

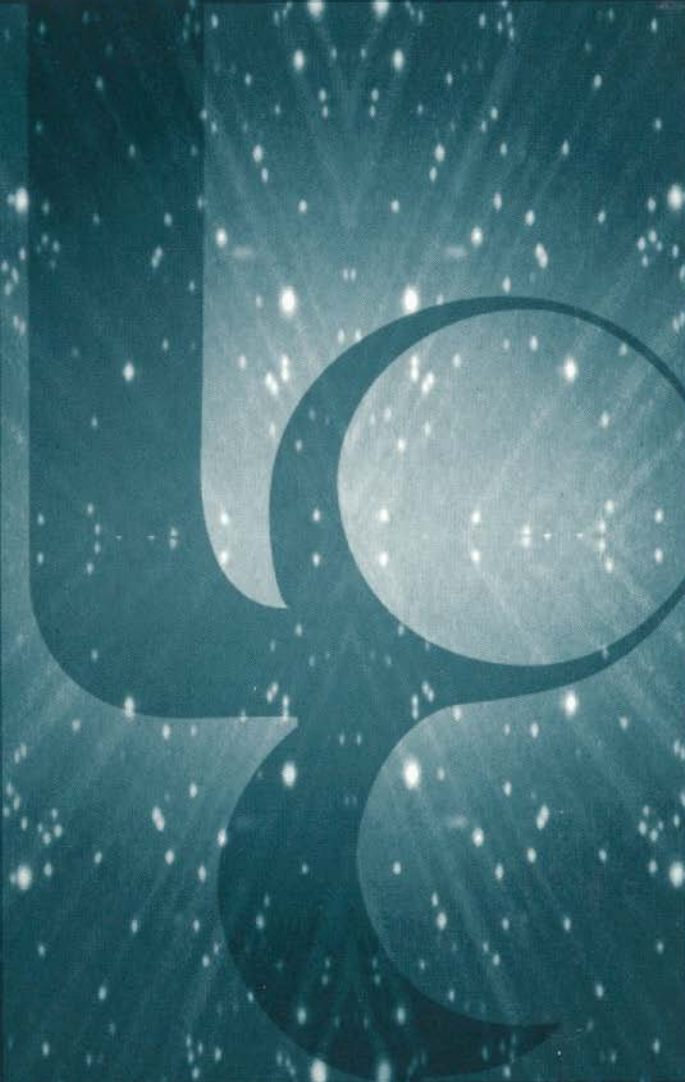
LUNA COMMUNITY COLLEGE

2002

CATALOG

2004

www.luna.cc.nm.us



LUNA COMMUNITY COLLEGE

MAIN CAMPUS

P.O. Box 1510
Las Vegas, New Mexico 87701
(505) 454-2500
(800) 588-7232
www.luna.cc.nm.us

SANTA ROSA SATELLITE

P.O. Box 117
Santa Rosa, New Mexico 88435
(505) 472-1400

SPRINGER SATELLITE

P.O. Box 755
Springer, New Mexico 87747
(505) 483-5009

BOARD OF TRUSTEES

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Leroy Sanchez, President
Gilbert Sena, Ph.D., Dean, Academic Affairs and Student Services
Donna Flores-Medina, CPA, Executive Director, Budget and Finance
Edwina Portelle-Romero, Ph.D., Executive Director, Institutional Support

CATALOG NUMBER 25

WELCOME

Luna Community College continues to be an outstanding institution of higher education. With a rich 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 Business and Professional Studies, Trades and Industries, Technologies, Allied Health and Adult Basic 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 our campuses.

*Leroy Sanchez, President
Luna Community College*

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2002 - 2003 ACADEMIC CALENDAR

Fall Semester 2002

Early Registration for Current Students	April 22-26
Open Early Registration	July 1-August 12
Employee Orientation	August 13
Registration	August 14-16
Classes Begin	August 19
Late Registration	August 19-27
Last Day to Drop	August 23
Last Day to Add	August 27
Holiday (Labor Day)	September 2
Deadline - Change from Audit to Credit	September 13
Midterm	October 11
Deadline - Change from Credit to Audit	October 18
Last Day to Withdraw	November 15
Advisement Week	November 18-22
Holiday (Thanksgiving)	November 28-29
Final Examinations	December 2-6
Semester Ends	December 9

Spring Semester 2003

Early Registration for Current Students	December 2-6
Open Early Registration	December 9-December 20
Christmas Holiday	December 21-January 1
Open Early Registration (Cont.)	January 2-8
Registration	January 9-10
Classes Begin	January 13
Late Registration	January 13-21
Last Day to Drop	January 17
Holiday (Martin Luther King)	January 20
Last Day to Add	January 21
Deadline - Change from Audit to Credit	February 7
Midterm	March 7
Deadline - Change from Credit to Audit	March 14
Spring Break	March 17-21
Last Day to Withdraw	April 17
Holiday (Easter)	April 18-21
Advisement Week	April 22-25
Final Examinations	May 5-9
Commencement	May 10
Semester Ends	May 12

Summer Session 2003

Early Registration for Current Students	April 22-25
Open Early Registration	May 19-28
Registration	May 29-30
Classes Begin	June 2
Late Registration	June 2-6
Last Day to Add/Drop	June 6
Deadline - Change from Audit to Credit	June 13
Deadline - Change from Credit to Audit	June 20
Open Early Registration for Fall 2003	July 1-August 11
Holiday (Independence Day)	July 4
Last Day to Withdraw	July 11
Final Examinations	July 23-24
Semester Ends	July 25

2003 - 2004 ACADEMIC CALENDAR

Fall Semester 2003

Early Registration for Current Students	April 22-25
Open Early Registration	July 1-August 11
Employee Orientation	August 12
Registration	August 13-15
Classes Begin	August 18
Late Registration	August 18-26
Last Day to Drop	August 22
Last Day to Add	August 26
Holiday (Labor Day)	September 1
Deadline - Change from Audit to Credit	September 12
Midterm	October 10
Deadline - Change from Credit to Audit	October 17
Last Day to Withdraw	November 14
Advisement Week	November 17-21
Holiday (Thanksgiving)	November 27-28
Final Examinations	December 1-5
Semester Ends	December 8

Spring Semester 2004

Early Registration for Current Students	December 1-5
Open Early Registration	December 8-December 19
Christmas Holiday	December 20-January 4
Open Early Registration (Cont.)	January 5-7
Registration	January 8-9
Classes Begin	January 12
Late Registration	January 12-20
Last Day to Drop	January 16
Holiday (Martin Luther King)	January 19
Last Day to Add	January 20
Deadline - Change from Audit to Credit	February 6
Midterm	March 5
Deadline - Change from Credit to Audit	March 12
Spring Break	March 15-19
Holiday (Easter)	April 9-12
Last Day to Withdraw	April 16
Advisement Week	April 19-23
Final Examinations	May 3-7
Commencement	May 8
Semester Ends	May 10

Summer Session 2004

Early Registration for Current Students	April 19-23
Open Early Registration	May 17-June 2
Registration	June 3-4
Classes Begin	June 7
Late Registration	June 7-11
Last Day to Add/Drop	June 11
Deadline - Change from Audit to Credit	June 18
Deadline - Change from Credit to Audit	June 25
Open Early Registration for Fall 2004	July 1-August 11
Holiday (Independence Day)	July 4
Last Day to Withdraw	July 9
Final Examinations	July 28-29
Semester Ends	July 30

PURPOSE OF THE CATALOG

The purpose of the Luna Community College (LCC) 2002-2004 Catalog is to communicate to the public the institution's most current policies, programs, tuition and fees, and other relevant information. LCC, through its governing Board of Trustees, however, 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.

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 and Maxwell Municipal Schools, both in Colfax County, joined the mill levy. Since its inception, the College has continued to grow and develop its ability to meet the occupational needs of the service area.

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.

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

The mission of Luna Community College is to prepare its students for relevant and productive employment. The goals that guide the operation 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.
3. Assist students in gaining equitable accessibility to educational opportunities.
4. Provide continuing education and community service to its service area.
5. Offer Certificates and Associate of Applied Science, Arts, and Science degrees.
6. Promote transfer of credits between institutions of higher education.

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 Academic Affairs and Student Services at (505) 454-5301.

RIGHTS TO INSPECT PUBLIC RECORDS

Any member of the public has the right, under New Mexico law, 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 Resources 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 school catalog and the student handbook, "The Navigator," which is available for student reference at the ACCESS Center.

ACADEMIC YEAR

LCC operates on a two semester plan (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.

Public classes are scheduled throughout the school year at the LCC Campuses 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-campus or off-campus classes may be started at any time.

For schedules of classes, 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. When registering for a Community Education course (prefix COM), complete a *Community Education Registration Form* in lieu of the LCC Application for Admissions. Students enrolled in COM 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) (1-4 Credit Hours)

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 and the cost assessed each class is the same as that for general education courses, or \$25.00 per credit hour. If a student is taking only an "academic credit continuing education" course, he/she must still pay all required fees.

Continuing Education (Non-Credit)

The Continuing Education Division of LCC offers courses at its main campus, satellite facilities, 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. One CEU represents ten hours of participation in a noncredit community course, workshop, or seminar. Non-academic continuing education courses that award CEU's cost \$10.00 per continuing education unit. 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.

DISTANCE EDUCATION

The LCC Distance Learning Network was created to coordinate and support LCC'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 LCC servicing area, as well as offering greater flexibility to student course schedules. LCC offers distance education courses via two mediums, instructional television (ITV) and online. Those interested in taking courses via distance education are urged to visit the official Luna Community College web site at www.luna.cc.nm.us or contact any of LCC's counselors for more information. DLN course offerings are published in the LCC Schedule of Classes each term and are also available on the LCC web site.

LCC online courses offered over the World Wide Web provides students the opportunity to take LCC 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.

LCC ITV courses are transmitted from the LCC main campus to its satellite sites in Springer and Santa Rosa. Students taking ITV courses are required to attend the course at one of the receiving sites, but may actively participate with the live section of the course through audio and visual components of the medium.

For more information or contact the Distance Learning Office at (505) 454-5364.

ANCILLARY OUTREACH PROGRAMS

SMALL BUSINESS DEVELOPMENT CENTER

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 LCC Small Business Development Center is to facilitate entrepreneurial education and business assistance activities within New Mexico's two-year, postsecondary institutions; to promote community based business development; and to foster cooperative relationships with other business assistance providers throughout the state. Further information can be obtained by calling the Small Business Development Center at (505) 454-2582 or (800) 588-7232 Extension 1759.

MONTAÑAS DEL NORTE AREA HEALTH EDUCATION CENTER (MdN-AHEC)

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 at (505) 454-2583 or (800) 588-7232 Extension 1763.

DIVISION OF STUDENT SERVICES

OFFICE OF ADMISSIONS

(505) 454-2550

email: admissions@luna.cc.nm.us

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 Special Needs Office. This voluntary self-identification allows LCC to prepare appropriate support services to facilitate the student's learning. This information will be kept in strict confidence and has no effect on admission to this college.

Applying For Admission

Applications for admission are reviewed on a first-come, first-served, space-available basis. Preference is given to applicants who are bonafide residents of the participating school districts. **Some programs have specific requirements that have to be met 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.

ASSESSMENT AND ACADEMIC PLACEMENT (COMPASS)

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 **Computer-Adaptive Placement Assessment Support System (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 make scores available to a LCC counselor 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

READ100 Basic Reading
READ105 Developmental Reading

MATH101 Basic Mathematics
MATH105 General Mathematics

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

Additional Proficiency Requirements

HD110 College Success*
HD111 Employment Ethics/Resume Writing*

* refer to course descriptions

ADMISSION CRITERIA

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 at LCC must first apply for regular admission and meet the following criteria:

1. Submit an official transcript showing graduation from an accredited secondary school; or

submit a General Education Development (GED) diploma or equivalent certificate; or

submit an official transcript from a prior accredited postsecondary school that requires a high school diploma for entrance.

2. Complete any other specific criteria required by individual academic programs within the institution.
3. Take the LCC assessment (COMPASS).

For more information regarding assessment and required scores, please visit with an LCC ACCESS Center Counselor.

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 degree or certificate, may apply for undeclared student admission in the following ways:

1. Meeting “Regular Admission” requirements.
2. Students pursuing careers in Medical Laboratory Technician, Physical Therapist Assistant, and Nursing are initially admitted under “Undeclared Student Admission” status. However, they are eligible for financial assistance.

Non-Degree and Non-Certificate Admission

A student may take up to 12 credit hours in a specific certificate or associate degree program without meeting “Regular Admission” criteria. After completing the 12 credit hours, a student must declare a major program of study under a certificate or associate degree and is responsible for meeting the Regular Admission criteria described above.

Current Admission

Students who are currently attending classes at LCC can register during the scheduled pre-registration and official registration period.

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 Coordinator with documentation showing that the student has obtained permission to attend the classes and has been excused from compulsory attendance in a secondary school under the provisions of Section 22-12-2 NMSA 1978, as amended. Permission 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; and
3. The ABE/GED Coordinator

SECONDARY STUDENT ADMISSION

Concurrent Enrollment

Concurrent enrollment refers to enrollment of capable secondary-level students (normally 11th and 12th graders) in academic and/or vocational courses at postsecondary institutions, for which they are eligible to receive credit at both the secondary and postsecondary levels. In accordance with New Mexico Commission on Higher Education (NMCHE) regulations, conditions for concurrent enrollment are defined by written agreements between cooperating public school districts and LCC.

1. General Provisions.

For those Associate Degree course requirements offered at LCC normally included in its transfer program and for certificate course requirements, concurrent enrollment is afforded to students (normally juniors and seniors) who are attending high school during the regularly scheduled public school hours. High school students not classified as a junior or senior may also be considered for concurrent enrollment via a petition process.

2. Concurrent Enrollment Requirements.
 - a. Formal LCC application for concurrent enrollment for high school students signed by a high school official, parent/guardian and an LCC ACCESS Center counselor.
 - b. Certification and unconditional recommendation from the high school where the student is enrolled to the LCC Office of Admissions, certifying minimum grade point average.

- c. COMPASS assessment, or in lieu there of, ACT test scores. Admission to certain courses may or may not be affected by the assessment or ACT scores.
- d. High school students must have a minimum GPA of 2.0 on a 4.0 scale to take concurrent enrollment designated courses.
- e. For those students who do not qualify for admission under concurrent enrollment general provisions and requirements, the local school district may petition LCC for admission under the following provisions:
 - (1) A high school junior or senior who does not meet the required 2.0 high school grade point average may petition with the Office of Admissions to take one (1) course.
 - (2) A high school student who is not classified a junior or senior but has the required 2.0 cumulative GPA and prerequisite requirement(s) may petition to take one (1) course. Students requesting to enroll for more than one course will be considered on an individual basis.

The student may be placed on probation at the time of admission. If, at the end of the probationary term, a student does not earn a “C” or better in that class, he/she will be suspended from concurrent enrollment status for one term. Students may then reapply for admission.

PETITION PROCESS

1. Complete the LCC High School Enrollment Petition Form with an LCC counselor, student, and parent/guardian, and high school counselor.
2. Submit LCC High School Application for Admission and Petition Form to the LCC Office of Admissions.
3. Students must meet all other prerequisites.

OTHER HIGH SCHOOL STUDENT ENROLLMENTS

Non-Concurrent Admission

Juniors and Seniors may apply for evening courses offered after 2:00 p.m. and summer session courses that are subject to LCC’s enrollment requirements. Non-concurrent enrollment requires signature approval from a parent/guardian, an LCC ACCESS Center Counselor and verification of junior/senior class standing. All other concurrent enrollment requirements apply to high school non-concurrent applicants. This also applies to home school, private school and charter school students.

Note: An official high school transcript must be provided with the application to verify grade level and cumulative GPA for students applying for concurrent and non-concurrent enrollment.

INTERNATIONAL ADMISSION

LCC is authorized under federal law to enroll non-immigrant alien students. F-1 and M-1 non-immigrant alien students are allowed to enroll under law.

Transcripts and other valid records of previous schools attended should come from national examination councils (where applicable), approved colleges or universities, or other official state or federal agencies for education. These records will be evaluated for compliance with LCC admissions criteria.

“International” students with non-immigrant VISA's must provide the following documents for admission:

1. An application for admission.
2. A letter, handwritten in English by the student, stating his or her educational goals and objectives.
3. A certified statement showing ability to meet financial responsibilities while in the U.S..
4. Official transcripts where applicable:
 - a) Applicants without prior postsecondary credit must provide a transcript from a secondary school that meets U.S. high school completion equivalency standards.
 - b) Applicants who have attended a postsecondary school that requires a high school diploma for entrance must provide a transcript.
5. All non-English language transcripts must be accompanied by a certified translation document.
6. A minimum composite computer-based score of 187 on the Testing of English as a Foreign Language (TOEFL) examination. TOEFL results must to be sent directly from the testing service to the LCC Admissions Office.
7. Official certifications of any state or national examinations taken.

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.

- If the Director denies the appeal, the student may present the case before a Special Admissions Committee. The committee is made up of the Dean for Academic Affairs and Student Services, or his/her designee, and the affected staff, i.e., instructors, program coordinators, 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.

COLLEGE ENTRANCE EXAMINATION BOARD ADVANCED PLACEMENT PROGRAM

LCC participates in the Advanced Placement Program (AP) of the College Entrance Examination Board (CEEB). Please refer to the Advanced Placement Program Credit Table 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 at the LCC Office of the Registrar directly from the College Board.

For information on the Advanced Placement Program contact: AP Services, Educational Testing Service, PO Box 6671, Princeton, NJ, 08541-5427, call (609) 771-7300 or toll free, (888) 225-5427.

Note: LCC AP guidelines are subject to change.

Advanced Placement Program Credit Table

Subject	Minimum Score	Equivalent LCC Course and Credits Granted
Art	3	ART108 and ART110 for a total of 6 credits.
Biology	3	BIO110 for a total of 4 credits.
Calculus AB	3	MATH195 for a total of 4 credits. Students proceed directly into MATH 212, Calculus II.
Chemistry	3	CHEM105 and CHEM106 for a total of 8 credits.
Economics		
Macroeconomics	4	ECON208 for a total of 3 credits.
Microeconomics	4	ECON209 for a total of 3 credits.
English	3	ENG111 for a total of 3 credits.
Government	3	POLS151 for a total of 3 credits.
Physics B	3	PHYS115 for a total of 4 credits.
Psychology	3	PSYC101 for a total of 3 credits.

