



**LUNA
COMMUNITY
COLLEGE**

**2004 - 2006
CATALOG**



WELCOME

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

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

To you as a student or community member, I express that Luna Community College is “Your Community College.” It is rich with educational opportunities and services guiding students to succeed. I invite you to visit our campuses.

*Leroy F. Sanchez, President
Luna Community College*

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LUNA COMMUNITY COLLEGE QUALIFYING NEW MEXICO GENERAL EDUCATION CORE CURRICULUM COURSES

The following list of courses was developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995) to facilitate transfer of students between New Mexico institutions of higher education. Students enrolling for the first-year of study at a New Mexico institution and wishing to prepare for possible transfer into a baccalaureate degree program at another institution are advised to take these courses during their freshman year. In accordance with policies established by the New Mexico Commission on Higher Education, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students preparing for careers in engineering, health sciences, or other profession related fields may find that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements. Students who have decided on a baccalaureate degree major and/or a university at which to complete the bachelor's degree should consult with an advisor to determine the most appropriate course selections.

PHILOSOPHY OF GENERAL EDUCATION

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

INSTITUTIONAL PROFICIENCY REQUIREMENTS

English proficiency is demonstrated by:

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

ENG104 Grammar Usage and Writing

Mathematics proficiency is demonstrated by:

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

MATH105 General Mathematics

Reading proficiency is demonstrated by:

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

READ105 Developmental Reading

LCC GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

Area I. Communications (9 hours)

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

Area II. Mathematics and Computer Applications (7 hours)
(one course from Mathematics and one from Computer Applications)

CIS100	Computer Fundamentals*	3
SMET105	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
BIO105	Biology for Non-Majors	4
BIO110	General Biology I	4
BIO111	General Biology II	4
CHEM105	Introduction to Chemistry I	4
CHEM106	Introduction to Chemistry II	4
ENVS102	Environmental Science	4
GEOL101	Survey of Earth Science	4
GEOL102	Astronomy	4
PHYS115	General Physics I	4
PHYS116	General Physics II	4

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

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

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

ART108	Art History	3
ART110	Introduction to Art	3
HIST101	Western Civilization I	3
HIST102	Western Civilization II	3
HIST161	American History I	3
HIST162	American History II	3
HIST220	History of New Mexico*	3
MUS108	Music Appreciation	3
MUS110	Music History	3
THTR110	Introduction to Theater	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 Core requirements but in most cases will apply toward elective requirements. **Visit the New Mexico Commission on Higher Education's website at www.nmche.org to view or print copies of all transfer guides.**

PROGRAMS OF STUDY

Academic plans for all degree and certificate offerings at Luna Community College are listed on the following pages. Our **Associate of Applied Science** degree and **Certificate** programs are designed to provide entry-level preparation for employment and/or facilitate transfer to four-year institutions of higher education.

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

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

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

ASSOCIATE OF APPLIED SCIENCE

DEGREE OFFERINGS

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

ASSOCIATE OF ARTS

DEGREE OFFERINGS

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

CERTIFICATE OFFERINGS

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

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

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 72
General Education Core	(23 hours)
Area I. Communications	(6 hours)
ENG111 Freshman Composition I	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra	4
Area III. Laboratory Science	(4 hours)
Area IV. Social and Behavioral Sciences	(3 hours)
Area V. Humanities and Fine Arts	(3 hours)
Combined Certificate and Related Studies Requirements	(46 hours)
Related Studies courses require advisor approval	
Other LCC Requirements	(3 hours)
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

DEPARTMENT OF DEVELOPMENTAL EDUCATION

Telephone: 505.454.5336

Email: deved@luna.cc.nm.us

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

Listed below are the pre-requisites for both the developmental and GED program, respectfully.

Developmental Education Proficiency Courses

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.

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

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

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

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 courses may affect the students' ability to complete their academic programs. In order to complete and graduate from an LCC certificate or degree program, a student must register for and successfully pass the prescribed institutional proficiency requirements.

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

GED-HIGH SCHOOL EQUIVALENCY

About the Program

Adult Basic Education (ABE) offers adults the opportunity to begin and/or complete a basic education. Through coursework ABE will assist students in improving opportunities for obtaining employment or further educational attainment.

These classes will prepare an individual in the following subject areas:

- Writing
- Social Studies
- Science
- Mathematics
- Reading

Upon successful completion of the NM State GED exam, the diploma itself will be issued by the New Mexico Department of Education, which will state that all requirements to be a high school graduate have been met. The diploma is recognized by many employers and colleges as being equivalent to a high school diploma.

Who is eligible?

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

1. The superintendent or equivalent authorized official of the last high school attended by the student; or
3. The superintendent or equivalent authorized official of the school district in which the student resides at the time of request for GED participation.

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

Where to go?

Depending upon funding and request, classes are offered at various sites. Currently, these sites include: Mora, Santa Rosa, Springer, San Miguel Detention Center and Raton.

How long will it take?

Because students, through previous education and experience, have achieved varying levels of mastery in each of the basic skill areas, learning needs are different. Upon successful completion of 12 contact hours, each student will be issued an LCC picture ID and have access to LCC resources. There is no pre-registration; students will be registered in the classroom. Attendance is taken at each class session. There are no tuition charges or fees for ABE classes, services, or textbooks.

ESL-English as a Second Language

The class includes ESL grammar, conversation, reading, writing, and pronunciation. ESL will increase and improve knowledge of American English as it is spoken, with individualized instruction in the sounds, patterns, expressions, and group interactions. Currently class sessions are offered at the main campus. Dependent upon funding, classes at other locations may be offered in the future.

DEPARTMENT OF BUSINESS AND PROFESSIONAL STUDIES

Telephone: 505.454.2557

Email: 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 offers the following programs:

- 1) Associate of Arts degrees in General Business and Criminal Justice;
- 2) Associate of Applied Science degrees in: Business Accounting, Business Administration, Computer Information Systems, and Office Administration;
- 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.

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

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

Business & Professional Studies faculty are committed to:

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

BUSINESS ACCOUNTING
Associate of Applied Science Degree
 Minimum of 68 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

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

Program Requirements (37 hours)

ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
ACCT203	Computerized Accounting	4
ACCT210	Managerial Accounting	4
ACCT215	Governmental and Non-profit Accounting	4
ACCT231	Intermediate Accounting	4
ACCT252	Individual Taxation	4
CIS223	Microsoft Excel	3
LAW242	Business Law	3

Approved Electives (6 hours)

ACCT263	Accounting Internship	3
BUS102	Quantitative Methods in Business	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

BUSINESS ADMINISTRATION
Associate of Applied Science Degree
 Minimum of 67 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 67
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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 Communication	3

Area II. Mathematics and Computer Applications (7 hours)

CIS100	Computer Fundamentals	3
MATH116	Intermediate Algebra	4

Area III. Laboratory Science, -or-

Area IV. Social and Behavioral Sciences, -or-

Area V. Humanities and Fine Arts (9 hours)

ECON208	Principles of Macroeconomics (required)	3
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Program Requirements (33 hours)

ACCT200	Accounting Principles I	4
BUS120	Principles of Finance	3
CIS240	Web Design	3
LAW242	Business Law	3
MGMT207	Principles of Management	3
MGMT209	Human Resource Management	4
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing	3
MKT201	Principles of Marketing -or-	3
MKT203	E-commerce	3

Approved Electives (6 hours)

ACCT110	Payroll Accounting	3
ACCT210	Managerial Accounting	4
ACCT252	Individual Taxation	4
BUS102	Quantitative Methods in Business	3
BUS205	Business Administration Internship	3
CIS206	Web Catalogs	3
CIS223	Microsoft Excel	3
OADM216	Desktop Publishing	4

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree

Minimum of 71 Credit Hours

Computer Information Systems is designed for students who wish to enter the field of computer technology. The program provides students with general computer hardware, software, and networking skills. Students are also proficient in designing and enhancing web-pages. Students can select an emphasis that will prepare them to continue their education at a four-year institution or to enter the dynamic computer job market.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements		Credit Hours: 71
General Education Core		(22 hours)
Area I. Communications		(9 hours)
ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3
Area II. Mathematics and Computer Applications		(7 hours)
CIS100	Computer Fundamentals	3
MATH116	Intermediate Algebra	4
Area III. Laboratory Science, -or-		
Area IV. Social and Behavioral Sciences, -or-		
Area V. Humanities and Fine Arts		(6 hours)
ECON208	Principles of Macroeconomics (required)	3
Program Requirements		(16 hours)
CIS115	Introduction to Programming Using Dynamic Web Pages	4
CIS119	Introduction to Networking	3
CIS126	Critical Thinking & Problem Solving	3
CIS259	Network Security	3
ELEC210	Computer Systems Troubleshooting	3

Approved Electives: (30 hours)

CIS127	Computer Science I ¹	4
CIS135	Visual Basic	4
CIS205	Computer Applications Seminar	2
CIS215	Database Design and Programming ¹	4
CIS217	Computer Science II ¹	4
CIS218	C/C++ Programming	4
CIS240	Web Design	3
CIS245	Advanced Web Page Techniques	3
CIS247	Advanced Java Programming	4
CIS249	Graphical Programming with Visual Basic	4
CIS250	Computer Practicum	3
CIS252	Computer Information Systems Project	2
MATH180	College Algebra ¹	4
MATH195	Calculus I	4
MATH202	Discrete Mathematics ¹	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

Note: ¹ These courses are strongly suggested for students who desire to transfer to a 4-year institution in pursuit of a baccalaureate degree in computer science.

CRIMINAL JUSTICE
Associate of Arts Degree
 Minimum of 69 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 69
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 Communication	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	(9 hours)
SOC101 Introduction to Sociology (required)	3
Area V. Humanities and Fine Arts	(6 hours)

Program Requirements (24 hours)

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

Approved Electives (3 hours)

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

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

GENERAL BUSINESS
Associate of Arts Degree
 Minimum of 68 Credit Hours

This program is designed for students whose ultimate goal is to obtain a bachelor's degree in the field of business, accounting, management information systems, or a related field. The classes in this program are on the 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 68
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General Education Core (36 hours)

Area I. Communications (9 hours)

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

Area II. Mathematics 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 (3 hours)

Area V. Humanities and Fine Arts (9 hours)

From at least 2 different disciplines

Program Requirements (23 hours)

ACCT200	Accounting Principles I	4
ACCT201	Accounting Principles II	4
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)

MATH130	Statistics	3
MATH195	Calculus I	4
MGMT211	Business Ethics	3
OADM206	Business Writing	3
SPAN101	Beginning Spanish I	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

OFFICE ADMINISTRATION
Associate of Applied Science Degree
 Minimum of 70 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 70
General Education Core	(22 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics and Computer Applications	(7 hours)
CIS100 Computer Fundamentals	3
MATH116 Intermediate Algebra	4
Area III. Laboratory Science, -or-	
Area IV. Social and Behavioral Sciences, -or-	
Area V. Humanities and Fine Arts	(6 hours)
ECON208 Principles of Macroeconomics (required)	3

Program Requirements (36 hours)

ACCT218	QuickBooks	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
MGMT211	Business Ethics	3
OADM201	Intermediate Keyboarding	3
OADM206	Business Writing	3
OADM207	Administrative Procedures	3
OADM214	Microsoft Word	3
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4
ACCT110	Payroll Accounting -or-	3
ACCT200	Accounting Principles I	4

Approved Electives (9 hours)

BIO103	Medical Terminology	2
CIS206	Web Catalogs	3
CIS223	Microsoft Excel	3
CIS240	Web Design	3
OADM216	Desktop Publishing	4
OADM235	Office Administration Internship	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

BUSINESS ACCOUNTING

Certificate

Minimum of 35 Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 35
Program Requirements (26 hours)	
ACCT110 Payroll Accounting	3
ACCT200 Accounting Principles I	4
ACCT201 Accounting Principles II	4
ACCT203 Computerized Accounting	4
ACCT215 Governmental and 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
Other LCC Requirements (3 hours)	
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

COMPUTER APPLICATION SPECIALIST

Certificate

Minimum of 35 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 and computer troubleshooting and maintenance. This program prepares students to take the COMPTIAA+ certification and the MOUS (Microsoft Office User Specialist) Certification examinations.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 35
Program Requirements (26 hours)		
CIS100	Computer Fundamentals	3
CIS115	Introduction to Programming Using Dynamic Web Pages	4
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
CIS240	Web Design	3
ELEC210	Computer Systems Troubleshooting	3
MGMT218	Principles of Small Business Management	4
OADM206	Business Writing -or-	3
SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3
Approved Electives (6 hours)		
ACCT218	QuickBooks	4
CIS119	Introduction to Networking	3
CIS126	Critical Thinking & Problem Solving	3
CIS206	Web Catalogs	3
MGMT211	Business Ethics	3
OADM216	Desktop Publishing	4
Other LCC Requirements (3 hours)		
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

CRIMINAL JUSTICE
Certificate
 Minimum of 36 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements **Credit Hours: 36**

Program 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)

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

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

OFFICE ADMINISTRATION ASSISTANT

Certificate

Minimum of 37 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 37
Program Requirements (27 hours)		
ACCT218	QuickBooks	4
CIS100	Computer Fundamentals	3
CIS231	Microsoft Certification Prep I	3
CIS232	Microsoft Certification Prep II	3
OADM201	Intermediate Keyboarding	3
OADM207	Administrative Procedures	3
OADM219	Legal Office Procedures	4
OADM223	Medical Office Procedures	4
Approved Electives (7 hours)		
ACCT110	Payroll Accounting	3
ACCT200	Accounting Principles I	4
CIS223	Microsoft Excel	3
OADM206	Business Writing	3
Other LCC Requirements (3 hours)		
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

SMALL BUSINESS MANAGEMENT

Certificate

Minimum of 37 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 37
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Program Requirements (28 hours)

BUS120	Principles of Finance	3
CIS100	Computer Fundamentals	3
CIS240	Web Design	3
LAW242	Business Law	3
MGMT209	Human Resource Management	3
MGMT211	Business Ethics	3
MGMT218	Principles of Small Business Management	4
ACCT110	Payroll Accounting -or-	3
ACCT200	Accounting Principles I	4
MKT201	Principles of Marketing -or-	3
MKT203	E-commerce	3

Approved Electives (6 hours)

BUS102	Quantitative Methods in Business	3
CIS206	Web Catalogs	3
CIS223	Microsoft Excel	3
OADM206	Business Writing	3
OADM216	Desktop Publishing	4

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

DEPARTMENT OF EDUCATION

Telephone: 505.454.5389

Email: education@luna.cc.nm.us

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

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

The Education Department offers the following:

- (1) Early Childhood Development Certificate
- (2) Associate of Arts Degree in Early Childhood Education
- (3) Associate of Arts Degree in Teacher Education
- (4) 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 program of study.

