



# COURSE CATALOG

## 2023-2024







**MISSION:**

Our mission is to provide high quality education and training that improves the lives of all students and ignites economic vitality in the communities we serve.

**VISION:**

Our vision is to become the college of choice for students seeking to improve their lives and for employers seeking to develop and grow a highly skilled workforce.

**CLOVIS COMMUNITY COLLEGE  
2023-2024 COURSE CATALOG**

**ACCREDITED BY:**

The Higher Learning Commission of the  
North Central Association of Colleges and Schools

Accreditation Commission for Education in Nursing

The Joint Review Committee on  
Education in Radiologic Technology

The Commission on Accreditation in Physical Therapy Education

Master Accreditation from Automotive Services  
Excellence Education Foundation (ASEEF)

# MESSAGE FROM THE INTERIM PRESIDENT



I am very excited to welcome you to the College! Clovis Community College is a comprehensive 2-year institution of higher learning. I can say with every confidence that no matter your path in life, this College has something for you. You will find a supportive, welcoming environment that will focus on your educational endeavors. No matter your interest, CCC has something for everyone. The College offers classes of interest, such as Welding for Hobbyists, Woodworking, and a wide variety of physical education classes like water aerobics and weightlifting. If your focus is to complete your general education classes in preparation for transfer to a four-year institution, CCC's general education classes are New Mexico Higher Education Department approved, which guarantees transfer to any university in the state of New Mexico.

Accreditation is a very important part of the educational processes at CCC. The institution is accredited by the Higher Learning Commission. Programmatic accreditations ensure a quality experience in anticipation of employment in different disciplines. The College holds accreditation in Nursing through the Accreditation Commission for Education in Nursing (ACEN); Radiologic Technology through the Joint Review Committee on Education in Radiologic Technology (JRCERT); Physical Therapist Assistant through the Commission on Accreditation in Physical Therapy Education (CAPTE); and Automotive Technology through the Master Accreditation from Automotive Services Excellence Education Foundation (ASEEF). The stringent requirements to retain these types of nationwide accreditation mean students within these programs will receive outstanding training opportunities, both in the classroom and clinical experiences. In addition, many individualized programs offer industry certifications such as Computer Information Systems (Networking, Office Specialist) and in the Occupational Technology fields such as Industrial Technology (Wind Energy, Electrical Maintenance), Welding (Entry Level Welder, Advanced Welder) and Cosmetology (Salon Success, Nail Technician). Clovis Community College has an area of interest for every student!

Courses at the College are taught by experienced, credentialed faculty who are experts in their disciplines. All faculty meet the Higher Learning Commission requirements. Each faculty member maintains a Canvas learning environment which makes communication between student and instructor effective. Courses are offered in a variety of formats to meet the needs of the students. These include on campus (all class time spent on CCC campus); Live Online (all class time spent in a virtual learning environment at designated times); Fully Online (all class time spent in a virtual learning environment on the student's own schedule); Hybrid (a portion of class is spent online and a portion is on campus); and finally a Mixed format (the instructor defines the mode, and student decides how to participate). These options allow students to decide what best meets their needs as well as allowing for employment and family responsibilities.

Clovis Community College offers a wide range of student support services to aid you as you progress through your selected program of study. Academic Advisors are assigned by discipline which allows for valuable insight and provides sound, prudent advice to all students; they are well-versed in the requirements of each degree. The Financial Aid department works with each student to evaluate the possibility of aid in the form of scholarships such as the Opportunity Scholarship, which provides tuition-free funding for students in the state of New Mexico. In addition, common financial paths such as PELL grants will be evaluated to help students receive the aid they are entitled to. The College also provides support to students once enrolled through services in the Tutoring and Writing Centers. These services, in addition to dedicated, experienced, educated faculty provide each student with outstanding learning opportunities.

Again, welcome to Clovis Community College. We are excited that you chose CCC as your educational partner and we look forward to your successes down your chosen path!

A handwritten signature in black ink that reads "Robin Jones".

Dr. Robin Jones

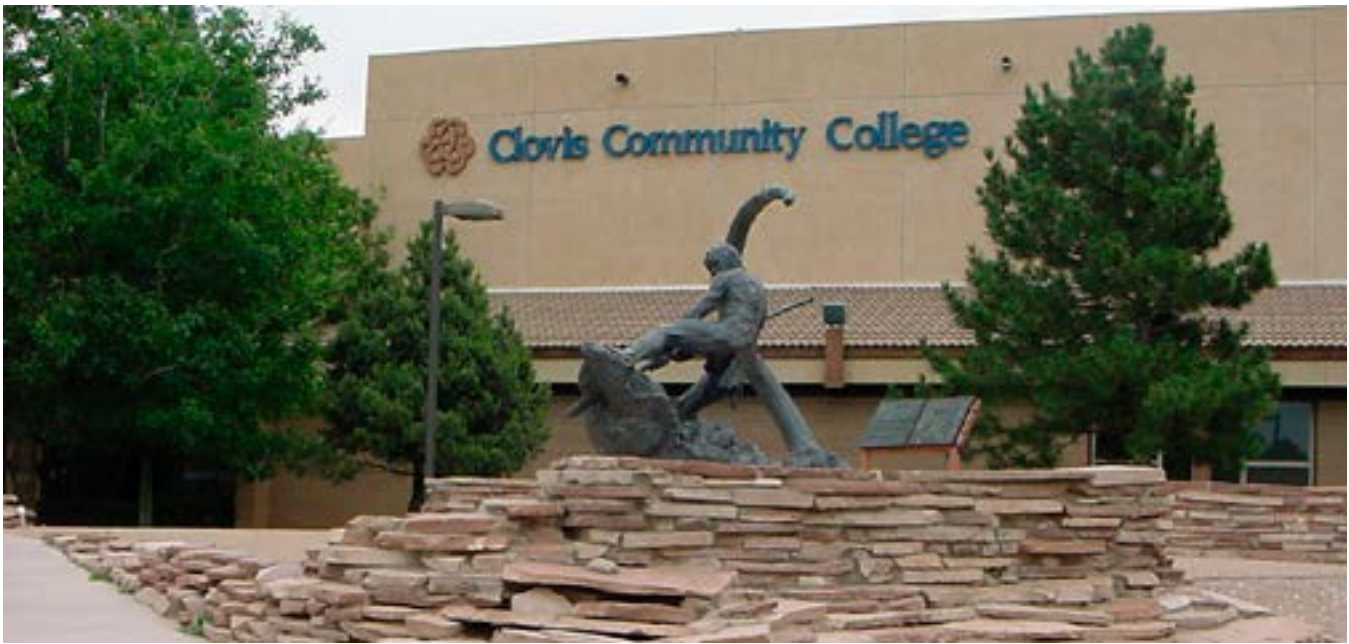
Interim President

Clovis Community College

## TABLE OF CONTENTS

Clovis Community College Facts . . . . .	4	Online Degrees and Certificates . . . . .	37
Student Rights and Responsibilities . . . . .	6-11	Associate of Applied Science . . . . .	38-57
Admission Policies and Procedures . . . . .	11-14	Associate of Applied Science in Full-Time Occupational Technology Programs . . . . .	58-67
Academic Policies . . . . .	14-23	Associate of Arts . . . . .	68-71
Tuition and Payments . . . . .	23-24	Associate of General Studies . . . . .	72
Financial Aid . . . . .	24-31	Associate of Science . . . . .	73-76
Programs of Study . . . . .	32	Course Descriptions . . . . .	77-120
General Education Core Courses . . . . .	33-34	Administration, Faculty, and Staff . . . . .	121-124
Degrees and Certificates . . . . .	35	Index . . . . .	125-127
Degree and Certificate Index . . . . .	36	Contacts . . . . .	128





## CLOVIS COMMUNITY COLLEGE FACTS

- Clovis Community College was established in 1961 as a branch campus of Eastern New Mexico University.
- Construction of the current campus began in 1978 on 25 acres donated by Ervin Schepps.
- CCC was created as a locally controlled, locally governed independent community college by local voters in 1990.
- The campus now occupies approximately 100 acres of land with a \$30 million facility, including the Dr. W. D. Dabbs Library, the Dr. H. A. Miller Student Services Center, and the Allied Health Center.
- The final phase of the Allied Health Center opened in 2012. This Center includes the Bonner Nursing Education building as well as the Joe and Charlyne Sisler Allied Health building. This Center provides state-of-the-art training facilities for students in the Allied Health occupations which include Nursing and Radiologic Technology.
- CCC has been designated a Hispanic Serving Institution by the U.S. Department of Education.
- CCC has been named a Military Friendly School. This designation honors the top 15 percent of colleges, universities, and trade schools in the country that are doing the most to embrace America's military service members, veterans, spouses, and dependents as students and ensure their success on campus.
- Offering a wide range of degree programs and occupational programs, the College serves over 4,000 students.
- CCC offers a variety of non-credit courses for adults as well as a vibrant Kids' College.
- Since 2001, CCC's Cultural Arts Series continues to provide a diverse and high quality array of performances.
- Through a partnership with ENMR Plateau Telecommunications, CCC offers rural high school students the opportunity to attend college classes via online video conferencing through the Zoom platform (ZoomTech).
- Partnerships with area school districts provide high school students opportunities for dual credit courses.
- CCC provides high quality, customized business training, consulting, and skills development for area employers and employees.
- CCC hosts the New Mexico Small Business Development Center which provides business advice to help entrepreneurs start new businesses, grow existing business and stay in business.
- CCC offers educational services to personnel at Cannon Air Force Base (CAFB).
- CCC provides quality online instruction in all general education and selected occupational fields.



## ACCREDITATIONS

- Clovis Community College's institutional accreditation has been continued by the Higher Learning Commission of the North Central Association of Colleges and Schools for a period of ten years—the maximum duration possible. Individuals may contact The Higher Learning Commission by writing to 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1411; by calling [800.621.7440](tel:800.621.7440); or at [www.hlcommission.org](http://www.hlcommission.org).



- CCC has also been approved by the Public Education Department as an authorized State of New Mexico Area Vocational School.

- The CCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing. Individuals may contact the Accreditation Commission for Education in Nursing by writing to 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; by calling [409.975.5000](tel:409.975.5000); or at [www.acenursing.org](http://www.acenursing.org).



- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Individuals may contact the Joint Review Committee by writing 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; by calling [312.704.5300](tel:312.704.5300); or at [www.jrcert.org](http://www.jrcert.org).



- The Physical Therapist Assistant Program at Clovis Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the program/institution directly,



please call [575.769.4067](tel:575.769.4067) or email [cotak@clovis.edu](mailto:cotak@clovis.edu).

- The Automotive Technology Program has met the strict standards required for Master Accreditation from Automotive Service Excellence Education Foundation (ASEEF). This is the highest level of achievement recognized by ASEEF.



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

## PURPOSES

Clovis Community College promotes the success of learners by providing opportunities to:

- Gain general educational development through courses in arts, humanities, language, mathematics, physical education, sciences, and social sciences.
- Complete programs of study that lead to the attainment of associate degrees, certificates, and industry-sanctioned credentials.
- Complete courses of study that lead to the successful completion of a baccalaureate degree.
- Receive career education and job-specific skills that enhance employability and productivity.
- Improve educational skills through programs in Adult Education (AE), English as a Second Language (ESL), and transitional studies.
- Pursue personal development through fitness and wellness activities, civic engagement, and leadership opportunities.
- Receive services that support individual development in a learner-centered environment.
- Experience lifelong learning through programs of community services, sociocultural and multicultural awareness, and continuing education.

## VALUES

- Clovis Community College embraces the following values:
- **Excellence:** We insist on providing high quality, relevant education and training provided by highly talented faculty and staff who encourage and motivate our students to succeed.
- **Diversity:** We seek to provide a safe environment for open and respectful dialog among individuals and groups from varied backgrounds and experiences.
- **Collaboration:** We pursue meaningful partnerships because we believe we must all work together to make a difference in our community and the world.
- **Flexibility:** We seek to be creative in the times and methods we use to offer education and training because we know that our students have families and jobs that place important demands on their time.
- **Optimism:** We strive to be the beacon of hope for our students and for the community because we know education improves the lives of not only the students we serve, but also their families and the community overall.
- **Respect:** We strive to be respectful and responsive in our interactions with students, employers, and community members.

# GENERAL INFORMATION

## STUDENT RIGHTS AND RESPONSIBILITIES

### GENERAL STATEMENT

Programs, tuition costs, fees, policies, statements, financial aid regulations, and/or courses contained within this catalog are subject to continuous review and evaluation. Clovis Community College reserves the right to make changes and exceptions to this catalog provided administrative and governance processes have been followed. This catalog is not to be construed as contractual in nature.

### DISCLOSURE

Federal and state statutes, accrediting agencies, and other authorities require that the following information be made available to students, prospective students, employees, and prospective employees:

- Discrimination Policies and Grievance Procedures
- Privacy of Student Records
- Campus Crime
- Campus Sex Offenses
- Attendance, Costs, and Refund Policies
- Graduation and Completion Rates
- Americans with Disabilities Policy
- Drug-Free Workplace and Drug-Free Campus
- Types of Financial Aid

General information on these policies is located throughout this catalog. In addition, specific policies, procedures, and notifications can be found in the Student Handbook and at [clovis.edu/consumerinfo](http://clovis.edu/consumerinfo).

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

Clovis Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974. In compliance with FERPA, eligible students have the following rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. The right to consent to disclosure of personally identifiable information contained in the student's

educational records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCC to comply with the requirements of FERPA.

### Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the Registrar. Students should submit a written request indicating which specific record(s) they wish to inspect. The Registrar will make arrangements for access as promptly as possible and notify the student of the date, time, and location where the record(s) may be inspected. Access will be given within forty-five (45) days from the receipt of the written request.

### Procedure to Amend Education Records

A student may ask the Registrar to amend a record that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The student should submit a written request to the Registrar identifying the part of the record the student wants changed and specifying why the student believes the record is inaccurate, misleading, or otherwise in violation of their privacy rights. Upon consultation with the appropriate school officials responsible for the record, the Registrar will notify the student of the amendment decision.

### Disclosure of Education Records

FERPA allows Clovis Community College to disclose personally identifiable information from an educational record without a student's consent in certain circumstances. CCC will disclose information from a student's education record only with the written consent of the student except: (1) To a school official who has legitimate educational interest; (2) To certain officials of the U.S. Department of Education, Comptroller General, and state and local educational authorities; (3) To organizations conducting certain studies for or on behalf of CCC; (4) To accrediting organizations; (5) To comply with a judicial order or lawfully issued subpoena; (6) To appropriate parties in a health or safety emergency, including law enforcement; (7) The results of a disciplinary proceeding in which the student is found in violation of any law or institutional policy, to the victim of a crime of violence or non-forcible sex offense, or to the parent or legal guardian of the student if the student is under 21 and committed a disciplinary violation related to the use or possession of alcohol or a controlled substance.



### Directory Information

Clovis Community College may disclose information on a student without violating FERPA if the information is designated as "directory information." CCC has defined "public directory information," as it pertains to students, to contain the following elements: student's name, address, phone number, email address, date of birth, dates of attendance, major field of study, classification, degrees and awards received, and most recent previous school attended. This information is available to the public and can be released unless a written request from the student to withhold this information is on file in the Admissions and Records Office. Request forms may be obtained in the Admissions and Records Office and must be submitted by the last day of registration in order to be honored for that semester. This request will be in effect until rescinded in writing by the student.

For complete information, visit the Admissions and Records Office or at [clovis.edu/admissions](http://clovis.edu/admissions).

Any questions regarding FERPA should be referred to the Director of Admissions and Records/Registrar.

### GRADUATION AND COMPLETION RATES

The Student Right-to-Know Act requires disclosure of the completion or graduation rates of certificate and degree-seeking students to all prospective and enrolled students. This report is compiled by July 1 of each year. Copies of the report can be obtained at [clovis.edu/ir/index.aspx](http://clovis.edu/ir/index.aspx).

### EQUAL EDUCATIONAL OPPORTUNITY

Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition. Assistance with these concerns is available through the office of the Executive Vice President or the Human Resource Services Office.

### NOTICE OF NON-DISCRIMINATION

Clovis Community College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, serious medical condition, or age in its programs and activities. The following personnel have been designated to handle inquiries regarding the non-discrimination policies:

Director of Security  
417 Schepps Blvd. Clovis, NM 88101 Room 134  
[575.769.4144](tel:575.769.4144)

Director of Human Resource Services  
417 Schepps Blvd. Clovis, NM 88101 Room 112  
[575.769.4045](tel:575.769.4045)

Director of Diversity, Equity and Inclusion  
417 Schepps Blvd. Clovis, NM 88101  
[575.769.4184](tel:575.769.4184)

For further information on notice of non-discrimination, visit [clovis.edu/consumerinfo](http://clovis.edu/consumerinfo) for the address and phone number of the office that serves your area, or call [1.800.421.3481](tel:1.800.421.3481).

### OFFICE OF ACCESSIBILITY AND RESOURCES

The Office of Accessibility and Resources at Clovis Community College complies with the Americans with Disabilities Act and the ADA Amendments Act of 2008. The complete policy statement is available in the Office of Accessibility and Resources. The Office of Accessibility and Resources assists all students on campus with learning, physical, and mental disabilities. Students with disabilities are encouraged to contact the Office of Accessibility and Resources Coordinator to complete an individualized intake for accommodations. This helps clarify the student's educational and career goals and identify the types of accommodations necessary. Should any student determine that an appropriate accommodation has not been made, he or she should contact the Executive Vice President.

### STUDENT CONDUCT

Clovis Community College students are expected to maintain high moral and ethical standards of conduct at all times while on campus or while fulfilling student internships/externships or other sanctioned educational activities directly related to earning course credit. Students should behave in a manner that reflects positively upon themselves and Clovis Community College and are responsible for complying with all policies and regulations of CCC and the laws of New Mexico. Disruption of classes or other school functions, disregard for the safety and welfare of other students or personnel on or off campus, or non-compliance with the institution's policies may justify disciplinary action, including administrative withdrawal or suspension. The Student Code of Conduct can be found in its entirety in the Student Handbook.

### ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating achievement in an honest manner. Failure to do so may result in grade changes, course failure, and/or disciplinary action. These actions

may be retroactive to the date the act was committed. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. The following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and academic community and are subject to disciplinary action:

- Plagiarism, which includes, but is not limited to: (a) offering the work of another as one's own; (b) offering the work of another without proper acknowledgment; and/or (c) failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, reference works, Internet sources, term papers, reports, or other writings of another individual.
- Cheating behavior which includes, but is not limited to: (a) dishonesty of any kind on examinations, quizzes, written assignments, and projects; (b) unauthorized possession of examinations, quizzes, or instructor records; (c) use of unauthorized notes, online resources, or unapproved personal electronic devices during an examination, quiz, or exercise; (d) obtaining information during an examination or assignment from another individual and/or assisting others in cheating; (e) alteration of grades on an examination, an assignment, or records of an instructor or the College; (f) illegal entry or unauthorized presence in an office of the College or residence of an instructor, or unauthorized access to grade records or examination and assignment requirements; and/or (g) any act of fraud or misrepresentation.

### STUDENT OUTCOMES ASSESSMENT

Clovis Community College conducts annual academic assessment activities as part of its continuing effort to maintain quality programs of study and provide adequate support services. In 2019, CCC adopted the revised New Mexico model of general education that focuses on the essential skills needed by today's college graduates to be successful as they pursue advanced degrees and/or careers. CCC assesses student mastery of general education, program, and course learning outcomes using course-level exams and/or projects administered at the end of a course or learning module. All data collected is confidential and reported in aggregate form only. No personally identifiable data is released.

### STUDENT RECORDS

A permanent record of enrollment is created in the Office of Admissions and Records when a student applies for admission and enrolls in a course. The Family Education Rights and Privacy Act requires CCC to provide students with access to their official education records.

The student's record also contains personal data such as name, address, and social security number. Students must provide the College with written consent to release academic information to another college, agency, organization, employer, or individual.

### STUDENT APPEALS

An appeals process for students at Clovis Community College is available to afford students an opportunity to express their position in matters that affect their welfare during their enrollment. Students have a right to appeal a violation of college policies or request exceptions to policies because of unusual or special circumstances. Should the need arise, the following appeals exist to benefit students: Grade Appeals, Suspension Appeals, General Academic Appeals, and other appeals for violations of conduct or policy. In all cases, final appeals must be made in writing to the Admissions and Standards Committee.

1. Academic Policy Appeal: Actions that adversely affect students regarding general academic policies such as status of enrollment, credit hours earned, graduation requirements, and grade point averages may be appealed in writing to the Director of Admissions and Records/Registrar. If the student does not agree with the decision of the Director of Admissions and Records/Registrar, the student may submit a written appeal to the Admissions and Standards Committee. **Decisions of the Admissions and Standards Committee are final.**
2. Grade Appeal Process (See page 17 of this catalog).
3. Academic Suspension Appeal Process (See page 17 of this catalog).
4. Financial Aid Appeal Process (See page 29 of this catalog).
5. Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.
6. Other appeals not included in the definitions previously described should be presented in writing to the Executive Vice President, who will determine the appropriate office, supervisor, or committee to hear the matter.

## SCIENCE & OCCUPATIONAL TECHNOLOGY LABORATORIES

Students participating in laboratory courses should be aware that such participation might expose them to contact with a variety of chemicals. The effects of such chemicals and/or their fumes upon the human embryo and fetus are often unknown and may be harmful. Students who are pregnant should consult with a physician before enrolling in laboratory courses.

## EMAIL AS AN OFFICIAL MEANS OF COMMUNICATION

Clovis Community College provides an email address to all admitted students and uses email as an official means of sending information to students. After being accepted for admission, the student will receive a letter detailing login instructions. CCC email shall be considered an appropriate delivery method for official communication by Clovis Community College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to withdraw from class or to apply for graduation, etc. Students should access their student email account via Pathway. Students should check their email on a regular basis. Students are also responsible for adhering to the Student Email Policy they receive when first logging into their student email account.

### Student Responsibilities:

- Students are responsible for checking their official student email regularly (at least 3 times per week).
- Students must be aware of mailbox capacity and ensure there is sufficient space in their accounts.
- Students must recognize that certain communications may be time critical. Students who choose to forward email from their CCC account to another email account do so at their own risk.
- Students are responsible for reporting problems with their student email account to the Help Desk at [575.769.4969](tel:575.769.4969).

### College Responsibilities:

- The Information Technology Department is responsible for creating and maintaining email accounts.
- The content of email communications is the responsibility of the originating department.
- The College will not hold the student responsible for college email system malfunctions that limit their access to time critical information.

## COLLEGE BOOKSTORE

Clovis Community College partners with Texas Book Company (TBC) to provide a destination point on campus. Bookstore staff are committed to quality products and services and work collaboratively with CCC to provide textbooks and other educational material, as well as help maintain an effective learning environment for a diverse group of students, reflect an image of quality, and provide advice on services and resources appropriate for educational needs.

### Textbook Affordability Package (TAP)

The Textbook Affordability Package (TAP) focuses on textbook accessibility and affordability for all students. Textbook fees are automatically built into tuition and fees at the time of registration. Students are opted into the program upon registration of classes. Those wishing to opt out must contact [bookstore@clovis.edu](mailto:bookstore@clovis.edu) or [academic.advising@clovis.edu](mailto:academic.advising@clovis.edu) each semester for opt out information. Students who do not opt out and do not pick up their textbooks will still be responsible for all TAP fees unless they drop courses before the 100% refund deadline as printed in the course schedule and posted on the web. Financial Aid can cover textbooks under TAP. Contact [finaid@clovis.edu](mailto:finaid@clovis.edu) for more information.

### Traditional Textbook Affordability Package (TTAP)

This package is based on the rental of textbooks and applies to most general education courses and some program courses. Under TTAP textbook fees are based on a credit hour fee and includes textbooks, lab manuals, and access codes. This fee excludes lab kits and supplies. See [clovis.edu/bookstore](http://clovis.edu/bookstore) for a list of courses included in TTAP, textbook fees, opt out deadlines, pickup or shipping information, rental return dates, and options for purchasing textbooks at the end of the semester if desired. Textbooks under the TTAP are based on a rental and must be returned at the end of the semester.

### Programmatic Textbook Affordability Package (PTAP)

This is a package in which textbooks, lab manuals, and access codes required for a program are purchased as a bundle. See [clovis.edu/bookstore](http://clovis.edu/bookstore) for a complete list of programs included in PTAP, programmatic textbook fees, opt out deadlines, and pickup or shipping information.

### Lab Kits and Supplies Not Included in TAP

TAP includes all textbooks, lab manuals, and access codes. Lab kits and supplies are excluded. Financial Aid or third-party billing can be used for items not included in TAP. For more information contact the bookstore at [bookstore@clovis.edu](mailto:bookstore@clovis.edu).

**Gross Receipts Tax**

There is no tax charged on textbooks. Normal tax is charged on supplies and other items purchased at the bookstore.

Visit [clovis.edu/bookstore](http://clovis.edu/bookstore) for additional information on the various formats of course materials, online orders, and return policies.

**SEXUAL HARASSMENT**

The College does not tolerate any form of sexual harassment. Individuals who believe they have been subjected to this behavior should contact either the Human Resource Services Office or the Executive Vice President. Please refer to the full policy located in the Student Handbook.

**CAMPUS SECURITY**

The Clovis Police Department provides security and law enforcement for the College. Twenty-four hour patrol and dispatch services are provided with access through the emergency telephone number, 911.

CCC employs campus security officers who may be reached at the Security Office, Room 134 in the Dr. H. A. Miller Student Services Center, or by telephone at [575.769.4144](tel:575.769.4144).

Students and visitors witnessing any crime, suspicious activity, or emergencies on campus are asked to report their observations to Campus Security in the Dr. H. A. Miller Student Services Center. A copy of the Campus Security Policy is on file in the Library along with the annual report of crime on campus as well as at [clovis.edu/security](http://clovis.edu/security).

The Clovis Community College Security department has an Emergency Response Plan (ERP) available for viewing to all students. The ERP is located in the Security Office and the campus Library during business hours. However, when feasible the following procedures should be followed in the event of an emergency on campus. An emergency is identified as, but not limited to, the following: mobile active threat of violence/active shooter on campus, fire and bomb threat evacuation, severe weather response, and suspicious persons and/or activities.

**Mobile Active Threat of Violence/Active Shooter on Campus:**

- Immediately seek shelter.
- If in a classroom, turn off lights, lock door, close mini-blinds, silence cell phones, and remain calm and quiet. Do not attempt to leave the room until escorted out by uniformed police officers.

- If in main campus or open common areas and you can escape in a safe manner, do so. If not, seek shelter behind big heavy objects; remain calm and quiet.
- Do not make cell phone calls, but use texting instead.

**Fire and Bomb Threat Evacuation:**

- Get familiar with nearest evacuation routes.
- Follow verbal directions from instructors or campus personnel.
- Remain calm and quiet.
- Leave personal belongings behind if not feasible to carry out.
- Assist persons with disabilities or others that need assistance in evacuation.
- Do not use elevators.

**Severe Weather Response:**

- Follow instructions by CCC personnel and seek shelter in a designated safe area.
- Do not go outside to see what type of weather is approaching.
- Remain calm and quiet.
- Do not make cell phone calls, but use texting instead.

**Suspicious Persons and/or Activities:**

- Report suspicious persons and/or activities to Security at [575.769.4144](tel:575.769.4144) or [575.309.9800](tel:575.309.9800).
- For emergency situations, contact the Clovis Police Department at [575.769.1921](tel:575.769.1921) or [911](tel:911).
- Service/contract vendors are required to display "vendor" badges while on campus performing work or servicing the campus to avoid calls on suspicious persons or activities.

All students and employees are encouraged to download the RAVE mobile app for emergency notifications, [www.getrave.com/login/clovis](http://www.getrave.com/login/clovis). For additional information on campus safety and security, please visit [clovis.edu/security](http://clovis.edu/security).

**DRUG-FREE CAMPUS**

Clovis Community College is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of Clovis Community College to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited



on the premises of Clovis Community College, including but not limited to, its campus grounds, facilities, vehicles, or any activity held on the College premises. As a condition of enrollment, any student of Clovis Community College shall abide by the terms of the Drug-Free Campus Policy.

Clovis Community College has established an ongoing drug-free awareness program to inform employees and students about the dangers of drug abuse in the workplace; the Institution's policy of maintaining a drug-free workplace; any available drug counseling; and the penalties that may be imposed upon employees and students for drug abuse violations occurring in the workplace. Clovis Community College offers counseling referral services to those requesting it.

Legal sanctions will be in accordance with the applicable local, state, and federal laws. Students and employees engaged in unlawful possession, distribution, or use of controlled substances are also subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

### **TOBACCO-FREE POLICY**

The CCC Board of Trustees recognizes that all use of tobacco, including cigars, cigarettes, pipes, electronic cigarettes, and smokeless tobacco represents a health and safety hazard which can present serious consequences for the user and those non-users who are exposed to their use in the facilities at CCC. Smoking and use of smokeless tobacco is prohibited by all students, employees, visitors, and guests in all buildings and vehicles owned or leased by CCC and in any other areas around the College designated as non-smoking or non-tobacco use. Tobacco-free areas include all college courtyards, spaces between buildings, and campus interior parking lots. Designated smoking areas are the perimeter parking lots only.

### **INFORMATION TECHNOLOGY POLICY**

Clovis Community College provides numerous information technology resources for use by the College's students, faculty, and staff. Information technology includes, but is not limited to, all college computing equipment, software, systems, networks, electronic mail, and internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The purpose of this policy is to protect the College's technology users and resources and to ensure equitable access and proper management of resources. The Information Technology Policy can be found at [clovis.edu/labuse](http://clovis.edu/labuse)

### **CELL PHONE POLICY**

Students should be aware that the use of cell phones or similar electronic devices could be disruptive to those around them. Cell phones should be turned to silent in classrooms, the Tutoring Center, the Center for Student Success, the Library, the Student Services Center, and other designated areas on campus. Anyone receiving a call in one of these areas should exit the room before starting a conversation.

### **DISCRIMINATION AND GRIEVANCE POLICY**

Title VI and VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title I of the 1968 Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1987 and the Americans with Disabilities Act require colleges to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging discrimination. Clovis Community College is committed to equitable treatment of all persons without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition. For more information, refer to the CCC Student Handbook.

## **ADMISSION POLICIES AND PROCEDURES**

Clovis Community College adheres to an open admission policy except for certain occupational programs. See Admission to Full-Time Occupational Technology Programs for more information.

### **APPLICATION FOR ADMISSION**

Direct requests for an application or questions concerning admission to:

**Admissions and Records Office  
Clovis Community College  
417 Schepps Blvd.  
Clovis, New Mexico 88101-8381  
Telephone: 575.769.4025**

Students may also apply at [clovis.edu/admissions](http://clovis.edu/admissions).

### **ADMISSION PROCESS**

Students who have not attended CCC must complete an Application for Admission. Students who have not attended CCC for one calendar year will need to re-apply for admission before registering and must update their information, including attendance at other institutions since their last attendance at CCC.



An application is processed for the specific semester for which the student applies. The credentials of students who apply for admission, but do not enroll, are filed for one calendar year after the beginning of the semester for which an application is made.

Students who have been admitted, but have misrepresented or not disclosed pertinent information, will be subject to disciplinary action and possible dismissal from CCC.

Applications for Admission must identify all high schools and colleges attended and include information regarding the student's academic standing at those institutions. Official high school and college transcripts must be from an accredited institution.

Students receiving Financial Aid or Veteran's benefits must provide an official high school transcript or a high school equivalency credential transcript and official transcripts from all previously attended colleges and universities (including Community College of the Air Force). Please refer to the General Financial Aid Policies on page 27.

All applicants to CCC will be required to complete assessment and placement procedures as described on page 13 of this catalog.

New applicants will be admitted to CCC on a provisional status until all admissions requirements have been met.

Degree-seeking students are encouraged to meet with an Academic Advisor every semester before registering.

### INTERNATIONAL STUDENT ADMISSIONS PROCESS

International students are any students who are not citizens of the United States who are attending Clovis Community College on a non-immigrant student visa (F-1). CCC is authorized to accept/sponsor "F" international students only. Students must meet the admissions requirements listed on the webpage listed below, including the availability of funds indicated on the webpage to cover living expenses and education costs. Students must be enrolled at Clovis Community College full-time (12 hours or more per semester) and be degree-seeking with a valid degree plan on file with Academic Advising. Clovis Community College policy does not allow international students to work on campus. Additionally, Curricular and Optional Training opportunities are not permitted for international students at Clovis Community College. All international students must meet with PDSO immediately upon their arrival to Clovis Community College and with the DSO in Academic Advising prior to the first day of each semester.

For more information on International Student Admissions, please visit the webpage at [clovis.edu/international\\_students](http://clovis.edu/international_students).

### WEB-BASED ADMISSION

New students and returning students can complete the admissions process at [clovis.edu/admissions](http://clovis.edu/admissions). Applications submitted via the Web are subject to review by the Admissions and Records Office. Students will not be admitted to CCC until this review is completed.

### ADMISSION TO FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

Clovis Community College adheres to an open admission policy except for the following full-time programs:

- Automotive Technology
- Cosmetology
  - » Esthetics/Nail Technician
- Industrial Technology
  - » Electrical Maintenance
  - » Plant Operations & Equipment and Wind Energy
- Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Welding

Individuals interested in applying for admission to a full-time Occupational Technology program, except Nursing, Physical Therapist Assistant, or Radiologic Technology must:

1. Complete an Admissions Application and submit it to the Admissions and Records Office.
2. Complete an Occupational Technology Program Application and submit it to Special Programs Assistant for Occupational Technology in Room 403.
3. Submit an official high school transcript (no copies can be accepted) or a high school equivalency credential transcript to the Admissions and Records Office (for Cosmetology and Esthetics/Nail Tech applicants only).
4. Complete the Accuplacer or other appropriate placement test and meet the minimum score requirements for the interested program. Please see an Academic Advisor for more information.
5. Complete AT 100 with a "C" or higher (Automotive Technology applicants only).

Upon completion of the admissions requirements, students will be placed on a waiting list based on the date in which all admissions requirements are completed. Students will be notified by letter once they have been accepted into a program and must register by the deadline provided in order to secure a spot in the program. Students who receive a letter but do not register prior to

the deadline will be moved to the bottom of the waiting list. Open enrollment will begin the Monday preceding the first week of classes. During open enrollment, any student who has met all requirements may register for the full-time program on a first-come, first-served basis provided there is still availability in the program.

Students accepted into any Occupational Technology program must register prior to the first day of class. Full-time Occupational Technology programs accept new students in the fall and/or spring semesters. Occupational Technology students may not register on the Web.

## DUAL CREDIT/EARLY ADMISSION FOR HIGH SCHOOL STUDENTS

Any person who has not graduated from an accredited high school may qualify for admission under one of the following conditions:

1. Dual Credit Program: Clovis Community College, through dual credit enrollment agreements, provides students with an opportunity to take college courses while still in high school and earn high school credit as well as college credit. Students enrolled at area public schools, private schools, or NM homeschool associations are eligible for dual credit classes. Policies and procedures regarding this program may be obtained through the high schools or the CCC Educational Services Office. To qualify for the Dual Credit Program, students must be at least 15 years of age and classified as a freshman in high school unless it is a dual credit course offered specifically for freshman on a high school campus. (**NOTE:** This is a minimum age requirement. Individual high schools may have their own age and classification requirements. CCC adheres to the age and classification requirements as determined by partner high schools.) In order to take courses under CCC's dual credit program, homeschool students will be required to have a dual credit education plan on file with the office of Educational Services at CCC, and public and private high school students will be required to have a dual credit education plan on file with their high school counselor. These education plans will provide guidance on recommended dual credit courses based on the student's career and educational goals. CCC adheres to all New Mexico Higher Education Department and Public Education Department dual credit policies. Under the NM Dual Credit Agreement, tuition is paid by the state of New Mexico. Students may be responsible for course fees and textbooks.
2. Career Technical Institute (CTI): In partnership with area high schools, Clovis Community College offers high school students opportunities to take career technical courses for dual credit (earn both

high school and college credit at the same time). These courses are offered in a two-hour block in the afternoon, four days per week, so that schools can maximize transportation for students. Age and classification requirements vary depending on state and program requirements. Students interested in starting a college career technical program while in high school need to talk with their high school counselor or the CCC Educational Services Office about courses available in the Career Technical Institute. Under the NM Dual Credit Agreement, tuition is paid for by the state of New Mexico, and textbooks are paid by the high school. Students may be responsible for course fees and textbooks.

3. Early Admission: This program provides public, private, and homeschooled high school students an opportunity to take college courses at CCC, earning only college credit while still enrolled in high school. Early admission students must be at least 15 years of age and classified as a freshman in high school. Students under the age of 15 may appeal to the Admissions Office by submitting a letter of intent, a letter from a high school counselor, administrator, or non-family member that addresses behavioral preparedness for an adult learning environment, and a copy of ACT or SAT scores demonstrating college readiness for academic classes. Early admission students must receive permission from Educational Services to enroll in more than seven (7) credit hours at CCC per semester. Approval will be based on previous college performance. Under early admission, students are responsible for tuition, books, and course fees.

All students admitted under Dual Credit or Early Admission are required to take the appropriate assessment as defined in the Assessment and Placement section. To remain eligible for Early or Dual Credit Admission, the student must maintain a minimum current and cumulative GPA of 2.0 in all college work as well as maintain academic requirements as determined by the student's high school. Exceptions to these conditions must be approved by the Executive Vice President.

## ASSESSMENT AND PLACEMENT

All students enrolling for the first time in courses with a math component, a writing component, or courses that require extensive reading are required to take the Accuplacer or other appropriate placement test before registering. Students are required to register for the appropriate level of classes indicated by the results of the assessment. Students are allowed one retest of the Accuplacer per semester, unless otherwise recommended by an Academic Advisor. For subjects in which the required score has not been attained after

retaking the assessment, students must complete the appropriate transitional/developmental course(s). The Accuplacer covers mathematics, English, and reading. Low scores will not keep students from enrolling in college, but some courses and programs have minimum score requirements. If there are other test scores (e.g., ACT/SAT) that demonstrate college-level skill, the student may be exempt from the Accuplacer as determined by an Academic Advisor. All students taking any assessment or placement test must present valid picture identification at the time of testing. Policies regarding testing and placement are available in the Testing Center. All students who test into any transitional/developmental class must take FYEX 1110 First Year Seminar during their first semester.

## ARTICULATION AND ACCEPTANCE OF TRANSFER CREDIT

Official transcripts for all degree-seeking students will be articulated in the Admissions and Records Office. Once the transfer articulation has been completed, students will be notified through their CCC student email account. Advisors in the Academic Advising Office will review transfer credit for applicability to course prerequisites or degree/program requirements. Only applicable credit will be applied toward degree, certificate, and graduation requirements at Clovis Community College, while all transfer credit will count toward attempted hours for financial aid requirements. Tentative degree plans provided to students by the Academic Advising Office will not be considered final until the Admissions and Records Office receives ALL official transcripts and completes an official evaluation.

Courses on transcripts or in catalog descriptions that are noted as remedial or developmental from any colleges will be considered the same at Clovis Community College. If a transitional or developmental course at another school meets the equivalent course content for a CCC college-level course, it may be accepted pending Advisor and Division Chair approval.

**Acceptable Transfer Grades:** Clovis Community College will accept transfer credits from other institutions. Transfer credits must meet the minimum required grade for acceptance into any program. Transfer grades of “D” are accepted in the General Education requirement for Associate Degrees and Certificates; however, grades of “D” are not accepted in the following categories:

- Related Requirements
- Program Requirements

Grades of “F” are not accepted for transfer credit.

The Admissions and Records Office converts quarter hours to semester hour equivalents. One-quarter hour is equal to two-thirds of a semester hour.

Grades for transfer work will not be calculated as part of the CCC cumulative grade point average.

**Acceptance of transferable credit is based on the following criteria:** Credit is accepted for equivalent college work from institutions accredited by a regional collegiate accrediting body or whose accreditation is from an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). Non-equivalent courses include, but are not limited to, denominational religion courses and basic skills courses (developmental or remedial). Technical/occupational/vocational courses may be considered for credit in the Associate of General Studies degree plan if the sending institution is accredited by a CHEA recognized accrediting body.

## ACADEMIC POLICIES

Clovis Community College reserves the right to make changes and exceptions to this catalog provided administrative and governance processes have been followed.

Students may use the graduation degree requirements in their entry catalog, readmission catalog, or subsequent catalogs for a four-year period, whichever is more beneficial. Exceptions to this policy must be appealed to and approved by the Admissions & Standards Committee.

New catalogs are effective beginning with registration for the fall term of the year in which they are published. Curricular requirements are determined by the date a degree plan is filed in the Academic Advising Office. When a student files a degree plan, the requirements of the currently effective catalog shall determine all applicable degree requirements. CCC will honor all degree plans and curricular requirements for a period of four years from the effective beginning date of the catalog they were filed under if CCC can reasonably continue to offer the course of study. However, current academic standards, regulations, and policies (e.g., probation and suspension status) apply to all students. Students who do not enroll in major-related courses for two consecutive terms (excluding summers) may be required to file a new degree plan upon their return, unless the degree plan requirements have not changed since the last semester of enrollment. If succeeding catalogs change degree requirements in such a way as to be beneficial to the student, the most recent catalog policy may be applied.

## ACADEMIC CALENDAR

Clovis Community College's schedules of classes are built around fall, spring, and summer semesters.

Full academic calendars are published in the Student Handbook and at [clovis.edu/academiccalendar](http://clovis.edu/academiccalendar).

## CLASSIFICATION OF STUDENTS

Student classification is based upon the following standard of credit hours earned:

**Freshman** – 29 or fewer credit hours

**Sophomore** – 30 or more credit hours

## NUMBERING OF COURSES

Courses are numbered according to level. Courses numbered from 001 to 099 or 0001 to 0999 are developmental, 100 to 199 or 1000 to 1999 are primarily for freshmen, and 200 to 299 or 2000 to 2999 are primarily for sophomores.

## STUDENT COURSE LOAD

A credit hour is the equivalent of one 50-minute class per week. Some classes such as laboratories, physical education, music ensembles, and workshops may require a longer class time to generate credit hours.

A full-time course load is 12 through 18 credit hours during a fall or spring semester and 6 through 10 during the summer semester. The definition of full-time status for financial aid students and VA students may differ. Students wishing to register for more than 18 credit hours during a regular semester or more than 10 in the summer semester must have an Academic Advisor's recommendation and approval of the Executive Vice President prior to registration.

## ATTENDANCE POLICY

Attendance is required at all sessions of each course in which a student is enrolled. When circumstances make attendance impossible, such absences should be discussed with the instructor as soon as possible. Students are responsible for all work assigned by the instructor. Possibilities for make-up work should be discussed with the instructor on an individual basis. Class non-attendance due to late registration is considered the same as absences that occurred after registration.

In an online course, "Attendance" is recorded when a student logs into class AND does at least one other action (such as turning in an assignment or posting a message). Simply logging in is not enough to count as "Attendance."

**Military Students:** Service members and reservists who are unable to attend class or have to suspend their studies

due to service requirements will be eligible to readmit to their program of study. If a service member or reservist is required to suspend studies for more than one calendar year, he/she will need to reapply based on the admissions process listed on page 11.

Students who have credits from the Community College of the Air Force (CCAF) or Joint Services Transcripts (JST) must request an official transcript be sent to the Admissions and Records Office.

College Community College participates in the acceptance of military credit as recommended by the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.

Service members can transfer credit(s) from either other institutions or the methods listed above. Students must earn a minimum of 15 credit hours while in attendance at Clovis Community College in order to obtain a degree.

## GRADING SYSTEM AND GRADE POINTS

Grades are determined by student performance as judged by the instructor.

Letter grades of "A," "B," "C," "D," and "F" are earned and recorded. Under certain circumstances "I," "W," and "P" may be recorded. A grade of "I" is recorded for incomplete work. A grade of "W" is recorded when a student formally withdraws from a class. A grade of "P" or "F" is assigned for all workshops.

The following definitions prevail:

Letter Grade		Grade Points per semester hour
A	Outstanding	4
B	High Quality	3
C	Generally Good	2
D**	Poor Quality	1
F	Failing Work	0
W	Withdrawal	0
P*	Passing Work	0
I	Incomplete	0
AU	Audit (No Credit)	0
NG	Non-Graded (No Credit)	0

\*A "P" grade is normally equivalent to a letter grade of "C" or higher.

\*\*Grades of "D" are accepted in the General Education requirements for Associate Degrees and Certificates; however, grades of "D" are not accepted in the following degree plan categories:

- Related Requirements
- Program Requirements



Students are advised that a "D" in general education classes may not transfer; therefore, students should check with the institution to which they plan to transfer.

When computing the grade point average, the total credits for which the grades of "A," "B," "C," "D," and "F" have been earned are divided into the total number of grade points earned. The following formula is an example of grade point calculation:

A - 3 cr.	4 x 3 = 12
B - 3 cr.	3 x 3 = 9
C - 3 cr.	2 x 3 = 6
9 cr.	27 grade points

27 grade points divided by 9 credits equals 3.000 grade point average.

In courses that are graded Pass/Fail, the assigned grade will not be computed as part of the grade point average (GPA).

### INCOMPLETE CONTINUANCE

The Incomplete Continuance grade of "IC" is given for work that could not be completed during the regular semester due to circumstances beyond a student's control that has caused an extended absence such as birth of a child, major surgery, or major bodily injury and the time frame for an "Incomplete" is not feasible for the requirements of the class(es). The following stipulations apply in the assignment of an Incomplete Continuance:

1. An Incomplete Continuance should only be considered if the timeframe for an "Incomplete" is not feasible for the requirements for the class(es).
2. In no case is an "IC" to be used by faculty to avoid the assignment to "D" or "F" grades for marginal or failing work. Incomplete Continuances must be approved by the Instructor, Division Chair, and Executive Vice President for Academic Affairs. Student and/or Instructor should consult the Financial Aid office to understand how an "IC" might impact financial aid (scholarships, grants, loans, etc.)
3. In the event an Incomplete Continuance is approved, the student will enter the course in the next available semester at the same place and time in which the "IC" was requested and continue from that point forward. Student will not be required to repeat coursework for which a grade was already assigned.
4. An "IC" that is not made up by the end of the following semester will convert to an "F." The maximum time period to complete the requirements is the end of the following semester. An Incomplete Continuance cannot be granted for any other semester except the following semester in which the course(s) is offered.

5. An "IC" is removed when the instructor submits a change of grade form to the Admissions and Records Office after the work has been completed. An "F" grade may be given for inadequate work or work not completed by the deadline.
6. The change from an "IC" to a letter grade will appear on the transcript at the end of the semester in which the instructor submits the change of grade form, in this case the semester the "IC" was requested.
7. An "IC" must be changed to a letter grade before a student is eligible to enroll in the next level.
8. Active duty military students should contact their instructor(s) regarding the possibility of Incomplete Continuances due to deployment.

### INCOMPLETE GRADES

The Incomplete grade of "I" is given for passing work that could not be completed during the final weeks of the semester due to circumstances beyond a student's control that occurred after the deadline to withdraw from classes. The following stipulations apply in the assignment of an Incomplete:

1. In no case is an "I" to be used by faculty to avoid the assignment of "D" or "F" grades for marginal or failing work. Students must be passing with a "C" or higher at the point of request for an Incomplete to be given.
2. An "I" that is not made up by the date designated by the instructor will convert to an "F." The maximum time period to complete the requirements is 60 calendar days from the end of the semester for which the "I" was given.
3. An "I" is removed when the instructor submits a change of grade form to the Admissions and Records Office after the work has been completed. An "F" grade may be given for inadequate work or work not completed by the deadline.
4. The change from an "I" to a letter grade will appear on the transcript at the end of the semester in which the instructor submits the change of grade form.
5. Incompletes must be changed to a letter grade before a student is eligible to enroll in the next level.
6. Active duty military students should contact their instructor(s) regarding the possibility of Incompletes due to deployment.

