Bienvenidos

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

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

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

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

*Se habla español.

Welcome to the Community College

Doña Ana Branch Community College produces results for students. Most students attend college to develop or further their career. Students enroll in courses to upgrade job skills, pursue an associate degree or certificate, or prepare for further academic studies.

While the community college has become a resource providing many educational services, the focus remains on career programs offered through our Business and Information Systems, Health and Public Services, and Technical Studies instructional divisions. Most jobs in the twenty-first century will be in technical fields that require training the community college provides. These technically oriented jobs will offer good incomes, challenging work, and the opportunity for advancement.

The faculty and staff of the community college have worked hard to provide access to higher education in our community. Classes are offered at all times of the day, and we have established education centers throughout the county. Hands-on training in the laboratory and on-the-job training in the field are a part of our career programs. Support services such as skill assessments, financial aid, tutoring, and job placement are available to all our students.

The community college has the resources to support many other educational goals, as well:

- Through our Adult Basic Education program, citizens can earn a general equivalency diploma.
- Courses in General Studies are designed to help students acquire the skills and attitudes necessary for college success.
- Personal enrichment is the goal of the short courses offered through our Community Education program.
- The Customized Training Program provides educational offerings tailored to meet the needs of the employees of local businesses.
- The Small Business Development Center offers guidance to prospective and current small business owners and managers.

Please use this catalog to explore the educational offerings of Doña Ana Branch Community College. Discover the path to your career here. I join our faculty and staff in wishing you success.

Raul Ramirez, Ed.D.
Campus Executive Officer
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CCDL Developmental Language (English as a Second Language)
CCDM Developmental Mathematics
CCDS Developmental Skills
CHEM Chemistry
COLL College Studies
47 COMM Communication Studies
ECED Early Childhood Education
ECON Economics
ENGL English
GEOG Geography
GEOI Geology
GOVT Government
HLS Health Science
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JOUR Journalism
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MUSIC Music
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Housing facilities open ........................................... noon, Aug. 18
Program/registration for new students .... Aug. 19–21
Instruction begins .................................................. Aug. 22
Late registration ...................................................... Aug. 27–31
Last day to register/add a class ................................ Aug. 31
Deadline for filing degree application (for students meeting requirements at end of fall semester) ........ Aug. 31
Labor Day holiday .................................................. Sept. 3
Deadline to apply for Crimson Scholar status .......... Sept. 15
Deadline to apply for Centennial Scholar status .......... Sept. 30
Last day to drop a course with a W (except courses carrying designated dates) ........ Oct. 17
Last day to withdraw from DABCC/NMSU .................. Nov. 19
Thanksgiving holiday for students .................. Nov. 21–23
EXAM WEEK .................................................. Dec. 10–14
Last day of classes ............................................... Dec. 14
DABCC Commencement ........................................ Dec. 14
Housing facilities close ........................................ Dec. 16
Final grades due ............................................. noon, Dec. 17

Spring Semester 2002  Jan. 9–May 10
Housing facilities open ............................................. noon, Jan. 5
Program/registration for new students ................ Jan. 7
Instruction begins .................................................. Jan. 9
Late registration ...................................................... Jan. 14–18
Last day to register/add a class ................................ Jan. 18

2001-2002 Academic Calendar

Spring Semester 2002, continued
Deadline for filing degree application (for students meeting requirements at end of spring semester) .................. Jan. 18
Martin Luther King holiday .................................. Jan. 21
Deadline to apply for Crimson Scholar status .......... Feb. 1
Deadline to apply for Centennial Scholar status .......... Feb. 15
Last day to drop a course with a W (except courses carrying designated dates) ........ March 6
Spring Break .................................................... March 25–29
Spring Holiday .................................................... March 29
Last day to withdraw from DABCC/NMSU ........ April 18
EXAM WEEK .................................................. May 6–10
Last day of classes ............................................... May 10
DABCC commencement ........................................ May 10
Housing facilities close ........................................ May 12
Final grades due ............................................. noon, May 15

Summer Session I, 2002  May 21–June 27
Housing facilities open ............................................. noon, May 19
Program/registration for new students ................ May 20
Instruction begins .................................................. May 20
Last day to register/add a class ................................ May 24
Memorial Day holiday ........................................... May 27
Deadline for filing degree application (for students meeting requirements at end of Summer I) .................. May 30
Last day to drop a course with a W ........ June 11
Last day to withdraw from DABCC/NMSU ........ June 20

Summer Session II, 2002  July 8–Aug. 13
Housing facilities open ............................................. noon, July 3
Independence Day holiday ....................................... July 4
Program/registration for new students ................ July 5
Instruction begins .................................................. July 8
Last day to register/add a class ................................ July 11
Deadline for filing degree application (for students meeting requirements at end of Summer II) .................. July 11
Last day to drop a course with a W ........ July 25
Last day to withdraw from DABCC/NMSU ........ Aug. 5
Last day of classes ............................................... Aug. 13
Housing facilities close ........................................ Aug. 14
Final grades due ............................................. noon, Aug. 14

Holidays for Administrative Offices
Thanksgiving .................................................. Thurs., Nov. 22, and Fri., Nov. 23
Martin Luther King Day ........................................ Mon., Jan. 21
Spring Holiday .................................................. Fri., March 29
Memorial Day .................................................... Mon., May 27
Independence Day ................................................ Thurs., July 4

NOTE: Dates in this calendar were compiled in May 2001 and are subject to change.
Basic Policies

The Intent of this Catalog

This publication focuses primarily on academic matters. Candidates for degrees and certificates may elect to fulfill requirements as outlined in the catalog in effect at the date of initial enrollment or any subsequent catalog in effect during their dates of registration at Dona Ana Branch Community College. Readers should be aware of the following:

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

A Note About Occupational Education Courses

Occupational education courses offered by DABCC are designed to prepare students for career employment. Occupational courses with the "OE-" or "BOT" prefix are generally not intended to replace or substitute for approved courses in baccalaureate programs at NMSU. Substitution of occupational courses for approved courses in baccalaureate degree programs is determined on an individual basis by the dean of the college to which the student is applying. However, for certain DABCC programs, articulation agreements exist providing for transfer of DABCC credits directly into designated baccalaureate programs (see page 19). Students considering transferring to an NMSU program should contact the appropriate college dean as soon as possible in order to obtain four-year-degree program requirements.

Nondiscrimination

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

Tuition Differentials

DABCC students wishing to enroll in courses on the NMSU main campus will pay the main campus tuition rate.

DABCC Graduation and Retention Rates

Under the Student Right to Know and Campus Security Act of 1990, Public Law 101-542, DABCC is required to calculate—using a prescribed formula—and disclose graduation rates for all first-time, full-time, degree-seeking students who enrolled at DABCC in Summer and Fall 1997. This cohort consists of 279 students. The number of graduates who earned an associate degree or certificate by 1998 semester had taken at least nine credit hours of vocational/technical coursework.

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

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

Outcomes Assessment

As part of its continuing effort to maintain quality academic programs and to provide strong support services, NMSU/DABCC routinely conducts outcomes assessment activities such as capstone courses or exams, exit interviews, and standardized tests. Students may be required to participate in one or more of these activities. The data resulting from these assessments will be published only in aggregate form.

For More Information

Inquiries about Dona Ana Branch Community College are welcomed in person, by telephone, or by mail. Please call or write the community college for a free information packet.

Dona Ana Branch Community College
3400 South Espina Street
MSC-35A • P.O. Box 30001
Las Cruces, New Mexico 88003-8001

Telephone: (505) 527-7500
Fax: 527-7515
TTY: 527-7647
Toll free in New Mexico only: (800) 903-7503
Web: http://dabcc-www.nmsu.edu

Admission to Career Programs .................................. 527-7710
Advising .......................................................... 527-7683
Adult Basic Education ........................................... 527-7540
Area Vocational School (AVS) Program ..................... 527-7571
Business & Information Systems Division .................. 527-7560
Career Guidance ................................................ 527-7538
Cashiers .......................................................... 527-7516
Community Education Programs ............................. 527-7527
Counseling Services ........................................... 527-7548
Customized Training Program ................................ 527-7547
General Studies Division ...................................... 527-7610
Financial Aid .................................................... 527-7696
Gadsden Education Center ................................... 882-3939
Health & Public Services Division ............................ 527-7630
Job Placement Office .......................................... 527-7538
Learn to Read Program ....................................... 527-7641
Services for Students with Disabilities ....................... 527-7548
Student Services .............................................. 527-7530
Sunland Park Education Center ............................... 874-7790
Technical Studies Division ................................... 527-7590
Tutorial Services ................................................ 527-7646
Veterans Services ............................................. 527-7532
White Sands Education Center ............................... 678-6198

This latter method yields a significantly higher graduation rate for DABCC. The total number of first-time Fall 1997 students at DABCC who had completed nine vocational/technical credit hours by the Fall 1998 was 587, and the total number of graduates in this cohort that had earned an associate degree or certificate by Spring 2000 was 218, yielding an effective graduation rate of 37.1 percent.

The retention rate for first-time, full-time DABCC admitted students, during the period spanning Fall 1999 and Spring 2000, was 77.6 percent. The retention rate for this same group during the period spanning Fall 1999 and Fall 2000 was 52.7 percent.
About the Community College

History and Organization

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

Mission Statement

People are the essence of Dona Ana Branch Community College wherein every effort is made to enhance access to education and to prepare a high quality workforce. We offer students the opportunity to fulfill their educational goals. We are a comprehensive community college that produces quality educational opportunities, in a supportive atmosphere, emphasizing student success and lifelong learning. Specifically, the mission of the community college is incorporated into seven purposes:

- To provide students opportunities for career and technical education essential to attain meaningful employment
- To provide general education courses for DABCC majors, in support of their academic goals.
- To provide general academic preparatory studies for the development of knowledge and skills appropriate to the student's chosen field of study.
- To provide education opportunities for Dona Ana County high school students.
- To provide workforce initiatives, services, and programs in support of economic development of the college’s service delivery area.
- To provide access to adult basic education for individuals to achieve literacy skills, English proficiency, citizenship, and preparation for the high school equivalency diploma.
- To provide continuing education and community service programs in response to community needs and interest.

Dona Ana Branch Community College is accredited by the North Central Association of Colleges and Schools through New Mexico State University and by the New Mexico State Department of Education. Dona Ana Branch Community College awards high school equivalency diplomas, occupational certificates, and associate degrees. Dona Ana Branch Community College is an equal opportunity institution welcoming all within our community.

Governance and Funding

As a branch of New Mexico State University, the community college is governed by the Board of Regents of the university through an operating agreement between the university and the three school districts in Dona Ana County. The community college Advisory Board, comprised of representatives of the three school boards, approves the budget, initiates mill levy and bond issue elections, and advises the college on program needs. The Board of Regents sets tuition and personnel policies, determines curricula and degrees, and handles all records, funds, receipts, and disbursements for the community college.

Operating expenses for the community college are paid from state-appropriated funds, a property tax within the three school districts in the county, federal vocational education funds, special grants, and tuition paid by students.

Educational Facilities

The central campus of Dona Ana Branch Community College is located on 15 acres adjacent to New Mexico State University in Las Cruces, New Mexico. County residents living in outlying areas are served by community college centers located in Anthony, Sunland Park, and White Sands. To make a community college education even more accessible, classes are also offered at some of the local high schools.

Accreditation

As a part of NMSU, Dona Ana Branch Community College is accredited by the North Central Association of Colleges and Schools and by the New Mexico State Department of Education.

New Mexico State University has been accredited since 1926 by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools as a degree-granting institution. North Central Association of Colleges and Schools may be contacted at the Commission on Institutions of Higher Education, 30 North LaSalle St., Suite 2400, Chicago, Illinois 60602-2504 and 800-621-7440.

The following are accrediting agencies for specific DABCC programs:

- National League for Nursing Accrediting Commission
- Joint Review Committee on Education in Radiologic Technology
- Committee on Accreditation for Respiratory Care
- Joint Review Committee on Education Programs for the EMT-Paramedic
- Association of Collegiate Business Schools and Programs

Admissions

Dona Ana Branch Community College provides educational opportunities to all who desire to prepare themselves for the world of work or for a college-level education. The community college endorses the open-door admission concept and will admit—to the limit of its physical and financial resources—new, first-time students who wish to attend and who have a high school diploma or its equivalent.

Assessment and COMPASS Placement

When you apply to a technical/vocational education program at DABCC, you will be required to take the COMPASS assessment which covers basic academic skills, unless you have taken the ACT or SAT within the last three years. Transfer students who have taken math or English courses at another institution are excluded from taking the COMPASS. COMPASS is not used to select students; rather, it ensures you will be placed in classes best suited to your preparation and ability. These may include credit ESL courses, if English is not your first language.

Academic assessment and placement improves your chances for success in your college courses. If deficiencies in basic academic skills are indicated, an individualized educational plan will be developed to help you acquire these skills. You are encouraged to develop the required skills before you enroll in a technical/vocational program. Following enrollment, continued support will be available to help you succeed. For more information call 527-7560.

Orientation and Advisement

After completing the COMPASS assessment, new students should sign up for a community college orientation which will give them information on advising and registration. The orientation will also provide students with information on the various services available to them at DABCC. After the orientation, students will meet with advisers who will schedule them in the appropriate classes. Call 527-7683 or 527-7519 to reserve a space at a DABCC Orientation.