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

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

of Education. The mission of the Teacher Education program is to provide quality instruction to students that build on their knowledge, skills, and experiences. Students will receive support and guidance from faculty and advisors throughout their studies.

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

EARLY CHILDHOOD EDUCATION

Associate of Arts Degree

Minimum of 73 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-nine credit hour general education transfer core. Students should work closely with their LCC faculty advisor.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 73
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 Communication	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)

ECE104	Expressive Arts for the Young Child	3
ECE106	Language Rich Environment	3
ECE108	Introduction to Early Childhood Education	3
ECE210	Learning Environments	3
ECE214	Early Childhood Curriculum	3
ECE216	Developmental Guidance	3
ECE220	Supervised Field Experience	4
EDUC102	Health, Safety, and Nutrition	3
EDUC201	Child Growth and Development	3
ECE212	Program Management and Professionalism -or-	3
ECE213	Family, Community and School Partnerships	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

TEACHER EDUCATION
Associate of Arts Degree
 Minimum of 69 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 69
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 Communication	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	
HIST220 History of New Mexico (required)	3

Program Requirements (24 hours)

ECE106	Language Rich Environment	3
EDUC102	Health, Safety and Nutrition	3
EDUC105	Introduction to Teaching	3
EDUC201	Child Growth and Development	3
EDUC205	Teaching Elementary School Mathematics	3
EDUC210	Program Management & Curriculum Development	3
EDUC214	Introduction to Special Education ¹	3
EDUC225	Teacher Education Practicum	3

Approved Electives (3 hours)

ECE104	Expressive Arts for the Young Child	3
EDUC220	Multicultural Education ¹	3
SPAN101	Beginning Spanish I	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

Note: ¹ These courses are offered through New Mexico Highlands University. Equivalent courses for EDUC214 and EDUC220 at NMHU are SPED214 and ELEM317 respectively.

EARLY CHILDHOOD DEVELOPMENT

Certificate

Minimum of 37 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 37
Program Requirements (31 hours)		
ECE104	Expressive Arts for the Young Child	3
ECE106	Language Rich Environment	3
ECE108	Introduction to Early Childhood Education	3
ECE210	Learning Environments	3
ECE214	Early Childhood Curriculum	3
ECE216	Developmental Guidance	3
ECE220	Supervised Field Experience	4
EDUC102	Health, Safety, and Nutrition	3
EDUC201	Child Growth and Development	3
ECE212	Program Management and Professionalism -or-	3
ECE213	Family, Community and School Partnerships	3
Approved Electives (3 hours)		
CIS100	Computer Fundamentals	3
SPCH111	Public Speaking	3
SPCH112	Interpersonal Communication	3
Other LCC Requirements (3 hours)		
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

DEPARTMENT OF HEALTH SCIENCES

Telephone: (505) 454-2521

Email: health@luna.cc.nm.us

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

Certificate programs available include Dental Assistant and Practical Nursing as well as an Associate of Applied Science Degree in Nursing.

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

NURSING PROGRAM

Program Curriculum

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

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

Employment Opportunities:

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

Additional Requirements relating to licensure:

The New Mexico State Board of Nursing has restrictions for licensure and may deny, revoke or suspend any license applied for upon grounds that the person has particular felony violations. 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. Additionally, BIO100 and BIO102 must be completed within five (5) years prior to entry into the nursing program.
5. Achieve a score of 40 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 (CNA100) as noted on the following page. This requirement may be waived when evidence of alternate comparable training is formally presented.
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. Note: It may be necessary to audit some first level nursing courses as condition for admission into the 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 an ATI nursing Predictor 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 who are 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/or obtain 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
Associate of Applied Science Degree
75 Credit Hours

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements **Credit Hours: 75**

General Education Core (17 hours)

Area I. Communications (6 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3

Area III. Laboratory Science (8 hours)

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

Area IV. Social and Behavioral Sciences (3 hours)

PSYC101	Introduction to Psychology	3
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Related Studies (12 hours)

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

Approved Electives (2 hours)

Choose one of the following:

NRSG202	Geriatric Nursing	2
NRSG241	Pathophysiology I	3
NRSG242	Pathophysiology II	3
SPAN205	Spanish for Health Professionals I	2
SPAN209	Spanish for Health Professionals II	2

First Level Nursing Courses – PN (23 hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	6
NRSG112L	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 48 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 the Nursing program under advanced placement only and is not included as part of the 75 hours for the RN curriculum)

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

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.

PRACTICAL NURSING

Certificate

48 Credit Hours

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 48
General Education Core		(14 hours)
Area I. Communications		(3 hours)
ENG111	Freshman Composition I ¹	3
Area III. Laboratory Science		(8 hours)
BIO100	Human Anatomy and Physiology I ¹	4
BIO102	Human Anatomy and Physiology II ¹	4
Area IV. Social and Behavioral Sciences		(3 hours)
PSYC101	Introduction to Psychology ¹	3
Related Studies		(8 hours)
BIO103	Medical Terminology ¹	2
BIO210	Nutrition	3
PSYC242	Development Life Span	3

Note: ¹ Nursing Prerequisite Courses (BIO100, BIO102, BIO103, ENG111, PSYC101) must be completed prior to entrance into the Practical Nursing Program.

CNA100	Nursing Assistant Training	4
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 48 credit hours for the Practical Nursing Certificate Program.		

First Level Courses -PN (23 credit hours)

NRSG100	Math/Dosage Calculations	1
NRSG101	Therapeutic Communication	1
NRSG110	Introduction to Nursing/Wellness	6
NRSG112L	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 48 hours of the PN curriculum)

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

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.

DENTAL ASSISTANT
Certificate
 Minimum of 49 Credit Hours

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

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

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 49
Program Requirements	(41 hours)
DENT100 Chairside Assisting	3
DENT103 Dental Materials	3
DENT105 Field Experience	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	2
DENT201 Psychology as Applied to Dentistry	2
DENT204 Dental Office Management	4
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
Other LCC Requirements	(3 hours)
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

DEPARTMENT OF HUMANITIES

Telephone: 505.454.2570

Email: 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 objectives, the department offerings are organized in two main components: general education/liberal arts. The curriculum includes course work aimed at enhancing academic skills and increasing the general knowledge base in the general education core, social and behavioral sciences, and humanities and fine arts.

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

LIBERAL ARTS
Associate of Arts Degree
 Minimum of 68 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 68
General Education Core	(39 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking	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)
Program Requirements	(11 hours)
ENG123 Literature and Society	3
HUM110 Humanities Portfolio I	1
HUM210 Humanities Portfolio II	1

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

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

Approved Electives (15 hours)

ENG121	Introduction to Creative Writing/Fiction	3
ENG131	Introduction to Journalism	3
ENG151	Literature of the Southwest	3
ENG203	American Literature I	3
ENG204	American Literature II	3
ENG213	British Literature I	3
ENG214	British Literature II	3
ENG220	Short Fiction	3
HIST161	American History I	3
HIST162	American History II	3
MUS108	Music Appreciation	3
MUS110	Music History	3
PE116	Step Aerobics	1
PE117	Kickboxing and Step Combo	1
PE120	Cardio Conditioning	1
PE121	Cardio Weight Training	1
POLS167	State and Local Government	3
PSYC249	Cross-Cultural Psychology	3
PSYC258	Abnormal Psychology	3
PSYC263	Human Sexuality	3
SPCH112	Interpersonal Communication	3
SPCH212	Organizational Communication	3
SPCH238	Argumentation and Debate	3
SPCH260	Oral Interpretation of Literature	3
THTR110	Introduction to Theater	3
THTR125	Acting I	3
THEO222	History of Christianity	3
THEO232	World Religions	3

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

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

DEPARTMENT OF SCIENCE, MATH AND TECHNOLOGY

Telephone: 505.454.2535

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The Department of Science, Math and Technology offers Certificate and Associate of Applied Science Degree programs in several technology fields. An Associate of Applied Science Degree is offered in Electronics Engineering Technology, Manufacturing Technology and Drafting Technology. Additionally, a Certificate in Drafting and Electronics is offered. Selected programs will be offered at the institution's service area communities, as well as the Springer and Santa Rosa satellite campuses.

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

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

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements **Credit Hours: 66**

General Education Core (26 hours)

Area I. Communications (9 hours)

ENG111	Freshman Composition I	3
ENG115	Freshman Composition II	3

SPCH111	Public Speaking -or-	3
SPCH112	Interpersonal Communication	3

Area II. Mathematics and Computer Applications (7 hours)

MATH180	College Algebra	4
SMET105	Computer Use for Technology	3

Area III. Laboratory Science (4 hours)

PHYS115	General Physics I	4
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Area IV. Social and Behavioral Sciences -or-

Area V. Humanities and Fine Arts (6 hours)

Program Requirements (28 hours)

DTEC101	Engineering Graphics and Basic AutoCAD	4
DTEC102	Solid Modeling I	3
DTEC106	Solid Modeling II	3
DTEC107	Intermediate AutoCAD	3
DTEC109	Introduction to Architectural Drafting	3
DTEC204	Electronic CAD Graphics	3
DTEC214	Micro-Electro-Mechanical Systems (MEMS) CAD	3
SMT202	Engineering Fabrication and Machine Shop I	3
SMT220	Rapid Prototyping	3

Approved Electives (9 hours)

BT101	Site Layout and Construction Math	4
BT103	Blueprint Reading for Carpentry	3
BT112	Building Construction I	4
BT113	Building Construction Application I	4
DTEC208	Plane Surveying	3
FCMK104	Planning, Layout, and Design	3
SMT203	Engineering Fabrication and Machine Shop II	3
WELD100	Oxyacetylene Cutting and Welding	4
WELD102	Shielded Metal Arc Welding	3
WELD106	Blueprint Reading and Math for Welders	3
WELD112	Gas Tungsten and Gas Metal Arc Welding	4
WELD116	Advanced Layout and Fabrication	3

Other LCC Requirements (3 hours)

HD110	College Success -or-	2
SMET101	Introduction to Science, Math and Engineering Technology	3
HD111	Employment Ethics/Resume Writing	1

ELECTRONICS ENGINEERING TECHNOLOGY
Associate of Applied Science Degree
 Minimum of 74 Credit Hours

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

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 74
General Education Core	(23 hours)
Area I. Communications	(9 hours)
ENG111 Freshman Composition I	3
ENG115 Freshman Composition II	3
SPCH111 Public Speaking -or-	3
SPCH112 Interpersonal Communication	3
Area II. Mathematics and Computer Science	(7 hours)
MATH180 College Algebra	4
SMET105 Computer Use for Technology	3
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 (38 hours)

DTEC101	Engineering Graphics and Basic AutoCAD	4
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
ELEC214	Embedded System Design/Interfacing	3

Related Studies (4 hours)

CIS218	C/C++ Programming	4
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Approved Electives (6 hours)

DTEC204	Electronic CAD Graphics	3
ELEC210	Computer Systems Troubleshooting	3
ELEC229	Data Acquisition System Design/Programming	3
LEOT102	Introduction to Lasers	3
SMT208	Robotics	3
SMT216	Introduction to MEMS	3

Other LCC Requirements (3 hours)

HD110	College Success -or-	2
SMET101	Introduction to Science, Math and Engineering Technology	3
HD111	Employment Ethics/Resume Writing	1

MANUFACTURING TECHNOLOGY
Associate of Applied Science Degree
 Minimum of 73 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Degree Requirements	Credit Hours: 73
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 Communication	3
Area II. Mathematics and Computer Science	(7 hours)
MATH180 College Algebra	4
SMET105 Computer Use for Technology	3
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 (40 hours)

