

2007/2008 CATALOG

SANTA FE COMMUNITY COLLEGE



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2007/2008
CATALOG

SANTA FE COMMUNITY COLLEGE

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The information contained herein is valid as of March 2007. While every effort has been made to ensure the accuracy of the information available at the time this catalog was prepared, the college reserves the right to make changes at any time without prior notice. Please check with the SFCC Web site or your adviser for the most current information.

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ACADEMIC CALENDAR

Registration, deadline and exam dates apply to regular, full-semester courses. For short courses and other alternative scheduling deadlines, contact the Registrar's Office. The Academic Calendar reflects major dates and events in the college community. Deadlines for all student record transactions are specified for regular 16 week semester courses. Deadlines for alternative calendar courses (late-starting, online, self-paced and short-term courses) are posted on campus and available in the Registrar's Office.

All semesters/sessions begin on Saturday and end on Friday, the end of the semester is on Friday. All deadlines are set to Friday, so assistance is available.

SUMMER 2007

Deadline to petition to graduate Summer 2007	June 1
Registration begins	April 16
Holiday (Memorial Day – college closed)	May 28
Holiday (Independence Day – college closed)	July 4

First Four-Week Session

Registration	April 16-June 2
Payment deadline for Early Bird Rate (For registration between April 16 and May 18, after this date payment is due the day you register)	May 18
Classes begin	June 2
Late registration	June 3-4
Deadline for schedule changes (drop/add)	June 4
Deadline to drop without a grade and obtain a refund	June 6
Deadline to change audit/credit status	June 15
Deadline to withdraw from class(es)	June 22
Final examinations	Last week of class
Session ends	June 29
Final grades due to Records Office by noon	July 2

Eight-Week Session

Registration	April 16-June 2
Payment deadline for Early Bird Rate (For registration between April 16 and May 18, after this date payment is due the day you register)	May 18
Classes begin	June 2
Late registration	June 3-4
Deadline for schedule changes (drop/add)	June 4

Deadline to drop without a grade and obtain a refund	June 15
Deadline to change audit/credit status	June 29
Deadline to withdraw from class(es)	July 20
Final examinations	Last week of classes
Session ends	July 27
Final grades due to Records Office by noon	July 30

Second Four-Week Session

Registration	April 16-July 2
Payment deadline for Early Bird Rate (For registration between April 16 and May 18, after this date payment is due the day you register)	May 18
Classes begin	June 30
Late Registration	July 1-2
Deadline for schedule changes (drop/add)	July 2
Deadline to drop without a grade and obtain a refund	July 5
Deadline to change from audit/credit status	July 13
Deadline to withdraw from class(es)	July 20
Final examinations	Last week of classes
Session ends	July 27
Final grades due to Records Office by noon	July 30

FALL 2007

Registration	April 16-Aug. 18
Payment deadline for Early Bird Rate (For registration between April 16 and Aug. 3, after this date payment is due the day you register)	Aug. 3
Deadline to petition to graduate Fall 2007	Sept 14
Full-time faculty return	Aug. 9
Convocation (minimal services available)	Aug. 9
Faculty Development Day	Aug. 10
Classes begin	Aug. 18
Late Registration	Aug. 19-21
Deadline for schedule changes (drop/add)	Aug. 20-24
Holiday (Labor Day – college closed)	Sept. 3
Deadline to drop without a grade and obtain a refund	Sept. 7
Deadline to change audit/credit status	Oct. 5
Midterm examinations	Oct. 6-12
Midterm grades due to Records Office by noon	Oct. 15
Registration for Spring 2008	Nov. 12-Dec.14 and Jan. 2-19
Holiday (Thanksgiving – college closed)	Nov. 22-25

ACADEMIC CALENDAR

Deadline to withdraw from class(es)	Nov. 30
Final examinations	Dec. 1-7
Semester ends	Dec. 7
Final grades due to Records Office by noon	Dec. 10
Winter Break (college closed)	Dec. 15-Jan. 1

SPRING 2008

Deadline to petition to graduate Spring 2008	Feb. 1
Registration for Spring 2008	Nov. 12-Dec. 14 and Jan. 2-19
Payment Deadline for Early Bird Rate (For registration between April 16 and Aug. 3, after this date payment is due the day you register)	Jan. 4
Full-time Faculty Return	Jan. 10
Faculty Development Day	Jan. 11
Holiday (Dr. Martin Luther King Jr. Day – college closed)	Jan. 21
Classes begin	Jan. 19
Late Registration	Jan. 20-23
Deadline for schedule changes (drop/add)	Jan. 22-25
Deadline to drop without grade and obtain a refund	Feb. 8
Deadline to change audit/credit status	Mar. 7
Midterm examinations	Mar. 8-14
Midterm grades due to Records Office by noon	Mar. 17
Spring Break	Mar. 15-21 (9th week of semester)
Spring Holiday (college closed)	Mar. 21-23
Staff Development Day	Mar. 20
Registration begins for Summer and Fall 2008	April 14
Deadline to withdraw from class(es)	May 9
Final examinations	May 10-16
Semester ends	May 16
Commencement	May 16
Final grades due to Records Office by noon	May 19

NOTE: This institutional academic calendar does not reflect transaction deadlines for alternate scheduled course offerings. Check with the Registrar's Office.

*Registration on Saturdays and Sundays is available through the automated phone system and through online registration at www.sfccnm.edu.

ABOUT THE COLLEGE

THE HISTORY OF SFCC

Established in 1983, Santa Fe Community College has grown rapidly, both in enrollment and campus expansion. Today, the college serves more than 8,000 students in any given semester in its credit, noncredit and adult basic education programs. The college's campus is situated on 366 acres off Richards Avenue, south of Rodeo Road. Construction has been guided by a long-range campus development plan, first adopted in 1984. Phase I opened in August 1988; Phase II – the William C. Witter Fitness Education Center – opened in February 1993; a new classroom wing opened in fall 1994; new technical and occupational labs were completed in 1995; the Early Childhood Development Center opened in fall 1996; the Visual Arts Center held its first classes in fall 1999; and the Instructional Technology Center (ITC) opened in fall 2001.

SFCC GUARANTEE

SFCC guarantees that SFCC students who are planning to transfer to four-year universities to pursue a bachelor's degree will be able to transfer the general-education credit courses they passed with a grade of C or better to all state-supported colleges and universities in New Mexico. If a student successfully completes courses according to this guarantee, and one or more of his or her general-education courses is not accepted at a state-supported college or university in New Mexico, Santa Fe Community College will offer the student equivalent alternative courses that are acceptable, tuition-free.

SFCC also guarantees that SFCC students who complete a technical or occupational certificate or degree program will acquire the necessary job skills for entry-level employment in their field of study. If the employer decides that a completer lacks the entry-level job skills in the technical/occupational field in which he or she has been trained at SFCC, Santa Fe Community College will provide the completer with equivalent additional skill training, tuition-free. For information, contact the Vice President for Academic and Student Affairs at (505) 428-1351.

RIGHT TO INSPECT PUBLIC RECORDS

Any member of the public has the right under New Mexico law to inspect and make copies of the public records of Santa Fe Community College. To make a request, or for more information, please call (505) 428-1217 or contact the Office of Marketing and Public Relations in Room 210.

ABOUT THE COLLEGE

FOR THOSE WITH SPECIAL NEEDS

Those with special needs are requested to inform the college of the accommodations they require to access the information in this publication. For more information, call (505) 428-1331 (V/TTY).

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Santa Fe Community College is committed to providing equal education and employment opportunity regardless of gender, marital status, sexual orientation, color, race, religion, age, national origin or disability. Equal educational opportunity applies to admission, recruitment, extracurricular programs and activities, access to course offerings, counseling, testing, financial assistance and employment.

ACCREDITATION

Santa Fe Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (NCA). In 2002, the college was awarded a seven-year extension of its accreditation, the typical period allowed under NCA accrediting standards. NCA can be reached at (312) 263-0456 or www.ncahigherlearningcommission.org. Santa Fe Community College also features special program accreditations.

The college's nursing program is accredited by the National League for Nursing Accrediting Commission, Inc., (800) 669-1656 or www.nlnac.org. SFCC's Early Childhood Development Center is accredited by the National Association for the Education of Young Children, (800) 424-2460 or www.naeyc.org.

The Program in Dental Assisting is accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at: 211 East Chicago Ave., Chicago, IL 60611. The Teacher Certification Program is accredited by the New Mexico Public Education Department. The department's Web site can be found at: www.sde.state.nm.us.

Letters of agreement concerning transfer of credit from SFCC to two-year and four-year institutions in New Mexico are on file in the Registrar's Office. Transfer of credit is subject to the transfer policy of the receiving institution.

GUIDING PRINCIPLES

The following philosophical principles have been adopted for Santa Fe Community College in accordance with the principles of the 1985 Community College Act (Section 21-13-2, NMSA 1978 amended) and outlined by the New Mexico Higher Education Department.

1. No geographic, economic or cultural barrier shall prevent individuals from pursuing their educational goals.

2. Citizens in a democracy should be instructed in the responsibilities associated with democracy in order to enjoy its benefits.
3. A desire for learning should be supported to help students understand and adapt to the rapid changes in contemporary American society.
4. Students should be taught self-reliance and responsibility so that they may appreciate the importance of working with others toward a common goal.
5. The college should offer a comprehensive range of quality programs and services consistent with the needs of the community.
6. Opportunities to succeed in college should be provided through the creation of an environment and support services that enhance success.
7. The value and importance of work, as well as an appreciation for all types of work, should be taught to college students.
8. The college should assume a leadership role to promote local and state business development.

PURPOSE, MISSION, VISION, CORE VALUES

Purpose

Santa Fe Community College is responsible for providing the region with affordable high quality education and training. Presented through a variety of delivery methods and time formats, this includes basic skill programs; certificates and technical degrees; associate degrees with four year transfer potential, and personal enrichment courses both for credit and not for credit. These offerings are designed to add value to the lives of our community members by broadening opportunities; enhancing personal income; improving working and living conditions; and fostering community by quickly and flexibly providing essential training, especially in emerging technologies. As a public institution, SFCC is responsible to the taxpayers of the state of New Mexico and the taxing district of Santa Fe, as well as to its students, faculty, and staff, all of whom support it through their tax dollars, tuition dollars, and labor. It is incumbent upon the college to use its resources efficiently and effectively.

Mission

Santa Fe Community College is the gateway to individual and community success by providing affordable, high quality educational programs that serve the social, cultural, technological, and economic needs of the diverse Santa Fe community.

Vision

Santa Fe Community College is an effective and efficient teaching/learning organization, both a compelling destination and a commanding presence within the Santa Fe community – an agile and broad-based resource for educational, social, cultural, and economic leadership.

Core Values

Learning: As a core value, learning is different from other values in that it is the central mission and purpose of the college, supported by the other core values. SFCC

conceives of learning as an ever-expanding multi-dimensional spiral, originating in *raíz*, the cultural root, an unfolding towards the *mas allá*, the beyond. Learning is both an informative and transformative process connecting self to community through a life-long process. Instruction, curriculum, and assessment are used to help students grow in performance, reflective skills, ideas, knowledge, and respect. Self and community are expanded through notions of sustainability and innovation, reflected in the cognitive, affective, psychomotor, aesthetic, and ethical domains. Learning nurtures the achievement of personal goals, self-expression, communication, language, leadership, and service. The growth dynamic is never-ending, expanding possibilities without limits toward the *mas allá*.

Community: We commit to a positive environment, wherein each person experiences a sense of belonging and value. We honor relationships and take responsibility for fostering trust, respect, and good will. We value active and vital participation in our community.

Integrity: When we teach, we are all devoted to student learning. When we collaborate, we speak openly, honestly, bravely, and truthfully. We see people as integrated wholes to be treated with respect and dignity. We take pride in serving the greater community.

Quality: We recognize that individuals and programs grow most effectively when they strive for excellence. We seek constantly to set out standards high; to improve the academic experiences for our students; to simplify administrative procedures for everyone; to remain abreast of educational and technical trends within a culture of inquiry; and to promote balance in the lives of all our community members.

Empowerment: We support, trust and empower our valued and respected employees to further the shared mission of the college through responsible decision making, risk-taking, participation in planning and being accountable for outcomes. We support these activities through training, job-duty distribution, and appropriate, timely access to reliable information. We value and respect students as persons who are responsible for their own personal and education goals. We support and assist them in these activities through accessibility to staff, faculty, and administrative personnel, comprehensive advisement, reliable, timely information, and adequate course offerings.

Diversity: With acceptance, respect, and civility, we create a learning environment that enhances the human potential of all members of the SFCC community without regard to race, ethnicity, gender, age, sexual orientation/gender identity, socio-economic status, physical/emotional abilities, religious beliefs, political beliefs, or other ideologies. We acknowledge the rich dimensions of diversity contained within each individual by creating a safe, positive, and nurturing environment.

Effective communication: We believe in a culture of kind, respectful, open, and honest discourse. We foster relationships of trust and mutual responsibility through listening; clear and direct expression of ideas, feelings, and information; and purposeful use of diverse modes of communication.

GENERAL EDUCATION STATEMENT OF VALUES

Santa Fe Community College is dedicated to lifelong learning in a complex world. The general education curriculum enhances students' abilities to pursue careers and enrich life. General education is the foundation for all degree and certificate programs, providing students with the following skills:

Learn Actively. Learning is a lifelong activity essential to personal growth and the ability to adapt to the challenges of a changing world.

- Take personal responsibility for learning and develop strategies to reach goals.
- Obtain the knowledge and skills to live a healthy lifestyle.
- Demonstrate a flexible, interdisciplinary approach to learning and knowledge.

Communicate Clearly. The ability to exchange ideas and information is essential to personal development, career success and social responsibility.

- Read, listen, write and speak effectively.
- Organize and articulate ideas for a variety of audiences and purposes.
- Use symbolic forms, including mathematics, visual and performing arts, and kinesthetic expression.
- Use technology to enrich communication.
- Develop effective interpersonal and professional communication.

Think Critically, Creatively and Reflectively. Reason, creativity and reflection are fundamental to problem solving and personal growth.

- Make reasoned choices by acquiring, analyzing, synthesizing and evaluating qualitative and quantitative information.
- Examine attitudes, values, opinions and assumptions and reflect on their implications and consequences.
- Clarify personal and professional ethics and values.
- Develop an appreciation of aesthetics and ideas.

Interact Effectively in Diverse Environments. Success in our increasingly interdependent, global society requires understanding of physical and social environments.

- Build interpersonal skills through knowledge of diverse ideas, values and cultures.
- Collaborate with others in complex and ambiguous situations.
- Demonstrate an understanding of technology and the principles of the natural and behavioral sciences.
- Practice responsible citizenship.

ACADEMIC FREEDOM AND RESPONSIBILITY

SFCC is dedicated to promoting responsible academic freedom for its faculty and students, including the right of faculty members to evaluate student academic performance and to control classroom presentations and discussion of subject matter within the expressed and recognized goals, objectives and standards of the college and the course, as announced to students through the catalog or other public literature. Conjoined with this dedication is an ongoing commitment by the college to enlist

ABOUT THE COLLEGE/ADMISSION

faculty who subscribe to high standards of professional conduct, who are knowledgeable in their fields, who are fair and constructive in presenting ideas and issues, and who encourage students to respect differing points of view, to discriminate between fact and fiction, and to think reflectively rather than reactively.

While academic freedom implies the right and responsibility to present as many sides of controversial subjects as is reasonable and proper for the process of teaching and learning, it also implies the responsibility of all representatives of the college to respect the dignity of others, to acknowledge their right to express differing opinions when and where appropriate, and to foster and defend intellectual honesty and freedom of inquiry.

INSTITUTIONAL ASSESSMENT

Accountability is a strategic priority of the college. Assessing progress is a key component of accountability to taxpayers, funders, students and college employees. As such, it is the responsibility of all students, faculty, and staff to comply with reasonable data collection efforts including, but not limited to, campus climate and student engagement surveys, faculty, course and program evaluations and exams, student government requests for feedback, and the like. These assessment activities are not meant to detract from instructional time but are designed to assist the college in developing and enhancing services, programs, and instruction that will help our students succeed.

THE SFCC DISTRICT

The boundaries of the Santa Fe Community College District are identical to those of the Santa Fe Public School District. The outlying communities of Cerrillos, Galisteo, Glorieta, La Cienega, Lamy, Madrid and Tesuque also are included in the college's service area.

CAMPUS CRIME STATISTICS

A current campus crime statistics report is prepared each time a reportable incident occurs. The report includes security incidents reported during the three immediate years prior to the incident. The report contains information about criminal activities involving murder, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary and motor vehicle theft, as well as information on arrests resulting from liquor and drug abuse violations and weapons possession on campus. The report is available to students, employees, all applicants for enrollment or employment and campus visitors. The security report is available in Human Resources, Campus Safety, the library and through the Office of the Assistant Vice President for Academic Support and Student Retention. For current statistics, call (505) 428-1844.

DRUG-FREE SCHOOL

SFCC is committed to providing an environment that supports your educational pursuits and promotes the health and welfare of all persons on campus. To this end, the college has established and enforces a policy, based on federal and state laws, that prohibits the manufacture, use, purchase or sale of drugs or alcohol on all college property and at off-campus locations where college-sponsored events are taking place. All students and employees are required to abide by this policy as a condition of enrollment or employment.

Copies of SFCC's drug-free policy are available in the Enrollment Center or by calling or writing the college. Copies are displayed in the Human Resources Office, the Campus Center and the library.

SEXUAL ASSAULT/HARASSMENT POLICY

No employee or student shall be subject to sexual harassment. This applies to acts of sexual harassment of one sex against a member of the opposite or same sex at all levels of the college community. The college is committed to creating and maintaining a community in which students and employees may share, learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members in an atmosphere free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including conduct of a sexual nature. Allegations of sexual harassment shall be investigated promptly, thoroughly, impartially and confidentially. For more information about the policy, contact the Human Resources Office at (505) 428-1228.

ADMISSION

OPEN ADMISSION STATEMENT

Santa Fe Community College maintains an open-admission policy to maximize community members' opportunities to participate in the college's programs, services and activities. Anyone may be enrolled in the college's credit programs, though some restrictions based on age may apply to specific courses or certain facilities that require designated levels of physical maturity. Also, some courses and programs carry prerequisites that must be completed successfully before a student may enroll in a course. Otherwise, equal educational opportunity is provided without regard to gender, marital status, sexual orientation, color, race, religion, age, national origin or citizenship, or physical disability.

ENROLLMENT STATUS

A student's enrollment status is determined by his or her primary objective in taking courses. Nondegree status is granted to applicants who wish to take courses for their own purposes without intending to seek any degree or certificate. SFCC students who enter the college in nondegree status may subsequently declare degree status and apply appropriate credits earned toward the selected degree or certificate program. Note that nondegree status does not satisfy eligibility requirements for scholarships, financial aid, veterans' educational benefits or other assistance programs. Any student who is to be considered for federal/state financial aid must meet all regulation requirements, which include proof on file that the student completed high school or earned a GED diploma.

Degree Status

Degree status is granted to students who have declared an intention to pursue a particular degree or certificate by following a prescribed program and sequence of study. In addition, students who wish to transfer credits from another college or colleges must request that official transcripts be sent directly to the SFCC Registrar's Office. Under no circumstances will SFCC accept college transcripts directly from students. The Registrar's Office determines which courses qualify for transfer to SFCC. Division counselors evaluate transcripts by appointment and determine which courses will apply to SFCC degrees. Enrollment in certain courses and programs is limited by available physical facilities, clinical spaces, student/faculty ratio, an applicant's academic preparation (completion of prerequisites), age or other factors. Certain programs have competitive entrance requirements and selective admission criteria.

Declaring a Major

Students declare a major through the Enrollment and Student Services department. The catalog that is in effect on the date that a student declares his or her major determines which degree or certificate requirements apply. The student must either: 1. Complete those requirements within five years of the date of declaration; or 2. Elect to meet the requirements of any subsequent catalog published during the five-year period. Such an election must be made when the student files a petition to graduate. If more than five years have passed since the date of declaration, the student must redeclare a major under the current catalog. If the college discontinues a degree or certificate program in which students have declared majors, every attempt will be made to redirect those students' credits toward alternative degrees. To declare a major:

1. Student fills out Declaration of Major form in Enrollment and Student Services or requests the form online.
2. If the student wishes to receive transfer credit, official transcripts from other colleges must be sent to the Santa Fe Community College Registrar's Office.

SPECIAL ADMISSION REQUIREMENTS

High School Students Seeking Dual Credit

Students wishing to take courses at SFCC for dual credit must first obtain permission from the appropriate high school counselor or from another designated school official. Once the school official approves, the student may submit an SFCC application online. The student must then complete the SFCC dual enrollment form with the high school counselor and obtain parent/guardian permission. The high school counselor will submit the form online directly to SFCC. Requests to change course enrollment require parent and high school counselor approval. For more information, contact your high school counselor or SFCC's community outreach adviser at (505) 428-1271. NOTE: Students are required to take the Course Placement Evaluation before they enroll in a course with a prerequisite that they have not met.

International Student Applicants

Legal residents are not classified as international students. Refer to the general admission requirements on Page (3). An international student with a nonimmigrant visa seeking an F-1 visa must apply for admission on a full-time, degree-seeking basis and must provide the following:

1. International Application
To avoid delays, please complete all sections of the application form. If you plan to bring your spouse and/or children with you, spelling of names and birth date information must be the same as shown in their passports. Submit to: SFCC, Enrollment and Student Services, 6401 Richards Ave., Santa Fe, NM 87508. This application is online.
2. Official School Records
First-time university students must provide an official high school transcript. Applicants who have attended a university must provide foreign and U.S. academic records/transcripts sent directly by the schools. (Documents submitted in any other form will not be considered "official" and may delay your application processing.) Acceptable official translations include those certified by your country's Ministry of Education, the educational section of a U.S. Embassy or a professional translator.
3. Official TOEFL Scores (ETS Code: 4816)
International applicants must submit scores from the Testing of English as a Foreign Language (TOEFL) examination. These scores are to be sent directly from the testing services to Enrollment and Student Services. The minimum acceptable computer-based score is 187. This test is not required of students from countries where English is the native language. Transfer students who have completed College English Composition at a U.S. school and ESL center students who have successfully completed an English 109 level class are exempt from having to provide a TOEFL score.

ADMISSION

4. Proof of Financial Ability

A recent (six months or less) financial statement regarding the resources provided for the student while the student is in the United States must be submitted. Because there are no institutional funds available to support international students, each student must be able to meet all financial obligations while attending SFCC. (There is no housing available on campus.) You are required to present proof of available funds in the amount of at least \$19,000 in U.S. dollars. This is an estimated amount based on expected tuition and living expenses for the academic year. Listed costs will increase with each dependent added to your I-20. (Tuition and fee charges for international students on F-1 visas are the same as for non-resident students.) Applicants who are sponsored by a government agency or private company must submit verifying documentation. This form is online.

5. A Letter of Intent

A Letter of Intent is required, written in the student's handwriting, in which the student states his or her intended program of study, educational goal and how the program selected will fulfill that goal.

6. Transfer Students

If you are transferring from a U.S. university and wish to have credits transferred, an official transcript must be sent directly from the university to: SFCC, Office of the Registrar. A letter from your designated student adviser indicating permission to transfer and a copy of your I-20 issued from the attending university must also be provided.

7. SEVIS Fee

As of Sept. 1, 2004 all international students and exchange visitors entering the United States are subject to a congressionally mandated fee with Form I-20. All applicants must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa review. You can pay this \$100 fee through the Internet, by using a credit card and completing the online form I-901 at www.FMJfee.com, or through the mail.

In order to provide sufficient time to process the paperwork and issue an I-20 form, please submit all of the above documents by the following deadlines:

2007-2008

Semester	Deadline
Summer 2007	April 6, 2007
Fall 2008	June 7, 2007
Spring 2009	November 2, 2007

After receiving the I-20 form, the student must obtain a student visa from the appropriate authority.

All international students with F-1 visas are required to be full-time, degree-seeking students. No financial aid monies and very limited scholarships are available for international students at this time, and there is no housing available through the college. Final admission status is granted when the student has met all admission criteria. Students who conceal the fact that they have attended another college or university or who falsify information will be subject to immediate suspension.

International visitors with visas other than F-1 students who wish to enroll are restricted from enrolling in a full course of study. However, casual, short term courses that are not the primary purpose of the visitor's presence in the US are allowed but limited to four (4) credit hours.

READMISSION TO SFCC

A new admission information form is required if the student has attended any other college or university while absent from SFCC. In those cases, the applicant will be processed as a transfer student.

ADMISSION APPEALS

The college's admission policies may not be appealed. They must be administered without exception. The only basis for an appeal of the college's admission decision is that the admission policy was not followed or was not properly administered.

Admission decisions may be appealed as follows:

1. The applicant submits a written appeal to the Enrollment and Student Services Manager, who refers the matter to an appeals committee.
2. If the appeals committee denies the appeal, the applicant may then appeal directly to the senior officer or designee, who makes the final decision. (The senior officer or designee may choose to hold an administrative hearing on the matter or make the decision without such a hearing.)

TRANSFER STUDENTS

Students transferring from another school must ask each institution they attended to submit an academic transcript to SFCC. They can contact the SFCC Registrar's Office for degree-status requirements. Transfer students are treated as first-time students for satisfactory academic progress.

Applicants may be admitted in transfer from an accredited university, college or other post-secondary institution. At the time of application, degree-status applicants must provide official transcripts from all institutions attended.

Applicants under disciplinary suspension from another institution will not be considered for admission during the period of suspension. Applicants on academic probation will be admitted on probationary status.

Students who conceal prior attendance at other institutions or who falsify information will be subject to immediate suspension.

ENROLLMENT IN COURSES

A student enrolling at Santa Fe Community College should be aware of the college's policies, procedures and options regarding course enrollment.

ACADEMIC DISHONESTY

Academic dishonesty, including cheating or plagiarism, carries consequences ranging from failure in a particular course to suspension from the college.

ATTENDANCE

Students are expected to attend all sessions of their courses. Each instructor will establish specific attendance requirements (including punctuality) for each course and will inform students of these requirements at the beginning of the semester. Any student who is consistently absent or tardy jeopardizes good scholastic standing in the class.

BASIC SKILLS AND DEVELOPMENTAL COURSES

Santa Fe Community College offers developmental courses for students who need assistance in improving their basic skills in reading, writing and mathematics. Though these courses carry credit, they do not count toward degrees or certificates. Instead, their purpose is to help students raise their skill levels to those needed to participate in college-level courses. At SFCC, courses numbered below 111 are considered developmental courses and do not count toward degrees or certificates; courses numbered 111 or above are considered college-level courses and do count toward degrees or certificates. For example, ENGL 108 English Fundamentals is a developmental course; ENGL 111 Composition and Rhetoric is a college-level course as is HUDV 115 College Success.

Basic Skills Course Prefixes

AEST (all Academic Enrichment Studies courses)

ENGL (English courses numbered below 111)

HUDV (Human Development courses numbered below 111)

READ (all Reading courses)

MATH (Math courses numbered below 111)

In addition to developmental courses in basic skills, SFCC offers developmental-level courses in other fields across the curriculum to support students in job preparation, career planning and personal growth. These developmental courses are offered to provide students with a basic introduction to the discipline area and to allow for developmental-level study prior to college-level work. These developmental courses also provide a variety of options for students who may need a full course load to qualify for financial aid. Students should keep in mind that state and federal financial aid programs allow up to 30 credits of developmental course credit.

CHANGES IN ENROLLMENT

Students who wish to change their course enrollment must obtain the appropriate form from Enrollment and Student Services and have it approved by an adviser. The following changes in enrollment are permissible:

Add

Students may add regular-term courses through the end of the add/drop period only. Short-term courses may be added prior to the first class meeting.

Audit to Credit/Credit to Audit

For a full-semester course, a student may change enrollment from audit to credit or from credit to audit until the end of the seventh week of instruction during the spring or fall semester and through the end of the third week of instruction in a summer session. Audit-to-credit changes require the instructor's signature. For deadlines applied to courses that are less than a full semester in length, see the alternative calendar grid in the course schedule or contact Enrollment and Student Services. The proper form must be completed and submitted to Enrollment and Student Services. A course taken for audit may not be used to meet a prerequisite or corequisite.

Drop or Withdrawal

Students are responsible for initiating and verifying an official withdrawal from a course, from all courses or from the college. There are three ways to officially drop or withdraw from a course. Submit your request:

- In writing to Enrollment and Student Services.
- Online through your student account.
- Through Tele-Reg at (505) 428-1768.

Verbal requests, whether made in person or over the phone, cannot be processed. Do not assume that you are automatically dropped or withdrawn from a class for nonattendance or non-payment. A student who has not officially dropped or withdrawn from a class will receive a final grade in the class and will incur charges. Contact Enrollment and Student Services at (505) 428-1270 for more information.

Students who drop a course during the first three weeks of the fall or spring semester or the first two weeks of the summer session will receive no grade on the official transcript. A grade of "W" will appear on the student's record if the student officially withdraws after the third week of the fall or spring semester or after the second week of the summer session. The deadline for withdrawing is the last day of scheduled classes before the final exam period. Drop and withdrawal deadlines for short courses vary; contact Enrollment and Student Services for more information.

ENROLLMENT IN COURSES

CLASSIFICATION OF STUDENTS

The following are standards for the academic classification of students:

1. Freshman: A student who has completed fewer than 33 credits.
2. Sophomore: A student who has completed 33 or more credits.
3. Part time: A student carrying fewer than 12 credits a semester.
4. Full time: A student carrying 12 or more credits a semester.

COMPUTING THE GRADE POINT AVERAGE (GPA)

The GPA is computed by dividing the total grade points by the total hours attempted, in the following manner:

1. Grade points are computed by multiplying the number of credit hours available for an individual course by the grade point value assigned to the grade. For example, a three-credit-hour course with a grade of “C” = 6 grade points. (See page 9 for points awarded for each letter grade.)
2. The total number of grade points earned in all courses is divided by the total number of hours attempted. The result is the GPA.

COURSE LOAD

Full-time enrollment in a regular fall or spring semester (16 weeks in length) is 12 to 18 credit hours; in a summer session the normal course load is six to nine credit hours. An overload is more than 18 credit hours in a regular semester or more than nine hours in a summer session. Students wishing to take an overload must obtain written permission from the Registrar. To be eligible to take an overload, students must have a cumulative GPA of at least 2.5 with no grade lower than a “C” in any course in the previous semester.

COURSE SUBSTITUTIONS

In certain circumstances, courses in degree or certificate plans may be substituted with other courses so that students can complete their plans. In career developmental areas, SFCC may administratively substitute courses to meet changing workforce needs. In all other cases, a student must petition the appropriate division chair or designee for permission to substitute a course. Reasons for substitutions for courses include, but are not limited to, the following:

- Course availability
- A student’s individual educational goals
- Proficiency as demonstrated through portfolios, prior college-level course work or related job experience

CREDIT/AUDIT STATUS

Students may enroll in any given course for credit or for audit only if they have met the prerequisite(s) for the course. Students who enroll for audit attend classes but are not required to complete assignments; consequently, they receive neither grades nor credit. Courses that are audited cannot be used to fulfill prerequisites or corequisites.

CREDIT HOUR DEFINITION

Credit in courses offered by SFCC is awarded in terms of semester hours of credit. Each semester hour of credit in a lecture class requires a minimum of 750 minutes of instruction per semester; each semester hour of credit in a laboratory class requires a minimum of 1,500 minutes of instruction per semester.

DEAN’S LIST

Every fall and spring semester, full-time students who earn GPAs of 3.5 or higher are placed on the Dean’s List. To qualify for the Dean’s List, a student must have previously accumulated 12 credit hours (excluding AEST courses and courses numbered under 111) and have earned a GPA of 3.5 or higher for the given semester. A student who earns a grade of F (in a letter-graded or a pass/fail course) in the given semester is not eligible for the Dean’s List.

FULFILLMENT OF COLLEGE SUCCESS COURSE REQUIREMENT

New degree-seeking students with fewer than 12 credits of college-level coursework must take either HUDV 105 or HUDV 115 (based on CPE reading scores) or STEM 111 during their first semester at SFCC.

Students may waive this requirement if they have taken 12 or more college-level credits with a GPA of 2.0 or better; if they have a personal or professional resume demonstrating 3 or more years progressively responsible work experience; or if they are studying in an SFCC cohort program that does not require the course. If students do not meet these criteria and wish to challenge the requirement, they must meet with an Enrollment and Student Services adviser to discuss their options.

FULFILLMENT OF ENGLISH REQUIREMENT

Students seeking degrees or certificates requiring ENGL 111 Composition and Rhetoric must take this course within the first 20 hours of course work numbered 111 or higher (not including AEST courses).

FULFILLMENT OF PREREQUISITES

There are several ways students can fulfill prerequisites:

- They can demonstrate proficiency in English, mathematics and reading through placement testing via Accuplacer, WorkKeys or Course Placement Evaluation (CPE). Placement testing is free and available on a walk-in basis at the Testing Center. Study guides are available at www.sfccnm.edu/testing and in ESS.
- They can use SAT, ACT, AP or CLEP scores.
- They can use previous college course work. Students must earn a letter of grade of C or better in all courses they take as prerequisites. Courses taken for audit cannot be used to satisfy prerequisites.

A math course taken more than three years ago cannot fulfill a prerequisite for a subsequent math or science course unless a student can demonstrate proficiency. A math or science course taken more than five years ago cannot fulfill a prerequisite for other

courses. The college reserves the right to disenroll from a course or transfer to another level any student who does not meet the necessary course prerequisite or demonstrate skill-level mastery. Contact the Testing Center at (505) 428-1625 for more information on the assessment process and fulfillment of prerequisites.

GRADE OPTIONS

Two types of grades are issued at SFCC: midterm grades and final grades. Midterm grades are issued after midterm exams. They are intended to give students an indication of their progress in the course(s) they are taking; they are not part of a student’s permanent record and do not appear on the transcript. Final grades are based on the quality of work done in courses offered for credit. They appear on a student’s transcript and are used to calculate the grade point average (GPA). Letter grades are defined as follows:

Letter Grade	Description	Grade Points per Unit of Credit
A	Excellent	4
A-		3.67
B+		3.33
B	Good	3
B-		2.67
C+		2.33
C	Adequate	2
D	Inadequate*	1
F	Failing	0
P	Pass	

*D represents insufficient mastery for transfer credit or to satisfy core degree requirements, and it cannot be used to satisfy prerequisites.

Other

- Grades**
- AU** **Audit:** Students do not earn credit for audited courses. These courses are not computed in the GPA but are recorded on students’ permanent records. Courses taken for audit may not be used to meet prerequisites or corequisites.
- I** **Incomplete:** A grade of Incomplete may only be entered when the faculty member and student agree to remaining work to be finished and the time by which that work is to be submitted. Both the faculty member and the student sign a contract; if the work is not completed within the agreed upon deadline, not to exceed one year, the Incomplete grade is automatically exchanged with an “F”. If an instructor enters a grade of Incomplete, he or she must submit appropriate documentation (available in the division) to the Registrar’s Office.
- IP** **In Progress:** The course has not ended by the time grades are submitted.

- W** **Withdrawal:** A grade of W is given to students who officially withdraw from a course or all courses after the third week of a regular semester or the second week of a summer session but before the start of final exam week.
- P/F** **Pass/Fail** (selected courses only): P = grade of C or better. Students earn no honor points, but they do earn credit. These courses are not computed in the GPA. Credit hours are counted toward graduation. Courses approved for this option are labeled as such in course descriptions.
- PR** **Progress** (selected developmental courses only): This grade indicates that a student has made progress but has not met the achievement requirements of the course and is not able to advance to the next-level course. No honor points are earned, and the credit is not computed in the GPA, nor is it counted toward graduation. Students may earn a progress grade twice, after which time they must earn a letter grade: A, B, C, D or F. Courses approved for this option are labeled as such in course descriptions.

INSTRUCTOR-INITIATED WITHDRAWAL

Instructors may, but are not required to, initiate the withdrawal of a student (IIW) from their classes until the submission of final grades. IIW forms are available in the instructional divisions.

PROBATION AND ACADEMIC SUSPENSION

Students will be placed on academic probation at the end of any semester in which their cumulative GPA (based on at least 16 semester hours of all coursework attempted) is less than 2.0. Probation is an emphatic warning that the quality of work must improve if the student is to attain the required GPA for graduation.

Students on probation at SFCC may continue to enroll provided they maintain a semester GPA of 2.0 or higher. Otherwise, they are subject to suspension. No student on probation will be allowed to take more than 12 credit hours during a regular semester or six credit hours during a summer session, except by permission of the Vice President for Academic and Student Affairs. The student remains on probation until the cumulative GPA is raised to at least 2.0.

Students serving a probationary semester are subject to academic suspension at the close of that semester if, based on at least 36 hours of all coursework attempted, their cumulative GPA is less than 2.0. Academic suspension means that a student may not enroll in courses at SFCC for a specified time. The duration of an initial suspension is one semester; the duration of any subsequent suspension is two regular semesters. After the specified time has elapsed, the student will be placed on probation and will be subject to the requirements listed under probation and/or suspension.

ENROLLMENT IN COURSES

REPEATING COURSES

In most cases, students may repeat any course without special permission. Both course enrollments and both grades will appear on the transcript, but only the last grade earned will be used to calculate the cumulative GPA. When there is a difference of credit hours, the value of a repeated course will be used for the purpose of calculating the cumulative GPA and in determining the satisfaction of degree requirements. A student who fails a prerequisite course must pass the course before enrolling in any course for which it is a prerequisite. If a student in their final semester fails a course in which a passing grade was previously earned, the grade of F will be waived in favor of the higher grade earned.

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.

SCIENCE LAB COREQUISITE WAIVER/WITHDRAWAL

Students who wish to register for science classes must register for the corequisite labs. The only exception is when students have previously earned a "C" or higher in either the lab or lecture portion. In that case, students do not have to register for the portion of the course that they have completed successfully. The lab and lecture portions of the class will be graded as two separate classes. Students who desire to withdraw from a science course or change to audit must withdraw from or change to audit in both the lab and the lecture sections. In exceptional cases, students may withdraw from either the lab or the lecture section only, with the permission of the science department chair and in consultation with the instructor. Students must have completed a substantial percentage of the lab and lecture requirements before this option will be considered.

STUDENT APPEALS

For further details about any student appeal process, students should refer to the Student Handbook.

Academic Appeals

To make an academic appeal, a student should take the following steps:

1. The student must first present a grievance in writing to the faculty member involved. The faculty member either approves or denies the appeal.
2. If the written grievance is not resolved at this level, the student may then present the grievance to the appropriate Dean or Assistant Vice President.
3. If the grievance is still not resolved, the student may then present the grievance in writing to the Vice President for Academic and Student Affairs or the Assistant Vice President for Academic Support and Student Retention.
4. If the grievance is not resolved at this level, the student may then request a review of the grievance by the Student Academic Appeals Committee. This

request must be in writing and filed with the chairperson of the Student Academic Appeals Committee within 30 days after the incident. The decision of the Student Academic Appeals Committee is final.

For further details, the student should refer to the Student Handbook.

Grade Appeals

Only a student or an instructor may initiate a request for a change of grade, and such a change must be initiated within the first academic year after the grade is given. To make a grade appeal, the student should take the following steps:

1. The student must appeal to the instructor for a grade change.
2. If the matter is not resolved, the student may then appeal to the appropriate department chair.
3. If the matter is not resolved by the department chair, the student may then appeal to the appropriate Dean, or Assistant Vice President, who will mediate the appeal.
4. If the grievance is not resolved by the Dean or Assistant Vice President, the student may then appeal to the Vice President for Academic and Student Affairs or the Assistant Vice President for Academic Support and Student Retention, who will review the appeal and make a recommendation.
5. If the student wishes to appeal the recommendation of the Vice President for Academic and Student Affairs or the Assistant Vice President for Academic Support and Student Retention, he or she must then submit a "Grade Appeal Form" to the Student Academic Appeals Committee. The decision of that committee is final.

Suspension Appeals

The appeal process for a student who has been suspended by SFCC or by another college is as follows:

1. The student must appeal to the registrar, who will approve or deny the appeal.
2. If the appeal is denied, the student may then appeal to Vice President for Academic and Student Affairs or the Assistant Vice President for Academic Support and Student Retention, who will approve or deny the appeal.
3. If the appeal is denied by the Vice President for Academic and Student Affairs or the Assistant Vice President for Academic Support and Student Retention, the student may then appeal to the Student Academic Appeals Committee as follows:
 - a. The student must present a written appeal providing a complete statement of the student's case to the registrar for transmittal to the Student Academic Appeals Committee.
 - b. The student may either present the case to the committee in person or permit the appeal to be heard on the basis of written documentation only.
 - c. Hearings dealing with suspension from SFCC will be scheduled prior to registration and will occur no later than the second day of instruction.

The decision of the Student Academic Appeals Committee is final. If the committee decides to readmit a suspended student, the admission status will be probationary.

Nonacademic Appeals

Student appeals of a nonacademic nature must be brought before the Assistant Vice President for Academic Support and Student Retention for resolution, provided that no other procedure exists.

TEMPORARY GRADES

I – Incomplete

An “I” is given for work such as a final exam that was not completed due to circumstances beyond the student’s control, such as medical or family emergencies. The following regulations apply to the “I” grade:

1. Along with the final grade sheet on which the Incomplete appears, the instructor will submit a form called a “support document for submission of Incomplete” to the Registrar’s Office. Information on this form will include the requirements that the student has yet to fulfill and the deadline for completion agreed upon by the student and the instructor.
2. A student has a maximum of one year to complete work required for changing the Incomplete to a letter grade. The instructor may specify a shorter time at his or her discretion.
3. To have a grade of Incomplete changed, a student must complete the work in a manner acceptable to the instructor and by the agreed deadline, as stated on the form.
4. A grade of Incomplete that is not changed within one calendar year will automatically become an “F”, and this change of grade will be recorded on the student’s permanent record. Any grade obtained in place of the “I” will be recorded and averaged into the student’s cumulative GPA.
5. In no case is a grade of Incomplete used to avoid the assignment of “D” or “F” for marginal or failing work.

IP – In Progress

This grade indicates that a course is in progress but not completed. The following regulations apply to the “IP” grade:

1. When the course is completed, the grade of completion replaces the “IP” grade.
2. The student has a maximum of one year from the time of registration to complete the course.
3. An “IP” grade not changed to a grade of completion within one year of registration will automatically become an “F” on the student’s permanent record.
4. Courses with an “IP” grade will not be counted toward attempted or earned credits until the grade of completion is assigned.

VERTICAL/HORIZONTAL TRANSFER

Instructors of skill-based courses who determine that a student is not at an appropriate course level may recommend that the student transfer to a higher-level or lower-level course. The vertical transfer is done only at the recommendation of the instructor. If the student is moving down a level, the transfer must take place within the first four weeks of a regular semester or the first two weeks of a summer session or short course. If the student is moving up a level, the transfer must take place within the first two weeks of a regular semester or the first week of a summer session or short course. A horizontal transfer to a course at an equivalent level must take place within the first four weeks of a regular semester or the first two weeks of a summer session or short course.

WAIVERS OF PREREQUISITES FOR COURSES OTHER THAN ENGLISH OR MATHEMATICS

A student may be permitted to waive a prerequisite based on demonstrated mastery of skills. A student must petition the appropriate department chair or designee for permission to waive a prerequisite. Waivers are based on portfolio demonstrations, prior college-level course work or related job experience.

FINANCIAL AID

FINANCIAL AID PHILOSOPHY

The Financial Aid Office is responsible for the administration of financial aid and financial counseling. This office attempts to provide as much assistance as possible through grants, scholarships, loans and part-time employment. While the primary responsibility for the costs of education belongs to students and their families, if the family contribution toward educational costs is insufficient, financial aid will be made available whenever possible.

DETERMINATION OF FINANCIAL AID

The amount of financial aid a student can receive is based on his or her demonstrated financial need. Federal regulations define need in the following formula:

$$\frac{\text{Cost of Attendance} - \text{Expected Family Contribution (EFC)}}{\text{Financial Need}}$$

Expected Family Contribution is the amount the federal government has determined a student and his or her parents can reasonably be expected to contribute to the student’s education.

FINANCIAL AID

ELIGIBILITY FOR FINANCIAL AID

To be eligible for grants, loans and work study at Santa Fe Community College, a student must meet federal and institutional eligibility requirements by completing a Free Application For Federal Student Aid (FAFSA) or contact the Financial Aid Office at (505) 428-1268. Students can file electronically at www.fafsa.ed.gov.

FINANCIAL AID PROGRAMS

The programs administered by the Financial Aid Office are:

- The Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New Mexico Student Incentive Grant (NMSIG)
- New Mexico Lottery Success Scholarship
- New Mexico Legislative Scholarship
- Federal Work-Study (FWS)
- New Mexico Work-Study (NMWS)
- Federal Stafford Subsidized Loan (FSSL)
- Federal Stafford Unsubsidized Loan (FSUL)
- Federal Parent Loan for Undergraduate Students (PLUS)
- New Mexico Nursing Loan and Scholarships

SANTA FE COMMUNITY COLLEGE'S INSTITUTIONAL CODE FOR FILING THE FAFSA IS 016065.

FEDERAL REQUIREMENTS

Students must:

- Be enrolled as a regular student in an eligible degree program with credit courses only.
- Be enrolled at least half-time.*
- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or a GED diploma (submitted to the Registrar's Office).
- Not be enrolled in elementary or secondary school.
- Be making satisfactory academic progress (see section under Satisfactory Academic Progress).
- Not be in default on a Title IV loan.
- Not owe a repayment on Title IV grants at any institution.
- Be registered with the Selective Service, if required.
- Not have borrowed in excess of annual or aggregate loan limits on a Perkins, Stafford, PLUS or SLS loan or an Income Contingency Loan (ICL).
- Not have federal benefits suspended or terminated as a result of a drug conviction.
- Meet financial need and other program-specific eligibility requirements.

* Students enrolled on less than a half-time basis may be eligible for certain types of financial aid; contact the Financial Aid Office for details.

VERIFICATION

Any student's file may be selected for verification, in which case that student may be required to submit additional documents to verify what was reported on the financial aid application. The financial aid file will not be complete until that verification is concluded. Students are reminded to visit the Financial Aid Office to make any Student Aid Report (SAR) correction that may affect their eligibility for financial assistance.

FINANCIAL AID AWARDS

Financial aid recipients receive a letter of award notifying them of their eligibility for aid. Contact the Financial Aid Office with questions regarding awards and with notification of any changes due to enrollment, other awards or requests for additional funding. Call (505) 428-1268.

STUDENT LOANS

Loan applications and eligibility information are available in the Financial Aid Office. Students must complete a financial aid form to be considered for a loan. Students may apply for financial aid using the Free Application for Federal Student Aid (FAFSA) available at the Financial Aid Office or they can complete the application online at www.fafsa.ed.gov. The application process usually takes three to four weeks. Financial aid applications are accepted until April 30 of the award year, which runs from August through May. Awards to eligible applicants who apply late will be based on availability of funds. Limited summer aid is available. Check with the Financial Aid Office for deadlines or additional documentation.

DISBURSEMENTS

Financial aid funds are disbursed in multiple payments each semester. Funds are disbursed as follows: 50 percent of the funds in the fall and 50 percent in the spring.

Fall semester: September-October

Spring semester: February-March

Actual dates appear in the student's letter of award.

GENERAL FINANCIAL AID POLICIES

It is the student's responsibility to become familiar with both financial aid and Santa Fe Community College regulations and policies concerning withdrawals, incomplete grades, repeats, degree plan requirements and any other policies that may affect educational benefits. The Student Financial Aid Handbook, a policy and procedure manual, is available in the Financial Aid Office for students to review.

SECOND DEGREE

Students are allowed to seek a second degree while on financial aid. See quantitative progress standards for eligibility.

CHANGES IN ENROLLMENT STATUS

If a student drops or withdraws from any class prior to the disbursement of a Pell Grant check, the check amount will be adjusted to reflect the changes in enrollment. Students on any form of financial aid who are planning to drop to less than a half-time course load or withdraw completely are required to visit the Financial Aid Office for approval. The Registrar's Office will not process a drop or withdrawal request until this step is complete. Students who withdraw from all courses may not be eligible for financial aid.

Students taking online courses can be considered for financial aid. To qualify, these courses must be completed during the same semester in which the award and disbursement are made. Students who do carry a course into the next semester must notify the Financial Aid Office; credit hours for that course cannot be counted for financial aid.

TUITION REFUND POLICY – FINANCIAL AID

Students on financial aid are subject to a separate tuition refund policy.

FINANCIAL AID REPAYMENT

Students who withdraw from classes may be required to repay financial aid. Students who decide to withdraw after the beginning of a semester are responsible for contacting the Financial Aid Office prior to official withdrawal. The Financial Aid Office will determine how the student's awards are affected and any amount that has to be repaid. Do not assume that you are automatically dropped or withdrawn from a course for non-attendance or non-payment.

FINANCIAL AID REFUND

Students who withdraw from classes after the receipt of aid and are entitled to a refund of their educational expenses may have to return a portion of the refund to the financial aid programs. The college will calculate the refund based on the greater of SFCC's refund policy or the prorated refund policy used by the Financial Aid Office. Please refer to the SFCC Financial Aid Handbook for more information.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. SFCC's Financial Aid Office reviews academic transcripts each semester. All terms of attendance are reviewed (Fall, Spring and Summer), including periods during which a student did not receive financial aid. Students will be placed on financial aid probation or financial aid suspension if they do not meet the following requirements:

1. **Qualitative Progress:** Students must maintain a grade point average of at least 2.0 (C average) for each semester as well as cumulatively. Grade point values for financial aid eligibility are: A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, D=1.0, F=0. Withdrawal (W) and Audit (AU) do not carry quality points and are not used to determine grade point average.
2. **Incremental Progress:** Students must complete a minimum number of credit hours each term, equal to 75 percent of all course work for which the student initially enrolled. Any course in which the student earns a grade of withdrawal (W), incomplete (I), progress (PR) or audit (AU), and alternative courses that exceed a semester in length are not considered to be completed coursework.
3. **Quantitative Progress:** Students must complete a program within a maximum number of credit hours. The maximum timeframe for completing a program must be less than 150 percent of the credit hours required in that program. Financial aid will not be considered for students who have exceeded the timeframe (usually about 90 credit hours) unless approval has been granted by the Financial Aid Appeals Committee. Students who have at least one credit hour of eligibility at the time of their review may receive aid for an additional term. Preparatory hours (those in developmental or remedial courses) are excluded from this calculation. Repeat courses, incompletes and withdrawals, however, are included in the maximum timeframe. Current students seeking a second degree must adhere to the same maximum timeframe required of other financial aid recipients.

FINANCIAL AID CONTINUING ELIGIBILITY REQUIREMENTS**Financial Aid Probation**

Financial aid probation results when a student has not met satisfactory academic progress for the semester in review. Students are placed on probation for not maintaining at least a 2.0 grade point average or not completing at least 75 percent of all coursework at SFCC. Students on financial aid probation are still eligible to receive financial aid the next semester of enrollment (a current FAFSA must be on file), but aid for the term following the period of probation will not be considered until final grades for that term have been posted and satisfactory academic progress has been reestablished.

Students who are on financial aid probation or who have had their financial aid reinstated may continue to receive financial aid. SFCC reserves the right to limit the number of times a student may be on probation, after which aid will be denied. Financial aid probation occurs when:

- A student who has not previously attempted college credits does not meet qualitative progress and/or incremental progress guidelines at the end of his or her first semester; or when
- A student's previous college record does not meet qualitative progress guidelines at the time he or she applies for financial aid. Such students may be placed on financial aid probation for their first term of financial aid.

FINANCIAL AID/GRADUATION

FINANCIAL AID SUSPENSION

Financial aid is suspended when a student has not met satisfactory academic progress standards for two consecutive semesters or did not meet a financial aid probation requirement. Those who withdraw from all of their courses also will be placed on suspension. SFCC reserves the right to limit the number of times a student may be on suspension, after which aid will be denied.

Students who are on SFCC financial aid suspension are not eligible for further financial aid. Such students may appeal their status by following the steps outlined under “Financial Aid Appeal Process.”

Financial aid suspension occurs when a student does not maintain satisfactory academic progress while on financial aid probation.

FINANCIAL AID APPEAL PROCESS

Students have the right to appeal a decision affecting the assignment of financial aid. Students who wish to appeal may submit a written request to the director of financial aid stating the reasons for not maintaining satisfactory academic progress and the type of progress being appealed, including qualitative progress, incremental progress or quantitative progress. The director will submit that written request to the Financial Aid Appeals Committee at the beginning of the semester for which aid is being appealed. Quantitative Progress Appeals are reviewed by the next level of Appeal Groups, usually the VP of Administration.

Upon receipt of the written appeal, the Financial Aid Appeals Committee will review the student’s petition and determine what action to take. Appeals usually are reviewed within a week after submission.

The committee will notify the student of its decision in writing, or the student may come by the Financial Aid Office for the results. Deadlines for appeals and the committee’s proposed meeting dates are posted in the Financial Aid Office at the beginning of each semester.

RE-ESTABLISHING ELIGIBILITY

A student can re-establish financial aid eligibility by attending SFCC without aid for a semester and completing at least six credit hours with a 2.0 GPA or better during that time. Students also may submit another appeal to the committee explaining extenuating circumstances. Pell payments will not be made retroactively.

READMITTED STUDENTS

Students being readmitted to SFCC are still required to submit an appeal for financial aid.

SCHOLARSHIPS

SFCC offers many types of scholarships. All are competitively awarded, with preference given to those students who meet or exceed the minimum qualifications and who submit completed applications within required timeframes. Students must be residents of New Mexico to be considered for an SFCC scholarship, though some scholarships also exist for immigrant students. A FAFSA is required for scholarship eligibility.

Specific scholarship descriptions and eligibility criteria are provided in the SFCC Student Financial Aid Handbook and on the Financial Aid Web site at www.sfccnm.edu/sfcc/pages/25.html. New SFCC students, high school graduates, GED completers, scholastic achievers, working students and adult learners are especially encouraged to apply. For information, call (505) 428-1268.

REGULATORY CHANGES

The federal regulations and procedures for financial aid change frequently. All financial aid information is subject to change without prior notice. Students are advised to remain informed and to seek advice on changing regulations. They are encouraged to discuss their enrollment, planned enrollment changes and issues of student eligibility with the Financial Aid Office as part of its decision-making process. For information about financial aid, call (505) 428-1268.

GRADUATION

GENERAL REQUIREMENTS

To be eligible to receive a degree or certificate from SFCC, students must meet the following requirements as well as those listed under the specific program they wish to pursue.

1. The student must maintain an overall cumulative GPA of 2.0 or higher and must complete all required coursework. No course numbered below 111 or bearing the AEST designation is acceptable for graduation credit.
2. A grade of C or better is required for core and related requirements and is strongly recommended for all general studies requirements.
3. Transfer credits may be used toward graduation requirements as recommended by the faculty, with the following requirements and/or guidelines:
 - a. Residency requirement: Transfer students must earn at least one-quarter of the total number of required credit hours (nine credit hours minimum) for the degree or certificate at SFCC. This shall include a minimum of one-quarter of the core requirements.
 - b. Technical or occupational courses accepted in transfer may, with the approval of the appropriate dean, be substituted for SFCC course

PAYMENT CONSIDERATIONS

PAYMENT DEADLINES

Check the schedule of classes for payment deadline information.

PAYMENT METHODS

1. In person
2. By mail (make sure to meet deadlines)
3. By phone (credit card only)
4. Drop-off (credit card and checks)
5. By fax (credit card only)
6. Online (credit card only) at www.sfccnm.edu

PAYMENT OPTIONS

1. Cash (including money orders)
2. Check
3. Credit card: Pay by phone at (505) 428-1211
4. Third-party sponsorship
5. Employee tuition scholarship
6. Financial aid (including acceptable pending awards)
7. College's deferred payment plan

Cashier's Office hours are: Monday through Friday, 7:30 a.m. to 5 p.m.

The cashier accepts: Cash, postal money orders, personal checks with ID, credit card (Visa, MasterCard, American Express and Discover) and official employee or government authorization.

PAYMENT POLICIES

If a third party (such as an employer or a government agency) is paying a student's tuition and fees, the student must provide a copy of the assignment at the Cashier's Office at the time of registration or by 5 p.m. by payment deadline date.

Additional charges incurred due to changes made during the add/drop period are due the day the changes are made unless other payment arrangements have been made through the Financial Aid Office, or the student has submitted a third-party authorization that covers the changes.

All debts to SFCC must be paid in full before graduation, including the graduation fee that is due when graduation forms are filed.

requirements. Such work might not apply toward courses in a major or toward general education requirements.

- c. A GPA for all courses accepted in transfer and for those used to meet graduation requirements must equal 2.0 or more.
4. The student must submit a "Petition to Graduate" to the registrar. The following are the deadlines for submittal:

2007-2008

Semester	Deadline
Summer 2007	June 1, 2007
Fall 2007	September 15, 2007
Spring 2008	February 1, 2008
Summer 2008	June 1, 2008

The student graduates in the semester in which all graduation requirements are completed, even though there may not be a graduation ceremony scheduled for that semester.

5. All debts to the college must be paid in full before graduation, including the graduation fee, which is due with the Petition to Graduate Form.

GRADUATION WITH HONORS

Students who have completed at least 25 percent of their required coursework at SFCC and whose cumulative GPA falls within a certain range will graduate with honors. A notation to that effect will appear on the student's transcript. Honors categories are as follows:

3.50 to 3.74	With Honors
3.75 to 3.99	With High Honors
4.00	With Highest Honors

SUBSEQUENT DEGREES AND CERTIFICATES

A student who has earned an associate degree from SFCC and wishes to pursue another SFCC degree must earn at least 15 additional credits over and above the general studies requirements in the subsequent degree plan.

To qualify for an additional certificate, a student must earn at least nine more credits than those required to earn the previous certificate.

PAYMENT CONSIDERATIONS

PAYMENT PROCESS				
Payment Type	Method	Where	When	How
Paying in full	In person	Cashier's Window	Mondays through Fridays 7:30 a.m. to 5 p.m.	Cash, money orders, personal checks with ID, credit card (Visa, MasterCard, American Express and Discover) and official employer or government agency authorization.
Paying in full	In person	Drive-up, drop-off box (across from main entrance) or Drop-off slot at the Cashier's Window or Drop-off slot at the Fitness Center	Mondays through Fridays 5 a.m. to 10:30 p.m. Saturdays and Sundays 5 a.m. to 8 p.m. College operating hours Mondays through Fridays 8 a.m. to 10 p.m. Saturdays and Sundays 8 a.m. to 8 p.m.	Check or credit card information. Complete a payment form and drop it off with your payment. Forms are available at www.sfccnm.edu , at the Cashier's Office and at the drive-up, drop-off box. If payment forms are unavailable, include a note with your name, student ID number, credit card information and signature.
Paying in full	By phone	Cashier's Office call (505) 428-1211	Mondays through Fridays 7:30 a.m. to 5 p.m.	Student ID number and PIN (month and year of your birth) and credit card information. For information about the telephone registration system, see the schedule of classes.
Paying in full	By fax	Cashier's Office call (505) 428-1454	Anytime	Student ID number, name, credit card information and signature.
Paying with SFCC's deferred payment plan	In person	Financial Aid Office and Cashier's Office	Mondays through Fridays 7:30 a.m. to 5 p.m.	By signing a deferred payment plan contract in the Financial Aid Office and paying the non-refundable \$15 set-up fee, students can pay 40 percent during business hours on the day they register for classes and pay the balance in two equal payments within the next 60 days. Pick up a form at Financial Aid Office, fill out the form, sign it and then take the form to the Cashier's Office.
Paying with financial aid	In person	Financial Aid Office	Mondays through Fridays 8:30 a.m. to 4:30 p.m.	Complete all financial assistance paperwork in time and submit your official award letter.
Paying through a third-party sponsor	In person, by mail or by fax	Cashier's Office	See "Payment Policies" below	Provide a letter or purchase order from the sponsor indicating willingness to pay. Letter must include student name, student ID and an itemization of the charges that the sponsor is willing to pay (tuition, fees and books).

PAYMENT REFUNDS

To receive a refund of tuition or related charges, students must first drop a course or withdraw completely from the college by notifying Enrollment and Student Services in person, by written notice, or by dropping the course online. The request for refund must be addressed to Enrollment and Student Services, SFCC, 6401 Richards Ave., Santa Fe, NM 87508. Be sure to include your student ID number and classes you wish to drop, or indicate if you are withdrawing completely. Written notices can be mailed or faxed to (505) 428-1468.

Class withdrawal requests cannot be processed by phone.

Refunds are mailed to the student’s address of record. If a student paid by credit card, a refund will be credited back to the credit card. Any refunds of third-party sponsorship payments will be refunded to the third-party sponsor.

Allow three to four weeks for processing.

Students who receive financial aid and plan to withdraw from SFCC completely after classes start should check with the Financial Aid Office. Repayment of federal funds may be required.

Students are refunded tuition and charges according to the following schedule, based upon the date that the student’s notice is received in Enrollment and Student Services.

Length of Course	When SFCC receives the student’s withdrawal form	Percent of refund student receives
For full-semester courses (16 weeks long)	Through the third Friday of the semester After the third Friday of the semester	100 No refund
For courses 10 to 15 weeks long	Through the third week of classes After the third week of classes	100 No refund
For courses six to nine weeks long	Through the second week of classes After the second week of classes	100 No refund
For courses one to five weeks long	Through the second day of class After the second day of class	100 No refund
For courses less than one week long	If classes have begun	No refund

Note: Class weeks begin on Saturdays and end on Fridays.

TUITION AND FEE CHARGES *Note: Tuition and Fees are subject to change.*

TUITION RATES		
Residency Status for Tuition Purposes	Charge Per Credit Hour	
	Early Bird	Regular
Out-of-State	\$70.00	\$77.50
In-State		
Out-of-District	\$39.00	\$43.00
In-District	\$29.00	\$32.30
Senior Citizen (six or fewer hours/space available)	\$5	

FEE SCHEDULE		
Type	Amount	
Mandatory	Service fee	
	Early Bird	\$3.40 per credit hour
	Regular	\$3.80 per credit hour
	SGA	\$1.00 per credit hour
Course/ program fees	Distance education fee	As indicated by course
	Laboratory fees	
	Program fees	
	Supply fees	
Special service fees	Deferred payment plan set-up fee (non-refundable)	\$15
	Fitness Center pass	\$30 per five visits
	Fitness Center locker rentals	\$5 per semester
	GED test fee	\$20 per test
	Graduation fee	\$15 per degree/certificate
	Third-party proctoring	\$25 per testing session
	Penalty fees	Dishonored check/charge
Student ID card replacement fee		\$10

PAYMENT CONSIDERATIONS/PROGRAMS AND SERVICES

PAYMENT SANCTIONS FOR DELINQUENT ACCOUNTS

Students who have delinquent accounts will be denied privileges and services available to enrolled students who are in good financial standing. This includes the college and its affiliates, including but not limited to the New Mexico Educational Assistance Foundation. Students with delinquent accounts will be subject to sanctions that withhold the following:

- Future registrations
- Readmission
- Transcripts
- Deferred payment participation
- Child-care services
- Special services such as tutoring and ADA assistance
- Locker rentals
- Other services offered by the college

RESIDENCY FOR TUITION PURPOSES

Residency status in public institutions of higher education in New Mexico is governed by Section 21-1-3 NMSA 1978 comp, and is not controlled by any other public official's recognition of claimed legal residence such as voter registration. Out-of-state residency status at SFCC does not change until an in-state residency application is submitted to the SFCC Enrollment and Student Services and proof of established in-state residency is provided. The college's district is identical to the Santa Fe Public School District and includes but is not limited to the towns of Cerrillos, Galisteo, Glorieta, La Cienega, Lamy, Madrid, Santa Fe and Tesuque. Questions concerning residency for tuition purposes or attendant legal procedures should be directed to Enrollment and Student Services at (505) 428-1270.

- **Out-of-state residents taking more than six credits per semester**
All credit hours taken are subject to out-of-state tuition rates for students who have not established New Mexico residency.
- **Out-of-state residents taking six credits or fewer per semester**
All credit hours taken are subject to in-state/out-of-district rates for students who are out-of-state residents but taking six credits or fewer per semester.
- **In-state/out-of-district residents**
Students are eligible for in-state/out-of-district tuition rates if they have established New Mexico residency for tuition purposes and reside outside the college's district.
- **In-state/in-district residents**
Students are eligible for in-state/in-district tuition rates if they are residents of New Mexico for tuition purposes and reside within the college's district.

- **Senior citizens who are New Mexico residents taking more than six credits**
State law requires students aged 65 or older who are enrolled in more than six credit hours to pay the standard tuition rate for all credit hours based on their residency for tuition purposes.
- **Senior citizens taking six or fewer credits**
Students 65 or older and enrolled in six or fewer credit hours are eligible for special senior citizen rates.
- **Armed Forces**
Members of the armed forces of the United States, their spouses and dependent children, and members of the armed forces of a foreign country assigned to active duty in the state of New Mexico who otherwise would be classified as non-residents for tuition purposes are eligible for in-state/in-district or in-state/out-of-district tuition rates if they present to Enrollment and Student Services appropriate proof of armed forces membership (or U.S. armed forces dependency) and duty assignment.

PROGRAMS AND SERVICES

ACADEMIC ADVISING

Academic advising is provided to all students to help them establish and attain their educational goals, including planning the most appropriate course selection at a pace that will allow them to progress successfully. In most cases, students must meet with their advisers and obtain approval before registering for courses.

Students will be advised to take courses that help meet their specific needs to fulfill general education requirements until they have declared a degree.

Students who have declared degrees should schedule appointments with degree/departmental counselors to ensure the best use of their time and the most efficient application of coursework.

Students who enter SFCC with credits from another institution should have all official transcripts sent to SFCC's Registrar's Office and they should declare majors and meet with departmental advisers who will determine how previously earned credits will be applied.

ADULT BASIC EDUCATION

The Adult Basic Education (ABE) program provides free instruction to area residents in basic reading, writing, mathematics, GED preparation, job-readiness skills and English as a second language. ABE instruction is offered on an independent study basis and at classes throughout the Santa Fe area.

ABE works with Literacy Volunteers to provide services to students whose skills are below the sixth-grade level. For information, call (505) 428-1356.

AUTODESK TRAINING CENTER

SFCC is recognized by Autodesk as a Premier Authorized Training Center. An ATC® is the absolute best choice for Computer-Aided Drafting and Design courses, tailored to meet the needs and challenges facing today’s design professionals.

The SFCC Autodesk Authorized Training Center offers many benefits:

- Quality monitored and maintained for consistency by Autodesk
- Instruction based on courseware from Autodesk
- Highly qualified and knowledgeable instructors who are up-to-date on Autodesk’s latest technology
- Dedicated workstations within state-of-the-art training facilities
- Classes offered at the appropriate skill level to meet your needs
- A recognized Letter of Qualification

We build our classes around courseware from Autodesk designed specifically to fit learning needs and offering the appropriate skill level in products such as AutoCAD®, AutoCAD LT®, Autodesk® Architectural Desktop, Autodesk® Civil Design, Autodesk® Inventor, Autodesk® Land Desktop, Autodesk® Raster Design, Autodesk® Revit, Autodesk® Survey, and Autodesk® VIZ.

These classes are offered both for credit and non-credit seeking learners. Look for college credit granting courses under the ACAD course cluster and for professional development hours in the Continuing Education schedule. For more information, contact our ATC® Manager at (505) 428-1332.

CAREER SERVICES

Career Services helps students and community members connect to employers and explore career options. Services include skill and interest assessments, education and training research, part-time and full-time off-campus employment referral, resumes and cover letters, coaching for job searches, interviewing and follow-up, opportunities to try out careers and meet employers through volunteering and internships, a Web-based job bulletin board, on-site job fairs, individual consultation, classroom presentations, connections to appropriate departments and community programs, collaboration with NM Department of Labor, occupational outlook and labor market trend information, flexibility, accessibility, and enthusiasm.

Call (505) 428-1406 or visit room 201H with questions or requests.

COLLEGE FOR WORKING ADULTS

College for Working Adults (CWA) is a unique program for adults who have full-time work and/or family responsibilities. Through a curriculum developed specifically for busy adults, students can earn associate degrees in just two and a half years while working full time. The course work is divided into 11-week blocks, rather than the usual 16-week semesters. Each block consists of:

- A discussion/lecture course that meets once or twice a week;

- A blended online course that students participate in at their convenience each week plus weekly classroom sessions; and
- A Saturday class that meets five Saturdays per block.

Students take three courses totaling nine credit hours per block and can complete 27 credit hours in the first year while attending classes a total of only 33 weeks.

The weekly lecture courses are offered off-campus at the Montoya Building and other workplace sites. The Saturday classes are held on the SFCC campus.

The College for Working Adults program offers associate in arts (AA) degrees in business administration, human services and teacher education.

The AA in business administration is designed for students who want to pursue bachelor’s degrees in business administration. This degree requires coursework in both the liberal arts and business. For information, call (505) 428-1617.

CONNECTING TO COURAGE

A model for building resiliency by helping young people connect with family and community and say no to violence, alcohol, tobacco and drugs. This program is funded by the Behavioral Health Services Division of the New Mexico Department of Health and serves Pojoaque Valley Schools. For more information, call (505) 428-1606.

CONTINUING EDUCATION AND CUSTOMIZED TRAINING

Continuing Education

Santa Fe Community College offers many personal enrichment and professional development classes to meet the interests of the area’s varied population. Continuing Education classes are described in the division’s schedule, published three times per year. The classes are held on the SFCC campus, as well as at locations throughout the city. Some of the popular topics include fitness, home and garden, languages, and crafts. For information, call (505) 428-1676.

Customized Training

SFCC offers customized training to meet the unique needs of local employers in business, industry, nonprofit and public-sector agencies and organizations. Customized courses and programs can be offered for either credit or non-credit on many topics, such as computer skills, strategic planning, technical writing, and workplace Spanish. Courses can be delivered at the client’s location as well as at the college. The college has state-of-the-art computer labs and conference facilities, and hires instructors who are experts in their fields. Customized training offers a cost-effective way to increase productivity and effectiveness. The professional staff at SFCC is available to meet and discuss training needs. For information, call (505) 428-1388.

Teamwork-in-Action

Using experience-based training and development, Teamwork in Action helps organizations achieve results. Training takes place in classrooms, at conference centers, or on SFCC’s state-of-the-art Challenge Course. Located on more than 20 acres, the

PROGRAMS AND SERVICES

Challenge Course is the largest ropes course in the Southwest. For information, call (505) 428-1637.

COUNSELING AND SPECIAL SERVICES

Counseling

The role of professional counselors in the Santa Fe Community College setting is to contribute to student development in three counseling dynamics: academic/degree planning, career decision making and personal/social growth. Professional counselors are uniquely qualified to address these and a multitude of issues faced by college students while upholding the confidentiality standards of the profession. In addition, counselors maintain accurate referral sources to outside agencies as a resource for students. Licensed professional counselors are assigned to each academic division and are available to provide services to students in the following areas:

Academic/Degree Planning

- Receive detailed degree advising
- Review your transcript and complete a degree plan
- Review your current academic progress
- Discuss course options for next semester
- Discuss academic concerns

Career Decision Making

- Discuss interests and goals
- Look at career development materials
- Formulate an educational plan to meet career goals
- Take an interest inventory
- Learn more about careers

Personal/Social Growth

- Discuss personal concerns
- Learn stress and time management skills
- Resolve conflicts with family, friends or co-workers
- Reduce test anxiety
- Overcome feelings of depression or anxiety
- Referrals to community mental-health providers
- Scheduling an appointment prior to registration will help you formulate a plan of action to achieve your educational and career goals. Meeting with the counselor in your division will ensure that you are taking the appropriate courses for your degree plan.

Special Services

Qualified SFCC students with disabilities have access to additional services through the Special Services Office located in the Enrollment Center. SFCC follows the guidelines outlined in the ADA (Americans with Disabilities Act), which requires institutions of higher education to provide “reasonable accommodations” to qualified individuals with documented disabilities, provided that the accommodations do

not create an undue hardship on the institution. An undue hardship refers to any accommodation that would be unduly costly, extensive, substantial, and disruptive or that would fundamentally alter the nature of the course or program.

Services in our department include academic advising, assistive technology, supplemental tutoring, ASL (American Sign Language) interpreter service as well as testing/classroom accommodations such as extended test time and note-taking.

Students with disabilities are encouraged to contact the Special Services Office to make an appointment to discuss educational plans. These plans help clarify students’ educational and career goals and identify appropriate accommodations. Special Services will respond to each student’s accommodation request based on the disability documentation submitted by the student.

After a student has registered with Special Services, he/she is responsible for requesting specific accommodations with sufficient lead time. Please refer to the following chart when making a request. Although the following time lines are preferred, SFCC strives to provide the services as quickly as possible.

Type of Service	Time Needed
Audio books	Eight weeks
Note-taker	One to two weeks
Sign language interpreter	Two to three weeks
Classroom accommodations	One to two weeks
Tape recorder for classes	Two days
Tutoring	One to two weeks
Extended test time	One week
Alternative room scheduling	Four to eight weeks

Our Special Services staff will help determine what accommodations are reasonable and also discuss the student’s ability to benefit academically from the programs and services provided at a post-secondary level. Factors that are considered when determining a student’s ability to benefit include the student’s ability to learn and function independently, to make academic progress and to demonstrate appropriate interpersonal skills.

Students who do not meet these criteria will be referred to appropriate service providers outside the college. To request an intake interview, please call us at (505) 428-1701(V/TTY), (505) 428-1455. (505) 428-1186.

COURSE PLACEMENT EVALUATION/PLACEMENT TESTING

Assessment for proper course placement is mandatory at SFCC. Assessment is used to advise students about courses and services most appropriate to their skills, educational backgrounds and career goals. All students enrolling in courses with math, English or reading prerequisites or having math coursework more than three years old must have their skills assessed. Assessment services through the Testing Center include appraisal of previous college work, ACT/SAT scores and placement testing via Accuplacer, WorkKeys or the CPE.

To satisfy the indicated prerequisites, students must either take the course indicated by the placement testing or verify equivalent skills. Recent ACT or SAT scores may be substituted for the reading portion of the CPE and can, in some instances, be used for determining placement in Math 109 or higher. A math placement test is required if ACT/SAT scores do not meet certain minimums.

Placement testing results indicate where students should begin their coursework in English and math and which prerequisites they have already met. Placement testing saves students time, money and frustration because it places the students in the courses in which they can succeed. Prerequisites represent the minimum skill level necessary for success in a course and must be completed with a grade of “C” or better before a student may enroll in a subsequent course. Students may be stopped from enrolling or disenrolled if pre- or corequisites are not met.

Students who have taken English or math courses elsewhere should bring their transcripts and their college catalogs to the Testing Center. Prior course work often can be used to determine placement or fulfill prerequisites. Students who have successfully completed freshman composition can waive the ENGL 109 prerequisite that appears on many courses.

Students are urged to arrange for placement testing early. Students should allow two hours if they plan to take both English and math, 30 to 45 minutes if they are taking math only, and one to one-and-one-half hours for English only. CPE study guides are available from the Testing Center or from <http://www.sfccnm.edu/testing>. Results are available within 24 business hours, so students should plan advising appointments accordingly.

Placement tests are administered in the Testing Center. No appointment is necessary and testing is free. The Testing Center hours are Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 5 p.m. For information, call (505) 428-1625.

DEVELOPMENTAL STUDIES

Developmental Studies prepares students for success in college, the workplace, and the community. The department offers developmental courses for students who need assistance in improving their basic skills in reading, writing and mathematics as well as courses that provide students with the information and skills necessary for meeting personal and career goals. Classroom methods involve experiential learning and

small group work, which develop communication skills and encourage the building of community. In some courses, textbooks have been created to reflect local populations and culture as well as community concerns. Learning projects provide students with opportunities to use information and apply skills in problem-solving life situations. Service Learning takes this process a step further, creating opportunities for students to put learning into action by volunteering in the community. For more information, call (505) 428-1328.

DISTANCE LEARNING

Distance learning at Santa Fe Community College (SFCC) enables students with time and/or geographic constraints to participate in college courses where technology provides a bridge between the instructor and students.

Most of the distance courses offered by SFCC are online courses. The instructor and students interact through a globally-recognized course management system designed to deliver an interactive, Web-based classroom over the Internet.

Online courses generally follow a schedule, with specific due dates for course work, but the choice of when students do their work (during the day, late at night, early morning, etc.) and where (at home, at the library, in SFCC’s computer labs) is up to each individual.

Courses may be delivered completely by distance learning with no face-to-face classroom instruction and no campus visits required. They may also be delivered partially by distance learning with on-campus meetings required. Further information about online courses offered by SFCC and their format is available on the Distance Learning Web site at <http://learn.sfccnm.edu>.

Students enrolled in an online course will need Internet access and a computer that meets recommended requirements. See <http://learn.sfccnm.edu> for details. To enroll in an online class, follow the usual registration procedure. Online courses are identified in the printed schedule by a “WEB” designation – located in the “Days” area of the listings.

There is a \$25/credit hour (to a maximum of \$75) distance learning fee attached to each online class; regular tuition and fees also apply.

EARLY CHILDHOOD DEVELOPMENT CENTER

SFCC’s Early Childhood Development Center is a part of the Educational Leadership Division. The center is a field-experience site for students seeking degrees in Early Childhood Education. It serves the children of SFCC students, staff and faculty and community families. Services are available for full-time enrollment on a space-available basis to children aged 8 weeks through 5 years. For information, call (505) 428-1354.

PROGRAMS AND SERVICES

EARLY CHILDHOOD TRAINING AND TECHNICAL ASSISTANCE PROGRAM

The Early Childhood Training and Technical Assistance Program (TTAP) provides parents, teachers and caregivers of young children a broad range of services including a toy lending center, parent and provider training, AIM HIGH, (a mentoring program for licensed and registered child-care providers) and much more. The TTAP is a free program that serves Santa Fe, Rio Arriba, Los Alamos, San Miguel and Mora counties. The TTAP can be reached by calling (505) 428-1344 or toll free at (866) 209-6116.

Resource Center

The Early Childhood Resource Center has a reference library of books and journals for parents, teachers and caregivers who work with children from birth to 8 years. Topics include parenting, child growth and development, early childhood curriculum and current issues in early childhood development and education. For information, call (505) 428-1344.

Toy Lending Center

The Toy Lending Center (TLC) has a library of more than 2,000 toys for infants, preschoolers and school-age children. A limited number of items are available for school-age children. These items may be borrowed (free of charge) by students, faculty, staff, child-care providers, teachers and families in the community. The TLC is located at the Early Childhood Development Center and can be reached by calling (505) 428-1612 or 428-1344.

Warm Line

Parents and child-care providers can call the Warm Line to express concerns, ask questions or discuss issues in child development and behavior. The Warm Line staff of specialists can help callers understand children's attitudes and reactions, view children's behavior in its proper context and try to solve problems before they become unmanageable. The service is free and can be reached by calling (505) 428-1344 or toll free at (866) 209-6116.

AIM HIGH

AIM HIGH, a project developed by the Children, Youth and Families Department, teams a child care program with a program development specialist (mentor) to work on improving the quality of the program. It provides staff of the program with onsite technical support, help with staff development (i.e. classes, etc.) and a higher reimbursement for the children whose care is subsidized by CYFD. For information, call 428-1344 or toll free at (866) 209-6116.

ENLACE/GEAR UP COLLABORATIVE

This program combines federal and state funding in a regional partnership effort for educational reform and academic achievement. The collaborative serves Northern New Mexico and focuses on improving high school and college graduation rates.

ENLACE stands for ENgaging LATinos for Community Education and is aimed at improving Hispanic achievement, especially at the high school level. GEAR UP stands for Gaining Early Awareness and Readiness for Undergraduate Programs and works with students at qualifying middle and high schools. For more information, call (505) 428-1714.

GED TESTING

Santa Fe Community College offers the General Education Development (GED) exam for students 16 years of age or older. (All 16- and 17-year-olds are required to obtain and get signatures for the Underage Permission Form from the GED examiner prior to testing.) The exam consists of five subtests (writing, social studies, science, literature and the arts, and math) and entails approximately seven and a half hours of testing. Each candidate must present two forms of ID, with one form being a government-issued photo ID containing a recent picture (preferably a New Mexico driver's license or New Mexico ID). For information, call (505) 428-1532.

Students interested in taking GED tests should demonstrate their readiness by completing GED pretests. This can be done through the Adult Basic Education (ABE) program. ABE is open during the fall and spring semesters from 8 a.m. to 8 p.m. Mondays through Thursdays and from 9 a.m. to 5 p.m. on Fridays. The Testing Center hours adjust according to the Academic Calendar. As a result, the center will occasionally close at 5:00 p.m. A comprehensive GED preparation program is offered free of charge to students who want or need to study prior to testing. For information, call (505) 428-1356.

LIBRARY

The SFCC Library provides materials and services both in and out of the library to help students succeed. The library's Web site, sfccnm.edu/library, provides access to databases containing hundreds of thousands of articles, citations and abstracts, as well as pathfinders, links to evaluated Web sites, the library's catalog LIBROS, and other resources. The library itself contains 55,000 items including books, videos, periodicals, microforms, maps, DVDs, music CDs and audio books. A growing collection of archival materials relating to the history and development of SFCC is also available. Other research resources include a Special Collections Room that houses books and maps of the history of the southwest, and an Art Reference Room. The library is open 63 hours per week, with librarians or staff available to answer questions and help locate library materials.

Library services include research assistance, class tours and library tools workshops. An Interlibrary Loan service is offered, where materials our library doesn't own can be borrowed from other libraries throughout the country. Additionally, library PASSPORTS are available, allowing access to other academic libraries throughout the state. For information, access the SFCC Library Web site at www.sfccnm.edu/library or call (505) 428-1352.

LITERACY VOLUNTEERS OF SANTA FE

The Literacy Program is a component of Adult Basic Education and is supported by Literacy Volunteers of Santa Fe (LVSF). Literacy Volunteers of Santa Fe, an affiliate of ProLiteracy of America, trains volunteer tutors in basic reading and English as a second language. Since 1985, LVSF has trained more than 3,100 volunteer tutors who have helped nearly 8,500 learners free of charge. Tutoring focuses on building job skills and survival skills, improving family literacy, empowering parents to help their children succeed in school and encouraging citizenship. Tutors and students work together twice a week at a time and location convenient to both. The 20-hour tutor trainings are held six times a year. Students can obtain credit for volunteering. For information, call (505) 428-1353.