Web Access

After being admitted, students may register on the Web (www.nmsu.edu/ONLINE). When using this method of registering, a confirmation of the student’s schedule will not be generated. A copy of the registration document may be obtained at the DABCC registration counter, room 115, or the NMSU Registrar’s Office.

The Web registration system will not accept requests for the S/U grading option unless the course is offered exclusively on an S/U basis. To request S/U grading for other courses, see your adviser.
You will need to use your nine-digit ID (Social Security number) and six-digit PIN (personal identification number) to access Web registration. Your PIN may be obtained over the Web at www.nmsu.edu/ONLINE. If a student forgets his or her PIN or there is a problem with it, the student must go to a PIN reset station before obtaining a new PIN. The DABCC PIN reset station is located at the DABCC registration counter, room 115. Other PIN reset stations on the NMSU campus are at the Registrar’s Office, Auxiliary Services, Computing and Networking, and the Personnel Office.

All holds must be cleared by the appropriate office before registering.

Grade reports will not be mailed automatically to students. Grades can be accessed on the Web or by telephone with a PIN number.

Nondegree Admission

IMPORTANT: Nondegree status makes a student ineligible for financial aid, student employment, veterans benefits, and participation in student government. Furthermore, courses taken while enrolled in nondegree status may not be used to meet NMSU admission requirements.

Nondegree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree at this community college.

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

Nondegree students are subject to the same regulations as regular students. They may not transfer more than 30 credits that were taken while in this status to any degree program. Students in nondegree status are not eligible for financial aid or student employment and may not participate in student government or intercollegiate activities.

Admission requirements include a nondegree application and a nonrefundable $15 application fee.

Provisional Admission

Students who do not meet regular admissions criteria may sometimes be admitted on a provisional basis. It is required that they take at least six, but not more than 12 credits in a regular semester, and at least three, but not more than six credits in a single summer session. A provisional student earning a 2.0 grade-point average or higher in at least the minimum number of credits as stated earlier will be granted regular admission. Should the provisional student earn less than a 1.0 GPA in the first semester, further attendance will be denied.

A provisional student earning less than a 2.0 grade-point average, but more than a 1.0 GPA in at least the minimum number of credits as stated earlier may continue for one additional semester. However, a provisional student who fails to attain a 2.0 GPA during the second semester will be denied further attendance.

How To Apply

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

1. Complete the application for admission found in the back of this catalog or in any class schedule.
2. Submit the application with a $15 nonrefundable application fee (do not mail cash) to: Admissions Office, Doña Ana Branch Community College, MSC-3DA, P.O. Box 30001, Las Cruces, NM 88003-8001.
3. Request that official high school and college transcripts be sent directly to the DABCC Admissions Office. Applicants possessing a high school equivalency must request to have official GED test scores sent to the same office. Transcript request forms may be obtained at the DABCC Admissions Office, room 116.
4. Make arrangements to take the COMPASS assessment by contacting the testing technician at 527-7569 for dates, times, and location. There is no cost for the assessment.

How GED Graduates Are Admitted

A student who is 17 years of age and has completed the GED is eligible to apply for admission to DABCC. The student must request an official transcript of the GED scores and go through the regular admissions process, which may result in provisional admission to the college.

How Home-School Students Are Admitted

Students enrolled in a home-school program may be accepted to Doña Ana Branch Community College if they meet the requirements for regular or provisional admission. In addition, the home-school educator must submit a transcript or document that lists the courses completed and grades earned by the student and also indicates the date the student completed or graduated from the home-school program.

How Transfer Students Are Admitted

If you are a transfer student with a cumulative GPA of at least 2.0 and are eligible to return to the college or university last attended, follow the same procedures as outlined under "How To Apply."

Additionally, have official transcripts from all colleges and/or universities previously attended sent to DABCC. A student who conceals the fact that (s)he has attended another college or university and who has not had transcripts submitted by each institution previously attended — whether or not credit was earned — will be subject to immediate suspension.

An academic credit evaluation will be mailed to you.

How To Be Readmitted to DABCC

Former students of DABCC who have been out of school for a regular semester or longer are required to complete another application for admission.

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

Foreign Students

International students should begin the application process at the Center for International Programs, located in room 238 of Garcia Annex on the NMSU main campus. Additional information may be found in the section titled, “Foreign Students,” in the New Mexico State University Undergraduate Catalog. Questions may be directed to 646-5483.
Special Admissions Requirements

There are six programs at DABCC that have special admissions requirements:

- Area Vocational School (concurrent enrollment)
- Electrical Apprenticeship
- Emergency Medical Services–Paramedic
- Nursing (associate degree program)
- Radiologic Technology
- Respiratory Care

In addition to fulfilling the general requirements for admission to the community college, individuals seeking admission to these programs must also fulfill certain special admissions requirements. Since these programs generally have limited enrollment, completion of the admissions requirements for a specific program does not guarantee acceptance into the program. Acceptance may be competitive, based on individual academic performance in previous coursework and other criteria. Specific information regarding the acceptance procedure may be obtained from the Admissions Office, 527-7710.

Assistance in meeting the special admissions requirements of the Emergency Medical Services, Radiologic Technology, or Respiratory Care programs is available to individuals from academically and/or financially disadvantaged backgrounds through the Allied Health Careers Opportunity Program (AHCOP).

New Mexico students who have completed their junior year of high school (or its equivalent), and are college prematriculants and/or adult basic education graduates, are invited to apply. AHCOP participants benefit from a full-time, six-week summer academic skills enrichment program that enhances their competitiveness for admission and helps ensure successful completion of one of these allied health associate degree programs at DABCC. The application deadline for AHCOP participation is March 15. For more information, contact the AHCOP coordinator at 527-7670.

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

Tuition and Fees

Application Fee

A one-time $15 application fee and a completed application must be submitted to DABCC. The fee, which is not refundable, is required of students who have not previously enrolled at New Mexico State University or one of its branch campuses.

Tuition (including mandatory fees) at DABCC for academic year 2001-2002 are as follows: $37 per credit for in-district residents (residents of Doña Ana County), $42 per credit for residents of New Mexico coming from out of district, and $96 per credit for nonresidents.

Students taking between 13 and 18 credits are charged for only 12, provided that all credits are taken exclusively at either DABCC or NMSU. Then, beginning with the 19th hour, the per-credit charge is again imposed.

The NMSU tuition/mandatory-fee rates for academic year 2001-2002 are as follows: $125.25 per credit for residents and $175.25 for nonresidents. (Nonresidents pay only $125.25 per credit if they take six or fewer credits.)

Total tuition with mandatory fees is calculated by multiplying the number of credits by the appropriate per-credit rate. DABCC and NMSU tuition and mandatory fees are calculated independently of each other.

For 2001-2002, the full-time tuition/mandatory-fees costs at DABCC are $444 for in-district residents, $504 for in-state (but out-of-district) residents, and $1,152 for nonresidents.

The full-time costs at NMSU are $1,503 for residents and $5,007 for nonresidents.

Resident, Nonresident Status

Resident or nonresident status shall be determined according to a uniform definition established for all New Mexico institutions by the Commission on Higher Education, State of New Mexico, and administered by the registrars of the various institutions. Additional information is available at the NMSU Registrar’s Office.

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

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

Other Fees—Resident and Nonresident

International Student Admission Fee .................... $35
Graduation Fee: Associate Degree ..................... $20
Graduation Fee: Certificate Programs .................. $10

Payment of Charges

Payment may be made at either the DABCC Cashiers Office (room 118) or the NMSU Business Office of the university. It is important to note that registration is not complete until all charges have been paid, or alternatively, arrangements for deferred payment and the accompanying down payment are made by the applicable deadlines (listed in the Class Schedule). Late registration fees will be assessed if payment is not made by the date(s) indicated. (See “Penalties,” further on in this section.)

Students who request deferred payments must pay 10 percent of tuition charges by the deadline at registration time, with the balance payable in four equal monthly installments. Those using the deferred payment plan will be assessed an additional $5.50 per month. Individuals failing to make payments on the required dates will be charged a $10 late-payment fee. Any financial aid received must be paid toward amounts owed.

The university reserves the right to cancel the registration of any student who fails to pay, when due, any debt owed to the university. Academic credits, transcripts, and diplomas will be withheld until all financial obligations are met. Students are prohibited from registering for a semester until all previous semester accounts are paid in full.

Note: Charges for short courses carrying credit are in addition to those for regular courses. (For additional information on short courses, see the “Academic Regulations” section.) Workshops, institutes, and noncredit courses are treated as completely separate sessions.

Check the Community Education program announcements for the specific noncredit course fees and registration instructions.

Penalties

A late registration or late payment penalty of $25 for all students for the first day and $5 each additional day will be assessed if registration and payment or arrangements for payment have not been completed by the deadline as shown on the DABCC calendar. Failure to make payment arrangements at the time of registration will result in disenrollment and/or additional liability.

Returned Checks

The university charges a penalty on all checks dishonored by the bank. A second dishonored check has been received from an individual, the university will not accept that individual’s personal check.

Refunds and Forfeitures

All charges due for a semester must have had a payment made before refunds will be permitted. Any student officially withdrawing or dropping a course during a semester or summer session may receive a refund of tuition and fees as outlined in the refund schedule in the current Class Schedule. Not attending classes does not constitute official withdrawal.

This refund schedule applies when courses are dropped. No refund will be made on classes of less than six weeks’ duration. In cases of academic or disciplinary suspension, eligibility for refund will depend on the conditions of the suspension and will be entirely at the option of the community college.

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

Should unforeseen circumstances beyond the reasonable control of the university result in curtailment of classes, closing residence halls, or otherwise withdrawing services that are a normal function of the university, refunds of any nature will be at the discretion of the university administration.

Health and Activity Fees

DABCC students may, at their option, pay a health/activity fee that gives them access to the swimming pools, athletic events, dances, concerts, plays, intramurals, films, and services at the Health Center (see
section titled, “Student Services on the NMSU Campus”). In 2000-2001, this fee ranged from $98 to $275, depending on the ratio of DABCC and NMSU credits a student carried.

**Student Health Insurance**

All students may purchase a health insurance policy to supplement the Student Health Center service, if they have already paid the health fee. Dependents of students may also be covered under this policy. Supplemental health insurance is available only to students who opt for the Student Health Center service. The insurance can be purchased during registration at the DABCC Cashiers Office, room 118, or at the NMSU Business Office.

**Payments on Toolboxes and Personal Materials (Trades and Industrial Programs)**

Students enrolled in the Automotive Technology, Welding Technology, and Heating, Air Conditioning, and Refrigeration programs will be issued tools during the first week of classes. One-third of the total cost of the toolboxes must be paid at the time the tools are issued. The remaining toolbox balance must be paid before the end of the second semester. Failure to pay the balance will result in exclusion from registration for the third semester. Down payment and subsequent payments for toolboxes must be made at the DABCC Cashiers Office, room 118. The student is responsible for full payment regardless of withdrawal from the community college. Return of toolboxes will not constitute payment, as used tools cannot be reissued.

**Housing**

Housing is available to community college students on the same basis as it is for other New Mexico State University students. Rates and other information may be obtained by contacting the Housing Department located in the Educational Services Department at New Mexico State University (telephone, 646-3202; mailing address, Housing Department, New Mexico State University, MSC-3BB, P.O. Box 30001, Las Cruces, New Mexico 88003-8001; Web address, http://www.nmsu.edu/~housing/).

**Food Services**

A number of meal plans are available for students at New Mexico State University, located adjacent to the community college. More information can be found in the NMSU Catalog and on the Web at http://www.nmsu.edu/Campus_Life/auxserv/public_html/dining/. If you have specific questions, call 646-4305.

The DABCC Store offers a variety of snacks; Monday-Thursday, 8:00 A.M. to 8:00 P.M.; Friday, 8:00 A.M. to 12:00 P.M.; Saturday, 8:00 A.M. to 12:00 P.M. The Cabana, located by the Trades Building, is also open on a limited basis.

**Financial Aid**

As an open-door institution, DABCC is committed to providing equal educational opportunity to students regardless of personal, economic, or social conditions. This commitment means helping students overcome financial barriers in getting the education they seek. Each year, DABCC provides aid to many students who would otherwise be unable to attend the college because of lack of funds.

The college, through the NMSU Financial Aid Office, offers an extensive array of grants, scholarships, and loans. Grants are awarded on the basis of financial need only, while scholarships may be awarded on academic ability as well as financial need.

Applicants desiring financial assistance should apply first for federal or state aid programs. Applications for state and federal aid are evaluated by the financial aid office on the basis of published policies and procedures. Applicants are encouraged to apply by March 1 each year in order to allow sufficient time for aid to be awarded for the fall semester. All students must maintain satisfactory academic progress to continue receiving aid.

**Eligibility**

Eligibility for most financial aid is based on an analysis of the parents' and/or student's ability to pay the cost of a school year. Ability to pay is determined through the application process.

The most financial aid programs have the following eligibility requirements:

- Only those who are U.S. citizens, nationals, or permanent residents are eligible to apply for financial aid.
- Applicants must have a high school diploma or a GED, or must have passed an independently administered test approved by the U.S. Department of Education (Ability-to-Benefit).
- Applicants must be enrolled at least half-time (six hours) for financial aid programs and full-time (12 or more hours) for scholarships. Students enrolled less than half-time must visit with financial aid staff.
- Applicants must be in good academic standing and maintain satisfactory academic progress.
- Applicants who are required to register with Selective Service must indicate that they have done so.
- Applican ts must verify that they do not owe a federal loan. To apply, first complete the Free Application for Federal Student Aid and a separate loan application provided by either the school or the lending institution.

