Doña Ana Community College

Supporting Student Learning and Discovery

Catalog

2015-2016

Doña Ana Community College
2015-2016 Catalog

NMSU | DOÑA ANA COMMUNITY COLLEGE

Welcome to the Community College

Dr. Renay M. Scott, DACC President

Bienvenidos

El Colegio Comunitario Doña Ana se complace en abrir sus puertas a toda la comunidad. La misión de esta institución es ofrecer oportunidades educativas a todos los que deseen adelantar sus conocimientos.

Estamos trabajando para eliminar toda barrera en la educación. Aunque casi todos los cursos por crédito se dictan en inglés, se ofrecen cursos completamente gratuitos de inglés como segundo idioma por medio del programa de Educación Básica para Adultos. Si desea información sobre estos cursos, comuníquese al teléfono 527-7540.*

Cuando Ud. se sienta preparado para ingresar al colegio comunitario, tendrá la oportunidad para perfeccionar su inglés a través de cursos de inglés por crédito mientras estudie su carrera.

Si Ud. desea mayor información sobre el colegio, sírvase llmar al 527-7500.*

**Se habla español.*

Welcome to Doña Ana Community College, where helping students meet their educational goal is important to us. We have created a responsive, learning-centered environment to assist students in developing the knowledge, skills and dispositions necessary to continue their education or enter the workforce in a chosen profession. In addition to preparing students to transfer or enter the workforce, DACC is also committed to life-long learning where helping community members attain their personal and professional goals through workforce development training and continuing education is also important.

DACC is a comprehensive community college offering career programs through the divisions of Business and Information Systems, Health and Public Services, and Technical and Industrial Studies. These programs are designed to help graduates attain the technical skills and licenses necessary to enter a rewarding and challenging career. In addition to career education, DACC offers a quality general education program where each student will gain core knowledge and skills in general education courses designed to help them attain important twenty-first century skills necessary to be successful in any job or continue on to complete a bachelor's degree upon transferring.

DACC welcomes and supports a diverse student population including our veterans. As each student's educational goals and needs are unique to them, DACC provides important student support services to assist in developing a degree or certificate plan, become oriented to the college, register for courses, apply for graduation and search for a job. In addition to these vital support services, students attending DACC will develop supportive relationships with their advisor, faculty and fellow students.

DACC supports many other education goals as well:

- Through the Adult Basic Education program, citizens can earn a high school equivalency credential.
- The dual-credit courses afford high school students the opportunity to earn college and high school credit simultaneously, saving them time and money.
- Short courses offered through the Community Education program are available for anyone who is looking for personal enrichment opportunities.
- Customized Training programs for business and industry provide education offerings tailored to meet the needs of employees.
- The Small Business Development Center offers guidance to prospective and current small business owners and managers.

Use this catalog to explore all that DACC has to offer. Take an opportunity to visit one of our campuses and get started or continue your educational plan today.

Renay M. Scott, Ph.D., President

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Basic Policies and General Information

The Intent of this Catalog

This publication focuses primarily on academic matters. Candidates for degrees and certificates may elect to fulfill requirements as outlined in the catalog in effect at the date of initial enrollment (provided the catalog is not more than six years old) or any subsequent catalog in effect during their dates of registration at Doña Ana Community College. Readers should be aware of the following:

- The *DACC Catalog* is not a complete statement of all procedures, policies, rules, and regulations that might apply to a student in all circumstances. It may be necessary to consult other documents, such as the *DACC Student Handbook*, as well.
- DACC reserves the right to change at any time and without notice any item contained in this publication, including program offerings and content, course offerings and descriptions, procedures, policies, and regulations.

A Note About Occupational-Education Courses

Students planning to pursue a bachelor's degree at New Mexico State University after completing their studies at DACC need to be aware that not all occupational-education courses taken at DACC can be used to satisfy degree requirements at NMSU. The number of DACC credits that may be counted toward a bachelor's degree depends on the major selected and any agreements providing for the acceptance of occupational-education courses.

Programs already having such agreements are called "articulated" programs, and are listed on page 32. It is best for students to consult advisors at both DACC and NMSU early in their associate degree program to insure that the maximum number of credits will apply toward the bachelor's degree program selected.

Nondiscrimination

It is the policy of Doña Ana Community College not to discriminate on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status in employment or other college-administered programs. This policy is in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended by 11375 and section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title IX of the Educational Amendments of 1972 and subsequent revisions.

Disability Statement. Doña Ana Community College is strongly committed to providing education to all citizens of Doña Ana County. The college's faculty and staff are dedicated to the goal of providing equal access to individuals with disabilities and to the spirit of the Americans with Disabilities Act (ADA) of 1990. The ongoing effort to reduce and remove physical and attitudinal barriers is designed to assist individuals with disabilities to enjoy the college's facilities, programs, and services to the fullest extent. We are dedicated to developing an educational environment free of discrimination.

Policy of Nondiscrimination on the Basis of Disability. Doña Ana Community College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The ADA coordinator for DACC, located in rooms DAMA 117D and DASR 104A (575-527-7545), has been designated to oversee compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

Technical Standards for Admissions

Some programs may require technical standards for admissions and/or continued program participation. Technical standards may include possessing or acquiring skills or behaviors to complete performance-based tasks. Completion of these tasks may be required for program completion.

Learning Outcomes Assessment

As part of its continuing effort to maintain quality academic programs and to provide strong support services, all DACC programs have established student learning outcomes. DACC/NMSU routinely conducts learning outcomes assessment activities at the classroom, program, and college levels through activities such as general education assessment projects, exit exams, exit interviews, and standardized tests. Students may be required to participate in one or more of these activities. Assessment plans and reports are published on the DACC Assessment of Student Learning website.

DACC Graduation and Retention Rates

Under the Student Right to Know and Campus Security Act of 1990, Public Law 101-542, DACC is required to calculate (using a prescribed formula) and disclose graduation rates for all first-time, full-time, degree-seeking students who enrolled at DACC in Summer and Fall 2011. This cohort consists of 1,150 students. The number of graduates who earned either a certificate or an associate degree by Spring 2014 was 129. The three-year, Student-Right-to-Know graduation rate was 11.2 percent.

Rates for previous cohorts after three years are as follows:

2010 cohort — 12.2%	2007 cohort — 13.3%
2009 cohort — 13.6%	2006 cohort — 8.4%
2008 cohort — 11.7%	2005 cohort — 6.1%

The retention rate for first-time, full-time DACC admitted students from Fall 2013 to Spring 2014 was 79.3 percent. The retention rate for these students from Fall 2013 to Fall 2014 was 60.5 percent.

Student Special Care Policy

To ensure the safety and well-being of our students, DACC/NMSU may, on occasion, require that students receive a particular type of care or treatment (e.g., emergency medical attention, live-in attendants, or vaccinations) as a condition of continued enrollment or eligibility to reside in university-operated housing. When this care or treatment is required by the cognizant DACC/NMSU administrator, the student will be obligated to assume any financial responsibility associated with the treatment.

Furthermore, DACC/NMSU may, on occasion, contact a student's parents, legal guardian, or spouse in cases of extreme emergency, or where a possibility of imminent harm exists. Such action will be taken only when, in the judgment of the appropriate official, the best interests of the student and the institution will be served.

When practical, DACC/NMSU will notify the student in writing of the institution's intention to undertake the steps authorized by this policy. This decision may be appealed by the student to the DACC vice president for student services (VPSS) within 24 hours of notification. The appeal should be in writing and should state clearly the reason why the student objects to the proposed action. The VPSS will review the facts in the case and convey the decision to all parties within 48 hours. The VPSS's decision shall be final.

Tuition Differentials. DACC students enrolling in courses on any other NMSU campus pay the tuition rate in effect at that campus.

2015-2016 Academic Calendar

Fall Semester 2015 Aug. 19–Dec. 11, 2015

Campus housing opens..... Aug. 16
Faculty report ..... Aug. 17
DACC Fall convocation ..... Aug. 17
Instruction begins ..... Aug. 19
Late registration ..... Aug. 19
Last day to add a course without instructor's permission..... Aug. 20
First deadline for filing certificate/degree application ..... Aug. 28 (last day to submit & avoid late fee)
Last day to add a course (instructor's permission required)..... Aug. 28
Labor Day holiday ..... Sept. 7
Last day to drop a course with "W" ..... Oct. 19 (except courses carrying designated dates)
Last day to withdraw from DACC/NMSU ..... Nov. 13 (except courses carrying designated dates)
Thanksgiving holiday for students .... Nov. 23–27
EXAM WEEK..... Dec. 7–11
Last day of classes ..... Dec. 11
Campus housing closes ..... Dec. 12
Final grades due ..... Dec. 15

NOTE: Dates in this calendar were compiled in June 2015 and are subject to change. For the most up-to-date information, consult the online Academic Calendar at ***www.nmsu.edu/General/academic_calendar.html***

Spring Semester 2016 Jan. 20–May 13

Faculty report ..... Jan. 14
DACC Spring convocation ..... Jan. 14
Campus housing opens..... Jan. 17
Martin Luther King Jr holiday..... Jan. 18
Program/registration for new students ..... Jan. 19
Instruction begins ..... Jan. 20
Late registration ..... Jan. 20
Last day to add a course without instructor's permission..... Jan. 21
First deadline for filing certificate/degree application ..... Jan. 29 (last day to submit & avoid late fee)
Last day to add a course (instructor's permission required)..... Jan. 29
Spring Break ..... Mar. 14–18
Spring holiday ..... Mar. 25
Last day to drop a course with "W" ..... Mar. 28 (except courses carrying designated dates)
Last day to withdraw from DACC/NMSU ..... Apr. 22 (except courses carrying designated dates)
EXAM WEEK..... May 9–13
DACC Commencement ..... May 12
Last day of classes ..... May 13
Campus housing closes ..... May 14
Final grades due ..... May 17

Summer Semester 2016 May 25–Aug. 4

Faculty report ..... May 18
Campus housing opens..... May 18
Instruction begins ..... May 25
Last day to add a course without instructor's permission..... May 26
Memorial Day holiday..... May 30
Last day to add a course (instructor's permission required)..... June 1
Independence Day observance..... July 4
Last day to drop a course with "W" ..... July 5 (except courses carrying designated dates)
First deadline for filing certificate/degree application ..... July 11 (last day to submit & avoid late fee)
Last day to withdraw from DACC/NMSU ... July 21 (except courses carrying designated dates)
Last day of classes ..... Aug. 4
Campus housing closes ..... Aug. 5
Final grades due ..... Aug. 8

Holidays for Administrative Offices

Labor Day .....Sept. 7, 2015
Thanksgiving ..... Nov. 26–27, 2015
Winter holiday..... Dec. 24, 2015 – Jan. 1, 2016
Martin Luther King Jr holiday..... Jan. 18, 2016
Spring holiday ..... Mar. 25, 2016
Memorial Day ..... May 30, 2016
Independence Day Observance..... July 4, 2016

Where to Obtain Additional Information

Inquiries about DACC are welcomed in person, by telephone, by mail and via the DACC Website. Please contact the college for a free information packet.

Switchboard: 575-528-7000
Toll free: 1-800-903-7503
Fax: 575-527-7515
Web: http://dacc.nmsu.edu/

Central Administration and Student Services:

Doña Ana Community College
East Mesa Campus
2800 Sonoma Ranch Blvd.
Las Cruces, New Mexico 88011-1656

Postal Address for All Other Locatons:

DACC–NMSU (MSC 3DA)
P.O. Box 30001
Las Cruces, NM 88003-8001

Web Information Requests:

dacc.nmsu.edu/admissions/info

Departmental Phone Numbers:

Academic Advising..... 528-7272
Admission to Career Programs..... 527-7710
Adult Basic Education..... 527-7540
Bookstore—Central Campus..... 527-7692
Bookstore—East Mesa Campus..... 528-7253
Business & Information Systems Division..... 527-7560
Career Services/Job Squad 527-7538
Cashiers..... 527-7516
Central Campus Security..... 202-8962
Chaparral Center Security..... 386-7451
Community Education Program 527-7637
Counseling Services..... 527-7548
Customized Training Program 527-7509
Dual Credit Program..... 528-7256
East Mesa Campus..... 528-7000
East Mesa Campus Security..... 202-9781
Financial Aid 527-7696
Gadsden Center..... 882-3939
Gadsden Center Security 915-6954
General Studies Division 527-7610
Health & Public Services Division 527-7630
Literacy Volunteers—Learn-to-Read Program..... 527-7641
Library—Central Campus 527-7555
Library—East Mesa Campus 528-7260
Student Accessibility Services (SAS)..... 527-7548
Student Services 527-7530
Student Success Center/Tutorial Services—Central Campus..... 527-7646
Student Success Center/Tutorial Services—East Mesa Campus..... 528-7275
Sunland Park Center 874-7780
Sunland Park Center Security..... 915-5728
Technical & Industrial Studies Division..... 527-7590
Testing..... 527-7569
Veterans Services..... 528-7081
Workforce Center 527-7776
Workforce Center Security 915-6194

Institutional Accreditation

COVERAGE	ORGANIZATION	MAILING ADDRESS	TELEPHONE	FAX	EMAIL	WEB ADDRESS
College as a whole	The Higher Learning Commission (of the North Central Association of Colleges and Schools)	230 South LaSalle St., Ste. 7-500 Chicago, IL 60604-1411	800-621-7440 312-263-0456	312-263-7462	info@ hlcommission.org complaints@ hlcommision.org	*http://www.ncahlc.org*

Program Accreditations, Approvals, and Certifications

PROGRAM ACCREDITATIONS

PROGRAM	ORGANIZATION	MAILING ADDRESS	TELEPHONE	FAX	EMAIL	WEB ADDRESS
Automotive Technology	National Automotive Technicians Education Foundation	101 Blue Seal Dr., S.E., Suite 101 Leesburg, VA 20175	703-669-6650	703-669-6125	webmaster@nate.org	*http://www.natef.org/*
Building Construction Technology	National Center for Construction Education and Research	13614 Progress Blvd., Alachua, FL 32615	386-518-6500	386-518-6303	Use "Contact Us" tab on website	*http://www.nccer.org*
Business Management	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Business Office Technology	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Computer and Information Technology	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Dental Assisting	Commission on Dental Accreditation	211 East Chicago Ave. Chicago, IL 60611-2678	312-440-2500	312-587-5107	schmittm@ada.org	*http://www.ada.org/117.aspx*
Dental Hygiene	Commission on Dental Accreditation	211 East Chicago Ave. Chicago, IL 60611-2678	312-440-2500	312-587-5107	schmittm@ada.org	*http://www.ada.org/117.aspx*
Diagnostic Medical Sonography	Commission on Accreditation of Allied Health Education Programs	1361 Park St. Clearwater, FL 33756	727-210-2350	727-210-2354	mail@caahep.org	*http://www.caahep.org*
Emergency Medical Services	Commission on Accreditation of Allied Health Education Programs	1361 Park St. Clearwater, FL 33756	727-210-2350	727-210-2354	mail@caahep.org	*http://www.caahep.org*
Emergency Medical Services	New Mexico Emergency Medical Systems Bureau	1301 Siler Rd., Building F Santa Fe, NM 87507	505-476-8200	505-471-2122	charles.schroeder@ state.nm.us	*www.nmems.org*
Fire Science Technology	International Fire Service Accreditation of Congress	Oklahoma State Univ. 1812 Tyler Ave. Stillwater, OK 74078	405-744-8303	405-744-8802	admin@ifsac.org	*http://www.ifsac.org*
Health Information Technology	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Paralegal Studies	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Pre-Business	Accreditation Council for Business Schools and Programs	11520 West 119th St. Overland Park, KS 66213	913-339-9356	913-339-6226	info@acbsp.org	*http://www.acbsp.org*
Radiologic Tecnology	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Dr., Suite 2850 Chicago, IL 60606-3182	312-704-5300	312-704-5304	email via website: *http://www.jrcert.org/contact*	*http://www.jrcert.org*
Respiratory Therapy	Commission on Accreditation for Respiratory Care	1248 Harwood Rd. Bedford, TX 76021-4244	817-283-2835	817-354-8519	email via website: *http://www.coarc.com/10.html*	*http://www.coarc.com*

PROGRAM ACCREDITATIONS, CONTINUED

PROGRAM	ORGANIZATION	MAILING ADDRESS	TELEPHONE	FAX	EMAIL	WEB ADDRESS
Welding Technology	American Welding Society	8669 NW 36th St., #130, Miami, FL 33166	305-443-9353	N.A.	Use "Contact Us" tab on website	*http://www.aws.org*

PROGRAM APPROVALS BY THE STATE OF NEW MEXICO

PROGRAM	ORGANIZATION	MAILING ADDRESS	TELEPHONE	FAX	EMAIL	WEB ADDRESS
Nursing Assistant	New Mexico Health Improvement Division	Delfinia Sandoval, NAR Coordinator, 2040 S. Pacheco St., 2nd Floor, Rm. 237, Santa Fe, NM 87505	505-476-9040	505-476-9026	Delfinia.Sandoval@state.nm.us	http://archive.dhi.health.state.nm.us/nar/nar.php
Associate Degree in Nursing	New Mexico Board of Nursing	6301 Indian School Rd., N.E., Suite 710 Albuquerque, NM 87110	505-841-8340	505-841-8347		http://nmbon.sks.com
Licensed Practical Nursing Certificate	New Mexico Board of Nursing	6301 Indian School Rd., N.E., Suite 710 Albuquerque, NM 87110	505-841-8340	505-841-8347		http://nmbon.sks.com
Library Science Endorsement in Library Media	New Mexico Public Education Department	300 Don Gaspar Ave. Santa Fe, NM 87501	505-827-5821	505-827-4148	licensureunit@state.nm.us	http://www.ped.state.nm.us

PROGRAM CERTIFICATIONS

PROGRAM	ORGANIZATION	MAILING ADDRESS	TELEPHONE	FAX	EMAIL	WEB ADDRESS
Aerospace Technology	SpaceTEC®	Mail Code: SpaceTEC Kennedy Space Center, FL 32899	321-730-1020	321-476-5335	information@spacetec.org	www.spacetec.org
Developmental Studies	National Association for Developmental Education	500 N. Estrella Parkway, Suite B2 PMB 412, Goodyear, AZ 85338	877-233-9455	623-792-5747	office@nade.net	http://www.nade.net
Drafting and Design Tech.	American Design Drafting Association	105 East Main St. Newbern, TN 38059	731-627-0802	731-627-9321	email via website, "Contact Us" tab	http://www.adda.org
Library Science	American Library Assn.—Allied Professional Assn.	50 E. Huron St. Chicago, IL 60611	312-280-2424	312-280-3256	lssc@ala.org	http://ala-apa.org/lsssc

About the Community College

History and Organization

In 1965, Doña Ana County was designated by the New Mexico Department of Education as an appropriate site in southern New Mexico for an area vocational-technical school. In 1971, the boards of education of the Gadsden, Hatch, and Las Cruces school districts requested that New Mexico State University establish a branch community college located on its campus in Las Cruces to offer postsecondary vocational-technical education in Doña Ana County. The NMSU Board of Regents approved the request in 1972, and the voters in Doña Ana County approved an operational mill levy in May 1973. The institution became an official entity on July 1, 1973. It began offering vocational training programs on September 4, 1973, as the Doña Ana County Occupational Education Branch of New Mexico State University.

College Mission, Vision, and Values

MISSION STATEMENT. DACC is a responsive and accessible learning-centered community college that provides educational opportunities to a diverse community of learners in support of workforce and economic development.

VISION STATEMENT. DACC will be a premier learning college that is grounded in academic excellence and committed to fostering lifelong learning and active, responsible citizenship within the community.

VALUES STATEMENT. As a learning-centered community college, DACC is committed to the following core values:

Education that—
- offers lifelong learning opportunities
- fosters dynamic learning environments designed to meet the needs of our students
- guarantees equality of rights and access
- ensures integrity and honesty in the learning process
- provides comprehensive assessment of learning

Students who will be—
- respected for their diversity
- provided with a safe and supportive learning environment
- challenged to become critical and independent thinkers
- expected to take an active role in their learning process

Leaders and employees who—
- practice transparency and inclusiveness in decision-making through shared governance and with external stakeholders
- encourage and support professional growth
- demonstrate high ethical standards and integrity
- encourage collaborative interaction among faculty and staff
- practice responsible fiscal management and personal accountability
- ensure equal opportunities for a diverse faculty and staff

Communities that—
- build partnerships, including educational alliances
- strengthen industry partnerships to provide workforce development services and programs in support of economic development
- develop and adapt instructional programs in response to changing educational needs

Governance and Funding

DACC is a community college campus of New Mexico State University. As such, it is governed jointly by DACC Advisory Board and the Board of Regents of the university, through an operating agreement between the university and the three school districts in Doña Ana County. Operating expenses for the community college are paid from state-appropriated funds, a property tax within the three school districts in the county, federal career-technical education funds, special grants, and tuition paid by students, the majority of which is subsidized by financial aid.

Educational Facilities

Doña Ana Community College has three locations in Las Cruces, as well as centers located throughout the county. For more information about the individual sites, see the section titled "Additional Locations" in this *Catalog*.

Online Study

Many courses and, in some cases, entire programs may be completed without ever attending classes at a physical campus. The following DACC programs may currently be completed entirely online: Associate of Arts, Associate in General Studies, Criminal Justice, Library Science, Pre-Business, and Public Health. To see which classes are being offered online during a given semester, consult the *Schedule of Classes*.

Institutional Accreditation

New Mexico State University–Doña Ana Community College is independently accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Telephone: 1-800-621-7440 / 312-263-7462
Fax: 312-263-7462
E-mail: info@hlcommission.org
Web site: ***http://www.ncahlc.org/General/contact-us.html***

For links to e-mail addresses of various departments at the Higher Learning Commission, visit ***http://www.ncahlc.org/contact-us.html***.

Individual Program Accreditations, Approvals, and Certifications

See the table on the facing page for information about individual program accreditations, approvals, and certifications.

Achieving the Dream™ Participation and Leader College Status

DACC became an Achieving the Dream community college in fall 2005, gaining Leader College status in 2009. Leader College status was renewed in 2013 for three years. (***http://www.achievingthedream.org/***)

Admissions

Doña Ana Community College provides educational opportunities for those who seek to advance in the workforce or to prepare for further study at a higher level. The community college endorses the open-door admission concept and will admit—to the limit of its physical and financial resources—new, first-time students who wish to attend and who have a high school diploma or its equivalent. High school diplomas must be from an accredited high school. Diplomas from accredited, on-line high schools, however, are subject to strict review and may not in all cases be judged valid for the purpose of enrolling at DACC.

Assessment and COMPASS Placement

Unless applicants have taken the ACT or SAT within the last 12 months, they will be required to take the COMPASS assessment, which covers basic academic skills. Transfer students who have taken math and English courses at another institution may be exempted from taking the COMPASS.

Academic assessment and placement improves one's chances for success in college courses. The COMPASS is not used to select students; rather, it ensures students will be placed in classes best suited to their preparation and ability. These may include credit ESL courses, if English is not their first language. If deficiencies in basic academic skills are indicated, an individualized educational plan can be developed by an advisor to help the student acquire these skills.

There is no charge for a first-time COMPASS assessment, except under the following circumstances: 1) when a student chooses to re-take the COMPASS, and 2) when a student takes the COMPASS at DACC for the purpose of conveying the results to an entity outside of the NMSU system. For more information call 575-527-7569.

Orientation

Students who have never attended college before must schedule an appointment for a First-Year Student Orientation, which is designed to provide new students with information they will need to make a successful start at DACC. Students learn about the steps to getting started in college, the majors and career programs offered at DACC, the principles of effective academic planning, and the many services and resources designed to enhance educational success. Failure to complete an orientation will result in a "hold" on the student's account, such that (s)he will be unable to register for courses. Students can register for orientation online at ***dacc.nmsu.edu/admissions/orientation.html***. Additional information may be obtained by calling the Admissions Office at 575-527-7710.

How to Apply

Prospective students should follow these procedures when applying for admission to any program at the community college:

1. Complete the application for admission found in the back of this catalog, or complete the online application at ***http://dacc.nmsu.edu/admissions/***.
2. Submit the application with a $20 nonrefundable application fee (do not mail cash) to: Admissions Office, Doña Ana Community College, MSC-3DA, P.O. Box 30001, Las Cruces, NM 88003-8001.
3. Request official high school and/or college transcripts. Transcript request forms may be obtained at the DACC Admissions Office, located on the East Mesa Campus in DASR 107, or online at ***http://dacc.nmsu.edu/transcript-form***. First-time college students should have their official high school transcript sent directly from the high school to the DACC Admissions Office. Transfer students must have official transcripts sent directly to the DACC Admissions Office by the registrar of each college or educational institution previously attended (see "How Transfer Students Are Admitted.") Hand-carried transcripts are not accepted.
4. Applicants possessing a high school equivalency must request to have official GED test scores sent directly to the DACC Admissions Office from the institution where the GED was obtained.
5. Make arrangements to take the COMPASS assessment with the testing coordinator at 575-527-7569, who can provide information regarding dates, times, and location.

How GED Graduates Are Admitted

Students having successfully completed the GED in English are eligible to apply for admission to DACC. They must request online, at ***https://ged.com***, to have an official transcript of their GED scores sent directly to the DACC Admissions Office. Students who took the GED in Spanish should contact the DACC admissions director.

How Home-School Students Are Admitted

Students enrolled in a home-school program may be accepted to Doña Ana Community College if they meet the requirements for regular admission. In addition, the home-school educator must submit a transcript or document that lists the courses completed and grades earned by the student and also indicates the date the student completed or graduated from the home-school program. Home school students who are New Mexico residents and wish to participate in the Lottery Success Scholarship program are required to submit official New Mexico GED test results.

How Transfer Students Are Admitted

Transfer students from other colleges or universities may be accepted if their cumulative GPA is at least 2.0, they are eligible to return to the college or university they last attended, and they graduated from high school or successfully passed the GED. Those who have fewer than 30 credits must meet first-time freshman admission requirements. Transfer students follow the same procedures as those outlined under "How to Apply." Official transcripts from all colleges and/or universities previously attended must be sent directly to the DACC Admissions Office by the registrar of each college or educational institution. An academic credit evaluation will be mailed to the student from DACC Academic Advising.

A student who conceals the fact that (s)he has attended another college or university and who has not had transcripts submitted by each institution previously attended—whether or not credit was earned—will be subject to immediate suspension.

International Students

An international student is any individual attending DACC while present in the United States on a non-immigrant student visa. In addition to the general policies of DACC/NMSU that apply to all students, some special policies applicable only to international students are necessitated by federal laws. DACC refers all prospective international students to the NMSU Office of University Admissions or to the NMSU International Student and Scholar Services (ISSS) Office for further information and to begin the application process. The Office of University Admissions, located in the Educational Services Building on the Las Cruces (Main) campus, can be reached at 1-800-662-6678. The ISSS Office, located in Garcia Annex on the NMSU Las Cruces (Main) campus, can be reached by calling 575-646-2834.

Students submitting transcripts from a foreign high school or post-secondary institution must submit a translated copy of their transcripts if they are not already in English. Contact the DACC Admissions Office at 575-527-7710 for more information.

Non-degree Admission

IMPORTANT: Students enrolling under non-degree status are ineligible for financial aid, student employment, veterans benefits, and participation in intercollegiate athletics and student government. Furthermore, courses taken while one is enrolled under non-degree status may not be used to meet NMSU requirements for regular admission. Non-degree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree.

Transcripts from previous institutions (including high school) and/or results of college entrance exams may be required to assure readiness for university-level courses.

Non-degree students are subject to the same regulations as regular students. They may not transfer more than 30 credits that were taken while in this status to any degree program.

Admission requirements include a non-degree application and a nonrefundable $20 application fee.

Application Materials

All documents submitted as part of the admissions process become property of DACC/NMSU and will not be returned to the student. Application materials are retained for one calendar year for students who apply but do not attend.

Changing from Non-degree to Degree-Seeking Status

A non-degree student in good academic standing with a GPA of 2.0 or better may apply for a change of status from non-degree status to regular (degree-seeking) status. Requirements for regular admission must be met, including submitting official high school transcripts as well as official college transcripts from all previously attended institutions of higher education. The status will be effective on or before the census date of the semester in

which all official transcripts are received. If all official transcripts are received after the census date of the current semester, the change of status will take effect in the next immediate term.

Dual Credit Program

The Dual Credit Program (DCP) is designed to give high school students the opportunity to enroll at Doña Ana Community College prior to high school graduation. Students must be enrolled at least half time as a junior or senior in a New Mexico public high school. Under a Dual Credit Master Agreement between DACC and the school district, students enrolled in approved dual credit courses are eligible to have the full cost of tuition and general fees waved. DCP participants do not pay for tuition or textbooks; however, they do pay for their own supplies, protective apparel, and tool sets when needed. Students are responsible for any course-specific fees, such as lab or online fees. They may take college-level, career-technical courses that will simultaneously count toward high school graduation and toward a certificate or an associate degree at DACC.

Completing requirements for a degree or certificate prior to graduating from high school is not the norm. Students typically must attend additional semesters or sessions at DACC following high school graduation and pay DACC tuition and fees from that point forward.

Students should apply for DCP opportunities with their high school counselor. They must complete the Application for Admission and the Dual Credit Request Form and provide the Dual Credit Office with their official high school transcripts. Requirements to be admitted to the DCP are a high school grade-point average (GPA) of 2.0 and either an ACT score of 15 or passing scores on two out of three sections of the COMPASS assessment. Students must also meet the criteria agreed upon by their school district and DACC. For further information, contact the appropriate high school counselor or the DACC Dual Credit Office at 575-528-7256.

High school students enrolled in a high school that does not have a Dual Credit Master Agreement with DACC may be eligible for enrollment as Early Admission students; however, as such, they would be responsible for all costs related to enrollment.

NOTE: Not all DACC courses taken through the DCP are transferrable to other colleges and universities.

Early Admission for High School and Adult Basic Education Students

It is possible for a current junior or senior high school student to be admitted to DACC, provided the following criteria have been met:

1. The student has obtained written permission from the high school principal/counselor and the parents.
2. The student's cumulative grade-point average is at least 3.0.
3. The student has obtained the established minimum scores on the ACT/SAT assessment, or passed two out of three sections of the COMPASS assessment.

For more information about the COMPASS assessment, please see the subsection titled, "Assessment and COMPASS Placement," which appears near the beginning of the Admissions section of this catalog.

To apply, high school students must provide the following documents: written permission from the high school counselor or principal/counselor, written permission from parents, an official high school transcript sent directly to DACC, and a complete DACC/NMSU admissions application.

Students currently enrolled in an Adult Basic Education (ABE) Program at DACC may also apply for early admission. Current ABE students applying for early admission must provide TABE scores of 580 or above on every section (reading, writing, math), written permission from the ABE executive director, pass two out of three sections of the COMPASS assessment, and submit a complete DACC/NMSU application for admission.

Under the Early Admissions Program, all students are admitted in a non-degree status. For more information regarding non-degree status, please refer to the subsection titled, "Non-degree Admission." Non-degree students are ineligible to receive federal financial aid funds. Students admitted under this program are also limited to seven (7) credit hours per semester and incur all costs associated with enrollment, including books.

Developmental courses are not available for enrollment under the Early Admissions Program.

Early admissions students who wish to enroll at DACC or NMSU upon graduation from high school or obtaining a GED must reapply under their new status as a first-time freshman.

Early College High School Program

The Early College High School Initiative is designed to allow students to simultaneously earn a high school diploma while earning up to two years (60 hours) of college credit, which might result in a college certificate or associate degree by the time they graduate from high school. The facilities, usually located on a college or university campuses, make higher education more accessible and also help students become more comfortable in a higher education environment.

The key to the success of this initiative is a strong partnership between the school districts and higher education institutions. In the State of New Mexico, Doña Ana Community College has created a partnership with the Las Cruces Public School District and the Gadsden Independent School District to offer enrollment in three early college high schools. DACC is currently serving more than 500 students through this exciting and innovative partnership.

For further information on the admission requirements for early college high school, contact one of the high schools directly. Information about the Arrowhead Park Early College High School and the Arrowhead Park Medical Academy (both part of LCPS) may be obtained by calling 575-527-9540; for Alta Vista Early College High School (GISD), call 575-882-6400.

How to Be Readmitted to DACC

Former DACC students who will have been out of school for more than 12 months before re-entering are required to complete an application for readmission. Applications should be submitted 30 days before the beginning of the semester or summer session for which the student plans to enroll.

A student who has attended other institutions during an absence from DACC/NMSU must have official transcripts forwarded directly to the DACC Admissions Office by the registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous DACC academic standing. However, academic performance at other institutions attended during the applicant's absence from DACC may be taken into consideration in determining the student's academic admission status.

Special Admissions Requirements

Certain programs at DACC have special admissions requirements:

- Culinary Arts
- Dental Assistant
- Dental Hygiene
- Diagnostic Medical Sonography
- Dual Credit (concurrent enrollment)
- Emergency Medical Services–Paramedic
- Nursing (associate degree program)
- Radiologic Technology
- Respiratory Therapy

In addition to fulfilling the general requirements for admission to the community college, individuals seeking admission to these programs must also fulfill certain special admissions requirements. Since these programs generally have limited enrollment, completion of the admissions requirements for a specific program does not guarantee acceptance into the program. Acceptance may be competitive, based on individual academic performance in previous coursework and other criteria. Information regarding the application procedure for a specific program may be obtained from the department offering that program.

Students must reapply to special admissions programs each time they wish to be considered for acceptance. For example, a student who has fulfilled the special admissions requirements, yet was not admitted because of space limitations, will not automatically be considered for a subsequent semester; (s)he must reapply. Similarly, one who may have been accepted during a particular semester, but failed to accept an offer to enroll, must also reapply in order to be considered again.

Standards for Program Participation

Some programs may require technical standards for admissions and/or continued program participation. Technical standards may include possessing or acquiring skills or behaviors to complete performance-based tasks. Completion of these tasks may be required for program completion. See individual program descriptions for further information.

Security Background Checks. Certain programs of study require that students complete and pass a security background check. Past criminal violations may prevent a student from completing his/her degree and from being hired after graduating. Programs requiring a security background check disclose this fact in their program description sections found in this catalog.

Aggie Pathway

Student applicants who do not meet NMSU–Las Cruces admission requirements may apply to participate in the Aggie Pathway to the baccalaureate program at any of the NMSU community colleges. Aggie Pathway students may transition to the NMSU–Las Cruces campus after successful completion of any required developmental education courses and 24 degree credits with a 2.5 cumulative college GPA. Each student will follow an individualized study plan developed in partnership with an academic advisor that typically includes study skills courses, developmental education courses, and/or general education courses. Aggie Pathway students enrolling through NMSU–Dona Ana have access to NMSU–Las Cruces on-campus housing, dining, and activities. For more information, go to ***http://aggiepathways.nmsu.edu***, or call 575-646-8011.

Academic Advising and Registration Procedures

Academic advising at DACC is an ongoing, shared partnership between a student and an advisor that focuses on enabling the student to identify, plan and achieve academic goals aligned with his or her career and life aspirations. Moreover, it is part of the educational process that aims to assist students to become active and effective agents of their own learning.

In the academic advising process, students and advisors work together to—

- Develop an awareness of values, interests, abilities, skills and potential
- Identify academic and career goals and options
- Choose an academic program
- Strategically plan out steps toward graduation, or the completion of an academic goal
- Identify effective academic study skills and habits
- Learn how to solve problems that impede progress toward an academic goal
- Identify appropriate campus resources
- Learn how to use the *my.NMSU.edu* account and STAR Degree Audit
- Select courses
- Register for classes

Targeted student-learning outcomes underlying the DACC academic advising process include critical thought, self-appraisal, decision making, healthy independence, responsibility, and respect for self and others. These outcomes are the ideal product of quality academic advising.

Structure of DACC Academic Advising

Students declared into a specific major or academic program are advised by a professional division academic advisor in that program's academic division and/or a DACC faculty advisor in that academic program. Students may visit or call the Academic Advising Center, DASR 103, 575-528-7272 for more details.

Students who are not declared into a specific major, or who are in transition between programs, are advised through the Academic Advising Center, which serves as a central resource for the following categories of students:

- Transitional students, including those in the University Transition Program and other unclassified students who choose DACC as a place to begin their college career
- Students with a major in Criminal Justice, Law Enforcement, Corrections, Early Childhood Education, Education, Fire Science, and Fire Investigations
- Degree-seeking students pursuing the Associate Degree in General Studies
- Exploratory students
- Non-degree-seeking students

When to Seek Academic Advising

NEW STUDENTS will meet with an academic advisor and register for classes after attending a first-year student orientation.

TRANSFER AND READMITTED STUDENTS should make an appointment to see an academic advisor once their DACC admission is complete.

CONTINUING STUDENTS should plan ahead and meet with their academic advisor every semester, well in advance of continuing-student registration.

Registering for Classes

After academic advising is completed, students have the option to register for classes either online or in person.

REGISTERING ONLINE. After being admitted and receiving academic advising, eligible students may register for classes on the Web at ***my.NMSU.edu/***. For additional information, refer to the online Registration Guide, available at ***http://registration.nmsu.edu/***.

Students need to use their NMSU user ID and password to access Web registration through the *my.NMSU.edu* website. In the event that a student forgets his/her password, the system will allow the student to reset it online, provided (s)he answers a pair of security questions correctly. If attempts to do so fail, the student must consult with the ICT help desk in room 140 of the NMSU Computer Center (575-646-1840).

The Web registration system will not accept requests for the *S/U* grading option unless the course is offered exclusively on an *S/U* basis. Likewise, the system will not accept requests for the "audit" grading option. To request *S/U* or audit grading for courses, students will need to see their academic advisor.

Upon completing online registration, students may either print out the registration document themselves or ask for it at the DACC Registration Office on the East Mesa Campus (DASR 101H), at any other DACC location, or at the NMSU Registrar's Office.

REGISTERING IN PERSON. Students must obtain a course-request card from their academic advisor, complete the card and have the advisor sign it, and then submit the card to the DACC Registration Office in DASR 101H on the East Mesa Campus, to the NMSU Registrar's Office, or to a registration office at any other DACC location. In some cases, the student must obtain the instructor and/or department head signature of the course request card before submitting it to a registration office. Once registered, students should obtain their registration document, which is available at the DACC Registration Office or at any other location where one may register. The registration document includes a student's official class schedule, along with related financial information.

REGISTERING FOR COURSES ON OTHER NMSU CAMPUSES. Students may register for courses at another campus in the NMSU system if the course is not offered at their home campus, or if the course is full at their home campus. In the case of all other courses, open enrollment into all classes on all campuses will begin two weeks before classes begin for the semester, provided seats are available and students meet prerequisites.

Terms and Conditions of Course Registration

Students must complete registration for all courses prior to the first day of class to avoid incurring late fees. Students who subsequently decide not to attend, and have not officially withdrawn from DACC/NMSU, will earn failing grades while remaining financially liable.

When students have a previous balance, their courses for the current term may be canceled if they have not made the appropriate arrangements to pay the debt owed. Visit ***http://registration.nmsu.edu/***, click on the drop-down menu for the appropriate semester or term, and select "Tuition and Billing Information."

Additionally, students will be dropped from courses for which they do not meet prerequisites, including courses in a sequence that require a grade of *C* or better to proceed to the next course in that sequence.

Academic Sanctions

Students placed on academic warning, probation, or suspension during the end-of-term grading process will be mailed a notification. Students placed on suspension will have any courses in which they may be registered for future semesters canceled, and applicable refunds will be made by the Business Office.

Changes in Registration: Adding and Dropping Courses

Registration changes may be processed only in accordance with university regulations and with appropriate signatures. If a student decides to stop attending a course, it is the responsibility of the student to initiate official withdrawal from the course and to obtain all necessary signatures on the add/drop form. Failure to do so could result in failing grades.

Forms are available from academic advisors or at the Registration Office. Courses may not be added or dropped after the cutoff date indicated in the university calendar, with the exception of petitions for retroactive withdrawals processed in accordance with Policy 6.92. For refund policy, see ***http://uar.nmsu.edu/withdrawals/***. If a student drops a course after the last day to "cancel" a course with a 100 percent refund, no refund in any amount will be issued.

ADDING A COURSE. The deadline for adding courses during a given term is listed online at ***http://registration.nmsu.edu/***.

Students desiring to add a course to their current registration schedule should do so in consultation with their academic advisor. If the desired course is still open, the student may add it online through his/her my.nmsu.edu account. If the course is closed, the student will need the instructor and department chair's permission and signatures on an add/drop form.

Once the add/drop form has been completed and all necessary signatures have been obtained, the student takes the completed form to the Registration Office for processing. The Registration Office will provide the student with a revised registration schedule, which the student should review immediately to ensure there are no inaccuracies. Any errors found in the class codes, class title, room/building numbers or credits should be reported immediately.

DROPPING A COURSE. The process for dropping a course is similar to the process for adding a course. The student must consult with the academic advisor and drop the course by the deadline either online through his/her my.nmsu.edu account, or with an add/drop form with all required signatures.

When a student officially drops a course, the *W* grade is assigned as follows:

1. No grade is assigned during the end of the cancelation period.
2. A grade of *W* is recorded when a course is dropped between the last day to cancel and the midpoint of the semester. A student may not withdraw from courses after this deadline, unless the student officially withdraws entirely from DACC/NMSU.
3. Officially withdrawing completely from DACC/NMSU is equivalent to dropping all classes, and therefore a grade of *W* will be recorded for all classes attempted. The deadline for withdrawing completely is listed online at ***http://registration.nmsu.edu/***.

NOTES: (1) A student found to be insufficiently prepared for a particular course may be transferred to a more elementary course in the same subject area, provided that (a) the instructor of the more elementary course has given his/her consent, and (b) the transfer is completed before the last day to officially withdraw from an individual course. Commonly referred to as a "drop-back," this type of transfer is usually, but not always, employed in cases of sequenced courses such as mathematics, English, or foreign languages. (2) Financial aid or other third-party funding sources should be consulted when enrollment changes occur. Anyone attending under the Veterans Educational Assistance Program should notify the Veterans Office in DASR 107 on the East Mesa Campus when dropping or adding courses, as such changes could cause a reduction in the benefits received.

Full Withdrawal from DACC/NMSU

Full withdrawal from DACC or any other NMSU campuses terminates enrollment in all courses and effects a full withdrawal from the entire NMSU system. It is an official procedure requiring signed approvals as indicating on the withdrawal form; it cannot be completed online. As such withdrawals will be noted on the student's transcript.

It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. DACC students enrolled at any NMSU campus may process their withdrawal either at the Registration office on one of the DACC campuses or at the NMSU Registrar's Office, located in the Educational Services Building on the Las Cruces Campus.

Applicable dates are published in the official academic calendar for all regular sessions at ***http://registration.nmsu.edu/***.

Financial information concerning drops and withdrawals can be found at ***http://uar.nmsu.edu/withdrawals/.*** Financial Aid recipients should contact the Office of Financial Aid before withdrawing.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

Medical Withdrawal

A medical withdrawal applies to a student who becomes seriously ill, injured, or hospitalized and is therefore unable to complete an academic term for which he or she is enrolled. The attending physician must provide a letter on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving any funds awarded by the Office of Financial Aid should consult with them on policies regarding withdrawal). Those seeking medical withdrawal should contact NMSU Registrar's Office directly to initiate the process.

Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw because of a medical condition of an immediate family member will need to submit a letter from the family member's attending physician on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care, and confirm that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

For purposes of this policy, "immediate family member" includes spouse, a domestic partner as defined in the NMSU Policy Manuel 7.04 Domestic Partnerships, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings); other relationships can be considered on a case–by-case basis.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving any funds awarded by the Office of Financial Aid should consult with them on policies regarding withdrawal). Those seeking medical withdrawal due to medical conditions of a family member should contact NMSU Registrar's Office directly to initiate the process.

Administrative Withdrawal

In the event that a student has stopped attending class without formally withdrawing, the instructor reserves the right to remove the student from the class by means of an administrative withdrawal.

Military Withdrawal

Veteran students attending DACC who are called up for active duty and need to withdraw from all classes must contact the following offices:

1) **DACC VETERANS PROGRAMS.** Students will provide a copy of their orders to the DACC Veterans' Office in DASR 107 on the East Mesa Campus (575-528-7081). To assist in reporting accurate information to the VA Regional Office, students should also provide documentation stating the last day of class attendance.
2) **NMSU OFFICE OF THE REGISTRAR.** Students also will present their orders to the NMSU Office of the Registrar (575-646-3411). They will receive a military withdrawal from classes and a full refund of tuition and fees for the semester in which they are called to active duty.

Students who still have their receipts for textbooks purchased during the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders.

Tuition and Fees

The prices, rates, and fees that appear in this catalog for the 2015-2016 academic year were accurate at the time of publication. They are subject to change at any time and without notice.

Application Fee

A one-time $20 application fee and a completed application must be submitted to DACC. The fee, which is not refundable, is required of students who have not previously enrolled at New Mexico State University or one of its community colleges.

Tuition and Mandatory Fees

Tuition rates, including mandatory fees, at DACC for academic year 2014-2015 are as follows: $67 per credit, or $804 per semester, for in-district students (residents of Doña Ana County); $81 per credit, or $972 per semester, for out-of-district students (residents of other counties within New Mexico); and $215 per credit, or $2,580 per semester, for nonresident (out-of-state and international) students. However, when nonresidents enroll in a summer session, or when they enroll in six credits or fewer during a regular term, they pay the in-state (but out-of-district) rate.

Per-semester costs for tuition and mandatory fees are calculated by multiplying the number of credits by the applicable per-credit rate. Students taking between 12 and 18 credits are charged for only 12, *provided that all credits are taken exclusively at DACC*. Then, beginning with the 19th credit, the per-credit charge is again imposed.

At NMSU, tuition with mandatory fees for academic year 2014-2015 is $247.90 per credit for residents and $796.30 per credit for nonresidents (out-of-state and international students). For further information about tuition, fees, and other charges at NMSU, visit ***http://uar.nmsu.edu/tuition-fees/***.

DACC and NMSU tuition and mandatory fees are calculated independently of each other.

Resident, Nonresident Status

Resident or nonresident status shall be determined according to the uniform definition set forth by the New Mexico Higher Education Department. The NMSU Registrar's Office administers residency. Out-of-district information is available at the DACC Office of Admissions in DASR 107 on the East Mesa Campus.

Members of the Armed Forces, as well as their spouses and minor children, who are not otherwise entitled to claim residency are eligible for tuition payment at the resident student rates upon presentation of certification from their commanding officer of assignment to active duty within New Mexico. Certification is required at the time of initial registration.

All enrolled members of the Navajo Tribe who reside on the Navajo Reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state, out-of-district tuition rates at all times.

Other Fees—Resident and Nonresident

Graduation Fee: Associate Degree	$25
Graduation Fee: Certificate Programs	$10
International Student Admission Fee	$50

Payment of Charges

By enrolling in classes at DACC/NMSU, a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and DACC/NMSU and all proceeds of this agreement will be used for education purposes and constitutes an education loan pursuant to 11 U.S.C 523(a) (8). Terms and Conditions of Course Registration are posted on the NMSU website and available in each term's registration guide.

Payments can be made by mail, web or telephone, as well as in person. Cash, checks, money orders and all major credit cards are accepted.

Those preferring to pay in person may do so at the DACC Cashiers Office (DASR 102B) on the East Mesa Campus or on the NMSU Las Cruces Campus at the University Accounts Receivable Office. Payments are also accepted in person at the Las Cruces Central, Gadsden, and Sunland Park campuses.

Students may pay in full, enter into a payment plan, or provide proof of a third-party payment agreement. Students who do not pay in full or make third party payment arrangements within five business days of the start of the term will be placed automatically on the payment plan. For payment plan options, visit the NMSU website. Fees vary according to the plan chosen.

Any financial aid received will be applied toward balances owed. DACC/NMSU reserves the right to deny the payment plan to any student who has a poor credit rating or who has been negligent in making payments to the institution for previous debts.

NOTE: Workshops, institutes, and noncredit courses are treated as completely separate sessions. Check the Community Education program announcements for the specific noncredit course fees and registration instructions.

Late Registration

A late registration fee of $25 is imposed if registration has not been completed before the late-registration period begins.

Delinquent and Prior-Term Balances

DACC/NMSU reserves the right to cancel the registration of any student who fails to pay, when due, any indebtedness to the institution.

Academic credits, transcripts, and diplomas will be withheld until all financial obligations are paid.

Dishonored Checks/Credit Cards

DACC/NMSU charges a penalty on all dishonored cash instruments. Personal checks will not be accepted from students who have had a previously dishonored check.

Tuition Adjustments, Refunds, and Forfeitures

Students officially withdrawing or dropping courses during a semester or term are eligible for a 100-percent refund of tuition and fees through the deadlines listed online. Go to ***http://registration.nmsu.edu***, click on the drop-down menu for the appropriate semester or term, and select "Important Dates and Deadlines." Students withdrawing from courses after that deadline will not be eligible for a refund and will remain liable for full tuition and fee charges. Non-attendance does not constitute an official course drop or withdrawal. All charges due to DACC/NMSU must be paid before refunds or adjustments will be permitted.

In cases of academic or disciplinary suspension, eligibility for tuition refunds and adjustments will depend on the conditions of the suspension and will be entirely at the option of the institution. Should unforeseen circumstances beyond the reasonable control of Doña Ana Community College or New Mexico State University result in curtailing classes, closing residence facilities, or otherwise withdrawing services that are a normal function of the institution, refunds of any nature will be at the discretion of the college/university administration.

Residence hall rentals and dining hall charges may be refunded in accordance with schedules adopted by these departments.

Program-Related and Course-Related Fees

COURSE AND LAB FEES. Certain courses/labs require an additional fee, which is subject to change. At the time this publication went to press, the fees for the following courses were as follows:

All **ONLINE** general education ("G") courses	$7.50 per credit extra
DAS 115	$175
DHYG 122, 132, 212, 222	$400
DMS 120, 122, 124, 126	$175
NA 104 (Certified Nursing Assistant lab fee)	$150
NURS 136, 147, 226, 236	$250
RESP 110, 120, 230, 240	$120

TOOLBOXES, TOOL KITS, AND PERSONAL MATERIALS. Students enrolled in the Automotive, Dental, Welding, and Heating, Air Conditioning, and Refrigeration programs will be issued tools during the first week of classes. One-third of the total price of the toolboxes or tool kits is due at the time the tools are issued. The remaining toolbox/kit balance must be paid by the end of the semester in two equal installments, usually spaced two months apart. Failure to pay the balance will result in exclusion from registration the following semester. Down payment and subsequent payments for toolboxes/kits must be made at the DACC Cashiers Office in DASR 102B on the East Mesa Campus. Students are responsible for full payment even if they withdraw from the community college. Return of toolboxes/kits will not constitute payment, as used tools cannot be reissued. Call the appropriate academic division for current costs. (Division telephone numbers appear on page 5.)

Students in the Building Construction Technology Program will need to purchase steel-toed boots (approx. $75) and a set of hand tools (approx. $75).

Medical Insurance Coverage Not Provided

DACC does not provide medical insurance for students. DACC students are encouraged to obtain their own medical insurance for any potential illness, accident, or injury that might occur while they are enrolled at the college. Visit ***www.healthcare.gov*** to shop for, compare costs and coverage benefits of, and enroll in, insurance coverage.

Campus Health Center

DACC students can purchase semester-long access to the services offered by the NMSU Health Center. Visit the following site for pricing information: ***http://chc.nmsu.edu/for-students/student-health-insurance/***

Supplemental Health Insurance

Students who have access to the Student Health Center may choose to buy a commercial insurance policy endorsed by NMSU. This insurance is intended to supplement the Student Health Center service. Dependent coverage is not available through NMSU but may be purchased directly from the insurance company; however, dependents of students are not eligible to use the Student Health Center. Information about this insurance can be found at ***http://www.uhcsr.com.***

AggieFit Membership

AggieFit is a good option for improving one's health while studying at NMSU/DACC. Membership in the AggieFit program provides access to the Activity Center, Aquatic Center, fitness classes provided in both, and participation in our Intramural programs. For additional information, including the fee schedule, visit ***http://recsports.nmsu.edu/aggiefit/.***

Housing

Housing is available to community college students on the same basis as it is for other New Mexico State University students. Rates and other information may be obtained online at ***http://housing.nmsu.edu/.***

Food Services

New Mexico State University, located adjacent to the Las Cruces Central Campus of DACC, offers a number of meal plans and has a wide selection

of eateries: ***http://dining.nmsu.edu/.*** The DACC Snack Bar operates stores on the Las Cruces Central and East Mesa campuses.

Financial Aid

The Office of Financial Aid administers a broad spectrum of grant, loan, scholarship, and work-study funding in an attempt to meet the financial needs of DACC's students.

DACC's Financial Aid and Scholarship Services awards financial aid to students according to their individual needs. Parents of students are expected to contribute to their child's education according to their ability, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future income. All information provided to Financial Aid is regarded as confidential.

Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA), designed to determine in accordance with state and federal guidelines, the difference between what the student and/or family is expected to contribute and the cost of attending DACC. Among the factors that determine the Expected Family Contribution (EFC) are (1) annual adjusted gross income as reported to the Internal Revenue Service; (2) savings, stocks, and/or bonds; (3) other assets in the form of a business, farm, or real estate; (4) nontaxable income and benefits; and (5) student's prior year income and assets.

Students applying for financial aid should complete a FAFSA by visiting ***www.fafsa.ed.gov/***. Priority deadline for FAFSA completion is March 1.

General Eligibility Requirements

To receive financial aid you must demonstrate the following:

- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education, meet other standards your state establishes that are approved by the U.S. Department of Education, or complete a high school education in a home school setting that is treated as a home school or private school under state law. See your financial aid advisor for more information.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate's or bachelor's degree program.)
- Be a U.S. citizen or eligible non-citizen (state funded scholarships may be available to undocumented students).
- Have a valid Social Security number. If you don't have a Social Security number, you can find out more about applying for one at ***www.ssa.gov.***
- Be meeting satisfactory academic progress (SAP).
- Sign a statement on the FAFSA certifying that you will use Federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you are not in default on a Federal student loan and that you do not owe money back on a Federal student grant.
- Register with the Selective Service, if required.

No applicants will be denied financial assistance on the basis of age, color, disability, gender, national origin, race, religion, or sexual orientation.

Sources of Financial Aid

GRANTS. The foundation for financial aid is the Federal Pell Grant, a Federal grant available to undergraduate students with documented financial need. Pell Grants range from $600 to $5,775, though these figures are subject to change each year. If a Pell Grant is insufficient to pay educational expenses, the student may be eligible to receive other types of aid, including a Federal Supplemental Educational Opportunity Grant (SEOG) or Leveraging Education Assistance Partnership Program Grant (LEAP), and/or other miscellaneous grants. These grants are awarded to undergraduate students who show exceptional financial need. Typically, all three types of grants do not have to be repaid. For more information, contact DACC's Financial Aid and Scholarship Services or visit the dacc.nmsu.edu/fa.

LOANS. Available to undergraduate students with financial need, Federal Perkins Loans are long-term, low-interest loans that must be repaid according to Federal guidelines. Students receiving a Perkins Loan, must complete an online entrance counseling session and sign a Master Promissory Note (***studentloans.gov***) before DACC will issue the funds. In addition, students must complete an exit interview upon graduation or withdrawal from the University. Repayment begins nine months after graduation or nine months after enrollment drops below 6 credits for undergraduate students.

SUBSIDIZED AND UNSUBSIDIZED FEDERAL DIRECT LOANS are need and non-need-based, long-term loans available to undergraduate students. Students receiving a subsidized or unsubsidized Federal Direct Loan, must complete an In Person Entrance Counseling session and sign a valid Master Promissory Note (studentloans.gov) before DACC will issue the funds. In addition, students must complete an exit interview upon graduation or withdrawal from the University. Repayment of a Stafford Direct Loan begins six months after graduation or six months after enrollment drops below 6 credits for undergraduate students. The interest rate is variable but will not exceed 8.25%. More information will be available at the time the loan is made.

WORK-STUDY PROGRAMS. The Federal Work-Study Program provides employment opportunities for selected undergraduate students with demonstrated financial need. The New Mexico Work-Study Program also provides employment opportunities for students; however, only New Mexico residents are eligible to participate in the program.

For more information on the U.S. Department of Education student aid programs, go to ***http://studentaid.ed.gov*** or see the DACC Financial Aid web site at ***www.dacc.nmsu.edu/fa***.

Financial Aid Awards

All financial aid awards are based on information provided by the student and parents, availability of funds, and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution, or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial aid will not pay for audited courses or some repeats.

SCHOLARSHIPS. All Scholarships are contingent upon availability of funds. Individual scholarship criteria are subject to change. Students are encouraged to apply online at ***http://scholarships.nmsu.edu/***. The online application will be available in early November and is due by March 1. Only one application is necessary to be considered for most scholarships.

- **The Legislative Endowment Scholarship** provides aid for undergraduate students with substantial financial need who are enrolled in a post-secondary institution in New Mexico at least half time (6 credit hours) and have maintained a GPA of at least 2.5.
- **The New Mexico Legislative Lottery Scholarship** pays Standard Sector-Based Tuition Average only for New Mexico high school graduates (or GED recipients) who attend an eligible New Mexico public college or university. Students establish eligibility in their first regular semester immediately following their high school graduation. Students qualify after completing 12 credits a semester (at a 2 year institution) with a GPA of 2.5 or higher and can continue on the Legislative Lottery Scholarship for up to 3 consecutive semesters.
- **Private Scholarships.** Thanks to the generosity of our private donors, DACC is able to offer a wide array of scholarships to assist a diverse student population pursuing a higher education. Schol-

arships are primarily awarded according to merit, as successful candidates are selected on the basis of academic achievement, personal leadership, and financial need.

- **DACC Institutional Scholarships** are awarded on a first-come, first-served basis. Applicants must be pursuing a certificate or associate degree at DACC, have at least a 2.0 cumulative GPA, and be a New Mexico Resident, as well as a US Citizen or eligible noncitizen.

WORKFORCE INVESTMENT ACT (WIA) INITIATIVES. These federally funded programs assist students pursuing careers in technical-vocational or associate degree programs. In some instances, students may be assisted for GED and noncredit courses. Sponsored students may receive financial support for tuition and fees, textbooks, laboratory and classroom supplies, tools and safety equipment, and testing and licensor fees. They may also receive a supportive service allowance to cover transportation, child care, and subsistence costs.

Students in the local and surrounding area may apply for WIA eligibility at the New Mexico Department Workforce Solutions, 226 S. Alameda Blvd., Las Cruces, N.M. 88005 (575-524-6250). Those living outside the Greater Las Cruces Area should visit their local Department of Labor Office. For more information, call the community college at 575-527-7535.

Financial Aid Satisfactory Academic Progress

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for Federal financial aid. To ensure that financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which the student did not receive financial aid. All transfer credit hours are taken into account when satisfactory progress is reviewed.

- **Qualitative Progress.** Undergraduate students must maintain a cumulative GPA of at least 2.0 (a *C* average). Grade point values are: *A* = 4.0, *B* = 3.0, *C* = 2.0, *D* = 1.0, *F* = 0. Grades of *I, CR, RR, PR, NC, W, AU* are not calculated in the GPA.
- **Completion Rate.** Students must complete a minimum of 70 percent of all coursework (registered credit hours) attempted at NMSU. Any course with a grade of withdraw (*W*), incomplete (*I*), repeats (*RR*), failure (*F*), audit (*AU*), or no credit (*NC*) is not considered completed coursework. Repeated courses are included in the calculation.
- **Maximum Time Frame.** Undergraduate students must complete their program within 150 percent of the credit hours required by the program. (Most Associate degree programs at DACC require 66 hours, therefore maximum allowable attempted hours would be 99 credits.) Students who have reached the maximum allowable time will be suspended from receiving financial aid. Developmental/remedial hours are excluded from this calculation. Total attempted hours including repeated courses and transfer coursework are included in the student's maximum time frame calculation.
- **Student Liability.** Recipients of financial aid grants and loans who drop credits or withdraw may be required to return all or a portion of awarded Title IV funds. Further information regarding the return of Title IV funds is available on the NMSU web site at ***http://fa.nmsu.edu/resources/return-of-title-iv-funds/***

Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet satisfactory academic progress standards. Students on financial aid suspension will not receive any form of Federal or state financial aid (grants, loans, work-study). Financial aid eligibility is reinstated when all standards of satisfactory progress are met.

The Appeals Process

Students suspended from financial aid may appeal the suspension if there are extenuating circumstances affecting their progress. Students who would like to appeal the suspension must submit an appeal form, available at ***http://dacc.nmsu.edu/fa***, and all required documentation to DACC Financial Aid prior to the semester deadline. Deadlines for each semester can be found by calling the DACC Financial Aid Office. A committee will review the appeal and may grant reinstatement of financial aid based on extenuating circumstances that directly contributed to deficient academic performance. Appeals are evaluated on a term-by-term basis.

Veteran Students

DACC degree and certificate programs are approved by the Department of Veterans Affairs (state approving agency) for enrollment of persons eligible to receive veteran education benefits.

For further information concerning approved programs and the application process, eligible persons should contact the DACC Veterans Affairs Office (V.A. Office), located in Room 110 of the DASR Building on the East Mesa Campus (575-528-7081).

RESPONSIBILITY OF VETERAN STUDENTS. Students must be pursuing a degree or certificate in a specific program to be eligible to receive benefits. Admission procedures for veterans and other eligible persons are the same as those for all students. Degree plans from academic advisors must be submitted prior to any verification. For continued certification, students must submit an updated degree plan, registration document, and detailed class schedule to the DACC V.A. Office each semester.

Veterans must notify the DACC V.A. Office when any one of the following occurs:

1. Dropping or adding course(s)
2. Withdrawing from course(s)
3. Discontinuing regular class attendance
4. Changing programs (academic majors)

V.A. educational benefits are payable for regular attendance in courses that are part of the veteran's program (major) curriculum. V.A. educational benefits are not payable for—

1. Classes not attended regularly
2. Classes that are dropped
3. Repeat of a course for which a passing grade was received
4. Classes for which credit is received through successful completion of a proficiency test or grade by examination
5. Classes taken on an audit basis
6. Classes taken that are not part of the veteran's program (major) curriculum

Distance Education

The *Schedule of Classes* indicates which courses will be offered via distance education technologies during any given semester or term. **NOTE:** *A $7.50-per-credit fee is charged for general education courses that are taken online.*

The Virtual Learning and Instructional Technology (VLIT) Department is committed to the success of DACC's distance education efforts. The VLIT staff provides online course support through classroom training sessions and help-desk assistance for faculty and students.

Visit the VLIT website at ***http://dacc.nmsu.edu/vlit/***, for helpful resources such as these:

- Personal readiness survey for taking online courses
- Frequently Asked Questions (FAQ) database of the most commonly asked questions

- Schedule for student Canvas trainings at the beginning of each semester
- Help desk and chat service links

The VLIT staff can be consulted by phone at 575-528-7007 or in person. The VLIT office on the Central Campus is located in DALR 270, and on the East Mesa campus it is located in DAAR 203D.

Student Services Offered by DACC

Counseling

The DACC Student Counseling Center bases its work on the assumption that education is an integrative process involving cognitive, emotional, physical, spiritual, and sociocultural factors, all of which influence our students' success.

GOALS:

1. Promote the emotional and general well-being of students and the DACC community
2. Enhance students' college experience
3. Support students' academic and personal success
4. Advocate for a healthy and diverse learning community

COUNSELING SERVICES. The DACC Student Counseling Center provides

- Individual, short-term professional, confidential, psychological, emotional, and developmental counseling support to our students to help them achieve their personal and academic goals
- Brief crisis intervention and emergency services through direct intervention, consultation with staff and faculty, and referrals to other community resources
- Group counseling for students who experience an event that produces emotional, mental, physical, and behavioral distress or problems
- Presentations on various topics for faculty, staff, and students (e.g., test anxiety, time management), workshops to promote healthy lifestyles, academic success, and responsible behaviors.

When students require long-term, psychological support, we can refer them to NMSU Counseling Services or other professionals in the community. We also act as consultants for the staff and faculty to help them identify probable behavioral and emotional issues among the student population, and to enhance their interactions with students.

ELIGIBILITY FOR SERVICES. Only students who are currently enrolled at DACC are eligible to receive services at the Student Counseling Center.

HOURS AND LOCATION. The center is open Monday through Friday, from 8:00 A.M. to 5:00 P.M., when the college is in operation. To make an appointment, please go to the Central Campus, DAMA 117, or the East Mesa Campus, DASR 104A, or call 575-527-7574, between 8:00 A.M. and 5:00 P.M. (Appointments are not scheduled for Saturdays or Sundays.)

EMERGENCIES. Students in distress will be seen as soon as possible. An assessment will be made by the counselor to determine the best way to help the student in crisis, and appropriate referrals will be made. For emergencies occurring outside business hours, call 911 or go to the nearest hospital emergency room for services. For emergency counseling over the telephone, call the crisis hotline at 1-866-314-6841.

Services for Students with Disabilities

The Student Accessibility Services (SAS) at DACC coordinates accommodations for qualified students under the Americans with Disabilities Act (ADA, 1990) and section 504 of the Rehabilitation Act of 1973. This program may not be able to meet all needs and requests; however, a reasonable effort will be made to facilitate physical and programmatic access. To provide quality services, SAS procedures include self-identification of persons with disabilities and determination of their eligibility for services. Students with disabilities must request services and provide appropriate documentation from public schools, agencies, physicians, psychologists, and/or other qualified diagnosticians.

Qualified students may receive the following forms of free assistance/accommodations: sign-language interpreters, note-taking assistance, readers, enlarged print, E-text, audio text, computer/software adaptations, alternative assessments and evaluations, alternative keyboards, accessible furniture, priority registration, and referral and liaison for many of these services.

More information may be obtained from the SAS office on the Central Campus, DAMA 117 (575-527-7548). Students also may contact the East Mesa SAS office, DASR 104A (575-527-7548), or the student services specialists at the Gadsden Center (575-882-6809) or the Sunland Park Center (575-874-7787).

Student Success Centers/Tutorial Services

The Student Success Center provides tutorial assistance to support and encourage students in becoming successful, confident, and active learners. Free tutoring is available for DACC credit-enrolled students, and tutorial services are provided at the East Mesa Campus, Central Campus, and Gadsden and Sunland Park centers. To obtain services or additional information, visit or call one of the centers:

- Las Cruces East Mesa Campus, DAAR 201, phone 575-528-7275
- Las Cruces Central Campus, DAMA 116, phone 575-527-7646
- Gadsden Center, DAGC 104, phone 575-882-6806
- Sunland Park Center, DASP 107, phone 575-874-7806

Library Services

The DACC Library provides two physical locations for students and members of the community. One is situated on the Las Cruces Central Campus and the other one is on the Las Cruces East Mesa Campus. Visits to DACC satellites are also made; a schedule is posted at the start of each semester.

Library users enjoy an open atmosphere where they can access in-house and electronic materials, while being assisted by friendly staff. With its supportive learning environments and emphasis on Internet-based resources, the DACC Library provides research assistance, information literacy instruction, and other library services to DACC students at all of its campuses, as well as to distance learners.

The library website ***http://dacc.nmsu.edu/library/*** is an information resource portal that provides seamless, integrated access to a wide variety of electronic databases and web-based resources. The portal also supports DACC's academic programs at all its locations and is accessible off campus, as well.

The DACC Library shares an online library catalog with all NMSU campus libraries. There is express delivery service among the campuses, and students can pick up materials from their most convenient location. Interlibrary loan services are available to all students for materials not owned by DACC or NMSU libraries.

Other online resources include databases containing magazine and newspaper articles; electronic book collections that provide access to more than 30,000 e-books on a wide range of subjects; and tutorials covering APA citation style and other "how-to" research topics. While off campus, students can access many of these resources by logging into the Library's EZProxy server using their NMSU Banner ID username and password.

The college ID serves as a library card for checking out books, which are loaned for three weeks, and audiovisual materials, which are loaned for one week. Extended loan periods are available to Crimson Scholars.

At the Central Campus, the Library is located in the Learning Resources Building, DALR 260, and at the East Mesa Campus, the Library is located in the Academic Resources Building, DAAR 203. During the fall and spring semesters, both locations are open from 8 A.M. to 7 P.M. Monday through

Thursday, 8 A.M. to 5 P.M. on Friday, and 10 A.M. to 2 P.M. on Saturday. Both library locations are closed on Sundays. Call 575-527-7555 at the Central Campus or 575-528-7260 at the East Mesa Campus for summer hours or for schedule updates. Holiday and interim hours will be posted.

Student Computer Access

DACC has more than 1,700 computers for student use. Most are located in classrooms, where they are integrated into the teaching process. Additionally, all DACC campuses and centers have open computer laboratories, affording access to student E-mail accounts, the Internet, and Canvas, as well as other services provided through NMSU's Information and Communication Technologies unit (see "Information and Communication Technologies," under "Student Services on the NMSU Campus"). Students will find software for word processing, spreadsheets, drawing and image processing, presentations, and scientific computation, as well as other tools to assist them in a successful college career.

Wireless network access is provided at both campuses and at most centers.

Hours for the Central Campus open computer lab (575-527-7561) are 8 A.M. to 10 P.M. Monday through Thursday, 8 A.M. to 5 P.M. on Friday, and 9 A.M. to 5 P.M. on Saturday. Hours for the East Mesa Campus open lab (575-528-7265) are 8 A.M. to 10 P.M. Monday through Thursday and 8 A.M. to 5 P.M. on Friday and Saturday. Call for Sunday and summer hours. For lab hours at the Gadsden Center, call 575-882-6802, and for labor hours at the Sunland Park Center, call 575-874-7783. Hours are subject to change. For current hours of operation for all campuses and centers, visit ***dacc.nmsu.edu/computerlabs*** on the Web.

Books and Supplies

Students are responsible for buying their own textbooks, routine school supplies, and personal items. Two well-equipped bookstores are located in DACL 170 on the Las Cruces Central Campus and in DAAR 102 on the Las Cruces East Mesa Campus. They are arranged for self-service, with textbooks displayed by course number. In addition to textbooks, the bookstores sell calculators, educational supplies, and other types of merchandise.

For current bookstore hours or other information, call 575-527-7692, or visit ***http://www.nmsubookstore.com***.

Career Services

Career Services provides assistance with career exploration, career planning, employment search (AggieCAREER Manager, job search/application, employer search, cover letter and résumé development and review, mock interviews, professionalism, computer/printer, resources), experiential learning (cooperative education, internships, volunteer, service learning), employer recruiting events, and networking opportunities year round at all of DACC's campuses and satellites.

These resources are available at no charge to students enrolled in both credit and noncredit programs, alumni, faculty, staff, and the community. Career Services provides these services to assist DACC with recruitment, retention, graduation, and employment.

Career Services has offices on the Central Campus in DAMA Room 109 and on the East Mesa Campus in DASR Room 111. For more information call 575-527-7538 or visit ***http://dacc.nmsu.edu/cs/***.

Student Government/Student Activities

The Student Government Association of Doña Ana Community College is a dynamic and responsive student government that provides students and student organizations a foundation for enhanced learning and leadership development through educational and social activities, communication, and programs.

The Office of Student Activities is located on the East Mesa Campus in DASR 110. For more information, call 575-527-7618 or visit ***http://dacc.nmsu.edu/sa/sgadacc.html***.

Campus Security

Security staff is available to all students, faculty, and staff at the various DACC locations. If you have a security issue, need an escort, or require a guard for safety purposes, do not hesitate to call:

Central Campus Security 575-202-8962
Chaparral Center Security 575-386-7451
East Mesa Campus Security 575-202-9781
Gadsden Center Security 575-915-6954
Sunland Park Center Security 575-915-5728
Workforce Center Security 575-915-6194

The Security Office, located on the DACC Central Campus in DATS 153E (575-528-7029), is open Monday–Friday, 8:00 A.M.–5:00 P.M. For more information, visit ***http://dacc.nmsu.edu/business-office/security/***.

Student Services on the NMSU Las Cruces Campus

This section describes the services offered on the NMSU campus that are most commonly used by DACC students. For a complete listing of NMSU student services, consult the *NMSU Undergraduate Catalog*.

ID Card Services

The Aggie ID Card is the primary source of student identification on campus. Depending on the options purchased, this ID card can serve as a membership card for meals and as proof of eligibility for access to athletic events. It can hold Aggie Ca$h, work as a key in some residential buildings, and provide access to other student services. Please visit ***http://idcard.nmsu.edu*** for more information.

Aggie Ca$h is a pre-paid account that allows you to use your Aggie ID Card to make convenient purchases at locations all over campus without the need for cash. The Aggie ID Card can also be enhanced to act as a Wells Fargo debit card. For additional information, visit the ID Card Office on the first floor of Corbett Center on the NMSU Las Cruces Campus.

Parking Office

A NMSU parking permit is required to park on DACC's Central Campus in parking lots or curbside on streets. Parking meters require payment. Free parking is available near the Pan American Center. The campus parking map is available at ***http://park.nmsu.edu/***. Parking regulations are enforced between the hours of 7:30 A.M. and 4:30 P.M. Disabled parking spaces, emergency/fire zones, service zones and yellow curbs are enforced 24 hours a day. Parking Regulations are available at ***http://park.nmsu.edu/***.

Information on purchasing a NMSU parking permit is available at ***http://park.nmsu.edu*** or at the Parking Department located at 1400 E. University Ave. (southwest corner of the Auxiliary Services building adjacent to the Barnes & Noble at NMSU Bookstore & Cáfe), Monday through Friday from 8:00 A.M. to 4:30 P.M. When visiting, you may enjoy free parking in designated spots just south of the building.

Aggie Transit is a free campus shuttle service available to all students. Bus route maps area available at ***http://park.nmsu.edu/***.

Campus Health Center (CHC)

The university maintains a well-equipped health center on campus, with a comprehensive laboratory, pharmacy, and x-ray services. (Hospitalization is available in the community.)

All DACC students enrolled in six or more credit hours will have the option to purchase access to CHC services at the time of registration, or later at the Campus Health Center itself. Part-time foreign students, regardless of classification, must pay the fee for CHC services.

Supplemental health insurance is also available through the CHC. For further information about the insurance or CHC services, call 575-646-5706,

write to debramon@nmsu.edu, or visit ***http://chc.nmsu.edu/for-students/student-health-insurance/.***

Information and Communication Technologies (ICT)

ICT maintains computer labs throughout the Las Cruces Campus that provide PC's and Mac's loaded with computer software to meet the academic needs of NMSU students. Access to other campus resources include wireless zones, account management, equipment checkout, and an online learning environment. Student admissions, registration, financial aid, and grades are easily accessible through the myNMSU portal.

For further information, call 575-646-1840, write to help@nmsu.edu, or visit ***http://ict.nmsu.edu/***.

Online student admission is available at ***http://prospective.nmsu.edu/***. Registration functions, grade reports and e-mail may be accessed via the Web at ***https://my.nmsu.edu/***.

TRIO Student Support Services Program

The TRIO Student Support Services program offers academic support to help ensure that program participants succeed at NMSU. Services include the following:

- MENTORING – participants meet with a mentor each week for assistance in adjusting to college, learning and using campus resources, developing effective study skills, accessing financial aid, using academic peer advising, staying motivated, and dealing with personal issues associated with college.
- TUTORING – individual tutoring is available by appointment in science, math, engineering, agriculture, social sciences, humanities, business, and foreign languages. Tutors are certified by the College Reading and Learning Association.
- TUTORING/COMPUTER LAB – complete assignments, check e-mail, drop in for tutoring.
- CULTURAL ACTIVITIES – participants receive tickets to cultural/educational activities such as plays, dance productions and symphonies.
- EQUIPMENT LOANS – laptops, tape recorders, and programmable calculators are available to participants.

To qualify for the program, the applicant must be a first-generation college student (neither of whose parents received a four-year baccalaureate degree), meet income guidelines set by the US Department of Education, demonstrate an academic need, or have a learning or physical disability. Admission to the TRIO Student Support Services program is highly competitive with only 350 slots available for eligible students. Students should apply early in Hardman Hall, room 210, on the NMSU Las Cruces Campus. Visit the TRIO web site at ***http://ssc.nmsu.edu/trio-student-support-services/***, or call 575-646-1336.

NMSU Campus Dining

Commuter students and those living on campus will find different meal plans that suit their lifestyles. A dining contract runs for the whole academic year, and charges are applied to a student's university account every semester. For more information visit the Web site ***http://dining.nmsu.edu/***.

In addition to the meal plans, food service is available at various locations throughout the campus. Students may use cash, NMSU Aggie Ca$h, the NMSU Enhanced Aggie ID Card, a credit card, and, in most areas, the Aggie Dining Dollars that are included with the meal plan package. Food service location hours are posted at ***http://dining.nmsu.edu/*** under "Food Guide." Additional information can be obtained online at ***http://idcard.nmsu.edu/***, or by contacting the ID Card Office at 575-646-4835, or by visiting their office on the first floor of Corbett Center Student Union on weekdays between 8:00 A.M. and 4:30 P.M.

Other Programs and Services at NMSU

- TRANSCRIPT EVALUATION, STUDENT RECORDS AND DETERMINATION OF RESIDENCY: NMSU Office of the Registrar, 575-646-3411
  http://nmsu.edu/~registra
- HOUSING FOR SINGLE AND MARRIED STUDENTS:
  Housing, 575-646-3202
  http://housing.nmsu.edu/
- STUDENT ACCOUNTS INFORMATION:
  University Accounts Receivable, 575-646-4911
  http://uar.nmsu.edu
- ETHNIC PROGRAMS INFORMATION:
  American Indian Program, 575-646-4207
  Black Programs, 575-646-4208
  Chicano Programs, 575-646-4206
- CORBETT CENTER/CAMPUS INFORMATION:
  Corbett Center Information Desk, 575-646-4411

DACC Locations

Central Campus

575-528-7000

3400 S. Espina St., Las Cruces, N.M. *See map on page 22.*

Situated adjacent to New Mexico State University, the Central Campus is home to the following associate degree and certificate programs: Automotive Technology; Dental Assistant; Dental Hygiene; Diagnostic Medical Sonography; Electrical Programs; Electronics Technology; General Engineering; Health Care Assistant; Heating, Ventilation, Air Conditioning and Refrigeration; Public Health; Radiologic Technology; Respiratory Therapy; Water Technology; and Welding Technology.

Also located on this campus are a bookstore, library, computer labs, Student Success Center (student tutoring), Academic Readiness Center, and the Quintana Learning Center, which provides adult basic education and helps prepare students to undertake college-level studies. A full complement of student services is offered on this campus.

East Mesa Campus

575-527-7500

2800 N. Sonoma Ranch Blvd., Las Cruces, N.M. *See map on page 21.*

The East Mesa Campus is home to the following associate degree and certificate programs: the Associate of Arts and Associate of Science degree programs, Business Management, Business Office Technology, Computer and Information Technology, Creative Media Technology, Criminal Justice, Culinary Arts, Drafting and Design Technologies, Early Childhood Education, Education, Emergency Medical Services, Fire Investigations, Fire Science, Health Information Technology, Hospitality and Tourism, Hospitality Services Management, Law Enforcement, Library Science, Paralegal Studies, and Pre-Business.

In addition, DACC Student Services is located on this campus, as well as central administration. The campus has a bookstore, library, computer labs, Student Success Center (student tutoring), and a 400-seat auditorium.

BUS SERVICE TO THE EAST MESA CAMPUS: During regular semesters, the DACC Shuttle provides free transportation for students between Mesilla Valley Mall and the East Mesa Campus. For current time tables, visit ***http://www.las-cruces.org/***, select "Departments" on the top bar, and then click "RoadRUNNER Transit" under the "Transportation" heading.

South County Centers

Gadsden Center

575-882-3939

1700 E. O'Hara Rd. (I-10 and State Hwy. 404) Anthony, N.M. *See map on page 22.*

Sunland Park Center

575-874-7780

3365 McNutt Rd., Sunland Park, N.M. *See map on page 23.*

These centers offer freshman- and sophomore-level coursework in vocational, technical, developmental, and general education. A number of DACC certificates and associate degrees are offered, as well. The centers also provide concurrent enrollment (dual credit) programming for the Gadsden School District. ESL, GED, and citizenship classes for the border area are available through the Adult Basic Education program, also housed at the centers. Refer to the section titled, "Adult Basic Education," in this catalog for a full listing of services. These centers also provide a Student Success Center (student tutoring), computer labs, and library support services.

Attending one of the south county centers is equivalent to attending one of the Las Cruces campuses of DACC. The same procedures and regulations apply. Students attending the Gadsden Center or the Sunland Park Center may attend classes at any other DACC or NMSU campus without completing additional admissions procedures. Students may attend one or more campuses and/or centers simultaneously; however, the total credit-hour load may not exceed that stipulated by the normal class-load policy.

All students currently attending, or planning to attend, one of the south county centers also may use the student services and tutoring available at either of the Doña Ana Community College campuses in Las Cruces. An advisor is available at the south county centers to advise students as they make career, program, and scheduling choices.

Mesquite Center

2345 E. Nevada St., Las Cruces • 575-528-7479 • *See map on page 23.*

Located at DACC's Workforce Center, the Mesquite Center focuses on preparing low-income students for further education, while also developing work-related skills. Transitional classes and workshops involving work-readiness skills and college preparation allow students to eventually move on to college and careers. Classes in ESL and preparation for the high school equivalency diploma exams are offered on site through DACC's Adult Basic Education Division. Developmental education courses are the latest addition to the center's offerings.

Chaparral Center

575-824-2000

755 Prescott Anthony Dr. Chaparral, N.M. *See map on page 22.*

Located near the southeastern corner of Doña Ana County, the Chaparral Center, which opened in Spring 2012, is situated adjacent to Chaparral High School. The 6,200-square-foot center, which houses a computer lab and a computer classroom, offers freshman- and sophomore-level coursework, including dual-credit courses for high school students. It also is the site of the Adult Basic Education program in Chaparral. Refer to the section titled "Adult Basic Education" in this catalog for a full listing of services.

Hatch Center

575-267-5660

219 E. Hill Street, Hatch, N.M. *See map on page 21.*

Located near the northwestern corner of the county, the 6,764-square-foot Hatch Center houses a computer lab, a light manufacturing lab and a computer classroom, as well as office areas. It is situated adjacent to Hatch Valley High School and offers dual-credit courses to Hatch Valley High School students. The facility was awarded LEED certification for meeting all standards in the following categories: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. LEED, or Leadership in Energy and Environmental Design, is an internationally recognized, green building certification system.

Workforce Center

575-527-7776

2345 E. Nevada Ave., Las Cruces, N.M. *See map on page 23.*

The following associate degree and certificate programs are offered at this site: Aerospace Technology, Automation and Manufacturing Technology, Building Construction Technology, and Environmental and Energy Technologies.

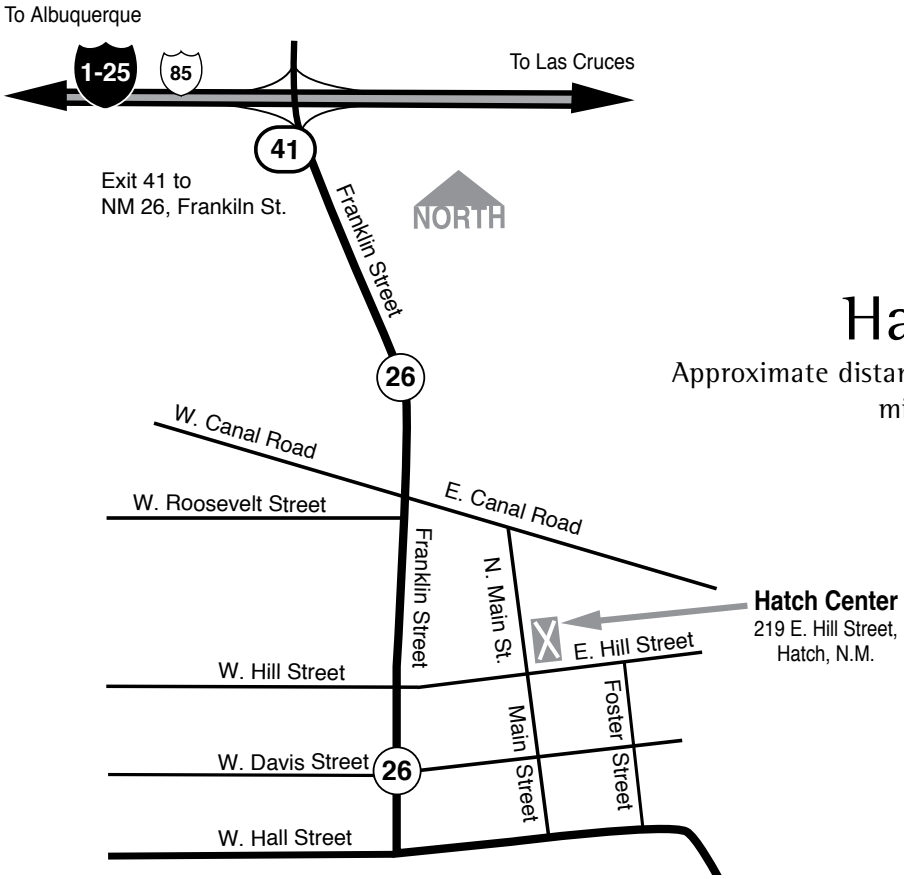
The Workforce Center also offers customer-driven, lifelong-learning opportunities, which serve as a bridge between our diverse community and the college. The aim is to be business-solution partners for Doña Ana County. DACC's Customized Training, Community Education, Small Business Development Center, and Truck Driving Academy currently occupy the Workforce Center. Together, these programs address everything from the start-up needs of small businesses to the larger training needs of established, growing businesses. Many business assessment tools are available, as well as training space and commercial space on a short-term, rental basis for outside organizations.

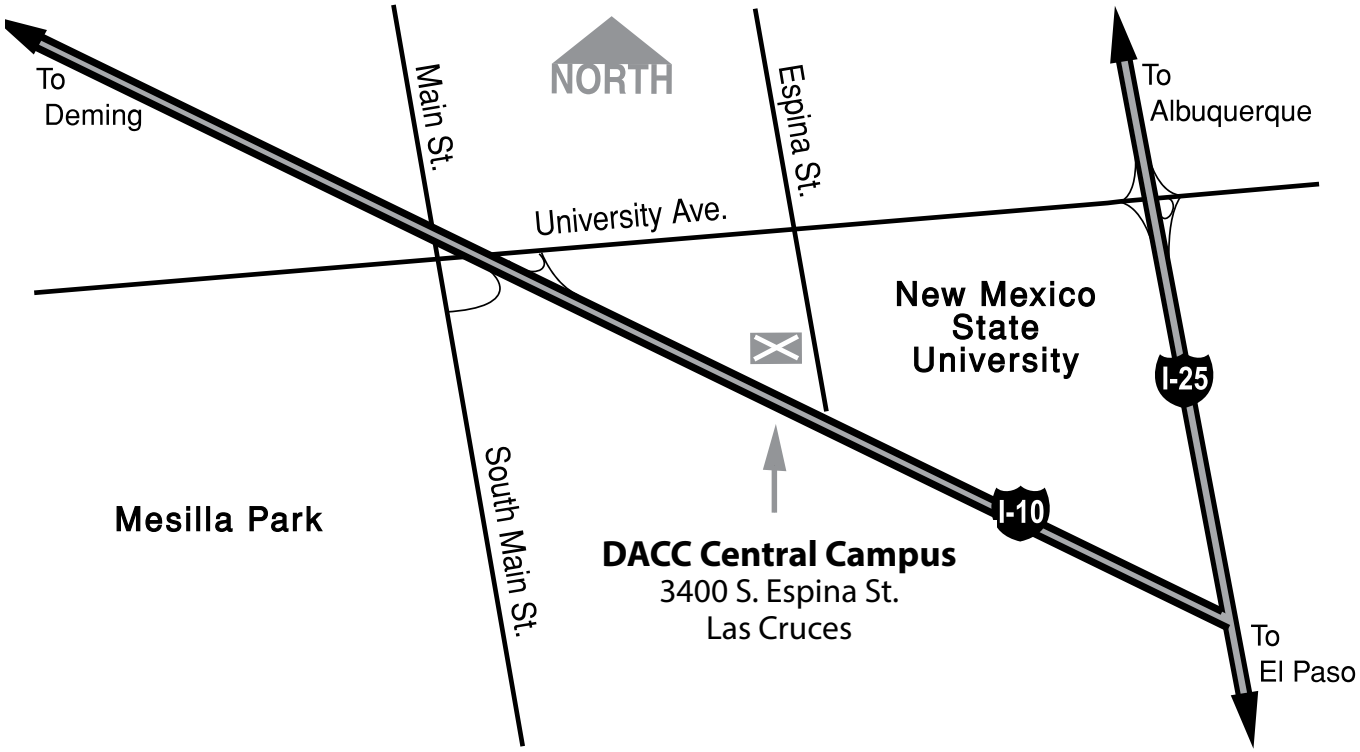
East Mesa Campus

Approximate distance from Central Campus: 10 miles
(20 minutes using freeways)

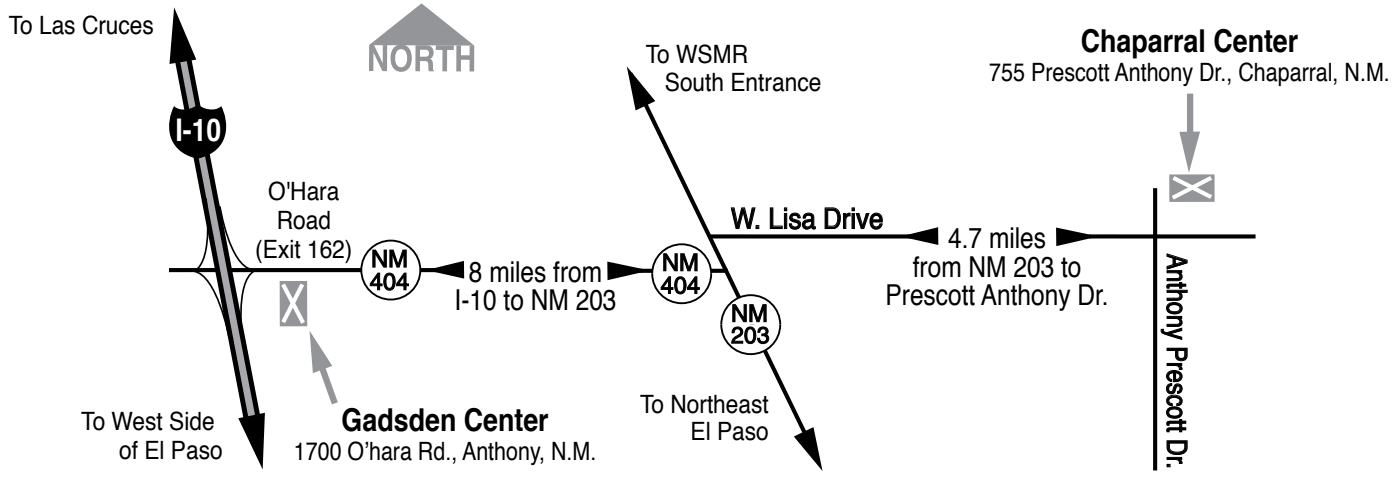
Hatch Center

Approximate distance from Central Center: 43 miles (45 minutes using freeways)



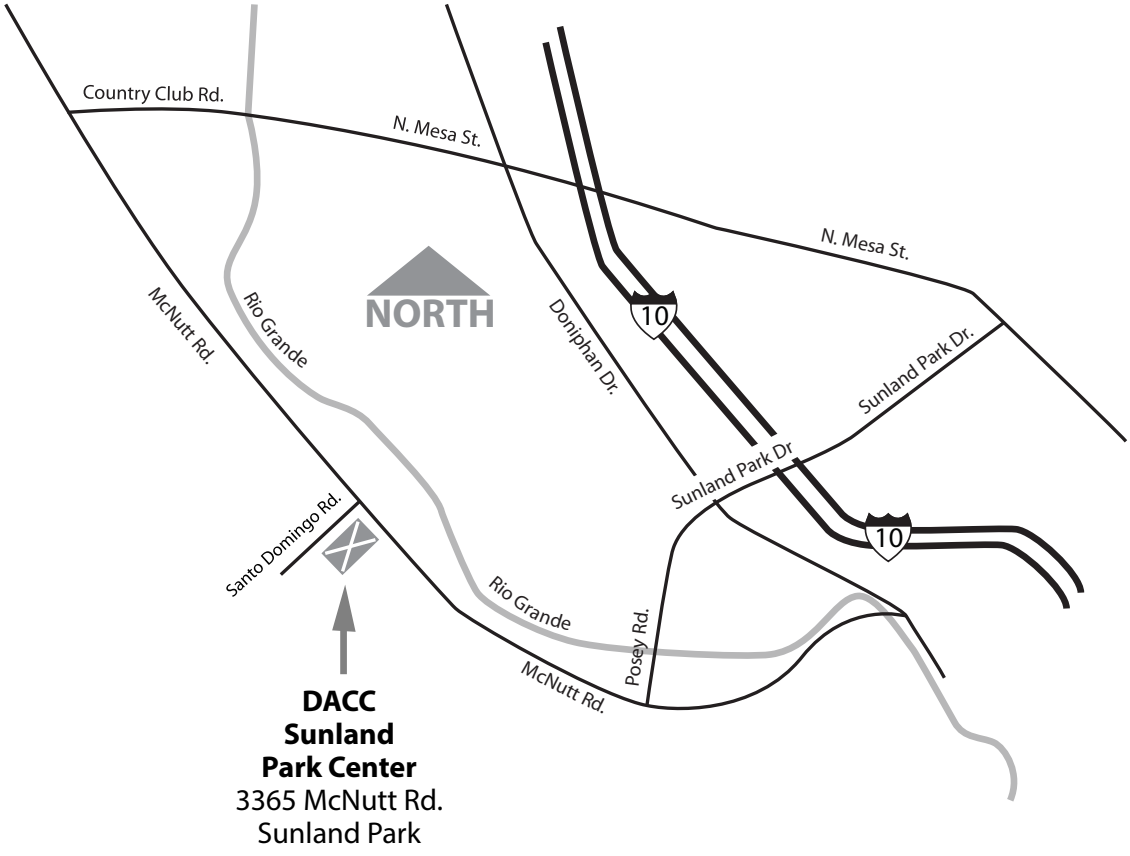


Central Campus



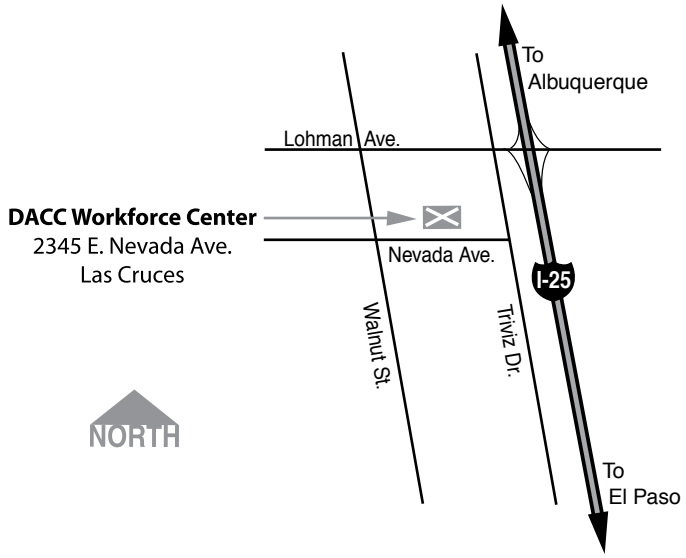
Gadsden Center and Chaparral Center

Approximate distance of Gadsden Center from Central Campus: 22 miles (25 minutes)
Approximate distance of Chaparral Center from Central Campus: 35 miles (45 minutes)



Sunland Park Center

Approximate distance of Sunland Park Center from Central Campus: 42 miles (50 minutes)



Workforce Center/Mesquite Center

Approximate distance of Workforce Center from Central Campus: 3.5 miles (10 minutes)

Academic Regulations

Credits

The unit of credit at DACC/NMSU is the semester hour, which is the equivalent of one hour's recitation (lecture) or a minimum of two hours of practice per week for one semester.

