113**
ECON209-Principles of Microeconomics	**ECON2123**
LAW242-Business Law	**BLAW2113**
MATH130-Statistics	**MATH2113**
MGMT207-Principles of Management	**MGMT2113**
MKT201-Principles of Marketing	**MKTG2113**
No Equivalent Course-Business Law II	**BLAW2123**

BUSINESS ACCOUNTING
Associate of Applied Science Degree
Minimum of 63 Credit Hours

This program is designed for students who wish to enter the field of business with a specialty in accounting. The curriculum emphasizes theory and hands-on application of accounting principles in the business setting and for use in society.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	**Credit Hours: 63**

General Education Core .... (19 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH116	Intermediate Algebra	4

Area III. Laboratory Science, -or-
Area IV. Social and Behavioral Sciences, -or-
Area V. Humanities and Fine Arts .... (6 hours)

ECON208	Principles of Macroeconomics	(**required course**)

Program Requirements... (44 hours)

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT203	Computerized Accounting -or-	4
ACCT218	QuickBooks	4
ACCT210	Managerial Accounting	4
ACCT215	Governmental Accounting	4
ACCT231	Intermediate Accounting	4
ACCT252	Individual Taxation	3
ACCT253	Individual Taxation Practicum	1
CIS100	Computer Fundamentals	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3

BUSINESS ADMINISTRATION
Associate of Applied Science Degree
Minimum of 69 Credit Hours

This program is designed to assist students with little or no business experience to gain proficiency in business administration. This program is designed to provide students with human resource management, operations management, financial management, and marketing skills necessary for new, existing, and expanding businesses. Web page development and E-commerce are also integral components of the curriculum.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 69

General Education Core .... (22 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH116	Intermediate Algebra	4

Area III. Laboratory Science, -or-
Area IV. Social and Behavioral Sciences, -or-
Area V. Humanities and Fine Arts .... (9 hours)

ECON208	Principles of Macroeconomics	(**required course**)

Program Requirements... **(47 hours)**

ACCT200	Accounting Principles I	4
CIS100	Computer Fundamentals	3
CIS215	Database Design and Programming	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
LAW242	Business Law	3
MGMT209	Human Resource Management	4
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
MKT201	Principles of Marketing	3
MKT203	E-commerce	3
OADM206	Business Writing	3
OADM216	Desktop Publishing	4

GENERAL BUSINESS
Associate of Arts Degree
Minimum of 69 Credit Hours

This program is designed for students whose ultimate goal is to obtain a bachelor's degree in the field of business, accounting, management information systems, or a related field. The classes in this program are on the New Mexico statewide articulation matrix or transfer modules, which provides for a smooth transfer to four-year colleges or universities. Students should work closely with their faculty advisor to assure the best transition.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 69

General Education Core .... (36 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
MATH180	College Algebra	4

Area III. Laboratory Science .... (8 hours)

Area IV. Social and Behavioral Sciences .... (6 hours)

Area V. Humanities and Fine Arts .... (9 hours)
From at least 2 different disciplines

Program Requirements.. **(33 hours)**

Course	Title	Hours
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
CIS100	Computer Fundamentals	3
ECON209	Principles of Microeconomics	3
LAW242	Business Law	3
MGMT207	Principles of Management	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
MKT201	Principles of Marketing	3
OADM206	Business Writing	3

OFFICE ADMINISTRATION
Associate of Applied Science Degree
Minimum of 68 Credit Hours

The Office Administration Program extensively reflects a dynamic office environment; a diverse workforce, with many different cultures working together; a business economy that continues to expand in its global operations; and a workplace that is virtual. To survive and thrive in this workplace, students will acquire the knowledge, skills, and qualities to become a valued part of the organization. Since changing technology continues to transform the role of the office worker, companies and businesses are seeking individuals who are self-motivated, self-confident, and career-oriented. Office administration students will be taught problem solving and critical thinking skills through the program's comprehensive curriculum.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 68

General Education Core .... (19 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH116	Intermediate Algebra	4

Area III. Laboratory Science, -or-
Area IV. Social and Behavioral Sciences, -or-
Area V. Humanities and Fine Arts .... (6 hours)

ECON208	Principles of Macroeconomics	(**required course**)

Program Requirements... **(49 hours)**

ACCT200	Accounting Principles I	4
ACCT218	QuickBooks	4
CIS100	Computer Fundamentals	3
CIS215	Database Design and Programming	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3
OADM207	Administrative Procedures	3
OADM216	Desktop Publishing	4
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4

BUSINESS ACCOUNTING
Certificate
Minimum of 33 Credit Hours

The program prepares students for entry into the accounting field as entry-level technicians or accounting clerks. Upon completion, students are prepared to enter the job market and/or pursue an Associate of Applied Science Accounting Degree.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 33

Program Requirements... **(33 hours)**

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT203	Computerized Accounting -or-	4
ACCT218	QuickBooks	4
ACCT215	Governmental Accounting	4
ACCT252	Individual Taxation	3
ACCT253	Individual Taxation Practicum	1
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3

COMPUTER APPLICATION SPECIALIST

Certificate

Minimum of 33 Credit Hours

Computer training is essential for any career in today's world. The computer applications specialist program provides training in the utilization of popular computer software and computer troubleshooting and maintenance. This program prepares students to take the COMPTIA A+ certification and the MOUS (Microsoft Office User Specialist) Certification examinations.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 33

Program Requirements... **(33 hours)**

CIS119	Introduction to Networking	3
CIS126	Critical Thinking and Problem Solving	3
CIS215	Database Design and Programming	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
ELEC210	Computer Systems Troubleshooting	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3
OADM216	Desktop Publishing	4

OFFICE ADMINISTRATION ASSISTANT

Certificate

Minimum of 36 Credit Hours

The Office Administration Assistant program and its enhanced curriculum will offer new alternatives and better employment opportunities for its graduates. The student will be provided with well-rounded employment skills needed to meet the demands of the dynamic office environment. Students will be taught problem solving and critical thinking skills through the program's comprehensive curriculum. Furthermore, students will be trained in various phases of office work. Students will master office skills and demonstrate their ability in a variety of software packages including: Microsoft Word and ORACLE.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements   Credit Hours: 36

Program Requirements.. (36 hours)

ACCT200	Accounting Principles I	4
ACCT218	QuickBooks	4
CIS100	Computer Fundamentals	3
CIS215	Database Design and Programming	4
CIS240	Web Design	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4

SMALL BUSINESS MANAGEMENT
Certificate
Minimum of 40 Credit Hours

This program is designed for individuals who plan to start a business and for owners or managers of existing small businesses. The program also emphasizes principles of small business management skills.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 40

Program Requirements.. **(40 hours)**

ACCT200	Accounting Principles I	4
CIS215	Database Design and Programming	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
LAW242	Business Law	3
MGMT209	Human Resource Management	4
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
MKT201	Principles of Marketing	3
MKT203	E-commerce	3
OADM206	Business Writing	3

DEPARTMENT OF EDUCATION

Telephone: 505.454.5389
E-mail: education@luna.edu

The Education Department at Luna Community College is committed to encourage students to pursue a career in education providing students a stimulating, creative environment that enhances professional performance and career growth leading to a degree. The goal of the Education Department is to increase student success by enhancing and upgrading learning styles, theories and practices through professional development. We work collaboratively with colleagues, parents and the community to promote teaching effectiveness and partnerships with children in the learning process.

The Early Childhood Development Center and Preschool is founded on best-practice models for supporting developmentally and culturally appropriate practice in Early Childhood Education. The philosophy is one based on experiential enrichment, early literacy, constructivism and early learning prevention prescriptions. The mission is to provide quality early childhood programming in a safe, nurturing and supportive environment. The philosophical base includes Piaget's theory that children learn by doing, Erickson's framework of socio-emotional development, Montessori's practical skills model, as well as many other accepted and emerging models. As a laboratory school, student interns, practicum students and parent volunteers also participate.

The Education Department offers the following:

- Early Childhood Development Certificate
- Associate of Arts Degree in Early Childhood Multicultural Education
- Associate of Arts Degree in Teacher Education
- Workshops, Conferences and Seminars

The Early Childhood Development Certificate prepares students to work with young children in a variety of settings. Child physical and cognitive development, developmentally and culturally appropriate practice, early literacy skills and developmental guidance are some of the highlights of this program. Theory and practice are intertwined throughout the program of study.

The Associate of Arts in Early Childhood Multicultural Education is designed for students who intend to transfer to a four-year institution to pursue a bachelor's degree with an emphasis in Early Childhood Education, Elementary Education or a related field.

The Associate of Arts in Teacher Education is a two-year degree, which provides a foundation for those students who pursue higher learning in the elementary and secondary professions. A broad selection of courses from the core curriculum and a variety of supplementary courses are provided. The associate of arts degree prepares students with competencies that are mandated by the New Mexico State Department of Education. The mission of the Teacher Education program is to provide quality

instruction to students that build on their knowledge, skills, and experiences. Students will receive support and guidance from faculty and advisors throughout their studies.

The LCC Preschool is an on-campus laboratory program for children between two and five years of age. Based on the philosophy of the department, the program is utilized by the early childhood classes to demonstrate developmentally and culturally appropriate practice and to enhance and enrich the learning foundations of the children and adult students.

Transferring the Early Childhood Education Discipline Module

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These modules are made up of an agreed upon number of hours and courses. When complete discipline modules are taken in addition to the 35-hour general education core, the total number of hours in a transfer module is approximately 64. Equivalent courses within these modules are identified with common course numbers as an easy reference point to guarantee transfer.

The following is a list of Luna Community College courses that make up the Early Childhood Education Discipline Module and their New Mexico Common Course Number equivalency. Students wishing to transfer to LCC should consult a similar list at their home institution for the common course equivalent offered at that institution.

Luna Community College Course Number-Title	NM Common Course Number
ECME110-Professionalism	**ECED2152**
ECME123-Introduction to Reading and Literacy Development	**READ2113**
ECME130-Curriculum Development and Implementation I	**ECED2163**
ECME135-Curriculum Development and Implementation Practicum I	**ECED2162**
ECME230-Curriculum Development and Implementation II	**ECED2173**
ECME235-Curriculum Development and Implementation Practicum II	**ECED2172**
ECME240-Guiding Young Children	**ECED2183**
ECME257-Assessment of Children and Evaluation of Programs	**ECED1143**
ECME260-Family and Community Collaboration	**ECED1133**
EDUC102-Health, Safety, and Nutrition	**ECED1122**
EDUC201-Child Growth, Development, and Learning	**ECED1113**

EARLY CHILDHOOD MULTICULTURAL EDUCATION
Associate of Arts Degree
Minimum of 68 Credit Hours

The Associate of Arts Degree in Early Childhood Multicultural Education is intended for students whose goal is to pursue a Bachelor's degree in early childhood education or a related field. The minimum credit hours include the thirty-six credit hour general education transfer core.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 68

General Education Core .... (36 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH180	College Algebra	4

Area III. Laboratory Science .... (8 hours)

Area IV. Social and Behavioral Sciences .... (6 hours)

Area V. Humanities and Fine Arts .... (9 hours)
From at least 2 different disciplines

Program Requirements.. **(29 hours)**

ECME110	Professionalism	2
ECME123	Introduction to Reading and Literacy Development	3
ECME130	Curriculum Development and Implementation I	3
ECME135	Curriculum Development and Implementation Practicum I	2
ECME230	Curriculum Development and Implementation II	3
ECME235	Curriculum Development and Implementation Practicum II	2
ECME240	Guiding Young Children	3
ECME257	Assessment of Children and Evaluation of Programs	3
ECME260	Family and Community Collaboration	3
EDUC102	Health, Safety, and Nutrition	2
EDUC201	Child Growth, Development, and Learning	3

Related Studies .... **(3 hours)**

CIS100	Computer Fundamentals	3

TEACHER EDUCATION
Associate of Arts Degree
Minimum of 65 Credit Hours

The Associate of Arts Degree in Teacher Education includes courses in the major field and supplementary courses that may reflect an area of specialization. The degree also prepares the student for a career as an educational paraprofessional. Additionally, the program encourages the student to pursue a Bachelor of Arts degree in elementary or secondary education.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements   Credit Hours: 65

General Education Core .... (36 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
MATH180	College Algebra	4

Area III. Laboratory Science .... (8 hours)

Area IV. Social and Behavioral Sciences .... (6 hours)

Area V. Humanities and Fine Arts .... (9 hours)
From at least 2 different disciplines

HIST220	History of New Mexico	(**required course**)

Program Requirements .... (23 hours)

ECME123	Introduction to Reading and Literacy Development	3
EDUC102	Health, Safety, and Nutrition	2
EDUC105	Introduction to Teaching	3
EDUC201	Child Growth, Development, and Learning	3
EDUC205	Teaching Elementary School Mathematics	3
EDUC210	Program Management and Curriculum Development	3
EDUC214	Introduction to Special Education	3
EDUC225	Teacher Education Practicum	3

Related Studies .... (3 hours)

CIS100	Computer Fundamentals	3

Approved Electives .... (3 hours)

EDUC220	Multicultural Education	3
SPAN101	Beginning Spanish I	3

EARLY CHILDHOOD DEVELOPMENT
Certificate
Minimum of 32 Credit Hours

The Early Childhood Development program provides an innovative and practical approach to early childhood development for children birth to eight years of age. The program is designed to enhance parental and professional growth.

The program curriculum is based upon the seven general early childhood education competency areas of the New Mexico Public Education Department in early childhood education (birth to third grade).

The majority of the practice work will occur at LCC's Early Childhood Development Center and the LCC Preschool or at an appropriate setting as approved by the student's faculty advisor.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 32

Program Requirements .... (29 hours)

ECME110	Professionalism	2
ECME123	Introduction to Reading and Literacy Development	3
ECME130	Curriculum Development and Implementation I	3
ECME135	Curriculum Development and Implementation Practicum I	2
ECME230	Curriculum Development and Implementation II	3
ECME235	Curriculum Development and Implementation Practicum II	2
ECME240	Guiding Young Children	3
ECME257	Assessment of Children and Evaluation of Programs	3
ECME260	Family and Community Collaboration	3
EDUC102	Health, Safety, and Nutrition	2
EDUC201	Child Growth, Development, and Learning	3

Approved Electives .... (3 hours)

CIS100	Computer Fundamentals	3
SPCH111	Public Speaking	3
SPCH112	Interpersonal Communication	3

DEPARTMENT OF HEALTH SCIENCES

Telephone: (505) 454-2521
E-mail: health@luna.edu

The Department of Health Sciences offers diverse programs in health care services. The primary focus of these programs is to provide students with the knowledge, competencies and other skills necessary to meet health care needs of populations within their prospective program of study.

Programs include:

- Dental Assistant Certificate
- Practical Nursing Certificate
- Associate of Applied Science Degree in Nursing

The Health Sciences department also provides Nursing Assistant Training and a variety of continuing education courses and community education courses in collaboration with Montaña del Norte Area Health Education Center (MdN-AHEC).

Each program has specific prerequisite and entrance requirements. Health science programs provide a specific student handbook, which outlines other relevant academic and clinical policies and procedures. Students interested in pursuing a health science profession are encouraged to seek initial and continual advisement from the director or a faculty advisor from the program of interest.

NURSING PROGRAM

Program Curriculum

Luna Community College offers an Associate of Applied Science Degree program, with an exit option for Practical Nursing after completion of the first year of nursing. The mission of the nursing department is to prepare nurses to provide culturally competent, community-based entry level nursing care. Nursing is a rewarding career in high demand, which offers many challenges and opportunities within diverse health care settings. The nursing program is approved by the New Mexico Board of Nursing.

Upon successful completion of the first year nursing courses (level I), a student receives a Practical Nursing Certificate and is eligible to take the PN National Council Licensure Examination (NCLEX) following successful passage of the Assessment Technologies Institute (ATI) PN Predictor Test.

Upon successful completion of the second year nursing courses (level II), a student receives an Associate of Applied Science Degree in Nursing and is eligible to take the RN NCLEX following successful passage of the ATI RN Predictor Test.

Graduates are prepared to continue on toward completion of a Bachelor of Science in nursing offered at some four-year universities.

Admission to the college does not assure admission to the nursing program. Program capacity requires limited enrollment. Applicants are rank-ordered based on cumulative points earned on selection criteria.

The program is vigorous and requires a full-time commitment, extensive reading outside of the classroom, and travel out of the area. Because of the program intensity, limited employment is recommended.

Due to rapid changes in health care and state mandated changes, the department must review and revise the curriculum on an ongoing basis. Changes can be anticipated regarding admission requirements, course requirements, and program policies. Students are advised to seek initial and continuous advisement from the program director or a nursing advisor.

Employment Opportunities:

Graduates of the nursing program are prepared for entry level practice in a variety of health care settings which include acute care hospital, long-term care, home health care, physicians' offices, clinics and other settings.

Additional Requirements Relating to Licensure:

The New Mexico State Board of Nursing has restrictions for licensure and may deny, revoke or suspend any license applied for upon grounds that the person has particular felony violations. The college assumes no responsibility for the denial of licensure by the State Board of Nursing.

Federal law requires certain health care agencies to conduct criminal background checks on their employees. This requirement may be mandated for students placed in these health care facilities for clinical training and is required prior to seeking nursing licensure. Behaviors which may be cause for a student being ineligible for clinical placement include but are not limited to: physical or sexual abuse, theft, illegal use of weapons, and illegal use or possession of controlled substances.

Admission Requirements:

Practical Nursing Program (level I)

Applicants to the first year (level I) must:

1. Be at least 18 years of age.

2. Meet LCC admission requirements.

3. Meet minimum college admission requirements for math, reading and writing proficiency skills. Those interested in pursuing a Bachelor's degree after completion of the RN nursing program are encouraged to complete additional algebra courses. Applicants are also encouraged to have basic computer literacy skills.

4. Complete prerequisite courses (BIO100, BIO102, BIO103, PSYC101, and ENG111) with a GPA of 2.7 or higher by the end of the spring semester prior to anticipated entry to the nursing program. Additionally, BIO100 and BIO102 must be completed within five (5) years prior to entry into the nursing program.

5. Achieve a score of 50th percentile per section on the program entry examination. Currently the examination utilized by the program is the Test of Essential Academic Skills (TEAS). The exam must be taken by the end of the spring semester prior to anticipated entry to the program. Test dates, fee information, and registration are available at the nursing office. Scores are valid for one year. Applicants may take the test during the fall and spring semester. Each test will be reviewed and the highest score per section will be used toward calculating admission points. Students scoring below the required percentile and in need of remediation are encouraged to enroll in TEAS Prep, NRSG090.

6. Certified nursing assistant certification is required with competency of a selected number of basic skills upon admission. Applicants who do not have CNA Certification are required to complete a state approved course. The college offers CNA100 to meet this requirement. This requirement may be waived when evidence of alternate comparable training is formally presented.

7. Submit a nursing application packet by last Friday of April for subsequent fall admission. Packets are available at the nursing department by mid-March.

It is the student's responsibility to assure that all application documents are on file in nursing department by the deadline outlined in the application packet including documentation of work experience in a health field. The application deadline is strictly adhered to.

Selection Criteria (level I-PN Program):

Applicants are rank-ordered based on maximum points earned on cumulative GPA for prerequisite course requirements, percentile score on each section of the entrance examination (TEAS), and points earned for in-district residency. Eligibility requires a minimum GPA of 2.7 for prerequisite courses and 50th percentile per section on the TEAS entrance examination. Bonus points are issued for completion of other general education/related courses that are not prerequisite requirements. Bonus points are also issued for related health experience. A copy of the selection criteria form can be requested from the nursing department.

Selection of candidates takes place in early June. All applicants receive notification by mail.

Admission Requirements:

Associate of Applied Science Program (level II)

Space is limited and priority is given to returning students who completed level I in the previous year. Criteria for returning students include:

1. A letter of intent to continue in the program.

2. Completion of level I program courses with a grade of "C" or higher.

Advanced Placement for LPNs

Applicants already licensed as a practical nurse may apply for advanced placement. Applicants must:

1. Submit an official transcript from an approved LPN program for transfer of credit review. Course descriptions and/or syllabi may be required to determine if the course(s) are comparable. All course work required for the first year at LCC must be met prior to acceptance into the RN program**. It may be necessary to audit some first level nursing courses as condition for admission into the program.**

2. Meet LCC admission requirements.

3. Meet with the department director to arrange for nursing skill competency testing.

4. Provide verification of a valid PN license. At least one year clinical experience within the past five years is required.

5. Take an ATI PN Predictor examination. Examination, fee, and registration information is available in the nursing department.

6. Submit nursing application packet to the nursing department prior to the beginning of the spring semester.

Applicants who are accepted into either the PN (level I) or RN (level II) program are required to:

1. Provide documentation of a physical examination and current immunization status. Forms are available at the Department of Health Sciences and are provided upon notification of admission into the program.

2. Present Cardio-Pulmonary Resuscitation (CPR) certification and maintain current certification throughout the program. Students without a current CPR certification must enroll in and successfully pass NRSG095.

3. Obtain student nurse liability insurance and maintain coverage throughout the program.

4. Comply with program policies and procedures. A nursing student handbook is provided to all students during the first week of class.