**Federal Stafford Student Loan Program**

This is a combination of two loans, the federally subsidized and unsubsidized Stafford student loans. Both are variable-interest loans. Repayment for Stafford subsidized loans begins six months after you graduate, or six months from the time you cease to be a half-time student. Unsubsidized Stafford loans require interest be paid monthly, quarterly, or as an addition to the original loan. To apply, first complete the Free Application for Federal Student Aid and a separate loan application provided by either the school or the lending institution.

**Federal Perkins Loan**

This is a simple-interest federal loan. You must exhibit exceptional need to qualify. Repayment begins nine months after you graduate or cease to be a half-time student.

**Work-Study Program**

This program allows students to work from 10 to 20 hours per week. Wages are based on time in the program and job performance. The applicant must be enrolled for a minimum of six credit hours and maintain a cumulative GPA of 2.0 or above. Employment may be secured on or off campus. Contact the Financial Aid Office for additional details.

**General Scholarships**

Application eligibility criteria and application instructions for the scholarships that follow can be obtained from the office of the Coordinator of Financial Aid.

- Doña Ana Branch Community College MSC-3DA
- P.O. Box 30001
- Las Cruces, NM 88003-8001
- (505) 527-7664

2001-2002 CATALOG
• **DABCC INSTITUTIONAL SCHOLARSHIPS.** DABCC Institutional Scholarships are awarded on a first-come, first-served basis. Applicants must be pursuing a certificate or associate degree at DABCC, have at least a 2.5 GPA, and be a New Mexico resident. Scholarships are awarded annually for fall and spring semesters only.

• **NEW MEXICO LOTTERY SUCCESS SCHOLARSHIP.** Now, every New Mexico high school graduate (and GED graduate) who plans to attend a public college or university in this state is eligible for a scholarship, courtesy of the New Mexico Lottery and its players, provided certain criteria are met. The student must have graduated or obtained a GED on or after May 1996, and then enrolled in a public postsecondary institution during the first regular semester immediately following high school graduation (or the granting of a GED). Before any money is awarded, students must first complete at least 12 graded credit hours during the first semester in college. They are then automatically awarded the New Mexico Lottery Success scholarship for the next semester if they enroll full time.

• **Other Scholarships.** Scholarships may also be available from individual DABCC departments, as well as local companies and agencies. Check with your program and the Financial Aid Office for further information.

• **Job Training Partnership Act (JTPA)/Workforce Investment Act (WIA).** These federally funded programs assist students pursuing careers in technical-vocational or associate degree programs.

  Sponsored students receive financial support for tuition and fees, textbooks, laboratory and classroom supplies, and, where required, tools and safety equipment. They may also receive a supportive service allowance to cover transportation, child care, and subsistence costs.

  Students must apply for JTPA/WIA eligibility at the New Mexico Department of Labor, 326 South Alameda Blvd., Las Cruces, New Mexico 88005. For more information, call the community college at 527-7535.

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

  For further information concerning approved programs and the application process, eligible persons should contact the Student Services Office, room 116-B (527-7532).

• **Responsibility of Veteran Students.** Students must be pursuing a degree or certificate in a specific program to be eligible to receive benefits. Admission procedures for veterans and other eligible persons are the same as those for other students. Students must provide a registration document to the veterans certifying official each semester for certification.

  Veterans must notify the community college V.A. office when any one of the following occurs:

  1. Dropping or adding course(s)
  2. Withdrawing from course(s)
  3. Discontinuing regular class attendance
  4. Change of address
  5. Change in programs (academic majors)

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

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

• **Student Services on the DABCC Campus**

  **Career Choice Development**

  The Career Choice Development Dept. (room 115-D, phone 527-7546) has realistic answers to your career selection questions. An adviser will assist you in making important choices for your future, and will help you get in touch with your personal values and goals. With the help of a computerized career-development system, you can obtain current statewide and national information, including:

  - Job descriptions
  - Employment projections
  - Average annual salaries
  - Required educational training
  - Apprenticeship programs
  - On-the-job training opportunities
  - Armed services occupations
  - Schools offering two-year, four-year, and graduate education
  - Technical and vocational school information
  - Tuition costs (in and out of state)
  - Financial aid possibilities

  The services mentioned above are free.

  **Counseling**

  DABCC offers the following counseling services to students:

  **Career Counseling.** Career testing and counseling are available to help you make a realistic and satisfying career choice. Through these processes, students gain information about themselves and their interests, aptitudes, and character traits.

  **Academic Counseling/College Survival Skills.** Success in college requires special personal skills. DABCC offers seminars and workshops that assist you in learning how to cope with the demands of college. Seminar topics include stress management, communication skills, assertiveness training, returning to learning, sexual harassment prevention, and career decision making.

  **Personal Counseling.** Personal and relationship problems can occasionally interfere with your studies. Counselors at DABCC are available for short-term counseling for students whose difficulties are school related and temporary in nature. Counselors can also provide students with a list of available counseling resources in the community.

  DABCC counselors are located in the Student Services area, room 117. For more information, telephone 527-7548 (TTY: 527-7547).

• **Tutorial Services**

  One-on-one learning assistance is provided free of charge to students who are already enrolled in programs, as well as to those who want to upgrade their skills prior to entering a program. Subjects include math, English, reading, language, test-taking, study skills, and most of the program areas. Academic tutoring is available through the General Studies Division in room 265 (527-7510). Tutorial services are also available at the Gadsden Education Center and Sunland Park Education Center.

• **Study Skills.** Tutors can help you develop your skills in time management, listening, note-taking, and test-taking. Find out about your own learning styles and develop techniques that can help you become a more successful student.

• **Video Instruction.** Self-study can be accommodated through video instruction. Many videos are available in study skills, personal development, life skills, careers and occupations, college admissions, and math instruction. Check the library (room 260, phone 527-7555) for additional videos.

• **Basic Skills**

  Students who need to upgrade their skills in reading, writing, math, language, test-taking, and study habits prior to enrolling may be refereed by counselors to Adult Basic Education, located in the Quintana Learning Center, room 160, 527-7540. ABE can design individualized study plans to fit these students’ levels and needs.

• **Services for Students with Disabilities**

  DABCC is strongly committed to helping students with disabilities reach their individual goals. The Services for Students with Disabilities (SSD) program will provide specialized support services to fulfill this commitment. We may not be able to meet all needs; however, we will make a reasonable effort to facilitate physical and programmatic access. To provide quality services, SSD procedures include self-identification of persons with disabilities and determination of their eligibility for services. Students with disabilities must request services and provide appropriate documentation from schools, agencies, physicians, psychologists, and other qualified diagnosticians.

  If challenged by a disability, students may receive the following forms of free assistance: interpreters, note-taking assistance, readers, enlarged print, recordings for the blind and dyslexic, computer/software adaptations, alternative assessments and evaluations, telecommunications device (TTY), alternative keyboards, accessible furniture, specialized career...
information, and referral and liaison for many of these services. Equipment and accommodations are obtained with the assistance of agencies such as the Division of Vocational Rehabilitation (DVR) and the Commission for the Blind.

More information may be obtained from the Services for Students with Disabilities Office, room 117 (voice 527-7548, TTY 527-7647).

Library Media Center

DABCC’s Library Media Center maintains a current collection of 10,000 professional and scholarly books, 200 periodical titles, and nearly 2,000 audiovisual materials that support the programs and courses taught at the community college. In addition to traditional library resources, the LMC provides access to the Internet, program-related indexes on CD-ROM, and several online, full-text databases.

Community college students are welcome to use the two university library facilities on the NMSU campus. The LMC shares an integrated electronic catalog with the NMSU Main Library and the NMSU-Alamogordo Library, and participates in delivery services among these libraries. For materials not owned by DABCC and NMSU libraries, interlibrary-loan services are available.

Audiovisual rooms provide TV/VCRs and viewing equipment for persons with disabilities for use in reviewing material shown in classes or in preparing homework assignments. The LMC also provides typewriters, word processors, and e-mail terminals for student and community use.

Friendly, professional staff members are on hand to provide reference assistance, to help in locating items, and to assist in using the various electronic systems and audiovisual equipment. A college I.D. card serves as a library card for checking out books, which are loaned for three weeks, and audiovisual materials, which are loaned for one week. Extended loan periods are available to Crimson Scholars.

During the fall and spring semesters, the LMC is open from 7:30 A.M. to 8 P.M. Monday through Thursday, 7:30 A.M. to 5 P.M. on Friday, and 10 A.M. to 5 P.M. on Saturday. The LMC is closed on Sundays. Call 527-7555 for summer hours and additional information. Hours during holidays and interims will be posted.

Student Computer Access

Doña Ana Branch Community College has approximately 500 computers available for student use. Most are located in classrooms, where computers are integrated into the teaching process. Additionally, the central campus in Las Cruces and each of the satellite centers has open computer laboratories, affording access to student E-mail accounts, the Internet, and Web course tools (WebCT), as well as other services provided through NMSU’s Computing and Networking Department (see section titled, “Computing and Networking,” under the heading, “Student Services on the NMSU Campus”). Students will find word processing, spreadsheet, statistics, drawing and image processing, presentation, scientific computation, and other tools to assist them in a successful college career.

Access to other campus resources such as the library, bulletin boards, newsgroups, etc., are all readily available. Remote archives, databases, news, and all of the resources of the Web can be accessed. Student admissions, registration, and grades are provided on the Web for easy student use.

Hours for the open laboratory on the central campus are as follows: Monday through Thursday, 8 A.M. to 10 P.M.; Friday, 8 A.M. to 5 P.M.; Saturday, 9 A.M. to 5 P.M.; and Sunday, 1 to 5 P.M.

The Library Media Center on the central campus has 15 computers that it makes available to students.

Books and Supplies

The community college operates a well-equipped bookstore in room 170 (located in the General Classroom Building). The bookstore sells course textbooks in addition to educational supplies, calculators, and other types of merchandise. The store is arranged for self-service, with textbooks displayed by course number. Students are responsible for buying their own textbooks, routine school supplies, and personal items.

The bookstore is open from 9 A.M. to 6 P.M. Monday through Thursday, and 8 A.M. to 5 P.M. on Friday. Extended hours will be announced during registration periods for fall and spring semesters.

Cooperative Education

Cooperative Education (co-op) is a college program that provides real-world work experience in a career-related field. It is a partnership that includes employers, students, and DABCC faculty and staff working in a cooperative effort to make the students’ educational experience rewarding and meaningful. The program helps students gain hands-on experience through part-time, paid employment for which they receive academic credit. Through co-op, students also are afforded an opportunity to:

• work with professionals in their chosen career field.
• apply knowledge and reinforce new skills learned in technical areas.
• improve job-search skills.
• explore possibilities for full-time employment after graduation.

A co-op position may include on- and off-campus interviews at employer request.

Students are advised to contact the office early in their first semester at DABCC, in order that they might familiarize themselves with the services available and have adequate time to explore career options. Every effort is made to maintain up-to-date information concerning job projections, salaries, and company profiles.

Students may receive help with résumé writing, interviewing skills, job-retention skills, and the creation of a job-search portfolio. The Career Placement Office posts job announcements, and screens and refers qualified candidates to local and regional employers.

Besides assisting students in their search for a job after graduation, the Career Placement Office also facilitates part-time employment opportunities for students while they are completing their degrees.

Additionally, the Career Placement Office

• establishes student/employer contacts and arranges cooperative experiences, workshops, lectures, and career fairs.
• provides student access to computers for job-seeking on the Internet.
• arranges on- and off-campus interviews at employer request.
• maintains up-to-date literature and resource information on job trends, employer profiles, and career choices.
• conducts mock interviews.
• hosts an annual, community-wide career fair.

For more information, call 527-7536 or visit room 115-E.

Student Government

The Associated Students of DABCC is the student government entity for the community college. This AS/NSMU-chartered organization provides student input to community college administrators, organizes and supports student activities, and assists the community with various charitable events. To find out more about student government, or when and where meetings are held, call 527-7618.

Student Services on the NMSU Campus

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

Identification Cards

Students are encouraged to obtain an NMSU I.D. card for personal identification, privileges at NMSU and DABCC libraries, and student discounts in the community. The cards are issued at NMSU Auxiliary Services in Corbett Center for all students.

NMSU students enrolled full-time have the university’s health/activity fee included in their tuition and are covered for all student activities. Students enrolled in 6 to 11 credit hours at NMSU and/or full-time at DABCC may, with payment of the health/activity fee, receive a validation sticker granting additional privileges. (See section titled “Health and Activity Fees.”)

Student Support Services

Student Support Services is a program of encouragement and academic support to ensure that eligible students succeed at NMSU. To qualify, students must be first-generation college students (neither parent
received a baccalaureate degree), low income, or have a disability.

Because Student Support Services can take only 350 participants per semester, students should apply early in Garcia Annex, room 143.

**Student Health Center**

The university maintains a well-equipped health clinic on campus with hospitalization available in the community. All DABCC students enrolled in six or more credit hours have the option to purchase this service at the time of registration, or later at the Student Health Center. Part-time foreign students, regardless of classification, must pay the health fee for Student Health Center services.

A supplemental health insurance policy is available to students through the university. More information may be obtained from the Student Health Center at 646-1512.

**Computing and Networking**

Computing and Networking supports and facilitates information technology at NMSU. Through the campus network, NMSU-Net, students have access to mainframe and Unix processors that support instruction for all NMSU colleges. In addition, computer clusters spread around campus provide PCs and Macintoshes loaded with typical personal computer software, as well as with course-specific software. Other computer capabilities and services are similar to those offered through DABCC.