TRANSFER OF CREDIT

LCC accepts transfer of academic credits earned from institutions of higher learning that are regionally accredited. An official transcript from each institution must be sent directly to the LCC Registrar's Office. LCC reserves the right to request course syllabi or course descriptions to evaluate course transfer eligibility. Students will receive full credit for course work completed with a grade of "C" or better, provided that the courses are appropriate to a certificate or degree at LCC. Transferable General Education Core courses with grade of "D" from New Mexico Institutions are accepted, provided the "D" grade is also acceptable for the student's certificate or degree program. All transfer credits earned are listed on the academic transcript with a grade of "CR."

SPECIAL NEEDS 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. For additional information, students may contact LCC's Special Needs Counselor at (505) 454-2553.

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. Early registration takes place as outlined in the academic calendar.

Students must confirm their pre-registration class schedule before classes begin. 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 register for their classes during the late registration period.

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.

Registration periods are announced for the fall and spring semesters and the summer session each year. Specific registration dates and procedures are listed in the academic calendar. The calendar is included in the school catalog, student handbook and the schedule of classes.

Admission and Registration steps are as follows:

A. Complete application and submit to one of the following LCC locations:

Main Campus Admissions Office, Student Services Building, P.O. Box 1510,
Las Vegas, NM 87701.

Springer Satellite, 516 Maxwell Avenue, Springer, NM 87747.

Santa Rosa Satellite, 344 Fourth Street, Santa Rosa, NM 88435.

B. Entrance session with an LCC ACCESS Center Counselor.

The session includes information regarding:

- Admission status and placement assessment procedures.
- Financial assistance.
- Career awareness and declaration of major.
- Institutional Policies and Procedures.
- Support Services availability.

C. Complete the assessment and academic placement process.

This process applies to all new students. With the assistance of a LCC Counselor, a student may select one of the following options:

1. Provide ACT scores, or
take the LCC assessment (COMPASS), or
2. Register for proficiency courses and satisfy appropriate prerequisites.

For more information regarding proficiency requirements, please refer to the Assessment and Academic Placement (COMPASS) section of this catalog. This does not apply to Community and Continuing Education courses.

D. Follow-up session with an LCC ACCESS Center 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 completion to determine academic status and prerequisites.
- Complete course schedule.

Note: The remaining steps in the process will be completed after the announcement of the official registration period as outlined in the LCC Academic Calendar of this catalog.

E. Proceed through registration.

Detailed information regarding registration procedures can be obtained at the Office of the Registrar.

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 or non-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 an individual completes the registration process, he/she is considered officially enrolled and shall conform to all student policies and procedures as stated in the LCC School Catalog and Student Handbook.

Students who falsify any information will be subject to disenrollment.

H. Student Identification Card.

Upon official enrollment, the student must proceed to the Office of the Registrar for a student identification card.

RULES OF STUDENT AND NON-STUDENT CONDUCT

Rules of Student and Non-Student conduct at LCC include all rules promulgated by the LCC Board of Trustees or Administrators to whom the Board has delegated authority. These rules are defined in the LCC Student Handbook.

Prohibited Activities

Luna Community College prohibits the following acts:

- Criminal or delinquent acts.
- Disruptive conduct.
- Refusal to identify self.
- Refusal to cooperate with LCC personnel.
- Violation of valid rules of student conduct established by the Board of LCC or by its administrators to whom the Board has delegated rule-making authority, if the student knew or should have known of the rule in question or that the conduct was prohibited.
- Commission of any act which endangers the health or safety of students, personnel, or others for whose safety LCC is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

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

Definitions of Prohibited Activities

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 to 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 willful refusal, upon request from LCC personnel, known or identified as such to the person, to identify himself or herself accurately.
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 which 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 on 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 Coordinator 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; or,
- Any other criminal acts.

ACCESS Center

**(Advisement, Counseling, Career Placement
and Educational Support Services)**

(505) 454-2552

email: access@luna.cc.nm.us

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 programs of study or who intend on pursuing a particular certificate or degree program are advised through the appropriate academic discipline.

Counseling and guidance services are available to all students. Professionals are available to assist students in exploring their interests and needs, educational plans, possible career, vocational and academic choices, financial aid information, and in completing necessary forms. The following resources are available in the ACCESS Center Resource Library: CHOICES (a computerized career-decision making program), program of study forms, career publications, Department of Labor publications and other career related periodicals. Internet access is also available.

Counselors assist students who have problems related to their studies or personal problems that interfere with academic progress. They assess and interpret student information, which may be appropriate for understanding student's strengths and weaknesses and for providing meaningful guidance services. Counseling services are confidential and free. Students can request to see a counselor at any time. Counselors are located in the ACCESS Center at the Student Services Building.

Career Placement assists students with job search strategies, resume writing, interviewing techniques, job retention, and information relevant to the labor market. Individuals are encouraged to visit the ACCESS Center Resource Library. Other resources available are: Winway Resume software, web-site addresses, an employment information bulletin board, and other career related activities.

Educational Support Services

1. Tutoring Services are available in most academic areas. Any student registered at LCC is eligible for free tutorial program services. Various tutoring software programs are available. A tutor schedule is printed every semester and posted throughout the LCC campus. Services for specific areas not listed on the tutor schedule can be requested by contacting a counselor at the ACCESS Center. The Tutorial Lab is located in the Student Services Building, Room 118.
2. Assessment and Academic Placement Testing Services as previously described.
3. Services for Students with Disabilities include counseling, advisement, classroom accommodations, adaptive equipment and liaison services between LCC and community agencies. Requests for such services can be made by contacting the Special Needs Counselor at (505) 454-2553.
4. Work-Study Placement is provided to students who are eligible under the College Work-Study Program. Students are placed throughout the LCC Campus and are provided with valuable work experience.
5. 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.
6. 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 counselor follow-up.
7. Referral Services to community support and other agencies (outside of LCC) are coordinated through the ACCESS Center by a counselor as appropriate.

For more information regarding the above services contact a counselor at the ACCESS Center at (505) 454-2552.

STUDENT FINANCIAL ASSISTANCE

(505) 454-2560

email: finaid@luna.cc.nm.us

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. LCC offers a variety of federal and state financial assistance programs. 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 ANYTIME.

Application Process

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 World Wide Web Site. Their web address is www.fafsa.ed.gov.

To apply for assistance, students must submit a yearly financial assistance application for processing. For both the 2002-2003 and 2003-2004 school years, 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 2003-2004 school year, which includes Fall 2003, Spring 2004 and Summer 2004, should file the 2003-2004 FAFSA by April 15, 2003. Students who apply by April 15 will be given priority for awarding purposes. Assistance may be available for late applicants; however sources are limited.

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

- Have financial need, except for some loan programs;
- Have a high school diploma or GED;
- Be either a U.S. citizen or an eligible noncitizen;
- 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; and,
- 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 LCC Office of Student Financial Assistance. 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 LCC 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 LCC 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 attending LCC: 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; or,
- 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 LCC 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. For further detailed information on satisfactory academic progress, please stop by the OSFA for a copy of LCC's Satisfactory Academic Progress Policy.

FINANCIAL ASSISTANCE RETURN OF TITLE IV FUNDS POLICY

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 be returned to the Title IV programs. The percentage of Title IV aid that is 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.

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.

For further detailed information, please stop by the OSFA for a copy of LCC's Return of Title IV Funds Policy.

TYPES OF ASSISTANCE AVAILABLE

There are three types of assistance available to students: 1) grants, which do not have to be repaid; 2) loans, which must be repaid with interest; and 3) student employment. Listed below are programs from which LCC 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 assistance 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 noncitizens. 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 either LCC’s Nursing or PTA education program.

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

Federal and State Work Study

The Work Study (WS) Program provides jobs for eligible students. WS 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 Sources

Other sources (based on funding) available to students include but are not limited to:

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

The LCC Office of Student Financial Assistance may be contacted for general information on 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 LCC 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 Office of Student Financial Assistance.

- 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.

Summer 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 planning to attend LCC and wanting to apply for student financial assistance for the 2004 Summer Session must have a 2003-2004 FAFSA on file with the LCC Office of Student Financial Assistance. Additionally, in February, students should complete a Financial Assistance Request Form available at the Office of Student Financial Assistance 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.

Concurrent Enrollment at New Mexico Highlands University

Students pursuing a degree or certificate 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 Office of Student Financial Assistance 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

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 may differ from that outlined by the Registrar.

Office Hours

The Office of Student Financial Assistance is located in the Student Services Building and is open for student assistance Monday through Friday, from 10:00 AM to noon and 1:00 PM to 3:00 PM. The Office of Student Financial Assistance will process student files in preparation for awarding of financial assistance and perform its daily office functions during the remaining hours. The Office of Student Financial Assistance posts all of its announcements, notices, deadlines, etc. in the glass enclosed bulletin board located in the Student Services Building in the hallway near the Office of Student Financial Assistance. Students are strongly encouraged to review the bulletin board weekly.

Application materials and detailed information on financial assistance policies and programs may be obtained from the Office of Student Financial Assistance, Student Services Building, or students may call (505) 454-2560 or (800) 588-7232. Students may also contact the Office of Student Financial Assistance via E-mail at finaid@luna.cc.nm.us.

TRANSPORTATION

Transportation is the primary responsibility of the student. However, the Meadow City Express Public Transportation provides transportation to and from LCC at a reduced student rate. To make arrangements for transportation or for further information, call 454-8583.

LEARNING RESOURCE CENTER

(505) 454-2540

email: lrc@luna.cc.nm.us

The Learning Resource Center (LRC) houses a traditional library, the Audio-Visual and Data-Base Learning Center, a video production studio, and a lecture hall.

The traditional library features books, periodicals, and a reference section. A unique Southwest Collection, which contains both historical and cultural information in print and video is also available. Inter-library loan and "Passport" programs are also available for patrons. The Audio-Visual Library collection consists of well over 5,000 titles supporting all instructional programs at LCC. This area also features study carrels equipped for individual viewing.

Several workstations with printing and download capability allow access to the Internet and such software packages as Microsoft Office, Winway Resume, WordPerfect, Peachtree Accounting, Lotus, etc. A coin-operated copy machine is available to patrons in the circulation area.

The television studio is a complete video production facility used for LCC instructional purposes. A satellite downlink provides programming, which includes live video teleconferences and continuing-education opportunities. A Media Distribution System (MDS) is centralized at the LRC, providing for broadcast of audiovisual programs, and/or live teleconferences to all classrooms on television monitors. The LRC Lecture Hall provides seating for 82 and is equipped with a large screen video projection system.

The Learning Resource Center is accessible to patrons Monday through Friday from 8:00 a.m. to 4:30 p.m. For more information, including evening hours, call 454-2540.

LUNA COMMUNITY COLLEGE PRESCHOOL (505) 454-5342

email: kids@luna.cc.nm.us

Luna Community College Preschool offers its students the opportunity to enroll their children in the preschool while they attend school. The LCC Preschool is located on the west end of the campus in a beautiful new facility. The preschool is also available 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 Financial Assistance

Child Care Financial Assistance for QUALIFIED students may be available from the following:

- N.M. Human Services Department
- N.M. Children, Youth and Families Department
- Workforce Investment Act (WIA), N.M. Department of Labor

For more information students are encouraged to call the agencies above.

BOOKSTORE

(505) 454-2569

email: books@luna.cc.nm.us

The LCC Bookstore carries books and supplies needed for classes and is open year-round to serve students and staff. Bookstore hours are 8:00 AM to 4:00 PM.

FOOD SERVICE

(505) 454-2581

email: cafe@luna.cc.nm.us

Food service is available Monday through Friday, year round, from 7:30 AM to 1:30 PM at the cafeteria. LCC's cafeteria is located in the Instructional Programs Center. Select breakfast items are available along with a complete daily noon menu. Breakfast is *a la carte* and lunch averages \$3.00 per meal. Students may purchase meal tickets at the Business Office.

STUDENT SUPPLIES AND EQUIPMENT

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.

INSURANCE

Students are responsible for purchasing insurance, which covers accidental injury, medical hospitalization, liability, and other similar types of coverage.

HOUSING

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

BUSINESS OFFICE

(505) 454-2511

email: payments@luna.cc.nm.us

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. 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 LCC 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 arrangement for payment may result in disenrollment; consequently, the student must register in accordance with the registration calendar. Registration holds may be placed on accounts with unpaid balances.

RESIDENCY

Summary of Regulations for New Mexico Residency for Tuition Purposes

Rules and regulations for establishing residency for tuition purposes at Luna Community College are defined by the New Mexico Commission of Higher Education 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 nonresident students.

A non-resident student who has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" from the Office of Admissions. A change in residency classification is never automatic, and it is always the student's responsibility to initiate the petition.

The residency petition requirement should be completed before the first day of classes. However, the official deadline for any petition for resident tuition classification applicable to a current semester is twenty-one (21) calendar days after the first day of classes.

A petition received after that date will not be considered; therefore, another petition must be filed for the following semester.

A legal "resident," for tuition purposes, is a person who is financially independent, an adult over 18 years of age, who must have resided in New Mexico for a period of twelve (12) consecutive months prior to the term for which the petition is filed.

A student who enters and remains in this state principally to obtain an education is presumed to have residency outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bonafide residence. A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian. "Burden of proof" falls on the student. The student must secure and file the petition with the appropriate documents of evidence in the manner described herein. All documents submitted for this purpose will be kept confidential.

To become a legal resident of New Mexico, the student must complete four basic requirements, each of which has to be met individually. The requirements are described as follows:

- 12-month Consecutive Presence
- Financial Independence
- Written Declaration of "Intent"
- Overt Acts

State law also requires **PROOF OF INTENT** to establish New Mexico Residency. Such proof can include filing New Mexico Income Tax forms, voter registration, driver's license, vehicle registration, and other acts of intent dated one year and one day prior to the start of the semester or session. Residency laws do not permit campus officials to waive any portion of the residency requirements. Non-resident students must pay tuition at the time of registration.

Summary of Regulations for In-District Residency for Tuition Purposes

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 at LCC.

Residency Requirements for Tuition Purposes

LCC is supported by a local three-mill levy assessed to those school districts that have chosen to be a part of the LCC service area. The participating school districts are: West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, and Maxwell Municipal Schools. Tuition calculations are based upon a student's residency status. Some residency information is initially determined from information provided on the completed application for admission form as follows:

Resident/In-District

A student whose legal state of residency is New Mexico and who lives within the boundaries of one of the participating school districts.

Resident/Out-of District

A student whose legal state of residency is New Mexico, but who does not live within the boundaries of one of the participating school districts.

Non-Resident/Out-of-State

A student whose legal residency is *not* New Mexico.

Appeal 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 Special Admissions Committee. As per the NMCHE-Residency for Tuition Purposes, 5.7.18.NMAC, this is the student's last recourse prior to the courts.

TUITION

Certificate and Associate Degree Level Courses

Tuition will be assessed for Resident-in-District, Out-of-District, and Out-of-State students who enroll in certificate and associate degree granting programs, regardless of the student's major.

CERTIFICATE PROGRAM TUITION RATES

RESIDENCY	FULL-TIME	PART-TIME
In-District	\$120.00	\$10.00 per credit hour
Out-of-District	\$180.00	\$15.00 per credit hour
Out-of-State	\$456.00	\$38.00 per credit hour

ASSOCIATE DEGREE AND GENERAL EDUCATION TUITION RATES

RESIDENCY	FULL-TIME	PART-TIME
In-District	\$300.00	\$25.00 per credit hour
Out-of-District	\$444.00	\$37.00 per credit hour
Out-of-State	\$912.00	\$76.00 per credit hour

Note: A student with "full-time status" is one who is enrolled in twelve (12) or more credit hours each fall and spring semester and one who is enrolled in six (6) or more credit hours during the summer session. Tuition rates are subject to change without notice. These enrollments are accumulated separately for certificate and degree programs.

SENIOR CITIZENS TUITION

Senior Citizen Reduced Tuition

A person who has reached their sixty-fifth (65) 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.

SPECIAL FEES

Registration Fee	\$7.00 A non-refundable registration 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 lab offerings, and other incidental costs that might arise.
Activity Fee	\$5.00 A non-refundable activity fee is assessed to all students each term to support student government and student activities.
Graduation Fee	\$15.00 A one-time, non-refundable graduation fee is charged for each degree and certificate. The graduation fee is to be paid before submitting the "Application for Graduation."
ID Card Replacement Fee	\$5.00 All students are required to pay a \$5.00 card replacement fee.
Academic Transcript Fee	\$2.00 Per Transcript
Academic Transcript Fax Fee	\$10.00 Per Destination Point
COMPASS Retake Fees	\$4.00 – Full Battery \$2.00 – Per Unit \$5.00 – e-Write
Dishonored Check/Charge Card Fee	\$15.00

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.

Deferred Payments

Regular terms are cash-in-advance for the semester or session.

Deferred payments may be arranged at time of registration. Terms are full payment of the registration, laboratory and activity fees, and 1/3 payment of tuition. The remaining balance for the fall and spring semester's tuition must be paid in three monthly payments or less. The summer session's tuition must be paid in two monthly payments or less.

Refund Policy

Students who officially withdraw from courses at LCC may qualify for a refund, either in full or in part and must submit a written refund request to the LCC Fiscal Office. Refunds will be calculated according to the following guidelines:

1. Course fees, such as registration fee, lab fee, and activity fee, are non-refundable. The only exception to this rule is in the case where the course is cancelled due to lack of enrollment, provided you are not enrolled in any other course(s).
2. A student who drops any course during the add/drop period will receive full reimbursement on 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 at LCC 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

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

Summer Session

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

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

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 school catalog as well as the schedule of classes.
2. Any student requesting a refund must submit an Official Withdrawal Form, obtained from the Office of the Registrar. The student must designate 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 school are not entitled to any refund.
5. This refund schedule does not apply to NON-REFUNDABLE registration, laboratory, and activity fees.

GENERAL ACADEMIC POLICIES

OFFICE OF THE REGISTRAR

(505) 454-2548

email: registrar@luna.cc.nm.us

STUDENTS' 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 LCC Office of the Registrar.

STUDENT LOADS AND CLASSIFICATIONS

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 8 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 Department Coordinator and Academic Director, provided that the student's faculty advisor has recommended the overload.

Students who have completed one full year of course credits and who 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 Dean for Academic Affairs and Student Services.