DTEC101	Engineering Graphics and Basic AutoCAD	4
ELEC101	Electronics I	4
ELEC102	Electronic Circuits	4
ELEC107	Solid State Fundamentals	4
ELEC201	Electro-Mechanical/Fluid Power Devices	3
SMT201	Semiconductor Manufacturing I	3
SMT202	Engineering Fabrication and Machine Shop I	3
SMT204	Vacuum Technology	3
SMT205	RF Power	3
SMT207	Electro-Mechanical Systems	3
SMT208	Robotics	3
SMT211	Semiconductor Manufacturing II	3

Approved Electives (3 hours)

DTEC102	Solid Modeling I	3
DTEC204	Electronic CAD Graphics	3
ELEC204	Digital Electronic Circuits	3
LEOT102	Introduction to Lasers	3
SMT203	Engineering Fabrication and Machine Shop II	3
SMT212	Statistical Process Control	3
SMT216	Introduction to MEMS	3
SMT220	Rapid Prototyping	3
WELD102	Shielded Metal Arc Welding	3

Other LCC Requirements (3 hours)

HD110	College Success -or-	2
SMET101	Introduction to Science, Math and Engineering Technology	3
HD111	Employment Ethics/Resume Writing	1

DRAFTING
Certificate
 Minimum of 31 Credit Hours

This program provides the student with the knowledge and skills necessary to develop a strong background in basic technical drawing, engineering graphics and solid modeling. Each of the above areas of study is enhanced with state-of-the-art CAD software. The certificate program prepares the student for an entry-level position as a drafter in a drafting technology field. Drafting course credits may be applied to the AAS Drafting Technology degree.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 31
Program Requirements	(19 hours)
DTEC101 Engineering Graphics and Basic AutoCAD	4
DTEC102 Solid Modeling I	3
DTEC106 Solid Modeling II	3
DTEC107 Intermediate AutoCAD	3
DTEC109 Introduction to Architectural Drafting	3
SMT202 Engineering Fabrication and Machine Shop I	3
Related Studies	(3 hours)
SMET105 Computer Use for Technology	3
Approved Electives	(6 hours)
DTEC208 Plane Surveying	3
DTEC214 Micro-Electro-Mechanical Systems (MEMS) CAD	3
SMT220 Rapid Prototyping	3
Other LCC Requirements	(3 hours)
HD110 College Success -or-	2
SMET101 Introduction to Science, Math and Engineering Technology	3
HD111 Employment Ethics/Resume Writing	1

ELECTRONICS
Certificate
 Minimum of 38 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 38
Program Requirements (25 hours)	
DTEC101 Engineering Graphics and Basic AutoCAD	4
ELEC101 Electronics I	4
ELEC102 Electronic Circuits	4
ELEC107 Solid State Fundamentals	4
ELEC200 Active Electronic Devices	3
ELEC202 Telecommunications Electronics	3
ELEC204 Digital Electronic Circuits	3
Related Studies (7 hours)	
MATH106 Algebra with Applications	4
SMET105 Computer Use for Technology	3
Approved Electives (3 hours)	
DTEC204 Electronic CAD Graphics	3
LEOT102 Introduction to Lasers	3
SMT208 Robotics	3
SMT216 Introduction to MEMS	3
Other LCC Requirements (3 hours)	
HD110 College Success -or-	2
SMET101 Introduction to Science, Math and Engineering Technology	3
HD111 Employment Ethics/Resume Writing	1

DEPARTMENT OF VOCATIONAL EDUCATION

Telephone: 505.454.2530

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The Department of Vocational Education offers certificate programs in a variety of fields including Automotive Collision Repair Technology, 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 Applied Science Degree in Vocational/Technical Studies, with a declared major in one of the above certificate programs with a minimum combined certificate and related studies requirement of 46 credit hours is another option available to students.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

Certificate

Minimum of 37 Credit Hours

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

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

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 37
Program Requirements (34 hours)		
AUTO100	Automotive Fundamentals	4
AUTO102	Chassis Systems I	3
CRT100	Introduction to Collision Repair	3
CRT105	Introduction to Refinishing	3
CRT110	Collision Repair Shop Management	3
CRT115	Metal Working	3
CRT120	Collision Repair II	3
CRT125	Refinishing II	3
CRT130	Auto Restoration and Customizing	3
CRT140	Estimation for Collision Repair	3
WELD103	Basic Metallurgy	3
Other LCC Requirements (3 hours)		
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

AUTOMOTIVE TECHNOLOGY

Certificate

Minimum of 40 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 40
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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 Transmissions	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

Other LCC Requirements (3 hours)

HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

BUILDING TECHNOLOGY

Certificate

Minimum of 36 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 36
Program Requirements (27 hours)	
BT100 Introduction to Building Trades	4
BT101 Site Layout and Construction Math	4
BT103 Blueprint Reading for Carpentry	3
BT112 Building Construction I	4
BT113 Building Construction Application I	4
BT114 Building Construction II	4
BT115 Building Construction Application II	4
Approved Electives (6 hours)	
BT106 Finish Flooring	2
BT116 Alternative Building Construction	4
BT120 Basic Residential Electricity	4
BT130 Basic Plumbing Principles	4
LAW242 Business Law	3
MGMT218 Principles of Small Business Management	4
SMET105 Computer Use for Technology	3
Other LCC Requirements (3 hours)	
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

COSMETOLOGY

Certificate

Minimum of 54 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 54
Program 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
Other LCC Requirements		(3 hours)
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

CULINARY ARTS

Certificate

Minimum of 38 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 specialty baking courses are offered. Students who plan to become cooks will learn basic product identification and the tools and techniques of cooking in a professional kitchen. Although there are lecture components of every class, this program emphasizes hands-on learning in our state-of-the-art kitchen laboratory. Every student who passes the Food Safety and Sanitation course will receive Serv-Safe® Certification. Graduating students can expect gaining entry-level positions in the food-service industry with relatively quick promotion to middle management.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 38
Program Requirements	(23 hours)
BAKE102 Baking Principles	4
CUL101 Culinary Concepts and Mathematics	3
CUL102 Food Sanitation and Safety	2
CUL140 Catering	4
CUL208 Culinary Arts Practicum	4
CUL220 French and Italian Kitchen	3
CUL230 Mexican and Asian Kitchen	3
Related Studies	(3 hours)
CIS100 Computer Fundamentals	3
Approved Electives	(9 hours)
BAKE140 Intermediate Baking Principles	3
BAKE160 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
Other LCC Requirements	(3 hours)
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

FURNITURE AND CABINET MAKING

Certificate

Minimum of 35 Credit Hours

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

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements	Credit Hours: 35
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)	
FCMK118 Advanced Furniture Design	3
MGMT218 Principles of Small Business Management	4
MKT203 E-commerce	3
SMET105 Computer Use for Technology	3
Other LCC Requirements (3 hours)	
HD110 College Success	2
HD111 Employment Ethics/Resume Writing	1

WELDING TECHNOLOGY

Certificate

Minimum of 36 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.

Institutional Proficiency Requirements

In addition to the courses listed below for each program of study, students must also meet LCC's institutional proficiency requirements of ENG104, MATH105 and READ105 as outlined on page 60 to complete and graduate from any program offered at LCC.

Certificate Requirements		Credit Hours: 36
Program Requirements		(30 hours)
WELD100	Oxyacetylene Cutting and Welding	4
WELD102	Shielded Metal Arc Welding	3
WELD103	Basic Metallurgy	3
WELD104	Surface Padding	3
WELD106	Blueprint Reading and Math for Welders	3
WELD108	Pipe and Plate Code Testing	4
WELD110	Introduction to Ornamental Iron	3
WELD112	Gas Tungsten and Gas Metal Arc Welding	4
WELD116	Advanced Layout and Fabrication	3
Approved Electives		(3 hours)
SMET105	Computers Use for Technology	3
WELD118	Ornamental Art Welding	3
Other LCC Requirements		(3 hours)
HD110	College Success	2
HD111	Employment Ethics/Resume Writing	1

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 (ACCT)

ACCT110	Payroll Accounting	3;(2,2)
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This course covers payroll accounting procedures, which include payroll tax, and employment reports, forms, and deposits. *Prerequisite: MATH105, equivalent COMPASS/ACT score or instructor approval.*

ACCT200	Accounting Principles I	4;(4,0)
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This course introduces students to the complete accounting cycle and the various generally accepted accounting principles. It also introduces students to the use of special journals, accounting for merchandising, cash, inventories, plant assets, and current liabilities. *Prerequisites: CIS223 and MATH105, equivalent COMPASS/ACT score or instructor approval.*

ACCT201	Accounting Principles II	4;(4,0)
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This course is a continuation of Accounting Principles I and is also an introduction to partnership formation, corporations, bonds payable, and investment in bonds. *Prerequisites: CIS223 and ACCT200.*

ACCT203	Computerized Accounting	4;(3,2)
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This course is 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 and CIS100.*

ACCT210	Managerial Accounting	4;(4,0)
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This course introduces the accounting students to managerial accounting concepts and principles, manufacturing accounting, planning and control, and decision-making. *Prerequisite: ACCT200.*

ACCT215	Governmental and Non-profit Accounting	4;(4,0)
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This course covers legal and mechanical practice in accounting for governmental units and special non-profit organizations. *Prerequisite: ACCT201.*

ACCT218**QuickBooks****4;(3,2)**

This is a hands-on-course designed to introduce students to accounting application software. Students will learn how to develop Chart of Accounts; manage accounts payable, accounts receivable, and payroll; and how to develop, print, and analyze financial statements. *Prerequisites: ACCT 200 and CIS100.*

ACCT231**Intermediate Accounting****4;(4,0)**

This course provides an overview of concepts covered in Accounting Principles I, Accounting Principles II, Computerized Accounting, and Managerial Accounting. Throughout this course, students review accounting theory and practice that covers asset valuation and income determination. *Prerequisites: ACCT201, ACCT203 and ACCT210.*

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

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

ACCT263**Accounting Internship****3;(0,9)**

This course provides students with the opportunity to gain supervised practical experience in an accounting field working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students are not paid for their work and supervision is shared between the specific agency and the Accounting faculty/advisor. *Prerequisite: Students should be in their last semester of the program.*

ANTHROPOLOGY (ANTH)**ANTH103****Introduction to Anthropology****3;(3,0)**

Bio-cultural factors underlying the origins and distributions of early humans and consecutive cultural and biological adaptations, up to the rise of civilization in the Old and New World. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

ANTH221**Cultures of the World****3;(3,0)**

A study of the concepts of culture and its application in the analysis of human group behavior. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

ART (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 COLLISION REPAIR TECHNOLOGY (CRT)

CRT100**Introduction to Collision Repair****3;(2,4)**

An introductory course covering the basics of Auto Body Repair including safety orientation, hand tools, power tools, equipment, basic metal straightening, and surface preparation.

CRT105**Introduction to Refinishing****3;(2,4)**

An introduction course to Auto Refinishing consists of refinishing safety, refinishing equipment, refinishing products, proper use of equipment, and refinishing techniques.

CRT110**Collision Repair Shop Management****3;(2,4)**

This course will cover shop layout, shop policies, shop maintenance, collision repair estimating, business cost and profits, and customer service. Each student will design his or her own shop plans.

CRT115**Metal Working****3;(2,4)**

This course will cover the metal working in the collision repair field, metal types: various metal working techniques will be covered, practical hands-on applications.

CRT120**Collision Repair II****3;(2,6)**

A continuation course to the Intro to Collision Repair, this course is an in-depth study of collision repair featuring body fillers, panel replacement, and non-structural repair, plastic repairs. Practical hands on applications are included in this course. *Prerequisite: CRT100.*

CRT125 **Refinishing II** **3;(2,4)**

A full in-depth study of refinishing featuring paint preparation, block sanding, spray booth management, masking, paint mixing, color matching, color sanding, buffing and undercoating. *Prerequisite: CRT105.*

CRT130 **Auto Restoration and Customizing** **3;(2,4)**

This course is an advanced class featuring auto project management, custom body panels fabrication, lead bodywork, metal shrinking, custom interior and exterior modifications, and custom painting, practical hands-on experience. Each student will create his or her own project portfolio. *Prerequisites: CRT120 and CRT135.*

CRT140 **Estimation for Collision Repair** **3;(2,4)**

This course will cover methods and procedures involved in estimating of collision damage to automobiles.

AUTOMOTIVE TECHNOLOGY (AUTO)

AUTO100 **Automotive Fundamentals** **4;(2,6)**

Course provides the foundation of automotive technology with basic engine theory and operation. Includes lubrication and cooling systems, standards for safety and shop operations, also covers tools and supplies used in the industry. Maintenance procedures and schedules are also covered along with diagnostic concepts. Use of information systems, both printed and computer based, is covered. Industry opportunities and trends are covered along with customer service and professionalism. Practical applications are covered.

