Luna Community College

2019-2021
Catalog

LUNA COMMUNITY COLLEGE

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

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BOARD OF TRUSTEES

CATALOG NUMBER 31, Volume 1

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DIRECTORY OF CONTACTS

For assistance, call the offices listed below directly or via our toll free line at 800.588.7232:

	Direct Line	Extension
Adult Education	505.454.5307	2008
Allied Health/Dental	505.454.5303	1022
Athletics	505.454.2512	1613
Bookstore	505.454.2569	1750
Coffee Shop	505.454.2581	1217
Education – Early Childhood and Teacher Education	505.454.2535	2010
Financial Aid Office	505.454.2560	2002
Fiscal Office	505.454.2506	2001
Human Resources	505.454.2502	2003
Humanities	505.454.2557	2012
Information Technology	505.454.2556	2021
Institutional Research	505.454.5317	1211
Learning Resource Center	505.454.2540	2024
Life Safety	505.454.5334	1109
Mora Office	575.387.6760	2027
Nursing	505.454.2521	2030
Operator/Switch Board	505.454.2500	1000
Office of Recruitment and Admissions	505.454.5312	2004
Office of the Registrar	505.454.2548	2006
Office of the President	505.454.2501	1015
Physical Plant	505.454.5305	2019
Public Relations	505.454.5331	1236
Purchasing	505.454.2502	2022
Santa Rosa Satellite	575.472.1400	2028
School of Business	505.454.5322	2009
Science, Technology, Engineering & Math	505.454.5370	2014
Small Business Development Center	505.454.5349	2026
Springer Satellite	575.483.5009	2029
Student and Career Services	505.454.5308	1207
Student Success Center	505.454.5355	2005
Tutoring Services	505.454.5306	1053
Veterans Resource Center	505.454.5343	1023
Vice President of Finance	505.454.2507	1016
Vice President of Instruction	505.454.2567	1014
Vocational Education	505.454.2530	2016
Wellness Center	505.425.2517	1652

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Administration Building

PURPOSE OF THE CATALOG

The purpose of the Luna Community College (LCC) catalog is to communicate to the public the college's most current policies, programs, tuition, fees, and other relevant information. However, through its governing Board of Trustees, LCC 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 Office of the Registrar. Currently enrolled and prospective students should contact the Office of the Registrar regarding any corrections or changes to the catalog. This catalog is not to be construed as contractual in nature.

ACADEMIC PROGRAMS AND COURSES

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

IN MEMORY OF
MAXIMILIANO LUNA

SPEAKER OF THE HOUSE OF REPRESENTATIVES
TERRITORY OF NEW MEXICO 1899
CAPT. TROOP F FIRST U. S. VOL. CAVALRY {ROUGH RIDERS}
AND FIRST LIEUT. 34TH U.S. VOL. INFANTRY
BORN JUNE 16TH, A.D. 1870
DIED IN THE DISCHARGE OF DUTY
PHILIPPINE ISLANDS   NOV. 18TH, 1899

Maximilano Luna

HISTORY OF LUNA COMMUNITY COLLEGE

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

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

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

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

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

All campuses are administered and supervised by LCC and governed by an elected Board of Trustees. Courses may be offered where need is demonstrated.

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

On December 18, 2000, the Board of Directors adopted the current name, Luna Community College, to signify that the college was a comprehensive community college. The New Mexico Legislature officially approved the name change. As of today, LCC continues to offer a broad range of vocational, technical, academic, and professional educational programs.

GENERAL INFORMATION

INSTITUTIONAL ACCREDITATION

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

Higher Learning Commission
230 South LaSalle Street, #7-500 2400
Chicago, Illinois 60604
Telephone 800.621.7440
www.hlcommission.org

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

PROGRAM ACCREDITATION

The following educational programs are accredited by:

- Dental Assistant – The Commission on Dental Accreditation, www.ada.org/coda

- Nursing RN program – Accreditation Commission for Education in Nursing, www.acenursing.org

- School of Business – Accreditation Council for Business School and Programs, www.acbsp.org

- Vocational Education, National Automotive Technicians Education Foundation, http://www.aseeducation.org

MISSION OF THE COLLEGE: "Creating Opportunities for You!"

GUIDING PRINCIPLES
The guiding principles for the College represent the core beliefs of the institution, articulating the College's commitment to the service region which includes communities that support the financial well-being of the institution. These principles underscore the College's role in strengthening communities through strategic collaboration, individual academic success and diverse opportunities for degree attainment and workforce development. Luna recognizes that its success is inextricably tied to that of the communities it serves.

OUR GUIDING PRINCIPLES

- Promote academic preparation and achievement by researching and employing innovative practices that ensure student success.

- Commit to serving the communities of northeastern New Mexico through collaborative strategies that strengthen the local workforce, meet academic needs and promote life-long learning.
- Promote a learning community that values and celebrates differences
- Sustain an inclusive and collaborative culture that ensures effective opportunities for stakeholder input and contributions.
- Play a leadership role in economic and community development that honors and recognizes the culture and history of the region

EQUAL EDUCATIONAL OPPORTUNITY POLICY

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 of these laws may be directed to the Student Success Center Manager at 505.454.5355

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 LCC's Human Resource Director at 505.454.2003.

ACADEMIC YEAR

LCC operates on a two-semester system (16 weeks each) and one 8-week summer session. The academic calendar applies to instructional programs at all campuses.

COMMUNITY SERVICES

Luna Community College allows nonacademic use of the college's facilities for community functions such as meetings and conferences. Arrangements for the use of facilities may be made by contacting the Director of Facilities at 505.454.5305.

OVERVIEW OF STUDENT CODES AND POLICIES

DISCLOSURE

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

General information on these policies is located in this catalog. Specific policies, procedures, and notifications can be found at the Human Resource Office and/or the LCC Student Handbook.

STUDENT CONDUCT

Luna Community College students are expected to maintain high moral and 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 LCC 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 may justify disciplinary action, including administrative withdrawal or suspension.

ACADEMIC INTEGRITY

Students are responsible for achieving academic requirements to include course goals and objectives as prescribed by the faculty and for demonstrating achievement in an honest manner. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and academic community and are subject to disciplinary action:

Plagiarism which includes, but is not limited to:

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

Cheating which 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 information during an examination or obtaining an assignment from another individual and/or assisting others in cheating
- Alteration of grades on an examination, assignment, or records of an instructor or the college

ATTENDANCE AND STUDENT PERFORMANCE

Students are expected to regularly attend all classes for which they are registered. Valid reasons for missing classes do not relieve the student of making up the work missed or the responsibility of seeing the instructor about making up any missed work. Participating in chat sessions, lectures and/or postings to a discussion link may be considered attendance for online courses. **Specific class attendance requirements are determined by the instructor of the course.**

Students making satisfactory progress in their classes will be excused from classes when they are representing LCC during college-sponsored events (e.g., sponsored student-organization functions, educational field trips, baseball/softball games and conferences). Authorized absences do not relieve the student of his or her class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring faculty, staff coach or director.

When the number of absences hinders a student's progress in a course, the instructor may contact the Academic Director. The Academic Director and Instructor can make a recommendation for repeating, withdrawing or auditing the course. Additionally, a student may be removed from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been removed from a class shall have the right to appeal that decision through the Student Success Center and the Vice President of Instruction.

Only enrolled students for credit or for audit are permitted to attend classes. A student who has officially withdrawn from a course cannot continue to attend the course.

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. Assistance with academic appeals is available through the office of the Vice President of Instruction.

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 and 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.

SATISFACTORY ACADEMIC PROGRESS

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

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

SEXUAL HARASSMENT

Luna Community College does not tolerate any form of sexual harassment. For additional information, refer to the LCC Student Handbook.

SUBSTANCE ABUSE

Luna Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of employees, students, and the general public. For additional information, refer to the LCC Student Handbook.

RULES OF STUDENT CONDUCT AND PROHIBITED ACTIVITIES

Rules of student conduct and prohibited activities are defined in the LCC Student Handbook.

GRIEVANCES

Students wishing to pursue a grievance or a conflict are encouraged to resolve the issue with the affected staff or faculty member, when possible. If it becomes necessary, the student should contact the department director. If the issue remains unresolved, the student handbook provides other steps and procedures applicable to grievance complaints. Students may pick up a grievance form from the Student Success Center to document and track this process.

If the incident involves a sexual harassment complaint involving a student and an LCC employee, the incident must be reported to the Human Resources (HR) Director. If the sexual harassment involves a student to student complaint, it must be reported to the Student Success Center and may require intervention by the HR Director. The offender may be required to attend training regarding the issue which is coordinated by the HR Department.

EXTRA-CURRICULAR LEARNING ACTIVITIES

A basic premise held by the college is that permitting students to participate in extra-curricular learning activities shall serve to enhance and broaden educational experiences. Procedures are defined in the LCC Student Handbook.

OFFICIAL ADMINISTRATIVE DIRECTIVES

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

STUDENT CLUBS AND ORGANIZATIONS

LCC provides students with many opportunities to obtain valuable experiences and develop skills that enhance their personal and professional lives. Students who are part of an LCC 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 LCC. 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
- To represent the student body of LCC
- To represent LCC through word and deed which reflect well upon the college and the students

For more information contact the Student Government Office at 505.454.5354

CULINARY ARTS CLUB

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

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

PHI THETA KAPPA

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

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

General Beta Mu Nu chapter eligibility requirements include:

- Completion of at least 12 credit hours
- Classification as a degree or certificate seeking student
- Have a cumulative grade point average of at least a 3.500

For more information, contact the PTK advisor at 505.454.2558.

STUDENT DENTAL ASSOCIATION

The Student Dental Association (SDA) is an organization of students aimed to develop and build skills in teamwork and team unity among dental assistants.

The primary purpose of the SDA:
- To represent the Dental Assisting Program of Luna Community College.
- To encourage communication, cooperation and team organization among DA students, faculty, administration, board members and other campus organizations.

- To develop and build skills in team work and team unity among LCC DA students, faculty and staff.
- To develop Dental Assistants who are highly technical skilled, enhance responsibilities for working under the supervision of dentists with a wide range of tasks in the dental office, ranging from patient care to administrative duties.
- To promote education preservation and support the achievement of goals.
- To signify and uphold LCC and the Dental Assisting program through idiom and action that will ascertain excellent testimony for the college, the students and the Dental Assisting program.

For more information, contact the SDA advisor at 505-454-5382

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 PN and RN students each May prior to graduation. The organization also sets goals each year for fund raising events to support community health activities as well as sending officers and members to the national SNA convention.

For more information, contact the Nursing department at 505.454.2521.

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

LCC Chapters

Auto Technology: 505.454.2590
Auto Collision Repair: 505.454.2591
Welding: 505.454.2589
Building Technology: 505.454.2586
Culinary Arts: 505.454.5346
Cosmetology: 505.454.5345 or 505.454.2572

LCC CAR CLUB

To promote community and student events and raise funds for student scholarships.
- To recruit students to LCC
- To support student educational opportunities in the field of Automotive/Auto Collision Repair

For more information, contact LCC car club at 505.454.2591

KAPPA BETA DELTA

The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishments in the pursuit and completion of studies in Business.

- To encourage and reward academic excellence and accomplishment among students
- To encourage and promote professional and personal aspirations who are enrolled in business, management and administration

For more information, contact Kappa Beta Delta club at 505.454.5322

PSI BETA & PSYCHOLOGY

Psi Beta & Psychology is an organization to provide opportunities for students interested in psychology to enhance leadership opportunities and explore areas not addressed in the curriculum.

- To serve as means of national recognition of the student's early interest in and dedication to the field of psychology
- To provide a forum for developing ones perspective about psychology and for building a sense of community and identity with others in the field
- To benefit the campus and community through programs and services

For more information, contact Psi Beta & Psychology club at 505.454.2570

STEM CLUB

Stem Club is an organization to promote interest in STEM and encourage students to gain understanding of scientific programs. Through coordination of special events and programs we shall increase interest and knowledge of STEM. STEM Club will accomplish its mission through interaction with the educational and local communities.

For more information, contact STEM club at 505.454.2554 or 505.454.5371

INTERCOLLEGIATE ATHLETICS

Luna Community College is a member of the National Junior College Athletic Association (NJCAA). LCC is part of Region V and participates in Division II of the NJCAA. LCC competes in men's baseball and women's softball. Both men and women play against college teams from Arizona, Colorado, Kansas, New Mexico, Oklahoma, and Texas.

For more information, contact the Athletic Department at 505.454.5366.

ACADEMIC AND STUDENT SUPPORT SERVICES

Student Success Center
Telephone: 505.454.5355
E-mail: advising@luna.edu

Advisement

Advisement at LCC is a collaborative venture among the student, the Student Success Center, and the academic disciplines. Accurate and coordinated academic advisement is crucial to student progress and institutional planning.

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

Counseling

Counseling and guidance services are available to all students. Local community agencies that contain crisis intervention services as well as referral services partner or complement our 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 at the Student Success Center from an educational advisor.

Career Services

The Career Services Department offers a variety of services to students and alumni. Students are encouraged to make an appointment with a Career Services Counselor that can answer questions regarding job opportunities, assist in determining an academic program, and provide the necessary tools to prepare graduates to enter the workforce. Self-assessment tools are utilized to provide prospective students who are undecided and guide students along the path to a meaningful career. Resume writing, job interview skills, and additional strategies for success are provided through this department to prepare students and alumni for gainful employment post-graduation. For additional information contact Career Services at 505.454.5308.

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, LCC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. Services for students with disabilities include counseling, advisement, classroom accommodations, adaptive equipment, and liaison services between LCC and community agencies. Requests for such services may be made by contacting the Adaptive Education Specialist at 505.454.2541.

Educational Support Services

1. 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 LCC students is offered through our Academic Center for Excellence (ACE) Lab.

2. Through assessment and academic placement, LCC is committed to seeing that students who enroll in certificate or degree programs successfully achieve their career goals. Incoming students are required to take a placement assessment exam, which covers LCC proficiency requirements in reading, mathematics, and writing. Students who have taken the American College Test (ACT) and/or SAT may not be required to take the placement assessment exam. However, they will be required to satisfy prescribed institutional proficiencies. LCC does not administer the ACT and/or SAT.

A student who has taken the ACT/SAT must provide scores to the Student Success Center 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 LCC program of study. Based on the Placement Assessment Exam/ACT 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 LCC 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 the Area II - Mathematics course required for degrees offered at LCC. An appropriate Mathematics course would need to be completed. For example, if a student earns a score of 27 on the ACT and the student's program of study requires MATH116, the student would then have the option of completing MATH116, MATH180 or MATH190 to fulfill the Area II requirement for completion of their degree.

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

4. Early Alert is an intervention process 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 LCC's computer system. Students are able to update demographics at the Office of the Registrar.

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

The Learning Resource Center provides a variety of services and materials to enrich and support the instructional, research, recreational, and informational needs of students, faculty, staff, and community patrons. Collections include over 30,000 volumes and audiovisual materials, audiovisual equipment, over 150 print subscriptions, several on-line databases, eBooks, and eAudiobooks. Remote access to

the LRC's online catalog and full-text online databases are available to Luna Community College students and staff. The LRC's website is http://lrc.luna.edu.

The LRC is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

DISTANCE EDUCATION

LCC offers courses via distance education. These courses are delivered over the internet using the Blackboard Learning Management System. Students need access to a computer with Internet service and the appropriate browser version in order to access the course(s). Courses are transmitted "live" over the Internet and/or asynchronously using the Blackboard Learning Management System and Collaborate. The course syllabus describes the delivery mode used and expectations for attendance.

The Associate of Applied Science degree in Business Administration is fully online. All other LCC programs are designed for face-to-face instruction with options to take up to 49% of the program courses through distance education.

GUIDELINES FOR DISTANCE LEARNING EXAMINATIONS

When examinations are employed, LCC 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 LCC'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

PRESCHOOL
Telephone: 505.454.2535
E-mail: kids@luna.edu

The college offers childcare services for ages 2-5 years through the LCC Early Childhood Education Center Preschool for students, employees, and 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.

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

The mission of the LCC Bookstore is to meet the textbook needs of students. Supplies, as well as a variety of other items, are also available for purchase. The bookstore is open during regular college hours from 8 a.m. to 4 p.m. MST with extended hours during peak registration periods.

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

CAMPUS SECURITY
Telephone: 505.454.5334

The San Miguel County Sheriff's Office, the New Mexico State Police, and the college's security officers provide security and law enforcement. Patrol and dispatch services are provided with access through the emergency telephone number 911 or via a campus phone at ext. 1108. Satellite and off-site locations should contact their local law enforcement authorities. The campus is closed and secured during holidays, weekends when classes are not in session, and Monday through Friday from 10 p.m. to 6 a.m.
Students or visitors witnessing any crime, suspicious activity or anyone on campus in need of emergency assistance are asked to report their observations to the security office located within the Humanities Building.

TRANSPORTATION

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

HEALTH INSURANCE

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

HOUSING

It is the responsibility of students to obtain their own housing while attending the college. LCC does not have residence halls. However, the Student Success Center will assist students by providing contacts to obtain housing.

STUDENT E-MAIL

Every student enrolled in at least one regular course receives a student email account from LCC's IT Services Department. This email account provides students a consistent means of communication. Students are required to use their LCC student email account when corresponding via email with their instructors, LCC Advisors, Academic Departments and other auxiliary service offices throughout the LCC campuses. The LCC email system is defined as the official form of written communication between the LCC students and all LCC departments and offices. The college also assigns students email accounts to all full time staff, full time and adjunct faculty. Officials employed by the college at all levels are required to use the LCC email system as one means of formal official communication.

DECEASED STUDENTS – RECORDS

Policy Statement
In the event that notice is received that a LCC student or former student has passed away the following notification procedures are in place to ensure that all appropriate LCC departments and designated officials have been contacted. This policy is 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 (LCC) maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

In general, the Office of the Registrar on behalf of the College, will not release education records but may do so under the following conditions:
- The Office of the Registrar will release such records if the College receives a valid subpoena requesting such records.
- The Office of the Registrar may choose to release such records with the written authorization of the executor of the deceased student's estate or next of kin, if an executor has not been appointed. Such individual(s) would need to provide proof of the student's death (i.e. death certificate or obituary notice).

Process
Following the notification of a student's death, there are numerous actions which must be completed by LCC departments and designated officials. This process describes the notification protocol. For this process, the Office of the Registrar will be the primary contact.

Designated Department or Office
- Obtain a copy of death certificate or obituary for date of death verification. Notification/proof can be from a newspaper obituary, police report, and/or memorial card. If possible, the Office of the Registrar will confirm the death without causing undue distress to the family.

- Upon receipt of documentation, the Office of the Registrar will process the documentation as outlined and will forward proof of death to the appropriate departments.

For more information regarding this process, contact the Office of the Registrar at 505-454-2548

GETTING STARTED: APPLYING FOR ADMISSION

OFFICE OF RECRUITMENT AND ADMISSIONS
Telephone: 505.454.5312
E-mail: admissions@luna.edu

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.

ADMISSION STATUS

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

REGULAR ADMISSION

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

- Complete an LCC Application for Admission
- Submit an official high school transcript indicating a graduation date from an accredited institution or HiSET/GED test results

Submission of a Certificate of Completion or a Certificate of Attendance from a high school is not a diploma and will cause a student to be classified as Non-Degree until a HiSET/GED is earned. Transcripts become the property of LCC and will not be returned to the student either as originals or as photo copies. Faxes or photocopies of transcripts will not be accepted.

Note: It is the student's responsibility to request all necessary transcripts. Transcripts 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. If regular admission requirements are not met by the end of the first semester, a hold will be placed on the students record and the student will not be permitted to register for a subsequent term until regular admission has been established.

SPECIAL ADMISSION REQUIREMENTS

There are two programs at LCC that have special admissions requirements:

●Dental Assistant

●Nursing

Incoming students interested in the nursing and dental assistant programs will be coded as Allied Health Certificate as their major. The Nursing and Dental Assistant programs have limited enrollment. Completion of the admission requirements for these specific programs does not guarantee acceptance into the program. Specific information regarding the application procedure for these programs may be obtained from their respective departments. **Admission to LCC does not guarantee or imply admission to the Nursing or Dental Assisting programs.**

NON-CERTIFICATE AND NON-DEGREE ADMISSION

Non-certificate/non-degree status is available for those who do not wish to pursue a certificate or degree. No high school or college transcripts are required and a certificate or degree cannot be earned under this admission status. Admission classification can be changed by fulfilling the requirements for regular admission and by completing a Program Declaration/Change of Major form. Students admitted in non-certificate/non-degree status are ineligible for financial assistance and veteran's benefits.

TRANSFER ADMISSION

Applicants to LCC 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 Office of the Registrar.

INTERNATIONAL ADMISSION

LCC does not issue I-20's for international students to attend college in the United States. LCC is not a SEVIS approved institution An individual in the United States on an approved visa or other status may be eligible to attend LCC. For more information, please contact the Office Recruitment and Admissions at 505.454.5312.

Students who have foreign high school transcripts must have their transcripts evaluated by NACES, which will determine if the transcript is equivalent to regional accredited institution standards. This has to be done prior to submitting transcripts to the Office of Recruitment and Admissions. The student is responsible for contacting NACES and any fee incurred by utilizing their services.

HIGH SCHOOL CONCURRENT ENROLLMENT/DUAL-CREDIT ADMISSION

The Concurrent Enrollment/Dual-Credit program provides an extraordinary opportunity for students to take academic or vocational college courses while in high school. Concurrent enrollment refers to enrollment of high school students in courses at the post-secondary level that are not designated as

dual-credit and may include remedial or developmental courses. Dual-credit refers to enrollment of high school students in college-level courses offered by a post-secondary institution that may be academic or career technical, and simultaneously allows high school students to earn credit towards high school graduation and a post-secondary degree or certificate.

Concurrent Enrollment/Dual-Credit Admission requirements

General application requirements include but are not limited to:

- Completion of a Concurrent Enrollment/Dual-Credit Application for Admission
- Approval of the Student's parent/guardian and high school designee
- Must be classified as a high school second semester Freshman, Sophomore, Junior or Senior
- Must submit an official high school transcript and have a documented cumulative high school grade point average of at least a 2.00
- Must take the LCC placement assessment exam, ACT or SAT

For further information regarding complete admission requirements, policies, approved courses, etc., contact LCC's Concurrent Enrollment/Dual-Credit Office at 505.454.5308 or via e-mail at dualcredit@luna.edu

Note: Luna Community College credits may not apply toward high school credits. Contact the high school counselor for more information.

ADMISSION APPELLATE PROCESS

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

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

2. If the director denies the appeal, the student may submit a petition to the Admission's Committee. The committee is made up of the Director of Admissions, Vice President of Instruction, Registrar, and Academic Program Director.

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

Summary of Regulations for New Mexico Residency for 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 the Office of Recruitment and Admissions. The form should be completed in detail and returned to the Office of Recruitment and Admissions, along with a copy of his/her parents' or guardian's 1040 or 1040A U.S. income tax form, if the student is under the age of

23. A change in residency classification is never automatic, and it is always the student's responsibility to initiate the petition.

While the requirements for residency must be completed before the first day of classes or by LCC's census date. If different, the deadline for any petition for resident tuition classification applicable to a current semester is 15 calendar days after the first day of classes (i.e., the date the semester officially begins). A petition received after that date will not be considered. Another petition must be filed for any subsequent term. 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 the following requirements individually:

- The 12-month Consecutive Presence Requirement
- The Financial Independence Requirement
- The Written Declaration of "Intent" to relinquish residency in any other state Requirement
- The Overt Acts Requirement

A brochure fully detailing residency requirements and restrictions is available at the Office of Recruitment and Admissions and from the New Mexico Higher Education department's Web page at www.hed.state.nm.us

APPELLATE PROCESS FOR RESIDENCY

If a student's petition for residency is denied, the student may amend his/her petition with additional information in support of his/her cause. Amended petitions are reviewed by the same standards as original petitions. If the amended petition is denied, the student may appeal to the Residency Appeals Committee. The committee consists of the Director of Admissions, Registrar, Fiscal Office representative, and the Vice President of Instruction.

