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NM STATE UNIVERSITY CARLSBAD

New programs

- Industrial Maintenance Technician
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- Heritage Intepretation

2014-2015 Academic Catalog

Volume 62 • Number 1 • July 2014

Catalog is effective Summer Semester, 2014

Academic programs at New Mexico State University Carlsbad are available to all students without regard to age, color, ancestry, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

The printed version of the catalog is provided as a guide. The official catalog is online at the college web site. Consult the online catalog for the most up to date information. NMSU-Carlsbad 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.

Welcome to NMSU Carlsbad

Welcome to the New Mexico State University at Carlsbad campus. I am extremely pleased that you are devoting your time and energy to researching the college's diversified events and programs. All of the NMSU Carlsbad staff is very proud of our college and we would relish the opportunity to have you join the college as a student or as an employee. As you peruse the information in the catalog, please be sure to pay particular attention to the variety and quality of associate degrees and certificates offered at the college. NMSU Carlsbad has experienced continuing growth over the past few semesters and the college plans to continue that growth by increasing course offerings and expanding dual credit, academic, and vocational programs.

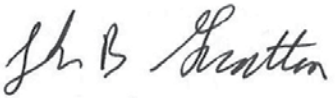
NMSU Carlsbad was among the first community colleges in New Mexico, established in 1950 as the Carlsbad Instructional Center. In 1953 NMSU Carlsbad became a part of the NMSU system, which was at the time known as the College of Agriculture and Mechanical Arts. Since that date, NMSU Carlsbad has increased in size, currently serving more than 2,000 students throughout Eddy County and employing approximately 105 full-time and 60 part-time employees.

NMSU Carlsbad is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and was one of the first institutions to be admitted to the HLC's Academic Quality Improvement Program (AQIP) which is a unique accreditation approach focused on continuous quality improvement. Due to our commitment to quality and continuing improvement, NMSU Carlsbad has been recognized on three separate occasions by Quality New Mexico.

NMSU Carlsbad's vision is to become "the premier institution of higher education in southeastern New Mexico." The college will strive to accomplish this vision by focusing on our mission which is to "provide access to quality educational opportunities and to support the economic and cultural life of the people of southeastern New Mexico."

In order to accomplish this mission, quality must be stressed in all college operations and services. As a comprehensive community college, we strive to meet the needs of all of our service area constituents by providing a broad spectrum of resources including academic and vocational training, dual credit programs of study, non-credit continuing education training, workforce development and contract training, small business development assistance, and online learning programs. The college is committed to providing these opportunities which are vital to the success of Eddy County and southeastern New Mexico.

Thank you for visiting and please feel free to contact our HR Department at (575) 234-9208 or one of our Counseling and Student Development staff at (575) 234-9337 if you have any questions or need additional information.



Dr. John Gratton
President

CAMPUS PRESIDENT

Dr. John Gratton

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NEW MEXICO STATE UNIVERSITY CARLSBAD

Academics
Chief Academic Officer/Provost
(575) 234-9215

Admissions, Registration,
and Student Services
(575) 234-9220

Adult Basic Education
(575) 234-9254

Barnes & Noble Bookstore
(575) 234-9244

Business Office
(575) 234-9219

Campus Health Center
(575) 234-9291

Counseling/Student Development Center
(575) 234-9265

Information Systems
(575) 234-9404

Institutional Research
Coordinator
(575) 234-9249

Library Services
(575) 234-9330

Learning Technology Center (LTC)
Canvas Support
(575) 234-9261

Manufacturing Sector Development
Program/ Apprenticeships/Craft Skills
Training Programs
Program Coordinator
(575) 628-8148

Public Relations
(575) 234-9414

Nursing Program
(575)234-9304

Small Business Development Center
(575) 885-9531

Special Needs Program
(575) 234-9321

Student Financial Aid and Scholarships;
Veteran's Affairs
(575) 234-9230

TEAM Center
(575) 234-9320

Testing Services (GED and College
Placement)
(575) 234-9322

Title V
(575) 234-9257

Inquiries about New Mexico State University Carlsbad and requests for additional information are welcome.
Write or telephone: Office of Student Services
New Mexico State University Carlsbad, 1500 University Drive, Carlsbad, New Mexico 88220
Phone: (575) 234-9200, Toll Free: 1-888-888-2199, Fax: (575) 885-4951
Website: carlsbad.nmsu.edu

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General Information

History of NMSU Carlsbad

New Mexico State University Carlsbad (NMSU Carlsbad) was established in 1950 as the State's first community college and was named the Carlsbad Instructional Center. Ten years later, the Center was renamed as a branch campus of New Mexico State University. In 1980, the campus was relocated to a new building, which was expanded with an additional wing of classrooms in 1987, and was expanded again by the addition of a computer facilities wing for occupation in 1996.

Throughout its history, the campus has been responsive to the changing academic needs of the region and the immediate Carlsbad community. It has offered courses which apply directly to the University's Las Cruces campus for graduation at the baccalaureate level. Some upper-division and graduate courses are delivered by the University's Las Cruces faculty on-site at the Carlsbad campus.

Vision Statement

New Mexico State University Carlsbad will be the foremost institution of higher education in southeastern New Mexico.

Mission of the College

The mission of New Mexico State University Carlsbad is to provide access to quality educational opportunities and to support the economic and cultural life of the people of southeastern New Mexico.

Graduate Outcomes

All students admitted to NMSU Carlsbad will be assessed for the abilities to demonstrate academic achievement and specific competencies and skills as they progress through their programs of study. Every course a student takes will provide instruction that teaches, emphasizes, or reinforces one or more of the graduate outcomes.

Upon graduation, students of NMSU Carlsbad will be able to satisfactorily demonstrate:

1. Effective communications skills in reading, writing, listening, and speaking;
2. Basic critical thinking skills;
3. An understanding of the obligations of effective citizenship in a democratic society;
4. An understanding of the fundamental concepts of mathematics and science;
5. Appropriate technological literacy and skills for personal and professional use;
6. An understanding of the fundamental concepts for analyzing significant primary texts and/or works of art, including fine arts, literature, music, theater and film.

CAAP Test Requirement

To evaluate its graduate outcomes, NMSU Carlsbad has chosen the Collegiate Assessment of Academic Proficiency Exam (CAAP). This exam measures students' proficiency in reading, writing, mathematics, science and critical thinking. **All students who are graduating with an associate's degree must take this exam in the last semester of their program.** Students will be given information about the exam site and date at the time that they apply for graduation.

Accreditation

NMSU Carlsbad has been accredited fully by the North Central Association of Colleges and Secondary Schools as a degree-granting institution. The associate degree program in nursing offered by NMSU Carlsbad is accredited fully by the National League for Nursing Accrediting Commission. Both the certificate and associate degree programs in nursing are approved by the State of New Mexico Board of Nursing. All vocational programs offered by NMSU Carlsbad are reviewed and approved by the New Mexico State Department of Education's Division of Vocational, Technical and Adult Education.

Professional Associations

The college holds membership in the New Mexico Community College Association, the American Association of Community Colleges, and the American Association of Higher Education. In

addition, courses offered by NMSU Carlsbad have been approved for enrollment by those veterans and dependents that qualify for higher education benefits under the various sections of the Veterans' Educational Assistance Act.

Operating Agreement

The Board of Regents of New Mexico State University (hereafter called Regents) and the Board of Education of the Carlsbad Municipal Schools District have entered into the following agreement concerning the operation of NMSU Carlsbad.

The duties and responsibilities of the Board of Education in relation to NMSU Carlsbad are as follows:

1. Act in an advisory capacity to the Regents in all matters relating to the conduct of NMSU Carlsbad.
2. Approve an annual budget for NMSU Carlsbad for recommendation to the Regents.
3. Certify to the County commissioners the tax levy.
4. Conduct the election for tax levies for NMSU Carlsbad.

The regents, through appropriate representatives, shall have full authority in relation to all academic and administrative matters at NMSU Carlsbad, although the Board of Education will serve in an advisory capacity in such matters.

Why Do Students Choose NMSU Carlsbad?

Most students choose to attend NMSU Carlsbad because the campus is close to their homes. In contrast to attendance at larger institutions, students attending NMSU Carlsbad receive more individual attention from faculty and staff to encourage their academic success, and they can earn credit in lower-division courses--equivalent to those offered by NMSU Las Cruces at a lower cost. Many students also have the opportunity to complete their high school instruction, and to complete their college education at an associate-level on the same campus. The college offers classes at times convenient to full-time as well as part-time students. Academic programs and related services are expanding regularly to meet the demands of the changing student body and local community. Students have access to a multitude of valuable services offered on-campus to meet their educational and career goals. Entertainment and cultural events are sponsored regularly. Students are equipped with the knowledge, competencies, and skills to enter the work force immediately, or to transfer to baccalaureate-granting institutions anywhere in the country.

Become a Part of the University

NMSU Carlsbad is the principal public institution for associate-level study in Eddy County. Our foremost purpose is to provide quality academic programs, facilities, and resources to accommodate the needs of our richly diverse student body. Here, students have the opportunity to learn from a dedicated and diverse group of faculty and college instructors who regard excellence in teaching as their principal goal. The campus's low student-to-faculty ratio encourages the individual attention and personalized instruction often unavailable at larger institutions. The low tuition associated with enrollment at NMSU Carlsbad, compared to costs to attend larger campuses, often permits students to economize the cost of higher education.

Students who need to complete their high-school equivalency requirements can attend special courses at NMSU Carlsbad through the Adult Basic Education (ABE) and General Educational Development (GED) preparation programs. Students who are still enrolled in high school can take college courses at NMSU Carlsbad through special articulation and advanced placement programs. Students who are working either full-time or part-time can still attend NMSU Carlsbad because classes are offered fourteen hours per day, Monday through Friday, and additional classes are offered on Saturdays as well as online. Students may also pursue their post-secondary education and job training through special courses contracted with industries and businesses in the region.

A variety of resources and services are made available to students who attend NMSU Carlsbad. These include the assessment of academic preparation for college-level instruction, placement in courses intended to address academic weaknesses, tutorial assistance, financial assistance, career guidance, and wellness programs.

Most academic credit courses offered at NMSU Carlsbad duplicate those offered at NMSU Las Cruces, and may be used for the total credit requirements for baccalaureate graduation Academic programs at NMSU Carlsbad are expanding continually in response to the needs of our students and in reflection of the changing world in which our graduates will live, work, and contribute to global welfare. The campus's excellent certificate and associate programs and faculty are supported by state-of-the-art technology, including computer-assisted instruction in specific liberal arts and vocational-technical courses, as well as access to Internet. Students benefit by gaining access to these technologies, as well as to the campus library, which serves as a hub to connect students to global and local resources in digital and print formats.

NMSU Carlsbad also provides excellent fine arts facilities for instruction and accommodates several entertainment and cultural events annually. Drama students enrolled at NMSU Carlsbad participate in Carlsbad's community theater. Students who have recently moved to the region will find numerous recreational activities and facilities associated with the Pecos River and park system. In addition, Carlsbad hosts a number of art galleries, the Carlsbad Museum and Art Center, and the Living Desert Zoo and Gardens State Park. The city has a regional airport and is located ten miles

from the entrance to the world's eighth wonder, Carlsbad Caverns. Residents are also within driving distance of a number of other national parks and sightseeing areas, which are accessible nearly all year due to the region's mild and pleasant winters and its warm and dry summers.

Placement of our graduates in meaningful careers is important to the economic stability of the region. Our Counseling and Student Development Center announces opportunities for students to engage in cooperative education and internship experiences; it also provides job information and related services to students who seek help defining and choosing their careers.

Student Life and Government

Although NMSU Carlsbad does not maintain dormitories, the Student Services Office can be instrumental in helping students locate suitable housing.

Academic programs and student activities at NMSU Carlsbad are available to all students without regard to race, ethnic origin, creed, religion, gender, sexual orientation, disability, or national origin. Students who possess a disability that impacts a major life activity may request and receive academic accommodation assistance as appropriate.

To begin the process of securing academic accommodations, students must first self-identify with the Special Needs Services Office in the Counseling and Student Development Center in Room 107 or call (575)234-9321 to make an appointment.

- The provisions of this catalog are not regarded as a contract between the students and NMSU Carlsbad. The college reserves the right to alter, amend, or revoke any rule or regulation, and to otherwise change any provision or requirements when such action will serve the interests of the student or the college. Our policy is to give advance notice of such changes whenever feasible. Unless the change in a rule or regulation specifies otherwise, it shall become effective immediately. Without limiting the extent of its powers to alter, amend, or revoke rules and regulations associated with its delivery of instruction and academic support services, NMSU Carlsbad reserves the right to make changes in degree requirements, in agreement with NMSU-Las Cruces, by
- Altering the number of credits and/or courses required in a specific certificate or associate degree program.
- Deleting courses;
- Amending courses by increasing or decreasing the credits of specific courses, or varying the content of specific courses;
- Offering substitute courses in the same or cognate fields; and/or,
- Adding, altering, or deleting academic programs, related offerings, and support services.

Whenever curricular changes alter an enrolled students' program and academic progress towards graduation, NMSU Carlsbad will make every reasonable effort to help that student complete his or her studies in a timely manner.

Faculty and academic advisors may assist any enrolled student in planning a program of study. The final responsibility for meeting the requirements for graduation, however, remains with the student.

Admissions, Registration, Regulations, and Academic Requirements

Admissions

A student may be accepted for undergraduate admission to NMSU Carlsbad as (1) a degree-seeking student or (2) a non-degree student under the policies and conditions as set forth in this section.

Degree-Seeking Student

- Qualifications for undergraduate admission to NMSU Carlsbad include the following: Graduation from any U.S. high school or academy that is accredited by a regional accrediting association or approved by a state department of education or state universities.
- Students who pass the GED test after January 1, 2002, need a score of 450 or higher. Students who passed the GED test between January 1, 1997 and January 1, 2002, need a score of 45 or higher. Students who passed the GED test prior to January 1, 1997, need a score of 40 or higher.

Students are required to submit applications for admission prior to registration. If transcripts are not received by the completion of registration, students must sign a "Non-Degree Conditional Agreement" to allow additional time for transcripts to be received. If transcripts are not received by the date set for conditional enrollment, the student will remain in non-degree status.

Non-Degree Student

Non-degree admission is designed to meet the needs of part time students who do not wish to pursue a degree at this campus. Non-degree students are not eligible for benefits from any veterans' or financial aid program.

Transcripts from previous institutions are not required, but a student must certify that he/she is either a high school graduate or has obtained a GED certificate and that he/she is eligible to return, in good academic standing, to any previously attended college or university by submitting copies of transcripts to the admissions office at NMSU Carlsbad. Non-degree students are subject to the same university regulations as regular students.

Non-degree admission requires a non-degree application at the time of the first registration.

New and Transfer Students

In applying for admission to NMSU Carlsbad, new and transfer students are advised to follow these procedures:

1. Apply for admission. Forms are available in the Student Services Office or online at https://app.applyyourself.com/?id=nmsu-u .
2. Request official transcripts of high school or GED and all previous college course work. All official transcripts should be mailed directly by the school or college registrar to NMSU Carlsbad, ATTN: Admissions Office, 1500 University Drive, Carlsbad, NM 88220.
3. Take placement tests in Math, English, and Reading. The test may be waived for students who have taken the ACT within the last year; are transferring in Math, Reading or English courses
4. Meet with an advisor in the Counseling and Student Development Center before registering to receive assistance with choice of major, course information, degree plans, and proper course selection.
5. Enter registration information by web (https://my.nmsu.edu) and pay, or make arrangement to pay, applicable tuition and fees in the Business Office.

Change of Admission Status

A non-degree student in good academic standing (cumulative GPA of 2.0 or above at NMSU Carlsbad) may apply for a change of status from non-degree to regular admission by completing a change of status application and by meeting the requirements for regular admissions. Non-degree students may not apply more than 30 credits earned under the non-degree status to any NMSU undergraduate degree program.

Admission by GED

A student who is 16 years of age and has satisfactorily passed the GED is eligible for admission to NMSU Carlsbad. The student must provide an original transcript of the GED scores and go through the regular admissions process.

Readmission

Former students of New Mexico State University who have been out of school for more than two consecutive terms are required to make formal application for readmission.

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

Transfer Admission
Transfer students from other colleges or universities will be accepted for undergraduate studies if they have at least a C (2.0) cumulative grade average and are eligible to return to the college or university last attended. The transfer student must submit official transcripts or records of credit earned at each college or educational institution previously attended within the first two weeks. These transcripts must be sent directly to the NMSU Carlsbad Admissions Office by the registrar of each institution attended. A student who conceals the fact that he/she has attended another college or university and who does not submit a transcript for each institution, whether or not credit was earned, can be subject to immediate suspension. Transcripts are evaluated, allowable credits are determined, and class standing is assigned only after the formal application for admission is submitted.

Transfer Credits
On the basis of transcript evaluation, credit may be granted for courses taken at other colleges or universities in which a grade of D or higher is earned. Semester and cumulative grade-point averages are computed solely on courses taken at New Mexico State University; however, transfer credits that are accepted will apply toward the degree.

Transcripts from other universities must be provided to NMSU Carlsbad as part of the admission process and are evaluated by the Registrar Office at the Las Cruces campus. Transcripts will only be evaluated after the student is officially enrolled as a regular status student. The Chief Academic Officer/Provost may evaluate credits from non-accredited institutions after the student has completed two semesters in fulltime status with satisfactory grades and make recommendation to the Registrar Office for acceptance.

Special Admission to Nursing Programs
Entrance and enrollments to the nursing programs are limited. Special applications are required and may be obtained from the offices of the Nursing Program. In addition to meeting regular undergraduate admissions requirements, students must be selected into these programs. Nursing students are also required to take the American College Test (ACT), TEAS exam, and successfully complete a certified nursing assistant program to be eligible for entry into the program. Effective Fall 2015, the HESI A2 exam will replace the ACT exam. Nursing majors must earn satisfactory grades and must make satisfactory progress in their theory courses prior to advancing to and enrolling in nursing clinicals. Refer to page 50 for more information.

Advising
Individual academic advising is available to all current and potential students. Advisors help individuals understand and utilize placement test results, set and reach academic goals, decide upon a major course of study, select appropriate courses, and facilitate successful transfer to four-year institutions. To make an appointment, call (575)234-9337 or visit the Counseling & Student Development Center in Room 107 of the main building.

Registration
Ongoing Registration for Fall semester is scheduled April through August, prior to the first day of instruction, and registration for Spring semester is scheduled November through January, again prior to the first day of instruction.

Late Registration
Late registration occurs after instruction has begun and carries cut-off dates and late fees. Admission to any course is subject to availability of class space and/or instructor approval.

Orientation
Students will complete the enrollment process by learning about campus programs, services, and policies in addition to learning how to use Canvas, necessary for online, hybrid and most face-to-face classes.

Degree Audit
Students have access to the Degree Audit System (STAR) available through their student online account at https://my.nmsu.edu . To self-check progress toward a degree, students must select the college, the degree, and the year they meet the requirements. The reports are self-explanatory. See an advisor for assistance, if necessary.

Demonstration of Academic Competencies upon Entrance to NMSU Carlsbad
All entering students must complete required basic skills placement exams to determine their competency levels in math, English, and reading prior to receiving course advisement or registering for classes. Based upon these scores, and other relevant information (i.e. recent ACT scores, H.S. record), students are advised into the appropriate courses needed or required to address any academic skill weaknesses directly and as soon as possible after a student is admitted. All degree or certificate-seeking students are required to prove or establish basic skills competency before any official program degree or certificate may be awarded. Therefore, students who place into any developmental course upon completion of entry testing are encouraged to take and complete any required basic skills courses during their first year of enrollment at NMSU Carlsbad. Note that developmental education courses are designated with the letter N and

are calculated as part of a student's academic grade-point average, but though required, developmental courses may not be counted for credit toward an official degree or certificate plan.

Dual Credit Program
The dual credit program is designed to give high school students an opportunity to earn both high school and college credit through NMSU Carlsbad. To qualify for dual credit, students must be enrolled at Artesia, Carlsbad, Jefferson Montessori Academy or Loving High School at least half time. Students must have a minimum high school GPA of a 2.0. Sophomores and students with lower GPAs may be considered on a case by case basis.

To enroll students must submit a dual credit packet during the college registration period that consists of an NMSU Carlsbad admission application (required only for students who have not attended in a semester or more), dual credit form with course request and all necessary signatures and submit a high school transcript.

For additional information on dual credit please contact the dual credit coordinator at 575-234-9276.

Early Admit Program
The early admit program gives student the opportunity to take college courses that are non-approved dual credit courses. Students must meet the same eligibility requirements as dual credit students. However, students will be required to pay course specific fees and purchase the book for the class. Students who are at or below freshman standing in the high school may not take academic courses at NMSU Carlsbad.

Carlsbad Early College High School
The Early College High School (CECHS) is a free public school within Carlsbad Municipal Schools (CMS), located on NMSU Carlsbad's campus. Students have the opportunity to graduate with a New Mexico high school diploma of excellence and, in partnership with NMSU Carlsbad, two years of college courses or an associate's degree. CECHS is open to CMS students who exhibit a sincere interest in academics and can embrace demanding expectations. At CECHS, students integrate into a university setting/ adult environment. CECHS offers students pathways in Science, Technology, Engineering and Mathematics (STEM), health care and entrepreneurship.

For additional information on the Carlsbad Early College High School contact Carlsbad Municipal Schools at 575-234-3300.

Home-School Students
Home-school students who choose to participate in college courses must meet the same requirements described above and will be required to pay their tuition and fees and to purchase their books. These students will be required to provide the college with a graded transcript. Home-school students must provide documentation that they are registered as home-schooled students with the local school district or with the NM Public Education Department (PED). They must also provide documentation, if applicable, of registration with a home-schooled program. Students must be concurrently enrolled in their high school curriculum as reflected on their transcript. This transcript must provide course grades (A-F), courses, course levels, grade level, and grades signed by the home-schooled program evaluator. Students must also meet the GPA requirements for each grade level.

Regulations

The following regulations apply to all campuses of NMSU and are effective with the publication of this catalog. Tuition amounts, fees, and similar items are subject to annual review and changes are effective with the current catalog or published in the current class schedule.

University Credits
The unit of university credits is the semester hour, which is the equivalent of one hour's recitation or a minimum of two hours of practice per week for one semester.

Class Rank (Classification)
A student's classification depends upon the number of credits completed toward graduation. Sophomore rank is achieved with successful completion of 28 credits; junior rank, 62 credits; senior rank, 94 credits.

Class Load
The normal load in a regular semester is 16-18 credits in all colleges of the university. An overload is more than 18 credits. A normal load in summer school is the same number of credits as there are weeks in the session. Written permission for the student to register for an overload must be obtained from the Vice President for Student Services at NMSU Carlsbad or the dean of the student's college at NMSU Las Cruces. To be eligible to take an overload, the student must have a cumulative grade-point average for the two preceding semesters of 2.5, with no grade less than C. A one credit course in physical activity may be taken without being included in the calculation for determining an overload. No freshmen will be permitted to assume an overload.

Basic Academic Skills
NMSU requires 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. 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.

- **English Basic Skill Requirement Options**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 or ENGL 111H. Students may satisfy English basic skills by passing ENGL 111G or ENGL 111H with a grade of C or higher.
- CLEP Credit. Students may earn credit for ENGL 111G or ENGL 111H 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 or ENGL 111H 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 another accredited institution. International students may be required to satisfy the requirements under "SPCD 111G" below.
- Transfer Credits. 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 below 12 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**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 15 or below on the ACT mathematics exam must pass two developmental mathematics courses, CCDM 103N and CCDM 114N, to qualify to enter university-level mathematics courses. Students who score 16 on the ACT mathematics exam must pass CCDM 114N to qualify to enter university-level mathematics courses. Completion of CCDM 112N and CCDM 113N is equivalent to completion of CCDM 114N. Students who score 17 or higher on the ACT mathematics exam, but whose mathematics placement exam scores do not qualify them to enter university-level mathematics courses, will be placed in the appropriate CCDM course, and 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.

Satisfactory Academic Progress

A full-time student is making satisfactory progress when the cumulative number of credits earned at NMSU, divided by the number of semesters attended at NMSU, 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 2.0 GPA.

University Grading System

Grade reports are not automatically mailed to students. Students can access grades and credits by the web using my.nmsu.edu. It is the responsibility of the student to provide updated grade addresses to the Office of the Registrar. 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 NMSU system of grading is expressed in letters, which carry grade points used in calculating the cumulative grade-point average:

Grade points

Letter Grade	Per unit of credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	2.0
D+, D, D-	1.0
F	0
W-Withdrawal	0
N-Grade not submitted	0
CR-Credit authorized, but not letter grade	0
IP-In progress	0
RR-Progress in undergraduate course	0
S*-Satisfactory work	0

An S grade is a grade satisfactory to the professor and is normally equivalent to the letter grade of C or higher. In computing the overall grade-point average, the total credits in which grades of A, B, C, D, or F have been assigned is divided into the total number of grade points earned. A course for which only CR, but no letter grade, is given and a course in which an S or PR grade is earned will be included in earned hours but is not computed in the grade-point average.

Prerequisite

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

Repeating Courses

A student may repeat a course in which a D or F grade has been earned at this university. 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. All grades in repeated courses, except the first grade earned, are counted in the grade-point average. If a student repeats a course eligible for grade substitution in which he has earned a D and fails the course, the second grade of F may be substituted for the original grade. If this is done, the student loses both credit and grade-points earned by the original D.

Neither credits nor grade-points may be earned by repeating a course for which a grade of C or higher has already been received. Students may repeat courses, as prescribed, for a maximum of 30 semester credits.

Note: Certain forms of financial aid and Veterans' benefits will not provide assistance to students who repeat courses previously completed successfully. Compliance with such regulations is the student's responsibility.

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 coursework 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 their transcript only if they complete the remaining coursework 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 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 coursework, 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 file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course.
5. 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.
6. 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 (scholastic 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.

RR Grade (Required Repeat)
The RR grade applies only to designated skill development undergraduate courses approved by the University Curriculum Committee and indicates the student has made substantial progress towards completing the requirements of the course. It carries neither penalty nor credit. The student must reregister 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 who have earned a minimum of 28 semester credits at NMSU under traditional grading, and 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, and courses officially designated S/U.

Each course under this option must be requested during registration. Eligibility must be determined by the Vice President for Student Services and certified by the student. 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. 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 New Mexico State University.
Each academic college of the university may designate courses in which the grading will be on 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 or the 7-credit-per-semester limit.

Grade Point Average
A student's NMSU semester and cumulative GPAs will be based solely on courses taken at NMSU or under an approved National Student Exchange.

Independent Studies
Independent study courses (including directed reading and special topics courses which do not carry a subtitle) are for students capable of self-direction who meet the requirements for the S/U option, i.e., if the students are not eligible for the S/U option, they are not eligible for independent study. Each college determines the maximum number of credits that may be earned in independent study courses.

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 Student Services Office.
Students applying for this option must

1. not hold a baccalaureate degree;
2. be currently enrolled as a regular/non-degree undergraduate student;
3. have a cumulative grade-point average of less than 2.0 at NMSU;
4. have successfully accumulated fewer than 60 transfer plus NMSU credits;
5. exercise the option only during the fall or spring semester before the last day to withdraw from the university; and
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 course work 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 NMSU after the period of adjusted credit.

NOTE: Certain forms of financial aid will not provide assistance to

students who repeat courses they previously completed successfully. Compliance with such regulations is the student's responsibility.

Advanced Placement
Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5, may petition the CAO/Provost at NMSU Carlsbad, or the appropriate academic dean at NMSU-Las Cruces, for college credit and advanced placement. The amount of credit and the equivalent university courses for which credit will be granted will be determined by the faculty at NMSU Carlsbad or the appropriate head of the NMSU Las Cruces department in which the course is offered. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

Credit by Examination
Any enrolled student with a cumulative GPA of at least 2.0 currently attending classes may, with permission of the appropriate 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 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 he is already registered, he may be permitted to challenge the course.

A student desiring to apply for special examination may obtain the necessary forms from the Student Services Office. 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 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 (CLEP)
Prior to or during a student's enrollment at NMSU, credits 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 wherever or however the student 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 total of 30 credits may be obtained through the five examination areas (English composition, humanities, mathematics, natural sciences, and social sciences history). Credit may also be obtained for courses in subject matter areas by successful completion of the Subject Examinations of CLEP. The appropriate NMSU dean or department should be consulted for exam scores required to allow credit.

The examinations should be taken at the beginning of the first semester, as some CLEP credit is awarded only for introductory courses. Any student enrolled at NMSU Carlsbad may obtain the necessary forms from the Testing Services Office at the East Mesa Campus at NMSU Las Cruces or call (575)528-7294 for more information. For local information call Joe Olivares at (575)234-9322.

Credit for Military Service
NMSU will award academic credit to United States military personnel for courses and military occupational specialties (MOS), based on the American Council of Education Guide (ACE) as well as through national standardized tests, such as CLEP, AP, PEP, and DANTES. Credit for military-training is in accordance with NMSU Faculty Senate Legislation Proposition 24-07/08, which was passed in May 2008. Military Training and Military Occupational Specialties (MOS) must have a recommendation evaluation by ACE (in the ACE Guide) for credit to be awarded. Courses accepted for transfer credit are given an NMSU equivalent and become part of the student's official NMSU transcript and academic record. If a student wishes to appeal a decision regarding the acceptance of military training/education and/or MOS for academic credit, the student must submit a written statement of appeal to the Dean of the College to which the student has applied. The Dean will review the merits of the appeal and render a decision. The decision of the Dean is final.

Only Primary MOS(s) are eligible for academic credit in the initial review and evaluation. Credit for Duty and/or Secondary MOS may be eligible for academic credit if the student petitions the college's CAO/Provost. Primary MOS is the primary specialty of a soldier and reflects the broadest and most in-depth scope of military experience. Veterans, active-duty personnel, Guard and Reservists who are a current student or a student applying for admission to NMSU may be granted academic credit on a case-by-case basis upon evaluation of military transcripts – Sailor/Marine ACE Registry Transcript System (SMARTS), Army/ACE Registry Transcript System (AARTS), Community College of the Air Force (CCAF) and United States Coast Guard transcripts. Course equivalencies and credit hours awarded for a particular NMSU degree are determined by colleges

and/or academic departments. Credit hours may be awarded for specific courses toward degree requirement, or as elective credit. The number of credit hours awarded will be determined by the college and/or academic department. The amount of credit will not exceed 30 semester hours for undergraduate and six semester hours for graduate-level students. Official documentation for military service, education and training must be submitted to the NMSU Office of the Registrar.

Audits

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 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 and graduate students. A student may not change from credit to audit after the last day to register but may withdraw and continue to attend with the permission of the instructor. Audited courses are not suitable for persons receiving benefits from any veterans' or financial aid program.

Changes in Registration

Changes in registration may be processed only in accordance with the university's regulations and with appropriate signatures. It is the responsibility of the student to initiate official withdrawal from a course and to obtain all necessary signatures on the drop/add form.

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

1. No grade is assigned during the registration period.
2. A W grade is assigned to any student who officially drops a course during the first half of its duration. A student may not officially withdraw from a course after this time. All drop forms must be signed and dated by the instructor of the course, the advisor, and the department head.
3. A W is assigned in all courses to any student officially withdrawing from the university prior to the last three weeks of classes.

A student found insufficiently prepared to carry a regular course may be transferred to a more elementary course in the same field any day before the last day to officially withdraw from an individual course.

Any person attending under Veterans' Educational Assistance should notify the VA representative in the Student Services Office if dropping or adding courses, as this changes enrollment status for benefits. Additionally, persons receiving federal/state financial aid and or scholarships should discuss changes prior to finalizing them with the financial aid officer.

Withdrawal

Withdrawal from any NMSU campus is an official procedure that must be approved as indicated on the withdrawal form. It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedures are graded appropriately by the instructor. Withdrawal forms may be obtained in the Student Services Office. Deadlines for official withdrawal are published in the Schedule of Classes each semester.