OFFICE OF STUDENT DEVELOPMENT

The Office of Student Development provides students with activities, events, and resources that are designed to make the most of their experience here at SFCC. Our programs provide students with the opportunity to develop leadership skills, participate in co-curricula activities, meet new people, learn life-long success strategies and explore career opportunities. The OSD staff is committed to seeing students succeed and is here to assist students in exploring new opportunities that enhance their educational pursuits at SFCC. For further information on current events, leadership programs and student clubs on campus, please contact the main office at (505) 428-1665 or 428-1266.

Career Services is part of the OSD and provides students and community members with career exploration programs (please refer to Career Services heading for specific offerings). For more information, please contact the Career Services Specialist at (505) 428-1406.

Leadership Programs and Clubs

College students who are involved on campus outside of their classroom experience become leaders, gain experience, enjoy school more, experience cultural diversity, serve their community, build their resume, meets lots of new people, develop skills, get organized and network with the community. Take a look at the ways students can connect here at SFCC:

- Access Club
- Aspire Club
- Club Cuisine
- Film Club
- Interior Design Club
- MEChA (Movimiento Estudiantil Chicano de Aztlan)
- Nursing Club
- Phi Theta Kappa
- Ping Pong Club
- Smiles Club (Student Majoring in Lovely, Everlasting Smiles)

- Spanish Club
- Woodworking Club

There are more than 10 active student clubs on campus. Each of these clubs started based on common interests. Most student clubs are active primarily in the fall and spring semesters of the academic year. Students interested in joining or starting a club should stop by the OSD for more information. Contact our Student Leadership Coordinator at (505) 428-1226 for more information.

Student Government Association (SGA) serves as the official voice of the students, providing a foundation for unity as well as a sense of community, among students and student groups here at SFCC. The following is SGA's purpose: "... is to present the interests and concerns of the student body of SFCC, to see student input on issues, to act on and resolve student issues, to provide recommendations on student issues, and to assume the responsibilities of participatory governance on the behalf of students (8.3.6.1)."

Student Ambassadors organize campus events, participate in new student orientations, provide peer support to new students and involve themselves in college activities that encourage student success. Ambassadors receive continuous training in leadership, team building, public speaking, networking and problem solving. As a group they offer students a peer support system while encouraging each member to be positive, self-motivated, disciplined and creative. In return, ambassadors earn a scholarship as they "gain experience, give perspective, get involved." For information on applying, please contact the Student Cohort Specialist at (505) 428-1681.

PLANETARIUM

The Planetarium features informative and entertaining programs for school-age children, families and adults. The 75-seat facility uses slides, video, special effects and the 2,354 stars of the Spitz 512 planetarium to introduce visitors to the universe. Programs and special events are offered regularly. For more information, visit the Web site at www.sfccnm.edu/planetarium. For reservations, call (505) 428-1677.

SANTA FE COMMUNITY TELEVISION

Through an agreement with the City of Santa Fe, Santa Fe Community College operates three channels on the Comcast Cable System designated for community use. Channels 8, 16 and 24 feature programming focused on public, educational and governmental issues. The college offers a number of credit and non-credit courses in video production and related areas in conjunction with Santa Fe Community Television (SFCTV). Students and community volunteers are encouraged to assist with and produce programming. For information, call (505) 428-1730.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center is designed for business owners and aspiring entrepreneurs looking for low-cost information to help them make decisions that affect their businesses. The center offers four types of services: training, advising,

PROGRAMS AND SERVICES/SPECIAL OPTIONS FOR STUDY AT SFCC

research and technical support. The training component involves courses, workshops and seminars. The advising component provides free one-on-one, confidential business advice and access to partner organizations. The research component includes a library of government publications, statistics and how-to literature. The technical component includes self-paced learning programs in computerized accounting, inventory control and information processing. All services are open to the public. For information, call (505) 428-1343.

TESTING CENTER

The Testing Center provides a calm, quiet environment for you to take the Course Placement Exam (CPE), the GED, a CLEP or DSST exam, or other kinds of tests. Make-up testing also is available when you are unable to attend class for a scheduled exam. With your instructor's permission, you may make up the exam in the Testing Center so you won't lose points for missing it.

TUTORING

Tutoring is an important resource for students who wish to be successful in their courses. The Tutoring Center is located in Room 204 in the Enrollment and Student Services (ESS) area. Free tutoring is available on a drop-in basis for most English, math, language, and science courses when classes are in session. Peer and paraprofessional tutors work with students individually and in small groups; tutoring by appointment is also available. Students are allowed a maximum of two hours per week of appointment tutoring per course (based on availability of tutoring). For more information, call (505) 428-1260.

WELLNESS CENTER

The goal of the Wellness Center at SFCC is to provide services in health, wellness evaluation and methods of self-directed behavior change for SFCC students, staff and the community at large. The program includes fitness assessments and exercise prescription, nutritional analysis, informational and educational seminars, and audio, visual and software resources. For information on strategies to improve health and well-being, call (505) 428-1291.

WOMEN IN TRANSITION

Through the Women in Transition program, SFCC provides assistance for women who are facing transitions, such as divorce, single parenting, death of a spouse or unemployment or entering college or the workforce. The course HUDV 160 Women in Transition helps women develop a positive self-image by exploring new ways to meet the challenges of life's transitions. Women gain the support, knowledge and motivation they need to identify and reach their goals. For information, call (505) 428-1702 or visit Room 416.

SPECIAL OPTIONS FOR STUDY AT SFCC

HONORS PROGRAM

The Honors Program at SFCC is designed to encourage students to pursue high academic achievement. With the guidance of their instructors, honors students engage in challenging projects related to their courses of study that go beyond the scope of the course outlines. For example, students have the opportunity to add a service-learning component to their honors projects. Eligible students must register for an honors add-on credit by the fifth week of the semester and then meet periodically with their instructors to discuss the work in progress. Although an honors add-on credit is available with an existing course, it is considered to be a separate course for which a separate grade is given at the end of the semester. The honors course culminates in a document, portfolio or other outcome that reflects the student's additional work. Students must apply for the program through the honors adviser in the appropriate division. To be admitted to the Honors Program, a student must:

1. Complete an application to the Honors Program and interview with the honors adviser or his or her designee; and
2. Have a cumulative GPA of 3.2 or above on a 4.0 scale upon graduation from high school; or have a cumulative GPA of 3.2 or above on a 4.0 scale after completing at least 12 credits in courses numbered 111 or higher (excluding remedial and HUDV courses) at SFCC or equivalent course work at other colleges.

To remain eligible for the Honors Program, the student must maintain a 3.2 or higher GPA on a 4.0 scale. If the GPA drops below a 3.2, the student may be granted a one-semester probation period based on an appeal to the faculty adviser for this program.

PHI THETA KAPPA

Phi Theta Kappa (PTK), the international honor society for two-year colleges, invites all Santa Fe Community College students who meet the criteria to apply for membership. Phi Theta Kappa is designed to encourage outstanding students to pursue high academic achievement. Members of the Santa Fe Community College chapter of Phi Theta Kappa are eligible for honors add-on study and other activities that provide intellectual challenges. Additionally, membership also offers opportunities for the development of leadership skills and service to community through activities and programs. Members are eligible for special scholarships to continue their education at four-year institutions and are invited to participate in regional and national conferences. Membership in Phi Theta Kappa is also noted on the student's transcript and diploma.

Phi Theta Kappa membership criteria:

- Completion of at least 12 credits of college-level coursework (courses numbered 111 or higher, excluding HUDV courses); and
- A cumulative grade point average of 3.4 or higher on a 4.0 scale.

Application procedure:

- Interview with a Phi Theta Kappa adviser. Call (505) 428-1178 for an appointment;
- Complete the SFCC application and the national Phi Theta Kappa application; and
- Pay a \$50 one-time fee to the SFCC cashier. Submit both applications and the cashier receipt to the Phi Theta Kappa adviser.

To retain full membership in Phi Theta Kappa, students must maintain a 3.4 or higher cumulative GPA on a 4.0 scale.

FLEXIBLE SCHEDULING

Flexible scheduling options at SFCC include self-paced instruction, computer-assisted instruction and other nontraditional scheduling options such as weekend and short-term classes and distance learning. Course offerings vary according to need and interest. A wide variety of courses are also offered on nontraditional schedules to accommodate the needs of adult students.

INDEPENDENT STUDY

Santa Fe Community College provides the opportunity for students to study, on an independent basis, subjects appropriate for their particular programs. In an independent study arrangement, the student must first receive approval from the appropriate division chair. Students meet with course instructors to arrange course outlines and to agree on the course requirements. The number of credit hours of a particular independent study course varies from one to three. Normal tuition rates apply, as do standard grading policies. Independent studies courses are numbered 197 or 297 in each discipline area (e.g., ARTS 197 and SPAN 297). The general requirements for independent study are as follows:

1. Students seeking associate degrees may register for one to three credit hours of independent study in their majors if they:
 - a. Have a 3.0 cumulative GPA or higher;
 - b. Complete 12 credit hours in their major;
 - c. Complete ENGL 111 with a grade of C or better; and
 - d. Obtain the approval of the faculty adviser and the appropriate department chair.
2. Students may register for a maximum of three credit hours of independent study per semester.
3. A maximum of three credit hours of independent study will apply toward an associate degree.
4. Courses listed in this catalog may not be offered as independent study courses.

5. Students work with their academic advisers to plan independent study courses.
6. The appropriate department chair approves the topic proposed by the student for independent study and the number of credit hours granted for the course.
7. An independent study course is offered subject to the availability of a qualified instructor.
8. Independent study courses run by semester. Work for an independent study course must be completed within the normal semester dates.

INTERNSHIPS AND COOPERATIVE EDUCATION

Internships and cooperative education combine structured classroom learning with actual work experience to help students prepare for the realities of the workplace. Students enroll in classes at SFCC and work at training sites for a specified number of hours a week. They are then evaluated by faculty advisers and training site supervisors for work they completed in the field.

Internships are usually nonpaid activities that introduce students to different aspects of the workplace. Cooperative education courses are usually paid activities that give students the opportunity to do a specific job in businesses, educational institutions or government agencies.

Students in all degree programs may enroll in internship and cooperative education courses with the permission of their faculty advisers and department chairs, subject to course availability.

Students enrolled in the following degree programs who have no prior or current work experience in their field of study must take part in an internship or cooperative education course to fulfill the requirements of their degrees:

- Computer and Information Technology
- Culinary Arts
- Engineering Technology
- Exercise Science
- Interior Design
- Media Arts
- Paralegal Studies
- Sign Language Interpreting
- Water/Wastewater Treatment Technology

Students may earn up to six credit hours in an internship or cooperative education course; they earn one credit for every 50-100 (variable) clock hours worked. Internships are designated as 198 or 298 courses in each discipline area (e.g., DESN 298). Cooperative education courses are designated as 199 or 299 courses in each discipline area (e.g., PLST 199 and CULA 299).

SPECIAL OPTIONS FOR STUDY AT SFCC/TRANSFER OF CREDIT

To enroll in an internship or cooperative education course, students must:

1. Obtain approval from their faculty advisers and arrange the best time for the internship/cooperative education course;
2. Maintain a GPA of 2.0 or above; and
3. Complete and file an application with the internship and cooperative education coordinator in the Division of Academic and Student Affairs before the beginning of the planned placement.

NOTE: Some internships and cooperative education placements may have other requirements set by employers.

PRACTICUM

Practicum courses are designed to give students hands-on field experiences in areas that complement their classroom learning. Students work under the supervision of faculty as a part of their course work. Practicums often involve work experiences with community agencies.

Courses numbered 193 and 293 are practicum courses. The number of contact hours varies by department based on the amount of work required for the practicum and the nature of the practicum.

SERVICE-LEARNING PROGRAM

SFCC's Service-Learning Program gives students an opportunity to earn college credit by applying knowledge they have gained in the classroom to volunteer work at community agencies and public schools. Students work in a variety of environmental, public-health, education and government agencies. Community service helps students focus on their career goals and become more-qualified job applicants. It also helps students develop their understanding of the importance of active participation in a democracy. Some courses and programs integrate service learning into the curriculum and course requirements. In addition, SFCC offers credit through HUDV 170 Volunteer Service, HUDV 171 Community Health Service, and HUDV 270 Service Leadership (see the Human Development listings). For information, call (505) 428-1736 or visit the Service-Learning Center in Room 416.

SERVICE-LEARNING PLACEMENTS

The Service-Learning Program involves students in organized community service activities that address local needs while developing academic skills, civic responsibility and transferable employability skills. SFCC provides students with three primary means to experience this educational methodology:

1. Faculty in all instructional areas can incorporate service learning into their curricula objectives as either a required or optional course component. Certain degree programs, such as Human Services, require students to work with community agencies to learn the discipline.
2. Students who qualify for the Honors Program can work with lead faculty to design and implement individualized service-learning courses.

3. Students may earn up to six credits in HUDV 170 Volunteer Service, HUDV 171 Community Health Service, or HUDV 270 Service Leadership at SFCC. Students wishing to use HUDV 170 and/or HUDV 270 credits toward their degree must get their adviser's approval before designing service projects. Service-learning placements are available to all SFCC students regardless of their fields of interest, degree plans or educational levels.

Students interested in volunteer placements can get information on agencies and job descriptions in the Service-Learning Center in Room 416. Service-learning placements can be arranged at any time of the year and are set up at the student's convenience. Both courses offer variable credit (one-half credit to three credits) and are based on a ratio of 30 hours of service for one credit.

In addition to the service hours, HUDV 170 and HUDV 270 students have academic requirements (journals, logs and reflection papers) and logistical requirements (recommendations, contracts with agency and evaluations). Service-learning sites include Santa Fe schools, senior centers, homeless shelters, domestic violence shelters, hospices, family health clinics, museums, food banks, substance-abuse agencies, Literacy Volunteers, Habitat for Humanity, the Boys and Girls Club and the Rape Crisis Center.

For information on service-learning opportunities, call (505) 428-1736.

TRANSFER OF CREDIT

FROM ACCREDITED INSTITUTIONS

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students who enroll for first-year or second-year study at a New Mexico institution and wish to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

STUDENT RESPONSIBILITY

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

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 transfer of general education courses among New Mexico’s institution of higher education. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic adviser 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. The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department Web site at <http://hed.state.nm.us>. Follow the “Colleges and Universities” link to the drop down menu and select “Transferring Credits” then select “Core Matrix.” Courses are listed by institution, whether university or community college, under each of the five general education areas. Students may also be able to access this list by going directly to www.hed.state.nm.us/colleges/matrix.asp.

The course prefix and number that appear next to many of the institutions internal course prefixes and numbers is the New Mexico Common Course Number (NMCCNS). This is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal “common course number” creating an easy one-to-one match. Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and Web sites. Simply put, the common course number connects equivalent courses at multiple institutions, ensuring students that the course will transfer to the receiving institution and meet degree requirements. The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:

Four Character Academic Prefix	Course Level:	Course Sequence	Credit Hours:
	Freshman = 1		1, 2, 3 or 4
BIOL	Sophomore = 2	11	4

The number under NMCCNS infers the course will transfer within New Mexico to meet the required area of NMGECC.

THE LOWER-DIVISION GENERAL EDUCATION COMMON CORE (NMGECC)

Area I: Communications NMCCNS Select nine semester hours

ENGL 111	ENGL 1113	(3)
ENGL 112	ENGL 1123	(3)
ENGL 119		(3)
ENGL 216	ENGL 2113	(3)
SPCH 111	COMM 1113	(3)
SPCH 220	COMM 2123	(3)
SPCH 225		(3)

Area II: Mathematics Select three semester hours

MATH 119		(3)
(this course will not transfer into some degree programs)		
MATH 121	MATH 1114	(3)
MATH 135L		(3)
MATH 150L		(4)
MATH 162L	MATH 1614	(4)
MATH 163L	MATH 1624	(4)
MATH 180		(3)
MATH 181		(3)
MATH 264L	MATH 2614	(4)

Area III: Sciences Select eight semester hours

ASTR 111/111L	ASTR 1113/ASTR 1111	(4)
BIOL 111/111L		(4)
BIOL 114/114L		(4)
BIOL 115L		(4)
BIOL 123/123L		(4)
BIOL 201/201L		(4)
BIOL 202/202L		(4)
CHEM 111/111L	CHEM 1113/CHEM 1111	(4)
CHEM 121/121L	CHEM 1213/CHEM 1211	(4)
CHEM 122/122L	CHEM 1223/CHEM 1221	(4)
GEOLOG 111/111L	GEOLOG 1113/GEOLOG 1111	(4)
GEOLOG 112/112L	GEOLOG 1123/GEOLOG 1121	(4)
PHYS 111/111L		(4)
PHYS 121/121L	PHYS 1113/PHYS 1111	(4)
PHYS 122/122L	PHYS 1123/PHYS 1121	(4)
PHYS 161/161L	PHYS 1213/PHYS 1211	(4)
or PHYS 162/162L	PHYS 1223/PHYS 1221	(4)

TRANSFER OF CREDIT

Area IV: Behavioral and Social Sciences Select six to nine semester hours*

ANTH 111	ANTH 1113	(3)
ANTH 112	ANTH 2113	(3)
ANTH 113	ANTH 2213	(3)
ANTH 207	ANTH 2313	(3)
BSAD 235		(3)
ECON 200	ECON 2113	(3)
ECON 201	ECON 2123	(3)
HUDV 270		(3)
POLI 200	POLS 1123	(3)
POLI 211	POLS 1213	(3)
POLI 215		(3)
PSYC 111	PSYC 1113	(3)
PSYC 240		(3)
PSYC 250		(3)
PSYC 265		(3)
PSYC 280		(3)
PSYC 290		(3)
SOCI 111	SOCI 1113	(3)
SOCI 209		(3)
SOCI 216		(3)
SOCI 220	SOCI 2113	(3)
SOCI 225	SOCI 2213	(3)

Area V: Humanities Select six to nine semester hours*

AMSL 111/11L		(4)
ARBC 111/111L		(4)
ARTS 202	ARTS 2113	(3)
ARTS 204	ARTS 2123	(3)
DRAM 111	THTR 1013	(3)
ENGL 210		(3)
ENGL 239		(3)
ENGL 240		(3)
ENGL 244		(3)
ENGL 245		(3)
ENGL 250		(3)
ENGL 251		(3)
ENGL 252		(3)
ENGL 253		(3)
ENGL 261		(3)
ENGL 262		(3)

ENGL 270		(3)
ENGL 280		(3)
ENGL 286		(3)
ENGL 287		(3)
ENGL 288		(3)
FREN 111/111L		(4)
FREN 112/112L		(4)
FREN 211		(3)
FREN 212		(3)
GERM 111/111L		(4)
GERM 112/112L		(4)
HIST 111	HIST 1053	(3)
HIST 112	HIST 1063	(3)
HIST 161	HIST 1113	(3)
HIST 162	HIST 1123	(3)
HIST 260		(3)
HUMS 211		(3)
HUMS 212		(3)
INTR 231		(3)
ITAL 111/111L		(4)
ITAL 112/112L		(4)
JAPN 111/111L		(4)
JAPN 112		(3)
MUSC 115	MUSI 1213	(3)
MUSC 116		(3)
MUSC 140	MUSI 1113	(3)
PHIL 111	PHIL 1113	(3)
PHIL 155	PHIL 1212	(3)
PHIL 220	PHIL 2113	(3)
PHIL 245		(3)
PHIL 246		(3)
PHIL 258		(3)
PHIL 265		(3)
SPAN 111/111L		(4)
SPAN 112/112L		(4)
SPAN 113/113L		(4)
SPAN 114/114L		(4)
SPAN 150		(3)
SPAN 211		(3)
SPAN 212		(3)
SPAN 213		(3)

SPAN 214(3)
 SPAN 250(3)
 SPAN 280(3)
 SPAN 284(3)
 SPAN 285(3)
 SPAN 286(3)

or any literature course in English or any other modern language.

*Choose a total of 15 semester hours from Area IV and Area V, with a minimum of six semester hours in each area.

NOTE: The New Mexico Higher Education Department has approved for transfer many additional courses in each of the general education categories. If a transfer institution has unspecified course requirements in a particular category, students have many more options than are indicated in the preceding list. Please consult with an SFCC adviser or check with the Registrar’s Office for the latest updates.

LOWER-DIVISION 64-HOUR TRANSFER MODULES

Students who have selected a field of study but have not yet selected the college or university from which they wish to earn their baccalaureate degrees are advised to take courses outlined in one of the lower-division 64-hour transfer modules during their freshman and sophomore years. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor’s degree program requirements. Students should consult advisers at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules exist for:

- Business
- Criminal Justice
- Early Childhood Education

Modules for additional areas of study are being developed. Copies of these transfer modules may be obtained from the Enrollment Center or from the New Mexico Higher Education Department Web site at www.hed.state.nm.us

INTER-INSTITUTIONAL TRANSFER GUIDES AND CATALOGS

Students who have selected a field of study and/or the institution from which they wish to graduate are advised to consult the transfer guide or catalog for that institution for current and detailed advice to guide their course selections. Students should refer to the institutional Web sites to view and print the most current transfer guides.

COMPLAINT PROCEDURE FOR TRANSFER STUDENTS

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. SFCC’s complaint process is as follows:

1. File a written appeal with the Registrar’s Office providing the prefix/number of the course(s) in question, semester and year the course was taken, the name of the course and the course description from sending institution’s catalog.
2. If the request is denied, the student may continue the appeal process to the Office of the Vice President for Academic and Student Affairs and must do so no later than 30 days following the notification of denial.
3. The Vice President for Academic and Student Affairs Office, in concert with the appropriate college and/or content area, will review applicable materials and render a final decision.

If the course or courses in question are part of a state approved transfer module, the student may make further appeal to the Higher Education Department in Santa Fe by contacting:

Deputy Secretary for Academic Affairs
 Higher Education Department
 New Mexico School for the Deaf Campus
 1068 Cerrillos Road
 Santa Fe, NM 87505-1650

If a student’s articulation complaint is upheld at that level, and the student was required to repeat the course, the receiving institution shall reimburse the student the complete cost, including tuition, books and fees of each course the student was required to repeat at the receiving institution.

Students who have been admitted to SFCC as degree students in transfer from a regionally accredited college, university or other post-secondary institution may request the transfer of credit earned at other institutions. Students must request that each previously attended college or university send an official transcript directly to the Santa Fe Community College Registrar’s Office. Under no circumstances will SFCC accept college transcripts directly from students. Credits may be transferred in accordance with the following guidelines:

1. Credit for courses from regionally accredited institutions will be accepted without condition.
2. Credit for courses accepted in transfer may be used toward graduation requirements as approved by the department head and as specified in the college’s graduation regulations.
3. Credit for technical or occupational courses earned at nationally accredited post-secondary institutions will be evaluated according to the technical program being followed at SFCC and may be substituted for SFCC requirements as approved by the division dean. Such work might not apply toward courses in a major or toward general education requirements.

TRANSFER OF CREDIT

- The GPA for all courses accepted in transfer that are used to meet graduation requirements must equal 2.0 or more. Course work at SFCC is on a semester-credit-hour basis. Therefore, all transfer work will be converted to semester hours. For example, three quarter hours will be transferred as two semester hours of credit.

ACCELERATED DEGREE OPTIONS

Santa Fe Community College accepts the transfer of credit through certain nontraditional sources, described as follows. A course equivalency matrix follows the general description.

ARTICULATED CREDIT

SFCC can award articulated credit at no cost to high school students who take aligned courses in certain career paths. Mastery of course competencies is determined by various means, including portfolios, completion of subsequent course work and credit by examination. Contact the Assistant Vice President for Educational Leadership at (505) 428-1334.

COURSES AT MILITARY SCHOOLS

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

ARMED SERVICES EDUCATIONAL EXPERIENCE

SFCC will award credit, up to a maximum of 20 percent of the degree requirements, for certain armed services educational experiences. Credit will be accepted through the United States Armed Forces Institute (USAFI) program of study. Credit will also be granted for certain armed services training completed and verified through the Office on Educational Credit and Credentials (OECC) of the American Council of Education. The Military Occupational Specialists (MOS) credit recommendations may be modified to be consistent with the institution's credit policy and are subject to review of both the subject area and course descriptions. Additionally, two physical education credits will be awarded to students who have completed basic training in the military service.

CREDIT FOR PRIOR LEARNING

SFCC recognizes that students gain college-level knowledge and skills through life and work experiences outside of academic settings. The Credit for Prior Learning Program provides an opportunity for students to document their knowledge in portfolios and earn college credit for learning they have acquired outside of college. A maximum of 30 credits may be awarded through this process. Students have one year to complete a portfolio. For information, call (505) 428-1520.

CREDIT BY EXAMINATION

For information about examinations listed below, please contact the SFCC Testing Center at (505) 428-1625. Students may earn up to 30 semester hours of credit by receiving certain minimum scores in any of the following examinations:

- College Level Examination Program (CLEP)**
Exams – Refer to the equivalency matrix on Page 31.
- SFCC Challenge Exams**
Challenge exams can be taken for general and occupational courses for which no CLEP examination exists and for which SFCC has developed challenge examinations. A maximum of nine credit hours can be awarded through challenge examinations. To challenge a course, a student must:
 - Visit the Testing Center in Room 607 and meet with the program coordinator;
 - Pay the per-credit hour tuition; and
 - Take the identified challenge exam in the Testing Center.If the student successfully passes the challenge examination with a grade of C or better, the appropriate number of credit hours will be posted to his or her SFCC transcript. The course will count toward graduation requirements, but it will not be averaged into the grade point average, nor will it count toward the residency requirement for graduation. A student may attempt a challenge only once per course. If the challenge is unsuccessful, the student must take the course to receive academic credit.
- DANTES Standardized Subject Tests (DSST)**
Refer to the equivalency matrix on Page 31.
- College Board (CEEB) Advanced Placement Program**
Refer to the equivalency matrix on Page 31.
Students who took advanced placement courses in high school and earned a score of 3 or higher on the exam may be eligible for college credit. Score reports should be sent from the College Board directly to the SFCC Registrar's Office. Placement is determined and credit is awarded as shown by the chart on Page 32.

CREDIT MAXIMUM

Students may earn no more than 30 credit hours from either Credit for Prior Learning or Credit by Examination or a combination thereof.

EQUIVALENCY MATRIX OF SFCC COURSES/CLEP AND DANTES MINIMUM SCORES

SFCC Course	CLEP Subject	DSST
ACCT 121/122	Intro. Accounting (50)	Prin. Fin. Acct. (50)
BIOL 111/111L	General Biology (45)	
BSAD 232	Intro. Business Law (50)	
BSAD 240	Intro. Marketing (50)	Basic Marketing (50)
CHEM 111/111L	College Chemistry (55)	
CHEM 121/121L	General Chemistry (52)	
CHEM 122/122L	General Chemistry (52)	
ECON 200	Intro. Macroeconomics (55)	Economics II (55)
ECON 201	Intro. Microeconomics (55)	
ENGL 111	College Comp. with essay (50)	
ENGL 112	College Comp. with essay (70)	
ENGL 250	English Literature (50)	
ENGL 260	American Literature (50)	
FREN 111L	College French (50)	Beg. French I (50)
FREN 111L/112L	College French (62)	
GERM 111L/112L	College German (50)	
GERM 211	College German (62)	
HIST 111	Western Civilization I (50)	
HIST 112	Western Civilization II (50)	
HIST 161	American History I (50)	
HIST 162	American History II (50)	
Humanities Elective	Analysis and Interpretation of Lit (50)	
MATH 121	College Algebra (50)	
MATH 150L	College Algebra (50)	
MATH150L/155L	College Algebra/Trig. (61)	
MATH 155L	Trigonometry (61)	
MATH 162L	Calculus w/ Elem. Functions (60)	
POLI 200	American Government (50)	
PSYC 111	General Psychology (50)	
SOCI 111	Intro. Sociology (52)	
Social Science Elective	Human Growth/Development (52)	
SPAN 111L	Beg. Spanish I (50)	
SPAN 111L/112L	College Spanish (50)	
SPAN 211/212	College Spanish (62)	
SPCH 111		Principles of Public Speaking (50)

Students awarded credit in science may be required to submit additional documentation or complete related science credits.

TRANSFER OF CREDIT

COLLEGE BOARD (CEEB) ADVANCED PLACEMENT PROGRAM			
<i>Refer to Credit by Examination on Page 30.</i>			
Advanced Placement Exam	Minimum Score	Equivalent SFCC Course	Credits Granted
Art			
Art History	3	ARTS 201 and 202	6
Chemistry			
CHEM	3	CHEM 121/121L and 122/122L	8
Computer Science			
C S A	3	CISC 125L*	4
C S AB	3	CISC 125L*	4
Economics			
Macro ECON	3	ECON 200	3
Micro ECON	3	ECON 201	3
English			
English	3	ENGL 111*	3
History			
U.S. History	3	HIST 161 and 162	6
Languages			
FREN Lang	3	FREN 111L, 112L, 211, 212	14
GERM Lang	3	GERM 111L, 112L	8
SPAN Lang	3	SPAN 111L, 112L, 211, 212	6-12**
Math			
Calc AB	3	MATH 162L	3-4
Calc BC	3	MATH 162L and 163L	6-8
Physics			
Physics B	3	PHYS 121/121L, PHYS 122/122L	6-8**
Physics C Elec. and Magn.	3	PHYS 162/162L	4
Physics C Mechanics	3	PHYS 161/161L	4
Political Science			
Amer. Gov.	3	POLI 200	3
Psychology			
Psych.	3	PSYC 111	3
*Subject to departmental review			
**Where a range of credit is possible, the credit awarded is determined by the department head.			

STUDENT RECORDS

The college has an approved policy for maintaining the confidentiality of student records. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 (P.L.93-380, 513). The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

- The right to inspect and review student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5901

ACCESS TO STUDENT RECORDS

All currently enrolled and former students may have access to their educational records. Other people and agencies who may have access to students' records include:

1. College faculty and staff performing their job responsibilities related to academic and educational programs;
2. Parents claiming the student as a dependent on their federal income tax returns;
3. Scholarship and other financial aid organizations supporting the student;
4. Federal, state and local officials who by law must receive information from the college;
5. Any party designated by judicial order or subpoena, provided that the college notifies the student of the subpoena; and
6. Any person with the written consent of the student, or of the student's parents or guardians in cases of students who are under 18.

PUBLIC DIRECTORY INFORMATION

Public directory information is only disseminated on a need-to-know basis such as internal processing for financial aid and federal and state reporting. The college has defined public directory information as: a student's name; local and permanent addresses; major field of study; dates of attendance; and degrees and awards received. A written request to withhold any information can be filed annually by the student at the Registrar's Office. Request forms may be obtained at the Registrar's Office and must be submitted within two weeks of the first day of a semester to be honored that semester. For information, contact the Registrar's Office at (505) 428-1264.

CHALLENGE OF THE CONTENT OF THE STUDENT RECORD

Students have the right to challenge the content of their student record if they believe the information is misleading, inaccurate or otherwise in violation of privacy or other rights. Disputes are handled through informal meetings between the student and the assistant vice president for Academic Support and Student Retention. If the dispute can't be resolved informally, the student has the right to a formal hearing before the Nonacademic Appeals Committee.

STUDENT RECORDS/CURRICULUM

STUDENT RECORDS RELEASE POLICY

To obtain an official copy of your transcript for yourself or to have one sent to someone (an employer or another college), complete a transcript request form at the Registrar's Office or go to the SFCC Web site and click on online registration. You may also make your request in a letter mailed to the Registrar's Office, fax it to (505) 428-1405. Be sure to include your signature, Social Security number or A-number, the last term you attended, any former names used while attending SFCC and the name and address of the person or institution to which you want the transcript sent. Please remit \$1 per official transcript requested. Cash, money order, personal check and credit cards are accepted. For faxed requests, payment must be made by telephone with the Cashier's Office at (505) 428-1211. Allow five to seven working days for processing official transcript requests.

For an unofficial copy of your transcript, go to the SFCC Web site and click on online registration, print a copy at Enrollment and Student Services, or stop by the ESS to pick one up. There is no charge for unofficial transcripts.

SFCC will not release your transcript if you have debts outstanding with the college, unless you have made arrangements for payment of those debts with the Cashier's Office.

CURRICULUM

DISCIPLINE AREAS

Students should ask their advisers to identify specific courses in each discipline area that will count as credit for specific degrees or certificates. No studio course in art, drama or music may be used to meet the general studies requirements for a degree other than a fine arts degree.

INSTRUCTIONAL DIVISIONS

BUSINESS AND TECHNOLOGIES (BT)

(505) 428-1620

The Business and Technologies Division is a center for programs that provide students with education and skills for the 21st-century workplace. Associate degrees and certificates are designed to transfer to four-year colleges or jobs in professional, business and technical fields. Computer Science, Computer and Information Technology, Business Administration, Criminal Justice, Media Arts, and Drafting and Engineering Technologies are a few examples of the range of programs that immerse students in highly relevant fields of study. The division embraces interactive learning and takes advantage of the college's 15 networked computer labs. Other programs such as Culinary Arts, Interior and Fashion Design and Fine Woodworking offer hands-on learning experience in their own specialty labs. Business and Technologies faculty members bring years of teaching and real-world experience to the classrooms and labs.

EDUCATIONAL LEADERSHIP (EL)

(505) 428-1689

The Division of Educational Leadership includes Adult Basic Education (ABE), Developmental Studies and Teacher Education. The Developmental Studies Department focuses on building college-level English, reading, critical thinking and math skills. It also offers college-level courses through the Human Development (HUDV) program. College-level courses are numbered 111 and above. Teacher Education offers the full range of training from Letters of Qualification through certificates, transferable associate in arts degrees, associate in applied science degrees, and post-baccalaureate Professional Credentials leading to Teacher Certification. The program offers many professional development courses for teachers of students ages birth through college.

HEALTH AND SCIENCES (HS)

(505) 428-1653

The Division of Health and Sciences includes departments and programs consisting of Dental Health, Fitness Education, Nursing, Paramedic/EMS and Sciences. The goal of each of the instructional departments is to provide quality courses that build academic or career skills. Some programs lead to transferable associate in applied science degrees in exercise science, dental health and nursing. Others prepare students for professional credentialing examinations in dental assisting, emergency medical services, paramedic and nursing. Through a variety of traditional and nontraditional delivery approaches, including online and telecourses, the programs offer courses that are challenging and success-oriented.

LIBERAL AND FINE ARTS (LA)

(505) 428-1370

The Division of Liberal and Fine Arts offers a variety of university-transfer courses in general education, fine arts and performing arts. The division offers associate in arts (AA), associate in science (AS), associate in applied arts (AAA) and associate in applied science (AAS) degrees and certificates. Liberal and Fine Arts courses are designed to give students an understanding of society through the critical examination of human achievements and problems. Students obtaining liberal and fine arts degrees will have a broad understanding of the world; will be able to think logically, and express themselves clearly. Many of these degrees will transfer to bachelor's degree programs at four-year colleges. Some of the degrees, such as the AAA in Gallery Management, are intended both to transfer to four-year degree programs or to help students gain access to the workforce. Meet with advisers for detailed information.

CREDIT DEPARTMENT BREAKDOWN BY DIVISIONS

BUSINESS AND TECHNOLOGIES

Department of Business and Occupational Studies (505) 428-1308

Accounting	ACCT
Aviation	AVIA
Business Administration	BSAD
Commercial Drivers' Training	CDLT
Criminal Justice	CRJS
Culinary Arts	CULA
Economics	ECON
Electrical Trades Apprenticeship	ETAP
Environmental Management	ENVR
Hotel and Restaurant Management	HRMG
Paralegal Studies	PLST
Real Estate	RLES
Water/Wastewater Treatment Technology	WWTT

Department of Computer and Information Technologies (505) 428-1332

AutoCAD Training Center	ACAD
Computer Information Systems	CISC
Computer and Information Technology	CITC
Drafting Technology	DRFT
Electronics	ELEC
Engineering Technology	ENGR
Office Technologies	OFTC
Science, Math and Engineering Technology	SMET

Department of Design and Media Arts (505) 428-1319

Architectural Drafting and Construction Management	ADCM
Fashion and Interior Design	DESN
Fine Woodworking	WOOD
Media Arts	MART

EDUCATIONAL LEADERSHIP

Department of Adult Basic Education (505) 428-1356

English as a Second Language	ESL
General Education Development	GED

Department of Developmental Studies (505) 428-1333

Academic Enrichment Studies	AEST
Developmental English	ENGL
Developmental Mathematics	MATH
Human Development	HUDV
Reading	RDNG

Department of Teacher Education (505) 428-1687

Early Childhood Multicultural Education	ECME
Teacher Preparation and Teacher Certification	ECED and EDUC

HEALTH AND SCIENCES

Department of Dental Health (505) 428-1258

Dental Assisting	DAST
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Department of Emergency Medical Services Institute (505) 428-1820

Emergency Medical Services Institute	EMSI
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Department of Fitness Education (505) 428-1615

Exercise Science	EXSC
Health, Physical Education and Recreation	HPER
Nutrition	NUTR

Department of Nursing (505) 428-1323

Health Care	HLCR
Nursing	NURS

Department of Sciences (505) 428-1307

Astronomy	ASTR
Biology	BIOL
Chemistry	CHEM
Geology	GEOL
Physics	PHYS

LIBERAL ARTS

Department of Communications (505) 428-1370

English	ENGL
Speech	SPCH

Department of Languages (505) 428-1370

American Sign Language	AMSL
Arabic	ARBC
French	FREN
German	GERM
Interpreting	INTR
Italian	ITAL
Japanese	JAPN
Language	LANG
Mandarin	CHIN
Spanish	SPAN

CURRICULUM/SFCC CREDIT CURRICULUM

Department of Behavioral and Social Sciences	(505) 428-1370
Anthropology	ANTH
Credit for Prior Learning	CRPL
Film	FILM
Geography	GEOG
History	HIST
Human Services	HUSV
Humanities	HUMS
Philosophy	PHIL
Political Science	POLI
Psychology	PSYC
Sociology	SOCI
Department of Mathematics	(505) 428-1370
Mathematics	MATH
Department of Fine Arts and Performing Arts	(505) 428-1436
Art and Art History	ARTS
Dance	DANC
Drama	DRAM
Music	MUSC

SANTA FE COMMUNITY COLLEGE CREDIT CURRICULUM

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

These degrees prepare the student to transfer to upper-division baccalaureate degree programs. The associate in arts (AA) degree gives emphasis to those majoring in the arts, humanities, social sciences and similar areas.

The associate in science (AS) degree gives emphasis to those majoring in engineering, technology and the sciences with substantial undergraduate requirements in mathematics and the natural sciences.

Though students awarded associate in arts or associate in science degrees should be accepted as junior-level transfers in baccalaureate degree-granting institutions, not all four-year institutions grant full junior-level status to persons holding associate degrees.

SFCC associate degrees (AA and AS) include the following categories of requirements:

General education requirements consist of a minimum of 35 credit hours in communications (nine credit hours), mathematics (three credit hours), laboratory science (eight credit hours), social and behavioral sciences (six to nine credit hours) and humanities and fine arts (six to nine credit hours).

Thirty-five credit hours are selected from the New Mexico Higher Education Department's General Education Common Core Matrix of Transferable Courses (the HED transfer matrix) and, upon completion with a grade of C or better, are guaranteed to transfer to any New Mexico public post-secondary institution. Students must work closely with their advisers and their transfer institutions to ensure the best transition to four-year schools.

The transfer matrix is available on the HED Web site at www.hed.state.nm.us. Over and above the 35-hour General Education Common Core as specified by the HED transfer matrix, general education courses are selected from the following departments:

Communications

English (ENGL), Speech (SPCH)

Mathematics

Math (MATH)

Laboratory Science

Astronomy (ASTR), Biology (BIOL), Chemistry (CHEM), Computer Science (CISC), Geology (GEOL), Physics (PHYS)

Behavioral and Social Sciences

Anthropology (ANTH), Economics (ECON), Geography (GEOG), Political Science (POLI), Psychology (PSYC), Sociology (SOCI)

Humanities and Fine Arts

American Sign Language (AMSL), Art (ARTS), Anthropology (ANTH), Languages (ARBC, FREN, GERM, ITAL, JAPN, SPAN), History (HIST), Humanities (HUMS), Literature (ENGL), Music (MUSC), Philosophy (PHIL)

Note: Studio courses do not count toward general education, humanities or fine arts requirements.

Standard degree requirements are mandatory for all SFCC associate degrees and consist of:

- Four credit hours of computers/technology: CISC 111 (3) and CISC 111L (1), or CITC 111L (4), or OFTC 111L (4) or degree-specific course.
- HPER 200L Lifetime Fitness and Wellness (3), HPER 155 Access to Health (2) or two credit hours of Health, Physical Education and Recreation (HPER) or Dance (DANC) activity courses.

Core requirements are mandatory courses in or closely related to the major field of study.

Related requirements (if any) consist of courses that the student may choose from in or closely related to the major field of study.

Approved electives (if any) may consist of courses from the related requirements list or may be other courses that the student and his or her adviser have determined to be appropriate and applicable to the degree. Taken together, program requirements, related requirements and approved electives may constitute up to 31 credit hours, and the associate degree may consist of up to 72 credit hours.

ASSOCIATE IN APPLIED ARTS AND ASSOCIATE IN APPLIED SCIENCE DEGREES

From the American Association of Community Colleges' Board Statement on the Associate Degree, 2000:

The associate in applied arts (AAA) or applied science (AAS) degree programs are designed to lead the individual directly to employment in a specific career. Although the objective of the associate in applied arts or applied science degrees is to enhance employment opportunities, some baccalaureate degree-granting institutions have developed upper-division programs to recognize this degree for transfer of credits. The associate in applied arts or applied science degree programs must be designed to recognize this dual possibility and to encourage students to recognize the long-term career possibilities that continued academic study will create.

The SFCC associate in applied arts (AAA) and the associate in applied science (AAS) degrees include the same categories of requirements as the AA and AS degrees, with the following difference:

General education requirements need not be chosen from the NMHED transfer matrix. However, the "dual possibility" of the degree (i.e., workplace preparation and transfer) makes careful consideration of general education requirements essential.

CERTIFICATES

SFCC offers certificates of various lengths and learning levels. Certificates are built on clear learning pathways that are connected to Career and Technical Education-based (CTE) competencies or they may be designed to apply to two-year degrees.

LETTERS OF QUALIFICATION

Letters of Qualification are provided upon the successful completion of specific courses that constitute an employer-recognized skill set. The coursework required in LOQs are usually a part of the core requirements for certificates and associate degrees.

DEGREES CERTIFICATES LETTERS OF QUALIFICATION

A list of current degrees and certificates follows. This list may not be complete because program development is ongoing. The associate in arts and associate in science degrees are designed for students who intend to transfer to four-year colleges or universities, with the transfer of credits subject to the policy of the institution to which the student is transferring. The associate in applied arts and associate in applied science degrees are two-year programs and the certificates may usually be completed in one year or less; both are intended to prepare the student for employment.

SFCC has a mandatory assessment and placement policy. Students wishing to enroll in English or math or in any course in which an English or a math course is a prerequisite must participate in assessment as described on Page 21. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 8 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

DEGREES

ASSOCIATE IN ARTS

Accounting (BT)
Business Administration (BT)
Criminal Justice (BT)
Early Childhood Multicultural Education (EL)
Fine Arts (LA)
General Studies (LA)
Human Services (LA)
Media Arts (BT)
Psychology (LA)
Sign Language Interpreting (LA)
Spanish Language (LA)
Teacher Education (EL)

ASSOCIATE IN SCIENCE

Biological/Physical Sciences (HS)
Computer Science (BT)
General Studies (HS)
Pre-Engineering (BT)

ASSOCIATE IN APPLIED ARTS

Gallery Management (LA)

ASSOCIATE IN APPLIED SCIENCE

Architectural Drafting and Construction Management (BT)
Banking and Mortgage Services (BT)
Business Administration (BT)
Computer and Information Technology (BT)
Criminal Justice (BT)
Culinary Arts (BT)
Dental Health (HS)
Drafting and Engineering Technology (BT)
Exercise Science (HS)
General Studies (BT, EL, HS, LA)
Interior Design (BT)
Media Arts (BT)
Nursing (HS)
Paralegal Studies (BT)

CERTIFICATES

Accounting Specialist (BT)
American Sign Language Interpreting (LA)
Architectural Drafting and Construction (BT)
Bilingual Education Endorsement (EL)
Culinary Arts (BT)
Dental Assisting (HS)
Early Childhood Multicultural Education (EL)
Engineering Technologies (BT)
Entrepreneurship (BT)
Fashion Design (BT)
Fine Woodworking (BT)
Fitness Instructor Training (HS)
Interior Design (BT)
Hospitality and Tourism (BT)
Media Arts (BT) (various concentrations)
Medical Assistant (HS)*
Nutrition (HS)
Office Management (BT)
Paralegal Studies (BT)
Paramedicine (HS)
Patisserie (BT)
Substance Abuse Prevention (LA)
Substance Abuse Treatment (LA)
Teacher Certification (EL)
Water and Wastewater Technology Training (BT)

LETTERS OF QUALIFICATION

Audio Production (BT)
Computer-Aided Drafting (BT)
Digital Photography (BT)
Digital Film Production (BT)
Early Childhood Multicultural Education (EL)
Graphic Design (BT)
Health Unit Coordinator (HS)
Residential Construction Skills I (BT)
Residential Construction Skills II (BT)
Web Design (BT)

ASSOCIATE IN ARTS

A list of current degrees and certificates follows. This list may not be complete because program development is ongoing. The associate in arts degrees are designed for students who intend to transfer to four-year colleges or universities, with the transfer of credits subject to the policy of the institution to which the student is transferring.

SFCC has a mandatory assessment and placement policy. Students wishing to enroll in English or math or in any course in which an English or math course is a prerequisite must participate in assessment as described on Page 21. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 8 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

Accounting (BT)

Business Administration (BT)

Criminal Justice (BT)

Early Childhood Multicultural Education (EL)

Fine Arts (LA)

General Studies (LA)

Human Services (LA)

Media Arts (BT)

Psychology (LA)

Sign Language Interpreting (LA)

Spanish Language (LA)

Teacher Education (EL)

ASSOCIATE IN ARTS ACCOUNTING

(70 hrs. min.)

CIP: 52.0301

This program is designed for students who intend to obtain bachelor's degrees in accounting. It provides general education requirements and basic accounting courses. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (39 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)

ENGL 216 Technical Writing (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (6 hrs.)

PHIL 245 Business Ethics (3)

Humanities course (3)

Behavioral/Social Sciences (6 hrs.)

ECON 200 Principles of Economics – Macroeconomics (3)

ECON 201 Principles of Economics – Microeconomics (3)

Math (4 hrs.)

MATH 121 College Algebra (4) or higher

Science (8 hrs.)

Computers/Technology (4 hrs.)

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

ASSOCIATE IN ARTS DEGREES

CORE REQUIREMENTS: (31 HRS.)

ACCT 121	Principles of Accounting I (4)
ACCT 122	Principles of Accounting II (4)
ACCT 125L	Computerized Accounting – QuickBooks (3)
ACCT 221L	Intermediate Accounting I (4)
BSAD 211	Principles of Managing (3)
BSAD 232	Business Law I (3)
BSAD 240	Principles of Marketing (3)
BSAD 245	Principles of Finance (3)
BSAD 260L	Business Statistical Analysis and Lab (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

ACCT 121	Principles of Accounting I (4)
ENGL 111	Composition and Rhetoric (3)
Health, Physical Education and Recreation or Dance course (1 min.)	
Humanities course (3)	
MATH 121	College Algebra (4) or higher

Spring Semester/16 Credits

ACCT 122	Principles of Accounting II (4)
BSAD 232	Business Law I (3)
BSAD 240	Principles of Marketing (3)
ECON 200	Principles of Economics – Macroeconomics (3)
ENGL 216	Technical Writing (3)

Summer Semester/7 Credits

OFTC 111L	Business Software Essentials I (4)
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)

Fall Semester/17 Credits

ACCT 221L	Intermediate Accounting I (4)
BSAD 211	Principles of Managing (3)
BSAD 245	Principles of Finance (3)
ECON 201	Principles of Economics – Microeconomics (3)
Science course (4)	

Spring Semester/15 Credits Min.

ACCT 125L	Computerized Accounting – QuickBooks (3)
BSAD 260L	Business Statistical Analysis and Lab (4)
Health, Physical Education and Recreation or Dance course (1 min.)	
PHIL 245	Business Ethics (3)
Science course (4)	

TOTAL 70 CREDITS MIN.

ASSOCIATE IN ARTS BUSINESS ADMINISTRATION

(63 hrs. min.)

CIP: 52.0201

This program is designed for students who intend to obtain bachelor's degrees in business administration. It provides general education requirements and basic business core courses. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (39 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)

ENGL 216 Technical Writing (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (6 hrs.)

PHIL 245 Business Ethics (3)

Humanities course (3)

Behavioral/Social Sciences (6 hrs.)

ECON 200 Principles of Economics – Macroeconomics (3)

ECON 201 Principles of Economics – Microeconomics (3)

Math (4 hrs.)

MATH 121 College Algebra (4) or higher

Science (8 hrs.)

Computers/Technology (4 hrs.)

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (24 HRS.)

ACCT 121 Principles of Accounting I (4)

ACCT 122 Principles of Accounting II (4)

BSAD 211 Principles of Managing (3)

BSAD 232 Business Law I (3)

BSAD 240 Principles of Marketing (3)

BSAD 245 Principles of Finance (3)

BSAD 260L Business Statistical Analysis and Lab (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

ECON 200 Principles of Economics – Macroeconomics (3)

ENGL 111 Composition and Rhetoric (3)

Health, Physical Education and Recreation or Dance course (1 min.)

OFTC 111L Business Software Essentials I (4)

Science course (4)

Spring Semester/15 Credits Min.

ACCT 121 Principles of Accounting I (4)

ECON 201 Principles of Economics – Microeconomics (3)

ENGL 216 Technical Writing (3)

Health, Physical Education and Recreation or Dance course (1 min.)

MATH 121 College Algebra (4) or higher

Summer Semester/3 Credits

SPCH 111 Public Speaking (3)

[or]

SPCH 225 Small-Group Communication (3)

Fall Semester/14 Credits

ACCT 122 Principles of Accounting II (4)

BSAD 245 Principles of Finance (3)

Humanities course (3)

Science course (4)

Spring Semester/16 Credits

BSAD 211 Principles of Managing (3)

BSAD 232 Business Law I (3)

BSAD 240 Principles of Marketing (3)

BSAD 260L Business Statistical Analysis and Lab (4)

PHIL 245 Business Ethics (3)

TOTAL 63 CREDITS MIN.

ASSOCIATE IN ARTS DEGREES

ASSOCIATE IN ARTS

CRIMINAL JUSTICE

(66 hrs. min.)

CIP: 43.0104

This program prepares students for positions in the criminal justice field or for transfer to four-year colleges or universities. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (38 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 112 Composition and Literature (3)
SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

Science (8 hrs.)

Math (3 hrs.)

MATH 119 Applications of Mathematics for Nonscience Majors (3)
or higher

Computers/Technology (4 hrs.)

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (15 HRS.)

CRJS 203 Criminal Law and Procedure (3)
CRJS 210 American Law Enforcement Systems (3)
CRJS 211 The Criminal Justice System (3)
CRJS 223 American Correctional Systems (3)
CRJS 231 Criminal Investigations (3)

APPROVED ELECTIVES: (9 HRS.)

Choose from courses in Criminal Justice (CRJS), Economics (ECON), Human Services (HUSV), Philosophy (PHIL), Psychology (PSYC) or Sociology (SOCI).

RELATED REQUIREMENTS: (4 HRS.)

Language other than English

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits

Behavioral/Social Science course (3)

CRJS 211 The Criminal Justice System (3)

ENGL 111 Composition and Rhetoric (3)

Humanities course (3)

MATH 119 Applications of Mathematics for Nonscience Majors (3)
or higher

Spring Semester/17 Credits

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

CRJS 210 American Law Enforcement Systems (3)

ENGL 112 Composition and Literature (3)

Humanities course (3)

Science course (4)

Fall Semester/16 Credits

Behavioral/Social Science course (3)

CRJS 203 Criminal Law and Procedure (3)

Elective (3)

Science course (4)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Spring Semester/18 Credits Min.

CRJS 223 American Correctional Systems (3)
 CRJS 231 Criminal Investigations (3)
 Electives (6)
 Health, Physical Education and Recreation or Dance course (2 min.)
 Language other than English (4)

TOTAL 66 CREDITS MIN.

ASSOCIATE IN ARTS THE EARLY CHILDHOOD MULTICULTURAL EDUCATION PROGRAM

PROGRAMS OF STUDY

The Department of Teacher Education offers four program levels in Early Childhood Multicultural Education (ECME). The four programs of study allow students to pursue various opportunities toward their professional development.

Level 1 – 45-hour Entry-Level Course

Level 2 – SFCC Letter of Qualification

Level 3 – SFCC Certificate of Completion

Level 4-A – Associate in Applied Science/General Studies – ECME Concentration

Level 4-B – Associate in Arts – ECME

Interested students should meet with a Teacher Education academic adviser to discuss which course of study is best suited to meet the student's academic and career goals.

EARLY CHILDHOOD MULTICULTURAL EDUCATION (ECME) PROGRAM LEVELS

Level 1

The 45-hour entry level course, ECME 111, is a basic 3-credit course that introduces the student to the seven competency areas of skill and knowledge developed by the state of New Mexico. Students enrolled in this course use their current knowledge and experience to expand their learning in each competency area.

All students who complete ECME 111 receive a certificate of completion awarded by the New Mexico State Office of Child Development.

Level 2

The SFCC Letter of Qualification recognizes that the student has completed four core courses, the 45-hour entry level course plus 12 additional credits, in the Early Childhood Multicultural Education program of study. The SFCC Letter of Qualification articulates with additional coursework toward a certificate and/or an associate degree.

Students interested in the ECME core curriculum must meet the general education prerequisites before they enroll in ECME 200, Child Growth, Development and Learning.

ASSOCIATE IN ARTS DEGREES

Early Childhood Multicultural Education (ECME) Program Levels	
Level 1 – Entry-Level 45-hour training Certificate of Completion awarded by New Mexico Children Youth and Families Department (CYFD) – 3 credits	ECME 111: Foundations of Early Childhood (3)
Level 2 SFCC Letter of Qualification As recognition of completion of the four core courses leading to Level 3 15 credits – Level 1 + 12 credits	ECME 200: Child Growth, Development and Learning (3) ECME 209: Assessment of Children and Evaluation of Programs I (3) ECME 203: Health, Safety and Nutrition (3) ECME 207: Family and Community Collaboration (3)
Level 3 SFCC Certificate in ECME Completion	ECME 171: Professionalism (2) ECME 204: Curriculum Development and Implementation I (3) and; ECME 294L: Curriculum Development and Implementation Practicum I (2) ECME 205: Curriculum Development and Implementation II (3) and; ECME 295L: Curriculum Development and Implementation Practicum II (2) ECME 206 Guiding Young Children (3) ECME 208: Introduction to Reading and Literacy Development (3) ENGL 119: Professional Communication (3)
Level 4-A – 2-Year Career Track Associate of Applied Science General Studies – ECME Concentration 61 credits – Level 3 + 25 credits	28 Hours of General Education 18 Hours of Core (ECME) 15 Hours of Related Studies
Level 4-B 2-Year Transfer Degree Associate of Arts in ECME Based on statewide articulation agreement 67 credits – Level 3 + 31 credits	38 Hours of General Education 29 Hours of Core (ECME)

Level 3

The SFCC Certificate of Completion recognizes the completion of one general education course, Professional Communication (ENGL 119), and additional coursework in the Early Childhood Multicultural Education core curriculum.

Level 4-A

2-Year Career Track

Associate of Applied Science

This program option allows students the flexibility to combine general education coursework with an area of concentration focused on their core interest.

Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

Level 4-B

Associate in Arts

The 67 credit hours for the AA degree transfer to all publicly funded four-year colleges and universities in the State of New Mexico.

PROGRAM PROGRESSION

The program in Early Childhood Multicultural Education is designed to be completed in four or five semesters of full-time study. Courses are to be taken in sequences as outlined by the department. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

ADMISSION PROCEDURES

Apply for a nationwide criminal records check (CRC).

ASSOCIATE IN ARTS

EARLY CHILDHOOD MULTICULTURAL EDUCATION

(67 hrs. min.)

CIP: 13.1204

This degree program is designed for students who are interested in working with young children, birth to 6 years of age, and their families. The ECME AA transfers as the first two years of a bachelor in arts degree in early childhood education to every public four-year college and university in the state of New Mexico. The completion of this degree partially fulfills the New Mexico Department of Education's competencies for the birth to third grade licensure.

This AA degree fulfills the requirements for qualifying as a lead teacher or director of an early childhood center. In addition, this degree fulfills the No Child Left Behind Act requirements for educational assistants in the public schools.

GENERAL EDUCATION REQUIREMENTS: (38 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 112 Composition and Literature (3)
SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

PSYC 111 Psychology I (3)
PSYC 290 Developmental Psychology (3)

Math (3 hrs.)

MATH 119 Applications of Mathematics for Nonscience Majors (3) or higher

Science (8 hrs.)

Computers/Technology (4 hrs.)

CISC 111 Introduction to Computer Science (3)

[and]

CISC 111L Introduction to Computer Science Lab (1)

[or]

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (29 HRS.)

ECED 111 Child Growth, Development and Learning (3)

ECED 112 Health, Safety and Nutrition (2)

ECED 113 Family and Community Collaboration I (3)

ECED 114 Assessment of Children and Evaluation of Programs I (3)

ECED 218 Guiding Young Children (3)

ECED 215 Professionalism (2)

ECED 216A Curriculum Development and Implementation I (3)

ECED 217A Curriculum Development and Implementation II (3)

ECED 216B Curriculum Development and Implementation Practicum I (2)

ECED 217B Curriculum Development and Implementation Practicum II (2)

READ 211 Introduction to Reading and Literacy Development (3)

RELATED REQUIREMENTS:

ENGL 119 Professional Communication (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

ASSOCIATE IN ARTS DEGREES

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/14 Credits

ECED 171	Professionalism (2)
ECED 111	Child Growth, Development and Learning (3)
ENGL 111	Composition and Rhetoric (3)
MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
PSYC 111	Psychology I (3)

Spring Semester/14 Credits

CISC 111/CISC 111L	Introduction to Computer Science with Lab (4)
[or]	
CITC 111L	Computer Science (4)
[or]	
OFTC 111L	Business Software Essentials I (4)
ECED 112	Health, Safety and Nutrition (2)
ECED 216A	Curriculum Development and Implementation I (3)
ECED 216B	Curriculum Development and Implementation Practicum I (2)
ENGL 112	Composition and Literature (3)
Humanities course	(3)

Summer Semester/7 Credits

Humanities course	(3)
Science course	(4)

Fall Semester/13 Credits Min.

ECED 217A	Curriculum Development and Implementation II (3)
ECED 218	Guiding Young Children (3)
ECED 217B	Curriculum Development and Implementation (2) Practicum II
Health, Physical Education and Recreation or Dance course	(2 min.)
[or]	
HPER 155	Access to Health (2) online course only
[or]	
HPER 200L	Lifetime Fitness and Wellness (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)

Spring Semester/16 Credits

ECED 113	Family and Community Collaboration I (3)
READ 211	Introduction to Reading and Literacy Development (3)
ECED 114	Assessment of Children and Evaluation of Programs (3)
PSYC 290	Developmental Psychology (3)
Science course	(4)

TOTAL 67 CREDITS MIN.

ASSOCIATE IN ARTS FINE ARTS

(67 hrs. min.)

CIP: 50.0701

This degree is designed for students who intend to transfer to four-year colleges or universities to complete a bachelor's in fine arts degree in art or art history. It includes the general studies core curriculum as well as the basic fine arts courses recommended by most four-year institutions. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (38 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

Math (3 hrs.)

MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
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Science (8 hrs.) Computers/Technology (4 hrs.)

CISC 111	Introduction to Computer Science (3)
[and]	
CISC 111L	Introduction to Computer Science Lab (1)
[or]	
OFTC 111L	Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s)	(2)
[or]	
HPER 155	Access to Health (2) online course only
[or]	
HPER 200L	Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (23 HRS.)

ARTS 113L	Two-Dimensional Design (3)
ARTS 115L	Materials and Safety (2)
ARTS 116L	Three-Dimensional Design (3)
ARTS 118L	Drawing I (3)
ARTS 121L	Painting I (3)
ARTS 140L	Photography I (3)
ARTS 201	Art History I (3)
ARTS 202	Art History II (3)

APPROVED ELECTIVES: (6 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

- Behavioral/Social Science course (3)
- CISC 111/CISC 111L Introduction to Computer Science with Lab (4)
- [or]
- OFTC 111L Business Software Essentials I (4)
- ENGL 111 Composition and Rhetoric (3)
- Humanities course (3)
- SPCH 111 Public Speaking (3)
- [or]
- SPCH 220 Interpersonal Communication (3)
- [or]
- SPCH 225 Small-Group Communication (3)

Spring Semester/16 Credits Min.

- Behavioral/Social Science course (3)
- Core course (3)
- Elective (3)
- ENGL 112 Composition and Literature (3)
- Health, Physical Education and Recreation or Dance course (1 min.)
- Humanities course (3)

Summer Semester/7 Credits Min.

- Core course (3)
- Health, Physical Education and Recreation or Dance course (1 min.)
- MATH 119 Applications of Mathematics for Nonscience Majors (3) or higher

Fall Semester/13 Credits

- Core course (3)
- Core course (3)
- Elective (3)
- Science course (4)

Spring Semester/15 Credits

- Core course (3)
- Core course (3)
- Core course (3)
- Core course (2)
- Science course (4)

TOTAL 67 CREDITS MIN.

ASSOCIATE IN ARTS DEGREES

ASSOCIATE IN ARTS GENERAL STUDIES

(66 hrs. min.) CIP: 24.0101

The AA in general studies is intended to parallel the first two years of a bachelor of arts degree and is composed largely of transferable general education courses. Majors may be selected from the liberal arts, humanities or social sciences. If students have already chosen their transfer institutions, selection of core courses and electives should be based on the degree requirements of those institutions. Students must work closely with their transfer institutions and their SFCC advisers to assure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (45 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)

ENGL 112 Composition and Literature (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities

(9 hrs. – maximum of 6 hrs. in one area)

Behavioral/Social Sciences

(9 hrs. – maximum of 6 hrs. in one area)

Math (4 hrs.)

MATH 121 College Algebra (4) or higher

Science (8 hrs.)

Computers/Technology (4 hrs.)

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (15 HRS.)

For the AA in general studies, students must, in consultation with their academic advisers, choose discipline areas and course work for their major core requirements.

Areas of concentration:

Humanities (Art History, Film, History, Humanities, Languages, English, Philosophy)

Social Sciences (Anthropology, Sociology)

Students interested in Psychology should consult their adviser/counselor about the AA in Psychology degree.

APPROVED ELECTIVES: (6 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

Behavioral/Social Science course (3)

ENGL 111 Composition and Rhetoric (3)

Humanities course (3)

MATH 121 College Algebra (4) or higher

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Spring Semester/17 credits

Behavioral/Social Science course (3)

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

ENGL 112 Composition and Literature (3)

Humanities course (3)

[or]

Core course (3)

Science course (4)

Summer Semester/4 Credits Min.

Elective (3)

[or]

Core course (3)

Health, Physical Education and Recreation or Dance course (1 min.)

Fall Semester/16 Credits

Behavioral/Social Science course (3)

Core course (3)

Elective (3)

Humanities course (3)

Science course (4)

Spring Semester/13 Credits Min.

Core course (3)

Core course (3)

Core course (3)

Core course (3)

[or]

Humanities course (3)

Health, Physical Education and Recreation or Dance course (1 min.)

TOTAL 66 CREDITS MIN.**ASSOCIATE IN ARTS****HUMAN SERVICES**

(65 hrs. min.)

CIP: 44.0701

This program is a career-oriented program that prepares students for entry-level positions in mental-health, social services, substance-abuse treatment, youth and senior programs and other helping professions. It also provides an academic foundation for continued study at the baccalaureate level in social work, counseling, human services, psychology and sociology. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (41 HRS. MIN.)**Communications (9 hrs.)**

ENGL 111 Composition and Rhetoric (3)

ENGL 112 Composition and Literature (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (6 hrs.)**Behavior/Social Science (9 hrs.)**

ANTH 112 The Nature of Culture (3)

PSYC 111 Psychology I (3)

SOC 111 Introduction to Sociology (3)

Math (3 hrs.)MATH 119 Applications of Mathematics for Non-science Majors (3)
or higher**Science (8 hrs.)****Computers/Technology (4 hrs.)**

CISC 111 Introduction to Computer Science (3)

[and]

CISC 111L Introduction to Computer Science Lab (1)

[or]

OFTC 111L Business Software Essentials I (4)

ASSOCIATE IN ARTS DEGREES

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (18 HRS.)

HUSV 111 Introduction to Human Services (3)

HUSV 130 Introduction to Group Process and Counseling (3)

HUSV 292 Introduction to Case Management (3)

HUSV 293 Human Services Practicum (3) (must be taken twice for credit)

PSYC 125 Introduction to the Counseling Professions (3)

RELATED REQUIREMENTS: (6 HRS. MIN.)

Choose from the following:

ANTH/SPCH 235 Intercultural Communication (3)

HUSV 200 Psychology of Addictive Behavior (3)

HUSV 205 Effects of Drug Abuse (3)

HUSV 210 Substance-Abuse Assessment, Evaluation and Treatment (3)

HUSV 215 Substance Abuse in Families (3)

HUSV 220 Substance Abuse Prevention (3)

PSYC 130 Applied Health Psychology (3)

PSYC 230 Psychology of Personal Growth (3)

PSYC 231 Psychology of Personality (3)

PSYC 240 Abnormal Psychology (3)

PSYC 250 Brain and Behavior (3)

PSYC 265 Cognitive Psychology (3)

PSYC 271 Social Psychology (3)

PSYC 280 Human Sexuality (3)

PSYC 290 Developmental Psychology (3)

SOCI 209 Aging and the Family (3)

SOCI 216 Dynamics of Diversity (3)

SOCI 220 Social Problems (3)

SOCI 225 Marriage, Family and Intimate Relationships (3)

SOCI 226 Sociology of Gender Roles (3)

SPAN 153 Spanish for Human Services (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/17 Credits

CISC 111/CISC 111L Introduction to Computer Science with Lab (4)

[or]

OFTC 111L Business Software Essentials I (4)

ENGL 111 Composition and Rhetoric (3)

HUSV 111 Introduction to Human Services (3)

PSYC 111 Psychology I (3)

Science course (4)

Spring Semester/13 Credits Min.

ENGL 112 Composition and Literature (3)

Health, Physical Education and Recreation or Dance course (1 min.)

HUSV 130 Introduction to Group Process and Counseling (3)

Humanities course (3)

MATH 119 Applications of Mathematics for Nonscience Majors (3) or higher

Summer Semester/5 Credits Min.

Health, Physical Education and Recreation or Dance course (1 min.)

Science course (4)

Fall Semester/15 Credits

HUSV 292 Introduction to Case Management (3)

HUSV 293 Human Services Practicum (3)

Humanities course (3)

PSYC 125 Introduction to the Counseling Professions (3)

Related requirement (3)

Spring Semester/15 Credits

ANTH 112 The Nature of Culture (3)

HUSV 293 Human Services Practicum (3)

Related requirement (3)

SOCI 111 Introduction to Sociology (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

TOTAL 65 CREDITS MIN.

ASSOCIATE IN ARTS MEDIA ARTS

(60 hrs. min.)

CIP: 50.0401

This program is for students who wish to transfer to a four-year institution and obtain a bachelor's degree in any of the broad range of media arts concentrations. It includes transferable general education requirements as well as media arts core courses. These core classes are designed to give students basic design, computer and productions skills as well as transfer as introductory-level classes at a four-year institution. Students are advised to work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (39 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
MART 170 Writing for Mass Media (3)
SPCH 225 Small-Group Communication (3)

Humanities (9 hrs.)

HUMS 191 Media and Culture (3)
[and]

Choose 6 hrs. from the following:

ARTS 201 Art History I (3)
ARTS 202 Art History II (3)
ARTS 205 History of Photography I (3)
ARTS 206 History of Photography II (3)

Any FILM course

Behavioral/Social Sciences (9 hrs.)

BSAD 235 Human Relations in the Workplace (3)
Behavioral/Social Sciences courses (6)

Math (3 hrs.)

MATH 119 Applications of Mathematics for Nonscience Majors (3)
or higher

Science (4 hrs.)

Computers/Technology (3 hrs.)

MART 130 Introduction to Web Design (3)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (18 HRS.)

ARTS 118L Drawing I (3)
MART 118 Design Communication (3)
MART 119L Digital Skills (3)
MART 121L Adobe Illustrator (3)
[or]
MART 122 QuarkXPress (3)
[or]
MART 123 Adobe InDesign (3)
MART 154 DVD Production (2)
MART 180L Photoshop I (3)
MART 187 Electronic Color (1)

APPROVED ELECTIVES: (3 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

ASSOCIATE IN ARTS DEGREES

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

Behavioral/Social Science course (3)	
ENGL 111	Composition and Rhetoric (3)
HUMS 191	Media and Culture (3)
MART 118	Communication Design (3)
MART 119L	Digital Skills (3)

Spring Semester/15 Credits Min.

ARTS 118L	Drawing I (3)
Health, Physical Education and Recreation or Dance course (1 min.)	
MART 170L	Writing for Mass Media (3)
MART 180L	Photoshop I (3)
MART 187	Electronic Color (1)
Science course (4)	

Fall Semester/16 Credits Min.

Behavioral/Social Science course (3)	
Elective (3)	
Health, Physical Education and Recreation or Dance course (1 min.)	
Humanities course (3)	
MART 121L	Adobe Illustrator (3)
[or]	
MART 122	QuarkXPress (3)
MART 123	Adobe InDesign (3)
MART 130	Introduction to Web Design (3)

Spring Semester/14 Credits Min.

BSAD 235	Human Relations in the Workplace (3)
Humanities course (3)	
MATH 119	Applications for Mathematics for Nonscience Majors (3) or higher
[or]	
MART 154	DVD Production (2)
SPCH 225	Small Group Communication (3)

TOTAL 67 CREDITS MIN.

ASSOCIATE IN ARTS PSYCHOLOGY

(66 hrs. min.)

CIP: 42.0101

This program is for students who wish to transfer to a four-year institution and obtain a bachelor's degree in psychology. It includes transferable general education requirements as well as psychology core courses. These core courses are designed to give students a basic foundation in psychology as well as transfer as introductory-level classes at a four-year institution. Students are advised to work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS (45 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (9 hrs.)

Humanities (6)	
[and]	
PHIL 111	Introduction to Philosophy (3)

Behavioral/Social Sciences (9 hrs.)

PSYC 111	Introduction to Psychology (3)
SOCI 111	Introduction to Sociology (3)
[and]	

Choose one course from the following:

ANTH 112	The Nature of Culture (3)
SOCI 220	Social Problems (3)
POLI 200	American Government and Politics (3)
ECON 200	Principles of Economics – Macroeconomics (3)

Math (4 hrs.)

MATH 121	College Algebra (4) or higher
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Science (8 hrs.)

BIOL 111 Introduction to Biology (3)
 BIOL 111L Introduction to Biology Lab (1)

Computers/Technology (4 hrs.)

CISC 111 Introduction to Computer Science (3)
 [and]
 CISC 111L Introduction to Computer Science Lab (1)
 [or]
 OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance class (2 hrs. min.)

Activities course(s) (2)
 [or]
 HPER 155 Access to Health (2) online course only
 [or]
 HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS (15 HRS.)

Choose from the following:
 PSYC 230 Psychology of Personal Growth (3)
 PSYC 250 Brain and Behavior (3)
 PSYC 260 Psychology of Learning and Memory (3)
 PSYC 265 Cognitive Psychology (3)
 PSYC 271 Social Psychology (3)
 PSYC 280 Human Sexuality (3)
 PSYC 290 Lifespan Developmental Psychology (3)

APPROVED ELECTIVES (6 HRS.)

Choose from the following:
 PSYC 125 Introduction to Counseling (3)
 PSYC 211 Educational Psychology (3)
 PSYC 240 Abnormal Psychology (3)
 SOCI 216 Dynamics of Diversity (3)
 SOCI 225 Family and Interpersonal Relationships (3)
 SOCI 250 Sociology of Crime and Justice (3)
 HUMS 211 Western Humanities I (4)
 HUMS 212 Western Humanities II (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits

PSYC 111 Introduction to Psychology (3)
 ENGL 111 Composition and Rhetoric (3)
 SOCI 111 Introduction to Sociology (3)
 PHIL 111 Introduction to Philosophy (3)
 SPCH 111 Public Speaking (3)
 [or]
 SPCH 220 Interpersonal Communication (3)
 [or]
 SPCH 225 Small-Group Communication (3)

Spring Semester/13 Credits

ENGL 112 Composition and Literature (3)
 Core courses (6)
 Health, Physical Education and Recreation or Dance course (1 min.)
 Humanities (3)

Summer Semester/7 Credits

Health, Physical Education and Recreation or Dance course (1 min.)
 Behavioral/Social Science core course (3)
 Elective (3)

Fall Semester/15 Credits

Core Requirements (3)
 BIOL 111 Introduction to Biology (3)
 BIOL 111L Introduction to Biology Lab (1)
 CISC 111 Introduction to Computer Science (3)
 CISC 111L Introduction to Computer Science Lab (1)
 MATH 121 College Algebra (4) or higher

Spring Semester/16 Credits

BIOL 136 Non-Majors Anatomy and Physiology (3)
 BIOL 136L Non-Majors Anatomy and Physiology (1)
 Core Requirements (6)
 Elective (3)
 Humanities (3)

TOTAL 66 CREDITS MIN.

ASSOCIATE IN ARTS DEGREES

ASSOCIATE IN ARTS SIGN LANGUAGE INTERPRETING

(71 hrs. min.)

CIP: 51.0205

This program prepares students to earn a degree in sign language interpreting (American Sign Language/English) with emphasis on the educational setting. A trilingual (ASL/Spanish/English) option is available. Students need to complete sign language prerequisites before admission to the interpreter program. AMSL 111/111L and AMSL 112/112L or skill level proficiency are prerequisites for admission to the Sign Language Interpreting Program. This plan does not include the trilingual option. The trilingual option will require a separate plan that includes the Spanish Department. It is recommended that sign language degree students select their courses and program plan in consultation with the Interpreter Program and Spanish Department advisers. Working interpreters, who are fluent and seek to further their knowledge in the ASL interpreting or sign language areas of expertise toward passing the RID certification, may register for INTR 111, INTR 112 or INTR 211 with the instructor's permission. Individuals who converse in sign language with deaf adults at their place of employment may test out of lower level ASL classes and register for AMSL 112 or AMSL 211L with the instructor's permission.

GENERAL EDUCATION REQUIREMENTS: (38 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)

Humanities (6 hrs.)

PHIL 220	Ethical Theory (3)
Approved humanities course (3)	

Behavioral/Social Sciences (6 hrs.)

ANTH 112	The Nature of Culture (3)
PSYC 111	Psychology I (3)
[or]	
SOCI 111	Introduction to Sociology (3)

Math (3 hrs.)

MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
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Science (8 hrs.)

Computers/Technology (4 hrs.)

CISC 111	Introduction to Computer Science (3)
[and]	
CISC 111L	Introduction to Computer Science Lab (1)
[or]	
OFTC 111L	Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)	
[or]	
HPER 155	Access to Health (2) online course only
[or]	
HPER 200L	Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (33 HRS.)

AMSL 212L	American Sign Language IV and Fingerspelling (3)
AMSL 213	Introduction to American Sign Language Linguistics (3)
INTR 111	Interpreting I: The Profession (3)
INTR 111L	Interpreting I: The Profession Lab (2)
INTR 112	Interpreting Theory and Practice (3)
INTR 112L	Interpreting Theory and Practice Lab (2)
INTR 211	Interpreting III – Interactive Interpreting (3)
INTR 231	The American Deaf Community (3)
INTR 232	Cross-Cultural Issues of Interpreting (3)
INTR 250	Educational Interpreting (3)
INTR 252	Signed English and Technical Vocabulary (3)
INTR 298	Interpreting Internship (1) [Must be taken twice for credit.]

TRILINGUAL CONCENTRATION: (9 HRS.)

INTR 254	Interpreting in the Hispanic Setting (3)
SPAN 211	Intermediate Spanish I (3)
[or]	
SPAN 213	Intermediate Heritage Spanish I (3)
SPAN 212	Intermediate Spanish II (3)
[or]	
SPAN 214	Intermediate Heritage Spanish II (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES**Fall Semester/17 Credits**

AMSL 211L	American Sign Language III (ASL Green Text 19-27) (3)
ANTH 112	The Nature of Culture (3)
ENGL 111	Composition and Rhetoric (3)
INTR 111	Interpreting I: The Profession (3)
INTR 111L	Interpreting I: The Profession Lab (2)
SPCH 111	Public Speaking (3)

Spring Semester/17 Credits

AMSL 212L	American Sign Language IV and Fingerspelling (3)
ENGL 112	Composition and Literature (3)
Humanities course (3)	
INTR 112	Interpreting Theory and Practice (3)
INTR 112L	Interpreting Theory and Practice Lab (2)
PHIL 220	Ethical Theory (3)

Summer Semester/8 Credits Min.

INTR 252	Signed English and Technical Vocabulary (3)
Health, Physical Education and Recreation or Dance course (2 min.)	
MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher

Fall Semester/17 Credits

AMSL 213L	Introduction to American Sign Language Linguistics (3)
INTR 211	Interpreting III – Interactive Interpreting (3)
INTR 231	The American Deaf Community (3)
INTR 250	Educational Interpreting (3)
INTR 298	Interpreting Internship (1)
Science course (4)	

Spring Semester/15 Credits

CISC 111/CISC 111L	Introduction to Computer Science with Lab (4)
[or]	
OFTC 111L	Business Software Essentials I (4)
INTR 232	Cross-Cultural Issues of Interpreting (3)
INTR 298	Interpreting Internship (1)
PSYC 111	Psychology I (3)
[or]	
SOCI 111	Introduction to Sociology (3)
Science course (4)	

TOTAL 71 CREDITS MIN.**ASSOCIATE IN ARTS****SPANISH LANGUAGE**

(63 hrs. min.)

CIP: 16.0905

This program is designed to prepare students with the necessary course work and proficiency in Spanish for continued study at the baccalaureate level in majors such as Spanish and Bilingual Education. It will benefit students who wish to attain a level of proficiency that will enhance their careers in any field that requires communication skills in Spanish; it will be especially helpful to students whose heritage language and culture are Spanish. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (41 HRS. MIN.)**Communications (9 hrs.)**

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)

[or]

SPCH 220	Interpersonal Communication (3)
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Humanities (6 hrs.)

HIST 260	History of New Mexico (3)
Approved humanities elective (3)	

Behavioral/Social Science (9 hrs.)**Math (3 hrs.)**

MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
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Science (8 hrs.)**Computers/Technology (4 hrs.)**

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155	Access to Health (2) online course only
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[or]

HPER 200L	Lifetime Fitness and Wellness (3)
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ASSOCIATE IN ARTS DEGREES

CORE REQUIREMENTS: (14 HRS.)

SPAN 111	Spanish I (3)
[and]	
SPAN 111L	Spanish I Lab (1)
SPAN 112	Spanish II (3)
[and]	
SPAN 112L	Spanish II Lab (1)
[or]	
SPAN 113L	Heritage Spanish I (4)
[and]	
SPAN 114L	Heritage Spanish II (4)
SPAN 211	Intermediate Spanish I (3)
[or]	
SPAN 213	Intermediate Heritage Spanish I (3)
SPAN 212	Intermediate Spanish II (3)
[or]	
SPAN 214	Intermediate Heritage Spanish II (3)

APPROVED ELECTIVES: (8 HRS.)*

Recommended courses for Spanish majors:

SPAN 150	Conversational Spanish I (3)
SPAN 250	Conversational Spanish II (3)
SPAN 280	Introduction to Hispanic Literature (3)
SPAN 284	Chicano Literature and Expression (3)
SPAN 285	Latin American Feminist Expression (3)
SPAN 286	Southwest Cultures through Film (3)
SPAN 288	Contemporary Latino Film (3)

Recommended courses for education majors:

EDUC 111	Introduction to Education (3)
[and]	
EDUC 112L	Field-Based Teaching Observations (1)
PSYC 211	Educational Psychology (3)
SPAN 150	Conversational Spanish I (3)
SPAN 250	Conversational Spanish II (3)
SPAN 255	Spanish Through Children's Literature (3)

Other electives:

ANTH 112	The Nature of Culture (3)
ANTH 252	Anthropology of Food (3)
ARTS 215	Artistic Traditions of the Southwest (3)
ENGL 270	Literature of the Southwest (3)
HIST 161	United States History to 1877 (3)

HIST 162	United States History from 1877 (3)
HIST 265	History of La Raza (3)
HIST 272	Latin American Civilization (3)
SPAN 152	Spanish for Medical Personnel I (3)
SPAN 154	Spanish for Medical Personnel II (3)

Any other foreign language 111 or above

*Spanish-speaking students who already possess intermediate skills may see their advisers about fulfilling the language requirement with other Spanish classes.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/17 Credits

Behavioral/Social Science course (3)	
ENGL 111	Composition and Rhetoric (3)
Science course (4)	
SPAN 111	Spanish I (3)
[and]	
SPAN 111L	Spanish I Lab (1)
[or]	
SPAN 113	Heritage Spanish I (3)
[and]	
SPAN 113L	Heritage Spanish I Lab (1)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)

Spring Semester/13 Credits

Behavioral/Social Science course (3)	
ENGL 112	Composition and Literature (3)
MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
SPAN 112	Spanish II (3)
[and]	
SPAN 112L	Spanish II Lab (1)
[or]	
SPAN 114	Heritage Spanish II (3)
[and]	
SPAN 114L	Heritage Spanish II Lab (1)

Summer Semester/7 Credits Min.