Resident/In-District

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

Resident/Out-of District

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

Non-Resident/Out-of-State

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

In-District Residency for Tuition Purposes

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

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

PARTICIPATING SCHOOL DISTRICTS

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

REGISTRATION AND
GENERAL ACADEMIC POLICIES

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

STUDENT RIGHT-TO-KNOW
In compliance with the Student Right-To-Know Act of 1990, LCC publishes online a yearly Campus Report https://luna.edu/policies-procedures.

SOCIAL SECURITY NUMBER

Luna Community College uses the individual student's social security number for record-keeping purposes only. In addition, under the federal 1997 Tax Relief Act, LCC is required to obtain the social security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. 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 LCC'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 online, at the Las Vegas main campus, and our satellites in Santa Rosa and Springer and Mora site. Students may also request an address or phone number change on a registration card. Changes that are submitted or requested by telephone will not be accepted.

CHANGE OF NAME

Students needing to process a change of name for their academic records must provide appropriate documentation to the Office of the Registrar. The 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

No other type of documentation will be accepted. Change of Student Information forms are available online, at the Las Vegas main campus and our satellites in Santa Rosa and Springer and the Mora site. Changes can be submitted via email with all the above documents to registrar@luna.edu. Changes requested by telephone will not be accepted.

COURSE OVERLOAD

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. Students on academic probation will not be allowed to take an overload of credits. The maximum number of credit hours a student may enroll in shall be 21 credit hours in a regular fall or spring semester or no more than 12 credit hours in a summer session. Overload Permission forms are available at the Office of the Registrar. Students wishing to take an overload must have the form approved by their advisor, Academic Director, and VP of Instruction.

STUDENT CLASSIFICATIONS AND COURSE LOADS

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

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

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

- Three-Quarter-time - A student enrolled 9-11 credit hours during a fall or spring semester or 4-5 credit hours during a summer session

- Half-time - A student enrolled 6-8 credit hours during a fall or spring semester or 3 credit hours during a summer session

- Less than Half-time - A student enrolled fewer than 6 credit hours during a fall or spring semester or fewer than 3 credit hours during a summer session

Note: Student classifications as outlined above differ for financial aid purposes during the summer session.

DEFINITION OF A CREDIT HOUR

LCC 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 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, most other 100-199 are freshman-level and 200-299 are sophomore-level. Students enrolling in courses numbered 200-299 are expected to have some knowledge in the subject area and in most cases must meet certain lower level prerequisites.

Luna Community College began the transition to a four letter, four digit (i.e. ENGL 1101) NM Common Core Course Number effective Fall 2019, in compliance with 5.55.5 NMAC. This transition will not affect all course numbers at once.

ADVANCED PLACEMENT AND
COLLEGE-LEVEL EXAMINATION PROGRAM

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

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

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

Advanced Placement Program Credit Table

AP EXAM	SCORE	COURSE EQUIVALENT
Art		
Art History	3	History of Art I
Art History	4, 5	History of Art I & History of Art II
Studio Art: 2-D Design Portfolio	3	Drawing I or Design I
Studio Art: 2-D Design Portfolio	4,5	Drawing I **OR** Design I **AND** Drawing II
Studio Art: 3-D Design Portfolio	3	Drawing I or Design I
Studio Art: 3-D Design Portfolio	4, 5	Drawing I **OR** Design I **AND** Drawing II
Studio Art: Drawing Portfolio	3, 4, 5	Drawing I **OR** Design I

Biology *Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with the class for the credit given.		
Biology	3	Bio for Health Sciences and Lab* **OR** Natural History of Life and Lab* **OR** General Bio and Lab*
Biology	4	Cellular and Molecular Bio and Lab*
Biology	5	Cellular and Molecular Bio and Lab*

Chemistry *Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with the class for the credit given.		
Chemistry	3	Chemistry in Our Community and Lab*
Chemistry	4	Gen Chem I for STEM Majors and Lab*
Chemistry	5	Gen Chem I for STEM Majors and Lab* **AND** Gen Chem II for STEM Majors and Lab*

Computer Science		
Computer Science A	3	Computer Science I
Computer Science A	4, 5	Object Oriented Programming
Computer Science Principles	3, 4, 5	Algorithms and Data Structures

Advanced Placement Program Credit Table

Economics		
Macroeconomics	3, 4, 5	Macroeconomics
Microeconomics	3, 4, 5	Microeconomics

English		
English Language and Composition	3,4, 5	Comp 1
English Literature and Composition	3, 4, 5	Intro to Literature

Environmental Science		
Environmental Science	3, 4, 5	Environmental Science I **OR** Forestry

Geography		
Human Geography	3, 4, 5	People and Place

History		
European History	3	Western Civ I
	4, 5	Western Civ I **AND** Western Civ II
United States History	3	US Hist I
	4, 5	US Hist I **AND** US Hist II
World History	3	World Hist I
	4, 5	World Hist I AND World Hist II

Advanced Placement Program Credit Table

Languages		
Option: Score 4 or higher may fulfill language requirement for language not taught at HEI		
Chinese Language & Culture	3	1st Semester Intensive Mandarin Chinese
	4	1st Semester Intensive Mandarin Chinese **AND** 2nd Semester Intensive Chinese
	5	1st Semester Intensive Mandarin Chinese, 2nd Semester Intensive Chinese **AND** 3rd Semester Mandarin Chinese
French Language & Culture	3	French I
	4	French I **AND** French II
	5	French I, French II, **AND** French III
German Language & Culture	3	German I
	4	German I **AND** German II
	5	German I, German II, **AND** German III
Italian Language & Culture	3	Italian I
	4	Italian I **AND** Italian II
	5	Italian I, Italian II, **AND** Italian III
Japanese Language & Culture	3	Japanese I
	4	Japanese I **AND** Japanese II
	5	Japanese I, Japanese II, **AND** Japanese III
Latin	3	Latin I
	4	Latin I **AND** Latin II
	5	Latin I, Latin II, **AND** Latin III
Spanish Language & Culture	3	Spanish I
	4	Spanish I **AND** Spanish II
	5	Spanish I, Spanish II, **AND** Spanish III

Math		
***Calc I only if Calc AB subscore of a 4** **^Calc II credit upon successful completion of Calc III**		
Calculus AB	3	Pre – Calc
	4, 5	Calc I
Calculus BC	3	Calc I*
	4	Calc I and Calc II^
	5	Calc I **AND** Calc II
Statistics	3, 4, 5	Intro to Statistics

Advanced Placement Program Credit Table

Music *Please note for Music Theory to please contact individual institutions (listed or unlisted) for appropriate AP credit and placement.			
Music Theory	CCC	3,4,5	Fundamentals of Music I **3 credits**
Music Theory	ENMU Main	3,	Music Theory I **3 Credits**
		4, 5	Music Theory I **6 credits** & Music Theory II
Music Theory	ENMU Portales	3,	Music Theory I **3 Credits**
		4, 5	Music Theory I **6 credits** & Music Theory II
Music Theory	NMHU	3,	Music Theory I **3 Credits**
		4, 5	Music Theory I **6 credits** & Music Theory II
Music Theory	NMSU and Branches	3,4,5	Fundamentals of Music **3 credits**
Music Theory	NMT	3,4,5	Comprehensive Musicianship I **3 credit hours**
Music Theory	SJC	3,4	Major Ensemble Choral **3 Credits**
		5	Major Ensemble Choral & Major Ensemble Band **6 Credits**
Music Theory	UNM and Branches	3, 4,	Music Theory I/ Music Theory I Lab **4 Credits**
		5	Music Theory I/ Music Theory I Lab **8 credits** & Music Theory II/ Music Theory II Lab
Music Theory	WNMU	N/A	Reviewed and approved by WNMU faculty

Advanced Placement Program Credit Table

Physics		
*Lab credit only if AP course had a lab. If no lab, student will need to take the lab associated with the class for the credit given.		
Physics 1	3, 4, 5	Algebra Based Physics I and Lab*
Physics 2	3, 4, 5	Algebra Based Physics II and Lab*
Physics C: Electricity and Magnetism	3, 4, 5	Calc Based Physics II and Lab*
Physics C: Mechanics	3, 4, 5	Calc Based Physics I and Lab*

Political Science		
Comparative Government and Politics	3, 4, 5	Comparative Politics (100 Level)
United States Government and Politics	3, 4, 5	American National Government

Psychology		
Psychology	3, 4, 5	Intro to Psychology

College-Level Examination Program Credit Table

Subject	Minimum Score	Equivalent LCC Course(s) and Credits Granted
Accounting - Financial	55	ACCT200 for 4 credits
American Government	55	POLS151 for 3 credits
Biology	55	BIO110 and BIO111 for 8 credits
Calculus	60	MATH195 for 4 credits
Chemistry	55	CHEM111 and CHEM112 for 8 credits
College Algebra	55	MATH180 for 4 credits
English Composition with Essay	55	ENG111 for 3 credits
English Composition with Essay	**65**	ENG115 for 3 credits
Freshman College Comp. with Essay	55	ENG111 for 3 credits
Human Growth and Development	65	PSYC242 for 3 credits
Information Sys & Computer Applications	55	CSA150 for 3 credits
Macroeconomics - Principles of	55	ECON208 for 3 credits
Management - Principles of	55	MGMT207 for 3 credits
Marketing - Principles of	55	MKT201 for 3 credits
Microeconomics - Principles of	55	ECON209 for 3 credits
Pre-Calculus	60	MATH 180 and MATH190 for 8 credits
Psychology-Introductory	55	PSYC101 for 3 credits
Spanish Language - Level 1	55	SPAN101 and SPAN102 for 6 credits
Sociology-Introductory	55	SOC101 for 3 credits
U.S. History I	55	HIST161 for 3 credits

U.S. History II	55	HIST162 for 3 credits
Western Civilization I	55	HIST101 for 3 credits
Western Civilization II	55	HIST102 for 3 credits

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

TRANSFER OF CREDIT

LCC accepts transfer of academic credits earned from institutions of higher learning whose accreditation is from a regional, national faith-based, or national career-related accrediting organization recognized by the Council for Higher Education Accreditation. Both general education core and program/major specific courses are eligible for transfer. Proficiency courses are eligible for transfer at the discretion of the college. The Office of Recruitment and Admissions evaluates courses and determines transfer eligibility of general education core courses and some non-general education courses only. 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 LCC 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 Office of Recruitment and Admissions. LCC 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 from the Office of Recruitment and Admissions, 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. Transcripts received on behalf of a current or prospective student who is not admitted to the college as a regular student with a specific major within 180 days of receipt of the transcript will not be evaluated and will be destroyed.

Transcripts from other institutions sent to LCC for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for or 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 Office of the Registrar. 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 in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days the Vice President of Instruction will convene the Transfer of Credit Appeal Committee to review all applicable materials and policies to render a decision. The committee's decision at the institutional level becomes final upon a majority vote and the student will be notified in writing. The Transfer of Credit Appeal Committee shall consist of the Vice President of Instruction, Registrar, Student Success Center Director, and respective Academic Director.

A student not satisfied with the committees 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. A student may make further appeal by contacting:

New Mexico Higher Education Department
Deputy Secretary for Academic Affairs
2048 Galisteo Street
Santa Fe, New Mexico 87505-2100
505.476.8400

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

ADDITIONAL OPTIONS FOR CREDIT OR WAIVER OF CREDIT

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

Courses at Military Schools

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

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

Specialized Training

LCC recognizes that students gain college level knowledge and skills through specialized training experiences outside the classroom of a college, university, or other academic setting. LCC's Specialized Training Program provides the opportunity for a waiver of certain program requirements for learning students have acquired outside of college. No more than a combined maximum of 15 credit

hours may be waived. Currently, through proper documentation, LCC is waiving some credits for students who have successfully completed selected training with the following agencies:

- New Mexico Corrections Department
- New Mexico Department of Public Safety
- New Mexico National Guard
- New Mexico Public Regulation Commission - Firefighters Training Academy

It is important to note that credits are not waived solely for completion of training with one of the above agencies. Students must be actively enrolled in and graduate from specific LCC programs to qualify for any waiver. Additionally, the official posting of waivers to a student's academic record will take place upon graduation from LCC.

Other forms of specialized training may be approved upon review by the Vice President of Instruction.

PREREQUISITES AND COREQUISITES

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. Students may not be allowed to enroll in a particular course or may be administratively disenrolled if perquisite or co-requisite courses are not met.

A prerequisite is a course or requirement that must be successfully completed before a student may enroll in a specific course. Prerequisites are determined on necessary skills or competencies for a student to be successful in the next level course. All prerequisite courses must be completed with a grade "C" or better. A student with a posted final grade of AU, D, F, I, NR, U or W may not enroll in any class for which the former is a prerequisite. A recommended prerequisite is a course that is strongly suggested for successful completion of the course, but is not required.

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 the course is taught. If the overridden course is a graduation requirement, the student must complete the course to meet all graduation requirements. Overrides of pre/co-requisites will not be granted for General Education Core Curriculum courses, mathematics courses and/or sequenced courses.

Many general education and entry-level courses have prerequisites of English, mathematics, or reading. Students who have completed prerequisite courses at another post-secondary institution will be required to provide proof through transcripts or assessment exam scores.

A co-requisite is a course that is either recommended or required to be taken in combination with another course.

How to meet a Course Prerequisite

- Take the placement exam and test out of the prerequisite course with a qualifying score
- Submit official ACT or SAT results to the Office of Recruitment and Admissions and test out of the prerequisite course with a qualifying score

- Successfully complete the required prerequisite course with a grade of "C" or higher. A grade of S,CR or WV is also acceptable
- Successfully complete the required prerequisite course at another post-secondary institution with a grade of "C" or higher
- Successfully challenge the prerequisite course via LCC's Credit by Examination policy.

Based on exceptional circumstances and the review of the individual student situations, the Vice President of Instruction may waive certain proficiency courses. Waiver of prerequisites will not be considered for sequenced courses.

Override of Pre/Co-requisites

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 the course is taught. If the overridden course is a graduation requirement, the student must complete the course to meet all graduation requirements. Overrides of pre/co-requisites will not be granted for General Education Core Curriculum courses, mathematics courses and/or sequenced courses.

REGISTRATION PROCEDURES

Online registration and course offerings are accessible through our website at www.luna.edu. Schedules are normally released at least two weeks prior to the first day of registration for that specific term. Starting and ending dates, meeting times and locations, registration dates and instructions, payment information, and other pertinent student policies are listed in the semester Policies and Procedures.

Note: All high school students must begin the registration process with LCC's Concurrent Enrollment/Dual-Credit Office.

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

Admission and registration steps for new students are as follows:
A. Complete an Application for Admission and submit to one of the following locations:

- LCC Main Campus Office of Recruitment and Admissions, 366 Luna Drive, Las Vegas, NM, 87701

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

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

- Mora Site, PO Box 397, Mora, NM 87747

Note: Students may also apply online at http://www.luna.edu under the Apply to LCC tab

B. Advisement session with an LCC Educational Advisor/Counselor

The session includes information regarding:

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

C. Complete the assessment and academic placement process

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

- Provide ACT or SAT scores
- Take the LCC placement assessment
- Register for proficiency courses and satisfy appropriate prerequisites

For more information regarding proficiency requirements, please refer to the Assessment and Academic Placement section on page 17 of this catalog. This does not apply to community and continuing education courses.

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

This session will be held at the Student Success Center or a Satellite location and will include:

- A review of the placement assessment, ACT or SAT scores to determine appropriate course placement
- An informal review of prior postsecondary coursework completed to determine academic status and prerequisites
- Completion of a course registration card

E. Submit registration card to the Office of the Registrar

Once the Office of the Registrar enters and confirms the student's registration, the student must proceed to the Fiscal Office to obtain his/her printed schedule and make financial arrangements. Students not making financial arrangements are subject to disenrollment, risk losing their courses, and may not be allowed to re-register. Online registration is available through our website at www.luna.edu.

F. Payment of tuition/fees

Tuition and fees will be assessed and posted to the student's account at the time of registration. Tuition charges based on a student's residency status will be assessed for all courses. To complete the registration process, students must make payment arrangements with the Fiscal Office. If tuition/fees are to be paid directly by a support agency, written payment authorization from that agency is required for completion of the enrollment process.

G. Official enrollment

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

H. Student Identification Card

Upon official enrollment, students are eligible to receive a student identification card. Student ID's are issued by the Fiscal Office and are free for the first ID; subsequent ID's are subject to a replacement fee.

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. New freshman to LCC and High School students are not eligible to enroll online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All courses added, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. Students who are unable to complete the process in person or online. If the student adds courses in person, the Office of the Registrar will provide, upon request, a signed copy receipt for any courses added using the Schedule Change form. Students shall always 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 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 withdrawal online. High school students must complete the Schedule Change form with LCC's Concurrent Enrollment/Dual-Credit Office. All drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar or online by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may request a drop with the Office of the Registrar at registrar@luna.edu from their LCC student email accounts. Students who wish to request a drop or withdrawal via their LCC email must include the following information in the request:

- Full name
- LCC 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 LCC Office of the Registrar to process the request via their LCC student email

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

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.

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. High school students must complete the Complete Withdrawal form with LCC's Concurrent Enrollment/Dual-Credit Office. All complete drops/withdrawals, whether paper or electronic, must be processed by the LCC Office of the Registrar by the published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal. In general, courses that are processed as a drop do not appear on the student's transcript whereas courses that are processed as a withdrawal will appear on the student's transcript as a "W". Students who are unable to complete the process in person or online, may request a drop with the Office of the Registrar at registrar@luna.edu from their LCC student email accounts. Students who wish to request a complete withdrawal via their LCC email must include the following information in the request:

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

Students are encouraged to discuss any intention to drop or withdraw from classes with their academic advisor. 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 Office of the Registrar for processing prior to the last day of the semester.

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 Office of the Registrar at the Las Vegas Main Campus, Santa Rosa Satellite, Springer Satellite or the Mora Site.

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 policies. Petitions for retroactive activity may be obtained through the Office of the Registrar. Petitions are reviewed by the Vice President of Instruction/Financial Aid Office/Fiscal Office and/or Academic Director subcommittee who will make a final determination.

Retroactive Add
- A Retroactive Add Petition must be completed and filed within one year of enrolling in the course
- Attach all documentation that validates your request for retroactive add (i.e. medical documentation, etc.)
- Instructor of record must report final grades to the Office of the Registrar in the event of an approved retroactive add
- The student is responsible for full payment (tuition and fees) for courses approved by the retroactive add. See the LCC Fiscal Office to make financial arrangements if needed
- Written notification, stating the outcome, financial and/or academic implications will be mailed (USPS) to the student

Retroactive Drop
- A Retroactive Drop Petition must be completed and filed within one year of enrolling in the course
- Attach all documentation that validates your request for retroactive add (i.e. medical documentation, etc.)
- Students who charge books to their LCC student account are required to return book(s) to the LCC Bookstore or charges will remain on the student account
- Written notification, stating the outcome, financial and/or academic implications will be mailed (USPS) to the student

Retroactive Withdrawal
- A Retroactive Withdrawal Petition must be completed and filed within one year of enrolling in the course
- Attach all documentation that validates your request for retroactive add (i.e. medical documentation, etc.)
- Students who charge books to their LCC student account are required to return book(s) to the LCC Bookstore or charges will remain on the student account
- All approved petitions for retroactive withdrawals will be subject to the Fiscal Office refund schedule/policy
- Written notification, stating the outcome, financial and/or academic implications will be mailed (USPS) to the student

CLOSED COURSES

If a course is closed due to reaching the maximum number of allowable students, the instructor of the course may approve a course overfill. Students will need to present to the instructor of the course Permission Form. Students commonly refer to this process as "blue-carding" into a class. Allowing a student to blue-card into a class is at the discretion of the instructor and is normally dependent upon classroom size and equipment. The student must have the blue-card signed by the instructor and academic director. Approval to blue-card into a class does not extend registration deadlines. Permission Forms are available at the Office of the Registrar and online at www.luna.edu.

INSTRUCTOR APPROVAL

Instructor approval is required to register for some courses listed in the schedule of classes. Students must obtain approval from the instructor teaching the specific course and must present the approval form to the Office of the Registrar at the time of registration. Instructor Approval forms are available at the Office of the Registrar.

ADVISOR APPROVAL

Advisor approval is required to register for all online courses listed in the schedule of classes. These course restrictions are designated in the schedule of classes. Students must obtain approval from their Academic Advisor to enroll for any online courses and must present the approval form to the Office of the Registrar at the time of registration. Permission forms are available at the Office of the Registrar.

Advisor approval is also required for all first time freshman to LCC during all points of add/drop and withdrawal. The approval can be obtained from the Student Success Center or from the program advisor in the major declared.

AUDITING A COURSE

With the exception of high school students enrolled in courses through the Dual Credit/Concurrent Enrollment program, a 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 Office of the Registrar by the established deadline outlined 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." Students officially admitted to the Nursing program and auditing NRSG prefixed courses must follow the audit policy as defined in the Nursing Student Handbook. Course Audit Request forms are available at the Office of the Registrar and online at www.luna.edu. Students who audit a course may have some implications if they are receiving Financial Aid/Title IV funding.

CREDIT BY EXAMINATION

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

1. The student must be enrolled for a minimum of three (3) credit hours at LCC during the semester they are requesting to challenge a course. **If a student is enrolled for only one (1) course, it cannot be the course being challenged.**

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

3. The student must obtain a Credit by Examination form from the Office of the Registrar. The form will require the student to obtain approval from the Vice President of Instruction and the respective academic director from the department offering the course to be challenged. The academic director and Vice President of Instruction will determine if the course may be challenged, if a challenge exam has been developed, and schedule an exam date.

4. A course challenge fee is assessed for each course challenged. The fee is the regular tuition charge for the specific course based on the student's residency. The fee is separate from registration and lab fees and is non-refundable except as noted in item #6 below.

5. Students currently enrolled in classes successfully challenged will be administratively disenrolled from the challenged course upon submittal of a thoroughly executed Credit by Examination form to the Office of the Registrar. Disenrollment of the challenged course may affect the overall assessed charges as well as the official enrollment status of the student.

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

7. If a student successfully completes the examination with a grade of "C" or higher, the credit earned will be posted to the student's academic transcript with the designation "Credit by Examination." If the course is not successfully challenged, no entry will be made on the academic transcript. Although a successfully challenged course appears on the student's academic transcript, it may not transfer to another post-secondary institution.

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

9. The maximum number of credit hours that may be earned by course challenge examinations is limited to 7.

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

11. A student may challenge a course up to the end of the 8th week during the Fall or Spring semester and up to the end of the 4th week during the summer session. All documentation, whether the exam is successfully passed or not, must be submitted by the academic department to the Office of the Registrar within five working days of the student taking a challenge exam.

12. Clinical, practicum, internship and proficiency courses may not be challenged via the process outlined above. Students wishing to challenge a proficiency course should contact the Student Success Center.

DIRECTED STUDY COURSES

Directed study courses are offered to students when course scheduling conflicts arise at the academic department level or when a required course is not available for a graduating student. Directed study courses are designed to be a course offering option for students to maintain progress in program 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. The 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 via a Directed Study Course Registration form. The form will carry the necessary approvals and will be filed with the student's records in the Office of the Registrar. Directed study courses are offered as variable credit depending on the title and credit hour value of the course.

The following requirements apply to directed study courses:

1. Directed Study cannot be used as an option to establish credit for a course in which a D, F, I, U or W grade has previously been earned.