Students who are receiving financial aid, scholarships and/or student loans, should consult with the Financial Aid Office prior to dropping one or more classes or totally withdrawing from the university.

Attendance and Student Performance:

Students are expected to regularly attend all classes for which they are registered. Students making satisfactory progress in their classes will be excused from classes when they are representing NMSU on a university sponsored event. Authorized absences do not relieve the student of their class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Specific class attendance requirements are determined by the instructor of the course.

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 department head and the CAO/Provost at NMSU Carlsbad, or the appropriate academic dean at NMSU-Las Cruces, 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 audit, are permitted to attend classes. A student who has officially withdrawn from a course may continue to attend 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 requires all veterans attending under the Veterans Educational Assistance Benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for over payments from the Veterans' Administration. 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 NMSU.

If the university 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.

International Students

The general policies of the university as outlined in this catalog apply to international as well as domestic students. However, some special policies are necessitated by federal laws applicable only to international students.

An international student is any individual attending NMSU while present in the United States on a non-immigrant student visa. Legal immigrants or refugees must present documentation of their status either to Admissions or to the International Programs (IP) Office.

U.S. Citizenship and Immigration Services (USCIS)
Some of the more important rules as established by the United States Department of Homeland Security are:

1. Each student must maintain full-time student status for both the fall and spring semesters.
2. Foreign students may not work off campus without authorization. On-campus employment may be authorized under certain conditions.
3. All foreign students must maintain an up-to-date record in the IP Office. This record must indicate the student's current living address and local phone number.
4. Prior to admission, a prospective foreign student must demonstrate the following:
5. Academic ability to succeed in the chosen course of study;
6. Adequate financial support to complete the chosen course of study; and
7. Adequate command of the English language to maintain legal status as a full-time student for the fall and spring semesters.

Scholastic Ability
Prospective undergraduates must have completed a minimum of 12 years' schooling and/or submit official diploma or completion certificate. Official transcripts showing the classes taken and grades earned for the school years 10, 11, and 12 must be submitted. No hand-carried documents will be accepted unless received in a sealed envelope.

The scholastic average for the last three years of high school must be equivalent to 2.5. Foreign students are not admitted on a provisional or probationary basis. Graduation from a high school in the United States does not automatically qualify a foreign student for admission to NMSU. The student must also submit official transcripts from his or her foreign secondary school.

Financial Support

1. Each prospective foreign student must submit a current financial support document with his or her application.
2. This document must show that (a) the person providing the financial support has the necessary funds, and (b) the funds can be transferred from the student's home country to the United States.

No financial aid is available from NMSU for prospective foreign students. The university reserves the right to demand advance deposit of funds for any period deemed reasonable prior to granting admission. A foreign national can never qualify for residency and must pay nonresident fees.

English Language Proficiency
NMSU requires a score of 500 (paper-based)/173 (computer-based)/61 (internet-based) or better on the Test of English as a Foreign Language (TOEFL) for all foreign students, both nondegree and degree seeking. Foreign students may also demonstrate English proficiency by satisfactorily completing NMSU's Intensive English as Second Language programs. A waiver of the TOEFL requirement may be considered for:

1. Students who are native speakers of English.
2. Students completing high school in the United States who (a) have attended the high school for at least two full semesters and (b) have scored in at least the 75th percentile in English on the ACT.
3. Students transferring from a junior college, or university in the United States who have earned a minimum of 30 acceptable semester credits (45 acceptable quarter credits) with a GPA of 2.5 or better. "Acceptable credit" means classes that require a high proficiency in both written and oral English.
4. Students demonstrating English-language proficiency by methods accepted by International Programs.
5. Students enrolling in certain programs where English language proficiency is not required.

The university reserves the right to require any prospective foreign student to meet the TOEFL requirement. For complete information concerning the TOEFL examination, applicants should review the following web site: www.toefl.org

NMSU conducts an Intensive English Language Program for undergraduates and graduate students pursuing degree programs at NMSU. Foreign students are not admitted to the university for the sole purpose of studying English.

Prior to enrollment, each foreign student is administered an English screening examination. Based on the results, the student is either assigned to one of the special English classes for foreign students or is excused from special English instruction. Foreign students excused from SPCD 111G will be required to take ENGL 111G, including

students whose native language is English. The student may then be required to complete one or more regular English classes as required for a particular degree. Completion of basic English courses at other U.S. institutions does not automatically satisfy this requirement.

Admission Restrictions

Although NMSU does not set a quota for the total number of foreign students, there may be several factors that would prohibit admission even though the student meets all general requirements.

1. The dean of a chosen college and the department head of a chosen major or the provost/campus director of a branch campus may refuse to grant admission.
2. There may be a disproportionate number of foreign students or a disproportionate number of a particular nationality in one department or college.
3. Academic advisers, especially in the Graduate School, may not be available.
4. Foreign nationals may be non-degree if admitted as exchange students, or as part of a special program, or as holders of visas that allow incidental studies related to their current non-immigrant status.
5. Non-native speakers of English normally are not admitted for summer sessions. There are some exceptions such as students admitted to NMSU's Intensive English Programs.
6. University branch campuses reserve the right to refuse admission to foreign students if the appropriate immigration and English-language support services are not available.
7. Preference for admission to the branch campuses is shown to students who graduate from high school in the United States.
8. University branch campuses reserve the right to set limits on the number of international students admitted to their respective campuses based on the percentage of international students within an academic program.

All application material, including the application for admission, letters of recommendation, transcripts or national examination scores and/or transcripts from colleges or universities (with an English translation), test scores including the TOEFL, and proof of adequate financial support should be on file in the International Programs Office by the following suggested dates:
March 1 for Fall semester
October 1 for Spring semester

Contact the academic department for specific deadlines.

Miscellaneous Regulations

1. All foreign students are required to have coverage at the Student Health Center except when the main campus Student Health Center is not available to them.
2. All foreign students must have health insurance. Students who do not purchase insurance from NMSU must present evidence of similar coverage to the IP Office. Students without insurance will not be allowed to register.
3. Upon arrival on campus new foreign students are not permitted to register until all IP requirements are met, including attending orientation and taking the English screening examination. All foreign students, therefore, are required to report to the appropriate office on their campus.
4. At NMSU Carlsbad the appropriate office is the Office of Student Services,
   1500 University Drive, Room 111.
5. Undergraduate students are required to carry at least 12 credits per semester.

Recognition of Academic Achievement

Dean's Honor List

Following the close of the semester, each college dean at NMSU Las Cruces publishes a list of students who have achieved honor standing in grades for the previous semester. Students who so qualify, in attendance at NMSU Carlsbad, will be listed on an NMSU Carlsbad Dean's Honor list. 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 by college for that semester will be named to the Dean's Honor list.

Crimson Scholars Programs

The Crimson Scholars Program at NMSU is a recognition and enrichment program for students of exceptional academic achievement. Designation as a Crimson Scholar places the student among NMSU's top students and entitles her to a number of valuable privileges.

Students do not need to apply to be a Crimson Scholars. At the beginning of each semester that a student qualifies as a Crimson Scholar, she receives an email message confirming her status.

Privileges – A student who qualifies becomes automatically eligible for all Honors classes; Early Registration allows a Crimson Scholar to have the first choice of classes; Library Privileges include being able to check books out for an extended period; Crimson Scholars may have the opportunity for independent study, research projects and other meaningful work, guided by NMSU faculty; Eligible Crimson Scholars receive a lapel pin (Crimson Scholar status for 24 credits), recognition on the commencement program (Crimson Scholar status for 75 credits), and notation on their transcript as a Crimson Scholar Graduate (Crimson Scholar status for 90 credits).

Qualifications - **Degree-seeking undergraduates**, enrolled for three or more credits per semester at NMSU (main campus or one of the branch campuses); **New Freshman** (27 credits or less) with an ACT composite score of 26 or better (or an equivalent SAT

score), or an ACT score of 24-25 (or an equivalent SAT score) and a 3.75 or higher High School GPA are eligible. These students must maintain a 3.5 minimum cumulative GPA to continue in the program; **Transfer Students** must have a 3.5 minimum cumulative GPA at their previous institution(s) to be eligible, and must maintain a 3.5 cumulative GPA to continue in the program; **Sophomores, Juniors, and Seniors** must have a 3.5 minimum cumulative GPA to continue in the program; **Currently enrolled** Crimson Scholars whose cumulative GPA drops below the required 3.5 will be dropped from the program. If the student's cumulative GPA again meets minimum requirements the following semester, the student will automatically be reinstated.

Transcripts and Privacy Rights

The Office of Student Services assists current and prospective students in completing the admissions process, maintaining current student files and monitoring academic standing. Additionally, student enrollment status is continually updated and unofficial transcripts and academic records are maintained for all past or present students.

Transcript of Credits
Official NMSU transcripts can be ordered online at http://nmsu.edu/~registra/transcripts or by mail (see Student Services). An electronic transcript is $10.00 and a paper transcript is $12.25. For questions, contact the NMSU Las Cruces Registrar's office at (575)646-4990. Official name changes on transcripts will be processed only if a student is currently enrolled and a written request is submitted.

Social Security Numbers in Student Record
As required by law, social security numbers are collected from prospective and current students who 1) plan to seek employment on campus or 2) wish to receive financial aid. In addition, 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.

Privacy Rights
The following information has been designated as directory information and is subject to release to the public under the Buckley Amendment (PL98380), "The Family Educational Rights and Privacy Act of 1974": Student's name, address, email 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 at the Office of the Registrar in compliance with the ACT. Requests for withholding directory information must be filed in writing with the Office of the Registrar.

Graduation Requirements

To Graduate with a Certificate
Graduates in certificate programs must demonstrate proficiency in reading, math, and English as evidenced by sufficient scores on the Workkeys® assessment. Additional remediation may be required.

To Graduate with an Associate Degree
For each of the two-year associate degrees offered at NMSU Carlsbad, the student must complete a minimum of 66 credits, complete English 111G with a grade of C or better, complete a basic skills course in mathematics and reading (if needed) with a grade of C or better, and have an average of two grade-points per credit in all courses taken at NMSU. In addition, the last 15 credits of the degree must be completed at an NMSU campus and all degree requirements must be met.

Graduation with Honors
The requirements for designation as a Crimson Scholar Graduate are listed in the sections on these programs. The designation Meritorious Graduate is awarded to the top 15 percent of the students receiving associate degrees within each college in any one academic year provided 45 or more credits have been completed at NMSU or NMSU Carlsbad.

Applying for One-Year Certificate or Two-Year Associate Degree
Eligible students are required to submit an application for a certificate or associate degree by the deadline and pay applicable fees as published in the Schedule of Classes for the semester. The certificate application forms are available in the Student Services Office and information regarding the online degree application process is available at http://nmsu.edu/~registra/degree-app/index.html . It is recommended that students print a certificate or degree audit through their myNMSU account and have it reviewed by an academic advisor in Counseling and Student Development Center at least one semester prior to registration for their last semester and also give a copy of the audit to Student Services Office staff for the student file. If certificate or degree requirements are not completed during the semester for which the student applied, the student must reapply and pay applicable fees.

The earliest catalog a student may select is the catalog in effect the first semester the student attended college, or any subsequent catalog, provided it is not more than six years old when requirements are met.

Attendance at Commencement
The Vice President for Student Services certifies eligibility to participate in commencement exercises held at the close of the

spring semester. Students who complete degree requirements during the fall, spring, or summer semesters are eligible to participate in commencement.

Academic Appeals

Academic Appeals

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 the university 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, the student is to appeal directly to the department head in whose area the alleged grievance occurred or to the campus CAO/Provost.

1. **Appeal to the faculty member:** The student is to submit a written appeal to the faculty member within thirty (30) days after the start of the semester following the semester in which the alleged grievance occurred. Semester in this case refers to fall and spring only. If the alleged grievance occurs during the summer session, the student is to submit an appeal no later than thirty (30) days into the fall semester following the summer session 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 department head within ten (10) working days of receipt of the student's written appeal.
2. **Appeal to the department head**: If a decision satisfactory to the student cannot be reached, the student may submit a written appeal to the department head in which the course in question is taught. This is to be done within ten (10) days of the receipt of the faculty member's written decision. The faculty member, the department head, and the student are to meet to discuss the problem. The department head will send a written response outlining his or her decision to the student and faculty member within ten (10) days of this meeting.
3. **Appeals to the CAO/Provost**: If a satisfactory decision cannot be reached among the department head, the faculty member, and the student, the student or the faculty member may submit a written statement of appeal to the CAO/Provost. This is to be done within ten (10) working days after the receipt of the written decision by the department head. The CAO/Provost may request a written recommendation from the college Academic Appeals Board. Should this be the case, the 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 appeal. The Academic Appeals Board will submit the written recommendation to the CAO/Provost within five (5) working days following the conclusion of their process. The CAO/Provost may meet with the student, faculty member, and department head to discuss the appeal (not necessarily at the same time). The CAO/Provost will submit a written response outlining his or her decision to the student, faculty member, department head, and Campus President within ten (10) days of the last meeting.
4. **Appeals to the Campus President:** The Campus President 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 Campus President is the last step in the appeals process and the Campus President's decision cannot be appealed further. Should the Campus President not choose to review the appeal, the decision of the CAO/Provost is final.
5. **Exceptions to the time involved**: The CAO/Provost 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 semester or summer session in which the course was taken.
   Enrollment: A student need not be enrolled at the university to initiate an appeal.

Academic Appeals Board

An academic appeals board can be appointed by the CAO/Provost 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. Departments may require that records be kept for longer periods.

Academic Misconduct

Students at NMSU 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 committing 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, 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.

Student Conduct

The policies and procedures related to student conduct are published in the NMSU Carlsbad campus Student Handbook available from the Office of Student Services. The Vice President for Student Services serves as the NMSU Carlsbad Campus Discipline Officer for student misconduct. The CAO/Provost serves as the Hearing Officer for academic misconduct. The Student Handbook can also be located on the web site http://carlsbad.nmsu.edu .

Academic Standing

Please see section on incomplete, I, grades to determine the effect of removal if I grades on academic standing.

Academic Warning, Probation and Suspension

When students do not maintain adequate academic standing, they begin a progress of Academic Warning to Academic Probation I and II, and finally to Academic Suspension. Each stage imposes more structure and limitations on the student in order to help the student return to normal academic standing. The intent is not to punish, but to help the student return to normal academic standing and success. Since some of these limitations involve limitations on the number of credit hours, students on Probation or Suspension may be subject to loss of financial aid. It is the responsibility of the student to determine the impact of their changed academic standing on their financial aid. Notification to students of academic warning probation or suspension appears on the student's grade report at the end of each grading period.

Academic Warning

Issued only once, the first time a student's cumulative GPA falls below a 2.0 while in good academic standing. The CAO/Provost will send the student a letter detailing the consequences should the cumulative grade point remain below a 2.0 at the conclusion of the semester.

While under Academic Warning the following restrictions apply:

1. The student may be required to enroll in a 3-hour special study skills/time management course specifically designed for students on Academic Warning for the first time, or an equivalent approved by the CAO/Provost.
2. Students will be required to enter into a contract with their advisor, approved by the CAO/Provost that place further stipulations on Academic Warning. The contract may include, but is not limited to the following:
3. The student may be required to take at least one repeat course to try to greatly improve the GPA.
4. Except for the special study skills/time management course, the student's coursework may be restricted to the major.
5. The student may be required to get tutoring help.
6. The student may be required to see an academic counselor on a specified time schedule.
7. The number of hours a student may register for may be restricted (due to extenuating circumstances such as the student's workload commitments).

The CAO/Provost may place the student on Academic Probation I should the student not adhere to the stipulations of the contract.

If the student's semester GPA is less than a 2.0, and the cumulative GPA remains below a 2.0 at the end of the semester on Academic Warning, the student is placed on Academic Probation I. If the semester GPA is greater than 2.0 but the cumulative GPA is still less than 2.0, the student will remain on Academic Warning. If the cumulative GPA is greater than a 2.0 at the end of the semester then the student is returned to regular status.

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 I

This occurs when a student under Academic Warning has a semester GPA less than 2.0, and the cumulative GPA remains below 2.0 at the conclusion of the semester. Or, if the student maintains a semester GPA greater than 2.0 while on Academic Probation I but the cumulative GPA is still less than 2.0. 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 that fall below 12 credits in any one semester will jeopardize their financial aid. Should this occur, students should see the associate dean in their college as soon as possible to try to implement corrective measures.
2. The student will enter into a contract of individualized

education plan with the student's advisor and approved by the CAO/Provost that place further stipulations on Academic Probation I. The CAO/Provost may place the student on Academic Probation II or Academic Suspension should the student not adhere to the stipulations of the contract.

3. Students on Academic Probation receiving educational benefits from the Veterans' Administration must obtain counseling from the Office of Veterans' Programs.

The student must maintain a semester GPA equal to or greater than 2.0 until such time that the cumulative GPA is greater than 2.0 at which time the student goes back to regular status. Until the latter happens the student remains on Academic Probation I. The student will be placed on Academic Probation II if unable to maintain a 2.0 semester GPA, and the cumulative remains below a 2.0 GPA, while under Academic Probation I.

Academic Probation II

Issued when a student falls below a semester 2.0 GPA, and the cumulative remains below a 2.0 GPA, while on Academic Probation I. Or, if the student maintains a semester GPA greater than 2.0 while on Academic Probation II but the cumulative GPA is still less than 2.0.

1. The student cannot enroll in more than 7 hours of coursework during the semester.
2. As with rule 2 under Academic Warning and Academic Probation I and at the discretion of the CAO/Provost, the student will be required to enter into a contract with the student's advisor, and approved by the CAO/Provost, to place further stipulations on Academic Probation II.

The CAO/Provost may place the student on Academic Suspension should the student not adhere to the stipulations of the contract.

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

Transfer Students

Students (admitted under special provisions) whose transcripts indicate less than a 2.0 GPA are admitted on Academic Probation I.

Continuing in Probationary Status

Student 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 GPA remains below a 2.0 while under Academic Probation II, the student is placed on Academic Suspension. Students under Academic Suspension are not allowed to take NMSU courses while under suspension. Students on Academic Suspension must sit out a minimum of 1 semester and then petition the CAO/Provost 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 CAO/Provost, the student will enter into a contract approved by the CAO/Provost and the student's academic advisor setting stipulations to have the suspension removed. Failure to adhere to the contract will return the student to Academic Suspension.

Under certain conditions, a student may be re-admitted at NMSU under regular status while under Academic Suspension when satisfactory progress has been demonstrated at another college or university. Credits earned at another university or college while under Academic Suspension from NMSU or another university or college will be accepted by 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 one or both of the following summer sessions at NMSU or one of its Community College colleges. Such attendance must raise the combined spring semester and summer 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 wished to attend summer sessions at other institutions.

Disciplinary Probation and Suspension

NMSU expects all students to regard 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 the university.

Academics Support Services, Costs, Campus Resources, Student Activities

Adult Basic Education and GED Preparation

NMSU Carlsbad's Adult Basic Education (ABE) Program provides learning and training opportunities to approximately 700 adults annually in Eddy County. There are four (4) sites in Carlsbad, three (3) in Artesia and one (1) in Loving. Each site provides free classes for qualified adults who are 16 years of age or older. The program's emphases are helping individuals prepare to take the GED Test and assisting those who speak other languages and want to learn English (ESL). There is no tuition for these courses and books are provided without charge.

The ABE Program operates year-round, offering free classes in the fall, spring, and summer. To accommodate the schedules of busy adults, classes are offered morning and evening. Each student then progresses through the program at his or her own pace. Well-qualified instructors and tutors are available to provide the academic support students need to meet their goals. For more information about the ABE Program, please call the ABE Office at NMSU Carlsbad at (575)234-9250 or Toll Free at 1-877-999-9363 or stop by Room 207 on the NMSU Carlsbad campus.

Community Education

NMSU Carlsbad Community Education offers lifelong learning to individuals of all ages seeking educational options for the purpose of personal enrichment and self-improvement. Personal enrichment courses offered are in topics such as art, music, cooking, pottery, computer skills, yoga and welding. Course instructors range from retired professionals, NMSU faculty members to business owners. Most of the courses are affordable and can be taken in several hours to several weeks on our campus. Additionally, taking classes with NMSU Community Education allows the student to meet other people with the interest or hobby she would like to pass on. If someone is interested in teaching a class with Community Education, that person should call (575)234-9247 or (575)234-9248 or visit the Community Education Office on campus in office 1A or 1B.

Service Learning Opportunities

A variety of NMSU Carlsbad courses may include Service Learning options. Service learning programs involve students in activities that address local needs while developing their academic skills and commitment to their community. Service Learning is a teaching and learning strategy that connects meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Participants in Service Learning master important curriculum content by making connections between what they are studying in the NMSU classroom and its many applications. The four pillars of Service Learning are the academic focus in the NMSU classroom, the service that meets a community need, reflecting on the experience, and strengthened civic responsibility. For more information on Service Learning Opportunities at NMSU Carlsbad call (575)234-9247 or (575)234-9248 or visit the Community Education Office on campus in office 1A or 1B.

TEAM Center

The TEAM (Tutoring in English and Math) Center provides instructional support for students at NMSU Carlsbad. The goals of the TEAM Center include tutoring students for a wide variety of developmental and college-level courses, helping students improve their study and learning skills, and connecting students to the network of support available at the university and within the community.

The TEAM Center oversees the following:

Coursework:

- Individualized coursework: Curriculum for specific learning needs through UNIV 110, UNIV 111, and COLL 155.
- Tutoring for credit: Students may be eligible for math and/or English tutoring credit through CCDS, Developmental Skills courses.
- Developmental Instruction: All developmental courses (CCDM, CCDE, CCDS and CCDR) are administered by the TEAM Center.

Services:

- Individual and Group Tutoring: Scheduled academic course assistance by qualified tutors for a wide variety of courses.

Visit the TEAM Center for more information.

- Math tutoring for all CCDM and MATH courses through MATH 121G.
- Learning and Study Skills: Assistance with a variety of needs from learning style assessment to time management. Visit the TEAM Center for more information.
- Test Prep: Tutoring, books, and online preparation for COMPASS and ACT.

Dragon NaturallySpeaking: Computer program that translates verbal speech into typed text. Available for use by appointment with priority given to students receiving ADA accommodations.

All services are offered free of charge to qualified NMSU Carlsbad students. Courses are offered for credit and adhere to the university tuition schedule. Students must be admitted to NMSU Carlsbad to access all services and courses. Students may receive credit for TEAM Center services through the following course titles: UNIV 110, Personal Learning Skills I, UNIV 111, Personal Learning Skills II, COLL 155: Tutoring for Math/English, or CCDS, Developmental Skills courses (tutorial support for math, English and/or reading). Students registering for any of these courses must follow their regular course registration process and pay for each course at the applicable college tuition rate. All registered students must meet with a tutor within the first week of classes. These courses are graded on an S/U basis.

For more information about this service or its offerings, call (575)234-9317, visit the TEAM Center in Room 253 or 254, or visit our website at carlsbad.nmsu.edu. The TEAM Center is open from 8 a.m. to 7 p.m. Monday through Thursday, and from 8 a.m. to 12 p.m. on Fridays during the Fall and Spring semesters. Summer hours are determined at the end of the spring semester.

Developmental Programs and Services

The mission of the Developmental Education Program at NMSU Carlsbad is to help students cultivate the knowledge, skills and attitudes necessary for success in college-level curriculum by providing quality instruction and academic support that encourages students to be active participants in the learning process.

New students are placed into developmental education courses based on their ACT and/or COMPASS placement testing scores. The course placement level is determined based on system-wide standardized "cut-off" scores. The university strongly recommends that all required developmental education coursework be started during the first year of enrollment.

Students must pass all developmental coursework with a grade of "C" or higher, in order to move on to the next course in the sequence. Students who earn less than a "C" in a course will be required to repeat that course and must obtain the required minimum grade before moving to the next course in the sequence. Please note that credit earned in developmental coursework is not applied toward any degree or certificate at NMSU Carlsbad, but completion of developmental coursework may be a requirement for any degree or certificate. Credit for developmental coursework is included in the credit calculations for financial aid. Most developmental courses are offered for 4 credits, which includes 3 credits of instruction and 1 credit of laboratory time to practice skills taught during instruction. A variety of course instructional formats may be offered. Please refer to the semester course schedule or visit the TEAM Center for more information regarding specifics for each course section.

Developmental Courses and Course Sequence

Developmental Reading

CCDR 101, Intro to Basic Reading.. .... .4 cr.
CCDR 103N, Comp Rdng Dvlpmnt.... .... .4 cr.
CCDR 105N, Fnd of Acadmc Read .... .3 cr.
CCDR 110N, Effective College Rdg .... .3 cr.

Developmental English Sequence

CCDE 105N, Effctv Comm Skills... .... .4 cr.
CCDE 110N, General Composition .... .4 cr.

Developmental Math Sequence

CCDM 100N, Math Prep/Coll Success .... .4 cr.
CCDM 103N, Pre-Algebra .... .4 cr.
CCDM 105N, Math Prep/Pre-Algebra .... .5 cr.
CCDM 112N, Dvlpmntl Algebra I . ... .4 cr.
CCDM 113N, Dvlpmntl Algebra II .... .4 cr.
CCDM 114N, Algebra Skills... .... .4 cr.

CCDM 105N, an accelerated mathematics preparation and pre-algebra review sequence, which can be taken by those students who have recently had math.

CCDM 112N/113N, a slower paced (two semester) basic algebra review sequence, which should be taken by those students who have not had math for at least a year, received a "C" in high school Algebra, or received a "C" in CCDM 103N (Pre-Algebra). Note: 114N CCDM can substitute for 112N+113N.

COLL 155, Tutoring for Math/English……2 cr.
May be taken concurrently with MATH 120 and MATH 121G and any college-level English. Graded on an S/U scale, based on the number of tutoring hours required. Students must contact the Tutor Coordinator in the TEAM Center prior to the start of the semester to receive additional information and sign a contract agreement that stipulates the number of required tutoring hours. Students may only enroll for a total of 2 credits of COLL 155 per semester and the course may be repeated in subsequent semesters for a maximum of 8 credits.

UNIV 110, Personal Learning Skls I .... .1 cr.
UNIV 111, Personal Learning Skls II... .... .1 cr.
Requires the student to design a curriculum of study to meet individualized learning goals. Graded on a S/U scale, based on the number of hours completed and amount of progress made during the semester. Students must contact the Tutor Coordinator in the TEAM Center prior to the start of the semester to receive additional information and sign a contract agreement that stipulates the number of required hours and dictates the curriculum to be followed. The course may be repeated in subsequent semesters for a maximum of 3 credits.

College Level English Courses
ENGL 111G, Rhetoric and Composition. .... 4 cr.
This course is required for all degree programs. Also, this course should be taken only by those who either initially "placed" into the course (by placement testing) or by those who have first successfully completed CCDE 110N prior to enrollment in the course.

College Level Math Courses
MATH 111, Fndmntls Elem Math I .... .3 cr.
MATH 112G, Fnd Elem Math II .... .3 cr.
MATH 120, Intermediate Algebra... .... .3 cr.
MATH 121G, College Algebra.... .... .3 cr.
MATH 142G, Calc/Biol/Mgmt Sci I ... . .3 cr.
MATH 190G, Trig and Precalculus . ... .4 cr.
MATH 191G, Calculus/Analytic Geom I. .... .4 cr.
MATH 192G, Calculus/Analytic Geom II .... .4 cr.
MATH 210G, Math Appreciation.... .... .3 cr.
MATH 230, Matrices/Linear Program .... .3 cr.
STAT 251G, Stats for Bus/Behavioral Sci .... .3 cr.

Before students enroll for any college level course listed above, they should have satisfied the following requirements: (a) have taken and passed any stated prerequisite course with a grade of "C" or better, or (b) have taken the placement examination earlier, the results of which must affirm a student's placement at a college course level. Courses beyond the developmental level may or may not be degree required (check the degree plan first).

Library and Media Center

A center of academic activity, the Library and Media Center seeks to be the first choice for information for NMSU Carlsbad students, faculty and staff. The campus library supports student learning and instruction with specialized array of online and traditional learning resources. The library ensures equal access to learners across the spectrum of educational level, physical ability, and location. The campus library also serves as a public gateway welcoming community learners to both print and online resources provided by the State Library of New Mexico.

Through active collaboration with faculty, the library provides access to academic and vocational resources pertinent to student achievement and student success. Information literacy training is embedded into the physical and on-line learning environments to build technological readiness vital to personal and professional achievement in today's global economy.

The library is an open, vibrant, and student-centered environment that encourages discovery and academic success through active learning. A welcoming space for individual and collaborative interaction, the library is open six days a week, 10 hours each day during the fall and spring semesters. Remote access to selected online resources is available to current students, faculty and staff 24 hours a day.

Library Hours
Monday – Thursday 8:00 am to 8:00 pm
Friday 8:00 am to 5:00 pm
Saturday 10:00 am to 2:00 pm

Additional library hours can be scheduled by university faculty request. Reminder: The library follows the NMSU Carlsbad calendar and is closed whenever the campus is closed.

Learning Technology Center

The Learning Technology Center (LTC) is located in Room 211 of the Main Building and is open Monday-Thursday, 8am to 6pm and Friday 8am to 5pm. The office phone numbers are (575)234-9263, (575)234-9261 and (575)234-9259. The LTC provides technology support for faculty, staff and students at New Mexico State University Carlsbad. The goals of the LTC include training faculty and students on the learning management system (LMS) and other web technologies, provides professional development training for faculty and staff, helping faculty improve course design and development for online learning, and helping students with technology issues.

For students, the LTC provides training on Microsoft Office, Learning Management System and web technologies. The LTC can be reached via email at ltccarlsbad@mailman.nmsu.edu

Computer Center

The Computer Center at NMSU Carlsbad operates four instructional computer classrooms and a general use computer lab. All computers are networked and provide access to the Internet. The Center maintains a staff of full time and student employees to provide users with technical support. The Computer Center general lab phone number is (575)234-9402.

Student Computer Accounts
All students enrolled for credit courses are given a computer account that allows them access to the Internet during the semester(s) in which

they are enrolled. This account also allows a student access to server based storage for homework.

Video Conferencing and Satellite Transmission
Video conferencing services, including two way interactive televisions, are also provided for staff and community organizations through the Help Desk in the Business Office. To schedule a computer classroom or a video conferencing room contact the Help Desk at (575)234-9406.

Counseling and Student Development Center

The Counseling and Student Development Center (CSDC) located in Room 107 coordinates services for students in the following areas:

Academic Advising
The Counseling and Student Development Center (CSDC) advisors help students interpret placement test scores, select and schedule classes, explore majors, develop a degree plan, and evaluate their progress towards degree completion. In addition, we assist students with a variety of concerns ranging from coping with stress, managing time, and test anxiety to more serious concerns as these affect academic performance.

Career and Job Placement Services
The college offers various resources to help students evaluate and choose potential career options including career assessments and interpretation (interest inventories, personality assessments, work values and skills assessments), workshops, classes and books, magazines and computer software on career and job search topics. Career advisors provide assistance with general job search strategies including writing cover letters and resumes. The Counseling and Student Development Center coordinates work-study positions for eligible students as well as cooperative and internship opportunities.

Student Government (ASNMSU Carlsbad)
We coordinate campus activities through Associated Students of NMSU Carlsbad, the campus student government association, and host events on student development issues such as drug and alcohol abuse prevention, suicide prevention, mental and physical wellness, leadership, and cultural diversity.

Special Needs Services
Special Needs Services (SNS) works to provide reasonable accommodations to qualified students with disabilities and to assure that campus programs and services are accessible to students with disabilities.