### AUDITING OF COURSES

Auditing a course gives a student an opportunity to attend class as a non-graded participant. Auditing a course allows students to review a subject area as a refresher or for general use. Students seeking to audit courses must apply and meet all admission requirements.



Specific courses that may not be audited will be listed in the catalog course description or the semester course schedule. Tuition and fees apply to all audited courses.

Audited courses are recorded on the CCC transcript as an "AU" with no credit awarded. Audited courses will not be computed as part of the GPA.

### CHANGE OF GRADE

A change of grade or the correction of an improperly reported grade after grades have been submitted to the Admissions and Records Office may be made only after reasons for such a change have been submitted in writing by the instructor and approved by the Division Chair.

If there is an error on the grade report, it is the student's responsibility to notify the instructor and/or appropriate Division Chair. Requests for a change of grade or correction to a transcript will not be considered after 60 days from the date the grades were submitted to the Admissions and Records Office.

### GRADE APPEAL PROCESS

Students wishing to appeal a final course grade must first meet with the faculty member involved within 60 days from the time the original grade was submitted to the Admissions and Records Office.

If the matter is not resolved, the student may refer the issue to the appropriate Division Chair, who will mediate the appeal.

If the matter is still not resolved to the student's satisfaction, the student may submit in writing the reasons for the appeal to the Executive Vice President. The Executive Vice President will meet with those involved to review the circumstances leading to the appeal.

If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Admissions and Standards Committee. The written appeal may be submitted to the Director of Admissions and Records/Registrar in the Admissions and Records Office.

If desired, the student may file a written request for a hearing and appear with witnesses. The Admissions and Standards Committee will consider the appeal, interviewing the faculty member involved if necessary.

The decision of the committee will be submitted in writing to the student. The decision of the committee is final and not subject to appeal.

If a grade change is approved as a result of this process, the change of grade will be submitted to the Admissions and Records Office where the appropriate change will be made to the student's academic record.

### UNSAFE PRACTICE PROCESS

Clinical practice decisions require advanced education in the medical field. As a result, unsafe practice as determined by the Allied Health departments cannot be reversed by the Admissions and Standards appeals process. An unsafe practice determination will be made by the majority vote of the Allied Health faculty which may then be appealed through the Division Chair. If not resolved to the student's satisfaction, the final recourse is to submit a written appeal to the Executive Vice President.

In the event a clinical facility requests an Allied Health student be removed from their facility permanently, program faculty and directors will investigate the situation and based on results, the following may take place:

1. Based on availability, the student maybe assigned to another facility to complete clinical requirements.
2. If the situation is based on unacceptable, intolerable, unsafe, or illegal actions by a student which violate the clinical policies set forth in the Allied Health Program/Nursing Student Guide or which violate any local, state, or Federal laws, the student will be removed from the current clinical site and released from the program, without the option to return or enroll in any Allied Health program permanently.

### ACADEMIC STANDING

Academic standing will be determined at the close of each semester and recorded on the student's transcript. Academic standing is based upon the semester as well as the cumulative grade point average (GPA) achieved for the total credit hours attempted. Probation and suspension are recorded on the permanent record and appear on official transcripts.

**Good Standing:** A student whose semester and cumulative GPAs are equal to or greater than 2.0 is in "good standing."

**Probation:** A student whose semester or cumulative GPA is below 2.0 will be placed on probation the subsequent semester. A student may continue to enroll while on probation provided his/her semester or cumulative grade point average is 2.0 or higher.

**Suspension:** A student on probationary status will be suspended at the end of the semester if both his/her semester GPA and cumulative GPA are less than 2.0. Suspended students will be placed on hold and will be withdrawn from their program of study for one full semester, excluding summer. Following a suspension, all students (including dual credit high school students) will be readmitted on probationary status and must meet with an Academic Advisor prior to registration.

**Suspended Students:** Academically suspended students may be authorized to enroll in a Physical Education (PHED)

class for audit only or select non-transferable, short-term programs offered through Business and Industry Training. Students who fail the same transitional/developmental course two times may be suspended. After one year, the Executive Vice President must approve re-enrollment. Approval will be based on the student's ability to benefit from the course.

### ACADEMIC SUSPENSION APPEAL PROCESS

A student who wants to apply for readmission to CCC and wishes to appeal an academic suspension status at CCC must submit a written request to the Admissions and Standards Committee explaining any unusual circumstances that would justify readmission. In addition, the student may make a written request for a hearing and bring witnesses if desired. Such requests must be submitted to the Director of Admissions and Records/Registrar. The Director will present the written request to the Admissions and Standards Committee. Students who have fulfilled the requirements of their suspension do not have to appeal for readmission but must contact an Academic Advisor.

Upon receipt of the written appeal, the Admissions and Standards Committee will review the request and determine what action to take. The Admissions and Standards Committee will send written notification of the decision to the student. All appeals must be submitted to the Director of Admissions and Records/Registrar by the Tuesday before the semester begins. The decision of the committee is final and not subject to appeal.

### REGISTRATION

Registration for classes is conducted according to the beginning and ending dates published in the semester schedule of classes or other publications or announcements.

### CANCELLATION OF COURSES POLICY

Scheduled courses may be canceled due to low enrollment or unavailability of an instructor. Students will be notified by email prior to the drop/add period so that they may determine an alternative enrollment.

### CANNON AIR FORCE BASE CLASSES

CCC offers educational services to personnel at Cannon Air Force Base (CAFB) for military students and their dependents only. An admission representative is available on-site during the approved tuition assistance application period (7-45 days prior to the start of class) to assist in the application and registration process.

### DROP AND ADD PROCEDURES

Students may drop and/or add courses during the period of time specified in the Academic Calendar. Students cannot add courses after the late registration deadline. A course that is dropped during the drop/add period will not appear on the transcript.

Drop/add forms must be completed in person at the Admissions and Records Office, at the Cannon Air Force Base Educational Services Office, or online via Pathway prior to the deadline. If a student cannot appear in person, he/she must send signed permission with the individual who is completing the drop/add form. The written permission must include the student's identification number (C Number) and specify which course(s) will be dropped or added. In cases of extreme emergency, students may request permission from the Admissions and Records Office to make alternate arrangements. All schedule changes must be completed prior to the deadline published in the semester schedule.

### WITHDRAWING FROM COURSES

Students cannot withdraw from any course(s) after the withdrawal deadlines published in the Academic Calendar at [clovis.edu/academiccalendar](http://clovis.edu/academiccalendar). Students who need to withdraw may do so online via Pathway or at the Admissions and Records Office or at the Cannon Air Force Base Educational Services Office prior to the deadline. Withdrawal from a course can affect financial assistance or Veteran's benefits. Dual credit students must contact their high school counselor to withdraw from a course. It is recommended that students consult an Academic Advisor and Financial Aid prior to withdrawing if they are receiving a Pell Grant or Veteran's benefits.

If a student cannot withdraw online or appear in person, he/she must send signed permission with the individual who is completing the withdrawal form(s). The written permission must include the student's identification number (C Number) and specify the course(s) from which the student wishes to withdraw. In cases of extreme emergency, students may request permission from the Admissions and Records Office to make alternative arrangements. All withdrawals are final and must be made prior to the deadline published in the semester schedule.

### REPEATING A COURSE TO IMPROVE A GRADE

When a course has been repeated, the last grade received will be recognized as the permanent grade. A course may be repeated if a student desires to improve a grade received in the course. When a course is repeated, the previous course enrollment will no longer be included in calculating the grade point average (GPA), but will remain on the student's permanent record. The repeat will count

toward the GPA even if the repeated grade received is lower than the first grade.

After a student repeats a course, the following symbols will appear on the student's transcript indicating that the course was repeated:

- E Course repeated and not calculated in GPA
- I Course repeated and calculated in GPA

Students may repeat a course as often as they desire to improve their cumulative grade point average. (Financial Aid limitations may apply.) If a "C" or higher is required for a degree plan, students may take the course as many times as necessary to earn the required grade. The last repeat will replace all previous grades in the calculation of the cumulative grade point average.

The following regulations apply:

1. A repeated course must correspond in number, title, and description to the original course taken.
2. Withdrawal from a repeated course shall cause the repeat to be canceled, and the previous academic record remains valid. Students may choose to repeat the course again after the withdrawal. (Nursing, Physical Therapist Assistant, and Radiologic Technology courses are an exception to this policy. See Nursing on page 46, PTA on page 52, and RADT on page 54.)
3. Courses taken at another college or university will not be considered a repeat of a CCC course in GPA calculation.

## DIRECTED STUDY POLICY AND PROCEDURES

To enable students to meet the requirements for graduation, a course may be provided on an individual basis through directed study. In this case, the student works with an instructor to complete course requirements independently. Directed studies are generally approved for required courses in the last semester prior to graduation when no other option exists, i.e., postponement until another semester or course substitution. However, in some situations directed studies will be approved if there is no other alternative to obtaining the necessary credits in the sequence needed to finalize degree requirements.

Directed studies are approved only for the completion of degrees at Clovis Community College, unless approved by the Executive Vice President. Students must have a cumulative GPA of 2.5 or higher to be approved for a Directed Study. Directed studies will not be allowed in courses from which a student withdrew or in which the student received a grade of "D," "F," "I," or "AU."

Contact the Academic Advising Office for information on directed study procedures.

## INTERNSHIPS

Internships are supervised practical experiences and are included as requirements or electives in selected programs of study. An internship is not a substitute for required courses and should be undertaken in the final stages of the associate degree program. The student must have completed 12 credit hours in the academic discipline in which the internship occurs in order to enroll in the internship. Students must be in good academic standing as defined on page 17 to be eligible for an internship. Internship applications are available in the Career Services Office.

## LEARNING COMMUNITIES

Learning Communities involve groups of students taking the same courses to help them connect to each other for support and involvement. Learning Communities are two or more courses linked together to incorporate common academic connections and provide a supportive environment to encourage involvement and achievement. Learning Communities have been shown to increase student retention, academic achievement, and student involvement and motivation. They also improve students' time to degree completion and enhance intellectual development. Learning Communities emphasize the importance of participation, interpersonal dialogue, collaborations, experiential learning, and diversity. Students must enroll in all of the linked courses in the identified Learning Communities. See the current class schedule for more information.

## CREDIT BY EXAMINATION

College credit can be granted for successful completion of any of the examinations described below. Credit will be awarded by the Admissions and Records Office and will appear on the transcript with the notation "Credit by Examination." Students are responsible for having their official test scores mailed to the Admissions and Records Office.

The maximum credit from a combination of special credit examination(s) that may be applied toward an associate degree is 32 credit hours. Examples of special credit examinations are CLEP, AP, ACT, SAT, and Course Challenging.

Specific information on credit by examination can be obtained from the Admissions and Records Office, the Academic Advising Office, and the Testing Center.

### College Level Examination Program (CLEP)

CCC accepts appropriate scores earned in the College Level Examination Program of the College Entrance Examination Board under the following provisions:

- Up to seven credit hours in each of the five CLEP general examination areas may be granted based on scores at or above minimum scores as recommended for awarding credit for the examinations.
- CLEP credit cannot be used to establish credit for a course in which an "F" grade has been recorded.
- CLEP credit will not be awarded if students have received college credit for the same course or its equivalent.

### Advanced Placement (AP)

Students who have taken the Advanced Placement Examinations (AP) and score three (3) or higher may be awarded academic credit for college-level courses.

- Art History: Score Level – 3 = ARTH 2110; Score Level- 4-5 = ARTH 2110 & ARTH 2120.
- Studio Art: 2-D Design: Score Level – 3 = ARTS 1610 or ARTS 1240; Score Level- 4-5 = ARTS 1610 or ARTS 1240 & ARTS 2610.
- Studio Art: 3-D Design: Score Level – 3 = ARTS 1610 or ARTS 1240; Score Level- 4-5 = ARTS 1610 or ARTS 1240 & ARTS 2610.
- Studio Art: Drawing: Score Level – 3 = ARTS 1610 or ARTS 1240.
- Biology: Score Level – 3 = BIOL 1110C; Score Level - 4-5 = BIOL 2110C.
- Chemistry: Score Level – 3 = Elective Credit; Score Level - 4 = CHEM 1215, Score Level – 5 = CHEM 1225C.
- Economics, Micro: Score Level - 3 = ECON 2120.
- Economics, Macro: Score Level - 3 = ECON 2110.
- English, Language & Comp: Score Level - 3 = ENGL 1110.
- English, Language & Lit: Score Level - 3 = ENGL 1410.
- European History: Score Level 3 = HIST 1150, Score Level 4-5 = HIST 1150 & HIST 1160.
- Mathematics, Calculus AB: Score Level – 3 = Elective Credit; Score Level - 4-5 = MATH 1512.
- Mathematics, Calculus BC: Score Level - 3 = MATH 1512; Score Level - 4-5 = MATH 1512 & MATH 1522.
- Music Theory: Score Level – 3 = MUSC 1210.
- Physics 1: Score Level - 3 = PHYS 1230C.
- Physics 2: Score Level – 3 = PHYS 1240C.
- Psychology: Score Level – 3 = PSYC 1110.

- Spanish Language: Score Level – 3 = SPAN 1110; Score Level - 4-5 = SPAN 1110 & SPAN 1120.
- United States Government & Politics: Score Level – 3 = POLS 1120.
- United States History: Score Level – 3 = HIST 1110; Score Level - 4-5 = HIST 1110 & HIST 1120.
- Statistics: Score Level – 3 = MATH 1350.
- World History: Score Level – 3 = HIST 1130; Score Level - 4-5 = HIST 1130 & HIST 1140.

### ACT/SAT Credit Examination Program

1. CCC may grant up to ten credits for ACT examinations based on the examination scores as follows:

Course	Credit Score	Hours	Apply To
English	29	3	ENGL 1110
Math	29	7	MATH 1215 and MATH 1130

2. Credit is given to students who take the ACT/SAT examination before the first registration at CCC. Credit is awarded within the first semester of attendance. High school students participating in the early admission or dual enrollment programs must have taken the examinations before their first full-time college enrollment after graduation from high school. All students must submit ACT/SAT scores for consideration for this credit.
3. Any credit earned through CLEP, AP, and ACT/SAT must be mutually exclusive. For example, a student cannot earn three hours of English credit through ACT/SAT and another three hours of credit for English through CLEP or AP. The total number of credits accepted from any combination of CLEP general and ACT/SAT cannot exceed 32 credit hours.

Please see an Academic Advisor for acceptable SAT scores or for more information regarding credit by examination by calling [575.769.4020](tel:575.769.4020) or emailing [academic.advising@clovis.edu](mailto:academic.advising@clovis.edu).

### CREDIT FOR PRIOR LEARNING

CCC recognizes that students may have gained academic knowledge through the completion of industry-supported credentials through testing processes or through the academic completion of credit from other institutions. These credit for prior learning opportunities at CCC include the following:

- Health and Physical Education: Military based basic training can be used to fulfill the Health and Physical Education (PHED) activity course requirement.
- Academy-Based Criminal Justice: Graduates of the New Mexico Law Enforcement Academy or New



Mexico State Police Academy can substitute 30 credits toward the requirements of the Academy-Based Criminal Justice Associate of Applied Science degree.

- Cosmetology: potential students holding a current NM cosmetology license, as verified by the New Mexico Board of Barbers and Cosmetologists, will receive block credit for the cosmetology courses as outlined in the program requirements (52 credits) of the Associate of Applied Science in Cosmetology. Upon successful completion of the General Education (16 credits) and Related Requirement (3 credits) courses, students will receive an Associate of Applied Science in Cosmetology degree from Clovis Community College. These credits for prior learning will \*not\* award students Certificates of Completion in Cosmetology Theory, Hair Fundamentals, Nail Technician or Certificate of Achievement in Salon Success.
- Block credit will be received for the following courses: COS 112 (3 cr.), COS 113 (2 cr.), COS 114 (4 cr.), COS 117 (3 cr.), COS 122 (2 cr.), COS 126 (3 cr.), COS 132 (2 cr.), COS 136 (3 cr.), COS 142 (1 cr.), COS 212 (2 cr.), COS 214 (2 cr.), COS 216 (6 cr.), COS 217 (3 cr.), COS 222 (3 cr.), COS 223 (3 cr.), COS 226 (2 cr.), COS 227 (6 cr.) and COS 232 (2 cr.).
- Nursing: Graduates of Licensed Practical Nursing (LPN) programs who have graduated from a CHEA approved program and hold active LPN licensure can enter the CCC Nursing program at Semester Three after meeting all entrance requirements. Potential students will be given credit for NMNC 1110 (3 cr.), NMNC 1135 (4 cr.), NMNC 1210 (3 cr.), NMNC 1220 (3 cr.), NMNC 1230 (3 cr.), and NMNC 1235 (4 cr.).
- Information Technology and Computer Information Systems: Current students enrolled in a CIS degree or certificate program will provide valid and current (no more than 3 years old) certification credentials in order to fulfill the requirements as listed: IC<sup>3</sup> Certification or CLEP Information systems—will receive credit for BCIS 1110 (3 cr.), CIS 101 (3 cr.), and CIS 107 (1 cr.). Microsoft Office Specialist: Word—will receive credit for CIS 140 (3 cr.). Microsoft Office Specialist: PowerPoint—will receive credit for CIS 170 (1 cr.). Microsoft Office Specialist: Excel—will receive credit for CIS 150 (3 cr.). Microsoft Office Specialist: Access—will receive credit for CIS 160 (3 cr.). CompTIA A+ Certification—will receive credit for CIS 134 (4 cr.). CompTIA Network+ Certification—will receive credit for CIS 135 (4 cr.). Programming in HTML5, JavaScript and CSS3 (70-480)—will receive credit for CIS 180 (3 cr.). CIW JavaScript Specialist (1D0-635)—will receive credit for CIS 185 (3 cr.). Cisco CCNA Routing & Switching Certification—will receive credit for CIS 102 (4 cr.), CIS 103 (4 cr.), and CIS 203 (4 cr.). Cisco CCNA Security—will receive credit for CIS 204 (3 cr.). Microsoft Certified

Solutions Associate (MCSA): Windows Server 2016, Exam 70-740—will receive credit for CIS 232 (4 cr.). Comp TIA Security+ Certification—will receive credit for CIS 235 (3 cr.). Certified Ethical Hacker (CEH)—will receive credit for CIS 240 (4 cr.).

Students who wish to have prior learning experiences evaluated for acceptance are encouraged to see an Academic Advisor early in their educational planning.

## COURSE CHALLENGING

CCC recognizes that students may have gained academic knowledge through experience or training outside the college classroom. An examination fee of \$100 per credit hour will be assessed for each course challenge that is requested and approved.

To challenge a class, the following provisions must be met:

1. Students may not be enrolled in the course they wish to challenge.
2. Students must not have attempted credit by challenging the course previously. In addition, students cannot challenge courses if they have received college credit for the same course or its equivalent. Course challenge cannot be used to establish credit for courses in which an "F" or "I" grade has been earned.
3. Students must obtain written approval from the Division Chair, who shall determine if the course can be challenged and if an instructor is available to prepare and administer the examination.
4. Students currently enrolled in classes they wish to challenge must drop or withdraw from the course and pay the challenge fee.
5. If students choose to drop or withdraw from a course for the purpose of challenging, the semester schedule refund policy will apply to the course being dropped.
6. Students must pay the challenge exam fee of \$100 per credit hour, which is separate from registration fees and is not refundable.
7. If students successfully complete the examination with a grade of "C" or higher, a grade of "P" will be assigned and the credit for the course will be entered on the transcript with the designation "Challenge Exam." If the examination is not completed satisfactorily, no entry will be made on the transcript.
8. The maximum number of credits that may be earned by course challenge examinations is 21.
9. Students are responsible for taking challenge exams early enough to assure credit before registering for more advanced courses.



10. Only college-level courses that meet graduation requirements may be challenged.

## DEGREE PLANS

The degree plan is a specific statement of curricular requirements planned for students wishing to obtain a degree. The plan defines guidelines, more specifically than the catalog, for the course of study students should pursue. All degree-seeking students are required to file a degree plan in the Academic Advising Office and declare a major in the Admissions and Records Office. Advisors are available to assist students with academic and occupational advising. Students receiving Financial Aid or Veterans Administration Educational Benefits are required to file degree plans. Students who are entering freshmen, receiving Veteran's benefits, Financial Aid, or are on academic probation or suspension will be required to see an Academic Advisor before registering.

It is the responsibility of students to comply with the following:

1. Read and follow degree requirements as specified in the catalog;
2. Consult with an Advisor regarding a degree plan; and
3. Satisfy prerequisite requirements listed in the course descriptions before registering for a more advanced course.

## DEGREE REQUIREMENTS

Clovis Community College will grant Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS), and Associate of Applied Science (AAS) degrees, Certificates of Completion, and Certificates of Achievement after students:

1. Complete all courses for general education, related, and program requirements as specified on the degree plan;
2. Earn at least 15 credit hours while in attendance at Clovis Community College for Associate degrees and or 25% of the credits required for a certificate of completion or a certificate of achievement.
3. Achieve a minimum 2.0 cumulative grade point average and a minimum 2.0 program grade point average;
4. Earn grades of "P" or "C" or higher in the following categories:
  - » Related Requirements
  - » Program Requirements
5. Apply for graduation and if participating in the ceremony, pay the graduation fee.

Students enrolled at another college who are still seeking a degree at CCC must have acceptable credits transferred to CCC and apply for graduation in order for the degree to be awarded.

When the necessary credits have been transferred to CCC, application for graduation has been made, and the graduation fee paid, the degree may be awarded.

## AWARDING DEGREES/CERTIFICATES

Completion of credit hours and degree/certificate requirements are monitored by the Admissions and Academic Advising offices. Clovis Community College reserves the right to grant degrees and certificates to students when all requirements are met.

## EARNING A SECOND ASSOCIATE DEGREE

Students may earn more than one associate degree through CCC. Students who desire to complete additional degrees must file the additional degree plan(s) with the Academic Advising Office.

## TRANSFERRING FROM CCC

All students who are transferring to another institution should submit a request for a transcript of their CCC credits to be sent to the receiving institution. A nominal fee will be charged for each official transcript requested. Transcripts cannot be released until all accounts with the College are paid. Since degree requirements will vary with each institution, it is advisable for students who plan to transfer to check the receiving institution's requirements in advance. The Academic Advising Office will assist with questions of course equivalency. However, the receiving institution will make all final decisions on approval of transfer credits.

## TRANSFER AMONG NEW MEXICO HIGHER EDUCATION 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 coursework 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 enrolling for first- or second-year study at a New Mexico institution who 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. Further information on specific transferable courses is available at [hed.state.nm.us](http://hed.state.nm.us).

**Student Responsibility:** New Mexico 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 they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

**Transferable Lower-Division General Education Common Core:** Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to transfer are advised to take courses during their freshman year outlined in the Lower-Division General Education Common Core. For students enrolled at any public institution in New Mexico, the General Education Core Courses are designed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult an Academic Advisor regarding which specific courses fit these categories.

**Lower-Division Transfer Modules:** Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division Transfer Modules. These courses are designed to transfer to any New Mexico college or university and apply toward bachelor's degree program requirements for students enrolled at any public institution in New Mexico. Students should consult with an Academic Advisor regarding which specific classes fit these categories. For more information, please refer to the Higher Education Department at [hed.state.nm.us](http://hed.state.nm.us).

**Inter-Institutional Transfer Guides and Catalogs:** Students who have selected a field of study and/or the institution where they wish to transfer are advised to consult that institution's transfer guide or catalog for more current and detailed advice to guide their course selection.

**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 coursework from other public institutions in the state. Any student having questions regarding the acceptance of transfer credits should contact the Admissions and Records Office or the Academic Advising Office.

## GRADUATION

Students expecting to complete their programs of study must file an Application for Graduation for each degree or certificate earned in the Admissions and Records Office and pay applicable graduation fees before the deadline published in the semester course schedule.

## GRADUATION HONORS

Honors are awarded on associate degrees only. To be considered for honors, students must have completed 30 credit hours of non-developmental courses at CCC with a cumulative grade point average of 3.5. Cumulative grade point averages to determine honors will be calculated at the end of the semester in which students complete degree requirements. Tentative honors for graduation ceremonies will be determined based on the last semester completed at CCC prior to degree completion.

## EXECUTIVE VICE PRESIDENT'S HONOR ROLL

Students enrolled for 12 or more credit hours during the fall or spring semesters whose end-of-semester grade point average is 3.5 or higher and whose cumulative grade point average is 2.0 or higher will be listed on the Executive Vice President's Honor Roll.

## TUITION AND PAYMENTS

The Office of Business Affairs provides financial services to faculty, staff, and students. Cashiering services, student account records, purchasing, and accounting are the responsibility of this office.

Students are responsible for all tuition and fees associated with courses for which they register. Grants and scholarships through the Financial Aid Office may be available to help defray the cost of attending school. Students who register and later change their mind are responsible for dropping classes prior to the drop deadlines. See [clovis.edu/payment](http://clovis.edu/payment) for payment plan information, payment deadlines, and refund dates. Students who remain registered but opt not to attend classes will still be responsible for all tuition and fees, including Textbook Affordability Package (TAP) fees, associated with those classes for which they registered.

## TUITION PAYMENTS

Tuition payment information is published in each semester's schedule of classes.

## DISTANCE LEARNING

An additional charge per credit hour will be assessed for classes taught via online video conferencing through the Zoom platform (ZoomTech) and online classes. (See current course schedule for an updated list of fees.)

## TEXTBOOK AFFORDABILITY PACKAGE (TAP)

Courses that require a textbook will include an additional charge for textbook fees. Students are automatically opted in to TAP at the time of registration. Students who wish to opt out must do so by the posted deadline and are responsible for all textbook costs. Students who do not opt out and do not pick up their textbooks will still be responsible for all TAP fees unless they drop courses before the 100% refund deadline as printed in the course schedule and posted on the web.

## SENIOR CITIZEN REGISTRATION

Qualified Senior Citizens may register during the Senior Citizen registration period and receive a reduction in tuition charges. This registration period begins the second day of registration.

## QUALIFICATIONS FOR SENIOR CITIZEN DISCOUNT

- Must be 65 years of age by census day.
- Must be classified as a resident of New Mexico.
- Must enroll for 10 credit hours or less during the semester.

The Senior Citizen must pay any course fees associated with classes. Senior Citizen students who are enrolled at CCC and receiving a reduction in tuition are entitled to all rights and privileges afforded all students. This includes the receipt of an I.D. card, use of the Library, use of the computer lab, and access to other campus facilities in accordance with institutional regulations affecting all students.

## RESIDENCY STATUS FOR TUITION PURPOSES

Tuition calculations are based upon students' residency status. Residency is determined from information provided on the completed Application for Admission and is defined as follows:

**Resident In-District:** Students whose legal state of residency is New Mexico, who live within the boundaries of the Clovis Community College tax district, and who have lived in New Mexico for the past 12 consecutive months.

**Resident Out-of-District:** Students whose legal state of residency is New Mexico, and who have lived in New Mexico for the past 12 consecutive months, but who live outside the Clovis Community College tax district.

Any Texas residents who reside within a 135-mile radius of CCC will be assessed in-state, out-of-district tuition.

**Non-Resident:** Students whose legal state of residency is not New Mexico, or who have not lived in New Mexico for the past 12 consecutive months.

To change from out-of-state to in-state classification, students must petition for a change in their residency status by completing the Petition for Resident Tuition Classification. This form defines the requirements for residency and is available in the Admissions and Records Office.

All requirements for residency must be met and petitions must be submitted to the Director of Admissions and Records/Registrar by the deadline published in each semester schedule. Any questions pertaining to residency status should be referred to the Director of Admissions and Records/Registrar.

When students submit an address change through Pathway that may adjust residency status, they must notify the Admissions and Records Office to ensure residency status is officially changed and tuition rate is correct. It is the student's responsibility to petition for a change of residency status. By not informing the Admissions and Records Office prior to drop/add, students may not be able to recover tuition expenses associated with an incorrect residency status.

Active duty non-resident members of the Armed Forces of the United States stationed within New Mexico and their dependents qualify for in-district tuition while the member is on active duty. Military personnel not using tuition assistance and military dependents must submit non-resident tuition waiver applications to the Admissions and Records Office by the deadline published in each semester's schedule.

## REFUNDS

To qualify for a refund, students must have completed the drop/add or withdrawal process. The refund is based on the date of drop/add or withdrawal. The processing of refunds will begin after registration closes and after Financial Aid is complete. Checks will be mailed approximately four weeks after registration closes.

## FINANCIAL AID

### FINANCIAL AID PROCEDURES

Financial Aid Office personnel attempt to provide as much assistance as possible through grants, scholarships, loans, and student employment. The primary responsibility for assuming the costs of education belongs to the student and family. However, if the family contribution toward education costs is low, financial aid will be made available whenever possible.

Direct financial aid questions to:

**Financial Aid Office**  
**Clovis Community College**  
**417 Schepps Blvd.**  
**Clovis, New Mexico 88101-8381**  
**Telephone: 575.769.4060**

**Note:** The U.S. Department of Education and the New Mexico Higher Education Department frequently change regulations pertaining to financial aid. Since Clovis Community College complies with all legislative mandates and federal regulations, the Financial Aid Office reserves the right to make policy and procedure changes during the award year.

### DETERMINATION OF FINANCIAL AID

The amount of financial aid students can receive is based on financial need. Federal regulations define financial need with the following formula:

The Cost of Attendance less Expected Family Contribution equals Financial Need.

#### Cost of Attendance includes:

- Tuition and Fees
- Room and Board
- Books and Supplies
- Transportation
- Miscellaneous Personal Expenses
- Dependent Care
- Special Expenses for a Disability

### EXPECTED FAMILY CONTRIBUTION

The Expected Family Contribution (EFC) is the amount the federal government has determined that students and/or their parents can reasonably be expected to contribute towards educational expenses. The EFC is calculated by using the information provided by students on the Free Application for Federal Student Aid (FAFSA).

### ELIGIBILITY FOR FINANCIAL AID

To be eligible for grants, loans, and student employment at Clovis Community College, students must meet federal, state, and institutional eligibility requirements.

### FEDERAL REQUIREMENTS

Students must:

- Be enrolled as a regular student in an eligible program;
- Be a U.S. citizen or eligible non-citizen;
- Have a high school diploma or equivalent;
- Not be enrolled in elementary or secondary school;
- Not be in default on a Title IV loan;
- Not owe a refund or repayment on Title IV grants at any institution;
- If required, be registered with the Selective Service;
- Not have borrowed in excess of annual or aggregate loan limits on a Perkins, Stafford, PLUS, Supplemental Loan for Students (SLS), or Income Contingent 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; and
- Meet financial aid satisfactory academic progress requirements.

### CONSORTIUM AGREEMENTS

If a consortium agreement exists between eligible institutions, students can enroll at both institutions and be paid financial aid at one of the institutions based on their combined enrollment. For example, students eligible for financial aid could be pursuing a degree at CCC and enrolled in six (6) credit hours. If they were also enrolled in six (6) credit hours at another eligible institution during the same semester, the hours would be combined to make them eligible for a full-time Pell Grant at CCC. See the Financial Aid Office for more information.

### APPEAL FOR PROFESSIONAL JUDGMENT

If students have special circumstances that warrant an adjustment to their Dependency Status, Cost of Attendance, or Expected Family Contribution, they should contact the Director of Financial Aid to complete an Appeal for Professional Judgment. The Director may make adjustments on a case-by-case basis. Students will be required to provide documentation of extenuating circumstances.

### STEPS TO APPLY FOR GRANTS, LOANS, AND STUDENT EMPLOYMENT

1. Complete the Free Application for Federal Student Aid (FAFSA), which is available at [fafsa.ed.gov](http://fafsa.ed.gov). To complete this form, students will need their federal tax return (or use IRS data retrieval), W2s, and



statements concerning certain untaxed income. Contact the Financial Aid Office for more specific information.

2. Additional paperwork may be required. Students may be selected by the U.S. Department of Education to verify the information on their FAFSA. Required documentation may include a signed copy of their federal tax transcript and official statements of income from other sources (Child Support, Housing Allowances, Social Security, etc.). Inaccurate, incomplete, or conflicting information will cause delays in receiving financial aid funds. Student files are not complete until CCC has received all requested documentation. Any conflicting information must be resolved before financial aid can be disbursed.
3. Once the student's file is complete, the Financial Aid Office staff will determine eligibility for grants, loans, and student employment. Students will receive a Letter of Award via email summarizing the types of aid for which they qualify and stating disbursement dates.

## FINANCIAL AID PROGRAMS

The Financial Aid Office administers the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New Mexico Student Incentive Grant (NMSIG)
- Federal College Work Study (FCWS)
- New Mexico Work Study (NMWS)
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- New Mexico Nursing Loan for Service
- New Mexico Allied Health Loan for Service
- Scholarships

Grants do not have to be paid back. Loans must be repaid with interest. Student employment allows students to work and earn money while attending school.

The FSEOG, NMSIG, FCWS, and NMWS funds are awarded according to the need of the student and available funds. Students whose paperwork is complete by May 1 of each year will have priority for FSEOG and NMSIG funds.

## FEDERAL PELL GRANTS

The Federal Pell Grant is designed to provide financial assistance to undergraduate students. The amount of the award is based on the Expected Family Contribution

(EFC) that is located in the upper right hand corner of part one of the Student Aid Report.

The Pell Grant Disbursement Schedule is available in the Financial Aid Office. Students may have Pell Grant funds available for the summer semester.

Students do not necessarily have to attend full time to receive a Pell Grant. In some instances, students may enroll in fewer than six (6) credit hours and qualify for a Pell Grant.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The FSEOG grants are based on financial need and range from \$200 to \$1000 per academic year. Awards are made based on available funding.

## NEW MEXICO STUDENT INCENTIVE GRANT

This program is made available by funds from the New Mexico Legislature and matching Federal funds. Grants are based on financial need and range from \$500 to \$2000 per academic year.

Recipients must be residents of New Mexico and enrolled in at least six (6) credit hours. Priority is given to students with the highest unmet need who have completed their Pell Grant file by May 1. After the May 1 deadline, remaining awards will be given to Pell Grant recipients with the lowest Expected Family Contributions and highest unmet need. Awards are made based on available funding.

## SUBSIDIZED DIRECT LOAN

Students should only apply for a loan if it is absolutely necessary to meet educational expenses. An applicant must be a U.S. citizen or eligible non-citizen, have at least a 2.0 cumulative GPA, and show a financial need in order to receive this loan. A loan recipient must enroll for and complete at least six (6) credit hours with a minimum GPA of 2.0 per semester. Failure to do so results in the automatic cancellation of all future disbursements. Students may submit a written appeal for reinstatement of their loan to the Financial Aid Scholarship and Appeals Committee. The Direct Loan limit is \$3,500 for freshmen and \$4,500 for subsequent years; this limit may be reduced, depending on financial need. The minimum amount students can apply for is \$200.

## UNSUBSIDIZED DIRECT LOAN

This loan has the same requirements as the Subsidized Direct Loan, but it is not based on need. Rather, it is a supplement to the Subsidized Direct Loan, which helps students borrow the remainder of the loan limit for which



they do not qualify under the Subsidized Direct Loan. Interest on this loan is paid by students and can be paid monthly or quarterly, or capitalized and added to the principal balance of the loan.

Note: Students cannot borrow more than the cost of education minus any financial aid received.

### NEW MEXICO NURSING LOAN FOR SERVICE

This need-based loan program is designed to encourage nurses to practice in areas in New Mexico that have a shortage of nurses. It is a service-payback loan program where students enrolled in an accredited nursing program can borrow up to \$12,000 annually to attend school. After graduation, nurses are expected to work in an underserved area of New Mexico. One year of service repays one year of the nursing loan. If students do not work in an underserved area after graduation, the loan must be paid back with interest. Since funds are limited, students should apply as soon as they are accepted into the CCC Nursing Program. The application process is open from May 15 to July 1. For more information, contact the Financial Aid office.

### NEW MEXICO ALLIED HEALTH LOAN FOR SERVICE

This loan is designed to encourage students in the Physical Therapist Assistant program or the Radiologic Technology program to work in underserved areas in New Mexico. Like the Nursing Loan, it is also a service-payback loan program. The amount of a loan for which students are eligible is determined by their unmet financial need. The maximum amount students can borrow is \$12,000 per year. After students graduate, they are expected to work in an underserved area of New Mexico. These areas are designated by the New Mexico Medical Shortage Area Committee. If the recipient does not work in an underserved area, the loan must be repaid at three times the principal with interest. Since funds are limited, students should apply as soon as they are accepted into the Physical Therapist Assistant Program or Radiologic Technology Program at CCC. The application process is open from May 15 to July 1. For more information, contact the Financial Aid office.

### STUDENT EMPLOYMENT

Qualified students may work up to 20 hours per week for minimum wage. Student employment is not guaranteed. The selection process for student employment will be based on financial need, eligibility, available funds, available positions, and job skills.

**New Mexico Work Study** is available to students who are New Mexico residents. One-third of the funds must be awarded to students with unmet need. Two-thirds may be awarded to students who do not demonstrate unmet need.

**Federal College Work Study** is available to students who are enrolled in an eligible program of study. These funds are awarded based on unmet need.

**Institutional Work Study** provides employment for students who do not qualify for financial aid or do not demonstrate unmet need.

### Student Eligibility for New Mexico Work Study, Federal College Work Study, or Institutional Work Study:

1. Meet citizenship employment requirements.
2. Be enrolled in an eligible program for a minimum of 6 credit hours in the fall and spring semesters and 3 credit hours in the summer semester.
3. Maintain financial aid satisfactory academic progress.
4. Not be in default on previous federal educational loans or owe a refund on federal grants previously received.
5. Have a completed FAFSA (Free Application for Federal Student Aid) on file in the Financial Aid Office.
6. Agree to a Reference/Background check completed by the Human Resource Services Office.

To maintain eligibility, the following criteria must be met:

1. Attend classes regularly (this will be monitored throughout the semester).
2. Continue financial aid satisfactory academic progress.

### GENERAL FINANCIAL AID POLICIES

Students are responsible for adhering to the General Financial Aid Policies as listed in this catalog and on the CCC Website. It is the student's responsibility to become familiar with both Financial Aid Office and Clovis Community College regulations and policies concerning withdrawals, incomplete grades, repeating classes, degree plan requirements, and any other policies which may affect educational benefits. Students who decide to withdraw after the beginning of a semester should contact the Financial Aid Office before withdrawing.

Before registering, the student will be required to sign or electronically accept an agreement of the financial responsibility, which confirms the student is liable for all tuition and fee charges on his or her student account, including collection costs resulting from delinquent charges being turned over to a collection agency.

In addition, Clovis Community College will provide necessary student information, such as proof of enrollment and attendance, and itemized charges for tuition and fees, to a bank or other financial institution when necessary to respond to a payment dispute initiated by or on behalf of the student.

Financial Aid will not pay for courses not listed on a student's degree plan. All classes, audit or credit, count as attempted hours for determining financial aid.

Students who have complete files and meet all eligibility requirements for a Pell Grant or loan and have signed the Deferment Authorization Form may charge tuition, fees, books, and supplies.

Students whose Pell Grant or loan files are incomplete or those who are ineligible must pay for their tuition and books from their own resources.

Financial aid will not pay for classes taken for audit.

Students who charge and then withdraw or are administratively withdrawn or stop attending class before their file is complete will be responsible for all charges.

Institutional charges will be taken out of the first source of aid received.

## DISBURSEMENTS

Financial aid checks are mailed to students at the permanent address listed with Admissions and Records. A refund disbursement schedule is available in the Financial Aid Office each semester. Disbursement amounts are based on the student's enrollment status at the applicable "freeze" date. For additional information, contact the Financial Aid office.

## FINANCIAL AID REPAYMENT

Students who completely 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 staff will determine how student awards are affected and the amount that may have to be repaid. Examples of these calculations are available in the Financial Aid Office.

## FINANCIAL AID REFUND

Students withdrawing from classes after receiving aid may be entitled to a refund of their educational expenses. A portion of the refund may have to be returned to the financial aid programs. The institution will calculate the refund based on CCC's refund policy listed in each semester course schedule or the federal return of Title

IV funds policy required by the Federal Regulations. Examples of these calculations and policies are available in the Financial Aid Office.

## RETURN OF TITLE IV FUNDS

The Higher Education Amendment of 1998 (HEA), Public Law 104-244 substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The law makes clear that Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

If a student withdraws on or before the 60% point in each payment period, a calculation is performed to determine the amount of Title IV funds the student has earned at the time of the withdrawal. A return of funds calculation determines how much money the student may have to return to the Title IV programs.

An official withdrawal is when a student withdraws from the school via the college's withdrawal process. In this case, there is documentation indicating the student initiated the withdrawal. A student who withdraws after the 60% point of the semester has earned 100% of the Title IV funds. Therefore, a return of funds calculation is not required.

## OFFICIAL NOTIFICATION NOT PROVIDED BY THE STUDENT

A student who leaves a school does not always notify the school of his or her withdrawal. There are two categories of unofficial withdrawals for purposes of Return of Title IV calculations. First, the school determines that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control. The withdrawal date is the date the school determines the incident occurred. The second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. This rule applies only to schools that are not required to take attendance. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the semester. If a school that is not required to take attendance does take attendance, they may (in order to use the most accurate date of last attendance) use its attendance records to determine a student's withdrawal date.

"G.I. Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

If a student owes money back to the school or Department of Education because of a withdrawal (official or unofficial), the student will not be eligible for additional Title IV funds until the balance has been paid in full.

A student should notify the Financial Aid Office of intent to withdraw so that the staff can inform the student of the consequences of withdrawing and how it will affect the student's academic progress. Transcripts are not released to students who owe money back to the school, and all withdrawals affect satisfactory academic progress.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Students who are on Academic Suspension are not eligible for financial aid. See Academic Standing Policy on page 17 of this catalog.

Federal regulations require students to maintain satisfactory academic progress for continued financial aid eligibility. Students' entire academic records are considered in determining eligibility for financial aid whether or not they have previously received aid. The CCC Financial Aid Office reviews academic progress each semester. Students will be placed on Financial Aid Warning or Financial Aid Suspension if they do not meet the following standards:

1. **Qualitative Progress:** Students must maintain a cumulative grade point average of at least 2.0 (C average). Grade point values for financial aid eligibility are:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Withdrawal W, Pass/Fail P/F, and Audit AU do not carry quality points and are not used to determine grade point average. A chart is provided on page 15 of this catalog explaining how to compute grade point average.

2. **Quantitative Progress:** Students should be able to earn a two-year degree by the time they attempt 150 percent of the credit hours (including all transfer hours, withdrawals, remedial coursework, audited courses, and repeat courses) required to complete the degree. For example, if a degree requires 60 credits, the student can attempt 60 credits x 150 percent or 90 credits before they are ineligible for financial aid. Financial aid will not be paid to students who have attempted 150 percent of the credit hours required unless approval has been granted by the Financial Aid Scholarship and Appeals Committee. All terms of attendance, including periods when students did not receive financial aid, are counted in the total number of attempted credit hours.

3. **Incremental Progress/Pace:** Students must complete at least 67% of their cumulative attempted hours. Student's pace is measured by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Attempted hours include all transfer hours, withdrawals, remedial coursework, audited courses, and repeat courses.

4. **Zero GPA:** Students who complete the semester with a 0.00 GPA or who completely withdraw after receiving financial aid will be placed on financial aid suspension. Students who are on financial aid suspension may write a letter of appeal to request that their financial aid be reinstated.

## FINANCIAL AID SAP STATUS DEFINITIONS

**Good:** Student meets all conditions of maintaining satisfactory academic progress.

**Warning:** Student fails to make satisfactory academic progress. The student is still eligible to receive financial aid the next semester of enrollment.

**Suspension:** Financial aid suspension occurs when students do not make satisfactory financial aid academic progress during a warning term or students who complete the semester with a 0.00 GPA. Students on financial aid suspension are ineligible to receive financial aid unless the Financial Aid Scholarship and Appeals Committee approves an appeal for reinstatement.

**Probation:** Student fails to make satisfactory academic progress, has been placed on suspension, and who has appealed his or her status and has had eligibility reinstated.

## TRANSITIONAL / DEVELOPMENTAL COURSES

Students cannot receive financial aid for more than 30 attempted credit hours of transitional/developmental coursework. Transitional/developmental courses count toward all SAP rules. This policy cannot be appealed.

## REPEAT COURSES

Students can repeat a previously passed class once and receive financial aid for that course. This policy cannot be appealed.

## NOTIFICATION OF SAP

Notification of deficiency (warning and suspension) will be sent via CCC email accounts at the end of each term to notify those students who failed to meet the SAP standards.

Deficiency notifications are based on available information at the time the process is run. This information is subject to change or correction. Therefore, it is the responsibility

of the students who have been notified of a deficiency to document and report to the CCC Financial Aid Office any corrections to information (such as grade changes, consortium agreements, etc.) used to determine their status.

Any aid released to a student who is subsequently determined to be ineligible for financial aid under the rules of SAP will be returned, and the student will be billed.

### FINANCIAL AID APPEAL PROCESS

Students have the right to appeal the denial of financial aid. Such circumstances that may be appealed include death of a relative, injury or illness of the student or family member, or other mitigating circumstances. Students must provide detailed information regarding why the student failed to meet SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. Supporting documentation regarding the mitigating reasons must accompany the appeal. The Director (for 150 percent maximum time frame) and the Financial Aid Appeals Committee (for other SAP concerns) review the appeal letters on a case-by-case basis to determine if the student's circumstances warrant allowing the student to continue receiving aid. Decisions of the Financial Aid Appeals Committee are final.

Students placed on good status with an approved academic plan (G-Plan) remain eligible for Title IV aid as long as they continue to meet the conditions of that plan. Students regain eligibility once their cumulative GPA is 2.00 or greater and their cumulative incremental status is 67% or greater.

### SCHOLARSHIPS

To assist students in their educational endeavors, numerous scholarships are available at Clovis Community College at [clovis.edu/scholarships](http://clovis.edu/scholarships). Scholarship awards provide financial support for tuition, books, and other educational expenses. Visit the CCC Scholarships website for the most up-to-date scholarship details and to apply by submitting the online general scholarship application. Students are encouraged to contact the Financial Aid Office for additional information.

### ELIGIBILITY FOR VETERANS EDUCATIONAL ASSISTANCE

In accordance with Title 38 US Code 3679(e), Clovis Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veteran Readiness & Employment (VR&E Ch. 31) benefits, while payment to the Institution is pending from VA. Clovis Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified.

Courses at Clovis Community College are approved for educational assistance for veterans, active duty military personnel, and eligible dependents.

Students requesting Veteran's benefits are required to have a degree plan on file and make "satisfactory progress toward an educational goal" to continue receiving benefits. Satisfactory progress is defined in the Academic Standing section on page 17.

It is the student's responsibility to become familiar with the Department of Veterans Affairs and Clovis Community College regulations and policies concerning withdrawals, incomplete grades, repeats, degree plan requirements, and any other policy that may affect educational benefits.

Clovis Community College VA students are responsible for requesting certification each semester for which they are enrolled. Certification forms may be obtained in the Financial Aid Office. Students filing a CCC degree plan must have written approval by an advisor in the Academic Advising Office.

CCC students who are working toward a degree through another institution must have a degree plan and a letter from the institution granting the degree verifying acceptance of the CCC courses towards their degree plan. Additional information may be obtained in the Financial Aid Office.

"G.I. Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).



Payments from the Department of Veterans Affairs for Chapters 30, 31, and 35 are made directly to students. Students are responsible for the payment of tuition and fees to CCC at the time of registration.

**Chapter 30: Montgomery G.I. Bill® – Active Duty:** Chapter 30 has four eligibility categories. Category I involves veterans who started active duty for the first time after June 30, 1985.

