Luna Community College

2025-2026 CATALOG

LAS VEGAS
366 Luna Drive
Las Vegas, New Mexico 87701
505.454.2500
800.966.8692
www.Luna.edu

SANTA ROSA

213 4th Street
Santa Rosa
New Mexico 88435
505.587.2687

MORA

PO Box 397
Mora
New Mexico 87732
505.587.2686

SPRINGER

P.O. BOX 755
Springer
New Mexico 87747
505.587.3825

This catalog is dedicated to Maxine Hughes for 28 Years of Service to Luna Community College

Equal Educational Opportunity

Luna Community College is committed to providing equal educational and employment opportunities regardless of gender, gender identity, marital status, spousal affiliation, sexual orientation, color, race, ethnicity, ancestry, religion, age, national origin, veteran status, or disability. The Equal Educational Opportunity Act applies to admission, recruitment, extracurricular programs and activities, access to course offerings, counseling, testing, financial assistance, educational services, and employment.

Inquiries regarding compliance with these laws may be directed to the Division of Academic and Career Planning at 505.454.5370.

Admissions Statement

Luna Community College is a post-secondary institution with an open admissions policy. No applicant will be denied admission on the basis of race, color, creed, age, sex, sexual preference, religion, national origin, physical or mental disability, marital status, and any other basis prohibited by law.

Purpose of the Catalog

The purpose of the Luna Community College (Luna) catalog is to communicate college information to the public. However, Luna reserves the right to make changes and exceptions to this catalog. Programs, tuition, fees, procedures, due dates, statements, financial aid regulations, and/or courses/prerequisites contained within this catalog are subject to continuous review and evaluation. All corrections, errors, omissions, and officially approved changes are filed in the Registrar's Office. Currently enrolled and prospective students should contact the Registrar's Office regarding any corrections or changes to the catalog. This catalog is not to be construed as contractual in nature.

Vision

Where future leaders aspire to create, collaborate, communicate, and think critically to bring positive change to the world.

Mission

Luna Community College is dedicated to providing accessible, innovative, and integrated learning experiences that prepare students to compete at the forefront of their chosen fields and to lead in their communities.

Guiding Principles

Demonstrate Integrity, Excellence, and Resilience

Demonstrate Collaboration, Empathy, and Community

Demonstrate Innovation and Creativity

Demonstrate Diversity, Equity, and Inclusion

Table of Contents

FROM THE PRESIDENT

Welcome to Luna Community College!

At Luna, we are committed to creating opportunities for all. Whether you're pursuing a degree, enhancing your job skills, or simply exploring new interests, our goal is to support your journey. As President, I am excited to continue Luna's vital mission of accessibility, affordability, and community, dedicated to providing innovative and integrated learning experiences.

Together, Luna faculty and staff are united in our quest to serve students above self. My career as a scientist and educator has taught me the immense value of collaboration and teamwork. Success thrives on partnership, critical thinking, and creative problem-solving—principles that are at the heart of Luna's mission to truly help prepare our students to compete at the forefront of their chosen fields and to lead in their community. I believe education extends beyond acquiring knowledge; it's about fostering a community that champions every learner's growth.

Our main campus in historic Las Vegas, New Mexico, provides an enriching environment. Here, modern amenities seamlessly blend with deep cultural traditions. You can explore the outdoors, enjoy local entertainment, or discover a program perfectly suited to your career aspirations. Luna offers diverse opportunities for everyone. We honor Northern New Mexico's rich heritage while embracing technological advancements, with courses ranging from science to cybersecurity, nursing, and high-tech welding. Your interests, whatever they may be, will find support here.

I am passionate about creating opportunities and dismantling barriers to student success. With our dedicated faculty, small class sizes, and strong community support, we aim to improve lives and advance career trajectories. At Luna, you are more than a student—you are a valued member of our community, and we are dedicated to your success, helping you to create, collaborate, communicate, and think critically for a positive future.

Join us at Luna Community College and let learning be your lifelong adventure!

Dr. Carol Linder, President, Luna Community College

GENERAL INFORMATION

HISTORY OF LUNA COMMUNITY COLLEGE

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

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

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

In 1970, the first mill levy election to fund Luna, by then called Luna Vocational Technical Institute (LVTI), was held and overwhelmingly approved by the citizenry. This provided an occupational training opportunity for the people from the local area school districts of West Las Vegas Municipal Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, and Mora Independent Schools. These school districts lie within San Miguel, Guadalupe, and Mora counties. Later, the Springer Municipal Schools, Maxwell Municipal Schools, and most recently the Wagon Mound Public Schools joined the mill levy, bringing parts of Colfax County into the Luna Service Area. Since its inception, the college has continued to grow and expand to meet occupational and academic needs throughout northeastern New Mexico.

On December 18, 2000, the Board of Trustees adopted the name, Luna Community College, to signify Luna as a comprehensive community college. The NM Legislature officially approved the name change.

Luna now has campuses in Springer, Santa Rosa, and Mora, New Mexico. All campuses are administered and supervised by Luna and governed by an elected Board of Trustees. Courses may be offered on any campus where need is demonstrated, and online.

ACCREDITATION

INSTITUTIONAL ACCREDITATION

Luna Community College is accredited to grant certificates and associate degrees by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Higher Learning Commission

230 South LaSalle Street, #7-500 2400

Chicago, Illinois 60604

Telephone 800.621.7440

www.hlcommission.org

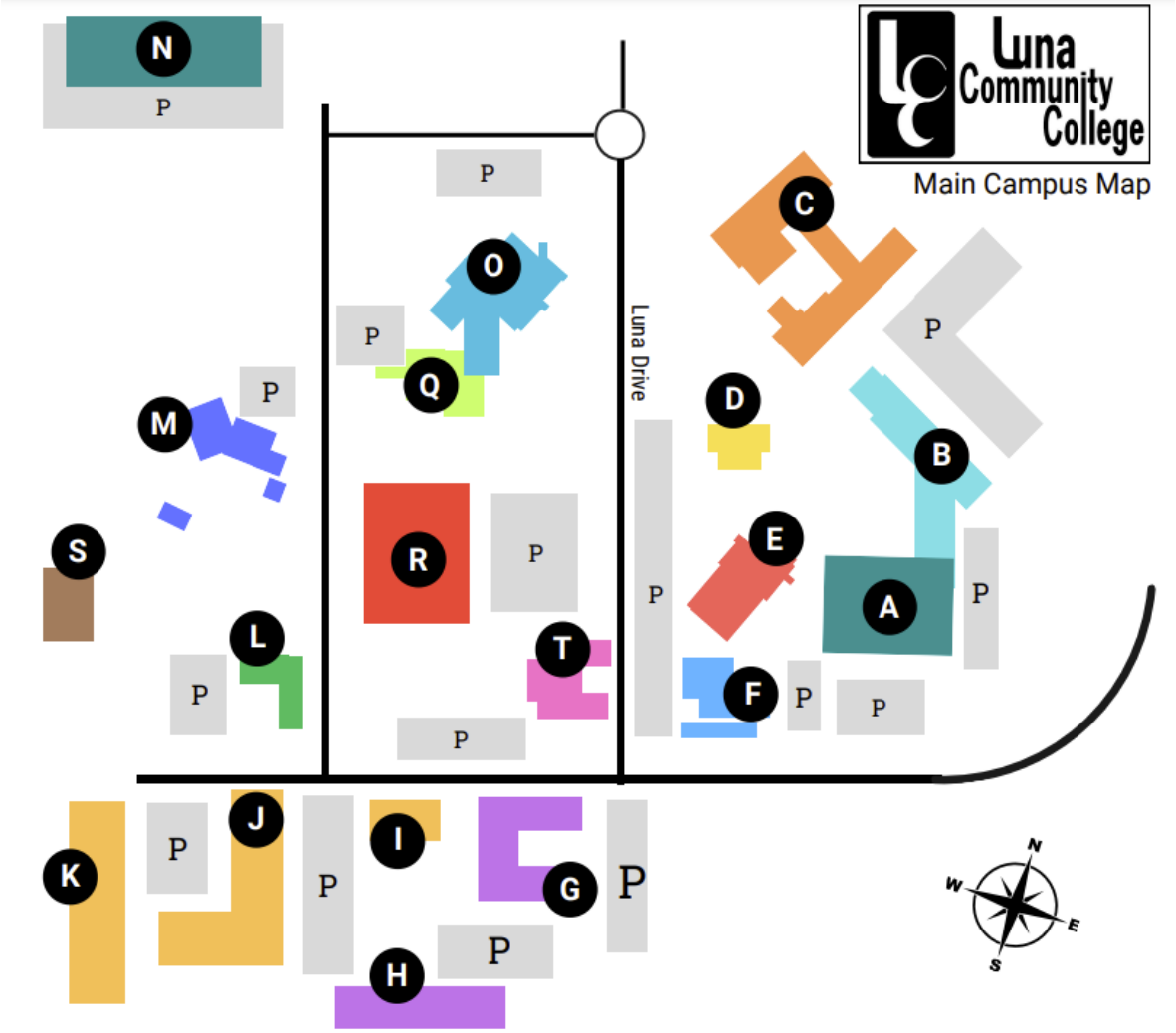
Luna Community College operates within the guidelines of the New Mexico Department of Higher Education.

PROGRAM ACCREDITATION

The following educational programs are accredited by:

- Dental Assistant- The Commission on Dental Accreditation, www.ada.org/coda
- Nursing RN Program- Accreditation Commission for Education in Nursing, www.acenursing.org
- School of Business- Accreditation Council for Business School Programs, www.acbsp.org
- Barbering and Cosmetology – New Mexico State Board of Barbers and Cosmetologists

CAMPUS MAP



A. Administration | Cashier | Fiscal Offices | Barbering | Costmetology
B. Science, Math, Engineering & Technology | 3-D Printers | *Tiendita* | IT Department
C. General Studies | CDL | Wildfire Resiliency Training Center | *Heavy Equipment Simulators*
D. Library | Cafe | Bookstore | Learning Resource Center | *Early Childhood Education Model Classroom*
E. Student Services | Registrar | ACE Lab | Student Success | *Tiendita*
F. Business | Humanities | Criminal Justice
G. Small Business Development Center | Area Health Education Center
H. Building Trades | Career & Technical Education
I. Auto Collision Repair
J. Automotive Technology
K. Welding
L. Early Childhood Education | Preschool
M. Athletics
N. Wellness Center
O. Allied Health | Nursing | Dental Assisting
Q. Cafeteria | *Tiendita* | Commercial Kitchen
R. Media Education Center | *Film & TV Studio* | College & Career Readiness Institute | Performance Center
S. Model Adobe Home
T. *Old Pink Dorms (Condemned; Do Not Enter)*

APPLYING TO COLLEGE

ADMISSION

Luna Community College offers credit, non-credit and dual credit enrollment. Prospective students for any program may complete the online application at https://Luna.edu/application.

This application may be downloaded and printed or emailed, as well. Printed applications may be submitted in person to the Admissions Office or mailed to

Luna Community College
Attn: Admissions Office
366 Luna Drive
Las Vegas, NM 87701

Students pursuing non-credit or other special admissions programs may need to complete alternative and/or additional admission requirements. See the various special admissions processes listed below.

For assistance with admissions:

Email the Luna Community College Admissions Office at admissions@Luna.edu

Or call

- the Luna Community College main number, 505-454-2550

REGULAR ADMISSION

A student pursuing college credit should apply for regular admission by completing the application for admission prior to the start of the semester in which the student intends to begin taking classes.

Students intending to apply for financial aid should also submit their high school transcript or their HiSET/GED scores. Transcripts become the property of Luna and will not be returned to the student either as originals or as photocopies.
It is the student's responsibility to request all necessary transcripts. Transcripts and HiSET/GED scores must be sent directly from the respective school or HiSET/GED center.

PROVISIONAL ADMISSION

Provisional admission is a temporary classification while an application for regular admission is pending. Provisionally admitted students may enroll and attend for only one semester.

SPECIAL ADMISSION REQUIREMENTS

There are three programs at Luna that have special admissions requirements:

- Dental Assistant
- Nursing
- Emergency Medical Technician

Incoming students intending to pursue any of these credentials will be identified as Allied Health majors until they are officially accepted into one of these special admissions programs. Special admissions programs have limited enrollment; therefore, admission to Luna does not guarantee or imply admission to these programs. Completion of the admission requirements for these

programs does not guarantee acceptance into the program. Specific information regarding the application procedure for these programs may be obtained from their respective departments.

Non-Credit Admission

Non-credit admission status is available; however, these courses lead only to industry recognized certifications and not academic certificates or degrees. Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form. Students admitted as non-credit students are ineligible for traditional financial assistance and veterans' benefits. However, students may be eligible for other discounts or special funding, and they may access all Luna resources. Students interested in non-credit programs should contact the Workforce Development Office for direction to the appropriate program support.

Transfer Admission

Applicants to Luna can be accepted under transfer status from other accredited colleges or universities that are accredited. Students seeking a certificate or degree must also meet the regular admission criteria noted above. Official transcripts from other colleges or universities must be sent to the Registrar's Office.

International Admission

Luna does not issue I-20's for international students to attend college in the United States. Luna is not a SEVIS approved institution. An individual in the United States on an approved visa or other status may be eligible to attend Luna. For more information, please contact the Admissions Office at the email or number above.

Students who have foreign transcripts must have their transcripts evaluated by the National Association of Credential Evaluation Services (naces.org) or another Council for Higher Education Accreditation recognized credential evaluation service. This evaluation must indicate the student's credentials are equivalent to US secondary and/or post-secondary credentials as appropriate and must be submitted along with the associated transcript. The student is responsible for contacting the credential evaluation service and for any fees incurred by utilizing their services.

Dual Credit and Concurrent Enrollment Admission

Dual credit refers to enrollment of high school students in college-level courses offered by a post-secondary institution, either academic transfer or career technical, for which the students may earn credit towards both high school graduation and a post-secondary degree or certificate.

Concurrent enrollment refers to enrollment of high school students in courses at the post-secondary level that are not designated as dual credit. These courses may include credit, non-credit, academic transfer, career technical or developmental courses. Each high school determines the courses it accepts for high school credit. Students must contact their high school counselors for information regarding high school credit for courses taken from Luna.

Application for these programs include but may not be limited to:

- Completion of a Concurrent Enrollment/Dual-Credit Application for Admission
- Approval by the student's parent/guardian
- Approval by the student's high school designee

- Classification by the student's high school as a high school second semester Freshman, or as a Sophomore, Junior or Senior
- Submission of an official high school transcript with a documented cumulative high school grade point average of at least a 2.00
- Completion of the Luna placement process

For further information regarding Dual Credit or Concurrent Enrollment admissions, contact the Admissions Office at the email or numbers above.

ADMISSION APPEALS

Luna Community College is an open enrollment institution. Therefore, all applicants will be admitted to the institution unless they have been specifically barred from admission. However, student eligibility for specific programs is not guaranteed. Students may appeal denial of admission. For denial of admission to a specific program, students must appeal according to the individual program appeal process. For denial of admission to the college, students must appeal to the Admissions Office. Each case will be reviewed independently.

The student's appeal is made directly to the Admissions Manager who reviews the appeal and either approves or denies it. If the manager denies the appeal, the student may submit a petition to an Admissions Committee convened for the purpose of evaluating the appeal. The committee is made up of the Admissions Manager, the Vice President of Instruction and Student Services, Assoc. Vice President of Student Services, the Registrar, and a representative Academic Director. Any hearings concerning admission under special circumstances will be scheduled prior to final registration.

RESIDENCY

Luna Community College charges differential tuition based on student residency. Luna is supported by a local three-mill levy assessed to those local school districts that have elected to be a participating school district of the Luna service area. Residency is usually established at the time of admission and is initially determined from information provided on the application for admission. Changes in residency information must be submitted to the Registrar.

RESIDENCY CLASSIFICATIONS

- Resident/In-District: a student whose legal state of residency is New Mexico and who lives within the boundaries of one of the mill levy participating school districts.
- Resident/Out-of-District: a student whose legal state of residency is New Mexico, but who does not live within the boundaries of the mill levy participating school districts.
- Non-Resident/Out-of-State: a student whose legal residency is not New Mexico.
- Mill Levy Participating School Districts: West Las Vegas Schools, Las Vegas City Schools, Santa Rosa Consolidated Schools, Mora Independent Schools, Springer Municipal Schools, Maxwell Municipal Schools, and Wagon Mound Public Schools.

REGULATIONS SUMMARY: NEW MEXICO RESIDENCY TUITION PURPOSES

A student is classified as a resident or non-resident for tuition purposes based on information provided on the completed Application for Admission. The rules and regulations for establishing residency for tuition purposes are defined by the New Mexico Higher Education Department, [NMSA 1978, Section 21-1-4].

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

Petitioning for Residency

The requirements for residency must be completed by Luna's census date. If a student believes his/her residency status is incorrectly identified by Luna or that special circumstances apply, the student may petition for a change in residency status. The deadline for any petition for resident tuition classification applicable to a current semester. A petition received after that date will not be considered. If the petition is denied another petition maybe submitted in a subsequent term. Petitions will not be processed retroactively.

In general, a financially independent adult person at least 19 years of age must have resided in New Mexico for a period of 12 consecutive months immediately prior to the term for which the petition is being filed. Furthermore, "residency" in this context means legal "residence." Legal residence requires intent to remain in a place indefinitely, in the sense of making one's permanent home there, as well as physical presence at the location of residence.

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

- 12-month consecutive presence in New Mexico
- Financial independence
- Written declaration of "Intent" to relinquish residency in any other state if previous residency existed in another state
- Completion of at least two of the following "overt acts" that support the intent to relinquish residency in another state:
    - Secure a New Mexico driver's license
    - Secure a New Mexico automobile registration
    - Register to vote in New Mexico
    - File a New Mexico state tax return for the previous year
    - Secure employment in New Mexico

A brochure fully detailing residency requirements and restrictions is available at the Luna Admissions Office and from the New Mexico Higher Education department's Web page at hed.nm.gov

Residency Appeals

If a student's petition for residency is denied, the student may amend his/her petition with additional information in support of his/her cause. Amended petitions are reviewed according to the same standards as original petitions. All Residency Appeals must be submitted to the office of the registrar before census date. If the amended petition is denied, the student may appeal to a Residency Appeals Committee, convened to consider the appeal. The committee consists of the Admissions Manager, Registrar, Fiscal Office representative, Assoc. Vice President of Student Services, and the Vice President of Instruction and Student Services.

PAYING FOR COLLEGE

In a state known for accessible higher education, Luna Community College provides the most affordable higher education in New Mexico. In addition to low tuition and fees, Luna students are eligible for myriad financial aid benefits.

TUITION

Tuition rates for the academic year are assessed according to the following matrix, based on the student's official residency classification. Tuition and fee rates are published on the college website at https://luna.edu/tuition. Tuition and Fees are subject to change without notice.

Tuition Rates for the 2025- 2026 Academic Year

Number of Credit Hours	NM Resident In-District	NM Resident Out-of-District**	Out-of-State**	Senior Citizen*
	25-26	25-26	25-26	25-26
1	$51.00	$51.00	$51.00	$5.00
2	$102.00	$102.00	$102.00	$10.00
3	$153.00	$153.00	$153.00	$15.00
4	$204.00	$204.00	$204.00	$20.00
5	$255.00	$255.00	$255.00	$25.00
6	$306.00	$306.00	$306.00	$30.00
7	$357.00	$483.00	$924.00	$35.00
8	$408.00	$552.00	$1,056.00	$40.00
9	$459.00	$621.00	$1,188.00	$45.00
10	$510.00	$690.00	$1,320.00	$50.00
11	$561.00	$759.00	$1,452.00	$101.00
12-18	$612.00	$828.00	$1,584.00	$152.00
Each Additional Credit Hour	$51.00	$69.00	$132.00	$51.00

*Persons who have reached their fifty-fifth (55) birthday by the third Friday of classes are eligible for the Senior Citizen discount. No discount applies to registration, course, and laboratory fees, or community and continuing education courses. Senior citizens may qualify for a reduced tuition rate of $5.00 per credit hour per term, for the first ten (10) credit hours registered if they are classified as a New Mexico Resident.

**Reduced tuition rates for Out of District and Out of State applies only to total enrollment of six (6) credit hours or less. Full rates apply to all credit hours once the student enrolls for more than six (6) credit hours except for Senior Citizen rates and students receiving VA education benefits. Students receiving VA education benefits receive NM Resident Out-of-District tuition, regardless of out-of-state residency.

FEES

In addition to the tuition costs, students are assessed non-refundable fees, depending on the courses for which they have registered and the services for which they apply. Fees are subject to change without notice and posted on the college website at http://luna.edu/tuition_rate_and_residency

STANDARD NON-REFUNDABLE FEES

Registration/Activity Fee	$25.00

ADDITIONAL FEES

Placement Exam Retake Fees	
Full Battery	$10.00
Per Unit	$5.00
e-Write	$5.00
Academic Transcript Fee (Personal Checks are not accepted for transcript requests)	$7.00
Rush Transcript (Transcript Fee $7 + Additional Rush Fee $25)	$32.00
Graduation Fee (Per Degree)	$15.00
Diploma Duplicate/Replacement Fee (Per Degree)	$10.00
Student Id Card Replacement Fee	$5.00
Student Sticker Fee	$5.00
Dishonored Check/Charge Card Fee	$15.00
Distance Learning Fee	$25.00
Laboratory Fee (This fee is used to help with the costs associated with the course/lab offerings)	$10.00
Credit by Examination Fee (Fees are based on the regular tuition charge for the specific course.)	$ Variable
Special Course Fees (https://luna.edu/course_fees) (Fees are based on the courses in which the student is enrolled)	$ Variable
Community Education Fee (Non-Refundable-Noncredit courses are designed primarily for community education and personal enrichment.)	$ Variable

FINANCIAL AID

The Luna Community College Office of Financial Aid processes all financial aid for students enrolled at Luna. Financial aid is divided into categories of grants, work, loans, and scholarships. Unless otherwise specified, a student needs to complete only one form to apply for federal aid and some state aid: the Free Application for Federal Student Aid (FAFSA), which analyzes the ability of the student's family to pay for college.

Veteran education benefits are coordinated through the Student Success Center. You may reach the Veterans' Resource center by emailing veterans@luna.edu

For assistance with Financial Aid:

Email the Luna Community College Financial Aid Office at finaid@luna.edu

Or call

- the Luna Community College main number, 505-454-2500, and ask for Financial Aid or
- the direct dial numbers for Financial Aid, found in the Luna Community College Directory at https://luna.edu/directory

Financial aid is awarded according to individual need and eligibility criteria. If a student is a dependent, parents are expected to contribute toward educational costs according to their financial ability. In addition, students are expected to contribute from their own assets and earnings, including borrowing against future income. Financial need is the difference between the cost of attendance at Luna Community College (including living expenses) and the expected family contribution (EFC). The aid package cannot exceed financial need or cost of attendance.

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

Applying For Financial Aid

All students who plan to attend Luna are encouraged to apply for financial aid. To apply for federal aid and some state aid, students must complete the Free Application for Federal Student Aid (FAFSA) each year they plan to enroll at Luna. The FAFSA can be found online at https://studentaid.gov/h/apply-for-aid/fafsa. Students must include Luna's federal school code: **009962**.

Once students submit the FAFSA, it can take 5-7 business days for Luna to receive it. Financial aid information will be communicated to students through their Luna student email, Pathways Online Services (https://pathways.luna.edu), and the Luna Student Portal (https://student.luna.edu).

Financial aid disbursement for most programs will take place in the fourth week of the semester. Disbursements can be delayed due to enrollment in late starting courses. Loan disbursements will also be delayed for first-year, first-time undergraduate borrowers.

For a complete list of financial aid resources processed by Luna Community College, please visit the financial aid website (https://sites.google.com/luna.edu/financial-aid).

Eligibility For Financial Aid

To receive most forms of financial aid, students must be regularly admitted in an eligible program of study.

Federal aid requires students to be a U.S. citizen or eligible non-citizen, as defined by the U.S. Department of Education.

Financial aid will be determined by the student's enrollment on the third Friday of the semester. Students must be enrolled in at least 6 credit hours for most forms of financial aid. For qualifying students, the Federal Pell Grant will be prorated each semester based on the following enrollment intensities:

Credit Hours	Percentage	Enrollment Status
12	100%	Full-Time
11	92%	Three-Quarter Time
10	83%	Three-Quarter Time
9	75%	Three-Quarter Time
8	67%	Half-Time
7	58%	Half-Time
6	50%	Half-Time
5	42%	Less Than Half-Time
4	33%	Less Than Half-Time
3	25%	Less Than Half-Time
2	17%	Less Than Half-Time
1	8%	Less Than Half-Time

Classes that are audited or challenged via Credit by Examination are not eligible for financial assistance and will not be counted for enrollment intensity. Additionally, any student who changes an enrolled course from credit to audit or to Credit by Examination may have their student financial assistance recalculated which may result in owing money back to the U.S. Department of Education.

Students who received federal aid and who officially or unofficially withdrew from all courses in a semester will be reviewed for a Return to Title IV (R2T4) calculation. Based on the results of that calculation, students may have to pay back all or part of their Title IV aid. For a complete explanation of the R2T4 policy, please visit the financial aid website.

Students must also meet the requirements outlined in the Satisfactory Academic Progress Policy which can be found in its entirety on the financial aid website (https://sites.google.com/luna.edu/financial-aid). This policy applies to any awards that require students to make satisfactory academic progress. This policy does not apply to the New Mexico Opportunity and Lottery Scholarships.

For federal financial aid, students must not be in default on any Title IV loan or owe an overpayment on any Title IV aid program.

Financial aid eligibility may also be affected by a student's demonstrated financial need and cost of attendance. A full explanation can be found on the financial aid website.

Dual Credit, Non-Degree Seeking, and Lifelong Learning students are not eligible for financial aid.

It is the responsibility of the student to notify the Financial Aid Office if they are receiving any assistance from any source aside from those using the FAFSA or with any other scholarships from New Mexico Higher Education Department.

Verification Policy

A student's FAFSA may be selected by the Federal Processing System for a review process called verification. Any student selected for verification must submit additional documents requested by the Financial Aid Office before the student's application can be processed.

Summer Financial Aid

Any student enrolled in the summer session and applying for financial aid must have a completed FAFSA on file for the upcoming academic year and meet all eligibility requirements outlined above. Enrolled students will automatically be evaluated for eligibility.

Consortium Agreements

Students pursuing a certificate or degree at Luna Community College and concurrently enrolled in courses at any other post-secondary institution must apply for and receive aid through Luna. Federal regulations require that the institution granting the degree or certificate must award the financial aid. Any classes taken concurrently that are a part of a student's course of study will be considered as part of the total credit hours for the semester. However, in order for the Financial Aid Office at Luna to be aware that a student is concurrently enrolled at any other post-secondary institution, the student must submit a Luna Consortium Agreement to the Financial Aid Office each semester in which they are concurrently enrolled. A Consortium Agreement may be obtained online from the financial aid website and must be submitted within by the census date.

Title IV Code of Conduct

The Higher Education Opportunity Act of 2008 required Luna to develop, publish, and enforce a code of conduct for the college relative to its participation in any of the Title IV loan programs. Luna Community College will not:

- Accept payment from any outside entity in exchange for loan referrals or preferential treatment.
- Accept gifts from an outside entity for loan referrals (a gift is defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having monetary value of more than a de minimis amount). A gift is NOT a brochure used for default aversion or financial literacy, food, training or informational material provided as part of training to improve services, entrance or exit counseling assistance that does not promote a lender, philanthropic contributions unrelated to loans, or state education grants or scholarships.
- Accept consulting fees or other contractual financial benefits from a provider of student loans.
- Intentionally delay certification of loans from any lender or automatically assign students a particular lender.
- Accept services or staffing assistance from any outside entity in exchange for referrals or preferential treatment.
- Accept compensation in exchange for appointments to advisory boards or committees of any entity involved in the processing of alternative student loans.

Satisfactory Academic Progress

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

Students who are not maintaining satisfactory academic progress will be placed in either financial aid warning or financial aid suspension status. Students on financial aid suspension may appeal to the Luna Financial Aid Office Committee for reinstatement of their financial aid.

Students who are performing below required standards may encounter delays in the awarding of financial assistance.

For a copy of the Satisfactory Academic Progress regulations, please stop by the Luna Financial Aid Office or visit the Luna website at https://Luna.edu/financial-aid .

Educational Benefits for Veterans and Dependents

In compliance with the Harry W. Colmery Veterans Educational Assistance Act of 2017 – Section 107, Luna publishes the addresses and zip codes of its Satellites/Sites on page i of this catalog.

Benefits are for Veterans, dependents of Veterans, Active-Duty personnel and Reserves personnel. Students must certify with the School Certifying Official (SCO) every semester in order to utilize VA Benefits. The SCO is located in the Veteran's Resource Center.

Certification is determined after completion and submission of paperwork by the student. Benefits may include payment for tuition, fees, books and supplies, monthly housing expenses, and health insurance. For further information, visit www.va.gov.

VA Certification Process

Veterans/Dependents must first apply for educational benefits online through VONAPP (Veterans Online Application www.vabenefits.vba.va.gov/vonapp/main.asp). Upon review of the completed application, the VA will determine the veterans' eligibility and, if eligible, the VA will issue a Certificate of Eligibility (COE). Students using VA educational benefits must submit a copy of the COE to the SCO along with institutional verification forms for certification.

Students do not need to submit a COE each term unless eligibility (chapter, percent of eligibility or months of eligibility) changes.

Students are encouraged to apply for federal financial aid. The financial aid process begins with completing and submitting the FASFA (Free Application for Federal Student Aid) https://studentaid.gov. Luna school code is #009962.

Each term, the enrollment and tuition information for each eligible enrolled student is reported to the VA after the SCO receives the Request for Certification form and all supporting documents for that term's certification.

Enrollment certifications can only be submitted for the term in which the student is or was enrolled at Luna. Luna cannot certify a student or report on the VA website if credits were earned elsewhere.

Any changes in enrollment such as add/drops, withdrawals or separations, unsatisfactory progress, disciplinary actions, failing grades, incomplete grades, changes to tuition and fees, etc. are required to be reported to the SCO within 30 days of the change to avoid an overpayment to the student and debt to the VA incurred by the student.

Changes in enrollment as indicated above may affect the total amount of benefits a student receives, and may result in the student being liable for over payment and/or being responsible to return the money to the VA. The VA may not pay for repeated courses or for courses in which a student withdraws (W) or receives an incomplete grade (I).

After registration and attendance certification is reported, the VA will review and process the claim and disburse the student's benefits.

Certifying Benefits At More Than One School

If the student is using benefits at more than one school, a Parent-School Letter from the parent school is required to combine the eligible credit hours being taken at both schools to be reported to the VA. The parent school is defined as the primary institution. It is the student's responsibility to request the Parent-School Letter from the SCO each term of certification.

PAYMENT PROCEDURES

Students will see the cashier for all student account needs. For payments and other assistance with student accounts:

Email the Luna Community College Fiscal Office at fiscaloffice@Luna.edu.

Or call

- the Luna Community College main number, 505-454-2505, and ask for the cashier or

PROCESS

Upon registering for courses, students receive a student data schedule/bill. To complete registration, all charges must be paid, or arrangements for payment must be made with the cashier.

Please call the Finance Office at 505-454-2505 to make a payment or discuss payment arrangements.

Payment plan requirements for new charges are as follows:

- $75 deposit (or approximately 10% of charges)
- 3 installments with promissory note
- Must be paid in full by end of semester

Students whose education is being supported by an external agency, or who have applied and are eligible to receive student financial assistance, need to inform the cashier and present the appropriate documentation. A Credit Authorization may be obtained from the Financial Aid Office. Student financial aid will post to qualifying student accounts to pay for their educational expenses. Tuition and fees will be deducted from the applied financial award/s. If a credit balance is left from the student's aid award, the amount will be refunded to the student for the qualifying semester. The reimbursement will be mailed to the student.

All charges incurred in connection with college attendance are payable in advance of the services rendered. Tuition, fees, and other charges are subject to change at any time by the Board of Trustees. The payment deadline to secure classes is the day before classes begin. Failure to pay or to make arrangements for payment may result in:

- Disenrollment - Any student who pre-registers for classes and does not make financial arrangements by scheduled disenrollment dates will be disenrolled and will have to re-register for their classes during the late registration period. There is no guarantee that courses a student initially registered for will remain available after disenrollment. Clearance for class is the sole responsibility of the student, regardless of any type of aid or assistance the student expects to receive during the semester.
- Prevention from further registration
- Withholding release of academic transcripts and diplomas
- Withholding of other academic records

DELINQUENCIES

Full payment of a delinquent balance is required prior to registering for classes. The college reserves the right to cancel the registration of students who fail to pay, when due, any indebtedness to the college, subject to board policies and administrative procedures.

REFUNDS

Students that officially withdraw from courses may qualify for a refund, either in full or in part. These refund procedures are applicable to standard duration courses. Complete withdrawal refunds will be calculated on a case-by-case basis for short-term courses. Refunds will be calculated according to the following guidelines:

Course fees are generally non-refundable, unless the college has cancelled the course.

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

Once the add/drop period has expired, there will be no refund of tuition or fees associated with dropped courses unless the student completely withdraws from Luna.

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

Tuition Refund Schedule for Complete Withdrawal

Fall and Spring Semester

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

Summer and Eight-Week Sessions

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

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

- The days in the refund schedule are counted Monday-Friday, excluding holidays. Days are counted beginning on the first day of classes for a given term. These dates are published in the academic calendar.
- Any student requesting a refund must submit a Complete Withdrawal form. Refunds will be mailed unless the student notifies the Fiscal Office in writing that the credit is to remain on the account.
- Refunds will be based on the official withdrawal date posted by the Registrar's Office.
- Students who have been dismissed or suspended from the college are not entitled to any refund.
- This refund schedule does not apply to non-refundable fees.

- Students withdrawing online from all courses through the Pathways website must notify the Fiscal Office in order to receive any refund for which they may be eligible.

Enrolling in College

All Luna campuses provide students with assistance for enrolling in classes. On the Las Vegas campus, enrollment assistance is found in the Registrar's Office and the Academic and Career Planning Offices. Both are located in the Student Services Building. At the other Luna campuses, students are assisted by the campus Office Manager.

Email the Luna Community College Academic and Career Planning Office at studentsuccess@luna.edu

Email the Luna Community College Registrar's Office at registrar@luna.edu

Or call

- The Luna Community College main number 505-454-2500 and ask for the Academic and Career Planning Office.
- The Luna Community College main number 505-454-2500 and ask for the Registrar's Office.

PLANNING AND REGISTERING FOR CLASSES

All students pursuing college credit must meet with a Student Success Specialist in order to plan their academic schedule and receive authorization to register for classes. During this session, students will receive information about

- Admission status and placement assessment procedures
- Process to apply for student financial assistance
- Career awareness and career requirements
- Declaration of a major
- Institutional policies and procedures
- Availability of support services

New students must provide documentation of readiness for college level courses prior to enrolling in such classes. Readiness is usually documented via the Accuplacer placement exam. However, other methods can suffice.

Students may register during their meeting with the Student Success Specialist. Students may also turn in a registration card at the Registrar's Office.

Dual Credit students may work with an on-campus Student Success Specialist to complete enrollment. Whenever possible, Dual Credit students should have their completed, signed dual credit authorization form from their high school counselor when meeting with the Luna Student Success Specialist.

Enrollment is not final until the student has completed all financial requirements. (See Paying for College) Once enrollment is final, a student is eligible to receive a student identification card. Student IDs are issued by the cashier and are free for the first ID; subsequent IDs are subject to a replacement fee. (See Fees)

PLACEMENT

Through assessment and academic placement, Luna is committed to seeing that students who enroll in certificate or degree programs successfully achieve their career goals. All incoming students, except U.S. military veterans who are exempted by law, are required to take a placement

assessment to identify their level of proficiency in reading, mathematics, and writing. Students who have taken the ACT and/or SAT may use the scores of those exams to identify proficiency.

Luna does not administer the ACT or SAT. A student who elects to use ACT and/or SAT results must provide those scores to their Student Success Specialist who will review the scores for placement purposes.