NURSING
Associate of Applied Science Degree
Minimum of 72 Credit Hours

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 72

General Education Core .... (17 hours)

Area I. Communications .... (6 hours)
| ENG111 | Freshman Composition I | 3 |
| ENG115 | Freshman Composition II | 3 |

Area III. Laboratory Science .... (8 hours)
| BIO100 | Human Anatomy and Physiology I | 4 |
| BIO102 | Human Anatomy and Physiology II | 4 |

Area IV. Social and Behavioral Sciences .... (3 hours)
| PSYC101 | Introduction to Psychology | 3 |

Program Requirements - PN.. (23 hours)
NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	6
NRSG112L	Health Assessment Lab	1
NRSG113	Health Assessment Clinical	1
NRSG115	Common Health Problems	4
NRSG116	Common Health Problems Practicum	2
NRSG118	Family Nursing I	2
NRSG119	Family Nursing I Practicum	2
NRSG244	Pharmacotherapeutic Interventions I	1
NRSG245	Pharmacotherapeutic Interventions II	2

Program Requirements - RN .... (18 hours)

NRSG216	Mental Health Nursing	2
NRSG217	Mental Health Nursing Practicum	2
NRSG218	Family Nursing II	2
NRSG219	Family Nursing II Practicum	2
NRSG220	Management of Client Care within the Community	2
NRSG222	Transitional Practicum	2
NRSG224	Adult Nursing	4
NRSG225	Adult Nursing Practicum	2

Related Studies .... (12 hours)

BIO103	Medical Terminology	2
BIO201	Medical Microbiology	4
BIO210	Nutrition	3
PSYC242	Developmental Life Span	3

Approved Electives .... (2 hours)

CIS100	Computer Fundamentals	3
MATH130	Statistics	3
NRSG202	Geriatric Nursing	2
NRSG241	Pathophysiology I	3
NRSG242	Pathophysiology II	3
SPAN101	Beginning Spanish I	3
SPAN205	Spanish for Health Professionals I	2
SPAN209	Spanish for Health Professionals II	2

Additional Program Requirement:

The Registered Nurse (RN) ATI Predictor Assessment Test is part of program completion. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for RN-NCLEX licensing.

PRACTICAL NURSING

Certificate

Minimum of 45 Credit Hours

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete the institutional proficiency of MATH105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 45

General Education Core .... (14 hours)

Area I. Communications .... (3 hours)
ENG111	Freshman Composition I [1]	3

Area III. Laboratory Science .... (8 hours)
BIO100	Human Anatomy and Physiology I [1]	4
BIO102	Human Anatomy and Physiology II [1]	4

Area IV. Social and Behavioral Sciences .... (3 hours)
PSYC101	Introduction to Psychology [1]	3

Program Requirements... (23 hours)
NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	6
NRSG112L	Health Assessment Lab	1
NRSG113	Health Assessment Clinical	1
NRSG115	Common Health Problems	4
NRSG116	Common Health Problems Practicum	2
NRSG118	Family Nursing I	2
NRSG119	Family Nursing I Practicum	2
NRSG244	Pharmacotherapeutic Interventions I	1
NRSG245	Pharmacotherapeutic Interventions II	2

Related Studies .... (8 hours)

BIO103	Medical Terminology [1]	2
BIO210	Nutrition	3
PSYC242	Developmental Life Span	3

Note: [1] **Practical Nursing prerequisite courses of BIO100, BIO102, BIO103, ENG111 and PSYC101 must be completed prior to entrance into the program.**

Additional Program Requirement:

The Practical Nursing (PN) ATI Predictor Assessment Test is part of program completion. However, only students who enroll in and successfully complete NRSG130, Role Transition-PN are allowed to take the PN-ATI Predictor Assessment Test. A passing score as determined by LCC's Nursing faculty is required in order to release the student's Certification of Graduation to the Board of Nursing for PN-NCLEX licensing.

DENTAL ASSISTANT
Certificate
Minimum of 40 Credit Hours

Dental assistants perform a wide variety of duties in the dental field. Duties include but are not limited to: instrumentation, infection control, equipment safety and maintenance, dental office emergencies and pain/anxiety management.

The assistant is responsible for all preparation of dental office procedures, chairside assisting, and reception activities.

The demanding versatility requires a person dedicated to the profession and a commitment to function as a dental health care team member.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 40

Program Requirements .... (35 hours)

DENT117	Dental Assisting/Dental Materials	3
DENT122	Dental Materials Lab	2
DENT128	Community Field Experience	1
DENT145	Bio-Dental Science	3
DENT160	Dental Radiology	4
DENT167	Oral Medicine	2
DENT170	Clinical Training/Practicum I	6
DENT209	Professional Ethics	2
DENT220	Dental Office Management	2
DENT226	Dental Pharmacology	1
DENT233	Laboratory Procedures	3
DENT270	Clinical Training/Practicum II	6

Related Studies .... (5 hours)

BIO103	Medical Terminology [1]	2
CIS100	Computer Fundamentals [1]	3

Note: [1] **Dental Assistant prerequisite courses of BIO103, CIS100, ENG104, HD110, MATH105 and READ105 must be completed prior to entrance into the program.**

DEPARTMENT OF HUMANITIES

Telephone: 505.454.2570
E-mail: humanities@luna.edu

The primary objective of the Department of Humanities is to provide the course work and services that are necessary for continuous human growth and development. To accomplish its objectives, the department offerings are organized in three main components: general education, liberal arts and criminal justice. The curriculum includes course work aimed at enhancing academic skills and increasing the general knowledge base in communications, mathematics, laboratory science, social and behavioral sciences, and humanities and fine arts.

The Department of Humanities curriculum and services are available to students who are seeking a certificate of completion or an associate's degree.

CRIMINAL JUSTICE
Associate of Arts Degree
Minimum of 66 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, corrections and criminal justice. An emphasis is placed on a humanistic approach to the psychological and sociological aspects of criminal justice, law enforcement, and corrections. To enhance the written communication and report writing skills of the student, the concept of writing-across-the-curriculum is utilized.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	**Credit Hours: 66**

General Education Core .... (36 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH180	College Algebra	4

Area III. Laboratory Science .... (8 hours)

Area IV. Social and Behavioral Sciences .... (9 hours)

SOC101	Introduction to Sociology	(**required course**)

Area V. Humanities and Fine Arts .... (6 hours)

Program Requirements .... (24 hours)

CJ111	Introduction to Criminal Justice	3
CJ200	Professional Ethics	3
CJ201	Criminal Law	3
CJ205	Probation, Parole, and Community Corrections	3
CJ215	Juvenile Justice System	3
CJ225	Criminal Procedures	3
CJ231	Criminal Investigation	3
CJ233	Report Writing and Documentation	3

Related Studies .... (3 hours)

CIS100	Computer Fundamentals	3

Approved Electives .... (3 hours)

CJ121	Introduction to Corrections	3
CJ131	Introduction to Law Enforcement	3
CJ210	Deviant Behavior	3
CJ221	Law Enforcement and Community Relations	3
CJ260	Management in Law Enforcement	3
CJ298	Criminal Justice Internship	3
LAW242	Business Law	3
SPAN101	Beginning Spanish I	3

LIBERAL ARTS
Associate of Arts Degree
Minimum of 66 Credit Hours

The hallmark of a liberal arts education is the preparation it gives the student for lifelong learning and personal enhancement. While technical skills may become obsolete over time, skills gained through liberal arts course work will not. Almost every profession requires the student to communicate, write, solve social problems, adapt to new situations, analyze information, and interact with a variety of people. These are skills gleaned through the liberal arts education and are of great value to any employer.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 66

General Education Core .... (36 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking	3

Area II. Mathematics .... (4 hours)
MATH180	College Algebra	4

Area III. Laboratory Science .... (8 hours)

Area IV. Social and Behavioral Sciences .... (6 hours)

Area V. Humanities and Fine Arts .... (9 hours)

Program Requirements ....(11 hours)
ENG123	Literature and Society	3
HUM110	Humanities Portfolio I	1
HUM210	Humanities Portfolio II	1

In addition to the above three courses, choose any two of the following:

ENG203	American Literature I	3
ENG204	American Literature II	3
ENG213	British Literature I	3
ENG214	British Literature II	3

Related Studies .... (3 hours)

CIS100	Computer Fundamentals	3

Approved Electives .... (16 hours)

ENG121	Introduction to Creative Writing/Fiction	3
ENG131	Introduction to Journalism	3
ENG151	Literature of the Southwest	3
ENG220	Short Fiction	3
HIST161	American History I	3
HIST162	American History II	3
MUS108	Music Appreciation	3
MUS110	Music History	3
PE116	Step Aerobics	1
PE117	Kickboxing and Step Combo	1
PE120	Cardio Conditioning	1
PE121	Cardio Weight Training	1
PE128	Lap Swimming	1
PE130	Beginning Racquetball	1
PE133	Water Aerobics	1
PE135	Yoga	1
POLS151	American National Government	3
POLS167	State and Local Government	3
PSYC249	Cross-Cultural Psychology	3
PSYC258	Abnormal Psychology	3
PSYC263	Human Sexuality	3
SPCH112	Interpersonal Communication	3
SPCH212	Organizational Communication	3
SPCH238	Argumentation and Debate	3
SPCH260	Oral Interpretation of Literature	3
THEO222	History of Christianity	3
THEO232	World Religions	3
THTR110	Introduction to Theater	3
THTR125	Acting I	3

Note: **No more than one credit hour in physical education may be used to satisfy the 16 credit hour approved electives requirement. Courses may only be used once to satisfy any general education core, program, and approved elective requirements.**

CRIMINAL JUSTICE
Certificate
Minimum of 33 Credit Hours

This program is a concentrated course of study where students may choose from one of two areas: Corrections or Law Enforcement. The corrections concentration will prepare students for entry-level positions in corrections departments, while the law enforcement concentration will prepare students for entry-level positions with local, state, and federal law enforcement agencies. All of the courses in this certificate program apply toward the Associate of Arts Degree in Criminal Justice. The approved electives will enhance either area of study.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 33

Program Requirements .... (9 hours)
CJ111	Introduction to Criminal Justice	3
CJ200	Professional Ethics	3
CJ201	Criminal Law	3

Required Electives .... (9 hours)

Corrections Concentration
CJ205	Probation, Parole, and Community Corrections	3
CJ215	Juvenile Justice System	3
CJ225	Criminal Procedures	3

Law Enforcement Concentration
CJ221	Law Enforcement and Community Relations	3
CJ231	Criminal Investigation	3
CJ233	Report Writing and Documentation	3

Note: **Students may choose any area of concentration with 9 hours of approved electives or students choosing both concentration areas will satisfy the required and approved electives for this certificate.**

Related Studies .... (6 hours)

CIS100	Computer Fundamentals	3
SOC101	Introduction to Sociology	3

Approved Electives .... (9 hours)

ANTH221	Cultures of the World	3
CJ121	Introduction to Corrections	3
CJ131	Introduction to Law Enforcement	3
CJ210	Deviant Behavior	3
LAW242	Business Law	3
POLS151	American National Government	3
PSYC101	Introduction to Psychology	3

VOCATIONAL/TECHNICAL STUDIES
Associate of Applied Science Degree
Minimum of 72 Credit Hours

The Associate of Applied Science Degree in Vocational/Technical Studies is designed for students whose primary interest is in the traditional vocational or technical fields and who have completed or are pursuing a certificate in one of the areas offered through the certificate granting academic departments. The structured curriculum enhances the students' chosen vocational or technical course of study with a general education component and related study electives selected in consultation with a vocational or technical concentration area advisor. The structured degree program enhances the students' job and advanced degree opportunities. Transfer credits are determined by the receiving institution on a course-by-course basis.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 72

General Education Core .... **(23 hours)**

Area I. Communications .... (6 hours)
ENG111	Freshman Composition I	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
MATH116	Intermediate Algebra	4

Area III. Laboratory Science .... (4 hours)

Area IV. Social and Behavioral Sciences .... (6 hours)

Area V. Humanities and Fine Arts .... (3 hours)

Related Studies .... **(3 hours)**
CIS100	Computer Fundamentals	3

Combined Certificate and
Approved Elective Requirements .... **(46 hours)**
  Approved elective courses require academic advisor approval

DEPARTMENT OF TECHNOLOGIES

Telephone: 505.454.5306
E-mail: technologies@luna.edu

The Department of Technologies offers Associate of Applied Science Degree programs in several technology fields. An Associate of Applied Science Degree is offered in Electronics Engineering Technology, Manufacturing Technology and Drafting Technology. With these degrees, a student can be eligible for internships and careers with Los Alamos National Labs, Sandia National Labs, White Sands Missile Range, INTEL, civil engineering companies, and many other fields where electronic engineering and drafting technology expertise is needed. Selected programs will be offered within the institution's service area communities, as well as the Springer and Santa Rosa satellite campuses.

COMPUTER INFORMATION SYSTEMS
Associate of Applied Science Degree
Minimum of 67 Credit Hours

Computer Information Systems is designed for students who wish to enter the field of computer technology. The program provides students with general computer hardware, software, and networking skills. Students are also proficient in designing and enhancing web pages.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements   Credit Hours: 67

General Education Core .... (20 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
| MATH180 | College Algebra | 4 |

Area III. Laboratory Science .... (4 hours)

Area IV. Social and Behavioral Sciences -or-
Area V. Humanities and Fine Arts .... (3 hours)

Program Requirements.. (47 hours)

CIS117	Introduction to Operating Systems	3
CIS118	Introduction to Programming	4
CIS119	Introduction to Networking	3
CIS126	Critical Thinking and Problem Solving	3
CIS127	Computer Science I	4
CIS215	Database Design and Programming	4
CIS217	Computer Science II	4
CIS218	C/C++ Programming -or-	4
CIS247	Advanced Java Programming	4
CIS243	Web Programming	4
CIS252	Computer Information Systems Project	2
CIS259	Network Security	3
ELEC204	Digital Electronic Circuits	3
ELEC210	Computer Systems Troubleshooting	3
SMET105	Computer Use for Technology	3

DRAFTING TECHNOLOGY
Associate of Applied Science Degree
Minimum of 66 Credit Hours

Drafting Technology provides students with technical knowledge and skills necessary for employment in the field of drafting and its related fields as well as continuation of education at a four-year university. The curriculum emphasizes learning by experience, teamwork, problem solving, critical thinking, and communication skills. The program is enhanced with state-of-the-art computer workstations utilizing computer aided design (CAD) software.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 66

General Education Core .... (23 hours)

Area I. Communications .... (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)

MATH180	College Algebra	4

Area III. Laboratory Science .... (4 hours)

PHYS115	General Physics I	4

Area IV. Social and Behavioral Sciences -or-
Area V. Humanities and Fine Arts .... (6 hours)

Program Requirements.. **(28 hours)**

DTEC101	Engineering Graphics and Basic AutoCAD	4
DTEC102	Solid Modeling I	3
DTEC106	Solid Modeling II	3
DTEC107	Intermediate AutoCAD	3
DTEC109	Introduction to Architectural Drafting	3
DTEC130	Intermediate Architectural Drafting	3
DTEC208	Plane Surveying	3
DTEC220	Advanced Drafting and Design	3
SMET101	Introduction to Science, Math, and Engineering Technology	3

Related Studies .... **(12 hours)**

SMET105	Computer Use for Technology	3
SMT202	Engineering Fabrication and Machine Shop I	3
SMT216	Introduction to MEMS	3
SMT220	Rapid Prototyping	3

Approved Electives .... **(3 hours)**

BT103	Blueprint Reading for Carpentry	3
MATH190	Trigonometry	4

ELECTRONICS ENGINEERING TECHNOLOGY
Associate of Applied Science Degree
Minimum of 67 Credit Hours

Electronics Engineering Technology is designed to provide students with technical knowledge and skills necessary for employment in the field of electronics and its related career paths. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment as well as continuation of education at a four-year university.

Students learn to use modern testing and diagnostic equipment as well as modern simulation software. Servicing and troubleshooting of analog, digital, and microprocessor-based circuits is emphasized. The curriculum focuses on learning by experience, teamwork, problem solving, critical thinking and communication.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 67

General Education Core .... (20 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
| MATH180 | College Algebra | 4 |

Area III. Lab Science .... (4 hours)
| PHYS115 | General Physics I | 4 |

Area IV. Social and Behavioral Sciences -or-
Area V. Humanities and Fine Arts .... (3 hours)

Program Requirements.. (31 hours)

ELEC101	Electronics I/DC Circuits	4
ELEC102	Electronic Circuits/AC Circuits	4
ELEC196	Solid State and Active Devices	4
ELEC201	Electro-Mechanical/Fluid Power Devices	3
ELEC202	Telecommunications Electronics	3
ELEC204	Digital Electronic Circuits	3
ELEC206	Digital Electronic Applications	3
ELEC209	Microprocessor Design and Interfacing	4
SMET101	Introduction to Science, Math, and Engineering Technology	3

Related Studies .... (16 hours)

CIS127	Computer Science I	4
SMET105	Computer Use for Technology	3
SMT202	Engineering Fabrication and Machine Shop I	3
SMT208	Robotics	3
SMT216	Introduction to MEMS	3

MANUFACTURING TECHNOLOGY
Associate of Applied Science Degree
Minimum of 68 Credit Hours

The Manufacturing Technology program is designed to provide students with the necessary skills for entry-level employment in the field of manufacturing technology as well as continuation of education at a four-year university. This program requires courses both in electronics and manufacturing as its foundation. This includes courses in: electronic circuits, electro-mechanical/fluid power devices, engineering fabrication, machine shop fundamentals, robotics, and semiconductor manufacturing processes. Students learn to use modern testing and diagnostic equipment as well as modern simulation software. Servicing and troubleshooting of analog, digital, and microprocessor-based circuits is emphasized. The curriculum focuses on learning by experience, teamwork, problem solving, critical thinking and communication.

Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Degree Requirements	Credit Hours: 68

General Education Core .... (24 hours)

Area I. Communications .... (9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics .... (4 hours)
MATH180	College Algebra	4

Area III. Lab Science .... (8 hours)
CHEM105	Introduction to Chemistry I	4
PHYS115	General Physics I	4

Area IV. Social and Behavioral Sciences -or-
Area V. Humanities and Fine Arts .... (3 hours)

Program Requirements.. (19 hours)

SMT202	Engineering Fabrication and Machine Shop I	3
SMT203	Engineering Fabrication and Machine Shop II	3
SMT206	Semiconductor Manufacturing/Vacuum Technology	4
SMT208	Robotics	3
SMT220	Rapid Prototyping	3
SMET101	Introduction to Science, Math, and Engineering Technology	3

Related Studies .... (25 hours)

DTEC101	Engineering Graphics and Basic AutoCAD	4
DTEC102	Solid Modeling I	3
ELEC101	Electronics I/DC Circuits	4
ELEC102	Electronic Circuits/AC Circuits	4
ELEC196	Solid State and Active Devices	4
ELEC201	Electro-Mechanical/Fluid Power Devices	3
SMET105	Computer Use for Technology	3

DEPARTMENT OF VOCATIONAL EDUCATION

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The Department of Vocational Education offers certificate programs in a variety of fields including: Automotive Collision Repair Technology, Automotive Technology, Barbering, Building Technology, Cosmetology, Culinary Arts, Furniture and Cabinet-Making, and Welding Technology. Some programs are also offered at LCC's satellite campuses and service area communities.

An Associate of Applied Science Degree in Vocational/Technical Studies, with a declared major in one of the above certificate programs with a minimum combined certificate and related studies requirement of 46 credit hours is another option available to students.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY
Certificate
Minimum of 34 Credit Hours

The Automotive Collision Repair Technology Certificate program is designed in conjunction with the Automotive Technology and the Welding Technology programs to produce a highly knowledgeable and skilled entry-level Collision Repair Technician.

This program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restorations, refinishing, custom refinishing, basic structural repairs, damage estimating, and collision repair shop management.

This program emphasizes safety and professionalism to produce a high quality entry-level collision repair technician.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 34

Program Requirements.. (31 hours)

AUTO100	Automotive Fundamentals	4
AUTO102	Chassis Systems I	3
CRT100	Introduction to Collision Repair	3
CRT105	Introduction to Refinishing	3
CRT110	Collision Repair Shop Management	3
CRT115	Metal Working	3
CRT120	Collision Repair II	3
CRT125	Refinishing II	3
CRT130	Auto Restoration and Customizing	3
CRT140	Estimation for Collision Repair	3

Approved Electives .... (3 hours)

WELD102	Shielded Metal Arc Welding	3
WELD103	Basic Metallurgy	3
WELD104	Surface Padding	3

AUTOMOTIVE TECHNOLOGY
Certificate
Minimum of 42 Credit Hours

The program prepares students for the automotive industry. It provides students with the skills needed for a job as an entry-level line technician. It covers the automobile in every area such as chassis systems, electrical systems, fuel systems, climate control systems, drive train systems, and engine repair and engine performance.

Students who complete the program will have a comprehensive understanding of the automobile and will be eligible to take the Automotive Service Excellence (ASE) tests (Note: ASE has other conditions that must be met for certification).