Behavioral/Social Science course (3)
 Health, Physical Education and Recreation or Dance course (1 min.)
 Humanities course (3)

Fall Semester/14 Credits

CISC 111/CISC 111L Introduction to Computer Science with Lab (4)
 [or]
 OFTC 111L Business Software Essentials I (4)
 HIST 260 History of New Mexico (3)
 Science course (4)
 SPAN 211 Intermediate Spanish I (3)
 [or]
 SPAN 213 Intermediate Heritage Spanish I (3)

Spring Semester/12 Credits Min.

Electives (8)
 Health, Physical Education and Recreation or Dance course (1 min.)
 SPAN 212 Intermediate Spanish II (3)
 [or]
 SPAN 214 Intermediate Heritage Spanish II (3)

TOTAL 63 CREDITS MIN.

ASSOCIATE IN ARTS TEACHER EDUCATION

(68 hrs. min.)

CIP: 13.0101

Students who anticipate transferring to one of New Mexico's public universities and majoring in education should follow this module of lower-division courses. This module addresses the various teaching specialization areas offered at universities. Regardless of course equivalences for transfer credit, students must complete the minimum number of upper-division credit hours required at the receiving institution. Students who successfully complete this preparatory curriculum for teacher education are strongly advised to take the New Mexico Teacher Assessment (NMTA) of Basic Skills and General Knowledge before transferring to a university. Admission to most teacher education programs requires successful completion of the Basic Skills portion of the NMTA.

Specialization 1 – Elementary, Bilingual and Special Education

Specialization 2 – Language Arts, Social Studies and Foreign Language

Specialization 3 – Math, Science and Physical Education

Prior to transferring into the selected specialization at the university level, students are required to complete a minimum of 68 credit hours in the AA degree. This program combines the core requirements of the three specializations making note of specific specialization requirements in the area of math (*). It is recommended that students consult SFCC advisers to assess and determine fulfillment of SFCC course prerequisite requirements. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (58 HRS. MIN.)**Communications (9 hrs.) – All Specializations**

ENGL 111 Composition and Rhetoric (3)

ENGL 112 Composition and Literature (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

Humanities and Fine Arts (18 hrs. – 6 hrs. of Fine Arts, 12 hrs. of Humanities) – All Specializations

3 hrs. of Art History recommended

ARTS 201 Art History I (3)

[or]

ARTS 202 Art History II (3)

[and]

ASSOCIATE IN ARTS DEGREES

DRAM 111	Introduction to Theater and Drama (3)
[or]	
MUSC 140	Music Appreciation (3)
[and]	
HIST 111	Western Civilization I (3)
[or]	
HIST 112	Western Civilization II (3)
[or]	
HIST 161	United States History to 1877 (3)
[and]	
HIST 162	United States History from 1877 (3)
[and]	
HIST 260	History of New Mexico (3)

Behavioral/Social Sciences (6 hrs. – maximum of 3 hrs. in one area) – All Specializations

Choose from the following:

ANTH 112	The Nature of Culture (3)
ECON 200	Principles of Economics – Macroeconomics (3)
ECON 201	Principles of Economics – Microeconomics (3)
GEOG 112	World Regional Geography (3)
POLI 200	American Government and Politics (3)
SOCI 111	Introduction to Sociology (3)

Math (7 hrs.)

Specialization 1

MATH 111	Math for Elementary School Teachers (3)*
MATH 121	College Algebra (4) or higher

Specialization 2

MATH 119	Applications of Mathematics for Nonscience Majors (3)*
MATH 121	College Algebra (4) or higher

Specialization 3

MATH 150L	Pre-Calculus (4) *
MATH 155L	Trigonometry with Vectors (3) *

Science (12 hrs. – maximum of 4 hrs. in one area) – All Specializations

Choose from the following:

ASTR 111	Introduction to Astronomy (3)
[and]	
ASTR 111L	Introduction to Astronomy Lab (1)
BIOL 111	Introduction to Biology (3)
[and]	
BIOL 111L	Introduction to Biology Lab (1)

BIOL 114	Environmental Science (3)
[and]	
BIOL 114L	Environmental Science Lab (1)
BIOL 115L	Introduction to Ecology and Field Biology (4)
BIOL 201	Cell Biology (3)*
[and]	
BIOL 201L	Cell Biology Lab (1)*
CHEM 111	Introduction to Chemistry (3)
[and]	
CHEM 111L	Introduction to Chemistry Lab (1)
CHEM 121	General Chemistry I (3)
[and]	
CHEM 121L	General Chemistry I Lab (1)
GEOL 111	Physical Geology (3)
[and]	
GEOL 111L	Physical Geology Lab (1)
GEOL 112	Historical Geology (3)
[and]	
GEOL 112L	Historical Geology Lab (1)
GEOL 115L	Geology Field Experience (4)
PHYS 111	Introduction to Physics (3)
[and]	
PHYS 111L	Introduction to Physics Lab (1)

*Recommended only for UNM transfers with science specialization

Computers/Technology (4 hrs.) – All Specializations

CISC 111	Introduction to Computer Science (3)
[and]	
CISC 111L	Introduction to Computer Science Lab (1)
[or]	
CITC 111L	Computers and Technology (4)
[or]	
EDUC 228	Technology in the Classroom (3)

Health, Physical Education and Recreation or Dance (2 hrs. min.) – All Specializations

Activity course(s)	(2)
[or]	
HPER 155	Access to Health (2) online course only
[or]	
HPER 200L	Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (7 HRS.) – ALL SPECIALIZATIONS

- EDUC 111 Introduction to Education (3)
- EDUC 112L Field-Based Teaching Observations (1)
- PSYC 111 Introduction to Psychology (3)
- [or]
- PSYC 211 Educational Psychology (3)

APPROVED ELECTIVES: (3 HRS.) – ALL SPECIALIZATIONS

Consult your adviser for elective choices.

Note: Six additional credits in literature are required for students who transfer to New Mexico Highlands University.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

- EDUC 111 Introduction to Education (3)
- EDUC 112L Field-Based Teaching Observations (1)
- ENGL 111 Composition and Rhetoric (3)
- Health, Physical Education and Recreation or Dance course (1 min.)
- History course (3)
- Math course (4)

Spring Semester/16 Credits

- ARTS 201 Art History I (3)
- [or]
- ARTS 202 Art History II (3)
- [or]
- DRAM 111 Introduction to Theater and Drama (3)
- [or]
- MUSC 140 Music Appreciation (3)
- ENGL 112 Composition and Rhetoric (3)
- History course (3)
- PSYC 211 Educational Psychology (3)
- Science course (4)

Fall Semester/16 Credits

- ARTS 201 Art History I (3)
- [or]
- ARTS 202 Art History II (3)
- [or]
- DRAM 111 Introduction to Theater and Drama (3)
- [or]
- MUSC 140 Music Appreciation (3)
- Behavioral/Social Science course (3)
- History course (3)
- Math course (3)
- Science course (4)

Spring Semester/16 Credits

- Behavioral/Social Science course (3)
- Elective (3)
- History course (3)
- SPCH 111 Public Speaking (3)
- [or]
- SPCH 220 Interpersonal Communication (3)
- Science course (4)

Summer Semester/5 Credits Min.

- CISC 111/CISC 111L Introduction to Computer Science with Lab (4)
- [or]
- CITC 111L Computers and Technology (4)
- Health, Physical Education and Recreation or Dance course (1 min.)

Note: Six additional credits in literature are required for students who transfer to New Mexico Highlands University.

TOTAL 68 CREDITS MIN.

ASSOCIATE IN SCIENCE

A list of current degrees and certificates follows. This list may not be complete because program development is ongoing. The associate in science degrees are designed for students who intend to transfer to four-year colleges or universities, with the transfer of credits subject to the policy of the institution to which the student is transferring.

SFCC has a mandatory assessment and placement policy. Students who wish to enroll in English or math or in any course in which an English or math course is a prerequisite must participate in assessment as described on Page 21. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 8 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

Biological/Physical Sciences (HS)

Computer Science (BT)

General Studies (HS)

Pre-Engineering (BT)

ASSOCIATE IN SCIENCE

BIOLOGICAL/PHYSICAL SCIENCES

(65 hrs. min.) CIP: Biological Science Concentration – 26.0101
CIP: Physical Science Concentration – 40.0101

This program allows students to develop a degree plan with an emphasis in the biological or physical sciences. Students must work closely with their transfer institutions and their SFCC advisers to assure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (34 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)

ENGL 112 Composition and Literature (3)

[or]

ENGL 216 Technical Writing (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

Math (7 hrs. min.)

Biological Science Concentration: (7 hrs.)

MATH 135L Introduction to Probability and Statistics (3)

MATH 162L Calculus I (4)

[or]

MATH 180 Elements of Calculus I (4)

Physical Science Concentration: (11 hrs.)

MATH 135L Introduction to Probability and Statistics (3)

MATH 162L Calculus I (4)

MATH 163L Calculus II (4)

Computers/Technology (4 hrs.)

CISC 111 Introduction to Computer Science (3)

[and]

CISC 111L Introduction to Computer Science Lab (1)

[or]

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

SCIENCE CORE REQUIREMENTS: (16 HRS. MIN.)**Biological Science Concentration: (24 hrs.)**

BIOL 201 Cell Biology (3)

BIOL 201L Cell Biology Lab (1)

BIOL 202 Genetics (3)

BIOL 202L Genetics Lab (1)

CHEM 121 General Chemistry I (3)

CHEM 121L General Chemistry I Lab (1)

CHEM 122 General Chemistry II (3)

CHEM 122L General Chemistry II Lab (1)

PHYS 121 General Physics I (3)

PHYS 121L General Physics I Lab (1)

PHYS 122 General Physics II (3)

PHYS 122L General Physics II Lab (1)

Physical Science Concentration: (16 hrs.)

CHEM 121 General Chemistry I (3)

CHEM 121L General Chemistry I Lab (1)

CHEM 122 General Chemistry II (3)

CHEM 122L General Chemistry II Lab (1)

PHYS 161 Calculus Physics I (3)

PHYS 161L Calculus Physics I Lab (1)

PHYS 162 Calculus Physics II (3)

PHYS 162L Calculus Physics II Lab (1)

RELATED REQUIREMENTS: (7 HRS. MIN.)

Biological Science Concentration: (7 hrs.)

Approved science elective (4)

Approved electives (3)

Physical Science Concentration: (11 hrs.)

Approved science elective (4)

Approved electives (7)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

BIOLOGICAL SCIENCE CONCENTRATION**SUGGESTED SEQUENCE OF REQUIRED COURSES****Fall Semester/17 Credits**

Behavioral/Social Science course (3)

[or]

Humanities course (3)

CHEM 121/CHEM 121L General Chemistry I with Lab (4)

CISC 111/CISC 111L Introduction to Computer Science with Lab (4)

[or]

OFTC 111L Business Software Essentials I (4)

ENGL 111 Composition and Rhetoric (3)

MATH 135L Introduction to Probability and Statistics (3)

Spring Semester/14 Credits Min.

Behavioral/Social Science course (3)

[or]

Humanities course (3)

CHEM 122/CHEM 122L General Chemistry II with Lab (4)

Elective (3)

ENGL 112 Composition and Literature (3)

[or]

ENGL 216 Technical Writing (3)

Health, Physical Education and Recreation or Dance course (1 min.)

Fall Semester/16 Credits Min.

Behavioral/Social Science course (3)

[or]

Humanities course (3)

BIOL 201/BIOL 201L Cell Biology with Lab (4)

Health, Physical Education and Recreation or Dance course (1 min.)

MATH 162L Calculus I (4)

[or]

MATH 180 Elements of Calculus I (4)

PHYS 121/PHYS 121L General Physics I with Lab (4)

ASSOCIATE IN SCIENCE DEGREES

Spring Semester/18 Credits

Behavioral/Social Science course (3)
[or]
Humanities course (3)
BIOL 202/BIOL 202L Genetics with Lab (4)
Elective (4)
PHYS 122/PHYS 122L General Physics II with Lab (4)
SPCH 111 Public Speaking (3)
[or]
SPCH 220 Interpersonal Communication (3)

TOTAL 65 CREDITS MIN.

SUGGESTED SEQUENCE OF REQUIRED COURSES PHYSICAL SCIENCE CONCENTRATION

Fall Semester/17 Credits

Behavioral/Social Science course (3)
[or]
Humanities course (3)
CHEM 121/CHEM 121L General Chemistry I with Lab (4)
CISC 111/CISC 111L Introduction to Computer Science with Lab (4)
[or]
OFTC 111L Business Software Essentials I (4)
ENGL 111 Composition and Rhetoric (3)
MATH 135L Introduction to Probability and Statistics (3)

Spring Semester/15 Credits Min.

Behavioral/Social Science course (3)
[or]
Humanities course (3)
CHEM 122/CHEM 122L General Chemistry II with Lab (4)
ENGL 112 Composition and Literature (3)
[or]
ENGL 216 Technical Writing (3)
Health, Physical Education and Recreation or Dance course (1 min.)
MATH 162L Calculus I (4)

Fall Semester/16 Credits Min.

Behavioral/Social Science course (3)
[or]
Humanities course (3)
Elective (4)
Health, Physical Education and Recreation or Dance course (1 min.)
MATH 163L Calculus II (4)
PHYS 161/PHYS 161L Calculus Physics I with Lab (4)

Spring Semester/17 Credits

Behavioral/Social Science course (3)
Humanities course (3)
Elective (3)
PHYS 162/PHYS 162L Calculus Physics II with Lab (4)
Science course (4)
SPCH 111 Public Speaking (3)
[or]
SPCH 220 Interpersonal Communication (3)

TOTAL 65 CREDITS MIN.

ASSOCIATE IN SCIENCE COMPUTER SCIENCE

(63 hrs. min.)

CIP: 11.0101

This program is designed for students who intend to pursue a bachelor's degree in computer science. It provides students with general education requirements and rigorous courses in software design and programming. Students must work closely with their transfer institution and their SFCC adviser to ensure the best transition to four-year schools.

Note: Upon program completion SFCC students transferring to New Mexico Highland's University fulfill the first two years of course requirements toward a bachelor's degree in computer science. Students are accepted as juniors.

GENERAL EDUCATION REQUIREMENTS: (35 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

Information Systems Option:

ECON 200	Macroeconomics (3)
ECON 201	Microeconomics (3)

Math (4 hrs. min.)

Information Systems Option:

MATH 121	College Algebra (4)
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Programming Option:

MATH 150L	Pre-Calculus (4)
MATH 155L	Trigonometry with Vectors (3)

Science (8 hrs.)

Choose two laboratory sciences in different disciplines.

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (14 HRS.)

CISC 111	Introduction to Computer Science (3)
CISC 111L	Introduction to Computer Science Lab (1)
CISC 125L	Introduction to Programming (4)
CISC 215L	Intermediate Programming (3)
CISC 227L	UNIX Fundamentals (3)

Programming Options: (8 hrs.)

MATH 162	Calculus I (4)
MATH 163	Calculus II (4)

Information Systems Option: (8 hrs.)

ACCT 121	Principles of Accounting I (4)
ACCT 122	Principles of Accounting II (4)

ELECTIVE(S): (6 HRS.)

Any courses in CISC or CITC

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/17 Credits

Behavioral/Social Science course (3)	
CISC 111/CISC 111L	Introduction to Computer Science with Lab (4)
ENGL 111	Composition and Rhetoric (3)
Humanities course (3)	
MATH 121	College Algebra (4) (Information Systems Option)
[or]	
MATH 150L	Pre-Calculus (4) (Programming Option)

Spring Semester/17 Credits

CISC 125L	Introduction to Programming (4)
ENGL 112	Composition and Literature (3)
Humanities course (3)	
MATH 155L	Trigonometry with Vectors (4) (Programming Option)
[or]	
ACCT 121	Principles of Accounting (4) (Information System Option)
Elective (3)	

ASSOCIATE IN SCIENCE DEGREES

Fall Semester/17 Credits

Behavioral/Social Science course (3)	
CISC 215L	Intermediate Programming (3)
SPCH 111	Public Speaking (3)
Science course (4)	
MATH 162	Calculus I (4) (Programming Option)
[or]	
ACCT 122	Principles of Accounting II (4) (Information Systems Option)

Spring Semester/12 Credits Min.

CISC 225L	Advanced Programming (3)
CISC 227L	UNIX Fundamentals (3)
Health, Physical Education and Recreation or Dance course (2 min.)	
Elective (3)	
Science course (4)	
MATH 163	Calculus II (4) (Programming Option)

TOTAL 63 CREDITS MIN.

ASSOCIATE IN SCIENCE GENERAL STUDIES

(64 hrs. min.)

CIP: 26.0101

The associate in science in general studies is intended to parallel the first two years of a bachelor of science degree and is composed of general education courses and courses focused in technology, engineering or the sciences. If students have already chosen their transfer institutions, selection of core courses should be based on the degree requirements of those institutions. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transition to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (42 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (6 hrs.)

Behavioral/Social Sciences (6 hrs.)

Math (7 hrs. min.)

Choose from the following:

MATH 121	College Algebra (4)
MATH 135L	Introduction to Probability and Statistics (3)
MATH 150L	Pre-Calculus (4)
MATH 162L	Calculus I (4)
MATH 180	Elements of Calculus I (4) or higher

Science (8 hrs.)

Computers/Technology (4 hrs.)

CISC 111	Introduction to Computer Science (3)
[and]	
CISC 111L	Introduction to Computer Science Lab (1)
[or]	
CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (16 HRS.)

For an associate in science in general studies, students must choose majors and course work in one of the science-based disciplines. Science courses numbered 111 and below are not acceptable toward core major requirements. See your adviser for details.

APPROVED ELECTIVES: (6 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

Behavioral/Social Science course (3)

ENGL 111 Composition and Rhetoric (3)

Humanities course (3)

Mathematics course (4)

SPCH 111 Public Speaking (3)

[or]

SPCH 225 Small-Group Communication (3)

Spring Semester/16 Credits Min.

Behavioral/Social Science course (3)

CISC 111/CISC 111L Introduction to Computer Science with Lab (4)

[or]

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

ENGL 112 Composition and Literature (3)

Humanities course (3)

Mathematics course (3 min.)

Summer Semester/4 Credits Min.

Elective (3)

Health, Physical Education and Recreation or Dance course (1 min.)

Fall Semester/15 Credits

Core course (4)

Core course (4)

Elective (3)

Science course (4)

Spring Semester/13 Credits Min.

Core course (4)

Core course (4)

Health, Physical Education and Recreation or Dance course (1 min.)

Science course (4)

TOTAL 64 CREDITS MIN.

ASSOCIATE IN SCIENCE DEGREES

ASSOCIATE IN SCIENCE PRE-ENGINEERING

(63 hrs. min.)

CIP: 14.0101

This degree prepares students to transfer to four-year institutions to earn bachelor's degrees in engineering. Students must work closely with their transfer institutions and their SFCC advisers to ensure the best transitions to four-year schools.

GENERAL EDUCATION REQUIREMENTS: (42 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 112	Composition and Literature (3)
ENGL 216	Technical Writing (3)

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

ECON 200	Principles of Macroeconomics (3)
[or]	
ECON 201	Principles of Microeconomics (3)

Math (12 hrs. min.)

MATH 162L	Calculus I (4)
MATH 163L	Calculus II (4)
MATH 264L	Calculus III (4)

Science (12 hrs. min.)

CHEM 121	General Chemistry I (3)
CHEM 121L	General Chemistry I Lab (1)
PHYS 161	Calculus Physics I (3)
PHYS 161L	Calculus Physics I Lab (1)
PHYS 162	Calculus Physics II (3)
PHYS 162L	Calculus Physics II Lab (1)

Computers/Technology (4 hrs. min.)

CISC 111	Introduction to Computer Science (3)
CISC 111L	Introduction to Computer Science Lab (1)

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (21 HRS. MIN.)

CISC 216L	Object-Oriented Programming (3)
DRFT 111	Computer-Aided Drafting (3)
ENGR 111	Introduction to Engineering (2)
ENGR 121	Engineering Graphics (3)
ENGR 122	Engineering Methods (3)
ENGR 212	Engineering Statics (3)
ENGR 222	Engineering Circuit Analysis (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

ENGINEERING CONCENTRATION

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/17 Credits

CHEM 121	General Chemistry I (3)
CHEM 121L	General Chemistry I Lab (1)
DRFT 111	Computer-Aided Drafting I (3)
ENGL 111	Composition and Rhetoric (3)
ENGR 111	Introduction to Engineering (3)
MATH 162L	Calculus I (4)

Spring Semester/17 Credits

CISC 111	Introduction to Computer Science (3)
CISC 111L	Introduction to Computer Science Lab (1)
ENGL 112	Composition and Literature (3)
[or]	
ENGL 216	Technical Writing (3)
ENGL 121	Engineering Graphics (3)
ENGL 122	Engineering Methods (3)
MATH 163L	Calculus II (4)

Fall Semester/14 Credits

CISC 216L	Object-Oriented Programming (3)
ENGR 212	Engineering Statics (3)
PHYS 161	Calculus Physics I (3)
PHYS 161L	Calculus Physics I Lab (1)
MATH 164L	Calculus III (4)

Spring Semester/15 Credits Min.

ECON 200	Principles of Macroeconomics (3)
[or]	
ECON 201	Principles of Microeconomics (3)
ENGR 222	Engineering Circuit Analysis (3)
Health, Physical Education and Recreation or Dance course (1)	
Humanities (3)	
PHYS 162	Calculus Physics II (3)
PHYS 162L	Calculus Physics II Lab (1)

ASSOCIATE IN APPLIED ARTS

A list of current degrees and certificates follows. This list may not be complete because program development is ongoing. The associate in applied arts degrees are two-year programs and the certificates may usually be completed in one year or less; both are intended to prepare the student for employment.

SFCC has a mandatory assessment and placement policy. Students wishing to enroll in English or math or in any course in which an English or math course is a prerequisite must participate in assessment as described on Page 8. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 21 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

Gallery Management (LA)

ASSOCIATE IN APPLIED ARTS DEGREES

ASSOCIATE IN APPLIED ARTS

GALLERY MANAGEMENT

(64 hrs. min.)

CIP: 50.0703

This program is designed to prepare students for employment in art galleries and museums. Though this degree is not designed for transfer to a four-year institution, students considering transfer should work closely with their transfer institution. Through coursework and field experience, students are provided a comprehensive knowledge of gallery design, sales, marketing, Web applications and object care and handling.

GENERAL EDUCATION REQUIREMENTS: (28 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 119 Professional Communication (3)
SPCH 111 Public Speaking (3)
[or]
SPCH 225 Small-Group Communication (3)

Humanities (3 hrs.)

ARTS 202 Art History II (3)

Behavioral/Social Sciences (3 hrs.)

Math (3 hrs.)

BSAD 112 Business Math (3)
[or]
MATH 119 Applications of Mathematics for Nonscience Majors (3)
or higher

Science (4 hrs.)

Computers/Technology (4 hrs.)

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)
[or]
HPER 155 Access to Health (2) online course only
[or]
HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (18 HRS.)

ARTS 132 Art Criticism (3)
ARTS 133L Art Collections Management (3)
ARTS 161L Gallery Practices (3)
ARTS 162L Contemporary Art Gallery Issues (3)
ARTS 293L Art Practicum: Career Experience (3)
MART 130 Introduction to Web Design (3)

RELATED REQUIREMENTS (12 HRS.)

ARTS 205 History of Photography I: 19th Century (3)
ARTS 207 Contemporary Art (3)
ARTS 215 Artistic Traditions of the Southwest (3)
MART 180L Photoshop I (3)

APPROVED ELECTIVES: (6 HRS.)

Choose from the following:

ARTS 116L Three-Dimensional Design (3)
ARTS 118L Drawing I (3)
ARTS 140L Photography I (3)
ARTS 163L Professional Framing and Matting (2)
MART 182L Digital Photography I (3)
MART 186 Scanning Techniques (1)
OFTC 221 Office Information Management (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

ARTS 132 Art Criticism (3)
ARTS 202 Art History II (3)
ENGL 111 Composition and Rhetoric (3)
OFTC 111L Business Software Essentials I (4)
SPCH 111 Public Speaking (3)
[or]
SPCH 225 Small-Group Communication (3)

Spring Semester/16 Credits Min.

Elective (3)
 ARTS 133L Art Collections Management (3)
 ENGL 119 Professional Communication (3)
 Health, Physical Education and Recreation or Dance course (1 min.)
 Related requirement (3)
 Related requirement (3)

Summer Semester/7 Credits Min.

BSAD 112 Business Math (3)
 [or]
 MATH 119 Applications of Mathematics for Nonscience Majors (3)
 or higher
 Elective (3)
 Health, Physical Education and Recreation or Dance course (1 min.)

Fall Semester/13 Credits

ARTS 161L Gallery Practices (3)
 ARTS 293L Art Practicum: Career Experience (3)
 Related requirement (3)
 Science course (4)

Spring Semester/12 Credits

ARTS 162L Contemporary Art Gallery Issues (3)
 Behavioral/Social Science course (3)
 MART 130 Introduction to Web Design (3)
 Related requirement (3)

TOTAL 64 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE

A list of current degrees and certificates follows. This list may not be complete because program development is ongoing. The associate in applied science degrees are two-year programs and the certificates may usually be completed in one year or less; both are intended to prepare the student for employment.

SFCC has a mandatory assessment and placement policy. Students who wish to enroll in English or math or in any course in which an English or math course is a prerequisite must participate in assessment as described on Page 21. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 8 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

Architectural Drafting and Construction Management (BT)

Banking and Mortgage Services (BT)

Business Administration (BT)

Computer and Information Technology (BT)

Criminal Justice (BT)

Culinary Arts (BT)

Dental Health (HS)

Drafting and Engineering Technology (BT)

Exercise Science (HS)

General Studies (BT, EL, HS, LA)

Interior Design (BT)

Media Arts (BT)

Nursing (HS)

Paralegal Studies (BT)

ASSOCIATE IN APPLIED SCIENCE DEGREES

ASSOCIATE IN APPLIED SCIENCE

ARCHITECTURAL DRAFTING AND CONSTRUCTION MANAGEMENT

(63 hrs. min.)

CIP: 15.1001

This vocational program is designed to provide graduates with sufficient skills and knowledge to gain employment in architecture, building engineering or construction as either drafting technicians or construction management technicians.

Virtual building, design drawing and modeling (digitally and by hand) provide students with skills in synthesizing graphics and using building technology and software. Emphasis is placed on learning by direct experience. Multidiscipline courses offer practice in teamwork, problem solving, communication and self-management in support of interprofessional cooperation and building systems integration.

There are two concentrations that prepare students for specific career paths: architectural drafting and construction management.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended for transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (30 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 119 Professional Communication (3)
SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

Math (3 hrs.)

MATH 119 Applications of Mathematics for Nonscience Majors (3)

Science (4 hrs.)

ASTR 111 Introduction to Astronomy (3)
ASTR 111L Introduction to Astronomy Lab (1)

[or]

PHYS 111 Introduction to Physics (3)

PHYS 111L Introduction to Physics Lab (1)

Computers/Technology (6 hrs.)

ADCM 126 ArchiCAD Building/Modeling (3)
MART 119L Digital Skills (3)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (22 HRS.)

ADCM 111 Design Drawing and Modeling (3)
ADCM 112 Building Systems, Materials and Methods I (3)
ADCM 121 Construction Documents (3)
ADCM 122 Building Systems, Materials and Methods II (3)
ADCM 131 Building Environmental Systems (3)

[or]

ADCM 132 ArchiCAD Design Development (3)

ADCM 201L Design Studio (1)

ADCM 246 Portfolio and Program Assessment (3)

DESN 238 Contract Design/Office Planning (3)

ARCHITECTURAL DRAFTING CONCENTRATION: (12 HRS.)

ADCM 123 Architectural Design (3)

ADCM 215 Design Presentation (3)

[or]

DRFT 211 Computer-Aided Drafting Proficiency (3)

DRFT 111 Computer-Aided Drafting I (3)

DRFT 121 Computer-Aided Drafting II (3)

CONSTRUCTION MANAGEMENT CONCENTRATION: (11 HRS.)

ADCM 125L Construction Management I (4)

ADCM 135L Construction Management II (4)

BSAD 232 Business Law I (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

**ARCHITECTURAL DRAFTING CONCENTRATION
SUGGESTED SEQUENCE OF REQUIRED CLASSES**

Fall Semester/15 Credits

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)
DRFT 111	Computer-Aided Drafting I (3)
ENGL 111	Composition and Rhetoric (3)
MART 119L	Digital Skills (3)

Spring Semester/15 Credits

ADCM 121	Construction Documents (3)
ADCM 122	Building Systems, Materials and Methods II (3)
ADCM 123	Architectural Design (3)
ADCM 126	ArchiCAD Building/Modeling (3)
DRFT 121	Computer-Aided Drafting II (3)

Summer Semester/5 Credits Min.

ADCM 201L	Design Studio (1)
Health, Physical Education and Recreation or Dance course (1 min.)	
MATH 119	Applications of Mathematics for Nonscience Majors (3)

Fall Semester/13 Credits Min.

ADCM 131	Building Environmental Systems (3)
[or]	
ADCM 132	ArchiCAD Design Development (3)
ADCM 215	Design Presentation (3)
[or]	
DRFT 211	Computer-Aided Drafting Proficiency (3)
ENGL 119	Professional Communication (3)
Health, Physical Education and Recreation or Dance course (1 min.)	
Humanities course (3)	

Spring Semester/16 Credits

ADCM 246	Portfolio and Program Assessment (3)
ASTR 111	Introduction to Astronomy (3)
[and]	
ASTR 111L	Introduction to Astronomy Lab (1)
[or]	
PHYS 111	Introduction to Physics (3)
[and]	
PHYS 111L	Introduction to Physics Lab (1)
Behavioral/Social Science course (3)	
DESN 238	Contract Design/Office Planning (3)
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

TOTAL 64 CREDITS MIN.

**CONSTRUCTION MANAGEMENT CONCENTRATION
SUGGESTED SEQUENCE OF REQUIRED CLASSES**

Fall Semester/12 Credits

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)
ENGL 111	Composition and Rhetoric (3)
MART 119L	Digital Skills (3)

Spring Semester/16 Credits

ADCM 121	Construction Documents (3)
ADCM 122	Building Systems, Materials and Methods II (3)
ADCM 125L	Construction Management I (4)
ADCM 126	ArchiCAD Building/Modeling (3)
BSAD 232	Business Law I (3)

Summer Semester/5 Credits Min.

ADCM 201L	Design Studio (1)
Health, Physical Education and Recreation or Dance course (1 min.)	
MATH 119	Applications of Mathematics for Nonscience Majors (3)

Fall Semester/14 Credits Min.

ADCM 131	Building Environmental Systems (3)
[or]	
ADCM 132	ArchiCAD Design Development (3)
ADCM 135L	Construction Management II (4)
ENGL 119	Professional Communication (3)
Health, Physical Education and Recreation or Dance course (1 min.)	
Humanities course (3)	

Spring Semester/16 Credits

ADCM 246	Portfolio and Program Assessment (3)
ASTR 111	Introduction to Astronomy (3)
[and]	
ASTR 111L	Introduction to Astronomy Lab (1)
[or]	
PHYS 111	Introduction to Physics (3)
[and]	
PHYS 111L	Introduction to Physics Lab (1)
Behavioral/Social Science course (3)	
DESN 238	Contract Design/Office Planning (3)
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

TOTAL 63 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE DEGREES

ASSOCIATE IN APPLIED SCIENCE

BANKING AND MORTGAGE SERVICES

(61 hrs.)

CIP: 52.0803

The Banking/Finance program prepares graduates for entry-level positions and job advancement in banking, financial services and money management professions. The program offers two concentrations: Banking and Mortgage/Lending.

GENERAL EDUCATION REQUIREMENTS (27 HRS. MIN.)

Communication (6 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 119 Professional Communication (3)

Humanities (3 hrs.)

PHIL 245 Business Ethics (3)

Behavioral/Social Science (6 hrs.)

BSAD 235 Human Relations in the Workplace (3)
SOC 216 Dynamics of Diversity (3)

Math (3 hrs.)

BSAD 112 Business Math (3)

Computers/Technology (7 hrs.)

OFTC 111L Business Software Essentials I (4)
OFTC 221 Office Information Management (3)*

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (2)

CORE REQUIREMENTS (22 HRS.)

ACCT 121 Principles of Accounting I (4)
BANK 121 Principles of Banking (3)
BANK 122 Principles of Lending (3)
BSAD 211 Principles of Managing (3)
BSAD 232 Business Law I (3)
BSAD 245 Principles of Finance (3)
ECON 200 Principles of Economics – Macroeconomics (3)

BANKING CONCENTRATION: (12 HRS.)

BANK 221 Bank Management (2)
BANK 225 Banking Funds Management (2)
BANK 293 Practicum (4)
Banking Electives (4)

MORTGAGES AND LENDING CONCENTRATION: (12 HRS.)

BANK 151 Mortgage Lending (2)
BANK 222 Consumer Lending (2)
BANK 211 Commercial Lending (2)
BANK 293 Practicum (4)
Mortgage/Lending Electives (2)

*May replace OFTC 221 by adding ACCT 122 to the Core.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 Credits

ENGL 111 Composition and Rhetoric (3)
BSAD 112 Business Math (3)
BSAD 235 Human Relations in the Workplace (3)

Spring Semester/10 Credits

ACCT 121 Principles of Accounting I (4)
ENGL 119 Professional Communication (3)
BANK 121 Principles of Banking (3)

Summer Semester/6 Credits

OFTC 111L Business Software Essentials (4)
HPER 155 Access to Health (2)

Fall Semester/12 Credits

ECON 200 Principles of Economics – Macroeconomics (3)
SOC 216 Dynamics of Diversity (3)
BANK 122 Principles of Lending (3)
BSAD 211 Principles of Managing (3)

Spring Semester/8 Credits

BSAD 245 Principles of Finance (3)*
PHIL 245 Business Ethics (3)
BANK 221 Banking Management (2)

Summer Semester/5 Credits

OFTC 221	Office Information Management (3)
BANK 225	Banking Funds Management (2)

Fall Semester/11 Credits

BANK 299	Internship/Practicum (4)
BSAD 232	Business Law I (3)
Banking Electives (4)	

TOTAL 61 CREDITS MIN.

Summer semesters are regular 8-week courses.

*Some courses are taught over 16 weeks

ASSOCIATE IN APPLIED SCIENCE**BUSINESS ADMINISTRATION**

(61 hrs. min.)

CIP: 52.0201

This program is designed for students who wish to obtain or sharpen their basic business administration skills – accounting, marketing, business law, management and office technology – while pursuing coursework in their chosen area of concentration (accounting, technology, media arts, etc.).

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (28 HRS. MIN.)**Communications (9 hrs.)**

ENGL 111	Composition and Rhetoric (3)
ENGL 119	Professional Communication (3)
[or]	
ENGL 216	Technical Writing (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (3 hrs.)

PHIL 245	Business Ethics (3)
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Behavioral/Social Sciences (3 hrs.)

BSAD 235	Human Relations in the Workplace (3)
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Math (3 hrs.)

BSAD 112	Business Math (3)
[or]	
MATH 119	Applications of Mathematics for Nonscience Majors (3)

Science (4 hrs.)**Computers/Technology (4 hrs.)**

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (18 HRS. MIN.)

ACCT 111 Office Accounting (3)

[or]

ACCT 121 Principles of Accounting I (4) (required for Accounting and Business Administration Concentration)

ACCT 125L Computerized Accounting – Quickbooks (3)

BSAD 111 Introduction to Business (3)

BSAD 211 Principles of Managing (3)

BSAD 232 Business Law I (3)

[or]

BSAD 233 Business Law II (3)

ECON 200 Principles of Macroeconomics (3)

[or]

ECON 201 Principles of Microeconomics (3)

ACCOUNTING CONCENTRATION: (14 HRS.)

ACCT 122 Principles of Accounting II (4)

ACCT 124 Payroll Accounting (3)

ACCT 221L Intermediate Accounting I (4)

BSAD 245 Principles of Finance (3)

BUSINESS ADMINISTRATION CONCENTRATION: (15 HRS.)

BSAD 232 Business Law I (3)

[or]

BSAD 233 Business Law II (3)

BSAD 240 Principles of Marketing (3)

BSAD 245 Principles of Finance (3)

Approved electives (4): These courses should be upper-level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), Office Technologies (OFTC) or related field.

ENTREPRENEURSHIP CONCENTRATION: (15 HRS.)

BSAD 119 Planning the Entrepreneurial Venture – Introduction (3)

BSAD 215 Entrepreneurial E-Commerce (3)

BSAD 221 Entrepreneurial Business Model – Franchising (3)

BSAD 222 Entrepreneurship in a Global Setting (3)

Approved electives (3): These courses should be upper level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), or related field.

FOCUS AREA CONCENTRATION: (15 Hrs.)

Approved electives (15): These should be related courses in one area of study. For example: computer sciences, fine arts, video production, Web design, etc.

OFFICE MANAGEMENT CONCENTRATION: (15 HRS.)

All credits earned in the completion of a Certificate in Office Management (focus area in Dental, Medical, Legal or General Office) apply toward the AAS in Business Administration. Students should consult their degree advisor.

Dental Office Focus: (15 hrs.)

DAST 133 Practice Management (2)

DAST 193 Dental Assisting Practicum I (2)

HLCR 113 Medical Terminology (3)

EMSI 151L Basic Life Support – CPR (.5)

OFTC 221 Office Information Management (3)

Approved electives (4.5 hrs. min.)

Medical Office Focus (15 hrs.)

BIOL 136 Non-Majors Anatomy and Physiology (3)

BIOL 136L Non-Majors Anatomy and Physiology Lab (1)

HLCR 113 Medical Terminology (3)

EMSI 151L Basic Life Support – CPR (.5)

Approved electives (7.5 hrs. min.)

Legal Office Focus: (15 hrs.)

PLST 111 Introduction to Law (4)

PLST 112 Introduction to the Paralegal Profession (3)

Approved electives (8 hrs. min)

General Office Focus: (15 hrs.)

CITC 111L Computers and Technology (4)

OFTC 221 Office Information Management (3)

Approved electives (8 hrs. min.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES**Fall Semester/16 Credits Min.**

ACCT 111	Office Accounting (3)
[or]	
ACCT 121	Principles of Accounting I (4)
BSAD 111	Introduction to Business (3)
BSAD 112	Business Math (3)
[or]	
MATH 119	Applications of Mathematics for Nonscience Majors (3)
ENGL 111	Composition and Rhetoric (3)
OFTC 111L	Business Software Essentials I (4)
[or]	
CITC 111L	Computers and Technology (4)

Spring Semester/14 Credits Min.

Concentration course (3 hrs. min.)	
ECON 200	Principles of Macroeconomics (3)
[or]	
ECON 201	Principles of Microeconomics (3)
ENGL 119	Professional Communication (3)
[or]	
ENGL 216	Technical Writing (3)
Health, Physical Education and Recreation or Dance course (1 hr. min.)	
Science course (4)	

Fall Semester/15 Credits Min.

Concentration course (6 hrs. min.)	
BSAD 211	Principles of Managing (3)
BSAD 232	Business Law I (3)
[or]	
BSAD 233	Business Law II (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)

Spring Semester/16 Credits Min.

Concentration Course (6 hrs. min.)	
ACCT 125L	Computerized Accounting – QuickBooks (3)
BSAD 235	Human Relations in the Workplace (3)
Health, Physical Education and Recreation or Dance course (1 hr. min.)	
PHIL 245	Business Ethics

TOTAL 61 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE COMPUTER AND INFORMATION TECHNOLOGY

(61 hrs. min.)

CIP: 11.0101

This degree provides students with the skills necessary to enter the workplace technically competent in the fields of computers and technology. It combines theoretical learning and industry certification preparation with the benefits of hands-on training and exercises to provide a breadth of knowledge in the computer information technology field.

GENERAL EDUCATION REQUIREMENTS: (26 HRS. MIN.)**Communications (6 hrs.)**

ENGL 111	Composition and Rhetoric (3)
ENGL 216	Technical Writing (3)

Humanities (3 hrs.)**Recommended:**

SPAN 111	Spanish I (3)
[and]	
SPAN 111L	Spanish I Lab (1)

Behavioral/Social Sciences (3 hrs.)

BSAD 235	Human Relations in the Workplace (3)
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Math (4 hrs.)

MATH 121L	College Algebra (4)
[or]	
MATH 150L	Pre-Calculus (4)

Science (4hrs.)

CISC 111	Introduction to Computer Science (3)
[and]	
CISC 111L	Introduction to Computer Science Lab (1)

Computers/Technology (4)

CITC 111L	Computer and Technology (4)
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ASSOCIATE IN APPLIED SCIENCE DEGREES

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2)

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (26 HRS.)

CISC 125L Introduction to Programming (4)

[or]

CISC 126L Object-Oriented Programming I (3)

CISC 227L UNIX Fundamentals (3)

CITC 112 Hardware/Software Fundamentals (4)

CITC 122 Computer Networks (3)

CITC 219L IT Lab (3)

CITC 227 Information Technology Applications (3)

CITC 298 Internship (3)

[or]

CITC 299 Cooperative Education (3)

OFTC 111L Business Software Essentials I (4)

APPROVED ELECTIVES (6 HRS.)

Students should work closely with program advisors to select 6 hours. From the following courses:

CISC 115 Web Programming (3)

CISC 215L Intermediate Programming (3)

CITC 212 Database Fundamentals (3)

CITC 225 Network Infrastructure (3)

CITC 226 Network Security (3)

DRFT 111 Computer-Aided Drafting (3)

ENGR 122 Engineering Methods (3)

OFTC 121L Business Software Essentials II (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

CISC 111/CISC 111L Introduction to Computer Science with Lab (4)

CITC 111L Computers and Technology (4)

CITC 112 Hardware/Software Fundamentals (4)

MATH 121 College Algebra (4)

[or]

MATH 150L Pre-Calculus (4)

Spring Semester/16 Credits Min.

BSAD 235 Human Relations in the Workplace (3)

CISC 125L Introduction to Programming (4)

[or]

CISC 126L Object-Oriented Programming I (3)

CITC 122 Computer Networks (3)

OFTC 111L Business Software Essentials I (4)

Humanities course (3)

Fall Semester/14 Credits Min.

CITC 215 Network Administration (3)

CITC 219L IT Lab (3)

ENGL 111 Composition and Rhetoric (3)

HPER Activity course(s) (2)

[or]

HPER 155 Access to Health (2)

[or]

HPER 200L Lifetime Fitness and Wellness (3)

Approved Elective (3)

Spring Semester/15 Credits

CISC 227L UNIX Fundamentals (3)

CITC 227 Information Technology Applications (3)

CITC 298 Internship (3)

[or]

CITC 299 Cooperative Education (3)

ENGL 216 Technical Writing (3)

Approved Elective (3)

TOTAL 61 CREDITS MIN

ASSOCIATE IN APPLIED SCIENCE CRIMINAL JUSTICE

(65 hrs. min.)

CIP: 43.0104

This program prepares students for positions in the criminal justice field. The degree can be completed with a concentration in corrections or law enforcement. Employment opportunities are provided by various law enforcement agencies and correctional institutions in New Mexico. Programs are articulated with the Law Enforcement Academy and the Corrections Academy.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (35 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
 ENGL 119 Professional Communication (3)
 [or]
 SPCH 111 Public Speaking (3)
 [or]
 SPCH 225 Small-Group Communication (3)

Humanities (7 hrs.)

SPAN 111 Spanish I (3)
 [and]
 SPAN 111L Spanish I Lab (1)
 [or]
 SPAN 113L Heritage Spanish I (4)
 HIST 260 History of New Mexico (3)
 [or]
 PHIL 245 Business Ethics (3)

Behavioral/Social Sciences (6 hrs.)

Choose from the following:

BSAD 235 Human Relations in the Workplace (3)
 HUSV 200 Psychology of Addictive Behavior (3)
 PSYC 111 Psychology I (3)
 SOCI 111 Introduction to Sociology (3)

Math (3 hrs.)

BSAD 112 Business Math (3)
 [or]
 MATH 119 Applications of Mathematics for Nonscience Majors (3)
 or higher

Science (4 hrs.)

Computers/Technology (4 hrs.)

CITC 111L Computers and Technology (4)
 [or]
 OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)
 [or]
 HPER 155L Access to Health (2) (online course only)
 [or]
 HPER 200 Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (9 HRS.)

CRJS 203 Criminal Law and Procedure (3)
 CRJS 211 The Criminal Justice System (3)
 SOCI 216 Dynamics of Diversity (3)

CORRECTIONS CONCENTRATION (12 HRS.)

CRJS 209 Probation, Parole and Community Corrections (3)
 CRJS 223 American Correctional Systems (3)
 CRJS 232 Crime Profiling I (3)
 CRJS 233 Crime Profiling II (3)

LAW ENFORCEMENT CONCENTRATION: (12 HRS.)

CRJS 135 Forensic Science I (3)
 CRJS 136 Forensic Science II (3)
 CRJS 210 American Law Enforcement Systems (3)
 CRJS 231 Criminal Investigations (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

APPROVED ELECTIVES: (9 HRS.)

Approved electives shall be chosen from either Behavioral and Social Sciences or Human Services listed below:

ECON 200	Principles of Economics – Macroeconomics (3)
HUSV 205	Effects of Drug Abuse (3)
HUSV 210	Substance-Abuse Assessment, Evaluation and Treatment (3)
HUSV 215	Substance Abuse in Families (3)
PSYC 240	Abnormal Psychology (3)
PSYC 271	Social Psychology (3)
PSYC 280	Human Sexuality (3)
PSYC 290	Developmental Psychology (3)
SOCI 220	Social Problems (3)
SOCI 225	Marriage, Family and Intimate Relationships (3)
SOCI 250	Sociology of Crime and Justice (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CORRECTIONS CONCENTRATION SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits

Behavioral/Social Science course (3)	
BSAD 112	Business Math (3)
[or]	
MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
CRJS 211	The Criminal Justice System (3)
ENGL 111	Composition and Rhetoric (3)
Humanities course (3)	

Spring Semester/17 Credits

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)
CRJS 232	Crime Profiling I (3)
ENGL 119	Professional Communication (3)
Science course (4)	
SOCI 216	Dynamics of Diversity (3)

Fall Semester/17 Credits Min.

Behavioral/Social Science course (3)	
CRJS 203	Criminal Law and Procedure (3)
CRJS 233	Crime Profiling II (3)
Elective (3)	
Health, Physical Education and Recreation or Dance course (1 min.)	
SPAN 111	Spanish I (3)
[and]	
SPAN 111L	Spanish I Lab (1)
[or]	
SPAN 113L	Heritage Spanish I (4)

Spring Semester/16 Credits Min.

BSAD 235	Human Relations in the Workplace (3)
[or]	
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)
CRJS 209	Probation, Parole and Community Corrections (3)
CRJS 223	American Correctional Systems (3)
Elective (3)	
Elective (3)	
Health, Physical Education and Recreation or Dance course (1 min.)	

LAW ENFORCEMENT CONCENTRATION SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits

Behavioral/Social Science course (3)	
BSAD 112	Business Math (3)
[or]	
MATH 119	Applications of Mathematics for Nonscience Majors (3) or higher
CRJS 211	The Criminal Justice System (3)
ENGL 111	Composition and Rhetoric (3)
Humanities course (3)	

Spring Semester/17 Credits

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)
CRJS 210	American Law Enforcement Systems (3)
ENGL 119	Professional Communication (3)
Science course (4)	
SOCI 216	Dynamics of Diversity (3)

Fall Semester/17 Credits Min.

Behavioral/Social Science course (3)
 CRJS 135 Forensic Science I (3)
 CRJS 203 Criminal Law and Procedure (3)
 Elective (3)
 Health, Physical Education and Recreation or Dance course (1 min.)
 SPAN 111 Spanish I (3)
 [and]
 SPAN 111L Spanish I Lab (1)
 [or]
 SPAN 113L Heritage Spanish I (4)

Spring Semester/16 Credits Min.

BSAD 235 Human Relations in the Workplace (3)
 [or]
 SPCH 111 Public Speaking (3)
 [or]
 SPCH 225 Small-Group Communication (3)
 CRJS 136 Forensic Science II (3)
 CRJS 231 Criminal Investigations (3)
 Elective (3)
 Elective (3)
 Health, Physical Education and Recreation or Dance course (1 min.)

TOTAL 65 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE CULINARY ARTS

(61 hrs. min.)

CIP: 12.0503

This program is built around the 12 areas of general knowledge recommended by the American Culinary Federation: basic baking, beverage management, business and math skills, dining room service, food preparation, garde-manger, human relations management, introduction to the hospitality industry, menu planning, nutrition, purchasing and receiving, and sanitation and safety.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (24 HRS. MIN.)**Communications (9 hrs.)**

ENGL 111 Composition and Rhetoric (3)
 ENGL 119 Professional Communication (3)

Humanities (3 hrs. min.)

PHIL 245 Business Ethics (3)
 [or]
 SPAN 111 Spanish I (3)
 [and]
 SPAN 111L Spanish I Lab (1)
 [or]
 SPAN 113L Heritage Spanish I (4) or higher

Behavioral/Social Sciences (3 hrs.)

ANTH 252 The Anthropology of Food (3)
 BSAD 235 Human Relations in the Workplace (3)

Math (3 hrs.)

BSAD 112 Business Math (3)

Computers/Technology (4 hrs.)

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)
 [or]
 HPER 155 Access to Health (2) online course only
 [or]
 HPER 200L Lifetime Fitness and Wellness (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

CORE REQUIREMENTS: (26 HRS. MIN.)

BSAD 111	Introduction to Business (3)
[or]	
DESN 280	Business Practices for Designers (3)
CULA 115L	Culinary Fundamentals I (4)
CULA 151L	Culinary Fundamentals II (4)
CULA 215L	International Cuisine (4)
CULA 299	Culinary Externship (2)*
NUTR 200	Nutrition (3)
HRMG 118	Sanitation and Safety (3)
HRMG 130	Purchasing (3)

PROFESSIONAL CHEF CONCENTRATION (15 HRS.)

CULA 219L	Vegetarian Cuisine (2)
CULA 224L	Professional Saute (1)
CULA 251L	The Restaurant from Concept to Operation (4)
CULA 257L	Fundamentals of Meat Fabrication and Butchery (1)
HRMG 210	Hospitality Supervision (3)
Culinary Arts electives (4 hrs.)	

PROFESSIONAL PASTRY CHEF CONCENTRATION (16 HRS.)

CULA 113L	Basic Pastries I (1)
CULA 114L	Commercial Baking (4)
CULA 212L	Advanced Baking I (1)
CULA 213L	Basic Pastries II (1)
CULA 221L	Advanced Baking II (1)
CULA 232L	Cake Making (1)
CULA 233L	Cake Decorating (1)
CULA 234L	Chocolate and Sugar Workshop (1)
CULA 235L	The Plated Dessert (1)
CULA 250L	Pastry Presentation and Display (4)

*Students with no culinary arts experience must take a minimum of two credit hours of CULA 299 Culinary Externship.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES PROFESSIONAL CHEF CONCENTRATION

Summer Semester/1 Credit (Prerequisite to be taken before other culinary arts courses)

CULA 111L	Introduction to Culinary Arts (1)
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Fall Semester/15 Credits Min.

BSAD 112	Business Math (3)
CULA 115L	Culinary Fundamentals I (4)
Culinary Arts electives (2)	
ENGL 111	Composition and Rhetoric (3)
HRMG 118	Sanitation and Safety (2)
Health, Physical Education and Recreation or Dance course (1 min.)	

Spring Semester/17 Credits

BSAD 235	Human Relations in the Workplace (3)
CULA 151L	Culinary Fundamentals II (4)
NUTR 200	Nutrition (3)
HRMG 130	Purchasing (3)
OFTC 111L	Business Software Essentials I (4)

Summer Semester/2 Credits

CULA 299	Culinary Externship (2)*
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Fall Semester/13 Credits

CULA 215L	International Cuisine (4)
ENGL 119	Professional Communication (3)
HRMG 210	Hospitality Supervision (3)

Spring Semester/16 Credits Min.

ANTH 252	Anthropology of Food (3)
CULA 251L	Restaurant Design/Banquet Production (4)
Culinary Arts electives (2)	
Health, Physical Education and Recreation or Dance course (1 min.)	
HRMG 220L	Dining Room Service and Beverage Management (3)
PHIL 245	Business Ethics (3)
[or]	
SPAN 111	Spanish I (3)
[and]	
SPAN 111L	Spanish I Lab (1)
[or]	
SPAN 113L	Heritage Spanish I (4)
or higher	

TOTAL 63 CREDITS MIN.

*Students with no culinary arts experience must take a minimum of two credit hours of CULA 299 Culinary Externship.

**SUGGESTED SEQUENCE OF REQUIRED COURSES
PROFESSIONAL PASTRY CHEF CONCENTRATION**

Summer Semester/1 Credit (Prerequisite to be taken before other culinary arts courses)

CULA 111L Introduction to Culinary Arts (1)

Fall Semester/17 Credits

BSAD 112 Business Math (3)
 CULA 115L Culinary Fundamentals I (4)
 ENGL 111 Composition and Rhetoric (3)
 HRMG 118 Sanitation and Safety (3)
 OFTC 111L Business Software Essentials I (4)

Spring Semester/17 Credits Min.

CULA 151L Culinary Fundamentals II (4)
 ENGL 119 Professional Communication (3)
 NUTR 200 Nutrition (3)
 Health, Physical Education and Recreation or Dance course (1 min.)
 HRMG 130 Purchasing/Food and Beverage Control (3)

Summer Semester/4 Credits

CULA 299 Culinary Externship (2)*

Fall Semester/12 Credits

CULA 113L Basic Pastries I (1)
 CULA 114L Commercial Baking (4)
 CULA 212L Advanced Baking I (1)
 CULA 213L Basic Pastries II (1)
 CULA 221L Advanced Baking II (1)
 CULA 232L Cake Making (1)
 CULA 233L Cake Decorating (1)
 CULA 234L Chocolate and Sugar Workshop (1)
 CULA 235L The Plated Dessert (1)

Spring Semester/14 Credits Min.

ANTH 252 Anthropology of Food (3)
 BSAD 235 Human Relations in the Workplace (3)
 CULA 250L Pastry Presentation and Display (4)
 Health, Physical Education and Recreation or Dance course (1 min.)
 PHIL 245 Business Ethics (3)
 [or]
 SPAN 111 Spanish I (3)
 [and]
 SPAN 11L Spanish I Lab (1)
 [or]
 SPAN 113L Heritage Spanish I (4)
 or higher

TOTAL 61 CREDITS MIN.

*Students with no culinary arts experience must take a minimum of two credit hours of CULA 299 Culinary Externship.

ASSOCIATE IN APPLIED SCIENCE DEGREES

ASSOCIATE IN APPLIED SCIENCE DENTAL HEALTH

(67 hrs. min.)

CIP: 51.0601

The A.A.S. degree provides the dental assisting major with additional career and educational opportunities in dental health. The program includes all of the coursework required for the Certificate in Dental Assisting, which is accredited by the American Dental Association. The objective of the A.A.S. degree is to enhance an individual's employment opportunities in dental office management or in teaching dental assisting. Some dental institutions have developed upper-division programs which recognize the A.A.S. degree for transfer of credits.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in their fields. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

PROGRAM PREREQUISITES:

ENGL 109 English Review (4)
MATH 102 Basic Algebra (4)
EMSI 151L Basic Life Support – CPR
[or]
Copy of current CPR certificate (front and back)

GENERAL EDUCATION REQUIREMENTS: (30 HRS.)

Communications (6 hrs.)

ENGL 111 Composition and Rhetoric (3)
SPCH 220 Interpersonal Communication (3)
[or]
SPCH 225 Small-Group Communication (3)

Humanities (3 hrs.)

SPAN 152 Spanish for Medical Personnel (3)
[or]
Humanities course

Behavioral/Social Sciences (3 hrs.)

PSYC 111 Psychology I (3)
[or]
PSYC 130 Applied Health Psychology (3)
[or]
SOC 111 Introduction to Sociology (3)

Math (3 hrs.)

BSAD 112 Business Math (3) (or any equal or higher MATH)

Science (8 hrs.)

BIOL 123 Biology for Health Sciences (3)
[and]
BIOL 123L Biology for Health Sciences Lab (1)
[or]
BIOL 201 Cell Biology (3)
[and]
BIOL 201L Cell Biology Lab (1)
CHEM 111 Introduction to Chemistry (3)
[and]
CHEM 111L Introduction to Chemistry Lab (1)

Computers/Technology (4 hrs.)

CITC 111L Computers and Technology (4)
[or]
OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (3 hrs.)

Activity course(s) (2)
[or]
HPER 155 Access to Health (2) online course only
[or]
HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (34 HRS.)

DAST 121 Dental Assisting I (2)
DAST 122L Dental Materials (3)
DAST 123L Dental Radiography I (3)
DAST 124 Dental Sciences I (3)
DAST 125L Clinical Procedures I (3)
DAST 131 Dental Sciences II (4)
DAST 133 Practice Management (2)
DAST 134L Clinical Procedures II (4)
DAST 141 Dental Education Issues (1)
DAST 193 Dental Assisting Practicum I (2)
DAST 222 Community Dental Health (2)
DAST 293 Dental Practicum II (5)

APPROVED ELECTIVES: (3 HRS. MIN.)

Choose from the following:

BIOL 130	Anatomy and Physiology I: Health Sciences (3)
[and]	
BIOL 130L	Anatomy and Physiology I Lab: Health Sciences (1)
EDUC 203	Curriculum and Assessment (3)
EMSI 151L	Basic Life Support – CPR (.5)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Spring Semester/13 Credits

BSAD 112	Business Math (3) (or any equal or higher MATH)
CHEM 111	Introduction to Chemistry (3)
CHEM 111L	Introduction to Chemistry Lab (1)
ENGL 111	Composition and Rhetoric (3)
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

Summer Semester/4 Credits

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)

Fall Semester/14 Credits

DAST 121	Dental Assisting I (2)
DAST 122L	Dental Materials (3)
DAST 123L	Dental Radiography I (3)
DAST 124	Dental Sciences I (3)
DAST 125L	Clinical Procedures I (3)

Spring Semester/14 Credits

DAST 131	Dental Sciences II (4)
DAST 133	Practice Management (2)
DAST 134L	Clinical Procedures II (4)
DAST 193	Dental Assisting Practicum I (2)
DAST 222	Community Dental Health (2)

Summer Semester/6 Credits

DAST 141	Dental Education Issues (1)
DAST 293	Dental Practicum II (5)

Fall Semester/13 Credits

BIOL 123	Biology for Health Sciences (3)
[and]	
BIOL 123L	Biology for Health Sciences Lab (1)
[or]	
BIOL 201	Cell Biology (3)
[and]	
BIOL 201L	Cell Biology Lab (1)
PSYC 111	Psychology I (3)
[or]	
PSYC 130	Applied Health Psychology (3)
[or]	
SOCI 111	Introduction to Sociology (3)
SPAN 152	Spanish for Medical Personnel (3)
[or]	
	Humanities course (3)

TOTAL 67 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE DEGREES

ASSOCIATE IN APPLIED SCIENCE

DRAFTING AND ENGINEERING TECHNOLOGY

(62 hrs. min.)

CIP: 48.0102

This degree provides students with opportunities to acquire the skills necessary to enter the workplace as competent drafting and engineering technicians able to make graphical layout decisions. This program combines computer-based modeling with conventional methods in engineering graphics communication to solve drafting and basic design-related problems and provides foundational learning in regards to critical thinking and problem solving using engineering methods.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (26 HRS. MIN.)

Communications (6 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 216 Technical Writing (3)

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

BSAD 235 Human Relations in the Workplace (3)

Math (4 hrs.)

MATH 150L Pre-Calculus (4)

Science (4 hrs.)

CISC 111 Introduction to Computer Science (3)
CISC 111L Introduction to Computer Science Lab (1)

Computers/Technology (4 hrs.)

CITC 111L Computers and Technology (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (22 HRS. MIN.)

DRFT 111 Computer-Aided Drafting I (3)
DRFT 121 Computer-Aided Drafting II (3)
DRFT 211 Computer-Aided Drafting Proficiency (3)
DRFT 221 Computer-Aided Drafting Mastery (3)
ENGR 111 Introduction to Engineering (2)
ENGR 121 Introduction to Engineering Graphics (3)
ENGR 122 Engineering Methods (2)
ENGR 298 Internship (3)
[or]
ENGR 299 Cooperative Education (3)

APPROVED ELECTIVES: (12 HRS.)

Students must work closely with program advisors to select 12 hours from the following courses.

Foundational Skills for All Career Clusters:

ARTS 116L 3-Dimensional Design (3)
CISC 126L Object-Oriented Programming I (3)
MART 148L 3D Graphics and Animation I

Architecture and Construction Cluster:

ADCM 111 Design Drawing and Modeling (3)
ADCM 112 Building Systems, Materials and Methods I (3)
ADCM 121 Construction Documents (3)
ADCM 122 Building Systems, Materials and Methods II (3)
DRFT 213 Architectural 3D Modeling (3)
ENGR 223 Applied Structural Mechanics (3)

Civil Engineering and Technology Cluster:

DRFT 216 Civil 3D Modeling (3)
ENGR 113 Civil Engineering and Architecture I (3)
ENGR 123 Civil Engineering and Architecture II (3)
ENGR 124 Introduction to Geomatics (3)
ENGR 214 Geographic Information Systems (3)
ENGR 216L Field Surveying (4)

Manufacturing and Process Engineering Technology Cluster:

ENGR 117 Computer Integrated Manufacturing I (3)
ENGR 127 Computer Integrated Manufacturing II (3)
ENGR 217 Instrumentation and Control Automation (3)
ENGR 227 Manufacturing Processes (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES**Fall Semester/17 hrs.**

CISC 111	Introduction to Computer Science (3)
CISC 111L	Introduction to Computer Science Lab (1)
CITC 111L	Computers and Technology (4)
DRFT 111	Computer-Aided Drafting (3)
ENGR 111	Introduction to Engineering (3)
Humanities course (3)	

Spring Semester/16 hrs.

BSAD 235	Human Relations in the Workplace (3)
DRFT 121	Computer-Aided Drafting II (3)
ENGR 121	Engineering Graphics (3)
ENGR 122	Engineering Methods (3)
MATH 150L	Pre-Calculus (4)

Fall Semester/14 hrs.

DRFT 211	Computer-Aided Drafting Proficiency (3)
ENGL 111	Composition and Rhetoric (3)
Health, Physical Education and Recreation or Dance course (1)	
Approved electives (6)	

Spring Semester/15 hrs.

DRFT 221	Computer-Aided Drafting Mastery (3)
ENGL 216	Technical Writing (3)
ENGL 298	Internship (3)
[or]	
ENGR 299	Cooperative Education (3)
Approved electives (6)	

TOTAL 62 CREDITS MIN.**ASSOCIATE IN APPLIED SCIENCE
EXERCISE SCIENCE**

(62 hrs. min.)

CIP: 31.0501

This program provides students with the foundational knowledge and skills required of fitness professionals. Successful completion of course work prepares students to take national-level certification exams offered by the ACSM (American College of Sports Medicine), NSCA (National Strength and Conditioning Association) and ACE (American Council on Exercise). If students wish to transfer, they must work closely with their transfer institutions and their SFCC advisers to ensure smooth transitions to four-year schools. This degree program is currently endorsed by the ACSM.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (28 HRS. MIN.)**Communications (9 hrs.)**

ENGL 111	Composition and Rhetoric (3)
ENGL 119	Professional Communication (3)
[or]	
ENGL 216	Technical Writing (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (3 hrs.)**Behavioral/Social Sciences (3 hrs.)****Math (3 hrs. min.)**

MATH 119	Applications of Mathematics for Nonscience Majors (3)
[or]	
MATH 121	College Algebra (4)

Science (3 hrs.)

BIOL 136	Human Anatomy and Physiology for Non-Majors (3)
BIOL 136L	Human Anatomy and Physiology for Non-Majors Lab (1)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Computers/Technology (4 hrs.)

OFTC 111L Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Credits must be earned in different activities. (See your adviser for information.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (27.5 HRS.)

EXSC 116 Legal and Professional Responsibilities/Marketing (1)

EXSC 200 Exercise Physiology (3)

EXSC 201 Human Movement (3)

EXSC 202 Instruction in Lifestyle Change (3)

EXSC 210 Prevention and Care of Exercise Injury (3)

EXSC 220L Fitness and Exercise Testing (4)

EXSC 230L Physical Fitness Theory and Instruction (4)

EXSC 293L Practicum in Fitness Leadership (1) (Must be taken twice to fulfill degree requirements.)

EXSC 298 Internship (1)

EMSI 151L Basic Life Support (.5) (or current CPR certificate)

NUTR 200 Nutrition (3)

NUTR 230 Nutrition for Fitness and Sports (3)

APPROVED ELECTIVES: (3.5 HRS.)

Choose from the following:

EXSC 120 Instructional Methods: Pilates (0.5)

EXSC 122 Instructional Methods: Youth Fitness (0.5)

EXSC 123 Instructional Methods: Fitness Cycling (0.5)

EXSC 124 Instructional Methods: Senior Fitness (0.5)

EXSC 126 Instructional Methods: Personal Training (1)

EXSC 127 Instructional Methods: Certification Review (0.5)

EXSC 128 Instructional Methods: ACSM HFI Review (1)

EXSC 129 Instructional Methods: Dance Exercise (1)

EXSC 131 Instructional Methods: Aquatic Exercise (.5)

EXSC 132 Instructional Methods: Alternative Strength Training (.5)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15.5 Credits Min.

ENGL 111 Composition and Rhetoric (3)

EXSC 116 Legal and Professional Responsibilities (1)

EMSI 151 Basic Life Support – CPR (.5)

HLED 211 Introduction to Lifestyle Changes (3)

HPER activity course (1)

Humanities course (3)

OFTC 111 Business Software Essentials I (4)

Spring Semester/16 Credits Min.

Behavioral/Social Sciences course (3)

ENGL 119 Professional Communication (3)

[or]

ENGL 216 Technical Writing (4)

EXSC 210 Prevention and Care of Exercise Injury (3)

HLED 200 Nutrition (3)

HPER activity (1)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Groups Communication (3)

Fall Semester/15 Credits Min.

BIOL 136 Human Anatomy and Physiology for Non-Majors (3)

EXSC 200 Exercise Science (3)

EXSC 201 Human Movement (3)

EXSC 293L Practicum in Fitness Leadership (1)

MATH 119 Applications of Math for Nonscience Major (3)

[or]

MATH 121 College Algebra (3)

EXSC approved electives (2-3)

Spring Semester/14 Credits Min.

EXSC 220L Fitness and Exercise Testing (4)

EXSC 230L Physical Fitness Theory and Instruction (4)

EXSC 293L Practice in Fitness Leadership (1)

EXSC 298 Internship (1)

NUTR 230 Nutrition for Fitness and Sport (3)

EXSC approved electives (1-2)

TOTAL 60.5 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE GENERAL STUDIES

(60 hrs. min.)

CIP: 24.0101

The Associate in Applied Science – General Studies allows students flexibility in creating plans around their core interests. Some concentrations are designed to prepare students for specific occupations. Other concentrations may transfer. Transferability of courses is determined by the receiving institution.

Note: This option gives students much more flexibility than they used to have to design degrees with their advisers.

GENERAL EDUCATION REQUIREMENTS: (26 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)

[or]

ENGL 119 Professional Communication (3)

ENGL 112 Composition and Literature (3)

[or]

ENGL 216 Technical Writing (3)

SPCH 111 Public Speaking (3)

[or]

SPCH 220 Interpersonal Communication (3)

[or]

SPCH 225 Small-Group Communication (3)

[or]

SPCH 235 Intercultural Communication

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

Math (3 hrs. min.)

BSAD 112 Business Math (3)

[or]

MATH 111 Math for Elementary School Teachers (3)

[or]

MATH 119 Applications of Mathematics for Non-science Majors (3)

[or]

MATH 121 College Algebra (4) or higher

Science (3hrs. min.)

Computers/Technology (4 hrs.)

CISC 111 Introduction to Computers (3)

[and]

CISC 111L Introduction to Computers Lab (1)

[or]

CITC 111L Computer and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

[or]

Program-specific computer course (3)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS (18 HRS.)

RELATED STUDIES (15 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

ASSOCIATE IN APPLIED SCIENCE DEGREES

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)
ENGL 112	Composition and Literature (3)
[or]	
ENGL 216	Technical Writing (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication (3)
[or]	
SPCH 225	Small-Group Communication (3)
CISC 111	Introduction to Computers (3)
[and]	
CISC 111L	Introduction to Computers Lab (1)
[or]	
CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)
[or]	
Program-specific computer course (4)	
Health, Physical Education and Recreation or Dance course (2 hrs. min.)	

Spring Semester/15 Credits

Behavioral/Social Science course (3)	
Humanities course (3)	
Core Requirements (6)	
Related Requirements (3)	

Fall Semester/16 Credits

BSAD 112	Business Math (3)
[or]	
MATH 111	Math for Elementary School Teachers (3)
[or]	
MATH 119	Application of Mathematics for Nonscience Majors (3)
[or]	
MATH 121	College Algebra (4) or higher
Science (4)	
Core Requirements (6)	
Related Studies (3)	

ASSOCIATE IN APPLIED SCIENCE INTERIOR DESIGN

(65 hrs. min.)

CIP: 50.0408

Upon completion of the 65-hour interior design degree and a four-year professional internship, or a 95-hour interior design degree and a three-year professional internship, graduates are qualified to take the National Council of Interior Design Qualifications (NCIDQ) exam. Students must pass the NCIDQ to practice as licensed interior designers in New Mexico. As an alternative, the 37-hour certificate in interior design will qualify students to practice as a decorator but not as a licensed designer.

Students should select all courses in consultation with an adviser. To schedule an advisement appointment call, (505) 428-1664.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (30 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 119	Professional Communication (3)
[or]	
ENGL 216	Technical Writing (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 225	Small-Group Communication (3)

Humanities (3 hrs. min.)

Choose from the following:

ARTS 120L	Color Theory (3)
ARTS 201	Art History I (3)
ARTS 204	Modern Art (3)
HUMS 211	Humanities I (4)

Behavioral/Social Sciences (3 hrs.)

Choose from the following:

ANTH 112	The Nature of Culture (3)
PSYC 111	Psychology I (3)
SOCI 111	Introduction to Sociology (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Math (3 hrs.)

BSAD 112 Business Math (3)

[or]

MATH 119 Applications of Mathematics for Nonscience Majors (3)

Science (4hrs.)

Computers/Technology (6 hrs. min.)

Program-specific computer courses (6 min.)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (32 HRS.)

ADCM 111 Design Drawing and Modeling (3)

ADCM 112 Building Systems, Materials and Methods I (3)

ADCM 121 Construction Documents (3)

DESN 134 Interior Architecture (3)

DESN 135 Introduction to Interior Design (3)

DESN 142 Residential and Commercial Lighting (1)

DESN 170 Textiles: Study of Fabrics (3)

DESN 238 Contract Design/Office Planning (3)

DESN 239 Residential/Architecture and Interior Design (3)

DESN 243 Kitchen and Bath Design (3)

DESN 280 Business Practice for Designers (3)

DESN 298 Internship (1)

[or]

DESN 299 Cooperative Education (1)

RELATED REQUIREMENTS: (3 HRS. MIN.)

Choose 3 hours from the following courses for the 65-credit-hour degree or 30 hours for the 95-credit-hour degree:

ADCM 122 Building Systems, Materials and Methods II (3)

ADCM 123 Architectural Design (3)

ADCM 215 Design Presentation (3)

ARTS 113L Two-Dimensional Design (3)

ARTS 116L Three-Dimensional Design (3)

ARTS 120L Color Theory (3)

ARTS 140L Photography I (3)

ARTS 201

Art History I (3)

ARTS 202

Art History II (3)

DESN 132

Preserving and Renovating Historic Interiors (3)

DESN 133

Design Workshop (1)

DESN 185L

Trade Mart Field Trip (3) [May be repeated for a total of six credits.]

DESN 200L

Design Lab (1)

DESN 246

Portfolio (3)

DESN 270

Interior Design Studio (3)

DESN 290

Interior Design License (1)

DESN 298

Internship (1-2)

[or]

DESN 299

Cooperative Education (1-2)

WOOD 111L

Introduction to the Fine Art of Woodworking (5)

WOOD 130L

Furniture Design (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits Min.

ADCM 111 Design Drawing and Modeling (3)
ADCM 112 Building Systems, Materials and Methods I (3)
DESN 134 Interior Architecture (3)
DESN 135 Introduction to Interior Design (3)
ENGL 111 Composition and Rhetoric (3)
Health, Physical Education and Recreation or Dance course (1 min.)

Spring Semester/16 Credits Min.

ADCM 121 Construction Documents (3)
Program-specific computer course (3 min.)
DESN 142 Residential and Commercial Lighting (1)
DESN 239 Residential/Architecture and Interior Design (3)
Humanities course (3 min.)

Choose from the following:

ARTS 120L Color Theory (3)
ARTS 201 Art History I (3)
ARTS 204 Modern Art (3)
HUMS 211 Humanities I (4)
SPCH 111 Public Speaking (3)
[or]
SPCH 225 Small-Group Communication (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Fall Semester/16 Credits Min.

BSAD 112	Business Math (3)
[or]	
MATH 119	Applications of Mathematics for Nonscience Majors (3)
ANTH 112	The Nature of Culture (3)
[or]	
PSYC 111	Psychology I (3)
[or]	
SOCI 111	Introduction to Sociology (3)
Program-specific computer course (3 min.)	
DESN 170	Textiles: Study of Fabrics (3)
ENGL 119	Professional Communication (3)
[or]	
ENGL 216	Technical Writing (3)
Health, Physical Education and Recreation or Dance course (1 min.)	

Summer Semester/1 Credit

DESN 298	Internship (1)
[or]	
DESN 299	Cooperative Education (1)

Spring Semester/16 Credits

DESN 238	Contract Design/Office Planning (3)
DESN 243	Kitchen and Bath Design (3)
DESN 280	Business Practice for Designers (3)
Science course (4)	
Related requirement (3) (See below)	

TOTAL 65 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE MEDIA ARTS

(60 hrs. min.)

CIP: 50.0401

Media arts A.A.S. degrees are available in five concentrations: Web, moving image, audio production, digital photography and graphic design. Students acquire the aesthetic and technical skills to work individually or as part of a team in their area of focus. Students also receive a general education foundation.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (23 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
MART 170L	Writing for Mass Media (3)
SPCH 225	Small-Group Communication (3)

Humanities (3 hrs.)

HUMS 191	Media and Culture (3)
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Behavioral/Social Sciences (3 hrs.)

BSAD 235	Human Relations in the Workplace (3)
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Math/Science (3 hrs. min.)

Computers/Technology (3 hrs. min.)

MART 130	Introduction to Web Design (3)
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Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155	Access to Health (2) online course only
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[or]

HPER 200L	Lifetime Fitness and Wellness (3)
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CORE REQUIREMENTS: (18 HRS. MIN.)

DESN 280	Business Practices for Designers (3)
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[or]

OFTC 111L	Business Software Essentials I (4)
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MART 118	Communication Design (3)
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MART 119L	Digital Skills (3)
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MART 121L	Adobe Illustrator (3)*
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[or]

MART 122	Quark Xpress (3)
[or]	
MART 123	Adobe InDesign (3)
MART 154	DVD Production (2)
MART 180L	Photoshop I (3)
MART 187	Electronic Color Theory and Practice (1)
MART 296	Portfolio and Professional Presentation (3)**
MART 298/9	Internship or Cooperative Education (1)

*Students seeking the Graphic Design concentration must take MART 121, MART 122, and MART 123. Students seeking the Moving Image concentration should take MART 121 Adobe Illustrator.

**Students with no media arts work experience must take a minimum of two credit hours of MART 298 Internship or MART 299 Cooperative Education.

Students may fulfill the requirements for one of the named concentrations below, or may select a minimum of 15 credit hours from approved Media Arts classes and other approved courses, to fulfill requirements for a general Media Arts Associate of Applied Science degree.

WEB CONCENTRATION (19 HRS. MIN.)

Student choosing this concentration acquire the aesthetic and technical skills essential for successful Web site creation, allowing them to work individually or as part of a team. They also receive a general education foundation.

Web Core Requirements: (13 hrs. min.)

MART 145	Audio for the Web (1)
MART 231L	Web Design – Dreamweaver (3)
MART 232L	Advanced Dreamweaver (3)
MART 235L	Flash I (3)
MART 237L	Flash II (3)
[or]	
CISC 115	Web Programming (3)

Approved Electives (6 hrs. min.)

MOVING IMAGE CONCENTRATION (19 HRS. MIN.)

Students choosing this concentration acquire the aesthetic and technical skills related to digital film production and editing, allowing them to work individually or as part of a team in the film industry. They also receive a general education foundation.

Moving Image Core Requirements: (6 hrs. min.)

MART 150L	Video Production I (3)
MART 254L	Digital Video Editing/FCP (3)

Related Requirements (12 hrs. min.)

MART 148L	3-D Graphics (3)
MART 151L	Video Production II (3)
MART 155L	Digital Film Intensive (9)
MART 165	Sound for Film (3)
MART 248	3-D Graphics II (3)
MART 251L	Film Crew Training I (9)
MART 252L	Film Crew Training II (9)
MART 256L	Digital Video Editing II (3)

Approved Electives (1 hr. min.)

AUDIO PRODUCTION CONCENTRATION (19 HRS. MIN.)

Students choosing this concentration acquire the aesthetic and technical skills related to audio studio and field recording and digital audio editing and creation, allowing them to work individually or as part of a team in the audio industry. They also receive a general education foundation.

Audio Production Requirements (17 hrs. min.)

MART 145	Audio for the Web (1)
MART 160L	Audio Production I (3)
MART 163	Sound for Film (3)
MART 165	Audio Field Recording (2)
MART 166L	Narrative Radio (3)
MART 260L	Audio Production II (3)
MART 266L	Radio Production I (3)

Approved Electives (2 hrs. min.)

ASSOCIATE IN APPLIED SCIENCE DEGREES

DIGITAL PHOTOGRAPHY CONCENTRATION (20 HRS. MIN.)

Students choose this concentration acquire the aesthetic and technical skills allowing them to work in the fields of fine arts or digital photography and image processing and production, allowing them to work as freelancers or as part of a team. They also receive a general education foundation.

Digital Photography Requirements (20 hrs. min.)

MART 182L	Digital Photography I (3)
MART 183L	Digital Photography II (3)
MART 184	Lighting for Digital Photography (1)
MART 186	Scanning Techniques (1)
MART 280L	Photoshop II (3)
MART 281L	Digital Imaging for Photographers (3)
MART 284L	Advanced Digital Imaging (3)
MART 285L	Archival Printing (3)

GRAPHIC DESIGN CONCENTRATION (19 HRS. MIN.)

Students choosing this concentration acquire the skills essential to create and design documents for print, allowing them to work as freelancers or as part of a team. They also receive a general education foundation.

Graphic Design Requirements (10 hrs. min.)

MART 122	Quark Xpress (3)
MART 123	Adobe InDesign (3)
MART 186	Typography (3)
MART 223	Scanning Techniques (1)

Related Requirements (9 Hrs. min.)

Choose from the following classes:

MART 182L	Digital Photography I (3)
MART 280L	Photoshop II (3)
MART 284L	Advanced Digital Imaging (3)
MART 285L	Archival Printing (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

First Year: All Concentrations

Fall Semester/16 Credits Min.

ENGL 111	Composition and Rhetoric (3)
Health, Physical Education and Recreation	(1 min.)
MART 118	Design Communication (3)
MART 119L	Digital Skills (3)
MART 130	Introduction to Web Design (3)
SPCH 225	Small-Group Communication (3)

Spring Semester/16 Credits Min.

BSAD 235	Human Relations in the Workplace (3)
DESN 280	Business Practices for Designers (3)
[or]	
OFTC 111L	Business Software Essentials I (3)
Health, Physical Education and Recreation	(1 min.)
HUMS 191	Media and Culture (3)
MART 170L	Writing for Mass Media (3)
MART 180L	Photoshop I (3)

2nd Year: Refer to chosen concentration

WEB CONCENTRATION

Fall Semester/14 Credits Min.

MART 121	Adobe Illustrator (3)
[or]	
MART 122	Quark Xpress (3)
[or]	
MART 123	Adobe InDesign (3)
MART 145	Audio for the Web (1)
MART 187	Electronic Color (1)
MART 231L	Web Design – Dreamweaver (3)
MART 235L	Flash I (3)
Approved Electives	(3)

Spring Semester/15 Credits Min.

MART 154	DVD Production (2)
MART 232L	Advanced Dreamweaver (3)
MART 237L	Flash II (3)
[or]	
CISC 115	Web Programming (3) (offered fall semesters only)
MART 296	Portfolio and Professional Presentation (3)
MART 298/9	Internship or Cooperative Education (1)
Approved electives	(4)

MOVING IMAGE CONCENTRATION

Fall Semester/16 Credits Min.

- MART 121 Adobe Illustrator (3)
- MART 150L Video Production I (3)
- MART 187 Electronic Color (1)
- MART 254L Digital Video Editing/FCP (3)

Choose 6 hrs from the related requirements:

- MART 148L 3-D Graphics I (3)
- MART 151L Video Production II (3)
- MART 155L Digital Film Intensive (9)
- MART 163 Sound for Film (3)
- MART 248 3-D Graphics II (3)
- MART 251L Film Crew Training I (9)
- MART 252L Film Crew Training II (9)
- MART 356L Digital Video Editing II (3)

Spring Semester/14 Credits Min.

- MART 154 DVD Production (2)
- MART 296 Portfolio and Professional Presentation (3)
- MART 298/9 Internship or Cooperative Education (1)

Choose 9 hrs from related requirements:

- MART 148L 3-D Graphics I (3)
- MART 151L Video Production II (3)
- MART 155L Digital Film Intensive (9)
- MART 163 Sound for Film (3)
- MART 248 3-D Graphics II (3)
- MART 251L Film Crew Training I (9)
- MART 252L Film Crew Training II (9)
- MART 256L Digital Video Editing II (3)

AUDIO PRODUCTION CONCENTRATION

Fall Semester/16 Credits Min.

