



**Luna  
Community  
College**

# **2023-2024 Catalog**



***“Creating Opportunities for You!”***

# LUNA COMMUNITY COLLEGE

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## **LAS VEGAS**

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Las Vegas, New México 87701  
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www.Luna.edu

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## **BOARD OF TRUSTEES**

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## **PRESIDENT**

Edward A. Martinez, Ph.D.

## **CATALOG NUMBER 32**

Effective Summer 2023

### *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

Luna Community College .....	i
Vision .....	iii
Mission .....	iii
Guiding Principles .....	iii
From The President .....	5
General Information .....	6
History of Luna Community College .....	6
Campus Map .....	7
Applying to College .....	8
Admission .....	8
Regular Admission .....	8
Provisional Admission .....	8
Special Admission Requirements .....	9
Non-Credit Admission .....	9
Transfer Admission .....	9
International Admission .....	9
Dual Credit and Concurrent Enrollment Admission .....	10
Admission Appeals .....	10
Residency .....	11
Residency Classifications .....	11
Regulations Summary: New Mexico Residency Tuition Purposes .....	11
Petitioning for Residency .....	11
Residency Appeals .....	12
Paying for College .....	13
Tuition .....	13
Fees .....	13
Financial Aid .....	14
Applying For Financial Aid .....	15
Satisfactory Academic Progress .....	16
Title IV Regulations .....	17
Educational Benefits for Veterans and Dependents .....	17
Payment Procedures .....	18
Process .....	19
Delinquencies .....	19
Refunds .....	20
Enrolling in College .....	21
Planning and Registering for Classes .....	21
Placement .....	22
Definition of a Credit Hour .....	22
Course Load .....	22
Course Numbering .....	23
Prerequisites and Co-requisites .....	23
Course Substitutions .....	24
Changes in Enrollment .....	24
Alternative Credit .....	26
Transfer of Credit .....	26
Credit for Prior Learning .....	27
Non-credit Enrollment .....	30
Student Information .....	30
Student Personal Information .....	32
Student Academic Information .....	33

Attending College .....	35
Academic Standards and Procedures.....	35
Educational Support Services.....	35
Assessment of Student Learning.....	36
Repeating Courses .....	39
Academic Appeals.....	39
Student Support Services .....	40
Counseling.....	40
Campus Security .....	40
Luna Student E-Mail .....	40
Student Clubs and Organizations.....	40
Associated Student Government.....	40
Student Nurse Association .....	41
Intercollegiate Athletics .....	41
Preschool.....	41
Student Rights and Responsibilities.....	41
Academic Responsibility.....	41
Conduct Responsibility .....	43
Grievances.....	48
Graduating From College .....	50
Graduation Requirements.....	50
Academic Honors at Graduation .....	50
Commencement Ceremony.....	50
Learning Opportunities .....	51
For-Credit Programs .....	51
General Education .....	51
Institutional Proficiency Requirements .....	54
Directed Study Courses .....	54
Distance Education.....	55
Guidelines for Distance Learning Examinations.....	56
Programs Not Intended For-Credit.....	57
College and Career Readiness Institute.....	57
Contract And Continuing Education Programs .....	57
Rough Rider Community Programs .....	58
Auditing a Course.....	58
Areas of For-Credit Study .....	59
Areas of Study By Degrees and Certificates .....	59
Associate of Arts .....	59
Associate of Science .....	59
Associate of Applied Science.....	59
Certificates .....	59
Areas of Study by Discipline .....	60
Accounting .....	61
Associate of Applied Science Degree (Minimum of 62 Credit Hours) .....	61
Allied Health.....	62
Associate of Applied Science Degree (Minimum of 60 Credit Hours) .....	62
Allied Health Certificate (Minimum of 30 Credit Hours) .....	63
Allied Health Pre-Nursing Certificate (Minimum of 31 Credit Hours).....	64
Automotive .....	65
Automotive Technology Certificates .....	66
Collision Repair Technology Certificates .....	66
Barbering.....	67
Barbering Certificate (Minimum of 49 Credit Hours) .....	67

Building Technology .....	70
Building Technology Certificate (Minimum of 31 Credit Hours) .....	70
Business.....	71
Associate of Applied Science Degree in Business Administration (Minimum of 60 Credit Hours) .....	71
Associate of Arts Degree In General Business (Minimum of 61-62 Credit Hours) .....	72
Business Management Certificate (Minimum of 18 Credit Hours).....	73
Small Business Management Certificate (Minimum of 30 Credit Hours).....	74
Computer Science .....	75
Associate of Applied Science Degree in Computer Science .....	75
CyberSecurity Certificate.....	76
Computer Application Specialist Certificate (Minimum of 33 Credit Hours) .....	76
Cosmetology .....	77
Cosmetology Certificate (Minimum of 62 Credit Hours).....	77
Criminal Justice.....	80
Associate of Arts Degree (Minimum of 61 Credit Hours).....	80
Criminal Justice Certificate (Minimum of 36 Credit Hours).....	81
Dental Assistant .....	82
Certificate (Minimum of 40 Credit hours).....	82
Education .....	83
Associate of Arts Degree Early Childhood Education Teacher: Birth-Grade 3 (Minimum of 60-61 Credit Hours) .....	83
Early Childhood Development Certificate (Minimum of 32 Credit hours) .....	84
Associate of Arts Degree in Teacher Education (Minimum of 60-61 Credit Hours) .....	85
Electrical Wiring Technology.....	86
Electrical Wiring Technology Certificate (Minimum of 33-34 Credit Hours).....	86
Emergency Medical Technician-BASIC .....	87
Emergency Medical Technician – Basic Certificate (11 Credit Hours) .....	87
Engineering.....	88
Associate of Science Degree (Minimum of 61-62 Credit Hours).....	88
Fine Arts .....	89
The Associate of Arts 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.....	89
Associate of Arts Degree in Fine Arts (Required 60-61 Credit Hours) .....	89
Drawing and Painting Certificate (Minimum of 30 Credit Hours).....	90
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. ....	90
Fire Science .....	91
Associate of Applied Science Degree (Minimum of 60 Credit Hours) .....	91
General Science .....	92
Associate of Science Degree (Minimum of 62-63 Credit Hours).....	92
Liberal Arts.....	93
Associate of Arts Degree (Required 60-61 Credit Hours).....	93
General Education Certificate (Minimum of 31-32 Credit Hours) .....	95
Mathematics.....	97
Associate of Science Degree In Mathematics (Minimum of 61-64 Credit Hours).....	97
Media Arts and Film Technology .....	98
Associate of Applied Science Degree (Minimum of 60 Credit Hours) .....	98
Film Technology Certificate (Minimum of 31 Credit Hours) .....	99
Nursing.....	100
Associate of Applied Science Degree (Required 71 Credit Hours).....	100
Video Game Design & Development.....	101
Video Game Design & Development Certificate (Minimum of 31 Credit Hours).....	101
Vocational/Technical Studies.....	102
Associate of Applied Science Degree (Minimum of 60 Credit Hours) .....	102

Welding Technology ..... 103  
    Certificate Minimum of 31 Credit Hours ..... 103  
Course Descriptions ..... 105  
    Course Rubrics ..... 105  
    Understanding Course Descriptions ..... 106  
Academic Calendar 2023-2024 ..... 164  
Index ..... 167  
Notices ..... 169



# FROM THE PRESIDENT

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Welcome to Luna Community College!

Whether you are coming to earn a degree, enhance your job skills, or just learn something new, Luna is creating opportunities for you. We are excited to be the most accessible college in the Southwest. With our open enrollment and affordable tuition, students from both in and out of New Mexico choose Luna for their education.

Luna's main campus is located in historic Las Vegas, New Mexico, a college town with all the amenities we have come to expect, from exclusive restaurants and live entertainment to high speed fiber optics and, of course, Walmart. Las Vegas is the Gateway to Outdoor Activities like hunting and fishing, mountain and road biking, hiking, camping, and skiing, within easy cycling and driving distance of five ski resorts, numerous state parks and two national forests. The community is host to a wide variety of television and film productions each year, as well as car shows, motorcycle rallies and film festivals. And if you don't want to drive in to Las Vegas, we offer classes in Mora, Springer, Santa Rosa and online.

At Luna, we respect the traditions of Northern New Mexico, and at the same time, embrace the changes that technology brings. We offer classes in Mariachi music and quilting; and we offer classes in cybersecurity, Allied Health, Nursing and high-tech welding. Whether you want to drive a semi-truck or a drone, we have a program for you.

With small class sizes and committed faculty and staff, we provide every student with the support required to be successful. At Luna, you are not just a student – you are an important member of our community!



# GENERAL INFORMATION

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## HISTORY OF LUNA COMMUNITY COLLEGE

Luna Community College (Luna) is the only comprehensive community college in northeastern New Mexico. Luna is located in 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. 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.



# CAMPUS MAP



# APPLYING TO COLLEGE

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## ADMISSION

Luna Community College offers credit, not-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](mailto:admissions@Luna.edu)

Or call

- the Luna Community College main number, 505-454-2500, and ask for Admissions or
- the Direct dial numbers for Admissions, found in the Luna Community College Directory at <https://Luna.edu/directory>

## 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 photo copies.

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, neither certificates nor degrees can be earned under this admission status. Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form. Students admitted as non-credit students are ineligible for traditional financial assistance and veteran's benefits. However, they 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 Admissions 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. 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 (<https://www.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 Manager of Admissions who reviews the appeal and either approves or denies it. If the Manager denies the appeal, the student may submit a petition to an Admission's Committee convened for the purpose of evaluating the appeal. The committee is made up of the Manager of Admissions, the Vice President of Instruction and Student Services, the Registrar, and a representative Program Director. Any hearings concerning admission under special situations 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 one of the participating school districts
- Non-Resident/Out-of-State: a student whose legal residency is not New Mexico.
- 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 is 15 calendar days after the first day of classes. A petition received after that date will not be considered. Another petition must be filed for any 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 [www.hed.state.nm.us](http://www.hed.state.nm.us)

## 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 by the same standards as original petitions. 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 Manager of Admissions, Registrar, Fiscal Office representative, and the Vice President of Instruction and Student Services.



# PAYING FOR COLLEGE

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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 for upcoming terms are published on the college website at <https://luna.edu/tuition>. Tuition and Fees are subject to change without notice.

Tuition Rates for the 2023- 2024 Academic Year

Number of Credit Hours	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen*
1	\$48.00	\$48.00	\$48.00	\$5.00
2	\$96.00	\$96.00	\$96.00	\$10.00
3	\$144.00	\$144.00	\$144.00	\$15.00
4	\$192.00	\$192.00	\$192.00	\$20.00
5	\$240.00	\$240.00	\$240.00	\$25.00
6	\$288.00	\$288.00	\$288.00	\$30.00
7	\$336.00	\$455.00	\$868.00	\$35.00
8	\$384.00	\$520.00	\$992.00	\$40.00
9	\$432.00	\$585.00	\$1,116.00	\$45.00
10	\$480.00	\$650.00	\$1,240.00	\$50.00
11	\$528.00	\$715.00	\$1,364.00	\$98.00
12-18	\$576.00	\$780.00	\$1,488.00	\$146.00
Each Additional Credit Hour	\$48.00	\$65.00	\$124.00	\$48.00

\*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.

## FEES

In addition to the tuition costs, students are assessed nonrefundable 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.

## **FINANCIAL AID**

The Luna Community College Financial Aid Office offers grants, loans, scholarships and employment for students who demonstrate financial need.

For assistance with Financial Aid:

Email the Luna Community College Financial Aid Office at [finaid@luna.edu](mailto: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.

Classes that are audited or challenged via Credit by Examination are not eligible for financial assistance. Additionally, any student who changes an enrolled course from credit to audit or to Credit by Examination may have their student financial assistance recalculated and owe money back to the Department of Education.



## **APPLYING FOR FINANCIAL AID**

All students who plan to attend Luna are encouraged to apply for financial aid. Free applications are available online through the U.S. Department of Education's website at <https://studentaid.gov>. To apply for assistance, students must submit a yearly Free Application for Federal Student Aid (FAFSA) and include Luna's Title IV school code on the appropriate section of the application. Luna's Title IV school code is 009962.

Once a student's processed FAFSA is received, the Financial Aid Office will determine if and how much financial aid an applicant is eligible to receive. The aid awarded is based on the cost of attending Luna Community College, including tuition and fees, room and board, books and supplies, transportation, and personal expenses. Dependent care expenses may be considered once the applicant provides the appropriate documentation.

To qualify for need-based financial aid, an applicant must:

- Demonstrate financial need as determined through a processed FAFSA
- Be a U.S. citizen or an eligible noncitizen
- Maintain satisfactory academic progress (see standards below)
- Be enrolled in a regular degree program (Title IV eligible) at Luna Community College
- Be enrolled at least half time (six credit hours). This is true for most aid programs.
- Not be in default on a federal student loan or owe a repayment on a federal grant

A student's award is subject to change if the student becomes ineligible as a result of over-award or failure to maintain satisfactory academic progress. Students are required to notify the Financial Aid Office if they are receiving aid from ANY other source.

### **Verification Policy**

A student may be required to verify the accuracy of his or her FAFSA. All students who are selected by the Department of Education's central processing servicer for verification must submit the appropriate documents requested by the Financial Aid Office before the application can be processed.

### **Summer Financial Aid**

All students attending the summer session and applying for financial aid must have a FAFSA on file for the current school year, as this application will be used to award summer aid. Summer Interest Forms are to be picked up from the Financial Aid Office and must be completed to assist in determining summer awards. Please contact the Financial Aid Office in late April for further details regarding summer aid.

### **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. A Consortium Agreement may be obtained from the Financial Aid Office and must be submitted within the first 5 days of each semester or summer session.

### **Other Financial Aid Resources**

Listed below are some of the additional financial aid opportunities. Students are encouraged to check with the Financial Aid Office for information about these opportunities and others that may be available each semester.

- Bridge Scholarship
- Legislative Lottery Scholarship
- NM Opportunity Scholarship
- Teacher Preparation Affordability Scholarship
- Grow Your Own Teachers Scholarship
- Luna Foundation Scholarships

### **Enrollment Status For Financial Aid Purposes**

The credit hours outlined below will be used to calculate and award any financial aid that has semester credit hour requirements.

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

## **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 apply to students once they apply for student financial assistance and that 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 on 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>.

## TITLE IV REGULATIONS

The federal regulations relating to return of Title IV aid will be used to calculate the portion of awarded federal financial aid a student becomes ineligible to receive. Students must repay/return to the Department of Education all or a portion of previously awarded Title IV aid should the student withdraw completely from school (officially or unofficially). This applies to students receiving Federal Direct Stafford Unsubsidized Loan, Federal Direct Stafford Subsidized Loan, Federal Direct Stafford PLUS loan, Federal Pell Grant, Federal SEOG, and/or any other Title IV program assistance. Federal work-study is not included in this determination.

For more information, please call or visit the Financial Aid Office located in the Student Services building on the Las Vegas campus.

### Title IV Code of conduct

The Higher Education Opportunity Act of 2008 required Luna to develop, publish, and enforce a code of conduct 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 benefit 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

## 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](http://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](http://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 an over payment and/or be 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. 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](mailto:fiscaloffice@Luna.edu).

Or call

- the Luna Community College main number, 505-454-2500, and ask for the cashier or
- the Direct dial numbers for the Business and Fiscal Offices, found in the Luna Community College Directory at <https://Luna.edu/directory>

## PROCESS

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

Payments can be made online

Log onto: <https://student.Luna.edu/>

Enter your Username and Password

Click on the \$ sign for your Balance

Click for details for the specific semester

Click on Make a Payment

Highlight on the full amount due to re-enter the amount you wish to pay and proceed with card information.

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:

Fees linked to a course 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

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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 [finaid@Luna.edu](mailto:finaid@Luna.edu)

Email the Luna Community College Registrar Office at [registrar@Luna.edu](mailto: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 Office.
- The Direct dial numbers for Academic and Career Planning and for the Registrar, found in the Luna Community College Directory at <https://Luna.edu/directory>

## 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 or online through the Luna website at [www.Luna.edu](http://www.Luna.edu) from home or from a computer lab on campus. 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 ID's are issued by the cashier and are free for the first ID; subsequent ID's 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. Incoming students are required to take a placement assessment exam, which covers Luna proficiency requirements in reading, mathematics, and writing. Students who have taken the ACT and/or SAT may not be required to take the placement exam. However, they will be required to satisfy prescribed institutional proficiencies. Luna does not administer the ACT and/or SAT.

A student who has taken the ACT and/or SAT must provide scores to their Student Success Specialist who will review the scores for placement purposes. Students are encouraged to complete proficiency requirements within their first two semesters.

The placement assessment exam/ACT/SAT are solely used to determine the student's course placement level. If deficiencies are indicated, students will be required to satisfy proficiency requirements in order to graduate from any Luna program of study. Based on the Placement Assessment Exam/ACT/SAT results, students are placed in the following prescribed Institutional Proficiency Requirements:

- ENG078 Reading and Writing Strategies
- ENG098 Essentials of College Writing – or – ENG106 Reading and Writing for College
- MATH075 General Mathematics – or – MATH102 Math Preparation & Pre-Algebra

Students who do not complete the required institutional proficiency requirements and withdraw from Luna for at least three years must retake the Placement Assessment Exam to continue with their coursework.