This program also provides upgrades in skills for technicians already working in the automotive industry. Demonstration of appropriate automotive skills to the faculty advisor is required.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 42

Program Requirements.. (39 hours)

AUTO100	Automotive Fundamentals	4
AUTO101	General Automotive Service	1
AUTO102	Chassis Systems I	3
AUTO104	Electrical and Electronic Systems I	3
AUTO106	Engine Performance I	3
AUTO108	Manual Transmission and Drivetrain	4
AUTO120	Engine Repair	4
AUTO122	Chassis Systems II	3
AUTO124	Heating and Air Conditioning	3
AUTO126	Engine Performance II	3
AUTO128	Automatic Transmissions	4
AUTO137	Electrical and Electronic Systems II	4

Approved Electives .... (3 hours)

SMET105	Computer Use for Technology	3
WELD100	Oxyacetylene Cutting and Welding	4
WELD108	Pipe and Plate Code Testing	4
WELD112	Gas Tungsten and Gas Metal Arc Welding	4

BARBERING

Certificate
Minimum of 55 Credit Hours

The primary purpose of this program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in barbering or a related career field.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 55

Program Requirements... **(55 hours)**

BARB252	Shaving and Beard Trimming	2
BARB260	Barber Clinic Practice	4
CSMT109	Cosmetology Theory I	4
CSMT118	Shampoo, Rinses, and Scalp Treatments	4
CSMT123	Sterilization, Sanitation, and Bacteriology	4
CSMT126	Hair Cutting	5
CSMT139	Cosmetology Theory II	4
CSMT143	Facials	4
CSMT152	Chemical Rearranging	5
CSMT209	Cosmetology Theory III	4
CSMT217	Hair Coloring and Bleaching	4
CSMT222	Hairstyling	5
CSMT239	Cosmetology Theory IV	4
CSMT243	Salon Business and Retail Sales	2

BUILDING TECHNOLOGY
Certificate
Minimum of 33 Credit Hours

This program prepares students with entry-level job skills in the building technology profession. Students are involved with all phases of construction to include: foundation, footings, blueprint reading, site layout, interior/exterior finish, roofing, as well as floor, wall and roof framing. Safety is covered in accordance with procedures and practices accordingly. Students will gain on-site observation and experience.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 33

Program Requirements.. **(27 hours)**

BT100	Introduction to Building Trades	4
BT101	Site Layout and Construction Math	4
BT103	Blueprint Reading for Carpentry	3
BT112	Building Construction I	4
BT113	Building Construction Application I	4
BT114	Building Construction II	4
BT115	Building Construction Application II	4

Approved Electives .... **(6 hours)**

BT106	Finish Flooring	2
BT116	Alternative Building Construction	4
BT120	Basic Residential Electricity	4
BT130	Basic Plumbing Principles	4
LAW242	Business Law	3
MGMT218	Principles of Small Business Management	4
SMET105	Computer Use for Technology	3

COSMETOLOGY
Certificate
Minimum of 62 Credit Hours

Cosmetology is a personal service occupation. The Cosmetology program is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. Upon successful completion of 1600 clock hours as required by the State Board of Cosmetology, students are eligible to take the State Board examination for licensure as a cosmetologist. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in New Mexico. Additionally, graduates can apply for licensing by reciprocity in other states.

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management and retail sales.

Compliance with State Board regulations for educational training requires the following before registering for cosmetology courses:

- Admission to the college
- Proof of a high school diploma or GED
- Two (2) passport-size photos
- $15.00 NM State Cosmetology registration fee (money order or cashier's check only)

State regulations require that the evidence of compliance with the foregoing requirements shall accompany the Application for Registration provided by the State Board. Upon receipt of the student registration form and application fee, the State Board will then issue a student permit with a permit number to qualifying students who have met all registration requirements. The form must be postmarked no later than ten working days after the student first attends class for credit and received at the State Board office within ten days of enrollment. The student permit authorizes the holder to practice course related skills in the program.

After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab. In addition, a duplicate permit authorizes the student to participate in the student externship program. Only students meeting these requirements are eligible to be enrolled in cosmetology courses.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 62

Program Requirements..(62 hours)

CSMT109	Cosmetology Theory I	4
CSMT118	Shampoo, Rinses, and Scalp Treatments	4
CSMT123	Sterilization, Sanitation, and Bacteriology	4
CSMT126	Hair Cutting	5
CSMT139	Cosmetology Theory II	4
CSMT143	Facials	4
CSMT148	Manicuring and Pedicuring	4
CSMT152	Chemical Rearranging	5
CSMT209	Cosmetology Theory III	4
CSMT217	Hair Coloring and Bleaching	4
CSMT222	Hairstyling	5
CSMT239	Cosmetology Theory IV	4
CSMT243	Salon Business and Retail Sales	2
CSMT254	Personal and Community Health	2
CSMT260	Cosmetology Clinic Practice	7

CULINARY ARTS
Certificate
Minimum of 35 Credit Hours

The Culinary Arts program offers a well-rounded curriculum in general cooking and baking. For those students whose interest is in baking, intermediate and bread baking courses are offered. Students who plan to become cooks will learn basic product identification and the tools and techniques of cooking in a professional kitchen. Although there are lecture components of every class, this program emphasizes hands-on learning in our state-of-the-art kitchen laboratory. Every student who passes the Food Safety and Sanitation course will receive Serv-Safe® Certification. Graduating students can expect gaining entry-level positions in the food-service industry with relatively quick promotion to middle management.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 35

Program Requirements... **(23 hours)**

BAKE102	Baking Principles	4
CUL101	Culinary Concepts and Mathematics	3
CUL102	Food Safety and Sanitation	2
CUL140	Catering	2
CUL140L	Catering Lab	2
CUL208	Culinary Arts Practicum	4
CUL220	French and Italian Kitchen	3
CUL230	Mexican and Asian Kitchen	3

Related Studies .... **(3 hours)**

CIS100	Computer Fundamentals	3

Approved Electives .... **(9 hours)**

BAKE140	Intermediate Baking Principles	3
BAKE160	Bread Baking	3
CUL120	Introduction to Vegetables and Starches	3
CUL122	Introduction to Meats, Poultry, and Fish	3
CUL123	Introduction to Stocks, Soups, and Sauces	3
CUL128	Garde Manger	3

FURNITURE AND CABINET-MAKING
Certificate
Minimum of 32 Credit Hours

The program prepares students with entry-level job skills in the Furniture and Cabinet-Making profession. Upgrading for those already in the field is also available. The layout and building of the various types of designs will be covered. Safety is covered in accordance with procedures and practices accordingly.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 32

Program Requirements... (23 hours)
FCMK100	Introduction to Furniture and Cabinet-Making	3
FCMK104	Planning, Layout, and Design	3
FCMK109	Introduction to Joinery	3
FCMK110	Furniture Construction	3
FCMK116	Cabinet Construction	3
FCMK120	Southwest Woodworking	3
FCMK130	Advanced Woodworking Projects	3
FCMK140	Wood Finishing	2

Related Studies .... (9 hours)
FCMK118	Advanced Furniture Design	3
MKT203	E-commerce	3
SMET105	Computer Use for Technology	3

WELDING TECHNOLOGY
Certificate
Minimum of 33 Credit Hours

The program prepares students with entry-level job skills in all phases of the welding industry and provides upgrading for those out in the field that need to acquire more skills. Emphasis is placed on welding procedures used in the construction industry. Preparation for state certification is covered. Safety is covered in accordance with procedures and practices accordingly.

Institutional Proficiency and Other LCC Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG104, MATH105 and READ105 as well as HD110 and HD111 that are outlined on page 67 to meet all graduation requirements.

Certificate Requirements	Credit Hours: 33

Program Requirements .... (30 hours)
WELD100	Oxyacetylene Cutting and Welding	4
WELD102	Shielded Metal Arc Welding	3
WELD103	Basic Metallurgy	3
WELD104	Surface Padding	3
WELD106	Blueprint Reading and Math for Welders	3
WELD108	Pipe and Plate Code Testing	4
WELD110	Introduction to Ornamental Iron	3
WELD112	Gas Tungsten and Gas Metal Arc Welding	4
WELD116	Advanced Layout and Fabrication	3

Approved Electives .... (3 hours)
SMET105	Computer Use for Technology	3
WELD118	Ornamental Art Welding	3

COURSE DESCRIPTIONS

NOTE: A grade of "C" or better is required in all prerequisite courses. Credit hour designation is listed as credit hour value, theory contact hours and lab contact hours. Example 4;(3,2) indicates that instruction is provided through 3 hours of lecture and 2 hours of lab for a total of 4 credits.

ACCOUNTING (ACCT)

ACCT110   **Payroll Accounting**   **3;(2,2)**

This course covers payroll accounting procedures, which include payroll tax, and employment reports, forms, and deposits. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

ACCT200   **Accounting Principles I**   **4;(4,0)**

This course introduces students to the complete accounting cycle and the various generally accepted accounting principles. It also introduces students to assets and liabilities, the use of special journals, accounting for merchandising, internal control, cash, inventories, plant assets, and interest computations. *Prerequisite: MATH105 or equivalent COMPASS/ACT score. NM Common Course Number: ACCT2113.*

ACCT201   **Accounting Principles II**   **4;(4,0)**

This course is a continuation of Accounting Principles I and is also an introduction to partnership formation, corporations, stocks, dividends, bonds payable, and cash flow statements. *Prerequisite: ACCT200. NM Common Course Number: ACCT2123.*

ACCT203   **Computerized Accounting**   **4;(3,2)**

This course is designed to familiarize students with the capabilities of integrated computerized accounting packages. Integrated systems include, the general ledger, accounts receivable, accounts payable, inventory, depreciation, payroll accounting, and financial statement analysis. *Prerequisites: ACCT200 and CIS100.*

ACCT210   **Managerial Accounting**   **4;(4,0)**

This course introduces the accounting students to managerial accounting concepts and principles, manufacturing accounting, planning and control, and decision-making. *Prerequisite: ACCT200.*

ACCT215   **Governmental Accounting**   **4;(4,0)**

This course covers legal and mechanical practice in accounting for governmental units and special non-profit organizations. *Prerequisite: ACCT201.*

ACCT218   **QuickBooks**   **4;(3,2)**

This is a hands-on-course designed to introduce students to accounting application software. Students will learn how to develop Chart of Accounts; manage accounts payable, accounts receivable, and payroll; and how to develop, print, and analyze financial statements. *Prerequisites: ACCT200 and CIS100.*

ACCT231   **Intermediate Accounting**   **4;(4,0)**

This course provides an overview of concepts covered in Accounting Principles I, Accounting Principles II, Computerized Accounting, and Managerial Accounting. Throughout this course, students review accounting theory and practice that covers asset valuation and income determination. *Prerequisites: ACCT201 and ACCT210. NM Common Course Number: ACCT2133.*

ACCT252   **Individual Taxation**   **3;(3,0)**

This course examines the fundamental characteristics of Federal and state legislation as applied to individual incomes. *Prerequisite: ACCT200 or instructor approval.*

ACCT253   **Individual Taxation Practicum**   **1;(0,2)**

This course provides students with an opportunity to apply the principles, theory, and knowledge they acquired in the ACCT252 Individual Taxation course by volunteering their time to prepare basic, quality tax returns for elderly and economically disadvantaged individuals. Students who successfully complete the course requirements are required to take either the exams provided through Tax Help New Mexico through Central Community College's Web-CT course or to take the basic and intermediate certification exams offered through Link and Learn on the IRS web-site. Upon successful completion of the exam(s), students will receive Tax Preparation certification from the Internal Revenue Service. *Prerequisites: ACCT200 and ACCT252.*

ACCT263   **Accounting Internship**   **3;(0,9)**

This course provides students with the opportunity to gain supervised practical experience in an accounting field working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students have an opportunity to earn an agreed upon wage/salary for their internship, and supervision is monitored and recorded by the specific agency and documented and reported to the Accounting faculty/advisor. *Prerequisite: Student should be in their last semester of the program.*

ANTHROPOLOGY (ANTH)

ANTH103   **Introduction to Anthropology**   **3;(3,0)**

Bio-cultural factors underlying the origins and distributions of early humans and consecutive cultural and biological adaptations, up to the rise of civilization in the Old and New World. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ ACT scores. NM Common Course Number: ANTH1113.*

ANTH221   **Cultures of the World**   **3;(3,0)**

A study of the concepts of culture and its application in the analysis of human group behavior. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ANTH2113.*

ART (ART)

ART110   **Introduction to Art**   **3;(3,0)**

Introduction and exposure to the various areas with emphasis on the visual arts. Correlation's of the evolution of the art with those of the United States and Latin America. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ARTS1013.*

ART210   **Art History**   **3;(3,0)**

Development of an understanding of the evolution of the visual arts from pre-history to present time with special inclusion of the areas of the Southwest United States and Latin America. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ARTS2113.*

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY (CRT)

CRT100   **Introduction to Collision Repair**   **3;(2,4)**

An introductory course covering the basics of Auto Body Repair including safety orientation, hand tools, power tools, equipment, basic metal straightening, and surface preparation.

CRT105   **Introduction to Refinishing**   **3;(2,4)**

An introduction course to Auto Refinishing consists of refinishing safety, refinishing equipment, refinishing products, proper use of equipment, and refinishing techniques.

CRT110   **Collision Repair Shop Management**   **3;(2,4)**

This course will cover shop layout, shop policies, shop maintenance, collision repair estimating, business cost and profits, and customer service. Each student will design his or her own shop plans.

CRT115   **Metal Working**   **3;(2,4)**

This course will cover the metal working in the collision repair field, metal types: various metal working techniques will be covered, practical hands-on applications.

CRT120   **Collision Repair II**   **3;(2,4)**

A continuation course to the Intro to Collision Repair, this course is an in-depth study of collision repair featuring body fillers, panel replacement, and non-structural repair, plastic repairs. Practical hands on applications are included in this course. *Prerequisite: CRT100.*

CRT125   **Refinishing II**   **3;(2,4)**

A full in-depth study of refinishing featuring paint preparation, block sanding, spray booth management, masking, paint mixing, color matching, color sanding, buffing and undercoating. *Prerequisite: CRT105.*

CRT130   **Auto Restoration and Customizing**   **3;(2,4)**

This course is an advanced class featuring auto project management, custom body panels fabrication, lead bodywork, metal shrinking, custom interior and exterior modifications, and custom painting, practical hands-on experience. Each student will create his or her own project portfolio. *Prerequisites: CRT120 and CRT125.*

CRT135   **Introduction to Airbrushing**   **3;(2,4)**

This introductory course provides the student with the basic skills and techniques of painting with an airbrush. Students will learn airbrush history, terminology basic graphics, layout and transfer design. It will also give the experienced users the ability to enhance their skills.

CRT140   **Estimation for Collision Repair**   **3;(2,4)**

This course will cover methods and procedures involved in estimating of collision damage to automobiles.

CRT144   **Airbrushing II**   **3;(2,4)**

This is an intermediary painting course that provides the semi-experienced Airbrushing student with more time, new methods and techniques to enhance their airbrush painting skills. Students will have the opportunity to learn more deeply the relationships the airbrush has with the many different types of paints used in this industry. Also, students will gain hands-on during lectures with emphasis on special material, technical graphics, layout, transfer, intricate masking techniques and free hand Airbrush painting. This is a great course that gives the artist quality studio time to strengthen their skills. *Prerequisite: CRT135.*

CRT201   **Airbrushing III: Portraits**   **3;(2,4)**

This portrait-painting course provides the semi-experienced Airbrush student with the time, new methods and old techniques for airbrushing the human face. Students will gain the proper drawing and erasing skills needed in Airbrushing portraiture including sketching, drawing and tracing. Also the students will gain hands-on experience during lectures with an emphasis on under painting portraits using a grayscale value system. This is a course that gives the artist quality studio time to really create fine art. *Prerequisites: CRT135 and CRT144.*

AUTOMOTIVE TECHNOLOGY (AUTO)

AUTO100   **Automotive Fundamentals**   **4;(2,6)**

Course provides the foundation of automotive technology with basic engine theory and operation. Includes lubrication and cooling systems, standards for safety and shop operations, also covers tools and supplies used in the industry. Maintenance procedures and schedules are also covered along with diagnostic concepts. Use of information systems, both printed and computer based, is covered. Industry opportunities and trends are covered along with customer service and professionalism. Practical applications are covered.

AUTO101   **General Automotive Service**   **1;(0,3)**

This course will include basic automotive service; basic engine theory and operation, basic vehicle maintenance, and standards for shop operation and safety with tools and equipment used in the industry. The use of information systems, in both printed and electronic format, will be covered. Industry opportunities and trends are also covered along with customer service and professionalism.

AUTO102   **Chassis Systems I**   **3;(1,6)**

This course provides a foundation to the automotive chassis system, including the fundamentals of steering systems, suspension systems and brakes systems. The course includes theory, and inspection practices with an emphasis on safety, along with repair procedures and specific equipment operation.

AUTO104   **Electrical and Electronic Systems I**   **3;(1,6)**

This course covers basic automotive electricity, electronics fundamentals, theory and applications for automotive circuits. This course will also cover diagnosis and repair of electrical systems and schematic study. Battery, starting and charging systems are specifically studied in this course.

AUTO106   **Engine Performance I**   **3;(1,6)**

This course will cover engine performance diagnosis and repair of systems related to drive ability, including carburetion, ignition systems, fuel systems and engine mechanicals. The course will also cover diagnostic equipment usage and procedure based strategies.

AUTO108   **Manual Transmission and Drivetrain**   **4;(2,6)**

Course covers theory and operation of the manual transmission along with disassembly and assembly procedures. Clutch operation along with service and repair, differential theory, operation, disassembly and assembly procedures, shafts, along with axles, driveshafts, transaxles and transfer cases will also be covered.

AUTO120   **Engine Repair**   **4;(2,6)**

This course will cover operation and construction of internal combustion engines (ICE). Removal and installation procedures, engine identification, disassembly, inspection, measurement and assembly procedures, along with in-vehicle engine repairs, diagnostic routines and practices. *Prerequisite: AUTO100.*

AUTO122   **Chassis Systems II**   **3;(1,6)**

An advanced chassis systems course includes, electronic influences on steering, suspension and braking systems, also includes diagnosis and repair Four-wheel alignment procedures and repairs are also covered. *Prerequisite: AUTO102.*

AUTO124   **Heating and Air Conditioning**   **3;(1,6)**

This course covers principles of heating and air conditioning systems with an emphasis on diagnosis. Identification is covered along with service and repair of both manual and automatic systems. Climate control systems with computer controls are also covered. *Prerequisite: AUTO104.*

AUTO126   **Engine Performance II**   **3;(1,6)**

This course will cover basic electricity review, automotive computer systems history, usage, strategy, testing and diagnosis. Emission control systems, fuel injection, distributor less ignition and other performance systems will also be covered. Diagnostics of On-Board Diagnostics (OBD) I and II will have an emphasis on procedure and symptomatic based strategies. *Prerequisite: AUTO106.*

AUTO128   **Automatic Transmissions**   **4;(2,6)**

This course will cover automatic transmission/transaxle fundamentals including torque converter operations, planetary gear operations, hydraulics principles, valve body operations and transmission power flow. Automatic transmission/transaxle in-vehicle service and repair as well as removal, disassembly, assembly and installation will be covered.

AUTO137   **Electrical and Electronic Systems II**   **4;(2,6)**

This course will be a review of basic electricity and electronics leading into more advanced lighting systems, instrument panel, horn, windshield wiper/washer and other complex accessories found in the modern automobile. *Prerequisite: AUTO104.*

BAKING (BAKE)

BAKE102   **Baking Principles**   **4;(2,4)**

This course explores the role that different ingredients play in baking. Through tasting and lectures, students will become familiar with variations in baking ingredients. Through labs, students will discover how light changes in ingredient quality; quantity and type can affect the final product. Students will produce the four basic French pastry doughs; the six categories of cake, and master the three mix methods for cookies. The fundamentals of cake decoration will also be taught. *Pre- or corequisites: MATH101 and READ100 or equivalent COMPASS/ACT scores.*

BAKE140   **Intermediate Baking Principles**   **3;(2,2)**

An intensive study of pastry and dessert making. Topics not covered in the introductory course will include: custards, sugar work and chocolate work. The course will also provide an in-depth exploration of classic European tarts, cakes, and cookies and will emphasize modern production and presentation methods. The course culminates in the design and execution of a multi-tiered cake of the student's own design. *Prerequisite: BAKE102.*

BAKE160   **Bread Baking**   **3;(2,2)**

Students will master the techniques of producing consistent quick and yeast breads. Lectures will emphasize the chemistry of quick breads and the microbiology of yeast breads. Students will learn how to adjust sea-level recipes for altitude. Labs will emphasize a variety of production methods and will familiarize the student with equipment and techniques specific to bread baking.

BAKE208   **Specialty Pastry Skills**   **2;(1,2)**

This course explores in detail the extremes of the baker's art: viennoiserie and special- needs baking. Viennoiserie is the category of rich yeast pastry doughs that includes danishes, croissant and brioche. In order to satisfy customers with special dietary concerns, the professional baker needs to understand different religious and health restrictions related to food. This course teaches the techniques of developing and modifying recipes to create gluten-free, sugar-free, low-fat, kosher and vegan desserts.