Students may request services by completing these steps in order:

1. Make an appointment with the Special Needs Services Coordinator to self-identify as a student with a disability.
2. Submit a "Petition for Accommodation" and proper documentation to the SNS Office.
3. Finalize accommodations for the semester with the SNS Coordinator.
4. Take faculty notification letters listing approved accommodations to each instructor and return to the SNS office within five working days.
5. Submit a "Petition for Continuation of Services" each semester.

Grievance Procedure for Students with Disabilities
NMSU Carlsbad has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or of the Americans with Disabilities Act of 1990 (ADA), which prohibit discrimination on the basis of disability.

Students are encouraged to attempt to resolve any problems or complaints they might have at the local college level first, when possible. Students should initially contact the NMSU Carlsbad Special Needs Services Coordinator's Office in Room 107, (575)234-9321 in an effort to resolve problems related to the need for or provision of special accommodations, as well as those that are related to access needs or the equalization of learning opportunity.

While students are encouraged to resolve concerns at the college level, any student may contact the EEO/ADA and Employee Relations Director at (575)646-3333 or (575)646-7802 TDD at New Mexico State University's main campus at any time.

Informal Complaint Procedure
The student may wish or choose to resolve the complaint on an informal basis (such may include mediation, a letter to the professor, a telephone call, or some other resolution amenable to the student). A written confidential record of the final outcome or resolution will be retained at the NMSU Carlsbad Special-Needs or Student Services Office(s).

Formal Grievance Procedures
If the student wishes to formalize a grievance, completion of the New Mexico State University, EEO Grievance Form is required by the EEO/ADA and Employee Relations Office (575-646-3333) within ten (10) working days of the occurrence. (Note: The 10-day filing period may be extended by written request to the EEO/ADA and Employee Relations Office with consent of the student). In order to expedite the filing process, formal New Mexico State University, EEO Grievance Forms are available in the Special Needs Office, Room 107.

The foregoing procedures are implemented to:

- Protect the substantive due process rights of students with disabilities;

- Assure that NMSU Community College at Carlsbad complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

For further information contact the Special Needs Coordinator, the Director of Counseling and Student Development, the Vice President for Student Services; or NMSU's EEO/ADA and Employee Relations Director.

Barnes & Noble Bookstore

The Barnes & Noble Bookstore is a full service operation intended to meet the needs of the students, faculty, and staff of NMSU Carlsbad and is located on the lower level of the main building. The bookstore sells required course textbooks, both new and used. The bookstore also has school supplies and NMSU Carlsbad insignia clothing items. Students may receive a full refund if books are returned during the first week of classes with a receipt. With a proof of schedule change and a receipt, a full refund will be given during the first 30 days of classes. The textbook refund period for summer and mini-sessions is one week only from the start of class. Additionally, the bookstore buys back books year-round. The bookstore is open during posted hours. For any additional information, please visit us at www.nmsubookstore.com .

Tuition and Fees

Refer to the current Schedule of Classes, published each Fall, Spring and Summer for the current tuition and fees.

Laboratory Fees
Courses in computer science, physical education, manufacturing and craft skills, nursing, science, welding and other courses, may require students to pay fees to acquire special supplies. Some music courses also require additional fees. These fees are approved by the NMSU Board of Regents, and are listed each semester in the Schedule of Classes published by NMSU Carlsbad.

Payment Plans
By enrolling in classes at 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 NMSU that all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Collection costs incurred in the event of delinquency shall be at the expense of the borrower. Although the university accepts payment via student financial aid and third party sponsorship, the responsibility for payment remains with the student. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.

The university reserves the right to cancel the registration of any student who fails to pay, when due, any indebtedness to the university. Academic credits, transcripts, and diplomas will be withheld until all financial obligations are resolved.

Refund of Tuition
NMSU Carlsbad has a tuition refund policy. The percent of refund is dependent upon the date a student drops a class or classes. Students are advised to refer to the policy on refunds, as printed each semester in the Schedule of Classes.

Reduced Tuition Rates for Senior Citizens
Senior citizens (persons aged sixty-five years or older) who are New Mexico residents are eligible for reduced tuition under the Senior Citizens Reduced Tuition Act. The cost will be $5.00 in tuition per semester credit, plus a $3.00 administrative fee, for a total of $8.00. There may be additional required fees such as course or lab fees. Senior citizens may register for a maximum of 6 semester credits at the reduced rate, on a space available basis.

Financial Aid, Scholarships, Grants, and Loans

The university administers an extensive program of grants, scholarships, and loans. Our students are awarded Federal and State of NM aid including grants, scholarships, work-study and loans. Students must apply annually for financial aid at www.fafsa.gov .

General eligibility requirements to receive financial aid are as follows:
- Only students who are U.S. citizens, nationals, or permanent residents are eligible to apply for financial aid.
- Students must be in good academic standing and must be making satisfactory progress toward a degree or certificate
- All male students must be registered with Selective Services (students must register between the ages of 18 and 25).
- Undergraduate students must be enrolled at least half-time (six credit hours) for most (except PELL grants) federal aid programs and full time (12 credit hours or more) for most scholarships.
- Need must be clearly established for need-based financial assistance.
- Students must have a high school diploma or a GED, or must have passed an independently administered test approved by the U.S. Department of Education.
- Students must sign a statement verifying that they do not owe a refund on a federal grant or loan; that they are not in default on a federal student loan and that they will use the financial aid only for educational purposes.
- No student will be denied financial assistance on the basis of

age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.
- Go to http://fa.nmsu.edu/index.html to find details regarding policies related to Student Financial Aid.

For detailed information concerning academic progress policy, scholarships, grants, work study, and loans, stop by the Financial Aid Office, Room 111, NMSU Carlsbad. Inquiries can be made by telephone at (575) 234-9230 or toll free 1-888-888-2199.

Veterans' Benefits Certification

The Veterans' Administration (V.A.) has approved NMSU Carlsbad courses for study by veterans and others who qualify for veterans' educational assistance. Processing of applications and certifications takes from 4 to 6 weeks and should, therefore, be initiated well in advance of course registration. Veterans must bring their course schedule to the NMSU Carlsbad Student Services Office each semester for continued certification. The Veterans' Administration toll free number is 1-888-442-4551.

Veterans must maintain satisfactory attendance, conduct, and progress. If the veteran does not meet the standards set by NMSU Carlsbad, the certifying official must notify V.A., at which time the V.A. will discontinue benefits.

If the university 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.

Workforce Development & Contract Training

The Workforce & Community Development Program (W&CD) provides career preparation through a variety of offerings. Academic certificates and degrees are offered in six areas of technology specialization. Craft apprenticeship training is provided through a training agreement between W&CD and the Carlsbad Community Development Corporation. Contract training for local businesses and industrial firms is provided to meet the specific needs of a company or business segment.

W&CD is located in three facilities in Eddy County. The Welding Technology, HACR (Heating, Air Conditioning, & Refrigeration) Technology, Mechanical Machining laboratories, CAD (Computer-Aided Drafting), CAM (Computer-Aided Manufacturing), and Electronics laboratories are all located on the main campus in Carlsbad. Also, Math for Trades and Industrial Safety (OSHA) will be offered online under Blackboard and Pod Casting will also be available. Through articulation agreements with the Carlsbad and Artesia public school systems, high school students can earn dual credit for certain vocational classes taught by W&CD instructors at the schools or one of our facilities. W&CD is an NCCER (National Center for Construction Education and Research) Accredited Training Facility, using their nationally recognized curricula to train craft apprentices and others for entry-level positions in the building and industrial trades.

For more information, contact the W&CD office located in Room 227 on the NMSU Carlsbad campus, 1500 University Drive or call (575) 234-9460 or (575) 234-9470.

Small Business Development Center Assistance for the Entrepreneur, (575)885-9531

NMSU Carlsbad's Small Business Development Center (SBDC) is located in downtown Carlsbad at 221 S. Canyon Street in the heart of the local business district. The SBDC offers free, quality counseling and guidance for business owners and prospective owners.

The SBDC is designed with local businesses in mind. Whether a business has been in business for some time or is just starting out, the SBDC can help a business address the multitude of issues and problems encountered each day.

The SBDC's experienced staff can help businesses
- Explore business ownership opportunities in Eddy County
- Start a new business or make an established one more efficient and profitable
- Create alternatives for problem solving
- Measure success potential
- Improve management skills
- Access a wealth of business resources

Business Education
If needed, special arrangements can be made for SBDC staff to come to the business site to discuss strategies. Seminars and workshops are available to improve business and management skills. Classes are scheduled through the SBDC by contacting (575) 885-9531.

Center for Resource Information
The SBDC has a resource library that can benefit local businesses in retrieving business information. Additionally, the SBDC can help businesses find a competitive advantage through access to professional business publications. Also, internet access is available at the center for clients. The Small Business Development Center help owners and businesses reach their full potentials. Businesses may contact the SBDC and discuss needs at (575)885-9531.

Citizens' Professional Advisory Councils

The Citizens' Professional Advisory Councils (CPAC) represent individual community stakeholder groups primarily aligned with workforce and academic instructional areas of the college. CPAC gives community stakeholders a chance to influence the college's role in the community and communicate the needs of individual organizations and businesses as they relate to the college. Advisory Councils are comprised of local employers and organizational representatives and involve valued constituencies in NMSU Carlsbad's planning for the educational needs of its students. Again, CPAC events allow the college and its community stakeholders to gather together to communicate external stakeholder wants and needs. CPAC members come from the business community, public education, law enforcement, research laboratories, government agencies, private industry, media, etc. CPAC events take place once or more a semester and involve dinners, breakout sessions, focus groups, etc.

Student Organizations & Activities Associated Students

The Associated Students of NMSU Carlsbad represents the student body. The Associated Students is composed of members who are elected, at the close of each semester, to serve during the next two regular academic semesters (summer sessions excluded).

Any student enrolled for a minimum of 6 semester credits, possessing a 2.0 grade-point average or higher, and is in good standing is eligible for election to Associated Students. Responsibilities of the Associated Students include identifying qualifications for the recognition of student organizations and related funding, student social activities, student activity budgets, student publications, student elections, students' academic freedoms, and the use of facilities dedicated for students' social, cultural, recreational and service activities. Associated Students is open to all students meeting qualifications; students are encouraged to join and actively participate in the student government. For more information, call (575)234-9335.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year colleges. To be eligible, students must have a 3.5 GPA, have completed 12 credit hours of non-developmental course work, be of good character, and be recommended by faculty. Members are invited to membership once per semester. Members are eligible for special conferences, workshops, and scholarships. For more information, call (575)234-9371.

Beta Alpha Delta

NMSU Carlsbad supports the Beta Alpha Delta Chapter of the American Criminal Justice Association/Lambda Alpha Epsilon. The association is a National Criminal Justice professional type fraternity. The college has a very active chapter that raises funds to attend regional and national conference/competitions, perform community service projects and campus service projects, and have fun. Membership in the association gives the students an opportunity to improve their CJ skills and knowledge, network with people from all over the United States, and further Criminal Justice Professionalism. Membership is open to anyone who has an interest in Criminal Justice. There are three levels of participation for competition purposes: lower division academic, upper division academic and professional. For further information, please call (575)234-9354.

Student Nurses Association

The NMSU Carlsbad Student Nurses Association is an organization for nursing students designed to contribute to nursing education, to provide programs representative of the fundamental interests and concerns of nursing students and to aid nursing students in the development of the whole person, and to promote and encourage collaborative relationships with nursing and health related organizations. Membership is open to pre and current nursing students. For more information, call (575)234-9300.

Active Minds

Active Minds (http://www.activeminds.org) is a national student organization that aims to remove the stigma surrounding mental health and to create a comfortable environment for an open conversation about mental health issues on campus. Meetings are held on a regular basis to plan activities that promote awareness about mental health including eating disorders, depression, managing stress and anxiety, suicide prevention, and more. Membership is open to any interested student. For more information, contact Student Counseling Services at (575)234-9377.

SkillsUSA

SkillsUSA is a national nonprofit student organization that serves student enrolled in career and technical education training programs at our nation's public high schools and colleges. SkillsUSA's mission is to empower its members to become world-class workers and responsible American citizens SkillsUSA complements technical skills training with instruction in the employability skills that make a well-rounded worker and citizen. SkillsUSA is an applied method of learning where students practice skills and build self-confidence while helping their schools and communities. Our program emphasizes high ethical standards, superior work skills, lifelong education and pride. For more information, call (575)234-9470.

Required Courses

The New Mexico General Education Common Core
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 at NMSU are identified by the G suffix.

The New Mexico General Education Common Core is designated general education courses guaranteed to transfer to any New Mexico public college or university. A complete list of approved courses can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us . The current approved NMSU courses are listed below under each of the five general education areas:

Area I: Communications
(**Select 9-10 credits one from each sub group**)

English Composition – Level 1
ENGL 111G, Rhetoric and Composition 4

English Composition – Level 2
ENGL 203G, Business and Prof Comm.. 3
ENGL 211G, Writing Humanities/Soc Sci 3
ENGL 218G,Techn/Scientific Comm. 3

Oral Communication
COMM 253G, Public Speaking... 3
COMM 265G, Princ of Human Comm.... 3

Area II: Mathematics/Algebra (Select 3 credits)
MATH 112G, Fund of Elem Math II.. 3
MATH 121G, College Algebra.... 3
MATH 142G, Calculus for Biol/Mgm Sci I 3
MATH 190G, Trig and Precalculus 4
MATH 191G/191GL, Calc/Analytic Geom I... 4
MATH 192G/192GL, Calc/Analytic Geom II 4
MATH 210G, Math Appreciation.... 3
MATH 291G, Calc/Analytic Geom III 3
STAT 251G, Stat for Bus/Behavioral Sci.. 3
Note: Students testing into a Math class above 121G should substitute a higher level Math or Science elective for the Math 121G requirement.

Area III: Laboratory Science (Select 8 credits)
ASTR 105G, The Planets... 4
ASTR 110G, Introduction to Astronomy. 4
BIOL 111G/111GL, Natural Hist of Life 4
BIOL 211G/211GL, Cell/Organismal Biol.. 4
CHEM 110G , Princ/Applications of Chem 4
CHEM 111G, General Chemistry I. 4
CHEM 112G, General Chemistry II 4
GEOG 111G, Geography of the Nat Env.... 4
GEOL 111G, Survey of Geology.... 4
GEOL 212G, The Dynamic Earth.. 4
PHYS 110G, Great Ideas of Physics.... 4
PHYS 211G/211GL, General Physics I 4
PHYS 212G/212GL, General Physics II.. 4
PHYS 215G/GL, Engineering Physics I 4
PHYS 216G/GL, Engineering Physics II. 4

Area IV: Social/Behavioral Sciences (Select 6-9 credits)
ANTH 120G, Human Ancestors 3
ANTH 125G, Intro to World Cultures. 3
ANTH 201G, Intro to Anthropology 3
ANTH 202G, Intro Archaeo/Phys Anthr 3
ANTH 203G, Intro Lang/Cultural Anthr 3
C EP 110G, Human Growth and Behavior... 3
C J 101G, Introduction to Criminal Justice.... 3
ECON 251G , Principles of Macroeconomics.. 3
ECON 252G , Principles of Microeconomics... 3
GEOG 112G, World Regional Geography.... 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
GOVT 160G, International Political Issues... 3
HLS 150G, Personal Health and Wellness 3
LING 200G, Introduction to Language.... 3
PSY 201G , Introduction to Psychology... 3
SOC 101G, Introduction to Sociology. 3

SOC 201G, Contemp Social Prob.... 3
S WK 221G, Introd to Social Welfare 3

Area V: Humanities and Fine Arts (Select 6-9 credits)
ART 101G, Orientation in Art.... 3
ENGL 115G, Perspectives on Literature.. 3
ENGL 116G, Perspectives on Film. 3
ENGL 220G, Intro to Creative Writing.... 3
ENGL 244G, Literature and Culture.... 3
HIST 101G, Roots of Modern Europe 3
HIST 102G, Modern Europe. 3
HIST 201G, Intro to Early American Hist.... 3
HIST 202G, Introd to Recent American Hist.... 3
MUS 101G, Introduction to Music.. 3
THTR 101G, The World of Theater.... 3

Alternatives for Meeting General Education Requirements
Students taking nine or more credits in a specific subject area, even though the courses are not designated as General Education courses, will have met the general education requirements for that subject area. For example, a student may complete ART 150, 155, and 156 (9 hours) and thereby satisfy one course from the Area V: Humanities and Fine Arts category, even though none of those courses carries a G suffix. Please check with the office of the college associate dean or with college advisors.

Transferring Courses to Fulfill the New Mexico General Education Common Core
During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore years of study.

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 composed 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.

Inter-Institutional Transfer Guides and Catalogs
Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Formal published transfer guides between most New Mexico community colleges and NMSU are available at the community college and the appropriate NMSU college advisement center.

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 within 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 requirement of the desired degree.

Complaint Procedure for Transfer Credit Appeal
All New Mexico public post-secondary 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.

Fields of Study

NMSU Carlsbad offers 100-200 level courses which, when taken in specified sequence with additional academic requirements, normally lead to a certificate or an associate degree.

A certificate represents a sequence of specified courses which offer instruction in specific knowledge, competencies, and skills to meet certain predetermined qualifications specified and/or required by a given vocation or profession. The certificate normally represents approximately one year of full-time college study, or its equivalence in the depth and quality of related learning experiences, and is intended to train and otherwise prepare graduates for entry into the workforce immediately upon completion of their studies. Consequently, the emphasis of a certificate curriculum is to provide graduates with the knowledge, competencies, and skills to succeed in a specific vocation or profession, without immediate need for additional academic preparation.

An associate degree is a 100-200 level undergraduate degree and is awarded to graduates of prescribed lower-division curricula normally representing approximately two years' of full-time college study (i.e., 66 or more semester credits), or its equivalent in the depth and quality of related learning experiences. The Associate of Arts degree normally implies a liberal education orientation, and the Associate of Applied Science degree normally implies a more applied orientation in a given discipline, which may align with a specific vocational or professional field. NMSU Carlsbad also awards an Associate Degree in General Studies. Although graduates awarded the Associate of Applied Science degree intend to enter the workplace immediately, most graduates of the Associate of Arts degree intend to continue their academic preparation towards the completion of a baccalaureate degree and should be mindful of what courses may transfer easily towards their major area of study at the receiving institution.

Prerequisites to Associate Degrees

Students must demonstrate sufficient proficiency of their basic skills in math, English, and reading to qualify for enrollment in ENGL 111G, Freshman Composition I (4 credits); MATH 120, Intermediate Algebra (3 credits); and COLL 108, Academic Reading and Study Skills (1-4 credits). All entering students are required to take specific placement tests in the areas of English, math, and reading to determine their eligibility for entrance to college-level courses.

Prerequisites to Certificates

Graduates in certificate programs must demonstrate proficiency in reading, math, and English as evidenced by sufficient scores on the Workkeys® assessment. Additional remediation may be required to attain these scores.

Requirements Specific to Associate Degrees

The following requirements apply to students seeking to graduate with an associate degree from NMSU Carlsbad:

1. Students must maintain a cumulative grade-point average of 2.0 or higher.
2. Students must take their last 15 semester credits through NMSU Carlsbad or any NMSU campus (cannot include CLEP, challenge exams, or transfer credit).
3. Students must complete a minimum of 66 approved semester credits.
4. Student must complete ENGL 111G with a grade of C or better.

Preparation for Transfer to Baccalaureate Study

Students planning to attend a baccalaureate-granting institution, at either NMSU-Las Cruces or elsewhere, are encouraged to contact the institution they intend to attend, and to secure all application materials and information pertaining to their intended programs of study.

Requirements for baccalaureate degrees awarded through the NMSU-Las Cruces include specific general education courses and requirements and are listed in the undergraduate catalog published annually by NMSU-Las Cruces. Students planning to complete the course requirements for an Associate of Arts degree, with the intention of later attending NMSU-Las Cruces to complete an undergraduate degree are encouraged to consult with the advisor(s) at NMSU Carlsbad, or with the appropriate dean at NMSU-Las Cruces, to identify specific program requirements.

NMSU Carlsbad offers courses up to the first two years of study to prepare students for a variety of Bachelor degree programs. NMSU Carlsbad offers associate degrees and certificates in a variety of fields.

Associate Degree Programs

Associate of Arts
Associate of Arts in Heritage Interpretation
Associate of Science
Associate of Science in Engineering
Business Office Technology
- Accounting
- Medical Transcription and Records
- Word Processing

Criminal Justice
Education
Early Childhood Education
General Studies
Nursing
Pre-Business
Social Services

Associate of Applied Science

Agriculture
Automotive Body Collision Repair
Automotive Technology
Building Technology
Computer and Information Technology
Digital Media Technology
Drafting and Graphics Technology
Electronic Technology
Health Information Technology
Heating, Air Conditioning, and Refrigeration
Hospitality and Tourism
Industrial Maintenance Technician
- Electrical & Mechanical

Manufacturing Technology
Welding Technology

Certificate Programs

Accounting
Automotive Body Collision Repair
Automotive Technology
Banking
Building Trades
Business Office Technology
- Medical Transcription and Records
- Office Assistant

Digital Media Technology
- Digital Animation
- Digital Graphics
- Digital Storytelling
- Digital Video
- Digital Video Game Animation
- Digital Video Media Production (Film Industry)

Electrical Trades
Health Information Technology
Heating, Air Conditioning and Refrigeration
Heritage Interpretation
Industrial Maintenance Electrical
Industrial Maintenance Mechanics
Microcomputer Applications
Practical Nursing
Welding Technology

Designing a "Personalized" Bachelor's Degree Program

Students working on a certificate or an associate degree may be interested in discussing longer-term educational goals with a College of Extended Learning advisor. Located on the Las Cruces campus, the College of Extended Learning offers a Bachelor of Applied Studies (BAS) degree and a Bachelor of Individualized Studies (BIS) degree. Both degree programs accept the credits students have earned at NMSU-C and allow them to complete bachelor degree requirements by following a program of study tailored to their personal interests and goals. Focus studies and concentrations for community college students in various technical and professional fields are developed each year and currently include emergency management, library science, information technology management, and paralegal studies.

- **Bachelor of Applied Studies (BAS) degree** – for students with a two-year degree in applied science or the equivalent. Building on the associate degree, the BAS provides students with university experience, flexible course options, and increased opportunities in career areas. The BAS program helps working people with specialized skills and education meet industry-specific standards while obtaining their bachelor's degree.
- **Bachelor of Individualized Studies (BIS)** – for students who have a minimum of 28 credits and well-defined academic interests that may not be met by a traditional degree program. Working with their academic advisor, BIS students design their own program of study based on personal academic interests and goals. The BIS is ideal for motivated and self-directed students with academic and career aspirations that require inter- or multi-disciplinary study.

For more information, students may go to http://extended.nmsu.edu/academics/index.html or call (575)646-8231 to make an appointment with a College of Extended Learning advisor.

Certificates and Degrees

ACCOUNTING
Certificate

This program is designed to provide students with the necessary training for employment and/or advancement within the managerial field of accounting in the business community. Given the dynamic nature of the business environment today, recipients of the certificate will gain a competitive edge in the marketplace for employment and advancement. Individuals interested in or involved with business or industry can benefit from this accounting program. The curriculum is specialized in nature, encompassing the skills necessary for employment in business accounting. In addition to specific emphasis on accounting principles, practices, and software, the curriculum focuses on business law, management, and operation of the microcomputer and common computer applications.

Certificate (33 credits)
Core Curriculum Requirements – 33 crs.
ACCT 200, A Survey of Accounting.... 3
ACCT 221, Financial Accounting 3
ACCT 222, Management Accounting 3
BUSA 111, Business in a Global Society... 3
BLAW 230, Business Law... 3
BMGT 150, Income Taxation 3
MGT 201, Introduction to Management 3
OECS 200, Accti on Microcomputers 3
OECS 211, Word Processing Appls 3
OECS 215, Spreadsheet Applications 3
OECS 220, Database Appls & Design. 3

AGRICULTURE
Associate of Applied Science

The agriculture program prepares students with classes in the basic agricultural and foundation sciences; business and economics, education, communication, technology, agronomy, animal science, mechanics and horticulture. The purpose of this program is to prepare individuals to apply the broad-based curriculum towards an agricultural career as professional educators, communicators and leaders in agricultural, natural resource, technology and related disciplines. The courses provided through this program will assist in building a strong base of students who are willing to pursue further education opportunities in the agriculture industry. New Mexico has a viable and productive agricultural industry, with cash receipts totaling more than $3 billion and a total economic impact with over $6 billion. These facts alone require an educated workforce that is prepared for the ever-changing markets and production of the state's food supply, natural resources, and environment. The Associate of Applied Science degree in Agriculture will equip students with the necessary skills for employment within this growing industry.

Associate of Applied Science (67 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success .... ……...3

General Education Common Core Req – 13 crs.
COMM 253G, Public Speaking or
COMM 265G, Princ of Human Comm.... 3
ENGL 111G, Rhetoric and Composition. 4
ENGL 203G, Business & Prof Comm 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro to Sociology.... 3

Core Curriculum Requirements – 32 crs.
AG E 100, Intro Agricultural Econ & Bus.... 3
AG E 210G, Survey of Food & Ag Issues 3
AG E 236, Agribusiness Mgmt Princ... 3
AGRO 100G, Introductory Plant Science 4
AGRO 250, Plant Propagation.... 3
ANSC 100, Introductory Animal Science. 3
ANSC 100L, Intro Animal Sci Lab.. 1
ANSC 200, Intro to Meat Animal Prod.... 3
AXED 105, Tech in Ag Mechanization 3
AXED 201G, Effctv Ldrship/Comm Ag Orgs. 3
WELD 105, Introduction to Welding... 3

Related Requirements – 19 crs.
C S 110, Computer Literacy.... 3
BIOL 111G, Natural History of Life... 3
BIOL 111GL, Nat Hist of Life Lab 1
ECON 251G, Principles of Macroeconomics or
ECON 252G, Princ of Microeco.. 3
MATH 120, Intermediate Algebra... 3

GOVT 100G, American Nat Gov 3
Humanities Elective.. 3

ASSOCIATE OF ARTS
Associate of Arts

The Associate of Arts degree allows students to complete the first two years of most bachelor degree programs offered in the College of Arts and Sciences at New Mexico State University-main campus. Those programs include fine arts (art, music, theatre), liberal studies (English, history, philosophy, communication studies, journalism), the sciences (mathematics, computer science, natural sciences), and social sciences (criminal justice, psychology, sociology, government).

Since approximately half of the requirements for the Associate of Arts degree are met through elective courses, it is recommended that students plan these electives to meet other requirements for their planned baccalaureate degree, such as foreign language requirements or specific requirements within the major.

Associate of Arts (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

General Education Common Core Req – 36 crs.

Area I: English & Communication – 10 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Business/Prof Communication or
ENGL 211G, Writing Hum./Soc. Sci or
ENGL 218G, Tech/Prof. Comm 3COMM 253G,
Public Speaking or
COMM 265G, Princ Human Comm. 3

Area II: Mathematics – 3 crs.
Complete 1 course from the following:
MATH 112G, MATH 121G, MATH 142G, MATH 190G, MATH 191G, MATH 192G, MATH 210G, or STAT 251G

Area III: Laboratory Sciences – 8 crs.
Complete 2 courses from the following:
ASTR 105G, ASTR 110G, BIOL 111G/GL, BIOL 211G/GL, CHEM 110G, CHEM 111G, CHEM 112G, GEOG 111G, GEOL 111G, GEOL 212G, PHYS 110G, PHYS 211G/GL, PHYS 212G/GL, PHYS 215G/GL, PHYS 216G/GL

Areas IV & V- Social/Behavioral Sciences & Humanities/Fine Arts – 15 crs.
Complete 2-3 courses in Social/Behavioral Sciences:
ANTH 120G, ANTH 125G, ANTH 201G, ANTH 202G, ANTH 203G, CJ 101G, CEP 110G, ECON 251G, ECON 252G, GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 106G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G, SWK 221G.

Complete 2-3 courses in Humanities/Fine Arts:
ART101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G

Electives – 27 credits, to bring total credits to 66
No more than 9 credits may be from any combination of:
BOT, CMT, COLL, NURS, RDG, OE, UNIV (excluding UNIV 150), or applied ART/ MUS/ THTR. Also, no more than 9 credits of PE may apply towards electives.

AUTOMOTIVE BODY COLLISION REPAIR
Certificates/Associate of Applied Science

The Automotive Body Collision Repair program provides theory, practical knowledge, and skill development necessary for employment in the auto body field. For those already employed, the program provides courses and/or programs to upgrade or allow occupational advancement. The field of Auto Body Collision Repair includes employees who work on vehicles, with job titles such as: Auto Body Painter, Automotive Refinish Technician, Collision Technician, and Automotive Body Technician.

Auto Refinishing Certificate (25 Credits)
AUTO 118, Technical Math for Mechanics... 3
AUTO 145, Shop Management... 3
AUTO 147, Shop Management II 3
AUTO 172, Intro to Automotive Refinishing .... ……..4
AUTO 174, Intermediate Auto Refinishing... 4
AUTO 176, Auto Color Adjust & Blend 4
AUTO 178, Automotive Overall Refinishing 4

Non-Structural Collision Repair Certificate (26 credits)
AUTO 118, Technical Math for Mechanics... 3
AUTO 161, Non Structural Repair.. 4
AUTO 162, Adv Non-Structural Repair I 4
AUTO 163, Adv Non-Structural Repair II.... 4
AUTO 164, Auto Industry Collision Repair I 4
AUTO 165, Auto Industry Collision Repair II... 4
AUTO 190, Sheet Metal Welding 3

Structural Collision Repair Certificate (26 credits)
AUTO 118, Tech Math for Mechanics. 3
AUTO 161, Non-Structural Repair 4
AUTO 162, Adv Non-Structural Repair I 4
AUTO 163, Adv Non-Structural Repair II.... .... ……..4

AUTO 181, Frame and Structural Repair 4
AUTO 182, Structural Panel Replacement 4
AUTO 190, Sheet Metal Welding 3

Associate of Applied Science (73 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

General Education Common Core Req – 10 crs.
ENGL 111G, Rhetoric and Composition 4
COMM 253G, Public Speaking or
COMM 265G, Princ of Human Comm. 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro Sociology. 3

Core Curriculum Requirements – 60 crs.
AUTO 118, Technical Math for Mechanics... 3
AUTO 120, Electrical Systems.... 4
AUTO 145, Shop Management... 3
AUTO 147, Shop Management II 3
AUTO 161, Non-Structural Repair 4
AUTO 162, Advanced Non-Structural Repair I 4
AUTO 163, Advanced Non-Structural Repair II.... 4
AUTO 164, Auto Industry Collision Repair I 4
AUTO 165, Auto Industry Collision Repair II... 4
AUTO 172, Introd to Automotive Refinishing.. 4
AUTO 174, Intermediate Auto Refinishing... 4
AUTO 176, Autom Color Adjust & Blend.... 4
AUTO 178, Automotive Overall Refinishing 4
AUTO 181, Frame and Structural Repair 4
AUTO 182, Structural Panel Replacement 4
AUTO 190, Sheet Metal Welding 3

AUTOMOTIVE TECHNOLOGY
Certificate/Associate of Applied Science

The purpose of this program is to prepare individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Students will receive instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual trans-missions and drive trains, and heating and air condition systems. The program is competency based, as required by the National Automotive Foundation (NAFEF). The classes and competencies selected for the program will prepare students to compete in today's job market. In New Mexico alone, there are approximately 5,600 automotive service technician jobs, and demand for these job skills is projected to grow. NMSU Carlsbad also wishes to encourage career and technical education students at the secondary level (those enrolled in dual credit courses) who might not ordinarily pursue a post-secondary education to do so.