Military retirees who entered the service (or agreed to delayed entry) before January 1, 1977 and who were eligible to receive Chapter 34 benefits (Vietnam era education program), on December 31, 1989, comprise Category II.

Veterans may be eligible if they were voluntarily or involuntarily separated from the service because of a reduction in personnel (Category III), or if they were able to convert their education benefit from Chapter 32 to Chapter 30 (Category IV).

Complete details about each Chapter 30 category are available at [www.gibill.va.gov](http://www.gibill.va.gov).

The Code of Federal Regulations states that active duty service members may not receive VA benefits for the same courses for which they receive Tuition Assistance from the military (38 CFR 21.7142(c) and 38 CFR 21.4023(a) respectively). The prohibition ensures that two federal funding sources are not used for the same courses.

**Chapter 31: Veteran Readiness and Employment (VR&E):** A veteran may be eligible for Veteran Readiness and Employment (VR&E Ch. 31) benefits if he or she:

- Received, or will receive, a discharge under other than dishonorable conditions;
- Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
- Is in need of vocational rehabilitation because his or her disability creates an employment handicap.

**Chapter 33: Post-9/11 G.I. Bill®:** Chapter 33 is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 G.I. Bill®. This program will pay eligible individuals:

- Tuition and fees directly to the school not to exceed the maximum in-state tuition and fees at a public institution of higher learning.

- A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school.
- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.

This benefit is payable only for training at an Institution of Higher Learning (IHL). If you are enrolled exclusively in online training, you will receive one-half the national basic allowance for housing (BAH) average. If you are on active duty, you will not receive the housing allowance or books and supplies stipend. This benefit provides up to 36 months of education benefits; generally benefits are payable for 15 years following your release from active duty. For additional information, please consult the G.I. Bill® website at [www.gibill.va.gov](http://www.gibill.va.gov) or the Financial Aid Office.

**Chapter 35: Dependents Educational Assistance (DEA):** Educational Assistance paid to dependents of veterans. Persons who may be eligible are:

- A child (between ages 18 and 26, with some exceptions) of a veteran who is permanently and totally disabled due to a service-related condition; or who died in service; or who died of a service-connected disability; or who died while evaluated as having a total and permanent service-connected disability; or who is listed as a POW or MIA.
- The surviving spouse of a veteran who died of a service-connected disability, or died in service, or died while evaluated as having total and permanent disability resulting from a service-connected disability. Surviving spouses whose benefits stopped when they remarried can receive DEA benefits again if their remarriage ends by death or divorce, or they cease to live with the person to whom they presented themselves in public as married.
- A spouse of a veteran or serviceperson who has a total and permanent disability resulting from a service-connected disability; or who is listed as a POW or MIA.

**The Forever G.I. Bill® (Harry W. Colmery Act):** This legislation eliminates the 15-year time limit on benefit usage for veterans who have separated on or after January 1, 2013.

For more information, please contact the Financial Aid Office.



# PROGRAMS OF STUDY

## PHILOSOPHY OF GENERAL EDUCATION

All associate degrees at CCC contain an integrated core of general education requirements. These include, but are not limited to, courses in concentration areas of communication, English, mathematics, science, social and behavioral science, humanities, and arts. This core ensures that our graduates possess adequate literacy and general knowledge to function well in employment, to pursue additional education, and to participate in the cultural and political life of the community and in society. Certificate programs include a combination of general education requirements and practical learning experiences within the discipline.

### NEW MEXICO ESSENTIAL SKILLS

Effective August 1, 2019, NM Higher Education Department significantly changed the state's General Education program to require alignment of General Education courses to five New Mexico Essential Skills (NMES): communication, quantitative reasoning, critical thinking, information and digital literacy, and personal and social responsibility. Each NMES is associated with a CCC General Education philosophy statement as indicated in the list shown below.

## GENERAL EDUCATION PHILOSOPHY STATEMENTS

The following general education philosophy statements summarize the competencies Clovis Community College students achieve through classes included in the General Education curriculum as well as in programs of study.

Clovis Community College students will:

- Be able to write a well-developed, coherent, grammatically correct essay that demonstrates independent thought and integration of research. (NMES: Information & Digital Literacy)
- Demonstrate the ability to think critically, organize ideas, adapt to a particular audience, and make a credible oral presentation. (NMES: Critical Thinking)
- Demonstrate the ability to observe, to perceive verbal and non-verbal communications, to organize information, and to effectively convey information and ideas orally. (NMES: Communication)
- Evolve in their comprehension of science as an approach to problem solving and the acquisition of knowledge. (NMES: Quantitative Reasoning)

- Demonstrate an understanding of cultural, social, and political structures and processes and their effects on individual, group, and societal behaviors. (NMES: Personal & Social Responsibility)

## COMPLAINT PROCEDURE FOR TRANSFER CREDIT APPEAL

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. CCC's complaint process is as follows:

1. File a written appeal with the Admissions and Records Office, providing information regarding the course(s) being appealed. A course description, syllabus of the course at the time it was taken, and/or other documentation about the content of the course being appealed should be attached.
2. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing. If the appeal is denied, the letter will explain the reason for denial.
3. If the student is denied and wishes to continue the appeal, the student must indicate this in writing to the Executive Vice President. The second appeal must be submitted within 30 days of the first appeal decision letter.
4. Within 30 days of the second appeal letter, the file will be reviewed and the student will be contacted in writing.

If the student is denied and wishes to continue the appeal, the student may appeal directly to the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, New Mexico 87505, or at [hed.state.nm.us](http://hed.state.nm.us).

# CLOVIS COMMUNITY COLLEGE GENERAL EDUCATION CORE

Some classes may not be offered every semester based on student demand.

## Area I: Communication

---

- |   |  |
|---|--|
| a. ENGL 1110* Composition I                       | c. COMM 1130 Public Speaking           |
| b. ENGL 1120* Composition II                      | COMM 2120 Interpersonal Communication  |
| ENGL 2210* Professional & Technical Communication | <i>*Course requires prerequisites.</i> |

## Area II: Mathematics

---

- |  |  |
|--|--|
| a. MATH 1130* Survey of Mathematics      | e. MATH 1522* Calculus II              |
| b. MATH 1220* College Algebra or higher  | f. MATH 2420* Applied Linear Algebra   |
| c. MATH 1350* Introduction to Statistics | g. MATH 2430* Discrete Mathematics     |
| d. MATH 1512* Calculus I                 | h. MATH 2531* Calculus III             |
|  | <i>*Course requires prerequisites.</i> |

## Area III: Science

---

- |  |   |
|--|---|
| a. BIOL 1110C General Biology Lecture & Lab<br>BIOL 1130C Introductory Anatomy & Physiology Lecture & Lab (Non-Majors)<br>BIOL 2110C Principles of Biology: Cellular and Molecular Lecture & Lab<br>BIOL 2210C Human Anatomy and Physiology I Lecture & Lab<br>BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab<br>BIOL 2310C Microbiology Lecture & Lab<br>BIOL 2410C* Principles of Biology: Genetics Lecture & Lab | b. CHEM 1120C Introduction to Chemistry Lecture & Lab (Non-Majors)<br>CHEM 1215C* General Chemistry I Lecture & Laboratory for STEM Majors (Highly recommended for pre-med majors)<br>CHEM 1225C* General Chemistry II Lecture & Laboratory for STEM Majors |
|  | c. PHYS 1115C Survey of Physics with Lab<br>PHYS 1230C* Algebra-Based Physics I Lecture and Lab (Highly recommended for pre-med majors)<br>PHYS 1240C* Algebra-Based Physics II Lecture and Lab   |
|  | d. GEOL 1110C Physical Geology Lecture and Lab<br><i>*Course requires prerequisites.</i>  |

## Area IV: Social and Behavioral Science

---

- |  |  |
|--|--|
| a. ECON 1110 Survey of Economics<br>ECON 2110* Macroeconomic Principles<br>ECON 2120* Microeconomic Principles                                 | d. SOCI 1110 Introduction to Sociology<br>SOCI 2240 Sociology of Intimate Relationships and Family<br>SOCI 2310 Contemporary Social Problems |
| b. POLS 1120 American National Government  |  |
| c. PSYC 1110 Introduction to Psychology<br>PSYC 2120 Developmental Psychology<br>PSYC 2130 Adolescent Psychology<br>PSYC 2140 Child Psychology | e. ANTH 1140 Introduction to Cultural Anthropology<br>ANTH 1180 The Dawn of Humanity<br><i>*Course requires prerequisites.</i>               |

## Area V: Humanities

---

- a. HIST 1110 United States History I  
HIST 1120 United States History II  
HIST 1130 World History I  
HIST 1140 World History II  
HIST 1150 Western Civilization I  
HIST 1160 Western Civilization II  
HIST 2110 Survey of New Mexico History
- b. PHIL 1120 Logic, Reasoning, & Critical Thinking  
PHIL 2110 Introduction to Ethics  
PHIL 2230 Philosophical Thought
- c. HUMN 1110 Introduction to World Humanities I  
HUMN 2110 Introduction to World Humanities II
- d. RELG 1110 Introduction to World Religions  
RELG 1126 New Testament  
RELG 1510 Life of Christ  
RELG 2130 History of Christianity  
RELG 2140 The Book of Acts  
RELG 2220 Women of the Bible  
RELG 2230 Men of the Bible
- e. ENGL 1410 Introduction to Literature  
ENGL 2310 Introduction to Creative Writing  
ENGL 2350 Introduction to Drama  
ENGL 2360 Introduction to Poetry  
ENGL 2370 Introduction to the Novel  
ENGL 2380 Introduction to Short Fiction  
ENGL 2610 American Literature I  
ENGL 2620 American Literature II  
ENGL 2630 British Literature I  
ENGL 2640 British Literature II
- f. SPAN 1110 Spanish I  
SPAN 1120\* Spanish II

*\*Course requires prerequisites.*

## Area VI: Arts

---

- a. ARTH 1110 Art Appreciation  
ARTH 2110 History of Art I  
ARTH 2120 History of Art II  
ARTS 1240 Design I  
ARTS 1250\* Design II  
ARTS 1340 Functional Ceramics I  
ARTS 1610 Drawing I  
ARTS 1630 Painting I  
ARTS 2330\* Functional Ceramics II  
ARTS 2410 Black & White Photography  
ARTS 2610\* Drawing II  
ARTS 2630\* Painting II
- b. DANC 1110 Dance Appreciation
- c. MUSC 1130 Music Appreciation: Western Music

*\*Course requires prerequisites.*



## DEGREES AND CERTIFICATES

Curriculum plans for degrees and certificates are listed on the following pages. The [Associate of Applied Science degrees](#) and the [Certificates of Completion and Achievement programs](#) are designed to provide preparation for employment. Students completing courses prescribed in a particular curriculum will gain advanced technical skills combined with a strong academic foundation that will enhance their transition to either the workforce or higher education. While these programs emphasize preparation for employment, many of the courses will transfer to a baccalaureate degree program.

[The Associate of Arts and Associate of Science degrees](#) are designed primarily for students intending to transfer and pursue baccalaureate degrees at four-year institutions.

[The Associate of General Studies degree](#) is especially designed for students who have gained significant learning through their life/work experience, but who may benefit from an individually planned course of study based on their academic or occupational interest.

Clovis Community College Academic Advisors are available to assist students in choosing from among these options and in formulating individual degree/certificate plans. It is the student's responsibility to be aware of published program requirements.

# DEGREE AND CERTIFICATE INDEX

<b>Associate of Applied Science</b> .....	<b>38</b>	<b>Computer Information Systems</b>	
Academy-Based Criminal Justice.....	39	Information Systems and Technology .....	42
Business Administration.....	39	Networking .....	42
Computer Information Systems (Information Technology) .	40	Office Specialist.....	42
Information Systems and Technology Concentration.....	41	<b>Cosmetology</b>	
Networking Concentration.....	41	Cosmetology Theory.....	62
Criminal Justice.....	44	Hair Fundamentals.....	62
Emergency Medical Services .....	45	Esthetics.....	62
Nursing .....	46	Nail Technician.....	63
Paralegal (Legal Assistant Studies).....	51	Criminal Justice.....	45
Physical Therapist Assistant.....	52	Graphic Design and Media Art.....	69
Radiologic Technology.....	54	Health and Physical Education	
<b>Associate of Applied Science in Full-Time</b>		Exercise Specialist .....	76
<b>Occupational Technology Programs</b> .....	<b>58</b>	<b>Industrial Technology</b>	
Automotive Technology .....	59	Industrial Technology.....	64
Cosmetology.....	61	Electrical Maintenance .....	65
Industrial Technology		Liberal Arts .....	71
Plant Operations and Equipment Concentration .....	64	Paralegal (Legal Assistant Studies).....	52
Wind Energy Concentration.....	64	Welding	
Welding.....	65	Entry-Level Welder .....	66
Advanced Welder .....	66	Advanced Welder .....	66
<b>Associate of Arts</b> .....	<b>68</b>	<b>Certificate of Achievement</b>	
Art		Allied Health	
Fine Art.....	68	Nursing Assistant .....	50
Graphic Design and Media Art.....	65	Phlebotomy Technician .....	50
Early Childhood Education .....	70	Business Administration	
Liberal Arts		Income Tax Preparation.....	40
General Liberal Arts Concentration.....	71	Computer Information Systems	
Education Concentration .....	71	Cisco Certified Networking Associate (CCNA).....	43
<b>Associate of General Studies</b> .....	<b>72</b>	CompTIA A+ .....	43
General Studies .....	72	CompTIA Network+ .....	43
<b>Associate of Science</b> .....	<b>73</b>	CompTIA Security+.....	43
Behavioral Science .....	73	Fundamentals of Game Design .....	43
Biology.....	74	Internet & Computing Core Certification (IC <sup>3</sup> ).....	44
Business Administration.....	74	Microsoft Certified Solutions Associate (MCSA) Server .	44
Computer Information Systems.....	75	Microsoft Office Specialist (MOS).....	44
Health and Physical Education .....	75	Cosmetology	
Mathematics .....	76	Barbering.....	63
<b>Certificate of Completion</b>		Salon Success .....	63
Allied Health		Early Childhood Education .....	70
Nursing .....	49	Emergency Medical Services	
Physical Therapist Assistant.....	54	First Responder .....	46
Radiologic Technology.....	57	Emergency Medical Technician–Basic .....	46
Automotive Technology		Emergency Medical Technician–Intermediate .....	46
Automotive Chassis Systems .....	60	Graphic Design and Media Art	
Automotive Power Train Systems.....	60	Fundamentals of Game Design .....	69
Business Administration .....	40	Industrial Technology	
Computer Information Systems		Plant Operations .....	65
Information Systems and Technology .....	42	Wind Energy.....	65
Networking .....	42		
Office Specialist.....	42		
Cosmetology			
Cosmetology Theory.....	62		
Hair Fundamentals.....	62		
Esthetics.....	62		
Nail Technician.....	63		
Criminal Justice.....	45		
Graphic Design and Media Art.....	69		
Health and Physical Education			
Exercise Specialist .....	76		
Industrial Technology			
Industrial Technology.....	64		
Electrical Maintenance .....	65		
Liberal Arts .....	71		
Paralegal (Legal Assistant Studies).....	52		
Welding			
Entry-Level Welder .....	66		
Advanced Welder .....	66		



# DEGREES AND CERTIFICATES AVAILABLE ONLINE

These degrees and certificates can be achieved completely online.  
Please contact an Academic Advisor for assistance in course selections.

## Associate of Applied Science

Business Administration .....	39
Computer Information Systems (Information Technology)	
Information Systems and Technology Concentration .....	41
Criminal Justice.....	44
Paralegal (Legal Assistant Studies).....	51

## Associate of Arts

General Liberal Arts Concentration .....	71
--	----

## Associate of General Studies

General Studies .....	72
-----------------------	----

## Associate of Science

Behavioral Science .....	73
Business Administration .....	74
Computer Information Systems.....	75

## Certificate of Completion

Business Administration .....	40
Computer Information Systems	
Information Systems and Technology .....	42
Office Specialist .....	42
Criminal Justice.....	45
Liberal Arts .....	71
Paralegal (Legal Assistant Studies).....	52

## Certificate of Achievement

Business Administration	
Income Tax Preparation.....	40
Computer Information Systems	
CompTIA A+ .....	43
CompTIA Network+ .....	43
Fundamentals of Game Design .....	43
Internet & Computing Core Certification (IC <sup>3</sup> ) .....	44
Microsoft Certified Solutions Associate (MCSA) Server ..	44
Microsoft Office Specialist (MOS) .....	44
Early Childhood Education .....	70
Graphic Design and Media Art	
Fundamentals of Game Design .....	69

# ASSOCIATE OF APPLIED SCIENCE

Academy-Based Criminal Justice  
Business Administration  
Computer Information Systems (Information Technology)

- Information Systems and Technology Concentration
- Networking Concentration

Criminal Justice  
Emergency Medical Services  
Nursing  
Paralegal (Legal Assistant Studies)  
Physical Therapist Assistant  
Radiologic Technology

## CERTIFICATE OF COMPLETION

- Allied Health
  - » Pre-Nursing
  - » Pre-Physical Therapist Assistant
  - » Pre-Radiologic Technology
  - » Practical Nursing
- Business Administration
- Computer Information Systems
  - » Information Systems and Technology
  - » Networking
  - » Office Specialist
- Criminal Justice
- Paralegal (Legal Assistant Studies)

## CERTIFICATE OF ACHIEVEMENT

- Allied Health
  - » Nursing Assistant
  - » Phlebotomy Technician
- Business Administration
  - » Income Tax Preparation
- Computer Information Systems
  - » Cisco Certified Networking Associate (CCNA)
  - » CompTIA A+
  - » CompTIA Network+
  - » CompTIA Security+
  - » Fundamentals of Game Design
  - » Internet & Computing Core Certification (IC<sup>3</sup>)
  - » Microsoft Certified Solutions Associate (MCSA) Server
  - » Microsoft Office Specialist (MOS)
- Emergency Medical Services
  - » First Responder
  - » Emergency Medical Technician—Basic
  - » Emergency Medical Technician—Intermediate

## ACADEMY-BASED CRIMINAL JUSTICE

The Academy-Based degree program in Criminal Justice is designed for commissioned officers who have attended and successfully completed either the New Mexico Law Enforcement Academy, the New Mexico State Police Academy or another state law enforcement academy that is recognized and accepted by the New Mexico academies. Students must produce adequate documentation of academy completion. The program recognizes academy completion for 30 semester credit hours of coursework. The credit will be evaluated and applied when the student has filed a degree plan for this degree.

Other requirements include a specified general core, as well as elective and related requirements. This program is available completely online and courses are offered on a rotation to ensure that the degree can be completed in five semesters.

### General Education Requirements (18 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
ENGL 1120* Composition II <b>OR</b>	
ENGL 2210* Professional & Technical Communication .....	3
MATH 1130* Survey of Mathematics.....	3
POLS 1120 American National Government.....	3
PSYC 1110 Introduction to Psychology <b>OR</b>	
SOC1 1110 Introduction to Sociology.....	3

### Related Requirements (3 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems .....	3
--	---

### Electives (12 credits)

Twelve elective credits to be selected from CJUS courses .....	12
--	----

### Program Requirements (30 credits)

Successful completion of New Mexico Law Enforcement Academy, New Mexico State Police Academy, or another state law enforcement academy that is recognized by the New Mexico academies .....	30
--	----

**Total credits required for an Associate of Applied Science in  
Academy-Based Criminal Justice..... 63**

\*Course requires prerequisites.

## BUSINESS ADMINISTRATION

The Associate of Applied Science degree in Business Administration prepares students for a career in business management and/ or entrepreneurship and blends traditional transfer courses with specific courses emphasizing middle management tactics. This curriculum helps to prepare students for entry-level supervisory or management positions. Careers in Business Administration cover a wide range of interests including general management, hospitality management, accounting, marketing, office administration, retail sales, and entrepreneurship. This program includes a capstone course which provides an integration of the core business courses into real-world application.

For information regarding an Associate of Science transfer degree in Business Administration, please see page 74. The Associate of Applied Science and Associate of Science degrees in Business Administration are available completely online. (The academic learning portion of ACCT 2410 is available online. Students, with the aid of the instructor, will need to find an instructor-approved site in their area to prepare tax returns for the service learning portion of the class.)

### General Education Requirements (15 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ECON 2110* Macroeconomic Principles (with "C" or higher) .....	3
ECON 2120* Microeconomic Principles (with "C" or higher).....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics.....	3

### Related Requirements (4 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity.....	1

### Program Requirements (44 credits)

ACCT 2110* Principles of Accounting I (Financial).....	3
ACCT 2120* Principles of Accounting II (Managerial).....	4
ACCT 2220* Computerized Accounting.....	4
ACCT 2410 Personal Tax Preparation.....	3
BFIN 2110* Introduction to Finance .....	3
BLAW 2110 Business Law I.....	3
BOFT 102 Computerized 10-Key .....	1
BOFT 115 Workplace and Life Essentials.....	3
BUSA 1110 Introduction to Business .....	3
BUSA 2110* Business Communication .....	3
BUSA 2999* Programmatic Capstone .....	2
CIS 150 Introduction to Spreadsheets .....	3
ENTR 2110* Small Business Management .....	3
MGMT 2110* Principles of Management.....	3

MKTG 2110\* Principles of Marketing .....3

**Total credits required for an Associate of Applied Science in Business Administration ..... 63**

\*Course requires prerequisites.

### CERTIFICATE OF COMPLETION IN BUSINESS ADMINISTRATION (31 CREDITS)

The Business Administration Certificate is designed to provide the minimum skills necessary for students seeking a short-term business management program. The Business Administration Certificate requirements may be applied to the Business Administration Associate of Applied Science degree. This certificate is available completely online.

ACCT 2110\* Principles of Accounting I (Financial) .....4

ACCT 2410 Personal Tax Preparation .....3

BCIS 1110 Fundamentals of Information Literacy & Systems .....3

BFIN 2110\* Introduction to Finance .....3

BUSA 1110 Introduction to Business .....3

BUSA 2110\* Business Communication .....3

ECON 2110\* Macroeconomic Principles .....3

MATH 1130\* Survey of Mathematics .....3

MGMT 2110\* Principles of Management .....3

MKTG 2110\* Principles of Marketing .....3

**Total credits required for a Certificate of Completion in Business Administration ..... 31**

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN INCOME TAX PREPARATION (3 CREDITS)

The IRS Volunteer Preparer Certification Exam proves competency to prepare basic personal income tax returns. Successful completion of this exam along with a minimum of 20 hours actually preparing returns for the public are requirements for this certificate. This certificate is available through distance education. Please see an Academic Advisor for more information.

ACCT 2410 Personal Tax Preparation .....3

**Total credits required for a Certificate of Achievement in Income Tax Preparation ..... 3**

## COMPUTER INFORMATION SYSTEMS

Virtually all organizations rely on computer and information technology to conduct business and operate efficiently. To prepare students for entry-level careers, the Computer Information Systems program provides two Associate of Applied Science degrees with areas of concentration constructed around industry desired skills and certifications. These concentration tracks are Information Systems and Technology and Networking.



The Associate of Science degree in Computer Information Systems prepares students for transfer to a baccalaureate program. For more information regarding this degree, please see page 75.

In addition to the Associate degrees, three Certificates of Completion and eight Certificates of Achievement are also available for students seeking a fast-track program. These shorter-term tracks are designed to provide coursework to help prepare students to take leading industry certification exams. The following tracks are available:

#### Certificates of Completion:

- Information Systems and Technology
- Networking
- Office Specialist

#### Certificates of Achievement:

- Cisco Certified Networking Associate (CCNA)
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Fundamentals of Game Design
- Internet & Computing Core Certification (IC<sup>3</sup>)
- Microsoft Certified Solutions Associate (MCSA) Server
- Microsoft Office Specialist (MOS)

## AAS IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN INFORMATION SYSTEMS AND TECHNOLOGY

The Information Systems and Technology degree track is designed to meet the training needs for small business entry-level positions that require a variety of computer skills. Students have the flexibility to choose among a several preparatory courses that lead to industry certifications that fit their own personal career goals. Certifications that students can pursue are Word, Excel, Access, and PowerPoint Microsoft Office Specialist certifications; Computer Technology/Industry Association (CompTIA) A+, Security+, and Network+; Microsoft Certified Solutions Associate (MCSA) Server; Cisco Certified Network Associate Routing & Switching (CCNA R&S); and Internet and Computing Core Certification (IC<sup>3</sup>). This degree is available completely online depending upon the student's choice of classes. Please see an Academic Advisor for assistance.

### General Education Requirements (15 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics.....	3
Social and Behavioral Science ELECTIVE.....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 33-34).	
Humanities or Arts ELECTIVE.....	3
Choose an elective from Area V or Area VI on the Clovis Community College General Education Core (see pages 33-34).	

### Related Requirements (14 credits)

ACCT 2110* Principles of Accounting I (Financial).....	4
BUSA 1110 Introduction to Business.....	3
BUSA 2110* Business Communication.....	3
MGMT 2110* Principles of Management <b>OR</b>	
MKTG 2110* Principles of Marketing.....	3
PHED Physical Education Activity.....	1

### Program Requirements (31 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
CIS 101 Fundamentals of Computer Concepts.....	3
CIS 106 Windows Fundamentals.....	1
CIS 107 Internet Fundamentals.....	1
Select from any CIS course above CIS 100.....	23

**Total credits required for an Associate of Applied Science in Information Technology with a concentration in Information Systems and Technology.....60**

\* Course requires prerequisites.

## AAS IN INFORMATION TECHNOLOGY WITH A CONCENTRATION IN NETWORKING

The Networking degree track is designed to meet the training requirements for an entry-level Microsoft and/or Cisco networking career. It is intended to help students prepare for several industry recognized certifications. The certifications include Computer Technology/Industry Association (CompTIA) A+, Network+, and Security+; Microsoft Certified Solutions Associate (MCSA) Server; Cisco Certified Network Associate Routing & Switching (CCNA R&S); and Internet and Computing Core Certification (IC<sup>3</sup>) Digital Literacy.

### General Education Requirements (15 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics.....	3
Social and Behavioral Science ELECTIVE.....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 33-34).	
Humanities or Arts ELECTIVE.....	3
Choose an elective from Area V or Area VI on the Clovis Community College General Education Core (see pages 33-34).	

### Related Requirements (14 credits)

ACCT 2110* Principles of Accounting I (Financial).....	4
BUSA 1110 Introduction to Business.....	3
BUSA 2110* Business Communication.....	3
MGMT 2110* Principles of Management <b>OR</b>	
MKTG 2110* Principles of Marketing.....	3
PHED Physical Education Activity.....	1

### Program Requirements (31 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
CIS 101 Fundamentals of Computer Concepts.....	3
CIS 102* Networking Concepts (Cisco Academy CCNAv7 1).....	4
CIS 103* Configuring Cisco Devices for Internetworking Routing (Cisco Academy CCNAv7 2).....	4
CIS 106 Windows Fundamentals.....	1
CIS 107 Internet Fundamentals.....	1
CIS 134 Computer Hardware and Software.....	4
CIS 203* Configuring Enterprise Services (Cisco Academy CCNAv7 3).....	4
CIS 232* Server Administration Using Microsoft Windows Server.....	4
CIS 235* Fundamentals of Network Security.....	3

**Total credits required for an Associate of Applied Science in Information Technology with a concentration in Networking.60**

\*Course requires prerequisites.



## CIS CERTIFICATES OF COMPLETION

CIS Certificates of Completion are designed to provide coursework to prepare students to take leading industry certification exams. Out-of-class study and on-the-job training may also be necessary to achieve some certifications. Earning a Certificate of Completion from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam. For information regarding CIS Certificates of Achievement, please see pages 43-44.

### CERTIFICATE OF COMPLETION IN INFORMATION SYSTEMS AND TECHNOLOGY (31 CREDITS)

The Information Systems and Technology Certificate of Completion is designed to provide the core technical requirements to meet the training needs for small business entry-level positions that require a variety of computer skills and information/digital literacy. Students have the flexibility of completing their choice of coursework in preparation for a variety of industry certifications. This certificate is available completely online depending upon the student's choice of classes. Please see an Academic Advisor for assistance.

BCIS 1110 Fundamentals of Information Literacy & Systems .....	3
CIS 101 Fundamentals of Computer Concepts .....	3
CIS 106 Windows Fundamentals .....	1
CIS 107 Internet Fundamentals .....	1
Select from any CIS course above CIS 100 .....	23

**Total credits required for a Certificate of Completion in Information Systems and Technology..... 31**

### CERTIFICATE OF COMPLETION IN NETWORKING (31 CREDITS)

The Networking Certificate of Completion track is designed to provide the core technical requirements for an entry-level Microsoft and/or Cisco networking career. It is intended to help students prepare for several industry recognized certifications. The certifications include CompTIA A+, CompTIA Network+, and CompTIA Security+; Microsoft Certified Solutions Associate (MCSA) Server; and Cisco Certified Network Associate Routing & Switching (CCNA RA&S).

BCIS 1110 Fundamentals of Information Literacy & Systems .....	3
CIS 101 Fundamentals of Computer Concepts .....	3
CIS 102* Networking Concepts (Cisco Academy CCNAv7 1).....	4
CIS 103* Configuring Cisco Devices for Internetworking Routing (Cisco Academy CCNAv7 2) .....	4

CIS 106 Windows Fundamentals .....	1
CIS 107 Internet Fundamentals .....	1
CIS 134 Computer Hardware and Software .....	4
CIS 203* Configuring Enterprise Services (Cisco Academy CCNAv7 3).....	4
CIS 232* Server Administration Using Microsoft Windows Server.....	4
CIS 235* Fundamentals of Network Security.....	3
<b>Total credits required for a Certificate of Completion in Networking.....</b>	<b>31</b>

\*Course requires prerequisites.

### CERTIFICATE OF COMPLETION IN OFFICE SPECIALIST (26 CREDITS)

The Certificate of Completion in Office Specialist is designed to meet the changing needs of future information technology/administrative support employees by offering state-of-the-art software and technology training to prepare them for the workplace. Students learn to develop professional office skills necessary for employment in the business world such as computer applications (word processing, spreadsheets, databases, and PowerPoint), office procedures, human relation skills, and computer literacy. Students completing this Certificate of Completion can apply these classes to the Associate of Applied Science degree in Information Technology with a concentration in Information Systems and Technology. This certificate is available completely online. (The academic learning portion of ACCT 2410 is available online. Students, with the aid of the Associate of Applied Science instructor, will need to find an appropriate, instructor approved site in their area to prepare tax returns for the service learning portion of the class.)

Students should take BCIS 1110 before enrolling in CIS 150 or CIS 170.

ACCT 2410 Personal Tax Preparation.....	3
BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
BOFT 102 Computerized 10-Key Operations .....	1
BOFT 115 Workplace and Life Essentials.....	3
BUSA 2110* Business Communication .....	3
CIS 106 Windows Fundamentals .....	1
CIS 107 Internet Fundamentals .....	1
CIS 108 Basic Computer Maintenance and Troubleshooting.....	1
CIS 140 Introduction to Word Processing .....	3
CIS 150 Introduction to Spreadsheets.....	3
CIS 170 PowerPoint Presentations.....	1
MATH 1130* Survey of Mathematics .....	3

Students who have not completed at least one semester of high school keyboarding or word processing are encouraged to take BOFT 101.

**Total credits required for a Certificate of Completion in Office Specialist** ..... 26

*\*Course requires prerequisites.*

## CIS CERTIFICATES OF ACHIEVEMENT

CIS Certificates of Achievement are designed to provide coursework to prepare students to take leading industry certification exams. Out-of-class study and on-the-job training may also be necessary to achieve some certifications. Earning a Certificate of Achievement from Clovis Community College indicates successful completion of coursework and does not necessarily mean the student has taken the actual industry certification exam.

### CERTIFICATE OF ACHIEVEMENT IN CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) (12 CREDITS)

CCNA certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a small office and enterprise environments.

CIS 102* Networking Concepts (Cisco Academy CCNAv7 1).....	4
CIS 103* Configuring Cisco Devices for Internetworking Routing (Cisco Academy CCNAv7 2) .....	4
CIS 203* Configuring Enterprise Services (Cisco Academy CCNAv7 3).....	4

**Total credits required for a Certificate of Achievement in Cisco Certified Networking Associate (CCNA)** ..... 12

*\*Course requires prerequisites.*

### CERTIFICATE OF ACHIEVEMENT IN COMPTIA A+ (4 CREDITS)

The CompTIA A+ certification is the industry standard for computer support technicians and proves competence in areas such as installing, preventative maintenance, networking, security, and troubleshooting. This certificate is available completely online.

CIS 134 Computer Hardware and Software .....	4
--	---

**Total credits required for a Certificate of Achievement in CompTIA A+** ..... 4

### CERTIFICATE OF ACHIEVEMENT IN COMPTIA NETWORK+ (4 CREDITS)

The CompTIA Network+ certification proves a technician's competency in managing, maintaining, troubleshooting, installing, and configuring basic network infrastructure. This certificate is available completely online.

CIS 135 Network Fundamentals for Network+ .....	4
---	---

**Total credits required for a Certificate of Achievement in CompTIA Network+** ..... 4

**Note:** Students completing the associate degree or certificate in the Networking concentration can substitute CIS 102 and CIS 235 to receive this Certificate of Achievement.

### CERTIFICATE OF ACHIEVEMENT IN COMPTIA SECURITY+ (3 CREDITS)

CompTIA Security+ is a certification that proves competency in system security, network infrastructure, access control, and organizational security.

CIS 235* Fundamentals of Network Security.....	3
--	---

**Total credits required for a Certificate of Achievement in CompTIA Security+** ..... 3

*\*Course requires prerequisites.*

### CERTIFICATE OF ACHIEVEMENT IN FUNDAMENTALS OF GAME DESIGN (15 CREDITS)

The Fundamentals of Game Design Certificate of Achievement is designed to provide the basic skills and knowledge students will need in order to meet requirements for entry-level positions in the mobile app and game design industry. Students will learn the fundamentals of object-oriented programming, explore digital media and design principles, be introduced to 2-D and 3-D computer animation, and become familiar with basic principles of graphic design and typography. A capstone course will integrate all prerequisite courses and introduce students to 2-D and 3-D game design. This certificate is available completely online.

ARTS 1520 Digital Media I .....	3
ARTS 2120* Graphic Design I .....	3
CIS 125 Introduction to Programming Concepts .....	3
FDMA 2713* Computer 2D Animation .....	3
FDMA 2790* Game Design Concepts .....	3

**Total credits required for a Certificate of Achievement in Fundamentals of Game Design** ..... 15

*\*Course requires prerequisites.*

## CERTIFICATE OF ACHIEVEMENT IN INTERNET & COMPUTING CORE CERTIFICATION (IC<sup>3</sup>) (8 CREDITS)

Individuals with IC<sup>3</sup> Certification have demonstrated a foundation of knowledge needed to succeed in environments that require information/digital literacy skills through use of computers and the Internet. This certificate is available completely online.

BCIS 1110 Fundamentals of Information Literacy & Systems .....	3
CIS 101 Fundamentals of Computer Concepts.....	3
CIS 106 Windows Fundamentals.....	1
CIS 107 Internet Fundamentals.....	1

**Total credits required for a Certificate of Achievement in Internet & Computing Core Certification (IC<sup>3</sup>)..... 8**

## CERTIFICATE OF ACHIEVEMENT IN MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA) SERVER (4 CREDITS)

The MCSA certification indicates an ability to successfully implement, build on, troubleshoot, and debug a particular Microsoft technology, such as a Windows operating system, Microsoft Exchange Server, Microsoft SQL Server, and Microsoft Visual Studio. This certificate is available completely online.

CIS 232* Server Administration Using Microsoft Windows Server.....	4
--	---

**Total credits required for a Certificate of Achievement in Microsoft Certified Solutions Associate (MCSA) Server ..... 4**

*\*Course requires prerequisites.*

## CERTIFICATE OF ACHIEVEMENT IN MICROSOFT OFFICE SPECIALIST (MOS) (10 CREDITS)

Microsoft Office Specialist (MOS) is an industry-based certification program for the Microsoft Office Suite. Each application course helps to prepare students to take the individual MOS exams. This certificate is available completely online.

CIS 140 Introduction to Word Processing .....	3
CIS 150 Introduction to Spreadsheets.....	3
CIS 160 Database Design and Development Using Access .....	3
CIS 170 PowerPoint Presentations.....	1

**Total credits required for a Certificate of Achievement in Microsoft Office Specialist (MOS)..... 10**

## CRIMINAL JUSTICE

The Associate of Applied Science degree in Criminal Justice is designed for students with Criminal Justice backgrounds, as well as for high school graduates and those returning to school. The program prepares students who are interested in employment in law enforcement, corrections, probation and parole, and private security. The degree plan is broadly interdisciplinary in nature, embracing the study of humanities, law, and the natural, social, and behavioral sciences. The curriculum seeks to balance theoretical inquiry with applied knowledge. This degree is available completely online.

### Special Information

Students seeking employment with a New Mexico law enforcement agency or those seeking correctional certification should be advised that their eligibility for employment may be affected by a felony conviction. It is suggested that students seeking employment with a New Mexico agency contact the specific agency regarding minimum qualifications.

### General Education Requirements (15 credits)

COMM 1130 Public Speaking OR	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I .....	3
ENGL 1120* Composition II OR	
ENGL 2210* Professional & Technical Communication .....	3
MATH 1130* Survey of Mathematics .....	3
PSYC 1110 Introduction to Psychology OR	
SOCI 1110 Introduction to Sociology.....	3

### Related Requirements (9 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
POLS 1120 American National Government.....	3
SOCI 2310 Contemporary Social Problems.....	3

### Program Requirements (36 credits)

CJUS 1110 Introduction to Criminal Justice.....	3
CJUS 1120 Criminal Law OR	
CJUS 2120 Criminal Courts and Procedure.....	3
CJUS 1140 Juvenile Justice .....	3
CJUS 1170 Introduction to Criminology .....	3
CJUS 1190 Introduction to Protective Services .....	3
CJUS 2140 Criminal Investigations .....	3
CJUS 2150 Corrections System .....	3
CJUS 2340 Victimization in American Society .....	3
ELECTIVES.....	12
Select from CJUS 1120, CJUS 2120, CJUS 2130, CJUS 2215, CJUS 2320, CJUS 2350, CJUS 2410, CJUS 2570, CJUS 2575, CJUS 2993, and CJUS 2996.	

**Total credits required for an Associate of Applied Science in Criminal Justice..... 60**

*\*Course requires prerequisites.*

## CERTIFICATE OF COMPLETION IN CRIMINAL JUSTICE (30 CREDITS)

The Certificate of Completion in Criminal Justice is designed to prepare students for entry-level positions in law enforcement, corrections, probation and parole, and private security. The curriculum seeks to balance theoretical inquiry with applied knowledge. This certificate is available completely online.

CJUS 1110 Introduction to Criminal Justice.....	3
CJUS 1120 Criminal Law <b>OR</b> CJUS 2120 Criminal Courts and Procedure.....	3
CJUS 1140 Juvenile Justice.....	3
CJUS 1170 Introduction to Criminology.....	3
CJUS 1190 Introduction to Protective Services.....	3
CJUS 2140 Criminal Investigations.....	3
CJUS 2150 Corrections System.....	3
CJUS 2340 Victimization in American Society.....	3
ELECTIVES.....	6
Select from CJUS 1120, CJUS 2120, CJUS 2130, CJUS 2215, CJUS 2320, CJUS 2350, CJUS 2410, CJUS 2570, CJUS 2575, CJUS 2993, and CJUS 2996.	

**Total credits required for a Certificate of Completion in Criminal Justice.....30**

*\*Course requires prerequisites.*

## EMERGENCY MEDICAL SERVICES

Emergency medical services personnel traditionally provide emergency medical treatment in the community. Upon completion of this program, students will be awarded an Associate of Applied Science degree in Emergency Medical Services.

### Program Practice Requirements

Students are to have a Professional CPR card that is renewed annually before admission.

1. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of emergency medical services. Students withdrawn under this policy are not eligible for readmission to the EMS Program.

### Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require EMS students to have a nationwide criminal history screening. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the EMS Department. EMS students will also be

required to complete drug testing for compliance with clinical agencies. Students must pass both the criminal history screening and drug testing for acceptance into the EMS program.

### Special Fees for EMS Students

In addition to standard college fees, the following special fees are required for EMS students. All fees are non-refundable.

- EMS Fees – Primarily for standardized testing
- Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at [clovis.edu/fees](http://clovis.edu/fees)
- Allied Health Drug Testing Fee – Cost of drug testing to meet clinical site requirements
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements

### General Education Requirements (26 credits)

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab.....	4
BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab.....	4
COMM 1130 Public Speaking <b>OR</b> COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
ENGL 1120* Composition II.....	3
MATH 1220* College Algebra.....	3
PSYC 1110 Introduction to Psychology.....	3
PSYC 2120 Developmental Psychology.....	3

### Related Requirements (14 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
CHEM 1215C* General Chemistry I Lecture & Laboratory for STEM Majors.....	4
NSG 105 Medical Terminology.....	3
NSG 150 Healthcare Ethics.....	3
PHED Physical Education Activity.....	1

### Program Requirements (21 credits)

EMS 115 Anatomy and Physiology for EMS Professionals.....	4
EMS 120* Emergency Medical Technician-Basic.....	8
EMS 120L* Emergency Medical Technician-Basic Lab.....	3
EMS 122* Emergency Medical Technician-Intermediate.....	4
EMS 122L* Emergency Medical Technician-Intermediate Lab.....	2

**Total credits required for an Associate of Applied Science in Emergency Medical Services..... 61**

*\*Course requires prerequisites.*



## CERTIFICATE OF ACHIEVEMENT IN FIRST RESPONDER\*<sup>A</sup> (4 CREDITS)

The Certificate of Achievement in First Responder is designed to train individuals to recognize and stabilize patients with life-threatening emergencies at the scene and arrange for transport. Students are eligible to test with the National Registry of Emergency Medical Technicians upon completion.

*\*Achievement of this certificate is only possible through full-time enrollment in the First Responder courses.*

*<sup>A</sup>All courses must be completed with a 70% or higher.*

EMS 101 First Responder .....4

**Total credits required for a Certificate of Achievement in First Responder .....4**

## CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL TECHNICIAN - BASIC\*<sup>A</sup> (11 CREDITS)

The Certificate of Achievement in Emergency Medical Technician-Basic trains students to provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Students are eligible to test with the National Registry of Emergency Medical Technicians upon completion.

*\*Achievement of this certificate is only possible through full-time enrollment in the EMT-Basic courses.*

*<sup>A</sup>All courses must be completed with a 70% or higher*

EMS 120\* Emergency Medical Technician-Basic.....8

EMS 120L\* Emergency Medical Technician-Basic Lab .....3

**Total credits required for a Certificate of Achievement in Emergency Medical Technician–Basic..... 11**

## CERTIFICATE OF ACHIEVEMENT IN EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE\*<sup>A</sup> (10 CREDITS)

The Certificate of Achievement in Emergency Medical Technician-Intermediate trains students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a

comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. Students are eligible to test with the National Registry of Emergency Medical Technicians upon completion.

*\*Achievement of this certificate is only possible through full-time enrollment in the EMT-Intermediate courses.*

*<sup>A</sup>All courses must be completed with a 70% or higher.*

EMS 115 Anatomy and Physiology for EMS Professionals .....4

EMS 122\* Emergency Medical Technician-Intermediate.....4

EMS 122L\* Emergency Medical Technician-Intermediate Lab.....2

**Total credits required for a Certificate of Achievement in Emergency Medical Technician–Intermediate ..... 10**

## NURSING

Clovis Community College offers a two-year Career Mobility Nursing Program.

### Nursing Program:

**Level I (Semesters 1 & 2)** – Students who complete Level I will receive a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination– Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN). See page 49 for more information.

**Level II (Semesters 3 & 4)** – Students who complete Level II will receive the Associate of Applied Science degree in Nursing (AAS) and are eligible to write the National Council Licensing Examination–Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

**Note:** Practical Nurses (LPN/LVN) who are graduates of state approved programs of practical nursing may be evaluated for admission to Level II based on previous education. Individual assessment of the applicant transcript will be necessary. Applicants who have previously attended a nursing program must have a letter submitted from the Dean or director of that program that includes a statement regarding the student’s standing in the previous program. The nursing program director reserves the right to contact the director of the previous program.

### The program outcomes for the CCC Associate Degree Nursing Program are:

1. Engage in professional nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
2. Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.



3. Deliver nursing care that is evidence-based across the lifespan.
  4. Demonstrate leadership behaviors through the application of policies that apply to healthcare delivery.
  5. Engage in effective interprofessional collaboration in the delivery of healthcare for quality patient outcomes.
  6. Utilize technologies for the management of information and in the delivery of patient care.
  7. To prepare graduates to pass the NCLEX-RN on the first attempt.
  8. To prepare graduates with a foundation to further their education into higher levels of nursing.
5. BIOL 2210C, BIOL 2225C, BIOL 2310C, and NSG 128 must have been completed within the five (5) years prior to applying for the Nursing Program. BIOL 2225C can be taken during the first semester after acceptance into the Level 1 Nursing Program. Please see the Nursing Program Requirements below for more information.
  6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.
  7. Applicants who have been previously dismissed from a program or were not in good standing at the time of dismissal will not be considered for admission.

#### Admission Process for Nursing Applicants (All Programs)

1. Applicants must complete an application packet for admission to the Nursing Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by July 1 of each year to be considered for admission to the Nursing Program for the following fall semester or by October 1 of each year to be considered for admission to the Nursing Program for the following spring semester. The applicant's file must contain the following information:
  - A completed Nursing Application.
  - A completed CCC Application for Admission if not currently enrolled.
  - All transcripts as indicated in Item 2.
  - Minimum GPA of 3.0 as indicated in Item 3.
2. All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Nursing Department until the Office of Admissions and Records receives official transcripts from all colleges attended.
3. Applicants must have a minimum cumulative grade point average (GPA) of 3.0 in the general education and related requirements in the NSG degree plan.
4. If additional program recruiting becomes necessary, CCC will accept applications received after the July 1 deadline for admission to the following fall semester or after the October 1 deadline for admission to the following spring semester. To be accepted to the Nursing Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the nursing application was submitted and the date all requirements were completed.

#### Additional Admission Requirements for the RN Program:

Any student entering the CCC Nursing Program at Level II will possess a current LPN license. Students currently in the Level I program will be given the opportunity to continue on to Level II.

#### Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and an application are considered incomplete and will not be reviewed by the Nursing Program Director. Complete applicant files will be forwarded to the Nursing Program Director for evaluation.

Students should be aware that if any courses have been completed by CLEP Exam or Advanced Placement exam, those courses will receive an automatic grade of B to ensure consistency among applicants. Pass/Fail designations will receive an automatic grade of C in didactic courses. In non-didactic courses the Pass/Fail will receive an automatic grade of B.

Admission to the nursing program will occur on a competitive basis. Meeting minimum GPA requirements does not guarantee program acceptance.

Once decisions have been made, applicants are notified of their status as follows:

1. **Accepted Status:** Met all requirements for admission and is admitted conditionally pending verification of good standing with Clovis Community College Admissions.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-accepted Status:** Did not meet minimum requirements.

#### Program Practice Requirements (All Programs)

1. Students must apply for admission to Level I. Students currently enrolled in Level I do not have

to apply for Level II. Students not currently in the nursing program but possessing a current LPN license must apply for Level II and meet previously stated deadlines.