The placement assessment /ACT/SAT are used to determine the student's course placement level. They are not used for admission decisions. Based on the placement assessment /ACT/SAT results, students who do not score at college-level proficiency are placed in the following prescribed Institutional Proficiency courses:

- ENG106 Reading and Writing for College
- MATH075 General Mathematics – or – MATH102 Math Preparation & Pre-Algebra

Students must satisfy proficiency requirements in order to graduate from any for-credit program of study and are encouraged to complete the proficiency requirements within their first two semesters. Students who do not complete the required institutional proficiency requirements and withdraw from Luna for at least three years must retake the placement assessment to continue with their coursework.

Institutional Proficiency Requirements

English proficiency is demonstrated by:

Reading and Writing Proficiency		
ACT score	0-17	Reading and Writing for Inquiry
ACT score	18-25	Composition I
ACT score	26-28	Composition II
SAT score	470 and below	Reading and Writing for Inquiry
SAT score	480-659	Composition I
SAT score	660-800	Composition II
Accuplacer	249 and below	Reading and Writing for Inquiry
Accuplacer	250-275	Composition I
Accuplacer	276 and above	Composition II

Mathematics proficiency is demonstrated by:

Mathematics Proficiency		
ACT score	0-17	General Mathematics
ACT score	18-19	Algebra with Applications or Math Preparation and Pre-Algebra
ACT score	20-21	Intermediate Algebra
ACT score	22+	College Algebra
SAT score	420 and below	General Mathematics
SAT score	421-520	Algebra with Applications or Math Preparation and Pre-Algebra

SAT score	520-640	Intermediate Algebra
SAT score	641-800	College Algebra
Accuplacer-Arithmetic	236 and below	General Mathematics
Accuplacer-Arithmetic	237-262	Algebra with Applications or Math Preparation and Pre-Algebra
Accuplacer-Quant. Reasoning, Algebra, and Stats	220-236	Intermediate Algebra
Accuplacer-Quant. Reasoning, Algebra, and Stats	237 and above	College Algebra

Students may retake any of the placement assessments and submit new scores at any time.

Note: Placement scores, whether the placement assessment, ACT, SAT, etc., are not used in lieu of students completing Area II - Mathematics of the Core Curriculum. An appropriate college level Mathematics course must be completed.

Definition of a Credit Hour

Luna operates on a semester credit hour system. Therefore, course credit offered by the college is awarded in terms of semester credit hours. Each semester hour of credit in a lecture class requires a minimum of 750 minutes of instruction per semester. Each semester hour of credit in a laboratory class requires a minimum of 1,500 minutes of instruction per semester. The credit value in semester hours for each course is indicated after the course number and title in the course description section of the catalog. Summer courses and courses meeting for a shorter or longer period of time than a traditional 16-week course may require an adjustment of instruction time to meet the minimum required minutes.

Course Load

The normal course load for a student is 12 to 18 credit hours during the fall and spring semesters. The normal course load for the summer session is 6 to 9 credit hours. An overload is more than 18 credit hours in a regular fall or spring semester or more than 9 credit hours in a summer session.

Students who have successfully completed at least 30 credit hours and are classified as a sophomore may take an overload. To receive approval for an overload, the student must have attained a 2.5 cumulative grade point average (GPA) with no grade less than a "C" in any course the previous term. The maximum number of credit hours a student may enroll in is 21 credit hours in a regular fall or spring semester and 12 credit hours in a summer session. Overload Permission forms are available at the Registrar's Office. Students wishing to take an overload must have the form approved by their Student Success Specialist and the Academic Director responsible for the program the student is pursuing.

Course Numbering

Each course offered at the college is assigned a course number to represent its academic level. Courses numbered 050-099, and ENG106 and MATH 102 are developmental or preparatory

courses. Other courses numbered 100-199, and courses numbered 1000-1999 are freshman-level, and courses numbered 200-299 and 2000-2999 are sophomore-level. Students enrolling in courses numbered 200-299 and 2000-2999 are expected to have some knowledge in the subject area. In many cases, these sophomore-level courses have lower-level prerequisites.

Prerequisites and Co-requisites

A required prerequisite is a course or requirement that must be successfully completed before a student may enroll in a specific course. A co-requisite is a course that is either recommended or required to be taken in combination with another course. A recommended prerequisite is a course that is strongly suggested for successful completion of the follow-on course but is not required. Prerequisites are determined by the necessary skills or competencies required for a student to be successful in the next level course.

Prerequisites and co-requisites are listed for many courses in the course description section of the catalog. It is the student's responsibility to meet the prerequisites and/or co-requisites in effect for the term in which a course is taken, regardless of the catalog under which the student entered or will graduate. Prerequisite courses are expected to be completed with a grade "C" or better in order for the student to qualify to take the follow-on course.

In general, students are not allowed to enroll in a particular course and may be administratively disenrolled if prerequisite or co-requisite course requirements are not met. However, with approval, students may be granted permission to enroll in courses without meeting pre/co-requisite course requirements. Approval must be obtained from the instructor and Academic Director of the department in which the course is taught. If the pre/corequisite is a graduation requirement, it must be taken in order to qualify for graduation, regardless of the order in which the student takes it.

How to meet a Course Prerequisite

- Take a placement exam and test out of the prerequisite course with a qualifying score
- Submit to Admissions official ACT or SAT results showing qualifying scores.
- Successfully complete the required prerequisite course with a grade of "C" or higher.
- Successfully challenge the prerequisite course via Luna's Credit by Examination process

Based on exceptional circumstances and the review of the individual student situations, the Vice President of Instruction and Student Services may waive certain pre/corequisite courses. Such waivers do not reduce the total number of credit hours required to receive any certificate or degree.

Course Substitutions

Students must complete the curriculum/academic plan outlined in the college catalog for their program of study. Course substitutions are not permitted when a course is deemed essential for a degree or certificate requirement. However, it may be appropriate to substitute a course for a listed course if the resulting substitution maintains the integrity of the student's program. Course substitutions can be considered at any time during a student's academic path. Course substitution requests require approval. Forms are available at the Registrar's Office.

CHANGES IN ENROLLMENT

Adding Courses

Students may add courses through the end of late registration as specified in the current academic calendar. Students wishing to add courses may complete the paper Schedule Change form or add courses online. High school students must complete the Schedule Change form. All courses added must be processed by the Luna Registrar's Office by published deadlines. If the student adds courses in person, the Registrar's Office will provide, upon request, a signed receipt for any courses added using the Schedule Change form. Students must obtain a new copy of their class schedule after changes have been made to ensure they are cleared for class.

Dropping/Withdrawing from Courses

Students are encouraged to discuss any intention to drop or withdraw from classes with a Student Success Specialist. Students who stop attending classes in the middle of a term and do not officially drop/withdraw, run the risk of earning failing grades at the end of the term. Students wishing to add, drop or withdraw from courses in person may submit the necessary forms to the Registrar's Office on the Las Vegas campus and to the Campus Office Manager at the other campuses.

If a student wishes to reverse a decision to withdraw after the Complete Withdrawal form or online transaction has been processed, the student must complete a Petition for Course Reinstatement for each course and submit the form to the Registrar's Office for processing prior to the last day of the semester.

Students are officially dropped/withdrawn from courses by following one of two procedures described below:

Partial Drop/Withdrawal – Some Courses

Students may drop/withdraw from courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to drop/withdraw from some, but not all courses may either complete the Schedule Change form. First semester freshman and High School students cannot drop or withdraw online.

All drops/withdrawals, whether paper or electronic, must be processed by the Luna Registrar's Office by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript, whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W."

Students who are unable to complete the process in person or online, may request a drop by contacting the Registrar's Office at registrar@luna.edu from their Luna student email account. Students who wish to request a drop or withdrawal via their Luna email must include the following information in the request:

- Full name
- Luna student ID number
- Student's current address and phone number
- Semester for the change
- Course number(s) including Section number
- Permission from the student allowing the Luna Registrar's Office to process the request via their Luna student email

For transactions processed in person, the Registrar's Office will provide, upon request, a signed receipt for any courses using the Schedule Change form.

Complete Withdrawal – All Courses

Students may completely drop/withdraw from all courses through the end of the drop and/or withdrawal period as specified in the academic calendar. Students wishing to completely drop/withdraw from all courses may submit the Complete Withdrawal form.

All complete drops/withdrawals, whether paper or electronic, are not official until processed by the Luna Registrar's Office. The actual date the transaction is processed will determine whether the record is processed as a drop or as a withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript, whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W."

Students who are unable to complete the process in person may request a withdrawal with the Registrar's Office at registrar@Luna.edu from their Luna student email accounts. Students who wish to request a complete withdrawal via their Luna email must include the following information in the request:

- Full name
- Luna student ID number
- Student's current address and phone number
- Semester for the change
- Request to completely withdrawal from all courses
- Permission from the student allowing the Luna Registrar's Office to process the request via their Luna student email

Petition for Retroactive Add/Drop/Withdrawal

Students may petition for retroactive add, drop or withdrawal from classes if they can substantiate hardship within the scheduling processes. Petitions for retroactive activity may be obtained through the Registrar's Office. Petitions are reviewed by the Registrar, the Financial Aid Office and the Fiscal Office. Based on recommendations made by these offices, a final decision is made by the Vice President of Instruction and Student Services.

Petitions for retroactive changes to enrollment must be completed and filed within one year of enrolling in the course. All documentation that validates the petition must be submitted with the petition, including assurance that a final grade for the course will be available in the case of a successful petition for a retroactive add.

Any changes to the student account will be determined by the Fiscal Office, including any tuition and fee charges, Bookstore charges and or refunds.

Written notification, stating the outcome, including financial and/or academic implications will be mailed (USPS) to the student.

Cancellation of Courses

Scheduled courses may necessarily be canceled due to low enrollment or the unavailability of an instructor to teach the course. Luna's academic departments will make every effort to notify students of cancellations prior to the last day to add courses in order to give students ample time to register for an alternative course. Course cancellations are posted on Luna's website under the Course Schedule link.

ALTERNATIVE CREDIT

Students may submit credits earned at another institution; credits earned via exam or credits earned via prior learning for inclusion on their transcripts. The requirements for approval of alternative credit are specific to each type of alternative credit. Luna recognizes that students gain college level knowledge and skills through specialized training experiences outside the classroom of a college, university, or other academic setting. No more than a combined maximum of 15 credit hours may be earned via exam or prior learning.

TRANSFER OF CREDIT

Luna accepts transfer of academic credits earned from institutions of higher learning whose accreditation is from an accrediting organization recognized by the Council for Higher Education Accreditation. Both general education core and concentration/major specific courses are eligible for transfer.

The Registrar's Office, supported by content area experts, evaluates courses and determines transfer eligibility of general education core courses and some non-general education courses. Courses certified and considered essential skills under the General Education Model at NMHED will be honored in transfer for the designated general education requirement. Additional transfer credit may be awarded at the discretion of the Division Director and with approval of the Chief Academic Officer at Luna. Any transfer student who changes their major after their transcript has been reviewed needs to request a re-evaluation of their transfer transcript from the Registrar. Re-evaluation is not automatic.

Students will receive credit for coursework completed with a grade of "C" or better, provided that the courses are appropriate toward a certificate or degree and an equivalent Luna course exists. Transferable general education core courses with a grade of "D" from New Mexico colleges and universities are accepted provided the "D" grade is also acceptable for the student's certificate or degree program. A grade of "D" is not acceptable if the transferred course is a prerequisite to a sequenced course. All transfer credits earned are listed on the academic transcript with a grade of "CR." Transfer transcripts issued in quarter credit hours will be converted to semester credit hour equivalents.

Prior to any evaluation of courses by the college, an official transcript from each institution must be sent directly to the Registrar's Office. Luna reserves the right to request course syllabi or course descriptions to evaluate course content and transfer eligibility. It is the responsibility of the student to provide, upon request, course syllabi and/or course descriptions from their previous college or university to aid in the proper evaluation of credit. Course syllabi and/or course descriptions that are requested must be from the term and year taken. Transfer transcripts will be held for one semester only. If the student submitting the transcript has not registered for any classes by the end of the 180 days, the transcript will be destroyed.

DEGREE RESIDENCY

Transfer Credits may be used toward graduation requirements as recommended by the academic requirements (excluding general education core courses) must equal 2.0 or higher from an accredited institution. Fifteen (15) credit hours required in the major and counted toward an associate degree (not including general education courses) shall be earned at LCC. Nine (9) credit hours required in the major and counted toward a certificate shall be earned at LCC.

Transcripts from other institutions sent to Luna for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for

or returned to the student. Student athletes are required to order duplicate sets of ALL transfer transcripts for the athletic department for the purpose of documenting player eligibility.

Transfer of Credit Appeal Process

Any student denied transfer of a course who wishes to appeal the transfer evaluation must file a written appeal with the Registrar's Office. The appeal must include the name, prefix and number of the course(s) in question, semester and year completed, and the name of the post-secondary institution. In addition, the student must include the course description from the sending institution's catalog specific to the term and year the course was completed. Within 21 calendar days of submitting a written appeal, the file will be reviewed, and the student will be notified in writing of the outcome.

If the appeal is denied and the student wishes to further pursue the appeal, the student must notify the Vice President of Instruction and Student Services in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days, the Vice President of Instruction and Student Services will render a decision. The Vice President's decision is final, and the student will be notified in writing.

A student not satisfied with the decision may forward his/her appeal and file a complaint with the New Mexico Higher Education Department in Santa Fe if the course in question is part of a state approved transfer module. See NMHED contact information at the end of this catalog.

Credit for Prior Learning

In order to honor a student's past experience and qualifications as it pertains to an academic program, Luna awards credit for prior learning (CPL). A student may apply to receive CPL for military training, experience, professional development opportunities, internships, apprenticeships, standardized testing, courses and training received from non-accredited or non-higher education institutions

CPL is only given when the student's learning and achievement is equivalent to the learning objectives required in the course for which credit is being requested. Student applications for CPL will be evaluated on a case-by-case basis, as the institution does not guarantee that CPL will be given for prior experience.

The following describes the process for receiving CPL at Luna:

- The student must declare a program of study.
- The student must complete the CPL Application Form and obtain all required signatures.
- The student must submit the required documentation as directed below.
- CLEP and AP scores are submitted to the Registrar. (See score tables below.)
- All other CPL materials are submitted to the Director of the program for which prior learning credit is being requested, or to the Vice President of Instruction and Student Services. The Director (or VP) and the appropriate faculty will review the materials to determine applicability of credit.
- The student must pay any fees assessed.
- The student must adhere to all policies and procedures described by Luna, including the academic residency requirements.
- Students will not receive a traditional letter grade for CPL. CPL will hold the same value as performing satisfactorily in a course.
- If a student has received CPL at another institution, Luna may honor the credit after evaluation, on an individual basis. Additionally, CPL received at Luna may not transfer to another

institution. For this reason, students should be familiar with other institutions' policies if they wish to transfer.

Students should discuss receiving CPL credits with the Financial Aid office and the Veteran's office if they are recipients of these benefits, as the CPL earned may impact their eligibility. Advanced Placement (AP) and/or College-Level Examination Program (CLEP) credit will not be awarded if the student has received college credit for the same course or its equivalent.

CPL Limits are dependent on Program Credit Hours:

If your program-required credit hours for degree/certificate are:	You must earn this number of credit hours at Luna:	And you may earn up to this many credit hours through CPL:
3 – 12	3	0 – 9
13 – 24	6	7 – 18
25 – 36	9	16 – 27
37 – 48	12	25 – 36
49 – 60	15	34 – 45

Credit for Prior Learning Through Advanced Placement Exams

AP EXAM	AP SCORE	LUNA COURSE EQUIVALENT
Art		
Art History	3	History of Art I
	4/5	History of Art I AND History of Art II
Studio Art: 2-D: Design Portfolio	3	Drawing I OR Design I
	4/5	Drawing I OR Design I AND Drawing II
Studio Art: 3-D: Design Portfolio	3	Drawing I OR Design I
	4/5	Drawing I OR Design I AND Drawing II
Studio Art: Drawing Portfolio	3/4/5	Drawing I OR Design I
Biology (Lab credit given only if AP course had a lab)		
Biology	3	Bio for Health Sciences OR Natural History of Life OR General Biology
Biology	4/5	Cellular and Molecular Biology
Chemistry (Lab credit given only if AP course had a lab)		
Chemistry	3	Chemistry in Our Community
Chemistry	4	Gen Chem I for STEM Majors
Chemistry	5	Gen Chem I for STEM Majors AND Gen Chem II for STEM Majors
Computer Science		
Computer Science A	3	Computer Science I
	4/5	Object Oriented Programming
Computer Science Principles	3/4/5	Algorithms and Data Structures
Economics		
Macroeconomics	3/4/5	Macroeconomics
Microeconomics	3/4/5	Microeconomics

AP EXAM	AP SCORE	LUNA COURSE EQUIVALENT
English		
English Language and Composition	3/4/5	Comp I
English Literature and Composition	3/4/5	Intro to Literature
Environmental Science		
Environmental Science	3/4/5	Environmental Science OR Forestry
Geography		
Human Geography	3/4/5	People and Places
History		
European History	3	Western Civilization I
	4/5	Western Civ I AND Western Civ II
United States History	3	US History I
	4/5	US History AND Us History II
World History	3	World History I
	4/5	World History I AND World History II

Credit for Prior Learning Through College- Level Examination Program

CLEP SUBJECT EXAM	MINIMUM CLEP SCORE	LUNA COURSES AND CREDITS GRANTED
Accounting - Financial	55	ACCT 2110 Principles of Accounting I
American Government	55	POLS 1120 American National Government
Biology	55	BIOL 1110 General Biology
Calculus	60	MATH 1510 Calculus I
Chemistry	55	CHEM 1120 Introduction to Chemistry
College Algebra	55	MATH 1220 College Algebra
English Composition with Essay	55	ENGL 1110 Composition I
English Composition with Essay	65	ENGL 1120 Composition II
CLEP SUBJECT EXAM	**MINIMUM CLEP SCORE**	**LUNA COURSES AND CREDITS GRANTED**
Freshman College Comp. with Essay	55	ENGL 1110 Composition I
Human Growth and Development	65	PSYC 2120 Developmental Psychology
Information Sys & Computer Applications	55	BCIS 1110 Fundamentals of Information Literacy and Sys.
Macroeconomics – Principles of	55	ECON 2110 Macroeconomic Principles
Management – Principles of	55	MGMT 2110 Principles of Management
Marketing – Principles of	55	MKTGG 2110 Principles of Marketing

Microeconomics – Principles of	55	ECON 2120 Microeconomic Principles
Pre-Calculus	60	MATH 1230 Trigonometry
Psychology – Introductory	55	PSYC 1110 Introduction to Psychology
Spanish Language – Level I	55	SPAN 1110 Spanish I
Sociology – Introductory	55	SOCI 1110 Introduction to Sociology
U.S. History I	55	HIST 1110 United States History I
U.S. History II	55	HIST 1120 United States History II
Western Civilization I	55	HIST 1150 Western Civilization I
Western Civilization II	55	HIST 1160 Western Civilization II

NON-CREDIT ENROLLMENT

Students enrolling in non-credit courses should contact the Program Administrator for the program in which they are interested or call the Luna Community College main number 505-454-2500 and ask for that Program.

Students enrolling in Community Education should contact the Rough Rider Community Manager, the Office Manager for the Satellite campus where they want to enroll in Community Education or call the Luna Community College main number 505-454-2500 and ask for the Rough Rider Community Manager.

STUDENT INFORMATION

The Registrar's Office maintains all student information, including personal information and academic information. Access to Student information is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380, 513) and its amendments. FERPA allows students to control outside access to their education records, including requests for information by a parent, spouse, guardian or other designee.

Information that can be released without student permission to persons outside of the college is limited by federal regulations to information designated as "Directory Information."

State and federal statutes, accrediting agencies, and other authorities require that the following information be made available to students, employees and the public.

- Equal Opportunity Policy and Grievances
- Privacy of Student Records
- Campus Crime and Sexual Harassment
- Attendance, Costs, and Refund Policies
- Graduation Requirements
- Americans with Disabilities Plan
- Substance Abuse Policy

At its discretion, Luna may provide "directory information" in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be

considered harmful or an invasion of privacy if disclosed at the discretion of the college. Luna has defined the following as public directory information:

- Name, address and telephone number
- Level (such as freshman or sophomore)
- Major field of study
- Degrees/Certificates conferred and date or anticipated date of graduation
- Awards and honors received (including academic honors list)
- Individually identifiable photographs and electronic images
- Past and present participation in officially recognized sports and activities
- Weight and height of members of athletic teams

Students may withhold disclosure of public directory information under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Students must notify the Registrar's Office in writing within two weeks after the first day of class of each term. Notification is made by submission of the Confidential File Request form. Directory Information Non-Disclosure forms are available at the Registrar's Office. Forms received by the Registrar's Office within the first two weeks after the beginning of a term will be honored for that term. The college will honor requests for non-disclosure for the time indicated on the request by the student. Authorization to withhold directory information must be filed with the Registrar's Office, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico, 87701 and must include a copy of the student's photo ID.

A non-disclosure block on a student's record applies to all elements of directory information. Luna does not apply a non-disclosure block to individual directory information items. Once a request is filed with the Registrar, Luna assumes no liability as a result of honoring a student's request for non-disclosure nor does it assume the responsibility to contact the student for subsequent permission to release information. Therefore, a student must consider very carefully the consequences of a decision to withhold the disclosure of public directory information.

Students, at their discretion, may grant Luna permission to release specific education records to a third party by submitting a completed Student Release of Information form to the Registrar's Office. Forms are available at the Registrar's Office and online at Luna.edu. The specified information will be made available only if requested by the student or authorized third party. The authorized party must provide identification at each contact, inform the Registrar's Office that the authorizing paperwork is on file, and provide the Registrar's Office sufficient time to access and review the authorizing paperwork. Luna reserves the right to deny access if there is any doubt as to the authenticity of the person requesting access.

Authorization does not permit the listed party to make changes to education records, nor does it allow the party to sign documents or act on the student's behalf. Luna reserves the right not to release certain aspects of student records. Release of student records applies to all Luna students, regardless of age.

Parents lose the right to view their child's records when their child turns 18 or begins attending any post-secondary institution, whichever occurs first. Agencies and others who may have access to student records include but are not limited to:

- College administration, staff and faculty performing their job responsibilities related to disciplinary matters, academic matters and educational programs
- A person employed by or under contract to Luna Community College to perform a special task such as an attorney or auditor

- Certain officials of the U.S. Department of Education, the Comptroller General, and federal, state and local educational authorities in connection with state or federally supported education programs
- In connection with a student's request for or receipt of VA benefits or financial assistance as necessary to determine eligibility or to enforce the terms and conditions of the assistance
- Appropriate parties in a health or safety emergency
- Accrediting organizations to carry out their functions
- Scholarship and other financial aid organizations supporting the student
- Federal, state, and local officials who by law must receive information from the college
- Any party designated by judicial order or subpoena, provided that the college notifies the student of the subpoena
- Any person with the written consent of the student

Student Personal Information

Social Security Number

Under the federal 1997 Tax Relief Act, Luna is required to obtain the social security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under the Family Educational Rights and Privacy Act (FERPA) and covered under Luna's Access to Student Academic Records Policy. It is, therefore, strongly encouraged that students disclose their social security number to the college during the Admissions process for the purposes stated above.

Change of Address/Phone Number

Students are expected to keep the college informed of their current mailing/permanent addresses and phone numbers. Changes may be submitted online via the student Pathways account. Change of Student Information forms are available at all Luna campuses and online. Students may also request an address or phone number change on a registration card. Changes submitted or requested by telephone will not be accepted.

Change of Name

Students needing to process a change of name for their academic records must provide appropriate documentation, listed below, to the Registrar's Office. Changes can be submitted via email with all the below documents to registrar@Luna.edu. No other type of documentation will be accepted.

Appropriate documentation includes the following:

- Change of Student Information form
- A driver's license, a state issued identification card or a passport reflecting the new name or
- A social security card reflecting the new name and
- Court order showing the name change

Deceased Students

In the event that notice is received that a Luna student or former student has passed away, the following notification procedures are in place to ensure that all appropriate Luna departments and

designated officials have been contacted. These procedures are established to provide consistent, effective and caring responses when a student passes.

Upon a student's death, education records are not protected under FERPA. Luna Community College (Luna) maintains full discretion to decide whether, and under what conditions, education records of deceased students should be disclosed.

In general, education records are not released. However, under the following circumstances, they may be released.

- A valid subpoena requesting such records is received by the Registrar's Office.
- Written authorization from the executor of the deceased student's estate or from next of kin is received by the Registrar's Office. Such individual(s) would need to provide proof of the student's death (i.e. death certificate or obituary notice).

STUDENT ACADEMIC INFORMATION

The Registrar's Office maintains permanent records for each student who attends the college. The Registrar's Office strictly enforces the confidentiality of student records and maintains such records in accordance with the FERPA Act of 1974.

Student Access to Academic Records

All current and former students have access to their educational records. A student may examine any and all documents in his/her cumulative record upon request and under the supervision of the Registrar. The Registrar's Office will respond within 45 calendar days to formal requests for viewing of records. In response to such requests, records will be made available during normal hours of operation. The request form can be found online at Luna.edu or by contacting the Registrar's Office.

Challenge Content of the Student Academic Record

Students have the right to challenge the content of their student records if they believe the information is misleading, inaccurate or in violation of privacy or other rights. Disputes over the contents of the record will be handled through informal meetings or discussions between the student and the Registrar. If the dispute is not resolved, the student has the right to file a petition with the Office of the Vice President of Instruction and Student Services. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Luna to comply with the requirements of FERPA.

Transcripts

A permanent academic transcript is included as part of a student's permanent record. Students may authorize Luna to provide confidential copies of an academic transcript to the student's designated recipient. The official academic transcript issued by the Registrar's Office is the official document certifying a student's completion of a program.

Upon written request by the student, the Registrar's Office will issue an official or unofficial academic transcript to the agency, school, or person designated by the student. A copy of the student's photo ID and the student's signature is required when ordering a transcript in person or by mail.

Transcript Request forms are available at the Registrar's Office and online at http://www.Luna.edu. Students may also request a transcript by sending a letter to the Luna Registrar's Office, 366 Luna Drive, Las Vegas, NM 87701. Students should include their name (and

other names that may appear on records), SSN or student ID number, date of birth, approximate semester last attended, complete address for the recipient of the transcript, and the student's current address.

A fee is charged for each transcript. The Registrar's Office does not take payment. All payment arrangements are made through the Pathways site or the Luna Fiscal Office.

Transcripts may be picked up at the Registrar's Office by the person designated on the transcript request. The person designated to pick up a transcript must have a photo ID in order to receive the transcript. Transcripts designated for pickup will be held for 30 calendar days, after which the transcripts will be destroyed and fees forfeited.

Unofficial transcripts in printable format are accessible online through Luna's Pathways website. Unofficial Pathways transcripts do not reflect any certificate or degree earned by the student. Archived coursework prior to Summer 1997 may not appear on unofficial Pathways transcripts. Students may logon to Pathways at https://pathways.Luna.edu using their student username and password and clicking on the My Grades tab. Computer labs are available at the main campus and at the Luna sites in Mora, Santa Rosa and Springer for students who do not have computer and/or Internet access.

Attending College

ACADEMIC STANDARDS AND PROCEDURES

EDUCATIONAL SUPPORT SERVICES

Tutoring

Tutoring services are available in most academic areas. Any registered student is eligible for free tutorial program services. A tutor schedule is prepared and printed every semester and posted throughout the campus and e-mailed to all students. Tutoring services for Luna students are offered through the Academic Center for Excellence (ACE) Lab.

Success Strategies

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

Early Alert is an intervention process initiated at 4 and 12 weeks whereby students who are performing below average and/or have excessive class absences are referred by their instructors to the Student Success Center for follow-up. A mid-term early alert referral will be initiated for those students who are performing below average (grades of "D", "F", or "U") when and only if mid-term grades are posted. Student Success Center staff will also follow-up with a phone call in an attempt to help the student work on a plan for successful completion. However, it is the sole responsibility of the student to ensure all demographic information is correct and updated in Luna's student information system. Students can update demographics at the Registrar's Office.

Learning Resource Center/Library

Email the Luna Community College Library at lrc@luna.edu

Or call

- the Luna Community College main number 505-454-2500 and ask for the Library.

The Learning Resource Center's online resources are available to students 24/7 from any device with internet access. Full electronic books, full text journal articles, newspapers, art images, and educational streaming videos are all available. The physical collection is composed of over 30,000 items, including books, paper periodicals, DVDs and music CDs. The Learning Resource Center staff will consider all student and employee suggestions for purchase.

Librarians are available for research assistance. The Library subscribes to newspapers, including the Santa Fe New Mexican, the Albuquerque Journal, and the Taos News. In addition, the Library subscribes to many popular magazines such as Bloomberg BusinessWeek, Forbes, Time and many, many more.

The Southwest Room contains over one thousand volumes of Native American, Mexican, New Mexican and Southwestern United States materials. Many of the materials are rare or out of print. These materials may be located using the Library's online catalog and are available for use within the Library with the presentation of a student ID or other photo ID.

Any items owned by the Larning Resource Center may be placed on reserve by faculty members for specific classes. Reserved items will be located at the Circulation Desk, available to be checked out for two hours, and must always remain in the library.

The Library space on the Luna campus is a welcoming, academic space that is filled with natural light and wonderful views. It is conducive to studying, reading, and relaxing between classes. The Library staff welcomes all students and college employees to enjoy the library. Food and drinks are allowed in the library. The Learning Resource Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Library staff are available online Monday through Friday 8:00 a.m.-5:00 p.m. at lrc@Luna.edu

Accessibility Services - Americans with Disabilities Act Policy

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable laws, Luna takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. Services for students with disabilities include academic planning, career planning, counseling, classroom accommodations, adaptive equipment, and liaison services between Luna and community agencies. Requests for such services may be made by contacting the Academic and Career Planning Office. (See above)

Assessment of Student Learning

Assessment of student learning is an ongoing process aimed at understanding and improving student learning. It involves setting outcomes and standards for student learning, then systematically gathering and analyzing evidence to determine how well student performance matches those expectations and standards. The main goals in the assessment of student learning are: 1) to document what learning is taking place and, 2) to use the results of assessment activities to improve student learning.

Grading Standards

Luna uses the following grading system:

Grade Scale	Letter Grade	Description	Quality Points Per Credit Hour
90 – 100	A	Excellent	4
80 – 89	B	Above Average	3

70 – 79	C	Average	2
60 – 69	D	Below Average	1
0-59	F	Failure	0
	W	Withdrawal	0
N/A	S	Satisfactory	0
	U	Unsatisfactory	0
	I	Incomplete	0
	AU	Audit	0

A grade of "D" is accepted in some general education requirements for certificates and associate degrees. This does not apply to prerequisite and proficiency courses. As a part of the common statewide nursing curriculum, the Nursing Department adheres to a different grading scale than that outlined above. Please refer to the Nursing Student Handbook.

AU – Audit: No credit is earned for the course.

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

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

- An "I" will only be granted during the final two weeks of the fall and spring semesters and during the last week of the summer session
- An "I" is not granted in cases in which the student has been absent for a significant portion of the course
- The instructor will set a terminal date for completion of the "I," not to exceed the end of the next long semester
- An "I" not changed by the instructor with the Registrar's Office, will automatically be converted to a failing grade
- When the "I" is converted, the student's permanent record will reflect the grade, its grade points, and an adjusted semester/cumulative grade point average (GPA)
- An "I" grade will be converted to a failing grade if a student re-enrolls in a course in which an active "I" grade is present on their academic transcript

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

NR - Not Received/Reported: Grade not reported to the Registrar's Office by the instructor.

S/U - Satisfactory/Unsatisfactory: S = grade of "C" or better. Used in proficiency ratings in practical settings or clinical areas. "S/U" grading is also used for selected courses. Students receiving an "S" grade may earn credit hours, but it does not compute in the GPA. "U" grades are computed in the GPA.

W – Withdrawal: Regulations for course withdrawal are listed above in the Changes in Enrollment section of this catalog.

WV - Waived Requirement: Used in instances when a program requirement has been waived as a result of specialized training or other documented circumstances. Waiving a course requires approval by the Vice President of Instruction and Student Services and/or the Registrar.

Theory and non-credit laboratory co-requisites will be averaged into one final grade value. Only final grades become part of the student's permanent record.

Change/Challenge of Grade

The instructor of a course has the responsibility for any grade reported for official posting to a student's academic transcript. Once a grade has been reported to the Registrar's Office, the instructor may change it with appropriate justification within three (3) months from the end of the term the grade was issued. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must be documented on a Change of Grade form and be approved by the academic director of the department in which the course was taken and the Vice President of Instruction and Student Services. Once the semester is over, students will not be allowed to submit make-up coursework and have their final grade recalculated. All coursework must have been submitted to the instructor within the term the course was taken.

Students challenging a grade reported to the Registrar's Office must first communicate any concern he/she may have about the grade to the instructor of the class. An instructor agreeing to a student challenge must submit the change of grade to the Registrar's Office within the time frame above. If the issue is not resolved with the instructor, the student may formally appeal a final grade to the Vice President of Instruction and Student Services for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced
- Grade miscalculation
- Errors in the final exam if a change in the final exam grade would cause a change in the course grade
- Inconsistent classroom practices

The appeal must be filed within three (3) months from the end of the term the grade was issued. A student may not appeal disagreements with teaching methodologies, attendance policies, course syllabi requirements or grade weighting methods. Upon receipt of an appeal, the instructor will be contacted to submit a statement concerning the student request. The Vice President of Instruction and Student Services may schedule a hearing with the student, instructor, academic director and registrar to address and bring final resolution to the appeal.

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

Final Examinations

The schedule of final examinations is available each term and is published in the schedule of classes that is available online. The final examination period for each class is a part of the term's instructional time and is to be used as such. The Vice President of Instruction and Student Services must approve, in advance, any changes to the scheduled time or day for a final examination.

Final/Mid-Term Grade Reports and GPA

At the end of each term, students are able to view and print grades online by accessing Luna's Pathways website. Students may log-on to Pathways at https://pathways.luna.edu/ using their

student username and password and clicking on the My Grades tab. Computers are available at all Luna campuses for students who do not have computer and/or Internet access.

The grade report will indicate the semester credit hours attempted, total credit hours earned, and a grade point average. Once grades have been recorded, they cannot be expunged from the student's permanent record. Mid-term grades are also available online, provided the instructor has submitted mid-term grades to the Registrar's Office for recording. Mid-term grades are not issued during the summer session.

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

6 credit hours of "A" = 6 X 4 = 24 quality points
3 credit hours of "B" = 3 X 3 = 9qualitypoints
3 credit hours of "C" = 3 X 2 = 6 quality points
12 credit hours = 39 quality points
39 quality points divided by 12 credit hours = 3.25 grade point average

Repeating Courses

In most cases, students may repeat any course without obtaining special permission. Each course enrollment and its grade will appear on the transcript. The last grade earned will be used to determine fulfillment of graduation requirements and to calculate the adjusted, cumulative grade point average as long as it is the identical course abbreviation and course number. This option is not applicable to directed study courses and when course abbreviations and numbers change as a result of new programs and/or program revisions. Certain forms of financial assistance, including VA benefits, will not provide assistance to students repeating courses that have been completed successfully. Compliance with such regulations is the responsibility of the student.

Academic Appeals

When warranted by special circumstances, students may petition for relief of any academic hardship brought about as a result of an institutional academic regulation or requirement. A student filing an academic petition must clearly specify their request, provide supporting documentation and justification, and fully explain how the requirement or regulation would create a hardship. Student Success Specialists can assist students to begin an academic appeal process.

STUDENT SUPPORT SERVICES

Campus Security

College security officers, the San Miguel County Sheriff's Office, the Mora County Sheriff's Office and the New Mexico State Police provide security and law enforcement. Patrol and dispatch services are provided with access through the emergency telephone number 911, or via a campus phone at ext. 1108 or cell phone at (505) 429-1159.

Intercollegiate Athletics

Luna Community College is a member of the National Junior College Athletic Association (NJCAA). Luna is also part of the NJCAA Region IX Conference and participates in Division I men's

baseball and women's softball. Region IX includes teams from New Mexico, Colorado, Wyoming, and Nebraska. Both programs also compete against other junior college teams from Texas and Arizona.