Class Load

The normal class load in a regular semester is 12 to 18 credits. An overload is more than 18 credits. A normal class load in summer school is 6 credits.

Written permission for the student to register for an overload must be obtained from the vice president for student services or the appropriate academic advisor. To be eligible to take an overload, the student must have a cumulative grade-point average for the two preceding semesters of 2.5 or above with no grade less than *C*. A one-credit course in physical activity does not affect the calculation for determining an overload. Freshmen will not be permitted to assume an overload.

Satisfactory Progress

A full-time student is making satisfactory progress when the cumulative number of credits earned at DACC/NMSU, divided by the number of semesters attended, equals at least 12. Part-time students must earn a proportional number of credits in the same time period for purposes of financial aid. In the case of new freshmen, this definition will not be applied until the beginning of the third semester of enrollment; however, for all other students, it will apply after one semester of enrollment. All students at the end of their second academic year must have a cumulative GPA of at least 2.0.

Grading System

Grades and credits can be accessed over the Web, but students must have an active my.NMSU.edu account in order to do so. Grade reports may be ordered via Web, but will not be automatically mailed to students. When ordered, grades will be mailed to an address chosen by the student. *It is the responsibility of the student to provide the Office of the Registrar with the address to which grades should be mailed.* At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The DACC/NMSU system of grading is expressed in letters, which carry grade points used in calculating the cumulative grade-point average:

Letter Grade		**Grade Points per Unit of Credit** ("NC" = Not computed)
A+, A	For excellent work	4.0
A-	For excellent work	3.7
B+	For above-average work	3.3
B	For above-average work	3.0
B-	For above-average work	2.7
C+	For average work	2.3
C, C-	For average work	2.0
D+, D, D-	For below-average work	1.0
F	For failing work	0
N	Grade not submitted	NC
W	For withdrawal	NC
CR	Credit authorized, but no letter grade given	NC
IP	In progress (currently enrolled; course has not ended)	NC
RR	Substantial progress in skill-development course	NC
S	Satisfactory work (normally equivalent to a *C* or higher)	NC
U	Unsatisfactory work	NC
I	Incomplete	NC
AU	Audit	NC

In computing the overall grade-point average, the total of credits in which the grades of *A (or A+ or A-), B (or B+ or B-), C (or C+ or C-), D,* or *F* have been assigned is divided into the total number of grade points earned. (**NOTE:** Not all faculty choose to use pluses and minuses in their grading.)

Courses for which only credit *(CR)* but no letter grade is given and courses in which an *S* is earned may be counted toward graduation, but are not computed in the grade-point average. An *S* grade is normally equivalent to a grade of *C* or higher.

REPEATING A COURSE. A student may repeat a course in which a *D* or *F* grade has been earned. A computable grade (excluding *I, W, RR, AU, CR, S,* or *U*) in a repeated course may be substituted in the calculation of the grade-point average, though the original grade also remains on the transcript. The first occurrence with a *C* or better grade will count in earned/passed hours. Future attempts will not count in earned/passed hours. If a student repeats a course eligible for grade substitution in which the student has earned a *D* and then fails the course, the second grade of *F* will not be substituted for the original grade.

Neither credits nor grade points may be earned by repeating a course for which a grade of *C* or higher has already been received. Repeat option applies only to eligible courses that were completed prior to the time a student was awarded a degree at DACC/NMSU.

***RR* GRADE.** The *RR* grade applies only to designated skill-development (CCDE, CCDL, and CCDM) courses and indicates the student has made substantial progress toward completing the requirements of the course. It carries neither penalty nor credit. The student must re-register and successfully complete the course in order to earn credit. The grade of *RR* may be received only once in any given course, and it remains on the student's transcript.

S/U **OPTION.** Students with 28 credits at DACC/NMSU under traditional grading, with an overall average of 2.5 or better, may exercise the *S/U* option. The following limitations apply:

1. No more than 7 credits per semester or 4 credits per summer session.
2. Not to exceed a total of 21 semester credits.

These limitations do not apply to honors courses or courses officially designated *S/U*.

Each course under this option must be requested during registration. The course must be taken outside the major. If the student changes majors, the new major department may require a traditional grade for a course previously passed with an *S* grade. The traditional grade change is made by the instructor or by a course challenge if the original instructor is no longer with the college.

Eligibility for *S/U* grading must be reestablished after adjusted credit has been approved. Non-degree students who do not meet the above requirements may take courses under the *S/U* option. However, these courses may not be applied toward an undergraduate degree at NMSU.

Each college of the university may designate courses in which the grading will be a basis of *S* or *U* for all students enrolled in the courses. Credits in such courses are not included in the 21-credit limitation.

INCOMPLETE GRADE. The grade of *I* (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an *I* grade.

1. Instructors may assign *I* grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples

of appropriate circumstances include documented illness, documented death or crisis in the student's immediate family, and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no case is an *I* grade to be used to avoid the assigning of *D, F, U,* or *RR* grades for marginal or failing work.

2. To assign an *I* grade, the instructor must complete the "I" Grade Information Form and have the form delivered to the course dean, together with the instructor's grade sheets for the semester. The instructor will state in writing on the "I" Grade Information Form the steps necessary to complete the remaining course work or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the *I* grade will not be removed). The student will sign this document or the course dean will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.
3. The student is entitled to have the *I* grade removed from the student's transcript only if the student completes the remaining course work as specified on the "I" Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the *I* grade is assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the "I" Grade Information Form. If the student fails to complete the course work, the instructor may change the *I* grade to any appropriate grade (including *D, F,* or *U*) provided that the instructor stated that this would occur on the "I" Grade Information Form.
4. *I* grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the *I* grade or prior to the student's graduation, whichever comes first. To remove an *I* grade, the instructor must complete a Change of Grade Form and submit the form at the VPAA Office. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of *D, F,* or *U*. An *I* grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an *I* grade thereafter.
5. A student may re-enroll and receive credit for any course for which an *I* grade was previously received, but retaking the course will not result in a removal of the *I* grade from the student's transcript.

The effect of removing an *I* grade on a student's academic standing (academic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the *I* is included in the grade-point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

AUDIT OPTION. A regularly enrolled student may register for any course prior to the last day of registration as an auditor without credit with the consent of the instructor, provided the facilities are not required for regular students. The fee is the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation. A student may not change from credit to audit after the last day to register, but instead may withdraw and continue to attend class with instructor permission.

Adjusted Credit Option

The adjusted credit option allows students who obtain a low grade-point average (less than 2.0 cumulative) during their first few semesters to get a fresh start. This option may be used only once and is not reversible. All courses carrying a grade of *S*, *CR*, *C*, or better earned prior to the grading period in which the student requests the adjusted credit option (including transfer courses) are included as adjusted credit. All allowable credits are designated on the permanent academic record as "adjusted credit" and are omitted from the calculations of the cumulative grade-point average.

A fee of $10 is required for the submission of an adjusted credit option application. Application forms are available in the DACC Academic Advising Center, DASR 103 or from any DACC academic advisor. Students applying for this option must:

1. not hold a baccalaureate degree
2. be currently enrolled as a degree-seeking/nondegree undergraduate student
3. have a cumulative grade-point average of less than 2.0 at DACC/NMSU
4. have successfully accumulated fewer than 60 transfer plus DACC/NMSU credits
5. exercise the option only during the fall or spring semester before the last day to withdraw from DACC/NMSU.
6. pass an additional 30 graded credits before they may be awarded an associate's degree.

Other courses taken during the period of credit adjustment are not calculated in the cumulative grade-point average. The repeat rule for courses starts anew for students who have taken the adjusted credit option.

Credits covered by this option are shown on the transcript with an appropriate notation, and all coursework attempted is shown. In no circumstances will a transcript of this record be issued that does not include all courses attempted at this university.

Probationary status and eligibility for on-campus employment is not affected by the exercise of the adjusted credit option.

Students are eligible for university honors if the criteria for university honors are met for all courses taken at DACC/NMSU after the period of adjusted credit.

Transfer Credits

Credits from accredited postsecondary institutions are automatically evaluated after official transcripts are received by the DACC Admissions Office.

A transfer student may, on the basis of an evaluation of her/his transcripts, receive credit for courses taken at other postsecondary institutions in which a grade of *D* or higher was received. However, *D* grades at DACC/NMSU will not satisfy basic academic competency (basic skills) in English and mathematics. Additionally, individual programs may choose to only accept courses graded *C* or higher in their programs. Grades earned in courses taken at other institutions are not included in the calculation of the DACC/NMSU GPA.

Coursework from non-accredited institutions may be evaluated only after the student has completed 12 credits at DACC with a minimum GPA of 2.0. DACC has an established process for evaluating coursework completed at international institutions, non-accredited institutions/training academies, and through high school articulation agreements. The student should initiate the request for evaluation of this coursework with the academic department chair or program director. If approved by the division dean and vice president for academic affairs, coursework can be applied toward certificate or associate degree completion.

Credit for Prior Learning or Military Experience

Academic credit may be granted through the COLL 185 course for substantial previous training in the student's major area of study. Experience gained in the military can also be evaluated for course credit. Contact Academic Advising (575-528-7272) for more information.

Credit by Challenging Courses

Any enrolled student with a cumulative GPA of at least 2.0, currently attending classes, may, with permission of the appropriate division or department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading

course, or any foreign language course that precedes the final course in the lower division sequence. The manner of administering the examination and granting permission shall be determined by the division or department in which the course is being challenged.

Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course. In exceptional cases in which a student demonstrates outstanding ability in a course in which (s)he is already registered, (s)he may be permitted to challenge the course.

A student desiring to apply for special examination may obtain the necessary forms from the NMSU Office of the Registrar. The fee for challenging a course is the same as the approved tuition rate.

A grade of *C* or better is required for credit and will be recorded on the student's record as *CR*. Courses may not be challenged under the *S/U* option.

The special examination privilege is based on the principle that the student, exclusively, has the responsibility for preparing for a special examination.

Credit by College-Level Examination Program

Prior to or during a student's enrollment at DACC, credits toward general education requirements may be earned through the College-Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college-level achievement regardless of how or where the course content was learned.

Earned CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

A current copy of the NMSU CLEP policy, as well as test schedule information, is available at the Testing Services office in DASR 105 on the DACC East Mesa Campus (575-528-7295).

Short Courses

Short courses are available during the academic year. See the current *Class Schedule* for special registration times and deadlines for payment. *In order to register for a short course, a student must be eligible to attend DACC/NMSU.* Please note that enrollment in short courses is prohibited if total credit hours would exceed 18 in a fall or spring semester or if they exceed 7 in a summer session.

Definition of a Prerequisite

A prerequisite is an enforceable entry requirement for a particular course.

Recognition for Academic Achievement

Crimson Scholars Program

Outstanding students who meet the criteria listed in this section may be awarded the designation of "Crimson Scholar." Students who complete 24 credits as Crimson Scholars will receive a lapel pin at an awards ceremony. Students who complete 38 credits as Crimson Scholars and have a cumulative GPA of 3.5 or above in the semester before graduation will be recognized as Crimson Scholars at commencement. Those having 45 Crimson Scholar credits and a cumulative GPA of 3.5 at the end of their last semester are entitled to have "Crimson Scholar Graduate" printed on their transcripts.

To qualify for the Crimson Scholar program, students must be degree-seeking undergraduates enrolled in three or more credits during each regular (fall/spring) semester at DACC/NMSU. Those who qualify will be automatically notified by letter during the semester in which they become eligible. Criteria vary according to class standing as follows:

NEW FRESHMAN (those having 27 credits or less) with an ACT composite score of 26 or better or an ACT score of 24 or better, and a 3.75 high school GPA are eligible. Such students must maintain a 3.3 minimum cumulative GPA to continue in the program until they complete 28 graded credits.

CONTINUING FRESHMAN are not eligible for the program until they have completed 12 or more credits at DACC/NMSU with a 3.5 minimum GPA.

SOPHOMORES, JUNIORS, AND SENIORS (those having 28 or more credits) must have a 3.5 minimum cumulative GPA to be eligible and must maintain that minimum GPA to continue in the program.

TRANSFER STUDENTS must have a 3.5 minimum cumulative GPA for 12 credits at their previous institution(s) to be eligible, and must maintain at least a 3.5 cumulative GPA to continue in the program. Transfer students who do not have a 3.5 minimum cumulative GPA at their previous institution(s) must complete 12 or more credits at DACC/NMSU to establish eligibility and must maintain at least a 3.5 cumulative GPA to continue in the program.

Currently enrolled Crimson Scholars whose cumulative GPA drops below 3.5 or the minimum 3 credits per semester will be dropped from the program.

Additional information is available from the office of the vice president for student services, whose office is located in DASR 106B.

***NOTE:** Courses taken on an *S/U* or on an audit basis, as well as those for which an I was received, are not counted.

Dean's List

Following the close of the semester, the college will publish a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students in the college will be named to the Dean's List and notified by electronic letter.

Meritorious Graduate

The designation *Meritorious Graduate* is awarded to the top 15 percent of students receiving associate degrees in any fall or spring semester; the students must have completed 45 or more credits with computable grades at Doña Ana Community 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 nor the responsibility of seeing the instructor about making up any missed work. 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 DACC during college-sponsored events (e.g., sponsored student-organization functions, educational field trips, 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 or staff advisor.

When the number of absences hinders a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from the class. Based on the recommendation of the instructor and with the concurrence of the course division dean and the vice president for academic affairs (VPAA) a student will be dropped for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision through the Student Academic Grievance Policy.

Only enrolled students for credit or for audit are permitted to attend classes. A student who has officially withdrawn from a course may continue to at-

tend the course with the permission of the instructor for the remainder of the semester. Students not enrolled may visit classes only with the permission of the instructor.

Veterans Attendance and Satisfactory Progress

The Veterans Administration (V.A.) requires all veterans attending under Veterans Educational Assistance Benefits to make satisfactory progress and systematic advancement toward an educational objective, or be liable for overpayments from the V.A. Satisfactory progress and regular class attendance are expected of such students.

If a veteran receiving benefits is suspended for academic reasons, benefits are terminated and will be restored only after readmission to DACC/NMSU.

If the community college has liability claims filed against it as a result of a veteran failing to meet compliance requirements of the Veterans Administration, the university will not release any academic records on the veteran until such time as the veteran has reimbursed the federal government for funds drawn in violation of those requirements.

A student receiving V.A. benefits who is pursuing an associate degree or certificate through a program offered by DACC should adhere to the curriculum of that program. Failure to do so will result in the student's being certified for less than full-time status or becoming liable for an overpayment.

Academic Misconduct

Students at DACC are expected to observe and maintain the highest academic, ethical, and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:

1. Cheating or knowingly assisting another student in an act of cheating or other forms of academic dishonesty;
2. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person;
3. Unauthorized possession of examinations, reserve library materials, or laboratory materials;
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;
5. Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments or colleges.

Academic Appeals Board

The community college has an academic appeals board, consisting of three faculty members and two students appointed by the vice president for academic affairs. Any student who believes that (s)he has been unjustly treated by a faculty member within the academic process may request a hearing before the academic appeals board. The steps and procedures for the student to follow appear under the heading, "Special Grievance Policy," in the *DACC Student Handbook*.

Academic Standing

Please see the section on incomplete (*I*) grades to determine the effect that removing *I* grades may have on academic standing.

ACADEMIC WARNING, PROBATION AND SUSPENSION. When students do not maintain adequate academic standing, they begin a progression from Academic Warning to Academic Probation I and II, and finally to Academic Suspension. Each stage imposes more structure and restrictions on the student in order to help the student return to normal academic standing. Thus, the intent is not to punish, but to help the student enjoy academic success.

Since some of the restrictions imposed limit the number of credit hours that can be taken, students on Probation or Suspension may be subject to loss of financial aid. It is the responsibility of the student to determine what impact a particular change in academic standing could have on financial aid. Notification to students of Academic Warning, Academic Probation, or Academic Suspension appears on the student's grade report at the end of each grading period.

ACADEMIC WARNING. Issued only once, an Academic Warning is received when a student's cumulative GPA falls below 2.0 while the student is in good academic standing. The vice president of student services will send the student a letter detailing the consequences that will accrue should the cumulative grade point-average remain below 2.0 at the conclusion of the following semester.

While under Academic Warning, the student will be required to enter into a contract with their academic advisor that has the approval of the department chair. The contract may require the student to do any of the following:

- Repeat a course in an effort to sharply increase the GPA.
- Enroll in a 3-hour special study skills/time management course specifically designed for those on Academic Warning for the first time, or an equivalent course approved by the vice president of student services.
- Take only courses related to the student's major, except for the special skills/time management course.
- Obtain tutoring help.
- See an academic counselor on a specified time schedule.
- Register for fewer credit hours if there are extenuating circumstances, such as work commitments.

Other requirements may be included in the contract, as well.

The vice president of student services may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If, at the end of the first semester on Academic Warning, the student has a semester GPA greater than 2.0 but the cumulative GPA remains below 2.0, the student will remain on Academic Warning. If the cumulative GPA is raised to at least 2.0 by the end of the semester, the student is returned to regular status. If both the semester GPA and the cumulative GPA remain below 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I.

SUMMER COURSES. A student may use summer classes to try to get warning or probationary status removed. Under no circumstances may a student on Academic Warning or Academic Probation be allowed to register for an overload.

Academic warning status is continued if the student withdraws from the university. Probation or suspension status applies to all subsequent enrollments.

ACADEMIC PROBATION. The two stages in Academic Probation are described as follows:

ACADEMIC PROBATION I. If the student's semester GPA remains below 2.0 while on Academic Warning, the student is moved from Academic Warning to Academic Probation I. Under Academic Probation I the following conditions apply:

1. The student cannot enroll in more than 13 hours of coursework during the semester. Note: Students who fall below 12 credits in any one semester may jeopardize their financial aid. In such an event, students should contact their division dean as soon as possible to try to implement corrective measures.
2. The student and the advisor will enter into a contract (which may take the form of an individualized education plan) having the approval of the vice president of student services. Should the student fail to adhere to the stipulations of this contract, the vice president of student services may place the student on Academic Probation II or Academic Suspension.

3. If the student who is on Academic Probation is receiving educational benefits from the Veterans Administration, he or she must obtain counseling from the Office of Veterans Programs.

The student must maintain a semester GPA equal to or greater than 2.0 until the cumulative GPA reaches 2.0, at which time the student goes back to regular status. During this period, the student remains on Academic Probation I.

NOTE: Transfer students whose transcripts indicate less than a 2.0 GPA are admitted under special provisions and placed on Academic Probation I.

ACADEMIC PROBATION II. If, however, the student fails to maintain a semester GPA of at least 2.0 while on Academic Probation I, the student will be placed on Academic Probation II. Students who are already on Academic Probation II will remain in that status as long as the cumulative GPA is still less than 2.0. The following stipulations apply to those on Academic Probation II:

1. The student cannot enroll in more than 7 hours of coursework during the semester.
2. The student and the advisor will enter into a contract approved by the vice president of student services that places further stipulations on Academic Probation II.

The vice president of student services may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

The student must maintain a semester GPA of 2.0 or higher until the cumulative GPA reaches a 2.0, at which time the student is placed on regular status. A student unable to maintain a semester GPA of 2.0 or higher while under Academic Probation II will be placed on Academic Suspension.

CONTINUING IN PROBATIONARY STATUS. Students may continue to enroll while on Academic Probation I or II provided they maintain a semester GPA of 2.0 or higher. They are continued on that same level of Academic Probation if they withdraw from the university while on Academic Probation.

REMOVAL OF ACADEMIC PROBATION. Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions: (1) a transfer student may not remove probation by summer work alone; (2) if an *I* grade is removed after the student has enrolled, the new grade's effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled; (3) exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

ACADEMIC SUSPENSION. When a student does not achieve a semester 2.0 GPA or higher, and the cumulative remains below a 2.0 while under Academic Probation II, the student is placed on Academic Suspension. Students are not allowed to take NMSU courses while on suspension but must sit out a minimum of one semester and then petition the vice president of student services to be removed from Academic Suspension. At this time, the suspension status will be evaluated for possible removal. Should the suspension be lifted, the student is placed on Academic Probation II until such time that the cumulative GPA equals or exceeds a 2.0. At the discretion of the vice president of student affairs, the student will enter into a contract approved by the vice president of student services and the student's division dean, which sets stipulations for removal from suspension. Failure to adhere to the contract will return the student to Academic Suspension.

Under certain conditions, a student may be re-admitted to NMSU with provisional regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university (see the *NMSU Undergraduate Catalog*). Credits earned at another university or college while under Academic Suspension from NMSU or another university or college, will be accepted at NMSU only after the student demonstrates satisfactory progress over a period of two semesters after being re-admitted or admitted to NMSU. Acceptance of transfer credits that count toward degree requirements is still governed by the rules established by the student's respective college or campus.

EFFECT OF SUMMER ATTENDANCE. Students suspended at the close of the spring semester may have their Academic Suspension rescinded if they attend any of the following summer sessions at NMSU or one of its community colleges. Such attendance must raise the cumulative GPA to 2.0 or better.

A certification of eligibility to attend summer sessions at NMSU after a spring semester Academic Suspension is available to the suspended student who wishes to attend summer sessions at other institutions.

Disciplinary Probation and Suspension

DACC/NMSU expects all students to conduct themselves as responsible citizens on campus and in the community. Repeated misconduct and major violations will cause the student to be subject to immediate suspension or expulsion from DACC/NMSU.

The general rules and regulations applicable to students are in the "Student Code of Conduct" contained in the *Student Handbook*.

Privacy Rights

The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL 98-380), the Family Educational Rights and Privacy Act of 1974: student's name, address, E-mail address, telephone listing, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Other information regarding disclosure of student data is posted in the DACC Student Services area in compliance with the Act. Requests for withholding directory information must be filed in writing with the NMSU Registrar's Office by the third Friday of class.

Social Security Numbers in Student Records

Social security numbers are collected from prospective and current students who wish to be employed on campus or apply for financial aid. Such students are required by law to provide their social security number for administrative use. Further, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable educational tax credits may be computed. The social security number will be necessary to submit this tax reporting. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act (FERPA).

Graduation Requirements

The ultimate responsibility for planning an academic program in compliance with university, college, and departmental/program requirements rests with the student.

A student may specify choice of either the current catalog at the time of admittance or a subsequent catalog, provided the selected catalog is not more than six years old when (s)he satisfies the requirements for graduation. In all other cases, the student will be subject to the current catalog.

Students planning to graduate must clear all of their accounts with the DACC Cashiers Office. Delinquent accounts due to outstanding balances for tools, books, and personal materials should be cleared in the community college's Cashiers Office, located in DASR 102B.

Graduation with Honors

See the section titled, "Recognition for Academic Achievement," which appears on page 26.

To Graduate with an Associate Degree

To earn an associate degree, students must complete a minimum of 66 semester credits and have a GPA of 2.0 or greater in all courses taken at

NMSU or any of its community colleges (individual programs may have other GPA requirements). However, ENGL 111G, *Rhetoric and Composition*, and basic scores in mathematics must be completed with a grade of *C* or better. The last 15 credit hours must be taken through the NMSU system, which includes DACC. Any incomplete grade must be made up before the student is awarded an associate degree. Be sure to see the section titled "Filing Notice of Candidacy for a Degree or Certificate," which appears later in this chapter, for additional information.

To Graduate with a Certificate

Students must successfully complete the total program as outlined in the course catalog and have a GPA of 2.0 or greater. Any incomplete grade must be made up before the student is awarded the certificate. Be sure to see the section titled "Filing Notice of Candidacy for a Degree or Certificate," which appears later in this chapter, for additional information.

Basic Academic Skills for Associate Degree

Many universities including NMSU require all students to demonstrate basic academic skills in both English and mathematics to ensure that they have the abilities to succeed in upper-division courses numbered 300 or higher when students transfer. First-time students must meet both of these requirements before enrolling in any upper-division courses. Transfer students with 45 or more credits will be allowed to enroll in upper-division courses for one semester. After that point, they must meet both of these requirements before enrolling in upper-division courses. The options for satisfying basic skills in English and mathematics are listed below.

Completion of basic skills requirements will not necessarily satisfy university general education requirements in English and mathematics. Students should consult the "General Education Courses and Requirements" section in this chapter for these requirements.

English Basic Skill Requirement Options for Associate Degree

- **30 ACT English Score** – Students may satisfy basic skills requirements in English by scoring 30 or higher on ACT English exams. However, students must still earn credit for ENGL 111G by one of these options:
- **ENGL 111G** – Students may satisfy English basic skills by passing ENGL 111G with a grade of *C* or higher.
- **CLEP Credit** – Students may earn credit for ENGL 111G by taking the College Level Examination Program subject exam in freshman college composition with a score of 57 (top quartile) or higher. See "Credit by College Level Placement Examination" later in this chapter for details.
- **Advanced Placement Credit** – Students may receive advanced placement credit for ENGL 111G by scoring 3, 4, or 5 on the English Advanced Placement Exam. See "Advanced Placement" later in this chapter for details.
- **Transfer Credits** – Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition, with a grade of *C* or above from accredited institutions. International students may be required to satisfy the requirements under "SPCD 111G" below.
- **Transfer Credits** – from Nonaccredited Institutions. Students may receive credit for ENGL 111G by transferring 3 or more credits of college-level English composition with a grade of *C* or higher from a nonaccredited institution, and by writing a theme which is judged adequate by the Department of English.
- **SPCD 111G** – International students who took the TOEFL examination must complete SPCD 111G with a satisfactory grade.
- **Developmental Courses** – Students who score 12 or below on the ACT English exam must pass two developmental English courses (CCDE 105N, CCDE 110N) before enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass one developmental English course (CCDE 110N) before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

Mathematics Basic Skills Requirement Options for Associate Degree

- **23 ACT Mathematics Score** – Students may satisfy basic skills requirements in mathematics by scoring 23 or higher on ACT mathematics exams. However, students must still fulfill the general education math requirement.
- **Coursework** – Students scoring below 23 on ACT mathematics exams may satisfy basic skills in mathematics by earning a grade of *C* or higher in one of the following courses or course combinations: (a) CCDM 112N and CCDM 113N; (b) CCDM 114N; (c) MATH 111 and MATH 112G; (d) any mathematics course numbered 120 or above. New students are placed in these courses according to their high school GPAs and their ACT scores in mathematics. However, new engineering students must take the mathematics placement exam (MPE), and any new student may choose to take the MPE to test towards a higher placement. Placement does not earn academic credit, and placement in a mathematics course numbered 120 or higher does not satisfy the basic skills requirement.
- **Basic Skills Exam** – Students may take the Basic Skills Exam, which is offered twice a semester by the Department of Mathematical Sciences. A passing score will meet the basic skills requirement, although it will not appear as credit on the student's transcript.
- **Advanced Placement Credit** – Students may receive credit for courses which may satisfy basic skills in mathematics by taking the math Advanced Placement Exam. See "Advanced Placement" later in this chapter for details.
- **Developmental Courses** – Students who score below 23 on the ACT mathematics exam and whose score on the math placement exam, if taken, does not qualify them for placement into university-level mathematics courses will be placed into the appropriate development mathematics course or courses (CCDM). Placement into CCDM course(s) is dependent upon the student's ACT score and high school GPA. Students must pass the CCDM course or courses before enrolling in university level mathematics courses. Developmental courses are included on the transcript and will be included in the calculation of the GPA; however, credits in developmental courses will not count toward a degree.

Filing Notice of Candidacy for a Degree or Certificate

Students are required to file notice of candidacy for an associate degree or certificate and pay the graduation fee for each degree or certificate sought. This fee ($25 for an associate degree; $10 for a certificate) must be paid by the end of the semester or session in which the candidate anticipates completing degree requirements.

Filing notice of candidacy is accomplished by completing the appropriate online application.

- For an associate degree, go to the following web page and follow the instructions given there:
  https://ssb.nmsu.edu/pban/nmsugraduation.p_appdeg
- For a certificate, go to the following web page and follow the instructions given there:
  https://dacc.nmsu.edu/students/certificate-application.asp

Once the application is submitted electronically, the appropriate charge(s) will appear on the student's account, usually within 48 hours. Payment may then be made either in person at the DACC Cashiers Office, located in DASR 102B, over the telephone by credit card (575-527-7513), or by accessing the student's account online via myNMSU. If degree requirements

are not completed during the semester or session for which the student paid the fee, the student must reapply and pay any additional fees that may apply.

Students can apply for their associate degree through their myNMSU account. Certificate applications are available on the DACC website. A $25 late fee applies to degree applications received after the first deadline, and no applications will be accepted after the final deadline. These deadlines are published in the *Schedule of Classes.*

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms. All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits. Graduation fees must be paid as listed in the section, "Tuition and Fees."

Transcript of Credits

Recognition of degrees earned is made on the official transcript (academic record) of students completing all requirements for a degree or certificate. The official transcript is available in printed or electronic form.

Printed copies of the transcript may be requested either at the NMSU Registrar's Office (575-646-3411) or online; eTranscripts are available only online. For more information, visit ***http://nmsu.edu/colleges.html*** and click on "Resources for Currennt Students" in the right-hand column. When the next page appears, select "Transcript Information" at the bottom of the column titled "Academic Resources." Fees apply. No transcript of credits will be released if the student owes a debt to DACC/NMSU.

Attendance at Commencement

DACC certifies eligibility to participate in commencement exercises for students planning to receive an associate degree or a certificate.

DACC holds commencement exercises at the end of the spring semester in May. Eligible candidates for degrees and certificates, as well as GEDs, are encouraged to participate in the commencement ceremony. Students wishing to participate in spring commencement prior to completing degree requirements in the following summer session should call 575-527-7530 for specific requirements.

General Studies Course Offerings

Developmental Studies, College Studies, and General Education Courses

Developmental Studies Mission and Value Statement

Our mission is to provide general education and developmental instruction designed to meet individual educational goals and foster lifelong learning.

By providing rigorous curriculum through interdisciplinary instruction that honors and recognizes the academic and workforce needs of our diverse community of lifelong learners, the General Studies Division

- Is student-centered, and
- Encourages students to become risk-taking and self-motivated learners.

Developmental/College Studies Courses

The Developmental Education courses at DACC are certified through the National Association of Developmental Education (NADE). Our developmental courses ascribe to the NADE's philosophy:

> *Helping under-prepared students prepare, prepared students advance, and advanced students excel (NADE 2001-2006).*

Developmental courses are designed to help students acquire the skills and attitudes necessary for college success. Developmental Studies includes English, math, reading, language, and study skills.

They are identified by an "N" that appears after the course number. Developmental Studies courses are included on the transcript and will be calculated in the academic grade point average, but do not count toward a degree.

On the other hand, College Studies courses do carry academic credit and are designed to help students acquire the attitudes and strategies necessary for college success.

Students' placement in developmental studies courses will be determined by one or more of the following instruments: ACT assessment, ACT-COMPASS, and locally developed tests. Students must achieve a *C* or better in courses with "CCD-" prefixes to continue with the next course.

Course Descriptions

Course descriptions appear near the end of this catalog and are listed by course prefix (the letters appearing before a course number). The various prefixes represent different areas of study as shown:

CCDE: Developmental English

CCDL: Developmental Language (English as a Second Language)

CCDM: Developmental Mathematics

CCDR: Developmental Reading

COLL: College Studies

General Education Courses

General Education at NMSU provides all students with a broad foundation and common framework upon which to develop knowledge and skills, social consciousness and respect for self and others; thus enabling them to function responsibly and effectively now and in the future.

General education courses taught at DACC are lower-division, university-level courses that are the same as those taught at NMSU. They are identified by the "G" that appears after the course number. In addition to meeting DACC graduation requirements, they may also be used to meet requirements for bachelor's degree programs at NMSU.

DACC students are given priority in enrollment for general education courses taught at the Central and East Mesa campuses. The priority enrollment period ends two weeks prior to the beginning of each semester or summer session. Non-DACC students enrolled in the NMSU system may register for these courses after the priority enrollment period has ended.

Transfer Among New Mexico Institutions of Higher Education

The following core matrix of approved courses are guaranteed to transfer and meet general education requirements at any New Mexico public college or university. The New Mexico Common Core courses commonly offered at DACC are listed here. For a complete list of all NMSU courses that meet the New Mexico General Education Common Core, consult the current *NMSU Undergraduate Catalog*.

The New Mexico General Education Common Core

AREA I: Communications (select one course from each sub group, for a total of 9–10 credits)

English Composition – Level 1	
ENGL 111G, Rhetoric and Composition	4
English Composition – Level 2	
ENGL 203G, Business and Professional Communication	3
ENGL 211G, Writing in the Humanities and Social Sciences	3
ENGL 218G, Technical and Scientific Communication	3
Oral Communication	
COMM 253G, Public Speaking	3
COMM 265G, Principles of Human Communication	3

AREA II: Mathematics/Algebra (select 3–4 credits)

A ST/STAT 251G, Statistics for Business and Behavioral Sciences	3
MATH 112G, Fundamentals of Elementary Mathematics II	3
MATH 121G, College Algebra	3
MATH 142G, Calculus for the Biological and Management Sciences	3
MATH 190G, Trigonometry and Precalculus	4
MATH 191G, Calculus and Analytic Geometry I	4
MATH 192G, Calculus and Analytic Geometry II	4
MATH 210G, Math Appreciation	3

AREA III: Laboratory Science (select 8 credits)

ASTR 105G, The Planets	4
ASTR 110G, Introduction to Astronomy	4
BIOL 101G + 101GL, Human Biology	4
BIOL 111G + 111GL, Natural History of Life	4
C S 171G, Introduction to Computer Science	4
CHEM 110G, Principles and Applications of Chemistry	4
CHEM 111G, General Chemistry I	4
GEOG 111G, Geography of the Natural Environment	4
GEOL 111G, Survey of Geology	4
PHYS 110G, Great Ideas of Physics	4
PHYS 211G + 211GL, General Physics I	4

AREA IV: Social/Behavioral Sciences (select 6–9 credits)

ANTH 120G, Human Ancestors	3
ANTH 125G, Introductions to World Cultures	3
ANTH 201G, Introduction to Anthropology	3
ANTH 202G, Introduction to Archaeology and Physical Anthropology	3
C EP 110G, Human Growth and Behavior	3
C J 101G, Introduction to Criminal Justice	3
ECON 201G, Introduction to Economics	3
ECON 251G, Principles of Macroeconomics	3
ECON 252G, Principles of Microeconomics	3
GEOG 120G, Culture and Environment	3
GOVT 100G, American National Government	3
GOVT 110G, Introduction to Political Sciences	3
GOVT 150G, American Political Issues	3
JOUR 105G, Media and Society	3
LING 200G, Introduction to Language	3
PHLS 150G, Personal Health and Wellness	3
PSY 201G, Introduction to Psychology	3
SOC 101G, Introduction to Sociology	3
SOC 201G, Contemporary Social Problems	3
W S 201G, Introduction to Women's Studies	3
W S 202G, Representing Women Across Cultures	3

AREA V: Humanities And Fine Arts (select 6–9 credits)

ART 101G, Orientation in Art	3
ART 110G, Visual Concepts	3
ART 295G, Introduction to Art History I	3
ENGL 116G, Perspectives on Film	3
ENGL 244G, Literature and Culture	3
HIST 101G, Roots of Modern Europe	3
HIST 102G, Modern Europe	3
HIST 201G, Introduction to Early American History	3
HIST 202G, Introduction to Recent American History	3
MUS 101G, Introduction to Music	3
MUS 201G, History of Jazz in Popular Music: A Blending of Cultures	3
PHIL 101G, The Art of Wondering	3
PHIL 136G, The Quest for God	3
PHIL 211G, Informal Logic	3
PHIL 223G, Ethics	3
THTR 101G, The World of Theatre	3

Transferring Courses Within Degree Programs

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are made up of an agreed-upon number of hours and courses. When discipline module courses are taken in addition to the 35-hour general education core, the total number of hours in a transfer module are approximately 64.

Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer course work will meet the requirements of the desired degree.

Complaint Procedure for Transfer Credit Appeal

All New Mexico public postsecondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. A copy of NMSU's complaint policy may be obtained from the Office of the Registrar or from the Deputy Secretary for Academic Affairs, Higher Education Department, New Mexico School for the Deaf Campus, 1068 Cerrillos Road, Santa Fe, New Mexico 87505-1650.

Applying Credits Earned at DACC Toward Bachelor's Degree Programs

Many DACC courses may be accepted at NMSU and other New Mexico public colleges and universities. When planning to apply DACC credits toward a bachelor's degree program, it is best to consult with advisors at both DACC and the university that has been selected for continued study.

Articulated Programs of Study

A DACC program is said to be "articulated" when, with adequate planning, a majority of the credits earned in the DACC program may be used to satisfy degree requirements for a baccalaureate degree at another institution. Articulation plans have been developed for the following DACC programs:

- **Any associate degree** earned at DACC may be applied in its entirety toward the Bachelor of Applied Studies or Bachelor of Individualized Studies degrees offered by the NMSU College of Arts and Sciences.
- **Associate of Arts Degree** to the NMSU College of Arts and Sciences
- **Associate of Science Degree** to the NMSU College of Arts and Sciences
- **Computer- and technology-related associate degree programs** to the NMSU Information and Communication Technology bachelor's degree program in the Engineering Technology Department, College of Engineering
- **Computer- and technology-related associate degree programs** to programs leading to the Bachelor of Applied Science in Operations Management and Supervision and the Bachelor of Applied Science in Career and Technical Teacher Education at Western New Mexico University
- **Criminal Justice** to the Department of Criminal Justice in the NMSU College of Arts and Sciences
- **Early Childhood Education and Education programs** to the NMSU College of Education
- **General Engineering** to bachelor's degree programs in the NMSU College of Engineering
- **Hospitality Services Management** to the School of Hotel, Restaurant and Tourism Management in the NMSU College of Agricultural, Consumer and Environmental Sciences
- **New Mexico Common Core Certificate** to any New Mexico public college or university
- **Pre-Architecture** to the UNM School of Architecture and Planning and Texas Tech University
- **Pre-Business** to the NMSU College of Business
- **Public Health** to the Department of Health Science, NMSU College of Health and Social Services

Partially Articulated Programs

A significant number of the credits earned in the following associate degree programs at DACC will apply toward meeting bachelor's degree requirements of specified departments at NMSU:

- **Any associate degree in allied health** to the Department of Health Science in the College of Health and Social Services
- **Aerospace Technology** to the Mechanical Engineering Technology bachelor's degree program in the NMSU College of Engineering
- **Automation and Manufacturing Technology** to the Mechanical Engineering Technology bachelor's degree program in the NMSU College of Engineering
- **Business Management** to the Department of Agricultural Economics and Agricultural Business in the College of Agricultural, Consumer and Environmental Sciences
- **Civil/Survey Technology (Drafting and Graphics Technologies Program)** to the Civil Engineering Technology bachelor's degree program in the NMSU College of Engineering
- **Computer- and technology-related associate degree programs** to the Information Engineering Technology bachelor's degree program in the Department of Engineering Technology, NMSU College of Engineering
- **Creative Media Technology** to the bachelor of Creative Media degree program at the NMSU Creative Media Institute
- **Electronics Technology** to the Department of Engineering Technology in the NMSU College of Engineering
- **Hospitality and Tourism** to the School of Hospitality, Restaurant, and Tourism Management, College of Agricultural, Consumer and Environmental Sciences
- **Nursing** to the Department of Nursing, College of Health and Social Services
- **Technical and Industrial Studies programs.** Those planning to teach at the secondary level may apply between 18 and 32 credits of technical subject matter earned in the following DACC programs toward the technology teaching licensure program offered within the bachelor of science degree program in Agricultural and Extension Education (College of Agricultural, Consumer and Environmental Sciences): Automation and Manufacturing Technology; Automotive Technology; Building Construction Technology; Computer and Information Technology; Creative Media Technology; Drafting and Design Technologies; Electrical Programs; Electronics Technology; Environmental and Energy Technologies; Heating, Ventilation, Air Conditioning and Refrigeration; Water Technology; Welding Technology; and the Associate of General Studies program.

NOTE: Students who plan to transfer to another institution should always consult that institution's catalog for the most current information.

Aerospace Technology

Associate of Applied Science Degree

Certificate of Completion

575-527-7599

Aerospace technology refers to the construction, testing, and maintenance of aircraft and space vehicles. Technicians may be involved in the assembly, service, testing, operation, and repair of systems associated with dependable and reusable space launch vehicles and related ground support equipment. The successful candidate in this new field will possess a very broad range of technology-based skills.

The curriculum includes the core skills used in spaceflight technology, as well as instruction in commercial spaceflight requirements. It also prepares students for the nationally recognized SpaceTEC certification examination, which qualifies graduates for opportunities at Spaceport America and emerging local aerospace-related industries in southern New Mexico. The broad skills and knowledge students acquire in this program also are applicable to jobs in electronics and manufacturing.

Students may complete the Aerospace Technology program on a part-time basis by taking classes during the evening or during the day.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information, at the appropriate level for their respective certificate or degree. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Associate Degree (70 credits)

NOTE: Courses whose course prefixes appear in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.

Core Requirements				**21 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical and Scientific Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	MATH	190G	Trigonometry and Precalculus (transfer track)	4
OR	AERT	124	Mathematics for Electronics (career track)	
OR	ELT	120	Mathematics for Electronics (career track)	
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	
	PHYS	211G	General Physics I	4
OR	*PHYS*	215G	Engineering Physics I	
OR	AERT	223	Physics for Aerospace Technicians	

Technical Requirements				**49 credits**
NOTE: A final grade of *C* or better is required in all 100-level technical courses to progress to 200-level technical courses.				
	AERT	111	Basic Electricity and Electronics	3
OR	ELT	105	Basic Electricity and Electronics	

Core Requirements (continued)				
	AERT	112	Introduction to Manufacturing	3
OR	MAT	105	Introduction to Manufacturing	
OR	MAT	107	Computer Integrated Manufacturing	
	AERT	113	Print Reading for Industry	3
OR	MAT	102	Print Reading for Industry	
	AERT	114	Applied Manufacturing Practices	3
OR	MAT	106	Applied Manufacturing Practices	
	AERT	115	Machine Operation and Safety	3
OR	MAT	110	Machine Operation and Safety	
	AERT	121	Introduction to the Aerospace Workplace	4
OR	AERT	105	Aerospace Engineering PLTW	
	AERT	122	Aerospace Safety and Quality	3
	AERT	123	Electronics I	4
OR	ELT	110	Electronics I	
	AERT	211	Electromechanical Devices	4
OR	MAT	240	Electromechanical Devices	
	AERT	212	Materials and Processes	3
OR	WELD	120	Basic Metallurgy	
	AERT	213	Aerospace Fluid Systems	3
	AERT	214	Aerospace Systems	3
	AERT	221	Inspection Requirements and Planning Metrology	3
	AERT	222	Electromechanical Systems	3
OR	MAT	245	Electromechanical Systems	
	AERT	224	Aerospace Tests and Measurements	3
	OETS	102	Career Readiness Certification Preparation	1

Certificate (32 credits)

Technical Requirements				**32 credits**
	AERT	111	Basic Electricity and Electronics	3
OR	ELT	105	Basic Electricity and Electronics	
	AERT	112	Introduction to Manufacturing	3
OR	MAT	105	Introduction to Manufacturing	
OR	MAT	107	Computer Integrated Manufacturing	
	AERT	113	Print Reading for Industry	3
OR	MAT	102	Print Reading for Industry	
	AERT	115	Machine Operation and Safety	3
OR	MAT	110	Machine Operation and Safety	
	AERT	121	Introduction to the Aerospace Workplace	4
OR	AERT	105	Aerospace Engineering PLTW	
	AERT	122	Aerospace Safety and Quality	3
	AERT	213	Aerospace Fluid Systems	3
	AERT	214	Aerospace Systems	3
	AERT	221	Inspection Requirements and Planning Metrology	3
	AERT	224	Aerospace Tests and Measurements	3
	OETS	102	Career Readiness Certification Preparation	1

Associate in General Studies

Associate in General Studies Degree

575-527-7519

The Associate in General Studies degree program is intended for those wishing to tailor an associate degree to their own specific needs. It allows students to include courses from a variety of program areas. It is not intended, however, to be a substitute for the Associate of Arts or Associate of Science degree programs, which prepare students for transfer to bachelor's degree programs.

Students who have previously earned an associate degree from DACC or from any other institution are ineligible to receive the Associate in General Studies degree. Similarly, the Associate in General Studies degree will not be awarded concurrently with any other associate degree offered by DACC.

Requirements for this degree are as follows:

1. Complete a total of 66 credit hours (excludes noncredit courses, such as those with an "N" suffix);
2. Complete English and mathematics basic skills (See Basic Academic Skills for Associate Degree, page 29);
3. Achieve a 2.0 cumulative GPA; and
4. Complete the last 15 hours at any DACC center or NMSU campus. Credits gained through CLEP or ACT, challenge credit, and/or credit from another college/university or correspondence school may not be used to fulfill this 15-hour requirement.

Under the SOCAD agreement, military personnel and their families are exempt from the requirements described in item 4 above.

Associate of Arts

Associate of Arts Degree

575-527-7610 or 527-7635

The Associate of Arts degree allows students to complete many of the general education requirements for a bachelor's degree while still at Doña Ana Community College. Students should take electives that apply toward the requirements of their chosen bachelor's degree.

Associate of Arts (66 credits)

Students must complete 66 credits with a minimum GPA of 2.0. The last 15 credits must be completed at DACC or another campus of NMSU. A maximum of 9 credits in applied courses are accepted for electives (see note 3). New Mexico Common Core courses are listed on page 31 of this catalog. The complete list of approved Common Core courses can be found on the NMHED Web site at ***www.hed.state.nm.us/Transfer.aspx***

Core Requirements—Area I: Communications				**10 credits**
	ENGL	111G	Rhetoric and Composition **NOTE:** A minimum grade of C is required.	4
 OR ***OR***	ENGL ENGL ENGL	203G 211G 218G	Business and Professional Communication Writing in the Humanities and Social Sciences Technical and Scientific Communication	3
 OR	COMM COMM	253G 265G	Public Speaking (see Note 5) Principles of Human Communication	3

Core Requirements—Area II: Mathematics/Algebra				**3 credits**
NOTE: A grade of C or better is required in all Area II courses.				
 OR	MATH MATH	121G 210G	College Algebra (see Note 5) Mathematics Appreciation* * May not apply to all NMSU B.A. degree programs.	3

Core Requirements—Area III: Laboratory Sciences		**8 credits**
Two courses selected from the following (see Note 5):		
	ASTR 105G, 110G; BIOL 101G+GL, 111G+GL, 211G+GL; C S 171G; CHEM 110G, 111G, 112G; GEOG 111G; GEOL 111G, 212; PHYS 110G, 211G+GL	8

Core Requirements—Area IV: Social/Behavioral Sciences		**6–9 credits**
NOTE: A minimum of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.		
	Select two to three courses from the following list (see Note 5): ANTH 120G, 125G, 201G, 202G, 203G; C EP 110G; C J 101G; ECON 201G, 251G, 252G; GEOG 120G; GOVT 100G, 110G; PHLS 150G; JOUR 105G; LING 200G; PSY 201G; SOC 101G, 201G; S WK 221; W S 201G, 202G	6–9

Core Requirements—Area V: Humanities and Fine Arts		**6–9 credits**
NOTE: A minimum of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.		
	Select two to three courses from the following list (see Note 5): ART 101G, 110G; ENGL 115G, 116G, 220G, 244G; HIST 101G, 102G, 110G, 201G, 202G; MUS 101G, 201G; PHIL 101G, 136G, 201G, 211G, 223G; THTR 101G	6–9

Electives	**Sufficient to reach 66 credits**

OPTION A: THE HUMANITIES AND FINE ARTS

Students interested in the humanities and fine arts should consider courses with these prefixes:

ART, DANC, ENGL, HIST, MUS, PHIL, THTR

Second-language courses are recommended if they are required by the bachelor's degree.

OPTION B: SOCIAL AND BEHAVIORAL SCIENCE

Students interested in the social and behavioral sciences should consider courses with these prefixes:

ANTH, C EP, C J, ECON, GEOG, GOVT,
PHLS, JOUR, LING, PSY, SOC, S WK, W S

Second-language courses are recommended if they are required by the bachelor's degree.

OPTION C: INTERDISCIPLINARY STUDIES

Courses selected in consultation with advisor. General education (G) courses are recommended to ensure course transfer. Second-language courses are recommended if they are required by the intended bachelor's degree.

PLEASE NOTE THE FOLLOWING:

1. Check applicable university catalog to determine appropriate math course(s) for intended bachelor's degree.
2. It is recommended that electives be chosen in consultation with an academic advisor and that students plan to take electives to meet the requirements of their planned bachelor's degree, or specific requirements within the major, such as the foreign language requirements.

3. Electives: A maximum of nine applied credits, taken in any combination, will be accepted as electives for the Associate of Arts degree. Applied courses include those with the following prefixes: ARCT, BOT, CMT, COLL, DHYG, DRFT, ECED, ELT, MAT, L SC, LAWE, NURS, PL S, as well as prefixes starting with the letters "OE-". Students pursuing a bachelor's degree are strongly encouraged to consult with academic advisors at both DACC and NMSU early in their associate degree program to ensure that their elective credits will apply toward the requirements in their intended bachelor's degree.
4. Nine or more credits, all under one prefix, may be substituted for a single general education (G) course with that same prefix. For example, ART 150, 155, and 156 (totaling 9 credits) could be used in place of the general education course, ART 101G in the NMSU system.
5. Other course options available at DACC and NMSU. The following courses may also be used in fulfillment of Associate of Arts Degree requirements. However, they may not necessarily apply to a student's chosen bachelor's degree plan.

Area I—Communications:
AXED 201G

Area II—Mathematics:
A ST/STAT 251G;
MATH 112G, 142G, 190G, 191G, 192G, 275G, 291G;
STAT 271G

Area III—Laboratory Sciences:
AGRO/HORT 100G; ANTH 130G+GL, 203G;
BIOL 110G, 211G+GL; C S 171G; E S 110G; HNDS 236G;
PHYS 120G, 211G+GL, 212G+GL, 215G+GL, 216G+GL, 221G

Area IV—Social/Behavioral Sciences:
AG E 210G/HNDS 201G; GEOG 112G; GOVT 150G, 160G

Area V—Humanities and Fine Arts:
ART 295G, 296G; DANC 101G; HIST 111G, 112G, 211G, 212G, 221G, 222G

Associate of Science

Associate of Science Degree

575-527-7610 or 527-7635

The Associate of Science degree allows students to complete many of the general education requirements for a bachelor's degree while still at the community college. Students should take electives that apply toward the requirements of their chosen bachelor's degree. The science electives may be taken at DACC or at NMSU.

Associate of Science (66 credits)

Students must complete 66 credits with a minimum cumulative grade-point average of 2.0. The last 15 credits must be completed at DACC or any other campus of NMSU. A maximum of 9 credits in applied courses are accepted for electives (see note 3). New Mexico Common Core courses are listed on page 31 of this catalog. The complete list of approved Common Core courses can be found on the NMHED Web site at ***www.hed.state.nm.us/transfer.aspx***

Core Requirements—Area I: Communications				**10 credits**
	ENGL	111G	Rhetoric and Composition **NOTE:** A minimum grade of *C* is required in ENGL 111G.	4
OR	ENGL ENGL	211G 218G	Writing in the Humanities and Social Sciences Technical and Scientific Communication	3
OR	COMM COMM	253G 265G	Public Speaking (see Note 7) Principles of Human Communication	3

Core Requirements—Area II: Mathematics/Algebra				**3 credits**
NOTE: A grade of *C* or better is required in all Area II courses.				
	MATH	121G	College Algebra (see Note 6)	3
OR	MATH	142G	Calculus for the Biological and Mgt. Sciences	
OR	MATH	210G	Mathematics Appreciation* *May not apply to all NMSU B.S. degree programs.	

Core Requirements—Area III: Laboratory Sciences	**8 credits**
Two courses selected from the following (see Note 6):	
ASTR 105G, 110G; BIOL 101G+GL, 111G+GL, 211G+GL; C S 171G; CHEM 110G, 111G; GEOG 111G; GEOL 111G, 212; PHYS 110G, 120G, 211G+GL, 212G+GL, 215G+GL, 216G+GL	8

Core Requirements—Area IV: Social/Behavioral Sciences	**6–9 credits**
NOTE: A minimum of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.	
Select two to three courses from the following list (see Note 6): ANTH 120G, 125G, 201G, 202G, 203G; C EP 110G; C J 101G; ECON 201G, 251G, 252G; GEOG 112G, 120G; GOVT 100G, 110G, 150G, 160G; PHLS 150G; JOUR 105G; LING 200G; PSY 201G; SOC 101G, 201G; S WK 221G; W S 201G, 202G	6–9

Core Requirements—Area V: Humanities and Fine Arts	**6–9 credits**
NOTE: A minimum of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.	
Select two to three courses from the following list (see Note 6): ART 101G, 110G; DANC 101G, ENGL 116G, 244G; HIST 101G, 102G, 201G, 202G; MUS 101G, 201G; PHIL 101G, 136G, 201G, 211G, 223G; THTR 101G	6–9

Electives	**Sufficient to reach 66 credits**

OPTION A: PHYSICAL SCIENCE AND MATHEMATICS

This option is designed for students planning to enter a baccalaureate program in astronomy, biochemistry, computer science, engineering, geology, math, physics, or related areas. Consult with advisors to select appropriate science sequence below.

Mathematics (6–9 credits): MATH 190G and 191G are required; MATH 192G is recommended.

Laboratory Sciences Core (6–8 credits): At least one of the following sequences, which includes the associated laboratory along with one additional course having the same prefix as the lecture-laboratory sequence (these courses may be completed as part of the Common Core). Consult with advisors to select an appropriate science sequence from those courses listed below, based on desired baccalaureate program.

*ASTR 110G, PHYS 110G, GEOL 111G	PHYS 211G, 211GL, 212G, 212GL
CHEM 111G, 112G	PHYS 213, 213L, 214, 214L
CHEM 115, 116	PHYS 215G, 215GL, 216G, 216GL
MATH 192G, 291G	

***NOTE 1:** ASTR 110G, PHYS 110G, GEOL 111G may not be applied toward a specific bachelor of science program. The balance of the electives must be chosen from prefixes listed for the General Science Option.

NOTE 2: English 218G is required for Option A. Second-language courses are recommended if required by the intended bachelor's degree.

Electives (continued)

OPTION B: LIFE SCIENCE

This option is designed for students planning to enter a baccalaureate program in AG, biology, ecology, geography, genetics, microbiology, or related areas:

Mathematics: MATH 142G (recommended)

Laboratory Sciences Core (6–8 credits): At least one of the following sequences, which includes the associated laboratory along with one additional course having the same prefix as the lecture-laboratory sequence (these courses may be completed as part of the Common Core). Consult with advisors to select an appropriate science sequence from those courses listed below, based on desired baccalaureate program.

BIOL 111G, 111GL, 211G, 211GL
CHEM 111G, 112G
CHEM 115, 116
PHYS 211G, 211GL, 212G, 212GL
PHYS 221G, 222G

The balance of the electives must be chosen from prefixes listed for the General Science Option.

NOTE: Either ENGL 211G or ENGL 218G are required for Option B. Second-language courses are recommended if required by the intended bachelor's degree. PSY 266 is an approved elective for this option.

OPTION C: GENERAL SCIENCE

Courses are to be selected in consultation with advisor. Second-language courses are recommended if required by the intended bachelor's degree.

A ST, AGRO, ANSC, ASTR, BCHE, BCIS, BIOL, C E, C S (C S 110 is recommended), CHEM, E E, E S, E T, ENGR, ENVE, EPWS, G EN, GEOG, GEOL, HORT, I E, M E, MATH, MOLB, PHYS, PSY 266, RGSC, SMET, STAT, SUR, FWCE (See Note 3 regarding applied electives.)

NOTE: Either ENGL 211G or ENGL 218G are required for Option C.

OPTION D: HEALTH

This option is designed for students interested in any health field. The courses prepare a student for transfer to the Bachelor of Science Degree at the University in Biology, Chemistry, or Microbiology.

Required Courses

Students must take the following courses to complete the required 66 credits for the Associate of Science Degree, Pre-Health option.

AHS 120/OEHO 120	BIOL 211G+GL	CHEM 111G
BIOL 101G+GL	BIOL 221+L	CHEM 112G
BIOL 111G+GL	BIOL 225	CHEM 210
	BIOL 226	

Common Core Course Preferences

Students will be better served by taking the following courses from the common core:

Area I—ENGL 218G

Area II—MATH 121G

Area III—CHEM 110G, PHYS 211G+GL, PHYS 212G+GL

NOTE: The balance of the electives must be chosen from Area III.

Course Sequence

Biology Sequence: *BIOL 101G+GL, 111G+GL, 221+L, 225, 226

*BIOL 101G+GL can be waived if a student received a *B* or better in high school biology within last three years.

Chemistry Sequence: CHEM 111G, 112G, 210

*CHEM 111G AND 112G can be waived If a student received an AP score of 3 or above within the last 3 years.

NOTE: Second-language courses are recommended if required by the intended bachelor's degree. PSY 266 is an approved elective for this option.

PLEASE NOTE THE FOLLOWING:

1. Check applicable university catalog to determine appropriate math course(s) for intended bachelor's degree. MATH 210G may not fulfill the Common Core transfer requirement for some NMSU science degree programs.
2. It is recommended that electives be chosen in consultation with an academic advisor and that students plan to take electives to meet the requirements of their planned bachelor's degree, or specific requirements within the major, such as the foreign language requirements.
3. Applied Credits: A maximum of nine applied credits from the list that follows, taken in any combination, will be accepted as electives for the Associate of Science degree. Applied courses include those with the following prefixes: AERT, AHS, ARCT, CMT, DAS, DHYG, DMS, DRFT, ELT, FIRE, HVAC, MAT, NURS, OECS, OEEM, RESP, and WATR. Students pursuing a bachelor's degree are strongly encouraged to consult with academic advisors at both DACC and NMSU early in their associate degree program to ensure that their elective credits will apply toward the requirements in their intended bachelor's degree.
4. Nine or more credits, all under one prefix, may be substituted for a single general education (G) course with that same prefix. For example, ART 150, 155, and 156 (totaling 9 credits) could be used in place of the general education course, ART 101G in the NMSU system.
5. Students transferring into a math or science program at NMSU must take their science courses in a sequence, such as CHEM 111G and 112G or BIOL 111G and 211G.
6. Math 190G, 191G, and 192G count as electives toward all options in the Associate of Science Degree program.
7. Other course options are available at DACC and NMSU. The following courses may also be used in fulfillment of Associate of Science Degree requirements. However, they may not necessarily apply to a student's chosen bachelor's degree plan.

Area I—Communications:
AXED 201

Area II—Mathematics:
A ST/STAT 251G;
MATH 112G, 190G, 191G, 192G, 275G, 291G;
STAT 271G

Area III—Laboratory Sciences:
AGRO/HORT 100G;
ANTH 130G+GL;
BIOL 110G;
CHEM 112G;
E S 110G;
HNDS 236G;
PHYS 212G+GL, 215G+GL, 216G+GL, 221G, 222G

Area IV—Social/Behavioral Sciences:
AG E 210G/HNDS 201G;
S WK 221G

Area V—Humanities and Fine Arts:
ART 295G, 296G;
ENGL 115G, 220G;
HIST 111G, 112G, 211G, 212G, 221G, 222G

Automation and Manufacturing Technology

Associate of Applied Science Degree

Certificates of Completion

- Automation and Manufacturing Technology
- Basic Manufacturing and Bridge

575-527-7599

Electromechanical automation and manufacturing is an evolving, high-tech field, with applications in such areas as aerospace, food processing, and the pharmaceutical industry. It offers some of the highest salaries in the industrial sector, along with ample opportunities for rapid advancement. Automation and manufacturing technicians are responsible for production operation, as well as equipment monitoring, adjustment, maintenance, and repair in both routine and emergency situations.

Using modern industrial production equipment, DACC's Automation and Manufacturing Technology program provides training for desirable entry-level positions in electromechanical automated processes, as well as skills upgrading for those already working in the field. The program encourages the development of problem-solving skills, enabling students to adapt quickly to rapidly changing conditions brought on by automation and new technologies. The program is based on skills standards established for the high-tech manufacturing industry by the American Electronics Association's Workforce Skills Project, among others.

Students learn systems interfacing and automation using digital control circuits, programmable logic controllers (PLC), and computer-controlled interfaces. Hands-on preventive and corrective maintenance procedures are taught in modern laboratory facilities using the same state-of-the-art, automated production equipment found in the manufacturing industry.

The curriculum includes first-year DC, AC, digital logic, and solid-state electronic-circuit analysis courses from the Electronics Technology program.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Depending where they find employment, graduates may be required to lift and carry 50 pounds safely, to work safely using hand and power tools, to work safely on electrical equipment, to ascend and descend ladders, and to stand, squat, stoop, or kneel for long periods of time.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate, students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Associate Degree (67 credits)

NOTE: Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus. Students planning to continue their studies at NMSU should choose the courses in italics whenever possible.

Core Requirements				**21 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business & Professional Communication	3
OR	*ENGL*	218G	Technical & Scientific Communication	
OR	BOT	209	Business & Technical Communications	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	
OR	BMGT	240	Human Relations	
	PHYS	211G	General Physics I (3)	4
	+ *PHYS*	211GL	General Physics I Laboratory (1)	
OR	*PHYS*	215G	Engineering Physics I (3)	
	+ *PHYS*	215GL	Engineering Physics I Laboratory (1)	
	MATH	190	Trigonometry and Pre-Calculus	4
OR	ELT	120	Mathematics for Electronics	

Technical Requirements				**46 credits**
	DRFT	114	Introduction to Solid Modeling	3
	ELT	110	Electronics I	4
	ELT	135	Electronics II	4
	ELT	160	Digital Electronics I	4
	ELT	205	Semiconductor Devices	4
	ELT	225	Computer Applications for Technicians	3
	ELT	235	Digital Electronics II	4
OR	MAT	240	Electromechanical Devices	
	MAT	102	Print Reading for Industry	3
	MAT	105	Introduction to Manufacturing	3
OR	MAT	107	Computer Integrated Manufacturing	
	MAT	205	Statistical Controls for Mfg. Technicians	3
	MAT	235	Programmable Logic Controllers Pneumatics	2
	MAT	245	Electromechanical Systems	3
	OETS	102	Career Readiness Certification Prep	1
	Related elective, PLTW course, additional core requirement			5

Certificate: Automation & Manufacturing Technology (39 credits)

NOTE: Courses whose course prefixes appear in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus. Students planning to continue their studies at NMSU should choose the courses in italics whenever possible.

Technical Requirements				**39 credits**
	ELT	110	Electronics I	4
	MATH	190	Trigonometry and Pre-Calculus	4
OR	ELT	120	Math for Electronics	
	ELT	135	Electronics II	4
	ELT	160	Digital Electronics I	4
	MAT	102	Print Reading for Industry	3
	MAT	105	Introduction to Manufacturing	3
	MAT	106	Applied Manufacturing Practices	3

Technical Requirements				39 credits
	MAT	108	Metrology, Safety and Quality Control for Manufacturing	3
	MAT	110	Machine Operation and Safety	3
	MAT	205	Statistical Controls for Manufacturing Technicians	3
	MAT	235	Programmable Logic Controllers Pneumatics	2
	MAT	245	Electromechanical Systems	3

Certificate: Basic Manufacturing and Bridge Program (18 credits)

Technical Requirements				18 credits
	ELT	105	Basic Electricity and Electronics	3
	MAT	102	Print Reading for Industry	3
	MAT	105	Introduction to Manufacturing	3
	MAT	106	Applied Manufacturing Practices	3
	MAT	108	Metrology, Safety and Quality Control for Manufacturing	3
	MAT	110	Machine Operation and Safety	3

Automotive Technology

Associate of Applied Science Degree

Certificate of Completion

575-527-7590

The automobile has always created a steady demand for automotive technicians. Today, automotive service is one of the fastest-growing industries in the nation, and career opportunities are expanding rapidly.

The Automotive Technology program at Doña Ana Community College is certificated by NATEF/ASE (National Automotive Technicians Education Foundation/Automotive Service Excellence) and is designed to prepare the student for an entry-level position as a line technician, shop foreman, service writer, service manager, or business owner. Completing courses, certificates, and/or degrees from an NATEF certified school will enhance students' ability to gain employment as well as better prepare them to become NATEF certified.

Students are trained using state-of-the-art equipment. In the laboratories, they practice the same service and repair techniques required of any professional service technician working in the real world. Each class includes a number of carefully selected competencies that must be mastered in order to successfully complete the program. Students are trained in —

- Engine service
- Manual drive train and axles
- Brakes
- Heating and air conditioning
- Automatic transmission/transaxle
- Suspension and steering
- Electrical systems
- Fuel and emissions
- Engine performance

The Automotive Technology program also offers two commercial driving classes (CDL), AUTO 130 and 131, that prepare students for the CDL exam.

Classes are offered in the daytime and also at night to accommodate work schedules.

Full-time Automotive Technology students must purchase a personal set of automotive technician's tools, at an approximate cost of $850, and should provide their own safety glasses, medical/accident insurance. The tool set includes the basic tools that most employers require for an entry-level position. Part-time students will purchase only those tools required by the specific course(s) in which they are enrolled.

All Automotive Technology students are encouraged to join SkillsUSA, membership in which provides students an opportunity to develop their leadership skills and to become proficient in public speaking and parliamentary procedure. SkillsUSA also offers students an opportunity to demonstrate their occupational skills through competitions that are held annually on both the state and national level.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Graduates may be required to lift and carry 50 pounds safely, work safely using hand and power tools and electrical equipment, and stand, squat, stoop, or kneel for long periods of time.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Associate Degree (68 credits)

NOTE: Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.

Core Requirements				10 credits
	ENGL	111G	Rhetoric and Composition	4
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	BMGT	240	Human Relations	3
OR	*PSY*	201G	Introduction to Psychology	
OR	*SOC*	101G	Introductory Sociology	

Related Requirements				18 credits
	BOT	209	Business and Technical Communications	3
OR	*ENGL*	203G	Business and Professional Communication	
OR	*ENGL*	218G	Technical and Scientific Communication	
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	227	Computer Applications for Technicians	
	DRFT	190	Finding and Maintaining Employment	2
	OETS	102	Career Readiness Certification Preparation	1
	AUTO	118	Technical Math for Mechanics	3
OR	OETS	118	Mathematics for Technicians	
	Approved BMGT elective			3
	Approved elective			3

Technical Requirements				40 credits
	AUTO	112	Basic Gasoline Engines	5
	AUTO	117	Electronic Analysis and Tune-up of Gasoline Engines	5
	AUTO	119	Manual Transmission/Clutch	5

Technical Requirements (continued)				
	AUTO	120	Electrical Systems	4
	AUTO	125	Brakes	5
	AUTO	126	Suspension, Steering, and Alignment	5
	AUTO	127	Basic Automatic Transmission	4
OR	AUTO	132	Automotive Air Conditioning and Heating Systems	
	AUTO	137	Fuel Systems and Emission Controls	4
	AUTO	221	Cooperative Experience I	3

Certificate (17–20 credits)

Technical Requirements				17–20 credits
	AUTO	120	Electrical Systems	4
	OETS	102	Career Readiness Certification Preparation	1
			Three of the following courses:	12–15
	AUTO	112	Basic Gasoline Engines (5)	
	AUTO	117	Electronic Analysis /Tune-up of Gas Engines (5)	
	AUTO	119	Manual Transmission/Clutch (5)	
	AUTO	125	Brakes (5)	
	AUTO	126	Suspension, Steering, and Alignment (5)	
	AUTO	127	Basic Automatic Transmission (4)	
	AUTO	132	Automotive Air-Conditioning and Heating Systems (4)	
	AUTO	137	Fuel Systems and Emission Controls (4)	

Building Construction Technology

Certificate of Completion

575-528-7443

The certificate in Building Construction Technology is a one-year program that prepares students for entry-level positions within the growing construction industry. Affording much hands-on participation, the curriculum includes safety, basic math skills, blueprint reading, use of hand and power tools, basic surveying, wood building materials, concrete work, masonry skills, painting, and communication skills. This competency- and performance-based program follows nationally recognized NCCER certification standards.

Students may enroll on a full-time or part-time basis. Many courses are offered in the evening to accommodate students' work schedules. Students are required to purchase steel-toed boots, at a cost of approximately $75.00, and a set of hand tools, at a cost of approximately $75.00, by the second week of the first Building Construction Technology program course they enroll in.

All Building Construction Technology students are encouraged to join the student chapter of the Las Cruces Home Builders Association (LCHBA). Membership provides students an opportunity to develop their leadership skills, become proficient in public speaking and parliamentary procedures, network with industry professionals, attend trainings provided by LCHBA, and attend other relevant professional development activities. Through their membership, students will have the opportunity to participate in service-learning events that support the local community. Students may be able to demonstrate their technical skills at the National Home Builders Conference.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Depending where they find employment, graduates may be required to work in inclement weather, lift up to 50 pounds from the ground, have good eye-hand coordination, work safely around electrical hazards using the appropriate safety equipment, work safely using hand and power tools, ascend and descend stairs and ladders, and stand, squat, or kneel for long periods of time.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/bct.html***

Certificate (36–41 credits)

NOTE: Students must receive a final grade of *C* or better in all BCT and OETS courses, and achieve a cumulative grade-point average of at least 2.0.

Related Requirements				4–5 credits
	OETS	102	Career Readiness Certification Preparation	1
	OETS	104	Basic Mathematics for Technicians (4)	3–4
OR	OETS	118	Mathematics for Technicians (3)	

Technical Requirements				29–30 credits
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	BCT	103	Introduction to Construction Laboratory	3
	BCT	107	Painting I	4
	BCT	108	Painting Level II	4
	BCT	110	Blueprint Reading for Building Trades (4)	3–4
OR	DRFT	151	Construction Principles & Print Reading (3)	
	BCT	114	Basic Carpentry	3
	BCT	115	Carpentry Level I	3
	BCT	116	Basic Carpentry Lab	2
	BCT	217	Building and the Environment	3

Technical Electives				3–6 credits
	BCT	111	Small Equipment Maintenance and Repair	4
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	115	General Construction Safety	3
	TCEN*	105	Building Analyst I (3)	6
+	TCEN*	106	Building Analyst II (3)	
			*Formerly "OETS"	
	Other approved elective			3–4

Business Management

Associate of Business Occupations Degree
- Finance and Banking Services Emphasis
- General Management Emphasis
- Real Estate Emphasis
- Retail Marketing and Merchandising Emphasis

Certificates of Completion
- General
- Business Fundamentals
- Advertising Representative

575-527-7640

If you've always wanted to work in the fast-paced world of business, the Business Management program at DACC is your ticket to success. The need for supervisors and managers in business organizations continues to grow with the economy, and our students are filling those positions. The experience and education you receive through the Business Management program prepare you to assume the responsibility of supervising and managing business operations.

The Business Management program, through a curriculum of practical training courses, general education courses, and selected elective classes that target a specific industry or business, can help prepare you for an entry-level supervisory or management position. You may take courses as diverse as Introduction to Supervision, Business Law, Economics, Computer Spreadsheet Applications, and Business Finance.

The program also includes fifteen credit hours of electives, allowing you to customize your course of study and concentrate in a particular instructional area. You may choose courses from four areas of emphasis: General Management, Real Estate, Retail Marketing and Merchandising, and Finance and Banking. You also may customize an option by seeking advice from a faculty member to plan a series of elective courses that match your interest and career goals.

Graduates of the Business Management program can apply most of their courses toward either of two bachelor's degree programs at NMSU: agricultural economics and agricultural business (offered by the College of Agricultural, Consumer, and Environmental Sciences), or applied studies (offered by the College of Arts and Sciences).

Associate Degree (69 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements				**19 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
OR	BOT *MATH*	106 120	Business Mathematics Intermediate Algebra	3
OR ***OR***	BOT *ENGL* *ENGL*	209 203G 218G	Business and Technical Communications Business and Professional Communication Technical and Scientific Communication	3
OR	OECS *C S*	105 110	Introduction to Information Technology Computer Literacy	3
OR	*PSY* *SOC*	201G 101G	Introduction to Psychology Introductory Sociology	3

Related/Professional Requirements				**21 credits**
OR	BOT *ACCT*	120 221	Accounting Procedures I Financial Accounting	3
OR ***OR***	*ECON* *ECON* *ECON*	201G 251G 252G	Introduction to Economics Principles of Macroeconomics Principles of Microeconomics	3
OR ***OR*** ***OR***	OECS OECS BOT BOT	215 220 211 217	Spreadsheet Applications Database Application/Design Information Processing I PowerPoint Presentations	3
OR	BMGT *BUSA*	110 111	Introduction to Business Business in a Global Society	3
OR	BMGT *MGT*	140 201	Principles of Supervision I Introduction to Management	3
OR	BMGT *FIN*	175 206	Introduction to Business Finance Introduction to Finance	3
OR	BMGT *MKTG*	210 203	Marketing Introduction to Marketing	3

Technical/Major Requirements				**29 credits**
	BMGT	201	Work Readiness and Preparation	2
	BMGT	221	Internship I	3
OR	BMGT *BLAW*	231 316	Legal Issues in Business Legal Environment of Business	3
	BMGT	240	Human Relations	3
	BMGT	290	Applied Business Capstone	3
	Area of Emphasis Choose courses totaling 15 credits from the following areas of emphasis (or as approved by advisor). It is permissible to combine courses from more than one area.			**15**

FINANCE AND BANKING SERVICES EMPHASIS				
	BMGT	112	Principles of Banking	3
	BMGT	213	Consumer Lending	3
	BMGT	215	Banks and the Money Supply	3
	BMGT	225	Introduction to Commercial Lending	3
	BMGT	232	Personal Finance	3
	BMGT	233	Law and Banking	3
	BMGT	235	Credit Administration	3
	BMGT	245	Bank Investments	3
GENERAL MANAGEMENT EMPHASIS				
	BMGT	212	Supervisory/Leadership Trends	3
	BMGT	248	Introduction to Quality Management	3
	BMGT	250	Diversity in the Workplace	3
	BMGT	277	Small Business Management	3
	BMGT	280	Introduction to Human Resources	3
	BMGT	282	Intro. to International Business Mgt.	3
	BMGT	285	Introduction to Manufacturing Operations	3
	BMGT	286	Introduction to Logistics	3
	BMGT	287	Introduction to Export/Import	3

REAL ESTATE EMPHASIS				
	BMGT	260	Real Estate Practice	3
	BMGT	261	Real Estate Appraisal	3
	BMGT	263	Real Estate Sales Techniques	3
	BMGT	264	Real Estate Law	3
	BMGT	265	Real Estate Finance	3
	BMGT	268	Real Estate Broker's Basic Course	3
RETAIL MANAGEMENT AND MERCHANDISING SERVICES EMPHASIS				
	BMGT	126	Retail Management	3
	BMGT	132	Principles of Selling	3
	BMGT	136	Fundamentals of Buying and Merchandising	3
	BMGT	138	Advertising	3
	BMGT	205	Customer Service in Business	3
	BMGT	239	Visual Marketing Techniques	3

General Certificate (24–25 credits)

Core Requirements				**6–7 credits**
OR	BOT *ENGL*	105 111G	Business English I (3) Rhetoric and Composition (4)	3–4
OR	BOT *MATH*	106 120	Business Mathematics Intermediate Algebra	3

Related Requirements				**3 credits**
OR	OECS *C S*	105 110	Introduction to Information Technology Computer Literacy	3

Technical Requirements				**15 credits**
OR	BMGT *BUSA*	110 111	Introduction to Business Business in a Global Society	3
OR	BMGT *MGT*	140 201	Principles of Supervision I Introduction to Management	3
			Area(s) of Emphasis: Choose courses totaling 9 credits from one or more of the emphases listed for the associate degree.	**9**

Business Fundamentals Certificate (12–13 credits)

Technical Requirements				**12–13 credits**
OR	BOT	105	Business English I One of the following: BOT 109, 209; *ENGL* 111G, 203G, 211G, 218G	3–4
OR	BOT	106	Business Mathematics One of the following: *MATH* 120, 121G, 142G, 190G, 191G, 192G, 210G, 291G	3
OR	BMGT BUSA	110 111	Introduction to Business Business in a Global Society	3
OR ***OR***	BMGT *PSY* *SOC*	240 201G 101G	Human Relations Introduction to Psychology Introductory Sociology	3

Advertising Representative Certificate (15 credits)

Technical Requirements				**15 credits**
	BMGT	132	Principles of Selling	3
	BMGT	138	Advertising	3
OR	BMGT *MKTG*	210 203	Marketing Introduction to Marketing	3
	CMT	140	Print Media I	3
	CMT	180	Principles of Media Design	3

Business Office Technology

Associate of Business Office Technology Degree
- Administrative Assistant Option
- Bookkeeping Assistant Option
- Medical Office Assistant Option

Certificate of Completion
- Bilingual Office Specialist Option
- General Office Assistant Option

Medical Billing Certificate

Medical Transcription Certificate

575-527-7579

Because today's business world is constantly being transformed by new information processing technologies, employment opportunities in office careers are on the rise. The smooth functioning of today's automated office depends on the support of well-trained administrative, accounting, and medical office assistants.

If you find satisfaction in working as a team member, are well organized, and enjoy meeting and helping new people, Business Office Technology could be the right program for you. This program has some significant advantages: it not only allows you to specialize in an area of interest to you, but it also provides a fast track to an entry-level position. Students may obtain a general office assistant certificate of completion in as little as one year and then begin earning money while studying for their associate degree.

In the second year of the associate degree program in Business Office Technology, you can prepare for a more challenging position as either a general administrative assistant, bookkeeping assistant, or medical office assistant. You will learn to use state-of-the-art microcomputers, become familiar with various up-to-date software applications, and become proficient in a specific area of study.

Because our region values bilingual (Spanish/English) skills in the workplace, students already possessing ability in Spanish have the opportunity to further enhance their communication skills by enrolling in Office Communication in Spanish I and II. (These two courses are included in the Bilingual Office Specialist option of the Business Office Technology certificate.)

The work settings where program graduates find employment are as varied as the organizations themselves. They include educational institutions; federal, state, and local government offices; medical facilities; financial institutions; corporate settings; and small and large businesses. Not only are the work settings varied, but so are the positions within each organization.

Employment opportunities for administrative assistants, bookkeeping assistants, and medical office assistants continue to grow on average between 10 and 20 percent each year in a broad variety of industries and businesses. Current salary ranges can be found in the Occupational Outlook Handbook at the U.S. Department of Labor web site: ***http://www.bls.gov.***

Associate Degree (67–70 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements				**19 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
	BOT	106	Business Mathematics	3
	BOT	209	Business and Technical Communications	3
OR ***OR***	*ECON* *ECON* *ECON*	201G 251G 252G	Introduction to Economics Principles of Macroeconomics Principles of Microeconomics	3
OR ***OR***	BMGT *PSY* *SOC*	240 201G 101G	Human Relations Introduction to Psychology Introductory Sociology	3

Related/Professional Requirements				**27–30 credits**
OR	BMGT	140	Principles of Supervision I Approved BMGT elective	3
	BOT	102	Keyboarding—Document Formatting	3
	BOT	105	Business English I (3) **NOTE:** Business English placement test will determine whether BOT 105 is required before taking BOT 109.	0 or 3
	BOT	109	Business English II	3
	BOT	110	Records Management	3
	BOT	120	Accounting Procedures I	3
	BOT	211	Information Processing I	3
	BOT (or HIT)	221/ 222	Internship I/II **NOTE:** BOT (or HIT) 221/222 are restricted to majors. A maximum of 6 credits of BOT (or HIT) 221 and 222 may be applied toward a degree.	1–3
OR	BOT BMGT	239 201	Personal Development (3) Work Readiness and Preparation (2)	2–3
	BOT	270	BOT Capstone	3

Technical/Major Requirements				**21 credits**
	Choose one of the following three options:			**21**

BOOKKEEPING ASSISTANT OPTION				
	BOT	121	Accounting Procedures II	3
	BOT	140	Payroll Accounting	3
OR	BOT BOT	203 250	Office Equipment and Procedures I Electronic Office Systems	3
	BOT	205	Microcomputer Accounting I	3
OR	BOT BOT	206 215	Microcomputer Accounting II Spreadsheet Applications	3
	BOT	241	Auditing and Business Issues	3
	BOT	244	Tax Preparation	3

ADMINISTRATIVE ASSISTANT OPTION				
	BOT	202	Keyboarding—Document Production	3
	BOT	203	Office Equipment and Procedures I	3
	BOT	207	Machine Transcription	3
	BOT	215	Spreadsheet Applications	3
OR	BOT	217	PowerPoint Presentations Approved BOT elective	3
	BOT	218	Information Processing II	3
OR	BOT BOT	250 191	Electronic Office Systems Taking Minutes and Proofreading	3

MEDICAL OFFICE ASSISTANT OPTION				
OR	HIT AHS	150 120	Introduction to Medical Terminology Medical Terminology	3
	HIT	158	Advanced Medical Terminology	3
	BOT	202	Keyboarding—Document Production	3
	BOT	208	Medical Office Procedures	3
	BOT	218	Information Processing II	3
	BOT	223	Medical Transcription I	3
	BOT	228	Medical Insurance Billing	3

Business Office Technology Certificates

Two 36-credit Business Office Technology certificate options are available. The General Business Office Technology option prepares students for receptionist, clerk-typist, or other entry-level positions. The Bilingual Office Specialist option qualifies students for positions requiring Spanish-English language proficiency. Also available are 18-credit specialized certificates in Medical Billing and Medical Transcription. Coursework for the certificates are applicable toward the Business Office Technology and/or Health Information Technology associate degrees.

Business Office Technology Certificate (36–37 credits)

Technical Requirements				**36–37 credits**
OR ***OR***	BOT BOT	101 135	Keyboarding Basics Keyboarding Technique Review Approved BOT elective	3
	BOT	102	Keyboarding—Document Formatting	3
	BOT	105	Business English I	3
	BOT	106	Business Mathematics	3
	BOT	109	Business English II	3
	BOT	110	Records Management	3
	BOT	120	Accounting Procedures I	3
	BOT	211	Information Processing I	3
OR	BMGT	140	Principles of Supervision Approved BMGT elective	3
	Options Choose one of the following two options:			**9–10**

BILINGUAL OFFICE SPECIALIST OPTION				
	BOT	170	Office Communications in Spanish I	3
	BOT	171	Office Communications in Spanish II	3

BILINGUAL OFFICE SPECIALIST OPTION				
	BOT/HIT	221	Internship I	1
OR	BOT BMGT	239 201	Personal Development (3) Work Readiness and Preparation (2)	2–3
GENERAL OFFICE ASSISTANT OPTION				
OR *OR* *OR*	BOT BOT HIT AHS	203 250 150 120	Office Equipment and Procedures I Electronic Office Systems Introduction to Medical Terminology* Medical Terminology* ***NOTE:** HIT 150 or AHS 120 should be taken only by those who plan to pursue the BOT associate degree with the option in Medical Office Assistant.	3
	BOT/HIT	221	Internship I	1
OR	BOT BMGT	239 201	Personal Development (3) Work Readiness and Preparation (2)	2–3
	Approved BOT elective			3

Business Office Technology
Medical Transcription Certificate (18 credits)

NOTE: Students who lack prior health and/or general office experience may need to take course-related prerequisites.

Technical Requirements				**18 credits**
OR	HIT AHS	150 120	Introduction to Medical Terminology Medical Terminology	3
	HIT	158	Advanced Medical Terminology	3
	BOT	207	Machine Transcription	3
	BOT	208	Medical Office Procedures	3
	BOT	223	Medical Transcription I	3
	BOT	233	Advanced Medical Transcription	3

Business Office Technology
Medical Billing Certificate (18 credits)

NOTE: Students who lack prior health and/or general office experience may need to take course-related prerequisites.

Technical Requirements				**18 credits**
OR	HIT AHS	150 120	Introduction to Medical Terminology Medical Terminology	3
	HIT	158	Advanced Medical Terminology	3
	BOT	208	Medical Office Procedures	3
	BOT	228	Medical Insurance Billing	3
	HIT	248	Medical Coding I	3
	HIT	258	Medical Coding II	3

Computer and Information Technology

Associate of Applied Science Degree

- I.T. Specialist Option
- Networking Option
- Programming Option

Certificate of Completion

575-527-7668

The computer and information technology industry continues to expand both locally and throughout the world. Skilled graduates are in high demand to analyze, design, build, maintain, and manage integrated computer systems and interconnected technology platforms. Graduates will be prepared to do the following:

- Critically investigate and analyze real-world technical problems and concerns;
- Adapt and react to new developments in the field of information technology;
- Accurately convey technical information both verbally and in written format;
- Provide support for multiple operating systems, network topologies, and data systems.

Employment opportunities exist in software support, hardware repair, network security, information management, systems analysis, web development, game design, and computer programming. Computer and Information Technology graduates are the problem-solvers that employers hire to upgrade existing systems and deploy new technologies.

DACC's Computer and Information Technology Department instructs students using state-of-the-art equipment and real-world, career-based case studies. Additionally, the department has established numerous academic alliances and partnerships including the Cisco Networking Academy, CompTIA Academy Partner Program, Intel® Academy Program, Microsoft's Academic Alliance, and VMware IT Academy Program. Students in DACC's Computer and Information Technology program have access to free software and are eligible to receive significant discounts when taking industry certification exams.

Students have the opportunity to obtain industry certifications in the following fields of study:

- Cisco Network Administration
- Computer Essentials
- Computer Programming
- Internet Technologies
- Linux/Unix Operating Systems
- Microsoft Operating Systems
- Network Security
- Server Administration

Associate Degree (66–71 credits)

NOTE: Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.

Core/General Education Requirements				**18–22 credits**
	ENGL	111G	Rhetoric and Composition	4
OR *OR* *OR*	BOT *ENGL* *ENGL* *ENGL*	209 203G 211G 218G	Business and Technical Communications Business and Professional Communication Writing in the Humanities and Social Sciences Technical and Scientific Communication	3

Core/General Education Requirements (continued)				
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	MATH	120	Intermediate Algebra (3)	3–4
OR	*MATH*	121G	College Algebra (3)	
OR	*MATH*	190G	Trigonometry and Precalculus (4)	
OR	*MATH*	191G	Calculus and Analytic Geometry I (4)	
OR	*MATH*	210G	Math Appreciation (3)	
OR			Appropriate technology-related math course	
	BCIS	110	Intro. to Computerized Information Systems (3)	2–4
OR	*C S*	110	Computer Literacy (3)	
OR	*C S*	171G	Introduction to Computer Science (4)	
OR	*E T*	120	Computational and Presentation Software (2)	
OR	OECS	105	Introduction to Information Technology (3)	
	BMGT	240	Human Relations (3)	3–4
OR			Select 3–4 credits from the following list: *ASTR* 105G, 110G; *ANTH* 120G, 125G, *ANTH* 201G, 202G, 203G; *C J* 101G; *C S* 171G; *C EP* 110G; *GEOG* 112G, 120G; *GOVT* 100G, 110G, 150G, 160G; *M SC* 111, 210; *PSY* 201G; *S WK* 221G; *SOC* 101G, 201G; *W S* 201G, 202G	

Related/Professional Requirements			**18 credits**
	OECS	220	Database Application and Design	3
	OECS	221	Internship I	3
			Select 3 credits from the following list: *BCIS* 122, 222; *C S* 117, 157, 167, 171, 177, 187; OECS 141, 145, 146, 150, 192, 193, 195, 196, 216, 218, 235, 245, 246	3
			Select 9 credits from the following list: *A ST* 251; *ACCT* 221, 222; BMGT 110, 140, 212, 240, 248, 286; BOT 120; *BUSA* 111; *ECON* 201G, 251G, 252G; *FIN* 206; *MATH* 121G, 191G, 192G; 210G; *MKTG* 203; *MGT* 201; *PSY* 201G; *STAT* 251G	9

Technical/Major Requirements			**30–31 credits**
NOTE: If a student has no basic typing skills, BOT 101 is a prerequisite for all OECS courses.			
	OECS	128	Operating Systems—Linux/Unix	3
	OECS	185	PC Maintenance and Selection I	3
OR	OECS	227	Computer Applications for Technicians	
OR	*E T*	283	Hardware PC Maintenance	
	OECS	207	Windows	3
	OECS	250	Systems Analysis and Design I	3
OR	OECS	290	Computer Technology Capstone	
	OECS	261	Computer Network Design (4)	3–4
OR	*E T*	153	Introduction to Computer Networks (3)	
OR	*E T*	155	Network Operating Systems I (3)	
OR	*E T*	273	Fundamentals of Networking Communications I (3)	
	Options			**15**
	Choose one of the following three options:			

I.T. SPECIALIST OPTION		
	Approved computer-related electives (BOT 101 is excluded)	15

NETWORKING OPTION		
	Select 15 credits from the following: *E T* 253, 277, 278, 279; OECS 216, 230, 231, 232, 233, 234, 235, 236, OECS 237, 262, 263, 264, 269	15

PROGRAMMING OPTION		
	Approved computer-related electives	9
	Programming electives selected from the following: *BCIS* 122, 222; *C S* 117, 157, 167, 171, 177, 187; OECS 141, 145, 146, 150, 192, 193, 195, 196, OECS 216, 218, 235, 245, 246, 260	6

Certificate (17–20 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements	**3–4 credits**
Select one of the following courses: *ASTR* 105G, 110G; *ANTH* 120G, 125G, 201G, 202G, 203G; *BCIS* 110; BMGT 140, 240; *C J* 101G; *C S* 110, 171G; *C EP* 110G; *E T* 120; *GEOG* 112G, 120G; *GOVT* 100G, 110G, 150G, 160G; *M SC* 110, 111, 210, 211; OECS 105; *PSY* 201G; *S WK* 221G; *SOC* 101G, 201G; *W S* 201G, 202G	3–4

Related/Professional Requirements	**5–6 credits**
Select two of the following courses: *A ST* 251G; *ACCT* 221, 222; BMGT 110, 140, 212, 240, 248, 286; BOT 101, 120, 211, 215, 218; *BUSA* 111; *C S* 110; *E T* 120; *ECON* 201G, 251G, 252G; *FIN* 206; *MATH* 120G, 121G, 190G, 191G, 192G; *MGT* 201; *MKTG* 203; OECS 215, 220	5–6

Technical/Major Requirements			**9–10 credits**
	OECS	128	Operating Systems—Linux/Unix	3
OR	OECS	207	Windows	
OR	OECS	232	Implementing and Supporting Networks I	
	OECS	185	PC Maintenance and Selection I	3
OR	OECS	227	Computer Applications for Technicians	
OR	*E T*	283	Hardware PC Maintenance	
	OECS	261	Computer Network Design (4)	3–4
OR	OECS	232	Implementing and Supporting Networks I (3)	
OR	OECS	237	Microsoft Server (3)	
OR	*E T*	153	Introduction to Computer Networks (3)	
OR	*E T*	155	Network Operating Systems I	

Creative Media Technology

Associate of Applied Science Degrees
- Creative Media Technology
- Digital Graphics Technology

Certificates of Completion:
- Creative Media
- Digital Audio
- Digital Graphics
- Digital Video
- Film Crew Training
- Game Design
- Graphics and Animation
- Web Design

575-528-7310

Because we live in the age of information, there is an ever-growing need for trained specialists with a visual sophistication to design printed materials and web sites, produce videos and films, create animated scenes and characters, and participate in game design. Effective visual communication and interaction is essential in today's world.