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

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

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

5. No more than four (4) credit hours of directed study may be taken per term unless approved by the Vice President of Instruction.

6. 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.

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

EDUCATIONAL BENEFITS FOR VETERANS AND DEPENDENTS

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

VA Benefits are categorized based on the Chapter of the Veteran. Benefits are for the actual Veteran, dependent of the Veteran, Active duty and Reserves. Students must certify with the Office of the Registrar each semester to utilize and be certified for VA Benefits.

School Certifying Officials (SCO) will certify VA students every Semester. Certification is determined upon completion and submission of paperwork by the student. Benefits may include payment for tuition, fees, books and supplies, monthly housing expenses, as well as health insurance. For further information visit www.va.gov.

VA Certification Process:

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

Students do not need to submit a COE each term, unless students' 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) http://www.fasfa.ed.gov. LCC school code is **#009962.**
- **Each term** the enrollment and tuition information for each eligible enrolled student is reported to the VA after the certifying official receives the Veterans Request for Certification form and all supporting documents for the terms certification.
- Enrollment certifications can only be submitted for the term in which the student is or was enrolled at LCC. LCC cannot certify a student or report on the VA Once website if credits were taken 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 and debt incurred by the student from the VA.
- 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 attendance certification is reported, the VA will then review and process the claim and disburse the student's benefits accordingly.

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 for 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.

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. LCC uses the following grading system:

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

Note: **A grade of "D" is accepted in some general education requirements for certificates and associate degrees. This does not apply to prerequisite and proficiency courses. The Nursing Department adheres to a different grading scale than what is 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 LCC 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" must never be submitted by faculty to avoid assigning a D, F or U grade if the student's academic performance fails to meet course objectives/competencies

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

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

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

- The instructor will set a terminal date for completion of the "I" **not to exceed the end of the 6th week of the subsequent term**

- An "I" not changed by the instructor with the Office of the Registrar within one week of the terminal date, 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 Office of the Registrar 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 policy.

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.

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 policy 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.

FINAL/MID-TERM GRADE REPORTS AND GPA'S

At the end of each term students are able to view and print grades online by accessing LCC'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. Computer labs are available at the main campus, satellites and Mora site 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 Office of the Registrar. Mid-term grades are not issued during the summer session.

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

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

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

CHANGE/CHALLENGE OF GRADE

The instructor of a course has the responsibility for any grade reported for official posting to a student's academic transcript. Once a grade has been reported to the Office of the Registrar, the instructor may change it with appropriate justification within 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 Office of the Registrar must first communicate any concern he/she may have about the grade to the instructor of the class. An instructor agreeing to a student challenge must submit the change of grade to the Office of the Registrar within the time frame above.

If the issue is not resolved with the instructor, the student may formally appeal a final grade to the 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 Office of the Registrar.

SCHEDULED CLASS MEETINGS

Every effort will be made not to change scheduled courses. In the event of a change to scheduled courses, all students enrolled in the class must agree to any changes in class days and times. The Vice President of Instruction must approve any proposed changes and all appropriate paperwork must be filed with the Office of the Registrar.

CANCELLATION OF COURSES

Scheduled courses may be necessary to cancel due to low enrollment or the unavailability of an instructor to teach the course. LCC'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 LCC's website under the Course Schedule link.

FINAL EXAMINATIONS

The schedule of final examinations is available each term and is published in the schedule of classes Policies and Procedures 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 must approve, in advance, any changes to the scheduled time or day for a final examination.

STUDENT ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation at the end of a term when their semester grade point average (GPA) falls below 2.0. If a student earns a GPA below 2.0 for two consecutive academic semesters, he/she is placed on academic suspension for one semester. Students are notified of their academic status online via the final grade report. After one semester, students are allowed to return

and resume taking classes. Students who wish to appeal suspension must meet with their advisor and respective academic director and submit a petition to the Academic Appeals Committee. Students will be notified of the committee's decision within 3 working days. The Academic Appeals Committee shall consist of the Vice President of Instruction, Registrar, Student Success Center Director and respective Academic Director. The petition can be obtained by contacting the Office of the Registrar.

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

ACADEMIC HONORS - SEMESTER

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

Degree Audit

Degree Audit, is an online advisement tool intended to aid students in assessing their academic progress towards completion of a specific certificate or degree offered at LCC. Degree Audit provides students a general overview of requirements taken and those that are unmet but does not take into account all remaining credits as well as all academic, course, credit hour, and graduation requirements specifically detailed in LCC's published catalogs. Requirements detailed in LCC's published catalogs take precedence over Degree Audit and any variance between the two should be addressed with the Office of the Registrar. Faculty and academic advisors also utilize Degree Audit during advisement meetings with advisees. Students are able to print a Degree Audit by logging on to LCC's website at http://www.luna.edu and selecting the LCC Degree Audit link.

ACADEMIC PLANS

Academic plans for each of the certificate and associate degree programs currently offered begin on page 68. Please note however, that not all programs may be listed, as new program development is ongoing. All new students receive initial academic advisement by the Student Success Center. The Student Success Center will assign new students a faculty advisor based on their academic major once initial academic advisement is complete. The student's faculty advisor will then coordinate an educational plan outlining course requirements and will monitor student progress to ensure successful program completion.

CATALOG OF RECORD

LCC's Application for Degree requires a student to specify the catalog year under which he or she is requesting to graduate. The catalog in effect upon the student's term of matriculation (first term in the declared major at LCC) is the student's catalog of record. A student may graduate under their catalog of record as long as all graduation requirements specific to any program are completed within four (4) years of their term of matriculation. Students not graduating within four (4) years of their term of matriculation will be required to graduate and meet all requirements of the catalog that is in effect during their term of graduation. The catalog of record and the four (4) year requirement applies to the initial

and all subsequent majors declared by the student. A student does not officially graduate until all certificate or degree requirements are met and conferred.

Students will be restricted to the current catalog and the previous two (2) catalog cycles and will not be allowed to graduate under any requirements prior to the 2012-2015 catalog. With approval, students may be given credit for courses with different course titles and/or course numbers, but remain equivalent in scope and content. Regardless of which catalog the student will graduate under, institutional proficiency and other LCC requirements must be met. The date of the student's declaration of the major will be used to determine the student's eligibility to graduate under a specific catalog year.

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 and generally are not used in lieu of a student needing to complete a required course. However, it may be appropriate to substitute a course completed at LCC or a transferred course for a requirement 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. Students should be aware that the substitution being requested would normally apply to the catalog of record that is in effect upon the student's term of declaration of program. Course substitution requests require approval. Forms are available at the Office of the Registrar.

GRADUATION

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

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

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

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

   a. A cumulative GPA for all courses accepted in transfer and for those used to meet graduation requirements (excluding general education core courses) must equal 2.0 or higher.

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

   c. Nine (9) credit hours required in the major field and counted toward a certificate shall be earned at LCC. A minimum of twelve (12) credit hours for, Business Management Certificate.

4. Meet with the Registrar and submit an Application for Degree (for each certificate or degree)

5. Students are strongly encouraged to meet the early deadline to graduate to receive a formal review of their application and Degree Audit to ensure they are on track with final graduation requirements. Meeting the early deadline also affords students the opportunity to address missing coursework and any other necessary documentation that may cause a delay in graduation.

6. All debts to the college must be paid in full before graduation, including the $15 graduation fee for each certificate and/or degree. Students will be required to "clear" through several LCC offices the semester of graduation at which time the graduation fee will be due and payable to the Fiscal Office. The Office of the Registrar will provide a Graduation Clearance form to graduating students via email or in-person.

ACADEMIC HONORS – GRADUATION

LCC 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

It is important to note that the level of recognition announced at the commencement ceremony is based on preliminary data and may differ from the official level of recognition printed on the student's diploma and academic transcript.

COMMENCEMENT CEREMONY

LCC holds one commencement ceremony each year at the end of the Spring semester. Detailed information regarding the ceremony is posted online at www.luna.edu each year. Students eligible to participate in the ceremony, who have submitted an Application for Degree and Graduation Clearance form, will receive a final degree check via their LCC student email from the Office of the Registrar.

Students graduate in the term in which all graduation requirements are completed whether or not a graduation ceremony is scheduled that term.

AWARDING OF CERTIFICATES AND ASSOCIATE DEGREES

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

POSTING OF CERTIFICATE/DEGREE

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

TRANSCRIPT REQUEST POLICY

Upon written request by the student, the Office of the Registrar will issue an official or unofficial academic transcript to the agency, school, or person designated by the student. A fee is charged for each transcript. The Office of the Registrar does not fax transcripts. Personal checks are not accepted for payments made relating to transcript requests. A copy of the student's photo ID is required when ordering a transcript in person, by mail or fax.

Transcript Request forms are available at the Office of the Registrar and online at http://www.luna.edu. Students may also request a transcript by sending a letter to the LCC Office of the Registrar, 366 Luna Drive, Las Vegas, NM 87701, or fax a signed request to 505.454.5348. Students should include their name (and other names that may appear on records), SSN or student ID number, date of birth, approximate semester last attended, complete address where to send the transcript, and their current address. A copy of the student's photo ID and the student's signature is required to authorize the transcript's release.

Transcripts are normally processed within 48-72 hours of receipt of the request. However, students should allow 2-3 weeks for processing if the request is made at the beginning or end of a term. A photo ID is required for transcript requests that are designated for pick-up and 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 LCC'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 log-on 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, satellites and Mora site for students who do not have computer and/or Internet access.

TRANSCRIPT HOLDS

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

STUDENT ACADEMIC RECORDS POLICY

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

A student may examine any and all documents in his/her cumulative record upon request and under the supervision of the Registrar. The Office of the Registrar will respond within 45 calendar days for records to be made available during normal hours of operation. A request for inspection and review of records is required before a date and time to review the records is honored. This form can be found online at luna.edu or by contacting the Office of the Registrar. Records maintained by the Office of the Registrar include but are not limited to: college transcripts, final grades, petitions to graduate, incomplete grade forms, directed study requests, transcript requests, credit by exam forms, change of grade forms, audit requests, complete withdrawals, transfer of credit evaluations, waiver of credit evaluations, and academic petitions.

ACCESS TO STUDENT ACADEMIC RECORDS

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

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

AUTHORIZATION TO RELEASE EDUCATION RECORDS

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, LCC is prohibited from providing certain information from student education records to a third party. FERPA allows students to control outside access to their education records including requests for information by a parent, spouse, guardian or other designee.

Students, at their discretion, may grant LCC permission to release specific education records to a third party by submitting a completed Student Release of Information form to the Office of the Registrar. Forms are available at the Office of the Registrar 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 and inform the Office of the Registrar that the authorizing paperwork is on file.

LCC 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. As a matter of policy, LCC reserves the right not to release certain aspects of student records. Release of student records applies to all students of LCC regardless of age.

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 otherwise in violation of privacy or other rights. Any dispute over the contents of the record will be handled through informal meetings or discussions between the student and the Registrar. If informal meetings do not resolve the dispute, the student has the right to file an Academic Petition with the Office of the Vice President of Instruction. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by LCC to comply with the requirements of FERPA.

PRIVACY ACT

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

PUBLIC DIRECTORY INFORMATION

At its discretion, Luna Community College may provide "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (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. LCC has defined the following as public directory information:

- Name, address and telephone number

- Grade 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 Office of the Registrar 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 Office of the Registrar. Forms received by the Office of the Registrar 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 Office of the Registrar, Luna Community College, 366 Luna Drive, Las Vegas, New Mexico, 87701 to 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. LCC does not apply a non-disclosure block to individual directory information items. Once a request is filed with the Office of the Registrar, LCC 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.

TUITION AND PAYMENT OF FEES

FISCAL OFFICE
Telephone: 505.454.2506

The Fiscal Office is staffed with individuals to meet a variety of student needs. Students will see the Cashier for all student account needs. Operating hours from 8 a.m. to 5 p.m. MST.

TUITION AND FEES

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 through the Fiscal Office**. Students whose education is being supported by an external agency, or who have applied for and are eligible to receive student financial assistance, need to present an LCC Student Credit Authorization to the Fiscal Office. An LCC Student Credit Authorization may be obtained from the Office of Student Financial Assistance.

PAYMENT POLICY

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 is the day before classes begin. Failure to pay or make arrangements for payment will result in disenrollment. Consequently, the student must register in accordance with the academic calendar. The student is responsible for payment of all financial obligations when due. Failure to do so will be sufficient cause to:

- prevent further registration
- withhold academic records
- withhold release of academic transcripts and diplomas

Student financial assistance payments will generally be posted to qualifying student accounts to pay for educational expenses. Any balance remaining from the applied payment will be refunded to the student within a two-week period.

STUDENT INDEBTEDNESS

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

CALCULATION OF TUITION AND FEES

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 will be published in each term's online schedule of classes policies and procedures.

Tuition Rates

2018 - 2019 Academic Year

CREDIT HOUR	NM Resident In-District	NM Resident Out-of-District	Out-of-State	Senior Citizen
1	$38.00	$38.00	$38.00	$5.00
2	$76.00	$76.00	$76.00	$10.00
3	$114.00	$114.00	$114.00	$15.00
4	$152.00	$152.00	$152.00	$20.00
5	$190.00	$190.00	$190.00	$25.00
6	$228.00	$228.00	$228.00	$30.00
7	$266.00	$364.00	$693.00	*See last*
8	$304.00	$416.00	$792.00	*row in*
9	$342.00	$468.00	$819.00	*related*
10	$380.00	$520.00	$990.00	*column for*
11	$418.00	$572.00	$1,089.00	*additional*
12-18	$459.00	$624.00	$1,188.00	*credit hours*
Each Additional Credit Hour	$38.00	$52.00	$99.00	

Note: The tuition rates reflected above are applicable to Fall, Spring and Summer terms. Additionally, reduced tuition rates for out-of-district and out-of-state apply only to total enrollment of six (6) credit hours or less. Full rates apply to <u>ALL</u> credit hours once the student enrolls for more than six (6) credit hours with the exception of senior citizen rates.

Tuition and fee rates are subject to change without notice. **Registration and laboratory fees are not included in the above chart.**

REGISTRATION/ACTIVITY AND LABORATORY FEES

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

Registration/Activity Fee……………………………………………………………………**$15.00**

Laboratory Fee……………………………………………………………………………..**$10.00**

This fee is used to help with the cost of duplicating materials for students, costs associated with the course/lab offerings, and other incidental costs that may arise.

ADDITIONAL FEES

Academic Transcript Fee…………………………………………………………………..**$7.00**

Personal checks are not accepted for payments made relating to transcript requests. This includes the payment of prior balance due in order to receive a transcript.

Community Education Fee …………………………………………………………..**$Variable**

Noncredit courses are designed primarily for community education and personal enrichment. Community education fees are **nonrefundable.**

Placement Assessment Exam Retake Fee

- **Full Battery**…………………………………………………………………**$10.00**
- **Per Unit**……………………………………………………………………… .**$5.00**
- **e-Write**………………………………………………………………………**$5.00**

Students will only be allowed one (1) retake of the Placement Assessment Exam per semester.

Credit by Examination Fee…………………………………………………………**$Variable**

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

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

Distance Learning Fee………………………………………………………………**$25.00**

A **nonrefundable** per course fee is applied to all Distance Education courses. Only courses with an **E** or **R** code in the course number are charged this fee. For example, ECON208**E** and CJ111**R**.

Graduation Fee…………………………………………………………………………………………..$15.00
Duplicate Diploma Fee..…………………………………………………………………………………..$15.00

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

Special Course Fee……………………………………………………………………………….$Variable

Fees vary and are dependent on the course offered.

Student ID Card Replacement Fee……………………………………………………………$5.00

Student Sticker Fee……………………………………………………………………………$5.00

Assessed to high school and GED students to access Wellness Center and student activities.

DELINQUENCIES

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

PAYMENT PLAN

Payment plan requirements for new charges are as follows:

- $25.00 Registration Fee
- 25% of total bookstore charges
- Student agrees to LCC Promissory Note terms

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

SENIOR CITIZEN REDUCED TUITION

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

REFUND POLICY

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

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

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

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

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

TUITION REFUND SCHEDULE FOR COMPLETE WITHDRAWAL

Fall and Spring Semester
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:

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

2. Any student requesting a refund must submit a Complete Withdrawal form. Refunds will be mailed unless the student notifies the Fiscal Office the credit is to remain on the account.

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

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

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

6. Students withdrawing online from all courses through the Pathways website must notify the Fiscal Office as the online withdrawal system is not integrated and there is no other notification to trigger the refund process.

FINANCIAL AID

FINANCIAL AID OFFICE

Telephone: 505.454.2560
E-mail: finaid@luna.edu

Note: Information contained in the Financial Aid section of this catalog is subject to change at any time.

As part of our mission, Luna Community College is committed to ensuring that no student will be denied the opportunity for a postsecondary education because of limited resources. To meet this goal, the Luna Community College Office of Financial Aid offers scholarships, grants, work-study jobs, and loans to supplement the resources of eligible students who attend Luna Community College. LCC is committed to providing courteous service to support the academic mission and goals of the college and its students.

Financial Aid at Luna Community College is divided into three categories:
- Grant aid
- Self-help aid (employment and loans)
- Scholarships (merit and need based)

The Financial Aid Package
The Financial Aid Office awards financial aid 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.

APPLYING FOR FINANCIAL AID

All students who plan to attend LCC are encouraged to apply. Free applications are available online through the U.S. Department of Education's website at ***www.fafsa.ed.gov***. To apply for assistance, students must submit a yearly Free Application for Federal Student Aid (FAFSA) and include LCC's Title IV school code on the appropriate section of the application. LCC's Title IV school code is ***009962***.

Once a student's processed FAFSA is received, the Financial Aid Office will determine if and for how much financial aid an applicant is eligible. 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 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) for all aid programs (with the exception of federal Pell Grant, in certain situations)
- 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.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

For a copy of this policy or further detailed information on Satisfactory Academic Progress, please stop by the Financial Aid Office or online at www.luna.edu/finanial-aid/#progress.

FINANCIAL ASSISTANCE RETURN OF TITLE IV FUNDS POLICY FOR OFFICIAL/UNOFFICIAL WITHDRAWALS

The federal return of Title IV policy will be used to calculate the portion of federal financial aid a student is ineligible for and must repay/return to the Department of Education 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 Perkins Loan, Graduate PLUS loan, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and/or other Title IV program assistance.

For more information, please visit the Financial Aid Office located in the Student Services building on the main campus.

ENROLLMENT STATUS FOR
FINANCIAL ASSISTANCE PURPOSES

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

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

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

Summer Financial Aid

All students attending the summer session and applying for financial assistance must have a FAFSA on file for the current school year, as this application will be used to award summer assistance. 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 are concurrently enrolled in courses at any other post-secondary institution must apply for and receive assistance through LCC. Federal regulations require that the institution granting the degree or certificate must award the financial assistance. 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 LCC to be aware that a student is concurrently enrolled at any other post-secondary institution, the student must submit an LCC Consortium Agreement to the Financial Aid Office each semester. Consortium agreement may be obtained from the Financial Aid Office and must be submitted witihin the first 5 days of each semester or summer session.

Other Financial Aid Resources

Listed below, but not limited to, are other scholarships/sources (based on funding) available to students of LCC:
- Bridge Scholarship
- Legislative Lottery Scholarship
- LCC's Roadrunner Scholarship
- Workforce Investment Act
- Bureau of Indian Affairs Scholarships
- LCC Foundation Scholarship

The Financial Aid Office may be contacted for general information regarding the above programs.

Other Policies Governing Financial Aid
- Financial assistance awards must be used only for educational expenses
- Students and parents have the primary responsibility to pay for higher education expenses

- Financial assistance is considered a supplement to total family income. Students and parents (if applicable) should be prepared to make some financial sacrifices to pay for educational expenses
- A student who receives assistance from any student assistance program and subsequently withdraws from classes may have to repay part of his/her award. All repayments must be made before any future assistance may be disbursed. Refer to the Return of Title IV Funds Policy available at the Financial Aid Office
- All financial assistance recipients must maintain satisfactory academic progress standards. Students should consider these standards when thinking about dropping a class or classes or completely withdrawing from LCC
- Students must enroll for classes related to their program of study. Students enrolled in classes that deviate from their program of study, merely to fill a full-time schedule, will not receive assistance for those classes
- Classes that are audited or challenged via Credit by Examination are **<u>NOT ELIGIBLE</u>** 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 Title IV program

TITLE IV CODE OF CONDUCT

The Higher Education Opportunity Act of 2008 required LCC to develop, publish, and enforce a code of conduct relative to its participation in any of the Title IV loan programs.

<u>**Luna Community College will Not:**</u>
- 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

College and Career Readiness Institute

Telephone: 505.454.2531
E-mail: ae@luna.edu

The LCC Adult Education Department offers its College and Career Readiness Institute to adults, 16 year of age or older, who want to obtain their High School Equivalency (HSE) Diploma. The College and Career Readiness Institute is offered to residents of rural areas within San Miguel, Mora, Colfax, and Guadalupe counties. Adult learners are presented with so much more than preparing to take the

HSE test to obtain their secondary equivalency diploma. The College and Career Readiness Institute can also help interested adults with:

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

The College and Career Readiness Institute at Luna Community College opens its enrollment to prospective adult learners at the beginning of each school year in August. The Institute provides multiple opportunities throughout the school year to enroll into any one or more of its eight (8) week learning sessions. The sessions are provided twice during each Fall and Spring semesters and once during the Summer term. Prospective learner can contact the Office of Adult Education for the next available Orientation and Enrollment Session. The college and Career Readiness Institute understands that not everyone can attend classroom instruction; therefore, the Institute also provides evening and online methods of instruction.

Location of AE Classes

HSE preparation classes are offered at the main campus and at various satellite and off-site locations as funding permits. We serve many locations: Springer, Santa Rosa, Mora, Villanueva and Las Vegas.

Cost

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

TRANSITION TO HIGHER ED

Our AE program, as a managed enrollment program, tests students as part of their admissions and/or orientation process. The results from these tests help our staff locate where the student may make a successful start in the sequence of courses offered at the college.   AE students may be eligible through the program to take one college course at Luna Community College. There is not an age restriction for students who achieve the GED or HiSET to be eligible for the Legislative Lottery Scholarship

NEW MEXICO'S GENERAL EDUCATION CORE CURRICULUM

The Post-Secondary Education Articulation Act charges the Higher Education Department (HED) with establishing a statewide model of General Education. The review and approval process for certifying new general education courses can be found in detail in 5.55.6 NMAC. HED has developed two general education models effective this catalog for LCC and August 1, 2019 for all of New Mexico's public higher education institutions by August 1, 2019:

For Associate and Bachelor degrees 31 credit hours (excluding Associate of Applied Science Degrees)	For Associate of Applied Science Degrees 15 credit hours
Fixed 22. **At least 22 credit hours of courses in the following six content areas:**	**Fixed 12.** **At least 12 credit hours of courses from four of the following six content areas:**
communications (6 credits)	communications
mathematics (3 credits)	mathematics
science (4 credits)	science
social and behavioral science (3 credits)	social and behavioral science
humanities (3 credits)	humanities
creative and fine arts (3 credits)	creative and fine arts

Flexible nine	**Flexible three**
the content areas listed above	the content areas listed above
other content areas that the institution deems appropriate	other content areas that the institution deems appropriate

The defining characteristic of a New Mexico general education course is its focus on essential skills. Three essential skills are associated with each of six content areas, as shown in the table below. Each of the essential skills listed in the table below is linked to a general education essential skills rubric.