Student Classification

- **First Year Student** – A student who has completed fewer than 30 credit hours.
- **Second Year Student** – 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.

Definition of Credit Hour

Credit in courses offered by Luna Community 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.

Fulfillment of Prerequisite and Proficiency Courses

Students must earn a grade of “C” or better in all prerequisite courses. Additionally, students required to take proficiency courses, must also earn a grade of “C” or better.

Selected Topics

In special circumstances, departments can offer “selected topics” courses to meet the requirements of a course that is similar in content, but that 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 Department Coordinator, Academic Director, and Dean for Academic Affairs and Student Services is required before the class is offered. Tuition is also assessed to these classes.

AUDITING A CLASS

A student may enroll in a course for audit only if he/she has met the prerequisite(s) for the course. Only certificate and degree, credit-bearing courses can be audited. General Educational Development (GED) courses cannot be audited. Students are expected to attend all class sessions but have no responsibility for completing class assignments; consequently, they receive neither a grade nor credit. Courses taken for audit will appear on the student’s transcript as “AU.”

The following procedures must be followed to audit a course:

- a. A student cannot preregister for an audit course.
- b. A student planning to audit a course shall attend the first day of classes and receive approval to audit that course from both the instructor and Department Coordinator.
- c. A student can audit a course a maximum of one time.

INDEPENDENT STUDY COURSES

Independent Study will be considered for approval during a student's last semester of study when course scheduling conflicts arise. The individual independent study course and topic of assignment will be conducted by the student under direct supervision of a faculty member. A faculty member will first grant a student permission to enroll in Independent Study, followed by approval from the Department Coordinator, Academic Director, and Dean for Academic Affairs and Student Services. A form that fully describes the independent study course and the requirements it meets shall be completed concurrently with the student's registration materials. The form will carry the necessary approvals indicated herein and will be filed with the student's records in the Office of the Registrar. These courses are offered as variable credit from one to three credit hours. This range will allow the student and faculty supervisor a choice on the extent of the proposed project and the corresponding amount of time that will be allowed to complete the course.

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

1. A student must have a minimum grade point average of 2.5 in his/her study concentration area.
2. A student must devote at least 4 hours of study per week for each credit hour of independent study. The faculty member supervising the student must schedule at least one weekly appointment with each student engaged in an independent study course.
3. A file containing independent study registration and other pertinent materials will be kept by both the department offering the course and the Office of the Registrar; these will include: Registration Form, Independent Study Project Description Form, Independent Study Activity Completion Form, and Final Grade Assignment Form.
4. A final grade assigned to the student must be prepared by the faculty member supervising the student.
5. No more than three credit hours of independent study may be taken per term unless approved by the Dean for Academic Affairs and Student Services.
6. Independent study courses may be taken to fulfill requirements in the student's area of study or concentration, excluding general education courses.

CHANGES IN ENROLLMENT

Adding Courses

Students may add courses through the end of late registration, as specified in the current semester Schedule of Classes. Degree and certificate students wishing to add courses must complete the Add/Drop Form with an advisor. Non-major students must complete the Add/Drop Form with an ACCESS Center Counselor. All adds must be submitted with proper signatures to the LCC Office of the Registrar.

Withdrawing from Courses

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

Schedule Change Request Form

The student completes a drop slip and returns it to the Office of the Registrar. Students who are unable to complete the process personally may contact the ACCESS Center or the Office of the Registrar who may, in turn, submit the drop slip on behalf of the student.

Complete School Withdrawal

A student at the main campus considering withdrawal from all courses prior to the deadline may initiate the withdrawal process by notifying a Counselor or the Registrar's Office of his/her intention to withdraw. At the Springer Satellite a student shall notify the Office Clerk or the Coordinator. A student not attending at the Main Campus or the Springer Satellite can notify the ACCESS Center or the Office of the Registrar by calling (800) 588-7232. When a student notifies the appropriate office of an intention to withdraw, the student will be provided a Complete School Withdrawal form. At this point, the student has officially indicated the intent to withdraw. The day the Complete School Withdrawal Form is submitted or postmarked will be the date of withdrawal used for the calculation of Return of Title IV Funds and an institutional refund, unless a last day of attendance can be documented 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 college personnel. A student may rescind the intention to withdraw by not returning the Complete School Withdrawal Form to the Registrar's Office. If a student wishes to reverse a decision to withdraw after the Complete School Withdrawal Form has been submitted, the student must provide a written notification. If a student who rescinded an intention to withdraw does not complete the term, 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.

Unofficial Withdrawal

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.

The deadline for withdrawing from courses under either procedure is listed in the official academic calendar. If withdrawal from a course occurs within the late registration period, that course will not appear on the transcript. If withdrawal occurs after the late registration period, a "W" is entered for the class. A "W" is not computed in the student's Grade Point Average (GPA) but will appear on the student grade transcript.

RETURN OF TITLE IV FUNDS

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 per cent (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 which is 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 be 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 are available in the Office of Student Financial Assistance.

CREDIT

LCC operates on a semester contact hour/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.

GRADING STANDARDS

Grade reports are given to each student at the end of each term or unit of study. Theory and laboratory co-requisites will be averaged into one final grade value. Only final progress reports become part of the student's permanent record. Grade reports use 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
N/A	W	Withdrawal	0
	S	Satisfactory	0
	U	Unsatisfactory	0
	I	Incomplete	0
	AU	Audit	0

*A grade of "D" is accepted in some General Education requirements for Associate Degrees and Certificates. This does not apply to prerequisite and proficiency courses.

Note: The Nursing Department adheres to a different grade scale. Please refer to Nursing Student Handbook for specific grade scale.

IP - In Progress

This grade is limited to an approved course that signifies current enrollment status 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.

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.

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 a 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 one calendar year.
- An “I” not changed within one calendar year from the time the grade is submitted and recorded, will automatically become a failing “F” 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 an “F” grade if a student re-enrolls in a course in which an active “I” grade is present on their academic transcript.

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. Certain forms of financial assistance, including VA Benefits, will not provide assistance to students who repeat courses they previously 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.

AU - Audits

No credit is given for the course. (See Auditing a Class)

CR - Credit

Transfer Credit Earned.

STUDENT GRADE REPORTS AND GRADE POINT AVERAGES

At the end of each semester, students receive a final-grade report that indicates final grades they 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.

One Credit Hour of "A" = 4 quality points

One Credit Hour of "B" = 3 quality points

One Credit Hour of "C" = 2 quality points

One Credit Hour of "D" = 1 quality point

One Credit Hour of "F" = 0 quality points

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

6 semester hours of "A" = $6 \times 4 = 24$ quality points.

3 semester hours of "B" = $3 \times 3 = 9$ quality points.

3 semester hours of "C" = $3 \times 2 = 6$ quality points.

12 semester hours = 39 quality points.

39 quality points divided by 12 credits = 3.25 grade point average (GPA).

ATTENDANCE

Student attendance is expected at all sessions of each course for which 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 is consistently absent from class jeopardizes good scholastic standing in the course.

PUNCTUALITY

Excessive tardiness is an unaccepted academic practice. Excessive tardiness can affect scholastic standing.

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, or
- Suspension for prohibited activities.

STUDENT ACADEMIC PROBATION AND SUSPENSION

Students are placed on low scholarship probation at the end of a term when their grade point average (GPA) falls below 2.0. If a student continues to earn a GPA below 2.0 at the end of the following term, he/she is placed on low scholarship suspension from the program for one semester. Students will be notified of their academic status via the grade reports mailed by the Office of the Registrar. After a suspension, a student must petition for readmission in the Office of Admissions. Students suspended or dismissed from another institution must follow LCC’s criteria for readmission. Students who wish to appeal suspension must meet with their advisor and respective program coordinator.

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

LCC recognizes superior scholastic achievement through the President’s Academic Honors List at the end of each term. To be eligible for academic honors, a student must complete a minimum of 12 credit hours during the fall or spring semesters. During the summer session, 6 credit hours will constitute eligibility for Academic Honors. LCC also recognizes these achievements at graduation but uses a cumulative GPA in the determination of the level awarded.

President’s Academic Honors will consist of three grade point levels as follows:

Superior Honors recognizes students who have earned a GPA of 3.86-4.00.

Outstanding Honors recognizes students who have earned a GPA of 3.70-3.85.

Honors recognizes students who have earned a GPA of 3.50-3.69.

REGULATIONS OF CLASSES AND EXAMINATIONS

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. Any proposed changes must be approved by the Dean for Academic Affairs and Student Services and all appropriate paperwork must be filed the Registrar.

FINAL EXAMINATIONS

The schedule of final examinations will be available at the Office of the Registrar each term. The final examination period for each class is a part of the term’s instructional time and is to be used as such. Any departures from the scheduled time or day for a final examination must be approved in advance by the Dean for Academic Affairs and Student Services.

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 AND MILITARY OBLIGATIONS

Absences resulting from military or jury duty will be treated on an individual basis by the Dean for Academic Affairs and Student Services and will be asked upon based on the duration of the absence.

PLAGIARISM AND ACADEMIC DISHONESTY

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

CHOICE OF CATALOG

The application for graduation requires a student to specify the catalog year under which he or she is requesting to graduate. A student may choose to graduate according to the specified catalog, or any subsequent catalog, that was in effect when he or she enrolled for the first time at LCC in any certificate or degree program provided the student completes graduation requirements within a four-year period. However, students will be limited to the 2002-2004 Catalog and the previous two (2) catalog years and will not be allowed to graduate under any requirements prior to the 1998-2000 Catalog. After the four-year period, the student will be required to graduate under the current catalog. Regardless of which catalog the student will graduate under, proficiency requirements must be met.

CERTIFICATE/ASSOCIATE DEGREE AWARD

Upon successful completion of a specified program, the student will receive a Certificate or an Associate Degree. Students may be allowed the option of completing a program under a previous year's catalog. However, if a student elects to complete a program under a previous catalog, all courses required under that catalog must be completed. Students may be given credit for courses that may have different course titles and/or course number but remain equivalent as defined by the appropriate instructional area.

CERTIFICATE/ASSOCIATE DEGREE PLAN

An LCC ACCESS Center Counselor and faculty member will coordinate a student educational plan with the student. The counselor will monitor student progress and, in some cases, intervene to assure successful academic progress and subsequent program completion by the student. Confidential student records reflecting student progress will be kept by the faculty academic advisor throughout the student's tenure.

GRADUATION

To be eligible to receive a degree or certificate from LCC, students must meet the following requirements as well as those listed under the specific program they wish to pursue.

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/proficiency requirements, related studies, and 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 more.
 - 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) an “Application to Graduate” to the Registrar by the following deadlines:

2002-2003

<u>Semester of Graduation</u>	<u>Deadline</u>
Fall 2002	July 12, 2002
Spring 2003	Nov. 8, 2002
Summer 2003	April 11, 2003

2003-2004

<u>Semester of Graduation</u>	<u>Deadline</u>
Fall 2003	July 11, 2003
Spring 2004	Nov. 7, 2003
Summer 2004	April 9, 2004

The student graduates in the semester in which all graduation requirements are completed, even though there may not be a graduation ceremony scheduled that semester.

5. All debts to the college must be paid in full before graduation, including the graduation fee due with the application form.

POSTING OF DEGREE AND CERTIFICATE

A student's conferred degree or certificate will be recorded on the student's academic transcript at the end of the term during which all requirements are completed and grades have been submitted to the Registrar.

EARLY COMPLETION OF CERTIFICATE PROGRAMS

A student may receive a certificate earlier than the designated time provided the following requirements are met:

1. Has successfully completed at least half of the remaining courses during the last term of the program.
2. Has successfully passed a competency based examination for each remaining course.
3. Has obtained employment related to the certificate program he/she is enrolled in. Proof of employment is required.
4. Has obtained final approval from the respective Instructor, Program Coordinator and Dean for Academic Affairs and Student Services.

CREDIT BY EXAMINATION (CHALLENGE)

A student is not permitted to obtain credit by examination unless he or she has enrolled in the course and the instructor has outlined the requirements for successful completion. The grade received will be issued at the end of the term when final grades are mailed. A student enrolled during the fall and spring semesters may be granted credit by examination in subject areas in which he or she is especially qualified through previous training or experience and for which credit has not previously been given.

Credit by examination is limited to those courses recommended by departments and approved by the Dean for Academic Affairs and Student Services. There are special limitations for challenging courses in sequence. The examination may include oral, written, or skill tests, or a combination of all three, and it will be sufficiently comprehensive to determine if the student possesses essentially the same knowledge and skills as a student who successfully completes the course. The grade received is entered on the student's permanent record, and documentation that the credit was earned by examination will be in the student's permanent file.

Challenge of courses takes place during the first week of classes. The student may opt to withdraw the challenge or continue the course for full completion and credit. Credit by examination may not be gained in a course in which the student has previously received a grade. A maximum of 12 credit hours may be earned by challenge examination.

STUDENT RECORDS

Permanent records are maintained for each student who attends the College. A permanent transcript is on file. Students may authorize LCC to provide confidential copies of transcripts to bonafide employers and to other educational institutions. 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 the normal hours of operation.

TRANSCRIPTS

The Office of the Registrar issues both official and unofficial copies of LCC student academic records subject to transcript policies. A \$2.00 fee is charged for each transcript whether mailed or faxed. 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. Students may also request an official or unofficial transcript by sending a letter to the LCC Office of the Registrar, P.O. Box 1510, 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 that a transcript be faxed, 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. *Contact the Office of the Registrar at (505) 454-2548 for more information.*

Transcripts are normally processed within 48 hours of receipt of request. However, students should allow 2-3 weeks for processing if the request is made at the beginning or end of a term. Transcripts from other institutions sent to LCC for purposes of college admission and transfer of credit will not be copied for or returned to the student.

TRANSCRIPT HOLDS

Transcripts will not be released to the student or to any other person or institution until all the student's outstanding 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 in the Business Office.

PRIVACY ACT

All other uses of student records will be made in accordance with the Family Educational Rights Privacy Act (FERPA) of 1974 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.”

Directory Information

LCC has defined the following categories of student information as “Directory Information.” Such information may be disclosed by the College 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 Academic Honors), 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.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act 1974, as amended. Students may withhold “Directory Information” by notifying the Registrar in writing within two weeks after the first day of class of each semester. Request for nondisclosure will be honored by the College for only one academic year; therefore, authorization to withhold “Directory Information” must be filed annually in the Office of the Registrar, Luna Community College, P.O. Box 1510, Las Vegas, New Mexico 87701. Policies and Procedures are available at the LCC Office of the Registrar.

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. Transcripts will be withheld until all indebtedness has been paid.

DEPARTMENT OF ADULT BASIC EDUCATION/GENERAL EDUCATION DEVELOPMENT

Telephone: (505) 454-5310

email: abe@luna.cc.nm.us

Adult Basic Education (ABE) offers adults the opportunity to begin and/or complete a basic education through the twelfth grade. It also provides a variety of educational experiences that can help your life in a number of ways. ABE will improve opportunities for obtaining employment or going to college, and can provide you with a sense of accomplishment.

The ABE Department also offers upgrading courses in the communities of northeastern New Mexico. For information about current courses available, or to arrange a course in your community, contact the ABE Coordinator at (505) 454-5310.

Students enrolled in upgrading courses, and who require additional assistance can continue without penalty. The Adult Basic Education courses are English as a second language, GED (High School Equivalency Diploma), computer literacy, upgrading skills in Mathematics, English and Reading along with literacy. These courses are self-paced studies. Classes are offered at several other locations throughout the service area. Students must complete twelve hours of instruction before receiving textbooks.

Classes are offered at Mora, Santa Rosa, Springer, Clayton, San Miguel Detention Center, Literacy, Penasco, and others as needed. There is no pre-registration; students will be registered in the classroom. Attendance is taken at each class. Students who transfer or drop a class need to notify the instructor.

There are no tuition charges or fees for ABE classes, services, or textbooks

GED-High School Equivalency

If you are 17 years of age or older and do not at Luna Community College or its satellites have a high school diploma, you can attend GED classes in preparation for the Mathematics,

Literature, Writing, Social Studies, and Science high school equivalency tests. Individuals 16-17 can register for services with special permission.

Documentation showing that the student has obtained permission from a public school authority to enroll in Adult Basic Education courses is a must before enrollment is granted. Under age students are required to present documentation from a public school authority along with having parent representation during enrollment process.

Permission must be obtained from the superintendent, or his/her designee of:

1. the last high school attended, and
2. the school district in which the student resides.

Students will be pre-tested to determine the amount of help that is needed before they take the official tests. Upon completion, students will be awarded a New Mexico High School Diploma.

ESL-English as a Second Language

Classes can help improve your English language abilities. In these classes, all students learn basic reading, writing, and conversation skills.

Computer Literacy

To be eligible to take this class, students must be enrolled with the Adult Basic Education Program and be taking GED Preparation classes. Students will gain confidence working with a computer by completing basic operations and tasks.

Beginning Literacy

The Adult Basic Education Program provides adults a new opportunity to learn basic reading and writing skills through the sixth grade level.

Trained volunteers are matched with students on a one to one basis or small groups. Those interested in volunteering as a tutor, or in referring someone for help with basic literacy skills, are encouraged to call (505) 454-5310.

The process of the Adult Basic Education Program requires an initial assessment, information is shared with students regarding their level, educational needs, strengths progress. All services are FREE OF CHARGE.

Contract Services and Collaborative Programs

Special contract services or collaborative relations can be arranged with the community-based groups or employers who are interested in providing related basic education services to their employees or clients. To arrange services interested parties may call the Adult Basic Education Coordinator at (505) 454-5310.

DEPARTMENT OF HUMANITIES

Telephone: (505) 454-2570

e-mail: humanities@luna.cc.nm.us

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 objective, the department offerings are organized in two main components: developmental education and general education. The curriculum includes course work aimed at enhancing basic academic skills and increasing the general knowledge base in the arts and sciences.

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

PROFICIENCY COURSES

The objective of the Department of Humanities is to provide students with the necessary academic skills and instructional support to be successful in their chosen field of study. The curriculum includes proficiency courses in reading, mathematics, and English.

Students whose ACT scores are less than 19 in English Usage or 18 in Mathematics or who have not taken the ACT examination will be given a placement test, The COMPASS. The assessment test in English, reading, and mathematics is designed to identify areas in which students need a review prior to enrolling in college level courses. Students who do not meet the required assessment scores must take proficiency courses as advised by Student Services Counselor. Students are placed in one of the following courses based on the results of the test.