- MART 121 Adobe Illustrator (3)
- [or]
- MART 122 Quark Xpress (3)
- [or]
- MART 123 Adobe InDesign (3)
- MART 145 Audio for the Web (1)
- MART 163 Sound for Film (3)
- MART 165 Audio Field Recording (2)
- MART 160L Audio Production I (3)
- MART 166L Narrative Radio (3)
- MART 187 Electronic Color (1)

Spring Semester/13 Credits Min.

- MART 154 DVD Production (2)
- MART 260L Audio Production II (3)
- MART 266L Radio Production I (3)
- MART 296 Portfolio and Professional Presentation (3)
- MART 298/9 Internship or Cooperative Education (1)
- Approved Electives (2)

DIGITAL PHOTOGRAPHY CONCENTRATION

Fall Semester/14 Credits Min.

- MART 121 Adobe Illustrator (3)
- [or]
- MART 122 Quark Xpress (3)
- [or]
- MART 123 Adobe InDesign (3)
- MART 182L Digital Photography I (3)
- MART 184 Lighting for Digital Photography (1)
- MART 186 Scanning Techniques (1)
- MART 187 Electronic Color (1)
- MART 281L Digital Imaging for Photographers (3)
- MART 285L Archival Printing (3)

Spring Semester/14 Credits Min.

- MART 154 DVD Production (2)
- MART 183L Digital Photography II (3)
- MART 280L Photoshop II (3)
- MART 284L Advanced Digital Imaging (3)
- MART 296 Portfolio and Professional Presentation (3)
- MART 298/9 Internship or Cooperative Education (1)

GRAPHIC DESIGN CONCENTRATION

Fall Semester/14 Credits Min.

- MART 121 Adobe Illustrator (3)
- MART 123 Adobe InDesign (3)
- MART 186 Scanning Techniques (1)
- MART 187 Electronic Color (1)
- MART 223 Typography (3)
- Choose 3 hrs. from related requirements:
- MART 182L Digital Photography I (3)
- MART 280L Photoshop II (3)
- MART 284L Advanced Digital Imaging (3)
- MART 285L Archival Printing (3)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Spring Semester/14 Credits Min.

MART 122	Quark Xpress (3)
MART 154	DVD Production (2)
MART 296	Portfolio and Professional Presentation (3)
MART 298/9	Internship or Cooperative Education (1)
Choose 6 hrs from related requirements:	
MART 182L	Digital Photography I (3)
MART 280L	Photoshop II (3)
MART 284L	Advanced Digital Imaging (3)
MART 285L	Archival Printing (3)

ASSOCIATED OF APPLIED SCIENCE THE NURSING PROGRAM

ADMISSION REQUIREMENTS

The SFCC Nursing Program is approved by the New Mexico State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York City, NY 10006, (800) 669-1656, ext. 153 or www.nlnac.org. Students who successfully complete the associate in applied science in nursing degree are eligible to apply to take the National Council Licensure Examination for registered nurses (NCLEX-RN) to qualify for licensure as registered nurses in New Mexico. Students who plan to take the licensure examination in another state are advised to contact that state's board of nursing for specific requirements.

All applicants to the A.A.S. degree in the nursing program must first complete the admissions requirements for the college. To be eligible to apply to the nursing program, students must have a cumulative GPA of 2.75 or higher in courses required for the A.A.S. degree in nursing, excluding fitness or math classes. Because nursing builds on the foundation of science, a minimum grade of "C" must be achieved in the behavioral/social sciences, math and science requirements. Math and science courses have a five-year time limit of eligibility. Brochures about the program are available any time upon request. Application packets are available through the nursing office. It is the student's responsibility to return the completed application packet according to the following general schedule:

- New nursing students (first semester, Level I) – March or October prior to desired admission semester
- Re-entry of transfer students – midterm week of the semester prior to desired re-entry or transfer
- Students with current LPN/paramedic licensure – midterm week of the semester prior to desired entry

Exact dates will be provided by the nursing department.

The nursing program accepts new nursing students, paramedics, LPNs, re-entry and transfer students. It is the student's responsibility to seek pre-nursing advisement about course requirements and the application process. Class size is limited and admissions are based on space availability. Selection of students may be based on college GPA for courses that are appropriate to the nursing curriculum, residency, health-care related work experiences and written essays. Students are considered pre-nursing students prior to admission to the nursing program and nursing students thereafter.

Prospective students who have been convicted of a felony are advised to contact the appropriate state board of nursing prior to admission to determine their eligibility for licensure. Some agencies require additional information from the nursing program such as fingerprinting, background checks, drug testing, etc.

PRE-NURSING SUPPORT SERVICES

The Pre-Nursing Transitions Program is designed to offer special support to students who identify themselves as nursing majors. In one semester of coursework, consisting of BIOL 130, BIOL 130L, ENGL 111, HLCR 125L and MATH 102, students will qualify for application to the associate in applied science nursing degree program.

Special services offered:

- Ongoing advising by nursing faculty members
- Tutoring
- Skills assessment
- Financial aid counseling
- Learning-styles assessment

PROGRAM PROGRESSION

The program is designed to be completed in two academic years. Nursing courses are to be taken in sequence as outlined by the nursing department. A minimum grade of “C” must be maintained in all nursing courses to progress from one level to the next and to graduate. A cumulative GPA of 2.0 must be maintained to remain in the nursing program.

ASSOCIATE IN APPLIED SCIENCE NURSING

(71 hrs. min.)

CIP: 51.1601

The SFCC Nursing Program is approved by the New Mexico State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York City, NY 10006, (800) 669-1656, ext. 153 or www.nlnac.org. This program is designed for first-time nursing students, paramedics, licensed practical nurses (LPNs) who wish to complete a second year of study. It prepares students for the National Council Licensure Examination for registered nurses (NCLEX-RN). Licensed practical nurses and paramedics are eligible for advanced standing in nursing courses.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (33 HRS. MIN.)

Communications (9 hrs.)

ENGL 111	Composition and Rhetoric (3)
ENGL 216	Technical Writing (3)
SPCH 220	Interpersonal Communication (3)

Humanities (3 hrs.)

Behavioral/Social Sciences (3 hrs.)

PSYC 111	Psychology I (3)
[or]	
PSYC 130	Applied Health Psychology (3)

Biological/Physical Sciences (12 hrs.)

BIOL 130	Anatomy and Physiology I: Health Sciences (3)
BIOL 130L	Anatomy and Physiology I Lab: Health Sciences (1)
BIOL 131	Anatomy and Physiology II: Health Sciences (3)
BIOL 131L	Anatomy and Physiology II Lab: Health Sciences (1)
BIOL 221	Microbiology for Health Sciences (3)
BIOL 221L	Microbiology for Health Sciences Lab (1)

Computers/Technology (4 hrs.)

CITC 111L	Computers and Technology (4)
[or]	
OFTC 111L	Business Software Essentials I (4)

ASSOCIATE IN APPLIED SCIENCE DEGREES

Health, Physical Education and Recreation or Dance (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2)

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (38 HRS.)

NURS 111	Fundamentals of Nursing (4)
NURS 111L	Fundamentals of Nursing Lab (2)
NURS 112	Introduction to Pharmacology (1)
NURS 113	Medication Calculations (1)
NURS 121	Adult Nursing I (4)
NURS121L	Adult Nursing I Lab (4)
NURS 122	Pharmacologic Interventions (2)
NURS 130L	Health Assessment (2)
NURS 211	Family Nursing (2)
NURS 211L	Family Nursing Lab (1)
NURS 212	Nursing of Children (2)
NURS 212L	Nursing of Children Lab (1)
NURS 221	Adult Nursing II (4)
NURS 221L	Adult Nursing II Lab (4)
NURS 222	Psychiatric/Mental-Health Nursing (2)
NURS 222L	Psychiatric/Mental-Health Nursing Lab (1)
NURS 241	Issues in Nursing (1)
NURS 297	Independent Studies: Transition in Nursing (3) [for LPNs and paramedics only]

Note: BIOL 130, BIOL 130L, ENGL 111, HLCR 125L and MATH 102 or skill-level equivalents are prerequisites for the associate in applied science nursing degree and must be completed before applying to the program. Other general studies requirements can be taken before or during the nursing program. NURS 297 Transition in Nursing is a prerequisite for paramedics and LPNs entering the second level of the program.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Listed below is one possible course sequence for full-time students. This schedule assumes that you have had all the prerequisites for these courses. Please be aware that this is only one possible sequence. There are many different sequences, depending on whether you want to go full- or part-time, your academic background such as the skill levels of courses that you are ready for, any transfer courses from other colleges, and your personal schedule for work and home. Therefore, it is imperative that you consult with an adviser to see what is best for you.

First Semester/16.5 Credits

Prerequisite credit hours that are not included in the 33 degree credit hours

MATH 102	Basic Algebra (4) [or similar skill level equivalent or placement exam]
HLCR 125L	Nurse Aide (5) [course within 12 months, or current CNA certificate]
EMSI 151L	Basic Life Support (.5) [or current CPR certificate]

General Education Requirements (7 hrs.)

BIOL 130	Anatomy and Physiology I: Health Sciences (3)
BIOL 130L	Anatomy and Physiology I Lab: Health Sciences (1)
ENGL 111	Composition and Rhetoric (3)

Second Semester/14 Credits

General Education Requirements (14 hrs.)

BIOL 131	Anatomy and Physiology II: Health Sciences (3)
BIOL 131L	Anatomy and Physiology II Lab: Health Sciences (1)
OFTC 111L	Business Software Essentials (4)
PSYC 111	Psychology I (3)
[or]	
PSYC 130	Applied Health Psychology (3)
SPCH 220	Interpersonal Communication (3)

Third Semester/12 Credits

General Education Requirements (12 hrs.)

Humanities Elective (3)	
Choose one from these areas: HIST, LANG. PHIL, HUMS, ANTH, ARTS (not studio courses), MUSC, AMSL or Literature	
BIOL 221	Microbiology for Health Sciences (3)
BIOL 221L	Microbiology for Health Sciences Lab (1)
ENGL 216	Technical Writing (3)
Health, Physical Education and Recreation or Dance course (2 min.)	
[or]	
Activity course(s) (2)	
[or]	
HPER 200L	Lifetime Fitness and Wellness (3)

Fourth Semester/10 Credits Min.

Nursing Core Requirements (10 hrs.)	
NURS 111	Fundamentals of Nursing (4)
NURS 111L	Fundamentals of Nursing Lab (2)
NURS 112	Introduction to Pharmacology (1)
NURS 113	Medication Calculations (1)
NURS 130L	Health Assessment (2)

Fifth Semester/10 Credits

NURS 121	Adult Nursing I (4)
NURS 121L	Adult Nursing I Lab (4)
NURS 122	Pharmacologic Interventions (2)
NURS 297	IS: Transition in Nursing (3) [required for paramedics/LPNs]

Sixth Semester/9 Credits

NURS 211	Family Nursing (2)
NURS 211L	Family Nursing Lab (1)
NURS 212	Nursing of Children (2)
NURS 212L	Nursing of Children Lab (1)
NURS 222	Psychiatric/Mental-Health Nursing (2)
NURS 222L	Psychiatric/Mental-Health Nursing Lab (1)

Seventh Semester/9 Credits

NURS 221	Adult Nursing II (4)
NURS 221L	Adult Nursing II Lab (4)
NURS 241	Issues in Nursing (1)

TOTAL 71 CREDITS MIN.

ASSOCIATE IN APPLIED SCIENCE PARALEGAL STUDIES

(66 hrs. min.)

CIP: 22.0103

This program is designed to meet the educational needs of degree-seeking students who intend to pursue careers as paralegals working in private law firms, government agencies, corporations and other professional business settings.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 26 of this catalog, or speak with an academic adviser.

GENERAL EDUCATION REQUIREMENTS: (31 HRS. MIN.)**Communications (12 hrs.)**

ENGL 111	Composition and Rhetoric (3)
ENGL 119	Professional Communication (3)
ENGL 216	Technical Writing (3)
SPCH 111	Public Speaking (3)
[or]	
SPCH 220	Interpersonal Communication
[or]	
SPCH 225	Small-Group Communication
[or]	
SPCH 235	Intercultural Communication

Humanities (3 hrs.)**Behavioral/Social Sciences (3 hrs.)****Math (3 hrs.)**

BSAD 112	Business Math (3)
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Science (4 hrs.)

CITC 111L	Computers and Technology (4)
[or]	
CISC 111/111L	Introduction to Computer Science and Lab
[or]	
CRJS 135	Forensic Science I (3)
CRJS 136	Forensic Science II (3)
[or]	

Any other science courses

Computers/Technology (4 hrs.)

OFTC 111L	Business Software Essentials I (4)
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ASSOCIATE IN APPLIED SCIENCE DEGREES

Health, Physical Education and Recreation or Dance course (2 hrs. min.)

Activity course(s) (2)

[or]

HPER 155 Access to Health (2) online course only

[or]

HPER 200L Lifetime Fitness and Wellness (3)

CORE REQUIREMENTS: (20 HRS.)

PLST 111 Introduction to Law (4)

PLST 112 Introduction to the Paralegal Profession (3)

PLST 115 Torts, Practice and Procedure (3)

PLST 121 Legal Research and Writing I (3)

PLST 241 Legal Research and Writing II/Westlaw (4)

PLST 250 Civil Litigation (3)

RELATED REQUIREMENTS: (15 HRS.)

Choose from the following:

BSAD 232 Business Law I (3)

BSAD 233 Business Law II (3)

BSAD 235 Human Relations in Business (3)

CRJS 203 Criminal Law and Procedure (3)

All PLST courses numbered 200 and above

Students with no paralegal work experience should take three credit hours of PLST 298 Internship or PLST 299 Cooperative Education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/15 Credits Min.

ENGL 111 Composition and Rhetoric (3)

Health, Physical Education and Recreation or Dance course (1 min.)

OFTC 111L Business Software Essentials I (4)

PLST 111 Introduction to Law (4)

PLST 121 Legal Research and Writing I (3)

Spring Semester/15 Credits

BSAD 112 Business Math (3)

ENGL 119 Professional Communication (3)

PLST 112 Introduction to the Paralegal Profession (3)

PLST 241 Legal Research and Writing II/Westlaw (4)

Summer Semester/4 Credits Min.

Health, Physical Education and Recreation or Dance course (1 min.)

Speech course (3)

Fall Semester/16 Credits

Humanities course (3)

PLST 115 Torts, Practices and Procedure (3)

Related requirements (6)

Science course (4)

Spring Semester/16 Credits

ENGL 216 Technical Writing (3)

PLST 250 Civil Litigation (3)

Related requirements (9)

TOTAL 66 CREDITS MIN.

CERTIFICATES

A list of current certificates follows. This list may not be complete because program development is ongoing. Certificates are one-year programs intended to prepare the student for employment.

SFCC has a mandatory assessment and placement policy. Students wishing to enroll in English or math or in any course in which an English or math course is a prerequisite must participate in assessment as described on Page 8. New students seeking degrees or certificates at SFCC must fulfill the college success course requirement described on Page 21 within their first 12 college credit hours or within their first two semesters of enrollment, whichever comes first.

- Accounting Specialist (BT)
- American Sign Language Interpreting (LA)
- Architectural Drafting and Construction (BT)
- Bilingual Education Endorsement (EL)
- Culinary Arts (BT)
- Dental Assisting (HS)
- Early Childhood Multicultural Education (EL)
- Engineering Technologies (BT)
- Entrepreneurship (BT)
- Fashion Design (BT)
- Fine Woodworking (BT)
- Fitness Instructor Training (HS)
- Interior Design (BT)
- Hospitality and Tourism (BT)
- Media Arts (BT) (various concentrations)
- Medical Assistant (HS)*
- Nutrition (HS)
- Office Management (BT)
- Paralegal Studies (BT)
- Paramedicine (HS)
- Patisserie (BT)
- Substance Abuse Prevention (LA)
- Substance Abuse Treatment (LA)
- Teacher Certification (EL)
- Water and Wastewater Technology Training (BT)

CERTIFICATE IN ACCOUNTING SPECIALIST

(17 hrs. min.)

CIP: 52.0302

This program prepares students for entry into the accounting/bookkeeping field; for upgrading their accounting skills for job promotion; or upgrading their credentials through preparation for the Certified Bookkeeper Exam. The program can be completed in one year (Fall, Spring and Summer semesters).

CORE REQUIREMENTS: (11 HRS.)

ACCT 121	Principles of Accounting I (4)
BSAD 112	Business Math (3)
OFTC 111L	Business Software Essentials (4)

RELATED REQUIREMENTS: (6 HRS. MIN.)

General Accounting Concentration: (6 hrs.)

ACCT 124	Payroll Accounting (3)
ACCT 125L	Computerized Accounting – QuickBooks (3)

Governmental Accounting Concentration: (7 hrs.)

ACCT 122	Principles of Accounting II (4)
ACCT 202	Governmental Accounting (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE FOR GENERAL ACCOUNTING CONCENTRATION:

Fall Semester/7 Credits

ACCT 121	Principles of Accounting I (4)
BSAD 112	Business Math (3)

Spring Semester/10 Credits

ACCT 124	Payroll Accounting (3)
ACCT 125L	Computerized Accounting – QuickBooks (3)
OFTC 111L	Business Software Essentials (4)

TOTAL 17 CREDITS

Governmental Accounting Concentrations are offered on a contract basis only in 10-week blocks through a CWA-like cohort.

CERTIFICATES

CERTIFICATE IN **AMERICAN SIGN LANGUAGE (AMSL) INTERPRETING**

(32 hrs.)

CIP: 51.0205

This program in AMSL interpreting concentrates on preparing students to interpret in situations involving deaf individuals. The courses are geared to provide knowledge and skills for interpreting within professional parameters and to initiate pursuit of the New Mexico certification and the Registry of Interpreters for the Deaf national interpreter certificate. All courses listed can be applied toward associate in arts degrees in sign language interpreting.

Students must have completed the AMSL II course load or be at the AMSL III skill level to be accepted into this program. A screening evaluation can be conducted to identify current skill.

CORE REQUIREMENTS: (26 HRS.)

AMSL 211L	American Sign Language III (3)
AMSL 212L	American Sign Language IV and Fingerspelling (3)
AMSL 213	Introduction to American Sign Language Linguistics (3)
INTR 111	Interpreting I: The Profession (3)
INTR 111L	Interpreting I Lab (2)
INTR 112	Interpreting Theory and Practice (3)
INTR 112L	Interpreting Theory and Practice Lab (2)
INTR 211	Interpreting III – Interactive Interpreting (3)
INTR 231	The American Deaf Community (3)
INTR 298	Interpreting Internship (1)

RELATED REQUIREMENTS: (3 HRS.)

ENGL 111	Composition and Rhetoric (3)
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APPROVED ELECTIVES: (3 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/11 Credits

AMSL 211L	American Sign Language III (3)
ENGL 111	Composition and Rhetoric (3)
INTR 111	Interpreting I: The Profession (3)
INTR 111L	Interpreting I Lab (2)

Spring Semester/11 Credits

AMSL 212L	American Sign Language IV and Fingerspelling (3)
INTR 112	Interpreting Theory and Practice (3)
INTR 112L	Interpreting Theory and Practice Lab (2)
INTR 231	The American Deaf Community (3)

Fall Semester/10 Credits

AMSL 213	Introduction to American Sign Language Linguistics (3)
Elective (3)	
INTR 211	Interpreting III – Interactive Interpreting (3)
INTR 298	Interpreting Internship (1)

TOTAL 32 CREDITS

CERTIFICATE IN ARCHITECTURAL DRAFTING AND CONSTRUCTION MANAGEMENT

(15 hrs. min.)

CIP: 15.1001

This certificate provides courses that facilitate the production of a portfolio that a student can use for application to a four-year architectural or graduate degree program. Students should consider the Associate of Applied Science Degree in Architectural Drafting and Construction Management to acquire the skills to enter the workplace.

CORE REQUIREMENTS: (15 HRS.)

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)
ADCM 121	Construction Documents (3)
ADCM 122	Building Systems, Materials and Methods II (3)
[or]	
ADCM 123	Architectural Design (3)
ADCM 126	ArchiCAD Building Modeling (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED CLASSES CONSTRUCTION MANAGEMENT CONCENTRATION

Fall Semester/6 Credits

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)

Spring Semester/9 Credits

ADCM 121	Construction Documents (3)
ADCM 122	Building Systems, Materials and Methods II (3)
ADCM 126	ArchiCAD Building/Modeling (3)

SUGGESTED SEQUENCE OF REQUIRED CLASSES ARCHITECTURAL DRAFTING CONCENTRATION

Fall Semester/15 Credits

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)

Spring Semester/12 Credits

ADCM 121	Construction Documents (3)
ADCM 123	Architectural Design (3)
ADCM 126	ArchiCAD Building/Modeling (3)

CERTIFICATES

CERTIFICATE IN **BILINGUAL EDUCATION ENDORSEMENT**

(36 hrs.) CIP:13:0201 (pending final approval from HED)

The Bilingual Education Endorsement Program is a 36 credit-hour program. This program facilitates achievement of the New Mexico State Department of Education's bilingual education teacher competencies. These competencies also align with the National Council for Accreditation of Teacher Education's (NCATE) standards, recognized by the U.S. Department of Education and the Interstate New Teacher Assessment and Support Consortium (INTASC) standards. The courses are systematically organized into a natural sequence of integrated subject matter.

For secondary bilingual endorsement, students must have 12 upper-division credits in the foreign language. For elementary endorsement, students must take the program as prescribed below:

BLOCK I (8 HRS.)

SPAN 111 Spanish I (3)
SPAN 111L Spanish I Lab (1)
[and]
SPAN 112 Spanish II (3)
SPAN 112L Spanish II Lab (1)
[or]
SPAN 113L Heritage Spanish I (4)
[and]
SPAN 114L Heritage Spanish II (4)

BLOCK II (6 HRS.)

SPAN 211 Intermediate Spanish I (3)
[and]
SPAN 212 Intermediate Spanish II (3)
[or]
SPAN 213 Intermediate Heritage Spanish I (3)
[and]
SPAN 214 Intermediate Heritage Spanish II (3)

BLOCK III (6 HRS.)

SPAN 150 Conversational Spanish I (3)
SPAN 250 Conversational Spanish II (3)

BLOCK IV (3 HRS.)

Choose one of the following:

SPAN 280 Introduction to Hispanic Literature (3)
SPAN 284 Chicano Literature and Expression (3)
SPAN 285 Latin American Feminist Expression (3)
SPAN 286 Southwest Culture Through Film (3)

BLOCK V (13 HRS.)

EDUC 221 Dynamics of Diversity in Education (3)
EDUC 222 Methods and Materials for the Bilingual/Multicultural Classroom (3)
EDUC 223 Linguistics for Classroom Teachers (3)
EDUC 224 Bilingual/Multicultural Education: Research Project (1)
SPAN 253 Introduction to Bilingual Education I (3)

CERTIFICATE IN CULINARY ARTS

(19 hrs. min.)

CIP: 12.0503

This program is designed to prepare students for entry-level positions in professional kitchens by providing them with an understanding of basic culinary knowledge, techniques, terminology, and certification in sanitation and safety through the National Restaurant Associations SERVSAFE program.

CORE REQUIREMENTS (19 HRS.)

CULA 115L	Culinary Fundamentals I (4)
CULA 151L	Culinary Fundamentals II (4)
CULA 215L	International Cuisine (4)
CULA 257L	Fundamentals of Meat Fabrication and Butchery (1)
CULA 224L	Professional Sauté (1)
HRMG 118	Sanitation and Safety (3)
HRMG 130	Purchasing (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 credits

HRMG 118	Sanitation and Safety (2)
HRMG 130	Purchasing (3)
CULA 115L	Culinary Fundamentals I (4)

Spring Semester/10 credits

CULA 151L	Culinary Fundamentals II (4)
CULA 215L	International Cuisine (4)
CULA 224L	Professional Sauté (1)
CULA 257L	Fundamentals of Meat Fabrication and Butchery (1)

CERTIFICATE IN DENTAL ASSISTING

(37 hrs. min.)

CIP: 51.0601

This program prepares students to enter the dental profession as entry-level dental assistants. A dental assistant, under the direct supervision of a dentist, assists chair-side, performs laboratory procedures, exposes and processes dental radiographs, and performs receptionist and secretarial duties. Program completion enables students to take the Dental Assisting National Board Exam (DANB) and to obtain certification in expanded duty functions as specified by the state of New Mexico.

The program in dental assisting is accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

The curriculum follows a block system; courses are arranged in clusters and must be taken together as corequisites if the student wishes to complete the program in 10 months. As a requirement for admission to the program, students must place into ENGL 109 or higher with appropriate CPE score or transfer documentation and must hold a current BLS-CPR certificate.

PROGRAM PREREQUISITES:

ENGLISH 108 English Fundamentals (4)
Current Basic Life Support – CPR certificate

GENERAL STUDIES REQUIREMENT: (3 HRS.)

ENGL 111 Composition and Rhetoric (3)
[or]
ENGL 119 Professional Communication (3)

The block curriculum consists of:

Fall Semester Block I: (14 hrs.)

DAST 121	Dental Assisting I (2)
DAST 122L	Dental Materials (3)
DAST 123L*	Dental Radiography I (3)
DAST 124	Dental Sciences I (3)
DAST 125L	Clinical Procedures I (3)

CERTIFICATES

Spring Semester Block II: (14 hrs.)

DAST 131	Dental Sciences II (4)
DAST 133	Practice Management (2)
DAST 134L*	Clinical Procedures II (4)
DAST 193	Dental Assisting Practicum I (2)
DAST 222	Community Dental Health (2)

Summer Session Block III: (6 hrs.)

DAST 141	Dental Education Issues (1)
DAST 293	Dental Practicum II (5)

These courses qualify certificate recipients for expanded duty functions as authorized by the state of New Mexico Board of Dental Health.

ADDITIONAL RECOMMENDED COURSES (NOT REQUIRED):

CITC 111L Computers and Technology (4)

[or]

OFTC 111L Business Software Essentials I (4)

PSYC 130 Applied Health Psychology (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

ENGL 111 Composition and Rhetoric (3)

[or]

ENGL 119 Professional Communication (3)

Fall Semester Block I/14 Credits

DAST 121	Dental Assisting I (2)
DAST 122L	Dental Materials (3)
DAST 123L	Dental Radiography I (3)
DAST 124	Dental Sciences I (3)
DAST 125L	Clinical Procedures I (3)

Spring Semester Block II/14 Credits

DAST 131	Dental Sciences II (4)
DAST 133	Practice Management (2)
DAST 134L	Clinical Procedures II (4)
DAST 193	Dental Assisting Practicum I (2)
DAST 222	Community Dental Health (2)

Summer Semester Block III/6 Credits

DAST 141	Dental Education Issues (1)
DAST 293	Dental Practicum II (5)

TOTAL 37 CREDITS

CERTIFICATE IN

EARLY CHILDHOOD MULTICULTURAL EDUCATION

(36 hrs. min.) CIP: 20.0202 (pending final approval from HED)

The Early Childhood coursework included in this certificate program provides a foundation for individuals interested in working with young children from birth to six years of age. The ECME Certificate of Completion signifies that a student has completed 36 hours of coursework toward an Associate in Arts degree in Early Childhood Multicultural Education.

CORE REQUIREMENTS: (33 HRS.)

ECME 111	Foundations of Early Childhood(3)
ECME 171	Professionalism (2)
ECME 200	Child Growth, Development and Learning (3)
ECME 203	Health, Safety and Nutrition (3)
ECME 204	Curriculum Development and Implementation I (3)
ECME 205	Curriculum Development and Implementation II (3)
ECME 206	Guiding Young Children (3)
ECME 207	Family and Community Collaboration I (3)
ECME 208	Introduction to Reading and Literacy Development (3)
ECME 209	Assessment of Children and Evaluation of Programs I (3)
ECME 294L	Curriculum Development and Implementation Practicum I (2)
ECME 295L	Curriculum Development and Implementation Practicum II (2)

RELATED REQUIREMENTS: (3 HRS.)

ENGL 111 Composition and Rhetoric (3)

[or]

ENGL 119 Professional Communication (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/16 Credits

ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)
ECME 111	Foundations of Early Childhood (3)
ECME 171	Professionalism (2)
ECME 200	Child Growth, Development and Learning (3)
ECME 204	Curriculum Development and Implementation I (3)
ECME 294L	Curriculum Development and Implementation Practicum I (2)

Spring Semester/17 Credits

ECME 203	Health, Safety and Nutrition (3)
ECME 205	Curriculum Development and Implementation II (3)
ECME 206	Guiding Young Children (3)
ECME 207	Family and Community Collaboration I (3)
ECME 208	Introduction to Reading and Literacy Development (3)
ECME 295L	Curriculum Development and Implementation Practicum II (2)

Fall Semester/3 Credits

ECME 209	Assessment of Children and Evaluation of Programs I (3)
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TOTAL 36 CREDITS

**CERTIFICATE IN
ENGINEERING
TECHNOLOGIES**

(33 hrs min.) CIP: 15:0303 (pending final approval from HED)

This program of study focuses on providing foundational technical skills suitable for entry-level work placement in common fields of engineering technology. Specifically, it is focused toward providing both dual-enrolled high school students and adult learners looking to rapidly change professions with opportunities to utilize classroom learning and on-the-job internship opportunities to achieve knowledge and skills, jobs, and possible articulations into higher degree programs.

CORE REQUIREMENTS: (18 HRS.)

DRFT 111	Computer-Aided Drafting I (3)
ENGR 111	Introduction to Engineering (3)
ENGR 121	Engineering Graphics (3)
ENGR 122	Engineering Methods (3)
ENGR 298	Engineering Internship (3) [Repeated twice for certificate credit]

RELATED REQUIREMENTS: (3 HRS.)

Math or Science course (3)

**MANUFACTURING ENGINEERING TECHNOLOGY
CONCENTRATION (12 HRS.)**

ENGR 117	Computer Integrated Manufacturing I (3)
ENGR 127	Computer Integrated Manufacturing II (3)
ENGR 217	Manufacturing Processes and Operations (3)
ENGR 227	Instrumentation and Automation (3)

**ARCHITECTURAL/CIVIL ENGINEERING TECHNOLOGY
CONCENTRATION (12 HRS.)**

DRFT 213	Architectural 3D Modeling (3)
DRFT 226	Civil 3D Modeling (3)
ENGR 113	Civil Engineering and Architecture I (3)
ENGR 123	Civil Engineering and Architecture II (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATES

SUGGESTED SEQUENCE OF REQUIRED COURSES

12 HRS Earned through Dual Enrollment

ENGR 111	Introduction to Engineering (3)
ENGR 122	Engineering Methods (3)
ENGR 113	Civil Engineering and Architecture I (3)
[and]	
ENGR 123	Civil Engineering and Architecture II (3)
[or]	
ENGR 117	Computer Integrated Manufacturing I (3)
[and]	
ENGR 127	Computer Integrated Manufacturing II (3)

Fall Semester/9 credits

DRFT 111	Computer-Aided Drafting I (3)
DRFT 213	Architectural 3D Modeling (3)
[or]	
ENGR 217	Manufacturing Processes and Operations
ENGR 298	Engineering Internship (3)

Spring Semester/12 credits

DRFT 226	Civil 3D Modeling (3)
[or]	
ENGR 227	Instrumentation and Automation (3)
ENGR 121	Engineering Methods (3)
ENGR 298	Engineering Internship (3)* [Repeated for credit]
Math/Science course (3)	

TOTAL 33 CREDITS

CERTIFICATE IN ENTREPRENEURSHIP

(12 hrs.) CIP 52.0701 (pending final approval from HED)

This program provides potential and current entrepreneurs with hands-on experience planning a new business from concept identification to completion of a viable business plan. Through the series of four courses, students will practice opportunity recognition, market research, organizational structure, management practices, record-keeping, franchising, global business practices and e-commerce.

All courses are taught online in consecutive six-week sessions.

CORE REQUIREMENTS: (12 HRS.)

BSAD 119	Planning the Entrepreneurial Venture – Introduction (3)
BSAD 215	Entrepreneurial E-Commerce (3)
BSAD 221	Entrepreneurial Business Model – Franchising (3)
BSAD 222	Entrepreneurship in a Global Setting

CERTIFICATE IN FASHION DESIGN

(40 hrs. min.)

CIP: 50.0407

This program prepares students for employment in the fashion industry with a specialization in fashion design, pattern making and fashion marketing. Students should select all courses in consultation with an adviser. To schedule an advisement appointment call (505) 428-1664.

CORE REQUIREMENTS: (34 HRS.)

DESN 120	Flat Pattern (3)
DESN 121	Patternmaking – Draping (3)
DESN 122	Advanced Flat Pattern (3)
DESN 130	Fashion Illustration (3)
DESN 150	History of Fashion (3)
DESN 160	Introduction to Fashion Design (3)
DESN 170	Textiles: Study of Fabrics (3)
DESN 240	Sample Design (3)
DESN 246	Portfolio (3)
DESN 260	Fashion Collection Studio (3)
DESN 280	Business Practices for Designers (3)
DESN 298	Internship (1)

[or]

DESN 299	Cooperative Education (1)
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RELATED REQUIREMENTS: (3 HRS.)

ENGL 111	Composition and Rhetoric (3)
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[or]

ENGL 119	Professional Communication (3)
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APPROVED ELECTIVES: (3 HRS.)

DESN 113	Production Sewing (3)
DESN 123	Advanced Draping (3)
DESN 155	Costume Design and Production (3)
DESN 185L	Trade Mart Field Trip (3)
DESN 217	Native American Design Studio (3)
DESN 248	Ethnic Design Studio (3)

[or]

DESN 117	Quill and Bead Design (1)
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[and]

DESN 200L	Design Lab (1) [May be repeated for certificate credit.]
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[and]

DESN 298	Internship (1) [May be repeated for certificate credit.]
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[or]

DESN 299	Cooperative Education (1) [May be repeated for certificate credit.]
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*Students with no fashion design-related work experience must take a minimum of one credit hour of either DESN 298 Internship or DESN 299 Cooperative Education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 Credits

ENGL 111	Composition and Rhetoric (3)
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[or]

ENGL 119	Professional Communication (3)
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DESN 120	Flat Pattern (3)
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DESN 130	Fashion Illustration (3)
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Spring Semester/9 Credits

DESN 121	Patternmaking – Draping (3)
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DESN 122	Advanced Flat Pattern (3)
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DESN 160	Introduction to Fashion Design (3)
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Fall Semester/12 Credits

DESN 150	History of Fashion (3)
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DESN 170	Textiles: Study of Fabrics (3)
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DESN 240	Sample Design (3)
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Elective (3)	
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Spring Semester/10 Credits

DESN 246	Portfolio (3)
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DESN 260	Fashion Collection Studio (3)
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DESN 280	Business Practices for Designers (3)
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DESN 298	Internship (1)
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[or]

DESN 299	Cooperative Education (1)
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Approved electives (3)

DESN 113	Production Sewing (3)
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DESN 123	Advanced Draping (3)
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DESN 155	Costume Design and Production (3)
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DESN 185L	Trade Mart Field Trip (3)
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DESN 217	Native American Design Studio (3)
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DESN 248	Ethnic Design Studio (3)
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TOTAL 40 CREDITS

CERTIFICATES

CERTIFICATE IN **FINE WOODWORKING**

(39 hrs.)

CIP: 48.0701

This program concentrates on the development of fine woodworking skills to prepare students for designing and building their own furniture or for employment in the furniture-making industry.

CORE REQUIREMENTS: (27 HRS.)

WOOD 111L	Introduction to the Fine Art of Woodworking (5)
WOOD 112L	Introduction to Hand Tools (5)
WOOD 115L	Introduction to Joinery (5)
WOOD 120	Characteristics of Wood (1)
WOOD 125L	Introduction to Finishing (3)
WOOD 130L	Furniture Design (3)
WOOD 280L	Advanced Woodworking Projects (5)

RELATED REQUIREMENTS: (3 HRS.)

ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)

APPROVED ELECTIVES: (9 HRS.)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/12 Credits

ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)
WOOD 111L	Introduction to the Fine Art of Woodworking (5)
WOOD 120	Characteristics of Wood (1)
WOOD 125L	Introduction to Finishing (3)

Spring Semester/11 Credits

WOOD 112L	Introduction to Hand Tools (5)
WOOD 130L	Furniture Design (3)
Elective (3)	

Summer Semester/6 credits

Electives (6)

Fall Semester/10 Credits

WOOD 115L	Introduction to Joinery (5)
WOOD 280L	Advanced Woodworking Projects (5)

TOTAL 39 CREDITS

CERTIFICATE IN FITNESS INSTRUCTOR TRAINING

(10 hrs.) CIP: 31.0501 (pending final approval from HED)

This training is designed for the individual interested in working in the health and fitness profession. This series of courses helps prepare the student to take personal trainer certification exams offered by the American Council on Exercise and the National Strength and Conditioning Association. Coursework also includes practical knowledge and theoretical materials that prepare students to work with clients individually. Students are required to take seven core classes and six electives for a total of 9.5 credit hours.

CORE REQUIREMENTS: (6.5 HRS.)

EXSC 111	Fundamentals of Human Movement (1)
EXSC 112	Teaching Methods: Weight Management and Exercise Adherence (1)
EXSC 113	Exercise Physiology and Fundamentals of Anatomy (1)
EXSC 114	Health Screening and Fitness Testing (1)
EXSC 115	Exercise Prescription/Injury Management (1)
EXSC 116	Legal and Professional Responsibilities/Marketing (1)
EMSI 151L	Basic Life Support – CPR (.5)

APPROVED ELECTIVES: (3.5 HRS.)

Choose from the following:

EXSC 120	Instructional Methods: Pilates (.5)
EXSC 121	Instructional Methods: Lifestyle Consulting (.5)
EXSC 122	Instructional Methods: Youth Fitness (.5)
EXSC 123	Instructional Methods: Fitness Cycling (.5)
EXSC 124	Instructional Methods: Senior Fitness (.5)
EXSC 126	Instructional Methods: Personal Training (1)
EXSC 127	Certification Review (.5)
EXSC 129	Instructional Methods: Dance Exercise (.5)
EXSC 131	Instructional Methods: Aquatic Exercise (.5)
EXSC 132	Instructional Methods: Alternative Strength Training (.5)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATE IN INTERIOR DESIGN

(37 hrs.)

CIP: 50.0408

Completion of the certificate will not qualify students to be licensed interior designers; however, credits will apply toward the completion of an associate in applied science degree in interior design.

CORE REQUIREMENTS: (34 HRS.)

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)
ADCM 121	Construction Documents (3)
DESN 134	Interior Architecture (3)
DESN 135	Introduction to Interior Design (3)
DESN 170	Textiles: Study of Fabrics (3)
DESN 238	Contract Design/Office Planning (3)
DESN 239	Residential/Architecture and Interior Design (3)
DESN 243	Kitchen and Bath Design (3)
DESN 280	Business Practices for Designers (3)
DESN 298	Internship (1)
[or]	
DESN 299	Cooperative Education (1)
ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)

RELATED REQUIREMENTS: (3 HRS. MIN.)

Choose from the following courses:

ARTS 120L	Color Theory (3)
ARTS 201	Art History I (3)
DESN 132	Preserving and Renovating Historic Interiors (3)
DESN 133	Design Workshop (1)
DESN 185L	Trade Mart Field Trip (3)
DESN 200L	Design Lab (1)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATES

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 Credits

ADCM 111	Design Drawing and Modeling (3)
ADCM 112	Building Systems, Materials and Methods I (3)
DESN 135	Introduction to Interior Design (3)

Spring Semester/9 credits

ADCM 121	Construction Documents (3)
DESN 239	Residential/Architecture and Interior Design (3)
ENGL 111	Composition and Rhetoric (3)
[or]	
ENGL 119	Professional Communication (3)

Fall Semester/9 Credits

DESN 134	Interior Architecture (3)
DESN 170	Textiles: Study of Fabrics (3)
Related requirement (3)	

Spring Semester/10 Credits

DESN 238	Contract Design/Office Planning (3)
DESN 243	Kitchen and Bath Design (3)
DESN 280	Business Practices for Designers (3)
DESN 298	Internship (1)
[or]	
DESN 299	Cooperative Education (1)

Choose from the following list of related requirements:

ARTS 120L	Color Theory (3)
ARTS 201	Art History I (3)
DESN 132	Preserving and Renovating Historic Interiors (3)
DESN 133	Design Workshop (1)
DESN 185L	Trade Mart Field Trip (3)
DESN 200L	Design Lab (1)

TOTAL 37 CREDITS

CERTIFICATE IN

HOSPITALITY AND TOURISM

(17 hrs.)

CIP: 52.0905 (pending final approval from HED)

This certificate is designed for students wanting to enter the hospitality industry and for those already working in the industry with a view toward management, by providing them with the knowledge, techniques and professional credentials in the National Restaurant Association Education Foundations MANAGEFIRST (MRP) program.

CORE REQUIREMENTS: (14 HRS)

HRMG 115	Customer Relations (3)
HRMG 118	Sanitation and Safety (2)
HRMG 201	Cost Controls (3)
HRMG 210	Hospitality Supervision (3)
HRMG 245	Hospitality and Restaurant Management (3)

ELECTIVES: (3 HRS)

Choose one of the following:

HRMG 112	Introduction to the Casino Industry (3)
HRMG 220	Dining Room Service and Beverage Management (30)
HRMG 240	Hospitality and Tourism Marketing (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

CERTIFICATE IN MEDIA ARTS – AUDIO PRODUCTION

(18 hrs. min.) CIP: 50.0404 (pending final approval from HED)

Students choosing this certificate acquire the aesthetic and technical skills essential for successful studio and field recording, digital editing and production tasks, working individually or as part of a team.

CORE REQUIREMENTS (18 HRS. MIN.)

MART 119L	Digital Skills (3)
MART 145	Audio for the Web (1)
MART 160L	Audio Production I (3)
MART 163	Sound for Film (3)
[or]	
MART 165	Audio Field Recording (2)
MART 166L	Narrative Radio (3)
MART 260L	Audio Production II (3)
MART 266L	Radio Production I (3)
MART 298/9	Internship and Cooperative Education (1)*

*Students with no prior Media Arts experience are required to take one credit of internship or cooperative education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 Credits Min.

MART 119L	Digital Skills (3)
MART 145	Audio for the Web (1)
MART 160L	Audio Production I (3)
MART 163	Sound for Film (3)
[or]	
MART 165	Audio Field Recording (2)

Spring Semester/9 Credits Min.

MART 166L	Narrative Radio (3)
MART 260L	Audio Production II (3)
MART 266L	Radio Production I (3)
MART 298/9	Internship and Cooperative Education (1)*

TOTAL 18 CREDITS MIN.

CERTIFICATE IN MEDIA ARTS – DIGITAL PHOTOGRAPHY

(20 hrs. min.) CIP: 50.0404 (pending final approval from HED)

Students choosing this certificate acquire the aesthetic and technical skills allowing them to work in the fields of fine arts or digital photography and image processing and production, working individually or as part of a team.

CORE REQUIREMENTS (20 HRS. MIN.)

MART 180L	Photoshop I (3)
MART 182L	Digital Photography I (3)
MART 183L	Digital Photography II (3)
MART 186	Scanning Techniques (1)
MART 187	Electronic Color (1)
MART 280L	Photoshop II (3)
MART 281L	Digital Imaging for Photographers (3)
MART 285L	Archival Printing (3)
MART 298/9	Internship or Cooperative Education (1)*

*Students with no prior Media Arts experience are required to take one credit of internship or cooperative education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/8 Credits Min.

MART 180L	Photoshop I (3)
MART 182L	Digital Photography I (3)
MART 186	Scanning Techniques (1)
MART 187	Electronic Color (1)

Spring Semester/12 Credits Min.

MART 183L	Digital Photography II (3)
MART 280L	Photoshop II (3)
MART 281L	Digital Imaging for Photographers (3)
MART 285L	Archival Printing (3)
MART 298/9	Internship or Cooperative Education (1)*

TOTAL 20 CREDITS MIN.

CERTIFICATES

CERTIFICATE IN **MEDIA ARTS – GRAPHIC DESIGN CONCENTRATION**

(22 hrs. min.)

CIP: 50.0401

Students choosing this certificate acquire the design and technical skills essential to prepare documents for print production, allowing them to work as freelancers or as part of a team.

CORE REQUIREMENTS: (22 HRS. MIN.)

MART 118	Communication Design (3)
MART 119L	Digital Skills (3)
MART 121L	Adobe Illustrator (3)
MART 122	Quark Xpress (3)
MART 123	Adobe InDesign (3)
MART 180L	Photoshop I (3)
MART 187	Electronic Color (1)
MART 223	Typography (3)
MART 298/9	Internship or Cooperative Education (1)*

*Students with no media arts work experience must take a minimum of two credit hours of MART 298 Internship or MART 299 Cooperative Education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/12 Credits Min.

MART 118	Communication Design (3)
MART 119L	Digital Skills (3)
MART 122	Quark Xpress (3)
MART 180L	Photoshop I (3)

Spring Semester/10 Credits Min.

MART 121	Adobe Illustrator (3)
MART 123	Adobe InDesign (3)
MART 187	Electronic Color (1)
MART 223	Typography (3)
MART 298/9	Internship or Cooperative Education (1)*

TOTAL 22 CREDITS MIN.

CERTIFICATE IN **MEDIA ARTS – MOVING IMAGE CONCENTRATION**

(20 hrs. min.)

CIP: 50.0401

Students choosing this certificate acquire aesthetic and technical skills related to digital film production and editing, allowing them to work in an individual or team production environment.

CORE REQUIREMENTS: (17 HRS. MIN.)

MART 150L	Video Production I (3)
MART 151L	Video Production II (3)
MART 154	DVD Production (2)
MART 180L	Photoshop I (3)
MART 254L	Digital Video Editing/FCP (3)
MART 256L	Digital Video Editing II (3)
MART 298/9	Internship or Cooperative Education (1)*

RELATED REQUIREMENTS: (3 HRS. MIN.)

MART 148L	3-D Graphics I (3)
MART 155L	Digital Film Intensive (9)
MART 163	Sound for Film (3)

*Students with no prior Media Arts experience are required to take one credit of internship or cooperative education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/9 Credits Min.

MART 150L	Video Production I (3)
MART 180L	Photoshop I (3)
MART 254L	Digital Video Editing/FCP (3)

Spring Semester/11 Credits Min.

MART 151L	Video Production I (3)
MART 154	DVD Production (2)
MART 256L	Digital Video Editing II (3)
MART 298/9	Internship or Cooperative Education (1)
Related Requirement (1)	

TOTAL 20 CREDITS MIN.

CERTIFICATE IN MEDIA ARTS – WEB DESIGN

(19 hrs. min.)

CIP: 50.0401

Students choosing this certificate acquire the design and technical skills essential for successful Web-site creation, working individually or as part of a team.

CORE REQUIREMENTS: (6 HRS. MIN.)

MART 119L Digital Skills (3)
 MART 180L Photoshop I (3)
 MART 298/9* Internship or Cooperative Education (1)*

RELATED REQUIREMENTS: (13 HRS. MIN.)

MART 130 Introduction to Web Design (3)
 MART 145 Audio for the Web (1)
 MART 231L Web Design – Dreamweaver (3)
 MART 235L Web Animation with Macromedia Flash (3)
 MART 232 Advanced Dreamweaver (3)
 [or]
 MART 237L Flash II (3)
 [or]
 CISC 115 Web Programming (3)

*Students with no media arts work experience must take a minimum of two credit hours of MART 298 Internship or MART 299 Cooperative Education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/12 Credits Min.

MART 119L Digital Skills (3)
 MART 130 Introduction to Web Design (3)
 MART 180L Photoshop I (3)
 MART 235L Flash I (3)

Spring Semester/7 Credits Min.

MART 145 Audio for the Web (1)
 MART 231L Web Design – Dreamweaver (3)
 MART 232 Advanced Dreamweaver (3)
 [or]
 MART 237L Flash II (3)
 [or]
 CISC 115 Web Programming (3)
 MART 298/9 Internship or Cooperative Education (1)

TOTAL 19 CREDITS MIN.

CERTIFICATES

CERTIFICATE IN **MEDICAL ASSISTANT**

(34.5 hrs.)

CIP: 51.0801

This three semester program encompasses the competencies necessary for a professional Medical Assistant. Specific education includes performing administrative and clinical procedures in settings such as physician offices, clinics and ambulatory settings. Courses are sequenced to build skill level. Medical Assisting is a growing occupation in New Mexico and the United States. This program of study is oriented to students who have an aptitude for organization and healthcare systems. Graduates are eligible to sit for the national certification examination immediately after graduation.

The goal of the program is to prepare competent entry-level medical assistants in the knowledge, skills and behavior learning domains essential to providing competent and caring services.

PROGRAM PREREQUISITES

ENGL 111	Composition and Rhetoric (3)	OR
ENGL 119	Professional Communication (3)	
MATH 102	Basic Algebra (4)	OR
BSAD 112	Business Math (3)	
OFTC 111L	Business Software Essentials (4)	

OR Skill Level Equivalents are prerequisites for entering the Certificate in Medical Assisting Program and must be completed before applying to the program. Other general studies requirements can be taken before or during the medical assistant program.

GENERAL EDUCATION REQUIREMENTS

Communications (3 hrs.)

ENGL 111 Composition and Rhetoric (3)

[or]

ENGL 119 Professional Communication (3)

Behavioral/Social Sciences (3 hrs.)

PSYC 111 Psychology I (3)

[or]

PSYC 290 Developmental Psychology (3)

Math (3-4 hrs.)

MATH 102 Basic Algebra (4)

[or]

BSAD 112 Business Math (3)

Biological/Physical Sciences (4 hrs.)

BIOL 136 Anatomy & Physiology (3)

BIOL 136L Anatomy & Physiology (1)

Computer Science (4 hrs.)

OFTC 111L Business Software Essentials (4)

CORE REQUIREMENTS (27.5 HRS)

EMSI 151L BLS (.5)

HLCR 113 Medical Terminology (3)

MAST 115 Medical Assistant Administrative Procedures (2)

MAST 120 Medical Assistant Clinical Procedures I (3)

MAST 125L Medical Assistant Laboratory Procedures I (2)

MAST 210 Medical Office Insurance & Finance (3)

MAST 220 Medical Assistant Clinical Procedures II (3)

MAST 225L Medical Assistant Laboratory Procedures II (2)

HLCR 250 Medical Law, Ethics and Professionalism (3)

MAST 298 Medical Assistant Internship (3)

MAST 290 Medical Assistant Capstone Course (1)

HCLR 240 Pharmacology for Allied Health (2)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8. For complete course descriptions, contact the Director of Allied Health at (505) 428-1323.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Listed below is the suggested sequence for full-time students. This schedule assumes that you have had all the prerequisites for these courses. It is important that you meet with an advisor prior to enrolling in the Certificate Program and for any change from this sequence.

First Semester/14.5 Credits

HLCR 113	Medical Terminology (3)
BIOL 136	Anatomy & Physiology (3)
BIOL 136L	Anatomy & Physiology (1)
MAST 115	Medical Assistant Administrative Procedures (2)
MAST 120	Medical Assistant Clinical Procedures I (3)
MAST 125L	Medical Assistant Laboratory Procedures I (2)
EMSI 151L	BLS (.5)

Second Semester/16 Credits

HLCR 240	Pharmacology for Allied Health (2)
PSYC 111	Psychology 1 or PSYC 290 Developmental Psychology (3)
HLCR 250	Medical Law, Ethics and Professionalism (3)
MAST 210	Medical Office Insurance & Finance (3)
MAST 225L	Medical Assistant Laboratory Procedures II (2) *
MAST 220	Medical Assistant Clinical Procedures II (3) *

Third Semester/4 Credits

MAST 298L	Medical Assistant Externship (175 hours) (3)*
MAST 290	Medical Assistant Capstone Course (1)*

TOTAL 34.5 CREDITS MIN.

*These courses have core prerequisites

For a complete listing course descriptions for this certificate, contact the director of Allied Health at 428-1323.

CERTIFICATE IN NUTRITION

(20 hrs. min.)

CIP: 19.0501

This program is designed to meet the training needs for those who desire to become a public health worker or are currently working in the WIC program (Women, Infants and Children). Successful performance in the nutrition and food services means keeping current with certifications, new issues and constantly changing information. These courses are designed for individuals employed in the nutrition field who are interested in broadening their job opportunities.

CORE REQUIREMENTS: (13 HRS. MIN.)

NUTR 121	Dietary Guidelines (1)
NUTR 200	Nutrition (3)
NUTR 205	Nutrition in the Life Cycle (3)
NUTR 206	Community Nutrition (3)
EXSC 202	Instruction in Lifestyle Change (3)

RELATED REQUIREMENTS: (4 HRS.)

CITC 111L	Computers and Technology (4)
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APPROVED ELECTIVES: (3 HRS.)

Choose from the following:

HLCR 113	Medical Terminology (3)
NUTR 207	Current Issues in Nutrition (1)
NUTR 208	Nutritional Assessment (2)
NUTR 209	Nutrition in Chronic Disease (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATES

SUGGESTED SEQUENCE OF REQUIRED COURSES

Fall Semester/11 Credits

NUTR 121	Dietary Guidelines (1)
NUTR 200	Nutrition (3)
EXSC 202	Instruction in Lifestyle Change (3)
CITC 111L	Computers and Technology (4)

Spring Semester/9 Credits

NUTR 205	Nutrition in the Life Cycle (3)
NUTR 206	Community Nutrition (3)
Approved Elective(s)	(3)

TOTAL 20 CREDITS

CERTIFICATE IN OFFICE MANAGEMENT

(23 hrs. min.)

CIP: 52.0401

This program provides general office management skills in supervision, accounting, communications, computer technology and general business office procedures. Students may choose to concentrate in Dental, Medical, Law or General Office Management.

CORE REQUIREMENTS (12 HRS.)

ACCT 111	Office Accounting (3)
BSAD 112	Business Math (3)
BSAD 235	Human Relations in the Workplace (3)
ENGL 119	Professional Communication (3)

DENTAL OFFICE MANAGEMENT CONCENTRATION (14.5 HRS.)

DAST 133	Practice Management (2)
DAST 193	Dental Assisting Practicum I (2)
HLCR 113	Medical Terminology (3)
EMSI 151L	Basic Life Support – CPR (.5)
OFTC 111L	Business Software Essentials I (4)
OFTC 221	Office Information Management (3)

MEDICAL OFFICE MANAGEMENT CONCENTRATION (11.5 HRS.)

BIOL 136	Non-Majors Anatomy and Physiology (3)
BIOL 136L	Non-Majors Anatomy and Physiology (1)
HLCR 113	Medical Terminology (3)
EMSI 151L	Basic Life Support – CPR (.5)
OFTC 111L	Business Software Essentials I (4)
[or]	
CITC 111L	Computers and Technology (4)

LEGAL OFFICE MANAGEMENT CONCENTRATION (11 HRS.)

OFTC 111L	Business Software Essentials I (4)
PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Profession (3)

GENERAL OFFICE MANAGEMENT CONCENTRATION (11 HRS.)

FTC 111L	Business Software Essentials I (4)
OFTC 221	Office Information Management (3)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATE IN PARALEGAL STUDIES

(38 hrs.)

CIP: 22.0103

This program prepares students to enter the paralegal profession as entry-level paralegals. A paralegal, working under the direct supervision of a licensed attorney, assists in many aspects of the litigation process. Paralegals' work includes performing legal research, drafting correspondence and pleadings, interviewing clients and witnesses, drafting discovery requests and responses, summarizing depositions and preparing for litigation. Additional paralegal certification is available through various associations.

CORE REQUIREMENTS: (23 HRS.)

ENGL 111	Composition and Rhetoric (3)
PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Professions (3)
PLST 115	Torts, Practice and Procedure (3)
PLST 121	Legal Research and Writing I (3)
PLST 250	Civil Litigation (3)
PLST 241	Legal Research and Writing II/Westlaw (4)

RELATED REQUIREMENTS: (15 HRS.)

Choose from the following:

BSAD 232	Business Law I (3)
BSAD 233	Business Law II (3)
BSAD 235	Human Relations in the Workplace (3)
CRJS 203	Criminal Law and Procedure (3)

All PLST courses numbered 200 and above

Students with no paralegal work experience should take three credit hours of PLST 298 Internship or PLST 299 Cooperative Education.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Spring Semester/13 Credits

ENGL 111	Composition and Rhetoric (3)
PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Profession
Related requirement (3)	

Fall Semester/12 Credits

PLST 115	Torts, Practice and Procedure (3)
PLST 121	Legal Research and Writing I (3)
Related requirements (6)	

Spring Semester/13 Credits

PLST 241	Legal Research and Writing II/Westlaw (4)
PLST 250	Civil Litigation (3)
Related requirements (6)	

TOTAL 38 CREDITS

CERTIFICATES

CERTIFICATE IN PARAMEDICINE

(43 hrs.)

CIP: 51.0904

Santa Fe Community College (SFCC) offers a paramedic training program. Through the use of scenario-based human patient simulation and case-based practice, students undergo an intensive, practical learning experience. This cohort program prepares students for the National Registry EMT-Paramedic (NREMT-P) licensure exam and the New Mexico licensure exam. Licensed paramedics provide advanced life support (ALS) in pre-hospital settings.

CORE REQUIREMENTS: (40 HRS.)

EMSI 240	Anatomy and Physiology for EMS (3)
EMSI 240L	Anatomy and Physiology for EMS Lab (1)
EMSI 241	Pre-Hospital Environment (2)
EMSI 242	Pre-Hospital Pharmacology (2)
EMSI 243	Respiratory Emergencies (4)
EMSI 244	Trauma Emergency Care (4)
EMSI 245	Shock and Fluid Resuscitation (2)
EMSI 246	Clinical I (4)
EMSI 248	OB/GYN Emergencies (1)
EMSI 249	Pediatric Emergencies (2)
EMSI 250	Medical Emergencies (3)
EMSI 251	Cardiac Emergencies (4)
EMSI 252	Clinical II (3)
EMSI 298	EMT-P Field Internship (5)

RELATED REQUIREMENTS: (3 HRS.)

ENGL 111	Composition and Rhetoric (3)
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Prerequisites for admission to the paramedic cohort program:

Admission to the program requires both written and essay testing. Those candidates passing written examination(s) will be invited for an interview. Two letters of recommendation are also required. Each applicant must have an active EMT-Intermediate license. Math 102 Basic Algebra or skill-level equivalent is also a prerequisite for program admission.

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Block I First Semester/22 Credits

EMSI 240	Anatomy and Physiology for EMS (3)
EMSI 240L	Anatomy and Physiology for EMS Lab (1)
EMSI 241	Pre-Hospital Environment (2)
EMSI 242	Pre-Hospital Pharmacology (2)
EMSI 243	Respiratory Emergencies (4)
EMSI 244	Trauma Emergency Care (4)
EMSI 245	Shock and Fluid Resuscitation (2)
EMSI 246	Clinical I (4)

Block II Second Semester/6 Credits

ENGL 111	Composition and Rhetoric (3)
EMSI 248	OB/GYN Emergencies (1)
EMSI 249	Pediatric Emergencies (2)

Block III Third Semester/15 Credits

EMSI 250	Medical Emergencies (3)
EMSI 251	Cardiac Emergencies (4)
EMSI 252	Clinical II (3)
EMSI 298	EMT-P Field Internship (5)

TOTAL 43 CREDITS

CERTIFICATE IN PATISSIER

(16 hrs.) CIP: 12.0503 (pending final approval from HED)

Students completing the Certificate in Patisserie have the skills to create the modern repertoire of pastries, cakes, candies and ices and have mastered the techniques needed to work as a pastry chef in any kitchen.

CORE REQUIREMENTS: (16 HRS.)

CULA 113L	Basic Pastries I (1)
CULA 114L	Commercial Baking (4)
CULA 212L	Advanced Baking I (1)
CULA 213L	Basic Pastries II (1)
CULA 221L	Advanced Baking II (1)
CULA 232L	Cake Making (1)
CULA 233L	Cake Decorating (1)
CULA 234L	Chocolate and Sugar Workshop (1)
CULA 235L	The Plated Dessert (1)
CULA 250L	Pastry Presentation and Display (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See “Fulfillment of College Success Course Requirement” on Page 8.

CERTIFICATE IN SUBSTANCE ABUSE PREVENTION SPECIALIST

(11.5 hrs.) CIP: 51.1501 (pending final approval from HED)

This program provides training for health and human services workers specializing in substance abuse prevention. The coursework fulfills the educational requirements for becoming a Certified Prevention Specialist through the New Mexico Credentialing Boards for Behavioral Health Professionals. A supervised internship is required in addition to the coursework for state certification. Complete information is available at www.nmcbhbp.org. The courses below have also been approved by the New Mexico Counseling and Therapy Practice Board for continuing education units (CEUs).

REQUIREMENTS: (11.5 HRS.)

HUSV 150	Counseling and Prevention Ethics (.5)
HUSV 195	Introduction to Prevention (3)
HUSV 200	Psychology of Addictive Behavior (3)
[or]	
HUSV 205	Effects of Drug Abuse (3)
HUSV 220	Substance Abuse Prevention (3)
HUSV 295	Substance Abuse Prevention Specialist Certification Test Preparation (2)

CERTIFICATES

CERTIFICATE IN **SUBSTANCE ABUSE TREATMENT**

(18.5 hrs.) CIP: 51.1501 (pending final approval from HED)

This program provides training for human services workers wishing to specialize in substance abuse treatment. It fulfills the state of New Mexico's educational requirements for becoming a Licensed Alcohol and Drug Abuse Counselor (LADAC) and a Licensed Substance Abuse Associate (intern). A minimum of an associate's degree in human services or related field is required for the LADAC exam. The core requirements have been approved by the New Mexico Counseling and Therapy Practice Board for Continuing Education Units (CEUs).

CORE REQUIREMENTS (12.5 HRS.)

HUSV 200	Psychology of Addictive Behavior (3)
HUSV 205	Effects of Drug Abuse (3)
HUSV 210	Substance-Abuse Assessment, Evaluation and Treatment (3)
HUSV 215	Substance Abuse in Families (3)
HUSV 150	Counseling and Prevention Ethics (.5)

RELATED REQUIREMENTS (6 HRS.)

Choose from the following:

PSYC 111	Psychology I (3)
PSYC 125	Introduction to the Counseling Professions (3)
HUSV 111	Introduction to Human Services (3)
HUSV 130	Introduction to Group Process and Counseling (3)

CERTIFICATE IN **TEACHER CERTIFICATION**

CIP: Pending final approval from HED.

These programs facilitate achievement of the New Mexico Public Education Department's entry-level teacher competencies. These competencies also align with the National Council for the Accreditation of Teacher Education's (NCATE) standards, recognized by the U.S. Department of Education and the Interstate New Teacher Assessment and Support Consortium (INTASC) standards. Through these certification programs, qualified individuals can complete coursework in early childhood, elementary, secondary or special education. Upon successful completion of one of the aforementioned programs and required state exams, candidates are eligible to apply for level-one provisional teaching licenses.

Admissions Requirements:

To qualify for the Teacher Academy Certification Program, the New Mexico Public Education Department requires the following:

Bachelor's degree including 30 semester hours of credit in a particular field that appertains to the licensure sought; or

Master's degree including 12 semester hours of graduate credit in a particular field that appertains to the licensure area sought; or

Doctorate degree in a particular field that appertains to the licensure sought.

Admission to the Teacher Academy also requires:

- Passing scores on the Basic Skills and Content Knowledge portions of the New Mexico Teacher Assessment (NMTA). For information visit www.nmta.nesinc.com or call (413) 256-2884.
- Completion of the SFCC admissions application.
- Successful completion of EDUC 201A: Orientation to the Teaching Profession (1 credit hour)
- Completion of the Teacher Academy application packet, including official college transcripts, three professional reference letters and an interview with the director of Teacher Education.

Call (505) 428-1687 to request a packet or visit our Web site at www.sfccnm.edu/teachered to download a general information packet and an application packet.

The courses are valued at three credit hours each. If a candidate wishes to complete the program in three semesters, the recommended sequence is as follows:

**REGULAR EDUCATION
EARLY CHILDHOOD (BIRTH THROUGH GRADE 3) PROGRAM**

Course Number	Course Title	Credits
ECED 250*	ECE Profession in New Mexico	1
ECED 251	Foundations of Early Childhood	3
ECED 252	Family and Community Collaboration	3
ECED 253	Curriculum Development and Learning Environments in ECE	3
ECED 254	Assessment & Evaluation in ECE	3
ECED 255	Early Literacy I: Introduction to Theory and Models	3
ECED 256	Early Literacy II: Development and Implementation	3
ECED 257	Supervised Field Experience in ECE	2
		Total 21

**REGULAR EDUCATION
ELEMENTARY (K-8) PROGRAM**

Course Number	Course Title	Credits
EDUC 201A**	Orientation to the Teaching Profession	1
EDUC 201B	The Critically Reflective Teacher	2
EDUC 202	Circle of Influence	3
EDUC 203	Curriculum and Assessment	3
EDUC 204	Effective Classroom	3
EDUC 205	Fundamentals of Reading Instruction	3
EDUC 206E	Teaching/Assessment of Reading for the Elementary Classroom	3
EDUC 214	Supervised Field Experience	3
		Total 21

REGULAR EDUCATION – SECONDARY (7-12) PROGRAM

Course Number	Course Title	Credits
EDUC 201A*	Orientation to the Teaching Profession	1
EDUC 201B	The Critically Reflective Teacher	2
EDUC 202	Circle of Influence	3
EDUC 203	Curriculum and Assessment	3
EDUC 204	Effective Classroom	3
EDUC 206S	Reading in the Content Area	3
EDUC 214	Supervised Field Experience	3
		Total 18

SPECIAL EDUCATION (K-12) PROGRAM***

Course Number	Course Title	Credits
EDUC 208	Exceptionalities and Placement	3
EDUC 209	Evaluation and IEP Process/Documentation	3
EDUC 203	Curriculum and Assessment	3
EDUC 204	Effective Classroom	3
EDUC 205	Fundamentals of Reading Instruction	3
EDUC 213	Reading for Special Learners	3
EDUC 214	Supervised Field Experience	3
		Total 21

*ECED 215 is a prerequisite for acceptance into the early childhood program and all other courses within this program.

**EDUC 201A is a pre-requisite for acceptance into the elementary and secondary education programs and all other courses within these programs.

***The following courses are prerequisites for acceptance into the special education program unless transcripts demonstrate similar coursework: EDUC 201A: Orientation to the Teaching Profession, EDUC 201B: The Critically Reflective Teacher and EDUC 202: Circle of Influence.

CERTIFICATES

CERTIFICATE IN WATER/WASTEWATER TREATMENT TECHNOLOGY

(35 hrs.)

CIP: 15.0506

This program provides technical training for water and wastewater operators and individuals interested in entering the critical and growing field of water and wastewater facility operations. Courses are designed to develop and improve on-the-job skills required by municipalities, towns and pueblos.

The program prepares facility operators for the New Mexico Environment Department Water and Wastewater Level I and Level II certification.

CORE REQUIREMENTS: (25 HRS.)

WWTT 112	Applied Math for Water and Wastewater (3)
WWTT 116	System Maintenance, Water and Wastewater (3)
WWTT 120	Introduction to Wastewater Collection and Treatment (3)
WWTT 140	Introduction to Water Treatment and Distribution Systems (3)
WWTT 160	Chemistry of Water and Wastewater (3)
WWTT 160L	Chemistry of Water and Wastewater Lab (1)
WWTT 166	Biology of Water and Wastewater (3)
WWTT 166L	Biology of Water and Wastewater Lab (1)
WWTT 190	Certification Exam Review (2)
WWTT 199	Cooperative Experience in Facility Operations (3)

RELATED REQUIREMENTS: (10 HRS.)

BSAD 211	Principles of Managing (3)
ENGL 119	Professional Communication (3)
OFTC 111L	Business Software Essentials I (4)

Note: HUDV 115 College Success or STEM 111 Introduction to Science, Technology, Engineering and Mathematics is also required for most degree- or certificate-seeking students. See "Fulfillment of College Success Course Requirement" on Page 8.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Spring Semester/12 Credits

ENGL 119	Professional Communication (3)
WWTT 112	Applied Math for Water and Wastewater (3)
WWTT 120	Introduction to Wastewater Collection and Treatment (3)
WWTT 140	Introduction to Water Treatment and Distribution Systems (3)

Fall Semester/11 Credits

OFTC 111L	Business Software Essentials I (4)
WWTT 116	System Maintenance, Water and Wastewater (3)
WWTT 160	Chemistry of Water and Wastewater (3)
WWTT 160L	Chemistry of Water and Wastewater Lab (1)

Spring Semester/12 Credits

BSAD 211	Principles of Managing (3)
WWTT 166	Biology of Water and Wastewater (3)
WWTT 166L	Biology of Water and Wastewater Lab (1)
WWTT 190	Certification Exam Review (2)
WWTT199	Cooperative Experience in Facility Operations (3)

TOTAL 35 CREDITS

LETTERS OF QUALIFICATION

SFCC also offers Letters of Qualification in certain areas for programs that require fewer academic credentials and less career training. Letters of Qualification are provided upon the successful complete of specific courses that constitute an employer-recognized skill set. The coursework required in LOQs are usually a part of the core requirements for certificates and associate degrees.

Audio Production (BT)

Computer-Aided Drafting (BT)

Digital Photography (BT)

Digital Film Production (BT)

Early Childhood Multicultural Education (EL)

Graphic Design (BT)

Health Unit Coordinator (HS)

Residential Construction Skills I (BT)

Residential Construction Skills II (BT)

Web Design (BT)

LETTER OF QUALIFICATION IN AUDIO PRODUCTION

(12 hrs.)

The letter of qualification in audio production provides students with introductory technical proficiency in the use of digital audio editing and creating, and studio and field recording.

CORE REQUIREMENTS: (12 HRS.)

MART 160L	Audio Production I (3)
MART 163	Sound for Film (3)
MART 165	Audio Field Recording (3)
MART 260L	Audio Production II (3)

LETTER OF QUALIFICATION IN COMPUTER-AIDED DRAFTING

(9 hrs. min.)

Geared for the professional working in a design-related field, this program uses SFCC's Premier Autodesk Training Center as its predominant method of course delivery. Students attend classes to obtain proficiency in computer drafting and design programs. Upon completion of the program, students are prepared to take national certification exams and earn recognitions that can lead to enhanced job opportunities.

CORE REQUIREMENTS: (9 HRS.)

ACAD 111	AutoCAD – Level I (2)
ACAD 112	AutoCAD – Level II (2)
ACAD 113	AutoCAD 3-D: Modeling Basics (1)
ACAD 123	Autodesk VIZ (1)
ACAD 211	AutoCAD – Level III (2)
ACAD 213	AutoCAD 3-D: Advanced Modeling (1)
[or]	
DRFT 111	Computer-Aided Drafting I (3)
DRFT 121	Computer-Aided Drafting II (3)
DRFT 211	Computer-Aided Drafting Proficiency (3)
DRFT 221	Computer-Aided Drafting Mastery (3)

RELATED REQUIREMENT: (1 HR.)

CITC 119	Introduction to Windows (1) or equivalent skills
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LETTERS OF QUALIFICATION

LETTER OF QUALIFICATION IN **DIGITAL PHOTOGRAPHY**

(12 hrs.)

The letter of qualification in digital photography provides students with technical proficiency in the use of digital cameras and imaging software and an aesthetically discerning eye to produce high-quality finished images. The sequence of courses will open new doors of creativity through a thorough understanding of the technology of digital photography and image manipulation. The program offers a unique learning opportunity for professionals already in the field and solid skills for those seeking entry into the many positions and businesses where technical visual communication skills are essential.

CORE REQUIREMENTS: (12 HRS.)

MART 180L	Photoshop I (3)
MART 182L	Digital Photography I (3)
MART 183L	Digital Photography II (3)
MART 281L	Digital Imaging for Photographers (3)

LETTER OF QUALIFICATION IN **DIGITAL FILM PRODUCTION**

(12 hrs.)

The letter of qualification in digital film production provides students with aesthetic and technical proficiency in the use of digital video cameras and editing software. The program offers a unique learning opportunity and solid skills for those seeking entry into the many positions and businesses where digital film production and editing skills are essential.

CORE REQUIREMENTS: (12 HRS.)

MART 150L	Video Production I (3)
MART 154	DVD Production (2)
MART 180L	Photoshop I (3)
MART 254L	Digital Video Editing/PCP (3)

LETTER OF QUALIFICATION IN **EARLY CHILDHOOD MULTICULTURAL EDUCATION**

(15 hrs.)

This letter of qualification is designed for individuals who have completed the 45-hour, entry-level training course (ECME 111: Foundations of Early Childhood) and have obtained a certificate of completion awarded by New Mexico Children, Youth and Families Department. This series of courses expands upon the knowledge base of individuals who work in early childhood settings with young children, birth to 6 years of age. Students complete 15 credit hours of coursework toward a Certificate in Early Childhood Multicultural Education.

CORE REQUIREMENTS: (15 HRS.)

ECME 111	Foundations of Early Childhood (3)
ECME 200	Child Growth, Development and Learning (3)
ECME 203	Health, Safety and Nutrition (3)
ECME 207	Family and Community Collaboration I (3)
ECME 209	Assessment of Children and Evaluation of Programs I (3)

LETTER OF QUALIFICATION **GRAPHIC DESIGN**

(12 hrs.)

The letter of qualification in graphic design provides students with the basic design and technical proficiency to product high-quality documents for print publications. The program offers a unique learning opportunity to acquire solid skills for those seeking entry into the many positions and businesses where technical visual communication skills are essential.

CORE REQUIREMENTS: (12 HRS.)

MART 121L	Adobe Illustrator (3)
MART 122	Quark Xpress (3)
MART 123	Adobe InDesign (3)
MART 180L	Photoshop I (3)

LETTER OF QUALIFICATION IN RESIDENTIAL CONSTRUCTION SKILLS I

(18 hrs.)

This vocational program is a combination of skill-training laboratories (on Fridays and Saturdays), required employment and classroom instruction. Trainees are required to attain a high school or GED diploma prior to completion of this program.

CORE REQUIREMENTS: (15 HRS.)

ADCM 100L Residential Building Skills (6)

Repeated for credit for a total of 15 credit hours.

Students must gain employment in residential construction and seek to learn fundamental skills on site. Work must be paid and documented in the following categories: foundations, framing, masonry, roofing, interior finishes, exterior finishes, heating/ventilating and air conditioning, plumbing and electrical.

The student's employer must be satisfied with the student's performance for the student to remain in the program. Work hours must be logged at the rate of 100 hours of work per credit hour of skills-training workshop. The formal skills-training takes place in workshops on Fridays and Saturdays.

RELATED REQUIREMENTS: (3 HRS.)

ADCM 112 Building Systems, Materials and Methods I (3) or approved substitutes from the ADCM curriculum.

Note: GED classes and tutoring are available free through the SFCC Adult Basic Education program.

LETTER OF QUALIFICATION IN RESIDENTIAL CONSTRUCTION SKILLS II

(28 hrs.)

This vocational program is a combination of skill-training laboratories (on Fridays and Saturdays), required employment and classroom instruction. Trainees are required to attain a high school or GED diploma prior to completion of this program.

CORE REQUIREMENTS: (15 HRS.)

ADCM 100L Residential Building Skills (6)

Repeated for credit for a total of 15 credit hours.

Students must gain employment in residential construction and seek to learn fundamental skills on site. Work must be paid and documented in the following categories: foundations, framing, masonry, roofing, interior finishes, exterior finishes, heating/ventilating and air conditioning, plumbing and electrical.

The student's employer must be satisfied with the student's performance for the student to remain in the program. Work hours must be logged at the rate of 100 hours of work per credit hour of skills-training workshop. The formal skills-training is in the form of workshops on Fridays and Saturdays.

RELATED REQUIREMENTS: (13 HRS.)

ADCM 111 Design Drawing and Modeling (3)

ADCM 112 Building Systems, Materials and Methods I (3)

ADCM 122 Building Systems, Materials and Methods II (3)

ENGL 108 English Fundamentals (4) or higher or approved substitutes from the ADCM curriculum.

Note: Math proficiency is required and may be demonstrated by completion of MATH 101 Pre-Algebra or skill-level equivalent.

LETTERS OF QUALIFICATION

LETTER OF QUALIFICATION IN **WEB DESIGN**

(12 hrs.)

The letter of qualification in web design provides students with basic design and technical proficiency to create high-quality Web pages. The program offers a unique learning opportunity and solid skills for those seeking entry into the many positions and businesses where Web design proficiency is essential.

CORE REQUIREMENTS: (12 HRS.)

MART 130	Introduction to Web Design (3)
MART 180L	Photoshop I (3)
MART 213L	Web Design – Dreamweaver (3)
MART 235L	Flash I (3)

COURSE DESCRIPTIONS

Courses are listed in alphabetical order by general subject and in numerical order within each general subject. Courses at the first-year level are numbered 111 to 199; those at the second-year level are numbered 200 to 299. All courses at SFCC numbered 100 through 110 or bearing the AEST heading are developmental in content and will not be counted toward graduation requirements.

Prerequisites represent the minimum skill level necessary for success in a course. If a student has the prerequisite skills but has gained it outside the classroom, he or she may see a faculty adviser for permission to enroll.

Prerequisites must be completed with a grade of C or better before a student may enroll in a course. Students may be stopped from enrolling or may be disenrolled if pre- or corequisites are not met.

A math course taken more than three years ago cannot fulfill a prerequisite for a subsequent math course unless a student can demonstrate proficiency. A math or science course taken more than five years ago cannot be used to fulfill a prerequisite for another course. Students may establish math competency by turning in an appropriate Course Placement Evaluation score.

For college-level courses, there is an assumption of college-level reading and writing skills, whether or not prerequisites are stated for a particular course.

ACCOUNTING

ACCT 111 OFFICE ACCOUNTING (3)

A survey of the basic concepts of accounting as applied to petty cash, payroll, a personal service enterprise, bank reconciliation and preparation of financial statements. The course provides a basic understanding of accounting procedures for administrative support staff. Offered: Summer, Fall and Spring

ACCT 121 PRINCIPLES OF ACCOUNTING I (4)

An introduction to the fundamental principles and procedures involved in recording ordinary business transactions. Topics include accounting for assets, liabilities and sole-proprietor equity. Offered: Summer, Fall and Spring.

ACCT 122 PRINCIPLES OF ACCOUNTING II (4)

A continuation of the basic accounting process introduced in Principles of Accounting I. Topics include corporations, statements of cash flow, financial statement analysis, and managerial planning and control. Prerequisite: ACCT 121. Offered: Fall and Spring.

ACCT 124 PAYROLL ACCOUNTING (3)

A study of basic labor law, salaries and wages, and the accounting processes required in payroll accounting. Students are exposed to the tax rules, tax rates and tax reports that form the core of payroll accounting. The class includes a practice set using a popular accounting software program. Prerequisite: ACCT 111 or ACCT 121. Offered: Occasionally.

ACCT 125L COMPUTERIZED ACCOUNTING – QUICKBOOKS (3)

An introduction to performing the basic accounting cycle on the computer. Topics include accounting system setup, data entry, managing receivables and payables, depreciation and financial statement preparation. Prerequisite ACCT 111 or ACCT 121. Offered: Fall and Spring.

ACCT 135 ADVANCED COMPUTERIZED ACCOUNTING – QUICKBOOKS (1)

Designed for proficient QuickBooks users who want to learn how to use the advanced features of the program. Prerequisite: ACCT 125L or permission. Offered: Occasionally.

ACCT 140 TAX PREP – TAX HELP NEW MEXICO (2)

Introduces basic tax return preparation issues and the software to complete and electronically file basic tax returns for low-income taxpayers. Corequisite: ACCT 140L. Offered: Spring.

COURSE DESCRIPTIONS

ACCT 140L TAX PREP LAB – TAX HELP NEW MEXICO (1)

Applies current tax code to prepare individual tax returns for low-income taxpayers. Minimum of 25 hours of volunteer tax return preparation work must be performed during the spring semester. May be taken twice for credit with permission. Corequisite: ACCT 140. Offered: Spring.

ACCT 202 GOVERNMENTAL ACCOUNTING (4)

The theory and practice of accounting for government and other nonprofit organizations. Topics include fund accounting, financial reporting and accounting for nonprofit entities. Prerequisite: ACCT 122. Offered: Occasionally.

ACCT 221L INTERMEDIATE ACCOUNTING I (4)

An in-depth analysis of fundamental accounting theory, the income statement, present and future value and the asset and current-liability sections of the balance sheet. Prerequisite: ACCT 122. Offered: Fall.

ACCT 225 MANAGERIAL ACCOUNTING (4)

This course emphasizes the use of accounting data by managers in directing the affairs of business and nonbusiness organizations. Topics include cost-accounting systems, budgeting, standard costs and variance analysis, and decision making. Prerequisite: ACCT 122. Offered: Occasionally.

ACCT 231 TAX ACCOUNTING I (4)

This course covers the Internal Revenue Service Code and Regulations as they pertain to individuals. Topics include individual tax computation, income, deductions, capital gains and losses, and credits and alternative tax methods. Prerequisite: ACCT 121. Offered: Occasionally.

AMERICAN SIGN LANGUAGE

AMSL 111 AMERICAN SIGN LANGUAGE I (UNITS 1-12 CR) (3)

This is an introductory course in American Sign Language (ASL) for the student with little or no previous experience with ASL. Classwork includes videotext viewing, videotape production, group interaction and preparing, organizing and signing a variety of situations using ASL. The Green texts units of study are intended to aid students to acquire a certain level of skill in some of the major grammatical features of ASL. Each unit will develop skills in a spiral approach with focus on nine different grammatical topics in the language. Each course level, AMSL 111, AMSL 112 and AMSL 211L has nine units of the same grammatical topics with each level becoming more complex and informative. Offered: Summer, Fall and Spring.

AMSL 112 AMERICAN SIGN LANGUAGE II (SIGNED LANGUAGE HISTORY) (3)

This course is a continuation of American Sign Language I involving further study of the structure of the language. Emphasis is on increasing acquisition of receptive and expressive sign skills. Classwork includes videotext viewing and production; group interaction; and preparing, organizing and signing a variety of situations using ASL. Prerequisite: AMSL 111. Offered: Summer, Fall and Spring.