The program in Creative Media Technology for has been developed in response to all of these needs. It provides a strong but versatile foundation by merging design and digital media into an exciting course of study. The program brings together various dynamic technologies, including print media, web design, multimedia, digital photography, animation, and digital film. Because the field is extremely varied, the CMT program offers a number of pathways:

- The Creative Media degree provides a foundation for students who are looking for professional opportunities in the areas of filmmaking, computer animation, digital video production, game design, and multimedia.
- The Digital Graphics degree emphasizes graphic design, print media, and web design, but also includes fundamentals in animation, multimedia, and digital film.
- The program also offers certificates in specialized areas such as creative media, digital audio, digital graphics, digital video, web design, graphics and animation, game design, and film-crew training.

The future is bright for graduates of the CMT program, whether they choose to enter the job market immediately or pursue a bachelor's degree. Several transfer tracks open the way for graduates of the Creative Media and Digital Graphics associate degree programs to continue their education at New Mexico State University or any institution of higher learning.

Employment will continue to increase for digital media specialists in advertising agencies, animation and film studios, web design companies, and other organizations throughout the business sector. Upon completion of one of the associate degrees, students must have the career-readiness certificate and will have designed and created a self-promotional package and professional, electronic portfolio or demo reel.

High school students who are interested in a career in creative media are encouraged to take courses in art, photography, English, and mathematics. Courses as well as careers in media will require a person to be able to work at computers, communicate verbally and in writing, and participate in an online environment.

Associate Degree: Creative Media Technology (69–71 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las* Cruces (main) Campus.

Core Requirements				**23 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	116G	Perspectives on Film	3
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
	MATH	210G	Math Appreciation	3
OR	*ART* *ART*	110G 150	Visual Concepts Drawing I	3
	Any *HIST* or *PHIL* general education course			3
	Any four-credit course from New Mexico General Education Common Core Area III (see page 31)			4

Technical/Related Requirements				**46–48 credits**
	CMT	130	Introduction to Web Design	3
	CMT	142	Computer Illustration	3
	CMT	145	Image Processing I	3
	CMT	150	2D Animation	3
	CMT	160	Modeling and Animation	3
	CMT	180	Design Principles	3
	CMT	190	Digital Video Production I	3
	CMT	195	Digital Video Editing I	3
	CMT	206	Principles of Sound	3
OR	CMT CMT	221 223	Cooperative Experience I Media Production Services	3
	CMT	292	Creative Media Studio	3
	CMT	295	Professional Portfolio Design and Development	3
OR	*ENGL* *ENGL*	232 235	Script Development and Storyboarding Narrative: Principles of Story Across the Media	3
	OETS	102	Career Readiness Certification Preparation	1
	Electives chosen from the following list: *ART 150;* CMT 140, 151, 175, 185, 192, 200, 205, 210, 215, 221, 222, CMT 223, 227, 228, 230, 242, 250, 251, 252, 256, 258, 260; *ENGL 232; THTR 110;* Other approved graphics elective			6–8

Associate Degree: Digital Graphics Technology (66 credits)

Core Requirements				**19 credits**
* Not transferable as part of the New Mexico Higher Education Department general education common core				
	ENGL	111G	Rhetoric and Composition	4
OR ***OR*** ***OR***	*ENGL* *ENGL* *ENGL* *BOT	203G 211G 218G 209	Business and Professional Communication Writing in the Humanities and Social Sciences Technical and Scientific Communication Business and Technical Communications	3
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
OR ***OR***	**MATH* **MATH* *BOT	210G 120 106	Math Appreciation Intermediate Algebra Business Math	3
OR ***OR***	*PSY* *SOC* **BMGT*	201G 101G 240	Introduction to Psychology Introductory Sociology Human Relations	3
	Choose one of the following courses: *HIST* 101G, 102G, 201G, 202G; *PHIL* 101G, 201G			3

Related Requirements				7 credits
	ART	110G	Visual Concepts	3
OR	*ART*	150	Drawing I	
OR	*ART*	155	2D Design	
OR			Approved elective	
	CMT	221	Cooperative Experience I	3
OR	CMT	223	Media Production Services	
	OETS	102	Career Readiness Certification Preparation	1

Technical Requirements				40 credits
	CMT	130	Introduction to Web Design	3
	CMT	140	Print Media I	3
	CMT	142	Computer Illustration	3
	CMT	145	Image Processing I	3
	CMT	150	2D Animation	3
OR	CMT	160	Modeling and Animation	
	CMT	180	Design Principles	3
	CMT	230	Web Design II	3
	CMT	240	Print Media II	3
	CMT	245	Image Processing II	3
	CMT	254	History of Media Design	3
	CMT	295	Professional Portfolio Design and Development	3
	Electives chosen from the following list: *ART* 156; CMT 115, CMT 150 160, 190 195, 210 215, 235, 242, 250, 256, 275, CMT 285, 290; Approved media-related elective(s)			7

Certificate: Creative Media (16 credits)

Technical Requirements				16 credits
	CMT	115	Digital Photography	3
	CMT	140	Print Media I	3
OR	CMT	150	2D Animation	
OR	CMT	190	Digital Video Production I	
	CMT	142	Computer Illustration	3
	CMT	145	Image Processing I	3
	OETS	102	Career Readiness Certification Preparation	1
	Approved elective			3

Certificate: Digital Audio (18 credits)

Technical Requirements				18 credits
	CMT	195	Digital Video Editing I	3
	CMT	206	Principles of Sound	3
	CMT	236	Digital Audio Fundamentals	3
			Select three courses from the following:	9
	CMT	246	Digital Music Production (3)	
	CMT	266	Digital Audio Postproduction for Media (3)	
	CMT	221	Cooperative Experience (1–3)	
	CMT	292	Creative Media Studio (3)	
			Approved Elective	

Certificate: Digital Graphics (19 credits)

Technical Requirements				19 credits
	CMT	130	Introduction to Web Design	3
	CMT	140	Print Media I	3
	CMT	142	Computer Illustration	3
	CMT	145	Image Processing I	3
	CMT	180	Design Principles	3
	CMT	240	Print Media II	3
	OETS	102	Career Readiness Certification Preparation	1

Certificate: Digital Video (22 credits)

Technical Requirements				22 credits
	CMT	130	Introduction to Web Design	3
	CMT	145	Image Processing I	3
	CMT	180	Design Principles	3
	CMT	190	Digital Video Production I	3
	CMT	195	Digital Video Editing I	3
	CMT	206	Principles of Sound	3
	CMT	210	Digital Video Production II	3
	OETS	102	Career Readiness Certification Preparation	1

Certificate: Film Crew Training (25 credits)

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/ofct.html***

Technical Requirements				25 credits
	CMT	126	Film Crew Training I	9
	CMT	156	Film Crew Training II	9
	OETS	102	Career Readiness Certification Preparation	1
	Approved electives in specialized area			6

Certificate: Game Design (31 credits)

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/gdsn.html***

Technical Requirements				31 credits
	CMT	142	Computer Illustration	3
	CMT	145	Image Processing I	3
	CMT	151	Evolution of Electronic Games	3
	CMT	160	Modeling and Animation	3
	CMT	175	3D Character Design	3
	CMT	200	Critical Game Studies	3
	CMT	228	Level Design Concepts	3
	CMT	252	Gaming Tools and Techniques	3
	CMT	260	3D Special Effects	3

Technical Requirements (continued)				
	CMT	227	Advanced Character Animation	3
OR	CMT	255	Special Topics: History of Animation	
OR	OECS	140	Introduction to Game Production Industry	
OR	OECS	245	Game Programming I	
OR	OECS	246	Game Programming II	
OR			Approved media-related elective	
	OETS	102	Career Readiness Certification Preparation	1

Certificate: Graphics and Animation (25 credits)

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/oega.html***

Technical Requirements				25 credits
	CMT	145	Image Processing I	3
	CMT	160	Modeling and Animation	3
	CMT	195	Digital Video Editing I	3
	OETS	102	Career Readiness Certification Preparation	1
	Tracks Choose one of the following two tracks:			**15**

CREATIVE TRACK				
	CMT	142	Computer Illustration	3
	CMT	150	2D Animation	3
	CMT	175	3D Character Design	3
	CMT	227	Advanced Character Animation	3
	CMT	260	3D Special Effects	3
TECHNICAL TRACK				
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	114	Intro. to Mechanical/Solid Modeling	3
	DRFT	165	Intro. to Building Information Modeling	3
	DRFT	176	Solid Modeling, Rendering & Animation	3
	Approved related elective(s)			3

Certificate: Web Design (25 credits)

Technical Requirements				25 credits
	CMT	130	Web Design I	3
	CMT	145	Image Processing I	3
	CMT	150	2D Animation	3
	CMT	180	Design Principles	3
	CMT	230	Web Design II	3
	CMT	235	Web Design for Small Business	3
OR	CMT	275	Advanced Web Techniques	
	CMT	245	Image Processing II	3
	OETS	102	Career Readiness Certification Preparation	1
	Select one course from the following: CMT 142, 195, 215, 240, 242, 245, 250, 290; OECS 128, 205, OECS 216, 218, 220; Approved Web-related elective			3

Criminal Justice

See "Law Enforcement"

Culinary Arts

Associate of Applied Science Degree

575-528-7277

The Culinary Arts program trains chefs, pastry chefs, cooks, and bakers for positions in restaurants, resorts, institutions, cruise lines, hotels, and any venue where quality food is prepared. Working in state-of-the-art culinary laboratories, students learn, experiment, create, and define the future of gastronomy in our region.

The program leads to an associate of applied science (AAS) degree in an area of study that directly relates to the workforce needs of this region, while establishing the student's credentials to work in the food service industry. It is designed for students entering the culinary arts field, as well as those with previous experience who want to upgrade their professional skills.

A DACC Culinary Arts AAS degree assures employers that graduates possess the knowledge and skills needed in the industry. The program has been designed to meet the requirements of the American Culinary Federation.

Culinary Arts degree students are required to provide their own tools (knives, etc.) and uniforms (specific uniform requirements are available from instructors).

NOTE: Because it is comprised primarily of vocational/technical courses, this Career and Technical Education program is not intended for transfer to a four-year institution. Students will be required to provide their own approved uniforms and equipment for laboratory courses. There may be a fee assessed for certain laboratory courses.

Special Admissions Criteria

Culinary Arts is a limited-entry program. Prior to applying to the program, students will have completed, and passed with a *C* or better, the courses required to be taken in their initial semester (CHEF 101, CHEF 165, C S 110, HOST 201, and HOST 219). Students may apply for entry into the cohort at the end of their first semester by preparing an essay detailing their career goals and reasons for seeking admission into the Culinary Arts program, participating in an oral interview with Culinary Arts instructors, and completing the admissions application documents.

Associate Degree (69–70 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				15–16 credits
	BOT	105	Business English I (3)	3–4
OR	*ENGL*	111G	Rhetoric and Composition (4)	
	CHEF	165	Math for Kitchen Operations	3
	BMGT	240	Human Relations	3
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
	BOT	215	Spreadsheet Applications	3
OR	OECS	215	Spreadsheet Applications	

Related Requirements				2 credits
	BMGT	201	Work Readiness and Preparation	2

Technical Requirements				40 credits
	HOST	201	Introduction to Hospitality Industry	3
	HOST	203	Hospitality Operations Cost Control	3
	HOST	207	Customer Service for Hospitality Industry	3
	HOST	208	Hospitality Supervision	3
	HOST	214	Purchasing and Kitchen Management	3
	HOST	219	Safety, Security & Sanitation in Hosp. Operations	3
	CHEF	101	Kitchen Orientation	2
	CHEF	233	Culinary Arts Fundamentals I	4
	CHEF	234	Culinary Arts Fundamentals II	4
	CHEF	235	Advanced Culinary Arts I	4
	CHEF	236	Advanced Culinary Arts II	4
	CHEF	240	Baking Fundamentals	4

Elective Requirements		12 credits
	All CHEF courses that do not appear as requirements in the previous tables may be used as electives.	12

Dental Assistant

Certificate of Completion

575-527-7653

Dental assisting is both a challenging and a rewarding profession. Dental assistants are people who like helping others, enjoy working closely with patients and other members of the dental team, and like working with their hands. In fact, assistants frequently are relied on as the dentist's "other set of hands."

There is no lack of variety in the types of tasks that dental assistants perform. They prepare equipment, materials, and instruments for patient care; perform sterilization and disinfection procedures; provide patients with instructions for dental procedures; create temporary crowns; provide coronal polishing and placement of sealants; take impressions of teeth; create study casts (molds); take and review patient medical histories; expose and develop radiographs; and perform a variety of other duties. They may also be responsible for administrative tasks, such as billing, patient verification, scheduling of various types of treatment appointments, and material inventory.

Assistants may work in a general-practice office where a dentist provides multiple types of treatment, including restorative/operative work (fillings), prosthetics (crowns, bridges, and dentures), and perhaps some surgery. They may want to specialize for work in periodontics, oral and maxillofacial surgery, pedodontics, or orthodontics.

In the state of New Mexico, dental assistants can become certified to perform the following expanded duties: radiology (taking x-rays), coronal polishing (polishing of teeth and removal of stains), fluoride treatments (the act of placing fluoride on a patient's teeth), and sealant placement (used to prevent decay). These certifications are obtained through the State Dental Board and are a portion of the Dental Assisting National Board Certification Exam.

The Dental Assistant program at DACC is nationally accredited by the American Dental Association, Commission on Dental Program Accreditation. It is also recognized by the New Mexico State Board of Dentistry as a continuing-education provider.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/das.html***

Course Fees

In addition to tuition, a course fee of $175 is charged for DAS 115.

Required Skills and Abilities

Students will need to demonstrate good oral expression (speech clarity) and written comprehension in English, critical thinking skills, near vision, and physical stamina (e.g., the ability to stand for long periods of time), as well as the ability to manipulate dental/medical equipment, move/lift patients and equipment up to 50 pounds without assistance, and perform patient care procedures with manual dexterity.

Program Admission Special Requirements

The Dental Assistant program is a limited-entry, special-application program. When a candidate is considered for acceptance into the program, the following factors are taken into account:

- High school and/or college transcripts and GPA
- Proof of residence
- Copy of current healthcare provider CPR card and immunizations
- Completion of ENGL 111G and computer literacy course—required prior to applying (completion of other general education and related requirements also considered)
- Completion of program application (submitted before deadline)

Certificate (45–47 credits)

NOTE: Courses preceded by an asterisk (*) must be completed before a student can apply to the Dental Assistant program. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				10 credits
	**ENGL*	111G	Rhetoric and Composition	4
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	PSY	201G	Introduction to Psychology	3

Related Requirements				4–6 credits
	*OECS	101	Computer Basics (1)	1–3
OR	*OECS	105	Introduction to Information Technology (3)	
OR	*C S*	110	Computer Literacy (3)	
	HNDS	163	Nutrition for Health	3
OR	*HNDS*	251	Human Nutrition	
OR	AHS	225	Nutrition for Health Occupations **NOTE:** Although AHS 225 lists additional prerequisites/corequisites, these are not required by the Dental Assisting program.	

Technical Requirements				31 credits
	DAS	111	Biodental Science	4
	DAS	113	Dental Assisting I	4
	DAS	115	Dental Radiology	3
	DAS	117	Dental Materials	3
	DAS	121	Dental Assisting II	4
	DAS	123	Dental Assisting Practicum	6
	DAS	125	Professional Concepts	3
	DAS	127	Dental Office Management	2
	DAS	129	Preventive Dentistry	2

Dental Hygiene

Associate of Applied Science Degree

575-528-7216

A dental hygienist is a vital member of a team of dental professionals dedicated to improving oral health and supporting the general health of individuals and groups. As licensed professionals, dental hygienists provide educational, clinical, and therapeutic services and may be involved in research, administration, client/patient advocacy, marketing or consulting. Dental hygienists may practice in a variety of settings such as private dental offices, public health facilities, schools, nursing homes and hospitals. They may also work in correctional facilities, business and industry and other settings.

Dental hygienists in a clinical setting perform oral and general health assessments such as: medical history, vital signs, oral cancer screening, dental charting, examination of the gums and supporting structures of teeth. They provide oral health instruction, counseling regarding nutrition and healthy lifestyle and their impact on oral and general health. Dental hygienists take and interpret radiographs and provide many types of preventive services such as removing deposits from teeth, applying fluoride, placing sealants and more. Infection control and emergency management are also important functions. In New Mexico and other states, dental hygienists may be certified to provide local anesthesia.

Dental hygienists enjoy working with people, have good manual dexterity and enjoy working with their hands. They possess the maturity and critical thinking skills to provide current, quality, professional care. They have strong interpersonal skills to motivate and educate patients of all ages. Dental hygienists are lifelong learners and are dedicated to continuing education, enhancing the profession and practicing ethical decision-making and behavior.

Dental hygienists are generally well paid and are highly thought of as professionals in their communities. The profession is one of the fastest growing occupations in the country and is expected to grow much faster than average for all occupations through 2022. The number of people seeking preventive dental hygiene care, the expansion of an older population who retain their teeth, and a trend in group practices that stress effective and productive use of office personnel, will provide increasing opportunities for employment. Graduation from this program qualifies students to take national and state examinations to become a licensed dental hygienist anywhere in the United States and there are international employment opportunities for dental hygienists educated in the U.S.

Students wishing to pursue a Bachelor's degree should consult with an advisor regarding transferability of courses in the prerequisite list as well as the dental hygiene curriculum.

Required Skills and Abilities

Students will need to demonstrate good oral expression (speech clarity) and written comprehension in English, critical thinking skills, near vision, and physical stamina (e.g., the ability to sit for long periods of time and move about freely), as well as the ability to manipulate dental/medical equipment, move/lift equipment up to 30 pounds without assistance, and perform patient care procedures with manual precision.

Program Admission Special Requirements

This is a limited entry program. Criteria for selection are available from the program director. Successful candidates generally have a GPA of 3.0 or higher. Student faculty ratio in the clinical setting is 1-to-5 thus allowing for individualized instruction.

Program Prerequisites

General education and related classes are required prior to applying to the Dental Hygiene Program (29 credits):

ENGL 111G Rhetoric and Composition (4)

MATH 120 Intermediate Algebra (***OR*** higher-level math) (3)

BIOL 225 Human Anatomy and Physiology I (4)

BIOL 226 Human Anatomy and Physiology II (4)

CHEM 110G Principles and Applications of Chemistry (4)

CHEM 210 Chemistry for the Allied Health Sciences (3)

BIOL 221+L Introductory Microbiology + Lab (4)

HNDS 251 Human Nutrition (***OR*** AHS 225 Nutrition) (3)

Course fees

In addition to tuition, a fee of $400 is charged for each of the following courses: DHYG 122, DHYG 132, DHYG 212, and DHYG 222.

Associate Degree (69 credits)

NOTE: Students must receive a final grade of *C* or higher to remain in the program. *Courses appearing in italics, both here and in the "Program Prerequisites" section above, are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**9 credits**
OR	*COMM* 253G *COMM* 265G		Public Speaking Principles of Human Communication	3
	PSY	201G	Introduction to Psychology	3
	SOC	101G	Introductory Sociology	3

Related Requirements				**3 credits**
	AHS	202	Legal/Ethical Issues in Health Care	3

Technical Requirements				**57 credits**
NOTE: All DHYG classes are restricted to students who have been accepted into the Dental Hygiene program.				
	DHYG	110	Preclinical Dental Hygiene	3
	DHYG	112	Preclinical Dental Hygiene Lab	3
	DHYG	114	Oral Histology and Embryology	2
	DHYG	116	Head and Neck Anatomy	3
	DHYG	117	Dental Anatomy	1
	DHYG	118	Dental Radiology	3
	DHYG	120	Dental Hygiene Theory I	3
	DHYG	122	Clinical Dental Hygiene I	3
	DHYG	124	General and Oral Pathology	3
	DHYG	126	Periodontology	3
	DHYG	132	Clinical Dental Hygiene II	1
	DHYG	134	Dental Materials	3
	DHYG	210	Dental Hygiene Theory III	2
	DHYG	212	Clinical Dental Hygiene III	4
	DHYG	214	Dental Pharmacology	3
	DHYG	216	Dental Public Health Education	3
	DHYG	218	Pain and Anxiety Management	3
	DHYG	220	Dental Hygiene Theory IV	3
	DHYG	222	Clinical Dental Hygiene IV	4
	DHYG	224	Principles of Practice	2
	DHYG	226	Community Oral Health	2

Diagnostic Medical Sonography

Associate of Applied Science Degree

Certificate of Completion

575-528-7047

Sonography is an allied health specialty that uses high-frequency sound waves (ultrasound) to image many structures in the body. Sonographers function as members of the healthcare team by providing and evaluating high quality images that aid physicians in the diagnosis and treatment of their patients. Sonographers are highly motivated, independent, critical thinkers who enjoy one-on-one patient interaction.

Employment opportunities are available in a variety of settings, such as hospitals, physicians' offices, and veterinarian practices. There are also opportunities in sales, education, management, research, marketing, and product development. Because job prospects in the Las Cruces–El Paso area occasionally are limited, it may be necessary to conduct a wider job search.

Training involves a combination of academic courses and a clinical internship in the ultrasound department of area hospitals and clinics where students will gain hands-on training under the supervision of registered diagnostic medical sonographers and will work alongside physicians and other health-care professionals. Coursework covers abdominal and OB-Gyn ultrasound, neurosonography, acoustic physics and instrumentation, and introductory vascular technology. Students will participate in lab activities and learn to write case reports and journal article reviews. The clinical sites include facilities in Las Cruces, Alamogordo, and Silver City, New Mexico, as well as in El Paso, Texas.

The Diagnostic Medical Sonography program offers a certificate track for students who already possess an associate degree in a medically related, allied healthcare program or a bachelor's degree in a related field. The associate degree track is designed for those who do not meet the entrance requirements for the certificate-track program.

Students in the Diagnostic Medical Sonography program are required to complete and pass a variety of background/screening measures that include a security background check, FBI fingerprinting and/or drug screening, in order to participate in the clinical education portion of the program. Past criminal violations may prevent a student from completing the program and gaining employment in the field.

The DACC Diagnostic Medical Sonography program has achieved continuing accreditation status by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of the program are immediately qualified to apply for national certification examinations in the specialty areas of Abdominal and OB/GYN Sonography. These examinations are administered by the American Registry of Diagnostic Medical Sonography (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT). Licensing requirements vary by state; New Mexico requires sonographers to obtain a state license. Continuing education is required by the ARDMS, ARRT and state licensure.

Information on requirements, forms, and deadlines for applications are available on our website at ***http://dacc.nmsu.edu/hps/sonography***. You can also find information at the Health & Public Services Division Office (room DAHL 190), or by calling 575-527-7730.

Required Physical and Cognitive Skills

Sonography students must be able to do the following:

1. Read, write and communicate effectively in English.
2. Possess emotional and physical health sufficient to meet the demands of the profession.
3. Position, move, and lift patients in wheelchairs and stretchers.
4. Maintain prolonged arm positions necessary for scanning.
5. Position and move ultrasound equipment on wheels (up to 500 lbs.)
6. Effectively operate sonographic equipment.
7. Evaluate sonograms, acquiring appropriate diagnostic information.
8. Integrate diagnostic sonograms, laboratory results, patient histories and medical records, and adapt sonographic examinations as necessary.
9. Use independent judgment to acquire the optimal diagnostic sonographic information in each examination performed.
10. Evaluate, synthesize, and communicate diagnostic information to be used by the attending physician.
11. Communicate effectively with the patient and healthcare team, recognizing the special nature of sonographic exams and patients' needs.
12. Establish and maintain effective working relationships with the public and healthcare team.
13. Follow established departmental procedures.
14. Work efficiently and cope with emergency situations.

Special Admissions Requirements for Certificate Track

This is a limited-entry program accepting students only in the fall semester. Applicants must demonstrate that they have the following:

- Either (a) an associate degree in an allied health field which is medically related and involves human-patient care (proof of current certification in one's allied health area is required), or (b) a bachelor's degree in a related field that includes a course in medical terminology and two semesters of anatomy and physiology.
- Overall GPA of 3.0 or higher
- College-level course in algebra (MATH 121G or equivalent)
- College-level course in general physics or radiographic physics

Other factors may enhance a candidate's potential for acceptance, such as specific coursework taken and county of residence. For current information about these additional factors, visit

www.dacc.nmsu.edu/dms.

Course Fees

In addition to tuition, a fee of $175 is charged for each of the following courses: DMS 120, 122, 124, and 126.

Certificate (57 credits)

NOTE: All of the courses in this program relate to each other and to the clinical internship and cannot be taken individually.

Core Requirements				**6 credits**
	MATH	121G	College Algebra	3
OR	*PHYS* RADT	211G 105	General Physics Radiographic Physics	3

Technical Requirements				51 credits
	DMS	101	Introduction to Sonography	2
	DMS	110	Ultrasound Physics and Instrumentation	4
	DMS	112	Abdominal Sonography I	4
	DMS	113	Gyn Sonography	3
	DMS	114	OB Sonography	4
	DMS	115	Abdominal Sonography II	3
	DMS	116	Introduction to Vascular Technology	3
	DMS	117	Advanced Sonographic Procedures	2
	DMS	118	Neurosonography	2
	DMS	120	Clinical Internship and Advanced Seminar I	4
	DMS	122	Clinical Internship and Advanced Seminar II	4
	DMS	124	Clinical Internship and Advanced Seminar III	8
	DMS	126	Clinical Internship and Advanced Seminar IV	8

Associate Degree Track

This is a limited-entry program accepting students only in the fall semester. Criteria and factors used in evaluating applicants include the following:

- High school diploma or GED
- Completion of all Core Requirements and Related Requirements with a GPA of 3.0 or higher (no more than one final grade of *C* is allowed in the prerequisite courses)
- County of residence

Associate Degree (88 credits)

NOTE: No more than one final grade of *C* is allowed in any course. This rule does not apply to courses listed under Technical Requirements. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				16 credits
	ENGL	111G	Rhetoric and Composition	4
OR	*ENGL* *COMM*	218G 253G	Technical and Scientific Communication Public Speaking	3
	MATH	121G	College Algebra	3
	PHYS	211G	General Physics I	3
OR	*PSY* *SOC*	201G 201G	Introduction to Psychology Contemporary Social Problems	3

Related Requirements				21 credits
	AHS	120	Medical Terminology	3
	AHS	202	Legal and Ethical Issues in Health Care	3
	BIOL	225	Human Anatomy and Physiology I	4
	BIOL	226	Human Anatomy and Physiology II	4
	BIOL	227	Pathophysiology	3
OR	*CHEM* *CHEM*	110 111	Principles and Applications of Chemistry General Chemistry I	4

Technical Requirements		51 credits
	All technical requirements listed in the certificate program	51

Drafting and Design Technologies

Associate of Applied Science Degrees

- Architectural Technology
- Civil/Survey Technology
- Mechanical Drafting and Solid Modeling
- Pre-Architecture

Certificates of Completion:

- Architectural Technology
- Civil/Survey Technology
- Drafting and Graphics Technology
- Geographical Information Systems
- Mechanical Drafting and Solid Modeling

575-528-7310

The Drafting and Design Technologies Program provides students with a strong foundation in Computer-Aided Drafting (CAD), Architecture/Design, and relevant theory and concepts necessary to become successful in various related fields. These fields include Architecture, Architectural Technology, Civil/Survey Technology and Mechanical Drafting/Solid Modeling.

Excellent job and salary opportunities are available nationwide for Drafters/CAD specialists, technicians, architects, and engineers. With its rapid growth, southern New Mexico also has strong employment possibilities for graduates of the Drafting and Design Technologies Program. Students with previous related training and/or formal education may quickly qualify for more advanced positions, such as construction inspector or supervisor, contractor, or senior drafter.

Within the Drafting and Design Technologies Program are four courses of study leading to associate of applied science degrees. These allow students to tailor their studies to their own interests and career aspirations.

- ***Architectural Technology:*** Architectural 2D and 3D drafting, residential design, construction estimating, construction technology, architectural rendering and animation, green building (LEED), and Building Information Modeling (BIM)
- ***Civil/Survey Technology:*** Civil engineering drafting, surveying fundamentals, roadway construction drafting, land development drafting, and GIS training
- ***Mechanical Drafting and Solid Modeling:*** Mechanical drafting, machine/manufacturing fundamentals, basic mechanical design, parametric solid modeling, and animation
- ***Pre-Architecture:*** Architectural theory and drawing; design studio/culture; architectural history; computer applications; introduction to construction principles and construction documents; presentation techniques

In addition to the associate degrees, the program also offers certificates of completion specializing in five areas: Architectural Technology, Civil/Survey Technology, Drafting and Graphics, Mechanical Drafting/Solid Modeling, and Geographical Information Systems.

While pursuing this program, whether taking classes or working in a co-op position, students will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Courses, as well as careers, in Drafting and Design Technologies will require a person to be able to work at computers, communicate verbally and in writing, and participate in an online environment.

Future students who are still in high school are encouraged to take courses in mathematics, science, English, and drafting. Furthermore, Dual credit opportunities are available for high school students who wish to earn college credit while still in high school. These credits may apply to their high school credit requirements as well as the DACC Drafting and Design Technologies requirements. (For more information, refer to the section titled, "Dual Credit Program," within this catalog.)

Pre-Architecture Program Overview

Students planning to pursue a professional career in architecture may find it more convenient and economically advantageous to begin their studies closer to home. The DACC Pre-Architecture program, which culminates in an associate of applied science degree, consists roughly of the first two years of a standard, bachelor's degree curriculum in architecture. Currently, the most popular transfer universities for DACC Pre-Architecture students are the University of New Mexico and Texas Tech University. Both offer in-state tuition rates and have signed articulation agreements with DACC providing for the smooth and efficient transfer of credits.

Acceptance into a transfer university's architecture program is not automatic nor is it guaranteed. Students must follow the regular application procedures of the chosen university.

Nor can DACC guarantee placement into a transfer university's architecture program at any particular level, for such matters are totally dependent on how the university may evaluate transcripts, portfolios and other required materials against its own acceptance criteria. For example, in order to be accepted at UNM, a final grade of *B-* or better is required in ARCT 101 and 104, and a final grade of *C* or better is required in all other courses in the DACC Pre-Architecture curriculum.

Potential architecture students should contact the Pre-Architecture advisor at DACC for assistance with course scheduling and transfer procedures (575-528-7310).

Credit Transfer to Bachelor's Degrees in Engineering Technology at NMSU

The Architectural Technology, Civil/Survey Technology, and Mechanical Drafting and Solid Modeling associate degree programs include optional tracks of study that allow students to earn credits that may be transferable into one of the engineering technology programs offered by NMSU. These optional tracks of study allow students to maximize the number of credits applicable to an NMSU Engineering Technology program, while also making it possible to earn an associate degree for immediate employment in a drafting related field. Students should contact a Drafting and Design Technologies program advisor for the most current information and requirements related to these credit transfer opportunities.

Additional Program Information

Students receive training from highly qualified faculty in modern classrooms and drafting and design laboratories equipped with the latest in computers, peripheral equipment, and professional software. The Drafting and Design Technologies program is housed at the DACC East Mesa Campus of (see map in front of catalog).

Classes are scheduled during the day, evening, and weekends, as well as during the summer, to serve both full- and part-time students, including high school students who are participating in a dual credit enrollment program. Courses are available at the various DACC locations, as well as selected high schools in the area.

Students gain professional development and leadership skills through the Drafting and Graphics Association (DAGA) or the American Institute of Architecture Students (AIAS). These student organizations are affiliated with at least one of the following: American Design Drafting Association (ADDA), SkillsUSA, National Association of Home Builders (NAHB), Home Builders Institute (HBI), and American Institute of Architecture Students (AIAS). Students actively participate in numerous events and activities. Members also take part in activities sponsored by other professional associations, recruiting at high schools, and participating in community service projects. Students can compete in statewide and nationwide drafting contests sponsored by SkillsUSA and other organizations.

Additional Graduation Requirements

A final grade of *C* or better is required in all DRFT courses. A final grade of *B-* or better is required in ARCT 101 and ARCT 104; in all other ARCT courses, a minimum final grade of *C* is required. To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate, students will be required to take DRFT 101, *Introduction to Drafting and Design Technologies,* for all degree options except Architecture, which requires OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

NOTES: DRFT 108 and 109 can be completed through articulated high school courses. Enrolling in NMSU courses will result in additional tuition and fees for DACC students. Employers may require you to have the ability to lift 25 to 50 pounds.

Associate Degree: Architectural Technology (68 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				**13 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	218G	Technical and Scientific Communication	3
	COMM	265G	Principles of Human Communication	3
	MATH	120	Intermediate Algebra	3

Technical Requirements				**55 credits**
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	108	Drafting Concepts/Descriptive Geometry	2
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	130	General Building Codes	3
	DRFT	151	Construction Principles and Print Reading	3
	DRFT	165	Introduction to Building Information Modeling	3
	DRFT	176	Solid Modeling, Rendering and Animation	3
	DRFT	180	Residential Drafting	3
	DRFT	181	Commercial Drafting	3
	DRFT	230	Building Systems Drafting	3
	DRFT	240	Structural Systems Drafting	3
	DRFT	250	Principles of Detailing and Design	3
	DRFT	278	Advanced CAD Applications	3
	DRFT	288	Portfolio Development	3
	DRFT	295	Professional Development & Leadership DAGA	2
	Choose one of the following five tracks:			**14**

CONSTRUCTION ADMINISTRATION TRACK—14 CREDITS				
	DRFT	115	General Construction Safety	3
	DRFT	160	Construction Take-Offs and Estimating	3
	DRFT	161	Introduction to Construction Management	3
	DRFT	265	Advanced BIM Applications	3
	Advisor-approved electives (ARCT, DRFT, CMT, BCT, *E T*, *ICT*)			2–3

GREEN CONSTRUCTION AND DESIGN TRACK—14 CREDITS				
	ARCT	124	Global Issues in Sustainability	3
	ARCT	224	Sustainable Design	3
	ARCT	274	LEED GA Exam Preparation	3
	DRFT	265	Advanced BIM Applications	3
	Advisor-approved electives (ARCT, DRFT, CMT, BCT, *E T*, *ICT*)			2–3

ARCHITECTURAL PRESENTATION GRAPHICS TRACK—14 CREDITS				
	ARCT	170	Computers in Architecture	3
	CMT	130	Introduction to Web Design	3
	CMT	140	Print Media I	3
	CMT	145	Image Processing I	3
	Advisor-approved electives (ARCT, DRFT, CMT, BCT, *E T*, *ICT*)			2–3

INFORMATION & COMMUNICATION TECHNOLOGY TRACK—14 CREDITS				
	MATH	121G	College Algebra	3
	Advisor-approved electives (ICT or related required courses)			11

GENERAL DRAFTING AND DESIGN TRACK—14 CREDITS				
	Advisor-approved electives (ARCT, DRFT, CMT, BCT, *E T*, *ICT*)			14

Associate Degree: Civil/Survey Technology (68–69 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				**19–20 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	218G	Technical and Scientific Communication	3
	COMM	265G	Principles of Human Communication	3
	MATH	120	Intermediate Algebra	3
	MATH	121G	College Algebra	3
OR	*MATH* *MATH*	175 190G	Trigonometry (3) Trigonometry and Pre-Calculus (4) **NOTE:** MATH 190 is recommended for those transferring to Civil Engineering Technology at NMSU.	3–4

Technical Requirements				**49 credits**
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	108	Drafting Concepts/Descriptive Geometry	2
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	120	Survey Equipment Fundamentals	2
	DRFT	143	Civil Drafting Fundamentals	3
	DRFT	151	Construction Principles and Print Reading	3
Technical Requirements (continued)				
	DRFT	153	Surveying Drafting Applications	3
	DRFT	204	Geographic Information Systems Technology	3
	DRFT	222	Surveying Fundamentals	3
	DRFT	242	Roadway Development Drafting	3
	DRFT	243	Land Development Drafting	3
	DRFT	254	Spatial Data Processing	3
	DRFT	278	Advanced CAD Applications	3
	DRFT	288	Portfolio Development	3
	DRFT	295	Professional Development & Leadership DAGA **NOTE:** DRFT 295 must be taken for a total of 2 credits, in the increment of 1 credit per semester.	2
	Choose one of the following five tracks:			**9**

GEOGRAPHICAL INFORMATION SYSTEM TRACK—SELECT 9 CREDITS				
	DRFT	274	GIS Theory and Analysis	3
	OECS	220	Database Application and Design	3
	SUR	201	GPS and Spatial Data Applications	3
	Advisor-approved elective *(GEOG)*			3

CONSTRUCTION ADMINISTRATION TRACK—SELECT 9 CREDITS				
	DRFT	115	General Construction Safety	3
	DRFT	160	Construction Take-Offs and Estimating	3
	DRFT	161	Introduction to Construction Management	3
	Advisor-approved elective (DRFT, CMT, *CET*)			3

PROFESSIONAL BUSINESS GRAPHICS TRACK—SELECT 9 CREDITS				
	CMT	130	Introduction to Web Design	3
	CMT	140	Print Media I	3
	CMT	145	Image Processing I	3
	Advisor-approved electives (*CET,* CMT, DRFT)			2

CIVIL ENGINEERING TECHNOLOGY TRACK—SELECT 9 CREDITS *(TRANSFERS TO THE NMSU CET PROGRAM)*				
	Advisor-approved electives (*CET* or related courses)			9

GENERAL TRACK—SELECT 9 CREDITS				
	Advisor-approved electives (Any from the 4 preceding tracks)			9

Associate Degree: Mechanical Drafting and Solid Modeling (69 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				**24 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	218G	Technical and Scientific Communication	3
	COMM	265G	Principles of Human Communication	3
	MATH	121G	College Algebra	3
	MATH	190G	Trigonometry and Pre-Calculus	4
	PHYS	211G	General Physics I	3
	PHYS	211GL	General Physics I Laboratory	1
	PSY	201G	Introduction to Psychology	3

Technical Requirements				45 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	108	Drafting Concepts/Descriptive Geometry	2
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	114	Intro. to Mechanical Drafting/Solid Modeling	3
	DRFT	115	General Construction Safety	3
	DRFT	164	Intermediate Mechanical Draft./Solid Modeling	3
	DRFT	176	Solid Modeling, Rendering and Animation	3
	DRFT	214	Advanced Mechanical Draft/Solid Modeling	3
	DRFT	278	Advanced CAD Applications	3
	DRFT	288	Portfolio Development	3
	DRFT	295	Professional Development & Leadership DAGA	2
	MAT	102	Print Reading for Industry	3
	MAT	105	Introduction to Manufacturing	3
	Choose one of the following four tracks:			**10**

MANUFACTURING INDUSTRY TRACK—10 CREDITS				
	E T	217	Manufacturing Processes	3
	E T	217L	Manufacturing Processes Laboratory	1
	Advisor-approved electives (MAT or *E T*)			6

AEROSPACE INDUSTRY TRACK—10 CREDITS				
	E T	217	Manufacturing Processing	3
	E T	217L	Manufacturing Processing Laboratory	1
	Advisor-approved electives (AERT)			6

INFORMATION AND COMMUNICATION TECH. TRACK—10 CREDITS		
	Advisor-approved electives (*ICT* or related required course)	10

GENERAL DRAFTING AND DESIGN TRACK—10 CREDITS		
	Advisor-approved electives (DRFT, MAT, AERT, *E T* or *ICT*)	10

Associate Degree: Pre-Architecture (71 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				20 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	211G	Writing in the Humanities and Social Sciences	3
	COMM	265G	Principles of Human Communication	3
	MATH	175	Trigonometry	3
	MATH	142G	Calculus for the Biological and Management Sciences	3
	PHYS **+** *PHYS*	211G 211GL	General Physics I (3) General Physics I Laboratory (1)	4

Technical Requirements				51 credits
	ARCT	101	Introduction to Architecture	3
	ARCT	104	Introduction to Architectural Drawing	4
	ARCT	111	Architectural World History I	3

Technical Requirements (continued)				
	ARCT	170	Computers in Architecture	3
	ARCT	204	Architectural Design Studio I	5
	ARCT	210	Architectural Delineation I	3
	ARCT	211	Architectural World History II	3
	ARCT	250	Construction Documents	3
	ARCT	254	Architectural Design Studio II	5
	ARCT	260	Architectural Delineation	3
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	151	Construction Principles/Print Reading	3
	Choose electives totaling 10 credits from the following list: ARCT 295 Professional Development and Leadership (1–3) Any other advisor-approved ARCT course *ART* 150 Drawing I (3) *ART* 155 2D Fundamentals (3) *ART* 156 3D Fundamentals (3) ✔ GOVT 100 American National Government (3) *HIST* 101G Roots of Modern Europe (3) ✔ *HIST* 201G Introduction to Early American History (3) ✔ *HIST* 202G Introduction to Recent American History (3) ✔ Advisor-approved natural science elective **NOTE:** Courses preceded by a checkmark (✔) are recommended electives for students planning on transferring to the B.S. Architecture program at Texas Tech University.			10

Certificate: Architectural Technology (16 credits)

Technical Requirements				16 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	151	Construction Principles & Blueprint Reading	3
	DRFT	165	Introduction to Building Information Modeling	3
	DRFT	180	Residential Drafting	3
	DRFT	181	Commercial Drafting	3

Certificate: Civil/Survey Technology (16 credits)

Technical Requirements				16 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	143	Civil Drafting Fundamentals	3
	DRFT	151	Construction Principles & Print Reading	3
	DRFT	153	Survey Drafting Fundamentals	3
	DRFT	204	Geographic Information Systems Technology	3

Certificate: General Drafting and Graphics (18 credits)

Technical Requirements				18 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	108	Drafting Concepts/Descriptive Geometry	2
	DRFT	109	Computer Drafting Fundamentals	3
OR	DRFT MAT	151 115	Construction Principles & Print Reading Print Reading for Industry	3
	Advisor-approved electives (DRFT)			9

Certificate: Mechanical Drafting and Solid Modeling (16 credits)

Technical Requirements				16 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	114	Introduction to Solid Modeling	3
	DRFT	164	Intermediate Mechanical Draft/Solid Modeling	3
	DRFT	176	Solid Modeling, Rendering and Animation	3
	MAT	115	Print Reading for Industry	3

Certificate: Geographical Information Systems (29 credits)

Technical Requirements				29 credits
	DRFT	101	Introduction to Drafting & Design Technologies	1
	DRFT	109	Computer Drafting Fundamentals	3
	DRFT	153	Civil Drafting Applications	3
	DRFT	204	Geographic Information Systems Technology	3
	DRFT	254	Spatial Data Processing	3
	DRFT	274	G.I.S. Theory and Analysis	3
	GEOG	111G	Geography of the Natural Environment	4
	GEOG	281	Map Use and Analysis	3
	OECS	220	Database Application and Design	3
	SUR	201	G.P.S. and Spatial Data Applications	3

Early Childhood Education

Associate Degree: Early Childhood Education

575-527-7633

The Early Childhood Education associate degree program is designed to prepare students to become highly qualified teachers, assistant teachers, or family day care providers in professional child care for children ages birth through eight years. Students will gain a broad understanding of the specific needs of young children and develop strategies for meeting those needs. They may choose to continue their education at any four-year institution in New Mexico.

The DACC program includes the lower-division courses required for entry into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Alternatively, students may opt to transfer to a similar program at another four-year institution. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at DACC, students should contact the four-year institution they have chosen to obtain application information.

Requirements and Limitations:

1. Students in the Early Childhood Education Program are required to complete and pass a security background check in order to take practicum courses and complete field experiences. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other child care facilities upon graduation.
2. Students must complete all technical requirement courses as well as C EP 110G, ENGL 111G, ENGL 211G, MATH 120, MATH 111, and MATH 112G with a grade of C or better.
3. Students must have a 2.0 GPA to graduate from this program. However, because a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU, it is highly recommended that DACC students complete the Early Childhood Education program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. Any course not approved must be repeated by the student.
5. Completion of all requirements does **not** guarantee acceptance in the NMSU Teacher Education Program. Please see the NMSU College of Education Advising Center for more information.

Associate Degree (68 credits)

Students completing all of the Early Childhood coursework within the associate degree are eligible to apply for the One Year Vocational Certificate issued by the New Mexico Office of Child Development. For more information, contact the Office of Child Development at 505-827-7946.

NOTE: Courses with their course prefixes preceded by an asterisk (*) are required to apply for the Teacher Education Program (TEP). All courses listed, except EDUC 150 and EDUC 151, may be applied toward a degree at NMSU. **Courses with their course prefixes and numbers in bold type are part of the New Mexico Common Core.**

Core Requirements—Area I: Communications				10 credits
	***ENGL**	**111G**	Rhetoric and Composition	4
	***ENGL**	**211G**	Writing in the Humanities and Social Sciences	3
OR	**COMM** **COMM**	**265G** **253G**	Principles of Human Communication Public Speaking	3

Core Requirements—Area II: Mathematics				6 credits
NOTE: The first pair of courses is recommended for students transferring to the bachelor of early childhood education program. Inquire about prerequisite(s) before enrolling in MATH 111/112G.				
	*MATH + ***MATH**	111 **112G**	Fundamentals of Elementary Math I (3) Fundamentals of Elementary Math II (3)	6
OR	EDUC + EDUC	150 151	Math for Paraprofessionals (3) Math for Paraprofessionals II (3) **NOTE:** EDUC 150 and 151 are not transferrable to other institutions.	

Core Requirements—Area III: Laboratory Sciences	8 credits
Select two courses below from different groups. (The groups are contained between brackets.) It is recommended that students use the science requirements for their planned bachelor's degrees for guidance in making selections from these groups. The requirements differ for physical education and some secondary education majors.	
[ASTR 105G *OR* **110G]** **[BIOL 101G+GL** *OR* **110G** *OR* **111G+GL** *OR* **211G+GL]** **[CHEM 110G** *OR* **111G]** **[GEOL 111G** *OR* **GEOG 111G]** **[PHYS 110G** *OR* **211G+GL]**	8

Core Requirements—Area IV: Social/Behavioral Sciences				6 credits
	C EP	**110G**	Human Growth and Behavior	3
	Choose one of the following: **ANTH 201G**; **ECON 201G**, **251G**, **252G**; **GEOG 112G, 120G; GOVT 100G, 110G;** *OR* **SOC 101G**			3

Core Requirements—Area V: Humanities and Fine Arts		9 credits
	FINE ARTS—Choose one of the following: **ART 101G; MUS 101G, 201G;** *OR* **THTR 101G**	3
 +	*HISTORY*—Choose one course from each line: **HIST 101G** *OR* **102G** **HIST 201G** *OR* **202G**	6

Technical Requirements				29 credits
	*ECED	115	Child Growth, Development and Learning	3
	*ECED	125	Health, Safety and Nutrition	2
	*ECED	135	Family and Community Collaboration	3
	*ECED	215	Curriculum Development and Implementation I	3
	*ECED	220	Practicum I	2
	ECED	225	Curriculum Development and Implementation II	3
	ECED	230	Practicum II	2
	*ECED	235	Intro. to Reading and Literacy Development	3
	ECED	245	Professionalism	2
	*ECED	255	Assessment of Children and Evaluation of Programs	3
	*ECED	265	Guiding Young Children	3

Education

Associate Degree: Education

575-527-7633

The Education associate degree program at Doña Ana Community College is designed to prepare students for transfer into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University. Alternatively, students may opt to transfer to a similar program at another four-year institution. The DACC program includes the lower division courses required for entry into the TEP. Completion of this program does NOT guarantee admission into a Teacher Education Program at a four-year institution. Early in their second year of study at DACC, students should contact the four-year institution they have chosen to obtain application information.

NOTE: It is recommended that students check the requirements for their planned bachelor's degree. Requirements may differ for some bachelor's degrees. See education advisor for course selection information.

Requirements and Limitations

1. Students in the Education Program are required to complete and pass a security background check in order to take field-experience courses. Past criminal violations may prevent a student from completing the degree and from being hired by school systems or other child care facilities upon graduation.
2. Students must complete all Technical Requirement courses as well as ENGL 111G, ENGL 211G, MATH 111, MATH 112G, and MATH 120 with a grade of *C* or better.
3. Students must have a 2.0 GPA to graduate from this program. However, a 2.5 GPA is required for acceptance into the Teacher Education Program at NMSU. For this reason, it is highly recommended that DACC students complete the Education Program with a 2.5 cumulative GPA.
4. Any education course more than seven years old taken at NMSU, NMSU community colleges, or other institutions will not be counted toward the student's baccalaureate program. It is highly recommended that students request a review of their cumulative coursework by the appropriate department at NMSU. Any course not approved must be repeated by the student.

Associate Degree (68 credits)

NOTE: Courses preceded by an asterisk (*) are required to apply for the Teacher Education Program (TEP). All courses listed may be applied toward a degree at NMSU. **Courses with their course prefixes and numbers in bold are part of the New Mexico Common Core.**

Core Requirements—Area I: Communications				13 credits
	***ENGL**	**111G**	Rhetoric and Composition	4
+	*ENGLISH:* ***ENGL 211G** (3) Literature elective *OR* **LING 200G** (3) **NOTE:** Consult an education advisor before completing ENGL requirements, as literature requirements are dependent upon choice of bachelor's degree plan. **LING 200G** is recommended for Elementary Bilingual and Elementary/Secondary Language Arts Majors only.			6
 OR	**COMM** **COMM**	**253G** **265G**	Public Speaking Principles of Human Communication	3

Core Requirements—Area II: Mathematics				6 credits
NOTE: The first pair of courses is recommended for elementary education; the remainder are recommended for secondary education. The prerequisite for MATH 111 is MATH 120. Consult advisor before selecting courses.				
	*MATH **+ *MATH**	111 **112G**	Fundamentals of Elementary Math I (3) Fundamentals of Elementary Math II (3) (MATH 120 is a prerequisite for MATH 111)	6
OR	*MATH **+ MATH**	120 **210G**	Intermediate Algebra (3) Mathematics Appreciation (3)	
OR	***MATH** **+ MATH**	**121G** **210G**	College Algebra (3) Mathematics Appreciation (3)	
OR	***MATH** **+ MATH**	**191G** **210G**	Calculus and Analytic Geometry I (4) Mathematics Appreciation (3)	

Core Requirements—Area III: Laboratory Sciences		12 credits
NOTE: It is recommended that students check science requirements for their planned bachelor's degrees. The requirements differ for physical education and some secondary education majors. All courses must include labs.		
	Choose three of the following, each from a different department: • **ASTR 105G** *OR* **110G** (4) • **BIOL 101G+GL** *OR* **110G** *OR* **111G+GL** *OR* **211G+GL** (4) • **CHEM 110G** *OR* **111G** (4) • **GEOL 111G** *OR* **GEOG 111G** (4) • **PHYS 110G** *OR* **211G+GL** (4)	12

Core Requirements—AREA IV: Social/Behavioral Sciences		6 credits
	Choose two of the following, each from a different department: • **ANTH 201G** (3) • **ECON 201G** *OR* **251G** *OR* **252G** (3) • **GEOG 112G** (3) • **GOVT 100G** *OR* **110G** (3) • **SOC 101G** (3)	6

Core Requirements—AREA V: Humanities and Fine Arts		15 credits
	FINE ARTS—Choose two of the following: • **ART 101G** (3) • **MUS 101G** *OR* **MUS 201G** (3) • **THTR 101G** (3) • Any other **ART, MUS,** or **THTR** course (3)	6
 + +	*HISTORY*—Choose one course from each line: **HIST 101G** (3) *OR* **102G** (3) **HIST 201G** (3) *OR* **202G** (3) **HIST** elective (3)	9

Professional Requirements				10 credits
NOTE: Special education majors have alternate technical requirements. See an education advisor for course selection.				
	C EP	110G	Human Growth and Behavior	3
	*C EP	210	Educational Psychology	3
	*ELA	101	Freshman Orientation	1
	*ELA	250	Introduction to Education	2
OR	*EDUC EDUC	181 103	Field Experience I Internship in Bilingual Education/ESL **NOTE:** Students majoring in bilingual education need to take EDUC 103. See an education advisor before enrolling.	1

Approved Electives		6 credits
	Choose **two** of the following or other electives **as approved by education advisor:** EDUC 204—recommended for bilingual education only (3) *EDUC 315—TEP prerequisite (3) *EDLT 368—TEP prerequisite (3) *SPED 350—TEP prerequisite (3) Spanish – Two courses required for Elem. majors only. All students should take a placement test online at *http://babel2.nmsu.edu/quizzes/SP.asp*. For questions contact the Department of Languages and Linguistics in Breland Hall 220, 646-3408	6

Electrical Programs

Associate of Applied Science Degree
- Electrical Apprenticeship

Certificate of Completion:
- Electrical Apprenticeship

Electrical Lineworker Certificate

575-527-7590

DACC's electrician program teaches students various installation and maintenance techniques for residential, commercial and industrial electrical systems based on the national electrical code (NEC). Faculty members of the program bring to the classroom many years of real-world experience working with and installing various electrical devices used in job sites.

DACC's general electrician program includes training courses structured around NCCER curriculum and National Electrical Code (NEC) standards. The courses teach students the knowledge and skills needed to install, repair, alter and maintain residential, commercial and industrial electrical systems. Additionally, the Electrician program can provide you with the necessary technical, scientific, communication, and interpersonal skills for successful employment.

Concepts discussed in lecture are applied through hands-on lab projects that utilize DACC's lab facilities. Students work on both team-based and individual projects that simulate real-world jobsites. Lab projects provide students with core hands-on training to build skills needed for the electrician trade.

Many of DACC's students work with licensed journeyman electricians and contractors to obtain on-the-job training that will apply towards their eligibility to sit for their journeyman electrician license.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Depending where they find employment, graduates may be required to work in inclement weather, lift up to 50 pounds from the ground, have good eye-hand coordination, work safely around electrical hazards using the appropriate safety equipment, work safely using hand and power tools, ascend and descend stairs and ladders to reach installations, and stand, squat, or kneel for long periods of time.

Electrical Lineworker Certificate Program

New Mexico electric cooperatives and private firms that perform electrical line work often find it difficult to fill vacancies. DACC's Electrical Lineworker Program is a one-year pre-apprenticeship certificate program designed to provide students with the technical background and the manual skills necessary for careers in the installation and maintenance of electrical power cables. This training will apply to other industries such as cable television companies, telephone companies and line construction contractors. Opportunities for advancement into supervisory and management positions within these companies is a possibility, but will require a consistently high job performance along with solid leadership skills by individuals.

Students will be exposed to such curriculum topics as AC/DC electrical theory, field training, occupational safety, line construction theory, rigging, and transformers. Campus instruction facilities include a large outdoor training field for pole climbing, line construction, bucket-truck operation and erecting power lines using power-line construction trucks with safety, pole climbing and teamwork highly emphasized. Along with extensive hands-on experience building power lines, students also practice both overhead and underground techniques. As part of the required curriculum, students will be required to work as a cooperative education student with a New Mexico electric cooperative or a private firm that performs electrical line work.

Upon successful completion of the Electrical Lineworker program, the graduate is expected to:

1. Practice the electrical skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
2. Safely climb poles and operate line bucket trucks and pole setting equipment when performing overhead line construction.
3. Safety, teamwork and critical thinking use the acquired analytical skills to solve problems encountered in a field situation.

Graduates are prepared to join the electrical power industry workforce as safe and knowledgeable apprentices.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Program Admissions Criteria

The following items are required for successful admission into the Electrical Lineworker program:

- Admission to DACC
- Background check through the designated affiliate (adverse findings may disqualify a student from acceptance into the program)
- Drug screening
- Human Performance Evaluation; Very Heavy Test

Associate Degree: Electrical Apprenticeship *(67 credits)*

NOTE: The check marks ✔ in this section pertain to the certificate program described in the next section. Students must achieve a cumulative grade-point average of 2.0 with a final grade of *C* or better in all required OEET courses. *Courses whose course prefixes appear in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**13 credits**
	ENGL	111G	Rhetoric and Composition	4
 OR ***OR***	BOT *ENGL* *ENGL*	209 203G 218G	Business and Technical Communication Business and Professional Communication Technical and Scientific Communication	3
 OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
 OR ***OR***	BMGT *PSY* *SOC*	240 201G 101G	Human Relations Introduction to Psychology Introductory Sociology	3

Related Requirements				**6 credits**
 OR ***OR***	*C S* OECS OECS	110 105 227	Computer Literacy Introduction to Information Technology Computer Applications for Technicians	3
✔	OETS	102	Career Readiness Certification Preparation	1
	Approved Elective			2

Technical Requirements				**48 credits**
✔	OEET	151	Electrical Apprenticeship I	6
✔	OEET	152	Electrical Apprenticeship II	6
✔	OEET	153	Electrical Apprenticeship III	6
✔	OEET	154	Electrical Apprenticeship IV	6
✔	OEET	251	Electrical Apprenticeship V	6
✔	OEET	252	Electrical Apprenticeship VI	6
✔	OEET	253	Electrical Apprenticeship VII	6
✔	OEET	254	Electrical Apprenticeship VIII	6

Certificate: Electrical Apprenticeship *(49 credits)*

Courses required for the certificate have a check mark (✔). To earn the electrical apprenticeship certificate, OETS 102 must also be taken. Students must achieve a cumulative grade-point average of 2.0 with a final grade of *C* or better in all required OEET courses.

Certificate: Electrical Lineworker *(32 credits)*

The Electrical Lineworker Certificate option has its own separate requirements that are listed here.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/oeel.html***

NOTE: Students not possessing a commercial drivers license (CDL) will be required to take AUTO 130, Introduction to Transportation Industry, and AUTO 131, Class A CDL, during the fall and spring semesters, respectively. Students must achieve a cumulative grade-point average of 2.0 with a final grade of *C* or better in all required OEET courses.

Related Requirements				**7 credits**
 OR ***OR***	*C S* OECS OECS	110 105 227	Computer Literacy Introduction to Information Technology Computer Applications for Technicians	3
	OETS	102	Career Readiness Certification Preparation	1
	OETS	118	Math for Technicians	3

Technical Requirements				**25 credits**
	OEET	110	Basic Electricity and Electronics	4
	OEET	130	Introduction to Electrical Power Systems	2
	OEET	131	Electrical Lineworker Lab I	6
	OEET	140	Electrical Power Systems	3
	OEET	141	Electrical Lineworker Lab II	6
	OEET	221	Cooperative Experience	4

Electronics Technology

Associate of Applied Science Degree

- General Electronics Technology Option
- Biomedical Electronics Option

Certificates of Completion:

- General Electronics Technology
- Biomedical Electronics

575-527-7599

The explosion in the number and diversity of electronic devices used in home and industry settings has greatly intensified the demand for qualified technicians. As orders for high-tech communications equipment and electronic products continue to rise, job opportunities for electronics technicians will expand even more. Salaries in the various branches of electronics are among the highest for all technology areas.

Students in the Electronics Technology program learn using state-of-the-art equipment and instrumentation. They work and train in spacious, modern laboratories similar to those used in industry. Students have the opportunity to analyze and troubleshoot actual problems while learning from knowledgeable and experienced instructors.

The Electronics Technology program may be completed on a part-time basis by taking classes during the evening or during the day. Those who wish to pursue a bachelor of science degree in Engineering Technology at New Mexico State University may apply up to 36 credit hours from the Electronics Technology program toward the four-year degree.

While pursuing this program, whether they are taking classes or working as apprentices, students will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Depending where they find employment, graduates may be required to lift up to 50 pounds from the ground, work safely around electrical equipment using the appropriate safety equipment, work safely using hand and power tools, ascend and descend stairs and ladders, and stand, squat, stoop or kneel for long periods of time.

Two program options are available:

General Electronics Option

The General Electronics Option prepares graduates for entry-level employment as technical assistants and technicians in the fabrication, testing, maintenance, and repair of electrical and electronic equipment. Job opportunities exist in the areas of manufacturing and repair of electronic instruments, audio and video electronics, computers, medical equipment, and industrial and consumer electronic equipment. While positions for electronics technicians are found in all sectors of the economy, many of the jobs in southern New Mexico are in government and defense-related industries. Opportunities for advancement in the electronics field are above average.

Biomedical Electronics Option

The Biomedical Electronics Option is a specialized program focusing on medical equipment. Career opportunities exist in hospital and clinical settings, engineering departments, and medical equipment manufacturing companies, as well as other organizations serving the rapidly expanding medical equipment service market. This course of study will also help prepare the electronics student for the Biomedical Equipment Technician Certification Exam of the International Certification Commission for Clinical Engineering and Biomedical Technology.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate, students will be required to take 1 credit of OETS 102, Career Readiness Certification Preparation. A program advisor can provide additional information.

Associate Degree (67–68 credits)

NOTES: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

KEY: [1]Recommended for transfer track
[2]Recommended for career track

Core Requirements				**17 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical and Scientific Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	
OR	BMGT	240	Human Relations	
	MATH	190G	Trigonometry and Precalculus[1]	4
OR	ELT	120	Math for Electronics[2]	

Technical Requirements				**50–51 credits**
NOTE: A final grade of *C* or better is required in all 100-level ELT courses to progress to 200-level ELT courses.				
	ELT	110	Electronics I	4
	ELT	135	Electronics II	4
	ELT	155	Electronics CAD and PCB Design	3
	ELT	160	Digital Electronics I	4
	ELT	175	Soldering Practices	3
	ELT	205	Semiconductor Devices	4
	ELT	225	Computer Applications for Technicians	3
	ELT	240	Introduction to Photonics	4
	ELT	250	Electronics Systems Analysis	2
	ELT	260	Instrumentation Control and Signal Conditioning	4
	OETS	102	Career Readiness Certification Preparation	1
	Choose one of the following two options:			**14–15**

GENERAL ELECTRONICS OPTION (15 CREDITS)				
	ELT	215	Microprocessor Applications I	4
	ELT	220	Electronic Communication Systems	4
	ELT	230	Microprocessor Applications II	4
	ELT	235	Digital Electronics II	3

BIOMEDICAL ELECTRONICS OPTION (14 CREDITS)				
	AHS	120	Medical Terminology	3
	AHS	202	Legal and Ethical Issues in Health Care	3
	BIOL	154	Introductory Anatomy and Physiology	4
	ELT	270	Biomedical Equipment Instrumentation	4

Certificate of Completion: General Electronics Technology (26 credits)

Technical Requirements				**26 credits**
	ELT	110	Electronics I	4
	ELT	120	Mathematics for Electronics	4
	ELT	135	Electronics II	4
	ELT	155	Electronics CAD and PCB Design	3
	ELT	160	Digital Electronics I	4
	OETS	102	Career Readiness Certification Preparation	1
	Approved ELT electives			6

Certificate of Completion: Biomedical Electronics (48 credits)

Prerequisites				**16 credits**
	ELT	110	Electronics I	4
	ELT	120	Mathematics for Electronics	4
	ELT	205	Semiconductor Devices	4
	ELT	260	Instrumentation Control and Signal Conditioning	4

Related Requirements				11 credits
	AHS	120	Medical Terminology	3
	AHS	202	Legal and Ethical Issues in Health Care	3
	BIOL	154	Introductory Anatomy and Physiology	4
	OETS	102	Career Readiness Certification Preparation	1

Technical Requirements				21 credits
	ELT	135	Electronics II	4
	ELT	155	Electronics CAD and PCB Design	3
	ELT	160	Digital Electronics I	4
	ELT	175	Soldering Practices	3
	ELT	225	Computer Applications for Technicians	3
	ELT	270	Biomedical Equipment Instrumentation	4

Emergency Medical Services

Preparation for EMT–Basic Licensure

Preparation for EMT–Intermediate Licensure

Certificates of Completion:
- First Responder Pre-hospital
- Paramedic

Associate of Applied Science Degree

575-527-7645

Prehospital emergency medical care is a challenging and exciting profession. People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics.

Emergency medical services (EMS) professionals may work at any of four different levels: first responder, EMT–basic, EMT–intermediate, and paramedic. Upon successful completion of training, students are eligible for employment in many types of emergency medical systems nationwide—in fire departments, municipal services, private ambulance services, federal services, industry, hospital emergency departments, and hospital-based ambulance systems. The demand for EMS professionals is increasing.

DACC offers all levels of EMS education, as well as an opportunity to earn an associate of applied science degree at the paramedic level. Successful completion of an EMS program will allow for certification/licensure testing at the state and national level.

At each EMS program level, students gain additional knowledge and skills to enable them to function in the clinical and field settings with nurses, physicians, and other healthcare professionals. In classes, students learn about anatomy and physiology, the pathophysiology of diseases, traumatic injuries, pharmacology, and cardiac care. Students acquire skills through laboratory practice, clinical experience in hospitals, and field experience with ambulance services throughout the state. Students may be scheduled at a variety of clinical and field sites which include areas outside Las Cruces.

Program Accreditation

The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (*www.caahep.org*) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP
4101 W. Green Oaks Blvd.,
Suite 305-599
Arlington, TX 76016
817-330-0080
FAX 817-330-0089
www.coaemsp.org

In addition, the program is approved by the New Mexico Office of Health Emergency Management.

Required Skills and Abilities

All EMS programs require that the student be able to—

- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- carry out emergency and non-emergency patient care, including, light extrication (i.e., be able to assume a variety of postural positions and be capable of physical maneuvers ranging from crawling, kneeling, squatting, twisting, turning, and bending, to climbing stairs and ladders)
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Program Prerequisites and Entrance Requirements

Specific entrance requirements and prerequisites vary depending on the qualifications of the applicant and the level of training/licensure sought:

EMT–Basic:

- Completion of background check and drug screening
- Documentation of vaccinations: MMR twice since 1980; TB with expiration past end of semester; varicella titer and tetanus within 10 years
- Ability to read at the tenth-grade level or higher

EMT–Intermediate:

- Copy of current New Mexico State Emergency Technician–Basic license OR successful completion of EMT–Basic coursework and EMT–Basic license in hand by first day of class of EMT–Intermediate program
- Score of no less than 80 percent on departmental entrance exam
- Completion of background check and drug screening
- Documentation of vaccinations: rubella twice since 1980; TB with expiration past end of semester; varicella titer and tetanus within 10 years

EMT–Paramedic: Applicants will be judged according to the following criteria and submissions:

- Copy of current New Mexico EMT–Basic or EMT–Intermediate license
- Written, oral, and practical assessment exams at the EMT–Basic or EMT–Intermediate level, depending on current licensure
- Score on HOBET exam
- Completion of OEEM 201 Human Pathophysiology
- Completion of OEEM 206 Introduction to Advance Prehospital Care
- Completion of OEEM 207 Pharmacology
- Copy of current healthcare provider CPR card
- High school and/or college transcript(s) and GPA
- COMPASS/ACT scores in English and math
- Completed departmental application, including résumé and letter of intent
- Letters of recommendation
- Completion of background check and drug screening

The EMT–Paramedic certificate program consists of a minimum of 47 credits, while the associate of applied science degree program is a minimum of 76 credits in length. Students may take the general education courses for the associate of applied science degree at any time; however, courses listed in the "Program Requirements" section (which are common to both the associate degree and certificate programs) must be taken in the prescribed sequence. In order to progress through the program, students must meet specific departmental grading criteria in every course taken. This portion of the curriculum must be completed within a three-year period. Thus, those opting to study on a part-time basis are advised to plan carefully in order to take courses in the correct sequence.

Students who are currently licensed in New Mexico at the EMT–Intermediate level may be allowed to take a proficiency exam in lieu of OEEM 150. Any student entering OEEM 150 must have a current New Mexico EMT–Basic license by the first day of class (see course descriptions for OEEM 120 or OEEM 115 and 116.)

Applications for the Paramedic program may be requested from the Health and Public Services Division office (room DAHL 190, telephone 575-527-7660) or directly from the EMS office (room DASR 220N, telephone 575-527-7645).

To graduate with a certificate or an associate degree, students must earn a *C* or better in all required departmental and nondepartmental courses.

Certificate of Completion: First Responder Pre-Hospital (4 credits)

Technical Requirements				**4 credits**
	OEEM	101	CPR for the Health Care Professional	1
	OEEM	115	First Responder Prehospital Professional	3

Preparation for EMT–Basic Licensure (10 credits)

This program makes possible rapid completion and quick entry into the workforce. Those who complete the program will be qualified to work in various settings within the emergency medical services field, including hospitals, ambulance services, and fire departments. The credits earned also may be applied toward completion of the EMT–Intermediate program and the associate degree in emergency medical services.

Prerequisites for Entry into EMT–Basic Program

See earlier section titled, "Program Prerequisites and Entrance Requirements."

Technical Requirements				**10 credits**
	OEEM	101	CPR for the Health Care Provider	1
	OEEM	120	Emergency Medical Technician—Basic	6
	OEEM	120L	Emergency Medical Technician—Basic Lab	2
	OEEM	121	Emergency Medical Technician—Basic Field/Clinical	1

Preparation for EMT–Intermediate Licensure (9 credits)

This program, which prepares students for EMT–Intermediate licensure, is also designed for those who desire to enter the workforce quickly. Graduates will be qualified to work in various settings within the emergency medical services field, including hospitals, ambulance services, and fire departments. Credits earned in this program also apply toward the associate degree in emergency medical services.

Prerequisites for Entry into EMT–Intermediate Program

See earlier section titled, "Program Prerequisites and Entrance Requirements."

Technical Requirements				**9 credits**
	OEEM	150	Emergency Medical Technician—Intermediate	5
	OEEM	150L	Emergency Medical Tech—Intermediate Lab	2
	OEEM	151	Emergency Medical Technician—Intermediate Field/Clinical	2

Certificate of Completion: Paramedic (47–53 credits)

Students pursuing the paramedic certificate take only the technical requirements listed for the associate degree in Emergency Medical Services.

Associate Degree (76–82 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**16 credits**
	ENGL	111G	Rhetoric and Composition	4
 OR ***OR*** ***OR***	*ENGL* *ENGL* BOT *C S*	203G 218G 209 110	Business and Professional Communication Technical and Scientific Communication Business and Technical Communication Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
 OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
 OR	*MATH* AHS	120 116	Intermediate Algebra Math for Health Occupations	3
 OR	*PSY* *SOC*	201G 101G	Introduction to Psychology Introductory Sociology	3

Related Requirements				**13 credits**
	BMGT	140	Principles of Supervision I	3
	AHS	120	Medical Terminology	3
 OR **+**	BIOL *SP M* *SP M*	154 271 271L	Introductory Anatomy and Physiology (4) Anatomy and Physiology I (3) Anatomy and Physiology Lab (1)	4
	Approved elective			3

Technical Requirements				**47–53 credits**
*Courses with single asterisk are required for admission to Paramedic program. **OEEM 235 and 245 are not required in all cases. Check with program director.				
	OEEM	201*	Human Pathophysiology	3
	OEEM	202	EMT–Paramedic I: Respiratory Emergencies	3
	OEEM	203	EMT–Paramedic II: Trauma Emergencies	3
	OEEM	206*	Introduction to Advanced Prehospital Care	3
	OEEM	207*	EMT–Paramedic Pharmacology	3
	OEEM	210	Cardiac Rhythm Interpretation	3
	OEEM	212	EMT–Paramedic IV: Cardiovascular Emergencies	3
	OEEM	213	EMT–Paramedic: Medical Emergencies I	3
	OEEM	214	EMT–Paramedic: Medical Environmental Emergencies II	3
	OEEM	216	EMT–Paramedic: Reproductive and Childhood Emergencies	3
	OEEM	230	EMT–Paramedic Clinical Experience I	3
	OEEM	231	EMT–Paramedic Clinical Experience II	3

Technical Requirements (continued)				
	OEEM	235**	EMT–Paramedic Clinical Experience III	0–3
	OEEM	240	EMT–Paramedic Field Experience I	3
	OEEM	241	EMT–Paramedic Field Internship I	3
	OEEM	242	EMT–Paramedic Field Internship II	3
	OEEM	243	EMT–Paramedic Preparation for Practice	2
	OEEM	245**	EMT–Paramedic Field Internship III	0–3

Environmental and Energy Technologies

Associate of Applied Science Degree

Certificates of Completion

- Basic Solar
- Solar Energy Technology
- Energy Conservation
- Energy Evaluation
- Alternative Fuels

575-527-7590

The Environmental and Energy Technologies Program provides students with a strong foundation in Solar Technology, Energy Technology or Alternative Fuels along with relevant theory and concepts necessary to become successful in these fields. Within each technology emphasis, certificates are designed to be "stackable" and transferable into the associate of applied science degree allowing students to tailor their studies to their own interest and career goals.

Green jobs are growing rapidly, especially in the energy efficiency sector. The New Mexico Department of Workforce Solutions Green Jobs Report (http://www.greenjobs.state.nm.us/pdf/GreenJobsReport-Final5-16-11.pdf) indicates that green jobs in New Mexico will have excellent growth potential in addition to excellent earning potential. It is projected that green jobs will exceed employment opportunities in other employment sectors.

This program is designed to provide students with a well-rounded curriculum that encompasses both lecture and hands-on laboratory exercises. Some of the certificates and the degree assist students in preparation for nationally recognized credentials within those disciplines.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as graduates in the field. Depending where they find employment, graduates may be required to lift up to 50 pounds from the ground, work safely around hazardous chemicals using appropriate safety equipment, ascend and descend stairs and ladders to reach equipment, work safely around heavy equipment and electricity, work safely and effectively on uneven surfaces, and stand for long periods of time on concrete floors.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate, students will be required to take DRFT 101, Introduction to Drafting and Design Technologies, for all degree options except Architecture, which requires OETS 102, Career Readiness Certification Preparation. A program advisor can provide additional information.

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.* The remaining courses are applicable toward the bachelor of applied studies degree offered by the NMSU College of Extended Learning.

Associate Degree (67 credits)

NOTE: Students must achieve at least a cumulative grade-point average of 2.0 with a final grade of *C* or better in English 111G and all required TCEN courses.

Core Requirements				21 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical and Scientific Communication	
OR	OECS	215	Spreadsheet Applications	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	MATH	121G	College Algebra	3
	PHYS	110G	The Great Ideas of Physics	4
OR	*PHYS*	211G	General Physics I	
	CHEM	110G	Principles and Applications of Chemistry	4
OR	*CHEM*	111G	General Chemistry I	
OR	*AGRO*	100G	Introductory Plant Science	
OR	*E S*	110G	Introductory Environmental Science	

Related Requirements				7 credits
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	215	Spreadsheet Applications	
	TCEN	101	Energy for the Next Generation	3
	OETS	102	Career Readiness Certification Preparation	1

Technical Requirements				39 credits
	Choose one of the following two options:			**39**

SOLAR AND ENERGY CONSERVATION OPTION				
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	BCT	217	Building and the Environment	3
OR	ARCT	140	Global Issues and Sustainability	
	DRFT	130	General Building Codes	3
	DRFT	151	Construction Principles & Print Reading (3)	3–4
OR	MAT	115	Print Reading for Industry (3)	
OR	BCT	110	Blueprint Reading for the Trades (4)	
	ELT	105	Basic Electricity and Electronics	3
	TCEN	105	Building Analyst I	3
	TCEN	106	Building Analyst II	3
	TCEN	110	Photovoltaic Applications	4
	TCEN	156	Building Envelope	3
	TCEN	205	NEC for Alternative Energy	4
	Electives—select 6 credits from courses listed under "Electives" or from the Alternative Fuels Option.			6

ALTERNATIVE FUELS OPTION				
	MAT	108	Metrology, Safety and Quality Control for Manufacturing	3
	MAT	235	Programmable Logic Controllers Pneumatics	2
	TCEN	130	Introduction to Biomass/Biogas	3
	TCEN	140	Biofuel Science	3
	TCEN	180	Bio-diesel & Bio-ethanol Production	4
	TCEN	215	Fluid Thermal Systems	3
	TCEN	220	Cooperative Experience	1–6
OR	TCEN	224	Field Experience	
	TCEN	240	Renewables and Sustainability	3
	Electives: Select 14–15 credits from courses listed under "Electives" or from the Solar and Energy Conservation Option Technical Requirements.			14–15

Electives				**0–13 credits**
	BMGT	140	Principles of Supervision I (3)	0–13
	DRFT	109	Computer Drafting Fundamentals (3)	
	HVAC	103	Electrical and Mechanical Controls I (4)	
	TCEN	210	Solar Thermal (4)	
			Other advisor-approved elective(s)	

Certificate: Basic Solar (18 credits)

NOTE: *Courses appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**10 credits**
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	215	Spreadsheet Applications	
	MATH	120	Intermediate Algebra	3
OR	OETS	118	Mathematics for Technicians	
	OETS	102	Career Readiness Certification Preparation	1
	TCEN	101	Energy for the Next Generation	3

Related and Technical Requirements				**8 credits**
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	TCEN	110	Photovoltaic Application	4

Certificate: Solar Energy Technology (26 credits)

NOTE: *Courses appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**10 credits**
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	215	Spreadsheet Applications	
	MATH	120	Intermediate Algebra	3
OR	OETS	118	Mathematics for Technicians	
	OETS	102	Career Readiness Certification Preparation	1
	TCEN	101	Energy for the Next Generation	3

Related and Technical Requirements				**16 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	OETS	103	Technical Career Skills	
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	TCEN	110	Photovoltaic Applications	4
	TCEN	205	NEC for Alternative Energy	4

Certificate: Energy Conservation (20 credits)

NOTE: *Courses appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**10 credits**
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	215	Spreadsheet Applications	
	MATH	120	Intermediate Algebra	3
OR	OETS	118	Mathematics for Technicians	
	OETS	102	Career Readiness Certification Preparation	1
	TCEN	101	Energy for the Next Generation	3

Related and Technical Requirements				**10 credits**
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	TCEN	105	Building Analyst I	3
	TCEN	106	Building Analyst II	3

Certificate: Energy Evaluation (30 credits)

NOTE: *Courses appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**10 credits**
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	215	Spreadsheet Applications	
	MATH	120	Intermediate Algebra	3
OR	OETS	118	Mathematics for Technicians	
	OETS	102	Career Readiness Certification Preparation	1
	TCEN	101	Energy for the Next Generation	3

Related and Technical Requirements				**20 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	OETS	103	Technical Career Skills	
	BCT	101	Introduction to Construction I	2
	BCT	102	Introduction to Construction II	2
	DRFT	130	General Building Codes	3
	TCEN	105	Building Analyst I	3
	TCEN	106	Building Analyst II	3
	TCEN	156	Building Envelope	3

Certificate: Alternative Fuels (29 credits)

NOTE: *Courses appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				10 credits
OR	*C S*	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
	OECS	215	Spreadsheet Applications	
OR	*MATH*	120	Intermediate Algebra	3
	OETS	118	Mathematics for Technicians	
	OETS	102	Career Readiness Certification Preparation	1
	TCEN	101	Energy for the Next Generation	3

Related and Technical Requirements				19 credits
OR	*ENGL*	111G	Rhetoric and Composition	4
	OETS	103	Technical Career Skills	
	MAT	108	Metrology, Safety and Quality Control for Manufacturing	3
	MAT	235	Programmable Logic Controllers Pneumatics	2
	TCEN	130	Introduction to Biomass/Biogas	3
	TCEN	140	Biofuel Science	3
	TCEN	180	Bio-diesel & Bio-ethanol Production	4

Fire Investigations

Associate of Applied Science Degree

575-527-7746 or 528-7321

Fire investigations is a complex career field that involves multiple disciplines, including the criminal justice system. Fire investigators must be analytical, as well as knowledgeable in criminal investigations, the rule of law, and arrest, search and seizure. They usually rely on scientific principles and research in an analysis of fire remains to determine the cause and origin of the fire. Investigators work to determine whether the fire was deliberately set and what contributed to its subsequent growth. These findings can become an integral part of a criminal investigation that may require legal action to be taken against the responsible party.

Fire investigation findings can also be used in the evaluation of existing fire codes and development of legislation to prevent and reduce the loss of life and property due to fire. The fire investigations program provides the fire student with a basic foundation in fire science and law enforcement to actively seek a career in the field of fire investigations.

NOTE: All courses in this program may be applied toward a Bachelor of Applied Studies or Bachelor of Individualized Studies degree at NMSU. This program does not certify the student as a fire investigator, but promotes professional development to help reduce the loss of life and property from fire. Students seeking fire investigator certification should consult the various professional associations granting certifications. Students may receive IFSAC certification through the New Mexico Firefighters Training Academy.

Required Skills and Abilities

Physical Abilities

This program requires that the student be able to—

- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- assume a variety of postural positions and be capable of physical maneuvers ranging from crawling, kneeling, squatting, twisting, turning, and bending, to climbing stairs and ladders)
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Technology Competencies

In an effort to assist students with adequate preparation for their coursework at DACC, technology competencies have been identified and established. These competencies are in effect for all courses taken in the Fire Investigations program. Students must possess the following minimum competencies. Additional competencies may be required for particular courses/programs:

- Access course and program material on the Web using Mozilla Firefox and/or MS Internet Explorer
- Correspond with DACC students and faculty using e-mail and the Web
- Read/print e-mail and attachments/files from students and faculty
- Complete, send, and receive assignments using e-mail and attachments/files
- Use the DACC Library e-books, e-journals, databases, or credible World Wide Web resources for research and completion of course assignments
- Prepare and conduct presentations in the classroom using presentation equipment as required.
- Use the appropriate software for a given course (DACC uses as standards Microsoft products, including MS Word, MS Project, MS Excel, and MS PowerPoint)
- Use CD-ROMs when required as part of course assignments
- Use an appropriate anti-virus application to insure the files transmitted and received are virus free
- Use recommended plagiarism review software to insure work is not plagiarized

Background Checks for Related Fire and Law Enforcement Majors

Every student focusing on the related career fields of fire, law enforcement, Homeland Security, private security, corrections, parole or probation will at some point be subject to a background and criminal history check.

A background check requires that a student complete a multi-part background questionnaire identifying most of the following:

- All names and aliases used; marriages and divorces
- Previous home and work addresses, names of employers, teachers, and schools, including dates of work and attendance and or transcripts
- Medical history including any mental health or drug use
- Credit history
- Criminal history to include arrests, traffic and infraction tickets (Juvenile arrest histories may not be shielded from background checks even if the juvenile record has been sealed.)
- Military service record
- Driving record, suspensions, tickets and possession of a current driver's license
- Citizenship and/or immigration status to include birth certificate and valid social security number
- And any other background informational requirements unique to each agency
- Current and past Internet social networking information, profiles, postings, e-mail addresses, and cyber-vetting

NOTE: The following categories will eliminate a person from access to internships, training academies, off-site law enforcement related work-study opportunities, and most criminal justice related jobs:

- Arrest for domestic violence, DUI/DWI, drug use and possession, felony crimes, and misdemeanor crimes (agency dependent)
- Mental impairment based on mental illness and/or drug-alcohol abuse
- False statements on an application or background check
- Social networking or Internet postings deemed inappropriate or damaging to a candidate's reputation or reputation of potential hiring entities; also, any postings, images, etc., demonstrating a lack of moral turpitude
- Violations of laws involving moral turpitude
- Bad credit
- Objectionable visible body art, body modifications or piercings (tattoos on the neck may also disqualify if visible while participating/working)
- Failure to pass any job-related testing process, including, but not limited to, the following: written examination, oral interview board, physical fitness exam, background check, polygraph examination, psychological examination, medical examination

Leveling Courses (21 credits)

Students without a degree in Fire Science Technology will also need to complete the courses in this section. They may be taken while enrolled in the Fire Investigations program.

Leveling Courses				**21 credits**
	FIRE	114	Fire Behavior and Combustion	3
	FIRE	126	Fire Prevention I	3
	FIRE	210	Building Construction for the Fire Services	3
	FIRE	223	Fire Investigations I	3
	FIRE	225	Fire Protection Systems	3
	FIRE	233	Practical Approach to Terrorism	3
	OEEM	115	First Responder Prehospital Professional	3

Associate Degree (66 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**23 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	*ENGL* *ENGL*	203G 218G	Business and Professional Communication Technical and Scientific Communication	3
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
	CHEM	110G	Principles and Applications of Chemistry	4
	PSY	201G	Introduction to Psychology	3
	SOC	101G	Introductory Sociology	3
	Any course listed in Area II of the New Mexico General Education Common Core			3

Related Requirements				**3 credits**
	C S	110	Computer Literacy	3

Technical Requirements				**40 credits**
NOTE: Some of the following courses may have prerequisites found in the "Leveling Courses" section.				
	C J	101G	Introduction to Criminal Justice	3
	C J	205	Criminal Law I	3
	C J	210	American Law Enforcement Systems	3
	C J	221	Fundamentals of Criminal Investigations	3
	C J	250	Courts and the Criminal Justice System	3
	LAWE	201	Introduction to Juvenile Delinquency	3
	LAWE	202	Police Patrol Procedures	3
	LAWE	205	Practical Field Investigations	3
	LAWE	207	Legal Aspects of Law Enforcement	3
	FIRE	226	Fire Investigations II	3
	Electives chosen in consultation with advisor (Leveling course can be used to fulfill this requirement.)			10

Fire Science Technology

Associate of Applied Science Degree

Certificate of Completion: Basic Firefighter

575-527-7746 or 528-7321

NOTE: *This program does not emphasize firefighter operations. Instead, it focuses on theory, investigation, prevention, and management. Students wishing to enter the fire service may benefit from the general background provided and may receive certifications in various fire-related areas through the New Mexico Firefighters Training Academy in Socorro, N.M., and the International Fire Service Accreditation Congress (IFSAC).*

Every year, fire and other emergencies take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against these dangers. They are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to put out a fire, treat injuries, or perform other vital functions.

Firefighters work in a wide variety of settings, including urban and suburban areas, airports, chemical plants and other industrial sites, and such rural areas as wildlands and forests. When wildland fires break out, crews of firefighters are brought in to suppress the fires with heavy equipment and hand tools. In addition, smoke jumpers parachute into inaccessible areas. Others who have been trained for the control, prevention, and cleanup of hazardous materials incidents work in hazardous materials units.

Between alarms, firefighters clean and maintain equipment, conduct practice drills and fire inspections, and participate in physical fitness activities. They also prepare written reports on fire incidents and review fire science literature to keep abreast of technological developments and changing administrative practices and policies.

Most fire departments have a fire prevention division, usually headed by a fire marshal and staffed by fire inspectors. Workers in this division conduct inspections of structures to prevent fire and ensure fire code compliance. These firefighters also work with developers and planners to check and approve plans for new buildings. Fire prevention personnel often speak on these subjects in schools and before public assemblies and civic organizations.

Employment of firefighters is expected to grow about as fast as the average for all occupations, as fire departments continue to compete with other

public safety providers for funding. According to the United States Fire Administration, nearly 70 percent of fire companies are staffed by volunteer firefighters. Most job growth will occur as volunteer fire-fighting positions are converted to paid positions. In addition to job growth, openings are expected to result from the need to replace firefighters who retire, stop working for other reasons, or transfer to other occupations.

Doña Ana Community College provides training for firefighting personnel through its Fire Science Technology program, which is accredited by the International Fire Service Accreditation Congress. This program provides classroom instruction leading to an associate of applied science degree in fire science technology or a certificate of completion in firefighting. It is suited to those who are new to the field, as well as seasoned firefighters:

- Career and volunteer firefighters and NMSU student firefighters will improve their job performance and prepare for higher level positions in the fire protection fields.
- Students who wish to enter the field of fire protection will benefit from the basic foundations provided in the technical courses as well as general education courses.

NOTE: An articulation agreement with the N.M. Firefighters Training Academy makes it possible to receive college credit for experience and IFSAC certification. All courses in this program may be applied toward a Bachelor of Applied Studies or Bachelor of Individualized Studies degree at NMSU.

Medical Clearances and Background Checks

The basic firefighter course requires the student to submit a medical clearance physical and a background check.

NOTE: A criminal history may prohibit graduates from being hired or certified by agencies. Students are encouraged to check with the prospective agency and identify that agency's specific requirements prior to enrolling in this program.

Required Skills and Abilities

Physical Abilities

This program requires that the student be able to—

- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- assume a variety of postural positions and be capable of physical maneuvers ranging from crawling, kneeling, squatting, twisting, turning, and bending, to climbing stairs and ladders)
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Technology Competencies

In an effort to assist students with adequate preparation for their coursework at DACC, technology competencies have been identified and established. These competencies are in effect for all courses taken in the Fire Science Technology program. Students must possess the following minimum competencies. Additional competencies may be required for particular courses/programs:

- Access course and program material on the Web using Mozilla Firefox and/or MS Internet Explorer
- Correspond with DACC students and faculty using e-mail and the Web
- Read/print e-mail and attachments/files from students and faculty
- Complete, send, and receive assignments using e-mail and attachments/files
- Use the DACC Library e-books, e-journals, databases, or credible World Wide Web resources for research and completion of course assignments
- Prepare and conduct presentations in the classroom using presentation equipment as required.
- Use the appropriate software for a given course (DACC uses as standards Microsoft products, including MS Word, MS Project, MS Excel, and MS PowerPoint)
- Use CD-ROMs when required as part of course assignments
- Use an appropriate anti-virus application to insure the files transmitted and received are virus free
- Use recommended plagiarism review software to insure work is not plagiarized

Background Checks for Related Fire Majors

Every student focusing in the related fields of fire, law enforcement, Homeland Security, private security, corrections, parole or probation career field will at some point be subject to a background and criminal history check.

A background check requires that a student complete a multi-part background questionnaire identifying most of the following:

- All names and aliases used; marriages and divorces
- Previous home and work address history, names of employers, teachers, and schools including dates of work and attendance and or a transcript
- Medical history including any mental health or drug use
- Credit history
- Criminal history to include arrests, traffic and infraction tickets. Juvenile arrest histories may not be shielded from background checks even it the juvenile record has been sealed.
- Military service record
- Driving record, suspensions, tickets and possession of a current driver's license
- Citizenship and/or immigration status to include birth certificate and valid social security number
- And any other background informational requirements unique to each agency
- Current and past Internet Social networking information, profiles, postings, e-mail addresses and cyber-vetting

NOTE: The following categories will eliminate a person from access to internships, training academies, off-site law enforcement related work-study opportunities and most criminal justice related jobs;

- Arrest for domestic violence, DUI/DWI, drug use & possession, felon & crimes, misdemeanor crimes (agency dependent)
- Mental impairment based on mental illness, drug-alcohol abuse
- False statements on an application or background check
- Social Networking or Internet postings deemed inappropriate or damaging to a candidate's reputation or reputation of potential hiring entities. Also any postings, images, etc., demonstrative and lack of moral turpitude.
- Violations of laws involving moral turpitude
- Bad credit
- Objectionable visible body art, body modifications or piercings, tattoos on the neck may also disqualify if visible while participating/working
- Failure to pass any job-related testing process to include written examination not limited to but including: Written examination, oral interview board, physical fitness exam, background check, polygraph examination, psychological examination, medical examination

Associate Degree (66 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				29 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical and Scientific Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	UNIV	150	The Freshman Year Experience **NOTE:** Course offered at NMSU only	3
	CHEM	110G	Principles and Applications of Chemistry	4
	GOVT	100G	American National Government	3
OR	*GOVT*	110G	Introduction to Political Science	
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	
OR	*SOC*	201G	Contemporary Social Problems	
	HIST	201G	Introduction to Early American History	3
OR	*HIST*	202G	Introduction to Recent American History	
	Any course listed in Area II of the New Mexico General Education Common Core			3

Technical Requirements				37 credits
	FIRE	112	Principles of Emergency Services	3
	FIRE	114	Fire Behavior and Combustion	3
	FIRE	120	Fire Protection Hydraulics and Water Supply	3
	FIRE	126	Fire Prevention	3
	FIRE	130	Principles of Fire and Emergency Services Safety and Survival	3
	FIRE	203	Fire and Emergency Services Administration	3
	FIRE	210	Building Construction for Fire Protection	3
	FIRE	223	Fire Investigations I	3
	FIRE	224	Strategies and Tactics	3
	FIRE	225	Fire Protection Systems	3
	FIRE	233	Practical Approach to Terrorism	3
	FIRE-related elective(s) chosen from the following list: OEEM 120, 120L, 121; FIRE 101, 104, 200, 201, 202, 214, 215, FIRE 220, 221, 222, 226, 230, 232, 251, 252			4

Certificate of Completion: Basic Firefighter (25 credits)

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/fisc.html***

Technical Requirements				25 credits
	OEEM	120	Emergency Medical Technician – Basic	6
	OEEM	120L	Emergency Medical Technician – Basic Lab	2
	OEEM	121	Emergency Medical Technician – Basic Clinical	1
	FIRE	101	Basic Firefighter	8
	FIRE	104	Firefighter II	8

General Engineering

Associate of Science Degree

575-527-7599

The job market for qualified engineering professionals has entered a new age. Regardless of industry trends and forecasts, one thing remains certain—engineers are an essential component to developing new ideas, and furthering the many fields of engineering. From mechanical engineering to environmental engineering, to civil engineering, there is opportunity for graduates to put their professional practice where passion lies.

If a student has thought about the field of engineering or any of its many subfields as a career, an associate degree can be a good starting point to pursue higher education. Within an associate's degree program, students become familiar with the many subfields of engineering, allowing them to identify where their specific professional interests lie when they progress to a four-year institution.

The small classes at DACC result in a student/instructor ratio that allows personal interaction, which strengthens the educational process. This is particularly a great benefit in higher levels of math and science courses. Community colleges have a higher retention rate and success rate. In addition, the cost of attending a community college for the first two years greatly reduces the cost of an engineering degree.