AUTO101 **General Automotive Service** **1;(0,3)**

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;(1,6)**

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;(1,6)**

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;(1,6)**

Course will cover engine diagnosis and repair of systems used for drivability. 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;(2,6)**

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;(2,6)**

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;(1,6)**

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;(1,6)**

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.*

AUTO126 **Engine Performance II** **3;(1,6)**

Course will cover emission control systems, fuel injection systems, distributorless ignition systems and other performance systems. Also will cover diagnostics of OBD I and OBD II systems with an emphasis on both procedure and symptomatic based strategies. *Prerequisite: AUTO106.*

AUTO128 **Automatic Transmissions** **4;(2,6)**

Course will cover theory and operation of torque converters, planetary gear sets, hydraulics and control systems. Teardown and rebuild procedures will be covered as will diagnosis and service procedures.

BAKING (BAKE)

BAKE102 **Baking Principles** **4;(2,4)**

This course explores the role that different ingredients play in baking. Through tastings and lectures, students will become familiar with variations in baking ingredients. Through labs, students will discover how light changes in ingredient quality; quantity and type can affect the final product. Students will produce the four basic French pastry doughs; the six categories of cake, and master the three mix methods for cookies. The fundamentals of cake decoration will also be taught. *Pre- or corequisites: MATH101 and READ100 or equivalent COMPASS/ACT scores.*

BAKE140 **Intermediate Baking Principles** **3;(2,2)**

An intensive study of pastry and dessert-making. Topics not covered in the introductory course will include: custards, frozen desserts, dessert sauces gelatin desserts, basic sugar work, chocolate work and pastillage. The course will also provide an in-depth exploration of classic European tarts, cakes, and cookies and will emphasize modern production and presentation methods. *Prerequisite: BAKE102.*

BAKE160 **Specialty Baking** **3;(2,2)**

Predominantly a bread baking course. Students will master the techniques of producing consistent quick and yeast breads. Lectures will emphasize the chemistry of quick breads and the microbiology of yeast breads. Students will learn how to adjust sea-level recipes for altitude. Labs will emphasize a variety of production methods and will familiarize the student with equipment and techniques specific to bread baking. *Prerequisite: BAKE102.*

BIOLOGY (BIO)

BIO100 **Human Anatomy and Physiology I** **4;(3,2)**

Course includes the structure and function of the human body at the cellular, tissue, organ, and organ system levels of organization. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

BIO102 **Human Anatomy and Physiology II** **4;(3,2)**

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, mitosis and. Simple plant structure and function will be discussed. *Prerequisite: BIO110.*

BIO201 **Medical Microbiology** **4;(3,2)**

This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infections. *Prerequisite: BIO100.*

BIO210 **Nutrition** **3;(3,0)**

This course is geared for health occupation majors and provides a basic foundation of nutrition and the application of dietary modifications for clients within various health care settings. The overall goal is to encourage the consumer to take responsibility for his/her nutritional status and to provide ongoing education on nutrition.

BUILDING TECHNOLOGY (BT)

BT100 Introduction to Building Trades 4;(2,4)

This is a comprehensive course combining theory and classroom participation in common trades practices which includes work ethics, practical math review, safety, building permits, building codes, hand/power tools, and building materials (lumber selection, use and cost estimates). Lab will include in the use and maintenance of hand and power tools with an emphasis on safety.

BT101 Site Layout and Construction Math 4;(2,4)

This course will cover site layout, zoning rules and regulation in preparing a building site according to specifications. Course will be incorporating construction math for a variety of construction uses.

BT103 Blueprint Reading for Carpentry 3;(3,0)

Student will interpret and implement architectural drawing, following state and local codes.

BT106 Finish Flooring 2;(2,0)

Students will be introduced to various types of flooring materials, tool identification and use.

BT112 Building Construction I 4;(4,0)

Course will include methods, procedures, and terms used in foundation, footing, and stemwall construction as well as lessons on structural material for floor, walls, and roof systems in accordance with the UBC. *Pre- or Corequisites: BT100 and BT113.*

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

This course includes the hands-on application of foundation, footing, and 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! *Pre- or Corequisites: BT100 and BT112.*

BT114 Building Construction II 4;(4,0)

This course includes the study of trade practices for the installation of exterior wall and roof finishes as well as windows and exterior doors in accordance with the UBC. Students will study about insulation, drywall, taping and texturing, as well as other interior finish work. *Pre- or Corequisites: BT100 and BT115.*

BT115 **Building Construction Application II** **4;(0,8)**

This course provides the hands-on experience of trade practices which includes the installation of exterior wall and roof finishes as well as windows and exterior doors in accordance with the UBC. Course also provides hand-on activities in a safety-focused environment: insulation techniques, drywall installation, taping and texture of drywall, trim work and other finish work. *Pre- or Corequisites: BT100 and BT114.*

BT116 **Alternative Building Construction** **4;(2,4)**

Course will provide a historical perspective on adobe construction basics to include some information on straw bale construction. The lab will be hands-on construction to reinforce the lectures. *Pre- or Corequisites: BT100 and BT101.*

BT120 **Basic Residential Electricity** **4;(2,4)**

Course includes the theoretical and practical applications of residential house wiring including residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, low voltage and troubleshooting.

BT130 **Basic Plumbing Principles** **4;(2,4)**

Course will include the introduction to basic use of tools and equipment used in plumbing and basic design for proper rough in, water, vent, and potable water.

BUSINESS (BUS)

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

This course helps the student develop problem-solving skills using mathematical equations to solve business problems and to enhance business performance and operations. Topics covered in this course include: the time value of money, interest calculations, trade and cash discounts, and concepts related to minimizing operational costs while increasing productivity. *Prerequisite: MATH105, equivalent COMPASS/ACT score or instructor approval.*

BUS120 **Principles of Finance** **3;(2,2)**

Personal Finance covers the different types of loans and credit, such as: mortgage, commercial, and credit card; amortization of loans; the various types of insurances, etc. *Prerequisite: Minimum COMPASS Score of 26 in Math (Pre-Algebra Domain) or advisor approval.*

BUS205**Business Administration Internship****3;(0,9)**

This course provides students with the opportunity to gain academic credit for professional, on-the-job experience while working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students are not paid for their work and supervision is shared between the specific agency and the Business Administration faculty/advisor. *Prerequisite: Students should be in their final semester of the program.*

CHEMISTRY (CHEM)

CHEM105**Introduction to Chemistry I****4;(3,2)**

This course includes the fundamental principles in chemistry, including units of measurement, characteristics of elements and compounds, atomic structure, chemical bonding, gas characteristics and behavior, energy, solutions and solubility, acids and bases, and redox reactions. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

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 (CIS)

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

This course provides an overview of computer hardware, software, and the Windows environment with an emphasis on current business office applications. The course will cover computer operating principles, file management, the Internet, with an introduction to word processing, spreadsheets, database, and slide/electronic presentation programs. Current software such as Microsoft Word, Excel, Access, and PowerPoint will be used. *Prerequisite: OADM101 or a typing proficiency of 25+ words per minute.*

CIS115 **Intro to Programming Using Dynamic Web Pages** **4;(3,2)**

This course covers introduction to programming using HTML and JavaScript; the basics of web page creation using HTML with an introduction to programming; and programming topics, which include control of flow in a program, functions, and variables. This course is suitable for non-CS majors and those seeking an introduction to Computer Information Systems. *Prerequisite: CIS100 or advisor approval. Corequisite: MATH 106.*

CIS119 **Introduction to Networking** **3;(2,2)**

A discussion of the technologies and infrastructure used in local and wide area networks. Covers ISO 7-layer model, communications, switches, routers and TCP/IP basics. *Prerequisite: ELEC 210*

CIS126 **Critical Thinking & Problem Solving** **3;(3,0)**

This course prepares students to constructively analyze problems/issues; evaluate the validity of the problem statement or argument; identify relevant issues and assumptions; use logic, sound reasoning, and critical thinking skills to identify the best method/approach to use in analyzing and solving the problem; examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis will be placed on practical application of the skills acquired throughout this course, as well as on oral and written communication skills.

CIS127 **Computer Science I** **4;(3,2)**

This course provides an Introduction to computer science. The emphasis is on developing good skills and techniques in problem analysis, program design and programming using the Java programming language. Topics include variables, data types, control of flow in a program with an introduction to object-oriented principles. *Prerequisite: CIS115 or advisor approval. Corequisite: MATH116.*

CIS135 **Visual Basic** **4;(3,2)**

Students are introduced to the capabilities of the development environment and common programming techniques required to create simple, useful Visual Basic applications. *Prerequisite: CIS100 or advisor approval. Corequisite: CIS127.*

CIS205 **Computer Applications Seminar** **2;(1,2)**

This course bridges the gap between academic training and the world of work. High technology industries provide staff members as instructors on the various job requirements in electronic and computer industries. Class is taught on-site in Albuquerque, Santa Fe, Los Alamos, and at the LCC main campus. 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)**

This course introduces the student on how to design and manage on-line catalogs. Topics include the integration of graphics, product descriptions, product selections, and catalog management. Throughout this course students integrate web-pages with databases for data entry and data analysis. *Prerequisites: CIS226 and READ105, equivalent COMPASS/ACT score or instructor approval.*

CIS215 **Database Design and Programming** **4;(3,2)**

This course includes relational database theory, design and programming. Database definition and normalization; programming using the industry standard Structured Query Language); and server operational considerations will be covered. *Prerequisites: CIS100 and CIS115 or instructor approval.*

CIS217 **Computer Science II** **4;(3,2)**

This course is a continuation of CIS127 with an emphasis on object-oriented principles using the JAVA language. Introduces more advanced algorithms and data structures including trees, stacks, queues, and linked lists. Basic operations using these structures such as sorting and searching will also be covered. *Prerequisites: CIS127 and MATH180.*

CIS218 **C/C++ Programming** **4;(3,2)**

This course covers programming using the C language. The emphasis will be on problem solving using basic C/C++ techniques and coding. Knowledge of basic programming principles is assumed. *Prerequisite: CIS127 or advisor approval.*

CIS223 **Microsoft Excel** **3;(2,2)**

This course provides an in-depth study of Microsoft Excel spreadsheet software. A hands-on approach is taken with projects and assignments covering the MOUS certification requirement. *Prerequisite: CIS100.*

CIS226 **Microsoft Access** **3;(2,2)**

This course provides an in-depth study of Microsoft Access database software with a hands-on approach. A MOUS Microsoft certified textbook is utilized. *Prerequisite: CIS100 or instructor approval.*

CIS231 **Microsoft Certification Prep I** **3;(1,4)**

This self-paced course covers the first part of the requirements for Microsoft certification. *Prerequisite: CIS100.*

CIS232 **Microsoft Certification Prep II** **3;(1,4)**

This self-paced course covers the second part of the requirements for Microsoft certification. *Prerequisite: CIS100.*

CIS240 **Web Design** **3;(2,2)**

This course introduces students to the design of an HTML document. Students will be required to learn the basic designs of HTML documents using Forms, Frames, and Lists. FrontPage will be used to teach the basic principles of HTML and proper web design. *Prerequisite: CIS100 or instructor approval.*

CIS245 **Advanced Web Page Techniques** **3;(2,2)**

This course offers advanced techniques in web page development including dynamic HTML, XML, and style sheets. Current software will be used. *Prerequisite: CIS115 or advisor approval.*

CIS247 **Advanced Java Programming** **4;(3,2)**

This course provides a graphical approach to object oriented programming; and a continuation of the exploration of classes, methods, encapsulation and inheritance that are introduced in Computer Science I. Event driven programming will also be covered. *Prerequisites: CIS127 and MATH 180.*

CIS249 **Graphical Programming with Visual Basic** **4;(3,2)**

This course provides an introduction to event driven programming and graphical user interfaces (GUI) on a windows platform. Integrated development environments, such as Visual Basic will be used. *Prerequisite: CIS15. Corequisite: MATH116.*

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

Students work a minimum of 120 hours at a business or training-related supervised work experience. Students are not paid for their work but are supervised jointly by the CIS Faculty/Advisor and the employer. *Prerequisite: Students must be in their last semester of training or advisor approval.*

CIS252 **Computer Information Systems Project** **2;(0,4)**

Individual project using tools and skills developed in previous courses. Can also be structured to cover practical work experience in the computer field. Students will define their own project and its goals. May be repeated for credit to a maximum of 3 credits. *Prerequisite: Two 200 level CIS courses, one of which may be taken concurrently.*

This course covers topics on network security including current threats and means of attack, basic security practices and tools, network sniffers and detection software.

Prerequisite: CIS119 or advisor approval.

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA101 Introduction to the Internet 1;(1,0)

This informative class will demonstrate the basics of accessing and using the Internet. The course will include the use of the World Wide Web browser software, on-line search engines, news groups, and e-mail. Students, professionals, and researchers will enjoy this course.

CSA103 Introduction to Microsoft PowerPoint 1;(1,0)

PowerPoint is an excellent tool for creating presentations, which can be delivered from the personal computer. This course will cover the use of master slides, importing graphics, creating and formatting text, creating next note pages, templates, and using other useful PowerPoint features.

CSA106 Introduction to QuickBooks 1;(1,0)

This course is designed for the beginner and includes writing, printing, and reconciling disbursement and payroll checks; writing and printing invoices; recording payments; keeping track of receivables, payables, payroll information; and preparing financial statements and other reports.