Luna Strong/Luna Eats

The Luna Strong program assists students, staff and faculty with accessing basic needs. The Luna Strong coordinator provides students and employees with resources for assistance with utility bills and rent, accessing mental health support and accessing food. Food pantries are available in three locations on campus and are open Monday-Friday. Contact the Luna Strong Coordinator for more information at lunastrong@luna.edu

The **Luna Eats** program provides freshly cooked, hot lunches in the cafeteria. Schedules are provided at the start of each term. Providing these hot lunches helps provide healthy meals to the luna community as well as giving everyone time to relax and enjoy a meal together. Updates to the Luna Eats program will be provided via the Luna email system.

Luna Student E-Mail

Every student enrolled in at least one regular course receives a student email account from Luna's IT Services Department. This email account provides students a consistent means of communication. Students are required to use their Luna student email account when corresponding via email with their instructors, Student Success Specialists, Academic Departments and other college offices. The Luna email system is the official form of written communication between students and college faculty and staff.

Preschool

The college offers childcare services for ages 2-5 years through the Luna Early Childhood Education Center Preschool for students, employees, and the community. The preschool is located on the west end of the campus in the Nick Salazar Early Childhood Education Center. Additional information about the preschool is available at the site. A parent handbook detailing the preschool is available upon request.

Student Clubs and Organizations

Luna believes that student organizations provide students with the opportunity to obtain valuable experiences and develop skills that enhance their personal and professional lives. Students who are part of a Luna club or organization can gain valuable skills and experiences in the areas of leadership, teamwork, communications, work ethic, responsibility, time management, problem solving, and critical thinking.

Student Senate

The purpose of the Student Senate is first and foremost to represent the student body of Luna. Additionally, its purpose includes:

- Encouraging collaboration and communication between students, faculty, staff, administration, board members, and all campus organizations
- Providing a forum for student expression and the exchange of student-faculty views
- Enhancing the quality of student life
- Representing Luna through word and deed, reflecting well upon the college and its students

Student Nurse Association

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

Timely Care

Luna Community College students have FREE, 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform designed for college students. Students do not need insurance to access TimelyCare services. Download the app via the App Store or Google Play or visit timelycare.com/Luna.

As part of Luna Community College's partnership with TimelyCare, students have access to services in TimelyCare, including:

- MedicalNow: On-demand support for common health issues, including cold, flu, and allergies.
- TalkNow: 24/7, on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors.
- Scheduled Medical: Students may choose the day, time, and medical provider that works best
- Scheduled Counseling: Students may choose the day, time, and mental health provider that works best. Includes 6 visits per year
- Health Coaching: Develop healthy lifestyle behaviors, including nutrition, sleep habits, time management, and mindfulness.
- Self-Care Content: Visit the Self-Care tab for 24/7 access to tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.
- Basic Needs Support: Get connected to free or reduced-cost community resources, including food and housing assistance, transit support, childcare, and finances.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Responsibility

Luna Community College students are expected to maintain high ethical standards of conduct at all times. Students should behave in a manner that reflects positively upon themselves and Luna Community College and are responsible for complying with all policies and regulations of the college and the laws of the State of New Mexico. Disruption of classes or other school functions, disregarding the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies and regulations may justify disciplinary action, including administrative withdrawal or suspension.

It is the student's responsibility to become fully acquainted with all published regulations and policies of the college and to comply with all regulations and policies of the college and the departments from which they take courses.

Students are also responsible for understanding and fulfilling all certificate and degree requirements. Student Success Specialists are available to assist students in fulfilling this responsibility.

Academic Appeals

Students are responsible for achieving the academic requirements of the courses and programs they pursue, including course goals and objectives as prescribed by the faculty. Students are also responsible for demonstrating achievement in an honest manner. It is important to students' academic success that they understand what constitutes academic dishonesty.

Plagiarism

is a form of academic dishonesty that includes, but is not limited to

- Representing any work from any other source as one's own, including quotations or identical expressions of material from books, reference works, and encyclopedias
- Offering the ideas, words, sentences, or parts of another person's writings without giving appropriate credit
- Presenting material from World Wide Web without documenting the source
- Submitting a paper purchased from any research or term paper service

Cheating

is another form of academic dishonesty that includes but is not limited to

- Use of materials, notes, information, or study aids not permitted by the instructor during tests, quizzes, or other graded, in-class activities
- Use of electronic equipment, including cell phones, AI, and calculators not authorized by the instructor
- Unauthorized possession of examinations, quizzes, or instructor records
- Obtaining unauthorized information during an examination
- Obtaining completed assignments from other individuals to submit as one's own
- Obtaining an exam not shared by the instructor prior to taking the exam
- Altering of grades on an examination, assignment, or records of an instructor or the college
- Assisting others in cheating

Attendance

Student attendance is expected at all sessions of an enrolled course. Participation in chat sessions and/or posting to a discussion link may be considered attendance for online courses. Each instructor will establish specific attendance requirements for each course and will inform students of those requirements at the beginning of the semester. Any student who violates the established attendance requirements jeopardizes his or her good scholastic standing in the course.

Students making satisfactory progress in their classes will be excused from classes when they are representing Luna during college-sponsored events. Examples include but may not be limited to sponsored student-organization functions, educational field trips, baseball/softball games and conferences. Authorized absences and other valid reasons for missing classes do not relieve the student of making up the work missed or the responsibility for seeing the instructor about making up any missed work.

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

CONDUCT RESPONSIBILITY

Rules of Student and Non-Student conduct at Luna include all rules promulgated by the Luna Board of Trustees or Administrators to whom the Board has delegated authority. Luna prohibits commission of any act which endangers the health or safety of students, personnel, or others for whose safety Luna is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

Conduct Regulations

The following are specific regulations identified by the state, federal government and the college. These regulations should not be considered a complete list of conduct requirements. Regardless of status as a student or not a student, Luna conduct requirements apply to all persons on campus, at a Luna event or in a Luna vehicle.

Criminal Acts

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

Note: As a recipient of federal funds, Luna must remain a drug-free facility according to federal law, regardless of state and local statutes.

Dress Code

Students shall comply with reasonable dress requirements specified for safety, health and or specific program learning outcomes in particular subject areas.

Animals

Animals other than service animals are not permitted on or in any Luna campus, building, facility or vehicle.

Children on Campus

An adult must accompany all children on campus at all times. Faculty may disallow children in the classroom for any reason, including but not limited to safety, classroom environment and personal preference.

Delinquent Acts

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

Disruptive Conduct

Willful conduct which

- Materially and, in fact, disrupts or interferes with the operation or the orderly conduct of any Luna activity, including individual classes.
- Leads a person or persons authorized by Luna to act officially in a matter involving Luna discipline or the maintenance of order
- Disrupts any college operation or activity by use of a cell phone, laptop, or any electronic device.

Fire Drills
All students must participate in periodic fire drills by evacuating all buildings and facilities upon the appropriate signal or direction, moving a safe distance away from all buildings, and promptly returning to the appropriate building or facility when an "all clear" signal is given.

Harassment
Harassment of any kind is not acceptable at any Luna campus, any Luna activity or in any Luna vehicle.

Posting of Signs
Posting of signs or other materials must receive approval for posting from the Luna President's Office. Approved postings may be posted on bulletin boards only. Posting signs on walls, doors or permanent structures (buildings) is prohibited.

Refusal To Identify Self
Willful refusal, upon request from Luna personnel known or identified as such to the person, to identify oneself accurately.

Refusal To Cooperate With Luna Personnel
Willful refusal to obey the lawful instructions or orders of Luna personnel whose responsibilities include supervision of students. This offense includes, but is not limited to

- Refusing a directive to cease any conduct which a supervisory person in charge of a class or other school activity has clearly identified to the student as a hindrance to that activity
- Refusing a directive to cease disruptive conduct
- Refusing or failing to leave a school facility or school-sponsored activity after being directed to do so by Luna personnel
- Refusing or failing to abide by restrictions on student privileges or other lawful conditions imposed by Luna personnel as disciplinary measures.

Smoking
The New Mexico Clean Indoor Act, (Section 24-16-1 through 24-16-11 NMSA 1978), prohibits the smoking of cigarettes, e-cigarettes, cigars, pipes or other smoking materials in any public building, facility, bus, or vehicle of Luna.

Solicitation and Sales
Solicitation or sales by non-Luna groups are not allowed on campus without the written permission of the Luna president. Students or student organizations wishing to engage in fund-raising projects on or off campus must receive approval from their respective club sponsors.

Substance Abuse
Luna Community College is a drug-free campus. Drug and alcohol use or abuse on campus poses a serious threat to the health and welfare of employees, students, and the general public and is prohibited.

Traffic and Parking
Students must obey all applicable state, municipal and county statutes and ordinances concerning motor vehicles. In addition, they must obey all posted speed limits, road markings, parking

restrictions and traffic signs at Luna. Luna is not responsible for theft, damage or loss to vehicles or the contents thereof.

Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with violation of a law since this constitutes a violation of Luna's Conduct Regulations, even if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Culpability is not diminished for acts committed in ignorance of these Conduct Regulations and/or acts committed under the influence of alcohol, illegal drugs, or improper use of controlled substances. Proceedings under Luna's Conduct Regulations may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the Luna will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of proceedings before a judicial body as a result of violation of Luna's Conduct Regulations; however, Luna may advise off-campus authorities of the existence of the Conduct Regulations and how such matters will be handled internally within the Luna community. Luna will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Disciplinary Proceedings

The procedures in this section apply only to disciplinary violations relating to the Conduct Regulations. They do not apply to disposition of academic questions. Luna has provisions for immediate removal under emergency conditions, provisions for Temporary Suspension, Long-term Suspension and Expulsion.

Charges And Hearings

Any member of the Luna community may file charges against any student for misconduct. Charges must be prepared in writing, along with recommended sanctions using the information in this catalog and submitted to the Office of Academic and Career Planning. Any charge must be submitted as soon as possible after the event takes place, preferably within five (5) working days.

The Office of Academic and Career Planning may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Office of Academic and Career Planning and the Vice President of Instruction and Student Services. Such a disposition will be final. There will be no subsequent proceedings and agreed upon sanctions will be immediately imposed.

If the charges cannot be disposed of by mutual consent, the Vice-President of Instruction and Student Services may later serve in the same matter as the judicial body or a member thereof.

All charges must be presented to the accused student in written form, with sanctions as identified in the Luna catalog. A time will be set for a hearing, not less than five (5) or more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice-President of Instruction and Student Services.

Hearings will be conducted by a committee of at least three people, usually in private and according to the following guidelines:

- Admission of any person to the hearing shall be at the discretion of the committee and/or the Vice-President of Instruction and Student Services.
- The committee shall choose a chairperson, and all proceedings may be recorded in written form and retained in the office of the Vice-President of Instruction and Student Services.
- In hearings involving more than one accused student, the chairperson of the committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a committee.
- The complainant, the accused and the committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the committee. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a committee at the discretion of the chairperson. All procedural questions are subject to the final decision of the chairperson of the committee.
- After the hearing, the committee will determine by majority vote whether the student has violated each section of the Conduct Regulations with which the student is charged.
- The committee's determination will be made on the basis of whether it is more likely than not that the accused student violated any Conduct Regulation.
- If the student is found to be in violation, the committee will recommend sanctions that may or may not be those recommended by the individual bringing the charges.
- The Vice-President of Instruction and Student Services will have the authority to impose the sanctions recommended by the committee or to modify them.
- A single summary record of the incident and its resolution will be retained as property of the college.
- Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Conduct Regulations solely because the student failed to appear before a committee. In all cases, the evidence in support of the charges must be presented and considered.

Sanctions

The sanctions listed below may be imposed on any student found to have violated the Conduct Regulations. As applicable, sanctions may also be applied to groups. Failure of a student or group to complete or comply with an imposed sanction will result in a hold being placed on student grades, or the imposition of higher-level sanctions. Listed below are the most common sanctions. However, other sanctions may be imposed at the discretion of the Vice President of Instruction and Student Services, and more than one of the sanctions may be imposed for any single violation.

Other than expulsion, disciplinary sanctions are not a part of student permanent academic records. They are, however, a part of student confidential records. Upon graduation, student confidential records may be expunged of disciplinary actions other than expulsion.

- Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation: A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- Loss of Privileges: Denial of specified privileges for a designated period.

- Attendance at educational/counseling sessions related to the reason for disciplinary action, i.e. alcohol/drug abuse resistance education, anger management training, etc., at the offender's own cost.
- Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments. Such assignments must have the prior approval of the Vice-President of Instruction and Student Services.
- College Suspension: Separation of the student from the College for a defined period, after which the student is eligible to return. Conditions for readmission may be specified.
- Restriction Order: Limitation placed on the student's visitation privileges for certain areas on campus. This may be placed in conjunction with the State Police Department's assistance.
- College Expulsion: Permanent separation of the student from the College.

Interim Suspension

At the discretion of the Vice President of Instruction and Student Services or designee, an Interim Suspension may be imposed prior to the hearing before a committee. During the interim suspension, the suspended student(s) will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student(s) might otherwise be eligible, as the Vice President of Instruction and Student Services may determine to be appropriate.

Interim suspension may only be imposed for the following circumstances.

- To ensure the safety and well-being of members of the College community or preservation of college property.
- To ensure the student's own physical or emotional safety and well-being.
- If the student poses a definite threat of disruption of or interference with the normal operations of the College.

Appeals

A decision reached by a Hearing committee or a sanction imposed by the Vice President of Instruction and Student Services may be appealed in accordance with the Student Grievance procedures. A copy of this process may be obtained from the office of Academic and Career Planning.

No Sanctuary Rule

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

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

GRIEVANCES

A student grievance is a complaint regarding a school matter, problem or condition alleging that there has been a violation, misinterpretation or inequitable application of Luna regulations, policies or practices. Since Luna regulations include compliance with state and federal law, a grievance may also address an issue related to state or federal law. In the event that the conflict is considered criminal in nature (misdemeanor or felony), an incident report will be filed by Luna Security and reported to the local law enforcement agency of the campus on which the alleged event occurred. If the incident involves a sexual harassment complaint involving a student and a Luna employee, the incident must be reported to the Human Resources (HR) Director.

Grievance Process

Any student may initiate a grievance action within fifteen (15) days of the occurrence of the event giving rise to the complaint or within fifteen (15) days of when the student learns of or should have known of the occurrence of the event giving rise to the complaint. All steps of the Grievance Process should be documented, using the Grievance form obtained and filed through the Office of Academic and Career Planning.

Grievance Process – Step 1

A student must attempt to informally resolve the complaint at its source of origin, i.e., with the concerned person. The date this takes place will be documented by the grieving party on a Grievance form.

Grievance Process – Step 2

If a student is unable to resolve the complaint at its source of origin, the student has five (5) calendar days to attempt to formally resolve the complaint at the departmental level, by submitting a written grievance with the Director of the relevant department or the Academic Director of the relevant department. The Director must render a written decision with all related supportive documentation within five (5) calendar days thereafter.

Grievance Process – Step 3

If the student is unable to resolve the complaint at the departmental level, the student must submit a written grievance to the Office of Academic and Career Planning within (5) calendar days. The Office of Academic and Career Planning will attempt to resolve the complaint within five (5) calendar days thereafter. Students may request a meeting be scheduled so both parties can meet in the presence of a member of the Academic and Career Planning staff who will serve primarily as a mediator. A written decision or recommendation will be submitted to the appropriate vice president with all related supportive documentation.

Grievance Process – Step 4

If the student is aggrieved by the decision or recommendation of the Office of Academic and Career Planning, the student must submit a written statement setting forth the grounds upon which the student disagrees with the decision or recommendation of the Office of Academic and Career Planning. This written statement must be submitted to the appropriate vice president within five (5) working days after receipt of the decision or recommendation. The appropriate vice president will review the matter and, within five (5) days of submission of the grievance to the VP's office, allow the student to present his or her complaint in person and include witnesses of the student's choosing at an informal meeting to be held at a time and place on the Luna campus as determined by the vice president. The vice president shall give ample notice of such meeting to all persons

necessarily concerned. The vice president shall render a written decision within five (5) calendar days thereafter with all related supportive documentation.

Grievance Process – Step 5

If the student is aggrieved by the decision of the vice president, the student must submit a written statement within five (5) calendar days setting forth the grounds upon which the student disagrees with the decision of the vice president with the Office of the President. The president, or his designee, shall review the matter, including all documentation submitted by all persons necessarily concerned, and shall render a decision within ten (10) calendar days after receipt of the complaint. The President's decision is final, cannot be appealed, and the issue will be considered resolved.

What can a student do if still not satisfied?

Student complaint process for non-distance education students:

The New Mexico Higher Education Department (NMHED) has authority to help facilitate resolution to student complaints, only after the student has utilized all internal complaint procedures at the educational institution. Please visit https://hed.nm.gov/students-parents/student-complaints for more information about NMHED's Student Complaint Process for non-distance education students. Complaints regarding grades and student conduct violations shall not be reviewed by NMHED.

Student complaint process for distance education students:

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is an agreement among member states, districts and territories that sets national standards for interstate offering of post-secondary distance education courses and programs. Luna Community College is a NC-SARA approved institution, and the New Mexico Higher Education Department (NMHED) is the NC-SARA Portal Entity for New Mexico. Distance Education students attending Luna Community College who would like to resolve a grievance should follow Luna Community College's established Student Complaint Process. However, if an issue cannot be resolved internally, students may file a NC-SARA complaint with the New Mexico Higher Education Department. Complaints regarding grades and student conduct violations shall not be reviewed by NMHED. Please visit https://hed.nm.gov/students-parents/nc-sara for more information.

Graduating From College

A student's conferred certificate or degree will be officially recorded on the student's academic transcript at the end of the term during which all graduation requirements are completed and submitted to the Registrar's Office. Students who graduate in a term in which there is no graduation ceremony may participate in the next scheduled commencement ceremony.

GRADUATION REQUIREMENTS

Students must complete all certificate or degree requirements in order to graduate. Students may graduate using the certificate and/or degree requirements from the catalog in effect the year in which they graduate. Students may also use the requirements from the catalog in effect the year they entered Luna or the year they declared their major at Luna, provided that catalog was not issued prior to 2012.

To be eligible to receive a certificate or degree from Luna, students must meet the following requirements as well as those listed under the specific program for which they will earn the credential.

- Complete all the coursework identified for the degree or certificate to be earned.
- Maintain an overall cumulative GPA of 2.0 or higher.
- Have no grade below a "C" for concentration/certificate requirements.
- Transfer courses in which the student earned a "C" or better may be used toward graduation requirements.
- All debts to the college must be paid in full before graduation.
- All students must meet with the Registrar and submit an Application for Degree (for each certificate or degree).
- Transfer Credits may be used toward graduation requirements as recommended by the academic requirements (excluding general education core courses) must equal 2.0 or higher from an accredited institution. Fifteen (15) credit hours required in the major and counted toward an associate degree (not including general education courses) shall be earned at LCC. Nine (9) credit hours required in the major and counted toward a certificate shall be earned at LCC.

ACADEMIC HONORS AT GRADUATION

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

- summa cum laude - earned cumulative GPA of 3.860-4.000
- magna cum laude - earned cumulative GPA of 3.700-3.859
- cum laude - earned cumulative GPA of 3.500-3.699

COMMENCEMENT CEREMONY

Luna holds one commencement ceremony each year at the end of the Spring semester. Students who complete their program of study during the most recent spring, fall or summer semesters are eligible to participate. Detailed information regarding the ceremony is posted online at www.Luna.edu each year. Graduating students must submit their intent to participate in the ceremony to the Registrar's Office.

POSTING OF CERTIFICATE/DEGREE

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

Learning Opportunities

FOR-CREDIT PROGRAMS

For-credit degrees and certificates require program-specific courses that provide the student with a concentration in a particular discipline. Degrees also require general education courses. Some program-specific courses also serve as general education courses. As a result, some certificates include general education courses. Course listings and other details for specific programs can be found in the Areas of For-Credit Study section of this catalog.

General Education

Each degree program at Luna contains an integrated core of general education requirements. This core ensures that Luna graduates possess the expected literacy and general knowledge to function well in the workforce, to pursue further education and to participate in the cultural and political life of the local community and the larger society.

New Mexico's General Education Core Curriculum

The defining characteristic of a New Mexico general education core course is its focus on essential skills. Three essential skills are associated with each of six content areas, as shown in the table below. For more information regarding the NM HED General Education curriculum, visit the HED website at https://hed.nm.gov/resources-for-schools/public_schools/general-education

General Education Content Areas	**Skills Associated with the Content Areas**					**# of Hours Required for Degree Completion**	
	Communication	**Critical Thinking**	**Information & Digital Literacy**	**Quantitative Reasoning**	**Personal & Social Responsibility**	**Not-Applied Associate Degree**	**Associate of Applied Science Degree**
Communications	X	X	X			6	Specific to Each Applied Science Degree
Mathematics	X	X		X		3	
Science		X		X	X	4	
Social & Behavioral Sciences	X	X			X	3	
Humanities		X	X		X	3	
Creative and Fine Arts	X	X			X	3	
Flex Content to be Determined by the Institution &/or Program						9	3
Total Core Course Credit Hours Required for Degree Completion						22	15

Luna's General Education Core Curriculum

General Education Core Curriculum for Luna Community College Associate Degrees				
# of Semester Credit Hours required for each degree from each content area is listed in parentheses under that degree.	Credit Hours	Associate of Arts	Associate of Science	Associate of Applied Science
Area I - Communication		(9)	(9)	(3)

ENGL	1110	Composition I	3	R	R	R
ENGL	1120	Composition II	3	R	R	N
COMM	1130	Public Speaking	3	O	O	O
COMM	2120	Interpersonal Communication	3	O	O	O
Area II - Mathematics				(3)	(3)	(3-5)
MATH	1350	Statistics	3	O	O	O
MATH	1220	College Algebra	4	O	O	O
Area III – Laboratory Science				(4)	(4)	(4)
BIOL	1110	General Biology	4	O	O	O
BIOL	1140	Biology for Health Sciences	4	O	O	O
BIOL	2110	Princ. of Biol. Cell & Molec. Biol.	4	O	O	O
BIOL	2310	Microbiology	4	O	O	O
BIOL	2210	Human Anatomy & Physiology I	4	O	O	O
BIOL	2225	Human Anatomy & Physiology II	4	O	O	O
CHEM	1120	Introduction to Chemistry	4	O	O	O
CHEM	1215	General Chemistry I	4	O	O	O
CHEM	1226	General Chemistry II	4	O	O	O
ENVS	1110	Environmental Science	4	O	O	O
GEOL	1110	Physical Geology	4	O	O	O
GEOL	2110	Historical Geology	4	O	O	O
PHYS	1115	Survey of Physics	4	O	O	O
PHYS	1230	Algebra-based Physics I	4	O	O	O
PHYS	1240	Algebra-based Physics II	4	O	O	O
PHYS	1310	Calculus- based Physics I	4	O	O	O
PHYS	1320	Calculus-based Physics II	4	O	O	O
Area IV – Social and Behavioral Sciences				(3)	(3)	(3)
ANTH	1115	Introduction to Anthropology	3	O	O	O
ANTH	1141	Cultures of the World	3	O	O	O
ECON	2110	Macroeconomics Principles	3	O	O	O
ECON	2120	Microeconomics Principles	3	O	O	O
POLS	1120	American National Government	3	O	O	O
POLS	2160	State and Local Government	3	O	O	O
PSYC	1110	Introduction to Psychology	3	O	O	O
PSYC	2120	Developmental Psychology	3	O	O	O
SOCI	1110	Introduction to Sociology	3	O	O	O
Area V – Humanities (AA & AS) / Flex (AAS)				(3)	(3)	(3)
ENGL	2610	American Literature I	3	O	O	O

ENGL	2310	Introduction to Creative Writing	3	O	O	O
ENGL	2380	Introduction to Short Fiction	3	O	O	O
ENGL	2620	American Literature II	3	O	O	O
HIST	1150	Western Civilization I	3	O	O	O
HIST	1160	Western Civilization II	3	O	O	O
HIST	1110	United States History I	3	O	O	O
HIST	1120	United States History II	3	O	O	O
HIST	2110	Survey of History of New Mexico	3	O	O	O
PHIL	1110	Introduction to Philosophy	3	O	O	O
RELG	2115	World Religions	3	O	O	O
SPAN	1110	Spanish I	3	O	O	O
BCIS	1110	Intro to Information Systems	3	N	N	O
MATH	1215	Intermediate Algebra*	4	N	N	O
Area VI - Creative and Fine Arts				(3)	(3)	(3)
ARTS	1610	Drawing I	3	O	O	O
ARTH	1120	Introduction to Art	3	O	O	O
ARTH	2110	History of Art I	3	O	O	O
MUSC	1130	Music Appreciation: West. Music	3	O	O	O
THEA	1220	Beginning Acting	3	O	O	O

Key to Core Curriculum Chart Above

R=Required for fulfilling general education requirements

O=Option for fulfilling general education requirements

(Some programs require specific courses from option lists. See Areas of For-Credit Study for program details.)

N=Not an option for fulfilling general education requirements

*May not count for general education core at another institution

DIRECTED STUDY COURSES

Directed study courses are offered to students who need an unscheduled course in order to maintain progress towards completion. A student who registers for and completes a directed study course will meet the same objectives as the regularly offered course. The title of the directed study course will be noted on the student's academic transcript and the course will be taught and supervised by an appropriate faculty member.

A faculty member must first grant a student permission to enroll in directed study, followed by approval from the Academic Director and the Vice President of Instruction and Student Services via a Directed Study Course Registration form. The form will be filed with the student's records in the Registrar's Office. Directed study courses are offered as variable credit depending on the title and credit hour value of the course.

The following requirements apply to Directed Study courses.

- A student must have a minimum GPA of 2.5 in his/her study concentration area.

- The faculty member supervising the student must schedule at least two weekly meetings with each student engaged in a Directed Study course.
- A final grade assigned to the student must be prepared by the faculty member supervising the student and must be submitted to the Registrar's Office at the end of the term.
- No more than four (4) credit hours of directed study may be taken per term unless approved by the Vice President of Instruction and Student Services.
- No more than three (3) directed study courses may be used and applied towards a student's program of study unless approved by the Vice President of Instruction and Student Services.

DISTANCE EDUCATION

Luna offers courses via distance education. These courses are delivered over the internet using a Learning Management System (LMS) (Blackboard). Students need access to a computer with Internet service and the appropriate browser version in order to access the course(s). There are four different types of distance learning modalities used at Luna. Face-to-face (web enhanced), synchronous, asynchronous and hybrid.

Face-to-face (web enhanced): A web enhanced face-to-face course is a traditional face-to-face course that meets at the scheduled days and times in a physical location (classroom). The course is then enhanced by faculty using the Learning Management System (Blackboard). The faculty supplements the face-to-face course instruction with digital content, videos, recordings, and additional resources put into Blackboard.

Synchronous "E" courses: A synchronous "E" course is a fully online course that is transmitted "live" over the Internet at the scheduled days and times. All course content delivery and learning are done online. This is done using the LMS (Blackboard) and a virtual classroom (i.e. Class, Zoom, etc.).

Asynchronous "E" courses: An asynchronous "E" course has all the content delivered online with no scheduled synchronized ("live") lectures. All content delivery and learning are done asynchronously without the students and faculty needing to meet at the same time. Faculty use web-based tools to deliver content and provide learning activities and feedback. Note: Although asynchronous courses tend to allow students to participate on a more "self-paced" schedule than face-to-face or synchronous courses, asynchronous courses still have deadlines and due dates for course assignments, reports, tests etc.

Hybrid "H" courses: A hybrid "H" course blends a face-to-face course and a synchronous course together. The faculty will teach the course at a physical location with some students attending live while others attend from remote locations in a live and real-time online format. Students attending remotely participate by using the LMS (Blackboard) and a virtual classroom (i.e. Class, Zoom, etc.). This modality allows students that cannot physically attend all or some classes the ability to complete the course virtually.

Regardless of modality, all courses have a distance education presence via the LMS (Blackboard). At the very minimum, students can view their course syllabus and complete the course evaluation form online. The course syllabus describes the delivery mode used, content details, expectations for attendance along with institutional and department requirements.

The Associate of Applied Science degree in Business Administration and the Associate of Applied Science degree in Computer Science are both fully online programs.

Guidelines for Distance Learning Examinations

When examinations are employed, Luna will ensure firm student identification. If proctoring is used, it is the responsibility of the student to identify an appropriate proctor and confirm arrangements regarding the scheduling and administration of the exam directly with the proctor. The following proctor information must be provided 2-3 weeks before the proctored exam:

- Name
- Title
- Company/Agency/Educational Institution
- Address
- Phone Number
- E-mail Address

A copy of the Academic Integrity Policy will be included with the testing materials sent to the proctor. , a. Both the student and the proctor must review, sign, and return the policy with the examination and a copy of the student's photo ID. Any violation of this procedure is subject to disciplinary action on the part of the college.

An acceptable proctor is someone with no conflict of interest in upholding Luna's Academic Integrity Policy. Relatives, friends, spouses, neighbors, and co-workers are not acceptable proctors. A student's proctor candidate may be one of the following:

- An employee at an educational administrator's office or community college library, university, or high school
- A librarian at a public library
- An employee at a learning center
- An officer of higher rank than the student, if in the military
- An employee at a college, university, or private testing center (in this case, the testing center director should be listed as the student's proctor)
- A direct supervisor at the place of employment, providing the setting is suitable for academic testing

Through constant assessment and evaluation, Luna attempts to assure that the educational programs remain current, viable, and effective. Student achievement, employment, and professional licensing are also dependent on factors outside the programs such as individual initiative, governmental or institutional regulations, and market conditions. Therefore, Luna provides no guarantee that following a particular course or curriculum will result in specific achievement, employment, admission to other programs, or professional licensing.

PROGRAMS NOT INTENDED FOR-CREDIT

Luna offers a variety of learning opportunities designed for enrichment rather than credit towards specific academic degrees or certificates. Some of these opportunities, like the CDL Program, result in industry certification towards a specific workforce skill. Others, like the Rough Rider Community courses, provide community members with the opportunity to pursue special interests.

College and Career Readiness Institute

The College and Career Readiness Institute (CCRI) at Luna Community College prepares adult learners aged 16 and older to earn their high school equivalency (HSE) credentials, enter higher education, or to enter the workforce. All residents of New Mexico are welcome to access these services.

Prospective CCRI students will complete a program intake form, an assessment of their academic skills, and meet with an academic coach to author a program of learning aligned with their educational and/or career goals. The CCRI maintains a managed enrollment system for prospective students. Starting in August, the program offers a series of eight-week learning sessions twice in the fall and twice in the spring. HSE preparation courses and other in-person classes are at the main Las Vegas Campus and in Raton. Virtual and hybrid learning supported by an academic coach is available for non-traditional students living with demanding jobs, family lives, or other circumstances. Classes and learning materials are provided free of charge for all students.

The College and Career Readiness Institute can also help any adult interested in:

- Adult basic literacy and math classes for refreshing skills.
- Tech Literacy for career readiness: foundational computer skills, employment research, resume writing and formatting (Career Pathways)
- Entering and/or retaining employment (WIOA Partners: Workforce Referrals)
- Entering a Luna Degree or Certificate Program (Postsecondary Education and Training)
- English-language reading, writing, and speaking skills (English as a Second Language)
- Concurrent enrollment in Integrated Educational Training program for in-demand occupations (IET)

Email the Luna CCRI at ae@luna.edu, call 505-454-2564, or visit https://luna.edu/abe.

Contract And Continuing Education Programs

Luna Contract Education is instruction provided outside the credit education system and prescribed by specific contracts between the college and an organization or the college and a student.

Some Contract Education programs are eligible for credit when successfully completed. If a student is interested in earning credit for work done in a Contract Education Program, the following guidelines apply.

- It must be a program that is eligible for credit
- It must be applied for by the individual student
- Application must follow the institution's Credit for Prior Learning process
- Credit is not guaranteed

Rough Rider Community Programs

Rough Rider Community Education programs and courses are non-credit programs and courses provided for personal enrichment. A Rough Rider Community schedule is maintained on the college website and at all the satellite sites. Printed schedules and flyers are available periodically.

Wildfire Resiliency Training Center

The Wildfire Resiliency Training Center "WRTC" at Luna Community College is committed to becoming the central hub for all wildland and structural fire certification and training as well as for forest and land restoration certification and training. Students and community members can enroll in non-credit, workforce development courses. The WRTC also can deliver many informational classes focused on community involvement, community participation and community knowledge. Our dedicated WRTC team boasts deep familiarity in "front-line" experience from all emergency response and environmentally focused agencies in the Northern New Mexico region and beyond. Leveraging this expertise, we strive to combine the unique skills, strengths,

experiences and resources of all partners and collaborators, along with robust community engagement. Through these efforts, we aim to improve community safety, protect our wildlands and natural resources, further develop our workforce and continue to foster community partnerships and participation.

For more information contact:
Hank Blackwell, Interim Director, WRTC hblackwell@luna.edu 505-454-5364, or Ext. 1354
Karen Wezwick, Contract Ed. & WRTC Advisor kwezwick@luna.edu 505-454-5308, or Ext. 1207

Commercial Driver's License/Heavy Equipment operation

CDL and Heavy Equipment operations are not for credit programs that are actively training individuals to be able to join the workforce, be it in earning one certification, or many. A variety of CDL driving and Heavy Equipment Simulators to familiarize learning drivers in how machines behave, and how to respond to many different scenarios. Certifications are available on any or all the machines offered.

For more information contact:
Karen Wezwick, Contract Ed. & WRTC Advisor kwezwick@luna.edu 505-454-5308, or Ext. 1207
Tracy Morales, Administrator, CDL & HE Training tmorales@luna.edu 505-454-2533, ext. 1205

Auditing a Course

With the exception of high school students enrolled in courses through the Dual Credit/Concurrent Enrollment program, any student may audit a course if he/she has met the prerequisite(s) for the course. A Course Audit Request form must be submitted to the Registrar's Office by the deadline in the academic calendar. Noncredit courses may not be audited. Auditing a course gives student the opportunity to attend class as a non-graded participant and allows students to review a subject area either as a refresher or for general use. Students are encouraged to attend class sessions but have no responsibility for completing assignments and examinations. Consequently, students receive neither a grade nor credit. Audited courses will appear on the student's transcript as "AU." Course Audit Request forms are available at the Registrar's Office and online at https://luna.edu/uploads/96e19802348c09e55d550388c62beda6370e1da64fe9640fbd46549210922db3. Students who audit a course may have some implications if they are receiving Financial Aid/Title IV funding.

AREAS OF FOR-CREDIT STUDY

Luna Community College offers the following degrees and certificates.

AREAS OF STUDY BY DEGREES AND CERTIFICATES

ASSOCIATE OF ARTS

- Criminal Justice
- Early Childhood Teacher Education (Birth-Grade 3) Concentration
- General Business
- Liberal Arts
- Teacher Education

ASSOCIATE OF SCIENCE

- General Science
- Pre-Engineering
- Mathematics

ASSOCIATE OF APPLIED SCIENCE

- Accounting
- Allied Health
- Business Administration
- Computer Science
- Fire Science *under development*
- Media Art and Film Technology
- Nursing
- Vocational/Technical Studies

CERTIFICATES

- Allied Health
- Allied Health: Community Health Worker
- Allied Health: Pre-Nursing
- Allied Health: Substance Abuse
- Allied Health: CNA
- Automotive Collision Repair Technology
- Automotive Technology
- Barbering
- Building Technology *Under Development*
- Computer Application Specialist
- Cosmetology
- Criminal Justice
- Cybersecurity
- Culinary Arts
- Dental Assistant
- Early Childhood Development
- Electrical Wiring Technology
- Emergency Medical Technician
- Film Technician *Under Development*
- Furniture and Cabinet Making *Under Development*
- Drawing and Painting
- General Education
- Small Business Management
- Welding Technology
- Video Game Design*Under Development*

The above disciplines are areas of study for which Luna offers a degree or certificate. Luna teaches a wide variety of courses in other areas of study that are included as part of a degree or certificate, but which do not have a degree or certificate specific to that area of study. Examples include but are not limited to English, Psychology, Spanish, Certified Nursing Assistant, Biology, History and Music.

Luna also offers Workforce Development and other non-credit courses. To inquire about specific Workforce development or other non-credit course offerings, contact the Workforce Development Office.
505-454-5308, or Ext. 1207

Many of the courses offered at Luna include a lab component that is taught at a separate time from the lecture component of the class. Students must take both courses concurrently to receive credit for either. These classes are noted in concentration requirements with a "/L." For example, BIOL 2210/L indicates that students must sign up for both the BIOL 2210 lecture portion of the class and the BIOL 2210L lab portion of the class in order to receive credit for BIOL 2210.