AMSL 211L AMERICAN SIGN LANGUAGE III (ASL GREEN TEXT 19-27) (3)

An intermediate course in American Sign Language that expands expressive and receptive skills with ASL conversations and dialogues. It provides a grammatical reinforcement of skills acquired in AMSL 112 and continues to expose students to Deaf culture's literature through videotaped narratives, humor and poetry. Students get an introduction to manual communications systems used by deaf and hard-of-hearing people, manual codes for English and fingerspelling. This is the preliminary interpreter degree entrance-level course. Prerequisite: AMSL 112. Offered: Summer and/or Spring depending on anticipated student enrollment from the previous semester course requisites.

AMSL 212L ASL IV AND FINGER SPELLING (3)

This course is a continuation of American Sign Language III with emphasis on conversational skills. The course examines linguistic research on signed languages, primarily ASL, regarding phonology, morphology, syntax, semantics and language in use. Nonmanual signals attached to signing are also studied and emphasized for applications. This is the interpreter degree entrance-level course. Prerequisite: AMSL 211L. Offered: Summer and/or Fall depending on anticipated student enrollment from the previous semester course requisites and advanced student enrollment.

AMSL 213 INTRODUCTION TO AMERICAN SIGN LANGUAGE LINGUISTICS (3)

A continuation of the material covered in American Sign Language IV, this course covers subject- and object-agreement verbs, classifiers/predicate classifiers, locative words and prepositions, numerical systems, lexicalized fingerspelling, plurals and aspect. Prerequisite: AMSL 212L. Offered: Occasionally: In the Spring depending on anticipated student enrollment from the previous semester course requisite and advanced student enrollment.

AMSL 247 AMERICAN SIGN LANGUAGE CLASSIFIERS (2)

This is an advanced course in one of the American Sign Language morphemic features known as classifiers. It is a class for students who have completed AMSL 213

or interpret in the community and who are looking to become more proficient in application of classifiers in translation, and/or classifier proficient in ASL conversations. Instruction will be taught in a systematic and sequential method. Students will learn how to create mental images/concepts of what ought to be signed in voice and to sign interpretation by gradually acquiring the basic classifier building blocks. Prerequisites: AMSL 213, working experience as an interpreter and permission from the instructor. Offered: Occasionally in Spring.

ANTHROPOLOGY

ANTH 111 THE ORIGINS AND ANTIQUITY OF HUMANKIND (3)

This course is an introduction to the field of biological anthropology that explores modern human biology, behavior and culture in an evolutionary context. The course examines how human evolution is studied, introduces the fossil record of human evolution, outlines the origins and development of the earliest cultures, and explores the continuing evolution of the human species. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: ANTH 1113. NMGECC: Area IV.

ANTH 112 THE NATURE OF CULTURE (3)

An introduction to the field of cultural anthropology. Students explore the anthropological study of cultures and the diversity of cultural practices throughout the world. The worldwide diversity of language, social organization, marriage and family patterns, economics, religion and values are explored in music, visual media and printed Internet texts. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: ANTH 2113. NMGECC: Area IV.

ANTH 113 WORLD ARCHAEOLOGY (3)

A general introduction to archaeology that uses examples from selected world-culture areas to illustrate archaeological field and laboratory methods and theoretical perspectives. The course offers a basic understanding of how archaeologists interpret the past and how archaeology operates within the principles of general anthropology. Prerequisite: ENGL 109. Offered: Occasionally. NMCCNS: ANTH 2213. NMGECC: Area IV.

ANTH 207 CULTURES OF THE SOUTHWEST (3)

This course is a study of the contemporary cultural and ethnic groups of the Southwest. Students explore the cultural and social patterns of American Indian, Hispanic and Anglo-American groups and their historical relationships. Prerequisite: ENGL 111. Offered: Occasionally. NMGECC: Area IV.

ANTH 215 ARTISTIC TRADITIONS OF THE SOUTHWEST (3)

This course examines the major artistic traditions and their historical bases in the area's many cultures, from prehistoric times of the Southwest to the present. Through a combined anthropological and art-history approach, slide lectures are supplemented by videos, fieldwork and visits to museums and art studios. Cross-listed as ARTS 215. Offered: Occasionally.

ANTH 225 PREHISTORIC PEOPLES OF THE SOUTHWEST (3)

An exploration into the cultures of the prehistoric peoples of the Four Corners area and northern Mexico from the time of Paleo-Indian hunters to Pueblo farmers and the Spanish contact. The course includes lectures, readings, slide presentations and field trips to archaeological sites. Prerequisite: ENGL 111. Offered: Occasionally.

ANTH 235 INTERCULTURAL COMMUNICATION (3)

An exploration of the unique relationship between communication and culture. Students examine the cultural influences in communication across ethnic and national boundaries. They focus on what happens when people from different cultures come together to share ideas, feelings and information in business, private and political arenas as well as ethical and social issues relating to intercultural communication. Cross-listed as SPCH 235. Prerequisite: ENGL 109. Offered: Occasionally.

ANTH 248 INDIGENOUS PEOPLES OF NORTH AMERICA (3)

An ethnohistorical survey of North American Indian cultures. Major culture areas and selected case studies examine regional indigenous cultures of North America. Emphasis is on traditional cultures, the impact of European contact, contemporary problems and cultural issues. Cross-listed as HIST 248. Prerequisite: ENGL 109. Offered: Occasionally.

ANTH 250 INDIGENOUS PEOPLES OF THE SOUTHWEST (3)

An ethnohistorical survey of American Indian indigenous cultures of the southwestern United States and northwestern Mexico. The survey emphasizes traditional cultures and the impact of more than four centuries of Euro-American cultural contact. Cross-listed as HIST 250. Prerequisite: ENGL 109. Offered: Occasionally.

ANTH 252 ANTHROPOLOGY OF FOOD (3)

This course explores the complex interrelationships among people, culture, society and food. Students will examine the connection between food and cultural practices from many perspectives, including historical, societal, anthropological, culinary and scientific. Prerequisite: ENGL 109. Offered: Occasionally.

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ANTH 253 ARCHEO-ASTRONOMY OF THE SOUTHWEST AND AMERICAS (3)

This course examines the use and practice of astronomy among ancient Native American cultures, with a particular focus on the Southwest and Mexico. The course integrates knowledge across several disciplines, primarily astronomy, anthropology, archeology and architectural history. Prerequisite: ENGL 109. Offered: Occasionally.

ANTH 262 HUMAN EVOLUTIONARY BIOLOGY (3)

A study of the basic principles of evolution applied to the human species. This class explores the principles of heredity and organic evolution, the principles and methods of biological anthropology, the evolutionary context and fossil record of primate and human emergence, the characteristics and behavior of nonhuman primates, and the origins and significance of modern human biological variation. Prerequisite: ENGL 109. Corequisite: ANTH 262L. Offered: Occasionally.

ANTH 262L HUMAN EVOLUTIONARY BIOLOGY LAB (1)

This course is a practical experience in the study and analysis of ancient and modern humans in comparison with other primates. Principles of human genetics, primate identification and taxonomic analysis, anthropometry, human osteology and introductory anthropological forensics are examined in a laboratory setting. Corequisite: ANTH 262. Offered: Occasionally.

ANTH 265L VISUAL ANTHROPOLOGY OF NORTHERN NEW MEXICO COMMUNITIES (3)

Northern New Mexico communities have been the subject of many anthropological and photographic research projects. In this course students learn to document the distinctive character of Santa Fe and surrounding communities using anthropological and photographic methods. Black-and-white or color film can be used. Knowledge of photographic processing and a 35-mm camera are required. Darkroom experience may be required. Cross-listed as ART 265L. Prerequisites: ARTS 140L and ENGL 109. Offered: Occasionally.

ANTH 266L ARCHAEOLOGICAL FIELD METHODS (4)

This course introduces the student to field and laboratory methods and techniques in archaeology. Students learn the standards of archaeological field recording, excavation techniques and field-related laboratory analysis skills. Fieldwork is required. May be taken twice for degree or certificate credit. Prerequisite: ENGL 109. Offered: Occasionally.

ANTH 280 ANTHROPOLOGY AND FILM (3)

An introduction to the representatives of cultures in film. The course provides an overview of visual anthropology through the viewing and analysis of select films from

the traveling Margaret Mead Film Festival and/or the Santa Fe Community College Anthropology and Film collection. Students discuss the cultural, global and ethical issues inherent in the cultural documentary genre of film. Prerequisite: ENGL 109. Offered: Fall.

ARABIC

ARBC 111 ARABIC I (4)

An introduction to the Arabic language, with focus on reading and writing Arabic script, pronunciation and fundamentals of grammar and conversation. This course is intended for students with little or no previous exposure to written or spoken Arabic. Corequisite: ARBC111L. Offered: Fall and Spring.

ARBC 111L ARABIC I LAB (2)

A required language lab designed to accelerate, reinforce and support concepts learned in ARBC 111. The lab may utilize audio- and videotapes, computer programs, conversation drills and open-dialogue sessions. The student masters pronunciation and conversation skills through individualized attention from the instructor and tutors. Graded as Pass/Fail. Corequisite: ARBC 111. Offered: Fall and Spring.

ARBC 112 ARABIC II (4)

A continuation of Arabic I, with focus on reading and writing Arabic script, pronunciation and fundamentals of grammar and conversation. This course is intended for students with previous exposure to written or spoken Arabic. Prerequisite: ARBC 111. Corequisite: ARBC 112L. Offered: Occasionally.

ARBC 112L ARABIC II LAB (2)

A required language lab designed to accelerate, reinforce and support concepts learned in ARBC 112. The lab may utilize audio- and videotapes, computer programs, conversation drills and open-dialogue sessions. Students master pronunciation and conversation skills through individualized attention from the instructor and tutors. Graded as Pass/Fail. Corequisite: ARBC 112. Offered: Occasionally.

ARBC 211 ARABIC III (4)

A continuation of Arabic II, with focus on pronunciation and Arabic grammar and conversation. This course is intended for students with previous exposure to written or spoken Arabic. Prerequisite: ARBC112. Corequisite: ARBC 211L. Offered: Occasionally.

ARBC 211L ARABIC III LAB (2)

A required language lab designed to accelerate, reinforce and support concepts learned in ARBC 211. The lab may utilize audio- and videotapes, computer programs, conversation drills and open-dialogue sessions. Students master pronunciation and conversation skills through individualized attention from teacher and tutors. Graded as Pass/Fail. Corequisite: ARBC 211. Offered: Occasionally.

ARCHITECTURAL DRAFTING AND CONSTRUCTION MANAGEMENT

ADCM 100L RESIDENTIAL BUILDING SKILLS (1-6)

This vocational course is a combination of skill-training laboratories on site on Fridays and Saturdays, required employment and classroom instruction. Student must gain employment in residential construction and seek to learn fundamental skills onsite. Work must be paid and documented. The student's employer must be satisfied with his or her performance for the student to remain in the program. Graded as Pass/Fail. Prerequisite: Permission. May be taken twice for degree or certificate credit. Offered: Occasionally.

ADCM 111 DESIGN DRAWING AND MODELING (3)

An introduction to manual drawing techniques and systems, modeling material and methods for architecture, interior design and construction. Students learn directly how to represent composition, form and space by drawing orthographic, parallel and perspective views and building models. Offered: Fall.

ADCM 112 BUILDING SYSTEMS, MATERIALS AND METHODS I (3)

An introduction to building systems, subsystems and components – their structural, thermal and moisture-resisting performance – and how they are assembled and protected. Types, properties and qualities of various building systems and materials are examined, including foundation subsystems, light wood frame, light-gauge steel frame, heavy timber, interior and exterior finishes, and doors and windows. Offered: Fall.

ADCM 121 CONSTRUCTION DOCUMENTS (3)

Fundamental architectural, interior design and building engineering graphics standards and some building codes are presented and applied in projects that integrate systems, subsystems and components, shop drawings, specifications, estimating and construction. Drawing assignments culminate in a multidisciplinary (architectural

drafting, construction management, interior design and surveying) team project to produce a set of construction drawings. Prerequisites: ADCM 111 and ADCM 112. Offered: Spring.

ADCM 122 BUILDING SYSTEMS, MATERIALS AND METHODS II (3)

A continuation of Building Systems, Materials and Methods I: building systems, subsystems and components and how they are assembled and protected. Types, properties and qualities of various building systems and materials are examined, including steel and reinforced-concrete structural systems, roofing, glazing and nonresidential finish systems. Prerequisites: ADCM 111 and ADCM 112. Offered: Spring.

ADCM 123 ARCHITECTURAL DESIGN (3)

Architectural design language, concepts, principles and theories. Students improve their visual vocabulary and acquire sufficient design language to make presentations and discuss different design scenarios with a client. Offered: Spring.

ADCM 125L CONSTRUCTION MANAGEMENT I (4)

An introduction to residential building construction site observation, quantity surveying, cost analysis, subcontractor and material prices solicitation, and summary and tabulation for a total bid price. Prerequisites: ADCM 111 and ADCM 112. Offered: Spring.

ADCM 126 ARCHICAD BUILDING/MODELING (3)

A course in some of the software used to model buildings digitally. It covers plans, sections, elevations, quantities, renderings, animations and virtual-reality scenes. May be taken twice for degree or certificate credit. Offered: Spring.

ADCM 131 SUSTAINABLE DESIGN (3)

This course will focus on building a working, holistic definition of sustainability. A framework of sustainable design and construction tactics will be provided, and the designer/builder's responsibility concerning sustainability will be presented. May be taken twice for degree or certificate credit. Offered: Fall.

ADCM 132 THREE-DIMENSIONAL DESIGN (3)

An interdisciplinary course for architectural, interior and cabinet design; computer drawing, modeling and illustration. May be taken twice for degree or certificate credit. Offered: Fall.

ADCM 135L CONSTRUCTION MANAGEMENT II (4)

Students learn to monitor the construction process through job-site visits to include quality control, cost-control management and schedule maintenance for the purpose of obtaining a contractor's license. Prerequisite: ADCM125L. Offered: Fall.

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ADCM 201L DESIGN STUDIO (1)

An opportunity for students to gain access to the design studio learning environment, equipment and resources. Under limited instructor supervision and assistance, students work on their own projects. Each student produces a portfolio with the goal of integrating graphic authorship and comprehension, building technology, computer skills and professionalism. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Summer, Fall and Spring.

ADCM 215 DESIGN PRESENTATION (3)

Students learn to visualize their multidisciplinary design concepts by making sketches, storyboards and flowcharts. Students learn design methods, processes and how to prepare drawings by direct experience and role playing. Offered: Fall.

ADCM 246 PORTFOLIO AND PROGRAM ASSESSMENT (3)

An assessment of students' cumulative portfolios and the entire program by students, faculty and representatives of the advisory board. In this integrative capstone course, students produce resumes and letters of introduction, assemble their portfolios, review the courses within the program and practice interviewing. Offered: Spring.

ARTS

ARTS 113L TWO-DIMENSIONAL DESIGN (3)

Introduction to the fundamentals of two-dimensional design. This studio course explores line, space, shape, value, color and texture and examines how they affect the unity, variety, balance, rhythm, composition, emphasis, proportion and scale of a work of art. Various media are explored. Offered: Fall and Spring.

ARTS 114L INTRODUCTION TO JEWELRY (3)

An introduction to the basic techniques, materials and tools traditionally used in the creation of jewelry and/or small sculptural objects. Students learn the techniques of fabrication, including sawing, filing, piercing, soldering, basic chain construction, cabachon stone setting and finishing, mostly in sterling silver. Offered: Fall and Spring.

ARTS 115L MATERIALS AND SAFETY (2)

This course gives the student a basic understanding of the machinery, methods and materials used in the production of sculpture, the proper use of the sculpture facilities and the safety procedures associated with this process. The course provides the foundation upon which the student's subsequent education in the creation of sculpture will be based. Safety is the main focus of the class. Offered: Fall and Spring.

ARTS 116L THREE-DIMENSIONAL DESIGN (3)

This introductory studio course covers the basic formal (aesthetic), spatial and physical aspects of 3-D form as they can be applied to sculptural and functional design. Students learn simple techniques to explore structure, mass, volume, scale, surface, form and function. Various media such as paper, wood, clay and/or metal may be used. Offered: Fall and Spring.

ARTS 117L SANTEROS: CRAFT AND TRADITION (3)

New Mexican santeros are part of a 400-year-old artistic and religious tradition. In this course, students learn the history, symbolism, and wood-carving and painting techniques associated with diverse styles of ancient and contemporary santero artisans. Students learn to carve bultos and to paint retablos. Offered: Fall and Spring.

ARTS 118L DRAWING I (3)

An introduction to the basic concepts and skills of drawing in which students use a variety of drawing materials, with an emphasis on developing drawings based on direct observation. There is a focus on understanding linear perspective as well as the continued study of compositional elements and an introduction to 2-D. Offered: Summer, Fall and Spring.

ARTS 120L COLOR THEORY (3)

A perceptual and experiential in-depth study of color theory and its application for artists and designers. Students explore the use of color in both the fine art and the commercial design fields through the study of the seven color contrasts: hue, light/dark, cold/warm, complementary, simultaneous, saturation and extension. Offered: Occasionally.

ARTS 121L PAINTING I (3)

This course gives the beginning painter a fundamental understanding of the techniques and safe studio practices for oil and acrylic painting. A range of painting styles is introduced, and various painting situations are presented, including still life, reference from imagination and abstraction. Students also discuss contemporary issues in painting criticism. Prerequisite: ARTS 118L. Offered: Summer, Fall and Spring.

ARTS 124L DRAWING WITH COLOR (3)

This course emphasizes the use of color drawing media and the processes to explore relational and expressive factors of form and space. Students develop a personal language of color through awareness of color sensations. Variable credit. Prerequisite: ARTS 118L. Offered: Occasionally.

ARTS 127L HAND-BUILDING FUNCTIONAL CERAMICS (3)

This is an introductory course exploring the fun and useful process of making decorative, functional, hand-built ceramics. Students are introduced to a variety of hand-building techniques and design aesthetics. These techniques and designs are applied to the making of functional ware, producing elegant, fun and useful objects. Students develop a deeper aesthetic understanding of how to design and make decorative, functional objects in clay. Offered: Occasionally.

ARTS 128L FUNDAMENTALS OF CLAY (1-3)

In this introductory class, students learn the fundamental, physical and aesthetic qualities of clay and ceramic coloration. Traditional hand-building techniques and coloration are introduced. A series of very specific assignments leads the student through these techniques to develop the knowledge to execute almost any desired form. An academic vocabulary of art, sculpture and ceramic terms and the aesthetics of form and color are integral parts of the class structure. Variable credits. Offered: Occasionally.

ARTS 129L CERAMICS: WHEEL THROWING I (3)

An introduction to the fundamental principles of throwing clay forms on a ceramics wheel. The course emphasizes functional as well as sculptural aesthetics associated with the wheel. Offered: Fall and Spring.

ARTS 130L WATERCOLOR PAINTING (1-3)

The principles of watercolor painting, including the various techniques and composition used by the watercolorist. Variable credit. Offered: Fall and Spring.

ARTS 131L SITE AND ENVIRONMENTAL ART (3)

This course introduces students to the history of earthworks created throughout the world by numerous cultures. It includes the role of environmental art in contemporary art and its applications to environmental issues. Studio projects include the construction of site-specific sculpture. Offered: Occasionally.

ARTS 132 ART CRITICISM (3)

This course is intended to develop a greater awareness of critical writing in the arts as it relates to magazines, newspapers and journals that explore critical discourse and critical analysis of contemporary arts. This course entails reading major articles from various national and international art journals and magazines. Reviewing selected essays by such authors as John Berger, Robert Hughes, Lucy Lippard, Dave Hickey, Calvin Tomkins and Adam Gopnik creates an opportunity to measure the success or failure of other authors. Students also have the opportunity to meet with art critics, debate ideas and have their critical writings examined and analyzed in a supportive atmosphere. Cross-listed as ENGL132. Offered: Fall.

ARTS 133L ART COLLECTIONS MANAGEMENT (3)

An introduction to connoisseurship and management of art collections. The specific types of art covered in this introductory course will be contemporary art and ethnographic artifacts. Offered: Spring.

ARTS 134L FORGING FOR THE SCULPTOR (3)

An introduction to the use of traditional forging tools in the creation of decorative and expressive ironwork. Offered: Occasionally.

ARTS 140L PHOTOGRAPHY I (3)

This is an introductory course in black-and-white photography. It covers camera use, film exposure and the processing, printing and presentation of work. Classes are used for discussions and the viewing of work as well as darkroom time. Assignments are designed to acquaint students with various aspects of the tools, materials and visual aids they need to understand how photography works. Offered: Summer, Fall and Spring.

ARTS 142L CAMERA USE AND THE ART OF SEEING (2)

In this course, students learn to use their 35-mm camera and study the principles of composition and the art of seeing. Students are required to shoot color slide film for their assignments. Weekly sessions include lectures, critique of slide assignments, one-on-one conferences, group discussion and activities, slide presentations and occasional guest speakers. This course is designed for the beginning student who wants to be prepared for subsequent photo courses or the experienced student who wants to review the principles of camera use and composition. This is not a darkroom/lab course. Offered: Occasionally.

ARTS 151L CREATIVE EXPRESSION (3)

This course provides students with the opportunity to explore and discover their creativity through various techniques and media such as writing, sculpture, collage and printmaking. The course is designed for beginners as well as for experienced artists and writers. Offered: Fall and Spring.

ARTS 158L SILVERSMITHING I (3)

An introduction to the tools, techniques and materials used to develop the skills of silversmithing, such as fabrication, sinking, forging, chasing and repousse. Students learn traditional and experimental styles and examine historic methods. Offered: Occasionally.

ARTS 159L WAX CARVING FOR JEWELRY (3)

This course is designed to introduce students to the basic techniques, materials and tools used in the wax carving and modeling of jewelry and small-scale sculptural objects. Students develop the tools and techniques necessary to interpret their

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designs into workable modes. Projects challenge students not only in terms of learning new techniques, but also through specific ideas, themes or concepts involved in making jewelry and art. Offered: Occasionally.

ARTS 161L GALLERY PRACTICES (3)

This is a practical course that presents information and principles related to art gallery operations and helps students develop the skills and concepts crucial to all aspects of day-to-day gallery management. It covers technical and design concerns, conservation practices, public relations, professional standards, record keeping, inventory control, legal issues, finances, management and negotiation skills. Offered: Fall.

ARTS 162L CONTEMPORARY ART GALLERY ISSUES (3)

The goal of this course is to acquaint students with gallery sales and how to cultivate relationships with collectors and buyers of art. Students will gain a subtle understanding of the social, artistic and financial dealings required to promote art sales in galleries. They will also examine legal, contractual and copyright issues as they pertain to the sale of the art works and promotional and advertising requirements. Offered: Spring.

ARTS 163L PROFESSIONAL FRAMING AND MATTING (2)

This course teaches students and artists the art of professional and custom picture framing. Students learn to measure, cut, hinge fit and finish pictures using conservation and museum techniques. Offered: Occasionally.

ARTS 165L BOOK ARTS (3)

The study and exploration of a variety of book structures, including pamphlets, accordion-fold and multiple-signature books. Japanese side-sewn, paper-decoration, and altered books are also introduced. Development of technical skill, craftsmanship and knowledge of book history are emphasized. Offered: Summer, Fall and Spring.

ARTS 166L PLEASURES OF PAPERMAKING (3)

This course emphasizes traditional European styles of making paper by hand. Students construct a mold and deckle and other basic tools of papermaking. Cotton, abaca and other exotic indigenous fibers are investigated. Pulp-coloring methods, embedding, embossing and three-dimensional sculptural uses of paper are introduced. Offered: Occasionally.

ARTS 171L INTRODUCTION TO NEW MEXICAN TINWORK (2)

Students learn traditional tinworking, part of the traditional Hispanic folk art of northern New Mexico, using fundamental tools, processes and materials. Students fabricate such items as frames, candleholders and objects for utilitarian and artistic purposes. Regional issues and techniques are explored. Offered: Fall and Spring.

ARTS 172L MICACEOUS POTTERY (2)

Micaceous clay is a unique type of clay found in northern New Mexico. It has been used for centuries by Jicarilla, Apache, Pueblo and Hispanic potters to produce cooling vessels. This course presents the history of its traditional use as well as techniques for working with this clay. Students produce a variety of open bowls, closed bowls and lidded forms using hand-building techniques and open-pit firing processes. Offered: Occasionally.

ARTS 174L INTRODUCTION TO PRINTMAKING (3)

This course focuses on the study and exploration of a variety of printmaking processes and principles. Image-making, using relief, intaglio and planographic methods, is covered. Prerequisite: ARTS 118L. Offered: Summer, Fall and Spring.

ARTS 175L MONOTYPE PRINTMAKING (OIL) (3)

This class explores the addition and subtraction methods of monotype printmaking to produce exciting images. Monotype is an old method that has received new attention in today's society. Students explore its relationship to other contemporary forms of art and develop a personal direction in their work. Prerequisite: ARTS 118L or ARTS 174L. Offered: Occasionally.

ARTS 176L MONOTYPE PRINTMAKING (WATER-BASED) (3)

This class explores the addition and subtraction methods of monotype printmaking in order to produce an exciting image using water-based, nontoxic inks. Monotype is an old method that has received new attention in today's society. Students explore its relationship to other contemporary forms of art and develop a personal direction in their work. Prerequisite: ARTS 118L or ARTS 174L. Offered: Occasionally.

ARTS 201 ART HISTORY I (3)

A survey of art, including prehistoric, Egyptian, Greek and Roman artistic traditions, that concludes with the Renaissance. Masterworks of painting, sculpture and architecture are studied. Prerequisite: ENGL109. Offered: Fall and Spring. NMCCNS: ARTS 2113. NMGECC: Area V.

ARTS 202 ART HISTORY II (3)

An overview of Baroque, Neoclassical, Romantic and contemporary artistic traditions. Emphasis is on the masterworks of painting, sculpture and architecture. Prerequisite: ENGL109. Offered: Fall and Spring. NMCCNS: ANTH 2123. NMGECC: Area V.

ARTS 203 HISTORY OF WOMEN ARTISTS: RENAISSANCE TO 21ST CENTURY (3)

The first part of the course focuses on the little-known history of professional women artists who began to emerge in the Renaissance era and continued to rise to prominence during the 17th, 18th and 19th centuries. The second half of the course consists of in-depth studies of women artists whose visions have significantly helped to shape the direction of art in the 20th century and into the 21st. A series of visiting-artist presentations will also be part of a diverse curriculum comprising analysis of various readings about women artists, visual material, Web site investigations of contemporary projects and class discussions of the evolving position of women within the historical continuum of art. Prerequisite: ENGL109. Offered: Occasionally.

ARTS 204 MODERN ART (3)

An overview of European and American modern painting and sculpture from the early 19th century through the 1960s. The major artists and stylistic movements of Romanticism, Impressionism, Expressionism, Cubism and Abstraction are emphasized. Slide and video lectures are supplemented by museum/gallery visits. Prerequisite: ENGL109. Offered: Occasionally. NMGECC: Area V.

ARTS 205 HISTORY OF PHOTOGRAPHY I: 19TH CENTURY (3)

This course centers on the study of the aesthetic evolution of photography. Topics and readings cover the predictions of photography beginning in the late Renaissance, which culminated with the 1839 invention of photography, up to the end of the 19th century. Periodic field trips to special collections and libraries offer an opportunity for first-hand viewing of early photographs. Prerequisite: ENGL109. Offered: Occasionally.

ARTS 206 HISTORY OF PHOTOGRAPHY II: 20TH CENTURY (3)

This course emphasizes modern photography within and outside mainstream art movements, from the late 19th century to the present. Lectures focus on modernism, site-specific works, multimaterial approaches and new digital technologies. Field trips to local archives and collections supplement coursework. Prerequisite: ENGL 109. Offered: Occasionally.

ARTS 207 CONTEMPORARY ART (3)

This course is a survey of European and American art from 1940 to the present. The first half of the course focuses on the changes in Western culture in the 1940s as a direct result of global conflict and the various ways that political and social upheaval were manifested. The second half of the course covers the establishment of the post-modern era in the 1970s and its new genres, such as performance art and installation art. Students analyze the impact of multiculturalism, the feminist movement and new technologies on visual culture. Prerequisite: ENGL 109. Offered: Occasionally.

ARTS 213L SCULPTURE I (3)

This course is designed to help the student to perceive, conceptualize, create and execute works of art in three-dimensional forms of sculpture. It includes an exploration of figuration, abstraction and nonobjective forms. Corequisite: ARTS 115L. Offered: Fall and Spring.

ARTS 214L CERAMIC SCULPTURE II (3)

An intermediate-level course offering an in-depth study of contemporary ceramic sculpture materials and techniques. The class begins with a project assigned by the instructor. At the beginning of the term, students are required to write a mission statement defining a conceptual idea. Development of that idea will be the key source around which the student will execute a series of works. Materials and techniques relative to the projects will be discussed. Prerequisite: ARTS 128L. Offered: Occasionally.

ARTS 215 ARTISTIC TRADITIONS OF THE SOUTHWEST (3)

This course examines the major artistic traditions and their historical bases in the area's many cultures, from prehistoric times of the Southwest to the present. Through a combined anthropological and art-history approach, slide lectures are supplemented by videos, fieldwork and visits to museums and art studios. Cross-listed as ANTH 215. Offered: Occasionally.

ARTS 216L CERAMICS: WHEEL THROWING II (3)

An intermediate-level course that offers a study of current approaches to the potter's wheel as a tool for creating functional and sculptural forms. The foundation of this course is a series of sequential projects designed to increase a student's skill level on the wheel. Functional as well as sculptural concepts will be investigated. An introduction to clay bodies and glazes augments the disciplined throwing. This course is designed to advance the throwing abilities of students who already have a strong foundation in wheel-throwing basics. Prerequisite: ARTS 129L. Offered: Fall and Spring.

ARTS 217L INTERMEDIATE JEWELRY (3)

As a continuation of ARTS 114L, this course reviews the techniques and processes already encountered and goes on to explore more complex and technically demanding skills. Instruction includes the construction of containers – both box and cylindrical forms with hinges, clasps and rivets – and the forming of precious metals with hydraulic die-forming equipment. Students also create a piece using the lost-wax casting method and learn to set faceted stones in bezels. Prerequisite: ARTS 114L. Offered: Fall and Spring.

COURSE DESCRIPTIONS

ARTS 218L SILVERSMITHING II (3)

A continuation of the techniques learned in Silversmithing I with an emphasis on toolmaking and designing. Students learn traditional and contemporary styles. Prerequisite: ARTS 158L. Offered: Occasionally.

ARTS 219L DRAWING II (3)

Continued study of drawing concepts and skills. Students explore form, content and technical aspects of drawing. Drawing is approached as a primary art form; inquiry, process and idea generations are emphasized. Students are encouraged to expand their definitions of drawing and to develop personal direction in preparation for advanced study in drawing. Varied traditional and nontraditional media and materials are used. Prerequisite: ARTS 118L. Offered: Fall and Spring.

ARTS 220L CASTING/WAX-MODEL MAKING IN JEWELRY (3)

An introduction to the ancient art of casting and wax-model making that focuses on the tools, equipment, materials and processes traditionally used in creating forms in silver. The course includes demonstrations on designing and creating wax models for the casting process and many techniques of vacuum and direct-casting methods. Emphasis is on casting and experimenting with design in wax and cast forms. Prerequisite: ARTS 114L. Offered: Occasionally.

ARTS 221L FIGURE DRAWING (1-3)

An introduction to figure study of the form with lights and darks. Structure is learned through gesture study and extended shapes. Prerequisite: ARTS 118L. Offered: Occasionally.

ARTS 222L FIGURE PAINTING I (3)

An introduction to painting the human figure from direct observation, using varied painting media. Emphasis is placed on the expressive and thematic potential of the human form's gestural, structural and anatomical forces. Prerequisite: ARTS 121L. Offered: Occasionally.

ARTS 223 TYPOGRAPHY (3)

This course introduces students to the history of typography and its emotive, symbolic and communicative aspects. Students learn how to use type in a creative and aesthetic way and develop an understanding of page composition that incorporates concept and design. May be taken twice for degree or certificate credit. Cross-listed as MART 223. Offered: Occasionally.

ARTS 224L LANDSCAPE PAINTING (3)

A contemporary approach to landscape painting in oil or acrylic. On-site and studio work will focus on both the natural world and landscapes in the imagination.

Students are encouraged to pursue and develop their own personal direction with the landscape as a reference. Prerequisite: ARTS 121L. Offered: Occasionally.

ARTS 225L PAINTING II (3)

Students continue the explorations they began in Painting I with a greater focus on developing their own personal expression through conceptual and technical experimentation and development. Prerequisite: ARTS 121L. Offered: Occasionally.

ARTS 240L PHOTOGRAPHY II (3)

Techniques and concepts learned in Photography I are expanded upon in this project-oriented course. Major projects are assigned. Prerequisite: ARTS 140L. Offered: Summer, Fall and Spring.

ARTS 241L FIGURE IN THE LANDSCAPE (PHOTO) (3)

Photographic exploration of the human figure in the New Mexico landscape. Aesthetic, historical and social issues are emphasized. Field trips are required. Prerequisite: ARTS 140L. Offered: Occasionally.

ARTS 242L THE DOCUMENTARY PHOTO ESSAY (2)

Students photograph a subject or narrative event with the end product being a layout and proposal for a published photo-essay. A variety of photographic skills including lighting are covered, as well as the ethical, legal and social considerations raised by this type of photography. Prerequisite: ARTS 140L. Offered: Occasionally.

ARTS 243L FROM ANALOG TO DIGITAL (3)

Students move between the chemical and digital darkrooms as they develop a project that utilizes both applications. Students begin by scanning nonappropriated analog imagery such as color, black-and-white, Polaroid transfer or cyanotype prints into the computer, then reconfiguring, composing or enhancing it using Photoshop. The chemical darkroom is used for additional work. Students print the results as analog or digital prints. The instructor encourages students to think critically about the content of their projects and provides technical information on chemical and digital techniques. Students discuss readings on topics including ethics of manipulation, copyright issues, technical trends in photography and how specific artists are using both technologies. Prerequisites: ARTS 140L and MART 180L. Offered: Occasionally.

ARTS 257 ART AND MEDIA (3)

This course supports students in a hands-on, project-based environment. Students work individually or in teams to explore the use of electronic media in art, creating interdisciplinary, installation or performance-based projects, culminating in the showing, presentation or performance of the work. May be taken twice for degree or certificate credit. Cross-listed as MART 257. Prerequisite: MART 180L. Offered: Occasionally.

ARTS 260L CONTEMPORARY BRONZE CASTING (3)

An introduction to direct casting methods for the realization of a personal and expressive art. Students work with cast bronze, which has been used for thousands of years as an expressive medium. In addition to a lab fee, students must purchase wax, ceramic shell and bronze. Prerequisite: ARTS 115L. Offered: Occasionally.

ARTS 261L STONE SCULPTURE (3)

An overview of stone sculpture that investigates techniques of carving in limestone, alabaster and marble by hand and with pneumatic tools, both directly and from models. Offered: Occasionally.

ARTS 262L ARTISTIC WELDING (3)

This course provides intensive exposure to cutting and welding techniques in metal, primarily black iron. It is also designed to help students become more proficient in the use of black iron for three-dimensional expression. Prerequisite: ARTS 115L. Offered: Occasionally.

ARTS 263L SCULPTURE II (1-3)

This course is intended to stimulate students to investigate, in depth, materials and concepts applicable to spatial relations and sculptural considerations. It is an opportunity for students to expand the knowledge of concepts they began to develop in Sculpture I, but with an emphasis on an independent exploration of specific materials and issues pertinent to their own artistic curiosities and interests. Students develop individual proposals that incorporate various sculptural materials and types of presentation. Variable credit. Prerequisite: ARTS 213L. Offered: Occasionally.

ARTS 264L MIXED-MEDIA SCULPTURE ASSEMBLAGE (3)

This course covers a variety of tools and techniques used in mixed-media sculpture, with an emphasis on wood construction. Assemblage as an aspect of the additive approach to sculpture is examined. Students focus on aesthetic, structural and conceptual principles involved in this approach. In addition to wood, materials may include metal, fibers, plastics, found objects, etc. Prerequisite: ARTS 115L. Offered: Occasionally.

ARTS 265L VISUAL ANTHROPOLOGY OF NORTHERN NEW MEXICO COMMUNITIES (3)

Northern New Mexico communities have been the subject of many anthropological and photographic research projects. During the course, students learn to document the distinctive character of Santa Fe and surrounding communities using anthropological and photographic methods. Black-and-white or color film can be used. Knowledge of photographic processes and a 35-mm camera are required. Cross-listed as ANTH 265L. Prerequisites: ARTS 140L and ENGL 109. Offered: Occasionally.

ARTS 281L DIGITAL IMAGING FOR PHOTOGRAPHERS (3)

This course teaches amateur and professional photographers how to use digital-imaging techniques to enhance and replace traditional photographic methods. A range of input and output methods are studied. Cross-listed as MART 281L. Prerequisite: MART 180L. Offered: Occasionally.

ARTS 283L DIGITAL IMAGING FOR FINE ARTS (2-3)

Students produce imagery on personal computers using paint graphics (pixel-based) hardware and software, including transparency and reflective scanners; Adobe Photoshop, Nikon, Kodak and Epson software; and inkjet and dye-sublimation printers. Emphasis is placed on creating imagery that is expressive, experimental and collaborative in an effort to explore the digital medium as it applies to the traditions of drawing, painting, printmaking and photography. Variable credit. Prerequisite: MART 180L or proficiency in digital image manipulation. Offered: Occasionally.

ARTS 285L STUDIO LIGHTING AND 4X5 PHOTOGRAPHY (3)

Using a 4x5 view camera, students photograph arranged and created subjects, primarily still lifes and portraits lighted with a number of types of artificial lighting. Control of the view camera and principles of lighting are stressed. Prerequisite: ARTS 240L. Offered: Occasionally.

ARTS 289L COLOR PHOTOGRAPHY (1-3)

An introduction to the techniques, images and history of color photography. Students will print from color negatives. Variable credit. Prerequisite: ARTS140L. Offered: Fall and Spring.

ARTS 290L ALTERNATIVE PHOTOGRAPHIC PROCESS I (3)

This course covers alternative photographic processes such as cyanotype, Van Dyke prints, mixing and coating emulsions, solvent transfers, hand coloring, toning, Polaroid transfers, paper negatives, Liquidlight, drawing and painting on acetate, and creating negatives and stencils. Prerequisite: ARTS 240L. Offered: Occasionally.

ARTS 291L THE PHOTOGRAPHIC BOOK (3)

Students explore the multiple options and structural possibilities for creating a photographic book, with a focus on using traditional and nontraditional approaches to the production of photographic bookmaking. Prerequisite: ARTS 140L. Offered: Occasionally.

ARTS 292L ALTERNATIVE PHOTOGRAPHIC PROCESS II (3)

This course continues to explore topics covered in Alternative Photographic Process I. Processes covered are cyanotype, Van Dyke prints, mixing and coating one's own emulsions, solvent transfers, hand coloring, toning, Polaroid transfers, paper nega-

COURSE DESCRIPTIONS

tives, Liquidlight, drawing and painting on acetate, and creating one's own negatives and stencils. Prerequisite: ARTS 290L. Offered: Occasionally.

ARTS 293L ART PRACTICUM: CAREER EXPERIENCE (3)

On-the-job experience in local, professional fine arts organizations. Enrollment is open to fine arts majors and, on rare occasions, others who demonstrate a keen interest in the visual arts. This course may be taken twice for credit and is considered an elective under the degree program. Prerequisite: Permission. Offered: Fall and Spring.

ARTS 295L STUDIO PRACTICE (2)

This is a studio and critique course. Even if taking the course for audit, students must participate during critique sessions. This course provides the student with an opportunity to work in an individual studio space on campus under faculty guidance. Studio Practice may be taken twice in a row and then fall or spring must be taken off to ensure other students will have the opportunity to take Studio Practice. All studios must be vacated for the summer. May be taken twice for credit in a degree plan. Prerequisite: Permission. Corequisite: Enrollment in a 200-level studio art course. Offered: Fall and Spring.

ARTS 296L FINE ARTS PORTFOLIO DEVELOPMENT (3)

This is a cross-discipline studio and critique course that prepares the student for a fine arts career through the opportunity to work in an individual studio space on campus under faculty guidance. The class includes development and critiques of student work as well as resume creation, artist's statement development, press releases, portfolio development and presentation skills. Prerequisite: Permission. Corequisite: Enrollment in a 200-level studio art course. Offered: Spring.

ASTRONOMY

ASTR 111 INTRODUCTION TO ASTRONOMY (3)

A general introduction to the concepts of modern-day astronomy such as classic descriptive astronomy, geocentric to heliocentric models of the universe, light and electromagnetic spectra, optical telescopes, solar system and comparative planetology, formation and evolution of the sun and stars, Milky Way galaxy, cosmology and the expansion of the universe and extraterrestrial life. Prerequisites: ENGL 109 and MATH 101. Corequisite: ASTR 111L. Offered: Summer, Fall and Spring. NMCCNS: ASTR 1113. NMGECC: Area III.

ASTR 111L INTRODUCTION TO ASTRONOMY LAB (1)

Lab experience for ASTR 111. The lab emphasizes hands-on investigations that support the concepts discussed in ASTR 111. Corequisite: ASTR 111. Offered: Summer, Fall and Spring. NMCCNS: ASTR 1111. NMGECC: Area III.

AUTODESK COMPUTER-AIDED DRAFTING

ACAD 111 AUTOCAD LEVEL I (2)

This intensive, short-term course provides foundational instruction to prepare the learner for the Autodesk AutoCAD Level-One Assessment Examination. Topics are the Multiple Design Environment, various point-entry methods, drawing aids and modes, drawing content, display commands, selection sets, two-dimensional drawing and editing commands and drawing layouts. This course requires Windows proficiency. Prerequisite: Permission. Offered through SFCC's Premier Autodesk Training Center. Offered: Fall and Spring.

ACAD 112 AUTOCAD LEVEL II (2)

This intensive, short-term course provides foundational instruction to prepare the learner for the Autodesk AutoCAD Level-One Assessment Examination. Topics are blocks, block attributes, advanced use of drawing layouts and complex two-dimensional objects. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Fall and Spring.

ACAD 113 AUTOCAD 3-D: MODELING BASICS (1)

This intensive, short-term course provides instruction on the fundamentals of wire-frame, surface and solid modeling using AutoCAD. Topics are user coordinate systems, three-dimensional editing commands, surface and solid modeling commands and model output devices. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Fall.

ACAD 120 ARCHITECTURAL DESKTOP I (2)

This intensive, short-term course provides instruction on the tools of AutoCAD Architectural Desktop, software used to develop architectural working drawings. Topics include the creation and editing of wall, door, window, stair and roof objects and their styles. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

ACAD 122 LAND DESKTOP I (2)

This intensive, short-term course provides instruction on the tools of Autodesk Land Desktop, software used to develop civil/survey working drawings. Topics include the project setup, using the LD and MAP interfaces, working with point objects, basic map creation and the use of surfaces for design purposes. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

ACAD 123 AUTODESK VIZ (1)

This intensive, short-term course provides entry-level instruction in the functional areas of Autodesk VIZ, a rendering and animation program. It is organized into three distinct areas: general applications, architectural applications and mechanical applications. Topics are modeling, scene creation, materials, lighting, still rendering, animation and importing DWG files from AutoCAD. Graded as Pass/Fail. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

ACAD 141 USING BLOCK OBJECTS (1)

This course provides a thorough investigation of the uses of block reference objects in AutoCAD. Students learn to create, manipulate, import and redefine block objects using such commands as BLOCK, WBLOCK, REFEDIT and features of the AutoCAD Design Center. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered: Occasionally.

ACAD 143 USING LAYOUTS (1)

This course provides a thorough investigation of the uses of layouts and viewports in AutoCAD. Students learn to manage multiple layouts, create and scale viewports and use plotting features and commands to produce construction drawings. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered: Occasionally.

ACAD 144 USING EXTERNAL REFERENCE FILES (1)

This course provides a thorough investigation of the uses of external files in AutoCAD. Students learn to import, manipulate and redefine external files as XREFs, images, and object-linking and embedding objects using commands like XREF, REFEDIT, XBIND, IMAGE and INSERTOBJ. The features of the AutoCAD Design Center are also covered. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered: Occasionally.

ACAD 154 AUTOCAD 3D: MODELING BASICS (1)

This intensive, short-term course provides instruction on the fundamentals of wire-frame, surface and solid modeling using AutoCAD. Topics are user coordinate systems, three-dimensional editing commands, surface and solid modeling commands and model output devices. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Fall.

ACAD 155 3DS MAX I (2)

This intensive, short-term course provides instruction on the fundamentals of 3D Studio Max, a high-end rendering and animation application. Topics are modeling techniques, creation and modification of lights and cameras, the Materials Library, rendering and animation. This course requires Windows proficiency. Offered through SFCC's Premier Autodesk Training Center. Offered: Fall

ACAD 157 AUTODESK (1)

This intensive, short-term course provides entry-level instruction in the functional areas of 3D Studio VIZ, a rendering and animation program. It is organized into three distinct industry areas: general applications, architectural applications and mechanical applications. Topics are modeling, scene creation, materials, lighting, still rendering, animation and importing .dwg files from AutoCAD. Graded as Pass/Fail. Offered through SFCC's Premier Autodesk Training Center. Offered: Occasionally.

ACAD 211 AUTOCAD LEVEL III (2)

This intensive, short-term course provides advanced instruction for the experienced user of AutoCAD. It focuses on the configuration and customization of the program to streamline commands and drawing procedures. Topics are external reference files, the integration of the Internet, custom menu elements, menu macros, customizing toolbars and flyouts. Graded as Pass/Fail. Prerequisite: ACAD 112. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

ACAD 213 AUTOCAD 3-D: ADVANCED MODELING (1)

This intensive, short-term course provides advanced instruction on the functionalities of solid modeling in AutoCAD. Topics concentrate on solid model editing and commands to create two-dimensional projections from three-dimensional solid models. Graded as Pass/Fail. Prerequisite: ACAD 113. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

ACAD 220 ARCHITECTURAL DESKTOP II (2)

This course provides detailed instruction on specific program areas in AutoCAD Architectural Desktop. Topics can include the creation of walls, door and window placement, editing wall/door/window styles and plotting techniques. Prerequisite: ACAD 120. Offered through SFCC's Premier Autodesk Training Center. Offered: Occasionally.

ACAD 240 AUTOCAD TECHNICAL (1)

This intensive, short-term course provides detailed instruction on specific program areas in AutoCAD. Topics can include blocks, dimensioning, external files, layouts and plotting. Graded as Pass/Fail. Prerequisite: ACAD 111. Offered through SFCC's Premier Autodesk Training Center. Offered: Occasionally.

COURSE DESCRIPTIONS

ACAD 242 LAND DESKTOP TECHNICAL (1)

This intensive, short-term course provides basic instruction on specific program areas in Autodesk Land Desktop. Topics can include the use of the various modules. Graded as Pass/Fail. Offered through SFCC's Premier Autodesk Training Center. Offered: Occasionally.

ACAD 243 3DS MAX TECHNICAL (2)

This intensive, short-term course provides instruction on specific program areas in 3d Studio Max. Topics can include the use of various program modules. This course requires Windows proficiency. Prerequisite: ACAD 155. Offered through SFCC's Premier Autodesk Training Center. Offered: Occasionally.

ACAD 254 AUTOCAD 3D: ADVANCED MODELING (1)

This intensive, short-term course provides advanced instruction on the functionalities of solid modeling in AutoCAD. Topics concentrate on solid model editing and commands to create two-dimensional projections from three-dimensional solid models. Graded as Pass/Fail. Prerequisite: ACAD 154. Offered through SFCC's Premier Autodesk Training Center. Offered: Spring.

AVIATION

AVIA 111L PRIVATE PILOT GROUND SCHOOL (3)

A study of the basic aspects of aviation: meteorology, navigation, theory of flight, use of radar, aircraft power plants and general aircraft servicing. Federal Aviation Regulations (FARs) are also covered. Offered: Fall and Spring.

AVIA 211 INSTRUMENT PILOT GROUND SCHOOL (3)

A study of flight instruments, altitude instrument flying, airspace, cross-country flight planning and navigation, instrument charts, instrument approaches, meteorology, Federal Aviation Regulations (FARs), emergencies, operational considerations and decision making. This course provides the information required for safe operation as a private pilot under instrument flight rules. Prerequisite: Private pilot's license. Offered: Occasionally.

BANKING

BANK 121 PRINCIPLES OF BANKING (3)

A broad survey of the banking industry. This course covers the role of banking in the modern economy both locally and nationally and its language, history, documents,

procedures and practices. Topics covered include the Federal Reserve, check processing, teller functions, deposit functions, trust services, bank bookkeeping, loans and investments. Offered: Occasionally.

BANK 122 PRINCIPLES OF LENDING (3)

An overview of the lending function of a bank or mortgage service-consumer, commercial and mortgage lending. Topics include legal and regulatory requirements, required documentation, internal processes, procedures and policies. Offered: Occasionally.

BANK 151 MORTGAGE LENDING (2)

An overview of the field of residential lending, including the basics of real estate law, appraisal of residential property, mortgage loan origination, and mortgage loan servicing. Prerequisite: BANK 122. Offered: Occasionally.

BANK 211 COMMERCIAL LENDING (2)

This course introduces the knowledge and skills necessary to be an effective commercial lender. Both the technical knowledge and human relations skills successful lenders must possess are covered. Prerequisite: BANK 122. Offered: Occasionally.

BANK 221 BANK MANAGEMENT (2)

A comprehensive overview of managing day-to-day bank activities. Topics include forming bank objectives and policies; the sources and use of funds, funds management, the administration of deposits and loans, and analyzing bank performance. Prerequisite: BANK 121. Offered: Occasionally.

BANK 222 CONSUMER LENDING (2)

An examination of the role of consumer credit in overall banking operations. Topics include the evaluation of credit risk, the loan process from application through closing, servicing and collecting loans, and marketing. Prerequisite: BANK 122. Offered: Occasionally.

BANK 225 BANKING FUNDS MANAGEMENT (2)

An introduction to the fundamental concepts and strategies of investment accounts and bank fund management. Topics covered include the banking environment, asset/liability management, bank funding and investment instruments, and financial markets. Prerequisite: BANK 121. Offered: Occasionally.

BANK 293 BANKING PRACTICUM (4)

This course is designed to afford practical experience in a work setting for students pursuing a Banking and Mortgage Services Degree. Students earn one credit hour of college credit for each 50-100 clock hours of work in a banking environment. Prerequisite: Permission.

BIOLOGY

BIOL 111 INTRODUCTION TO BIOLOGY (3)

An introduction to cell biology, genetics, classification of organisms, evolutionary theory and ecology. This course is designed for nonscience majors. Prerequisites: ENGL 109 and MATH 102. Corequisite: BIOL 111L. Offered: Fall and Spring. NMCCNS: BIOL 1113.

BIOL 111L INTRODUCTION TO BIOLOGY LAB (1)

Lab experience for BIOL 111. The lab reinforces the biological concepts discussed in the lecture portion of this class. Corequisite: BIOL 111. Offered: Fall and Spring. NMCCNS: BIOL 1111.

BIOL 114 ENVIRONMENTAL SCIENCE (3)

A survey of environmental science including an introduction to the scientific method, basic ecology, the relationship of humans to the environment, energy resources, toxicology, politics and the environment, and the causes of and solutions to environmental problems including human overpopulation, resource depletion, pollution, solid and hazardous waste, ozone depletion and global warming. Prerequisites: ENGL 109 and MATH 101. Corequisite: BIOL 114L. Offered: Occasionally. NMCCNS: ENVS 1113. NMGECC: Area III.

BIOL 114L ENVIRONMENTAL SCIENCE LAB (1)

Lab experience for BIOL 114. This course reinforces the concepts presented in the lecture course through activities including chemical and physical analyses, problem solving, field trips and the use of computer simulations. Corequisite: BIOL 114. Offered: Occasionally. NMCCNS: ENVS 1111. NMGECC: Area III.

BIOL 115L INTRODUCTION TO ECOLOGY AND FIELD BIOLOGY (4)

This field course is an introduction to the concepts and techniques used in ecology and field biology. Topics include classification of ecosystems, population ecology, general environmental measurements, communities and field techniques for sampling populations and measuring productivity and community structures. Prerequisites: ENGL 109 and MATH 101. Offered: Summer. NMGECC: Area III.

BIOL 123 BIOLOGY FOR HEALTH SCIENCES (3)

This course provides an introduction to biological concepts for students interested in careers in the health sciences professions. It is an excellent prerequisite for anatomy and physiology. Topics covered include cell chemistry, cell biology, genetics, mitosis and meiosis, and other related concepts. Emphasis will be on human systems and health. Not accepted toward a biology degree. Prerequisite: MATH 102. Corequisite: BIOL 123L. Offered: Occasionally.

A GUIDE TO BIOLOGY COURSES AT SFCC

COURSES FOR NON-SCIENCE MAJORS:

BIOL 111/111L	Introduction to Biology
BIOL 114/114L	Environmental Science
BIOL 115L	Introduction to Ecology and Field Biology
BIOL 136/136L	Non-Majors Anatomy and Physiology

Student should work closely with SFCC adviser and transfer adviser to ensure transfer.

STUDENTS ENTERING MEDICAL AND HEALTH SCIENCE PROGRAMS

Pre-Nursing at SFCC:

BIOL 130/130L	Anatomy and Physiology I: Health Sciences
BIOL 131/131L	Anatomy and Physiology II: Health Sciences
BIOL 221/221L	Microbiology for Health Sciences

Students weak in science may want to take

BIOL 123/123L	Biology for Health Sciences <i>before BIOL 130/130L.</i>
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Other Health Sciences Programs:

(Pre-Radiology, Physical Therapy, Dentistry, Medicine, Dental Hygiene, Paramedicine, Pharmacy, etc.)

BIOL 123/123L	Biology for Health Sciences
BIOL 230/230L*	Human Anatomy and Physiology I
BIOL 231/231L*	Human Anatomy and Physiology II

[*some programs need cadaver lab at transfer school; student should work closely with transfer adviser]

COURSES FOR BIOLOGY MAJORS (A.S./B.S.):

BIOL 201/201L	Cell Biology
BIOL 202/202L	Genetics

ADDITIONAL SCIENCE COURSES FOR NON-MAJORS:

ASTR 111/111L	Introduction to Astronomy
GEOL 111/111L	Physical Geology
GEOL 112/112L	Historical Geology
GEOL 115L	Geology Field Experience
PHYS 111/111L	Introduction to Physics
CHEM 111/111L	Introduction to Chemistry

FOR SCIENCE MAJORS:

CHEM 121/121L	General Chemistry I
CHEM 122/122L	General Chemistry II
CHEM 212/212L	Integrated Organic/Biochemistry
PHYS 121/121L	General Physics I
PHYS 122/122L	General Physics II
PHYS 161/161L	Calculus Physics I
PHYS 162/162L	Calculus Physics II

COURSE DESCRIPTIONS

BIOL 123L BIOLOGY FOR HEALTH SCIENCES LAB (1)

Lab experience to complement lecture concepts. Corequisite: BIOL 123. Offered: Occasionally.

BIOL 130 ANATOMY AND PHYSIOLOGY I: HEALTH SCIENCES (3)

A study of basic human anatomy with discussions of important biological systems, including biological chemistry. Designed for students in health science programs. Prerequisites: ENGL 109 and MATH101. Corequisite: BIOL 130L. Offered: Summer, Fall and Spring.

BIOL 130L ANATOMY AND PHYSIOLOGY I LAB: HEALTH SCIENCES (1)

This lab experience for BIOL 130 covers basic biological concepts, such as diffusion, osmosis, basic histology and tissue structure, and skeletal, muscular and nervous system basics. Corequisite: BIOL 130. Offered: Summer, Fall and Spring.

BIOL 131 ANATOMY AND PHYSIOLOGY II: HEALTH SCIENCES (3)

A continuation of BIOL 130. Topics covered include the endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems. Prerequisite: BIOL 130. Corequisite: BIOL 131L. Offered: Fall and Spring.

BIOL 131L ANATOMY AND PHYSIOLOGY II LAB: HEALTH SCIENCES (1)

Lab experience for BIOL 131. Focus is on the functions of various systems (endocrine, digestive, respiratory, blood, cardiovascular, renal and reproductive). Corequisite: BIOL 131. Offered: Fall and Spring.

BIOL 136 NON-MAJORS ANATOMY AND PHYSIOLOGY (3)

An introduction to human anatomy (structure) and physiology (function) of the human body. Includes study of basic chemistry, molecules, cellular, tissues, organs, organ systems and terminology related to these concepts. This course is not accepted toward an associate in science or associate in applied science (nursing) degree. Prerequisites: MATH 101 and ENGL 109. Corequisite: BIOL 136L. Offered: Occasionally.

BIOL 136L NON-MAJORS ANATOMY AND PHYSIOLOGY LAB (1)

Laboratory experience for BIOL 136. Prerequisites: MATH 101 and ENGL 109. Corequisite: BIOL 136. Offered: Occasionally.

BIOL 201 CELL BIOLOGY (3)

First of a sequence of biology-major core classes. This course will cover scientific methods and basic cell structure and function in living organisms. Topics include,

but are not limited to, basic biochemistry of living cells, tour of cell structures and functions, cell thermodynamics, enzymes, control of metabolic function, cellular respiration, photosynthesis, cell communication and the cell cycle. Prerequisites: CHEM 111 or CHEM 121 and ENGL 109. Corequisite: BIOL 201L. Offered: Fall. NMGECC: Area III.

BIOL 201L CELL BIOLOGY LAB (1)

Lab and problems component to complement the lecture. Assignments will be given which explore topics from lecture. Students will discuss and present solutions to assignments and do hands-on experiments for some concepts. Corequisite: BIOL 201. Offered: Fall. NMGECC: Area III.

BIOL 202 GENETICS (3)

This intensive introduction to genetics explores how genes are passed on and expressed in living organisms. Covers chromosomal and molecular dynamics of inheritance, protein synthesis, the role of genes in development and contemporary issues in genetic engineering and genomics. Prerequisite: BIOL 201. Co-requisite: BIOL 202L. Offered: Spring. NMGECC: Area III.

BIOL 202L GENETICS LAB (1)

This laboratory course will expand on concepts introduced in BIOL 202 through discussion sessions as well as hands-on laboratory experience. Emphasis will be placed on understanding natural processes of gene function, replication and transmission, as well as strategies for genetic analysis. Corequisite: BIOL 202. Offered: Spring. NMGECC: Area III.

BIOL 221 MICROBIOLOGY FOR HEALTH SCIENCES (3)

Introduction to microbiology, with emphasis on the principles of infection and immunity. Prerequisite: BIOL 130. Corequisite: BIOL 221L. Offered: Fall and Spring.

BIOL 221L MICROBIOLOGY FOR HEALTH SCIENCES LAB (1)

Lab experience for BIOL 221. The course consists of handling and examining cultures, differential stains, and cultivating and destroying microorganisms. Corequisite: BIOL 221. Offered: Fall and Spring.

BIOL 230 HUMAN ANATOMY AND PHYSIOLOGY I (3)

A study of human structure and functions of the skeletal, integumentary and nervous systems. Prerequisites: BIOL 121 and CHEM 111 or CHEM 121. Corequisite: BIOL 230L. Offered: Fall.

BIOL 230L HUMAN ANATOMY AND PHYSIOLOGY I LAB (1)

Lab experience for BIOL 230. Emphasis is on human structure and functions of the integumentary, skeletal, muscular and nervous systems. Corequisite: BIOL 230. Offered: Fall.

BIOL 231 HUMAN ANATOMY AND PHYSIOLOGY II (3)

A continuation of BIOL 230. The cardiovascular, respiratory, digestive, excretory, reproductive, immune and endocrine systems are studied. Prerequisite: BIOL 230. Corequisite: BIOL 231L. Offered: Spring.

BIOL 231L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1)

Lab experience for BIOL 231. Focus is on the anatomy and physiology of different systems (endocrine, digestive, respiratory, cardiovascular, excretory and reproductive). Corequisite: BIOL 231. Offered: Spring.

BUSINESS ADMINISTRATION

BSAD 111 INTRODUCTION TO BUSINESS (3)

Structure of business, business activities, business opportunities and an understanding of the nature of the business world. Also covered is an overview of the principles of marketing, the concepts of management, business ethics and the global context of business. Offered: Fall.

BSAD 112 BUSINESS MATH (3)

The course introduces basic mathematical skills related to business applications and accounting. This includes such topics as pricing, payroll, simple and compound interest, depreciation, inventory, overhead, future and present values, and annuities. Prerequisite: MATH 101. Offered: Fall and Spring.

BSAD 119 PLANNING THE ENTREPRENEURIAL VENTURE – INTRODUCTION (3)

Move from entrepreneurial dreams to small business reality using practical concepts, realistic insights and successful management techniques while exploring an overview of small business integrity. Offered: Occasionally.

BSAD 211 PRINCIPLES OF MANAGING (3)

A study of the functioning and administration of different types of organizations, including concepts and theories of leadership, management and organizational behavior. Prerequisite: ENGL 109. Offered: Fall and Spring.

BSAD 215 ENTREPRENEURIAL E-COMMERCE (3)

This online course addresses the desire to develop a profit-motivated internet business. Topics include research and creation of an online business, marketing, blogs, and product positioning and pricing. Offered: Occasionally.

BSAD 221 ENTREPRENEURIAL BUSINESS MODEL-FRANCHISING (3)

This online course uses the market research and feasibility assessment of the franchise business model to develop a complete and personal Entrepreneurial Business Plan. Emphasis is on writing the vision and mission statement, the company overview, the product/service strategy, the marketing plan, the financial plan and executive summary using the franchise business model. Offered: Occasionally.

BSAD 222 ENTREPRENEURSHIP IN A GLOBAL SETTING (3)

This online course provides an overview of global entrepreneurship in the new century with an emphasis on global marketing, gaining access to resources, exporting, importing, and risk management. Researching international franchises, strategic alliances and locating facilities abroad. Topics include how the World Wide Web is used as the most efficient global entrepreneur tool. Offered: Occasionally.

BSAD 232 BUSINESS LAW I (3)

An examination of fundamental legal principles and their application to business transactions. The course includes a brief survey of the sources, functions and objectives of the law and an overview of the federal and New Mexico court systems and procedures. Also covered: alternative dispute resolution, torts (including negligence, intentional torts, and strict liability), and contract creation, breach, performance, and remedies. Prerequisite: ENGL 109. Offered: Fall and Spring.

BSAD 233 BUSINESS LAW II (3)

This course emphasizes the laws of sales, negotiable instruments, secured transactions, business organizations, agency, employment law, and property. Prerequisite: ENGL 109. Offered: Spring.

BSAD 235 HUMAN RELATIONS IN THE WORKPLACE (3)

The study of human behavior in the workplace; the development of human values, attitudes and behavior and how these influence communication, motivation, leadership, management, human interaction, team building and conflict resolution within an organization. Students apply these concepts to real-life situations and case studies. Prerequisite: ENGL 109. Offered: Spring.

BSAD 240 PRINCIPLES OF MARKETING (3)

A complete overview of the system for assessing customer needs, allocation of scarce resources to fulfill those needs, transmittal of market-related information, comple-

COURSE DESCRIPTIONS

tion of exchange process and profit maximization in free markets. Emphasis is on interdisciplinary tools for management, decision making and developing marketing strategies in domestic and international market applications. Prerequisite: ENGL 109 or ENGL 111. Offered: Spring.

BSAD 245 PRINCIPLES OF FINANCE (3)

An introductory finance course that focuses on financial markets, cash forecasting, capital management and financial data and statements for business owners or managers. Prerequisites: ACCT 111 or ACCT 121. Offered: Fall.

BSAD 260L BUSINESS STATISTICAL ANALYSIS AND LAB (4)

This introductory course in business statistics covers the collection, tabulation and analysis of business and economic data. Topics include averages, dispersion, statistical inference, correlation, regression and statistical decision making. In the laboratory component, students use computer analysis for application and interpretation of descriptive, bivariate and multivariate statistics. Prerequisite: MATH 109. Offered: Fall and Spring.

BSAD 290 MANAGERIAL REFLECTIONS (1)

Students perform a series of personal reflection exercises that investigate and demonstrate the range of business management skills, expertise and personal growth they have acquired through their business management course of study. They use this information to create a personal career plan. Student must be enrolled in the final block of a CWA business administration degree program. Prerequisite: Permission. Offered: Occasionally.

CHEMISTRY

CHEM 109 PREPARATION FOR GENERAL CHEMISTRY (3)

Fundamental chemistry includes units conversion, nomenclature, atomic structure, bonding, moles, stoichiometry, the periodic table, problem-solving techniques and skills. The two-course sequence, CHEM 109 and CHEM 110, is equivalent to CHEM 111. Prerequisite: Permission. Corequisite: CHEM 109L. Offered: Fall.

CHEM 109L PREPARATION FOR GENERAL CHEMISTRY LAB (1)

Laboratory experience for CHEM 109. The lab emphasizes hands-on investigations that support concepts discussed in CHEM 109. Prerequisite: Permission. Corequisite: CHEM 109. Offered: Fall.

CHEM 111 INTRODUCTION TO CHEMISTRY (3)

A general introduction to concepts in chemistry such as quantitative measurement, physical and chemical properties, heat, atomic theory, the periodic table, bonding, nomenclature and solutions. Prerequisites: ENGL 109 and MATH 102. Corequisite: CHEM 111L. Offered: Summer, Fall and Spring. NMCCNS: CHEM 1113. NMGECC: Area III.

CHEM 111L INTRODUCTION TO CHEMISTRY LAB (1)

Lab experience for CHEM 111. The lab emphasizes hands-on investigations that support concepts discussed in CHEM 111. Corequisite: CHEM 111. Offered: Summer, Fall and Spring. NMCCNS: CHEM 1111. NMGECC: Area III.

CHEM 121 GENERAL CHEMISTRY I (3)

An introduction to general chemistry concepts for science majors. Topics include stoichiometry, bond theory, molecular structure and forces, quantum mechanics theory and atomic structure, aqueous solutions and gas laws. Prerequisite: MATH 121. Corequisite: CHEM 121L. Offered: Fall and Spring. NMCCNS: CHEM 1213. NMGECC: Area III.

CHEM 121L GENERAL CHEMISTRY I LAB (1)

Laboratory experience for CHEM 121. Emphasis is on firsthand observations that support concepts from CHEM 121. Corequisite: CHEM 121. Offered: Fall and Spring. NMCCNS: CHEM 1211. NMGECC: Area III.

CHEM 122 GENERAL CHEMISTRY II (3)

A continuation of Chemistry I. Topics include chemical equilibria, thermodynamics, acid-base chemistry, nuclear chemistry and a survey of biochemistry and organic chemistry. Prerequisite: CHEM 121. Corequisite: CHEM 122L. Offered: Fall and Spring. NMCCNS: CHEM 1223. NMGECC: Area III.

CHEM 122L GENERAL CHEMISTRY II LAB (1)

Laboratory experience for CHEM 122. Emphasis is on first hand observations that support concepts from CHEM 122. Corequisite: CHEM 122. Offered: Fall and Spring. NMCCNS: CHEM 1221. NMGECC: Area III.

CHEM 125 RECITATION SECTION FOR GENERAL CHEMISTRY I (1)

A recitation section to accompany CHEM 121. Emphasis is placed on developing and maintaining skills necessary for success in CHEM 121. Graded as Pass/Fail. Corequisite: CHEM 121. Offered: Fall and Spring.

CHEM 126 RECITATION SECTION FOR GENERAL CHEMISTRY II (1)

A recitation section to accompany CHEM 122. Emphasis is placed on developing and maintaining skills necessary for success in CHEM 122. Corequisite: CHEM 122. Offered: Fall and Spring.

CHEM 212 INTEGRATED ORGANIC/BIOCHEMISTRY (4)

This survey course focuses on the major principles of organic and biochemistry with emphasis on topics related to the health sciences. Prerequisite: CHEM 111 or CHEM 121. Corequisite: CHEM 212L. Offered: Fall and Spring.

CHEM 212L INTEGRATED ORGANIC AND BIOCHEMISTRY LAB (1)

Laboratory experience for CHEM 212. Emphasis is on firsthand observations that support concepts from CHEM 212. Corequisite: CHEM 212. Offered: Fall and Spring.

CHEM 220L CHEMISTRY RESEARCH PROJECT (1-2)

Students enrolled in CHEM 220 undertake an independent, open-ended chemistry research project under the supervision of a chemistry faculty member. Graded as Pass/Fail. Variable credit. Prerequisite: Permission. Offered: Summer, Fall and Spring.

CHINESE

CHIN 111 BEGINNING MANDARIN I (4)

A beginning Mandarin course designed to introduce the Mandarin sound system, basic vocabulary, and Mandarin characters. This course is recommended for students who have had little or no experience in the Chinese language. Prerequisite: None. Offered: Occasionally.

COMMERCIAL DRIVER'S TRAINING

CDLT 111 COMMERCIAL DRIVER'S LICENSE (1)

Preparation for the New Mexico Commercial Driver's License (CDL) written examination. Students study training manuals and practice tests prepared by the state of New Mexico. The course is appropriate for professional truck drivers or nonprofessionals interested in attaining commercial drivers' classifications and endorsements. Graded as Pass/Fail. Offered: Fall and Spring.

COMPUTER AND INFORMATION TECHNOLOGY

CITC 110 COMPUTER NOVICES (1)

This hands-on course is designed for future computer users who currently have no computer hardware or software skills. Students learn basic hardware operations, core keyboard and mouse skills, essential terminology and rudimentary software application concepts necessary for successful participation in other computer courses. Graded as Pass/Fail. Offered: Occasionally.

CITC 111L COMPUTERS AND TECHNOLOGY (4)

This foundational course emphasizes a general literacy with all aspects of personal computers and their related technologies. Topics include hardware, software, the Internet and scripting programming languages. Students explore and use various desktop applications and peripheral devices to understand the importance and possibilities of technology in their everyday lives. Offered: Summer, Fall and Spring.

CITC 112 HARDWARE/SOFTWARE FUNDAMENTALS (4)

This hands-on course contains lab exercises to provide the student with an introduction to the hardware components and operating systems within a microcomputer. A lab component is included to build a microcomputer as well as basic installation, administration and troubleshooting of software. Prerequisite: CISC 111. Offered: Fall and Spring.

CITC 119 INTRODUCTION TO WINDOWS (1)

A hands-on introduction to Microsoft Windows operating system. This course focuses on navigating the Windows environment, using Windows-based programs and mastering file, folder and disk management. Graded as Pass/Fail. Offered: Summer, Fall and Spring.

CITC 122 COMPUTER NETWORKS (3)

This course provides a general introduction to the full range of current networking. Students establish a firm foundation toward achieving further competencies. Topics include installing, configuring and trouble shooting networked environments. Offered: Fall.

COURSE DESCRIPTIONS

CITC 212 DATABASE FUNDAMENTALS (3)

This course is an introduction to database management systems. Emphasis is on the relational data model. Topics include query languages, relational design theory, file structures and query optimization. Students will create a database and implement a data manipulation language to exploit its contents. Prerequisite: CITC 112. Offered: Spring.

CITC 215 NETWORK ADMINISTRATION (3)

This course is for those who will be responsible for installing, configuring, managing, supporting and administering a network infrastructure with server operating systems. Topics include DHCP, DNS, WINS and Web server configurations. Offered: Fall.

CITC 216 DIRECTORY SERVICES (3)

This course provides students with the knowledge and skills necessary to install, configure and administer directory services. The course also focuses on implementing group policy and performing the group policy-related tasks that are required for central management of users and computers. Prerequisite: CITC 215. Offered: Fall.

CITC 219L HELP DESK LAB I (3)

This course provides the student with opportunities to learn customer-support skills for technical support of information systems. Topics include how to log customer inquiries, common solutions and problem-solving techniques for more advanced issues. Students work in a simulated lab environment to apply these theories under the direction of faculty and staff. Prerequisites: CISC 121 and CISC 122. Offered: Fall.

CITC 225 NETWORK INFRASTRUCTURE (3)

This course provides students with the knowledge and skills necessary to develop network services solutions for enterprise networks. Major topics include an overview of networking technologies and strategies for implementing and managing services such as TCP/IP, DHCP, DNS, WNS, RAS, proxy servers and other pertinent services. Prerequisite: CITC 211. Offered: Spring.

CITC 226 NETWORK SECURITY (3)

This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using security technologies. Topics include providing secure access to local network users, remote users, and designated partners between private and public networks. Prerequisite: CITC 215. Offered: Spring.

CITC 227 INFORMATION TECHNOLOGY APPLICATIONS (3)

Working in development teams, students propose projects that solve business problems and deliver effective, working information systems to an organization. Students

gain real-world experience in the design, analysis and implementation process and understanding of the effects of practical constraints. Prerequisite: CISC 125. Offered: Fall and Spring.

CITC 230 CMS FOR EDUCATORS (1)

A hands-on course on Course Management Software (CMS). This course is designed for faculty who want to develop or enhance an online course, a “blended” course, or a classroom support site. The course focuses on the tools used to build online course community, make course content available to students and assess student learning. Basic computer skills required. Offered: Fall and Spring.

CITC 299 COOPERATIVE EDUCATION (1-3)

This course provides students with an opportunity to enlarge and complete their learning experience by spending time in a real working environment, in a paid position. Students must have completed a significant portion of core requirements to be eligible for this course. Variable credit. Graded as Pass/Fail. Prerequisite: Permission. Offered: Spring.

COMPUTER INFORMATION SYSTEMS

CISC 110L COMPUTER LITERACY (3)

This basic course in computer literacy is for the novice user and emphasizes common computer terminology and usage. It includes examination and application of typical microcomputer application software. Offered: Occasionally.

CISC 111 INTRODUCTION TO COMPUTER SCIENCE (3)

This course presents a broad overview of computer science that integrates programming with hardware fundamentals algorithms and computability. Topics include problem-solving strategies, study of algorithms, programming paradigms and social and historical context of computing. Corequisite: CISC 111L. Offered: Summer, Fall and Spring. NMGECC: Area III.

CISC 111L INTRODUCTION TO COMPUTER SCIENCE LAB (1)

Computer laboratory experience for CISC 111. The lab emphasizes hands-on investigation and application that supports the concepts discussed in CISC 111. Offered: Summer, Fall and Spring.

CISC 115 WEB COMPUTING (3)

This course introduces the learner to the World Wide Web environment and Web scripting and management. Topics include security, privacy, HTML scripting, multimedia, network operating systems, networking protocols, databases, compression and decompression. Students will program using a scripting language, such as JavaScript. Offered: Fall.

CISC 125L INTRODUCTION TO PROGRAMMING (4)

This course is an introduction to structured programming concepts. This lecture/lab course provides an understanding of the relationships between computing and problem solving. Students design and write structured programs in a high-level language to solve mathematical and science-related problems. Corequisite: MATH 109. Offered: Spring.

CISC 126L OBJECT ORIENTED PROGRAMMING (3)

This is an introduction to object-oriented programming (OOP) using the C++ compiler. Topics include integration of structured programming concepts with object-oriented programs, objects and instances, constructors and destructors, member and friend functions, overloaded functions and operators, and inheritance and derived classes. Prerequisite: CISC 111. Offered: Fall.

CISC 215L INTERMEDIATE PROGRAMMING (3)

This course is an introduction to programming from an object-oriented perspective. Students will develop programs with the understanding of object-oriented concepts such as: objects, classes, methods, encapsulation and polymorphism. Some topics will include simple data structures, graphical user interfaces, arrays and exception handling. Prerequisite: CISC 125L. Offered: Fall.

CISC 219L WEB PROGRAMMING I (3)

This course provides the fundamental skills needed to develop interactive content for the Internet with in-depth coverage of client-side programming languages such as JavaScript, XHTML, Dynamic HTML, XML and Perl. Prerequisite: CISC 125L. Offered: Fall.

CISC 221 SYSTEMS ANALYSIS METHODS (3)

This course provides an overview of the systems development life cycle. Emphasis is on current system analysis, documentation and the use of both classical and structured tools and techniques. Students describe process flows, data structures, file design, input and output design and program specifications. Prerequisite: CISC 215L Offered: Spring.

CISC 227L UNIX FUNDAMENTALS (3)

This course is an introduction to the UNIX operating system. Topics include a brief history of the UNIX Operating System, the UNIX shell, file structures, editors, file processing, file permissions and fundamental networking concepts. This course introduces basic system administration and security. Prerequisite: CISC 125L or permission. Offered: Fall.

CREDIT FOR PRIOR LEARNING

CRPL 200 PRIOR LEARNING PORTFOLIO (2)

Students develop a portfolio that describes and documents college-level learning they have acquired through life and work experience. As part of the process, and with the assistance of faculty advisers, they match their learning to courses offered at SFCC and request credit for those courses. After the portfolio is completed, it is submitted to the appropriate department(s) for evaluation by faculty, who determine the amount of credit to be awarded. A student may be awarded up to 30 credits based on learning documented in a portfolio. These credits may not be used to satisfy residency requirements. Prerequisites: ENGL 109 and permission. Offered: Occasionally.

CRPL 296 GRADUATION PORTFOLIO (1)

Students assemble a portfolio that demonstrates the range of skills and expertise they have acquired through their course of study at SFCC. The portfolio is intended to serve as a resume of skills and an assessment of learning. Graded as Pass/Fail. Prerequisite: Petition to graduate on file. Offered: Occasionally.

CRIMINAL JUSTICE

CRJS 108 SURVEY OF THE CRIMINAL JUSTICE SYSTEM (3)

The course provides students with a basic understanding of the concept of crime and the components of the criminal justice system (police, courts and corrections). It also includes information regarding careers in law enforcement, security and corrections. Offered: Fall and Spring.

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CRJS 135 FORENSIC SCIENCE I (3)

An introduction to the modern crime laboratory and the application of science in criminal investigations. The course presents the techniques, limitations and significance of crime-laboratory analyses, with emphasis on physical evidence and how it relates to the crime-solving process. Offered: Fall.

CRJS 136 FORENSIC SCIENCE II (3)

A continuation of the study of the modern crime laboratory and the application of science in criminal investigations. The course includes a presentation of techniques, limitations and significance of crime-laboratory analyses, with emphasis on physical evidence and how it relates to the crime-solving process. Offered: Spring.

CRJS 203 CRIMINAL LAW AND PROCEDURE (3)

This course covers U.S. criminal law and procedures, including the philosophy and social basis of U.S. criminal law, the classification of crime, the elements of and parties to a crime, defenses against criminal responsibility and the laws of arrest, search and seizure. Offered: Fall.

CRJS 205 LAW ENFORCEMENT SUPERVISION (3)

This course covers the principles of supervision for law enforcement first-line supervisors. It includes the role and functions of first-line supervisors; leadership skills; the hiring, growth, training and promotion of subordinates; handling personnel problems; communications skills; and problem solving. Offered: Occasionally.

CRJS 206 LAW ENFORCEMENT MANAGEMENT (3)

The course covers the principles of management for law enforcement mid-level managers. It includes the role of a manager in running current operations of a law enforcement agency, as well as the management skills necessary to prepare the agency to meet future commitments. Prerequisite: CRJS 205. Offered: Occasionally.

CRJS 207 SENIOR EXECUTIVE LAW ENFORCEMENT MANAGEMENT (3)

This course is designed for executive-level managers of law enforcement agencies. It will allow students to critique a classic management text and write an original paper regarding a critical management issue faced by their department. As part of a group composed of members of their department's executive staff, students will participate in a project designed to guide their department's transition over the next five to 10 years. The group will also participate in SFCC's Teamwork in Action Program. Offered: Occasionally.

CRJS 209 PROBATION, PAROLE AND COMMUNITY CORRECTIONS (3)

A survey and analysis of probation, parole, other community reintegration procedures, halfway houses, community treatment centers, volunteer programs and graduated release. Special emphasis is placed upon the functions, possibilities and problems of community-based programs. Offered: Spring.

CRJS 210 AMERICAN LAW ENFORCEMENT SYSTEMS (3)

This course covers the history and functions of law enforcement in the United States, including police operations, organizations, administration, issues in law enforcement and future challenges. Offered: Spring.

CRJS 211 THE CRIMINAL JUSTICE SYSTEM (3)

This course covers the history and philosophy of the criminal justice system and the purpose and functions of its components (the police, courts and corrections). The causes and extent of crime and the functions of the juvenile justice and private security systems are examined. Offered: Fall.

CRJS 223 AMERICAN CORRECTIONAL SYSTEMS (3)

This course covers the history and philosophy of adult and juvenile corrections. It examines institutional and community-based corrections, reintegration of offenders into society, correctional administration and legal issues, and future challenges to the correctional system. Offered: Spring.

CRJS 231 CRIMINAL INVESTIGATIONS (3)

A study of the relationship of physical evidence to the process of criminal investigations. The course includes the interrelationships and significance of physical evidence as applied to the investigation of serious crimes; the identification, collection and preservation of physical evidence; and the introduction of evidence into the criminal trial process. It also covers sources of information, interviewing and interrogation. Offered: Spring.

CRJS 232 CRIME PROFILING I (3)

An examination of the techniques for applying socio-psychological profiling in modern criminal investigations. The uses of inductive and deductive profiling within the criminal justice system are examined. May be taken twice for degree or certificate credit. Offered: Spring.

CRJS 233 CRIME PROFILING II (3)

A continuing examination of the techniques for applying socio-psychological profiling in modern criminal investigations. The uses of inductive and deductive profiling within the criminal justice system are examined. May be taken twice for degree or certificate credit. Offered: Fall.

CRJS 234 CRIMINAL INVESTIGATION II (3)

This course covers the fundamentals of crime scenes and criminal investigations with an emphasis on procedural techniques and how these relate to the collection and documentation of the physical evidence present. Emphasis is placed on various types of crimes, physical evidence and how to better assure a more competent, successful case closure and courtroom presentation. Prerequisites: CRJS 231 and permission. Offered: Occasionally

CULINARY ARTS

CULA 111L INTRODUCTION TO CULINARY ARTS (1)

This course is designed to give entry-level culinary students the opportunity to learn basic kitchen operations and food preparation. May be taken twice for degree or certificate credit. Offered: Occasionally.

CULA 112L BREAD BAKING I (1)

This class will introduce students to the techniques, terms and equipment used in artisan bread making. Student will have the opportunity to work with a variety of starters and flours. Students will gain hands-on experience working with a variety of doughs. Offered: Occasionally.