CSA109 Introduction to Microsoft Excel 1;(1,0)

This course is designed for the beginner. Students will learn how to enter and edit worksheet data, work with multiples sheets and use shortcuts to carry out some of Excel's powerful capabilities. Also covered is presenting an attractive layout with fonts and formats, and applying various functions of Excel.

CSA112 Introduction to Microsoft Access 1;(1,0)

The student will learn to design a database, add/edit records, and locate/sort records. In order to accomplish everyday database tasks, the student will learn to design and apply queries, reports and forms.

CSA115 **Introduction to Microsoft Word** **1;(1,0)**

In this beginning Word course, students will learn to create, edit, and save documents. Ruler, tab, and margin settings are covered. Students will create their first document while embellishing a variety of fonts and formats and other built-in tools/features to make their work easier. Students will also learn to create tables and use spell check and thesaurus features.

CSA118 **Introduction to Microsoft Publisher** **1;(1,0)**

This course is an introductory course that provides students with an in-depth overview of the desktop publishing operating environment. Throughout this course, students will use templates and wizards to create professional desktop publications, such as advertisements, brochures, flyers, newsletters, and business cards.

CSA126 **Intermediate QuickBooks** **1;(1,0)**

This course is a continuation of Introduction to QuickBooks. In the intermediate level, students learn advanced record keeping, and how to enter and maintain payroll information. Students also learn how to prepare and embellish financial statements and other reports while incorporating graphics and various font attributes. *Prerequisite: CSA106.*

CSA129 **Intermediate Microsoft Excel** **1;(1,0)**

This course is a continuation of Introduction to Microsoft Excel. In this course, students learn to create hyperlinks, use the functions tool, revise and display formulas, link worksheets within the workbook, to e-mail the workbook, amongst other features. *Prerequisite: CSA109.*

CSA132 **Intermediate Microsoft Access** **1;(1,0)**

This course is a continuation of Introduction to Microsoft Access where students will learn how to create table relationships, manage data, define data rules, use advanced queries to answer specific questions, and create summary queries. Students will also learn how to create and enhance custom forms and create a main form with sub-forms. *Prerequisite: CSA112.*

CSA135 **Intermediate Microsoft Word** **1;(1,0)**

This course is a continuation of Introduction to Microsoft Word and provides an in-depth exploration of the advanced features of Microsoft Word. Students learn to apply mail merge techniques for the production of form letters; to create headers, footers, footnotes and endnotes for reports; and to sort existing text. *Prerequisite: CSA115.*

CSA138 **Intermediate Microsoft Publisher** **1;(1,0)**

This course is a continuation of Introduction to Microsoft Publisher. Throughout this course, students learn how to design and layout professional desktop publications. Emphasis is placed on creating tables and text boxes, linking text boxes, and grouping text boxes and objects. *Prerequisite: CSA118.*

COSMETOLOGY (CSMT)

CSMT100 **Cosmetology Orientation** **2;(2,0)**

This course is an introduction to cosmetology theory in the areas of professional image, First aid and work ethics. *Prerequisite: READ105, equivalent COMPASS/ACT score or advisor approval.*

CSMT101 **Sterilization/Sanitation/Bacteriology Theory** **1;(1,0)**

This course covers the related theory applied to preparation, procedures, products, materials and implements, methods of sanitation and sterilization, chemical agents, types and classifications of bacteria, bacterial growth and infections. *Prerequisite: READ105, equivalent COMPASS/ACT score or advisor approval.*

CSMT101L **Sterilization/Sanitation/Bacteriology Lab** **1;(0,3)**

This course guides students as they develop basic skills in salon safety, preparation, procedures and practice, selection of products, materials and implements methods of sanitation and prevention of bacterial growth and infection. *Corequisite: CSMT101.*

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, 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, 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, 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, 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, equivalent COMPASS/ACT score or advisor approval.*

CSMT106L	Manicuring/Pedicuring Lab	1;(0,3)
<p>Basic skill development related to safety, preparation, procedures, products, materials and implements, massage, nail techniques, client consultation and recommendations, client record keeping and safety. <i>Corequisite: CSMT106.</i></p>		
CSMT107	Facials Theory	1;(1,0)
<p>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. <i>Prerequisite: READ105, equivalent COMPASS/ACT score or advisor approval.</i></p>		
CSMT107L	Facials Lab	1;(0,3)
<p>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. <i>Corequisite: CSMT107.</i></p>		
CSMT113L	Sterilization/Sanitation/Bacteriology Lab II	1;(0,3)
<p>Continued basic application of sterilization, sanitation and bacteriology techniques in a supervised lab setting. <i>Prerequisites: CSMT101 and CSMT101L.</i></p>		
CSMT114L	Shampoo/Rinses/Scalp Treatments Lab II	1;(0,3)
<p>Continued basic application of shampoo, rinses and scalp treatment techniques in a supervised lab setting. <i>Prerequisites: CSMT102 and CSMT102L.</i></p>		
CSMT115L	Chemical Rearranging-Perms and Relaxers Lab II	1;(0,3)
<p>Continued basic application of chemical rearranging, perms and relaxers techniques in a salon setting. <i>Prerequisites: CSMT103 and CSMT103L.</i></p>		
CSMT116L	Hair Cutting/Coloring/Hairstyling Lab II	2;(0,6)
<p>Continued basic application of hair cutting, coloring and styling techniques in a supervised lab setting. <i>Prerequisites: CSMT104, CSMT104L, CSMT105 and CSMT105L.</i></p>		
CSMT117L	Manicuring/Pedicuring Lab II	1;(0,3)
<p>Continued basic application of manicuring, pedicuring, massage and advanced nail techniques in a supervised lab setting. <i>Prerequisites: CSMT106 and CSMT106L.</i></p>		

CSMT200 **Cosmetology Theory** **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.*

CSMT204L **Hairstyling Lab III** **2;(0,6)**

Intermediate application of wet styling, blow drying, finger waving, air waving, hair pressing, hair extensions, hair weaving, braiding and corn rowing techniques in a supervised salon setting. *Prerequisite: CSMT116L.*

CSMT205L **Facials/Manicuring/Pedicuring Lab III** **3;(0,9)**

Intermediate application of massage, facial treatments and makeup applications, use of electric appliances, currents and specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow tinting and light therapy techniques in a supervised salon setting. *Prerequisite: CSMT117L or advisor approval.*

CSMT211 **State Laws/Regulations** **3;(3,0)**

Topics include state laws and regulations, professional image, employability skills, ethics, professional standards, State Board standards, job-seeking and retention skills, customer service, teamwork, problem solving and quality principles. *Prerequisite: CSMT200 or advisor approval.*

CSMT212 **Salon Operation Theory** **1;(1,0)**

Topics include opening a salon and business plan, written agreements, regulations, laws, salon operation, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and sales, client communication, public relations, insurance and salon safety. *Prerequisite: CSMT200 or advisor approval.*

CSMT212L **Salon Operation Lab (Externship)** **2;(0,6)**

In cooperation with an LCC approved employer, the student is exposed to salon business and retail sales concepts as outlined in the State Board standards upon completion of 75 percent (1,243 hours) of the course of study. This externship may not exceed eight hours per day or one day per week. *Prerequisite: CSMT200 or advisor approval.*

CSMT213 **Advanced Salon Theory** **2;(2,0)**

Advanced theory applied to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms, relaxers, hair cutting, hair coloring, bleaching, hairstyling, facials, manicuring and pedicuring, community health issues, salon safety, problem solving and special projects. *Prerequisite: CSMT200 or advisor approval.*

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.*

CRIMINAL JUSTICE (CJ)

CJ111 **Introduction to Criminal Justice** **3;(3,0)**

A survey of the structure of our criminal justice system, including the goals of criminal justice, police operations, the function of the courts, corrections, and the juvenile justice system. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

CJ121	Introduction to Corrections	3;(3,0)
<p>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. <i>Prerequisite: READ105 or equivalent COMPASS/ACT score.</i></p>		
CJ131	Introduction to Law Enforcement	3;(3,0)
<p>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. <i>Prerequisite: READ105 or equivalent COMPASS/ACT score.</i></p>		
CJ200	Professional Ethics	3;(3,0)
<p>The course surveys moral reasoning and issues in Criminal Justice with an emphasis on the application of ethical theories to practical decision making. <i>Prerequisite: CJ111 or advisor approval.</i></p>		
CJ201	Criminal Law	3;(3,0)
<p>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. <i>Prerequisite: CJ111 or advisor approval.</i></p>		
CJ205	Probation, Parole, and Community Corrections	3;(3,0)
<p>An analysis of community corrections emphasizes the theory and practice of probation and parole. Topics include pretrial release, halfway houses, and community service programs. <i>Prerequisite: CJ111.</i></p>		
CJ210	Deviant Behavior	3;(3,0)
<p>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. <i>Prerequisite: SOC101.</i></p>		
CJ215	Juvenile Justice System	3;(3,0)
<p>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. <i>Prerequisite: CJ111.</i></p>		

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: CJ111 or instructor approval.*

CJ233 Report Writing and Documentation 3;(3,0)

This course covers report writing, appropriate documentation, client case notes, and form preparation for agencies within the criminal justice field. Emphasis will be placed on proper language and grammar usage. *Prerequisites: CJ111 and ENG111.*

CJ260 Management in Law Enforcement 3;(3,0)

The course is about law enforcement managers and supervisors, their jobs, and the complicated interrelationships with all members of the law enforcement team and with the communities they serve. *Prerequisite: CJ111 or instructor approval.*

CJ298 Criminal Justice Internship 3;(0,9)

This course provides students with the opportunity to gain supervised practical experience working for a local law enforcement agency, corrections department, or other related criminal justice agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students are not paid for their work and supervision is shared between the specific agency and the Criminal Justice faculty/advisor. *Prerequisites: At least 12 credit hours completed in Criminal Justice and advisor approval.*

CULINARY ARTS (CUL)

CUL101 Culinary Concepts and Mathematics 3;(3,0)

Topics will include an introduction to the safe use of foodservice tools and equipment, basic cooking principles and a glossary of cooking terms. Mathematics will teach what every caterer, chef and baker 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, 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, 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** **4;(2,4)**

Through lectures, students will learn the business of catering and how to manage an event from menu development, to pricing, to cooking for and billing the client. Front-of-the-house responsibilities will be taught, including the basics of table and wine service. Students will gain 54 hours of practical experience through catering different large, small, on-site, off-site, corporate and social events. *Prerequisites: CUL101 and CUL102 or instructor approval.*

CUL208 **Culinary Arts Practicum** **4;(0,8)**

This course provides the graduating culinary arts student with 128 hours of on-the-job experience in a professional environment: a stepping-stone to post-graduation employment. As a requirement for credit, students will also create a portfolio of a five-course theme dinner, complete with recipes, pictures, and food costing as a culmination of the knowledge and skills gained through the culinary arts program. *Prerequisite: Students must be in last semester of program and advisor approval.*

CUL220 **French and Italian Kitchen** **3;(2,2)**

Students will learn the products, tools, techniques, trends and aesthetics of preparing regional, bistro, and haute French cuisine and Italian Regional Cooking which will include fresh pasta, 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 (DENT)

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.		
DENT105	Field Experience	3(0,6)
The student serves a non-paid practical field experience in the offices of qualified health providers. Direct faculty supervision and instruction is maintained in each facility with expanded Critique of performance.		
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	2;(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** **4;(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 TECHNOLOGY (DTEC)

DTEC101 **Engineering Graphics and Basic AutoCAD** **4;(2,4)**

This course describes basic industrial drafting techniques utilizing conventional drafting equipment and supplies as well as Computer-Aided Drafting (CAD) software. Topics include basic CAD software techniques for two dimensional drafting, multi-view drawings, dimensioning, tolerancing, sectional views, auxiliary views, and pictorial drawings with an emphasis on isometric drawings.

DTEC102 **Solid Modeling I** **3;(2,2)**

This course is an introductory course in three dimensional (3-D) modeling to communicate engineering design ideas utilizing state-of-the-art engineering graphics software. Topics to be covered will include creating sketches, modeling of individual components, modeling of assemblies, creating exploded views of assemblies, creating orthographic views of individual components and assemblies, outputting to a plotter or printer and storage/retrieval of engineering designs. The laboratory is a major component of this class.

ECONOMICS (ECON)

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

This course emphasizes the fundamentals of macroeconomics (the study of economy as a whole), fiscal and monetary policy, and the international setting. *Prerequisite: READ105, equivalent COMPASS/ACT score or instructor approval.*

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

This course emphasizes the part of economics concerned with such individual units within the economy as industries, firms, and households and with individual markets, particular prices, and specific goods and specific goods and services. *Prerequisite: READ105, equivalent COMPASS/ACT score or instructor approval.*

EDUCATION-EARLY CHILDHOOD (ECE)

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, clay, 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.*

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 EDUC201 or instructor approval.*

ECE213 **Family, Community and School Partnerships** **3;(3,0)**

This course offers professional development in the collaborative partnerships among families, communities and schools. The student will acquire skills to meet the needs of children from diverse cultures, as it applies to family, community, culture, language and children with special needs.