Courses may only be used once to satisfy any general education core, concentration or approved elective requirement.

ACCOUNTING

Associate of Applied Science Degree

Requires 62 Credit Hours

The Associate of Applied Science degree in Accounting is tailored to provide students with a comprehensive understanding of accounting principles and practices, preparing them for entry-level positions in accounting, finance, and related fields. Through a blend of theoretical knowledge and hands-on experience, students develop the analytical, technical, and communication skills necessary for success in the dynamic field of accounting. All students should plan their individual programs with their advisors.

Degree Requirements	**62 credit hours**
General Education Requirements	**17 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I –OR-	3
COMM1130 Public Speaking -OR-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Concentration Requirements	**45 credit hours**
ACCT2110 Principles of Accounting I	4
ACCT2120 Principles of Accounting II	4
ACCT1150 QuickBooks	4
ACCT2130 Introduction to Intermediate Accounting I	4
ACCT1180 Quantitative Methods in Business	3
BUSA1110 Introduction to Business	3
BFIN2110 Introduction to Finance	3
ENTR1110 Entrepreneurship	3
BUSA2999 Capstone	1
CSA217 Microsoft Excel	3
ECON2110 Macroeconomic Principles	3
ECON2120 Microeconomic Principles	3
MGMT2110 Principles of Management	3
ENTR2210 Small Business Management	4

ALLIED HEALTH

Associate of Applied Science Degree

Requires 60 Credit Hours

The Allied Health program establishes an excellent foundation for many allied health careers and educational programs. The purpose of this degree is to get students ready to either transfer into an allied health career program or to a pre-professional program at a four-year college.

The degree is highly flexible and offers "focused" pathways to accommodate various pre-requisite requirements for the many health-related programs. Possible professions include but are not limited to laboratory scientist, occupational therapy, pharmacy, physical therapy, physician assistant and counseling. It is essential that students see a Student Success Specialist to ensure that the proper course sequence and courses for career pathways are followed.

In addition to the courses listed below for this program of study, students placing below college level proficiency in Math and English on their entrance exams (ACT, SAT, or Accuplacer) must complete institutional proficiencies of ENG098 or equivalent before being allowed to register for ENGL1110 and MATH095 or equivalent of other courses offered within this program that may require math at the stated level as a pre-requisite or co-requisite.

Degree Requirements	**60 credit hours**
General Education Requirements	**17 credit hours**
Area I. Communications (3 hours)	
ENGL1110 Composition I	3
Area II. Mathematics (3 credit hours)	
MATH 1220 College Algebra **OR**	4
MATH1350 Introduction to Statics	3
Area III. Laboratory Science (4 credit hours)	
BIOL1110/L General Biology & lab	4
BIOL1140/L Biology for Health Sciences & lab	4
CHEM1120/L Introduction to Chemistry	4
Area IV. Social and Behavioral Sciences (6 credit hours)	
PSYC1110 Introduction to Psychology	3
PSYC2120 Developmental Psychology	3
Concentration Requirements 21 credit hours	
AH101 Medical and Health Exploration	1
BIOL2210 Human Anatomy and Physiology I	3
BIOL2210L Human Anatomy and Physiology I Lab	1
BIOL2225 Human Anatomy and Physiology II	3
BIOL2225L Human Anatomy and Physiology II Lab	1
COMM1130 Public Speaking -OR-	3
COMM2120 Interpersonal Communication	3

HLED1130 Concepts of Health and Wellness	3
HLED1510 Medical Terminology	3
NUTR2110 Human Nutrition	3
PSYC2210 Abnormal Psychology	3
Approved Concentration Electives*	**23 credit hours**
AH105 Nursing Assistant Training	4
ANTH1115 Introduction to Anthropology	3
BIOL1135/L Introductory Environmental Science & lab	4
BIOL2110/L Principles of Biology: Cellular and Molecular Biology & lab	4
BIOL2610/L Principles of Biology: Biodiversity, Ecology, and Evolution & lab	4
BIOL2505 Pathophysiology	4
BIOL2310/L Microbiology & lab	4
CHW101/L Community Health Worker I & lab	4
CHW102/L Community Health Worker II & lab	4
CHW110 Community Health Worker Field Clinical	2
ECED1115 Health, Safety and Nutrition	2
EMT150/L Emergency Medical Technician Basic & lab	8
EMT180 Emergency Medical Technician Basic Field/Clinical	1
ENGL1120 Composition II	3
HLED1115 American Heart Association CPR	5
HLED1160 Stress Management	3
HLED2110 Principles of Coaching	3
HLED2125 Officiating Sport	3
HLED2160 Nutrition for Exercise and Sport	3
HLED2510 History and Philosophy of PE	3
MATH1350 Introduction to Statistics	3
MGMT2110 Principles of Management	3
PHED1610 Fitness for Life	2
PRPE2150 Motor Learning and Performance	3
PSYC1130 Introduction to Substance Abuse Studies	3
PSYC1140 Psychology of Drug and Alcohol Abuse	3
PSYC2210 Abnormal Psychology	3
SPAN1410 Spanish for Health Care Professions	3
SOCI1110 Introduction to Sociology	3
SOCI2210 Sociology of Deviance	3
SPMD1310 Introduction to Kinesiology	3

*In consultation with a Student Success Specialist or Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives.

Allied Health Certificate

Requires 30 Credit Hours

The Certificate in Allied Health provides students with an educational background for employment opportunities in healthcare, such as nursing assistant. The intent of the certificate is to provide foundational knowledge in the allied health profession.

Coursework in the Allied Health Certificate can be applied toward the Associate of Applied Science Allied Health Degree. It is essential that students see a Student Success Specialist to ensure that the proper course sequence and courses for career pathways are followed.

In addition to the courses listed below for this program of study, students placing below college level proficiency in Math and English on their entrance exams (ACT, SAT or ACCUPLACER) must complete institutional proficiencies of ENG098 or equivalent before being allowed to registrar for ENGL1110, and MATH095 or equivalent for other courses offered within this certificate program that may require math at the stated level as a pre-requisite or co-requisite.

Concentration Requirements	19 credit hours
BIOL1110/L General Biology & lab -**OR**-	4
BIOL1140/L Biology for Health Sciences & lab -**OR**-	4
CHEM1120 Introduction to Chemistry & lab	4
COMM1130 Public Speaking -OR-	3
COMM2120 Interpersonal Communication	3
ENGL1110 Composition I	3
HLED1510 Medical Terminology	3
NUTR2110 Human Nutrition	3
PSYC1110 Introduction to Psychology	3
Approved Electives*	**11 credit hours**
AH105 Nursing Assistant Training	4
ANTH1115 Introduction to Anthropology	3
BIOL2210/L Human Anatomy and Physiology I & lab	4
BIOL2225/L Human Anatomy and Physiology II & lab	4
BIOL2310/L Microbiology & lab	4
BIOL2505 Pathophysiology	4
CHW101/L Community Health Worker I & lab	4
CHW102/L Community Health Worker II & lab	4
CHW110 Community Health Worker Field Clinical	2
EMT150/L Emergency Medical Technician Basic & lab	8
EMT180 Emergency Medical Technician Basic Field/Clinical	1
ENGL1120 Composition II	3
HLED1115 American Heart Association CPR	5
HLED1130 Concepts of Health and Wellness	3
HLED1160 Stress Management	3

HLED2110 Principles of Coaching	3
HLED2125 Officiating Sport	3
HLED2160 Nutrition for Exercise and Sport	3
HLED2510 History and Philosophy of PE	3
MATH1215 Intermediate Algebra	4
PHED1610 Fitness for Life	2
PRPE2150 Motor Learning and Performance	3
PSYC1130 Introduction to Substance Abuse Studies	3
PSYC1140 Psychology of Drug Addiction and Alcohol Abuse	3
PSYC2120 Developmental Psychology	3
PSYC2210 Abnormal Psychology	3
SOCI1110 Introduction to Sociology	3
SPAN1410 Spanish for Health Care Professions	3
SPMD1310 Introduction to Kinesiology	3

*In consultation with a Student Success Specialist or Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives

Allied Health Community Health Worker Certificate

Requires 10 Credit Hours

Community Health Workers (CHWs) assist individuals and communities in adopting and maintaining positive health behaviors as well as helping people access health care and social services to build healthier communities. CHWs can work in a wide variety of settings including but not limited to healthcare clinics, hospitals, communities or faith-based organizations, insurance companies, public health departments, and tribal health clinics.

This credit-bearing CHW curriculum is approved by the NM Department of Health Office of Community health Workers. Students who successfully complete the full CHW sequence can apply for New Mexico CHW certification. Additional Certifications included in the Program include HIPAA, AHA BLS CPR, QPR Gatekeeper.

If you plan to work as a CHW outside of the state of New Mexico, please be aware that some states may have different or additional requirements for licensure.

Certificate Requirements	10 Credit Hours
CHW101 Community Health Worker I	3
CHW101L Community Health Worker I Lab	1
CHW102 Community Health Worker II	3
CHW102L Community Health Worker II Lab	1
CHW110 Community Health Worker Field Clinical	2

**Note: This program does not qualify for Title IV Funds.

ALLIED HEALTH PRE-NURSING CERTIFICATE * AT MAXIMUM CAPACITY, NO LONGER ACCEPTING STUDENTS*

Requires 31 Credit Hours

The Pre-Nursing Certificate in Allied Health provides students with a certificate that satisfies the prerequisites for admission into the Luna Community College Nursing Program. Additional requirements are needed for admissions. Students are encouraged to meet with an academic advisor and review the Nursing Concentration requirements (https://luna.edu/departments/nursing).

In addition to the courses listed below for this program of study, students placing below college level proficiency in Math and English on their entrance exams (ACT, SAT or ACCUPLACER) must complete institutional proficiencies of ENG098 or equivalent before being allowed to registrar for ENGL1110, and MATH095 or equivalent for other courses offered within this certificate program that may require math at the stated level as a pre-requisite or co-requisite.

Certificate Requirements	**31 credit hours**
Concentration Requirements	
*BIOL1110/L General Biology & lab -**OR**-	4
BIOL1140 Biology for Health Sciences & lab -**OR**-	4
*CHEM1120 Introduction to Chemistry & lab	4
*BIOL2210/L Human Anatomy and Physiology I & lab	1
*BIOL2225/L Human Anatomy and Physiology II & lab	4
BIOL2505 Pathophysiology	4
*ENGL1110 Composition I	3
ENGL1120 Composition II	3
MATH1350 Introduction to Statistics	3
*PSYC1110 Introduction to Psychology	3
*PSYC2120 Developmental Psychology	3

* used to calculate minimum 2.75 GPA required for admission

Bonus Electives

The courses below are not required for completion of the certificate, nor are they required for admission to the Nursing Program. However, successful completion of these courses increases the application score for Nursing Program Applicants.

AH105 Nursing Assistant Training	4
HLED1510 Medical Terminology	3
BIOL2310/L Microbiology & lab	4
NUTR2110 Human Nutrition	3

Note: This program may not qualify for Title IV Funds.

ALLIED HEALTH SUBSTANCE ABUSE CERTIFICATE

Requires 30 Credit Hours

Students who complete and Allied Health Substance Abuse Certificate may be eligible for certification as a Licensed Substance Abuse Associate (LSAA) by the Counseling and Therapy Practice Board of New Mexico provided they also possess an AAS in Allied Health or an Associate Degree in a counseling or substance abuse related field from an accredited institution. For individuals with a degree in another field who have completed 90 clock hours (6 credit hours) of training and education in substance abuse counseling, the Counseling and Therapy Practice Board of New Mexico may approve the application for LSAA on a case-by-case basis.

An individual who holds an LSAA issued by the Counseling and Therapy Practice Board of New Mexico is able to provide one-on-one counseling and group process services to clients without a supervisor in the room. LSAAs can work in clinics, hospitals, residential, and outpatient facilities.

If you plan to work outside of the state of New Mexico, please be aware that some states may have different or additional requirements for licensure.

It is essential that students see their Concentration advisor to ensure that the proper course sequence is followed.

In addition to the courses listed below for this program of study, students placing below college level proficiency in Math and English on their placement assessment (ACT, SAT or ACCUPLACER) must:

- Complete institutional proficiencies of ENG098, or equivalent, before being allowed to registrar for ENGL1110
- Complete MATH095, or equivalent, before being allowed to register for courses offered within this certificate program that require math at the stated level as a pre-requisite or co-requisite.

Certificate Requirements	**30 Credit Hours**
Concentration Requirements	**22 credit hours**
BIOL1110/L General Biology & lab -**OR**-	4
BIOL1140/L Biology for Health Sciences & lab **-OR-**	4
CHEM1120 Introduction to Chemistry & lab	4
ENGL1110 Composition I	3
HLED1510 Medical Terminology	3
PSYC1110 Introduction to Psychology	3
PSYC1130 Introduction to Substance Abuse Studies	3
PSYC1140 Psychology of Drug and Alcohol Abuse	3
PSYC2120 Developmental Psychology -**OR**-	3
PSYC2210 Abnormal Psychology	3
Approved Electives*	**8 credit hours**
BIOL2210/L Human Anatomy and Physiology I & lab	4
BIOL2225 Human Anatomy and Physiology II & lab	4
CHW101/L Community Health Worker I & lab	4
CHW102/ L Community Health Worker II & lab	4
CHW110 Community Health Worker Field Clinical	2
HLED1130 Concepts of Health and Wellness	3

SOCI1110 Introduction to Sociology	3
SOCI2210 Sociology of Deviance	3

*In consultation with a Student Success Specialist and with approval by the Academic Director, additional courses not listed may be used as approved electives.

Note: This program may not qualify for Title IV Funds. This program may qualify for Opportunity or Lottery Scholarship pending eligibility requirements.

AUTOMOTIVE

AUTOMOTIVE TECHNOLOGY CERTIFICATE

Requires 32 credit hours

This 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, including chassis systems, electrical systems, fuel systems, climate control systems, drivetrain systems, and engine repair and engine performance. 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. The program follows the Automotive Service Excellence (ASE) and National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

The institutional proficiency requirements for communication and mathematics are integrated into the required courses.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Certificate Requirements	**32 credit hours**
All Automotive certificates require students to complete the two courses below as pre-requisites or co-requisites	
AUTO100 Automotive Fundamentals	4
AUTO110 Automotive Electrical	4
Required classes	**24 credit hours**
AUTO135 Brakes	4
AUTO154 Steering and Suspension	4
AUTO120 Engine Repair	4
AUTO125 Engine Performance	4
AUTO108 Manual Transmissions and Drivetrain	4
AUTO128 Automatic Transmissions and Drivetrain	4

Automotive Collision Repair Technology Certificate (30 Credit hours)

The Automotive Collision Repair Technology certificate program is designed to produce a highly knowledgeable and skilled entry level collision repair technician. The program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management. The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test. The institutional proficiency requirements for communication and mathematics are integrated into the required courses. Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Certificate Requirements	**30 Credit Hours**
All Automotive Collision Repair certificates require students to complete the two courses below as pre-requisites or co-requisites for any of the concentrations.	
CRT107 Introduction to Refinishing	5
CRT112 Introduction to Collision Repair	5

Required classes	**20 credit hours**
CRT125 AVD refine and color matching	5
CRT150 Structural Analysis and Repair	5
CRT155 Non-Structural Analysis and Repair	5
CRT145 Metal Finish/Body Filling	5

BARBERING

Barbering Certificate

Requires 49 Credit Hours

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

The institutional proficiency requirements for communication and mathematics are integrated into the required courses.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Certificate Requirements	**49 credit hours**
Concentration Requirements	**49 credit hours**
BARB252 Shaving and Beard Trimming	2
BARB260 Barber Clinic Practice	4

CSMT109 Cosmetology Theory I	4
CSMT118 Shampoo, Rinses and Scalp Treatments	4
CSMT123 Sterilization, Sanitation and Bacteriology	4
CSMT126 Hair Cutting	5
CSMT139 Cosmetology Theory II	4
CSMT143 Facials	4
CSMT152 Chemical Rearranging	5
CSMT209 Cosmetology Theory III	4
CSMT217 Hair Coloring and Bleaching	4
CSMT222 Hairstyling	5
CSMT 229 Externship	4
Optional Courses for Licensure	
CSMT239 Cosmetology Theory IV	4
CSMT243 Salon Business and Retail Sales	2

State Licensure Requirements

In order to receive a Cosmetology/Barber License in the State of New Mexico, you must meet all four of the following requirements:

1. Be at least 17 years of age.
2. Have completed at least 10th grade or equivalent.
3. Successfully complete a minimum of 1,600-hour course (Cosmetology) minimum 1,200-hour course (Barber).
4. Successfully pass the National Interstate Council of State Boards of Cosmetology and Barbering (NIC) theory, practical and state law examinations.

As of October 4, 2007, temporary licenses are no longer be available in the state of New Mexico.

Training Expiration Limit

All required examinations must be taken and passed and the license obtained within 12 or 24 months of the date the training was completed, depending on the year in which the training was completed. Candidates who started training on December 17, 2015, or after, will have 1 year (12 months) from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 12 months of the training completion date.

Exam and License Process

The application form for the licensure exam needs to be completed and mailed to Professional Credential Services (PCS) at the address on the Candidate Information Bulletin. For the practical examination, the application and ALL documentation must be RECEIVED no later than 15 business days prior to the practicum examination date. Applications are processed daily for theory tests and administered at Laser Grade Testing Centers. Late or incomplete applications will be processed for the next scheduled practical examination. If the admission notice has not been received within 7 (seven) days prior to the examination date, call PSC at 888-822-3272 to make an

inquiry. For more information, please review the Candidate Information Bulletin (located online at www.PCSHQ.COM).

All fees are non-refundable. Candidates are especially encouraged to carefully review licensure requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

First Time Candidates

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to the candidate's PCS homepage.

- A current 2x2 passport type color photo (selfies are not accepted).
- Copy of Photo Identification card – must be non-expired Driver's License, state ID card or U.S. Passport.
- A New Mexico Transcript of Training* (must be notarized or have official school seal). This needs to be up-loaded to the candidate's PCS homepage and sent via mail directly to the New Mexico Board Office.

Out of state candidates may submit an official transcript as long as the transcript provides a breakdown of credit hours by subject.

Should any document listed above be under a different name than the name provided on the application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be mailed or emailed to the New Mexico Coordinator or up-loaded on your Homepage.

Expired License

If a student holds a license that has been expired for less than one year, the student must contact the Board Office at (505) 476-4622 or visit http//:www.rld.state.nm.us/boards/Barbers and Cosmetologists.aspx for further information.

If a student holds a license that been expired for more than one year but less than five years, the student must complete an online application with PCS. Applicants are required to take and pass the practical examination.

If a student holds a license that has been expired for more than five years, the student must apply to a Board-approved school, submit to a scholastic evaluation to determine training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, the student must apply online with PCS. Applicants are required to take and pass both the theory and practical examinations.

Students who need additional time in class and/or the clinic floor may register for CMST 261 Refresher, with the instructor's permission.

BUILDING TECHNOLOGY

Building Technology Certificate

Requires 31 Credit Hours

This program prepares students with entry-level job skills in the building technology profession. Students are involved with all phases of construction to include foundation, footings, blueprint reading, site layout, interior/exterior finish, roofing, floor, wall and roof framing and safety. Students will gain on-site observation and experience. With advisement, the Building Technology

Certificate can assist students in obtaining National Center for Construction Education and Research (NCCER) certificates. Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

The institutional proficiency requirements for communication and mathematics are integrated into the required courses.

Institutional Proficiency Requirements: In addition to the courses listed below for this program of study, students must also complete institutional proficiency of ENG098.

Certificate Requirements	**31 credit hours**
Concentration Requirements	**22 credit hours**
CNST1170 Construction Methods I	7
CNST1255 Exterior Finishing	7
VOC109 Fundamentals of Vocational Education	4
VOC117 Blueprint Reading and Construction Math	4
Approved Electives	**9 credit hours**
CNST1160 Plumbing Theory I	4
CSNT1260 Heavy Equipment Operations	2
CSNT 2160 Heavy Equipment Operations II	8
CNST1270 Construction Method II	4
CNST1140 Concrete Finishing I	4
CNST2996 Construction Topics- Concrete Finishing II	8

BUSINESS

The Business Program Mission: To enlighten, empower and inspire future business leaders.

Associate of Applied Science Degree in Business Administration

Requires 60 Credit Hours

The Associate of Applied Science degree in Business Administration is designed to equip students with the foundational knowledge and practical skills necessary for success in various business environments. This comprehensive program integrates theoretical concepts with hands-on experience, preparing students for entry-level positions in diverse industries or for further academic pursuits. All students should plan their individual programs with their advisors.

Degree Requirements	**60 credit hours**
General Education Requirements	**17 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I **–OR–**	3
COMM1130 Public Speaking **-OR-**	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	

MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Concentration Requirements	**34 credit hours**
ACCT2110 Principles of Accounting I (Financial)	4
ACCT2120 Principles of Accounting II (Managerial)	4
BUSA1110 Introduction to Business	3
BFIN2110 Introduction to Finance	3
ENTR1110 Entrepreneurship	3
BUSA2999 Capstone	1
ECON2110 Macroeconomic Principles	3
ECON2120 Microeconomic Principles	3
MGMT2110 Principles of Management	3
ENTR2110 Small Business Management	4
MKTGG2110 Principles of Marketing	3
Approved Electives Credit hours	
ACCT1150 QuickBooks	4
ACCT2130 Introduction to Intermediate Accounting I	4
ACCT1180 Quantitative Methods in Business	3
CSA208 Microsoft Access	3
CSA217 Microsoft Excel	3
CSA233 Desktop Publishing	4
CSA242 Web Design	3
BUSA2220 Human Resource Management	4
BUSA2460 Business Ethics	3
BUSA2180 E-commerce	3
BUSA2998 Business Administration Internship	3

Associate of Arts Degree In General Business

Requires 62 Credit Hours

This program is designed to prepare students who plan to obtain a bachelor's degree in the field of business, accounting, management information systems, or a related field. For transferability, the student must learn, in advance, the particular requirements of the intended school or university. Students are strongly encouraged to consult with their Luna advisor for proper advisement and course selection. Courses can only be used once in any area.

Degree Requirements	61-61 credit hours
General Education Requirements	**32 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking -**OR**-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (7 credit hours)	
MATH1220 College Algebra -**AND**-	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/FLEX (6 credit hours)	
BCIS 1110 Fundamentals of Information Literacy and Systems	3
Area VI. Creative and Fine Arts (3 credit hours)	
Business Program Core Requirements	**24 credit hours**
ACCT2110 Principles of Accounting I	4
ACCT2120 Principles of Accounting II	4
BUSA1110 Introduction to Business	3
ECON2110 Macroeconomic Principles	3
ECON2120 Microeconomic Principles	3
MGMT2110 Principles of Management	3
MKTGG2110 Principles of Marketing	3
BUSA2999 Capstone	1
Business Program Approved Electives	**6 credit hours**
ACCT1180 Quantitative Methods in Business	3
BCIS1110 Fundamentals to Information Literacy and Systems	3
BFIN2110 Introduction to Finance	3
BLAW2110 Business Law I	3
CSA217 Microsoft Excel	3
BUSA2460 Business Ethics	3

Small Business Management Certificate

Requires 30 Credit Hours

The Small Business Management Certificate is designed to provide education in business theory and practical applications for business owners, managers, employees in small business firms, and individuals who plan to start a business. The curriculum provides an overview of account principles, marketing, finance, management, and computer applications.

Coursework in the Small Business Management Certificate can be applied toward the Associate of Applied Science Degree in Business Administration. Students are strongly encouraged to consult with their Luna advisor for proper advisement and course selection.

In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Certificate Requirements	**30 credit hours**
Concentration Requirements	**30 credit hours**
ACCT2110 Principles of Accounting I	4
ACCT2120 Principles of Accounting II	4
BUSA1110 Introduction to Business	3
BFIN2110 Principles of Finance	3
BCIS 1110 Fundamentals of Information Literacy and Systems	3
MGMT2110 Principles of Management	3
BUSA2460 Business Ethics	3
ENTR2110 Small Business Management	4
MKTGG2110 Principles of Marketing	3

Associate of Applied Science Degree in Computer Information Systems Technology

Requires 60 Credit Hours

The Associate of Applied Science (AAS) in Computer Information Systems Technology (CIST) prepares students for careers in the rapidly evolving field of information technology. Students will be equipped with the foundational knowledge and practical skills necessary to design, implement, and maintain computer systems for businesses and organizations. This comprehensive program integrates theoretical concepts with applied experience, preparing students for positions in diverse industries. Graduates may also pursue industry certifications to enhance their credentials and competitiveness in the job market. For students whose goal is to transfer, it is essential to learn the specific requirements of the intended school or university in advance and to seek advisement from the STEM Department.

Degree Requirements	**60 credit hours**
General Education Requirements	**17 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy & Systems	3
Concentration Requirements	**25 credit hours**
CIST 1115 Principles pf Computer Science Information Systems	3
CIST 1110 Introduction to Operating Systems	3
CIST 1121 A+ Hardware and Operating Systems	4
CSCI 1210 Computer Programming Fundamentals	4
CIST 1413 Network Administration Concepts	4
CIST 2275 C++ Programming II	4
CIST 2881 Cybersecurity Fundamentals	3
Approved Electives	18 credit hours
CSCI 1250 Web Development	3
CIST 1411 Introduction to Networks	3
CIST 1412 Network Device Configuration	3
CIST 1680 Linux Essentials	3
CSCI 2260 Computer Programming Fundamentals: Java 2	4
CIST 2611 Windows Hybrid Server Administration	3
CIST 2621 Windows Hybrid Server Administration II	3
CIST 2887 Ethical Hacking	3
MATH1350 Introduction to Statistics	3
MATH1230 Trigonometry	4
MATH1510 Calculus I	4
STEM101 Introduction to Geospatial Technology	4
STEM105 Computer Use for Scientific Research	3
STEM117 Introduction to Engineering	3
VGD106 Script Writing and Storyboarding	3
VGD130 Art and Computer Animation	3
VGD147 Game Analysis and Critique	3
VGD260 Video Game Project	4

CYBERSECURITY CERTIFICATE

The Cyber Security certificate program is designed to prepare students to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures.

Certificate Requirements	**32 credit hours**
Concentration Requirements	**26 credit hours**
CIST 1115 Principles pf Computer Science Information Systems	3
CIST 1121 A+ Hardware and Operating Systems	4
CIST 1413 Network Administration Concepts	4
CIST 1680 Linux Essentials	3
CIST 2881 Cybersecurity Fundamentals	3
CIST 2860 Digital Forensics and Incident Response	3
CIST 2887 Ethical Hacking	3
CIST 2888 Cyber Security Analyst	3
Approved Electives	**6 credit hours**
BCIS 1110 Fundamentals of Information Literacy & Systems	3
CIST 1110 Introduction to Operating Systems	3
CIST 1411 Introduction to Networks	3
CIST 1412 Network Device Configuration	3
CIST 2611 Windows Hybrid Server Administration	3
CIST 2621 Windows Hybrid Server Administration II	3
CSCI 1250 Web Development	3

Computer Information Specialist Certificate

Requires 33 Credit Hours

The Computer Information Systems Certificate is designed to prepare students for industry-relevant certification and technical expertise in computer information systems and computer applications. Coursework in the Computer Information Specialist Certificate can be applied toward the Associate of Applied Science Degree in Computer Information Systems Technology. Students should consult with the STEM Advisor for proper course selection and advisement.

In addition to the courses listed below for this program of study, students must also complete ENG106 and MATH102 or higher to fulfill the institutional proficiency requirements.

Certificate Requirements	**33 credit hours**
Concentration Requirements	**21 credit hours**
BCIS 1110 Fundamentals of Information Literacy & Systems	3
CIST1115 Principles of Computer Science Information Systems	3
CIST 1110 Introduction to Operating Systems	3
CSCI 1210 Computer Programming Fundamentals	4
CIST 1413 Network Administration Concepts	4
CIST 1121 A+ Hardware and Operating Systems	4
Approved Electives	**12 credit hours**
BCIS 1210 Introduction to MS Access	3
BCIS 1215 Introduction to MS Excel I	3
CIST 1411 Introduction to Networks	3
CIST 1412 Network Device Configuration	3
CSCI 2260 Computer Programming Fundamentals Java 2	4
CIST 2275 C++ Programming II	4
CIST 2881 Cybersecurity Fundamentals	3
CSCI 1250 Web Development	3

COSMETOLOGY

COSMETOLOGY CERTIFICATE

Requires 62 Credit Hours

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

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

The institutional proficiency requirements for communication and mathematics are integrated into the required courses.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Certificate Requirements	**62 Credit Hours**
Concentration Requirements	**62 credit hours**
CSMT109 Cosmetology Theory I	4
CSMT118 Shampoo, Rinses and Scalp Treatments	4
CSMT123 Sterilization, Sanitation and Bacteriology	4
CSMT126 Hair Cutting	5
CSMT139 Cosmetology Theory II	4
CSMT143 Facials	4
CSMT148 Manicuring and Pedicuring	4
CSMT152 Chemical Rearranging	5
CSMT209 Cosmetology Theory III	4
CSMT217 Hair Coloring and Bleaching	4
CSMT229 Cosmetology Externship	4
CSMT239 Cosmetology Theory IV	4
CSMT243 Salon Business and Retail Sales	2
CSMT254 Personal and Community Health	2
CSMT260 Cosmetology Clinic Practice	3
CSMT222 Hairstyling	5

State Licensure Requirements

In order to receive a Cosmetology/Barber License in the State of New Mexico, you must meet all four of the following requirements:

1. Be at least 17 years of age.

2. Have completed at least 10th grade or equivalent.
3. Successfully complete a minimum of 1,600-hour course (Cosmetology) minimum 1,200-hour course (Barber).
4. Successfully pass the National Interstate Council of State Boards of Cosmetology and Barbering (NIC) theory, practical and state law examinations.

As of October 4, 2007, temporary licenses are no longer be available in the state of New Mexico.

Training Expiration Limit
All required examinations must be taken and passed and the license obtained within 12 or 24 months of the date the training was completed, depending on the year in which the training was completed. Candidates who started training on December 17, 2015, or after, will have 1 year (12 months) from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 12 months of the training completion date.

Exam and License Process
The application form for the licensure exam needs to be completed and mailed to Professional Credential Services (PCS) at the address on the Candidate Information Bulletin. For the practical examination, the application and ALL documentation must be RECEIVED no later than 15 business days prior to the practicum examination date. Applications are processed daily for theory tests and administered at Laser Grade Testing Centers. Late or incomplete applications will be processed for the next scheduled practical examination. If the admission notice has not been received within 7 (seven) days prior to the examination date, call PSC at 888-822-3272 to make an inquiry. For more information, please review the Candidate Information Bulletin (located online at www.PCSHQ.COM).

All fees are non-refundable. Candidates are especially encouraged to carefully review licensure requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.

First Time Candidates
Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to the candidate's PCS homepage.

- A current 2x2 passport type color photo (selfies are not accepted).
- Copy of Photo Identification card – must be non-expired Driver's License, state ID card or U.S. Passport.
- A New Mexico Transcript of Training* (must be notarized or have official school seal). This needs to be up-loaded to the candidate's PCS homepage and sent via mail directly to the New Mexico Board Office.

Out of state candidates may submit an official transcript as long as the transcript provides a breakdown of credit hours by subject.

Should any document listed above be under a different name than the name provided on the application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be mailed or emailed to the New Mexico Coordinator or up-loaded on your Homepage.

Expired License
If a student holds a license that has been expired for less than one year, the student must contact the Board Office at (505) 476-4622 or visit https://www.rld.nm.gov/boards-and-

commissions/individual-boards-and-commissions/barbers-and-cosmetologists/licensing-registration-and-renewal/ for further information.

If a student holds a license that been expired for more than one year but less than five years, the student must complete an online application with PCS. Applicants are required to take and pass the practical examination.

If a student holds a license that has been expired for more than five years, the student must apply to a Board-approved school, submit to a scholastic evaluation to determine training needs; and complete a minimum of 150 hours of remedial education. Upon completion of the remediation, the student must apply online with PCS. Applicants are required to take and pass both the theory and practical examinations.

Students who need additional time in class and/or the clinic floor may register for CMST 261 Refresher, with the instructor's permission.

CRIMINAL JUSTICE

Associate of Arts Degree

Requires 61 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice. To enhance the written communication and report writing skills of the student, the concept of writing-across-the-curriculum is utilized.

Degree Requirements	**61 credit hours**
General Education Core	**31 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – OR –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (3-4 credit hours)	
MATH1220 College Algebra – OR –	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (6 credit hours)	
SOCI1110 Introduction to Sociology	3
PSYC 1110 Introduction to Psychology	3
Area V. Humanities/FLEX (6 credit hours)	
Choose one course from Humanities courses in Area V -AND-	
BCIS1110 Fundamentals of Information Literacy and Systems– OR –	3
SPAN1110 Spanish I – OR –	3

Choose one additional elective from General Education Areas I-VI

Area VI. Creative and Fine Arts (3 credit hours)	
Concentration Requirements	**24 credit hours**
CJUS1110 Introduction to Criminal Justice	3
CJUS2150 Corrections System	3
CJUS2130 Police and Society	3
CJUS2110 Professional Responsibility in Criminal Justice	3
CJUS1120 Criminal Law	3
CJUS2120 Criminal Courts and Procedure	3
CJUS2140 Criminal Investigations	3
PSYC2210 Abnormal Psychology	3
Approved Electives	**6 credit hours**
CJUS1140 Juvenile Justice	3
CJUS1143 Report Writing	3
CJUS2153 Community-Based Corrections	3
CJUS2160 Field Experience in Criminal Justice	3
SOCI2210 Sociology of Deviance	3

Criminal Justice Certificate

Requires 36 Credit Hours

This program is an interdisciplinary course of study in the areas of law enforcement, substantive law, court structure and process, and corrections as integral components of the criminal justice system. An emphasis is placed on the historical, psychological, sociological, and political aspects within criminal justice.

Students must select one concentration. The courses in the other concentration may be used as approved electives. Coursework in the Criminal Justice Certificate can be applied toward the Associate of Arts Degree in Criminal Justice.

Students are strongly encouraged to consult with their Luna advisor for proper advisement and course selection.

In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Certificate Requirements	36 credit hours
Concentration Requirements	18 credit hours
CJUS1110 Introduction to Criminal Justice	3
CJUS2110 Professional Responsibility in Criminal Justice	3
CJUS1120 Criminal Law	3
PSYC1110 Introduction to Psychology	3
PSYC2210 Abnormal Psychology	3
SOCI1110 Introduction to Sociology	3

Corrections Concentration	***9 credit hours***
CJUS2150 Corrections System	3
CJUS2153 Community-Based Corrections	3
CJUS1140 Juvenile Justice	3
Law Enforcement Concentration	***9 credit hours***
CJUS2130 Police and Society	3
CJUS2120 Criminal Courts and Procedure	
CJUS2141 Criminal Investigations	
Approved Electives	**9 credit hours**
ANTH1141 Cultures of the World	3
SOCI2210 Sociology of Deviance	3
CJUS2150 Corrections System	3
CJUS2130 Police and Society	3
CJUS2153 Community-Based Corrections	3
CJUS1140 Juvenile Justice	3
CJUS2120 Criminal Courts and Procedure	3
CJUS2140 Criminal Investigations	3
BCIS1110 Fundamental of Information Systems and Literacy	3
POLS1120 American National Government	3
SPAN1110 Spanish I	3
CJUS1143 Report Writing	3

Culinary Arts Certificate

Requires 32 Credit Hours

Luna Community College's Culinary Arts curriculum incorporates the American Culinary Federation's standards for knowledge and skills competencies. This program emphasizes hands-on learning in our kitchen laboratory. Each class focuses on professional food production in a commercial kitchen and prepares students for entry-level positions within the foodservice industry. Students learn how to handle food safely, follow standards of culinary professionalism and develop basic cooking skills. Classroom instruction emphasizes the business of cooking, giving students a fundamental understanding of managerial work in the foodservice industry.

The Certificate in Culinary Arts can be applied towards the Associate of Applied Science Degree in Vocational/Technical Studies.