The General Engineering degree is designed to provide students a set of courses that will articulate into the four-year engineering programs at New Mexico State University, the University of New Mexico, and New Mexico Tech as well as the Bachelor of Science in Engineering Technology at New Mexico State University. This program will make available to a far wider range of students the ability to pursue their dreams of becoming engineers. Within the program, they will learn the business aspects of engineering, a foundation of what it takes to be successful in the field and the trends in a growing, energy-conscience market.

Once students have completed the associate's degree, they are well on their way to a bachelor's degree program in their selected field. The individual students must work closely with an Advisor to select the best options for successful transition to the four-year institution of their choice.

For high school students who are interested in a career in engineering, courses in mathematics and science are essential.

Associate Degree (66–67 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

General Education Requirements				2–3 credits
	COLL	101	College/Life Success (1–3) And any additional course to meet or exceed the 2-credit requirement, if needed	2–3

Area I Requirements: Communications				10 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	218G	Technical and Scientific Communication	3
	COMM	265G	Principles of Human Communication	3
OR	*COMM*	253G	Public Speaking	

Area II Requirements: Mathematics/Algebra				8 credits
	MATH	191G	Calculus and Analytic Geometry I	4
	MATH	192G	Calculus and Analytic Geometry II	4

Area III Requirements: Laboratory Sciences				16 or more credits
	CHEM	111G	General Chemistry	4
	CHEM	112G	General Chemistry II	4
	GEOL	111G	Survey of Geology	4
	PHYS	215G	Engineering Physics I	3
	PHYS	215GL	Engineering Physics I Laboratory	1
	PHYS	216G	Engineering Physics II	3
	PHYS	216GL	Engineering Physics II Laboratory	1
	Other approved lab-science course(s)			4

Area IV Requirements: Social/Behavioral Sciences				9 credits
	ECON	251G	Principles of Macroeconomics	3
	Select courses totaling 6 credits from any of the following categories: Anthropology, Economics, Political Science, Psychology, Sociology			6

Area V Requirements: Humanities and Fine Arts				6 credits
	Select courses totaling 6 credits from any of the following categories: Art, History, Literature, Music, Philosophy, Theater, Second Language			6

Engineering and Related Courses				15 credits
	GROUP I—Select 9 credits: *ENGR* 100, Introduction to Engineering (3) *C E (**OR** E T **OR** DRFT)* 109, Computer Drafting Fundamentals (3) ***OR*** DRFT 114, Introduction to Solid Modeling (3) *ENGR* 111, Matlab Programming (3)			9
	GROUP II—Select at least 6 credits: *C E* 233, Mechanics–Statics (3) *E E* 280, AC and DC Circuits (4) *MATH* 291G, Calculus and Analytic Geometry III (3) *C E* 151, Introduction to Civil Engineering (3) *E E* 161, Computer-Aided Problem Solving (4)			6

Health Care Assistant

Certificates of Completion
- Health Care Assistant
- Nursing Assistant

Course-Completion Certificates:
- Alzheimer's/Dementia Care
- Disabilities Support Services
- Electrocardiogram Technician
- Patient Care Technician
- Phlebotomist Basic

575-527-7674

The versatile Health Care Assistant program has been designed to allow graduates to take advantage of expanding career opportunities available throughout the healthcare system. The program consists of courses which can be taken separately for individual certifications, or together as part of a complete program, such as the Nursing Assistant program or the Health Care Assistant program. Individual courses are Alzheimer's/Dementia Care, Disabilities Support Services, Electrocardiogram Technician, Patient Care Technician, and Phlebotomist Basic. Course admission is contingent upon results from the N.M. Department of Health Caregiver Criminal History Screening Program (CCHSP) and drug screen.

Categories of Essential Functions

In order to participate in the Health Care Assistant program, the student must be capable of performing the following:

Observation. 1) Visually discriminate incremental readings on various medical equipment; 2) Visually discriminate between different colored objects; 3) Discriminate between various auditory stimuli.

Communication. 1) Communicate effectively in English, using verbal, nonverbal, and written formats; 2) Read and interpret the English language without assistance.

Motor. 1) Stand for long periods of time; 2) Lift/carry 35 pounds; 3) Perform patient-care procedures with finger and manual dexterity.

Intellectual. Collect, interpret, and integrate information.

Special Pre-Registration Requirements ("The Clinical Packet")

Prior to registering for any courses that include a clinical practicum (NA 105, 109, 110, and 205), students must submit documentation of the following: tuberculin (TB) test results within the last year (cannot expire while taking courses); two MMR immunizations and two Varicella immunizations or positive blood level (titers); three hepatitis B immunizations or positive blood level (titer); tetanus, diptheria, and pertussis (Tdap) immunization within the last 10 years (cannot expire while taking courses); current American Heart Association BLS-CPR card (cannot expire while taking courses); and 7-10 panel drug screening done by a certified laboratory. A positive screening result may prevent the student from continuing in NA 104, 105, 109, 110, 204, or 205, gaining employment, and obtaining state and national certifications.

Additional information regarding specific requirements is available from the program office in DAHL Room 190 and on the program webpage: ***http://dacc/hps/hca/***.

Criminal History Screening

Prospective students are required to complete digital fingerprints and receive a clearance letter from the N.M. Department of Health Caregiver Criminal History Screening Program. Past criminal violations may prevent a student from enrolling in NA 105, 109, 110, or 205, obtaining state and national certification, or from gaining employment in the field.

Certificates of Completion

Health Care Assistant Certificate Program (33–37 credits)

Graduates of the healthcare assistant program may work in a variety of settings, including long-term and acute-care facilities, private homes, clinics, and home care agencies. In most cases, the work involves providing hands-on care for patients and support services such as drawing blood, operating specialized equipment, and furnishing the results of diagnostic procedures.

Employment opportunities are numerous in Doña Ana County and the surrounding areas. Salaries for those who have completed diverse competencies within the program average well above minimum wage. Once employed, many graduates will find opportunities for on-the-job training and advancement.

Students may use the program as an introduction to other healthcare programs, such as nursing, respiratory therapy, and radiologic technology. The program includes classroom theory, laboratory experience, and applied learning in hands-on situations. Because some of the learning takes place off campus, students will need to arrange for their own transportation.

State and/or national certifications are available in certain areas:

- New Mexico Department of Health—Division of Health Improvement state certification to become a certified nursing assistant

- National Healthcareer Association EKG technician certification
- National Healthcareer Association phlebotomy technician certification

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/ohca.html***

Mandatory Attendance

Students must attend all class meetings and lab sessions to be eligible for state or national certification testing.

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**7 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	*MATH* AHS	120 116	Intermediate Algebra Math for Health Occupations	3

Related Requirements				**10–14 credits**
	AHS	120	Medical Terminology	3
OR	*BIOL* *BIOL* **+** *BIOL*	154 225 226	Introductory Anatomy and Physiology (4) Human Anatomy and Physiology I (4) Human Anatomy and Physiology II (4)	4–8
	Approved elective			3

Technical Requirements				**16 credits**
	NA	104	Nursing Assistant Fundamentals	3
	NA	104L	Nursing Assistant Fundamentals Lab	1
	NA	105	Nursing Assistant Clinicals	4
	NA	109	Phlebotomist Basic	4
	NA	110	Electrocardiogram Technician Basic	4

Nursing Assistant (16 credit hours)

Nursing assistants perform basic nursing functions involving patient care, working under the supervision of a registered nurse, licensed practical nurse, or physician. In general, nursing assistants attend to matters related to personal hygiene, safety, nutrition, exercise, and elimination. Maintaining patient comfort is a priority. Upon successfully completing the course, the student is eligible to take the state nursing assistant exam to become certified as a nursing assistant. Course fee: $150.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/na.html***

Program Content				**16 credits**
	AHS	120	Medical Terminology	3
	BIOL	154	Introductory Anatomy and Physiology	4
	NA	104	Nursing Assistant Fundamentals	3
	NA	104L	Nursing Assistant Fundamentals Lab	1
	NA	105	Nursing Assistant Clinicals	4
	OEEM	101	CPR for Health Care Professionals	1

Course Completion Certificates

Alzheimer's/Dementia Care (one semester — 3 credit hours)

This course is for specialized nursing assistants that provide personal care for clients with Alzheimer's or dementia in the home or in a long-term care facility. It helps to provide a basic understanding of the changes in memory, communication, function, and behavior that occur as a result of Alzheimer's disease and the appropriate intervention strategies to enhance the client's care.

Program Content				**3 credits**
	NA	111	Alzheimer/Dementia Care Focus	3

Disabilities Support Services (one semester—4 credit hours)

Disabilities Support Staff provide direct care and support for persons with a wide range of disabilities, including developmental and age-related disabilities. This course helps those already employed in the field of support services to develop skills for job enhancement. Upon completion of this course, graduates are prepared for employment in residential, day habilitation, or vocational program of a community based provider agency.

Program Content				**4 credits**
	NA	108	Disabilities Support Services	4

Electrocardiogram Technician (one semester—4 credit hours)

ECG technician students are trained with 12 lead ECG's, which are tracings of the electrical impulses transmitted by the heart. The technician attaches electrodes to the patient and then operates the ECG machine to obtain a reading. The ECG is printed out for interpretation by the physician. Upon successfully completing this course, students are eligible to take the NHA national exam to become certified electrocardiogram technicians.

Program Content				**4 credits**
	NA	110	Electrocardiogram Technician Basic	4

Patient Care Technician (one semester—8 credit hours)

A patient care technician (PCT) works under the supervision of a registered nurse, using nursing assistant, phlebotomy, and electrocardiography skills to provide patient care in a hospital setting. These courses will prepare students who already have completed a Nursing Assistant course in long-term care to work in the acute-care setting, through an expansion of their existing basic skills set. Students will acquire expanded acute-care skills, critical thinking skills, and knowledge in caring for patients of all ages. Because practicum requires students to demonstrate skills with actual patients in a hospital setting, a completed clinical clearance packet is required to register for these courses. Course attendance is mandatory. Upon successful completion of the two courses, the student is eligible to sit for the NHA national exam to become certified as a Patient Care Technician.

Program Content				**8 credits**
	NA	204	Patient Care Technician	4
	NA	205	Patient Care Technician Practicum	4

Phlebotomist Basic (one semester—4 credit hours)

A phlebotomist is a Healthcare Professional that specializes in extracting blood for analysis from patients. Phlebotomists work hand in hand with other Laboratory clinicians in assisting physicians in the diagnosing of diseases and/or disorders. Students are required to complete 30 clinical hours and 50 successful venipunctures. Clinical hours are scheduled individually and

separately from class time at laboratory sites. Upon successfully completing the course, the student is eligible to take the NHA national exam to become certified as a phlebotomy technician.

Program Content				4 credits
	NA	109	Phlebotomist Basic	4

Health Information Technology

Associate of Applied Science Degree

Certificate of Completion

575-527-7579

Health Information Technicians are counted among the many highly qualified health professionals necessary to meet the growing needs of the healthcare industry. One of the things that sets this field apart is that there is little or no direct contact with patients.

The following are a sampling of the duties health information technicians typically perform:

- Analyzing and evaluating health records that comply with health information standards and regulations;
- Compiling various types of administrative and health statistics for research and public policy planning and assessment;
- Coding symptoms, diseases, operations, procedures, and other therapies for maximum reimbursement;
- Ensuring that health information is complete and available to legitimate users while protecting patient privacy and maintaining information security; and
- Maintaining and utilizing a variety of health record indexes and storage and retrieval systems.

DACC offers a rigorous course of study to prepare graduates for employment as health information technicians. It includes medical terminology, anatomy and physiology, health data requirements and standards, classification and coding systems, healthcare reimbursement methods, healthcare statistics, computer literacy, professional practice skills, and life skills such as critical analytical thinking, problem solving, and good study habits.

Upon successful completion of the program, graduates will have numerous options. Job prospects for HIT professionals are very good because their skills are necessary throughout the entire healthcare industry. Typical work settings are physician practices, hospitals, managed care organizations, long-term care facilities, behavioral health facilities, ambulatory care facilities, rehabilitation centers, home healthcare providers, pharmaceutical companies, insurance companies, consulting and law firms, skilled nursing facilities, and federal and state governmental agencies. Current salary ranges and the job outlook for this field can be found in the *Occupational Outlook Handbook* at the U.S. Department of Labor website: ***bls.gov***

Graduates of the Health Information Technology program are eligible to apply to take several different certification examinations, which include those offered by the following professional organizations (among others):

- **American Academy of Professional Coders (AAPC)** – Certified Professional Coder (CPC), Certified Professional Coder–Hospital Based (CPC-H), and Certified Professional Coder–Payer (CCP-P)
- **American Health Information Management Association (AHIMA)** – Certified Coding Associate (CCA), Certified Coding Specialist (CCS), and Certified Coding Specialist–Physician Based (CCS-P)

To graduate from the HIT program, students must complete an internship work-experience component. Because this work takes place in a healthcare setting, the employer/site may require students to complete and pass a security background check. Past criminal violations could prevent a student from completing the degree or from obtaining employment in the field.

Associate Degree (66–72 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements				13 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical and Scientific Communication	
OR	BOT	209	Business and Technical Communications	
	COMM	265G	Principles of Human Communication	3
	MATH	120	Intermediate Algebra	3

Related/Professional Requirements				17–18 credits
	BOT	110	Records Management	3
OR	HIT	110	Electronic Health Records	
	BOT	239	Personal Development (3)	2–3
OR	BMGT	201	Work Readiness and Preparation (2)	
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
	HIT/BOT	221 or 222	Internship I or II **NOTE:** HIT (or BOT) 221 and 222 are restricted to majors; a maximum of 6 credits of HIT/BOT 221 and 222 may be applied toward a degree.	3
	MGT	201	Introduction to Management	3
OR	BMGT	140	Principles of Supervision I	
OR	BMGT	240	Human Relations	
	STAT	251G	Statistics for Business & the Behavioral Sciences	3
OR	*PHLS*	295	Essentials of Public Health	

Technical/Major Requirements				36–41 credits
	AHS	202	Legal and Ethical Issues in Health Care	3
	BOT	208	Medical Office Procedures	3
	BOT	228	Medical Insurance Billing	3
	HIT	120	Health Information Introduction to Pharmacology	3
	HIT	130	Health Information Technology Anatomy and Physiology (3)	3–8
OR	BIOL + BIOL	225 226	Human Anatomy and Physiology I (4) Human Anatomy and Physiology II (4)	
OR	BIOL	154	Introductory Anatomy and Physiology (4)	
	HIT	140	Health Information Introduction to Pathophysiology	3
	HIT	150	Introduction to Medical Terminology	3
OR	AHS	120	Medical Terminology	
	HIT	158	Advanced Medical Terminology	3
	HIT	240	Health Information Quality Management	3
	HIT	248	Medical Coding I	3
	HIT	258	Medical Coding II	3
	HIT	268	Health Information Systems	3

Certificate of Completion (36–38 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**13 credits**
	ENGL	111G	Rhetoric and Composition	4
	MATH	120	Intermediate Algebra	3
	COMM	265G	Principles of Human Communication	3
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
Related Requirements				**5–6 credits**
	BOT	110	Records Management	3
OR	HIT	110	Electronic Health Records	
	BOT	239	Personal Development (3)	2–3
OR	BMGT	201	Work Readiness and Preparation (2)	
Technical Requirements				**18–19 credits**
	AHS	202	Legal and Ethical Issues in Health Care	3
	BOT	208	Medical Office Procedures	3
	BOT	228	Medical Insurance Billing	3
	HIT	130	HIT Anatomy and Physiology (3)	3–4
OR	BIOL	154	Introductory Anatomy and Physiology (4)	
	HIT	150	Introduction to Medical Terminology	3
OR	AHS	120	Medical Terminology	
	HIT	158	Advanced Medical Terminology	3

Heating, Ventilation, Air Conditioning and Refrigeration

Associate of Applied Science Degree

Certificates of Completion:

- HVAC/R
- Residential HVAC

575-527-7596

The climate in New Mexico creates a demand for skilled technicians in both heating and cooling because people prefer to live and work in comfort. Every new home, hospital, university building, shopping mall, or office complex requires installation mechanics, service technicians, operating engineers, maintenance foremen, and trained crews to keep complex environmental systems operating efficiently.

The heating, air conditioning, and refrigeration industry is one of the country's most stable. The supply of qualified, trained people has not kept pace with the demand, and new opportunities are constantly developing. The demand for trained HVACR graduates is also increasing due to Environmental Protection Agency requirements that refrigerants be handled by a certified technician.

Technicians knowledgeable in heating, air conditioning, and refrigeration are also needed in defense, space exploration, and manufacturing. Because climate control is important wherever microprocessors are used in manufacturing or scientific research, skilled technicians are in demand in these fields. Many experienced technicians own and manage their own businesses.

The Heating, Ventilation, Air Conditioning and Refrigeration program at DACC uses training facilities equipped with the most modern test equipment and tools available. As a student, you will learn to—

- service, repair, and maintain heating, air conditioning, and refrigeration systems;
- read and interpret technical drawings, schematics, and symbols to diagnose and troubleshoot problems in a system;
- evaluate, diagnose, and service various mechanical and electrical controls;
- apply the mathematics related to the heating, air conditioning, and refrigeration trade;
- handle customer relations, shop management procedures, and record keeping relative to the trade;
- properly use special tools and testing equipment; and
- become certified in Section 608, EPA certification.

A unique cooperative training program is offered during the final semester to provide students with field experiences. Working side by side with journeymen technicians, students are offered an opportunity to practice and refine their new skills.

After the first semester, full-time heating, air conditioning, and refrigeration students must purchase a personal set of technician's tools (approximate cost, which may vary, $1200). The tool set includes the basic tools that most employers require on the job. Part-time students will purchase only those tools required by the specific course(s) in which they are enrolled.

Students will also provide their own medical/accident insurance. They need to be in good physical condition and possess the ability and desire to work with their minds and hands.

The curriculum is competency and performance based and uses multimedia classroom instruction and hands-on laboratory exercises. Classroom and laboratory hours are listed in the Schedule of Classes.

All heating, air conditioning, and refrigeration students are eligible to join SkillsUSA. Membership provides students an opportunity to develop their leadership skills and to become proficient in public speaking and parliamentary procedure. SkillsUSA also offers students a chance to demonstrate their occupational skills. Skill competitions are conducted each year in New Mexico for all postsecondary students.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as a graduate in the field. Depending where they find employment, graduates may be required to work in inclement weather, lift up to 50 pounds from the ground, have good eye-hand coordination, work safely around electrical hazards using the appropriate safety equipment, work safely using hand and power tools, ascend and descend stairs and ladders, and stand, squat, stoop, or kneel for long periods of time. Licensure for journeyman gas fitters, journeyman refrigeration workers, and journeyman sheet metal workers require both a written and practical exam. Not all licensing agencies provide special testing accommodations.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, Career Readiness Certification Preparation. A program advisor can provide additional information.

Associate Degree (66 credits)

NOTE: Students must receive a final grade of *C* or better in all required HVAC courses. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**13 credits**
	ENGL	111G	Rhetoric and Composition	4
OR ***OR***	BOT *ENGL* *ENGL*	209 203G 218G	Business and Technical Communications Business and Professional Communication Technical and Scientific Communication	3
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
OR	*PSY* *SOC*	201G 101G	Introduction to Psychology Introductory Sociology	3

Related Requirements				**16 credits**
	BMGT or any approved *ECON* elective			3
OR ***OR***	*C S* OECS OECS	110 105 227	Computer Literacy Introduction to Information Technology Computer Applications for Technicians	3
	OETS	102	Career Readiness Certification Preparation	1
	OETS	118	Mathematics for Technicians	3
	Electives chosen from the following: DRFT 115; HVAC 110, 220, 225; TCEN 105, 106; WELD 102; and/or other approved elective(s)			6

Technical Requirements				**37 credits**
	HVAC	100	EPA Clean Air Act: Section 608 **NOTE:** A fee of $55 is required for study guide and testing; must pass Type 1 and Type 2 tests.	1
	HVAC	101	Fundamentals of Refrigeration	4
	HVAC	102	Fundamentals of Electricity	4
	HVAC	103	Electrical and Mechanical Controls I	4
	HVAC	113	Job Shadowing	1
	HVAC	205	Commercial Refrigeration Systems	4
	HVAC	207	Residential Air Conditioning Systems	4
	HVAC	209	Residential Heating Systems	4
	HVAC	210	Commercial Air Conditioning and Heating Systems	4
	HVAC	211	Heat Pump Systems	4
	HVAC	213	Practicum	3

Certificate in HVAC/R (42–43 credits)

The following curriculum is designed for students who choose the certificate option in HVAC/R. The certificate program requires approximately a year and a half to complete.

NOTE: A final grade of *C* or better is required in all required HVAC courses.

Related Requirements				**5 credits**
	OETS	102	Career Readiness Certification Preparation	1
	OETS	103	Technical Career Skills	4

Technical Requirements				**37 credits**
	Same as technical requirements for associate degree. See preceding section.			37

Certificate in Residential HVAC (30 credits)

The following curriculum, which requires approximately one year to complete, is designed to prepare a student to install, service, and maintain residential heating and air conditioning systems.

NOTE: A final grade of *C* or better is required in all HVAC courses.

Related Requirements				**5 credits**
	OETS	102	Career Readiness Certification Preparation	1
	OETS	103	Technical Career Skills	4

Technical Requirements				**25 credits**
	HVAC	100	EPA Clean Air Act: Section 608 **NOTE:** A fee of $55 is required for study guide and testing; must pass Type 1 and Type 2 tests.	1
	HVAC	101	Fundamentals of Refrigeration	4
	HVAC	102	Fundamentals of Electricity	4
	HVAC	113	Job Shadowing	1
	HVAC	207	Residential Air Conditioning Systems	4
	HVAC	209	Residential Heating Systems	4
	HVAC	213	Practicum	3
	HVAC	220	Introduction to Sheet Metal Fabrication	4

Hospitality and Tourism

Associate of Applied Science Degree

- Food and Beverage Emphasis
- Lodging and Tourism Emphasis

575-527-7518

Hospitality and tourism is one of the fastest growing industries in the U.S. and in New Mexico it is the largest employment sector. The industry is highly promoted in Las Cruces, as well as throughout the state.

One reason the hospitality industry has such broad appeal is because there are so many different types of positions available in such a large variety of settings. Graduates may work in—

- front-office operations and reservations
- sales and promotion
- food and beverage operations
- culinary arts, banquets, and catering
- travel and tours
- finance and accounting

in such settings as—

- resorts
- cruise lines
- hotels and motels
- convention facilities
- restaurants

The Hospitality and Tourism associate of applied science degree has two options: Food and Beverage/Culinary Arts, and Lodging and Tourism. Training is offered in supervision, communication, marketing, finance, and operations, as well as in subject matter specific to the option chosen. Through classroom work, volunteering at industry-sponsored events, culinary laboratory experience, and on-site training, students acquire the skills needed to succeed in the hospitality-services industry.

This program is designed for people who are entering the hospitality and tourism field, as well as for those who are already employed in the industry and who want to upgrade their professional skills.

The majority of the credits earned in the DACC Hospitality and Tourism program may be applied toward a bachelor's degree in Hospitality, Restaurant and Tourism Management at NMSU.

Associate Degree (69 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements				**19 credits**
	ENGL	111G	Rhetoric and Composition	4
	COMM	265G	Principles of Human Communication	3
OR ***OR***	BMGT *PSY* *SOC*	240 201G 101G	Human Relations Introduction to Psychology Introductory Sociology	3
OR	BOT *MATH*	106 120	Business Mathematics Intermediate Algebra	3
OR ***OR***	BOT *ENGL* *ENGL*	209 203G 218G	Business and Technical Communications Business and Professional Communication Technical and Scientific Communication	3
OR	OECS *C S*	105 110	Introduction to Information Technology Computer Literacy	3

Related/Professional Requirements				**17 credits**
	BMGT	201	Work Readiness and Preparation	2
	BMGT	231	Legal Issues in Business	3
	BOT	120	Accounting Procedures I	3
OR ***OR***	*ECON* *ECON* *ECON*	201G 251G 252G	Introduction to Economics Principles of Macroeconomics Principles of Microeconomics	3
	HOST	209	Managerial Accounting for Hospitality	3
OR	OECS BOT	215 215	Spreadsheet Applications Spreadsheet Applications	3

Technical/Major Requirements				**33 credits**
	HOST	201	Introduction to Hospitality Industry	3
	HOST	203	Hospitality Operations Cost Control	3
	HOST	207	Customer Service for the Hospitality Industry	3
	HOST	208	Hospitality Supervision	3
	HOST	219	Safety, Security and Sanitation in Hospitality Operations	3
	HOST	221	Internship I **NOTE:** HOST 221 is restricted to HOST majors.	3

Technical/Major Requirements (continued)		
	Area of Emphasis Choose courses totaling 15 credits from one of the following areas of emphasis. It is permissible to combine courses from more than one area with the permission of an advisor.	**15**

LODGING AND TOURISM EMPHASIS				
	HOST	202	Front Office Operations	3
	HOST	204	Promotion of Hospitality Services	3
	HOST	205	Housekeeping, Maintenance and Security	3
	HOST	206	Travel and Tourism Operations	3
	HOST	216	Event, Conference and Convention Operations	3
	HOST	220	Experiential Travel	3
	HOST	223	Travel Agency Principles	3
	HOST	224	Travel Agency Booking and Operations	3
	HOST	230	Wedding Events Management	3
	HOST	239	Introduction to Hotel Management	3

FOOD AND BEVERAGE EMPHASIS				
	HOST	210	Banquet Operations	3
	HOST	211	Food Production Principles	3
	HOST	212	Advanced Food Production	3
	HOST	213	Professional Baking Operations	3
	HOST	214	Purchasing and Kitchen Management	3
	HOST	218	Advanced Baking Techniques	3
	HOST	225	Introductory Cake Decorating	1
	HOST	226	Intermediate Cake Decorating	1
	HOST	227	Chocolate Work	1
	HOST	228	Wedding Cake Design and Construction	3

Hospitality Services Management

Associate of Applied Science Degree

575-527-7518

Students who earn an associate degree in Hospitality Services Management will have completed the first two years of the four-year Hotel, Restaurant and Tourism Management degree offered by the College of Agricultural, Consumer and Environmental Sciences at NMSU. Enrollment in upper-division HRTM courses requires admission to the School of HRTM.

To complete this associate degree, 69 credits are required, including the general education requirements and lower-division HRTM core (or the HOST equivalent listed here). Courses may be taken at any NMSU two-year campus and will apply toward this degree. A minimum cumulative GPA of 2.0 is also required. The last 15 credits must be completed at DACC.

Program Content: Associate Degree (69 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Area I: Communications				10 credits
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	211G	Writing in the Humanities and Social Sciences	
OR	*ENGL*	218G	Technical and Scientific Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	

Area II: Mathematics				3 credits
	A ST	251	Statistics for Business and the Behavioral Sciences	3

Area III: Laboratory Science				8 credits
Select two courses from the following list:				
	ASTR	110G	Introduction to Astronomy (4)	8
	CHEM	110G	Principles and Applications of Chemistry (4)	
	GEOL	111G	Survey of Geology (4)	
	PHYS	110G	The Great Ideas of Physics (4)	

Area IV: Social/Behavioral Sciences				6–9 credits
NOTE: A total of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas. Courses marked with an asterisk (*) in this section are suggested choices.				
	ANTH	125G	Introduction to World Cultures (3)	6–9
	ANTH	201G	Introduction to Anthropology (3)	
	ECON	251G*	Principles of Macroeconomics (3)	
	ECON	252G*	Principles of Microeconomics (3)	
	GOVT	110G	Introduction to Political Science (3)	
	PSY	201G*	Introduction to Psychology (3)	
	SOC	101G	Introductory Sociology (3)	

Area V: Humanities and Fine Arts				6–9 credits
NOTE: A total of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.				
	ART	101G	Orientation in Art (3)	6–9
	HIST	101G	Roots of Modern Europe (3)	
	HIST	102G	Modern Europe (3)	
	HIST	201G	Introduction to Early American History (3)	
	HIST	202G	Introduction to Recent American History (3)	
	MUS	101G	An Introduction to Music (3)	
	PHIL	101G	The Art of Wondering (3)	
	PHIL	201G	Introduction to Philosophy (3)	
	THTR	101G	The World of Theater (3)	

Technical Requirements				33 credits
NOTE: Courses marked with an double asterisk (**) in this section are **NOT** accepted for upper-division credit at NMSU.				
	HOST	201	Introduction to Hospitality Industry	3
	HOST	202**	Front Office Operations	3
	HOST	203**	Hospitality Operations Cost Control	3
	HOST	204**	Promotion of Hospitality Services	3

Technical Requirements (continued)				
	HOST	206	Travel and Tourism Operations	3
	HOST	208**	Hospitality Supervision	3
	HOST	209**	Managerial Accounting for Hospitality	3
	HOST	211	Food Production Principles	3
	HOST	212**	Advanced Food Production	3
	HOST	216**	Event, Conference and Convention Operations	3
	HOST	219	Safety, Security and Sanitation in Hospitality Operations	3

NOTES:

In order to complete the Bachelor of Science in HRTM, students are required to take 48 credits of upper division work.

Additional courses required by HRTM that can be taken at DACC: ACCT 221, ECON 201 (If student takes ECON 251 and 252, this course is waived), SPAN 111.

Other HOST courses not listed above and taken at DACC or other NMSU community college campuses will be accepted for credit by the School of HRTM as open elective credits.

Law Enforcement and Criminal Justice

Associate of Applied Science Degree
- Corrections Option
- Law Enforcement Option

Associate of Criminal Justice Degree

575-527-7746, 575-528-7247, 575-528-7248, or 575-527-7320

The Law Enforcement program provides classroom instruction leading to an associate degree in the fields of corrections or law enforcement. This program provides courses to prepare for entry-level careers in agencies at the local, state, and federal levels, as well as private agencies. Some of the career areas available to graduates are law enforcement, private security and related services, adult and juvenile corrections, probation and parole, law, and others.

Those currently working as career officers in law enforcement can also benefit from the program, which can provide them with a better understanding of their roles in the criminal justice system while helping them prepare for higher level positions within their organizations.

Required Skills and Abilities

Physical Abilities

This program requires that the student be able to—
- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- assume a variety of postural positions and be capable of physical maneuvers ranging from crawling, kneeling, squatting, twisting, turning, and bending, to climbing stairs and ladders)
- withstand varied environmental conditions such as extreme heat, cold, and moisture.

Technology Competencies

In an effort to assist students with adequate preparation for their coursework at DACC, technology competencies have been identified and established. These competencies are in effect for all courses taken in the Law Enforce-

ment and Criminal Justice programs. Students must possess the following minimum competencies. Additional competencies may be required for particular courses/programs:

- Access course and program material on the Web using Mozilla Firefox and/or MS Internet Explorer
- Correspond with DACC students and faculty using e-mail and the Web
- Read/print e-mail and attachments/files from students and faculty
- Complete, send, and receive assignments using e-mail and attachments/files
- Use the DACC Library e-books, e-journals, databases, or credible World Wide Web resources for research and completion of course assignments
- Prepare and conduct presentations in the classroom using presentation equipment as required.
- Use the appropriate software for a given course (DACC uses as standards Microsoft products, including MS Word, MS Project, MS Excel, and MS PowerPoint)
- Use CD-ROMs when required as part of course assignments
- Use an appropriate anti-virus application to insure the files transmitted and received are virus free
- Use recommended plagiarism review software to insure work is not plagiarized

Private Security Background Checks for Law Enforcement Majors

Every student focusing on the related career fields of fire, law enforcement, Homeland Security, private security, corrections, parole or probation will at some point be subject to a background and criminal history check.

A background check requires that a student complete a multi-part background questionnaire identifying most of the following:

- All names and aliases used; marriages and divorces
- Previous home and work addresses, names of employers, teachers, and schools, including dates of work and attendance and or transcripts
- Medical history including any mental health or drug use
- Credit history
- Criminal history to include arrests, traffic and infraction tickets (Juvenile arrest histories may not be shielded from background checks even if the juvenile record has been sealed.)
- Military service record
- Driving record, suspensions, tickets and possession of a current driver's license
- Citizenship and/or immigration status to include birth certificate and valid social security number
- And any other background informational requirements unique to each agency
- Current and past Internet social networking information, profiles, postings, e-mail addresses, and cyber-vetting

NOTE: The following categories will eliminate a person from access to internships, training academies, off-site law enforcement related work-study opportunities, and most criminal justice related jobs:

- Arrest for domestic violence, DUI/DWI, drug use and possession, felony crimes, and misdemeanor crimes (agency dependent)
- Mental impairment based on mental illness and/or drug-alcohol abuse
- False statements on an application or background check
- Social networking or Internet postings deemed inappropriate or damaging to a candidate's reputation or reputation of potential hiring entities; also, any postings, images, etc., demonstrating a lack of moral turpitude
- Violations of laws involving moral turpitude
- Bad credit
- Objectionable visible body art, body modifications or piercings (tattoos on the neck may also disqualify if visible while participating/working)
- Failure to pass any job-related testing process, including, but not limited to, the following: written examination, oral interview board, physical fitness exam, background check, polygraph examination, psychological examination, medical examination

Degrees and Options

Corrections/Law Enforcement with the Corrections Option

The Corrections option emphasizes the correctional aspect of the criminal justice systems and offers a broad understanding of correctional institutions and alternatives. General studies are offered to students seeking employment in confinement facilities, institutional security, and other similar programs. The student also is prepared to work in adult and juvenile correctional agencies at the local, state, and federal levels.

Workers in the corrections field are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory, or penitentiary. The majority of officers are employed by local, county, state, and federal institutions.

While the primary mission of corrections is protection of the public, many officers are involved in the treatment, education, and reintegration of offenders. These officers may find employment as wardens, jail administrators, program coordinators and counselors, public information officers, correctional trainers, case managers, probation/parole officers, corrections officers, detention officers or other related careers.

NOTE: An articulation agreement exists with the Corrections Department of New Mexico that makes it possible to receive college credit for experience and/or training.

Corrections/Law Enforcement with the Law Enforcement Option

The Law Enforcement option emphasizes the law enforcement aspect of the criminal justice system. This degree offers the law enforcement student a general understanding of the police officer's multifaceted role in the United States. It also prepares the student with the basic foundations of police work for possible employment opportunities with local, state and federal governments, and private industry.

Most law enforcement officers are employed by the security industry and local, county, and state governments. They have duties that range from providing security to controlling traffic to preventing and investigating crimes. They maintain order, enforce laws and ordinances, issue traffic summonses, investigate accidents, present evidence in court, serve legal documents for the court system, and apprehend, arrest and process prisoners. Career opportunities include positions as private investigators, security officers, loss-prevention officers, police officers, sheriff and deputy officers, criminal investigators, game wardens, private detectives, and bailiffs.

Many law enforcement agencies encourage the applicants to take postsecondary school training in law enforcement-related subjects. Many entry-level applicants for police jobs have completed some formal postsecondary education and a significant number are college graduates. Knowledge of a foreign language is an asset in many federal agencies and urban departments.

Additional information on professional requirements and qualifications may be obtained from the U.S. Department of Labor, Bureau of Labor Statistics, at ***www.bls.gov***.

NOTE: An articulation agreement exists with the Department of Public Safety of New Mexico that makes it possible to receive college credit for experience and/or training.

The Associate Degree in Criminal Justice

The associate of criminal justice introduces students to three facets of the criminal justice system: police, courts, and corrections. Broadly interdisciplinary—embracing the study of law, the humanities, and the natural, behavioral, and social sciences—the curriculum prepares students to transfer into the NMSU bachelor's degree program in criminal justice, or the bachelor of applied studies, at the junior level.

Associate Degree: Corrections/Law Enforcement (66 credits)

NOTE: All courses in this program may be applied toward a Bachelor of Applied Studies or Individualized Studies degree at NMSU. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**22 credits**
	ENGL	111G	Rhetoric and Composition	4
OR	*ENGL* *ENGL*	203G 218G	Business and Professional Communication Technical and Scientific Communication	3
OR	*COMM* *COMM*	253G 265G	Public Speaking Principles of Human Communication	3
	GOVT	100G	American National Government	3
	PSY	201G	Introduction to Psychology	3
	SOC	101G	Introductory Sociology	3
	One mathematics/algebra course selected from Area II of the New Mexico General Education Common Core			3

Related Requirements				**6–7 credits**
	C S	110	Computer Literacy	3
OR	*SPAN* *SPAN*	111 213	Elementary Spanish I (4) Spanish for Heritage Speakers II (3)	3–4

Technical Requirements				**37–38 credits**
	C J	101G	Introduction to Criminal Justice	3
	C J	205	Criminal Law I	3
	C J	250	Courts and the Criminal Justice System	3
	LAWE	201	Introduction to Juvenile Delinquency	3
	LAWE	207	Legal Aspects of Law Enforcement	3
	LAWE	233	Practical Approach to Terrorism	3
	Electives chosen in consultation with advisor			1–8
	Choose one of the following two options:			**12–18**

CORRECTIONS OPTION (12 CREDITS)				
	C J	230	Introduction to Corrections	3
OR	*C J* LAWE	293 204	Field Experience in Criminal Justice Introduction to Homeland Security	3
	LAWE	205	Practical Field Investigations	3
	LAWE	206	Traffic Enforcement and Crash Investigations	3

LAW ENFORCEMENT OPTION (18 CREDITS)				
OR	*C J* LAWE	210 202	American Law Enforcement System Police Patrol Procedures	3
OR	*C J* *C J*	221 293	Fundamentals of Criminal Investigations Field Experience in Criminal Justice	3
	LAWE	203	Introduction to Police Supervision	3
	LAWE	204	Introduction to Homeland Security	3
	LAWE	205	Practical Field Investigations	3
	LAWE	206	Traffic Enforcement & Crash Investigations	3

Associate Degree: Criminal Justice (66 credits)

NOTE: All courses listed under "Core Requirements" and "Major Requirements" may be applied toward a bachelor's degree in criminal justice at NMSU. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**39 credits**
OR	COLL *UNIV*	101 150	College Life/Success The Freshman Year Experience (NMSU only)	3
	Area I: Communications courses (One course must be *ENGL* 111G, Rhetoric and Composition)			10
	Area II: Mathematics/Algebra courses			3
	Area III: Laboratory Science courses			8
	Area IV: Social/Behavioral Sciences courses*			6–9
	Area V: Humanities and Fine Arts courses*			6–9
	* Student must have at least nine credits in either Area IV or Area V. **NOTE:** When selecting courses for each of the areas listed above, follow "The New Mexico General Education Common Core" guidelines at the front of this catalog.			

Major Requirements				**27 credits**
	C J	101G	Introduction to Criminal Justice	3
	C J	205	Criminal Law I	3
	C J	210	The American Law Enforcement System	3
	C J	221	Fundamentals of Criminal Investigation	3
	C J	230	Introduction to Corrections	3
	C J	250	Courts and the Criminal Justice System	3
	Approved electives			9

Library Science

Associate of Applied Science Degree

Certificates of Completion:

- Customized Study in Library Science
- Fundamentals of Library Science
- Specialized Topics in Library Science
- Children's Literature

School Library Media Specialist Endorsement

575-527-7567 or 528-7338

In this Information Age, the role of libraries in providing for the knowledge needs of all sectors of the population is expanding. The changing needs of information management in our society have sparked an increasing demand for the work of library and information specialists who can organize, manage, and retrieve information from the vast storehouses that exist.

While libraries retain their traditional study tables and shelves full of books, increasingly they are being transformed to accommodate the rapidly evolving information technology. Electronic catalogs, online databases, CD-ROM and DVD products, the Internet and Web 2.0 tools provide almost unlimited access to the information people need for lifelong learning, and for both professional and recreational activities.

Employment opportunities in libraries remain steady. Acquiring, organizing and preserving, and providing access to the vast wealth of materials that exist in increasingly automated environments are ongoing challenges. Those who have strong skills in these areas will find themselves in great demand.

Library Science program graduates are prepared to work in numerous positions and settings, including public libraries and school or academic libraries. They may also choose from the wide spectrum of special library positions found in corporate, institutional, and government settings.

Additional information on career opportunities and salaries may be obtained from the Occupational Outlook Handbook, available online at ***http://www.bls.gov/oco***.

Program Options

Besides the associate of applied science degree, the program offers four certificate options in library science skills. Courses required for the certificates may be applied to the associate of applied science degree. In addition, courses offered through this program may be applied to fulfill state requirements for a School Library Media Specialist Endorsement, for those with a teaching certificate.

NOTE: All of the certificate options and the associate degree may be completed entirely online. All courses with the "L SC" prefix are available only through online education.

Associate Degree (66 credits)

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

ASTERISK (*) BY CREDIT HOURS: If the minimum number of credits is taken in either Related or Technical Requirements, then the maximum must be taken in the other category. Total credits must equal at least 66.

Core Requirements				**16 credits**
	ENGL	111G	Rhetoric and Composition	4
	BOT	209	Business and Technical Communications	3
OR	*ENGL*	203G	Business & Professional Communication	
OR	*ENGL*	211G	Writing in the Humanities & Social Sciences	
OR	*ENGL*	218G	Technical & Scientific Communication	

Core Requirements (continued)				
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	BOT	106	Business Mathematics	3
OR	*EDUC*	150	Math for Paraprofessionals	
OR	*MATH*	210G	Mathematics Appreciation	
OR	*MATH*	120	Intermediate Algebra	
	ANTH	201G	Introduction to Anthropology	3
OR	BMGT	240	Human Relations	
OR	*C EP*	110G	Human Growth and Behavior	
OR	*PSY*	201G	Introduction to Psychology	
OR	*SOC*	101G	Introductory Sociology	

Related Requirements				**10–12* credits**
	BMGT	140	Principles of Supervision I	3
OR	*MGT*	201	Introduction to Management	
OR	L SC	275	Fundamentals of Library Supervision	
	BMGT	201	Work Readiness and Preparation (2)	1–3
OR	BMGT	202	Career Management (1)	
OR	L SC	175	Civic Involvement in Library Science (1–3)	
	C S	110	Computer Literacy	3
OR	*EDUC*	168	Educational Uses of Computers	
OR	L SC	111	Introduction to Information Literacy in an Electronic Environment	
OR	OECS	105	Introduction to Information Technology	
	Approved elective			3

Technical Requirements				**38–40* credits**
	L SC	100	Introduction to Libraries	3
	L SC	110	Reference and Information Resources I	3
	L SC	120	Cataloging Basics I: Descriptive Cataloging	3
OR	L SC	125	Cataloging Basics II: Classification and MARC Cataloging	
OR	L SC	260	Cataloging Non-Book Formats	
	L SC	130	Introduction to Technical Services in Libraries	3
	L SC	140	Multimedia Materials and Presentations in Libraries	3
OR	L SC	220	Innovative Technology Applications for Libraries	
	L SC	160	Introduction to Public Services in Libraries	3
	L SC	200	Collection Management and Development in Libraries	3
	L SC	210	Technology Planning in Libraries	3
	L SC	221	Experiential Learning I	2–3
	L SC	240	Internet Resources and Research Strategies	3
	L SC	270	Library Science Capstone	3
	L SC electives			6–7

Certificate of Customized Study in Library Science (36 credits)

This certificate is designed for those who desire to customize their study of library science.

Technical Requirements		36 credits
	Five 3-credit L SC 100-level courses	15
	Five 3-credit L SC 200-level courses	15
	Six 1-credit L SC courses	6

Certificate of Fundamentals of Library Science (24 credits)

This certificate is designed for those who desire a knowledge of the fundamentals of library science.

Technical Requirements				24 credits
	L SC	100	Introduction to Libraries	3
	L SC	110	Reference and Information Resources I	3
	L SC	120	Cataloging Basics I: Descriptive Cataloging	3
OR	L SC	125	Cataloging Basic II: Classification and MARC Cataloging	
OR	L SC	260	Cataloging Non-Book Formats	
	L SC	130	Introduction to Technical Services in Libraries	3
	L SC	140	Multimedia Materials and Presentations in Libraries	3
OR	L SC	220	Innovative Technology Applications for Libraries	
	L SC	160	Introduction to Public Services in Libraries	3
	L SC	210	Technology Planning in Libraries	3
	L SC	240	Internet Resources and Research Strategies	3

Certificate of Specialized Topics in Library Science (12 credits)

This certificate is designed for those who desire an in-depth knowledge of specialized topics in library science.

Technical Requirements		12 credits
	12 one-credit L SC courses	12

Certificate of Children's Literature (18 credits)

This certificate is designed for those who desire a specialization in children's literature.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/chli.html***

Technical Requirements				11 credits
	L SC	155	Award Winning Books for Children	1
	L SC	156	Boys and Books	1
	L SC	286	Children's Literature and the Primary Curriculum	3
OR	L SC	287	Children's Literature and the Intermediate Curriculum	
OR	L SC	288	Children's Literature and the Middle School Curriculum	

Technical Requirements (continued)				
	L SC	290	Introduction to Children's Literature	3
OR	L SC	295	Introduction to Young Adult Literature	
	L SC	296	Multicultural Books for Children and Youth	3

Electives				7 credits
Choose courses totaling 7 credits from the following list:				
	L SC	153	Picture Books and Young Children	1
	L SC	154	State Children's Book Awards	1
	L SC	191	Children's Books & Their Movie Adaptations	1
	L SC	192	Myths and Legends in Children's Literature	1
	L SC	193	Poetry for Children	1
	L SC	194	The Art of Picture Books	1
	L SC	195	Mysteries for Children	1
	L SC	196	Historical Fiction for Children	1
	L SC	197	Fantasy and Speculative Fiction	1
	L SC	236	Banned Books	1
	L SC	291	Southwestern Children's Literature	1
	L SC	292	Native American Children's Literature	1

The School Library Media Specialist Endorsement Program

The School Library Media Specialist Endorsement program offers courses that meet or exceed the State Board of Education required competencies for the endorsement. It prepares entry-level library media specialists for positions in both elementary and secondary schools.

The program consists of a minimum of 24 credits from the courses shown in the following list. These are offered through Doña Ana Community College and New Mexico State University. All courses are 3 credits unless noted.

In New Mexico, at least 12 credits need to be upper-division courses for a K–12 endorsement. It is recommended that at least one course be taken from each area, and the student should consult an advisor. Endorsement is applied for by the student directly to the State Department of Education, and granted by the State, not DACC or NMSU. Out-of-state students should check with their state for specific requirements.

NOTE: All L SC and ELA courses are offered only ONLINE. Other courses may be available periodically online. Upper-division courses are offered through NMSU, where undergraduate and graduate tuition rates apply.

School Library Media Specialist Endorsement (minimum of 24 credits)

Select one or more courses (3 or more credits) from at least eight of the following categories.

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Fundamentals				3 credits
	L SC	130	Introduction to Technical Services in Libraries	3
OR	L SC	160	Introduction to Public Services in Libraries	
OR	*ELA*	411/511	Foundation for School Library Specialists	

Organization and Administration				3 credits
	L SC	203	School Library Media Specialist	3
OR	*ELA*	412/512	Administration of the School Library	

Collection Development and Management				3 credits
	L SC	200	Collection Management and Development in Libraries	3
OR	*ELA*	414/514	Collection Management and Development in School Libraries	

Instructional Design and Development				3 credits
	ECED	235	Introduction to Reading and Literacy Development	3
OR	*ELA*	413/513	Curriculum Role of the School Library Specialist	

Reference				3 credits
	L SC	110	Reference and Information Resources I	3
OR	L SC	111	Introduction to Information Literacy in an Electronic Environment	
OR	L SC	240	Internet Resources and Research Strategies	
OR	L SC	250	Reference and Information Resources II	
OR	*LIB*	311	Information Literacy	

Cataloging				3 credits
	L SC	120	Cataloging Basics I: Descripting Cataloging	3
OR	L SC	125	Cataloging Basics II: Classification and MARC Cataloging	
OR	L SC	260	Cataloging Non-Book Formats	

Technology and Automation				3 credits
	L SC	210	Technology Planning in Libraries	3
OR	*EDLT*	574	Technology Planning and Grant Writing	

Design and Utilization of Media				3 credits
	L SC	140	Multimedia Materials and Presentations in Libraries	3
OR	L SC	220	Innovative Technology Applications for Libraries	
OR	*EDUC*	518	Technology and Pedagogy	

Literature				3 credits
	L SC	290	Introduction to Children's Literature for Libraries	3
OR	L SC	295	Introduction to Young Adult Literature	
OR	*ENGL*	363	Literature for Children and Young Adults	
OR	*RDG*	414/514	Content Area Literacy	
OR	*RDG*	360/560	Elementary School Literacy I	
OR	*RDG*	361/561	Elementary School Literacy II	

N.M. General Education Common Core

Certificate of Completion

575-528-7272

The 36-credit New Mexico General Education Common Core Certificate of Completion program prepares a student to transfer to any public college or university in the state. It also satisfies many or all of the Core Requirements contained in the associate degree career programs offered at DACC.

Students enrolled in the following DACC associate degree programs may be eligible to receive this certificate upon completing the required general education common core courses contained in their curricula:

- Associate of Arts
- Associate of Science
- Criminal Justice
- Early Childhood Education
- Education
- Hospitality Services Management
- Pre-Business
- Public Health

This certificate is also a good choice for students who are undecided as to their major or program choice. Students should consult an advisor when applying for this certificate.

Nursing

Associate in Nursing Degree

Licensed Practical Nurse Certificate

575-527-7735

The Nursing program at DACC affords students the opportunity to become Licensed Practical Nurses or Registered Nurses and members of a respected and rewarding profession. Nursing is a dynamic and exciting discipline offering not only the rewarding experiences of helping others achieve their health care goals, but also enabling the nurse to become a part of the rapidly advancing health delivery system of the future.

Upon completion of all prerequisite courses and acceptance into the nursing program, four semesters of study prepare the new graduate for a career as an entry-level generalist in Licensed Practical Nursing or Registered Nursing. Graduates of the program are eligible to take the NCLEX-PN or NCLEX-RN licensure exams and become licensed Practical Nurses or Registered Nurses anywhere in the United States. Students should note, however, that program completion does not in and of itself guarantee licensure, which is a function of the various state boards of nursing, nor does it guarantee employment.

The DACC nursing program philosophy embraces the concepts of caring, health, and wellness. Faculty assist adult learners with achievement of their maximum educational potential through exposure to a variety of teaching and evaluation methods. Special emphasis is placed upon the nursing process, critical-thinking, evidence-based practice, patient-centered care, teamwork and collaboration, safety, professionalism, nursing informatics, and the evolving teaching-learning process.

Accreditation/Approval*

The DACC nursing program is not currently nationally accredited. Students are encouraged to explore their employment and education options prior to submitting an application.

The DACC Nursing program is approved for operation by the New Mexico Board of Nursing. Further information may be obtained by contacting the board directly:

- New Mexico Board of Nursing
  6301 Indian School Road NE, Suite 710
  Albuquerque, NM 87110
  Telephone: 505-841-8340

*Please refer to the DACC Nursing program website for more information regarding the accreditation or approval status of the Nursing program.

Categories of Essential Functions

In order to participate in the Nursing Program, the student must be capable of performing the following:

Observation

- Visually discriminate incremental readings on various medical equipment
- Visually discriminate between different colored objects
- Discriminate between various auditory stimuli

Communication

- Communicate effectively in English using verbal, nonverbal and written formats
- Read and interpret the English language without assistance
- Communicate effectively via electronic means, including computers and "smart" devices

Motor

- Stand for long periods of time
- Lift 50 pounds
- Perform patient care procedures with manual dexterity

Intellectual

- Collect, interpret, and integrate information

Special Admission Criteria

As a professional educational program, the Nursing Program is a limited-entry program. To be considered for admission, students are required to successfully complete 1) all prerequisites, 2) the designated entrance exam, and 3) the student selection process. Information on requirements, transfers, and deadlines for applications are available on the Nursing program website, or by calling 575-527-7735.

Prior to the first day of classes, each student must submit documentation of the following: current immunizations, TB test, American Heart Association CPR for Healthcare Workers, and drug screening. Additional information regarding specific requirements is available from the Nursing Program office.

Nursing Program Prerequisites

The following must be completed before applying to the Nursing program:

- Be admitted to DACC.
- Students will be responsible for knowing all the information contained in the related-requirement science courses of Anatomy and Physiology I and II, regardless of when these courses were taken. In the event that they were taken more than seven years prior to admission to the Nursing program, these courses must be repeated for credit.

Security Background Check

Prospective students are required to complete and pass a security background check in order to take clinical courses. Past criminal violations may prevent a student from completing the degree and gaining a nursing license or employment in the field.

Requirements to Remain in the Nursing Program

In order to remain in the program, students must receive a C or better in each technical course attempted. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Course Fees

In addition to tuition, a fee of $250 is charged for each of the following courses: NURS 136, NURS 147, NURS 226, and NURS 236.

Licensed Practical Nurse Certificate (53–54 credits)

This certificate program provides an option for those desiring to begin working as licensed practical nurses before finishing the Associate Degree Nursing Program (ADN) program. The certificate curriculum consists of the first two semesters of the ADN program and NURS 224. Students must pass a PN exit exam selected by the faculty to qualify for the LPN certificate.

Associate Degree in Nursing (68–69 credits)

Four additional courses (15 credits) beyond the LPN program are required to complete the ADN program. Students must pass a RN exit exam selected by the faculty to qualify for the Associate Degree in Nursing.

NOTE: *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements for LPN and ADN				**7 credits**
	ENGL	111G	Rhetoric and Composition	4
	PSY	201G	Introduction to Psychology	3

Related Requirements for LPN and ADN				**17–18 credits**
	MATH	120	Intermediate Algebra	3
	C EP	110G	Human Growth and Behavior	3
	BIOL	253	Human Anatomy (4)	7–8
	+ *BIOL*	254	Human Physiology (3)	
OR	BIOL	225	Human Anatomy and Physiology I (4)	
	+ BIOL	226	Human Anatomy and Physiology II (4)	
	CHEM	110G	Principles and Applications of Chemistry	4

Common Technical Requirements for LPN and ADN				**29 credits**
	NURS	130	Foundations of Pharmacology	3
	NURS	134	Foundations of Nursing Skills and Assessment	3
	NURS	136	Foundations of Nursing Practice	6
	NURS	137	Care of Geriatric Patient	3
	NURS	147	Adult Health I	6
	NURS	149	Mental Health Nursing	3
	NURS	224	Maternal/Child Nursing	5

Additional Technical Requirements for ADN				**15 credits**
	NURS	201	Special Topics: NCLEX-RN Review	2
	NURS	226	Adult Health II	6
	NURS	235	Nursing Leadership and Management	1
	NURS	236	Nursing Preceptorship – Adult Health III	6

Paralegal Studies

Associate of Applied Science Degree

575-527-7642

If you have an interest in the law and how it affects individuals and society as a whole, then a career as a paralegal could be an excellent choice for you. Paralegals enjoy the intellectual challenge of assisting attorneys in finding legal solutions for their clients' problems.

A precise description of the paralegal's role is found in the New Mexico Supreme Court's definition in the Rules Governing Paralegal Services (Rule 20-102A), which states that a paralegal is one who:

1. contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
2. performs substantive legal work under the supervision of a licensed attorney who assumes professional responsibility for the final work product; and
3. meets one or more of the education, training or work experience qualifications set forth in Rule 20-115 NMRA of these rules

In these same Rules, the Court's examples of substantive legal work include, "case planning, development and management; legal research and analysis; interviewing clients; fact gathering and retrieving information; drafting legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the supervising attorney; and representing clients before a state or federal administrative agency if that representation is authorized by law" (Rule 20-102B NMRA).

The DACC Paralegal Studies program focuses on developing skills necessary to perform substantive legal work. Examples of courses leading to that end include Litigation, Legal Research and Writing, Legal Terminology, Virtual Law Office, Legal Ethics, and Torts. Through classroom instruction (including practical exercises and assignments), computer lab practice, and an internship, students gain essential skills, as well as a broad background in many different areas of law.

Graduates of the Paralegal Studies program are eligible to apply to take the national certification examination offered by the National Association of Legal Assistants (NALA). Those who successfully complete this two-day exam are designated Certified Legal Assistants (CLA).

The employment outlook for paralegals is good. Program graduates are employed with private firms, various courts, community legal services, state and federal governmental agencies (e.g., Human Services Departments, public defenders, and district attorneys), as well as a variety of businesses.

Associate Degree (67–72 credits)

NOTE: Students must pass ENGL 111G, ENGL 203G, and all PL S courses with a minimum grade of *C. Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core/General Education Requirements				**19 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	*ENGL*	218G	Technical & Scientific Communication	
OR	BOT	209	Business & Professional Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	MATH	120	Intermediate Algebra	3
OR	*MATH*	121G	College Algebra	
OR	BOT	106	Business Mathematics	

Core/General Education Requirements (continued)				
	PHIL	201G	Introduction to Philosophy	3
OR	*PHIL*	211G	Informal Logic	
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	
OR	BMGT	240	Human Relations	

Related/Professional Requirements				**10–11 credits**
	ACCT	200	Survey of Accounting	3
OR	*ACCT*	221	Financial Accounting	
OR	BOT	120	Accounting Procedures I	
	BMGT	201	Work Readiness and Preparation (2)	1–2
OR	BMGT	202	Career Management (1)	
	BOT	211	Information Processing I	3
OR	BOT	213	Word Processing I	
	GOVT	100G	American National Government	3

Technical/Major Requirements				**38–42 credits**
	PL S	160	Legal System for the Paralegal	3
	PL S	190	Criminal Law for the Paralegal	3
	PL S	200	Legal Ethics for the Paralegal	3
	PL S	221/ 222	Internship I/II **NOTE:** PL S 221 and 222 are restricted to PL S majors. A maximum of 6 credits of PL S 221 and 222 may be applied toward a degree.	2–6
	PL S	231	Law of Commerce for the Paralegal	3
	PL S	274	Legal Research and Writing for the Paralegal I	3
	PL S	275	Tort and Insurance Law for the Paralegal	3
OR	PL S	276	Wills, Trusts, and Probate for the Paralegal	
	PL S	278	Litigation for the Paralegal	3
	PL S	279	Legal Research and Writing for the Paralegal II	3
			Choose 4 of the following elective courses:	12
	PL S	161	Legal Terminology (3)	
	PL S	162	Virtual Law Office (3)	
	PL S	203	Immigration Law (3)	
	PL S	255	Special Topics (3)	
	PL S	272	Bankruptcy Law for the Paralegal (3)	
	PL S	277	Family Law for the Paralegal (3)	
	PL S	298	Independent Study (3)	

Pre-Business

Associate Degree: Pre-Business

575-527-7640

NOTE: The DACC Pre-Business program is also described in the *NMSU Undergraduate Catalog*.

The associate of pre-business degree is roughly equivalent to the first 66 credit hours of any bachelor's degree program offered through the College of Business Administration and Economics at NMSU. The DACC associate-degree program includes the general education requirements and lower-division business core.

Associate of Pre-Business (66 credits)

This program is administered by NMSU College of Business. All courses listed may be applied toward a degree at NMSU.

Core Requirements—Area I: Communications				**10 credits**
	[1] ENGL	111G	Rhetoric and Composition	4
	[1] ENGL	203G	Business and Professional Communication	3
	[1] COMM	253G	Public Speaking	3
OR	[1] COMM	265G	Principles of Human Communication	

Core Requirements—Area II: Mathematics				**12 credits**
	[1] MATH	120	Intermediate Algebra	3
	[1] MATH	121G	College Algebra	3
	[1, 2] MATH	142G	Calculus for the Biological and Management Sciences I	3
	[2] A ST	251G	Statistics for Business and the Behavioral Sciences	3
OR	[2] STAT	251G	Statistics for Business and the Behavioral Sciences	

Core Requirements—Area III: Laboratory Sciences	**8 credits**
Select two courses not appearing on the same line together:	
ASTR 105G ***OR*** 110G BIOL 101G+GL ***OR*** 111G+GL CHEM 110G ***OR*** 111G GEOG 111G ***OR*** GEOL 111G PHYS 110G ***OR*** 211G+GL	8

[3]Core Requirements—AREA IV: Social/Behavioral Sciences				**6–9 credits**
NOTE: A total of 15 combined credits from Areas IV and V are required, with at least 9 credits in one of the two areas.				
	[2, 4] ECON	251G*	Principles of Macroeconomics (3)	6–9
	[2, 4] ECON	252G*	Principles of Microeconomics (3)	
	PSY	201G*	Introduction to Psychology, or other approved social/behavioral science course (3)	

[3]Core Requirements—AREA V: Humanities and Fine Arts	**6–9 credits**
NOTE: Choose courses totaling 6 to 9 credits from the following:	
ART 101G, 110G; ENGL 244G; HIST 101G, 102G, 201G, 202G; MUS 101G, 201G; PHIL 101G, 136G, 211G, 223G; THTR 101G	6–9

Business Core, Lower Division				**12 credits**
	ACCT	221	Financial Accounting	3
	ACCT	222	Management Accounting	3
	BCIS	110	Introduction to Computerized Information Systems	3
OR	C S	110	Computer Literacy	
	BUSA	111	Business in a Global Society	3

Approved Electives	**Sufficient to complete 66 credits**
Electives chosen in consultation with advisor or satellite center director. In most cases, a maximum of eight applied credits (i.e., credit for technical courses) may be counted toward this degree.	

NOTES

1. Grade of *C* or better required.
2. Majors in economics must have a final grade of *C* or better in ECON 251G, ECON 252G, and A ST 251G or STAT 251G or equivalent, and MATH 142G.
3. Courses listed are taught at DACC. See these categories listed under "New Mexico Common Core" in the section titled, "Transfer Among New Mexico Institutions of Higher Education," in the front of this Catalog for a comprehensive list.
4. Should not be taken until sophomore year.

Public Health

Associate of Applied Science Degree

575-527-7630

The associate of applied science degree in public health provides the initial course work to prepare students for a career in public health. Public health is an exciting area of practice which takes a population-based focus to health. Individuals in this field interpret community data to determine health needs and intervention priorities. In addition to needs assessment, they work with community leaders to plan, implement, and evaluate community health education interventions such as smoking cessation, chronic and infectious disease awareness campaigns, vaccination programs, and family planning and prenatal care initiatives. This program is ideal for those who like to work with the public, yet who also like to take the broader view of how to promote the health of communities and groups of citizens.

The associate degree program fully articulates with the bachelor of public health degree program offered at the main NMSU campus in the Department of Health Science, which also offers the master of public health in community health education at the graduate level. The courses in this associate of applied science in public health curriculum at DACC will meet the majority of NMSU's general education degree requirements and are designed to give students a full overview of what public health and community health education practice is all about. There are no special admissions criteria for this program, but prospective majors are advised to arrange an initial degree advising session with the faculty of DACC's Health Occupations program in the Division of Health and Public Services. The program director and/or a faculty member will also be able to advise students regarding choices for elective courses.

NOTE: The Associate Degree in Public Health may be obtained entirely online. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Associate Degree (66 credits)

Core Requirements—Area I: Communications				**10 credits**
	ENGL	111G	Rhetoric and Composition	4
	ENGL	203G	Business and Professional Communication	3
OR	ENGL	211G	Writing in the Humanities and Social Sciences	
OR	ENGL	218G	Technical and Scientific Communication	
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	

Core Requirements—Area II: Mathematics				3 credits
	MATH	120	Intermediate Algebra*	3
OR	*MATH*	121G	College Algebra	
OR	*MATH*	142G	Calculus for the Biological and Mgt. Sciences	
OR	*STAT*	251G	Statistics for Business & Behavioral Sciences	
			NOTE 1: Students transferring to the BPH degree program are required to take STAT 251G and receive a minimum grade of *B*.	
			***NOTE 2:** While MATH 120 meets this program's core requirements, it does not satisfy the New Mexico General Education Common Core.	

Core Requirements—Area III: Laboratory Sciences	8 credits
Select two courses, each appearing on different lines:	
ASTR 105G **OR** *110G*	8
BIOL 101G+GL **OR** *BIOL 111G+GL* **OR** *BIOL 211G+GL*	
C S 171G	
CHEM 110G **OR** *111G*	
GEOG 111G	
GEOL 111G **OR** *212G*	
PHYS 110G **OR** *211G+GL*	

Core Requirements—Area IV: Social/Behavioral Sciences				6–9 credits
	PHLS	150G	Personal Health and Wellness	3
	AG E 210G; *ANTH* 120G, 125G, 201G, 202G, 203G; *C EP* 110G; *C J* 101G; *ECON* 201G, 251G, 252G; *GEOG* 112G, 120G; *GOVT* 100G, 110G, 150G, 160G; *JOUR* 105G; *LING* 200G; *PSY* 201G; *SOC* 101G, 201G; *S WK* 221G; *W S* 201G, 202G			3–6

Core Requirements—Area V: Humanities and Fine Arts	6–9 credits
ART 101G, *110G; DANC* 101G, *ENGL* 116G, 244G; *HIST* 101G, 102G, 201G, 202G; *MUS* 101G, 201G; *PHIL* 101G, 136G, 201G, 211G, 223G; *THTR* 101G	6–9

Related Requirements	15 credits
Electives from any of the following categories:	15
• AHS 120, 202	• *HNDS* 251
• *ANTH* 120G	• *JOUR* 105G
• *BIOL* 154, 221, 225, 226	• *SOC* 201G
• *C EP* 110G, 210	• *S WK* 221G
• DHYG 216	• *STAT* 251G
• *ENGL* 203G	

Technical Requirements				15 credits
NOTE: A grade of *C* or better is required in all courses listed under Technical Requirements. The CHSS and PHLS courses listed here may be applied toward the bachelor's degree program in Public Health at NMSU.				
	CHSS	101	Overview of Health and Community Services	3
	CHSS	216	Ethical and Research Issues in Human and Community Service	3
	CHSS	299	Service Learning Experience in Human and Community Services **NOTE:** PHLS 275 is a prerequisite for this course.	3
	PHLS	275	Foundations of Health Education	3
	PHLS	295	Essentials of Public Health	3

Radiologic Technology

Associate Degree: Radiologic Technology

Certificate of Completion: Computed Tomography

575-527-7581

Radiologic Technologists are an important part of the medical team. They produce medical images (radiographs), carry out diagnostic procedures, determine safe radiation exposure limits, and collect technical data necessary to assess client (patient) status. Job prospects in the Las Cruces/El Paso area are occasionally limited, but nationwide there is faster-than-average job growth with many opportunities for persons seeking entry-level positions.

Students in the Radiologic Technology program receive training both in the classroom and in clinical settings, where they work alongside nurses, physicians, and other health-care professionals. In the classroom, students learn about the anatomy and function of the human body, radiographic physics and equipment, and radiographic procedures. Students acquire skills in radiation protection for the patient and for the health professional. Laboratory activities teach the proper positioning of an injured or ill patient. Clinical work offers students training in diagnostic radiology and introduces the student to various other imaging modalities. The clinical work is offered in Las Cruces, Alamogordo, Artesia, Carlsbad, Deming, Ruidoso, Silver City, and El Paso.

Graduates of the program are eligible to take (and must pass) the American Registry of Radiologic Technologists (ARRT) national certification exam in order to obtain employment in this field. It should be noted that felony or misdemeanor convictions may make a student ineligible to take the ARRT exam. Many states also require a license to practice as a radiographer in that state. Continuing education is required with both the ARRT and state licenses to retain current certification status. Recertification is required every ten (10) years in order to maintain ARRT national certification.

The DACC Radiologic Technology program is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

Special Admissions Criteria

Radiologic Technology is a limited-entry program. Prior to applying to the program, students will have taken all program Core and Related Requirements. The following items are among the criteria considered in the selection of program applicants:

- Overall college GPA
- GPA in Core and Related Requirements courses
- County of residence
- Completion of advanced science or math courses
- Second or third application with a 3.45 GPA
- Students must pass background check, FBI fingerprint and drug screen
- Successful completion of interview process

A complete list is included in the application packet, available at the Health and Public Services Office in room DAHL-190 (575-527-7630).

Required Skills and Abilities

Students should be able to demonstrate good oral expression (speech clarity), written comprehension, near vision, critical thinking skills, and physical stamina (e.g., the ability to stand for long periods of time, manipulate radiographic equipment, and move/lift patients).

DACC Radiologic Technology Mission

The mission of the DACC Radiologic Technology Program is to provide the student with the academic knowledge and clinical skills necessary to attain

eligibility for certification and meaningful employment in the diagnostic imaging profession.

NOTE: Students in the Radiologic Technology program are required to complete and pass a security background check, FBI fingerprinting, and drug screening in order to participate in clinical education classes. Past criminal violations may prevent a student from completing the degree and gaining employment in the field.

Associate Degree (77 credits)

NOTE: To graduate, Radiologic Technology majors must have a *C* or better in all RADT courses and a *B* or better in all core and related courses. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**10 credits**
	ENGL	111G	Rhetoric and Composition	4
	MATH	120	Intermediate Algebra	3
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	

Related Requirements				**8 credits**
	CHEM	110G	Principles and Applications of Chemistry	4
	BIOL	225	Human Anatomy and Physiology I	4

Technical Requirements				**59 credits**
NOTE: All RADT classes are restricted to students who have completed the Core and Related Requirements and have been accepted into the Radiologic Technology Program.				
	RADT	100	Introduction to Radiologic Technology and Patient Care	2
	RADT	101	Radiographic Positioning I	4
	RADT	102	Radiographic Positioning II	4
	RADT	103	Introduction to Radiographic Imaging	3
	RADT	104	Special Radiologic Modalities	2
	RADT	105	Radiographic Physics and Equipment	3
	RADT	110	Radiographic Pathology	1
	RADT	154	Radiographic Anatomy and Physiology	3
	RADT	200	Radiation Biology and Protection	2
	RADT	201	Clinical Education I	9
	RADT	202	Clinical Education II	12
	RADT	203	Clinical Education III	11
	RADT	205	Radiographic Image Critique	1
	RADT	206	Applied Radiographic Procedures	2
	RADT	155	**OPTIONAL:** Special Topics	0–6
	RADT	156	**OPTIONAL:** Independent Study	0–6

Certificate Program in Computed Tomography

Computed Tomography (CT) is a branch of radiology that employs specialized radiography equipment to produce sectional images of the human anatomy. The CT technologist performs various diagnostic procedures under the supervision of a licensed radiologist or in most cases, a licensed technologist. In order to produce quality images, the CT technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment, and observe radiation protection measures. Job prospects in the Las Cruces/El Paso area are occasionally limited, but nationwide there is faster-than-average job growth with many opportunities for persons seeking entry-level positions.

Graduates of the program are eligible to take the American Registry of Radiologic Technologists (ARRT) National Computed Tomography Certification Exam. It should be noted that felony or misdemeanor convictions may make a student ineligible to take the ARRT exam. Many states also require a license to practice as a radiographer in that state. Continuing education is required with both the ARRT and state licenses to retain current certification status.

Special Admission Requirements

In order for students to be admitted to the CT program they must be certified by the American Registry of Radiologic Technologists (ARRT) in Radiologic Technology, Radiation Therapy, or Nuclear Medicine. Nuclear medicine technologists may also be certified by the ARRT or by the Nuclear Medicine Technologist Certification Board (NMTCB). The program is offered online in order to allow students from all over New Mexico and other parts of the country to enroll. Each cohort of students admits up to 22 students per new class offering. The student must have a minimum overall college GPA of a 3.0.

NOTE: Students in the Computed Tomography program are required to complete and pass a security background check, FBI fingerprinting, and drug screening in order to participate in clinical education classes. Past criminal violations may prevent a student from completing the degree and gaining employment in the field.

Required Skills and Abilities

The student will acquire and develop the education and skills necessary to perform as an entry-level computed tomography technologist.

The student will develop learning habits that will demonstrate a commitment to professional and personal growth by participating in professional activities and continuing education.

The student will understand and apply methods for effective problem solving, critical thinking, and communication skills.

Important Facts About This Certificate Program

For information concerning the total cost, financing, time to completion, and job placement rates associated with this program, visit the following web page: ***http://dacc.nmsu.edu/gainfulemployment/ctom.html***

Certificate of Completion (19 credits)

NOTE: Computed Tomography majors must obtain a *C* or better in all required courses to graduate. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Related Requirements				**7 credits**
	BIOL	225	Human Anatomy and Physiology I	4
	C S	110	Computer Literacy	3

Technical Requirements				**12 credits**
	RADT	190	CT Equipment and Methodology	3
	RADT	207	Cross-Sectional Anatomy for Imaging	3
	RADT	208	Clinical I: Computed Tomography	3
	RADT	209	Clinical II: Computed Tomography	3

Respiratory Therapy

Associate of Applied Science Degree

575-527-7607

Respiratory Therapy is an allied health specialty encompassing the diagnosis, treatment, management and prevention of problems affecting the respiratory and cardiovascular system.

Respiratory Therapy practitioners work side-by-side with physicians, and other healthcare professionals in the hospital setting. They set up oxygen, perform pulmonary function testing, set up and maintain ventilators, administer respiratory drugs, and evaluate patient health status.

Respiratory therapy is a rapidly growing, people-oriented profession. The demand for practitioners is increasing in New Mexico and throughout the United States. While most graduates continue to find employment in hospitals, opportunities are opening up with medical equipment suppliers and agencies providing home health care to pulmonary patients.

The Respiratory Therapy program at Doña Ana Community College is a full-time program that leads to an associate of applied science degree. Through classroom instruction and laboratory practice, students develop the knowledge needed to care for patients. They acquire additional hands-on experience in the clinical setting at surrounding hospitals.

The curriculum and clinical hour content is based on the National Standard Curriculum from the American Association of Respiratory Therapy (AARC) and the national accrediting body, the Commission on Accreditation for Respiratory Care (CoARC); www.coarc.com; 1228 Harwood Rd., Bedford, TX 76021; telephone 817-283-2835. The Respiratory Therapy Program is also accredited by the Commission on Accreditation for Respiratory Care. The program is designed to prepare students to have mastered competency in assessment, diagnosis and treatment of the cardiopulmonary patient. Upon completion of the program graduates are eligible to sit for their national licensure certification and registry examinations.

Required Skills and Abilities

Students should be able to demonstrate good oral expression (speech clarity) and written comprehension, critical thinking skills, the ability to hear through a stethoscope or augmented listening device, and physical stamina (e.g., the ability to stand for long periods of time, manipulate respiratory therapy equipment, and move/lift patients and equipment up to 50 pounds, unassisted).

Program Admissions Criteria

Respiratory Therapy is a limited-entry program. The following items are among the criteria are used in the selection of successful program applicants:

- Health Occupations Basic Entrance Test scores care curriculum
- Cumulative GPA of 3.0 or better
- Science GPA of 2.7 or better
- Completion of the following courses: ENGL 111G, CHEM 110G and MATH 120, AHS 120, BIOL 221+221L, BIOL 225, and BIOL 226 (NOTE: One may take BIOL 221+221L after being accepted into the program.)

A complete list is included in the application packet, available at the Respiratory Therapy program office in room DAHL-191 (phone: 575-527-7607).

Requirements to Participate in Clinical Practice

Clinical course work is required for completion of this program. Upon admittance and throughout the program, students will be required to meet requirements of each clinical site in order to complete the required course work. Requirements include but are not limited to the following:

1. Background check and fingerprinting through the designated college affiliate (adverse findings may disqualify a student from continuing in the program)
2. Current CPR certification
3. Current TB test
4. Record of current tuberculin, rubella, tetanus, varicella, and Hepatitis B immunizations, or titers.
5. Drug screening

NOTE: There are two established cut scores for the Therapist Multiple-Choice Examination. If a candidate achieves the lower cut score, (s)he will earn the CRT credential. If a candidate achieves the higher cut score, (s)he will earn the CRT credential ***and*** become eligible for the Clinical Simulation Examination (provided that those eligibility requirements are met and the candidate is eligible to earn the RRT credential). The CRT and/or RRT credentials are used as the basis for the licensure.

Course fees

In addition to tuition, a fee of $120 is charged for each of the following courses: RESP 110L, RESP 120L, RESP 230L, and RESP 240L.

Associate Degree (81 credits)

NOTE: Respiratory Therapy majors must earn a *C* or better in all Respiratory Therapy and related courses in order to remain in the program. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus*. In addition to the requirements listed here, certain Special Topics and Independent Study courses may be recommended by the advisor.

General Education Requirements				**7 credits**
	ENGL	111G	Rhetoric and Composition	4
	BMGT	240	Human Relations	3
OR	*COMM*	265G	Principles of Human Communication	
OR	*PSY*	201G	Introduction to Psychology	
OR	*SOC*	101G	Introductory Sociology	

Related Requirements				**25 credits**
	AHS	120	Medical Terminology	3
	BIOL	221	Introductory Microbiology (3)	4
	+ *BIOL*	221L	Introductory Microbiology Laboratory (1)	
	BIOL	225	Human Anatomy and Physiology I	4
	BIOL	226	Human Anatomy and Physiology II	4
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
	CHEM	110G	Principles and Applications of Chemistry	4
	MATH	120	Intermediate Algebra	3

Technical Requirements				**49 credits**
NOTE: All RESP classes are restricted to students who have been accepted into the Respiratory Therapy program.				
	BIOL	227	Pathophysiology	3
OR	HIT	140	Health Information Intro. to Pathophysiology	
OR	OEEM	201	Human Pathophysiology	
	RESP	110	Respiratory Therapy I	3
	RESP	110L	Respiratory Therapy I Lab	2
	RESP	115	Respiratory Therapy Pharmacology	3

Technical Requirements (continued)				
	RESP	120	Respiratory Therapy II	3
	RESP	120L	Respiratory Therapy II Lab	2
	RESP	124	Respiratory Therapy II Clinical	3
	RESP	125	Respiratory Therapy Physics	3
	RESP	210	Respiratory Therapy III	2
	RESP	210L	Respiratory Therapy III Lab	2
	RESP	224	Respiratory Therapy IV Clinical	3
	RESP	230	Respiratory Therapy V	3
	RESP	230L	Respiratory Therapy V Lab	2
	RESP	233	Respiratory Therapy Cardiopulmonary Pathophysiology	2
	RESP	234	Respiratory Therapy V Clinical	3
	RESP	240	Respiratory Therapy VI	3
	RESP	240L	Respiratory Therapy VI Lab	2
	RESP	242	Pediatric Advanced Life Support (PALS)	1
	RESP	243	Respiratory Therapy Neonatal Resuscitation	1
	RESP	244	Respiratory Therapy VI Clinical	3

Water Technology

EPA State Environmental Training Program

Associate of Water Technology Degree

Certificate of Completion

575-527-7584

The Water Technology program is an award-winning, up-to-date technical training opportunity that will open doors to a career anywhere in the United States. Graduates of this program have found work in New Mexico, Colorado, Texas, Arizona, California, Vermont, New Hampshire, Iraq, and Puerto Rico. More than 400 graduates have begun careers in the water field, working in such diverse areas as the semiconductor industry, the food processing industry, aerospace industry, electrical power industry, city water and wastewater departments, municipal or contract analytical laboratories, water reuse or recycling plants, metal plating companies, engineering consulting firms, and state planning offices.

While jobs are widely available, training programs like this one are rare. As the treatment of water becomes more technical, municipalities and industries rely on training programs to fill their needs. Students in this program learn how to clean water to make it safe for drinking and how to purify water to a high quality for use in computer chip manufacturing, food processing, or steam generation. They will also learn how to treat wastewater so it can be safely returned to the environment or reclaimed for beneficial use. Instruction also includes maintaining equipment such as pumps, motors, valves, and chemical feeders; laboratory testing and analysis; water chemistry and microbiology; and some basics of supervising and managing a water utility, including budgets, preventive maintenance schemes, and billing. Various course assignments requiring laboratory data sheets, simple process control spreadsheets, and term papers enable students to sharpen their computer and writing skills. General studies in basic algebra, applied math, water chemistry and microbiology, speech, and technical writing round out the curriculum.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and be able to meet the same physical requirements that they will as graduates in the field. Depending where they find employment, graduates may be required to work in inclement weather, lift up to 50 pounds from the ground, work safely around hazardous chemicals using appropriate safety equipment such as a self-contained breathing apparatus, work safely in confined spaces, ascend and descend stairs and ladders to reach equipment, work safely around heavy equipment, work safely and effectively on uneven surfaces, and stand for long periods of time on concrete floors. Some positions in the field require certification and the licensing agency may not provide special testing accommodations.

Opportunities for students to gain new knowledge and skills in operations, maintenance, and laboratory areas are provided through classroom training, hands-on laboratories, field trips, guest lectures, and training on the program's own water and wastewater plants.

Before graduating, students will spend a minimum of 180 hours at a cooperative education site with a municipality or industry. Students have found co-ops at water and wastewater plants in Albuquerque, El Paso, Las Cruces, Socorro, Hobbs, Silver City, Mesilla, and Glorieta, and with industries such as Intel and Kurita America.

Financial aid beyond loans, grants, work-study monies, and DACC scholarships include seven private scholarships specifically for Water Technology students: 1) Max Summerlot Memorial Scholarship, given to a water technology student in his or her second year in the program; 2) Cynthia Hiers-Robinson Current-Use Scholarship; 3) Jake Hands Memorial Scholarship; 4) two scholarships presented by the New Mexico Water and Wastewater Association; and 5) two scholarships presented by the Southwest Section of the New Mexico Water and Wastewater Association.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

NOTE: Students must achieve a cumulative grade-point average of 2.0 with a final grade of *C* or better in English 111G and all required WATR courses. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.* The remaining courses are applicable toward the bachelor of applied studies degree offered by the NMSU College of Extended Learning. At least 36 hours of the technical requirements are applicable toward the bachelor's degree in agricultural and extension education offered by the College of Agricultural, Consumer and Environmental Sciences at New Mexico State University.

Associate Degree (68–70 credits)

Core Requirements				13 credits
	ENGL	111G	Rhetoric and Composition	4
	BOT	209	Business and Technical Communications	3
OR	*ENGL*	203G	Business and Professional Communication	
OR	*ENGL*	218G	Technical and Scientific Communication	
	COMM	265G	Principles of Human Communication	3
	PSY	201G	Introduction to Psychology	3
OR	*SOC*	101G	Introductory Sociology	

Related Requirements				4 credits
	BMGT	140	Principles of Supervision	3
	OETS	102	Career Readiness Certification Preparation	1

Technical Requirements				51–53 credits
	WATR	120	Introduction to Water Systems	3
	WATR	130	Wastewater Collection and Basic Treatment Systems	3
	WATR	140	Applied Water and Wastewater Math I	3
	WATR	160	Systems Maintenance	4
	WATR	175	Programmable Logic Controllers	2
	WATR	180	Water Chemistry	3
	WATR	182	Water Chemistry Analysis	1
	WATR	190	Water and Wastewater Microbiology	3
	WATR	192	Water and Wastewater Microbiology Analysis	1
	WATR	200	Cooperative Experience	3–5
	WATR	220	Water Treatment Systems	3
	WATR	222	Water Systems Operations	1
	WATR	230	Advanced Wastewater Treatment	4
	WATR	232	Wastewater Systems Operations	1
	WATR	240	Applied Water & Wastewater Math II	3
	WATR	250	Municipal Systems Management	4
	WATR	275	Certification Review	3
	WATR	285	High Purity Water Treatment Systems (3)	6
	+ WATR	287	Adv. Water Chem. Analysis (fall only) (3)	
OR	WATR	290	Adv. Wastewater Microbiology & Chem. (3)	
	+ WATR	292	Adv. Wastewater Analysis (spring only) (3)	

Certificate (31–34 credits)

Graduates of the one-year program have the capability to work in a municipal water or wastewater treatment plant.

NOTE: Students must achieve a cumulative grade-point average of 2.0 with a final grade of *C* or better in all required WATR courses. *Course(s) with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Related Requirements				7–8 credits
	BOT	101	Keyboarding Basics (3)	3–4
OR	BOT	105	Business English I (3)	
OR	*ENGL*	111G	Rhetoric and Composition (4)	
	BMGT	140	Principles of Supervision	3
	OETS	102	Career Readiness Certification Preparation	1

Technical Requirements				24–26 credits
	WATR	120	Introduction to Water Systems	3
	WATR	130	Wastewater Collection and Basic Treatment Systems	3
	WATR	140	Applied Water and Wastewater Math I	3

Technical Requirements (continued)				
	WATR	160	Systems Maintenance	4
	WATR	180	Water Chemistry	3
	WATR	182	Water Chemistry Analysis	1
	WATR	190	Water and Wastewater Microbiology	3
	WATR	192	Water and Wastewater Microbiology Analysis	1
	WATR	200	Cooperative Experience	3–5

Welding Technology

AWS S.E.N.S.E. Advanced Welder

AWS Accredited Test Facility #13114

Associate of Applied Science Degree

Certificate of Completion

575-527-7593, 528-7018 or 527-7597

Welders are in greater demand today than at any time during the past 30 years, and the job outlook is expected to remain excellent throughout the foreseeable future. They are needed in energy exploration and production and are required in virtually every field or industry that uses parts made of metal.

Simply stated, welders are people who join metals such as steel, stainless steel, aluminum, titanium, brass, bronze, copper, and nickel. Welding processes vary depending on the application. Extremely delicate and precise items, such as aerospace components and jewelry, may be welded using electron beams, lasers, and plasma, while huge structures for buildings and bridges are typically welded using submerged arc and flux core. Welding may take place in almost any setting: in a laboratory, out-of-doors, or even underwater, as in the case of offshore, oil-and-gas platform construction.

According to the US Department of Labor, job prospects for welders are excellent, with projected job growth in New Mexico estimated at 25.5 percent over the next six years, and 5 percent nationally through 2014, translating to 264,000 additional jobs. Increases in welder wages have kept pace with or exceeded those of other occupations since 2002.

The DACC Welding Technology program is nationally accredited by the American Welding Society (AWS), and is taught by nationally qualified instructors. Together, DACC welding instructors have more than 125 years of welding experience (nuclear, pressure vessels, aerospace, etc.), over 125 welding certifications (SMAW, GTAW, GMAW, FCAW, SAW), and over 80 years combined experience teaching welding technology. Six DACC welding instructors are AWS Certified Welding Educators (CWE-with over 44 years combined experience), and five DACC welding instructors are AWS Certified Welding Inspectors (CWI-with over 51 years combined experience). Five DACC welding instructors have Associate of Welding Technology degrees, and one instructor has a B.S. in Welding Engineering Technology.

The DACC Welding Technology program is an AWS Accredited Test Facility and performs hundreds of welder performance qualification tests every year. DACC welding instructors hold AWS national endorsements for six welding/fabrication codes.

The program is competency and performance based, consisting of lectures and hands-on laboratory exercises. Students learn to weld steels, stainless steels, and aluminum alloy plate and pipe with five welding processes. They also learn basic fabrication skills, oxy-fuel cutting, plasma cutting, and air-carbon arc cutting. The DACC Welding Technology Program is one of a

handful of programs, nationwide, that has an orbital TIG unit that allows students to join tubing as small as one-quarter inch in diameter. Students are also exposed to heat treating of steel and its effects with a heat-treating oven.

Students are eligible to join SkillsUSA, an organization for high school and postsecondary students that promotes leadership and sponsors skills and leadership competitions at the state and national levels. In addition, students may become members of the American Welding Society (AWS) and participate in the activities of the new AWS El Paso Section, of which two DACC welding instructors are founding members and three have served as officers.

All students who complete the certificate or associate degree will graduate as certified welders in one or more welding processes on steel, stainless steel, and/or aluminum. (It is important to note that, although some local welding jobs may not currently require certification, nearly all welding jobs nationwide do require it.) DACC welding instructors are well known nationally and have many job contacts in the United States.

Since the technical requirements for the certificate are the same as those for the associate degree, a student may complete the certificate program first and then later apply all the credits earned in the certificate program toward the associate degree. This associate degree then may be applied in its entirety toward the bachelor of applied studies degree offered by NMSU. Alternatively, those planning to teach at the secondary level may apply up to 36 credits earned in the Welding Technology associate degree program toward a bachelor of science degree in Agricultural and Extension Education.

To enter the Welding Technology program, a high school diploma or GED is required, along with good overall health, eyesight, and hand-eye coordination. Students must purchase tools and personal safety equipment, usually costing about $1000.

Whether taking classes or working on a job site, students enrolled in this program will be required to perform the same job duties and meet the same physical requirements that they will as a graduate in the field. These requirements include the ability to achieve performance qualifications using a variety or processes while welding materials in different positions. Depending where they find employment, graduates may be required to work in extreme temperatures, to lift and safely move 50 pounds, to have good eye-hand coordination, to work safely around compressed gasses and electrical equipment, to ascend and descend ladders, to work safely in confined spaces and awkward welding positions, and to tolerate a noisy working environment.

Additional Graduation Requirements

To receive either an associate degree or a certificate of completion, students are required to obtain a Career Readiness Certificate in the areas of Applied Math, Reading for Information, and Locating Information at the appropriate level for their respective degree option. To facilitate success in obtaining their Career Readiness Certificate students will be required to take 1 credit of OETS 102, *Career Readiness Certification Preparation*. A program advisor can provide additional information.

Associate Degree (66–70 credits)

Students must receive a final grade of *C* or better in English 111G and all required WELD courses and achieve a cumulative GPA of 2.0. *Courses with course prefixes appearing in italics are identical to those offered at New Mexico State University Las Cruces (main) Campus.*

Core Requirements				**13 credits**
	ENGL	111G	Rhetoric and Composition	4
	BOT	209	Business and Technical Communications	3
OR	*ENGL*	203G	Business and Professional Communication	
OR	*ENGL*	218G	Technical and Scientific Communication	
Core Requirements (continued)				
	COMM	253G	Public Speaking	3
OR	*COMM*	265G	Principles of Human Communication	
	BMGT	240	Human Relations	3
OR	*PSY*	201G	Introduction to Psychology	
OR	*SOC*	101G	Introductory Sociology	
Related Requirements				**14–18 credits**
	C S	110	Computer Literacy	3
OR	OECS	105	Introduction to Information Technology	
OR	OECS	227	Computer Applications for Technicians	
	BCT	101	Introduction to Construction I (2)	2–4
	+ BCT	102	Introduction to Construction II (2)	
OR			Approved BMGT course (2–3)	
	DRFT	109	Computer Drafting Fundamentals (3)	3–4
OR	DRFT	115	General Construction Safety (3)	
OR	ELT	105	Basic Electricity and Electronics (3)	
OR	OEET	110	Basic Electricity and Electronics (4)	
	OETS	102	Career Readiness Certification Preparation	1
	OETS	118	Mathematics for Technicians	3
	WELD	205	Welding Equipment Maintenance	0–3
OR			Approved technical elective	
Technical Requirements				**39 credits**
	WELD	100	Structural Welding I	6
	WELD	110	Blueprint Reading (Welding)	3
	WELD	120	Basic Metallurgy	3
	WELD	125	Introduction to Pipe Welding	3
	WELD	130	Introduction to GMAW (MIG)	3
	WELD	140	Introduction to GTAW (TIG)	3
	WELD	150	Pipe Welding II	3
	WELD	160	Introduction to SAW and FCAW	3
	WELD	170	Welded Fabrication	3
	WELD	180	GTAW II	3
	WELD	211	Welder Qualification	6

Certificate (47–48 credits)

Students must receive a *C* or better in all required WELD courses.

Related Requirements				**8–9 credits**
	OETS	102	Career Readiness Certification Preparation	1
	OETS	103	Technical Career Skills	4
	OETS	104	Basic Mathematics for Technicians (4)	3–4
OR	OETS	118	Mathematics for Technicians (3)	
Technical Requirements				**39 credits**
	All courses listed under "Technical Requirements" in the Welding Technology associate degree program.			39

COURSE DESCRIPTIONS FOR CREDIT PROGRAMS BEGIN ON PAGE 93.

Noncredit Programs

Adult Basic Education

The Adult Basic Education (ABE) Division offers adults the opportunity to begin and/or complete a basic education through the twelfth grade. ABE also provides a variety of educational programs and student support services that can help individuals achieve their goals and transition to college. A complete education improves one's opportunities for obtaining or retaining employment and going to college and can provide a person with a sense of accomplishment.

ABE instructional programs and classes include basic literacy, English as a second language (at various levels), EL/Civics, high school equivalency, college preparation, U.S. citizenship, computer literacy, and work readiness. Practical living skills, employment and training, and student success principles are also emphasized throughout the ABE curriculum. Student-support services include basic skills assessments, student orientations, self-paced studies, advising and referral services, student success skills, tutoring on an individual and small-group basis, and assistance with college transition.

ABE does not charge for classes, services, or textbooks.

Free, Noncredit Instructional Programs

HIGH SCHOOL EQUIVALENCY. Those 16 years of age or older who do not have a high school diploma may attend classes or study at any adult learning center in preparation to successfully pass the mathematics, reading, writing, social studies, and science high school equivalency tests. ABE offers high school equivalency instruction in either English or Spanish. Students who attend Spanish high school equivalency classes are required to concurrently enroll in and attend ESL classes. Students meeting program criteria may be eligible to enroll in distance learning. For additional study, students may receive free tutoring at any DACC adult learning center. Sixteen-year-old students are accepted into the high school equivalency program with an official withdrawal notice from the public schools.

Every May, ABE invites high school equivalency graduates to participate in a DACC commencement ceremony and can assist graduates transitioning to college.

ESL—ENGLISH AS A SECOND LANGUAGE. This program helps improve English language skills for non-native speakers. Students will be pre-tested and placed at the appropriate level. Students acquire academic English skills (reading, writing, and grammar), build their vocabulary, and increase conversation, listening comprehension and life skills. Small group instruction is available at each center to support learning. Advanced ESL students who are ready to exit the program and have an interest in transitioning to college are assisted with the process to help them experience success.