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 EDUC201 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 equivalent COMPASS/ACT score.*

ECE220

Supervised Field Experience

4;(1,6)

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 two to five year olds. *Prerequisites: EDUC102 and ECE108, or instructor approval, Verification of Tuberculin Test, First Aid/CPR Certification and Criminal Record Clearance.*

EDUCATION-TEACHER EDUCATION (EDUC)

EDUC102

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 situation and attend to the immediate treatment of injuries. *Prerequisite: READ105 or equivalent COMPASS/ACT score.*

EDUC105

Introduction to Teaching

3;(3,0)

This course provides an orientation to the profession of teaching. It is an introduction to the historical, philosophical, and sociological foundations, current trends, and issues in education. Students will use the above foundations to develop strategies related to problems, issues, and responsibilities in the broad and specific educational arenas. *Corequisite: EDUC225.*

EDUC201

Child Growth 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.*

EDUC205

Teaching Elementary School Mathematics

3;(2,2)

This course offers methods, materials, and curriculum of modern mathematics in the elementary school. Observation and laboratory periods are required. *Prerequisite: MATH106 with a minimum of "C".*

EDUC210 Program Management & Curriculum Development 3;(2,2)

This course provides a broad-based orientation to the field of early care and education. It explores early education as a profession and advocates for young children and their families. It examines the legislative, licensing, legal, and ethical issues involved in providing quality programs for young children. Planning start-up procedures, budgeting, record keeping, policies, assessment strategies, community resources, and working families is emphasized. Various curriculum models, teaching and learning strategies will be included. The curriculum will develop skills in planning developmentally appropriate learning experiences for students in grades K-12. The content includes, but is not limited to literacy, math, science, social studies, health/wellness, the arts, technology and adaptive skills for children. *Prerequisites: EDUC105 and EDUC201.*

EDUC214 Introduction to Special Education 3;(3,0)

Identification of exceptional children with respect to educational opportunities; current concepts and goals of special education; specific consideration of educational programs; and a survey of trends and professional opportunities.

EDUC220 Multicultural Education 3;(3,0)

This course offers a study of educational trends, issues, and problems of students and the teaching methods and strategies necessary to teach respect and tolerance among people.

EDUC225 Teacher Education Practicum 3;(1,4)

This course provides students with the opportunity to plan, implement, and evaluate their personal strategies within a preschool setting and/or within an infant/toddler setting approved by the department. *Prerequisite: EDUC102. Corequisites: EDUC105, Verification of Tuberculin Test, First Aid/CPR Certification and Criminal Record Clearance.*

ELECTRONICS ENGINEERING TECHNOLOGY (ELEC)

ELEC101 Electronics I 4;(2,4)

This course is a study of the analysis and design of direct current (DC) circuits. Topics to be covered will include Ohm's Law, Kirchoff's Laws, and mesh/nodal analysis methods. The physical laws will demonstrate the relationship between voltage, resistance, current, and power while the analytical methods will give the student an in-depth understanding of the behavior of a DC electronic circuit. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

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

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

ELEC209**Microprocessor/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 the PC.

ELEC214**Embedded System Design/Interfacing****3;(2,2)**

This course is a study of embedded systems. The student will be given an overview of the current usage of embedded systems in society and will then learn how to plan, implement and troubleshoot a working system. The course will emphasize programming, interfacing, and supplying power to embedded systems. The student will work on several hardware and software projects during the semester in order to better understand the lecture material. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

ELEC229**Data Acquisition System Design/Programming****3;(2,2)**

This course is a study of data acquisition system design and programming utilizing state-of-the-art data acquisition computer systems and industry standard software. The course will emphasize assessment, design, implementation and troubleshooting of data acquisition systems. Students will learn how to create programs utilizing industry standard data acquisition software. They will learn the proper standards for interfacing sensors and actuators to real-world systems. They will develop insight into the planning and implementation of an experimental test-bed for the purpose of taking measurements for analysis. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage and teamwork.

ENGLISH (ENG)

ENG102 Introduction to Grammar 3;(3,0)

This course provides basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: basic grammar and punctuation, the structure of basic sentences and paragraphs, and vocabulary development.

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

This course is designed for improving writing skills by focusing on the fundamentals of sentence structure and revision, correct usage, grammar, punctuation, paragraph construction and short compositions. The writing process—prewriting, sorting, drafting, revision, and editing are emphasized. *Prerequisites: ENG102 and READ100 or equivalent COMPASS/ACT scores.*

ENG111 Freshman Composition I 3;(3,0)

Emphasis of the course is on grammatical principles, sentence construction paragraph types, theme form, and rhetorical modes of exposition. The essentials of correctness and effectiveness in writing are stressed. In addition, the student is exposed to research documentation techniques. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

ENG115 Freshman Composition II 3;(3,0)

Skills mastered in ENG 111 are reviewed. Work in various problems of intermediate exposition. Attention is given to library research, in-text documentations, research writing, and analysis and evaluation of written materials. *Prerequisite: ENG111 with a grade of "C" or better.*

ENG121 Introduction to Creative Writing/Fiction 3;(3,0)

A beginning course in writing fiction, emphasizing issues of craft, appropriate vocabulary, revision and the habit of reading as preparation for writing. Short-story writing is emphasized. *Prerequisite: ENG111 with a grade of "C" or better.*

ENG123 Literature and Society 3;(3,0)

An introduction to literature and how it relates to society, with examination and interpretation of works in different genres, plus appreciation of Western and other canons. *Prerequisite: ENG111 with a grade of "C" or better.*

ENG131 **Introduction to Journalism** **3;(3,0)**

This course is intended as an introduction to journalism. The student is introduced to the journalistic style of writing, terms used in newspaper work, editing copy, newspaper layout and design. *Prerequisite: ENG111 with a grade of "C" or better.*

ENG151 **Literature of the Southwest** **3;(3,0)**

An introduction to the literary heritage of the American Southwest with emphasis on New Mexican contributions. Readings will include works from the Spanish and Mexican periods (in translation) as well as the modern scene. *Prerequisite: ENG123.*

ENG203 **American Literature I** **3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American literature – especially the genres of nonfiction essays and journals, short stories, novel, and poetry – from Native American through Colonial ending with Romantic literature. Lectures introduce historical information, facts about authors, and terminology peculiar to a particular genre. *Prerequisite: ENG123.*

ENG204 **American Literature II** **3;(3,0)**

The primary purpose of this course is to help the student understand and appreciate American literature – specifically the genres of the short story, drama, and poetry – from the Realism to the present. Intended units are: (1) Turn of the Century Poetry and Fiction, (2) Early to Mid-Twentieth Century Poetry, and (3) Mid-twentieth forward – Poetry and Fiction. *Prerequisite: ENG123.*

ENG213 **British Literature I** **3;(3,0)**

A survey of major authors and their works from the Anglo-Saxon period through the 18th Century. Major figures studied include Chaucer, Shakespeare, Milton and Pope. Requirements include three of four examinations over the major time periods and a critical paper. *Prerequisite: ENG123.*

ENG214 **British Literature II** **3;(3,0)**

A survey of major authors from the 19th Century Romantic writers through the Modern Era or the 20th Century. Authors studied include such writers as Wordsworth, Byron, Shelly, Tennyson, Browning, Yeats, Hopkins, and Joyce. Requirements include tests on each period and one literary analysis paper. *Prerequisite: ENG123.*

ENG220 **Short Fiction** **3;(3,0)**

A course focusing on reading short stories, and novellas. Instruction in interpretative criticism and stylistic explication of assigned work with emphasis on elements of style and discussion of themes. *Prerequisite: ENG123.*

ENVIRONMENTAL SCIENCE (ENVS)

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

This course includes a survey of environmental science and ecology with an introduction to problems of pollution, population, land use, energy, nutrients cycling, agriculture and pest control. Laboratory provides observation and experimentation relating to topics covered in the lecture: *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

FURNITURE AND CABINET MAKING (FCMK)

FCMK100 **Introduction to Furniture and Cabinet Making** **3;(2,2)**

Course is designed for the beginner and includes the basic rules for the care and safe use of hand and power tool, lumber selection, adhesives, and cost estimating. Students will provide their own material and personal safety glasses to construct a small wood project.

FCMK104 **Planning, Layout, and Design** **3;(2,2)**

In this course students will define and apply elements of design, line, shape, mass, color, tone, texture to a small project in accordance with design standards, design acceptance, and practical applications. Safety is stressed!

FCMK109 **Introduction to Joinery** **3;(2,2)**

Course is an introduction to traditional joinery techniques including edge joining, doweling, mortise and tenon, hand-cut dovetails, and frame and panel work. Students will build a small box using several specific techniques with emphasis on safety. *Pre- or Corequisite: FCMK100.*

FCMK110 **Furniture Construction** **3;(2,2)**

Course includes the advanced layout and design. Students will learn about matching wood grains, woodworking joints, lathe techniques, etc. The student must provide all materials needed to complete a piece of furniture. Safety is stressed! *Pre- or Corequisite: FCMK100.*

FCMK116 **Cabinet Construction** **3;(2,2)**

Course includes the all aspects of cabinet construction,: case construction, face plating, jointing, top, drawer and door construction, and cabinet installation. Safety is stressed!

FCMK118 **Advanced Furniture Design** **3;(2,2)**

Course is an advanced design course for students who have had prior experience making their own furniture. Students will design at least one creative piece of furniture. *Prerequisites: FCMK100, FCMK104, FCMK109 and FCMK110.*

FCMK120 **Southwest Woodworking** **3;(2,2)**

This course introduces the Southwest Historical themes to students. Students will design and layout their approved project and learn the fundamentals of carving techniques and southwest patterns to enhance their project.

FCMK130 **Advanced Woodworking Projects** **3;(1,4)**

Course includes advanced projects in Furniture and Cabinet Making approved by the instructor with an emphasis on safety. *Prerequisite: FCMK100, FCMK116 or FCMK110. Also recommended is FCMK104.*

FCMK140 **Wood Finishing** **2;(1,2)**

Course emphasis is on raw lumber and includes wood finishes that can be applied by hand. Students will learn surface preparation using simple power sanders or hand sanding. Course also includes instruction in use of stains, sealers, polishes, shellacs, varnishes, and oils. Students will provide their own finish materials if they wish to finish their own projects.

GEOLOGY (GEOL)

GEOL101 **Survey of Earth Science** **4;(3,2)**

This course is an introduction for the science and non-science major to the broad spectrum of modern earth sciences, which will include: astronomy, meteorology, oceanography and physical geology. Volcanoes, earthquakes, continental drift, glaciers, wind action, ground water, rivers and landslides are some of the topics discussed. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

HISTORY (HIST)

HIST101 **Western Civilization I** **3;(3,0)**

The major eras and historical movements form the ancient civilization to the Medieval period. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

HIST102 **Western Civilization II** **3;(3,0)**

The major eras and historical movements from the Medieval period to current times. *Prerequisite: HIST101.*

HIST161 **American History I** **3;(3,0)**

A survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

HIST162 **American History II** **3;(3,0)**

A survey of the political, constitutional, diplomatic, social and cultural development from the Reconstruction Period to the present. *Prerequisite: HIST161.*

HIST220 **History of New Mexico** **3;(3,0)**

This course will trace the history of the southwestern part of the United States, specifically New Mexico beginning with the Indian migrations, through the major European explorations to the present. Throughout this course, the cultures of the Native American, Spanish, Mestizo and Anglo cultural heritage will be emphasized, with understanding cross-cultural conflict and culturally different people. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

HUMAN DEVELOPMENT (HD)

HD100 **Orientation** **(non-credit)**

The orientation seminar is designed to assist new students in making a successful transition into the college and to augment the student's positive feelings about him or herself. Orientation seminars include information on LCC services, financial assistance, campus tours, academic advisement, registration procedures and strategies for coping with post secondary education. Attendance at an orientation seminar is highly encouraged for all new students. This seminar is coordinated by the ACCESS Center.

HD110 **College Success** **2;(2,0)**

This course is designed to provide students with tools, techniques, and resources to enhance academic performance and persistence. Assists students in the transition to college. Topics include: time and stress management, college expectations and procedures, learning and teaching styles, study skills and career planning. This class should be taken in first semester of study.

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.*

HUMANITIES (HUM)

HUM110

Humanities Portfolio I

1;(1,0)

The first semester of the final year of a Liberal Arts' major, Portfolio I is taught. This capstone course addresses public presentations and discussion of ethical issues. Specifically, the student will present three speeches: impromptu, information, and persuasion. Because the persuasive speech involves critical thinking, it is most emphasized. To graduate, the student must receive at least a grade of "C" in each speech. Students will also write an essay on the significance of intrapersonal communication and a detailed essay analyzing a case study that relates to interpersonal conflict. To graduate, the student must receive at least a "C" in both essays.

HUM210

Humanities Portfolio II

1;(1,0)

The final semester of the Liberal Arts' major, this capstone course is taught. It requires students to write a five-page research paper on a subject that is chosen in consultation with the instructor. To graduate, the student must receive a grade of at least a "C". In addition, the student will participate in six class discussions that address ethical issues chosen by the students in conjunction with the instructor. Based on the quality of the participation, students will receive a grade for each session. To graduate, the student must earn at least a "C" average for participation in these six sessions and must have at least an overall "C" average in the course.