BARBERING (BARB)

BARB252   **Shaving and Beard Trimming**   **2;(0,4)**

This course covers areas of shaving, honing and stropping, honing and stropping, preparation, procedures, and practice. The student will have the use of products, materials and implements, client consultation, recommendations, client record keeping and safety. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Corequisites: BARB260, CSMT239 and CSMT243.*

BARB260   **Barber Clinic Practice**   **4;(0,8)**

This course builds on the foundation presented in the theory courses in sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, hair styling, hair coloring, manicures, pedicures, and facials. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Corequisites: BARB252, CSMT239 and CSMT243.*

BIOLOGY (BIO)

BIO100   **Human Anatomy and Physiology I**   **4;(3,2)**

Course includes the structure and function of the human body at the cellular, tissue, organ, and organ system levels of organization. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BIOL2414.*

BIO102   **Human Anatomy and Physiology II**   **4;(3,2)**

This is a continuation of BIO100 Human Anatomy and Physiology I. This course includes the nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, reproductive systems with genetics and fetal development. *Prerequisite: BIO100. NM Common Course Number: BIOL2424.*

BIO103   **Medical Terminology**   **2;(2,0)**

This course offers a systematic study of medical terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate medical terms and the pronunciation of medical terms. A basic review of the major anatomical systems is included.

BIO105   **Biology for Non-Majors**   **4;(3,2)**

This course is designed for the non-science major student. The course is a survey of fundamental concepts in biology with emphasis on current issues and social implications, such as environmental issues, ecology, heredity, etc. Cell and molecular biology, as well as nutrition will also be covered. The lab will consist of hands-on experimentation over topics discussed in lab. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BIOL1114.*

BIO110   **General Biology I**   **4;(3,2)**

This course introduces the fundamental concepts of biology with consideration of the diversity of life, the origin of species, and ecology. Laboratory hands-on assignments complement the lecture. Simple Mendelian genetics will be introduced. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BIOL1214.*

BIO111   **General Biology II**   **4;(3,2)**

This course includes a survey of fundamental concepts of cell biology including structure and function of cell organelles, tissues, organs, organ systems, and an introduction to biochemical pathways, enzyme function, and mitosis. *Prerequisite: BIO100 or BIO110. NM Common Course Number: BIOL1224.*

BIO201   **Medical Microbiology**   **4;(3,2)**

This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infections. *Prerequisite: BIO100. NM Common Course Number: BIOL2514.*

BIO210   **Nutrition**   **3;(3,0)**

This course is geared for health occupation majors and provides a basic foundation of nutrition and the application of dietary modifications for clients within various health care settings. The overall goal is to encourage the consumer to take responsibility for his/her nutritional status and to provide ongoing education on nutrition.

BUILDING TECHNOLOGY (BT)

BT100   **Introduction to Building Trades**   **4;(2,4)**

This is a comprehensive course combining theory and classroom participation in common trades practices which includes work ethics, practical math review, safety, building permits, building codes, hand/power tools, and building materials (lumber selection, use and cost estimates). Lab will include in the use and maintenance of hand and power tools with an emphasis on safety.

BT101   **Site Layout and Construction Math**   **4;(2,4)**

This course will cover site layout, zoning rules and regulation in preparing a building site according to specifications. Course will be incorporating construction math for a variety of construction uses.

BT103   **Blueprint Reading for Carpentry**   **3;(3,0)**

Student will interpret and implement architectural drawing, following state and local codes.

BT106   **Finish Flooring**   **2;(2,0)**

Students will be introduced to various types of flooring materials, tool identification and use.

BT112   **Building Construction I**   **4;(4,0)**

Course will include methods, procedures, and terms used in foundation, footing, and stem wall construction as well as lessons on structural material for floor, walls, and roof systems in accordance with the UBC. *Pre- or Corequisites: BT100 and BT113.*

BT113   **Building Construction Application I**   **4;(0,8)**

This course includes the hands-on application of foundation, footing, and stem wall construction as well as cutting and assembly of structural material for floor, walls, and roof systems in accordance with the UBC. Safety is stressed! *Pre- or Corequisites: BT100 and BT112.*

BT114   **Building Construction II**   **4;(4,0)**

This course includes the study of trade practices for the installation of exterior wall and roof finishes as well as windows and exterior doors in accordance with the UBC. Students will study about insulation, drywall, taping and texturing, as well as other interior finish work. *Pre- or Corequisites: BT100 and BT115.*

BT115   **Building Construction Application II**   **4;(0,8)**

This course provides the hands-on experience of trade practices, which includes the installation of exterior wall, and roof finishes as well as windows and exterior doors in accordance with the UBC. Course also provides hand-on activities in a safety-focused environment: insulation techniques, drywall installation, taping and texture of drywall, trim work and other finish work. *Pre- or Corequisites: BT100 and BT114.*

BT116   **Alternative Building Construction**   **4;(2,4)**

Course will provide a historical prospective on adobe construction basics to include some information on straw bale construction. The lab will be hands-on construction to reinforce the lectures. *Pre- or Corequisites: BT100 and BT101.*

BT120   **Basic Residential Electricity**   **4;(2,4)**

Course includes the theoretical and practical applications of residential house wiring including residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, low voltage and troubleshooting.

BT130   **Basic Plumbing Principles**   **4;(2,4)**

Course will include the introduction to basic use of tools and equipment used in plumbing and basic design for proper rough in, water, vent, and potable water.

BUSINESS (BUS)

BUS102   **Quantitative Methods in Business**   **3;(2,2)**

This course helps the student develop problem-solving skills using mathematical equations to solve business problems and to enhance business performance and operations. Topics covered in this course include: the time value of money, interest calculations, trade and cash discounts, and concepts related to minimizing operational costs while increasing productivity. *Prerequisite: MATH105, equivalent COMPASS/ ACT score or instructor approval.*

BUS105   **Introduction to Business**   **3;(3,0)**

This course is designed to give the student an understanding of the structure of business, business activities, business opportunities and the overall nature of the business world. Also covered is an overview of the principles of marketing, the concepts of management, business ethics and the global context of business. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BUSA1113.*

BUS120   **Principles of Finance**   **3;(2,2)**

Personal Finance covers the different types of loans and credit, such as: mortgage, commercial, and credit card; amortization of loans; the various types of insurances, etc. *Prerequisite: MATH106, equivalent COMPASS/ACT score or advisor approval. NM Common Course Number: BFIN2113.*

BUS205   **Business Administration Internship**   **3;(0,9)**

This course provides students with the opportunity to gain academic credit for professional, on-the-job experience while working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students have an opportunity to earn an agreed upon wage/salary for their internship, and supervision is monitored and recorded by the specific agency and documented and reported to the specific agency and the Business Administration faculty/advisor. *Prerequisite: Student should be in their final semester of the program.*

CHEMISTRY (CHEM)

CHEM105   **Introduction to Chemistry I**   **4;(3,2)**

This course includes the fundamental principles in chemistry, including units of measurement, characteristics of elements and compounds, atomic structure, chemical bonding, gas characteristics and behavior, energy, solutions and solubility, acids and bases, and redox reactions. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: CHEM1114.*

CHEM106   **Introduction to Chemistry II**   **4;(3,2)**

This course, with associated labs, is a continuation of CHEM105. The course presents fundamental principles of chemistry including: theory of gases, chemical bonding, molecular geometry, chemical equilibrium, acid/base chemistry, thermodynamics, and nuclear chemistry. *Prerequisite: CHEM105. NM Common Course Number: CHEM1124.*

COMMERCIAL DRIVER'S LICENSE TRAINING (CDL)

CDL100   **Commercial Driver's License I**   **1;(1,0)**

The goal of this course is to provide drivers with knowledge and safety driving techniques to prevent collisions and violations. The course focuses on collision prevention though hazard recognition and application of collision avoidance techniques. In addition, the course addresses common driving violations that result in collisions and how to chance driving habits to eliminate moving violations. The class will consist of the immediate care given to an injured or suddenly ill person. It consists of learning the techniques that will help evaluate a victim of sudden illness or accident.

CDL105   **Commercial Driver's License II**   **1;(1,0)**

The class will consist of preventing problem behavior and handling crisis situations on a school bus. The program is a safe non-harmful behavior management system designed to aid in maintaining the best possible welfare of agitated or out-of-control individuals during their most violent moments. The program is specifically designed to show how school bus drivers can apply the principles of the program and techniques in an effort to provide for the care, welfare, safety and security of both the passenger and driver.

CDL110   **Commercial Driver's License III**   **1;(1,0)**

This course is designed for drivers who either transport cargo or passengers as part of a job.

CDL115   **Commercial Driver's License IV**   **1;(1,0)**

The class will consist of First aid, CPR and the immediate care given to an injured or suddenly ill person. Students will learn the techniques that will help to evaluate a victim of sudden illness or accident. It will cover the basics from breathing and cardiac emergencies.

CDL120   **Commercial Driver's License V**   **1;(1,0)**

The course is divided into three sections: a pre-trip inspection test designed to see if the student knows how to correctly conduct an inspection of the vehicle to determine if it is safe to drive; a basic control skills test, which will determine if the student can safely back up, park, and judge the vehicle length; and road test, to determine the student's ability to safely handle the vehicle in most on-the-road situations.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS100   **Computer Fundamentals**   **3;(2,2)**

This course provides an overview of computer hardware, software, and the Windows environment with an emphasis on current business office applications. The course will cover computer operating principles, file management, the Internet, with an introduction to word processing, spreadsheets, database, and slide/electronic presentation programs. Current software such as Microsoft Word, Excel, Access, and PowerPoint will be used. *NM Common Course Number: BCIS1113.*

CIS115   **Intro to Programming Using Dynamic Web Pages**   **4;(3,2)**

This course covers introduction to programming using HTML and JavaScript; the basics of web page creation using HTML with an introduction to programming; and programming topics, which include control of flow in a program, functions, and variables. This course is suitable for non-CS majors and those seeking an introduction to Computer Information Systems. *Prerequisite: CIS100 or advisor approval. Corequisite: MATH106.*

CIS117   **Introduction to Operating Systems**   **3;(2,2)**

This course offers a brief introduction to operating systems. The following are covered: definition of an operating system; using Windows and Linux; understanding what an operating system does; understanding the terms process, scheduling, memory and file management; the difference between processes and threads; understanding how a file is managed by an operating system; understanding the difference between editors, compilers, linkers, assemblers and debuggers; appreciate how programs are assembled together using libraries. This course is suitable for students interested in computers and programming, and is not intended as a basic introduction to computers. *Prerequisite: SMET105.*

CIS118   **Introduction to Programming**   **4;(3,2)**

This course presents techniques for analyzing and solving many types of problems. A computer programming language is introduced, along with a model of how a computer works as a problem-solving machine. Basic programming concepts such as variables, flow control, and functions will be explored. *Pre- or Corequisites: SMET105 and MATH180.*

CIS119   **Introduction to Networking**   **3;(2,2)**

This course is a discussion of the technologies and infrastructure used in local and wide area networks. It covers the OSI 7-layer model, switches, routers and TCP/IP basics. It also includes hands on experience in LAN and WAN configuration and troubleshooting. *Prerequisite: SMET105.*

CIS126   **Critical Thinking and Problem Solving**   **3;(3,0)**

This course prepares students to constructively analyze problems/issues; evaluate the validity of the problem statement or argument; identify relevant issues and assumptions; use logic, sound reasoning, and critical thinking skills to identify the best method/approach to use in analyzing and solving the problem; examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis will be placed on practical application of the skills acquired throughout this course, as well as on oral and written communication skills.

CIS127   **Computer Science I**   **4;(3,2)**

This course is an introduction to programming techniques and software engineering principles. Emphasis is placed on problem analysis, functional decomposition, and algorithm development. Basic debugging techniques and object-oriented principles are also introduced. *Prerequisites: CIS118 and MATH180.*

CIS135   **Visual Basic**   **4;(3,2)**

Students are introduced to the capabilities of the development environment and common programming techniques required to create simple, useful Visual Basic applications. *Prerequisite: CIS100 or advisor approval. Corequisite: CIS127.*

CIS205   **Computer Applications Seminar**   **2;(1,2)**

This course bridges the gap between academic training and the world of work. High technology industries provide staff members as instructors on the various job requirements in electronic and computer industries. Class is taught on-site in Albuquerque, Santa Fe, Los Alamos, and at the LCC main campus. *Prerequisite: CIS100.*

CIS206   **Web Catalogs**   **3;(2,2)**

This course introduces the student on how to design and manage on-line catalogs. Topics include the integration of graphics, product descriptions, product selections, and catalog management.   Throughout this course students integrate web-pages with databases for data entry and data analysis. *Prerequisites: CIS226 and READ105, equivalent COMPASS/ACT score or instructor approval.*

CIS215   **Database Design and Programming**   **4;(3,2)**

This course provides in-depth training in relational database theory (using ORACLE and Access); design, modeling and modification of database objects; database normalization, maintenance and administration; as well as programming using the industry standard Structured Query Language (SQL). ORACLE certification will be granted to students who successfully pass the course and certification requirements. *Prerequisite: CIS100.*

CIS217   **Computer Science II**   **4;(3,2)**

This course is a continuation of CIS127 with an emphasis on object-oriented principles. More advanced concepts such as searching, sorting, and recursion are discussed, as are common data structures such as stacks, queues, and lists. *Prerequisite: CIS127.*

CIS218   **C/C++ Programming**   **4;(3,2)**

This course is an in-depth study of the C++ programming language. The significant features of the language are discussed, including those relating to object-oriented programming. Numerous programs are written to exercise the material covered. *Prerequisite: CIS127.*

CIS223   **Microsoft Excel**   **3;(2,2)**

This course provides an in-depth study of Microsoft Excel spreadsheet software. A hands-on approach is taken with projects and assignments covering the MOUS certification requirement. *Prerequisite: CIS100.*

CIS226   **Microsoft Access**   **3;(2,2)**

This course provides an in-depth study of Microsoft Access database software with a hands-on approach. A MOUS Microsoft certified textbook is utilized. *Prerequisite: CIS100 or instructor approval.*

CIS231   **Microsoft Certification Prep I**   **3;(1,4)**

This course provides in-depth training in Microsoft Word and Microsoft Excel. Students who successfully complete the course requirements will be required to take the Microsoft Office User Specialist (MOUS) certification exams. Upon successful completion of the exam(s), students will receive MOUS certification from Certiport. *Prerequisite: CIS100 or instructor approval.*

CIS232   **Microsoft Certification Prep II**   **3;(1,4)**

This course provides in-depth training in Microsoft Access and Microsoft PowerPoint. Students who successfully complete the course requirements will be required to take the Microsoft Office User Specialist (MOUS) certification exams. Upon successful completion of the exam(s), students will receive MOUS certification from Certiport. *Prerequisite: CIS100.*

CIS240   **Web Design**   **3;(2,2)**

This course introduces students to the design of an HTML document. Students will be required to learn the basic designs of HTML documents using Forms, Frames, and Lists. FrontPage will be used to teach the basic principles of HTML and proper web design. *Prerequisite: CIS100 or instructor approval.*

CIS243   **Web Programming**   4;(3,2)

This course introduces students to web programming using HTML, Javascript and PHP. Development is based on the LAMP (Linux, Apache, MySQL, PHP) platform and will teach students to design data driven, dynamic web applications. *Prerequisite: CIS215.*

CIS245   **Advanced Web Page Techniques**   3;(2,2)

This course offers advanced techniques in web page development including dynamic HTML, XML, and style sheets. Current software will be used. *Prerequisite: CIS115 or advisor approval.*

CIS247   **Advanced Java Programming**   4;(3,2)

This course provides a graphical approach to object oriented programming; and a continuation of the exploration of classes, methods, encapsulation and inheritance that are introduced in Computer Science I. Event driven programming will also be covered. *Prerequisites: CIS127 and MATH 180.*

CIS249   **Graphical Programming with Visual Basic**   4;(3,2)

This course provides an introduction to event driven programming and graphical user interfaces (GUI) on a windows platform. Integrated development environments, such as Visual Basic will be used. *Prerequisite: CIS135. Corequisite: MATH116.*

CIS252   **Computer Information Systems Project**   2;(0,4)

Individual project using tools and skills developed in previous courses. Can also be structured to cover practical work experience in the computer field. Students will define their own project and its goals. May be repeated for credit to a maximum of 3 credits. *Prerequisite: Two 200 level CIS courses, one of which may be taken concurrently.*

CIS259   **Network Security**   3;(2,2)

This course covers topics on network security and design including: current threats and means of attack, basic security practices and tools, packet monitoring and network intrusion detection, proper network design, network performance tuning and troubleshooting. *Prerequisite: CIS119.*

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA101   **Introduction to the Internet**   **1;(1,0)**

This informative class will demonstrate the basics of accessing and using the Internet. The course will include the use of the World Wide Web browser software, on-line search engines, news groups, and e-mail. Students, professionals, and researchers will enjoy this course.

CSA103   **Introduction to Microsoft PowerPoint**   **1;(1,0)**

PowerPoint is an excellent tool for creating presentations, which can be delivered from the personal computer. This course will cover the use of master slides, importing graphics, creating and formatting text, creating next note pages, templates, and using other useful PowerPoint features.

CSA106   **Introduction to QuickBooks**   **1;(1,0)**

This course is designed for the beginner and includes writing, printing, and reconciling disbursement and payroll checks; writing and printing invoices; recording payments; keeping track of receivables, payables, payroll information; and preparing financial statements and other reports.

CSA109   **Introduction to Microsoft Excel**   **1;(1,0)**

This course is designed for the beginner. Students will learn how to enter and edit worksheet data, work with multiples sheets and use shortcuts to carry out some of Excel's powerful capabilities. Also covered is presenting an attractive layout with fonts and formats, and applying various functions of Excel.

CSA112   **Introduction to Microsoft Access**   **1;(1,0)**

The student will learn to design a database, add/edit records, and locate/sort records. In order to accomplish everyday database tasks, the student will learn to design and apply queries, reports and forms.

CSA115   **Introduction to Microsoft Word**   **1;(1,0)**

In this beginning Word course, students will learn to create, edit, and save documents. Ruler, tab, and margin settings are covered. Students will create their first document while embellishing a variety of fonts and formats and other built-in tools/features to make their work easier. Students will also learn to create tables and use spell check and thesaurus features.

CSA118   **Introduction to Microsoft Publisher**   **1;(1,0)**

This course is an introductory course that provides students with an in-depth overview of the desktop publishing operating environment. Throughout this course, students will use templates and wizards to create professional desktop publications, such as advertisements, brochures, flyers, newsletters, and business cards.

CSA120   **Introduction to Linux**   **1;(1,0)**

This course is a basic introduction to the Linux operating system and GNU tools. Topics include: what Linux is, how Linux differs from Microsoft Windows, Linux design philosophy, Linux command line interface, graphical interfaces, user management, group management, Linux file systems and file management, and essential commands and utilities.

CSA126   **Intermediate QuickBooks**   **1;(1,0)**

This course is a continuation of Introduction to QuickBooks. In the intermediate level, students learn advanced record keeping, and how to enter and maintain payroll information. Students also learn how to prepare and embellish financial statements and other reports while incorporating graphics and various font attributes. *Prerequisite: CSA106.*

CSA129   **Intermediate Microsoft Excel**   **1;(1,0)**

This course is a continuation of Introduction to Microsoft Excel. In this course, students learn to create hyperlinks, use the functions tool, revise and display formulas, link worksheets within the workbook, to e-mail the workbook, amongst other features. *Prerequisite: CSA109.*

CSA132   **Intermediate Microsoft Access**   **1;(1,0)**

This course is a continuation of Introduction to Microsoft Access where students will learn how to create table relationships, manage data, define data rules, use advanced queries to answer specific questions, and create summary queries. Students will also learn how to create and enhance custom forms and create a main form with sub-forms. *Prerequisite: CSA112.*

CSA135   **Intermediate Microsoft Word**   **1;(1,0)**

This course is a continuation of Introduction to Microsoft Word and provides an in-depth exploration of the advanced features of Microsoft Word. Students learn to apply mail merge techniques for the production of form letters; to create headers, footers, footnotes and endnotes for reports; and to sort existing text. *Prerequisite: CSA115.*

CSA138   **Intermediate Microsoft Publisher**   **1;(1,0)**

This course is a continuation of Introduction to Microsoft Publisher. Throughout this course, students learn how to design and layout professional desktop publications. Emphasis is placed on creating tables and text boxes, linking text boxes, and grouping text boxes and objects. *Prerequisite: CSA118.*

CSA140   **Intermediate Linux**   **1;(1,0)**

This course is a continuation of Introduction to Linux class and teaches more advanced techniques. Topics include: installing Linux, shell scripting, program installation, differences between Linux distributions, common applications and utilities, using pipes and redirection, job control, and managing services. *Prerequisite: CSA120.*

COSMETOLOGY (CSMT)

CSMT109   **Cosmetology Theory I**   **4;(4,0)**

This course is an introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. Corequisites: CSMT118, CSMT123 and CSMT126.*

CSMT110   **Airbrushing: Nail Art I**   **2;(1,2)**

An introduction course that provides the student with the basic skills and techniques of painting nails with an airbrush. Students will learn airbrush mechanics, trade terminology, paints systems, supplies & materials, basic graphics, basic drawings, layout, transfer, stenciling, airbrush painting and nail air. Students will learn applicable paintbrush ethnics. It will give the student a well-balanced art experience. This course also gives the experienced cosmetologist the ability to further diversify with an airbrush and enhance their skills in the art of painting nails.