ENG102	Introduction to Grammar
ENG104	Grammar Usage and Writing Skills
READ100	Basic Reading
READ105	Developmental Reading
MATH101	Basic Mathematics
MATH105	General Mathematics
HD110	College Success
HD111	Employment Ethics/Resume Writing

Note: Proficiency courses are intended to improve the students' basic skills in order to enhance the students' ability to successfully complete their selected academic program. Failure to register for and complete prescribed developmental course may affect the students' 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.

Be reminded that proficiency courses are General Education Core prerequisites. Enrolling in required proficiency courses may delay completion of a certificate or degree.

**LUNA COMMUNITY COLLEGE
GENERAL EDUCATION CORE CURRICULUM**

General Education Core Curriculum Requirements		Credit Hours: 39
Area I. Communications		(9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking	3
SPCH112	Interpersonal Communications*	3
Area II. Mathematics and Computer Applications		(7 hours)
(one course from Mathematics and one from Computer Applications)		
CIS100	Computer Fundamentals*	3
DRFT105	Computer Use for Technology*	3
MATH116	Intermediate Algebra*	4
MATH180	College Algebra	4
MATH195	Calculus I	4
Area III. Laboratory Science (one or two disciplines)		(8 hours)
BIO100	Human Anatomy and Physiology I*	4
BIO102	Human Anatomy and Physiology II*	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
GEOL102	Astronomy	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4

Area IV. Social and Behavioral Sciences (6 hours)

ANTH103	Introduction to Anthropology	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
PSYC101	Introduction to Psychology	3
POLS151	American National Government	3
SOC101	Introduction to Sociology	3

Area V. Humanities and Fine Arts (9 hours)

ART108	Art History	3
ART110	Introduction to Art	3
HIST101	Western Civilization I	3
HIST102	Western Civilization II	3
MUS110	Music History	3
PHIL101	Introduction to Philosophy	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 requirements but in most cases will apply toward elective requirements.

**NEW MEXICO TRANSFERABLE LOWER-DIVISION
GENERAL EDUCATION COMMON CORE**

Mandated by

The New Mexico Commission on Higher Education

For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding specific courses that fit these categories. **Visit the New Mexico Commission on Higher Education’s website at www.nmche.org to view or print copies of all transfer guides.**

Total hours to Select Credit Hours: 35

Area I. Communication select 9 semester hours

- (a) College-Level English Composition 3 hours
- (b) College-Level Writing
(a second course building on the above) 3 hours
- (c) Public Speaking 3 hours

Area II. Mathematics select 3 semester hours

- (a) College Algebra 3 hours
- (b) Calculus 3 hours
- (c) Other College-Level Mathematics 3 hours

Area III. Laboratory Science select 8 semester hours

- (a) General Biology, with Laboratory 4-8 hours
- (b) Intro to Chemistry, with Laboratory 4-8 hours
- (c) General Physics, with laboratory 4-8 hours
- (d) Survey of Earth Science 4-8 hours

Area IV. Social and Behavioral Sciences select 6-9 semester hours

- (a) Economics (macroeconomics or microeconomics) 3 hours
- (b) Introduction to Political Science 3 hours
- (c) Introduction to Psychology 3 hours
- (d) Introduction to Sociology 3 hours
- (e) Introduction to Anthropology 3 hours

Area V. Humanities and Fine Arts select 6-9 semester hours

- (a) Introduction to History Survey 3 hours
- (b) Introduction to Philosophy 3 hours
- (c) Intro. Course in History, Theory, or
Aesthetics of the Arts or Literature 3 hours

VOCATIONAL/TECHNICAL STUDIES

Associate of Applied Science Degree

Minimum of 67 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 electives selected in consultation with a vocational or technical concentration area advisor. The structured degree program enhances the students' job opportunities and advanced degree opportunities through transfer to a four-year degree granting institution. Transfer credits are determined by the receiving institution on a course by course basis. The general education component required by all state-supported post-secondary institutions in the State of New Mexico, however, may be completed at LCC.

Degree Requirements	Credit Hours: 67
General Education Core	(21 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Applications	(4 hours)
MATH116 Intermediate Algebra -or-	4
MATH180 College Algebra	4
Areas III. Laboratory Science, -or-	
IV. Social and Behavioral Sciences, -or-	
V. Humanities and Fine Arts	(8 hours)
Vocational/Technical Studies Requirements	(36 hours)
Related Studies	(10 hours)
Requires prior approval by advisor	

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

ALLIED HEALTH PROFESSIONS

The Department of Allied Health Professions 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 the health care needs of populations within their prospective program of study.

Certificate programs include Dental Assistant and Practical Nursing. Associate of Applied Science Degree programs include Nursing and Physical Therapy Assistant.

The Department of Nursing 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. Some Allied Health programs provide a specific student handbook, which outlines other relevant academic and clinical policies and procedures. Students interested in pursuing an allied health profession are encouraged to seek initial and continual advisement from the director or a faculty advisor from the program of interest.

DEPARTMENT OF NURSING

Telephone: (505) 454-2521

e-mail: nursing@luna.cc.nm.us

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 (505) 841-8340.

Upon successful completion of the first year of nursing courses (level I), a student receives a Practical Nursing Certificate and is eligible to take the National Council Licensing Examination (NCLEX-PN).

Upon successful completion of the second year (level II), a student receives an Associate of Applied Science Degree in Nursing and is eligible to take the National Council Licensing Examination (NCLEX-RN).

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, employment is not 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. Luna Community 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 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 17 years of age.
2. Meet LCC admission requirements. A complete LCC application must be on file in the Office of Admissions.
3. Meet LCC minimum college admission requirements for math, reading and writing proficiency skills. Those interested in pursuing a Bachelor's degree after completion of the ADN nursing program are encouraged to complete additional algebra courses. Applicants are also encouraged to have basic computer literacy skills.
4. Complete prerequisites 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.

5. Achieve a score of 40th percentile per section on the program entry examination. Currently the examination utilized by the program is the "Test of Essential Academic Skills." 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.
6. Certified Nursing Assistant Certification 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. Luna Community College offers a CNA course (PRENRS100) as noted on the following page.
7. Submit a nursing application by April 30th for subsequent fall admission. Packets are available at the Office of Admissions or Nursing Department by mid-March.

It is the student's responsibility to assure that all application documents are on file in the Office of Admissions by the deadline outlined in the application packet. 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 40th percentile per section on 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 LPN'S

Applicants already licensed as Practical Nurses 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 might 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 ADN program.

2. Complete a Luna application for admission, available in the Office of Admissions.
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 required.
5. Take a nursing mobility examination. Examination, fees, and registration information is available in the nursing office.
6. Submit nursing application to office of admissions by April 30th for fall admission.
7. Applicants admitted under advanced placement must register for a Role Transition RN course.

Applicants accepted into either the PN (Level I) or ADN (Level II) program are required to:

1. Provide documentation of a physical examination and current immunization status. Forms are available in the nursing office and are provided upon notification of admission to the program.
2. Present CPR certification and maintain current certification throughout the program.
3. Obtain student nurse liability insurance and maintain coverage throughout the program. Fees and other information are available in the nursing department.
4. Comply with program policies and procedures. A nursing student handbook is provided during program registration.

NURSING
Practical Nursing Certificate
45 Credit Hours

Certificate Requirements	Credit Hours: 45
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*Nursing Prerequisite Courses (BIO100, BIO102, BIO103, ENG111, PSYC101) must be completed prior to entrance into the Nursing Program.

General Education Core (14 hours)

Area I. Communications (3 hours)

*ENG111	Freshman Composition I	3
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Area III. Laboratory Science (8 hours)

*BIO100	Human Anatomy and Physiology I	4
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*BIO102	Human Anatomy and Physiology II	4
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(BIO100 and BIO102 must be completed within five (5) years prior to entry to the nursing program).

Area IV. Social and Behavioral Sciences (3 hours)

*PSYC101	Introduction to Psychology	3
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Related Studies (8 hours)

*BIO103	Medical Terminology	2
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BIO210	Nutrition	3
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PSYC242	Development Life Span	3
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PRENRS100	Nursing Assistant – Training for Nursing Majors	4
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<p>Note: Luna Community College offers this course for applicants who do not have current Certified Nursing Assistant Certification. The course is not part of the 45 credit hours for the Practical Nursing Certificate Program.</p>
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First Level Courses -PN(23 credit hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Intro to Nursing/Wellness	6
NRSG112	Health/Physical Assessment Lab	2
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

NRSG130 Role Transition – PN 2
(requirement for students taking PN- NCLEX exam only. It is not part of the 45 hours of the PN curriculum)

Additional Program Requirement:

The Practical Nursing (PN) NCLEX Predictor Assessment Test is part of program completion. A passing score as determined by LCC’s Nursing Department is required in order to release the student’s “Certification of Graduation” form to the Board of Nursing.

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

NURSING
 Associate of Applied Science Degree
 72 Credit Hours

Degree Requirements	Credit Hours: 72
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*Nursing Prerequisite Courses (BIO100, BIO102, BIO103, ENG111, and PSYC101) must be completed prior to entrance to the Practical Nursing PN Nursing Program.

General Education Core (17 hours)

Area I. Communications (6 hours)

*ENG111	Freshman Composition I	3
ENG115	Freshman Composition II -or-	3
SPCH111	Public Speaking	3

Area III. Laboratory Science (8 hours)

*BIO100	Human Anatomy and Physiology I	4
*BIO102	Human Anatomy and Physiology II	4

(BIO100 and BIO102 must be completed within five (5) years prior to entry to the nursing program).

Area IV. Social and Behavioral Sciences (3 hours)

*PSYC101	Introduction to Psychology	3
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Related Studies (12 hours)

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

Approved Electives (2 hours)

Choose one of the following:

NRSG201	Spanish for Health Professionals	2
NRSG202	Geriatric Nursing	2
NRSG241	Pathophysiology I	3
NRSG242	Pathophysiology II	3

Additional Program Requirement:

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

First Level Nursing Courses – PN (23 hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Intro to Nursing/Wellness	6
NRSG112	Health/Physical Assessment Lab	2
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

NRSG130 Role Transition – PN 2
(requirement for students taking PN- NCLEX exam only. It is not part of the 45 hours of the PN curriculum)

Second Level Nursing Courses – 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

NRSG200 Role Transition - RN 2
(Requirement for practicing LPN'S entering Nursing program under advanced placement only and is not included as part of the 72 hours for the nursing curriculum)

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG104, MATH105, READ105, HD110, and HD111** in order to complete and graduate from any LCC program.

DENTAL ASSISTANT
Certificate
 Minimum of 41 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.

Certificate Requirements (36 hours)

DENT100	Chairside Assisting	3
DENT103	Dental Materials	3
DENT107	Laboratory Procedures	3
DENT108	Oral Anatomy	3
DENT109	Preventive Dentistry	2
DENT110	Clinical Training/Practicum I	5
DENT111	Dental Radiology	3
DENT112	Oral Medicine	1
DENT201	Psychology as Applied to Dentistry	2
DENT204	Dental Office Management	3
DENT213	Oral Pathology	1
DENT214	Pharmacology	1
DENT215	Clinical Training Practicum II	6

Related Studies (5 hours)

BIO103	Medical Terminology	2
CIS100	Computer Fundamentals	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG104, MATH105, READ105, HD110, and HD111** in order to complete and graduate from any LCC program.

DEPARTMENT OF PHYSICAL THERAPY

Telephone: (505) 454-5318

e-mail: pta@luna.cc.nm.us

The program is divided into two parts. In Part One, students identify an interest in the PTA program and receive advisement of the prerequisite courses, the competitive nature of the selection process, and the strong likelihood of travel outside the area during the clinical education phase of the program. Prerequisite courses may be taken at LCC or transferred from other institutions as per institutional policy.

Following successful completion of the prerequisite courses, with a grade of "C" or better, students compete for admission to the technical phase of the program and are selected based on GPA and observational experience in a clinical setting.

Part Two begins with acceptance into the technical phase of the program. Once accepted, enrollment occurs and students begin learning about physical therapy and their roll in the profession. The program begins in the fall, with the first two semesters being primarily didactic instruction with twelve (12) full days during the second semester spent in the clinical setting. This is designed to provide hands-on application of skills as soon as possible following demonstration of proficiency in the academic setting. The third semester occurs in the summer where students take a didactic course, and their first full-time Clinical Practicum. The fourth and last semester, students will attend two Clinical Practicums and then return to LCC for the last five weeks of the semester where they will take two (2) more didactic courses.

Applications

Students are admitted to the technical phase of the program in the fall semester each year. PTA program application packets are available from the Office of Admissions, Allied Health Secretary or from the PTA Program Coordinator and are due by May 30th of each year. Students may be able to complete their prerequisite course work in two semesters if no proficiency courses are required. The technical portion of the program is completed in four semesters. Grades received in General Education and related prerequisite courses are used in the selection process to determine access to the technical segment of the curriculum. All applicants must also take and submit their scores from the *Test of Essential Academic Skills (TEAS)*.

Courses in the technical portion of the program will be taken in a sequential format, and will include didactic and clinical training. During the clinical education segments, the student will work in a clinic under the direction of a clinical instructor, either a PT or a PTA, for forty hours a week, for six consecutive weeks at a time. Progression to consecutive semesters is contingent on satisfactory (C or above) completion of the required course work.

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

Minimum of 79 Credit Hours

Degree Requirements	Credit Hours: 79
General Education Core	(25 hours)
Area I. Communications	(6 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra	4
Area III. Laboratory Science	(12 hours)
BIO100 Human Anatomy and Physiology I	4
BIO102 Human Anatomy and Physiology II	4
PHYS115 General Physics I	4
Related Studies	(8 hours)
BIO103 Medical Terminology	2
BIO130 Human Diseases	3
PTA100 Introduction to Physical Therapy	3

Note: All General Education Core and Related Studies courses listed above must be completed prior to entrance into the PTA program.

Program Requirements (46 hours)

PTA115	Kinesiology	4
PTA130	Professional Development for Community Based Care	2
PTA140	Application of Modalities	4
PTA150	PTA Basic Skills	4
PTA170	Musculoskeletal Dysfunction	4
PTA180	Neurological Management of Dysfunction	5
PTA190	Clinical Experience	2
PTA200	PTA for Special Populations	4
PTA201	Seminar	1
PTA212	PTA for Multisystem Dysfunction	1
PTA221	Clinical Practicum I	5
PTA222	Clinical Practicum II	5
PTA223	Clinical Practicum III	5

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG104, MATH105, READ105, HD110, and HD111** in order to complete and graduate from any LCC program.

The PTA program was granted Accreditation by the Commission on Accreditation for Physical Therapy Education (CAPTE) in May 1998.

DEPARTMENT OF BUSINESS AND PROFESSIONAL STUDIES

Telephone (505) 454-2566

e-mail: business@luna.cc.nm.us

The mission of the Department of Business and Professional Studies is to provide students with quality education in the areas of business, computers, and criminal justice.

The department provides:

- 1) Associate of Arts degrees in General Business and Criminal Justice; and
- 2) Associate of Applied Science degrees in: Business Accounting, Business Administration, Computer Information Systems, and Office Administration; and
- 3) Certificates in Business Accounting, Computer Applications Specialist, Criminal Justice, Office Administration Assistant, and Small Business Management; and
- 4) Continuing - Education courses for community members who wish to upgrade their skills and training.

For ease in transferring from one institution to another, many business courses are included in the statewide business course equivalence matrix. Although every program has suggested or recommended electives, any course may be taken as an elective with prior advisor approval. Hands-on training, work-experience, and experiential learning techniques are integrated throughout the curriculum. In today's world of work, good work ethics and communication skills are essential to succeed; therefore, the department has elected to require courses covering these topics in each program to reinforce these skills. Accordingly, attendance at every class period is very important in establishing good work habits.

GENERAL BUSINESS
Associate of Arts Degree
 Minimum of 65 Credit Hours

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

Degree Requirements	Credit Hours: 65
General Education Core	(33 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Applications	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
Area IV. Social and Behavioral Sciences	(3 hours)
Area V. Humanities and Fine Arts	(9 hours)
From at least 2 different disciplines	

Program Requirements (26 hours)

ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
CIS100	Computer Fundamentals	3
ECON208	Principles of Macroeconomics	3
ECON209	Principles of Microeconomics	3
LAW242	Business Law	3
MGMT207	Principles of Management	3
MKT201	Principles of Marketing	3

Approved Electives (6 hours)

CIS118	Computer Programming I	4
CIS218	Computer Programming II	4
MATH130	Statistics	3
MATH195	Calculus I	4
MGMT211	Business Ethics	3
OADM206	Business Writing	3
SPAN101	Beginning Spanish I	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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

This program is designed to assist students with little or no business experience to gain proficiency in business administration. The program is also designed for managerial skill upgrading. To enhance the students employability and educational endeavor, the program stresses management and marketing. E-commerce and E-business are emphasized.

Degree Requirements	Credit Hours: 63
General Education Core	(25 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra (or higher level)	4
Areas III. Laboratory Science, -or-	
IV. Social and Behavioral Sciences, -or-	
V. Humanities and Fine Arts	(9 hours)
ECON208 Principles of Macroeconomics (required)	3

Program Requirements (32 hours)

ACCT200	Accounting Principles I	4
CIS240	Web Design	3
LAW242	Business Law	3
OADM206	Business Writing	3
OADM216	Desktop Publishing	4
MGMT207	Principles of Management	3
MGMT211	Business Ethics	3
MKT203	Advertising/E-commerce	3
MKT201	Principles of Marketing -or-	3
MKT202	Web Marketing	3
MGMT218	Principles of Small Bus. Management -or-	4
MGMT219	Web Business	3

Approved Electives (6 hours)

BUS102	Quantitative Methods in Business	3
ACCT210	Managerial Accounting	4
MGMT209	Human Resource Management	4
ACCT252	Individual Taxation	4
CIS206	Web Catalogs	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

BUSINESS ACCOUNTING
Associate of Applied Science Degree
Minimum of 65 Credit Hours

This program is designed for students who wish to enter the field of business with a specialty in accounting. The curriculum emphasizes not only theory but also application of accounting principles. The New Mexico Commission on Higher Education with the cooperation of all New Mexico post-secondary institutions, has developed a statewide course transfer matrix to facilitate student transfers from one institution to another without having to repeat course work.