2. All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained after admission to the Program prior to attending clinicals.
3. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program, immunization requirements must be submitted with documentation from a physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
4. Advancement within each level of the program requires a grade of 78 percent or higher in all courses in the Nursing major.
5. Students are required to achieve a grade of 78% in all classes in the Nursing Program. Any course failure will result in an inability to progress in the Nursing Program, and that course must be repeated and a passing grade must be achieved. Readmission to any course for repeat will be at the discretion of the Nursing Program Director. Students will be allowed one repeat in the Level I portion of the program, and one repeat in the Level II portion of the program as defined in the Course Catalog on page 46. Students who do not pass the courses with the repeats in the specific program levels will be dismissed from the Nursing Program and will have to re-apply to the Nursing Program Director at the conclusion of six months. Acceptance will be based on the previous academic record and on a space available basis. Students will be allowed only one admission after the six months when admitted under the NMNEC reenrollment policy.
6. The following nursing courses are taken concurrently with a lab. Failure to achieve a 78 percent or higher in either lab or theory will require the student to repeat both components before progressing to the next course. The courses are NMNC 1110, NMNC 1135; NMNC 1210, NMNC 1235; NMNC 2310, NMNC 2335; and NMNC 2410, NMNC 2435.
7. Course descriptions are listed in this catalog, and it is the student's responsibility to complete prerequisites prior to admission to the Nursing Program. Students will not be accepted into the program without completion of all general education requirements and related requirements.

8. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of nursing. Students withdrawn under this policy are not eligible for readmission to the Nursing Program.

### Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require nursing students to have a nationwide criminal history screening. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Nursing Department. Nursing students will also be required to complete drug testing for compliance with clinical agencies. Students must pass both the criminal history screening and drug testing for acceptance into the Nursing program.

### Kaplan Test Prep

Clovis Community College Nursing Program uses Kaplan throughout the nursing program to prepare the student for the NCLEX-RN. In order to guarantee the graduate's success on the NCLEX-RN exam, the following process must be completed prior to the release of student transcripts to Boards of Nursing:

1. The student must complete 100% of the Kaplan Q Bank.
2. The student must score 65% or above on all the exams taken.
3. The student must review/remediate each exam taken for a minimum of 2 minutes per question.
4. The student must complete Question trainers 1-7.
5. The student must complete all resources within Kaplan.

Upon completion of the requirements stated above, the student will contact the program director and the transcript hold will be removed.

### Special Fees for Nursing Students

In addition to standard college fees, the following special fees are required for nursing students. All fees are non-refundable.

- Nursing Fees – Primarily for standardized testing
- Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at [clovis.edu/fees](http://clovis.edu/fees)
- Nursing Technology Fee – To support technology within the classroom and simulation laboratory

- Allied Health Drug Testing Fee – Cost of drug testing to meet clinical site requirements
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements

### Accreditation

The CCC Nursing Program is accredited by:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
[www.acenursing.org](http://www.acenursing.org)  
404.975.5000

## NURSING PROGRAM REQUIREMENTS

### Required Courses Prior to Admission (17 credits)

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab .....	4
BIOL 2310C Microbiology Lecture & Lab .....	4
ENGL 1110* Composition I .....	3
PSYC 1110 Introduction to Psychology .....	3
PSYC 2120 Developmental Psychology .....	3

### LEVEL I: CERTIFICATE OF COMPLETION IN PRACTICAL NURSING\*<sup>A</sup> SEMESTERS 1 & 2 (48 CREDITS)

The Certificate of Completion in Practical Nursing prepares graduates to meet the requirements set by the New Mexico State Board of Nursing to take the NCLEX-PN licensing exam. The Practical Nursing (PN) certificate program prepares practical nurses to care for patients in a variety of health care facilities under the supervision of registered nurses, or physicians. Nursing courses emphasize a holistic approach to client care utilizing the concepts of communication, critical thinking/nursing process, caring and competence.

*\*Achievement of this certificate is only possible through full-time enrollment in the Nursing program.*

*<sup>A</sup>All courses must be completed with a 78% or higher.*

The following semester 1 and 2 courses in the Nursing major can be taken ONLY after acceptance into the Level I Nursing Program.

#### Semester One (14 credits)

BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
ENGL 1120* Composition II .....	3
NMNC 1110* Introduction to Nursing Concepts .....	3
NMNC 1135* Principles of Nursing Practice .....	4

#### Semester Two (17 credits)

NMNC 1210* Health and Illness Concepts I .....	3
NMNC 1220* Health Care Participant .....	3
NMNC 1230* Pharmacology .....	3
NMNC 1235* Assessment and Health Promotion .....	4

NSG 128* Pathophysiology .....	4
--------------------------------	---

**Total credits required for a Certificate of Completion in Practical Nursing..... 48**

*\*Course requires prerequisites.*

This includes the General Education and Related Requirements. Students who complete Level I will be eligible to write the National Council Licensing Examination-Practical Nurse and are eligible to enroll in Level II. Students not currently in the nursing program but possessing a current LPN license must apply for Level II and meet previously stated deadlines.

### LEVEL II: AAS IN NURSING<sup>A</sup> SEMESTERS 3 & 4 (70 CREDITS)

The following semester 3 and 4 courses in the Nursing major can be taken ONLY after acceptance into Level II of the Nursing Program.

*<sup>A</sup>All courses must be completed with a 78% or higher.*

#### Semester Three (10 credits)

NMNC 2310* Health and Illness Concepts II .....	3
NMNC 2320* Professional Nursing Concept .....	3
NMNC 2335* Care of Patients with Chronic Conditions .....	4

#### Semester Four (12 credits)

NMNC 2410* Health and Illness Concepts III .....	4
NMNC 2435* Clinical Intensive I .....	4
NMNC 2445* ADN Capstone .....	4

**Total credits required for an Associate of Applied Science in Nursing..... 70**

*\*Course requires prerequisites.*

Students who complete Level II are eligible to write the National Council Licensure Examination for Registered Nurses (RN).

## CERTIFICATE OF COMPLETION IN PRE-NURSING<sup>A</sup> (24 CREDITS)

The Certificate of Completion in Pre-Nursing is designed to prepare students for admission to the program of choice and serves as the foundation for a career in Nursing. The certificate will prepare the student for more advanced learning in the Nursing Program.

<sup>A</sup>All courses must be completed with a "C" or higher.

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab.....	4
BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
BIOL 2310C Microbiology Lecture & Lab.....	4
ENGL 1110* Composition I.....	3
ENGL 1120* Composition II.....	3
PSYC 1110 Introduction to Psychology .....	3
PSYC 2120 Developmental Psychology .....	3

**Total credits required for a Certificate of Completion in Pre-Nursing .....24**

\*Course requires prerequisites.

## CERTIFICATE OF ACHIEVEMENT IN NURSING ASSISTANT<sup>A</sup> (6 CREDITS)

The Nursing Assistant Certificate of Achievement is designed to train students in basic nursing skills, restorative service, mental health and social service needs, personal care skills, and residents' rights. Upon successful completion of the course, students will meet all New Mexico state certification standards for a nursing assistant and be prepared to sit for the New Mexico Nurse Aide Registry exam. Fingerprinting for background checks, drug testing, and proof of vaccinations are required for the Nursing Assistant class. All students must meet the stated requirements of each assigned clinical site to qualify for placement.

<sup>A</sup>Course must be completed with a 70% or higher.

NA 101 Nursing Assistant.....	6
-------------------------------	---

**Total credits required for a Certificate of Achievement in Nursing Assistant .....6**

## CERTIFICATE OF ACHIEVEMENT IN PHLEBOTOMY TECHNICIAN<sup>\*A</sup> (10 CREDITS)

Phlebotomists collect and process blood specimens using approved venipuncture and capillary puncture techniques. Requires a high level of professionalism when working with patients.

Phlebotomists work in clinics, hospitals and physician office labs. They safely collect and process blood and body fluid specimens. High levels of professionalism and ethics are necessary when interacting with patients. Students study theory in the classroom, learn skills

in campus labs, and complete clinical experiences in area health care facilities and labs. Upon successful completion of the program and one year work experience as a phlebotomist, students are eligible to take national certification exam for phlebotomy.

### Program Practice Requirements

1. All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained prior to attending clinicals.
2. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. Note: Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have started the program, immunization requirements must be submitted with documentation from a physician and given to the instructor upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
3. The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of phlebotomy technician practice. Students withdrawn under this policy may not be eligible for readmission to the Phlebotomy Technician Program.
4. Students must be in good physical and psychological health. Students may be asked to provide documentation of a recent physical examination. Many health programs require the student to be able to safely lift and/or move a minimum of 50 pounds. Reasonable accommodations are made for students with disabilities. However, some disabilities may prohibit students from completing program specific competencies or gaining employment.
5. Students will be required to complete and pass all theory classes and clinical lab in order to proceed to the clinical setting.

### Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require Phlebotomy students to have a nationwide criminal history screening. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from

the Phlebotomy Department. Phlebotomy students will also be required to complete drug testing for compliance with clinical agencies. Students must pass both the criminal history screening and drug testing for acceptance into the Phlebotomy program.

### Special Fees for Phlebotomy Students

In addition to standard college fees, the following special fees are required for phlebotomy students. All fees are non-refundable.

- Module Fees – Cost of printed material issued to students.
- Lab Fees – As assigned to individual classes at [www.clovis.edu/fees](http://www.clovis.edu/fees).
- Allied Health Drug Testing Fee – Cost of drug testing to meet clinical site requirements.
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements.

**Prerequisites:** Accuplacer Reading and English skills combined: 232-261 OR ACT: English and Reading 15-18 ; OR SAT: English and Reading 300-499. Accuplacer Math: 233-257, OR ACT: 16-18, OR SAT: 300-399.

The Certificate of Achievement in Phlebotomy Technician is designed to train individuals to collect and process blood specimens using approved venipuncture and capillary puncture techniques. Requires a high level of professionalism when working with patients. Phlebotomists work in clinics, hospitals and physician office labs. They safely collect and process blood and body fluid specimens. Upon successful completion of the program and one year of work experience as a phlebotomist, students are eligible to take a national certification exam for phlebotomy.

*\*Achievement of this certificate is only possible through enrollment full time in the Phlebotomy courses.*

*\*All courses must be completed with a 70% or higher.*

PHLB 102 Introduction to Medical Lab Theory .....	3
PHLB 103 Phlebotomy Theory .....	3
PHLB 103L Phlebotomy Lab .....	2
PHLB 104 Clinical Phlebotomy .....	2

**Total credits required for a Certificate of Achievement in Phlebotomy Technician .....** 10

## PARALEGAL (LEGAL ASSISTANT STUDIES)

CCC offers a degree program for Paralegals (Legal Assistants) that includes a mixture of general education, legal theory, and practical skills. It is designed to provide a broad-based education in many areas of law, allowing students to explore the discipline before committing to

an area of specialization. The Bureau of Labor Statistics predicts the number of jobs available for Paralegals will rise. Employment in the paralegal field is expected to grow at a rate faster than employment in many other fields for the next several years. People entering this field can work in a number of areas including law firms, financial institutions, government, major corporations, legal aid, small businesses, insurance companies, and title companies. This degree is available completely online.

### General Education Requirements (15 credits)

COMM 1130 Public Speaking.....	3
ENGL 1110* Composition I .....	3
ENGL 1120* Composition II .....	3
MATH 1130* Survey of Mathematics for General Education .....	3
PSYC 1110 Introduction to Psychology .....	3

### Related Requirements (11 credits)

ACCT 2110* Principles of Accounting I (Financial) .....	4
BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity .....	1
POLS 1120 American National Government.....	3

### Program Requirements (36 credits)

CJUS 1120 Criminal Law .....	3
CJUS 2120 Criminal Courts and Procedure .....	3
LEST 102 Introduction to Legal Assistant Studies.....	3
LEST 104 Torts, Practice, and Procedure.....	3
LEST 105* Legal Writing, Term and Research I.....	3
LEST 106* Legal Writing, Term and Research II.....	3
LEST 123 Litigation.....	3
LEST 220 Family Law .....	3
LEST 227 Law Office Practice and Procedures.....	3
ELECTIVES.....	9
Select from CJUS 2215, LEST 107, LEST 108, LEST 221, LEST 228, LEST 229, LEST 268, LEST 281, and LEST 293.	



**Total credits required for an Associate of Applied Science in Paralegal (Legal Assistant Studies)..... 62**

*\*Course requires prerequisites.*

**CERTIFICATE OF COMPLETION IN PARALEGAL (LEGAL ASSISTANT STUDIES) (33 CREDITS)**

This certificate is available completely online.

BCIS 1110 Fundamentals of Information Literacy & Systems .....	3
CJUS 1120 Criminal Law.....	3
CJUS 2120 Criminal Courts and Procedure .....	3
LEST 102 Introduction to Legal Assistant Studies.....	3
LEST 104 Torts, Practice, and Procedure.....	3
LEST 105* Legal Writing, Term and Research I.....	3
LEST 106* Legal Writing, Term and Research II.....	3
LEST 123 Litigation.....	3
LEST 220 Family Law .....	3
LEST 227 Law Office Practice and Procedures.....	3
ELECTIVES.....	3
Select from CJUS 2215, LEST 107, LEST 108, LEST 221, LEST 228, LEST 229, LEST 268, LEST 281, and LEST 293.	

**Total credits required for a Certificate of Completion in Paralegal (Legal Assistant Studies).....33**

*\*Course requires prerequisites.*

**PHYSICAL THERAPIST ASSISTANT\***

Physical Therapist Assistants (PTAs) are educated and licensed clinicians who provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, and sports facilities. PTAs must complete a rigorous 2-year associate’s degree and are licensed, certified, or registered in most states.

Upon completion of the Physical Therapist Assistant Program of Clovis Community College, students can expect to serve their communities through the evolving field of physical therapy with effective, professional, and ethically sound practice. It is the duty of this program to provide a high quality comprehensive education to allow our graduates to excel in their application of clinical skills, collaborate with supervising physical therapists, and enable patients to achieve physical independence, health, and improved quality of life.

**Admission Process for Physical Therapist Assistant Applicants**

Admission to the Physical Therapist Assistant Program is a separate procedure from admission to Clovis Community College. Applicants must first meet all admission criteria for Clovis Community College. After acceptance as a student by Clovis Community College, a student may submit an application to the Physical Therapist Assistant program. Positions in this program are limited. Admission to the Physical Therapist Assistant Program will occur on a competitive basis. Meeting minimum GPA requirements does not guarantee program acceptance.

We recommend that students meet with an Academic Advisor first to file a Physical Therapist Assistant Program degree plan.

1. Applicants must complete an application packet for Admission to the Physical Therapist Assistant Program. Application packets are available online and in the Office of Admissions and Records. Applications must be complete with transcripts from all previously attended colleges, and received by the Office of Admissions each year by the deadline posted on the PTA webpage at [clovis.edu/pta](http://clovis.edu/pta), to be considered for admission to the PTA Program. The applicant’s file must contain the following information:
  - a. Completed PTA Program Application.
  - b. All transcripts as indicated in Item 2.
  - c. Minimum GPA of 3.0 as indicated in Item 3.
  - d. Completed observation hours log sheet demonstrating 25 hours of observation with a Physical Therapist or Physical Therapist Assistant.
2. All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Allied Health Department until the Office of Admissions and Records has received official transcripts from all colleges attended.
3. Applicants must have a minimum cumulative grade point average (GPA) of 3.0 in the general education and related requirements listed in the PTA degree plan.
4. BIOL 2210C, BIOL 2225C, MATH 1130, and NSG 105 must have been completed within the five (5) years prior to application to the program. Course descriptions are listed in this catalog, and it is the student’s responsibility to complete prerequisites prior to admission to the PTA Program. Students will not be accepted to the PTA program without completion of all general education and related requirements.
5. Applicants are eligible for admission consideration regardless of race, age, religion, color, national origin,

ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, or serious medical condition.

- If additional program recruiting becomes necessary, CCC will accept applications received after the posted deadline for admission.

### Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and/or an incomplete application will not be reviewed by the PTA Program Director. Complete applicant files will be forwarded to the Allied Health Department. Applicants for the PTA Program will be selected based on the PTA Admissions Criteria Point System found on the PTA website. Applicants who are ranked highest after the initial screening will be scheduled for the Kaplan Test by the Allied Health Department. Following the test, rankings will be realigned and final selection will occur based on rank on the PTA Admissions Criteria Point System.

Students should be aware that if any courses have been completed by CLEP Exam or Advanced Placement exam, those courses will receive an automatic grade of B to ensure consistency among applicants. Pass/Fail designations will receive an automatic grade of C in didactic courses. In non-didactic courses the Pass/Fail will receive an automatic grade of B.

Once decisions have been made, applicants will be notified of their status as follows:

- Accepted Status:** Met all requirements for admission and is admitted.
- Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
- Non-Accepted Status:** Has not been accepted or placed on the alternate list.

### Program Practice Requirements

- Students will be required to travel to the various clinical sites to complete the clinical portion of the program. Students are responsible for providing their own mode of transportation and lodging as necessary.
- All students are to have a Professional CPR card that is renewed annually. The CPR card can be obtained after admission to the program prior to attending clinicals.
- Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program,

immunization requirements must be submitted with documentation from a physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.

- Advancement within each level of the program requires an 80 percent (no rounding) or higher in all courses in the Physical Therapist Assistant technical courses.
- Students who have twice failed to achieve a grade of 80 percent (no rounding) or higher in any of the courses in the Physical Therapist Assistant major or have withdrawn from these courses twice will not be eligible for readmission to the Physical Therapist Assistant Program. Students are allowed no more than two admissions to the Physical Therapist Assistant Program.
- The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of Physical Therapy. Students withdrawn under this policy are not eligible for readmission to the Physical Therapist Assistant Program.

### Special Information

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require PTA students to have a nationwide criminal history screening. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Allied Health Department. PTA students will also be required to complete drug testing for compliance with clinical agencies. Students must pass both the criminal history screening and drug testing for acceptance into the PTA program.

### Special Fees for Physical Therapist Assistant Students

In addition to standard college fees, the following special fees are required for PTA Students: All fees are non-refundable.

- PTA Fees – Primarily for standardized testing
- Module Fees – Cost of printed material issued to students
- Lab Fees – As assigned to individual classes at [clovis.edu/fees](http://clovis.edu/fees)
- Allied Health Drug Testing Fee – As required by individual clinical sites

- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements

### Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Clovis Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the program/institution directly, please call 575.769.4067 or email [cotak@clovis.edu](mailto:cotak@clovis.edu).

*\*All courses must be completed with a "C" or higher.*

### General Education Requirements (16 credits)

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab .....	4
COMM 2120 Interpersonal Communication .....	3
ENGL 1110* Composition I .....	3
ENGL 1120* Composition II OR ENGL 2210* Professional & Technical Communication .....	3
MATH 1130* Survey of Mathematics for General Education .....	3

### Related Requirements (11 credits)

BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
NSG 105 Medical Terminology .....	3
PHED Physical Education Activity .....	1
PSYC 2120 Developmental Psychology .....	3

### Program Requirements (44 credits)

Courses in the Physical Therapist Assistant major can be taken **ONLY** after acceptance into the Physical Therapist Assistant Program.

PTA 100 Orientation to Physical Therapy Practice .....	1
PTA 110 Functional Anatomy & Kinesiology .....	4
PTA 120 Exercise and Mobility .....	4
PTA 130 PTA Concepts: Musculoskeletal .....	6
PTA 140 Integrated Clinical Experience .....	1
PTA 150 PTA Concepts: Neuromuscular .....	6
PTA 160 Plan of Care Implementation .....	2
PTA 200 PTA Concepts: Other Systems .....	6
PTA 210 Advanced Plan of Care Implementation .....	2
PTA 220 Clinical Practicum I .....	5
PTA 240 Seminar in Physical Therapy .....	2
PTA 250 Clinical Practicum II .....	5

**Total credits required for an Associate of Applied Science degree in Physical Therapist Assistant..... 71**

*\*Course requires prerequisites.*

## CERTIFICATE OF COMPLETION IN PRE-PHYSICAL THERAPIST ASSISTANT<sup>A</sup> (27 CREDITS)

The Certificate of Completion in Pre-Physical Therapist Assistant is designed to prepare students for admission to the program of choice and serves as the foundation for a career as a Physical Therapist Assistant. The certificate will prepare the student for more advanced learning in the Physical Therapist Assistant Program.

*\*All courses must be completed with a "C" or higher,*

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab .....	4
BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
COMM 2120 Interpersonal Communication .....	3
ENGL 1110* Composition I .....	3
ENGL 1120* Composition II OR ENGL 2210* Professional & Technical Communication .....	3
MATH 1130* Survey of Mathematics .....	3
NSG 105 Medical Terminology .....	3
PHED Physical Education Activity .....	1
PSYC 2120 Developmental Psychology .....	3

**Total credits required for a Certificate of Completion in Pre-Physical Therapist Assistant ..... 27**

*\*Course requires prerequisites.*

## RADIOLOGIC TECHNOLOGY<sup>A</sup>

The Dr. W. D. Dabbs Center for Advanced Training and Technology was begun in part through an endowment from the late Dr. Walter Dabbs of Clovis. Radiographers perform an important function in the rapidly expanding branch of medicine known as Radiology. Radiographers are medical personnel who perform diagnostic imaging examinations. They are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, and basic patient care.

Upon completion of the course of study in Radiologic Technology, individuals may apply to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). This certification allows individuals to practice as a Radiologic Technologist in many states.

### Admission Process for Radiologic Technology Applicants

1. Applicants must complete an application packet for admission to the Radiologic Technology Program. Application packets are available online and in the Office of Admissions and Records and must be on file in that office by July 1 of each year to be considered for admission to the Radiologic Technology Program

for the following fall semester. The applicant's file must contain the following information:

- a. Completed Radiologic Technology Application.
  - b. Completed CCC Application for Admission if not currently enrolled.
  - c. Minimum GPA of 3.0 as indicated in Item 3.
2. All college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution granting credit. Applications will not be considered complete and forwarded to the Allied Health Department until the Office of Admissions and Records receives official transcripts from all colleges attended.
  3. Applicants must have a minimum cumulative grade point average (GPA) of 3.0 in the general education and related requirements in the RADT degree plan.
  4. BIOL 2210C, BIOL 2225C, MATH 1130, and NSG 105 must have been completed within the five (5) years prior to application to the program.
  5. Course descriptions are listed in this catalog, and it is the student's responsibility to complete all general education and related requirements found in the RADT degree plan prior to admission to the RADT Program. Students will not be accepted into the program without completion of all the general education and related requirements in the RADT degree plan.
  6. Applicants are eligible for admission consideration regardless of age, race, religion, national origin, sex, or non-limiting disabilities.
  7. If additional program recruiting becomes necessary, CCC will accept applications received after the July 1 deadline for admission to the following fall semester. To be accepted to the Radiologic Technology Program, applicants must have met all requirements listed in items 1, 2, 3, and 4. Applications will be accepted based on the date the Radiology application was submitted and the date all requirements were completed.

### Selection Procedure

A student file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable grade point average and an application are considered incomplete and will not be reviewed by the Radiology Program Director. Only complete applicant files will be forwarded to the Radiology Program Director.

Admission to the Radiology Program is very competitive and limited to the availability of clinical sites. Admissions are based on the cumulative grade point average of the general education and related requirements on the RADT degree plan. If additional criteria are required, the

cumulative grade point average of all completed college work will be considered.

Students should be aware that if any courses have been completed by CLEP Exam or Advanced Placement exam, those courses will receive an automatic grade of B to ensure consistency among applicants. Pass/Fail designations will receive an automatic grade of C in didactic courses. In non-didactic courses the Pass/Fail will receive an automatic grade of B.

1. **Accepted Status:** Met all requirements for admission and is admitted conditionally pending verification of good standing with Clovis Community College Admissions.
2. **Accepted Alternate Status:** Eligible for admission, placed by rank on an alternate list for admission as vacancies occur prior to the close of registration in that semester.
3. **Non-accepted Status:** Did not meet minimum requirements.

### Program Practice Requirements

1. Students will be required to travel to the various clinical sites to complete the clinical portion of the program. Students are responsible for providing their own mode of transportation and lodging as necessary.
2. All students are to have completed the American Heart Association BLS for Healthcare Providers (CPR and AED) Program before attending any clinical rotations. This can be scheduled with and taken at the Clovis Community College Allied Health Department as assigned.
3. Allied Health students must comply with both New Mexico law and clinical facility requirements related to immunization and testing. **Note:** Students should not delay completing their immunizations; some take up to 4-6 months to complete. Once students have applied and have been accepted into the program, immunization requirements must be submitted with documentation from a Physician and given to the Department Secretary upon request. Students must follow the posted immunization schedules. The minimum time intervals must be met.
4. Advancement within each level of the program requires a grade of 75 percent (no rounding) or higher in all courses in the Radiologic Technology major.
5. Students who have twice failed to achieve a grade of 75 percent (no rounding) or higher in any of the courses in the Radiologic Technology major or have withdrawn from these courses twice will not be eligible for readmission to the Radiologic Technology Program. Students are allowed no more than two admissions to the Radiologic Technology



Program. This applies to students transferring in as well as those who begin the Radiologic Technology Program at Clovis Community College.

- The faculty reserves the right to recommend to the Executive Vice President the withdrawal of any student whose behavior interferes with the legal, ethical, and/or safe practice of Radiologic Technology. Students withdrawn under this policy are not eligible for readmission to the Radiologic Technology Program.

### Special Information

Prospective students who have been convicted of a felony or misdemeanor are advised to contact the American Registry of Radiologic Technologists (ARRT) before admission to the Radiologic Technology Program to determine eligibility for licensure. The ARRT may be reached at 651.687.0048 or [www.arrt.org](http://www.arrt.org).

The program may need to comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98]): Caregivers Criminal History Screening Act. This will require Radiologic Technology students to have a nationwide criminal history screening. When screening becomes necessary, it will be done through the use of fingerprints reviewed by the Department of Public Safety and submitted to the Federal Bureau of Investigation. Directions for obtaining this clearance will be available from the Radiologic Technology Department. Students must pass both the criminal history screening and drug testing for acceptance into the Radiologic Technology program.

### Special Fees for Radiologic Technology Students

In addition to standard college fees, the following special fees are required for RADT students. All fees are non-refundable.

- RADT Module Fees – Cost of printed material issued to students.
- Lab Fees – As assigned to individual classes at [clovis.edu/fees](http://clovis.edu/fees).
- Allied Health Drug Testing Fee – As required by individual clinical sites.
- Allied Health Fingerprinting Fee – Cost of background check to meet clinical site requirements.
- Radiation Dosimeter Fee – Required by clinical sites and program

### Accreditation

The CCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Individuals may contact the Joint Review Committee by writing:

20 N. Wacker Drive Suite 2850  
Chicago, IL 60606-3182  
312.704.5300  
[www.jrcert.org](http://www.jrcert.org).

*^All courses must be completed with a "C" or higher.*

### General Education Requirements (16 credits)

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab.....	4
COMM 2120 Interpersonal Communication .....	3
ENGL 1110* Composition I .....	3
MATH 1130* Survey of Mathematics .....	3
PSYC 1110 Introduction to Psychology .....	3

### Related Requirements (11 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
NSG 105 Medical Terminology .....	3
PHED Physical Education Activity .....	1

### Program Requirements

Courses in the Radiologic Technology major can be taken ONLY after acceptance into the Radiologic Technology Program.

### Fall Semester One (13 credits)

RADT 104 Fundamentals of Radiography I .....	3
RADT 105 Radiographic Positioning I.....	2
RADT 105L Radiographic Positioning I Lab.....	1
RADT 107 Clinical Education I .....	5
RADT 108 Patient Care/Profession of Radiology .....	2

### Spring Semester Two (13 credits)

RADT 111 Fundamentals of Radiography II.....	3
RADT 114 Radiographic Positioning II.....	2
RADT 114L Radiographic Positioning II Lab .....	1
RADT 116 Clinical Education II .....	5
RADT 124 Radiobiology and Radiation Protection .....	2

### Summer Semester Three (8 credits)

RADT 110 Image Analysis.....	2
RADT 130 Clinical Education III.....	5
RADT 135 Radiographic Special Procedures .....	1

### Fall Semester Four (13 credits)

RADT 205 Clinical Education IV.....	8
RADT 207 Radiographic Pathology .....	2
RADT 212 Radiographic Imaging.....	3

### Spring Semester Five (12 credits)

RADT 204 Imaging Ethics and Legal Issues.....	2
RADT 214 Clinical Education V.....	8
RADT 220 Seminar in Radiologic Technology .....	2

**Total credits required for an Associate of Applied Science in Radiologic Technology..... 86**

*\*Course requires prerequisites.*



## CERTIFICATE OF COMPLETION IN PRE-RADIOLOGIC TECHNOLOGY<sup>A</sup> (27 CREDITS)

The Certificate of Completion in Pre-Radiologic Technology is designed to prepare students for admission to the program of choice and serves as the foundation for a career as a Radiologic Technologist. The certificate will prepare the student for more advanced learning in the Radiologic Technology Program.

<sup>A</sup>All courses must be completed with a "C" or higher.

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
BIOL 2210C Human Anatomy and Physiology I Lecture & Lab .....	4
BIOL 2225C* Human Anatomy and Physiology II Lecture Lab .....	4
COMM 2120 Interpersonal Communication .....	3
ENGL 1110* Composition I .....	3
MATH 1130* Survey of Mathematics for General Education.....	3
NSG 105 Medical Terminology .....	3
PHED Physical Education Activity .....	1
PSYC 1110 Introduction to Psychology .....	3

**Total credits required for a Certificate of Completion in Pre-Radiologic Technology..... 27**

\*Course requires prerequisites.

# ASSOCIATE OF APPLIED SCIENCE IN FULL-TIME OCCUPATIONAL TECHNOLOGY PROGRAMS

Automotive Technology

Cosmetology

Industrial Technology

- Plant Operations and Equipment Concentration
- Wind Energy Concentration

Welding

## CERTIFICATE OF COMPLETION

- Automotive Technology
  - » Automotive Chassis Systems
  - » Automotive Power Train Systems
- Cosmetology
  - » Cosmetology Theory
  - » Hair Fundamentals
  - » Esthetics
  - » Nail Technician
- Industrial Technology
  - » Industrial Technology
  - » Electrical Maintenance
- Welding
  - » Entry-Level Welder
  - » Advanced Welder

## CERTIFICATE OF ACHIEVEMENT

- Cosmetology
  - » Barbering
  - » Salon Success
- Industrial Technology
  - » Plant Operations
  - » Wind Energy

## OCCUPATIONAL TECHNOLOGY

The Occupational Technology area offers Associate of Applied Science degrees, Certificates of Completion, and/or Certificates of Achievement in the following programs: Automotive Technology; Cosmetology (Esthetics, Nail Technician); Industrial Technology (Plant Operations, Wind Energy, and Electrical Maintenance); and Welding. These programs have been developed with help from local advisory groups to conform to industry standards of state and national certification groups.

### Admission and Program Test Requirements

Students enrolling in any of these programs may be required to take the Accuplacer or other appropriate placement test. Complete details on admission requirements and Accuplacer requirements can be found on pages 12-14 of this catalog.

### Graduation Requirements

Information on the completion of requirements for Associate of Applied Science degrees and Certificates of Completion can be found under Degree Requirements on page 22 of this catalog.

### Special Supplies and Equipment

Specific supplies and equipment, determined by instructors, are required in each program. The costs and requirements are unique to each program. Students should contact the program instructor for information regarding required supplies and tools. Equipment and supplies purchased by the student are the responsibility of the student.

## AUTOMOTIVE TECHNOLOGY



The Automotive Technology Program offers classroom and laboratory experience, which includes all aspects of diagnostics, repair, and maintenance. Laboratory work on vehicles from a variety of manufacturers gives students a well-rounded knowledge of the industry. Students become familiar with computerized technical manuals and multiple diagnostic hand and power tools used every day by professional line technicians. Training includes the application of diagnostics, parts inspection, and repair or replacement of failed components. Instruction and practical application are provided in all eight areas of Automobile Service Excellence (ASE) in preparation for ASE certification tests. Clovis Community College's Automotive Technology Program has met the strict standards required for Master Accreditation from Automotive Service Excellence Education Foundation (ASEEF). This is the highest level of achievement recognized by ASEEF. Although many educational institutions strive for it, only a small percentage achieves this level of accreditation.

Training in Automotive Technology can lead to employment in dealerships, independent shops, and self-employment. An Associate of Applied Science in Automotive Technology can be applied toward a bachelor's degree, which could lead to employment with an automotive manufacturer.

Students will be required to provide their own tools and uniforms as specified in the Automotive Technology Student Handbook. Completion of AT 100 Introduction to Automotive Electronics with a "C" or higher is required before students may enroll in the full-time Automotive Technology program.

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 70% or higher in all courses in the automotive technology program. Students who fail to meet the 70% or higher requirements must repeat that entire semester.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the course or whose behavior interferes with the legal, ethical, and/or safe practice of automotive technology.

## AAS IN AUTOMOTIVE TECHNOLOGY

### General Education Requirements (15 credits)

COMM 1130 Public Speaking OR	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I .....	3
MATH 1130* Survey of Mathematics .....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 33-34).	
Humanities or Arts ELECTIVE .....	3
Choose an elective from Area V or Area VI on the Clovis Community College General Education Core (see pages 33-34).	

### Program Requirements (54 credits)

AT 100 Introduction to Automotive Electronics.....	4
AT 111* Engine Repair Theory .....	3
AT 111L* Engine Repair Lab .....	2
AT 112* Automatic Transmissions and Transaxle Theory.....	3
AT 112L* Automatic Transmissions and Transaxle Lab.....	2
AT 113* Manual Transmissions Theory.....	2
AT 113L* Manual Transmissions Lab.....	1
AT 114* Suspension and Steering Theory .....	3
AT 114L* Suspension and Steering Lab.....	2
AT 115* Brake Systems Theory .....	3
AT 115L* Brake Systems Lab .....	2
AT 120* Welding for Automotive Technology.....	2

AT 121* Engine Repair Diagnostics .....	2
AT 122* Electronic Transmission Diagnostics .....	1
AT 124* Fundamentals of Electronic Steering Systems.....	2
AT 125* Fundamentals of Electronic Brake Systems.....	2
AT 216* Automotive Electronics Theory.....	3
AT 216L* Automotive Electronics Lab .....	2
AT 217* Automotive HVAC Theory .....	2
AT 217L* Automotive HVAC Lab .....	1
AT 218* Engine Performance Theory.....	6
AT 218L* Engine Performance Lab.....	4

**Total credits required for an Associate of Applied Science in Automotive Technology..... 69**

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION IN AUTOMOTIVE CHASSIS SYSTEMS\*^ (35 CREDITS)

The Certificate of Completion in Automotive Chassis Systems is designed to prepare skilled technicians to work in the automotive industry in the areas of routine maintenance, steering and suspension, brakes (including antilock brake systems), electronic steering systems, engine performance and welding for automotive technology.

*\*Achievement of this certificate is only possible through enrollment in the full time Automotive Technology program*

*^All courses must be completed with a 70% or higher*

+Completion of this certificate will prepare students to take the following ASE exams: A4 Automotive Suspension and Steering Systems, A5 Automotive Brake Systems, A6 Automotive Electrical and Electronic Systems and A8 Automotive Engine Performance

AT 100 Introduction to Automotive Electronics.....	4
AT 114* Suspension and Steering Theory .....	3
AT 114L* Suspension and Steering Lab .....	2
AT 115* Brake Systems Theory .....	3
AT 115L* Brake Systems Lab .....	2
AT 120* Welding for Automotive Technology.....	2
AT 124* Fundamentals of Electronic Steering Systems.....	2
AT 125* Fundamentals of Electronic Brake Systems.....	2
AT 216* Automotive Electronics Theory.....	3
AT 216L* Automotive Electronics Lab .....	2
AT 218* Engine Performance Theory.....	6
AT 218L* Engine Performance Lab.....	4

**Total credits required for a Certificate of Completion in Automotive Chassis Systems..... 35**

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION IN AUTOMOTIVE POWER TRAIN SYSTEMS (38 CREDITS)

The Certificate of Completion in Automotive Powertrain Systems is designed to prepare skilled technicians to work in the automotive industry in the areas of routine maintenance, engine repair (including both manual and automatic transmissions), diagnostics, electronics, air conditioning and heating and engine performance.

*\*Achievement of this certificate is only possible through enrollment in the full time Automotive Technology program*

*^All courses must be completed with a 70% or higher*

+Completion of this certificate will prepare students to take the following ASE exams: A1 Automotive Engine Repair, A2 Automotive Automatic Transmission and Transaxles, A3 Automotive Manual Drivetrain and Axels, A6 Automotive Electrical and Electronic Systems, A7 Automotive Heating and Air Conditioning System and A8 Automotive Engine Performance

AT 100 Introduction to Automotive Electronics.....	4
AT 111* Engine Repair Theory .....	3
AT 111L* Engine Repair Lab .....	2
AT 112* Automatic Transmissions and Transaxle Theory.....	3
AT 112L* Automatic Transmissions and Transaxle Lab.....	2
AT 113* Manual Transmissions Theory.....	2
AT 113L* Manual Transmissions Lab .....	1
AT 121* Engine Repair Diagnostics .....	2
AT 122* Electronic Transmission Diagnostics .....	1
AT 216* Automotive Electronics Theory.....	3
AT 216L* Automotive Electronics Lab .....	2
AT 217* Automotive HVAC Theory .....	2
AT 217L* Automotive HVAC Lab .....	1
AT 218* Engine Performance Theory.....	6
AT 218L* Engine Performance Lab .....	4

**Total credits required for a Certificate of Completion in Automotive Power Train Systems..... 38**

*\*Course requires prerequisites.*

## COSMETOLOGY

The Cosmetology program provides an opportunity to earn an Associate of Applied Science in Cosmetology; Certificates of Completion in Cosmetology Theory, Hair Fundamentals, Nail Technician; or Esthetics; and a Certificate of Achievement in Salon Success. The program is certified by the New Mexico State Board of Barbers and Cosmetologists.

The Pivot Point curriculum is delivered to provide skills and knowledge that can lead to many career fields including cosmetologist, nail technician, esthetician, salon owner, cosmetic consultant, or sales representative. At the successful completion of the training programs, students are prepared to take the state licensure exams.



### Certification Requirements

Students must meet both CCC credit requirements and the New Mexico State Board of Barbers and Cosmetologists contact hour requirements. Once a student has met course credit hour requirements for the Board, transcripts will be sent to the Board.

### Recommended Sequence

To provide for optimal retention of material and continuous training for state board testing, it is highly recommended that a student enroll in four consecutive semesters. Students who have not completed the program and have been out of the program for more than 2 semesters will be required to reapply and start over with the first semester. Students who complete the CCC program but do not obtain a NM license within 12 months will be required to complete a minimum 150-hour refresher course. Upon completion of the refresher course, the student will then be eligible to complete the theory, practical and state law examinations.

### Admission Process for Applicants

1. Applicants must complete and return a CCC Application for Admission to the Office of Admissions and Records if not currently enrolled.
2. Applicants must complete a Cosmetology Program Application to be admitted to the full-time Cosmetology, Esthetics, or Nail Technician program. An application may be obtained from the Occupational Technology Division Chair and must be on file in that office to be considered for admission to any Cosmetology program for the following spring or fall semester.
3. High school transcript or high school equivalency credential transcript and all college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records or delivered in an envelope sealed by the institution.

4. Students must meet the minimum levels required on the Accuplacer or appropriate placement test before they can be placed on the waiting list. More detailed information regarding the Accuplacer can be found on page 13 of this catalog.
5. The following State Board of Barbers and Cosmetologists requirements must be met at the time of enrollment in the program:
  - a. Copy of high school transcript or high school equivalency credential transcript
  - b. Copy of Birth Certificate or Picture ID (driver's license or state-issued identification card)
  - c. Application to State Board (**Note:** A Social Security number is required to register with the State Board.)
  - d. Twenty-five dollar (\$25) permit fee – must be paid at the CCC Cashier's window
  - e. Two (2) passport-size pictures (required for the first day of class)

The selection process is based on the date all of the following information is completed and is on file with the Special Programs Assistant in Room 403:

- Date the program application is submitted
- Date the Accuplacer or other appropriate placement testing requirements are passed at the required levels
- Date high school or high school equivalency credential transcript is received

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 75% or higher in all courses in the cosmetology, esthetics, and nail technician programs. Students who fail to meet the 75% or higher requirements must repeat that entire semester.
- Students who have twice failed to achieve a grade of 75% or higher in all courses for a specific phase will not be eligible for readmission to the Cosmetology program.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the courses or whose behavior interferes with the legal, ethical, and/or safe practice of cosmetology.

## AAS IN COSMETOLOGY

### General Education Requirements (16 credits)

BIOL 1130C Introductory Anatomy & Physiology Lecture & Lab (Non-Majors).....	4
COMM 2120 Interpersonal Communication .....	3
ENGL 1110* Composition I .....	3
MATH 1130* Survey of Mathematics .....	3



PSYC 1110 Introduction to Psychology <b>OR</b> SOCI 1110 Introduction to Sociology .....	3
<b>Related Requirements (3 credits)</b>	
BUSA 1110 Introduction to Business .....	3
<b>Program Requirements (52 credits)</b>	
COS 112 Cosmetology Theory I.....	3
COS 113 Facials .....	2
COS 114 Chemical Rearranging/Perms I.....	4
COS 117 Cosmetology Manicuring/Pedicuring .....	3
COS 122* Cosmetology Theory II.....	2
COS 126 Women's Hair Cutting and Hair Styling .....	3
COS 132 Sterilization and Sanitation.....	2
COS 136* Men's Hair Cutting and Hair Styling.....	3
COS 142 Shampoo, Rinses, and Scalp Treatment.....	1
COS 212* Cosmetology Theory III.....	2
COS 214* Chemical Rearranging/Perms II.....	2
COS 216* Cosmetology Salon Practice I.....	6
COS 217* Nail Enhancements .....	3
COS 222* Hair Coloring.....	3
COS 223* Practical Cosmetology .....	3
COS 226* Advanced Hair Styling.....	2
COS 227* Cosmetology Salon Practice II .....	6
COS 232 Salon Business and Retail .....	2
<b>Total credits required for an Associate of Applied Science in Cosmetology .....</b>	<b>71</b>

\*Course requires prerequisites.

### CERTIFICATE OF COMPLETION IN COSMETOLOGY THEORY\*<sup>A</sup> (16 CREDITS)

The Certificate of Completion in Cosmetology Theory is designed to prepare students to work in the cosmetology industry in the areas of perms, manicuring/pedicuring, hair cutting/styling and scalp treatment including shampoo and rinses.

*\*Achievement of this certificate is only possible through enrollment in the full time Cosmetology program*

+This certificate, on its own, is an achievement recognized by Clovis Community College. Students who complete this certificate in conjunction with the Certificate of Completion in Hair Fundamentals, Certificate of Completion in Nail Technician, and Certificate of Achievement in Salon success are eligible to sit for the Cosmetology License exam through NM Board of Cosmetology and Barbering.

*<sup>A</sup>All courses must be completed with a 75% or higher.*

COS 112 Cosmetology Theory I.....	3
COS 113 Facials .....	2
COS 114 Chemical Rearranging/Perms I.....	4

COS 117 Manicuring/Pedicuring.....	3
COS 126 Women's Hair Cutting and Hair Styling .....	3
COS 142 Shampoo, Rinses, and Scalp Treatment.....	1
<b>Total credits required for a Certificate of Completion in Cosmetology Theory.....</b>	<b>16</b>

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION IN HAIR FUNDAMENTALS\*<sup>A</sup> (18 CREDITS)

The Certificate of Completion in Hair Fundamentals is designed to give students the necessary skills to work on, and with, a variety of different hair types and perform procedures such as men's cutting/styling, perms, nail enhancements, advance hair styling and hair coloring.

*\*Achievement of this certificate is only possible through enrollment in the full time Cosmetology program*

+This certificate, on its own, is an achievement recognized by Clovis Community College. Students who complete this certificate in conjunction with the Certificate of Completion in Cosmetology Theory, Certificate of Completion in Nail Technician, and Certificate of Achievement in Salon success are eligible to sit for the Cosmetology License exam through NM Board of Cosmetology and Barbering.

*<sup>A</sup>All courses must be completed with a 75% or higher.*

COS 122* Cosmetology Theory II.....	2
COS 136* Men's Hair Cutting and Hair Styling.....	3
COS 214* Chemical Rearranging/Perms II.....	2
COS 216* Cosmetology Salon Practice I.....	6
COS 222* Hair Coloring.....	3
COS 226* Advanced Hair Styling.....	2

**Total credits required for a Certificate of Completion in  
Hair Fundamentals..... 18**

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION IN ESTHETICS\*<sup>A</sup> (23 CREDITS)

The Certificate of Completion in Esthetics is designed to prepare students to work in the esthetics industry in the areas of sterilization/sanitation, skin treatments, eyelash extensions and hair removal. The certificate requires extensive hands-on experience in a professional day spa setting. This certificate also teaches students the fundamental skills required to run a salon business.

*\*Achievement of this certificate is only possible through enrollment in the full time Esthetics program*

+This certificate, on its own, is an achievement recognized by Clovis Community College. Students who complete this certificate are eligible to sit for the Esthetics License exam through NM Board of Cosmetology and Barbering.

*<sup>A</sup>All courses must be completed with a 75% or higher.*

COS 112 Cosmetology Theory I.....	3
COS 132 Sterilization and Sanitation.....	2
COS 152 Esthetic Facials I.....	6
COS 154 Spa Practice I.....	3
COS 232 Salon Business and Retail.....	2
COS 252* Esthetic Facials II.....	4
COS 254* Spa Practice II.....	3
<b>Total credits required for a Certificate of Completion in Esthetics</b> .....	<b>23</b>

\*Course requires prerequisites.

### CERTIFICATE OF COMPLETION IN NAIL TECHNICIAN\*<sup>^</sup> (16 CREDITS)

The Certificate of Completion in Nail Technician is designed to give students the necessary skills to work on, and with, a variety of different nail types and perform procedures such as manicuring/pedicuring and nail enhancements. Emphasis is placed on sterilization and sanitation. This certificate also teaches students the fundamental skills required to run a salon business.

\*Achievement of this certificate is only possible through enrollment in the full time Cosmetology program

+This certificate, on its own, is an achievement recognized by Clovis Community College. Students who complete this certificate are eligible to sit for the Manicurist/Pedicurist License exam through NM Board of Cosmetology and Barbering.

<sup>^</sup>All courses must be completed with a 75% or higher.

COS 102 Nail Tech Theory I OR COS 112 Cosmetology Theory I .....	3
COS 117 Manicuring/Pedicuring.....	3
COS 132 Sterilization and Sanitation.....	2
COS 217 Nail Enhancements.....	3
COS 223* Practical Cosmetology OR COS 254* Spa Practice II .....	3
COS 232 Salon Business and Retail.....	2

**Total credits required for a Certificate of Completion in Nail Technician**..... **16**

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN BARBERING (6 CREDITS)

Individuals who have already obtained a New Mexico Cosmetology license and are interested in pursuing a crossover license in beard trimming and shaving are eligible for this certificate. Students must meet all requirements as listed in Nos. 1, 3, and 5 under Admission Process for Applicants on page 61.

COS 265* Barber Crossover .....	6
<b>Total credits required for a Certificate of Achievement in Barbering</b> .....	<b>6</b>

\*Course requires prerequisites.

### CERTIFICATE OF ACHIEVEMENT IN SALON SUCCESS\*<sup>^</sup> (15 CREDITS)

The Certificate of Achievement in Salon Success is designed to give students extensive, hands-on experience in a professional cosmetology environment. Emphasis is placed on sterilization and sanitation. This certificate also teaches students the fundamental skills required to run a salon business.

\*Achievement of this certificate is only possible through enrollment in the full time Cosmetology program

+This certificate, on its own, is an achievement recognized by Clovis Community College. Students who complete this certificate in conjunction with the Certificate of Completion in Cosmetology Theory, Certificate of Completion in Nail Technician, and Certificate of Completion in Hair Fundamentals are eligible to sit for the Cosmetology License exam through NM Board of Cosmetology and Barbering.