**Note:** Placement scores, whether the Placement Assessment Exam, ACT, SAT, etc., are not used in lieu of students completing Area II - Mathematics of the Core Curriculum. An appropriate 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 be allowed to enroll in a particular course, and may be administratively disenrolled if prerequisite or co-requisite courses 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 the 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.

## 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 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:

#### *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 or drop/withdraw from courses online. New 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 or online by published deadlines. The actual date the transaction is processed will determine whether the record is the 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 with the Registrar's Office at [registrar@Luna.edu](mailto:registrar@Luna.edu) from their Luna student email accounts. 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
- Students 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 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 with the Registrar's Office at [registrar@Luna.edu](mailto: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
- Students current address and phone number
- Semester for the change
- Request to completely withdraw 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, via exam or by prior learning for inclusion on their transcripts. The requirements for approval of alternative credit are specific to each type of alternative credit.

## **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.

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 submittal of 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(s) in question is part of a state approved transfer module. See NMHED contact information at the end of the 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 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 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 institution’s 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
<b>Art</b>		
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
<b>Biology (Lab credit given only if AP course had a lab)</b>		
Biology	3	Bio for Health Sciences OR Natural History of Life OR General Biology

AP EXAM	AP SCORE	LUNA COURSE EQUIVALENT
Biology	4/5	Cellular and Molecular Biology
<b>Chemistry</b> (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
<b>Computer Science</b>		
Computer Science A	3	Computer Science I
	4/5	Object Oriented Programming
Computer Science Principles	3/4/5	Algorithms and Data Structures
<b>Economics</b>		
Macroeconomics	3/4/5	Macroeconomics
Microeconomics	3/4/5	Microeconomics
<b>English</b>		
English Language and Composition	3/4/5	Comp I
English Literature and Composition	3/4/5	Intro to Literature
<b>Environmental Science</b>		
Environmental Science	3/4/5	Environmental Science OR Forestry
<b>Geography</b>		
Human Geography	3/4/5	People and Places
<b>History</b>		
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

<b>CLEP SUBJECT EXAM</b>	<b>MINIMUM CLEP SCORE</b>	<b>LUNA COURSES AND CREDITS GRANTED</b>
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	MKTG 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 students of Luna, regardless of age.

Parents lose the right to view their child's records when their child turns 18 or begins attending any postsecondary 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 number. 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. Changes 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](mailto: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
- The 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 VP 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, by mail or fax.

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 pick up will be held for 30 calendar days, after which the transcript 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.

### *Transcript Holds*

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

# ATTENDING COLLEGE

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## 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 computer system. Students are able to update demographics at the Registrar’s Office.

#### **Learning Resource Center/Library**

Email the Luna Community College Library at [lrc@luna.edu](mailto:lrc@luna.edu)

Or call

- the Luna Community College main number 505-454-2500 and ask for the Library.
- Direct dial numbers for the Library are found in the Luna Community College Directory at <https://Luna.edu/directory>

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. We will consider your 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, we subscribe 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.

Items may be placed on reserve by faculty members for specific classes. These items are located at the Circulation Desk and are available to be checked out for two hours, and must be used in the Library only.

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. We welcome you to enjoy the Library. Food and drinks are allowed in the Library.

The LRC is open Monday through Friday from 8:00 a.m. to 5:00 p.m. We are also available online Monday through Friday 8-5 at [lrc@Luna.edu](mailto: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**

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. 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. 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 where 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/or the Registrar.

### **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 the course was taken and the Vice President of Instruction. 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 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 request of the student. The Vice President of Instruction 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 to only give the student an indication of progress in a course. Therefore, a change to or challenge of a mid-term grade will not be processed or considered by the 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 for recording with the Registrar's Office. Mid-term grades are not issued during the summer session.

1 credit hour of "A" = 4 grade points

1 credit hour of "B" = 3 grade points

1 credit hour of "C" = 2 grade points

1 credit hour of "D" = 1 grade point

1 credit hour of "F" = 0 grade points

The grade point average is computed by multiplying the grade 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" =  $6 \times 4 = 24$  grade points

3 credit hours of "B" =  $3 \times 3 = 9$  grade points

3 credit hours of "C" =  $3 \times 2 = 6$  grade points

12 credit hours = 39 grade 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

## COUNSELING

Counseling and guidance services are available to all students. Local community agencies that contain crisis intervention services as well as referral services partner or complement Luna's services. These services will provide assistance for common issues that pose problems for college students such as alcohol and drugs, anxiety, depression, family issues, stress, homesickness, addiction, etc. All services are confidential. Additional information may be obtained from the Student Success Specialists.

## 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.

## 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.

## 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.

## ASSOCIATED STUDENT GOVERNMENT

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

- Encourage collaboration and communication between students, faculty, staff, administration, board members, and all campus organizations
- Provide a forum for student expression and the exchange of student-faculty views
- Enhance the quality of student life
- Represent Luna through word and deed which reflect 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.

## **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.

## **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 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, disregard for 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 Integrity**

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, PDA's, 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 of 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 himself or herself 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 proceeding 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 a proceeding before a judicial body as a result of violation of Luna's Conduct Regulations, however, the Luna may advise off-campus authorities of the existence of the Conduct Regulations and of 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 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) nor 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 persons, 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 Vice-President of Instruction and Student Services office.
- 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 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 of time 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 of time.
- **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 of time, 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 LCC regulations, policies or practices. Since LCC 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 division. 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 upon the LCC 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.

# GRADUATING FROM COLLEGE

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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.

Students are strongly encouraged to request a formal review of their transcript each semester with a Student Success Specialist to ensure they are on track with final graduation requirements.

## 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 that final grades have been posted, recorded, and verified. The levels of recognition are as follows:

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

## 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 semester are eligible to participate. Detailed information regarding the ceremony is posted online at [www.Luna.edu](http://www.Luna.edu) each year. Graduating students must submit their intent to participate in the ceremony to the Registrar's Office.

# 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 <http://www.hed.state.nm.us/programs/general-education.aspx>

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
<b>Total Core Course Credit Hours Required for Degree Completion</b>						<b>22</b>	<b>12</b>

## 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
<b>Area I - Communication</b>				(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
COMM	2180	Business and Professional Comm	3	O	O	O
<b>Area II - Mathematics</b>				(3)	(3)	(3-5)
MATH	102	Math Prep and Pre-Algebra	5	N	N	O
MATH	1215	Intermediate Algebra*	4	O	O	O
MATH	1350	Statistics	3	O	O	O
MATH	1220	College Algebra	4	O	O	O
<b>Area III – Laboratory Science</b>				(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
BIOL	1135	Environmental Science	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
GEOL	1110	Physical Geology	4	O	O	O
GEOL	2110	Historical Geology	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
<b>Area IV – Social and Behavioral Sciences</b>				(3)	(3)	(3)
ANTH	1115	Introduction to Anthropology	3	O	O	O

ANTH	1141	Cultures of the World	3	O	O	O
BUSA	1110	Introduction to Business	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
<b>Area V – Humanities (AA &amp; AS) / Flex (AAS)</b>				(3)	(3)	(3)
BUSA	2460	Business Ethics	3	O	O	O
ENGL	2610	American Literature I	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
RELG	2130	History of Christianity	3	O	O	O
RELG	2115	World Religions	3	O	O	O
SPAN	1110	Beginning Spanish	3	O	O	O
BCIS	1110	Intro to Information Systems	3	N	N	O
MATH	1215	Intermediate Algebra*	4	N	N	O
<b>Area VI - Creative and Fine Arts</b>				(3)	(3)	(3)
ARTS	1610	Drawing I	3	O	O	O
ARTS	1120	Introduction to Art	3	O	O	O
ARTS	2210	Art History	3	O	O	O
FDMA	1545	Intro to Digital Photography	3	O	O	O
MMC	135	Intro to Digital Film	3	O	O	O
MMC	161	Intro to Film History	3	O	O	O
MUSC	1130	Music Appreciation: West. Music	3	O	O	O
MUSC	1210	Fund. of Music for non- majors	3	O	O	O
THEA	1110	Introduction to Theater	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

**INSTITUTIONAL PROFICIENCY REQUIREMENTS**

**English proficiency** is demonstrated by:

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

ENG098: Essentials of College Writing – or – ENG106: Reading & Writing for College

**Mathematics proficiency** is demonstrated by:

A minimum Math ACT score of 18, Luna Placement score within the Algebra Domain or

MATH075: General Mathematics – or – MATH102: Math Preparation & Pre-Algebra

**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 of the regularly offered course. The title of the directed study course will be noted on the student's academic transcript and the course will be taught and supervised by an appropriate faculty member.

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 our 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 is done online. This is done with our 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. The content and learning is 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 be more “self-paced and driven” they still have deadlines and due dates on course assignment, 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 our LMS (Blackboard) and a virtual classroom (i.e. Class, Zoom, etc.). This modality allows students that cannot physically attend for whatever reason the ability to complete the course virtually.

No matter the modality of the course all courses have a distance education presence via our 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 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
- Fax Number
- E-mail Address

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

Who can be approved to serve as a proctor? 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 the opportunity pursue special interests.

## COLLEGE AND CAREER READINESS INSTITUTE

The College and Career Readiness Institute at Luna prepares adult learners aged 16 or older to enter the workforce, to enter higher education and to earn high school equivalency (HSE) credentials. It is available to all residents of New Mexico.

Email the Luna College and Career Readiness Office at [ae@Luna.edu](mailto:ae@Luna.edu) or visit <https://luna.edu/abe>  
Or call

- the Luna Community College main number, 505-454-2500, and ask for College and Career Readiness Institute or the Adult Education Program
- the direct dial numbers for College and Career Readiness Institute, found in the Luna Community College Directory at <https://Luna.edu/directory>

Prospective CCRI students need to complete a program intake form, an assessment of academic skills and meet with an academic coach prior to starting classes. The CCRI Adult Education program maintains managed enrollment for prospective students throughout the academic year, starting in August. The program offers eight-week learning sessions. The sessions are provided twice during each Fall and Spring semester. HSE preparation classes and other hybrid learning classes are available with in-person instructions at the main campus in Las Vegas. With the guidance and oversight of an academic coach, distance learning opportunities are available for non-traditional learners. Classes and learning materials are provided to students at no cost.

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

- Refreshing reading, writing and math skills for high school graduates (Adult Literacy/Numeracy: Foundational Instruction)
- Building and improving foundational computer skills, employment research, resume writing, and job interview techniques (Career Pathways)
- Entering or retaining employment (WIOA Partners: Workforce Referrals)
- Entering Luna Degree or Certificate Programs (Postsecondary Education and Training)
- Building English-language reading, writing, and speaking skills (English as a Second Language)

## 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.

## 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 cannot be audited. Auditing a course gives a student the opportunity to attend class as a non-graded participant and allows students to review a subject area either as a refresher or for general use. Students are encouraged to attend class sessions but have no responsibility for completing assignments and examinations. Consequently, students receive neither a grade nor credit. Courses taken for audit will appear on the student's transcript as "AU." Course Audit Request forms are available at the Registrar's Office and online at [www.Luna.edu](http://www.Luna.edu). Students who audit a course may have some implications if they are receiving Financial Aid/Title IV funding.



# AREAS OF FOR-CREDIT STUDY

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Luna Community College offers the following degrees and certificates.

## AREAS OF STUDY BY DEGREES AND CERTIFICATES

### ASSOCIATE OF ARTS

- Criminal Justice
- Early Childhood Multicultural Education –Early Childhood Teacher (Birth-Grade 3) Concentration
- Fine Arts
- 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
- Media Art and Film Technology
- Nursing
- Vocational/Technical Studies

### CERTIFICATES

- Allied Health
- Automotive Collision Repair Technology
- Automotive Technology
- Barbering
- Building Technology
- Business Management
- Computer Application Specialist
- Cosmetology
- Criminal Justice
- CyberSecurity
- Dental Assistant
- Early Childhood Development
- Electrical Wiring Technology
- Emergency Medical Technician
- Film Technician
- General Education
- Painting and Drawing
- Pre-Nursing
- Small Business Management
- Welding Technology
- Video Game Design

## AREAS OF STUDY BY DISCIPLINE

Accounting	Electrical Technology
Allied Health	Emergency Medical Technician
Automotive Collision Repair	Engineering & Pre-Engineering
Automotive Technology	Fine Arts
Barbering	Fire Science
Building Technology	General Science
Business Administration	Liberal Arts
Business Management	Mathematics
Computer Applications	Media Arts and Film Technology
Computer Science	Nursing
Cosmetology	Teacher Education
Criminal Justice	Video Game Design & Development
Dental	Vocational/Technical Studies
Early Childhood Education	Welding
Education	

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 non-credit courses in areas of study like Commercial Driving and Drone Piloting. To inquire about specific course offerings, contact a Student Success Specialist in the Office of Academic and Career Planning.

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 in order 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 (MINIMUM OF 62 CREDIT HOURS)

The Associate of Applied Science degree in Accounting is designed to teach students accounting principles and practices. The purpose of the degree is to provide students entry-level accounting skills for employment opportunities or as a preparatory program for students who plan to pursue a bachelor's degree in accounting or related field. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. Students are required to consult with their Luna advisor for proper advisement and course selection.

Degree Requirements ..... Total Credit Hours: 62  
 General Education Core ..... (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 Introduction to Information Systems ..... 3

### Concentration Requirements (45 credit hours)

ACCT2110 Principles of Accounting I ..... 4  
 ACCT2120 Principles of Accounting II ..... 4  
 ACCT218 QuickBooks ..... 4  
 ACCT2130 Introduction to Intermediate Accounting I ..... 4  
 BUS102 Quantitative Methods in Business ..... 3  
 BUSA1110 Introduction to Business ..... 3  
 BFIN2110 Introduction to Finance ..... 3  
 BUS153 Entrepreneurship I ..... 3  
 BUS295 Business Capstone ..... 1  
 CSA217 Microsoft Excel ..... 3  
 ECON2110 Macroeconomic Principles ..... 3  
 ECON2120 Microeconomic Principles ..... 3  
 MGMT2110 Principles of Management ..... 3  
 MGMT218 Principles of Small Business Management ..... 4

# ALLIED HEALTH

## ASSOCIATE OF APPLIED SCIENCE DEGREE (MINIMUM OF 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 students may enter. Possible professions include but are not limited to: laboratory scientist, occupational therapy, pharmacy, physical therapy, physician assistant and nursing.

Students who complete an Allied Health Associate’s Degree, including two courses in substance abuse as Concentration electives (e.g., PSYC 1130 and PSYC 1140) are eligible for certification as a Licensed Substance Abuse Associate by the Counseling and Therapy Practice Board of New Mexico.

<b>Degree Requirements*</b>	<b>Credit Hours 60</b>
General Education Core.....	(17 hours)
Area I. Communications (6 hours)	
ENGL1110 Composition I .....	3
Area II. Mathematics* (4 credit hours)	
MATH2515 Intermediate Algebra.....	4
Area III. Laboratory Science* (4 credit hours)	
BIOL1110/L General Biology Lecture/Lab -OR-.....	4
BIOL 1140/L Biology for Health Sciences Lecture/Lab -OR-.....	4
CHEM1120/L Introduction to Chemistry Lecture/Lab (non-majors).....	4
Area IV. Social and Behavioral Sciences (3 credit hours)	
PSYC1110 Introduction to Psychology .....	3
Area V. Flex (3 credit hours)	
BCIS1110 Introduction to Information Systems .....	3
Concentration Requirements (22 credit hours)	
AH113 Medical Terminology .....	3
AH205 Allied Health Seminar/Capstone .....	2
BIOL2210/L Human Anatomy and Physiology I Lecture/Lab .....	4
BIOL2225/L Human Anatomy and Physiology II Lecture/Lab .....	4
COMM1130 Public Speaking -OR-.....	3
COMM2120 Interpersonal Communication .....	3
NUTR2110 Human Nutrition .....	3

PSYC2120	Developmental Psychology -OR- .....	3
PSYC2210	Abnormal Psychology .....	3

#### Approved Concentration Electives\*\* (21 credit hours)

AH120	CPR for Health Professionals .....	1
AH105	Nursing Assistant Training .....	4
AH110	Health Care Information Systems .....	3
ANTH1115	Introduction to Anthropology .....	3
BIOL1135	Introductory Environmental Science .....	4
BIOL2110/L	Principles of Biology: Cellular and Molecular Biology.....	4
BIOL 2610/L	Principles of Biology: Biodiversity, Ecology, and Evolution .....	4
BIOL2505	Pathophysiology.....	4
BIOL2310/L	Microbiology .....	4
CHW101	Community Health Worker I .....	4
CHW102	Community Health Worker II .....	4
ECED1115	Health, Safety and Nutrition.....	2
EMT150	Emergency Medical Technician Basic .....	8
EMT150L	Emergency Medical Technician Basic Lab .....	3
EMT180	Emergency Medical Technician Basic Field/Clinical .....	1
FS110	Hazardous Materials Responder .....	3
HD260	Critical Thinking and Problem Solving.....	3
HLED1130	Concepts of Health and Wellness .....	3
MATH1350	Introduction to Statistics .....	3
MGMT2110	Principles of Management .....	3
PHED1610	Fitness for Life .....	2
PSYC1130	Introduction to Substance Abuse.....	3
PSYC1140	Psychology of Drug Addiction .....	3
SPAN1410	Spanish for Health Care Professions .....	3
SOC1110	Introduction to Sociology .....	3
STEM105	Computer Use for Scientific Research .....	3

\* It is essential that students see a Student Success Specialist to ensure that the proper course sequence is followed.