Certificate (43 credits)
Core Curriculum Requirements – 37 crs.
AUTO 112, Basic Gasoline Engines 5
AUTO 117, Elec Anal/Tune-up of Gas Eng 5
AUTO 119, Manual Transmission/Clutch 5
AUTO 120, Electrical Systems.... 4
AUTO 125, Brakes 5
AUTO 126, Suspension, Steer & Align 5
AUTO 127, Basic Automatic Transmission or
AUTO 132, Auto A/C and Heat Sys. 4
AUTO 137, Fuel Sys & Emission Controls... 4

Related Program Requirements – 6 crs.
OETS 102, Career Readiness Certi Prep... 1
OETS 118, Math for Technician or
AUTO 118, Math for Mechanics... 3
DRFT 190, Finding & Maint Employment... 2

Associate of Applied Science (71 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

General Education Common Core Req – 13 crs.
COMM 253G, Public Speaking or
COMM 265G, Princ Human Comm 3
ENGL 111G, Rhetoric and Composition. 4
ENGL 203G, Business & Prof Comm 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro Sociology. 3

Core Curriculum Requirements – 43 crs.
AUTO 112, Basic Gasoline Engines 5
AUTO 117, Elec Analy/Tune-up of Gas Eng... 5
AUTO 118, Mathe for Mechanics (Preferred) or
OETS 118, Math for Technicians.. 3
AUTO 119, Manual Transmission/Clutch 5
AUTO 120, Electrical Systems.... 4
AUTO 125, Brakes 5
AUTO 126, Suspension, Steering & Align 5
AUTO 127, Basic Automatic Transmission or
AUTO 132, Auto A/C & Heat Sys.... 4
AUTO 137, Fuel Sys & Emission Controls... 4
AUTO 221, Cooperative Experience I. 3

Related Requirements – 9 crs.
BMGT approved elective... 3
DRFT 190, Find & Maint Employment.... 2
OECS 105, Intro to Microcomputer Tech or
OECS 227, Computer Appls for Tech 3
OETS 102, Career Readiness Cert Prep.... 1
Electives – 3 crs.

Approved Elective:
AUTO, BCT, DRFT, ELT, HVAC, MAT, WELD. 3

BANKING
Certificate

This program is designed to provide students with the necessary training for employment and/or advancement within the increasingly complex "banking industry." Given the dynamic nature of this industry today, recipients of the certificate will definitely have a competitive edge in the marketplace for employment and advancement. Individuals interested in or involved with such financial institutions as banks, savings and loans, and credit unions, can benefit from this banking program.

The certificate curriculum is broad in scope to encompass a wide range of skills minimally required of most employees in financial institutions. In addition to specific emphasis on banking principles and practices, the curriculum focuses on such skills as accounting, business law, communications, management, marketing, spreadsheets, and operation of the microcomputer and common computer applications.

Certificate (33 credits)
Core Curriculum Requirements – 33 crs.
ACCT 221, Financial Accounting..... 3
ACCT 222, Management Accounting... 3
BCIS 110, Intro to Computer Info Sys 3
BLAW 230, Business Law.. 3
BMGT 112, Principles of Banking.. 3
BMGT 211, Marketing for Bankers. 3
BMGT 225, Intro to Commercial Lend or.... 3
BMGT 213, Consumer Lending. 3
ECON 251G, Principles of Macroecon.... 3
ENGL 203G, Business & Prof Comm 3
MGT 201, Introduction to Management.. 3
OECS 215, Spreadsheet Applications 3

BUILDING TECHNOLOGY
Certificate/Associate of Applied Science

The Building Trades program is designed to prepare the student for an entry level job in the building trades. Our homes, our schools, and the stores in which we shop, each was built with the help of carpenters, electricians and plumbers. Carpenters design projects, layout and study blueprints, measure and arrange materials according to plans, and must be familiar with national and local building codes. Carpenters cut and shape a variety of materials, wood, plastic, concrete, drywall, using saws, planes, drills and other tools. Tools will be provided for the students enrolled in the construction trades program. Students enrolled in this program may specialize in certain construction tasks, or prepare to be a general contractor for residential construction.

The Building Technology degree is a specialized program which prepares students for entry-level positions within the growing construction industry. Allocating hands-on participation to its greatest extent, the curriculum includes safety, basic math skills, blueprint reading, and use of hand and power tools.

Certificate (28-36 credits)
Core Curriculum Requirements – 28-36 crs.
BCT 100, Building Trades I.... 8
BCT 104, Woodworking Skills I.. 3
BCT 105, Woodworking Skills II 3
BCT 110, Blueprint Read for Blding Trades.. 4
BCT 200, Building Trades II... 8
BCT 255, Special Topics 1-6
BCT 290, Special Problems in Bldg Tech 1-4

Associate of Applied Science (67 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements – 13 crs.
COMM 265G, Principles of Human Communication 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 218G, Tech/Scientific Communication or
ENGL203G, Business/Prof Comm.. 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro Sociology. 3

Related Requirements – 12 crs.
DRFT 105, Tech Drawing for Industry 3
DRFT 130, General Building Codes 3
DRFT 160, Const Take-Off/Estimating 3
BCT 118, Math for Building Trades 3

Core Curriculum Requirements – 36 crs.
BCT 100, Building Trades I.... 8
BCT 104, Woodworking Skills I.. 3
BCT 105, Woodworking Skills II 3
BCT 110, Blueprint Reading Bldg Trades. 4
BCT 200, Building Trades II... 8
BCT 221, Cooperative Experience I 3
BCT 255, Special Topics 4
BCT 290, Special Problems in Bldg Tech 3

Electives – 3 credits to bring total credits to 67
Suggest SPAN 111

Related Requirements – 12 crs.
DRFT 105, Tech Drawing for Industry 3
DRFT 130, General Building Codes 3
DRFT 160, Const Take-Off/Estimating 3
BCT 118, Math for Building Trades 3

Core Curriculum Requirements – 36 crs.
BCT 100, Building Trades I 8
BCT 104, Woodworking Skills I.. 3
BCT 105, Woodworking Skills II 3
BCT 110, Blueprint Reading Bldg Trades. 4
BCT 200, Building Trades II... 8
BCT 221, Cooperative Experience I 3
BCT 255, Special Topics 4
BCT 290, Special Problems in Bldg Tech 3

Electives – 3 credits to bring total credits to 67
Suggest SPAN 111

BUSINESS OFFICE TECHNOLOGY
Certificate/Associate Degree

The Business Office Technology certificate is designed for students interested in acquiring or updating skills in preparation for employment in a business office environment. Students have two options within the certificate: 1) Office Assistant where students will be exposed to courses/materials preparing them for entry-level positions as an office assistant; and 2) Medical Transcription and Records where students will be exposed to courses/materials preparing them for entry-level positions as a medical transcriptionist/ medical records clerk. Coursework in the certificate program is applicable to the Associate Degree in Business Office Technology.

The Associate in Business Office Technology equips students with the necessary skills for employment in many phases of office work. There are three options available: Accounting, Medical Transcription and Records, and Word Processing.

Certificate (33-34 credits)
Core Curriculum Requirements – 15 crs.
BOT 102, Keyboarding: Doc Formatting. 3
BOT 105, Business English 3
ENGL 203G, Business/Profess Comm.... 3
BOT 239, Personal Development 3
OECS 211, Word Processing Appl.. 3

Program Options – 18 to 19 crs. (select one)

Medical Transcription/Records Option – 19 crs 3
BIOL 225, Human Anatomy/Physiology I 3
BOT 150, Medical Terminology 3
BOT 208, Medical Office Procedures 3
BOT 223, Medical Transcription I... 3
OECS 215, Spreadsheet Applications 3
OECS 220, Database Application/Design 3

Office Assistant Option – 18 crs 3
BOT 106, Business Math 3
BOT 110, Records Management. 3
BOT 202, Keyboarding: Doc Production. 3
BOT 203, Office Equip & Procedures I 3
BOT 207, Machine Transcription 3
OECS 215, Spreadsheet Applications 3

Associate Degree (67-68 credits)

Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements – 13 crs.
COMM 265G, Principles of Human Comm. 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Business/Prof. Comm 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro Sociology. 3

Core Curriculum Requirements – 39 crs.

Business-Related Courses – 12 crs.
ACCT 200, Survey of Accounting... 3
BLAW 230, Business Law 3
BUSA 111, Business in a Global Society... .... ……..3
MGT 201, Introduction to Management 3

Business Office Technology Courses – 15 crs.
BOT 105, Business English 3
BOT 106, Business Math 3
BOT 110, Records Management. 3
BOT 203, Office Equip & Procedures I 3
BOT 239, Personal Development.... .... ……..3

Applied Computer Science Courses – 12 crs.
OECS 211, Word Processing Appls 3
OECS 215, Spreadsheet Applications 3
OECS 220, Database Appl and Design 3
OECS 260, Hypertext Markup Lang (HTML) or
OECS 280, Desktop Publishing I 3

Program Options – 12 to 13 crs. (select one)

Accounting Option – 12 crs.
ACCT 222, Management Accounting 3
ACCT 221, Financial Accounting 3

BOT 240, Intro to Individual Taxation 3
OECS 200, Accounting on Microcomp.... 3

Medical Transcription Option – 13 crs.
BIOL 225, Human Anatomy & Physio I.. 3
BOT/NURS 150, Medical Terminology... 4
BOT 208, Medical Office Procedures.. 3
BOT 223, Medical Transcription I... 3

Word Processing Option – 12 crs.
ACCT 221, Financial Accounting.... 3
BOT 102, Keyboarding: Document Format 3
BOT 202, Keyboarding: Document Prod. 3
BOT 207, Machine Transcription.... 3

Curriculum notes:
An additional 3 credits of keyboarding may be needed based on typing placement test results. Credits taken for proficiency do not count in total credits for degree. Students who have completed certain business courses in high school may be eligible to earn college credit for the following courses: BOT 105, BOT 203, and/or BOT 110. See an advisor for more information.

COMPUTER AND INFORMATION TECHNOLOGY

Certificate/Associate of Applied Science

The Certificate in Microcomputer Applications is designed for students who desire practical experience and training in the field of microcomputer operations and systems. Graduates of this program normally seek employment in business as computer bookkeepers, computer operators, or microcomputer specialists. The program curriculum will also prepare students to take the certification exams to become a Microsoft Office Specialist. Coursework in the certificate program is applicable to the Associate of Applied Science Degree in Microcomputer Applications.

The Associate of Applied Science Degree in Computer and Information Technology degree is designed to provide training and skills required for employment in the Information Technology (IT) field. Employment for IT is available from the expanding computer service industry. The industry is one of the nation's fastest growing employment industries. Information technologists install, maintain, administer, and manage a computer network. This degree focuses on networking fundamentals such as network communication, devices and protocols, network operating systems, personal computer (PC) hardware and software principles, PC and network security, support center operations, and database management tools. Students may apply the associate's degree course work to a bachelor's degree in Information and Communication Technology (ICT) available through the College of Distance Education at NMSU Las Cruces.

Microcomputer Applications Certificate (32 credits)
Core Curriculum Requirements– 32 crs.

C S 110, Computer Literacy.... 3
COMM 265G, Principles of Human Comm. 3
OECS 110, Introduction to PowerPoint... 3
OECS 125, Operating Systems 3
OECS 200, Accounting on Microcomp.... 3
OECS 209, Computer Graphic Arts 3
OECS 211, Word Processing Appl.. 3
OECS 215, Spreadsheet Applications 3
OECS 220, Database Appl & Design... 3
OECS 255, Special Topics 3
OECS 260, Hypertext Markup Lang (HTML)... 3
OECS 280, Desktop Publishing I.... 3

Associate of Applied Science (70-71 Credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements – 16 crs.
COMM 253G, Public Speaking or... 3
COMM 265G, Principles of Human Comm. 3
ECON 251G, Principles of Macroecon or.... 3
ECON 252G, Principles of Microecon 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Business/Prof Comm or.... 3
ENGL 218G, Technical/Scientific Comm 3
PSY 201G, Introduction to Psychology or. 3
SOC 101G, Introductory Sociology 3
Related Requirements– 21 crs.
Select 2 courses from the following. 6
ACCT 222, Mgmt Accounting (3).... 3
BUSA 111, Bus in a Global Society (3) 3
FIN 206, Introduction to Finance (3)... 3
MGT 201, Intro to Management (3) 3
MKTG 203, Introduction to Marketing (3)... .... ……3
BCIS 110, Intro to Comp Info Systems or.... 3
C S 110, Computer Literacy or.... 3
E T 120, Compu & Present Software... 3
MATH 120, Intermediate Algebra or... 3
Approved technology-related math course.... 3
OECS 220, Database Appl & Design... 3
OECS 221, Cooperative Experience I.. 3

Programming-related approved electives
Technical Requirements (30-31 crs.)
OECS 128, Operating Sys-Linux/Unix 3
OECS 185, PC Maint & Selection or... 3
OECS 227, Computer Appl for Tech or... 3
E T 283, Hardware PC Maintenance.... 3
OECS 207, Windows 3

OECS 250, Systems Analysis I or.... 3
OECS 290, Computer Tech Capstone 3
OECS 261, Comp Network Design (4) or 3
E T 153, Intro to Comp Networks (3) or 3
E T 155, Network Operating Systems I.... 3

Choose one of the following options – 15

IT Specialist Option
Computer-related approved electives (15)

Networking Option
Select 15 credits from the following: E T 253, 277, 278, 279; OECS 230, 231, 232, 233, 234, 235, 236, 262, 263, 264, 269

Programming Option
Computer-related approved electives (9)
Programming electives selected from the following list: (6)
BCIS122, 222; CS177; ET 253, 283; OECS 140, 141, 50, 192, 193, 195, 196, 216, 218, 235, 245, 246

CRIMINAL JUSTICE
Associate Degree

The Associate in Criminal Justice is designed for students who are seeking employment in criminal justice system or wish to transfer to a four year school and complete a bachelor's degree in criminal justice. The degree is broadly interdisciplinary in nature, embracing the study of the humanities, law and the behavioral and social sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge.

Graduates from this two-year program are prepared for careers in criminal justice and related fields of industrial and institutional security. The curriculum prepares students to transfer into NMSU's bachelor degree program in Criminal Justice at the junior level (grade-point requirements apply).

Associate Degree (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements– 36 crs.
Area I: English & Communications – 10 crs.
COMM 253G, Public Speaking or
COMM 265G, PrinHuman Comm.... 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Bus/Profess Comm or.. 3
ENGL 211G, Writing Humans/Soc Sci or
ENGL 218G, Tech/Sci Communications

Area II: Mathematics – 3 crs.
Complete 1 course from the following:
MATH 112G, MATH 121G, MATH 142G, MATH 190G, MATH 191G, MATH 192G, MATH 210G, STAT 251G

Area III: Laboratory Sciences – 8 crs.
Complete 2 courses from the following:
ASTR105G, ASTR110G, BIOL111G/GL, BIOL211G/GL, CHEM110G, CHEM111, CHEM112G, GEOG111G, GEOL111G, GEOL212G, PHYS 110G, PHYS 211G/GL, PHYS 212G/GL, PHYS 215G/GL, PHYS 216G/GL

Area IV: Social/Behavioral Sciences/Humanities/Fine Arts – 15 crs.
Complete 2-3 courses from the following:
ANTH 120G, ANTH 125G, ANTH 201G , ANTH 202G, ANTH 203G, C EP 110G, ECON 251G , ECON 252G , GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G, S WK 221G

Area V: Humanities and Fine Arts – 6-9 crs
ART 101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G

College of Arts & Sciences 2nd Language Req. – 3-8 crs.
Must complete through the 112/212 level based on placement.
SPAN 111, Beginning Spanish I.. 4
SPAN 112, Beginning Spanish II 4
SPAN 211, Intermediate Spanish I.. 3
SPAN 212, Intermediate Spanish II 3

Criminal Justice Departmental Req. – 15 crs.
All "CJ" courses must be completed with a "C" or better.
CJ 101G, Intro to Criminal Justice... 3
CJ 205, Criminal Law I.. 3
CJ 210, American Law Enforcement Sys.. 3
CJ 230, Introduction to Corrections 3
CJ 250, Courts & the Criminal Justice Sys 3

Electives – 4 to 9 credits, to bring total credits to 66
C J 293, Field Experience in Criminal Justice (3 credits), is strongly recommended but not required.

Police Corps Scholarship
The Police Corps, a scholarship program sponsored by the U.S. Justice Department is available to any full time student enrolled in a four year degree program. This includes community college students planning on finishing their BA/BS at a four year school. The program will pay up to $7,500 per year for four years, a total of $30,000. The student is obligated to complete a certified police academy (16-24 weeks) and work for a participating agency for four years after

graduation. To learn more about the Police Corps Scholarship, contact David Redford at (575) 234-9354 or dredford@nmsu.edu or come by office 2Q.

DIGITAL MEDIA TECHNOLOGY
Certificates/Associate of Applied Science

The Digital Graphics Certificate program offers instruction and hands-on learning opportunities in digital graphic creation, publication, and management of documents and images for on-line distribution on the Internet. The curriculum includes computer methods, hypermedia development, portable document formats, Web publishing, document conversion, file exchanges, and image preparation.

The Digital Video Certificate program offers instruction and hands-on learning opportunities in video production techniques for digital media. The curriculum includes industry-standard hardware and software principles and techniques, as well as all phases of video production - from pre-production through production to post-production - with a focus on the digital media aspects.

The Digital Animation Certificate program offers instruction and hands-on learning opportunities in three-dimensional computer graphic animation. The curriculum includes design, time and motion study, surface texture mapping, lighting, color and the technology required to produce computer animations for commercial applications in manufacturing design, marketing, and entertainment.

The Digital Video Game Animation Certificate program offers instruction and hands-on learning opportunities in video game design and development for entertainment. The curriculum will include game theory, design and development of computer-based games, current game delivery systems and software, emerging technical developments in game development, and production of new levels of existing games as well as development of new game systems.

The Digital Storytelling Certificate program offers instruction and hands-on learning opportunities in digital storytelling, creation, implementation and distribution. The curriculum includes creative writing, video editing, image manipulation, audio production, video production, and publishing.

The Digital Video Media Production (Film Industry) Certificate program offers instruction and hands-on learning opportunities in design and development of projects that combine narrative and music with digital imagery and sound. The curriculum includes individual and team-based project design and development, industry-standard hardware and software principles and techniques, use of productivity tools, project management, and evaluation techniques to insure product quality.

The Associate of Applied Science in Digital Media Technology prepares students to enter the exciting challenging careers. These careers can be in the area of multimedia artists and animators, game design and animation, and film and video editing. Multimedia artists and animators create the movie "magic". Through imagination, creativity, and skill, they create everything required by the script; from erupting volcanoes to fantasy back drops. Computer skills are extremely important in this field. These types of opportunities, including animation and visual effects, rely heavily on advanced computer technology.

Game design and animation includes opportunities in video game design and development for entertainment. The curriculum will include design and development of computer-based games, current game delivery systems and emerging technical developments.

Film and video editors do their work after a film is processed. They scrutinize footage, select the most effective shots and assemble them in the most efficient way. Their goal is to create dramatic continuity and the right pace for the desired mood. Strong computer skills are mandatory for these jobs.

Digital Graphics Certificate (24 credits)
Core Curriculum Requirements – 24 crs.
CMT 140, Print Media I 3
CMT 142, Computer Illustration 3
CMT 145, Image Processing I 3
CMT 180, Principles of Media Design. 3
CMT 230, Web Design II... 3
CMT 240, Print Media II 3
Approved CMT Electives 3

Digital Video Certificate (24 credits)
Core Curriculum Requirements – 24 crs.
CMT 145, Image Processing I 3
CMT 170, Hist of Film: A Global Perspective... 3
CMT 190, Digital Video Production I.. 3
CMT 195, Digital Video Editing I 3
CMT 205, Cinematography 3
CMT 210, Digital Video Production II 3
CMT 215, Digital Video Editing II.. 3
CMT 295, Prof Portfolio Design/Dev 3

Digital Animation Certificate (24 credits)
Core Curriculum Requirements – 24 crs.
CMT 142, Computer Illustration 3
CMT 145, Image Processing I 3
CMT 150, 2D Animation... 3
CMT 160, Modeling and Animation 3
CMT 175, 3-D Character Design 3
CMT 227, Adv Character Animation 3
CMT 290, Adv 3D Animation Workshop A 3
CMT 291, Adv 3D Animation Workshop B.. 3

Digital Video Game Animation Certificate (33 credits)
Core Curriculum Requirements – 33 crs.
CMT 142, Computer Illustration 3
CMT 145, Image Processing I 3
CMT 150, 2D Animation... 3
CMT 160, Modeling and Animation 3
CMT 175, 3-D Character Design 3
CMT 227, Adv Character Animation 3
CMT 270, Dig Video Game Theory/Anima I 3
CMT 271, Dig Video Game Theory/Anima II.. 3
CMT 280, Interactive Design 3
CMT 290, Adv 3D Animation Wrkshop A.... 3
CMT 291, Adv 3D Animation Workshop B.. 3

Digital Storytelling Certificate (27 credits)
Core Curriculum Requirements – 27 crs.
CMT 145, Image Processing I 3
CMT 190, Digital Video Production I.. 3
CMT 195, Digital Video Editing I 3
CMT 206, Sound Design.... 3
CMT 292, Creative Media Studio 3
CMT 295, Prof Portfolio Design/Dev 3
ENGL 220G, Intro to Creative Writing.... 3

Digital Video Media Production Certificate (33 credits)
Core Curriculum Requirements – 33 crs.
CMT 126, Film Crew Training.... 3
CMT 145, Image Processing I 3
CMT 170, Hist of Film/Global Perspective.. 3
CMT 190, Digital Video Production I.. 3
CMT 195, Digital Video Editing I 3
CMT 205, Cinematography 3
CMT 210, Digital Video Production II 3
CMT 215, Digital Video Editing II.. 3
CMT 295, Prof Portfolio Design/Dev 3

Associate of Applied Science (67-70 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements– 34 crs.
ART 101G, Orientation in Art.... 3
ART 150, Drawing I. 3
ART 155, 2-D Fundamentals 3
BUSA 111, Business in a Global Society... 3
COMM 265G, Principles of Human Comm. 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 116G, Perspectives on Film. 3
ENGL 235, Princlp Story Across Media 3
MATH 120, Interm Algebra or higher or. 3
MATH 210G, Mathematics Appreciation. 3
PSY 201G, Introduction to Psychology.... 3
OEGR 221, Coop Experience or 3
Approved Elective 3

Program Requirements – minimum 30-33 crs.
Completion of one of the following:
1. Digital Animation Certificate Core Curriculum Requirements (24 crs) PLUS (6 crs) of Approved Electives
2. Digital Graphics Certificate Core Curriculum Requirements (24 crs) PLUS (6 crs) of Approved Electives
3. Digital Storytelling Certificate Core Curriculum Requirements (27 crs) PLUS (3 crs) of Approved Electives
4. Digital Video Certificate Core Curriculum Requirements (24 crs) PLUS (6 crs) of Approved Electives
5. Digital Video Game Animation Certificate Core Curriculum Requirements (33 crs)
6. Digital Video Media Production (Film Industry) Certificate Core Curriculum Requirements (33 crs)

DRAFTING & GRAPHICS TECHNOLOGY
Associate of Applied Science

The Drafting and Graphics Technology curriculum provides students with the education and experience necessary to be successful in entry-level positions with industrial companies, architectural firms, and government agencies. Students with previous related training and/or additional formal education may quickly qualify for advanced positions.

Students receive training in modern computer drafting and graphics laboratories with the latest in computers, peripheral equipment and professional software. Experienced instructors ensure the highest quality training.

Associate degree options are offered in Architectural Drafting and General Drafting. The Associate of Applied Science degree is designed for students who intend to enter the workforce upon graduation, but not necessarily for transfer to a bachelor degree program. Students should consult an academic advisor for advice.

Associate of Applied Science (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements– 13 crs.
COMM 253G, Public Speaking or... 3
COMM 265G, Principle Human Comm
ENGL 111G, Rhetoric & Composition.... 4
ENGL 218G, Technical & Scientific Comm. 3
PSY 201G, Introduction to Psychology or.... 3
SOC 101G, Introductory Sociology

Core Curriculum Requirements– 35 crs.
DRFT 112, Draf Concepts/Comp Draft Fund I... 4
DRFT 113, Draft Concpts/Comp Draft Fund II... 4
DRFT 118, Geometry for Drafting. 3
DRFT 130, General Building Codes 3
DRFT 143, Civil Drafting Fundamentals.. 3
DRFT 176, Computer Drafting in 3D. 3
DRFT 177, Computer Render/Animation I. 3
DRFT 180, Construction Drafting I 4
DRFT 220, Construction Drafting II... 4
DRFT 288, Portfolio Development. 4

Program Options (Choose One) – 15 crs:
Architectural Technology Option
DRFT 160, Construc Take-Offs & Estimating.. 3
DRFT 230, Building Systems Drafting 3
DRFT 240, Structural Systems Drafting... 4
DRFT 270/BCT110, Architectural Sketching/Rendering.... . 3
Approved DRFT Elective.. 2

General Drafting Option
DRFT 151, Constr Principles/Blueprint Rdng.. 4
DRFT 276, Computer Rend & Animation II 3
DRFT 277, Computer Rend & Animation II 3
Approved DRFT Elective.. 5

EARLY CHILDHOOD EDUCATION
Associate Degree

The Early Childhood Education Associate Degree is designed to prepare students to become highly qualified teachers, assistant teachers, or family daycare 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. This degree will also fill the criteria for the most highly qualified professional in an early childhood position under No Child Left Behind. They may choose to continue their education at any four-year institution in New Mexico. The NMSU Carlsbad program includes the lower division courses required for entry into the Teacher Education Program (TEP), a baccalaureate program at New Mexico State University.

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 NMSU Carlsbad, students should contact the four-year institution they have chosen to obtain application information.

Students in the Education Program are required to complete and pass a security background check in order to take practicum courses. Past criminal violation may prevent a student from completing the degree and from being hired by school systems or other child care facilities upon graduation.

Associate Degree (71 credits)
Branch Requirement – 3 crs.
COLL 101, College Life/Success..... 3

Common Core Requirements–36 crs.
Area I: English & Communications – 10 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 211G, Writing for the Humanities 3
COMM 253G, Public Speaking or
COMM 265G, Prin of Human Comm... 3

Area II: Mathematics – 6 crs.
MATH 111, Fundamentals of Elem Math I.. 3
MATH 112G, Fundamentals of Elem Math II.. 3

Area III: Laboratory Science – 8 crs.
Choose two of the following in two different areas:
ASTR 105G, The Planets or
ASTR 110G, Intro to Astronomy. 4
BIOL 111G/GL, Natural History of Life or
BIOL 211G/GL, Cell & Organ Biol. 4
CHEM 110G, Princpls/Appls of Chemistry or
CHEM 111G, General Chemistry. 4
GEOG 111G, Geog of Natural Environment or
GEOL 111G, Survey of Geology or
GEOL 212G, The Dynamic Earth .... ……..4
PHYS 110G, Great Ideas of Physics.... 4

Area IV: Social/Behavioral Sciences – 3 crs.
Choose one of the following:
ANTH 201G, Intro to Anthropology
ECON 251G, Principles of Macroeconomics
ECON 252G, Principles of Microeconomics
GEOG 112G, World Regional Geography
GEOG 120G, Culture and Environment
GOVT 100G, American National Government
GOVT 110G, Intro to Political Science
SOC 101G, Intro to Sociology

Area V: Humanities/Fine Arts – 9 crs.
HIST 101G, Roots of Modern Europe or
HIST 102G, Modern Europe 3
HIST 201G, Early American History or
HIST 202G, Recent American History... 3
ART 101G, Orientation in Art or
MUS 101G, Introduction to Music or
THTR 101G, Introduction to Theatre.... 3

Professional Education Courses – 35 crs.

Cumulative GPA of 2.5 and a "C" or better required in these courses. CEP and ECED courses taken more than 7 years prior to graduation must be repeated.
CEP 110G, Human Growth & Behavior 3
ECED 115, Child Growth, Dev, Learning 3
ECED 125, Health, Safety & Nutrition 2
ECED 135, Family/Community Collaboration 3
ECED 215, Curriculum Dev & Imp I 3
ECED 220, Practicum I 2
ECED 225, Curriculum Dev & Imp II 3
ECED 230, Practicum II 2
ECED 235, Intro to Reading & Lit Dev... 3
ECED 245, Professionalism... 2
ECED 255, Assmnt/Children/Eval Prog 3
ECED 265, Guiding Young Children 3

Curriculum Notes:
Courses in bold are required for Teacher Education Program (TEP) admission at NMSU.

EDUCATION
Associate Degree

The Associate in Education prepares students for work as a teacher's aide, substitute teacher or other paraprofessional in elementary or secondary schools. The curriculum is designed for maximum transfer of credits to the Teacher Education Program (TEP) at NMSU for those students planning to complete the Bachelor's Degree in Education.

A list of courses that are prerequisites or corequisites for the Teacher Education Program (TEP) can be obtained from a faculty advisor.

Associate Degree (68 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements – 46 crs.
Area I: English & Communication - 10 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 211G, Writing in Humanities/Soc. Sci... 3
COMM 253G, Public Speaking or
COMM 265G, Prin of Human Comm... 3

Area II: Mathematics – 6 crs.
Elementary Education majors:
MATH 111, Fund. of Elem Math I. 3
MATH 112G, Fund. of Elem Math II. 3

Secondary Education majors:
MATH 120, Intermediate Algebra... 3
MATH 210G, Mathematics Appreciation. 3

Area III: Laboratory Sciences – 12 crs.
Select 3 courses from 3 different areas. Must include lab.
ASTR 110G, Introduction to Astronomy 4
BIOL 111G, Natural History of Life or
BIOL 211G, Cell & Organ Biol 4
CHEM 110G, Principles/Appl of Chemistry 4
GEOG 111G, Geog of Natural Environment or
GEOL 111G, Survey of Geology or
GEOL 212G, The Dynamic Earth. 4
PHYS 110G, The Great Ideas of Physics. 4

Area IV: Social & Behavioral Sciences – 6 credits
Select 2 classes from 2 different areas.
ANTH 201G, Introduction to Anthropology 3
ECON 251G, Principles of Macroeconomics or
ECON 252G, Principles of Microeconomics 3
GEOG 112G, World Regional Geography or
GEOG 120G, Culture & Environment 3
GOVT 100G, American National Government or
GOVT 110G, Introduction to Political Sci 3
SOC 101G, Introductory Sociology 3

Area V: Humanities & Fine Arts – 12 credits
HIST 101G, Roots of Modern Europe or
HIST 102G, Modern Europe 3
HIST 201G, Intro to Early American History or
HIST 202G, Intro to Recent Am History. 3
ART 101G, Orientation in Art or
MUS 101G, Introduction to Music or
THTR 101G, Intro to Theatre.. 3
Fine Arts elective (any ART/MUS/THTR course) 3

Professional Education Courses – 13 credits
Cumulative GPA of 2.5 and a "C" or better required in these courses. CEP, EDUC & EMD courses taken more than 7 years prior to graduation must be repeated.
CEP 110G, Human Growth & Behavior 3
CEP 210, Educational Psychology... 3
EMD 101, Freshman Orientation.... 1
EMD 250, Introduction to Education 2
EDUC 181, Field Experience I... 1

Electives – 6 credits, to bring total credits to 68
Suggested courses: SPAN 111 and SPAN 112.

NOTE: Courses in bold are prerequisites or corequisites for the Teacher Education Program (TEP) at NMSU Las Cruces.

Bachelor Completion Program in Elementary Education

The NMSU Carlsbad campus in cooperation with the Las Cruces Extension division from NMSU main campus is able to offer courses leading to the completion of the Bachelor of Science in Elementary Education. Students can finish the degree without relocating to Las Cruces. For more information on available course offerings and other program requirements, go to http://distance.nmsu.edu .

ELECTRICAL TRADES & ELECTRONICS TECHNOLOGY

Certificate/Associate of Applied Science

The Electrical Trades and Electronic Technology curriculum prepares students for entry-level employment as electronic technicians or electrical tradesmen in a wide range of industries, including consumer electronics, industrial controls, avionics, manufacturing, construction, and computers.