U.S. CITIZENSHIP PREPARATION. Those eligible to become U.S. citizens can receive assistance in preparing to take the citizenship test. Knowledgeable instructors teach U.S. history, government, citizens' rights, duties and responsibilities, requirements for U.S. citizenship, civic participation, basic reading, writing, and conversational English. Instructors also provide practice with testing and the interview process. At the learning centers, ABE provides citizenship workbooks, sample questions, and information about U.S. citizenship, as well as occasional citizenship application workshops. Classes also are taught in Spanish for those who qualify to interview in Spanish. Students in the citizenship classes who meet specific criteria may apply for a scholarship to help with the cost of filing for U.S. Citizenship. Scholarships are awarded each January and July.

COMPUTER LITERACY CLASSES. Students must be enrolled in at least one other ABE class, such as high school equivalency or ESL (levels 4-6) to be eligible to enroll in computer literacy classes. These classes include basic keyboarding, how to create, save, edit, and retrieve documents, and much more. Students will gain confidence working with a computer in preparation for college or employment.

Reading Improvement Program for Adults

It is estimated that 30 percent of the adult residents of Doña Ana County have less than a twelfth-grade education. Literacy Volunteers of Doña Ana County, in alliance with ABE and the New Mexico Coalition for Literacy, is a program that provides adults an opportunity to learn basic reading, writing, and numeracy through the sixth-grade level. Trained volunteers are matched with students most in need of one-to-one or small-group tutoring. The program also offers opportunities for free tutoring and/or tutor training at other locations.

Those interested in volunteering to teach, or in referring someone for help with reading, are encouraged to call 575-527-7544 or to log on to ***readwritenow.org***. Literacy volunteer tutors generally are available at all learning center locations.

Student Records

All student information and records are held *strictly confidential.*

Enrolling in Classes

Each fall, spring and summer session, ABE offers classes in English as a Second Language, high school equivalency classes in English and Spanish, U.S. Citizenship, and Computer Literacy. Throughout the year, ABE offers a college-preparation course. Both intensive and regular classes meet at Doña Ana Community College and at several other locations throughout Doña Ana County. New or inactive students must be pre-tested and complete the new student orientation at the nearest learning center in order to be placed in classes according to learning level and need. ABE offers classes at its four learning centers (Las Cruces, Chaparral, Gadsden, and Sunland Park), the DACC Mesquite Neighborhood Learning Center, Hatch, and in outlying communities throughout Doña Ana County.

We strongly encourage students to pre-register two to three weeks prior to the beginning of each semester. Students in outlying communities can also register in the classroom during the first three weeks of class, on a first-come, first served basis. New or inactive students must complete pre-assessment and orientation at any learning center prior to enrolling in a class.

Tutoring Services

Doña Ana Community College has four adult learning centers offering individualized tutoring, small group instruction, and computer-assisted and self-paced instruction to supplement classroom instruction, or as an alternative to the ABE classroom program.

Trained tutors provide personal assistance and small-group instruction in reading and writing, mathematics, grammar, ESL, and other basic skills. ABE staff understand that learning takes time and make an extra effort to be helpful and patient. For the purpose of placing students accurately, tutors are

trained to administer the Test of Adult Basic Eduction (TABE) and the ESL TABE-ClasE assessment.

After pretesting is completed, students are advised regarding their level, learning needs, educational goal(s) and plan, strengths, and learning progress. After completing a post test, students are advised to assess learning progress. Centers have a comprehensive inventory of textbooks and excellent, multi-media educational software to provide a variety of approaches to individualized learning. All of the services are free of charge. Students are encouraged to call the nearest learning center to sign up for the required pretest and new student orientation! *Se habla español.*

Support Services for Student Success

At the adult learning centers, many of the following types of student support can be found: pretesting, academic advising, new student orientations, guidance with goal-setting and college transition, student follow-up, information and referral, and career guidance.

Study Skills/Learning Styles

For learners having difficulty with their education as the result of ineffective study habits, ABE has a solution. The learning centers throughout the county have resources, information, and staff that can help improve time management, listening, note taking, and test-taking skills. Students are encouraged to find out about their learning styles and develop study techniques that can help them become more successful.

Computer-assisted Instruction

Students can take advantage of multi-media computer tutorials covering a wide range of academic subject matter at various levels. The tutorials, available in the computer labs at the adult learning centers, help improve skills in reading, math (through basic algebra and geometry), and grammar. There are also tutorials focusing on science, ESL, and social studies.

College Transition Advising

College Transition Advising, offered through ABE, assists students in preparing for a successful experience in college. The advising is available for students at each of the learning centers and guides students in making a successful transition from ABE to college. Students will become familiar with the admissions process, financial aid and scholarship opportunities, and DACC and NMSU career options and pathways. Call 575-528-7038 for an appointment.

Scholarships and Financial Aid

ABE offers the Application for U.S. Citizenship. Many ABE students interested in transitioning to college are also eligible to apply for and receive the New Mexico Legislative Lottery Scholarship and other DACC tuition scholarships. Many college transition students also may qualify for federal financial aid.

Contract Services and Community Partnerships

Contract services or agency partnerships can be arranged with schools, community-based groups, social-services providers, and/or employers who are interested in providing or negotiating related basic educational services for employees who fall under the following categories:

- Displaced workers
- Welfare (TANF) participants (work readiness)
- Adult clients of public and social service agencies
- Students enrolled in high school equivalency programs (HEP)
- Workplace literacy (integrated with basic skills and/or English as a second language) participants
- Participants in federal and international education programs
- Family literacy participants
- WIA adult training program participants

For more information, please call 575-527-7741.

Ability to Benefit

ABE provides services based on the adult learner's ability to demonstrate academic learning advancement and attain ABE educational goals, such as attaining a high school equivalency credential or transitioning to college and/or to employment. Referrals to outside agencies will be addressed at the proper professional and administrative levels, based on intake, pretesting, and student progress.

Locations

NOTE: Day, evening and Saturday classes also are available in the fall, spring and summer semesters. Since schedules vary and change, please call for current information. In addition to the learning centers listed in this section, ABE classes also are offered at various sites throughout Doña Ana County. Class locations are listed in the current ABE Class Schedule.

Las Cruces

Quintana Adult Learning Center
Doña Ana Community College, room DALR-160
3400 South Espina St. • Las Cruces, NM 88003
Phone: 575-527-7540, 527-7740
Toll Free: 1-800-903-7503 • Fax: 575-528-7065
Hours: Mon.–Fri., 8 A.M.–5 P.M.

Anthony Area

Gadsden Adult Learning Center
Located in the DACC Gadsden Center
1700 E. O'Hara Rd., Anthony, NM 88021
Phone: 575-882-6813
Hours: Mon.–Fri., 8 A.M.–5 P.M.

Chaparral

Chaparral Adult Learning Center
755 Prescott Anthony Dr., Chaparral, NM 88081
Phone: 575-824-2010
Hours: Mon.–Fri., 8 A.M.–5 P.M.

Sunland Park

Sunland Park Adult Learning Center
Located in the DACC Sunland Park Center
3365 McNutt Road & Santo Domingo Road
Sunland Park, NM 88063
Phone: 575-874-7790
Hours: Mon.–Fri., 8 A.M.–5 P.M.

Community Education

- **Lifelong Learning (personal growth and skills development)**
- **Kids Kollege**
- **Academy for Learning in Retirement**

Workforce Center • 2345 E. Nevada Ave. (see map on page 23)

Telephone: 575-527-7527

Community Education is the gateway to lifelong learning, offering a wide variety of courses and workshops for all ages. Those searching for education beyond what is available in more formal degree or certificate programs may find an avenue to continue their learning. The nontraditional structure of

Community Education makes it possible to respond immediately to trends by offering courses and workshops that are of current interest.

Community Education provides opportunities to:

- explore one's interests
- discover new hobbies
- learn and develop skills
- tone body and mind
- increase effectiveness on the job.

Open Access

Community Education is open to everyone, regardless of educational background. Courses and workshops offered are based on student interests and needs. Some courses are scheduled every semester, while others come and go depending on demand.

There are neither grades nor degrees. Continuing Education Units (CEUs) may be earned in skill-building and professional-development type courses. Certificates of participation are available for all classes.

Community Education is supported entirely by tuition fees; hence minimum enrollments are required in most classes. Classes vary in length from a few hours to eight or more weeks.

Many Choices

Community Education courses cover a wide range of subjects, broadly categorized as follows:

- Arts & Crafts
- Computer Skills
- Health & Fitness
- Hobbies & Leisure
- Home & Garden
- Kid's Kollege
- Languages
- Music & Dance
- Online Couses
- Personal Growth
- Safety

Programs for Children

Courses for children may be found among Kids Kollege in the Community Education offerings. Kids Kollege is held year-round, with most courses offered during the summer. Classes and activities are planned to reflect the regular programs offered by the various departments at the community college. Student service clubs are involved in some of the programming.

Community Locations

Locations include the community college, the Las Cruces campus of NMSU, the public schools, privately owned studios, and DACC's Workforce Center. Classes may also be held in other county locations, depending on residents' interests.

Community Involvement Welcome

Community Education welcomes suggestions and input. Potential students are encouraged to call or visit with inquiries, course ideas, and requests. Those with a specialty may consider becoming Community Education instructors and sharing their expertise with others.

Continuing Education Units (CEUs)

Continuing education units, often referred to as CEUs, may be awarded for organized, noncredit, continuing education experiences. CEUs may not be used to fulfill degree requirements.

Academy for Learning in Retirement

The Academy for Learning in Retirement is a program of educational opportunities of a scholarly nature for learners age 50 or older. It is sanctioned by NMSU and operated by its own board under the auspices of Community Education at DACC.

All courses and programs are open to the public. Visit us at *dacc.nmsu.edu/ce* or *dacc.augusoft.net* to register for any of our courses.

Courses are offered each month during the spring and fall semesters and generally consist of four one-and-a-half-hour lectures. The fee for each presentation is $4 for members and $5 for nonmembers. The annual fee for membership (Sept. 1–Aug. 31) is $5. Members receive program listings, newsletters, and the right to participate in the annual membership meeting.

Small Business Development Center

Assistance for the Entrepreneur

Workforce Center • 2345 E. Nevada Ave., Suite 101

Telephone: 575-527-7676 • Fax: 575-528-7432

(map on page 23)

Serving the residents of Doña Ana and Sierra counties, the Small Business Development Center (SBDC) at NMSU Doña Ana Community College can help you achieve your dreams! We offer no-cost, confidential, quality counseling and guidance for business owners, prospective owners, and managers. Whether you have been in business for some time already or are just starting out, the SBDC can help you in addressing a multitude of issues.

Imagine having a team of experienced, professional business consultants at your disposal, and at no cost to you! That's exactly what you'll get when you come to the Small Business Development Center. Our team can help you—

- Develop a business plan to start a new business or make an established business more efficient
- Learn effective record-keeping, management, accounting, and inventory control
- Create alternatives for solving business marketing issues
- Find financial resources and apply for business loan packages
- Improve your business and management skills through seminars and workshops
- Explore business ownership opportunities

Specialized Consulting

Specialized one-on-one, confidential consulting can help you develop an individualized plan, creating alternatives for solving marketing problems, including record keeping, accounting, and inventory control.

Business Education

The SBDC staff offer individualized tutoring in various aspects of management, which can help you avoid serious and costly mistakes. If needed, special arrangements can be made for an SBDC consultant to come to your business site to discuss strategies.

The SBDC offers business consulting on a range of subjects, including business start-up, effective marketing strategies, writing a business plan, business financials, and possibly other areas of concern you may have identified.

Center for Resource Information

Use our professional business publications, industry reports, and financial tools to gain a competitive advantage.

Interested in Government Contracts?

The Las Cruces Procurement Technical Assistance Program (PTAP) can help you become "contract ready" and more. Our services are confidential and available at no or low cost to you. Call us at 575-528-7431.

Let the SBDC be a partner you can count on. To make an appointment to discuss your needs, call 575-527-7676, or visit us at the Workforce Center, 2345 E. Nevada Ave., Suite 101, Las Cruces, N.M.

Customized Training

- **Contract Training**
- **Professional and Workforce Development Courses**
- **Computer Courses**
- **Online Short Courses and Certificate Programs**

Workforce Center • 2345 E. Nevada Ave.

Telephone: 575-527-7776 (map on page 23)

The Customized Training and Workforce Development program offers a variety of training programs and topics to increase productivity and peak team performance. We can also tailor courses to meet the specific needs of your organization. Course topics and content, duration, and scheduling can be customized to fit employee work schedules and employer needs. We can teach at your place of business or ours.

Customized training services have been utilized by numerous local banks and businesses, public schools, government contractors, and federal, state, and local governmental agencies. Training areas have included computer skills, management/supervision, forklift certification, industrial safety awareness, customer service, FranklinCovey® seminars, SHRM HR courses and certification prep, and others.

All courses and programs are open to the public. Visit us at ***dacc.nmsu.edu/ctp*** for more information or ***dacc.augusoft.net*** to register for any of our courses.

Continuing Education Units

Continuing Education Units (CEUs) and Continuing Professional Educations Units (CPUs) may be awarded for organized, noncredit, continuing education experiences. CEUs and CPUs may not be used to fulfill degree requirements.

Truck Driving Academy

Workforce Center • 2345 E. Nevada Ave.

Telephone: 575-527-7776 (map on page 23)

DACC Customized Training, in partnership with International Schools, offers a four-week, 200-clock-hour truck driving training program. The first week is devoted to preparing students to take the CDL exam. The last three weeks are spent driving on the streets and highways and learning to master all of the different backing maneuvers. Job placement assistance is part of the process.

The average entry-level truck driver could earn approximately $35,000 for the first year, after only four weeks of training.

Applications are now being accepted. There has never been a better time to be a truck driver!

ABOUT THE COURSE DESCRIPTIONS ON THE PAGES THAT FOLLOW

Course Prefixes by Program Name

Aerospace Technology . . . . . AERT
Allied Health Science (courses only) . . . . . AHS
Automation and Manufacturing Technology . . . . MAT
Automotive Technology . . . . . AUTO
Building Construction Technology . . . . . BCT
Business Management . . . . . BMGT
Business Office Technology . . . . . BOT
Culinary Arts . . . . . CHEF
College Studies . . . . . COLL
Computer Information Technology . . . . . C S, OECS
Creative Media Technology . . . . . CMT
Dental Assistant . . . . . DAS
Dental Hygiene . . . . . DHYG
Developmental English . . . . . CCDE
Developmental Language . . . . . CCDL
Developmental Mathematics . . . . . CCDM
Developmental Reading . . . . . CCDR
Diagnostic Medical Sonography . . . . . DMS
Drafting and Design Technologies . . . . . ARCT, DRFT
Education programs . . . . . C EP, ECED, EDUC, ELA
Electrical Programs . . . . . OEET
Electronics Technology . . . . . ELT
Emergency Medical Services . . . . . OEEM
Environmental and Energy Technologies . . . . . TCEN
Fire Investigations . . . . . C J, FIRE, LAWE
Fire Science Technology . . . . . FIRE
General Engineering . . . . . DRFT, C E, E E, E T, ENGR
Health Care Assistant . . . . . NA
Health Information Technology . . . . . HIT
Heating, Ventilation, A/C and Refrigeration . . . HVAC
Hospitality and Tourism . . . . . HOST
Hospitality Services Management . . . . . HOST
Law Enforcement/Corrections/Criminal Justice . . . . . C J, LAWE
Library Science . . . . . L SC
Nursing . . . . . NURS
Paralegal Studies . . . . . PL S
Pre-Business . . . . . ACCT, BCIS, BUSA
Public Health . . . . . CHSS, PHLS
Radiologic Technology . . . . . RADT
Respiratory Therapy . . . . . RESP
Technical Studies . . . . . OETS
Water Technology . . . . . WATR
Welding Technology . . . . . WELD

How to Read the Course Descriptions

Courses are titled in the following style:

ASTR 105G. The Planets **4 cr. (3+2P)**

- Suffix (G) following the course number – indicates that the course satisfies a New Mexico Common Core requirement.
- Suffix (N) following the course number – indicates that credits do not apply toward graduation.
- Credit (cr.) – The unit of university credit is the semester hour, which equates to 50 minutes of lecture/recitation per week for one full semester, which is fifteen weeks in length.
- Hours followed by the letter "P" – number of hours spent each week in practical applications (labs, clinicals, etc.). Each hour of practice (P) is valued at no more than one-half semester hour of credit. It takes at least two 50-minute hours (50 + 50 = 100 minutes) of practice/lab per week to equal one semester hour.

Course Descriptions

A ST—Applied Statistics

A ST 251G. Statistics for Business and the Behavioral Sciences 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: *C* or better in MATH 120. Same as STAT 251G.

ACCT—Accounting

ACCT 221. Financial Accounting 3 cr.
Interpretation and use of financial accounting information for making financing, investing, and operating decisions.

ACCT 222. Management Accounting 3 cr.
Development and use of accounting information for management decision making. Prerequisite(s): ACCT 221.

AERT—Aerospace Technology

AERT 105. Aerospace Engineering PLTW 4 cr. (2+4P)
Introduce the student to Aerospace Engineering (AE) concepts and history. Studied topics include History of Flight, Aerodynamics, Rocket Science, Orbital Physics, Systems Engineering and Life Support/Environmental Systems.

AERT 111. Basic Electricity and Electronics 3 cr. (2+2P)
Fundamentals of electricity and electronics, basic circuit devices, meters, transistors, integrated fiber optics, and industrial application topics. Minimum math proficiency of CCDM 103 or CCDM 104 required or math placement into CCDM 114 or higher. Crosslisted with: ELT 105.

AERT 112. Introduction to Manufacturing 3 cr. (2+2P)
Introduction to manufacturing evolution from basic assembly process to modern automated processes. Covers history, employability, soft skills, quality measurements, teamwork concept, production requirements, and considerations in plan layout and design. Minimum math proficiency of CCDM 114N required or math placement into MATH 120 or higher. Crosslisted with: MAT 105. Prerequisite(s)/Corequisite(s): MAT 110.

AERT 113. Print Reading for Industry 3 cr. (2+2P)
Reading, interpretation and revisions of industrial technical drawings common to aerospace. Interpretation of aerospace drawings and related shop calculations. Crosslisted with: MAT 102.

AERT 114. Applied Manufacturing Practices 3 cr. (2+2P)
Course will illustrate how various products are manufactured along with associated manufacturing processes. Crosslisted with: MAT 106. Prerequisite(s)/Corequisite(s): MAT 102 or AERT 115 or MAT 110.

AERT 115. Machine Operation and Safety 3 cr. (2+2P)
Introduce the students to the operation and safety aspects of various types of machinery and equipment including both mechanical and electrical. Course will also include maintenance and safety operation of industrial equipment. Crosslisted with: MAT 110.

AERT 121. Introduction to the Aerospace Workplace 4 cr. (2+4P)
The course covers space history, regulations, controls, aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices.

AERT 122. Aerospace Safety and Quality 3 cr. (2+2P)
Covers identification of hazards, personal protective equipment, safe practices, and protection of personnel, property, and equipment in the aerospace environment. Basic principles of quality assurance engineering and quality control relating to work processes will be discussed.

AERT 123. Electronics I 4 cr. (2+4P)
Fundamentals of electronics including: components, schematics, Ohm's Law, Thevenin's and Norton's theorems, and series/parallel circuits incorporating passive, active, and magnetic elements. Introduction to AC circuits. Crosslisted with: ELT 110. Prerequisite(s)/Corequisite(s): ELT 120 or MATH 120.

AERT 124. Mathematics for Electronics 4 cr. (2+4P)
Includes fundamental mathematics, algebra, sine cosine, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Minimum math proficiency of CCDM 114N required or math placement into MATH 120 or higher. Crosslisted with: ELT 120.

AERT 211. Electromechanical Devices 4 cr. (2+4P)
Theory and application of electromechanical devices and digital control circuits. Includes AD and DA converters, pneumatics, hydraulics, programmable logic controllers, DC, AC and stepper motors, and servomechanisms. Crosslisted with: MAT 240. Prerequisite(s): ELT 160.

AERT 212. Materials and Processes (Basic Metallurgy) 3 cr. (2+2P)
Basic Metallurgy: Aluminum and its alloys (Alclad), hardening, tempering, annealing, anodizing, magnetism, titanium, copper, stainless steel, surgical steel, safety wire, iron rust. Metallurgical Processes: Welding and soldering. Inspection Fundamentals: Eddy currents, magnetic particles (ferrous and non-ferrous metals), ultrasonic, x-ray, visual, corrosion and corrosion control, and vacuum bagging.

AERT 213. Aerospace Fluid Systems 3 cr. (2+2P)
This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high pressure systems are also covered.

AERT 214. Aerospace Systems 3 cr. (2+2P)
This course provides an introduction to expendable and reusable spacecraft systems including hydraulic, pneumatic, electrical, propulsion, mechanical, HVAC, and ECLSS (Environmental Control and Life Support System). How systems interact with computer and data acquisition systems is also covered.

AERT 221. Inspection Requirements and Planning Metrology 3 cr. (2+2P)
Course teaches the benefits of inspection, quality control, material conditions. Also covers measurements, including temperature, ultrasonic, vibration and more.

AERT 222. Electromechanical Systems 3 cr. (2+2P)
Principles and applications of preventive and corrective maintenance procedures on industrial production machines using systems technical and maintenance manuals to develop troubleshooting procedures using systems block and schematic diagrams. Pre/ Crosslisted with: MAT 245. Prerequisite(s)/Corequisite(s): AERT 221 or MAT 240. Prerequisite(s): ELT 160.

AERT 224. Aerospace Tests and Measurements 3 cr. (2+2P)
This course covers electrical and mechanical testing procedures (primarily non-destructive testing), equipment, measurements, and instrumentation involved in aerospace systems. Verification of tool and equipment calibration is also covered. Pre/ Corequisite(s): AERT 221.

AERT 225. Cooperative Experience 1–3 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Consent of instructor required. Graded: *S/U*.

AERT 255. Special Topics 1–4 cr.
Specific topics to be announced in the *Schedule of Classes*.

AERT 290. Independent Study 1–3 cr.
Individual studies in areas directly related to aerospace. Consent of instructor required.

AHS—Allied Health Science

AHS 102. Careers in the Health Fields 1–3 cr.
This course will provide students with a broad understanding of health careers, as well as emerging issues in health. This will also include the study of the functional roles of practice, education, administration, and research in health fields. May be repeated up to 3 credits.

AHS 116. Math for Health Occupations 3 cr.
Principles of math and pharmacology necessary for administration of medications. Prerequisite(s): CCDM 114N or equivalent.

AHS 120. Medical Terminology 3 cr.
Study of medical terminology as it relates to understanding diseases, their causes and effects, and the terminology used by the medical specialties. Stress is placed on medical terms, their use, spelling, English translation, and pronunciation. Same as NURS 150 and BOT 150.

AHS 202. Legal and Ethical Issues in Health Care 3 cr.
Consideration of legal and ethical issues in modern health care delivery.

AHS 220. Essentials of Counseling 3 cr.
Provides students interested in human services professions with theoretical and practical tools and strategies to establish and develop a helping relationship with clients in a diversity of helping settings. Class covers emotional, cognitive, sociocultural, and spiritual aspects of the human being, that help clients identity and deal with issues that affect their functioning and development.

AHS 250. Spanish for Health Professionals 3 cr.
Spanish for Health Professionals is a 3 credit course geared toward individuals working or majoring in health related areas. The course focus is on conversation and vocabulary needed for the workplace and task based practical skills.

AHS 255. Special Topics 1–6 cr.
Topics to be announced in the *Schedule of Classes*. May be repeated for a maximum of 6 credits.

ANTH—Anthropology

ANTH 116. Native Peoples of the American Southwest 3 cr.
Introduction to the early history and culture of native people of the Southwest.

ANTH 120G. Human Ancestors 3 cr.
Evolutionary history of the human species from its origin in the primate order, with primary emphasis on the evolution of humankind during the past three million years. Examination of the social lives of apes and consideration of similarities to and differences from them. Biological foundations of human behavior, emphasizing thought, movement, and interaction.

ANTH 125G. Introduction to World Cultures 3 cr.
Introductory survey of anthropological studies of human thought and behavior in different world cultures, covering social, cultural, economic, political, and religious practices and beliefs.

ANTH 201G. Introduction to Anthropology 3 cr.
Exploration of human origins and the development of cultural diversity. Topics include biological and cultural evolution, the structure and functions of social institutions, belief systems, language and culture, human-environmental relationships, methods of prehistoric and contemporary cultural analysis, and theories of culture.

ANTH 202G. Introduction to Archaeology and Physical Anthropology 3 cr.
Provides an introduction to the methods, theories, and results of two subfields of anthropology: archaeology and physical anthropology. Archaeology is the study of past human cultures. Physical anthropology is the study of human biology and evolution.

ARCT—Architecture

ARCT 101. Introduction to Architecture 3 cr. (2+2P)
This course provides students the tools and vocabulary to analyze, interpret, and discuss the built environment from the social, historical, perceptual, and technical determinants. Lectures and assignments will introduce students to the elements of current and likely future directions of architecture from experiential, aesthetic, structural, functional, and historical perspectives. The course will provide students with knowledge about the people and processes involved with professional issues of architectural practice. Students will be required to participate in individual and group presentations and projects, as well as compile a portfolio of their work completed in the course.

ARCT 104. Introduction to Architectural Drawing 4 cr. (2+4P)
This course is designed as an introduction to architectural drawing and design for students without prior experience in the fine arts. Students are guided through a series of spatial and analytical exercises that focus attention on not only how architects draw, but also the reasoning and processes embedded within the technique. Direct linkages with the Introduction to Architecture course provide exposure to a wide range of interconnected architectural concepts.

ARCT 111. Architecture World History I 3 cr. (2+2P)
A survey of the development of world architecture from the ancient era to the advent of the enlightenment in Europe. Major emphasis is on the visual, intellectual, cultural and technological aspects of the ancient and indigenous cultures of the classical and pre-modern world. Restricted to Alamogordo, Dona Ana and Grants campuses.

ARCT 115. General Construction Safety 3 cr. (2+2P)
Overview of general construction safety related to building construction, highway and road construction, and surveying field work.

ARCT 124. Global Issues and Sustainability 3 cr.
This is a 'critical thinking' course. This course introduces students to global environmental issues (historic, present, and future), and the impact on tomorrow's design and construction professions. Issues will include, but shall not be limited to global warming, energy consumption, population, natural resource consumption, air and water quality, waste management, facilities operation management, politics, and facilities design & construction. Through extensive readings, research, dialogue, and debates, students will establish a personal position (opinion) on each of the topics covered. Guest speakers will also be invited. Students will develop reports and presentations on various related issues, as well as develop ideas for solutions to problems related to environmental issues. The impact on the design and construction industry, including 'Green Building' and 'LEED Accreditation and Certification/Criteria' will also be addressed on each issue.

ARCT 150. Orientation and Mentoring in Architecture-Construction-Engineering (ACE) 1–3 cr.
This course is intended for high school dual credit students and college/university students wishing to explore careers in Architecture, Construction, and Engineering(ACE), which includes the specific fields of Architectural, Civil, Mechanical, Structural, Interior, Landscape, Sustainability, Environmental. Course is co-taught by a college instructor in conjunction with mentors who are local professionals in the fields of ACE. Students receive one-on-one mentoring, lectures, demonstrations, and attend field trips to construction sites, offices of Architects, Engineers and Designers, etc. Students also engage in hands-on activities such as Design (Architectural, Civil, Mechanical, Structural, Interior, Landscape, Environmental), analysis, model building, software, and research topics related to the ACE fields, as well as Sustainability, Interior Design, Landscape Design, Construction Materials and Fabrication processes. May be repeated up to 6 credits.

ARCT 151. Construction Principles and Print Reading 4 cr. (3+2P)
Introduction to construction materials, methods, and basic cost estimating and print reading applicable in today's residential, commercial, and public works industry. Instruction by print reading and interpretation, field trips, and actual job-site visits and progress evaluation. Crosslisted with: DRFT 151.

ARCT 170. Computers in Architecture 3 cr. (2+2P)
Explore various software and photography techniques widely used in the architectural field. In addition to using industry standard CAD program as primary 2-d drafting tool, focus is to produce digital architectural models and renderings, presentation boards, and animations. Digital images will be produced and enhanced through basic techniques in photography and integration of various software. Both individual and group work will be required.

ARCT 204. Architectural Design Studio I 5 cr. (1+8P)
Enhancement of general graphic communication skills and introduction to fundamental design including exploration, development and defense of design concepts; structural order; 2D and 3D processes in manual and digital architectural graphic expression; model building; general communication and presentation techniques; and development of course portfolio. Course is Studio/critique-based with considerable amount of work/hours required. This course is designed to be taken during student's last year in the Pre-Architecture program at DACC. Consent of Instructor required. Prerequisite(s): Grade of *B–* or better in both ARCT 101 and ARCT 104.

ARCT 210. Architectural Delineation I 3 cr. (2+2P)
Introduction to visual literacy, architectural graphic communication, & basic analytical skills. Architectural concepts primarily explored through the application of technical drawing, descriptive geometry, & material manipulation; primarily black & white media.

ARCT 211. Architectural World History II 3 cr. (2+2P)
A survey of the development of world architecture from the enlightenment in Europe to the present. Prerequisite(s): ARCT 111 or consent of instructor.

ARCT 224. Sustainable Design in Architecture 3 cr.
This course provides students with hands-on opportunity to increase their awareness in, and respond to the issues of responsible environmentally friendly building design by engaging in an integrated design process combining 'Traditional Design Process' with 'Sustainable Environmental Design' strategies. Students will expand their awareness of global environmental impacts due to design and construction, and gain knowledge in the industry's leading design 'tool' LEED (Leadership in Energy and Environmental Design) green building design rating system. LEED strategies will be utilized in the design of individual projects apply LEED in practical, individual design development, and develop an integrated building model utilizing the concept of BIM (Building Information Modeling). Such project development will require learning a basic design process and specific sequence including conceptual design, schematic design, design development and BIM (utilizing a BIM software such as REVIT, or AutoCad Architecture). Prerequisite(s): DRFT 109 or DRFT 165 or consent of instructor.

ARCT 250. Construction Documents 3 cr. (2+2P)
Basic use of CAD to produce residential, commercial, and industrial architectural working drawings, including floor plans, sections, foundation plans and details, exterior and interior elevations, framing plans, and site plans. Use and application of building and zoning codes, typical construction methods and materials, and accessibility requirements. Basic 3-D modeling, AIA layering standards, sheet layout, and construction document coordination. Pre/Corequisite(s): DRFT 109.

ARCT 254. Architectural Design Studio II 5 cr. (1+8P)
Advanced graphic communication, design, and 3D physical model representation. Focus on site analysis, programming and fundamental design issues of context, environment, program development and space planning, 2D and 3D design and presentation techniques. Course is 'Studio/critique-based' with considerable amount of outside work/hours required. This course is designed to be taken during student's last year in the Pre-Architecture program at DACC. Prerequisite(s): Grade of *C–* or better in ARCT 204.

ARCT 255. Special Problems 1–6 cr.
Instructor-approved projects in architecture or related topics specific to student's areas of interest and relevant to pre-architecture curriculum. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

ARCT 260. Architectural Delineation 3 cr. (2+2P)
Continuation of ARCT 210 with an emphasis in color media. Prerequisites: ARCT 210.

ARCT 264. Portfolio Design in Architecture 3 cr.
This course is intended for Pre-Architecture students in their last semester of the program. Students develop a comprehensive portfolio that compiles, organizes, and showcases their most accomplished coursework produced in Architecture courses at DACC, in preparation for application to a 4 yr. Architecture program. Skills and techniques in architectural photography, scanning, and design layout using graphic software. Corequisite(s): ARCT 254 or consent of instructor.

ARCT 274. LEED Accreditation Exam Prep 3 cr.
This course is intended for anyone in the construction or architectural design fields who is interested in learning more about green building and the LEED (Leadership in Energy and Environmental Design) strategies, and are also interested in learning about how to become LEED accredited. Overview of the LEED rating systems utilized in the design and operation of buildings, the various LEED building certifications, and accreditation requirements for professionals. Highlights include interpretation of the LEED Reference Guides, accepted strategies for meeting LEED certification, sample practice exams, integrated project delivery methods, and a practical approach to problem solving through the use of design problems.

ARCT 290. Special Topics 1–6 cr.
Topics subtitled in the *Schedule of Classes*. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

ARCT 291. Cooperative Experience 1–6 cr.
Supervised cooperative work program. Student employed in approved occupation; supervised and evaluated by employer and instructor. Student meets weekly with instructor. Prerequisite: consent of instructor. Graded *S/U*.

ARCT 295. Professional Development and Leadership—AIAS 1–3 cr.
As members and/or officers of student professional organizations, architecture students gain experience through undertaking leadership roles, participating in team building, and becoming involved in service to the community. Students can also gain actual work experience involving skills related to their field of study. Graded *S/U*.

ART—Art

ART 101G. Orientation in Art 3 cr. (2+3P)
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

ART 110G. Visual Concepts 3 cr. (2+4P)
Introduction to the philosophies of art, visual thinking, and principles of visual organization. Designed to give students a broad view of aesthetic traditions, ideologies, and techniques basic to the creation and evaluation of art. Principles and concepts are taught in a common lecture and applied in parallel small studio sections. For non-art majors only.

ART 150. Drawing I 3 cr. (2+4P)
Introduction to the skill of seeing through exercises that emphasize careful drawing from the still life and utilize a range of drawing materials and techniques. Outside assignments required.

ART 155. 2-D Fundamentals 3 cr.
Introduction to two-dimensional space emphasizing visual elements and design principles as they apply to composition. A variety of materials are used in the studio projects and sketchbook exercises. Developing knowledge in vocabulary, color theory and skill in translating ideas into design are encouraged.

ART 156. 3-D Fundamentals 3 cr.
Compositional organization of three-dimensional space explored through a broad range of visual exercises. Resourceful and creative problem solving encouraged.

ART 260. Introduction to Painting 3 cr. (2+4P)
Introduction to basic skills of painting through various exercises that emphasize working from observation. Prerequisite(s): ART 250 or ART 150.

ART 275. Introduction to Ceramics 3 cr. (2+4P)
A concentrated examination of ceramic construction, clay and glaze materials, and use of equipment to produce ceramic sculpture. This course becomes a fast track entry into competent and independent use of the department for students new to ceramics. Students broaden their skills and gain a more thorough understanding of material characteristics and processes, develop their firing skills, and participate in dialogue about theory and content specific to ceramic sculpture. May be repeated up to 6 credits.

ART 276. Ceramics I, B 3 cr. (2+4P)
Beginning ceramics, complementary half to ART 275. (ART 275 and ART 276 do not need to be taken consecutively.) Basic building techniques of coil, slab, and throwing are introduced. High-fire and low-fire clays are used.

ART 280. Introduction to Printmaking 3 cr. (2+4P)
Introduction to the field of printmaking through projects that focus on specific processes, such as relief, intaglio, collography, paper lithography, and a variety of transfer and stencil techniques. Students engage in several assignments that are collaborative, as well as individual projects designed for development of personal aesthetics.

ART 294. Special Topics in Studio 1–3 cr.
Specific subjects and credits to be announced in the *Schedule of Classes*. No more than 9 credits toward a degree. Prerequisite: consent of instructor.

ART 295G. Introduction to Art History I 3 cr.
An introduction to the principles of art history within a chronological framework of the art of the Western World. All media will be discussed. From prehistoric times to the fourteenth century.

ASTR—Astronomy

ASTR 105G. The Planets 4 cr. (3+2P)
Comparative study of the planets, moons, comets, and asteroids which comprise the solar system. Emphasis on geological and physical processes which shape the surfaces and atmospheres of the planets. Laboratory exercises include analysis of images returned by spacecraft. Intended for non-science majors, but some basic math required. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences requirement

ASTR 110G. Introduction to Astronomy 4 cr. (3+2P)
A survey of the universe. Observations, theories, and methods of modern astronomy. Topics include planets, stars and stellar systems, black holes and neutron stars, supernovas and gaseous nebulae, galaxies and quasars, and cosmology. Emphasis on physical principles involving gravity, light and optics (telescopes). Generally nonmathematical. Laboratory involves use of the campus observatory and exercises designed to experimentally illustrate principles of astronomy. This lecture/lab course satisfies the New Mexico Common Core Area III: Lab Sciences requirement.

AUTO—Automotive Technology

AUTO 103. Auto Mechanics Fundamentals 4 cr. (2+4P)
Theory and operation of all areas of auto mechanics. Basic repair and maintenance operations.

AUTO 112. Basic Gasoline Engines 5 cr. (2+6P)
Principles of gasoline engine operation. Identification, design, function of engine components; engine disassembly and reassembly; trouble shooting, and rebuilding heads.

AUTO 117. Electronic Analysis and Tune-Up of Gasoline Engines 5 cr. (2+6P)
Theory and operation of ignition and emission control systems and fuel system. Use of troubleshooting equipment and diagnostic equipment. Prerequisite: AUTO 120 or consent of instructor.

AUTO 118. Technical Math for Mechanics 3 cr. (2+3P)
Mathematical applications for the automotive trade.

AUTO 119. Manual Transmission/Clutch 5 cr. (2+6P)
Manual transmission, transfer cases, and clutch operating principles. Students will diagnose problems, remove and replace, disassemble, repair, and assemble units.

AUTO 120. Electrical Systems 4 cr. (2+4P)
Troubleshooting and repair of starters, alternators, and associated circuits. Reading electrical diagrams, diagnosis and repair of electrical accessories. Prerequisite: consent of instructor.

AUTO 125. Brakes 5 cr. (2+6P)
Theory of operation, diagnosis, repair, and maintenance of disc and drum brakes; safety and use of special tools.

AUTO 126. Suspension, Steering, and Alignment 5 cr. (2+6P)
Types of steering systems, suspension maintenance and repair, four- wheel alignment procedures.

AUTO 127. Basic Automatic Transmission 4 cr. (2+4P)
Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

AUTO 130. Introduction to Transportation Industry 3 cr.
State and national traffic statutes that relate to the trucking industry. A Commercial Driver's License Learner's Permit will be obtained through successful completion of the course. Prerequisites: Must be 18 years of age, have a current driver's license and consent of instructor.

AUTO 131. Class A CDL 3 cr. (1+4P)
Instruction in how to perform proper pre-trip inspection; hands-on training with a tractor-trailer unit on the backing range and street driving to develop skills necessary to pass Class A CDL exam. Prerequisite(s): Class A CDL restricted license (permit) and either restriction of D.O.T.

AUTO 132. Automotive Air-Conditioning and Heating Systems 4 cr. (2+4P)
Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

AUTO 137. Fuel Systems and Emission Controls 4 cr. (2+4P)
Covers theory and operation of fuel system and emission control. Troubleshooting, vacuum diagrams, overhaul, repair and adjustment of carburetion and fuel injection. Prerequisites: AUTO 117 or consent of instructor.

AUTO 221. Cooperative Experience I 1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded *S/U*. Prerequisite: consent of instructor.

AUTO 255. Special Problems in Automotive Technology 1–5 cr.
Individual studies in areas directly related to automotive technologies. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

AUTO 295. Special Topics 1–6 cr.
Topics to be announced in the *Schedule of Classes*.

BCIS—Business Computer Information Systems

BCIS 110. Introduction to Computerized Information Systems 3 cr.
Computerized information systems, their economic, and social implications. Introduction to microcomputer hardware, personal productivity software, and communications.

BCT—Building Construction Technology

BCT 101. Introduction to Construction I 2 cr. (2+1P)
Basic safety, including personal protective equipment, how to perform basic construction tasks safely, and what to do if an accident occurs. Includes basic construction methods.

BCT 102. Introduction to Construction II 2 cr. (2+1P)
Introduction to power and hand tools, blueprints, and basic rigging hardware and techniques.

BCT 103. Introduction to Construction Laboratory 3 cr.
Provides students the opportunity to practice skills they have acquired in BCT 101 and BCT 102. It includes task-oriented projects in which students can apply many of the skills and knowledge that have been presented throughout the National Center for Construction and Education Research (NCCER) Carpentry Program. Corequisite(s): BCT 101 or BCT 102.

BCT 107. Painting I 4 cr. (2+4P)
Types and applications of paints and clear coatings. Use of fasteners, caulks, and sealants.

BCT 108. Painting Level II 4 cr. (2+4P)
Continuation of BCT 107: Painting failures and remedies, preparation, drywall patching and wood finishing. Prerequisite(s): BCT 107.

BCT 110. Blueprint Reading for Building Trades 4 cr. (2+4P)
Same as DRFT 151, OEET 101, OEPB 110.

BCT 111. Small Equipment Maintenance and Repair 4 cr. (2+4P)
Covers small engine theory, troubleshooting and repair, auto maintenance, hydraulic theory and repair lubricants, batteries and scheduled tool maintenance.

BCT 114. Basic Carpentry 3 cr. (1+4P)
Covers orientation to the trade; wood building materials, fasteners, and adhesives; detailed description and explanations of hand-operated and power tools, including safety; framing basics including laying out and constructing of wood floors, walls and ceilings and includes roughing in of door and window openings.

BCT 115. Carpentry Level I 3 cr. (1+4P)
Describes the various kinds of roofs and provides instructions for lay out of the different roofing systems. Describes the various types of windows, skylights, and exterior doors and provides instruction for installation.

BCT 116. Basic Carpentry Lab 2 cr.
Provides students the opportunity to practices skills they have acquired in BCT 114 and BCT 115. It includes task-oriented projects in which students can apply many of the skills and knowledge that have been presented throughout the National Center for Construction and Education Research (NCCER) Carpentry Program. Pre/Corequisite(s): BCT 114 or BCT 115.

BCT 121. Construction Law 3 cr.
Using the New Mexico Contractors Reference manual, this course covers licensing requirements and regulations, business, law and other important aspects of owning and running a construction business.

BCT 130. Professional Development and Leadership 1 cr.
As members and/or officers of various student professional organizations, students gain experience in leadership, team building, and community service. Students competing or participating in SkillsUSA are required to register for the course. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: BCT majors. *S/U* Grading (*S/U*, Audit).

BCT 211. Small Equipment Maintenance & Repair II 4 cr. (2+4P)
Advanced, hands on work experience. Students will work on small engines, explore the various aspects of advanced 4 stroke engine and 2 stroke engine techniques and apply skills and theory taught in the classroom and shop. Along with tours and various shop technicians. Prerequisite(s): BCT 111.

BCT 214. Intermediate Carpentry I 3 cr.
Describes the properties, characteristics, procedures and uses of cement, aggregates, and other materials that, when mixed together, form different types of concrete. Covers procedures for estimating concrete volume and testing freshly mixed concrete, different types of reinforcing materials. Prepares students for working in and around excavations, preparing building foundations, capacities of soils; procedures used in shoring, sloping, and shielding trenches and excavations; trenching safety requirements, recognition of unsafe conditions; and mitigation of groundwater and rock when excavating foundations. Prerequisite(s): BCT 101, 102, 103, 114, 115 & 116. Corequisite(s): BCT 216.

BCT 215. Intermediate Carpentry II 3 cr.
Covers site layout tools and methods. Layout and construction of deep and shallow foundations, forming of slabs-on-grade, curbing and paving. The module also provides an overview of the assembly, erection, and stripping of gang forms. This module covers the types of elevated decks and the formwork systems and methods used in their construction. Advanced systems: flat slab systems, flying forms, shoring and re-shoring systems, how tilt-up concrete construction is used, how tilt-up panels are formed, erected, and braced, installation of rebar and the types of embedments used to lift and brace the panels. Prerequisite(s): BCT 214. Corequisite(s): BCT 216.

BCT 216. Intermediate Carpentry Laboratory 2 cr.
Provides students the opportunity to practice skills they have acquired in BCT 214 and BCT 215. It includes task-oriented projects in which students can apply many of the skills and knowledge that have been presented throughout the National Center for Construction and Education Research (NCCER) Carpentry Program. Pre/Corequisite(s): BCT 214 or BCT 215.

BCT 217. Building and the Environment 3 cr.
Introduction to LEED's, and Green Building Fundamentals, sustainability, sustainable design and green building evaluating cost implication of green building. Describes site development; managing site water runoff, improving a project's water use efficiency. Discusses renewable energy sources, and introduces student to generating power on-site using renewable energy sources, improving a building's indoor environment quality, improving the building industries' environmental performance and environmental aspects of building maintenance, re-use and conservation.

BCT 222. Alternative Building 3 cr. (2+2P)
Exploration of different types of building techniques and materials other than the traditional wood framed structures. Materials and techniques will include adobe, straw bale, insulated concrete forms, rammed earth and structural insulated panels with an emphasis on "green building" methods.

BCT 224. Advanced Carpentry I 3 cr.
Covers the equipment, principles, and methods used to perform distance measurement and leveling. In addition to layout for surveyors, field engineers, and carpenters; interpretation and use of site/plot plan drawings; and methods used for on-site communication. Covers the principles, equipment, and methods used to perform site layout. Covers commercial Construction: roofing materials and structures and describes the procedures for installing commercial. Covers installation of a variety of finishing materials, including paneling, and wainscoting. Also covers installation of curtain walls and fire-rated commercial construction. Also covers a variety of stair systems used in commercial construction.

BCT 226. Advanced Carpentry Laboratory 2 cr.
Provides practical task-oriented hands-on experience in which the student applies the skills and knowledge presented in the BCT 225 and BCT 226. Completion of BCT 225/226/227 will lead towards Certification under the National Center for Construction Education and Research (NCCER) Carpentry Program. Pre/Corequisite(s): BCT 224 or BCT 225.

BCT 255. Special Topics 1–6 cr.
Topics to be announced in the *Schedule of Classes*. May be repeated up to 6 credits. Consent of Instructor required.

BIOL—Biology

BIOL 101G. Human Biology 3 cr.
Introduction to modern biological concepts. Emphasis on relevance to humans and their relationships with their environment. Cannot be taken for credit after successful completion of BIOL 111G or BIOL 211G. Appropriate for non-science majors. Requires successful completion of BIOL 101GL in order to meet the NM Common Core Area III Laboratory Science requirements.

BIOL 101GL. Human Biology Laboratory 1 cr. (3P)
Laboratory for BIOL 101G. Laboratory experiences and activities exploring biological concepts and their relevance to humans and their relationship with their environment. Prerequisite(s)/Corequisite(s): BIOL 101G.

BIOL 111G. Natural History of Life 3 cr.
Survey of major processes and events in the genetics, evolution, and ecology of microbes, plants and animals, and their interactions with the environment. Appropriate for nonscience majors. Must be taken with BIOL 111GL to meet general education requirements.

BIOL 111GL. Natural History of Life Laboratory 1 cr. (3P)
Laboratory experiments, demonstrations and exercises on interrelationships among organisms, biodiversity, processes of evolution, and interaction of organisms and their environment. Prerequisite(s)/Corequisite(s): BIOL 111G.

BIOL 154. Introductory Anatomy and Physiology 4 cr. (3+3P)
Survey of human structure and function (does not replace BIOL 190, BIOL 111G, or BIOL 211G as a prerequisite for advanced courses in biology).

BIOL 211G. Cellular and Organismal Biology 3 cr.
Principles of cellular structure and function, genetics, and physiology of microbes, plants, and animals. Suitable for nonmajors with sufficient chemistry. Must be taken with BIOL 211GL to meet general education requirements. Pre/Corequisite(s): CHEM 110G or CHEM 111G or CHEM 115.

BIOL 211GL. Cellular and Organismal Biology Laboratory 1 cr. (3P)
Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology. Must have passed BIOL 211G or be concurrently enrolled in BIOL 211G and BIOL 211GL. Pre/Corequisite(s): CHEM 110G or CHEM 111G or CHEM 115.

BIOL 221. Introductory Microbiology 3 cr. (3P)
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 112G, equivalent or consent of instructor. Corequisite: BIOL 221L.

BIOL 221L. Introductory Microbiology Laboratory 1 cr. (3P)
A laboratory course to accompany BIOL 221 or BIOL 219. Prerequisite: BIOL 221 or BIOL 219 or concurrent enrollment.

BIOL 225. Human Anatomy and Physiology I 4 cr. (3+3P)
The first in a two-course sequence that covers the structure and function of the human body, including terminology of the human gross anatomy, chemistry overview, cell structure, cell physiology (including DNA, protein synthesis and cell division). The organization of cells and tissues and their metabolic and homeostatic processes and regulation are also covered. Physical and chemical operation of organs and systems of the human body include the intergumentary, skeletal, muscular, and nervous systems. Pre/Corequisite(s): CHEM 110G or CHEM 111G.

BIOL 226. Human Anatomy and Physiology II 4 cr. (3+3P)
The second in a two-course sequence that covers the structure and function of the human body. Includes the physical and chemical operation of the organs and systems of the human body, including endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproduction system. Concepts of nutrition, metabolism, energy, fluid and electrolyte balance, heredity pregnancy and human embryonic and fetal development are also covered. Prerequisite(s): BIOL 225, CHEM 110G or CHEM 111G.

BIOL 227. Pathophysiology 3 cr.
A study of the structure and function of the human body with specialized emphasis on disease processes. Prerequisite(s): AHS 153 or BIOL 225 Corequisite(s)/ Prerequisites(s): AHS 154 or BIOL 226.

BIOL 250. Special Topics 1–3 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 6 credits.

BMGT—Business Management

BMGT 110. Introduction to Business 3 cr.
Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society.

BMGT 112. Principles of Banking 3 cr.
Banking in today's economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments.

BMGT 126. Retail Management 3 cr.
Phases of retailing, including types of retail outlets and basic problems of organizing and operating a retail store.

BMGT 132. Principles of Selling 3 cr.
Analysis of customer behavior, persuasive communication, process of the sales interview.

BMGT 136. Fundamentals of Buying and Merchandising 3 cr.
Covers operational aspects of procuring and selling merchandise for the retail store. Procedures covered are buying, receiving, pricing strategies, sales promotions and operational controls.

BMGT 138. Advertising 3 cr.
Psychological approach to non-personal consumer persuasion; applied techniques in media selection, layout mechanics, production methods, and campaign structures.

BMGT 140. Principles of Supervision I 3 cr.
Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies.

BMGT 150. Income Taxation 3 cr.
Federal income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates with particular reference to CLU, life insurance and annuities.

BMGT 155. Special Topics I 1–3 cr.
Introductory special topics of lower division level work that provides a variety of timely subjects and content material. May be repeated up to 9 credits.

BMGT 175. Introduction to Business Finance 3 cr.
Understanding financial systems and the methods businesses use to acquire and use resources is an important tool for the managers. This course provides an overview of the financial inner workings of businesses and corporations.

BMGT 191. ENACTUS (Students in Free Enterprise) 1 cr.
ENACTUS is an international organization promoting and teaching business entrepreneurship. Students learn teamwork, leadership, and networking skills by participating in regional and national business competitions and community service projects. May be repeated up to 6 credits. Restricted to: BMGT or Pre-Business majors.

BMGT 201. Work Readiness and Preparation 2 cr.
Instruction in methods of selection, seeking, acquiring and retaining employment. Addresses work success skills, business etiquette, employer expectation and workplace norms.

BMGT 202. Career Management **1 cr.**
Developing and implementing career plans through decision making framework to gain personal success and satisfaction within today's social and global workforce. Consent of instructor required.

BMGT 205. Customer Service in Business **3 cr.**
Establishes concepts of service quality in relationship to business success and maximization of returns to the organization. Explores techniques for delivering quality and service in a variety of business settings.

BMGT 210. Marketing **3 cr.**
Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process. Prerequisite(s): BMGT 110.

BMGT 211. Marketing for Bankers **3 cr.**
Concepts and philosophies of marketing; information, research, target, the marketing mix, and market planning. Prerequisite(s): BMGT 112.

BMGT 212. Supervisory and Leadership Trends **3 cr.**
Current trends in marketing, merchandising, sales promotion and management; in manufacturing, merchandising and service types of businesses. Extensive use of practical student project. Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 213. Consumer Lending **3 cr.**
Principles of credit evaluation, types of credit, marketing, collections, legal aspects, installment lending, leasing management, insurance, and rate structure and yields. Prerequisite(s): BMGT 112.

BMGT 215. Banks and the Money Supply **3 cr.**
Practical application of the economics of money and banking. Required of all students electing the banking option.

BMGT 221. Internship I **1–3 cr.**
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: BMGT majors. *S/U* Grading (*S/U*, Audit).

BMGT 223. Supervision and Labor Relations **3 cr.**
Federal acts affecting business and industry, supervisor's responsibility for effective labor relations, union contracts, grievance procedures, and job and safety instruction.

BMGT 225. Introduction to Commercial Lending **3 cr.**
Commercial lending overview, the lending process, portfolio management, and regulation and business development. Prerequisite(s): BMGT 112.

BMGT 228. Small Business Finance, Regulations and Operations **3 cr.**
Business start-ups are often unaware of the intricacies of financing, governmental regulations and operational details. This course prepares the student to seek and utilize the most opportune financing available and ensure that pertinent governmental and tax regulations are followed.

BMGT 229. Small Business Marketing for Success **3 cr.**
This course teaches students the essentials of real world marketing as a means of ensuring the success of their business. Marketing plans, research and customer identification are covered as well as advertising methods that work to create sales.

BMGT 231. Legal Issues in Business **3 cr.**
Application of fundamental legal principles to business transactions. Sources, functions, and objectives of law, including federal and New Mexico court systems and procedures, criminal law, torts, contracts, and sales, and Uniform Commercial Code.

BMGT 232. Personal Finance **3 cr.**
Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust.

BMGT 233. Law and Banking **3 cr.**
Basic commercial law as it relates to banking and bank transactions. Prerequisite(s): BMGT 112.

BMGT 235. Credit Administration **3 cr.**
Covers factors influencing and determining loan policy: methods of credit investigation and analysis, credit techniques, credit problems, and types of loans. Prerequisite(s): BMGT 112.

BMGT 239. Visual Marketing Techniques **3 cr.**
Provides a basic understanding of visual marketing and merchandising techniques. The importance of effective presentation of a store and its merchandise is covered, as is line, balance and artistic display.

BMGT 240. Human Relations **3 cr.**
Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. Prerequisite(s): CCDE 105N or higher or BOT 105 or higher.

BMGT 242. Stock Market Fundamentals **3 cr.**
Understanding the stock market and other financial markets is important for success as an individual investor. This course teaches the fundamentals of the stock market and how financial instruments are bought and sold.

BMGT 244. Personal Stock Portfolio Analysis **3 cr.**
Analyzing stock portfolios to determine value, potential growth and worth is an important skill for entrepreneurs and investors. Various techniques are taught that assist in evaluating stock value and determining which meet individual investment goals.

BMGT 245. Bank Investments **3 cr.**
Covers nature of bank investments, relationship of investment management to other functional areas of the bank, and factors that affect investment strategies and decisions. Prerequisite(s): BMGT 112 or consent of instructor.

BMGT 248. Introduction to Quality Management **3 cr.**
Introductory practices of total quality management practices aimed at all levels of an organization to continually improve performance to include competitiveness in today's business world.

BMGT 250. Diversity in the Workplace **3 cr.**
Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Prerequisite(s): BMGT 110.

BMGT 255. Special Topics II **1–3 cr.**
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 12 credits.

BMGT 258. Cash, Inventory, and Credit Control **3 cr.**
Cash and inventory control and management; credit management.

BMGT 259. Budget and Cost Control **3 cr.**
Standard costs, variable costing, absorption costing, formal budgeting process, responsibility accounting for cost and profit centers, inventory management techniques, risk adjusted capital budgeting, cash management, credit management, internal checks. Consent of instructor required. Prerequisite(s): Consent of instructor.

BMGT 260. Real Estate Practice **3 cr.**
This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: real estate finance, settlement, foreclosure, federal taxation, valuation and appraisal, land descriptions and math skills. These topics are requirements of the New Mexico Real Estate Commission.

BMGT 261. Real Estate Appraisal **3 cr.**
Principles and techniques of residential real estate appraisal. Not designed to train individuals as independent fee appraisers.

BMGT 262. Commercial Property Management **3 cr.**
Managing commercial property requires knowledge of marketing, advertising, regulatory controls, financial arrangements, and legal issues. This course addresses all aspects of managing commercial properties. Consent of instructor required.

BMGT 263. Real Estate Sales Techniques **3 cr.**
Improvement of sales techniques; the selling process, negotiation skills, objection handling and closing, business planning, goal setting, and effective application of marketing techniques.

BMGT 264. Real Estate Law **3 cr.**
This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: ownership of real estate, real estate brokerage relationships, contracts, environmental concerns and federal laws that affect real estate. These topics are requirements of the New Mexico Real Estate Commission. Crosslisted with: PL S 264.

BMGT 265. Real Estate Finance **3 cr.**
Financing real property, the money market, sources and cost determinants of mortgage money, financial leverage, value of existing mortgages in relation to the current market, and purchaser qualification.

BMGT 266. Commercial and Industrial Development **3 cr.**
Managing commercial property requires knowledge of marketing, advertising, regulatory controls, financial arrangements, and legal issues. This course addresses all aspects of managing commercial properties. Consent of instructor required.

BMGT 267. Commercial Property Appraisal and Evaluation **3 cr.**
Evaluation and financial appraisal of commercial real property preparatory to the sales process is an important skill for real estate developers and managers. Information concerning land and building evaluation will be covered. Standard Techniques for valuation and commercial sites will be presented. Consent of instructor required.

BMGT 268. Real Estate Broker's Basic Course **3 cr.**

State of New Mexico specific criteria that apply to real estate licensure: purchase agreements, listing agreements, New Mexico Rules and Regulations, and landlord tenant legislation. Prerequisite(s): BMGT 260 & BMGT 264.

BMGT 269. Financial Lending Practices for Development Projects 3 cr.
This course describes the functions of the global financial marketplace emphasizing their interactions and interconnectedness. Lending practices and their impact on development and growth are discussed. Consent of instructor required.

BMGT 270. Urban Development and Renewal 3 cr.
This course describes the basic functions and considerations for planners and developers when undertaking urban development and renewal projects. Attention is given to environmental, social, and economic factors. Consent of instructor required.

BMGT 271. Practical Applications for Microcomputers in Business 1–3 cr.
Owner/manager approach to use of microcomputers: systems design, software, business applications such as inventory, balance sheets, accounts receivable. Hands-on experience. May be repeated for a maximum of 6 credits under different subtitles. Preference given to BMGT majors. Prerequisite(s): C S 110, ACCT 222 and BMGT 216.

BMGT 272. E-Commerce Operations 3 cr.
Introduces the many forms of e-commerce and emerging technologies that will impact the businesses of tomorrow. Prerequisite(s): OECS 105, C S 110 or BCIS 110.

BMGT 273. International Hotel and Tourism Management 3 cr.
Managing hotel properties in the international arena. Developing and operating tourist venues and facilities catering to internal and external visitors. Challenges of property development in an international setting. Consent of instructor required.

BMGT 274. Small Business Planning and Development 3 cr.
Teaches the skills to effectively conceive, plan and open a business. Initial course in a series aimed at preparing individuals to start and run their own business.

BMGT 276. Small Business Advanced Business Plan Development 3 cr.
Preparing a detailed business plan as the first step in creating a successful business.

BMGT 277. Small Business Management 3 cr.
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion. Prerequisite(s): BMGT 110.

BMGT 278. Sustainable Real Estate Development 3 cr.
The awareness of environmental and economic sustainability in project development and planning is an important aspect of the developer's role in the 21st century. The ability to design projects that consider multiple stakeholders and address environmental concerns is addressed in this course.

BMGT 280. Introduction to Human Resources 3 cr.
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite(s): BMGT 110.

BMGT 282. Introduction to International Business Management 3 cr.
Overview of the social, economic and cultural environment of international business transactions. Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 285. Introduction to Manufacturing Operations 3 cr.
Introduction to issues related to manufacturing, including an overview of the production function, product design and development, location, layout, forecasting, planning, purchasing, materials/inventory, and quality management. Prerequisite(s): BMGT 110 and BMGT 140.

BMGT 286. Introduction to Logistics 3 cr.
Overview on the planning, organizing, and controlling of transportation, inventory maintenance, order processing, purchasing, warehousing, materials, handling, packaging, customer service standards, and product scheduling.

BMGT 287. Introduction to Export/Import 3 cr.
Procedures and documentation for exporting and importing products. Emphasis on NAFTA regulations and other U.S. border operations crossings. Prerequisite(s): BMGT 110 or BUSA 111.

BMGT 290. Applied Business Capstone 3 cr.
Refines skills and validates courses taken in BMGT program. Business simulations, case studies and projects used to test and improve business practices. Student must be within 25 credits of graduation. Prerequisite(s): BMGT 110, 140, and 240.

BMGT 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval of department chair. Maximum of 6 credits may be earned. Prerequisite(s): Sophomore standing with 3.0 GPA.

BOT—Business Office Technology

BOT 101. Keyboarding Basics 3 cr. (2+2P)
Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.

BOT 102. Keyboarding: Document Formatting 3 cr. (2+2P)
Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.

BOT 105. Business English I 3 cr.
Training and application of the fundamentals of basic grammar, capitalization and sentence structure (syntax).

BOT 106. Business Mathematics 3 cr. (2+2P)
Mathematical applications for business, including training in the touch method of the 10-key calculator. Prerequisite: CCDM 103N or adequate score on math placement exam.

BOT 109. Business English II 3 cr.
Training and application of the fundamentals of punctuation, numbers, basic writing and editing skills. Prerequisite: *C* or better in BOT 105.

BOT 110. Records Management 3 cr.
Principles, methods and procedures for the selection, operation and control of manual and automated records systems.

BOT 120. Accounting Procedures I 3 cr. (2+2P)
Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

BOT 121. Accounting Procedures II 3 cr. (2+2P)
Continuation of BOT 120, emphasizing accounting principles and procedures for notes and interest, depreciation, partnerships and corporations, cash flow and financial statement analysis. Prerequisite: BOT 120.

BOT 135. Keyboarding Technique Review 3 cr.
Emphasis on improving keyboarding speed and accuracy. Prerequisite: BOT 101 or equivalent.

BOT 140. Payroll Accounting 3 cr. (2+2P)
Payroll procedures including payroll tax forms and deposits. Prerequisite: BOT 120 or consent of instructor.

BOT 170. Office Communications in Spanish I 3 cr.
Develop oral and written communications skills of native or near-native speakers of Spanish. The student will learn basic letter writing skills, customer service techniques, and telephone etiquette in Spanish. Prerequisite: BOT 101 or basic computer keyboarding skills and native or near-native Spanish-speaking ability.

BOT 171. Office Communications in Spanish II 3 cr.
Develop oral and written communications skills of native or near-native speakers of Spanish. Emphasis placed on learning the office assistant's role within the office environment. Compose complex business correspondence and learn to make international travel arrangements. Prerequisite: BOT 101 or BOT 170.

BOT 191. Taking Minutes & Proofreading 3 cr.
Preparation and practice producing minutes suited for different meeting types and purposes. Provides strategies to prepare for meetings, to record proceedings, and to transcribe minutes while incorporating proofreading skills practice. Topics include legal requirements, meeting types, minute formats, and duties/expectations of the minute taker and the meeting chair. Prerequisite(s): BOT 109 or consent of instructor.

BOT 202. Keyboarding Document Production 3 cr. (2+2P)
Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. Prerequisites: BOT 102 and BOT 109, or consent of instructor.

BOT 203. Office Equipment and Procedures I 3 cr. (2+2P)
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110 or consent of instructor.

BOT 205. Microcomputer Accounting I 3 cr. (2+2P)
Introduction to automated accounting systems on microcomputers. Prerequisite: working knowledge of computers and accounting or consent of instructor.

BOT 206. Microcomputer Accounting II 3 cr. (2+2P)
Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. Prerequisites: BOT 121 and OECS 215, or consent of instructor.

BOT 207. Machine Transcription 3 cr. (2+2P)
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar. Prerequisites: minimum keyboarding of 45 wpm and *C* or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures 3 cr. (2+2P)
Records and procedures as applicable to medical offices. Prerequisites: BOT 109, BOT 211, and AHS 120.

BOT 209. Business and Technical Communications 3 cr.
Effective written communication skills and techniques for career success in the work place. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions. Prerequisites: ENGL 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I 3 cr. (2+2P)
Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Prerequisite(s): BOT 101 or consent of instructor.

BOT 213. Word Processing I 3 cr. (2+2P)
Operation and function of a word processor. Specific equipment to be announced in the *Schedule of Classes*. Prerequisite: BOT 101 or keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent.

BOT 215. Spreadsheet Applications 1–3 cr.
Use of spreadsheets to include graphics and business applications. Same as OECS 215. May be repeated under different subtitles listed in the *Schedule of Classes*.

BOT 217. Powerpoint Presentation 3 cr.
Comprehensive, hands-on approach to learning and applying basic and advanced features of PowerPoint. These include text enhancements, objects, fills, colors, animation, charts, sound, video, and hyperlinks. Students demonstrate appropriate audience and communication tools to deliver presentations. Prerequisites: BOT 211 or ability to demonstrate keyboarding and Windows proficiency.

BOT 218. Information Processing II 3 cr. (2+2P)
Advanced information processing techniques using current version of leading software. Prerequisite: BOT 211 or consent of instructor. May be repeated for a maximum of 6 credits.

BOT 221. Internship I 1–3 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. Restricted to: BOT & HIT majors. *S/U* Grading (*S/U*, Audit).

BOT 222. Internship II 1–3 cr.
Continuation of BOT 221. May be repeated up to 6 credits. Consent of Instructor required. Prerequisite(s): BOT 221 and consent of instructor. Restricted to: BOT & HIT majors. *S/U* Grading (*S/U*, Audit).

BOT 223. Medical Transcription I 3 cr. (2+2P)
Introductory machine transcription for the medical office using medical terminology. Prerequisite(s): (BOT 150 or HIT 150 or AHS 120) and (BIOL 101G/L or AHS 100).

BOT 228. Medical Insurance Billing 3 cr.
Overview of the insurance specialists role and responsibilities. Emphasis on diagnostic and procedural coding and the claims processing cycle. Prerequisite: NURS 150 or AHS 120 or BOT 150 and AHS 100 or BIOL 101G/L and BOT 208 or consent of instructor. May be repeated for a maximum of 6 credits.

BOT 233. Advanced Medical Transcription 3 cr. (2+2P)
Builds upon the concepts introduced in Medical Transcription providing greater understanding of how to produce advanced reports of physician dictation with increasing speed and accuracy. Emphasis will be on proofreading and editing of operative reports, patient history and physicals, office notes, labor and delivery reports, consultation reports, discharge summaries, and other medical reports. Prerequisite(s): (AHS 120 or BOT 150 or HIT 150) and (BIOL 101 G/L or AHS 100).

BOT 239. Personal Development 3 cr.
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BOT 241. Auditing and Business Issues 3 cr.
Introduction to basic auditing concepts, the purpose for the auditing process, and requirements of persons assisting with the audit process. The course will also deal with issues of business law including contracts, sales, torts, strict liability, and business ethics. Prerequisite(s): BOT 120. Restricted to BOT majors.

BOT 244. Tax Preparation 3 cr.
Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software. Prerequisite: keyboarding proficiency.

BOT 247. Civic Involvement in Tax Preparation 1–3 cr.
Prepare individual tax returns applying current tax code. Each credit requires specific number of volunteer hours at a designated New Mexico Tax Coalition site. Prerequisite(s): BOT 246.

BOT 250. Electronic Office Systems 3 cr. (2+2P)
Management of the electronic office. Office use of computers, printers, fax machines, copiers, and scanner concepts will be covered. Prerequisite: BOT 211.

BOT 255. Special Topics 1–4 cr.
Specific subjects to be announced in the *Schedule of Classes*.

BOT 270. Business Office Technology Capstone 3 cr. (2+2P)
Refines professional skills learned in the BOT program and ties all BOT coursework together. Prerequisite(s): BOT 102 or BOT 129; and BOT 120; and BOT 209 or ENGL 203G or ENGL 218G; and BOT 211 or OECS 211.

BOT 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: sophomore standing with 3.0 GPA. May be repeated for a maximum of 3 credits.

BUSA—Business Administration and Economics

BUSA 111. Business in a Global Society 3 cr.
Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity.

C EP—Counseling and Educational Psychology

C EP 110G. Human Growth and Behavior 3 cr.
Introduction to the principles of human growth and development throughout the life span.

C EP 199. Academic Excellence 3 cr.
Academic curriculum of excellence that includes the development of collaborative learning and student success environment, learning diverse learning styles and multiple intelligences, and developing multi-contextual academic communication styles.

C EP 210. Educational Psychology 3 cr.
Psychological foundations as they apply to the learner in the class room setting.

C J —Criminal Justice

C J 101G. Introduction to Criminal Justice 3 cr.
Examination of crime and justice within the broader social and cultural context of U.S. society from interdisciplinary social science perspectives. Includes critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

C J 199. Special Topics in Criminal Justice I 1–3 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated under different topics for a maximum of 6 credits.

C J 201. Independent Study 3 cr.
Directed, individual studies and projects. Consent of instructor required.

C J 205. Criminal Law I 3 cr.
Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law.

C J 210. The American Law Enforcement System 3 cr.
Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies.

C J 221. Fundamentals of Criminal Investigation 3 cr.
Investigation procedures from crime scene searches, collection of evidence, and case preparation. (Note: students completing C J 221 may not take C J 321.)

C J 230. Introduction to Corrections 3 cr.
Development of correctional philosophy, theory, and practice. Instructional and non-institutional alternatives available in the corrections process.

C J 250. Courts and the Criminal Justice System 3 cr.
Structures and functions of American courts. Roles of attorneys, judges, and other court personnel; operation of petit and grand juries, trial and appellate courts.

C J 293. Field Experience in Criminal Justice 3–6 cr.
Field experience in a public criminal justice agency or equivalent private sector organization. Supervised internship experience, conferences, and observations. Prerequisites: C J 101G, prior arrangement and consent of instructor and a GPA of 2.0 or better in major. Restricted to majors.

C S—Computer Science

C S 110. Computer Literacy 3 cr.
Evolution and application of computers; economic and social implications; introduction to programming on microcomputers.

C S 167. C Programming 3 cr. (2+2P)
Programming in the C language. Prerequisite(s): MATH 120 or higher.

C S 171G. Introduction to Computer Science 4 cr. (3+2P)
Computers are now used widely in all area of modern life. This course provides understanding of the theoretical and practical foundations for how computers work, and provides practical application and programming experience in using computers to solve problems efficiently and effectively. The course covers broad aspects of the hardware, software, and mathematical basis of computers. Weekly labs stress using computers to investigate and report on data-intensive scientific problems. Practical experience in major software applications includes an introduction to programming, word processing, spreadsheets, databases, presentations, and Internet applications. Prerequisite(s): MATH 210G or MATH 120 or higher.

C S 177. C++ Programming 3 cr. (2+2P)
Introduction to object-oriented programming in the C++ language. Prerequisite(s): MATH 120 or higher.

C S 187. Java Programming 3 cr. (2+2P)
Programming in the Java language. Prerequisite(s): MATH 120 or higher.

C S 209. Special Topics 1–3 cr.
May be repeated for a maximum of 12 credits.

CCDE—Community College Developmental English

CCDE 105N. Effective Communication Skills 4 cr. (3+2P)
Instruction and practice in basic communication, to include written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. *RR* applicable.

CCDE 110N. General Composition 4 cr. (3+2P)
Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. *RR* applicable.

CCDL—Community College Developmental Language

CCDL 101N. Basic Skills in English as a Second Language I 4 cr. (3+2P)
Developmental studies course for ESL students. Development of basic skills in speaking, listening, reading, and writing English as a second language with emphasis on speaking and listening. Pronunciation stressed. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 103N. Basic Skills in English as a Second Language II 4 cr. (3+2P)
Continuation of CCDL 101N for ESL students. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 105N. Intermediate Skills in English as a Second Language I 4 cr. (3+2P)
Intermediate level with emphasis on reading and writing. Grammar and syntax stressed. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 107N. Intermediate Skills in English as a Second Language II 4 cr. (3+2P)
Continuation of CCDL 105N. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDM—Community College Developmental Mathematics

CCDM 100N. Mathematics Preparation for College Success 1–4 cr.
Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. *RR* applicable.

CCDM 103N. Pre-Algebra 4 cr. (3+2P)
Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. *RR* applicable.

CCDM 105N. Mathematics Preparation and Pre-Algebra 5 cr. (4+2P)
A total immersion course that combines CCDM 100N and CCDM 103N using tutorials, manipulatives, and classroom instruction. Completion of this class is equivalent to the completion of CCDM 100N and CCDM 103N. Prerequisite(s): Math Placement Exam.

CCDM 112N. Developmental Algebra I 4 cr. (3+2P)
Fundamental algebra operations, algebraic expressions, solving linear equations, systems of equations and application of linear equations. Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with *RR*. Prerequisite(s): Grade of *C* or better in CCDM 103N or equivalent.

CCDM 113N. Developmental Algebra II 4 cr. (3+2P)
Fundamental algebra operations, polynomials, factoring, solving quadratics by factoring, rational expressions, exponents and radical expressions (continuation of CCDM 112N). Provides laboratory instruction. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Graded: Traditional with RR. Prerequisite(s): Grade of *C* or better in CCDM 112N or consent of instructor.

CCDM 114N. Algebra Skills 4 cr. (3+2P)
Fundamental algebra operations: algebraic expressions, solving linear equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Completion of CCDM 114N meets basic skills requirement. Graded: Traditional with *RR*. Prerequisite(s): *C* or better in CCDM 103N.

CCDR—Community College Developmental Reading

CCDR 101N. Introduction to Basic Reading 4 cr. (3+2P)
Provides basic reading skills through comprehension and vocabulary development. Emphasis on oral language literacy and reading fluency. Course earns institutional credit but will not count toward degree requirements. Prerequisite: COMPASS score of below 42 on Reading section.

CCDR 103N. Comprehensive Reading Development 4 cr. (3+2P)
Provides integration of basic reading skills, including vocabulary development, text comprehension, and critical reading skills. Course earns institutional credit but will not count towards degree requirements. Prerequisite: COMPASS score of 43 to 59 on reading section.

CCDR 105N. Fundamentals of Academic Reading 3 cr. (2+2P)
Fundamentals of academic reading skills. Emphasis on vocabulary development and text comprehension through literature based instruction. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with RR. Prerequisite(s): COMPASS score 60 on reading section.

CCDR 110N. Effective College Reading 3 cr. (2+2P)
Provides a variety of strategies for effective reading and studying at the college level. Emphasis on reading across disciplines. Course earns institutional credit but will not count towards degree requirements. Graded: Traditional with *RR*. Prerequisite(s): COMPASS score 64 on reading section.

CHEF—Culinary Arts

CHEF 101. Culinary Arts Kitchen Orientation 3 cr.
Provides students with basic information and skills necessary for success in the Culinary Arts program. Students learn basic kitchen routines, safety and sanitation, professional conduct and deportment, standard kitchen calculations, knife handling, and are introduced to the laboratories for initial cooking experiences.

CHEF 125. Introductory Cake Decorating 1 cr.
Introduction to the professional cake decorating techniques used by pastry chefs. Basic skills of piping a variety of icings into different patterns are taught. Consent of Instructor required.

CHEF 126. Intermediate Cake Decorating 1 cr.
Introduction to more advanced professional cake decorating techniques used by pastry chefs. Fondant work and more complex decorating schemes are taught. Prerequisite(s): CHEF 125.

CHEF 127. Chocolate Work 1 cr.
Introduction to working with chocolate utilizing a variety of methods. Tempering, forming, molding, and other professional techniques will be taught.

CHEF 128. Advanced Chocolate Work 1 cr.
More advanced treatments of chocolate are explored and professional techniques for the chocolatier are developed. Prerequisite(s): CHEF 127.

CHEF 129. Wedding Cake Design and Construction 1 cr.
Basic skills in designing wedding (or other specialty event) cakes. Includes shaping, icing selection, decorating scheme, presentation, transportation, and remote set up. Prerequisite(s): CHEF 125 and CHEF 126.

CHEF 155. Special Topics 1–3 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated up to 6 credits.

CHEF 165. Math for Kitchen Operations 3 cr.
Fundamental mathematical concepts and computations, including measurement, recipe scaling and conversions, metric unit conversion, ingredient yield calculations, ratios and cost extensions are covered. Examples of basic mathematical calculations use kitchen and food service functions, as well as situations to demonstrate principles.

CHEF 211. Food Production Management I 3 cr. (2+2P)
Introduction to kitchen design, workflow, and commercial equipment. Techniques, methods, and application of basic food production principles. Practical experience in cooking processes from a managerial viewpoint. Crosslisted with: HOST 211.

CHEF 212. Food Production Management II 3 cr. (2+2P)
Selection and use of ingredients. Demonstration and application of classical and modern cooking and preparation techniques. Management techniques for kitchen personnel. Recipe design and analysis. Crosslisted with: HOST 212. Prerequisite(s): CHEF 211 or consent of instructor.

CHEF 213. Bakery Management I 3 cr. (2+2P)
Fundamentals of baking from a supervisory/management perspective. Exposure to commercial equipment and processes. Introduction to commercial alternatives to scratch-preparation methods. Crosslisted with: HOST 213.

CHEF 214. Bakery Management II 3 cr. (2+2P)
Advanced techniques and management of bakery operations are explored. Students learn classical forms and techniques. Modern methods of preparing traditional pastry and baked goods are introduced. Crosslisted with: HOST 218. Prerequisite(s): CHEF 213 or consent of instructor.

CHEF 233. Culinary Arts Fundamentals I 4 cr. (1+9P)
Introduction to the basics of culinary arts, including ingredients recognition, cooking methods and techniques, knife usage, preparation of basic stocks, mother sauces, starches and vegetables. Students will participate in laboratory work designed to create an understanding of the professional role of the culinarian. Preparation and production of food products integral to service to guests is incorporated in the course.

CHEF 234. Culinary Arts Fundamentals II 4 cr. (1+9P)
Continuation of introductory course focusing on meat cookery, daughter sauces, cold food preparation, poultry and seafood. Safe use of equipment is emphasized while experiencing differing methods of preparation and cooking. Preparation and production of food products integral to service of guests is incorporated in this course. Prerequisite(s): CHEF 233 with a grade of *C*– or better.

CHEF 235. Advanced Culinary Arts I 4 cr. (1+9P)
Exploration and experience in preparation techniques beyond the basic level. Nutritional components of food are discussed, as in the application of good nutrition practices in recipe design. Students are encouraged to use creative methods to expand the individual's culinary expressions. Prepares food products for service to guests in both bulk feeding and individual service settings. Plans, prepares, serves and critiques meals provided for students, faculty and staff. Prerequisite(s): CHEF 234 with a grade of *C*– or better. Restricted to: Culinary Arts majors.

CHEF 236. Advanced Culinary Arts II 4 cr. (1+9P)
Advanced techniques and experimental use of food combinations to enhance the student's repertoire of skills and abilities. Utilizes knowledge to develop recipes for unique products. Plans, prepares, serves and critiques meals provided for students, faculty and staff. Prerequisite(s): CHEF 235 with a grade of C– or better.

CHEF 237. Banquet/Catering Production 3 cr. (1+6P)
Planning and implementation of the culinary aspects of catered functions. Development of time schedules, work assignments and service plans for catered events and banquet functions. Production of food items in appropriate quantities for catered events. Costing and control functions are covered. Prerequisite(s): CHEF 234. May be repeated for up to 6 credits. Restricted to: CHEF majors.

CHEF 240. Baking Fundamentals I 4 cr. (1+9P)
Introduction to baking techniques, measurement and use of ingredients; equipment use and chemical reactions inherent in the baking process. Production of simple desserts and baked goods. Introduction to working with bread doughs. Corequisite(s): CHEF 233. Restricted to: HOST, CHEF majors.

CHEF 241. Baking Fundamentals II 4 cr. (1+9P)
More advanced baking and bread making techniques are covered in this course with emphasis on the more advanced elements of quantity production. Students work with a variety of products and ingredients. Prerequisite(s): grade of *C* or above in CHEF 240. Restricted to: HOST, CHEF majors.

CHEF 242. Intermediate Baking I 4 cr. (1+9P)
More advanced baking and pastry techniques are covered in this course with emphasis on the basic elements of patisserie production. Focus is on preparing students to work in a pastry kitchen. Prerequisite(s): Grade of *C* or above in CHEF 241. Restricted to: HOST, CHEF majors.

CHEF 243. Intermediate Baking II 3 cr. (1+6P)
Continuation of work with basic elements of patisserie products including laminated doughs and filled products. Students prepare creams, custards, fillings and are introduced to cake assembly procedures. Prerequisite(s): Grade of *C* or above in CHEF 242. Restricted to: HOST, CHEF majors.

CHEF 244. Advanced Baking I 4 cr. (1+9P)
Students focus on production of variety cakes, centerpieces, wedding cakes and other products found in commercial bakeries and patisserie shops. Prerequisite(s): Grade of *C* or above in CHEF 243. Restricted to: HOST, CHEF majors.

CHEF 245. Pastry Art and Techniques 3 cr. (1+6P)
Advanced skills for the pastry chef including pulled sugar work, spun sugar, chocolate art, pastillage, marzipan molding, butter carving and advanced decorating techniques are explored. Students prepare specialty items for display and competition.

CHEF 255. Special Topics 3 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated up to 6 credits. Restricted to: CHEF and HOST majors.

CHEF 256. International Cuisine 3 cr. (1+6P)
Exploration into a variety of international cuisines is undertaken, including the cultural and historical backgrounds of the foods being prepared. Students work on developing themed menus and production plans for meals utilizing a single international cuisine.

CHEF 257. Garde Manger 3 cr. (1+6P)
Traditional garde manger skills are taught, including plated salads, cold foods, entrements, pates, forcemeat, terrines, charcuterie and chaud froid work. The art and craft of food design, preparation and service are emphasized. Prerequisite(s): CHEF 234. Restricted to: CHEF & HOST majors.

CHEF 260. Nutrition for Chefs 3 cr.
Aspects of basic human nutritional requirements are covered as are the applications of the standards to the cooking and baking. Meeting the USDA nutrient guidelines while preparing good tasting food is discussed, calorie, fat and sodium reduction techniques are explored.

CHEM—Chemistry

CHEM 101. General Supplemental Instruction I 1 cr.
Collaborative workshop for students in General Chemistry I. Course does not count toward departmental degree requirements. Corequisite: CHEM 111G. May be repeated for a maximum of 2 credits.

CHEM 102. General Supplemental Instruction II 1 cr.
Collaborative workshop for students in General Chemistry II. Course does not count toward departmental degree requirements. Corequisite: CHEM 112G. May be repeated for a maximum of 2 credits.

CHEM 110G. Principles and Applications of Chemistry 4 cr. (3+3P)
A survey of the properties and uses of the elements and their compounds. In addition to classical chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CCDM 114N.

CHEM 111G. General Chemistry I 4 cr. (3+3P)
Descriptive and theoretical chemistry. Prerequisite: (1) grade of *C* or better in MATH 120 or a Mathematics Placement Exam Score adequate to enroll in mathematics courses beyond MATH 120; and (2) one of the following: *B* or better in a second semester high school chemistry course, or grade of at least *C* in CHEM 100, or an enhanced ACT score of at least 22. CHEM 111G/112G are General Education alternative to CHEM 110G.

CHEM 112G. General Chemistry II 4 cr. (3+3P)
Descriptive and theoretical chemistry. CHEM 111G/112G are General Education alternative to CHEM 110G. Prerequisite(s): CHEM 111G.

CHEM 210. Chemistry for the Allied Health Sciences 3 cr.
Discussion and application of the established facts and concepts of general organic chemistry and biochemistry to acquire a molecular understanding of a variety of health related issues, from atmospheric ozone holes to human nutrition. Prerequisite: CHEM 110G or CHEM 111G.

CHSS—Community Health and Social Services

CHSS 101. Overview of Health and Community Services 3 cr.
Health and community service professions with emphasis on public health, community health education, and environmental/occupational health.

CHSS 216. Ethical and Research Issues in Human and Community Service 3 cr.
Ethical and legal responsibilities of health personnel with emphasis on research applications. May not receive credit for both CHSS 216 and CHSS 316.

CHSS 299. Service Learning Experience in Human and Community Services 3 cr.
Exploration of contemporary social, civic, economic and ethical problems that require student participation in collaborative efforts within the community. Requires 30 clock hours of community based service for each credit. Graded: *S/U*. Prerequisite(s): CHSS 101, PHLS 150 and PHLS 275 or consent of instructor. Corequisite(s): PHLS 295 or CHSS 216. Contact instructor for approval.

CMT—Creative Media Technologies

CMT 100. Introduction to Visual Communications 3 cr.
Overview of the process of crafting a digital product from conception to final. Incorporates basic principles of art and design, typography, layout, color and imagery, logos and advertising basics. Same as OEGR 105.

CMT 108. Introduction to Media Technologies 1–3 cr.
Introduction to various media technologies. Cross-listed: OEGR 108

CMT 110. Introduction to Web Design 1 cr.
Basics of creating simple web sites for personal use.

CMT 115. Digital Photography and Imaging I 3 cr. (2+2P)
Principles and techniques of photography using digital equipment with an emphasis on lighting, focus, and composition.

CMT 120. Introduction to Creative Media 3 cr. (2+2P)
Exploration and discovery of the creative processes through art, music, theater, narrative, and other avenues.

CMT 126. Film Crew Training I 9 cr.
This course was designed in collaboration with the NM IATSE Local 480 union and the NM Film Office and focuses on providing hands-on training for students wishing to work on film crews. The course will offer an overview of the primary below-the-line craft areas of film production.

CMT 130. Introduction to Web Design 3 cr. (2+2P)
Introduction to web development techniques, theory, and design. Incorporates HTML and industry-standard web editing software in developing various web sites.

CMT 135. Introduction to 3D Computer Animation 3 cr. (2+4P)
Learning to work in a 3D environment. Introduction to the basics of modeling, animation, dynamics, and rendering. Working with polygons, NURBS and subdivisions, and editing in multiple interfaces. May be repeated for a maximum of 6 credits.

CMT 140. Print Media I 3 cr. (2+2P)
Creation and design of publications and presentation materials using page layout software. May be repeated for a maximum of 6 credits.

CMT 142. Computer Illustration 3 cr. (2+2P)
Preparation of digital graphics with a vector or draw program for use in print, web, video, animations, and multimedia. May be repeated for a maximum of 6 credits.

CMT 145. Image Processing I 3 cr. (2+2P)
Design and creation of digital graphics using a raster or bitmap program for use in print, multimedia, video, animation and web. May be repeated for a maximum of 6 credits.

CMT 146. Digital Foundations 4 cr. (2+4P)
Accelerated course covering concepts and techniques of industry-standard raster and vector graphics programs with focus on design and application. May be repeated for a maximum of 8 credits.

CMT 150. 2D Animation 3 cr. (2+2P)
Concepts and techniques in storyboarding and creating interactive 2D animations for web, multimedia and video. Prerequisites: CMT 142 or CMT 146.

CMT 151. Evolution of Electronic Games 3 cr. (2+2P)
Focus on the evolution of video games and how they have shaped mainstream entertainment. May be repeated up to 6 credits.

CMT 155. Selected Topics 1–4 cr.
Specific titles to be announced in the *Schedule of Classes*. May be repeated for a maximum of 18 credits. Same as OEGR 155.

CMT 156. Film Crew Training II 9 cr.
The purpose of this course is to provide applied training in a specific film production crew craft area, in which a student has decided to specialize. The various craft areas include but are not limited to, Art Dept., Grip., Electric, Sound, Production Office, Script Supervision, Props, Set Dressing, Locations, Special Effects, Hair/Makeup, Wardrobe, Production Assistant/Set Operations. Prerequisite(s): CMT 126.

CMT 160. Modeling and Animation 3 cr. (2+2P)
Building on student's knowledge of 2D animation, covers modeling, animating objects and scenes in a 3D environment using various camera and lighting effects. May be repeated for a maximum of 6 credits.

CMT 170. History of Film: A Global Perspective 3 cr.
Explores the history of cinema from the earliest 19th century developments to the present digital video revolution. Offers students a broader base of understanding of the tools and methodologies used in the craft.

CMT 175. 3D Character Design 3 cr. (2+4P)
Focus on designing a character and then taking that design and building it in 3D using intermediate modeling techniques. Prerequisite: CMT 135 or CMT 160. May be repeated for a maximum of 6 credits.

CMT 180. Design Principles 3 cr. (2+2P)
Techniques and theories of design principles, including layout foundations, logo building, type, color, and story-boarding and their application to print, web, animation and video. Prerequisite(s): CMT 142 or CMT 146.

CMT 185. 3D Shading and Lighting Techniques 3 cr. (2+4P)
Study of various global, scene and character lighting techniques, shading and shadowing, and creating atmospheres and reflections that bring computer generated 3D scenes to life. Examines environmental and studio lighting to bring real life experience into the digital production process. Prerequisite: CMT 135 or CMT 160.

CMT 190. Digital Video Production I 3 cr. (2+4P)
A hands-on study of the tools and techniques used to produce the independent video. Through the production of various short projects, the student explores how the ideas of the writer/director are translated into a visual story. May be repeated for a maximum of 6 credits.

CMT 192. Acting for the Camera 3 cr. (2+2P)
Covers acting techniques, body movement, monologues and auditioning. Students will gain professional acting experience on camera as well as learn what is expected on a film or video set.

CMT 195. Digital Video Editing I 3 cr. (2+2P)
A study of the basic tools and techniques of non-linear digital video editing. May be repeated for a maximum of 6 credits.

CMT 200. Critical Game Studies 3 cr. (2+2P)
Focus on creating a complete design document utilizing techniques and standards used in the industry today. May be repeated for up to 6 credits.

CMT 205. Cinematography 3 cr. (2+2P)
Theory and techniques of visual design in cinematography and the aesthetics of lighting. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 180 and CMT 190.

CMT 206. Principles of Sound 3 cr. (2+2P)
Study of soundtrack design theory, and the use of audio editing software that is compatible with media editing software to create soundtracks for different visual media. Pre/Corequisite(s): CMT 195.

CMT 210. Digital Video Production II 3 cr. (2+2P)
Advanced techniques of the tools and application of professional film making. Prerequisite: CMT 190. May be repeated for a maximum of 6 credits.

CMT 215. Digital Video Editing II 3 cr. (2+2P)
Advanced features of digital video, audio/music, and titling production software. Included are color correction, vector scopes, motion effects, and advanced editing techniques used by filmmakers. Prerequisite: CMT 195 or OEGR 210. May be repeated for a maximum of 6 credits. Same as OEGR 215.

CMT 216. Digital Photography and Imaging II 3 cr. (2+2P)
Provide understanding and skills needed for advanced digital capture, editing, optimizing and manipulating photographic images for print, web and multimedia applications. The course will prepare students to make more advanced technical and more refined aesthetic decisions relative to specific photographic applications. Prerequisite(s): CMT 115.

CMT 217. Layer Animation & 3D Applications in Photoshop 1 cr.
This is an advanced course in Photoshop 2D techniques and motion graphic applications pertaining to the animation of Photoshop Layers juxtaposed over time and space relationships. Prerequisite(s): CMT 145. Restricted to: CMT majors.

CMT 218. Video for Social Interaction and Informal Commerce 3 cr.
The use of DSLR video has opened the way for photographers to be able to add video as a component of expression. This course shows the ways that this tool can be used for on-line instructional videos, demonstrations and presentations. As more and more commercial entities become involved in YouTube and other social media, this becomes a vocationally viable form of visual communication. May be repeated up to 6 credits. Consent of Instructor required.

CMT 220. Environmental Scene Design 3 cr. (2+4P)
Modeling design techniques used to create environments and scenes for use in animated films and games. Investigation of both natural and architectural environments to be recreated in the virtual world. Prerequisite: CMT 135 or CMT 160.

CMT 221. Internship 1–3 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 9 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. *S/U* Grading (*S/U*, Audit).

CMT 222. Pre-production Management 3 cr. (2+2P)
Pre-production planning paperwork breakdowns, budgeting, and scheduling; taking a project from start to finish from a producers standpoint. Prerequisite: CMT 190.

CMT 223. Media Production Services 1–3 cr.
A design studio environment in which students obtain real-world experience while providing service to college and non-profit associations with faculty supervision using a variety of media. Can be used with permission to fulfill cooperative requirement. Prerequisite: CMT 180 or ART 163. May be repeated for a maximum of 6 credits.

CMT 225. Anatomical Character Design 3 cr. (2+4P)
Focus on building anatomy-based 3D characters. Advanced study in NURBS, subdivisions, and polygon modeling techniques used to create fully functional and realist models. Prerequisite: CMT 175. May be repeated for a maximum of 6 credits.

CMT 226. Film Crew Cooperative Experience 3-6 cr.
Industry production experience in specific craft areas for film crew technicians who have successfully completed two semesters of FTTP. Prerequisite(s): CMT 156.

CMT 227. Advanced Character Animation 3 cr. (2+2P)
Focus on complex rigging techniques as well as utilizing advanced animation functions to blend multiple animations into complex animations. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 160.

CMT 228. Level Design Concepts 3 cr. (2+2P)
Focus on the design and creation of video game levels. Dealing with the challenges and pitfalls of different video game genres. May be repeated for a maximum of 6 credits. Prerequisite: CMT 200

CMT 229. 3D Digital Sculpting 3 cr.
Introduce students to the 3D Sculpting programs which are the industry standard sculpting programs. Students will learn how to create complex high polygon sculpts and normal maps and transfer the models into 3D studio Max and Autodesk Maya. May be repeated up to 6 credits. Prerequisite(s): CMT 160.

CMT 230. Web Design II 3 cr. (2+2P)
Creating and managing well-designed, organized web sites using HTML and web development software. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 130. Cross-listed: OEGR 230.

CMT 232. Script Development & Storyboarding 3 cr.
Examines effective writing principles for creating storyboards that communicate the overall picture of a project, timing, scene complexity, emotion and resource requirements. Same as ENGL 232 and CMI 232.