CSMT118   **Shampoo, Rinses, and Scalp Treatments**   **4;(0,8)**

This course introduces the student to the preparation, procedures and practices, materials, implements, hair analysis, scalp disorders, related chemistry, client record keeping and safety. *Corequisites: CSMT109, CSMT123 and CSMT126.*

CSMT123   **Sterilization, Sanitation, and Bacteriology**   **4;(0,8)**

This course introduces the student to related theory, safety, methods of sterilization of materials and implements, preparation, procedures and practices, public sanitation and chemical agents. *Corequisites: CSMT109, CSMT118 and CSMT126.*

CSMT126   **Hair Cutting**   5;(0,10)

This course introduces the student to related Basic procedures and practices using scissors, shears, razors and clippers. The course also looks at client consultation and recommendation, safety procedures and record keeping. *Corequisites: CSMT109, CSMT118 and CSMT123.*

CSMT139   **Cosmetology Theory II**   4;(4,0)

The students will review the New Mexico Cosmetology State Laws and Regulations. It will include a study of the practices and techniques that are needed to pass the State Board exam for cosmetology. *Prerequisite: CSMT126. Corequisites: CSMT143, CSMT148 and CSMT152.*

CSMT143   **Facials**   4;(0,8*)*

This course introduces the Student the related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT148 and CSMT152.*

CSMT148   **Manicuring and Pedicuring**   4;(0,8)

This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; Also it includes the study of nail disorders. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT152.*

CSMT152   **Chemical Rearranging**   5;(0,10)

This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures. *Prerequisite: CSMT126. Corequisites: CSMT139, CSMT143 and CSMT148.*

CSMT209   **Cosmetology Theory III**   4;(4,0)

This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT217 and CSMT222.*

CSMT217   **Hair Coloring and Bleaching**   **4;(0,8)**

This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT222.*

CSMT222   **Hairstyling**   **5;(0,10)**

This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces. *Prerequisites: All 100 level CSMT courses. Corequisites: CSMT209 and CSMT217.*

CSMT239   **Cosmetology Theory IV**   **4;(4,0)**

This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses. *Prerequisite: CSMT222. Corequisites: CSMT243, CSMT254 and CSMT260.*

CSMT243   **Salon Business and Retail Sales**   **2;(1,2)**

This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions The use of telephone, retail sales, client communications, public relations, insurance and salon safety. *Prerequisite: CSMT222. Corequisites: CSMT239, CSMT254 and CSMT260.*

CSMT254   **Personal and Community Health**   **2;(1,2)**

Designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness. *Prerequisite: CSMT222. Corequisites: CSMT239, CSMT243 and CSMT260.*

CSMT260   **Cosmetology Clinic Practice**   **7;(0,14)**

This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructions, in cooperation with an LCC approved employer, the student is exposed to salon business and retail sales concepts as outlined in the State Boards standards upon completion of 75 percent (1,243 hours) of the course study. This externship may not exceed eight hours per day. *Prerequisites: CSMT209, CSMT217, CSMT222 and advisor approval.*

CRIMINAL JUSTICE (CJ)

CJ111 **Introduction to Criminal Justice** 3;(3,0)

A survey of the structure of our criminal justice system, including the goals of criminal justice, police operations, the function of the courts, corrections, and the juvenile justice system. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: CRJI1113.*

CJ121 **Introduction to Corrections** 3;(3,0)

An introductory exposure to the history and development of the correctional system in the United States involving a look at modern prisons, correctional clientele, probation, parole, and community based corrections. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: CRJI2303.*

CJ131 **Introduction to Law Enforcement** 3;(3,0)

The course examines the history and evolution of law enforcement into the 21st Century. Topics include traffic control, crime-scene investigation, interrogation, search and seizure, arrest, and community service*. Prerequisite: READ105 or equivalent COMPASS/ACT score.*

CJ200 **Professional Ethics** 3;(3,0)

The course surveys moral reasoning and issues in Criminal Justice with an emphasis on the application of ethical theories to practical decision making. *Prerequisite: CJ111 or advisor approval.*

CJ201 **Criminal Law** 3;(3,0)

This introductory course exposes the student to an overview of our legal system. The course also addresses the essential elements of crime, crimes against the person, property, and the public, as well as statutory and constitutional defenses to crime. *Prerequisite: CJ111 or advisor approval. NM Common Course Number: CRJI2053.*

CJ205 **Probation, Parole, and Community Corrections** 3;(3,0)

An analysis of community corrections emphasizes the theory and practice of probation and parole. Topics include pretrial release, halfway houses, and community service programs. *Prerequisite: CJ111 or advisor approval.*

CJ210 **Deviant Behavior** 3;(3,0)

Using sociological Theory and principles, this course covers an analysis of human behaviors that do not conform to the norms and values generally held by the majority of the members of society. *Prerequisite: CJ111 and SOC101.*

CJ215   **Juvenile Justice System**   3;(3,0)

A study of juvenile justice administration, including juvenile court practices procedures, and jurisdiction, along with the role of police officers and other correctional personnel within the juvenile justice system. *Prerequisite: CJ111 or advisor approval. NM Common Course Number: CRJI2603.*

CJ221   **Law Enforcement and Community Relations**   3;(3,0)

A perspective of developing positive community relations through citizen involvement in the justice system and the treatment of victims, witnesses, and jurors. *Prerequisite: CJ111 or advisor approval.*

CJ225   **Criminal Procedures**   3;(3,0)

An examination of the Constitutional aspects of criminal procedure. The course focuses on the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments, including search and seizure, police interrogation and surveillance, and the trial process through sentencing and appeal. *Prerequisite: CJ201 or advisor approval.*

CJ231   **Criminal Investigation**   3;(3,0)

An overview of the fundamentals of the investigative process associated with crime scene searches, information gathering, investigation, interrogation, search, arrest, and community service*. Prerequisite: CJ111 or advisor approval.*

CJ233   **Report Writing and Documentation**   3;(3,0)

This course covers report writing, appropriate documentation, client case notes, and form preparation for agencies within the criminal justice field. Emphasis will be placed on proper language and grammar usage. *Prerequisites: CJ111 and ENG111.*

CJ260   **Management in Law Enforcement**   3;(3,0)

The course is about law enforcement managers and supervisors, their jobs, and the complicated interrelationships with all members of the law enforcement team and with the communities they serve. *Prerequisite: CJ111 or advisor approval.*

CJ298   **Criminal Justice Internship**   3;(0,9)

This course provides students with the opportunity to gain supervised practical experience working for a local law enforcement agency, corrections department, or other related criminal justice agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students are not compensated for their work and supervision is shared between the specific agency and the Criminal Justice faculty/advisor. *Prerequisites: At least 12 credit hours completed in Criminal Justice and advisor approval.*

CULINARY ARTS (CUL)

CUL101   **Culinary Concepts and Mathematics**   **3;(3,0)**

Topics will include an introduction to the safe use of foodservice tools and equipment, basic cooking principles and a glossary of cooking terms. Mathematics will teach what every caterer, chef and baker need to know in order to price a menu, scale recipes up or down and figure out how much that fish really costs. *Corequisite: MATH101, equivalent COMPASS/ACT score or instructor approval.*

CUL102   **Food Safety and Sanitation**   **2;(2,0)**

A short course in the fundamentals of serving safe food and protecting both the cook and the customer from injury and food-borne disease. Students will learn how to organize a kitchen, store, cook, and hold and serve food in a safe manner. Students who successfully complete the course will receive Serv-Safe® certification in food safety and sanitation. *Corequisite: READ105, equivalent COMPASS/ACT score or instructor approval.*

CUL120   **Introduction to Vegetables and Starches**   **3;(2,2)**

For the beginning student, this course will emphasize product identification and cooking techniques for fresh and dried vegetables. Multiple cooking methods for preparing grains and other starches will be explored. *Corequisite: CUL101 or instructor approval.*

CUL122   **Introduction to Meats, Poultry, and Fish**   **3;(2,2)**

The principles of cutting and cooking meats, poultry, and fish. Students will learn which cooking method is best used for different meat products. Emphasis will be placed on butchering and product identification. *Corequisite: CUL101 or instructor approval.*

CUL123   **Introduction to Stocks, Soups, and Sauces**   **3;(2,2)**

In this course, students make homemade stocks, the foundation of outstanding soups and sauces. From the base, classical French and regional soups from throughout the world will be prepared. The course then moves to explore the five mother sauces in classical French cooking and different approaches to sauce making from Mexico to India to Japan. *Corequisites: CUL101 and CUL102 or instructor approval.*

CUL128   **Garde Manger**   **3;(2,2)**

A beginner's course in cold food preparation including infusing oils, terrines, curing salmon and making simple cheeses from scratch. This course also includes preparation of hors d'oeuvres and appetizers from students' original recipes. *Corequisite: CUL101 or instructor approval.*

CUL140   **Catering**   2;(2,0)

Through lectures, students will learn the business of catering and how to manage an event from menu and recipe development, to pricing and billing the client. Front-of-the-house responsibilities will be taught, including the basics of pairing food and wine. *Prerequisites: CUL101 and CUL102 or instructor approval. Corequisite: CUL140L.*

CUL140L   **Catering Lab**   2;(0,4)

Taken in tandem with CUL140, students will gain 64 hours of practical experience through catering different small, large, on-site, corporate and social events. *Corequisite: CUL140.*

CUL208   **Culinary Arts Practicum**   4;(0,8)

This course provides the graduating culinary arts student with 128 hours of on-the-job experience in a professional environment: a stepping-stone to post-graduation employment. As a requirement for credit, students will also create a portfolio of a five-course theme dinner, complete with recipes, pictures, and food costing as a culmination of the knowledge and skills gained through the culinary arts program. *Prerequisite: Student must be in last semester of program and advisor approval.*

CUL220   **French and Italian Kitchen**   3;(2,2)

Students will learn the products, tools, techniques, trends and aesthetics of preparing regional, bistro, and haute French cuisine and Italian regional cooking which will include fresh pasta, tomato, meat and cream sauces. Menus will include both savory and sweet dishes. *Prerequisites: CUL101 and CUL102 or instructor approval.*

CUL230   **Mexican and Asian Kitchen**   3;(2,2)

An intermediate course exploring the world's great non-European cuisines. Students will learn the products, tools, techniques, and aesthetics of each of these cuisines. The course includes tips on how to balance heat with flavor, chili identification, and the "ying and yang" of different foods that forms the East Asian aesthetic. *Prerequisites: CUL101 and CUL102 or instructor approval.*

DENTAL ASSISTANT (DENT)

DENT117   **Dental Assisting/Dental Materials**   3;(3,0)

 A detailed study of dental instruments, their care and function. Also included is the study of the different dental procedures and techniques on assisting, with each procedure that includes practice of ergonomics. This course consists of theory and practical lab application. As a routine procedure in the Dental Office, the student will study First Aid procedures. The general structure, composition, properties and purposed of dental materials will be covered. *Prerequisites: ENG104, MATH105 and READ105 or equivalent COMPASS/ACT scores and HD110.*

DENT122   **Dental Materials Lab**   **2;(0,4)**

The utilization of all dental materials, mixing techniques and safety protocol will be covered. The importance of infection control, prevention of cross contamination and competency in taking accurate impressions is included. *Prerequisites: BIO103 and CIS100.*

DENT128   **Community Field Experience**   **1;(0,2)**

The student serves a community service to district schools and health clinics by providing dental health education. All health presentations will take place under direct faculty supervision with instruction is maintained in each facility with expanded critique of student performance.

DENT145   **Bio-Dental Science**   **3;(3,0)**

The study of the normal function of external and internal structures of the teeth and oral cavity, including the study of the composition and classification of tissue of the head and neck. Includes the study of etiological factors involved in pathology. *Prerequisites: BIO103 and CIS100.*

DENT160   **Dental Radiology**   **4;(2,4)**

The study and definition of radiation physics, health and safety theories with emphasis on fundamentals of X-ray techniques and processing. Emphasis is on study and review for certification by the New Mexico Board of Dentistry Radiology before student participates in Clinical Training/Practicum I. *Prerequisites: BIO103 and CIS100.*

DENT167   **Oral Medicine**   **2;(2,0)**

Introduction to recording and interpreting mediodental history utilizing manual and computer Dentrix systems.. Recognition of signs and symptoms of medical emergencies. Treatment for aiding patient in emergency situations, including CPR training.

DENT170   **Clinical Training/Practicum I**   **6;(0,12)**

The student serves a nonpaid practical clinical experience in the offices of qualified dentists. Direct faculty supervision and instruction is maintained in each facility with expanded critique of performance, and office management.

DENT209   **Professional Ethics**   **2;(2,0)**

An emphasis on development of professionalism for dental staff. Content will include oral communication, psychology, patient relations, problem solving skills, stress management, and employment ethics. *Corequisite: HD111.*

DENT220   **Dental Office Management**   **2;(2,0)**

Introduction to dental business office procedures, general telephone etiquette, appointment scheduling and control, accounts payable and receivables, insurance billing, inventory control, data entry basics and Dentrix computer software.

DENT226   **Dental Pharmacology**   **1;(1,0)**

Introduction to safe administration and classification of drugs used in dentistry. Emphasis on common adverse reactions that can occur in drugs utilized with dental procedures.

DENT233   **Laboratory Procedures**   **3;(0,6)**

Techniques of impression taking, construction of models and custom trays, and many other laboratory duties performed by the dental assistant.

DENT270   **Clinical Training/Practicum II**   **6;(0,12)**

The student serves a nonpaid practical clinical experience in the offices of qualified dentists. Direct faculty supervision and instruction is maintained in each facility with expanded critique of performance, and office management.

DRAFTING TECHNOLOGY (DTEC)

DTEC101   **Engineering Graphics and Basic AutoCAD**   **4;(2,4)**

This course describes basic industrial drafting techniques utilizing conventional drafting equipment and supplies as well as Computer-Aided Drafting (CAD) software. Topics include basic CAD software techniques for two dimensional drafting, multi-view drawings, dimensioning, tolerancing, sectional views, auxiliary views, and pictorial drawings with an emphasis on isometric drawings.

DTEC102   **Solid Modeling I**   **3;(2,2)**

This course is an introductory course in three-dimensional (3-D) modeling to communicate engineering design ideas utilizing state-of-the-art engineering graphics software. Topics to be covered will include creating sketches, modeling of individual components, modeling of assemblies, creating exploded views of assemblies, creating orthographic views of individual components and assemblies, outputting to a plotter or printer and storage/retrieval of engineering designs. The laboratory is a major component of this class.

DTEC106   **Solid Modeling II**   **3;(2,2)**

This is an intermediate course in solid modeling focusing on a variety of more complex components and assemblies as well as architectural modeling. Application of solid modeling in simulation and rapid prototyping will be covered. The laboratory is a major component of this course. *Prerequisite: DTEC102.*

DTEC107   **Intermediate AutoCAD**   **3;(2,2)**

This course is a continuation of the CAD objectives described in Engineering Graphics and Basic AutoCAD course. Topics include advanced drafting, importing and exporting files, attaching attribute data, database links, three dimensional design, rendering and imaging, and toolbar customization. *Prerequisite: DTEC101.*

DTEC109   **Introduction to Architectural Drafting**   **3;(2,2)**

This course is the study of architectural drafting. Topics to be covered will include discussion/construction of floor plans, footing and foundation plans, elevation plans, typical wall section plans, roof plans, and detail views. Plans will be enhanced with perspective visual aids. The topics of drafting/planning theory will be addressed by utilizing modern CAD techniques. *Prerequisite: DTEC101.*

DTEC130   **Intermediate Architectural Drafting**   **3;(2,2)**

This course is a further study of architectural drafting. Topics to be covered will include site plot plans, and electrical/heating ventilation and cooling (HVAC) plans (if required for building permits). Plans will be enhanced with perspective visual aids. The topics of drafting/planning theory will be addressed by utilizing modern CAD techniques. *Prerequisite: DTEC109.*

DTEC204   **Electronic CAD Graphics**   **3;(2,2)**

This course is a study of standard electrical and electronic component symbols, electronic schematics, and printed circuit board layouts utilizing CAD software tools. This course will include usage/discussion of lettering, symbols charting, and drawing/modifying toolbar commands used to design electronic circuits. Flow charts, logic diagrams and isometric 3-D design drawings will be discussed as tools for circuit assembly. *Prerequisite: DTEC101.*

DTEC208   **Plane Surveying**   **3;(2,2)**

This course is a study of surveying theory and practice as applied to plane surveying. Topics to be covered will include: error propagation, linear measurements, angle measurements, area determination, differential and trigonometric leveling and topographic mapping. *Corequisite: MATH180.*

DTEC214   **Micro-Electro-Mechanical Systems (MEMS) CAD**   **3;(2,2)**

This course is a study of the elements of MEMS design utilizing integrated Sandia National Laboratories MEMS software coupled with AutoCAD to form the basis of a fully integrated MEMS design environment. Emphasis will be placed on teaching the process involved in producing MEMS as well as the usage of tools within the AutoCAD environment to realize these design ideas. The class will be hands-on and require a laboratory usage. *Prerequisite: DTEC101.*

DTEC220　　　　　**Advanced Drafting and Design**　　　　**3;(2,2)**

This course is a continuation of the CAD objectives described in the Intermediate AutoCAD and Introduction to Architectural Drafting courses. Emphasis will be directed toward furthering the students' expertise of CAD software. Topics will include advanced drafting and design of structures and further discussion of plans. The topic of drafting/planning theory will be further addressed by utilizing modern CAD techniques. The laboratory will allow the student to continue developing hands-on skills and is a major component of the class. *Prerequisites: DTEC107 and DTEC109.*

ECONOMICS (ECON)

ECON208　　　　　**Principles of Macroeconomics**　　　　**3;(3,0)**

This course emphasizes the fundamentals of macroeconomics (the study of economy as a whole), fiscal and monetary policy, and the international setting. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECON2113.*

ECON209　　　　　**Principles of Microeconomics**　　　　**3;(3,0)**

This course emphasizes the part of economics concerned with such individual units within the economy as industries, firms, and households and with individual markets, particular prices, and specific goods and specific goods and services. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECON2123.*

EDUCATION-EARLY CHILDHOOD MULTICULTURAL (ECME)

ECME100　　　　　**Early Childhood 45 Entry Level**　　　　**3;(3,0)**

This course is an introduction to the early care, education and family support. It covers the seven competency areas: Child Growth, Development and Learning; Health, Safety and Nutrition; Family and Community Collaboration; Developmentally Appropriate Content; Learning Environment and Curriculum Implementation; Assessment of Children and Programs; and Professionalism. The course is 45-clock hours and covers birth through eight years of age. An additional 10 hours of observation is required.

ECME110　　　　　**Professionalism**　　　　**2;(2,0)**

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECED2152.*

ECME123   Introduction to Reading and Literacy Development   3;(3,0)

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading, and oral language in the home and school contexts will be addressed. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: READ2113.*

ECME130   Curriculum Development and Implementation I   3;(3,0)

This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. *Prerequisite: READ105 or equivalent COMPASS/ACT score. Corequisite: ECME135. NM Common Course Number: ECED2163.*

ECME135   Curriculum Development and   2;(1,6)
Implementation Practicum I

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. *Prerequisites: ECME110 and EDUC201 or instructor approval. Corequisite: ECME130. NM Common Course Number: ECED2162.*

ECME230   Curriculum Development and Implementation II   3;(2,2)

This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. *Prerequisite: READ105 or equivalent COMPASS/ACT score. Corequisite: ECME235. NM Common Course Number: ECED2173.*

ECME235   Curriculum Development and   2;(1,6)
                        Implementation Practicum II

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. *Corequisite: ECME230. NM Common Course Number: ECED2172.*

ECME240   Guiding Young Children   3;(3,0)

This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be included. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECED2183.*

ECME257   Assessment of Children and Evaluation of Programs   3;(3,0)

This course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. This course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process. *NM Common Course Number: ECED1143.*

ECME260   Family and Community Collaboration   3;(3,0)

This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early children program will be included. *NM Common Course Number: ECED1133.*

EDUCATION-TEACHER EDUCATION (EDUC)

EDUC102   **Health, Safety, and Nutrition**   **2;(2,0)**

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECED1122.*

EDUC105   **Introduction to Teaching**   **3;(3,0)**

This course provides an orientation to the profession of teaching. It is an introduction to the historical, philosophical, and sociological foundations, current trends, and issues in education. Students will use the above foundations to develop strategies related to problems, issues, and responsibilities in the broad and specific educational arenas. *Corequisite: EDUC225.*

EDUC201   **Child Growth, Development, and Learning**   **3;(3,0)**

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the foundation for becoming competent early childhood professionals and knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized. *Prerequisite: READ105 or equivalent COMPASS/ACT score. NM Common Course Number: ECED1113.*

EDUC205   **Teaching Elementary School Mathematics**   **3;(3,0)**

This course offers methods, materials, and curriculum of modern mathematics in the elementary school. Observation and laboratory periods are required. *Prerequisite: MATH106 with a minimum grade of "C".*

EDUC210   Program Management and Curriculum Development   3;(3,0)

This course provides a broad-based orientation to the field of early care and education. It explores early education as a profession and advocates for young children and their families. It examines the legislative, licensing, legal, and ethical issues involved in providing quality programs for young children. Planning start-up procedures, budgeting, record keeping, policies, assessment strategies, community resources, and working families is emphasized. Various curriculum models, teaching and learning strategies will be included. The curriculum will develop skills in planning developmentally appropriate learning experiences for students in grades K-12. The content includes, but is not limited to literacy, math, science, social studies, health/wellness, the arts, technology and adaptive skills for children. *Prerequisites: EDUC105 and EDUC201.*

EDUC214   Introduction to Special Education   3;(3,0)

Identification of exceptional children with respect to educational opportunities; current concepts and goals of special education; specific consideration of educational programs; and a survey of trends and professional opportunities.