In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Certificate Requirements	**32 credit hours**
Concentration Requirements	**26 credit hours**
BAKE102 Baking Principles	4
CUL101 Culinary concepts and Mathematics	3
CUL107 Current Topics in Food Safety	1
CUL115 SERV Safe® Certification	1

CUL140 Catering	2
CUL140L Catering Lab	2
CUL208 Culinary Arts Practicum	4
CUL220 French and Italian Kitchen	3
CUL230 Global Kitchen	3
CUL237 Restaurant Experience	1
CUL237 Restaurant Experience Lab	2
Approved Electives	**6 credit hours**
BAKE140 Intermediate Baking Principle	3
BAKE160 Bread Baking	3
BAKE208 Specialty Pastry Skills	2
CUL120 Introduction to Vegetable and Starches	3
CUL122 Introduction to Meats, Poultry and Fish	3
CUL123 Introduction to Stocks, Soups, and Sauces	3
CUL128 Garde Manger	3
CUL250 Healthy Cooking Techniques	3

DENTAL ASSISTANT CERTIFICATE

Requires 36 Credit hours

The CODA accredited Dental Assistant program at Luna is a one-year program beginning in the fall with sequential classes through the spring semester and summer semesters. Students will be required to complete 300 off-campus clinical practicum hours during the spring and summer semesters.

Students successfully completing the Dental Assistant Certificate program can apply to sit for the following Dental Assisting National Board (DANB) exams: Radiation Health and Safety (RHS), Infection Control (ICE), General Chairside (GC) and/or the Certified Dental Assistant (CDA). You may also be eligible to take the State of New Mexico expanded function examinations in coronal polishing, topical fluoride, and pit and fissure sealants.

Individuals interested in the Dental Assistant Certificate program should be aware that the dental field does have some risk of occupational hazards. The nature of the occupation could involve contact with bloodborne pathogens and infectious diseases. Students admitted to the program will receive proper training in biohazard protection and the proper use of personal protective equipment (PPE) to reduce the risk.

This is a special admissions program requiring both application for regular admission to the college and application to the Dental Program. In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Certificate Requirements	**34 credit hours**
Concentration Pre-requisites*	**4 credit hours**

HLED1510 Medical Terminology	3
HLED 1115 American Heart Association CPR – **OR** – Hold a current CPR BLS certification	1

*Pre-requisites are required for admission to the Dental Program

Concentration Requirements	**31 credit hours**
DENT109 Preventative Dentistry/Oral Health Care	1
DENT118 Dental Assisting	2
DENT118L Dental Assisting Lab	2
DENT145 Bio-Dental Science	3
DENT160 Dental Radiology	2
DENT160L Dental Radiology Lab	2
DENT103 Dental Materials Theory	2
DENT103L Dental Materials Laboratory	1
DENT167 Oral Medicine	2
DENT170 Clinical Training/Practicum I	7
DENT220 Dental Office Management	1
DENT226 Dental Pharmacology	1
DENT233 Laboratory Procedures	2
DENT270 Clinical Training/Practicum II	3

EDUCATION

Associate of Arts Degree Early Childhood Education Teacher: Birth-Grade 3

Requires 60 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. Educational emphasis is on the children's developmental progress toward competence, interdependence, socialization and the integration of content areas. The curriculum is flexible to facilitate adaptation to our multicultural communities and all children, including those with special needs. The minimum credit hours include the thirty-one-credit hour general education transfer core.

Degree Requirements	**60-61 credit hours**
General Education Core	**31 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – OR –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (3 credit hours)	

MATH1220 College Algebra – OR –	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/FLEX (6 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Area VI. Creative and Fine Arts (3 credit hours)	
Electives (6 credit hours)	
Elective 1 – Choose any additional course from Area III or Area IV	3
Elective 2 – Choose any course from any Area in the General Education Core	3
Concentration Requirements	**29 credit hours**
ECED1110 Child Growth, Development and Learning	3
ECED1115 Health, Safety and Nutrition	2
ECED1120 Guiding Young Children	3
ECED1125 Assessment of Children and Evaluation of Programs	3
ECED1130 Family and Community Collaboration	3
ECED2110 Professionalism	2
ECED2115 Introduction to Language, Literacy, and Reading	3
ECED2120 Curriculum Dev. through Play-Birth through Age 4 (Pre-K)	3
ECED2121 Curriculum Dev. through Play-Birth through Age 4 (Pre-K) Practicum	2
ECED2130 Curriculum Dev.& Implementation - Age 3 through Grade 3	3
ECED2131 Curriculum Dev. & Implementation -Age 3 through Grade 3 Practicum	2

Early Childhood Development Certificate

Requires 32 Credit Hours

The Early Childhood Development Program provides an innovative and practical approach to early childhood development for children birth through eight years of age. The program is designed to enhance parental and professional growth. The program curriculum is based upon the seven general early childhood education competency areas of the New Mexico Public Education Department in early childhood education (birth to third grade). The majority of the practical experience will occur at the Nick Salazar Early Childhood Education Center Preschool or at an appropriate setting as approved by the faculty advisor. Coursework in the Early Childhood Development Certificate can be applied toward the Associate of Arts Degree in Early Childhood Education. Students are strongly encouraged to consult with their LCC advisor for proper advisement and course selection.

Certificate Requirements	**32 credit hours**
Concentration Requirements	**29 credit hours**

ECED1110 Child Growth, Development and Learning	3
ECED1115 Health, Safety and Nutrition	2
ECED1120 Guiding Young Children	3
ECED1125 Assessment of Children and Evaluation of Programs	3
ECED1130 Family and Community Collaboration	3
ECED2110 Professionalism	2
ECED2115 Introduction to Language, Literacy, and Reading	3
ECED2120 Curriculum Dev. through Play-Birth through Age 4 (Pre-K)	3
ECED2121 Curriculum Dev. through Play-Birth through Age 4 (Pre-K) Practicum	3
ECED2130 Curriculum Dev.& Implementation - Age 3 through Grade 3	3
ECED2131 Curriculum Dev. & Implementation -Age 3 through Grade 3 Practicum	2
Approved Electives	**3 credit hours**
BCIS1110 Fundamentals of Information Literacy and Systems	3
COMM1130 Public Speaking	3

Associate of Arts Degree in Teacher Education

Requires 60 Credit Hours

The Associate of Arts Degree in Teacher Education includes courses in the general field of elementary and secondary education as well as supplementary courses that may reflect an area of specialization. The degree also prepares the student for a career as an educational paraprofessional. Students pursuing this program are encouraged to pursue a Bachelor of Arts degree in Elementary or Secondary Education.

Degree Requirements	**60-61 credit hours**
General Education Core	**3 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – **OR** –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (3-4 credit hours)	
MATH1220 College Algebra – **OR** –	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (6 credit hours)	
Area V. Humanities/FLEX (9 credit hours)	

HIST2110 History of New Mexico (required course)	3
BCIS1110 Fundamentals of Information Literacy and Systems	3
Area VI. Creative and Fine Arts (3 credit hours)	
Concentration Requirements	**26 credit hours**
ECED1125 Assessment of Children and Evaluation of Programs	3
ECED2115 Introduction to Language, Literacy & Reading	3
EDUC1120 Introduction to Education	3
ECED1110 Child Growth, Development and Learning	3
ECED1115 Health, Safety and Nutrition	2
ECED2110 Professionalism	2
SPED2110 Introduction to Students with Exceptionalities	3
EDUC2440 Teaching Elementary School Mathematics	3
EDUC2340 Multicultural Education	3
EDUC1190 Education Practicum	1

ELECTRICAL WIRING TECHNOLOGY

ELECTRICAL WIRING TECHNOLOGY CERTIFICATE

Requires 33-34 Credit Hours

The program prepares the student with entry-level job skills as an electrical apprentice in residential and commercial wiring fields, under the supervision of a licensed Journeyman Electrician. Certain courses are offered for individuals who may want to update their present skills. Safety is covered in accordance with procedure and practices of each major component.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements: In addition to the courses listed below for this program of study, students must also complete institutional proficiency of ENG098.

Certificate Requirements	**33-34 credit hours**
Concentration Requirements	**30 credit hours**
EWRG100 Fundamentals of AC/DC Electricity	4
EWRG102 Residential Electricity	4
EWRG105 Photovoltaics Design	3
EWRG117 Wiring Special Circuits	4
EWRG200 Commercial Electricity	4
EWRG201 AC/DC Motor Control	3

VOC109 Fundamentals of Vocational Education	4
VOC117 Blueprint Reading and Construction Math	4
Approved Electives	**3-4 credit hours**
EWRG107 Photovoltaics Maintenance and Operations	4
ELEC179 Soldering Fabrication and Repair	3
ELEC102 Electronic Circuits/AC	4
BT112 Building Construction I	3

EMERGENCY MEDICAL TECHNICIAN-BASIC

EMERGENCY MEDICAL TECHNICIAN – BASIC CERTIFICATE

Requires 11 Credit Hours

The Certificate in Emergency Medical Technician - Basic prepares individuals to sit for National Registry EMT certification exam.

The EMT Certificate from Luna will only be issued to those students that successfully pass the National Registry EMT Certification Exam.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Allied Health.

In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Program Pre-requisite/Co-requisite	**1 credit hour**
AH120 CPR for Health Professionals or hold a current CPR for Health Professionals certification.	
Certificate Requirements	**11 credit hours**
Concentration Requirements	**11 credit hours**
EMT150 Emergency Medical Technician Basic	8
EMT150L Emergency Medical Technician Basic Lab	2
EMT180 Emergency Medical Technician Basic Field/Clinical	1

FINE ARTS

Requires 30 Credit hours

The certificate in Fine Arts and affiliated certificates provide students interested in pursuing fine arts with a plan inside the Liberal Arts program that recognizes and documents their concentration interests.

Drawing and Painting Certificate

Requires 30 Credit Hours

The Drawing and Painting Certificate provides students with a pathway for pursuing Fine Arts inside the system of transferable courses, and for developing a portfolio that will assist them to move forward in the marketplace. This program will assist students in gaining a solid understanding of drawing and painting techniques. It will cover the basic dynamics of composition, color theory, manipulation of space, light, and surface, as well as the power and range of the physical media. Students will study a wide range of approaches, including painting for public art projects, on-site painting, abstraction, and landscape. Students will have hands-on experience working in a variety of media, including watercolor, oil, oil pastel, acrylics, gouache, soft pastels, charcoal, graphite, and ceramics. Students will take field trips to learn Plein-air outdoor work and studio work. Students will learn how to set up a portfolio, web design, resumes, and gallery presentation.

Certificate Requirements	30 Credit Hours
ARTS1120 Introduction to Art -**OR**-	3
ARTS1250L Ceramics: Three-Dimensional Design	3
ARTS1610 Drawing I -**OR**-	3
ARTS1630 Painting I	3
ARTH2110 History of Art I -**OR**-	3
ARTH2120 History of Art II	3
ARTS2610 Drawing II -**OR**-	3
ARTS2630 Painting II	3
ARTS1620 Life Drawing	3
ARTS1415 Photographing Artwork	3
ARTS2116 Major Projects	3
ARTS2999 Professional Practice	3
Approved Electives	
ARTS1415 Photographing Artwork	3
ARTS2116 Major Projects	3

FIRE SCIENCE

Associate of Applied Science Degree

Requires 60 Credit Hours (Under Development not currently accepting students)

The Associate of Applied Science degree in Fire Science prepares students for service in the areas of fire safety and fire protection. The expansion of the fire service career fields has created a need for trained knowledgeable firefighting personnel. Students enrolled in the Fire Science program will receive the educational background needed for employment in a fire service career. The Fire Science degree is aligned with the Fire and Emergency Services Higher Education (FESHE) Model.

The FESHE program mark represents the idea that within ivory towers of higher education, firefighters and fire officers, armed with knowledge and a college degree, can reduce the human and economic impact of fires in their communities.

Degree Requirements	**60 credit hours**
General Education Core	**17 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Concentration Requirements	**23 credit hours**
FS118 Principles of Emergency Services	3
FS133 Building Construction for Fire Protection	4
FS165 Fire Prevention	3
FS170 Fire Behavior and Combustion	3
FS214 Fire Protection Systems	3
FS232 Firefighter Safety and Survival	3
FS250 Research Methods in Fire Science	3
STEM251 STEM Capstone	1
Approved Electives	**20 credit hours**
FS110 Hazardous Materials Responder	3
FS115 Introduction to Firefighting	4
FS125 Firefighter I	4
FS130 Fire and Life Safety Education	3
FS160 Fire Investigation I	3
FS205 Firefighting Strategy and Tactics	3
FS210 Firefighter Leadership	3
FS220 Fire Service Instructor I	3
FS224 Principles of Code Enforcement	3
FS230 Fire and Emergency Services Administration	3
FS281 Firefighter Internship	3

FURNATURE AND CABINATE MAKING CERTIFICATE

Under Development

Requires 30 Credit Hours

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

In addition to the courses listed below for this program of study, students must also complete ENG 106 and MATH 102 or higher.

Degree Requirements	**30 credit hours**
Concentration Requirements	**20 credit hours**
WOOD1110 Introduction to the Fine Art of Woodworking	5
WOOD1310 Furniture Design	4
WOOD2140 Advanced Furniture Making	5
WOOD1210 Characteristics of Wood	3
WOOD1150 Introduction to Joinery	3
Approved Electives*	**10 credit hours**
WOOD1185 CNC for Fine Woodworking	4
WOOD1660 Router Joinery	3
WOOD2810 Advanced Woodworking Projects	3

*In consultation with a Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives

GENERAL SCIENCE

ASSOCIATE OF SCIENCE DEGREE

Requires 62-63 Credit Hours

The General Science degree program is intended for the student who desires a degree in Science but desires more latitude in the selection of courses. It is well suited to fill the needs of students who want flexibility in their preparation for upper division studies at the university level. For this purpose, however, proper selection of courses is of upmost importance, and advisement from the STEM Department should be sought. Credits earned to complete the requirements of the General Education Core cannot be used to fulfill the Concentration Requirements or Approved Electives.

Degree Requirements	**62-63 credit hours**
General Education Core	**32-33 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – or –	3

COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
CHEM1215/L General Chemistry I & lab for STEM Majors –**OR**-	4
PHYS1230/L Algebra-based Physics I & lab	4
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities (3 credit hours)	
Area VI. Creative and Fine Arts	
General Education Electives (6-7 credit hours)	
Elective 1 Any additional course from areas III or IV	3-4 credit hours
Elective 2 Any additional course from areas II or III	4 credit hours
Concentration Requirements	**10 credit hours**
BCIS1110 Fundamentals of Information Literacy and Systems	3
STEM105 Computer Use for Scientific Research	3
STEM117 Introduction to Engineering	3
STEM251 STEM Capstone	1
Approved Electives	**20 credit hours**
BIOL1110/L General Biology & lab	4
BIOL2610/L Principles of Biology: Biodiversity, Ecology, and Evolution & lab	4
BIOL2110/L Principles of Biology: Cellular and Molecular Biology & lab	4
BIOL2310/L Microbiology & lab	4
BIOL2210/L Human Anatomy and Physiology I & lab	4
BIOL2225/L Human Anatomy and Physiology II & lab	4
BIOL1135/L Introductory Environmental Science & lab	4
CHEM1120/L Introduction to Chemistry (non-majors) & lab	4
CHEM1226/L General Chemistry II & lab	4
GEOL1110/L Physical Geology & lab	4
GEOL2110/L Historical Geology & lab	4
MATH1230 Trigonometry	4
MATH1510 Calculus I	4
MATH1520 Calculus II	4

MATH2530 Calculus III	4
PHYS1115/L Survey of Physics & lab	4
PHYS1230/L Algebra-based Physics I & lab	4
PHYS1240/L Algebra-based Physics II & lab	4
PHYS1310/L Calculus Physics I & lab	4
PHYS1320/L Calculus Physics II & lab	4

** In consultation with a Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives

LIBERAL ARTS

ASSOCIATE OF ARTS DEGREE

Requires 60-61 Credit Hours

The Associate of Arts in Liberal Arts teaches effective oral and written communication concepts. Students will gain the ability to identify and define problems and tasks, the ability to think independently and creatively as well as the ability to organize ideas and create solutions. It allows students to use the degree as either a stand-alone or a transfer degree. This AA degree provides students transferring to four-year schools with the curriculum needed for the first two years of baccalaureate study and will offer the skills and attributes essential in a competitive job market. The general education core completed in the process of this degree meets industry standards and is also accepted by all New Mexico state colleges and universities.

Courses may only be used once to satisfy any general education core, concentration and approved elective requirement.

Students are strongly encouraged to consult with their Luna advisor for proper advising and course selection.

Degree Requirements	**60-61 Credit Hours**
General Education Core Requirements	**35 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – **OR** –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (3-4 credit hours)	
MATH1220 College Algebra – **OR** –	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities (3 credit hours)	
Related Studies	

BCIS1110 Fundamentals of Information Literacy and Systems	3
Area VI. Creative & Fine Arts (3 credit hours)	
General Education Electives (6 credit hours)	
Elective 1 – any additional course from areas III or IV	3
Elective 2 – any additional course from any area in the General Education Core	3
Concentration Requirement	**3 credit hours**
HD260 Critical Thinking and Problem Solving	3
Approved Electives*	**23 credit hours**
ARTS1610 Drawing I	3
ARTS2610 Drawing II	3
ENGL2310 Introduction to Creative Writing	3
ENGL2380 Introduction to Short Fiction	3
ENG140 Modern Literature: The American Novel since 1945	3
FDMA1545 Introduction to Digital Photography	3
HIST2110 Survey of New Mexico History	3
FDMA1520 Introduction to Digital media	3
FDMA1110 Film History	3
MUSC1130 Music Appreciation: Western Music	3
MUS1210 Fundamentals of Music for non-majors	3
PSYC2210 Abnormal Psychology	3
SPAN1110 Spanish I	3
SPAN1120 Spanish II	3
COMM2120 Interpersonal Communication	3
THEA1220 Beginning Acting	3
MMC101 Introduction to Mass Media Communications	3
CJUS1110 Introduction to Criminal Justice	3
BUSA1110 Introduction to Business	3
CS105 Introduction to Computer Science	3
PHIL1115 Introduction to Philosophy	3
FDMA1545 Introduction to Photography & Digital Imagining	3
Any 100 or 200 Level Literature Course	3

Note: No more than one credit hour in physical education and no more than one course in Vocational Trades may be used to satisfy the 23-credit hour approved electives requirement.
*Additional approved elective courses can be selected from Area I, IV, V and VI of Luna's General Education Core Curriculum.

General Education Certificate

Requires 31-32 Credit Hours

The General Education CORE Certificate prepares students for transfer to any four-year college or university in the state. It also satisfies many or all of the CORE requirements contained in the associate degree programs offered at Luna. The certificate is also a good choice for students who are undecided as to their major or program choice. Additionally, the certificate program will give students opportunity to sample various disciplines to determine their educational goals.

Certificate Requirements	**31-32 credit hours**
General Education Core	**31 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking -**OR**-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
BIOL1110/L General Biology & lab	4
BIOL1135/L Introductory Environmental Science & lab	4
BIOL1140/L Biology for Health Sciences & lab	4
BIOL2610/L Principles of Biology: Biodiversity, Ecology, and Evolution & lab	4
BIOL2110/L Principles of Biology: Cellular and Molecular Biology & lab	4
BIOL2310/L Microbiology & lab	4
BIOL2210/L Human Anatomy and Physiology I & lab	4
BIOL2225/L Human Anatomy and Physiology II & lab	4
CHEM1120/L Introduction to Chemistry & lab	4
CHEM1215/L General Chemistry I & lab for STEM majors	4
CHEM1226/L General Chemistry II & lab	4
GEOL1110/L Physical Geology & lab	4
GEOL2110/L Historical Geology & lab	4
PHYS1115/L Survey of Physics & lab	4
PHYS1230/L Algebra-based Physics I & lab	4
PHYS1240/L Algebra-based Physics II & lab	4
PHYS1310/L Calculus-based Physics I & lab	4
PHYS1320/L Calculus-based Physics II & lab	4
Area IV. Social and Behavioral Sciences (3 credit hours)	
ANTH1115 Introduction to Anthropology	3
ANTH1141 Cultures of the World	3

ECON2110 Macroeconomic Principles	3
ECON2120 Microeconomic Principles	3
POLS1120 American National Government	3
POLS2160 State and Local Government	3
PSYC1110 Introduction to Psychology	3
SOCI1110 Introduction to Sociology	3
Area V. Humanities (3 credit hours)	
ENGL2610 American Literature I	3
ENGL2620 American Literature II	3
HIST1150 Western Civilization I	3
HIST1160 Western Civilization II	3
HIST1110 United States History I	3
HIST1120 United States History II	3
HIST2110 Survey of New Mexico History	3
RELG2130 History of Christianity	3
RELG2115 World Religions	3
SPAN1110 Spanish I	3
Any 100 or 200 Level Literature Course	3
Area VI. Creative and Fine Arts (3 credit hours)	
ARTS1610 Drawing I	3
ARTS1120 Introduction to Art	3
ARTH2110 Art History	3
FDMA1545 Introduction to Digital Photography	3
FDMA1520 Introduction to Digital Filmmaking	3
FDMA1110 Introduction to Film History	3
MUSC1130 Music Appreciation: Western Music	3
MUSC1210 Fundamentals of Music for non-majors	3
THEA1110 Introduction to Theater	3
THEA1220 Beginning Acting	3
General Education Electives (6 credit hours)	
Elective 1 An Additional Course from Areas III or IV	3
Elective 2 An Additional Course from any general education Area	3

MATHEMATICS

Associate of Science Degree In Mathematics

Requires 61-64 Credit Hours

An associate degree in mathematics prepares students for bachelor programs in mathematics or a related field. The Mathematics program does more than provide services for the College's other programs through the rigorous math curriculum. The program can be applied to almost every career, including but not limited to statistical analysis, computer science, engineering, economics,

education, or research in related fields. Credits earned to complete the requirements of the General Education Core cannot be used to fulfill the concentration requirements of the program.

Degree Requirements	**61-64 credit hours**
General Education Core	**32-33 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – **OR** –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities (3 credit hours)	
Area VI. Creative and Fine Arts (3 credit hours)	
General Education Electives (6-7 credit hours)	
Elective 1 – any additional course from Areas III or IV	3
Elective 2 – any additional course from Areas II or III	4
Concentration Requirements	**23 credit hour**
MATH1350 Introduction to Statistics	3
MATH1230 Trigonometry	4
MATH1511 Calculus I	4
MATH1520 Calculus II	4
MATH213 Calculus III	4
BCIS1110 Fundamentals of Information Literacy and Systems	3
STEM250 STEM Capstone	1
Approved Electives*	**6-8 credit hours**
MATH1215 Intermediate Algebra	4
MATH215 Linear Algebra	4
MATH220 Differential Equations	4

*In consultation with a faculty advisor and with approval by the academic director, additional course not listed may be used as approved electives

MEDIA ARTS AND FILM TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Requires 60 Credit Hours

The Associate of Applied Science degree in Media Arts and Film Technology is designed to prepare students with entry-level job skills in the media industry. The program focuses on the use of media technology as well as the basics of visual design and composition. The curriculum offers theory, research and hands-on experience with an emphasis on developing proficiency in the use of multimedia tools and computer software.

Students interested in immediate employment in the film industry are encouraged to participate in the Next Generation Media Academy-endorsed Film Technology certificate below.

Degree Requirements	**60 credit hours**
General Education Core	**17 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I	
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Concentration Requirements 27 credit hours	
MMC101 Introduction to Mass Media Communications	3
FDMA1630 Principles of Design	3
COMM1130 Public Speaking – **OR** –	3
COMM2120 Interpersonal Communication	3
FDMA1260 Introduction to Digital Media	3
FDMA1515 Introduction to Digital Image Editing - Photoshop	3
MMC135 Introduction to Digital Filmmaking	3
FDMA1545 Introduction to Photography & Digital Imaging	3
FDMA1110 Introduction to Film History	3
MMC295 Media Capstone	3
Approved Electives	**16 credit hours**
ENGL2310 Introduction to Creative Writing	3
FDMA1560 Screenwriting I	3
MMC154 Introduction to Film Production Workflow	3
MMC170 Film Crew I	3
MMC174 On-Set Production Techniques	3
MMC178 Location Production Techniques	3
MMC211 Media Ethics	3

FDMA2325 Advanced Photoshop	3
MMC235 Intermediate Digital Filmmaking	3
MMC250 Mass Media Internship	3
MMC270 Film Crew II	2
MUSC1130 Music Appreciation: Western Music	3
THEA1110 Introduction to Theatre	3
THEA1220 Acting for Non-Majors	3

Film Technology Certificate

Requires 31 Credit Hours

The Film Technology Certificate prepares graduates for jobs in the film industry. Its hands-on courses introduce the skills used in on-set film production. This Next Generation Media Academy-endorsed certificate consists of three modules. The first is taught at Luna, a member of the Consortium of Education Partners (CEP). The second module is taught at the Academy, and the final module is a work-based learning module designed as an on-set internship. As part of the industry preparation, these certificate courses will employ a rigorous 8 a.m. to 5 p.m. schedule in order to help prepare students for the film set workday, which is typically 12 hours or more.

Certificate Requirements	**34 credit hours**
Concentration Requirements	**25 credit hours**
FDMA2120 Film Crew I	9
FDMA2125 Film Crew II	9
FDMA2165 Film Crew Internship	6
PE125 Conditioning and Flexibility Training	1
Approved Electives	**9 credit hours**
FDMA1110 Film History	3
FDMA1220 Introduction to Digital Video Editing	3
FDMA1260 Introduction to Digital Media	3
FDMA1410 Audio Production I	3
FDMA1420 Performance for Film and Media	3
FDMA1560 Introduction to Filmmaking	3
FDMA1525 Screenwriting I	3
FDMA2860 Business of Film	3
FDMA2999 Capstone	1

NURSING

Associate of Applied Science Degree

Requires 71 Credit Hours

Luna Community College Department of Nursing is a full member of the New Mexico Nursing Education Consortium (NMNEC). The Nursing curriculum is taught using the NMNEC Statewide

Curriculum Model. All required elements of the program are taught using a concept-based delivery method.

Successful completion of all courses and clinicals with a 77% or better is required for each level in order to progress to the next level. Courses must be taken sequentially.

To become Registered Nurses, graduates must take and pass the NCLEX Exam.

Degree Requirements	**71 credit hours**
General Education Core	**16 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II*	3
Area II. Mathematics (3 credit hours)	
MATH1350 Introduction to Statistics*	3
Area III. Laboratory Science (4 credit hours)	
BIOL1140/L Biology for Health Sciences & lab	4
BIOL1110/L General Biology & lab	4
CHEM1120/L Introduction to Chemistry & lab (non-majors)	4
CHEM1215/L General Chemistry I & lab (for STEM majors)	4
Area IIV. Social and Behavioral Sciences (6 credit hours)	
PSYC1110 Introduction to Psychology	3
PSYC2120 Developmental Psychology	3
Concentration Requirements	**55 credit hours**
Concentration Prerequisites or Co-requisites to Level I (24 credit hours)	
BIOL2210/L Human Anatomy and Physiology I & lab	4
BIOL2225/L Human Anatomy and Physiology II & lab*	4
BIOL2505 Pathophysiology*	4
Level I	**7 credit hours**
NMNC1110 Introduction to Nursing Concepts	3
NMNC1135 Principles of Nursing Practice	4
Level II	**13 credit hours**
NMNC1230 Nursing Pharmacology	3
NMNC1210 Health & Illness Concepts I	3
NMNC1220 Health Care Participant	3
NMNC1235 Assessment and Health Promotion	4
Level III	**10 credit hours**
NMNC2310 Health & Illness Concepts II	3
NMNC2320 Professional Nursing Concepts I	3

NMNC2335 Care of Patients with Chronic Conditions	4
Level IV	**10 credit hours**
NMNC2410 Health & Illness Concepts III	4
NMNC2435 Clinical Intensive I	4
NMNC2445 ADN Capstone	2

*Up to 2 of these courses may be taken as corequisites with Level 1 Nursing courses. However, students not obtaining a grade of C or better in these courses will not progress to the next level of the Nursing program until all prerequisite, corequisite and Level I Nursing courses are successfully completed with the required minimum grades.

PRE-ENGINEERING

ASSOCIATE OF SCIENCE DEGREE

Requires 61-62 Credit Hours

The Pre-Engineering degree is designed to provide students with concepts and methods of engineering and the foundation courses in math and science required for engineering study. The associate degree prepares students to continue their studies in a specified field of engineering at the university level.

Students should be aware of the requirements of the intended university. Credits earned to complete the requirements of the General Education Core cannot be used to fulfill any other required credits of the program.

Degree Requirements	**61-62 credit hours**
General Education Core	**32 credit hours**
Area I. Communications (9 credit hours)	
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – **OR** –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4 credit hours)	
MATH1220 College Algebra	4
Area III. Laboratory Science (4 credit hours)	
BIOL2610/L Principles of Biology: Biodiversity, Ecology, and Evolution & lab – **OR**-	4
CHEM1215/L General Chemistry I & lab for STEM Majors -**OR**-	4
PHYS1230/L Algebra-based Physics I & lab	4
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V. Humanities/FLEX (3 credit hours)	
Area VI. Creative and Fine Arts (3 credit hours)	
General Education Electives (6-7 credit hours)	
Elective 1 Any additional course from areas III or IV	3 or 4

Elective 2 Any additional course from areas II or III	4
Elective 3 Any additional course approved by faculty advisor	3
Concentration Requirements	**26 credit hours**
BCIS1110 Fundamentals of Information Literacy and Systems	3
CIST1115 Principles of Computer Science Information Systems	3
CSCI 1210 Computer Program Fundamentals	4
MATH1230 Trigonometry	4
MATH1530 Calculus I	4
MATH2530 Calculus II	4
STEM117 Introduction to Engineering	3
STEM252 STEM Capstone	1

In consultation with a Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives

VIDEO GAME DESIGN & DEVELOPMENT

Video Game Design & Development Certificate

Requires 31 Credit Hours ***underdevelopment not currently accepting students

The Video Game Design & Development Certificate provides students with a deeper understanding of game development, technology, and the theory of gaming. The purpose of the program is to develop student interest in Science, Technology, Engineering and Mathematics (STEM) and expose students to the video game industry and its connection to Computer Science.

In addition to the courses listed below for this program, any student whose placement scores are below college level must also complete ENG 106 and MATH 102 or higher in order to meet institutional proficiency requirements.

Degree Requirements	**31 credit hours**
Concentration Requirements	**19 credit hours**
VGD106 Script Writing and Storyboarding	3
VGD128 Introduction to Video Game Development	3
VGD130 Art and Computer Animation	3
VGD147 Game Analysis and Critique	3
VGD240 Video Game Design	3
VGD260 Video Game Project	4
Approved Electives*	**12 credit hours**
CIST1115 Principles of Computer Science Information Systems	3
BCIS1110 Fundamentals of Information Literacy and Systems	3
CSCI 1210 Computer Programing Fundamentals	4
FDMA1630 Principles of Design	3

FDMA1260 Introduction to Digital Media	3
FDMA1515 Introduction to Digital Image Editing – Photoshop	3
STEM105 Computer Use for Scientific Research	3
STEM117 Introduction to Engineering	3

*In consultation with a Faculty Advisor and with approval by the Academic Director, additional courses not listed may be used as approved electives

VOCATIONAL/TECHNICAL STUDIES

Associate of Applied Science Degree

Requires 60 Credit Hours

The Associate of Applied Science Degree in Vocational/Technical Studies is designed for students whose primary interest is in a vocational and/or technical field and who have completed or are pursuing a workforce certificate. Any certificate designed for workforce readiness may be used to fulfill the Concentration requirements for this degree. This structured degree program enhances job and advanced degree opportunities.

Students whose concentration consists of a less than 45 credit hour certificate may add electives or additional courses in the concentration or in a second concentration to complete the minimum of 60 credit hours for this degree. Students should contact the Division Director with any questions regarding course or certificate application to this degree.

AAS degrees are designed to prepare students for entry-level jobs in their field of study. Such degrees are generally not intended to be transferable to four-year institutions unless specific program articulations exist, or the four-year degree is a Bachelor of Applied Arts or Applied Sciences degree. Transfer credits are always determined by the receiving institution and may be determined on a course-by-course basis.

Degree Requirements	**60 credit hours**
General Education Core	**15 credit hours**
Area I. Communications (3 credit hours)	
ENGL1110 Freshman Composition I -**OR**-	3
COMM1130 Public Speaking -**OR**-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics (4-5 credit hours)	
MATH102 Math Preparation and Pre-Algebra -**OR**-	5
1 course from those listed in Area II of Luna's General Education core -**OR**-	
1 course from courses listed as Fine Arts Core courses in Liberal Arts Degree	
Area III. Laboratory Science (4 credit hours)	
Any science course listed under the AAS general education core program	
Area IV. Social and Behavioral Sciences (3 credit hours)	
Area V Humanities/Flex (3 credit hours)	
BCIS1110 Fundamentals of Information Literacy and Systems	3
Concentration	**45 credit hours**

WELDING TECHNOLOGY

CERTIFICATE

Requires 31 Credit Hours

This program prepares students with entry-level job skills for many phases of the welding industry and provides skill upgrading for those already in the field who need additional skills. Emphasis is placed on welding procedures used in the construction and manufacturing industry.

Micro-Credentialing through American Welders Society (AWS) Certifications is made available. Students are encouraged to pursue multiple certifications such as Commercial Driver's License (CDL) or Small Business Administration if they plan to be self-employed.

Welding courses require safety equipment and supplies. Students must contact instructor to discuss appropriate personal protection equipment prior to beginning class.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Certificate Requirements	**31 credit hours**
Concentration Requirements	**25 credit hours**
WELD1110 Introduction to Welding Fundamentals	3
WELD1110L Introduction to Welding Fundamentals Lab	2
WELD1120 Print Reading for Welders	1
WELD1120L Print Reading for Welders Lab	2
WELD1220 Flux Core Arc Welding	2
WELD1220 Flux Core Arc Welding Lab	1
WELD1140 Gas Metal Arc Welding (GMAW I)	1
WELD1140L Gas Metal Arc Welding I Lab (GMAW I lab)	2
WELD1130 Shielded Metal Arc Welding I (SMAW I)	1
WELD1130L Shielded Metal Arc Welding Lab (SMAW I lab)	2
WELD1150 Metal Fabrication I	1
WELD1150 L Metal Fabrication I Lab	1
WELD1155 Gas Tungsten Arc Welding I (GTAW I)	1
WELD1155L Gas Tungsten Arc Welding Lab (GTAWI lab)	2
WELD 2150 Metal Fabrication II	2
WELD2150L Metal Fabrication II Lab	1
WELD2290L Welder Qualifications Lab (Can be repeated up to 4 times)	4
Approved Electives	6 hours
WELD2290L Welder Qualification (may be repeated)	4
WELD2130Shielded Metal Arc Welding (SMAWII)	2
WELD2130L Shielded Metal ARC Welding II (SMAWII lab)	1
WELD1171 Layout and Fabrication	2
WELD1171L Layout and Fabrication lab	1
WELD1191 Weld Art	2
WELD1191 Weld Art	1

COURSE DESCRIPTIONS

Luna Community College began the transition to a four-letter-four-digit (i.e. ENGL 1101) NM Common Core Course Number Fall 2019, in compliance with 5.55.5 NMAC. This transition is still in progress, so not all courses have four-letter-four-digit designations.

COURSE RUBRICS

ACCT – Accounting
AH – Allied Health
ANTH – Anthropology
ARTH – History of Art
ARTS – Art
CRT – Collision Repair Technology
AUTO – Automotive Technology
BARB – Barbering
BIOL – Biology
BT – Building Technology
BUSA – Business
BCIS – Business Computers
BFIN – Business Finance
BLAW – Business Law
CHEM – Chemistry
CDL – Commercial Driver's License Training
COMM – Communications
CHW – Community Health Worker
CS – Computer Science
CSA – Computer Software Applications
CSMT – Cosmetology
CJUS – Criminal Justice
DENT – Dental Assistant
ECON – Economics
ECED – Education-Early Childhood
EDUC – Education-Teacher Education
EWRG – Electrical Wiring
EMT – Emergency Medical Technician
ENG/ENGL – English
FDMA – Film & Digital Media
FS – Fire Science
WOOD – Furniture and Cabinet-Making
FORS – Forestry
GEOL – Geology
HLED – Health Education
HIST – History
HRTC – Horticulture
HD – Human Development
HPS – Human Performance and Sport
MGMT – Management
MKTG – Marketing
MMC – Mass Media Communications
MATH – Mathematics
MUS/MUSC – Music
NMNC – Nursing
NUTR – Nutrition
PHIL – Philosophy
PE/PHED– Physical Education
PHYS – Physics
POLS – Political Science
PSYC – Psychology
QUIL – Quilting and Sewing
RELG – Religion
SPED – Special Education
STEM – Science Technology Engineering & Math
STBS – Selected Topics/Business
STED – Selected Topics/Education
STGS – Selected Topics/General Science
STHS – Health Science
STTC – Science and Technology
STVE – Vocational Education
SOCI – Sociology
SPAN – Spanish
THEA – Theatre
VGD – Video Game Design and Development
VOC – Vocational Education
WELD – Welding Technology

UNDERSTANDING COURSE DESCRIPTIONS

CS105 Introduction to Computer Science 3;(2,2)

This course is an introduction to computer science and computer information systems. The intent of this course is to prepare students and provide them with the terminology and a brief understanding of concepts within the computing field. Topics will include computer history, algorithms, computer architecture, programming languages, applications, social issues and ethics.