General Education Content Area	Skills associated with the content area
Communications	Communication, Critical Thinking, Information & Digital Literacy
Mathematics	Communication, Critical Thinking, Quantitative Reasoning
Science	Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
Social & Behavioral Sciences	Communication, Critical Thinking, Personal & Social Responsibility
Humanities	Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
Creative and Fine Arts	Communication, Critical Thinking, Personal & Social Responsibility

For more information regarding the NM HED General Education curriculum please visit the HED website at http://www.hed.state.nm.us/programs/general-education.aspx

PHILOSOPHY OF GENERAL EDUCATION

Each degree program at LCC contains an integrated core of general education requirements. These include but are not limited to courses in concentration areas of communication, mathematics, lab science, social and behavioral science, creative and fine arts, as flexible nine hours from the content areas for Associate of Arts and Associate of Science programs, and flexible three hours from the content areas for Associate of Applied Science programs. This core ensures that our graduates possess adequate literacy and general knowledge to function well in employment, to pursue additional education, and to participate in the cultural and political life of the community and society.

INSTITUTIONAL PROFICIENCY REQUIREMENTS

English proficiency is demonstrated by:

A minimum English ACT score of 19, minimum 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, LCC Placement score within the Algebra Domain or
MATH075: General Mathematics – or – MATH102: Math Preparation & Pre-Algebra

LCC'S GENERAL EDUCATION CORE CURRICULUM FOR ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE PROGRAMS (31 Credits)

Area I. Communication	(9 hours)
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking -or-	3
COMM2120 Interpersonal Communication	3

Area II. Mathematics	(3 hours)
MATH1215 Intermediate Algebra*	4
MATH1350 Statistics	3
MATH1220 College Algebra	4

Area III. Laboratory Science	(4 hours)
BIOL1110 General Biology	4
BIOL2110 Principles of Biology: Cellular and Molecular Biology	4
BIOL1111 General Biology II	4
BIOL2305 Microbiology for Health Sciences	4
BIOL2210 Human Anatomy and Physiology I	4
BIOL2225 Human Anatomy and Physiology II	4
BIOL1135 Environmental Science	4
CHEM1120 Introduction to Chemistry	4
CHEM1215 General Chemistry I	4
CHEM1226 General Chemistry II	4

GEOL1110	Survey of Earth Science	4
GEOL2110	Earth History	4
PHYS111	Introduction to Physics	4
PHYS1230	Algebra-based Physics I	4
PHYS1240	Algebra-based Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

Area IV. Social and Behavioral Sciences   (3 hours)

ANTH1115	Introduction to Anthropology	3
ANTH1141	Cultures of the World	3
ECON2110	Principles of Macroeconomics	3
ECON2120	Principles of Microeconomics	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 hours)

ENGL2610	American Literature to 1865	3
ENGL2629	American Literature from 1865	3
HIST1150	Western Civilization I	3
HIST1160	Western Civilization II	3
HIST1110	United States History I	3
HIST1120	United States History II	3
HIST2110	History of New Mexico	3
RELG2130	History of Christianity	3
RELG2115	World Religions	3
SPAN1110	Beginning Spanish	3
Any 100 or 200 level Literature course		

Area VI. Creative and Fine Arts   (3 hours)

ARTS1610	Drawing I	3
ARTH1120	Introduction to Art	3
ARTH2210	Art History	3
MUSC1130	Music Appreciation	3
MUSC1210	Fundamentals of Music for non-majors	3
THEA1220	Introduction to Theater	3
THEA1220	Beginning Acting	3

Area VII. Electives   (6 hours)
Elective 1 – Any additional course from areas III & IV (Lab Science or Social & Behavioral Science)
Elective 2 – Student can choose from any GE area to fulfill this elective

*MATH1215 - Students intending to transfer to another postsecondary institution are advised that this course may not transfer toward General Education Core requirements but in most cases will apply toward elective requirements.

LCC'S GENERAL EDUCATION CORE CURRICULUM FOR ASSOCIATE OF APPLIED SCIENCE PROGRAMS (15 Credits)

Area I. Communications (English or Speech by Program Major)	(3 hours)
ENGL1110 Composition I	3
COMM1130 Public Speaking -or-	3
COMM2120 Interpersonal Communication	3

Area II. Mathematics – MATH 102 for VOC/TRADES All others MATH1215 or HIGHER	(3-5 hours)
MATH102 Math Preparation & Pre-Algebra	5
MATH1215 Intermediate Algebra*	4
MATH1350 Statistics	3
MATH1220 College Algebra	4

Area III. Laboratory Science	(4 hours)
BIOL1110 General Biology	4
BIOL2110 Principles of Biology: Cellular and Molecular Biology	4
BIOL2610 Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL2305 Microbiology for Health Sciences	4
BIOL2210 Human Anatomy and Physiology I	4
BIOL2225 Human Anatomy and Physiology II	4
BIOL1135 Introductory Environmental Science	4
CHEM1120 Introduction to Chemistry (non-majors)	4
CHEM1215 General Chemistry I for STEM Majors	4
CHEM1226 General Chemistry II	4
PHYS111 Introduction to Physics	4
PHYS1230 Algebra-based Physics I	4
PHYS1240 Algebra-based Physics II	4
PHYS161 Calculus Physics I	4
PHYS162 Calculus Physics II	4

Area IV. Social and Behavioral Sciences	(3 hours)
ANTH1115 Introduction to Anthropology	3
ANTH1141 Cultures of the World	3
ECON2110 Macroeconomic Principles	3
ECON2120 Microeconomics 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. Flex	(3 hours)
BCIS1110 Introduction to Information Systems	3

*MATH1215 - Students intending to transfer to another postsecondary institution are advised that this course may not transfer toward General Education Core requirements but in most cases will apply toward elective requirements.

PROGRAMS OF STUDY

Academic plans for all certificate and degree offerings are listed on the following pages. Our certificate and associate of applied science degree programs are designed to provide entry-level preparation for employment and/or facilitate transfer to four-year institutions of higher education. Additionally, our associate of arts and associate of science degree programs are designed primarily for students intending to transfer and pursue a baccalaureate degree at a four-year institution.

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

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

DEGREES

Associate of Arts
- Allied Health
- Criminal Justice
- Early Childhood Multicultural Education –*Early Childhood Teacher (Birth-Grade 3) Concentration*
- General Business
- Liberal Arts
- Teacher Education

Associate of Science
- General Science
- Pre-Engineering
- Mathematics

Associate of Applied Science
- Accounting
- 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
- Culinary Arts
- Dental Assistant
- Early Childhood Development
- Electrical Wiring Technology
- Emergency Medical Technician (EMT)
- General Education
- Welding Technology
- Video Game Design

ASSOCIATE DEGREE PROGRAMS

Allied Health
Associate of Applied Science Degree
Minimum of 61 Credit Hours

The Allied Health program establishes an excellent foundation for many allied health careers and education 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 in order to accommodate the various pre-requisite requirements for the many programs students may enter. Possible professions include but are not limited to: laboratory scientist, occupational therapy, pharmacy, physical therapy, physician assistant and nursing (BSN).

Degree Requirements*   **Credit Hours 61**

General Education Core		**(21 hours)**
Area I.	**Communications**	**(6 hours)**
ENGL1110	Composition I	3
COMM1130	Public Speaking -or-	3
COMM2120	Interpersonal Communication	3
Area II.	**Mathematics***	**(4 hours)**
MATH116	Intermediate Algebra	4
Area III.	**Laboratory Science***	**(8 hours)**
BIOL1111	Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL2305	Microbiology for Health Sciences	4
CHEM1120	Introduction to Chemistry (non-majors)	4
Area IV.	**Social and Behavioral Sciences**	**(3 hours)**
PSYC1110	Introduction to Psychology	3
Program Requirements		**(22 hours)**
AH205	Allied Health Seminar/Capstone	2
NUTR2110	Human Nutrition	3
AH113	Medical Terminology	3
BIOL2210	Human Anatomy and Physiology I	4
BIOL2225	Human Anatomy and Physiology II	4
BCIS1110	Introduction to Information Systems	3
PSYC242	Developmental Lifespan -or-	3
PSYC258	Abnormal Psychology	3
Approved Program Electives**		**(18 hours)**
AH105	Nursing Assistant Training	4
BIOL2510	Pathophysiology	4
AH120	CPR for Health Professionals	1
BIOL1110	General Biology	4
CHW101	Community Health Worker I	5
CHW102	Community Health Worker II	5
MGMT2110	Principles of Management	3
SPAN1410	Spanish for Health Care Professions	3
EMT150	Emergency Medical Technician Basic	8
EMT150L	Emergency Medical Technician Basic Lab	2

Note: * It is essential that Students see their program advisor to ensure that the proper course sequence is followed.
** In consultation with a program advisor, additional courses not listed may be used as approved electives.

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 LCC advisor for proper advisement and course selection.

Degree Requirements	Credit Hours: 62
General Education Core	**(17 hours)**
Area I. Communications	**(3 hours)**
ENGL1110 Composition I -or-	3
COMM1130 Public Speaking -or-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics	**(4 hours)**
MATH1220 College Algebra	4
Area III. Laboratory Science	**(4 hours)**
Area IV. Social and Behavioral Sciences	**(3 hours)**
Area V. Flex	**(3 hours)**
BCIS1110 Introduction to Information Systems	3
Program Requirements	**(45 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

BUSINESS ADMINISTRATION
Associate of Applied Science Degree
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 hours)**
Area I. Communications	**(3 hours)**
ENGI1110 Composition I -or-	3
COMM1130 Public Speaking -or-	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics	**(4 hours)**
MATH1220 College Algebra	4
Area III. Laboratory Science	**(4 hours)**
Area IV. Social and Behavioral Sciences	**(3 hours)**
Area V. Flex	**(3 hours)**
BCIS1110 Introduction to Information Systems	3
Program Requirements	**(34 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

COMPUTER SCIENCE
Associate of Applied Science Degree
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 hours)**
Area I. Communications	**(3 hours)**
ENGL1110 Composition I	3
Area II. Mathematics	**(4 hours)**
MATH1220 College Algebra	4
Area III. Laboratory Science	**(4 hours)**
Area IV. Social and Behavioral Sciences	**(3 hours)**
Area VII.Flex	**(3 hours)**
BCIS1110 Introduction to Information Systems	3
Program Requirements	**(25 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 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
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

CRIMINAL JUSTICE
Associate of Arts Degree
Minimum of 64 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: 64
General Education Core	**(31 hours)**
Area I. Communications	**(9 hours)**
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – or –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics	**(3 hours)**
MATH1220 College Algebra – or –	4
MATH1350 Introduction to Statistics	3
Area III. Laboratory Science	**(4 hours)**
Area IV. Social and Behavioral Sciences	**(3 hours)**
SOCI1110 Introduction to Sociology (**required course**)	3
Area V. Humanities	**(3 hours)**
Area VI. Creative and Fine Arts	**(3 hours)**
Area VII. Electives	**(6 hours)**
Students will choose two electives from Areas I-VI	
Program Requirements	**(30 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
CJUS1140 Juvenile Justice	3
CJUS2120 Criminal Courts and Procedure	3
CJUS2140 Criminal Investigations	3
PSYC1110 Introduction to Psychology	3
PSYC258 Abnormal Psychology	3
Approved Electives	**(3 hours)**
BCIS1110 Introduction to Information Systems	3
CJUS2153 Community-Based Corrections	3
CJ210 Deviant Behavior	3
CJUS1143 Report Writing	3
CJUS2160 Field Experience in Criminal Justice	3
SPAN1110 Spanish I	3

EARLY CHILDHOOD EDUCATION TEACHER:
(Birth-Grade 3) Concentration
Associate of Arts Degree
Minimum of 63 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: 63
General Education Core		**(31 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(3 hours)**
MATH1220	College Algebra – or –	4
MATH1350	Introduction to Statistics	3
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Humanities		**(3 hours)**
Area VI. Creative and Fine Arts		**(3 hours)**
Area VII. Electives		**(6 hours)**
Elective 1 – Choose any additional course from Area III or Area IV		3
Elective 2 – Choose any additional course from the General Education Core		3
Program Requirements		**(29 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
Related Studies		**(3 hours)**
BCIS1110	Introduction to Information Systems	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 hours)**
Area I. Communications		**(3 hours)**
ENGL1110	Composition I	3
Area II. Mathematics		**(4 hours)**
MATH1220	College Algebra or higher	4
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Electives/Flex		**(3 hours)**
BCIS1110	Introduction to Information Systems	3
Program Requirements		**(23 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 BUSINESS
Associate of Arts Degree
Minimum of 61 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 LCC advisor for proper advisement and course selection. Courses can only be used once or any area.

Degree Requirements		Credit Hours: 61
General Education Core		**(31-32 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(3-4 hours)**
MATH1215	Intermediate Algebra	4
MATH1220	College Algebra	4
MATH1350	Introduction to Statistics	3
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Humanities		**(3 hours)**
Area VI. Creative and Fine Arts		**(3 hours)**
Area VII. Electives		**(6 hours)**
ECON2110 Macroeconomic Principles (required course)		3
ECON2120 Microeconomic Principles (required course)		3
Program Requirements		**(30 hours)**
ACCT2110	Principles of Accounting I	4
ACCT2120	Principles of Accounting II	4
BUS102	Quantitative Methods in Business	3
BUSA1110	Introduction to Business	3
BCIS1110	Introduction to Information Systems	3
CSA217	Microsoft Excel	3
MATH1350	Introduction to Statistics	3
MGMT2110	Principles of Management	3
MKTG2110	Principles of Marketing	3
BUS295	Business Capstone	1

GENERAL SCIENCE
Associate of Science Degree
Minimum of 62 Credit Hours

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

Degree Requirements		Credit Hours: 62
General Education Core		**(32-33 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(4 hours)**
MATH1220	College Algebra	4
Area III. Laboratory Science		**(4 hours)**
CHEM1215	General Chemistry I	4
PHYS1230	Algebra-based Physics I	4
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Humanities		**(3 hours)**
Area VI. Creative and Fine Arts		**(3 hours)**
Area VII. Electives		**(6-7 hours)**
Elective 1	Any additional course from areas III or IV	3
Elective 2	Any additional course from areas II or III	4
Program Requirements		**(10 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 hours)**
BIOL1110	General Biology	4
BIOL2610	Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL2110	Principles of Biology: Cellular and Molecular Biology	4
BIO216	Microbiology	4
BIOL2210	Human Anatomy and Physiology I	4
BIOL2225	Human Anatomy and Physiology II	4
BIOL1135	Introductory Environmental Science	4
CHEM1120	Introduction to Chemistry (non majors)	4
CHEM1226	General Chemistry II	4
GEOL1110	Physical Geology	4
GEOL2110	Historical Geology	4
MATH1230	Trigonometry	4
MATH1510	Calculus I	4

MATH1520	Calculus II	4
MATH2530	Calculus III	4
PHYS111	Introduction to Physics	4
PHYS1230	Algebra-based Physics I	4
PHYS1240	Algebra-based Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4

LIBERAL ARTS
Associate of Arts Degree
Minimum of 60 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
General Education Core		**(31 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(3 hours)**
MATH1220	College Algebra – or –	4
MATH1350	Introduction to Statistics	3
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Humanities		**(3 hours)**
Area VI. Creative & Fine Arts		**(3 hours)**
Area VII. Electives		**(6 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
Program Requirement		**(3 hours)**
HD260	Critical Thinking and Problem Solving	3
Related Studies		**(3 hours)**
BCIS1110	Introduction to Information Systems	3
Approved Electives		**(23 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
HIST2110	Survey of New Mexico 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
MMC161	Introduction to Film History	3
MMC101	Introduction to Mass Media Communications	3

CJUS1110	Introduction to Criminal Justice	3
BUSA1110	Introduction to Business	3
CS105	Introduction to Computer Science	3
PHIL1115	Introduction to Philosophy	3
FDMA1545	Introduction to Photography & Digital Imagining	3
Any 100 or 200	Level Literature Course	3

Note: **No more than one credit hour in physical education and no more than one course in Vocational Trades may be used to satisfy the 23 credit hour approved electives requirement. Courses may only be used once to satisfy any general education core, program and approved elective requirements. Additional approved elective courses can be selected from Area I, IV, V and VI of LCC's General Education Core Curriculum. Students are strongly encouraged to consult with their LCC advisor for proper advising and course selection.**

MATHEMATICS
Associate of Science Degree
Minimum of 61 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.

Degree Requirements		Credit Hours: 61
General Education Core		**(32-33 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(4 hours)**
MATH1220	College Algebra	4
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Humanities		**(3 hours)**
Area VI. Creative and Fine Arts		**(3 hours)**
Area VII. Electives		**(6-7 hours)**
Elective 1 – any additional course from Areas III or IV		3
Elective 2 – any additional course from Areas II or III		4
Program Requirements		**(23 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
Program Electives		**(6-8 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 employment opportunities as Film Technicians in the film industry are encouraged to complete program electives: MMC154, MMC170, MMC174, MMC178 and MMC270.

Degree Requirements		Credit Hours: 60
General Education Core		**(17 hours)**
Area I. Communications		**(3 hours)**
ENGL1110	Composition I	3
Area II. Mathematics		**(4 hours)**
MATH1215	Intermediate Algebra – or –	4
MATH1220	College Algebra	4
Area III. Laboratory Science		**(4 hours)**
Area IV. Social and Behavioral Sciences		**(3 hours)**
Area V. Electives/Flex		**(3 hours)**
BCIS1110	Introduction to Information Systems	3
Program Requirements		**(27 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 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

NURSING PROGRAM

Description
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 State Wide Curriculum Model. All required elements of the program are taught using a concept based delivery method. The Learning Management System and Assessment Technologies Institute (ATI) are used to support the curriculum delivery.

Program requirements
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.

Admission and Selection Criteria:
Applicants to the Level I:
1. Must at least 18 years of age.
2. All students must apply for admission to LCC through the Office of Recruitment and Admissions.
3. Students interested in applying to the Nursing Program should then meet with an advisor for information regarding the Nursing Program.
4. Students interested in applying to the Nursing Program must get a nursing packet/application from the nursing department (in person or by mail) and complete and submit by the application deadline.
5. Students must have taken and passed the ATI-TEAS entrance exam prior to the established due date and within one year of applying to the program. Note: only three attempts are allowed per year.
6. Students must have completed all pre-requisite coursework by the end of the spring semester prior to fall admission to the Nursing Program. All pre-requisite courses must be completed with a grade of "C" or higher (including supporting courses) with a GPA of at least 2.75.
7. Must obtain official high school and college/university transcript to LCC no later than the end of May. This is required if students are requesting that credit be given for classes taken at other institutions. Transfer credit may be granted after a review of transcripts by the LCC Registrar and the Director of Nursing. A grade of "C" or higher is required for transfer of any credit(s) from each course. All information is due in the Office of Recruitment and Admissions by the end of May each year.
8. The selection process for the Nursing Program begins after receipt of the student's application to the Department of Nursing by the due date determined by the department. It is the responsibility of the student to notify the Department of Nursing of any change of address or telephone number, or other information affecting the student's application.
9. Nursing student selection will be made during the first two weeks of July. Students selected for admission will be notified by mail. No information regarding selection status will be given by telephone or email, nor will any such information be posted prior to the release of admissions for all applicants.
10. The following outlines the selection process followed by the LCC Department of Nursing, in alignment with the NMNEC Admissions Guidelines:

Criteria Weight	AAS Admission Criteria	Criteria Requirement
50%	Entrance Admissions Test (ATI-TEAS)	Overall TEAS score of no less than 58.7 **Note: the minimum score does not guarantee admission to the program
10%	The Science, Math, and Reading score within the ATI-TEAS Admission Exam will be used for screening and ranking of applicants	Minimum scores required to be considered for admission to be determined by faculty
40%	Grade Point Average (GPA) calculated with the following supporting courses: BIOL2210 Human Anatomy I, Basic Lab Science (Chemistry, Biology, or Medical Microbiology/Microbiology), ENGL1110 Composition I, PSYC1110, PSYC242 Developmental Life Span	GPA of 2.75 or higher **Note: the minimum GPA of 2.75 does not guarantee admission to the program

Students shall be selected for admission based upon their ranking using the system described in the selection process (see nine above). Selection is competitive, with highest-scoring students selected first in order of raking from high to low.

Transfer Policy
1. Students wishing to transfer to the LCC Nursing Program from a NMNEC school must complete the following:
   - Apply for admission to LCC through the Recruitment and Admissions Office.
   - Request official high school transcripts be sent to the Recruitment and Admissions Office.
   - Request official transcripts from all previous colleges/universities be sent to the Recruitment and Admissions Office.
   - Transfer credit will be granted after approval by the Registrar and Nursing Department Director (A minimum grade of "C" or higher is required for transfer of credit into any course).
   - Submit a letter of intent to the Nursing Program Director.
   - Obtain a letter of recommendation from the Director of their former program.
   - Upon acceptance, submit all documents as outlined in the General Policies in the Nursing Handbook.
   - Attend student orientation on the date specified by the Nursing Department.
2. Students who have failed more than one NMNEC course within two years must appeal in writing, an in person, to a faculty committee. Students must obtain a letter from the former program director verifying that the issue(s) were academic and not behavioral.

NURSING
Associate of Applied Science Degree
Minimum of 68 Credit Hours

Institutional Proficiency Requirement
In addition to the courses listed below for this program of study, students must also complete institutional proficiency of MATH095 or an ACCUPLACER score of 66-103 in Elementary Algebra.

Degree Requirements		Credit Hours: 68
General Education Core		**(3 hours)**
Area I. Communications		**(3 hours)**
ENGL1120	Composition II	3
Program Requirements – Level I		**(7 hours)**
NMNC1110	Introduction to Nursing Concepts	3
NMNC1135	Principles of Nursing Practice	4
Program Requirements – Level II		**(13 hours)**
NMNC1230	Nursing Pharmacology	3
NMNC1210	Health & Illness Concepts I	3
NMNC1220	Health Care Participant	3
NMNC1235	Assessment and Health Promotion	4
Program Requirements – Level III		**(10 hours)**
NMNC2310	Health & Illness Concepts II	3
NMNC2320	Professional Nursing Concepts I	3
NMNC2335	Care of Patients with Chronic Conditions	4
Program Requirements – Level IV		**(10 hours)**
NMNC2410	Health & Illness Concepts III	4
NMNC2435	Clinical Intensive I	4
NMNC2445	AND Capstone	2
Program Prerequisites		**(25 hours)**
BIOL2510	Pathophysiology	4
BIOL2210	Human Anatomy and Physiology I	4
BIOL2225	Human Anatomy and Physiology II	4
ENGL1110	Composition I	3
PSYC1110	Introduction to Psychology	3
PYSC242	Developmental Life Span	3

**** 4 credits from one of the following BIOL1110, BIOL2610, BIOL2305, BIO2310, CHEM1120 or CHEM1215 ****

BIOL1110	General Biology	4
BIOL2610	Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL2305	Microbiology for Health Sciences	4
BIOL2310	Microbiology	4
CHEM1120	Introduction to Chemistry (non-majors)	4
CHEM1215	General Chemistry I for STEM Majors	4

Program prerequisites are required to be completed before awarding of the ADN

Nursing Department Requirement:
The graduate must take and pass the ATI-RN predictor and receive the "Green Light" in order for the affidavit of graduation from the NM Board of Nursing is approved.

PRE-ENGINEERING
Associate of Science Degree
Minimum of 61 Credit Hours

The Pre-Engineering degree is designed to provide students with the foundation courses in math and sciences, including the concepts and methods of engineering. The associate degree is intended to act as the first two years of a bachelor's degree in engineering and graduates are ready 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, as well as advisement from the STEM Department.