EDUC220   Multicultural Education   3;(3,0)

This course offers a study of educational trends, issues, and problems of students and the teaching methods and strategies necessary to teach respect and tolerance among people.

EDUC225   Teacher Education Practicum   3;(1,4)

This course provides students with the opportunity to plan, implement, and evaluate their personal strategies within a K-12 classroom setting and/or within a setting approved by the department director. A total of 39 contact hours within a classroom setting will be required for this class. *Prerequisite: EDUC102. Corequisites: EDUC105, Verification of Tuberculin Test, First Aid/CPR Certification and Criminal Record Clearance.*

ELECTRONICS ENGINEERING TECHNOLOGY (ELEC)

ELEC101   Electronics I/DC Circuits   4;(3,2)

This course is a study of the analysis and design of direct current (DC) circuits. Topics to be covered will include Ohm's Law, Kirchoff's Laws, mesh, and nodal analysis. The physical laws will demonstrate the relationship between voltage, resistance, current, and power while the analytical methods will give the student an in-depth understanding of the behavior of a DC electronic circuit. Hands-on experimentation will be conducted in the laboratory using equipment such as multimeters, DC power supplies, and breadboards. *Pre- or Corequisite: MATH105 or equivalent COMPASS/ ACT score.*

ELEC102   **Electronic Circuits/AC Circuits**   **4;(3,2)**

This course is a study of the analysis and design of alternating current (AC) circuits. Topics to be covered include electro-magnetic induction, inductive and capacitive reactance, impedance, series and parallel resonance, and basic transformer characteristics. Experimental AC circuit analysis will be performed using multimeters, oscilloscopes, AC power supplies, and function generators in the laboratory. *Prerequisite: ELEC101.*

ELEC107   **Solid State Fundamentals**   **4;(3,2)**

This course is a study of semiconductor theory and its relationship to various other electronic circuits. Topics to be covered include the discussion/application of solid-state devices, the p-n junction, rectification, and wave shaping circuits. Additionally, system gain, design, analysis, and testing will be discussed. Electronic circuits will be constructed and analyzed in the laboratory. This course will also include some discussion of discrete semiconductors as related to the analysis of special purpose circuits. *Prerequisite: ELEC102.*

ELEC196   **Solid State and Active Devices**   **4;(3,2)**

This course is a study of solid-state devices such as the pn junction, semiconductor diodes, and zener diodes. It also examines active devices such as the Bipolar Junction Transistor (BJT), the Field Effect Transistor (FET), operational amplifiers for small signal amplification, oscillators, and Multivibrators for signal generation. This course will also include discussion of signal rectification, wave-shaping circuits, system gain, and discrete semiconductors as related to the analysis of special purpose circuits. System design, analysis, and testing will be performed in the laboratory with the appropriate lab test bench equipment. *Prerequisite: ELEC102.*

ELEC200   **Active Electronic Devices**   **3;(2,2)**

This course is a study of field effect transistors, operational amplifiers, oscillators, multivibrators, and thyristors. Circuit construction and analysis will be accomplished using the appropriate laboratory test bench equipment. *Prerequisite: ELEC107.*

ELEC201   **Electro-Mechanical/Fluid Power Devices**   **3;(2,2)**

This course is a study of fluid power in the industry. Topics include basic principles of hydraulics, hydraulic pumps, hydraulic cylinders, hydraulic motors, hydraulic directional control, hydraulic pressure control, hydraulic flow control, ancillary hydraulic components, basic principles of pneumatics, pneumatic power supply, pneumatic components, and electronic control of fluid power. Lab activities include assembling and analyzing a variety of basic hydraulic and pneumatic systems. *Prerequisite: MATH116.*

ELEC202   **Telecommunications Electronics**   **3;(2,2)**

This course is an inclusive comprehensive study of introductory level telecommunications through the discussion of basic telecommunication systems and components. Topics to be covered will include computer and data networks, fiber optic technology, digital communications, telephone networks, satellite systems, wireless and cellular technologies. Various system analysis and testing will be performed in the laboratory using the appropriate lab equipment and software. *Prerequisite: MATH116.*

ELEC204   **Digital Electronic Circuits**   **3;(2,2)**

This course is a study of the basic principles of digital electronic circuits. Topics to be covered include the binary and other number systems, logic gates, Boolean algebra and other simplification techniques, and memory devices. The implementation of digital circuits using breadboards, integrated circuits, electronic test equipment, and oscilloscopes will be an integral part of the course. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

ELEC206   **Digital Electronic Applications**   **3;(2,2)**

This course is a continuation of Digital Electronic Circuits. Topics to be covered include the design and implementation of advanced digital circuits, utilization of electronic test equipment and debugging, Karnaugh mapping, timing diagrams, and an introduction to soldering. Fundamentals and electronic characteristics of chip architecture, input/output (I/O), digital to analog (D/A) conversion, analog to digital A/D) conversion, and computer programming as related to digital control concepts will be introduced. *Prerequisite: ELEC204.*

ELEC209   **Microprocessor Design and Interfacing**   **4;(3,2)**

This course is a study of microprocessor and microprocessor interfacing fundamentals. Topics to be covered will include microprocessor concepts and applications, troubleshooting, assembly and machine language familiarization, I/O, and interfacing. Laboratory experiments will be conducted using appropriate test equipment and software. *Prerequisite: ELEC206.*

ELEC210   **Computer Systems Troubleshooting**   **3;(2,2)**

This course is a study of troubleshooting skills for the beginner and the non-technical personal computer (PC) user who wants to learn how to repair common PC problems, perform preventative maintenance, install or replace basic PC components (such as chips, expansion boards, power supplies, and disk drives). Students will learn how to improve system performance, use diagnostic tools, install software, and determine when professional help is required to service the PC.

ELEC214   **Embedded System Design/Interfacing**   **3;(2,2)**

This course is a study of embedded systems. The student will be given an overview of the current usage of embedded systems in society and will then learn how to plan, implement and troubleshoot a working system. The course will emphasize programming, interfacing, and supplying power to embedded systems. The student will work on several hardware and software projects during the semester in order to better understand the lecture material. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

ELEC229   **Data Acquisition System Design/Programming**   **3;(2,2)**

This course is a study of data acquisition system design and programming utilizing state-of-the-art data acquisition computer systems and industry standard software. The course will emphasize assessment, design, implementation and troubleshooting of data acquisition systems. Students will learn how to create programs utilizing industry standard data acquisition software. They will learn the proper standards for interfacing sensors and actuators to real-world systems. They will develop insight into the planning and implementation of an experimental test-bed for the purpose of taking measurements for analysis. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage and teamwork.

ENGLISH (ENG)

ENG102   **Introduction to Grammar**   **3;(3,0)**

This course provides basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: basic grammar and punctuation, the structure of basic sentences and paragraphs, and vocabulary development.

ENG104   **Grammar Usage and Writing Skills**   **3;(3,0)**

This course is designed for improving writing skills by focusing on the fundamentals of sentence structure and revision, correct usage, grammar, punctuation, paragraph construction and short compositions. The writing process—prewriting, sorting, drafting, revision, and editing are emphasized. *Prerequisites: ENG102 and READ100 or equivalent COMPASS/ACT scores.*

ENG111   **Freshman Composition I**   **3;(3,0)**

Emphasis of the course is on grammatical principles, sentence construction paragraph types, theme form, and rhetorical modes of exposition. The essentials of correctness and effectiveness in writing are stressed. In addition, the student is exposed to research documentation techniques. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ENGL1113.*

ENG115   **Freshman Composition II**   **3;(3,0)**

Skills mastered in ENG 111 are reviewed. Work in various problems of intermediate exposition. Attention is given to library research, in-text documentations, research writing, and analysis and evaluation of written materials. *Prerequisite: ENG111 with a grade of "C" or better. NM Common Course Number: ENGL1123.*

ENG121   **Introduction to Creative Writing/Fiction**   **3;(3,0)**

A beginning course in writing fiction, emphasizing issues of craft, appropriate vocabulary, revision and the habit of reading as preparation for writing. Short-story writing is emphasized. *Prerequisite: ENG111 with a grade of "C" or better. NM Common Course Number: ENGL2123.*

ENG123   **Literature and Society**   **3;(3,0)**

An introduction to literature and how it relates to society, with examination and interpretation of works in different genres, plus appreciation of Western and other canons. *Prerequisite: ENG111 with a grade of "C" or better. NM Common Course Number: ENGL2213.*

ENG131   **Introduction to Journalism**   **3;(3,0)**

This course is intended as an introduction to journalism. The student is introduced to the journalistic style of writing, terms used in newspaper work, editing copy, newspaper layout and design. *Prerequisite: ENG111 with a grade of "C" or better.*

ENG151   **Literature of the Southwest**   **3;(3,0)**

An introduction to the literary heritage of the American Southwest with emphasis on New Mexican contributions. Readings will include works from the Spanish and Mexican periods (in translation) as well as the modern scene. *Prerequisite: ENG123. NM Common Course Number: ENGL2713.*

ENG203   **American Literature I**   **3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American literature – especially the genres of nonfiction essays and journals, short stories, novel, and poetry – from Native American through Colonial ending with Romantic literature. Lectures introduce historical information, facts about authors, and terminology peculiar to a particular genre. *Prerequisite: ENG123. NM Common Course Number: ENGL2513.*

ENG204   **American Literature II**   **3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American literature – specifically the genres of the short story, drama, and poetry – the Realism to the present. Intended units are: (1) Turn of the Century Poetry and Fiction, (2) Early to Mid-Twentieth Century Poetry, and (3) Mid-twentieth forward – Poetry and Fiction. *Prerequisite: ENG123. NM Common Course Number: ENGL2523.*

ENG213   **British Literature I**   **3;(3,0)**

A survey of major authors and their works from the Anglo-Saxon period through the 18t Century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. Requirements include three of four examinations over the major time periods and a critical paper. *Prerequisite: ENG123. NM Common Course Number: ENGL2413.*

ENG214   **British Literature II**   **3;(3,0)**

A survey of major authors from the 19th Century Romantic writers through the Modern Era or the 20th Century. Authors studied include such writers as Wordsworth, Byron, Shelly, Tennyson, Browning, Yeats, Hopkins, and Joyce. Requirements include tests on each period and one literary analysis paper. *Prerequisite: ENG123. NM Common Course Number: ENGL2423.*

ENG220   **Short Fiction**   **3;(3,0)**

This course focuses on reading short stories and novellas. Instruction in interpretative criticism and stylistic explication of assigned work emphasizes the elements of style and discussion of themes. *Prerequisite: ENG123. NM Common Course Number: ENGL2343.*

ENVIRONMENTAL SCIENCE (ENVS)

ENVS102   **Environmental Science**   **4;(3,2)**

This course includes a survey of environmental science and ecology with an introduction to problems of pollution, population, land use, energy, nutrients cycling, agriculture and pest control. Laboratory provides observation and experimentation relating to topics covered in the lecture. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: ENVS1114.*

FURNITURE AND CABINET-MAKING (FCMK)

FCMK100   **Introduction to Furniture and Cabinet-Making**   **3;(2,2)**

Course is designed for the beginner and includes the basic rules for the care and safe use of hand and power tool, lumber selection, adhesives, and cost estimating. Students will provide their own material and personal safety glasses to construct a small wood project.

FCMK104   **Planning, Layout, and Design**   3;(2,2)

In this course students will define and apply elements of design, line, shape, mass, color, tone, texture to a small project in accordance with design standards, design acceptance, and practical applications. Safety is stressed.

FCMK109   **Introduction to Joinery**   3;(2,2)

Course is an introduction to traditional joinery techniques including edge joining, doweling, mortise and tenon, hand-cut dovetails, and frame and panel work. Students will build a small box using several specific techniques with emphasis on safety. *Pre- or Corequisite: FCMK100.*

FCMK110   **Furniture Construction**   3;(2,2)

Course includes the advanced layout and design. Students will learn about matching wood grains, woodworking joints, lathe techniques, etc. The student must provide all materials needed to complete a piece of furniture. Safety is stressed. *Pre- or Corequisite: FCMK100.*

FCMK116   **Cabinet Construction**   3;(2,2)

Course includes the all aspects of cabinet construction, case construction, face plating, jointing, top, drawer and door construction, and cabinet installation. Safety is stressed.

FCMK118   **Advanced Furniture Design**   3;(2,2)

Course is an advanced design course for students who have had prior experience making their own furniture. Students will design at least one creative piece of furniture. *Prerequisites: FCMK100, FCMK104, FCMK109 and FCMK110.*

FCMK120   **Southwest Woodworking**   3;(2,2)

This course introduces the Southwest Historical themes to students. Students will design and layout they're approved project and learn the fundamentals of carving techniques and southwest patterns to enhance their project.

FCMK130   **Advanced Woodworking Projects**   3;(1,4)

Course includes advanced projects in Furniture and Cabinet Making approved by the instructor with an emphasis on safety. *Prerequisite: FCMK100, FCMK116 or FCMK110. Also recommended is FCMK104.*

FCMK140   **Wood Finishing**   **2;(1,2)**

Course emphasis is on raw lumber and includes wood finishes that can be applied by hand. Students will learn surface preparation using simple power sanders or hand sanding. Course also includes instruction in use of stains, sealers, polishes, shellacs, varnishes, and oils. Students will provide their own finish materials if they wish to finish their own projects.

GEOLOGY (GEOL)

GEOL101   **Survey of Earth Science**   **4;(3,2)**

This course is an introduction for the science and non-science major. The broad spectrum of modern earth sciences includes: astronomy, meteorology, oceanography and physical geology. Volcanoes, earthquakes, continental drift, glaciers, wind action, ground water, rivers and landslides are some of the topics discussed. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: GEOL1114.*

HISTORY (HIST)

HIST101   **Western Civilization I**   **3;(3,0)**

An introduction of the major eras and historical movements form the ancient civilization to the Medieval period. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: HIST1053.*

HIST102   **Western Civilization II**   **3;(3,0)**

An introduction of the major eras and historical movements from the Medieval period to current times. *Prerequisite: HIST101. NM Common Course Number: HIST1063.*

HIST161   **American History I**   **3;(3,0)**

A survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: HIST1113.*

HIST162   **American History II**   **3;(3,0)**

A survey of the political, constitutional, diplomatic, social and cultural development from the Reconstruction Period to the present. *Prerequisite: HIST161. NM Common Course Number: HIST1123.*

HIST220   **History of New Mexico**   **3;(3,0)**

This course will trace the history of the southwestern part of the United States, specifically New Mexico beginning with the Indian migrations, through the major European explorations to the present. Throughout this course, the cultures of the Native American, Spanish, Mestizo and Anglo cultural heritage will be emphasized, with understanding cross-cultural conflict and culturally different people. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: HIST2113.*

HUMAN DEVELOPMENT (HD)

HD100   **Orientation**   **(non-credit)**

The orientation seminar is designed to assist new students in making a successful transition into the college and to augment the student's positive feelings about him or herself. Orientation seminars include information on LCC services, financial assistance, campus tours, academic advisement, registration procedures and strategies for coping with post secondary education. Attendance at an orientation seminar is highly encouraged for all new students. This seminar is coordinated by the ACCESS Center.

HD110   **College Success**   **2;(2,0)**

This course is a college preparatory course and is designed to provide necessary tools for academic success, as students' transition into a post-secondary institution. Topics include goal setting and time management; learning theories and styles; note-taking and test-taking strategies; communication skills such as listening, comprehension and public speaking; health and stress management; campus and community resources. In addition, students will be exposed to college policies and procedures. It is recommended this class be taken during the first semester of academic study.

HD111   **Employment Ethics/Résumé Writing**   **1;(1,0)**

This course is designed to assist students in identifying their skills and strengths in order to prepare them to successfully market their education, training, and work experience when seeking employment upon completion of their program of study. The focus of the course is skills identification, résumé writing, interviewing techniques and job retention. Employment ethics is also emphasized. *Prerequisite: Only students in their last or second to the last semester of program completion should enroll in this course.*

HUMAN PERFORMANCE AND SPORT (HPS)

HPS110   **Lifetime Wellness**   **2;(2,0)**

The purpose of this course is to help students develop an understanding and appreciation of personal wellness as a healthy lifestyle. Problem solving and decision-making skills on numerous topics such as design of a personal physical activity program, prudent nutrition strategy, and stress management is included. Participation in this class enables students to take advantage of the opportunities to maximize prevention of disease and improve quality of life.

HPS252   **Lifeguard Training**   **2;(1,2)**

This class provides the student with the knowledge and skills needed to save one's or other's life in an aquatic emergency. Life guarding procedures, the management and maintenance of aquatic facilities, and safety policies in and around those facilities are included in this course. American Red Cross certification is available.

HUMANITIES (HUM)

HUM110   **Humanities Portfolio I**   **1;(1,0)**

The first semester of the final year of a Liberal Arts' major, Portfolio I is taught. This capstone course addresses public presentations and discussion of ethical issues. Specifically, the student will present three speeches: impromptu, information, and persuasion. Because the persuasive speech involves critical thinking, it is most emphasized. To graduate, the student must receive at least a grade of "C" in each speech. Students will also write an essay on the significance of intrapersonal communication and a detailed essay analyzing a case study that relates to interpersonal conflict. To graduate, the student must receive at least a "C" in both essays.

HUM210   **Humanities Portfolio II**   **1;(1,0)**

The final semester of the Liberal Arts' major, this capstone course is taught. It requires students to write a five-page research paper on a subject that is chosen in consultation with the instructor. To graduate, the student must receive a grade of at least a "C". In addition, the student will participate in six class discussions that address ethical issues chosen by the students in conjunction with the instructor. Based on the quality of the participation, students will receive a grade for each session. To graduate, the student must earn at least a "C" average for participation in these six sessions and must have at least an overall "C" average in the course.

LASER TECHNOLOGY (LEOT)

LEOT102   **Introduction to Lasers**   3;(2,2)

This course is a study in the elements and operation of lasers, optical power meters, properties of light, lasing action, optical cavities, temporal and spatial characteristics of laser outputs, and laser classifications/characteristics. Measurements of beam properties and characteristics are covered. This course includes a laboratory that will emphasize a hands-on approach to problem solving, and teamwork.

LAW (LAW)

LAW242   **Business Law**   3;(3,0)

This course covers the understanding of both law and business. Emphasis is placed on how the legal system operates and contracts law. Other areas covered are sales, agency, employment, and business organizations. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: BLAW2113.*

MANAGEMENT (MGMT)

MGMT207   **Principles of Management**   3;(3,0)

This course is designed to give the student an understanding of management. Topics of interest include international management, cultural diversity, information technology, ethics, and social responsibility. Throughout this course, students analyze real life case studies, conduct Internet research, and develop reports to address diverse management issues. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ ACT scores. NM Common Course Number: MGMT2113.*

MGMT209   **Human Resource Management**   4;(4,0)

This course will provide the student with a contemporary and comprehensive introduction to the field of personnel/human resource management aimed at the general business student who wants to know how these functions and tools will assist one in becoming a better manager. The International Sector is also covered. Emphasis is placed on cooperation among all managers for the successful administration of human resources. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

MGMT211   **Business Ethics**   3;(3,0)

Moral reasoning and issues in business that uses both a theoretical and practical approach to business decision-making are examined as well as quality and customer service insight and skills. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

MGMT218   Principles of Small Business Management   4;(4,0)

This course provides students with extensive knowledge of the steps needed to start and run a small business. Topics include; entrepreneurial opportunities, preparing the business plan, marketing and managing small business operations, financial and administrative controls, and social and legal environment. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

MANUFACTURING TECHNOLOGY (SMT)

SMT201   Semiconductor Manufacturing I   3;(2,2)

This course is a study of processes, materials, and equipment used in the semiconductor-manufacturing field. Topics to be covered will include an introductory level study of wafer preparation, contamination control, diffusion, photolithography, etching, thin films, electrical testing, and sorting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

SMT202   Engineering Fabrication and Machine Shop I   3;(2,2)

This course describes a variety of basic manufacturing processes applied to metals and plastics. Topics include industrial materials, machining, casting and molding, cold and hot forming processes such as forging, extrusion, and rolling. Lab is a major component of this course focusing on manufacturing a variety of parts using lathe, milling, shear, and drilling machines.