Pre-requisite: Students should understand how to use a computer and basic software such as MS Word and the internet prior to taking this course.

Some courses require prior knowledge in order to be successful. Any courses that must be completed, or information that must be acquired prior to taking the course will be listed at the end of the course description as a pre-requisite. Co-requisite courses, courses that must be taken at the same time as the course listed, will be added in italics at the end, as well.

Accounting (ACCT)

ACCT1150 QuickBooks 4;(3,2)

An introductory course to QuickBooks Pro accounting software, including setting up a new company and chart of accounts: recording transactions for service and merchandising businesses with customers, vendor. And employees; bank reconciliations; payroll; end-of-period procedures; financial reporting; managing lists; and running reports and forms and customizing them.

ACCT1180 Quantitative Methods in Business 4; (4,0)

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.

ACCT2110 Principles of Accounting I (Financial) 4;(4,0)

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

ACCT2120 Principles of Accounting II (Managerial) 4;(4,0)
An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

Prerequisite: ACCT2110.

ACCT2125 Introduction to Intermediate Accounting I 4;(4,0)
Introduction to intermediate accounting concepts, principles and practices, stressing financial reporting theory, applied financial accounting problems and contemporary financial accounting issues. Focuses on the determination of income and financial position of the corporate form of organization.

Prerequisite: ACCT2120

Allied Health (AH)

AH101 Medical and Health Career Exploration (Formerly AH205) 1;(1,1)
This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe and effective care in an acute and log-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

AH105 Nursing Assistant Training 4;(3,2)
This course provides the basic knowledge and skills necessary by nursing assistants to deliver safe and effective care in an acute and log-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

Anthropology (ANTH)

ANTH1115 Introduction to Anthropology 3;(3,0)
Anthropology is the systematic study of the humanity both past and present. The course introduces students to the four subfields of anthropology, which include archaeology, biological, linguistic, and cultural anthropology. Students will learn about the concepts and methods that anthropologists use to study our species and gain a broader perspective on the human experience.

ANTH1141 Cultures of the World* (awaiting NMCCNS approval) * 3;(3,0)
This course is a study of the concepts of culture and its application in the analysis of human group behavior.

Art History (ARTH)

ARTH2110 History of Art I* (awaiting NMCCNS approval) * 3;(3,0)
This survey course explores the art and architecture of ancient pre-historic cultures through the end of the fourteenth century. While focused primarily on the art of the western civilizations, this course will also provide insights into the works of other major cultures in order to provide

alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

ARTH2120 History of Art II 3;(3,0)

This survey course will explore the architecture, sculpture, ceramics, paintings, drawings, and glass objects from the 14th century to the modern era. While focused primarily on the art of the western civilization, this course will also provide insight into the works of the other major cultures in order to provide alternative views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

Art (ARTS)

ARTS1120 Introduction to Art * (awaiting NMCCNS approval) * 3;(3,0)

In this class, students will be introduced to the nature, vocabulary, media and history of the visual arts, illustrated by examples drawn from many cultures, both Western and non-Western and across many centuries. We will begin with a general overview of the subject, including basic concepts and themes that shed light on the continuity of the artistic enterprise across the span of human experience. We will study the visual elements from which art is made, including how artists use these elements and how the artists' use of visual elements affects our experience of looking at art. We will examine both two-dimensional and three-dimensional media including drawing, painting, printmaking, camera and computer arts, graphic design, sculpture, installation, crafts and architecture. Selected works will be examined in context, including the history of the time and place in which they were created, as well as their function, patronage, and the character and intent of individual artists.

ARTS1340 Ceramics 1* (awaiting NMCCNS approval) * 3;(3,0)

In this course the student is introduced to a variety of techniques used to create hand built and wheel thrown functional ceramics. Specific topics include pinch, slab, and coil hand building, basic wheel throwing, surface finishing, and firing.

ARTS1610 Drawing I * (awaiting NMCCNS approval) * 3;(2,2)

This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3-D subject on a 2-D surface with visual accuracy. Other topics include historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space & composition.

ARTS1630 Painting I 3;(2,2)

This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory and composition.

ARTS2610 Drawing II 3;(2,2)

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing.

Pre-requisite: ART1610.

ARTS2630 Painting II 3;(2,2)
This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of-class assignments, library research or museum/gallery attendance, written responses and critiques.

Pre-requisite: ART1630.

Astronomy (ASTR)

ASTR1115/L Astronomy * (awaiting NMCCNS approval) * 4;(3,2)
This course surveys observations, theories, and methods of modern astronomy. The course is predominantly for non-science majors, aiming to provide a conceptual understanding of the universe and the basic physics that governs it. Due to the broad coverage of this course, the specific topics and concepts treated may vary. Commonly presented subjects include the general movements of the sky and history of astronomy, followed by an introduction to basic physics concepts like Newton's and Kepler's laws of motion. The course may also provide modern details and facts about celestial bodies in our solar system, as well as differentiation between them – Terrestrial and Jovian planets, exoplanets, the practical meaning of "dwarf planets", asteroids, comets, and Kuiper Belt and Trans-Neptunian Objects. Beyond this we may study stars and galaxies, star clusters, nebulae, black holes, clusters of galaxies and dark matter. Finally, we may study cosmology – the structure and history of the universe.

Automotive Collision Repair Technology (CRT)

CRT112 Introduction to Collision Repair 5;(2,6)
This is a foundational course in the Collision Repair program of study for students interested in learning more about automotive collision repair careers. Upon completion of this course, proficient students will be able to identify and explain the basic steps in the collision repair process, emphasizing safety, tools, equipment, and materials used.

CRT107 Introduction to Refinishing 5;(2,6)
An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of replacement parts.

CRT145 Metal Finish/Body Filling 5;(2,6)
Application of practices to smooth and shape metal panels. Finish automotive panels by filing, grinding. And applying body filler procedures. Apply rust repair techniques. Roll out damaged panels.

Pre-requisites: CRT112, CRT107

CRT150 Structural Analysis and Damage Repair 5;(2,6)
This course provides skills and practice in structural analysis and repair procedures that are used in the collision repair industry. It is designed to enable the student to determine the conditions and severity of the damage from visual clues. Students will calculate costs of repair or replacement of parts and estimate repair time. Students will comprehend and implement instructions from reference manuals.

Pre-requisites: CRT112, CRT107

CRT155 Non-Structural analysis and repair 5;(2,6)
Covers how to analyze non-structural collision damage and write and revise repair plans. Students will read and interpret technical texts to determine, understand, and safely perform appropriate repair techniques and procedures. Students will prepare vehicles for repair, remove and replace panels and body components, metal finishing, body filling, remove and replace moveable glass and hardware, metal welding and cutting, and repair of plastics.

Pre-requisites: CRT112, CRT107

CRT160Advanced Refinish and Color Matching 5;(2,6)
This course is 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. Shop management techniques will be practiced. Cycle time management will be emphasized.

Pre-requisites: CRT112, CRT107

Automotive Technology (AUTO)

AUTO100 Automotive Fundamentals 4;(2,4)
This 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.

AUTO108 Manual Transmissions and Drivetrain 4;(2,4)
This course covers theory and operation of the manual transmission along with disassembly and assembly procedures. Clutch operation along with service and repair, differential theory, operation, disassembly and assembly procedures, shafts, along with axles, drive shafts, transaxles and transfer cases will also be covered.

Co-requisite: AUTO100, AUTO110

AUTO110 Automotive Electrical 4;(2,4)
This course covers basic automotive electricity, electronics fundamentals, theory and applications for automotive circuits. This course will also cover diagnosis and repair of electrical systems and schematic study. Battery, starting and charging systems are also studied in this course. This course will lead into more advanced lighting systems, instrument panel, horn, windshield wiper/washer and other complex accessories found in the modern automobile.

Co-requisite: Auto100

AUTO120 Engine Repair 4;(2,4)
This course will cover operation and construction of internal combustion engines (ICE). Removal and installation procedures, engine identification, disassembly, inspection, measurement and assembly procedures, along with in-vehicle engine repairs, diagnostic routines and practices.

Co-requisite: AUTO100, AUTO110.

AUTO125 Engine Performance 4;(2,4)

This course will cover automotive computer systems history, usage, strategy, testing and diagnosis of emission control systems, exhaust systems, fuel injection, distributor less ignition and other performance systems. Engine performance diagnosis and repair of systems related to drive ability, including carburetion, ignition systems, fuel systems, exhaust, emissions, and engine mechanicals. The course will also cover diagnostic equipment usage and procedure-based strategies. Diagnostics of On-Board Diagnostics (OBD) I and II will have an emphasis on procedure and symptomatic based strategies

Co-requisite: AUTO100, AUTO110

AUTO128 Automatic Transmissions and Drivetrain 4;(2,4)

This course will cover automatic transmission/transaxle fundamentals including torque converter operations, planetary gear operations, hydraulics principles, valve body operations and transmission power flow. Automatic transmission/transaxle in-vehicle service and repair as well as removal, disassembly, assembly and installation will be covered.

Co-requisite: AUTO100, AUTO110.

AUTO135 Brakes 4;(2,4)

This course provides a foundation to the automotive brake system, including the fundamentals of brake systems. The course includes theory, inspecting and diagnosis practices with an emphasis on safety, along with repair procedures and inspection on specific equipment operation.

Co-requisite: AUTO100, AUTO110.

AUTO154 Steering and Suspension 4;(2,4)

This course will provide a foundation to the automotive chassis system, including the fundamentals of the chassis system. The course includes theory, inspecting and diagnosing practices with an emphasis on safety, along with the repair procedures and specific equipment operation. Alignment procedures will also be covered.

Co-requisite: AUTO100, AUTO110.

Barbering (BARB)

BARB252 Shaving and Beard Trimming 2;(0,4)

This course covers areas of shaving, honing and stropping, preparation, procedures, and practice. The student will have the use of products, materials and implements, client consultation, recommendations, client record keeping and safety.

Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222.

Co-requisites: BARB260, CSMT239 and CSMT243.

BARB260 Barber Clinic Practice 4;(0,8)

This course builds on the foundation presented in the theory courses in sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, hair styling, hair coloring, manicures, pedicures, and facials.

Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222.

Co-requisites: BARB252, CSMT239 and CSMT243.

Biology (BIOL)

BIOL1110 General Biology 3;(3,0)

This course introduces non-science majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology.

Previously offered as BIOL105.

Co-requisite of BIOL1110L

BIOL1110L General Biology 1;(0,2)

This laboratory course for non-science majors compliments the concepts covered in the associated general biology lecture course. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution, taxonomic classification and phylogeny, biodiversity, and ecology. Previously offered as BIO105L

Co-requisite of BIOL1110

BIOL1135/L Introductory 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.

BIOL1140 Biology for Health Sciences 3;(3,0)

This introductory biology course for students interested in health science careers focuses on the concepts of chemistry, cell biology, metabolism, genetics, and regulation of gene expression.

Pre-requisites: ENG098 or equivalent placement scores

Co-requisite of BIOL1140L

BIOL1140L Biology for Health Sciences Laboratory 1;(0,2)

This course is a laboratory that complements the concepts learned in the theory course. Students will learn skills involved in scientific measurement, microscopy, and mathematical analysis. Students will also perform experiments and data analysis related to cell structure and function, chemistry, enzyme activity, and genetics.

Co-requisite of BIOL1140

BIOL2110/L Principles of Biology: Cellular 4;(3,2)

This course introduces students to major topics in general biology. This course focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, DNA replication, transcription, and translation. Previously offered as BIOL111 General Biology II

Pre-requisite: BIOL2610 and BIOL2610L

Co-requisite BIOL2110L

BIOL2110L Principles of Biology: Cellular and Molecular Lab 1;(0,2)

This course introduces students to major topics in general biology. This course focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells,

organization of cells, cellular respiration, photosynthesis, cell division, genetics, DNA replication, transcription, and translation. Previously offered as BIOL111L General Biology II Lab.

Pre-requisite BIOL2610 and BIOL2610L.

Co-requisite BIOL2110.

BIOL2210Human Anatomy and Physiology I 3;(3,0)

This course is the first of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; Specifically, the integumentary, skeletal, muscular, and nervous systems. This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems. Previously offered as BIO217 Human Anatomy and Physiology I.

Pre-requisites: ENG098 or equivalent placement scores and BIOL1110/L General Biology, BIOL 1140 Biology for Health Sciences, or CHEM1120/L Intro to Chemistry.

Co-requisite of BIOL2110L.

BIOL2210L Human Anatomy and Physiology I Laboratory 1(0,2)

This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems. Previously offered as BIO217L.

Co-requisite to BIOL2210.

BIOL2225 Human Anatomy and Physiology II 3;(3,0)

This course is the second of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, and organ structure and physiology, and organ system structure and function; specifically the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. Previously offered as BIO218.

Pre-requisites: BIOL2210 and Biol2210L.

Co-requisite BIOL2225L

BIOL2225L Human Anatomy and Physiology II Laboratory 1;(0,2)

The second in a series of two lab courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. Previously offered as BIO218L.

Pre-requisites: BIOL2210 and Biol2210L.

Co-requisite BIOL2225.

BIOL2310 Microbiology 3;(3,0)

Introduction to the basic principles of microbiology, microbial pathogenesis, host defenses and infectious diseases. The course will emphasize concepts related to the structure and function of

microorganisms, including their mechanisms of metabolism and growth. Host parasite interactions will also be emphasized, including mechanisms of microbial pathogenesis and mechanisms of host defenses against infectious diseases. Previously offered as BIO201

Pre-requisites: BIOL1110, BIOL1140, or CHEM1120.

Co-requisite to BIOL2310L

BIOL2310L Microbiology Laboratory 1;(0,2)
This course will emphasize both the theory and hands-on application of techniques used in a microbiology laboratory for the growth and identification of bacterial species. Students will learn microscopy skills and staining techniques for the observation of bacteria. Students will also learn aseptic techniques used for isolation of bacteria, inoculation of cultures, and interpretation of selective and differential growth media for the identification of bacterial species.
Previously offered as BIO201L
Pre-requisites: BIOL1110, BIOL1140, or CHEM1120.Co-requisite to BIOL2310

BIOL2505 Pathophysiology 4;(4,0)
This course is designed to provide the conscientious student with a solid foundation for understanding the pathophysiological processes of the human organism.
Pre-requisite: BIOL2210/L

BIOL2610 Prin. of Biology: Biodiversity, Ecology & Evolution 3;(3,0)
This course is an introduction to the dynamic processes of living things. Major topics include the mechanisms of evolution, biological diversity, population genetics, and ecology.

Previously offered as BIOL110. Pre-requisites ENG106 MATH095. Co-requisite BIOL2610L Prin. Of Biology: Biodiversity, Ecology & Evolution lab

BIOL2610L Prin. of Biology: Biodiversity, Ecology & Evolution 1;(0,2)
This laboratory course is an introduction to the dynamic processes of living things. This course introduces students to the methods used in the study of evolution, ecology, and biological diversity. Designed for students continuing in life sciences.
Previously offered as BIOL110L. Pre-requisites ENG106 MATH095. Co-requisite BIOL2610

BIOL2630 General Botany 4;(3,2)
This course is an introduction to the fundamental principles of plant biology and botanical science. Topics covered include plant biochemistry, plant and fungal cell biology, plant reproduction, plant morphology and anatomy, plant physiology, plant genetics, plant ecology, Archaean, bacterial, protistan, fungal and plant evolution.
Pre-requisite: BIOL1110/L or BIOL2610.

Building Technology (BT, CNST)

CNST 1140 Concrete Finishing I 4;(2,4)

Includes methods, procedures and terms used in concrete finishing. Students identify methods to prepare, place, apply finishes and learn the different curing and protecting methods of concrete. Properties of chemical and mineral mixtures, tools, equipment and troubleshooting of concrete is also covered, while following the American Concrete Institute (ACI), International Building Code (IBC) and OSHA guidelines, procedures and regulation.

CNST 1170 Construction Methods I 7;(3,8)

This course will focus on carpentry industry, skills, materials, drawing, and documents, Overall safety will be addressed, including the use of hand and power tools. An applied course in foundation, footing, and stem-wall construction. Other topics include cutting and assembly of structural material for floor, wall, and roof systems in accordance with International Building Code (IBC) Previously offered as BT112

Co-requisite: VOC109.

CNST 1160 Plumbing Theory I 4;(2,4)

Covers occupational introductions, human relations, safety, tools and equipment used in plumbers trade, plumbing components, sizes of various residential and commercial plumbing systems, pipe fittings, pipe joining and cost estimation.

CNST 1255 Exterior Finishing 7;(3,8)

A study of exterior trim techniques; selection of doors and windows; method of installing doors and windows. Includes paint, stain, and prefabrication materials. Taught through lab and classroom experiences

CSNT1260 Heavy Equipment Operations 2;(1,2)

This course will prepare individuals to apply technical knowledge and skills to operate and maintain a variety of heavy equipment such as a utility tractor, motor grader, scrapers, backhoes, excavator's dozers, sked steers, forklifts, and other site preparation equipment. Includes instruction digging, sloping, grading, and excavation in general. Follows the NCCER credentialing. Students will also test for an OSHA 10 endorsement.

CNST 1270 Construction Methods II 8;(4,8)

This course is a continuation in construction methods and will focus on both Commercial & Residential carpentry. The proper safety use of hand and power tools will continue in the new subject areas. The student will enhance their skills in the installation of exterior wall and roof finishes, windows, and doors in accordance with the International Building 331 Revised 8/21/2024 Code (IBC). Students also practice insulation techniques, drywall installation, taping and texture of drywall, trim work, and other finish work in a safety-focused environment

CSNT2160 Heavy Equipment Operations II 8:(2,8)

This course will familiarize students with four pieces of heavy equipment and their controls. The course provides details on the operation of equipment used in construction work to help students become proficient in the operation of these types of heavy equipment. The course also addresses operator-performed maintenance, daily walk-around inspections, and shut down activities, for given machines. Most importantly the safety aspects of operating heavy equipment are also covered.

CNST 2996 Construction Topics - Concrete Finishing II 8;(2,12)
This course will take a more in depth look at methods, procedures and terms used in concrete finishing. Students will learn to prepare, to place, apply architectural finishes, and learn the different curing and protecting methods of concrete. Students will learn typical components and admixtures and their effects to concrete mix design and select the right tool for the right application. The student will also understand the basics of rub and patch. This course will also present construction and finishing techniques used in industrial concrete floor work. Students will learn requirements used for construction of Superflat Floors to include surface treatments and quality control procedures for sampling and testing of concrete mixes. Course will also cover requirements for making repairs to concrete based on specific problems. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC).

Business (BUSA)

BUSA1110 Introduction to Business 3;(3,0)
Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

BUSA2180 E-Commerce 3;(2,2)
Survey of methods and practices in e-commerce. Topics include the evolution and forms of e-commerce, secure online business transactions, and basic business concepts of e-commerce.

BUSA2220 Human Resource Management 4;(4,0)
This course covers those topics which would be relevant to the role of human resource department in today's firm. Topics include human resource management, compensation and benefits, labor relations, E.E.O., affirmative action, employment and placement, training and development, and other related topics.

BUSA2460 Business Ethics 3;(3,0)
This course examines the underlying dimensions of ethics in business, investigating ethics in relationship to the organization and its culture, stakeholders and society. Exploration of ethical issues from a historical perspective, analyzing actual events thorough the lens of ethical business decision-making, including legal/political, sociocultural, economic and environmental considerations will be undertaken.

BUSA2998 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. Supervision is monitored and recorded by the specific agency and documented and reported to the specific agency and the Business Administration faculty/advisor.

Pre-requisite: Instructor approval.

BUSA2999 Capstone 1;(1,0)
The capstone course is a self-directed, integrated learning opportunity. The student will work during the course dates to complete a research paper with the course instructor as a mentor. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the field of business. Only students in their final semester of their final year can enroll in this class.

Pre-requisite: Instructor Approval

ENTR2110 Small Business Management 4;(2,2)
This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise.

Business Computers (BCIS)

BCIS1110 Fundamentals of Information Literacy and Systems 3;(2,2)
Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Business Law (BLAW)

BLAW2110 Business Law I 3;(3,0)
Survey of the legal environment of business and common legal principles including the sources of law, dispute resolution and U.S. court system, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics, and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

Business Finance (BFIN)

BFIN2110 Introduction to Finance 3;(2,2)
Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

Chemistry (CHEM)

CHEM1120 Introduction to Chemistry (non-majors) 3;(3,0)
This course covers qualitative and quantitative areas of non-organic general chemistry for nonscience majors and some health professions. Students will learn and apply principles pertaining, but not limited to, atomic and molecular structure, the periodic table, acids and bases, mass relationships, and solutions.

CHEM1120L Introduction to Chemistry (non-majors) Lab 1;(0,2)
Introduction to Chemistry Laboratory is a laboratory course designed to complement the theory and concepts presented in the Introduction to Chemistry lecture component and will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment.

CHEM1215 General Chemistry I (Majors) 3;(3,0)
This course is intended to serve as an introduction to General Chemistry for students enrolled in science, engineering, and certain preprofessional programs. Students will be introduced to several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions.

Pre-requisite: MATH1220

CHEM1215L General Chemistry I Lab (Majors) 1;(0,2)

General Chemistry I Laboratory for Science Majors is the first semester laboratory course designed to complement the theory and concepts presented in General Chemistry I lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment

CHEM1226/L General Chemistry II 4;(3,2)

As the second of a two-semester sequence, this course teaches fundamental concepts in chemistry, including solutions, equilibria, electrochemistry, thermodynamics and kinetics. Designed for majors in chemical and other physical sciences, including engineering. May be appropriate for the life science major. It is assumed that the students are familiar with college algebra, chemical nomenclature, stoichiometry, and scientific measurements. The laboratory component is designed to complement the theory and concepts presented in lecture and will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment.

Pre-requisite: CHEM1215.

CHEM2130 Organic Chemistry I 3;(3:1)

This course is the first of a two semester sequence of Organic Chemistry, the chemistry of carbon containing compounds, as required for chemistry, medical science, and engineering majors. The course includes theoretical, qualitative, and quantitative discussion of Organic Chemistry concepts, including but not limited to a review of electronic structure and bonding, acids and bases, stereochemistry, an introduction to organic compounds, isomers, substitution and elimination reactions of alkyl halides, reactions of alkenes, alkynes, alcohols, ethers, epoxides, amines, and thiols, mass and infrared spectrometry, ultraviolet/visible spectroscopy, and nuclear magnetic resonance.

Pre-requisite: CHEM1215/L and CHEM1226/L.

Co-requisite: CHEM2130L.

CHEM2130 Organic Chemistry I Lab 1;(0:2)

Organic Chemistry I Laboratory is the first semester laboratory course designed to complement the theory and concepts presented in Organic Chemistry I lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to Organic Chemistry using diverse methods and equipment.

Pre-requisite: CHEM1215/L and CHEM1226/L.

Co-requisite: CHEM2130.

Commercial Driver's License Training (CDL)

CDL130 Commercial Driver's License

Successful completion of this course provides students with the education necessary to test for a Class A commercial driver's license. The first section of the course is offered online and includes all of the Entry Level Driver Training requirements mandated by the Federal Motor Carrier Safety Association, beginning February 7, 2022. Additional study materials, supplanted instruction at the Luna campus and tutoring are available as needed.

The Entry Level Driver Training module, the Dept of Motor Vehicle knowledge tests required to obtain the CDL permit, Department of Transportation (DOT) physical and DOT drug test must be satisfactorily completed prior to proceeding to the second section of the course.

The second section of the course is the hands-on field training. Field training includes conducting a vehicle pre-trip inspection, performing air brake testing, performing backing maneuvers (straight line, offsets, parallels, alley dock) and proper shifting. The student will learn how to safely operate the vehicle, including hazard recognition and collision prevention techniques in various driving situations, both in and out of town. Upon successful completion of the hands-on field training, Luna will schedule the student to take the final drive test with an authorized examiner.

Pre-requisite: Instructor approval.

Communication (COMM)

COMM1130 Public Speaking 3;(3,0)

This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches.

COMM2120 Interpersonal Communication 3;(3,0)

This course introduces the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships.

Community Health Worker (CHW)

CHW101 Community Health Worker 1 4:(3,2)

This course trains students to become Community Health Workers (CHW) who assist individuals and communities in adopting and maintaining positive health behaviors as well as helping people access health care and social services to build healthier communities. This course will prepare students to understand the roles of the CHW, and develop interpersonal skills, communication skills, health coaching skills, Service Coordination skills and capacity building skills.

Pre-requisites: ENG078 and MATH075 or equivalent ACCUPLACER/ACT/SAT scores.

Co-Requisite CHW101L

CHW101L Community Health Worker 1 Lab 1;(0,2)

This lab focuses on practicing the CHW role. Students will develop and demonstrate competence in a wide variety of skills, including interpersonal, communication, health coaching, service coordination, capacity building, and master health care assessment techniques.

Co-Requisite CHW101

CHW102 Community Health Worker II 4:(3,2)

This course builds on the Community Health Worker 1 course. This second course in the set completes the training required to apply for the Community Health Worker certificate offered by the State of New Mexico Department of Health. This course will cover the remaining core competencies for the CHW to include Advocacy skills, Technical Teaching skills, Community Health Outreach skills and Community Knowledge and Assessment.

Pre-requisites: CHW101, CHW 101L.

Co-Requisite CHW102L

CHW102L Community Health Worker II Lab 1;(0,2)

This lab focuses on practicing and demonstrating the remaining core competencies in preparation for application for the Community health Worker certification offered by the State of New Mexico Department of Health: advocacy skills, technical teaching skills, community health outreach skills, and community knowledge and assessment.

Pre-requisites: CHW101, CHW101L.

Co-requisite CHW102

CHW110 Community Health Worker Field/ Clinical 2:(0,4)

This course offers students an opportunity to apply the CHW academic theory they have learned toward practical experience. Students will contract for 45 hours at an internship placement and participate in a weekly seminar to discuss their fieldwork. Only those students who complete the full CHW sequence (10 Credit hours - CHW 101, CHW101L, CHW102, CHW102L and CHW 110 would be eligible to apply for New Mexico CHW certification. Faculty/Department Approval is required for enrollment in this course.

Pre-requisites: CHW 101, CHW 101L, CHW 102, CHW 102L.

Computer Science (CS)

CIST 1110 Introduction to Operating Systems 3;(2,2)

Information systems are an integral part of all business activities and careers. This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems-people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage through the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in preorganization's and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. The course introduces the Information Assurance and INFOSEC process. Includes participating in the National Cyber League Competition.

CIST 1115 Principles of Computer Science Information Systems 3;(2,2)

This course is an introduction to the fundamental concepts and terminology in the computing field, including computer history, algorithms, computer architecture, programming languages, applications, social issues, and ethics. It covers both computer science and computer information systems and aims to prepare students for further studies in these disciplines. Students should have prior knowledge of basic computer usage and software, such as MS Word, MS Excel, Power BI, and the Internet. Additionally, the course may cover topics such as problem-solving, computer organization, and information assurance.

CIST1121 A+ Hardware and Operating Systems 4;(2,2)

Introduction to PC hardware, peripherals, and operating systems. Includes problem diagnosis, troubleshooting processes, Windows utilization, and system optimization. May be used to prepare for industry certification exams.

CSCI 1210 Computer Programming Fundamentals 4;(3,2)

This course is an introduction to problem-solving methods and algorithm development. Students will learn how to design, code, debug, and document programs. Students will explore basic programming concepts including variables, data types, operators and expressions. Students will learn about input/output mechanisms, including command prompt interaction, and reading and writing data to files. Students will be introduced to control structures such as branching, conditionals, iteration, and loops and arrays. They will also learn how to define and use functions/methods to structure code and improve code reuse.

Pre-requisite: CS105 or Instructor Approval.

CIST1413 Network Administration Concepts 4;(3,2)

This course introduces the student to local-and wide- area networks with intent to implement, configure, optimize, manage, secure, SOHO networks. Topics will include OSI model, network devices, Ethernet, IP configuration, switch management, routing, firewalls, wireless networking, policies and procedures. This course will prepare students for current industry certification. Previously offered as CS130

Pre-requisite: CS105 or Instructor Approval.

CIST2275 C++ Programming II 4;(3,2)

Continues coverage of C++ programming. Covers structures, enumerated data types, C++ function enhancements, classes and objects, inheritance, polymorphism and virtual functions. This advanced course provides a solid foundation in object-oriented programming methods. Previously offered as CS140 *Pre-requisite: CS121.*

CSCI2260 Computer Programming Fundamentals: Java 2 4;(3,2)

This course is a continuation of Java object-oriented programming. This course is a deeper exploration of object-oriented programming. Including: Classes and objects, and associated topics such as constructors, properties, and methods, inheritance, polymorphism, encapsulation, abstraction, excerption handling and best practices. Previously offered as CS215 ***Pre-requisite: CS105 or Instructor Approval.***

CS2611 Windows Hybrid Server Administration 3;(2,2)

This course provides students with the skills to perform the following technical tasks: deploy and manage Active Directory Domain Services (AD DS) in on-premises and cloud environments; and manage Windows Servers and workloads in a hybrid environment. Students will also learn how to manage virtual machines and containers; implement and manage an on-premises and hybrid networking infrastructure; and manage storage and file services. Previously offered as CS216. ***Pre-requisite: CS130***

CIST2621 Windows Hybrid Server Administration II 3;(2,2)

This course provides students how to follow technical tasks: deploy, package, secure, update, and configure Windows Server workloads using on-premises, hybrid, and cloud technologies. In this role, you implement and manage on-premises and hybrid solutions, such as identity, security, management, compute, networking, storage, monitoring, high availability, and disaster recovery. Previously offered as CS216.

CIST2887 Ethical Hacking 3;(2,2)

This course introduces the essential concepts and practices of ethical hacking. Students will learn to use various ethical hacking tools and techniques to assess the security posture of a network and identify potential vulnerabilities that could be exploited by malicious actors. The course is

based on the EC Council Ethical Hacking ECH Version 12 and TestOut Ethical Hacker Pro certification exam domains/objectives. By the end of the course, students will have a solid understanding of network security threats and vulnerabilities, and the ability to perform a comprehensive security assessment of a network. The course is suitable for students interested in pursuing a career in cybersecurity or who want to improve their understanding of network security and ethical hacking. Previously offered as CS219.

CIST1121 A+ Hardware and Operating Systems 4;(3,2)

This course is an in-depth study of computer hardware and software. Students will cover topics such as selection, configuration, and installation of hardware, system components, peripheral devices, storage, networking fundamentals, system management, and security fundamentals. This course will prepare students for current industry certification. Previously offered as CS220

Pre-requisite: CS105 or Instructor Approval.

CIST2881 Cybersecurity Fundamentals 3;(2,2)

This course covers a range of topics including network and computer security, general security concepts, communication security, infrastructure security, operational and organizational security, encryption technologies, system and network security types of attacks, risk management, intrusion detection and prevention, assessing risk, auditing, and security control procedures. The course is designed to prepare students for an industry certification exam. Previously offered as CS245

Pre-requisite: CS130.

CIST2881 Cyber Security Analyst 3;(3,0)

This course provides the knowledge and skills required to configure and use threat detection tools, perform data analysis and interpret the results to identify vulnerabilities, threats and risks to an organization with the end goal of securing and protecting applications and systems within an organization. This course will prepare students for current industry certification. Previously offered as CIST 2881.

CIST2860 Digital Forensics and Incident Response 3;(3,0)

This course offers students a structured approach to the field of computer forensics and the analysis of digital evidence. Through a combination of theoretical knowledge and hands-on practical exercises, students will develop the skills necessary to conduct effective computer forensic investigations. The course will cover various forensic investigation techniques and utilize standard forensic tools to successfully gather, preserve and analyze digital evidence. This class prepares students for a position as a cybersecurity incident handler. Previously offered as CS247.

CSCI1250 Web Design Course Description: Introduction to HTML 3;(2,2)

Creating and designing a web page in HTML, adding tables and using frames in web design. Use XML to create interactive, dynamic Web pages. Implement cascading style sheets. Previously offered as CS248.

Pre-requisite: CS105.

CIST1441 Introduction to Networks 3;(2,2)

An introduction to the TCP/IP and OSI networking models and concepts for implementing those models in Wide Area and Local Area Networks. TCP/IP network fundamentals will be presented. Topics include network device configuration, IPv4 and IPv6 network addressing, basic security administration and network troubleshooting principles. This course is preparation for current industry certifications. Previously offered as CS261

Pre-requisite: CS130.

CIST1412 Network Device Configuration 3;(2,2)

This course covers the architecture, components, and operations of routers and switches in a small network and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure routers and switches, perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, configure static and dynamic addressing, and configure and secure a basic WLAN. This course is preparation for current industry certifications. Previously offered as CS267

Pre-requisite: CS261.

BCIS1210 Introduction to MS Access 3;(2,2)

This course introduces MS Access software. Students will learn design, development, and maintenance of relational database management systems. Students will be expected to implement the concepts by developing projects. Students will learn techniques for adding, updating, querying, and sorting data, create forms, queries and reports using the stored data. Previously offered as CSA208.

BCIS1215 Introduction to MS Excel® I 3;(2,2)

This course introduces Microsoft Excel spreadsheet software. Coverage includes creating, editing, manipulating, and printing workbooks, charts, features and commands, spreadsheet design, formulas, and functions. Previously offered as CSA217

BCIS2120 Desktop Publishing 4;(3,2)

This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence and newsletters. Various software packages are used such as Microsoft Office Publisher® and Adobe® InDesign CS Suite. Previously offered as CSA233.

BCIS2130 Web Design 3;(2,2)

This course introduces students to the design of an HTML document. Students will be required to learn the basic elements of HTML documents using Forms, Frames, and Lists. Students will also use Adobe CS Dreamweaver Suite to design web page formats. Students will apply the design, develop, test, implement, update and evaluate web solutions. Previously offered as CSA242.

Cosmetology (CSMT)

CSMT109 Cosmetology Theory I 4;(4,0)

An introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school.

Co-requisites: CSMT118, CSMT123 and CSMT126.

CSMT118 Shampoo, Rinses and Scalp Treatments 4;(0,8)

This course introduces the student to the preparation, procedures and practices, materials, implements, hair analysis, scalp disorders, related chemistry, client record keeping and safety.

Co-requisites: CSMT109, CSMT123 and CSMT126.

CSMT123 Sterilization, Sanitation and Bacteriology 4;(0,8)
This course introduces the student to related theory, safety, methods of sterilization of materials and implements, preparation, procedures and practices, public sanitation and chemical agents.

Co-requisites: CSMT109, CSMT118 and CSMT126.

CSMT126 Hair Cutting 5;(0,10)
This course introduces the student to related basic procedures and practices using scissors, shears, razors and clippers. The course also looks at client consultation and recommendation, safety procedures and record keeping.

Co-requisites: CSMT109, CSMT118 and CSMT123.

CSMT139 Cosmetology Theory II 4;(4,0)
The students will review the New Mexico Cosmetology State Laws and Regulations. It will include a study of the practices and techniques that are needed to pass the State Board exam for cosmetology.

Pre-requisite: CSMT126.

Co-requisites: CSMT143, CSMT148 and CSMT152.

CSMT143 Facials 4;(0,8*)*
This course introduces the Student to related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety.

Pre-requisite: CSMT126.

Co-requisites: CSMT139, CSMT148 and CSMT152.

CSMT148 Manicuring and Pedicuring 4;(0,8)
This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; also, it includes the study of nail disorders.