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

## **ALLIED HEALTH CERTIFICATE (MINIMUM OF 30 CREDIT HOURS)**

The Certificate in Allied Health provides students with an educational background to facilitate possible admission into a nursing program or 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. 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 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 (22 credit hours)

AH113	Medical Terminology .....	3
BIOL2210/L	Human Anatomy and Physiology I .....	4
BCIS1110	Introduction to Information Systems .....	3
COMM1130	Public Speaking -OR- .....	3
COMM2120	Interpersonal Communication .....	3
ENGL1110	Freshman Composition I.....	3
NUTR2110	Human Nutrition .....	3
PSYC1110	Introduction to Psychology .....	3

#### Approved Electives\*\* (8 credit hours)

AH105	Nursing Assistant Training .....	4
AH110	Health Care Information Systems .....	3
ANTH1115	Introduction to Anthropology .....	3
BIOL2310/L	Microbiology .....	4
BIOL2510/L	Pathophysiology I.....	4
BIOL2225/L	Human Anatomy and Physiology II .....	4
CHW101	Community Health Worker I .....	4
HD260	Critical Thinking and Problem Solving.....	3
HLED1130	Concepts of Health and Wellness .....	3
PHED1610	Fitness for Life .....	2
PSYC1130	Introduction to Substance Abuse.....	3
PSYC1140	Psychology of Drug Addiction .....	3
PSYC2120	Developmental Psychology .....	3
PSYC2210	Abnormal Psychology .....	3
SOCI1110	Introduction to Sociology .....	3
SPAN1410	Spanish for Health Care Professions.....	3
STEM105	Computer Use for Scientific Research .....	3

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

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

## **ALLIED HEALTH PRE-NURSING CERTIFICATE (MINIMUM OF 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 ..... Credit Hours: 31

Concentration Requirements\*

BIOL1140/L*	Biology for Health Sciences OR .....	4
BIOL1110/L	General Biology OR	
CHEM1120/L	Introduction to Chemistry	
BIOL2210/L*	Human Anatomy and Physiology I (lecture/lab) .....	4
BIOL2225/L	Human Anatomy and Physiology II (lecture/lab) .....	4
BIOL2505	Pathophysiology .....	4
ENGL1110*	Freshman Composition I.....	3
ENGL1120	Freshman 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
AH113	Medical Terminology .....	3
BIOL2310	Microbiology(lecture/lab) .....	4
NUTR2110	Human Nutrition .....	3

## AUTOMOTIVE

The Automotive Department at Luna Community College offers two pathways with multiple certifications in each. Both pathways contribute towards the Associate of Applied Science degree in Vocational/Technical Studies. The Institutional Proficiency Requirements for communication and mathematics are integrated into the required courses.

Both pathways follow the Automotive Service Excellence (ASE) curriculum standards. Students may earn Level I (16 semester credit hours), Level II (24 semester credit hours) or Level III (32 semester credit hours)

certificates, as well as a variety of industry-recognized micro-credentials. Demonstration of appropriate automotive skills to the faculty is required.

## **AUTOMOTIVE TECHNOLOGY CERTIFICATES**

**Occupational Skills Certificates ..... 16-24**

(Issued by the Department for completion of fundamentals and 1-2 Concentrations)

**Automotive Technology Certificate ..... Minimum of 32**

(Issued by the Registrar’s Office for completion of fundamentals and at least 3 concentrations. Qualifies a student as an Automotive Technology graduate)

The Automotive Technology pathway prepares students for lucrative jobs in 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, drive train systems, and engine repair and engine performance. This pathway also provides upgrades in skills for technicians already working in the automotive industry.

## **COLLISION REPAIR TECHNOLOGY CERTIFICATES**

**Occupational Skills Certificates ..... 16-24**

(Issued by the Department for completion of fundamentals and 1-2 Concentrations)

**Collision Repair Technology Certificate ..... Minimum of 32**

(Issued by the Registrar’s Office for completion of fundamentals and at least 3 concentrations. Qualifies a student as a Collision Repair Technology graduate)

The Collision Repair Technology pathway is designed in conjunction with the automotive technology and the welding technology programs to produce a highly knowledgeable and skilled entry level collision repair technicians. The pathway covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restoration, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management.

All Automotive certificates require students to complete the two courses below as pre-requisites or co-requisites for any of the concentrations.

AUTO100	Automotive Fundamentals .....	4
AUTO110	Automotive Electrical .....	4

Students may select the additional 8, 16 or 24 hours from the concentrations below. Students must complete both courses in a concentration for either course to apply to a certificate.

### Automotive Concentrations

#### Concentration #1 Under Car

AUTO135	Brakes .....	4
AUTO154	Steering and Suspension .....	4

Concentration #2 Under Hood

AUTO120	Engine Repair .....	4
AUTO125	Engine Performance .....	4

Concentration #3 Transmissions

AUTO108	Manual Transmissions and Drivetrain .....	4
AUTO128	Automatic Transmissions and Drivetrain.....	4

Concentration #4 Basic Body

CRT112	Introduction to Collision Repair .....	4
CRT107	Introduction to Refinishing.....	4

Concentration #5 Auto Metal Working

CRT115	Metal Working .....	4
WLDG105	Introduction to Welding .....	4

Concentration #6 Customizing

CRT130	Auto Restoration and Customizing .....	4
CRT135	Introduction to Airbrushing.....	4

Concentration #7 Estimation and Analysis

CRT120	Estimation and Shop Management .....	4
CRT150	Structural Analysis and Damage Repair .....	4

Concentration #8 CDL

CDL Certification.....		8
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(This concentration must be applied for through the Luna Credit for Prior Learning process and is only available to students pursuing the Automotive Technology pathway.)

## BARBERING

### BARBERING CERTIFICATE (MINIMUM OF 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.

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

**Certificate Requirements .....Credit Hours: 49**

## 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

## Optional Courses for Licensure

CSMT 229	Externship .....	4
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 the following requirements:

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

All fees are non-refundable.

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

*Exam and License Application*

Application form needs to be completed and mailed to Professional Credential Services (PCS) at the address on the Candidate Information Bulletin. For the practical examination, your application and ALL documentation must be RECEIVED no later than 15 business days prior to the practicum examination date you wish to take. Applications are processed daily for theory tests administered at Laser Grade

Testing Centers. Late or incomplete applications will be processed for the next scheduled practical examination. If you have not received an admission notice 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](http://www.PCSHQ.COM)). As of October 4, 2007, temporary licenses will no longer be available in the state of New Mexico.

### *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 your 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 your 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 your application, legal documentation of name change (i.e. Marriage certificate, divorce decree, petition for name change) must be either mailed, 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](http://www.rld.state.nm.us/boards/Barbers%20and%20Cosmetologists.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 your 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 (MINIMUM OF 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) and Associate General Contractors of American (AGC) Journeyman Certifications.

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 .....Credit Hours: 31

#### Concentration Requirements (22 credit hours)

BT112	Building Construction I .....	3
BT113	Building Construction Application I.....	4
BT114	Building Construction II .....	3
BT115	Building Construction Application II.....	4
VOC109	Fundamentals of Vocational Education.....	4
VOC117	Blueprint Reading and Construction Math.....	4

#### Approved Electives (9 credit hours)

BT130	Basic Plumbing Principles .....	4
BT135	Heavy Equipment Operations .....	2
BT140	Heavy Equipment Operations II .....	8
BT142	Building Construction III .....	4
BT143	Building Construction Application III.....	4
BT154	Building Construction IV .....	4
BT155	Building Construction Application IV .....	4
BT207	International Building Code.....	4
BT215	Concrete Finishing I .....	4
BT231	Concrete Finishing II .....	4
BT232	Concrete Finishing Application II.....	4
FCMK100	Introduction to Furniture and Cabinet-Making.....	3
FCMK104	Planning, Layout and Design .....	3
FCMK118	Advanced Furniture and Cabinet Design .....	3
FCMK130	Advanced Woodworking Projects.....	3
FS133	Building Construction for Fire Protection .....	4

# BUSINESS

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

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION (MINIMUM OF 60 CREDIT HOURS)

The Associate of Applied Science degree in Business Administration prepares graduates to begin or advance their careers in the business world. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC) with a wide range of interests including accounting, business, finance, information systems, management, and marketing. If the primary goal is to transfer, the student must learn in advance of the particular requirements of the intended school or university. This program can be completed online.

Degree Requirements.....	Credit Hours: 60
General Education Core .....	(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
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### Area III. Laboratory Science (4 credit hours)

### Area IV. Social and Behavioral Sciences (3 credit hours)

### Area V. Flex (3 credit hours)

BCIS1110	Introduction to Information Systems .....	3
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### Concentration Requirements (34 credit hours)

ACCT2110	Principles of Accounting I .....	4
ACCT2120	Principles of Accounting II .....	4
BUSA1110	Introduction to Business.....	3
BFIN2110	Introduction to Finance .....	3
BUS153	Entrepreneurship I.....	3
BUS295	Business Capstone .....	1
ECON2110	Macroeconomic Principles .....	3
ECON2120	Microeconomic Principles .....	3
MGMT2110	Principles of Management .....	3
MGMT218	Principles of Small Business Management .....	4
MKTG2110	Principles of Marketing.....	3

## Approved Electives (9 hours)

ACCT218	QuickBooks.....	4
ACCT2130	Introduction to Intermediate Accounting I .....	4
BUS102	Quantitative Methods in Business .....	3
BUS205	Business Administration Internship .....	3
CSA208	Microsoft Access .....	3
CSA217	Microsoft Excel.....	3
CSA233	Desktop Publishing .....	4
CSA242	Web Design .....	3
MGMT209	Human Resource Management .....	4
MGMT211	Business Ethics .....	3
MKT203	E-commerce .....	3

## ASSOCIATE OF ARTS DEGREE IN GENERAL BUSINESS (MINIMUM OF 61-62 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. Core competencies are aligned with the New Mexico Collegiate Business Articulation Consortium (NMCBAC). For transferability, the student must learn in advance of 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** ..... **Credit Hours: 61-62**  
 General Education Core..... (31-32 credit hours)

## Area I. Communications (9 credit hours)

ENGL1110	Composition I .....	3
ENGL1120	Composition II .....	3
COMM1130	Public Speaking <b>-or-</b> .....	3
COMM2120	Interpersonal Communication .....	3

## Area II. Mathematics (3-4 credit hours)

MATH1215	Intermediate Algebra <b>-or-</b> .....	4
MATH1220	College Algebra <b>-or-</b> .....	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)

## Area VI. Creative and Fine Arts (3 credit hours)

## Business Program Core Requirements (27 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
MATH1350	Introduction to Statistics .....	3
MGMT2110	Principles of Management .....	3
MKTG2110	Principles of Marketing.....	3
BUS295	Business Capstone .....	1

## Business Program Approved Electives (9 credit hours)

BUS102	Quantitative Methods in Business .....	3
BCIS1110	Introduction to Information Systems .....	3
BFIN2110	Introduction to Finance .....	3
BLAW2110	Business Law I .....	3
CSA217	Microsoft Excel.....	3
MGMT211	Business Ethics .....	3

## BUSINESS MANAGEMENT CERTIFICATE (MINIMUM OF 18 CREDIT HOURS)

The Business Management Certificate provides education in business theory and practical applications for business owners, entrepreneurship, managers, supervisors, and for gainful employment opportunities. The curriculum provides an overview of business to include finance, management and marketing.

Coursework in the 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.

**Institutional Proficiency Requirements:** In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075 to meet all graduation requirements.

### Certificate Requirements ..... Credit Hours: 18

## Concentration Requirements (12 credit hours)

BUSA1110	Introduction to Business.....	3
BFIN2110	Principles of Finance .....	3
MGMT2110	Principles of Management .....	3
MKTG2110	Principles of Marketing.....	3

## Approved Electives (6 credit hours)

ACCT2110	Principles of Accounting I .....	4
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ACCT2120	Principles of Accounting II .....	4
BCIS1110	Introduction to Information Systems .....	3
MGMT218	Principles of Small Business Management .....	4
MGMT211	Business Ethics .....	3

#### Requirements for the Business Management Certificate:

- A student who has previously earned an associate degree from Luna – School of Business is ineligible to receive the certificate.
- The certificate will not be awarded concurrently with any associate degree offered through the School of Business.
- A minimum of 12 credit hours for the certificate requirements must be completed at Luna and all courses must be completed within five years of term of graduation.
- Additional courses offered through the School of Business may be used as approved electives.

## SMALL BUSINESS MANAGEMENT CERTIFICATE (MINIMUM OF 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.

**Institutional Proficiency Requirements:** In addition to the courses listed below for the program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095.

#### Certificate Requirements ..... Credit Hours: 30

#### 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
BCIS1110	Introduction to Information Systems .....	3
MGMT2110	Principles of Management .....	3
MGMT211	Business Ethics .....	3
MGMT218	Principles of Small Business Management .....	4
MKTG2110	Principles of Marketing.....	3

# COMPUTER SCIENCE

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER SCIENCE

(Minimum of 60 Credit Hours)

Computer Science is designed for students who wish to enter the multifaceted field of computers with an emphasis in fundamental principles in the applications of computer technology and the theory of computing. Graduates of the AAS degree will be well prepared for both industry employment or will be prepared for the pursuit of a bachelor's degree in computer science or a related field. For students whose goal is to transfer, the student must learn in advance the particular requirements of the intended school or university and seek advisement from the STEM Department.

### Degree Requirements ..... Credit Hours: 60

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 VII. Flex (3 credit hours)

BCIS1110 Introduction to Information Systems ..... 3

#### Concentration Requirements (25 credit hours)

CS105 Introduction to Computer Science ..... 3

CS112 Introduction to Operating Systems..... 3

CS121 Introduction to Programming ..... 4

CS130 Introduction to Networking ..... 4

CS140 Computer Science I..... 4

CS220 A+ Essential with Practical Applications ..... 4

CS245 Security+..... 3

#### Approved Electives (18 credit hours)

CS215 Java Programming..... 4

CS248 Web Design and Programming ..... 3

CS261 Network Concepts I ..... 3

CS267 Network Concepts II ..... 3

MATH1350 Introduction to Statistics ..... 3

MATH1230 Trigonometry ..... 4

MATH1510 Calculus I..... 4

CS216 Windows Server I ..... 3

CS217 Windows Server II ..... 3

CS219	Ethical Hacking .....	3
CS231	Linux+ .....	3
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 .....Credit Hours: 32**

Concentration Requirements (26 credit hours)

CS105	Introduction to Computer Science .....	3
CS130	Introduction to Networking .....	4
CS219	Ethical Hacking .....	3
CS220	A+ Essential with Practical Applications .....	4
CS231	Linux+ .....	3
CS245	Security+.....	3
CS246	Cybersecurity Analyst .....	3
CS247	Computer Forensics and Investigation .....	3

Approved Electives (Choose 6 hours from classes below) (6 credit hours)

BCIS 1110	Introduction to Information Systems .....	3
CS112	Introduction to Operating Systems.....	3
CS248	Web Design and Programming .....	3
CS261	Network Concepts I .....	3
CS267	Network Concepts II .....	3
CS216	Windows Server I.....	3
CS217	Windows Server II.....	3

## COMPUTER APPLICATION SPECIALIST CERTIFICATE (MINIMUM OF 33 CREDIT HOURS)

The purpose of the Computer Application Certificate is to develop industry relevant certification and technical expertise in computer technology and computer applications. Coursework in the Computer Application Specialist Certificate can be applied toward the Associate of Applied Science Degree in

Computer Science. Students should consult with the STEM Computer Science 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.

**Certificate Requirements .....Credit Hours: 33**

Concentration Requirements (21 credit hours)

BCIS1110	Introduction to Information Systems .....	3
CS105	Introduction to Computer Science .....	3
CS112	Introduction to Operating Systems.....	3
CS121	Introduction to Programming .....	4
CS130	Introduction to Networking .....	4
CS220	A+ Essentials with Practical Applications.....	4

Approved Electives (12 credit hours)

CS140	Computer Science I.....	4
CS215	Java Programming.....	4
CS245	Security+.....	3
CS248	Web Design and Programming .....	3
CS261	Network Concepts I .....	3
CS267	Network Concepts II .....	3
CSA208	Microsoft Access.....	3
CSA217	Microsoft Excel.....	3

## COSMETOLOGY

### COSMETOLOGY CERTIFICATE (MINIMUM OF 62 CREDIT HOURS)

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

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

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

**Institutional Proficiency Requirements:** Institutional proficiencies are included in the required courses of the program

**Certificate Requirements .....Credit Hours: 62**

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 the following requirements:

- Be at least 17 years of age.
- Have completed at least 10<sup>th</sup> grade or equivalent.
- Successfully complete a minimum of 1,600-hour course (Cosmetology) minimum 1,200-hour course (Barber).
- Successfully pass the NIC theory and practical and State Law examinations.