**Main Campus Activities**

The Office of Student Organizations and Programs advises and assists in the coordination of activities and events sponsored by students or student organizations. Activity approvals and contracts for these events, as well as student organization chartering, are processed by this office. The Office of Student Organizations and Programs is located in the Corbett Center Student Union, room 165 (646-3200).

**Ethnic Programs**

There are three ethnic offices on the main campus of NMSU: American Indian Programs, Black Programs, and Chicano Programs. These offices, located in Garcia Annex, serve the needs of a diversified student population. Courses on the cultures and histories of these ethnic groups are offered each semester.

**International Students**

A full range of services for foreign students is offered through the Center for International Programs at NMSU. See the NMSU Undergraduate Catalog, or call 646-3199 for further information.

**Student Special Care Policy**

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

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

When practical, DABCC/NMSU will notify the student in writing of the institution’s intention to undertake the steps authorized by this policy. This decision may be appealed by the student to the DABCC campus student services officer (CSSO) within 24 hours of notification. The appeal should be in writing and should state clearly the reason why the student objects to the proposed action. The CSSO will review the facts in the case and convey the decision to all parties within 48 hours. The CSSO’s decision shall be final.
**Academic Regulations**

**Credits**

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

**Class Load**

The normal class load in a regular semester is 15 to 18 credits. An overload is more than 18 credits. For financial aid purposes, the minimum class load is 12 credits. A normal class load in summer school is six credits.

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

Students may enroll for correspondence or extension courses only upon approval of the campus instructional officer. Such courses must be counted as part of a student’s class load. No more than 30 credits in extension and correspondence courses will be accepted toward graduation.

**Satisfactory Progress**

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

**Grading System**

Grades and credits can be accessed by phone or Web, but students must have a PIN (personal identification number) in order to do so. Grade reports may be ordered via phone or Web, but will not be automatically mailed to students. When ordered, grades will be mailed to an address chosen by the student. It is the responsibility of the student to provide the Office of the Registrar with the address to which grades should be mailed. At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

The system of grading is expressed in letters that carry grade points used in calculating the cumulative grade-point average:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A — For excellent work</td>
<td>4</td>
</tr>
<tr>
<td>B — For above-average work</td>
<td>3</td>
</tr>
<tr>
<td>C — For average work</td>
<td>2</td>
</tr>
<tr>
<td>D — For below-average work</td>
<td>1</td>
</tr>
<tr>
<td>F — For failing work</td>
<td>0</td>
</tr>
<tr>
<td>N — Grade not submitted</td>
<td>0</td>
</tr>
<tr>
<td>W — For withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>CR — Credit authorized, but not letter grade</td>
<td>0</td>
</tr>
<tr>
<td>RR — Progress in undergraduate course</td>
<td>0</td>
</tr>
<tr>
<td>S — Satisfactory work (normally equivalent to C or higher)</td>
<td>0</td>
</tr>
<tr>
<td>U — Unsatisfactory work</td>
<td>0</td>
</tr>
<tr>
<td>I — Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AU — Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

In computing the overall grade-point average, the total of credits in which the grades of A, B, C, D, or F have been assigned is divided into the total number of grade points earned.

Courses for which only credit (CR) but no letter grade is given and courses in which an S is earned may be counted toward graduation, but are not computed in the grade-point average.

**Repeat Option.** A student may repeat a course numbered below 300 in which a D or F grade has been earned. A computable grade (excluding I, W, RR, AU, CR, S, or U) in a repeated course may be substituted in the calculation of the grade point average, though the original grade also remains on the transcript. All grades in repeated courses, except the first grade earned, are counted in the grade point average. If a student repeats a course eligible for grade substitution in which the student has earned a D and fails the course, the second grade of F may be substituted for the original grade. If this is done, the student loses both credit and grade points earned by the original D. However, it is possible to petition that the course be waived if it is required for graduation. A course numbered 300 or above in which a D or F grade has been earned may be retaken. All grades earned for the course will be included in the cumulative grade point average but credit may only be earned once. A maximum of 30 credits of grade substitution is permitted overall.

Neither credit nor grade points may be earned by repeating a course for which a grade of C or higher has already been received. A course taken prior to the time the student received a degree at DABCC/ NMSU cannot be repeated after the degree has been awarded.

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

1. In no case is an I grade to be used to avoid the assigning of D, F, U, or RR grades for marginal or failing work.
2. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. An instructor may indicate the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed).
3. I grades can be removed only during the 12 months after the I grade is assigned, and prior to the student’s graduation.
4. If an I grade is not made up within 12 months and/or prior to graduation, it will remain on the student’s record thereafter.
5. A student may re-enroll and receive credit for any course for which an I grade was previously received, but retaking the course will not result in a removal of the I grade from the student’s transcript.

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

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

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

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

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

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

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

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

**Adjusted Credit Option**

This option may be used only once and is not reversible. All courses carrying a grade of S, CR, or C or better, earned prior to the grading period in which the student requests the adjusted credit option (including transfer courses) are included as adjusted credit. All allowable credits are designated on the permanent academic record as "adjusted credit" and are omitted from the calculations of the cumulative grade-point average.

A fee of $10 is required for the submission of an adjusted credit option application. Application forms are available in the offices of the campus instructional officer. Students applying for this option must:

1. Be pursuing their first baccalaureate or associate degree;
2. Be currently enrolled as a regular or nondegree undergraduate student;
3. Have a cumulative grade-point average of less than 2.0 at NMSU/DABCC;
4. Have successfully completed fewer than 60 credits when transfer credits and DABCC/NMSU credits are combined; and
5. Exercise the option only during the fall or spring semester before the last day to withdraw from DABCC/NMSU.
6. Students who take the adjusted credit option must pass an additional 30 graded credits before they may be awarded an associate degree.

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

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

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

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

DABCC students who exercise the adjusted credit option must pass an additional 30 graded credits before they may be awarded an associate degree.

**Transfer Credits**

A transfer student may, on the basis of an evaluation of her/his transcripts, receive credit for courses taken at other postsecondary institutions in which a grade of C or higher was received.

Credits from accredited institutions are automatically evaluated, once official transcripts are received by the DABCC Admissions Office. However, credits from nonaccredited institutions may be evaluated only after the student has completed two semesters with full-time status and satisfactory grades. The student should then initiate the request for evaluation of these credits through the academic program coordinator.

Semester and cumulative grade-point averages will be based solely on courses taken at NMSU and DABCC.

**Audits**

A regularly enrolled student may register for any course prior to the last day of registration as an auditor without credit with the consent of the instructor, provided the facilities are not required for regular students. The fee is the same as for credit courses. Audit courses are not considered in determining the maximum load except for students on probation.

**Short Courses**

Short courses may be conducted during the summer or the academic year. Admission and registration will be conducted on the first day of class. Payment for short courses will be made at the time of registration.

In order to register for a short course, a student must be eligible to attend DABCC/NMSU. Charges for short courses on campus are in addition to those for regular courses.

The following regulations apply:

- Permission of the instructor or department head is required prior to registration.
- Concurrent enrollment of undergraduate students in regular and short courses is prohibited if total credit hours exceed 18 in a fall or spring semester or if they exceed 7 in a summer session.

All short courses carrying one semester credit will be graded on an S/U basis. As S/U graded courses, these credits will not be counted toward the limitation placed on S/U option courses.

**Credit by Challenging Courses**

Any enrolled student with a cumulative GPA of at least 2.0, currently attending classes, may, with permission of the appropriate division or department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any foreign language course that precedes the final course in the lower division sequence. The manner of administering the examination and granting permission shall be determined by the division or department in which the course is being challenged.

Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course.

In exceptional cases in which a student demonstrates outstanding ability in a course in which (s)he is already registered, (s)he may be permitted to challenge the course.

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

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

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

**Credit by College Level Examination Program**

Prior to or during a student's enrollment at DABCC, credits toward general education requirements may be earned through the College Level Examination (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college level achievement wherever or however you have learned.

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

A current NMSU CLEP Policy, as well as test schedule information, is available through Testing Services, located in room 237 of Garcia Annex on the NMSU main campus (telephone 646-1921).

**Credit for Previous Training**

A student with previous training in his or her major area may be given an appropriate test. Credit as determined by the level of competence will be recommended by the instructor to the campus instructional officer.

**Prerequisites**

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

**Recognition for Academic Achievement**

**Crimson Scholars Program**

To be eligible for the Crimson Scholars Program, all applicants must be degree seeking. New entering freshmen must have a minimum ACT standard composite score of 26 or a SAT score within the 1170-1190 range. Eligibility for currently enrolled students is a minimum cumulative GPA of 3.5 for 15 or more graded credits at NMSU/DABCC. Freshmen entering on an ACT score must maintain a cumulative GPA of at least 3.5 to continue in the program until they complete 28 graded credits; sophomores must maintain a minimum cumulative GPA of 3.5 and be currently enrolled in seven or more graded credits per semester to retain their Crimson Scholar status. Transfer students must have at least a 3.5 cumulative GPA for 15 or more graded credits from their previous institution(s) or complete 15 or more graded credits at NMSU/DABCC for eligibility. Students designated as Crimson Scholars whose cumulative GPAs drop below the required 3.5 will be
dropped from the program. If in the following semester a student's cumulative GPA again meets the minimum requirement, the student will automatically be reinstated. If dropped from the program for two consecutive semesters, a student may petition for re-entry into the program once a cumulative GPA of 3.5 or above is regained and (s)he is taking the minimum number of credits required.

In recognition of the student's academic achievement, the designation "Crimson Scholar" is placed on the student's transcript. To be designated in the commencement program as a Crimson Scholar graduate, a student must complete a minimum of four semesters (semesters need not be consecutive) in the program and must have a minimum cumulative GPA of 3.5. Students who complete two semesters as Crimson Scholars and are eligible for a third semester receive a lapel pin. Crimson Scholars are entitled to early registration and special library privileges.

Additional information is available from the campus student services officer at DABCC, room 115.

Centennial Scholars Program

To be eligible for the Centennial Scholars Program students must meet all the following criteria:

1. Be a degree-seeking, part-time student enrolled for six or fewer graded credits per semester at NMSU/DABCC;
2. Currently have a 3.5 cumulative GPA or above;
3. Have accumulated a minimum of 28 graded credits at New Mexico State University/DABCC;
4. Never have exercised the adjusted credit option.

In recognition of academic achievement, "Centennial Scholar" is recorded on the student's transcript and grade mailer after the completion of nine credits with a grade-point average of 3.5 or better. If the student's cumulative grade-point average drops below the minimum standard of 3.5, the student will be dropped from the program and must file a petition for re-entry when the cumulative GPA again meets the requirement.

Students who receive three Centennial Scholar designations will receive a lapel pin. Recognition in the commencement program will occur once the student has received six designations as a Centennial Scholar. Centennial Scholars are entitled to early registration and special library privileges. To learn more about becoming a Centennial Scholar, contact the campus student services officer, room 115.

Published Report of Academic Achievement

Following the close of the semester, the college will publish a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students in the college will be named to the Published Report of Academic Achievement.

The designation Meritorious Graduate is awarded to the top 15 percent of the students receiving associate degrees within each college in any one academic year; the students must have completed 45 or more credits with computable grades at Doña Ana Branch Community College.

Registration for Classes

Students may register for classes in person by completing a Course Request Card and submitting it to the Registration Desk in room 115, or by telephone or the Web. Timelines and instructions are included in the DABCC Class Schedule issued every semester.

Changes in Registration

Registration changes may be processed only in accordance with university regulations and with appropriate signatures. It is the responsibility of the student to initiate official withdrawal from a course and to obtain all necessary signatures on the drop/add form. Forms are available from the student's academic adviser or in the registration area of Student Services, room 116, at DABCC. Completed forms must be processed by the staff in the registration area. Courses may not be added or dropped after the cutoff date indicated in the university calendar. Any student officially withdrawing from or dropping a course during a semester or summer session may receive a refund of tuition and fees as outlined in the current Class Schedule.

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

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

A student found insufficiently prepared to carry a regular course may be transferred to a more elementary course in the same field anytime before the last day to officially withdrawn from an individual course. Any person attending under the Veterans' Educational Assistance Program should notify the campus student services officer when dropping or adding courses that change enrollment status for benefits.

Withdrawal from NMSU/DABCC

Withdrawal from any NMSU campus is an official procedure that must be approved as indicated on the withdrawal form. It is the student's responsibility to initiate withdrawal from the university and to obtain the necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. DABCC students concurrently enrolled at NMSU must withdraw from both institutions. Withdrawal from NMSU begins at the Registrar's Office, located in the Educational Services Building on the NMSU campus. Withdrawals from DABCC are processed in the Registration Area of the community college, room 115.

Applicable dates are published in the university calendar for all regular sessions.

Attendance and Student Performance

Students are expected to regularly attend all classes for which they are registered. Valid reasons for missing classes do not relieve the student of making up the work missed nor the responsibility of seeing the instructor about making up any missed work. Specific class attendance requirements are determined by the instructor of the course.

Students making satisfactory progress in their classes will be excused from classes when they are representing DABCC during college-sponsored events (e.g., sponsored student-organization functions, educational field trips, and conferences). Authorized absences do not relieve the student of his or her class responsibilities.

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

Only enrolled students for credit or for audit are permitted to attend classes. A student who has officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester. Students not enrolled may visit classes only with the permission of the instructor.