Pre-requisite: CSMT126.

Co-requisites: CSMT139, CSMT143 and CSMT152.

CSMT152 Chemical Rearranging 5;(0,10)
This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures.

Pre-requisite: CSMT126.

Co-requisites: CSMT139, CSMT143 and CSMT148.

CSMT209 Cosmetology Theory III 4;(4,0)
This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects.

Pre-requisites: All 100 level CSMT courses.

Co-requisites: CSMT217 and CSMT222.

CSMT217 Hair Coloring and Bleaching 4;(0,8)

This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety.

Pre-requisites: All 100 level CSMT courses.

Co-requisites: CSMT209 and CSMT222.

CSMT222 Hairstyling 5;(0,10)

This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces.

Pre-requisites: All 100 level CSMT courses.

Co-requisites: CSMT209 and CSMT217.

CSMT229 Cosmetology Externship 4;(0,8)

This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructors, in cooperation with an Luna approved employer. The student is exposed to salon business and retail sales concepts as outlined in the State Board standards upon completion of 50% (800 hours) of the course of study. The externship may not exceed 8 hours per day on one day per week.

Pre-requisite: Instructor approval.

CSMT239 Cosmetology Theory IV 4;(4,0)

This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses.

Pre-requisite: CSMT222.

Co-requisites: CSMT243, CSMT254 and CSMT260.

CSMT243 Salon Business and Retail Sales 2;(1,2)

This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions, the use of telephone, retail sales, client communications, public relations, insurance and salon safety.

Pre-requisite: CSMT222.

Co-requisites: CSMT239, CSMT254 and CSMT260.

CSMT254 Personal and Community Health 2;(1,2)

This course is designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness.

Pre-requisite: CSMT222.

Co-requisites: CSMT239, CSMT243 and CSMT260.

CSMT260 Cosmetology Clinic Practice 3;(0,6)

This course is a continuation of the practice of all skills and knowledge learned in related courses.

Pre-requisites: CSMT209, CSMT217 and CSMT222.

CSMT261 Cosmetology Refresher 4;(0,8)

This course is a review of all Cosmetology Skills, primarily designed to prepare those whose license has lapsed for retesting to regain their license.

Pre-requisites: Permission from Instructor.

Criminal Justice (CJUS)

CJUS1110 Introduction to Criminal Justice 3;(3,0)

This course provides an overall exploration of the historical development and structure of the United States criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

CJUS1120 Criminal Law 3;(3,0)

This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime.

Pre-requisite: CJUS1110

CJUS1140 Juvenile Justice 3;(3,0)

This course covers the diversity of the informal and formal juvenile justice system, the process of identifying delinquent behavior, the importance of legislation, law enforcement, courts, diversion, referrals, and juvenile correctional facilities.

Pre-requisite: CJUS1110

CJUS2110 Professional Responsibility in Criminal 3;(3,0)

This course covers the application of various ethical systems to decision making in criminal justice professions. This includes discussion of misconduct by criminal justice professionals and strategies to prevent misconduct. Well known philosophers will be discussed and incorporated into the course material.

Pre-requisite: CJUS1110 (CJ111).

CJUS2120 Criminal Courts and Procedure 3;(3,0)

This course covers the structures and functions of American trial and appellate courts, including the roles of attorneys, judges, and other court personnel, the formal and informal process of applying constitutional law, rules of evidence, case law and an understanding of the logic used by the courts.

Pre-requisite: CJUS1120 (CJ201).

CJUS2130 Police and Society 3;(3,0)

The course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress.

CJUS2140 Criminal Investigations 3;(3,0)

This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures, which ensure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced.

Pre-requisite: CJ1110.

CJUS2150 Corrections System 3;(3,0)

This course introduces the corrections system in the United States, including the processing of an offender in the system and the responsibilities and duties of correctional professionals. The course covers the historical development, theory, and practice, as well as the institutional and community-based alternatives available in the corrections process.

CJUS2153 Community-Based Corrections 3;(3,0)

Analysis of community-based corrections, including philosophical basis of community corrections in the context of diversion, pretrial release programs, probation, parole, intermediate sanctions, alternative sanctions, mental health and substance abuse treatment in juvenile and adult systems.

Pre-requisite: CJUS1110 (CJ111).

CJUS2160 Field Experience in Criminal Justice 3;(0,9)

This course is designed to provide actual experience working for a criminal justice agency and the opportunity to apply criminal justice concepts and theory to a field situation. Students already working in an agency will complete an approved learning project while on the job. Students are not paid for their work, and supervision is shared between the specific agency and the criminal justice advisor.

Pre-requisite: At least 12 credit hours completed in Criminal Justice and instructor approval.

Culinary Arts (CUL)

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

Topics will include an introduction to the safe use of foodservice tools and equipment, basic cooking principles and a glossary of cooking terms. Mathematics will teach what every caterer, chef and baker need to know in order to price a menu, scale recipes up or down and figure out how much that fish really costs.

CUL107 Current Topics in Food Safety 1;(1,0)

The growing number of national and global outbreaks due to contaminants in the food supply and technological advances in agriculture and food processing require that the culinary professional become conversant with issues surrounding these trends. This course assists the new culinary arts student in gaining a fundamental understanding of conventional and organic agriculture and how choices in selecting food products affect the economy, public health and the environment.

CUL115 Serv-Safe® Certification 1;(1,0)

A short course in the fundamentals of serving safe food and protecting the customer from injury and food-borne illness. Students will learn how to receive, store, cook, hold and serve food in a safe manner. Students who successfully complete the course will receive a Serv-Safe® Food Protection Manager Certification.

CUL120 Introduction to Vegetables and Starches 4;(2,2)
For the beginning student, this course will emphasize product identification and cooking techniques for a variety of vegetables. Multiple cooking methods for preparing grains and other starches will be explored. Students will also learn nutrition basics as well as a variety of methods for maintaining a nutritional, balanced diet.

CUL122 Introduction to Meats, Poultry and Fish 3;(2,2)
This course introduces students to 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.

CUL123 Introduction to Stocks, Soups and Sauces 3;(2,2)
In this course, students prepare stocks from scratch, the foundation of outstanding soups and sauces. From the base, classical French and regional soups from throughout the world will be prepared. The course then moves to explore the classic French mother sauces, Modernist techniques and different approaches to sauce making from around the globe.

CUL128 Garde Manger 3;(2,2)
Garde Manger is the art of preserving and preparing cold food. This beginner's course covers the proper preparation of salads, dressings, sandwiches, charcuterie and cold appetizers. Students will also learn the fundamentals of making cheese from scratch.

CUL140 Catering 2;(2,0)
Through lectures, students will learn the business of catering from menu pricing, design and development to the fundamentals of marketing. Front-of-the-house responsibilities will be taught, including the basics of selecting, serving and appreciating wine.

CUL140L Catering Lab 2;(0,4)
Taken in tandem with CUL140, students will gain 64 hours of practical experience through catering different small, large, on-site, off-site, corporate and social events.

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.

Pre-requisite: Instructor approval.

CUL220 French and Italian Kitchen 3;(2,2)
Students will learn the products, tools, techniques, trends and aesthetics of preparing French and Italian cuisines. This course explores the distinctive features of each of France's major provincial cuisines and the impact of history, geography and economics on the regional foods of Italy. Weekly menus feature both savory and sweet courses.

CUL230 Global Kitchen 3;(2,2)
This intermediate course explores the world's great non-European cuisines. The focus is primarily on the regional foods of Mexico and China and introduces students to the food ways of East India, Thailand, Vietnam and Japan. Students will learn the products, tools, techniques, and aesthetics of each of these cuisines.

CUL237 Restaurant Experience 1;(1,0)

This course is designed for the intermediate culinary arts student committed to meeting the demands of a working in a fine-dining restaurant. Lectures will explore the inner workings of managing and operating a virtual restaurant using a simulator computer program.

CUL237L Restaurant Experience Lab 2;(0,4)

The Restaurant Experience Laboratory will emulate real-world expectations of skill levels, speed and professionalism that students will encounter as restaurant employees. Students will run an on-campus restaurant, serving lunch to the general public on Fridays for eight weeks. Students will rotate through the various positions within a restaurant during this eight-week period.

CUL250 Healthy Cooking Techniques 3;(2,2)

This course assists the professional cook or the interested amateur in meal planning, recipe, adaptation and menu development with an emphasis on balanced nutrition. Students

Dental Assistant (DENT)

DENT109 Preventative Dentistry/Oral Health Care 1;(1,0)

The goal of the dental profession is to protect and preserve the oral health of the public. Each dental assistant is a member of a team of healthcare workers combatting diseases that jeopardize the oral health of community members. This course will emphasize proper brushing techniques, nutrition, and overall healthcare for the dental patient. After learning preventative dentistry concepts, students serve the local community by providing oral health care and preventative education. Some sessions transpire at the Luna Community College dental facility; students will also travel to district schools. Communication and behavior modification skills are presented in this course to facilitate the role of the dental assistant as an educator. The experiences will enhance the knowledge of the participating student in preventative dental care and enrich his or her communication skills.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification). Admission to the Dental Assistant Program. Co-requisites: DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167.

DENT118 Dental Assisting Theory 2;(2,0)

In this course, the student will learn to develop professionalism as part of a dental team. The course introduces the student to four-handed dentistry, different dental procedures and techniques on assisting, care and function of dental instruments, proper infection control, and patient management. Students will also learn to recognize signs and symptoms of medical emergencies. An introduction to ethics and the legal aspects of dentistry will be addressed.

Pre-requisites: HLED1510, HLED1115 (or current CPR BLS certification), and Admission to the Dental Assistant Program. Co-requisites: DENT118, DENT118, DENT145, DENT160, DENT160L, DENT167

DENT118L Dental Assisting Laboratory 2;(0,4)

In this lab course, students will gain the skills required to become a member of the professional dental team. Students will practice what they have learned in the theory portion of the adjunct course: care of dental instruments, patient management, infection control, chairside assisting techniques, four handed dentistry, and practice of proper ergonomics. Students will demonstrate competency in handling mock medical emergencies.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification), and Admission to the Dental Assistant Program. ***Co-requisites:*** DENT109, DENT118, DENT145, DENT160, DENT160L, DENT167

DENT145 Bio-Dental Science 3;(3,0)

The course prepares the student to understand the normal function of external and internal structures of the teeth and oral cavity to include general anatomy and physiology, embryology, histology, tooth morphology, and composition. The student will also study the classification of tissue of the head and neck. This course also offers a basic study of microbiology in order to identify and prevent viral and bacterial diseases by learning how to recognize the methods of disease transmission and how to break the chain of infection.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification), and Admission to the Dental Assistant Program.

Co-requisites: DENT109, DENT118, DENT118L, DENT160, DENT160L, DENT167

DENT160 Dental Radiology Theory 2;(2,0)

Students will learn about radiation physics in order to safely expose radiographs on patients. The history of dental radiology will be taught to encompass different types of processing: manual, automatic, and computerized (digital), which will be the focus of this class. This course will prepare the student to successfully challenge the DANB radiology exam in order to gain a Radiation health and Safety license from the New Mexico Board of Dental health Care.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification), and Admission to the Dental Assistant Program.

Co-requisites: DENT109, DENT118, DENT118L, DENT145, DENT160L, DENT167

DENT160L Dental Radiology Laboratory 2;(0,4)

This course teaches techniques used to expose, process and mount x-rays. An introduction to interpreting x-rays as well as utilizing manual, automatic, and computerized systems will also be covered. Before the completion of the course, a student is required to recruit and take two full mouth series (FMX) of 18 images on two dental patients. The candidate patients must have the x-ray authorization approved and signed by their dentist.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification), and Admission to the Dental Assistant Program.

Co-requisites: DENT109, DENT118, DENT118L, DENT145, DENT160, DENT167

DENT167 Oral Medicine 2;(2,0)

Students will study oral health and the prevention of diseases, causes, treatment, and diagnosis, with additional emphasis on periodontal disease. The dental assistant will learn to differentiate normal from abnormal conditions and how to prevent disease transmission.

Pre-requisites: HLED1510, HLED1115 (or current CPR/BLS certification), and Admission to the Dental Assistant Program.

Co-requisites: DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT109

DENT103 Dental Materials Theory 2;(2,0)

This course acquaints the dental assistant student with the use, composition, properties, and manipulation of dental materials used in the dental office and laboratory. The student will become familiar with the physical, chemical, biological, and mechanical properties of dental materials. Students will learn how to safely manage dental materials related to the OSHA Hazard Communication Standard and Safety Data Sheets.

Pre- Requisites: DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167

Co-Requisites: DENT226, DENT233, DENT170

DENT103L Dental Materials Laboratory 1;(0,2)

Students will practice what they have learned in the theory portion of the adjunct Dental Materials course: selection and manipulation of dental materials, proper use and disposal, and differentiating the different parts of a Safety Data Sheet (SDS).

Pre- Requisites: DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167

Co-Requisites: DENT103 (Theory), DENT226, DENT233, DENT170

DENT226 Dental Pharmacology 1;(1,0)

This course is an introduction to safe administration and classification of drugs used in dentistry. The goal of this course is to assist students in becoming knowledgeable about pharmacological medications used in dental procedures. Students learn to recognize and manage common adverse reactions that can occur with drugs used in dentistry.

Pre- Requisites: DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167

Co-Requisites: DENT103, DENT233, DENT170

DENT233 Laboratory Procedures 2;(0,4)

Essential principles of chairside assisting for various dental procedures will be taught in this course. Procedures will include opening/closing the office, reviewing the health history, taking vital signs, seating/dismissing the patient, charting, treatment documentation, and treatment planning utilizing Eaglesoft software. Students learn about various types of tray setups, contaminated tray handling procedures, delivery and retrieval of dental instruments, moisture control, and an introduction to anesthesia and pain control. Infection control during procedures, management of hazardous materials, and chairside psychology is also emphasized. This course includes an introduction to expanded function techniques and duties.

Pre- Requisites: DENT109, DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167

Co-Requisites: DENT103, DENT226, DENT170

DENT170 Clinical Practicum I 7;(0,14)

The student participates in a non-paid clinical experience in the offices of qualified/contracted dentists. The student will practice chairside assisting, sterilization and lab procedures along with other dental assisting duties assigned by the office staff while under direct and indirect supervision. Evaluations will be conducted by faculty, the dental program administrator, and dental office personnel on a weekly basis. The student is responsible for travel to and from the clinical site. Students attend a one-hour weekly seminar to discuss clinical rotation experiences with faculty and submit student timecards.

Pre- Requisites: DENT109, DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167

Co-Requisites: DENT103, DENT226, DENT233

DENT220 Dental Office Management 1;(1,0)

The student will be introduced to dental business office procedures, general telephone etiquette, appointment scheduling, accounts payable and receivables, insurance billing, inventory control, data entry basics, and occupation-specific computer software.

Pre- Requisites: DENT109, DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167, DENT103, DENT226, DENT233

Co-requisites: DENT270

DENT270 Clinical Practicum II 3;(0,6)

This capstone course enhances the student's dental office experience. The student serves a non-paid clinical experience in the offices and specialty dental offices of qualified/contracted dentists. The student will practice chairside assisting, dental charting, and periodontal charting, along with other dental assisting duties & procedures assigned by the office staff while under direct and indirect supervision. Evaluations will be conducted by the faculty, the DA program administrator, and the dental office staff on a weekly basis. The student is responsible for travel to and from the clinical site. Travel may involve areas outside of Las Vegas. Students attend a one-hour weekly seminar to discuss clinical rotation experiences with faculty and submit student time cards.

Pre- Requisites: DENT109, DENT118, DENT118L, DENT145, DENT160, DENT160L, DENT167, DENT103, DENT226, DENT233

Co-requisites: DENT220.

Economics (ECON)

ECON2110 Macroeconomic Principles 3;(3,0)

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

ECON2120 Microeconomic Principles 3;(3,0)

This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources.

Education – Early Childhood Teacher Education (ECED)

ECED1110 Child Growth, Development and Learning 3;(3,0)

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

ECED1115 Health, Safety and Nutrition 2;(2,0)

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

ECED1120 Guiding Young Children 3;(3,0)

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

ECED1125 Assessment of Children and Evaluation of Programs 3;(3,0)

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

ECED1130 Family and Community Collaboration 3;(3,0)

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

ECED2110 Professionalism 2;(2,0)

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

ECED2115 Introduction to Language, Literacy, and Reading 3;(3,0)

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language

development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

ECED2120 Curriculum Dev. Through Play Birth through Age 4 (Pre-K) 3;(3,0)
This beginning curriculum course places play at the center of the curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized.

Pre-requisites: ECED1110

Co-requisite: ECED2121.

ECED2121 Curriculum Dev. Through Play Birth through Age 4 (Pre-K) Pract. 2;(1,6)
The beginning practicum course is a co-requisite with the course Curriculum Development through Play - Birth through Age 4. The field-based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized*.*

Pre-requisites: ECED1110.

Co-requisite: ECED2120

ECED2130 Curriculum Dev. & Implementation Age 3 (Pre_K) through G-3 3;(3,0)
The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included.

Pre-requisite: ECED1110.

Co-requisite: ECED2131

ECED2131 Curriculum Dev. & Imp. Age 3 (Pre-K) through Grade 3 Pract. 2;(1,6)
The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field-based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included.

Co-requisite: ECED2130.

Education – Teacher Education (EDUC)

EDUC1120 Introduction to Education 3;(3,0)

Introduction to the historical, philosophical, sociological foundations of education, current trends, and issues in education; especially as it relates to a multicultural environment. Students will use those foundations to develop effective strategies related to problems, issues and responsibilities in the field of education.

Co-requisite: EDUC1190

EDUC 1190. Education Practicum 1;(0,2)

Applies understanding of the field of teacher education in a field-based 45-hour practicum in a K-12 school-based setting in general or special education. Students will observe and apply understanding of educational theory to classroom practice. Students must successfully pass a background check to complete the course requirements.

Co-requisite: EDUC1120.

EDUC2340 Multicultural Education 3;(3,0)

This course offers a study of educational trends, issues, teaching methodologies and strategies necessary to teach respect and tolerance in diverse settings.

EDUC2440 Teaching Elementary School Math 3;(3,0)

This course offers methods, materials, and curriculum of modern mathematics in the elementary school. Observation and laboratory periods are required.

Electrical Wiring (EWRG)

EWRG100 Fundamentals of AC/DC Electricity 4;(3,2)

Orientation, safety, introduction to direct current, and AC circuits, electron theory, Ohms Law voltage, resistance, and power. Series and parallel circuits, practical applications in theories introduced are covered.

Co-requisite: VOC109.

EWRG102 Residential Electricity 4;(2,4)

Theoretical and practical applications include residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, appliance and special outlets, farm wiring, mobile home, low voltage, remodeling, troubleshooting and motors.

Pre-requisite: EWRG100.

EWRG105 Photovoltaics Design 3;(2,2)

This course is designed to provide students the necessary technical skills to size and install and maintain a photovoltaic system. The student will understand the recommended design practices for stand-alone PV systems. System level trade-offs necessary for any photovoltaic system will be discussed. A system sizing method will be presented. Instructions and blank worksheets are provided. Fifteen specific examples for PV systems designed to meet a wide range of applications are presented. Includes sizing, design, hardware specifications, installations description, and cost information.

EWRG107 Photovoltaics Maintenance and Operation 4;(2,4)

This course covers service issues for stand-alone photovoltaic systems. Photovoltaic cells, modules and arrays, as well as balance of system components, such as batteries, voltage regulators, inverters and associated wiring, are included. Operation, inspection, troubleshooting, repair, and maintenance are covered. This course also includes work on a photovoltaic class project.

EWRG117 Wiring Special Circuits 3;(2,2)

Provides information and training on a variety of special circuits common to the industry in the areas of voice, data, motor controls, distribution, and transformer equipment. The course will follow the NEC and NCCER industry requirements. It covers various residential and commercial applications. Both theory and application will be a part of this course.

EWRG200 Commercial Electricity 4;(2,4)

Covers commercial building plans and specifications, electric service, reading electrical drawings, branch circuits and feeders, low voltage remote control lighting, switches and receptacles, appliance circuits, cooling systems, other types of wiring methods, special circuits, emergency power systems, over-current protection, and panel board selection and installation. Practical wiring applications are covered.

Pre-requisite: EWRG100.

EWRG201 AC/DC Motor Control 3;(2,2)

Course uses a solid-motor control board to familiarize the student with industrial power supplies, DC motors, DC generators, series and shunt control, digital control and troubleshooting. Second part of the course is designed to familiarize the student with industrial measurement and control.

Pre-requisite: EWRG100.

Emergency Medical Technician (EMT)

EMT150 Emergency Medical Technician Basic 8;(8,8)

This course is designed to teach individuals to perform skills responding to a scene of illness and injury in all emergency situations. Body systems will include: soft tissue, circulatory, nervous and respiratory. Skills learned in the class include but are not limited to the following: bandaging, cardiopulmonary resuscitation, emergency childbirth, lifting and moving patients, muscle and skeletal system, emergency care of upper and lower extremities, handling of hazardous materials 151 patient assessment, use of M.A.S.T., extrication tools, and disentanglement procedures.

Co-requisite: EMT150L, EMT180, HLED1115 (or current CPR/BLS certification).

EMT150L Emergency Medical Technician Basic Lab 3;(0,6)

This course will provide the student the opportunity to develop the psychomotor skills of an EMT-Basic. The skills will be presented in a sequential building fashion. The initial skills presentation will be taught in isolation, and then integrated into simulated patient care situations.

Co-requisite: EMT150, EMT180, HLED1115 (or current CPR/BLS certification)

EMT180 Emergency Medical Technician Basic Field/Clinical 1;(0,2)

Students will gain real-life hands-on experience in this clinical. Students will ride along in ambulance and gain experience in pre-hospital patient care.

Pre-requisite: EMT150, EMT 150L, HLED1115 (or current CPR/BLS certification)

English (ENG/ENGL)

ENG078 Reading & Writing Strategies 3:(3,0)

This course will improve basic reading prerequisite skills. Students work on improving reading skills through reading practice and applying the reading process to a variety of reading tasks and texts. This course will also provide basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: Practice; writing process; fluency demonstrated through developed writings; coherency demonstrated through correct grammar and punctuation usage. Previously ENG075 & READ075

ENG098 Essentials of College Writing 3:(3,0)

Students will practice diverse strategies such as reading, previewing, note taking, summarizing, research skills and distinguishing between fact and opinion, with a focus on fluency and practice. The writing process, prewriting, organizing, drafting, editing and revising is emphasized. Students will be required to write a number of essays and pass a committee-graded exit exam at the end of the course.

Pre-requisite: ENG078 or equivalent placement scores.

ENG106 Reading and Writing for Inquiry 3:(3,0)

Students will practice fluency and comprehension utilizing diver's texts and strategies such as reading, previewing, note taking, summarizing, research skills and distinguishing between the fact and opinion. The course will improve writing skills, with the focus on fluency and practice. The writing process, prewriting, organizing, drafting, editing and revising is emphasized.

Pre-requisite: ENG098 or equivalent placement scores.

ENGL1110 Composition I 3;(3,0)

This course is designed to develop composition skills. Emphasis of the course is on the development of the multi-paragraph essay and includes practice in selection, organization, and development of topics. The course further provides the student opportunities to improve proficiency with sentence structure, diction, and mechanics. In addition, the student is exposed to research documentation techniques. Students will be required to write several essays demonstrating an understanding of different writing situations and rhetorical modes of exposition.

Pre-requisites: ENG098 or equivalent placement scores.

ENGL1120 Composition II 3;(3,0)

This course builds upon the foundation of ENG1110 skills. Emphasis of the course is on research-based intermediate exposition, and exploration of argumentative strategies. Attention is given to library research, source evaluation, analysis of written materials, interaction with other's ideas, and the ability to use critical thinking and reasoning to pursue a point. Students will be required to write several essays demonstrating mastery of scholarly formats such as MLA and APA. This course has a portfolio requirement at the end of the semester, which will be evaluated by a committee of writing professors.

Pre-requisite: ENGL1110.

ENGL2310 Introduction to Creative Writing 3;(3,0)

A beginning course in writing fiction that emphasizes technique as well as the functions of basic literary elements. This course is a reading and "workshop" introduction to the fundamental

working modes of creative writing and based in a broad survey of literary approaches and viewed from the standpoint of the writer. Students will develop a practice of daily writing, reading, and analysis. Writing workshops will include peer review and evaluation. Short-story writing is particularly highlighted.

Pre-requisite: ENGL1110.

ENG140 Modern Literature: The American Novel Since 1945 3;(3,0)

A study of contemporary literature is a study of multiculturalism and diversity. Students will engage in a wide range of works from 1945 to the present. The development of the novel and focus on the relationship between writers and readers, race and gender in authorship, fiction's historical influences, and the changing place of literature in American Culture well traced.

Pre-requisite: ENGL1110

Co-requisite: ENGL1120.

ENGL2610 American Literature I 3;(3,0)

The primary purpose of this course is to help the student understand and appreciate American Literature of the United States. Examination and analysis of several genres including non-fiction essays, letters and journals, short fiction, novels, and poetry from Colonial America, the early republic, and the American Renaissance. Lectures introduce literary analysis, historical analysis, biographical analysis of authors, and social analysis of period. Research skills are required to inform student work and writing. Students will also learn the terminology used in these areas and genres.

Pre-requisite: ENGL1110.

ENGL2620 American Literature II 3;(3,0)

The primary purpose of this course is to help the student understand and appreciate American Literature of the United States. Examination and analysis of several genres including short fiction, novels, drama, and poetry span from Realism to Contemporary Periods. Lectures introduce literary analysis, historical analysis, biographical analysis of authors, and social analysis of period. Research skills are required to inform student work and writing. Students will also learn the terminology used in these areas and genres.

Pre-requisite: ENGL1110.

ENGL2380 Introduction to Short Fiction 3;(3,0)

This course focuses on reading short stories and novellas. Instruction in interpretative criticism and stylistic explication of assigned work emphasizes the elements of style and discussion of themes.

Pre-requisite: ENGL1110.

Film & Digital Media (FDMA)

FDMA1110 Film History 3;(3,0)

This course surveys the history of cinema - investigating the process by which the original "cinema of attractions" evolved into a globally dominant form of visual storytelling. We will explore the development of cinema both as an art form and as an industry, and consider the technological, economic, cultural factors, and key international movements that shape it.

FDMA1220 Introduction to Digital Video Editing 3;(2,2)
In this course, students learn the basics of the post-production process for non-linear video editing. Students work with multiple video formats and create short movies for multiple distribution platforms. Skills include media management and professional terminology

FDMA1260 Introduction to Digital Media 3;(2,2)
Explores concepts of how text, graphics, sound, images and video come together in a digital media program and researching new trends and current issues related to media applications and design. Students will be involved in teamwork, communication and workplace interaction simulation

FDMA1420 Performance for Film and Media 3;(2,2)
Introduction to acting skills and techniques unique to film, television and web-based productions. The class includes writing and performing a monologue for the screen, partner scene work, audition preparation and professional filmmaking terminology.

FDMA1525 Introduction to Filmmaking 3;(2,2)
An introduction to the study and practice of filmmaking. Students will study the formal elements of film through close-reading of significant short films and relevant excerpts from feature-length films. Introductory study is enriched through the applied practice of hands-on filmmaking exercises.

FDMA1560 Screenwriting I 3;(2,2)
An introduction to writing scripts for media and film. Students are introduced to narrative film structure and produce a short script.

FDMA2120 Film Crew I/Introduction to Film and Media Workflow 9;(6,6)
An introduction to the film industry. This class teaches film production processes, film crew hierarchy, film production set-safety and etiquette and provides hands-on training in industry standard film production equipment. Students complete the semester by participating as a below-the-line crew member on a short film

FDMA2125 Film Crew II 9;(6,6)
The second of three courses (FILM 140, FILM 141 and FILM 240) designed to train students to become working members of film crews. It will be taught by working film professionals. Content will be lecture and hands-on. Students complete the semester by working as part of an actual film crew as below-the-line and above-the-line crew members.

FDMA2165 Film Crew Internship 6;(4,4)
Internship students work on various film projects from Hollywood films to independent feature to public service announcements. Student must complete 150 internship hours in the course of one semester. All students participating in the internship program must have a B or better in Film Crew Training I and complete a Production Assistant Workshop.

FDMA2860 Business of Film 3;(2,2)
A study of the business of filmmaking focusing on how to produce an independent film. Students explore budgeting and script breakdown, setting up a Limited Liability Corporation (LLC), taxes, roll-out plans, union and non-union productions, contracts, deal memos and general entertainment law. This course also covers filming permits, production insurance and production agreements.

FDMA2999 Capstone 3;(3,0)
This course will provide students with the opportunity to work with a mentor to integrate the learning that has taken place in each of the courses previously completed, reflect on the relative significance and articulate that learning in terms of goals for future placement or education.

FDMA 1410 Audio Production I 3;(1,4)
Students will learn about and apply essential tools and techniques in analog and digital audio production. Topics include acoustic science, microphones, recording and mixing techniques, analog and digital audio hardware and software, including multi-track, computer-based recording and editing systems.

FDMA1515 Introduction to Digital Image Editing - Photoshop 3;(2,2)
This course offers a brief introduction to digital graphic design. This course will introduce the fundamentals of media arts. Starting with digital still graphics, students will learn hands-on approaches to understanding and creating graphic art and the basic effect processes used in graphic art layout and print work. This will include both vector and raster graphic mediums. Digital layout work will be covered in depth. Students will use Adobe Photoshop and Illustrator software. Familiarity with the operation of a Macintosh-based computer is highly recommended.

FDMA1545 Introduction to Photography & Digital Imaging 3;(2,2)
This course will provide the student with a thorough overview of choosing and evaluating digital cameras, photography basics, operating procedures, and composition basics. The students will also work with image review, settings, exposure, resolution, compression, and file formats. Students are required to have their own digital camera. Students who are interested in more ADOBE Photoshop based curriculum are encouraged to take MMC105 and/or MMC130 prior to taking MMC138.

FDMA1630 Principles of Design 3;(3,0)
This is an introductory course in visual literacy for both two-dimensional and three-dimensional visual arts, including the concepts of unity emphasis, scales, rhythm, line, texture, space, motion and color. Students will learn fundamental visual concepts through the use of manual and digital tools.

FDMA2170 Advanced Grip Training 3;(1,4)
Advanced course in grip skills for the professional motion picture and television industry. This course builds on content in Film Crew I and covers building and operation of camera dollies, jibs, general rigging techniques, and on-set safety. Students gain practical experience through use of industry standard equipment.

FDMA2325 Advanced Photoshop 3;(2,2)
This course is a study of computer-generated graphics technology in art and design. Students will generate and manipulate various image types including vector graphics and bitmaps. Students will also get hands experience applying proper techniques in digital design, layout, typography, and illustration for various design mediums. Students will use Adobe Photoshop, Illustrator, and InDesign software.

Pre-requisite: FDMA1515.

FDMA 2340 Editing II 3;(1,4)
A second level class in non-linear video editing. Training includes various non-linear software tools expanding on concepts learned in Editing I. Students will complete individual short editing projects. Students will provide their own removable hard drive.

Fire Science (FS)

FS110 Hazardous Materials Responder 3;(3,0)
This course provides training for personnel expected to respond to and handle defensively, emergencies involving hazardous materials in order to protect people, property, and the environment. The focus is on the awareness and operations component of hazardous materials as outlined in NFPA 471, 472 and OSHA 29 CFR 1910.120.

FS115 Introduction to Firefighting 4;(3,2)
This course is an introduction to firefighting skills. Topics include: safety, personal protective equipment, fundamentals of fire extinguishment, equipment operations/maintenance and other related fire fighter topics. This course addresses key components of NFPA 1001, Standard for Fire Fighter Professional Qualifications.

FS118 Principles of Emergency Services 3;(3,0)
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis, organization and function of public and private fire protection services; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS125 Firefighter I 4;(3,2)
This course is designed to train the student to Level 1 as outlined in NFPA 1001, Professional Qualifications Standard. Several topics include equipment operations and maintenance, principles of firefighting, strategies and tactics, fire extinguishment methods, fire service operations, safety, personal protective equipment, hazardous materials, fire rescue operations, and other related topics.

Prerequisite: Instructor approval.

FS130 Fire and Life Safety Education 3;(3,0)
This course provides information relating to the field of fire and life safety education. Several areas of NFPA 1035, Standards for Professional Qualifications for Public Fire and Life Safety Educator, are addressed. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS133 Building Construction for Fire Protection 4;(4,0)
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS160 Fire Investigation I 3;(3,0)
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene investigations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS165 Fire Prevention 3;(3,0)
This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS170 Fire Behavior and Combustion 3;(3,0)
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Topics include physical properties of the three states of matter, components of fire, physical and chemical properties, the burning process, chemistry and dynamics of fire, fuels, fire suppression agents, and fire extinguishments. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS205 Firefighting Strategy and Tactics 3;(3,0)
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishment agents. Topics include: fire behavior, pre-fire planning, building construction, size-up, fire ground communications, command, and ICS/NIMS. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS210 Firefighter Leadership 3;(3,0)
This course is an analysis of leadership theories and practices for the fire service. Topics include: effective leadership, leading teams and organizations, and executive leadership strategies.

FS214 Fire Protection Systems 3;(3,0)
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS220 Fire Service Instructor I 3;(3,0)
This course focuses on teaching and instruction. Topics include: general instructional knowledge, preparation for instruction, instructional delivery, lesson plans, instructional aides, demonstrations, training evolutions, evaluation, and testing. This course addresses the job performance requirements of an Instructor I as outlined in NFPA 1041, Standard for Fire Instructor Professional Qualifications.

FS224 Principles of Code Enforcement 3;(3,0)
This course will provide the students with the fundamental knowledge of the role of code enforcement in a comprehensive fire prevention program. This course is aligned with FESHE Curriculum.

FS230 Fire and Emergency Services Administration 3;(3,0)
This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS232 Firefighter Safety and Survival 3;(3,0)
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency

services. This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.

FS250 Research Methods in Fire Science 3;(3,0)
The Research Methods course in Fire Science gives the student the opportunity to demonstrate the achievement of the learning outcomes. The student will be assigned a research project based on course objectives and outcomes established in the Fire Science Core Curriculum. The student will demonstrate the application of learning through a variety of evaluations, such as oral or written examination.

Pre-requisite: Instructor approval.

FS281 Firefighter Internship 3;(0,9)
This course is an application of knowledge, skills and abilities in a fire service department, as a firefighter intern and integrated member of a fire affiliated agency.

Pre-requisite: Instructor approval.

First Year Experience (FYEX)

FYEX1110 First Year Experience Seminar 3;(3,0)
This course is designed to help students achieve greater success in college and in life. Students will learn many proven strategies for creating greater academic, professional, and personal success. Topics may include career exploration, time management, study and test-taking strategies to adapt to different learning environments, interpersonal relationships, wellness management, financial literacy, and campus and community resources.

Forestry (FORS)

FORS2020 Terrestrial Ecology 3;(3,0)
This course will explore the ecology of the natural and artificial groups of terrestrial organisms used in the production of goods and services. Topics include biological productivity, vegetation dynamics, biodiversity, range ecosystems, forest ecosystems and pest populations.

Pre-requisite: FORS 1010 or Instructor Permission

FORS2020L Terrestrial Ecology Lab 1;(0,2)
This course is the lab that accompanies FORS2020. The laboratory activities enhance understanding of the lecture topics and teach basic chemical laboratory techniques.

Co-requisite: FORS2020

Furniture and Cabinet Making (FCMK)

WOOD1110 Introduction to Fine Art of Woodworking 5;(2,6)
Introduces students to using wood as a medium for realizing design ideas. By designing and building a small table, students learn to choose a wood that complements the design, milling techniques, mortise and tenon joinery, edge gluing, surface preparation; and application of water-based finish. Students learn safe use of radial arm saw, jointer, and planer, table saw, handsaw, drill press, horizontal boring machine, and router.

WOOD1310 Furniture Design 3;(2,2)
Encourages the uninhibited accumulation of ideas in a sketchbook and the development of each student's individual design aesthetic. Basic requirements for furniture, orthographic drawing, principles of design, recent furniture history, and model making are covered.

WOOD2140 Advanced Furniture Making 5;(2,6)
Covers construction of a capstone furniture project, similar to a journeyman's piece, based on design and technical skills learned over the course of the woodworking program. Students consult with the instructor to conceive, design, build, and present a major furniture work.