**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 when your 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 your training completion date.

All fees are non-refundable.

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

*Exam and License Application:* Application form needs to be completed and mailed to Professional Credential Services (PCS) at the address on the Candidate Information Bulletin. For the practical examination, your application and ALL documentation must be RECEIVED no later than 15 business days prior to the practicum examination date you wish to take. Applications are processed daily for theory tests administered at Laser Grade Testing Centers. Late or incomplete applications will be processed for the next scheduled practical examination. If you have not received an admission notice 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](http://www.PCSHQ.COM)). As of October 4, 2007 temporary licenses will no longer be available in the state of New Mexico.

### *First Time Candidates*

Application Requirement: Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your 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 your 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 hours by subject.

Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. Marriage certificate, divorce decree, petition for name change) must be either mailed, 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](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 your 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 (MINIMUM OF 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 ..... Credit Hours: 61**  
 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 (3 credit hours)

### Area VI. Creative and Fine Arts (3 credit hours)

### Area VII. Flex Electives (3 credit hours)

BCIS1110 Introduction to Information Systems– OR – ..... 3  
 SPAN1110 Spanish I – OR – ..... 3  
 – OR – choose one additional elective from General Education Areas I-VI..... 3

### 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 (MINIMUM OF 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. 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 of study, students must also complete institutional proficiencies of ENG098 and MATH075.

**Certificate Requirements ..... Credit Hours: 36**

## 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

## Related Studies (Students must select one area of concentration) (9 credit hours)

*Corrections Concentration*

CJUS2150	Corrections System .....	3
CJUS2153	Community-Based Corrections .....	3
CJUS1140	Juvenile Justice.....	3

*Law Enforcement Concentration*

CJUS2130	Police and Society .....	3
CJUS2120	Criminal Courts and Procedure .....	3
CJUS2141	Criminal Investigations .....	3

## 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	Introduction to Information Systems .....	3
POLS1120	American National Government .....	3
SPAN1110	Spanish I .....	3
CJUS1143	Report Writing .....	3

\* If a student selects the Corrections Concentration, then the Law Enforcement Concentration courses will be approved electives. If a student selects the Law Enforcement Concentration, then the Corrections Concentration courses will be approved electives.

## DENTAL ASSISTANT

### CERTIFICATE (MINIMUM OF 40 CREDIT HOURS)

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

To attain national certification through the Dental Assisting National Board (DANB), an individual must submit an application to DANB through an accredited dental assisting program. Those individuals desiring to stay in the state can obtain certification in Radiation Health and Safety, along with other state required functions, such as coronal polish, pit and fissure sealants, and topical fluoride application, through the NM State Board of Dental Health Care, in Santa Fe, NM.

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 in the proper use of personal protective equipment (PPE) to reduce the risk.

Students must apply for regular admission and complete the Institutional Proficiency requirements in Math and English (ENG098 Or ENG106 and MATH095). Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies in this catalog.

Certificate Requirements ..... Credit Hours: 40

Concentration Pre-requisites (3 credit hours) This course is required for entry into the Dental Program.

AH113 Medical Terminology ..... 3

Concentration Requirements (37 credit hours)

DENT103 Dental Materials..... 5

DENT109	Preventative Dentistry/Oral Health Care.....	1
DENT118	Dental Assisting.....	4
DENT128	Community Field Experience.....	1
DENT145	Bio-Dental Science.....	3
DENT160	Dental Radiology.....	4
DENT167	Oral Medicine.....	2
DENT170	Clinical Training/Practicum I.....	7
DENT209	Professional Ethics.....	2
DENT220	Dental Office Management.....	2
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 (MINIMUM OF 60-61 CREDIT HOURS)

The Associate of Arts Degree in Early Childhood Multicultural Education is intended for students whose goal is to pursue a bachelor's degree in early childhood education or a related field. Educational emphasis is on the children's developmental progress toward competence, interdependence, socialization and the integration of content areas. In New Mexico the Early Childhood Multicultural framework delineates the content children are to learn, the processes through which children achieve the identified curricular goals, what teachers do to help children achieve these goals, and the context in which teaching and learning occur. 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** ..... **Credit Hours: 60-61**  
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 (3 credit hours)

Area VI. Creative and Fine Arts (3 credit hours)

Area VII. Electives (6 credit hours)

Elective 1 – Choose any additional course from Area III or Area IV.....	3
BCIS1110 Introduction to Information Systems .....	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 Development through Play- Birth through Age 4 (Pre-K) .....	3
ECED2121	Curriculum Development through Play- Birth through Age 4 (Pre-K) Practicum .....	2
ECED2130	Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3 .....	3
ECED2131	Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3 Practicum .....	2

## **EARLY CHILDHOOD DEVELOPMENT CERTIFICATE (MINIMUM OF 32 CREDIT HOURS)**

The Early Childhood Development Program provides an innovative and practical approach to early childhood development for children birth 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 Multicultural Education. Students are strongly encouraged to consult with their Luna advisor for proper advisement and course selection.

Institutional Proficiency Requirements: In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

**Certificate Requirements ..... Credit Hours: 32**

## 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 Development through Play - Birth through Age 4 (PreK) .....	3
ECED2121	Curriculum Development through Play - Birth through Age 4 (PreK) Practicum.....	2
ECED2130	Curriculum Development and Implementation – Age 3 (Pre-K) through Grade 3.....	3
ECED2131	Curriculum Development and Implementation - Age 3 (Pre-K) through Grade 3 Practicum .....	2

## Approved Electives (3 credit hours)

BCIS1110	Introduction to Information Systems .....	3
COMM1130	Public Speaking .....	3

**ASSOCIATE OF ARTS DEGREE IN TEACHER EDUCATION (MINIMUM OF 60-61 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 ..... Credit Hours: 60-61**

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)

Area V. Humanities (6 credit hours)

HIST2110 History of New Mexico (required course) ..... 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

Related Studies (3 credit hours)

BCIS1110 Introduction to Information Systems ..... 3

## ELECTRICAL WIRING TECHNOLOGY

### ELECTRICAL WIRING TECHNOLOGY CERTIFICATE (MINIMUM OF 33-34 CREDIT HOURS)

The program prepares students 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 ..... Credit Hours: 33-34**

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 (11 CREDIT HOURS)

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

**Pre-requisite/Co-requisite:** Students need to take AH120 CPR for Health Professionals or hold a current CPR for Health Professionals certification.

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

**Institutional Proficiency Requirement:** In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

**Certificate Requirements .....Credit Hours: 11**

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

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

# ENGINEERING

## ASSOCIATE OF SCIENCE DEGREE (MINIMUM OF 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 sciences. 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 the required credits of the program.

**Degree Requirements** ..... **Credit Hours: 61-62**  
 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
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### Area III. Laboratory Science (4 credit hours)

BIOL2610	Principles of Biology: Biodiversity, Ecology, and Evolution – or-.....	4
CHEM1215/L	General Chemistry I for STEM Majors -OR- .....	4
PHYS1230/L	Algebra-based Physics I .....	4

### Area IV. Social and Behavioral Sciences (3 credit hours)

### Area V. Humanities (3 credit hours)

### Area VI. Creative and Fine Arts (3 credit hours)

### Area VII. 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
Elective 3	Any additional course approved by faculty advisor .....	3

### Concentration Requirements (26 credit hours)

BCIS1110	Introduction to Information Systems .....	3
CS105	Introduction to Computer Science .....	3
CS121	Introduction to Programming .....	4
MATH1230	Trigonometry .....	4
MATH2530	Calculus II.....	4
STEM117	Introduction to Engineering .....	3
STEM250	STEM Capstone .....	1

## FINE ARTS

The Associate of Arts 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.

### ASSOCIATE OF ARTS DEGREE IN FINE ARTS (REQUIRED 60-61 CREDIT HOURS)

The rigorous nature of the creative process in visual arts – conception, creation, critique, revision and exhibition – shapes the intellectual foundation for any individual to become an independent and critical thinker. The Fine Arts concentration develops the capabilities of emerging artists because it is centered in liberal arts studies and combined with applied studio courses. The course sequence builds core skills and knowledge in a variety of media, provides historical and contemporary perspectives, fosters aesthetic sophistication and passion for the arts and sets emerging artists on the path to becoming practitioners in the creative economy. Students who complete the Fine Arts concentration through the degree or the certificate will develop a high-quality portfolio of artwork.

<b>Degree Requirements</b> .....	<b>Credit Hours: 61-62</b>
General Education Core.....	31-32 credit hours
Concentration .....	30 credit hours

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

ENGL1110	Composition I .....	3
ENGL1120	Composition II .....	3
COMM1130	Public Speaking – or –.....	3
COMM2140	Small Group Communication – or –.....	3
COMM2120	Interpersonal Communication .....	3

#### Area II. Mathematics (3-4 credit hours)

MATH1130	Survey of Mathematics – or – .....	4
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 (6 credit hours)

ARTH2110	History of Art I .....	3
ARTH2120	History of Art II .....	3

#### Area VI. Creative & Fine Arts (6 credit hours)

ARTS1610*	Drawing I .....	3
ARTS2610*	Drawing II .....	3

Concentration Requirement (24 credit hours)

ARTS1220	Art Practices I .....	3
ARTS1250/L	Ceramics: Three Dimensional Design .....	3
ARTS1610*	Drawing I– or – .....	3
ARTS2610*	Drawing II .....	3
ARTS1630	Painting I– or – .....	3
ARTS1620	Life Drawing .....	3
ARTS2630	Painting II.....	3
Choose two of the three listed below:		
ARTS1415	Photographing Artwork .....	3
ARTS2116	Major Projects.....	3
ARTS2999	Professional Practice.....	3
Three additional courses from Area VI of the Liberal Arts degree.....		9

\*Both ARTS 1610 and ARTS 2610 are required for completion of this degree. However, each may be counted only once and either can be counted towards fulfillment of the Concentration courses or the Creative & Fine Arts (Area VI) courses in the General Education Core.

## DRAWING AND PAINTING CERTIFICATE (MINIMUM OF 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.

**Certificate Requirements ..... Credit Hours: 30**

ARTS1220	Art Practices I– or – .....	3
ARTS1250/L	Ceramics: Three Dimensional Design .....	3
ARTS1610*	Drawing I .....	3
ARTS2610*	Drawing II .....	3
ARTS1620	Life Drawing .....	3
ARTS1630	Painting I.....	3
ARTS2630	Painting II.....	3
ARTH2110	History of Art I– or – .....	3
ARTH2120	History of Art II .....	3
Choose two of the three listed below:		
ARTS1415	Photographing Artwork .....	3
ARTS2116	Major Projects.....	3
ARTS2999	Professional Practice.....	3
Choose one 3 credit hour elective from Area VI of the Liberal Arts degree .....		3

# FIRE SCIENCE

## ASSOCIATE OF APPLIED SCIENCE DEGREE (MINIMUM OF 60 CREDIT HOURS)

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** ..... **Credit Hours: 60**  
 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 or higher ..... 4

Area III. Laboratory Science (4 credit hours)

Area IV. Social and Behavioral Sciences (3 credit hours)

Area V. Electives/Flex (3 credit hours)

BCIS1110 Introduction to Information 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

STEM250 STEM Capstone ..... 1

Approved Electives (20 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

## GENERAL SCIENCE

### ASSOCIATE OF SCIENCE DEGREE (MINIMUM OF 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 utmost 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 required credits of the program.

<b>Degree Requirements .....</b>	<b>Credit Hours: 62-63</b>
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
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#### Area III. Laboratory Science (4 credit hours)

CHEM1215/L	General Chemistry I for STEM Majors –or–.....	4
PHYS1230/L	Algebra-based Physics I .....	4

#### Area IV. Social and Behavioral Sciences (3 credit hours)

#### Area V. Humanities (3 credit hours)

#### Area VI. Creative and Fine Arts (3 credit hours)

#### Area VII. 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 (10 credit hours)

BCIS1110	Introduction to Information Systems .....	3
STEM105	Computer Use for Scientific Research .....	3
STEM117	Introduction to Engineering .....	3
STEM250	STEM Capstone .....	1

## Approved Electives (20 credit hours)

BIOL1110/L	General Biology .....	4
BIOL2610	Principles of Biology: Biodiversity, Ecology, and Evolution .....	4
BIOL2110/L	Principles of Biology: Cellular and Molecular Biology.....	4
BIO216	Microbiology .....	4
BIOL2210/L	Human Anatomy and Physiology I .....	4
BIOL2225/L	Human Anatomy and Physiology II .....	4
BIOL1135	Introductory Environmental Science .....	4
CHEM1120/L	Introduction to Chemistry (non-majors) .....	4
CHEM1226/L	General Chemistry II .....	4
GEOL1110/L	Physical Geology .....	4
GEOL2110/L	Historical Geology .....	4
MATH1230	Trigonometry .....	4
MATH1510	Calculus I.....	4
MATH1520	Calculus II.....	4
MATH2530	Calculus III.....	4
PHYS1115/L	Survey of Physics.....	4
PHYS1230/L	Algebra-based Physics I .....	4
PHYS1240/L	Algebra-based Physics II .....	4
PHYS161	Calculus Physics I.....	4
PHYS162	Calculus Physics II.....	4

## LIBERAL ARTS

### ASSOCIATE OF ARTS DEGREE (REQUIRED 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 a 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.

**Degree Requirements ..... Credit Hours: 60-61**

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 (3 credit hours)

## Area V. Humanities (3 credit hours)

## Area VI. Creative &amp; Fine Arts (3 credit hours)

## Area VII. 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
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## Related Studies (3 credit hours)

BCIS1110	Introduction to Information Systems .....	3
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## 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
MMC135	Introduction to Digital Filmmaking .....	3
MMC161	Introduction to 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
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 Imaging.....	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. Courses may only be used once to satisfy any general education core, concentration and approved elective requirements. Additional approved elective courses can be selected from Area I, IV, V and VI of Luna's General Education Core Curriculum. Students are strongly encouraged to consult with their Luna advisor for proper advising and course selection.

## GENERAL EDUCATION CERTIFICATE (MINIMUM OF 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** ..... **Credit Hours: 31-32**  
 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)

MATH1215	Intermediate Algebra –or-.....	4
MATH1350	Introduction to Statistics .....	3
MATH1220	College Algebra -required.....	4

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

BIOL1110/L	General Biology .....	4
BIOL1135/L	Introductory Environmental Science .....	4
BIOL1140/L	Biology for Health Sciences .....	4
BIOL2610/L	Principles of Biology: Biodiversity, Ecology, and Evolution .....	4
BIOL2110/L	Principles of Biology: Cellular and Molecular Biology.....	4

BIOL2310/L	Microbiology .....	4
BIOL2210/L	Human Anatomy and Physiology I .....	4
BIOL2225/L	Human Anatomy and Physiology II .....	4
CHEM1120/L	Introduction to Chemistry .....	4
CHEM1215/L	General Chemistry I for STEM majors.....	4
CHEM1226/L	General Chemistry II .....	4
GEOL1110/L	Physical Geology .....	4
GEOL2110/L	Historical Geology .....	4
PHYS1115/L	Survey of Physics.....	4
PHYS1230/L	Algebra-based Physics I .....	4
PHYS1240/L	Algebra-based Physics II .....	4
PHYS1310/L	Calculus-based Physics I .....	4
PHYS1320/L	Calculus-based Physics II .....	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
	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
ART210	Art History .....	3
FDMA1545	Introduction to Digital Photography.....	3
MMC135	Introduction to Digital Filmmaking .....	3
MMC161	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

Area VII. Electives (6 credit hours)

Elective 1	An Additional Course from GE Areas III or IV
Elective 2	An Additional Course from any GE Area

## MATHEMATICS

### ASSOCIATE OF SCIENCE DEGREE IN MATHEMATICS (MINIMUM OF 61-64 CREDIT HOURS)

An Associate's in Mathematics prepares students for bachelor programs in mathematics or a related field. The Mathematics programs 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 such as statistical analysis, computer science, engineering, economics, education, or research related fields. Credits earned to complete the requirements of the General Education Core cannot be used to fulfill the required credits of the program.