Students receive training in a modern electronics laboratory with state-of-the-art training modules and precision testing equipment. Experienced instructors ensure that training is of the highest quality.

The Associate of Applied Science degree is designed for students who intend to enter the workforce upon graduation, but not necessarily for transfer to a bachelor degree program. Students should consult an academic advisor for advice. The Electrical Trades certificate is designed for students who intend to enter the industrial workforce as maintenance persons, linemen, or building construction workers. Coursework completed in the certificate program is applicable to the Associate of Applied Science degree.

Electrical Trades Certificate (30 credits)

Core Curriculum Requirements - 30 crs.
HVAC 102, Fundamentals of Electricity 4
HVAC 103, Elec and Mech Controls I. 4
OEET 115, Wiring Methods and Materials.. 5
OEET 205, National Electric Code 3
MAT 110, Machine Operation & Safety 3
MAT 115, Print Reading for Industry 3
MAT 130, Applied Industrial Electricity I 4
OEMN 210, Elec Sys Troubleshooting/Repair 4

Associate of Applied Science (71 Credits)

Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements – 24 crs.
COMM 265G, Prin of Human Comm or
COMM 253G, Public Speaking 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 218G, Tech & Sci Communication.... 3
MATH 120, Intermediate Algebra... 3
MATH 121G, College Algebra.... 3
PHYS 211G/GL, General Physics I/Lab. 4
PHYS 212G/GL, General Physics II/Lab 4

Core Curriculum Requirements – 44 crs.
E T 104, Soldering Techniques.... 1
E T 120, Computation & Presentation Software 3
E T 153, Introduction to Computer Networks 3
E T 182, Digital Logic 3
E T 183/L, Applied DC Circuits/Lab 3
E T 184/L, Applied AC Circuits/Lab 3
E T 246, Electronic Devices I 4
E T 262, Software Technology I 3
E T 272, Electronic Devices II.... 4
E T 273, Fndmntls of Networking Comm I. 3
E T 276, Electronic Communications 4
E T 282, Digital Electronics 4
E T 283, Hardware PC Maintenance.... 3
E T 284, Software PC Maintenance. 3

- Curriculum notes: A grade of "C" or better is required in all English, ET, math and science courses.
- Students who place out of MATH 120 must take three credits of electives to fulfill degree requirements.

GENERAL ENGINEERING

Associate of Science

The Associate of Science in Engineering program prepares the graduate for an entry-level position in the engineering industry. Students may apply the associates degree course work to a Bachelor's Degree in Engineering in one of several fields including Chemical Engineering, Civil Engineering, Electrical & Computer Engineering, Engineering Physics, Engineering Technology & Surveying Engineering, Industrial Engineering, or Mechanical & Aerospace Engineering offered at one of the New Mexico four-year institutions. Chemical Engineers design new power sources, keep our water clean, and help manufacture the thousands of chemicals, which make modern life possible. Civil Engineers design buildings, dams, bridges, roads, and other components of our social infrastructure, ensuring their safety and usability. Electric and Computer Engineers design the hardware and software we use every day, from cell phones and iPods to satellites and lasers. Engineering physics merges the theoretical science of physics with the more practical discipline of engineering. Engineering Technologists build, repair and test the designs of engineers. Industrial engineers design efficient processes, from figuring out how many check-out stands a grocery store needs to how paper flows through an office. Aerospace Engineers design, develop, and test aerodynamic vehicles and spacecraft as well as their related systems. Mechanical

Engineers use principles such as heat, force, and the conservation of mass and energy to analyze static and dynamic physical systems, in contributing to the design of things such as automobiles, aircraft, and other vehicles, heating and cooling systems, household appliances, industrial equipment and machinery, weapons systems, etc.

Associate of Science (79 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success .... 3 or

Common Core & Related Requirements – 37 crs.
Area I: English & Communications – 10 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 218G, Technical & Scientific Comm. 3
COMM 253G, Public Speaking or
COMM 265G, Prin of Human Comm... 3

Area II: Mathematics – 4 crs.
MATH 191G, Calc & Analytic Geom I 4

Area III: Laboratory Sciences – 8 crs.
CHEM 111G, General Chemistry I. 4
PHYS 215G/GL, Engineer Physics I/Lab.... 4

Areas IV & V: Social/ Behavioral Sciences and Humanities/Fine Arts – 15 crs.
Complete 2-3 Social/Behavioral Sciences courses from the following: ANTH 125G, ANTH 201G, ECON 251G, ECON 252G, GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G,
Complete 2-3 Humanities/Fine Arts courses from the following: ART 101G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G, HIST 261, SPAN 111, SPAN 112

Core Curriculum Requirements – 39 crs.
C E 233, Mechanics-Statics 3
CHEM 112G, General Chemistry II 4
DRFT 109, Computer Drafting Fundamentals.. 3
E E 161, Computer Aided Problem Solv.. 4
E E 162, Digital Circuit Design... 4
E E 280, DC and AC Circuits 4
ENGR 100, Introduction to Engineering. 3
M E 234, Mechanics-Dynamics... 3
MATH 192G, Calc and Analytic Geom II 4
MATH 291G, Calc and Analytic Geom III 3
PHYS 216G/GL, Engineer Physics II/Lab.. 4

GENERAL STUDIES
Associate Degree

The Associate in General Studies equips students with the freedom to design their own two-year program by selecting classes that meet their needs, governed only by departmental prerequisites.

The General Studies curriculum is intended to meet the needs of students who would like to pursue a bachelor's degree but are undecided about their choice of major, or who want to tailor an associate degree to meet their own specific needs.

Please note: A student who has previously earned an associate degree from NMSU or from any other institution is ineligible to receive an associate degree in General Studies.

Associate in General Studies (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

General Education Common Core Req. – 4 crs.
ENGL 111G, Rhetoric & Composition.... 4

Electives – 59 credits, to bring total credits to 66

HEALTH INFORMATION TECHNOLOGY
Certificate/Associate of Applied Science

Health Information Technicians are counted among the many highly qualified health professionals necessary to meet the growing needs of the health care 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 patients privacy and maintaining information security; and
- Maintaining and utilizing a variety of health record indexes and storage and retrieval systems.

NMSU Carlsbad offers a rigorous course of study to prepare graduates for employment as health information technicians. It includes computer literacy, professional practice skills, like 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 can be found in the Occupational Outlook Handbook at the U.S. Department of Labor website: bls.gov

To graduate from the HIT program, students must complete a cooperative work-experience component.

Because this work takes place in a healthcare setting, the employer/site may require student 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.

Certificate (38 credits)

Core Course Requirements – 10 credits
ENGL 111G Rhetoric & Composition 4
COMM 265G, Principles of Human Comm. 3
MATH 120 Intermediate Algebra.... 3

Related Requirements - 15 credits
BOT 110, Records Mgmt... 3
BOT 239, Personal Development.... 3
CS 110, Computer Literacy 3
HIT/NURS 150, Intro to Medical Terminology 3
HIT/NURS 158, Adv. Medical Terminology 3

Program Requirements -13 credits
AHS 140, Essentials of Anatomy & Phys. 4
AHS 202, Legal/Ethical Issues in Health Care 3
BOT/HIT 208, Medical Office Procedures 3
BOT/HIT 228, Medical Insurance Billing 3

Associate Degree (71 credits)

Common Core & Related Req - 13 credits
ENGL111G, Rhetoric/Comp (CCDE 110N or test) 4
ENGL 203G, Bus/Prof. Comm 3
COMM 265G, Princ. of Human Comm... 3
MATH 120, Interm. Algebra (CCDE 114N or test) 3

Related Requirements - 21 credits
BOT 110, Records Mgmt... 3
BOT 239, Personal Development.... 3
CS 110, Computer Literacy 3
HIT/NURS 150, Intro to Medical Terminology 3
HIT/NURS 158, Adv. Med Term (HIT/NURS 150) 3
MGT 201, Intro to Management 3
STAT 251 G, Statistics... 3

Technical Requirement - 37 credits

AHS 140, Essentials of Anatomy & Physiolog 4
AHS 202, Legal/Ethical Issues in Health Care 3
BOT/HIT 208, Medical Office Procedures 3
BOT/HIT 228, Medical Insurance Billing.... 3
HIT 120, Health Info Intro to Pharmacology.... 3
HIT 140, Health Info Intro to Pathophysiology 3
HIT 221, Coop Experience I.. 3
HIT 222, Coop Experience II (HIT 221) 3
HIT 240, Health Info Quality Mgmt.... 3
HIT 248, Medical Coding I (BOT 228) 3
HIT 258, Medical Coding II (HIT 248) 3
HIT 268, Health Info Systems (HIT 208 & CS 110)... 3
May complete BIOL 225, Anatomy & Physiology I and BIOL 226, Anatomy & Physiology II instead of AHS 140.

HEATING, AIR CONDITIONING, AND REFRIGERATION

Certificate/Associate of Applied Science

The Heating, Air Conditioning, and Refrigeration (HACR) program prepares students for entry-level positions in the HACR industry. Every new home, hospital, institutional building, shopping mall, and office complex requires trained and certified technicians to install and maintain HACR systems. New Mexico's climate creates an additional demand for technicians skilled in both heating and cooling technology.

Students are trained in MSDP's HACR laboratory on the Carlsbad campus and at the Artesia Vocational Training Center in Artesia, using the most modern training and testing equipment available. Experienced instructors provide high quality training, while practical on-the-job experience may be gained through cooperative agreements with local firms.

The Associate of Applied Science degree is designed for students who intend to enter the workforce upon graduation, but not necessarily for transfer to a bachelor degree program. Students should consult an academic advisor for advice.

Coursework completed in the certificate program is applicable to the Associate of Applied Science degree.

Among the program offerings is an EPA certification short course needed by all persons who work with refrigerants.

Certificate (27 credits)
Core Curriculum Requirements
HVAC 101, Fundamentals of Refrigeration 4
HVAC 102, Fundamentals of Electricity 4
HVAC 103, Electrical & Mech Controls I 4
HVAC 104, Domestic Refrigeration 4
HVAC 207, Residential Air Conditio Systems 4
HVAC 209, Residential Heating Systems 4
BCT 104, Woodworking Skills I.. 3

Associate of Applied Science Degree (69 credits)
Branch Course Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements – 16 crs.
ENGL 111G, Rhetoric & Composition 4
COMM 253G, Public Speaking or
COMM 265G, Prin of Human Comm... 3
PSY 201G, Introd to Psychology
SOC 101G, Introductory Sociology 3
ENGL 218G, Tech & Scientific Comm 3
BCIS 110, Intro to Computerized Info Systems 3

Technical Requirements – 42 crs.
BCT 104, Woodworking Skills I.. 3
HVAC 101, Fundamentals of Refrigeration 4
HVAC 102, Fundamentals of Electricity 4
HVAC 103, Elec & Mechanical Controls I 4
HVAC 104, Domestic Refrigeration 4
HVAC 118, Technical Math for HACR Tech 3
HVAC 205, Commercial Refrig Systems 4
HVAC 207, Residential Air Condition Systems.. 4
HVAC 209, Residential Heating Systems 4
HVAC 210, Commercial AC & Heat Systems 4
HVAC 291, Field Experience 4

Electives – 8 credits minimum, to bring total credits to 69
HVAC 220, Intro to Sheet Metal Fabrication or
Approved Elective 4
Approved Elective 4

HERITAGE INTERPRETATION
Certificate/Associate of Arts

The Heritage Interpretation program at NMSU Carlsbad emphasizes New Mexico's rich history, natural setting, and unique cultural blend. Students will study a variety of subjects that will broaden their knowledge of the Southwest's heritage and improve their ability to communicate with a diverse public. Two program options are available – the certificate in Heritage Interpretation and the Associate of Arts Degree in Heritage Interpretation.

Certificate (33-37 credits)
Core Curriculum Requirements – 29 crs.
ENGL 111G Rhetoric & Comp(CCDE 110N or test) 4
COMM 253G Public Speaking or
COMM 265G Princ of Human Comm 3

Choose any "G" course from MATH or STAT totaling 3 credits.

Choose any "G" course from ASTR, BIOL, CHEM, GEOG, GEOL, or PHYS totaling 4 credits.
ANTH 118 Introduction to Historic Preservation 3
ANTH 201G Introduction to Anthropology 3
HIST 101G Roots of Modern Europe or
HIST 102G Modern Europe 3
HIST 201G Early American History or
HIST 202G Recent Amer Hist. 3
HIST 261 New Mexico History 3

Electives – 4 to 6 credits to bring total credits to 33. Choose from ANTH, GOVT, HIST, MATH or SPAN

Associate of Arts (68 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements – 44 crs.

Area I: English & Communication – 10 credits
ENGL 111G must be completed with a "C" or higher and is a prerequisite for ENGL courses number 200 or above.

ENGL 111G, Rhetoric & Comp (CCDE 110N or test) 4
ENGL 203G, Business/Prof. Communication or
ENGL 211G, Writing in Hum/Soc. Sci or
ENGL 218G, Tech/Prof Communica 3
COMM 253G, Public Speaking or
COMM 265G, Princ of Human Comm. 3

Area II: Mathematics – 3 credits
Complete 1 course from: MATH 112G (MATH 111 & 120), MATH 121G (C-MATH 120 or test), MATH 142G (C-MATH 120 or test), MATH 190G (C-MATH 121G), MATH 191G+L (MATH 190G), MATH 192G+L (MATH 191G), MATH 210G (CCDM 114N), or STAT 251G (C-MATH 120)

Area III: Laboratory Sciences – 8 credits
Complete 2 courses from: ASTR 105G, ASTR 110G, BIOL 111G+L, BIOL 211G+L (CO-CHEM 110G), CHEM 110G (CCDM 114N), CHEM 111G (MATH 120), CHEM 112G (CHEM 111G), GEOG 111G, GEOL 111G, GEOL 212G, PHYS 110G, PHYS 211G+L, PHYS 212G+L (PHYS 211+L), PHYS 215G+L (MATH 191G), PHYS 216G+L (PHYS 215+L)

Area IV & V: Social and Behav. Sciences & Hum./Fine Arts – 15 credits
Complete 2-3 courses in Social/Behavioral Sciences: ANTH 120G, ANTH 125G, ANTH 201G, ANTH 202G, ANTH 203G, CJ 101G, CEP 110G, ECON 251G, ECON 252G, GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G, SWK 221G

Complete 2-3 courses in Humanities/Fine Arts: ART 101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G

ANTH 118, Historic Preservation 3
ANTH 201G, Intro to Anthropology 3
HIST 101G, Roots of Modern Europe 3
HIST 102G, Modern Europe 3
HIST 201G, Early American History 3
HIST 202G, Recent American History 3
HIST 261, New Mexico History 3
HIST 269, Internship in Heritage Interpretation 3

HOSPITALITY AND TOURISM
Associate of Applied Science

Hospitality and tourism is one of the fastest growing industries in the U.S. and in New Mexico it is the largest employment sector. 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, culinary arts, banquets and catering, travel and tours, finance and accounting in settings such as resorts, cruise lines, hotels and motels, convention facilities and restaurants.

The Hospitality Services 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 eared in this degree may be applied toward a bachelor's degree in Hospitality, Restaurant and Tourism Management at NMSU Las Cruces.

Associate of Applied Science (72 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Core Requirements – 44 crs.
ENGL 111G, Rhetoric & Composition 4
MATH 120, Intermediate Algebra or
BOT 106, Business Math 3
COMM 265G, Prin of Human Comm 3
ECON 251G, Principles of Macroeconomics or
ECON 252G, Prin of Microeconomics 3
PSY 201G, Intro to Psychology or
SOC 101G, Introductory Sociology 3

Related Requirements – 17 crs.
BOT 120, Accounting Procedures I 3
BOT 209, Business & Tech Comm or
ENGL 203G, Bus & Prof Comm or
ENGL 218G, Tech & Sci Comm 3
BMGT 201, Work Readiness and Prep 2
BMGT 231, Legal Issues in Business 3
OECS 105, Intro to Microcomputer Tech or
C S 110, Computer Literacy 3
OECS 215, Spreadsheet Applications 3
Technical Requirements – 36 crs.
HOST 201, Intro to Hospitality Industry 3
HOST 203, Food and Bev Operations. 3
HOST 207, Customer Serv Hospitality Indust. 3
HOST 208, Hospitality Supervision 3
HOST 209, Managerial Acct for Hospitality 3
HOST 219, Safety/Security/Sanit Hosp Oper 3
HOST 221, Coop Experience I 3

Choose courses totaling 15 credits from the following areas (or as approved by an advisor). It is permissible to combine courses from both areas.

Lodging and Tourism
HOST 202, Front Office Operations 3
HOST 204, Promotion of Hospitality Services 3
HOST 205, Housekeeping, Maint Security 3
HOST 206, Travel and Tourism Operations 3
HOST 216, Event, Conference/Convent Ops 3
HOST 220, Experiential Travel 3
HOST 223, Travel Agency Principles 3
HOST 224, Travel Agency Booking Ops 3
HOST 230, Wedding Events Management 3

Food and Beverage/Culinary Arts
HOST 210, Banquet Operations. 3
HOST 211, Food Production Principles 3
HOST 212, Advanced Food Preparation 3

HOST 213, Professional Baking Operations. 3
HOST 214, Purchasing and Kitchen Mgmt... 3
HOST 218, Advanced Baking Techniques 3

INDUSTRIAL MAINTENANCE ELECTRICAL
Certificate/Associate of Applied Science

The Industrial Maintenance Technician curriculum provides students with the education and experience necessary to begin employment within the potash mining and other industries. Specializations offered within the curriculum include a mechanical and an electrical emphasis.

Students receive training on state of the art equipment which simulates the actual work performed both in above ground and below ground potash mine settings and additional exposure to the industry setting is provided through field experiences.

The program offers both certificates and an Associate of Applied Science and coursework earned in the certificate programs is applicable to the Associate of Applied Science degree.

Certificate (58 credits)
Associate of Applied Science Degree (64 credits)
Core Curriculum Requirements
INMT 133, Process Technology and Systems.... 4
OETS 100, Industrial Safety... 2
OETS 118, Mathematics for Technicians 3
MAT 110, Machine Operations and Safety.... 3
MAT 145, Electromech Sys for Non-Majors 4
INMT 134, Maintenance Principles. 4
INMT 165, Equipment Processes.... 4
OEET 110, Basic Electric and Electro 4
MAT 130, Applied Indus Electricity I.. 4
MAT 234, Industrial Electricity Maint.. 3
INMT 223, Electrical Repairs. 4
MAT 135, Applied Indus Electric II 4
OEET 120, Basic Motor Control 5
OEET 205, National Electric Code 3
INMT 205, Program Logic Control & Appl 2
OEET 295, Spec Topics Elec Trades Ind Project... 5

INDUSTRIAL MAINTENANCE MECHANICS
Certificate/Associate of Applied Science

The Industrial Maintenance Technician curriculum provides students with the education and experience necessary to begin employment within the potash mining and other industries. Specializations offered within the curriculum include a mechanical and an electrical emphasis.

Students receive training on state of the art equipment which simulates the actual work performed both in above ground and below ground potash mine settings and additional exposure to the industry setting is provided through field experiences.

The program of study offers both certificates and an Associate of Applied Science and coursework earned in the certificate program is applicable to the Associate of Applied Science degree.

Certificate (58 credits)
Associate of Applied Science Degree (64 credits)

Core Curriculum Requirements
INMT 133, Process Technology and Systems.... 4
OETS 100, Industrial Safety... 2
OETS 118, Mathematics for Technicians 3
MAT 110, Machine Operations and Safety.... 3
MAT 145, Electromechan Sys for Non-Majors.. 4
INMT 134, Maintenance Principles. 4
INMT 165, Equipment Processes.... 4
INMT 235, Mechanical Drives.... 4
INMT 236, Lubrication Process.. 3
INMT 237, Hydraulics I 2
INMT 261, Pump Operations I.. 4
INMT 262, Piping Systems 2
INMT 263, Mechanical Drives II 4
WELD 101, Fundamentals of Welding 3
INMT 265, Hydraulics II... 2
INMT 267, Pump Operations II. 2
INMT 264, Rigging 2
MAT 265, Spec Topics in Auto/Man Ind Project 6

MANUFACTURING TECHNOLOGY
Associate of Applied Science

The Manufacturing Technology program prepares students for entry-level technician positions in the construction, mining, and manufacturing industries. The program contains two options, sharing a common core curriculum. The Electronic Assembly option stresses computer, drafting, electrical, and mechanical skills, while the Manufacturing Processes option stresses application of those skills to computer-aided drafting (CAD), computer-aided manufacturing (CAM), and computer numerically controlled (CNC) machining systems.

Training is conducted in a conventional machining laboratory, a state-of-the-art CAM and robotics laboratory, and modern CAD labs.

Experienced manufacturing professionals provide the highest quality instruction in a "hands on" environment.

The Associate of Applied Science degree is designed for students who intend to enter the workforce upon graduation, but not necessarily for transfer to a bachelor degree program. Students should consult an academic advisor for advice.

Associate of Applied Science (69 credits)

Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements – 19 crs.
COMM 265G, Principles of Human Comm or
COMM 253G, Public Speaking 3
ENGL 111G, Rhetoric & Composition.... 4
ENGL 218G, Technical & Sci Comm.. 3
MATH 121G, College Algebra.... 3
MATH 175, Trigonometry 3
PSY 201G, Introduction to Psychology or
SOC 101G, Intro Sociology. 3

Technical Requirements – 23 crs.
BUSA 111, Business in a Global Society or
ACCT 222, Mgmt Accounting.. 3
ET 106, Draft Concepts/Cmptr Fndmntls I. 4
ET 107, Intro to Materials Management... 3
ET 120, Computation/Presentation Software.... 3
ET 183, Applied DC Circuits. 2
ET 183L, Applied DC Circuits lab 1
ET 184, Applied AC Circuits.. 2
ET 184L, Applied AC Circuits lab... 1
ET 216, Draft Concepts/Cmptr Fndmntls II.... 4

Program Options (choose one) – 24 crs.
Electronics Assembly Option
ET 182, Digital Logic.... 3
ET 202, Introduction to Instrumentation. 3
ET 204, Quality Assurance & Metro Lab. 3
ET 246, Electronic Devices I. 4
ET 200, Special Topics.. 3
ET 272, Electronic Devices II 4
ET 282, Digital Electronics.... 4

Manufacturing Processes Option
ET 116, Industrial Processes.. 2
ET 117, Introduction to Materials... 2
ET 204, Quality Assurance & Metro Lab. 3
ET 217, Manufacturing Processes.... 2
ET 217L, Manufacturing Processes lab 1
ET 224, Project Plan, Implement & Control. 4
ET 234, Shop Floor Control Systems 4
ET 200, Special Topics.. 3
Approved Elective 3

NURSING

Certificate/Associate Degree in Nursing

Nursing offers mobility, flexibility, and numerous opportunities throughout the U.S. The graduate is provided with a sound basis for entry into practice in acute care hospitals, physician's offices, clinics, nursing homes, health departments, and home health care agencies.

The nursing curriculum of NMSU Carlsbad prepares students for beginning nursing practice in a variety of health care settings. The program is approved by the State Board of Nursing and the ADN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Questions regarding accreditation should be directed to the Accreditation Commission for Education in Nursing (ACEN) at 1-800-669-1656 or 1-212-363-5555; 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.
Upon completion of the Certificate for Practical Nursing, graduates are eligible to write the National Council Licensure Exam which leads to licensure as a Practical Nurse. Graduates of the Certificate of Practical Nursing may also wish to continue their academic careers in pursuit of the Associate Degree in Nursing-Registered Nurse offered at NMSU Carlsbad.

Upon completion of the Associate in Nursing, Registered Nurse, graduates are eligible to write the National Council Licensure Exam that leads to licensure as a Registered Nurse.

Students seeking admission to any nursing certificate or degree program must apply prior to May 15. All applicants must have verification of successful completion of nursing assistant certificate program within the past five years or have a current CNA certificate. Applicants must hold a high school diploma or a GED certificate and a score of 18 or better on the enhanced ACT. Effective Fall 2015, the HESI A2 exam will replace the ACT exam. Applicants will be required to achieve a minimum composite score of 75%; minimum subtest scores of 75% in Math, Reading, Grammar and Vocabulary. A GPA of 2.75 or higher will be required in all courses applicable to the nursing program and/or nursing curriculum. In addition, applicants must have satisfactory scores on the college placement tests and completed all developmental courses to make them eligible to enroll in ENGL 111G, Rhetoric & Composition and MATH 120, Intermediate Algebra. Students who fail to make a satisfactory score on any of the placement tests will be required to enroll and pass with a grade of C or better in the appropriate developmental class(es); placement test scores may not be utilized in lieu of grades D or F in any developmental class(es). Applicants must have completed high school chemistry, or its equivalent as well as BIOL 225, Human Anatomy and Physiology I, with a grade of C or better. Students

who have completed one year of anatomy with a C or higher at a New Mexico high school with an articulation agreement with NMSU Nursing Department or NMSU may meet requirements and should seek advisement from the nursing program advisor.

Certain felonious convictions may prohibit graduates from writing the NCLEX-RN (the licensure exam) in the State of New Mexico. Students considering application to the nursing program, who have any prior felony convictions, should contact the appropriate Board of Nursing through which they intend to seek licensure prior to making application to this program. Certified background checks are required for all nursing students.

Graduates licensed as Registered Nurses in the State of New Mexico do not meet licensure requirements in the State of North Dakota.

Practical Nursing Certificate (41 credits)

Core Curriculum Requirements - 18 crs.
BIOL 225, Human Anatomy & Phys I 4
BIOL 226, Human Anatomy & Phys II 4
CEP 110G, Human Growth & Behavior 3
ENGL 111G, Rhetoric & Composition 4
PSY 201G, Introduction to Psychology 3

Nursing Program Requirements – 23 crs.
NURS 146, Common Health Deviat/Lab 6
NURS 153, Medication and Dosage Calculate. 1
NURS 154, Physical Assessment 2
NURS 156, Basic Nurs Theory Practice/Lab 6
NURS 157, Maternal/Child Health Deviat/Lab 8

Nursing (ADN) Associate (70 credits)

Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core & Related Requirements – 25 crs.
English & Social Sciences – 13 credits
ENGL 111G, Rhetoric & Composition 4
CEP 110G, Human Growth & Behavior 3
SOC 101G, Introductory Sociology 3
PSY 201G, Introduction to Psychology 3

Biology with lab – 12 crs.
BIOL 221/L, Microbiology w/lab 4
BIOL 225, Human Anatomy & Phys I 4
BIOL 226, Human Anatomy & Physi II 4

Nursing Program Requirements – 40 crs.
Freshman Year Courses – 18 credits
NURS 153, Meds & Dosage Calculation 1
NURS 154, Physical Assessment 2
NURS 156, Basic Nursing Theory/Lab 6
NURS 157, Maternal/Child Health Devia/Lab. 8
NURS 210, Pharm Req-Childbearing Family 1

Sophomore Nursing Courses – 22 crs.
NURS 211, Pharm Req-Simple Health Devia 1
NURS 246, Health Deviations I/Lab 7
NURS 258, Psychosoc Reqs: A Deficit Approach 3
NURS 212, Pharm Req-Complex Hlth Devia 1
NURS 256, Health Deviations II/Lab. 8
NURS 260, Mgmt Patients w/Hlth Devia/Lab. 2

Electives – 2 credits to bring total credits to 70
Suggested courses: NURS/BOT 150, Medical Terminology; NURS 155, Medical Spanish or HNFS 251, Human Nutrition

Curriculum notes for both options:

- Students must be formally accepted into the nursing program in order to enroll in courses listed under "Nursing Program Requirements."
- CHEM 110G may not be used to fulfill elective credit. NOTE: CHEM 110G is required for the BSN degree.
- BIOL 226, CEP 110G, ENGL 111G, PSY 201G, and SOC 101G must be completed by the second year of nursing.
- Required science courses cannot be taken more than twice and remain eligible for the nursing program.
- Some out of state travel is required for certain clinical experiences.
- Students must demonstrate proficiency in reading, math, and English as evidenced by sufficient scores on the college placement test. Additional coursework in developmental studies may be required. Courses are included in calculating GPA but not in total graduation credits.
- Awarding of non-nursing credits are made at the NMSU Las Cruces registrar. Credit will only be awarded for classes in which a student has made a grade of a C or better.
- All courses that are part of the nursing curriculum must have a grade of C or better to receive credit. Courses with less than C will need to be repeated to receive credit toward the Associate Degree in Nursing or the Practical Nursing certificate program. Subsequent to enrollment in the nursing classes (i.e., NURS156, NURS153, NURS154), verification of successful completion of a nursing assistant certificate program within the past five years or a current CNA certificate must be provided.
- NURS210, Pharmacological Requisites for the Childbearing Family, is not required for the LPN option. However, if this course is not taken and the student decides not to exit at the LPN level and chooses to continue in the associate degree, the student will be required to take this course (offered only in the spring once a year) before progressing to the associate degree level.

Essential Eligibility Requirements for Participation in the Department of Nursing

The following essential requirements for participation in the department of Nursing and examples of necessary activities (not all inclusive) should be used to assist each applicant/student in determining whether accommodations or modifications are necessary.

Essential Functions	Some Examples of Necessary Activities
Critical thinking abilities sufficient for clinical judgment.	Identify cause/effect relationship in clinical situation; develop nursing care plans.
Interpersonal abilities sufficient to interact with individuals, families, groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients/families and colleagues.
Communication abilities sufficient for interactions with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Abilities sufficient to move from room to room and to maneuver in small places.	Move around in patients' rooms, work spaces, and treatment areas and administer cardio-pulmonary procedures.
Abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Abilities sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, ausculatory sounds and cries for help.
Abilities sufficient for observation and assessment necessary in nursing care.	Observe patients/client responses.
Abilities sufficient for physical assessment.	Perform palpation, functions of physical examination and/ or those related to therapeutic intervention, e.g. insertion of a catheter.
Ability to operate under stressful situations.	Perform within a crises situation providing care to meet physical, emotional or psychosocial needs of the patient/client.

ADA Guidelines apply to all qualified disabled persons. A qualified disable person is a person with a disability who, with or without reasonable modification to rules, policies, or practices, and with the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in the programs or activities provided by a public entity and who can perform the "essential" functions of the position. Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the appropriate program chair as soon as possible to make necessary accommodations. Students should be prepared to present disability verification from their physician.

PRE-BUSINESS

Associate Degree

The Associate in Pre-Business is a generalized two-year curriculum that provides students with the necessary general education and lower division courses that constitute a solid base for a bachelor's degree in one of the many areas of business concentration. These areas include accounting, finance, management, marketing, real estate, and economics. The program also provides entry level management skills for those students who decide to pursue employment rather than furthering their education.

SPECIAL NOTE FOR PRE-BUSINESS MAJORS: The pre-business program curriculum fulfills the requirements needed before a major field may be declared in the College of Business Administration and Economics on the Las Cruces campus. However, starting with the 2014-2015 NMSU Undergraduate Catalog, the College of Business is now requiring that all students achieve a 2.5 GPA or higher in ALL "College of Business Lower Division Core Courses" including STAT 251G, Statistics for Business and Behavioral Sciences, before being allowed to register for upper division (300-400 level) business courses. Please visit with an academic advisor for clarification or additional information.

Associate (69 credits)

Branch Requirement – 3 crs.

COLL 101, College/Life Success 3

General Education & Other Foundation Courses – 36 crs.

Area I: English & Communications – 10 crs.