<sup>^</sup>All courses must be completed with a 75% or higher.

COS 132 Sterilization and Sanitation.....	2
COS 212* Cosmetology Theory III.....	2
COS 223* Practical Cosmetology .....	3
COS 227* Cosmetology Salon Practice II .....	6
COS 232 Salon Business and Retail .....	2

**Total credits required for a Certificate of Achievement in Salon Success**..... **15**

\*Course requires prerequisites.

## INDUSTRIAL TECHNOLOGY

CCC's Industrial Technology program teaches the fundamentals of the operation and maintenance of complex industrial systems. Industrial technology students are exposed to a wide variety of maintenance and operations coursework through classroom and laboratory experience, providing students with a unique blend of training for a high wage and in demand field. This program provides two areas of concentration constructed around industry demands. These areas of concentration are Plant Operations and Equipment and Wind Energy. Associate of Applied Science degrees are available in each concentration. Two Certificates of Completion and two Certificates of Achievement are also available.

## AAS IN PLANT OPERATIONS AND EQUIPMENT CONCENTRATION

Training in the Plant Operations and Equipment degree track will prepare individuals for a broad range of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology, or commercial environments.

### General Education Requirements (16 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics.....	3
PHYS 1115C Survey of Physics with Laboratory.....	4
Social and Behavioral Science, Humanities, or Arts ELECTIVE.....	3
Choose an elective from Area IV, Area V, or Area VI on the Clovis Community College General Education Core (see pages 33-34).	

### Related Requirements (4 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity.....	1
Other Program Requirements (3 credits)**	
INDT 200 Welding Basics and Fabrication.....	3

### Program Requirements (45 credits)

INDT 102 Quality Systems.....	3
INDT 103 Principles of Electricity.....	3
INDT 104 Drawings and Schematics.....	3
INDT 110 Environmental Health and Safety.....	3
INDT 112* Fundamentals of Materials and Design.....	3
INDT 113* Principles of Electronics.....	3
INDT 202 Introduction to Preventative Maintenance.....	3
INDT 203* Electric Motors and Motor Controls.....	3
INDT 204 Fluid Flow and Pneumatics.....	3
INDT 210* Process Control.....	3
INDT 211 Mechanical Equipment.....	3
INDT 212 Mechanical Drives.....	3
INDT 213 Power Generation Systems.....	3
INDT 251* Practicum Experience.....	6

**Total credits required for an Associate of Applied Science in Industrial Technology with a Concentration in Plant Operations and Equipment ..... 68**

\*Course requires prerequisites.

\*\*This course is not part of the INDT full-time program but can be taken concurrently with the full-time program courses.

## AAS IN WIND ENERGY CONCENTRATION

Training in the Wind Energy degree track will prepare individuals for entry-level wind technician positions or technical support positions in the wind energy field.

### General Education Requirements (16 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics for General Education.....	3
PHYS 1115C Survey of Physics with Laboratory.....	4
Social and Behavioral Science, Humanities, or Arts ELECTIVE.....	3
Choose an elective from Area IV, Area V, or Area VI on the Clovis Community College General Education Core (see pages 33-34).	

### Related Requirements (4 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity.....	1
Program Requirements (48 credits)	
INDT 102 Quality Systems.....	3
INDT 103 Principles of Electricity.....	3
INDT 104 Drawings and Schematics.....	3
INDT 108 Introduction to Wind Energy.....	3
INDT 110 Environmental Health and Safety.....	3
INDT 113* Principles of Electronics.....	3
INDT 202 Introduction to Preventative Maintenance.....	3
INDT 203* Electric Motors and Motor Controls.....	3
INDT 204 Fluid Flow and Pneumatics.....	3
INDT 208* Wind Turbine Materials and E/M Equipment.....	3
INDT 210* Process Control.....	3
INDT 212 Mechanical Drives.....	3
INDT 213 Power Generation Systems.....	3
INDT 218* Wind Turbine Troubleshooting and Repair.....	3
INDT 251* Practicum Experience.....	6

**Total credits required for an Associate of Applied Science in Industrial Technology with a Concentration in Wind Energy .. 68**

\*Course requires prerequisites.

## CERTIFICATE OF COMPLETION IN INDUSTRIAL TECHNOLOGY\*^ (33 CREDITS)

The Certificate of Completion in Industrial Technology is designed to prepare graduates to operate and maintain complex industrial systems. Emphasis is placed on safety, electronics, schematics, motors, pneumatics and power generation systems.

\*Achievement of this certificate is only possible through enrollment in the full time Industrial Technology program

^All courses must be completed with a 70% or higher.

INDT 102 Quality Systems.....	3
INDT 103 Principles of Electricity.....	3
INDT 104 Drawings and Schematics.....	3
INDT 110 Environmental Health and Safety.....	3
INDT 113* Principles of Electronics.....	3
INDT 202 Introduction to Preventative Maintenance.....	3
INDT 203* Electric Motors and Motor Controls.....	3
INDT 204 Fluid Flow and Pneumatics.....	3
INDT 210* Process Control.....	3
INDT 212 Mechanical Drives.....	3
INDT 213 Power Generation Systems.....	3

**Total credits required for a Certificate of Completion in Industrial Technology..... 33**

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION IN ELECTRICAL MAINTENANCE<sup>A</sup> (18 CREDITS)

The Certificate of Completion in Electrical Maintenance allows students to focus on fundamentals and principles of electricity, control systems, planning, design, and power generation. This certificate prepares students to be well-suited in industry or manufacturing careers, which heavily rely on integrated systems for day-to-day operations.

*<sup>A</sup>All courses must be completed with a 70% or higher.*

INDT 103 Principles of Electricity.....	3
INDT 104 Drawings and Schematics.....	3
INDT 113* Principles of Electronics.....	3
INDT 203 Electric Motors and Motor Controls.....	3
INDT 210* Process Control.....	3
INDT 213 Power Generation Systems.....	3

**Total credits required for a Certificate of Completion in Electrical Maintenance..... 18**

*\*Course requires prerequisites.*

### CERTIFICATE OF ACHIEVEMENT IN PLANT OPERATIONS<sup>\*,A</sup> (15 CREDITS)

The Certificate of Achievement in Plant Operations & Equipment is designed to prepare graduates for a broad range of entry-level electrical/mechanical technician positions or technical support positions in industrial, manufacturing or technology fields. Emphasis is placed on materials and design, welding and fabrication, mechanical equipment and provides practical experience.

*\*Achievement of this certificate is only possible through enrollment in the full time Industrial Technology program*

*<sup>A</sup>All courses must be completed with a 70% or higher.*

INDT 112* Fundamentals of Materials and Design.....	3
INDT 200** Welding Basics and Fabrication.....	3
INDT 211 Mechanical Equipment.....	3
INDT 251* Practicum Experience.....	6

**Total credits required for a Certificate of Achievement in Plant Operations..... 15**

*\*Course requires prerequisites.*

*\*\*This course is not part of the INDT full-time program but can be taken concurrently with the full-time program courses.*

### CERTIFICATE OF ACHIEVEMENT IN WIND ENERGY<sup>\*,A</sup> (15 CREDITS)

The Certificate of Achievement in Wind Energy is designed to prepare graduates for entry-level wind technician positions or technical support positions in the wind energy field. Emphasis is placed wind turbine materials, equipment, troubleshooting and repair. The certificate also provides practical experience.

*\*Achievement of this certificate is only possible through enrollment in the full time Industrial Technology program*

*<sup>A</sup>All courses must be completed with a 70% or higher.*

INDT 108 Introduction to Wind Energy.....	3
INDT 208* Wind Turbine Materials and E/M Equipment.....	3
INDT 218* Wind Turbine Troubleshooting and Repair.....	3
INDT 251* Practicum Experience.....	6

**Total credits required for a Certificate of Achievement in Wind Energy..... 15**

*\*Course requires prerequisites.*

## WELDING

Welding Technology is designed to educate students in the fundamentals of industrial welding processes, with an emphasis on layout and design using the American Welding Society's (AWS) Schools Excelling through National Skills Standards Education (SENSE) program guidelines. Areas of training include welding procedures, welding processes, weld symbol identification and interpretation, blueprint reading and comprehension, welding metallurgy, plate and pipe welding, pipe fitting, plate and pipe layout and fabrication, welding inspection and weld testing methods, and documents governing welding and weld inspection.

Students who maintain a 75% grade qualify for listing in the AWS SENSE database as well as several AWS certificates. These certificates include Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux-Cored Arc Welding, and Gas Tungsten Arc Welding as Entry-Level

Welders available upon successful completion of the first semester and as Advanced-Level Welders available upon successful completion of the third semester. Welding classes may not be taken for audit.

### Program Practice Requirements

- Advancement within each level of the program requires a grade of 75% or higher in all courses in the welding program. Students who fail to meet the 75% or higher requirements must repeat that entire semester.
- The faculty reserves the right to recommend to the Division Chair the withdrawal of any student who is not showing satisfactory progress in the courses or whose behavior interferes with the legal, ethical, and/or safe practice of welding.

### AAS IN WELDING

#### General Education Requirements (15 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
MATH 1130* Survey of Mathematics for General Education.....	3
Social and Behavioral Science ELECTIVE .....	3
Choose an elective from Area IV on the Clovis Community College General Education Core (see pages 33-34).	
Humanities or Arts ELECTIVE .....	3
Choose an elective from Area V or Area VI on the Clovis Community College General Education Core (see pages 33-34).	
Program Requirements (48 credits)	
WELD 130 Safety and Orientation .....	2
WELD 131 Flux Cored Arc Welding.....	2
WELD 133 Symbol and Blueprint Reading.....	2
WELD 135 Oxyacetylene and Plasma Arc Cutting .....	2
WELD 137 Shielded Metal Arc Welding I.....	3
WELD 138 Gas Metal Arc Welding I.....	3
WELD 139 Gas Tungsten Arc Welding I.....	3
WELD 240* Welding Inspection & Testing.....	2
WELD 241* Gas Metal Arc Welding II .....	3
WELD 243* Layout and Fabrication I .....	2
WELD 245* Pipe Welding and Layout I.....	3
WELD 247* Shielded Metal Arc Welding II .....	3
WELD 249* Gas Tungsten Arc Welding II .....	3
WELD 251* Gas Metal Arc Welding III .....	3
WELD 253* Layout and Fabrication II .....	3
WELD 255* Pipe Welding and Layout II.....	3
WELD 257* Shielded Metal Arc Welding III .....	3

WELD 259\* Gas Tungsten Arc Welding III.....3

**Total credits required for an Associate of Applied Science in Welding..... 63**

*\*Course requires prerequisites.*

### CERTIFICATE OF COMPLETION – ENTRY-LEVEL WELDER\*\* (17 CREDITS)

The Certificate of Completion in Entry-Level Welder is designed to prepare students to work in the welding industry in the areas of Shielded Metal Arc Welding, Gas Metal Arc Welding, Flux-Cored Arc Welding and Gas Tungsten Arc Welding. Emphasis is placed on safety.

*\*Achievement of this certificate is only possible through enrollment in the full time Welding program*

*^All courses must be completed with a 75% or higher*

+Completion of this certificate will earn students certificates from American Welding Society in the following areas: Entry-Level Shielded Metal Arc Welding, Entry-Level Gas Metal Arc Welding, Entry-Level Flux-Cored Arc Welding and Entry-Level Gas Tungsten Arc Welding.

WELD 130 Safety and Orientation .....	2
WELD 131 Flux Cored Arc Welding.....	2
WELD 133 Symbol and Blueprint Reading.....	2
WELD 135 Oxyacetylene and Plasma Arc Cutting .....	2
WELD 137 Shielded Metal Arc Welding I.....	3
WELD 138 Gas Metal Arc Welding I.....	3
WELD 139 Gas Tungsten Arc Welding I.....	3

**Total credits required for a Certificate of Completion in Entry-Level Welder..... 17**

### CERTIFICATE OF COMPLETION – ADVANCED WELDER\*\* (31 CREDITS)

The Certificate of Completion in Advanced Welder is designed to prepare students to work in the welding industry in the areas of inspection and testing, layout and fabrication, and pipe welding.

*\*Achievement of this certificate is only possible through enrollment in the full time Welding program*

*^All courses must be completed with a 75% or higher*

+ Completion of this certificate will earn students certificates from American Welding Society in the following area: Advance Welder Certificate.

WELD 240* Welding Inspection and Testing.....	2
WELD 241* Gas Metal Arc Welding II .....	3
WELD 243* Layout and Fabrication I .....	2
WELD 245* Pipe Welding and Layout I.....	3
WELD 247* Shielded Metal Arc Welding II .....	3



WELD 249* Gas Tungsten Arc Welding II .....	3
WELD 251* Gas Metal Arc Welding III .....	3
WELD 253* Layout and Fabrication II .....	3
WELD 255* Pipe Welding and Layout II.....	3
WELD 257* Shielded Metal Arc Welding III .....	3
WELD 259* Gas Tungsten Arc Welding III .....	3

***Total credits required for a Certification of Completion in  
Advanced Welder..... 31***

*\*Course requires prerequisites.*

# ASSOCIATE OF ARTS

## Art

- Fine Art
- Graphic Design and Media Art

## Early Childhood Education

## Liberal Arts

- General Liberal Arts Concentration
- Education Concentration

### CERTIFICATE OF COMPLETION

- Graphic Design and Media Art
- Liberal Arts

### CERTIFICATE OF ACHIEVEMENT

- Early Childhood Education
- Fundamentals of Game Design

## ART

The curriculum is designed to provide the student with a foundation of basic principles and techniques in art. Students may choose from the Associate of Arts in Fine Art or the Associate of Arts in Graphic Design and Media Art. A Certificate of Completion and a Certificate of Achievement are offered in Graphic Design and Media Art.

### ASSOCIATE OF ARTS IN FINE ART

The Fine Art program gives students a solid base of artistic principles and techniques. Through a variety of learning experiences, the curriculum is designed to prepare students to transfer to a four-year institution for the purpose of seeking a higher degree.

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

#### General Education Requirements (35 credits)

ARTH 2110 History of Art I OR	
ARTH 2120 History of Art II.....	3
MATH 1130* Survey of Mathematics.....	3
General Education ELECTIVES.....	29

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

#### Related Requirements (1 credit)

PHED Physical Education Activity.....	1
---------------------------------------	---

#### Program Requirements (24 credits)

ARTS 1240 Design I.....	3
ARTS 1250* Design II.....	3
ARTS 1340 Functional Ceramics I OR	
ARTS 1840 Sculpture I.....	3
ARTS 1610 Drawing I.....	3
ARTS 1620 Life Drawing I.....	3
ARTS 1630 Painting I.....	3
ARTS 2610* Drawing II.....	3
ELECTIVES.....	3
Select from ARTS 1340, ARTS 1410, ARTS 1520, ARTS 1710, ARTS 1840, ARTS 2330, ARTS 2410, ARTS 2614, ARTS 2630, ARTS 2639, ARTS 2840*, ARTS 2996, and ARTS 2998*.	

#### Total credits required for an Associate of Arts in

Fine Art.....	60
---------------	----

\*Course requires prerequisites.

## ASSOCIATE OF ARTS IN GRAPHIC DESIGN AND MEDIA ART

The Associate of Arts degree in Graphic Design and Media Art is designed to provide students with a solid base of artistic principles and techniques. This program is structured as a preparation for upper-division graphic design and media courses required for a bachelor's degree.

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

### General Education Requirements (35 credits)

ARTH 2110 History of Art I OR ARTH 2120 History of Art II .....	3
MATH 1130* Survey of Mathematics .....	3
General Education ELECTIVES .....	29

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (1 credit)

PHED Physical Education Activity .....	1
--	---

### Program Requirements (24 credits)

ARTS 1240 Design I .....	3
ARTS 1520 Digital Media I .....	3
ARTS 1530 Digital Media II .....	3
ARTS 1610 Drawing I .....	3
ARTS 2120* Graphic Design I .....	3
ARTS 2610* Drawing II .....	3
CIS 125 Introduction to Programming Concepts .....	3
ELECTIVES .....	3

Select from ARTS 1250, ARTS 1410, ARTS 1630, ARTS 1710, ARTS 2125\*, ARTS 2410, ARTS 2996, CIS 180\*, FDMA 1210, FDMA 2713\*, and FDMA 2790.

Students are encouraged to select ARTS 1250\* Design II as their Elective requirement.

**Total credits required for an Associate of Arts in Graphic Design and Media Art ..... 60**

\*Course requires prerequisites.

## CERTIFICATE OF COMPLETION IN GRAPHIC DESIGN AND MEDIA ART (24 CREDITS)

The Certificate of Completion in Graphic Design and Media Art is designed to prepare students for employment rather than transfer to a baccalaureate program. The program will provide students with the opportunity to obtain the technical and creative skills necessary for an entry-level position in the graphic and media art field.

ARTS 1240 Design I .....	3
ARTS 1520 Digital Media I .....	3
ARTS 1530 Digital Media II .....	3
ARTS 1610 Drawing I .....	3
ARTS 2120* Graphic Design I .....	3
CIS 125 Introduction to Programming Concepts .....	3
FDMA 2790* Game Design Concepts .....	3
ELECTIVES .....	3

Select from ARTS 1250\*, ARTS 1410, ARTS 1630, ARTS 1710, ARTS 2125\*, ARTS 2410, ARTS 2610, CIS 180\*, FDMA 1210, and FDMA 2713\*.

**Total credits required for a Certificate of Completion in Graphic Design and Media Art ..... 24**

\*Course requires prerequisites.

## CERTIFICATE OF ACHIEVEMENT IN FUNDAMENTALS OF GAME DESIGN (15 CREDITS)

The Fundamentals of Game Design Certificate of Achievement is designed to provide the basic skills and knowledge students will need in order to meet requirements for entry-level positions in the mobile app and game design industry. Students will learn the fundamentals of object-oriented programming, explore digital media and design principles, be introduced to 2-D and 3-D computer animation, and become familiar with basic principles of graphic design and typography. A capstone course will integrate all prerequisite courses and introduce students to 2-D and 3-D game design. This certificate is available completely online.

ARTS 1520 Digital Media I .....	3
ARTS 2120* Graphic Design I .....	3
CIS 125 Introduction to Programming Concepts .....	3
FDMA 2713* Computer 2D Animation .....	3
FDMA 2790* Game Design Concepts .....	3

**Total credits required for a Certificate of Achievement in Fundamentals of Game Design ..... 15**

\*Course requires prerequisites.

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education degree is designed to prepare students to work with children in a variety of settings including child care centers for infants, toddlers and young children, and public and private early education programs. The degree plan explores the most current and innovative theories and practices of early childhood education in order to implement them in developmentally appropriate and culturally diverse programs for children. This program of study addresses the early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in Early Childhood Education (birth to third grade).

### General Education Requirements (35 credits)

MATH 1130* Survey of Mathematics.....	3
PSYC 2140 Child Psychology .....	3
General Education ELECTIVES .....	29

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (1 credit)

PHED Physical Education Activity .....	1
--	---

### Program Requirements (29 credits)

ECED 1110 Child Growth, Development, and Learning.....	3
ECED 1115 Health, Safety, and Nutrition .....	2
ECED 1120 Guiding Young Children .....	3
ECED 1125 Assessment of Children and Evaluation of Programs.....	3
ECED 1130 Family and Community Collaboration.....	3
ECED 2110 Professionalism.....	2
ECED 2115 Introduction to Language, Literacy, and Reading.....	3
ECED 2120 Curriculum Development through Play Birth through Age 4 (PreK).....	3
ECED 2121 Curriculum Development through Play Birth through Age 4 (PreK) Practicum .....	2
ECED 2130 Curriculum Development and Implementation Age 3 (PreK) through Grade 3 .....	3
ECED 2131 Curriculum Development and Implementation Age 3 (PreK) through Grade 3 Practicum.....	2

**Total credits required for an Associate of Arts in Early Childhood Education..... 65**

\*Course requires prerequisites.

## CERTIFICATE OF ACHIEVEMENT IN EARLY CHILDHOOD EDUCATION (11 CREDITS)

The Early Childhood Education Certificate of Achievement is designed to provide coursework to prepare students to apply for the state awarded New Mexico Child Development Certificate under the auspices of the New Mexico Child Development Board. Earning an Early Childhood Education Certificate of Achievement indicates successful completion of coursework and does not necessarily mean the student has completed all the necessary requirements to acquire the New Mexico Child Development Certificate. Students who complete the courses for the Early Childhood Education Certificate of Achievement will still have to apply for the New Mexico Child Development Certificate with Infant/Toddler 1 Specialization or New Mexico Child Development Certificate with Preschool 2 Specialization with the NM Office of Child Development.

### This certificate is available completely online.

ECED 1110 Child Growth, Development, and Learning.....	3
ECED 1115 Health, Safety, and Nutrition .....	2
ECED 1125 Assessment of Children and Evaluation of Programs.....	3
ECED 1130 Family and Community Collaboration.....	3

**Total credits required for a Certificate of Achievement in Early Childhood Education..... 11**

## LIBERAL ARTS

The Associate of Arts degree in Liberal Arts is designed for students wishing to transfer to a four-year institution for the purpose of seeking a higher degree, generally in a discipline in the social sciences, humanities, or art. This degree is available completely online.

To maximize transfer value from this degree, the student should consult an Advisor regarding requirements for the intended program and institution of transfer and select as "Major Electives" courses most likely to fill lower-division (freshman and sophomore) requirements. The student is reminded that while transfer is simplified in some cases by the use of specific transfer agreements among institutions, acceptance of transfer credits is determined by the receiving institution.

Electives may also be used to satisfy anticipated lower-division requirements for a higher degree.

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

**GENERAL LIBERAL ARTS CONCENTRATION**

**General Education Requirements (35 credits)**

General Education ELECTIVES .....35

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

**Related Requirements (1 credit)**

PHED Physical Education Activity ..... 1

**Program Requirements (24 credits)**

MAJOR ELECTIVES ..... 18

To be selected from approved transferable courses in the following disciplines: Fine Arts, Natural Sciences, Social Sciences, Humanities, Languages, Mathematics, and Statistics. See an advisor for a list of other eligible electives.

ELECTIVES ..... 6

Select from courses that meet CCC graduation requirements.\*\*

**Total credits required for an Associate of Arts in Liberal Arts Concentration..... 60**

\*Course requires prerequisites.

\*\*Some courses that meet CCC graduation requirements are not considered traditional academic transfer courses. The student should consult with the advising staff and the proposed receiving institution before enrolling in these courses if transfer is a primary consideration. Occupational Technology classes generally do not meet these requirements.

\*Course requires prerequisites.

\*\*Students seeking licensure in elementary or secondary education in New Mexico must have included in their bachelor's degree 12 semester hours in English; 12 semester hours in history including American history and western civilization; 6 semester hours in mathematics; 6 semester hours in government, economics, or sociology; 12 semester hours in science, including biology, chemistry, physics, geology, zoology, or botany; and 6 semester hours in fine arts. Please meet with an Academic Advisor for assistance in choosing the correct classes for the institution to which you intend to transfer and for education licensure requirements.

**CERTIFICATE OF COMPLETION IN LIBERAL ARTS (35 CREDITS)**

The Certificate of Completion in Liberal Arts is awarded to students completing the 35-hour general education core requirements. This certificate is available completely online.

General Education ELECTIVES .....35

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

**Total credits required for a Certificate of Completion in Liberal Arts ..... 35**

**EDUCATION CONCENTRATION**

**General Education Requirements (35 credits)**

General Education ELECTIVES .....35

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

Students interested in elementary education should take PSYC 2140 as part of their general education requirements. Students interested in Secondary Education should take PSYC 2130 as part of their general education requirements.

General Education requirements for teacher education may differ from other degrees. Please see an Academic Advisor for information regarding the institution to which you intend to transfer.

**Related Requirements (25 credits)**

HIST 2110 Survey of New Mexico History ..... 3

PHED Physical Education Activity ..... 1

ELECTIVES\*\* ..... 21

**Total credits required for an Associate of Arts in Liberal Arts with an Education Concentration ..... 60**



# ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies degree provides a flexible option for students who wish to combine coursework in several areas of interest. Students can design a program of study around their interests by selecting a variety of courses in one or more areas.

The Associate of General Studies degree is especially designed for those students who have gained significant learning through their life/work experience, but who may benefit from an individually planned course of study based on their academic or occupational interest. The degree offers students maximum flexibility to design a program of study around their interests, using CCC courses, transfer credits and cooperative education, and courses accepted through one of the testing options as listed in this catalog under Credit by Examination. This degree is available completely online.

*More information about the Associate of General Studies degree is available in the Academic Advising Office.*

## ASSOCIATE OF GENERAL STUDIES

### General Education Requirements (24 credits)

COMM 1130 Public Speaking <b>OR</b>	
COMM 2120 Interpersonal Communication.....	3
ENGL 1110* Composition I.....	3
ENGL 1120* Composition II <b>OR</b>	
ENGL 2210* Professional & Technical Communication.....	3
MATH 1130* Survey of Mathematics **.....	3
General Education ELECTIVES.....	12
Select from ACCT, ANTH, ARTH, ARTS, BCIS, BFIN, BLAW, BUSA, DANC, ECON, ENGL/Lit, ENTR, HIST, HUMN, MKTG, MGMT, MUSC, PHIL, POLS, PSYC, RELG, SOCI, SPAN, and THEA.	

### Related Requirements (1 credit)

PHED Physical Education Activity.....	1
---------------------------------------	---

### Electives (35 credits)

Select from courses that meet CCC graduation requirements.**	
Total credits required for an Associate of General Studies.....	60

\*Course requires prerequisites.

\*\*Students should consult with the advising staff to determine acceptable college-level courses. Transitional / developmental courses in math, English, and reading are not accepted as college-level courses.

# ASSOCIATE OF SCIENCE

- Behavioral Science
  - Biology
- Business Administration
- Computer Information Systems
- Health and Physical Education
  - Mathematics

## CERTIFICATE OF COMPLETION

- Exercise Specialist

## BEHAVIORAL SCIENCE

The Associate of Science degree in Behavioral Science is designed for the student who plans to work in the helping professions such as Counseling or Social Work. This degree is designed to provide students with a unique program of courses in brain anatomy and the nervous system and their function and their expression in human behavior as well as the study of related social interaction, communication, and perception of the self and others.

With this degree, students will have a solid foundation in psychology and related behavioral sciences. The degree prepares students for bachelor's level course work in psychology, social work, and sociology.

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

This degree is available completely online.

### General Education Requirements (35 credits)

BIOL 1130C Introductory Anatomy & Physiology Lecture & Lab (Non-Majors).....	4
MATH 1130* Survey of Mathematics .....	3
SOCI 2240 Sociology of Intimate Relationships and Family .....	3
General Education ELECTIVES .....	25

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (4 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity .....	1

### Program Requirements (21 credits)

PSYC 1110 Introduction to Psychology .....	3
PSYC 2120 Developmental Psychology .....	3
PSYC 2130 Adolescent Psychology .....	3
PSYC 2140 Child Psychology .....	3
PSYC 2250* Brain and Behavior.....	3
ELECTIVES.....	6

Select from PSYC 1160\*, PSYC 2210\*, PSYC 2310, PSYC 2330, PSYC 2380, PSYC 2445, and PSYC 2996.

<b>Total credits required for an Associate of Science in Behavioral Science .....</b>	<b>60</b>
---	-----------

\* Course requires prerequisites.

## BIOLOGY

The Associate of Science in Biology curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Science or Bachelor of Arts degree in Biology.

Students must complete all Required Courses with a grade of "C" or higher.

### General Education Requirements (26 Credits)

BIOL 2110C Principles of Biology: Cellular and Molecular Biology.....	4
CHEM 1215C General Chemistry I for STEM Majors*.....	4
ENGL 1110 Composition I.....	3
ENGL 1120 Composition II.....	3
MATH 1220 College Algebra*.....	3
Social and Behavioral Science Course.....	3
Humanities Course.....	3
Arts Course.....	3

### Additional General Education Electives (9 Credits)

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Program Requirements (27 credits)

BIOL 2410C Principles of Biology: Genetics*.....	4
BIOL 2310C Microbiology.....	4
BIOL 2210C Human Anatomy and Physiology I.....	4
BIOL 2225C Human Anatomy and Physiology II*.....	4
CHEM 1225C General Chemistry II for STEM Majors*.....	4
MATH 1230 Trigonometry*.....	3
ELECTIVES.....	4
Select from GEOL 1110C, MATH 1512, MATH 1522, PHYS 1115C, PHYS 1230C, and PHYS 1240C.	

**Total credits required for an Associate of Science in Biology..... 62**

\*Course requires prerequisites.

## BUSINESS ADMINISTRATION

The Associate of Science in Business Administration curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Business Administration degree. This degree is available completely online.

### General Education Requirements (35 credits)

ECON 2110* Macroeconomic Principles.....	3
ECON 2120* Microeconomic Principles.....	3
For Business Administration majors, students must complete ECON 2110 and ECON 2120 with a "C" or higher.	
MATH 1220* College Algebra.....	3
General Education ELECTIVES.....	26

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (4 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
PHED Physical Education Activity.....	1

### Program Requirements (23 credits)

ACCT 2110* Principles of Accounting I (Financial).....	4
ACCT 2120* Principles of Accounting II (Managerial).....	4
BFIN 2110* Introduction to Finance.....	3
BLAW 2110 Business Law I.....	3
BUSA 1110 Introduction to Business.....	3
MGMT 2110* Principles of Management.....	3
MKTG 2110* Principles of Marketing.....	3

**Total credits required for an Associate of Science in Business Administration..... 62**

\*Course requires prerequisites.

## COMPUTER INFORMATION SYSTEMS

The Associate of Science degree in Computer Information Systems prepares students for transfer to a baccalaureate program in Computer Information Systems. Final acceptance of transferred credits is the prerogative of the receiving institution. This degree is available completely online.

### General Education Requirements (35 credits)

MATH 1220* College Algebra.....	3
General Education ELECTIVES .....	32

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

Students are encouraged to select ECON 2120 as part of their general education requirements.

### Related Requirements (1 credit)

PHED Physical Education Activity.....	1
---------------------------------------	---

### Program Requirements (24 credits)

ACCT 2110* Principles of Accounting I (Financial).....	4
ACCT 2120* Principles of Accounting II (Managerial).....	4
BLAW 2110 Business Law I.....	3
CIS 101 Fundamentals of Computer Concepts <b>OR</b> BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
CIS 125 Introduction to Programming Concepts .....	3
ECON 2110* Macroeconomic Principles.....	3
ELECTIVES.....	4

Select from BCIS 1110, CIS 101, CIS 102\*, CIS 106, CIS 107, CIS 134, CIS 135, or MATH 1350\*.

**Total credits required for an Associate of Science in Computer Information Systems ..... 60**

\*Course requires prerequisites.

## HEALTH AND PHYSICAL EDUCATION

The Department of Health and Physical Education offers coursework leading to an Associate of Science degree in Health and Physical Education. The program is designed to meet either of two objectives: (1) to complete an associate degree that will allow the student to transfer into a bachelor's degree program in physical education, athletic training, coaching, or fitness technology or (2) to complete an associate degree and pursue a career in a corporate fitness or health club setting, instructing activity classes, or performing basic fitness assessment tests.

### General Education Requirements (35 credits)

BIOL 2210C Human Anatomy and Physiology I Lecture & Lab .....	4
BIOL 2225C* Human Anatomy and Physiology II Lecture & Lab .....	4
MATH 1130* Survey of Mathematics .....	3
General Education ELECTIVES.....	24

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (3 credits)

BCIS 1110 Fundamentals of Information Literacy & Systems.....	3
---	---

### Program Requirements (25-26 credits)

EXSC 1110 Youth Fitness .....	2
EXSC 2110 Exercise Physiology .....	3
EXSC 2120* Structural Kinesiology.....	3
HLED 1120 American Red Cross First Aid & CPR/AED .....	2
HLED 1130 Concepts of Health & Wellness.....	3
HLED 1170 Fitness Concepts for Special Populations.....	2
HLED 2230* Observation in Health & Physical Education .....	2
HLED 2510 History and Philosophy in Physical Education .....	3
PHED 1110 Dance: Ballroom.....	1
ELECTIVE.....	2-3
Select from HLED 1220, HLED 2110 and NUTR 2110	
ELECTIVE.....	1
Select from PHED 1140, PHED 1320, PHED 1430, PHED 1510, PHED 1620, PHED 1670, and PHED 1830.	
ELECTIVE.....	1
Select from PHED 1210, PHED 1230, PHED 1280, PHED 2230 and PHED 2280.	

**Total credits required for an Associate of Science in Health and Physical Education..... 63-64**

\*Course requires prerequisites.

## CERTIFICATE OF COMPLETION IN EXERCISE SPECIALIST (29 CREDITS)

The Exercise Specialist Certificate is for students who want to be personal trainers or contract coaches and is designed to help them gain the knowledge necessary to find success in coaching or designing individual training programs. It is a great program for those wishing to coach in any recreational or developmental setting as well as those who work outside the field of physical education but would like to become a contract coach for a public or private school setting. Although some of the courses listed are required for the Associate of Science degree in Health and Physical Education, this certificate is not designed for a student who plans to transfer to a four-year school to earn a bachelor's degree.

BIOL 1130C Introductory Anatomy & Physiology Lecture & Lab (Non-Majors).....	4
EXSC 1110 Youth Fitness.....	2
EXSC 2110 Exercise Physiology.....	3
EXSC 2120* Structural Kinesiology.....	3
HLED 1120 American Red Cross First Aid & CPR/AED.....	2
HLED 1130 Concepts of Health & Wellness.....	3
HLED 1170 Fitness Concepts for Special Populations.....	2
HLED 1220 Personal Health Management.....	2
HLED 2110 Principles of Coaching.....	2
HLED 2510 History and Philosophy in Physical Educations.....	3
PHED 1510 Training: Beginning Weight Training <b>OR</b> PHED 1510 Training: Circuit Training.....	1
Aerobic Activity Course: Select from PHED 1140, PHED 1320, PHED 1430, PHED 1510, PHED 1620, PHED 1670 and PHED 1830.....	1
Motor Skills Activity Course: Select from PHED 1210, PHED 1230, PHED 1280, PHED 2230, and PHED 2280.....	1

**Total credits required for a Certificate of Completion in Exercise Specialist.....29**

## MATHEMATICS

The Associate of Science in Mathematics curriculum provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Science or Bachelor of Arts degree in Mathematics, Engineering, or Education with the intent to teach mathematics.

### General Education Requirements (35 credits)

ENGL 1110* Composition I.....	3
MATH 1220* College Algebra.....	3
PHYS 1230C* Algebra-Based Physics I Lecture and Lab.....	4
General Education ELECTIVES.....	25

Refer to the Clovis Community College General Education Core Courses listed on pages 33-34. See an Academic Advisor to select the appropriate number of credits from each of the following general education categories: Communication; Mathematics; Science; Social and Behavioral Sciences; Humanities; and Arts.

### Related Requirements (1 credit)

PHED Physical Education Activity.....	1
---------------------------------------	---

### Program Requirements (25 credits)

MATH 1230* Trigonometry.....	3
MATH 1350* Introduction to Statistics.....	4
MATH 1512* Calculus I.....	4
MATH 1522* Calculus II.....	4
MATH 2420* Applied Linear Algebra.....	3
MATH 2430* Discrete Mathematics.....	3
MATH 2531* Calculus III.....	4

**Total credits required for an Associate of Science in**

**Mathematics..... 61**

*\*Course requires prerequisites.*



# COURSE DESCRIPTIONS

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

The core matrix of approved courses designed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us).

## ACCOUNTING (ACCT)

### ACCT 2110

#### Principles of Accounting I (Financial) – 4 Credits

Prerequisite: A grade of "C" or higher in TRST 0930 within the last two years or a satisfactory score on the Math Placement Test taken in the last year.

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

### ACCT 2120

#### Principles of Accounting II (Managerial) – 4 Credits

Prerequisite: A grade of "C" or higher in ACCT 2110

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

### ACCT 2220

#### Computerized Accounting – 3 Credits

Prerequisites: ACCT 2110 and CIS 101 or BCIS 1110 or consent of instructor

This course requires the prior knowledge from Survey of Accounting or Principles of Accounting I (Financial). It employs integrated accounting software for payroll, inventory control, accounts payable, accounts receivable and general ledger functions. Course reviews the accounting cycle.

### ACCT 2410

#### Personal Tax Preparation – 3 Credits

Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software. Students will be required to pass a certification exam and assist in preparing individual tax returns for low income and elderly taxpayers.

### ACCT 2993

#### Workshop in Accounting – 1-3 Credits

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

### ACCT 2996

#### Topics in Accounting – 1-3 Credits

As announced. (Course may be repeated for credit.)

## AGRICULTURAL (AEEC)

### AEEC 1110

#### Introduction to Agricultural Economics and Business – 3 Credits

Orientation to agricultural economics and business through the discovery process for the consumer in the food, fiber, and natural resource sectors of the global economy. The course will discuss the application of micro- and macro-economic principles as they relate to agricultural economics and business.

## AGRICULTURAL (AGRO)

### AGRO 1110

#### Introduction to Plant Science & Lab – 4 Credits

This is an introductory course for understanding plant science. Basic biological, chemical, and physical principles of various plants are covered. The focus of this course is on plants/crops used in agriculture productions of food and fiber as well as pasture and range plants. Plant taxonomy and soil properties will also be discussed.

**AGRICULTURAL (AXED)****AXED 2120****Effective Leadership & Communication in Agriculture – 3 Credits**

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

**AMERICAN SIGN LANGUAGE (SIGN)****SIGN 1110****American Sign Language I – 3 Credits**

American Sign Language I is an introductory level language course in the language of the American Deaf Culture. Content includes ASL vocabulary and conversational skills; linguistic features of ASL; and skills in narrative/storytelling. In-class activities, comprehension and expressive examinations, narrative and storytelling assignments in addition to semester projects are venues for students to demonstrate their learning. In addition, Deaf Culture and Deaf Community issues are addressed.

**SIGN 1120****American Sign Language II – 4 Credits**

*Prerequisite: SIGN 1110 with a grade of "B" or higher or consent of instructor*

*Audit by consent of instructor only.*

American Sign Language II is a continuation course that builds on concepts and skills developed in American Sign Language I. Students gain further exposure to ASL structure and grammar, and Deaf Culture and the Deaf community. Emphasis is on increasing students' ability to comprehend other signers and express themselves with more elaboration when conversing or presenting in ASL.

**ANIMAL SCIENCE (ANSC)****ANSC 1120C****Introduction to Animal Science & Lab – 4 Credits**

This course is designed to provide an introduction to nutrients and their function in livestock animals. Basic feed identification, evaluation, and diet formulation will be discussed. The anatomy of the digestive tract of animals and their ability to utilize feedstuffs is presented. Classification, digestion, absorption, transport and metabolism of major nutrients required by animals are studied.

**ANTHROPOLOGY (ANTH)****ANTH 1140****Introduction to Cultural Anthropology – 3 Credits**

This is an introductory course that provides an overview of cultural anthropology as a subfield within the broader discipline of anthropology and as a research approach within the social sciences more generally. The course presents core concepts and methods of cultural anthropology that are used to understand the ways in which human beings organize and experience their lives through distinctive cultural practices. More specifically, this course explores social and cultural differences and similarities around the world through a variety of topics such as: language and communication, economics, ways of making a living, marriage and family, kinship and descent, race, ethnicity, political organization, supernatural beliefs, sex and gender, and globalization. This course ultimately aims to present a broad range of perspectives and practices of various cultural groups from across the globe.

**ANTH 1180****The Dawn of Humanity – 3 Credits**

This course explores the physical and cultural characteristics of the human being; human origins until the close of the last ice age; changing views of evolutionary theory and adaptation; as well as cultural adaptations until the historic period.

**ANTH 2993****Workshop in Anthropology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**ANTH 2996****Topics in Anthropology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**ART: ART HISTORY (ARTH)****ARTH 1110****Art Appreciation – 3 Credits**

This course introduces and explores visual arts, providing an awareness of the significance of the arts at personal, societal and historical levels including both fine and applied arts.

**ARTH 2110****History of Art I – 3 Credits**

This survey course explores the art and architecture of ancient pre-historic cultures through the end of the fourteenth century. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

**ARTH 2120****History of Art II – 3 Credits**

This survey course will explore the architecture, sculpture, ceramics, paintings, drawings, and glass objects from the 14th century to the modern era. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of art works to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

**ART: ART STUDIO (ARTS)****ARTS 1240****Design I – 3 Credits**

This course introduces the fundamentals of two-dimensional design as it applies to fine art and commercial contexts. Emphasis will be on basic color theory, elements of dynamic composition, vocabulary of visual arts and design, and development of visual conceptual skills. Students will use a variety of materials and techniques.

**ARTS 1250****Design II – 3 Credits**

*Prerequisite: ARTS 1240*

This course introduces the basic formal (aesthetic), spatial, and physical aspects of 3D form as they can be applied to sculptural and functional design. Techniques that explore structure, mass, volume, scale, surface, form, and function are covered, along with various media, which may include paper, wood, clay, and/or metal.

**ARTS 1320****Ceramics I – 3 Credits**

*Out-of-class work required.*

An introduction to the medium of clay incorporating hand building and wheel throwing to introduce the student to both the sculptural and utilitarian uses of clay. The student will also be introduced to a variety of glazing and firing techniques.

**ARTS 1340****Functional Ceramics I – 3 Credits**

In this course the student is introduced to a variety of techniques used to create hand built and wheel thrown functional ceramics. Specific topics include pinch, slab, and coil hand building, basic wheel throwing, surface finishing, and firing.

**ARTS 1410****Introduction to Photography – 3 Credits**

*Out-of-class work is required.*

This course introduces the making of photographic images from a broad viewpoint to consider both as an art practice and as a cultural practice. The course covers technical information on camera use and functionality, composition and visual design, digital workflow and editing, professional functions of manipulating and enhancing images, and printing correctly and effectively. The historical aspects of photography are also covered.

**ARTS 1520****Digital Media I – 3 Credits**

This course provides an introduction to two of Adobe's major software applications, Illustrator and Photoshop, which are essential in creating artwork, designing promotional materials, websites and more. Part of the course deals with creating a variety of documents using the major tools of each program, and gaining an understanding of the contemporary graphic design industry and basic elements and principles of design.

**ARTS 1530****Digital Media II – 3 Credits**

This course introduces one of the major software applications in Adobe Creative Cloud, InDesign, with emphasis on obtaining a working knowledge of this software to create publications and documents of all kinds, promotional materials, press releases, newsletters, website, and more.

**ARTS 1610****Drawing I – 3 Credits**

This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3D subject on a 2D surface with visual accuracy. Other topics include historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space and composition.

**ARTS 1620****Life Drawing I – 3 Credits**

This course introduces the study of the human form as a primary vehicle for addressing formal and conceptual issues in drawing, using a variety of media to master proportion, structure, and visual expression of the figure.

## ARTS

**ARTS 1630****Painting I – 3 Credits**

This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory, and composition.

**ARTS 1710****Introduction to Printmaking – 3 Credits**

This course provides direct experience of exploring basic printmaking processes, including relief, intaglio, and monoprint processes, as well as the investigation of materials/media, tools, techniques, history, and concepts of printmaking. Emphasis is given to solving problems through thematic development while producing a portfolio of prints.

**ARTS 1840****Sculpture I – 3 Credits**

This course introduces the student to a variety of medium and techniques used in the production of sculpture; along with the historic, conceptual, and esthetic foundations of the sculptural process.

**ARTS 2120****Graphic Design I – 3 Credits**

*Prerequisite: ARTS 1520 or concurrent enrollment in ARTS 1520*

Introduction to the basic principles of graphic design and typography. Includes examination of the use of space, balance, unity and visual hierarchy.

**ARTS 2125****Graphic Design II – 3 Credits**

*Prerequisites: ARTS 2120, ARTS 1520, and ARTS 1530*

Continuation of the principles and theory of graphic design. Includes digital media and page layout.

**ARTS 2211****Portraiture – 3 Credits**

The examination of the portrait in drawing and painting, emphasizing development of personal skills in depicting likeness and personality. Various artistic media are used to explore the anatomy of the human head and face and its power to express emotion. The role of the portrait throughout history is examined together with development of skills.

**ARTS 2330****Functional Ceramics II – 3 Credits**

*Prerequisite: ARTS 1340*

This course familiarizes the student with more advanced hand building, wheel throwing, surface finishing, and firing techniques.

**ARTS 2331****Clay Tilemaking – 3 Credits**

*Out-of-class work required.*

An introduction to making tiles and glaze application. Also includes mosaic tiles.

**ARTS 2335****Southwestern Pottery – 3 Credits**

Advanced techniques in hand built or wheel-thrown vessels and specialized glazing methods.

**ARTS 2340****Raku – 3 Credits**

This course introduces the principles of Raku firing, post firing, and alternative firing techniques and the process of making simple Raku glazes.

**ARTS 2410****Black & White Photography – 3 Credits**

*Out-of-class lab work required.*

This course introduces the fundamental techniques of black and white photography, which includes camera functions and use, exposure techniques and film processing, traditional darkroom printing, and presentation of work.

**ARTS 2445****Large Format Photography – 3 Credits**

In this course the students will learn the mechanics of producing photographic film images using a large format 4x5 film camera. Everything from setup of the camera, focusing on subjects and determination of proper exposure will be explored. Loading and unloading and processing of sheet film will be demonstrated and practiced. Considerations for the printing of large format negatives will be explored.

**ARTS 2610****Drawing II – 3 Credits**

*Prerequisite: ARTS 1610*

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing.

**ARTS 2614****Drawing & Painting Advanced Projects – 3 Credits**

*Out-of-class lab work required.*

Intermediate to advanced level drawing and/or painting studio course. The course is structured around a common theme or mode of inquiry or combination of media, relevant to contemporary painting and/or drawing. Art historical context is discussed. Individual expression and exploration of painting and/or drawing is encouraged and expected.

**ARTS 2620****Life Drawing II – 3 Credits***Prerequisite: ARTS 1620*

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing.

**ARTS 2630****Painting II – 3 Credits***Prerequisite: ARTS 1630*

This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical, and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of-class assignments, library research or museum/gallery attendance, written responses, and critiques.

**ARTS 2639****Advanced Painting – 3 Credits***Out-of-class work required.*

A highly individualized instructional approach to the basic principles, materials, and skills of painting. Students may choose their own specific media. Subject matter may be decided by and large by each student. Weekly exercises will be used to reinforce basic principles in painting. Emphasis this semester will be placed on all aspects of color, seeing, mixing, describing and manipulating color.

**ARTS 2710****Intermediate Printmaking – 3 Credits***Prerequisite: ARTS 1710*

This course provides direct experience in exploring advanced printmaking concepts, including screen printing, multiple block relief printing, plate lithography, and mixed media printmaking. Emphasis is given to developing a portfolio of prints focusing on individual expression, collaborative work, and digital imagery.

**ARTS 2840****Sculpture II – 3 Credits***Prerequisite: ARTS 1840*

This course continues the exploration of form and concept in sculpture through the exploration of materials, techniques, and varied media. Students conceive and execute work that incorporate a variety of materials and types of presentation.

**ARTS 2891****Art for the Elementary Teacher – 3 Credits**

Orientation into the methods, philosophy and media of art practiced in the elementary school.

**ARTS 2993****Workshop in Art – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***ARTS 2996****Topics in Art – 1-3 Credits***As announced. (Course may be repeated for credit.)***ARTS 2998****Internship in Art – 3 Credits***Prerequisite: 12 credit hours in Art*

Provides students with supervised experience, planning, production, and management of an art project. This could entail marketing or graphic design projects, exhibition/museum projects, working with public schools programs, etc. Emphasis will be determined by the internship need. Students will keep a detailed log of all activities completed for the class.