<b>Degree Requirements .....</b>	<b>Credit Hours: 61-64</b>
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
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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)

Area VII. 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 hours)

MATH1350	Introduction to Statistics .....	3
MATH1230	Trigonometry .....	4
MATH1511	Calculus I.....	4
MATH1520	Calculus II.....	4
MATH213	Calculus III.....	4
BCIS1110	Introduction to Information Systems .....	3
STEM150	STEM Capstone .....	1

Concentration Electives (6-8 credit hours)

MATH1215	Intermediate Algebra.....	4
MATH215	Linear Algebra .....	4
MATH220	Differential Equations.....	4

\*\*\*Students may select other elective courses from STEM Department with advisor approval\*\*\*

## MEDIA ARTS AND FILM TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE DEGREE (MINIMUM OF 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 .....** **Credit Hours: 60**  
 General Education Core..... (17 credit hours)

Area I. Communications (3 credit hours)

ENGL1110	Composition I .....	3
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Area II. Mathematics (4 credit hours)

MATH1215	Intermediate Algebra – or – .....	4
MATH1220	College Algebra .....	4

Area III. Laboratory Science (4 credit hours)

Area IV. Social and Behavioral Sciences (3 credit hours)

## Area V. Electives/Flex (3 credit hours)

BCIS1110	Introduction to Information Systems .....	3
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## 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
MMC161	Introduction to Film History .....	3
MMC295	Media Capstone .....	3

## Approved Electives (16 credit hours)

ENGL2310	Introduction to Creative Writing.....	3
MMC120	Screenwriting .....	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.....	12
MUSC1130	Music Appreciation: Western Music.....	3
THEA1110	Introduction to Theatre.....	3
THEA1220	Acting for Non-Majors .....	3

**FILM TECHNOLOGY CERTIFICATE (MINIMUM OF 31 CREDIT HOURS)**

The Film Technology Certificate prepares graduates for jobs in the film industry. Its hands-on courses provide an introduction to the skills used in on-set film production. This Next Generation Media Academy-endorsed certificate consists of three modules. The first is taught here 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.....Credit Hours: 34**

## 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 (choose 9 credit hours from the below)

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.....	3

## NURSING

### ASSOCIATE OF APPLIED SCIENCE DEGREE (REQUIRED 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. In order for graduates to become Registered Nurses, they must take and pass the NCLEX Exam.

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

**Degree Requirements .....** **Credit Hours: 71**  
 General Education Core.....(3 credit hours)

Area I. Communications (3 credit hours)

ENGL1120	Composition II .....	3
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Area II. Mathematics (3 credit hours)

MATH1350	Introduction to Statistics .....	3
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Concentration Requirements – Level I (7 credit hours)

NMNC1110	Introduction to Nursing Concepts.....	3
NMNC1135	Principles of Nursing Practice.....	4

Concentration Requirements – 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

#### Concentration Requirements – 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

#### Concentration Requirements – Level IV (10 credit hours)

NMNC2410	Health & Illness Concepts III.....	4
NMNC2435	Clinical Intensive I .....	4
NMNC2445	ADN Capstone .....	2

#### Concentration Prerequisites (24 credit hours)

BIOL2210/L	Human Anatomy and Physiology I .....	4
BIOL2225/L	Human Anatomy and Physiology II .....	4
BIOL2505	Pathophysiology.....	4
ENGL1110	Composition I .....	3
PSYC1110	Introduction to Psychology .....	3
PSYC2120	Developmental Psychology .....	3

Prerequisites must include 4 credit hours from one of the following:

BIOL1110/L	General Biology .....	4
BIOL 1140/L	Biology for Health Sciences .....	4
CHEM1120/L	Introduction to Chemistry (non-majors) .....	4
CHEM1215/L	General Chemistry I for STEM Majors .....	4

## VIDEO GAME DESIGN & DEVELOPMENT

### VIDEO GAME DESIGN & DEVELOPMENT CERTIFICATE (MINIMUM OF 31 CREDIT HOURS)

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 of study, students must also complete ENG 106 and MATH 102 or higher.

**Degree Requirements ..... Credit Hours: 31**

Concentration Requirements (19 credit hours)

VG106	Script Writing and Storyboarding .....	3
VG128	Introduction to Video Game Development .....	3
VG130	Art and Computer Animation .....	3
VG147	Game Analysis and Critique .....	3
VG240	Video Game Design .....	3
VG260	Video Game Project .....	4

Approved Electives (12 credit hours)

CS105	Introduction to Computer Science .....	3
BCIS1110	Introduction to Information Systems .....	3
CS121	Introduction to Programming .....	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

## VOCATIONAL/TECHNICAL STUDIES

### ASSOCIATE OF APPLIED SCIENCE DEGREE (MINIMUM OF 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. The structured degree program enhances job and advanced degree opportunities. Students must be aware that AAS degrees such as this one 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 Sciences degree. Transfer credits are always determined by the receiving institution and may be determined on a course-by-course basis.

<b>Degree Requirements .....</b>	<b>Minimum of 60 Credit Hours</b>
General Education Core.....	Minimum of 15 credit hours
Concentration .....	30 - 45 credit hours

## General Education Distribution

## 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
MATH1215	Intermediate Algebra.....	4
-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. Electives/Flex (3 credit hours)

BCIS1110	Introduction to Information Systems .....	3
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## Concentration 45 credit hours

Any certificate designed for workforce readiness may be used to fulfill the Concentration requirements for this degree. Students should contact the Division Director with any questions regarding course or certificate application to this degree. If a student has earned a technical certificate of less than 45 credit hours, that student 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.

## WELDING TECHNOLOGY

### CERTIFICATE MINIMUM OF 31 CREDIT HOURS

The program prepares students with entry-level job skills in many phases of the welding industry and provides upgrading for those out in the field that need to acquire 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 majors such as Commercial Driver's License (CDL) and 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.....Credit Hours: 31**

Concentration Requirements 25 hours

CRT115	Metal Working	3
WLDG105	Introduction to Welding	2
WLDG105L	Introduction to Welding Lab	1
WLDG118	Welding Level I	2
WLDG118L	Welding Level I Lab	1
WLDG119L	Welding Application Lab	4
WLDG125	Machine Operation in Metal Working	2
WLDG125L	Machine Operation in Metal Working Lab	1
WLDG211	Welding Level II	2
WLDG211L	Welding Level II Lab	1
WLDG230	Welding Level III	2
WLDG230L	Welding Level III Lab	1
VOC117	Blueprint Reading and Construction Math	2
VOC117L	Blueprint Reading and Construction Math	1

**Approved Electives**

**(6 hours)**

WLDG119L	Welding Application Lab (may be repeated)	4
WLDG133	Pipe and Plate Code Testing	2
WLDG133L	Pipe and Plate Code Testing Lab	1
WLDG140	Advanced Layout and Fabrication	2
WLDG140L	Advanced Layout and Fabrication	1
WLDG148	Ornamental Art Welding	2
WLDG148L	Ornamental Art Welding	1



# COURSE DESCRIPTIONS

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

# UNDERSTANDING COURSE DESCRIPTIONS



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 have an understanding of 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)

**ACCT204      Cost Accounting** **4;(4,0)**

This course is focused on accounting information for management of manufacturing and service enterprises, study of the job order, process and standard cost system, cost records, cost behavior and allocation; product costing and inventory valuation; flexible budgeting; standard costs; responsibility accounting; cost planning and control; and operating decision systems.

*Pre-requisite: ACCT201.*

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

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

**ACCT2110      Principles of Accounting I** **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 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: ACCT200.*

**ACCT2130 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: ACCT201*

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**Allied Health (AH)**

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**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 long-term health care setting. The nursing assistant works under the direct supervision of a Licensed Practical Nurse or Registered Nurse within the guidelines set by the institution and New Mexico Department of Health and Human Services Department certification guidelines. Upon successful completion of this course, the student is eligible to take the New Mexico Nurse Aide Certification Examination.

**AH110 Health Care Information Systems 3;(2,2)**

This course is designed to introduce the concepts and techniques of managing information resources within a health care system. This would include the use of hardware, software, personnel, control techniques, and the placement and integration of information system resources within various health care organizations.

**AH113 Medical Terminology 3;(3,0)**

This course offers a systematic study of medical terms for health professionals who need to acquire a medical vocabulary for their professional training. The student becomes proficient with prefixes, suffixes, and key words that formulate medical terms and the pronunciation of medical terms. A basic review of the major anatomical systems and common medical abbreviations is included.

**AH120 CPR for Health Professionals 1;(1,0)**

This course teaches one- and two-rescuer CPR, AED, Foreign Body Airway Obstruction and barrier devices for adults, children and infants. This course is recommended for persons working in a health care setting and those who need a health care provider course for employment (e.g. Nursing, EMT, Lifeguards).

**AH205 Allied Health Seminar/Capstone 2;(1,2)**

This course serves as a capstone course that provides students with an opportunity to both learn about and experience a wide range of Allied Health Professions. Students will also gain knowledge in the U.S. health care system, professional school preparation, and current issues related to the allied health professions.

**AH210 Nutrition 3;(3,0)**

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

*Prerequisites: ENG098 or equivalent placement exam scores.*

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### **Anthropology (ANTH)**

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**ANTH1115 Introduction to Anthropology 3;(3,0)**

Bio-cultural factors underlying the origins and distributions of early humans and consecutive cultural and biological adaptations, up to the rise of civilization in the Old and New World.

**ANTH1141 Cultures of the World 3;(3,0)**

This course is a study of the concepts of culture and its application in the analysis of human group behavior.

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### **Art History(ARTH)**

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**ARTH2110 History of Art I 3;(3,0)**

Development of an understanding of the evolution of the visual arts from pre-history to the Renaissance with special inclusion of the areas of the Southwest United States and Latin America.

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

Development of an understanding of the evolution of the visual arts from the Renaissance to present time with special inclusion of the areas of the Southwest United States and Latin America.

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### **Art (ARTS)**

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**ARTS1120 Introduction to Art 3;(3,0)**

This course introduces the student to the various areas of art with emphasis on the visual arts. Students will gain visual literacy enabling them to appreciate artistic, aesthetic, and social values in art

**ARTS1610 Drawing I 3;(2,2)**

This course introduces the basic skills and concepts of drawing as a form of representation. The problems of rendering a 3-d subject on a 2-d surface will be central to this course. Accuracy of observation and description will be stressed. Images from textbook will be presented and discussed. Critiques will be used to analyze work and develop the fundamental vocabulary

**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 is a continuation of ART106 with emphasis placed on the figure, still life, landscape, and personal imagery.

*Pre-requisite: ART106.*

**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.

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### **Automotive Collision Repair Technology (CRT)**

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

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

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

This course is an introduction to Auto Refinishing. The course covers refinishing safety, refinishing equipment, refinishing products, proper use of equipment, and refinishing techniques.

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

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

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

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

**CRT120 Collision Repair II 4;(2,4)**

A continuation course to the Intro to Collision Repair, this course is an in-depth study of collision repair featuring body fillers, panel replacement, Paint-less Dent Removal (PDR), and non-structural repair, plastic repairs. Practical hands on applications are included in this course.

*Pre-requisite: CRT100.*

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

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.

*Pre-requisite: CRT105.*

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

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

*Pre-requisites: CRT120 and CRT125.*

**CRT135 Introduction to Airbrushing 4;(2,4)**

This introductory course provides the student with the basic skills and techniques of painting with an airbrush. Students will learn airbrush history, terminology basic graphics, layout and transfer design. It will also give the experienced users the ability to enhance their skills.

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

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

**CRT144 Airbrushing II 4;(2,4)**

This is an intermediary painting course that provides the semi-experienced Airbrushing student with more time, new methods and techniques to enhance their airbrush painting skills. Students will have the opportunity to learn more deeply the relationships the airbrush has with the many different types of paints used in this industry. Also, students will gain hands-on during lectures with emphasis on special material, technical graphics, layout, transfer, intricate masking techniques and free hand Airbrush painting. This is a great course that gives the artist quality studio time to strengthen their skills.

*Pre-requisite: CRT135.*

**CRT150 Structural Analysis and Damage Repair 4;(2,4)**

This course is designed to provide the basics of auto collision repair with regards to safety, damage analysis, frame inspection, measurement and structural alignment, and full or partial panel replacement.

**CRT295 CRT Capstone 1;(1,0)**

This course is for students in their final semester of the Collision Repair Technology Program and will prepare the student to take the comprehensive examination. Information/content will come from the core curriculum/program requirements. Study guides, pre-tests and group sessions will be utilized. Students must also submit a portfolio consisting of coursework completed throughout the core program. A sample Automotive Service Excellence (ASE) test will also be taken.

*Pre-requisites: AUTO100, CRT100, CRT105 and instructor approval.*

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## **Automotive Technology (AUTO)**

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**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.

**AUTO101 General Automotive Service 4;(2,4)**

This course will include the functions and use of automobile components, procedures and methods of preventive maintenance, lubrication, servicing, wheel bearings, tire rotation, servicing oil, fuel, filters and battery. Practical applications are covered with an emphasis on safety.

*Co-requisite: AUTO100.*

**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 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.*

**AUTO124 Heating and Air Conditioning**

**4;(2,4)**

This course covers principles of heating and air conditioning systems with an emphasis on diagnosis. Identification is covered along with service and repair of both manual and automatic systems. Climate control systems with computer controls are also covered.

*Co-requisite: AUTO100.*

**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.*

**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.*

**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.*

**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.*

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**Barbering (BARB)**


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**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.*

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**Biology (BIOL)**


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**BIOL1110/L General Biology 4;(3,2)**

This course is designed for the non-science major student. The course is a survey of fundamental concepts in biology with emphasis on current issues and social implications, such as environmental issues, ecology, heredity, etc. Cell and molecular biology, as well as nutrition will also be covered. The lab will consist of hands-on experimentation over topics discussed in lecture.

**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*

**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.

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

General Biology II includes a survey of fundamental concepts of cell biology including structure and function of cell organelles, tissues, organs, organ systems, and an introduction to biochemical pathways, enzyme function, and mitosis. *Pre-requisite: BIOL1110/L or BIOL2210.*

**BIOL2210 Human 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.

*Pre-requisites: ENG098 or equivalent placement scores and BIOL1110/L General Biology, BIOL 1140 Biology for Health Sciences, or CHEM1120/L Intro to Chemistry. (Course previously offered as: BIO217 Human Anatomy and Physiology I).*

**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.

*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.

*Pre-requisites: BIOL2210 and Biol2210L*

**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.

*Co-requisite to 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.

*Pre-requisites: BIOL1110/L General Biology, BIOL1140/L Biology for Health Sciences, or CHEM1120/L Intro to Chemistry.*

**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.

*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 Human Anatomy & Physiology I*

*Co-requisite: BIOL2225 Human Anatomy & Physiology II*

**BIOL2610/L Prin. of Biology: Biodiversity, Ecology & Evolution****4;(3,2)**

General Biology I introduces the fundamental concepts of biology with consideration of the diversity of life, the origin of species, and ecology. Laboratory hands-on assignments complement the lecture. Simple Mendelian genetics will be introduced.

**BIOL2630/L General Botany****4;(3,2)**

General Botany presents basic concepts of plant biology focusing on the plant characteristics, unity, diversity, growth, and reproduction. Students discuss current ideas in agriculture, horticulture, medicine, biotechnology, ecology, conservation, and environmental issues. The course covers the nomenclature, classification, field study, and laboratory identification of common plant families. Laboratory work includes greenhouse and field studies.

*Pre-requisite: BIOL1110/L or BIOL2610.*

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**Building Technology (BT)**


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**BT112 Building Construction I****3;(3,0)**

This course will include methods, procedures, and terms used in foundation, footing, and stem wall construction as well as lessons on structural material for floor, walls, and roof systems in accordance with the UBC.

*Co-requisite: VOC109.*

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

This course includes the hands-on application of foundation, footing, and stem wall construction as well as cutting and assembly of structural material for floor, walls, and roof systems in accordance with the UBC. Safety is stressed.

*Co-requisite: BT112.*

**BT114 Building Construction II 3;(3,0)**

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

*Pre-requisite: BT113.*

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

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

*Co-requisite: BT114.*

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

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

**BT135 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, skid steers, fork lifts, 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.

**BT140 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.

**BT142 Building Construction III 4;(4,0)**

This course provides students theoretical knowledge with safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete.

*Pre-requisite: BT115.*

**BT143 Building Construction Application III 4;(0,8)**

This course provides students with hands-on experience performing safety inspections on equipment, as well as procedures utilized in rigging operations. Students will also learn footings, slabs, stem walls, vertical and horizontal framework, and tilt-up wall systems. In addition, students will study properties and reinforcing of concrete.

*Co-requisite: BT142.*

**BT154 Building Construction IV 4;(4,0)**

In this course students will learn theoretical knowledge of actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques.

*Prerequisite: BT143.*

**BT155 Building Construction Application IV 4;(0,8)**

In this course students will learn actual construction site layout and site preparation. Students will be introduced to more complex systems involved in roof, wall, and stair installations. In preparation for possible advancement into supervisory roles early in their careers, students will also be introduced to and instructed in management skills and techniques.

*Co-requisite: BT154.*

**BT207 International Building Code 4;(2,4)**

This course provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new buildings and structures. It addresses structural strength, means of egress, sanitation, adequate lighting, ventilation, accessibility and energy conservation.

**BT215 Concrete Finishing I 4;(2,4)**

This course will include methods, procedures, and terms used in concrete finishing. Students will learn to prepare to place, apply different finishes, and learn the different curing and protecting methods of concrete. Properties, tools, equipment, and troubleshooting of concrete are also covered, while following OSHA guidelines and regulations and the Uniform Building Code (UBC).

**BT231 Concrete Finishing II 4;(2,4)**

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 affects to concrete mix design and select the right tool for the right application. The student will also understand the basics of rub and patch. All will be done while following OSHA guidelines and regulations and Uniform Building Code (UBC).

*Pre-requisite: BT215.*

**BT232 Concrete Finishing Application II 4;(0,8)**

This course will 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).

*Co-requisite: BT231.*

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### **Business (BUS/BUSA)**

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

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

**BUS153 Entrepreneurship I 3;(3,0)**

Introduces students to the concept of entrepreneurship and to the process of business startups.