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
General Education Core	**(32 hours)**
Area I. Communications	**(9 hours)**
ENGL1110 Composition I	3
ENGL1120 Composition II	3
COMM1130 Public Speaking – or –	3
COMM2120 Interpersonal Communication	3
Area II. Mathematics	**(4 hours)**
MATH1220 College Algebra	4
Area III. Laboratory Science	**(4 hours)**
BIOL2610 Principles of Biology: Biodiversity, Ecology, and Evolution	4
CHEM1215 General Chemistry I for STEM Majors	4
PHYS1230 Algebra-based Physics I	4
Area IV. Social and Behavioral Sciences	**(3 hours)**
Area V. Humanities	**(3 hours)**
Area VI. Creative and Fine Arts	**(3 hours)**
Area VII. Electives	**(6-7 hours)**
Elective 1 Any additional course from areas III or IV	3
Elective 2 Any additional course from areas II or III	4
Program Requirements	**(26 hours)**
BCIS1110 Introduction to Information Systems	3
CS105 Introduction to Computer Science	3
CS121 Introduction to Programming	4
MATH1220 College Algebra	4
MATH1230 Trigonometry	4
MATH1510 Calculus I	4
STEM117 Introduction to Engineering	3
STEM250 STEM Capstone	1
Approved Elective	**(3 hours)**

***Students may select one elective course from STEM Department with Advisor approval.*

TEACHER EDUCATION
Associate of Arts Degree
Minimum of 60 Credit Hours

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

Degree Requirements	Credit Hours: 60

General Education Core (31 hours)

Area I. Communications (9 hours)

ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3

Area II. Mathematics (3 hours)

MATH1220	College Algebra – or –	4
MATH1350	Introduction to Statistics	3

Area III. Laboratory Science (4 hours)

Area IV. Social and Behavioral Sciences (6 hours)

Area V. Humanities (6 hours)

HIST2110	History of New Mexico (required course)	3

Area VI. Creative and Fine Arts (3 hours)

Program Requirements (26 hours)

ECED1125	Assessment of Children and Evaluation of Programs	
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
SPED2110	Introduction to Students with Exceptionalities	3
EDUC2440	Teaching Elementary School Mathematics	3
EDUC2340	Multicultural Education	3
EDUC2990	Teacher Education Practicum	3

Related Studies (3 hours)

BCIS1110	Introduction to Information Systems	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 the vocational and/or technical fields and who have completed or are pursuing one certificates in the following areas: Automotive Collision Repair Technology, Automotive Technology, Barbering, Building Technology, Business Management, Computer Application Specialist, Cosmetology, Culinary Arts, Dental Assistant or Welding Technology.

The structured degree program enhances the students' 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 area(s) of study. Such degrees are generally not intended to be transferable to four-year institutions unless program articulations exist; otherwise, transfer credits are generally determined by the receiving institution on a course-by-course basis.

Degree Requirements	**Credit Hours: 60**

General Education Core	**(17-18 hours)**

Area I. Communications	**(3 hours)**
ENGL1110	Freshman Composition I -or-	3
COMM1130	Public Speaking -or-	3
COMM2120	Interpersonal Communication	3

Area II. Mathematics	**(4-5 hours)**
MATH102	Math Preparation and Pre-Algebra -or-	5
MATH1215	Intermediate Algebra	4

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

Any science course listed under the AAS general education core program

Area IV. Social and Behavioral Sciences	**(3 hours)**
Area V. Electives/Flex	**(3 hours)**
BCIS1110	Introduction to Information Systems	3

Combined Certificate(s) and Approved Elective Requirements	**(43 hours)**

Certificates with 43 credit hours or more that are listed above are openly eligible for completion of this degree without additional electives. Certificate programs listed above that are less than 43 credits will need an additional certificate and/or approve elective courses to complete the degree's 60 credit hour minimum. Elective courses for certificates below 43 credit hours require academic advisor approval.

Note: **Courses may only be used once to satisfy any general education core, program and approved elective requirements.**

CERTIFICATE
PROGRAMS

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 LCC 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.

Certificate Requirements		**Credit Hours: 30**

Program Requirements		**(22 hours)**
AH113	Medical Terminology	3
NUTR2110	Human Nutrition	3
BIOL2210	Human Anatomy and Physiology I	4
BCIS1110	Introduction to Information Systems	3
ENGL1110	Freshman Composition I	3
PSYC1110	Introduction to Psychology	3
COMM2120	Interpersonal Communication	3

Approved Electives		**(8 hours)**
AH105	Nursing Assistant Training	4
AH110	Health Care Information Systems	3
BIOL2510	Pathophysiology I	4
ANTH1115	Introduction to Anthropology	3
BIOL2305	Microbiology for Health Sciences	4
BIOL2225	Human Anatomy and Physiology II	4
CHW101	Community Health Worker I	4
PSYC2120	Developmental Psychology	3
SOCI1110	Introduction to Sociology	3
SPAN1410	Spanish for Health Care Professions	3

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY
Certificate
Minimum of 34 Credit Hours

The automotive collision repair technology certificate program is designed in conjunction with the automotive technology and the welding technology programs to produce a highly knowledgeable and skilled entry level collision repair technician. The program 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.

The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

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 proficiencies of ENG098 and MATH075.

Certificate Requirements		Credit Hours: 34
Program Requirements		**(31 hours)**
AUTO100	Automotive Fundamentals	3
AUTO154	Steering and Suspension	3
CRT100	Introduction to Collision Repair	3
CRT105	Introduction to Refinishing	3
CRT110	Collision Repair Shop Management	3
CRT115	Metal Working	3
CRT120	Collision Repair II	3
CRT125	Refinishing II	3
CRT140	Estimation for Collision Repair	3
CRT150	Structural Analysis and Damage Repair	3
CRT295	CRT Capstone	1
Approved Electives		**(3 hours)**
AUTO104	Electrical and Electronic Systems I	3
CRT130	Auto Restoration and Customizing	3
CRT135	Introduction to Airbrushing	3
STEM105	Computer Use for Scientific Research	3
WLDG105	Introduction to Welding	3

AUTOMOTIVE TECHNOLOGY
Certificate
Minimum of 39 Credit Hours

The program prepares students for the automotive industry. It provides students with the skills needed for a job as an entry-level line technician. It covers the automobile in every area such as chassis systems, electrical systems, fuel systems, climate control systems, drive train systems, and engine repair and engine performance. This program also provides upgrades in skills for technicians already working in the automotive industry. Demonstration of appropriate automotive skills to the faculty advisor is required.

The program follows the Automotive Service Excellence (ASE) and National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

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 proficiencies of ENG098 and MATH075 or equivalent.

Certificate Requirements		Credit Hours: 39

Program Requirements		**(37 hours)**
AUTO100	Automotive Fundamentals	3
AUTO104	Electrical and Electronic Systems I	3
AUTO106	Engine Performance I	3
AUTO108	Manual Transmissions and Drivetrain	3
AUTO120	Engine Repair	4
AUTO124	Heating and Air Conditioning	3
AUTO126	Engine Performance II	4
AUTO128	Automatic Transmissions and Drivetrain	3
AUTO135	Brakes	3
AUTO137	Electrical and Electronic Systems II	4
AUTO154	Steering and Suspension	3
AUTO295	Automotive Technology Capstone	1

Approved Electives		**(2 hours)**
AUTO101	General Automotive Service	2
AUTO161	Introduction to Diesel Mechanics	4
CRT100	Introduction to Collision Repair	3
MGMT218	Principles of Small Business Management	4
STEM105	Computer Use for Scientific Research	3
WLDG105	Introduction to Welding	3
ELEC 179	Soldering Fabrication and Repair	3
ELEC 101	Electronics Circuits /DC	4

BARBERING
Certificate
Minimum of 49 Credit Hours

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

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 proficiencies of ENG098 and MATH075.

Certificate Requirements		**Credit Hours: 49**
Program Requirements		**(49 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		
CSMT239	Cosmetology Theory IV	4
CSMT243	Salon Business and Retail Sales	2

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, as well as floor, wall and roof framing. Safety is covered in accordance with procedures and practices. 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
Program Requirements		**(22 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 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 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 LCC 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
Program Requirements		**(12 hours)**
BUSA1110	Introduction to Business	3
BFIN2110	Principles of Finance	3
MGMT2110	Principles of Management	3
MKTG2110	Principles of Marketing	3
Approved Electives		**(6 hours)**
ACCT2110	Principles of Accounting I	4
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 LCC – 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 LCC 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.*

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
Program Requirements		**(21 hours)**
BCIS1110	Introducation 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 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
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

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: 62
Program Requirements		**(62 hours)**
CSMT109	Cosmetology Theory I	4
CSMT118	Shampoo, Rinses and Scalp Treatments	4
CSMT123	Sterilization, Sanitation and Bacteriology	4
CSMT126	Hair Cutting	5
CSMT139	Cosmetology Theory II	4
CSMT143	Facials	4
CSMT148	Manicuring and Pedicuring	4
CSMT152	Chemical Rearranging	5
CSMT209	Cosmetology Theory III	4
CSMT217	Hair Coloring and Bleaching	4
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

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 LCC 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
Program Requirements		**(18 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 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 hours)**
ANTH1141	Cultures of the World	3
CJ210	Deviant Behavior	3
*CJUS2150	Corrections System	3
*CJUS2130	Police and Society	3
*CJUS2153	Community-Based Corrections	3
CJ210	Deviant Behavior	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.

CULINARY ARTS
Certificate
Minimum of 32 Credit Hours

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

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 proficiencies of ENG098 and MATH075.

Certificate Requirements		Credit Hours: 32

Program Requirements		**(26 hours)**
BAKE102	Baking Principles	4
CUL101	Culinary Concepts and Mathematics	3
CUL107	Current Topics in Food Safety	1
CUL115	Serv-Safe® Certification	1
CUL140	Catering	2
CUL140L	Catering Lab	2
CUL208	Culinary Arts Practicum	4
CUL220	French and Italian Kitchen	3
CUL230	Global Kitchen	3
CUL237	Restaurant Experience	1
CUL237L	Restaurant Experience Lab	2

Approved Electives		**(6 hours)**
BAKE140	Intermediate Baking Principles	3
BAKE160	Bread Baking	3
BAKE208	Specialty Pastry Skills	2
CUL120	Introduction to Vegetables and Starches	3
CUL122	Introduction to Meats, Poultry and Fish	3
CUL123	Introduction to Stocks, Soups and Sauces	3
CUL128	Garde Manger	3
CUL250	Healthy Cooking Techniques	3

DENTAL ASSISTANT
Certificate
Minimum of 36 Credit Hours

The CODA accredited Dental Assisting program at LCC is a full time one year program beginning in the fall, with sequential classes through the spring semester and summer term. All pre-requisites must be completed before admission into the fall cohort. Students will be required to complete a total of 300-non-monetary off-campus externship clinical practicum hours during the spring semester and summer term. Each student is responsible for their own travel arrangements to and from the clinic site.

To become a Certified Dental Assistant (CDA), national certification through the Dental Assisting National Board (DANB), an individual must obtain certification from 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.

All 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 infectious diseases including but not limited to AIDS and Hepatitis. All students admitted to the program will receive proper instruction in standard biohazard precautions and in the use of personal protective equipment (PPE) to reduce the risk of contracting blood borne pathogens.

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

Institutional Proficiency Requirement:
In addition to the courses listed below for this program of study, students may also have to complete institutional proficiency in Math and English.

Certificate Requirements		Credit Hours: 36
Program Pre-requisites		**(24 hours)**
AH113	Medical Terminology	3
BIOL1110	General Biology – or –	4
BIOL2210	Human Anatomy and Physiology I – or –	4
CHEM1120	Introduction to Chemistry (non-majors)	4
BCIS1110	Introduction to Information Systems	3
ENGL1110	Composition I	3
MATH102	Math Preparation & Pre-Algebra	5
PSYC1110	Introduction to Psychology	3
COMM1130	Public Speaking – or –	3
COMM2120	Interpersonal Communication	3
All courses listed above are required as pre-requisites for entry into the Dental Program		
Program Requirements		**(36 hours)**
DENT103	Dental Materials	5
DENT109	Preventative Dentistry/Oral Health Care	1
DENT118	Dental Assisting	3
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

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 LCC 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

Program Requirements		**(29 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 hours)**
BCIS1110	Introduction to Information Systems	3
COMM1130	Public Speaking	3

ELECTRICAL WIRING TECHNOLOGY
Certificate
Minimum of 33 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

Program Requirements		**(30 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 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
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

Program Requirements		**(11 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 LCC will only be issued to those students that successfully pass the National Registry EMT Certification Exam.

GENERAL EDUCATION
Certificate
Minimum of 31 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 LCC. 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
General Education Core		**(31 hours)**
Area I. Communications		**(9 hours)**
ENGL1110	Composition I	3
ENGL1120	Composition II	3
COMM1130	Public Speaking -or-	3
COMM2120	Interpersonal Communication	3
Area II. Mathematics		**(3 hours)**
MATH1215	Intermediate Algebra	4
MATH1350	Introduction to Statistics	3
MATH1220	College Algebra	4
Area III. Laboratory Science		**(4 hours)**
BIOL110	General Biology	4
BIOL1135	Introductory Environmental Science	4
BIOL2610	Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL2110	Principles of Biology: Cellular and Molecular Biology	4
BIOL2305	Microbiology for Health Sciences	4
BIOL2210	Human Anatomy and Physiology I	4
BIOL2225	Human Anatomy and Physiology II	4
CHEM1120	Introduction to Chemistry	4
CHEM1215	General Chemistry I for STEM majors	4
CHEM1226	General Chemistry II	4
GEOL1110	Physical Geology	4
GEOL2110	Historical Geology	4
PHYS111	Introduction to Physics	4
PHYS1230	Algebra-based Physics I	4
PHYS1240	Algebra-based Physics II	4
PHYS161	Calculus Physics I	4
PHYS162	Calculus Physics II	4
Area IV. Social and Behavioral Sciences		**(3 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 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 hours)**

ARTS1610	Drawing I	3
ARTS1120	Introduction to Art	3
ART210	Art History	3
MUSC1130	Music Appreciation: Western Music	3
MUSC1210	Fundamentals of Music for non-majors	3
THEA1110	Introduction to Theater	3

Area VII. Electives   **(6 hours)**

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

WELDING TECHNOLOGY
Certificate
Minimum of 31 Credit Hours

The program prepares students with entry-level job skills in all phases of the welding industry and provides upgrading for those out in the field that need to acquire additional skills. Emphasis is placed on welding procedures used in the construction industry. Preparation for state certification is covered through the American Welders Society (AWS).

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 or ENG106.

Certificate Requirements	Credit Hours: 31

Program Requirements		**(31 hours)**
WLDG105	Introduction to Welding	4
WLDG118	Welding Level I	4
WLDG125	Machine Operation in Metal Working	4
WLDG133	Pipe and Plate Code Testing	4
WLDG140	Advanced Layout and Fabrication	4
WLDG148	Ornamental Art Welding	3
WLDG211	Welding Level II	4
WLDG230	Welding Level III	4

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

Program Requirements — **(19 hours)**

VGD106	Script Writing and Storyboarding	3
VGD128	Introduction to Video Game Development	3
VGD130	Art and Computer Animation	3
VGD147	Game Analysis and Critique	3
VGD240	Video Game Design	3
VGD260	Video Game Project	4

Approved Electives — **(12 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

Luna Community College

COURSE
DESCRIPTIONS

Luna Community College began the transition to a four letter, four digit (i.e. ENGL 1101) NM Common Core Course Number effective Fall 2019, in compliance with 5.55.5 NMAC. This transition will not affect all course numbers at once.

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)**
This course is a study of the fundamentals of financial record keeping and basic accounting principles. The students are introduced to the complete accounting cycle and the various generally accepted accounting principles. Additional topics include: assets and liabilities, the use of special journals, accounting for merchandising, internal control, cash, inventories, plant assets, and interest computations. (*Course previously offered as: ACCT200 Accounting Principles I).*

ACCT2120 **Principles of Accounting II** **4;(4,0)**
This course is focused on managerial accounting and application of accounting to business decisions. Topics include statement of cash flow, cost accounting systems, budgeting process, differential analysis reports, cost-volume-profit-analysis, financial statements, variance analysis calculations, cost behavior, and capital investment decision. *Pre-requisite: ACCT2110.* (*Course previously offered as: ACCT201 Accounting Principles II).*

ACCT2130 **Introduction to Intermediate Accounting I** **4;(4,0)**
Accounting theory; preparation of income statements, balance sheets and statements of accounting theory, preparation of income statement, balance sheets and statements of cash flows, and comprehensive income; IFRS; present value concepts; asset valuation and income determination, liabilities and stockholders' equity; revenue recognition and investments. *Pre-requisite: ACCT2120.* (*Course previously offered as: ACCT231 Intermediate Accounting).*

ALLIED HEALTH (AH)

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

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 Professionals. Students will also gain knowledge in the U.S. health care system, professional school preparation, and current issues related to the allied health professions.

ANTHROPOLOGY (ANTH)

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. (*Course previously offered as: ANTH103 Introduction to Anthropology*).

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. (*Course previously offered as: ANTH221 Cultures of the World*).

ART (ART)

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. (*Course previously offered as: ART110 Introduction to 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. (*Course previously offered as: ART106 Introduction to Drawing*).

ARTS2110   **History of Art I**   **3;(3,0)**
Development of an understanding of the evolution of the visual arts from pre-history to present time with special inclusion of the areas of the Southwest United States and Latin America. (*Course previously offered as: ART210 Art History*).

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.* (*Course previously offered as: ART146 Drawing II*).

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY (CRT/AUTOMOTIVE)

CRT100   **Introduction to Collision Repair**   **3;(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**   **3;(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**   **3;(2,4)**
This course will cover shop layout, shop policies, shop maintenance, collision repair estimating, business cost and profits, and customer service. Each student will design his or her own shop plans.

CRT115   **Metal Working**   **3;(2,4)**
This course will cover the metal working in the collision repair field, metal types: various metal working techniques will be covered, practical hands-on applications.

CRT120   **Collision Repair II**   **3;(2,4)**
A continuation course to the Intro to Collision Repair, this course is an in-depth study of collision repair featuring body fillers, panel replacement, 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**   **3;(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**   **3;(2,4)**

This course is an advanced class featuring auto project management, custom body panels fabrication, lead bodywork, metal shrinking, custom interior and exterior modifications, and custom painting, practical hands-on experience. Each student will create his or her own project portfolio. *Pre-requisites: CRT120 and CRT125.*

CRT135   **Introduction to Airbrushing**   **3;(2,4)**

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

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

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

CRT144   **Airbrushing II**   **3;(2,4)**

This is an intermediary painting course that provides the semi-experienced Airbrushing student with more time, new methods and techniques to enhance their airbrush painting skills. Students will have the opportunity to learn more deeply the relationships the airbrush has with the many different types of paints used in this industry. Also, students will gain hands-on during lectures with emphasis on special material, technical graphics, layout, transfer, intricate masking techniques and free hand Airbrush painting. This is a great course that gives the artist quality studio time to strengthen their skills. *Pre-requisite: CRT135.*

CRT150   **Structural Analysis and Damage Repair**   **3;(2,2)**

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.*

AUTOMOTIVE TECHNOLOGY (AUTO)

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

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**   **2;(1,2)**
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.*

AUTO104   **Electrical and Electronic Systems I**   **3;(2,2)**
This course covers basic automotive electricity, electronics fundamentals, theory and applications for automotive circuits. This course will also cover diagnosis and repair of electrical systems and schematic study. Battery, starting and charging systems are specifically studied in this course. *Co-requisite: AUTO100.*

AUTO106   **Engine Performance I**   **3;(2,2)**
This course will cover 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. *Co-requisite: AUTO100.*

AUTO108   **Manual Transmissions and Drivetrain**   **3;(2,2)**
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.*

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**   **3;(2,2)**
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.*

AUTO126   **Engine Performance II**   **4;(2,4)**
This course will cover basic electricity review, automotive computer systems history, usage, strategy, testing and diagnosis. Emission control systems, exhaust systems, fuel injection, distributor less ignition and other performance systems will also be covered. Diagnostics of On-Board Diagnostics (OBD) I and II will have an emphasis on procedure and symptomatic based strategies. *Pre-requisite: AUTO106.*

AUTO128   **Automatic Transmissions and Drivetrain**   **3;(2,2)**
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**   **3;(2,2)**

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.*

AUTO137   **Electrical and Electronic Systems II**   **4;(2,4)**

This course will be a review of basic electricity and electronics leading into more advanced lighting systems, instrument panel, horn, windshield wiper/washer and other complex accessories found in the modern automobile. *Pre-requisite: AUTO104.*

AUTO154   **Steering and Suspension**   **3;(2,2)**

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.*

AUTO161   **Introduction to Diesel Mechanics**   **4;(2,4)**

This course will cover the study of diesel engines, basic systems or diesel engines such as mechanical structure, cooling, lubrications, fuel, storage, troubleshooting, and service are emphasized. Students will also study diagnosis and operating principles of diesel engines by use of diagrams, testing instruments and live engines.

AUTO225   **Automotive Capstone**   **1;(1,0)**

The Automotive practicum course is designed to provide the student with professional experience in the automotive industry. The practicum site will provide the student with a broad base of hands on experience. The practicum site will be the choice of the student with approval and supervision of the industry professional and an approved instructor. Students will sign a statement at the beginning of the practicum advising them that they will not be paid for practice and must provide their own transportation.

AUTO295   **Automotive Technology Practicum**   **3;(0,6)**

The Automotive practicum course is designed to provide the student with professional experience in the automotive industry. The practicum site will provide the student with a broad base of hands on experience. The practicum site will be the choice of the student with approval and supervision of the industry professional and an approved instructor. Students will sign a statement at the beginning of the practicum advising them that they will not be paid for practice and must provide their own transportation.

BAKING (BAKE)

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

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

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

This course is an intensive study of pastry and dessert making. Topics not covered in the introductory course will include: custards, sugar work and chocolate work. The course will also provide an in-depth exploration of classic European tarts, cakes, and cookies and will emphasize modern production and presentation methods. The course culminates in the design and execution of a multi-tiered cake of the student's own design.

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

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

BAKE208   **Specialty Pastry Skills**   **2;(1,2)**

This course explores in detail the extremes of the baker's art: viennoiserie and special-needs baking. Viennoiserie is the category of rich yeast pastry doughs that includes danishes, croissant and brioche. In order to satisfy customers with special dietary concerns, the professional baker needs to understand different religious and health restrictions related to food. This course teaches the techniques of developing and modifying recipes to create gluten-free, sugar-free, low-fat, kosher and vegan desserts.

BARBERING (BARB)

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

This course covers areas of shaving, honing and stropping, preparation, procedures, and practice. The student will have the use of products, materials and implements, client consultation, recommendations, client record keeping and safety. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Co-requisites: BARB260, CSMT239 and CSMT243.*

BARB260   **Barber Clinic Practice**   **4;(0,8)**

This course builds on the foundation presented in the theory courses in sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, hair styling, hair coloring, manicures, pedicures, and facials. *Prerequisites: All required 100 level CSMT courses, CSMT209, CSMT217 and CSMT222. Co-requisites: BARB252, CSMT239 and CSMT243.*

BIOLOGY (BIOL)

BIOL1110   **General Biology**   **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. (*Course previously offered as: BIO105 Biology for Non-Majors*).