ENGL 111G, Rhetoric & Composition.... 4

ENGL 203G, Bus/Professional Comm or.... 3
ENGL 211G, Writing for the Humanities or 3
ENGL 218G, Technical & Scientific Comm. 3
COMM 253G, Public Speaking or... 3
COMM 265G, Principles of Human Comm. 3

Area II: Mathematics – 3-4 crs.
Complete 1 course from the following:
MATH 112G, MATH 121G, MATH 142G, MATH 190G, MATH 191G, MATH 192G, MATH 210G, STAT 251G

Area III: Laboratory Sciences – 8 crs.
Complete 2 courses from the following:
ASTR 110G, BIOL 111G/GL, BIOL 211G/GL, CHEM 110G, CHEM 111G, CHEM 112G, GEOG 111G, GEOL 111G, PHYS 110G, PHYS 211G/GL, PHYS 212G/GL, PHYS 215G/GL, PHYS 216G/GL, CS 171G

Areas IV & V: Social/ Behavioral Sciences and Humanities/Fine Arts – 15 crs.
Complete 2-3 Social/Behavioral Sciences courses from the following:
ANTH 125G, ANTH 201G, CJ 101G, CEP 110G, ECON 251G, ECON 252G, GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G, SWK 221G

Complete 2-3 Humanities/Fine Arts courses from the following:
ART 101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G

College of Business Math Requirements – 12 crs.
Students who place out of MATH 120 must complete 3 additional credits of electives outside the College of Business. MATH 121G must be completed with a "C" or higher.
MATH 120, Intermediate Algebra... 3
MATH 121G, College Algebra.... 3
MATH 142G, Calculus for Business/Mgmt.. 3
STAT 251G, Statistics for Business/Behavior Sci... 3

Business Core, Lower Division – 18 crs.
ACCT 222, Management Accounting 3
ACCT 221, Financial Accounting.... 3
BCIS 110, Intro to Computerized Info Systems or 3
C S 110, Computer Literacy.... 3
BUSA 111, Business in a Global Society... 3
ECON 251G, Principles of Macroeconomics 3
ECON 252G, Principles of Microeconomics.... 3
Electives – See "Curriculum Notes"

Curriculum notes:
Students who place out of MATH 120 must complete an additional three credits of electives outside the NMSU College of Business Administration & Economics.
COMM.253G/265G, ENGL 111G/203G/218G and MATH 120 must be completed with a C or better. In addition, students majoring in Economics must complete ECON 251G/252G, MATH 142G and STAT 251G with a C or better.

SCIENCE DEGREE
Associate of Science Degree

The Associate of Science degree is designed for the student interested in completing a Bachelor's of Science degree with a variety of majors and minors. This degree differs from the Associate of Arts degree in the heavy concentration of math and science course required for any Bachelors of Science degree. This degree meets all the New Mexico Common Core requirements necessary to complete a bachelor's degree.

If the student knows the specific major, elective credits should be chosen to meet that majors requirements. If the potential major has not been chosen there is a wide list of courses that will help meet degree requirements of build the academic foundation to earn a Bachelors of Science degree.

Associate of Science Degree (66 credits)
Branch Requirement – 3 crs.
COLL 101, College Life/Success 3

Common Core Requirements–36 crs.
Area I: English & Communication – 10 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Business/Profess Communication or
ENGL 211G, Writing in Human/Soc Sci or
ENGL 218G, Technical/Prof Comm.... 3
COMM 253G, Public Speaking or... 3
COMM 265G, Prin of Human Communication

Area II: Mathematics – 3 crs.
Complete 1 course from the following: MATH 112G, MATH 142G, MATH 190G, MATH 191G, MATH 192G, MATH 210G, or STAT251G

Students should take at least one math class higher than MATH 121G or as an alternate take two "G" classes from area II.

Area III: Laboratory Sciences – 8 crs.
Complete 2 courses from the following: AGRO 110G, ASTR 105G, ASTR 110G, BIOL 101G, BIOL 111G, BIOL 211G, CHEM 110G, CHEM 111G, CHEM 112G, E S 110G, GEOG 111G, GEOL 111G, GEOL 212, PHYS 110G, PHYS 211G/L, PHYS 212G/L,

Area IV& V Social/Behavior Sciences and Humanities/Fine Arts– 12-18 crs.

A total of five courses must be chosen between the Social/Behavioral Sciences and Humanities/Fine Arts
Social/Behavioral Sciences – 6-9 crs.
ANTH 120G, Human Ancestors or
ANTH 125G, Intro to World Cultures or
ANTH 201G, Intro to Anthropology 3
ECON 251G, Prin of Macroeconomics or
ECON 252G, Principles of Microecon.. 3
GOVT 100G, American National Government or
GOVT 110G, Intro to Political Science or
GOVT 150G, American Political Issues or
GOVT 160G, International Political Issues 3
PSY 201G, Introduction to Psychology.... 3
SOC 101G, Introduction to Sociology or
SOC 201G, Contemporary Social Prob.. 3

Humanities/Fine Arts – 6-9 crs.
HIST 101G, Roots of Modern Europe or
HIST 102G, Modern Europe or
HIST 201G, Early American History or
HIST 202G, Recent American History... 3
ENGL 244G, Literature and Culture.... 3
ART 101G, Orientation in Art or
MUS 101G, Introduction to Music or
THTR 101G, Introduction to Theatre 3

Core Curriculum Requirements – 12 to 13 crs.
C S 110, Computer Literacy.... 3
CHIN 111... 4
MATH 120, Intermediate Algebra... 3
MATH 121, College Algebra.. 3
SPAN 111, Elementary Spanish I or
SPAN 112, Elementary Spanish II or
SPAN 211, Intermediate Spanish I or
SPAN 212, Intermediate Spanish II... 3-4
NOTE: Students testing into a math level higher than MATH 121G, should substitute a higher level math or science elective for that class.

Electives – 14-15 crs.
Science Electives may be chosen from AGRO, ANSC, ASTR, BCIS, BIOL, C S, CHEM, DRFT, E S, E T, ENGR, GEOG, GEOL, HORT, MATH, PHYS, RGSC, SMET STAT, and WLSC

SOCIAL SERVICES
Associate Degree

The Associate Degree in Social Services is designed to prepare students for careers in social service or community health agencies as paraprofessionals. In addition, because of the large general education component, the degree also prepares the student for successful transition into a variety of baccalaureate degree majors.

Associate (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

General Education Common Core Requirements – 36 credits
Area I: English & Communication – 10 credits
ENGL 111G must be completed with a "C" or higher and is a prerequisite for ENGL courses number 200 or above.

ENGL 111, Rhetoric & Comp (CCDE 110N or test.. 4
ENGL 203G, Business/Prof Communication or
ENGL 211G, Writing in Hum/Soc Sci or
ENGL 281G, Tech/Prof Communication. 3
COMM 253G, Public Speaking or
COMM 265G, Princ of Human Comm. 3

Area II: Mathematics – 3 credits
Complete 1 course from the following: MATH 112G (MATH 111 & 120), MATH 121G (C-MATH 120 or test), MATH 142G (C-MATH 120 or test), MATH 190G (C-MATH 121G), MATH 191G+L (MATH 190G), MATH 192G+L (MATH 191G), MATH 210G (CCDM 114N), or STAT 251G (C-MATH 120)

Area III: Laboratory Sciences – 8 credits
Complete 2 courses from the following: ASTR 105G, ASTR 110G, BIOL 111G+L, BIOL 211G+L (CO-CHEM 110G), CHEM 110G (CCDM 114N), CHEM 111G (MATH 120), CHEM 112G (CHEM 111G), GEOG 111G, GEOL 111G, GEOL 212G, PHYS 110G, PHYS 211G+L, PHYS 212G+L (PHYS 211+L), PHYS 215G+L (MATH 191G), PHYS 216G+L (PHYS 215+L)

Area IV & V: Social and Behav. Sciences & Hum./Fine Arts – 15 credits
Complete 2-3 courses in Social/Behavioral Sciences: ANTH 120G, ANTH 125G, ANTH 201G, ANTH 202G, ANTH 203G, CJ 101G, CEP 110G, ECON 251G, ECON 252G, GEOG 112G, GEOG 120G, GOVT 100G, GOVT 110G, GOVT 150G, GOVT 160G, HLS 150G, LING 200G, PSY 201G, SOC 101G, SOC 201G, SWK 221G

Complete 2-3 courses in Humanities/Fine Arts: ART 101G, ENGL 115G, ENGL 116G, ENGL 220G, ENGL 244G, HIST 101G, HIST 102G, HIST 201G, HIST 202G, MUS 101G, THTR 101G

Social Services Requirements – 15 credits
HLS 150G, Personal Health & Wellness 3
PSY 266, Applied Psychology 3
SWK 221G, Introduction to Social Welfare... 3
SWK 253, Case Management. 3

STAT 251G, Statistics.... 3

Foreign Language Requirement – 3 to 8 credits
Must complete through the 112 or 212 level based on placement exam.
SPAN 111, Elementary Spanish I 4
SPAN 112, Elementary Spanish II (SPAN 111 or test 4
SPAN 211, Interm. Spanish I (SPAN 112 or test.... 3
SPAN 212, Interm. Spanish II (SPAN 211 or test.. 3

Electives – 13 to 18 credits to bring total credits to 66

WELDING TECHNOLOGY
Certificate/Associate of Applied Science Degree

The Welding Technology program provides specialized training to prepare students for entry-level positions as welders. All aspects of welding are covered, including oxyacetylene welding and cutting, braze welding, arc welding, gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), and pipe welding.

Job opportunities are found in many local industries – mines and chemical plants, oil field service companies, construction firms, pipeline companies, and fabrication shops. Many welders own their own equipment and are self-employed.

The Associate of Applied Science degree is designed for students who intend to enter the workforce upon graduation, but not necessarily for transfer to a bachelor degree program. Students should consult an academic advisor for advice.

Certificate (30 credits)
Core Curriculum Requirements
WELD 100, Structural Welding I 6
WELD 105, Introduction to Welding... 3
WELD 110, Blueprint Reading (Welding.. 3
WELD 115, Structural Welding II 6
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

Associate of Applied Science (66 credits)
Branch Requirement – 3 crs.
COLL 101, College/Life Success 3

Common Core Requirements – 13 crs.
ENGL 111G, Rhetoric & Composition.... 4
ENGL 203G, Bus/Professional Comm or.... 3
ENGL 218G, Technical & Scientific Comm
COMM 265G, Principles of Human Comm. 3

PSY 201G, Intro to Psychology or 3
SOC 101G, Introductory Sociology

Core Curriculum Requirements – 48 crs.
The following courses must be taken concurrently: WELD 125 and 126; WELD 150 and 151.

DRFT 118, Geometry for Drafting. 3
WELD 100, Structural Welding I 6
WELD 105, Introduction to Welding... 3
WELD 110, Blueprint Reading (Welding.. 3
WELD 115, Structural Welding II 6
WELD 125, Introduction to Pipe Welding.... 3
WELD 126, Industrial Pipe Welding I 3
WELD 130, Introduction to GMAW (MIG.. 3
WELD 140, Introduction to GTAW (TIG.... 3
WELD 150, Pipe Welding II 3
WELD 151, Industrial Pipe Welding II 3
WELD 170, Welded Fabrication. 3
WELD 211, Welder Qualification.... 6

Electives – 2 credits to bring total to 66 credits
Curriculum notes:

- Program requirements for both the certificate and associate degree program include successful completion of a competency-based welding skills test.
- Students who completed certain courses in high school may be eligible to earn college credit for WELD 100, WELD 105, and WELD 115. See a faculty advisor for more information.

Course Descriptions

COURSE TITLES

Courses are titled in the following style:

ASTR 110G. Introduction to Astronomy .... .4 cr.

Course number, 110, indicates the course is a Freshman course.

Suffix G indicates a New Mexico Common Course.

Credits – The unit of university credit is the semester hour, which is the equivalent of one hour's recitation or a minimum of two hours of practice per week for one semester.

Course Number Designation

100-199 – Freshman courses

200-299 – Sophomore courses

The letter N will be added as a suffix to the course number when the course credits are not applicable to the baccalaureate and specific associate degrees, or certificates.

ACCT - ACCOUNTING

ACCT 200. A Survey of Accounting .. .. 3 cr.

Emphasis on financial statement interpretation and development of accounting information for management. For engineering, computer science, and other non business majors. Prerequisite: one C S course or consent of instructor. Community Colleges only.

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. Required. Restricted to: Community Colleges only.

AG E – AGRICULTURAL ECONOMICS

AG E 100. Introductory Agricultural Economics and Business. .. .. 3 cr.

Orientation to agricultural supply businesses, farm and ranch production, food markets, food processing and distribution, and food consumption. Microeconomic principles for managers.

AG E 210G. Survey of Food and Agricultural Issues .. .. 3 cr.

Survey of food and agricultural issues, including: geography of food production and consumption; human-agricultural-natural resource relations; agriculture in the United States and abroad; modern agribusiness; food safety; food, agriculture, and natural resources policy; ethical questions; role and impact of technology. Same as HNFS 210G.

AG E 236. Agribusiness Management Principles .. .. 3 cr.

Description and application of management and financial principles, market planning, and organization theory in small business situations.

AGRO - AGRONOMY

AGRO 100G. Introductory Plant Science . .. . 4 cr.

Introduction to the physical, biological, and chemical principles underlying plant growth and development in managed ecosystems. In the laboratory portion of the class, students perform experiments demonstrating the principles covered in lecture. The course uses economic plants and agriculturally relevant ecosystems to demonstrate basic principles. Appropriate for nonscience majors. Same as HORT 100G.

AGRO 250. Plant Propagation .. .. 3 cr.

Practical methods of propagating horticultural plants by seed, cuttings, layering, grafting, division and tissue culture. Examination of relevant physiological processes involved with successful plant propagation techniques. Crosslisted with HORT 250.

AHS – ALLIED HEALTH SCIENCE

AHS 140. Essentials of Anatomy and Physiology .. .. 4 cr.

Essentials of anatomy and physiology for those considering a career in health as well as those interested in understanding their own body and the basics of health.

AHS 202. Legal and Ethical Issues in Health Care .. 3 cr.

Consideration of legal and ethical issues in modern health care delivery.

ANSC - ANIMAL SCIENCE

ANSC 100 L. Introductory Animal Science Laboratory . .. . 1 cr.

Students will observe and participate in activities related to farm animal management and will include areas of livestock selection, nutrition, reproductive physiology, animal ID and animal health. This lab is required for animal science majors. Pre/Corequisite(s): ANSC 100.

ANSC 100. Introductory Animal Science . .. . 3 cr.
Orientation and survey of livestock industry in the United States; introduction to feeding, breeding, and management practices for producing farm animals and select companion animals.

ANSC 100L. Intro Animal Science Lab . .. . 1 cr.
Students will observe and participate in activities related to farm animal management and will include areas of livestock selection, nutrition, reproductive physiology, animal ID and animal health. This lab is required for animal science majors. Pre/Corequisite(s): ANSC 100.

ANSC 200. Introduction to Meat Animal Production . .. . 3 cr.
Production and utilization of beef cattle, sheep and swine; emphasis on feeding, breeding, management problems and marketing; selection of animals for breeding and market.

ANTH - ANTHROPOLOGY

ANTH 115. Native Peoples of North America . .. . 3 cr.
General survey of the ethnology of selected native American groups.

ANTH 118. Introduction to Historic Preservation.. .. 3 cr.
Introduction to historic preservation, its history, goals, methods, legal basis, and economic importance. Explores public role in decision-making. Community Colleges only.

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 297. Elementary Special Topics .. .. 1-4 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

ART - ART

ART 101G. Orientation in Art . .. . 3 cr.
A multicultural examination of the principles and philosophies of the visual arts and the ideas expressed through them.

ART 150. Drawing I.. .. .. 3 cr.
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 151. Drawing II .. .. 3 cr.
Continued emphasis on drawing from observation by focusing on still life and other subject matter. Covers a range of materials, techniques and concepts. Outside assignments. Prerequisite(s): ART 150. Restricted to ART and CMI majors.

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. Restricted to Community Colleges campuses only.

ART 157. Color Theory .. .. 3 cr.
Various color theories as they relate to compositional organization. Required for art education majors.

ART 250. Introduction to Drawing.. .. .. 3 cr.
Introduction to technical, structural and methodological skills applied to drawing from observation. Subjects include still life and live figure models.

ART 252. Aspects of Drawing .. .. 2-3 cr.
Continued work in drawing with emphasis on personal creative endeavor. Prerequisites: ART 150, ART 151, and ART 250. Community Colleges only.

ART 260. Introduction to Painting .. .. 3 cr.
Introduction to basic skills of painting through various exercises that emphasize working from observation. Prerequisite(s): Art 250 or ART 150.

ART 261. Painting Methods, Techniques and Applications .. .. 3 cr.
The investigation of formal aspects of painting, an examination of painting techniques, and an exploration of various methodologies regarding form and content as applied to critical thinking skills through medium of paint. Prerequisite(s): ART 150, ART 260.

ART 262. Aspects of Painting. .. .. 2-3 cr.
Varied painting media: continued development of painting skills. Prerequisites: ART 150, ART 155 (for art majors), ART 260, or consent of instructor.

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.

ASTR - ASTRONOMY

ASTR 105G. The Planets .. .. 4 cr.
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.
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 non-mathematical. 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 112. Basic Gasoline Engines .. .. 5 cr.
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.
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.
Mathematical applications for the automotive trade.

AUTO 119. Manual Transmission/Clutch .. .. 5 cr.
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.
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.
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.
Types of steering systems, suspension maintenance and repair, four-wheel alignment procedures.

AUTO 127. Basic Automatic Transmission. .. .. 4 cr.
Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

AUTO 132. Automotive Air-Conditioning and Heating Systems .. .. 4 cr.
Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

AUTO 137. Fuel Systems and Emission Controls .. .. 4 cr.
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 145. Shop Management .. .. 3 cr.
Covers principles of shop safety, regulations, layout, and operation management.

AUTO 147 Shop Management II .. .. 3 cr.
Continuation of AUTO 145. Student will demonstrate considerable technical judgment in assigning technicians to project and inspecting completed work. Student will also be exposed to basic record keeping and damage report writing skills.

AUTO 161. Non-Structural Repair .. .. 4 cr.
This basic auto body course is designed to develop the students understanding of general shop safety using hand tools, pneumatic tools and power tools. This course will also cover straightening fundamentals, plastic and composite repair, panel replacement, and adjustments. Prerequisite(s): AUTO 190.

AUTO 162. Advanced Non-Structural Repair I. .. .. .. 4 cr.
This course will involve the students in all phases of minor non-structural collision damage repairs. It will encompass sheet metal repair, advanced panel replacement and alignment. Prerequisite(s): AUTO 161.

AUTO 163. Advanced Non-Structural Repair II .. .. .. 4 cr.
This course is a continuation of AUTO 162 with emphasis in all phases of minor non-structural damage repair. The student will be instructed in sheet metal repair and panel alignment as well as the R&I of automotive glass and related components. Prerequisite(s): AUTO 162.

AUTO 164. Automotive Industry Collision Repair I .. 4 cr.
This advanced course is a continuation of AUTO 161, 162, and 163. This course will incorporate all areas of major non-structural collision damage repair. Through practical application the student will learn how to effectively repair all heavy collision damage using current I-CAR repair standards and procedures. Prerequisite(s): AUTO 163.

AUTO 165. Automotive Industry Collision Repair II . .. . 4 cr.
This advanced course is a continuation of AUTO 164 with emphasis on time efficiency. This course will involve the student in all areas of major collision damage repair. The student will be exposed to all applicable I-CAR industry procedures and standards involved in sheet metal and composite panel repair. Prerequisite(s): AUTO 164.

AUTO 172. Introduction to Automotive Refinishing .. .. 4 cr.
This course is designed to incorporate all aspects of surface preparation, paint safety, refinishing materials, and refinishing fundamentals. Students will receive instructions for the application of acrylic enamel and base coat/clear coat refinishing systems.

AUTO 174. Intermediate Automotive Refinishing.. .. 4 cr.
This course encompasses all areas of surface preparation, damage repair and refinishing procedures that are necessary for achieving a proper spot repair. Students will also be exposed to safe work habits

in the refinishing area and correct automotive detailing procedures. Prerequisite(s): AUTO 172.

AUTO 176. Automotive Color Adjustment & Blending .. .. 4 cr.
This course will help develop the skills needed to match any type of paint. It will expose the student to color theory, color evaluation, color matching, and other color adjustment factors. The student will be instructed in multiple panel paint blending techniques as well. Prerequisite(s): AUTO 174.

AUTO 178. Automotive Overall Refinishing .. .. 4 cr.
This course encompasses all areas of automotive refinishing. This advanced course is a continuation of AUTO 176 with emphasis in achieving industry refinishing times and standards consistent with that of I-CAR. The student will be exposed to surface preparation and refinishing techniques involved with overall coat/clear coat refinishing system. Prerequisite(s): AUTO 176.

AUTO 181. Frame and Structural Repair.. .. .. 4 cr.
This course will involve the student in all areas of frame and structural damage repairs. Through theory and practical application, the student will learn how to diagnose and repair various types of damage include: mash, twist, sag, and side sway. This course will expose the students to safe work habits while using measuring and straightening equipment. Prerequisite(s): AUTO 165.

AUTO 182. Structural Panel Replacement .. .. 4 cr.
This course is a continuation of AUTO 181 with infancies in structural panel replacement. The student will be exposed to frame and unibody measuring equipment and their proper use in sectioning procedures. Through theory and practical application the student will learn how to ID structural components, properly separate spot welds, position and weld new body panels in place. Prerequisite(s): AUTO 181.

AUTO 190. Sheet Metal Welding .. .. 3 cr.
This course is designed to introduce students to MIG welding procedures, set up and terminology used in sheet metal welding. The students will be exposed to all areas of MIG, oxy oxcetalean, and plasma torch industry safety. This course will provide the students with the basic knowledge and hands on experience to successfully demonstrate proper sheet metal welds in a variety of joints and welding positions.

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.

AXED – AGRICULTURAL AND EXTENSION EDUCATION

AXED 105. Techniques in Agricultural Mechanization. .. .. 3 cr.
Development of competencies in agricultural mechanics including safety, tool identification, operation and maintenance of hand and power tools, cold metal, drafting, and plumbing procedures. Designed for any major wishing to improve mechanical skills needed in agriculturally related occupations in education and industry.

AXED 201G. Effective Leadership and Communication in Agricultural Organizations .. .. 3 cr.
Theory and practice in leadership and communication for professionals who must work effectively in leadership and supervisory roles with people in agricultural business, industry, government agencies, and education. Course focuses on contemporary leadership theories. Oral communication skills in informative and persuasive speaking, parliamentary procedure, and for small groups are developed.

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.

BCIS 122. Introduction to Information Systems Programming .. .. 3 cr.
Includes basic computer algorithms in current programming environments and the Java programming language. Prerequisite(s): C or better in BCIS 110 or C S 110; and MATH 120.

BCT – BUILDING CONSTRUCTION TECHNOLOGY

BCT 100. Building Trades I . .. . 8 cr.
Equipment and general safety. Human relations, building construction surveying, footings, foundation form work, framing, sheathing, insulation. Basic electrical wiring and plumbing. Classroom instruction, on- the-job training, and problem solving.

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. Restricted to: Community Colleges only.

BCT 104. Woodworking Skills I . .. . 3 cr.
Use and care of hand tools and elementary power tools, safety procedures, and supervised project construction.

BCT 105. Woodworking Skills II .. .. 3 cr.
Advanced woodworking skills to include use of advanced power tools, power tool safety, and supervised construction. Prerequisite: BCT 104 or consent of instructor.

BCT 110. Blueprint Reading for Building Trades .. .. 4 cr.
Same as DRFT 151, OEET 101, OEPB 110.

BCT 118. Math for Building Trades. .. .. 3 cr.
Geometry, algebra, arithmetic, and basic trigonometry pertaining to mathematical applications in the building trades field. Prerequisite: CCDM 103N. Same as OEET 118, DRFT 118, OEPB 118.

BCT 200. Building Trades II .. .. 8 cr.
Continuation of BCT 100: roofing; exterior and interior finish; masonry; door, window, and cabinet installation.

BCT 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.

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. Restricted to: Community Colleges only.

BCT 290. Special Problems in Building Technology .. .. 1-4 cr.
Individual studies in areas directly related to building technologies. Prerequisite: consent of instructor.

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.
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 111L to meet general education requirements.

BIOL 111GL. Natural History of Life Laboratory.. .. 1 cr.
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 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 211L to meet general education requirements. Pre/Corequisite(s): CHEM 110G or CHEM 111 or CHEM 115.

BIOL 211GL. Cellular and Organismal Biology Laboratory .. .. 1 cr.
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 211L. Pre/Corequisite(s): CHEM 110 or CHEM 111 or CHEM 115.

BIOL 221 L. Introductory Microbiology Laboratory . .. . 1 cr.
A laboratory course to accompany BIOL 221 or BIOL 219. Prerequisite: BIOL 221 or BIOL 219 or concurrent enrollment.

BIOL 221. Introductory Microbiology .. .. 3 cr.
Principles of isolation, taxonomy, and physiology of microorganisms. Prerequisite: CHEM 110G or CHEM 111G, equivalent or consent of instructor. Corequisite: BIOL 221L. Community Colleges only.

BIOL 225. Human Anatomy and Physiology I . .. . 4 cr.
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. Restricted to: Community Colleges only.

BIOL 226. Human Anatomy and Physiology II .. .. .. 4 cr.
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. Restricted to: Community Colleges only.

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. Community Colleges only.

BLAW - BUSINESS LAW

BLAW 230. Business Law . .. . 3 cr.
Introduction to law in general and application to business specifically; comprehensive study of the law of contracts; and the principal and agent relationship. Offered at all NMSU Community Colleges except Dona Ana Community College. Credit may not be earned in both BLAW 230 and BLAW 317.

BLAW 316 Legal Environment of Business .. .. 3 cr.
Survey of business law including: the legal system (court systems, sources and types of law, litigation and dispute resolution), ethics and corporate social responsibility, administrative law, tort law, contract law, agency and employment law, business structure and governance, securities regulations and international law.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

BMGT 160. Self-Presentation and Etiquette .. .. 3 cr.
Introduction to business etiquette based on tradition, social expectations, and professional behavior standards. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to Community Colleges only.

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. Restricted to: Community Colleges only.

BMGT 221. Internship I. .. .. 1-3 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Consent of instructor required. Graded: S/U. Restricted to: Community Colleges only. Restricted to BMGT majors.

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. Restricted Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

BMGT 250. Diversity in the Workplace . .. . 3 cr.
Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Prerequisite(s): BMGT 110. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

BMGT 280. Introduction to Human Resources .. .. .. 3 cr.
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite(s): BMGT 110. Restricted to: Community Colleges only.

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. Restricted to Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to Community Colleges only.

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, BMGT 140, and BMGT 240. Restricted to: Community Colleges only.

BOT - BUSINESS OFFICE TECHNOLOGY

BOT 101. Keyboarding Basics .. .. 3 cr.
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.
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.
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 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.
Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

BOT 202. Keyboarding Document Production. .. .. .. 3 cr.
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.
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 213 or C S 110G or consent of instructor.

BOT 207. Machine Transcription. .. .. 3 cr.
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.
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.
Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Prerequisite(s): BOT 101 or consent of instructor. Restricted to Community Colleges only.

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 223. Medical Transcription I .. .. 3 cr.
Introductory machine transcription for the medical office using medical terminology. Prerequisite(s): (BOT 150 or HIT 150 or AHS 120) and (BIOL 101 G/L or AHS 100). Restricted to: Community Colleges only.

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 OEHO 120 or BOT 150 and OEHO 100 or BIOL 101G/L and BOT 208 or consent of instructor. May be repeated for a maximum of 6 credits.

BOT 239. Personal Development.. .. .. 3 cr.
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BOT 240. Introduction to Individual Taxation . .. . 3 cr.
Overview of Individual Federal Taxation; awareness of tax problems pitfalls and planning opportunities; focus on individual personal financial concerns and tax planning. One semester of accounting principles/procedures is recommended.

BOT 255. Special Topics .. .. 1-4 cr.
Specific subjects to be announced in the Schedule of Classes.

BOT 268. Health Information Systems . . . . . 3 cr.
Applications of systems and policies to health information systems, functions and health care data requests such as administrative, patient registration, personal health record (PHR), lab, radiology, pharmacy, etc. Prerequisite(s): OECS 105 or C S 110; AND BOT 208. Restricted to: Community Colleges only.

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 E - CIVIL ENGINEERING

C E 109. Computer Drafting Fundamentals . . . . . 3 cr.
Same as DRFT 109, E T 109, SUR 109.

C E 233. Mechanics-Statics . . . . . 3 cr.
Engineering mechanics using vector methods. Prerequisites: MATH 192G and cumulative GPA of 2.0. Corequisite: PHYS 215G.

C EP - COUNSELING & 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 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 1 . . . . . 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 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 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. Community Colleges only.

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 177. C++ Programming . . . . . 3 cr.
Introduction to object-oriented programming in the C++ language. Prerequisite(s): MATH 120 or higher.

CCDE - DEVELOPMENTAL ENGLISH

CCDE 105 N. Effective Communication Skills . . . . . 4 cr.
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 110 N. General Composition . . . . . 4 cr.
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.

CCDM - DEVELOPMENTAL MATH

CCDM 100 N. 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 103 N. Pre-Algebra . . . . . 4 cr.
Fundamental mathematics operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. RR applicable.

CCDM 105 N. Mathematics Preparation and Pre-Algebra . . . . . 5 cr.
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. Restricted to: Community Colleges only.

CCDM 112 N. Developmental Algebra I .. .. 4 cr.
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. Restricted to: Community Colleges only.

CCDM 113 N. Developmental Algebra II. .. .. 4 cr.
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. Restricted to: Community Colleges only.

CCDM 114 N. Algebra Skills .. .. 4 cr.
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. Restricted to: Community Colleges only.

CCDR DEVELOPMENTAL READING

CCDR 101 N. Introduction to Basic Reading .. .. 4 cr.
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 103 N. Comprehensive Reading Development .. .. 4 cr.
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 105 N. Fundamentals of Academic Reading. 3 cr.
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. Restricted to: Community Colleges only.

CCDR 110 N. Effective College Reading.. .. .. 3 cr.
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. Restricted to: Community Colleges only.

CCDS - DEVELOPMENTAL SKILLS

CCDS 109 N. Study Skills for Reading .. .. 1-3 cr.
Individualized reading skill strategies necessary for success in college classroom. May be repeated for a maximum of 3 credits. Graded traditional or S/U.

CCDS 111 N. Study Skills for Math .. .. 1-3 cr.
Individualized study skill strategies necessary for success in the math classroom. May be repeated for a maximum of 3 credits.

CCDS 113 N. Study Skills for English. .. .. 1-3 cr.
Individualized study skill strategies necessary for success in the composition classroom. May be repeated for a maximum of 3 credits.

CHEF – CULINARY ARTS

CHEF 234. Culinary Arts Fundamentals II .. .. 4 cr.
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. Restricted to: CHEF & HOST majors. Restricted to Community Colleges only.

CHEF 240. Baking Fundamentals .. .. 4 cr.
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 dough. Prerequisite(s): CHEF 234. Restricted to: CHEF & HOST majors. Community Colleges only.

CHEM - CHEMISTRY

CHEM 110G. Principles and Applications of Chemistry .. .. 4 cr.
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.
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/112 are General Education alternative to CHEM 110G.

CHEM 112G. General Chemistry II .. .. 4 cr.
Descriptive and theoretical chemistry. CHEM 111G/112G are General Education alternative to CHEM 110G. Prerequisite(s): CHEM 111G.

CHEM 211. Organic Chemistry. .. .. 4 cr.
A one-semester survey for students requiring a brief coverage of

important classes of organic compounds. Prerequisite: CHEM 112G or CHEM 114.

CHEM 251. Special Topics in Chemistry. .. .. 1-6 cr.
Specific subjects in Chemistry. These subjects will be announced in the 'Schedule of Classes'. It may be repeated under different topics for a maximum of 12 credits.

CHIN – CHINESE

CHIN 111. Elementary Chinese I. .. .. 4 cr.
Mandarin Chinese for beginners.