Degree Requirements	Credit Hours: 65
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 Communications	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra	4
Areas III. Laboratory Science, -or-	
IV. Social and Behavioral Sciences, -or-	
V. Humanities and Fine Arts	(6 hours)
ECON208 Principles of Macroeconomics (required)	3

Program Requirements (34 hours)

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT203	Computerized Accounting	4
ACCT210	Managerial Accounting	4
ACCT215	Non-profit Accounting	4
ACCT231	Intermediate Accounting I	4
ACCT252	Individual Taxation	4
LAW242	Business Law	3

Approved Electives (9 hours)

BUS102	Quantitative Methods in Business	3
CIS223	Microsoft Excel	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree

Minimum of 68 Credit Hours

Computer Information Systems is designed for students who wish to enter the field of computer technology. The Associate of Applied Science Degree in Computer Information Systems allows students to enter the job market within a specialized computer field or some other technical area. The program emphasizes preparation for the CompTIA A+ certification examination for PC hardware and software installation and maintenance as well as courses leading to iNet+ and Microsoft certification. Students whose goal is to pursue a baccalaureate degree in CIS should follow the curriculum in the Associate of Arts degree in General Business and the State of New Mexico Articulation transfer module to assure a smooth transition.

Degree Requirements	Credit Hours: 68
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 Communications	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra (or higher level)	4
Areas III. Laboratory Science, -or-	
IV. Social and Behavioral Sciences, -or-	
V. Humanities and Fine Arts	(6 hours)
ECON208 Principles of Macroeconomics (required)	3

Program Requirements (34 hours)

ACCT200	Accounting Principles I	4
CIS102	Program Design and Development	3
CIS118	Computer Programming I	4
CIS131	PC Hardware	3
CIS132	PC Operating Systems and Software	3
CIS215	Data Management Concepts/Access	4
CIS220	iNet+ Preparation	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
OADM206	Business Writing	3

Approved Electives: (12 hours)

CIS135	Visual Basic	4
CIS202	COBOL	4
CIS205	Computer Applications Internship	2
CIS206	Web Catalogs	3
CIS218	Computer Programming II	4
CIS240	Web Design	3
CIS242	Java Programming	4
CIS243	Web Maintenance	3
CIS250	Computer Practicum	3
CIS252	Programming Project	2

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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.

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 Communications	3
Area II. Mathematics and Computer Applications	(4 hours)
MATH180 College Algebra	4
Area III. Laboratory Science	(8 hours)
Area IV. Social and Behavioral Sciences	(9 hours)
POLS151 American National Government	3
PSYC101 Introduction to Psychology	3
SOC101 Introduction to Sociology	3
Area V. Humanities and Fine Arts	(6 hours)

Program Requirements (27 hours)

CIS100	Computer Fundamentals	3
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

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
CJ232	Legal Research/Writing	3
CJ260	Management in Law Enforcement	3
CJ298	Criminal Justice Internship	3
LAW242	Business Law	3
SPAN101	Beginning Spanish I	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

OFFICE ADMINISTRATION
Associate of Applied Science Degree
Minimum of 66 Credit Hours

The Office Administration Program extensively reflects the changing nature of work in the twenty-first century. A student entering the office of the twenty-first century is characterized by changes in these major areas: a workforce that is more diverse than ever before, 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, the office administration student will acquire the knowledge, the skills, and the 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 motivated, self-confident, and career-oriented. Office administration students will be taught problem solving and critical thinking skills through the program's comprehensive curriculum.

Degree Requirements	Credit Hours: 66
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 Communications	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra (or higher level)	4
Areas III. Laboratory Science, -or-	
IV. Social and Behavioral Sciences, -or-	
V. Humanities and Fine Arts	(6 hours)
ECON208 Principles of Macroeconomics (required)	3

Program Requirements (37 hours)

MGMT211	Business Ethics	3
OADM101	Basic Keyboarding	3
OADM111	Speed Skill Building and Assessments	2
OADM201	Intermediate Keyboarding	3
OADM202	Legal/Medical Keyboarding	3
OADM203	Machine Transcription	4
OADM206	Business Writing	3
OADM207	Administrative Procedures	4
OADM214	Microsoft Word	3
OADM217	Alphabetic Notetaking I	3
OADM218	Alphabetic Notetaking II	3
ACCT200	Accounting Principles I -or-	4
ACCT110	Payroll Accounting	3

Approved Electives (7 hours)

BIO103	Medical Terminology	2
CIS223	Microsoft Excel	3
CIS226	Microsoft Access	3
CIS240	Web Design	3
CJ232	Legal Research/Writing	3
OADM216	Desktop Publishing	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

BUSINESS ACCOUNTING

Certificate

Minimum of 32 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.

Certificate Requirements (26 hours)

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT203	Computerized Accounting	4
ACCT215	Non-profit Accounting	4
ACCT252	Individual Taxation	4
CIS223	Microsoft Excel	3

Approved Electives (6 hours)

BUS102	Quantitative Methods in Business	3
LAW242	Business Law	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

COMPUTER APPLICATION SPECIALIST

Certificate

Minimum of 34 Credit Hours

Computer training is essential for any career in today's world of work. The computer applications specialist program provides training in the utilization of popular computer software, day-to-day computer maintenance, and programming in at least one language. This program prepares students to take the COMPTIA A+ certification and the MOUS (Microsoft Office User Specialist) Certification examinations. After completing this program, a student is prepared to enter the job market and/or pursue an Associate of Applied Science Degree.

Certificate Requirements (25 hours)

CIS100	Computer Fundamentals	3
CIS124	Power Point and Outlook	3
CIS131	PC Hardware	3
CIS132	PC Operating Systems and Software	3
CIS135	Visual Basic	4
CIS223	Microsoft Excel	3
CIS226	Microsoft Access	3
OADM214	Microsoft Word	3

Approved Electives (9 hours)

CIS206	Web Catalogs	3
CIS220	iNet+ Preparation	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3
OADM216	Desktop Publishing	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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 the certificate program apply toward the Associate of Arts Degree in Criminal Justice. The approved electives will enhance either area of study.

Certificate Requirements (15 hours)

CIS100	Computer Fundamentals	3
CJ111	Introduction to Criminal Justice	3
CJ200	Professional Ethics	3
CJ201	Criminal Law	3
SOC101	Introduction to Sociology	3

Required Electives (9 hours)

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.

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

Approved Electives (9 hours)

CJ121	Introduction to Corrections	3
CJ131	Introduction to Law Enforcement	3
CJ234	Security Services	3
CJ210	Deviant Behavior	3
POLS151	American National Government	3
PSYC101	Introduction to Psychology	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

OFFICE ADMINISTRATION ASSISTANT

Certificate

Minimum of 32 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 office environment. These individuals 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: WordPerfect and Microsoft Word.

Certificate Requirements (25 hours)

CIS100	Computer Fundamentals	3
OADM101	Basic Keyboarding	3
OADM201	Intermediate Keyboarding	3
OADM202	Legal/Medical Keyboarding	3
OADM207	Administrative Procedures	4
OADM214	Microsoft Word	3
OADM217	Alphabetic Notetaking I	3
OADM218	Alphabetic Notetaking II	3

Approved Electives (7 hours)

OADM111	Speed Skill Building and Assessments	2
OADM206	Business Writing	3
ACCT110	Payroll Accounting -or-	3
ACCT200	Accounting Principles I	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

SMALL BUSINESS MANAGEMENT

Certificate

Minimum of 34 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 the principle of small business management skills.

Certificate Requirements (28 hours)

CIS100	Computer Fundamentals	3
CIS240	Web Design	3
LAW242	Business Law	3
MKT201	Principles of Marketing	3
MKT202	Web Marketing	3
MKT203	Advertising/E-commerce	3
MGMT218	Principles of Small Business Management	4
MGMT219	Web Business	3
ACCT110	Payroll Accounting -or-	3
ACCT200	Accounting Principles I	4

Approved Electives (6 hours)

BUS102	Quantitative Methods in Business	3
CIS206	Web Catalogs	3
CIS223	Microsoft Excel	3
MGMT211	Business Ethics	3
OADM206	Business Writing	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

DEPARTMENT OF EARLY CHILDHOOD EDUCATION

Telephone: (505) 454-2578

email: kids@luna.cc.nm.us

The Early Childhood Development Center and Pre-School 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 Early Childhood Education Department offers:

- (1) Early Childhood Development Certificate
- (2) An Associate of Arts Degree in Early Childhood Education
- (3) 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, developmental guidance and expressive arts are some of the highlights of this program. Theory and practice are intertwined throughout the certificate.

The Associate of Arts in Early Childhood 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. Development of a specialization at the Associate of Arts Degree level is being planned.

The LCC Preschool is an on-campus laboratory program for children aged three to five. 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.

EARLY CHILDHOOD EDUCATION

Associate of Arts Degree

Minimum of 70 Credit Hours

The Associate of Arts Degree in Early Childhood 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-five credit hour general education transfer core. Students should work closely with their LCC faculty advisor.

Degree Requirements	Credit Hours: 70
General Education Core	(39 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
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 (31 hours)

ECE102	Health, Safety, and Nutrition	3
ECE104	Expressive Arts for the Young Child	3
ECE106	Language Rich Environment	3
ECE108	Introduction to Early Childhood Education	3
ECE201	Child Growth and Development	3
ECE210	Learning Environments	3
ECE212	Program Management and Professionalism	3
ECE214	Early Childhood Curriculum	3
ECE216	Developmental Guidance	3
ECE220	Supervised Field Experience	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

EARLY CHILDHOOD DEVELOPMENT

Certificate

Minimum of 34 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 State Department of Education Licensure in Early Childhood Education (birth to third grade).

The majority of the practice work will take place at LCC's Early Childhood Development Center and pre-school or at an appropriate setting as approved by the student's faculty advisor.

Certificate Requirements (31 hours)

ECE102	Health, Safety, and Nutrition	3
ECE104	Expressive Arts for the Young Child	3
ECE106	Language Rich Environment	3
ECE108	Introduction to Early Childhood Education	3
ECE201	Child Growth and Development	3
ECE210	Learning Environments	3
ECE212	Program Management and Professionalism	3
ECE214	Early Childhood Curriculum	3
ECE216	Developmental Guidance	3
ECE220	Supervised Field Experience	4

Approved Electives (3 hours)

Choose one of the following:

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

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

DEPARTMENT OF TECHNOLOGIES

Telephone: (505) 454-2530

e-mail: technologies@luna.cc.nm.us

The Department of Technologies offers Certificate and Associate of Applied Science Degree programs in a variety of fields. An Associate of Applied Science Degree and/or Certificate is offered in Electronics Engineering Technology, Manufacturing Technology and Architectural/Civil Drafting Technology. Selected programs will also be offered at LCC's service area communities, as well as the Springer and Santa Rosa satellite campuses.

Additionally, an Associate of Applied Science Degree in Vocational/Technical Studies, with a declared major in one of the above certificate programs with a minimum of 30 hours, is another option available to students.

ARCHITECTURAL/CIVIL DRAFTING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 69 Credit Hours

Architectural/Civil Drafting Technology provides students with technical knowledge and skills necessary for employment in the field of Architectural/Civil Drafting and its related fields. The curriculum emphasizes learning by experience, teamwork, problem solving and communication. The program is enhanced with state-of-the-art computer workstations utilizing AutoCAD Software.

Degree Requirements	Credit Hours: 69
General Education Core	(30 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Applications	(11 hours)
DRFT105 Computer Use for Technology	3
MATH116 Intermediate Algebra	4
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 (33 hours)

DRFT101	Introduction to AutoCAD	3
DRFT102	Technical Graphics/CAD	3
DRFT104	Maps and Surveys	3
DRFT106	Engineering Graphics/CAD	3
DRFT109	Residential Architecture	3
DRFT111	Residential CADD Architecture	3
DRFT202	Cartographic CAD Techniques	3
DRFT206	Technical Illustrations	3
DRFT208	Elementary Surveying	3
DRFT210	Levels	3
DRFT212	Civil CADD	3

Related Studies (3 hours)

SMET101	Introduction to Science, Math and Engineering Technology	3
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Approved Electives (3 hours)

Choose from any courses under the following prefixes

BT	Building Trades
ELEC	Electronics
FCMK	Furniture and Cabinet Making

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

Minimum of 69 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 occupations. The curriculum is designed to provide a broad-based education with an opportunity for directing one's studies toward specific employment.

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 are emphasized. The curriculum emphasizes learning by experience, teamwork, problem solving and communication.

Degree Requirements	Credit Hours: 69
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 Communications	3
Area II. Mathematics and Computer Science	(7 hours)
DRFT105 Computer Use for Technology	3
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 (37 hours)

ELEC101	Electronics I	4
ELEC102	Electronic Circuits	4
ELEC107	Solid State Fundamentals	4
ELEC200	Active Electronic Devices	3
ELEC201	Electro-Mechanical/Fluid Power Devices	3
ELEC202	Telecommunications Electronics	3
ELEC204	Digital Electronic Circuits	3
ELEC206	Digital Electronic Applications	3
ELEC209	Microprocessor/Interfacing	4
ELEC210	Computer Systems Troubleshooting	3
SMET101	Introduction to Science, Math and Engineering Technology	3

Related Studies (3 hours)

CIS102	Program Design and Development	3
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Approved Electives (6 hours)

CIS118	Computer Programming I	4
DRFT204	Electronic CAD Graphics	3
ELEC213	Certified Electronics Technician Prep	3
LEOT102	Introduction to Lasers	3
SMT208	Robotics	3
SMT212	Satistical Process Control	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

MANUFACTURING TECHNOLOGY
Associate of Applied Science Degree
 Minimum of 69 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. This program requires electronics as its foundation and includes courses in electronic circuits, digital electronics circuits, electro-mechanical/fluid power devices, and semiconductor manufacturing applications.

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 are emphasized. The curriculum emphasizes learning by experience, teamwork, problem solving and communication.

Degree Requirements	Credit Hours: 69
General Education Core	(27 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communications	3
Area II. Mathematics and Computer Science	(7 hours)
DRFT105 Computer Use for Technology	3
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		(39 hours)
ELEC101	Electronics I	4
ELEC102	Electronic Circuits	4
ELEC107	Solid State Fundamentals	4
ELEC201	Electro-Mechanical /Fluid Power Devices	3
ELEC204	Digital Electronic Circuits	3
SMET101	Science, Math and Engineering Technology	3
SMT201	Semiconductor Manufacturing I	3
SMT204	Vacuum Technology	3
SMT205	RF Power	3
SMT207	Electromechanical Systems	3
SMT208	Robotics	3
SMT211	Semiconductor Manufacturing II	3

Approved Electives		(3 hours)
CIS102	Program Design and Development	3
DRFT204	Electronic CAD Graphics	3
LEOT102	Introduction to Lasers	3
SMT212	Statistical Process Control	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG104, MATH105, READ105, HD110, and HD111** in order to complete and graduate from any LCC program.

DRAFTING and DESIGN
Certificate
 Minimum of 30 Credit Hours

The program provides the student with the knowledge and skills needed to develop a strong background in basic technical drawing, engineering graphics, technical illustration, and architectural drafting and design. Each of the above areas of study is enhanced with state-of-the-art Computer Aided Drafting (CAD) training. The certificate program prepares the student for an entry level position as a drafter in a mechanical or architectural CAD firm or a conventional drafting firm. Drafting and design course credits may be applied to the AAS Architectural/Civil Drafting Degree.

Program Requirements (27 hours)

DRFT101	Introduction to AutoCAD	3
DRFT102	Technical Graphics/CAD	3
DRFT104	Maps and Surveys	3
DRFT105	Computer Use for Technology	3
DRFT106	Engineering Graphics/CAD	3
DRFT109	Residential Architecture	3
DRFT111	Residential CADD Architecture	3
DRFT206	Technical Illustrations	3
SMET101	Introduction. to Science, Math and Engineering Technology	3

Approved Electives (3 hours)

DRFT208	Elementary Surveying	3
DRFT210	Levels	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: **ENG104, MATH105, READ105, HD110, and HD111** in order to complete and graduate from any LCC program.

ELECTRONICS
Certificate
Minimum of 30 Credit Hours

The Electronics program is designed to give students a thorough understanding of basic electronic principles for entry-level positions with companies which utilize analog, digital, and computer electronic systems.

Program Requirements (23 hours)

ELEC101	Electronics I	4
ELEC102	Electronic Circuits	4
ELEC107	Solid State Fundamentals	3
ELEC200	Active Electronic Devices	3
ELEC202	Telecommunications Electronics	3
ELEC204	Digital Electronic Circuits	3
SMET101	Introduction to Science, Math and Engineering Technology	3

Related Studies (7 hours)

DRFT105	Computer Use for Technology	3
MATH106	Algebra with Applications	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

DEPARTMENT OF TRADES

Telephone: (505) 454-2530

e-mail: trades@luna.cc.nm.us

The Department of Trades offers certificates programs in a variety of fields including Automotive Technology, 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 Vocational/Technical Studies Degree is available to all students who declare a major in a certificate program that carries a minimum of 30 credit hours.

AUTOMOTIVE TECHNOLOGY

Certificate

Minimum of 37 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, 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.

Program Requirements (34 hours)

AUTO100	Automotive Fundamentals	4
AUTO102	Chassis Systems I	3
AUTO104	Electrical and Electronic Systems	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 Transmission	4

Approved Electives (3 hours)

MGMT218	Principles of Small Business Management -or-	4
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choose any course under the following prefix

WELD Welding

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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; foundation, footings, blueprint reading, site layout, interior/exterior finish, as well as floor, wall and roof framing and roofing. Safety is covered in accordance with procedures and practices accordingly. Students will gain on-site observation and experience.

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
DRFT105	Computer Use for Technology	3
LAW242	Business Law	3
MGMT218	Principles of Small Business Management	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

COSMETOLOGY

Certificate

Minimum of 51 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: (1) admission to the college (2) proof of having completed a high school diploma or GED (3) \$15.00 New Mexico State Cosmetology Registration Fee (money order or cashier's check only).

State regulations require that the evidence of compliance with the forgoing requirements shall accompany the Application for Registration Form provided by the State Board. Upon receipt of the Student Registration Form and application fee (which shall be postmarked no later than ten working days after the student first attends class for credit and received in the State Board Office within ten days of enrollment) the State Board will then issue a STUDENT PERMIT with a student permit number to qualifying students who have met all registration requirements. 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 on the public in the school salon lab. In addition, the 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 on a first-come first-served basis.