SMT203   Engineering Fabrication and Machine Shop II   3;(2,2)

This course is a study of the basic elements of computer-numerical-control (CNC). This course will emphasize basic programming in G and M code and programming of a CNC lathe and mill. Manual program entry of G and M code will be required for each CNC tool as well as the use of CAD /computer-aided manufacturing (CAM) software for part production and one time proof-of-concept class projects. The course will focus on safety, identification, and operation of CNC equipment. The laboratory will allow the student to develop hands-on skills once lecture material has been presented on a particular topic. *Prerequisite: SMT202.*

SMT204   Vacuum Technology   3;(2,2)

This course is a study of vacuum technology and vacuum systems. Topics to be covered will include gas laws/properties, operation/application of vacuum system components (pumps, gauges, and valves), and vacuum system instrumentation/ troubleshooting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: SMT201.*

SMT205   **RF Power**   **3;(2,2)**

This course is a study of radio frequency (RF) power and its applications in the semiconductor manufacturing industry. Topics to be covered will include plasma physics, RF applications, RF safety, RF generators, RF transmission lines, and RF interference. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: ELEC196.*

SMT206   **Semiconductor Manufacturing/Vacuum Technology**   **4;(3,2)**

This course is a study of processes, materials, and equipment used in the semiconductor-manufacturing field as well as vacuum technology and vacuum systems. Topics to be covered will include an introductory level study of wafer preparation, contamination control, diffusion, photolithography, etching, thin films, electrical testing, and material sorting. As well as gas laws/properties, operation/application of vacuum system components (pumps, gauges, and valves), and vacuum system instrumentation/troubleshooting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

SMT207   **Electro-Mechanical Systems**   **3;(2,2)**

This course is a study of modern electro-mechanical systems. Topics to be covered will include electro-mechanical system operation/design, reading system/component schematics, fabrication of a rudimentary system, system troubleshooting techniques, programming, and P.C. control schemes. This course will include a laboratory and a final project. The laboratory will emphasize a hands-on approach to system analysis, critical thinking, solution to open-ended problems, computer usage, and teamwork**.** *Corequisites: ELEC201 and ELEC204.*

SMT208   **Robotics**   **3;(2,2)**

This course is a study of modern industrial robotic systems and rudimentary terrestrial robotic vehicle systems. Topics to be covered will include an introduction to the operation and use of industrial robotic manipulators and terrestrial rovers. Topics to be covered will include feedback mechanisms, actuators, sensors, power supplies, micro-controllers, P.C. computer control and programming. This course will include a laboratory and final project. The laboratory will emphasize a hands-on approach to system analysis, critical thinking, solution to open-ended problems, computer usage and teamwork. *Prerequisite: ELEC201.*

SMT211   **Semiconductor Manufacturing II**   **3;(2,2)**

This course is a study of processes used in the semiconductor-manufacturing field. Topics to be covered will include an advanced level discussion of wafer preparation, contamination control, diffusion, photolithography, etching, thin films, electrical testing, and material sorting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: SMT201.*

SMT212   **Statistical Process Control**   **3;(2,2)**

This course is a study of a systems approach to the manufacturing process. Topics to be covered will include basic statistics, process control schemes, sampling methods, data collection devices, and control chart interpretation. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Pre- or Corequisite: MATH180.*

SMT216   **Introduction to MEMS**   **3;(2,2)**

This course is a study of Micro-Electro-Mechanical Systems. The course will offer the student an introductory level overview of MEMS and their applications in society. The course will offer hands-on demonstrations of MEMS CAD software and visual inspection of real MEMS devices. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: Advisor approval.*

SMT220   **Rapid Prototyping**   **3;(2,2)**

This course will introduce the process of rapid prototyping and compare it to conventional manufacturing processes. Topics to be covered will include review of basic conventional manufacturing processes, stereo-lithography (SLA), solid ground curing (SGC), selective laser sintering (SLS), 3D printing (3DP), fused deposition modeling (FDM), ballistic particle manufacturing, laminated object manufacturing (LOM), and laser engineered net shaping (LENS). Lab activities include part manufacturing utilizing available rapid prototyping systems. *Prerequisite: DTEC102.*

MARKETING (MKT)

MKT201   **Principles of Marketing**   **3;(3,0)**

This course is designed to introduce the student to the basic marketing concepts and business applications. The following will be emphasized: Marketing and its global environment, understanding and selecting target markets, marketing research, consumer buying behaviors, marketing segmentation and the marketing mix. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: MKTG2113.*

MKT203   **E-commerce**   **3;(2,2)**

This course introduces the student to many aspects of e-commerce that includes: electronic commerce; exchange in buying and selling goods/services via the internet; transfer of funds through digital communications; and various internet functions, such as marketing, finance, invoicing, direct payments, and the use of shopping carts. *Prerequisites: ENG104 and READ105, equivalent COMPASS/ACT scores or instructor approval.*

MATHEMATICS (MATH)

MATH101   **Basic Mathematics**   **3;(3,0)**

This course is a review of basic mathematical principles including whole numbers, addition, subtraction, multiplication, division, fractions, and decimals. This course will emphasize problem solving and word problems.

MATH105   **General Mathematics**   **4;(4,0)**

This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios, proportions, percents, measurement, graphs, geometric concepts, real number systems concepts, signed numbers, and linear equations in one variable. *Prerequisite: MATH101 or equivalent COMPASS/ACT score.*

MATH106   **Algebra with Applications**   **4;(4,0)**

This course will provide a mathematically sound and comprehensive coverage of the basic computational skills involved in introductory algebra. Emphasis will be placed on solving linear equations/inequalities, absolute value equations, inequalities, graphing simple functions, finding the slope/equation of a straight line, study of parallel/ perpendicular lines, and graphing linear inequalities in two variables. This course will also provide extensive coverage of applied geometry as it relates to calculating perimeters, areas, surface areas and volumes. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

MATH116   **Intermediate Algebra**   **4;(4,0)**

This course is the study of linear equations and inequalities, linear functions in two variables, systems of linear equations, polynomials and rational expressions, factoring and its applications, solving quadratic equations, evaluating and simplifying radicals and the quadratic formula. Applications in the areas of technology, medicine and business will be emphasized. *Prerequisite: MATH106 or equivalent COMPASS/ACT score.*

MATH130   **Statistics**   **3;(3,0)**

This course is an introduction to descriptive and inferential statistics. Topics to be covered will include sampling procedures, experimental design, measures of center, variation, z-scores, the digression equation with linear correlation and basic probability. *Prerequisite: MATH116 or equivalent COMPASS/ACT score. NM Common Course Number: MATH2113.*

MATH180   **College Algebra**   **4;(4,0)**

This course is the study of exponentials, evaluating/simplifying radical expressions, simplifying/factoring polynomial expressions, evaluating/simplifying functions, graphing functions, finding and graphing inverse functions, properties of linear and polynomial functions, graphing rational functions, evaluating and graphing exponential and logarithmic functions. Additionally, this course serves as a preparatory course for trigonometry or calculus. *Prerequisite: MATH116 or equivalent COMPASS/ACT score. NM Common Course Number: MATH1114.*

MATH190   **Trigonometry**   **4;(4,0)**

This course is the study of trigonometric functions, radian and degree measure, graphs, basic trigonometry identities and inverse trigonometric functions, study of conic sections and basic geometry principles. *Prerequisite: MATH180 or equivalent COMPASS/ ACT score. NM Common Course Number: MATH1213.*

MATH195   **Calculus I**   **4;(4,0)**

The study of finite and infinite limits of functions, finding the derivative of a function, applications of differentiation (such as curve sketching), finding relative and absolute maxima and minima of a function and solving related rate problems. Integration and simple integral formulas are also introduced, as well as application to finding the area beneath a curve. *Prerequisite: MATH190. NM Common Course Number: MATH1614.*

MATH202   **Discrete Mathematics**   **3;(3,0)**

This course is an introduction to discrete mathematics as used in computer science. Topics to be covered will include logic, proofs, basic digital logic circuits, computer arithmetic, Boolean logic, elementary number theory, methods of proof, mathematical induction, and combinatorial reasoning. *Prerequisite: MATH130.*

MATH212   **Calculus II**   **4;(4,0)**

This course is a study of integration techniques. Topics to be covered will include integration by parts, trigonometric substitution, partial fractions, evaluation of limits, L'Hospital's Rule, and convergence/divergence of sequences/series. *Prerequisite: MATH195. NM Common Course Number: MATH1624.*

| **MATH213** | **Calculus III** | **4;(4,0)** |

A study of vectors and vector operations, differentiation and integration of vector—valued functions, partial derivatives of functions of several variables and their applications, multiple integration. *Prerequisite: MATH212. NM Common Course Number: MATH2614.*

MUSIC (MUS)

| **MUS104** | **Choir** | **1;(0,2)** |

The fundamentals of good ensemble singing are taught. Basic vocal techniques are developed; fellow singers achieve a harmonious blend and master multi-part music. Some basics about reading music will also be taught. Camaraderie and teamwork will be the keys to success. Furthermore, student will be required to attend 3.5 hours of rehearsal each week and work on their own between rehearsals. Sheet music and practice tapes will be made available.

| **MUS108** | **Music Appreciation** | **3;(3,0)** |

A non-technical course designed to expand the student's ability to listen actively. Repertoire includes analysis of selected recordings of compositions from the Classical Period through Modern Music. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: MUSI1113.*

| **MUS110** | **Music History** | **3;(3,0)** |

A survey overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. Examines trends and temporary works in the evolution of musical style. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: MUSI1313.*

NURSING (NRSG)

| **NRSG090** | **TEAS Prep** | **1;(1,0)** |

This short two-week course is to assist pre-nursing students to prepare for re-taking of the TEAS Admission Exam. The content areas are the four required essential skills of Math, Science, English and Reading. *Prerequisite: Previous test results that require remediation.*

NRSG095   **CPR Certification**   **1;(0,2)**

This basic life support class is intended for participants who must have a card documenting successful completion of a course in CPR. Course will teach how to recognize and respond to life-threatening emergencies. It assumes student has a health care education. The course also reviews previous Nursing Assistant training to establish competency in basic nursing care skills.

NRSG100   **Math/Dosage Calculations**   **1;(1,0)**

This course includes the reading and interpretation of medication orders and labels, calculation of dosages for the safe administration of medications for all age groups, and in a variety of clinical agencies. It includes the conversion of drug dosages among and within the three Common systems of measurement (i.e., metric, apothecary, and household). (Level 1 PN Program) *Corequisites: NRSG101, NRSG110, NRSG112L and NRSG244.*

NRSG101   **Therapeutic Communication**   **1;(1,0)**

This course serves as an introductory course to basic communication techniques and principles of therapeutic and professional communication through role playing case studies. Effective techniques for teaching/learning, interviewing/assessment, listening skill building and the interpretation of non-verbal communication are incorporated. (Level 1 PN Program) *Corequisites: HD111, NRSG100, NRSG110, NRSG112L and NRSG244.*

NRSG110   **Introduction to Nursing/Wellness**   **6;(6,0)**

The student is introduced to the philosophy and organizational framework of the program. Wellness across the life span is the focus of this course with topics that include: health promotion, cultural diversity within the community, teaching/learning principles, critical thinking, ethical and legal issues and components of nursing practice and nursing process. (Level 1 PN Program) *Corequisites: NRSG100, NRSG101, NRSG112L and NRSG244.*

NRSG112L   **Health Assessment Lab**   **1;(0,3)**

The student will build on competencies acquired in their certified Nurse Aide program as well as knowledge acquired in basic nursing support courses. This course focuses on basic principles, skills and behaviors of client care with an awareness of cultural diversity within the community. Lab practice will focus on practice/demonstration and performance of basic nursing skills and critical nursing behaviors. (Level 1 PN Program) *Corequisites: NRSG100, NRSG101, NRSG110 and NRSG244.*

NRSG113   **Health Assessment Clinical**   **1;(0,3)**

The student will practice competencies acquired in the Health Assessment lab as well as the fundamentals and basic skills taught in the Introduction to Nursing/Wellness course. *Prerequisite: NRSG112L. Corequiste: NRSG110.*

NRSG115　　　　　　**Common Health Problems**　　　　　　**4;(4,0)**

The focus of this course is on the nurse's role in the promotion, maintenance, and restoration of health for adults with common health problems. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG116, NRSG118, NRSG119 and NRSG245.*

NRSG116　　　　　**Common Health Problems Practicum**　　　　　**2;(0,6)**

The focus of this practicum is the application of content from common health problems in nursing. The emphasis is on the utilization of scientific principles and nursing theory in providing care for clients with common health problems in a variety of clinical settings in the community. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG118, NRSG119 and NRSG245.*

NRSG118　　　　　　　**Family Nursing I**　　　　　　　**2;(2,0)**

The focus of this course is on the nursing care of the client/family and newborn. Focus is on normal, uncomplicated obstetric/newborn nursing. It also addresses health promotion of the pediatric client within the community. The emphasis is on the uti lization of scientific principles and nursing theory in providing care for pediatric clients with common health problems in a variety of clinical settings in the community. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG116, NRSG119 and NRSG245.*

NRSG119　　　　　　**Family Nursing I Practicum**　　　　　　**2;(0,6)**

The focus of this practicum is the application of content from Family Nursing I course through the demonstration and performance of specific course related nursing skills. The emphasis is on the utilization of scientific principles and nursing theory and the in the provision of care for obstetrical clients with uncomplicated health care needs in a variety of clinical settings in the community. This includes the care of pediatric clients with health promotion needs and common health problems in a variety of clinical settings. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG116, NRSG118 and NRSG245.*

NRSG130   **Role Transition - PN**   **1;(1,0)**

(*Requirement for students taking PN-NCLEX)* This course provides a basic introduction to Mental Health concepts and identifies the roles, responsibilities and scope of practice for the Licensed Practical Nurse. (Level 1 PN Program) *Prerequisite: Successful completion of PN Program.*

NRSG202   **Geriatric Nursing**   **2;(2,0)**

An elective course designed to prepare students in meeting the challenges of providing high quality services for older adults. Throughout the course, a positive view of aging is conveyed with recognition of the individuality of each person. The focus of the course is promotion of optimal functioning, wellness promotion, and restorative care.

NRSG216   **Mental Health Nursing**   **2;(2,0)**

The course focus is on concepts of mental health and illness, prevention, crisis management and treatment modalities. Emphasis is on the nurse-client relationship, use of interpersonal and therapeutic communications, and review of psychopharmacology. Nursing process, teaching/learning, cultural diversity in the community, and the further development of critical thinking/decision making concepts are incorporated. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG217, NRSG218 and NRSG219.*

NRSG217   **Mental Health Nursing Practicum**   **2;(0,6)**

The focus of this practicum is the application of content from the mental health nursing course through the demonstration and performance of specific course related nursing skills. Emphasis is on self-awareness and therapeutic use of self to communicate effectively in the care of clients/families with various mental disorders in a variety of psychiatric clinical settings in the community. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG218 and NRSG219.*

NRSG218   **Family Nursing II**   **2;(2,0)**

The focus of course is on acute, complex high-risk health problems of the obstetrical client which includes complications of pregnancy and delivery and the nursing measures which are utilized to reduce maternal/infant morbidity. It also includes acute/chronic complex health problems of the pediatric client. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 2 RN Program) *Prerequisites: NRSG118, NRSG119, and all first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217 and NRSG219.*

NRSG219   **Family Nursing II Practicum**   **2;(0,6)**

The focus of this practicum is the application of content from the high risk obstetric and pediatric content nursing course through the demonstration and performance of specific course related nursing skills to provide safe, competent, effective nursing care. Emphasis on principles of growth and development, standards of practice, therapeutic age appropriate communication, and teaching/learning. Clinical practicum will occur in high acuity nursing health care settings. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217 and NRSG218.*

NRSG220   **Management of Client Care within the Community**   **2;(2,0)**

This course focuses on the role of the nurse outside the acute care setting, with an emphasis on the local community with exploration of the wide variety of roles for nurse in non-acute settings. Health promotion and maintenance along with professional development in nursing are emphasized in an examination of current issues and trends in the health care environment. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated toward professional management/delegation roles for the nurse. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG222, NRSG224 and NRSG225.*

NRSG222   **Transitional Practicum**   **2;(0,6)**

The focus of this final course is the integration of knowledge from all curriculum course work content to provide for an opportunity to provide safe, competent, effective nursing care for a variety of groups of clients within diverse care settings. Through a mentor relationship, growth opportunities that will lead to increased management skills, professional behaviors and collaborative communication will be practiced leading to safe independent nursing practice. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG224 and NRSG225.*

NRSG224   **Adult Nursing**   **4;(4,0)**

This course examines the care of the adult client with complex, multiple-system acute and or chronic health problems and identifies the different roles of the registered nurse in acute and community based health care settings. The focus of this course is on the promotion, maintenance and restoration of health for clients with the utilization of follow up care, community resources, and collaboration with other health care professionals to provide continuity of care. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG222 and NRSG225.*

NRSG225   **Adult Nursing Practicum**   **2;(0,6)**

The focus of this practicum is on the nurse's role in the coordination of care for clients with complex acute or chronic health problems through appropriate decision making skills and collaboration with clients, family, the health care team and community agencies. Nursing process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. Emphasis on demonstration/performance of complex nursing skills in high acuity nursing health care settings. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG220, NRSG222 and NRSG224.*

NRSG241   **Pathophysiology I**   **3;(3,0)**

This course is designed as an introduction to human pathophysiology. It builds on the knowledge of anatomy and physiology as a basic foundation. The course provides an overview of disease processes by body systems. The course serves as an elective for health occupations majors. *Prerequisite: BIO100.*

NRSG242   **Pathophysiology II**   **3;(3,0)**

The course provides an overview of disease processes for select body systems. The course serves as an elective for health occupations majors. *Prerequisite: BIO100.*

NRSG244   **Pharmacotherapeutic Interventions I**   **1;(1,0)**

An introductory course to basic pharmacology based on principles of pharmacodynamics, pharmacokinetics, and pharmacotherapeutics. The focus is on health promoting drugs with emphasis on teaching/learning, cultural diversity, and promotion of critical thinking toward safe and accurate medication administration. (Level 1 PN Program) *Corequisites: NRSG100, NRSG101, NRSG110 and NRSG112L.*

NRSG245   **Pharmacotherapeutic Interventions II**   **2;(2,0)**

Continued principles of pharmacology organized by body systems and individual drug classes with emphasis on drug actions, indications for uses, adverse effects, various types of drug interactions, and key nursing implications. It includes an ongoing focus on teaching/learning, cultural diversity, and promotion of critical thinking/decision making toward safe and accurate medication administration. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG115, NRSG116, NRSG118 and NRSG119.*

NURSING ASSISTANT (CNA)

CNA100   **Nursing Assistant Training**   **4;(3,3)**

This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe and effective care in an acute and log-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

OFFICE ADMINISTRATION (OADM)

OADM101   **Keyboarding**   **3;(2,2)**

This course is designed to introduce students to keyboarding and formatting techniques. Course will lead students toward greater speed, improved accuracy, and greater refinement of formatting ability. Students who type 25+ words per minute or who have successfully completed one full year of typing or keyboarding in high school within five years of attending LCC on a full-time basis can forego enrolling in Keyboarding. *Prerequisite: READ105, equivalent COMPASS/ACT score or instructor approval.*

OADM201   **Intermediate Keyboarding**   **3;(2,2)**

Designed to enhance keyboarding skills and incorporate numerous design features that simplify learning and ensure mastery of keyboarding, word processing, and document formatting. (WordPerfect 9 will be utilized). *Prerequisite: OADM101 or instructor approval.*

OADM206   **Business Writing**   **3;(3,0)**

This course is designed to provide the student with the techniques for planning and organizing messages; provide the student with writing techniques that will help transform average writing into forceful communications to include letters, memos, reports, proposals, and résumés. *Prerequisites: READ105 and ENG104 or equivalent COMPASS/ACT scores.*

OADM207   **Administrative Procedures**   **3;(3,0)**

This course facilitates the student's ability to develop competence with major concepts in electronic office applications. Furthermore, this course provides practical, meaningful experiences to strengthen the student's administrative skills and knowledge of business procedures. *Prerequisite: Student should be in his/her last semester of study and/ or advisor approval.*

OADM214   **Microsoft Word**   **3;(2,2)**

This course utilizes Microsoft Word, word processing software. Students learn basic through advanced word processing applications. This software utilizes a variety of integrated software packages. *Prerequisite: CIS100.*

OADM216   **Desktop Publishing**   **4;(3,2)**

This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence, and newsletters. Various software packages are used. *Prerequisite: CIS100.*

OADM219   **Legal Office Procedures**   **4;(3,2)**

This course is designed to prepare students for work as a legal secretary in a legal/ law office. Topics covered in this course include: legal terminology, preparation of legal documents and correspondence, transcription, ethics, the courts and court documents, litigation, wills, probate, real estate, corporations, and non-court documents. Ethics is also emphasized.