BIOL1135   **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. (*Course previously offered as: ENVS102 Environmental Science).*

BIOL2110 **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 or BIOL2210. (Course previously offered as: BIO111 General Biology II).*

BIOL2210 **Human Anatomy and Physiology I** **4;(3,2)**
Course includes the structure and function of the human body at the cellular, tissue, organ, and organ system levels of organization. The integumentary, skeletal, muscular and nervous systems are addressed in detail. *Pre-requisites: ENG098 or equivalent placement scores. (Course previously offered as: BIO217 Human Anatomy and Physiology I).*

BIOL2225 **Human Anatomy and Physiology II** **4;(3,2)**
This course includes the nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, reproductive systems with genetics and fetal development. *Pre-requisite: BIOL2210 (Course previously offered as: BIO218 Human Anatomy and Physiology II).*

BIOL2305 **Microbiology for Health Science** **4;(3,2)**
This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infections. *Pre-requisites: ENG098 equivalent placement scores. NM Common Course Number: BIOL2514. (Course previously offered as: BIO201 Medical Microbiology).*

BIOL2310 **Microbiology** **4;(3,2)**
This course is designed to give the student a basic understanding of the microbial world and the role of microbes in human disease. Microbial identification, metabolism, and reproduction will be addressed. Diseases of the organ systems will be identified along with diagnosis and treatment of microbial infections. *Co-requisite: BIOL2110 (Course previously offered as: BIO216 Microbiology).*

BIOL2510 **Pathophysiology I** **4;(4,0)**
This course is designed as an introduction to human pathophysiology. It builds on the knowledge of anatomy and physiology as a basic foundation and provides an overview of disease processes by body systems. *Pre-requisites: BIOL2210 Human Anatomy & Physiology I or Co-requisites: BIOL2210 Human Anatomy & Physiology I and BIOL2225 Human Anatomy & Physiology II with grade of "B" or higher (Course previously offered as: AH244 Pathophysiology).*

BIOL2610 **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. (*Course previously offered as: BIO110 General Biology I).*

BIOL2630 **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 or BIOL2610. (Course previously offered as: BIO127 General Botany).*

BUILDING TECHNOLOGY (BT)

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, sked 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.*

BUSINESS (BUS)

BUS102 **Quantitative Methods in Business** **3;(2,2)**
This course helps the student develop problem-solving skills using mathematical equations to solve business problems and to enhance business performance and operations. Topics covered in this course include: the time value of money, interest calculations, trade and cash discounts, and concepts related to minimizing operational costs while increasing productivity.

BUS153 **Entrepreneurship I** **3;(3,0)**
This course 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. 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 of business. The student will take the capstone course in his or her last semester at LCC. *Pre-requisite: Instructor Approval.*

BUSA1110 **Introduction to Business** **3;(3,0)**
This course is designed to give the student a well-rounded, comprehensive understanding of the structure of business, business activities, business opportunities and the overall nature of the business world. Also covered is an overview of the principles of marketing, the concepts of management, business ethics and the global context of business. (*Course previously offered as: BUS105 Introduction to Business*).

BUSINESS COMPUTERS (BCIS)

BCIS1110 **Introduction to Information Systems** **3;(2,2)**
This course provides an overview of the basic components and functions of the computer with an emphasis on the current version of Microsoft Office Suite. The course will cover computer-operating principles; file management, Internet use and safety, and computer use for education. (*Course previously offered as: CSA150 Computer Fundamentals*).

BUSINESS FINANCE (BFIN)

BFIN2110   **Introduction to Finance**   **3;(2,2)**

This is an introduction to the foundations of financial management. This course will help the student understand the five basic principles of finance and business. The course Includes application of financial analysis tools and techniques needed for business financial administration and decision making. (*Course previously offered as: BUS120 Principles of Finance).*

CHEMISTRY (CHEM)

CHEM1120   **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. (*Course previously offered as: CHEM105 Introduction to Chemistry).*

CHEM1215   **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 (MATH180).* (*Course previously offered as: CHEM111 General Chemistry I).*

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

Topics include solids, liquids, gases, colligative properties, kinetics, gaseous equilibria, nuclear chemistry, weak electrolyte equilibria, solubility equilibria, entropy, free energy, and electrochemistry. The first half of the lab course emphasizes qualitative and quantitative analysis techniques to expand the student's knowledge of oxidation-reduction, gravimetric analysis, colligative properties, reaction rates, electrochemistry, chemical equilibrium and electrolytes. The second half of the lab course focuses on the 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: CHEM1226 (CHEM111).* (*Course previously offered as: CHEM112 General Chemistry II).*

COMMERCIAL DRIVER'S LICENSE TRAINING (CDL)

CDL130   **Commercial Driver's License Theory**   **3;(3,0)**

The goal of this course is to provide drivers with knowledge and safety driving techniques to prevent collisions and violations. The course focuses on collision prevention though hazard recognition and application of collision avoidance techniques. In addition, the course addresses common driving violations, traffic law, DWI, drug use and consequences, and accident statistics. The course will also cover driving large vehicles around the general road population. The course will cover pre-trip inspection test and airbrakes test. Students will, correctly conduct an inspection of the vehicle to determine if it is safe to drive; a basic control skills test, which will determine if the student can safely

back up, park, and judge the vehicle length. This course will also include sample tests that will help students pass the written exams necessary to obtain a CDL permit.

CDL130L   **Commercial Driver's License Lab**   **4;(0,8)**
This course will cover road training. A portion of the CDL program is designed to fulfill the state and federal requirements to obtain a Commercial Drivers License (Class A-B-C Passenger and School Bus endorsements). Students will acquire the knowledge and experience to properly inspect and test the semi-truck and trailer, passenger and school bus. Students will learn how to properly shift, back and park the vehicle. They will learn how to safely operate and drive the vehicles in the city and various other driving situations. Students will cover airbrakes and pre trip inspections. *Pre-requisite: Instructor approval.*

COMMUNCATION (COMM)

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. (*Course previously offered as: SPCH111 Public Speaking).*

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. (*Course previously offered as: SPCH112 Interpersonal Communication).*
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COMMUNITY HEALTH WORKER (CHW)

CHW101   **Community Health Worker 1**   **4:(3,2)**
This course trains students to become Community Health Workers (CHW) who assist individuals and communities in adopting and maintaining positive health behaviors as well as helping people access health care and social services to build healthier communities. This course will prepare students to understand the roles of the CHW, and develop interpersonal skills, communication skills, health coaching skills, Service Coordination skills and capacity building skills. *Pre-requisites: ENG078 and MATH075 or equivalent ACCUPLACER/ACT/SAT scores.*

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)

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.*

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.*

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*.

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA208   **Microsoft Access**   **3;(2,2)**
This course provides an in-depth study of Microsoft Access database software with a hands-on approach. A MOUS Microsoft certified textbook is utilized.

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.

COSMETOLOGY (CSMT)

CSMT109   **Cosmetology Theory I**   **4;(4,0)**
This course is an introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school. *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 the related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety. *Pre-requisite: CSMT126. Co-requisites: CSMT139, CSMT148 and CSMT152.*

CSMT148   **Manicuring and Pedicuring**   **4;(0,8)**
This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; also it includes the study of nail disorders. *Pre-requisite: CSMT126. Co-requisites: CSMT139, CSMT143 and CSMT152.*

CSMT152   **Chemical Rearranging**   **5;(0,10)**
This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures. *Pre-requisite: CSMT126. Co-requisites: CSMT139, CSMT143 and CSMT148.*

CSMT209   **Cosmetology Theory III**   **4;(4,0)**
This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects. *Pre-requisites: All 100 level CSMT courses. Co-requisites: CSMT217 and CSMT222.*

CSMT217   **Hair Coloring and Bleaching**   **4;(0,8)**
This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety. *Pre-requisites: All 100 level CSMT courses. Co-requisites: CSMT209 and CSMT222.*
CSMT222   **Hairstyling**   **5;(0,10)**
This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces. *Pre-requisites: All 100 level CSMT courses. Co-requisites: CSMT209 and CSMT217.*

CSMT229   **Cosmetology Externship**   **4;(0,8)**
This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructors, in cooperation with an LCC approved employer. The student is exposed to salon business and retail sales concepts as outlined in the State Board standards upon completion of 50% (800 hours) of the course of study. The externship may not exceed 8 hours per day on one day per week. *Pre-requisite: Instructor approval.*

CSMT239   **Cosmetology Theory IV**   **4;(4,0)**
This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses. *Pre-requisite: CSMT222. Co-requisites: CSMT243, CSMT254 and CSMT260.*

CSMT243   **Salon Business and Retail Sales**   **2;(1,2)**
This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions, the use of telephone, retail sales, client communications, public relations, insurance and salon safety. *Pre-requisite: CSMT222. Co-requisites: CSMT239, CSMT254 and CSMT260.*

CSMT254   **Personal and Community Health**   **2;(1,2)**
This course is designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness. *Pre-requisite: CSMT222. Co-requisites: CSMT239, CSMT243 and CSMT260.*

CSMT260   **Cosmetology Clinic Practice**   **3;(0,6)**
This course is a continuation of the practice of all skills and knowledge learned in related courses. *Pre-requisites: CSMT209, CSMT217 and CSMT222.*

CRIMINAL JUSTICE (CJ/CJUS)

CJ210   **Deviant Behavior**   **3;(3,0)**
Applying sociological theory and principles, this course covers an analysis of human behavior that is contrary to the standards of conduct or social expectations of a given group or society. *Pre-requisite: SOCI1110 (SOC101).*

CJ221   **Law Enforcement and Community Relations**   **3;(3,0)**
This course will provide a perspective of developing positive community relations through citizen involvement in the justice system and the treatment of victims, witnesses, and jurors. *Pre-requisite: CJUS1110 (CJ111).*

CJ260   **Management in Law Enforcement**   **3;(3,0)**
The course is about law enforcement managers and supervisors, their jobs, and the complicated interrelationships with all members of the law enforcement team and with the communities, they serve. *Pre-requisite: CJUS1110 (CJ111).*

CJUS1110   **Introduction to Criminal Justice**   **3;(3,0)**
A survey of the structure of our criminal justice system, including an overview of the American legal system, goals of criminal justice, the role of police and police operations, the function of the courts, corrections, and the juvenile justice system. (*Course previously offered as: CJ111 Introduction to Criminal Justice).*

CJUS1120   **Criminal Law**   **3;(3,0)**
Criminal Law provides an overview of the American legal system with particular emphasis on criminal substantive law. The course addresses the essential elements of crime, crimes against the person, property, and the public, as well as factual, statutory and constitutional defenses to crime. *Pre-requisite: CJUS1110 (CJ111).* (*Course previously offered as: CJ201 Criminal Law).*

CJUS1140   **Juvenile Justice**   **3;(3,0)**
A study of juvenile justice administration, including juvenile court practices, procedures, and jurisdiction, along with the role of police officers and other correctional personnel within the juvenile justice system. *Pre-requisite: CJUS1110 (CJ111).* (*Course previously offered as: CJ215 Juvenile Justice System).*

CJUS1143   **Report Writing**   **3;(3,0)**
This course covers report writing, appropriate documentation, client case notes, and form preparation for agencies within the criminal justice field. Emphasis is placed on proper language and grammar usage. *Pre-requisites: CJUS1110 (CJ111) and ENGL1110 (ENG111).* (*Course previously offered as: CJ233 Report Writing and Documentation).*

CJUS2110   **Professional Responsibility in Criminal**   **3;(3,0)**
The course surveys moral reasoning and issues in Criminal Justice with an emphasis on the application of ethical theories to practical decision making within criminal justice and related professions. *Pre-requisite: CJUS1110 (CJ111).* (*Course previously offered as: CJ200 Professional Ethics).*

CJUS2120   **Criminal Courts and Procedure**   **3;(3,0)**
This course examines Constitutional aspects of criminal procedure, from pre-arrest to appeal. The course focuses on the Fourth, Fifth, Sixth, Eighth, and Fourteenth Amendments, including search

and seizure, police interrogation and surveillance, and the trial process through sentencing and appeal. *Pre-requisite: CJUS1120 (CJ201). (Course previously offered as: CJ225 Criminal Procedure).*

CJUS2130   **Police and Society**   **3;(3,0)**
The course examines the history and evolution of law enforcement into the 21st Century. Topics include traffic control, crime-scene investigation, interrogation, search and seizure, arrest, and community policing. (*Course previously offered as: CJ131 Introduction to Law Enforcement*).

CJUS2140   **Criminal Investigations**   **3;(3,0)**
This course provides an overview of the fundamentals of the investigative process associated with crime scenes. The course will focus on information gathering, legal aspects of investigation, types of evidence, chain-of-custody requirements, interrogation, search, seizure and arrest. *Pre-requisite: CJ111. (Course previously offered as: CJ231 Criminal Investigation).*

CJUS2150   **Corrections System**   **3;(3,0)**
An introductory exposure to the history and development of the correctional system in the United States involving a look at modern prisons, correctional clientele, probation, parole, and community based corrections. (*Course previously offered as: CJ121 Introduction to Corrections*).

CJUS2153   **Community-Based Corrections**   **3;(3,0)**
This course offers an exploration into community corrections with an emphasis in theory and practice of probation and parole. Some topics include: pretrial release, diversion, supervision, and community-based services. *Pre-requisite: CJUS1110 (CJ111). (Course previously offered as: CJ205 Probation, Parole and Community Corrections).*

CJUS2160   **Field Experience in Criminal Justice**   **3;(0,9)**
This course provides students the opportunity to gain supervised practical experience in a local law enforcement agency, corrections department, or other related criminal justice agency. 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. (Course previously offered as: CJ298 Criminal Justice Internship).*

CULINARY ARTS (CUL)

CUL101   **Culinary Concepts and Mathematics**   **3;(3,0)**
Topics will include an introduction to the safe use of foodservice tools and equipment, basic cooking principles and a glossary of cooking terms. Mathematics will teach what every caterer, chef and baker need to know in order to price a menu, scale recipes up or down and figure out how much that fish really costs.

CUL107   **Current Topics in Food Safety**   **1;(1,0)**
The growing number of national and global outbreaks due to contaminants in the food supply and technological advances in agriculture and food processing require that the culinary professional become conversant with issues surrounding these trends. This course assists the new culinary arts student in gaining a fundamental understanding of conventional and organic agriculture and how choices in selecting food products affect the economy, public health and the environment.

CUL115   **Serv-Safe® Certification**   **1;(1,0)**

A short course in the fundamentals of serving safe food and protecting the customer from injury and food-borne illness. Students will learn how to receive, store, cook, hold and serve food in a safe manner. Students who successfully complete the course will receive a Serv-Safe® Food Protection Manager Certification.

CUL120   **Introduction to Vegetables and Starches**   **4;(2,2)**

For the beginning student, this course will emphasize product identification and cooking techniques for a variety of vegetables. Multiple cooking methods for preparing grains and other starches will be explored. Students will also learn nutrition basics as well as a variety of methods for maintaining a nutritional balanced diet.

CUL122   **Introduction to Meats, Poultry and Fish**   **3;(2,2)**

This course introduces students to the principles of cutting and cooking meats, poultry, and fish. Students will learn which cooking method is best used for different meat products. Emphasis will be placed on butchering and product identification.

CUL123   **Introduction to Stocks, Soups and Sauces**   **3;(2,2)**

In this course, students prepare stocks from scratch, the foundation of outstanding soups and sauces. From the base, classical French and regional soups from throughout the world will be prepared. The course then moves to explore the classic French mother sauces, Modernist techniques and different approaches to sauce making from around the globe.

CUL128   **Garde Manger**   **3;(2,2)**

Garde Manger is the art of preserving and preparing cold food. This beginner's course covers the proper preparation of salads, dressings, sandwiches, charcuterie and cold appetizers. Students will also learn the fundamentals of making cheese from scratch.

CUL140   **Catering**   **2;(2,0)**

Through lectures, students will learn the business of catering from menu pricing, design and development, to the fundamentals of marketing. Front-of-the-house responsibilities will be taught, including the basics of selecting, serving and appreciating wine.

CUL140L   **Catering Lab**   **2;(0,4)**

Taken in tandem with CUL140, students will gain 64 hours of practical experience through catering different small, large, on-site, off-site, corporate and social events.

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

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

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

Students will learn the products, tools, techniques, trends and aesthetics of preparing French and Italian cuisines. This course explores the distinctive features of each of France's major provincial cuisines and the impact of history, geography and economics on the regional foods of Italy. Weekly menus feature both savory and sweet courses.

CUL230   **Global Kitchen**   **3;(2,2)**
This intermediate course explores the world's great non-European cuisines. The focus is primarily on the regional foods of Mexico and China and introduces students to the food ways of East India, Thailand, Vietnam and Japan. Students will learn the products, tools, techniques, and aesthetics of each of these cuisines.

CUL237   **Restaurant Experience**   **1;(1,0)**
This course is designed for the intermediate culinary arts student committed to meeting the demands of a working in a fine-dining restaurant. Lectures will explore the inner-workings of managing and operating a virtual restaurant using a simulator computer program.

CUL237L   **Restaurant Experience Lab**   **2;(0,4)**
The Restaurant Experience Laboratory will emulate real-world expectations of skill levels, speed and professionalism that students will encounter as restaurant employees. Students will run an on-campus restaurant, serving lunch to the general public on Fridays for eight weeks. Students will rotate through the various positions within a restaurant during this eight week period.

CUL250   **Healthy Cooking Techniques**   **3;(2,2)**
This course assists the professional cook or the interested amateur in meal planning, recipe, adaptation and menu development with an emphasis on balanced nutrition. Students will learn nutrition basics as well as a variety of models for maintaining a nutritionally balanced diet.

DENTAL ASSISTANT (DENT)

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

DENT118   **Dental Assisting**   **3;(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 Assisting Program. Co-requisites: DENT103, DENT109, DENT128, and DENT160.*

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

To accomplish the goal of the dental profession of protecting and preserving the oral health of the public, 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 Assisting Program. Co-requisites: DENT103, DENT109, DENT118, and DENT160.*

DENT145   **Bio-Dental Science**   **3;(3,0)**

The course prepares he 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 1st 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 Assisting 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 1st 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 1st 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 onOSHA and HIPPA standards. *Pre-requisites: Successful completion of 1st 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 1st 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 1st 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, DENT170and 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 1st two semesters in Dental Assistant Program. Co-requisites: DENT209 and DENT220.*

ECONOMICS (ECON)

ECON2110   **Macroeconomic Principles**   **3;(3,0)**
This course emphasizes the fundamentals of macroeconomics (the study of economy as a whole), fiscal and monetary policy, and the international setting. (*Course previously offered as: ECON208 Principles of Macroeconomics).*

ECON2120   **Microeconomics Principles**   **3;(3,0)**
This course emphasizes the part of economics concerned with such individual units within the economy as industries, firms, and households and with individual markets, particular prices, and specific goods and specific goods and services. (*Course previously offered as: ECON209 Principles of Microeconomics).*

EDUCATION-EARLY CHILDHOOD TEACHER EDUCATION (ECED)

ECED1110   **Child Growth, Development and Learning**   **3;(3,0)**
This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. This course includes knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, and language. The adult's role in supporting each child's growth, development and learning is emphasized. *(Course previously offered as: EDUC201 Child Growth, Development and Learning).*

ECED1115   **Health, Safety and Nutrition**   **2;(2,0)**
This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest. *(Course previously offered as EDUC102 Health, Safety and Nutrition).*

ECED1120   **Guiding Young Children**   **3;(3,0)**
This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing through the use of environment, routines and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, cooperative learners and including families as part of the guidance approach. (*Course previously offered as: ECME240 Guiding Young Children).*

ECED1125   **Assessment of Children and Evaluation of Programs**   **3;(3,0)**
This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. This course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process. (*Course previously offered as: ECME257 Assessment of Children and Evaluation of Programs).*

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. (*Course previously offered as: ECME260 Family and Community Collaboration*).

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. (*Course previously offered as: ECME110 Professionalism*).

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. (*Course previously offered as: ECME231 Introduction to Language, Literacy, and Reading*).

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: ECME135. (Course previously offered as: ECME130 Curriculum Development through Play Birth through Age 4 (Pre-K)*).

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 (Course previously offered as: ECME135 Practicum for Curriculum Development through Play- Birth-Age 4 (Pre-K)*).

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 (Course previously offered as: ECME230 Curriculum Development and Implementation-Age 3 (Pre-K) through Grade 3).*

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. (Course previously offered as: ECME235 Curriculum Development and Implementation Practicum- Age 3 (Pre-K) through Grade 3)).*

EDUCATION-TEACHER EDUCATION (EDUC)

EDUC220   Multicultural Education   3;(3,0)
This course offers a study of educational trends, issues, and problems of students and the teaching methods and strategies necessary to teach respect and tolerance among people.

EDUC1120   Introduction to Education   3;(3,0)
This course provides an orientation to the profession of teaching. It is an introduction to the historical, philosophical, and sociological foundations, current trends, and issues in education. Students will use the above foundations to develop strategies related to problems, issues, and responsibilities in the broad and specific educational arenas. (*Course previously offered as: EDUC105 Introduction to Teaching).*

EDUC2990   Teacher Education Practicum   3;(1,4)
This course provides students with the opportunity to plan, implement, and evaluate their personal strategies within a K-12 classroom setting and/or within a setting approved by the department director. A total of 40 contact hours within a classroom setting will be required for this class. *Pre-requisite: ECED1115. Co-requisites: First Aid/CPR Certification and Criminal Record Clearance. (Course previously offered as: EDUC225 Teacher Education Practicum).*

ELECTRICAL WIRING (EWRG)

EWRG100   Fundamentals of AC/DC Electricity   4;(3,2)
Orientation, safety, introduction to direct current, and AC circuits, electron theory, Ohms Law voltage, resistance, and power. Series and parallel circuits, practical applications in theories introduced are covered. *Co-requisite: VOC109.*

EWRG102   Residential Electricity   4;(2,4)
Theoretical and practical applications include residential code, safety wiring methods, circuit design, circuit components, tools, installation, planning and estimating, blueprint reading, appliance and special outlets, farm wiring, mobile home, low voltage, remodeling, troubleshooting, motors, and motor circuits. *Pre-requisite: EWRG100.*

EWRG105   **Photovoltaics Design**   **3;(2,2)**

Photovoltaics course is designed to produce a student with 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 is a continuation of the EWRG105 Photovoltaics. This course covers service issues for stand-alone photovoltaic systems. Photovoltaic cells, modules and arrays, as well as balance of system components, such as batteries, voltage regulators, inverters and associated wiring, are included. Operation, inspection, troubleshooting, repair, and maintenance are covered. This course also includes work on a photovoltaic class project.

EWRG117   **Wiring Special Circuits**   **3;(2,2)**

Provides information and training on a variety of special circuits common to the industry in the areas of voice, data, motor controls, distribution, and transformer equipment. The course will follow the NEC and NCCER industry requirements. It covers various residential and commercial applications. Both theory and application will be a part of this course.

EWRG200   **Commercial Electricity**   **4;(2,4)**

Covers commercial building plans and specifications, electric service, reading electrical drawings, branch circuits and feeders, low voltage remote control lighting, switches and receptacles, appliance circuits, cooling systems, other types of wiring methods, special circuits, emergency power systems, over-current protection, and panel board selection and installation. Practical wiring applications are covered. *Pre-requisite: EWRG100.*

EWRG201   **AC/DC Motor Control**   **3;(2,2)**

Course uses a solid-motor control board to familiarize the student with industrial power supplies, DC motors, DC generators, series and shunt control, digital control and troubleshooting. Second part of the course is designed to familiarize the student with industrial measurement and control. *Pre-requisite: EWRG100.*

EMERGENCY MEDICAL TECHNICIAN (EMT)

EMT150   **Emergency Medical Technician Basic**   **8;(8,8)**

This course is designed to teach individuals to perform skills responding to a scene of illness and injury in all emergency situations. Body systems will include: soft tissue, circulatory, nervous and respiratory. Skills learned in the class include but are not limited to the following: bandaging, cardiopulmonary resuscitation, emergency childbirth, lifting and moving patients, muscle and skeletal system, emergency care of upper and lower extremities, handling of hazardous materials 151 patient assessment, use of M.A.S.T., extrication tools, and disentanglement procedures. *Pre-requisites: ENG098 and MATH095 or equivalent placement scores. Co-requisite: EMT150L.*

EMT150L   **Emergency Medical Technician Basic Lab**   **2;(0,4)**

This course will provide the student the opportunity to develop the psychomotor skills of an EMT-Basic. The skills will be presented in a sequential building fashion. The initial skills presentation will

be taught in isolation, and then integrated into simulated patient care situations. *Co-requisite: EMT150.*

EMT180   **Emergency Medical Technician Basic Field/Clinical**   **1;(0,2)**
Students will gain real life hands on experience in this clinical. Students will ride along in ambulance and gain experience in pre-hospital patient care. *Pre-requisite: EMT150, EMT 150L.*

ENGLISH (ENG/ENGL)

ENG078   **Reading and Writing Strategies**   **3:(3,0)**
Previously offered as two separate courses: ENG075 and READ075, now a combined course. This course will improve basic reading prerequisite skills. Students work on improving reading skills through reading practice and applying the reading process to a variety of reading tasks and texts. This course will also provide basic but intensive instruction in the improvement of writing skills. Emphasis is on the following: Practice; writing process; fluency demonstrated through developed writings; coherency demonstrated through correct grammar and punctuation usage.