LASER ELECTRO/OPTICS TECHNOLOGY (LEOT)

LEOT102

Introduction to Lasers

3;(2,2)

This course is a study in the elements and operation of lasers, optical power meters, properties of light, lasing action, optical cavities, temporal and spatial characteristics of laser outputs, and laser classifications/characteristics. Measurements of beam properties and characteristics are covered. This course includes problem solving utilizing practical exercises in light projection and the characteristics of the projection.

LAW (LAW)

LAW242

Business Law

3;(3,0)

This course covers the understanding of both law and business. Emphasis is placed on how the legal system operates and contracts law. Other areas covered are sales, agency, employment, and business organizations. *Prerequisites: ENG104 and READ105, equivalent COMPASS/ACT scores or instructor approval.*

MANAGEMENT (MGMT)

MGMT207

Principles of Management

3;(3,0)

This course is designed to give the student an understanding of management. Topics of interest include international management, cultural diversity, information technology, ethics, and social responsibility. Throughout this course, students analyze real life case studies, conduct Internet research, and develop reports to address diverse management issues. *Prerequisites: ENG104 and READ105, 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, equivalent COMPASS/ACT scores or instructor approval.*

MGMT211

Business Ethics

3;(3,0)

Moral reasoning and issues in business that uses both a theoretical and practical approach to business decision-making are examined as well as quality and customer service insight and skills. *Prerequisites: ENG104 and READ105, 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, equivalent COMPASS/ACT scores or instructor approval.*

MARKETING (MKT)

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

This course is designed to introduce the student to the basic marketing concepts and business applications. The following will be emphasized: Marketing and its global environment, understanding and selecting target markets, marketing research, consumer buying behaviors, marketing segmentation and the marketing mix. *Prerequisites: ENG104 and READ105, equivalent COMPASS/ACT scores or instructor approval.*

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

This course introduces the student to many aspects of e-commerce that includes: electronic commerce; exchange in buying and selling goods/services via the internet; transfer of funds through digital communications; and various internet functions, such as marketing, finance, invoicing, direct payments, and the use of shopping carts. *Prerequisites: ENG104 and READ105, equivalent COMPASS/ACT scores or instructor approval.*

MATHEMATICS (MATH)

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

This course is a review of basic mathematical principles including whole numbers, fractions, and decimals. This course will emphasize problem solving and word problems.

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

This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios, proportions, percents, measurement, graphs, geometric concepts, real number systems concepts, signed numbers, and linear equations in one variable. *Prerequisite: MATH101 or equivalent COMPASS/ACT score.*

MATH106 **Algebra with Applications** **4;(4,0)**

This course will provide a mathematically sound and comprehensive coverage of the basic computational skills involved in introductory algebra. Emphasis will be placed on solving linear equations/inequalities, absolute value equations, inequalities, graphing simple functions, finding the slope/equation of a straight line, study of parallel/perpendicular lines, and graphing linear inequalities in two variables. This course will also provide extensive coverage of applied geometry as it relates to calculating perimeters, areas, surface areas and volumes. *Prerequisite: MATH105 or equivalent COMPASS/ACT score.*

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

This course is the study of linear equations and inequalities, linear functions in two variables, systems of linear equations, polynomials and rational expressions, factoring and its applications, solving quadratic equations, evaluating and simplifying radicals and the quadratic formula. Applications in the areas of technology, medicine and business will be emphasized. *Prerequisite: MATH106 or equivalent COMPASS/ACT score.*

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

This course is an introduction to descriptive and inferential statistics. Topics to be covered will include sampling procedures, experimental design, measures of center, variation, z-scores, the digression equation with linear correlation and basic probability. *Prerequisite: MATH116 or equivalent COMPASS/ACT score.*

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

This course is the study of exponentials, evaluating/simplifying radical expressions, simplifying/factoring polynomial expressions, evaluating/simplifying functions, graphing functions, finding and graphing inverse functions, properties of linear and polynomial functions, graphing rational functions, evaluating and graphing exponential and logarithmic functions. Additionally, this course serves as a preparatory course for trigonometry or calculus. *Prerequisite: MATH116 or equivalent COMPASS/ACT score.*

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

This course is 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 finite and infinite limits of functions, finding the derivative of a function, applications of differentiation (such as curve sketching), finding relative and absolute maxima and minima of a function and solving related rate problems. Integration and simple integral formulas are also introduced, as well as application to finding the area beneath a curve. *Prerequisite: MATH190.*

MATH202 **Discrete Mathematics** **3;(3,0)**

This course is an introduction to discrete mathematics as used in computer science. Topics to be covered will include logic, proofs, basic digital logic circuits, computer arithmetic, Boolean logic, elementary number theory, methods of proof, mathematical induction, and combinatorial reasoning. *Prerequisite: MATH 130.*

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

This course is a study of integration techniques. Topics to be covered will include integration by parts, trigonometric substitution, partial fractions, evaluation of limits, L'Hospital's Rule, and convergence/divergence of sequences/series. *Prerequisite: MATH195.*

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.*

MUSIC (MUS)**MUS108****Music Appreciation****3;(3,0)**

A non-technical course designed to expand the student's ability to listen actively. Repertoire includes analysis of selected recordings of compositions from the Classical Period through Modern Music. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

MUS110**Music History****3;(3,0)**

A survey overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. Examines trends and temporary works in the evolution of musical style. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

NURSING (NRSG)**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.*

NRSG110 **Introduction to Nursing/Wellness** **6;(6,0)**

The student is introduced to the philosophy and organizational framework of the program. Wellness across the life span is the focus of this course with topics that include: health promotion, cultural diversity within the community, teaching/learning principles, critical thinking, ethical and legal issues and components of nursing practice and nursing process. (Level 1 PN Program) *Corequisites: NRSG100, NRSG101, NRSG112 and NRSG244.*

NRSG112L **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: NRSG100, NRSG101, NRSG110 and NRSG244.*

NRSG115 **Common Health Problems** **4;(4,0)**

The focus of this course is on the nurse's role in the promotion, maintenance, and restoration of health for adults with common health problems. Nursing Process, Teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG116, NRSG118, NRSG119 and NRSG245.*

NRSG116 **Common Health Problems Practicum** **2;(0,6)**

The focus of this practicum is the application of content from common health problems in nursing. The emphasis is on the utilization of scientific principles and nursing theory in providing care for clients with common health problems in a variety of clinical settings in the community. (Level 1 PN Program) *Prerequisites: All first semester Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG116, NRSG118, NRSG119 and NRSG245.*

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.*

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

NRS130 **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.*

NRS200 **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: NRS217, NRS218 and NRS219.*

NRS202 **Geriatric Nursing** **2;(2,0)**

An elective course designed to prepare students in meeting the challenges of providing high quality services for older adults. Throughout the course, a positive view of aging is conveyed with recognition of the individuality of each person. The focus of the course is promotion of optimal functioning, wellness promotion, and restorative care.

NRSG216 **Mental Health Nursing** **2;(2,0)**

The course focus is on concepts of mental health and illness, prevention, crisis management and treatment modalities. Emphasis is on the nurse-client relationship, use of interpersonal and therapeutic communications, and review of psychopharmacology. Nursing Process, teaching/learning, cultural diversity in the community, and the further development of critical thinking/decision making concepts are incorporated. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG217, NRSG218 and NRSG219.*

NRSG217 **Mental Health Nursing Practicum** **2;(0,6)**

The focus of this practicum is the application of content from the mental health nursing course through the demonstration and performance of specific course related nursing skills. Emphasis is on self-awareness and therapeutic use of self to communicate effectively in the care of clients/families with various mental disorders in a variety of psychiatric clinical settings in the community. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG218 and NRSG219.*

NRSG218 **Family Nursing II** **2;(2,0)**

The focus of course is on acute, complex high-risk health problems of the obstetrical client which includes complications of pregnancy and delivery and the nursing measures which are utilized to reduce maternal/infant morbidity. It also includes acute/chronic complex health problems of the pediatric client. Nursing Process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated. (Level 2 RN Program) *Prerequisites: NRSG118, NRSG119, and all first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217 and NRSG219.*

NRSG219 **Family Nursing II Practicum** **2;(0,6)**

The focus of this practicum is the application of content from the high risk obstetric and pediatric content nursing course through the demonstration and performance of specific course related nursing skills to provide safe, competent, effective nursing care. Emphasis on principles of growth and development, standards of practice, therapeutic age appropriate communication, and teaching/learning. Clinical practicum will occur in high acuity nursing health care settings. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG216, NRSG217 and NRSG218.*

NRSG220 Management of Client Care within the Community 2;(2,0)

This course focuses on the role of the nurse outside the acute care setting, with an emphasis on the local community with exploration of the wide variety of roles for nurse in non-acute settings. Health promotion and maintenance along with professional development in nursing are emphasized in an examination of current issues and trends in the health care environment. Nursing Process, teaching/learning, cultural diversity in the community and the further development of critical thinking/decision making concepts are incorporated toward professional management/delegation roles for the nurse. (Level 2 RN Program) *Prerequisites: All first Level (PN) Nursing courses and Level II (RN) fall semester courses must be successfully completed with a letter grade of "C" or higher. Corequisites: NRSG222, NRSG224 and NRSG225.*

NRSG222 Transitional Practicum 2;(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.

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.

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.*

NURSING ASSISTANT (CNA)

CNA100

Nursing Assistant Training

4;(3,3)

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

OFFICE ADMINISTRATION (OADM)

OADM101

Keyboarding

3;(2,2)

This course is designed to introduce students to keyboarding and formatting techniques. Course will lead students toward greater speed, improved accuracy, and greater refinement of formatting ability. Students who type 25+ words per minute or who have successfully completed one full year of typing or keyboarding in high school within five years of attending LCC on a full-time basis can forego enrolling in Keyboarding. *Prerequisite: READ105, equivalent COMPASS/ACT score or instructor approval.*

OADM201

Intermediate Keyboarding

3;(2,2)

Designed to enhance keyboarding skills and incorporate numerous design features that simplify learning and ensure mastery of keyboarding, word processing, and document formatting. (WordPerfect 9 will be utilized). *Prerequisite: OADM101, typing proficiency of 25+ WPM or instructor approval.*

OADM206

Business Writing

3;(3,0)

This course is designed to provide the student with the techniques for planning and organizing messages; provide the student with writing techniques that will help transform average writing into forceful communications to include letters, memos, reports, proposals, and resumes. *Prerequisites: READ105 and ENG104, equivalent COMPASS/ACT scores or instructor approval.*

OADM207

Administrative Procedures

3;(3,0)

This course facilitates the student's ability to develop competence with major concepts in electronic office applications. Furthermore, this course provides practical, meaningful experiences to strengthen the student's administrative skills and knowledge of business procedures. *Prerequisite: Student should be in his/her last semester of study and/or advisor approval.*

OADM214	Microsoft Word	3;(2,2)
<p>This course utilizes Microsoft Word, word processing software. Students learn basic through advanced word processing applications. This software utilizes a variety of integrated software packages. <i>Prerequisite: CIS100 or instructor approval.</i></p>		
OADM216	Desktop Publishing	4;(3,2)
<p>This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence, and newsletters. Various software packages are used. <i>Prerequisite: CIS100 or instructor approval.</i></p>		
OADM219	Legal Office Procedures	4;(3,2)
<p>This course is designed to prepare students for work as a legal secretary in a legal/law office. Topics covered in this course include: legal terminology, preparation of legal documents and correspondence, transcription, ethics, the courts and court documents, litigation, wills, probate, real estate, corporations, and non-court documents. Ethics is also emphasized. <i>Prerequisite: OADM101 or typing proficiency of 25+ WPM.</i></p>		
OADM223	Medical Office Procedures	4;(3,2)
<p>This course is designed to prepare students who desire to pursue a career in a medical office or hospital. Students will learn the duties of a medical office specialist/assistant. Topics to be covered throughout this course include: medical terminology, transcription, medical records, insurance, ethics, human relations, and billing procedures. <i>Prerequisite: OADM101 or typing proficiency of 25+ WPM.</i></p>		
OADM235	Office Administration Internship	3;(0,9)
<p>This course provides students with the opportunity to gain supervised practical office experience working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Students are not paid for their work and supervision is shared between the specific agency and the Office Administration faculty/advisor. <i>Prerequisites: At least 12 credit hours completed in Office Administration and advisor approval.</i></p>		

PHILOSOPHY (PHIL)

PHIL101

Introduction to Philosophy

3;(3,0)

The Nature of Philosophical Thinking. The History of Philosophical Thought (Medieval to Modern Philosophy), The Philosophy of Religion, Science and Ethics, Basic Principles of Logic, Critical Thinking, Contemporary Solutions to major Philosophical Problems and Thinking. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

PHYSICAL EDUCATION (PE)

PE116

Step Aerobics

1;(0,2)

This course is designed to improve physical fitness through active participation that will increase cardiovascular endurance, strength and flexibility. Physical participation is required and students are encouraged to work at their own pace.