Certificate Requirements		(51 hours)
CSMT100	Cosmetology Orientation	2
CSMT101	Sterilization/Sanitation/Bacteriology Theory	1
CSMT101L	Sterilization/Sanitation/Bacteriology Lab	1
CSMT102	Shampoo/Rinses/Scalp Treatments Theory	1
CSMT102L	Shampoo/Rinses/Scalp Treatments Lab	1
CSMT103	Chemical Rearranging Theory	1
CSMT103L	Chemical Rearranging Lab	1
CSMT104	Hair Cutting/Hair Styling Theory	1
CSMT104L	Hair Cutting/Hair Styling Lab	1
CSMT105	Hair Coloring Theory	1
CSMT105L	Hair Coloring Lab	1
CSMT106	Manicuring/Pedicuring Theory	1
CSMT106L	Manicuring/Pedicuring Lab	1
CSMT107	Facials Theory	1
CSMT107L	Facials Lab	1
CSMT113L	Sterilization/Sanitation/Bacteriology Lab II	1
CSMT114L	Shampoo/Rinses/Scalp Treatments Lab II	1
CSMT115L	Chemical Rearranging-Perms and Relaxers Lab II	1
CSMT116L	Hair Cutting/Coloring/Hairstyling Lab II	2
CSMT117L	Manicuring/Pedicuring Lab II	1
CSMT200	Cosmetology Theory	2
CSMT201L	Chemical Rearranging Perms and Relaxers Lab III	2
CSMT202L	Hair Cutting Lab III	2
CSMT203L	Hair Coloring Lab III	2
CSMT204L	Hairstyling Lab III	2
CSMT205L	Facials/Manicuring/Pedicuring Lab III	3
CSMT211	State Laws/Regulations	3
CSMT212	Salon Operation Theory	1
CSMT212L	Salon Operation Lab (Externship)	2
CSMT213	Advanced Salon Theory	2
CSMT214L	Advanced Salon Lab	4
CSMT215L	Advanced Facials/Manicuring/Pedicuring Lab	4

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

CULINARY ARTS

Certificate

Minimum of 34 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 speciality 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.

Certificate Requirements (22 hours)

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

Related Studies (3 hours)

CIS100	Computer Fundamentals	3
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Approved Electives (9 hours)

BAKE140	Intermediate Baking Principles	4
BAKE160	Specialty Baking	3
CUL120	Introduction to Vegetables and Starches	3
CUL122	Introduction to Meats, Poultry, and Fish	3
CUL123	Introduction to Soups, Stocks and Sauces	3
CUL128	Salads and Cold Appetizers	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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.

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

Approved Electives (9 hours)

DRFT105	Computer Use for Technology	3
FCMK118	Advanced Furniture Design	3
MGMT218	Principles of Small Business Management	4
MGMT219	Web Business	3
MKT203	Advertising/E-commerce	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

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 who 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.

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)

DRFT105	Computers Use for Technology	3
WELD118	Ornamental Art Welding	3

Note: In addition to the courses listed in each program of study, students must also meet the LCC institutional proficiency levels of: ENG104, MATH105, READ105, HD110, and HD111 in order to complete and graduate from any LCC program.

Programs Under Development

Elementary Education
Associate of Arts Degree

Pharmacy Technician
Certificate

Silk Screen Design and Marketing
Certificate
(to be offered in Springer)

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, Laboratory Contact hours.)” Example 4;(3,2) indicate that the instruction is provided through 3-hours of lecture and 2-hours of lab for 4 credits.

Accounting

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 or instructor approval.*

ACCT200 **Accounting Principles I** **4;(3,2)**

Introduces the students to the complete accounting cycle and the various generally accepted accounting principles. It also introduces the students to the use of special journals, accounting for merchandising, cash, inventories, plant assets, current liabilities, and payroll. *Prerequisite: MATH105 or equivalent COMPASS/ACT score or instructor approval.*

ACCT201 **Accounting Principles II** **4;(3,2)**

A continuation of Accounting Principles I. An introduction to partnership formation, corporations, bonds payable, and investment in bonds. *Prerequisite: ACCT200.*

ACCT203 **Computerized Accounting** **4;(3,2)**

Designed to familiarize students with the capabilities of integrated computerized accounting packages. Integrated systems will include, the general ledger, accounts receivable, accounts payable, inventory, depreciation, payroll accounting, and financial statement analysis. *Prerequisites: ACCT200, ACCT201 and CIS100.*

ACCT210 **Managerial Accounting** **4;(3,2)**

This course introduces the accounting students to managerial accounting concepts and principles, planning and control, and decision making. *Prerequisite: ACCT200.*

ACCT215 **Non-Profit Accounting** **4;(3,2)**

Covers legal and mechanical practice in accounting for governmental units and special non-profit organizations. *Prerequisite: ACCT200.*

ACCT231 **Intermediate Accounting I** **4;(3,2)**

The study of accounting theory and practice that covers asset valuation and income determination. *Prerequisites: ACCT201 and BUS102.*

ACCT252 **Individual Taxation** **4;(3,2)**

Examines the fundamental characteristics of Federal and state legislation as applied to individual incomes. *Prerequisite: ACCT200 or instructor approval.*

Anthropology

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.*

Art

ART108 **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.*

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.*

Automotive Technology

AUTO100 **Automotive Fundamentals** **4;(3,2)**

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;(1,0)

Course will include basic automotive service; tire rotation, oil and filter change, bearing and air cleaner service, and reading and understanding vehicle owner manual.

AUTO102 Chassis Systems I 3;(2,2)

Provides the foundation of the automotive chassis. Includes the fundamentals of steering systems, suspension systems and brakes. Course includes inspection practices with an emphasis on safety, along with repair procedures and equipment operation.

AUTO104 Electrical and Electronic Systems 3;(2,2)

Course to cover basic electricity, circuits and measurements. Symbols and schematics are also covered. Theory and service of starting, charging and ignition systems is covered along with equipment usage. Electronic systems, with an emphasis on diagnosis are also covered.

AUTO106 Engine Performance I 3;(2,2)

Course will cover engine diagnosis and repair of systems used for driveability. Includes carburetion, ignition systems, fuel systems and engine mechanicals. Will also cover diagnostic equipment usage and procedure based strategies.

AUTO108 Manual Transmission and Drivetrain 4;(2,4)

Course covers theory and operation of the manual transmission along with teardown and rebuild procedures. Clutch operation along with service and repair is also covered. Differential theory and operation, teardown and rebuild procedures are also covered. Axles, driveshafts, transaxles and transfer cases are also covered.

AUTO120 Engine Repair 4;(2,4)

Course will cover engine removal and installation procedures, engine teardown and rebuild procedures, and reconditioning strategies. In-vehicle engine repairs will be covered along with diagnostic routines and practices. *Prerequisite: AUTO100.*

AUTO122 Chassis Systems II 3;(2,2)

Advanced chassis course includes, electronic influences on steering, braking and suspension systems. Also includes diagnosis and repair. 4 wheel alignment procedures and repairs are also covered. *Prerequisite: AUTO102.*

AUTO124 Heating and Air Conditioning 3;(2,2)

Course covers principles of heating and a/c systems with an emphasis on diagnosis. Identification is covered along with service and repair of both past and current systems. Climate control systems with computer controls are also covered. *Prerequisite: AUTO104.*

BIO102 **Human Anatomy and Physiology II** **4;(3,4)**

This is a continuation of BIO100 Human Anatomy and Physiology I. *Prerequisite: BIO100.*

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.*

BIO110 **General Biology I** **4;(3,2)**

Course included the fundamental concepts of biology with consideration of the diversity of life, the origin of species, and ecology. Laboratory complements the lecture by providing hands-on opportunities for concepts discussed in lecture. Simple Mendelian genetics will be introduced. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

BIO111 **General Biology II** **4;(3,2)**

Course includes a survey of fundamental concepts of cell biology including; structure and function of cell organelles, tissues, organs, organ systems, and introduction to biochemical pathways, enzyme function, and nuclear behavior during karyokinesis. Simple plant structure and function will be discussed. *Prerequisite: BIO110.*

BIO130 **Human Diseases** **3;(3,0)**

This course is a prerequisite to entering the PTA program. Pathophysiology presents an analysis of the disease and healing processes likely to be encountered by the physical therapist assistant. Basic terminology, normal anatomy and physiology are reviewed. The most commonly occurring diseases will be learned using a systems approach. General diagnostic procedures, prognoses, signs and symptoms will be taught. *Prerequisite: BIO100; Prerequisite or corequisite: BIO103.*

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

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 stemwall construction as well as lessons on structural material for floor, walls, and roof systems in accordance with the UBC. *Prerequisites or corequisites: BT100 and BT113.*

BT113 **Building Construction Application I** **4;(0,8)**

This course includes the hands-on application of foundation, footing, and stemwall construction as well as cutting and assembly of structural material for floor, walls, and roof systems in accordance with the UBC. Safety is stressed! *Prerequisites 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. *Prerequisites 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. *Prerequisites 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. *Prerequisites or corequisites: BT100 and BT101.*

BT118 **Remodeling Principles** **4;(2,4)**

Provides basic structural and other typical remodeling repair principles and techniques. Lab will provide some hands-on construction to reinforce the lectures. *Prerequisite or corequisite: BT100.*

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

BUS102 **Quantitative Methods in Business** **3;(2,2)**

Helps the student develop two essential skills: (1) the ability to solve business problems involving mathematics and acquiring an understanding of basic concepts of business mathematics widely used in business and personal situations today; and (2) the ability to develop skills in using calculators efficiently. *Prerequisite: MATH105 or equivalent COMPASS/ACT score or instructor approval.*

Chemistry

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, chemical equations and quantitative calculations, gas characteristics and behavior, energy, solutions and solubility, concentration units, acids and bases, and redox reactions. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

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.*

Computer Information Systems

CIS100 **Computer Fundamentals** **3;(2,2)**

Covers the fundamentals of computers with emphasis on business computer applications. Hands-on experience will be provided on disk operating systems, spreadsheet, word processing, and database software.

CIS102 **Program Design and Development** **3;(2,2)**

Introduction to program design, logic, documentation, and problem solving. Emphasis will be placed on structure chart, IPO charts, and pseudo code for programming applications. *Corequisite: CIS100.*

CIS118 **Computer Programming I** **4;(3,2)**

Introduces the fundamentals of C++ programming language using the structured approach. Input and output files and functions are also introduced. *Prerequisite: CIS102 or instructor approval.*

CIS124 **Power Point and Outlook** **3;(2,2)**

Introduces the concepts and techniques in using and creating power point presentations and using Microsoft outlook. The essentials needed for mous certification will be covered. *Prerequisite: CIS100 or instructor approval.*

CIS131 **PC Hardware** **3;(1,4)**

Covers the requirements for the comp TIAA+ personal computer maintenance care certification including history of PC's through Pentium 4s. *Prerequisite: CIS100 or instructor approval.*

CIS132 **PC Operating Systems and Software** **3;(1,4)**

This self-paced course covers the requirements for CompTIA certification personal computer operating system section. *Prerequisite: CIS100 or instructor approval.*

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; Corequisite: CIS102.*

CIS202 **COBOL** **4;(3,2)**

Fundamentals of COBOL programming language. The programming assignments are business-oriented. Advanced concepts including table use, multiple file usage, and Report Writer are presented. *Prerequisites: CIS100 and CIS102.*

CIS205 **Computer Applications Internship** **2;(1,3)**

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. Although the class is sponsored by the LCC MTEP program, any LCC student is eligible to enroll if prerequisites are met. *Prerequisite: CIS100.*

CIS206 **Web Catalogs** **3;(2,2)**

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. *Prerequisite: READ105 or equivalent COMPASS/ACT score or instructor approval.*

CIS215 **Data Management Concepts/Access** **4;(3,2)**

Familiarizes the student with the basic models and capabilities of standard Database Management System (DBMS) packages. Database theory and advantages are presented. Hands-on experience on a relational database will be provided. *Prerequisite: CIS100 or instructor approval.*

CIS218	Computer Programming II	4;(3,2)
Continues on the foundation built by Computer Programming I. Structs and Classes are the emphasis of this course. <i>Prerequisite: CIS118.</i>		
CIS220	iNET+ Preparation	4;(1,6)
This self-paced course covers the requirements for the iNET certification. Internet protocols, TCP-IP's and security are covered. <i>Prerequisite: CIS100 or instructor approval.</i>		
CIS223	Microsoft Excel	3;(2,2)
An in depth study of Microsoft Excel spreadsheet software. A hands-on approach is taken with projects and assignments covering the MOUS certification requirement. <i>Prerequisite: CIS100.</i>		
CIS226	Microsoft Access	3;(2,2)
An in-depth study of Microsoft Access database software with a hands-on approach. A (mous) Microsoft certified textbook is utilized. <i>Prerequisite: CIS100 or instructor approval.</i>		
CIS231	Microsoft Certification Prep I	3;(1,4)
This self-paced course covers the first part of the requirements for Microsoft certification. <i>Prerequisites: CIS100 and CIS132.</i>		
CIS232	Microsoft Certification Prep II	3;(1,4)
This self-paced course covers the second part of the requirements for Microsoft certification. <i>Prerequisites: CIS100 and CIS132.</i>		
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. Homesite 4.5 will be used to teach the basic principles of HTML and proper web design. <i>Prerequisite: CIS100 or instructor approval.</i>		
CIS242	Java Programming	4;(3,2)
This course provides an in-depth study of the "Java" programming language and includes the explanation of "classes" and the theory behind object oriented programming. Other areas covered include event-driven programming for applets and similar applications. <i>Prerequisites: CIS100 and CIS102 or instructor approval.</i>		

CIS243 **Web Maintenance** **3;(2,2)**

This course introduces an advanced feature of web design through programming using DHTML, PERL, and CGI. These script languages are introduced and applied at a general level. Java Script is the last script language that is introduced in this course and applied in more detail. *Prerequisite: CIS240.*

CIS250 **Computer Practicum** **3;(0,9)**

Students work a minimum of 144 hours at a business or training-related supervised work experience. Students are not paid for their work but are supervised jointly by LCC and the employer. *Prerequisite: Students must be in their last semester of training or advisor approval.*

CIS252 **Programming Project** **2;(0,4)**

The student and instructor define a specific project in the area of the students interest and directly related to the program of study. *Prerequisite: Students must be in their last or second to last semester of training or advisor approval.*

Criminal Justice

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.*

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.*

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.*

CJ201 **Criminal Law** **3;(3,0)**

An introductory course that exposes the student to an overview of our legal system. The course 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.*

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: CJ121.*

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: 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.*

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 instructor 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 instructor 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: CJ131 or instructor approval.*

CJ232 **Legal Research/Writing** **3;(3,0)**

This course covers the basics of legal research sources and techniques including Westlaw and other computer-assisted legal research. An introduction to writing case brief and legal memoranda is given. *Prerequisite: CJ201.*

CSMT102 Shampoo/Rinses/Scalp Treatments Theory 1;(1,0)

This course prepares students the basic theory related to shampooing, rinses, and scalp treatment. Topics include anatomy, physiology, products, materials and implements related to hair analysis, hair and scalp disorders and treatments, related chemistry, client record keeping and safety. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT102L Shampoo/Rinses/Scalp Treatments Lab 1;(0,3)

Focus is on safety, preparation, procedures and practice related to hair analysis, treatment of hair and scalp disorders and client record keeping. *Corequisite: CSMT102.*

CSMT103 Chemical Rearranging Theory 1;(1,0)

Introduction to anatomy, physiology, preparation, procedures, products, materials and implements related to hair analysis, applied chemistry, client consultation and record keeping. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT103L Chemical Rearranging Lab 1;(0,3)

Presents basic skills development in safety, preparation, procedures and practices, products, materials and implements, hair analysis, related chemistry, hair cutting, hair styling, care of wigs and hair pieces, client consulting and recommendations and record keeping. *Corequisite: CSMT103.*

CSMT104 Hair Cutting/Hair Styling Theory 1;(1,0)

Introductory theory and topics related to anatomy, physiology, preparation, products, materials and implements, hair analysis and client consultation, related chemistry, hair cutting, hair styling techniques, client consultation, recommendations, care of wigs and hair pieces and record keeping. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT104L Hair Cutting/Hair Styling Lab 1;(0,3)

Basic skill development focused on safety, preparation, procedures and practices, products, materials and implements, hair analysis, related chemistry, hair cutting, hair styling, care of wigs and hair pieces, client consulting and recommendations and record keeping. *Corequisite: CSMT104.*

CSMT105 **Hair Coloring Theory** **1;(1,0)**

This course covers the related theory applied to anatomy, physiology, preparation, procedures, products, implements, hair analysis and client consultation, related chemistry; temporary, semi-permanent and permanent hair coloring: bleaching, special effects, client consultation and recommendations and record keeping. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT105L **Hair Coloring Lab** **1;(0,3)**

Basic skill development related to safety, products, implements, hair analysis and client consultation, related chemistry; temporary, semi-permanent and permanent hair coloring: bleaching, special effects, client consultation and recommendations and record keeping. *Corequisite: CSMT105.*

CSMT106 **Manicuring/Pedicuring Theory** **1;(1,0)**

This course covers the related theory applied to anatomy, physiology, preparation, procedures, products, materials and implements, massage, nail techniques, client consultation and recommendations, client record keeping and safety. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT106L **Manicuring/Pedicuring Lab** **1;(0,3)**

Basic skill development related to safety, preparation, procedures, products, materials and implements, massage, nail techniques, client consultation and recommendations, client record keeping and safety. *Corequisite: CSMT106.*

CSMT107 **Facials Theory** **1;(1,0)**

This course covers the related theory applied to anatomy, physiology, preparation, procedures, products, materials and implements, massage, facial treatments and makeup application, hair removal, eyelash techniques, light therapy, client consultation and recommendations, record keeping and safety. *Prerequisite: READ105 or equivalent COMPASS/ACT score or advisor approval.*

CSMT107L **Facials Lab** **1;(0,3)**

Basic skill development in safety preparation, procedures, products, materials and implements, massage, facial treatments and makeup application, hair removal, eyelash techniques, light therapy, client consultation and recommendations, record keeping and safety. *Corequisite: CSMT107.*

CSMT113L **Sterilization/Sanitation/Bacteriology Lab II** **1;(0,3)**

Continued basic application of sterilization, sanitation and bacteriology techniques in a supervised lab setting. *Prerequisites: CSMT101 and CSMT101L.*