CULA 113L BASIC PASTRIES I (1)

This course teaches students how to use baking equipment and tools. Students prepare a variety of pies, cakes and basic pastries from scratch. Offered: Fall and Spring.

CULA 114L COMMERCIAL BAKING (4)

An advanced, hands-on course in modern bakeshop production. Emphasis will be placed on producing high-quality baked goods using professional techniques. Prerequisite: CULA 113L or permission. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

CULA 115L CULINARY FUNDAMENTALS I (4)

The class covers professionalism, the history of culinary arts, basic concepts and practices of food safety and sanitation, nutrition, and menu and recipe design. Students are introduced to competencies, broad knowledge and understanding of kitchen

tools and equipment, kitchen organization, knife skills and kitchen staples. Students learn the science of cooking and heat transfer involved in the many different methods of cooking (roasting, poaching, grilling, etc.), as well as the cooking methods used with stocks and sauces, soups and meat (beef, veal, lamb, pork, poultry and game). There is extensive hands-on recipe production in each category, with an emphasis on professional, fine restaurant application. Offered: Fall.

CULA 123L SOUPS AND SAUCES (1)

A course in the basic sauces, including béchamel, egg emulsion, velouté, espagnole and tomato sauces. Soup stocks are covered in depth, as well as consommé, cream soups, chowders and vegetable soups. Students learn how various stocks and sauces form the basis of a wide variety of dishes. Offered: Occasionally.

CULA 151L CULINARY FUNDAMENTALS II (4)

This class, a continuation of Culinary Fundamentals I, defines and illustrates cooking methods for fish and shellfish, eggs, vegetables, grains and pastas and presents preparation techniques for salads and salad dressings, fruits, sandwiches, charcuterie, canapés and other hors d'oeuvres. The class continues with a study of principles of the bakeshop quick breads, yeast breads, pies, pastries, cookies, cakes, frostings, custards, creams, frozen desserts and sauces and offers theories and practical applications of plate presentation and buffet presentation. This class stresses extensive hands-on recipe production in each category, with an emphasis on professional, fine-dining restaurant application. Prerequisite: CULA 115L. Offered: Spring.

CULA 212L ADVANCED BAKING I (1)

An advanced, hands-on course covering a variety of classical pastries. Students prepare pastry dough, work with spun sugar, temper and dip chocolate, and use advanced techniques and equipment in professional pastry production. Prerequisite: CULA 113L. Offered: Fall and Spring.

CULA 213L BASIC PASTRIES II (1)

A continuation of CULA 113L, this course teaches the classical repertoire of pastry making combined with modern kitchen techniques. Special emphasis will be placed on producing high-quality pastries in a restaurant environment. Prerequisite: CULA 113L. Offered: Fall and Spring.

CULA 214L SEAFOOD COOKING (1)

An advanced class designed to teach the identification, selection, handling and proper preparation of a variety of seafood, including fresh- and salt-water fish, bivalves and mollusks, crustaceans, echinoderms and/or cephalopods. Recipes include a variety of hot and cold seafood dishes and cover cooked, raw and marinated seafood products. Students are provided with established recipes and are required to develop

COURSE DESCRIPTIONS

original recipes. Types of seafood used in the course may vary depending upon product availability. Offered: Occasionally.

CULA 215L INTERNATIONAL CUISINE (4)

A class designed to give students an introduction to and hands-on experience in cooking the major cuisines of the world, including French, Italian, Mediterranean, African, Asian, regional American (including Southwest) and Latin American. The uses of ingredients and seasonings are explored in the preparation of traditional, classical and contemporary cooking from each of these cultures. Prerequisite: CULA 151L. Offered: Fall.

CULA 216L FRENCH CUISINE (1)

A hands-on course covering the variety of regional foods of France. The uses of French ingredients and seasonings are explored in the preparation of traditional, classical and nouvelle-contemporary cuisine. Students will prepare a three-course meal each day to include stocks, sauces, vegetables, desserts and breads. Prerequisite: CULA 111L or CULA 115L or permission. Offered: Occasionally.

CULA 217L ASIAN CUISINE (1)

A hands-on course covering the variety of regional foods of Asia, including the cuisines of Thailand, China, Japan and India. The uses of Asian ingredients and seasonings are explored in the preparation of traditional dishes and contemporary fusion and Pacific Rim cuisine. Offered: Occasionally.

CULA 219L VEGETARIAN CUISINE (2)

A course covering the variety of vegetarian options including legumes, grains, fruits, vegetables, meat alternatives and menu planning for optimal nutrition. Various types of vegetarian dietary lifestyles (lacto-ovum, vegan, etc.) as well as macrobiotics, health foods and low-fat preparation are covered. Students prepare a variety of vegetarian dishes including appetizers, entrees, side dishes, breads, salads and desserts. This is a hands-on course designed for students with basic cooking skills. Offered: Fall.

CULA 220L FOOD TRENDS WORKSHOP (1)

An examination and exploration of new trends in food preparation, ingredients, ethnic/fusion cuisine, seasonings, cooking techniques and nutrition theories. Students prepare foods with a view toward experimentation with the latest trends and with the goal of developing new recipes for consistent production of up-to-the-minute menu items. May be taken twice for degree or certificate credit. Offered: Occasionally.

CULA 221L ADVANCED BAKING II (1)

An advanced, hands-on course covering a variety of pastries. Students learn to prepare advanced desserts with multiple components. They will work with pastry

dough, spun sugar and tempered chocolate, using advanced techniques and equipment. Prerequisite: CULA 212L. Offered: Occasionally.

CULA 222L ITALIAN CUISINE (1)

Students learn traditional recipes from both northern and southern Italy by preparing regional appetizers, soups, breads and desserts. Emphasis is on the techniques of preparing many different kinds of fresh pasta. Offered: Occasionally.

CULA 223L AFRICAN CUISINE (1)

An exploration of the cuisines of the African continent. Traditional and contemporary recipes are covered, from the cous cous of Morocco, the savory stews of the eastern plains and the sophisticated cuisine of Senegal to the creolized foods of Mauritius and the Seychelles and the Afrikaner barbecues of South Africa. Offered: Occasionally.

CULA 224L PROFESSIONAL SAUTÉ (1)

This course covers how to prepare fish, poultry, meats and vegetables. Students learn the mise-en-place preparation method and its basic techniques. Offered: Occasionally.

CULA 226L SOUTHWEST CUISINE (1)

A hands-on course covering the variety of foods of the American Southwest, including the influences of Mexican, Spanish and Native American traditions in Southwestern and New Mexican food. The uses of seasonings, masa harina, chiles, meats, fruits and vegetables are explored in the preparation of traditional and innovative cuisine, including appetizers, entrees, desserts and salads. Offered: Occasionally.

CULA 229L JEWISH FOOD (1)

This is a survey of Jewish cuisine throughout the world, including techniques, methods and ingredients common to Jewish foods. Traditional and holiday foods are covered (non-kosher kitchen). The course also includes discussion of historical context and dietary concerns. Offered: Occasionally.

CULA 232L CAKE MAKING (1)

An advanced, hands-on course. Student will prepare a variety of both classical and home-style cake recipes including genoise, charlotte russe, dacquoise and angel food, plus the syrups, fondants and icings used in the modern pastry station. Emphasis will be placed on producing high-quality pastry using professional techniques. Prerequisite: CULA 113L or permission. Offered: Spring and Fall.

CULA 233L CAKE DECORATING (1)

An advanced, hands-on course. Student will prepare a variety of classical and home-style syrups, fondants and icings and practice their use. Emphasis will be placed on beauty, dexterity and style in the creation of professional-level finished cakes. Prerequisite: CULA 113L or permission. Offered: Fall and Spring.

CULA 234L CHOCOLATE AND SUGAR WORKSHOP (1)

An advanced, hands-on course. Students learn the chemical composition of sugar and chocolate, and will practice a variety of techniques for creating structural design elements from the two materials. Emphasis will be placed on developing a practical understanding of the nature and use of sugar and chocolate in the professional kitchen. Prerequisite: CULA 113L or permission. Offered: Fall and Spring.

CULA 235L THE PLATED DESSERT (1)

An advanced, hands-on course. Student will prepare a variety of design elements, including syrups, coulis, sugars and chocolates, and practice their use by constructing numerous plated desserts and dessert displays. Emphasis will be placed on combining taste, texture and visual appeal to create distinctive and professional plate designs. Prerequisite: CULA 113L or permission. Offered: Fall and Spring.

CULA 240L THE ART OF PRESENTATION (1)

A course designed to give students a beginning in presentation and styling. The art of garnishing, plate design, composition and color, buffet structure, creating a buffet menu, placement on the buffet, pastry bag use, table settings and napkin folding are some of the methods and techniques covered. Prerequisites: CULA 151L and permission. Offered: Occasionally.

CULA 242L AMERICAN COUNTRY COOKING (1)

A hands-on course covering the various regions and genres loosely classified as American country cooking, including mid-Atlantic Amish, Mennonite and Shaker traditions; Cajun, Creole and low-country styles; cowboy meals; and classic home cooking. Students prepare farmhouse-style baked goods, barbeques, Sunday dinners and traditional holiday treats using classical country techniques and typical ingredients. Offered: Occasionally.

CULA 244L OFF-SITE CATERING (1)

A hands-on course covering the specialized equipment and techniques necessary for successfully serving parties, banquets and production dinners. Students concentrate on developing the skills necessary for working in top-level catering operations anywhere in the world. Emphasis is on mise en place, timing and attention to detail. Offered: Occasionally.

CULA 246L ADVANCED GARDE-MANGER (1)

A hands-on course covering advanced garde-manger techniques of charcuterie, ices and sorbets, banquet displays and garniture. Students concentrate on developing the skills necessary for working in top-level, fine-dining restaurants in America or Europe. Emphasis is on mise en place, timing and attention to detail. Offered: Occasionally.

CULA 250L PASTRY PRESENTATION AND DISPLAY (4)

This is an advanced capstone course covering a variety of pastries and baked goods with an emphasis on final presentation and display. Students learn to plan, prepare and present final projects. They will work with pastry doughs, sugars, chocolates and other products, using advanced techniques and equipment. Prerequisite: CULA 235L. Offered: Spring.

CULA 251L RESTAURANT CONCEPT (4)

This is a capstone class designed to demonstrate the students' competencies gained throughout the previous three semesters of study. After a lecture component in restaurant start up and design, students complete a mid-year project in which they design a new business concept, including location, floor plan, equipment purchases, legal and tax matters and menu design. They write a restaurant menu, a marketing plan and a business plan that includes financial statements and projected budgets for the first year of operation. The second part of the class is a practicum in which each student presents a four-course meal from the menu in their business plan. This part of the class gives the student hands-on practice in management and supervision skills, as well as in large-quantity banquet production. Prerequisite: CULA 151L or ENGL 111. Offered: Spring.

CULA 256L HISTORY AND USES OF SPICES (1)

This course will introduce the student to the history and uses of spices, herbs, oils, and vinegars. During this course the student will learn to identify spices and herbs and learn to apply them to cooking. We will taste different types of qualities of vinegars and oils, and learn the history and process of making them. Offered: Occasionally.

CULA 257L FUNDAMENTALS OF MEAT FABRICATION (1) AND BUTCHERY

Students learn the difference between primal and sub primal beef cuts and fabricate poultry, pork and fish cuts. Students explore different methods of cookery based on individual cuts. Emphasis on hands on learning. Offered: Occasionally.

CULA 299 CULINARY EXTERNSHIP (4)

This externship is designed to provide future culinarians entering the workplace with comprehensive training in the practical and theoretical aspects of work required in a highly skilled profession. This 10-week hands-on program exposes students to the different workstations of a kitchen operation. After each station is completed, students are evaluated by the sponsoring chef for competency and comprehension of tasks learned. Prerequisites: CULA 151L and HRMG 118 and permission. Offered: Summer, Fall and Spring.

COURSE DESCRIPTIONS

DANCE

DANC 140L DANCE IMPROVISATION (2)

Exploration and study of movement as nonverbal communication and how movement is used to communicate ideas and how an idea can be expressed through the use of movement alone. This course is an introduction to the creative process; skills in creative problem solving are learned and developed for practical use. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

DANC 141L BASIC DANCE (1-2)

A combination experiential and lecture course for students with no previous formal dance training. Students are introduced to the study of dance as they learn technique in jazz, modern dance, ballet and flamenco dance. This course prepares students for level-I technique classes in jazz, modern dance, ballet and flamenco. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

DANC 142L DANCE PEDAGOGY (2)

This course is designed to give participants experience and resources for K-12 students. Instruction will focus on age-appropriate dance activities, creative movement and rhythmic exercises. Each student will be given in-class teaching opportunities which will focus on age-group preparedness, organization, clear articulation, progression, presentation, unit plan development and evaluation. May be taken twice for degree or certificate credit. Offered: Spring.

DANC 143L BELLY DANCE (1-2)

This course introduces dancers to Middle Eastern (Belly) Dance, or Raks Sharqui, using the basic steps, movements and rhythms of Turkish, Egyptian and pan-North African dance forms. Students study a choreography that includes many Basic steps and arm movements, as well as experiment with taxim or solo improvisation. The course focuses on posture and presence, strength in technique, confidence in performance and improvisation, and identification of basic rhythms and styles of the music and dance. There is a simple introduction to zils, or finger cymbals, and veil dancing. Each class period includes both technical and personal work, encouraging each dancer to find individual style and internal connection within this beautiful form of dance. May be taken twice for degree or certificate credit. Variable credit. Offered: Occasionally.

DANC 145L BEGINNING AFRO-JAZZ (1)

A beginning class in techniques and rhythms of Afro-jazz and Caribbean dance. Students are introduced to jazz techniques and movements that are derived from or blended with more traditional forms of African, Brazilian and Caribbean dance.

Emphasis is on building strength and flexibility while learning to feel and move to a variety of rhythms and music. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

DANC 146L BEGINNING SALSA AND SWING (1)

This class for beginners starts with the fundamentals of salsa and swing styles of dance. May be taken twice for degree or certificate credit. Offered: Occasionally.

DANC 148L BEGINNING LINE DANCING (1)

Beginning students study choreographed patterns of steps performed in unison by any number of people dancing in rows (lines). May be taken twice for degree or certificate credit. Offered: Occasionally.

DANC 149L DANCERS' PILATES (1)

This course is based on the Pilates Method of physical and mental conditioning. Pilates, a series of exercise postures that are connected in an integrated way, increases circulation and flexibility and strengthens specific areas of the body. Pilates concentrates on the powerhouse or core, which assists dancers by improving balance and alignment capabilities. The routine brings harmony between mind and body. May be taken twice for degree or certificated credit. Offered: Occasionally.

DANC 155L HIP-HOP DANCE (1)

This course provides an atmosphere of safety and encouragement in which students can express creativity and individuality through hip-hop dance. The class is open to beginning and intermediate students. May be taken twice for degree or certificate credit. Offered: Occasionally.

DANC 171L JAZZ I (1-2)

This course is for students with a basic knowledge of dance technique. They work to attain muscle control and strength as well as increased flexibility. Further awareness of proper body alignment for injury prevention is emphasized. Jazz choreography, style and terminology are taught at a secondary level. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 141L. Offered: Summer, Fall and Spring.

DANC 172L BALLET I (1-2)

This course is for students with a basic knowledge of ballet technique. Correct ballet placement, alignment, and an increase in muscular strength and control are emphasized, along with expanding students' ballet vocabulary in preparation for intermediate-level work. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 141L. Offered: Fall and Spring.

DANC 173L FLAMENCO I (1-2)

This is a beginning flamenco dance class, designed to broaden the student's awareness of the art of flamenco and to develop basic technique to pursue further study. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 141L. Offered: Summer, Fall and Spring.

DANC 174L MODERN DANCE I (1-2)

Modern dance techniques and styles for students who have a basic knowledge of modern dance. This course continues to work on concepts begun in the basic dance class and emphasizes dance technique and creative experience. Technique, styles, terminology, history and dance combinations are taught. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 141L. Offered: Summer, Fall and Spring.

DANC 222L RHYTHMIC FUNDAMENTALS (3)

This course is designed as an introduction to music theory and rhythmic training for dance majors and music students. Offered: Occasionally.

DANC 241L JAZZ II (1-2)

An intermediate-level jazz course for students with prior dance training, including ballet. Students are taught performance-style choreography, floor work, multiple turns and intermediate leaps. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 171L. Offered: Summer, Fall and Spring.

DANC 242L BALLET II (1-2)

The course emphasizes correct ballet placement and shows proper alignment to prevent injuries. This course increases students' ability to execute multiple turns, intermediate leaps, battus in petite allegro and higher extensions. Musicality and expression are expanded through performance-style choreography. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 172L. Offered: Fall and Spring.

DANC 243L INTERMEDIATE BELLY DANCE (1-2)

The purpose of this class is to focus, sharpen and expand the technical skills, dance vocabulary and personal presence of each dancer in this dance form. Primary attention is given to arms and hands, body placement, and fluidity and movement. Students work with finger cymbals, taxim (solo improvisation) and veil dancing and study some basic music structure. Students study some of the cultural and stylistic differences of this dance as it manifests in various countries and cultures. Every class period includes both technical and personal work, encouraging each dancer to find an individual style and personal connection within this beautiful dance form. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 143L. Offered: Fall and Spring.

DANC 244L MODERN DANCE II (1-2)

Modern dance techniques and styles at the intermediate level. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 174L. Offered: Fall and Spring.

DANC 245L FLAMENCO II (1-2)

This course presents the structure of flamenco through choreography. Each semester a different choreography and or palo/form rhythm will be studied. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: DANC 173L. Offered: Fall and Spring.

DANC 250L MOVEMENT ANALYSIS I (3)

An introduction to Laban Movement Analysis (LMA), a comprehensive system for observing, performing, describing, analyzing and notating (human) movement. The categories of body, effort, shape and space are studied in relation to four major themes: human function/expression, inner awareness/outer action, exertion/recuperation and mobility/stability. The Bartenieff Movement Fundamentals are included in this course to develop clarity and ease in basic body patterns of movement. May be taken twice for degree or certificate credit. Offered: Occasionally.

DANC 290L DANCE PERFORMANCE (1-2)

Practical and theoretical experience in production of and performance in a dance concert. The course may be taken twice for degree or certificate credit. Variable credit. Offered: Occasionally.

DENTAL ASSISTING

DAST 121 DENTAL ASSISTING I (2)

An introduction to the career of dental assisting with emphasis on its history, organization and guidelines. This class covers ethics, the law, charting, terminology, techniques of prevention, disease transmission and infection control, hazardous communication management, principles and techniques of disinfection and sterilization, regulatory and advisory agencies, chemical safety, dental unit water lines and ergonomics. Prerequisite: Permission. Offered: Fall.

DAST 122L DENTAL MATERIALS (3)

This course covers the composition, properties and classifications of materials commonly used in dentistry with concentrated laboratory practice in their preparation and manipulation. Students learn to store and dispense dental materials. Safety in the laboratory is emphasized. Prerequisite: Permission. Offered: Fall.

COURSE DESCRIPTIONS

DAST 123L DENTAL RADIOGRAPHY I (3)

This course is designed to acquaint the dental assisting student with the science of dental radiology. The course covers radiation in the dental practice, historical background, radiation physics and biology, radiation protection and monitoring, dental X-ray machine components, parts of dental film, anatomical landmarks, interproximal and periapical exposures, processing radiographs, darkroom procedures, mounting films and recognizing, identifying and correcting exposure or processing errors. It also covers legal issues, quality assurance, infection control and digital radiography. This course is required for certificate completion in the dental assisting program. Successful completion qualifies the student to appear for DANB for RHS examinations and register with the state of New Mexico. Prerequisite: Permission. Offered: Fall.

DAST 124 DENTAL SCIENCES I (3)

This course includes a survey of human general and dental anatomy and physiology and addresses the structure and function of the head and neck as applied to dental assisting. It includes an overview of the dentition, oral cavity, tooth morphology, embryology and histology. Prerequisite: Permission. Offered: Fall.

DAST 125L CLINICAL PROCEDURES I (3)

Application of the fundamental principles and procedures of chairside assisting for various dental procedures. Students gain beginning clinical experiences in general assisting techniques using four-handed dentistry concepts with patient contact. Emphasis is on infection-control procedures and management of hazardous materials and chairside psychology. Students learn about types, handling, setting, delivering and retrieving dental instruments. Introduction to expanded intra-oral functions. Prerequisite: Permission. Offered: Fall.

DAST 131 DENTAL SCIENCES II (4)

An in-depth study of dental care, including periodontal diseases, preventive dentistry, patient education, plaque control programs, fluoride, dental sealants, flossing and brushing techniques, and nutrition related to dental health. Participants study oral pathology, including oral defects and microorganisms and their effects on the human body, with recognition and identification of pathological conditions that most frequently occur orally. Students work with patient records, vital signs, oral diagnosis and treatment and acquire skills for dealing with medically and physically compromised patients. Principles of pharmacology and the drugs used in the prevention and treatment of pain and conditions of the oral cavity are addressed, as are preventing, assisting and documenting in a medical emergency. Current basic life support (BLS) knowledge and skills and CPR are also studied in depth. Prerequisite: Permission. Offered: Spring.

DAST 133 PRACTICE MANAGEMENT (2)

A survey of dental practice management, including business and office procedures, public relations and financial management in the dental office. Prerequisite: Permission. Offered: Spring.

DAST 134L CLINICAL PROCEDURES II (4)

A continuation of Clinical Procedures I in which students continue chairside dental assisting for the various recognized dental specialties and gain experience in basic expanded functions, including more patient contact. The course covers theory and offers applied clinical experience in the expanded functions of coronal polishing, placement of fluoride and placement of dental sealant as prescribed in the rules and regulations of the New Mexico Board of Dental Health Care. Prerequisite: Permission. Offered: Spring.

DAST 141 DENTAL EDUCATION ISSUES (1)

An orientation to Dental Assisting Practicum II, which includes familiarization with various dental specialty settings, operations and evaluation procedures. Students review chairside procedures, share their experiences and participate in discussions relating to national credentials and the expanded duty functions that are authorized in the state of New Mexico. Prerequisite: Permission. Offered: Summer.

DAST 193 DENTAL ASSISTING PRACTICUM I (2)

Students gain clinical experience in chairside assisting in various dental applications and practical experience in dental office management as they practice clinical applications of Dental Assisting I and Clinical Procedures I. Prerequisite: Permission. Offered: Spring.

DAST 222 COMMUNITY DENTAL HEALTH (2)

An introduction to public dental health education, including the prevalence and incidence of dental diseases. Active participation in community dental projects is also a course requirement. Prerequisite: Permission. Offered: Spring.

DAST 293 DENTAL PRACTICUM II (5)

A continuation of Dental Assisting Practicum I that covers more dental-assisting techniques, including four-handed dentistry. Concepts in radiographic techniques and assisting in operative and specialty procedures are featured. Prerequisite: Permission. Offered: Summer.

DAST 295 DANB TEST PREPARATION (1)

This comprehensive test preparation course will help dental assistants prepare for the Dental Assisting National Board examinations. Material covered in this course is based on the components of the exam. The student may choose one or more of: radi-

ology, infection control, general chair-side, topical fluoride, pits and fissures, sealants, coronal polishing and New Mexico state licensure requirements for dental assistants. May be taken twice for degree or certificate credit. This course is recognized by the Dental Assisting National Board (DANB) for 12 hours of Continuing Dental Education (CDE). Offered: Occasionally

DRAFTING TECHNOLOGY

DRFT 110L TUTORIAL LAB (1)

This course provides a structured and supportive environment in which students can complete homework assignments. A computer-aided drafting instructor who can help students with homework projects staffs the Tutorial Lab. Student should be currently enrolled in a drafting or engineering course. Graded as Pass/Fail. Offered: Fall and Spring.

DRFT 111 COMPUTER-AIDED DRAFTING I (3)

This course provides an introduction to the computer-aided drafting (CAD) environment. Topics are the Multiple Design Environment, various point-entry methods, drawing aids and modes, drawing content, display commands, selection sets, two-dimensional drawing and editing commands and drawing layouts. Offered: Summer, Fall and Spring.

DRFT 121 COMPUTER-AIDED DRAFTING II (3)

This course provides the foundation for the CAD user. Topics include creating and accessing drawing files; drawing setup; layer and object properties; the draw, display, modify and inquiry commands; drawing annotation and dimensioning; blocks; and plotting features. Prerequisite: DRFT 111. Offered: Fall and Spring.

DRFT 123 COMPUTER-AIDED MODELING (3)

This course provides knowledge and practice in creating three-dimensional models in CAD software programs. Students use desktop software to create conceptual models and solids. Students learn to use three-dimensional models to create graphical presentations and technical drawings. Offered: Spring.

DRFT 128 COMPUTER-AIDED DRAFTING PROJECT (2)

This course provides an instructor-led lab setting in which students can apply project design methods. Students work at their own pace to complete, plot and present solo or team-based projects. Prerequisite: DRFT 111. Offered: Occasionally.

DRFT 211 COMPUTER-AIDED DRAFTING PROFICIENCY (3)

This course continues the foundational training students need to become proficient

CAD users. Topics include advanced selection settings, object and layer filters, external references, advanced preference settings and system variables, raster image support, advanced dimensioning, advanced layouts, advanced plotting and data management. Prerequisite: DRFT 121. Offered: Fall.

DRFT 216 CIVIL ENGINEERING DRAWINGS (3)

This course provides knowledge and practice in the methods and standards employed to develop technical drawings for various types of structural engineering projects. Utilization of CAD programs for the completion of assignments is expected and relied upon for successful completion. Prerequisite: DRFT 111. Offered: Fall.

DRFT 221 COMPUTER-AIDED DRAFTING MASTERY (3)

This course provides advanced instruction for the experienced user of CAD. It focuses on the configuration and customization of the program to streamline commands and drawing procedures. Topics are external reference files, the integration of the Internet, custom menu elements, menu macros, customizing toolbars and flyouts, and basic programming. Prerequisite: DRFT 211. Offered: Spring.

DRAMA

DRAM 111 INTRODUCTION TO THEATER AND DRAMA (3)

An introductory drama course presenting a broad overview of theater as a fine art. The course covers historical perspectives, theatrical spaces, theater artists, dramatic forms, and theater criticism and review. Offered: Fall and Spring. NMCCNS: THTR 1013. NMGECC: Area V.

DRAM 160L ACTING I (1-3)

A basic theater course in acting techniques, including improvisation, stage movement, pantomime and delivery. Variable credit. Offered: Summer, Fall and Spring.

DRAM 260L ACTING II (3)

A continuation of Acting I for students who want additional experience. Special attention is given to movement and voice. May be taken twice for degree or certificate credit. Prerequisite: DRAM 160L. Offered: Occasionally.

DRAM 293 THEATER PRACTICUM (2)

Practical experience in production and performance. May be repeated in different areas of production, e.g., construction, properties, lighting, costuming, hair and makeup, sound, acting, etc. Prerequisite: Permission. Offered: Occasionally.

COURSE DESCRIPTIONS

EARLY CHILDHOOD EDUCATION

ECED 111 CHILD GROWTH, DEVELOPMENT AND LEARNING (3)

This basic course in the growth, development and learning of young children, pre-birth through age eight, provides students with the foundation for becoming competent early childhood professionals. Students gain knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognition and language domains. The adult's role in supporting each child's growth, development and learning is emphasized. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring.

ECED 112 HEALTH, SAFETY AND NUTRITION (2)

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity and rest. Students gain knowledge necessary for creating safe learning environments for decreasing risk and preventing childhood injury. Prerequisite: ENGL 109 or ECED 111. Offered: Spring.

ECED 113 FAMILY AND COMMUNITY COLLABORATION I (3)

This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program are included. Prerequisite: ECED 111 or ENGL 109. Offered: Spring.

ECED 114 ASSESSMENT OF CHILDREN AND EVALUATION OF PROGRAMS I (3)

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the collaborative process.

Prerequisite: ENGL 109 or permission. Offered: Fall.

ECED 215 PROFESSIONALISM (2)

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. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring.

ECED 216A CURRICULUM DEVELOPMENT AND IMPLEMENTATION I (3)

This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children, from birth through age eight, and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills and adaptive learning for children from birth through eight years of age is emphasized. Prerequisite: ENGL 109 or ECED 111. Corequisite: ECED 216B Offered: Fall.

ECED 216B CURRICULUM DEVELOPMENT AND IMPLEMENTATION PRACTICUM I (2)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning developmentally appropriate learning experiences for young children from birth through eight years of age, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science, social studies, health and wellness, the arts and adaptive skills. Prerequisite: ECED 111 or ENGL 109. Corequisite: ECED 216A. Offered: Fall.

ECED 217A CURRICULUM DEVELOPMENT AND IMPLEMENTATION II (3)

This course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through eight years of age, including children with special needs. Various curriculum models and teaching and learning strategies will be included. Prerequisite: ECED 111 or ENGL 109. Corequisite: ECED 217B. Offered: Spring.

ECED 217B CURRICULUM DEVELOPMENT AND IMPLEMENTATION PRACTICUM II (2)

This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children from birth through eight years of age, including those with special needs. Prerequisite: ECED 111 or ENGL 109. Corequisite: ECED 217A. Offered: Spring.

ECED 218 GUIDING YOUNG CHILDREN (3)

This course explores various theories of child guidance and their practical application. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger and stress are explored. Emphasis is placed on helping children become self-responsible, competent, independent and cooperative learners. Prerequisite: ECED 111 or ENGL 109. Offered: Spring.

EARLY CHILDHOOD MULTICULTURAL EDUCATION

ECME 111 FOUNDATIONS OF EARLY CHILDHOOD (3)

An introduction for entry-level professionals in the field of early care, education and family support. This course meets New Mexico licensing standards for entry-level curriculum and addresses the seven competency areas for early childhood education. The 45-Hour Entry Level course may be used as part of the 120 clock hours of child study required by the CDA. Offered: Summer, Fall and Spring.

ECME 154 LITERACY THROUGH PLAY (1)

Play provides a meaningful context in which children can construct literacy knowledge. This course addresses methods in which literacy learning is embedded in play situations. Students will investigate integrated, content-focused activities and examine the design of literacy-rich play settings. This course introduces students to the teacher's role in providing children with countless opportunities to practice reading, writing, speaking and listening. Letter Graded. Offered: Occasionally.

ECME 156 GUIDED DISCOVERY: SCIENCE IN THE EARLY CHILDHOOD CLASSROOM (1)

This basic course examines science curriculum for children between three and five years of age. Students will study how the early childhood teacher creates a scientific environment for the child that enables him/her to develop an understanding of self and the world through investigation and active exploration. Teacher behaviors that facilitate discovery will be explored. Offered: Occasionally.

ECME 163 WORKING WITH DIFFICULT CHILDREN (1)

An introductory course in working with children from birth through 8 years who are difficult to raise or teach because of their different temperaments. Students learn how to deal with children who are fidgety and unable to be still, who are easily overstimulated and impulsive, and who exhibit aggressive, highly distractible and unpredictable behaviors. Graded as Pass/Fail. Offered: Occasionally.

ECME 175 INTRODUCTION TO OBSERVING & RECORDING YOUNG CHILDREN (1)

A course covering techniques for observing and recording behaviors of young children for the purpose of understanding child development, assisting in achieving goals, providing for individual needs and developing a daily curriculum based on identified needs. The course does not use standardized testing procedures but focuses on information in a functional-assessment format to determine what a child can and cannot yet do from a developmental perspective. Graded as Pass/Fail. Offered: Occasionally.

ECME 191 WORKING WITH INFANTS AND TODDLERS (1)

This course introduces the student to the basic principles of infant/toddlers' physical, emotional, social and cognitive development. Students will discuss and identify activities and environments that are physically safe, emotionally nurturing and intellectually stimulating for children aged two years and under. Offered: Occasionally.

ECONOMICS

ECON 200 PRINCIPLES OF ECONOMICS – MACROECONOMICS (3)

An introduction to principles of economics that focuses primarily on the forces that drive the economy. Students discuss levels of production, employment and prices. The class examines monetary and fiscal policy and alternative views of how the economy should be managed. Prerequisite: MATH 102 or BSAD 112. Offered: Fall and Spring. NMCCNS: ECON 2113. NMGECC: Area IV.

COURSE DESCRIPTIONS

ECON 201 PRINCIPLES OF ECONOMICS – MICROECONOMICS (3)

An introduction to principles of economics. This class focuses primarily on how individual consumers and producers make decisions in various organized market structures, the price system, market performance, efficiency and government policy. Prerequisite: MATH 102 or BSAD 112. Offered: Fall and Spring. NMCCNS: ECON 2123. NMGECC: Area IV.

EDUCATION

EDUC 109 METHODS AND MATERIALS FOR PUBLIC SCHOOL SUBSTITUTES (1)

This course is designed to complement or serve in lieu of the required three-day observation period for Santa Fe Public School substitutes. The course introduces best practices for substitutes in any district situation. Graded as Pass/Fail. Offered: Fall and Spring.

EDUC 111 INTRODUCTION TO EDUCATION (3)

An orientation to the profession of teaching. Topics include the role of education in society and the role, preparation and certification of teachers. Weekly observations in a school are required. Prerequisite: ENGL 109. Corequisite: EDUC 112L. Offered: Summer, Fall and Spring.

EDUC 112L FIELD-BASED TEACHING OBSERVATIONS (1)

This course gives students the opportunity to observe classroom environments and determine a classroom teacher's responsibilities. The class combines observation with an on-campus seminar. Graded as Pass/Fail. Corequisite: EDUC 111. Offered: Fall and Spring.

EDUC 201A ORIENTATION TO THE TEACHING PROFESSION (1)

This course is an orientation to the teaching profession, the program conceptual framework, program requirements, policies and procedures of the Teacher Academy Teacher Certification Program. Students will explore the context and structure of schooling and their personal dispositions as they relate to teaching and learning. This course is a prerequisite for full admission to the Teacher Academy and all program courses. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 201B THE CRITICALLY REFLECTIVE TEACHER (2)

In this course students will explore their roles as critically reflective teachers and change agents in diverse educational settings as they engage in an ongoing commitment to the development and practice of self-directed reflection and leadership.

Emphasis will be placed on defining how personal experiences as learners impact the choices teachers make and influence their teaching methodology, curricular decisions, development of the learning environment and their interactions with students. Corequisite: EDUC 201A. Permission. Offered: Summer, Fall and Spring.

EDUC 202 CIRCLE OF INFLUENCE (3)

This course examines the teaching and learning process. Trainees develop an awareness of expected developmental progressions and ranges of individual variation within the physical, social, emotional, moral and cognitive domains, how these domains influence learning and how to address these domains in instructional decision making. Trainees gain an understanding of how learning occurs and how students construct knowledge, acquire skills and develop habits of mind. Trainees then apply instructional strategies that promote learning. Prerequisite: EDUC 201A. Offered: Summer, Fall and Spring.

EDUC 203 CURRICULUM AND ASSESSMENT (3)

This course prepares students to plan effective instruction and to design and analyze meaningful assessments based on students' needs and on district and state standards. Specific strategies will focus on differentiating instruction, designing a conceptually-based curriculum and analyzing standards for alignment with curriculum content and outcomes. Students learn how to use assessment data to direct their teaching practices and curriculum development. Prerequisite: EDUC 201A. Offered: Summer, Fall and Spring.

EDUC 204 THE EFFECTIVE CLASSROOM (3)

Students learn basic classroom processes, techniques and procedures to help them manage their classrooms for high levels of student success. Students learn practical keys and strategies for increased student motivation and learning in a diverse classroom. The processes of social, emotional, physical and cognitive development from birth through adolescence and their implications for student learning are reviewed. Students are provided with an overview of causes, behaviors and educational strategies to be used to help all students succeed. Prerequisite: EDUC 201A. Offered: Summer, Fall and Spring.

EDUC 205 FUNDAMENTALS OF READING INSTRUCTION (3)

This course prepares students to implement balanced literacy procedures (phonics, reading and writing) and strategies. Students are introduced to a literature-based curriculum and explore developmentally appropriate reading techniques as applied to the reading process. Students explore and understand theory and research on the effective teaching of reading and writing, reading psychology and development, and the structure of the English language. Prerequisite: EDUC 201A. Offered: Occasionally.

EDUC 206E TEACHING READING FOR THE ELEMENTARY CLASSROOM (3)

This course prepares students to implement developmentally, culturally and linguistically appropriate formal and informal research-based assessments and teaching strategies in the teaching of reading across content areas. Prerequisite: EDUC 205 and EDUC 201A. Offered: Occasionally.

EDUC 206S TEACHING READING IN THE CONTENT AREA (3)

This course prepares students to implement developmentally, culturally and linguistically appropriate formal and informal research-based assessments and teaching strategies in the teaching of reading across content areas. Students learn teaching strategies that emphasize the construction of meaning in texts, reading and study skills and reading, writing and information literacy across the curriculum. It is designed for trainees who will be teaching at the secondary level. Prerequisite: EDUC 201A. Offered: Occasionally.

EDUC 207 PROFESSIONAL DEVELOPMENT DOSSIER PREPARATION (1)

This course provides support in the development of a professional development dossier to licensed teachers wishing to advance within the three-tiered licensure system in New Mexico. Students develop a clear understanding of the requirements of the professional development dossier as well as the licensure advancement process. Students develop strategies for conducting classroom research and documentation of results. Graded as Pass/Fail. Prerequisite: Permission. Offered: Occasionally.

EDUC 208 EXCEPTIONALITIES AND PLACEMENT (3)

This course focuses on the meanings and concepts of disabilities that affect learning. Students will gain an understanding of each of the exceptionalities and the developmental stages involved in motor, language, social-emotional, sensory and cognitive domains. Students will learn components of identification, assessment, educational planning and implementation of instruction for students with disabilities within the context of public schools. Prerequisite: EDUC 201A. Offered: Occasionally.

EDUC 209 EVALUATION AND IEP (3)

This course fosters an understanding of the screening, evaluation, eligibility and reevaluation process for special needs students. There is a special emphasis on the process of special education in the public schools, including referral, assessment, determining eligibility, instructional interventions and evaluation of student progress. Students learn about developing IEPs, writing goals and objectives and the legal mandates for serving students with disabilities. A primary focus of the course is considering special education in the context of inclusive schooling. This course requires 10 hours of classroom observation. Prerequisite: EDUC 201A. Offered: Occasionally.

EDUC 213 READING FOR SPECIAL LEARNERS (3)

This course provides an understanding of concepts for procedures for teaching reading to students with special needs. Emphasis is placed on formal and informal reading assessments, effective reading practices, research-based reading programs, oral language development, decoding strategies, phonemic awareness and vocabulary acquisition. Prerequisite: EDUC 201A and EDUC 205. Offered: Occasionally.

EDUC 214L SUPERVISED FIELD EXPERIENCE (3)

This course provides students with the opportunity to analyze, critique and reflect upon their field experience through dialogue with others. Guided discussions address classroom management, student learning, lesson planning, parent communications and professional development. Students will engage in applied classroom research to assess and improve upon the efficacy of their instructional practices. Additional areas include professional issues and ethics and portfolio preparation. This course requires 125 hours of field experience. Prerequisite: Permission. Offered: Fall and Spring.

EDUC 221 DYNAMICS OF DIVERSITY IN EDUCATION (3)

This course requires students to explore the topics of race, ethnicity and gender in education. The social bases of inequality and structural theories that explain the creation of systems and ideologies of subordination are examined. Readings and activities explore the consequences of discrimination against marginalized populations of students. Recognizing the role of schools in creating inequalities, students devise educational reform plans to improve schooling for diverse populations of students. Prerequisite: Permission. Offered: Fall.

EDUC 222 METHODS AND MATERIALS FOR THE BILINGUAL/MULTICULTURAL CLASS (3)

In this course, students will explore the applicability of numerous theories of first- and second-language acquisition. Students will explore various methods, approaches, techniques and strategies for teaching, and emphasis is placed on utilizing teaching methods that are appropriate to diverse populations of students in diverse classroom settings. Offered: Fall.

EDUC 223 LINGUISTICS FOR CLASSROOM TEACHERS (3)

In this course, students will gain knowledge and understanding of the fundamental aspects of linguistics. This course will provide students with an understanding of the analysis of language and diverse dynamics of language use from a variety of perspectives. Emphasis is placed on applicability of linguistic concepts to classroom teaching in the bilingual/multicultural classroom. Prerequisite: Permission. Offered: Spring.

COURSE DESCRIPTIONS

EDUC 224 BILINGUAL/MULTICULTURAL EDUCATION: RESEARCH PROJECT (2)

This course requires students to engage in research activities under the direct supervision of a college instructor to further their knowledge of an issue directly related to bilingual/multicultural education. Students will be required to complete 15 hours of field observation (observation of classrooms, interviews of educators, counselors, administrators, ancillary staff and students) strategically designed to inform their research. Prerequisite: Permission. Offered: Spring.

EDUC 227 ONLINE COURSE DEVELOPMENT TRAINING (3)

This course integrates instructional strategies with technology training to facilitate the development of new and existing courses for online delivery. The course also provides an overview of technology as a way of enhancing instruction and the assessment of student learning. Students will examine and evaluate methods of integrating rich content into online course delivery. Instruction is comprised of independent activities in which participants work on their individual course design and development, as well as interactive activities of collaboration, peer review and critique. Grades as Pass/Fail. Prerequisite: Permission. Offered: Occasionally.

EDUC 228 TECHNOLOGY FOR THE CLASSROOM (3)

This course provides an overview of technology as a way of enhancing instruction and the assessment of student learning. Students will examine and evaluate a variety of instructional software and become familiar with the Internet as a research tool. Students will have extensive lab experiences with software applications, basic Web creation tools and with other teaching and learning technologies. Prerequisite: CITC 111L. Offered: Occasionally.

EDUC 230 THE SUCCESSFUL COLLEGE CLASSROOM (1)

This course is designed to support college faculty in the exploration and acquisition of theory on best practices and to provide opportunities for the development of effective teaching strategies and communication. Participants of this course create course syllabus/outline, plan for lessons and assignments tied to clearly articulated learning objectives, discuss curricular and instructional challenges and explore strategies for success. Offered: Occasionally.

EDUC 250 ECE PROFESSION IN NEW MEXICO (1)

This course provides students with an introduction to the early childhood profession in New Mexico. Topics include the multicultural perspective that is responsive to individuals in the culturally diverse communities of New Mexico; definition of advocacy for excellence in state early childhood programs; adherence to state and national professional codes of ethics and conduct, knowledge of federal, state and local regulations and legislation regarding programs of service for young children from

birth through eight years of age, including legislation and other public policies affecting children, families, and programs for young children and the profession; critical reflection of one's own professional and educational practices for community, state, national and global perspectives; and knowledge of professional development opportunities that would enhance knowledge and skills in working with young children. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 251 FOUNDATIONS IN EARLY CHILDHOOD EDUCATION (3)

This course provides students with knowledge of the historical, philosophical and social foundations of the early childhood education profession and how these foundations influence current thought and practices. A particular emphasis will be placed on developmental issues for children from birth through eight years of age. Topics include a survey of the history of early childhood education and professionalism, ethical codes of conduct, and issues of advocacy in the field. Upon completion of the course, students will articulate a well-designed personal early childhood education philosophy that supports practices of inclusion and cultural and linguistic diversity in early education. This course requires 10 hours of fieldwork in an early childhood program approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 252 FAMILY AND COMMUNITY COLLABORATION (3)

This course analyzes family, school and community resources and collaboration as related to early childhood education, family-centered practices and the provision of an emotionally, healthy and physically safe environment for young children from birth through eight years of age, in partnership with their families. Strategies to improve communication and collaboration are emphasized with a focus on family systems, cultural diversity, economic conditions, school systems, community services, political forces, advocacy groups and other factors that impact young children and their families. This course requires 10 hours of fieldwork in an early childhood program approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 253 CURRICULUM DEVELOPMENT/LEARNING ENVIRONMENT IN ECE (3)

This course integrates knowledge of child development and learning theory with early childhood curriculum content for young children from birth through eight years of age. Students study the principles of designing and evaluating curriculum that is developmentally appropriate for young children. Content includes arts, literacy, mathematics, physical education, health, social studies, science and technology. Integrated curriculum that is supportive of language, home experiences and cultural values will be emphasized. This course requires 10 hours of fieldwork in an early childhood classroom approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 254 ASSESSMENT AND EVALUATION IN ECE (3)

This course provides students with the ability to use a variety of assessment methods to determine the developmental levels and needs of young children from birth through eight years of age. Learners are introduced to the meaning and uses of authentic assessment as well as various tools and assessment strategies. The course addresses the interpretation of observational and assessment data to monitor young children's progress, guide instructional practice, and identify and refer at-risk children. This course requires 10 hours of fieldwork in an early childhood classroom approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 255 EARLY LITERACY I: INTRODUCTION TO THEORY AND MODELS (3)

This course focuses on theories and approaches to reading instruction for young children. Major topics in the course includes early and emergent reading theories, stages of reading and emergent literacy at each developmental sequence of language and literacy that includes the influence of culture and home factors, and documentation of multiple courses that includes cultural/linguistic difference and diverse ways of learning in reading assessment approaches and practices. This course requires 10 hours of fieldwork in an early childhood classroom approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring.

EDUC 256 EARLY LITERACY II: DEVELOPMENT AND IMPLEMENTATION (3)

In this course students explore the five principles which current research suggests enhance the development and implementation of emergent literacy practices with young children: 1. emerging literacy including direct instruction is embedded in a social/cultural context; 2. experiential learning environments allow young children to practice, elaborate and extend emergent literacy; 3. children require frequent experiences in listening and sharing stories to demonstrate the facilitating power of language; 4. children require frequent book readings both as active listeners and independent readers; and 5. both the modification of environments and inclusion of family participation have an important impact on the early literacy behavior of children from birth through eight years of age. These principles are the basis for discussion and activities supporting effective strategies. This course requires 10 hours of fieldwork in a early childhood classroom approved by the instructor. Prerequisite: Permission. Offered: Summer, Fall and Spring

EDUC 257 SUPERVISED FIELD EXPERIENCE IN ECE (3)

This course provides students with an opportunity to analyze, critique and reflect upon their selected field experiences in programs for children from birth through grade three through dialogue with other students in the same field experience settings

and the college instructor. Guided discussions address classroom management, student learning, lesson planning, assessment, parent communications and professional development. Students will engage in applied classroom research to assess and improve upon the efficacy of their instructional practices. Additional areas include standards-based and developmentally appropriate early childhood education methodology, professional issues, ethics and portfolio preparation. This course requires 150 hours of field experience in settings that will be assigned to previous professional experiences. Prerequisites: Permission and application for field experience the semester prior to placement. Offered: Summer, Fall and Spring.

ELECTRICAL TRADES APPRENTICESHIP

ETAP 111L ELECTRICAL TRADES APPRENTICESHIP I (5)

The theories and history of electrical phenomena are presented. Students gain a foundational knowledge about electrical current, safety and solving basic electrical problems using appropriate mathematical tools. Prerequisite: Permission. Offered: Fall.

ETAP 112L ELECTRICAL TRADES APPRENTICESHIP II (5)

This course takes the student/apprentice into the trade of the electrician, introducing the National Electrical Code as the industry standard for installation of electrical systems and safety. The student/apprentice is introduced to blueprint symbols and taught to extract information needed in materials ordering and project management. Prerequisite: ETAP 111L. Offered: Spring.

ETAP 121L ELECTRICAL TRADES APPRENTICESHIP III (5)

Students will learn the difference between single-phase and three-phase A.C. circuits and the use of transformers in supplying a circuit to a load. They will be able to perform the necessary calculations to establish single-phase and three-phase transformer values. Prerequisite: ETAP 112L. Offered: Fall.

ETAP 122L ELECTRICAL TRADES APPRENTICESHIP IV (5)

In this course, the student is introduced to the proper sizing of conductors, motors and grounding systems in residential, commercial and industrial settings. The concept of over-current protection is taught to ensure safe work habits and code-compliant work. Prerequisite: ETAP121L. Offered: Spring.

COURSE DESCRIPTIONS

ETAP 211L ELECTRICAL TRADES APPRENTICESHIP V (5)

This course provides a set of blueprints for a job and teaches the student/apprentice how to interpret the electrical systems on the prints. Low-voltage applications such as fire alarms, phone lines and computer cabling are introduced in a hands-on context, training the student/apprentice in the skills of terminating low voltage, V.D.V. systems. Grounding and bonding are taught with emphasis on the safety issues this aspect of electrical construction contains. Prerequisite: ETAP 122L. Offered: Fall.

ETAP 212L ELECTRICAL TRADES APPRENTICESHIP VI (5)

This course introduces the learner to the important area of motor control. Simple switches, time-delay switches, pressure switches and temperature-sensitive switches are among the many applications of motor control taught. Learning to read ladder or line diagrams is an important part of this course. Fire alarms protect a wide variety of locations, from residences to workplaces and manufacturing facilities. Each of these locations requires specific fire-detection devices to protect the facility. This course covers these systems. Prerequisite: ETAP 211L. Offered: Spring.

ETAP 221L ELECTRICAL TRADES APPRENTICESHIP VII (5)

In this course the student/apprentice will learn about various solid-state electric devices that are used as controllers in electrical installation. The course will teach which type of control device is appropriate for use in each application and how to program devices where needed. Prerequisite: ETAP 212L. Offered: Fall.

ETAP 222L ELECTRICAL TRADES APPRENTICESHIP VIII (5)

This is the final course offered in the NNMIEC curriculum for training journey-worker electricians. An overview of power distribution systems and the N.E.C. provide a total perspective on a career in the electrical industry. This final course will prepare the apprentice for the EE-98 New Mexico State exam. Prerequisite: ETAP 221L. Offered: Spring.

EMERGENCY MEDICAL SERVICES INSTITUTE

EMSI 151L BASIC LIFE SUPPORT – CPR (5)

This class covers life-saving methods that include adult, infant and child resuscitation; prevention of disease transmission; and the use of a bag-valve mask. Upon successful completion of this course, students will receive BLS-CPR certification through the American Heart Association. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

EMSI 152L BASIC LIFE SUPPORT – CPR RENEWAL (.25)

This course is intended for participants who are currently certified and need to renew their certification. It teaches skills of CPR for victims of all ages (including ventilation with a barrier device and a bag-mask device), use of automated external defibrillator (AED), and relief of foreign body airway obstruction for responsive and unresponsive victims. This class will cover life-saving methods that include adult, infant and child resuscitation. Upon successful completion of this course, students will receive BLS-CPR certification through the American Heart Association. Graded as Pass/Fail. May be taken twice for degree or certificate credit. Prerequisite: Current CPR card. Offered: Summer, Fall and Spring.

EMSI 153 FIRST RESPONDER (3)

The SFCC EMSI Institute First Responder course is designed specifically for personnel who arrive first at the scene of an accident or emergency. First Responders are trained to recognize and begin treatment of patients with life-threatening emergencies at the scene utilizing specialized equipment. May be taken twice for degree or certificate credit. Corequisite: EMSI 151L. Offered: Occasionally.

EMSI 160 EMT – BASIC (4)

This course instructs students in basic emergency medical procedures. It includes an overview of the human body, basic life support, trauma, medical and environmental emergencies, medical/legal aspects and other related topics. Corequisite: EMSI 160L. Offered: Fall and Spring.

EMSI 160L EMT – BASIC LAB (3)

This course is designed as the lab component of EMSI 160. It provides lab experience and practice in basic emergency medical procedures. Graded as Pass/Fail. Corequisite: EMSI 160. Offered: Fall and Spring.

EMSI 165 EMT BASIC TEST PREP (1)

Prepares EMT Basic students for New Mexico EMT Basic examination and provides written and scenario testing practice sessions. Offered: Occasionally.

EMSI 180 FIRST RESPONDER, EMT-B AND EMT-I REFRESHER COMBINATION (2)

A refresher course for current state or nationally EMT-B, EMT-I or First Responders that offers an opportunity to update knowledge and skills and to review medical and legal changes affecting these licenses. The course incorporates the nationally recognized DOT curriculum guidelines. Fluids and electrolytes, and IV therapy and its complications, are among the topics discussed. Graded as Pass/Fail. May be taken twice for degree or certificate credit. Prerequisite: EMT-B or EMT-I or First Responder licensure. Offered: Fall.

EMSI 181L EMT I REFRESHER (4)

A refresher course for current state or nationally registered EMT-B, EMT-I or First Responders that offers an opportunity to update knowledge and skills and to review medical and legal changes affecting these licenses. The course incorporates the nationally recognized DOT curriculum guidelines. Fluids and electrolytes and IV therapy and its complications are among the topics discussed. Graded as Pass/Fail. May be taken twice for degree or certificate credit. Prerequisite: EMT-B or EMT-I or First Responder licensure. Offered: Fall.

EMSI 220 EMT – INTERMEDIATE (4)

This advanced-level course builds on the information students learned in EMSI 160. Classroom and lab experiences are used to teach physiology, hydration, fluid and electrolyte balance, and interventions for shock. Theory related to skills such as venipuncture and administration of selected drugs is taught. Prerequisite: EMT-B licensure and permission. Corequisite: EMSI 220L. Offered: Fall and Spring.

EMSI 220L EMT – INTERMEDIATE LAB (4)

The lab component of EMSI 220 gives students experience in caring for patients with impaired physiological functioning. Clinical experiences focus on emergency care and mastered skills. Graded as Pass/Fail. Prerequisites: EMT-B licensure and permission. Corequisite: EMSI 220. Offered: Fall and Spring.

EMSI 225 EMT – INTERMEDIATE TEST PREP (1)

This course prepares EMT-Intermediate students for the New Mexico EMT-Intermediate licensing exam. Through written and scenario testing practice sessions, students will gain a deeper understanding of the competencies required for licensure. Prerequisite: EMSI 220. Offered: Occasionally.

EMSI 240 ANATOMY AND PHYSIOLOGY FOR EMSI (3)

This course covers the study of structure and function of the human body in a pre-hospital setting. Admission to paramedic program required. Corequisite: EMSI 240L. Offered: Spring.

EMSI 240L ANATOMY AND PHYSIOLOGY FOR EMSI LAB (1)

This course covers the study of structure and function of the human body in a pre-hospital setting. Admission to paramedic program required. Corequisite: EMSI 240. Offered: Spring.

EMSI 241 PRE-HOSPITAL ENVIRONMENT (2)

This course reviews basic life support skills, the roles and responsibilities of the EMS system, EMS communications and medical-legal issues. Admission to paramedic program required. Offered: Occasionally.

EMSI 242 PRE-HOSPITAL PHARMACOLOGY (2)

This course includes the study of the administration of drugs utilized in pre-hospital care, including physiologic actions, pharmacodynamics and pharmacokinetic, therapeutic effects, interactions with other drugs encountered in the field, dosages and techniques. Admission to paramedic program required. Offered: Occasionally.

EMSI 243 RESPIRATORY EMERGENCIES (4)

This course covers respiratory anatomy, physiology and pathophysiology and pre-hospital patient respiratory assessment and interventions in respiratory emergencies. Admission to paramedic program. Offered: Spring.

EMSI 244 TRAUMA EMERGENCY CARE (4)

This course covers pre-hospital trauma prevention, mechanism of injury, patient assessment and patient care in transportation. Admission to paramedic program required. Offered: Spring.

EMSI 245 SHOCK AND FLUID RESUSCITATION (2)

This course presents the anatomy, physiology and pathophysiology which are involved in homeostasis and the onset and progression of emergency and critical medical diseases. The course also covers relevant pre-hospital pharmacology. Admission to paramedic program required. Offered: Spring.

EMSI 246 CLINICAL I (4)

This course provides the student with clinical opportunities to observe and practice clinically relevant pre-hospital advanced life support skills in hospital clinical units under the preceptorship of clinical faculty. Admission to paramedic program required. Prerequisite: EMSI 245. Offered: Spring.

EMSI 248 OB/GYN EMERGENCIES (1)

This program covers the reproductive anatomy and physiology as well as obstetrical and gynecological emergencies and pre-hospital assessment and management. Admission to paramedic program required. Offered: Fall.

EMSI 249 PEDIATRIC EMERGENCIES (2)

This course covers the growth and development of pediatric from infancy to adolescence and the specialized care of patients with pediatric emergencies. Admission to paramedic program required. Offered: Fall.

EMSI 250 MEDICAL EMERGENCIES (3)

This course covers patient assessment, A&P, pathology of non-cardiac, non-OB/PEDS medical emergencies. Includes environmental, chemical, poisoning, infectious influences and endocrine/digestive and renal systems. Admission to para-

COURSE DESCRIPTIONS

medic program required. Offered: Occasionally.

EMSI 251 CARDIAC EMERGENCIES (4)

This course covers patient assessment with extensive coverage of anatomy and physiology and pathology, with an emphasis on advanced pre-hospital assessment and management. Admission to paramedic program required. Offered: Occasionally.

EMSI 252 CLINICAL II (3)

This course provides the student with clinical opportunities to observe and practice clinically relevant pre-hospital advanced life support skills in hospital clinical units under the preceptorship of clinical faculty. Admission to paramedic program required. Prerequisite: EMSI 251. Offered: Fall.

EMSI 280 BLS INSTRUCTOR (1.5)

This course is for the certified healthcare provider who has mastered Basic Life Support knowledge and wishes to become a certified BLS Instructor. This course will provide the knowledge, skills and techniques to conduct a standard BLS CRP course. Current BLS Healthcare Provider or CPR certification required. Prerequisite: Current AHA BLS Certification. Offered: Occasionally.

EMSI 281 ACLS (1)

This course is for the currently certified healthcare provider who has mastered Advanced Cardiac Life Support (ACLS). Knowledge and skills required to evaluate and manage the first ten minutes of an adult ventricular fibrillation and ventricular tachycardia (VF/VT) arrest are introduced and practiced. The management of the 10 core ACLS cases are incorporated and tested. Prerequisite: Current HCP Certification. Offered: Occasionally.

EMSI 282 ACLS RENEWAL (.5)

This course is for currently certified healthcare providers and presents the required material for ACLS re-certification. The course is designed to provide the knowledge and skills needed to evaluate and manage the first ten minutes of an adult ventricular fibrillation and ventricular tachycardia (VF/VT) arrest. Prerequisite: Current ACLS and CPR Certification. Offered: Occasionally.

EMSI 283 ACLS INSTRUCTOR COURSE (1)

This course provides students with knowledge and skills needed to become an instructor of the American Heart Association (AHA) and Adult Cardiac Life Support (ACLS) healthcare provider courses. Students who successfully complete the course will receive instructor recognition from the American Heart Association. Prerequisites: Current ACLS Certification and permission from the EMSI department. Offered: Occasionally.

EMSI 284 PALS INSTRUCTOR (1)

This course instructs healthcare providers in the management and care of pediatric emergencies. Prerequisites: Current HCP and CPR Certification. Offered: Occasionally.

EMSI 285 PALS RENEWAL (.5)

This course is designed to re-certify students previously certified in Pediatric Advanced Life Support (PALS). The course reviews information and skills necessary for care of pediatric patients and provides updated scientific and policy guidelines of the American Heart Association (AHA). Students receive a course completion card from the AHA upon successful completion of this course. Prerequisites: Current CPR Certification and previous PALS Certification. Offered: Occasionally.

EMSI 286 PALS INSTRUCTOR COURSE (1)

This course provides students with knowledge and skills needed to become an instructor of the American Heart Association (AHA) and Pediatric Advanced Life Support (PALS) healthcare provider courses. Students who successfully complete the course will receive instructor recognition from the American Heart Association. Prerequisites: Current PALS and CPR Certification and permission of the EMSI department. Offered: Occasionally.

EMSI 298 EMT-PARAMEDIC FIELD INTERNSHIP (5)

Students practice pre-hospital advanced emergency care on assigned regional advanced support field units under the preceptorship and supervision of program faculty. Admission to the paramedic program is required. Prerequisite: EMSI 252. Offered: Occasionally.

ENGINEERING TECHNOLOGY

ENGR 111 INTRODUCTION TO ENGINEERING (3)

This course introduces the engineering design process using a project-oriented, team-based approach. An understanding of how one aspect of design influences another and the responsibilities of designers, technicians and engineers along with an exploration into the educational requirements and careers of professional engineers are included. Specific topics encompass making sound decisions, communicating effectively, defining and solving problems and functioning efficiently in a team environment. Prerequisite: MATH 109. Offered: Fall.

ENGR 121 ENGINEERING GRAPHICS (3)

This course provides an introduction to the careers of civil engineering and drafting technologies. Students design, construct and test models related to engineering using both hand sketching and computer drafting and modeling tools to learn methods of graphical communication. Offered: Spring.

ENGR 122 ENGINEERING METHODS (3)

Engineering graphics and computational skills with computer applications. Students are introduced to the uses of technical drawing, CAD and spreadsheets to solve engineering problems. Four hours of lab per week. Prerequisite: MATH 150L. Offered: Spring.

ENGR 124 INTRODUCTION TO GEOMATICS (3)

Learners will be exposed to the geomatics profession, which is concerned with measurement, representation, analysis, management, retrieval and display of spatial data concerning both the Earth's physical features and the built environment. Offered: Spring.

ENGR 126L OBJECT ORIENTED PROGRAMMING (3)

This is an introduction to object-oriented programming (OOP) using the C++ compiler. Topics include integration of structured programming concepts with object-oriented, classes, objects and instances, constructors and destructors, member and friend functions, overloaded functions and operators, and inheritance and derived classes. Prerequisite: CISC 111. Offered: Fall.

ENGR 202 ENGINEERING STATICS (3)

Static systems of particles and rigid bodies in two and three dimensions, using vector algebra and graphical methods as analytic tools. Topics include centroids, distributed loads, trusses, frames and friction. Prerequisites: MATH 163L and PHYS 161. Offered: Occasionally.

ENGR 214 GEOGRAPHIC INFORMATION SYSTEMS I (3)

An introductory course in geographic information systems. Topics include a general overview of the uses of geographic information systems, the various hardware and software requirements, and student manipulation of datasets for map production. Offered: Fall.

ENGR 216L FIELD SURVEYING (4)

An introduction to basic surveying methods and computations, terminology, equipment and safety rules. Map reading, compass use, leveling, reduction of level notes, measurement of angles and distances, traverses and traverse adjustments, coordinates and area calculations are covered. Offered: Fall.

ENGR 222 ENGINEERING CIRCUIT ANALYSIS (3)

Basic electrical elements and sources. Energy and power. Ohm's law and Kirchoff's law. Resistive networks, node and loop analysis. Network theorems. Dynamics of first-order circuits. Sinusoidal sources and complex representations of impedance, phsors, complex power. Three phase circuits. Prerequisites: Math 163L and PHYS 161. Offered: Spring.

ENGR 224 GEOGRAPHIC INFORMATION SYSTEMS II (3)

This course is a continuation of ENGR 214. Topics include the uses of GIS, the use of various hardware and software, and student manipulation of datasets for simple spatial analysis, statistical studies and map production. Prerequisite: ENGR 214. Offered: Spring.

ENGR 226L FIELD SURVEYING II (4)

This course is a continuation of Field Surveying I and includes topics such as stadia leveling, traversing with side shots, slope chaining, topographic surveying and computations, solar observations, trigonometric leveling, intersection and triangulation. Extensive fieldwork is required. Prerequisite: ENGR 216L. Offered: Spring.

ENGR 234 ENGINEERING DYNAMICS (3)

This course is a continuation of the study of engineering mechanics, focusing on dynamics. The course focuses on kinematics and dynamic behavior of solid bodies using vector methods. Prerequisite: ENGR 202. Offered: Occasionally.

ENGLISH

For additional English listings, see the Human Development section. AEST stands for Academic Enrichment Studies. AEST courses do not count toward degree or certificate credit.

AEST 104L SPEED READING (1)

This self-paced course helps students who want to read more rapidly and more efficiently in order to meet the heavy reading demands in their college studies or in their careers. Students learn pre-reading techniques, skimming, scanning and other methods of improving their reading speed, comprehension and attention span as they proceed at their own pace. Eligible for PR grade. Offered: Occasionally.

AEST 108 VOCABULARY DEVELOPMENT – ADVANCED (1)

This self-paced course helps students who are seeking to improve their word usage by providing techniques and intense practice in using newly acquired vocabulary. Eligible for PR grade. Offered: Occasionally.

COURSE DESCRIPTIONS

AEST 109L PUNCTUATION AND GRAMMAR REVIEW (1)

A course for students and professionals who need to review or brush-up on areas of grammar and punctuation. Offered: Occasionally.

ENGL 105 ADVANCED ENGLISH AS A SECOND LANGUAGE (4)

A course that helps students improve their speaking, reading, writing and listening comprehension skills in English. Frequent conferences on specific assignments complement instructional units, exercises and practice tests. Eligible for PR grade. Prerequisite: Permission. Offered: Fall and Spring.

ENGL 105L ENGLISH AS A SECOND LANGUAGE – ADVANCED LAB (2)

This course provides individualized and group instruction in English as a Second Language that provides focused practice using structures that ensure clear, correct writing in English. Topics include regular and irregular verbs, verb tenses, articles, prepositions, conjunctions, word order, spelling and vocabulary development. Highly recommended for ESL students who are concurrently taking English composition courses at SFCC. Eligible for PR grade. Self-paced. Prerequisite: Permission. Offered: Fall and Spring.

ENGL 106 LANGUAGE SKILLS (4)

A course designed to develop students' reading, writing, listening and speaking skills through language experience, free writing, drafting, peer response, revising and editing. Students may study the material covered in this course on a self-paced basis through Adult Basic Education. Eligible for PR grade. Offered: Occasionally.

ENGL 107 BASIC READING AND WRITING (4)

This course introduces students to the writing process and helps them increase reading speed and comprehension. Students practice prewriting, drafting, revising and editing material for different audiences and purposes. By reading and writing stories, news articles, poems and plays, students learn spelling, sentence structure, grammar and punctuation, pre-reading methods, textbook-marking skills and vocabulary. Eligible for a PR grade. Prerequisite: ENGL 106. Offered: Fall and Spring.

ENGL 108 ENGLISH FUNDAMENTALS (4)

This course provides students with an introduction to basic grammar, punctuation and usage along with intensive work with the writing process, using prewriting, writing and revising techniques. This course includes work on reading comprehension skills and practice in writing unified, organized and well-developed paragraphs and essays. Prerequisites: ENGL 107 and RDNG 100L or adequate score on the Reading Course Placement Evaluation. Offered: Summer, Fall and Spring.

ENGL 109 ENGLISH REVIEW (4)

This course provides students with a review of basic grammar, punctuation and syntax. Students practice writing well-developed essays, focusing on prewriting, drafting, revising and editing techniques. This course includes an introduction to writing in different disciplines, work on analytical reading skills and research writing basics. Prerequisites: ENGL 108 and RDNG 101L or adequate score on the Reading Course Placement Evaluation. Offered: Summer, Fall and Spring.

ENGL 110L WRITING LAB (1)

An individualized course to help students improve their writing skills. Students get hands-on practice using word processing as a writing tool and have frequent conferences with the instructor and/or tutors on specific writing tasks. Students practice generating, focusing and organizing ideas. Writing Lab should be taken concurrently with an English class. Graded as Pass/Fail. Prerequisite: ENGL 108. Offered: Summer, Fall and Spring.

ENGL 111 COMPOSITION AND RHETORIC (3)

A composition course that centers on reading and writing college-level essays and the exercise of critical thinking. Emphasis is on strategies for development and organization of the essay and on proper use and documentation of outside sources. The student seeking a degree or certificate must include ENGL 111 among the first 20 hours of coursework numbered 111 or higher (not including AEST courses and HUDV courses). Word-processing or typing skills recommended. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: ENGL 1113. NMGECC: Area I.

ENGL 112 COMPOSITION AND LITERATURE (3)

A college-level composition course that continues the study of critical thinking and analytic writing begun in ENGL 111. ENGL 112 also introduces students to great works of world literature from various historical periods. The course culminates in a substantial, documented research paper. Word processing or typing skills required. Prerequisite: ENGL 111. Offered: Summer, Fall and Spring. NMCCNS: ENGL 1123. NMGECC: Area I.

ENGL 119 PROFESSIONAL COMMUNICATION (3)

An introduction to written and oral professional communications. The course includes practice in preparation of letters, memoranda, progress and other reports, minutes, basic graphics, instructions, interviews, small group communications and oral presentations. Word-processing skills recommended. Prerequisite: ENGL 109. Offered: Fall and Spring.

ENGL 132 ART CRITICISM (3)

This course is intended to develop a greater awareness of critical writing in the arts as it relates to magazines, newspapers and journals that explore critical discourse and critical analysis of contemporary arts. The course entails reading major articles from various national and international art journals and magazines. Reviewing selected essays by such authors as John Berger, Robert Hughes, Lucy Lippard, Dave Hickey, Calvin Tomkins and Adam Gopnik creates an opportunity to measure the success or failure of other authors. Students also have the opportunity to meet with art critics, debate ideas and have their critical writings examined and analyzed in a supportive atmosphere. Cross-listed as ARTS 132. Offered: Fall.

ENGL 210 FILM AND LITERATURE (3)

An introductory film class involving analysis and discussion of specific films and the literary works that inspired them. The course emphasizes the relationship between the medium of film and the written word. Discussion focuses on such literary concepts as characterization and theme and such cinematic concepts as lighting, setting and camera work. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 216 TECHNICAL WRITING (3)

A composition course involving instruction in writing scientific, technical, professional and/or business reports. The course includes practice in the preparation of the abstract, technical definition and description, process analysis (instructions and manuals), visual aids, memos, informal reports, formal letters, the résumé and oral presentation. The course culminates in the writing and presentation of a formal, researched problem-solving report on an appropriate topic of the student's choice. Prerequisites: ENGL 111 and basic word-processing and computer skills. Offered: Summer, Fall and Spring. NMCCNS: ENGL 2113. NMGECC: Area I.

ENGL 221 BEGINNING CREATIVE WRITING – FICTION (3)

A workshop offering analysis, criticism, guidance and support of students' creative efforts in fiction writing. Does not satisfy general studies requirements in the humanities. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2123.

ENGL 222 CREATIVE WRITING – POETRY (3)

A writing workshop offering analysis, criticism, guidance and support of students' creative efforts in writing poetry. Does not satisfy general studies requirements in the humanities. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 225 INTERMEDIATE CREATIVE WRITING – FICTION (3)

A creative writing intensive that focuses on the structure of fiction and techniques of critical workshop. This course does not satisfy general studies requirements in the humanities. Prerequisite: ENGL 221. Offered: Occasionally.

ENGL 230 INTRODUCTION TO LINGUISTICS (3)

An introductory linguistics course dealing with phonology, grammar, semantics, language acquisition, language change and the relationship between language and thought. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 239 MYTH AND LITERATURE (3)

An introduction to the origin, development and uses of the classical mythologies of ancient Greece and Rome. Mythic themes are explored through both primary and secondary readings and include myths of creation, death and rebirth, fertility, the quest and the hero cycle. The course also addresses elemental archetypes embedded in myth and the importance of classical mythology in the study of literature. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 240 BIBLE AS LITERATURE (3)

An introduction to the origin, development and themes of a select group of narratives in the Hebrew Bible, also known as the Old Testament, through literary analysis. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 244 LITERATURE OF THE WESTERN WORLD I (3)

An introduction to significant literary works of the Western World from classical times through the Renaissance. Readings include selections from biblical, Greek and Roman literature as well as literature from the European Middle Ages and the Renaissance. The course emphasizes class discussion and critical writing. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2613.

ENGL 245 LITERATURE OF THE WESTERN WORLD II (3)

An introduction to significant literary works of the Western World from the Renaissance to the present. Readings include selections from Voltaire, Goethe, Dostoevski, Flaubert, Camus and others. The course emphasizes class discussion and critical writing. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2623.

ENGL 250 THE DRAMA (3)

An in-depth study of selected works of drama. Readings will vary on a course-by-course basis, and may range in focus based on time period, chronology, nationality, region, gender, ethnicity and theme. Specific reading lists will be made public each time the course is offered. May be taken twice for degree or certificate credit. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 251 BRITISH LITERATURE I (3)

An introduction to great literary works of the British Isles, from Beowulf to the 18th century. Readings include representative selections of prose, poetry and drama. The emphasis is on critical reading, writing and class discussion. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2413.

COURSE DESCRIPTIONS

ENGL 252 BRITISH LITERATURE II (3)

An introduction to significant literary works of the British Isles, from the 18th century to the present. Readings include representative selections of prose, poetry and drama. The emphasis is on critical reading, writing and class discussion. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2423.

ENGL 253 INTRODUCTION TO SHAKESPEARE (3)

A study of a selected group of tragedies, comedies and histories by William Shakespeare. The course emphasizes critical reading and class discussion. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 261 AMERICAN LITERATURE I (3)

A study of the emerging voice of America from the Colonial period to the Civil War as reflected in the arts and writings of major figures. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2513.

ENGL 262 AMERICAN LITERATURE II (3)

A study of the maturing voices of multicultural America from the Civil War to the present as reflected in the arts and writings of major figures. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2523.

ENGL 270 LITERATURE OF THE SOUTHWEST (3)

The study of Southwestern literature by Hispanic, Native North American and Anglo authors. Texts are in English; analysis involves literary, social and historical concerns. The texts are explored through critical reading, writing and class discussion. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2713.

ENGL 273 NATIVE AMERICAN LITERATURE (3)

A college-level course that examines the literature of Native North Americans, including both traditional, oral literature, such as myths and songs, and contemporary genres of poetry, fiction, personal narrative and oratory. In addition we will look at issues relevant to the study of Native American literature such as authenticity in oral and written records. Offered online only. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 280 20TH-CENTURY LITERATURE (3)

A survey of major literary works of the 20th century. Readings include representative selections of poetry, prose and drama by writers of different nationalities. Literary selections are in English. The course emphasizes critical reading, writing and class discussion. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2653.

ENGL 286 THE NOVEL (3)

An in-depth study of extended works of fiction: the novel and novella using various critical approaches, both traditional and contemporary. Readings will vary on a course-by-course basis and may range in focus based on chronology, nationality, region, gender or ethnicity. The course may be offered with a thematic approach, such as crime, science fiction and fantasy, or magic realism. May be taken twice for degree or certificate credit. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2323.

ENGL 287 INTRODUCTION TO SHORT FICTION (1-3)

An in-depth study of short fiction, using various critical approaches. Readings include an eclectic selection of short stories, novellas and short stories from America, Britain and other nations and ethnic literatures. The course emphasizes critical reading and class discussion. Variable Credit. Prerequisite: ENGL 111. Offered: Occasionally.

ENGL 288 INTRODUCTION TO POETRY (3)

A formal study of poetry and specific poems, with emphasis on the elements of imagery, metaphor, irony, rhyme, meter, form, symbol and myth, as well as the prevailing theories of each major literary period or age. Emphasis is on American and British poetry; however, the course also includes some poetry in translation. Prerequisite: ENGL 111. Offered: Occasionally. NMCCNS: ENGL 2313.

EXERCISE SCIENCE

EXSC 111 FUNDAMENTALS OF HUMAN MOVEMENT (1)

This course is designed to cover the fundamentals of musculoskeletal anatomy and how it relates to human movement through sport and exercise. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 112 WEIGHT MANAGEMENT AND EXERCISE ADHERENCE (1)

This class covers the basics of nutrition, weight management, behavior modification and exercise adherence. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 113 EXERCISE PHYSIOLOGY AND FUNDAMENTALS OF ANATOMY (1)

Techniques for conducting physical fitness assessments are studied, including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition and muscular power. Health screening to evaluate health status is covered. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 114 HEALTH SCREENING AND FITNESS TESTING (1)

Techniques for conducting physical fitness assessments are studied, including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition and muscular power. Health screening to evaluate health status is covered. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 115 EXERCISE PRESCRIPTION/INJURY MANAGEMENT (1)

This course covers the fundamentals of exercise prescription for health, fitness and sports performance. Emphasis will be placed on techniques for management and prevention of sport-related injuries. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 116 LEGAL AND PROFESSIONAL RESPONSIBILITIES/MARKETING (1)

This course is designed to introduce students to various business-operation skills of management, marketing and safety. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 120 INSTRUCTIONAL METHODS: PILATES (.5)

A weekend workshop designed to prepare fitness and exercise professionals to teach Pilates mat classes at varying skill levels to generally healthy adults. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 121 INSTRUCTIONAL METHODS: LIFESTYLE CONSULTING (.5)

This course presents the principles of lifestyle consulting. Topics include counseling and communication skills on addictions such as smoking and eating disorders, lifestyle appraisals and designing wellness programs. Maybe taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall.

EXSC 122 INSTRUCTIONAL METHODS: YOUTH FITNESS (.5)

This course exposes students to the principles and techniques of teaching fitness to children and young adults. Maybe taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall.

EXSC 123 INSTRUCTIONAL METHODS: FITNESS CYCLING (.5)

Students learn the fundamentals of designing exercise workouts for fitness cycling. Emphasis is placed on equipment safety, music selection, riding techniques, exercise progression and leadership roles. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 124 INSTRUCTIONAL METHODS: SENIOR FITNESS (.5)

Students learn the fundamentals of exercise leadership, prescription and design for senior fitness programs. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 126 INSTRUCTIONAL METHODS: PERSONAL TRAINING (1)

This course gives students instructional methods of personal fitness training. Instructional techniques for fitness development and methods for leading an exercise session, including design, instruction and evaluation, are the foundation of the class. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

EXSC 127 CERTIFICATION REVIEW (.5)

This course reviews essential material relevant to national examinations for the American Council on Exercise and National Strength and Conditioning Association personal trainer certifications. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall.

EXSC 129 INSTRUCTIONAL METHODS: DANCE EXERCISE (.5)

This course covers the theoretical bases underlying physical fitness and instruction techniques for fitness development in group classes. Emphasis is on hands-on learning of methods for leading a group exercise class, including visual and auditory cues, dance routines and patterns. Students learn how to design and teach fitness classes in step aerobics, kickboxing, resistance training and core strengthening. This class also covers adherence and motivation to exercise. Current trends in exercise class modes and formats are examined. Safety and injury prevention are emphasized. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Spring.

EXSC 130 INSTRUCTIONAL METHODS: ACSM HFI REVIEW (1)

This course reviews knowledge, skills and abilities relevant to the Health/Fitness Instructor certification offered by the American College of Sports Medicine (ACSM). May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Spring.

EXSC 131 INSTRUCTIONAL METHODS: AQUATIC EXERCISE (.5)

This course is designed to prepare students to teach the techniques of aquatic exercise. Emphasis will placed on the variety of aquatic exercises such as water walking, jogging and dance, in both shallow and deep water. Students will work with various flotation devices and focus on both cardiovascular fitness and muscular strength and flexibility. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Occasionally.

COURSE DESCRIPTIONS

EXSC 132 INSTRUCTIONAL METHODS: ALTERNATE STRENGTH TRAINING (5)

This course will cover the fundamentals, theories and application of alternative strength training methods such as: stability ball, medicine ball, resistance band and functional training. This course will also cover efficient use of these exercises and methods to target needs and goals of individualized exercise programs. Emphasis is placed on actual experience, exercise safety, progression and proper technique of alternative training modalities. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Occasionally.

EXSC 200 EXERCISE PHYSIOLOGY (3)

A survey of scientific principles, methodologies and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptations to exercise. Basic elements of anatomy and physiology are also included. Offered: Fall.

EXSC 201 HUMAN MOVEMENT (3)

Students learn about anatomy, kinesiology and biomechanics as they relate to sport and exercise. Special attention is focused on the practical implications of human movement and how they relate to developing scientifically-based exercise programs. Offered: Fall.

EXSC 202 INSTRUCTION IN LIFESTYLE CHANGE (3)

This course covers health-risk appraisals and their application to lifestyle change. Topics include weight control, stress Management programs and the principles of exercise adherence. Emphasis is on techniques in behavior modification, motivation, teaching and counseling, and behavior change as lifestyle change. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

EXSC 210 PREVENTION AND CARE OF EXERCISE INJURY (3)

Methods for the injury-prevention design of exercise settings and exercise programs are covered in this course. Students explore the use of physical conditioning techniques to prevent injury and discuss current exercise fads and myths that promote injury. The course presents methods for injury recognition and evaluation, the on-site care of exercise injuries and emergency procedures. Prerequisites: Certifications in CPR and first aid. Offered: Spring.

EXSC 210L PREVENTION AND CARE OF EXERCISE INJURY (3)

Methods for the injury-prevention design of exercise settings and exercise programs are covered in this course. Students explore the use of physical conditioning techniques to prevent injury and discuss current exercise fads and myths that promote injury. The course presents methods for injury recognition and evaluation, the on-site care of exercise injuries and emergency procedures. Prerequisites: Certifications

in CPR and first aid. Offered: Spring.

EXSC 211 FITNESS MANAGEMENT (3)

A survey of business applications in the physical fitness industry. Topics include equipment cost analysis, program marketing, legal issues, policy formation, budget planning, personal-training business strategies and time management. Various computer applications and current industry trends are also covered. Offered: Fall.

EXSC 220L FITNESS AND EXERCISE TESTING (4)

Techniques for assessing physical fitness are presented, including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, muscular power and pulmonary capacity. The course covers pre-test screening as well as metabolic calculations and conversions. Equipment use and maintenance are covered. Safety guidelines and precautions are emphasized. Prerequisites: EXSC 200 and MATH 102 and certifications in CPR and standard first aid. Offered: Spring.

EXSC 230L PHYSICAL FITNESS THEORY AND INSTRUCTION (4)

This course covers the theoretical basis underlying physical fitness and instruction techniques for fitness development. Methods for leading an exercise class are presented, including recruitment, adherence and motivation, design, instruction and evaluation. Current exercise class modes and formats are examined, along with special populations. Safety and injury prevention are emphasized. Prerequisites: EXSC 200 and EXSC 201. Offered: Spring.

EXSC 293L PRACTICUM IN FITNESS LEADERSHIP (1)

The student serves as an instructional student in a physical education activity class. Course objectives are individualized to the student. The student assists in a class from any of these activity course clusters: aerobic activities, strength and conditioning activities, recreational/sport activities, dance activities, aquatic activities and yoga/martial arts activities. May be taken twice for degree or certificate credit. Prerequisite: EXSC 230L. Offered: Summer, Fall and Spring.

FASHION AND INTERIOR DESIGN

DESN 113 PRODUCTION SEWING (3)

An introduction to sewing concepts. Students learn to operate machinery and understand assembly and construction techniques. Offered: Fall and Spring.