OADM223   **Medical Office Procedures**   **4;(3,2)**

This course is designed to prepare students who desire to pursue a career in a medical office or hospital. Students will learn the duties of a medical office specialist/ assistant. Topics to be covered throughout this course include: medical terminology, transcription, medical records, insurance, ethics, human relations, and billing procedures.

OADM235   **Office Administration Internship**   **3;(0,9)**

This course provides students with the opportunity to gain supervised practical office experience working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students have an opportunity to earn an agreed upon wage/salary for their internship, and supervision is monitored and recorded by the specific agency and documented and reported to the specific agency and the Office Administration faculty/advisor. *Prerequisite: Student should be in the last semester of their program.*

PHILOSOPHY (PHIL)

PHIL101   **Introduction to Philosophy**   **3;(3,0)**

This course introduces the student to philosophical thinking; introduces a history of philosophy from the Ancient Greeks through the modern and post modern era of the critical thought process, logic, metaphysics, reality, materialism/idealism, religion and life's meaning, ethical reasoning, esthetic value, and ideal of art. Furthermore, this course provides the student with a living discipline, which draws from the past in order to deal with present critical issues. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: PHIL1113.*

PHYSICAL EDUCATION (PE)

PE116   **Step Aerobics**   **1;(0,2)**

This course is designed to improve physical fitness through active participation that will increase cardiovascular endurance, strength and flexibility. Physical participation is required and students are encouraged to work at their own pace.

PE117   **Kickboxing and Step Combo**   **1;(0,2)**

This class will consist of cardio kickboxing and step-training. Cardio kickboxing includes a series of drills set to music including: jabbing punching/kicking combinations that include jabs, hooks, front, back, and side kicks. Step training consists of stepping up and down on a platform while performing creative choreographic movements to music. It is primarily a low impact, high intensity athletic activity.

PE120   **Cardio Conditioning**   **1;(0,2)**

This course promotes wellness and exercise activity by increasing cardiovascular endurance by using different cardiovascular machines. All cardio conditioning equipment will be accessible.

PE121   **Cardio Weight Training**   **1;(0,2)**

This course promotes wellness and exercise activity combining weight training and cardiovascular machines. All equipment will be accessible.

PE122   **Self-Directed Physical Fitness**   **1;(0,2)**

A self-directed physical fitness course that is designed to promote a healthy life-style.

PE123   **Self-Directed Weight Training**   **1;(0,2)**

Promotes wellness and exercise activity through proper weight training techniques and increases the performance of the cardiovascular, the respiratory, and muscular systems.

PE125   **Conditioning and Flexibility Training**   **1;(0,2)**

This progressive course is designed to increase and maintain joint range of motion as well as facilitate relaxation utilizing Pilates, yoga, and abdominal training.

PE128   **Lap Swimming**   **1;(0,2)**

This course is beginning and intermediate swimmers and encompasses different swimming strokes.

PE130   **Beginning Racquetball**   **1;(0,2)**

The purpose of Beginning Racquetball is to provide instruction that will develop knowledge, skills and positive attitudes in health, fitness, lifetime sports, and recreational activities. Instruction in and development or fundamental skills such as basic strokes, basic shots, serves, court positioning, rules and variations to the game. Emphasis will be placed on fundamental skill development, rules, scoring and general court familiarity.

PE133   **Water Aerobics**   **1;(0,2)**

Student will exercise continuously in water for 50 minutes using body movement.

PE135   **Yoga**   **1;(0,2)**

Yoga demystified for everyone interested in learning the basics of Hatha yoga, or "yoga for health". Yoga renews and invigorates the body, stretching, and strengthening the muscles, joints and spine. Yoga is a physical and psychological discipline that brings balance to the mind, body, and spirit through breathing, postures and meditation. Basics emphasize safe physical execution, modifications, and movement with breath.

PHYSICS (PHYS)

PHYS115   **General Physics I**   **4;(3,2)**

This course is an introduction to vector algebra, construction of free body diagrams, Newtonian particle/rigid body dynamics, torque, acceleration, work, energy, power, impulse, and momentum. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisites: ENG104, READ105 and MATH116 or equivalent COMPASS/ACT scores. NM Common Course Number: PHYS1114.*

PHYS116   **General Physics II**   **4;(3,2)**

This course is a continuation of PHYS115, General Physics I. Topics to be covered include simple machines, thermodynamics, mechanical waves, sound, electricity, magnetic fields and forces, and optics. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisite: PHYS115. NM Common Course Number: PHYS1124.*

POLITICAL SCIENCE (POLS)

POLS151   **American National Government**   **3;(3,0)**

Formation and principles of the constitution, political parties, structures of legislative, executive, and judicial branches, civil rights, current trends and issues. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: POLS1123.*

POLS167   **State and Local Government**   **3;(3,0)**

A study of state and local levels of government in the United States with emphasis on the structure, organization and operations of the systems in New Mexico. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: POLS1213.*

POLS213   **Congressional Internship**   **3;(0,9)**

Students will assist Congressional staff and independently work in a United States Congressional office. Students will serve the public and will be responsible for serving in various capacities essential to the operation of a United States Congressional office. In addition, students will work directly in an environment that incorporates the study of governments, governing procedures and political processes while understanding Constitutional foundations, structural organization, citizenship, separation of powers functions of government and services provided by government. *Prerequisite: Instructor approval.*

PSYCHOLOGY (PSYC)

PSYC101   **Introduction to Psychology**   **3;(3,0)**

This course includes the methods and principles of behavior. Topics introduced include: human evolution and development, biopsychology, perception, learning, thinking, motivation, and social interaction. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: PSYC1113.*

PSYC242   **Developmental Life Span**   **3;(3,0)**

This course is designed to introduce the major theories of growth and development throughout the entire life span. The chronological life stage of the client is regarded as an integral factor that influences the physical, psychological, emotional, cognitive, social, and spiritual characteristics of an individual. Issues of gender, culture, religion, environment, and ethnicity are discussed at length. *Prerequisite: PSYC101.*

PSYC249   **Cross-Cultural Psychology**   **3;(3,0)**

Impart of culture on human behavior, learning, personality and selected topics are examined. Course emphasizes discussion and critical analysis of selected cross-cultural research and theory. *Prerequisite: PSYC101.*

PSYC258   **Abnormal Psychology**   **3;(3,0)**

A study of historical, cultural, and contemporary approaches to understanding and treating psychopathology. Emphasis on differences between neurosis and psychosis. Case studies of psychopathology all analyzed. *Prerequisite: PSYC101.*

PSYC263   **Human Sexuality**   **3;(3,0)**

Course begins with a brief survey of gender anatomy and sexual mores through the ages. Emphasis on present day sexual issues relating to gender psychological/social differences, roles of culture on sexual practices, contraception, sexual diseases, sexual ethics, among other pertinent subjects. *Prerequisite: PSYC101.*

QUILTING AND SEWING (QUIL)

QUIL105   **Introduction to Quilting and Sewing**   **4;(2,4)**

This introductory course provides the student with the skill to operate and maintain a sewing machine. Students will learn basic rotary cutting techniques, the history, terminology and the practical applications of quilting. Students will make several quilted projects using rotary cutting, strip piecing, hand and machine quilting and various binding methods.

QUIL108   **Foundation Piecing**   **3;(2,2)**

This course is a study of sewing fabric pieces to a paper or cloth foundation to make a design or picture. The student will learn the advantages, disadvantages of foundation piecing and learn methods of transferring a design to a foundation. The student will learn materials of fabrics suitable to this method and drafting simple foundation patterns.

QUIL112   **Quick Rotary Cut Quilts**   **3;(2,2)**

This course is a study of methods used for rotary cutting, organization and accurate assembly of large bedside quilts using time saving methods for all phases of quilt making. Students will learn fabrics, colors appropriate to the projects, learn various templates, tools used in rotary cutting and the construction of quilts.

QUIL205   **Quilting and Sewing II**   **3;(2,2)**

This course will familiarize students with using angles in design of a quilt, assembling smooth quilt tops without distorting where angels are joined. Student will survey methods of assembly-foundation piecing, flip and sew rotary cutting with templates.

QUIL214   **Quilting and Sewing III**   **3;(2,2)**

This course will cover options for finishing a quilt after the top is completed. It will include layering, basting and quilting, surface embellishments, tying and setting arrangements. Borders, binding and labeling methods will be studied. A quilt will be completed.

READING (READ)

READ100   **Basic Reading**   **3;(3,0)**

A structured course designed to improve basic reading prerequisite skills. Topics include dictionary study, prefixes, suffixes, roots, context clues, commonly confused words, vocabulary building techniques, identification of major and minor details, and reading/comprehension strategies.

READ105   **Developmental Reading**   **3;(3,0)**

A course designed to improve reading comprehension for students with above average vocabulary skills. Topics include vocabulary building, reference skills, spelling, and organizational patterns which aid in comprehension. *Prerequisite: READ100 or equivalent COMPASS/ACT score.*

SCIENCE, MATH, AND ENGINEERING TECHNOLOGY (SMET)

SMET101   **Introduction to Science, Math,**   **3;(3,0)**
                 and Engineering Technology

This course is designed to develop a better understanding of the learning process within the domain of science, math and engineering technology. The course will use flexible learning strategies and creative problem solving techniques to include critical thinking skills. The ultimate goal of the course is to assist students in successfully meeting the demands of the technology field.   *Prerequisite: ENG104.*

SMET105   **Computer Use for Technology**   **3;(2,2)**

This course is the study of the fundamentals of computer technology software used in engineering technology fields. Emphasis will be placed on technical and scientific computer applications. Topics to be covered will include an introduction to computer concepts, Windows, Microsoft Word, Excel, Access, and PowerPoint, and other specific software applications used to interface various engineering technologies fields.

SELECTED TOPICS (ST**)

STBS*   **Selected Topics in Business and Professional Studies**   **1 - 4**

Selected course in a topic within the Department of Business and Professional Studies. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Business and Professional Studies certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STED*   **Selected Topics in Education**   **1 - 4**

Selected course in a topic within the Department of Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Education certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STGS*   **Selected Topics in General Studies**   **1 - 4**

Selected course in a topic within the Department of Humanities. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Humanities certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STHS*   **Selected Topics in Health Sciences**   **1 - 4**

Selected course in a topic within the Department of Health Sciences. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Health Sciences certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STTC*   **Selected Topics in Technologies**   **1 - 4**

This is a selected course in a topic within the Department of Technologies. The specific topic will be stated when the course is scheduled. This course can be used as an elective for all Technology degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STVE*   **Selected Topics in Vocational Education**   **1 - 4**

Selected course in a topic within the Department of Vocational Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Trades certificate programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

SOCIOLOGY (SOC)

SOC101   **Introduction to Sociology**   **3;(3,0)**

An overview of the fundamental concepts, theories and methods used to analyze the social experience. This course introduces students to a way of observing and interpreting the social world around them and how they relate to it. Topics include culture, socialization, education, the family, race and ethnicity, social inequality, deviant behavior, government and politics, social change and religion. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: SOCI1113.*

SPANISH (SPAN)

SPAN100   **Conversational Spanish**   **3;(3,0)**

This course is an introduction to Spanish for non-native speakers. Presentation is structured so that students acquire and appreciate cultural knowledge and develop the desire to converse in Spanish. The basic fundamentals covered are sentence structure using nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

SPAN101   **Beginning Spanish I**   **3;(3,0)**

The course is designed to include the essentials of first-year communicative functions, grammar skills, and cultural overview of different Spanish speaking countries. *NM Common Course Number: SPAN1113.*

SPAN102   **Beginning Spanish II**   **3;(3,0)**

The course follows the scope and sequence continued approach to language and culture. *Prerequisite: SPAN101. NM Common Course Number: SPAN1123.*

SPAN151   **Intermediate Spanish I**   **3;(3,0)**

Expansion of vocabulary through conversation. Stress is placed on the correction of
vocabulary and speech of native speakers. Extensive readings from literary models
provide materials for emphasis on principles of composition. Review of grammar.
Prerequisite: SPAN102. NM Common Course Number: SPAN2113.

SPAN152   **Intermediate Spanish II**   **3;(3,0)**

Continuation of Intermediate Spanish I; readings in Spanish Literature. *Prerequisite:
SPAN151. NM Common Course Number: SPAN2123.*

SPAN201   **Advanced Spanish**   **3;(3,0)**

The course is the culmination and application of advanced language skills. Students
will learn the art of translation while mastering Spanish composition. *Prerequisite:
SPAN152.*

SPAN205   **Spanish for Health Professionals I**   **2;(2,0)**

This introductory course is designed to acquaint the student with medical terminology
in Spanish translation. It also assists the student with basic communication skills for
conversing with patients and co-workers through the use of scenarios in-group activities.
Registration for this course is allowed prior to program admission.

SPAN209   **Spanish for Health Professionals II**   **2;(2,0)**

This continued course based on the foundation from Spanish for Health Professionals
I advances a student's knowledge of medical terminology in Spanish translation. It
continues to provide the student with communication skills for conversing with patients
and co-workers through the use of scenarios in-group activities. Registration for this
course is allowed prior to program admission.

SPEECH (SPCH)

SPCH111   **Public Speaking**   **3;(3,0)**

The theory and practice of public speaking. Principles of rhetoric are studied, and
their applications are explored in the analysis, preparation, and presentation of
speeches. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT
scores. NM Common Course Number: COMM1113.*

SPCH112   **Interpersonal Communication**   **3;(3,0)**

Analysis of human communication theories relevant to enhancing inter and
intrapersonal communication skills. Topics studied include: self-esteem, perception,
verbal and nonverbal language, listening, gender communication, interpersonal conflict,
etc. *Prerequisite: READ105. NM Common Course Number: COMM1213.*

SPCH212   **Organizational Communication**   **3;(3,0)**

Study of organizational communication theories and issues with an emphasis on human interactions in business settings. Specific topics include: self and the organization, motivational, management/employee communication skills, problem solving. Students learn and apply critical thinking and analytical skills to organizational case studies. *Prerequisite: SPCH112.*

SPCH238   **Argumentation and Debate**   **3;(3,0)**

A course which covers the principles and ethics of persuasion, persuasive speaking (including advertising and sales), parliamentary procedure, symposium, and debating. *Prerequisite: SPCH111.*

SPCH260   **Oral Interpretation of Literature**   **3;(3,0)**

Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and group performance. *Prerequisite: ENG123. SPCH111 recommended.*

THEATER (THTR)

THTR110   **Introduction to Theater**   **3;(3,0)**

A course designed to give a comprehensive introduction to the art of theater by examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Lecture and lab experience. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores. NM Common Course Number: THTR1013.*

THTR125   **Acting I**   **3;(3,0)**

This course includes methods improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theatre exercises, improvisations, and short theatrical scenes. *Prerequisite: THTR110.*

THEOLOGY (THEO)

THEO222   **History of Christianity**   **3;(3,0)**

Studies the beginning of Christianity to the present. Selected topics address: the early church – its leadership and early establishment; formation of dogmas, rituals, and traditions; the Protestant Reformation; the Papacy, differences and similarities and differences between Protestant, Roman Catholic, and Orthodoxy teachings. *Prerequisite: ENG111.*

THEO232   **World Religions**   **3;(3,0)**

A study of the history and teachings of the world's major religions, e.g., Buddism, Moslimism, Hinduism, and Sintiuism. *Prerequisite: ENG111. NM Common Course Number: RELI1113.*

WELDING TECHNOLOGY (WELD)

WELD100   **Oxyacetylene Cutting and Welding**   **4;(2,4)**

Course includes the safety and operating procedures in the use of oxyacetylene equipment; fusion of metals and steel, brass, and solder in the following positions; flat, horizontal, vertical, and overhead. Practical applications are covered and pipe welding will be introduced.

WELD102   **Shielded Metal Arc Welding**   **3;(2,2)**

Course includes the power supplies, identifying electrodes by the American Welding Society numbering system. Surface padding in designated positions is covered.

WELD103   **Basic Metallurgy**   **3;(2,2)**

Course includes the mechanical and physical properties of metal. Use numbering systems to identify metals, and conduct magnet, spark and chisel tests to identify metals; the use of drills, tapes, and discs used in manufacturing and assembly procedures; the use of basic math in measuring and layout procedures. Hands-on applications are covered.

WELD104   **Surface Padding**   **3;(2,2)**

Course includes the applying surface padding in designated positions using oxyacetylene and abrasive in the preparation of metals for this application. Practical shop procedures are covered.

WELD106   **Blueprint Reading and Math for Welders**   **3;(3,0)**

Course includes print reading, layout methods, and proper joint design necessary for various welding processes; welding symbols and safety in the welding industry. Applied math for welders will be covered. Procedures for obtaining State Certification are covered

WELD108   **Pipe and Plate Code Testing**   **4;(2,4)**

Course demonstrates the ability to weld beveled test plate with and without backing strip in the horizontal, vertical, and overhead position according to applicable welding standards. Practical procedures are covers pipe welding.

WELD110   **Introduction to Ornamental Iron**   **3;(2,2)**

Course includes forming, shaping, and fabrication of patio, posts, railings, gates, and safety in the welding trades. Practical welding procedures are covered.

WELD112   **Gas Tungsten and Gas Metal Arc Welding**   **4;(2,4)**

Students learn Gas Tungsten Arc Welding and how to apply the process of fusion welding and low carbon steel aluminum/lap, tee, and butt joint using the appropriate power supply and accessories. Course includes Gas Metal Arc and flux core arc welding on carbon steel plates and pipe in all positions. The application of theories and safety are stressed.

WELD116   **Advanced Layout and Fabrication**   **3;(2,2)**

Course includes the proper joint design, layout techniques, and fabrication methods required of a welder. Care and use of equipment safety in the welding industry and qualification and certification procedure of a welder or welding operator by code. Proper techniques are practices.

WELD118   **Ornamental Art Welding**   **3;(2,2)**

Course includes a fun and creative way to learn basics of welding that allows a student to make ornamental welded projects from start to finish.

ADMINISTRATION, STAFF AND FACULTY

ADMINISTRATION:

Leroy F. Sanchez	President
Gilbert Sena, Ph.D.	Dean for Student Learning & Support Services
Donna Flores-Medina, CPA	Chief Financial Officer

ADMINISTRATIVE SUPPORT:

Gilbert D. Rivera, Ph.D.	Executive Director - Inst. Development & Research
Johnathan E. Ortiz	Registrar
Donald Bustos	Director, Small Business Development Center
Ron Gonzales	Director, Maintenance and Operations
Henrietta Griego	Director, Recruitment and Admissions
Elaine Luna	Director, Area Health Education Center
Regina Madrid	Director, Student Financial Assistance
Janet Maes	Director, Learning Resource Center
Lawrence Quintana	Director, Human Resource
Vacant	Director, ACCESS Center
Diane Abeyta	Coordinator, LCC Foundation
Albert Campos	Coordinator, Santa Rosa Satellite
Louise Fernandez	Coordinator, Springer Satellite
Ralph Gallegos	Coordinator, Wellness Center
Rick Jaramillo	Coordinator, Network Operations Systems
Wanda Martinez	Coordinator, Mora Office
Veronica Serna	Coordinator, Information Systems
Terri Mares	Supervisor, Fiscal Office
Ronald Duran	Manager, Bookstore
Sam Soto	Coach
Debbie Trujillo	Grant Writing/Public Relations

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    M.S., New Mexico Highlands University
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    M.A., New Mexico Highlands University
    Ph.D., New Mexico State University
Jeanette Nolan, Instructor
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EDUCATION:

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Lorraine Martinez, Instructor
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    M.A., New Mexico Highlands University

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    M.S., Rutgers University
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    M.S.N., University of New Mexico
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    M.S.N., University of New Mexico (in progress)
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    M.S., New Mexico Highlands University
Constance Reichert, Instructor
    B.S.N., Graceland College
    M.S.N., University of New Mexico
Jackie Romero, Instructor
    A.D.N., Luna Community College
    B.S., University of Central Oklahoma
    M.S.N., University of New Mexico (in progress)

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    M.A., New Mexico Highlands University
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    M.A., DePaul University
    M.S., Murray State University
    Ph.D., Southern Illinois University
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    M.S., Polytechnic University
    M.E.E., University of Houston
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    A.A.S., Luna Community College
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    M.S., University of Idaho
    Ph.D., University of Idaho

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    M.A., New Mexico Highlands University
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    Certificate, Luna Community College
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    B.A., Bard College
Rosalie Ortega, Instructor
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Connie Ortiz, Instructor
    Licensed Cosmetologist, N.M. Board of Cosmetology
Anthony Sandoval, Instructor
Germaine Sandoval, Instructor
    Licensed Cosmetologist, N.M. Board of Cosmetology

SANTA ROSA SATELLITE:

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    Certificate, U.S. Navy

SPRINGER SATELLITE:

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    B.A., University of New Mexico
Manuel Martinez, Instructor
    Certificate, Luna Community College
Albert Padilla, Instructor

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