PE117

Kickboxing and Step Combo

1;(0,2)

This class will consist of Cardio Kickboxing and step-training. Cardio kickboxing includes a series of drills set to music including: jabbing punching/kicking combinations that include jabs, hooks, front, back, and side kicks. Step training consists of stepping up and down on a platform while performing creative choreographic movements to music. It is primarily a low impact, high intensity athletic activity.

PE120

Cardio Conditioning

1;(0,2)

To promote wellness and exercise activity by increasing cardiovascular endurance by using different cardiovascular machines. All machines will be accessible.

PE121

Cardio Weight Training

1;(0,2)

To promote wellness and exercise activity combining weight training and cardiovascular machines. All machines will be accessible.

PE122

Self-Directed Physical Fitness

1;(0,2)

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

PE123

Self-Directed Weight Training

1;(0,2)

Promotes wellness and exercise activity through proper weight training techniques and increases the performance of the cardiovascular, the respiratory, and muscular systems.

PE125 **Conditioning and Flexibility Training** **1;(0,2)**

This progressive course is designed to increase and maintain Joint Range of motion as well as facilitate relaxation utilizing pilates, yoga, and abdominal training.

PE128 **Lap Swimming** **1;(0,2)**

Lap swimming for beginning and intermediate swimmers encompassing different swimming strokes.

PE133 **Water Aerobics** **1;(0,2)**

Student will exercise continuously for 50 minutes using body movement in water.

PHYSICS (PHYS)

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

This course is an introduction to vector algebra, construction of free body diagrams, Newtonian particle/rigid body dynamics, torque, acceleration, work, energy, power, impulse, and momentum. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisites: ENG104, READ105 and MATH116 or equivalent COMPASS/ACT scores.*

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

This course is a continuation of PHYS115, General Physics I. Topics to be covered include simple machines, thermodynamics, mechanical waves, sound, electricity, magnetic fields and forces, and optics. Laboratory exercises will be conducted with the algebra-based sequence of lecture. *Prerequisite: PHYS115.*

POLITICAL SCIENCE (POLS)

POLS151 **American National Government** **3;(3,0)**

Formation and principles of the constitution, political parties, structures of legislative, executive, and judicial branches, civil rights, current trends and issues. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

POLS167 **State and Local Government** **3;(3,0)**

A study of state and local levels of government in the United States with emphasis on the structure, organization and operations of the systems in New Mexico. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

POLS213

Congressional Internship

3;(0,3)

Students will assist Congressional staff and independently work in a United States Congressional office. Students will serve the public and will be responsible for serving in various capacities essential to the operation of a United States Congressional office. In addition, students will work directly in an environment that incorporates the study of governments, governing procedures and political processes while understanding Constitutional foundations, structural organization, citizenship, separation of powers functions of government and services provided by government. *Prerequisite: Instructor approval.*

PSYCHOLOGY (PSYC)

PSYC101

Introduction to Psychology

3;(3,0)

Methods and principles of behavior. Topics human evolution and development, biopsychology, perception, learning, thinking, motivation, and social interaction. *Prerequisites: ENG104 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.*

PSYC249

Cross-Cultural Psychology

3;(3,0)

Impart of culture on human behavior, learning, personality and selected topics are examined. Course emphasizes discussion and critical analysis of selected cross-cultural research and theory. *Prerequisite: PSYC101.*

PSYC258

Abnormal Psychology

3;(3,0)

A study of historical, cultural, and contemporary approaches to understanding and treating psychopathology. Emphasis on differences between neurosis and psychosis. Case studies of psychopathology all analyzed. *Prerequisite: PSYC101.*

PSYC263

Human Sexuality

3;(3,0)

Course begins with a brief survey of gender anatomy and sexual mores through the ages. Emphasis on present day sexual issues relating to gender psychological/ social differences, roles of culture on sexual practices, contraception, sexual diseases, sexual ethics, among other pertinent subjects. *Prerequisite: PSYC101.*

READING (READ)

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 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.*

SCIENCE, MATH AND ENGINEERING TECHNOLOGY (SMET)

SMET101 Intro. to Science, Math and Engineering Technology 3;(3,0)

This course was designed to develop meaningful and effective methods for planning and achieving academic success. Students will be introduced to a variety of tools utilized to this end. A major portion of the course will be devoted to critical and creative thinking skills, problem solving skills and learning through writing. Additionally, active participation in teamwork problem solving sessions and projects will also be required.

SMET105 Computer Use for Technology 3;(2,2)

This course is the study of the fundamentals of computer technology software used in engineering technology fields. Emphasis will be placed on technical and scientific computer applications. Topics to be covered will include an introduction to AutoCAD, Excel, Microsoft Word, Microsoft PowerPoint, Solid Works, and specific software applications used to interface various engineering technologies fields.

SELECTED TOPICS (ST)**

STBS* Selected Topics in Business and Professional Studies 1 - 4

Selected course in a topic within the Department of Business and Professional Studies. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Business and Professional Studies certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STED* **Selected Topics in Education** **1 - 4**

Selected course in a topic within the Department of Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Education certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STGS* **Selected Topics in General Studies** **1 - 4**

Selected course in a topic within the Department of Humanities. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Humanities degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STHE* **Selected Topics in Health Sciences** **1 - 4**

Selected course in a topic within the Department of Health Sciences. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Health Sciences certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STTC* **Selected Topics in Science, Math and Technology** **1 - 4**

Selected course in a topic within the Department of Science, Math and Technology. The specific topic will be stated when the course is scheduled. This course can be used as an elective for all Science, Math and Technology certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STVE* **Selected Topics in Vocational Education** **1 - 4**

Selected course in a topic within the Department of Vocational Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Trades certificate programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

SEMICONDUCTOR MANUFACTURING TECHNOLOGY (SMT)

SMT201 **Semiconductor Manufacturing I** **3;(2,2)**

This course is a study of processes, materials, and equipment used in the semiconductor-manufacturing field. Topics to be covered will include an introductory level study of wafer preparation, contamination control, diffusion, photolithography, etching, thin films, electrical testing, and sorting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

SMT202 **Engineering Fabrication and Machine Shop I** **3;(2,2)**

This course describes a variety of basic manufacturing processes applied to metals and plastics. Topics include industrial materials, machining, casting and molding, cold and hot forming processes such as forging, extrusion, and rolling. Lab is a major component of this course focusing on manufacturing a variety of parts using lathe, milling, shear, and drilling machines. *Corequisite: DTEC101.*

SMT203 **Engineering Fabrication and Machine Shop II** **3;(2,2)**

This course is a study of the basic elements of computer-numerical-control (CNC). This course will emphasize basic programming in G and M code and programming of a CNC lathe and mill. Manual program entry of G and M code will be required for each CNC tool as well as the use of CAD /computer-aided manufacturing (CAM) software for part production and one time proof-of-concept class projects. The course will focus on safety, identification, and operation of CNC equipment. The laboratory will allow the student to develop hands-on skills once lecture material has been presented on a particular topic. *Corequisite: SMT202.*

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

This course is a study of vacuum technology and vacuum systems. Topics to be covered will include gas laws/properties, operation/application of vacuum system components (pumps, gauges, and valves), and vacuum system instrumentation/troubleshooting. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: SMT201.*

SMT205 **RF Power** **3;(2,2)**

This course is a study of radio frequency (RF) power and its applications in the semiconductor manufacturing industry. Topics to be covered will include plasma physics, RF applications, RF safety, RF generators, RF transmission lines, and RF interference. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork. *Prerequisite: ELEC107.*

SMT207**Electro-Mechanical Systems****3;(2,2)**

This course is a study of modern electro-mechanical systems. Topics to be covered will include electro-mechanical system operation/design, reading system/component schematics, fabrication of a rudimentary system, system troubleshooting techniques, programming, and P.C. control schemes. This course will include a laboratory and a final project. The laboratory will emphasize a hands-on approach to system analysis, critical thinking, solution to open-ended problems, computer usage, and teamwork. *Corequisites: ELEC204 and ELEC201.*

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

This course is a study of modern industrial robotic systems and rudimentary terrestrial robotic vehicle systems. Topics to be covered will include an introduction to the operation and use of industrial robotic manipulators and terrestrial rovers. Topics to be covered will include feedback mechanisms, actuators, sensors, power supplies, micro-controllers, P.C. computer control and programming. This course will include a laboratory and final project. The laboratory will emphasize a hands-on approach to system analysis, critical thinking, solution to open-ended problems, computer usage and teamwork. *Prerequisite: 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. *Pre- or Corequisite: MATH180.*

SMT216**Introduction to MEMS****3;(2,2)**

This course is a study of MEMS. The course will offer the student an introductory level overview of MEMS and their applications in society. The course will offer hands-on demonstrations of MEMS CAD software and visual inspection of real MEMS devices. This course will include a laboratory. The laboratory will emphasize a hands-on approach to problem solving, computer usage, and teamwork.

SMT220**Rapid Prototyping****3;(2,2)**

This course will introduce the process of rapid prototyping and compare it to conventional manufacturing processes. Topics to be covered will include review of basic conventional manufacturing processes, stereo-lithography (SLA), solid ground curing (SGC), selective laser sintering (SLS), 3D printing (3DP), fused deposition modeling (FDM), ballistic particle manufacturing, laminated object manufacturing (LOM), and laser engineered net shaping (LENS). Lab activities include part manufacturing utilizing available rapid prototyping systems.

SOCIOLOGY (SOC)
SOC101**Introduction to Sociology****3;(3,0)**

An overview of the fundamental concepts, theories and methods used to analyze the social experience. This course introduces students to a way of observing and interpreting the social world around them and how they relate to it. Topics include culture, socialization, education, the family, race and ethnicity, social inequality, deviant behavior, government and politics, social change and religion. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

SPANISH (SPAN)
SPAN100**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 nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

SPAN101**Beginning Spanish I****3;(3,0)**

The course is designed to include the essentials of first-year communicative functions, grammar skills, and cultural overview of different Spanish speaking countries.

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

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

SPAN201**Advanced Spanish****3;(3,0)**

The course is the culmination and application of advanced language skills. Students will learn the art of translation while mastering Spanish composition. *Prerequisite: SPAN102.*

SPAN205 **Spanish for Health Professionals I** **2;(2,0)**

This introductory course is designed to acquaint the student with medical terminology in Spanish translation. It also assists the student with basic communication skills for conversing with patients and co-workers through the use of scenarios in-group activities. Registration for this course is allowed prior to program admission.

SPAN209 **Spanish for Health Professionals II** **2;(2,0)**

This continued course based on the foundation from Spanish for Health Professionals I advances a student's knowledge of medical terminology in Spanish translation. It continues to provide the student with communication skills for conversing with patients and co-workers through the use of scenarios in-group activities. Registration for this course is allowed prior to program admission.

SPEECH (SPCH)

SPCH111 **Public Speaking** **3;(3,0)**

The theory and practice of public speaking. Principles of rhetoric are studied, and their applications are explored in the analysis, preparation, and presentation of speeches. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

SPCH112 **Interpersonal Communication** **3;(3,0)**

Analysis of human communication theories relevant to enhancing inter and intrapersonal communication skills. Topics studied include: self-esteem, perception, verbal and nonverbal language, listening, gender communication, interpersonal conflict, etc. *Prerequisite: READ105.*

SPCH212 **Organizational Communication** **3;(3,0)**

Study of organizational communication theories and issues with an emphasis on human interactions in business settings. Specific topics included: self and the organization, motivational, management/employee communication skills, problem solving. Students learn and apply critical thinking and analytical skills to organizational case studies. *Prerequisite: SPCH112.*

SPCH238 **Argumentation and Debate** **3;(3,0)**

A course which covers the principles and ethics of persuasion, persuasive speaking (including advertising and sales), parliamentary procedure, symposium, and debating. *Prerequisite: SPCH111.*

SPCH260

Oral Interpretation of Literature

3;(3,0)

Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and group performance. *Prerequisite: ENG123. SPCH111 recommended.*

THEATER (THTR)

THTR110

Introduction to Theater

3;(3,0)

A course designed to give a comprehensive introduction to the art of theater by examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. Lecture and lab experience. *Prerequisites: ENG104 and READ105 or equivalent COMPASS/ACT scores.*

THTR125

Acting I

3;(3,0)

Methods improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theatre exercises, improvisations, and short theatrical scenes. *Prerequisite: THTR110.*

THEOLOGY (THEO)

THEO222

History of Christianity

3;(3,0)

Studies the beginning of Christianity to the present. Selected topics addresses include: the early church – its leadership and early establishment; formation of dogmas, rituals, and traditions; the Protestant Reformation; the Papacy, differences and similarities and differences between Protestant, Roman Catholic, and Orthodox teachings. *Prerequisite: ENG111.*

THEO232

World Religions

3;(3,0)

A study of the history and teachings of the world's major religions, e.g., Buddhism, Moslimism, Hinduism, and Sintiuism. *Prerequisite: ENG111.*

WELDING TECHNOLOGY (WELD)

WELD100

Oxyacetylene Cutting and Welding

4;(2,4)

Course includes the safety and operating procedures in the use of oxyacetylene equipment; fusion of metals and steel, brass, and solder in the following positions; flat, horizontal, vertical, and overhead. Practical applications are covered and pipe welding will be introduced.

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.

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