CHIN 112. Elementary Chinese II .. .. 4 cr.
Mandarin Chinese for beginners. Prerequisite: C or better in CHIN 111.

CMT – CREATIVE MEDIA TECHNOLOGY

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. Restricted to: Community Colleges only.

CMT 135. Introduction to 3D Computer Animation 3 cr.
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.
Creation and design of publications and presentation materials using page layout software. May be repeated for a max 6 credits.

CMT 142. Computer Illustration .. .. 3 cr.
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.
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 148. Digital Signage Systems.. .. .. 3 cr.
A compare and contrast of different digital signage systems and the selection as needed for environment, lighting, and purpose. Topics cover resolution and network considerations, we well as the computer system and digital storage media for digital signage systems.

CMT 150. 2D Animation .. .. 3 cr.
Concepts and techniques in storyboarding and creating interactive 2D animations for web, multimedia and video. Prerequisites: CMT 142 or CMT 146.

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 160. Modeling and Animation .. .. 3 cr.
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. Restricted to: Community Colleges only.

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. 3-D Character Design .. .. 3 cr.
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.
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. Restricted to: Community Colleges only.

CMT 190. Digital Video Production I. .. .. 3 cr.
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 191. Digital Content Integration .. .. 3 cr.
An overview of available prepackaged content for digital signage applications. Topics address the use of RSS feeds, widgets, and other pre-produced content in digital signage displays. Topics will also include file format conversion, both free and commercial.

CMT 195. Digital Video Editing I .. .. 3 cr.
A study of the basic tools and techniques of non-linear digital video editing. May be repeated for a maximum of 6 credits.

CMT 205. Cinematography.. .. .. 3 cr.
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.Restricted to: Community Colleges only.

CMT 206. Principles of Sound .. .. 3 cr.
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. Restricted to: Community Colleges only.

CMT 210. Digital Video Production II.. .. .. 3 cr.
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.
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.
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. Restricted to: Alamogordo campus, Carlsbad campus, Dona Ana campus.

CMT 220. Environmental Scene Design .. .. 3 cr.
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 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. Restricted to: Dona Ana campus, Carlsbad campus.

CMT 227. Advanced Character Animation . .. . 3 cr.
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. Restricted to: Community Colleges only.

CMT 230. Web Design II .. .. 3 cr.
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. Restricted to: Community Colleges only. Cross-listed: OEGR 230

CMT 236. Digital Audio Fundamentals .. .. 3 cr.
Advanced digital audio post production and recording techniques using current entertainment industry-standard software and hardware. Restricted to: Community Colleges only.

CMT 238. Digital Signage Content Management .. .. 3 cr.
An overview of PC-based digital signage software for content management. Topics include proper selection of software based on client needs; software installation and management; digital content playlists and scheduling.

CMT 239. Digital Content Management for Mobile Devices .. .. 3 cr.
This course will cover mobile device content management such as uploading and scheduling for personal content delivery. Topics include the selection of content management software for mobile devices and the installation and hardware requirements for use, accepted practices for distribution of content on mobile devices.

CMT 240. Print Media II .. .. 3 cr.
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 242. Advanced Computer Illustration .. .. 3 cr.
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 260. 3D Special Effects.. .. .. 3 cr.
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 270. Digital Video Game Theory/Animation I .. .. 3 cr.
Prepares students for creating 3-D animated graphics in gaming modalities. Provides foundation of skills in gaming development, branching and alternate scenarios. Extensive use of rendering and advanced software packages. Prerequisites: CMT 135 and CMT 142.

CMT 271. Digital Video Game Theory/Animation II .. .. 3 cr.
Continuation of CMT 270. Prerequisite: CMT 270.

CMT 280. Interactive Design.. .. .. 3 cr.
Design and development of interactive multimedia projects such as gaming incorporating graphics, video, sound and animation. Prerequisites: CMT 150 or CMT 160. May be repeated for a maximum of 6 credits.

CMT 290. Advanced 3d Animation Workshop A . .. .. 3 cr.
Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 291. May be repeated for a maximum of 9 credits.

CMT 291. Advanced 3d Animation Workshop B.. .. .. 3 cr.
Program capstone. Students will utilize the skills learned in the program to produce their final animation. Group integrated projects are strongly recommended to emulate a real-work animation studio environment. Prerequisite: consent of instructor. Corequisite: CMT 290. May be repeated for a maximum of 9 credits.

CMT 292. Creative Media Studio.. .. .. 3 cr.
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 293. Advanced Digital Signage Content Management . .. . 3 cr.
An overview of proprietary industry software used to manage digital content and perform content upload, playlist creation, and scheduling. Topics include proper selection of a commercial digital content management system based on client needs; installation and management; digital content playlists and scheduling.

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.

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 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.

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.

DRFT- DRAFTING

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. Restricted to Community Colleges only.

DRFT 105. Technical Drawing for Industry .. .. 3 cr.
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.
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.
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 112. Drafting Concepts/Computer Drafting Fundamentals I .. .. 4 cr.
Basic drafting skills, terminology, and visualization. Introduction to principles and fundamentals of computer-aided drafting. Prerequisites: OECS 207, OECS 125 or consent of instructor. Same as E T 106.

DRFT 113. Drafting Concepts/Computer Drafting Fundamentals II. .. .. 4 cr.
Drafting for mechanical/industrial applications; machine part detailing, assemblies in orthographic, isometric, auxiliary, oblique, and sectional views. Two-dimensional AutoCAD with introduction to 3-D AutoCAD. Prerequisite: DRFT 112. Same as E T 216. Restricted to: Community Colleges only.

DRFT 114. Introduction to Solid Modeling. .. .. 3 cr.
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. Restricted to Community Colleges only.

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 130. General Building Codes .. .. 3 cr.
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. Restricted to: Community Colleges only.

DRFT 143. Civil Drafting Fundamentals . .. . 3 cr.
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. Restricted to Community Colleges only.

DRFT 151. Construction Principles and Print Reading . .. . 3 cr.
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 154. GIS Technology. .. .. 3 cr.
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. Restricted to: Community Colleges only.

DRFT 160. Construction Take-Offs and Estimating .. .. 3 cr.
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 176. Solid Modeling, Rendering and Animation. .. .. 3 cr.
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. Restricted to: Community Colleges only.

DRFT 177. Computer Rendering and Animation I. .. 3 cr.
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.
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.
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. Restricted to: Community Colleges only.

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 230. Building Systems Drafting.. .. .. 3 cr.
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. Restricted to: Community Colleges only.

DRFT 240. Structural Systems Drafting .. .. 3 cr.
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. Restricted to: Community Colleges only.

DRFT 270 Architect Sketching and Render .. .. 3 cr.
Use of freehand sketching, shading and shadowing techniques, 3-D models and 1-point and 2-point perspectives in the development of architectural presentation drawings. Prerequisite: DRFT 108.

DRFT 277. Computer Rendering and Animation II.. 3 cr.
Continuation of DRFT 276. Covers advanced modeling and animation techniques using 3-D animation software. Prerequisite: DRFT 276.

DRFT 288. Portfolio Development.. .. .. 0-3 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 & Design curricula. Crosslisted with: ARCT 288. Restricted to: Community Colleges only.

E E – ELECTRICAL AND COMPUTER ENGINEERING

E E 161. Computer Aided Problem Solving. .. .. 4 cr.
Introduction to scientific programming. Extensive practice in writing programs to solve engineering problems. Items covered will include: loops, input and output, functions, decision statements, and pointers. Pre/Corequisite(s): MATH 190G.

E E 162. Digital Circuit Design . .. . 4 cr.
Design of combinational logic circuits based on Boolean algebra. Introduction to state machine design. Implementation of digital projects with hardware description language. Prerequisite(s): C or better in E E 161 and Math 190.

E E 280. DC and AC Circuits.. .. .. 4 cr.
Electric component descriptions and equations; Kirchhoff's voltage and current laws; formulation and solution of network equations for dc circuits; ideal op-amp circuits. Complete solutions of RLC circuits; steady-state analysis of ac circuits, ac power; introduction to frequency response techniques. Prerequisite(s): C or better in MATH 192 and PHYS 216.

E S – ENVIRONMENTAL SCIENCE

E S 110G. Introductory Environmental Science .. .. .. 4 cr.
Introduction to environmental science as related to the protection, remediation, and sustainability of land, air, water, and food resources. Emphasis on the use of the scientific method and critical thinking skills in understanding environmental issues.

E T – ENGINEERING TECHNOLOGY

E T 104. Soldering Techniques .. .. 1 cr.
Fundamentals of soldering, desoldering, and quality inspection of printed circuit boards.

E T 106. Drafting Concepts/Computer Drafting Fundamentals I .. .. 4 cr.
Basic drafting skills, terminology, and visualization. Introduction to

principles and fundamentals of computer-aided drafting. Prerequisite: OECS 125, OECS 207, or consent of instructor. Community Colleges only. Same as DRFT 112.

E T 107. Intro to Materials Management . . . . . 3 cr.
The basics of production and inventory control, with overviews of forecasting, purchasing, physical inventory, inventory and warehouse management, and the elements of distribution including transportation, packaging and materials handling. Community Colleges only.

E T 109. Computer Drafting Fundamentals . . . . . 3 cr.
Crosslisted with: DRFT 109, C E 109 and SUR 109

E T 116. Industrial Processes . . . . . 2 cr.
Manufacturing processes with projects in welding, foundry and sheet metal. Corequisites: E T 106 and MATH 120.

E T 120. Computation Software . . . . . 2 cr.
The use of spreadsheet software in the field of engineering technology.

E T 153. Introduction to Computer Networks . . . . . 3 cr.
Introduction to basic computer network fundamentals including International Open Systems Interconnect (OSI), the seven-layer model, and various networking hardware devices. Community Colleges only.

E T 155. Network Operating Systems I. . . . . 3 cr.
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 120 or E T 122. Restricted to: Community Colleges only.

E T 182. Digital Logic . . . . . 3 cr.
The use of truth tables, Boolean equations, and diagrams to define, simplify, and implement logic-valued functions.

E T 183 L. Applied DC Circuits Lab . . . . . 1 cr.
Laboratory to accompany E T 183. Corequisite: E T 183.

E T 183. Applied DC Circuits . . . . . 3 cr.
Application of Ohm s law, Kirchhoff s laws, Thevenin's, and Norton's theorems to the analysis of DC passive circuits. Corequisite(s): MATH 120G.

E T 184 L. Applied AC Circuits Lab . . . . . 1 cr.
Laboratory to accompany E T 184. Corequisite: E T 184.

E T 184. Applied AC Circuits . . . . . 3 cr.
Application of circuit laws and theorems to analysis of AC passive circuits. Resonant circuit, polyphase circuit and magnetic circuit topics are introduced. Corequisite(s): MATH 121G. Prerequisite(s): E T 183.

E T 190. Applied Circuits . . . . . 3 cr.
Application of Ohm's law, Kirchhoff's laws, and Thevenin's theorems to the analysis of AC and DC passive circuits. Electronic circuit topics are introduced. Pre/Corequisite(s): MATH 190G.

E T 191. Applied Circuits Laboratory . . . . . 1 cr.
Laboratory to accompany E T 190.

E T 200. Special Topics . . . . . 1-3 cr.
Directed study or project. Prerequisite: consent of department head. May be repeated for a maximum of 6 credits.

E T 202. Introduction to Instrumentation . . . . . 3 cr.
Introduction to sensors and transducers, signal conditioning and transmission for measurement and process control systems. Prerequisite: E T 183. Corequisite: E T 184. Community Colleges only.

E T 204. Quality Assur & Metrology Lab. . . . . 3 cr.
Introduction to the importance of quality in products and services based on the criteria specified by ISO9000. Familiarization with the metrology laboratory equipment and applications including defining terms and explaining concepts. Hands-on learning of techniques for data collection, presentation, analysis and interpretation of statistical process control information. Prerequisites: MATH 121G. Community Colleges only.

E T 216. Draft Conc/Comp Draft Fund II. . . . . 4 cr.
Drafting for mechanical/industrial applications, machine part detailing, assemblies in orthographic, isometric, auxiliary, oblique and sectional views. Two-dimensional AutoCAD with introduction to 3-D AutoCAD. Prerequisite: E T 106. Community Colleges only. Same as DRFT 113.

E T 217 L. Manufacturing Processes Lab . . . . . 1 cr.
Laboratory to accompany E T 217. Corequisite: E T 217. Same as I E 217L.

E T 217. Manufacturing Processes . . . . . 3 cr.
Manufacturing methods and industrial processes which include casting, forming and machining. Introduction to the composition, fabrication, characteristics, and applications of industrial materials. Prerequisite: E T 110 and MATH 185. Corequisite: E T 217L. Same as I E 217.

E T 224. Project Plan, Implement & Control . . . . . 4 cr.
Integration of the production planning and control systems with production applications on the factory training floor, including continuous improvement techniques using the concepts of agility, lean manufacturing, focused factory, CNC, cells and flow manufacturing. Prerequisites: MATH 121G, ENGL 218G, ET 107, and ET 214. Community Colleges only.

E T 234. Shop Floor Control Systems . . . . . 4 cr.
Inventory management techniques, plans, item level planning and control, physical inventory storage and handling, finished goods distribution, production order release, data collection and floor control, flow systems, JIT production, interfaces and implementation. Prerequisites: MATH 180 and MATH 121G. Community Colleges only.

E T 246. Electronic Devices I . . . . . 4 cr.
Solid-state devices including diodes, bipolar-transistors, and field effect transistors. Use of these devices in rectifier circuits, small signal and power amplifiers. Prerequisite(s): (E T 190 and E T 191) or E T 184.

E T 253. Networking Operating Systems II . . . . . 3 cr.
Introduction to a computer network operating system. May not be used as part of an E T degree program on main campus. Prerequisite(s): E T 155. Restricted to Community Colleges campuses only.

E T 262. Software Technology I. .. .. 3 cr.
An introduction to computer programming concepts as applied to engineering technology. Includes basic logic design, algorithm development, debugging and documentation. History and use of computers and their impact on society. Satisfies general education computer science requirement. Prerequisite(s): E T 120 or E T 122.

E T 272. Electronic Devices II .. .. 4 cr.
Differential amplifiers, operational amplifiers, positive and negative feedback, and computer-aided circuit analysis. Prerequisite(s): E T 246 and MATH 235.

E T 273. Fundamentals of Networking Communications I. .. .. 4 cr.
Introduction to networking basics, including computer hardware and software, electricity, networking terminology, protocols, LANs, WANs, OSI model, IP addressing, and design and documentation of basic network and structure cabling. Community Colleges only. Restricted to Community Colleges campuses only.

E T 276. Electronic Communications .. .. 3 cr.
Antennas, transmission devices, A-M and F-M transmission and detection, pulse systems, microwave systems. Prerequisite(s): E T 246.

E T 277. Computer Networking I for IET .. .. 3 cr.
Computer network design and applications for LAN to WAN, protocols, switches, bridges, routers, NT server, TCP/IP networks, network diagnostics, voice over IP, wireless networks, and the OSI layers from physical to transport. Prerequisite(s): E T 182 and MATH 190G. Restricted to: IET majors. Restricted to Las Cruces campus only.

E T 278. Fundamentals of Networking Communication III .. .. 3 cr.
Introduction to switching and intermediate routing, including VLANs, spanning tree protocol, routing and routing protocols, security, and troubleshooting. Prerequisites: E T 277. Community Colleges only.

E T 279. Fundamentals of Networking Communication IV .. .. 3 cr.
Introduction to WAN technology basics, including WAN devices; encapsulation formats; PPP components; session establishment; authentication; ISDN uses, services, and configuration; and frame-relay technology and configuration. Prerequisites: E T 278. Community Colleges only.

E T 282. Digital Electronics. .. .. 4 cr.
Applications of digital integrated circuits, multiplexers, counters, arithmetic circuits, and microprocessors. Prerequisite(s): E T 182. Pre/Corequisite(s): E T 190 or E T 184.

E T 283. Hardware PC Maintenance.. .. .. 3 cr.
Installing, configuring, troubleshooting, and maintaining personal computer hardware components. Prerequisite(s): E T 120 or E T 122.

E T 284. Software PC Maintenance . .. . 3 cr.
Installing, configuring, troubleshooting, and maintaining personal computer operating systems. Prerequisite(s): E T 120 or E T 122.

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 wellbeing 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 168. Educational Uses of Computers .. .. 2 cr.
Word processing, databases, spread sheets, telecommunication and curricular applications.

EDUC 181. Field Experience I .. .. 1 cr.
Introduction to public school teaching, school visits, classroom observations and discussion seminar.

EDUC 195. Individual Topics in Education .. .. 1-3 cr.
Supervised study in a specific area of interest. Each course shall be designated by a qualifying subtitle. May be repeated for a maximum of 9 credits.

EMD - EDUCATIONAL MANAGEMENT AND DEVELOPMENT

EMD 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.

EMD 250. Introduction to Education .. .. 2 cr.
An overview of the American education system with emphasis on organization, governance, law, demographics, and professional practice.

ENGL - ENGLISH

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 115G. Perspectives on Literature .. .. 3 cr.
Examines literature by writers from culturally diverse backgrounds and from different cultural and historical contexts. Explores various strategies of critical reading.

ENGL 116G. Perspectives on Film .. .. 3 cr.
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 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 240. Introduction to Literature .. .. 3 cr.
Intended primarily for non-English majors, course will introduce poetry, fiction, and drama from a variety of periods. There will be some introduction of critical terminology and some attention to writing about literary works of art.

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.

ENGL 299. Special Topics .. .. 1-3 cr.
Emphasis on a literary and/or writing subject chosen for the semester. Repeatable for a unlimited credit under different subtitles.

ENGR – ENGINEERING

ENGR 100. Introduction to Engineering . .. . 3 cr.
An introduction to the various engineering disciplines, the engineering approach to problem solving, and the design process. Projects emphasize the importance of teamwork, written & oral communication skills, as well as ethical responsibilities.

ENGR 111. Matlab Programming . .. . 3 cr.
An introduction to the MATLAB computing environment. Emphasis on basic input/output and the programming skills needed to perform elementary data manipulation and analysis. Prerequisite(s): C S 110.

ENGR 198. Special Topics in Engineering . .. . 1-3 cr.
Directed individual study of topics in engineering. Written reports covering work required. Prerequisite: consent of academic dean. May be repeated for a maximum of 6 credits. Restricted to engineering majors. Graded S/U.

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 251, or ECON 252 and MATH 120G, or consent of instructor. Community Colleges only.

FREN – FRENCH

FREN 111. Elementary French I .. .. 4 cr.
French language for beginners.

FREN 112. Elementary French II. .. .. 4 cr.
French language for beginners. Prerequisite: C or better in FREN 111.

FREN 211. Intermediate French I .. .. 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in FREN 112.

FREN 212. Intermediate French II . .. . 3 cr.
Speaking, reading, and writing. Prerequisite: C or better in FREN 211.

GEOG - GEOGRAPHY

GEOG 111G. Geography of the Natural Environment .. .. 4 cr.
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.

GEOG 120G. Culture and Environment .. .. 3 cr.
Study of human-environmental relationships: how the earth works and how cultures impact or conserve nature. Introduction to relationships between people and natural resources, ecosystems, global climate change, pollution, and conservation.

GEOG 259. Introduction to Oceanography .. .. 4 cr.
Introduces the origin and development of the ocean and marine ecological concepts. Examines physical processes such as waves, tides, and currents and their impact on shorelines, the ocean floor, and basins. Investigates physical processes as they relate to oceanographic concepts. Includes media via the Internet and laboratory examination of current oceanic data as an alternative to the actual oceanic experience. Students will gain a basic knowledge and appreciation of the ocean's impact on the world's ecology.

GEOG 295. Introduction to Climate Science . .. . 4 cr.
Examines fundamentals and related issues of Earth's climate system, climate variability, and climate change. Develops solid understandings of Earth's climate system framed in the dynamic, Earth system based approach to the science.

GEOL - GEOLOGY

GEOL 111G. Survey of Geology .. .. 4 cr.
Covers the fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

GEOL 212G. The Dynamic Earth .. .. 4 cr.
Introduction to earth systems. Geology and the solid earth, geologic time and earth history, water and the world oceans, atmosphere and weather, the solar system. Community Colleges only.

GEOL 220. Special Topics .. .. 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a maximum of 12 credits.

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.

GOVT 160G. International Political Issues . .. . 3 cr.
Current developments and issues in world politics.

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. Community Colleges only.

HIST 269. Special Topics.. .. .. 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. Community Colleges only. May be repeated for a max of 12 credits.

HIT - Health Information Technology

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. Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

HIT 221. Internship I . . . . 1-3 cr.
Student is employed in an approved work site and is supervised and rated by the employer and instructor. Each requires a specified number of hours of on-the-job work experience. Restricted to HIT and BOT majors. Graded S/U.

HIT 222. Internship II . . . . 1-3 cr.
Continuation of HIT 221. Restricted to HIT and BOT majors. Graded S/U.

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.
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. Restricted to: Community Colleges only.

HIT 258. Medical Coding II . . . . 3 cr.
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. Restricted to: Community Colleges only.

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.

HL S - HEALTH SCIENCE

HL S 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.

HNDS - HUMAN NUTRITION AND DIET

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 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. Restricted to: Community College campuses only.

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. Restricted to: Community Colleges only.

HOST 204- Promotion of Hospitality Service….3 cr.
Organization of hotel marketing functions; developing a marketing plan to sell the varied services of the hotel/motel property. Restricted to: Community College campus only.

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. Restricted to: Community College campus only.

HOST 206- Travel and Tourism Operations . . . . 3 cr.
Transportation, wholesale and retail operations, attractions, the traveler, tourism development, and operational characteristics of tourism business. Restricted to: Community College campus only.

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. Community College campuses only.

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. Community College campuses only.

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 252. Community College campuses only.

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. Restricted to Community Colleges campuses only.

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. Restricted to: Community College campuses only.

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. Restricted to: Community College campuses only.

HVAC-HEATING, AIR CONDITIONING, REFRIGERATION

HVAC 101. Fundamentals of Refrigeration. . . . . 4 cr.
Refrigeration cycle and the various mechanical components. Use of special tools, equipment, and safety precautions.

HVAC 102. Fundamentals of Electricity. . . . . 4 cr.
Introduction to electricity theory, OHM s Law, circuits, AC/DC, and practical applications.

HVAC 103. Electrical and Mechanical Controls I . . . 4 cr.
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 104. Domestic Refrigeration. . . . . 4 cr.
Installation and maintenance of refrigeration systems. Prerequisites: HVAC 101, and HVAC 102, or consent of instructor.

HVAC 205. Commercial Refrigeration Systems . . . . 4 cr.
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.
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.
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.
Covers troubleshooting mechanical and electrical problems associated with HVAC equipment in commercial buildings. Includes gas, electric, and heat pump systems. Prerequisite: 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. Restricted to: Community colleges only.

HVAC 220. Introduction to Sheet Metal Fabrication . . . . . 4 cr.
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.

INMT – INDUSTRIAL MAINTENANCE

INMT 133. Process Technology and Systems . . . . . 4 cr.
Provides instruction in the use of common process equipment. Students will use appropriate terminology and identify process equipment components such as piping and tubing, valves, pumps, compressors, turbines, motors, engines, heat exchangers, heaters, furnaces, boilers, filters dryers and other miscellaneous vessels. Included are the basic functions, scientific principles and symbols. Students will identify components on typical Process Flow Diagrams and Process and Instrument Diagrams. Restricted to Carlsbad campus only.

INMT 134. Maintenance Principles . . . . . 4 cr.
The course is an introduction to the maintenance of equipment utilizing mechanical, electrical and instrumentation concepts. Topics

include: hand tools, bearing fundamentals, equipment lubrication, material handling, electrical safety, battery systems, diagrams, electrical production and distribution, transformers, breakers, switches, AC and DC motors, motor controllers and operations, and introduction to automation and instrumentation control. Restricted to Carlsbad campus only.

INMT 165. Equipment Processes .. .. 4 cr.
This course introduces power transmission equipment and machinery components, including belt/chain driven equipment, speed reducers, variable speed drives, couplings, clutches, and conveying equipment. Students will learn the operation, maintenance, and troubleshooting for these types of equipment. The course also includes Overhead Crane Certification and Safety. Restricted to Carlsbad campus only.

INMT 205. Programmable Logic Controllers and Applications. .. .. 4 cr.
Students learn about programmable logic controllers; architecture; programming, interfacing, and applications. Hands-on experience on modern commercial PLC units is the main component. Prerequisite(s): Computer Literacy (CS 110). Restricted to Carlsbad campus only.

INMT 223. Electrical Repairs. .. .. 4 cr.
This course outlines for students the types of problems that occur in electrical machinery and systems. The course covers trouble-shooting and diagnosis, preventative maintenance, and how to make necessary repairs. Restricted to Carlsbad campus only.

INMT 235. Mechanical Drives I .. .. 4 cr.
This course teaches the fundamentals of mechanical transmission systems used in industrial, agricultural, and mobile applications. Students will learn industrial relevant skills including how to: operate, install and analyze performance, and design basic transmission systems using chains, feed-belts, spur gears, bearings, and couplings. Vibration analysis will be used to determine when to perform maintenance of power transmission components. The course also covers power transmission safety, and introduction to belt and chain drives (applications, installations, and tensioning), and introduction to gear drives, coupling, and bearing, basic troubleshooting, blueprint and print reading, learning the basics of electrical drives and PDM and PM. Restricted to Carlsbad campus only.

INMT 236. Lubrication Process .. .. 3 cr.
This course teaches the technical skills needed to operate, install, tune, maintain and troubleshoot automatic lubrication systems. Lubrication concepts, setup and tuning, pneumatic pumps, series-progressive valve systems and microprocessor based lubrication controllers will be covered. The course covers the principles of and importance of lubrication, oils and grease types and applications, lube management (storage, handling, and purity), and PDM and PM. Restricted to Carlsbad campus only.

INMT 237. Hydraulics I .. .. 2 cr.
This course teaches fundamentals of hydraulic systems used in industry mobile application. Students learn the basic theory of application of hydraulic and electricity as it applies to hydraulics. Covered in the course are basic systems, principles of flow, pressure, viscosity, filtration, and colling. Also covered are basic components such as motor, pumps, cylinders, piping and control and relief valves. Troubleshooting strategies are discussed, along with blueprint and print reading, and PDM and PM. Industry, relevant skills including how to operate, install, analyze performance, and design basic hydraulic systems, reviewing intermediate hydraulic components and system applications. Restricted to Carlsbad campus only.

INMT 261. Pump Operations I . .. . 4 cr.
This course teaches how to select, operate, install, maintain and repair the many types of pumps used by industry. Students learn the theory and practical application of all types of processed pumps and pipe systems. It covers types, components, and systems operation. It also covers troubleshooting for flow loss and cavitation. Students learn how to select, operate, install, maintain and repair the many types of pumps used by industry. Other topics covered include: Net Positive Suction Head, pump flow/head measurement, pressure head conversion, pressure flow characteristics, cavitation, series/parallel pump operation, mechanical seal/stuffing box maintenance, multi stage operation and construction, positive displacement pumps, turbine, diaphragm, peristaltic, piston, gear, and magnetic pump systems. Restricted to Carlsbad campus only.

INMT 262. Piping Systems.. .. .. 2 cr.
This course teaches students how to install, maintain and troubleshoot fluid systems such as how to select, size, identify, install a variety of types of piping, fittings, and valves. Measurement techniques from basic to precision measurement, gauging, including the fundamentals of demonsioning and tolerancing will taught. Restricted to Carlsbad campus only.

INMT 263. Mechanical Drives II . .. . 4 cr.
This course teaches the bearings and gears used in heavy duty mechanical transmission systems. This course will emphasize linear access drives, clutches, and brakes. In addition, this course teaches how to set up, operate and apply laser shaft alignment to a variety of industrial applications. This course is a study of the basic concepts and procedures for the maintenance and operations of pumps, turbines, seals, bearings, and compressors. The course will provide the student with the knowledge and skills necessary to perform proper maintenance, repair, replacement and selection of pumps, turbines, seals, bearings and compressors. Also covered are advanced gearbox, coupling and bearings, precision alignment (shaft, flange, and sheave), as well as basic vibration analysis and thermography as troubleshooting and RCA aids. Restricted to Carlsbad campus only.

INMT 264. Rigging.. .. .. 2 cr.
This course teaches how to safely move loads of different shapes and sizes using a variety of different methods. Students will lift loads and demonstrate how to move it. Students will use hoists, slings, ropes and fittings to learn how to safely lift a wide variety of loads. Included are weight estimation, lifting rules, load ratings (sling, wire, ropes and hoists). Restricted to Carlsbad campus only.

INMT 265. Hydraulics II.. .. .. 2 cr.
This course teaches advanced hydraulics systems. The student will learn operation of advanced hydraulic systems applications, equipment installation, performance analysis of motors and pumps, accumulators, control, relief and check valve, equipment maintenance, and system design. The course covers accumulators, sequence valves, pilot circuits and unloader valves. Students learn more troubleshooting, hydraulic drives and other applications. Restricted to Carlsbad campus only.

INMT 267. Pump Operations II .. .. 2 cr.
This course teaches the student the disassembly, inspection and

reassembly of centrifugal and positive displacement pumps. This course allows the student to identify and replace worn or broken components of pumps, and learn predictive and preventive maintenance principles. Lockout of the pump will be performed in addition to measurements and alignment. Restricted to Carlsbad campus only.

JOUR – JOURNALISM

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.

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).

M E – MECHANICAL ENGINEERING

M E 234. Mechanics-Dynamics .. .. 3 cr.
Kinematics and dynamic behavior of solid bodies utilizing vector methods. Prerequisites: MATH 192G, C E 233. Corequisite: MATH 291G.

MAT – AUTOMATION & MANUFACTURING

MAT 105. Introduction to Manufacturing .. .. 3 cr.
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 114 required or math placement into MATH 120 or higher. Restricted to: Community Colleges only. Crosslisted with: AERT 112

MAT 106. Applied Manufacturing Practices.. .. .. 3 cr.
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: AERT114. Restricted to: Community Colleges only.

MAT 108. Metrology, Safety and Quality Control for Manufacturing. .. .. 3 cr.
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. Restricted to: Community Colleges only.

MAT 110. Machine Operation and Safety. .. .. 3 cr.
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. Restricted to: Community Colleges only. Crosslisted with: AERT 115

MAT 115. Print Reading for Industry .. .. 3 cr.
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 to computer-aided drawing of schematic diagrams. Restricted to: Community College campuses only.

MAT 130. Applied Industrial Electricity I .. .. 4 cr.
Electrical safety, AC and DC circuits, use and care of common measuring instrumentation, schematic and wiring diagrams, electromagnetism, National Electric Code branch circuits. Prerequisite(s): MATH 120 or ELT 120 or OETS 118. Restricted to: Community Colleges only.

MAT 135. Applied Industrial Electricity II . .. . 4 cr.
Relationship between motor power, speed, and torque, basic application of relay circuits, motor control circuits, inductance and capacitance factors, transformers, solid state devices circuits and applications. Prerequisite(s): MAT 130. Community Colleges only.

MAT 145. Electromechanical Systems for Non-Majors .. .. 4 cr.
Electromechanical system interfacing. Principles and applications of preventive and corrective maintenance procedures on automated industrial production machines using system technical and maintenance manuals to develop troubleshooting procedures using systems block and schematic diagrams. Prerequisite: consent of instructor.

MAT 234. Industrial Electricity Maintenance .. .. 3 cr.
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. Restricted to: Community Colleges only.

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

The basic skills requirement in mathematics may be met by earning a grade of C or higher in both MATH 111 and MATH 112, or in any lower division mathematics course numbered 120 or above. For other options, see "Basic Academic Skills" in the "General Information" section of this Catalog.

A student may not receive credit for a lower division mathematics course

if it serves as a prerequisite to a lower-division math course that the student had previously passed with a grade of C or better.