CMT 235. Web Design for Small Businesses 3 cr. (2+2P)
Technology and techniques for designing and building a web presence for small business. May be repeated for a maximum of 6 credits. Prerequisite(s): CMT 130. Cross-listed: OEGR 235

CMT 236. Digital Audio Fundamentals 3 cr. (2+2P)
Advanced digital audio post production and recording techniques using current entertainment industry-standard software and hardware.

CMT 240. Print Media II 3 cr. (2+2P)
Refining of technical design skills using advanced features of page layout software in preparing a variety of business-related documents. Prerequisite: CMT 140 or OEGR 140. May be repeated for a maximum of 6 credits.

CMT 241. Game Animation I 3 cr. (2+2P)
Introduction to basic game play theory of 3D game design, including levels, character development and game playing concepts. Prerequisite: CMT 160.

CMT 242. Advanced Computer Illustration 3 cr. (2+2P)
Advanced techniques in 2D vector drawing and fundamentals of 3D illustration for use in print, web, and multimedia applications. Prerequisite: CMT 142. May be repeated for a maximum of 6 credits. Same as OEGR 270.

CMT 245. Image Processing II 3 cr. (2+2P)
Advanced techniques in editing and manipulation of raster images for digital graphics for print, multimedia and web. Prerequisite: CMT 145. May be repeated for a maximum of 6 credits. Same as OEGR 260.

CMT 249. Layer Animation and 3D Applications in Photoshop 3 cr.
This is an advanced course in Photoshop 3D techniques and motion graphic applications pertaining to the animation of Photoshop Layers juxtaposed over time and space relationships. May be repeated up to 6 credits. Prerequisite(s): CMT 245.

CMT 250. Advanced Graphics for Digital Media 3 cr. (2+2P)
Advanced techniques in design and creation of high-level 2D animations and interactive interfaces for web, multimedia, and video. Prerequisite: CMT 150. May be repeated for a maximum of 6 credits.

CMT 251. Gaming Platform and Standards 3 cr. (2+2P)
Focus on the different gaming platforms and their corresponding gaming demographics and standards. May be repeated for a maximum of 6 credits. Prerequisite: CMT 200.

CMT 252. Game Tools and Techniques 3 cr. (2+2P)
Focus on the different engines and gaming technologies that power the games of today. May be repeated for a maximum of 6 credits. Prerequisite: CMT 200.

CMT 254. History of Media Design 3 cr.
An introduction to the principles of design history and theory within a chronological framework of historical and emerging media.

CMT 255. Special Topics 1–4 cr.
Specific topics to be announced in the *Schedule of Classes*. May be repeated for a maximum of 18 credits.

CMT 256. Typography 3 cr.
Foundation in typography with an emphasis on history of typography and the practical application and impact of font choices for print, web, animation and video. Deals with studies in font or letter construction and font choices focusing on design, application, incorporation, and visual impact. Prerequisite(s): CMT 142.

CMT 258. Advanced Camera Techniques 3 cr. (2+2P)
Professional camera techniques and training for electronic news gathering and studio filmmaking. Utilizes high-end handheld shooting techniques, cranes, dollies, and steadicam training. May be repeated for a maximum of 6 credits. Prerequisite: CMT 190.

CMT 260. 3D Special Effects 3 cr. (2+4P)
Creating advanced virtual special effects for both rigid and soft bodies. Using MEL, dynamic principles, mixing nodes, and advanced particle systems. How to drive particles over surfaces, add texture to flow, create surface tensions, and use collision events to drive texture. Study of integrating computer-generated images with real-life video and audio. Prerequisite: CMT 160 or CMT 225.

CMT 265. Personal Character Development 3 cr. (2+4P)
Focus on the development of personal character(s), from sketch to render. Develop complete biographies of character, then build, skin and animate with as many personal attributes as possible. Prerequisite: CMT 225.

CMT 266. Audio Postproduction 3 cr. (2+2P)
Application of techniques for the final postproduction phase of audio track editing, mixing and mastering for film, music, and animation; including Automated Dialog Replacement (ADR) and foley. Prerequisite(s): CMT 206, 236, 237, 247, and 248.

ARCT 274. LEED Accreditation Exam Prep 3 cr.
This course is intended for anyone in the construction or architectural design fields who is interested in learning more about green building and the LEED (Leadership in Energy and Environmental Design) strategies, and are also interested in learning about how to become LEED accredited. Overview of the LEED rating systems utilized in the design and operation of buildings, the various LEED building certifications, and accreditation requirements for professionals. Highlights include interpretation of the LEED Reference Guides, accepted strategies for meeting LEED certification, sample practice exams, integrated project delivery methods, and a practical approach to problem solving through the use of design problems.

CMT 275. Advanced Web Techniques 3 cr. (2+2P)
Creating and managing complex web sites using advanced techniques and tools. Prerequisites: CMT 145 and CMT 230. May be repeated for a maximum of 6 credits.

CMT 276. Advanced Photography Workshops 1 cr.
This is a series of 1-credit workshops offering specialized and intense advanced skill training and upgrading applications of photography for commercial purposes and training in photographic skills and styles presented by a variety of professional lecturers. May be repeated up to 7 credits. Prerequisite(s): CMT 115.

CMT 285. Print Media III 3 cr. (2+2P)
Refinement of skills needed to prepare a variety of documents for print and the service bureau. Prerequisite: CMT 140 or CMT 240. May be repeated for a maximum of 6 credits.

CMT 292. Creative Media Studio 3 cr. (2+2P)
A studio environment where students specialize in creating film-festival quality and portfolio-ready projects under the supervision of faculty. Prerequisites: CMT 190 and CMT 195 or CMT 160. May be repeated for a maximum of 6 credits.

CMT 295. Professional Portfolio Design and Development 1–3 cr.
Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Same as OEGR 280.

CMT 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: minimum GPA of 3.0 and sophomore standing. May be repeated for a maximum of 6 credits. Same as OEGR 298.

COLL—College Studies

COLL 101. College/Life Success 1–3 cr.
Provides students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 103. Managing Your Money 1 cr.
Principles and strategies for effective money management. Includes financial goal setting, both short and long term. Explores the relationship between career and income earning potential. Explores issues of credit and debt management and prevention of identity theft.

COLL 108. Academic Reading and Study Skills 1–4 cr.
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 120. Career Exploration 1 cr.
Survey of careers possible with community college associate degrees. Information on how to make a career choice.

COLL 155. Special Topics 1–4 cr.
Covers specific study skills and critical thinking topics. Specific sub-titles to be listed in the *Schedule of Classes*. May be repeated for a maximum of 8 credits.

COLL 185. Prior Learning: Professional Portfolio 1–6 cr.
Creating a portfolio that outlines professional and educational experiences. Life skills and education learned through workplace training and non-traditional education experiences will be evaluated for consideration of awarding college credit. Students will draft a life history paper, prepare a professional resume, assemble supporting documentation and evidence in support of their petition to receive college credit for prior learning. Culminating activities will include an oral presentation of the portfolio contents. Prerequisite: CCDE 110N or equivalent. Graded *S/U*.

COLL 201. Critical Thinking Skills 3 cr.
Introduction to critical thinking processes. Develops higher order thinking necessary to evaluate clearly, logically, and accurately one s academic and life experiences. Practical emphases on assertive thinking and perspectives. Prerequisite: placement scores for CCDE 110N or higher.

COMM—Communication Studies

COMM 253G. Public Speaking 3 cr.
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

COMM 265G. Principles of Human Communication 3 cr.
Study and practice of interpersonal, small group, and presentational skills essential to effective social, business, and professional interaction.

COMM 285. Survey of Communication Theory 3 cr.
Exploration of major theories, concepts and methods of research in the study of human communication. Primarily for majors.

DAS—Dental Assistant

NOTE: All DAS courses are restricted to Dental Assistant majors, except DAS 101, DAS 131, and DAS 133.

DAS 101. Introduction to Dental Assisting 2 cr.
An introduction to the duties and responsibilities of a dental assistant. Includes brief lessons on head and neck anatomy, chair side assisting, sterilization techniques, dental office emergencies, and dental office management.

DAS 111. Bio-Dental Science 4 cr. (3+3P)
An introduction to biomedical and dental sciences with emphasis on head and neck anatomy and tooth morphology. Includes microbiology, general anatomy and physiology, histology and embryology of the oral cavity, pathology and pharmacology as they relate to dentistry. Prerequisites: ENGL 111G, OECS 101 or OECS 105 or C S 110, PSY 201G or SOC 101G, COMM 253G or COMM 265G or AHS 101, HNDS 163 or BIOL 225. Corequisites: DAS 113, DAS 115, DAS 117.

DAS 113. Dental Assisting I 4 cr. (2+6P)
Introduction to chair side assisting procedures, instrumentation, infection control, equipment safety and maintenance, dental office emergencies, and management of pain and anxieties. Prerequisites: ENGL 111G, OECS 101 or OECS 105 or C S 110, PSY 201G or SOC 101G, COMM 253G or COMM 265G or AHS 101, HNDS 163 or BIOL 225. Corequisite: DAS 111, DAS 115, DAS 117.

DAS 115. Dental Radiology 3 cr. (2+3P)
Radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques. Prerequisites: ENGL 111G, OECS 101 or OECS 105 or C S 110, PSY 201G or SOC 101G, COMM 253G or COMM 265G or AHS 101, HNDS 163 or BIOL 225. Corequisites: DAS 111, DAS 113, DAS 117.

DAS 117. Dental Materials 3 cr. (2+3P)
Composition, chemical and physical properties, manipulation and uses of dental materials. Laboratory experiences include the application and manipulation of various materials used in dentistry. Prerequisites: ENGL 111G, OECS 101 or OECS 105 or C S 110, PSY 201G or SOC 101G, COMM 253G or COMM 265G or AHS 101, HNDS 163 or BIOL 225. Corequisite: DAS 111, DAS 113, and DAS 115.

DAS 121. Dental Assisting II 4 cr. (2+6P)
Continuation of chair side assisting skill techniques with a major emphasis on four-handed dentistry performance procedures in the specialties of dentistry and expanded chair side functions. Prerequisites: DAS 111, DAS 113, DAS 115, DAS 117. Corequisites: DAS 123, DAS 125, DAS 127, DAS 129.

DAS 123. Dental Assisting Practicum 6 cr. (1+15P)
This course is the clinical component of the program that combines general practice and experiences in the work place. Seminar topics focus on the practicum experiences and critique of performance. Prerequisites: DAS 111, DAS 113, DAS 115, and DAS 117. Corequisites: DAS 121, DAS 125, DAS 127, DAS 129.

DAS 125. Professional Concepts 3 cr.
Emphasis on the development of professionalism for the dental office. Includes oral communication, psychology, patient relations, problem-solving skills, stress management, and employability in addition to dental jurisprudence and ethics. Prerequisites: DAS 111, DAS 113, DAS 115, and DAS 117. Corequisites: DAS 121, DAS 123, DAS 127, DAS 129.

DAS 127. Dental Office Management 2 cr.
This capstone course is an introduction to business office procedures, including telephone management, appointment control, accounts payable, completion of third party reimbursement forms, inventory control data entry for charges and payments, management recall, basic dental computer software and operating basic business equipment. Prerequisites: DAS 111, DAS 113, DAS 115, and DAS 117. Corequisites: DAS 121, DAS 123, DAS 127, DAS 129.

DAS 129. Preventive Dentistry 2 cr.
Prevention of dental diseases, oral hygiene instruction, fluoride, community dental health, and nutrition. Development, implementation and evaluation of a community dental health project. Prerequisites: DAS 111, DAS 113, DAS 115, and DAS 117. Corequisites: DAS 121, DAS 123, DAS 125, DAS 127.

DAS 131. Dental Office Management I **3 cr.**
Introduction to the field of dental office management with emphasis placed on professional verbal and written communication skills utilized within the dental office. Content includes dental terminology, charting, and back office experience as they relate to dental reception and management. Prerequisites: BOT 101, ENGL 111G, OECS 105, or C S 110. Corequisites: DAS 133 and DAS 101.

DAS 133. Dental Office Management II **3 cr.**
Places emphasis on computer programs specifically designed for dental office management (Dentrix, Sof Dent, etc.) Expanded course content on oral communication and telephone skills, appointment scheduling, patient relations, stress management solutions, and comprehensive critical thinking/problem solving skills.

DAS 155. Special Topics **1–6 cr.**
Specific subjects to be announced in the *Schedule of Classes*. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

DAS 156. Independent Study **1–6 cr.**
Individual studies/research on topics related to dental assisting. Prerequisite: consent of instructor. May be repeated for a maximum of 8 credits.

DHYG—Dental Hygiene

NOTE: All DHYG courses are restricted to Dental Hygiene majors.

DHYG 110. Preclinical Dental Hygiene **3 cr.**
Basic scientific principles and current theory, prevention of disease transmission, ethical and professional treatment of patients, clinical learning preparation, and introduction to comprehensive patient care. Offered concurrently with DHYG 112 to provide dental hygiene students with introductory knowledge, skills and attitudes to function in the clinical setting. Corequisite(s): DHYG 112, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 and BIOL 221L. Restricted to: DHYG majors.

DHYG 112. Preclinical Dental Hygiene Lab **3 cr. (9P)**
Clinical application to basic theories and procedures used in dental hygiene practice. Techniques of instrumentation used in performing diagnostic, preventive and therapeutic services utilized when providing comprehensive patient care. Student will practice these techniques on manikins and student partners in the clinic. Corequisite(s): DHYG 110, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 AND BIOL 221L, OEHO 225. Restricted to: DHYG majors.

DHYG 114. Oral Histology and Embryology **2 cr.**
Introduction and description of general histology and embryology with emphasis on the microscopic structures of enamel, dentin, pulp, cementum, periodontal ligament, bone, oral mucosa, epithelial attachment and development of orofacial structures. Corequisite(s): DHYG 110, DHYG 112, DHYG 116, DHYG 117 & DHYG 118. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 AND BIOL 221L, OEHO 225. Restricted to: DHYG majors.

DHYG 116. Head and Neck Anatomy **3 cr.**
Comprehensive study of the anatomy of the head and neck regions, including skeletal, nervous, circulatory, lymphatic, and muscular systems. Corequisite(s): DHYG 110, DHYG 112, DHYG 114, DHYG 117, & DHYG 118. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 AND BIOL 221L, HNDS 251. Restricted to: DHYG majors.

DHYG 117. Dental Anatomy **1 cr. (1+2P)**
A detailed study of nomenclature, morphologic characteristics, and physiologic relationships of human primary and permanent teeth as related to the clinical practice of dental hygiene. Laboratory activities develop observation and dexterity skills. Corequisite(s): DHYG 110, DHYG 112, DHYG 114, DHYG 116, and DHYG 118. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 and BIOL 221L, HNDS 251. Restricted to: DHYG majors.

DHYG 118. Dental Radiology **3 cr. (2+3P)**
Study of radiation physics, hygiene and safety theories. Fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, ancillary radiographic techniques and application to dental hygiene treatment. Corequisite(s): DHYG 110, DHYG 112, DHYG 114, DHYG 116, and DHYG 117. Prerequisite(s): ENGL 111G, MATH 120, CHEM 210, BIOL 225, BIOL 226, BIOL 221 and BIOL 221L, OEHO 225. Restricted to: DHYG majors.

DHYG 120. Dental Hygiene Theory I **3 cr.**
Continuation of the theoretical basis for dental hygiene clinical practice. Emphasis on emergency care, planning dental hygiene care, health promotion and disease prevention, oral rehabilitation and care of appliances, modifications of dental hygiene care through the life-span, and an introduction to medically comprised patients. Corequisite(s): DHYG 122, DHYG 124, DHYG 126. Prerequisite(s): *C* or above in DHYG 110, DHYG 112, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Restricted to: DHYG majors.

DHYG 122. Clinical Dental Hygiene I **3 cr. (12P)**
Application of dental hygiene procedures on a variety of clinical patients under direct supervision of faculty. Emphasis on patient assessment and diagnosis, treatment procedures, appointment planning and prevention techniques. Theory is simultaneously related to practical experience. Offered concurrently with DHYG 120. Corequisite(s): DHYG 120, DHYG 124, DHYG 126. Prerequisite(s): *C* or above in DHYG 110, DHYG 112, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Restricted to: DHYG majors.

DHYG 124. General and Oral Pathology **3 cr.**
Introduction to general pathology with focused study of diseases and disorders of the oral cavity and their interrelationship with body systems; developmental anomalies of the teeth and jaws; manifestations of disease in the oral cavity, head and neck. Corequisite(s): DHYG 120, DHYG 122, DHYG 126. Prerequisite(s): *C* or above in DHYG 110, DHYG 112, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Restricted to: DHYG majors.

DHYG 126. Periodontology **3 cr.**
Study of normal and diseased periodontium to include the structural, functional and environmental factors. Emphasis on etiology, pathology, evaluation of disease, treatment modalities, and therapeutic and preventative periodontics relative to the hygienist's role as a co-therapist in a contemporary practice setting. Corequisite(s): DHYG 120, DHYG 122, DHYG 124. Prerequisite(s): *C* or above in DHYG 110, DHYG 112, DHYG 114, DHYG 116, DHYG 117, & DHYG 118. Restricted to: DHYG majors.

DHYG 132. Clinical Dental Hygiene II **1 cr. (0.5+3.5P)**
Continuation of clinical skills, patient assessment and diagnosis, treatment and appointment planning, preventive techniques and application of dental hygiene procedures at an intermediate level under the direct supervision of faculty. Clinical-based instruction helps students synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Theory is simultaneously related to practical experience. Prerequisites: *C* or above in DHYG 120, DHYG 122, DHYG 124, DHYG 126.

DHYG 134. Dental Materials **3 cr. (2+3P)**
Study of the composition, chemical and physical properties, manipulations, and uses of dental materials. Emphasis on materials and procedures for which the dental hygienist is directly responsible. Laboratory experiences include application and manipulation of various materials used in dentistry. Prerequisites: *C* or above in DHYG 120, DHYG 122, DHYG 124, DHYG 126.

DHYG 155. Special Topics in Dental Hygiene **1–6 cr.**
Study of special topics related to the practice of dental hygiene. May include educational methodology as well as applications in clinical practice, research, or community service. Consent of instructor required. Restricted to DHYG majors.

DHYG 210. Dental Hygiene Theory III **2 cr.**
Advanced theory of dental hygiene and information on periodontal therapies relative to the hygienist's role as a co-therapist in clinical practice. Continuation of the study of dental hygiene care for medically comprised patients and an introduction to special needs patients. Restricted to DHYG majors. Offered concurrently with DHYG 212. Corequisites: DHYG 212, DHYG 214, DHYG 216, DHYG 218. Prerequisites: *C* or above in DHYG 132, DHYG 134, and SOC 101G (or equivalent).

DHYG 212. Clinical Dental Hygiene III **4 cr. (16P)**
Continuation of clinical skills, patient assessment and diagnosis, treatment and appointment planning, preventive techniques and applications of dental hygiene procedures at the intermediate to competent level under supervision of faculty. Emphasis on dental hygiene treatment for the medically compromised and periodontally involved patients. Theory is simultaneously related to practical experience. Offered concurrently with DHYG 210. Restricted to DHYG majors. Corequisites: DHYG 210, DHYG 214, DHYG 216, DHYG 218. Prerequisite: *C* or above in DHYG 132, DHYG 134, and SOC 101G (or equivalent).

DHYG 214. Dental Pharmacology **3 cr.**
Study of the pharmacologic aspects of drugs and drug groups with which the dentist and dental hygienist are directly and indirectly concerned. Emphasis is placed on nomenclature, origin, physical and chemical properties, preparation, modes of administration and effects of drugs upon the body systems. Restricted to DHYG majors. Corequisites: DHYG 210, DHYG 212, DHYG 216 and DHYG, 218. Prerequisites: *C* or above in DHYG 132 and DHYG 134.

DHYG 216. Dental Public Health Education 3 cr.
Study of principles and concepts of community public health and dental health education. Emphasis on dental epidemiology and statistical methods, community assessment, educational planning, implementation, and evaluation, scientific review of literature, and classroom presentation. Restricted to DHYG majors. Corequisites: DHYG 210, DHYG 212, DHYG 214 and DHYG 218. Prerequisites: *C* or above in DHYG 132 and DHYG 134.

DHYG 218. Pain and Anxiety Management 3 cr. (2+4P)
Study of the application of various physical, chemical, and psychological modalities to the prevention and treatment of preoperative and postoperative patient anxiety and pain. Emphasis on administration of local anesthesia and nitrous oxide. Restricted to DHYG majors. Corequisites: DHYG 210, DHYG 212, DHYG 214 and DHYG, 216. Prerequisites: *C* or above in DHYG 132 and DHYG 134.

DHYG 220. Dental Hygiene Theory IV 3 cr.
Theoretical preparation for advanced clinical practice. In-depth study of dental hygiene care for patients with special needs. Case Study presentations and a Board Review are utilized to demonstrate the synthesis of comprehensive dental hygiene knowledge, skills and attitudes. The most current dental and dental hygiene technology will be reviewed as it related to clinical practice. Prerequisite(s): *C* or above in DHYG 210, DHYG 212, DHYG 214, DHYG 216, and DHYG 218. Corequisite(s): DHYG 222, DHYG 224, DHYG 226. Restricted to DHYG majors.

DHYG 222. Clinical Dental Hygiene IV 4 cr. (16P)
Clinical sessions combine basic and advanced dental hygiene skills with time management techniques essential for private practice. Comprehensive patient care to include assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation of dental care, nonsurgical periodontal therapy, adjunct clinical procedures, ultrasonic instrumentation, patient management, sealants, and comprehensive programs for control of oral diseases will be emphasized. Theory is simultaneously related to practical experience. Students are encouraged to develop independent decision-making with minimal faculty supervision. Prerequisite(s): *C* or above in DHYG 210, DHYG 212, DHYG 214, DHYG 216, and DHYG 218. Corequisite(s): DHYG 220, DHYG 224, DHYG 226. Restricted to DHYG majors.

DHYG 224. Principles of Practice 2 cr.
Examination of the dental hygienist's role in both traditional and non-traditional employment settings. Career planning, resume preparation and interviewing are practices. An understanding of the law, professional ethics of dental hygiene and the need for lifelong learning are emphasized. Future roles of the dental hygienist and emerging issues in dental hygiene will be explored. Prerequisite(s): *C* or above in DHYG 210, DHYG 212, DHYG 214, DHYG 216, and DHYG 218. Corequisite(s): DHYG 220, DHYG 222, DHYG 226. Restricted to DHYG majors.

DHYG 226. Community Oral Health 2 cr. (1+3P)
Students assess, plan, implement, and evaluate a community oral health project. Dental specialties and the dental hygienist's role in referrals and in interdisciplinary patient care are presented. Students participate in a variety of community health projects and practicum and observe in dental specialty practices. Prerequisite(s): *C* or above in DHYG 210, DHYG 212, DHYG 214, DHYG 216, and DHYG 218. Corequisite(s): DHYG 220, DHYG 222, DHYG 224. Restricted to DHYG majors.

DHYG 255. Special Topics in Dental Hygiene 1–6 cr.
Study of special topics related to the advanced practice of dental hygiene. May include educational methodology as well as applications in clinical practice, research, or community service. Consent of instructor required. Restricted to DHYG majors.

DHYG 298. Independent Study in Dental Hygiene 1–9 cr.
Individual study related to the dental hygiene profession. Prior approval of both the Program Chairperson and the supervising instructor are required. Consent of instructor required. Restricted to DHYG majors.

DMS—Diagnostic Medical Sonography

NOTE: All DMS courses are restricted to Diagnostic Medical Sonography majors.

DMS 101. Introduction to Sonography 2 cr.
Introduction to the principles of ultrasound, terminology, scanning planes and applications of ultrasound. Includes observation in an ultrasound facility. All DMS courses are restricted to students who have been accepted into the Diagnostic Medical Sonography Program. Corequisite(s): DMS 112, 113. Restricted to DMS majors.

DMS 110. Ultrasound Physics 4 cr.
Properties of sound and its use in diagnostic imaging; technical components involved in ultrasound imaging; how to use ultrasound equipment during lab sessions; the bioeffects of high-frequency sound; and artifacts created during imaging. Restricted to: DMS majors.

DMS 112. Abdominal Sonography 4 cr. (3+3P)
Includes anatomy, physiology, and pathology of the abdominal organ systems; scanning techniques, ultrasound appearance of normal structures, and changes seen with pathologic conditions. Corequisite(s): DMS 116,DMS 101, DMS 113. Restricted to: DMS majors.

DMS 113. GYN Sonography 3 cr. (2+2P)
Includes female pelvic anatomy, scanning techniques, pelvic pathology, sonography, and Doppler findings in normal and abnormal exams, introduction to human embryology, and first trimester pregnancy. Corequisite(s): DMS 101, DMS 112, DMS 116. Restricted to DMS majors.

DMS 114. OB Sonography 4 cr. (3+2P)
Includes review of human embryology, normal fetal anatomy, obstetrical scanning techniques, fetal biometry, fetal abnormalities, fetal Doppler, the role of ultrasound in genetic testing and chromosome abnormalities, fetal echocardiography, and congenital heart abnormalities. Restricted to: DMS majors.

DMS 115. Abdominal Sonography II 3 cr. (2+2P)
Includes anatomy, physiology, and pathology of superficial structures, including female breast, thyroid, and neck structures, male pelvis, and musculoskeletal system; scanning techniques, ultrasound appearance of normal structures, and changes seen with pathologic conditions; abdominal Doppler principles of applications and organ transplant sonography. Pre/ Corequisite(s): DMS 110. Restricted to: DMS majors.

DMS 116. Introduction to Vascular Technology 3 cr. (2+2P)
Basic ultrasound physics and principles, peripheral vascular anatomy, hemodynamics, Doppler evaluation, peripheral vascular scanning techniques, physiologic testing and the more common pathologies of the carotid arteries, and the peripheral vascular system. Corequisite(s): DMS 101, DMS 112, DMS 113. Restricted to DMS majors.

DMS 117. Advanced Sonographic Procedures 2 cr.
This course will focus on the anatomy, pathology, laboratory values and sonographic appearances of organ transplants, the musculoskeletal system and the breast. Students will also demonstrate knowledge in age related competency (i.e. neonates, pediatric patients, adolescents, adults, and Obstetric patients) and be able to respond appropriately to parental needs. Restricted to: DMS majors.

DMS 118. Neurosonography 2 cr. (1+3P)
This course will cover detailed anatomy of neonatal brain and central nervous system. This course includes scanning techniques and indications for performing neurosonograms of the newborn; as well as common pathologies seen in the fetal and newborn brain and central nervous system. Restricted to: DMS majors.

DMS 120. Clinical Internship I 4 cr. (32P)
Provides the practical, hands-on experience required for both the national registry exam and for quality patient care. Students will spend approximately 32 hours per week at their assigned clinical site performing ultrasound exams under the supervision of the clinical staff. Students return to campus periodically to participate in advanced seminars. Six-week course. Restricted to: DMS majors.

DMS 122. Clinical Internship II 4 cr. (32P)
Provides the practical, hands-on experience required for both the national registry exam and for quality patient care. Students will spend approximately 32 hours per week at their assigned clinical site performing ultrasound exams under the supervision of the clinical staff. Students return to campus periodically to participate in advanced seminars. Six-week course. Restricted to: DMS majors.

DMS 124. Clinical Internship III 8 cr. (32P)
Provides the practical, hands-on experience required for both the national registry exam and for quality patient care. Students will spend approximately 32 hours per week at their assigned clinical site performing ultrasound exams under the supervision of the clinical staff. Students return to campus periodically to participate in advanced seminars. Prerequisite(s): DMS 122 or consent of Instructor. Restricted to: DMS majors.

DMS 126. Clinical Internship IV 8 cr. (32P)
Provides the practical, hands-on experience required both for national certification and for quality patient care. Students will spend approximately 32 hours per week at their assigned clinical site performing ultrasound exams under the supervision of the clinical staff. Students will learn more difficult exams and will work on case reports and course review materials. Prerequisite(s): DMS 124 or consent of instructor. Restricted to: DMS majors.

DMS 155. Special Topics 1–6 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 12 credits. Consent of instructor required. Restricted to DMS majors.

DMS 200. Independent Study 1–6 cr.
Individual study/research on topics related to diagnostic medical sonography. Consent of instructor required. Restricted to DMS majors.

DRFT—Drafting and Design Technologies

DRFT 101. Introduction to Drafting and Design Technologies 1 cr.
Professional and student organizations associated with the Drafting and Design Technologies program, degree requirements, employment skills and work habits, and university and college policies and procedures will be explored. Students will be introduced to the current learning management system and career-readiness certification.

DRFT 105. Technical Drawing for Industry 3 cr. (2+2P)
Technical sketching, basic CAD, and interpretation of drawings with visualization, speed and accuracy highly emphasized. Areas of focus include various trades such as machine parts, welding, heating and cooling, and general building sketches/plan interpretation.

DRFT 108. Drafting Concepts/Descriptive Geometry 2 cr. (1+2P)
Basic manual drafting skills, sketching, terminology and visualization. Graphical solutions utilizing applied concepts of space, planar, linear and point analyses. Metric and S.I. units introduced.

DRFT 109. Computer Drafting Fundamentals 3 cr. (2+2P)
Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software. Crosslisted with: C E 109 and E T 109.

DRFT 114. Introduction to Solid Modeling 3 cr. (2+2P)
Students will learn 3-D visualization, mechanical drafting, and dimensioning skills as solid modeling skills are developed. Working drawings, assembly models, and assembly drawings will be introduced. May be repeated for a maximum of 6 credits.

DRFT 115. General Construction Safety 3 cr. (2+2P)
Overview of general construction safety related to building, highway and road construction, and surveying field work for entry-level individuals. Students will also have the opportunity to earn a 10-hour construction industry OSHA card. Crosslisted with: ARCT 115.

DRFT 118. Geometry for Drafting 3 cr.
Analysis and problem solving of related technical problems using measuring instruments and techniques with geometry and trigonometry. Prerequisite: CCDM 103N or CCDM 104N.

DRFT 120. Survey Equipment Fundamentals 2 cr.
Introduces the application and the setup to the following surveying equipment: Automatic Level, Total station, and Global Positioning Systems. Field safety knowledge is required.

DRFT 123. Introduction to Civil/Architectural Technology 4 cr. (2+4P)
Introduction to beginning civil/architecture drafting and its applications. Drawings, projects and terminologies are related to both fields of civil engineering and architectural technology.

DRFT 130. General Building Codes 3 cr. (2+2P)
Interpretation of the Building Code, local zoning codes, A.D.A. Standards and the Model Energy Code to study construction and design requirements and perform basic plan checking.

DRFT 135. Electronics Drafting I 3 cr. (2+2P)
Drafting as it relates to device symbols; wiring, cabling, harness diagrams and assembly drawings; integrated circuits and printed circuit boards; schematic, flow and logic diagrams; industrial controls and electric power fields. Drawings produced using various CAD software packages. Prerequisites: DRFT 108 and DRFT 109.

DRFT 143. Civil Drafting Fundamentals 3 cr. (2+2P)
Introduction to drafting in the field of Civil Engineering. Drawings, projects, and terminologies related to topographic, contour drawings, plan and profiles, and street/highway layout. Crosslisted with: E T 143. Prerequisite(s): DRFT 109.

DRFT 151. Construction Principles and Print Reading 3 cr. (2+2P)
Introduction to construction materials, methods, and basic cost estimating and print reading applicable in today's residential, commercial, and public works industry. Instruction by print reading and interpretation, field trips, and actual job-site visits and progress evaluation.

DRFT 153. Survey Drafting Applications 3 cr. (2+2P)
Introduction to drafting in the field of survey engineering. Drawings, projects and terminologies related to Point Data, topography, land/boundary surveys, legal descriptions and plat surveys. Using the current Autodesk software. Crosslisted with: SUR 143. Prerequisite(s): DRFT 109.

DRFT 154. GIS Technology 3 cr. (2+2P)
Introduction to GIS and related data collecting and mapping techniques. National standards emphasized utilizing computer and web-based systems and peripherals. Prerequisite(s): DRFT 109.

DRFT 160. Construction Take-Offs and Estimating 3 cr. (2+2P)
Computing and compiling materials and labor estimates from working drawings using various techniques common in general building construction and in accordance with standard specifications and estimating formats. Use of spreadsheets and estimating software introduced. Prerequisite: DRFT 151.

DRFT 161. Introduction to Construction Management 3 cr.
Introduction to the construction industry and construction management; construction documents and contracts; project planning, scheduling and administration; construction site management; and the role of Building Information Modeling (BIM) in construction management. Corequisite(s): DRFT 151 or consent of instructor.

DRFT 164. Intermediate Mechanical Drafting/Solid Modeling 3 cr. (2+2P)
Students will learn advanced solid modeling techniques. Use of different file types and compatibility issues between different software packages will be studied. Drawing organization and presentation methods will be practiced. Projects requiring precision field measurements and sketches, as well as teamwork, will be assigned. Geometric Dimensioning and Tolerancing will be introduced. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 114.

DRFT 165. Introduction to Building Information Modeling 3 cr.
Introduction to Building Information Modeling (BIM) in the development of virtual 3D building models, construction documents, renderings and basic animations related to architectural, structural, and mechanical/electrical/plumbing building components. Utilizes the latest BIM technologies in the integration one, parametric BIM.

DRFT 176. Solid Modeling, Rendering and Animation 3 cr. (2+2P)
Introduction to three dimensional drafting and solid modeling, rendering and animation for architecture and engineering fields. Material application, mapping, and scene lighting will be introduced. Prerequisite(s): DRFT 109.

DRFT 177. Computer Rendering and Animation I 3 cr. (2+2P)
Introduction to technical applications of computer generated renderings and animations for the architecture and engineering fields. 3D models, photo-realistic renderings, and basic animation movie files will be produced utilizing Autodesk VIZ and Google SketchUp software. May be repeated for a maximum of 6 credits. Prerequisite: DRFT 109.

DRFT 180. Residential Drafting 3 cr. (2+2P)
Basic residential drafting including, floor plans, foundation plans, sections, roof plans, exterior and interior elevations, and site plans. Applicable residential building and zoning codes, construction methods and materials, adaptable residential design, and drawing and sheet layout for architectural drafting will be introduced.

DRFT 181. Commercial Drafting 3 cr. (2+2P)
Drafting principles, plan coordination, and code analysis applicable in the development of working drawings for commercial, public, and industrial building projects. Students will utilize National Cad Standards, ADA Standards, and will be introduced to modern office practice. Prerequisite(s): DRFT 109. Pre/Corequisite(s): DRFT 180.

DRFT 190. Finding and Maintaining Employment 2 cr.
Techniques in self-evaluations, resume writing, application completion, job interviewing, and job retention. Exposure to work ethics, employee attitudes, and employer expectations.

DRFT 204. Geographic Information Systems Technology 3 cr. (2+2P)
The use of digital information for which various digitized data creation methods are captured. Users will capture, store, analyze and manage spatially referenced data in a modeled mapping procedure. Prerequisite(s): DRFT 109.

DRFT 214. Advanced Solid Modeling 3 cr. (2+2P)
Advanced mechanical drafting/solid modeling techniques and topics will be studied using the student's software(s) of choice. Students will use any of the 3-D solid modeling software packages that are available on campus as they develop these skills, as well as develop a thorough working knowledge of the use of GD&T in Mechanical Drafting/Solid Modeling. Detailed class projects will be assigned, and presentations will be required. May be repeated for a maximum of 6 credits. Prerequisite(s): DRFT 114 or DRFT 176.

DRFT 215. Construction Site Safety Management 3 cr.
Construction safety, compliance, documentation, and reporting requirements for individuals with construction site safety management responsibilities. Students will have the opportunity to earn a 30-hour construction industry OSHA card. Consent of Instructor required.

DRFT 222. Surveying Fundamentals 3 cr. (2+2P)
Elementary surveying and civil drafting theory and techniques for non engineering majors. Includes traverse plotting, site plans, mapping, cross sections, and development of plan and profile drawings. Actual basic field measurement/surveying as well as extensive manual and CAD projects will be assigned. Prerequisite(s): DRFT 108 and DRFT 109, and (DRFT 118 or MATH 180 or MATH 190).

DRFT 230. Building Systems Drafting 3 cr. (2+2P)
Development of working drawings for electrical, plumbing, and HVAC systems, for residential and commercial building through the applications of both 2D Drafting and 3D Building Information Modeling (BIM) techniques. Basics of project setup, National CAD Standards, ADA Standards, modern office practice, code analysis, as well as Sustainability and LEED for new construction. Prerequisite(s): DRFT 180 or DRFT 181.

DRFT 240. Structural Systems Drafting 3 cr. (2+2P)
Study of foundations, wall systems, floor systems and roof systems in residential, commercial and industrial design/construction. Produce structural drawings including foundation plans, wall and building sections, floor and roof framing plans, shop drawings and details; schedules, materials lists and specifications. Use of various software. Prerequisite(s): DRFT 180 or DRFT 181.

DRFT 242. Roadway Development Drafting 3 cr. (2+2P)
Advanced civil/survey technology and drafting related to roadway development. Emphasis is on relevant terminology, codes/standards, and the production of complex working drawings such as topographical/grading, drainage, master utilities, roadway P P/details/etc., according to agency standards. Prerequisites: DRFT 143 and DRFT 173.

DRFT 243. Land Development Drafting 3 cr. (2+2P)
Advanced civil/survey technology and drafting related to land development. Emphasis is on relevant terminology codes/standards, and the production of complex working drawings such as subdivision plats, local utility and drainage plans, construction details roadway P P, etc., according to local development/ agency standards. Prerequisite: DRFT 143 and DRFT 153.

DRFT 250. Principles of Detailing and Design 3 cr. (2+2P)
Advanced practice in construction documentation in the development and coordination of working drawings & specifications. In particular, will utilize Architectural Graphic Standards, National CAD Standards, and ADA standards to develop detail drawings related to Architectural, Civil, Structural and Building Mechanical systems. Will also be introduced to basic principles, factors, and process of building design such as space planning, site analysis, and basic architectural programming. Prerequisite(s): DRFT 180 or DRFT 181.

DRFT 253. Geodatabase Design 3 cr. (2+2P)
Study of geodatabase design using techniques learned in GIS I and more advanced methods. Will be using real-world ESRI models for design; including the architecture, design, building, management, implementation and use of working geodatabase. Prerequisite(s): DRFT 204.

DRFT 254. Spatial Data Processing 3 cr. (2+2P)
Utilizes the tools and technologies of GIS, processing volumes of geodata identifying a numerical, coded or listed map. Involves the analysis of spatial data from various diverse applications and place in a descriptive mapping process. Prerequisite(s): DRFT 109 or DRFT 204.

DRFT 255. Independent Study 1–3 cr.
Instructor-approved projects in drafting or related topics specific to the student's individual areas of interest and relevant to the drafting and graphics technology curriculum. Consent of instructor required. May be repeated for a maximum of 6 credits.

DRFT 265. Advanced Building Information Modeling Applications 3 cr. (2+2P)
Advanced applications of Building Information Modeling (BIM) including the creation of, and practice in collaborative work sets, data and design analyses, energy modeling and analysis, preliminary LEED analysis, construction take-offs & estimation, and construction animation, through use of various BIM and related software. Prerequisite(s): DRFT 165.

DRFT 274. GIS Theory and Analysis 3 cr. (2+2P)
Analyzes the hypothesis in which location and spatial data sufficiently quantifies the appropriate statistical methodology. Prerequisite(s): DRFT 109 and DRFT 204.

DRFT 276. Computer Rendering and Animation I 3 cr. (2+2P)
Introduction to technical applications of computer generated renderings and animations for the architecture and engineering fields. 3D models, photo-realistic renderings, and basic animation movie files will be produced utilizing industry standard modeling and animation software.

DRFT 277. Computer Rendering and Animation II 3 cr. (2+2P)
Continuation of DRFT 276. Covers advanced modeling and animation techniques using 3-D animation software. Prerequisite: DRFT 276.

DRFT 278. Advanced CAD Applications 3 cr. (2+2P)
Introduction to advanced CAD commands, applications, usage techniques, and user customization. the latest version of the National CAD Standards will also be explored. Prerequisite(s): DRFT 109.

DRFT 288. Portfolio Development 3 cr.
Production of a portfolio consisting of previously produced student work related to the student's individualized degree option. Process shall include the compilation and organization of working and presentation drawings, construction documents, BIM Models, and renderings/animations. Students will learn the basics of design layout and online portfolio documentation. Job search and resume preparation activities will also be required. Production of new material and content may also be required. This course is designed as a last semester course in the Drafting and Design curricula. Crosslisted with: ARCT 288.

DRFT 290. Special Topics 1–4 cr.
Topics subtitled in the *Schedule of Classes*. May be repeated for a maximum of 12 credits.

DRFT 291. Cooperative Experience 1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student meets with advisor weekly. Prerequisite: consent of instructor. Graded *S/U*.

DRFT 295. Professional Development and Leadership DAGA 1 cr.
As members and/or officers of student professional organizations, drafting and graphics students gain experience in leadership, team building, and community services. This course is required for 2 credits. However, it may only be taken 1 credit at a time. May be repeated up to 6 credits.

ECED—Early Childhood Education

ECED 115. Child Growth, Development, and Learning 3 cr.
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.

ECED 125. Health, Safety, and Nutrition 2 cr.
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.

ECED 135. Family and Community Collaboration 3 cr.
This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establishes collaborative relationships with families in early childhood settings is discussed. Prerequisite(s): ECED 115 and ENGL 111G.

ECED 215. Curriculum Development Through Play 3 cr.
The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four and 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 diverse abilities and the development of IFSP's and IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 220.

ECED 220. Early Childhood Education Practicum I 2 cr.
The beginning practicum course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways. Consent of instructor required. Prerequisite(s): ECED 115 and ENGL 111G. Corequisite(s): ECED 215.

ECED 225. Curriculum Development and Implementation II 3 cr.
The second 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 diverse abilities and the development of IEP's is included. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G. Corequisite(s): ECED 230.

ECED 230. Early Childhood Education Practicum II 2 cr.
The second field-based curriculum course focuses on practicing developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Consent of instructor required. Prerequisite(s): ECED 115, ENGL 111G,. Corequisite(s): ECED 225.

ECED 235. Introduction to Language, Literacy and Reading 3 cr.
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. Prerequisite(s): ECED 115 and ENGL 111G.

ECED 245. Professionalism **2 cr.**
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.

ECED 255. Assessment of Children and Evaluation of Programs **3 cr.**
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. Prerequisite(s): ECED 115 and ENGL 111G. Crosslisted with: SPED 255.

ECED 265. Guiding Young Children **3 cr.**
This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented.

ECED 270. Program Management **3 cr.**
Technical knowledge necessary to develop and maintain a quality early care and education program. The course will focus on sound financial management and vision, laws and legal issues that affect programs and state and national standards including accreditation requirements. Prerequisite: consent of instructor.

ECED 275. Curriculum for Diverse Learners and Their Families **3 cr.**
Implementation of family-centered programming that includes developmentally appropriate and culturally responsive curriculum. The course will also cover the establishment and maintenance of healthy and safe learning environments. Consent of instructor required.

ECED 276. Effective Program Development for Diverse Learners and Their Families **2 cr.**
Practical experience in observing and carrying out the role of the director/administrator in the implementation of family-centered programming that includes individually appropriate and culturally responsive curriculum in a healthy and safe learning environment. Consent of instructor required. Corequisite(s): ECED 275. Restricted to ECED majors.

ECED 280. Professional Relationships **3 cr.**
Development of staff relationships that will foster strong professional relationships with and among families, communities and advisory boards. Issues of staff recruitment, retention, support and supervision will lay a foundation for positive personnel management. Working effectively with board, advisory groups and community members and agencies will be addressed. Consent of instructor required. Corequisite(s): ECED 281.

ECED 281. Professional Relationships Practicum **2 cr.**
Practical experience in the development of staff relationship that will foster professional relationships with families, communities and boards. Issues of staff recruitment, retention, support and supervision will lay a foundation for positive personnel management. Consent of instructor required. Corequisite(s): ECED 280. Restricted to ECED majors.

ECON—Economics

ECON 201G. Introduction to Economics **3 cr.**
Economic institutions and current issues with special emphasis on the American economy.

ECON 251G. Principles of Macroeconomics **3 cr.**
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, economic growth, and international payment problems. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

ECON 252G. Principles of Microeconomics **3 cr.**
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions. Prerequisite(s): Satisfaction of NMSU's mathematics basic skill requirement.

EDUC—Education

EDUC 103. Internship in Bilingual Education/ESL **1–4 cr.**
Supervised experience in bilingual education/ESL elementary or secondary classroom settings for prospective bilingual education/ESL teachers.

EDUC 150. Math for Paraprofessionals **3 cr.**
Applied math skills for paraprofessionals working with children. Prerequisite: CCDM 103N.

EDUC 151. Math for Paraprofessionals II **3 cr.**
Applied math skills for paraprofessionals working under the direction of a teacher. Prerequisite: EDUC 150.

EDUC 181. Field Experience I **1 cr.**
Introduction to public school teaching, school visits, classroom observations and discussion seminar.

EDUC 204. Foundations of Bilingual/ESL Education **3 cr.**
Explore and review the historical, legal, philosophical, theoretical and pedagogical paradigms of bilingual/ESL education.

ELA—Educational Management and Development

ELA 101. Freshman Orientation **1 cr.**
Introduction to the university and to the College of Education. Discussion of planning for individualized education program and field experience. Graded *S/U*.

ELA 250. Introduction to Education **2 cr.**
An overview of the American education system with emphasis on organization, governance, law, demographics, and professional practice.

ELT—Electronics Technology

ELT 103. Math Study Skills for Electronics **1 cr.**
Covers specific math study skills and critical thinking processes to reinforce practical applications of math and its use with electronics. The student will be introduced to electronic mathematical formulas during the problem-solving steps required for circuit analysis. May be repeated up to 4 credits. Prerequisite(s)/Corequisite(s): E T 183 or E T 184.

ELT 105. Basic Electricity and Electronics **3 cr. (2+2P)**
Fundamentals of electricity and electronics, basic circuit devices, meters, transistors, integrated circuits and other solid state devices, computers, fiber optics, and industrial application topics. Minimum math proficiency of CCDM 103N or CCDM 104N required or math placement into CCDM 114N or higher. Crosslisted with: AERT 111

ELT 110. Electronics I **4 cr. (3+3P)**
Fundamentals of electronics including: components, schematics, Ohm's law, Thevenin's and Norton's theorems, and series/parallel circuits incorporating passive, active and magnetic elements. Introduction to AC circuits. Crosslisted with: AERT 123.

ELT 120. Mathematics for Electronics **4 cr.**
Includes fundamental mathematics, algebra, sine, cosine, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Minimum math proficiency of CCDM 114N required or math placement into MATH 120 or higher. Crosslisted with: AERT 124

ELT 135. Electronics II **4 cr. (3+3P)**
Analysis of AC circuits, filters, and resonance. Introduction to solid state fundamentals including diodes and rectifier circuits, voltage regulators, various transistors and transistor characteristics, amplification and amplifiers, photoelectric effects, gates and timing circuts. Prerequisite(s) ELT 110 and ELT 120.

ELT 155. Electronics CAD and PCB Design **3 cr. (2+2P)**
Introduction to and the use of commercially available CAD software covering schematic representation of electronic components and circuits. Printed circuit board layout techniques including proper schematic capture, netlist generation, design rule checking and manual routing covered.

ELT 160. Digital Electronics I **4 cr. (3+3P)**
Number systems, codes, Boolean algebra, logic gates, Karnaugh maps, combination circuits, flip-flops, and digital troubleshooting techniques. Prerequisite(s): ELT 110 and (ELT 120 or MATH 120).

ELT 175. Soldering Practices **3 cr. (2+2P)**
Methods and techniques of hand soldering in the production of high quality and reliable soldering connections.

ELT 201. Television Theory **3 cr. (2+3P)**
Origin and development of color television, video-audio characteristics, digital television, VITS and VIRS channels, broadcast antennas, and transmission lines.

ELT 205. Semiconductor Devices **4 cr. (3+3P)**
Analysis and trouble shooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite(s): ELT 110 and ELT 135.

ELT 210. Electronics Laboratory III 2 cr. (4P)
Circuit breadboard, circuit parameter measurements; emphasis on troubleshooting, fault analysis.

ELT 215. Microprocessor Applications I 4 cr. (3+2P)
Fundamentals of microprocessor architecture and assembly language with an emphasis on hardware interfacing applications. Prerequisite(s)/Corequisite(s): ELT 235. Prerequisite(s): ELT 160.

ELT 220. Electronic Communication Systems 4 cr. (3+2P)
Principles and applications of circuits and devices used in the transmission, reception, and processing of RF, microwave, digital and telecommunications systems. Prerequisite(s)/Corequisite(s): ELT 205. Prerequisite(s): ELT 135.

ELT 221. Cooperative Experience I 1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded *S/U*. Prerequisite: consent of instructor.

ELT 222. Cooperative Experience II 1–6 cr.
Continuation of ELT 221. Maximum of 6 credits. Graded *S/U*. Prerequisite: consent of instructor.

ELT 225. Computer Applications for Technicians 3 cr. (2+2P)
An overview of computer hardware, software applications, operating systems, high level programming languages and networking systems.

ELT 230. Microprocessor Applications II 4 cr. (3+2P)
Advanced microprocessor interfacing techniques. Topics in A/D and D/A conversion, I/O port address decoding, direct memory accessing, and peripheral device interfacing applications. Prerequisite: ELT 215.

ELT 235. Digital Electronics II 3 cr. (2+2P)
Sequential logic circuits, latches, counters, shift-registers, fault analysis and troubleshooting of digital IC s, multiplexers, timers, encoders/decoders, arithmetic circuits, pulse shaping, and memory devices. Prerequisite(s): ELT 160.

ELT 240. Introduction to Photonics 4 cr. (3+2P)
Nature of light, light emitters, lasers, detectors, fiber optics communications systems, and other applications of light to electronics. Prerequisite: ELT 135 or consent of instructor.

ELT 250. Electronics Systems Analysis 2 cr. (1+3P)
Capstone course emphasizing a systems approach to troubleshooting and maintaining complex electronics systems. Includes program review in preparation for technician certification. Prerequisite: consent of instructor.

ELT 255. Special Problems in Electronics 1–6 cr.
Individual studies in areas directly related to electronics. Prerequisites: ELT 110 and consent of instructor. May be repeated for a maximum of 6 credits.

ELT 260. Instrumentation Control and Signal Conditioning 4 cr. (3+2P)
Introduction to sensors and transducers, signal conditioning and transmission for measuring and process control systems. Includes AD, DA converter, small servos and actuators. Prerequisite: ELT 205.

ELT 265. Special Topics 1–6 cr.
Topic to be announced in the *Schedule of Classes*.

ELT 270. Biomedical Equipment Instrumentation 4 cr. (3+2P)
Principles and applications of electronic circuits and devices used in biomedical equipment. Skills taught to include evaluating, troubleshooting and repairing various types of medical equipment. Prerequisite(s)/Corequisite(s): ELT 260. Prerequisite(s): ELT 205.

ELT 295. Professional Development/Leadership 1 cr.
As members and/or officers of student professional organizations, electronics technology students gain experience in leadership, team building, and community services. May be repeated for a maximum of 6 credit. Restricted to ELT and ET E majors.

ENGL—English

NOTE: Credit for ENGL 111G is prerequisite for every course numbered 200 or above.

ENGL 111G. Rhetoric and Composition 4 cr.
Skills and methods used in writing university-level essays. Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13-15 in English on the ACT or 35-75 on the Compass, successful completion of a developmental writing course; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of two developmental writing courses.

ENGL 112. Rhetoric and Composition II 2 cr.
A continuation of English 111G for those desiring more work in composition. Weekly themes based on outside reading. Prerequisite: successful completion of ENGL 111G or the equivalent.

ENGL 116G. Perspectives on Film 3 cr. (3+3P)
Explores narrative and documentary film and examines significant developments in the history of cinema. Criticism of film as an art form, technical enterprise, business venture, and cultural phenomenon.

ENGL 203G. Business and Professional Communication 3 cr.
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style.

ENGL 211G. Writing in the Humanities and Social Sciences 3 cr.
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subtitled in the *Schedule of Classes*.

ENGL 218G. Technical and Scientific Communication 3 cr.
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences.

ENGL 220G. Introduction to Creative Writing 3 cr.
Examines classic and contemporary literature in three genres. Various forms, terminologies, methods and technical aspects of each genre, and the art and processes of creative writing.

ENGL 232. Script Development and Storyboarding 3 cr.
Examines effective writing principles for creating storyboards that communicate the overall picture of a project, timing, scene complexity, emotion and resource requirements. Crosslisted with: CMI 232.

ENGL 235. Narrative: Principles of Story Across the Media 3 cr.
Examines the various strategies of written and visual storytelling, narrative structure and its principal components (plot, theme, character, imagery, symbolism, point of view) with an attempt to connect them to elements of contemporary forms of media expression, including screenwriting, playwriting, writing for documentaries and animation, etc. Crosslisted with: CMI 235

ENGL 244G. Literature and Culture 3 cr.
Intensive reading of and discussion and writing about selected masterpieces of world literature. Emphasizes cultural and historical contexts of readings to help students appreciate literary traditions. Core texts include works by Homer, Dante, and Shakespeare, a classic novel, an important non-Western work, and modern literature.

FIN—Finance

FIN 206. Introduction to Finance 3 cr.
Theory and techniques of financial management for business firms. Includes application of financial analysis tools and techniques needed for business financial administration and decision making. Prerequisites: either ACCT 202 and ECON 251G, or ECON 252G and MATH 120, or consent of instructor.

FIRE—Fire Science Technology

FIRE 101. Basic Firefighter 8 cr. (6+6P)
Basic concepts and methodologies of fire suppression. Meets or exceeds NFPA standards.

FIRE 104. Firefighter II 8 cr. (6+6P)
Advances concepts and methodologies of fire suppression. Meets and exceeds NFPA standards. Prerequisites: FIRE 101, 114, 115, 126, 202, 216, 223, 224, 225, 251, 252; OEEM 115 or 120/121; Basic Firefighter Certification and approval of instructor.

FIRE 112. Principles of Emergency Services 3 cr.
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 departments 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.

FIRE 114. Fire Behavior and Combustion 3 cr.
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FIRE 115. Hazardous Materials Responder 4 cr.
Training for personnel expected to respond to and handle defensively, emergencies involving hazardous materials in order to protect people, property and the environment from as much exposure as possible. Preparation for Awareness Level I and Operations Level II. Meets or exceeds NFPA 471, 472, 473, OSHA 1910.120 part Q, HMER plan.

FIRE 120. Fire Protection Hydraulics and Water Supply 3 cr.
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FIRE 126. Fire Prevention 3 cr.
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 inspection; fire and life safety education; and fire investigation.

FIRE 130. Principles of Fire and Emergency Services Safety and Survival 3 cr.
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. Consent of instructor required.

FIRE 201. Independent Study 1–3 cr.
Research on an approved topic to meet graduation requirements. Meets or exceeds NFPA standards. Prerequisite: consent of instructor. May be repeated for total of 9 credits.

FIRE 202. Wildland Fire Control 1–3 cr.
Focuses on factors affecting wildland fire control and prevention, fire behavior, control techniques, command structure and other operations including Standards for Survival I-100, S-130 and S-190 Meets or exceeds NWCG Training Curriculum and NFPA 1051 standards.

FIRE 203. Fire and Emergency Services Administration 3 cr.
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 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.

FIRE 210. Building Construction for Fire Protection 3 cr.
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.

FIRE 214. Hazardous Materials Technician 3 cr.
Knowledge and skills about hazardous materials mitigation needed to certify as a Hazardous Materials Technician Level III. Meets or exceeds NFPA 471, 472, 473 standards, and OSHA 1910.102 part Q, and New Mexico HMER plan. Prerequisite(s): FIRE 115.

FIRE 216. Hazardous Materials Chemistry 3 cr.
This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services.

FIRE 220. Cooperative Experience I 1–3 cr.
Supervised cooperative work program. Student is employed in an approved occupation and rated by the employer and instructor. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Graded *S/U*.

FIRE 221. Cooperative Experience II 3 cr.
Apply advanced firefighting knowledge and skills while working with fire protection agencies. Meets or exceeds NFPA standards. Consent of instructor required. Graded: *S/U*. Prerequisite(s): FIRE 220.

FIRE 222. Aircraft Fire Control 3 cr.
Provides a broad understanding of airport operations required to effectively perform aircraft firefighting and other emergencies. Meets or exceeds NFPA 402, 403, 405 standards.

FIRE 223. Fire Investigations I 3 cr.
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretation, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

FIRE 224. Strategy and Tactics 3 cr.
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

FIRE 225. Fire Protection Systems 3 cr.
This course provides information relating to the features and 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.

FIRE 226. Fire Investigations II 3 cr.
This course is intended to provide the student with advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and court-room testimony.

FIRE 230. Fire Service Instructor 3 cr.
Provides the instructor candidate with methods and techniques of instruction including oral communications, preparing lesson plans, writing performance objectives, use of audio and other training aids, and the selection, evaluation and preparation of performance tests. Meets and exceeds NFPA 1041 Level I standards.

FIRE 232. Firefighter Internship 3 cr.
Application of knowledge, skills and abilities in a fire service department, as a firefighter intern and integrated member of a fire affiliated agency. Prerequisites: FIRE 101, FIRE 102, FIRE 115, FIRE 202 and EMT-B and consent of instructor. Restricted to majors.

FIRE 233. Practical Approach to Terrorism 3 cr.
Gives responder an overall safety approach in recognizing and responding to incidents involving terrorism. Presents an overview in types of harm, explosive weapons, chemical weapons, biological weapons and radiological weapons. Crosslisted with: LAWE 233.

FIRE 251. Incident Command System–NIMS 700 3 cr.
NIMS provides a consistent nationwide Homeland Security template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

FIRE 252. Vehicle Extrication 2 cr. (1+2P)
Course provides students with information on the newest types of air bags, restraint systems and latest tools and techniques used in vehicle extrication; course meets or exceeds NFPA standards.

GEOG—Geography

GEOG 111G. Geography of the Natural Environment 4 cr. (3+3P)
Introduction to the physical processes that shape the human environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development.

GEOG 112G. World Regional Geography 3 cr.
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world s major regions. Students will also examine current events at a variety of geographic scales.

GEOL—Geology

GEOL 111G. Survey of Geology 4 cr. (3+3P)
Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

GOVT—Government

GOVT 100G. American National Government 3 cr.
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence.

GOVT 110G. Introduction to Political Science 3 cr.
This class covers fundamental concepts such as justice, sovereignty and power; political theories and ideologies; and government systems that range from democratic to authoritarian.

GOVT 150G. American Political Issues 3 cr.
Major contemporary problems of American society and their political implications.

HIST—History

HIST 101G. Roots of Modern Europe 3 cr.
Economic, social, political, and cultural development from earliest times to about 1700.

HIST 102G. Modern Europe 3 cr.
Economic, social, political, and cultural development from 1700 to the present.

HIST 201G. Introduction to Early American History 3 cr.
History of the United States to 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 202G. Introduction to Recent American History 3 cr.
History of the United States since 1877, with varying emphasis on social, political, economic, diplomatic, and cultural development.

HIST 261. New Mexico History 3 cr.
Economic, political, and social development of New Mexico from exploration to modern times.

HIST 269. Special Topics 1–3 cr.
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 12 credits.

HIT—Health Information Technology

HIT 110. Electronic Health Records 3 cr.
Current electronic health record principles, methods and procedures, and computerized medical record concepts and software applications will be introduced. Prerequisite(s): C S 110 or OECS 105.

HIT 120. Health Information Introduction to Pharmacology 3 cr.
Introduction to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs and categories of drugs to treat multiple and specific body systems.

HIT 130. Health Information Technology Anatomy & Physiology 3 cr.
An introductory course in the basics of human structure and function. Body systems are examined as to how they relate to proper code selection and as part of the functioning of the body as a whole. Restricted to: HIT majors.

HIT 140. Health Information Introduction to Pathophysiology 3 cr.
Introduction to the nature of disease and its effect on body systems. Disease processes affecting the human body via an integrated approach to specific disease entities will be presented including a review of normal functions of the appropriate body systems. Diseases will be studied in relation to their etiology, pathology, physical signs and symptoms, diagnostic procedures, complications, treatment modalities and prognosis.

HIT 150. Introduction to Medical Terminology 3 cr.
The study and understanding of medical terminology as it relates to diseases, their causes and effects, and the terminology used in various medical specialties. Emphasis will be placed on learning the basic elements of medical words, appropriate spelling and use of medical terms, and use of medical abbreviations.

HIT 158. Advanced Medical Terminology 3 cr.
Builds upon the concepts covered in Introduction to Medical Terminology providing greater understanding of how to properly use and apply medical terminology used in various health fields. Emphasis will be on terminology used in medical records and procedures, medical billing and coding, and medical transcription. Terminology associated with the 11 body system's anatomy and physiology, pathology, diagnostic and therapeutic procedures, pharmacology, and abbreviations will also be introduced. Prerequisite(s): HIT 150.

HIT 221. Internship I 1–3 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: HIT & BOT majors. *S/U* Grading (*S/U*, Audit).

HIT 222. Internship II 1–3 cr.
Continuation of HIT 221. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: HIT & BOT majors. *S/U* Grading (*S/U*, Audit).

HIT 240. Health Information Quality Management 3 cr.
Introduction to basic concepts of quality improvement and performance improvement as they apply to health record systems and the health care industry. Quality assessment and improvement standards and requirements of licensing, accrediting fiscal and other regulatory agencies will be presented.

HIT 248. Medical Coding I 3 cr. (2+2P)
Comprehensive overview of the fundamentals, coding conventions, and principles of selecting the most appropriate ICD-9-CM and future ICD-10-CM diagnostic and procedure codes. The most recent version of ICD-9-CM and an in depth study of the current Official Coding Guidelines for coding and reporting will be emphasized. Prerequisite(s): BOT 228.

HIT 258. Medical Coding II 3 cr. (2+2P)
Continuation of Medical Coding I. Comprehensive overview of the coding and reporting guidelines, fundamentals, coding conventions, and principles of selecting the most appropriate CPT and HCPCS procedural codes for all medical specialties. The most recent version of CPT and a continued study of the ICD-9-CM coding conventions and principles will be emphasized. Designed as a medical coding capstone course. Prerequisite(s): HIT 248.

HIT 268. Health Information Systems 3 cr.
Overview of health data management, work planning, and organization principles; an introduction to health care information systems; and review of the fundamentals of information systems for managerial, clinical support, and information systems.

HNDS—Human Nutrition and Dietetic Sciences

HNDS 251. Human Nutrition 3 cr.
Principles of normal nutrition. Relation of nutrition to health. Course contains greater amounts of chemistry and biology than HNDS 163. Open to nonmajors.

HOST—Hospitality and Tourism

HOST 155. Special Topics 1–3 cr.
Specific subjects to be announced in the *Schedule of Classes*.

HOST 201. Introduction to Hospitality Industry 3 cr.
Overview of hospitality industry; organization and operation of lodging, food and beverage, and travel and tourism segments; focus on career opportunities and future trends of hospitality industry.

HOST 202. Front Office Operations 3 cr.
Hotel/motel front office procedures detailing flow of business, beginning with reservations and extending to the night audit process.

HOST 203. Hospitality Operations Cost Control 3 cr.
Management of Food & Beverage facilities using cost control techniques. Functional training in menu analysis and development with all phases of product flow through a Food & Beverage organization explored.

HOST 204. Promotion of Hospitality Services 3 cr.
Organization of hotel marketing functions; developing a marketing plan to sell the varied services of the hotel/motel property.

HOST 205. Housekeeping, Maintenance, and Security 3 cr.
Function of housekeeping departments, including personnel, sanitation, maintenance, and materials. A survey of security procedures to include guest protection and internal security of hotel/motel assets.

HOST 206. Travel and Tourism Operations 3 cr.
Transportation, wholesale and retail operations, attractions, the traveler, tourism development, and operational characteristics of tourism business.

HOST 207. Customer Service for the Hospitality Industry 3 cr.
Concepts of service and the customer, integrating the need for service quality, and the continuing efforts to maximize returns for the operation. Classic service styles as well as more modern service techniques are covered. Students gain in-depth managerial knowledge, planning skills, and hands-on techniques for consistently delivering quality and service in a variety of operations.

HOST 208. Hospitality Supervision 3 cr.
Strategies for directing, leading, managing change and resolving conflict. Prepares students to meet expectations of management, guests, employees, and governmental agencies.

HOST 209. Managerial Accounting for Hospitality 3 cr.
Prepares students to make effective business decisions based on financial report information; forecasting, budgeting, cost analysis. Prerequisite(s): BOT 120 or ACCT 221.

HOST 210. Catering and Banquet Operations 3 cr.
Teaches the basics of catering and banquet operations, including computer coordination, planning, set up, service, and completion.

HOST 214. Purchasing and Kitchen Management 3 cr.
Technical purchasing concepts, product selection, and specifications. Safety and sanitation as they relate to food service establishments. Prepares student for work with HACCP programs.

HOST 216. Event, Conference and Convention Operations 3 cr.
The ability to successfully plan, organize, arrange, and execute special events is critical to the success of many hospitality organizations. This course gives the student a grounding in the skills necessary to achieve success in this area. A variety of events are discussed and the similarities and differences with conferences and conventions are explored. Students are taught to organize and plan events of varying type and durations. Sales, logistics, and organizing skills are emphasized.

HOST 219. Safety, Security and Sanitation in Hospitality Operations 3 cr.
It is the responsibility of the manager to provide appropriate security, sanitation, and safety precautions in hospitality operations. Preparation for internal and external disasters is an important task for the Hospitality Manager. This course uses the National Restaurant Association ServSafe® training material.

HOST 220. Experiential Travel 3 cr.
Course provides an opportunity for students to plan, prepare for and experience travel to destinations they might not otherwise have visited. Students experience local culture and peoples. May be repeated up to 9 credits. Prerequisite(s): HOST 201 or consent of instructor.

HOST 221. Internship I 1–3 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: OEHS, HOST majors. *S/U* Grading (*S/U*, Audit).

HOST 223. Travel Agency Principles 3 cr.
Travel agents are called upon to exhibit broad knowledge about many different tourism products. This course prepares students to undertake the challenging job of an agent in a travel agency. Restricted to: Dona Ana campus, Carlsbad campus.

HOST 224. Travel Agency Booking & Operations 3 cr.
Course trains students to use the common electronic booking software that is found in travel agencies. Familiarization with operational procedures of travel agencies. Prerequisite(s): HOST 223.

HOST 230. Wedding Events Management 3 cr.
This course will address various issues that could potentially arise in the preparation and management of a wedding or related event. All aspects of planning and attention to details that will ensure that students are prepared to provide services as a professional wedding planner.

HOST 239. Introduction to Hotel Management 3 cr.
This course covers basic management functions in hotels, resorts, Boutique Hotels, Bed & Breakfast establishments, and other lodging operations. All aspects of the operation are covered including guest management, operations, and sales and marketing.

HOST 255. Special Topics 3 cr.
Specific subjects to be announced in the *Schedule of Classes*.

HOST 266. Group Travel Systems 3 cr.
The course provides students with the basic skills necessary for developing and packaging tours and itineraries for large and small groups. Methods of marketing the specialized tour packages are explored.

HOST 268. Regional Tour Operations 3 cr.
Inbound tourists depend on regional tour operators to develop, market, operate and lead tours and activities. The specific skills for receptive tour operators, step-on guides, business agents and tour developers are explored and taught.

HOST 290. Hospitality Service Capstone 3 cr.
Refines skills and validates courses the student has taken in hospitality program Business simulations, case studies and projects used to test and improve hospitality business practices. Prerequisite(s): HOST 201, HOST 203, HOST 207, HOST 208, HOST 209 and HOST 221. Restricted to HOST majors.

HOST 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval of department chair. May be repeated for a maximum of 3 credits. Prerequisite(s): Minimum 3.0 GPA and sophomore standing.

HVAC—Heating, Ventilation, Air Conditioning & Refrigeration

HVAC 100. EPA Clean Air Act: Section 608 1 cr.
Refrigerant certification preparation to include basics of refrigerant bearing equipment, ozone depletion and the new legislation, technician categories covered and the certification examination.

HVAC 101. Fundamentals of Refrigeration 4 cr. (3+2P)
Refrigeration cycle and the various mechanical components. Use of special tools, equipment, and safety precautions.

HVAC 102. Fundamentals of Electricity 4 cr. (3+2P)
Introduction to electricity theory, OHM s Law, circuits, AC/DC, and practical applications.

HVAC 103. Electrical and Mechanical Controls I 4 cr. (3+2P)
Applications of basic electrical and mechanical controls. Reading and drawing diagrams of simple refrigerating equipment. Safe use of testing equipment. Prerequisites: HVAC 101 and HVAC 102, or consent of instructor.

HVAC 110. Professional Development and Leadership 1 cr.
As members and/or officers of various student professional organizations, students gain experience in leadership, team building, and community service. Students competing in SkillsUSA are required to register for the course. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: HVAC majors. *S/U* Grading (*S/U*, Audit).

HVAC 113. Job Shadowing 1 cr.
Course will expose students to actual HVAC/R field work and provide them knowledge of the expectations of field work as they shadow an HVAC/R technician. Consent of instructor required.

HVAC 205. Commercial Refrigeration Systems 4 cr. (3+2P)
Service and maintenance of commercial refrigeration equipment to include evacuation and charging procedures, electrical diagrams, and compressors and accessories. Prerequisites: HVAC 103 or consent of instructor.

HVAC 207. Residential Air Conditioning Systems 4 cr. (3+2P)
Applications and types of equipment used in comfort cooling. Preventive maintenance, service, and repairs common to evaporative coolers and refrigerated air conditioning systems. Air properties and psychometrics. Prerequisite: HVAC 103 or consent of instructor.

HVAC 209. Residential Heating Systems 4 cr. (3+3P)
Gas and electric systems used in comfort heating. Maintenance procedures, safety, troubleshooting, and servicing malfunctions in equipment. Prerequisite: HVAC 103 or consent of instructor.

HVAC 210. Commercial Air Conditioning and Heating Systems 4 cr. (2+3P)
Covers troubleshooting mechanical and electrical problems associated with HVAC equipment in commercial buildings. Includes gas, electric, and heat pump systems. Prerequisite(s): HVAC 103 or consent of instructor.

HVAC 211. Heat Pump Systems 4 cr. (3+2P)
Reverse cycle refrigeration systems utilized in comfort heating and cooling. Troubleshooting mechanical electrical problems associated with heat pumps. HVAC 103 or consent of instructor.

HVAC 213. Practicum 3 cr.
Working in the field with journeymen service technicians. Develop and apply job skills. Consent of instructor required. Prerequisite(s): Consent of instructor.

HVAC 220. Introduction to Sheet Metal Fabrication 4 cr. (3+2P)
Introduction to sheet metal fabrication to include hands-on practical laboratory applications, cutting and forming procedures, identifying types and gauges. Design and layout techniques. Prerequisite: OETS 118 or equivalent math or consent of instructor.

HVAC 225. New Mexico Mechanical Codes: HVAC 1–4 cr.
Principles and regulations developed for HVAC, sheet metal, and plumbing occupations to include terminology, ventilation air supply, exhaust systems, duct systems, combustion air, chimneys and vents, boilers/water heaters, refrigeration, panel and hydronic panel heating, fuel gas piping, storage systems, solar systems, and workmanship standards. May be repeated for a maximum of 12 credits.

HVAC 255. Special Topics 1–6 cr.
Topics to be announced in the *Schedule of Classes*. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

HVAC 290. Special Problems 1–4 cr.
Individual studies related to heating, air conditioning, and refrigeration. Prerequisites: HVAC 101, HVAC 102, and consent of instructor.

JOUR—Journalism and Mass Communication

JOUR 105G. Media and Society 3 cr.
Functions and organization of the mass media system in the United States; power of the mass media to affect knowledge, opinions, and social values; and the impact of new technologies.

L SC—Library Science

L SC 100. Introduction to Libraries 3 cr.
Overview of libraries, including history and development, responsibilities of library personnel, types of libraries and services, and technology and trends.

L SC 110. Reference and Information Resources I 3 cr.
Overview of reference services. Introduction to, and evaluation of, basic types of information resources (both print and electronic) and their application in libraries.

L SC 111. Introduction to Information Literacy in an Electronic Environment 3 cr.
Introduction to the basics of the research process; the organization, location and evaluation of information using print, non-print and electronic resources.

L SC 112. Introduction to Consumer Health Information Literacy in an Electronic Environment 3 cr.
Introduction to consumer health information literacy; the process and organization, location, and evaluation of online information.

L SC 120. Cataloging Basics I: Descriptive Cataloging 3 cr.
Introduction to descriptive cataloging.

L SC 125. Cataloging Basics II: Classification and MARC Cataloging 3 cr.
Continuation of descriptive cataloging basics. Introduction to subject analysis, classification and MARC coding.

L SC 130. Introduction to Technical Services in Libraries 3 cr.
Introduction to technical services in libraries, including acquisitions, bindery, cataloging, gifts, and serials.

L SC 140. Multimedia Materials and Presentations in Libraries 3 cr.
Overview of media formats and equipment. Introduction to desktop publishing, presentations, and web-page creation applications in libraries.

L SC 145. Marketing Your Library 1 cr.
The process of creating and implementing a marketing plan that focuses on the needs of library patrons.

L SC 150. Library Services for Children and Young Adults 3 cr.
Library services for children and young adults with an overview of materials, programs, and services for this population.

L SC 153. Picture Books and Young Children 1 cr.
If children are to enjoy reading they need to be exposed to books at an early age. This course will provide information to help guide librarians, preschool teachers, parents, and care givers in choosing appropriate books for those younger than six, and how to use books with this age group.

L SC 154. State Children's Book Awards 1 cr.
Students will explore the state book award offered by their state. Students will read some of the books and plan library programs to promote the award.

L SC 155. Award Winning Books for Children 1 cr.
A review of book awards and how to integrate award winning books into school curriculum or public school programming.

L SC 156. Boys and Books 1 cr.
This course looks at why, in general, boys are less interested in books than girls. Students will discover ways libraries can encourage boys to read and develop activities and programs which entice them to do so. Students will also be reading some books recommended for boy readers.

L SC 160. Introduction to Public Services in Libraries 3 cr.
Introduction to public services in libraries, including circulation, inter-library loan, reference, media services, special collections, and government documents.

L SC 165. Customer Service in Libraries 1 cr.
Skills for interacting with library patrons from diverse backgrounds and in challenging environments.

L SC 168. Managing Library Volunteers 1 cr.
Covers recruitment, training and development, and management of library volunteers.

L SC 173. Library Conference Internship 1 cr.
Student will volunteer at an approved library conference. Graded: *S/U*.

L SC 175. Civic Involvement in Library Science 1–3 cr.
Involvement in an organized community service project or group with a library or information technology component. Promotes awareness of volunteer and community service opportunities. May be repeated for a maximum of 6 credits. Graded: *S/U*.

L SC 191. Children's Books and their Movie Adaptations 1 cr.
For almost as long as there have been popular books for children in the United States, there have been dramatic adaptations of them. What is gained, and lost, when children's books are adapted for the big screen? What is the relationship-or what should the connection be-between works of children's literature and their seemingly inevitable film adaptations? Students will be expected to read several children's books and view the movies based on them and make comparisons.

L SC 192. Myths and Legends in Children's Literature 1 cr.
The student will explore myths and legends from diverse cultures; from European and Asian to those who have their roots in Africa and the Americas. Myths which are similar across several cultures will be compared.

L SC 193. Poetry for Children 1 cr.
This course will explore the genre of poetry for children. In this class, participants will focus on reading and reviewing poetry for kids, exploring poetry on the Web, and trying interactive approaches for sharing poetry with children. Topics include: study and analysis of poetry, ways to use poetry in the classroom, writing poetry with children.

L SC 194. The Art of Picture Books 1 cr.
Students will develop an understanding and appreciation of the processes of the creation of the visual aspects of children's books, including the development process from preliminary sketches and/or storyboard to the published book; various media and techniques; case studies of individual artists and works.

L SC 195. Mysteries for Children 1 cr.
In this course the student will become familiar with a wide variety of mysteries for children. Ways to use mysteries in the classroom and school library will also be covered.

L SC 196. Historical Fiction for Children 1 cr.
This course looks at historical fiction as a genre. Topics include: fiction vs. history, American history in children's literature, world history in children's literature, activities for using historical fiction in a school setting.

L SC 197. Fantasy and Speculative Fiction 1 cr.
This course offers professionals serving school students the opportunity to increase your appreciation and knowledge of fantasy and speculative fiction through intense reading and discussion of representative works. The course will also investigate and consider options using fantasy and speculative fiction in a school setting.

L SC 200. Collection Management and Development in Libraries 3 cr.
Principles of identifying, selecting, acquiring, managing, and evaluating resources for libraries.

L SC 201. Public Libraries 3 cr.
A study of the American public library and its place in communities. Topics may include history, philosophy, and standards, operations and procedures, governance, funding, personnel materials, user services, outreach and advocacy.

L SC 202. Academic Libraries 3 cr.
An examination of the functions of the library within the higher education environment. Topics may include history, philosophy, and organization, operations and procedures, governance, funding, personnel, materials, outreach, and user services.

L SC 203. School Library Media Specialist 3 cr.
Principles and practice of managing the school library media center, with an emphasis on its specific educational mission. Topics may include collection development, classes and lesson plans, public relations, administrative procedures, and use of technology.

L SC 204. Special Libraries 3 cr.
An examination of special libraries. Topics may include management, user services, technical services, facilities, and types of collections.

L SC 205. Preservation Basics for Libraries 1 cr.
Basic preservation tools and techniques for library resources.

L SC 210. Technology Planning in Libraries 3 cr.
Overview of computer applications in libraries. Topics may include automated systems and electronic resources, introduction to evaluation of technology, and writing a technology plan.

L SC 211. Electronic Privacy 1 cr.
An Introduction to the potential dangers of revealing personal information electronically and how libraries can inform and alert to protect the privacy of library computer users.

L SC 220. Innovative Technology Applications for Libraries 3 cr.
A look at uses for innovative technologies in libraries. Topics may include blogs, wikis, podcasting and virtual reality libraries.

L SC 221. Experiential Learning I 1–3 cr.
Student is employed (paid or non-paid) in an approved work site and evaluated by their supervisor. Each credit requires a specified number of hours of on-the job work experience. Consent of Instructor required. Prerequisite(s): Consent of instructor. *S/U* Grading (*S/U*, Audit).

L SC 222. Experiential Learning II 1–3 cr.
Continuation of L SC 221. Each credit requires specified number of hours of on-the-job work experience. Consent of Instructor required. Prerequisite(s): L SC 221 and consent of instructor. *S/U* Grading (*S/U*, Audit).

L SC 230. Issues and Ethics in Libraries 3 cr.
Discussions of current and continuing challenges to effective library service. Topics may include copyright, censorship, intellectual freedom, Internet filtering, problem patrons, security, or other current issues.

L SC 231. Copyright Basics for Libraries 1 cr.
Copyright definitions and ways that copyright may affect library service.

L SC 232. Disaster Planning for Libraries 1 cr.
Preparing for and responding to library disasters.

L SC 233. Library Privacy and Confidentiality 1 cr.
Covers the USA Patriot Act and other laws that apply to library user privacy.

L SC 234. Intellectual Freedom in Libraries 1 cr.
Philosophical and practical information related to library policies about access to library materials.

L SC 235. Library Security and Safety 1 cr.
Strategies for safety and security planning in libraries.

L SC 236. Banned Books 1 cr.
Banned books, selection policies, and responding to challenges.

L SC 240. Internet Resources and Research Strategies 3 cr.
Introduction to retrieving and evaluating information found on the Internet and in selected Internet-accessible databases.

L SC 250. Reference and Information Resources II 3 cr.
Evaluation and use of specialized information resources to offer reference services. Emphasis is on virtual reference and other innovative techniques.

L SC 255. Special Topics 1–3 cr.
Special topics to be announced in Schedule of Classes. May be repeated for a maximum of 12 credits.

L SC 260. Cataloging Non-Book Formats 3 cr.
Introduction to cataloging of various non-book formats and MARC coding.

L SC 261. U.S. Government Documents 1 cr.
An introduction to U.S. government documents and the SuDoc classification system.

L SC 262. State and Local Documents 1 cr.
An introduction to state and local documents in library collections.

L SC 265. Cataloging Music Materials 3 cr.
Overview of the basics of cataloging music materials including scores, CD's, videos, and DVD's using AACR2 and MARC coding. Designed for the cataloger with little or no music cataloging experience.

L SC 270. Library Science Capstone 3 cr.
A culmination of all technical courses that are required to receive an Associate of Applied Science from the program centering around the completion of a library related project. Discussions on the role of paraprofessionals in libraries.

L SC 275. Fundamentals of Library Supervision 3 cr.
An introduction to supervision of library employees, including student assistants, to create a productive workplace.

L SC 276. Building Specialized Collections for Latinos 1 cr.
Building a library collection to serve Latino populations.

L SC 277. Building Specialized Collections for Native Americans 1 cr.
Building a library collection to serve Native American populations.

L SC 280. World Libraries and Exchange Programs 3 cr.
Students will study about libraries outside the United States. Students will also be introduced to exchange and volunteer program opportunities around the world.

L SC 281. Grant Writing for Libraries 1 cr.
Introduction to grant writing for libraries.

L SC 286. Children's Literature and the Primary Curriculum 3 cr.
The student will research the use of picture books and other children's literature across the curriculum with students in kindergarten through second grade. Topics include: using literature to teach writing, using literature to teach science, using literature to teach math, using literature to teach social studies.

L SC 287. Children's Literature and the Intermediate Curriculm 3 cr.
The student will research the use of picture books and other children's literature across the curriculum with students in grades three through five. Topics include: using literature to teach writing, using literature to teach science, using literature to teach math, using literature to teach social studies.

L SC 288. Children's Literature and the Middle School Curriculum 3 cr.
The student will research the use of picture books and other children's literature across the curriculum in grades six through eight. Topics include: using literature to teach writing, using literature to teach science, using literature to teach math, using literature to teach social studies.

L SC 290. Introduction to Children's Literature for Libraries 3 cr.
This course will introduce current and potential library personnel to a wide variety of literature written for children. The course explores the history of children's literature and the path it has taken. Students will read many books from a variety of genre, explore the literary elements found in those books, and develop some evaluation criteria and ways for children to respond to the literature they read.

L SC 291. Southwestern Children's Literature 1 cr.
This course will introduce students to books which can teach the children visiting your library more about the people and places of the southwest.

L SC 292. Native American Children's Literature 1 cr.
This course will introduce students to some children's and young adult books written by and about Native Americans.

L SC 295. Introduction to Young Adult Literature 3 cr.
The course will expose students to quality adolescent literature available for reading and study in middle and high school classes. It provides a broad survey of young adult literature and focuses on building an appreciation of literature, encouraging student reading, developing life-long readers, and developing activities for critical thinking.

L SC 296. Multicultural Books for Children and Youth 3 cr.
This course explores a wide range of multicultural children's literature including: African American, Native American, Latino, Asian, Jewish, and Middle Eastern. Topics covered include: nonfiction of the cultures, historical fiction of the cultures, and contemporary literature of the cultures.

L SC 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval of department chair. May be repeated for a maximum of 12 credits.

LAWE—Law Enforcement

LAWE 201. Introduction to Juvenile Delinquency 3 cr.
An introductory overview of the juvenile justice system of due process, custody, detention and release. (NOTE: Course does not meet upper division requirements toward completion of Bachelor of Science in Criminal Justice.)

LAWE 202. Police Patrol Procedures 3 cr.
A critical review of police procedures and the influences on police behavior; policy development, including the police role; discretion; police community interaction and arrest, search and seizure.

LAWE 203. Introduction to Police Supervision 3 cr.
An introductory overview of police supervision and concerns as it applies to law enforcement. (NOTE: Course does not meet upper division requirements toward completion of Bachelor of Science in Criminal Justice.)

LAWE 204. Introduction to Homeland Security 3 cr.
A historical perspective of international and domestic terrorist threats and the need to develop cohesive response policies and practices in the interest of National Security. (NOTE: Course does not meet upper division requirements toward completion of Bachelor of Science in Criminal Justice.) Prerequisite(s): C J 101.

LAWE 205. Practical Field Investigations 4 (3+3P) cr.
Incorporates the current methods and techniques for the management of the crime scene, includes documentation, collection and preservation of evidence and case presentations. (NOTE: Course does not meet upper division requirements toward completion of Bachelor of Science in Criminal Justice.) Prerequisite(s): C J 101 and C J 221.

LAWE 206. Traffic Enforcement and Crash Investigations 3 cr.
History and development of traffic laws and regulations, including basic elements of traffic violations, detection, apprehension, impaired drivers and guidelines and procedures for effective crash investigations and reporting.

LAWE 207. Legal Aspects of Law Enforcement 3 cr.
An evaluation of police authority including responsibilities, civil liability, liability implications, legal obligations, legal restraints, laws of arrest, and search and seizure.

LAWE 208. Security Protection Officer Level I 3 cr.
This course is designed to provide basic security protection officer training conforming to the New Mexico Regulation and Licensing Department - Level I SPO training standards. Graded: *S/U*. Prerequisite(s): LAWE 208

LAWE 209. Security Protection Officer Level II 2 cr. (1+3P)
This course combined with the Level I SPO training is designed to provide basic security protection officer training conforming to the New Mexico Regulation and Licensing Department - Level II SPO training standards. Graded: *S/U*. Prerequisite(s): LAWE 208.

LAWE 210. Introduction to Law Enforcement 3 cr.
An introduction to Criminal Justice System in our democratic society with emphasis on Law Enforcement, Criminal Justice Administration and application. (This is a Law Enforcement Academy Certification Course.) Consent of instructor required. Corequisite(s): LAWE 211, 212, 213, 214, 215, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 211. Policing in America 3 cr.
The study of Law Enforcement concepts in an American society with emphasis on law and order at the federal, state and local agencies. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 212, 213, 214, 215, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 212. Patrol Procedures 3 cr.
Basic patrol concepts with emphasis on police patrol activities including the practices and procedures necessary to perform the patrol functions and report writing. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 213, 214, 215, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 213. Criminal Investigations 3 cr.
Fundamentals of criminal investigations including scene security, evidence collection, traffic accidents, case preparation and report writing. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 214, 215, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 214. Criminal Law & Court Procedures 3 cr.
Concepts on the rule of law, substantive and procedural law including liability, crimes against persons and property. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 215, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 215. Emergency Vehicle Operations 1 cr. (1P)
Instruction on operating a patrol vehicle, procedures for emergency driving including legal issues related to emergency vehicle operations. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 214, 216, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 216. Traffic Law and Procedures 3 cr. (2+3P)
Instruction on law of motor vehicles including traffic enforcement operations and law enforcement officer's role in report writing, hazardous materials incidents and accident investigations. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 214, 215, 217, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 217. Custody and Defensive Tactics 3 cr. (9P)
Instruction on the mechanics of arrest, custodial procedures, use of force, transporting prisoners and defensive tactics for officer protection. (This is a Law Enforcement Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 214, 215, 216, 218, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 218. Basic Firearms 3 cr. (1+6P)
Familiarization on the operation and maintenance of firearms, safety, use of deadly force, body armor and marksmanship. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210 211, 212, 213, 214, 215, 216, 217, 219, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 219. Law Enforcement Report Writing 4 cr.
Covers police, corrections, security and pre-sentence reports, including writing and use of forms. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 214, 215, 216, 217, 218, 222 & OEEM 155. Restricted to LAWE majors.

LAWE 220. Cooperative Experience 3 cr.
Supervised cooperative work program. Student is employed in an approved law enforcement occupation and rated by the employer and instructor. Prerequisite: consent of instructor.

LAWE 221. Law Enforcement Internship 3 cr.
Application of knowledge, skills and abilities, in an agency as an intern and integrated member of a law enforcement affiliated agency. Prerequisite: consent of instructor.

LAWE 222. Law Enforcement Physical Fitness 2 cr. (6P)
Instruction on health and physical fitness concepts, flexibility, strength, body composition and cardiovascular endurance. (This is a Law Enforcement Academy Certification course.) Consent of instructor required. Corequisite(s): LAWE 210, 211, 212, 213, 214, 215, 216, 217, 218, 219 & OEEM 155. Restricted to LAWE majors.

LAWE 233. Practical Approach to Terrorism 3 cr.
Gives responders an overall safety approach in recognizing and responding to incidents involving terrorism. Presents and overview in types of harm, explosive weapons, chemical weapons, biological weapons and radiological weapons. (NOTE: Course does not meet upper division requirements toward completion of Bachelor of Science in Criminal Justice.) Crosslisted with: FIRE 233.

LING—Linguistics

LING 200G. Introduction to Language 3 cr.
Traditional fields of language study (sound, grammar, meaning) and newer ones (language as social behavior, language and cognition, language variation, animal communication).

MAT—Automation & Manufacturing Technology

MAT 102. Print Reading for Industry 3 cr. (2+2P)
Reading, interpretation, and revisions of industrial technical drawings common to manufacturing, Aerospace, machine parts, electrical, hydraulic, and Pneumatic drawings. Interpretation of engineering drawings and related shop calculations. Introduction Crosslisted with: AERT 113.

MAT 105. Introduction to Manufacturing 3 cr. (2P)
Introduction to manufacturing evolution from basic assembly process to modern automated processes. Covers history, employability, soft skills, quality measurements, teamwork concept, production requirements, and considerations in plan layout and design. Minimum math proficiency of CCDM 114N required or math placement into MATH 120 or higher. Crosslisted with: AERT 112.

MAT 106. Applied Manufacturing Practices 3 cr. (2+2P)
Course will illustrate how various products are manufactured along with associated process. Mechanical behavior such as bending, cold worked, strained, work hardened, and heat transfer will be emphasized as well. In lab, students will learn how to make selected products starting from prints to complete projects including quality control. Crosslisted with: AERT 114.

MAT 107. Computer Integrated Manufacturing PLTW 3 cr. (2+2P)
Applies principles of robotics and automation to Computer Aided Design (CAD) design. The course builds on computer solid modeling skills developed in Introduction to Engineering Design, and Design and Drawing Production. Students use Computer Numerical Control (CNC) equipment to produce actual models of their three-dimensional designs. Fundamental concepts of robotics used in automated manufacturing, and design analysis are included.

MAT 108. Metrology, Safety and Quality Control for Manufacturing 3 cr. (2+2P)
Use of measuring tools in manufacturing process and quality control. These tools include: vernier and digital micrometers, calipers, height gauges, hole gauges, pin gauges, electrical pressure/flow, temperature measuring, stress/strain measurements, and non-destructive testing (eddy currents, magnetic particle, ultrasonic, bubble emission, x-ray, Gamma ray, radiography, visual inspection, ring test, taping & Zyglo). Instruction to use of coordinate machine while covering the safety issues that pertains to these types of tools and equipment.

MAT 110. Machine Operation and Safety 3 cr. (2+2P)
Introduction to the operation and safety aspects of various types of machinery and equipment, including both mechanical and electrical machines, Rigid Tubing, and Flexible Lines. Maintenance and safety operation of industrial equipment will also be covered. Crosslisted with: AERT 115

MAT 149. Industrial Mechanical Elements 3 cr. (2+2P)
Introduction to mechanical systems, theory, characteristics and uses for the different types of mechanical power transmission systems used in the industry, and related industrial safety practices. Topics include: safety, drives, shafts, maintenance and lubrication.

MAT 151. Introduction to Metalworking I 3 cr. (2+2P)
Measuring instruments, including steel rules, combination and transfer tools, micrometers, vernier instruments, bevel instruments, and indicators. Shop safety and first aid, introduction to cutting fluids, saws and sawing, and drill presses.

MAT 152. Introduction to Metalworking II **3 cr. (2+2P)**
Gage blocks and sine bars, cutting and noncutting hand tools, engine lathes, grinding machines, and concepts of numerical control. Prerequisite(s): MAT 151.

MAT 205. Statistical Controls for Manufacturing Technicians **3 cr. (2+2P)**
Use of hardware and software for quality assurance to include the design of experiments, sampling techniques, SPC, control chart application and development, and process reliability. Prerequisite(s): ELT 120 or MATH 120.

MAT 221. Cooperative Experience I **1–6 cr.**
Supervised cooperative work program. Student is employed in an approved occupation and rated by employer and instructor. Student meets in a weekly class. Prerequisite: consent of instructor. Graded *S/U*.

MAT 222. Cooperative Experience II **1–6 cr.**
Continuation of MAT 221. Maximum of 6 credits. Prerequisite: consent of instructor. Graded *S/U*.

MAT 234. Industrial Electricity Maintenance **3 cr. (2+2P)**
Introduction into electrical systems, theory and uses for the different types of motors used in the industry and related industrial safety practices. DC, AC stepper and servo motors, motor speed and torque, motor performance, and efficiency, motor control fundamentals using variable frequency drives, vector controls, servo and stepper drives.

MAT 235. Programmable Logic Controllers Pneumatics **2 cr. (1+2P)**
Introduction to theory and application of pneumatic power transfer and control. Programmable logic controllers (PLCs) introduced as controlling elements for electropneumatic systems.