COURSE DESCRIPTIONS

DESN 170 TEXTILES: STUDY OF FABRICS (3)

This course provides basic information about textiles for those who choose or use them, presented through the five main characteristics of textiles: fiber arrangement, yarn structure, fabric structure, color and finish. Offered: Fall.

DESN 185L TRADE MART FIELD TRIP (3)

Students tour the apparel and interior design markets to learn about the wholesale industry, marketing and points of distribution. Classes travel to Denver in the fall and Dallas in the spring. Students must attend the orientation; see the schedule of classes for exact dates. Hotel and travel costs and miscellaneous fees are due from students at orientation. Due to limited space, preference is given to design students. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Prerequisite: Permission. Offered: Fall and Spring.

DESN 200L DESIGN LAB (1)

This class, meant to be taken in conjunction with other design classes, provides an opportunity for additional access to the studio and all equipment. Under supervision and with limited instructor assistance, students work on projects of their own choice in the class. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Offered: Fall and Spring.

DESN 217 NATIVE AMERICAN DESIGN STUDIO (3)

Historical overview of Native American design from the 1800s to current trends. Topics include powwow costumes, buckskins, beading, quilling, color, design motifs and symbols, textiles, construction techniques and folklore. The students will create an original design or embellish an existing garment or accessory. Work may be entered into the fashion design exhibit and the International Textiles and Apparel Association (ITAA) design competition. Offered: Occasionally.

DESN 238 CONTRACT DESIGN/OFFICE PLANNING (3)

An introduction to office furniture, lighting and electrical systems, individual office layout and full-floor office planning. Students complete three separate projects during the semester. Prerequisites: ADCM 111 and DESN 135. Offered: Spring.

DESN 239 RESIDENTIAL/ARCHITECTURE AND INTERIOR DESIGN (3)

A program to review the process and development of home design and the interactions among owner/client, architect and interior designer. Beginning with the concept and continuing through space planning, emphasis is on design and specification of interior details, elements and finishes. The course culminates in a home design project. Prerequisites: ADCM 111 and DESN 135. Offered: Fall and Spring.

DESN 240 SAMPLE DESIGN (3)

This is intensive training in apparel production as practiced in the apparel industry. Major topics include the basic block used in fashion design, costing, grading, sample production and design trends. Students design a sample collection and participate in line production. Prerequisite: DESN 120 or DESN 121 or permission. Offered: Occasionally.

DESN 243 KITCHEN AND BATH DESIGN (3)

Students design and create working drawings of the bath and kitchen. Where related to the open-kitchen design concept, a library, family room, game room, etc. will also be discussed, including plans and elevations. Applications, cabinets, wall treatments, shelving, a work triangle and related topics are discussed. Codes and kitchen specifications are covered in detail. Prerequisites: ADCM 111 and DESN 135. Offered: Spring.

DESN 246 PORTFOLIO (3)

An assessment of students' cumulative portfolios. Students produce resumes and letters of introduction, practice interviewing skills and assemble their portfolios. Prerequisite: Permission. Offered: Spring.

DESN 248 ETHNIC DESIGN STUDIO (3)

A studio design class with an emphasis on Asian, Middle Eastern, Native American and African styles. Collections at the Museum of International Folk Art are used to supplement class lectures. Each student designs and creates a garment that may be entered in the juried fashion design exhibition and the annual International Textile and Apparel Association (ITAA) design competition. May be taken twice for degree or certificate credit. Offered: Occasionally.

DESN 260 FASHION COLLECTION STUDIO (3)

An applied, intensive studio course for the motivated entrepreneur/designer. Student designers develop collections via the croquis process and then select a specific collection of fall, holiday/resort, spring or summer to realize via draping, drafting, fabrication, construction and presentation. The course culminates in a final project/portfolio. Prerequisites: DESN 120 and DESN 240. Offered: Occasionally.

DESN 270 INTERIOR DESIGN STUDIO (3)

This course is an assessment of a student's portfolio. Students produce a final design project that is evaluated by a jury consisting of an interior designer and/or interior decorator and an architect. Prerequisite: DESN 238. Offered: Occasionally.

DESN 280 BUSINESS PRACTICES FOR DESIGNERS (3)

Principles and procedures for establishing a profitable business. Discussion includes

designing a business form, developing a marketing plan, client relationships, letters of agreement, business practices, ethics, purchasing, developing a vendor relationship and resources. Offered: Spring.

DESN 290 INTERIOR DESIGN LICENSE (1)

Practicum for the NCIDQ (National Council Interior Design Qualifications) exam. Students complete mock tests and paper and design projects in preparation for licensure. Prerequisite: DESN 238. Offered: Occasionally.

FILM

FILM 150 INTRODUCTION TO FILM STUDIES (3)

This course will present the student with the fundamentals of film studies and criticism. Topics to be covered include a brief history of cinema, screenwriting, film production and film criticism. Emphasis will also be given to the development of the technical vocabulary of film studies as well as experience with writing screenplays and film reviews. Prerequisite: ENGL 109. Offered: Occasionally.

FILM 175 SCRIPTWRITING FOR FILM AND TV (4)

An introductory course about writing scripts for electronic media and film. Students have a structured experience as they actually produce a script. Prerequisite: ENGL 109. Offered: Fall and Spring.

FILM 192 INDEPENDENT FILM (3)

This course is an exploration of the form, history and impact of American motion pictures as an art form, an economic force and a representative form of communications. Students view examples of various categories of film and explore issues related to the social, historical, business and cultural aspects of the medium. Prerequisite: ENGL 109. Offered: Fall.

FILM 195 CONTEMPORARY AND POSTMODERN FILM (3)

This course examines the social and political context of the postmodern era of filmmaking. Central to the course is a study of postmodern filmmaking techniques, aesthetic choices and stylistic devices. Contemporary films, including the work of Quentin Tarantino, the Coen Brothers, Ridley Scott, Spike Jonze and Charlie Kaufman, among others, will be the subject of the course. Prerequisite: ENGL 109. Offered: Spring.

FILM 200 THE DOCUMENTARY (3)

This course will provide an overview of the documentary tradition with attention to classic and local New Mexican documentaries. The class will focus on the forms,

structures and styles of documentaries as well as on the historical, social and cultural context of the genre. The class includes a film screening component. Prerequisite: ENGL 109. Offered: Fall.

FINE WOODWORKING

WOOD 111L INTRODUCTION TO THE FINE ART OF WOODWORKING (5)

In the process of building a table, students will learn about wood as a medium for realizing their designs. Topics covered include milling techniques, mortise-and-tenon joinery, surface preparation and application of oil finishes. Students will learn the safe use of the radial arm saw, jointer, planer, table saw, bandsaw, drill press, horizontal boring machine and router. Offered: Fall and Spring.

WOOD 112L INTRODUCTION TO HAND TOOLS (5)

An introduction to the maintenance, sharpening and use of basic hand tools including chisels, planes, spokeshaves, marking knives, hand saws and scrapers. Various sharpening systems are discussed. Students build two wooden handplanes and practice hand tool use. Prerequisite: WOOD 111L or equivalent. Offered: Fall and Spring.

WOOD 114L WOOD HAND PLANE (2)

An introduction to the fabrication, adjustment and proper use of wooden hand planes. May be taken twice for degree or certificate credit. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 115L INTRODUCTION TO JOINERY (5)

An introduction to traditional joinery techniques including edge joints, miters, dowel joints, mortise and tenons, bridal joints, and frame and panel work. Students will be required to make examples of all the joints described in class. Prerequisite: WOOD 111L or equivalent. Offered: Fall and Spring.

WOOD 116L DOVETAILS (5)

A class covering hand-cut dovetails, along with those made with the table saw and router jig. Students will make a small box assembled with hand-cut dovetails, and practice the other two methods covered in the class. Prerequisite: WOOD 112L. Offered: Fall and Spring.

WOOD 120 CHARACTERISTICS OF WOOD (1)

This course focuses on wood as a material. It covers the visual aspects of different species as well as their working characteristics. Topics include wood structure, graphics, the moisture in wood and choosing the right wood for a project. Offered: Fall.

COURSE DESCRIPTIONS

WOOD 125L INTRODUCTION TO FINISHING (3)

An introduction to wood finishes, including those that can be applied by hand and sprayed. The course includes surface preparation, stains, dyes, sealers, polish, shellac, varnish, oils, waxes and basic spraying techniques. Prerequisite: WOOD 111L. Offered: Fall and Spring.

WOOD 127 THE BUSINESS OF WOODWORKING (3)

An introduction to the business aspects of woodworking, including such topics as setting up a shop, cash flow, legal and tax considerations, job costing, equipment purchasing and justification, staffing, scheduling and marketing. Offered: Occasionally.

WOOD 130L FURNITURE DESIGN (3)

Assignments in this class will be directed toward the uninhibited accumulation of ideas in a sketchbook and the development of each student's individual design aesthetic. Basic requirements for furniture, orthographic drawing and model making will also be covered. Prerequisite: WOOD 111L. Offered: Fall.

WOOD 135L BANDSAWN VENEERS (5)

An introduction to the use of bandsawn veneers in furniture construction. Students execute a project of their own design that incorporates bandsawn veneers. May be taken twice for degree or certificate credit. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 145L BENT LAMINATION (5)

An introduction to the use of bent lamination in furniture construction. Students build a project of their own design using the techniques of bent lamination. May be taken twice for degree or certificate credit. Prerequisite: WOOD 111L. Offered: Fall.

WOOD 150L INTRODUCTION TO THE SHAPER (3)

An introduction to the safe and proper use of the wood shaper, including appropriate applications, setups for common operations and the power feed. Students demonstrate competency through the successful completion of a series of exercises for common setups on the shaper. May be taken twice for degree or certificate credit. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 155L BUILD A WORKBENCH (4)

Students build an instructor-designed, versatile workbench that incorporates a prelaminated maple top, a tool tray, an applied maple dog rail, end rails, bench dogs, one or two vises and a trestle-style stand. May be taken twice for degree or certificate credit. Prerequisite: WOOD 111L. Offered: Summer.

WOOD 160L INTRODUCTION TO WOODTURNING (3)

An introduction to turning wood on the lathe. Topics include spindle turning, face-plate turning, tool selection and sharpening. Students will learn skills by working on assigned projects. Offered: Summer, Fall and Spring.

WOOD 161L ADVANCED WOODTURNING (3)

This class builds upon skills learned in Introduction to Woodturning. Students learn to produce dimensioned turnings from patterns, produce accurate multiples and explore creative spindle and bowl techniques. May be taken twice for degree or certificate credit. Prerequisite: WOOD 160L. Offered: Summer, Fall and Spring.

WOOD 165L WOODWORKING MACHINERY MAINTENANCE (3)

Students will learn about the setup, maintenance and minor repair of stationary and portable power tools in the woodworking shop. In addition, there will be discussion about shop layout and setup considerations. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 166L ROUTER JOINERY (3)

An introduction to using the router to make mortise and tenon joints, dovetails, sliding dovetails, bent lamination joinery, and many other joints. Students will learn how to build the jigs and templates which make the router an indispensable tool. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 170L INTRODUCTION TO WOODCARVING (3)

An introduction to woodcarving, including the selection of appropriate types of wood, project design, correct use and sharpening of tools, and basic carving methods. Carving on a flat surface and in the round are covered. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

WOOD 175L AFRICAN DRUMS (3)

An instrument-making class for woodworkers, musicians or anyone who just wants to have fun. Students will make an Ashiko (a cone-shaped African drum) and a Shekere (a beaded instrument) and have the opportunity to make a wide range of other percussion instruments. Prerequisite: WOOD 111L. Offered: Spring.

WOOD 180L BASIC WOODWORKING PROJECTS (3)

An introduction to planning a woodworking project and considering the appropriate types of wood, joinery, design details, tools and finish. Students will design and build a project of their choice. Prerequisite: WOOD 111L. Offered: Fall and Spring.

WOOD 181L SUMMER PROJECTS (2)

An introduction to planning a woodworking project and considering the appropriate types of wood, joinery, design details, tools and finish. Students design and construct a project of their choice. Prerequisite: WOOD 111L. Offered: Summer.

WOOD 219L METHODS OF CABINET CONSTRUCTION (5)

This class is a survey of various methods of cabinet construction including doweling, dovetails, post and panel, frame and panel, and veneered panels. Students will build a cabinet of their own design that will accommodate drawers and doors. Prerequisite: WOOD 115L. Offered: Occasionally.

WOOD 220L DOORS, DRAWERS AND HARDWARE FOR FURNITURE (5)

An introduction to the design and appropriate use of doors, drawers and hardware in earcase construction. Students will continue work on the project begun in WOOD 219L, a small cabinet of their own design that incorporates a door, drawer and hardware. May be taken twice for degree or certificate credit. Prerequisite: WOOD 219L. Offered: Occasionally.

WOOD 225L CHAIR MAKING (5)

Students will learn about the unique structural and aesthetic challenges presented in chair making. Topics include design criteria for chairs, compound angle joinery, floating-tendons, shaping techniques and a discussion of upholstery possibilities. Students will construct a chair of an assigned design, modifying size, scale and shaping details to fit their personal taste. Prerequisite: WOOD 111L. Offered: Occasionally.

WOOD 280L ADVANCED WOODWORKING PROJECTS (5)

An advanced class for students with a good foundation in project planning, machine and hand-tool use, and traditional joinery skills. Students will design and build a project of their choice. Prerequisite: WOOD 115L or permission. Offered: Fall and Spring.

WOOD 290L ADVANCED FURNITURE MAKING (5)

A course in which students can use all their technical and design skills to build a capstone furniture project, similar to the journeyman's piece in European schools. Prerequisites: WOOD 115L and WOOD 130L. Offered: Occasionally.

WOOD 295L FURNITURE STUDIO (5)

A course in which students work on a major piece of furniture in an atmosphere that simulates a professional woodshop environment. After receiving the instructor's approval, students work with considerable independence, keeping track of their time and materials. Prerequisites: WOOD 290L and permission. Offered: Fall and Spring.

FIRE SCIENCE TECHNOLOGY

FIRE 111 FIRE PROTECTION ORGANIZATION (3)

An entry-level course open to anyone considering a career in fire protection. The course provides an overview of fire protection, career opportunities in this and related fields, the philosophy and history of fire-protection services, the fire department as part of local government, laws and regulations affecting the fire service, fire-service nomenclature, specific fire-protection functions, basic fire chemistry and physics, an introduction to fire-protection systems and an introduction to fire-fighting strategies and tactics. Offered: Occasionally.

FIRE 112 FIRE PREVENTION (3)

This course provides a historical perspective of the origins of fire-prevention practices and life-safety considerations. Presentation of relevant codes covers contemporary fire safety, fire prevention and life-safety initiatives that reduce a community's risk associated with fire. Emphasis is on the responsibility for code enforcement, fire investigation, fire safety, education and assemblage of relevant data. Offered: Occasionally.

FIRE 113 FIRE-PROTECTION SYSTEMS (3)

A study of systems for manual and automatic detection and signaling and for fixed and portable fire-suppression systems. Included in the course are hazard analysis, hardware, basic calculations, system specifications, code compliance and acceptance. Offered: Occasionally.

FIRE 114 BUILDING CONSTRUCTION FOR FIRE FIGHTERS (3)

A study of building construction from a fire-fighter's perspective. The class covers structural components, structural loads and load applications; basic and general types of construction, construction materials and terminology; fire resistance and flame spread; smoke movement and management; electrical and mechanical systems; and construction and structural hazards. Offered: Occasionally.

FIRE 116 FIRE INVESTIGATION (3)

This course introduces the student to the proper methods for conducting a basic fire investigation, determining the origin and the cause of a fire and understanding basic fire behavior. Recognition and preservation of evidence, photography and diagramming, and vehicle fire and wildfire investigations are also discussed, along with related legal issues. Offered: Occasionally.

FIRE 117 WILD-LAND FIRE-FIGHTING PRACTICES (3)

Management of uncontrolled fire burning urban-wild-land interface strategy and tactics used in controlling wild-land fires; prevention methods; and incident com-

COURSE DESCRIPTIONS

mand practices. Based upon National Fire Protection Association Standard 1051, Qualifications for Wild-Land Fire Fighters. Students are required to attend all course sessions. Offered: Occasionally.

FIRE 120L FIRE FIGHTER LEVEL I (5)

This course provides entry-level fire fighters with the knowledge and skills they need to meet the minimum job-performance requirements for career and volunteer fire fighters. The course covers fire behavior, fire-fighting equipment, fire-fighting procedures, hazardous materials awareness, and basic wild-land fire fighting while exposing students to several different fire scenarios. Students will have the opportunity to test for state Fire Fighter I certification at the completion of the class. Prerequisites: Bunker gear and permission. Offered: Occasionally.

FIRE 208 FIRE FIGHTING STRATEGIES AND TACTICS (3)

An advanced course in efficient and effective utilization of human resources, equipment and apparatus with emphasis on preplanning, fire ground problem solving related to fire ground decision making, and strategies and tactics. Included in this course are systematic development of action plans for a variety of emergency situations and deployment of resources as part of the action plan. Prerequisite: Certification as a Firefighter Level I or graduation from an accredited fire academy or permission of the instructor. Offered: Occasionally.

FIRE 209 FIREFIGHTING STRATEGIES AND TACTICS II (3)

Strategies and tactics associated with special types of fire-fighting incidents such as transportation emergencies and fires, high-rise fires, below-ground incidents, confined-space emergencies and special rescue situations. Prerequisite: FIRE 208. Offered: Occasionally.

FIRE 210 FIRE OFFICER COMPANY LEADERSHIP (3)

Based upon National Fire Protection Association Standard 1021, Qualifications for Professional Fire Officers, this course is designed to introduce and prepare students for the responsibilities of first-line supervision. As the first-line liaison to the work force, upper management and the public, the company officer has one of the most challenging responsibilities within the fire service. This course strategically prepares the participant for this obligation. Offered: Occasionally.

FIRE 216 FIRE SERVICE INSTRUCTIONAL METHODOLOGY (3)

Students examine the role and responsibilities of the fire service instructor. The course covers competencies in oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Based upon National Fire Protection Association Standard 1041, Qualifications of Fire Service Instructor. Offered: Occasionally.

FRENCH

FREN 111L FRENCH I (4)

An introductory course for students with little or no previous exposure to written or spoken French. The development of conversation skills is a major goal, although reading and writing are also stressed. The course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: FREN 1114.

FREN 112L FRENCH II (4)

A continuation of French I, involving further study of the structure of the language. The course offers extensive oral and written practice, with readings on French culture. This course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: FREN 111L. Offered: Summer, Fall and Spring. NMCCNS: FREN 1124.

FREN 150 CONVERSATIONAL FRENCH I (3)

This third-semester French course emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. The course incorporates reading selections and writing exercises. Prerequisite: FREN 112L. Offered: Summer or Spring.

FREN 211 INTERMEDIATE FRENCH I (3)

This course presents a review of grammar and then focuses on expanding conversational skills and further developing reading and writing. Prerequisite: FREN 112L. Offered: Fall.

FREN 212 INTERMEDIATE FRENCH II (3)

This course emphasizes reading and writing skills while continuing conversation practice. Prerequisite: FREN 211. Offered: Occasionally.

FREN 280 INTRODUCTION TO FRENCH LITERATURE (3)

This is a survey course taught in French. It presents a chronological overview of the major works in French literature from the 10th century to the 20th century. Students read, discuss and write in French about selected works. Prerequisite: FREN 211 or reading knowledge of French. Offered: Occasionally.

GEOGRAPHY

GEOG 111 INTRODUCTION TO PHYSICAL GEOGRAPHY (3)

An examination of the Earth's natural processes and the global patterns of climate, soil, vegetation and landforms. Emphasis is on the relationship of people to the Earth's environment. Offered: Occasionally. NMCCNS: GEOG 1113.

GEOG 112 WORLD REGIONAL GEOGRAPHY (3)

A systematic examination of the world's cultural, economic and natural regions. Emphasis is on the natural resources of developed and developing nations. Prerequisite: ENGL 109. Offered: Occasionally.

GEOG 150 HUMAN GEOGRAPHY (3)

A systematic analysis of world population, demographic factors, ethnic groups, and predominant economies and political units and their distribution, interrelation and interaction with the physical Earth. Prerequisite: ENGL 109. Offered: Occasionally. NMCCNS: GEOG 1213.

GEOG 155 GEOGRAPHY OF THE SOUTHWEST (3)

An examination of the impact of geography on the cultures and history of the Southwest. Prerequisite: ENGL 109. Offered: Occasionally.

GEOLOGY

GEOL 111 PHYSICAL GEOLOGY (3)

An introduction to the concepts and terminology of geology. Topics include the origin of the universe and the solar system, planetary geology, oceanography, meteorology and the formation of glaciers, rivers, volcanoes and deserts. Prerequisite: MATH 102. Corequisite: GEOL 111L. Offered: Fall. NMCCNS: GEOL 1113. NMGECC: Area III.

GEOL 111L PHYSICAL GEOLOGY LAB (1)

Lab experience for GEOL 111 that includes exercises in understanding land formation, natural catastrophes, meteorology, planetary geology and oceanography. Corequisite: GEOL 111. Offered: Fall. NMCCNS: GEOL 1111. NMGECC: Area III.

GEOL 112 HISTORICAL GEOLOGY (3)

An introduction to the physical and biological evolution of the Earth. Topics include the origin of the oceans and atmospheres, the origin and evolution of life, fossils, mineral deposits and hydrocarbons, and the evolution of dinosaurs and animal life.

Prerequisite: MATH 102. Corequisite: GEOL 112L. Offered: Fall and Spring. NMGECC: Area III.

GEOL 112L HISTORICAL GEOLOGY LAB (1)

Lab experience for GEOL 112. Included in exercises are the physical and biological evolution of the Earth, the origin of the oceans and atmospheres, and the origin and evolution of life. Corequisite: GEOL 112. Offered: Fall and Spring. NMGECC: Area III.

GEOL 115L GEOLOGY FIELD EXPERIENCE (4)

This field course is an introduction to the concepts and terminology of geology. Topics include the origin of the universe and the solar system, planetary geology, oceanography, meteorology and the formation of glaciers, rivers, volcanoes and deserts. Students analyze samples collected in the field and report on field experiences. Offered: Summer. NMGECC: Area III.

GERMAN

GERM 111L GERMAN I (4)

An introductory course for the student with little or no previous exposure to written or spoken German. The development of conversational skills is a major goal; reading and writing are also stressed. This course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: GERM 1114.

GERM 112L GERMAN II (4)

A continuation of German I with emphasis on reading, writing and speaking skills. This course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: GERM 111L. Offered: Spring.

GERM 150 CONVERSATIONAL GERMAN (3)

This third-semester German course emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. For native and non-native speakers. Prerequisite: GERM 112L. Offered: Occasionally.

GERM 211 INTERMEDIATE GERMAN I (3)

A grammar review concentrating on expanding skills in conversation, vocabulary, reading and writing. Selected readings on history, literature, cultural issues and current events are incorporated. Prerequisite: GERM 112L. Offered: Occasionally.

COURSE DESCRIPTIONS

HEALTH CARE

HLCR 104 HEALTH CAREERS ACADEMY (3)

This course provides an overview of a variety of health careers. It enables the student to evaluate these careers in order to make educational plans. A description of the skills, educational requirements and personal qualities needed for each career will be presented. The course is composed of lecture, hands-on lab activities and observational experiences in actual healthcare settings. Graded as Pass/Fail. Prerequisite: Permission. Offered: Occasionally.

HLCR 109 INTRODUCTION TO MATHEMATICS FOR NURSING (1)

Students review mathematical operations, principles and methods needed for dosage calculations. Students learn and practice dosage calculations for medication administered orally, intravenously and by syringe. Students also learn to calculate intake and output, read medication labels, convert between various systems of measurement, properly reconstitute powdered medications and calculate dosages for children. Graded as Pass/Fail. Prerequisites: ENGL 109 and MATH 102. Offered: Fall and Spring.

HLCR 111 MEDICATION CALCULATIONS (1)

Students review and apply mathematical operations, principles and methods needed for dosage calculations. Students learn and practice dosage calculations for medication administered orally, intravenously and by syringe as well as solve word problems specific to medication orders. Students also learn to calculate intake and output, read medication labels, convert between various systems of measurement, properly reconstitute powdered medications and calculate dosages for children. Offered: Fall and Spring.

HLCR 111L INTRODUCTION TO HEALTH CAREERS (3)

This course introduces students to various health professions and the behaviors and skills necessary for success in the health field. Students will explore basic concepts in anatomy and physiology, the major components of healthcare delivery system, roles and responsibilities of healthcare professionals and the educational requirements needed for each career presented. The course is composed of lecture, hands-on lab activities and observational experiences in actual healthcare settings. Offered: Occasionally.

HLCR 112 ERGONOMICS AND POSTURE EDUCATION FOR HEALTHCARE PERSONNEL (1)

Course of study in ergonomics and posture awareness for healthcare personnel. Building upon the experiences and learning of the previous week, students will study the relationship between human beings, machines and environments, especially in terms of physiological and technical requirements. Specific techniques and principles

of ergonomics and the Alexander Technique will be applied to movement challenges, pains and stresses related to healthcare professions. Organic principles of bending, lifting, walking and everyday movements and activities will be explored. May be taken twice for degree or certificate credit. Offered: Occasionally.

HLCR 113 MEDICAL TERMINOLOGY (3)

A study of the terminology used in anatomy, physiology, pathology, surgery and pharmacology. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HLCR 120 HEALTH-UNIT COORDINATOR (5)

Students explore nonclinical tasks that the health-unit coordinator may perform for the nursing unit and examine the organizational activities and management for the nursing unit that will enhance the delivery of healthcare to clients. Offered: Spring.

HLCR 125L NURSE AIDE (5)

Included in this course are the basic principles related to body systems, rehabilitation needs, personal care skills, safety and the special needs of families, children and the elderly. Upon successful completion of this class, the student will be prepared to take the Nurse Aide Certification Evaluation Service exam for both home health aide and nurse aide. Offered: Fall and Spring.

HLCR 155 WILDERNESS SURVIVAL (3)

This course prepares students to survive in extreme situations and covers such topics as food and water procurement, survival shelters, fire craft and signaling. Offered: Occasionally.

HLCR 230 PATHOPHYSIOLOGY I (3)

An introduction to human pathophysiology that builds on the student's prior knowledge of anatomy and physiology. Prerequisite: BIOL 131. Offered: Fall.

HLCR 231 PATHOPHYSIOLOGY II (3)

This course focuses on the changes that occur in the human body when normal structure and/or function is altered. Prerequisite: HLCR 230. Offered: Spring.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPER 111L BEGINNING YOGA (1)

An introduction to Hatha yoga techniques of stretching, breathing and meditation to relieve stress and promote health. This class is progressive and leads to the development of yoga practice at home. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 112L GENTLE YOGA (1)

An introduction to basic Hatha yoga posture, breathing techniques and meditation. The positions are taught step-by-step, with one class building upon the next. The class is structured to use modified versions of basic yoga postures in a slow-paced environment. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 113L RELAXERCISE (1)

Relaxercise involves progressive stretching and relaxation techniques to overcome daily stress and stimulate sluggish muscles. Breathing techniques and physical movements are used to decrease unwanted tensions and renew physical energy. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 114L THE METHOD BASED ON PILATES (1)

The Method based on the movements of Joseph Pilates, will help the student develop balance and control, coordination, breath, concentration, centering, precision and flowing movement. Students identify and strengthen their weakest links. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 115L BEGINNING STEP AEROBICS (1)

Beginning step aerobics is designed to improve physical fitness through various exercises that increase cardiovascular endurance, strength and flexibility. Emphasis is on safe exercise progression, step aerobics terminology and exercise technique. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 116L ABDOMINAL CONDITIONING (1)

This course is designed for students at any level who desire to increase muscular endurance using a variety of abdominal modalities: floors, footballs, medicine balls, dumbbells and benches. Emphasis is on safe exercise progression and technique in a

format that focuses on abdominal conditioning. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 117L BEGINNING BODY SCULPTING (1)

The focus of this course is on strength and endurance conditioning, injury prevention, correct body alignment and exercise technique to achieve the maximum benefit from each exercise. Students are encouraged to exercise at their own level of ability. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 118L BEGINNING AEROBICS (1)

A class to introduce the basic principles of aerobic fitness dance, stressing all components of physical fitness (flexibility, cardiovascular endurance, muscular endurance, and strength and body composition). Students will experience a variety of training techniques specially designed for the beginning exerciser. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 119L BEGINNING CROSS TRAINING (1)

This is an activity class designed specifically for students who exhibit a beginning level of fitness. Students will be exposed to various types of training to develop power, speed, cardiovascular endurance, strength and flexibility. The primary focus is on speed and power development exercises as a way to enhance and/or vary existing training programs. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 120L BEGINNING TENNIS (1)

Instruction in the basic strokes, rules and strategies and an introduction to both the singles and the doubles game. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 121L WARM WATER STRETCH (1)

Water is an ideal environment for a safe and comfortable workout. This course is designed for people with a broad range of conditions such as joint stiffness and arthritis. Students focus on flexibility, strength, coordination, fluidity of movement and prevention of muscular imbalances. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 122L BEGINNING AEROBIC KICKBOXING (1)

This course is for students at any level who desire to increase cardiovascular fitness, flexibility and muscular endurance in an aerobic format that uses kicking, jumping and boxing movements. Emphasis is on safe exercise progression and technique in a format utilizing aerobic kickboxing. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

COURSE DESCRIPTIONS

HPER 123L BASIC KARATE (1)

Basic karate is a foundation-building program offering the basic techniques, skills and practice of tai kenpo karate along with conditioning and flexibility exercises. Students learn balance, distancing, timing, and physical and mental control techniques and applications. Drills also cover one steps, defined combat and free response self-defense tactics. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 124L BEGINNING COED VOLLEYBALL (1)

This course emphasizes developing individual skills. Rules, team play and basic strategy are also covered. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 125L BEGINNING GOLF (1)

A course in the basic skills, fundamentals and techniques of golf that includes strategies of play, knowledge of rules and understanding of etiquette. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 130L BEGINNING SWIMMING (1)

This course introduces the basic skills required for learning to swim. Adjustment to water, floating, breath control, rhythmic breathing, the basic swimming strokes and personal water safety are emphasized. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 131L ADAPTIVE AQUATICS (1)

The course enables students with disabilities to participate in an aquatic fitness program designed to suit each student's individual abilities and needs. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Occasionally.

HPER 134L CONDITIONING: ABDOMINALS, HIPS AND THIGHS (1)

This class is designed for the beginning as well as the continuing student. Emphasis is placed on strengthening and toning the abdominal muscle group, muscles surrounding the hips and thigh muscles. Activities include core strengthening exercises, mat work, and the use of the fitball, exercise tubing and the medicine ball. Students are encouraged to work at their own fitness level in a noncompetitive environment. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 136L SHALLOW WATER AEROBICS (1)

Students participate in aerobic activity and conditioning exercises. The class provides an introduction to a variety of water-exercise workouts, which may include the following equipment: HydroFit resistance and buoyancy cuffs, hand buoys, noodles and stretch cords. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 137L DEEP-WATER AEROBICS (1)

Students participate in aerobic activity and conditioning exercises performed totally in deep water. Emphasis is on safe exercise technique and individual exercise progression. Flotation devices and exercise equipment are an integral part of this no-impact workout program. Students must be comfortable in deep water without flotation assistance and be comfortable submersing their face in deep water. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 138L SENIOR AQUATICS (1)

Water is an ideal environment for a safe and comfortable workout. People with a broad range of conditions including joint stiffness and arthritis can benefit from aquatic exercises because water's natural buoyancy offers a measure of support. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 139L DEEP AND SHALLOW COMBO (1)

This vertical water-exercise class uses the entire length of the pool. Students will move between shallow and deep water. Students are introduced to and encouraged to use the variety of equipment available for a total-body workout. Students must be comfortable in deep and shallow water, be comfortable submersing their face in water and be able to tread water without added flotation equipment. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 142L FLEXIBILITY AND CONDITIONING FOR SENIORS (1)

Students focus on flexibility, strength, coordination, mental concentration, fluidity of movement and the prevention of muscular imbalances. The emphasis is on a series of related, non-weight bearing exercises emphasizing correct body alignment. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 144L BACKPACKING (1)

This course familiarizes the student with trails and areas in northern New Mexico. A three-day/two-night backpacking trip allows the class to study and enjoy the surrounding wilderness areas. The class is not intended for those with known heart conditions, debilitating muscle and/or joint problems, altitude problems or no experience hiking. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 150L SELF DEFENSE (1)

An intense program of physical fitness stressing self-awareness, defensive skills, offensive skills, coordination, self-control, endurance and martial technique. Students learn various techniques of martial arts, coordinating the use of both hands and feet and have opportunities to practice in simulated assault situations. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 151L MARTIAL ARTS (1)

A program designed to familiarize students with many of the martial systems practiced throughout the world. Techniques from arts such as Myanma Let-Hwei (Burmese boxing), Chun-K, Do Hapkido, Brazilian Jiu-Jitsu, Presas Arnis and many others are covered. Students develop the skills needed for basic self-defense and improve their strength, flexibility and endurance. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 152L TAI CHI (1)

A program of Tai Chi designed to introduce the student to energy movement through the body for health, defense and longevity. The student works on physical movement, energy movement, kata and push hands. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

HPER 153L THE NIA TECHNIQUE (1)

The Nia Technique is a form of fusion fitness that incorporates elements of dance, martial and healing arts into a class that is part choreographed and part free-form. Beyond the fun and the solid aerobic workout, classes focus on self expression, healing and developing mindfulness. This course will address individual needs and provide appropriate props to ensure an enjoyable learning experience. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 154L STRENGTH, STRETCH AND RELAXATION (1)

The focus of this class is on progressive strengthening, stretching and relaxation exercises designed to stimulate and tone sluggish muscles. Students learn correct body position and exercise technique. The body's natural breathing rhythms are explored to decrease unwanted tensions and energy blockages. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 155 ACCESS TO HEALTH (2)

This course is designed to help students adopt and maintain the behaviors associated with an active and healthy lifestyle. Students learn the importance of maintaining wellness through a physically active lifestyle. Through readings, questionnaires, surveys and labs, students develop an understanding of fitness and wellness. Available as online class only. Offered: Summer, Fall and Spring.

HPER 157L BEGINNING NORDIC SKIING (1)

Introduction and development of basic skills and knowledge essential to Nordic skiing. The class includes diagonal stride, skating, uphill strategies, wedge turns and telemark stance. It covers trail skiing strategies and experience, basic first aid and safety, equipment maintenance, map reading and orienteering, and basic survival and rescue skills. May be taken twice for degree or certificate credit. Offered: Spring.

HPER 159L TRIATHLON (1)

Students increase their knowledge, skill and level of fitness in the multidisciplinary sport of triathlon through a progressive application of the techniques and principles involved in the sport of swimming, biking and running. Emphasis is placed on developing the necessary physical and mental skills required for a variety of triathlon events. The primary focus is on short-course or sprint triathlon distances. Students should have the ability to run one mile, bike three miles and swim 200 yards. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 160L FITNESS CYCLING (1)

This course is designed for those who would like a variety of cycling programs, from the true beginner to the elite athlete. Background music helps motivate cyclists to ride at their own intensity level. Cycling is an excellent exercise to improve cardiorespiratory endurance, muscular strength and muscular endurance without excessive stress on participants' joints. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 163L HEALTH AND FITNESS FOR THE DIABETIC (1)

This is a class for diabetics and their family and friends who would like to know more about how to control diabetes through diet and exercise. Each class includes pre- and post-workout blood sugar testing, question and answer sessions and supervised exercise in a safe and supportive environment. The course includes lecture sessions on a variety of related topics. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 164 WEIGHT MANAGEMENT AND EXERCISE (2)

This online class is designed for students who want to enhance their body composition by gaining knowledge of proper nutrition and behavior modification along with developing an exercise routine for weight management. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 165L BEGINNING HIKING (1)

Introduction to and development of basic skills and knowledge essential to hiking. Overall fitness, orienteering and habitat recognition are integral subjects. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 166L BEGINNING COED STRENGTH TRAINING (1)

A course in the basic skills and techniques of weightlifting, such as proper warm-up, safety, spotting and weight-training routines. Special attention is given to developing an individual fitness program that will meet the student's fitness goals. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

COURSE DESCRIPTIONS

HPER 167L WOMEN'S STRENGTH TRAINING (1)

An introduction to the health and fitness benefits that strength training provides for women. Students are guided through the process of developing individual strength and fitness programs based on their personal fitness goals. Instruction in exercise and technique is complemented by information about related topics in women's health and fitness. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 168L CIRCUIT TRAINING FOR SENIORS (1)

An introduction to circuit training for the senior population. This course is designed to give seniors a total-body workout within a single class format. Safety in both technique and exercise progression is emphasized. Primary activity consists of alternating aerobic exercise with the use of strength-training machines. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 169L BEGINNING CIRCUIT TRAINING (1)

This course combines strength training and aerobics to provide a total-body workout within a single class format. Primary activity consists of alternating aerobic exercise with work on strength-training machines. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 171L STRENGTH TRAINING FOR SENIORS (1)

An introduction to strength-training techniques for seniors. The course concentrates on development of muscular strength, conditioning and fitness. Safety in both technique and exercise progression is emphasized. The course includes a discussion on how strength training can enhance health after 50. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 172L BEGINNING FITNESS PROGRAM (1)

This course is designed for individuals with little or no fitness training experience. Emphasis is given to activities that improve strength, flexibility, cardiovascular fitness and muscular endurance. Special attention is given to developing a program that is simple and enjoyable and suits the student's unique health and fitness needs. May be taken only once for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 173L SWIMMING FITNESS PROGRAM (1)

Designed for students who are primarily interested in achieving health and fitness by swimming, this class is especially beneficial for those who want an aerobic workout with less stress on the joints. May be taken only once for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 174L ADAPTIVE EXERCISE (1)

This course enables students with disabilities to participate in a fitness program that is designed to meet their specific needs. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 175L FITNESS FOR FIREFIGHTERS (1)

This is a physical activity class designed specifically for firefighters. Special attention is given to developing the functional strength, power, flexibility, and cardiovascular and muscular endurance that the occupation demands. The student is introduced to the basic principles of strength and conditioning, biomechanics, injury prevention and program development. Orientation is required. May be taken twice for degree or certificate credit. Offered: Spring.

HPER 180L BOOT CAMP FITNESS (1)

This class is specially designed for students who want to improve their power, speed, coordination, agility, strength and cardiovascular endurance in a challenging class format. Students will experience nontraditional training modalities such as medicine ball, hurdles, jump ropes and various terrain training in an indoor/outdoor setting. Students should be free of any chronic and/or acute injuries. May be taken twice for degree or certificate credit. Offered: Summer and Spring.

HPER 181L CARDIO CHISEL (1)

A class to introduce the basic principles of aerobic fitness combined with muscle conditioning and toning. This class emphasizes cardio conditioning by participation in aerobic dance, kickboxing and step aerobics, with muscle conditioning using such equipment as light hand weights, rubber exercise bands and fit balls. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 184L ORIENTEERING (1)

A course in backcountry-oriented hiking in which students cover moderate distance with moderate vertical change. It includes conceptualization of and movement in three-dimensional mountainous terrain. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 200L LIFETIME FITNESS AND WELLNESS (3)

This course is designed to help students adopt and maintain the behaviors associated with an active and healthy lifestyle. Students learn the importance of maintaining wellness through a physically active lifestyle. Through lectures and labs, students develop behavioral patterns based on the current knowledge in fitness and wellness. Offered: Summer, Fall and Spring.

HPER 205L EXPERIENCED GOLFERS (1)

A course in the more advanced shot-making skills, game management and strategies for enhancing mental focus while playing golf. May be taken twice for degree or certificate credit. Prerequisite: HPER 125L. Offered: Summer, Fall and Spring.

HPER 210L MEDITATION AND YOGA (1)

This three-day workshop is designed to introduce the student to meditation and to enhance a home yoga practice. Zen-style sitting practice is taught, along with a walking meditation. The yoga instruction is provided in the Iyengar tradition and includes pranayama exercises. Each student is encouraged to participate at his or her own skill level. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 211L INTERMEDIATE YOGA (1)

This class is designed for the experienced yoga student. More advanced yoga postures such as the handstand, headstand and upward bow, along with meditation and beginning pranayama are practiced. May be taken twice for degree or certificate credit. Prerequisite: HPER 111L. Offered: Fall and Spring.

HPER 212L MULTILEVEL YOGA (1)

This course, for those who have some familiarity with yoga, combines beginning and intermediate-level yoga techniques of stretching, strengthening, meditation and breathing to promote health and well-being. May be taken twice for degree or certificate credit. Prerequisites: HPER 111L and permission. Offered: Summer, Fall and Spring.

HPER 213L INTERMEDIATE PILATES (1)

Building on the course content of The Method Based on Pilates, students further develop their balance, control and coordination. The focus of this class is learning precise, flowing movements through mat exercise choreography. May be taken twice for degree or certificate credit. Prerequisite: HPER 114L. Offered: Fall and Spring.

HPER 215L INTERMEDIATE STEP AEROBICS (1)

This course is designed for the experienced step aerobics student. Emphasis is on safe exercise progression and technique in a format that uses advanced combinations and propulsion moves. Students must score at the intermediate-workout level on a step test. May be taken twice for degree or certificate credit. Prerequisite: HPER 115L. Offered: Occasionally.

HPER 217L INTERMEDIATE BODY SCULPTING (1)

The focus of this course is on strength and endurance conditioning, correct body position and exercise technique to achieve the maximum benefit from each exercise. Students are encouraged to exercise at their own level of ability and to progress according to their personal exercise goals in a noncompetitive, supportive environ-

ment. May be taken twice for degree or certificate credit. Prerequisite: HPER 117L. Offered: Occasionally.

HPER 219L COMBO STEP (1)

A combination of high- and low-impact aerobics with step aerobics and some kickboxing moves gives the student a versatile and high energy workout. Emphasis is on safe exercise techniques and progressions. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 220L INTERMEDIATE TENNIS (1)

Guided practice in the fundamental strokes and strategies in both the singles and the doubles game. May be taken twice for degree or certificate credit. Prerequisite: HPER 120L. Offered: Summer, Fall and Spring.

HPER 223L INTERMEDIATE AEROBIC KICKBOXING (1)

This course is for the intermediate to advanced student who desires to increase cardiovascular fitness, flexibility and muscular endurance in an aerobic format, using martial arts and boxing movements. Emphasis is on safe exercise progression, refinement and extension of aerobic kickboxing movement skills. May be taken twice for degree or certificate credit. Prerequisite: HPER 122L. Offered: Occasionally.

HPER 224L INTERMEDIATE COED VOLLEYBALL (1)

This course continues the development of the student's volleyball skills, with emphasis on defensive and offensive strategies involving rules and tactics. May be taken twice for degree or certificate credit. Prerequisite: HPER 124L. Offered: Fall and Spring.

HPER 225L ADVANCED VOLLEYBALL (1)

This course, for individuals with advanced volleyball skills and established knowledge of the game, covers advanced volleyball techniques and competitive strategies. May be taken twice for degree or certificate credit. Prerequisite:

HPER 224L. Offered: Fall and Spring.

HPER 226L INTERMEDIATE COED BASKETBALL (1)

This course is designed for experienced recreational basketball players and students who possess all the fundamentals necessary to play 5-on-5 full-court games. Emphasis is on conditioning and full-court game strategies. May be taken twice for degree or certificate credit. Prerequisite: HPER 126L. Offered: Fall and Spring.

HPER 229L INTERMEDIATE SWIMMING (1)

This course is designed to perfect the basic swimming skills and introduce the more-advanced skills in preparation for learning to swim as a lifetime fitness activity, and/or to prepare for taking advanced swimming and water-safety courses. Emphasis

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is on stroke techniques, swimming drills and developing endurance. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

HPER 230L SWIM AND AQUA STRENGTH (1)

This course is designed for an individual who would like more variety than a lap-swim program. Emphasis is on combining swim sets, vertical aerobic conditioning and strength sets. It includes the use of swim and exercise equipment, drills and swim techniques. Students must be able to swim 100 meters continuously and have at least an intermediate-level crawl, breast stroke, backstroke and sidestroke. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 231L ADVANCED SWIMMING AND CONDITIONING (1)

This course is designed for the serious swimmer. Students gain knowledge of swimming through swim equipment, drills, proper biomechanics and scientific principles related to the physiological effects of exercising. Students learn about the benefits of periodization and a well-rounded exercise program. Attention is focused on developing cardiovascular conditioning and muscular endurance. Student must be able to accurately swim all four competitive strokes and swim 500 meters freestyle continuously. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 232L LIFEGUARD TRAINING (1)

The focus of this course is to provide the student with the skills and knowledge necessary to provide a safe aquatic environment. Upon successful completion of the American Red Cross requirements (both written exam and skills test), the student will receive an American Red Cross lifeguard training certificate, which also covers first aid for the workplace and CPR for the professional rescuer. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Summer, Fall and Spring.

HPER 234L WATER SAFETY INSTRUCTION (2)

Training in the water safety instructors' program as stipulated by the American Red Cross. To participate, students must have permission from the instructor or aquatic director and must pass all of the precourse written and skills tests. Upon successful completion of the American Red Cross requirements (both written exam and skills test), the student will receive an American Red Cross water safety instruction certificate. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Summer.

HPER 235L BEGINNING SCUBA (1)

The course provides students with the elementary knowledge and skills they need to safely gain experience in the diving environment and, ultimately, to dive independently. Students must be in good health and demonstrate strong water skills. Upon successful completion, students are eligible for Professional Association of Dive Instructors (PADI) certification by demonstrating acquired skills at a separate loca-

tion. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Occasionally.

HPER 250L WILDERNESS FIRST RESPONDER (3)

This course presents the knowledge students need to handle medical emergencies that require extended care in remote settings. Emphasis is on prevention, decision making and treatment. Students receive nationally recognized certification as a Wilderness First Responder. Graded as Pass/Fail. Offered: Spring.

HPER 252L MULTI-LEVEL TAI CHI (1)

A program of tai chi designed to introduce the student to energy movement through the body for health, self-defense and longevity. The student works on physical movement, circulation of energy, forms and an introduction to push hands. The class is designed for the beginning as well as the continuing tai chi student. May be taken twice for degree or certificate credit. Offered: Occasionally.

HPER 257L INTERMEDIATE NORDIC SKIING (1)

An intermediate cross-country ski class that concentrates on developing efficient touring technique, with emphasis on the ability to stop and turn on the downhill. May be taken twice for degree or certificate credit. Offered: Spring.

HPER 266L INTERMEDIATE COED STRENGTH TRAINING (1)

Class activities are designed to help students progress from basic strength training to more intense routines. Emphasis is on strength-training programs and progression designed to increase individual strength. May be taken twice for degree or certificate credit. Prerequisite: HPER 166L. Offered: Occasionally.

HISTORY

HIST 111 WESTERN CIVILIZATION I (3)

A survey of political events and intellectual development in the Western world from ancient times into the 17th century, including an examination of what is characteristic in each culture. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: HIST 1053. NMGECC: Area V.

HIST 112 WESTERN CIVILIZATION II (3)

A survey of the political events and intellectual development of the Western world from the 17th century to the present. The course examines the political forces and scientific, cultural and philosophical developments that contributed to the makeup of the modern world. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: HIST 1063. NMGECC: Area V.

HIST 161 UNITED STATES HISTORY TO 1877 (3)

A survey of the social and political history of the United States to 1877, emphasizing economics, social developments and the role of the United States in world affairs. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: HIST 1113. NMGECC: Area V.

HIST 162 UNITED STATES HISTORY FROM 1877 (3)

A survey of the social and political history of the United States after 1877, emphasizing economics, social development and the role of the United States in world affairs. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: HIST 1123. NMGECC: Area V.

HIST 246 RESEARCHING THE PAST (3)

Instruction in the principles and methods of historical research. Students are trained in procedures for using documents and other primary-source materials as the basis for research projects and reports. In addition to lectures, readings and class discussions, requirements include a research paper that incorporates information from the archival materials available in local depositories and government agencies. Prerequisite: ENGL 109. Offered: Occasionally.

HIST 248 INDIGENOUS PEOPLES OF NORTH AMERICA (3)

An ethnohistorical survey of North American Indian cultures. Major areas and selected case studies examine regional indigenous cultures of North America. Emphasis is on traditional cultures, the impact of European contact, contemporary problems and cultural issues. Cross-listed as ANTH 248. Prerequisite: ENGL 109. Offered: Occasionally.

HIST 250 INDIGENOUS PEOPLES OF THE SOUTHWEST (3)

An ethnohistorical survey of American Indian indigenous cultures of the southwestern United States and northwestern Mexico. The survey emphasizes traditional cultures and the impact of more than four centuries of Euro-American cultural contact. Cross-listed as ANTH 250. Prerequisite: ENGL 109. Offered: Occasionally.

HIST 260 HISTORY OF NEW MEXICO (3)

A survey of New Mexico's history from the earliest known prehistory of the region through the 20th century. This course focuses on the political, economic, social and cultural history of the state. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: HIST 2113.

HIST 265 HISTORY OF LA RAZA (3)

An introduction to the history and evolution of the Mexican-American political and cultural movements in the United States. The course is presented in a chronological

framework as it addresses the myths surrounding the Chicano experience, not only in the Southwest but in other areas of the United States where this ethnic group has expanded its efforts to participate in the greater American mainstream. Emphasis includes the Chicano movement of the 1960s and 1970s and subsequent developments in cultural self-determination. Prerequisite: ENGL 109. Offered: Occasionally.

HIST 272 LATIN AMERICAN CIVILIZATION (3)

An introduction to the main currents in Latin American societies and cultures. The course focuses on the social, political, cultural and economic issues relevant to Mexico and Central America, the Caribbean, the Andean countries and the Southern Cone. Major topics include the history of Latin American native populations, the Spanish conquest, the Colonial epoch, the wars of independence, the emergence of new nations, modern revolutions and their influence of modernization and globalization. Prerequisite: ENGL 109. Offered: Occasionally.

HOTEL AND RESTAURANT MANAGEMENT

HRMG 112 INTRODUCTION TO THE CASINO INDUSTRY (3)

The casino industry has experienced unprecedented growth in the last decade. This course is designed to give an overview of the casino industry to include topics such as the size and scope of the industry, the evolution of the industry, the business strategies of the industry, table games, slot operation, casino cage operations, security and surveillance and casino marketing. Prerequisite: ENGL 109. Offered: Fall.

HRMG 115 CUSTOMER RELATIONS (1)

At the very core of all business, is the basic concept of service. Businesses today rely on customers or consumers for their very survival, and in no place are these concepts more true than the hospitality industry. This course has been developed to teach students the concepts behind customer service. Students will learn about the fundamentals of service, the service arena, service applications, problem-solving theory, sustaining service levels and service recovery. Offered: Spring.

HRMG 118 SANITATION AND SAFETY (2)

Presents a systems approach to answering public health concerns, reducing sanitation risks, and ensuring satisfaction for the dining public. Offered: Fall and Spring.

HRMG 130 PURCHASING/FOOD AND BEVERAGE CONTROL (3)

This course covers how to develop and implement an effective purchasing program. Focus is on issues pertaining to suppliers, selection, negotiations and evaluations. This

COURSE DESCRIPTIONS

includes principles and procedures involved in an efficient food and beverage cost control system. Prerequisites: ENGL 109 and MATH 101. Offered: Occasionally.

HRMG 201 FOOD AND BEVERAGE CONTROLS (3)

This course covers the principles and procedures involved in an effective food and beverage control system, including standards determining the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control and computer applications. Prerequisite: MATH 101. Offered: Fall.

HRMG 210 HOSPITALITY SUPERVISION (3)

This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry. Course covers topics such as supervisor and management process, effective communications, supervisory responsibilities, importance of job orientation and training, establishing productivity standards, controlling labor costs, coaching and evaluation of employees, discipline, motivation of employees, managing conflict, time management and future trends in management. Offered: Occasionally.

HRMG 220L DINING ROOM SERVICE AND BEVERAGE MANAGEMENT (3)

Section One – Dining Room Service: Dining room service functions are introduced using a variety of types of service. Students build an understanding of the different components of dining room operations and develop an understanding of quality customer service, including five-star service skills, handling difficult situations and accommodating the disabled. Section Two – Beverage Management: Teaches students to identify varieties of both alcoholic and nonalcoholic beverages. Lectures will develop their skills and awareness of dram shop liability, staff training and responsible customer service, food and wine pairing, wine regions, wine list development, beverage purchasing and pricing, storage and inventory, cost controls and loss prevention, and creative beverage merchandising. Prerequisite: MATH 101. Offered: Occasionally.

HRMG 240 MARKETING FOR THE HOSPITALITY INDUSTRY (3)

This course is an in-depth study of courtesy and communication as essential functions of the hospitality industry, emphasizing personal and interpersonal relationships in a work environment. Students acquire skills in human relations, management by objectives and methods of improving communications. Prerequisite: ENGL 111. Offered: Occasionally.

HRMG 245 HOSPITALITY AND RESTAURANT MANAGEMENT (3)

This course takes a practical approach to management in the hospitality and restaurant industry. Course coverage includes management strategies, human resources management, market strategies, purchasing concepts, technologies management and

applications, risk and crisis management, planning processes, operational concepts, and leadership profiles. Offered: Occasionally.

HUMAN DEVELOPMENT

HUDV 100 LIVING SKILLS (1-3)

This course introduces students to the skills of daily living. Students learn ways to interact with others effectively and to handle life challenges and responsibilities productively. Topics include self-esteem and communication, grief and loss, nutrition and wellness, community resources, assertiveness training, money management, and setting career and life goals. Eligible for PR grade. Graded as Pass/Fail. Offered: Occasionally.

HUDV 101L WRITTEN COMMUNICATION AT WORK (1)

Using a problem-solving/critical-thinking approach, this course gives participants practice in planning, writing and editing communication in the workplace. Topics include keeping a daily log, writing incident reports, composing memos and letters, preparing written procedures, and editing and revising written communications. Prerequisites: Permission. Graded as Pass/Fail. Offered: Occasionally.

HUDV 102L ORAL COMMUNICATION AT WORK (1)

This course provides students with opportunities to practice effective communication techniques so that they develop the ability to communicate with others on an equal and positive basis. Topics include self-expression, interpersonal relationships, reflective listening, roles, differences and assertiveness. Graded as Pass/Fail. Offered: Occasionally.

HUDV 103L LEARNING STRATEGIES IN THE WORKPLACE (1)

This course teaches effective strategies for learning new skills in the workplace. Topics include reading comprehension, study methods, vocabulary building, and accessing, analyzing and applying information. Graded as Pass/Fail. Offered: Occasionally.

HUDV 104 PERSONAL MONEY MANAGEMENT (1)

Students learn techniques for managing their money effectively in order to reach long-term financial goals. Topics include budgeting, banking (checking and savings), credit, housing, vehicles and insurance. Graded as Pass/Fail. Offered: Occasionally.

HUDV 105 EQUIPPED FOR FUTURE SUCCESS (1-6)

This course offers an introductory survey of strategies for accessing the information and developing the skills required for success in college, at work and in the commu-

COURSE DESCRIPTIONS

HUDV 127 JOB SUCCESS SKILLS (2)

This course enables students to acquire the job skills they need to perform competently in the workplace. Students gain knowledge of the work world and an understanding of the expectations that employers have of employees. Offered: Fall and Spring.

HUDV 130L COLLEGE SUCCESS FOR SCIENCE (3)

This course explores chemical and biological concepts needed for success in the health sciences including elements, compounds, chemical bonds, reactions, solutions, membranes, cells, systems of measurement, voltage, and anatomical terminology while developing academic reading, note-taking, vocabulary, problem solving and learning skills. Highly recommended during the first two semesters at SFCC for students seeking degrees in the health sciences. May be taken in lieu of RDNG 101L. Credits may be counted toward the approved electives of any SFCC certificate or degree program. Prerequisites: READ 100L and MATH 101 or appropriate CPE score. Offered: Fall and Spring.

HUDV 135 PRACTICAL PSYCHOLOGY (3)

This is an introductory course in which students learn practical uses of psychology for everyday life. The primary focus is on what constitutes healthy behavior. Topics include self-esteem, relationships, emotions, change, roles and differences. Offered: Fall and Spring.

HUDV 136 DEATH, DYING, GRIEF AND LOSS (2)

This course defines loss, focuses on the many and varied kinds of losses that occur in life, and presents the stages of the grieving process as they occur. Students have the opportunity to explore losses in their own lives and learn strategies for coping with grief. Topics include divorce, separation, death, dysfunctional families, job loss and life transitions. Also included are methods for assisting others with the grief process and for regaining balance after going through life crises. This course is designed for healthcare and mental-health practitioners, as well as for persons experiencing grief and loss. Graded as Pass/Fail. Offered: Occasionally.

HUDV 137 SEXUALITY AND RELATIONSHIPS (2)

This course examines how sexual attitudes affect the choices people make in relationships. By identifying their values, students can clarify the differences between love and sex. Issues of power, intimacy and conflict are addressed, and students learn effective communication skills and conflict-resolution techniques. Offered: Occasionally.

HUDV 148 TRANSITIONS FOR MEN (1-3)

This course explores a variety of issues important to people making changes in their personal circumstances. Topics include psychological strength, community resources,

support services, educational opportunities and communication skills. Graded as Pass/Fail. Variable credit. Offered: Occasionally.

HUDV 150 CREATIVE PROBLEM SOLVING (1)

This course explores methods of solving problems. Various steps in the problem solving process are covered, with emphasis on producing creative options and choosing appropriate solutions. Offered: Occasionally.

HUDV 152 INTERPERSONAL SKILLS (2)

Students explore methods that build their awareness of the strategies for effective interpersonal communication. Emphasis is on producing options and choosing appropriate solutions to problems and conflicts. Offered: Occasionally.

HUDV 153 CONFLICT RESOLUTION AND MEDIATION (2)

This course is a presentation of the types and sources of conflict and strategies to overcome or reduce them. Topics include effective communication skills, negotiation and mediation, and methods of managing conflict. Graded as Pass/Fail. Offered: Occasionally.

HUDV 155 CURRENT EVENTS (3)

This developmental social studies course revolves around current local, national and global events. Students study how print and electronic media report the news, research the causes and possible effects of events in the news, and develop more awareness of recent world history and geography. The course emphasizes critical thinking, active communication and group problem solving, as well as the development of each student's reading and writing skills. Offered: Occasionally.

HUDV 157 PERSONAL AND SOCIAL VALUES (3)

This course provides students with an opportunity to explore perspectives on various issues. Students look at personal and social values expressed in both local and international literature and the media. Prerequisite: ENGL 107. Offered: Occasionally.

HUDV 160 WOMEN IN TRANSITION (1)

This course explores a variety of issues important to women who are making changes in their personal circumstances. Topics include personal wellness, psychological strength, legal issues, community resources, parenting skills, support services, educational opportunities and communication skills. Experts on these issues make presentations in a workshop format. Graded as Pass/Fail. Prerequisite: Permission. Offered: Fall and Spring.

HUDV 170 VOLUNTEER SERVICE (0.5-3)

In this individualized, open entry/open exit course, students have an opportunity to design, implement and evaluate a service project within the community. Students

learn concepts and principles of service and get support and feedback as needed. With the permission of their degree advisers, students can use up to six credits of HUDV 170 toward their degree requirements. May be taken twice for degree or certificate credit. Variable credit. Graded as Pass/Fail. Prerequisite: Permission. Offered: Summer, Fall and Spring.

HUDV 171 COMMUNITY HEALTH SERVICE (0.5-3)

In this individualized, open entry/open exit course, students have an opportunity to design, implement and evaluate a health service project within the community. Students learn concepts and principles of service and get support and feedback as needed. May be taken for up to six credit hours for degree or certificate credit. Variable credit. Graded as Pass/Fail. Prerequisite: Permission. Offered: Fall and Spring.

HUDV 175 TRANSFORMING SELF FOR WOMEN (2)

This course helps students develop strategies that improve their self-esteem. Emphasis is placed on integrating positive behaviors into personal, social and work situations. Offered: Occasionally.

HUDV 180 WRITING PERSONAL/FAMILY HISTORIES (3)

This course explores the techniques and skills involved in writing personal and family life histories: recalling, collecting, organizing and writing. The class also discusses the various purposes for writing personal histories and ways of sharing and preserving them. Offered: Occasionally.

HUDV 253 MANAGING ANGER (1-3)

This course investigates anger as a choice in reacting to one's own emotions and/or to the emotions of others. It delves into the nature of anger and explores the factors that trigger this emotion, such as power, prejudice and ego. Students develop, discuss and demonstrate strategies for recognizing and transforming the energy of anger. Graded as Pass/Fail. Variable credit. May be taken twice for degree or certificate credit. Offered: Occasionally.

HUDV 260 STUDENT LEADERSHIP (1-3)

This course provides an introduction to theories and skills of practicing collaborative leadership in a multicultural environment. Focus is on the applied practice of leadership using project-based learning through Santa Fe Community College Student Government Association or through other leadership groups. May be taken for up to six credit hours toward a degree or certificate. Variable credit. Prerequisite: Permission. Offered: Occasionally.

HUDV 270 SERVICE LEADERSHIP (1-3)

This course examines the dynamics of leadership in action. Readings on effective

leadership models, communication styles, and conflict-resolution methods inform students as they design, implement, and evaluate a leadership project. Students apply concepts and develop leadership and service skills through their internship experience in a nonprofit organization. With the permission of their degree advisers, students can use up to six credits of HUDV 170 or HUDV 270 toward their degree requirements. Variable credit. Offered: Occasionally

HUDV 282 ENGLISH AS A SECOND LANGUAGE TUTOR TRAINING (1)

In this course, students receive credit for learning basic English as a Second Language tutoring techniques. This course is taken in conjunction with the official ProLiteracy America training program, which provides an introduction to the methods and materials for teaching English to speakers of other languages. Participants will learn to assess the English speaking and comprehension skills of non-native speakers and to use strategies to improve these skills. Practicum experience may be taken for credit by registering for HUDV 170, Volunteer Service. Graded as Pass/Fail. Prerequisite: Permission. Offered: Occasionally.

HUDV 285L ACADEMIC TUTORING PRACTICUM (1)

This course provides students with an introduction to effective tutoring techniques in academic disciplines along with opportunities to practice these techniques while helping other students meet their academic goals. Graded as Pass/Fail. Prerequisites: ENGL 109 and MATH 101 and permission. Offered: Occasionally.

HUDV 290 WRITING CREATIVELY (3)

This course develops students' creative-writing skills. Through fiction, students learn to develop characters, story lines, dialogue and points of view. Through poetry, they learn how to use imagery, sounds and forms. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Offered: Fall and Spring.

HUDV 293 WORK EXPERIENCE (1)

This course focuses on the principles and practices of work and examines strategies for successful job adjustment. Prerequisite: Permission. Offered: Occasionally.

HUDV 295 GRANT WRITING (1)

This course brings order and simplicity to the grantsmanship process. It is designed for beginning grant writers concerned with securing funding for nonprofit organizations. The class is skills-oriented. Students learn to research government-funding sources, match project ideas with grantor needs, approach grantors and submit winning proposals. Graded as Pass/Fail. Offered: Occasionally.

COURSE DESCRIPTIONS

HUDV 298 MEDIATION INTERNSHIP (1)

Participants practice their conflict-resolution skills by mediating individual and group conflicts. Students who plan to use this course to satisfy elective credits in their degree area need to obtain permission from the division head of their major field and from the department head of Developmental Studies. May be taken twice for degree or certificate credit. Graded as Pass/Fall. Prerequisites: HUDV 153 and permission. Offered: Occasionally.

HUMAN SERVICES

HUSV 111 INTRODUCTION TO HUMAN SERVICES (3)

A survey of the helping professions, with emphasis on the field of social work and its history, philosophy and areas of practice. This course considers the influence of personal and professional values on the development and practice of human services. Students examine cases that illustrate the nature of the work and visit agencies to get firsthand experience in the field. Offered: Fall and Spring.

HUSV 130 INTRODUCTION TO GROUP PROCESS AND COUNSELING (3)

An introductory course in group process. Emphasis is on understanding the group process and dynamics pertaining to each stage of group development. Students learn a variety of group facilitating techniques and address issues pertaining to groups for children, adolescents and adult populations. Ethical considerations for group facilitation are also explored. Prerequisite: ENGL 109. Offered: Spring.

HUSV 150 COUNSELING ETHICS (.5)

This course studies ethical theory as applied to counseling situations in our complex and litigious society. Ethical dilemmas such as dual relationships, boundaries, limits of confidentiality, progress notes and agency staffing are presented. Practical applications of professional ethics are discussed and analyzed. Offered: Fall and Spring.

HUSV 200 PSYCHOLOGY OF ADDICTIVE BEHAVIOR (3)

An exploration of research and theories related to the psychological, behavioral and physiological bases of addiction and recovery. A variety of common addictive disorders are examined, including addictions to alcohol, eating, smoking, gambling, work, sex and drugs. Students examine the impact of addictions on families, the workplace and society as well as on the individual. Offered: Fall.

HUSV 205 EFFECTS OF DRUG ABUSE (3)

This course acquaints students with psychoactive drug classification and with the physiological, biochemical and psychological effects of mind-altering drugs. The course also describes the characteristics of several types of mental illness, how they are impacted by chemical dependency, and how a psycho-educational approach may be used in treatment. Offered: Spring.

HUSV 210 SUBSTANCE-ABUSE: ASSESSMENT, EVALUATION AND TREATMENT (3)

This course presents a study of symptoms and manifestations of substance abuse as they relate to evaluation; assessment; treatment and referral, including intervention; case history; treatment plans; relapse treatment; follow-up; and continued support processes. Offered: Fall.

HUSV 215 FAMILIES AND SUBSTANCE ABUSE (3)

This course examines substance abuse within the context of a family system. It includes aspects such as developing a substance abuse family identity, typical problem-solving behaviors in substance-abuse families, daily routine regulators of home life, family ritual disruptions and intergenerational transmission of substance-abuse patterns. Offered: Spring.

HUSV 220 SUBSTANCE ABUSE PREVENTION (3)

This course will examine primary, secondary and tertiary prevention levels as well as universal, selective and indicated populations. Emphasis will be placed on how to promote constructive life-styles and norms that discourage alcohol/drug use and the development of social and physical environments that facilitate alcohol/drug-free lifestyles. Resiliency will be a key component of this course. Offered: Spring.

HUSV 292 INTRODUCTION TO CASE MANAGEMENT (3)

This course is designed to introduce students to case management. Emphasis is on concrete skills such as assessing client needs, preparing and writing psychosocial reports, developing community resources and linking various social service agencies used by the client. Prerequisite: HUSV 111 or PSYC 125. Offered: Fall.

HUSV 293 HUMAN SERVICES PRACTICUM (3)

The course gives students applied experience in the field of human services. Students gain field experience through participation in a nonprofit organization, government agency, community-based group or educational institution. May be taken twice for degree credit. Prerequisites: HUSV 111 and permission. Offered: Fall and Spring.

HUMANITIES

HUMS 191 MEDIA AND CULTURE (3)

The course provides an overview of the history of the mass media arts and their relation to society and culture. Emphasis is placed on an examination of media as a form of communication and expression. Offered: Fall and Spring.

HUMS 211 HUMANITIES I (4)

An interdisciplinary survey of the cultural history of the Western world. Through the disciplines of history, literature, art and music, students are introduced to the significant ideas, literary and artistic works, and achievements from ancient times to the Renaissance. Prerequisite: ENGL 111. Offered: Fall.

HUMS 212 HUMANITIES II (4)

A continuation of Humanities I, covering the period from the Renaissance to the present. Prerequisite: ENGL 111. Offered: Spring.

HUMS 221 THE 20TH-CENTURY WORLD – PART I (3)

An interdisciplinary survey of world events from 1900 to 1948. Through the perspectives of history, literature, art, music and popular culture, the student is introduced to the significant ideas and events that shaped the world during the first half of the 20th century. Prerequisite: ENGL 109. Offered: Occasionally.

HUMS 222 THE 20TH-CENTURY WORLD - PART II (3)

An interdisciplinary survey of world events from 1948 to 2000. Through the perspectives of history, literature, art, music and popular culture, the student is introduced to the significant ideas and events that shaped the world during the second half of the 20th century. Prerequisite: ENGL 109. Offered: Occasionally.

INTERPRETING

INTR 111 INTERPRETING I: THE PROFESSION (3)

Introduces the profession of sign language interpreting. Major topics include history, organizations, ethics, interpreting settings, certification, career information and current trends in the field. Prerequisite: Admission to the interpreting program. Corequisite: INTR 111L. Offered: Fall.

INTR 111L INTERPRETING I LAB (2)

Introduces basic interpreting skills. Skill development focuses on developing visual/auditory memory, context and analysis skills. Emphasis is on developing English-

to-American Sign Language (ASL) interpreting skills in rehearsed texts and developing ASL-to-English and English-to-ASL consecutive interpreting skills. Corequisite: INTR 111. Offered: Fall.

INTR 112 INTERPRETING THEORY AND PRACTICE (3)

Introduction to basic communication theory and psycholinguistic processes involved in interpretation and transliteration. The practice of interpreting includes management of the physical environment and the mental preparation for interpreting in a variety of communication settings. Prerequisite: INTR 111. Corequisite: INTR 112L. Offered: Spring.

INTR 112L INTERPRETING THEORY AND PRACTICE LAB (2)

Continues the development of interpreting skills with practice in interpretation and transliteration. Emphasis is on monologues and developing ASL-to-English and English-to-ASL simultaneous interpreting skills. Corequisite: INTR 112. Offered: Spring.

INTR 131 INTRODUCTION TO SIGN LANGUAGE AND DEAF CULTURE (1)

This course introduces a cultural/linguistic minority world view of Deaf people as well as historical developments that have created sign language(s) and Deaf communities. The instructor and sign language-proficient guests demonstrate and clarify similarities and differences between sign language and American Sign Language. Students also examine the traditional pathological view of Deaf people that has been an obstacle to understanding Deaf people as a cultural/linguistic minority. Group discussions create dynamic classroom situations to challenge students' preconceptions about Deaf people. Individual participation in discussions and dialogue is crucial. Graded as Pass/Fail. Offered: Occasionally.

INTR 211 INTERPRETING III – INTERACTIVE INTERPRETING (3)

Introduces techniques for adapting to specialized consumer needs and preferences. Students continue their prior skill development with more-spontaneous texts. The course focuses on the development of interpreting interactive dialogues. Prerequisite: INTR 112. Corequisite: INTR 298 Interpreting Internship (See your adviser). Offered: Fall.

INTR 231 THE AMERICAN DEAF COMMUNITY (3)

Provides an overview of the historical, linguistic, cultural and sociological influences contributing to life for persons who are deaf in America. Students explore the European influences that have led to the development of American Sign Language and current educational philosophies. Other topics include etiologies, demographics and communication methods. Technology, organizations, and relevant legislation and trends are introduced. Prerequisite: ENGL 109. Offered: Spring and/or Fall.

COURSE DESCRIPTIONS

INTR 232 CROSS-CULTURAL ISSUES OF INTERPRETING (3)

Compares and contrasts cultural perspectives on language, culture and communication among the Deaf community and among the majority hearing community. Topics include identity, social interaction, group norms and values, and their impacts on the interpreting process. Issues of Hispanic culture are also discussed. Prerequisite: INTR 111. Offered: Spring.

INTR 250 EDUCATIONAL INTERPRETING (3)

Provides an overview of educational interpreting. Students discuss ethical standards and techniques of educational interpreting that are appropriate to various student populations in elementary, secondary, post-secondary and adult basic education settings. The communication needs of multihandicapped students are discussed, and support services such as assistive listening devices, tutoring and note-taking services are covered. Prerequisite: INTR 112. Corequisite: INTR 298 Interpreting Internship. Consult with your adviser. Offered: Fall.

INTR 252 SIGNED ENGLISH AND TECHNICAL VOCABULARY (3)

Introduces signed English communication modes and methods currently in use within educational programs and presents strategies for meeting the technical vocabulary challenges of interpreting in a variety of educational subject areas. Prerequisite: AMSL 112. Offered: Occasionally.

INTR 254 INTERPRETING IN THE HISPANIC SETTING (3)

An overview of current issues of interpreting in trilingual (ASL/Spanish/English) situations. Students apply cultural and linguistic interpreting skills to situations involving consumers from Spanish-speaking backgrounds. Eligible for PR grade. Prerequisites: INTR 112 and SPAN 212. Offered: Occasionally.

INTR 292 LINKING ASL AND SPANISH (3)

A course for students of the trilingual interpreting program. Cultural competencies and linguistic interpreting skills will be utilized to learn/practice interpreting for consumers from Spanish-speaking backgrounds. Eligible for PR grade. Prerequisites: INTR 112 and SPAN 212. Offered: Occasionally.

ITALIAN

ITAL 111L ITALIAN I (4)

An introductory course for the student with little or no previous exposure to written or spoken Italian. Students develop basic conversational skills through intensive oral/aural practice as well as through reading and writing assignments. This course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: ENGL 109. Offered: Fall.

ITAL 112L ITALIAN II (4)

A continuation of Italian I, involving further study of the structure of the language. Students receive extensive oral/aural, reading and writing practice. This course includes a laboratory component designed to accelerate and support the lecture material. Prerequisite: ITAL 111L. Offered: Occasionally.

ITAL 150 ITALIAN LANGUAGE AND CULTURE (3)

A third-semester Italian course that emphasizes oral communication, vocabulary development, basic syntax and idiomatic expressions. The origins and development of modern Italian culture are presented through selected readings. Prerequisite: ITAL 112L. Offered: Occasionally.

JAPANESE

JAPN 101 INTRODUCTION TO JAPANESE (2)

Introduces the student to the sound system, pronunciation and basic vocabulary necessary for communication in Japanese. This course is recommended for students who have had no previous exposure to Japanese or any other foreign language. This course is not for college transfer credit. Offered: Summer, Fall and Spring.

JAPN 111 JAPANESE I (4)

An introductory course for the student with little or no previous exposure to the Japanese language. While conversational skills are emphasized, the student is also introduced to the various Japanese scripts. Prerequisite: ENGL 109. Offered: Fall.

JAPN 111L JAPANESE I LAB (2)

An optional language lab designed to accelerate, reinforce and support Japanese I. The lab may incorporate audio- and videotapes, computer programs, conversation drills and open-dialogue sessions. Students receive individualized attention from the instructor and/or tutor. Pronunciation and conversational skills are emphasized. Graded as Pass/Fail. Corequisite: JAPN 111. Offered: Fall.

JAPN 112 JAPANESE II (4)

A second-semester course in Japanese for students with elementary skills in the language. Conversational skills are emphasized; students use Japanese scripts and writings and learn traditional characters. Offered: Spring.

JAPN 150 CONVERSATIONAL JAPANESE I (3)

This third-semester Japanese course for non-native speakers emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. Prerequisite: JAPN 112. Offered: Occasionally.

LANGUAGE

LANG 121L LANGUAGE LAB (1)

A self-paced language lab designed to accelerate, reinforce and support all levels of French, Italian and German. The course provides an opportunity to practice and strengthen listening, speaking, reading and writing skills through the use of software, audio- and videotapes, and other technologies. Graded as Pass/Fail. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

MATHEMATICS

MATH 100 GENERAL MATH (3)

This course is designed to strengthen a student's computational skills. Topics include operations with whole numbers, fractions, decimals, percents, ratios and proportions, and their practical applications. Eligible for PR grade. Offered: Summer, Fall and Spring.

MATH 101 PRE-ALGEBRA (4)

This course prepares students for algebra, business math or accounting. Topics include a review of operations on fractions, decimals, ratios, proportions, percents, signed number operations, polynomials, American and metric measurements, elements of linear algebra and word problems and use of the basic handheld calculator. Eligible for PR grade. Prerequisite: MATH 100. Offered: Summer, Fall and Spring.

MATH 101L PRE-ALGEBRA LAB (1)

This open-entry/open-exit course is designed to help students maximize their performance in MATH 101. This course provides additional practice and explanations of algebraic concepts introduced in MATH 101. Graded as Pass/Fail. Corequisite: MATH 101. Prerequisites: MATH 100 and permission. Offered: Summer, Fall and Spring.

MATH 102 BASIC ALGEBRA (4)

An introduction to the fundamental algebraic laws and concepts. Topics include equations, inequalities, exponents, factoring, linear and quadratic equations, geometry, graphing, coordinate systems and other related topics. Eligible for PR grade. Prerequisite: MATH 101 with grade of B- or higher, adequate placement score or Permission. Offered: Summer, Fall and Spring.

MATH 102A BASIC ALGEBRA-A (2)

This first half of Math 102 introduces the fundamental algebraic laws and concepts. Topics include linear equations, exponents, polynomials, factoring, geometry and other related topics. Eligible for PR grade. Prerequisite: MATH 101 with C or better. Offered: Fall and Spring.

MATH 102B BASIC ALGEBRA-B (2)

This second half of Math 102 continues the study of the fundamental algebraic laws and concepts. Topics include inequalities, quadratic equations, graphing/coordinate systems and other related topics. Eligible for PR grade. Prerequisite: MATH 102A with C or better. Offered: Fall and Spring.

MATH 102L BASIC ALGEBRA LAB (1)

This course is designed to help students maximize their performance in MATH 102. It provides additional practice and explanations of algebraic concepts introduced in MATH 102 and math study skill development. Graded as Pass/Fail. Prerequisite: Permission. Corequisite: MATH 102. Offered: Fall and Spring.

MATH 109 INTERMEDIATE ALGEBRA (4)

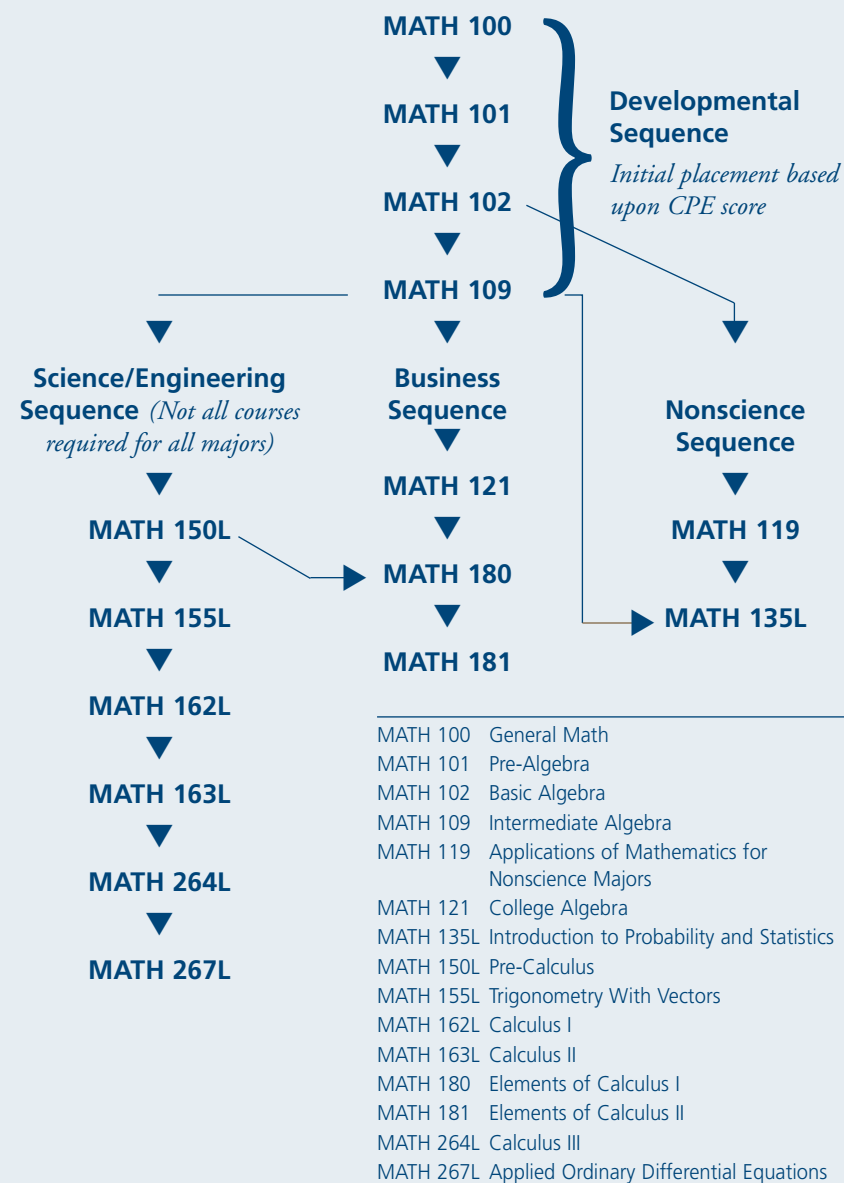
A continuing study of elementary functions, including linear equations, systems of equations and inequalities, graphing, polynomials, factoring, exponents, powers and roots, real and complex numbers, and an introduction to conic sections. The course includes laboratory time in which students use group-study activities, calculators and/or computer tools to work on concepts covered in class. Prerequisite: MATH 102. Offered: Summer, Fall and Spring.

MATH 111 MATH FOR ELEMENTARY TEACHERS I (3)

A study for students going into elementary education to understand the logic, patterns and strategies of the mathematics they will be teaching involving mathematics reasoning, sets, whole numbers, number theory, integers and rational numbers. Prerequisite: MATH 109. Offered: Fall.

COURSE DESCRIPTIONS

RECOMMENDED MATH SEQUENCES



MATH 112 MATH FOR ELEMENTARY TEACHERS II (3)

A study for students going into elementary education to understand the logic, patterns and strategies of the mathematics they will be teaching involving decimals, percents, real numbers, geometry, congruency, similarity, measurements, algebra, statistics and probability. Prerequisite: MATH 111. Offered: Spring.

MATH 119 APPLICATIONS OF MATHEMATICS FOR NONSCIENCE MAJORS (3)

The course, designed for nonscience majors, covers many applications of mathematical concepts. The applications include consumer finance, probability and statistics, as well as possible topics in managerial decision making processes, coding, social-decision making or symmetry in growth. Emphasis is placed upon the application of mathematical theory and the development of problem-solving abilities with appropriate use of technology. Prerequisite: MATH 102. Offered: Summer, Fall and Spring.