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

This course provides students with the opportunity to gain academic credit for professional, on-the-job experience while working for a private, local, state, or federal agency. Internships are unique and negotiated between the student, employer, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. 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.*

**BUS295 Business 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.*

**BUSA1113 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.

**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.

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## Business Computers (BCIS)

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**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.

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## Business Law (BLAW)

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**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.

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## Business Finance (BFIN)

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**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.

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## Chemistry (CHEM)

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**CHEM1120/L Introduction to Chemistry (non-majors) 4;(3,2)**

Introduction to Chemistry is a review course that includes the fundamental principles in chemistry, including units of measurements, characteristics of elements and compounds, atomic structure, chemical bonding, gas characteristics and behavior, energy, solutions and solubility, redox reactions, theory of gases, chemical bonding, molecular geometry, chemical equilibrium, acid/base chemistry, thermodynamics, and nuclear chemistry.

**CHEM1215/L General Chemistry I 4;(3,2)**

Topics covered are chemical calculations, inorganic nomenclature, chemical reactions, thermochemistry, gases, atomic structure, configurations, periodicity, oxidation-reduction, and chemical bonding. The Lab portion of the course explores chemical and physical properties of substances, types of chemical reactions, energy changes, chemical separations, and quantitative analysis procedures. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

*Pre-requisite: MATH1220*

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

Topics: solids, liquids, gases, colligative properties, kinetics, gaseous equilibria, nuclear chemistry, electrolyte equilibria, solubility equilibria, entropy, free energy, electrochemistry. Lab course emphasizes qualitative and quantitative analysis techniques to expand knowledge of oxidation-reduction, gravimetric analysis, colligative properties, reaction rates, electrochemistry, chemical equilibrium and electrolytes and chemical and physical techniques to identify unknown substances. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

*Pre-requisite: CHEM1215*

**CHEM2130 Organic Chemistry I** **3;(3:1)**

Organic Chemistry I is an intensive study of chemistry of carbon compounds including structure, synthesis, and reaction mechanisms with lab component including techniques for preparation, isolation, purification and identification of organic compounds.

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

*Co-requisite: CHEM2130/L.*

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**Commercial Driver's License Training (CDL)**

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**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.*

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**Communication (COMM)**

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**COMM1130 Public Speaking** **3;(3,0)**

This course is the study of the theory and practice of public speaking. Principles of rhetoric are studied, and their applications are explored in the analysis, preparation, and presentation of speeches

**COMM2120 Interpersonal Communication** **3;(3,0)**

This course is an analysis of human communication theories relevant to enhancing inter and intrapersonal communication skills. Topics studied include: self-esteem, perception, verbal and nonverbal language, listening, gender communication, interpersonal conflict, etc.

## Community Health Worker (CHW)

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### **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.*

### **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.*

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

This course will require students to provide and submit additional information to the Department of Allied Health to include but not be limited to immunization records, drug screen, criminal background check, etc. Only those students who complete the full CHW sequence (10 Credit hours - CHW 101/101L, 102/102L and CHW 110) would be eligible to sit for the state CHW certification exam. Faculty/Department Approval is required for enrollment in this course.

*Pre-requisites: CHW 101 and 101L with a grade of "C" or "CR" or higher. Co-requisites: CHW 102 and 102L.*

## Computer Science (CS)

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### **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. Students should have an understanding of how to use a computer and basic software such as MS Word and the internet prior to taking this course.

### **CS112      Introduction to Operating Systems      3;(2,2)**

This course offers an introduction to operating systems with the intent of providing a deeper understanding of current systems. Students will understand the implementation, configuration, installation and maintenance as well as other aspects of systems software, with an emphasis in Windows based systems. This course will prepare students for current industry certification.

*Pre-requisite: CS105 or Instructor Approval.*

**CS121 Introduction to Programming 4;(3,2)**

This course presents computer programming language along with a model of how a computer works as a problem-solving machine. Basic programming concepts such as variables, flow control, and functions will be explored. Introduction to programming with C++, Java, and HTML using variables, loops, functions, and objects.

*Pre-requisite: CS105 or Instructor Approval.*

**CS130 Introduction to Networking 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.

*Pre-requisite: CS105 or Instructor Approval.*

**CS140 Computer Science I 4;(3,2)**

Introduction to programming types, control structures, functions, objects, recursion, linked lists and templates are introduced with C++. Software Engineering with UML will focus on functional and object-oriented approaches.

*Pre-requisite: CS121.*

**CS215 Java Programming 4;(3,2)**

This course provides the Java approach to object-oriented programming and a continuation of the exploration of classes, methods, encapsulation and inheritance that are introduced in Computer Science I. Event driven programming will also be covered.

*Pre-requisite: CS105 or Instructor Approval.*

**CS216 Windows Server I 3;(2,2)**

This course will focus on installing and configuring a Windows Server System, including group, file, server and client management. Topics include: Server installation and configuration, Role and Feature configuration, Hyper-V, Core Network Services, Active Directory administration, and Group Policy management. This course will prepare students for current industry certification.

*Pre-requisite: CS130 Introduction to Networking.*

**CS217 Windows Server II 3;(2,2)**

This course is a continuation of Windows Server I and will focus on networking and maintaining Windows Server Systems. Topics include: DNS management, TCP/IP configuration and management, DHCP, DirectAccess, Routing, and Remote Access, DFS, NPS, and higher performance network solutions as well as additional topics as needed.

*Pre-requisites: CS216 Windows Server I.*

**CS219 Ethical Hacking 3;(2,2)**

This course focuses on the skill of penetration testing and ethical hacking with the use of various testing tools to analyze network for vulnerabilities. Ethical hackers and penetration testers are skilled professionals who understand and know how to look for weakness and vulnerabilities in target systems, and uses the same knowledge and tools as a malicious hacker, but in lawful, and ethical manner. Students will be aware of and understand network attack strategies, and common countermeasures. This knowledge will help students improve network security and counter these vulnerabilities. The course will prepare students for current industry certification.

**CS220 A+ Essentials with Practical Applications 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.

*Pre-requisite: CS105 or Instructor Approval.*

**CS245 Security+ 3;(2,2)**

Security+ introduces students to core security concepts and skills. Topics will include security basics, system, access, network infrastructure, policies, procedures and awareness; physical, perimeter, host, application, data and network security. This course will prepare students for current industry certification.

*Pre-requisite: CS130.*

**CS246 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 examinations.

**CS247 Computer Forensics and Investigation 3;(3,0)**

This course introduces students to computer forensics and the method and tools used to specialize in examining hacking attacks and properly extracting evidence to report the crime and conduct audits to prevent future attacks. Includes setup and use of an investigator's laboratory, computer investigations using digital evidence controls, processing crime and incident scenes, performing data acquisition, computer forensic analysis, email investigations, image file recovery, investigative report writing and expert witness testimony.

**CS248 Web Design and Programming 3;(2,2)**

Web Design and programming covers the fundamentals of web languages and the impact on business to social networking. Students will design and publish web pages using current web programming languages. Topics include aesthetics, navigation, and incorporation of Java applications.

*Pre-requisite: CS105.*

**CS261      Network Concepts I      3;(2,2)**

This course introduces students to the configuration of network routers and switching to manage network traffic. Topics include networking concepts, IP addressing, subnetting, encapsulation, LAN switching IP routing technologies, IP services; device basics, implementation, configuration, and maintenance of small to medium enterprise branch networks. This course will prepare students for current industry certification.

*Pre-requisite: CS130.*

**CS267      Network Concepts II      3;(2,2)**

This course is a continuation of Network Concepts I. The topics covered advanced switching, advanced routing, VLANs, WANs, IP routing protocols, network management using CISCO devices. Students will learn to implement, manage, protect and troubleshoot small to medium enterprise branch networks. This course will prepare students for current industry certification.

*Pre-requisite: CS261.*

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### **Computer Software Applications (CSA)**

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**CSA208      Microsoft Access      3;(2,2)**

This course provides an in-depth study of Microsoft Access database software with a hands-on approach. A Microsoft Office User Specialist (MOUS) Microsoft certified textbook is utilized.

**CSA217      Microsoft Excel      3;(2,2)**

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

**CSA233      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.

**CSA242      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.

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### **Cosmetology (CSMT)**

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**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.

*Pre-requisites: ENG095, MATH075 and READ095 or equivalent COMPASS/ACT scores.*

*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.*



**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.*

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## Criminal Justice (CJUS)

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**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*

**CJUS1143 Report Writing 3;(3,0)**

This course covers the fundamentals of writing concise and accurate police, corrections, security and presentence reports; including writing and use of forms. This implies written communication that implements proven methods, current techniques, proper mechanics and processes necessary for quality report writing.

*Pre-requisites: CJUS1110 and ENGL1110*

**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 insure 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.*

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## Dental Assistant (DENT)

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**DENT103    Dental Materials** **5;(3,4)**

This course acquaints the dental assistant student with the use, composition, properties, and manipulation of dental materials; with primary emphasis on those materials used in the dental office and a secondary emphasis on selected materials used in the dental laboratory. The student will become familiar with the physical, chemical, biological and mechanical properties of dental materials.

*Pre-requisites: Admission to the Dental Assistant Program.*

*Co-requisites: DENT109, DENT118, DENT128, DENT160 and DENT167.*

**DENT109    Preventative Dentistry/Oral Health Care** **1;(1,0)**

In the dental health care system, emphasis is placed on the various aspects of disease prevention and health promotion, this includes coronal polishing of teeth, providing one-on-one oral hygiene education, explaining the importance of nutrition, and understanding the psychology of patient behavior. Communication and behavior modification skills are presented in this course to facilitate the role of the dental assistant as an educator.

*Pre-requisites: Admission to the Dental Assistant Program.*

*Co-requisites: DENT103, DENT118, DENT128 and DENT160.*

**DENT118    Dental Assisting** **4;(2,2)**

This course consists of theory and practical lab application. The course provides a detailed examination of dental instruments to include their care and function. The course also introduces the student to four-handed dentistry, asepsis, and OSHA recommendations related to general operative procedures, medical history, vital signs, charting, and first aid. The student will also study the different dental procedures and techniques used in assisting, to include practice of ergonomics with each procedure.

*Pre-requisites: Admission to the Dental Assistant Program.*

*Co-requisites: DENT103, DENT109, DENT128, and DENT160.*

**DENT128    Community Field Experience** **1;(0,2)**

This course prepares the student to promote oral health and assist in the prevention of oral disease in the community. The student provides oral health presentations to district schools and health clinics within the service area. All health demonstrations take place under direct faculty supervision. Emphasis will be placed on proper brushing techniques, nutrition and overall health care for the dental patient.

*Pre-requisites: Admission to the Dental Assistant Program.*

*Co-requisites: DENT103, DENT109, DENT118, and DENT160.*

**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: Successful completion of 1<sup>st</sup> semester classes in the Dental Assistant Program.*

*Co-requisites: DENT167, DENT170, DENT226 and DENT233.*

**DENT160 Dental Radiology 4;(2,4)**

In this course a student will learn about radiation physics, maintain health and safety theories with emphasis on fundamentals of X-ray processing techniques. The student will also review for certification through the DANB application for the New Mexico State Board of Licensing in Dental Health Care (Radiation Health and Safety), and/or obtain DANB CDA certification. Course includes dental laboratory techniques used to expose, process and mount films. Students will develop ionized x-rays using automatic, manual and digital processing techniques. Before the completion of the course, a student is required to recruit and take 2 full mouth series of films (18) on two dental patients who must have a prescription from their dentist. An introduction to recording and interpreting, utilizing manual, automatic, and computerized systems will also be taught.

*Pre-requisites: Admission to the Dental Assistant Program.*

*Co-requisites: DENT103, DENT109, DENT118 and DENT128.*

**DENT167 Oral Medicine 2;(2,0)**

Students will learn oral health and disease prevention by studying dental oral pathological diseases, causes, treatment, and diagnosis, with emphasis on periodontal disease and charting. Students will learn to recognize both normal and abnormal conditions to prevent disease transmission. Students study oral pathology as well as the origin from a number of different agents such as biological, physical, chemical, and hormonal disturbances.

*Pre-requisites: Successful completion of 1<sup>st</sup> semester classes in Dental Assistant Program.*

*Co-requisites: DENT145, DENT170, DENT226, and DENT233.*

**DENT170 Clinical Training/Practicum I 7;(0,14)**

The student participates in a non-paid practical application clinical experience in the office(s) of qualified/contracted dentists. As a routine procedure in the Dental Office, the student will practice chairside assisting and dental charting lab techniques, along with other dental assisting duties allocated by the office while under direct supervision. Evaluations will be conducted by dental office personnel, faculty, and dental program administrator on a weekly basis. The student is responsible for travel to and from the clinical site, and be punctual and dedicated to attendance. Seminars are part of the course and are set to discuss clinical rotation experience and submit student timecards.

*Pre-requisites: Successful completion of 1<sup>st</sup> semester classes in Dental Assistant Program.*

*Co-requisites: DENT145, DENT167, DENT226 and DENT233.*

**DENT209 Professional Ethics 2;(2,0)**

In this course the student will learn to develop professionalism as part of a dental team. Course content will include oral communication, psychology, patient relations, problem solving skills, stress management, and *employability (i.e. Soft-skills)*. Emphasis will be placed on how civil and criminal law affects dentistry, to include "due care" and examples of malpractice and tort claims. Emphasis will also be placed on OSHA and HIPPA standards.

*Pre-requisites: Successful completion of 1<sup>st</sup> two semesters in Dental Assistant Program.*

*Co-requisites: DENT220 and DENT270.*

**DENT220 Dental Office Management 2;(2,0)**

The student will be introduced to dental business office procedures, general telephone etiquette, appointment scheduling and control, accounts payable and receivables, insurance billing, inventory control, data entry basics, and occupation specific computer software.

*Pre-requisites: Successful completion of 1<sup>st</sup> two semesters in Dental Assistant Program.*

*Co-requisites: DENT209 and DENT270.*

**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 to become knowledgeable about pharmacological medications used in dental procedures and their role in administering medications. Dental assistants are expected to complete or help complete medication prescriptions and health histories. Recognizing and understanding common adverse reactions that can occur in drug used with dental procedures is emphasized.

*Pre-requisites: Successful completion of 1<sup>st</sup> two semesters in Dental Assistant Program.*

*Co-requisites: DENT145, DENT167, DENT170 and DENT233.*

**DENT233 Laboratory Procedures 2;(0,4)**

Essential principles of chair-side assisting for various dental procedures, will be taught in this course. Procedures will include, opening/closing office, seating/dismissing patient, charting, and treatment documentation and treatment planning utilizing Eaglesoft software. Students also learn about various types of tray setups, tray handling procedure setup, delivering, and retrieving of dental instruments; delivering dental care; moisture control; and an introduction to anesthesia and pain control. Infection-control during procedures, management of hazardous materials, and chair-side psychology is also emphasized. This course also includes an introduction to expanded function techniques and duties, including the legal and ethical aspects of chair-side dental assisting.

*Co-requisites: DENT145, DENT167, DENT170 and DENT226.*

**DENT270 Clinical Training/Practicum II 3;(0,6)**

This capstone course enhances the student's dental office experience. The student serves a non-paid practical clinical rotation experience in the dental offices and specialty dental offices of qualified/contracted dentists. As a routine procedure in the dental office, the student will practice chairside assisting, dental charting, and periodontal charting, along with other dental assisting duties & procedures allocated by the office while under direct and indirect supervision. Evaluations will be conducted by instructor on a weekly basis, as well as, by the dental office staff and administrator. The student is responsible for travel to and from the clinical site, be punctual and devoted to attendance. Travel will involve other areas outside of Las Vegas. Seminars are part of this course and are used to discuss clinical rotation experiences and submit student timecards.

*Pre-requisites: Successful completion of 1<sup>st</sup> two semesters in Dental Assistant Program.*

*Co-requisites: DENT209 and DENT220.*



**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 Development 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.

*Co-requisite: ECED2121.*

**ECED2121 Curriculum Development 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 Development & 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 Development & 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: ECME2130.*

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## Education – Teacher Education (EDUC)

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**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.

**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.

*Pre-requisite or 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.

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## Electrical Wiring (EWRG)

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**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.*



**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 equivalent placement scores.*

**ENGL1120 Composition II 3;(3,0)**

This course builds upon the foundation of ENGL1110 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.*

**ENGL140 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.*

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## Film & Digital Media (FDMA)

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**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 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 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, explore 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.

**FDMA 2170 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.

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## Fire Science (FS)

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**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.*

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## First Year Experience (FYEX)

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**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.

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## Forestry (FORS)

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**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*

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## Furniture and Cabinet Making (FCMK)

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

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

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

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

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

This course is an advanced design course for students who have had prior experience making their own furniture/cabinets. Students will design at least one creative piece of furniture.

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

This capstone course includes advanced projects in Furniture and Cabinet Making approved by the instructor with an emphasis on safety.

## Geology (GEOL)

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### **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)

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### **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.

## History (HIST)

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### **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.