CSMT114L Shampoo/Rinses/Scalp Treatments Lab II 1;(0,3)

Continued basic application of shampoo, rinses and scalp treatment techniques in a supervised lab setting. *Prerequisites: CSMT102 and CSMT102L .*

CSMT115L Chemical Rearranging-Perms and Relaxers Lab II 1;(0,3)

Continued basic application of chemical rearranging, perms and relaxers techniques in a salon setting. *Prerequisites: CSMT103 and CSMT103L.*

CSMT116L Hair Cutting/Coloring/Hairstyling Lab II 2;(0,6)

Continued basic application of hair cutting, coloring and styling techniques in a supervised lab setting. *Prerequisites: CSMT104, CSMT104L, CSMT105, and CSMT105L.*

CSMT117L Manicuring/Pedicuring Lab II 1;(0,3)

Continued basic application of manicuring, pedicuring, massage and advanced nail techniques in a supervised lab setting. *Prerequisites: CSMT106 and CSMT106L .*

CSMT200 Cosmetology Theory II 2;(2,0)

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: CSMT100, CSMT101, CSMT102, CSMT103, CSMT104, CSMT105, CSMT106, and CSMT107.*

CSMT201L Chemical Rearranging Perms and Relaxers Lab III 2;(0,6)

Intermediate application of chemical rearranging, perms and relaxers in a supervised salon setting. *Prerequisite: CSMT115L.*

CSMT202L Hair Cutting Lab III 2;(0,6)

Intermediate application of scissors, shears, razor and clippers, products, materials and implements in a supervised salon setting. *Prerequisite: CSMT116L.*

CSMT203L Hair Coloring Lab III 2;(0,6)

Intermediate application of temporary, semi-permanent and permanent hair coloring techniques, bleaching, tinting, toning, frosting, special effects and problem solving in a supervised salon setting. *Prerequisite: CSMT116L.*

CSMT214L **Advanced Salon Lab** **4;(0,12)**

Advanced application of safety, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hair cutting, hair coloring, bleaching, hairstyling or other areas with minimal supervision in a salon setting. *Prerequisite: Student must be in last semester of program or advisor approval.*

CSMT215L **Advanced Facials/Manicuring/Pedicuring Lab** **4;(0,12)**

Advanced application of safety, facial, manicuring, pedicuring or other areas with minimal supervision in a salon setting. *Prerequisite: Student must be in last semester of program or advisor approval.*

Culinary Arts

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 needs to know in order to price a menu, scale recipes up or down and figure out how much that fish really costs. *Corequisite: MATH101 or equivalent COMPASS/ACT score or instructor approval.*

CUL102 **Food Sanitation and Safety** **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, 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 or 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 Soups, Stocks and Sauces** **3;(1,4)**

From mayonnaise to mole, this class is for the intermediate cook. We will learn the five mother sauces in classical French cooking in addition to different sauce making techniques found around the world. *Corequisites: CUL101 and CUL102 or instructor approval.*

CUL128 **Salads and Cold Appetizers** **3;(2,2)**

Everything the new cook needs to know about garde manger or cold food preparation. The course will include salad green identification, making emulsified dressings, the art of making pâtés, terrines and curing and slicing fish. *Corequisite: CUL101 or instructor approval.*

CUL140 **Catering** **3;(1,3)**

Students will study how catering differs from restaurant cooking. Emphasis will be on hors d'oeuvres, garnishing, sample and theme-based menus. *Prerequisites: CUL101 and CUL102 or instructor approval.*

CUL208 **Culinary Arts Practicum** **4;(0,9)**

This course provides the students with on-the-job training in a food service operation or restaurant. *Prerequisite: Students must be in last semester of program and instructor 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, ricotta, 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 two great forgotten 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, chile identification, and the "ying and yang" of different foods that forms the Asian aesthetic. *Prerequisites: CUL101 and CUL102 or instructor approval.*

Dental Assistant

DENT100 **Chairside Assisting** **3;(2,2)**

Detailed study of dental instruments, their care and use. Also included is the study of the many different dental procedures and how to assist with each procedure. This course consists of theory and practical application. As a routine procedure in the Dental Office, the student will study First Aid procedures. Also included is the role the dental assistant plays preventing panic and additional complications.

DENT103 **Dental Materials** **3;(2,2)**

The general structure, composition, properties, and uses of dental materials in dentistry.

DENT107 **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.

DENT108 **Oral Anatomy** **3;(2,2)**

The study of the normal function of external and internal structures of the teeth and the oral cavity, including the study of the composition and classification of tissue of the head and neck.

DENT109 **Preventive Dentistry** **2;(1,2)**

Recognition and control of oral disease through education, fluorides, motivation, plaque control and diet. The relationship between proper diet and nutrition to oral health is continuously emphasized.

DENT110 **Clinical Training/Practicum I** **5;(0,10)**

The student serves a non-paid 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.

DENT111 **Dental Radiology** **3;(2,2)**

Definition and utilization of X-rays in dentistry include processing techniques and safety standards.

DENT112 **Oral Medicine** **1;(0,2)**

Introduction to recording and interpreting mediodontal history. Recognition of signs and symptoms of medical emergencies. Treatment for aiding patient in emergency situations, including CPR training.

DENT201 **Psychology as Applied to Dentistry** **2;(2,0)**

To develop a thorough working knowledge and understanding of basic psychology and some of the psychological factors that affect the dental patients behavior. The roles of the dental health team and their importance to the delivery of dental services are also explored.

DENT204 **Dental Office Management** **3;(2,2)**

All aspects of dental office management, inclusive of receptionist, secretarial, insurance and billing, maintaining of clinical records, and computer application.

DENT213 **Oral Pathology** **1;(1,0)**

Study of the etiological factor involved in pathology. Recognition of benign and malignant lesions, oral manifestations of systemic diseases, anomalies, birth defects, and disturbances in tooth formation.

DENT214 **Pharmacology** **1;(1,0)**

Pharmacological regulatory agencies, writing prescriptions, handling of various drugs, routes of administration, classification of drugs and their uses.

DENT215 **Clinical Training Practicum II** **6;(0,12)**

The student serves a non-paid 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 and Design Technology

DRFT101 **Introduction to AutoCAD** **3;(2,2)**

This course is an introduction to AutoCAD command identification/use in computer-aided drafting (CAD) engineering drawing techniques. The student will learn to draw and design graphic plans in engineering and related fields. Assigned tasks will be output/saved to printers, plotters, and computer diskettes. Computer storage/retrieval of design information and hands-on practice in the CAD Laboratory are essential components of the course.

DRFT102 **Technical Graphics/CAD** **3;(2,2)**

This course is the study of drafting techniques and skills to communicate graphic information and ideas. Topics to be covered will include freehand sketching, multiview drawings (orthographic projection) standard drawing practices (dimensioning, tolerancing, notating, lettering), and three- dimensional (3-D) pictorials of CAD engineering drawings. Laboratory assignments may require integration of both conventional (table) and computer aided drafting.

DRFT104**Maps and Surveys****3;(2,2)**

This course is an introductory study of different map constructs based on survey data obtained from basic horizontal and vertical control drawing techniques. Topics will include construction of traverses and contour maps (utilizing conventional and CAD techniques and standard topographic symbols, engineering scales, protractors, and compasses), methods of map measurement (direction, distance, angles, bearings, azimuths, and magnetic declinations), CAD applications, and some basic field exercises.

DRFT105**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 AutoCAD file management, graphing, and specific software applications used to interface architectural and civil engineering graphics output with word processing, database, and Internet usage applications.

DRFT106**Engineering Graphics/CAD****3;(2,2)**

This course is the study of computer graphics in engineering and related fields. Topics to be covered will include solving design problems through generation and modification of a graphic image on the computer display, creating output on a plotter or printer, analysis of design data, and electronic storage/retrieval of engineering design information.

DRFT109**Residential Architecture****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, detail views, site plot plans, and electrical/heating ventilation and cooling (HVAC) plans (if required for building permits). Plans will be enhanced with perspective pictorials to illustrate view perception of the design. Additionally, some basic passive solar design concepts will be addressed in the site plan. Drafting and planning theory topics will be enhanced by conventional drafting followed by use of modern CAD application techniques.

DRFT111**Residential CADD Architecture****3;(2,2)**

This course is a study of residential architectural site plans generated through the use of computer aided drafting and design (CADD). Course content may be enhanced with use of solar technology, word processor, database, and Internet research for student design and feedback on current design methods. A complete set of New Mexico State construction industries division minimum requirement working drawings will be the objective for this course. *Prerequisite or corequisite: DRFT109.*

DRFT202**Cartographic CAD Techniques****3;(2,2)**

This course is a study of CAD mapping. Course content will include using collected, measured, and analyzed site topography from survey data. This will be coordinated with mapping symbols, traverses, plot plans, and contour elevation information to plan for future road design or structures. Application of mapping theory to an assigned design project will be covered in the computer laboratory. *Prerequisite or corequisite: DRFT104.*

DRFT204**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 graphic software. 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 three-dimensional pictorials will be discussed as tools for circuit assembly.

DRFT206**Technical Illustrations****3;(2,2)**

This course is a study of technical illustrations using isometric drawings, oblique drawings, perspective drawings, wire frame drawings, and three-dimensional pictorials utilizing both conventional and CAD based tools. Topics covered will include rendering, shading, CAD orbiting, and geometric solids. Additionally, these input methods will be integrated with a discussion/application of printer/plotter output. Most practical applications of the course content will be completed in the CAD laboratory with some field drawing exercises conducted on the LCC campus.

DRFT208**Elementary Surveying****3;(2,2)**

This course is a study of horizontal control theory. Topics to be covered will include setup/operation of a transit, theodolite and other land surveying equipment/accessories (used to acquire survey data for planning and mapping), setup/operation of measuring instruments (angles, verniers, and stadia), civil engineering measurements, and surveying calculations (dms and trigonometry). These topics will be related to and coordinated with standard field note-keeping. This course will attempt to integrate field operations with conventional/CAD laboratory theory/ drawing. This course will give the student basic tools necessary for professional land surveying.

DRFT210**Levels****3;(2,2)**

This course is a study of vertical control theory. This course forms the foundation necessary for many of the professional land surveying fields/topics. Topics to be covered include cross sectional survey grids (with elevations converted and drawn to contour maps), differential leveling profile survey problems/graphics, field exercises, note-keeping (for differential leveling coordinated with Philly rod and surveying accessories), and tape measurements. All practical and theoretical applications will be drawn on conventional and CAD laboratory equipment.

DRFT212

Civil CADD

3;(2,2)

This course is a study of the usage of CAD in designing civil engineering based topics. Topics to be covered will include designing of roads, structures, land development sites, land tracts, natural land/cartographic feature landscape plots/sites. All assigned graphics will be implemented on a CAD based system. Application of the theory will be developed in conjunction with the overall design using theory of maps, surveys, cartography, and vertical/horizontal control data. *Prerequisite or corequisite: DRFT104.*

Early Childhood Education

ECE102

Health, Safety, and Nutrition

3;(3,0)

This course gives students skills and knowledge to: 1) establish and maintain safe and healthy learning environments that contribute to the prevention of illness, 2) promote good health, safety and nutrition, and 3) be able to manage crises situations and attend to the immediate treatment of injuries. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE104

Expressive Arts for the Young Child

3;(2,2)

This course is designed to familiarize students with diverse tools, mediums and skills that assist in integrating creative art into the early childhood curriculum. Mediums include clay, water play, mud, cardboard, music, dance, celuclay, collage, fabric, paint, natural materials, and other open-ended materials. The course will assist students in understanding the essential nature of supporting the whole child's growth through creative expression. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE106

Language Rich Environment

3;(2,2)

Oral language, written language, and creative expression are basic forms of communicating thoughts, feelings, and ideas. This course examines young children's development and acquisition of language through language-rich experiences. Skills emphasis will be placed on storytelling, puppetry, music, children's literature, improvisation, creative play, bookmaking, and audio programming. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE108

Introduction to Early Childhood Education

3;(3,0)

This course is offered as an introduction to the history, philosophy, social context, careers, opportunities, programs, current trends and issues in early childhood education. Child development and Developmentally Appropriate Practice is emphasized throughout the course. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE201 **Child Growth and Development** **3;(2,2)**

This course offers a chronological survey of child development. Family theory and systems will be highlighted. The course emphasizes the major theories of early childhood development focusing on the basic concepts and principles of physical, cognitive, and psychosocial development as they pertain to practical applications in working in the field of early childhood. Recording and observing children’s growth and development are emphasized. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE210 **Learning Environments** **3;(3,0)**

This course examines the relationship of the environment and the children. Environment as “teacher” and the environment as an interactive experiential process is explored and discussed. Students will gain skills in developing and implementing interesting, secure, and enjoyable indoor and outdoor environments that encourage play, exploration, cooperation, and learning. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

ECE212 **Program Management and Professionalism** **3;(3,0)**

This course explores early childhood education as a profession and as 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 with families is emphasized. *Prerequisites: ECE108 and ECE201 or instructor approval.*

ECE214 **Early Childhood Curriculum** **3;(2,2)**

This course emphasizes the creation and implementation of a developmentally and culturally appropriate curriculum for young children. Many curriculum models are studied and discussed. The development of personal skills and methods for successful program planning is built within the context of anti-bias and emergent curriculum. *Prerequisites: ECE108 and ECE201 or instructor approval.*

ECE216 **Developmental Guidance** **3;(2,2)**

This course will provide students with a working knowledge of the social and emotional development of young children and those skills that promote the development of self-understanding, social competency, autonomy, and responsibility for actions. Emphasis is placed upon understanding family systems and the collaborative role of parents and teachers in the positive guidance of young children. *Prerequisite: READ105 or an equivalent COMPASS/ACT score.*

ECE220 **Supervised Field Experience** **4;(1,9)**

This course provides students with the opportunity to plan, implement, and evaluate their personal teaching strategies within a preschool setting and/or within an infant/toddler setting approved by the department. The LCC Preschool will be the primary practicum site for three to five year olds. *Prerequisites: ECE101 and ECE108, or instructor approval, Verification of Tuberculin Test, First Aid/CPR Certification and Criminal Record Clearance.*

Economics

ECON208 **Principles of Macroeconomics** **3;(3,0)**

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 or instructor approval.*

ECON209 **Principles of Microeconomics** **3;(3,0)**

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 services. *Prerequisite: READ105 or equivalent COMPASS/ACT score or instructor approval.*

Electronics Engineering Technology

ELEC101 **Electronics I** **4;(2,4)**

This course is a study of the analysis and design direct current (DC) circuits. Topics to be covered will include Ohm's Law, Kirchoff's Laws, and mesh/nodal analysis methods. The 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 an electronic circuit. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

ELEC102 **Electronic Circuits** **4;(2,4)**

This course is a study of the analysis and design alternating current (AC) circuits through application of the governing theoretical equations. Topics to be covered will include a discussion/application of resistance, voltage, current, reactance, impedance, resonance, transformers, rectification, small signals, power supplies, and wave shaping circuits. All AC circuit analysis will be accomplished using common electronic test equipment in the laboratory. *Prerequisite: ELEC101.*

ELEC107**Solid State Fundamentals****4;(2,4)**

This course is a study of semiconductor theory and its relationship to various electronic circuits. Topics to be covered will include discussion/application of solid-state devices, common base, common collector, and common emitter characteristics. Additionally, system gain, design, analysis, and testing will be discussed. Semiconductor circuits will be studied and troubleshooting techniques will be explained. 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. Circuit analysis in the class will emphasize CR, Triac, SCR, FET, IC's (both analog and digital), and special purpose diodes. *Prerequisite: ELEC102.*

ELEC200**Active Electronic Devices****3;(2,2)**

This course includes some discussion of discrete semiconductors to analysis of special purpose circuits. Emphasis on CR, Traic, SCR, FET, UJT, IC's (both analog and digital), and special purpose diodes, circuit analysis using appropriate laboratory. *Prerequisite: ELEC107.*

ELEC201**Electro-Mechanical/Fluid Power Devices****3;(1,4)**

This course is a study of electro-mechanical and fluid powered devices and their operational principles, uses, maintenance, and troubleshooting procedures. Topics to be covered will include belt devices, chain drives, linkages, valves, fans, blowers, basic electro-mechanical devices, hydraulic fluid power, pneumatic fluid power, fluid power applications, force, area, and pressure. The laboratory assignment will emphasize practical maintenance and installation of electro-mechanical/fluid power equipment components as specified in industry. *Prerequisite: ELEC107.*

ELEC202**Telecommunications Electronics****3;(2,2)**

This course is a comprehensive study of introductory level telecommunications through the discussion/application of basic telecommunication components. Topics to be covered will include computer and data networks, fiber optic technology, digital communications, telephone, satellite, cellular, and wireless technologies. *Prerequisite: SMT205.*

ELEC204**Digital Electronic Circuits****3;(2,2)**

This course is a study of the principles of digital electronic circuit fundamentals. Topics to be covered will include logic gates, truth tables, digital math and care and feeding of logic devices. To understand, design, and troubleshoot digital circuitry, extensive use of logic simulators will be required throughout the course. Use of digital circuits, electronic test equipment, logic probes, and oscilloscopes will be an integral part of the course as well. *Prerequisite: ELEC101.*

ELEC206**Digital Electronic Applications****3;(2,2)**

This course is a continuation study of digital electronic circuits. Topics to be covered will include computer programming as related to digital control, implementation of digital components in circuits, utilization of electronic test equipment in digital circuits, Boolean algebra, Karnaugh mapping, and truth table construction. Fundamentals and electronic characteristics of chip architecture, operation, bus, input/output (I/O), digital to analog (A/D) conversion, and analog to digital (A/D) conversion concepts will be introduced. Advanced digital circuit trainers will be used in the laboratory. *Prerequisite: ELEC204.*

ELEC209**Microprocessor/Interfacing****4;(2,4)**

This course is a study of microprocessor and microprocessor interfacing fundamentals. Topics to be covered will include microprocessor concepts/applications, troubleshooting, assembly/machine language familiarization, I/O, interfacing, and test equipment. *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 PC.

ELEC213**Certified Electronics Technician Prep****3;(2,2)**

This course is a study of and preparatory course for electronics certification. Material provided by the Electronics Engineering Technology Program is gathered, reviewed, and presented. Important topics for certification are reviewed, and students prepare for the certification exam.