ENG098   **Essentials of College Writing**   **3:(3,0)**
Students will practice fluency and comprehension utilizing diverse texts and strategies such as reading, previewing, note taking, summarizing, research skills and distinguishing between fact and opinion. The course will improve writing skills, with the focus on fluency and practice. The writing process, prewriting, organizing, drafting, editing and revising is emphasized. Students will be required to write a number of essays and pass a committee-graded exit exam at the end of the course*. Pre-requisite: ENG078 or equivalent placement scores*.

ENG106   **Reading and Writing for Inquiry**   **3:(4,0)**
Students will practice fluency and comprehension utilizing diver's texts and strategies such as reading, previewing, note taking, summarizing, research skills and distinguishing between the fact and opinion. The course will improve writing skills, with the focus on fluency and practice. The writing process, prewriting, organizing, drafting, editing and revising is emphasized. *Pre-requisite: Placement score equal to ENG098.*

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. (Course previously offered as: ENG111 Freshman Composition I)).*

ENGL1120   **Composition II**   **3;(3,0)**
This course builds upon the foundation of ENG111 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. (Course previously offered as: ENG115 Freshman Composition II).*

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. (Course previously offered as: ENG121 Introduction to Creative Writing/ Fiction).*

ENG140   **Modern Literature: The American Novel Since 1945**   **3;(3,0)**
A study of contemporary literature is a study of multiculturalism and diversity. Students will engage in a wide range of works from 1945 to the present. The development of the novel and focus on the relationship between writers and readers, race and gender in authorship, fiction's historical influences, and the changing place of literature in American Culture will traced. *Pre-requisite: ENGL1110 and 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. (Course previously offered as: ENG203 American Literature to 1865).*

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. (Course previously offered as: ENG204 American Literature from 1865).*

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. (Course previously offered as: ENG220 Short Fiction).*

FILM & DIGITAL MEDIA (FDMA)

FDMA1260   **Introduction to Digital Media**   **3;(3,0)**
This course introduces students to animation concepts, principles, and storyboard for basic production. An emphasis on creating movement and expression utilizing digitally generated image sequences. Students will also learn about digitizing sound and incorporating it into multimedia projects. The curriculum highlights compression issues, sampling, synchronizing, and resource management. Portable video technology and software will also be covered. Familiarity with the operation of a Macintosh-based computer is highly recommended. (*Course previously offered as: MMC115 Principles of Multimedia).*

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. (*Course previously offered as: MMC130 Introduction to Media Arts).*

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. (*Course previously offered as: MMC138 Introduction to Digital Photography).*

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. (*Course previously offered as: MMC105 Visual Concepts).*

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. (Course previously offered as: MMC230 Intermediate Media Arts).*

FIRE SCIENCE (FS)

FS110　　　　　　Hazardous Materials Responder　　　　　3;(3,0)
This course provides training for personnel expected to respond to and handle defensively, emergencies involving hazardous materials in order to protect people, property, and the environment. The focus is on the awareness and operations component of hazardous materials as outlined in NFPA 471, 472 and OSHA 29 CFR 1910.120.

FS115　　　　　　Introduction to Firefighting　　　　　4;(3,2)
This course is an introduction to firefighting skills. Topics include: safety, personal protective equipment, fundamentals of fire extinguishment, equipment operations/maintenance and other related fire fighter topics. This course addresses key components of NFPA 1001, Standard for Fire Fighter Professional Qualifications.

FS118　　　　　　Principles of Emergency Services　　　　3;(3,0)
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis, organization and function of public and private fire protection services; fire department as part of

local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS125   **Firefighter I**   **4;(3,2)**
This course is designed to train the student to Level 1 as outlined in NFPA 1001, Professional Qualifications Standard. Several topics include equipment operations and maintenance, principles of firefighting, strategies and tactics, fire extinguishment methods, fire service operations, safety, personal protective equipment, hazardous materials, fire rescue operations, and other related topics. *Prerequisite: Instructor approval.*

FS130   **Fire and Life Safety Education**   **3;(3,0)**
This course provides information relating to the field of fire and life safety education. Several areas of NFPA 1035, Standards for Professional Qualifications for Public Fire and Life Safety Educator, are addressed. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS133   **Building Construction for Fire Protection**   **4;(4,0)**
This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS160   **Fire Investigation I**   **3;(3,0)**
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene investigations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS165   **Fire Prevention**   **3;(3,0)**
This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS170   **Fire Behavior and Combustion**   **3;(3,0)**
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Topics include physical properties of the three states of matter, components of fire, physical and chemical properties, the burning process, chemistry and dynamics of fire, fuels, fire suppression agents, and fire extinguishments. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS205   **Firefighting Strategy and Tactics**   **3;(3,0)**
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishment agents. Topics include: fire behavior, pre-fire planning, building construction, size-up, fire ground communications, command, and ICS/NIMS. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS210   **Firefighter Leadership**   3;(3,0)
This course is an analysis of leadership theories and practices for the fire service. Topics include: effective leadership, leading teams and organizations, and executive leadership strategies.

FS214   **Fire Protection Systems**   3;(3,0)
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. *This course is aligned with Fire and Emergency Services Higher Education (FESHE) Curriculum.*

FS220   **Fire Service Instructor I**   3;(3,0)
This course focuses on the profession of teaching and instruction. Several 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 Fire and Emergency Services Higher Education (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.*

FURNITURE AND CABINET-MAKING (FCMK)

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)

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. (*Course previously offered as GEOL101 Survey of Earth Science).*

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. (Course previously offered as GEOL202 Earth History).*

HISTORY (HIST)

HIST1110 **United States History I** **3;(3,0)**
This course is a survey of the political, economic, constitutional, social and cultural development of the United States through the Reconstruction Period. (*Course previously offered as: HIST161 American History to 1865).*

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. (*Course previously offered as: HIST162 American History from 1865).*

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. (*Course previously offered as: HIST101 Western Civilization to 1500).*

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. (*Course previously offered as: HIST1620 Western Civilization from 1500).*

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. (*Course previously offered as: HIST220 History of New Mexico).*

HORTICULTURE (HRTC)

HRTC105   **Garden Maintenance and Design**   3;(2,2)
This course will teach the fundamentals of maintenance and design of a garden. The emphasis will be on tools and techniques for planting, transplanting, pruning, soil preparation, size, texture, model design, plant selection, and basic maintenance functions.

HRTC122   **Plant Propagation**   3;(2,2)
This course will cover the fundamentals of plant production with an emphasis on techniques to increase the stock of plants. Plant production topics will include: grafting, layering, root cutting and hybridization. This course includes hands-on-experience.

HRTC131   **Soil Management**   3;(2,2)
This course introduces the fundamentals of soil management. Topics include soil structure, fertility and water usage. Students will learn different strategies to improve the soil.

HUMAN DEVELOPMENT (HD)

HD110   **College Success**   1;(1,0)
This course is a college preparatory course and is designed to provide necessary tools for academic success, as students' transition into a post-secondary institution. Topics include goal setting and time management; learning theories and styles; note-taking and test-taking strategies; communication skills such as listening, comprehension and public speaking; health and stress management; campus and community resources. In addition, students will be exposed to college policies and procedures. It is recommended this class be taken during the first semester of academic study.

HD111   **Employment Ethics/Résumé Writing**   1;(1,0)
This course is designed to assist students in identifying their skills and strengths in order to prepare them to successfully market their education, training, and work experience when seeking employment upon completion of their program of study.   The focus of the course is skills

identification, résumé writing, interviewing techniques and job retention. Employment ethics is also emphasized.

HD250   **General Studies Capstone**   **3;(3,0)**
In this course the student will demonstrate competency for the associate degree in General Studies. Course emphasis is on communication skills, mathematics, and academic skills. In addition, the course will include two research papers with an emphasis on literacy, general knowledge, and learning experiences in approved elective course. The student will take this course in his or her last semester. *Pre-requisite: Instructor Approval.*

HD260   **Critical Thinking and Problem Solving**   **3;(3,0)**
This course prepares students to constructively analyze problems/issues; evaluate the validity of the problem statement or argument; identify relevant issues and assumptions; use logic, sound reasoning, and critical thinking skills to identify the best method/approach to use in analyzing and solving the problem; examine formal logic and common mistakes that are made in reasoning; and demonstrate evidence supporting alternative and optimal solutions/recommendations. Emphasis will be placed on practical application of the skills acquired throughout the Liberal Arts (AA Program. This course will serve as a capstone for the previously mentioned associate programs and may also be taken for other degree programs. *Pre-requisite: Instructor Approval.*

HUMAN PERFORMANCE AND SPORT (HPS)

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.

MANAGEMENT (MGMT)

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.

MGMT211   **Business Ethics**   **3;(3,0)**
This course is the study of theoretical and practical problems of moral conduct in the field of business. Emphasis is placed on the application of ethical theories and the practical problems encountered in the day-to-day conduct of business affairs.

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)**
This course is an introduction to management theory and practices with major emphasis on current management trends and issues. Topics of interest include international management, cultural diversity, information technology, ethics, and social responsibility. Throughout this course, students analyze real life case studies, conduct Internet research, and develop reports to address diverse management issues. (*Course previously offered as: MGMT207 Principles of Management*).

MARKETING (MKT)

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)**
A comprehensive study of consumer behaviorism and the professional and ethical responsibilities of marketers, the explanation of goods, services and ideas, the concepts surrounding target markets, market segmentation and the marketing mix. Students will also study the importance of market research in marketing decision making, marketing environments, and marketing management. (*Course previously offered as: MKT201 Principles of Marketing*).

MASS MEDIA COMMUNICATIONS (MMC)

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-liner 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**   **12;(3,18)**
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 learning 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 their final semester of their final year should enroll in this class.*

MATHEMATICS (MATH)

MATH075   **General Mathematics**   **4;(4,0)**
This course will cover skills/concepts of arithmetic with an introduction to basic algebra for students needing to strengthen their basic mathematical background. Emphasis will be placed on ratios, proportions, percents, 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)**
The major topics for the course are Pre-Algebra with an emphasis on arithmetic skills. This is a non-calculator course that combine basic math and Pre-Algebra. This class meets at least 3 times a week. Pre-Algebra includes basic operations and solving equations using the whole number, integers, rational numbers (fractions & decimals) as well as working with ratios, percentages, proportions, and geometry. The purpose of this course s to accelerate students through two Developmental Courses in one semester. *Pre-requisite: MATH 075 or equivalent placement score.*

MATH1215   **Intermediate Algebra**   **4;(4,0)**
This course is the study of linear equations and inequalities, linear functions in two variables, systems of linear equations, polynomials and rational expressions, factoring and its applications, solving quadratic equations, evaluating and simplifying radicals and the quadratic formula. Applications in the areas of technology, medicine and business will be emphasized. *Pre-requisite: MATH095 or MATH102 or an equivalent placement score.* (*Course previously offered as: MATH116 Intermediate Algebra).*

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.* (*Course previously offered as: MATH180 College Algebra).*

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.* (*Course previously offered as: MATH190 Trigonometry).*

MATH1350   **Introduction to Statistics**   **3;(3,0)**
This course is an introduction to descriptive and inferential statistics. Topics to be covered will include sampling procedures, experimental design, measures of center, variation, z-scores, the digression equation with linear correlation and basic probability. *Pre-requisite: MATH1215 or equivalent placement score.* (*Course previously offered as: MATH130 Statistics).*

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* (*Course previously offered as: MATH195 Calculus I).*

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.* (*Course previously offered as: MATH212 Calculus II).*

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. NM Common Course Number: MATH2614.*

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. NM Common Course Number: MATH1614.*

MATH220   **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. NM Common Course Number: MATH1624*

MUSIC (MUS/MUSC)

MUS117   **Basic Mariachi**   **3;(0,4)**
A course designed to give an introduction to 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. (*Course previously offered as: MUS108 Music Appreciation*).

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. (*Course previously offered as: MUS208 Music History*).

MUS217   **Advanced Mariachi**   **3;(0,4)**
This course is a continuation of MUS117. *Pre-requisite: MUS117 or two years of related music experience.*

NURSING (NMNC)

NMNC1110　　　　　　　　**Introduction to Nursing Concepts**　　　　　　　**3;(1,0)**
This course introduces the Nursing student to the concepts of Nursing practice and conceptual learning. This course is only open to admitted Nursing students. *Co-requisite NMNC1135. (Course previously offered as: NRSG1080 Introduction to Nursing Concepts).*

NMNC1135　　　　　　　　**Principles of Nursing Practice**　　　　　　　**4;(3,1)**
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 Nursing students. *Co-requisite: NMNC1110. (Course previously offered as: NRSG1100 Principles of Nursing Concepts).*

NMNC1210　　　　　　　　**Health and Illness Concepts I**　　　　　　　**3;(3,0)**
This course will focus on health and illness concepts across the lifespan. Concepts covered are relate to homeostasis/regulation, sexuality/reproductive, protection/movement and emotional processes. This course is only open to students fully admitted to the Nursing program. *Pre-requisites NMNC1110 and NMNC1135 with grade of "C" or higher. (Course previously offered as: NRSG1530 Health and Illness Concepts I).*

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 fully admitted to the Nursing program. *Pre-requisite: NMNC1110 and NMNC1135. Co-requisites: NMNC1210, 1230, 1235. (Course previously offered as: NRSG1570 Heath Care Participant).*

NMNC1230　　　　　　　　**Nursing Pharmacology**　　　　　　　**3;(3,0)**
This course introduces the Nursing student to pharmacologic nursing practice from a conceptual approach. The Nursing department that students take AH 244 or NRSG 242. This course is only open to students fully admitted to the Nursing program. *Pre-requisites: BIOL2210, 2225 and NMNC1110 and NMNC1135 all pre-requisites must be passed with a grade of "C" or higher. Co-requisites: NMNC1210, 1220 and 1235. (Course previously offered as: NRSG1580 Nursing Pharmacology).*

NMNC1235　　　　　　　　**Assessment and Health Promotion**　　　　　　　**4;(4,0)**
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 fully admitted to the Nursing program. *Pre-requisites: NMNC1110 and NMNC1135, completed with a grade of "C" or higher. Co-requisites: NMNC1210, 1220, and 1230. (Course previously offered as: NRSG1640 Assessment and Health Promotion).*

NMNC2310　　　　　　　　**Health and Illness Concepts II**　　　　　　　**3;(3,0)**
This course will cover health and illness concepts across the lifespan with a focus on chronic conditions. Concepts covered are related to oxygenation and homeostasis, homeostasis and regulation, protection and movement, and cognitive and behavior processes. *Pre-requisties: NMNC1110, NMNC1135, NMNC1230, NMNC1210, NMNC1220, NMNC1235 all pre-requisites must completed with a grade of "C" or higher. Co-requisites: NMNC2320 & NMNC2335. (Course previously offered as: NRSG2030 Health and Illness Concepts II).*

NMNC2320   **Professional Nursing Concepts I**   **3;(3,0)**

This course covers foundational concepts for professional development, including selected professional attributes and care competencies. *Pre-requisites: NMNC1110, NMNC1135, NMNC1230, NMNC1210, NMNC1220, NMNC1235 completed with a grade of "C" or higher. Co-requisites: NMNC2310 & NMNC2335. (Course previously offered as: NRSG2060 Professional Nursing Concepts I).*

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. *Pre-requisites: NMNC1110, NMNC1135, NMNC1230, NMNC1210, NMNC1220, NMNC1235 completed with a grade of "C" or higher. Co-requisites: NMNC2310 & NMNC2320. (Course previously offered as: NRSG2080 Care of Patients with Chronic Conditions).*

NMNC2410   **Health and Illness Concepts III**   **4;(4,0)**

This course will cover health and illness concepts, with the focus on acute conditions across the lifespan. Concepts covered are related to homeostasis/regulation, oxygenation/hemostasis, protection/movement and, emotional processes. *Pre-requisites: NMNC1110, NMNC1135, NMNC1230, NMNC1210, NMNC1220, NMNC1235, NMNC2310, NMNC2320, & NMNC2335 completed with a grade of "C" or higher. Co-requisites: NMNC2435 & NMNC2445. (Course previously offered as: NRSG2230 Health and Illness Concepts III).*

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. *Pre-requisites: NMNC1110, NMNC1135, NMNC1230, NMNC1210, NMNC1220, NMNC1235, NMNC2310, NMNC2320, & NMNC2335 completed with a grade of "C" or higher. Co-requisites: NMNC2410 & NMNC2445. (Course previously offered as: NRSG2640 Clinical Intensive I).*

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. *Pre-requisites: Completion of all Level 1, 2 & 3 ADN coursework with a grade of "C" or higher. Co-requisites: NMNC2410 & NMNC2435 (NRSG 2230 & NRSG 2640). (Course previously offered as: NRSG2960 ADN Capstone).*

NUTRITION (NUTR)

NUTR2110   **Human 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 score. (Course previously offered as: AH210 Nutrition).*

PHILOSOPHY (PHIL)

PHIL1115   **Introduction to Philosophy**   **3;(3,0)**
This course introduces the student to philosophical thinking; introduces a history of philosophy from the Ancient Greeks through the modern and postmodern era of the critical thought process, logic, metaphysics, reality, materialism/idealism, religion and life's meaning, ethical reasoning, esthetic value, and ideal of art. Furthermore, this course provides the student with a living discipline, which draws from the past in order to deal with present critical issues. (*Course previously offered as: PHIL101 Introduction to Philosophy).*

PHYSICAL EDUCATION (PE)

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 LCC 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 LCC 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.

PHYSICS (PHYS)

PHYS1115   **Survey of Physics**   **4;(3,2)**
Introduction to Physics is a Liberal Studies course for the non-science major seeking a connection between science and the world we live in. The student will gain an understanding of concepts in physics such as Newton's Law's 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. (Course previously offered as: PHYS111 Introduction to Physics).*

PHYS1230   **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. (Course previously offered as: PHYS115 General Physics I).*

PHY1240   **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. (Course previously offered as: PHYS116 General Physics II).*

PHYS1310   **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. (Course previously offered as: PHYS161 Calculus Physics I).*

PHYS1320   **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.* (*Course previously offered as: PHYS162 Calculus Physics II.*

POLITICAL SCIENCE (POLS)

POLS1120   **American National Government**   **3;(3,0)**
Broad survey of the American federal system of government and American politics; including: examination of the Constitution, Legislative, Executive, and Judicial branches, political parties, interest groups, the media, political culture, civil liberties, civil rights, federalism, and current trends. Students will gain an understanding of how American national government is organized and have the ability to make more informed choices in the political arena. (*Course previously offered as: POLS151 American National Government).*

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. (*Course previously offered as: POLS167 State and Local Government).*

PSYCHOLOGY (PSYC)

PSYC1110   **Introduction to Psychology**   **3;(3,0)**
This course is a survey of the major concepts of modern psychology and their application to some of the issues in modern society. Several topics include: human development, biopsychology, perception, learning, thinking, motivation, and social interaction. (*Course previously offered as: PSYC101 Introduction to Psychology).*

PSYC2120   **Developmental Psychology**   **3;(3,0)**
This course is designed to introduce the major theories of growth and development throughout the entire human life span. The chronological life stage of the client is regarded as an integral factor that influences the physical, psychological, emotional, cognitive, social, and spiritual characteristics of an individual. Issues of gender, culture, religion, environment, and ethnicity as they relate to development are discussed at length. *Prerequisite: PSYC1110. (Course previously offered as: PSYC242 Developmental Life Span).*

PSYC2210   **Abnormal Psychology**   **3;(3,0)**
This course is an analysis of each of the major syndromes of psychopathology in terms of basic psychological processes. Special attention is given to the clinical observation and experimental research underlying the delineation of each syndrome. *Prerequisite: PSYC1110. (Course previously offered as: PSYC258 Abnormal Psychology).*

QUILTING AND SEWING (QUIL)

QUIL105   **Introduction to Quilting and Sewing**   **4;(2,4)**
This introductory course provides the student with the skill to operate and maintain a sewing machine. Students will learn basic rotary cutting techniques, the history, terminology and the

practical applications of quilting. Students will make several quilted projects using rotary cutting, strip piecing, hand and machine quilting and various binding methods.

QUIL108   **Foundation Piecing**   **3;(2,2)**
This course is a study of sewing fabric pieces to a paper or cloth foundation to make a design or picture. The student will learn the advantages, disadvantages of foundation piecing and learn methods of transferring a design to a foundation. The student will learn materials of fabrics suitable to this method and drafting simple foundation patterns.

QUIL112   **Quick Rotary Cut Quilts**   **3;(2,2)**
This course is a study of methods used for rotary cutting, organization and accurate assembly of large bedside quilts using time saving methods for all phases of quilt making. Students will learn fabrics, colors appropriate to the projects, learn various templates, tools used in rotary cutting and the construction of quilts.

QUIL205   **Quilting and Sewing II**   **3;(2,2)**
This course will familiarize students with using angles in design of a quilt, assembling smooth quilt tops without distorting where angels are joined. Student will survey methods of assembly-foundation piecing, flip and sew rotary cutting with templates.

QUIL214   **Quilting and Sewing III**   **3;(2,2)**
This course will cover options for finishing a quilt after the top is completed. It will include layering, basting and quilting, surface embellishments, tying and setting arrangements. Borders, binding and labeling methods will be studied. A quilt will be completed.

RELIGION (RELG)

RELG2115   **History of Christianity**   **3:(3,0)**
In this course, the student will study the beginning of Christianity to the present. Selected topics address: the early church - its leadership and early establishment; formation of dogmas, rituals, and traditions; the Protestant Reformation; the Papacy, differences and similarities and differences between Protestant, Roman Catholic, and Orthodoxy teachings. (*Course previously offered as: THEO222 History of Christianity).*

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., Buddism, Moslimism, Hinduism, and Sintiuism. (*Course previously offered as: THEO232 World Religions).*

SPECIAL EDUCATION (SPED)

SPED2110   **Introduction to Students with Exceptionalities**   **3;(3,0)**
This course explores the identification of exceptional children with respect to educational opportunities; current concepts and goals of special education; specific consideration of educational programs; and a survey of trends and professional opportunities. (*Course previously offered as: EDUC214 Introduction to Special Education).*

SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

STEM101   **Introduction to Geospatial Technology**   **4;(3,2)**
Introduction to the fundamentals of Geospatial Technology including concepts and use of Geographic Information Systems (GIS), and brief introductions to the use of Global Positioning Systems (GNSS/GPS), cartography and visualization, remote sensing, and spatial analysis through use of professional grade GIS software exercises. Participants will learn how geospatial technology is used in business, industry and government. This course is designed to be used as an entry-level first course into a geospatial program (Certificate or Degree) or can be used as a stand-alone course to complement other disciplines.