MAT 240. Electromechanical Devices **4 cr. (2+4P)**
Theory and application of electromechanical devices and digital control circuits. Includes AD and DA converters, pneumatics, hydraulics, programmable logic controllers, DC, AC, and stepper motors, and servomechanisms. Prerequisite(s): MAT 160 and [MAT 105 or (MAT 110 & MAT 135)]. Crosslisted with: AERT 211

MAT 245. Electromechanical Systems **3 cr. (2+2P)**
Electromechanical system interfacing. Principles and applications of preventive and corrective maintenance procedures on industrial production machines using system technical and maintenance manuals to develop troubleshooting procedures using systems block and schematic diagrams. Crosslisted with: AERT 222. Prerequisite(s)/Corequisite(s): AERT 211 or MAT 240. Prerequisite(s): ELT 135 and ELT 160.

MAT 265. Special Topics **1–6 cr.**
Course subtitled in the *Schedule of Classes*. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

MATH—Mathematics

MATH 101. General Supplemental Instruction I **1 cr.**
Collaborative workshop for students enrolled in Intermediate Algebra. Corequisite: MATH 120. May be repeated for a maximum of 2 credits. Graded *S/U*.

MATH 102. General Supplemental Instruction II **1 cr.**
Collaborative workshop for students enrolled in College Algebra. Corequisite: MATH 121G. May be repeated for a maximum of 2 credits. Graded *S/U*.

MATH 107. Topics in Mathematics **1–3 cr.**
Topics to be announced in the *Schedule of Classes*. Maximum of 3 credits per semester. Total credit not to exceed 6 credits. Prerequisite: consent of instructor.

MATH 111. Fundamentals of Elementary Mathematics I **3 cr.**
Numbers and the four operations of arithmetic. Understanding and comparing multiple representations of numbers and operations, in particular how these representations build from whole numbers to integers to fractions and decimals. Applying properties of numbers and operations in contextual situations, including measurement, and making reasonable estimates. Reasoning, communicating, and problem solving with numbers and operations. Applications to ratio, and connections with algebra. Taught primarily through student activities and investigations. Prerequisite(s): ENGL 111G and grade of *C* or better in MATH 120.

MATH 112G. Fundamentals of Elementary Math II **3 cr.**
Geometry and measurement. Multiple approaches to solving problems and understanding concepts in geometry. Analyzing and constructing two- and three-dimensional shapes. Measurable attributes, including angle, length, area, and volume. Understanding and applying units and unit conversions. Transformations, congruence, and symmetry. Scale factor and similarity. Coordinate geometry and connections with algebra. Reasoning and communicating about geometric concepts. Taught primarily through student activities and investigations. Prerequisite(s): *C* or better in MATH 111.

MATH 120. Intermediate Algebra **3 cr.**
Linear and algebraic functions as they arise in real world problems. Exponential and logarithmic functions. Equations and inequalities and their solutions considered symbolically, graphically and numerically. Prerequisite: adequate score on the Mathematics Placement Examination.

MATH 121G. College Algebra **3 cr.**
Fundamental concepts of functions, including algebraic and graphical properties. Fitting functions to data. Finding zeroes and extreme values. Solving systems of equations. Prerequisites: Adequate math placement score or *C* or better in MATH 120.

MATH 142G. Calculus for the Biological and Management Sciences **3 cr. (2+2P)**
Review of functions. Derivatives, exponential and logarithmic functions, antiderivatives and indefinite integrals, basic ordinary differential equations and growth models, with an emphasis on applications. Includes a significant writing component. Prerequisite(s): *C* or better in MATH 121G.

MATH 175. Trigonometry **3 cr.**
Trigonometric functions, graphs, identities, inverse functions, polar coordinates and applications. Complex numbers, curve fitting, roots of polynomials, exponential and logarithmic functions, conics, systems of equations and matrices. May not be taken for credit by students having credit for MATH 136. Prerequisite: *C* or better in MATH 121G.

MATH 190G. Trigonometry and Precalculus **4 cr. (3+2P)**
Elementary functions used in the sciences with emphasis on trigonometric functions and their inverses. Polar coordinates. Complex numbers and Euler's formula. Analytic geometry and vectors. Prerequisite: adequate score on Mathematics placement exam or a *C* or better in MATH 121G (see note at beginning of this section).

MATH 191G. Calculus and Analytic Geometry I **4 cr.**
Limits and continuity, theory and computation of derivatives, applications of derivatives, extreme values, critical points, derivative tests, L'Hopital's Rule. Prerequisite(s): *C* or better in MATH 190G.

MATH 192G. Calculus and Analytic Geometry II **4 cr.**
Riemann sums, the definite integral, antiderivatives, fundamental theorems, techniques of integration, applications of integrals, improper integrals, Taylor polynomials, sequences and series, power series and Taylor series. Prerequisite(s): *C* or better in MATH 191G.

MATH 210G. Mathematics Appreciation **3 cr.**
Mathematics and its role in the development and maintenance of civilization. Prerequisites: High school algebra, and an adequate score on the Mathematics Placement Examination.

MATH 291G. Calculus and Analytic Geometry III **3 cr.**
Vector algebra, directional derivatives, approximation, max-min problems, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of *C* or better in MATH 192G.

MGT—Management

MGT 201. Introduction to Management **3 cr.**
Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

MKTG—Marketing

MKTG 203. Introduction to Marketing **3 cr.**
Covers processes, functions and principles in the current marketing system. Includes role of marketing in the economy, types of markets, product development, distribution channels, pricing and promotion strategies, market research and management of the processes.

MUS—Music

MUS 101G. An Introduction to Music **3 cr.**
An introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world's great music from the past to the present.

MUS 201G. History of Jazz in Popular Music: A Blending of Cultures **3 cr.**
Jazz in popular music as it relates to music history and the development of world cultures.

NA—Health Care Assistant

NOTE: Minimum COMPASS scores stated in course descriptions with the "NA" prefix are subject to change at any time. Contact program director for current minimum scores.

NA 104. Nursing Assistant Fundamentals 3–4 cr.
This course prepares students for employment as a Nursing Assistant in a Long Term Care Facility. Theory and basic nursing care skills will be taught with an emphasis being placed on the psychosocial-cultural approach to client care. Students will learn communication skills, basic anatomy and physiology, growth and development, infection control, body mechanics, basic nutrition, client/resident elimination needs, the client/resident unit, vital signs, range of motion exercises, bed making, rehabilitation and restorative care, client admission and discharge, common health problems, dealing with death and dying, and basic medical terminology. NA 104 and NA 104L (laboratory) must be successfully completed in order to continue to NA 105. NA 105 must also be successfully completed to be eligible to take the state certification competency examination.Theory and basic nursing care skills will be taught with an emphasis being placed on the psychosocial-cultural approach to patient care. NA 105 must be completed to be eligible to take the certified Nursing Assistant Examination. Corequisite(s): NA 104L. Prerequisite(s): (English Compass score of 35 or greater or CCDE 110N) and (reading Compass score of 55 or greater or CCDR 105N).

NA 104L. Nursing Assistant Fundamentals Lab 1 cr. (3P)
This course prepares students for employment as a Nursing Assistant in a Long Term Care Facility. Students will learn and demonstrate personal care skills including bathing, grooming, dressing, toileting, assisting with eating and hydration, skin care, transfers and positioning. Students will also learn and demonstrate the use of assistive devices, and how to maintain resident safety, dignity and privacy. NA 104 & NA 104L must be successfully completed with a *C*– or greater in order to continue to NA 105 Clinical. NA 105 must be successfully completed with a *C*– or greater to be eligible to take the state certification competency examination. Prerequisite(s)/Corequisite(s): NA 104. Prerequisite(s): English COMPASS score of 35 or greater or CCDE 110N, and reading COMPASS score of 55 or greater or CCDR 105N.

NA 105. Nursing Assistant Clinicals 4 cr. (3+3P)
Extension of basic fundamentals of personal care, including theory, skills and clinical experience leading to the certified Nursing Assistant Examination at the conclusion of the semester. Continuation of NA 104. Requires a *C* or better to pass. Prerequisite(s): *C* or better in NA 104 or consent of instructor.

NA 108. Disabilities Support Services 4 cr. (3+2P)
Beginning level preservice preparation for providing in-home care for individuals with disabilities. Crosslisted with: AHS 108. Prerequisite(s): NA 101 or NA 104 or Consent of Instructor.

NA 109. Phlebotomist Basic 4 cr. (2+4P)
This course provides the latest information, techniques, skills, and equipment for blood and specimen collection based on the standards of the Clinical and Laboratory Standards Institute, Needlestick Prevention Act, Joint Commission 2008 National Patient Safety Goals, OSHA and CDC. An advanced skills lab is included in the course to provide a hands-on practice experience and a 30 hour practicum in a supervised work environment collecting blood and specimens on actual patients for laboratory tests. Attendance is mandatory. Prepares students for employment as a phlebotomist in health care settings. Requires a *C* or better to pass. Upon successful completion of the course, student has the opportunity to test for National Healthcareer Certification. Consent of instructor required. Prerequisite(s)/Corequisite(s): BIOL 154 or BIOL 226.

NA 110. Electrocardiogram Technician Basic 4 cr. (3+3P)
Prepares students for employment as an Electrocardiogram Technician. Includes basic theory of the cardiovascular system, cardiac rhythm interpretation, 12 lead ECG lead placement, and ECG equipment trouble shooting. The course includes an advanced skills laboratory for hands-on practice and 16 hours of supervised clinical in the work environment assisting with ECG testing. Attendance is mandatory. Course requires a grade of *C* or better to pass. Upon successful completion of course, student has the opportunity to test for National Healthcareer Certification. Prerequisite(s): BIOL 154, or BIOL 225 and BIOL 226.

NA 111. Alzheimer/Dementia Care Focus 3 cr.
Students will learn respectful care of Alzheimer/Dementia persons while ensuring their dignity, maximizing safe independence focusing on strengths and abilities. Pre/Prerequisite(s)/Corequisite(s): NA 104 or NA 101.

NA 204. Patient Care Technician 4 cr. (3+3P)
This course will prepare Certified Nursing Assistants (CNAs) to work in the acute care setting through an expansion of their existing basic skill set. Students will acquire expanded acute care skills, critical thinking skills, and knowledge in caring for patients of all ages. Must have *C*– or better to pass. Corequisite(s): NA 205. Prerequisite(s): NA 104, 105, 109, 110; AHS 120; BIOL 154 or BIOL 225+226; and current CNA certification.

NA 205. Patient Care Technician Practicum 4 cr. (1+9P)
This course will prepare Certified Nursing Assistants (CNAs) to work in the acute care setting through an expansion of their existing basic skill set. Students will acquire expanded acute care skills, critical thinking skills, and knowledge in caring for patients of all ages. Students will go to acute care settings to practice newly acquired skills. Must have a *C*– or better to pass. Corequisite(s): NA 204. Prerequisite(s): NA 104, NA 105, NA 109, NA 110, AHS 120, BIOL 154 or BIOL 225+226, current CNA certification.

NA 212. Medical Assistant Fundamentals 4 cr. (3+3P)
This course provides the student with entry-level theory and limited "hands-on" training in basic and routine clinical office tasks. The course will equip the Medical Assistant (MA) student with the competencies required to perform in a medical office under the direct supervision of a physician. The graduate will be able to assist the physician with physical exams, ECGs, phlebotomy, and minor surgical procedures. Prerequisite(s): NA 104, NA 105, NA 109, NA 110, AHS 120, BIOL 154 or BIOL 225+226.

NSC—Natural Science

NSC 131. General Sciences 3 cr. (2+2P)
Designed for allied health students to explore the fundamentals of physical and life sciences.

NURS—Nursing

NOTE: All NURS courses are restricted to Nursing majors who have already been admitted into the Nursing Program

NURS 130. Foundations of Pharmacology 3 cr.
This course provides the nursing student with an introduction to the foundations of pharmacology including: science of drug action, principles of medication administration, accurate calculation of drug doses, medication therapy across the lifespan, application of medications to treat health alterations, normal and adverse responses by the client to medication therapy, medication safety, medication regulation, national patient safety goals, and appropriate nursing interventions to achieve the desired goals of medication therapy. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 147 & NURS 149. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 134. Foundation of Nursing Skills and Assessment 3 cr. (1+6P)
This course provides nursing students with introductory nursing knowledge related to performance of nursing skills and assessment including: techniques of fundamental nursing care, basic and intermediate nursing skills, and foundational physical assessment techniques associated with care across the lifespan. Open to students who have been accepted into the nursing program. Corequisite(s): NURS 136 & NURS 137 or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 136. Foundations of Nursing Practice 6 cr. (4+6P)
This course will introduce the nursing student to foundational theoretical concepts of professional nursing practice, the nursing process, and foundational nursing skills. It includes developmental concepts related to clients across the lifespan. Clinical experiences in the simulation lab, long-term care, the community, and rehabilitation settings will provide the student with the opportunity to apply learned skills to provide total care to meet needs of one adult client and to develop care planning skills related to actual problems. Students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 134, NURS 136 lab & NURS 137 or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 137. Care of Geriatric Patient 3 cr.
This course will introduce the nursing student to foundational concepts of age-appropriate/specific care of the older adult who represents the largest population of individuals placing demands on the healthcare system. It includes basic and complex concepts and issues related to care of the older client across the care continuum, provision of cost-effective care in a resource sparse environment. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 134 & NURS 136 or permission of the Program Director. Prerequisite(s): Admission into the nursing program. Restricted to: NURS majors.

NURS 147. Adult Health I 6 cr. (4+6P)
This course focuses on application of the nursing process and theoretical concepts of care for adults with commonly occurring health problems. Selected clinical learning experiences in the simulation lab, acute care, and community settings will allow the student to continue development of: prioritization skills, proficiency in performance of nursing skills, collaborative skills with clients, families, peers and health care team members, care planning skills related to patient actual, psychosocial, and potential problems in the delivery of total nursing care to meet needs of one adult client. Students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 130, NURS 147 lab, & NURS 149, or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 149. Mental Health Nursing 3 cr. (2+3P)
This course will allow the nursing student to develop skills necessary to provide nursing care for clients with mental health problems in various health care settings including: common mental health disorders, psychosocial dysfunction, psychosocial safety/substance abuse issues, violence, suicide, restraints, developmental age related pathophysiology, psychopharmacology, cultural/religious considerations, grief/loss, promotion of mental health, and therapeutic communication. Selected clinical learning experiences in the simulation lab, acute care, and community settings will allow the student to develop ability to develop: proficiency in performance of nursing skills, collaborative skills with clients, families, peers and health care team members, care planning skills related to patient actual, psychosocial, and potential problems in the delivery of total nursing care to meet needs of one client across the life span with acute/chronic mental health needs. Students must be concurrently enrolled in both the lecture and lab sections of this course. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 130, NURS 147, & NURS 149L, or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 155. Special Topics 1–4 cr.
Specific subjects to be announced in the *Schedule of Classes*.

NURS 201. Special Topics 1–4 cr.
Specific topics to be announced in the *Schedule of Classes*. Prerequisite: admission to the nursing program. May be repeated for a maximum of 10 credits.

NURS 224. Maternal Child Nursing 5 cr. (4+3P)
This course provides the intermediate nursing student with an in-depth review of care of the childbearing woman, family structures and roles, and nursing care of the child from birth through adolescence. Emphasis includes the care of pre-partum, intra-partum and postpartum clients, the neonate and health deviations in pediatric clients. Clinical experiences in the simulation lab, the community, and acute care settings will provide the student with the opportunity to apply learned skills to provide total care to meet needs of up to two adult, neonatal, or pediatric clients and to apply care planning skills related to actual, psychosocial and potential problems. Students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 224 lab, NURS 235, & NURS 236, or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 226. Adult Health II 6 cr. (4+6P)
This course focuses on application of nursing process and theoretical concepts of care for adults with complex health alterations. Selected clinical learning experiences in the simulation lab, acute care, and community settings will allow the student to apply: prioritization skills, maintain proficiency in performance of nursing skills, collaborative skills with clients, families, peers and health care team members, and care planning skills related to patient actual, psychosocial, and potential problems in the delivery of nursing care to meet needs of three adult clients. Students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program may enroll in this course. Corequisite(s): NURS 224, NURS 226 lab, & NURS 235 or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 235. Nursing Leadership and Management 2 cr.
This course introduces the intermediate nursing student to professional practice principles of nursing leadership and management including: health policy and politics, fiscal management & budgeting, conflict management, decision making, interdisciplinary practice, working with teams, roles in disaster planning and management, application of standards of care to risk management, organization of care delivery, health care systems, processes, and practice environments. Corequisite(s): NURS 224 & NURS 226, or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

NURS 236. Nursing Preceptorship - Adult Health III 6 cr. (2+12P)
This course is the final course involving care of the patient with acute or chronic illness. It focuses on care of patients with complex or multi-system problems allowing the graduating nursing student to discuss and apply all the skills learned in previous nursing courses. After successfully passing the HESI exam, students have clinical practice with preceptor in various health care settings. Selected clinical learning experiences in the simulation lab, acute care, and community settings will allow the student to: organize care of a group of clients, maintain proficiency in performance of nursing skills, collaborate with clients, families, peers and health care team members, and support care planning skills related to patient actual, psychosocial, and potential problems in the delivery of nursing care to meet needs of the preceptors group of clients. Students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program and have successfully completed all level 1, 2 and 3 nursing courses may enroll in this course. Clinical may include inpatient or outpatient care, days, evenings, nights, or weekend experiences. Students are required to work the preceptors assigned schedule. Corequisite(s): NURS 201, NCLEX Review or permission of the Program Director. Prerequisite(s): Admission into the Nursing Program. Restricted to: NUR majors.

OECS—Computer and Information Technology

OECS 101. Computer Basics 1 cr.
Hands-on instruction to introduce computer use and commonly used software. Graded *S/U*.

OECS 105. Introduction to Information Technology 3 cr.
Introduction and application of basic information technology skills using personal computers including operating systems, common office application software, and the impact of technology on the economy and society.

OECS 110. Introduction to Power Point 1 cr.
An introduction to Power Point software to develop business presentations. Includes concepts of basic presentation methods and graphic design principles. Students will create and deliver presentations using text, charts, digitized images, and sound. Prerequisites: BCIS 110, C S 110, or OECS 105.

OECS 125. Operating Systems 1–3 cr.
Installation, configuration and optimization of current operating systems.

OECS 128. Operating Systems Linux/Unix 3 cr.
Installation, configuration, and use of Linux/Unix operating system software and utilities including hardware management, file management, use of command line, and scripting.

OECS 140. Introduction to Game Production Industry 3 cr.
Students explore the business behind game production, understanding how game companies are organized and funded, positions within the game industry, and what skills game producers need. Prerequisites: Either BCIS 110, C S 110, or OECS 105.

OECS 141. Introduction to Interactive Game Programming 3 cr.
This introductory programming class reviews the basics of programming, including the object-oriented approach. Students will de-construct existing games, develop their own code, and gain an appreciation for coding strategies. May be repeated for a maximum of 6 credits. Prerequisites: C S 110, BCIS 110, or OECS 105.

OECS 145. Mobile Application Development 1–3 cr.
An in-depth review of concepts, design strategies, tools and APIs needed to create, test and deploy applications for mobile devices. Topics include: design of mobile user interfaces, application life-cycle, multi-threading, inter-process communication, data persistency, background services, geo-location/mapping, graphics/animation, performance, and security.

OECS 146. Geographic Information Systems (GIS) Programming 1–3 cr.
Introduction to desktop GIS programming with ArcObjects and web-based GIS programming with open-source library, API and public domain GIS services. Topics include GIS programming environment, programming syntax/styles, interface customization, GIS functions and subroutines that can be assembled through programming, open-source GIS package, library, API and services.

OECS 150. Introduction to Programming Using Visual Basic 4 cr.
Introduction to algorithmic problem-solving concepts, structured programming design-oriented application programing interface development. Solutions to problems are implemented using the Visual Basic programming language in the Windows environment, with connection to Access databases as applicable. Prerequisite(s): C S 110, OECS 220, and MATH 120.

OECS 155. Special Topics - Introductory Computer Technology .5-4 cr.
Topics to be announced in the *Schedule of Classes*. May be repeated up to 8 credits.

OECS 159. Information Technology Ethics 1–3 cr.
This course explores the interaction of technology and ethics from both a personal and a professional point of view. Real life case studies are analyzed to identify how people and organizations do or do not act ethically. This course helps better prepare individuals to act ethically when similar situations occur.

OECS 185. PC Maintenance and Selection I 1–3 cr.
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: BCIS 110, C S 110 or OECS 105.

OECS 192. C++ Programming I 3 cr.
Development of skills in programming using the C++ programming language.

OECS 195. Java Programming I 1–3 cr.
Developing of skills in programming using the Java programming language.

OECS 196. Java Programming II 1–3 cr.
Continuation of OECS 195. Prerequisite: OECS 195. May be repeated for a maximum of 9 credits.

OECS 200. Accounting on Microcomputers 3 cr.
Fundamental accounting principles using popular microcomputer soft ware to include G/L, A/R, A/P, purchase order, billing, inventory, and forecasting modules. Prerequisite: ACCT 221 or BOT 121.

OECS 203. UNIX Operating System 1–3 cr.
Introduction to the UNIX operating system using Telnet to access a remote UNIX system. Basic UNIX commands and file system concepts. Prerequisite: C S 110, BCIS 110G or OECS 105.

OECS 204. Linux Operating System 1–3 cr.
Install and configure the Linux operating system on X86 systems. Covers issues involved in maintaining operating system, networking, creating and managing users, and installing and updating software. General procedures for working with operating system includes maintaining disk space, preserving system security, and other related topics. Prerequisite: C S 110, B CS 110G or OECS 105.

OECS 205. Advanced Operating Systems: Administration 3 cr.
Examines operating systems designed for PC, minicomputers and mainframes. Covers maintaining operating systems, creating and managing users, and installing and updating software. General procedures for working with operating systems will include maintaining disk space, preserving system security, providing mail services, among other topics. Prerequisite: OECS 128. May be repeated for a maximum of 6 credits.

OECS 207. Windows 0.5–3 cr.
Installation, configuration, and maintenance of Windows. May be repeated for a maximum of 6 credits under different subtitles listed in the *Schedule of Classes*. May be repeated up to 6 credits. Prerequisite(s): OECS 105 or BCS 110G or C S 110G or consent of instructor.

OECS 208. Internet Applications 1–3 cr.
Survey of the Internet to include e-mail, file transfer, current search techniques, the World Wide Web and basic Web page development. Prerequisite: C S 110G, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.

OECS 211. Word Processing Applications 1–3 cr.
Basic word processing to include composing, editing, formatting, and printing of documents. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated under different subtitles listed in the *Schedule of Classes* for a maximum of 6 credits.

OECS 213. Image Processing 1 cr.
Introduction to digital imaging acquisition and editing. Use of digital cameras and computer graphic software for business and personal use. Prerequisites: C S 110, BCIS 110 or OECS 105. Graded *S/U*.

OECS 214. Creating a Web Page 1 cr.
Introduction to creating Web pages for business and personal use. Prerequisites: C S 110, BCIS 110 or OECS 105. Graded *S/U*.

OECS 215. Spreadsheet Applications 1–3 cr.
Use of spreadsheets to include graphics and business applications. Prerequisites: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum of 6 credits.

OECS 216. Programming for the Web 3 cr.
Designing web-based applications using appropriate programming language(s) such as, but not limited to HTML, PHP, MySQL, SQL, Java, Perl, C or C++. May be repeated up to 6 credits. Prerequisite(s): One semester of any programming course.

OECS 218. Web Page Programming Support 3 cr.
Languages that support Web page development including HTML, Active X and Java Script. Implementation of forms and style sheets in Web pages also presented. Prerequisites: C S 110, BCIS 110 or OECS 105.

OECS 220. Database Application and Design 1–3 cr.
Creating, sorting, and searching of single and multifile databases to include report generation and programming database commands. May be repeated for a maximum of 6 credits under different subtitles listed in the *Schedule of Classes*. Prerequisite(s): C S 110 OR BCIS 110 OR E T 120 OR E T 122 OR OECS 105.

OECS 221. Internship I 1–3 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 3 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. Restricted to: OECS majors. *S/U* Grading (*S/U*, Audit).

OECS 222. Internship II 1–3 cr.
Continuation of OECS 221. Each credit requires specified number of hours of on-the-job work experience. May be repeated up to 3 credits. Consent of Instructor required. Prerequisite(s): OECS 221 and consent of instructor. Restricted to: OECS majors. *S/U* Grading (*S/U*, Audit).

OECS 227. Computer Applications for Technicians 3 cr.
Computer applications for service technicians in various disciplines. Hardware and software applications explored. Includes operating systems, high level programming, and networking hardware and software.

OECS 230. Data Communications and Networks I 1–3 cr.
Definition of data communication; survey of hardware applications and teleprocessor software; examination and design of networks. Prerequisite: OECS 185. May be repeated for a maximum of 6 credits.

OECS 231. Data Communications and Networks II 1–3 cr.
Installation and application of popular microcomputer network software. Prerequisite: OECS 230. May be repeated for a maximum of 6 credits.

OECS 232. Implementing and Supporting Networks I 3 cr.
Knowledge and skills relating to post-installation and day-to-day administration tasks in a single-domain or multiple-domain network. Prerequisite: OECS 230 or OECS 261.

OECS 233. Implementing and Supporting Networks II 1–3 cr.
Implementation, administration, and troubleshooting networks in an enterprise computing environment to include multiple servers, domain and sophisticated server applications. Prerequisite: OECS 232.

OECS 235. Structured Query Language (SQL) 1–3 cr.
Installation, configuration, administration, and troubleshooting of SQL client/server database management system. Prerequisite: OECS 185, 207, 230 or 261.

OECS 237. Windows Server 3 cr.
This course addresses the implementation and support needs of IT professionals that are planning to deploy and support Microsoft Windows Server Active Directory Domain Services in medium to large businesses. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows Active Directory services. Prerequisite(s): OECS 207.

OECS 238. Configuring Windows Server Network Infrastructure 3 cr.
This course addresses the knowledge and skills related to configuration of the network infrastructure in medium to large sized companies. Among the knowledge/skill areas covered are: DHCP, DNS, network access, file & print services and windows server update services. Prerequisite(s): OECS 237.

OECS 245. Game Programming I 3 cr.
Development of programming skills for games and animation using current programming languages and tools. May be repeated for a maximum of 6 credits. Prerequisite: consent of instructor.

OECS 246. Game Programming II 3 cr.
Continuation of OECS 245. May be repeated for a maximum of 6 credits. Prerequisite: OECS 245.

OECS 250. Systems Analysis and Design I 3 cr.
Analysis, configuration, design and testing of organizations' work flow as it relates to hardware, software, data, procedures and personnel. Systems Life Cycle approach matching end users' needs to feasible financial, technical and operational solutions. Prerequisite(s): OECS 220.

OECS 251. Systems Analysis and Design II 3 cr.
Continuation of OECS 250. Prerequisite(s): OECS 250.

OECS 252. Project Management 3 cr.
Utilization of project management software to establish, control and coordinate timelines, budgets, and work teams. Introduction to methods and principles of oriented project management emphasizing team-based performance.

OECS 255. Special Topics 1–4 cr.
Topics to be announced in the *Schedule of Classes*.

OECS 260. Hypertext Markup Language (HTML) 1–3 cr.
Coverage of HTML as used for web-page development for Internet and Intranet. Text manipulation, graphics, hypertext links, lists, and tables. Prerequisite: C S 110, BCIS 110 or OECS 105. May be repeated for a maximum or 3 credits.

OECS 261. Introduction to Networks 4 cr.
Introduction to networking principles including the practical and conceptual skills for understanding basic networking, planning and designing networks, implementing IP addressing schemes, examining the OSI and TCP/IP layers, and performing basic configurations for routers and switches. Aligns to the first course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): C S 110G, BCIS 110G, OECS 105, or ET 120.

OECS 262. Essentials of Routing and Switching 4 cr.
Examination of the architecture, components, and operations of routers and switches in a small network. Student will learn how to configure, verify and troubleshoot: routers and switches, static routing, default routing, VLANs, and ACLs. Aligns to the second course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 261.

OECS 263. Network Fundamentals 4 cr.
Fundamentals of networking architecture, components, and operations including practical and conceptual skills using routers and switches. Student will learn how to configure, verify and troubleshoot static routing, default routing, VLANs, and ACLs. This course aligns to the third course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 262.

OECS 264. Network Routing Protocols 4 cr.
Fundamentals of routing protocols for troubleshooting advanced network operations. Covers common networking issues such as RIP, OSPF, and EIGRP for IPv4 and IPv6 networks. This course aligns to the fourth course of the Cisco Networking Academy CCNA curriculum. Prerequisite(s): OECS 263.

OECS 269. Network Security 3 cr.
Fundamentals of design and implementation of network security solutions that will reduce the risk of system vulnerability. Prerequisite(s): OECS 207 or OECS 261 or consent of instructor.

OECS 272. Introduction to Bioinformatics Research 3 cr.
Bioinformatics is the intersection of computer science and molecular biology. It is the science of informatics as applied to biological research. This course develops the understanding of genomics research techniques and how large amounts of complex data is managed. This research based class is designed to introduce skills necessary to enter this high demanding field of study. Prerequisite(s): BCIS 110, or C S 110, or OECS 105.

OECS 275. PC Maintenance and Selection II 1–3 cr.
Continuation of OECS 185. Prerequisite: OECS 185. May be repeated for a maximum of 6 credits.

OECS 280. Desktop Publishing I 3 cr.
Design and production of publication materials to fill the needs of business communities, using a microcomputer. Prerequisites: either BCIS 100G, C S 110, OECS 105. May be repeated for a maximum of 6 credits. Same as BOT 280.

OECS 285. Fundamentals of Multimedia Applications 1–3 cr.
Fundamentals of designing video, audio and web-based multimedia presentations for business and technical needs.

OECS 290. Computer Technology Capstone 1–3 cr.
Refines skills learned in the OECS program. Culminates in a review and practice of advanced software applications. May be repeated up to 3 credits. Prerequisite(s): (OECS 125, OECS 128, OECS 207, OR OECS 203) AND (OECS 185 OR E T 283). Restricted to: OECS & OECT majors.

OECS 299. Independent Study 1–3 cr.
Specific subjects to be determined based on need.

OEEM—Emergency Medical Services

OEEM 101. CPR for the Health Care Professional 1 cr.
Students learn identification and response to airway and circulation emergencies, including use of a SAED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of *C* or better.

OEEM 103. Heartsaver First Aid/CPR 1 cr.
Students learn how to identify and respond to airway, circulation and basic first aid emergencies, to include using a SAED and accessing the EMS system. This course is intended for students who are not Allied Health Majors and utilizes the American Heart Association guidelines for course completion.

OEEM 105. Vehicle Extrication Course 2 cr.
Assessment and psychomotor skills required to perform motor vehicle extrication at the scene of an accident. Taught using the NM Fire Academy guidelines for motor vehicle extrication course completion. Graded *S/U*.

OEEM 115. First Responder Prehospital Professional 3 cr. (2+3P)
Provides training in prehospital medical and traumatic emergencies. Prerequisite: consent of instructor. Corequisite: OEEM 101. Requires a *C* or better to pass. Restricted to majors.

OEEM 116. Emergency Medical Technician Bridge 5 cr. (3+6P)
Enhanced skill instruction and didactic integration designed to meet the requirements for an EMT-Basic certificate. Prerequisites: OEEM 101 and OEEM 115, and consent of instructor. Corequisite: OEEM 121. Requires a *C* or better to pass. Restricted to majors.

OEEM 117. Emergency Medical Technician-Wilderness First Responder 4 cr.
A comprehensive study of pre-hospital medical and traumatic emergencies in the wilderness setting. Prerequisite: OEEM 101.

OEEM 118. Spanish for the EMS Provider 2 cr. (1+3P)
Intensive elementary Spanish with emphasis on developing communicative skills: listening and speaking for students in emergency medical services. Students will focus on mastering vocabulary for selected situations common to EMS, with limited reading and writing practice emphasizing correct pronunciation. EMS scenarios will be an important part of class participation.

OEEM 120. Emergency Medical Technician Basic 6 cr.
EMT-Basic skills to include care of soft tissue and muscular/skeletal injuries, circulatory, nervous, general medical and respiratory emergencies. Requires a *C* or better to pass. Corequisite(s): OEEM 101, OEEM 120L, OEEM 121 or consent of instructor. Prerequisite(s)/Corequisite(s): BIOL 154.

OEEM 120L. Emergency Medical Technician Basic Lab 2 cr. (6P)
EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a *C* or better to pass.

OEEM 121. Emergency Medical Technician Basic Field/Clinical 1 cr. (3P)
Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a *C* or better to pass.

OEEM 122. Emergency Medical Technician Basic Advanced Field/Internship 2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisite: current EMT-basic license and consent of instructor. Requires a *C* or better to pass.

OEEM 150. Emergency Medical Technician Intermediate 5 cr.
Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental, behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a *C* or better to pass.

OEEM 150L. Emergency Medical Technician Intermediate Lab 2 cr. (6P)
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Requires a *C* or better to pass. Corequisite(s): OEEM 150 and OEEM 151.

OEEM 151. Emergency Medical Technician Intermediate Field/Clinical 2 cr. (6P)
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a *C* or better to pass.

OEEM 152. Emergency Medical Technician–Intermediate Advanced Field/ Internship 2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisites: current EMT-I license and consent of instructor. Requires a *C* or better to pass.

OEEM 153. Introduction to Anatomy and Physiology for the EMS Provider 3 cr.
To properly assess and manage a patient, a prehospital provider must have a solid foundation in human anatomy and physiology. This course provides a systematic approach to building this foundation. Grade of *C* or better is required to pass the course. Consent of Instructor required.

OEEM 155. Special Topics 1–6 cr.
Specific topics to be listed in Schedule of Classes. May be repeated for a maximum of 10 credits.

OEEM 158. Emergency Medical Technician-Combination Refresher 2 cr.
A comprehensive review of prehospital medicine for the prehospital care provider from the first responder level through the EMT Intermediate. New material relevant to recertification of the New Mexico First Responder, EMT Basic and EMT Intermediate licensure included. Graded *S/U.*

OEEM 177. Emergency Medical Services Instructor 4 cr.
Theory of student learning, methodology, instructional components, evaluation, and course coordination for the EMS profession. Prerequisite: consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 201. Human Pathophysiology 3 cr. (2+3P)
Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Prerequisite(s): OEEM 120.

OEEM 202. EMT–Paramedic I Respiratory Emergencies 3 cr. (2+3P)
Review anatomy, physiology and pathophysiology of the respiratory system. Assessment and management of respiratory emergencies and acute respiratory failure in the prehospital setting. Prerequisites: consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 203. EMT–Paramedic II Trauma Emergencies 3 cr. (2+3P)
Study of the effects of trauma on the human body. Assessment and management of trauma patients and scenes, including vehicular extrication. Prerequisites: OEEM 202 and consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 206. Introduction to Advanced Prehospital Care 3 cr. (2+3P)
Overview of prehospital care including roles and responsibilities of EMT-P, EMS systems, medical, legal, ethical issues, stress management, medical terminology, medical report writing and communication. Includes ride-along with ambulance and dispatch observation. Requires a *C* or better to pass. Restricted to majors. Consent of instructor required. Prerequisite(s): OEEM 120. Restricted to OEEM majors.

OEEM 207. Introduction to Pharmacology 3 cr. (2+3P)
Drug actions, factors modifying drugs and dosages: characteristics of drug effects, and drug history and dosages. Prehospital protocol, transport, and common patient prescription medications. Restricted to majors. Requires a *C* or better to pass. Prerequisite(s): OEEM 120. Restricted to OEEM majors.

OEEM 210. Cardiac Rhythm Interpretation 3 cr. (2+3P)
Cardiac conduction system: electrophysiology, electrocardiogram, monitor, atrial, sinus, ventricular and junctional dysrhythmias, multiple lead EKG and 12 lead EKG interpretation. Prerequisites: OEEM 203, OEEM 230 and OEEM 240. Requires a *C* or better to pass.

OEEM 212. EMT–Paramedic Cardiovascular Emergencies 3 cr. (2+3P)
Review anatomy, physiology, and pathophysiology of cardiovascular system. Assessment and management of cardiovascular emergencies in the prehospital setting. Prerequisites: second semester standing in EMS program and consent of instructor. Requires a *C* or better to pass.

OEEM 213. EMT–Paramedic: Medical Emergencies I 3 cr. (2+3P)
Study of the disease process; assessment and management of neurological, endocrine, gastrointestinal, renal emergencies and infectious disease. Prerequisites: OEEM 212, OEEM 230 and OEEM 240. Requires a *C* or better to pass.

OEEM 214. EMT–Paramedic: Medical Environmental Emergencies II 3 cr. (2+3P)
Study of disease process, assessment, and management of poisoning, drug and alcohol abuse, environmental, behavioral and geriatric emergencies. Prerequisites: OEEM 213, OEEM 230 and OEEM 240. Requires a *C* or better to pass.

OEEM 216. EMT–Paramedic: Reproductive and Childhood Emergencies 3 cr. (2+3P)
Covers anatomy, physiology, disease processes, assessment and management of male and female reproductive system emergencies, childhood emergencies and growth and development. Restricted to majors. Requires a *C* or better to pass. Prerequisite(s): OEEM 214 and consent of instructor.

OEEM 218. Pediatric Advance Life Support for the Healthcare Professional 1 cr.
Identify and respond to life threatening pediatric emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded *S/U.*

OEEM 219. Advance Cardiac Life Support for the Healthcare Provider 1 cr.
Identify and respond to life threatening cardiac emergencies. Taught using the American Heart Association guidelines for course completion. Prerequisite: OEEM 101. Graded *S/U.*

OEEM 230. EMT–Paramedic Clinical Experience I 3 cr. (9P)
Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 231. EMT–Paramedic Clinical Experience II 3 cr. (9P)
Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisites: OEEM 230 and consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 240. EMT–Paramedic Field Experience I 3 cr. (9P)
Advanced prehospital skills and knowledge. Successful completion of at least the minimum required hours and course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 241. EMT–Paramedic Field Internship I 3 cr. (9P)
Continued focus on advanced prehospital skills and knowledge, with increasing responsibility for patient care. Successful completion includes meeting at least the minimum required hours and course objectives. Prerequisites: OEEM 240 and consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 242. EMT–Paramedic Field Internship II 3 cr. (9P)
Emphasis on total patient care responsibility and team leadership skills. Successful completion includes meeting the minimum hours required and course objectives. Prerequisites: second semester completion in EMS program, OEEM 241, and consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 243. EMT–Paramedic Preparation for Practice 2 cr.
Comprehensive final program testing to prepare for licensing examination. Prerequisites: OEEM 216 and OEEM 242. Restricted to majors. Requires a *C* or better to pass.

OEEM 245. EMT–Paramedic Field Internship III 1–3 cr.
Continuation of OEEM 242. Prerequisites: OEEM 242 and consent of instructor. Restricted to majors. Requires a *C* or better to pass.

OEEM 247. Emergency Medical Technician - Paramedic Refresher 2 cr. (1+3P)
A comprehensive review of prehospital emergency medicine for the EMT Paramedic. New material relevant to recertification of the New Mexico and Nationally Registered Paramedic licensure. Graded *S/U*.

OEEM 253. Critical Care Emergency Medical Transport Program 6 cr. (5+6P)
This course will provide further education to Paramedics, Registered Nurses and Registered Respiratory Therapists who wish to function as part of a critical care transport team. Consent of instructor required. Prerequisite(s): Licensed Paramedic, Registered Nurse or Registered Respiratory Therapist with one or more years experience.

OEEM 254. Pediatric & Neonatal Critical Care Transport 5 cr. (4+3P)
This course is designed to prepare paramedics, nurses and respiratory therapists to function as members of a pediatric and neonatal critical care transport team. Consent of instructor required. Prerequisite(s): Licensed Paramedic, Registered Nurse or Registered Respiratory Therapist with one or more years experience.

OEEM 290. Independent Study 1–3 cr.
Individual studies directed by a consenting faculty member and prior approval of the department head. Prerequisite: OEEM 150 and consent of instructor. May be repeated for a maximum of 6 credits. Requires a *C* or better to pass.

OEET—Electrical Programs

OEET 110. Basic Electricity and Electronics 4 cr. (3+3P)
An introduction to electricity theory and practice, including electron theory, Ohms law, construction of electrical circuits, direct and alternating currents, magnetism, transformers, and practical applications. Same as HVAC 102, ELT 105, OEPB 102.

OEET 130. Introduction to Electrical Power Systems 2 cr.
An overview of electrical power systems, equipment, safety practices, first aid and CPR. Prerequisite: acceptance into the electrical lineworker program. Corequisite: OEET 110 and OEET 131. Restricted to majors.

OEET 131. Electrical Lineworker Lab I **6 cr. (12P)**
Climbing and work on utility poles using ropes and rigging, pole setting and an introduction to transmission and distribution line construction. Maintenance and troubleshooting to include the use of hot sticks. Prerequisite: acceptance into the electrical lineworker program. Corequisite: OEET 110 and OEET 130. Restricted to majors.

OEET 140. Electrical Power Systems II **3 cr. (2+2P)**
Theory of power generation and distribution with emphasis on three phase systems to include transformers, voltage regulators, surge arrestors. Includes troubleshooting. Prerequisites: acceptance into the electrical lineworker program and OEET 130. Corequisite: OEET 141. Restricted to majors.

OEET 141. Electrical Lineworker II **6 cr. (12P)**
Practice in the installation of electrical power lines including transformers, voltage regulators, and surge arrestors. Also advanced hot sticking procedures, troubleshooting, underground systems procedures, and pole-top rescue. Prerequisites: Acceptance into the lineworker program and OEET 131. Corequisite: OEET 140.

OEET 151. Electrical Apprenticeship I **6 cr.**
Apprenticeship responsibilities and benefits as well as first aid and CPR will be covered. Hand tools, electrical theory, and the regulations imposed by national codes and OSHA. Students will apply theory taught in their jobs. Prerequisite: consent of instructor.

OEET 152. Electrical Apprenticeship II **6 cr.**
OHM s law circuit sizing and service panel sizing will be covered in detail. Other topics include low voltage systems, heating and air conditioning circuits, alarm systems and smoke detectors. Prerequisites: OEET 151 and consent of instructor.

OEET 153. Electrical Apprenticeship III **6 cr.**
Various electrical measuring devices will be covered in detail. Inductance, transformers, capacitance, and simple motors will be studied. Prerequisites: OEET 152 and consent of instructor.

OEET 154. Electrical Apprenticeship IV **6 cr.**
Theory and application of three-phase transformers and autotransformers. Electrical distribution using switchboards, panelboards, and circuit breakers. Prerequisites: OEET 153 and consent of instructor.

OEET 221. Cooperative Experience I **1–4 cr.**
Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded *S/U.* Prerequisite: consent of instructor.

OEET 251. Electrical Apprenticeship V **6 cr.**
Commercial/industrial applications for electricians. Blueprint interpretation, commercial construction types and processes, wiring methods, wiring materials, and motor controls. Prerequisites: OEET 154 and consent of instructor.

OEET 252. Electrical Apprenticeship VI **6 cr.**
In-depth commercial applications to include commercial/industrial service calculations, mobile home parks, multi-family dwellings, and commercial fire/security systems. Prerequisites: OEET 251 and consent of instructor.

OEET 253. Electrical Apprenticeship VII **6 cr.**
Control devices in commercial/industrial applications; emphasis on logic in-line diagrams, time delay starters, reversing starters, and manual/magnetic solenoids. Prerequisites: OEET 252 and consent of instructor.

OEET 254. Electrical Apprenticeship VIII **6 cr.**
Miscellaneous topics for the journeyperson electrician to include power distribution/transmission, solid state controls and relays, photoelectric and proximity controls and programmable controllers. Prerequisites: OEET 253 and consent of instructor.

OETS—Technical Studies

OETS 102. Career Readiness Certification Preparation **1 cr.**
This course is designed to prepare students to successfully obtain Career Readiness Certifications in all areas and at the appropriate levels for their program of study. Graded: *S/U.*

OETS 103. Technical Career Skills **4 cr.**
This course will be project-based and will encompass writing, presentation, math, reading, and critical thinking skills applied in a technical environment.

OETS 104. Basic Mathematics for Technicians **4 cr.**
Fundamental mathematical concepts and computations including measurement, ratio and proportions, and pre-algebra as it relates to technical programs. Prerequisite: appropriate placement test score.

OETS 118. Mathematics for Technicians **3 cr. (2+2P)**
Analysis and problem solving of technical problems using measuring instruments and techniques of arithmetic, algebra, geometry, and trigonometry. Prerequisite(s): OETS 104 or CCDM 103N or appropriate placement test score.

OETS 255. Special Topics Technical Studies **1–6 cr.**
Topics to be announced in the *Schedule of Classes*. Prerequisite(s): Consent of instructor.

PHIL—Philosophy

PHIL 101G. The Art of Wondering **3 cr.**
Introduction to some of the main problems of philosophy, with an emphasis on critical thinking. Philosophy conceived as an aid to living in this world with oneself and with others.

PHIL 136G. The Quest for God **3 cr.**
An effort to understand the religious life; a consideration of some of the traditional approaches to God and what it means to be religious.

PHIL 211G. Informal Logic **3 cr.**
Logical analysis of ordinary language, construction of definitions, argumentation, analysis of fallacious modes of thought and basic rhetorical considerations.

PHIL 223G. Ethics **3 cr.**
The philosophical explication of morality. Significant ethical systems developed in the history of Western thought.

PHLS—Public Health Sciences

PHLS 150G. Personal Health and Wellness **3 cr.**
A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others.

PHLS 275. Foundations of Health Education **3 cr.**
Role and responsibility of the health educator with emphasis on small group dynamics, oral and written communication skills, building community coalitions and an introduction to grant writing. Taught with PHLS 375. Cannot receive credit for both PHLS 275 and PHLS 375. Prerequisite(s): Either PHLS 100 or PHLS 150G, or consent of instructor.

PHLS 295. Essentials of Public Health **3 cr.**
The courses will focus on principles and major areas of public health, including ecological and total-personal concept of health care system, epidemiological approaches to disease prevention and control.

PHYS—Physics

PHYS 110G. The Great Ideas of Physics **4 cr. (3+3P)**
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quantal structure of nature and the big bang universe.

PHYS 211G. General Physics I **3 cr.**
Non-calculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required.

PHYS 211GL. General Physics I Laboratory **1 cr.**
Laboratory experiments in topics associated with material presented in PHYS 211G or PHYS 221G. Students wishing to use the PHYS 211G-212G or PHYS 221G-222G sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211GL or PHYS 212GL. Prerequisite(s)/Corequisite(s): PHYS 211G or PHYS 221G.

PHYS 212G. General Physics II **3 cr.**
Non-calculus treatment of electricity, magnetism, and light. Prerequisite(s): PHYS 211G or PHYS 221G.

PHYS 212GL. General Physics II Laboratory **1 cr. (2P)**
Laboratory experiments in topics associated with material presented in PHYS 212G or PHYS 222G. Students wishing to use the PHYS 211G-212G or PHYS 221G-222G sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211GL or PHYS 212GL. Pre/Corequisite(s): PHYS 212 or PHYS 222.

PHYS 215G. Engineering Physics I **3 cr.**
Calculus-level treatment of kinematics, work and energy, particle dynamics, conservation principles, simple harmonic motion. Prerequisite(s): MATH 191G.

PHYS 215GL. Engineering Physics I Laboratory 1 cr. (3P)
Laboratory experiments associated with the material presented in PHYS 215G. Corequisite: PHYS 215G. Students wishing to use the PHYS 215G-216G sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or PHYS 216GL.

PHYS 216G. Engineering Physics II 3 cr.
A calculus-level treatment of topics in electricity, magnetism, and optics. Prerequisite(s): PHYS 213 or PHYS 215G and MATH 192G.

PHYS 216GL. Engineering Physics II Laboratory 1 cr. (3P)
Laboratory experiments associated with the material presented in PHYS 216G. Prerequisite: a C or better in PHYS 213L or PHYS 215GL. Corequisite: PHYS 216G. Students wishing to use the PHYS 215G-216 sequence to satisfy the basic natural science general education requirement must register for either PHYS 215GL or 216GL.

PL S—Paralegal Studies

PL S 160. Legal System for the Paralegal 3 cr.
Introduction to the court system, administrative agencies, functions of law offices, and professional conduct and legal ethics. Prerequisite(s): ACT standard score in English of 16 or higher or a Compass score 76 or higher; for those scoring 13–15 in English on ACT or 35–75 on Compass, successful complete of CCDE 105N or CCDE 110N; for those scoring 12 or below on the ACT standard score in English or 34 or below on the Compass, successful completion of CCDE 105N & CCDE 110N.

PL S 161. Legal Terminology 3 cr.
Survey of the language of the law that will serve either as an introductory course or as a review course to prepare students for the certification test.

PL S 162. The Virtual Law Office 3 cr.
The Virtual Law Office class is a 'hands-on', project oriented course designated to provide the student with the basic law office skills needed to function successfully in a law office setting. The student will gain a practical, working knowledge of the procedures necessary to work in a law office. The skills learned in the class will directly translate to real life situations. Prerequisite(s): PL S 160.

PL S 180. Constitutional Law for the Paralegal 3 cr.
Case standing of the law of the Constitution and Bill of Rights with regard to day-to-day applications in the law practice. Documents dealing with constitutional problems in both civil and criminal areas of law will be drafted and discussed. Prerequisite: PL S 160.

PL S 190. Criminal Law for the Paralegal 3 cr.
Introduction to federal and state criminal law; criminal proceedings, prosecution and defense, sentencing and appeal. Prerequisite: PL S 160.

PL S 200. Legal Ethics for the Paralegal 3 cr.
Introduction to ethical dilemmas faced in the workforce and the rules of ethics developed by the American Bar Association, various national paralegal organizations, and the Supreme Court of New Mexico. Prerequisite(s): PL S 160.

PL S 203. Immigration Law 3 cr.
Survey of the basics of immigration law including the rights and obligations of citizenship and the naturalization process. Prerequisite: PL S 160.

PL S 221. Internship I 2–4 cr.
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships can be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. Prerequisite(s): PL S 274.

PL S 222. Internship II 1–3 cr.
Continuation of PL S 221. Each credit requires specified number of hours of on-the-job work experience. Prerequisite(s): PL S 221.

PL S 231. The Law of Commerce for the Paralegal 3 cr.
Law of contracts, negotiable instruments, bank transfers, secured transactions, debtor-creditor relations, agency, and business types and their formation. Students will study the relevant statutes as well as draft documents associated with these types of legal practice. Prerequisite(s): PL S 160.

PL S 255. Special Topics 1–4 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.

PL S 270. Administrative Law for the Paralegal 3 cr.
A study of the substantive law, procedures, and forms involved in practice before governmental agencies including worker s compensation, social security, employment security, and state and local administrations. Prerequisite: PL S 160.

PL S 272. Bankruptcy Law for the Paralegal 3 cr.
Individual and corporate bankruptcy; the basic principles and processes of bankruptcy law as a system of debtor relief and debt collection. Prerequisite: PL S 160.

PL S 274. Legal Research and Writing for the Paralegal I 3 cr.
Legal memoranda, briefs, and pleadings will be prepared and written based on the student s original research. Research materials and techniques will be identified and studied; introduction of computer usage in legal research. Prerequisite: PL S 160 and ENGL 111G.

PL S 275. Tort and Insurance for the Paralegal 3 cr.
Primary legal principles of tort and insurance law and means of establishing insurance plans, types of torts and insurance, as well as use of specific forms and procedures relating to these areas. Prerequisite: PL S 160.

PL S 276. Wills, Trusts, and Probate for the Paralegal 3 cr.
Cases and statutes dealing with wills, trusts, and probate. Emphasis on preparation and drafting of documents and the application of the law and documents to the client s problems. Prerequisite: PL S 160.

PL S 277. Family Law for the Paralegal 3 cr.
Methods of conducting client interviews and drafting of pleadings and research relative to families. Laws relating to marriage, divorce, custody, support, adoption, name change, guardianship, and paternity. Prerequisite: PL S 160.

PL S 278. Litigation for the Paralegal 3 cr.
The law of procedure and evidence will be considered through rules and cases. Case situations will be used to identify and solve problems. Prerequisite: PL S 160.

PL S 279. Legal Research and Writing for the Paralegal II 3 cr.
Continuation of PL S 274. Advanced training in legal research problems with a focus on analysis, writing, and preparation of sophisticated legal memoranda and documents. Prerequisite: PL S 274.

PL S 280. Interviewing and Investigation for the Paralegal 3 cr.
Techniques of legal interviewing and investigation with emphasis on development of human relations and communication skills. Prerequisite: PL S 160.

PL S 298. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with prior approval by department head. Prerequisite: PL S 160. May be repeated for maximum of 6 credits. Restricted to majors.

PSY—Psychology

PSY 201G. Introduction to Psychology 3 cr.
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.

PSY 266. Applied Psychology 3 cr.
Explanation of the psychological principles of everyday living. Emphasizes motivation, learning of intelligent behavior, and applications of psychology to social issues.

RADT—Radiologic Technology

NOTE: All RADT courses are restricted to Radiologic Technology majors.

RADT 100. Introduction to Radiologic Technology and Patient Care 2 cr.
Overview of the profession, including ethics, terminology, and basic radiation protection. Addresses basic and specialized procedures and topics related to the care of the patient. Restricted to Majors.

RADT 101. Radiographic Positioning I 4 cr. (2+6P)
Covers radiographic procedure and positioning concepts, techniques, terminology, and mechanics related to the thorax, abdomen, extremities, spine and pelvis. Includes positioning lab and clinical observation.

RADT 102. Radiographic Positioning II 4 cr. (2+6P)
Continuation of RADT 101. Includes skull, gastrointestinal, urinary, reproductive, biliary systems, and more advanced skeletal positions. Includes positioning lab and clinical observation.Restricted to: Restricted to Majors. Prerequisite: RADT 101.

RADT 103. Introduction to Radiographic Imaging 3 cr. (2+2P)
Provides the student with an in-depth knowledge of radiographic exposure technique and the factors affecting radiographic film quality. Includes lab experiments. Restricted to majors.

RADT 104. Special Radiologic Modalities 2 cr.
Discussion of various special procedures used in medical imaging such as, angiography, ultrasound, computerized tomography, magnetic resonance imaging, digital imaging, nuclear medicine, radiation therapy, etc. Includes guest lectures and field trips. Prerequisite: RADT 103.

RADT 105. Radiographic Physics and Equipment 3 cr.
Fundamentals of rad physics. Includes electromagnetism, x-ray production and interactions, x-ray circuitry, tubes, grids, screens, AES, fluoroscopic and portable units, beam restricting devices, calibration and quality assurance/control. Overview of mammography, US, CT, MRI, and digital radiography. Restricted to Majors. Prerequisite: RADT 103 or consent of instructor.

RADT 110. Radiographic Pathology 1 cr.
Overview of pathology demonstrated by radiographic procedures. Prerequisite: RADT 154. Restricted to majors.

RADT 154. Radiographic Anatomy and Physiology 3 cr.
Basic A&P for radiographic application. Includes a systems approach to body structures and organs as they relate to anatomical projections, radiographic identification, and various imaging modalities. Prerequisite(s): AHS 153 or AHS 140 or BIOL 225 or BIOL 154, or consent of instructor. Restricted to: RADT majors.

RADT 156. Independent Study 1–6 cr.
Individual studies/research on topics related to the radiological sciences. May be repeated for a maximum of 6 credits.

RADT 190. CT Equipment and Methodology 3 cr.
Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, and quality assurance and radiation protection. Consent of Instructor required. Restricted to: Computed Tomography Certificate majors.

RADT 200. Radiation Biology and Protection 2 cr.
Biological effects of ionizing radiation on cells and tissues. Includes radiation measurements, policies and protection measures for self, patients, and others. Restricted to majors. Prerequisite(s): RADT 103.

RADT 201. Clinical Education I 9 cr. (40P)
Supervised practice in a radiology department under direct supervision of a registered technician. Includes film critiques. Prerequisite(s): RADT 105. Restricted to: RADT, OERT majors.

RADT 202. Clinical Education II 12 cr. (36P)
Continuation of RADT 201. Student will work under indirect supervision of registered personnel. Prerequisite(s): RADT 201.

RADT 203. Clinical Education III 10 cr. (34P)
Continuation of RADT 202. Prerequisite: RADT 202. Restricted to majors.

RADT 205. Radiographic Image Critique 1 cr.
Review of radiographs produced in clinical settings to evaluate anatomy and technical issues. Prerequisite: RADT 201. Restricted to majors.

RADT 206. Applied Radiographic Procedures 2 cr. (1+3P)
Advanced course which integrates the principles and techniques of radiologic technology. Prerequisite: RADT 202. Restricted to majors.

RADT 207. Cross Sectional Anatomy for Medical Imaging 3 cr.
Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging. Consent of Instructor required. Restricted to: Computed Tomography certificate majors.

RADT 208. Clinical I (Computed Tomography) 3 cr. (9P)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinic professional. Consent of Instructor required. Restricted to: Computed Tomography Certificate Majors.

RADT 209.Clinical II (Computed Tomography) 3 cr. (9P)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinic professional. (Capstone Course). Consent of Instructor required. Restricted to: Computed Tomography Certificate majors.

RESP—Respiratory Therapy

NOTE: All RESP courses are restricted to Respiratory Therapy majors.

RESP 110. Respiratory Therapy I 3 cr.
Introduction to basic respiratory care techniques. Includes history, professional organizations, medical gas administration, oxygen therapy, cardiopulmonary AP, patient assessments, and medical terminology. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 110L. Respiratory Therapy I Lab 2 cr.
Laboratory practice of basic respiratory care procedures. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 111. Respiratory Therapy Cardio Pulmonary Diseases 3 cr.
Introduction to basic respiratory care techniques and concepts of physics as they apply to the physiology of the lung. Restricted to DA-RESP-AA majors.

RESP 115. Respiratory Therapy Pharmacology 3 cr.
Concepts of physics as they apply to the physiology of the lungs. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 120. Respiratory Therapy II 3 cr.
Advanced respiratory care techniques. Emphasis on airway management, aerosol treatment, chest physiotherapy, pharmacology, posture pressure breathing, and pulmonary rehabilitation. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program and RESP 110. Corequisite(s): RESP 120L. Restricted to RESP majors.

RESP 120L. Respiratory Therapy II Lab 2 cr. (6P)
Continuation of lab practices and procedures learned in RESP 120, Respiratory Care II, using equipment and simulations. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, RESP 110, RESP 110L and RESP 112. Corequisite(s): RESP 120. Restricted to RESP majors.

RESP 124. Respiratory Therapy II Clinical 3 cr. (9P)
Supervised practice and application in a hospital setting. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, RESP 110, RESP 110L and RESP 112. Corequisite(s): RESP 120 and RESP 120L. Restricted to RESP majors.

RESP 125. Respiratory Therapy Physics 3 cr.
Concepts of physics as they apply to the physiology of the lungs. Emphasis on laws pertaining to gas, gas flow, humidity, and the mechanics of the breathing process. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program. Restricted to RESP majors.

RESP 155. Respiratory Therapy Special Topics 1–4 cr.
Topics to be announced in the *Schedule of Classes*. May be repeated for a maximum of 10 credits. Consent of instructor required. Prerequisite(s): Admission to program. Restricted to RESP majors.

RESP 210. Respiratory Therapy III 2 cr.
Introduction to adult, mechanical, neonatal ventilator theory and concepts of critical care medicine. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 115, RESP 120, RESP 120L, and RESP 124. Corequisite(s): RESP 210L. Restricted to RESP majors.

RESP 210L. Respiratory Therapy III Lab 2 cr.
Advanced practice procedures using mechanical ventilation devices. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 115, RESP 120, RESP 120L, and RESP 124. Corequisite(s): RESP 210. Restricted to RESP majors.

RESP 224. Respiratory Therapy IV Clinical 3 cr. (9P)
Continuation of RESP 124. Emphasis on mechanical ventilators. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 115, RESP 120, RESP 120L, and RESP 124. Restricted to RESP majors.

RESP 230. Respiratory Therapy V 3 cr.
Continuation of RESP 215. Emphasis on special modalities. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 230L. Respiratory Therapy V Lab 2 cr.
Advanced practice and procedures of respiratory care. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 233. Respiratory Therapy Cardiopulmonary 2 cr.
Concepts of physics as they apply to the physiology of the lung. Emphasis on laws pertaining to gas flow, humidity, and the mechanics of the breathing process. Requires a *C* or better to remain in program. Restricted to DA-RESP-AA majors.

RESP 234. Respiratory Therapy V Clinical 3 cr.
Continuation of RESP 214. Emphasis on special modalities. Restricted to DA-RESP-AA majors.

RESP 240. Respiratory Therapy VI 3 cr.
Advanced theory of hemodynamics, neonate, pediatric, and new specialties that apply to respiratory care. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 230, RESP 230L, RESP 233 and RESP 234. Corequisite(s): RESP 240L. Restricted to RESP majors.

RESP 240L. Respiratory Therapy VI Lab 2 cr. (6P)
Advanced laboratory practice and procedures. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 230, RESP 230L, RESP 233 and RESP 234. Corequisite(s): RESP 240. Restricted to RESP majors.

RESP 242. Pediatric Advanced Life Support (PALS) 1 cr.
Etiology, diagnosis, clinical manifestations, and management of cardiopulmonary disorders related to respiratory care. Corequisite: RESP 230. Restricted to majors.

RESP 243. Respiratory Therapy Neonatal Resuscitation 1 cr.
Advanced practice of the neonatal resuscitation and certification. Prerequisite(s): Admission to program and RESP 230, RESP 230L, RESP 233, and RESP 234. Corequisite(s): RESP 240 and RESP 244. Restricted to RESP majors.

RESP 244. Respiratory Therapy VI Clinical 3 cr. (9P)
Clinical experience on special modalities. Requires a *C* or better to remain in program. Prerequisite(s): Admission to program, and RESP 230, RESP 230L, RESP 233 and RESP 234. Corequisite(s): RESP 240. Restricted to RESP majors.

RESP 255. Respiratory Therapy Special Topics 1–4 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 4 credits. Consent of instructor required. Prerequisite(s): Admission to program. Restricted to RESP majors.

RESP 298. Respiratory Therapy Independent Study 1–10 cr.
Individual study for respiratory care majors. Chosen topics must have approval of program coordinator. May be repeated for a maximum of 10 credits. Restricted to majors. Prerequisite(s): RESP 110.

S WK—Social Work

S WK 221G. Introduction to Social Welfare 3 cr.
A broad overview of current social problems and the role of social agencies and community members in addressing these problems.

SOC—Sociology

SOC 101G. Introductory Sociology 3 cr.
Introduction to social theory, research, methods of analysis, contemporary issues in historical and cross-cultural contexts. Covers groups, deviance, inequality, family, gender, social change, and collective behavior.

SOC 201G. Contemporary Social Problems 3 cr.
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Covers racism, violence, poverty, crime, health care, and substance abuse.

SOC 273. Sex and Gender 3 cr.
Analysis of changes, behaviors, and stereotypes of women and men in contemporary Western societies. Same as W S 273.

SPAN—Spanish

SPAN 111. Elementary Spanish I 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.

SPAN 112. Elementary Spanish II 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or *C* or better in SPAN 111.

SPAN 211. Intermediate Spanish I 3 cr.
Speaking, reading and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or *C* or better in SPAN 112.

SPAN 212. Intermediate Spanish II 3 cr.
Speaking, reading and writing. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or *C* or better in SPAN 211.

SPAN 213. Spanish for Heritage Learners II 3 cr.
Emphasis on development of heritage language skills learned at home and/or in the community. Covers spoken Spanish, reading activities and grammar skills to build on existing knowledge of the language.

SPAN 214. Spanish for Heritage Learners III 3 cr.
Continued development of heritage Spanish language skills learned at home and/or in the community. Emphasis on reading, writing and critical thinking skills. Review of grammar points will also be stressed in preparation for upper level courses.

STAT—Statistics

STAT 251G. Statistics for Business and the Behavioral Sciences 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 120 Same as A ST 251G.

SUR—Surveying Engineering

SUR 222. Plane Surveying 3 cr. (2+3P)
Surveying theory and practice as applied to plane surveying, in these areas: error propagation, linear measurements, angle measurements, area determination, differential and trigonometric leveling, and topographic mapping. Prerequisite(s): MATH 190G.

TCEN—Environmental and Energy Technologies

TCEN 101. Energy for the Next Generation 3 cr. (2+2P)
This course will survey a broad range of sources of energy, types of energy, energy storage, and the forms of energy. Students will be exposed to theory in the classroom, laboratory exercises, and field trips to provide them with a solid foundation for all subsequent energy related environmental courses. Crosslisted with: OETS 101. Prerequisite(s)/Corequisite(s): OETS 118 or MATH 120.

TCEN 105. Building Analyst I 3 cr. (2+2P)
This course is designed to provide the foundational knowledge and expertise necessary for the energy auditor and home performance contractor. Crosslisted with: OETS 105.

TCEN 106. Building Analyst II 3 cr. (2+2P)
Designed to prepare the student for the BPI Building Analyst Certification. This course will walk the student through the hands-on process of conducting visual building inspections, diagnostic testing, identifying improvement opportunities, documenting a home's performance and preparing a scope of work. Crosslisted with: OETS 106. Prerequisite(s)/Corequisite(s): TCEN 105 or OETS 105.

TCEN 110. Photovoltaic Application 4 cr. (3+2P)
This course will provide an introduction to Photovoltaic (PV) installation. The course will provide instruction on site selection, prep, installation, and maintenance for photovoltaic applications. Students that complete the course and have the opportunity to take the entry level exam with the North American Board of Certified Energy Practitioners (NABCEP) en route to becoming Certified Installers. Crosslisted with: OETS110. Prerequisite(s)/Corequisite(s): TCEN 101 or OETS 101.

TCEN 130. Introducation to Biomass/Biogas 3 cr. (2+2P)
Introduction to utilization of renewable biological wastes including crops for production of fuels. Anaerobic digester, gasification, pyrolysis, combustion and fermentation will be covered. Prerequisite(s)/Corequisite(s): TCEN 101 or OETS 101.

TCEN 140. Biofuel Science 3 cr. (2+2P)
Fundamentals of basic organic chemistry and biochemistry applied to biofuel synthesis. Students will also be introduced to concept of conservation of matter and chemical reactions.

TCEN 156. Building Envelope 3 cr. (2+2P)
Designed to prepare the student for the BPI Building Envelope Certification. This course will provide the principles behind building performance testing and the purpose of completing a comprehensive energy audit. Through lecture and subsequent field training, the student will learn how to use building diagnostics to develop a prescriptive plan for enhancing comfort, health & safety, building durability, and energy savings. The student will learn how to outline the follow-up process required after completion of the retrofit. Crosslisted with: OETS 156. Prerequisite(s): TCEN 106 or OETS 106.

TCEN 180. Bio-diesel and Bio-ethanol Production 4 cr. (2+4P)
Overview of the production of biofuels. Students will be introduced to current biofuel production processes, trans-esterification, hydrolysis and fermentation reactions, distillation, and laboratory synthesis of biofuels and engine performance tests. Prerequisite(s): TCEN 140.

TCEN 205. NEC for Alternative Energy 4 cr. (2+4P)
This hands-on course will cover the National Electrical Code specifics concerning photovoltaic installation. Also code compliant wiring of basic electrical systems will be covered. Existing installations will be visited and studied. Prerequisite(s): TCEN 101 and ELT 105.

TCEN 210. Solar Thermal 4 cr. (2+4P)
The purpose of this course is for students to learn to install solar thermal collectors for several applications, including domestic hot water, pool heating, and space heating. Students will be able to identify types of systems and components, adapt a system design, conduct a site assessment, install solar collectors, install components, install control systems, perform a system checkout, and maintain and troubleshoot a solar thermal system. Prerequisite(s): TCEN 101 or OETS 101.

TCEN 215. Fluid Thermal Systems **4 cr. (2+4P)**
Fluid properties and measurement, piping and tubing standards, pumps and operation. Prerequisite(s): PHYS 110G or PHYS 211G.

TCEN 220. Cooperative Experience **1–3 cr.**
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. May be repeated up to 6 credits. Consent of Instructor required. Prerequisite(s)/Corequisite(s): MAT 235. Prerequisite(s): TCEN 180. Restricted to: TCEN majors. *S/U* Grading (*S/U*, Audit).

TCEN 224. Field Experience **1–3 cr.**
Student will collaborate with instructor in proposing, defining, implementing, and analyzing outcomes of a project in the Environmental and Energy fields of study. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: TCEN majors.

TCEN 240. Renewables and Sustainability **3 cr.**
Various renewable energy technologies and sustainable design practices will be introduced. Prerequisite(s): TCEN 101 or OETS 101.

THTR—Theatre Arts

THTR 101G. The World of Theater **3 cr.**
An appreciation class introducing the non-major to all aspects of theatre, including its history, literature and professionals. Students attend and report on stage productions.

THTR 105. Acting for Non-Majors **3 cr.**
An introduction to basic performance techniques for non-majors.

THTR 205. Vocal Production for the Actor **3 cr.**
Exploration and development of the actor's vocal instrument, including relaxation, projection, diction and articulation.

THTR 222. Theatre Topics **1–3 cr.**
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 9 credits.

W S—Women's Studies

W S 201G. Introduction to Women's Studies **3 cr.**
Analysis of the status of women in society today and history and consequences of gender stratification and inequality from the perspectives of sociology, anthropology, psychology, political science, and other sciences.

W S 202G. Representing Women Across Cultures **3 cr.**
Historical and critical examination of women's contributions to the humanities, with emphasis on the issues of representation that have contributed to exclusion and marginalization of women and their achievements. Crosslisted with: HON 218

WATR—Water Technology

WATR 120. Introduction to Water Systems **3 cr.**
Introduction to and theory of groundwater sources, production, treatment, and distribution.

WATR 130. Wastewater Collection and Basic Treatment Systems **3 cr.**
Introduction to wastewater characteristics, collection, and basic treatment operations.

WATR 135. Sludge Handling **2 cr.**
Survey of sludge processing units and disposal. Includes aerobic and anaerobic digestion, thickening, conditioning, dewatering, land applications, and ocean dumping. Overview of current sludge regulations.

WATR 140. Applied Water and Wastewater Math I **3 cr.**
Introduction to basic water and wastewater mathematics, flows through distribution networks and collection systems, and fundamentals of flow measurement. Prerequisite: CCDM 114N or equivalent.

WATR 160. Systems Maintenance **4 cr. (2+4P)**
Basic tools, equipment, maintenance schedules, chlorinator trouble-shooting, and chlorine safety. Hands-on training with valves, pumps, meters and chlorination equipment.

WATR 165. Backflow Prevention **3 cr. (2+2P)**
Theory of operation of backflow prevention devices and their application. Backflow devices including double check, reduced pressure, and pressure vacuum breakers will be tested for proper operation. Prerequisites: WATR 120 and WATR 140, or consent of instructor.

WATR 170. Confined Space Entry **2 cr.**
Regulations concerning confined spaces, identification of confined spaces and hazard identification. Hands-on use of SCBA, other entry equipment and atmospheric testing.

WATR 175. Programmable Logic Controllers **2 cr.**
This course will introduce students to electrical safety, theory, and the function, operations, programming and troubleshooting of the PLC controlling common electrical components utilized in control circuits associated with the water and wastewater industry.

WATR 180. Water Chemistry **3 cr.**
Basic chemistry with applications to water and wastewater analysis. Prerequisite: CCDM 114N or consent of instructor.

WATR 182. Water Chemistry Analysis **1 cr. (3P)**
Beginning water and wastewater laboratory analysis including gravimetric, volumetric, and quality control techniques. Prerequisite: CCDM 114N or equivalent or consent of instructor.

WATR 190. Water and Wastewater Microbiology **3 cr.**
Overview of microorganisms associated with water and wastewater. Growth and reproduction, energy production, and methods of counting. Prerequisite: WATR 130, WATR 180, or consent of instructor.

WATR 192. Water and Wastewater Microbiological Analysis **1 cr. (3P)**
Introduction to water and wastewater treatment operational tests such as BODs, solids testing, activated sludge control tests, use of microscope, and bacteriological techniques. Prerequisites: WATR 130 and WATR 182, or consent of instructor.

WATR 200. Internship **3–5 cr.**
On-the-job training/work experience with municipalities or industries, working in water or wastewater treatment plants, high purity water plants, industrial waste plants, distribution systems, or wastewater collection systems. May be repeated up to 5 credits. Consent of Instructor required. Prerequisite(s): Consent of instructor. Restricted to: Water Technology majors. *S/U* Grading (*S/U*, Audit).

WATR 220. Water Treatment Systems **3 cr.**
Theory of water systems operation including surface water treatment, fluoridation, sodium zeolite softening, corrosion control, iron removal, various filtration methods, and overview of SDWA. Prerequisites: WATR 180 and WATR 182 or consent of instructor.

WATR 222. Water Systems Operation **1 cr. (3P)**
Operations of various water treatment systems including surface water treatment, sodium zeolite softeners, and various filtration methods. Prerequisite: WATR 220 or consent of instructor.

WATR 230. Advanced Wastewater Treatment **4 cr.**
Calculations and operations involved in wastewater and water reclamation plants. Prerequisites: WATR 140, WATR 190, and WATR 192, or consent of instructor.

WATR 232. Wastewater Systems Operations **1 cr. (3P)**
Operation of pretreatment, primary, and biological treatment units. Prerequisite: WATR 230 or consent of instructor.

WATR 240. Advanced Water and Wastewater Math II **3 cr. (2+2P)**
Advanced water and wastewater mathematics. Flow measurement. Systems head and pump curves. Prerequisites: WATR 140.

WATR 250. Municipal Systems Management **4 cr.**
Management of water utility systems including laws, finance, records, and safety. Prerequisites: WATR 120, WATR 130.

WATR 255. Special Individualized Problems in Water Technology **1–4 cr.**
Individual studies in areas directly related to water technology. Prerequisite: consent of instructor.

WATR 257. Industrial Pretreatment **3 cr.**
Industrial pretreatment regulations, program development and implementation, including correspondence, surveys and inspections. Overview of industrial wastewater treatment. Prerequisites: WATR 120, WATR 130.

WATR 270. Special Topics **1–4 cr.**
Specific subjects to be announced in the *Schedule of Classes*. May be repeated for a maximum of 12 credits.

WATR 275. Certification Review **3 cr.**
Review of water and wastewater plant operations and laws in preparation for state certification exams. Prerequisites: WATR 220, WATR 230, and WATR 240.

WATR 285. High Purity Water Treatment Systems **3 cr.**
Principles of high purity water production including microfiltration, ultra-filtration, reverse osmosis, and deionization. Prerequisite: WATR 220.

WATR 286. Advanced High Purity Water Systems Operation **3 cr.**
Operations of high purity water systems including ultrafiltration, reverse osmosis and deionization. Prerequisite: WATR 220. Corequisite: WATR 285.

WATR 287. Advanced Water Chemistry Analysis 3 cr. (6P)
Sampling techniques, analysis, and evaluation of potable water contaminants using gravimetric, volumetric, spectrophotometric, and other instrumentation methods. Prerequisite: WATR 285 or consent of instructor.

WATR 290. Advanced Wastewater Microbiology and Chemistry 3 cr.
Covers NPDES permits and DMR calculations and reporting; 503 sludge regs, including pathogen and vector attraction reduction and pollutants; wetlands, composting, and wastewater treatment ponds microbiology; activated sludge bulking and foaming microbiology and treatment; and use of selector to remove nutrients and prevent the growth of filamentous bacteria. Prerequisite: WATR 190, WATR 192.

WATR 292. Advanced Wastewater Analysis 3 cr. (6P)
Covers sampling techniques, analysis, and evaluation of wastewater contaminants using gravimetric, volumetric, spectrophotometric, and other instrumentation methods. Prerequisite: WATR 190 and WATR 192.

WELD—Welding Technology

WELD 100. Structural Welding I 6 cr. (3+6P)
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

WELD 102. Welding Fundamentals 3 cr. (2+2P)
Survey of welding and cutting processes for nonmajors. Classroom instruction and laboratory work with OFC/OFW, SMAW, GMAW, FCAW, and plasma arc cutting.

WELD 110. Blueprint Reading (Welding) 3 cr.
Interpretation of prints related to welding. Emphasis on AWS standard symbols for welding, brazing, and nondestructive examination.

WELD 112. Professional Development and Leadership 1 cr.
As members and/or officers of various student professional organizations, students gain experience in leadership, team building, and community service. Students competing or participating in SkillsUSA are required to register for the course. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: WELD majors. *S/U* Grading (*S/U,* Audit).

WELD 120. Basic Metallurgy 3 cr.
Properties of ferrous and nonferrous materials. Service conditions and heat treatment of metals related to welding trade. Prerequisites: WELD 100 or consent of instructor.

WELD 125. Introduction to Pipe Welding 3 cr. (2+2P)
Pipe fit-up and welding techniques for pipe fitting and pipe weld joint using SMAW, GMAW, GTAW, and FCAW, 2G welding of pipe. Prerequisite(s): WELD 100, WELD 130, and WELD 140, or consent of instructor.

WELD 130. Introduction to GMAW (MIG) 3 cr. (2+2P)
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/purge gases, and modes of metal transfer.

WELD 140. Introduction to GTAW (TIG) 3 cr. (2+2P)
Development for basic skills with gas tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.

WELD 150. Pipe Welding II 3 cr. (2+2P)
Continuation of WELD 125; with fillet and groove welded joints in a horizontal fixed and 45-degree fixed positions (5-F, 5-G, 6-F, 6-G). Prerequisite: WELD 125.

WELD 160. Introduction to SAW and FCAW 3 cr. (2+2P)
Submerged arc and flux-cored arc welding. Demonstrations and practice with machine travel submerged arc welding (SAW), flux-cored arc welding (FCAW-G, FCAW-S) on mild steel plate and pipe.

WELD 170. Welded Fabrication 3 cr. (1+4P)
Development of fabrication skills including basic layout, measuring, and utilization of various welding processes including out-of-position welding. Use of common shop tools. Prerequisites: WELD 100, WELD 110, WELD 130, and OETS 104 or OETS 118.

WELD 180. GTAW II 3 cr. (2+2P)
Continuation of WELD 140. Development of more advanced GTAW skills. Emphasis on pipe welding with mild steel, stainless steel, and aluminum. Prerequisite: WELD 140 or consent of instructor.

WELD 190. Welded Art 3 cr. (1+4P)
Students explore the possibilities of welded art in the form of sculpture, jewelry, furniture and as a framework to support other art media. Offered as an elective for students who wish to create art using welding. Prerequisite: WELD 102 or consent of instructor.

WELD 205. Welding Equipment Maintenance 3 cr. (2+2P)
Hands-on experience in the maintenance and repair of welding equipment, including welding machines and associate shop equipment, as well as the development of preventative maintenance programs. Basic safety, including MSDS and Right-to-Know will be introduced. Prerequisite(s): WELD 100, WELD 130, WELD 140, WELD 160.

WELD 211. Welder Qualification 6 cr. (3+6P)
Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods. Basics of welding codes. Prerequisites: OETS 104 or OETS 118; and WELD 100, WELD 110, WELD 120, WELD 130, WELD 140, WELD 160 and WELD 180 or consent of instructor. Restricted to majors.

WELD 221. Cooperative Experience I 1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded *S/U.* Prerequisites: WELD 100 or WELD 101 and consent of instructor. Restricted to majors.

WELD 225. Stainless Steel Welding 6 cr.
A specialized training course for qualified, experienced welders who desire to meet certification requirements of ASME Section IX (American Society of Mechanical Engineers).

WELD 230. Weld Testing 3 cr. (2+2P)
Covers destructive and nondestructive examination methods used to test welds. Tensile, compression, bend, hardness, impact, visual, dye-penetrant, magnetic particle, ultrasound, and radiographic methods of testing/examination. Prerequisite(s): WELD 100, WELD 130, WELD 140, WELD 211, and OETS 104, or consent of instructor.

WELD 255. Special Problems in Welding Technology 1–6 cr.
Individual studies in areas of welding technology. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

WELD 295. Special Topics 1–4 cr.
Topics to be announced in the *Schedule of Classes*. May be repeated for a maximum of 12 credits.

Student Handbook
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SECTION 1: Student Code of Conduct

1 INTRODUCTION

1.1 Purpose—The freedom of individuals to inquire, study, evaluate, and gain new understanding and maturity is essential and must be protected against suppression. Dissent plays a vital part in the role of higher education. However, freedoms cannot be protected or exercised in an institution that lacks order and stability. Students enrolled at New Mexico State University, as well as at Doña Ana Community College, have an obligation to uphold the laws of the larger community of which they are a part. The intent of this Code is to ensure that students of the New Mexico State University system neither lose their rights nor escape the responsibility of citizenship. While the activities covered by the laws of the larger community and those covered by NMSU's rules may overlap, it is important to note that the community's laws and NMSU's rules operate independently and therefore do not substitute for each other. NMSU-DACC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether NMSU rules have been broken. Membership in the NMSU-DACC community does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all of NMSU's regulations. It is the personal responsibility of every member of the campus community not only to protect his/her own rights, but to respect the rights of others, and to behave in a manner conducive to learning and/or living in an educational environment. Just as individuals within the community have a responsibility to adhere to a code of prescribed behavior, the institution assumes the obligation of clearly codifying and fairly enforcing the same. New Mexico State University upholds the belief that those who do not conform to established standards set forth in this Code of Conduct must be held accountable for their actions. Therefore, the purpose of the Code of Conduct is to inform the student body of the rules and regulations that are essential to the normal operation of the university system.

1.2 Definition of Student—For the purpose of application of this Code of Conduct, "student" means any person enrolled in the New Mexico State University system and any person who resides in New Mexico State University on-campus housing facilities. Persons who are not officially enrolled for a particular term but who have a continuing relationship with NMSU-DACC are considered "students." Students who violate the Code of Conduct can expect prompt and deliberate adjudication, whether or not they choose to be present, or remain at NMSU-DACC. Furthermore, if a decision has been made within the disciplinary process which impacts a person who is not currently enrolled, he/she still remains subject to the determination upon re-enrollment.

1.3 Student/Student Organization Rights and Responsibilities—By enrolling at Doña Ana Community College, a student accepts responsibility for compliance with all local, state and federal laws, and university regulations, while retaining the rights guaranteed under the Constitution of the United States. A student or student organization alleged to have engaged in any misconduct shall have the right of due process and appeal as delineated in this Code, and it is each student's/student organization's responsibility to represent themselves in this educational administrative process. This is not a criminal process, and NMSU-DACC is not bound by the rules of evidence normally used in cases brought before the State or Federal judicial systems. The standard of proof will be "preponderance" not "beyond a reasonable doubt." NMSU and DACC expect all students to show respect for the rights of others and for authority, to protect private and public property, to execute contractual obligations, and to take responsibility for their own actions and the actions of their guests.

1.4 Student Organizations—A student organization, its officers, and its members may beheld collectively and individually responsible when violations of this Code, by those associated with the organization, occur and such violations are authorized, encouraged, directed, tolerated, supported by, or committed on behalf of the organization.

1.5 Programs with Special Admissions Requirements. (Dental Assistant, Dental Hygiene, Diagnostic Medical Sonography, EMS/Paramedic, Health Care Assistant, Nursing, Radiologic Technology, and Respiratory Therapy)—Students who have selected a program with special admissions requirements may be subject to background checks and additional regulations not included in the general regulations set forth in this Handbook. Such students should consult the handbook of their particular program.

2 ADMINISTRATION OF DISCIPLINE

The responsibility of administering the discipline system is delegated by the President of Doña Ana Community College to the Vice-President for Student Services for nonacademic discipline and to the Vice-President for Academic Affairs for academic discipline. In turn, these individuals may delegate authority to other groups or individuals for handling violations of the Student Code of Conduct. All activities shall be monitored by a central administrative authority to ensure fairness and consistency. All discipline sanctions imposed campus-wide will be reported to the Vice-President for Student Services for record-keeping purposes.

Doña Ana Community College attempts to handle discipline matters at the lowest possible level by recognizing a variety of Hearing Officers. Each Hearing Officer is a DACC Official who is an administrator, faculty member, or staff member such as a Department Chairperson or Professional Staff Member. Hearing Officers adjudicate cases when violations are alleged. The Hearing Officer is authorized to exercise active control over the proceedings in order to elicit relevant information, to avoid needless consumption of time, and to prevent the harassment or intimidation of witnesses.

Disciplinary regulations at Doña Ana Community College are set forth in writing in order to give students general notice of prohibited conduct. These rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. It is recognized by New Mexico State University and Doña Ana Community College that students are adults and are expected to obey the law and take personal responsibility for their conduct. A student is therefore subject to two sources of authority, civil/criminal authority and NMSU-DACC authority. Violation of any municipal ordinance, law or regulation of the State of New Mexico, or law or regulation of the United States which may cause harm or endangerment to self or others, or somehow compromises the educational mission of the College or University, may result in disciplinary action. The College/University does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary action imposed by NMSU-DACC may precede, and be in addition to, any penalty that might be imposed by an off-campus authority.

When accused of a violation, the student has the right to review the evidence against him or her, but this does not necessarily mean the right to confront a witness. Attorneys will not be allowed to attend or participate in hearings.

The procedures to be followed in matters of academic and nonacademic misconduct differ and are outlined in the following sections. In exceptional cases of academic misconduct, the "Procedures for Dealing with Cases which May Result in Expulsion or Degree Revocation" will be followed instead, and may be found in the *Administrative Policy and Procedures Manual*, or may be obtained in the Office of the Vice President for Student Services.

3 ACADEMIC MISCONDUCT

3.1 Persons and/or groups involved in Academic Discipline Cases

3.1.1 Vice-President for Academic Affairs—When an academic violation occurs, the Vice President for Academic Affairs (or a designee) will dispose of any violations referred or appealed to the Dean's Office.

3.1.2 Academic Appeals Board—A student appeals board shall be established for each academic year as a standing committee consisting of three (3) faculty members and two (2) students to be appointed by the Vice-President for Academic Affairs. In some cases, the Vice-President for Academic Affairs may convene the Academic Appeals Board and solicit its recommendation.

3.1.3 The decision of the Vice-President for Academic Affairs is final and will be reported to all parties concerned within three (3) working days under the general process.

3.2 Academic Misconduct—Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

3.2.1 Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty;

3.2.2 Plagiarism, which is using another person's work without acknowledgment and making it appear to be one's own. Any ideas, words, pictures, or other source material must be acknowledged in a citation that gives credit to the source. This is true even if the source be another student's work, unpublished documents, oral statements, or the Internet. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- an idea or opinion, even when put into one's own words (paraphrase)
- a few well-said words, if these are a unique insight
- many words, even if one changes most of them
- materials assembled by others, for instance quotes or a bibliography
- an argument
- a pattern of idea
- graphs, pictures, or other illustrations
- facts
- all or part of an existing paper or other resource

This list is not meant to include all possible examples of plagiarism. See the University Library's Web page on plagiarism for further examples.

3.2.3 Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials;

3.2.4 Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records;

3.2.5 Nondisclosure or misrepresentation in filling out applications or other NMSU-DACC records in or for academic departments or colleges. Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices, or academic buildings) are subject to disciplinary action in accordance with Section 4, "Non Academic Misconduct—All Students." Such students are also subject to administrative actions in accordance with the *DACC Catalog*.

3.3 Academic Discipline Process—General Cases

3.3.1 *Course or Departmental Level*—For incidents that occur at the course or academic department level, the faculty member or department chair must inform the student of the alleged offense within ten (10) working days of its discovery, and after an investigation and/or conference, will take one of the following actions:

3.3.1-A The allegation may be dismissed as unfounded;

3.3.1-B The allegation may be dismissed for lack of evidence;

3.3.1-C The student may admit guilt and a sanction will be imposed;

3.3.1-D The Hearing Officer will determine guilt based on preponderance of the evidence, and a sanction will be imposed; or

3.3.1-E The Hearing Officer will report the decision to the student and to the Vice-President for Academic Affairs.

3.3.2 *Other Academic Misconduct*—For those incidents involving academic misconduct not at the course level (e.g., falsification of academic records), the Vice-President for Academic Affairs, or a designee, will serve as the Hearing Officer and will follow the same process as outlined above.

3.3.3 *Appeal Process*

3.3.3-A All possible levels of appeal should be exhausted before a case reaches the Vice-President for Academic Affairs. The student must always be advised as to the next level of appeal.

3.3.3-B A student who wishes to appeal an instructor's decision may do so by writing to the course department chair (Division Dean, if instructor is also Department Chair) within five (5) working days. The appropriate Hearing Officer will consider both sides of the case and report the decision to the student, the course instructor, the Department Chair, the corresponding Division Dean, the Vice-President for Academic Affairs, and the Vice-President for Student Services within ten (10) working days. If extenuating circumstances prevent either party from meeting this time frame, an alternate schedule will be formulated by all parties involved.

3.3.3-C Either party may appeal a Department Chair's decision to the corresponding Division Dean; however, a request for a formal hearing need not necessarily be granted. The following points will apply in all cases of appeal:

3.3.3-C1 The appeal must be made in writing to the appropriate appellate person or body within the specified period of time.

3.3.3-C2 The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

3.3.3-C2.1 Procedural or prejudicial error was committed.

3.3.3.C2.2 The finding of facts contained in the decision included inaccurate information.

3.3.3-C2.3 Specific evidence presented at the hearing is objectionable. Reason for the objection must be stated, i.e., why evidence should not be considered.

3.3.3-C2.4 Evidence not offered during the hearing is now available. Reason why evidence was not offered during the hearing must be stated.

3.3.3-C2.5 The sanction imposed is excessive or inappropriate. Reasons for believing this must be stated.

3.3.3-C3 If warranted, the Vice-President for Academic Affairs shall convene the Academic Appeals Board to solicit its recommendation before making a decision.

3.3.3-D The highest level of appeal for academic misconduct is the Vice-President for Academic Affairs whose decision is final.

3.3.4 *Academic Appeals Board Procedures*

3.3.4-A If a decision is made to seek a recommendation from the Academic Appeals Board, the Vice President for Academic Affairs, or a designee, shall assemble case materials for the Board which will normally meet within three (3) weeks.

3.3.4-B The Vice-President for Academic Affairs, or a designee, will inform all parties of procedures to be followed.

4 NONACADEMIC MISCONDUCT—ALL STUDENTS

4.1 Persons and/or groups involved in Nonacademic Discipline Cases

4.1.1 *Vice-President for Student Services*—The Vice-President for Student Services will dispose of any nonacademic violations referred by other Community College officials, and also has responsibility for maintaining all student records relating to both academic and nonacademic student misconduct. Within this capacity, the Vice-President for Student Services acts as a resource person for administrators, faculty, staff, and students to promote consistency throughout the NMSU-DACC community in adjudicating cases of student misconduct.

4.1.2 *College Discipline Committee*—The College Discipline Committee hears nonacademic appeals referred to it by the Vice-President for Student Services. The committee shall be composed of five (5) staff and faculty members appointed by the Vice-President for Student Services and two (2) students appointed by the Vice-President for Student Services from a pool of names recommended by the Student Government Association of Doña Ana Community College. Three (3) staff and/or faculty members (including one [1] co-chair) and two (2) student members will be required to be present at each hearing. The two (2) staff or faculty members having seniority on the committee will serve as co-chairpersons. A hearing by the College Discipline Committee is an informal procedure at which information is presented in an orderly manner so that the Hearing Committee can reach a fair decision. The Chairperson of the Hearing Committee is in charge of the proceedings at all times, and rulings by the Chair are final. The Chair may remove persons, including the appellant's advisor, if that person does not conform to Committee rules and procedures. Complaints regarding persons reported to not be in compliance with hearing proceedings will be filed with the Vice-President for Student Services. It is each student appellant's responsibility to represent him-/herself in this informal procedure. The student may elect to have an advisor present whose role is solely to advise the student appellant. Advisors may not actively participate (e.g., question, defend, or directly respond to any information presented) in the hearing. More detailed "Rules and Procedures for the College Discipline Committee" may be obtained from the Vice-President for Student Services. All College Disciplinary Committee meetings are closed to the public.

4.1.3 *President of Doña Ana Community College*—Should the decision of the College Discipline Committee be appealed, the appeal must be submitted in writing to the Vice-President for Student Services, or a designee, within three (3) working days after receipt of the decision made by the College Discipline Committee. The Vice-President for Student Services will compile and submit all relevant case records to the President of Doña Ana Community College or a designee. Upon receipt of all information, the President of Doña Ana Community College, or a designee, will have three (3) working days to review and render a decision. The decision of the President of DACC or the president's designee is final and will be reported to all parties concerned.

4.2 Nonacademic Misconduct—The following list constitutes violations for which students and student organizations are subject to disciplinary action. This list is not designed to be all inclusive, but offers examples of the types of prohibited conduct:

4.2.1 Actual or threatened physical injury to any person (including self) on NMSU-DACC-owned or -controlled property or at an NMSU-DACC sponsored or supervised function, or conduct that endangers the health or safety of a person.

4.2.2 Engaging in individual or group conduct that is violent (including sexual misconduct, attempted suicide, or threats of either), abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus.

4.2.3 Unauthorized use, possession, or storage of any weapon or explosive (including fireworks) on NMSU-DACC premises or at NMSU-DACC sponsored activities.

4.2.4 Forgery, counterfeiting, alterations, or misuse of any NMSU-DACC record, document, or identification card of a nonacademic nature (e.g., housing applications or parking permits).

4.2.5 Unauthorized entry into, or alteration of, any NMSU-DACC computer records, or violation of Computer Center policies.

4.2.6 Reporting the presence of a fire, bomb, or explosive or incendiary device on NMSU-DACC property without good reason to believe the facts reported are true.

4.2.7 Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug as defined by the statutes of the State of New Mexico.