Veterans Benefits Certification and Verification

All veterans and dependents must complete certification at the time of admission. Further, they must complete a Verification Form each semester of enrollment. Verification must be completed no later than the Friday following the day prescribed as the last day to withdraw from a course with a W. Failure to verify will result in termination of benefits.

Veterans Attendance and Satisfactory Progress

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

If a veteran receiving benefits is placed on academic probation or suspended for academic reasons, benefits
Academic Misconduct

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

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

Academic Appeals Board

The community college has an academic appeals board, consisting of three faculty members and two students appointed by the campus executive officer. Any student who believes that (s)he has been unjustly treated by a faculty member within the academic process may request a hearing before the academic appeals board. The steps and procedures for the student to follow are given in a separate manual, the DABCC Student Handbook.

Academic Standing

Academic probation and suspension. Notification to students of academic probation or suspension appears on the student's grade report at the end of each grading period.

Academic warning. This applies only to new students who are qualified for admission and attending a college or university for the first time. However, the director of admissions may classify as "new" freshmen who have attended a college or university in early-admission status or have attended during a summer prior to their first semester of enrollment. Such students are placed in "warning" status at the end of their first enrollment if they earn less than a 2.0 cumulative GPA, unless the first enrollment is for a summer session. If warned at the end of a combined spring and first summer session, warning status is continued through the second summer session (if applicable).

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

Academic probation. Students are placed on probation at the end of a semester or summer session when their cumulative GPA falls below 2.0. However, students entering the university in summer are not placed on probation at the end of that summer if the cumulative GPA drops below 2.0.

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

Transfer students. Students (admitted under special provisions) whose transcripts indicate less than a 2.0 GPA are admitted on probation.

Continuing in probationary status. Students may continue to enroll while on probation provided they maintain a semester GPA of 2.0 or higher. They are continued on probation if they withdraw from the university while on probation.

Restrictions on enrollment while in probationary status. No student on probation may enroll for more than 15 credits during a semester, or six credits during a summer session, without permission of the campus student services officer.

Students on probation receiving educational benefits from the Veterans Administration must obtain counseling from the office of the campus student services officer at the community college.

Academic suspension. Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from NMSU/DABCC will be for one semester. A student suspended at the end of the fall semester may attend the subsequent summer session if the suspension was for one semester only. The second suspension will be for one calendar year. The third and subsequent suspensions will be for a calendar year, and the student must petition the Academic Dean's Council, through the director of admissions, for readmission. No credit will be granted for a course taken at other institutions while under suspension from NMSU/DABCC.

Effect of summer attendance. Students suspended at the close of the spring semester may have suspension rescinded if they attend one or both of the following summer sessions at NMSU or one of its branch colleges. Such attendance must raise the combined spring semester and summer GPA to 2.0 or above.

A certification of eligibility to attend summer sessions at NMSU after a spring semester suspension is available to the suspended student who wishes to attend summer sessions at other institutions. However, work taken at other institutions has no effect upon the spring semester suspension, nor will it be accepted by NMSU for transfer credit.

NOTE: See section on grades to determine the effect of removal of grades on academic standing.

Privacy Rights

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

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

Social Security Numbers in Student Records

Social security numbers are collected from prospective and current students for administrative coordination and record identification purposes only. Although procedures have been established by the registrar for assignment of an alternative number upon request, students who wish to be employed on campus or to receive financial aid are required by law to provide their social security number for administrative use. Further, DABCC/NMSU is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service, so that applicable education tax credits may be computed. The social security number will be necessary to submit this tax reporting. In the event that the institution does not have the social security number for a student, a reasonable effort will be made to obtain this information. The social security number is a confidential record and is maintained as such by DABCC/NMSU in accordance with the Family Educational Rights and Privacy Act.

Graduation Requirements

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

Students planning to graduate must clear all of their accounts with the DABCC Cashiers Office. Delinquent accounts due to outstanding balances for tools, books, and personal materials should be cleared in the community college's Cashiers Office, room 118.
Graduation with Honors

The requirements for designation as a Crimson Scholar Graduate or a Centennial Scholar Graduate are listed in the sections on these programs.

The designation Exemplary Graduate is awarded to the top 15 percent of students receiving a certificate within each program in any one academic year in programs with ten or more graduates in a class.

The designation Meritorious Graduate is awarded to the top 15 percent of the students receiving associate degrees within each college in any one academic year, provided 45 or more credits have been completed at NMSU or DABCC.

To Graduate with a Certificate

Students must successfully complete the total program as outlined in the course catalog. Any incomplete grade must be made up before the student is awarded the certificate. A certificate fee of $10 is to be paid at the DABCC Cashier’s Office, room 118.

To Graduate with an Associate Degree

To earn an associate degree, students must complete a minimum of 66 semester credits and have an average of two grade points per credit in all courses taken at NMSU or any of its branches (individual programs may have other GPA requirements); however, English 111G, Rhetoric and Composition, and basic skills courses in mathematics must be completed with a grade of C or better. In addition, the last 15 semester credits for an associate degree must be taken in residence at NMSU or DABCC.

Filing Notice of Degree Candidacy

Students are required to file an application for certificate or associate degree and pay the graduation fee for each degree sought. This fee ($10 for a certificate; $20 for an associate degree) must be included in the total paid at registration for the semester or session in which the candidate anticipates completing degree requirements. These fees may be paid at the DABCC Cashiers Office in room 118. If degree requirements are not completed during the semester or session for which the student paid the fee, the student must reapply and pay any fees that may apply.

Student applications for the associate degree and certificate are available at DABCC’s Student Services Office. A $25 late fee applies to applications received after the last day to register, and no applications will be accepted after midterm.

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

The latest date for substitution or waiver of required courses for candidates for degrees is two weeks after the last date of registration for regular or summer terms.

All fees and bills owed the university must be paid before a student may receive a diploma or transcript of credits. Graduation fees must be paid as listed in the section, "Tuition and Fees."

Transcript of Credits

Recognition of degrees earned is made on the official transcript (academic record) for students completing all requirements for an associate degree.

A charge of $3 is made for any official transcript of credits. No transcript of credits will be released if the student is in debt to the university.

Attendance at Commencement

The NMSU Registrar certifies eligibility to participate in commencement exercises for those students planning to receive the associate degree. DABCC certifies eligibility to participate in commencement exercises for students planning to receive a diploma or certificate.

DABCC holds commencement exercises in December and May. Eligible candidates (for both degrees and certificates) who completed their academic program during the previous spring, summer, or fall term are invited to participate in the commencement ceremony. Students wishing to participate in spring commencement prior to completing degree requirements in the following summer session should call 527-7530 for specific conditions.

A Note About Occupational Education Courses

Occupational education courses offered by DABCC are designed to prepare students for career employment. Occupational courses with the “OCC” or "BOT" prefix are generally not intended to replace or substitute for approved courses in baccalaureate programs at NMSU. Substitution of occupational courses for approved courses in baccalaureate degree programs is determined on an individual basis by the dean of the college to which the student is applying. However, for certain DABCC programs, articulation agreements exist providing for transfer of DABCC credits directly into designated baccalaureate programs (see page 19). Students considering transferring to an NMSU program should contact the appropriate college dean as soon as possible in order to obtain four-year-degree program requirements.

General Studies

Developmental Studies and College Studies Courses 527-7610

Developmental Studies courses are intended to prepare students to pursue an academic degree and to help those who wish to develop basic skills for use on the job or in their personal lives. Credits earned in these courses generally do not count toward graduation.

By contrast, College Studies courses do carry academic credit. They are designed to help students acquire the skills and attitudes necessary for college success, and to support students as they progress through college.

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

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number). The various prefixes represent different areas of study as shown:

CCDE: Developmental English
CCDL: Developmental Language (English as a Second Language)
CCDM: Developmental Mathematics
CCDS: Developmental Skills
COLL: College Studies

General Education Courses 527-7687

General education courses are lower-division, university-level courses. When offered on the DABCC central campus, they are restricted to those students who have enrolled in a DABCC career program requiring general education courses, and to those students in the University Transition Program needing to strengthen their academic skills. (See page 69 for a description of the University Transition program.) General education courses offered at DABCC satellite centers—Gadsden, Sunland Park, and White Sands—are open to all students enrolled at DABCC. General Studies courses offered at these locations may lead to an associate of arts degree or the associate undesignated degree.

Important to note is the fact that courses in this category may also be used to meet requirements for bachelor’s degree programs at NMSU.

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Transfer Among New Mexico Institutions Of Higher Education

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 in transfer courses taken within approved modules of lower-division coursework and apply them toward degree requirements. Collaboration among New Mexico’s public postsecondary institutions has resulted in the development of several transfer guides, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take transferable courses during their freshman and sophomore years.

Student Responsibility

New Mexico’s colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. The transfer guides and course modules are intended to aid students in the careful selection of courses that will transfer with minimal 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 as much pre-transfer coursework as possible will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core (35 Semester Credits)

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate 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 following core courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate- and baccalaureate-degree program requirements. Students should consult advisers at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other professions are advised that some of this coursework may not transfer toward general education requirements, but in most cases will apply toward elective requirements.

Area I: Communications
Select 9 CREDITS from the following list:
- College-Level English Composition .................................. 3-4
- College-Level Writing (a second course building on the above) .................. 3
- Oral Communication .................................................. 3

Area II: Mathematics
Select 3 CREDITS from the following list:
- College Algebra ...................................................... 3
- Calculus ................................................................. 3
- Other College-Level Mathematics .................................. 3

Area III: Laboratory Science
Select 8 CREDITS from the following list:
- General Biology, with laboratory .................................. 4-8
- General Chemistry, with laboratory ................................. 4-8
- General Physics, with laboratory ................................... 4-8
- Geology/Earth Science, with laboratory ............................. 4-8
- Astronomy, with laboratory .......................................... 4-8

Area IV: Social/Behavioral Sciences
Select 6-9 CREDITS from the following list:
- Economics (Macro or Micro) ......................................... 3
- Introductory Political Science ......................................... 3
- Introductory Psychology .............................................. 3
- Introductory Sociology ................................................ 3
- Introductory Anthropology ........................................... 3

Area V: Humanities and Fine Arts
Select 6-9 CREDITS from the following list:
- Introductory History Survey ........................................ 3
- Introductory Philosophy ............................................... 3
- Introductory Course in History, Theory, or Aesthetics of the Arts or Literature ....... 3

Lower-Division 64-Credit 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, 64-Credit Transfer Modules.

- Business
- Pre-Engineering
- Biological Sciences
- Social/Behavioral Sciences
- Physical Sciences
- Teacher Education

While courses within all modules are guaranteed to transfer to any postsecondary institution in the state, they will apply only toward the graduation requirements of their corresponding programs at the degree-granting institution.

Students should consult an academic adviser to determine which courses at their current institution have been included in the modules.

Inter-Institutional Transfer Guides

Transfer agreements for specific programs exist between Dona Ana Branch Community College and selected institutions in New Mexico. To determine the programs and institutions for which DABCC has transfer agreements, consult the Web site:

http://dabcc-www.nmsu.edu/transfer

NOTE: Students transferring to another institution should consult that institution’s catalog for the most current and authoritative information.

Complaint Procedure for Transfer Students

There is a procedure to receive and resolve complaints from transfer students who fail to receive credit at DABCC for coursework from other public institutions.

Students are required first to seek resolution of the complaint by submitting the complaint in writing to the DABCC Campus Instructional Officer. If unresolved, students may appeal in writing to the NMSU Provost.

DABCC and NMSU have a maximum of 30 days to investigate the complaint and respond to it. If the complaint remains unresolved, students may submit the complaint to the NM Commission on Higher Education in writing, including a summary of the process followed in an attempt to resolve the complaint through DABCC’s/NMSU’s internal procedures.

Following receipt of a written complaint, the Commission will inform DABCC to ascertain whether the complaint is bona fide, and whether the internal complaint process has been followed. If either condition is not met, the Commission will so inform the student. If the complaint is determined to be bona fide, it will request a response to the student from DABCC, summarizing it position and justifying its course of action. Such response will be provided to the Commission within 30 days of receipt by DABCC.
Career Programs

Associate Degree Programs

The following associate degree programs prepare students to immediately enter specific careers and occupations. These career programs are not designed to transfer to bachelor's-degree programs, although individual courses may transfer (see far-right column). Full program descriptions begin on page 20.

- Automotive Technology
- Business Occupations
- Business Office Technology
- Computer Technology
- Criminal Justice (satellite centers only)
- Digital Graphics Technology
- Drafting and Graphics Technology
- Electrical Apprenticeship
- Electronics Technology
- Emergency Medical Services
- Facilities Maintenance Technology
- Fire Service Technology
- General Studies: Associate of Arts Degree (satellite centers only) and Associate Undesignated Degree
- Heating, Air Conditioning & Refrigeration
- Hospitality Services
- Legal Assistant
- Library and Information Technology
- Manufacturing Technology
- Nursing
- Pre-Business (satellite centers only)
- Public Health
- Radiologic Technology
- Respiratory Care
- Retail Marketing and Merchandising
- Water Technology
- Welding Technology
- Youth and Adolescent Paraprofessional

Certificate Programs

Certificate programs require fewer courses than associate degree programs and are a good choice if you seek immediate entry into the workforce or on-the-job advancement. Certificate programs can lead to an associate degree. These career programs are not designed to transfer to bachelor's-degree programs, although individual courses may transfer (see next column). Full program descriptions begin on page 20.