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## Human Performance and Sport (HPS)

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**HPS110      Fitness for Life      2;(1,2)**

This course is to help students develop an understanding and appreciation for personal wellness as a healthy lifestyle. Problem-solving and decision-making skills on numerous topics, such as design of a personal physical activity program, prudent nutrition strategy, and stress management, are included. Participation in this class enables students to take advantage of the opportunities to maximize prevention of disease and improve quality of life.

**HPS115      First Aid and CPR for Sports      3;(2,2)**

This course will provide the necessary knowledge and hands-on-experience of standard first aid, CPR, safety and injury prevention. The focus is on sports first aid training and the guidelines set forth by the American Red Cross Sport Safety Training.

**HPS125      Introduction to Sports Psychology      3;(3,0)**

This introductory course focus is on the effects of psychological behavioral measures and mental training regarding sport performance. Topics include: promotion of wellness, exercise psychotherapy, motor learning, mental training techniques, evaluation of athletes and psychological testing.

**HPS150      Fundamentals of Coaching      3;(3,0)**

This course provides coaches an understanding of the dynamics between a coach, the individual athletes and the team. Topics include: coaching objectives, coaching styles, teaching sport skills, learning appropriate communication skills, evaluating performance, managing a team, coaching ethics, and motivating athletes. Regardless of the sport, this is a general course for all coaches.

**HPS160      Nutrition for Exercise and Sport      3;(3,0)**

This course examines 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.

**HPS205      Sports in America: A Historical Perspective      3;(3,0)**

This course will provide historical perspectives of sports, the development of sports and the transition of sports from its pre-modern to its modern form. The focus is on sports in the United States.

**HPS210      Administration and Evaluation      3;(3,0)**

This course is an overview of sport program operations, management and evaluation. Topics include human resource, risk management, finance, assessment, administrative duties, and program evaluations.

**HPS211      Coaching/Officiating Baseball/Softball      3;(2,2)**

This course examines philosophy, strategy, leadership, team, and practice organization and coaching methods for baseball/softball as well as rules and mechanics of officiating baseball/softball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

**HPS226 Coaching/Officiating Football 3;(2,2)**

This course focuses on coaching/officiating of football. Topics include: offense, defense and special team strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

**HPS229 Coaching/Officiating Basketball 3;(2,2)**

This course examines strategy, leadership, team organization, and coaching methods for basketball, with experience in the rules and mechanics of officiating basketball. Topics include: offense and defense strategies, game analysis, rules, teaching pedagogy and a study of various methods of play.

**HPS245 Sports Leadership 3;(3,0)**

This course is intended to improve leadership skills and develop sports team leaders. The students will learn motivational and leadership practices, growth and development, mentoring techniques, and team culture. Students also develop a leadership lesson plan.

**HPS250 Sports Internship 4;(0,8)**

This course provides students with the opportunity to gain practical experience in a sporting field. The internship will be negotiated between the student, the sporting agency and/or coordinator and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement and must complete a sports performance portfolio. Supervision is monitored, recorded and reported to the sports performance faculty/advisor.

*Prerequisite: Instructor approval.*

**HPS295 Sports Performance Capstone 3;(3,0)**

In this course the student will prepare and take the comprehensive examination for the Associate of Applied Science Degree in Sports Performance. Information/ content will come from core curriculum (program requirements). To pass, the student must score 70% or better on the comprehensive examination. Study guides and/or group sessions will be utilized.

*Prerequisite: Instructor approval. Only students in their final semester of their final year should enroll in this class.*

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## Management (MGMT)

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**MGMT209 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.

**MGMT218 Principles of Small Business Management 4;(4,0)**

This course provides students with extensive knowledge of the steps needed to start and run a small business. Topics include; entrepreneurial opportunities, preparing the business plan, marketing and managing small business operations, financial and administrative controls, and social and legal environment.

**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.

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### **Marketing (MKT)**

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

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

**MKTG2110 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.

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### **Mass Media Communications (MMC)**

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**MMC101 Introduction to Mass Media Communications 3;(3,0)**

This introductory course will provide students with an understanding of the interrelationship between mass media and society. Topics include media influences, mass communication processes, media functions, media structures, and support networks.

**MMC120 Screenwriting 3;(3,0)**

This course is an introduction to screenwriting. The main focus of the class is to learn to write professional screen and tele plays for the film and television industry. The class is structured as a participatory seminar that requires student involvement and participation.

*Pre-requisites: ENG098 or equivalent placement scores.*

**MMC135 Introduction to Digital Filmmaking 3;(2,2)**

This course offers a brief introduction to digital film. This course will introduce the basic fundamentals of multimedia systems. The course will focus on the digital filmmaking processes including screenwriting, storyboarding, on set filming, and editing. The class will utilize Final Cut Pro and Adobe Photoshop for digital film editing and effects processes. Familiarity with the operation of a Macintosh-based computer is highly recommended.

**MMC154 Introduction to Film Production Workflow 3;(3,0)**

This course examines how movies are made- the film production process from concept to exhibition. Job categories and functions, basic film making terminology, and the protocols and set etiquettes required to work on a movie set are described and explored.

**MMC161 Introduction to Film History 3;(3,0)**

This is a course for both majors and non-majors to familiarize students with the history and development of motion pictures, both technologically and aesthetically, to foster an understanding and appreciation of the components of the film making process as well as of the various major movie genres. The primary method of instruction will be by viewing and analyzing classic films.

**MMC170 Film Crew I 3;(2,2)**

This course examines the “below the line” positions, functions, and tasks of the film industry, focusing on the job or craft areas that are now sponsored by IATSE Local 480. The following crafts will be examined: camera department, set construction, wardrobe, hair and make-up, lighting and electric, grip, sound, and miscellaneous (casting, craft, transportation, script supervision). The processes, responsibilities, and typical daily tasks will be examined for each craft, including hands on experience. During the course, students will select one of the crafts on which to focus and specialize.

**MMC174 On-Set Production Techniques 3;(0,6)**

Students will apply the skill and techniques in the film technician areas covered in Film Crew I to studio/soundstage productions.

*Co-requisite: MMC170.*

**MMC178 Location Production Techniques 3;(0,6)**

Students will specialize in a film technician craft based on their demonstrated skills and interests. Instructors for this course will include working film union professionals. Content will be lecture and hands-on.

*Co-requisite: MMC170.*

**MMC211 Media Ethics 3;(3,0)**

This course will explore ethics in mass media communications and expose the students to the evolution and function of various media systems and their impact on individuals and culture. Several topics of interest include legal frameworks, moral judgment, censorship, news media privileges/rights, ownership regulations, and ethical issues.

**MMC235 Intermediate Digital Filmmaking 3;(2,2)**

In this course, students will explore and experiment with the video medium through a series of short exercises. This course offers advancement to the tools and process used in introduction to digital film. Students will do advanced projects in both the documentary and fiction film genres. Improvement of technical knowledge and skills will be emphasized, and creativity encouraged. Topics to be explored will include: understanding the video camera, advanced shooting techniques, sound gathering techniques, microphone placement and selection, non-linear sound editing, lighting techniques for studio and location, time-code, non-linear editing. We will discuss various filmmaking techniques and current industry topics. The class will utilize Final Cut Pro and Adobe Photoshop for digital film editing and effects processes.

*Pre-requisite: MMC135.*

**MMC250 Mass Media Internship 3;(0,9)**

This internship will provide the student the opportunity to gain practical experience working with media organizations such as newspaper, radio or television broadcasting. Internships are unique and negotiated between the student, employer/organization, and respective faculty/advisor. Students are required to comply with specifications set forth in the individualized cooperative education program training agreement. Student supervision is shared between the specific agency/organization and the faculty/advisor.

*Pre-requisite: Instructor approval.*

**MMC270 Film Crew II 3;(1,4)**

During this intensive hands-on course, students will practice their selected film technician craft by working on film projects. Students will work with technician mentors on film projects, learning to apply the skills for their chosen crafts in situations that replicate the “real” world of professional filmmaking.

*Pre-requisite: MMC170.*

**MMC295 Media Capstone 3;(3,0)**

In this course the student will prepare and take the comprehensive examination for the Associate of Applied Science Degree in Media Art and Film Technology. Information/content will come from core curriculum (program requirements). To pass, the student must score 70% or better on the comprehensive examination. Study guides and/or group sessions will be utilized.

*Pre-requisite: Instructor approval. Only students in final semester of final year may enroll.*

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**Mathematics (MATH)**

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**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 is 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, L'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.*

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### Music (MUS/MUSC)

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**MUS117 Basic Mariachi 3;(0,4)**

A course designed to introduce Mariachi music through sight-reading, music theory, and instrumental practicum.

**MUS125 Beginning Guitar 3;(1,2)**

Students will understand basic concepts of guitar playing, including the understanding of chord forms, proper technique, chord diagrams, tuning, music reading and other concepts of guitar playing.

**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.

**MUS217 Advanced Mariachi 3;(0,4)**

This course is a continuation of MUS117.

*Pre-requisite: MUS117 or two years of related music experience.*

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### Nursing (NMNC)

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**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;(1,9)**

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;(1,9)**

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 with the focus of chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognitive and behavior processes.

*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;(0,12)**

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, with the focus of acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement and, emotional processes.

*Pre-requisites: NMNC1110, 1135, 1230, 1210, 1220, 1235, 2310, 2320, & 2335*

*Co-requisites: NMNC2435 & NMNC2445.*

**NMNC2435 Clinical Intensive I 4;(1,9)**

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;(0,6)**

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.*

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## Nutrition (NUTR)

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**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)

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### **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 (PE & PHED)

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### **PE112 Physical Fitness 1;(0,2)**

This is a self-paced physical activity course. For this class, the student must have a minimum of 20 sign-in DATES encompassing 32 hours or more during a semester. The students work out at their own convenience and use the latest in weight training machines and free weights. Log-in and out is required as well as Luna student I.D..

### **PE113 Weight Training 1;(0,2)**

This is a self-paced physical activity course. For this class, students must have a minimum of 20 sign-in DATES encompassing 32 hours or more during the semester. The students work out at their own convenience and use the latest weight training machines and free weights. Log-in and out is required as well as Luna student I.D..

### **PE116 Step Aerobics 1;(0,2)**

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

### **PE117 Kickboxing and Step Combo 1;(0,2)**

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

### **PE120 Cardio Conditioning 1;(0,2)**

This course promotes wellness and exercise activity by increasing cardiovascular endurance by using different cardiovascular machines. All cardio conditioning equipment will be accessible.

### **PE121 Cardio Weight Training 1;(0,2)**

This course promotes wellness and exercise activity combining weight training and cardiovascular machines. All equipment will be accessible.

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

This progressive course is designed to increase and maintain joint range of motion as well as facilitate relaxation utilizing Pilates, yoga, and abdominal training.

**PE135      Yoga      1;(0,2)**

Yoga demystified for everyone interested in learning the basics of Hatha yoga, or “yoga for health”. Yoga renews and invigorates the body, stretching, and strengthening the muscles, joints and spine. Yoga is a physical and psychological discipline that brings balance to the mind, body, and spirit through breathing, postures and meditation. Basics emphasize safe physical execution, modifications, and movement with breath.

**PE138      Self-Defense Karate      1;(0,2)**

This class will teach basic movements and skills of karate with hands-on training. Minimal sparring is used during class sessions, yet safety is emphasized. Students learn effective techniques of self-defense, including disciplined tactics and movements through quality instruction.

**PHED 1510      Training: Weight      1;(0,2)**

Individual sections vary based on topic content; “audience”; type or level of participation.

**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.

**PHED 1830      Running: Walk/Jog for Fitness      1;(0,2)**

Individual sections vary based on topic content; “audience”; type or level of participation.

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### **Physics (PHYS)**

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**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.*

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### Political Science (POLS)

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**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.

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### Psychology (PSYC)

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**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.*

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### **Quilting and Sewing (QUIL)**

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**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 angles 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.

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## Religion (RELG)

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### **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.

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## Special Education (SPED)

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### **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.

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## Science, Technology, Engineering and Math (STEM)

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### **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 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.*

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## Selected Topics (ST\*\*)

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**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.

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## Sociology (SOCI)

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**SOCI110**      **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 (Previously CJ 210) 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 in studying human subjects involved in these activities. The course also examines central sociological theories for understanding the causes of deviant behavior.

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**Spanish (SPAN)**

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**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.

**SPAN110 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.

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**Theater (THTR)**

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**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.

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**Video Game Design and Development (VGD)**

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**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)**

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**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 site layout, zoning rules and regulation in preparing a building site according to specifications. Course will be incorporating construction math for a variety of construction uses. Student will interpret and implement architectural drawing, following state and local codes.

## **Welding Technology (WLDG)**

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**WLDG105, WLDG105L                      Introduction to Welding                      3(2, 1)**

This course introduces the fundamentals of the welding processes, beginning with shop orientation and shop safety, introduction to construction math, construction drawings, symbols and terminology, hand tools, power tools, and welding tools. All types of welding techniques including will be explained and employment opportunities, basic shop ownership and management will be discussed.

**WLDG118, WLDG118L                      Welding Level I                      3(2, 1)**

This course is the first level of three in the welding program; designed for the apprentice welder, starting with oxyacetylene, cutting and welding, and then advancing to basic MIG and stick welding. Basic metallurgy will be introduced by using numbering systems to identify metals and conduct magnet, spark, and chisel tests to identify metals. Students will begin submitting coupons, such as 1/8" MIG and 3/8" stick and others to earn American Welding Society (AWS) certifications. The Instructor will inspect and test in the flat, horizontal, vertical, and overhead positions.

*Pre-requisite: WLDG105 & VOC117*

**WLDG119L                      Welding Level I ApplicationLab                      4(0, 8)**

This course is designed to give the beginning and intermediate welding student additional time in the lab to apply the basic skills learned in Welding Level I and II and to practice the techniques learned while earning various AWS Certifications. Shop time will be designated to projects that demonstrate advanced techniques and the student's abilities related to various types of metal working equipment and various types of AWS certifications. Special Topics, such as farm and ranch welding, construction and fabrication, will be offered. May be repeated as many as 3 times with the approval of the Instructor.

*Pre-requisite: WLDG118.*

**WLDG125, WLDG125L                      Machine Operations in Metal Working                      3(2, 1)**

This course will broaden a student's ability to set up, do minor trouble shooting, maintenance, and the repair of metal working equipment. Students will develop advanced skills in operating metal working equipment. May be repeated 2 times with the approval of the Instructor.

*Pre-requisite: WLDG118.*

**WLDG133, WLDG133L                      Pipe and Plate Code Testing                      3(2, 1)**

This course demonstrates the ability to weld beveled test plate with and without backing strip in the horizontal, vertical, and overhead position according to applicable American Welding Society (AWS) welding standards. Students will practice and be given the opportunity to test for AWS Certifications.

*Pre-requisite: WLDG118.*

**WLDG140, WLDG140L                      Advanced Layout and Fabrication                      3(2, 1)**

This course includes the proper joint design, layout techniques, and fabrication methods required of a welder. In this course, students will also study the care and the use of equipment, safety in the welding industry, qualification and certification procedure of a welder or welding operator by code. Proper techniques are practiced. Students may bring their own materials to fabricate bumpers, headache racks, and others approved by the Instructor.

*Pre-requisite: WLDG118.*

**WLDG148, WLDG148L                      Ornamental Art Welding                      3(2, 1)**

This course includes a fun and creative way to learn basics of welding that allows a student to make ornamental welded projects from start to finish.

*Pre-requisite: WLDG105*

**WLDG211, WLDG211L                      Welding Level II                      3(2, 1)**

This course is designed to give the intermediate welder additional time to develop specific advanced welding skills to earn advanced AWS certifications. The use of advanced manufacturing equipment and assembly procedures will be made available, including basic TIG and Plasma Cutting practice will be made available. Students may earn credit in field work and may receive on the job training.

*Pre-requisite: WLDG118.*

**WLDG230                                      Welding Level III                      3(2, 1)**

This course is designed for the advanced welder and is the capstone class for the welding graduate. Students will gain experience using Advanced TIG equipment operation, and any additional advanced metal working equipment. Students will prepare and submit coupons for the American Welding Society (AWS) certification tests, such as pipe welding, stainless steel, and aluminum, and any other certifications not earned that are taught at Luna. Students will also submit a portfolio of completed projects including photographs, blueprints, and material lists. Job search and job placement are also emphasized.