**ART: FILM & DIGITAL MEDIA ART (FDMA)****FDMA 1210****Digital Video Production I – 3 Credits***Out-of-class lab work required.*

An introduction to digital video production. Students learn camera operation, lights and audio equipment. Hands-on production is completed in the studio and on location.

**FDMA 1510****Introduction to 3D Animation – 3 Credits***Prerequisite: ARTS 1520*

This course provides an overview of 3D animation production processes. Students will be introduced to basic story development and the creation of computer-generated assets and cinematic sequences. The course will survey specialty areas of digital animation and various software and techniques applied in entertainment and information media. Students will review and critique other's animation, as well as plan and produce original animation for review by classmates and as part of a CGI demo reel.

**FDMA 2210****Digital Video Production II – 3 Credits***Prerequisite: FDMA 1210*

Out-of-class lab work required.

Advanced techniques of the tools and application of professional film making.



**FDMA 2713****Computer 2D Animation – 3 Credits***Prerequisite: ARTS 1520*

Students will be introduced to 2-D computer animation software involving shape creation and manipulation, and sequence rendering. Students will explore motion graphics and visual effects using appropriate software. Students will also learn the basics of integrating animated images and title sequences with live action.

**FDMA 2790****Game Design Concepts – 3 Credits***Prerequisite: CIS 125*

Instruction in prototyping and designing individual concepts for video games. Topics include how to craft, demonstrate, and refine multiple projects, including characters and environments. With instructor's approval, design medium(s) are students' choice. Feedback and instruction are provided through lecture, student presentations, peer interaction, and one-on-one interaction with the instructor.

**AUTOMOTIVE TECHNOLOGY (AT)****AT 100****Introduction to Automotive Electronics – 4 Credits**

This is an introductory level course in automotive electrical and electronics. Students will learn basic concepts of electricity starting with atomic theory. This course will cover the concepts of electro-motive force, current, and resistance, as well as how they interact with each other. Students will study the design of series, parallel and series-parallel circuits, and learn how to measure them with a digital multimeter. Students will also learn the operational concepts and characteristics of solid-state components. All students will be expected to learn and utilize safety precautions related to equipment use. Completion of AT 100 with a "C" or higher is required before a student may be accepted into the full-time Automotive Technology program.

**AT 111****Engine Repair Theory – 3 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation of most modern Internal Combustion Engines (ICE) such as the four-stroke Otto engine, Gasoline Direct Injection (GDI), Atkinson and Miller cycle engines as well as the Diesel engine. During this course, students will learn the major components of the ICE, the four-stroke theory, seals and gaskets, fasteners and fastener repair. Students will also study major component theory such as the cylinder block and related components as well as the cylinder head and related components.

**AT 111L****Engine Repair Lab – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose, disassemble, inspect, measure, and reassemble an Internal Combustion Engine (ICE), using special tools, repair manuals, and professional work habits. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the ICE. Students are also expected to know and practice all rules of safety.

**AT 112****Automatic Transmissions and Transaxle Theory – 3 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation upon which most modern automatic transmission (AT) and transaxle designs are based. During this course, students will learn the operational theory of the automatic transmission. Students will also study major component theory such as the torque converter, planetary gear set, multiple disc clutch pack, one-way clutches, bands and the valve body, including hydraulic circuits. Students will also study the hydraulic and electronic controls, which create the up and down shifts within the AT, as well as gear ratio theory.

**AT 112L****Automatic Transmissions and Transaxle Lab – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose, disassemble, inspect, measure, and reassemble an automatic transmission, using special tools, repair manuals, and professional work habits. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service an automatic transmission. Students are also expected to know and practice all rules of safety.

**AT 113****Manual Transmissions Theory – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation upon which most modern manual transmission (MT) and transaxle designs are based, as well as the drive train systems. During this course, students will learn the operational theory of the manual transmission and drive train. Students will study gear ratio theory as well as major component theory such as clutches and clutch linkage, manual gearboxes, to include constant mesh gear operation, counter and main shaft operation and bearing placement. Students will also study the operational theories and differences of the constant velocity (CV) shafts and driveshafts, as well as final drive assemblies and rear differentials.

**AT 113L****Manual Transmissions Lab – 1 Credit***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose, disassemble, inspect, measure, and reassemble a manual transmission and a differential, using special tools, repair manuals, and professional work habits. Students will also learn to diagnose and repair clutch systems as well as constant velocity (CV) shafts and drive shafts. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service manual drivetrains. Students will also be expected to know and practice all rules of safety.

**AT 114****Suspension and Steering Theory – 3 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation of most modern suspension and steering systems. During this course, students will learn the operational theory and components of the short/long arm and McPherson strut suspension system. Students will also study the operational theory and components of the parallelogram and rack and pinion steering system. Students will also study Wheel alignment theory as related to both thrust and four-wheel alignments. Students will also study the operational theories of the tire and wheel assembly and tire balance.

**AT 114L****Suspension and Steering Lab – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose, disassemble, inspect, measure, and reassemble a modern suspension and steering system using special tools, repair manuals, and professional work habits. Students will also learn to perform an alignment on a car using an electronic alignment machine demonstrating their knowledge of camber, caster, and toe angles. Student will also learn to use tire mounting machines as well as tire balancers and will develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the suspension and steering system. Students are also expected to know and practice all rules of safety.

**AT 115****Brake Systems Theory – 3 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation of most modern braking systems. During this course, students will learn the operational theory and components of the hydraulic brake system. Students will also study the operational theories of brake components such as the master cylinder, calipers, brake pads, wheel cylinders, brake shoes, rotors, drums, lines and hoses, and the parking brake system. Students will also study the power braking systems such as the vacuum booster and the hydro-boost system.

**AT 115L****Brake Systems Lab – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose, disassemble, inspect, measure, and reassemble, a modern braking system using special tools, repair manuals, and professional work habits. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the braking system. Students are also expected to know and practice all rules of safety.

**AT 120****Welding for Automotive Technology – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

Must be currently enrolled in full-time AT program.

Students will learn the fundamentals of Oxyacetylene and Plasma Arc Cutting processes on various thickness materials in multiple positions. Students will also learn the basic set-up, operation, and shut-down procedures for Gas Metal Arc Welding "Mig". GMAW practice will include various joint designs and welding in all positions. Welding shop environment safety including personal safety, safe operation of equipment, tools, work area, and respiratory protection will also be emphasized.

**AT 121****Engine Repair Diagnostics – 2 Credits***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and application of general diagnostic procedures of the internal combustion engine (ICE). Students will learn engine diagnostic procedures such as cylinder power balance testing, compression testing, cylinder leak down testing, and vacuum testing. Students will also learn how to read and analyze the result of the tests.

**AT 122****Electronic Transmission Diagnostics – 1 Credit***Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and application of general diagnostic procedures of the automatic transmission. Students will study the different controls used in an automatic transmission using hydraulic, electronic or a combination of hydraulic and electronic controls. Students will become familiar with diagnostic processes as they apply to automatic transmissions.

AT

### AT 124 Fundamentals of Electronic Steering Systems – 2 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and application of electronic assist power steering systems. Students will study the different designs of electronic power assist steering, such as the electric assist rack and pinion as well as the electric assist that is mounted directly onto the steering column. Students will also study the operational theories of variable assist power steering systems. Students will become familiar with diagnostic processes as they apply to electronic steering systems. Students will also discuss future trends as they apply to steering systems.

### AT 125 Fundamentals of Electronic Brake Systems – 2 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and application of electronic braking systems. Students will study the different designs of electronic braking systems, such as the Anti-Lock Braking system (ABS), the Traction Control system (TCS) and the Vehicle Stability Control system. Students will become familiar with diagnostic processes as they apply to electronic braking systems. Students will also discuss future trends as they apply to braking systems.

### AT 216 Automotive Electronics Theory – 3 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation of most modern electrical/electronic systems. During this course, students will learn to read schematics and study the various electrical systems used in the automobile. Students will also study in detail electrical systems such as the charging/ starting system, power accessories, wiper systems etc.

### AT 216L Automotive Electronics Lab – 2 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose and repair electrical failures such as shorts, opens and resistance issues, using special tools, repair manuals, and professional work habits. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the electrical system. Students are also expected to know and practice all rules of safety.

### AT 217 Automotive HVAC Theory – 2 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation of the heating, ventilation and air conditioning (HVAC) systems currently in use. During this course, students will learn the components and operation of the HVAC such as the compressor, metering device, drier, condenser and the evaporator. Students will also study operation of the HVAC case in relation to air blending and distribution of the air. Students will also study the EPA Section 609 Standards for Refrigerant Handling and attain a Section 609 Certification.

### AT 217L Automotive HVAC Lab – 1 Credit

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose and repair a modern HVAC system using special tools, repair manuals, and professional work habits. Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the HVAC system. Students will learn how to safely and legally handle refrigerants R-12, R-134 and HFC-1234YF. Students will also be expected to know and practice all rules of safety.

### AT 218 Engine Performance Theory – 6 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the theory and operation on which most modern engine management system designs are based. During this course, students will learn the theory and operation of modern engine operating systems. Students will study automotive computer systems, including their logic, memory, input, and output systems. Students will study the sensory components used as inputs and output devices such as actuators, solenoids and motors. Students will also study passive restraint systems, such as supplemental inflatable restraints, automatic seat belts and seat belt pretensioners.

### AT 218L Engine Performance Lab – 4 Credits

*Prerequisite: A grade of "C" or higher in AT 100*

This course is designed to provide the knowledge and skills through demonstrations and lab assignments to diagnose and repair electrical and mechanical failures of the engine management system using special tools, repair manuals, and professional work habits. Students will learn scan tool functions to diagnose an automobile with or without the use of Diagnostic Trouble Codes (DTC's). Students will also develop skills in using and caring for hand and power tools, fastening devices, and precision measuring instruments required to maintain and service the engine management system. Students are also expected to know and practice all rules of safety.

**AT 268****Workshop in Automotive Technology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**AT 293****Topics in Automotive Technology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## AVIATION SCIENCE (AVS)

**AVS 151****Private Pilot Ground Instruction – 3 Credits**

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 are also covered.

**AVS 153****Instrument Ground Instruction – 3 Credits**

*Prerequisite: AVS 151 or private pilot's license*

A study of flight instruments, attitude 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 instrument flight rules.

**AVS 268****Workshop in Aviation Science – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**AVS 293****Topics in Aviation Science – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## BIOLOGY (BIOL)

**BIOL 1110C****General Biology Lecture & Lab – 4 Credits**

This course, in a combined lecture and lab format, introduces non-science majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology. Additionally, the laboratory portion of the course complements the concepts covered in the associated general biology lecture portion. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution, taxonomic classification and phylogeny, biodiversity, and ecology.

**BIOL 1130C****Introductory Anatomy & Physiology Lecture & Lab (Non-Majors) – 4 Credits**

This course introduces the anatomy (structure) and physiology (function) of the human body, which includes the study of basic chemistry, molecules, cells, tissues, organs, organ systems, and terminology related to these concepts. Additionally, this course introduces laboratory exercises in regards to human anatomy and physiology of the human body. This includes histological study, biochemical processes, mammal organ dissections, and the use of models to illustrate anatomical arrangement.

**BIOL 2110C****Principles of Biology: Cellular and Molecular Lecture & Lab – 4 Credits**

The combined lecture and laboratory components of this course introduces students to major topics in general biology. This course focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, DNA replication, transcription, and translation.

**BIOL 2210C****Human Anatomy and Physiology I Lecture & Lab – 4 Credits**

This course is the first of two, in a combined lecture and lab format, that serves as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; specifically, the integumentary, skeletal, muscular, and nervous systems. Additionally, the laboratory portion is designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level specifically, the integumentary, skeletal, muscle, and nervous systems. Specimen dissections, anatomic models, or synthetic cadavers are used and dissection is required.



BIOL- BUSA

**BIOL 2225C****Human Anatomy and Physiology II Lecture & Lab – 4 Credits**

*Prerequisite: Required BIOL 2210C with a "C" or higher within the last five years. BIOL 2210C is a prerequisite and cannot be taken concurrently with BIOL 2225C.*

This course is the second of two, in a combined lecture and lab format, that serves as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, organ structure and physiology, and organ system structure and function specifically, the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. Furthermore, the laboratory portion is designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level specifically, the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. Specimen dissections, anatomic models, or synthetic cadavers are used and dissection is required.

**BIOL 2310C****Microbiology Lecture & Lab – 4 Credits**

Introduction to the basic principles of microbiology, microbial pathogenesis, host defenses and infectious diseases. The course will emphasize concepts related to the structure and function of microorganisms, including their mechanisms of metabolism and growth. Host-parasite interactions will also be emphasized, including mechanisms of microbial pathogenesis and mechanisms of host defenses against infectious diseases. Additionally, the laboratory portion of this course will emphasize both the theory and hands-on application of techniques used in a microbiology laboratory for the growth and identification of bacterial species. Students will learn microscopy skills and staining techniques for the observation of bacteria. Students will also learn aseptic techniques used for isolation of bacteria, inoculation of cultures, and interpretation of selective and differential growth media for the identification of bacterial species.

**BIOL 2410C****Principles of Biology: Genetics Lecture & Lab – 4 Credits**

*Prerequisite: Required BIOL 2110C with a "C" or higher within the last two years.*

The lecture component of this course introduces the fundamental principles of heredity; DNA structure and replication, the processes of transcription, translation, and regulation of gene expression; and structural, functional, and comparative genomics. The course covers the application of major genetic concepts, principles, and techniques to understand and solve biological questions.

The laboratory component of this course introduces the fundamental principles of heredity and uses scientific

method to understand and solve genetic questions. Emphasis is placed on transmission genetics, molecular genetics, genomics, and biotechnology, with work focused on discussion and problem-solving activities. Students must engage with primary literature (e.g., written paper or annotated bibliography). Students must give oral presentations. Wet lab work is not required.

**BIOL 2993****Workshop in Biology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**BIOL 2996****Topics in Biology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## BUSINESS: BUSINESS ADMINISTRATION (BUSA)

**BUSA 1110****Introduction to Business – 3 Credits**

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

**BUSA 2110****Business Communications – 3 Credits**

*Prerequisite: TRST 0911 or appropriate placement testing into ENGL 1110*

Skill development in business writing with an emphasis on the preparation of letters and reports, and on presenting information in a logical, forceful and acceptable form. Included are strategies for effective oral communication in a professional environment.

**BUSA 2993****Workshop in Business – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**BUSA 2996****Topics in Business – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**BUSA 2998****Internship in Business Administration – 3 Credits**

*Prerequisite: 12 credit hours in BUSA*

An internship experience provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students gain a clearer sense of what they still need to learn as well as provides an opportunity to build professional networks.



**BUSA 2999****Programmatic Capstone – 2 Credits**

Prerequisites: ACCT 2110, BUSA 1110, ECON 2110, ECON 2120, BFIN 2110, MGMT 2110, and MKTG 2110 or consent of instructor

*Up to two prerequisites can be taken concurrently with BUSA 2999*

Business Administration Capstone Course—A review and assessment of integrated concepts in accounting, ethics, economics, finance, marketing, and management. Students should take this course in their last semester.

## BUSINESS: BUSINESS COMPUTER INFORMATION SYSTEMS (BCIS)

**BCIS 1110****Fundamentals of Information Literacy & Systems – 3 Credits**

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

## BUSINESS: BUSINESS FINANCE (BFIN)

**BFIN 2110****Introduction to Finance – 3 Credits**

Prerequisites: A grade of “C” or higher in TRST 0931, or appropriate placement testing into MATH 1215 or MATH 1130 and successful completion of ACCT 2110 and BUSA 1110

*Recommend ECON 2110 or ECON 2120 prior to taking BFIN 2110.*

Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis.

**BFIN 2993****Workshop in Finance – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**BFIN 2996****Topics in Finance – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## BUSINESS: BUSINESS LAW (BLAW)

**BLAW 2110****Business Law I – 3 Credits**

Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

## BUSINESS: ENTREPRENEURSHIP (ENTR)

**ENTR 2110****Small Business Management – 3 Credits**

*Prerequisite: BUSA 1110 or concurrent enrollment in BUSA 1110 or consent of instructor*

*Recommend MGMT 2110 before ENTR 2110*

This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise.

## BUSINESS AND OFFICE TECHNOLOGY (BOFT)

**BOFT 101****Personal Keyboarding – 1 Credit**

Eight-week course designed for students who have no previous keyboarding background or for students who want to improve and increase keyboarding skills. Students will learn the proper “touch method” techniques for using alpha/numeric keys on computers. Tutorial software is used in this course.

**BOFT 102****Computerized 10-Key Operations – 1 Credit**

Eight-week course designed to teach the touch-method operation of the numeric 10-key on the computer. Students will learn the proper operations of the numeric keypad through Computer-Based Training (CBT).

**BOFT 115****Workplace and Life Essentials – 3 Credits**

This course is designed to prepare students for success in work and in life. Course content includes communication skills, goal setting, customer service skills, workplace diversity, and employment strategies. Students are taught skills and processes that can improve the effectiveness of their personal lives and lead to greater professional competency through self-assessment and a better understanding of the interactions that occur among individuals and groups.

BOFT - CIS

### **BOFT 268**

#### **Workshop in Business and Office Technology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### **BOFT 293**

#### **Topics in Business Office Technology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## **CHEMISTRY (CHEM)**

### **CHEM 1120C**

#### **Introduction to Chemistry Lecture & Lab (Non-Majors) – 4 Credits**

This course covers qualitative and quantitative areas of non-organic general chemistry for non-science majors and some health professions. Students will learn and apply principles pertaining, but not limited to, atomic and molecular structure, the periodic table, acids and bases, mass relationships, and solutions. The laboratory component introduces students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment.

### **CHEM 1215C**

#### **General Chemistry I Lecture & Laboratory for STEM Majors – 4 Credits**

*Prerequisite: MATH 1220 or two years of high school algebra within the past five years*

This course is intended to serve as an introduction to General Chemistry for students enrolled in science, engineering, and certain preprofessional programs. Students will be introduced to several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions. The laboratory component is designed to complement the theory and concepts presented in lecture, and will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment.

### **CHEM 1225C**

#### **General Chemistry II Lecture & Laboratory for STEM Majors – 4 Credits**

*Prerequisite: CHEM 1215C*

This course is intended to serve as a continuation of general chemistry principles for students enrolled in science, engineering, and certain preprofessional programs. The course includes, but is not limited to a theoretical and quantitative coverage of solutions and their properties, kinetics, chemical equilibrium, acids and bases, entropy and free energy, electrochemistry, and nuclear chemistry. Additional topics may include (as time permits) organic, polymer, atmospheric, and biochemistry. The laboratory component is designed to complement the theory and

concepts presented in lecture, and will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment.

### **CHEM 2993**

#### **Workshop in Chemistry – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### **CHEM 2996**

#### **Topics in Chemistry – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## **COMMUNICATION (COMM)**

### **COMM 1130**

#### **Public Speaking – 3 Credits**

This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches.

### **COMM 2120**

#### **Interpersonal Communication – 3 Credits**

This course provides an introduction to the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships.

### **COMM 2993**

#### **Workshop in Communication – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### **COMM 2996**

#### **Topics in Communication – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

## **COMPUTER INFORMATION SYSTEMS (CIS)**

### **CIS 100**

#### **Basic Computer Literacy – 3 Credits**

A survey of computer hardware, system software, and application concepts. Topics covered include an introduction to Windows concepts and functions, applications software, and personal computers and peripherals. Topics of personal interest suggested by students may be included. This course is not intended for students seeking a CIS degree or students seeking industry certifications.

**CIS 101****Fundamentals of Computer Concepts – 3 Credits**

This course is required for CIS majors as an introduction to the Information Technology degree programs. A survey of computer hardware, system software, application software, data management, structured programming concepts, the systems development process, and their integration in a variety of professional environments. Course covers Internet and Core Computing Certification (IC3), and MCSE certification topics.

**CIS 102****Networking Concepts – 4 Credits**

*Prerequisites: A grade of "C" or higher in TRST 0930 or successful placement scores in TRST 0931 or higher and a grade of "C" or higher in TRST 0921 or successful college level reading placement scores*

*Audit by consent of instructor only.*

An introduction to the OSI seven-layer networking model and concepts for implementing the model in Wide Area and Local Area Networks. TCP/IP network fundamentals will be presented. Topics will include network device configuration, IPv4 and IPv6 network addressing, basic security administration and network troubleshooting principles. Preparation course for the Cisco Certified Network Associate Routing & Switching (CCNA R&S) and CompTIA Network+ certification exams.

**CIS 103****Configuring Cisco Devices for Internetworking Routing – 4 Credits**

*Prerequisite: CIS 102 from current Cisco curriculum version or consent of instructor*

*Audit by consent of instructor only.*

This course will cover the configuration of Cisco networking devices and the application of concepts in routing and switching technologies. Topics will include the implementation of security-focused local area network (LAN) management in wired and wireless networks. Preparation course for the Cisco Certified Network Associate Routing & Switching (CCNA R&S) exams.

**CIS 106****Windows Fundamentals – 1 Credit**

An introduction to the common graphical interface program for personal computers. Emphasis will be placed on file management (creating, saving, and backing up files and folders). There will also be a brief look at personal computer fundamentals as they relate to the Windows environment. The hardware requirements for running Windows will be discussed. Practical instruction in working in this environment will include how to use a mouse, how to work with and modify windows, using drop-down menus, running multiple applications simultaneously, and transferring data between applications.

**CIS 107****Internet Fundamentals – 1 Credit**

An overview of the Internet for the beginner. Emphasis is placed on using the World Wide Web. A popular Web browser will be taught. Students will learn basic concepts, Internet and Web terminology, and how to locate information on the Internet. Course covers Internet & Computing Core Certification (IC3) topics.

**CIS 108****Basic Computer Maintenance and Troubleshooting – 1 Credit**

An introduction to common computer management and maintenance issues that plague the novice home and office computer user. Topics will address installation of software, modifying computer settings, and troubleshooting of popular Microsoft operating system features and applications. Basic elements of computer network setup and security such as virus protection and spyware will be discussed. CIS 108 is not available online; however, other online options may be available for degree completion. Please see an Academic Advisor.

**CIS 116****Fundamentals of Wireless LANS – 3 Credits**

*Prerequisite: CIS 102 or CIS 135 or consent of instructor*

This course will cover the setup and configuration of wireless hardware and the operational concepts of wireless local area networks (WLAN). Elements of 802.11 wireless standards and the OSI reference model will be discussed and utilized. Access point (AP) and bridge configurations will be applied as an integral part of WLAN maintenance and troubleshooting. Site survey principles and requirements will be applied in the design of an effective wireless network. Wireless certifications will be discussed.

**CIS 125****Introduction to Programming Concepts – 3 Credits**

An introduction to programming concepts in the context of graphic design and 2-D game application development. Students will learn and apply common programming concepts such as variables, objects, conditionals, loops, functions, arrays and debugging. Programming solutions will be implemented using an object-oriented programming language and a popular programming platform.

**CIS 128****Java Programming – 3 Credits**

*Prerequisite: CIS 125 or consent of instructor*

An introduction to Java programming language that focuses on object-oriented techniques in developing Java applets and applications using an integrated development environment. This course covers control structures, classes, constructors, arrays and exception handling.

CIS

**CIS 134****Computer Hardware and Software – 4 Credits**

An in-depth study of computer hardware and software. Topics covered include the selection, configuration, and installation of hardware; I/O systems, storage devices, and communication systems; a comparison of operating systems, how the OS works and updating the OS; troubleshooting hardware and software; networking fundamentals; mobile devices; and preventive maintenance. This course is lab intensive. Preparation course for the CompTIA A+ exam and covers MCSE certification topics.

**CIS 135****Network Fundamentals for Network+ – 4 Credits**

Students will be taught the skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure. Concepts will include networking technologies, basic design principles, and wiring standards. Students will learn to use networking tools and software. Preparation course for CompTIA Network+ certification. Course cannot be taken as an elective nor substituted for CIS 102 on the Information Technology – Networking degree or certificate.

**CIS 140****Introduction to Word Processing – 3 Credits**

Basic word processing techniques and applications will be covered. Students will create, revise, store, and retrieve documents using word processing software. Mail merge techniques are introduced. Preparation course for Microsoft Office Specialist–Word certification.

**CIS 150****Introduction to Spreadsheets – 3 Credits**

An introduction to electronic spreadsheets. Using computer spreadsheet software, students will learn techniques to support business decision-making. Students will learn basic spreadsheet functions to enter, manipulate, and store numerical information for business analysis, modeling, and forecasting. Coverage includes intermediate features and commands, spreadsheet design, mathematical formulas and functions, and “what-if” analysis. Preparation course for Microsoft Office Specialist–Excel certification.

**CIS 160****Database Design and Development Using Access – 3 Credits**

Design, development, and maintenance of database management systems. This course will cover relational database design concepts. Students will be expected to implement the concepts by developing projects in Microsoft Access. Students will learn techniques for adding, updating, retrieving, and sorting information. Students will learn to create forms and reports using the stored data. Preparation course for Microsoft Office Specialist–Access certification.

**CIS 170****PowerPoint Presentations – 1 Credit**

An introduction to using PowerPoint to develop multimedia business presentations. Effective utilization of the software will be taught. Concepts of basic presentation methods and graphic design principles will be outlined. Students will create and deliver presentations using text, charts, digitized images, and sound. Preparation course for Microsoft Office Specialist–PowerPoint certification.

**CIS 175****Introduction to Microsoft Publisher – 1 Credit**

This course is an introduction to Microsoft Publisher. Students learn to create a publication and work with text and graphic objects. They will also learn to enhance a publication, improve a design, work with multiple pages, and use advanced features.

**CIS 180****Web Authoring Using HTML – 3 Credits**

*Prerequisite: CIS 107*

Instruction on how to develop Web pages using Hypertext Markup Language (HTML). Topics covered include basic HTML tags, links, text formatting, graphics, color schemes, tables, image maps, and frames. Web page forms and scripting will be introduced. Students will gain experience using HTML development tools to create website projects.

**CIS 185****Professional Website Design and Scripting – 3 Credits**

*Prerequisite: CIS 180*

Instruction on how to develop complex Web pages using industry standard client-side design and scripting tools in dynamic Web page development. Students will be required to develop complex website projects with database interaction while using the concepts presented in the class. Usually offered in the spring semester of even-numbered years.

**CIS 203****Configuring Connection Enterprise Services – 4 Credits**

*Prerequisite: CIS 103. from current Cisco curriculum or consent of instructor*

*Audit by consent of instructor only.*

Students will learn the advantages, disadvantages, and features of enterprise network services and how to protect against cybersecurity threats. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. It also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Configuration of Cisco devices for practical application of access control lists (ACLs) and network IP addressing solutions are stressed. Preparation course for the Cisco Certified Network Associate Routing & Switching exam

**CIS 204****Cisco CCNA Security – 3 Credits**

*Prerequisite: CIS 103 from current Cisco curriculum version or consent of instructor.*

*Audit by consent of instructor only.*

This course introduces core security concepts and skills needed for installing, troubleshooting, and monitoring Cisco network devices to maintain the integrity, confidentiality, and availability of data and devices. The CCNA Security course provides a next step for individuals who want to enhance their CCENT-level skill set and help meet the growing demand for network security professionals. The course cover Cisco CCNA Security and CompTIA Security+ certification topics.

**CIS 232****Server Administration Using Microsoft Windows Server – 4 Credits**

*Prerequisites: CIS 102 and CIS 134 (or concurrent enrollment in CIS 134) or consent of instructor*

This course provides the basic competencies of installing, configuring, and administering Windows Server in a network environment. Topics covered include how to create and manage client accounts, how to setup and administer shared resources, how to manage server resources and security through groups, how to plan the active directory and security, how to configure and manage network protocols and services, how to monitor the network, and how to optimize the server. All topics will be presented in the context of Microsoft Windows. Preparation course for the Microsoft Certified Solutions Associate (MCSA) Server exam and covers MCSE certification topics.

**CIS 235****Fundamentals of Network Security – 3 Credits**

*Prerequisite: CIS 102 or consent of instructor*

This course will cover fundamental security concepts as well as the practical application of firewall installation, configuration, monitoring, and maintenance. In addition to general security concepts, other topics include: types of attacks, infrastructure security, operational security, transmission security, risk management, change management, and security policy development and implementation. Preparation course for the Computer Technology/Industry Association Security+ exam and covers Cisco Certified Security Professional/Network+ certification topics.

**CIS 240****Network Hacking Countermeasures – 4 Credits**

*Prerequisite: CIS 134 a "C" or higher, current CompTIA A+ certification, or consent of instructor*

This course examines the tools, techniques and technologies used to secure information assets. Students will learn about software and hardware components of Information Security, how to effectively protect computer networks, penetration testing methodologies, security resources that describe new vulnerabilities and innovative methods to protect networks. Students will also learn about federal and state computer crime laws and the penalties imposed for unsanctioned or illegal network hacking.

**CIS 268****Workshop in Computer Information Systems – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**CIS 293****Topics in Computer Information Systems – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**CIS 297****Internship in Information Technology/Systems (ITS) – 1-3 Credits**

*Prerequisite: 12 credit hours in CIS*

The ITS Internship provides students with supervised on-site experience in a computer and networking work environment while applying knowledge and skills learned in the classroom. Emphasis will be determined by the internship need. Students will maintain a log of all activities/projects completed during the internship.

**COSMETOLOGY (COS)****COS 102****Nail Tech Theory I – 3 Credits**

Introduction to cosmetology and nail technician theory in the areas of orientation, professional images, safety, and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.

**COS 112****Cosmetology Theory I – 3 Credits**

Introduction to cosmetology theory in the areas of orientation, professional images, safety, and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.



COS

**COS 113****Facials – 2 Credits**

This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments, and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, removal of unwanted hair, light therapy, client consultation and recommendations, client record keeping, and safety are also covered.

**COS 114****Chemical Rearranging/Perms I – 4 Credits**

This course covers preparation, procedures, practice and related theory in product knowledge, anatomy, physiology, materials, implements, hair analysis, client consultation, related chemistry, record keeping, and safety.

**COS 117****Manicuring/Pedicuring – 3 Credits**

Course covers manicuring and pedicuring theory, anatomy, physiology, preparation, procedures, practice, products, materials, implements, and theory of massage.

**COS 122****Cosmetology Theory II – 2 Credits**

*Prerequisite: COS 112*

This course covers the areas of state laws and regulations, chemistry, electricity, and professional standards.

**COS 126****Women's Hair Cutting and Hair Styling – 3 Credits**

Pivot Point training and theory of women's hair cutting and styling, preparation, procedure, practice, products, materials, client record keeping, and implements including use of shears, razor, clippers, and safety.

**COS 132****Sterilization and Sanitation – 2 Credits**

Basic concepts of safety, preparation, procedure and practice, products, materials, and implements, related theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections.

**COS 136****Men's Hair Cutting and Hair Styling – 3 Credits**

*Prerequisite: COS 126*

Pivot Point training and theory in men's hair cutting and styling, preparation, practice, products, materials, client record keeping, and implements including the use of shears, scissors, razor, clippers, and safety.

**COS 142****Shampoo, Rinses, and Scalp Treatments – 1 Credit**

Techniques relating to preparation, procedure and practice, products, and materials; related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, and related chemistry; client record keeping; and safety.

**COS 152****Esthetic Facials I – 6 Credits**

Theory, anatomy, and physiology related to head and skin. Beginning training in preparation, procedures and practices, products, materials, and implements used in skin treatments. Beginning theory of massage, makeup application, and facial treatments. Use of electrical appliances, currents, and specialized machines for skin treatment and light therapy. Basic training in removal of unwanted hair, client consultation and recommendations, client record keeping, and safety.

**COS 154****Spa Practice I – 3 Credits**

In the student spa, with instructor supervision, students develop their understanding and apply the skills learned in related courses.

**COS 212****Cosmetology Theory III – 2 Credits**

*Prerequisites: COS 112 and COS 122*

Reinforcing areas of communication, final reviewing of state laws and regulations, and preparing for the state board written exam.

**COS 214****Chemical Rearranging/Perms II – 2 Credits**

*Prerequisite: COS 114*

This course covers advanced preparation, procedures, practice and related theory in chemical relaxing and perming. Products, physiology, materials, implements, hair analysis, client consultation, record keeping, related chemistry, and safety are taught.

**COS 216****Cosmetology Salon Practice I – 6 Credits**

*Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 122, COS 126, COS 132, COS 136, COS 142, COS 214, COS 217, and COS 222*

Beginning course for students to develop their understanding and knowledge learned in related courses through limited student salon experiences.

**COS 217****Nail Enhancements – 3 Credits**

*Prerequisite: COS 117*

Course covers theory, preparation, procedures, practice, products, materials, and implements as related to advanced nail techniques.

**COS 222****Hair Coloring – 3 Credits**

*Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 126, and COS 142*

Basic concepts of hair analysis and related chemistry; temporary, semi-permanent and permanent application; bleaching, tinting, toning, highlighting, special effects, and corrective hair color; client consultation and recommendations; client record keeping; and safety.

**COS 223****Practical Cosmetology – 3 Credits**

*Prerequisite: COS 216*

Independent student salon practice and training with minimal supervision.

**COS 226****Advanced Hair Styling – 2 Credits**

*Prerequisite: COS 126*

Continuation of Pivot Point training and theory for long hair styling, preparation, procedures, practice, materials, and implements.

**COS 227****Cosmetology Salon Practice II – 6 Credits**

*Prerequisite: COS 216*

Advanced student salon experiences for the development and mastery of skills learned in related courses.

**COS 232****Salon Business and Retail – 2 Credits**

Emphasis is on related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, safety, and salon retailing.

**COS 252****Esthetic Facials II – 4 Credits**

*Prerequisites: COS 112 and COS 152*

Advanced study and training preparation, procedures and practices, and products, materials, and implements used in skin treatments. Advanced theory of massage, makeup application, and facial treatments. Advanced use of electrical appliances, light therapy, and specialized machines for skin treatment. Advanced training in removal of unwanted hair, eyelash and brow tinting, client consultation, and record keeping and safety.

**COS 254****Spa Practice II – 3 Credits**

*Prerequisites: COS 112, COS 152, and COS 154 (COS 154 may be taken concurrently with COS 254)*

Advanced student spa experiences for the development and mastery of skill learned in related classes.

**COS 260****Review in Practical Cosmetology – 5 Credits**

A review in practical cosmetology for those who have completed the cosmetology program and need to review before taking the NM board exam. Students who have been out of the cosmetology program for more than one year must complete and pass an evaluation to assess knowledge level before being approved for the refresher course. Students who are out of the program for more than two years and did not obtain a NM license will be required to complete the full-time program again. Course is also available for those who currently have a license in another state and wish to pursue reciprocity for a NM license. Students must provide a copy of other state licensure and NM state board approval.

**COS 265****Barber Crossover – 6 Credits**

*Prerequisite: Current NM Cosmetology License*

This course covers the areas of New Mexico state laws and regulations and professional image as it relates to beard trimming and shaving. Course content includes related theory, anatomy, and physiology; preparation, procedures, and practices; use of products, materials, and implements; and practical experience in beard trimming, shaving, honing, and stropping.

**COS 268****Workshop in Cosmetology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**COS 293****Topics in Cosmetology – 1-6 Credits**

*As announced. (Course may be repeated for credit.)*

**CRIMINAL JUSTICE (CJUS)****CJUS 1110****Introduction to Criminal Justice – 3 Credits**

This course provides an overall exploration of the historical development and structure of the United States criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

**CJUS 1120****Criminal Law – 3 Credits**

This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime.

CJUS

**CJUS 1140****Juvenile Justice – 3 Credits**

This course covers the diversity of the informal and formal juvenile justice system, the process of identifying delinquent behavior, the importance of legislation, law enforcement, courts, diversion, referrals, and juvenile correctional facilities.

**CJUS 1170****Introduction to Criminology – 3 Credits**

The course will explore the crime problem, its context, and especially to explain causes of crime. The course will cover Foundations for Criminology, Theories of Crime, and Types of Crime. The first half of the class will be lectures on Crime and Criminology, The Nature and Extent of Crime, and Victims and Victimization. The second part of the class will be lectures on Rational Choice Theories, Trait Theories, Social Structure Theories, Social Conflict, Developmental Theories, Social Structure Theories of Crime, Social Process Theories of Crime, Social Reaction Theories of Crime. The third part will cover lectures in Interpersonal Violence, Political Crime and Terrorism, Property Crime, Enterprise Crime, Public Order Crime. The class will also be devoted to discussion groups who will be assigned special discussion questions related to the chapter being discussed. Discussion groups will give opportunity to students to use communication skills with each other as they work as a team to resolve a question/problem. The instructor will use handouts, films and guest speakers as additional information on topics.

**CJUS 1190****Introduction to Protective Services – 3 Credits**

A survey in concepts, principles, leadership, and practices of local law enforcement. The course is designed to prepare students for entry into local protective services and examines the structure, purpose, scope of authority, and jurisdictions of local law enforcement agencies. Students learn how protective services interact with local communities and agencies in local, state, tribal, and federal venues. In addition, the course reviews candidate characteristics, qualifications, and requirements for career opportunities in the protective services arena.

**CJUS 2120****Criminal Courts and Procedure – 3 Credits**

This course covers the structures and functions of American trial and appellate courts, including the roles of attorneys, judges, and other court personnel, the formal and informal process of applying constitutional law, rules of evidence, case law and an understanding of the logic used by the courts.

**CJUS 2130****Police and Society – 3 Credits**

The course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress.

**CJUS 2140****Criminal Investigations – 3 Credits**

This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures which insure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced.

**CJUS 2150****Corrections System – 3 Credits**

This course introduces the corrections system in the United States, including the processing of an offender in the system and the responsibilities and duties of correctional professionals. The course covers the historical development, theory, and practice, as well as the institutional and community-based alternatives available in the corrections process.

**CJUS 2215****American Judicial System – 3 Credits**

Analysis of law and society with emphasis on the rights of the accused; the roles of the district attorney, the judge and the defense attorney; and legal terminology.

**CJUS 2320****Gangs in American Society – 3 Credits**

The study of juvenile and adult groups that have joined together to engage in delinquent and criminal acts.

**CJUS 2340****Victimization in American Society – 3 Credits**

Study of crime victims to understand the physical, psychological and economic impact of crime upon victims, their families and society; review of how the American justice system responds to victims.

**CJUS 2350****Organized Crime/Terrorism – 3 Credits**

This course familiarizes the learner with a broad overview of the unlawful activities of people and groups whose purpose is to profit through legitimate gain by illegal enterprises or advance their agendas through violence. The course also examines terrorism and its relationship to traditional organized crime as well as its impact on law enforcement. The history of organized crime and terrorism will be explored as well as their relevance to criminal justice in today's world.

**CJUS 2410****Probation, Parole, and Community Corrections – 3 Credits**

A survey and analysis of probation, parole, other community reintegration procedures, halfway houses, community treatment centers, volunteer programs and graduated release.

**CJUS 2570****Crime and the Media – 3 Credits**

Crime and the Media surveys the connection between the mass media, crime, and criminal justice in the United States. It will explore how the criminal justice system, criminals, and crime are portrayed in the entertainment and news media and the effects that these portrayals have on society and the criminal justice system. Special attention will be given to the issue of media violence and its role in the social construction of crime and justice.

**CJUS 2575****Multicultural Law Enforcement – 3 Credits**

Multicultural Law Enforcement is designed to assist all levels of criminal justice representatives in understanding the pervasive influences of culture, race, and ethnicity in the workplace and in multicultural communities. It will focus on the cross-cultural contact that police officers and civilian employees have with citizens, victims, suspects, and co-workers from diverse backgrounds. Special topics will include discussions of hate crimes, urban dynamics, community-based policing, and racial profiling. We will stress the need for awareness, understanding of cultural differences, and respect toward those of different backgrounds.

**CJUS 2993****Workshop in Criminal Justice – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**CJUS 2996****Topics in Criminal Justice – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**DANCE (DANC)****DANC 1110****Dance Appreciation – 3 Credits**

This course introduces the student to the diverse elements that make up the world of dance, including a broad historic overview, roles of the dancer, choreographer and audience, and the evolution of the major genres. Students will learn the fundamentals of dance technique, dance history, and a variety of dance aesthetics.

**DANC 2993****Workshop in Dance – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**DANC 2996****Topics in Dance – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**EARLY CHILDHOOD EDUCATION (ECED)****ECED 1110****Child Growth, Development, and Learning – 3 Credits**

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized.

**ECED 1115****Health, Safety, and Nutrition – 2 Credits**

This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

**ECED 1120****Guiding Young Children – 3 Credits**

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedules will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

ECED

### ECED 1125

#### Assessment of Children and Evaluation of Programs – 3 Credits

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process.

### ECED 1130

#### Family and Community Collaboration – 3 Credits

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desires for their children will be supported through culturally responsive strategies.

### ECED 2110

#### Professionalism – 2 Credits

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

### ECED 2115

#### Introduction to Language, Literacy, and Reading – 3 Credits

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a development approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

### ECED 2120

#### Curriculum Development through Play Birth through Age 4 (PreK) – 3 Credits

*Concurrent enrollment: ECED 2121*

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized.

### ECED 2121

#### Curriculum Development through Play Birth through Age 4 (PreK) Practicum – 2 Credits

*Concurrent enrollment: ECED 2120*

The beginning practicum course is a co-requisite with the course Curriculum Development through Play – Birth through Age 4. The field based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized.

### ECED 2130

#### Curriculum Development and Implementation Age 3 (PreK) through Grade 3 – 3 Credits

*Concurrent enrollment: ECED 2131*

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEPs is included.



**ECED 2131****Curriculum Development and Implementation Practicum  
Age 3 (PreK) through Grade 3 Practicum – 2 Credits***Concurrent enrollment: ECED 2130*

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation: Age 3 through Grade 3. The field based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the developments of IEPs is included.

**ECED 2993****Workshop in Early Childhood Education – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***ECED 2996****Topics in Early Childhood Education – 1-3 Credits***As announced. (Course may be repeated for credit.)***ECONOMICS (ECON)****ECON 1110****Survey of Economics – 3 Credits***Recommended for non-business majors only*

This course will develop students' economics literacy and teaches students how economics relates to everyday life of individuals, businesses, and society in general. The course will also introduce students to the roles different levels of governments play in influencing the economy. At the conclusion of the course, students will be able to identify economic causes for various political and societal problems at national and international levels and have a better understanding of everyday economic issues that are reported in media and public forums.

**ECON 2110****Macroeconomic Principles – 3 Credits***Prerequisite: A grade of "C" or higher in TRST 0931 or appropriate placement testing into MATH 1130 or MATH 1215*

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

**ECON 2120****Microeconomic Principles– 3 Credits***Prerequisite: A grade of "C" or higher in TRST 0931 or appropriate placement testing into MATH 1130 or MATH 1215*

This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources.

**ECON 2993****Workshop in Economics – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***ECON 2996****Topics in Economics – 1-3 Credits***As announced. (Course may be repeated for credit.)***EDUCATION FOUNDATIONS (EDUC)****EDUC 2996****Topics in Education Foundations – 1-3 Credits***As announced. (Course may be repeated for credit.)***EMERGENCY MEDICAL SERVICES (EMS)****EMS 101****First Responder – 4 Credits**

The First Responder course is designed specifically for individuals who have access or potential access to specialized vehicles equipped with medical items and equipment. It is designed to train individuals to recognize and stabilize patients with life-threatening emergencies at the scene and arrange for transport.

**EMS 115****Anatomy and Physiology for EMS  
Professionals – 4 Credits**

This is a basic anatomy and physiology class that is specifically for the EMS intermediate level students who wish to enroll in the Paramedic Program. Will be taken as an 8 week class in the same semester as EMS 122 prior to taking EMS 122L.

**EMS 120****Emergency Medical Technician—Basic – 8 Credits***Prerequisite: Professional CPR Certificate**Concurrent enrollment: EMS 120L*

This is a beginning course in basic emergency medical care. It is designed to help students prepare to enter the field of emergency medicine. Students will learn to recognize a variety of life-threatening conditions, stabilize patients, and the means of transporting from a scene to a medical facility. The course will prepare students to obtain licensure in the State of New Mexico through the Emergency Medical Services Bureau.

**EMS 120L****Emergency Medical Technician—Basic Lab – 3 Credits***Concurrent enrollment: EMS 120*

Lab includes a clinical field experience and uses the College's EMS laboratory for the application of knowledge and the practice of skills learned in EMS 120. Local pre-hospital care facilities and EMS providers are used to provide field and hospital experience in EMS.

**EMS 122****Emergency Medical Technician—Intermediate – 4 Credits***Prerequisites: EMT B State License, Professional CPR Certificate, and Pre-test within 12 months prior to start date*

This course reinforces skills and knowledge learned in the EMT-Basic course. It also gives the EMT-Basic new knowledge and skills in fluids and electrolytes, adult and pediatric peripheral IV therapy, external jugular IVs, inhalation therapy, IV medication administration, SQ injections, immunizations, cardiac drugs, and management of many illnesses and injuries.

**EMS 122L****Emergency Medical Technician—Intermediate Lab – 2 Credits***Prerequisites: EMS 115 and EMS 122**Lab includes a clinical field experience.***EMS 268****Workshop in Emergency Medical Services – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***EMS 293****Topics in Emergency Medical Services – 1-3 Credits***As announced. (Course may be repeated for credit.)***ENGLISH (ENGL)****ENGL 1110****Composition I – 3 Credits***Prerequisite: A grade of "C" or higher in TRST 0911 or a satisfactory score on the English Placement Test*

In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing.

**ENGL 1120****Composition II – 3 Credits***Prerequisite: A grade of "C" or higher in ENGL 1110*

In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods.

**ENGL 1410****Introduction to Literature – 3 Credits**

In this course, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning.

**ENGL 2210****Professional & Technical Communication – 3 Credits***Prerequisite: ENGL 1110*

Professional and Technical Communication will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience.

**ENGL 2310****Introduction to Creative Writing – 3 Credits**

This course will introduce students to the basic elements of creative writing, including short fiction, poetry, and creative nonfiction. Students will read and study published works as models, but the focus of this "workshop" course is on students revising and reflecting on their own writing. Throughout this course, students will be expected to read poetry, fiction, and non-fiction closely, and analyze the craft features employed. They will be expected to write frequently in each of these genres.

**ENGL 2350****Introduction to Drama – 3 Credits**

This course introduces students to drama as a literary form. Students will identify elements of the dramatic form, examining how the choices made by the playwright, director, actors, set designer, costume designer, and even the audience influence the performance. Students will also examine different types of plays, such as comedy, historical, and tragedy, and the influence of the historical, social, and political setting.

**ENGL 2360****Introduction to Poetry – 3 Credits**

This course is an introduction to reading and thinking about poetry. This course will involve the reading and analysis of poems from a variety of eras. By examining poetic features of tone, speaker, situation, setting, language, sounds, internal structure, and external form, students will build a foundation for complex critical thinking about what poems can do. All poems are born out of particular literary and cultural contexts, which will also be discussed as part of this course's inquiries into the nature of poetry and poetic form.

**ENGL 2370****Introduction to the Novel – 3 Credits**

This course is an introduction to the study of long fiction, such as novels and novellas, focusing on the use of critical approaches to analyze the ways that narrative is created. Students will read and analyze a diverse range of texts that may include varying time periods, nationalities, regions, genders, and ethnicity.

**ENGL 2380****Introduction to Short Fiction – 3 Credits**

This course is an introduction to the study of short fiction, focusing on the use of critical approaches to analyze the ways that narrative is created. Students will read and analyze a diverse range of texts that may include varying time periods, nationalities, regions, genders, and ethnicity.

**ENGL 2610****American Literature I – 3 Credits**

This course surveys American literature from the colonial period to the mid-nineteenth century. This course provides students with the contexts and documents necessary to understand the origins of American Literature and the aesthetic, cultural, and ideological debates central to early American culture.