- Automotive Technology
- Aviation Technology
- Business Office Technology
- Child Care
- Certified Nursing Assistant
- Drafting and Graphics Technology
- Electrical Apprenticeship
- Electronics Technology
- Emergency Medical Services
- Facilities Maintenance Technology
- Health Care Assistant
- Heating, Air Conditioning & Refrigeration
- Library and Information Technology
- Retail Marketing and Merchandising
- Water Technology
- Welding Technology

Articulated Programs

Many DABCC courses may apply toward bachelor's degree programs at NMSU and other universities. When planning to transfer, it is best to consult with advisers at both DABCC and the university you have chosen.

The following three associate-degree programs offered through DABCC articulate fully with bachelor's-degree programs at NMSU in the specified colleges:

- Associate of Arts Degree (general) to all departments in the College of Arts and Sciences
- Criminal Justice to the Department of Criminal Justice in the College of Arts and Sciences
- Pre-Business to all departments in the College of Business

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

- Business Occupations to the Department of Agricultural Economics and Agricultural Business in the College of Agriculture and Home Economics
- Business Office Technology to the Department of Curriculum and Instruction, College of Education
- Emergency Medical Services, Radiologic Technology, and Respiratory Care to the Department of Health Science, College of Health and Social Services
- Hospitality Services to the Hospitality and Tourism Services program (Department of Home Economics), College of Agriculture and Home Economics
- Landscape Technology (option within Facilities Maintenance Technology) to the Department of Horticulture and the Department of Agricultural and Extension Education, College of Agriculture and Home Economics
- Nursing to the Department of Nursing, College of Health and Social Services
- Public Health to the Department of Health Science, College of Health and Social Services
- Technical Studies Programs (Automotive Technology, Drafting and Graphics Technology, Electrical Apprenticeship, Electronics Technology, Facilities Maintenance Technology, Heating, Air Conditioning and Refrigeration, Manufacturing Technology, Water Technology, and Welding Technology). Well over half of the credits earned in these associate degree programs may be applied toward a bachelor's degree in Agricultural and Extension Education (College of Agriculture and Home Economics).
Automotive Technology

Associate of Applied Science Degree
Certificate of Completion
527-7594 or 527-7598

From manufacturing to sales and service, the automobile has always created a steady demand for automotive technicians, and today the automotive service industry is one of the fastest growing technologies in the nation. Within this growing industry, career opportunities are expanding rapidly. The Automotive Technology program stays up to date with all the new technologies to better prepare graduates for entry-level employment in the automotive service and repair field.

The Automotive Technology laboratory and classroom facilities at Dona Ana Branch Community College are equipped with the most current test and training equipment. The latest and most effective techniques are used to train our students. Students practice the service and repair techniques and procedures required of professional service technicians. Classroom instruction is combined with practical training in the laboratory to provide students with working knowledge of—

- engine service
- manual drive train and axles
- brakes
- heating and air conditioning
- automatic transmission/transaxle
- suspension and steering
- electrical systems
- fuel and emissions
- engine performance

Hands-on training in the laboratory provides students with the skills they need to obtain entry-level work as technicians in the automotive service area or in a related field.

The certificate program, if pursued on a full-time basis, consists of two 16-week semesters and one six-week summer session that include both classroom and hands-on training activities. Classes are offered regularly at night to accommodate those persons who may not be able to attend school full-time or during the day. The associate degree may be obtained by completing the additional general education and technical courses listed in the program content.

Full-time Automotive Technology students must purchase a personal set of automotive technician's tools (approximate cost, $780) and should provide their own medical/accident insurance. The tool set includes the basic tools that most employers require for an entry-level position. Part-time students will purchase only those tools required by the specific course(s) in which they are enrolled.

All Automotive Technology students are encouraged to join VICA (Vocational Industrial Clubs of America). VICA membership provides students an opportunity to develop their leadership skills and to become proficient in public speaking and parliamentary procedure. VICA also offers students an opportunity to demonstrate their occupational skills. Skills competitions are conducted each year in New Mexico and nationally for all postsecondary students.

Program Content: Associate Degree (66 credits)

In order to complete an associate degree in Automotive Technology, 25 credits of general and technical requirements must be taken in addition to the 42 credits required for the Automotive Technology Certificate.

General Education Requirements 10 credits
OEBU 255, Applied Communication Skills, OR
COMM 253G, Public Speaking, OR
COMM 265G, Prin. of Human Communication ...
ENGL 111G, Rhetoric and Composition .......... 3
OEBU 240, Human Relations, OR
PSY 201G, Introduction to Psychology, OR
SOC 101G, Introductory Sociology .............. 3

Related Requirements 17 credits
BOT 209, Business & Technical Communications ... 3
OEES 105, Intro. to Microcomputer Tech., OR
OEES 225, Technical Programming, .............. 3
OEDG 190, Finding & Maintaining Employment ... 2
OETS 118, Mathematics for Technicians ........... 3
Approved Elective .................................. 3
Approved OEBU Elective ........................... 3

Technical Requirements 39 credits
OEAT 112, Basic Gasoline Engines ................ 5
OEAT 117, Electronic Analysis and
tune-up of Gasoline Engines ................. 5
OEAT 119, Basic Power Trains .................... 4
OEAT 120, Electrical Systems .................... 4
OEAT 125, Brakes .................................. 5
OEAT 126, Suspension, Steering & Alignment .... 5
OEAT 127, Basic Automatic Transmission, OR
OEAT 132, Automotive Air Conditioning
and Heating Systems .............................. 4
OEAT 137, Fuel Systems and Emission Controls ... 4
OEAT 221, Cooperative Experience .............. 3

Program Content: Certificate (42 credits)

Related Requirements 6 credits
CCDM 104, Applied Math I ......................... 4
OEDG 190, Finding & Maintaining Employment ...

Technical Requirements 36 credits

The technical requirements for the certificate are identical to the technical requirements for the associate degree, except OEAT 221 is eliminated.

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Aviation Technology

Certificate of Completion
527-7599

An aviation career offers opportunities for piloting a variety of aircraft, including light planes, multi-engine planes, corporate jets, commercial airliners, and helicopters. In past years, many pilot vacancies were filled by military trained pilots. But as more and more of these pilots have reached retirement age, an increasing number of jobs have gone to those trained in civilian aviation programs.

Dona Ana Branch Community College and Adventure Aviation, Inc., have joined together to offer pilot training and academic credit, leading to a certificate of completion. The total cost for the flight training varies depending on current flight costs and the number of courses taken. These figures do not include tuition or books.

Ground school and flight training are conducted either at DABCC or at the Las Cruces International Airport.
The program includes ground school and flight training courses, as well as general and related education courses in such areas as mathematics, computer science, and communication.

For additional information, contact the Technical Studies Division at 527-7499.

**Program Content:**

**Certificate (28 credits)**

**Related Requirements 16 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111G, Rhetoric and Composition</td>
<td>4</td>
</tr>
<tr>
<td>OEBU 255, Applied Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>OETS 118, Math for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>OEBU 201, Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Technical Requirements 12 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAV 101, Private Pilot I</td>
<td>3</td>
</tr>
<tr>
<td>OAV 120, Private Pilot II</td>
<td>3</td>
</tr>
<tr>
<td>OAV 125, Aviation Weather</td>
<td>3</td>
</tr>
<tr>
<td>OAV 128, Instruments for Private Pilot I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Course Descriptions**

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

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**Business Occupations**

**Associate Degree:**

**Applied Business**

**Certificate of Completion**

527-7661

The Business Occupations program at Doña Ana Branch Community College gives you a running start on your career path in the business world. It prepares you for entry-level positions in management, sales, marketing, and general supervision, for areas such as finance and banking, small businesses, manufacturing, and real estate.

If you are already working in a business-related occupation, the program enables you to upgrade your skills for advancement in your career.

The general program surveys the fundamentals of business operations, giving special consideration to basic accounting practices, basic business law, and economics, as well as the fundamentals of marketing, management, and human relations.

There are several ways to tailor this associate degree to meet your goals.

The curriculum for the banking courses is based on the guidelines established by the American Institute of Banking. Financial institutions throughout New Mexico are seeking graduates with this training.

You can also use the electives to design a program that emphasizes real estate or financial operations. DABCC is authorized to offer real estate courses certified by the New Mexico Real Estate Commission.

Students with specialized business interests are encouraged to meet with their Business Occupations faculty adviser to discuss ways to individualize other options.

The associate degree program in Business Occupations at DABCC is articulated with the bachelor of science degree program in agricultural economics and agricultural business at NMSU. Students wishing to pursue the baccalaureate degree in the NMSU College of Agriculture and Home Economics should confer with their faculty adviser.

The general program surveys the fundamentals of science, economics, as well as the fundamentals of marketing, management, and human relations.

**Certificate**

6-7 credits

**General Education Requirements**

36 credits

**Technical Requirements**

32 credits

**Course Descriptions**

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Today's business world is operating in an information age. Virtually every organization needs office staff to provide the vital link between business communication input and output. As a result, opportunities in office careers are increasing to meet the personnel demands of the new information processing technologies.

The work settings are as varied as the organizations themselves. They include civil service, medical offices, legal firms, and financial institutions, as well as small businesses. Not only are the work settings varied, but so are the positions within each organization. The smooth functioning of today's automated office depends on the support of administrative assistants, bookkeepers, information processing specialists, and accounting assistants.

Reflecting this diversity are the three options that Business Office Technology offers: Administrative Assistant, Office Specialist (medical, legal, or accounting), and Accounting Assistant. Students learn using state-of-the-art microcomputers, various up-to-date software applications, scanners, calculators, and transcribing machines.

Because our region values bilingual (Spanish-English) skills in the workplace, students already possessing ability in Spanish have the opportunity to enroll in two courses to further enhance their Spanish-language skills. By taking a Spanish certification exam after satisfactory completion of these courses, they can earn a Certificate of Spanish Proficiency. For further information about this certificate, call 874-7780.

Business Office Technology graduates can apply a number of their courses toward a bachelor's degree and a teaching certificate in business education. Students may continue toward a bachelor of science degree in business education in the College of Education at New Mexico State University.

Program Content: Associate Degree (66 credits)

The Business Office Technology program offers a variety of options to help students better prepare for the requirements of a specific position within this broad field.

The general course requirements such as psychology, public speaking, and English help students improve their communication skills.

NOTE: If a student has no previous typing skills, and/or cannot type at least 35 words per minute, BOT 101, Keyboarding Basics, is a prerequisite for all program options. If a student does not have knowledge of basic computer hardware and software, OES 105 is a prerequisite for BOT 211.

**General Education Requirements 16 credits**

**OTECH 101, Business Mathematics** 3
**COMM 265G, Prin. of Human Communication** 3
**ECON 251G, Prin. of Microeconomics, OR**
**ECON 252G, Prin. of Macroeconomics** 3
**ENGL 111G, Rhetoric and Composition** 4
**OECS 211G, Intro. to Psychology** 3
**OECS 215G, Spreadsheet Applications** 3
**Technical Requirements 24-27 credits**

**BOT 105, Business English I** 3
**BOT 106, Business Mathematics** 3
**BOT 109, Business English II** 3
**BOT 120, Accounting Procedures I** 3
**BOT 202, Keyboarding—Document Formatting** 3
**BOT 203, Office Equip. & Procedures I** 3
**BOT 204, Microcomputer Accounting I** 3
**BOT 205, Microcomputer Accounting II** 3
**BOT 206, Microcomputer Accounting III** 3
**BOT 207, Machine Transcription** 3
**BOT 211, Information Processing I** 3
**BOT 212, Accounting Procedures II** 3
**BOT 213, Accounting Procedures III** 3
**BOT 214, Machine Transcription** 3
**BOT 218, Information Processing II** 3
**BOT 219, Information Processing III** 3
**BOT 220, Business English II** 3
**BOT 221, Cooperative Experience** 1-3
**OTECH 110, Records Management** 3
**OTECH 111, Introduction to Business, OR**
**OTECH 115, Introduction to Business** 3
**OTECH 201, Resume & Employment Preparation** 1
**OTECH 202, Keyboarding—Doc. Production** 3
**OTECH 203, Office Equipment** 3
**OTECH 204, Accounting Procedures II** 3
**OTECH 205, Microcomputer Accounting I** 3
**OTECH 206, Microcomputer Accounting II** 3
**OTECH 240, Intro. to Individual Taxation** 3
**OTECH 242, Not-for-Profit Accounting** 3
**OTECH 250, Electronic Office Systems** 3
**OTECH 255, Spreadsheet Applications** 3
**OTECH 260, Business English III** 3
**OTECH 265, Business English IV** 3
**OTECH 270, Business English V** 3