NOTE: Students without an adequate placement score to enroll in MATH 111, MATH 120 or MATH 210G can gain admission to the course by earning a grade of C or better in CCDM 114N at an NMSU branch campus. Students wishing to enroll in MATH 121G, 142G, 180, 191, 230, 235, 279, 280 or STAT 251G must satisfy one of the following: (a) have passed the stated prerequisite course with a C or better, or (b) have earned an adequate score on the Mathematics Placement Examination, the results of which will be made available to the student's adviser. A student who has not satisfied one of these requirements before registering may enroll temporarily in UNIV000, then drop/add to an appropriate course at the beginning of the semester after taking the MPE and being advised.

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 (see note above.)

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.
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. Restricted to Community Colleges only.

MATH 190G. Trigonometry and Precalculus .. .. 4 cr.
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 215. Fundamentals of Elementary Mathematics III .. .. 3 cr.
Probability, statistics, ratios, and proportional relationships. Experimental and theoretical probability. Collecting, analyzing, and displaying data, including measurement data. Multiple approaches to solving problems involving proportional relationships, with connections to number and operation, geometry and measurement, and algebra. Understanding data in professional contexts of teaching. Taught primarily through student activities and investigations. Prerequisite(s): C or better in MATH 112.

MATH 230. Matrices and Linear Programming.. .. .. 3 cr.
Linear algebra, linear programming and network models, with applications to the behavioral sciences. Prerequisite: C or better in MATH 121G.

MATH 280. Introduction to Linear Algebra .. .. 3 cr.
Systems of equations, matrices, vector spaces and linear transformations. Applications to computer science. Prerequisite(s)/ Corequisite(s): Grade of C or better in MATH 192G. Prerequisite(s): Grade of C or better in MATH 190.

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. Community Colleges only.

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 161. Concert Choir. .. .. 1 cr.
Campus choir composed of both music and non-music majors. Emphasis on vocal techniques, sight-singing, and basics of choral musicianship. May be taken for unlimited credit.

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.

MUS 260. Special Topics I .. .. 1-3 cr.
Emphasis on special areas of music; designed for highly motivated students. May be taken for unlimited credit.

NA - NURSING ASSISTANT

NA 101. Nursing Assistant Theory and Lab .. .. 6 cr.
Nurse aide skills with emphasis on a bio-psychosocial-cultural approach to client care. Practice of these skills is provided in the laboratory as well as at a clinical site. Successful completion of the course prepares and qualifies the student to take the Prometric certification examination. Prerequisite(s): (Reading Compass score of 81 or greater or CCDR 110N with C or better) and (English Compass score of 76 or greater or CCDE 110N with C or better) and (Math Compass score of 50 or greater or CCDM 103N with C or better). Restricted to: Community Colleges only.

NA 109. Phlebotomist Basic. .. .. 4 cr.
Basic theory and skills of phlebotomy following OSHA and Center for Disease Control guidelines. Prepares students for employment as a phlebotomist in licensed settings. Requires a C or better to pass.

NURS - NURSING

The following courses are open to nursing students only

NURS 120. Introduction to Pharmacology . .. . 3 cr.
General principles of pharmacology including methods of administration, effect on the body, interactions with other drugs, and classification of drugs. Focus on the health care provider's role in safe pharmacologic intervention. Restricted to Allied Health majors. Restricted to: Community Colleges only.

NURS 140. Pathophysiology for Allied Health Professionals.. .. .. 3 cr.
Introduction to the nature of disease and its effect on body systems. Deals with the disease processes affecting the human body via an integrated approach to specific disease entities. Includes a review of normal functions of the appropriate body systems. Diseases are studied in relationship to their etiology, pathology, physical signs and symptoms, diagnostic procedures, complication, treatment modalities, and prognosis. Prerequisite: a grade of C or better in OEHO 140. Restricted to Allied Health and Health Information Technology majors. Restricted to: Community Colleges only.

NURS 146. Common Health Deviations.. .. .. 6 cr.
Common health deviations and the manner by which they alter various body functions are explored. The role of the licensed practical nurse in assisting clients with common health deviations is presented. Ethical and legal implications and the role of the practical nurse are also considered. The licensed practical nursing student will utilize the application of knowledge to a client care situation both in the sub-acute care and acute care settings. The nursing process is presented as a guide for coordinating client care with in a chosen nursing system, each phase of the nursing process is utilized as a method of coordinating client care. Grade of C or better required. Prerequisite(s): NURS153, NURS 156, NURS 154, NURS 157, and NURS 210 or consent of program director. Restricted to: Carlsbad campus only.

NURS 150. Medical Terminology. .. .. 3 cr.
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as OEHO 120 and BOT 150.

NURS 153. Medication and Dosage Calculation . .. .. 1 cr.
Techniques of dosage calculation for medication and fluid administration. RR applicable. Prerequisite(s): Meet NMSU basic skills requirement in mathematics or consent of program director. Corequisite(s): NURS156 and NURS154.

NURS 154. Physical Assessment .. .. 2 cr.
Beginning techniques of physical assessment by systems will be presented by using the nursing process as a guide for identifying self-care requisites throughout the life span. Grade of C or better required. Prerequisite(s): BIOL 154 or BIOL 225 or consent of program director. Corequisite(s): NURS 153 & NURS 156. Community Colleges only.

NURS 155. Special Topics. .. .. 1-4 cr.
Specific subjects to be announced in the Schedule of Classes.

NURS 156. Basic Nursing Theory and Practice .. .. .. 6 cr.
Introduction to the nursing profession and the beginning skills of nursing practice as it relates to normalcy. Embracing the theory

of Dorothea Orem, the nursing process is presented as a means of guiding the student in promoting self-care. Ethical and legal aspects of nursing practice are also included. Basic clinical nursing skills will be presented and practiced in the nursing lab. The student will perform these skills with clients in an actual health care setting. Prerequisite(s): Consent of Program Director. Corequisite(s): NURS 153 and NURS 154. Restricted to: Carlsbad campus only.

NURS 157. Maternal/Child Health Deviations .. .. .. 8 cr.
The concepts and principles of nursing care of the family from conception to adolescence. Utilizing the nursing process, the student focuses on the supportive-educative nursing system to assist members of the family in meeting self-care requisites. Theoretical instruction applied to client care situation. Students assist clients in meeting universal and developmental self-care requisites. Experiences may occur in any of the regional health care facilities. Grade of C or better required. Prerequisite(s): NURS 156, NURS 153, and NURS 154 or consent of program director. Corequisite(s): NURS 210. Restricted to: Carlsbad campus only.

NURS 210. Pharmacological Requisites of the Childbearing Family .. .. 1 cr.
Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care will be discussed focusing on medications commonly utilized with the childbearing family. Medication classes to be discussed include labor and delivery, analgesic, vitamins, respiratory, gynecological, endocrine, and anti-microbial/anti-infective drugs. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of instructor and NURS 153, NURS 154 and NURS 156. Corequisite(s): NURS 157. Restricted to: Carlsbad campus only.

NURS 211. Pharmacological Requisites of Simple Health Deviations.. .. .. 1 cr.
Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care are addressed focusing on medications related to the psychiatric, gastrointestinal, musculoskeletal, gynecological, hematological, and anti-neoplastic client. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of instructor and NURS 153,NURS 154, NURS 156, NURS 157 and NURS 210. Corequisite(s): NURS 246 and NURS 258. Restricted to: Carlsbad campus only.

NURS 212. Pharmacological Requisites of Complex Health Deviations.. .. .. 1 cr.
Basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, and their relationship to nursing care is examined focusing on medications related to complex health deviations. Drug classes to be discussed include cardiovascular, renal, endocrine, and neurological. Grade of C or better required. Prerequisite(s): BIOL 225 and BIOL 226 or consent of instructor, and NURS 153, NURS 154, NURS 156, NURS 157, NURS 246, NURS 258, NURS 210 and NURS 211. Corequisite(s): NURS 256 and NURS 260. Restricted to: Carlsbad campus only.

NURS 246. Health Deviations I. .. .. 7 cr.
Introduction to medical/surgical clients whose self-care needs are routine and predictable. Focus is on simple health deviations, including concepts relative to health promotion and maintenance. Pharmacological therapies are included. Focus on the care of individuals with simple health deviations. Nursing process utilized to assist patients with meeting self-care needs. Student expected to apply all nursing systems while providing care for a group of two or three clients. Grade of C or better required. Prerequisite(s): NURS 153, NURS 156, NURS 154, NURS 157 and NURS 210 or consent of program director. Corequisite(s): NURS 211 and NURS 258. Restricted to: Carlsbad campus only.

NURS 256. Health Deviations II.. .. .. 8 cr.
Concepts and principles applied to clients with complex health deviations. Focus will be on acutely ill clients that require the nurse to function in all three nursing systems. Building upon knowledge gained in NURS 246, the student focuses on individuals with complex health deviations. The nursing process continues to serve as a guide in assisting clients to meet self-care needs. The student assists the health care team in all aspects of client care. Preceptorship experience in which the student makes application of all knowledge gained throughout the nursing program. Student experiences the role of the staff nurse under the guidance and direction of their preceptor and nursing instructor. Grade of C or better required. Prerequisite(s): NURS 153, 154, 156, 157, 210, 211, 246, and 258 or consent of program director. Corequisite(s): NURS 260 and NURS 212. Restricted to: Carlsbad campus only.

NURS 258. Psychosocial Requisites: A Deficit Approach .. .. 3 cr.
Nursing theory and practice as it relates to the care of the client experiencing psychosocial health deviations. The role of the nurse is discussed along with the ethical and legal aspects of caring for the client with psychosocial disorders. Building upon the communication skills of listening and responding, the student develops the therapeutic skills of interpersonal relationships. All nursing systems will be utilized as the student makes application to the care of clients experiencing psychosocial deviations Grade of C or better required. Prerequisite(s): NURS 153, 154, 156, 157, 210, 246, and 258 or consent of program director. Corequisite(s): NURS 211 and NURS 246. Restricted to: Carlsbad campus only.

NURS 260. Management of Patients with Health Deviations . .. . 2 cr.
A capstone experience to the nursing program in which principles in management and delegation to less prepared personnel is explored. Includes the development of delegation skills while directing client activities in a work setting, and the development of the beginnings of nursing leadership roles. During this experience, the student makes application of all knowledge gained throughout the nursing curriculum. A review of leadership roles, legal issues and scope of practice with preparation for the NCLEX is included. Grade 'C' or better required. Lab fee included to cover cost of NCLEX review. Prerequisite(s): NURS 153, 154, 156, 157, 210, 211, 246, and 258 or consent of program director. Corequisite(s): NURS 212 and NURS 256. Restricted to: Carlsbad campus only.

NURS 290. Pathophysiology I .. .. 1-3 cr.
An introduction to pathophysiologic concepts using a body systems approach. Prerequisite: BIOL 226 or BIOL 254. Restricted to: Community Colleges only.

NURS 291. Pathophysiology II.. .. .. 1-3 cr.
A continuation of materials presented in NURS 290, Pathophysiology I, covering the remaining body systems. Prerequisite(s): BIOL 226 or 254 and NURS 290 or consent of program director. Restricted to: Community Colleges only.

OECS - COMPUTER TECHNOLOGY

Occupational Education Courses

Students enrolling in any of the OE prefix courses are advised that these courses are not intended to replace or substitute for any approved courses which are part of baccalaureate degree programs at New Mexico State University, without approval of the appropriate dean, and that any request for substitution may be denied. Requests for substitution must be considered on an individual basis by the dean of the college if a student elects to pursue a bachelor's degree.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Community Colleges only.

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. Restricted to: Community Colleges Only. Prerequisites: C S 110, BCIS 110, or OECS 105.

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): CS 110, OECS 220, and MATH 120. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

OECS 193. C++ Programming II .. .. 3 cr.
Continuation of OECS 192. Prerequisite: OECS 192.

OECS 195. Java Programming I. .. .. 1-3 cr.
Developing of skills in programming using the Java programming language. Restricted to: Community Colleges only.

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 software to include G/L, A/R, A/P, purchase order, billing, inventory, and forecasting modules. Prerequisite: ACCT 252 or BOT 121.

OECS 207. Windows .. .. .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 CS 110G or consent of instructor. Restricted to: Community Colleges only.

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 209. Computer Graphic Arts. .. .. 1-3 cr.
Basic graphics composition using computer programs to include editing and manipulating graphic images, clip-art, and printing of pictures. Prerequisite: OECS 105, C S 110, or OECS 101. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

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 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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

OECS 221. Internship I.. .. .. 1-3 cr.
Student employed at approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to OECS majors. Graded S/U.

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, OECS 207, OECS 230 or OECS 261.

OECS 236. Network Management .. .. 1-3 cr.
Administration and troubleshooting Systems Management Server (SMS). Prerequisite: OECS 234. May be repeated for a maximum of 6 credits.

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 and design of business data processing and information systems. Study of the System Life Cycle. Prerequisite(s): OECS 220. Restricted to: Community Colleges only.

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 110 or OECS 105. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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. Restricted to: Community Colleges only.

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 290. Computer Technology Capstone . .. . 1-3 cr.
Refines skills learned in the OECS program. Culminates in a review and practice of advanced software applications. Restricted to majors. Prerequisite(s): (OECS 125 OR OECS 203) AND (OECS 185 OR E T 283). Restricted to: Community Colleges only.

OEEM - PARAMEDIC

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 115. First Responder Prehospital Professional .. .. 3 cr.
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 120 L. Emergency Medical Technician Basic Lab .. .. 2 cr.
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 120. Emergency Medical Technician Basic .. 6 cr.
Covers EMT-Basic skills instruction to include care of soft tissue and muscular/ skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Corequisite(s): OEEM 101 and OEEM 120L and OEEM 121, or consent of instructor. Perequisite(s)/ Corequisite(s): BIOL 154. Restricted to: Community Colleges only.

OEEM 120L. Emerg Medical Tech-Basic Lab .. .. .. 2 cr.
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.
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.
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 L. Emergency Medical Technician Intermediate Lab . .. . 2 cr.
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. Restricted to: Community Colleges only.

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 151. Emergency Medical Technician Intermediate Field/Clinical .. .. 2 cr.
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.

OEET - ELECTRICAL TRADES

OEET 110. Basic Electricity and Electronics. .. .. 4 cr.
An introduction to electricity theory and practice, including electron theory, Ohm's law, construction of electrical circuits, direct and alternating currents, magnetism, transformers, and practical applications. Same as HVAC 102, ELT 105, OEPB 102.

OEET 115. Wiring Methods and Materials . .. . 5 cr.
Application of electrical code in selection of wiring materials; proper methods of installation. Corequisite: OEET 110 or consent of instructor.

OEET 120. Basic Motor Controls . .. . 5 cr.
Developing schematics and wiring simple manual and electromechanical control devices. Prerequisite: OEET 110 or consent of instructor.

OEET 130. Introduction to Electrical Power Systems2 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 205. National Electric Code. .. .. 3 cr.
Interpretation and application of the National Electric Code. Prerequisite: OEET 110.

OEET 295. Special Topics .. .. 1-6 cr.
Topics to be announced in the Schedule of Classes.

OEGR - DIGITAL GRAPHICS

OEGR 221. Cooperative Experience I .. .. 1-3 cr.
Student employed in approved work site; supervised and rated by employer and instructor. Each credit requires specified number of hours of on-the-job work experience. Prerequisite: consent of instructor. Restricted to majors. Graded S/U.

OETS – TECHNICAL STUDIES

OETS 100. Industrial/Construction Safety . .. . 2 cr.
Covers safety issues such as PPE, BBP, ladder safety, RTK, HazCom, MSDS and information about safety organizations such as OSHA, NIOSH, NFPA, National Safety Council. Community Colleges only. Restricted to Dona Ana and Carlsbad campuses.

OETS 102. Career Readiness Certification Preparation .. .. 1-3 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. Restricted to: Community Colleges only.

OETS 118. Mathematics for Technicians . .. . 3 cr.
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. Restricted to: Community Colleges only.

OETS 255. Special Topics Technical Studies. .. .. .. 1-6 cr.
Topics to be announced in the Schedule of Classes. Prequisite(s): Consent of instructor. Restricted to: Community Colleges only.

P E - PHYSICAL EDUCATION, RECREATION, AND DANCE

P E 103. Beginning Weight Training for Women . .. .. 1 cr.
Introduction to basic principles and techniques of weight training as related to women.

P E 127. Cardio-Kickboxing. .. .. 1 cr.
Activities that mimic punches, blocks, and kicks which have been modified to serve the purpose of providing a cardiovascular workout.

P E 128. Aerobic Dance.. .. .. 1 cr.
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music.

P E 129. Step Aerobics. .. .. 1 cr.
Designed to increase knowledge of the human body's responses to exercise, enhance the level of muscular development, and cardiovascular endurance with the use of music and steps.

P E 145. Beginning Bowling .. .. 1 cr.
Basic skills and methods in bowling.

P E 150. Beginning Golf .. .. 1 cr.
This is a beginning golf class. You will be taught the basic fundamentals of the golf swing, how to putt and chip, basic rules knowledge, how to play a round, and keep score.

P E 173. Running Fitness.. .. .. 1 cr.
Basic fitness knowledge techniques and training methods of fitness running are practiced and refined.

P E 199. Yoga .. .. 1 cr.
A holistic approach to exercise benefiting the body, mind, and spirit. Practices focus on alignment, strength, breath relaxation, and restoration.

P E 204. Cross Training . .. . 1 cr.
Intensive training program that incorporates both aerobic and resistive overload approaches to training.

P E 205. Walking Fitness .. .. 1 cr.
Basic fitness knowledge techniques and training methods of fitness walking are practiced and refined.

P E 206. Beginning Physical Fitness .. .. 1 cr.
Progressive exposure to steady state exercise tailored to individual needs for the purpose of determining, improving, and maintaining physical fitness.

P E 215. Intermediate Walking .. .. 1 cr.
A continuation of basic fitness knowledge techniques and training methods of fitness walking are practiced and refined. Prerequisite: P E 205 or consent of department head.

P E 216. Advanced Walking.. .. .. 1 cr.
Advanced walking fitness and training techniques are presented, practiced, and refined.

P E 228. Intermediate Aerobic Dance .. .. 1 cr.
Aerobic dance at a high intensity level with a more in-depth study of the body's physiological response to exercise. Prerequisite: P E 128 or consent of department head.

P E 229. Intermediate Step Aerobics.. .. .. 1 cr.
Step aerobic dance at a high intensity level with a more in-depth study of the body's physiological response to exercise. Prerequisite: PE 129 or consent of department head.

P E 263. Outdoor Recreation Skills . .. . 1 cr.
Selected outdoor activities. Appropriate subtitles, such as hiking and backpacking, camping and survival, hunting and gun safety, casting and angling skills. May be repeated for maximum of 4 credits.

P E 270. Special Topics .. .. 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. Each offering will carry appropriate subtitle. May be repeated for a maximum of 4 credits.

PHYS - PHYSICS

PHYS 110G. The Great Ideas of Physics . .. . 4 cr.
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.
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.
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.
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 PHYS 216GL.

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. Community Colleges only.

PSY 270. Special Topics . .. . 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits. Community College campus only.

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.

S WK 251. Women s Issues in Social Work.. .. .. 3 cr.
Examines gender-specific social problems and their identification and resolution through the use of social agencies and community resources. Community Colleges only.

S WK 253. Case Management . .. . 3 cr.
Introduction to case management for social- and human-services workers. Overview of typical duties and responsibilities of a case manager, including setting goals, performing assessments, writing progress notes, and linking clients with other resources in the community. Recommended for students considering a career in social work or human services. Prerequisites: PSY 201G and S WK 221G. Community Colleges only.

SMET- SCIENCES, MATHEMATICS, ENGINEERING AND TECHNOLOGY

SMET 101. Introduction to Science, Mathematics, Engineering, and Technology.. .. .. 1 cr.
An introductory course for science, mathematics, engineering, or technology students, emphasizing introduction to their disciplines. Development of critical thinking and academic success skills for technical disciplines, as well as degree planning for the major. Consent of Instructor required.

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 248. Special Topics .. .. 1-3 cr.
Specific subjects to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

SOC 258. Current Issues in Marriage and Family .. .. 3 cr.
Examination of contemporary American family life, including courtship, marriage, divorce, and child rearing. Community Colleges only.

SPAN - SPANISH

A language assessment is required for all students entering the Spanish program, including native speakers. To learn when and where to take the language assessment, see the Spanish listing in each semester's Schedule of Classes. Students may not receive credit for a lower level course which is a prerequisite to a higher level course for which credit has been received or which is being taken for credit. Exceptions must have prior approval by the Vice President for Student Services at NMSU Carlsbad.

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 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.

STAT - STATISTICS

Students wishing to enroll in STAT 251G must satisfy one of the following: (a) have passed MATH 120 with a grade of C or better, or (b) have earned an adequate score on the Mathematics Placement Examination. (See the paragraph under MATHEMATICS course listings for further information about this exam.)

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 (see note above.) Same as A ST 251G.

THTR - Theater 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.

UNIV - University Studies

UNIV 101. Tutorial .. .. 1-3 cr.
Development of specific skills required for college courses, such as note-taking, listening, and test-taking. To be taken in conjunction with a regular designated college course. May be repeated for a maximum of 3 credits. Graded S/U.

UNIV 110. Personal Learning Skills I. .. .. 1-3 cr.
Individualized programs for self-improvement in skill areas necessary for academic success in the university environment. Each course to bear an appropriate subtitle. May be repeated up to 3 credits. Graded S/U.

UNIV 111. Personal Learning Skills II .. .. 1-3 cr.
Individualized programs for self-improvement in skill areas necessary for academic success in the university environment. Each course to bear an appropriate subtitle. Prerequisite: UNIV 110. May be repeated for a maximum of 3 credits. Graded S/U.

UNIV 112. Academic and Personal Effectiveness .. .. 2 cr.
Learn academic self-analysis skills through the application of study and learning techniques to current course demands. Exposure to a variety of topics which enhance university and life-long learning.

WELD - Welding Technology

WELD 100. Structural Welding I .. .. 6 cr.
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

WELD 105. Introduction to Welding.. .. .. 3 cr.
Welding practices, procedures, and terminology. Welding safety, equipment types, electrode types in usage, joint design and testing procedures.

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 115. Structural Welding II . .. . 6 cr.
Continuation of WELD 100. Emphasis on AWS entry and advanced level welder skills with SMAW, including all-position welding with mild and stainless steel electrodes. Plasma arc and air-carbon arc cutting, metallurgy, heat treatment, and weld defects. Prerequisite: WELD 100.

WELD 125. Introduction to Pipe Welding .. .. 3 cr.
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. Restricted to: Community Colleges only.

WELD 126. Industrial Pipe Welding .. .. 3 cr.
Enhancement of WELD 125. Development of more advanced pipe welding skills. Prerequisites: WELD 110, WELD 130 and WELD 140. Corequisite: WELD 125.

WELD 130. Introduction to GMAW MIG).. .. .. 3 cr.
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.
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.
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 151. Industrial Pipe Welding II.. .. .. 3 cr.
Enhancement of WELD 150. Development of more advanced pipe welding skills. Emphasis on industry driven test. Prerequisites: WELD 125 and WELD 126. Corequisite: WELD 150.

WELD 180. GTAW II .. .. 3 cr.
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 211. Welder Qualification.. .. .. 6 cr.
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 295. Special Topics .. .. 1-4 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

Personnel

Campus Executive Administrators

Gratton, Dr. John – Campus President, Ed.D., East Texas State University
Buckholz, Dr. Mark – Interim CAO/Provost; Ed.D., New Mexico State University
Cleary, Mike – Vice President for Student Services; M.S.Ed., Eastern Illinois University
Keyes, Dr. Robert – Vice President for Business & Finance; Ph.D., Walden University

Professional Staff

- Campos, Diana – CC Director, Financial Aid; M.A., New Mexico State University
- Carnathan, Janice – Administrative Assistant, Special/ Executive, President's Office, A.A., New Mexico State University
- Carrasco, Mario – Student Career Resources Coord., Counseling and Student Dev. Center; M.A., New Mexico State University
- Chavez, Elizabeth – CC Manager, Small Business Development Center M.B.A., New Mexico State University
- Davis, Valerie – Program Manager, Sr., Title V; M.B.A., New Mexico State University
- DeBlasis, Shelley – Director/Asst. Prof, Developmental Education; Ph.D., Illinois State University
- Eubank, Corey – Manager, Systems Administration; M.B.A., New Mexico State University
- Finley, William-Director, Institutional Analysis, M.S. , Lehigh University
- Ghadiali, Khushroo – CC Director, Marketing & Publications; B.A., New Mexico Highlands University
- Gomez, Bertha – Dual Credit Coordinator, Counseling and Student Development Center
- Haas, Jesse – Academic Advisor, Counseling and Student Development Center; B.S., New Mexico State University
- Hernandez, Ashley – Tutor Coordinator, Title V; M.S., Eastern New Mexico University
- Hernandez, Ricardo – Lab Coordinator, Title V; B.S., Eastern New Mexico University
- Herndon, Brad – Business Office Manager, M.A., New Mexico State University
- Jasso, Bertha – CC Manager, Adult Basic Education; M.A., New Mexico State University
- Mahaffey, Lisa – Administrative Assistant, Sr., Business Office
- Moreno, Luz – Multi-Media Specialist, Learning Technology Center; B.B.A., New Mexico State University
- Nosakhere, Akilah – Director/Assoc. Prof, Library Services; M.L.S., Atlanta University
- Olivares, Joe – Testing Coordinator, Assessment Services, B.S., University of Texas-El Paso
- Olsson-Dail, Nicole – CC Manager, Instructional Tech. Learning Tech. Center; M.Ed., American Intercontinental University
- Sami, Ayako – Program Coordinator, Counseling and Student Development Center; M.A., Western Michigan University
- Sapien, Michelle - Administrative Assistant, Sr, Student Services Office
- Shields, Janice – Staff Nurse, Student Health Clinic; A.N., New Mexico State University
- Theragood, Merdia – Administrative Assistant, Sr., Campus Academic Affairs/ Provost Office
- Thompson, Karla – CC Director, Counseling and Student Development Center; M.S., College of the Southwest
- Thornton, Julie – Financial Aid Advisor/V.A. Certifying Official; M.S., Northeastern University
- Willingham, Bobbie Jo – HR Operations Unit Coordinator, President's Office; B.B.A., New Mexico State University

Full-Time Faculty

- Biebelle, Patricia – Instructor, English; M.F.A., University of Oregon
- Buckholz, Mark - Professor, English/Communication Arts; Ed.D., New Mexico State University; MFA, Yale University
- Chappa, Eduardo – Assistant Professor, Mathematics/ Developmental Mathematics; Ph.D., University of Washington
- Christensen, Sam – Associate Professor, Multi-Media Technology; M.A., Golden Gate Baptist Theological Seminary
- Dodson, Teri – College Instructor, Allied Health; B.S.N., New Mexico State University
- Estrada, Claudia – Professor, Nursing; M.S.N., University of Phoenix
- Girmus, Ronald – Associate Professor, Biology/Physics; Ph.D., University of Arizona
- Goad, Faith – Associate Professor, Nursing; M.S.N., University of New Mexico
- Greenwood, Kathy – Professor, Ph.D., Ohio State University
- Hamedi, Jalal – Assistant Professor, Psychology/Sociology; Ed.D., Tennessee State University
- Hansen, Michelle – Assistant Professor, English; Ph.D., University of Nevada-Las Vegas
- Hardin, Dianne – Instructor, Nursing; M.S.N., University of New Mexico
- Hartsock, Iris – College Assistant Professor, Nursing; B.S.N., New Mexico State University
- Hayes, Robyn – Associate Professor, Chemistry; M.S., University of Nebraska
- Heinrich, Eric – Assistant Professor, Elementary Education; Ph.D., Fordham University
- Jaco, Mary Ellen – Associate Professor, Nursing; M.A., New Mexico State University
- Josselet, Kenda – Assistant Professor, Government/History; M.A., West Texas A & M University
- Lee, Chang – Assistant Professor, Spanish; Ph.D., University of California, Los Angeles (UCLA)
- Packer, Debra – Professor, Mathematics; M.A., Central Michigan University
- Pascal, Tiffany – Instructor, Multi-Media Technology; B.F.A., University of Tennessee-Chattanooga
- Quintana, David – College Instructor, Automotive Technology, B.S., New Mexico State University
- Rayroux, Carolyn – Professor, Nursing; M.S.N., University of Phoenix
- Redford, David – Associate Professor, Criminal Justice; M.A., University of Illinois at Springfield
- Spencer, Philip – College Instructor, Welding; A.GS.; New Mexico State University-Carlsbad
- Stallings, Thresa – Assistant Professor, Developmental English/ Reading; Ed.D., University of Houston
- Strahan, Jon – Assistant Professor, Business; M.S., Arizona State University
- Titus, Pamela – College Instructor, Public Health; B.S.N., New Mexico State University
- Torres, Jason – College Instructor, Welding; A.A.S., New Mexico State University-Carlsbad
- Vacca, John – Assistant Professor, Criminal Justice/Psychology; Ph.D., Union Institute & University
- Vallejos, Shannon – Associate Professor, Nursing; M.S.N., University of Phoenix
- Wiedenmann, Richard – Associate Professor, Biology; M.S., Baylor University
- Williams, Dennis – College Instructor, Building Construction Technology
- Zhao, Yaxi – Assistant Professor, Mathematics; Ph.D., University of Kentucky
- Zuniga, Debra – College Instructor, Nursing; B.S.N., New Mexico State University
- Zuniga, Gina – Associate Professor, Nursing; B.S.N., New Mexico State University

Support Staff

- Armendariz, Tracie – Administrative Assistant, Associate, TEAM Center
- Barnes, Terry - Tutor, TEAM Center
- Bernal, Lupe - Library Specialist, Library
- Brown, Jan-Marie – Administrative Assistant, Associate, Nursing
- Bussell, Brandon – PC Support, Information Systems
- Byers, Lori – Administrative Assistant, Associate, Information Systems
- Cassels, Donald – Maintenance Mechanic, Physical Plant
- Cox, Judith - Administrative Assistant, Associate, President's Office
- Estrada, Christina – Custodial Worker, Senior, Physical Plant
- Fry, Gary - Inventory Control Clerk, Physical Plant
- Garcia, Annette - Financial Aid Specialist, Financial Aid
- Gonzalez, Maria Elena– Administrative Assistant, General, Title V
- Gonzalez, Michael – Facilities Technician, Physical Plant
- Hernandez, Louriz – CC Lab Technician, Instruction, Nursing
- Illingworth, Suzanne – Facilities Technician, Senior, Physical Plant
- Lactaoen, Robert – Custodial Worker, Senior, Physical Plant
- Logan, Melissa – Fiscal Assistant, Associate, Business Office
- Martinez, Rosalinda - Library Assistant, Library
- Mathis, Mandy - Administrative Assistant, General, Business Office
- Mendez, Cheryl – Administrative Assistant, General, Library
- Mendez, Sabrina – Supervisor, Custodian, Physical Plant
- Molina, Eileen - Custodial Worker, Senior, Physical Plant
- Moralez, Isaac – PC Support, Information Systems
- Nichols, Jeannie – Financial Aid Specialist, Financial Aid
- Ramirez, Jade – Administrative Assistant, Associate, Student Services
- Ramirez, Vera – Administrative Assistant, Associate, Adult Basic Education
- Rios, Lorina – Administrative Assistant, Associate, Nursing
- Rodriquez, Richard – Structural Maintenance Technician, Physical Plant
- Roper, Susan - Fiscal Assistant, Intermediate, Business Office
- Sutton, Krista – Administrative Assistant, General, Community Education Service
- Teets, Glenn - Facilities Technician, Physical Plant
- Templeton, Tanya - Administrative Assistant, Associate, Adult Basic Education
- Trujillo, Melissa - Administrative Assistant, Associate, MSDP
- Valdez, Rosemary – Custodial Worker, Senior, Physical Plant

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