MATH 121 COLLEGE ALGEBRA (4)

This course is a study of equations and inequalities, functions and graphs, matrices and determinants, complex numbers, polynomials, and exponential and logarithmic functions. It includes instruction on a graphing utility. Prerequisite: MATH 109. Offered: Summer, Fall and Spring. NMCCNS: MATH 1114. NMGECC: Area II.

MATH 135L INTRODUCTION TO PROBABILITY AND STATISTICS (3)

An introductory course in statistical methodology. Exploratory, robust, nonparametric and classical methods (descriptive statistics, hypothesis testing, confidence intervals, paired differences, chi-square tests, correlation, linear regression and one-way ANOVA) and the applications of probability are studied. The course includes laboratory time in which students use calculators and/or computers to work on individual or group projects. Prerequisite: MATH 109 or MATH 119. Offered: Summer, Fall and Spring. MNCCNS: MATH 2313.

MATH 150L PRE-CALCULUS (4)

This course incorporates topics in college algebra and pre-calculus. Topics include systems of equations and inequalities; functions and graphs; matrices and determinants; conic sections; complex numbers; polynomial, exponential and logarithmic functions; sequence; series; and probability. Laboratory time is included in which students either use technology to work on projects or work on group activities that strengthen concepts learned in class. Prerequisite: MATH 109. Offered: Summer, Fall and Spring.

MATH 154 MATHEMATICS FOR COMPUTER SCIENCE (3)

An introduction to the formal concepts of computer science for the beginning student. Topics include sets and set relations, induction, elementary logic, combina-

torics, algorithmic process and graph theory. Prerequisite: MATH 121 or MATH 150L. Offered: Occasionally.

MATH 155L TRIGONOMETRY WITH VECTORS (3)

This course covers the definition of trigonometric functions, radian and degree measures, graphs, basic trigonometric identities and inverse trigonometric functions. Students are also introduced to vectors, their relationships to trigonometry and their applications in solving problems in engineering and science. Prerequisite: MATH 150L. Offered: Summer, Fall and Spring. NMCCNS: MATH 1213.

MATH 162L CALCULUS I (4)

A study of the concepts of functions, limits, derivatives, summations and integration. The relationships of these concepts with maxima, minima, area, volumes and moments are also studied, along with the applications of calculus. The course includes laboratory time in which students use calculator and computer tools to work on individual and group projects. Prerequisites: MATH 150L and MATH 155L. Offered: Summer, Fall and Spring. NMCCNS: MATH 1614. NMGECC: Area II.

MATH 163L CALCULUS II (4)

A continuation of MATH 162L. Derivatives and integrals of transcendental functions, methods of integration, indeterminate forms and improper integrals, numerical methods, sequence and series, and conics are covered. The course includes laboratory time where, working with calculator and/or computer tools, students work on individual and group projects. Prerequisite: MATH 162L. Offered: Occasionally. NMCCNS: MATH 1624. NMGECC: Area II.

MATH 180 ELEMENTS OF CALCULUS I (4)

A brief review of functions and graphs, along with an introduction to limits, derivatives, summations and integration. The focus is on the applications of these topics to the managerial, social and life sciences. This course is designed for business, social science and life science majors. Prerequisite: MATH 121 or MATH 150L. Offered: Fall and Spring.

MATH 181 ELEMENTS OF CALCULUS II (4)

Includes the definite integral, methods and application of integration, multivariate calculus and simple differential equations. Prerequisite: MATH 180. Offered: Occasionally.

MATH 264L CALCULUS III (4)

A continuation of MATH 162L and MATH 163L. This course covers the remaining topics in calculus, including multivariate calculus, linear algebra (vectors in n-space), vector analysis and elementary differential equations. The course includes

laboratory time where, working with calculator and/or computer tools, students work on individual and group projects. Prerequisite: MATH 163L. Offered: Occasionally. NMCCNS: MATH 2614. NMGECC: Area II.

MATH 267L APPLIED ORDINARY DIFFERENTIAL EQUATIONS (3)

An introduction to the algorithmic theory of ordinary differential equations. The course covers ordinary differential equations with applications, numeric methods, series, Laplace transforms and an introduction to partial differential equations. It includes laboratory time in which students use calculator and/or computer tools to work on individual and group projects. Prerequisite: MATH 264L. Offered: Occasionally. NMCCNS: MATH 2813.

MEDIA ARTS

MART 118 DESIGN COMMUNICATION (3)

This class covers basic design principles. Students learn to use all aspects of design for effective communication while working in a team-based environment. Topics include psychology of color, basic design principles, typography as a design element, design as communication and specific electronic design considerations. Offered: Fall and Spring.

MART 119L DIGITAL SKILLS (3)

This course serves as an introduction for media arts students and other students interested in acquiring basic computer skills, including navigation and file management, hands-on practice with Adobe Photoshop and Adobe Illustrator and an overview of major media arts applications. Offered: Summer, Fall and Spring.

MART 121L ADOBE ILLUSTRATOR (3)

This course focuses on using Adobe Illustrator, a Postscript-compatible, vector-based drawing program, to design documents for print and Web students learn to use the program for illustration, layout and multi-media projects including Web, print and animation. This course also includes design and aesthetic concepts. Offered: Fall and Spring.

MART 122 DESKTOP PUBLISHING WITH QUARK XPRESS I (3)

This course develops students' skills in desktop publishing using QuarkXPress. Topics covered are graphics and typographic design, fonts and related printing considerations. Emphasis is on design and production of documents for print. Offered: Fall and Spring.

COURSE DESCRIPTIONS

MART 123 ADOBE INDESIGN (3)

This course develops students' skills in desktop publishing using Adobe InDesign. Topics covered are graphic and typographic design, fonts and related printing considerations. Emphasis is on design and production of documents for print. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

MART 126 ARCHICAD BUILDING/MODELING (3)

A course in some of the software used to model buildings digitally. It covers plans, sections, elevations, quantities, renderings, animations and virtual-reality scenes. May be taken twice for degree or certificate credit. Cross-listed as ADCM 126. Offered: Fall and Spring.

MART 130 INTRODUCTION TO WEB DESIGN (3)

Students learn Web interface design principles as well as practical skills for layout and formatting of Web pages and simple Web sites. In addition to design, students learn to use basic HTML and Dreamweaver to create Web pages that include styles and interactivity. This course is a prerequisite for second-level Web classes. Offered: Fall and Spring.

MART 141 3DS MAX I (3)

Instruction in the use of 3ds Max, a 3-D modeling and animation software program. The course covers the basics of object creation, material assignments and animation. Students plan and produce simple animation. Offered: Fall and Spring.

MART 145 AUDIO FOR THE WEB (1)

Students learn to use different delivery formats for audio files on the Web and how to embed audio files in Web pages. Graded as Pass/Fail. Offered: Occasionally.

MART 148L 3-D GRAPHICS AND ANIMATION (3)

An introductory course in computer modeling, rendering and animation using various packages. The course covers the basics of object creation, material assignments and animation. Students produce a simple 3-D animation. May be taken twice for degree or certificate credit. Offered: Occasionally.

MART 150L VIDEO PRODUCTION I (3)

Students learn the fundamentals of digital film production by participating in a class production. Students learn skills in video production and recording, including cameras, lights and audio recording equipment. Work is done in the studio as well as the field. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

MART 151L VIDEO PRODUCTION II (3)

Students who are experienced with digital video production will learn in-depth camera, lighting and sound production techniques for studio and field production. This

class will help the filmmaker plan and execute a digital film in a real world, team environment. Offered: Fall and Spring.

MART 153L INTRODUCTION TO DIGITAL VIDEO (3)

Students are introduced to digital video editing using iMovie on Macintosh computers. Students make movies from their own video footage and still images. May be taken twice for degree or certificate credit. Offered: Occasionally.

MART 154 DVD PRODUCTION (2)

In this class, students create DVDs that will play on any computer or DVD player. Students use entry-level software (Mac and Windows) to create interactive digital presentations from their own movies and images. May be taken twice for degree or certificate credit. Prerequisite: Basic operating system skills. Offered: Occasionally.

MART 155L DIGITAL FILM INTENSIVE (9)

In this intensive, workshop format class, students work in teams, learning and utilizing the necessary skills to plan and produce a short digital film. Offered: Occasionally.

MART 160L AUDIO PRODUCTION I (3)

Students learn to use analog and digital audio-recording equipment, including microphones and multi-track and computer-based recording and edit (ProTools) systems, as well as study the fundamentals of acoustical science. Offered: Fall and Spring.

MART 166L NARRATIVE RADIO (2-3)

This course introduces students to radio production by teaching the skills needed for active listening, creating personal and reportorial narratives, broadcast delivery, interviewing techniques, and digital recording and editing. Students will produce three pieces of personal and community relevance, for broadcast on local and statewide radio stations. May be taken twice for degree or certificate credit. Offered: Occasionally.

MART 170L WRITING FOR MASS MEDIA (3)

This is a basic course focused on writing skills and applications for all forms of mass media including journalism (news) and persuasive writing (advertising copy). Topics include basic principles of writing, analysis of factual information, the concept of news and careers in writing for mass media. Prerequisite: ENGL 109. Offered: Spring.

MART 180L PHOTOSHOP I (3)

This is an introductory-level course in Adobe Photoshop, the industry standard image manipulation and digital painting application. Topics covered include using editing and painting tools, filters, layers for compositing, basic scanning and resolution, and aesthetic considerations when creating electronic art. Offered: Summer, Fall and Spring.

MART 181 DIGITAL PAINTING (3)

Students explore digital printing techniques using Adobe Photoshop and Corel Painter. The creation and use of brushes, different media, paper textures and masks are explored, along with aesthetic, printing and interapplication concerns. Prerequisite: MART 180L. Offered: Occasionally.

MART 182L DIGITAL PHOTOGRAPHY I (1-3)

This course covers the skills needed to use a digital camera as well as basic techniques and aesthetic concepts of photography. Topics include how a digital camera captures images, basic settings and features of digital cameras, including white balance, exposure, and use of flash, down-loading image files to the computer and image management. Weekly sessions include lectures, group discussion and assignments to enhance the students' ability to see creatively and understand how digital photography works. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

MART 183L DIGITAL PHOTOGRAPHY II (3)

This course is project-based and expands upon the techniques and concepts learned in Digital Photography I. Major topics include advanced features of digital cameras; custom presets; white balance and histograms; using color and contracts controls on the camera; creating prints; the digital workflow; digital presentations and portfolios from digital photography files; advanced composition; creative and aesthetic techniques and critical review. Major projects are assigned, including small group collaboration. Students produce projects for inclusion in a portfolio. May be taken twice for degree or certificate credit. Prerequisite: MART 182L. Offered: Summer, Fall and Spring.

MART 186 SCANNING TECHNIQUES (1)

This course develops students' skills with scanning devices and software and correcting scanned content. Topics include scanning film, transparencies, flat work and three-dimensional objects; resolution and file formats; and a checklist for purchasing a scanner. Graded as Pass/Fail. Offered: Fall and Spring.

MART 187 ELECTRONIC COLOR THEORY AND PRACTICE (1)

Students learn about electronic color modes, spaces, device calibration and color management. They learn to match output to input depending on production method, including Web, print and video. Topics include additive and subtractive color primaries, defining color space, device gamuts, choosing a color model, calibration and profiles, color management workflow, third-party calibration software and hardware, and color modes (bitmapped, grayscale, RGB, CMYK and Lab). Graded as Pass/Fail. Offered: Fall and Spring.

MART 215 DESIGN PRESENTATION (3)

Students learn to visualize their multidisciplinary design concepts by making sketches, storyboards and flowcharts. Students learn design methods, processes and how to prepare drawings by direct experience and role playing. Cross-listed as ADCM 215. Offered: Spring.

MART 222 PRE-PRESS PRODUCTION (3)

This course teaches students to create and submit page layout and desktop publishing documents for print output from a service bureau. Students follow troubleshooting guidelines and pre-press checklists to ensure a successful outcome with real-world assignments. Offered: Fall.

MART 223 TYPOGRAPHY (3)

This course introduces students to the history of typography and its emotive, symbolic and communicative aspects. Students learn how to use type in a creative and aesthetic way and develop an understanding of page composition that incorporates concept and design. May be taken twice for degree or certificate credit. Offered: Occasionally.

MART 230 CASCADING STYLE SHEETS (3)

This class takes students already familiar with HTML into more advanced Web-page creation using cascading style sheets. Students also explore Web standards and cross-browser issues. Prerequisite: MART 130L. Offered: Spring.

MART 231L WEB DESIGN – DREAMWEAVER (3)

This course teaches students how to create, control and format documents for electronic publication using Macromedia Dreamweaver. Topics include graphics optimization, design considerations, structure and interface design. Prerequisite: MART 130. Offered: Fall and Spring.

MART 235L WEB ANIMATION WITH MACROMEDIA FLASH (3)

Students use the Macromedia Flash software to create animated pages for the World Wide Web. Topics include Web animation, streaming media, interface design, embedding sound and multilevel movies. Offered: Fall and Spring.

MART 237L FLASH II ACTION SCRIPTING (3)

Using ActionScript, Macromedia Flash's scripting language, students design and create their own interactive Web sites employing advanced navigational techniques, audio, graphics and dynamic content. Topics include Flash programming structures, movie clip objects, event-driven effects and demonstration of games programming. Offered: Occasionally.

COURSE DESCRIPTIONS

MART 241 3DS MAX II (3)

This intensive course, a continuation of 3ds Max I, gives qualified students the opportunity to develop and produce more-advanced projects. May be taken twice for degree or certificate credit. Prerequisite: MART 141 or permission. Offered: Occasionally.

MART 250L ADVANCED TV PRODUCTION (3)

Students produce and direct a variety of multicamera video productions, using both the TV studio and remote van capabilities of the department. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Fall and Spring.

MART 251L FILM CREW TRAINING I (9)

The first of two courses, this class is designed to train workers for New Mexico's expanding film and media industries. Students are introduced to film craft areas including: art, hair, make-up, wardrobe, grip, electric, sound and production office. Offered: Summer and Spring.

MART 252L FILM CREW TRAINING II (9)

A continuation of MART 251L. Students get hands-on experience working on film and video projects with mentoring from local film professionals. Offered in collaboration with the NM Film Office and IATSE Local 480 Studio Mechanics. Prerequisite: MART 251L. Offered: Fall and Spring.

MART 254L DIGITAL VIDEO EDITING I/FCP (3)

Students learn the basic concepts of video editing, including planning and executing a small video project. Students explore the aesthetics and technical aspects of digital video editing using Apple's Final Cut Pro software. Topics include log and capture software capabilities, hardware, critiquing process and media management. Offered: Summer, Fall and Spring.

MART 256L DIGITAL VIDEO EDITING II (3)

This class allows students to apply the software, hardware, editing, troubleshooting, and aesthetic skills acquired in Digital Video Editing I to create broadcast-quality, independent video projects. May be taken twice as degree or certificate credit. Offered: Spring.

MART 257 ART AND MEDIA (3)

This course supports students in a hands-on, project-based environment. Students work individually or in teams to explore the use of electronic media in art, creating interdisciplinary, installation or performance-based projects, culminating in the showing, presentation or performance of the work. May be taken twice for degree or certificate. Offered: Occasionally.

MART 260L AUDIO PRODUCTION II (3)

Students will use skills developed in MART 160 Audio Production I to produce audio projects, utilizing a variety of analog and digital equipment and software, including microphones, multi-track and computer-based recording and editing systems. May be taken twice for degree or certificate credit. Prerequisite: MART 160L. Offered: Spring.

MART 265 PERFORMING FOR FILM AND TV (3)

This course provides experienced actors with the skills needed to perform in film and television productions. Film industry professionals mentor students in on-camera performance, working with a director, auditioning, set-etiquette, working with casting agents and directors and developing a portfolio. Offered: Summer, Fall and Spring.

MART 266L RADIO PRODUCTION (3)

This course teaches writing and reporting for broadcast with emphasis on research, interviewing, on-air techniques, commentary, spoken-word formats and basic production editing and production skills. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

MART 280L PHOTOSHOP II (3)

This class is project-oriented and expands on areas introduced in Photoshop I. Topics include input and output devices, paint tools, manipulation tools, creativity within electronic media and the ability to objectively critique a project. Students produce a final project for inclusion in a portfolio. Prerequisite: MART 180L. Offered: Fall and Spring.

MART 281L DIGITAL IMAGING FOR PHOTOGRAPHERS (3)

This course focuses on using digital-imaging techniques in Adobe Photoshop to enhance and replace traditional photographic methods with the digital darkroom. Topics include image correction and enhancement, removing color casts, analog conversion to digital, the digital camera, color management and the digital workflow, proofing, printing and other forms of output, image compositing, creating grayscale images from digital files, file management and using the digital darkroom for creative and special effects. Students create individual projects that can be used in a portfolio. Prerequisite: MART 180L. Offered: Fall and Spring.

MART 282 PHOTOSHOP FOR THE WEB (3)

This advanced class explores the Web capabilities of Adobe's image editing application, Photoshop. Students use Photoshop to optimize images, create image maps, automate processes and create animations. Offered: Occasionally.

MART 283L DIGITAL IMAGING FOR FINE ARTS (1-3)

Students produce imagery on personal computers using paint graphics (pixel-based) hardware and software, including transparency and reflective scanners, Adobe Photoshop, Nikon, Kodak and Epson software, and inkjet and dye-sublimation printers. Emphasis is placed on creating imagery that is expressive, experimental and collaborative in an effort to explore the digital medium as it applies to the traditions of drawing, painting, printmaking and photography. Variable credit. Cross-listed as ARTS 283L. Prerequisite: MART 180L or proficiency in digital-image manipulation. Offered: Occasionally.

MART 284L ADVANCED DIGITAL IMAGING (3)

Students work on advanced individual projects using the skills and concepts they learned in intermediate-level classes. Emphasis is placed on group interaction and peer critiques, as well as producing creative and expressive art. Students develop portfolio pieces for presentation and exhibition at the end of class. May be taken twice for degree or certificate credit. Prerequisite: MART 280L or MART 281L. Offered: Fall and Spring.

MART 285L ARCHIVAL PRINTING (3)

This workshop format course is designed for artists and photographers wanting to produce archival, exhibition-quality large-format, ink jet prints. Students will explore monitor calibration, media profiling, large format file creation and the aesthetics of the large format print. Students acquire a practical knowledge of image management from input/creation to archival output, as well as producing their own fine art prints. May be taken twice for degree or certificate credit. Prerequisite: MART 180L. Offered: Occasionally.

MART 293 PRACTICUM (1-3)

This course provides students with an opportunity to utilize skills they have developed through coursework in a community-outreach project. Courses are offered on an individual basis and require students to work closely with supervising faculty. May be taken twice for degree or certificate credit. Variable credit. Prerequisite: Permission. Offered: Occasionally.

MART 295 PROFESSIONAL MEDIA PRODUCTION (3)

This advanced-level class offers students a unique opportunity to use skills they have developed in other classes to produce “real-world” media projects for clients through a team process. Emphasis is placed on student responsibility for interaction with clients, project design and execution. Students develop materials for inclusion in portfolios. May be taken twice for degree or certificate credit. Prerequisite: Permission. Offered: Spring.

MART 296 PORTFOLIO AND PROFESSIONAL PRESENTATION (3)

This cross-discipline class prepares the student to begin or further a professional creative career. This class includes a critique format of student work as well as covering job search techniques, resume creation, portfolio development, presentation skills, business and legal practices, grant and proposal writing, marketing basics and motivational skills. Prerequisite: Permission. Offered: Spring.

MUSIC

MUSC 100 FUNDAMENTALS OF MUSIC THEORY (3)

This course is designed for the beginning music student or those students with a limited background in music theory. The course focuses upon the basic elements of music, including notation, scales, key signatures, intervals and chords. May be taken twice for degree or certificate credit. Offered: Occasionally.

MUSC 111L CHORUS (1)

A vocal ensemble for male and female students, faculty and staff. The chorus rehearses and performs choral music of various historical periods. This course is designed primarily for beginning to intermediate singers. Curriculum includes basic music reading and healthy vocal techniques. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

MUSC 115 MUSIC THEORY I (3)

This course covers elementary music-reading skills and progresses through major and minor scales, intervals and triads. Students acquire a firm understanding of the theory of the Western major and minor system, both visually and orally. Prerequisite: MUSC 100. Offered: Occasionally. NMCCNS: MUSC 1213. NMGECC: Area V.

MUSC 116 MUSIC THEORY II (3)

This course is a continuation of Music Theory I and includes a study of major/minor keys and modes, triads, four-part choral writing and sight-singing. Prerequisite: MUSC 115. Offered: Occasionally. NMGECC: Area V.

MUSC 118L GUITAR I (1-2)

An applied music class offering basic instruction in the fundamentals of music theory and an opportunity to practice the guitar. May be taken twice for degree or certificate credit. Variable credit. Offered: Fall and Spring.

MUSC 119L GUITAR II (2)

A continuation of Guitar I. Students improve their basic skills, with special consideration of the musical styles and techniques appropriate to each student. May be

COURSE DESCRIPTIONS

taken twice for degree or certificate credit. Prerequisite: MUSC 118L. Offered: Fall and Spring.

MUSC 121L GROUP PIANO I (1-2)

Beginning group piano lessons designed primarily for students with little or no previous piano experience. May be taken twice for degree or certificate credit. Variable credit. Offered: Summer, Fall and Spring.

MUSC 122L GROUP PIANO II (2)

Continuation of MUSC 121L. May be taken twice for degree or certificate credit. Prerequisite: MUSC 121L. Offered: Summer, Fall and Spring.

MUSC 126L MARIACHI ENSEMBLE (1)

A beginning mariachi ensemble for instrumentalists who have already attained basic technical skill on the violin, trumpet, guitar, vihuela or guitarron. The ability to read music is required. Offered: Occasionally.

MUSC 140 MUSIC APPRECIATION (3)

A course designed to develop active listening skills leading to further understanding and enjoyment of Western and non-Western classical and popular music. No previous musical background is required. Offered: Fall and Spring. NMCCNS: MUSC 1113. NMGECC: Area V.

MUSC 141L CLASS VOICE I (1)

An applied music course in beginning voice that presents the fundamentals of healthy voice production and singing techniques. Basic music reading skills are introduced. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

MUSC 211L CHAMBER SINGERS (1)

A choral group that prepares classical music of various periods for musical performances. This course is designed primarily for intermediate to advanced singers, and an audition is required. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

MUSC 221L CLASS VOICE II (1)

An applied music course in intermediate voice that presents vocal techniques beyond the beginning singer's level. Major topics include breath management, resonance, laryngeal design and function, diction, range, extension and maintaining healthy vocalism. May be taken twice for degree or certificate credit. Prerequisite: MUSC 141L. Offered: Fall and Spring.

MUSC 222L INTERMEDIATE PIANO (2)

This course includes piano instruction, guidance in writing a short article that would be suitable for program notes, maintenance of a practice log and a live performance at the end of the semester. Prerequisites: MUSC 122L and permission. Offered: Summer, Fall and Spring.

NURSING

NURS 111 FUNDAMENTALS OF NURSING (4)

This introduction to the fundamentals of nursing care includes the concepts of care and the seven caring attributes (compassion, competence, conscience, confidence, commitment, comportment and creativity), an exploration of the basic needs of humankind, the current practice of nursing and the current trends in health-care. The caring processes of critical thinking, nursing process, therapeutic communication, evidence-based practice and the teaching-learning process are introduced. Students develop a beginning level of application of knowledge, skill and therapeutic intervention when providing safe, basic nursing care for adult clients within the healthcare delivery systems of the hospital and the community. Community concepts related to health and healthcare are introduced. A personal philosophy of nursing is developed. Prerequisites: BIOL 130 and ENGL 111 and MATH 102. Corequisites: NURS 111L. Offered: Fall and Spring.

NURS 111L FUNDAMENTALS OF NURSING LAB (2)

During this clinical lab the student is presented with the opportunity to demonstrate the caring attributes and processes at a beginning level. Current trends in healthcare, nursing knowledge, skills and therapeutic interventions are introduced for providing safe, basic nursing care to adult clients. Experiences are offered in long-term care facilities, Alzheimer-care facilities and acute-care units within a hospital setting. The role of nurse in the healthcare delivery system and on the healthcare interdisciplinary team in the planning for client-community care needs is introduced. Graded as Pass/Fail. Prerequisites: BIOL 130, ENGL 111, and MATH 102. Corequisites: NURS 111. Offered: Fall and Spring.

NURS 112 INTRODUCTION TO PHARMACOLOGY AND DRUG ADMINISTRATION (1)

This course is an introduction to the current basic concepts of pharmacology and their application to safe client care. The principles of pharmacotherapeutics, pharmacokinetics, pharmacodynamics and core drug knowledge are presented. The role and responsibilities of the professional nurse in the safe and effective management of drug therapy are discussed. The standards and regulations applied to drug therapy

are reviewed. Safe administration of medications and the associated practices are defined. Prerequisites: BIOL 130, ENGL 111 and MATH 102. Corequisites: NURS 111 and NURS 111L. Offered: Fall and Spring.

NURS 113 MEDICATION CALCULATIONS (1)

Review and apply mathematical operations, principles and methods needed for dosage calculations when providing safe nursing care. Students learn and practice dosage calculations for medication administration orally, intravenously and by syringe as well as solve word problems specific to medication orders. Students also learn to calculate intake and output, read medication labels, convert between various systems of measurement, properly reconstitute powdered medications and calculate dosages for children. Prerequisites: BIOL 130, ENGL 111 and MATH 102. Corequisites: NURS 111 and NURS 112. Offered: Fall and Spring.

NURS 121 ADULT NURSING I (4)

This course further develops caring attributes and processes related to current therapeutic interventions and nursing knowledge and skills in the management of adult clients with medical-surgical disease processes in a variety of healthcare delivery systems when providing safe, comprehensive and collaborative nursing care. An understanding of chronic disease in vulnerable and diverse populations is explored in acute care and the community. Current trends in health/wellness promotion and illness/disease prevention are emphasized. Prerequisites: BIOL 131, NURS 111 and NURS 112, NURS 113 and NURS 130L. Corequisites: NURS 121L and NURS 122. Offered: Fall and Spring.

NURS 121L ADULT NURSING I LAB (4)

This course presents the student with the opportunity to demonstrate the caring attributes and processes when providing safe, comprehensive and collaborative nursing care to adult clients with acute and chronic healthcare needs in a variety of acute and ambulatory clinical settings within the healthcare delivery system. Observational clinical experiences are provided that focus on community-based care. Current knowledge, skills and therapeutic interventions of the practice of nursing are emphasized. Graded as Pass/Fail. Corequisites: NURS 121 and NURS 122. Offered: Fall and Spring.

NURS 122 PHARMACOLOGIC INTERVENTIONS AND NURSING (2)

An exploration of the pharmacologic treatment of disease processes. Specific drug therapies and the related drug nursing care activities are presented. The application of critical thinking and the nursing process are discussed. The role and responsibilities of the nurse in drug therapy is emphasized. Prerequisites: NURS 111, NURS 111L, NURS 112, NURS 113 and NURS 130L. Corequisites: NURS 121 and NURS 121L. May be taken twice for degree or certificate. Offered: Fall and Spring.

NURS 130L HEALTH ASSESSMENT (2)

This course presents students with the opportunity to demonstrate and apply caring attributes and processes utilizing theoretical and laboratory application of tools and skills necessary to perform and document a safe and comprehensive health assessment. Prerequisites: BIOL 130, ENGL 111, and MATH 102. Corequisites: NURS 111 and NURS 111L. Offered: Fall and Spring.

NURS 211 FAMILY NURSING (2)

This course includes applying the caring attributes and processes when acquiring the knowledge needed to care for the woman, newborn and family in relation to the childbearing cycle. Current trends in maternal-newborn healthcare, healthcare delivery systems, the practice of nursing, and therapeutic interventions related to antipartum, intrapartum and postpartum are addressed. Concepts of community-based care during the childbearing cycle are introduced. Prerequisite: NURS 222. Corequisite: NURS 211L. Offered: Fall and Spring.

NURS 211L FAMILY NURSING LAB (1)

This course presents the students with the opportunity to demonstrate caring attributes and processes when providing safe, comprehensive and collaborative nursing care to the childbearing family in a hospital setting during the intrapartum and postpartum periods. Current knowledge, skills and therapeutic interventions of the practice of nursing related to the childbearing cycle are emphasized within the healthcare delivery system. Students participate in the planning for community-based care. Graded as Pass/Fail. Prerequisite: NURS 222 and NURS 222L. Corequisite: NURS 211 and NURS 212. Offered: Fall and Spring.

NURS 212 NURSING OF CHILDREN (2)

This course includes applying the caring attributes and processes when acquiring current knowledge and skills in the safe, comprehensive and collaborative nursing care of children. The normal growth and development concepts in this field are studied and implemented. Emphasis will be placed on the roles of the pediatric nurse to include establishing a therapeutic relationship, family advocacy, disease prevention/health promotion, health teaching, support counseling, coordinating/collaboration of care, ethical decision making, research and healthcare planning. The healthcare delivery system, therapeutic interventions, community concepts, and the current trend in healthcare for children are included. Prerequisite: NURS 222. Corequisite: NURS 212L. Offered: Fall and Spring.

NURS 212L NURSING OF CHILDREN LAB (1)

This course presents the students with the opportunity to demonstrate the caring attributes and processes when providing safe, comprehensive, and collaborative nursing care for the child and family in the hospital setting. Graded as Pass/Fail.

COURSE DESCRIPTIONS

Prerequisites: NURS 222 and NURS 222L. Corequisite: NURS 211 and 212. Offered: Fall and Spring.

NURS 221 ADULT NURSING II (4)

This course includes adult nursing theory and nursing therapeutic interventions when applying the caring attributes and processes to clients with complex care needs related to severe or chronic illnesses/diseases in acute and community-care settings. Students develop and refine their knowledge and skills for providing safe, comprehensive, collaborative and complex nursing care. Leadership, management and current trends in health care within the healthcare delivery system will be integrated throughout the course content in application to current nursing practice. Prerequisites: NURS 211 and NURS 212. Corequisite: NURS 221L. Offered: Fall and Spring.

NURS 221L ADULT NURSING II LAB (4)

This course presents the student with the opportunity to demonstrate the caring attributes and processes in the application of current knowledge, skills and therapeutic interventions in the safe, comprehensive, collaborative, and complex nursing care of multiple clients. Clinical experiences are offered in the acute and critical-care settings, and incorporate the concepts of continuity of care, discharge planning and referral to community agencies. An awareness of the current trends in healthcare are integrated throughout the clinical experience. Students will participate in leadership activities to develop collaborative management and interdisciplinary skills related to the current practice of nursing. Students participate in a clinical preceptorship as final preparation for an entry-level practice role. Graded as Pass/Fail. Corequisite: NURS 221. Offered: Fall and Spring.

NURS 222 PSYCHIATRIC/MENTAL-HEALTH NURSING (2)

This course includes applying the caring attributes and processes while acquiring the knowledge and skills to care for the client, family and groups of clients with psychiatric mental-health problems across the life span. It presents the factors predisposing individuals, families and groups to mental-health problems. It includes an introduction to the current basic concepts of mental health and mental illness and to the knowledge and skills needed to provide psychiatric mental-health nursing therapeutic interventions in the hospital and the community. The historical development of psychiatric mental-health nursing, theoretical application to practice, current trends in mental healthcare delivery and the role of the nurse on the interdisciplinary mental healthcare team when providing safe, comprehensive and collaborative nursing care are included. Prerequisites: BIOL 221, NURS 121 and PSYC 111 or PSYC 130. Corequisite: NURS 222L. Offered: Fall and Spring.

NURS 222L PSYCHIATRIC/MENTAL-HEALTH NURSING LAB (1)

This course presents the student with the opportunity to demonstrate caring attributes and processes when providing safe, comprehensive and collaborative nursing care to the adult client and groups of clients with acute and chronic psychiatric mental-health problems within the mental-health delivery system. The focus is on the nurse/client therapeutic relationship, affecting a therapeutic milieu and collaborating with the interdisciplinary team when providing safe, comprehensive and collaborative nursing CARE. Current knowledge, skills, therapeutic interventions and continuity of care within the hospital and the community are emphasized. Graded as Pass/Fail. Corequisite: NURS 222. Offered: Fall and Spring.

NURS 241 ISSUES IN NURSING (1)

This course includes applying the caring attributes and processes when debating current issues regarding therapeutic interventions in the practice of professional nursing. Utilizing the seminar format, each student will explore their own personal ethical values related to the scope, standards, legal principles, ethics, social policy of nursing practice and the current trends in healthcare delivery. Prerequisites: NURS 211 and NURS 212. Offered: Fall and Spring.

NURS 297 INDEPENDENT STUDY: TRANSITION IN NURSING (3)

This course provides theoretical and clinical instruction in demonstrating the caring attributes and processes throughout the role transition from a Licensed Practical Nurse and/or Paramedic to a Registered Nurse. Various topics relating to the current knowledge and skills of professional nursing including healthcare delivery, community concepts, therapeutic interventions and current trends in healthcare will be researched and discussed. Students will be required to demonstrate proficiency in medication calculations and clinical skills. This course is required only of LPNs and Paramedics. Offered: Fall and Spring.

NUTRITION

NUTR 121 DIETARY GUIDELINES (1)

This course presents and explains in detail the “Dietary Guidelines for Americans” developed by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services. Offered: Occasionally.

NUTR 200 NUTRITION (3)

This course presents basic principles of nutrition, including functions, interactions and human requirements of micro- and macronutrients and their roles in maintaining optimum health throughout the life cycle. Offered: Fall and Spring.

NUTR 205 NUTRITION IN THE LIFE CYCLE (3)

This course presents and explains the specific nutritional needs and recommendations for all phases of the human life cycle: pregnancy, infancy, childhood, adolescence, adulthood and the elderly. Offered: Occasionally.

NUTR 206 COMMUNITY NUTRITION (3)

This course explores food and nutrition issues and programs related to individuals, families and groups living in a defined area. Offered: Fall and Spring.

NUTR 207 CURRENT ISSUES IN NUTRITION (1)

This course presents recent topics and research findings in the field of nutrition. Offered: Occasionally.

NUTR 208 NUTRITIONAL ASSESSMENT (2)

This course presents the basic principles used in the anthropometric, biochemical, laboratory and dietary assessment of individuals. Offered: Occasionally.

NUTR 209 NUTRITION IN CHRONIC DISEASE (3)

This course reviews the relationship between nutrition and obesity, diabetes, hypertension, heart disease and cancer. Dietary strategies for prevention and management of these chronic diseases are also examined. Offered: Occasionally.

NUTR 221 DIABETES MANAGEMENT (3)

This course reviews the prevention and management of various types of diabetes. Included is information on blood glucose control, insulin and medications, nutrition and exercise recommendations, and the prevention of complications. May be taken twice for degree or certificate credit. Offered: Fall and Spring.

NUTR 230 NUTRITION FOR FITNESS AND SPORT (3)

This course covers the basic principles of nutrition, including functions, interactions and human requirements of nutrients and their roles in maintaining optimum health in the exercising adult. The effects of exercise on nutritional requirements and guidelines for their use are emphasized. The efficacy and potential risks of various ergogenic aids are reviewed. Offered: Spring.

OFFICE TECHNOLOGIES

OFTC 110 COMPUTER NOVICES (1)

This hands-on course is designed for future computer users who currently have no computer hardware or software skills. Students learn basic hardware operations, core keyboard and mouse skills, essential terminology and rudimentary software applica-

tion concepts necessary for successful participation in other computer courses. Graded as Pass/Fail. Offered: Occasionally.

OFTC 111L BUSINESS SOFTWARE ESSENTIALS I (4)

In this thorough computer applications course, students acquire proficiency-level skills in the Windows operating system and word-processing, spreadsheet, database and presentation software with MS Office. Offered: Summer, Fall and Spring.

OFTC 112L KEYBOARDING/FORMATTING (3)

An introductory course presenting touch-method techniques for keyboarding on microcomputers. Using Microsoft Word, students work on skills to format letters, reports and tables, including centering and tabulations. Students develop minimum levels of speed and accuracy by keyboarding correspondence and manuscripts. Offered: Fall and Spring.

OFTC 115 KEYBOARDING ESSENTIALS I (1)

Instruction in keyboarding using the touch method. Recommended for students with little or no previous instruction in typing or those who need to improve keyboarding accuracy or speed. Graded as Pass/Fail. Offered: Fall and Spring.

OFTC 116 WORD ESSENTIALS I (1)

An introduction to the basic techniques of document production. Students learn how to create, edit, format, save and print a variety of professional documents. Table and graph creation will also be discussed and incorporated into the final projects. Graded as Pass/Fail. Offered: Fall and Spring.

OFTC 117 EXCEL ESSENTIALS I (1)

This course focuses on the various personal and business uses for electronic spreadsheets. Emphasis is placed on creating, editing, manipulating and printing Excel workbooks from scratch. Graded as Pass/Fail. Offered: Fall and Spring.

OFTC 118 ACCESS ESSENTIALS I (1)

An introduction to Access, the database-management software package for Windows. General database-management concepts as well as specific Access features are covered via hands-on lab experience. Graded as Pass/Fail. Offered: Fall and Spring.

OFTC 119 OUTLOOK ESSENTIALS I (1)

This hands-on course teaches students how to send, read compose mail messages. Students learn to create folders, sort mail, flag messages and configure basic mail print options. Students learn to navigate within the calendar to schedule appointments, book office resources such as conference rooms and plan meetings involving others. Students learn to use contacts and tasks. Graded as Pass/Fail. Offered: Fall and Spring.

COURSE DESCRIPTIONS

OFTC 120 BASIC KEYBOARDING I (1)

Instruction in keyboarding using the touch method. Recommended for students with little or no previous instruction in typing or those who need to improve keyboarding accuracy or speed. Graded as Pass/Fail. Offered: Occasionally.

OFTC 121 KEYBOARDING II (1)

Students with basic keyboarding skills work with drills and exercises to improve their speed and accuracy. A minimum speed of 25 net words per minute with five or fewer mistakes on three five-minute timed trials must be obtained to pass this course. Graded as Pass/Fail. Prerequisite: OFTC 112L or OFTC 120. Offered: Occasionally.

OFTC 121L BUSINESS SOFTWARE ESSENTIALS II (4)

The course expands the student's MS Office software knowledge and skills acquired in OFTC 111L. The more advanced skills are applied to a variety of practical, work-related settings. This course completes a student's preparation for the MOS user-level competencies examinations. Prerequisite: OFTC 111L. Offered: Fall and Spring.

OFTC 122 INTRODUCTION TO WORD PROCESSING (1)

An introduction to the basic techniques of document production using Microsoft Word for Windows. Students learn how to create, edit, format, save and print a variety of professional documents. Table and graph creation will also be discussed and incorporated into the final products. Graded as Pass/Fail. Offered: Occasionally.

OFTC 123 INTRODUCTION TO SPREADSHEETS (1)

This course focuses on the various personal and business uses for electronic spreadsheets. Emphasis is placed on creating, editing, manipulating and printing Excel workbooks from scratch. Graded as Pass/Fail. Offered: Occasionally.

OFTC 124 INTRODUCTION TO DATABASES (1)

An introduction to Access, the database-management software package for Windows. General database-management concepts as well as specific Access features are covered via hands-on lab experience. Graded as Pass/Fail. Offered: Occasionally.

OFTC 125 KEYBOARDING ESSENTIALS II (1)

Students with basic keyboarding skills work with drills and exercises to improve their speed and accuracy. A minimum speed of 25 net words per minute with five or fewer mistakes on three five-minute timed trials must be obtained to pass this course. Graded as Pass/Fail. Prerequisite: OFTC 115. Offered: Fall and Spring.

OFTC 211L BUSINESS SOFTWARE ESSENTIALS II (4)

The course expands the student's MS Office software competencies acquired in OFTC 111L. The more advanced skills are applied to a variety of practical, workplace-related settings. Prerequisite: OFTC 111L. Offered: Fall and Spring.

OFTC 221 OFFICE INFORMATION MANAGEMENT (3)

A capstone course for the office professional charged with planning and implementing the various technological skills and related equipment required in a high-tech workplace. The course focuses on the utilization of leading-edge office technologies for communications, networking and efficiency enhancement. It is recommended that this course be taken near completion of the degree plan. Prerequisite: OFTC 111L. Offered: Spring.

PARALEGAL STUDIES

PLST 111 INTRODUCTION TO LAW (4)

An overview of the role of a paralegal and an introduction to the U.S. legal system. The history and organization of the legal system are emphasized, with practical consideration of legal ethics, terminology and procedures for the paralegal. Prerequisite: ENGL 109. Offered: Fall and Spring.

PLST 112 INTRODUCTION TO THE PARALEGAL PROFESSION (3)

Students learn and apply paralegal skills to manage their first case, set up files, track billing, prepare for trial, etc. by learning skills in memo preparation, case briefing and drafting basic pleadings. This course teaches students basics of the profession. Prerequisite: ENGL 109. Offered: Occasionally.

PLST 115 TORTS, PRACTICE AND PROCEDURE (3)

The theory and practical applications of the law of torts is covered. Students learn about torts through a study of the elements of the different causes of action. The fundamentals of complaint drafting, investigation and discovery are addressed so that the students are able to take an active role in planning and developing a lawsuit. Prerequisite: PLST 111. Offered: Fall.

PLST 121 LEGAL RESEARCH AND WRITING I (3)

An introduction to basic legal research and writing of case abstracts, memoranda and case analyses. Prerequisite: PLST 111. Offered: Fall.

PLST 201 REAL ESTATE LAW FOR PARALEGALS (3)

An introduction to the law related to real estate transactions for paralegals. Topics include rights of ownership, contractual obligations of real estate agents, titles, financing and closings. Prerequisite: PLST 111. Offered: Occasionally.

PLST 211 CONTRACTS FOR PARALEGALS (3)

An examination of the fundamental legal principles of contract formation and enforcement. The course covers the basic applications of contract law as well as relevant portions of the Uniform Commercial Code. Satisfactory completion of this

course satisfies the Business Law I (BSAD 232) requirement on the paralegal degree and certificate plans. Prerequisite: PLST 111. Offered: Occasionally.

PLST 214 BANKRUPTCY LAW (3)

An introduction to consumer and business bankruptcy law, including the chapters, 7, 11, and 13, treatment of creditors, the automatic stay, the role of trustees, reaffirmation agreements, discharge/ability of debts, exempt property, preferences and fraudulent transfers. Explores the role and function of bankruptcy in society. Prior completion of one business or law course, or work experience in business or law, is recommended. Prerequisites: ENGL 109. Offered: Occasionally.

PLST 221 WILLS, PROBATE AND ESTATES (3)

A course covering the drafting of wills and trusts, administration of estates, formal and informal probate proceedings, and estate tax returns. Prerequisite: PLST 111. Offered: Occasionally.

PLST 225 FAMILY LAW (3)

An introduction to the laws regarding domestic relations - including marriage, divorce, custody and adoption – and to traditional and alternative means of dispute resolution in the context of family law issues. Prerequisites: PLST 111. Offered: Occasionally.

PLST 230 BUSINESS ORGANIZATIONS (3)

A course introducing and exploring various types of business entities, such as corporations, partnerships, joint ventures and sole proprietorships, and the laws relating to them. Prerequisites: ENGL 109 and PLST 111. Offered: Occasionally.

PLST 231 EVIDENCE FOR PARALEGALS (3)

A course on basic evidentiary rules for court proceedings. Problems and examples are used to demonstrate major principles. Hearsay, relevancy, competency, admissibility and authentication are covered for testimony, documentary and tangible evidence. Prerequisite: PLST 111. Offered: Occasionally.

PLST 240 CONSTITUTIONAL LAW (3)

A course in constitutional interpretation that concentrates on the rights of the individual under the U.S. Constitution. Topics include substantive due process, due process of law, obtaining evidence, commerce clause, freedom of speech, freedom of the press, freedom of religion and equal protection under the law. Prerequisite: PLST 111. Offered: Occasionally.

PLST 241 LEGAL RESEARCH AND WRITING II/WESTLAW (4)

An advanced course in review and analysis of case law and statutory law, preparation of complex memoranda, and structure and content of court memoranda and briefs. Prerequisite: PLST 121. Offered: Spring.

PLST 245 ALTERNATIVE DISPUTE RESOLUTION (3)

An introduction to mediation, arbitration and other methods of alternative dispute resolution used to avoid the time and expense of litigation. This course explores ADR methods and their practical applications. Includes study of state and federal laws, procedures, and forms related to mandatory and optional ADR. Offered: Occasionally.

PLST 250 CIVIL LITIGATION (3)

A course focusing on the civil litigation process, from the initial client interview through trial or settlement, including an overview of the appeals process. Emphasis is on the preparation of pleadings, particularly those used in the discovery process. It is highly recommended that students plan to take this course after taking several other substantive paralegal studies courses. Prerequisite: PLST 111. Offered: Occasionally.

PLST 260 TRIBAL LAW AND GOVERNMENT (3)

A course that explores the unique position which tribal law and government have within the United States. The course provides an overview of the structure of tribal governments and the various systems of tribal law and the theoretical approaches that have been used to define and develop tribal legal systems. Offered: Occasionally.

PLST 298 INTERNSHIP (1-3)

Students with no paralegal experience or who desire additional experience in a legal field may participate in an internship with a prospective employer when they are close to completing their coursework. Prerequisites: PLST 111 and permission. Offered: Summer, Fall and Spring.

PLST 299 COOPERATIVE EDUCATION (1-3)

Students with no paralegal experience or those who desire additional experience in a legal field may participate in a cooperative education program with a prospective employer for pay when they are close to completing their coursework. May be taken twice for degree or certificate credit. Variable credit. Prerequisites: PLST 111 and permission. Offered: Summer, Fall and Spring.

PHILOSOPHY

PHIL 111 INTRODUCTION TO PHILOSOPHY (3)

An introduction to the major philosophical concepts, with an overview of metaphysics, epistemology, ethics, religion, aesthetics, politics and language. Basic philosophical problems of reality, knowledge, necessity, values and freedom are analyzed from both a modern and a historical perspective. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: PHIL 1113. NMGECC: Area V.

COURSE DESCRIPTIONS

PHIL 155 LOGIC AND CRITICAL THINKING (3)

An introduction to the methods and techniques of modern logic, including deductive and inductive reasoning, logical fallacies and argument analysis. Understanding, analyzing and using argument forms are emphasized. Students learn the fundamentals of critical thinking and practice applying those skills in academic and personal situations. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: PHIL 1213. NMGECC: Area V.

PHIL 220 ETHICAL THEORY (3)

A study of moral concepts in Western cultural traditions that examines historical roots and contemporary ethical issues. The course introduces logical analysis, historical and contemporary ethical philosophers, and modern ethical problems. It provides a framework for exploring each student's personal ethical values. Such issues as abortion, gun control, economic justice and the death penalty are discussed. Prerequisite: ENGL 109. Offered: Fall. NMCCNS: PHIL 2113. NMGECC: Area V.

PHIL 245 BUSINESS ETHICS (3)

This course studies ethical theory as applied to individual and corporate behavior in business as it functions in our complex society. Classical and contemporary ethical theories are presented and business concerns such as conflicts of interest, employer/employee relations, whistle blowing and corporate loyalty, privacy in the workplace, corporate social responsibility, affirmative action and ethics within multinational corporations are analyzed and discussed. Prerequisite: ENGL 111. Offered: Fall and Spring.

PHIL 246 BIOMEDICAL ETHICS (3)

Biomedical Ethics is a course designed for both the healthcare professional and the general public. We examine ethical theory against the reality of current issues in the medical profession and in the field of bio-research. Topics such as euthanasia, genetic experimentation, informed consent and human and animal experimentation are studied from widely different ethical perspectives. Students are encouraged to formulate their own positions concerning these topics. Offered: Occasionally.

PHIL 258 ENVIRONMENTAL ETHICS AND SUSTAINABILITY (3)

This course investigates the ethical dilemmas concerning our environment, business, and especially the issue of sustainability. Classical and contemporary ethical theories are presented as preparation for the examination and discussion of environmental concerns such as population, pollution, land use, the preservation of ecosystems, the moral status of animals, water, plants and future generations, global justice and ocean resources, environmental law and policy, the urban and suburban environments, and sustainable development in business, real estate and other forms of economic productivity. Offered: Occasionally.

PHIL 265 COMPARATIVE WORLD RELIGIONS (3)

A comparative exploration of major world religions, including Islam, Taoism, Hinduism, Buddhism, Confucianism, Judaism, Christianity, and Native-American and Zen traditions. Emphasis on their historical and philosophical contexts and on their common and diverse values, theories of reality, knowledge, and beauty. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: RELI 1113.

PHYSICS

PHYS 111 INTRODUCTION TO PHYSICS (3)

A general introduction to concepts in physics, such as Newton's laws of motion, gravity, energy, thermodynamics, waves, electricity, magnetism, optics, relativity and quantum theory. Prerequisites: ENGL 109 and MATH 109. Corequisite: PHYS 111L. Offered: Fall and Spring. NMGECC: Area III.

PHYS 111L INTRODUCTION TO PHYSICS LAB (1)

Laboratory experience for PHYS 111. The lab emphasizes hands-on investigations that support the concepts discussed in PHYS 111. Corequisite: PHYS 111. Offered: Fall and Spring. NMGECC: Area III.

PHYS 121 GENERAL PHYSICS I (3)

The first half of a comprehensive first-year course in the fundamentals of physics. This course examines Newtonian mechanics, work and energy, motion, fluid statics and dynamics, heat, waves and sound. Prerequisites: ENGL 109 and MATH 150L and MATH 155L. Corequisite: PHYS 121L. Offered: Fall. NMCCNS: PHYS 1113. NMGECC: Area III.

PHYS 121L GENERAL PHYSICS I LAB (1)

Lab experience for PHYS 121. Experiments are conducted that investigate topics such as gravity, force, projectiles, momentum, torque, buoyancy and thermodynamics. Corequisite: PHYS 121. Offered: Fall. NMCCNS: PHYS 1111. NMGECC: Area III.

PHYS 122 GENERAL PHYSICS II (3)

The second half of a comprehensive first-year course in the fundamentals of physics. This course examines electrostatics, circuits, magnetism, electromagnetic induction, electromagnetic waves, optics and nuclear physics. Prerequisite: PHYS 121. Corequisite: PHYS 122L. Offered: Spring. NMCCNS: PHYS 1123. NMGECC: Area III.

PHYS 122L GENERAL PHYSICS II LAB (1)

Lab experience for PHYS 122. Experiments are conducted that investigate topics such as electrostatics, circuits, capacitance, electromagnetic induction and optics. Corequisite: PHYS 122. Offered: Spring. NMCCNS: PHYS 1121. NMGECC: Area III.

PHYS 125 PROBLEMS IN GENERAL PHYSICS I (1)

A problem-solving section to accompany PHYS 121. Emphasis is placed on developing and maintaining skills necessary for success in PHYS 121. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Corequisite: PHYS 121. Offered: Fall.

PHYS 126 PROBLEMS IN GENERAL PHYSICS II (1)

A problem-solving section to accompany PHYS 122. Emphasis is placed on developing and maintaining skills necessary for success in PHYS 122. May be taken twice for degree or certificate. Graded as Pass/Fail. Corequisite: PHYS 122. Offered: Spring.

PHYS 161 CALCULUS PHYSICS I (3)

This is the first of three calculus-based physics courses for engineers and physical science majors. The course examines motion, vectors, forces, work, energy, rotational motion and fluid mechanics. Prerequisites: ENGL 109 and MATH 162L. Corequisite: PHYS 161L. Offered: Fall. NMCCNS: PHYS 1213. NMGECC: Area III.

PHYS 161L CALCULUS PHYSICS I LAB (1)

Lab experience for PHYS 161. Experiments are conducted that investigate topics such as measurement, vectors, kinematics and graphical analysis of motion, friction, projectiles, energy, ballistics, collisions, satellites, rotational motion and fluids. Corequisite: PHYS 161. Offered: Fall. NMCCNS: PHYS 1211. NMGECC: Area III.

PHYS 162 CALCULUS PHYSICS II (3)

This is the second of three calculus-based physics courses for engineers and physical science majors. The course examines temperature, heat transfer, laws of thermodynamics, electric fields, electric potential, DC and AC circuits, magnetic fields, induction and Maxwell's equations. Prerequisite: PHYS 161. Corequisite: PHYS 162L. Offered: Spring. NMCCNS: PHYS 1223. NMGECC: Area III.

PHYS 162L CALCULUS PHYSICS II LAB (1)

Lab experience for PHYS 162. Experiments are conducted that investigate topics such as thermal expansion, heat transfer, electrostatics, electric fields, Gauss' Law, capacitance, DC and AC circuits and electromagnetic induction. Corequisite: PHYS 162. Offered: Spring. NMCCNS: PHYS 1121. NMGECC: Area III.

PHYS 165 PROBLEMS IN CALCULUS PHYSICS I (1)

A problem-solving section to accompany PHYS 161. Emphasis is placed on developing and maintaining skills necessary for success in PHYS 161. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Corequisite: PHYS 161. Offered: Fall.

PHYS 166 PROBLEMS IN CALCULUS PHYSICS II (1)

A problem-solving section to accompany PHYS 162. Emphasis is placed on developing and maintaining skills necessary for success in PHYS 162. May be taken twice for degree or certificate credit. Graded as Pass/Fail. Corequisite: PHYS 162. Offered: Spring.

PHYS 263 CALCULUS PHYSICS III (3)

This is the third of three calculus-based physics courses for engineers and physical science majors. This course examines simple harmonic motion, waves, electromagnetic waves, optics, the nature and propagation of light, lenses, diffraction, relativity, nuclear and high-energy physics. Prerequisite: PHYS 162. Corequisite: PHYS 263L. Offered: Occasionally.

PHYS 263L CALCULUS PHYSICS III LAB (1)

Lab experience for PHYS 263. Experiments are conducted that investigate topics such as simple harmonic motion, wave properties, sound, lenses, mirrors, diffraction, radioactivity and quantum effects. Corequisite: PHYS 263. Offered: Occasionally.

POLITICAL SCIENCE

POLI 200 AMERICAN GOVERNMENT AND POLITICS (3)

A survey that analyzes the development and performance of American political and government institutions and traditions. Democratic theory is compared with its actual practice. Contemporary issues are emphasized. Prerequisite: ENGL 109. Offered: Fall and Spring. NMCCNS: POLS 1123. NMGECC: Area IV.

POLI 211 NEW MEXICO GOVERNMENT (3)

A study of the functioning of state government systems, including an analysis of their response to growth and change in a multicultural society. Prerequisite: ENGL 109. Offered: Occasionally. NMCCNS: POLS 1213. NMGECC: Area IV.

POLI 215 COMPARATIVE POLITICS (3)

This course is designed to help students understand and evaluate political regimes by focusing on political history, sociostructure and contemporary political institutions. European, Communist and developing systems are considered. Prerequisite: ENGL 109. Offered: Occasionally. NMGECC: Area IV.

COURSE DESCRIPTIONS

PSYCHOLOGY

PSYC 111 PSYCHOLOGY I (3)

A survey of the concepts, theories, significant research findings, methodology and terminology in the field of psychology. The strengths and limitations of applying the scientific method to human behavior and experience are examined. The course offers some ways to explain, in a psychological context, one's own behavior and the behavior of others. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCC-NS: PSYC 1113. NMGECC: Area IV.

PSYC 125 INTRODUCTION TO THE COUNSELING PROFESSIONS (3)

An introduction to the counseling professions, focusing on mental-health counseling, social work and psychology. The history, philosophy and areas of practice for each profession are explored. Special emphasis is placed on the influence of personal and professional values on one's development as a service provider. Experiential activities allow students to practice basic counseling techniques. Prerequisite: ENGL 109. Offered: Fall.

PSYC 130 APPLIED HEALTH PSYCHOLOGY (3)

This course is a study of the concepts, theories and significant research findings in the field of health psychology that are most relevant to the healthcare fields of nursing, dentistry and emergency medicine. The course focuses on issues related to behavioral health and its practical applications for healthcare providers in various applied fields. Prerequisite: ENGL 109. Offered: Fall and Spring.

PSYC 211 EDUCATIONAL PSYCHOLOGY (3)

An exploration of the major theories and issues in human psychological development that are fundamental to education. The implications of psychological knowledge in the classroom are also covered. Students have the opportunity to observe classroom situations. Offered: Occasionally.

PSYC 230 PSYCHOLOGY OF ADJUSTMENT AND INTERPERSONAL RELATIONSHIPS (3)

An introduction to the fields of adjustment and interpersonal relationships. The course focuses on the processes of adjusting, growing and coping with conflict, change and stress on both personal and interpersonal levels. It includes lectures, videos, discussions, journal writing and other self-exploration techniques. Prerequisite: PSYC 111. Offered: Occasionally.

PSYC 231 PSYCHOLOGY OF PERSONALITY (3)

A survey and critique of theory, research and applications of both classical and con-

temporary approaches to the study of human personality. Psychoanalytical, physiological and behavioral theories are examined in the light of research. The usefulness and limitations of the social applications of these theories are also discussed. Prerequisite: PSYC 111. Offered: Spring.

PSYC 240 ABNORMAL PSYCHOLOGY (3)

A survey of psychological disorders and their symptoms along with an examination of the theoretical bases for categorizing mental illness and treatment modalities. Students also examine alternative approaches to understanding mental dysfunction. Prerequisite: PSYC 111. Offered: Summer, Fall and Spring.

PSYC 250 BRAIN AND BEHAVIOR (3)

This course is an introduction to the contemporary and interdisciplinary fields of neuroscience and behavioral genetics. Focus is on the dynamic and reciprocal interaction between the brain and behavior. Students explore the nature and structure of the brain and its role in thinking, feeling and behaving. Prerequisite: PSYC 111. Offered: Occasionally.

PSYC 260 PSYCHOLOGY OF LEARNING AND MEMORY (3)

A survey of learning theories with an emphasis on the application of principles to practical situations. Topics range from simple processes such as conditioning to complex processes such as transfer memory and concept formation. Prerequisite: PSYC 111. Offered: Occasionally.

PSYC 265 COGNITIVE PSYCHOLOGY (3)

A survey of the scientific study of the thinking mind. The range of psychological processes studied include sensation and perception, pattern, recognition, thinking, imaging, remembering, attention, consciousness, learning, memory, language, creativity and intelligence. Offered: Occasionally.

PSYC 271 SOCIAL PSYCHOLOGY (3)

An exploration of how an individual's actions, emotions, attitudes and thought processes are influenced by society and by other people. Topics include aggression, prejudice, group communication dynamics, interpersonal relations and other determinants of behavior. Prerequisite: PSYC 111. Offered: Occasionally.

PSYC 280 HUMAN SEXUALITY (3)

An exploration of the personal, social, physiological and cultural aspects of human sexual behavior. Major topics include gender identity development, love and intimacy, interpersonal communication, sexual deviance, sex therapy, sexuality across the lifespan and sexually transmitted diseases. Prerequisite: PSYC 111. Offered: Fall and Spring.

PSYC 290 DEVELOPMENTAL PSYCHOLOGY (3)

A study of the stages and processes of the development of physical, social, emotional and intellectual aspects of human personality from conception to old age. Emphasis is placed on pertinent research and practical applications. Prerequisite: PSYC 111. Offered: Summer, Fall and Spring.

READING**READ 100L READING FLUENCY AND VOCABULARY DEVELOPMENT (2)**

This course helps students read faster and understand more of what they read. Using diverse texts, students will practice comprehension and study strategies such as pre-viewing, note-taking, summarizing, distinguishing main ideas from supporting details, and distinguishing between fact and opinion. Students will develop greater reading fluency through speed reading drills. Focused exercises on dictionary use, context clues, and word parts will increase students' working vocabularies. Eligible for "PR" grade. This course is a prerequisite for READ 101L and ENGL 108. Prerequisite: CPE reading score. Offered: Summer, Fall and Spring.

READ 101L CRITICAL READING ACROSS THE DISCIPLINES (2)

In this course, students will have the opportunity to work with college-level reading texts while strengthening their comprehension, learning the rudiments of critical analysis, and developing other basic classroom competencies to give them the skills they need to succeed in the general education curriculum. Basic research skills will also be emphasized. Eligible for "PR" grade. This course is a prerequisite for ENGL 109. Prerequisite: RDNG 100L. Offered: Summer, Fall and Spring.

READ 211 INTRODUCTION TO READING AND LITERACY DEVELOPMENT (3)

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 phonemic awareness, literacy problem-solving skills, fluency, vocabulary, comprehension and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it addresses developing writing, reading and oral language in the home and school contexts will be addressed. Major instructional approaches and strategies to support children's emergent literacy and reading skills will be presented. Prerequisite: ECME 200. Offered: Spring.

REAL ESTATE**RLES 111 PRINCIPLES OF REAL ESTATE (1-2)**

An introductory course for those entering the real estate field as a vocation. Topics include the basics of real estate, business ethics, advertising, sales promotion, evaluation, and managing and insuring property. Variable credit. Offered: Occasionally.

RLES 125 FUNDAMENTALS OF REAL ESTATE APPRAISAL (2)

An introductory course in the required curriculum for appraiser certification that presents an overview of real estate evaluation. The evaluation process, appraisal analysis and reporting are covered, as are the evaluation process and major influences on real estate markets and property values. Offered: Fall and Spring.

RLES 130 APPRAISING THE SINGLE FAMILY RESIDENCE (2)

This course presents the procedures and techniques required to estimate the market value of vacant and improved single-family residential properties using the sales-comparison approach, the cost approach and the income-capitalization approach. Major emphasis is on extracting market data, property inspections, site valuations and best-use analysis. Required for appraiser certification. Prerequisite: RLES 125 or equivalent. Offered: Fall and Spring.

RLES 135 UNIFORM STANDARDS OF APPRAISAL PRACTICE (1)

Focuses on the requirements for ethical behavior and competent performance by appraisers as set forth in the Uniform Standards of Professional Appraisal Practice. This course, which is part of the educational curriculum for appraiser certification, does not cover real estate appraisal methods and techniques; it helps students prepare for the National USPAP exam. Offered: Fall and Spring.

RLES 201 REAL ESTATE LAW (1-2)

A survey course covering the fundamental rights of ownership, the obligations of real estate agents regarding their contractual encumbrances, transfers, fiduciary rights and duties owed to the parties represented and basic contract law. Variable credit. Offered: Occasionally.

RLES 225 APPRAISING INCOME PROPERTIES I (2)

Fundamentals of appraising properties more complex than the single-family residence. This course covers approaches to value used in commercial, industrial and multifamily real estate using cost- and sales-comparison approaches for site valuation. It also introduces income-capitalization approach through practical problems. This is a G3 course for general and residential certification. Prerequisite: RLES 130 or equivalent. Offered: Fall and Spring.

COURSE DESCRIPTIONS

RLES 230 APPRAISING INCOME PROPERTIES II (2)

This course explains the techniques used to estimate the value of commercial, industrial and multifamily real estate, including the income-capitalization approach, direct capitalization, yield capitalization and discounted flow analysis, irregular income streams, internal rate of return and net present value. This is a G4 course for commercial appraiser certification. Prerequisite: RLES 225 or equivalent. Offered: Fall and Spring.

RLES 235 APPRAISING INCOME PROPERTIES III (2)

Designed to increase and improve the student's abilities in applying appraisal methods, techniques and procedures, to review and synthesize knowledge acquired in prior coursework, and to diagnose strengths and weaknesses with respect to theory and methods. This is a G5 course for general appraiser certification. Prerequisite: RLES 230 or equivalent. Offered: Fall and Spring.

RLES 240 HOTEL/MOTEL APPRAISAL TECHNIQUES (2)

An advanced appraisal course introducing techniques used to estimate the market value of motels and hotels. Topics include uniform system of accounts for hotels, conducting a supply and demand analysis, forecasting revenues and expenses, valuation techniques and separating business value from real property value. Prerequisite: Appraisal background. Offered: Occasionally.

SCIENCE, MATHEMATICS AND ENGINEERING TECHNOLOGY

SMET 111 INTRODUCTION TO SCIENCE, MATH AND ENGINEERING TECHNOLOGY (3)

An introductory course for science, mathematics and engineering technology students that emphasizes degree planning and academic-success skills. During the semester, the student works on critical thinking, problem solving, teamwork, career planning and acquiring the tools to assess personal strength, abilities, desires and professional goals. Offered: Occasionally.

SOCIOLOGY

SOCI 111 INTRODUCTION TO SOCIOLOGY (3)

An introduction to the study of society in the context of social relationships. Basic concepts concerning the structure and functioning of social organizations are studied in light of recent research. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: SOCI 1113. NMGECC: Area IV.

SOCI 209 AGING AND THE FAMILY (3)

This course explores the effects of aging on the family unit. The impact of aging upon family functioning, family life cycles, and death and dying are discussed. Issues of social class, race, ethnicity and gender are also considered. Students also analyze current economic and political debates about Social Security, Medicare and long-term care of an aging American society. Prerequisite: ENGL 109. Offered: Occasionally.

SOCI 216 DYNAMICS OF DIVERSITY (3)

An examination of the social bases of inequality and theories that explain the creation of systems and ideologies of subordination. Readings and topics explore the consequences of discrimination against others based on such factors as race, gender, religion, ethnicity or appearance. Prerequisite: ENGL 109. Offered: Fall.

SOCI 220 SOCIAL PROBLEMS (3)

A study of basic principles of social behavior such as interpersonal attraction, social influence, group behavior and leadership styles. Students examine the nature and causes of contemporary social problems, including drug abuse, date rape, domestic violence, social class distinctions, racism, prejudice, discrimination and other aspects of social conflict, and consider strategies for mediation and resolution. Prerequisite: ENGL 109. Offered: Spring. NMCCNS: SOCI 1213. NMGECC: Area IV.

SOCI 225 MARRIAGE, FAMILY AND INTIMATE RELATIONSHIPS (3)

A sociological approach to the study of the history, the current status and the future of friendship, courtship, marriage, parenthood, divorce, remarriage and sex roles. The social and psychological components of intimate relationships, marriage and the family are considered. Prerequisite: ENGL 109. Offered: Occasionally. NMCCNS: SOCI 2213. NMGECC: Area IV.

SOCI 226 THE SOCIOLOGY OF GENDER ROLES (3)

An in-depth sociological examination of the changing roles of men and women in contemporary society. Topics include the sources and consequence of these roles in the areas of family, politics, work and education. The biological, psychological and sociological bases of male and female behavior are also considered. Prerequisite: ENGL 109. Offered: Occasionally.

SOCI 250 SOCIOLOGY OF CRIME AND JUSTICE (3)

This course explores the ways in which crime and justice reflect and reinforce the social order. Emphasis is placed on the sociological perspectives and theories used to explain crime, justice and social order. Implications for and applications to the legal system are also discussed. Prerequisite: ENGL 109. Offered: Occasionally.

SPANISH

SPAN 101 INTRODUCTION TO SPANISH (2)

A beginning course in Spanish that introduces students to the sound system, pronunciation and basic vocabulary necessary for communication. Recommended for students who have had no previous exposure to Spanish or to the study of another foreign language. This course is not for college transfer credit. Offered: Summer, Fall and Spring.

SPAN 110 INTRODUCTION TO HERITAGE SPANISH (2)

A beginning Spanish course that introduces students who have Spanish in their heritage to simple grammatical structures and vocabulary. Focus is on the distinctive features of northern New Mexico's Spanish language and culture. This course is recommended for heritage-language students who do not feel prepared to enter SPAN 111L or SPAN 113L. This course credit cannot be used to fulfill degree or certificate requirements. Offered: Summer, Fall and Spring.

SPAN 111L SPANISH I (4)

A beginning course in Spanish for the student with little or no previous exposure to written or spoken Spanish. The course emphasizes conversational skills and requires reading, writing and oral practice. The course includes a laboratory component designed to accelerate and support the lecture material. A corresponding heritage Spanish course, SPAN 113L, is offered for students whose native culture includes exposure to the language. Prerequisite: ENG 109. Offered: Summer, Fall and Spring. NMCCNS: SPAN 1114.

SPAN 112L SPANISH II (4)

A continuation of Spanish I involving further study of the structure of the language as well as extensive practice in listening, speaking, reading and writing. The course includes a laboratory component designed to accelerate and support the lecture material. A corresponding heritage Spanish course, SPAN 114L, is offered for students whose native culture includes exposure to the language. Prerequisite: SPAN 111L. Offered: Summer, Fall and Spring. NMCCNS: SPAN 1124.

SPAN 113L HERITAGE SPANISH I (4)

A beginning course for students whose heritage language or culture is Spanish. This course is designed for those students who desire to learn and master their language. The development of basic reading and writing skills is emphasized, along with vocabulary building and oral practice. Prerequisite: ENGL 109. Offered: Fall and Spring.

SPAN 114L HERITAGE SPANISH II (4)

A continuation of Heritage Spanish I. This course involves further study of the structure of the language as well as more oral and written practice. Students work toward idiomatic expression and fluency through short readings of New Mexican stories and culture. Prerequisite: SPAN 111L or SPAN 113L. Offered: Fall and Spring.

SPAN 120 SURVIVAL SPANISH FOR THE EDUCATION PROFESSIONAL (3)

An introductory course in Spanish that exposes the education professional to the sound system/pronunciation, basic vocabulary, idiomatic expressions and cultural issues of the language. A major goal of the course is the development of effective conversational skills for the educational setting – although basic grammar, reading and writing are also addressed. Offered: Occasionally.

SPAN 121L SPANISH LAB (1)

A self-paced language lab designed to accelerate, reinforce and support all levels of Spanish. The course provides an opportunity to practice and strengthen listening, speaking, reading and writing skills through the use of software, audio and video tapes, and other technologies. Graded as Pass/Fail. May be taken twice for degree or certificate credit. Offered: Summer, Fall and Spring.

SPAN 150 CONVERSATIONAL SPANISH I (3)

This third-semester Spanish course emphasizes oral communication, idiomatic usage and the development of vocabulary, with a review of basic syntax. Prerequisite: SPAN 112L or SPAN 114L. Offered: Summer, Fall and Spring.

SPAN 152 SPANISH FOR MEDICAL PERSONNEL (3)

An introductory course in Spanish medical vocabulary and terminology. The course focuses on situations commonly encountered by healthcare professionals, such as routine physical exams, basic laboratory tests, patient interviews, the delivery of a baby, and giving instructions regarding medication and follow-up procedures that patients should understand. Key vocabulary, grammatical structures and proper pronunciation are introduced in the context of a practical medical situation. Offered: Fall and Spring.

COURSE DESCRIPTIONS

SPAN 153 SPANISH FOR HUMAN SERVICES (3)

An introductory Spanish course for professionals in the human services. The course focuses on pertinent vocabulary for situations commonly encountered by professionals in areas such as social work, counseling, case management, Social Security, Medicare, health services, food stamps, child support, vocational rehabilitation, senior citizen issues and other areas. Basic Spanish pronunciation and grammar are introduced in the context of practical social-services situations. Prerequisite: SPAN 111L or SPAN 113L. Offered: Fall.

SPAN 154 SPANISH FOR MEDICAL PERSONNEL II (3)

An intermediate level Spanish course aimed at improving the student's medical vocabulary and terminology. The course will further delve into situations commonly encountered by healthcare professionals as well as discuss the cultural sensitivity issues that exist in Hispanic/Latino societies. Prerequisite: SPAN 152. Offered: Occasionally.

SPAN 211 INTERMEDIATE SPANISH I (3)

A grammar review that concentrates on expanding skills in conversation, vocabulary, reading and writing. Selected readings on history, literature and current events are used. Prerequisite: SPAN 112L or SPAN 114L. Offered: Summer, Fall and Spring.

SPAN 212 INTERMEDIATE SPANISH II (3)

A continuation of Intermediate Spanish I. This course completes the grammatical overview of Spanish idioms and forms in preparation for more-intensive cultural studies. Prerequisite: SPAN 211 or SPAN 213. Offered: Fall and Spring.

SPAN 213 INTERMEDIATE HERITAGE SPANISH I (3)

An intermediate course for students whose heritage language is Spanish. Students in this course should already possess comprehensive oral skills and basic skills in reading and writing. Attention is focused on grammar, with comparisons between the popular and formal language. Skills in listening, speaking, reading and writing are emphasized through cultural activities. Prerequisite: SPAN 112L or SPAN 114L. Offered: Fall.

SPAN 214 INTERMEDIATE HERITAGE SPANISH II (3)

A continuation of Intermediate Heritage Spanish I. This course continues the study of grammar as a means to improve the four language skills: listening, speaking, reading and writing. The focus is on reading and writing skills through short stories and compositions. Prerequisite: SPAN 211 or SPAN 213. Offered: Spring.

SPAN 250 CONVERSATIONAL SPANISH II (3)

A conversational Spanish course designed for the intermediate-level student. The course provides intensive conversation practice and a review of selected grammar items. It emphasizes vocabulary expansion and enhancement. Prerequisite: SPAN 211 or SPAN 213. Offered: Spring.

SPAN 252 INTERMEDIATE SPANISH FOR MEDICAL PERSONNEL (3)

An intermediate level Spanish course aimed at improving the student's medical vocabulary and terminology. The course will further delve into situations commonly encountered by healthcare professionals as well as discuss the cultural sensitivity issues that exist in Hispanic/Latino societies. Offered: Spring.

SPAN 253 INTRODUCTION TO BILINGUAL EDUCATION I (3)

A historical overview of bilingual education with a focus on current trends and practices. Special attention is given to programs in New Mexico. Designed for teachers and other education professionals. Prerequisite: SPAN 112L or SPAN 114L. Offered: Occasionally.

SPAN 255 SPANISH THROUGH CHILDREN'S LITERATURE (3)

A course for teachers and other students interested in teaching Spanish through children's literature from the Hispanic world including the Southwest. Hispanic history, folklore and mythology provide much of the material that will be covered. May be taken twice for degree or certificate credit. Prerequisite: SPAN 112 or permission. Offered: Occasionally.

SPAN 280 INTRODUCTION TO HISPANIC LITERATURE (3)

An introduction to the novels, poetry, short fiction and drama of Spain and Hispanic America. Emphasis is on interpretation with appropriate references to literary history. Lectures, discussion and compositions are in Spanish. Prerequisite: SPAN 211 or SPAN 213. Offered: Occasionally.

SPAN 284 CHICANO LITERATURE AND EXPRESSION (3)

Conducted in Spanish, this course presents the Chicano experience through literature, journalism, chronicles, film and drama. May be taken twice for degree or certificate credit. Prerequisite: SPAN 211 or SPAN 213. Offered: Occasionally.

SPAN 285 LATIN AMERICAN FEMINIST EXPRESSION (3)

Through literature, art, film and journalism, students explore the role of women in Latin American culture, including emerging issues and women's own perspectives. The course surveys the works of historic and contemporary artists, writers and filmmakers of Hispanic America. May be taken twice for degree or certificate credit. Prerequisite: SPAN 211 or SPAN 213. Offered: Occasionally.

SPAN 286 SOUTHWEST CULTURE THROUGH FILM (3)

This course explores the Hispanic culture of the Southwest as depicted in documentary and popular entertainment films. A discussion of each film is held after viewing. Prerequisite: SPAN 211 or SPAN 213. Offered: Occasionally.

SPAN 288 CONTEMPORARY LATINO FILM (3)

This course explores the Latino/Hispanic culture of Spain, Latin America and the United States as depicted in documentary and popular entertainment films. A discussion of each film is held prior to and after viewing. May be taken twice for degree or certificate credit. Prerequisite: SPAN 212 or SPAN 214 or permission. Offered: Occasionally.

SPEECH**SPCH 111 PUBLIC SPEAKING (3)**

The theory and practice of public speaking. Students study principles of communication theory and rhetoric and their applications are explored in the analysis, preparation and presentation of speeches. Prerequisite: ENGL 109. Offered: Summer, Fall and Spring. NMCCNS: COMM 1113. NMGECC: Area I.

SPCH 220 INTERPERSONAL COMMUNICATION (3)

The goal of this course is to increase the student's understanding of the communication processes that underlie the formation, maintenance and dissolution of interpersonal relationships. The class examines the application of interpersonal communication in the four basic categories of life: family, friends, romance and work-based relationships. Prerequisite: ENGL 109. Offered: Fall and Spring. NMC-CNS: COMM 1123. NMGECC: Area I.

SPCH 225 SMALL-GROUP COMMUNICATION (3)

A speech communications course dealing with aspects of communication in small groups. Attention is given to leadership, group roles and norms, group decision making and problem solving, conflict resolution, the dynamics of listening, verbal and nonverbal means of communication, and group public presentation formats. Prerequisite: ENGL 109. Offered: Fall and Spring. NMGECC: Area I.

SPCH 235 INTERCULTURAL COMMUNICATION (3)

Explores the unique relationship between communication and culture. Students examine the cultural influences in communication across ethnic and national boundaries. The class focuses on what happens when people from different cultures come together to share ideas, feelings and information in business, private and political arenas and addresses ethical and social issues relating to intercultural communication. Cross-listed as ANTH 235. Prerequisite: ENGL 109. Offered: Occasionally.

WATER AND WASTEWATER TREATMENT TECHNOLOGY**WWTT 112 APPLIED MATH FOR WATER AND WASTEWATER (3)**

This course presents the math needed to work formulas used in the operation of water and wastewater treatment plants. Topics include fractions, ratios, proportions, concentrations, areas and volumes, flows, retention times, removal efficiencies, pressure, horsepower, averages, medians and geometric means. Prerequisite: MATH 102. Offered: Fall.

WWTT 116 SYSTEM MAINTENANCE, WATER AND WASTEWATER (3)

This course provides an overview of the main topics of water and wastewater facility maintenance. Topics include safety and hazards, chlorine, confined space, procedures, inspecting and testing pipelines, valves, cleaning pipes, and maintenance of valves, lift stations and pumps. Offered: Fall.

WWTT 120 INTRODUCTION TO WASTEWATER COLLECTION AND TREATMENT (3)

This course covers generation, characteristics and volumes of wastewater; collection, sewerage and pumping; physical, biological and chemical treatment of wastewater; activated sludge; and safety and hazards of wastewater collection and treatment operations. Offered: Fall.

WWTT 140 INTRODUCTION TO WATER TREATMENT AND DISTRIBUTION SYSTEM (3)

This course covers waterborne diseases, hydrologic cycle and ground- and surface-water characteristics; treatment of water, including physical and chemical processes such as flocculation, filtration and disinfection; and safety and hazards of water treatment operations. Offered: Spring.

WWTT 150 ON-SITE WASTEWATER SYSTEMS (3)

This course is designed to provide the students with an understanding of on-site wastewater systems. Students will be provided with sufficient information to choose an on-site system that fits a specific application. Students will gain hands-on skills sufficient to enable them to perform operations and maintenance and troubleshooting on on-site systems. Offered: Occasionally.

WWTT 160 CHEMISTRY OF WATER AND WASTEWATER (3)

This course covers the principles of chemistry for both water and wastewater treatment plant operators. Topics include water hardness, pH, acids, bases, alkalinity, acidity, buffers, solids (dissolved, settable, colloidal, suspended, and total), dissolved

COURSE DESCRIPTIONS

oxygen and COD. Chlorine and nitrogen analysis and jar testing are also covered. Prerequisite: WWTT 112. Corequisite: WWTT 160L. Offered: Fall.

WWTT 160L CHEMISTRY OF WATER AND WASTEWATER LAB (1)

This course covers laboratory operations for water and wastewater treatment plant operators. Topics include equipment and safety; water chemistry testing, including pH, alkalinity, hardness, turbidity, conductance, and chlorine demand; and residual, suspended and total solids, ammonia, nitrates and others. Corequisite: WWTT 160. Offered: Fall.

WWTT 166 BIOLOGY OF WATER AND WASTEWATER (3)

Microbiology for both water and wastewater plant operators. Topics include bacteria, coliforms, fecal matter, pathogens and BOD. Students learn to identify wastewater microorganisms in lagoons, activated sludge, trickling filters and digesters. Prerequisite: ENGL 109. Corequisite: WWTT 166L. Offered: Spring.

WWTT 166L BIOLOGY OF WATER AND WASTEWATER LAB (1)

This course covers laboratory operations for water and wastewater treatment plant operators. Topics include equipment and safety, sampling and preservation, total and fecal coliforms, MPN and membrane filters, identification of algae and protozoa, and biochemical oxygen demand. Corequisite: WWTT 166. Offered: Spring.

WWTT 190 CERTIFICATION EXAM REVIEW (2)

A review of all coursework in the Water and Wastewater Technology Training Program. Students review and practice exams in preparation for the New Mexico State Environmental Department Level 1 and Level 2 water and wastewater certification. Offered: Occasionally.

WWTT 199 COOPERATIVE EXPERIENCE IN FACILITY OPERATIONS (3)

This course offers on-the-job experience at one or more water or wastewater facilities. Students document experiences and lessons learned using a daily log of activities and present a final written report that summarizes the experiences and learning outcomes as related to the relevant classroom material. Prerequisite: Permission. Offered: Occasionally.

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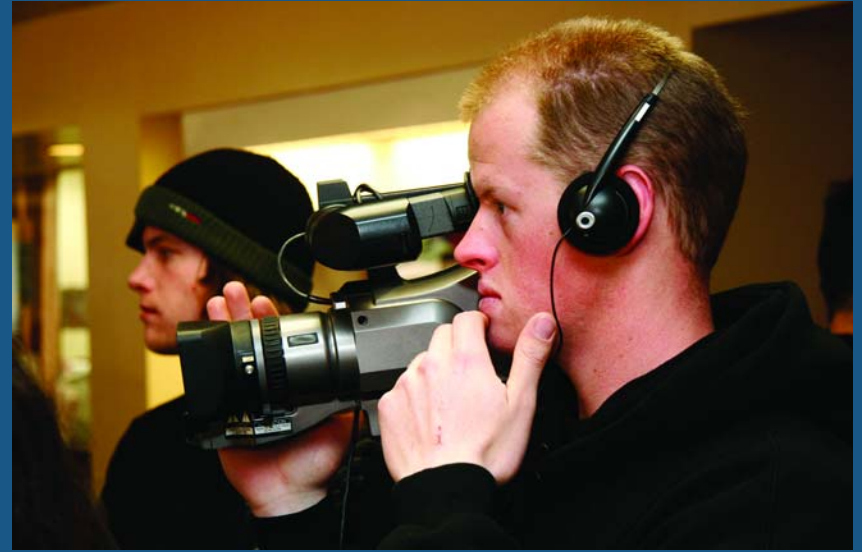
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