**Accounting Assistant (27 credits)**

**BOT 101, Records Management** 3
**BOT 102, Keyboarding—Document Formatting** 3
**BOT 103, Accounting Procedures I** 3
**BOT 104, Accounting Procedures II** 3
**BOT 105, Business English I** 3
**OTECH 105, Business English I** 3
**OTECH 106, Business Mathematics** 3
**OTECH 110, Records Management** 3
**OTECH 111, Introduction to Business, OR**
**OTECH 115, Introduction to Business** 3
**OTECH 201, Resume & Employment Preparation** 1
**OTECH 202, Keyboarding—Doc. Production** 3
**OTECH 203, Office Equipment** 3
**OTECH 204, Accounting Procedures II** 3
**OTECH 205, Microcomputer Accounting I** 3
**OTECH 206, Microcomputer Accounting II** 3
**OTECH 240, Intro. to Individual Taxation** 3
**OTECH 242, Not-for-Profit Accounting** 3
**OTECH 250, Electronic Office Systems** 3
**OTECH 255, Spreadsheet Applications** 3
**OTECH 260, Business English III** 3
**OTECH 265, Business English IV** 3
**OTECH 270, Business English V** 3
**OTECH 280, Business English VI** 3
**OTECH 285, Business English VII** 3
**OTECH 290, Business English VIII** 3
**OTECH 300, Business English IX** 3
**OTECH 305, Business English X** 3
**OTECH 310, Business English XI** 3
**OTECH 315, Business English XII** 3
**OTECH 320, Business English XIII** 3
**OTECH 325, Business English XIV** 3
**OTECH 330, Business English XV** 3
**OTECH 335, Business English XVI** 3
**OTECH 340, Business English XVII** 3
**OTECH 345, Business English XVIII** 3
**OTECH 350, Business English XIX** 3
**OTECH 355, Business English XX** 3
**OTECH 360, Business English XXI** 3
**OTECH 365, Business English XXII** 3
**OTECH 370, Business English XXIII** 3
**OTECH 375, Business English XXIV** 3
**OTECH 380, Business English XXV** 3
**OTECH 385, Business English XXVI** 3
**OTECH 390, Business English XXVII** 3
**OTECH 395, Business English XXVIII** 3
**OTECH 400, Business English XXIX** 3
**OTECH 405, Business English XXX** 3
**OTECH 410, Business English XXXI** 3
**OTECH 415, Business English XXXII** 3
**OTECH 420, Business English XXXIII** 3
**OTECH 425, Business English XXXIV** 3
**OTECH 430, Business English XXXV** 3
**OTECH 435, Business English XXXVI** 3
**OTECH 440, Business English XXXVII** 3
**OTECH 445, Business English XXXVIII** 3
**OTECH 450, Business English XXXIX** 3
**OTECH 455, Business English XXXX** 3
**OTECH 460, Business English XXXXI** 3
**OTECH 465, Business English XXXXII** 3
**OTECH 470, Business English XXXXIII** 3
**OTECH 475, Business English XXXXIV** 3
**OTECH 480, Business English XXXXV** 3
**OTECH 485, Business English XXXXVI** 3
**OTECH 490, Business English XXXXVII** 3
**OTECH 495, Business English XXXXVIII** 3
**OTECH 500, Business English XXXIX** 3
**OTECH 505, Business English XXXX** 3
**OTECH 510, Business English XXXXI** 3
**OTECH 515, Business English XXXXII** 3
**OTECH 520, Business English XXXXIII** 3
**OTECH 525, Business English XXXXIV** 3
**OTECH 530, Business English XXXXV** 3
**OTECH 535, Business English XXXXVI** 3
**OTECH 540, Business English XXXXVII** 3
**OTECH 545, Business English XXXXVIII** 3
**OTECH 550, Business English XXXIX** 3
**OTECH 555, Business English XXXX** 3
**OTECH 560, Business English XXXXI** 3
**OTECH 565, Business English XXXXII** 3
**OTECH 570, Business English XXXXIII** 3
**OTECH 575, Business English XXXXIV** 3
**OTECH 580, Business English XXXXV** 3
**OTECH 585, Business English XXXXVI** 3
**OTECH 590, Business English XXXXVII** 3
**OTECH 595, Business English XXXXVIII** 3

Program Content: Certificate (36 credits)

Two certificate options are available. The General Business Office Technology option prepares students for receptionist, clerk-typist, bookkeeping, or other entry-level positions. The Bilingual Office Specialist option qualifies students for positions requiring Spanish-English language proficiency.

Coursework for the one-year certificate is applicable to the two-year associate degree.
BOT 106, Business Mathematics .......... 3
BOT 109, Business English II .......... 3
BOT 211, Information Processing I .......... 3

Choose one of the two options below:

**General Business Office Technology Option**

BOT 203, Office Equipment & Procedures I .......... 3

BOT Electives:

- BOT 120, Accounting Procedures I .......... 3, AND
- BOT 121, Accounting Procedures II .......... 3
- OR
- BOT 110, Records Management .......... 3, AND
- BOT 207, Machine Transcription .......... 3

Approved Business-related Electives .......... 12

**Bilingual Office Specialist Option**

BOT 110, Records Management .......... 3

BOT 120, Accounting Procedures I .......... 3

BOT 170, Office Comm. in Spanish I .......... 3

BOT 171, Office Comm. in Spanish II .......... 3

OEBU 110, Introduction to Business, OR
- BUSA 211, Bus. Functions & Processes .......... 3

OEBU 240, Human Relations, OR
- PST 201G, Introduction to Psychology, OR
- SOC 101G, Introductory Sociology .......... 3

OECS 105, Intro. to Microcomputers, OR
- CS 110G, Computer Literacy .......... 3

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

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**Certified Nursing Assistant**

527-7674

Certified nursing assistants perform basic nursing functions and procedures involving patient care. They work under the supervision of a registered nurse, licensed practical nurse, or physician. In general, nursing assistants attend to matters related to personal hygiene, safety, nutrition, exercise, and elimination. Maintaining patient comfort is a priority. Nursing assistants may be called upon to lift, move, or observe patients, as well as measure temperatures, pulses, respirations, and blood pressures. Sometimes they assist with admissions and discharges.

The scope of their responsibilities, however, varies considerably, depending on the type of organization in which they are employed. In nursing homes, for example, nursing assistants tend to be the principal care givers and may have much greater responsibility than they may have in a hospital or clinical setting.

Persons who enter the field find ample job opportunities as health care providers in the fastest growing sector of the American economy. Employment prospects are excellent due to the long-term care needs of a growing and aging population. Further assuring a ready market for nursing assistants is the Omnibus Budget Reconciliation Act passed by the U.S. Congress in 1987. This act requires nursing homes in every state that participate in Medicaid or Medicare to hire only certified nursing assistants.

The goal of the Nursing Assistant program, approved by the New Mexico Health and Environment Department and the New Mexico Department of Education, is to prepare individuals for employment as certified nursing assistants. The program focuses on the following areas of study:

- communications and interpersonal skills
- anatomy and physiology
- infection control
- nutrition
- safety and emergency procedures
- vital signs
- death and dying
- basic nursing care procedures
- residents' rights
- medical terminology

Besides classroom instruction, students receive practical training in a laboratory and clinical setting. The competency evaluation for certification requires a fee and may be taken after a student completes the instructional program and supervised practical training in a laboratory and clinical setting.

Students may combine a variety of courses to obtain a Health Assistant Certificate. All courses in this area are not taught each semester.

**Special Admission Requirements**

On the first day of class, students are required to submit documentation of current tuberculosis and rubella tests. Each student must also submit proof of current training in basic life support CPR.

Program applicants should inquire at least 60 days prior to the first day of class regarding the possibility of criminal history screening and associated fees.

**Program Content: Certificate (24 credits)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OECC 115, Applied Child Development</td>
<td>3</td>
</tr>
<tr>
<td>OECS 116, Infant and Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>OECC 120, Child Management</td>
<td>3</td>
</tr>
<tr>
<td>OECC 125, Child Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>OECS 126, Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>OECC 130, Activities for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Child Care**

Certificate of Completion 527-7629

If you love children and are creative, patient, and self-motivated, you might want to consider a career as a child-care specialist. A child-care specialist is a professional trained in child development, cultural awareness, etiquette, family dynamics, nutrition, safety, and first aid. The program at Doña Ana Branch Community College is certified by the American Council of Nanny Schools, and is designed to provide a basic educational background, plus practical, hands-on experience in child care.

Child-care specialists are in great demand in New Mexico and all over the United States. Graduates may elect to live in or out of the employer's home, or work in day-care centers. They may negotiate such things as use of the family car, health and car insurance, travel benefits, and clothing allowance.

Some child-care specialists remain in the field throughout their professional work life. Others work for a shorter time and go on to acquire more education. Still others use their experience and certification to work in other child-care settings. Some graduates open their own family day-care centers.

Employment opportunities for trained, competent individuals exist nationwide. The community college placement office helps students find career-related employment.

The child-care specialist must be prepared to plan and carry out activities that promote a child's overall development. DABCC training prepares a nanny to adapt to a variety of environments, such as homes in rural and urban settings and families with different social, cultural, and religious backgrounds. Students learn infant- and child care skills by applying classroom theory in actual child-care settings. Classes at the community college are small, and students receive individual attention. Students gain an even greater awareness of what is new in the field through field trips and videos.

Students pursuing the certificate in child care must take the courses listed in the following section.

**Program Content: Certificate (24 credits)**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OECC 115, Applied Child Development</td>
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<td>OECC 130, Activities for Children</td>
<td>3</td>
</tr>
</tbody>
</table>
Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Computer Technology

Associate of Applied Science Degree
527-7562

The computer industry is rapidly expanding, offering many opportunities in a wide variety of work settings. These include banks, insurance companies, government agencies, and small businesses. Qualified, skilled technicians are in demand to set up and operate computer systems and solve problems.

Responding to this demand, the Computer Technology program is creating a qualified talent pool for building and maintaining computer information systems, while at the same time preparing students for the enormous opportunities of the information economy.

Graduates of the Computer Technology program are trained to enter a microcomputer environment and immediately begin working with application software, PC maintenance, multimedia, networking, the Internet, and programming. Typical positions include entry-level programmer, information management specialist, PC manager, PC support technician, and graphics/multimedia designer.

Computer Technology students will learn—
• The capabilities of current microcomputer systems in solving business problems
• How to install, configure, troubleshoot, and maintain microcomputers and peripheral devices
• Operating systems, programming, and Internet applications
• Software applications: electronic spreadsheets, and database management
• Use of operating systems: DOS and Windows
• Analysis and design of business data processing and information systems
• PC computer communications through network design, support, and software
• Internet, including home-page design

Students learn on state-of-the-art equipment, and receive maximum hands-on training in spacious laboratory settings. Courses follow national certification guidelines, including those set forth by Microsoft, A+, Novell, and Cisco.

Program Content:
Associate Degree (66 credits)

General Education Requirements 16 credits
COMM 253G, Public Speaking, OR
COMM 265G, Principles of Human Communication 3
ECON 251G, Principles of Macroeconomics, OR
ECON 252G, Principles of Microeconomics, OR
Appropriate Business Elective 3
ENGL 111G, Rhetoric and Composition 4
MATH 115, Intermediate Algebra, OR
Appropriate Technology-related Math Course 3
OEBU 240, Human Relations, OR
SOC 101G, Introductory Sociology, OR
PSY 201G, Introduction to Psychology 3

Related Requirements 16 credits
BOT 120, Accounting Procedures 1, OR
ACCT 252, Financial Accounting 3
BOT 209, Business & Technical Communication, OR
ENGL 203G, Business & Professional Comm., OR
ENGL 218G, Technical and Scientific Communication 3
BOT 211, Information Processing 1 3
OEBU 140, Principles of Supervision 3
OEBU 201, Resume & Employment Preparation 1
OEC5 207, Windows 3

Technical Requirements 34 credits
NOTE: If a student has no previous computer skills, OEC5 105 is a prerequisite for all OEC5 courses. If a student has no basic typing skills, BOT 101 is a prerequisite for all OEC5 courses.
OEC5 125, Operating Systems 3
OEC5 140, BASIC Programming I 3
OEC5 185, PC Maintenance and Selection 3
OEC5 208, Internet Applications 3
OEC5 220, Database Application and Design 3
OEC5 221, Cooperative Experience I 3
NOTE: OEC5 221 and 222 are restricted to OEC5 majors.
OEC5 290, Computer Technology Capstone 3
Choose one of the following options 13

Program Option
OEC5 141, BASIC Programming II 3
OEC5 190, C Programming I 3
Approved Computer-related Electives 7

PC Support Technician Option
OEC5 230, Data Communication and Networks I 3
OEC5 275, PC Maintenance & Selection II 3
Approved Computer-related Electives 7

Networking Option
Select 13 credits from the following:
OEC5 230, Data Communications and Networks I 3
OEC5 231, Data Communications and Networks II 3
OEC5 232, Implementing and Supporting Networks I 3
OEC5 233, Implementing and Supporting Networks II 3
OEC5 234, Transmission Control Protocol/Internet Protocol 3
OEC5 235, Structure Query Language (SQL) 3
OEC5 236, Network Management 3
OEC5 261, Computer Network Design 4 cr.
OEC5 262, Configuration of Computer Networks 4 cr.
OEC5 263, Computer Network Performance 4 cr.
OEC5 264, Wide Area Networks 4 cr.

PC Specialist Option
Approved Computer-related Electives 13

Criminal Justice

Associate Degree in Criminal Justice
Offered at satellite locations only:
WSEC 678-6198
GEC 882-3939
SLPEC 874-7780

NOTE: This program is also described in the NMSU Undergraduate Catalog.

The associate degree program in Criminal Justice introduces students to three facets of the criminal justice system: police, courts, and corrections. The degree plan is broadly interdisciplinary in nature, embracing the study of law, the humanities, and the natural, behavioral, and social sciences. Theory is balanced with applied knowledge.