WOOD2810 Advanced Woodworking Projects 3;(1,4)
An advanced class for students with a good foundation in a project, machine and hand-tool use, and traditional joinery skills. Students will design and build a project of their choice.

WOOD1150 Introduction to Joinery 5;(2,6)
Introduces traditional joinery techniques edge, dowel, mortise, and tenon variations, bridle, breadboards, and frame and panel work. Students' layout, cut, and fit each of these joints.

WOOD1185 CNC for Fine Woodworking 4;(2,4)
Utilizing computer-aided design (CAD), computer-aided machining (CAM), and computer numerical control (CNC) routers as the apply to fine woodworking. Students creating furniture, sculpture, or design related products learn the possibilities and limitations of this technology and how to incorporate this work into their practice. Students work on two customizable projects to produce on a CNC router. Proper safety, tooling selection, and machine practices are emphasized.

WOOD1210 Characteristics of Wood 1;(1,0)
This course covers the visual aspects of different wood species as well as their working characteristics. Topics include the structure, graphics, moisture content, and choice of appropriate wood for a project.

WOOD1660 Router Joinery 3;(2,2)
An introduction to using the router to make mortise and tenon joints, dovetails, sliding dovetails, bent lamination joinery, and many other joints. Students will learn how to build the jigs and templates, which make the router an indispensable tool.

Geology (GEOL)

GEOL1110 Physical Geology 4; (3, 2)
This course is an introduction for the science and non-science major. The broad spectrum of modern earth sciences includes: astronomy, meteorology, oceanography and physical geology. Volcanoes, earthquakes, continental drift, glaciers, wind action, ground water, rivers and landslides are some of the topics discussed.

GEOL2110 Historical Geology 4; (3, 2)
This course is a survey of Historical Geology that follows the Survey of Earth Science course. Course content includes the evolution of the Earth and Life covering all periods of Earth history. The course explores the physical, chemical, and biological events of earth history covering such topics such as the origin of the earth, the birth of ocean basins, continents, and mountain ranges, the beginning of life in the oceans and on the continents, and patterns and causes of climate changes, continent shifting, and mass extinction.

Pre-requisite: GEOL1110/L.

Health Education (HLED)

HLED 1110 Heartsaver First Aid &CPR/AED .5;(.5, 0)
A video-based, instructor led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid, choking relief in adults, children, and infants, and what to do for sudden cardiac arrest in adults, children, and infants. Upon successful completion of the course, students will become eligible for AHA Heartsaver First Aid & APR/AED certification.

HLED 1115 American Heart Association CPR .5;(.5, 0)
A video-based, instructor led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid, choking relief in adults, children, and infants, and what to do for sudden cardiac arrest in adults, children, and infants. Upon successful completion of the course, students will become eligible for AHA Heartsaver First Aid & APR/AED certification.

HLED 1130 Concepts of Health and Wellness 3;(3, 0)
Introduces the student to the "Seven Dimensions of Wellness" (physical, emotional, intellectual, interpersonal, spiritual, environmental, and financial). This course addresses topics including fitness, exercise, nutrition, stress management and chronic lifestyle-related diseases.

HLED 1160 Stress Management 3;(3, 0)
Introduces students to the pathophysiology of stress. Emphasis will be placed on the detrimental effects of stress on the body, as well as on the impact of stress-eating on the body. A variety of stress management techniques will be explored to promote enhanced well-being.

HLED 2110 Principles of Coaching 3;(3, 0)
Explores methods and principles of coaching individual and team sports at the secondary and postsecondary levels, including discipline techniques, curriculum planning, ethics, motivation, budget management, and public relations. The course provides an understanding of a comprehensive coaching program.

HLED 2125 Officiating Sport 3;(3, 0)
Theories of sports officiating including rules, regulations, training, and evaluation.

HLED 2160 Nutrition for Exercise and Sport 3;(3, 0)
Nutrition strategy for optimal health, including disease prevention and human performance. Topics include selecting healthy foods, nutrient metabolism, energy use, ergogenic aids, herbal supplements, and holistic health science philosophy.

HLED 2510 History and Philosophy of PE 3;(3, 0)
Provides and understanding and appreciation of contemporary physical education based upon knowledge of past social forces, conditions, movements, and philosophies which have shaped the present. Writing intensive.

History (HIST)

HIST1110 United States History I 3;(3,0)
This course is a survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period.

HIST1120 United States History II 3;(3,0)
This course is a survey of the political, constitutional, diplomatic, social and cultural development of the United States from the Reconstruction Period to the present.

HIST1150 Western Civilization I 3; (3, 0)
This course is an introduction of the major eras and historical movements from the ancient civilization to the medieval period.

HIST1160 Western Civilization II 3;(3,0)
This course is an introduction of the major eras and historical movements from the medieval period to current times.

HIST2110 Survey of New Mexico History 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.

Horticulture (HRTC)

HRTC105 Garden Maintenance and Design 3;(2,2)
This course will teach the fundamentals of maintenance and design of a garden. The emphasis will be on tools and techniques for planting, transplanting, pruning, soil preparation, size, texture, model design, plant selection, and basic maintenance functions.

HRTC122 Plant Propagation 3;(2,2)
This course will cover the fundamentals of plant production with an emphasis on techniques to increase the stock of plants. Plant production topics will include: grafting, layering, root cutting and hybridization. This course includes hands-on-experience.

HRTC131 Soil Management 3;(2,2)
This course introduces the fundamentals of soil management. Topics include soil structure, fertility and water usage. Students will learn different strategies to improve the soil.

Human Development (HD)

HD110 College Success 1;(1,0)
This course is a college preparatory course and is designed to provide necessary tools for academic success, as students' transition into a post-secondary institution. Topics include goal setting and time management; learning theories and styles; note-taking and test-taking strategies; communication skills such as listening, comprehension and public speaking; health and stress management; campus and community resources. In addition, students will be exposed to college policies and procedures. It is recommended this class be taken during the first semester of academic study.

HD111 Employment Ethics/Résumé Writing 1;(1,0)
This course is designed to assist students in identifying their skills and strengths in order to prepare them to successfully market their education, training, and work experience when seeking employment upon completion of their program of study. The focus of the course is skills identification, résumé writing, interviewing techniques and job retention. Employment ethics is also emphasized.

HD250 General Studies Capstone 3;(3,0)

In this course the student will demonstrate competency for the associate degree in General Studies. Course emphasis is on communication skills, mathematics, and academic skills. In addition, the course will include two research papers with an emphasis on literacy, general knowledge, and learning experiences in approved elective course. The student will take this course in his or her last semester.

Pre-requisite: Instructor Approval

HD260 Critical Thinking and Problem Solving 3;(3,0)

This course prepares students to constructively analyze problems/issues; evaluate the validity of a problem statement, identify relevant issues and assumptions; use logic and sound reasoning. Students will also examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis is placed on practical application of skills acquired throughout the Liberal Arts. This course will serve as a capstone for the previously mentioned associate programs and may also be taken for other degree programs.

Pre-requisite: Instructor Approval

Management (MGMT)

BUSA2220 Human Resource Management 4;(4,0)

This course will define the role of human resource management by introducing students to the level of critical thinking skills required to successfully manage people and business. Students will also cover the various aspects of human resource functions and their importance in managing successful organizations. Emphasis is placed on the importance of labor laws, employee benefits, and the development of personal management skills.

MGMT2110 Principles of Management 3;(3,0)

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling, while considering management's ethical and social responsibilities.

Marketing (MKTG)

BUSA 2180 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.

MKTGG2110 Principles of Marketing 3;(3,0)

Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

Mathematics (MATH)

MATH075 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, percent, measurement, graphs, geometric concepts, real number systems concepts, signed numbers, and linear equations in one variable.

Prerequisite: MATH055 or equivalent placement score.

MATH095 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: MATH075 or equivalent placement score.

MATH102 Math Preparation & Pre-Algebra 5:(3,2)

Topics include Pre-Algebra with an emphasis on arithmetic skills. This is a non-calculator course that combine basic math and Pre-Algebra. This class meets at least 3 times a week. Pre-Algebra includes basic operations and solving equations using the whole number, integers, rational numbers (fractions & decimals) as well as working with ratios, percentages, proportions, and geometry. The purpose of this course s to accelerate students through two Developmental Courses in one semester.

Pre-requisite: MATH 075 or equivalent placement score.

MATH1215 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.

Pre-requisite: MATH095 or MATH102 or an equivalent placement score.

MATH1220 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.

Pre-requisite: MATH1215 or equivalent placement score.

MATH1230 Trigonometry 4;(4,0)

This course is the study of trigonometric functions, radian and degree measure, graphs, basic trigonometric identities and inverse trigonometric functions, study of conic sections and basic geometry principles.

Pre-requisite: MATH1220 (MATH180) or equivalent placement score.

MATH1350 Introduction to Statistics 3;(3,0)

Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include; the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

MATH1510 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.

Pre-requisite: MATH1230.

MATH1520 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, Hospital's Rule, and convergence/divergence of sequences/series.

Pre-requisite: MATH1510.

MATH202 Discrete Mathematics 4;(4,0)

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 algorithms, Boolean logic, and elementary number theory, methods of proof, mathematical induction, and combinatorial reasoning.

Co-requisite: MATH1220.

MATH205 Teaching Elementary School Mathematics 3;(3,0)

This course offers methods, materials, and curriculum of modern mathematics in the elementary school. Observation and laboratory periods are required.

Pre-requisite: MATH095.

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.

Pre-requisite: MATH1520.

MATH215 Linear Algebra 4;(4,0)

This course is the study of linear systems of equations, determinants, vectors and vector spaces, inner product spaces, eigenvalues and eigenvectors.

Pre-requisite: MATH1510.

MATH1624 Differential Equations 4;(4,0)

This course will cover solutions of ordinary first order linear differential equations, first order nonlinear differential equations, second order linear differential equations and first order linear systems.

Pre-requisite: MATH1520.

Music (MUS/MUSC)

MUSC1130 Music Appreciation: Western Music 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.

MUSC1210 Fundamentals of Music for non-majors 3;(3,0)

This course will provide an overview of the history of music, with emphasis on selective study of compositions from the Baroque, classical, and Post-Classical Periods. The course examines trends and temporary works in the evolution of musical style.

Nursing (NMNC)

NMNC1110 Introduction to Nursing Concepts 3;(3,0)

This course introduces the Nursing student to the concepts of Nursing practice and conceptual learning. This course is only open to Nursing students.

Co-requisite NMNC1135.

NMNC1135 Principles of Nursing Practice 4;(1,3)

This course introduces the Nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions including accurate calculation, measurement, and administration of medications will be included. This course is only open to admitted Nursing students.

Co-requisite: NMNC1110.

NMNC1210 Health and Illness Concepts I 3;(3,0)

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, sexuality/reproductive, protection/movement and emotional processes. This course is only open to students admitted to the Nursing program.

Pre-requisites NMNC1110 and NMNC1135

Co-requisites NMNC-1220,1230,1235

NMNC1220 Health Care Participant 3;(3,0)

This course introduces the Nursing student to the attributes of the health care participant as an individual, a family, or a community. This course is only open to students admitted to the Nursing program.

Pre-requisite: NMNC1110 and NMNC1135.

Co-requisites: NMNC1210, 1230, 1235.

NMNC1230 Nursing Pharmacology 3;(3,0)

This course introduces the Nursing student to pharmacologic nursing practice from a conceptual approach. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110 and NMNC1135

Co-requisites: NMNC1210, 1220 and 1235.

NMNC1235 Assessment and Health Promotion 4;(1,3)

This course introduces the Nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory, and/or clinical settings. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110 and NMNC1135, completed with a grade of a 77% or higher

Co-requisites: NMNC1210, 1220, and 1230

NMNC2310 Health and Illness Concepts II 3;(3,0)

This course will cover health and illness concepts across the lifespan. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognitive and behavior processes. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235

Co-requisites: NMNC2320 & NMNC2335

NMNC2320 Professional Nursing Concepts I 3;(3,0)

This course covers foundational concepts for professional development, including selected professional attributes and care competencies. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235

Co-requisites: NMNC2310 & NMNC2335

NMNC2335 Care of Patients with Chronic Conditions 4;(0,4)

The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of Lab and Clinical. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235

Co-requisites: NMNC2310 & NMNC2320

NMNC2410 Health and Illness Concepts III 4;(4,0)

This course will cover health and illness concepts across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement and, emotional processes. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235, 2310, 2320, & 2335

Co-requisites: NMNC2435 & NMNC2445

NMNC2435 Clinical Intensive I 4;(1,3)

This is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions across the lifespan. This course is a combination of seminar, lab, and clinical. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235, 2310, NMNC2320, & 2335

Co-requisites: NMNC2410 & NMNC2445

NMNC2445 ADN Capstone 2;(0,2)

This course prepares the student for every-level nursing practice as an associate degree graduate. The focus of this course is management of individuals across the lifespan with chronic, acute, and selected complex conditions. This course is a combination of seminar, lab, and clinical. This course is only open to students admitted to the Nursing program.

Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235, 2310, NMNC2320, & 2335

Co-requisites: NMNC2410 & NMNC2435

Nutrition (NUTR)

NUTR2110 Human Nutrition 3;(3,0)

This course provides an overview of nutrients, including requirements, digestion, absorption, transport, function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed.

Prerequisites: ENG098 or equivalent placement score.

Philosophy (PHIL)

PHIL1115 Introduction to Philosophy 3;(3,0)

This course introduces the student to philosophical thinking; introduces a history of philosophy from the Ancient Greeks through the modern and postmodern era of the critical thought process, logic, metaphysics, reality, materialism/idealism, religion and life's meaning, ethical reasoning, esthetic value, and ideal of art. Furthermore, this course provides the student with a living discipline, which draws from the past in order to deal with present critical issues.

Physical Education (PHED)

PHED 1610 Fitness for Life 2;(0,4)

An introduction to current physical activity guidelines emphasizing activities that improve the five health-related components of fitness. Current principles and guidelines of fitness and nutrition are used as the foundation for designing an individualized exercise program.

Physics (PHYS)

PHYS1115 Survey of Physics 4;(3,2)

Introduction to Physics is a Liberal Studies course for the non-science major seeking a connection between science and the world we live in. The student will gain an understanding of concepts in physics such as Newton's Laws of motion, gravity, energy, thermodynamics, waves, electricity, magnetism, optics and relativity. The emphasis is on learning to think logically in order to analyze and solve problems, to develop and expand your intuition for the physical world, and to learn how things work. The laboratories will emphasize hands-on investigation of topics covered in lecture.

Prerequisites: ENG098, MATH095 or equivalent placement scores.

PHYS1230/L Algebra-based 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: ENG095, MATH1220 or equivalent placement scores.

PHYS1240/L Algebra-based 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: PHYS1230/L.

PHYS1310/L Calculus Physics I 4;(3,2)

This calculus-based physics course is for engineers and physical science majors. The course examines motion, vectors, forces, work, energy, rotational motion and fluid mechanics. A lab is required. Experiments are conducted that investigate topics such as measurement, vectors, kinematics and graphical analysis of motion, friction, projectiles, energy, ballistics, collisions, satellites, rotational motion and fluids.

Prerequisite: MATH1510.

PHYS1320/L Calculus Physics II 4;(3,2)

This is the second of three calculus-based physics courses for engineers and physical science majors. The course examines temperature, heat transfer, laws of thermodynamics, electric fields, electric potential, DC and AC circuits, magnetic fields, induction and Maxwell's equations. A lab is required. Experiments are conducted that investigate topics such as thermal expansion, heat transfer, electrostatics, electric fields, Gauss' Law, capacitance, DC and AC circuits and electromagnetic induction.

Prerequisite: PHYS1310/L.

Political Science (POLS)

POLS1120 American National Government 3;(3,0)

Broad survey of the American federal system of government and American politics; including: examination of the Constitution, Legislative, Executive, and Judicial branches, political parties, interest groups, the media, political culture, civil liberties, civil rights, federalism, and current trends. Students will gain an understanding of how American national government is organized and have the ability to make more informed choices in the political arena.

POLS2160 State and Local Government 3;(3,0)

This course is a study of state, county, and city government in the United States with emphasis on the structures, organizations, and operations of these systems in New Mexico. The course explores federalism, the constitution/legal relationships between state and local governments, and the political processes in American state and local government.

Professional Physical Education (PRPE)

PRPE2150 Motor Learning and Performance 3;(3,0)

Psychological and Neurophysiological factors related to the development of motor skills, emphasis on the teacher's role in facilitation learning.

Psychology (PSYC)

PSYC1110 Introduction to Psychology 3;(3,0)

This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology.

PSYC 1130 Introduction to Substance Abuse Studies 3;(3,0)
This survey course offers an overview of the biological, psychological, and sociological aspects of drug and alcohol abuse and addiction and an overview of substance abuse problems in the family, school, and industry. Consideration will be given to current research, attitudes toward drugs, theories of drug addiction and treatment, and Licensed Alcohol and Drug Abuse Counselor requirements in the state of New Mexico.

PSYC 1140 Psychology of Drug and Alcohol Abuse 3;(3,0)
The psychological and behavioral effects of alcohol and other drugs will be examined. Emphasis is placed on the psychopharmacology of commonly abused substances, the disease concept of chemical dependency, and on current research.

PSYC2120 Developmental Psychology 3;(3,0)
Study of human physical and psychological change and stability from a lifespan development perspective.

Prerequisite: PSYC1110.

PSYC2210 Abnormal Psychology 3;(3,0)
This course provides students with an introduction to the field of abnormal psychology. Subject areas include history, methods, theories, etiologies, classification and treatment of disorders.

Prerequisite: PSYC1110.

Quilting and Sewing (QUIL)

QUIL105 Introduction to Quilting and Sewing 4;(2,4)
This introductory course provides the student with the skill to operate and maintain a sewing machine. Students will learn basic rotary cutting techniques, the history, terminology and the practical applications of quilting. Students will make several quilted projects using rotary cutting, strip piecing, hand and machine quilting and various binding methods.

QUIL108 Foundation Piecing 3;(2,2)
This course is a study of sewing fabric pieces to a paper or cloth foundation to make a design or picture. The student will learn the advantages, disadvantages of foundation piecing and learn methods of transferring a design to a foundation. The student will learn materials of fabrics suitable to this method and drafting simple foundation patterns.

QUIL112 Quick Rotary Cut Quilts 3;(2,2)
This course is a study of methods used for rotary cutting, organization and accurate assembly of large bedside quilts using time saving methods for all phases of quilt making. Students will learn fabrics, colors appropriate to the projects, learn various templates, tools used in rotary cutting and the construction of quilts.

QUIL205 Quilting and Sewing II 3;(2,2)
This course will familiarize students with using angles in design of a quilt, assembling smooth quilt tops without distorting where angels are joined. Student will survey methods of assembly-foundation piecing, flip and sew rotary cutting with templates.

QUIL214 Quilting and Sewing III 3;(2,2)
This course will cover options for finishing a quilt after the top is completed. It will include layering, basting and quilting, surface embellishments, tying and setting arrangements. Borders, binding and labeling methods will be studied. A quilt will be completed.

Religion (RELG)

RELG2115 History of Christianity 3:(3,0)
In this course, the student will study the beginning of Christianity to the present. Selected topics address: the early church - its leadership and early establishment; formation of dogmas, rituals, and traditions; the Protestant Reformation; the Papacy, differences and similarities and differences between Protestant, Roman Catholic, and Orthodoxy teachings.

RELG2130 World Religions 3:(3,0)
In this course, the student will study the history and teachings of the world's major religions, e.g., Buddhism, Muslimism, Hinduism, and Shintoism.

Special Education (SPED)

SPED2110 Introduction to Students with Exceptionalities 3;(3,0)
This course explores the 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.

Sports Medicine (SPMD)

SPMD1310 Introduction to Kinesiology 3;(3,0)
An introduction to the field of Kinesiology which will explore areas such as exercise physiology, sport and exercise psychology, motor behavior, biomechanics, strength and conditioning, exercise prescription, as well as professional graduate programs, and allied health and applied career opportunities.

Science, Technology, Engineering and Math (STEM)

STEM101 Introduction to Geospatial Technology 4;(3,2)
Introduction to the fundamentals of Geospatial Technology including concepts and use of Geographic Information Systems (GIS), and brief introductions to the use of Global Positioning Systems (GNSS/GPS), cartography and visualization, remote sensing, and spatial analysis through use of professional grade GIS software exercises. Participants will learn how geospatial technology is used in business, industry and government. This course is designed to be used as an entry-level first course into a geospatial program (Certificate or Degree) or can be used as a stand-alone course to complement other disciplines.

STEM105 Computer Use for Scientific Research 3;(2,2)
This course is designed to increase individual skill of current technology and computers to enhance the ability to operate in the high demand STEM field in a computer and laboratory environment. Beginners as well as intermediate users of technology and computers will be exposed to technology projects for today's scientific technological applications.

STEM117 Introduction to Engineering 3;(2,2)
This course introduces the engineering design process using a project-oriented, team-based approach. Students will employ engineering graphics and computational skills using computer applications such as AutoCAD and spreadsheets to solve engineering problems. Lab topics will include design and fabrication of scale models with specific projects addressing sound decision making, the ability to communicate effectively, defining and solving problems and functioning efficiently in a team environment.

STEM250 STEM Capstone (Mathematics) 1;(1,0)
The capstone course is a self-directed, integrated, learning opportunity. The student will complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field. The student will take the capstone course in his or her last semester at Luna.

Pre-requisite: Instructor Approval.

STEM251 STEM Capstone (General Science) 1;(1,0)
The capstone course is a self-directed, integrated, learning opportunity. The student will complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field. The student will take the capstone course in his or her last semester at Luna.

Pre-requisite: Instructor Approval.

STEM252 STEM Capstone (Pre-Engineering) 1;(1,0)
The capstone course is a self-directed, integrated, learning opportunity. The student will complete a research paper with the course instructor as a mentor. At the end of the course, the student will take a comprehensive exam based on the program learning outcomes. It is the intent of this course that the student will bring to bear all the learning and knowledge from the course work to show competence in the selected field. The student will take the capstone course in his or her last semester at Luna.

Pre-requisite: Instructor Approval.

Selected Topics (ST**)

STBS* ST: Business Variable Credit
Course within the Department of Business and Professional Studies. The 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* ST: Education Variable Credit
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* ST: General Studies Variable Credit
Course in a topic within the Department of Humanities. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Humanities certificate and degree programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

STHS* ST: Health Sciences Variable Credit
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* ST: Science and Technology Variable Credit
Course in a topic within the Department of Science, Math and Engineering Technology. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all department 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* ST: Vocational Education Variable Credit
Course in a topic within the Department of Vocational Education. The specific topic will be stated when the course is scheduled. This course may be used as an elective for all Trades certificate programs. This course may be allowed as an elective for other certificate and degree programs with special approval from faculty advisor and respective academic director.

Sociology (SOCI)

SOCI1110 Introduction to Sociology 3;(3,0)
This course introduces students to basic concepts and theories of sociology and the methods used in sociological research. The course will address how sociological concepts and theories can be used to analyze and interpret the social world, and how society and the groups to which students belong influence them. Students will be given the opportunity to challenge their understandings of society, social institutions, and social issues. Special attention will be paid to the intimate connections between their personal lives and the larger, structural features of social life. The implications of social inequalities, and social class will be central to the course's examination of social life in the United States.

SOCI2210 Sociology of Deviance 3;(3,0)
This course is designed to provide an overview of the study of deviance and social control for multiple sociological perspectives. The instructor will present how sociologists research deviance and social control and the ethical issues involved I studying human subjects involved in these activities. The course also examines central sociological theories for understanding the causes of deviant behavior. ***Previously offered as CJ210***

Spanish (SPAN)

SPAN100 Conversational Spanish 3;(3,0)
This course is an introduction to Spanish for non-native speakers. Presentation is structured so that students acquire and appreciate cultural knowledge and develop the desire to converse in Spanish. The basic fundamentals covered are sentence structure using nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

SPAN1110 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.

SPAN1120 Spanish II 3;(3,0)
The course follows the scope and sequence continued approach to language and culture. Pre-requisite: SPAN1110.

SPAN1410 Spanish for Health Care Professions 3;(3,0)
This course is designed to develop the student's ability to understand, speak, read and write the Spanish language within a health profession framework because linguistic and cultural knowledge are essential for communication with patients.

Theater (THTR)

THEA1110 Introduction to Theatre 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.

THEA1220 Beginning Acting 3;(3,0)
This course includes methods improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theatre exercises, improvisations, and short theatrical scenes.

Video Game Design and Development (VGD)

VGD106 Script Writing and Storyboarding 3;(2,2)
In this course the students will learn the techniques of storytelling as they relate to the particulars of writing game script. The class will complete exercises in analyzing video game storytelling, creative writing, and the process of turning good ideas into a script. Students will have opportunities to produce supporting visual materials; including character sketches, environments, and storyboards.

VGD128 Introduction to Video Game Development 3;(2,2)
This course presents an overview of the video game development process. Topics include: the history of the video game industry, production techniques, video game content, strategies, platforms, genres, story and character development, game design, gameplay, interface, and player elements.

VGD130 Art and Computer Animation 3;(2,2)
This course will introduce the students to basic art and computer animation. It will teach students the physics of movement in animation based on real life objects and people along with drawing 2D and 3D characters and objects.

VGD147 Game Analysis and Critique 3;(2,2)
The class will integrate lecture, presentations, argument and debates, play, thought, and critique. This course will mostly concentrate on theory of game design, dissecting the structure of games, and research into deeper understanding of the structure and process of game design. Lecture, play sessions and critiques will be designed to go hand in hand with explorations of the topics discussed in class. The class will be divided into groups and will play specific games reflecting on the topics discussed in the lecture. In addition to lectures and play, the students will be asked to research a specific game and present arguments or perspectives.

VGD240 Video Game Design I 3;(2,2)
This course is an overview of video game design. This includes but not limited to game platforms, principles, tools, modeling, texturing, sound editing, programming, console systems, software development and game engines.

VGD260 Video Game Project 4;(3,2)
This capstone course is an overview of the Video Game Design and Development program. Based on coursework completed in the Video Game core curriculum, the student will design a video game and present it to a committee of peers and instructors for evaluation. The student will also make a final public (oral) presentation of the video game and present a final portfolio.

Pre-requisite: Instructor approval.

Vocational Education (VOC)

VOC109 Fundamentals of Vocational Education 4;(2,4)
This course provides a complete introduction into the construction trades, following National Center for Construction Education and Research (NCCER) curriculum guidelines. Several topics include: basic safety, introduction to construction math, hand tools, power tools, construction drawing, basic rigging, communication skills, employability skills and materials handling.

VOC117 Blueprint Reading and Construction Math 4;(2,4)
This course will cover blueprint reading, site layout, construction documents, shop drawing, basic zoning rules and regulation in preparing a building site according to specifications. Course will be incorporating construction math for a variety of construction uses. Students will interpret and implement architectural drawing, welding blueprints, construction documents, following state and local codes.

Corequisite: WLDG105.

Welding Technology (WLDG)

WELD1110/L Introduction to Welding Fundamentals 3(2, 1)
This course focuses on the fundamental techniques employed in the welding field. It is a laboratory approach to understanding and building skills in welding related areas including shop safety, hand and portable power tool usage, and welding. Previously offered as WLDG105/L

WLDG1120/L Print Reading for Welders 3(2, 1)
Provides students with the knowledge to read and interpret prints and welding symbols and transfer this knowledge to the workplace with layout tools and measuring instruments. Previously offered as WLDG118/L

Prerequisite: WLDG105 &, VOC117

WELD1130/L Shielded Metal Arc Welding I 3(2, 1)
This course will cover introductory theory and practical applications of structural plate welding, welding safety, handheld torch cutting operations and equipment set up. The development of student skills using the Shielded Metal Arc Welding process in all positions will be stressed. The standards of this course are set by the American Welding Society and utilized in both classroom study and laboratory work.

WELD1140/L Gas Metal Arc Welding 3(2,1)
Introduces Gas Metal Arc Welding (GMAW) short circuit welding safety, machine set up and shutdown procedures. Topics include personal protective equipment (PPE), GMAW uses, advantages and disadvantages, constant voltage (CV) power source, polarity, electrode types, shielding gasses, and weld discontinuities and defects identification and corrective practices. Lab exercises will include various joints in all positions.

Pre-requisite: WLDG118.

WELD1150/L Metal Fabrication I 3(2, 1)

WELD1155/L Gas Tungsten Arc Welding 3(2, 1)
A basic course designed to provide the student with the ability to setup, maintain and operate Gas Tungsten Arc Welding (GTAW) equipment safely. Develop skills to weld structural joints to bend tests standards utilizing various metals. Weld quality will be measured in accordance with American Welding Society standards.

WELD1171/L Layout and Fabrication. 3(2, 1)
This class is an introduction to general layout and fabrication techniques as related to structural welding. Emphasis will be on construction of small projects to tolerances using prints. A variety of welding processes will be used in all positions.

WELD1191/LWelding Art 3(2, 1)

Student will explore the possibilities of welded art.
Previously offered as 148 Co-requisite WELD1191 Welding Art lab.

WELD1210/L Flux Cored Arc Welding and lab 3(2, 1)
Principles of flux cored arc welding (FCAW) terminology, safety procedures, and equipment set-up. Students will practice welding structural joints in all positions using the FCAW process.

WELD1220/L Pipe Welding I and lab 3(2, 1)
Stresses the theory and practical application of pipe welding in the 1-G and 2-G positions. This course will develop skills in the fit-up and technique of welding pipe, using electrodes and various Welding process.

WELD1310/L Metallurgy/L 3(2, 1)
This course includes a study of ferrous and nonferrous metals from ore to the finished products. Emphasis is placed on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to present.

WELD2150/L Metal Fabrication II and lab 3(2, 1)
This course is designed to give students a knowledge of the fabrication process. This course will cover areas of customer interaction, print reading, sketching, job estimation, manufacturing of parts, assembly, welding, and finishing. Students will gain knowledge in the operation and safety practices of equipment used in fabrication, project tolerance, meeting deadlines as well as critical thinking skills.

WELD2130/L Shielded Metal Arc Welding II (SMAWII) and lab 3(2, 1)
Review and builds upon SMAW-I skills. Students will learn joint design and AWS standards for welder qualification testing.

WELD2140/L Gas Tungsten Arc Welding II (GMAWII) and lab 3(2, 1)
Advanced course in the gas metal arc welding process (GMAW). Instruction includes trouble shooting, and the correct selection and application of consumables. Students practice GMAW of carbon and stainless steel on structural joints in all positions. Preparation of test samples will also be emphasized.

WELD2191/L Welded Art II and lab 3(2, 1)
A continuation of Welded Art. Students explore the possibilities of welded art.

WELD2290L Welder Qualifications 3(2, 1)
Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods, and basics of welding codes.

WELD2996L Special Topic (Can Be repeated up to 4 times) 3(2, 1)
Course in a topic or topics in welding. May be repeated with a change in content.

ACADEMIC CALENDAR 2025-2026

Academic Calendar Fall 2025

Schedule Available Online for Fall 2025	Monday, April 28, 2025
Early Registration for Fall Registration	Monday April 28, 2025
New Student Orientation	Friday, August 15, 2025
Classes Begin	Monday, August 18, 2025
Last Day to Add (Full Term & 1st 8-week Courses Only)	Monday, August 25, 2025
Last Day to Drop without a Grade*	Friday, August 29, 2025
Labor Day – **CAMPUS CLOSED**	Monday, September 1, 2025
Deadline - Change from Audit to Credit	Friday, September 5, 2025
Midterm Exam Week	Monday, October 6 – Saturday, October 11
Midterm Grades due in Registrar	Monday, October 13 by 12 noon
Midterm Grades Available Online	Wednesday, October 15, 2025
Deadline - Change from Credit to Audit	Friday, October 17, 2025
Last Day to Withdraw from Full term classes**	Friday, November 14, 2025
Fall Break Thanksgiving Holiday – **CAMPUS CLOSED**	Thursday, November 27-Friday, November 28
Final Examination Week	Monday, December 1 – Friday, December 5
Semester Ends	Friday, December 5, 2025
Final Grades due by Faculty to Registrar	Monday, December 8, 2025, by 12 noon
Final Grades Available Online	Thursday, December 11, 2025
Christmas Winter Break – **CAMPUS CLOSED**	Friday, December 19 – Friday, January 2
1st 8-week Session August 18- October 11	
Last Day to Add Classes	Monday August 25
Last Day to Drop Classes without a Grade	Friday August 29
Deadline to Change from Audit to Credit	Friday September 5
Deadline to Change from Credit to Audit	Friday September 12
Last Day to Withdraw from Classes	Friday September 26
2nd 8-week Session October 13-December 5	
Last Day to Add Classes	Monday October 20
Last Day to Drop Classes without a Grade	Friday October 24
Deadline to Change from Audit to Credit	Friday October 31
Deadline to Change from Credit to Audit	Friday November 7
Last Day to Withdraw from Classes	Friday November 14
Winter Intersession	
First Day of Classes	Monday, December 8
Final Grades due by Faculty to Registrar	Monday, December 29

= Campus Closure ***BOT Approved May 2025***

* Last day to drop will without W on transcript. ** Last day to withdrawal without a grade.

Academic Calendar Spring 2026

Schedule Available Online for Spring 2026	Monday, November 3, 2025
Early Registration for Fall Registration	Monday, November 3, 2025
Classes Begin	Monday, January 12, 2026
MLK Day- CAMPUS CLOSED	Monday January 19, 2026
Last Day to Add (Full Term & 1st 8-week Courses Only)	Tuesday, January 20, 2026
Last Day to Drop without a Grade*	Friday, January 23, 2026
Census	Friday, January 31, 2026
Deadline - Change from Audit to Credit	Friday, March 6, 2026
Midterm Exam Week	Monday, March 2 – Saturday, March 7, 2026
Spring Break	Monday, March 9-13
Staff Spring Break_ CAMPUS CLOSED	Thursday March 12-Friday March 13, 2026
Midterm Grades due in Registrar	Monday March 16, 2026, by 12 noon
Midterm Grades Available Online	Wednesday, March 18, 2026
Deadline - Change from Credit to Audit	Friday, March 20, 2026
Last Day to Withdraw from Full term classes**	Friday, March 20, 2026
Spring Recess – **CAMPUS CLOSED**	Friday, April 3 and Monday, April 6, 2026
Final Examination Week	Monday, May 4- Friday May 8, 2026
Semester Ends	Friday, May 8, 2026, by 5:00 pm
Final Grades due by Faculty to Registrar	Monday, May 11, 2026, by 12 noon
Final Grades Available Online	Thursday, May 13, 2026
Commencement	Saturday, May 9, 2026, 10 am
1st 8-week Session January 12th- March7th	
Last Day to Add Classes	Tuesday, January 20, 2026
Last Day to Drop Classes without a Grade	Friday, January 23, 2026
Deadline to Change from Audit to Credit	Friday, January 30,2026
Deadline to Change from Credit to Audit	Friday, February 6,2026
Last Day to Withdraw from Classes	Friday, Friday 20, 2026
2nd 8-week Session March 16th-May 8th	
Last Day to Add Classes	Monday, March 23, 2026
Last Day to Drop Classes without a Grade	Friday, March 27, 2026
Deadline to Change from Audit to Credit	Friday, April 3, 2026
Deadline to Change from Credit to Audit	Friday, April 10, 2026
Last Day to Withdraw from Classes	Friday, April 17, 2026

Campus Closure ***BOT Approved May 2025***

* Last day to drop will without W on transcript. ** Last day to withdrawal without a grade. **

INDEX

NOTICES

STUDENT RIGHT-TO-KNOW ACT

In compliance with the Student Right-To-Know Act of 1990, Luna publishes online a yearly Campus Report https://Luna.edu/policies-procedures.

RIGHT TO INSPECT PUBLIC RECORDS

Under New Mexico law, any member of the public has the right to inspect and obtain copies of the public records of Luna Community College. To make a request or for more information, contact Luna's Human Resource Director at 505.454.2003.

New Mexico Higher Education Department

Luna Community College operates within the guidelines of the New Mexico Department of Higher Education. Anyone wishing to make a complaint to the New Mexico Higher Education Department may use the contact information below:

New Mexico Higher Education Department
Deputy Secretary for Academic Affairs
2048 Galisteo Street
Santa Fe, New Mexico 87505-2100