STEM105   **Computer Use for Scientific Research**   **3;(2,2)**
This course is designed to increase individual skill of current technology and computers to enhance the ability to operate in the high demand STEM field in a computer and laboratory environment. Beginners as well as intermediate users of technology and computers will be exposed to technology projects for today's scientific technological applications.

STEM117   **Introduction to Engineering**   **3;(2,2)**
This course introduces the engineering design process using a project-oriented, team-based approach. Students will employ engineering graphics and computational skills using computer applications such as AutoCAD and spreadsheets to solve engineering problems. Lab topics will include design and fabrication of scale models with specific projects addressing sound decision making, the ability to communicate effectively, defining and solving problems and functioning efficiently in a team environment.

STEM250   **STEM Capstone**   **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. 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 of business. The student will take the capstone course in his or her last semester at LCC. *Pre-requisite: Instructor Approval.*

SELECTED TOPICS (ST**)

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

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

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

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

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

SOCIOLOGY (SOCI)

SOCI1110   **Introduction to Sociology**   **3;(3,0)**
An overview of the fundamental concepts, theories and methods used to analyze the social experience. This course introduces students to a way of observing and interpreting the social world around them and how they relate to it. Topics include culture, socialization, education, the family, race and ethnicity, social inequality, deviant behavior, government and politics, social change and religion. (*Course previously offered as: SOC101 Introduction to Sociology*).

SPANISH (SPAN)

SPAN100   **Conversational Spanish**   **3;(3,0)**
This course is an introduction to Spanish for non-native speakers. Presentation is structured so that students acquire and appreciate cultural knowledge and develop the desire to converse in Spanish. The basic fundamentals covered are sentence structure using nouns, pronouns, verbs, prepositions, vocabulary, etc. correctly in a conversational manner.

SPAN1110   **Spanish I**   **3;(3,0)**
The course is designed to include the essentials of first-year communicative functions, grammar skills, and cultural overview of different Spanish speaking countries. (*Course previously offered as: SPAN101 Beginning Spanish I).*

SPAN1120   **Spanish II**   **3;(3,0)**
The course follows the scope and sequence continued approach to language and culture. *Prerequisite: SPAN1110. (Course previously offered as: SPAN102 Beginning Spanish II).*

SPAN1410   **Spanish for Health Care Professions**   **3;(3,0)**
This course is designed to acquaint the student with medical terminology in Spanish translations. It also assists the student with basic communication for conversational Spanish with patients and co-workers through the use of scenarios in group activities. (*Course previously offered as: SPAN212 Spanish for Health Professionals).*

THEATER (THTR)

THEA1110   **Introduction to Theatre**   **3;(3,0)**
A course designed to give a comprehensive introduction to the art of theater by examining the roles and contributions of theater artists including the actor, the director, the designers, the playwright, and the critic. (*Course previously offered as: THTR110 Introduction to Theater).*

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. (*Course previously offered as: THTR125 Acting I).*

VIDEO GAME DESIGN AND DEVELOPMENT (VGD)

VGD106   **Script Writing and Storyboarding**   **3;(2,2)**
In this course the students will learn the techniques of storytelling as they relate to the particulars of writing game script. The class will complete exercises in analyzing video game storytelling, creative writing, and the process of turning good ideas into a script. Students will have opportunities to produce supporting visual materials; including character sketches, environments, and storyboards.

VGD128   **Introduction to Video Game Development**   **3;(2,2)**
This course presents an overview of the video game development process. Topics include: the history of the video game industry, production techniques, video game content, strategies, platforms, genres, story and character development, game design, gameplay, interface, and player elements.

VGD130   **Art and Computer Animation**   **3;(2,2)**
This course will introduce the students to basic art and computer animation. It will teach students the physics of movement in animation based on real life objects and people along with drawing 2D and 3D characters and objects.

VGD147   **Game Analysis and Critique**   **3;(2,2)**
The class will integrate lecture, presentations, argument and debates, play, thought, and critique. This course will mostly concentrate on theory of game design, dissecting the structure of games, and research into deeper understanding of the structure and process of game design. Lecture, play sessions and critiques will be designed to go hand in hand with explorations of the topics discussed in class. The class will be divided into groups and will play specific games reflecting on the topics discussed in the lecture. In addition to lectures and play, the students will be asked to research a specific game and present arguments or perspectives.

VGD240   **Video Game Design I**   **3;(2,2)**

This course is an overview of video game design. This includes but not limited to game platforms, principles, tools, modeling, texturing, sound editing, programming, console systems, software development and game engines.

VGD260   **Video Game Project**   **4;(3,2)**

This capstone course is an overview of the Video Game Design and Development program. Based on coursework completed in the Video Game core curriculum, the student will design a video game and present it to a committee of peers and instructors for evaluation. The student will also make a final public (oral) presentation of the video game and present a final portfolio. *Pre-requisite: Instructor approval.*

VOCATIONAL EDUCATION (VOC)

VOC109   **Fundamentals of Vocational Education**   **4;(2,4)**

This course provides a complete introduction into the construction trades, following National Center for Construction Education and Research (NCCER) curriculum guidelines. Several topics include: basic safety, introduction to construction math, hand tools, power tools, construction drawing, basic rigging, communication skills, employability skills and materials handling.

VOC117   **Blueprint Reading and Construction Math**   **4;(2,4)**

This course will cover 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)

WLDG105   **Introduction to Welding**   **4;(2,4)**

This course teaches the fundamentals in the welding processes, shop orientation and shop safety. Start with oxyacetylene, cutting and welding and advance into basic MIG, TIG, and stick welding. Plasma cutting will be introduced. Welding will be inspected and tested in the flat, horizontal, vertical, and overhead positions. Practical applications are covered and pipe welding will be introduced. *Co-requisite: VOC109.*

WLDG118   **Welding Level I**   **4;(2,4)**

This course is the first level of three in the welding program; designed for the apprentice welder, it teaches basic blueprinting, layout, and fabrication. Pipe fitting, and proper joint design necessary for various welding processes will be covered.

WLDG119   **Welding Level I Application**   **4;(0,8)**

Basic metallurgy will be covered by using numbering systems to identify metals and conduct magnet, spark, and chisel tests to identify metals. The use of manufacturing equipment and assembly procedures, along with advanced welding theory and applications are covered. Surface padding will be introduced.

WLDG125   **Machine Operations in Metal Working**   **4(2,4)**

This courses will enhance student's ability to learn more advanced tooling, milling, lath, and CNC equipment .operation. This course will also cover minor trouble shooting, maintenance, and repair of

metal working equipment. Advanced layout and fabrication methods in metal work will be practiced. Theory in fabrication mathematics and geometry including hands application will be covered.

WLDG133   **Pipe and Plate Code Testing**   **4;(2,4)**
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 (AWS) welding standards.

WLDG140   **Advanced Layout and Fabrication**   **4;(2,4)**
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 use of equipment, safety in the welding industry, qualification and certification procedure of a welder or welding operator by code. Proper techniques are practiced.

WLDG148   **Ornamental Art Welding**   **3;(2,2)**
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.

WLDG211   **Welding Level II**   **4;(2,4)**
Designed to give the intermediate welder additional time to develop specific welding skills. Students will engage in field work and receive on the job training. Shop time will be dedicated to projects and working towards AWS certification.

WLDG230   **Welding Level III**   **4;(2,4)**
This course is designed for the advanced welder and is the capstone class for the welding graduate. Course content will be based on NCCER welding applications. Students will prepare and submit coupons for the American Welding Society (AWS) certification test. Students will also submit a portfolio of completed projects including pictures, blueprints, and material lists. Job search and job placement are also emphasized.

ADMINISTRATION AND FACULTY

Administration:

Ricky Serna, Interim President
            B.A., New Mexico Highlands University
            M.A., New Mexico Highlands University

Sharon Lalla, Vice President of Instruction
            B.A., New Mexico Highlands University
            M.A., New Mexico Highlands University
            Ed. D., Pepperdine University

Donna Flores-Medina, Vice President Finance
            B.A., New Mexico Highlands University
            CPA, State of New Mexico

Administrative Support

Francisco Apodaca	Director, STEM
Levitt Baca	Chief Procurement Officer
Lita Bernal	Director, School of Business
Matthew Bowie	Director, Information Systems
Donald Bustos	Director, Small Business Development Center
Carolyn Chavez	Director, Human Resources
Matthew Cordova	Director, Physical Plant
Ronald Duran	Manager, Bookstore
Denise Gibson	Database Administrator
Maxine Hughes	Director, Nursing
Elaina Luna	Director, Area Health Education Center
Henrietta Romero	Registrar
Renee Maestas	Manager, Student Success Center
Moses Marquez	Manager, Office of Recruitment and Admissions
Jessica McGee	Director, Vocational Education
Michael Montoya	Director, Student Financial Aid
Brenda Ortega	Director, Education & Teacher Education
Amanda Ortiz	Director, Student & Career Services
Rolando Rael, Ph. D	Director, Allied Health & Dental Assisting
Anita Roybal, Ed. D	Director, Humanities
Joseph Salas	Director, Santa Rosa Satellite
Maxine Salas	Director, Institutional Research
Rock Ulibarri	Manager, Adult Education
Carl Vigil	Manager, Wellness Center

School of Business

Lita Bernal, Academic Director
       B.A., American Intercontinental University
       M.B.A., American Intercontinental University

Reyes Coca, Faculty
       B.U.S., University of New Mexico
       M.B.A., New Mexico Highlands University

Leticia Griego, Faculty
       B.A., New Mexico Highlands University
       M.B.A., New Mexico Highlands University

Brenda Wagoner, Faculty/ Staff
       B.A., New Mexico Highlands University
       M.B.A., New Mexico Highlands University

Education

Brenda Ortega, Academic Director
       B.A., New Mexico Highlands University
       M.A., New Mexico Highlands University

Allied Health:

Dr. Rolando Rael, Academic Director
       B.S., New Mexico Highlands University
       M.S., New Mexico Highlands University
       Ph. D., University of California Riverside

Gloria Pacheco, Dental Health Administrator
       Certificate, New Mexico Board of Dental Health
       B.A., New Mexico Highlands University
       M.A., New Mexico Highlands University

Breanna Gould, Faculty
       B.S., Grand Valley State University
       M.S., New Mexico Highlands University

Dawna Ortega-Gallegos, Faculty
       Dental Assistant Certificate, Luna Community College
       B.A., New Mexico Highlands University
       M.A., New Mexico Highlands University

Humanities:

Dr. Anita Roybal, Academic Director
       B.A., New Mexico Highlands University
       M.A., New Mexico Highlands University
       Ed. D., New Mexico State University

Richard Baca, Faculty/Staff
       B.A., California State University

M.A., California State University

Kenneth Bachicha, Faculty
B.F.A., New Mexico Highlands University

Nathan Baker, Faculty/Staff
B.A., University of Colorado

Daniel Twitchell, Faculty
B.S., Northern Arizona University
M.A., New Mexico Highlands University

Sara Vigil, Faculty
B.A., New Mexico Highlands University
M.A., New Mexico Highlands University

Nursing:

Ruth Maxine Hughes, Academic Director
B.S.N., West Texas State University
M.S.N., University of New Mexico

Jaqueline Romero-Arguello, Faculty
Certificate, Luna Community College
A.A.S., Luna Community College
M.S.N., University of New Mexico

Lucia Gomez-Vaughn, Part Time Faculty
A.A.S., Luna Community College
B.A., New Mexico Highlands University

Susan Grohman, Faculty
B.S., University of New Mexico
M.S.N., University of Phoenix

Kimberly Sena, Faculty
A.A.S., Luna Community College
B.S.N., New Mexico Highlands University
B.S.W., New Mexico Highlands University
M.S.W., New Mexico Highlands University

Irma Joy Shrum, Faculty
A.A.S., Luna Community College
B.S.N., Kaplan University

Science, Technology, Engineering, & Math (STEM)

Francisco Apodaca, Academic Director
B.A., New Mexico Highlands University

Fereshteh Amirhosseini, Faculty
B.S., New Mexico Highlands University
M.S., New Mexico Highlands University

Geno Castillo, Faculty
        B.A., New Mexico Highlands University
        M.S., New Mexico Highlands University

Nichole Collins, Faculty
        A.A., Eastern New Mexico University
        B.S., Eastern New Mexico University

Rachel Lucero, Faculty
        B.S., New Mexico Highlands University
        M.S., New Mexico Highlands University

Betsy Sanchez, Faculty
        B.A., New Mexico Highlands University
        M.A., University of Phoenix

Rita Surdi, Ph. D, Faculty
        B.A., San Jose State University
        M.A., Indiana University
        Ph.D., Indiana University

Vocational Education:

Jessica McGee, Academic Director
        B.A., New Mexico Highlands University

Donnie Adkins, Faculty
        High School Diploma
        Certificate: Automotive Technologies: Luna Community College

Anthony Baca, Faculty
        Master ASE Certified

Clarice Bonney, Faculty
        Licensed Cosmetologist/Instructor, N.M. Board of Barbers & Cosmetologists

Eugene Sandoval, Faculty
        Master ASE Certified
        Auto Mechanic Tec/ CNG Certificate, Luna Community College

Germaine Sandoval, Faculty
        Licensed Barber/Cosmetologist Instructor, N.M. Board of Barbers & Cosmetologists

Santa Rose Satellite

Joseph Salas, Satellite Director
        B.A., Eastern New Mexico University
        M.Ed., Eastern New Mexico University

Andrew Quintana, Faculty
        Licensed Cosmetologist/Barber, N.M. Board of Barbers & Cosmetologists

Springer Satellite:

Joseph Salas, Satellite Director
      B.A., Eastern New Mexico University
      M.Ed., Eastern New Mexico University

Sherry Goodyear, Faculty
      B.A., University of New Mexico
      M.A., Suffield University

Patricia Kuhlman, Faculty
      Certificate, Luna Community College
      Furniture/Cabinet Making Certificate, Luna Community College

Campus Map

Luna Community College Main Campus

Designated Tobacco Use Areas

1 Administration	10 Welding Facility
2 Technologies	11 Vocational Agriculture
3 General Studies	12 Early Childhood Center
4 Learning Resource Center	13 Bookstore/SBDC/AHEC
5 Student Services Center	14 CCR&T
6 Business Occupations	15 Wellness Center
7 Allied Health Center	16 Solar Building
8 Buidling Trades Facility	17 IPC Cafeteria
9 Automechanics Facility	18 Media Education Center
	19 Auto Collision Facility

To Montezuma

To LCC

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One Way

To Las Vegas

ACADEMIC CALENDARS 2019-2021

Academic Calendar 2019-2021

Fall Semester	Fall 2019	Fall 2020	Fall 2021
Early Registration Begins	Monday, April 15, 2019	Monday, April 13, 2020	Monday, April 12, 2021
New Student Orientation	Friday, August 16, 2019	Friday, August 14, 2020	Friday, August 20, 2021
Semester Begins	Monday, August 19, 2019	Monday, August 17, 2020	Monday, August 23, 2021
Last Day to Add (Full Term Courses Only)	Monday, August 26, 2019	Monday, August 24, 2020	Monday, August 30, 2021
Last Day to Drop without a grade (Full Term Courses Only)	Friday, August 30, 2019	Friday, August 28, 2020	Friday, September 3, 2021
Labor Day - CAMPUS CLOSED	Monday, September 02, 2019	Monday, September 07, 2020	Monday, September 6, 2021
Census	Friday, September 06, 2019	Friday, September 04, 2020	Friday, September 10, 2021
Deadline to Change from Audit to Credit	Friday, September 13, 2019	Friday, September 11, 2020	Friday, September 10, 2021
Mid-Term Exam Week	Monday, October 7 - Saturday, October 12, 2019	Monday, October 5 - Saturday, October 10, 2020	Monday, October 4 - Saturday, October 9, 2021
Mid-Term Grades Due	Monday, October 14, 2019 by 12 noon	Monday, October 12, 2020 by 12 noon	Monday, October 11, 2021 by 12 noon
2nd 8 Week Courses Begin	Monday, October 14, 2019	Monday, October 12, 2020	Monday, October 18, 2021
Deadline to Change from Credit to Audit	Friday, October 18, 2019	Friday, October 16, 2020	Friday, October 15, 2021
Last Day to Withdrawal - Full Term courses	Friday, November 22, 2019	Friday, November 20, 2020	Friday, November 19, 2021
Fall Break (Thanksgiving Holiday)- CAMPUS CLOSED	Thursday, November 28 - Friday, November 29, 2019	Thursday, November 26 - Friday, November 27, 2020	Thursday, November 25 - Friday, November 26, 2021
Final Exam Week	Monday, December 2 - Friday, December 6, 2019	Monday, November 30 - Friday, December 4, 2020	Monday, December 6 - Friday, December 10, 2021
Semester Ends	Friday, December 06, 2019	Friday, December 04, 2020	Friday, December 10, 2021
Final Grades Due	Monday, December 9, 2019 at 12noon	Monday, December 7 by 12 noon	Monday, December 13, 2021 by 12 noon
Grades Available to Students	Thursday, December 12, 2019	Thursday, December 10, 2020	Thursday, December 16, 2021
Fall Degree Date	Monday, December 09, 2019	Monday, December 07, 2020	Monday, December 13, 2021
Winter Break-CAMPUS CLOSED	Wednesday, December 18 - Wednesday, January 1, 2020	Monday, December 21 - Friday, January 1, 2021	Wednesday, December 22 - Tuesday, January 4, 2022

* Students who do not clear for class with LCC's Fiscal Office are subject to disenrollment of all courses.

Re-enrollment is not guaranteed.

Approved by LCC BOT 3-13-18

Academic Calendar 2019-2021

Spring Semester	Spring 2019	Spring 2020	Spring 2021
Early Registration Begins	Monday, November 12, 2018	Monday, November 11, 2019	Monday, November 16, 2020
Winter Break-CAMPUS CLOSED	Monday, December 17 2018 - January 2, 2019	Wednesday, December 18 - Wednesday, January 1, 2020	Monday, December 21 - Friday, January 1, 2021
MLK Holiday-CAMPUS CLOSED	Monday, January 21, 2019	Monday, January 20, 2020	Monday, January 18, 2021
Semester Begins	Monday, January 14, 2019	Tuesday, January 21, 2020	Tuesday, January 19, 2021
Last Day to Add Full Term Courses Only	Tuesday, January 22, 2019	Tuesday, January 28, 2020	Tuesday, January 29, 2021
Last Day to Drop without a grade**	Friday, January 25, 2019	Friday, January 31, 2020	Friday, January 29, 2021
Deadline to Change from Audit to Credit (1st 8 week courses)	Friday, February 01, 2019	Friday, January 31, 2020	Friday, January 29, 2021
Census	Friday, February 01, 2019	Friday, February 07, 2020	Friday, February 5, 2021
Deadline to Change from Audit to Credit - **Full Term Courses**	Friday, February 01, 2019	Friday, February 07, 2020	Friday, February 5, 2021
Mid-Term Exam Week	Monday, March 4, 2019 - Friday, March 8, 2019	Monday, March 2 - Friday, March 6, 2020	Monday, March 1 - Friday, March 5, 2021
Spring Break-STUDENTS & FACULTY	Monday, March 11, 2019 - Friday, March 15, 2019	Monday, March 9 - Friday, March 13, 2020	Monday, March 8 - Friday, March 12, 2021
Spring Break-STAFF-CAMPUS CLOSED	Thursday, March 14 - Friday, March 15, 2019	Thursday, March 12 - Friday, March 13, 2020	Thursday, March 11 - Friday, March 12, 2021
Mid-Term Grades Due to Registrar	Monday, March 11, 2019 at 12 noon	Monday, March 19 2020 at 12noon	Monday, March 8, 2021 at 12 noon
Mid-Term Grades Available to Students	Wednesday, March 13, 2019	Wednesday, March 11, 2020	Wednesday, March 10, 2021
Deadline to Change from Credit to Audit (**Full Term Courses**)	Friday, March 22, 2019	Friday, March 20, 2020	Friday, March 19, 2021
Easter Break Holiday-CAMPUS CLOSED	Friday, April 19, 2019 - Monday, April 22, 2019	Friday, April 10 - Monday, April 13, 2020	Friday, April 2 - Monday, April 5, 2021
Deadline to Apply to Graduate	Friday, April 05, 2019	Friday, April 03, 2020	Friday, April 9, 2021
Last Day to Withdrawal (**Full term courses & 2nd 8 Week Courses**)	Friday, April 26, 2019	Friday, April 24, 2020	Friday, April 23, 2021
Final Exam Week	Monday, May 6, 2019 - Friday, May 10, 2019	Monday, May 4, 2020 - Friday, May 8 2020	Monday, May 10 - Friday May 14, 2021
Semester Ends	Friday, May 10, 2019	Friday, May 08, 2020	Friday, May 14, 2021
Commencement Exercises	Saturday, May 11, 2019	Saturday, May 09, 2020	Saturday, May 15, 2021
Final Grades Due to Registrar	Monday, May 13, 2019 at 12 noon	Monday, May 11, 2020 at 12noon	Monday, May 17, 2021 at 12 noon
Spring Degree Date	Monday, May 13, 2019	Monday, May 11, 2020	Monday, May 17, 2021
Grades Available to Students	Thursday, May 16, 2019	Thursday, May 14, 2020	Thursday, May 20, 2021
Memorial Day Holiday-CAMPUS CLOSED	Monday, May 27, 2019	Monday, May 25, 2020	Monday, May 31, 2021

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Re-enrollment is not guaranteed.

Approved by LCC BOT 3-13-18

Academic Calendar 2019-2021

Summer Semester	Summer 2019	Summer 2020	Summer 2021
Early Registration Begins	Monday, April 01, 2019	Monday, April 06, 2020	Monday, April 5, 2021
Memorial Day Holiday-CAMPUS CLOSED	Monday, May 27, 2019	Monday, May 25, 2020	Monday, May 31, 2021
Semester Begins	Monday, June 03, 2019	Monday, June 08, 2020	Monday, June 7, 2021
Last Day to Add	Friday, June 07, 2019	Friday, June 12, 2020	Friday, June 11, 2021
Last Day to Drop without a grade	Friday, June 07, 2019	Friday, June 12, 2020	Friday, June 11, 2021
Census	Friday, June 21, 2019	Friday, June 26, 2020	Friday, June 25, 2021
Deadline to Change from Audit to Credit	Friday, June 14, 2019	Friday, June 19, 2020	Friday, June 18, 2021
Deadline to Change from Credit to Audit	Friday, June 21, 2019	Friday, June 19, 2020	Friday, June 18, 2021
Independence Day Holiday-CAMPUS CLOSED	Thursday, July 04, 2019	Friday, July 03, 2020	Sunday, July 4, 2021
Deadline to Apply to Graduate-Summer Graduates (If you have not applied)	Friday, July 12, 2019	Friday, July 10, 2020	Friday, July 9, 2021
Last Day to Withdrawal - full term courses	Friday, July 12, 2019	Friday, July 10, 2020	Friday, July 9, 2021
Final Exam Week	Wednesday, July 24 - Friday, July 26, 2019	Wednesday, July 29 - Friday, July 31, 2020	Wednesday, July 28 - Friday, July 30, 2021
Semester Ends	Friday, July 26, 2019	Friday, July 31, 2020	Friday, July 30, 2021
Final Grades Due	Monday, July 29, 2019 at 12noon	Monday, August 3, 2020 at 12noon	Monday, August 2, 2021 at 12 noon
Grades Available to Students	Thursday, August 01, 2019	Thursday, August 06, 2020	Thursday, August 5, 2021
Summer Degree Date	Monday, July 29, 2019	Monday, August 03, 2020	Monday, August 2, 2021

Campus Closure

* Students who do not clear for class with LCC's Fiscal Office are subject to disenrollment of all courses.

Reenrollment is not guaranteed.

Approved by LCC BOT 3-13-18

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Las Vegas, NM 87701
505-454-2500