4.2.8 Theft of, or unwarranted damage to, NMSU-DACC property or the property of any member of the NMSU-DACC community.

4.2.9 Failure to comply with Housing regulations.

4.2.10 Failure to comply with the lawful directives of NMSU-DACC employees acting within the scope of their duties, including those directives issued by an NMSU-DACC administrator to ensure the safety and well-being of students (refer to Student Special Care Policy).

4.2.11 Entry into, or use of, any NMSU-DACC building, facility, room, or other NMSU-DACC property or grounds without authorized approval. This also includes the unauthorized possession or use of NMSU-DACC keys, lock combinations, or other access codes.

4.2.12 Participation in illegal gambling activities on NMSU-DACC-owned or -controlled property or at a function identified with NMSU-DACC.

4.2.13 Possession or consumption of alcoholic beverages in contradiction of state law and/or NMSU-DACC policy.

4.2.14 Entering or attempting to enter any athletic contest, dance, social event, or other event without proper credentials for admission (e.g., ticket, identification card, or invitation).

4.2.15 Failure to make satisfactory settlement for any debts owed to NMSU-DACC.

4.2.16 Failure to comply with University traffic rules and regulations.

4.3 Nonacademic Discipline Process—All alleged violations of nonacademic rules and regulations contained herein will be referred to the Vice-President for Student Services or other Hearing Officers (as appropriate). The following procedures will apply:

4.3.1 The Hearing Officer may consider any documentation submitted, including but not limited to Police or other NMSU-DACC reports, and may choose to interview persons who might have information relevant to the case. The student or organization accused of violating the Code of Conduct is responsible for providing any information that would be helpful in supporting a finding of Not Responsible for the alleged violation. The Hearing Officer will make a reasonable attempt to obtain all relevant information. As a result of an investigation and/or conference with a student or organization representative, one of the following actions may be taken:

4.3.1-A The allegation may be dismissed as unfounded;

4.3.1-B The allegation may be dismissed for lack of preponderance of the evidence;

4.3.1-C The student or organization representative may admit guilt and a sanction will be imposed; or

4.3.1-D The Hearing Officer will determine guilt, based on clear preponderance and convincing evidence, and a sanction will be imposed.

4.3.2 A student or organization wishing to appeal the decision of the Hearing Officer may do so in writing to the next higher level of authority within the disciplinary system. The accused must always be informed of the next level of appeal by the Hearing Officer. An appeal by the accused must be presented in writing no later than three (3) working days after notification of the decision. All appeals to the College Discipline Committee will be delivered to the Vice-President for Student Services. The final level of appeal for all nonacademic misconduct is the President of Doña Ana Community College.

4.4 Appeal Process—While all members of the college community have the right to appeal, a request for a hearing need not necessarily be granted. The following points will apply in all cases of appeal:

4.4.1 The appeal must be made in writing to the appropriate appellate person or body within the specified period of time.

4.4.2 The appeal must include the name of the individual or organization making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

4.4.2-A Procedural or prejudicial error was committed.

4.4.2-B The finding of facts contained in the decision included inaccurate information.

4.4.2-C Specific evidence presented at the hearing is objectionable. Reason for the objection must be stated, i.e., why evidence should not be considered.

4.4.2-D Evidence not offered during the hearing is now available. Reason why the evidence was not offered during the hearing must be stated.

4.4.2-E The sanction imposed is excessive or inappropriate. Reasons for believing this must be stated.

4.4.3 Upon review of an appeal, the appellate person or body may uphold, modify, or completely reverse the original decision. A written rationale will be provided and should be in accordance with one or more of the conditions delineated in Item 4.4.2 noted above.

4.4.4 The highest level of appeal for nonacademic misconduct is the President of Doña Ana Community College, whose decision is final.

5 ACADEMIC AND NONACADEMIC DISCIPLINARY ACTIONS AND SANCTIONS

5.1 Sanctions Imposed upon Individual Students. The following list is not designed to be all inclusive, but offers examples of the more severe sanctions that may be imposed upon an individual student for infraction of regulations.

5.1.1 *Written Warning*—Written warning is a notice in writing to the student that they are in violation of, or have violated the Student Code of Conduct.

5.1.2 *Disciplinary Probation*—Disciplinary Probation is a written reprimand for violation of NMSU-DACC regulations or local, state, and/or federal laws. Students placed on disciplinary probation are deemed "not in good standing" with Doña Ana Community College. The duration of the probationary period and conditions imposed shall be in proportion to the seriousness of the misconduct. Duration will be at least 30 days, but may be extended indefinitely. Depending on the circumstances and at the discretion of the Hearing Official(s), additional stipulations may be enforced. These additional stipulations may be, but are not limited to, withholding of transcript or degree; suspension of rights and privileges; suspension of eligibility to participate in official extracurricular activities; eviction from University-operated housing; restitution for damages incurred by the College/University; referral for counseling and/or participation in an educational program. Students who are assigned to an educational program and do not attend may be charged an administrative fee in accordance with policies developed by the Vice-President for Student Services. During the probationary period, reported violations of the Code of Conduct or conditions of the probation will result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, suspension, dismissal, expulsion, and notation on the student's transcript. Additionally, if a student should have a previous NMSU discipline record, it may be considered in determining appropriate sanctioning for any future Code of Conduct violations. A student may return to a status of "in good standing" with Doña Ana Community College at the conclusion of the probationary period, assuming all conditions have been satisfied. A student who has been placed on indefinite disciplinary probation and/or whose probation has been indefinitely noted on the transcript may petition to have the probation lifted and/or the notation removed from the transcript. This petition will not be acceptable if submitted sooner than one calendar year from the date the probation began. Students must petition the Vice-President for Student Services who may choose to convene the College Discipline Committee to review the petition and make a recommendation. The decision of the Vice President for Student Services is final.

5.1.3 *Disciplinary Suspension*—Disciplinary suspension is the disenrollment of a student from Doña Ana Community College. Suspensions will last a minimum of one full semester. Students may re-enter DACC at the conclusion of the suspension only by consent of the Vice-President for Student Services in cases of nonacademic misconduct, or the Vice-President for Academic Affairs in cases of academic misconduct. A permanent notation of a suspension will be made on the student's transcript.

5.1.4 *Dismissal*—Dismissal is the disenrollment of a student for an indefinite period of time. Students may not re-enter Doña Ana Community College for at least one year, and then only by consent of the Vice-President for Student Services in cases of nonacademic misconduct, or the Vice President for Academic Affairs in cases of academic misconduct. A permanent notation of dismissal is placed on the student's transcript.

5.1.5 *Expulsion*—Expulsion is the disenrollment of a student whereby the student is not eligible for readmission to NMSU-DACC. A permanent notation of expulsion will be placed on the student's transcript.

5.2 Sanctions Imposed upon Student Organizations. The following are possible sanctions that may be imposed upon a student organization for infraction of regulations:

5.2.1 *Written Warning*—Written warning is a notice in writing to the student organization that it is in violation or has violated the Student Code of Conduct.

5.2.2 *Disciplinary Probation*—Disciplinary Probation is a written reprimand to a student organization for violations of NMSU-DACC regulations or local, state, and/or federal laws. Organizations placed on disciplinary probation are deemed "not in good standing" with NMSU-DACC. The duration of the probationary period and conditions imposed shall be in proportion to the seriousness of the misconduct. Duration will be at least thirty (30) days, but may be extended indefinitely. Depending on the circumstances, and at the discretion of the Hearing Official(s), additional stipulations may be enforced. These additional stipulations may be, but are not limited to, suspension of rights and privileges, suspension of eligibility to participate in official extracurricular activities, termination of housing privileges on University premises, and restitution for damages incurred by the University. During the probationary period, reported violations of the Code of Conduct or conditions of the probation, will result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, or suspension or termination of NMSU-DACC recognition. Additionally, if a student organization should have a previous NMSU discipline record, it may be considered in determining appropriate sanctioning for any future Code of Conduct violations. The organization may return to the status of "in good standing" with NMSU-DACC at the conclusion of the probationary period, assuming all conditions have been satisfied, and upon gaining approval from the Vice President for Student Services.

5.2.3 *Suspension of NMSU-DACC Recognition*—This sanction serves as notification to the organization that its conduct is in violation of NMSU-DACC regulations, or local, state, and/or federal laws; and that its by-laws with the SGADACC, along with all privileges afforded a recognized student organization, is being withdrawn for a specified period of time. The suspension will last a minimum of one full calendar year and will take effect immediately upon notification. As with disciplinary probation, additional conditions may be attached and further disciplinary action may result if conditions are not met.

Reinstatement of an organization's by-laws can only be granted by the Vice President for Student Services after the period of suspension when all conditions of the suspension have been met.

5.2.4 *Termination of NMSU-DACC Recognition*—This sanction serves as notification to the organization that its conduct is in violation of NMSU-DACC regulations, or local, state, and/or federal laws, and that its by-laws with NMSU-DACC, along with all privileges afforded a recognized student organization, is

being withdrawn immediately. The organization is not eligible for reinstatement of its by-laws for a minimum of five (5) years. Reinstatement of an organization's by-laws can only be granted by the Vice-President for Student Services.

6 AMENDMENTS TO THE CODE OF CONDUCT

Recommendations for changes related to the nonacademic discipline process will be referred to the College Discipline Committee through the Vice President for Student Services. Recommendations for changes related to the Academic Discipline process will be referred to the DACC Academic Appeals Board through the Vice-President for Academic Affairs or a designee. The NMSU Discipline Committee will meet, as needed, to review the Code of Conduct and recommend changes to the Vice President for Student Services.

7 STATEMENT OF LIMITATIONS

No student or student organization shall be subject to disciplinary procedures due to alleged violation of NMSU-DACC regulations unless procedures are initiated within one year from the time the alleged misconduct occurred, or was made known to the Vice-President for Student Services or President, whichever occurs later. The one-year period of limitation, as referred here, will apply only while the student is enrolled at NMSU-DACC. If the disciplinary procedures cannot be completed for reasons beyond the control of NMSU-DACC, a time limitation will not be imposed.

SECTION 2: Discipline-Related Policies and Procedures

The sequence of the following policies is not intended to imply an order of importance or significance to New Mexico State University/Doña Ana Community College.

Alcohol Policy

Statement of Purpose. The Regents of New Mexico State University recognize that diversity of opinion and freedom of choice are concepts upon which higher education has been established. Inherent within these two basic concepts are the exercise of individual responsibility and making informed decisions on matters related to personal behavior. These are concepts basic to all American freedoms.

Within the setting of the University—a term which here includes its four community colleges—faculty, staff, and students must demonstrate a mutual respect and commitment to the institution's educational mission while at the same time fostering diversity of opinion, freedom of choice, and responsibility.

In this regard, the University respects the right of those of legal age to consume alcohol if they so choose, providing they do so in accordance with this policy and all applicable laws. This Alcohol Policy shall apply to every function or event, including but not limited to receptions, banquets, dinners, picnics, or any outdoor event, social event, and campus-wide activity sponsored by organizations or individuals associated with New Mexico State University. Off-campus events conducted by University-approved organizations are bound by this policy.

NMSU recognizes it cannot protect its staff and students from making decisions that could potentially cause harm to themselves or others. NMSU disclaims any intention to assume duties to protect its staff and students from their own abuse of drugs or alcohol or to protect third-party persons from the conduct of the staff or students.

Scope of Policy. This Alcohol Policy shall apply to all NMSU campuses (Las Cruces Main and community colleges) that have applied for and received a waiver from their respective county jurisdictions.

Permissible Use of Alcohol

Where permitted under the policy, the use of alcohol shall be considered a privilege and may be allowed only if consistent with local, state and federal laws and University policy, and only when it does not interfere with the academic atmosphere of the University.

1. Students of legal age are permitted to use alcohol only in a manner consistent with this policy and the Student Code of Conduct.
2. Students who reside on campus and are 21 years of age or older may possess and consume alcohol as permitted by law and in areas designated by the Director of Housing and Residential Life. Refer to the Housing Policy for those areas designated as "alcohol free."
3. Selling, either directly or indirectly, of alcoholic beverages on campus is prohibited, except in those University facilities possessing a state alcohol license granted under the authority of the Board of Regents, or where pre-approved by the president (or his/her designee) by event type. The president (or his/her designee) has authorization, at his/her discretion, to grant permission for the serving or sale of alcohol at any other on-campus event.

   All venues approved for the routine sale of alcoholic beverages must have in place an approved policy for the sale and service of alcoholic beverages.
4. Events occurring on campus involving alcohol must obtain the proper approval/permit. The following shall apply:
   a. Any event involving alcohol must be registered and approved by the University in order to obtain a proper permit.
   b. Student groups, campus organizations and Greek affiliates who wish to host events involving alcohol must have proper policies in place, consistent with University policies and local, state and federal laws, before they will be issued a permit for their event.
   c. Student fees may not be used directly to purchase alcohol. However, in certain cases, student fees may be used to fund events where alcohol may be served, provided the appropriate permits are obtained and applicable policies are adhered to.
   d. Permits will be issued by the president (or his/her designee).
   e. State law requires that anyone serving alcohol must complete a class and receive a server's permit.
   f. If the consumption of alcohol is a normal part of an academic class, written approval for use must be obtained from the Office of the Executive Vice President and Provost and the Alcohol Review Committee.

Unacceptable Use of Alcohol

NMSU discourages the use of alcohol that is inconsistent with local, state and federal laws and University policy. NMSU recognizes that the illegal use of alcohol interferes with the academic environment of this institution and the personal growth of its students.

1. NMSU explicitly prohibits the unlawful use, possession, sale, or distribution of alcohol or controlled substances by all students and employees. Any violation of applicable local, state, and/or federal law is considered to be a violation of this institution's policies.
2. Staff and/or students will be disciplined if their use of alcohol threatens to create disorder, public disturbances, danger to themselves or others, or property damage.
3. Students who have not yet reached legal age are prohibited from purchasing, using, and/or possessing alcohol.
4. Except as outlined by this policy, consumption or possession of alcohol intended for consumption is prohibited on the all University campuses. Possession of alcohol intended for consumption is permitted for the sole purpose of prompt delivery to a designated, approved location.
5. Open containers of alcohol are prohibited outside of designated areas.
6. Kegs, party balls or common containers are not permitted, unless in conjunction with an event approved by the president (or his/her designee).

Alcohol-Related Misconduct

1. **Possession of false identification.** Students found in possession of, or attempting to use false identification in order to procure alcohol will be subject to the fullest force and effect of the consequences outlined in this policy and/or the Student Code of Conduct.
2. **Alcohol as an aggravating factor to other violations.** If alcohol is found to be an aggravating factor in other violations of the Student Code of Conduct and/or local, state and federal laws, the student may be subject to more severe punitive sanctioning.
3. **Off-campus violations of Student Code of Conduct.** The University reserves the right to impose sanctions upon students and student organizations that violate this policy and/or the Student Code of Conduct, even if such actions occur off-campus.

Consequences for Violations

1. Students found to be in violation of any of these policies through Student Judicial Services will be subject to disciplinary action ranging from Disciplinary Probation in conjunction with educational sanctioning through Expulsion from the University.

2. Students in violation may also be subject to the disciplinary procedures of Housing and Residential Life, if applicable.
3. Staff or students found to be in violation will also be subject to all local, state and federal laws and nothing in this policy shall be construed to protect staff or students from such actions as local, state and/or federal law enforcement deem appropriate. Similarly, if local, state and/or federal law enforcement entities decide not to pursue action against violators, the University reserves the right to process violations through the Student Judicial Services and/or Housing and Residential Life, if applicable.
4. Staff or students who have not been found to be in violation of any of the policies herein who wish to self-identify and seek confidential help through the Employee Assistance Program, the Counseling Center and/or the Wellness, Alcohol and Violence Education Program, will not jeopardize their employment or academic status. This benefit will continue as long as the staff member or student refrains from further alcohol misuse and/or abuse.

Tailgating

On days on which an NMSU football game is scheduled at Aggie Memorial Stadium, consumption of alcohol in designated areas is authorized, subject to the restrictions of this policy.

1. Tailgating will be limited to four hours prior to kick-off and two hours after the game ends. (Exceptions to the start/end times of tailgating may be granted based on scheduled kick-off time.)
2. Tailgating activities are authorized solely within the tailgate sections jointly designated for such use by the athletics director, the assistant vice president for facilities, the director of special events, and the NMSU police chief. A map reflecting the areas designated for tailgating shall be made available to the public on request and posted online at the NMSU Athletics Department website.
3. Persons under the age of 21 are prohibited from drinking alcohol in accordance with state and federal laws and University policy.
4. Glass containers are not permitted.
5. Disruptive behavior, disorderly conduct, public drunkenness and similar types of behavior will not be tolerated.
6. Kegs, party balls or common containers of any kind are not permitted.
7. No alcoholic beverages may be brought into the Aggie Memorial Stadium.
8. For those of legal age, the quantity of alcoholic beverages one can bring to the tailgate section is limited to the amount one person can reasonably consume.

Drug-Free Workplace, Drug-Free Schools and Communities Act, and Drug-Free Workforce Rules

STANDARDS OF CONDUCT. Students of New Mexico State University and Doña Ana Community College are considered a valuable asset, and their health and welfare are of serious concern. The University strives to maintain a safe and productive environment free from the influence of illicit drugs and unlawful use of alcohol. As a recipient of federal funds, the University is obligated to inform all students that the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities is prohibited, and is a violation of University policy. University property is defined as all lands and buildings under the control of the Board of Regents, New Mexico State University. Students who violate this prohibition will be subject to appropriate disciplinary action, which may include termination of employment or expulsion from school. It is also a federal requirement and a University policy that, as a condition of employment, any student will notify his or her immediate supervisor within five (5) days after conviction of a criminal drug offense occurring in the workplace.

HEALTH RISKS. Information outlining the risk of physical and/or psychological dependence on controlled substances and the effects of use, overdose, and withdrawal is available online at ***www.drugabuse.gov***, and from the Office of the Vice President for Student Services, Las Cruces Central Campus, rm. DAMA115. NMSU-DACC is required to inform students concerning these health risks.

Alcohol is also a drug, and students need to be aware of the health risks involved in using alcohol. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in large quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. Dependence on alcohol can be psychological when the drinker uses alcohol to escape from stress. A pattern of repeated heavy drinking produces a condition in which the body needs alcohol to function, and can lead to physical dependence.

Alcohol can kill. A large dose consumed at once can interfere with the part of the brain that controls breathing. The respiratory failure which results can bring death. Delirium tremens, the most extreme manifestation of alcohol withdrawal, can also cause death. Pregnant women who drink alcohol risk delivering babies stillborn or with serious abnormalities. Approximately half of the deaths from car accidents each year in the United States are related to alcohol abuse.

Available Drug or Alcohol Counseling, Treatment, Rehabilitation, and Re-Entry Programs

Any student who may have a drug or alcohol problem is encouraged to obtain confidential and voluntary counseling and/or treatment. In Las Cruces, outpatient treatment facilities with programs for drug and alcohol abuse are Associates for Counseling and Recovery, Southwest Counseling Center, and the Professional Assessment Center. Counseling and referral services are also available on campus. Students should contact DACC Counseling Services (527-7548) for information and confidential referral.

When a student or employee requires extended treatment and rehabilitation for a drug or alcohol problem, the counseling services on campus will arrange referral to an appropriate treatment program. In-patient treatment facilities in the area are Mesilla Valley Hospital in Las Cruces and The Peak Hospital in Santa Teresa. In Las Cruces, outpatient treatment facilities with programs for drug and alcohol abuse are Associates for Counseling and Recovery, Professional Assessment Center, and Southwest Counseling Center. A number of support groups are also available, including Alcoholics Anonymous, Al-Anon, Adult Children of Alcoholics, Co-Dependents Anonymous, and Narcotics Anonymous.

Any student who has been dismissed or suspended for drug or alcohol violations and who has evidence of successful rehabilitation may petition for readmission to NMSU-DACC upon recommendation from relevant psychological or psychiatric professionals. Students who voluntarily seek treatment for drug or alcohol violations before disciplinary action, and students who are readmitted to the NMSU-DACC after rehabilitation, may be assessed and receive after-care counseling from an on-campus counseling center or be referred to an appropriate community resource.

Disciplinary Sanctions for Students

For possible sanctions that may be imposed upon an individual student for violation of the University's alcohol or drug policies, refer to the Student Code of Conduct, section 5.1.

LEGAL SANCTIONS. Federal trafficking penalties for methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl Analogue vary depending on the quantity of drugs involved and whether the offense is the first or a repeat offense. Prison sentences range from 5 years to life. Fines for trafficking in these drugs range from $2 to $8 million. Federal trafficking penalties for marijuana range from 10 years to life imprisonment, depending on the quantity involved and whether the offense is a first or repeat offense. Fines range from $250,000 to $8 million.

The New Mexico Legislature has enacted numerous laws concerning possession and trafficking of controlled substances. The most abused controlled substances are: marijuana, cocaine, heroin, LSD, and amphetamines. Fines and prison sentences vary according to the quantity of drugs involved and whether the offense is a first or repeat offense.

Marijuana. Fines for possession of marijuana range from not less than $50 to $5,000. Prison sentences range from 15 days to 18 months. The fine for trafficking marijuana is $5,000; prison sentences for trafficking range from 18 months to 3 years.

Cocaine and heroin. The fine for possession of cocaine and heroin is $5,000 and the prison sentence is 18 months. Fines for trafficking cocaine and heroin range from $10,000 to $15,000. Prison sentences for trafficking are 9 years for a first offense and 18 years for a repeat offense.

LSD and Amphetamines. The fine for possession of LSD and amphetamines is $1,000 and the prison sentence is up to 1 year. Trafficking in LSD and amphetamines carries a fine of $5,000 and a prison sentence of 3 years.

Alcohol abuse is subject to penalties specified by the Liquor Control Act. A driving-while-under-the-influence (DWI) conviction can result in a fine up to $300, and/or imprisonment up to 7 months, and/or prosecution for vehicular homicide, and/or license revocation and vehicle impoundment.

Drug Policies and Programs

The University attempts by various means to provide the University community with a basic knowledge and awareness of drug abuse, and to disseminate the results of current research on the effects of drug use. It continues to explore the availability of outside funding to support these additional activities in drug education, health, and rehabilitation, and its discipline and law enforcement.

EDUCATIONAL PROGRAMS. NMSU-DACC actively encourages students to learn about the physiological, psychological, social, and legal implications of alcohol and drug use and abuse. To facilitate the students' educational process, the University WAVE (Wellness, Alcohol, and Violence Education) program offers to students programs concerning these issues that are delivered to classes and student groups across campus as well as through weekly outreach events. WAVE and the Student Health Center jointly sponsor National Alcohol Screening Day. Additionally WAVE frequently advertises in the Round Up and provides information for articles that are published through campus media. WAVE and the Counseling Center also provide the BASICS (Brief Alcohol Screening and Intervention for College Students) program that assists individuals in examining their use, decisions, and consequences surrounding alcohol. A similar but abbreviated tool called E-CHUG is available on the WAVE website. WAVE is always interested in providing information across campus and can be reached at 646-2813.

To ensure that students receive the best help and information, involved personnel are encouraged to participate in seminars, workshops, and conferences to learn the latest approaches to drug education and the newest information available regarding alcohol/drug use and abuse.

Recognizing that the social environment changes rapidly, the University invites students to offer suggestions pertaining to their needs in the area of drug and alcohol education to the WAVE program coordinator.

Discipline and Law Enforcement

NMSU-DACC recognizes that many behaviors are restricted by state and federal laws. The basic premise of University discipline is to provide regulations for students in keeping with the laws of the State of New Mexico and the United States of America, as well as to maintain an environment maximally conducive to education. While the University does not normally take disciplinary action for off-campus violations, it retains the right to act in special cases.

With reference to drug violations, an individual apprehended for drug abuse off-campus is subject to civil proceedings and is not usually addressed through the University discipline system unless the off-campus actions impact the campus community. As a property owner, the University has the right to prohibit behaviors on that property that may not be restricted in other environments. This is especially relevant for housing regulations. Students who reside on University property, by doing so, consent to University housing regulations. As long as they reside in University housing, they are subject to University discipline.

A. **Amnesty.** Any student drug user who, prior to apprehension, voluntarily directs a request for rehabilitation to any University official, including the University Police, will be referred to the proper rehabilitation agency or medical authorities. The case will be kept strictly confidential, and no disciplinary or criminal action will be taken as long as the student upholds the agreement for rehabilitation and refrains from any other possession or use of illegal substances on-campus.

B. **Penalties for Drug Violation**

1. First offense for usage, possession, or accessory to a drug violation.
    a. If found guilty, or guilt is admitted (not relating to amnesty as defined above) for a violation of a law of the State of New Mexico or University regulation relating to one ounce or less of marijuana, the penalty may be as much as disciplinary probation or suspension.
    b. If found guilty, or guilt is admitted (not relating to amnesty as defined above) for violation of a law of the State of New Mexico or University regulation relating to narcotic drugs, marijuana (over one ounce), depressants, or other illegal drugs, the penalty may be as much as disciplinary suspension, dismissal, or expulsion.
2. If guilt is proven or admitted for selling, processing, delivering, compounding, or dispensing in any manner marijuana or any other dangerous narcotic, depressant, stimulant or hallucinogenic drugs, the student will be subject to penalties up to and including expulsion on the first offense.
3. A student who admits guilt, or is found guilty of a second drug offense, may be subject to penalties up to and including expulsion.
4. Any student who has been suspended or dismissed for drug violations, and has evidence of successful rehabilitation, may petition for readmission to the University upon recommendation from relevant psychological or psychiatric professionals.

C. **Exclusion from Campus.** Students suspended, dismissed or expelled from the University for drug violations, or those convicted of drug violations off-campus who persist in returning onto campus, will be subject to such legal procedures as deemed necessary to bar such entry, when probable cause of further violations of University regulations can be shown.

Firearms Policy

It is unlawful and against university policy for anyone to carry a firearm on university premises except for: (1) a peace officer; (2) university security personnel; (3) student, instructor or other university -authorized personnel who are engaged in army, navy, marine corps or air force reserve officer training corps programs or a state-authorized hunter safety training program; (4) a person conducting or participating in a university-approved program, class or other activity involving the carrying of a firearm; or (5) a person older than nineteen years of age on university premises in a private automobile or other private means of conveyance, for lawful protection of the person's or another's person or property.

As used in this policy, university premises means: (a) the buildings and grounds of a university, including playing fields and parking areas of a university, in or on which university or university -related activities are conducted; or (b) any other public buildings or grounds, including playing fields and parking areas that are not university property, in or on which university-related and sanctioned activities are performed. Whoever commits unlawful carrying of a firearm on university premises is guilty of a petty misdemeanor and may be subject to disciplinary action as appropriate.

Prohibition of Hazing and Hostile Misconduct

The University promotes a safe environment where students, faculty, staff and visitors may reside on campus, participate in university-sponsored activities and be members of organizations recognized by NMSU-DACC without compromising health, safety, or wellness. It is therefore the University's policy to prohibit any act or omission which constitutes hazing, bullying or other hostile misconduct, as well as retaliation against persons who report misconduct pursuant to this policy. In the event an allegation of hazing, bullying, hostile misconduct or retaliation is substantiated after objective investigation, appropriate corrective or disciplinary action will be taken to ensure that the offensive behavior does not recur.

A. "Hazing" is an act committed by one or more individuals, on or off campus, where the following apply:

1. The act was committed in connection with student or employee status or in connection with an initiation into, an affiliation with, or the maintenance of membership in, any organization. For the purpose of this policy, "organization" means an intercollegiate or intramural athletic team; chartered student organization; or other association, order, society, corps, cooperative, club, department, unit, division or similar group that is officially affiliated with the University and whose membership consists primarily of enrolled students or employees of the University; and
2. The act creates unreasonable risk of emotional or physical harm, or causes actual physical harm, mental duress or degradation, or interferes with a person's academic endeavors or progress, or work environment.

B. "Bullying" is an act or omission that intimidates or mistreats a person, typically a person perceived to be weak or vulnerable.

C. "Hostile Misconduct" is an act or failure to act, which is sufficiently severe, pervasive or persistent so as to interfere with or limit a person's ability to participate in academic opportunities or activities, or to work productively in the workplace. The hostile misconduct prohibited by this policy need not be based on any protected class, which is similarly prohibited by the University's anti-discrimination policies.

D. Retaliation for purposes of this policy is retribution in any form against a person who has in good faith: (a) opposed the misconduct prohibited by this policy; (b) filed a complaint of hazing, bullying or other hostile misconduct with their supervisor, the Office of Human Resource Services department or other appropriate office with jurisdiction; (c) assisted with or participated in an investigation, proceeding or hearing related to enforcement of this policy. Retaliation in and of itself, if substantiated by investigation, will result in disciplinary action, up to and including termination.

E. An act of hazing, bullying or other hostile misconduct may also constitute illegal discrimination if it is based upon age, ancestry, color, mental or physical disability, gender, genetics, serious medical condition, national origin, race, religion, sexual orientation, gender identity, spousal affiliation, or veteran status. In this event, it shall be reported to the Office of Institutional Equity for action under the University's anti-discrimination policies, which also prohibit retaliation.

F. An act of hazing, bullying or other hostility may also constitute a hate crime under the laws of New Mexico, and shall be reported to the NMSU Police Department for potential criminal investigation and prosecution.

G. It is a violation of this policy even if the recipient of the misconduct consented to or acquiesced in the hazing, bullying or other hostile act or omission.

H. Examples of hazing, bullying and other hostile misconduct may include, and are not limited to:

1. Verbal acts and name calling; graphic and written statements, which may include the use of cell phones or the internet;
2. Threats of, or actual harm or humiliation;
3. Physical abuse, such as whipping, beating, branding, pushing, shoving, or tackling, use of physical restraints, etc;
4. Forced physical activity, such as consumption of food, liquor or drugs, or sleep deprivation;
5. Theft and/or destruction of property under any circumstance;
6. Yelling, screaming, or calling members (prospective or actual) demeaning names, or restricting normal routine social interaction;
7. Engaging in behavior that a reasonable, similarly situated, person would consider humiliating and or degrading to others;
8. Forcing, requiring or endorsing new members to violate university policies, organization/association bylaws, team rules and/or any local, state, or federal law.

I. This policy is not intended to prohibit the following conduct:

1. Customary public athletic events, contests or competitions as sponsored by the University;
2. Activity or conduct that furthers the goals of NMSU educational curriculum, extracurricular program, military training program, or other official university function or program.

J. Prevention of hazing, bullying, hostile misconduct and retaliation is the responsibility of every member of the university community. Each organization, association, athletic team, department, unit, division, as well as each individual, has the obligation to report incidents that are believed to be associated with hazing, bullying, hostile misconduct, or retaliation to the DACC Vice President for Student Services, the NMSU Office of Student Judicial Services, the NMSU Office of Institutional Equity, the NMSU Police Department, or other university supervisor or official independent from the offensive conduct.

K. All alleged incidents of hazing, bullying and other non-discriminatory hostile misconduct or retaliation addressed by this policy will be taken seriously, shall be investigated and when warranted, corrective or disciplinary action will be taken.

1. An objective, confidential investigation will be conducted by the supervisor, in consultation with the Office of Human Resource Services, into each complaint received.
2. The actions or omissions subject of a complaint and substantiated by investigation will be assessed based on the totality of the circumstances, and will involve making a determination whether the alleged hostile misconduct was sufficiently severe, pervasive or persistent such that a similarly situated reasonable person would be significantly and adversely impacted in his or her ability to benefit from the educational or work opportunities provided by the institution.
3. Substantiated violations will result in administrative, civil and/or criminal sanctions to the offending employee, student or student organization.
4. One or more of the following offices or processes may be involved in affording relief to the person who has experienced the hazing, bullying, hostile misconduct or retaliation: the Employee Assistance Program, Counseling Center, Employee Health Services, Student Health Center, the Office of Student Judicial Services, the administrative review process of the Department of Campus Activities, the Social Misconduct Review Board of the Department of Athletics, the Office of Housing and Residential Life, the appropriate supervisor in coordination with the Office of Human Resource Services in accordance with the applicable NMSU grievance and/or disciplinary process, as well as through the appropriate local, state, and/or federal law enforcement agencies.

Mental Health Policy

The staff and faculty of NMSU-DACC are concerned about the health and well-being of students. Occasionally, students are confronted by illnesses that interfere with their academic progress. In such situations, withdrawal from NMSU-DACC may be in the best interest of all concerned. Guidelines for the administration of psychiatric withdrawals under the Mental Health Policy are available in the office of the Vice President for Student Services, Las Cruces Central Campus, rm. DAMA-115.

Campus Access — Prohibited and Restricted

RESTRICTED ACCESS POLICY: In order to establish an appropriate environment and preserve university property for educational purposes, the University reserves the right to restrict access to some of its lands and facilities. Academic spaces are generally used for educational purposes only, and buildings which serve as residences for students are restricted to students, their guests, and appropriate university employees. While some other university facilities and grounds are available to the general public, activities must be scheduled and authorized, and facilities/grounds must be used according to university rules and regulations. No individual(s), except for those contracted to reside on campus, shall temporarily or permanently remain overnight on the property of the Board of Regents, or dwell on the property of the board, including but not limited to, in motor vehicles, or in temporary or permanent structures, without the specific prior approval of the vice president for student services (or designee). Members of the campus community, as well as visitors, are expected to behave in ways that do not interfere with the rights of others to pursue an education and/or do not disrupt community living on campus. Behaviors of any individuals that interfere with, disrupt, impair, or obstruct the processes, procedures, or functions of the University are prohibited.

Failure to comply with this policy could subject the individual to warning, probation, and removal from the campus, arrest, barring from the campus, or any other sanctions applicable under the Student Code of Conduct, university personnel policies, or state or federal laws. Actions taken under this policy will be initiated by the vice president for student services (or designee). Contested administrative actions may be appealed in writing to the president of Doña Ana Community College within 3 working days after receipt of the decision made by the appropriate administrative officer. The decision of the president of the community college is final.

PROHIBITED ACCESS POLICY: The following individuals may be prohibited from entering upon land or buildings owned or used by the board, its colleges, departments, community colleges, experiment stations, ranches, and all property owned or occupied by agencies supervised by the board:

- Persons charged with criminal acts against the board or students or employees during the pendency of such criminal charges.
- Persons found guilty by a court of competent jurisdiction of criminal acts against the board or students or employees.
- Any individual whose presence on the campus constitutes a clear and present danger to the persons, property, or peace of the board, or students, employees, or agents (contractors).
- Any individual whose presence on campus, given all attendant circumstances, could reasonably cause injury against the persons or property of the board or students or employees.
- Any student ordered withdrawn under the Medical/Psychiatric Withdrawal Policy (available in the Office of the Vice President for Student Services).

In order to be prohibited from use of university lands and buildings, individuals must be notified in writing of the prohibition by the vice president for student services (or designee). Notice may be made personally or by certified mail. Individuals so notified shall be immediately barred subject to the right to request a hearing within 3 days of the service of the notification or within 6 days of the date of mailing the certified letter. Extension of time will be given to the next business day for any day that occurs on a weekend or a holiday as established by the University. Appeals shall be made by giving written notice to the Office of the president of Doña Ana Community College of intent to appeal. Hearing on the appeal shall be within 7 days from the receipt of the notice of appeal. Neither the individual prohibited nor the NMSU/DACC shall be represented at the hearing by legal counsel.

The hearing need not conform to the strict rules of legal evidence. In the event that the president of the community college reverses the prohibition, the individual shall be immediately entitled to enter upon university land or property. In the event that the president of the community college affirms the decision, the individual's prohibition shall continue. The decision of the president of Doña Ana Community College is final. Under most circumstances, prohibitions under this policy will be for one year or less. When the prohibition is indefinite, the affected individual may petition for the removal of the prohibition after one calendar year by submitting a written request to the vice president for student services. With respect to individuals convicted of criminal acts against the University, its students, or employees, the one year shall commence at the time the individual is released from incarceration resulting from the conviction. Any violation of such prohibition may result in legal action by the board against the individual, including such criminal charges as may be appropriate under the circumstances, including criminal trespass.

VACATING UNIVERSITY BUILDINGS OR PROPERTY. The University recognizes the importance of providing a venue where members of the community can freely and openly express their ideas. However, if an individual(s) and/or organization improperly or illegally occupies university buildings or property, the following statement will be read:

> "You are violating university regulations and/or state laws concerning improper occupation of buildings or property. If you leave within the next 10 minutes, no further action will be taken. If you do not leave within 10 minutes, you may be arrested. If you are a student, you may also be subject to disciplinary action as outlined in the Student Code of Conduct."

In the event a crime (other than the peaceful but illegal occupation of a building or property) has occurred, is occurring, or is about to occur, action may be taken without regard to the above statement by the appropriate university officials in order to protect the safety, lives, and property of the university community.

Sexual Misconduct Policy

NMSU-DACC will not tolerate sexual misconduct of any kind as defined herein:

Forced Sexual Contact—Any harmful, insulting or non-consensual verbal or physical contact of a sexual nature with another person (including touching, fondling, exposure, disrobing, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion, or helplessness. Forcing or intimidating a person to touch another's intimate parts shall also constitute sexual contact.

Forced Sexual Penetration—Intercourse (vaginal penetration); sodomy (anal penetration); oral copulation (oral-genital contact); or penetration with any object (including a finger), by the use of force, threats, coercion, or by taking advantage of a victim's helplessness.

A student charged with sexual misconduct, including acquaintance or date rape, can be prosecuted under New Mexico criminal statutes and disciplined under the Student Code of Conduct. Even if the law enforcement authorities choose not to prosecute, the University can pursue disciplinary action.

A violation occurs when there is participation in any kind of sexual misconduct by a student individually or in concert with others. Since NMSU-DACC hopes to educate students in order to prevent violations, students should understand that:

A. Forced sexual penetration or other unwanted forced sexual contact is defined as sexual misconduct whether the assailant is a stranger or an acquaintance of the victim.

B. Alcohol and/or drug use, intoxication, or any impairment of the accused, does not absolve responsibility for sexual misconduct.

C. In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/drug use or other impairments, the accused will be held responsible for sexual misconduct.

D. Force or coercion is defined as:

   1 the use of physical force or physical violence; or

   2. the use of threats, including but not limited to physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute such threats; or

   3. the use of verbal comments or nonverbal behaviors/gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.

E. Threat is defined as an expression of intention to hurt, destroy, or punish the victim or another.

Where there is cause to believe that NMSU-DACC regulations prohibiting sexual misconduct have been violated, the University will initiate disciplinary action. Accusations of sexual misconduct will be investigated by the vice president for student services according to the Code of Conduct. If evidence is available to indicate that a student is guilty of sexual misconduct, or if guilt is admitted, the penalty for such misconduct may be as much as disciplinary suspension, dismissal or expulsion.

Special Grievance Policies

Student Academic Grievance Policy

Procedure for Initiating Grievance Complaints: This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by NMSU-DACC or its employees, disputes with faculty and/or alleged unfair treatment. Usually this method is used to appeal a grade the student feels was not justified. **Under no condition should these policies be used when the student has allegedly violated the University Code of Conduct or a contractual agreement,** and at no hearing should either party have a lawyer. Any student who believes that he/she has been unjustly treated within the academic process may proceed as far as necessary in the steps detailed below. Should the alleged grievance not involve a faculty member or course, a student is to appeal directly to the department chair/program director or division dean in whose area the alleged grievance occurred.

1. **Appeal to the faculty member.** The student is to submit a written appeal to the faculty member within 30 days after the start of the grading period following the grading period in which the alleged grievance occurred. If the alleged grievance occurs during a summer grading period, the student is to submit an appeal no later than 30 days into the fall grading period following the summer grading period in which the alleged grievance occurred. The faculty member and the student are to discuss the problem. The faculty member will submit a written report outlining his or her decision to the student and division dean within ten working days of receipt of the student's written appeal.
2. **Appeal to the department chair or program director.** If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the department chair/program director in which the course in question was taught. This is to be done within ten days of the receipt of the faculty member's written decision. The faculty member, the department chair/program director, and the student are to meet to discuss the problem. The department chair/program director will send a written response outlining his or her decision to the student and faculty member within ten days of this meeting.
3. **Appeal to the division dean.** If a satisfactory decision cannot be reached among the department chair/program director, the faculty member, and the student, the student or the faculty member may submit a written statement of appeal to the division dean. This is to be done within ten working days after the receipt of the written decision by the department chair/program director. The division dean may request a written recommendation from the College Academic Appeals Board. Should this be the case, the College Academic Appeals Board will conduct a hearing with the student and faculty member (not necessarily at the same time) to review the merits of the appeal. They may also ask for supporting evidence for or against the decision of the department chair/program director within five working days following the conclusion of their review process. The division dean may meet with the student, faculty member, and department chair/program director to discuss the appeal (not necessarily at the same time). The division dean will submit a written response outlining his or her decision to the student, faculty member, department chair/program director, and Vice President for Academic Affairs within ten days of the last meeting.
4. **Appeals to the Vice President for Academic Affairs.** The Vice President for Academic Affairs may, at his or her discretion, review the appeal upon the written request of the student or faculty member and render a final decision. An appeal to the Vice President for Academic Affairs is the last step in the appeals process, and the decision of the Vice President for Academic Affairs cannot be appealed further. Should the Vice President for Academic Affairs not choose to review the appeal, the decision of the division dean is final.
5. **Exceptions to the time involved.** The division dean may waive the normal time frame for appeals for compelling reasons. Regardless of circumstances, academic appeals must be initiated with the course instructor within two years of the conclusion of the grading period in which the course was taken.
6. **Enrollment.** A student need not be enrolled at NMSU-DACC to initiate an appeal.

College Academic Appeals Board. The College Academic Appeals Board will be appointed by the Vice President for Academic Affairs to hear student appeals. The appeals board will consist of three faculty members and two students.

Maintenance of records. Instructors and/or departments shall keep records used to compute individual grades for two years after the completion of a course. If a grade has been appealed, these records shall be kept for at least two years after completion of the appeal. Academic divisions or departments may require that records be kept for longer periods.

Student Nonacademic Grievance Policy

Any student who believes that he/she has been treated unjustly in a nonacademic area, not involving a contractual agreement, can file a grievance as long as the Code of Conduct has not been violated. The purpose of this policy is to allow the parties to resolve

grievances at the lowest administrative level in a fair and expeditious manner without the involvement of lawyers. A grievance must be filed no later than thirty (30) days following the time the alleged problem occurred. Failure of NMSU-DACC personnel to respond within ten (10) days, at any level in the procedure, will allow the student to proceed to the next step. The channel of appeal for nonacademic grievances shall be:

1. The aggrieved student must first confer with the staff member involved in an attempt to resolve the problem.
2. Unresolved grievances shall be filed in writing by the student with the appropriate supervisor. The supervisor will conduct an inquiry and attempt to resolve the matter impartially and as quickly as possible. This step must be concluded within ten (10) days of the date the grievance was received.
3. If the grievance is not resolved at Step 2, the student may forward a copy of the grievance and all relevant correspondence to the appropriate campus officer. The campus officer (or his/her designee) will conduct an investigation and attempt to resolve the issue. This process shall be concluded within ten (10) days of the date the grievance was received.
4. If the issue is not resolved in Step 3, the student may appeal to the President of DACC. If warranted, the President will appoint a hearing panel consisting of a student, a faculty member, and a staff person from academic units not involved in the grievance. If a hearing panel is appointed, the parties involved in the grievance will be allowed to submit written documentation concerning the problem, may be present at all hearing sessions, and will be given the opportunity to provide additional oral information on their behalf.

Upon completion of the hearing(s), the panel will forward a written recommendation to the President or his/her designee. This document should include findings of fact and the basis for the recommendation. The decision of the President or his/her designee is final.

Grievance Procedures for Students with Disabilities

Procedures are in place to provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 or by the Americans with Disabilities Act (ADA) of 1990, which prohibit discrimination on the basis of disability.

For further information, contact the NMSU Office of Institutional Equity Director, O'Loughlin House, telephone 575-646-3635, TTY 575-646-7802.

Student Special Care Policy

To ensure the safety and well-being of our students, NMSU-DACC may, on occasion, require that students receive a particular type of care or treatment (e.g., emergency medical attention, live-in attendants, or vaccinations) as a condition of continued enrollment or eligibility to reside in university-operated housing. When this care or treatment is required by the cognizant NMSU-DACC administrator, the student will be obligated to assume any financial responsibility associated with the treatment.

Furthermore, NMSU-DACC may, on occasion, contact a student's parents, legal guardian, or spouse in cases of extreme emergency, or where a possibility of imminent harm exists. This will occur only when, in the judgment of the appropriate official, the best interests of the student and the institution will be served.

When practical, NMSU-DACC will notify the student, in writing, of its intention to undertake the steps authorized by this policy. This decision may be appealed by the student to either the NMSU Vice President for Student Success or the DACC Vice President for Student Services within 24 hours of notification. The appeal should be in writing and clearly state the reasons why the student objects to the proposed action. The NMSU Vice President for Student Success and/or the DACC Vice President for Student Services will review the facts in the case and convey a decision to all parties within 48 hours. The decision of the NMSU Vice President for Student Success and/or DACC Vice President for Student Services shall be final.

SECTION 3: Additional Policies and Procedures

Children in the Workplace

Students, staff, faculty, and administrators can expect to attend and teach class, or complete work or research in laboratories, libraries, offices, and other workplaces with a minimum of distractions or interruptions. Consequently, the following regulations have been established, and will be enforced by the appropriate dean or administrative supervisor, to ensure that an appropriate academic environment is maintained.

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate dean or administrative supervisor.
3. Children may not attend a class in session without the prior approval of the instructor. Children under the care of the instructor may not attend class without the prior approval of the immediate supervisor.
4. Children may, on rare occasions and with the approval of the supervisor, accompany a parent to the workplace. However, the expectation is that parents will make alternate arrangements for the care of their children during normal working hours.
5. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program or event sponsors.

Family Educational Rights and Privacy Act of 1974

New Mexico State University maintains academic, disciplinary, and other records pertaining to students in accordance with the specifications of the Family Educational Rights and Privacy Act of 1974 and amendments. Students who are interested in acquiring access to their records should make their requests to the chief administrator of the following offices:

1. Admissions
2. Auxiliary Administration
3. Counseling and Student Development Center
4. Dean of NMSU Colleges of Arts and Sciences, Business, Education, Engineering, Health and Social Services
5. Vice President for Student Success & Extended Learning
6. Dining Services
7. Financial Aid
8. Housing and Residential Life
9. Placement and Career Services
10. Registrar
11. Student Support Services
12. Vice President for Student Success

Directory information will be released upon request unless the student does not wish such a release and notifies the Registrar's Office in writing. Directory information includes student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.

Disclosure of the types of records maintained by the institution is available upon request by the student as are all other requirements stipulated by the Family Educational Rights and Privacy Act of 1974 as they pertain to New Mexico State University. Further information regarding details may be acquired from the Registrar's office.

Film Policy

In order to comply with the Federal Copyright Act (Title 17 United States Code) which governs how copyrighted materials, such as films/movies, may be used, it is strongly suggested that chartered student organizations and university departments of New Mexico State University review and adhere to the following guidelines as indicated by the Motion Picture Licensing Corporation when the proposed event involves the screening of a film/movie on campus. The Department of Campus Activities will be available for consultation regarding the public performance licensing procedures, but will not be responsible for ensuring that the student organization or university department has complied with the intent of the law and has secured the appropriate license.

By law, as well as by intent, the pre-recorded videocassettes and DVDs (referred to henceforth as "Videos") which are available in stores throughout the United States are for all purposes intended for "home use only." Rentals or purchases of Videos do not carry with them licenses for non-home showings. Before you can legally engage in any non-home showings, you must have a separate license, which specifically authorizes such use.

Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act's provisions governing the showing of Videos. The Copyright Act grants to the copyright owner the exclusive right, among others, "to perform the copyrighted work publicly." (Section 106 – FCA) In summary, the Copyright Act mandates:

- The rental or purchase of a Video does not carry with it the right "to perform the copyrighted work publicly." (Section 202 – FCA)
- Videos may be shown without a license in the home to "a normal circle of family and its social acquaintances" (Section 101 – FCA) because such showings are not "public."
- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined "face-to-face teaching activities" (Section 110.1 – FCA) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1) – FCA)
- Other showings of Videos are illegal unless they have been authorized by license. Even "performances in 'semi public' places such as clubs, lodges, factories, summer camps and schools are 'public performances' subject to copyright control." (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)
- Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so—regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Showings of Videos without licenses, when one is required, are infringements of the established copyright. If done "willfully and for purposes of commercial advantage or private financial gain," they are a federal crime and subject to a $150,000 penalty per exhibition (Section 506 – FCA). In addition, even innocent or inadvertent infringers are subject to substantial civil damages ranging from $750 to $30,000 for each illegal showing and other penalties. (Sections 502-505 – FCA)

Obtaining a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films The major firms that handle these licenses include:

Swank Motion Pictures, Inc.
http://www.swank.com
1-800-876-5577

Criterion Pictures
http://www.criterionpicusa.com
1-800-890-9494

Motion Picture Licensing Corporation (MPLC)
http://www.mplc.com
1-800-462-8855

Freedom of Expression Policy

New Mexico State University recognizes and promotes an intellectually open campus. The free exchange of ideas through written, spoken, and other forms of expression reflects its public land-grant heritage, support of diverse points of view, and commitment to excellence in education and research.

A. **Campus Use for Free Expression.** Any outdoor area that is generally accessible to the public may be used by any individual or group for petitioning, distributing written material, handing out newspapers, or conducting speech acts. Prior approval is not necessary as long as the primary action is not to advertise or sell a commercial product. Activities must follow all applicable fire codes, local, state, and federal laws.

Activities shall not:

- Unreasonably obstruct vehicular or pedestrian traffic.
- Block the entrances or exits to buildings and facilities.
- Permanently occupy land areas or permanently locate signs and posters.
- Erect permanent structures, shelters or camps.
- Unreasonably interfere with classes, university work, and scheduled events.

In exercising the right of free expression, one must also accept the responsibility of following the laws related to the safety of people and property. If property damage or excessive littering occurs, or other unusual expenses are incurred by the University as a result of the event, event organizers may be held responsible for reasonable charges if deemed appropriate by the President or his/her designee.

1. **Petitioning and the Distribution and Posting of Literature and Signs**
   a. All literature distributed must contain identifying information, which may be either (1) the name of an NMSU-DACC sanctioned organization, or (2) the name and address (which may be an organization and e-mail address) of the unaffiliated entity or person or the telephone number of the unaffiliated entity or person for someone to contact in case of litter problems.
   b. Literature may be distributed hand-to-hand, through the use of tables, or by posting on designated bulletin boards and kiosks.
   c. Written materials may not be placed in non-approved locations. Written materials may not be placed on any part of a university building or structure without university permission. Posting on traffic signs, power poles, trees, and automobile windshields is not allowed.
   d. Tables are allowed as long as they do not unreasonably interfere with pedestrian traffic. Materials may not be left on unattended tables. While scheduling of tables is not required in advance, those individuals who have previously scheduled a site through the Campus Activities Office or other appropriate university offices will take precedence.
2. **Group Speech Activities**
   a. Group speech activities, including rallies, parades and demonstrations, that are advertised through public media including newspapers, radio, television, flyers, or electronic lists, may need to be coordinated through the NMSU Police Department (as described in 2b).
   b. Any individual, group, or organization sponsoring a group speech activity that is expected to draw more than 100 persons at one time and uses public media for advertising must notify the NMSU Police Department no less than 72 hours in advance of the activity, so that the NMSU Police Department can take appropriate actions to ensure the safety of the event and issue a permit as proof of prior notification. Activities expected to draw 500 or more participants, or require road closures or detours, must be scheduled two weeks in advance.
   c. Any individual, group, or organization planning a group speech activity is encouraged to contact the Campus Activities Office in advance so that activities may be coordinated with appropriate university offices. This will allow for locations to be reserved or other concerns to be addressed, such as the use of sound amplification equipment. Contacting the Campus Activities Office is voluntary and does not constitute an approval process.
      1) All scheduling is done on a "first come, first served" basis.
      2) Activities that are scheduled will receive priority in the use of space on campus.
3. **Electronic Sound Amplification**
   a. The use of electronic sound amplification equipment is authorized in the open lots to the east of the Pan American Center and Aggie Memorial Stadium, the Corbett Center Outdoor Stage, and the "Aggie Pond" area off Espina Street, from 7:00 A.M. to 7:00 P.M. Sunday through Thursday, and from 7:00 A.M. to midnight on Friday and Saturday.
   b. Sound amplification equipment may be allowed at other times and in other locations if coordinated in advance through the Campus Activities Office.
4. **Use of Chalk**
   a. Chalk may be used on campus as long as it is restricted to concrete walkways.
   b. All chalk used must be of a temporary or removable nature. Permanent chalk, such as surveyor's chalk, may not be used under any circumstances.

B. **Policy Enforcement.** Any person violating this policy will be subject to:

1. Being asked to cease and desist or to relocate by appropriate university employees acting within the scope of their duties.
2. Being ordered to leave the premises or property owned or controlled by the University, the police or a person in charge of the property.
3. Institutional disciplinary proceedings under the Student Code of Conduct if the violation was committed by a student. Violations by faculty or staff will be referred to the appropriate department or academic unit.
4. Arrest for violation of local, state, and/or federal law(s).
5. Restriction of future use of, or access to, the NMSU campus.

C. **Reference to Other Policies Impacting Freedom of Expression.** In the event that the terms of this policy conflict with other existing policies impacting freedom of expression in areas generally accessible to the public, the terms of this policy shall prevail.

Fund Raising/Sales and Solicitation

Raising funds is a means for campus organizations to supplement their other resources in meeting the goals of their organization. In order to avoid conflicts, duplications, or violation of laws or regulations, it is necessary to establish guidelines to aid in coordinating such activities.

Although the University supports organizational fund-raising efforts, it recognizes that the campus is not a market place to be exploited by opportune entrepreneurial projects. Fund raising is not the primary function of student organizations, and campus organizations do not have an implicit right to use the campus or the community for fund-raising activities.

Fund raising through sales and solicitations, both on and off campus, are governed by University Sales and Solicitation Policies. Full text copies of these policies are available from the Campus Activities Office. The Director of Campus Activities is responsible for interpreting the Sales and Solicitation Policy. The Campus Activities Office is located in Corbett Center Student Union, room 235.

Dining Regulations

Dining regulations are contained in the Dining Services contract, which each student agrees to when applying for dining services. Additional copies are available in the ID Card Office. Upon reasonable notice and for good cause the University reserves the right to terminate the Dining Agreement for failure of the student to abide thereby. Examples of good cause include, but are not limited to, failure to abide by the terms of the Dining Agreement, a change in student status (including academic or disciplinary suspension), or a failure to comply with the policies and regulations contained in the Campus Dining Services program brochure and/or official informational bulletins distributed by Campus Dining Services which are thereby incorporated into Dining Services Agreement. Dining regulations are enforced under the Student Code of Conduct.

Housing and Residential Life Application Acceptance Policy

The University reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to, having a criminal history, behavioral problems which may, in the opinion of the University, negatively impact the group-living environment, previous eviction from campus housing, and a poor rental history.

Housing and Residential Life Regulations

Housing regulations are contained in the Single Student Housing License Agreement, which each student agrees to when applying for housing services, as well as the "Housing and Residential Life Handbook," which each student receives at move-in. Additional copies are available at the Housing Office and all residential area offices. Students living off campus are also subject to housing regulations when visiting residential areas. Housing regulations are enforced through the Housing and Residential Life Office as well as through the Student Code of Conduct.

Procedures for Entry and Search of University-Operated Housing

The University respects the student's desire for privacy within the realm of the group-living experience on state property and will make every effort to protect that privacy. Campus premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. Campus living quarters may be entered for the purposes and under the restrictions listed:

A. **Procedures for Entry**

1. ***Maintenance:*** Premises may be entered after knocking, to give attention to health, sanitation, maintenance, and safety requirements.
2. ***Inspections:*** Housing personnel and any other appropriate university official(s) or staff may enter any room/house/apartment for inspection purposes with appropriate written notice. Twenty-four hours' notice will be given whenever possible. Housing personnel or any other appropriate university official conducting the inspection shall report violations of university regulations and state or federal laws via established procedures.
3. ***Other:***
   a. The University Housing staff may enter a room/house/apartment, after knocking, without written authorization when there exists immediate and compelling cause, e.g., loud noise, complaints from other residents, emergency circumstances (such as fire evacuation), or similar overt occurrences. Evidence of regulatory or statutory violations that exist in plain and open view of the entering staff members may be used in initiating disciplinary procedures.
   b. In instances where immediate and compelling cause does not exist, written authorization from the individual in charge of the residential area or his superior must be obtained prior to entry. Such authorization must show reasonable cause; i.e., there must exist a reason to believe, other than mere suspicion, that violations of federal and state statutes or university regulations are occurring. If the occupant of the room/house/apartment is absent, a staff member of the residential area must be present during the entry. Evidence of regulatory or statutory violations that exist in plain and open view of the entering staff member may be used in initiating disciplinary procedures.
   c. Police entrance shall be governed by the requirements of customary legal investigative practice.

B. **Procedures for Administrative Search.** Upon presentation of reasonable cause, the Director of Housing and Residential Life or his/her superior may issue written authorization for the search of a designated room/house/apartment and the contents thereof. The authorization stating the reason(s), cause(s), or condition(s) necessitating the search shall be presented to the designated occupant(s) prior to the search. In execution of the search, the Director of Housing and Residential Life or his/her designee, the Coordinator for Residential Communities or his/her designee and the occupant should be present; however, it is not imperative that the occupant be present.

C. **Appeal and Grievance Redress**

1. ***Entry and Search Authorization Appeals.*** In cases where disciplinary procedures arise from evidence obtained on the basis of entry or search authorizations, the cause for, validity, or scope of the authorization may be challenged by the student-defendant and such challenge must be adjudicated by the University disciplinary system before any further action is taken.
2. ***Grievance Allegations.*** In such case that a student believes his/her guaranteed rights have been violated by an act of entrance or search, he/she may present written allegation of this belief to the Vice President for Student Success who shall thereupon require an investigation of the allegation. Should this investigation demonstrate that a University employee has intentionally erred and violated a student's rights, this employee shall be subject to disciplinary action, including possible termination.

Nondescrimination Policy

The University is dedicated to providing equal employment and educational opportunities to all persons without regard to age, ancestry, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, spousal affiliation, or veteran status. The University strives to comply with all federal and state nondiscrimination laws, including:

- Titles VI and VII, Civil Rights Act of 1964
- Age Discrimination in Employment Act of 1975
- Equal Pay Act of 1963
- Pregnancy Act of 1978
- Education Amendments of 1972, Title IX
- Section 504 of the Rehabilitation Act of 1973
- Vietnam Era Veterans Readjustment Act of 1974
- Executive Order 11246
- Executive Order 11141
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991
- New Mexico Human Rights Act

This dedication extends to recruitment, hiring, promotion, compensation, training, benefits, separations, and to the availability and delivery of all educational, academic, and student welfare programs and services. The Office of Institutional Equity/EEO Office is responsible for assuring compliance with equal employment opportunity programs throughout the University. Any individual who wishes to file a discrimination complaint or discuss discrimination issues is encouraged to contact the Office of Institutional Equity/EEO Director or the Human Resources (Personnel) Director if the individual is uncomfortable reporting the complaint to the Office of Institutional Equity/EEO Director. For nondiscrimination complaints or matters, employees may contact the Assistant Director of Employee Relations, Hadley Hall, room 15 (telephone, 646-4148).

To access the complete grievance procedures for discrimination, please refer to Chapter Four, Section 4.05.10 of the New Mexico State University Policy Manual (dated May 6, 2011). Copies of this policy manual may be obtained via the Human Resources (Personnel) website at ***http://www.nmsu.edu/manual/***

Sexual Harassment Policy and Hostile Work/Academic Environment Policy. To access the complete Sexual Harassment Policy, please refer to Chapter three, Section 3.94 of the New Mexico State University Policy Manual (dated May 6, 2011). Copies of this policy manual may be obtained via the Personnel website at ***http://www.nmsu.edu/manual/***

All employees and students should be aware that the University is prepared to take action to prevent and remedy such behavior, and that individuals who engage in such behavior are subject to disciplinary action. Faculty and staff with actual or apparent authority who engage in sexual harassment or neglect to control the work environment may be held accountable. Anyone who may have been subjected to sexually offensive behavior or conduct in the classroom or work environment is encouraged to contact the Office of Institutional Equity/EEO Director at 646-3635 or visit the office located in O'Loughlin House on University Ave.

DISABILITY: Qualified students with disabilities are to be provided with reasonable accommodation in accessing buildings, programs, and services. Students are encouraged to contact the Services for Students with Disabilities Office at 527-7548 for academic related services and resource information. Disability-based discrimination grievances may be filed according to the procedures set forth in Section 4.05.10 of the New Mexico State University Policy Manual (dated May 6, 2011).

Parking and Traffic Regulations

Anyone who parks anywhere on campus must obtain and display a parking permit, unless the vehicle is parked in a free lot or at a paid parking meter. The individual in whose name a vehicle is registered or a permit is issued with the Parking Office will be responsible for any violations of the Parking and Traffic Regulations. Additionally, all motor vehicle statutes of the State of New Mexico apply. Call 646-1839 or visit ***www.nmsupolice.com*** for more information.

Posting Policy

Written information may be posted on campus at designated locations (a list may be obtained from the DACC Student Activities Office). Written materials may not be placed on automobile windshields, traffic signs, power poles, trees or any part of a university building or structure including walls, glass, doors, and floors. Permission to use building bulletin boards is at the discretion of the building monitor and use must conform to facility operating policies where they exist.

Posters or signs providing directions or information related to a convention or special event may be placed on single stakes and displayed on the date of the event, but must be removed by the sponsoring group when the event is over.

Questions related to the interpretation of this policy should be directed to the Office of Campus Activities.

Smoking Policy

Accumulating evidence has shown environmental or second-hand tobacco smoke increases the risk of cancer and other health hazards for nonsmokers as well as smokers. NMSU has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. Consistent with these concerns and the New Mexico Clean Indoor Air Act, NMSA 1978, § 24-16-1 through 11, the following policy has been established to restrict smoking of tobacco, or any other weed or plant, and provide procedures for accommodating the preferences of both smokers and nonsmokers.

Smoking of tobacco products is prohibited in all buildings (exceptions below) owned or leased by the University as well as within 25 feet of building entrances and exits, vehicles, and during some organized outdoor events on University property.

SMOKE-FREE AREAS. Smoking is prohibited in or at:

- all enclosed buildings and facilities including classrooms, offices, food service venues, lavatories, and most residence halls (in accordance with Housing and Residential Life policies);
- within 25 feet of building entrances and exits (when reasonable) and fresh air intake grills unless there is a specially designated smoking area
- partially or fully enclosed walkways, corridors, elevators
- vehicles owned, leased or rented by the University; and
- within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazards may exist
- indoor athletic or other university-sponsored or designated events

No-smoking signs or the international no-smoking symbol will be posted at major entrances of all university buildings, except for those campus residences where smoking is permitted.

SMOKING PERMITTED AREAS. Smoking is permitted outdoors on university property except during organized events which have been designated as "No Smoking". Individuals choosing to smoke outdoors must be 25 feet from doorways, open windows, enclosed walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities, and to prevent public access from being denied to an individual with a respiratory medical condition.

In accordance with Housing and Residential Life policies, smoking is permitted in those units which constitute private residences; when everyone in the shared residence is a smoker or at the discretion of each Family Housing unit. Fraternities and sororities will work toward an agreement, consistent with university policy in effect during the current school year.

EDUCATION AND SERVICES FOR SMOKERS. In light of numerous adverse health effects associated with active smoking, and with exposure to second hand smoke, the University will provide educational services to faculty, staff, and students about the hazards of smoking and information and services on quitting smoking. In addition to consulting with their own health care providers, students, faculty, and staff may get assistance from the following university programs:

- Students may contact the NMSU Student Health Center for information and programs on quitting smoking.
- Faculty and staff may obtain assistance in smoking cessation through the Employee Health Center.

COOPERATION AND COMPLIANCE. This policy relies on the mutual courtesy and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the NMSU/DACC community to observe the provisions of this policy on smoking. Complaints or concerns or disputes regarding its implementation should be referred to the immediate supervisor for resolution. Environmental Health & Safety will assist in determining what distance or location is reasonable for the particular situation. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate Department Head, Director, Dean, or Vice President for mediation. Managers, Department Heads and Unit Directors are responsible for seeing that persons in their areas are informed and comply with this smoking policy. Those having difficulty complying with these restrictions are encouraged to seek assistance from the resources listed in Section 4. Students, faculty, and staff violating this policy are subject to disciplinary action. Any person who commits an unlawful act under any of the provisions of the New Mexico "Clean Indoor Air Act" shall be fined in an amount not less than ten dollars or more than twenty-five dollars for each violation.

DISPOSAL OF TOBACCO WASTE. Anyone who chooses to smoke or use smokeless tobacco on campus must discard the waste in an appropriate manner.

Note: Policies are subject to change; check the NMSU website for updated information at ***www.nmsu.edu/~vpsa/handbook.html***

Constitution of the Student Government Association of Doña Ana Community College

ARTICLE I: Preamble

We, the students of Doña Ana Community College, hereby adopt this Constitution which makes provision for a democratic student government organization. The executive committee will consist of a President, Vice-President, Secretary, and treasurer, duly elected by the Doña Ana Community College student body. The academic divisions will be represented by Senators from within each of the divisions and shall be elected by their constituency from their respective divisions. This student government will provide a communication link with the Doña Ana Community College administration, faculty, and student body. The name of this organization shall be called "Student Government Association of Doña Ana Community College," hereafter referred to as the SGADACC.

ARTICLE II: Purpose

The primary purpose of the SGADACC shall be as follows:

A. To represent the student body of Doña Ana Community College.

B. To encourage cooperation and communication between the students, faculty, administration, and all other campus organizations.

C. To provide a forum for student expression and the exchange of student-faculty views.

D. To enhance the quality of student life at this campus.

E. To develop good citizenship attitudes by performing community service projects.

ARTICLE III: Membership

Section 1: The membership of the Student Goverrnment Association shall consist of the following:

A. Executive Committee: The Executive Committee shall consist of the following elected officials:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Senate Leader

B. Senate leader: Senators shall elect, by vote, a Senate leader.

1. The Senate leader will attend all executive board meetings.
2. The Senate leader will work with the Vice-President to assign senator duties.

C. Senators: The Senators shall consist of one (1) representative from each active officially sanctioned club of DACC. Either the president or vice-president of each officially sanctioned club shall be appointed to serve as a senator to SGADACC.

D. Executive Board:

1. The Executive Board shall consist of the SGADACC Executive Committee, the Student Activities Officer, and the Vice President for Student Services.
2. The Executive Board will meet prior to each SGADACC general meeting.

E. SGADACC Senate:

1. The SGADACC Senate will consist of all senators appointed to SGADACC.
2. The SGADACC Senate will meet prior to each SGADACC general meeting. The Senate leader will coordinate and conduct all meetings along with Vice President of SGADACC.

F. Terms of Office: All SGADACC officers and senators shall serve for one (1) year, commencing July 1 and ending June 30 of the following calendar year. Any elected official shall be eligible to remain in office provided that he/she maintain a cumulative GPA of 2.5 for Executive Officers, and 2.0 for Senators.

G. Irreconcilable Differences Between Elected Officials: In the event that irreconcilable differences exist between the elected officials, rendering them unable to work together toward the best interests of the Student Government Association, the Student Activities Officer and the Vice President for Student Services, upon their joint recommendation and at their discretion, may remove any or all elected officials, in order to preserve the continued well-being of the SGADACC. Attendance of each elected or appointed SGADACC officer is mandatory at all meetings. Any officer who is absent from two or more consecutive meetings during one semester without a valid reason shall be sent before the SGADACC Executive Committee for evaluation.

ARTICLE IV: Meetings and Committees

Section 1: The SGADACC shall hold general meetings at a minimum of once a month during the fall and spring semesters except during DACC holidays or vacations. At the first regular meeting of each semester, the SGADACC shall determine the time and date of the meetings and set a quorum. All meetings shall be conducted according to Robert's Rules of Order.

Section 2: Only SGADACC Executive Officers and Senators have the right to vote. Students, advisors, guests, and visitors may have a voice, but no vote. The President's vote shall be withheld and will be disclosed only in the event of a tie.

Section 3: Any student enrolled at DACC and club advisors may attend any general meeting of the Student Government Association.

Section 4: Standing Committees shall be appointed as necessary by the President of the SGADACC and chaired by an officer or Senator. The chairperson will report to the President of the SGADACC on the committee's progress and will present recommendations, from the committee to the SGADACC in general meetings. The chairperson shall assist and coordinate the work of the committees.

ARTICLE V: Duties

Section 1: The membership of Student Government Association shall consist of the following:

A. Executive Committee: The Executive Committee shall consist of the following elected officials:

1. President
2. Vice-President
3. Treasurer
4. Secretary

B. Senators: The Senators shall consist of one (1) representatives from each active officially sanctioned club of DACC. Either the president or vice-president of each officially sanctioned club shall be appointed to serve as a senator to SGADACC.

C. Senate Leader: Senators shall elect, by vote, a Senate Leader.

1. The Senate Leader will attend all executive board meetings.
2. The Senate Leader will work with the Vice-President to assign senator duties.
3. Terms of Office: All SGADACC officers and senators shall serve for one (1) year, commencing July 1 and ending June 30 of each year.

D. Executive Board

1. The Executive Board shall consist of the SGADACC Executive Committee, the Senate Leader, the Student Activities Officer, and the Vice President for Student Services.
2. The Executive Board will meet prior to each SGADACC general meeting

E. SGADACC Senate

1. The SGADACC Senate will consist of all senators appointed to SGADACC.
2. The SGADACC Senate will meet prior to each SGADACC general meeting. The Senate Leader will coordinate and conduct all meetings.

ARTICLE VI: Elections

Section 1:

A. Executive Officers shall be elected at large by the general student body at DACC. To be eligible to run for office, a student shall have a cumulative GPA of 2.5 or better, shall be enrolled in a minimum of 6 credits at DACC and have a declared major. DACC Executive Officer candidates must also be in good academic standing and not have any Student Code of Conduct violations as determined by the Vice President for Student Services. During the Spring Semester, it shall be the duty of the President to announce the date of the elections. Within two (2) weeks after the announcement of the elections, each student who desires to become a candidate for executive office must present to the SGADACC a complete petition for candidacy with at least fifty signatures from students of DACC. If a student signs a petition for more than one person for the same office, his/her signature on all such petitions shall be declared void.

B. Senators shall be appointed from their respective officially sanctioned student club.

C. All candidates will be given an opportunity to campaign with posters and pin-on materials, to be placed throughout the campus in areas designated by the SGADACC. Any questionable material must be presented for approval to the SGADACC Executive Committee.

Section 2:

A. Voting shall take place on-line and shall be supervised by the Student Activities Officer. Voting in the general election will be open to the DACC Student Body. A candidate running for an executive office who receives a majority of the votes cast shall be elected to office. The Vice President for Student Services shall tally the ballots and the results of the election shall be announced at the next regular meeting of the SGADACC.

B. Any person(s) receiving a majority of write-in votes for any non-contested office will submit a petition and be interviewed by the Student Activities Officer. Upon

the recommendation of the Student Activities Officer, the candidate will then be voted on in the last general meeting of the SGADACC. Write-in(s), on ballots of candidates who have declared their candidacy, that receive more votes then the declared candidate(s) shall follow the same procedure as the non-contested write-in.

C. All newly elected officers will be affirmed at the last regular meeting of the SGADACC in order to start their tenure on July 1. The affirming ceremony will be conducted by the President, Vice President for Student Services, and the Student Activities Officer at the beginning of the new school year or as determined by the Vice President for Student Services.

ARTICLE VII: Order of Succession

Section 1: Any elected official desiring to resign from the SGADACC shall submit his/her resignation in writing to the President (with copies to the Student Activities Officer, and the Vice President for Student Services), who shall read the letter of resignation under "New Business" for the acknowledgment of the Student Government Association.

In the event of the President's resignation, the letter will be addressed to the Vice President for Student Services with a copy to the Student Activities Officer. Should the President, in some manner, be rendered temporarily unable to fulfill the duties and discharge the powers of his/her office, authorities, responsibilities and duties of such office, the Presidency will be turned over to the Vice President, and shall revert back to the President upon his/her declaration of fitness to serve. In the event the President should resign or be removed from his/her office, the duties and responsibilities shall be given to the Vice President.

The Vice President for Student Services, Student Activities Officer, Executive Committee, and Senate will determine the order of succession of executive responsibility in the event that both the President and Vice President suffer disability or in some manner become unable to fulfill their responsibilities.

If the Vice President resigns, procedure will be followed per Article VII, Section 1, paragraph 1. If the Vice President is recalled or in some manner rendered unable to fulfill his/her duties, authorities, or responsibilities of such office, the position of the Vice President will be left to the Executive Committee to fill. An announcement will be made within five (5) working days to all DACC Students that the Vice Presidency is vacant. The proper procedures will be followed with a letter of petition submitted within one (1) week after the vacancy has been announced. These petitions will be reviewed by the Executive Committee and all candidates will be given the opportunity to speak before the SGADACC. A quorum is required to vote, and the SGADACC, by secret ballot, will determine who will fill the position of the Vice Presidency. The Executive Committee shall have the power to appoint a Secretary or Treasurer in the event of a resignation, recall, or other circumstance by which the office becomes vacant.

(A) Senator(s) who resigns his/her/their seat or is/are recalled will be replaced by another student in that student club. Applications for the open positions will be reviewed, and the Executive Committee will then appoint a replacement from the applications.

Section 2: A two-thirds majority vote by Student Government Association members is required for the recall of any elected or appointed official. This recall would be due to the neglect of performance of duties as specified by the Constitution.

ARTICLE VIII: Organizations/Clubs

Section 1: To be chartered through the Student Government Association, an organization shall have a membership of seven or more students, and two (2) community-service or campus projects per semester. Organizations shall submit an application of recognition and a copy of its by-laws to the Student Government Association for membership and recognition at the beginning of each school year.

Section 2: For the purpose of obtaining any needed funds, all chartered organizations shall make a request to the Student Government Association in the form of a "Request for Funding" (RFF), which must be presented to the SGADACC at least ten (10) business days prior the next scheduled SGADACC meeting. After the RFF has been reviewed by the Executive Board, it is then presented to the SGADACC at the regular meeting by a Senator representing the organization, group, or person(s). At that time, a vote will be taken and the results announced. Results will be contingent upon club participation as stated above, including representation of club members at general SGADACC meetings in addition to any SGADACC officers who may be club members as well. Any organization failing to conduct business in the best interest of the DACC and not abiding by their By-laws may be recalled from recognition with the SGADACC, thus being denied funds from the Student Government Association. Exception to this policy can be addressed to the SGADACC in a closed meeting.

ARTICLE IX: Budgets

Section 1: the Student Government Association of Doña Ana Community College will adhere to expenditure procedures as outlined in the NMSU Business Policies and Procedures Manual. Financial records shall be maintained by the Doña Ana Community College Finance Office. The Finance Office shall provide monthly reports of all transactions to the treasurer of the Student Government Association so that an accurate record of finances can be recorded by the SGADACC. All funds shall be distributed through the DACC Finance office.

Section 2: Student Government Association monies must be expended according to the following guidelines:

A. Annual expense budget will be prepared and approved by the SGADACC and the executive board before any expenditure can be disbursed.

B. The President and the treasurer are the only persons who can sign request for funding/purchase orders for expenditures approved by the Student Government Association.

C. All expenditures require the signature of either the President, the Treasurer, or the Student Activities Officer.

D. Expenditures in excess of $250 require a request for Funding (with signatures) and a purchase order signed by the Vice President for Student Services.

E. Expenditures in excess of $1,500 require competitive quotes and should be coordinated with the Vice President for Student Services and the Vice President for Business and Finance.

Section 3: The Student Government Association of DACC shall submit an annual expense budget to the Vice President for Student Services for use by the Student Government Association of DACC.

ARTICLE X: Payment to Officers and Senators

Section 1: The Vice President for Student Services and the Student Activities Officer shall agree on a set amount to be paid each Executive Officer on an annual basis. Payments to officers will be disbursed according to Human Resources Policy.

Section 2: The Vice President for Student Services and the Student Activities Officer shall agree on a set amount to be paid each Senator on a semester basis.

ARTICLE XI: Emergency Action Clause

Section 1: The Executive Committee shall establish regular meeting times for themselves to discuss agendas and other issues which need to be presented to the general membership. The Executive Committee shall have the power to act in the name of the Student Government Association in situations where the membership cannot be called into session and immediate action is necessary. The Executive Committee shall report any action taken to the general membership at the next scheduled meeting.

Section 2: The President has executive power to make decisions in the name of the Student Government Association in a situation where the Executive Committee cannot be called into session and when immediate action is necessary. The President shall report any action taken to the Student Activities Officer and the Vice President for Student Services. The President shall report any action taken at the next regular scheduled Student Government Association meeting.

ARTICLE XII: Amendments to Constitution

Section 1: This Constitution can be amended or revised by a two-thirds (2/3) majority vote of the membership of the Student Government Association. The proposed amendment or revision shall be typed and presented at the next general meeting of the Student Government Association. The proposed amendment(s) or revision(s) shall not be discussed or voted upon until the next general meeting. If passed, the proposed amendment(s) or revision(s) will be reviewed by the Vice President for Student Services for approval or veto.

Section 2: By-laws may be repealed by a two-thirds (2/3) majority vote of the membership of SGADACC. The proposed repeal shall be typed and submitted to the Associated Student member- ship at the next general meeting. The proposed repeal shall not be discussed or voted upon until the next general meeting. If passed, the proposed repeal shall be reviewed by the Vice President for Student Services for approval or veto.

Governance and Personnel

NMSU Board of Regents

Mike Cheney, Chair

Debra P. Hicks, Vice Chair

Amanda Lopez Askin, Secretary-Treasurer

Kari Mitchell, Member

Jerean Camuñez Hutchinson, Member

NMSU Administration

Garrey Carruthers, Chancellor and President

Daniel J. Howard, Executive Vice President and Provost

Greg Fant, Associate Vice President and Deputy Provost

DACC Advisory Board

Daniel Castillo, President, Gadsden Independent School District

Barbara Hall, Vice President, Las Cruces Public Schools

Paul Dulin, Secretary, Hatch Valley Public Schools

Maria Flores, Member, Las Cruces Public Schools

Greg Mitchell, Member, Hatch Valley Public Schools

Jennifer Viramontes, Member, Gadsden Independent School District

DACC Administration

Scott, Renay (2014), President; Ph.D. 1995, Wayne State University

Torres, Mónica F. (2013), Vice President for Academic Affairs; Ph.D. 2002, University of New Mexico

Ledesma, Amadeo "Ike" (2005), Vice President for Student Services; M.S. 2003, Texas Tech University

Brooks, Kelly (1999), Vice President for Business and Finance; B.Acct. 1994, New Mexico State University

DACC Professional Staff

Adams, Mack L. (2011), Manager, Human Resources Operations, Personnel & Payroll Services; B.B.A. 1985, New Mexico State University

Alamir, Garadan (2009), Telecomm Analyst, Intermediate II, Computer Support; B.S. 2005, New Mexico State University

Allen, Lori (2002), Director, Computer Support; B.S. 1984, Wilmington College

Alvidrez-Aguirre, Guillermina (2002), Teacher, Intermediate, Academic Services; M.A. 2002, New Mexico State University

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Quezada, Rosalina, Custodial Worker, Senior
Reyer, Anthony, HVAC Mechanic
Rivera, Rhonda, Administrative Assistant, Associate
Rodriguez, Cathy, Administrative Assistant, Associate
Rodriguez, Becky, Data Records Coordinator
Rodriguez, Irene, Administrative Assistant, Associate
Rodriguez, Noe, Lab Technician, Instruction
Rodriguez, Raymond, HVAC Mechanic
Romero, Anna, Administrative Assistant, Associate
Saenz, Samuel, Custodial Worker, Lead
Saenz, Selma, Administrative Assistant, Associate
Sainz, Jacqueline, PC Support
Sanchez, Eddie, Lab Technician, Instruction
Santos, Rodner, PC Support
Segovia, Melissa, Administrative Assistant, Associate
Serna Polanco, Rosana, Admin. Assistant, Associate
Shreffler, Kathy, HR Representative
Soto, Alma, Manager, Restaurant/Snack Bar
Tamplen, Sharron, Admin. Assistant, Intermediate
Taylor, Tammy, HR Representative
Telles, Joe, Lab Technician, Instruction
Torres, Magdalena, Custodial Worker, Senior
Tovar, Perla, Administrative Assistant, General
Trujillo, Martha, Administrative Assistant, Associate
Valenzuela, Aurora, Admin. Assistant, Associate
Vega, Monica, Administrative Assistant, Associate
Venegas, Lorenzo, HVAC Mechanic
White, Sonia, Multi-Media Specialist
Wicker, Jennifer, Education Program Facilitator
Wilborn, Tracy, PC Support

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Application for Undergraduate Admission

Before you begin

Incoming graduate or international students should visit **http://admissions.nmsu.edu/apply/** for application procedures.

ENROLLMENT INFORMATION

Semester when you plan to start
☐ Fall ☐ Spring ☐ Summer Year _____

Campus where you plan to enroll
☐ Alamogordo ☐ Carlsbad ☐ Doña Ana (Includes all satellites) ☐ Grants ☐ Las Cruces-Main

Enrollment status
☐ First enrollment in ANY college or university
☐ Transferring to NMSU from another college or university IN NEW MEXICO
☐ Transferring to NMSU from another college or university OUTSIDE NEW MEXICO
☐ Readmission (Returning after absence from NMSU or one of the NMSU Community Colleges)

Dual credit option
Applies only to high school students.
☐ Dual credit

Enrollment action
Applies only to currently enrolled NMSU students.
☐ Change to Non-degree
☐ Change to Degree-seeking

Degree expected
Certificate and program applicants should see list on supplement.
☐ Certificate or program _____
☐ Two-year associate degree
☐ Four-year bachelor's degree
☐ Second undergraduate degree
☐ Non-degree (Review the policies on page 4 before selecting this option.)

Field of study
Major _____

PERSONAL INFORMATION

Social security number ☐☐☐-☐☐-☐☐☐☐

Office use only NMSU ID ☐☐☐☐-☐☐☐☐☐

Legal name
LAST NAME FIRST NAME MIDDLE NAME

Previous or other legal names
NAME

Preferred first name
FIRST NAME

Address
MAILING ADDRESS STREET AND NO. OR PO BOX NO. APARTMENT, ROOM OR SPACE NO.

CITY STATE ZIP CODE COUNTRY

PHYSICAL ADDRESS (REQUIRED IF DIFFERENT FROM MAILING ADDRESS)

Phone and Email
PHONE EMAIL

Date of birth (MM-DD-YYYY) ☐☐-☐☐-☐☐☐☐

Gender
☐ Male ☐ Female ☐ Choose not to disclose

Family history
Did either of your parents or guardians graduate from a 4-year college or university? ☐ Yes ☐ No ☐ Do not know

U.S. Military service
Are you U.S. active-duty military? ☐ Yes ☐ No
Are you a member of the U.S. National Guard or Reserve? ☐ Yes ☐ No
Are you a spouse or dependent of an active-duty member of the U.S. military? ☐ Yes ☐ No
Are you a U.S. veteran? ☐ Yes ☐ No

Citizenship
Permanent Residents must submit a copy of their I-551 card. Passport and visa will be requested as needed. Students who request an I-20 will be required to meet the International Applicant requirements. Students who falsify their citizenship may have their admission revoked.

- ☐ US Citizen
- ☐ Permanent Resident (Submit copy of I-551 to Admissions.)
- ☐ Foreign (Passport and visa will be requested as needed.)
- ☐ Other Immigrant Status – Non-U.S. Citizen

Ethnicity/Race (Optional)
This information is requested by government agencies to demonstrate compliance with the Civil Rights Act.

What is your ethnicity?

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

- ☐ American Indian or Alaskan Native (Select tribe or pueblo from list below)
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

Select your tribe or pueblo if you answered American Indian or Alaskan Native above.

- ☐ Acoma Pueblo
- ☐ Cochiti Pueblo
- ☐ Hopi Tribe
- ☐ Isleta Pueblo
- ☐ Jemez Pueblo
- ☐ Jicarilla Apache Nation
- ☐ Laguna Pueblo
- ☐ Mescalero Apache Tribe
- ☐ Nambe Pueblo
- ☐ Navajo Nation
- ☐ Ohkay Owingeh Pueblo
- ☐ Picuris Pueblo
- ☐ Pojoaque Pueblo
- ☐ Sandia Pueblo
- ☐ San Felipe Pueblo
- ☐ San Ildefonso Pueblo
- ☐ Santa Ana Pueblo
- ☐ Santa Clara Pueblo
- ☐ Santo Domingo Pueblo
- ☐ Southern Ute Indian Tribe
- ☐ Taos Pueblo
- ☐ Tesuque Pueblo
- ☐ Ute Mountain Ute Tribe
- ☐ Ysleta Del Sur Pueblo
- ☐ Zia Pueblo
- ☐ Zuni Pueblo
- ☐ Other Native American Tribe

Residency
Residents of New Mexico for more than one year and residents of some other states may qualify for in-state tuition.

For more information, visit **http://registrar.nmsu.edu/residency**

If you are less than 23 years old, were you reported as a dependent on your parent or legal guardian's federal income tax return for last year? ☐ Yes ☐ No If yes, in what state were taxes filed? _____

What is your state of legal residence? _____

If New Mexico is your state of legal residence, what **COUNTY** (e.g. Doña Ana, Bernalillo, etc.) do you live in?

_____

If a New Mexico resident, as of the date of this application how long have you been living continuously in NM?
Years _____ Months _____ Days _____

SECONDARY CONTACT INFORMATION: CONTACT 1

Name

LAST NAME | FIRST NAME | MIDDLE NAME

☐ Mother ☐ Father ☐ Legal Guardian ☐ Spouse ☐ Significant Other ☐ Relative

☐ Check if this person is your Emergency Contact.
☐ Check if this person is a graduate of NMSU.

Address

STREET AND NO. OR PO BOX NO. | APARTMENT, ROOM OR SPACE NO.

CITY | STATE | ZIP CODE | COUNTRY

Phone and Email

PHONE | EMAIL

SECONDARY CONTACT INFORMATION: CONTACT 2

Name

LAST NAME | FIRST NAME | MIDDLE NAME

☐ Mother ☐ Father ☐ Legal Guardian ☐ Spouse ☐ Significant Other ☐ Relative

☐ Check if this person is your Emergency Contact.
☐ Check if this person is a graduate of NMSU.

Address

STREET AND NO. OR PO BOX NO. | APARTMENT, ROOM OR SPACE NO.

CITY | STATE | ZIP CODE | COUNTRY

Phone and Email

PHONE | EMAIL

ACADEMIC INFORMATION

High school last attended

NAME | CITY | STATE

High school graduation or GED completion

High school graduation date?

MONTH | YEAR

If you are not a high school graduate, give the location of the GED testing center and the date the test was taken.

LOCATION | COMPLETION DATE

Previous colleges or universities attended

If more than five, attach a sheet with additional information.

Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to this university.

Students concealing attendance at another college or university and not submitting a transcript from that college or university will be subject to suspension.

Students must be eligible to return to their last institution in order to be admitted to NMSU.

Have you attended any educational institutions other than NMSU?
☐ Yes ☐ No

NAME OF PREVIOUS INSTITUTION (MOST RECENT FIRST)	FROM	TO	LOCATION	OFFICE USE ONLY

Are you eligible to return to the last college or university you attended? If you are not certain, check with your previous institution.
☐ Yes ☐ No

Have you been awarded a college or university degree?
☐ Yes ☐ No

If Yes, give the degree, year and granting institution.

DEGREE | YEAR | GRANTING INSTITUTION

DEGREE | YEAR | GRANTING INSTITUTION

DEGREE | YEAR | GRANTING INSTITUTION

TESTING DATA

ACT or SAT scores (For NMSU-Las Cruces applicants only)

Test scores are required for all freshmen and for transfer students who have fewer than 30 academic credits from previous institution.

Other programs may also require ACT scores.

☐ I have not taken the ACT or SAT.

☐ I plan to take the ☐ ACT _____ (MONTH / YEAR) ☐ SAT _____ (MONTH / YEAR)

☐ I have taken the ☐ ACT _____ (MONTH / YEAR) ☐ SAT _____ (MONTH / YEAR)

APPLICATION CHECKLIST

To complete an application to NMSU, please:

☐ Complete the application form in full and submit it to the appropriate NMSU campus (see addresses below). Incomplete applications will not be processed.

☐ Ensure that all required copies of documents are mailed directly to the appropriate NMSU campus (see addresses below).

☐ Submit the nonrefundable application fee by check or money order and include student name and date of birth. Credit card payments are accepted through our credit card payment system located at https://shopcart.nmsu.edu/shop/ugaaf. U.S. Citizens and Permanent Residents application fee is $20. Foreign and other Immigrant status (non-US Citizen) application fee is $50.

OTHER (Optional)

How did you hear about NMSU?

☐ Campus visit
☐ High school visit
☐ Online advertisement
☐ Print advertisement
☐ Recommendation from high school counselor
☐ Recommendation from parent or other relative

SIGNATURE

I understand that withholding information in this application, failure to submit all documents, or giving false information may make me ineligible for admission to, or continuation at, New Mexico State University. I certify that all of the preceding statements are correct and complete.

APPLICANT'S SIGNATURE (APPLICATION MUST BE SIGNED) DATE OF APPLICATION

NMSU Alamogordo
Office of Admissions and Records
2400 North Scenic Drive
Alamogordo, NM 88310

575 439-3700
http://www.nmsua.edu

NMSU Carlsbad
Office of Student Services
1500 University Drive
Carlsbad, NM 88220

888 888-2199 or 575 234-9221
http://carlsbad.nmsu.edu

NMSU Doña Ana (Includes all satellites)
Admissions Office
MSC 3DA, Box 30001
Las Cruces, NM 88003-8001

800 903-7503 or 575 527-7710
http://dacc.nmsu.edu

NMSU Grants
Admissions and Records
1500 N. Third Street
Grants, NM 87020

505 287-6678
http://grants.nmsu.edu

NMSU Las Cruces
University Admissions
MSC 3A, Box 30001
Las Cruces, NM 88003

800 662-6678 or 575 646-3121
http://admissions.nmsu.edu

Non-degree status policies

Non-degree admission is designed to meet the needs of students who do not wish to pursue a degree. Students considering non-degree status should be aware of the following:

- Non-degree students may not transfer more than 30 credits from this status to any undergraduate degree-seeking program, or more than nine credits to a graduate degree-seeking program.
- Non-degree students are not eligible to receive financial aid, student employment or graduate assistantships.
- Non-degree students are not eligible to participate in student government or intercollegiate athletics.
- Non-degree students may not be eligible for Veterans benefits. Consult with your VA certifying official.
- Transcripts from previous institutions, high school, and/or results of college entrance exams may be required.
- Students interested in using non-degree credit for initial teacher certification or recertification in a new field will be admitted to the College of Education.

NMSU Policy Statement on Discrimination and Affirmative Action

New Mexico State University (NMSU) is dedicated to providing equal opportunities in areas of employment and academics without regard to age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, sexual orientation, spousal affiliation, or protected veteran status as outlined in federal and state anti-discrimination statutes. As a federal contractor, NMSU's affirmative action program also supports this effort. Further, NMSU is committed to providing a place of work and learning free of discrimination and harassment on the basis of a person's age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex, protected veteran status, sexual orientation, or spousal affiliation. Where a violation of policy is found to have occurred, NMSU will act to stop the conduct, to prevent its recurrence, to remedy its effects, and to discipline those responsible in accordance with the *NMSU Policy Manual* and/or *NMSU Student Code of Conduct*.

Sex Discrimination/Sexual Harassment Policy: NMSU is committed to providing a place of work and learning free of sexual misconduct which includes sexual harassment and sexual violence. Engaging in sexual behavior that is inappropriate, unwanted, and unsolicited is a violation of NMSU policy. Where sexual harassment is found to have occurred, NMSU will act to address the reported conduct, to prevent its recurrence, to remedy its effects, and to discipline those responsible in accordance with the *NMSU Policy Manual* and/or *NMSU Student Code of Conduct*.

Retaliation: Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information in an investigation about behavior that may violate this policy is prohibited and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a discrimination or sexual harassment complaint in good faith or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

Complaints and Investigation: Employees and students may file an internal discrimination complaint with the Office of Institutional Equity (OIE) within fifteen (15) working days from the date of the incident(s). Penalties: Cases for students who are found to have violated the *NMSU Student Code of Conduct* and/or *NMSU Policy Manual* will be referred to the Assistant Dean of Students. Cases for employees who are found to have violated the *NMSU Policy Manual* will be referred to Human Resource Services/Employee and Management Services. Sanctions for students may include action up to and including expulsion. Sanctions for employees may include employment action up to and including termination in accordance with provisions of the *NMSU Policy Manual*. Internal NMSU Units: Internal units such as the Dean of Students Office, Housing and Campus Life, Athletics, and community colleges will promptly contact and consult with OIE when knowledge is obtained relating to potential discrimination or sexual harassment. If a supervisor (or faculty in an academic setting) receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the supervisor (or faculty in an academic setting) must intermediately contact OIE. The Office of Institutional Equity is designated as the office that receives and processes internal discrimination complaints within the NMSU system.

Confidentiality: NMSU recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of discrimination or sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible.

For questions or clarifications to this policy contact: Gerard Nevarez, O'Loughlin House, 575-646-3635 or via e-mail at equity@nmsu.edu. The full text of Policy Chapter 3.25 and complaint form can be found at: ***http://eeo.nmsu.edu/***.

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