**ENGL 2620****American Literature II – 3 Credits**

This course surveys American literature from the mid-nineteenth-century to the contemporary period. This course provides students with the contexts and documents necessary to understand American Literature and the aesthetic, cultural, and ideological debates central to American culture.

**ENGL 2630****British Literature I – 3 Credits**

This course offers a study of British literature from its origins in Old English to the 18th century. This survey covers specific literary works – essays, short stories, novels, poems, and plays – as well as the social, cultural, and intellectual currents that influenced the literature.

**ENGL 2640****British Literature II – 3 Credits**

This course offers a study of British literature from the 18th century to the present. This survey covers specific literary works—short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature.

**ENGL 2993****Workshop in English – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**ENGL 2996****Topics in English – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**FIRST YEAR EXPERIENCE (FYEX)****FYEX 1110****First-year Seminar – 3 Credits**

This course is designed to help students achieve greater success in college and in life. Students will learn many proven strategies for creating greater academic, professional, and personal success. Topics may include career exploration, time management, study and test-taking strategies to adapt to different learning environments, interpersonal relationships, wellness management, financial literacy, and campus and community resources.

**FYEX 1113****Academic Literacy – 5 Credits**

The Academic Literacy course is designed to meet the demands of college level critical reading, critical analysis, and critical response using reading specific strategies, and emphasizing the writing process, academic tone, and an affective process. This course will require students to research and use APA citations, be aware of grammar, organize paragraphs meaningfully, and construct essays. Students must score a "C" or better, in order to pass.

**FYEX 1996****Topics in First-year Experience**

*As announced. (Course may be repeated for credit.)*

**GEOLOGY (GEOL)****GEOL 1110C****Physical Geology Lecture & Lab – 4 Credits**

Physical Geology is an introduction to our dynamic Earth introducing students to the materials that make up Earth (rocks and minerals) and the processes that create and modify the features of our planet. The course will help students learn how mountains are formed, how volcanoes erupt, where earthquakes occur, and how water, wind, and ice can shape the landscape. Students will also develop a basic understanding of the ways humans have altered the planet including our impact on natural resources and global climate change.

**GEOL 2993****Workshop in Geology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**GEOL 2996****Topics in Geology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**HEALTH AND PHYSICAL EDUCATION:  
EXERCISE SCIENCE (EXSC)****EXSC 1110****Youth Fitness – 2 Credits**

This course exposes students to the principles and techniques of teaching fitness to children and young adults. The course explores developmental stages, motor skill assessment, games, and fitness activities for youngsters. Incorporating methods of effective teaching, enhancing student learning, and managing students effectively are emphasized.

**EXSC 2110****Exercise Physiology – 3 Credits**

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.

**EXSC 2120****Structural Kinesiology – 3 Credits**

*Prerequisite: BIOL 1130C or BIOL 2210C*

The student will learn about the anatomy of movement. Muscles, joints, bones and their functional units etc.

**HEALTH AND PHYSICAL EDUCATION:  
HEALTH EDUCATION (HLED)****HLED 1120****American Red Cross First Aid & CPR/AED – 2 Credits**

*Required for national certification and includes Basic Life Support skills*

Introduces students to the fundamentals, techniques and practices of standard First Aid, Safety and CPR/AED. Upon successful completion of the course, students will become eligible for ARC certification.

**HLED 1130****Concepts of Health & Wellness – 3 Credits**

Introduces the student to the "Seven Dimensions of Wellness" (physical, emotional, intellectual, interpersonal, spiritual, environmental, and financial). This course addresses topics including fitness, exercise, nutrition, stress management and chronic lifestyle-related diseases.

**HLED 1150****Lifeguarding – 2 Credits**

*Prerequisite: Successfully pass pre-course swimming skill test*

Provides knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide professional-level care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. At the successful completion of the required skills and written exam, students will receive an American Red Cross (ARC) Lifeguard Training certificate, which will include the certifications of ARC First Aid at the workplace and ARC CPR for the professional rescuer.

**HLED 1170****Fitness Concepts for Special Populations – 2 Credits**

Designed to provide knowledge and skill needed to work with individuals with a variety of disabilities and the effects these disabilities have on their performance in physical education. Consideration is given to the etiology, characteristics, instructional strategies, and federal legislation related to physical education as well as the indicated and contraindicated activities.

**HLED 1220****Personal Health Management – 2 Credits**

An introduction to the major areas of information that help humans achieve, maintain, and promote positive health. Topics covered include nutrition, mental and physical health, drugs, human sexuality, prevention and control of diseases and injury, nutrition, and societal and environmental impacts on health.

**HLED 2110****Principles of Coaching – 2 Credits**

Explores methods and principles of coaching individual and team sports at the secondary and postsecondary levels, including discipline techniques, curriculum planning, ethics, motivation, budget management, and public relations. The course provides an understanding of a comprehensive coaching program.

**HLED 2230****Observation in Health and Physical Education – 2 Credits**

*Prerequisite: Permission of Division Chair*

Provides students with the opportunity to observe skilled practitioners at work, as well as to observe the characteristics of students at Clovis Community College.

**HLED 2510****History and Philosophy of Physical Education – 3 Credits**

Provides an understanding and appreciation of contemporary physical education based upon knowledge of past social forces, conditions, movements, and philosophies which have shaped the present.

## HEALTH AND PHYSICAL EDUCATION: PHYSICAL EDUCATION (PHED)

These courses can be taken for standard letter grade or pass/fail only unless otherwise noted.

**PHED 1110****Dance: Country & Western Dancing – 1 Credit**

Introduction to traditional western square dances. Included in this course is a step by step guide to the framework and the different type of square dances.

**PHED 1110****Dance: Beginning Belly Dancing – 1 Credit**

Designed to provide the basic components of Belly Dance. The course will include the basic moving steps and rhythms of Middle Eastern dance with an emphasis placed on putting the basic movements together with timing, tempo and rhythm.

**PHED 1110****Dance: Ballroom – 1 Credit**

Introduces and allows the student to practice basic steps and rhythms for Country/Western and ballroom dance.

**PHED 1140****Zumba – 1 Credit**

A Latin-inspired dance fitness workout, integrating dance with some of the basic principles of aerobic, interval, and resistance training to maximize caloric output, cardiovascular benefits, flexibility and total body toning. Students will practice choreographed Zumba® movements in an energetic classroom environment, incorporating hip-hop, samba, mambo, tango, cumbia, salsa, merengue, and reggae moves.

**PHED 1210****Basketball – 1 Credit**

Designed to provide instruction to students seeking to learn the game of basketball. Students are taught the fundamentals of footwork, shooting, passing, ball handling, and defensive positioning. Students learn the history and develop practical skill knowledge of the fundamentals of the sport.

**PHED 1230****Individual Sport: Racquetball – 1 Credit**

Students will practice various skills and concepts of racquetball in activities and games. The course promotes wellness and exercise activity through proper racquetball techniques and increases the performance of the cardiovascular, respiratory, and muscular systems.

**PHED 1230****Individual Sport: Golf – 1 Credit**

*Student must furnish golf clubs.*

Introduces students to the basic skills, fundamentals, and techniques of golf, including strategies of play, knowledge of rules, and understanding of etiquette.

**PHED 1230****Individual Sport: Tennis – 1 Credit**

Student must furnish tennis racquet.

Provides a basic understanding of rules, techniques, and skill acquisition in the sport of tennis.

**PHED 1230****Individual Sport: Beginning Bowling – 1 Credit**

Provides instruction in the basic principles and skills of bowling which include the four-step approach, grip, delivery, and scoring. Spare and strike position strategies, ball control techniques will be emphasized. Students will learn care of equipment for bowling, safety, rules, and etiquette.



PHED

**PHED 1280****Volleyball – 1 Credit**

Introduction to the sport of volleyball will include rules, concepts, and fundamentals incorporated into game play.

**PHED 1310****Swim I: Beginning Swimming – 1 Credit**

Designed as an introduction to the fundamentals of swimming. Emphasis is placed on learning basic swimming techniques for fun, fitness, health and personal safety. Students are introduced to and explore the various skills and techniques necessary for successful swimming.

**PHED 1320****Aqua Fit: Senior Aquatics – 1 Credit/Audit Only**

Water is an ideal environment for a safe and comfortable workout. People with a broad range of conditions, such as joint stiffness and arthritis, can benefit from exercises done in the water. The natural buoyancy of water offers a low impact, resistance-based environment, making it an ideal medium in which to exercise.

**PHED 1320****Water Aerobics – 1 Credit**

Introduces the student to water aerobics and is designed as a comprehensive water exercise regimen. Students practice various aquatic exercises and techniques in a safe environment to develop strength, endurance, and flexibility.

**PHED 1410****Yoga: Beginning Yoga – 1 Credit**

An introduction to yoga and yoga movements. Students explore various concepts and fundamentals of yoga while also learning about the history of the practice.

**PHED 1430****Pilates – 1 Credit**

Designed to introduce students to movements and breathing patterns based on techniques developed by Joseph Pilates. Students will learn how to develop core strength, stability, muscle tone, proper body alignment, flexibility, balance, and coordination and how to facilitate relaxation. Emphasis is placed on proper breathing patterns as well as the flow of the movements.

**PHED 1510****Training: Body Sculpting – 1 Credit**

Designed for individuals to achieve aerobic fitness and muscular endurance, focusing on correct body alignment and exercise technique. Emphasis will be placed on core strengthening.

**PHED 1510****Training: Kickboxing – 1 Credit**

Designed for students who desire to increase cardiovascular fitness, flexibility, and muscular endurance in an aerobic format utilizing kicking, jumping, and boxing movements. Emphasis will be on safe exercise progression and technique in a format utilizing aerobic kickboxing.

**PHED 1510****Training: Beginning Weight Training – 1 Credit**

Introduces the student to the proper techniques and principles of setting up and following a personalized weight training program to improve muscle tone, strength, and endurance.

**PHED 1510****Training: Circuit Training – 1 Credit**

*Suggested prerequisite: PHED 1510*

Combines strength and aerobic training to provide a total body workout, alternating aerobic exercise with the use of a variety of strength-training modalities. Weight training exercises are performed consecutively to tone and strengthen major muscle groups.

**PHED 1510****Training: Bootcamp – 1 Credit**

This course is structured to introduce the student to intense aerobic and anaerobic exercise and strength conditioning through a military fitness style format.

**PHED 1610****Fitness for Life – 1 Credit/Audit Only**

An introduction to current physical activity guidelines emphasizing activities that improve the five health-related components of fitness. Current principles and guidelines of fitness and nutrition are used as the foundation for designing an individualized exercise program.

**PHED 1620****Fitness: Indoor Fitness Cycling – 1 Credit**

Designed for individuals of various fitness levels who would like an aerobic conditioning class on stationary bicycles. Focus will be placed on enhancing one's cardiorespiratory fitness as well as muscular endurance, using music and visualization.

**PHED 1620****Fitness: Core Fitness I – 1 Credit**

Teaches core strength and stabilization as well as improves joint range of motion and facilitate relaxation. Students are responsible for purchasing their own mats.

**PHED 1620****Fitness: Walking for Fitness – 1 Credit**

Introduces fitness through walking. Designed to provide students with the skills and knowledge necessary to continue participation in fitness and wellness activities as a lifelong commitment to maintaining physical fitness. Emphasis is placed on walking terminology, improving distance and time, logging and/or journaling, stretching, conditioning exercises, proper clothing and walking form, fluid needs, and injury prevention. Students will be given the opportunity to design a walking program, and modify it to meet his/her individual short-and long-term goals.

**PHED 1670****Aerobics: Beginning Step Aerobics – 1 Credit**

Introduces cardiorespiratory fitness, flexibility and body composition for individuals who have never participated in a step aerobics program.

**PHED 1670****Aerobics: Step Circuit Combo– 1 Credit**

Uses a combination of step-aerobics and circuit resistance training with hand weights, resistances tubes and fit ball for individuals looking for a cross-training effect.

**PHED 1710****Martial Arts: Self-Defense – 1 Credit**

Designed to familiarize students with basic techniques, practices, and awareness for the purpose of personal defense and safety. Students learn various techniques of martial arts to address a variety of potentially dangerous encounters.

**PHED 1830****Running: Walking & Jogging – 1 Credit**

Teaches techniques of walking and jogging through specific exercises and techniques. Students will be introduced to the benefits of walking and jogging.

**PHED 2230****Individual Sport II: Intermediate Golf – 1 Credit**

Student must furnish golf clubs.

This course is designed to introduce you to various aspects of the game of golf. It will teach you the basic skills, techniques, course, management, and etiquette. Lastly, it will help you to prepare for a round of golf and the basic rules and regulations set forth by the USGA.

**PHED 2230****Individual Sport II: Intermediate Tennis – 1 Credit**

This course will introduce the student to the game of tennis at an intermediate level. Continued practicing of proper techniques and strategies associated with tennis and focus on intermediate technical skills like various grips and spins, lobs, half volleys, and a number of different serves. The student should be able to demonstrate and execute the fundamentals of tennis: ground strokes, volleys, serve, and knowledge of scoring the game.

**PHED 2230****Individual Sport II: Intermediate Racquetball – 1 Credit**

This course is designed to provide instruction and practice in the skills and rules of racquetball.

**PHED 2280****Volleyball II – 1 Credit**

This course is designed to develop and improve the student's game of volleyball. Emphasis will be on terminology, equipment, safety and etiquette, rules scoring, and advanced skills. Competition in a variety of formats will be required.

**PHED 2510****Training II: Intermediate Weight Training – 1 Credit**

Course content covers weight lifting techniques and building a healthy lifestyle through conditioning. Basic skills, concepts and technique will be discussed and demonstrated as needed.

**PHED 2510****Training II: Cross Training – 1 Credit**

Cross Training for Advanced Fitness is an intensive conditioning course using multiple training approaches to achieve a high level of personal fitness. The emphasis will be on improving personal fitness at a high level in the areas of cycling, running, swimming, and circuit weight training and will incorporate a variety of training methods to ensure a smooth and progressive development of an individual's cardiovascular fitness.

**PHED 2293****Workshop in Health and Physical Education – 1-3****Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**PHED 2996****Topics in Health and Physical Education – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**HISTORY (HIST)****HIST 1110****United States History I – 3 Credits**

The primary objective of this course is to serve as an introduction to the history of the United States from the pre-colonial period to the immediate aftermath of the Civil War. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

**HIST 1120****United States History II – 3 Credits**

The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

**HIST 1130****World History I – 3 Credits**

The primary objective of this course is to serve as an introduction to global history from ancient times to the 16th century. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of world societies.

HIST - HUMN

**HIST 1140****World History II – 3 Credits**

The primary objective of this course is to serve as an introduction to global history from the 16th century to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of world societies.

**HIST 1150****Western Civilization I – 3 Credits**

This course is a chronological treatment of the history of the western world from ancient times to the early modern era. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" culture.

**HIST 1160****Western Civilization II – 3 Credits**

This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization.

**HIST 1170****Survey of Early Latin America – 3 Credits**

The primary objective of this course is to serve the history of Latin America from pre-Columbian times through independence. This course will explore the contributions of Indigenous Peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies.

**HIST 1180****Survey of Modern Latin America – 3 Credits**

The primary objective of this course is to serve the history of Latin America from independence to the present. This course will explore the contributions of indigenous Peoples, Africans, and Europeans to the creation of Latin America's diverse societies. The elements of this course are designed to inform students on the major events and trends that are essential to the understanding of the history of Latin America within the context of world societies.

**HIST 2110****Survey of New Mexico History – 3 Credits**

The primary objective of this course is to serve as an introduction to the history of New Mexico from the pre-Columbian times to the present day. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of New Mexico within the context of the Americas.

**HIST 2145****American Military History – 3 Credits**

This course is a survey of the American military experience from colonial times to the present. Our purpose is to understand the history and traditions of our armed forces as they have changed over the years. Our study will examine the political, economic, social, and intellectual contexts that have shaped our institutions of war and peace. Throughout the semester we will concentrate on honing our analytical and communication skills.

**HIST 2310****Introduction to Historical Methods – 3 Credits**

The objective of this class is to introduce students to topics including constructing a historical research agenda, primary and secondary source analysis, historiography, standards of citation and argumentation expected in the profession.

**HIST 2993****Workshop in History – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**HIST 2996****Topics in History – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**HUMANITIES (HUMN)****HUMN 1110****Introduction to World Humanities I – 3 Credits**

This course is an interdisciplinary introduction to the cultural contributions and expressions in ancient world civilizations such as Mesopotamia, Greece, Rome, Asia, Africa, and the Americas, emphasizing artistic expression, philosophical thought, and religious practices in these civilizations, as well as historical, scientific, and technological developments.

**HUMN 2110****Introduction to World Humanities II – 3 Credits**

This course is an interdisciplinary introduction to the interrelationships of cultural contributions and values during the Renaissance, Baroque, Enlightenment, Romantic, and Modern eras in Europe as well as those during the same time periods in China, Japan, Africa, other parts of the Middle East, and Latin America. The course will emphasize artistic expression, philosophical thought, and religious practices in these regions, as well as historical and technological developments.

**HUMN 2993****Workshop in Humanities – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**HUMN 2996****Topics in Humanities – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**INDUSTRIAL TECHNOLOGY (INDT)****INDT 102****Quality Systems – 3 Credits**

This course covers measurement, continuous improvement, history of industrial quality, lean manufacturing, and six sigma. Measurement tools will be used to enhance the student's ability to accurately assess mechanical and electrical systems. Statistical process control will be introduced including the use of control charts.

**INDT 103****Principles of Electricity – 3 Credits**

This course will cover AC, DC, electrical safety, and overview of codes. Course will focus on the basic theory and practice of electrical circuits to include concepts of resistance, inductance, capacitance, impedance, power factors, and Ohm's Law. Particular emphasis will be placed on electrical safety, troubleshooting, and the national electrical code.

**INDT 104****Drawings and Schematics – 3 Credits**

This course will cover how to read drawings, P&IDs, and a brief introduction to CAD. Course will focus on an introduction to reading and interpreting working drawings for fabrication processes and associated trades. The piping and instrumentation diagram (P&ID) will be discussed and the students will also learn sketching techniques to create pictorial and multiple-view drawings by hand and in a simple CAD program.

**INDT 108****Introduction to Wind Energy – 3 Credits**

This course will focus on the history and future of wind energy, wind farms, and collection and transmission of wind power. This course will also focus on the current status of wind energy and the basis of wind business.

**INDT 110****Environmental Health and Safety – 3 Credits**

This course will cover rigging, fall protection, confined space, lockout/tagout, and general industrial safety. Course will focus on the proper use of safety equipment and introduce the student to the OSHA industrial safety standards.

**INDT 112****Fundamentals of Materials and Design – 3 Credits**

*Prerequisite: INDT 104*

This course will provide an overview of industrial materials and uses and will introduce the students to the basics of design methodology.

**INDT 113****Principles of Electronics – 3 Credits**

*Prerequisite: INDT 103*

This course will provide an overview of analog and digital systems and introduce programmable logic controllers (PLCs). This course will focus on the fundamentals of basic electronic circuit analysis, including fundamental logic functions (AND, OR and NOT) and simple troubleshooting of these logic circuits. PLCs will be introduced along with the basic concepts of programmable logic control including input and output devices and reading and interpreting ladder logic.

**INDT 200****Welding Basics and Fabrication – 3 Credits**

This course is an introduction to welding safety, welding, and welding inspection utilizing SMAW-Shielded Metal Arc Welding (stick), GMAW Gas Metal Arc Welding (mig) and GTAW Gas Tungsten Arc Welding (tig) in various positions. This course will also cover thermal cutting safety, cutting practice on various thicknesses using the oxy-fuel cutting process and plasma arc cutting. Students will also learn and practice soldering or sweating copper pipe/tubing and the safe use and practice of various hand and power tools commonly used within the welding/fabrication shop or industry.

**INDT 202****Introduction to Preventative Maintenance – 3 Credits**

This course will focus on lubrication, thermal imaging, vibration analysis, and utilizing planned downtime versus reactive maintenance. The course will also cover the concepts of predictive and preventative maintenance.

**INDT 203****Electric Motors and Motor Controls – 3 Credits**

*Prerequisite: INDT 113*

This course covers the fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting. In addition, the principles and fundamentals of electrical controls and control components including magnetic motor starters, overload protection, relay logic, and troubleshooting techniques will also be covered. Variable speed AC drives will also be included in this course.

INDT - MGMT

**INDT 204****Fluid Flow and Pneumatics – 3 Credits**

This course covers the principles of fluid power, the use of pneumatic systems, and basic hydraulic principles including Pascal's law. Emphasis will be made on pneumatic systems with a concentration on troubleshooting these systems.

**INDT 208****Wind Turbine Materials and Electrical/Mechanical Equipment – 3 Credits**

*Prerequisite: INDT 108*

This course will focus on the materials used in tower construction, blade composition, and make-up. In addition, this course will focus on the study of the electrical and mechanical components of wind turbines and the associated systems used in power transmission.

**INDT 210****Process Control – 3 Credits**

*Prerequisite: INDT 113*

This course covers the principles of process control. Included are thermal process control, analytic process control, PLC networks, steam systems, and wastewater. The course will provide a hands-on introduction to level, flow, pressure, temperature, and pH control systems. PLC networks will be covered in greater detail and the basics of steam boiler systems and wastewater management will be taught.

**INDT 211****Mechanical Equipment – 3 Credits**

This course covers the study of the theory and operations of various types of pumps, compressors, and vacuum systems. Standards relating to flanges and piping are also reviewed.

**INDT 212****Mechanical Drives – 3 Credits**

This course covers the fundamentals of mechanical transmission systems used in industrial applications. The course will also include heavy-duty mechanical transmission systems including bearings and gears. In addition, the course will cover linear axis drives, clutches, and brakes.

**INDT 213****Power Generation Systems – 3 Credits**

This course will focus on power generation systems. The topics covered will include generators, combustion, wind, and other alternative fuels.

**INDT 218****Wind Turbine Troubleshooting and Repair – 3 Credits**

*Prerequisite: INDT 108*

This course will cover real world scenarios, predictive and reactive maintenance, and repair. This course will also cover troubleshooting methods for wind energy equipment. As part of the course requirements, students must also participate in a climb/rescue certification course, which includes climbing a wind turbine and completing required rescue certification requirements.

**INDT 251****Practicum Experience – 6 Credits**

*Prerequisite: Completion of at least one semesters of the INDT Program*

This course allows students to extend their learning environment by touring several industrial plants and wind farms in the local area. Students will see firsthand the facilities and operations specific for that plant or wind farm, as well as safety policies and procedures inherent in the industry. Plant and wind farm tours are coordinated in an effort for students to be exposed to a comprehensive view of the elements learned throughout the program, and students engage in activities that tie what they learned from the tour into specific program objectives. Students are also exposed to local, national, and international job opportunities in the field, as well as salary structures and benefit options for each company.

**INDT 268****Workshop in Industrial Technology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**INDT 293****Topics in Industrial Technology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**MANAGEMENT (MGMT)****MGMT 2110****Principles of Management – 3 Credits**

*Prerequisite: BUSA 1110 or concurrent enrollment in BUSA 1110*

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities.

**MGMT 2993****Workshop in Management – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**MGMT 2996****Topics in Management – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*



## MARKETING (MKTG)

### MKTG 2110

#### Principles of Marketing – 3 Credits

*Prerequisite: BUSA 1110 or concurrent enrollment in BUSA 1110*

Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include; the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

### MKTG 2993

#### Workshop in Marketing – 1-3 Credits

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### MKTG 2996

#### Topics in Marketing – 1-3 Credits

*As announced. (Course may be repeated for credit.)*

## MATHEMATICS (MATH)

### MATH 1130

#### Survey of Mathematics– 3 Credits

*Prerequisite: A satisfactory score on the Math Placement Test taken in the last year and/or approval of instructor or academic advisor*

This course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or to model phenomena with mathematical or logical reasoning. Topics include financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts.

### MATH 1215

#### Intermediate Algebra – 4 Credits

*Prerequisite:*

1. A grade of "C" or higher in TRST 0931 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems.

### MATH 1220

#### College Algebra – 3 Credits

*Prerequisite:*

1. A grade of "C" or higher in MATH 1215 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions.

### MATH 1230

#### Trigonometry – 3 Credits

*Prerequisite:*

1. A grade of "C" or higher in MATH 1220 within the last two years OR
2. A satisfactory score on the Math Placement Test taken in the last year

A study of plane trigonometry including the definitions of the fundamental trig functions using right angle triangle and unit circle approaches. Trig functions of any real number will be evaluated and the functions graphed along with their transformations. Trigonometric identities will be developed and demonstrated including multiple angle identities and identities developed from them. Inverse Trigonometric functions will be developed and used to solve trigonometric equations. Trigonometric applications will be solved using right angle trigonometry and the laws of sines and cosines. Trigonometric methods will be applied to complex numbers and the use of 2D vectors and vector dot products.

### MATH 1350

#### Introduction to Statistics – 4 Credits

*Prerequisite:*

1. A grade of "C" or higher in MATH 1215 or MATH 1220 within the last two years OR
2. A satisfactory score on the Math Placement Test taken within the last two years AND
3. Recommend BCIS 1110 with a "C" or higher

This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used in statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields.

MATH - NSG

**MATH 1512****Calculus 1 – 4 Credits***Prerequisite:*

1. A grade of "C" or higher in MATH 1230 within the last two years  
OR
2. A satisfactory score on the Math Placement Test taken within the last year.

Limits. Continuity. Derivative: definition, rules, geometric interpretation and as rate-of-change, applications to graphing, linearization and optimization. Integral: definition, fundamental theorem of calculus, substitution, applications such as areas, volumes, work, averages.

**MATH 1522****Calculus 1I – 4 Credits***Prerequisite: A grade of "C" or higher in MATH 1512 within the last two years.*

Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series, Taylor series with application, complex variables, differential equations.

**MATH 2420****Applied Linear Algebra – 3 Credits***Prerequisite: A grade of "C" or higher in MATH 1522 within the last two years.*

An introductory study of the analysis and application of systems of linear equations, vector spaces, matrices, and linear transformations, including computer-based linear algebra.

**MATH 2430****Discrete Mathematics – 3 Credits***Prerequisite: A grade of "C" or higher in MATH 1522 within the last two years.*

An introductory course encompassing set theory, logic, induction, number theory, matrices, combinatorics, graph theory, trees, and models of computation.

**MATH 2531****Calculus III – 4 Credits***Prerequisite: A grade of "C" or higher in MATH 1522 within the last two years.*

Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian, cylindrical and spherical coordinates, vector fields, line integrals and Green's theorem.

**MATH 2993****Workshop in Mathematics – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***MATH 2996****Topics in Mathematics – 1-3 Credits***As announced. (Course may be repeated for credit.)***MUSIC (MUSC)****MUSC 1130****Music Appreciation: Western Music – 3 Credits**

This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Western music from various cultures and times.

**MUSC 1220****Fundamentals of Piano for Non-Majors – 2 Credits**

This course will include instruction for nonmusic majors in beginning keyboarding skills. Students will develop their keyboard skills through practice and study of fundamentals.

**MUSC 2993****Workshop in Music – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***MUSC 2996****Topics in Music – 1-3 Credits***As announced. (Course may be repeated for credit.)***NURSING (NSG)****NSG 105****Medical Terminology – 3 Credits**

Designed to build a medical vocabulary by analyzing the elements of the medical terms, relating the terms to the corresponding anatomical site, and spelling and pronouncing medical terms correctly.

**NSG 128****Pathophysiology – 4 Credits***Prerequisite: Admission into the nursing program. May be taken prior to the assigned semester within the nursing curriculum*

Focuses on building a basic understanding of pathophysiology for health science students. Presents diseases of the circulatory, nervous, musculoskeletal, dermal systems, cardiovascular, pulmonary, gastrointestinal, urinary, and endocrine systems.

**NSG 150****Healthcare Ethics – 3 Credits**

Legal, ethical, and moral principles of individuals related to the health care setting including discussion of ethical issues and dilemmas.

**NSG 293****Topics in Nursing – 1-3 Credits***As announced. (Course may be repeated for credit.)*

## NURSING (NMNC)

### NMNC 1110

#### Introduction to Nursing Concepts – 3 Credits

*Prerequisite: Admission into the nursing program. Concurrent enrollment in NMNC 1135*

This course introduces the nursing student to the application of concepts through clinical skills in seminar, laboratory, and/or clinical settings. Principles of communication, assessments, safety, and interventions, including accurate calculation, measurement, and administration of medications will be included.

### NMNC 1135

#### Principles of Nursing Practice – 4 Credits

*Prerequisite: Admission into the nursing program. Concurrent enrollment in NMNC 1110*

This course introduces the nursing student to the concepts of nursing practice and conceptual learning.

### NMNC 1210

#### Health and Illness Concepts I – 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110 and NMNC 1135 and concurrent enrollment in NMNC 1220, NMNC 1235, and NMNC 1230.*

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/ regulation, sexuality/ reproductive, protection/movement and emotional processes.

### NMNC 1220

#### Health Care Participant – 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110 and NMNC 1135 and concurrent enrollment in NMNC 1210, NMNC 1235, and NMNC 1230*

This course introduces the nursing student to the attributes of the health care participant as an individual, a family, or a community.

### NMNC 1230

#### Nursing Pharmacology – 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110 and NMNC 1135 and concurrent enrollment in NMNC 1220, NMNC 1210, and NMNC 1235*

This course continues to educate the nursing student on pharmacologic nursing practice from a conceptual approach.

### NMNC 1235

#### Assessment and Health Promotion – 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110 and NMNC 1135 and concurrent enrollment in NMNC 1220, NMNC 1210 and NMNC 1230*

This course introduces the nursing student to the assessment of and the health promotion for the health care participant as an individual, a family, or a community. This course uses seminar, laboratory, and/or clinical settings.

### NMNC 2310

#### Health and Illness Concepts II – 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, and NMNC 1230 and concurrent enrollment in NMNC 2320 and NMNC 2335.*

This course covers health and illness concepts across the lifespan with the focus on chronic conditions. Concepts covered are related to oxygenation and hemostasis, homeostasis and regulation, protection and movement, and cognition and behavior processes.

### NMNC 2320

#### Professional Nursing Concepts I – 3 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, and NMNC 1230 and concurrent enrollment in NMNC 2310 and NMNC 2335*

This course covers foundational concepts for professional development, including selected professional attributes and care competencies.

### NMNC 2335

#### Care of Patients with Chronic Conditions – 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of all Level One nursing courses: NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, and NMNC 1230 and concurrent enrollment in NMNC 2320 and NMNC 2310.*

The focus of this course is to provide safe, evidence-based nursing care for patients with chronic conditions, across the lifespan in a variety of settings. This course builds upon curricular concepts. This course is a combination of lab and clinical.

### NMNC 2410

#### Health and Illness Concepts III – 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of the NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, NMNC 1230, NMNC 2320, NMNC 2310, and NMNC 2335 and concurrent enrollment in NMNC 2435 and NMNC 2445.*

This course will focus on health and illness concepts across the lifespan. Concepts covered are related to homeostasis/ regulation, oxygenation/ hemostasis, protection/movement, and emotional processes.

### NMNC 2435

#### Clinical Intensive I – 4 Credits

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, NMNC 1230, NMNC 2320, NMNC 2310, NMNC 2335 and concurrent enrollment in NMNC 2410 and NMNC 2445.*

This is the first of two Level Four clinical courses in which the student will apply the curricular concepts in the management of care participants with acute conditions across the lifespan.

**NMNC 2445**

**ADN Capstone – 4 Credits**

*Prerequisites: Admission into the nursing program. Successful completion of NMNC 1110, NMNC 1135, NMNC 1220, NMNC 1210, NMNC 1235, NMNC 1230, NMNC 2320, NMNC 2310, and NMNC 2335 and concurrent enrollment in NMNC 2410 and NMNC 2435.*

This course prepares the student for entry-level nursing practice as an associate degree graduate. The focus of the course is management of individuals across the lifespan with chronic, acute, and select complex conditions. This course is a combination of seminar, lab and clinical.

**NURSING ASSISTANT (NA)**

**NA 101**

**Nursing Assistant – 6 Credits**

The course includes training in basic nursing skills, restorative service, mental health and social service needs, personal care skills, and residents’ rights. Clinical experience is required. This activity is scheduled in four- to eight-hour blocks of time with local long-term care agencies where students develop skills to meet the needs of residents.

**NA 268**

**Workshop in Nursing Assistant – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**NA 293**

**Topics in Nursing Assistant – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**NUTRITION (NUTR)**

**NUTR 2110**

**Human Nutrition – 3 Credits**

This course provides an overview of nutrients, including requirements, digestion, absorption, transport, function in the body and food sources. Dietary guidelines intended to promote long-term health are stressed.

**OCCUPATIONAL TECHNOLOGY (OT)**

**OT 122**

**Woodworking I – 2 Credits**

Emphasis on the proper use of hand tools and power equipment. Use of various wood joints and the building of a project utilizing basic methods and procedures learned in this course.

**OT 123**

**Woodworking II – 2 Credits**

Techniques of machine woodworking with emphasis on specialty joints and woodworking procedures. Methods to be demonstrated by construction of a suitable project selected by the student.

**OT 124**

**Cabinet Making I – 2 Credits**

Students learn the proper use of hand tools and power equipment. The emphasis is on drawing plans and construction of kitchen and bathroom cabinets.

**OT 125**

**Cabinet Making II – 2 Credits**

Advanced work in drawing plans and construction methods for kitchen and bathroom cabinets.

**OT 268**

**Workshop in Occupational Technology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**OT 293**

**Topics in Occupational Technology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**PARALEGAL: LEGAL ASSISTANT STUDIES (LEST)**

**LEST 102**

**Introduction to Legal Assistant Studies – 3 Credits**

This course is an introduction to the role of the paralegal including such topics as legal ethics, law office management, human relation skills, legal terminology, interviewing techniques, and methods of discovery.

**LEST 104**

**Torts, Practice and Procedure – 3 Credits**

The theory and practical applications of the law of torts will be reviewed. 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 students are able to take an active role in planning and developing a lawsuit.

**LEST 105**

**Legal Writing, Terminology, and Research I – 3 Credits**

*Prerequisites: LEST 102 and ENGL 1110 or consent of instructor*

The student will develop a working vocabulary of legal terminology and will be introduced to basic legal research. The student will learn to analyze cases and write legal abstracts, and memoranda.

**LEST 106****Legal Writing, Terminology, and Research II – 3 Credits***Prerequisite: LEST 105*

The student will learn advanced skills in technical writing, terminology, and research. Students will utilize state and federal codes, statutes, digests, case reports, various legal encyclopedias, and research procedures.

**LEST 107****Bankruptcy – 3 Credits**

Students will learn and understand terminology as it is used within the context of the Bankruptcy Code and will develop a firm concept of the organizational structure of the code. The course will explore the kinds of relief available and the interrelationship between the law and the debtor.

**LEST 108****Administrative Law – 3 Credits**

Administrative Law is a law practice specialty area which deals with those legal rules that create, affect, and are generated by administrative agencies. Students will explore the legal rules that emanate from the Constitution, powers that are granted to administrative agencies such as Social Security, the limitations of those powers, and procedures for hearings before governmental agencies.

**LEST 123****Litigation – 3 Credits**

This course is an introduction to the process of civil and criminal litigation. Defines basic principles of pretrial procedures, a survey of court jurisdictions, investigation of facts, settlements of lawsuits, judgments and post-trial considerations.

**LEST 220****Family Law – 3 Credits**

This course is an introduction to the laws regarding domestic relations including divorce, custody, marriage, and adoption. Course lectures will explore the traditional and alternative means of dispute resolution in the context of family law issues.

**LEST 221****Wills and Estates – 3 Credits**

A study of the law relating to wills, inheritance, and the probating of estates. The course will include the drafting of wills and probate documents.

**LEST 227****Law Office Practice and Procedures – 3 Credits**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office and law practice technology. Students will become familiar with ethical guidelines and responsibilities of lawyers and non-lawyers including the ethical considerations that arise within the management of a law office.

**LEST 228****Corporate Law – 3 Credits**

Corporate Law covers the law of business organizations, including corporations, partnerships, and sole proprietorships. Information on corporate finance and securities regulations, changes to corporate structure, and the role of a corporate paralegal are also covered.

**LEST 229****Contract Law – 3 Credits**

Contract Law is an introduction to the nature of contracts. This course will concentrate on the fundamentals of contract law, which in large part form the basis of most other areas of law. Areas to be covered will include offer, assent, consideration, capacity, illegal bargains, written requirements, rights of third parties, performance, breach, and discharge.

**LEST 268****Workshop in Legal Studies – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**LEST 281****Real Estate Law – 3 Credits**

This course explores laws affecting real estate; estates in land, land contracts, deeds, leases, mortgages, easements, zoning, covenants, and eminent domain.

**LEST 293****Topics in Legal Studies – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**PHILOSOPHY (PHIL)****PHIL 1120****Logic, Reasoning, & Critical Thinking – 3 Credits**

The purpose of this course is to teach students how to analyze, critique, and construct arguments. The course includes an introductory survey of important logical concepts and tools needed for argument analysis. These concepts and tools will be used to examine select philosophical and scholarly texts.

**PHIL 2110****Introduction to Ethics – 3 Credits**

This course introduces students to the philosophical study of morality and will explore questions concerning our human obligations to others and related issues. Students may be asked to relate various approaches to ethics to present-day ethical debates and their own lives.



PHIL - PTA

### PHIL 2230

#### Philosophical Thought – 3 Credits

In this course, students will grapple with some of the key questions of philosophy through the study of classical and contemporary thinkers. Students will become familiar with the perennial problems in subfields of philosophy such as metaphysics, epistemology, ethics, and aesthetics. They will learn to approach these problems both critically and sympathetically.

### PHIL 2993

#### Workshop in Philosophy – 1-3 Credits

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### PHIL 2996

#### Topics in Philosophy – 1-3 Credits

*As announced. (Course may be repeated for credit.)*

## PHLEBOTOMY TECHNICIAN (PHLB)

### PHLB 102

#### Introduction to Medical Lab Theory – 3 Credits

*Prerequisite: A satisfactory score on the Reading, English, and Math Placement Tests OR a satisfactory score in Reading, English, and Math on the ACT Exam OR a satisfactory score in Verbal/Critical Ready and Math on the SAT Exam.*

An introduction to the Medical Laboratory industry and the skills necessary to succeed in laboratory education and careers. Includes college success skills, an overview of technical departments and specialties, and non-technical aspects of working and gaining employment in healthcare. Coursework will include hands-on demonstrations and interactions with current laboratory personnel.

### PHLB 103

#### Phlebotomy Theory – 3 Credits

*Prerequisite: A satisfactory score on the Reading, English, and Math Placement Tests OR a satisfactory score in Reading, English, and Math on the ACT Exam OR a satisfactory score in Verbal/Critical Ready and Math on the SAT Exam.*

Includes basic concepts in venipuncture and skin puncture procedures along with an overview of anatomy and physiology, medical terminology, quality assurance and medico-legal issues.

### PHLB 103L

#### Phlebotomy Lab – 2 Credits

*Prerequisite: A satisfactory score on the Reading, English, and Math Placement Tests OR a satisfactory score in Reading, English, and Math on the ACT Exam OR a satisfactory score in Verbal/Critical Ready and Math on the SAT Exam.*

Provides opportunity to practice phlebotomy skills and apply theory using artificial arms and human subjects. 90 lab hours.

### PHLB 104

#### Clinical Phlebotomy – 2 Credits

*Prerequisite: A satisfactory score on the Reading, English, and Math Placement Tests OR a satisfactory score in Reading, English, and Math on the ACT Exam OR a satisfactory score in Verbal/Critical Ready and Math on the SAT Exam.*

Provides opportunity for students to practice phlebotomy procedures on actual patients in area hospitals and clinics. 90 clinical hours.

## PHYSICAL THERAPIST ASSISTANT (PTA)

### PTA 100

#### Orientation to Physical Therapy Practice – 1 Credit

This course will provide an orientation to physical therapy as a profession, legal aspects of physical therapy practice, the interdisciplinary healthcare team, cultural diversity, communication skills, medical terminology and documentation, introductory aseptic techniques, body mechanics, and safety procedures.

### PTA 110

#### Functional Anatomy and Kinesiology – 4 Credits

The structure and function of the musculoskeletal system will be covered with an emphasis on the mechanical aspect of human motion. Basic physical principles and the existing relationship with biomechanical principles will also be covered. Students will be introduced to normal posture as well as the normal gait cycle and common gait deviations seen in the rehabilitation settings.

### PTA 120

#### Exercise and Mobility – 4 Credits

This course will integrate didactic instruction with skill performance to introduce students to therapeutic interventions aimed at improving functional mobility including patient preparation, wheelchair management, bed mobility, and transfers. The exercise module will introduce students to exercise physiology and the performance of various exercises commonly seen in the rehabilitation setting.

### PTA 130

#### PTA Concepts: Musculoskeletal – 6 Credits

This course will introduce the etiology and pathology of various musculoskeletal conditions. Data collection introduced in this course will cover MMT and goniometry. A variety of thermal, mechanical and electromagnetic modalities will be presented as well as performed. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

**PTA 140****Integrated Clinical Experience – 1 Credit**

Clinical observation and practice of physical therapy interventions and data collection are included. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied.

**PTA 150****PTA Concepts: Neuromuscular – 6 Credits**

This course will introduce the etiology and pathology of various neurological conditions. Data collection introduced in this course will cover such neurological topics as sensory testing, balance assessment, perceptual functioning. A variety of neurorehabilitation treatment interventions will be presented as well as performed. Modules related to orthotic and prosthetic use will also be included. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

**PTA 160****Plan of Care Implementation – 2 Credits**

Students will complete multiple case studies aimed at integrating and advancing previously learned data collection and intervention skills to prepare the student for implementation of the PT plan of care.

**PTA 200****PTA Concepts: Other Systems – 6 Credits**

This course will introduce the etiology and pathology of various conditions of the cardiopulmonary, integumentary, endocrine, gastrointestinal, and urogynecological systems. Data collection and intervention instruction in this course is aimed at addressing the various body systems encountered in the rehabilitation setting. Examples include wound care, cardiovascular rehabilitation, pulmonary hygiene, and pelvic floor strengthening. Students will complete a variety of case studies to integrate the data collection and intervention skills appropriate for the diagnoses studied.

**PTA 210****Advanced Plan of Care Implementation – 2 Credits**

This course is the culmination of the student's didactic preparation for clinical internship. Students will complete multiple case studies aimed at advancing to entry-level implementation of the PT plan of care related to both data collection and intervention from initial treatment to recommendation for discharge re-evaluation.

**PTA 220****Clinical Practicum I – 5 Credits**

This course is the first of two that offers clinical practice of physical therapy interventions and data collection under the supervision of a clinical instructor. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied. Clinical Practicum I will entail seven consecutive weeks of full-time clinical experience.

**PTA 240****Seminar in Physical Therapy – 2 Credits**

This course is intended to assist the student with transitioning from student to practicing PTA. A review of current trends in therapy (as seen in the clinical practicum courses) and preparation for employment will be the main focus of the course. Students will also participate in a review course for the National Physical Therapy Examination (NPTE) for the PTA.

**PTA 250****Clinical Practicum II – 5 Credits**

This course is the second of two that offers clinical practice of physical therapy interventions and data collection under the supervision of a clinical instructor. Knowledge from previous general education coursework and previous/concurrent PTA courses is applied. Clinical Practicum II will entail seven consecutive weeks of full-time experience.

**PHYSICS (PHYS)****PHYS 1115C****Survey of Physics with Lab – 4 Credits**

Overview of the concepts and basic phenomena of physics. This course, in a combined lecture and lab format, provides a largely descriptive and qualitative treatment with a minimum use of elementary mathematics to solve physics problems. No previous knowledge of physics is assumed. The lab component of this course presents a series of laboratory experiments associated with the material presented in the lecture component

**PHYS 1230C****Algebra-Based Physics I Lecture and Lab – 4 Credits**

*Prerequisite: MATH 1220*

An algebra-based treatment of Newtonian mechanics in a combined lecture and lab format. Topics include kinematics and dynamics in one and two dimensions, conservation of energy and momentum, rotational motion, equilibrium, and fluids. The lab component of this course presents a series of laboratory experiments associated with the material presented in the lecture component. (This course is the first half of a two semester algebra-based introduction to physics.)

**PHYS 1240C****Algebra-Based Physics II Lecture and Lab – 4 Credits**

*Prerequisite: PHYS 1230C*

The second half of a two semester algebra-based introduction to Physics. In a combined lecture and lab format, this course covers electricity, magnetism and optics. The lab component of this course presents a series of laboratory experiments associated with the material presented in the lecture component.

PHYS - PSYC

**PHYS 2993****Workshop in Physics – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**PHYS 2996****Topics in Physics – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**POLITICAL SCIENCE (POLS)****POLS 1120****American National Government – 3 Credits**

This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches.

**POLS 2993****Workshop in Political Science – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**POLS 2996****Topics in Political Science – 3 Credits**

*As announced. (Course may be repeated for credit.)*

**PSYCHOLOGY (PSYC)****PSYC 1110****Introduction to Psychology – 3 Credits**

This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology.

**PSYC 1160****Communication and Counseling Skills – 3 Credits**

*Prerequisite: PSYC 1110*

An introduction to basic communication skills and strategies for the helping professions, such as social work and mental-health counseling. The history, theory, and areas of practice in the helping professions will be explored through lecture and experiential activities. Special emphasis will be placed on the influence of personal and professional values of one's development as a service provider in a multicultural society.

**PSYC 2120****Developmental Psychology – 3 Credits**

Study of human physical and psychological change and stability from a lifespan development perspective.

**PSYC 2130****Adolescent Psychology – 3 Credits**

Study of human physical and psychological change and stability from adolescence through the emerging adulthood years.

**PSYC 2140****Child Psychology – 3 Credits**

Study of human physical and psychological change and stability from conception through the late childhood years.

**PSYC 2210****Abnormal Psychology – 3 Credits**

*Prerequisites: PSYC 1110 and three additional hours in Psychology*

This course provides students with an introduction to the field of abnormal psychology. Subject areas include history, methods, theories, etiologies, classification and treatment of disorders.

**PSYC 2250****Brain and Behavior – 3 Credits**

*Prerequisite: BIOL 1130C*

A general survey of the biological foundations of behavior and mental processes. Students will gain an understanding of anatomy, physiology, and chemistry of the nervous system and their relationships to human behavior.

**PSYC 2310****Drugs and Behavior – 3 Credits**

The course provides a general introduction to the effects of alcohol, opiates, and other major classes of psychoactive drugs on the central nervous system, emphasizing the relationship between physiological, psychological, and behavioral effects of drugs.

**PSYC 2330****Psychology of Human Sexuality – 3 Credits**

Exploration of the psychological, physiological, cultural, social and individual factors that influence sexual behavior, sex roles, and sex identity.

**PSYC 2380****Death and Dying – 3 Credits**

Examines the psychological, emotional and sociological aspects of death in American Culture. This course is designed to provide the student with a greater understanding of death and the dying process, including exposure from the consumer's perspective of the death industry.

**PSYC 2445****Parenting Skills – 3 Credits**

Theories, principles, and techniques of effective parenting and the application to family, school, and counseling situations.

**PSYC 2993****Workshop in Psychology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**PSYC 2996****Topics in Psychology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**PSYC 2998****Internship in Psychology – 3 Credits**

*Prerequisite: 12 credit hours in Psychology*

Supervised practical experience with area counseling and human services agencies. Advance administrative approval required before enrollment.

## RADIOLOGIC TECHNOLOGY (RADT)

**RADT 104****Fundamentals of Radiography I – 3 Credits**

Introduction to radiologic physics, instrumentation, and technology used in diagnostic imaging. Topics will include radiographic technique, contrast, density, detail, and distortion. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

**RADT 105****Radiographic Positioning I – 2 Credits**

Presents the fundamentals of radiographic anatomy (emphasis on osteology and arthrology), positioning, and terminology used in routine radiographic procedures of the chest, abdomen, upper extremity, and lower extremity with discussion and demonstration of the related radiographic projection. Course offered in the fall semester only.