# ACADEMIC CALENDAR 2023-2024

Fall Term 2023	
Schedule Available Online for Fall 2023	Wednesday, April 26, 2023
Registration Begins for Fall 2023	Wednesday, April 26, 2023
New Student Orientation	Friday, August 18, 2023
Classes Begin	Monday, August 21, 2023
Last Day to Add (Full Term & 1 <sup>st</sup> 8-week Courses Only)	Monday, August 28, 2023
Last Day to Drop Without a Grade	Friday, September 1, 2023
<b>Labor Day – CAMPUS CLOSED</b>	<b>Monday, September 4, 2023</b>
Deadline to Change from Audit to Credit (Census Day)	Friday, September 8, 2023
Midterm Week	Monday, October 2 – Saturday, October 7
Midterm Grades Due to Registrar	Monday, October 9 by 12 noon
Deadline to Change from Credit to Audit	Friday, October 13, 2023
Last Day to Withdraw from Full Term Classes	Friday, November 17, 2023
<b>Fall Break/Thanksgiving Holiday – CAMPUS CLOSED</b>	<b>Thursday, November 23 – Friday, November 24</b>
Final Exam Week	Monday, December 4 – Friday, December 8
Semester Ends	Friday, December 8, 2023
Final Grades Due to Registrar by 12:00 noon	Monday, December 11, 2023 by 12 noon
Final Grades Available Online	Friday, December 15, 2023
<b>Winter Break – CAMPUS CLOSED</b>	<b>Monday, December 18 – Tuesday, January 2</b>
1st 8-week Session August 21–October 13, 2023	
Classes Begin	Monday, August 21, 2023
Last Day to Add	Monday, August 28, 2023
Last Day to Drop Without a Grade	Friday, September 1, 2023
Deadline to Change from Audit to Credit	Friday, September 8, 2023
Deadline to Change from Credit to Audit	Friday, September 15, 2023
Last Day to Withdraw	Friday, September 29, 2023
Last Day of Class/Last Day for Final Exam	Friday, October 13, 2023, 2023
2nd 8-week Session October 16–December 8, 2023	
Classes Begin	Monday, October 16, 2023
Last Day to Add	Monday, October 23, 2023
Last Day to Drop Classes Without a Grade	Friday, October 27, 2023
Deadline to Change from Audit to Credit	Friday, November 3, 2023
Deadline to Change from Credit to Audit	Friday, November 10, 2023
Last Day to Withdraw	Friday, November 17, 2023
Last Day of Class/Last Day for Final Exam	Friday, December 8, 2023

<b>Spring Term 2024</b>	
Schedule Available Online for Spring 2024	Monday, November 6, 2023
Registration Begins for Spring 2024	Monday, November 13, 2023
Begin to Submit Commencement Participation Application (Summer 2023/Fall 2023/Spring 2024 Graduates)	Friday, December 2, 2023
<b>Winter Break – CAMPUS CLOSED</b>	Monday, December 18, 2023– Tuesday, January 2, 2024
<b>Holiday-Martin Luther King Day – CAMPUS CLOSED</b>	Monday, January 15, 2024
Classes Begin	Tuesday, January 16, 2024
Last day to Add (Full Term & 1 <sup>st</sup> 8-week Courses Only)	Tuesday, January 22, 2024
Last day to drop Without a Grade	Friday, January 26, 2024
Deadline to Change from Audit to Credit	Friday, February 2, 2024
Midterm Week	March 4 – March 9, 2024
Spring Break – LCC Students & Faculty	March 11 – March 15, 2024
<b>Spring Break – LCC Staff – CAMPUS CLOSED</b>	March 14 – March 15, 2024
Midterm Grades Due to Registrar	Monday, March 18, 2024 at 12 noon
Deadline to Change from Credit to Audit	Friday, March 22, 2024
<b>Spring Holiday– CAMPUS CLOSED</b>	Friday, March 29, 2024 – Monday, April 1, 2024
Deadline to Complete Commencement Participation Application (Summer 2023/Fall 2023/Spring 2024 Graduates)	Friday, April 5, 2024
Last Day to Withdraw from Full Term Classes	Friday, April 19, 2024
Final Exam Week	Monday, May 6 – Friday May 10, 2024
Semester Ends	Friday, May 10, 2024
Commencement Exercises	Saturday, May 11, 2024
Final Grades Due to Registrar by 12:00 noon	Monday, May 13, 2024 at 12 noon
<b>Holiday – Memorial Day – CAMPUS CLOSED</b>	Monday, May 27, 2024
<b>1<sup>st</sup> 8-week Session January 16 – March 9, 2024</b>	
Classes Begin	Tuesday, January 16, 2024
Last Day to Add	Tuesday, January 22, 2024
Last Day to Drop Classes Without a Grade and to change from Audit to Credit	Friday, January 26, 2024
Deadline to Change from Credit to Audit	Friday, February 2, 2024
Last Day to Withdraw	Friday, February 16, 2024
Last Day of Class/Last Day for Final Exam	Friday, March 15, 2024
<b>2<sup>nd</sup> 8-week Session March 18– May 10, 2024</b>	
Classes Begin	Monday, March 18, 2024
Last Day to Add	Friday, March 22, 2024
Last Day to Drop Without a Grade	Friday, March 28, 2024
Deadline to Change from Audit to Credit	Tuesday, April 5, 2024
Deadline to Change from Credit to Audit	Tuesday April 19, 2024
Last Day to Withdraw	Friday, April 26, 2024
Last Day of Class/Last Day for Final Exam	Friday, May 10, 2024

Winter Term 2023-2024	
Registration Begins for Winter Term 2023-2024	Monday, December 4, 2023
Classes Begin	Monday, December 11, 2023
Last Day to Add	Monday, December 18, 2023
Last Day to Drop Classes Without a Grade	Monday, December 18, 2023
Last Day to Withdraw	Friday, January 5, 2024
Last Day of Class/Last Day for Final Exam	Friday, January 12, 2024
Summer Term 2024	
Schedule Available Online for Summer 2024	Thursday, April 4, 2024
Registration Begins for Summer 2024	Thursday, April 4, 2024
<b>Holiday – Memorial Day – CAMPUS CLOSED</b>	<b>Monday, May 27, 2024</b>
Classes Begin	Monday, June 3, 2024
Last day to Add	Friday, June 7, 2024
Last day to drop Without a Grade	Friday, June 7, 2024
Deadline to Change from Audit to Credit	Friday, June 14, 2024
Deadline to change from Credit to Audit	Friday, June 14, 2024
<b>Holiday - Juneteenth</b>	<b>Wednesday, June 19, 2024</b>
Census	Friday, June 21, 2024
<b>Fourth of July Independence Day Holiday -CAMPUS CLOSED</b>	<b>Thursday, July 4- Friday, July 5, 2024</b>
Last Day to Withdraw	Friday, July 8, 2024
Last Day of Class/Last Day for Final Exam	July 26, 2024
Semester Ends	Friday, July 26, 2024
Final Grades Due to Registrar	Monday, July 29, 2024 at 12noon



# INDEX

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Academic Appeals.....	39	Nursing.....	100
Academic Honors – Graduation.....	50	Pre-Engineering	
Academic Integrity.....	41	AS 88	
Academic Programs		Pre-Engineering.....	88
Accounting.....	61	Teacher Education	
AAS.....	61	AA 85	
Allied Health.....	62	Video Game Design & Development	
AAS.....	62	Certificate.....	101
Dental Assistant Certificate.....	82	Video Game Design & Development.....	101
EMT-Basic Certificate.....	87	Vocational/Technical Studies	
Automotive.....	65	AAS.....	102
Barbering.....	67	Vocational/Technical Studies.....	102
Certificate.....	67	Academic Records	
Building Technology.....	70	Challenge Content.....	34
Certificate.....	70	Student Access.....	33
Business Administration		Accreditation.....	169
AAS.....	71	Adding Courses.....	24
Business Management Certificate.....	73	Address/Phone Number change.....	32
Small Business Management Certificate.....	74	Admissions	
Computer Science.....	75	Appellate Process for Residency.....	12
AAS.....	75	International Admission.....	9
Computer Application Specialist Certificate.....	76	Non-Certificate/Non-Degree Admission.....	9
Criminal Justice.....	80	Provisional Admission.....	8
AA 80		Regular Admission.....	8
Certificate.....	81	Residency.....	11
Early Childhood Multicultural Education		Special Admission Requirements.....	9
Early Childhood Development Certificate.....	84	Transfer Admission.....	9
Early Childhood Education Teacher-Birth to Grade 3.....	83	Assessment of Student Learning.....	36
Electrical Wiring Technology		Associated Student Government.....	40
Certificate.....	86	Auditing a Course.....	58
Electrical Wiring Technology.....	86	<b>BOARD OF TRUSTEES</b> .....	ii
Fine Arts AA.....	89	Campus Security.....	40
Fire Science		Cancellation of Courses.....	26
AAS.....	91	Change/Challenge of Grade.....	37
Fire Science.....	91	College and Career Readiness Institute.....	57
General Business		Complete Withdrawal –.....	25
AA 72		Co-requisites.....	23
General Science		Counseling.....	40
AS 92		Course Descriptions.....	105
General Science.....	92	Accounting (ACCT).....	106
LIBERAL ARTS		Allied Health (AH).....	107
AA 93		Anthropology (ANTH).....	108
GENERAL EDUCATION CERTIFICATE.....	90, 95	Art (ART).....	108
Liberal Arts.....	93	Automotive Collision Repair Technology (CRT).....	109
Mathematics		Automotive Technology (AUTO).....	110
AS 97		Barbering (BARB).....	112
Mathematics.....	97	Biology (BIOL).....	112
Media Arts and Film Technology		Building Technology (BT).....	114
AAS.....	98	Business (BUS).....	117
Media Arts and Film Technology.....	98	Business Computers (BCIS).....	118
Nursing		Business Finance (BFIN).....	118
AAS.....	100		

Chemistry (CHEM) .....118  
 Commercial Driver’s License Training (CDL) .....119  
 Communication (COMM) .....119  
 Community Health Worker (CHW) .....120  
 Computer Science (CS) .....120  
 Computer Software Applications (CSA).....123  
 Cosmetology (CSMT) .....123  
 Criminal Justice (CJ/CJUS).....126  
 Dental Assistant (DENT).....128  
 Early Childhood Teacher Education (ECED) .....131  
 Economics (ECON) .....131  
 Education (EDUC).....133  
 Electrical Wiring (EWRG) .....134  
 Emergency Medical Technician (EMT).....135  
 English (ENG/ENGL).....135  
 Film & Digital Media (FDMA).....137  
 Fire Science (FS).....139  
 First Year Experience (FYEX).....142  
 Furniture and Cabinet Making (FCMK) .....142  
 Geology (GEOL) .....143  
 History (HIST).....143  
 Horticulture (HRTC) .....144  
 Human Development (HD) .....144  
 Human Performance and Sport (HPS) .....145  
 Management (MGMT).....146  
 Marketing (MKT) .....147  
 Mass Media Communications (MMC) .....147  
 Mathematics (MATH) .....149  
 Music (MUS/MUSC).....151  
 Nursing (NMNC) .....151  
 Nutrition (NUTR).....153  
 Philosophy (PHIL).....154  
 Physical Education (PE).....154  
 Physics (PHYS) .....155  
 Political Science (POLS).....156  
 Psychology (PSYC).....156  
 Quilting and Sewing (QUIL) .....157  
 Religion (RELG) .....158  
 Science, Technology, Engineering and Math (STEM).....158  
 Selected Topics (ST##) .....159  
 Sociology (SOC).....159  
 Spanish (SPAN) .....160  
 Special Education (SPED) .....158  
 Theater (THTR) .....160  
 Video Game Design and Development (VGD) .....160  
 Vocational Education (VOC) .....161  
 Course Numbering.....23  
 Course Overload .....22  
 Course Substitutions.....24  
 Credit Hour Definition .....22  
 Deceased Students .....33  
 Directed Study Courses .....54  
 Distance Education .....55  
 Drawing and Painting Certificate .....90  
 Dropping/Withdrawing from Courses .....24  
 Educational Support Services.....35  
 E-Mail .....40

ENROLLMENT STATUS FOR.....16  
 Film Technology Certificate .....99  
 Final Examinations .....38  
 Final/Mid-Term Grade Reports and GPA .....39  
 Financial Aid  
     Veterans and Dependents .....17  
 FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS  
     POLICY.....16  
 General Education Core Curriculum .....51  
 Grading Standards.....36  
 Grievances .....48  
 Inspect Public Records .....169  
 Institutional Proficiency Requirements.....54  
 Learning Opportunities .....51  
 LEARNING RESOURCE CENTER .....35  
 Locations..... ii  
 Name Change .....33  
 Partial Drop/Withdrawal –.....24  
 Payment Procedures.....19  
 Prerequisites.....23  
 Preschool .....41  
 Repeating Courses .....39  
 Residency..... 11, 12  
 Retroactive Add/Drop/Withdrawal .....25  
 Social Security Number .....32  
 Student Clubs and Organizations .....40  
 Student Nurse Association.....41  
 Substance Abuse .....44  
 Title IV Code of conduct.....17  
 Transcript Holds .....34  
 Transfer of Credit .....26  
     Appeal Process.....27  
     Specialized Training.....27  
 Tuition and Fees  
     Delinquencies.....19  
     Refund Policy .....20  
     Refund-Schedule .....20  
 WELDING TECHNOLOGY .....103



## 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

### **Institutional Accreditation**

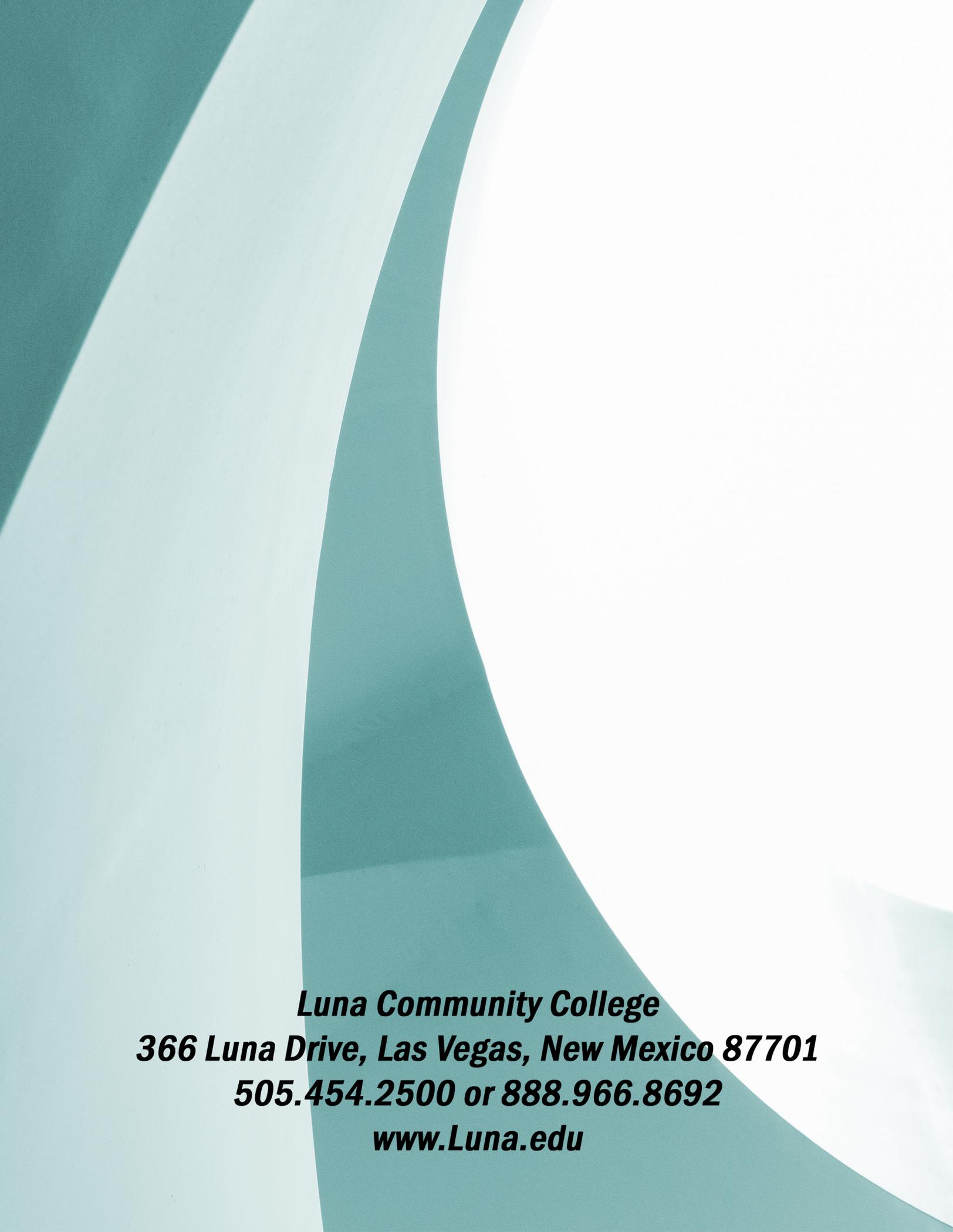
Luna Community College is accredited to grant certificates and associate degrees by The Higher Learning Commission.

Higher Learning Commission  
230 South LaSalle Street, #7-500 2400  
Chicago, Illinois 60604  
Telephone 800.621.7440  
[www.hlcommission.org](http://www.hlcommission.org)

### **Program Accreditation**

The following educational programs are accredited or licensed by:

Dental Assistant – The Commission on Dental Accreditation [www.ada.org/coda](http://www.ada.org/coda)  
Nursing RN program – Accreditation Commission for Education in Nursing, [www.acenursing.org](http://www.acenursing.org)  
School of Business – Accreditation Council for Business School and Programs [www.acbsp.org](http://www.acbsp.org)  
Barbering and Cosmetology – New Mexico State Board of Barbers and Cosmetologist



***Luna Community College***  
***366 Luna Drive, Las Vegas, New Mexico 87701***  
***505.454.2500 or 888.966.8692***  
***[www.Luna.edu](http://www.Luna.edu)***