English**ENG102****Introduction to Grammar****3;(3,0)**

Basic but intensive instruction in the improvement of writing skills. Emphasis is on basic grammar and punctuation, structure of basic sentences and paragraphs, and vocabulary building.

ENG104**Grammar Usage and Writing Skills****3;(3,0)**

Intended to improve writing skills by focusing on the fundamentals of sentence structure, correct usage, grammar, punctuation, and paragraph construction. The writing process—prewriting, sorting, drafting, revision, editing, and publishing - is 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. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

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 or equivalent COMPASS/ACT score.*

ENG123 **Literature** **3;(3,0)**

This course is planned to begin Spring 2003. No course description is currently available. Please please contact the Humanities Coordinator for more information. *Prerequisite: ENG111 or equivalent COMPASS/ACT score.*

Environmental Science

ENVS102 **Environmental Science** **4;(3,2)**

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 lecture: *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

Furniture and Cabinet Making

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!

HD111 **Employment Ethics/Resume 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, resume writing, interviewing techniques and job retention. Also covered in this course is employment ethics. *Prerequisite: Only students in their last or second to the last semester of program completion will be accepted.*

Law

LAW242 **Business Law** **3;(3,0)**

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 or instructor approval.*

Laser Electro/Optics Technology

LEOT102 **Introduction to Lasers** **3;(2,2)**

The student will be trained in the elements and operation of lasers and optical power meters. Properties of light, lasing action, optical cavities, temporal and spatial characteristics of laser outputs and laser classifications and characteristics. Measurements of beam properties and characteristics are covered. Problem solving using practical exercises in light projections and the characteristics of the projections.

Management

MGMT207 **Principles of Management** **3;(3,0)**

This course is designed to give the student an understanding of management. Topics of interest include managing a career, increasing productivity, managing stress, decision making and burnout. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores or instructor approval.*

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 or instructor approval.*

MGMT211 **Business Ethics** **3;(3,0)**

Moral reasoning and issues in business that use 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 or instructor approval.*

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 or instructor approval.*

MGMT219 **Web Business** **3;(2,2)**

The focus of this course is to be exposed to how an on line business is setup, organized and operated. Topics include electronic payments, web business models (auction, mall, broker, advertising, etc.) security, privacy, order processing and store operation. *Prerequisite: CIS100 or instructor approval.*

Marketing

MKT201 **Principles of Marketing** **3;(3,0)**

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 or instructor approval.*

MKT202 **Web Marketing** **3;(3,0)**

Covers Internet Marketing topics such as designing and communicating for customer loyalty, product or service uniqueness, segmenting and targeting markets, establishing an on-line presence, developing a marketing plan and reshaping business and communication in an on line market. *Prerequisites: CIS100, ENG104 and READ105 or equivalent COMPASS/ACT scores or instructor approval.*

MKT203 **Advertising/E-commerce** **3;(2,2)**

Introduces the student to the many aspects of advertising that includes the Internet. Also, included is how advertising is created, the media in which it appears, and how it can be incorporated into the World Wide Web. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores or instructor approval.*

Mathematics

MATH101 **Basic Mathematics** **3;(3,0)**

A review of basic mathematical principles in the topics of whole numbers, fractions and decimals with emphasis on problem solving and word problems.

MATH105 **General Mathematics** **4;(4,0)**

Skills and concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their mathematical background. Emphasis is placed on ratios, proportions, percents, measurement (u.s. and metric), 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)**

Provides sound and comprehensive coverage of the basic computational skills involved in introductory algebra. Emphasis is placed on solving equations and inequalities, polynomials, factoring, graphs, quadratic equations, and applied geometry. Special emphasis, where possible, will be given to applications in the areas of technology, trades, medicine, and business. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

MATH116 **Intermediate Algebra** **4;(4,0)**

An intermediate course in algebra for students who have had prior exposure to algebra. Topics include factoring, inequalities, graphing, systems of equations, exponents, and logarithms. Applications in the area of technology, trades, and business will be emphasized. *Prerequisite: MATH106 or equivalent COMPASS/ACT score.*

MATH130 **Statistics** **3;(3,0)**

Introduction to descriptive and inferential statistics. Sampling procedures, experimental design, measures of center and of variation, z-scores, the digression equation with linear correlation and basic probability. *Prerequisite: MATH116 or equivalent COMPASS/ACT score.*

MATH180 **College Algebra** **4;(4,0)**

Algebra as a preparation for Trigonometry or Calculus. This course includes the study of equations, inequalities and systems of equations. Functions and their graphs are introduced including polynomial, rational, exponential, and logarithmic. *Prerequisite: MATH116 or equivalent COMPASS/ACT score.*

MATH190 **Trigonometry** **3;(3,0)**

The study of trigonometric functions; radian and degree measure; graphs; basic trigonometry identities; and inverse trigonometric functions. *Prerequisite: MATH180 or equivalent COMPASS/ACT score.*

MATH195 **Calculus I** **4;(4,0)**

The study of limits, derivatives of simple functions with applications, applications of the derivative such as curve sketching, maxima and minima and integration. *Prerequisite: MATH190.*

MATH212 **Calculus II** **4;(4,0)**

A study of integration techniques, using integration by parts, trigonometric substitution and partial fractions; evaluating limits using L'Hospital's Rule; determining the convergence or divergence of sequences and series. *Prerequisite: MATH195.*

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.*

Nursing

Note: Registration for nursing courses requires program admission and departmental approval. All nursing courses are sequential and require a grade of 75% or higher for progression into the next semester in the program. All nursing courses with a separate practicum require a passing grade in both theory and practicum.

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, NRSG112, 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: NRSG100, NRSG110, NRSG112, and NRSG244.*

NRS110 **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: NRS100, NRS101, NRS112, and NRS244.*

NRS112 **Health/Physical Assessment Lab** **2;(0,6)**

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: NRS100, NRS101, NRS110, and NRS244.*

NRS115 **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: NRS116, NRS118, NRS119, and NRS245.*

NRS116 **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: NRS116, NRS118, NRS119, and NRS245.*

NRS118 **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 utilization 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: NRS115, NRS116, NRS119, and NRS245.*

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** **2;(2,0)**

(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.*

NRSG200 **Role Transition – RN** **2;(2,0)**

(Requirement for practicing LPN's entering AD program only) This course is designed to familiarize the student with the mission, philosophy and conceptual framework of the Luna Community College nursing program. It also emphasizes concepts of role transition, responsibilities, and scope of practice for the RN. (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.*

NRSG201 **Spanish for Health Professionals** **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 scenarios in group activities. Registration for this course is allowed prior to program admission. (Elective Course)

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. (Elective Course)

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 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;(2,0)

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 the 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. (Elective Course)

NRSG242**Pathophysiology II****3;(3,0)**

This course is a continuation of Pathophysiology I. The course provides an overview of disease processes for select body systems. The course serves as an elective for health occupations majors. (Elective Course)

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 NRSG112.*

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.*

Physical Education

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.

Physical Therapist Assistant

PTA100 **Introduction to Physical Therapy** **3;(3,0)**

This is a prerequisite to entering the PTA program. Designed to provide a thorough orientation to physical therapy delivery in the U.S. The role of the physical therapist assistant will be identified. Students will be introduced to professional literature review and research. The roles of other health care providers, as well as documentation of care as it is practiced by different disciplines, will be identified and practiced. There will be particular emphasis placed on the role and interaction of the P.T.A. with these coordinating disciplines. Students will receive thorough orientation and practice with documentation standards used in health care settings. SOAP note writing will be introduced. *Prerequisite or corequisite: BIO103.*

PTA115 **Kinesiology** **4;(2,6)**

An analysis of normal human motion, with an introduction to changes anticipated as a result of pathology is taught. The laboratory component will reflect a strong emphasis on anatomy and function of the musculoskeletal system. The student will become familiar with the analysis of normal gait, gross muscle testing, and arthrokinematics.

PTA130 **Professional Development For Community Based Care** **2;(2,0)**

This course is designed to prepare the PTA student for a successful career as a Professional PTA, to compete for jobs in the workplace, and to expand the skills required to communicate effectively with other members of the health care team, third party payers, patients, and family members. Communication skills will be stressed. Basic management and clerical skills necessary to run a department will be studied.

PTA140**Application of Modalities****4;(2,6)**

This course will continue to provide training in the modalities and treatment principles used by the P.T.A. to assist in the treatment of patients with various physical dysfunctions under the direction of a physical therapist. Content will concentrate on the application of electrical modalities, topical applications, iontophoresis, and phonophoresis, traction, and soft tissue techniques. Students will be able to identify indications, contraindications, and basic theory supporting these techniques when used to provide therapeutic applications. Students will be expected to apply previously learned knowledge and skills toward solving patient problems.

PTA150**PTA Basic Skills****4;(2,6)**

Students will begin to learn basic assessment and measurement techniques used to assist the supervising P.T. and identify the patient's physical status and limitations. They will learn and practice ambulation and transfer techniques used to assist patients in their daily activities. Superficial modalities are introduced. This is the first time that universal precautions are taught. An emphasis is placed on being "competent" practitioners. This is the ability to perform adequately, safely, and correctly; with a knowledge of indications, contraindications, and precautions and with a high degree of proficiency.

PTA170**Musculoskeletal Dysfunction****4;(2,6)**

Students will study basic soft tissue and orthopedic problems that are treated by the physical therapist. They will review the pathologies of orthopedic and soft tissue conditions, signs and symptoms, precautions and contraindications. They will relate them to treatment goals and objectives of various diagnoses and prognoses. They will also study the accompanying exercise routines that are available to assist patients in reaching their goals. Progression of these exercise programs will go from simple to complex. Students will practice basic range of motion, stretching, manual, mechanical, and restrictive techniques. Principles of aerobic and anaerobic exercise will be discussed. Specific exercise programs will be developed for all the major joints of the skeletal system. Students will be expected to apply previously learned knowledge and skills toward solving patient problems. Students will study conditions occurring from early childhood to the "golden years" to learn how that will affect the treatment approach.

PTA180**Neurological Management of Dysfunction****5;(3,6)**

This course is designed to review the anatomy of the nervous system and look at treatment approaches that are used to treat both the adult and pediatric neurological patient. The better known pathologies and treatment options typically used to manage neurological dysfunctions will be introduced or reviewed. The course will identify the skills and knowledge necessary for the physical therapist assistant to assist the physical therapist in the treatment of any patient with neurological dysfunction. Students will be expected to apply previously learned knowledge and skills toward solving patient problems.

PTA190**Clinical Experience****2;(0,7)**

This course provides an opportunity for the PTA student to participate in physical therapy care in health care facilities, with the emphasis on obtaining practical, first-hand experience with physical therapy modalities and procedures as they are taught didactically. Student will be able to describe the range of treatment techniques used to treat clients in actual patient care settings. Student will demonstrate an understanding of the progression of treatment from admission to discharge, including interactions with other health-care disciplines and family members. Students will be assigned to a clinical placement site for a minimum of 7 ½ hours per week for 12 days throughout the Spring Semester. The last week of the semester will be spent reviewing the experience and presenting a case study. Students will be allowed to participate in patient care as directed by the supervising clinical instructor for those skills in which the student has been certified competent during classroom and laboratory training. The patient care skills that have been covered in the classroom prior to the clinical experience are outlined in competency review forms, which are provided to the CI prior to the beginning of each rotation.

PTA200**PTA for Special Populations****4;(3,2)**

This course will continue to provide opportunities for students to practice the many skills that they learned as well as to learn new skills to assist the physical therapist in the areas of: pulmonary hygiene, cardiac rehabilitation, advanced hydrotherapy, wound care, and tubes and tubing related to the acute setting. Burn and wound care will be covered. Infection control and universal precautions will again be introduced with an emphasis on appliances and functional activities. Students will be expected to apply previously learned knowledge and skills toward solving patient problems.

PTA201**Seminar****1;(1,1)**

This will serve as a capstone course for the students to bring together all their learning experiences throughout the curriculum. This course will occur following their last 5-week practicum. Students will be able to share their experiences. Each student will be required to present a new technique that they learned during their clinical rotations that was not presented within the curriculum. There will be a review of the curriculum and preparation for taking the licensing exam. Students will review how to write their resume and communication skills will be stressed.

PTA212**PTA for Multisystem Dysfunction****1;(1,1)**

This course is designed to allow the student to pull together all the treatments and procedures that he/she has learned throughout the curriculum and apply them to the treatment of the complex patient (The patient with multiple problems). Students will be required to present a case study to their classmates of a patient that they have seen during one of their three practicums that fits this category. Classroom scenarios and problem solving techniques will be used. There will be time in the course for students to review materials they feel that they need to practice after participating in their three practicums. Students will be expected to apply previously learned knowledge and skills toward solving patient problems.

PTA221 **Clinical Practicum I** **5;(0,12)**

This is the beginning of a series of clinical experiences working in a physical therapy setting. A physical therapist or physical therapist assistant that has demonstrated significant ability and interest in clinical education will directly supervise the students. There will be three six-week rotations in a variety of settings. The first practicum will occur at the end of the Summer Semester; and the other two practicums will occur during the first 12 weeks of the Fall Semester. Student will have some input as to where they perform their full time rotations but the ultimate decision will rest with the ACCE. The APTA Assessment form will be used to record clinical competencies while students are in the clinic. Students must be prepared to travel outside the region, with a potential for out of state travel.

PTA222 **Clinical Practicum II** **5;(0,12)**

This is the second in a series of clinical experiences working in a physical therapy setting under the supervision of a physical therapist or physical therapist assistant. See PTA221 for an explanation.

PTA223 **Clinical Practicum III** **5;(0,12)**

This is the last in a series of clinical experiences working in a physical therapy setting under the direct supervision of a physical therapist or physical therapist assistant. See PTA221 for an explanation.

Physics

PHYS115 **General Physics I** **4;(3,2)**

Introduction to vector algebra, construction of free body diagrams, Newtonian particle/ rigid body dynamics, and an introduction to simple machines. All topics will include fluid, thermal, and electrical analogies, if applicable. A first semester laboratory associated with the con-calculus based sequence of Physical lectures. *Prerequisites: ENG104, READ105 and MATH116 or equivalent COMPASS/ACT scores.*

PHYS116 **General Physics II** **4;(3,2)**

This course is a continuation of PHYS 115 General Physics I. Course examines electrostatics; circuits; magnetic; fields and forces; electromagnetic induction and waves; and optics. *Prerequisite: PHYS115.*

Political Science

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.*

Pre-Nursing

PRENRS100 **Nursing Assistant Training** **4;(3,1)**

This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe, and effective care in an acute and long-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.

Psychology

PSYC101 **Introduction to Psychology** **3;(3,0)**

Methods and principles of behavior. Topics human evolution and development, biopsychology, perception, learning, thinking, motivation, and social interaction. *Prerequisites: ENG 104 and READ105 or equivalent COMPASS/ACT scores.*

PSYC242 **Development 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 or instructor approval.*

Reading

READ100 **Basic Reading** **3;(3,0)**

A structured, self-paced course designed to improve basic reading prerequisite skills. Topics include dictionary study, prefixes, suffixes, roots, context clues, commonly confused words, and vocabulary building techniques.

READ105 **Developmental Reading** **3;(3,0)**

A self-paced, audio-tutorial 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.*

Selected Topics

STBS100 **Selected Topics in Business Studies** **1 - 3**

Selected course in a topic in the field of Business Studies. The specific topic will be stated when the course is scheduled. This course can be used as an elective for all Business Studies certificate and degree programs. Selected topics will also be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective department coordinator.

STGS102 **Conversational Spanish** **3;(3,0)**

Introduction to Spanish for non-native speakers; review for students before taking regular Spanish transfer courses. Presentation is structured so that students acquire and appreciate culture knowledge and develop the desire to converse in Spanish. The basic fundamentals covered are sentence structure using the nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

STGS122 **Self-Directed Physical Fitness** **1;(0,2)**

A self-directed physical fitness course that is designed to promote a healthy life-style.

STGS123 **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.

STTC100 **Selected Topics in Technologies** **1 - 3**

Selected course in a topic in the field of Technologies. The specific topic will be stated when the course is scheduled. This course can be used as an elective for all Technologies certificate and degree programs. This course will be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective department coordinator.

Semiconductor Manufacturing Technology

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. *Prerequisites: ELEC101 and ELEC102.*

SMT204**Vacuum Technology****3;(2,1)**

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. *Prerequisites: ELEC107, ELEC201, and SMT201.*

SMT207**Electromechanical Systems****3;(2,2)**

This course is a study of modern industrial electromechanical systems. Topics to be covered will include electromechanical system operation/design, electromechanical system schematics/fabrication, maintenance procedures, and system troubleshooting techniques. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisites: ELEC204 and SMT205.*

SMT208**Robotics****3;(2,2)**

This course is a study of modern industrial robotic systems. Topics to be covered will include an introduction to the operation and use of industrial robotic manipulators, theory/practice of primitive single function manufacturing line mechanisms, theory/practice of the operation of complex machines with multiple functions in a manufacturing line, mechanical aspects of handled materials, and robotic part manipulation utilizing various robotic manipulator feedback mechanisms. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: SMT207.*

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 (affinity diagrams, Pareto charts, Ishikawa diagrams), Monte Carlo simulation, 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. *Prerequisites: CIS100 or DRFT105, MATH180, and SMT201.*

Sociology**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.*

Spanish**SPAN101****Beginning Spanish 1****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.

SPAN102**Beginning Spanish 2****3;(3,0)**

The course follows the scope and sequence continued approach to language and culture. *Prerequisite: SPAN101.*

Speech**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.*

SPCH112

Interpersonal Communications

3;(3,0)

Interpersonal Communication is a study of human communication. Emphasizing significant relationships (romantic commitment [marriage, especially], the family, friendships, workplace colleagues), the course addresses the following communication characteristics: self-image and self-esteem, perception, verbal and nonverbal language, listening, gender communication, forgiveness, resolution of interpersonal conflict, intimacy and power issues, loneliness, manipulative behavior, and small group communication. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

Welding Technology

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.

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;(1,3)**

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.

FACULTY AND STAFF

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Leroy Sanchez, President
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Board of Cosmetology
James Stephens, Instructor
Master Automobile Technology
Master Engine Machinist
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AWS Certified
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SPRINGER SATELLITE

Louise Fernandez, Coordinator
Manuel Martinez, Instructor
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Albert Padilla, Instructor

CAMPUS MAP



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