**RADT 105L****Radiographic Positioning I Lab – 1 Credit**

Students will practice radiographic positioning and produce radiographs of body phantoms. Course offered in the fall semester only.

**RADT 107****Clinical Education I – 5 Credits**

Introduction to the clinical environment. Students will complete administrative duties, perform diagnostic radiography exams and provide patient care under the direct/indirect supervision of a qualified registered radiologic technologist as required and assigned. Course offered in the fall semester only.

**RADT 108****Patient Care/Profession of Radiology – 2 Credits**

This course will provide students with a foundation into the radiology profession by providing them instruction on basic patient care skills needed in the clinical environment as well as an introduction to the professional organizations, practice standards, and code of ethics. Lab activities included to reinforce basic patient care skills such as transportation, vital sign assessment, communication, etc. Course offered in the fall semester only.

**RADT 110****Image Analysis – 2 Credits**

Evaluation of image for diagnostic quality, proper positioning, and technique selection with instruction on how to properly make adjustments. Students will participate in digital lab activities to reinforce radiographic concepts. Course offered in the summer semester only.

**RADT 111****Fundamentals of Radiography II – 3 Credits**

Presents the fundamentals of radiographic anatomy (emphasis on the gastrointestinal and genitourinary systems), positioning, and terminology used in routine fluoroscopic procedures of the gastrointestinal and urinary tract with discussion and demonstration of the related radiographic projections. Nonroutine skeletal trauma imaging and pediatric application will also be included. Students will participate in lab simulation of procedures covered. Course offered in the spring semester only.

**RADT 114****Radiographic Positioning II – 2 Credits**

Continuation of Radiographic Positioning I including a study of the osteology and arthrology of the thorax, vertebral column, skull, facial bones, and sinuses. Discussion and demonstration of the related standard and special radiographic projections. Course offered in the spring semester only.

**RADT 114L****Radiographic Positioning II Lab – 1 Credit**

Students will practice positioning and produce radiographs of body phantoms. Course offered in the spring semester only.

**RADT 116****Clinical Education II – 5 Credits**

Continuation of Clinical Education I. Students will complete administrative duties, perform diagnostic radiography exams, and provide patient care under direct/indirect supervision of a qualified registered radiologic technologist as required and assigned. Course offered in the spring semester only.

**RADT 124****Radiobiology and Radiation Protection – 2 Credits**

A study on the effects of radiation on the human body beginning at the cellular level. Discussions will include regulatory and advisory limits for human exposure with implementation of patient and personnel radiation protection practices. Current regulations and recommendations by the NRC and ICRP will also be provided. Course offered in the spring semester only.

RADT - RELG

**RADT 130****Clinical Education III – 5 Credits**

Continuation of Clinical Education II. Students will complete administrative duties, perform diagnostic radiography exams, and provide patient care under the direct/indirect supervision of a qualified registered radiologic technologist as required and assigned. Evening and OR rotations will be offered where available. Course offered in the summer semester only.

**RADT 135****Radiographic Special Procedures – 1 Credit**

Introduction to invasive procedures involving contrast media and interventional radiography including a survey of the imaging equipment involved. Introduction to computerized tomography, magnetic resonance imaging, nuclear medicine, ultrasound, and radiation therapy is included. Course offered in the summer semester only.

**RADT 204****Imaging Ethics and Legal Issues – 2 Credits**

A study of ethical and legal principles for today's imaging professional. Course offered in the spring semester only.

**RADT 205****Clinical Education IV – 8 Credits**

Continuation of Clinical Education III. Students will complete administrative duties, perform basic diagnostic radiography exams, and provide patient care under direct/indirect supervision of a qualified registered radiologic technologist as assigned. Evening and OR rotations will be offered where available. Course offered in the fall semester only.

**RADT 207****Radiographic Pathology – 2 Credits**

A study of the disease process including etiology, signs and symptoms, diagnostic procedures, and possible treatments. Discussion and identification of pathologic signs using various imaging methods. Course offered in the fall semester only.

**RADT 212****Radiographic Imaging – 3 Credits**

Reinforcement of radiologic fundamentals, instrumentation and technology used in digital imaging. Topics will include radiographic technique, radiographic tube circuitry, generators, motors, and principals of x-ray production and interactions. Lab activities provided to reinforce radiographic concepts. Course offered in the fall semester only.

**RADT 214****Clinical Education V – 8 Credits**

Students will complete administrative duties, perform basic diagnostic radiography exams, and provide patient care under the direct/indirect supervision of a qualified registered radiologic technologist as required and assigned. Evening, and OR, and specialized modality rotations will be offered where available. Course offered in the spring semester only.

**RADT 220****Seminar in Radiologic Technology – 2 Credits**

Guidance in the preparation and development of resumes, mock interviews, and job placement are conducted. Mock registry exams are given in preparation for the national registry exam. Course offered in the spring semester only.

**RADT 268****Workshop in Radiologic Technology – 1-3 Credits**

As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)

**RADT 293****Topics in Radiologic Technology – 1-3 Credits**

As announced. (Course may be repeated for credit.)

**RELIGION (RELG)****RELG 1110****Introduction to World Religions – 3 Credits**

This course introduces major world religions and the scholarly methods of the academic study of religion. Religions covered may include: Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam and/or New Religious Movements.

**RELG 1126****New Testament – 3 Credits**

An introduction to the history, beliefs, practices, and development of the early Christian religion as reflected in the New Testament, using a historical and critical approach, with attention given to understanding its socio-cultural and political environment.

**RELG 1510****Life of Christ – 3 Credits**

The Life of Christ is a course that examines the life of Christ with regard to the events and teachings of Jesus as recorded in the Synoptic gospels namely, Mathew, Mark and Luke. It is also an introduction in the field of textual and synoptic criticism.

**RELG 2130****History of Christianity – 3 Credits**

This course examines Christianity from its origins to the present. The course will focus on church doctrine, people, movements, and problems that have characterized Christianity over two millennia.

**RELG 2140****The Book of Acts – 3 Credits**

An examination of the work of Peter and other early Christian leaders; missionary journeys of Paul; and the spread of early Christianity as recounted in the Book of Acts.



**RELG 2220****Women of the Bible – 3 Credits**

This course is designed to introduce the modern day reader to the wide range of women Bible characters of long ago. The Bible is filled with strong women whose lives and voices have much in common with modern day women. Surprisingly, the gamut of the biblical record runs from the revered Virgin Mary to the beguiled Jezebel. Even though some of the women noted remain unnamed, their lives can still be examined in the context of their exploits, accomplishments, and commitments.

**RELG 2230****Men of the Bible – 3 Credits**

Introduction to the many men of the Bible who helped shape Bible message. In studying the men selected, students will have the opportunity to look into their lives. These illuminating and inspiring stories show aspects of both good and evil. The lives of the men will be examined in context of their exploits, accomplishments, and commitments. The complex and multifaceted personalities of the men studied contain messages that are relevant to all generations.

**RELG 2993****Workshop in Religion – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**RELG 2996****Topics in Religion – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**SOCIOLOGY (SO CI)****SO CI 1110****Introduction to Sociology – 3 Credits**

This course will introduce students to the basic concepts and theories of sociology, as well as to the methods utilized in sociological research. The course will address how sociological concepts and theories can be utilized to analyze and interpret our social world, and how profoundly our society and the groups to which students belong influence them. Students will be given the opportunity to challenge their “taken for granted” or “common sense” understandings about society, social institutions, and social issues. Special attention will also be paid to the intimate connections between their personal lives and the larger structural features of social life. In addition, the implications of social inequalities, such as race/ethnicity, gender, and social class will be central to the course’s examination of social life in the United States.

**SO CI 2240****Sociology of Intimate Relationships and Family – 3 Credits**

This course provides an overview of contemporary intimate relationships and families from sociological perspectives. We will examine intimate relationships and families as social constructions whose meanings have changed over time and from place to place. This course will aid students in developing a greater understanding of intimate relationships and families as institutions in contemporary U.S. society. Intersections of race, class, gender, sexual orientation, nationality, and other factors within these institutions will be addressed.

**SO CI 2310****Contemporary Social Problems – 3 Credits**

This course studies the nature, scope, and effects of social problems and their solutions. The course will concentrate on sociological perspectives, theories, and key concepts when investigating problems, such as inequality, poverty, racism, alienation, family life, sexuality, gender, urbanization, work, aging, crime, war and terrorism, environmental degradation, and mass media. This course is designed to build students’ sociological understanding of how sociological approaches attempt to clarify various issues confronting contemporary life, as well as how sociologists view solutions to these problems.

**SO CI 2993****Workshop in Sociology – 1-3 Credits**

*As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)*

**SO CI 2996****Topics in Sociology – 1-3 Credits**

*As announced. (Course may be repeated for credit.)*

**SPANISH (SPAN)****SPAN 1110****Spanish I – 4 Credits**

Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid level while some abilities emerge in the Novice High range. This is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences.

**SPAN 1120****Spanish II – 4 Credits***Prerequisite: SPAN 1110*

Designed for students with some degree of exposure to Spanish in high school and/or at home, this course continues to develop basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication based at the Novice High Level of proficiency based on ACTFL guidelines, although a few abilities may emerge in the Intermediate Low Level. Students in this course communicate in Spanish in familiar topics using a variety of words, phrases, simple sentences and questions that have been highly practiced and memorized.

**SPAN 2993****Workshop in Spanish – 1-3 Credits***As announced. (Workshops are graded on a Pass (P) or Fail (F) basis.)***SPAN 2996****Topics in Spanish – 1-3 Credits***As announced. (Course may be repeated for credit.)***TRANSITIONAL STUDIES (TRST)****TRST 0910****Basic Writing Skills I – 3 Credits**

In this developmental class, students will be introduced to specific instruction in basic composition, sentence construction, paragraph development, and introduction to the essay. The writing process—pre-writing, sorting, drafting, revision, editing, and publishing—is emphasized. Credit will not count toward graduation.

**TRST 0911****Basic Writing Skills II – 3 Credits**

Prerequisite: A grade of "C" or higher in TRST 0910 or a satisfactory score on the English Placement Test

This developmental course is intended as a "bridge" between TRST 0910 and ENGL 1110 and is for students who have successfully completed TRST 0910 but need additional practice in writing before the rigorous essay-writing in ENGL 1110. Emphasis is on review of grammar skills from TRST 0910, keeping of writing journal, and the writing of short essays. Credit will not count toward graduation.

**TRST 0920****Basic Reading Skills I – 3 Credits**

In this developmental class, students should enroll based on an appropriate placement score or by an advisor's recommendation. Course will stress vocabulary and reading comprehension by use of reading, discussion, writing, and thinking about words. This course incorporates syllabication, affixes, root words, contractions, possessives, synonyms, antonyms, homonyms, and dictionary usage. Credit will not count toward graduation.

**TRST 0921****Basic Reading Skills II – 3 Credits**

Prerequisite: A grade of "C" or higher in TRST 0920 or a satisfactory score on the Reading Placement Test

In this developmental class, students should enroll based on an appropriate placement score or by an advisor's recommendation. This course introduces specific reading techniques to aid students in developing reading skills in the content areas in order to meet college-reading demands. Students move from a literal to an interpretative and critical comprehension of textbook material. Credit will not count toward graduation.

**TRST 0930****Basic Algebra I – 4 Credits**

This developmental course covers basic operations with and properties of real numbers and applications: simplifying variable expressions; solving linear equations and applications; graphing linear equations; solving and graphing systems of equations in two-variables. Fundamentals of algebra emphasized. Course credit will not apply toward any degree.

**TRST 0931****Basic Algebra II – 4 Credits***Prerequisite:*

1. A grade of "C" or higher in TRST 0930 within the last two years  
OR
2. A satisfactory score on the Math Placement Test taken in the last year

This developmental course covers rules of exponents including negative exponents, basic operations with polynomials and factoring methods including sum & difference of two cubes; basic operations with rational and radical expressions; solving equations involving rationals and radicals; solving and graphing quadratic equations; solving equations with quadratic formula; problem solving with quadratic equations. Course credit will not apply toward any degree.

**WELDING (WELD)****WELD 130****Safety and Orientation – 2 Credits**

Emphasis in the proper and safe use of machines and tools found in the welding industry. Students learn the health concerns and precautions used to minimize exposure during welding and cutting. Orientation prepares individuals for employment and the documentation relating to welding.

**WELD 131****Flux Cored Arc Welding – 2 Credits**

An introduction to flux cored arc welding (FCAW) terminology, safety procedures, and equipment set-up. Students will practice welding structural joints in all positions using the FCAW process.

**WELD 133****Symbol and Blueprint Reading – 2 Credits**

Students learn the importance of symbols as the communication keys between designer and welder. Students learn how to identify various American Welding Society (AWS) weld symbols and their application during fabrication. Blueprint reading trains students in understanding the principles, systems of view, lines, symbols and dimensional data for fit-up and welding as provided on engineered drawings and blueprints.

**WELD 135****Oxyacetylene and Plasma Arc Cutting – 2 Credits**

Emphasis on safety and the fundamentals of Oxy-Fuel and Plasma cutting. Students will cut various materials and thicknesses of metals in all positions using both processes.

**WELD 137****Shielded Metal Arc Welding I – 3 Credits**

An introductory course in the shielded metal arc welding (SMAW) process. Emphasis is placed on power sources, electrode selection and various joint designs. The course provides instruction in SMAW welds in various positions.

**WELD 138****Gas Metal Arc Welding I – 3 Credits**

Provides a study of the principles of gas metal arc welding (GMAW) and the set-up and the use of associated equipment and tools with emphasis on safe shop practices. Instruction is given in various joint designs; welding will be practiced in all positions used in GMAW.

**WELD 139****Gas Tungsten Arc Welding I – 3 Credits**

Introduction to the principles and gas tungsten arc welding (GTAW), including safety, set-up, and the use of GTAW equipment. Instruction is provided on structural joints in various positions.

**WELD 240****Welding Inspection and Testing – 2 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

Trains students in inspection and testing methods; includes both non-destructive and destructive inspecting and testing. Students will gain knowledge in causes of weld discontinuities and how to identify them and correct them during the welding process.

**WELD 241****Gas Metal Arc Welding II – 3 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

Continuing instruction from WELD 138. Instruction and testing will be in all positions used in gas metal arc welding and will use advanced techniques in accordance with American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) program.

**WELD 243****Layout and Fabrication I – 2 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

Introduction to general layout and fabrication techniques as related to welding. Emphasis will be on construction of small projects and pipe fabrication/layout to tolerances specified on blueprints.

**WELD 245****Pipe Welding and Layout I – 3 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

This course will emphasize the theory and practical application of 1-G and 2-G position pipe welding. Students develop critical skills in the fit-up and technique of pipe welding using shielded metal arc welding, gas metal arc welding and gas tungsten arc welding processes.

**WELD 247****Shielded Metal Arc Welding II – 3 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

A continuation of WELD 137. Instruction and testing will be in all positions on the preparation of test specimens and proper test procedures. Testing will utilize the American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

**WELD 249****Gas Tungsten Arc Welding II – 3 Credits**

*Prerequisites: WELD 130, WELD 131, WELD 133, WELD 135, WELD 137, WELD 138, and WELD 139*

A continuation of WELD 139. Students will use various gas tungsten arc welding positions and testing using carbon steel and stainless steels on various thicknesses according to American Welding Society's Schools Excelling through National Skill Standard Education (SENSE) guidelines.

**WELD 251****Gas Metal Arc Welding III – 3 Credits**

*Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249*

Advanced course in the gas metal arc welding process (GMAW). Instruction includes trouble shooting, and the correct selection and application of consumables. Students practice GMAW of carbon and stainless steel on structural joints in all positions. Preparation of test samples will also be emphasized.

**WELD 253****Layout and Fabrication II – 3 Credits**

*Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249.*

A continuation of WELD 243. Students create intricate and complicated parts from drawings. Emphasis is on interpretation, layout, and fabrication of structural and pipe weldments using a variety of processes from detailed drawings.

## WELD

### WELD 255

#### Pipe Welding and Layout II – 3 Credits

*Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249.*

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Practice will be done using 1-G, 2-G, 5-G, and 6-G positions using various electrodes. Topics covered include electrode selection, equipment set-up, and safe shop practices.

### WELD 257

#### Shielded Metal Arc Welding III – 3 Credits

*Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249*

This is an advanced course in shielded metal arc welding (SMAW) including trouble shooting and the correct selection and application of consumables. Students continue SMAW weldments and fabrication of parts in increasingly difficult positions and techniques and preparation of weldment for non-destructive inspection and destructive testing.

### WELD 259

#### Gas Tungsten Arc Welding III – 3 Credits

*Prerequisites: WELD 240, WELD 241, WELD 243, WELD 245, WELD 247, and WELD 249*

This is an advanced course in gas tungsten arc welding (GTAW) including process selection, trouble shooting, and the correct selection of consumables. Students practice GTAW advanced techniques on carbon, stainless steel, and aluminum weldments of structural joints and pipe fabrication in all positions.

### WELD 268

#### Workshop in WELD – 1-3 Credits

*As announced. (May be repeated for a maximum of 6 credits.) (Workshops are graded on a Pass (P) or Fail (F) basis.)*

### WELD 270

#### Specialized Business/Industry Welding – 3-6 Credits

Course designed to meet individual interests and requirements for specialization in the welding field. Projects must have prior approval of instructor for enrollment in course.

### WELD 272

#### General Welding for the Hobbyist – 3 Credits

This course provides an introduction to welding safety, welding, thermal cutting, use of hand and power tools, and basic fabrication for the “do it yourselfer” or hobbyist. This course will include thermal cutting utilizing oxy-acetylene cutting and plasma arc cutting, welding using SMAW-Shielded Metal Arc Welding (stick) and GMAW-Gas Metal Arc Welding (mig) processes, and basic joint configuration. Skill practice will be encouraged through the building of at least one comprehensive project. All projects must be approved by and will be under the guidance of the instructor.

### WELD 293

#### Topics in Welding – 1-6 Credits

*As announced. (Course may be repeated for credit.)*

# ADMINISTRATION, FACULTY, AND STAFF

BOARD OF TRUSTEES:

**Ms. Laura Leal**

*District 1*

*Term expires in December 2025*

**Ms. Janice Bradburn**

*District 2*

*Term expires in December 2023*

**Ms. Lora Harlan**

*District 3*

*Term expires in December 2027*

**Ms. Carolyn Spence**

*District 4*

*Term expires in December 2025*

**Mr. Terry Martin**

*District 5*

*Term expires in December 2027*

ADMINISTRATION, FACULTY, & STAFF

ADMINISTRATION:

**Robin Jones (1997)**

*Interim President*

B.S.N., Eastern New Mexico University

M.S.N., West Texas A&M University

Ed.D., New Mexico State University

**Robin Kuykendall (2000)**

*Executive Vice President*

B.A., Eastern New Mexico University

M.B.A., Eastern New Mexico University

Ed.D., Grand Canyon University

**Norman Kia (1999)**

*Vice President of IT and Operations*

B.U.S., Eastern New Mexico University

M.Ed., Wayland Baptist University

**Heather Lovato (2005)**

*Chief Financial Officer*

A.S. Clovis Community College

B.B.A., Eastern New Mexico University

DIVISION CHAIRS:

**Vicki Bridinger De Leon (2020)**

*Languages and History*

B.A., Wayland Baptist University

M.A., Wayland Baptist University

Ph.D., Texas Tech University

**Brandon Finney (2018)**

*Math; Science; and Humanities*

B.S., Texas Tech University

M.S., Texas Tech University

Ed.D., University of Southern Mississippi

**Brad Heath (2001)**

*Health and Physical Education*

B.S. University of Utah

M.S. University of Utah

**Shawna McGill (2009)**

*Allied Health*

B.S.N., Texas Women's University

M.S.N., University of Phoenix

**Melissa Reed (2015)**

*Occupational Technology*

B.S. Eastern New Mexico University

M.B.A. University of Phoenix

D.B.A., Grand Canyon University

**Monica Turner (2000)**

*Business Administration;*

*Behavioral Science; Education*

B.B.A., New Mexico State University

M.B.A., Wayland Baptist University

**Raymond Walker (2012)**

*Computer Information Systems;*

*Art; Communication*

A.G.S., Central Texas College

A.A.S., Clovis Community College

B.S., Milano School of NSPE



## DIRECTORS

### Richard Benavidez (2018)

*Campus Security*  
A.A., Clovis Community College

### Joleen Borja (2021)

*TRIO Student Support Services*  
B.S., University of Guam  
M.P.A., University of Guam

### Steven Brooks (2020)

*Purchasing*  
M.S., Chapman University

### Jennifer Bussey (2001)

*Academic Advising*  
A.S., South Plains College  
B.S., Texas Tech University  
M.Ed., Texas Tech University

### April Chavez (1997)

*Financial Aid*  
B.A., University of Northern Iowa  
M.A., New Mexico State University

### Robert Dart (2016)

*User Services*  
B.S., New Mexico State University

### Emily Glikas (2016)

*Sponsored Programs*  
B.A., West Texas A&M University  
M.Ed., Eastern New Mexico University

### Ashley Grissom (2021)

*Human Resource Services*

### Nicolle Holcomb (2022)

*Communications and Marketing*  
B.S., SUNY Oneonta  
M.Ed., Endicott College

### Nohemi Lara-Miller (2022)

*Title V Projects*  
A.A.S., Dona Ana Community College  
B.A.S., New Mexico State University  
M.A., New Mexico State University

### Nancy Meadows (2006)

*Title V Educational Program Activity Coordinator*  
B.A., Wayland Baptist University  
M.A., Northern Arizona University

### Paul Moore (2021)

*Library Resources*  
B.A., McNeese State University  
MLIS, Louisiana State University

### Gregory Rapp (2022)

*Teaching, Learning, and Assessment*  
B.S., Eastern New Mexico University  
B.A., Eastern New Mexico University  
M.A., Eastern New Mexico University  
M.F.A., Southern New Hampshire University

### Amiah Robinson (2022)

*Diversity, Equity, and Inclusion*  
B.A., University of New Mexico

### Kari Smith (2019)

*Enrollment Services/Registrar*  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University

### Marcus Smith (2009)

*Student Services/Government Relations*  
B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University  
Ed.D., New Mexico State University

### Sandra Taylor-Sawyer (1991)

*New Mexico Small Business Development Center*  
A.A., Eastern New Mexico University  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University  
Ed.D., New Mexico State University

### Courtney Tempel (2014)

*Institutional Research*  
B.A., Valdosta State University  
M.S., Valdosta State University

### Katrina Walley (2014)

*Comptroller*  
A.A., Clovis Community College  
B.B.A., Eastern New Mexico University  
M.B.A., Eastern New Mexico University

### Kellyann Weber (2017)

*Upward Bound*  
B.A., Metropolitan State College of Denver  
M.S., Colorado State University

## FACULTY

### Aaron Anderson (2014)

*History*  
B.A., California State University  
M.A., California State University  
Ph.D., University of Southern Mississippi

### Autumn Anderson (2015)

*Cosmetology*  
A.A.S., Clovis Community College  
B.S., University of Phoenix

### Patricia Becks (2022)

*Cosmetology*  
M.A., University of Wisconsin Oshkosh

### Stanley Bermudez (2021)

*Art*  
B.A., Sam Houston State University  
M.A., Radford University

### Paul Blair (2000)

*Automotive Technology*  
ASE Certified Master Automobile Technician

### Vicki Bridinger De Leon (2020)

*History*  
B.A., Wayland Baptist University  
M.A., Wayland Baptist University  
Ph.D., Texas Tech University

### Jessica Brown (2020)

*Mathematics*  
B.S., Wayland Baptist University  
M.S., New Mexico State University  
Ph.D., Texas Tech University

### Shauma Brown (2020)

*English*  
B.A., University of New Mexico  
M.A., Wayland Baptist University

### Macon Burnett (2023)

*Welding*  
A.A.S., Clovis Community College

### Karen Burns (2018)

*Emergency Medical Services*  
M.S., Wayland Baptist University

### Diana Byers (2022)

*Computer Information Systems*  
B.S., University of Alabama  
M.A., University of Alabama  
Ph.D., University of Kansas

### Martha Campos (2023)

*Nursing*  
A.A.S., Clovis Community College  
B.S.N., Eastern New Mexico University  
M.B.A., Eastern New Mexico University

## FACULTY CONTINUED

### Courtney Cathey (2018)

#### *Nursing*

B.S.N., Texas Tech University Health Sciences Center  
M.S.N., Eastern New Mexico University

### Meranda Chapman (2021)

#### *Cosmetology*

A.A.S., Clovis Community College

### Kristi Conde (2023)

#### *Cosmetology*

Certification/License Aladdin Beauty College

### Keishla Cota (2019)

#### *Physical Therapist Assistant*

#### *Program Director*

B.S., Texas Tech University  
M.P.T., Texas Tech University

### Linda D'Amour (2022)

#### *English*

B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University  
M.A., Grand Canyon University  
Ed.D., University of Phoenix

### Brandon Finney (2018)

#### *Mathematics*

B.S., Texas Tech University  
M.S., Texas Tech University  
Ed.D., University of Southern Mississippi

### Abigail Gordon (2022)

#### *Nursing*

B.S.N., University of Mary Hardin-Baylor

### Teresa Guillen (2014)

#### *Spanish*

B.A., New Mexico State University  
M.A., New Mexico State University

### Melissa Ham (2006)

#### *Diagnostic Medical Sonography* *Program Director*

A.S., Clovis Community College  
B.S.O.E., Wayland Baptist University  
M.Ed., Wayland Baptist University

### Brad Heath (2001)

#### *Health and Fitness Center Coordinator*

A.S., Utah Valley Community College  
B.S., University of Utah  
M.S., University of Utah

### Stacy Henrikson (2023)

#### *Physical Therapist Assistant*

#### *Academic Clinical Coordinator of Education*

A.A.S., Metropolitan Community College  
B.A., Rockhurst University

### Gina Hochhalter (2012)

#### *English*

B.A., Montana State University  
M.A., New Mexico State University  
Ed.D., New Mexico State University

### Michelle Hughes (2012)

#### *Science*

A.S., Clovis Community College  
A.A., Clovis Community College  
B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University

### Kelsey Knight (2022)

#### *Communication*

B.A., West Texas A&M

### Lindsey Lombardi (2023)

#### *Health and Physical Education*

B.S., Northern Arizona University  
M.S., A.T. Still University

### Cindy Martin (2023)

#### *ALP*

B.A., Eastern New Mexico University  
M.Ed., Eastern New Mexico University

### Amy McBride (2019)

#### *Nursing*

A.A.S., Clovis Community College  
B.S.N., Lubbock Christian University

### Shawna McGill (2009)

#### *Nursing*

B.S.N., Texas Women's University  
M.S.N., University of Phoenix

### Jim Mitchell (2011)

#### *Industrial Technology*

A.A.S., Eastern New Mexico University

### Garrett Meeks (2022)

#### *Nursing*

PHLB Certification, Southwest Plebotomy

### Lori O'Leary (2023)

#### *Radiologic Technology Program Director*

A.A.S., Clovis Community College  
A.S., Clovis Community College  
B.S., West Texas A&M University  
M.H.A., Wayland Baptist University

### Sean Poindexter (2010)

#### *Welding*

A.A.S., South Plains College

### Melissa Reed (2015)

#### *Business Administration*

B.S., Eastern New Mexico University  
M.B.A., University of Phoenix  
D.B.A., Grand Canyon University

### Scott Richeson (2011)

#### *Sociology*

B.A., Washington State University  
M.A., University of Chicago

### Crystal Rodriguez (2020)

#### *Nursing*

B.S.N., Grand Canyon University

### Elena Soto (2016)

#### *Nursing*

A.A.S., Clovis Community College  
B.S., Chamberlain College of Nursing

### Kristin Soukup (2023)

#### *Nursing*

B.S.N., New Mexico State University  
B.A., Concordia University  
M.A., Concordia University

### Christopher Sparks (2023)

#### *English*

B.S., University of North Texas  
Ph.D., University of North Texas

### Celeste Thomas (2023)

#### *Communication*

B.S., Eastern New Mexico University  
M.A., Eastern New Mexico University

### Erin Thomas (2022)

#### *Psychology*

B.S., Old Dominion University  
M.S., Old Dominion University

### Keitta Torres (2023)

#### *Nursing*

A.A.S., New Mexico Highland University  
B.S.N., Grand Canyon University

### Benjamin Trujillo (2015)

#### *Radiologic Technology Clinical Coordinator*

A.A.S., Clovis Community College  
B.A.A.S., Eastern New Mexico University

### Monica Turner (2000)

#### *Business Administration/Accounting*

B.B.A., New Mexico State University  
M.B.A., Wayland Baptist University

### Robin Urioste (2023)

#### *Science*

A.A.S., Clovis Community College  
B.A., Eastern New Mexico University  
M.Ed., Eastern New Mexico University  
M.F.A., Baypath University

### Raymond Walker (2012)

#### *Computer Information Systems*

A.G.S., Central Texas College  
A.S., Clovis Community College  
B.S., Milano School of NSPE

### Toni West (2016)

#### *Nursing*

A.A.S., Angelo State University  
B.S.N., Angelo State University  
M.S., Grand Canyon University

### Jennifer Wheeler (2023)

#### *Nursing*

A.A.S., Clovis Community College  
B.S.N., Lubbock Christian University

### Andrea Zamora (2017)

#### *Nursing*

A.A.S., Clovis Community College  
B.S.N., West Texas A&M University

## STAFF

**Julia Alexander**  
Sponsored Program Coordinator

**Jacob Alvarado**  
Education Systems  
Technology Specialist

**Angel Anaya**  
Career Services & Campus  
Student Life Coordinator

**Ashley Anaya**  
Help Desk Specialist I

**James Annonson**  
Information Technology Specialist

**Amelia Archibeque**  
Cashier

**Jeanette Archibeque**  
Human Resource Specialist

**Rodney Backoff**  
Information System Report Tech

**Paul Boylan-Torres**  
Information Technology  
Specialist

**Jose Bravo**  
Systems and Networking  
Manager

**Joanna Brown**  
Early College HS Secretary

**Nayeli Caldera**  
Assistant Financial Aid Director

**Irma Canton**  
Financial Aid/Enlace Analyst

**Veronica Cano**  
AE/CSS Manager

**Nikkei Cardenas**  
Buyer I

**Gina Castillo**  
Test Center Coordinator

**Dominique Chairez**  
Assistant SBDC Director

**Bill Cheville**  
Senior Custodian

**Michelle Cochran**  
Recruiter

**William Cochran**  
Adult Education  
Instructional Coordinator

**Eric Collier**  
Groundkeeper

**David Contreras**  
Information Technology Specialist

**Abigail Dart**  
AH Clinical Coordinator

**Samuel Davis**  
Career Coach

**Jonathan De Leon**  
Security I

**Celia Donofrio**  
Office of Accessibility  
and Resources  
Coordinator/Counselor

**Milo Drake**  
Media Technology Specialist

**Teresa Dudley**  
Allied Health Secretary

**Jennifer Duke**  
Transitional Study/ Case  
Management Specialist

**Dannette Ewers**  
Executive Assistant  
of the President

**Cassidy Fields**  
Articulation Specialist/  
CAFB Representative

**Maria Galvan-Moreno**  
Advising Department Secretary

**Adriana Garcia**  
Senior Graphic Designer

**Billy Garcia**  
Facilities Manager

**Christopher Garcia**  
Financial Aid Coordinator

**Michelle Garcia**  
Faculty Office IV Secretary

**Joel Glikas**  
Facilities Maintenance Tech

**Meriah Guillen**  
Adult Education Instructional  
Coordinator

**CaSandra Hernandez**  
Financial Aid Specialist II/VA

**Perla Herrera**  
Educational Services Coordinator

**Sydney Higgs**  
Cashier

**Marisela Jimenez**  
Enlace Manager

**Winona Johnson**  
Student Retention Coordinator

**Karen Jones**  
Library Technician

**Larry Jones**  
Senior Carpenter

**Sandra Jones**  
Financial Aid Analyst/Grants

**Amber Langford**  
TRIO SSS Data Specialist

**Alvino Lopez**  
Facilities Maintenance Tech

**Angelica Lopez**  
Help Desk Specialist II

**Julie Lopez**  
Security I

**Monique Lopez**  
Enrollment Specialist/Recruiter

**Orlinda Lopez**  
Security I

**Bridget Lucero**  
Sr. Human Resource Generalist

**Josue Lugaro, Jr.**  
TRIO SSS Academic Services  
Coordinator

**Joseph Madrid**  
Upward Bound/Academic  
Service Coordinator

**Selina Marriott**  
Instructional Technologist

**Kathy Martin**  
Academic Advisor/Student  
Resources Coordinator

**Cynthia McDaniel**  
Faculty Office I & II Secretary

**Lydia Montano**  
Receiving Clerk

**William Moore**  
Physical Plant Coordinator

**Troy Mount**  
Admissions Specialist

**Natalie Navarro**  
Financial Aid Specialist I

**Cathy Pace**  
Accountant III - A/P

**Rachel Page**  
IT/Operations Office Coordinator

**Emanuel Perkins**  
Custodian

**Patty Pyle**  
Student Accounts Clerk/Cashier

**Aaron Quaif**  
Information Technology  
Specialist

**Alice Ravan**  
Library Technician

**Guadalupe Rivera**  
Adult Education Data Specialist

**Gabriel Robertson**  
Data Integration Tech

**Alicia Saber**  
Admission Coordinator

**David Sena**  
Senior Groundskeeper

**Raul Sena**  
Groundkeeper

**Santana Sena**  
Academic Tutoring &  
Coaching Manager

**Veokham Sinakatham-  
Poland**  
Institutional Research Analyst

**Jonathan Sisco**  
Financial Aid Specialist I

**Brock Smith**  
Aquatics Supervisor

**Patricia Smith**  
Cashier

**Stephanie Stover**  
Career Coach

**Grace Tafoya**  
Account III - Grants

**Ryan Walley**  
Carpenter

**Julie Wampler**  
Employee Services Manager

**Jessa Wood**  
Faculty Office V Secretary

# INDEX

Academic Calendar .....	14	Cancellation of Courses Policy .....	18
Academic Integrity .....	7	Cannon Air Force Base Classes .....	18
Academic Policies .....	14	Career Technical Institute (CTI) .....	13
Academic Standing .....	17	Cell Phone Policy .....	11
Academic Suspension Appeal Process .....	17	Certificates of Achievement .....	36, 37
Academy-Based Criminal Justice .....	39	Certificates of Completion .....	36, 37
Accounting, ACCT .....	77	Challenging a Course (Credit by Examination) .....	19
Accreditations .....	1, 5	Change of Grade .....	16
ACT (American College Testing) .....	13, 20	Chassis Systems, AT .....	60
Administration .....	121	Chemistry, CHEM .....	88
Administration, Faculty, and Staff .....	121-124	Cisco Certified Network Associate (CCNA), CIS .....	43
Admission Policies and Procedures .....	11	Classification of Students .....	14
Admission to Full-time Occupational Technology Programs .....	12	CLEP (College Level Examination Program) .....	19
Admissions Process .....	11	Clovis Community College Facts .....	4
Advanced Placement (AP) .....	20	College Bookstore .....	9
Advanced Welder, Welding .....	66	Communication, COMM .....	88
Agricultural, AEEC .....	77	Complaint Procedure for Transfer Credit Appeal .....	32
Agricultural, AGRO .....	77	Complaint Procedure for Transfer Students .....	23, 32
Agricultural, AXED .....	78	CompTIA A+, CIS .....	43
American College Testing (ACT) .....	13, 20	CompTIA Network+, CIS .....	43
American Sign Language, SIGN .....	78	CompTIA Security+, CIS .....	43
Americans with Disabilities Act (OARS) .....	7	Computer Information Systems, CIS .....	40, 75, 88
Animal Science, ANSC .....	78	Consortium Agreements .....	25
Anthropology, ANTH .....	78	Cosmetology, COS .....	61, 91
Appeal for Professional Judgement .....	25	Cosmetology Theory, Cosmetology .....	62
Appeals .....	8, 17	Course Challenging .....	21
Application for Admission .....	11	Course Descriptions .....	77
Art .....	68	Course Numbering .....	15
Art: Art History, ARTH .....	78	Credit by Examination (CLEP) .....	19
Art: Art Studio, ARTS .....	79	Credit for Prior Learning .....	20
Art: Film & Digital Media Art, FDMA .....	81	Criminal Justice, CJUS .....	44, 93
Articulation of Transfer Credit .....	14	Curricular Requirements (Degree Plan) .....	21
Assessment and Placement .....	13	Dance, DANC .....	95
Associate of Applied Science .....	38	Degree and Certificate Index .....	36
Associate of Applied Science in Occupational Technology .....	58	Degree and Certificates .....	35
Associate of Arts .....	68	Degree Plans .....	21
Associate of General Studies .....	72	Degree Requirements .....	22
Associate of Science .....	73	Degrees and Certificates Available Online .....	37
Attendance Policy .....	15	Determination of Financial Aid .....	25
Auditing of Courses .....	16	Developmental Courses (Transitional/Developmental Courses) .....	29
Automotive Technology, AT .....	59, 82	Directed Study Policy and Procedures .....	19
Aviation Science, AVS .....	85	Directors .....	122
Awarding Degrees and Certificates .....	22	Disabilities (OARS) .....	7
Barbering, Cosmetology .....	63	Disbursements .....	28
Behavioral Science .....	73	Disclosure .....	6
Biology, BIOL .....	74, 85	Discrimination and Grievance Policy .....	11
Board of Trustees .....	121	Distance Learning .....	23
Business Administration, BUSA .....	39, 74, 86	Division Chairs .....	121
Business and Office Technology, BOFT .....	87	Drop and Add Procedures .....	18
Business: Business Administration, BUSA .....	86	Drug-Free Campus .....	10
Business: Business Computer Information Systems, BCIS .....	87	Dual Credit Program .....	13
Business: Business Finance, BFIN .....	87	Early Admission .....	13
Business: Business Law, BLAW .....	87	Early Childhood Education, ECED .....	70, 95
Business: Entrepreneurship, ENTR .....	87	Earning a Second Associate Degree .....	22
Campus Security .....	10	Economics, ECON .....	97

# INDEX

Education Concentration, Liberal Arts .....	71	Grievance Policy .....	11
Education Foundations, EDUC .....	97	Hair Fundamentals, Cosmetology .....	62
Electrical Maintenance, Industrial Technology .....	65	Health and Physical Education, EXSC, HLED, PHED .....	75, 110
Eligibility for Financial Aid .....	25	Health Education, HLED (Health & Physical Education) .....	100
Email as an Official Means of Communication .....	9	History, HIST .....	103
Emergency Medical Services, EMS .....	45, 97	Home Schooled HS Students (Dual Credit/Early Admission) .....	13
Emergency Medical Technician—Basic, EMS .....	46	Honor Roll (Executive Vice President's Honor Roll) .....	23
Emergency Medical Technician—Intermediate, EMS .....	46	Humanities, HUMN .....	104
Emergency Response Plan (ERP) .....	10	Income Tax Preparation, Business Administration .....	40
English, ENGL .....	98	Incomplete Continuance .....	16
Entrepreneurship, ENTR (Business: Entrepreneurship) .....	87	Incomplete Grades .....	16
Entry-Level Welder, Welding .....	66	Industrial Technology, INDT .....	63, 105
Equal Educational Opportunity .....	7	Information Systems and Technology Concentration, CIS .....	41
Esthetics, Cosmetology .....	62	Information Technology, CIS .....	40
Executive Vice President's Honor Roll .....	23	Information Technology Policy .....	11
Exercise Science, EXSC (Health and Physical Education) .....	100	Internet & Computing Core Certification (IC <sup>3</sup> ), CIS .....	44
Exercise Specialist, Health and Physical Education .....	76	Internships .....	19
Expected Family Contribution .....	25	Learning Communities .....	19
Faculty .....	123	Legal Assistant Studies, LEST .....	51, 110
Family Educational Rights and Privacy Act (FERPA) .....	6	Liberal Arts .....	70
Federal Pell Grants .....	26	Loans .....	25
Federal Requirements .....	25	Lower-Division Transfer Modules .....	22
Federal Supplemental Educational Opportunity Grant (FSEOG) .....	26	Management, MGMT .....	106
Film & Digital Media Art, FDMA .....	81	Marketing, MKTG .....	107
Finance, BFIN (Business: Business Finance) .....	87	Mathematics, MATH .....	76, 107
Financial Aid .....	24	Media Art .....	69
Financial Aid Appeal Process .....	29	Microsoft Certified Solutions Associate (MCSA) Server, CIS .....	44
Financial Aid Procedures .....	24	Microsoft Office Specialist (MOS), CIS .....	44
Financial Aid Programs .....	26	Military Students .....	15
Financial Aid Refund .....	28	Mission Statement .....	1
Financial Aid Repayment .....	28	Music, MUSC .....	108
Financial Aid SAP Status Definitions .....	29	Nail Technician, Cosmetology .....	63
Financial Aid Satisfactory Academic Progress (SAP) Standards .....	28	Networking Concentration, CIS .....	41
Fine Art .....	68	Networking, CIS .....	42
First Responder, EMS .....	46	New Mexico Allied Health Loan for Service .....	27
First Year Experience, FYEX .....	99	New Mexico Essential Skills .....	32
Fundamentals of Game Design, CIS and ART .....	43, 69	New Mexico Nursing Loan for Service .....	26
General Education Core Courses .....	33-34	New Mexico Student Incentive Grant .....	25
General Education Philosophy Statements .....	32	Notice of Non-Discrimination .....	7
General Financial Aid Policies .....	27	Notification of SAP .....	29
General Information .....	6-31	Numbering of Courses .....	14
General Liberal Arts Concentration, Liberal Arts .....	71	Nursing Assistant, NA .....	50, 110
General Statement .....	6	Nursing, NSG and NMNC .....	46, 49, 109
General Studies .....	72	Nursing Loan for Service .....	26
Geology, GEOL .....	100	Nutrition, NUTR .....	110
Good Standing .....	17	Occupational Technology .....	59
Grade Appeal Process .....	17	Occupational Technology, OT (Woodworking & Cabinet Making) ..	110
Grading System and Grade Points .....	15	Office Specialist, CIS .....	42
Graduation .....	23	Official Notification Not Provided by the Student .....	28
Graduation and Completion Rates .....	7	Office of Accessibility and Resources .....	7
Graduation Honors .....	23	Online Certificates (available completely online) .....	37
Grants .....	25	Business Administration .....	39
Grants, Loans, and Student Employment .....	25	CompTIA A+ .....	43
Graphic Design and Media Art .....	69		



# INDEX

CompTIA Network+ .....	43	SAT (Scholastic Aptitude Test).....	13, 20
Criminal Justice .....	45	Scholarships .....	30
Early Childhood Education .....	70	Scholastic Aptitude Testing (SAT).....	13, 20
Fundamentals of Game Design .....	43, 69	Science and Occupational Technology Laboratories .....	8
Income Tax Preparation .....	40	Second Associate Degree .....	22
Information Systems and Technology .....	42	Security .....	10
Internet and Computing Core Certification (IC <sup>3</sup> ).....	44	Senior Citizen Registration .....	23
Liberal Arts .....	70	Sexual Harassment.....	10
Microsoft Certified Solutions Associate (MCSA) Server .....	44	SIGN (American Sign Language) .....	77
Microsoft Office Specialist (MOS).....	44	Sociology, SOCI .....	117
Office Specialist .....	42	Spanish, SPAN.....	117
Paralegal (Legal Assistant Studies) .....	51	Staff .....	124
Online Degrees (available completely online) .....	37	Statistics (MATH 1350).....	107
Behavioral Science.....	73	Student Appeals .....	8
Business Administration .....	39, 74	Student Classification.....	14
Computer Information Systems.....	75	Student Conduct .....	7
Criminal Justice .....	44	Student Course Load .....	15
General Studies.....	72	Student Employment .....	25, 27
Information Systems and Technology .....	41	Student Outcomes Assessment.....	8
Liberal Arts .....	70	Student Records.....	8
Paralegal (Legal Assistant Studies) .....	51	Student Responsibilities .....	9
Paralegal (Legal Assistant Studies).....	51, 110	Student Rights and Responsibilities .....	6-11
Paramedic (Emergency Medical Services).....	45	Subsidized Direct Loan .....	26
Pell Grants.....	26	Suspension .....	17
Philosophy, PHIL.....	111	Tobacco-Free Policy.....	11
Philosophy of General Education.....	32	Transfer Among NM Higher Education Institutions .....	22
Phlebotomy Technician, PHLB.....	50, 112	Transfer Credit (Articulation and Acceptance of Transfer Credit) .....	14
Physical Therapist Assistant, PTA.....	52, 112	Transfer Modules (Lower-Division Transfer Modules) .....	23
Physics, PHYS .....	113	Transferring from CCC.....	22
Placement Testing (Assessment and Placement).....	13	Transitional/Developmental Courses .....	29
Plagiarism (Academic Integrity).....	8	Transitional Studies, TRST .....	118
Plant Operations and Equipment Concentration, Industrial Technology .....	64	Tuition and Payments .....	23
Plant Operations, Industrial Technology .....	65	Unsafe Practice Process .....	17
Political Science, POLS.....	114	Unsubsidized Direct Loan.....	26
Power Train Systems, Automotive Technology.....	60	Values .....	5
Practical Nursing, Nursing.....	49	Veterans Educational Assistance .....	30
Pre-Nursing, Nursing.....	50	Vision.....	1
Pre-Physical Therapist Assistant, Physical Therapist Assistant ..	54	Web-Based Admission.....	12
Pre-Radiologic Technology, Radiologic Technology .....	57	Welding, WELD .....	65, 118
President's Message.....	2	Wind Energy Concentration, Industrial Technology .....	64
Privacy (Disclosure).....	6	Wind Energy, Industrial Technology.....	64
Probation.....	17	Withdrawing from Courses .....	18
Programs of Study .....	32	Work Study.....	27
Psychology, PSYC .....	114		
Purposes .....	5		
Radiologic Technology, RADT .....	54, 115		
Refunds .....	24		
Registration.....	18		
Religion, RELG.....	116		
Repeating a Course.....	18, 29		
Residency Status.....	24		
Return of Title V Funds .....	28		
Salon Success, Cosmetology .....	63		

## Colophon

Photography: Photos in this publication are copyright of Clovis Community College and may not be reused or reproduced without written permission from the Office of Institutional Advancement.

Typography & Design: This book is set in Roboto (Copyright Adobe Systems). Designed in Adobe InDesign by Adriana Garcia for Clovis Community College.

# CONTACTS

Clovis Community College Information . . . . .	575.769.2811
Academic Advising . . . . .	575.769.4020
Academic Case Management . . . . .	575.769.4020
Admissions and Records. . . . .	575.769.4025
Bookstore . . . . .	575.769.4050
Business Office/Student Accounts . . . . .	575.769.4038
CAFB Education Office . . . . .	575.784.6295
Career Services. . . . .	575.769.4085
Center for Student Success . . . . .	575.769.4095
Computers for Student Use. . . . .	575.769.4075
Educational Services. . . . .	575.769.4111
Financial Aid . . . . .	575.769.4060
General Student Information. . . . .	575.769.4747
Health and Fitness Center. . . . .	575.769.4150
Help Desk . . . . .	575.769.4969
Library. . . . .	575.769.4080
New Mexico Small Business Development Center . . . . .	575.769.4136
Office of Accessibility and Resources. . . . .	575.769.4121
Security. . . . .	575.769.4144
Testing. . . . .	575.769.4088
Tutoring . . . . .	575.769.4119





417 Schepps Blvd. | Clovis, NM  
575.769.2811 | Clovis.edu