This curriculum prepares students to transfer into the NMSU bachelor’s degree program in Criminal Justice at the junior level. (Grade-point requirements apply.) Unless a student is on a SOCAD agreement, the last 15 credits must be completed at DABCC, NMSU, or any NMSU branch campus.
Program Content:
Associate Degree (66 credits)
Administered by NMSU College of Arts and Sciences

General Education Requirements
ENGL 111G, Rhetoric and Composition ....................... 4
ENGL 203G, Business & Prof. Comm., OR
ENGL 211G, Writing in the Humanities &
Social Sciences, OR
ENGL 218G, Technical & Scientific Comm. 3
MATH 142G, Calculus for Biological and
Management Sciences I, OR
MATH 210G, Mathematics Appreciation, OR
MATH 275G, Spirit and Evolution of
Mathematics ........................................... 3

Critical Thinking/Analysis .................................... 6
Select two courses, each from a different group:
A. COMM 253G, COMM 265G
B. PHIL 101G, PHIL 201G
C. CS 110G

Historical Perspectives ........................................ 3
Select one course: HIST 101G, HIST 102G,
HIST 201G, HIST 202G, HIST 211G, HIST 212G

Basic Natural Science (with lab) ........................... 4
Human Thought and Behavior ................................ 3
Literature and Fine Arts ...................................... 3
Social Analysis .............................................. 3

Note: Select one course from this category, listed in the “General Education Courses and Requirements” section of the NMSU Undergraduate Catalog.

Arts and Sciences General Requirements

Liberal Studies ............................................... credits vary
Sciences ..................................................... credits vary
Social Studies ................................................. credits vary

Language Requirement ...................................... 0–8
(Students may fulfill the language requirement
by completing a second language through either
the 112 level or the 213 level, or by fulfilling
one of the alternative methods described under
the heading, “College Foreign Language
Requirement,” in the Languages and Linguistics
section of the NMSU Undergraduate Catalog.)

NOTE: Only arts and sciences courses will fulfill this requirement.
A list of allowable courses may be obtained from the director's office at any of DABCC's
education centers. ECOUN may be used for social studies. Effective academic year 2000-2001, communications studies will also fall under the social studies
category.

Major Requirements 15 credits
CJ 101, Introduction to Criminal Justice .......... 3
CJ 205, Criminal Law I ........................................ 3
CJ 210, American Law Enforcement Systems ........ 3
CJ 230, Introduction to Corrections ................... 3
CJ 250, Courts and the Criminal Justice System .... 3

Electives
Approved Electives (to bring total credits to 66)

Course Descriptions
Course descriptions begin on page 49. They are listed by course number prefix (the sequence of letters appearing before a course number).

Digital Graphics Technology

Associate of Applied Science Degree
Certificate of Completion
527-7573

Many of the fastest-growing jobs in the 21st century will be in technology and information-related fields. Page layout, graphics, and Web-page development are done on computers by graphics personnel. Jobs can be found in advertising agencies, service bureaus, Web design companies, and other organizations throughout the business sector. Today’s businesses are finding it cost-effective to hire trained graphics employees who can prepare materials, complete with artwork and graphics, for a variety of media. These can be used both for print and for the World Wide Web.

The Digital Graphics Technology program emphasizes such technical skills as page layout, illustration development, photograph manipulation, multimedia authoring, Web page development, animation, and printing processes. These skills are backed up with a foundation in writing, math, word processing, and other “must” courses for the business world.

You will be able to choose whether you want to specialize in publication development or Web and multimedia development. The classes are taught in high-end computer labs with the most popular graphics software.

Program Content:
Associate Degree (66 credits)

General Education Requirements 16 credits

Technical Requirements 37 credits

Technical Requirements 24 credits
OEGR 140, Page Layout for Business Publications I ······ 3
OEGR 160, Image Processing I ................................ 3
OEGR 170, Computer Illustration ................................ 3
OEGR 180, Principles of Digital Graphics I ······ 3
OEBU 230, Web Page Development I ······ 3
OEBU 240, Page Layout for Business Publications II ······ 3
OEBU 250, Image Processing II ······ 3
OEGR 275, Web Page Development II ······ 3
OEGR 280, Principles of Digital Graphics II ······ 3
OEBU 240, Page Layout for Business Publications III ······ 3
OEBU 250, Cooperative Experience ······ 3
OEGR 285, Multimedia Methods/Applications ······ 3
Approved Graphics Elective ······ 1–3

Program Content: Certificate (36 credits)

Technical Requirements 24 credits
OEGR 140, Page Layout for Business Publications I ······ 3
OEGR 160, Image Processing I ................................ 3
OEGR 170, Computer Illustration ................................ 3
OEGR 180, Principles of Digital Graphics I ······ 3
OEBU 230, Web Page Development I ······ 3
OEBU 240, Page Layout for Business Publications II ······ 3
OEBU 250, Image Processing II ······ 3
OEGR 280, Principles of Digital Graphics II ······ 3

Approved Electives 12 credits
Electives totaling 12 credits are to be chosen from the following list:
OEG 195, Java Programming I ······ 3
OEG 285, Multimedia Methods/Applications ······ 3
OEG 276, Computer Rendering and Animation ······ 3
The Drafting and Graphics Technology program at Doña Ana Branch Community College can provide you with the education and experience you need to pursue and succeed in entry-level positions in the following career fields:

- **Architectural Technology**—Architectural drafting, residential design, construction estimating, construction technology, architectural rendering and animation
- **Civil/Survey Drafting**—Civil engineering drafting, surveying (assisting), survey drafting, G.I.S. technician, G.P.S. technician
- **Computer Graphics**—Computer-generated rendering, presentation drawing and illustration; computer-generated animation, advertising
- **Electro-mechanical Drafting**—Electronics drafting, machine/mechanical drafting, manufacturing technician/aid

Associate degree and certificate options are offered for each of the four areas shown above, as well as a **General Option** which introduces the student to all four areas. In addition to the various entry-level positions, students with previous related training and/or additional formal education may quickly qualify for advanced positions such as construction inspector, contractor, civil engineering/survey technician, mechanical/electrical technician, and graphic illustrator/multimedia animation specialist.

Students receive training in modern computer drafting and graphics laboratories with the latest in computers, peripheral equipment, and professional software. Our laboratories and experienced faculty provide the highest quality training.

Classes are regularly scheduled during the day, evening, and weekends to serve both full- and part-time students, including high school students concurrently enrolled in the Area Vocational School (AVS). Courses are also available at satellite centers.

Students gain leadership, responsibility and professional development skills through the Drafting and Graphics Association (DAGA). This national, award-winning student organization is a charter member of the American Design Drafting Association (ADDA), the Vocational Industrial Clubs of America (VICA), the National Association of Home Builders (NAHB), and the Home Builders Institute (HBI). Members take part in various functions sponsored by other professional associations and are involved in activities such as providing drafting services, recruiting at high schools and industry, and participating in community service projects. Students compete in statewide and nationwide drafting contests sponsored by NAHB, ADDA, VICA, HBI, and other organizations, earning them countless awards at the state and national levels, as well as recognition worldwide.

**Program Content:**

**Associate Degree (66–67 credits)**

**General Education Requirements** 13 credits

- ENGL 2180, Technical & Scientific Comm., OR Bot 209, Business & Tech. Communication .... 3
- ENGL 111G, Rhetoric and Composition .............. 4
- PSY201G, Introduction to Psychology, OR SOC 101G, Introductory Sociology, OR OEBU 240, Human Relations .............. 3

**Technical/Related Requirements** 53–54 cr.

Students may choose from among the following five areas of specialization. If a student has no previous computer experience, (s)he may be required to enroll in OEDG 105, OEDG 207, or OEDG 225 as a corequisite for OEDG 109.

**Associate Degree Option:**

**Architectural Technology (53 credits)**

- OEDG 100, Constr. Prin./Blueprint Reading ....... 4
- OEDG 109, Computer Drafting Fundamentals .... 3
- OEDG 120, Construction Drafting I .............. 4
- OEDG 130, General Building Codes .............. 4
- OEDG 142, Surveying Fundamentals, OR OEDG 270, G.I.S. Technology .............. 3
- OEDG 160, Constr. Take-Offs & Estimating, OR Approved Architectural Elective .............. 3
- OEDG 176, Computer Drafting in 3-D ............... 3
- OEDG 190, Finding & Maint. Employment ....... 2

**Associate Degree Option:**

**Computer Graphics (54 credits)**

- OEDG 220, Construction Drafting II .............. 4
- OEDG 230, Construction Utilities Drafting ....... 3
- OEDG 240, Structural Systems Drafting ....... 4
- OEDG 270, Arch. Sketching & Rendering ....... 3
- OEDG 276, Comp. Rendering & Animation ....... 3
- OEDG 288, Portfolio Development .............. 4
- OETS 118, Math for Technicians .............. 3

**Certificate of Completion**

- OEDG 108, Manual Drafting Fundamentals .... 3
- OEDG 109, Computer Drafting Fundamentals .... 3
- OEDG 114, Mechanical/Industrial Drafting I .... 3
- OEDG 120, Construction Drafting I .............. 4
- OEDG 176, Computer Drafting in 3-D ............... 3
- OEDG 190, Finding & Maint. Employment ....... 2
- OEDG 270, Arch. Sketching & Rendering ....... 3
- OEDG 276, Comp. Rendering & Animation ....... 3
- OEDG 277, Comp. Rendering & Anim. II .............. 3
- OEDG 288, Advanced C.A.D. Applications ....... 3
- OEDG 288, Portfolio Development .............. 4
- OETS 118, Math for Technicians .............. 3
Students choose one of five options described in the sections that follow.

### Certificate Option:
#### Architectural Drafting (36 credits)
- OEDG 100, Constr. Prin./Blueprint Reading 4
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 120, Construction Drafting I 4
- OEDG 130, General Building Codes 4
- OEDG 176, Computer Drafting in 3-D 3
- OEDG 220, Construction Drafting II 4
- OEDG 230, Construction Utilities Drafting 3
- OEDG 240, Structural Systems Drafting 4
- OEDG 288, Portfolio Development 4

### Certification Option:
#### Civil/Survey Drafting (35 credits)
- OEDG 100, Constr. Prin./Blueprint Reading 4
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 142, Surveying Fundamentals 3
- OEDG 143, Civil/Survey Drafting I 3
- OEDG 214, Mechanical/Industrial Draft II 3
- OEDG 220, Construction Drafting II 4
- OEDG 243, Civil/Survey Drafting III 3
- OEDG 288, Portfolio Development 4

### Certificate Option:
#### Computer Graphics (34 credits)
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 142, Surveying Fundamentals 3
- OEDG 243, Civil/Survey Drafting III 3
- OEDG 288, Portfolio Development 4
- OEDG 290, G.I.S. Technology, OR Approved Elective 3
- OETS 118, Mathematics for Technicians 3

### Certificate Option:
#### Electro-Mechanical Drafting (36-37 credits)
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 114, Mechanical/Industrial Draft I 3
- OEDG 135, Electronics Drafting I 3
- OEDG 176, Computer Drafting in 3-D 3
- OEDG 214, Mechanical/Industrial Draft II 3
- OEDG 235, Electronics Drafting II 3

### Certificate Option:
#### General Drafting (32 credits)
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 142, Surveying Fundamentals 3
- OEDG 235, Electronics Drafting II 3
- OEDG 288, Portfolio Development 4
- OEDG 290, G.I.S. Technology, OR Approved Elective 3
- OETS 118, Mathematics for Technicians 3

### Certificate Option:
#### General Drafting (53-54 credits)
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 114, Mechanical/Industrial Draft I 3
- OEDG 120, Construction Drafting I 4
- OEDG 135, Electronics Drafting I 3
- OEDG 176, Computer Drafting in 3-D 3
- OEDG 214, Mechanical/Industrial Draft II 3
- OEDG 220, Construction Drafting II 4
- OEDG 235, Electronics Drafting II 3

### Certificate Option:
#### General Drafting (39 credits)
- OEDG 108, Manual Drafting Fundamentals 3
- OEDG 109, Computer Drafting Fund 3
- OEDG 114, Mechanical/Industrial Draft I 3
- OEDG 120, Construction Drafting I 4
- OEDG 135, Electronics Drafting I 3
- OEDG 176, Computer Drafting in 3-D 3
- OEDG 214, Mechanical/Industrial Draft II 3
- OEDG 220, Construction Drafting II 4
- OEDG 235, Electronics Drafting II 3

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

### Electrical Apprenticeship

Currently there is a critical shortage of capable journeyman electricians in Doña Ana County. To help alleviate the shortage, the community college has teamed up with the local chapter of the National Independent Electrical Contractors Association (NIECA). In this joint venture, DABCC provides the classroom instruction component required for a registered apprenticeship program which has been approved by the New Mexico State Apprenticeship Council and the U.S. Department of Labor. Along with the classroom component, on-the-job training is required and is provided by members of the local chapter of the NIECA.

### Special Admissions Requirements

Because DABCC offers no laboratory or hands-on experience at the community college, students must gain their experience on the job. For this reason, the Electrical Apprenticeship program is open only to those who are already employed as apprentices.
Employment applications are accepted by the Las Cruces chapter of the National Independent Electrical Contractors Association.

Acceptance into the program also requires the approval of DABCC administration and faculty. If placement tests indicate deficiencies, students may be required to complete developmental math or English courses prior to beginning apprenticeship courses.

Those who desire to take a course in electricity, but have not been admitted to the program or its courses, may enroll in OEET 110, Basic Electricity and Electronics, without being admitted to the program.

Program Content:
Associate Degree (66 credits)

General Education Requirements 10 credits
COMM 253G, Public Speaking, OR
COMM 265G, Prin. of Human Communication 3
ENGL 111G, Rhetoric and Composition 4
PSY 201G, Introduction to Psychology, OR
SOC 101G, Introduction to Sociology 3

Related Requirements 8 credits
BOT 209, Business & Technical Communications 3
OEECS 105, Intro. to Microcomputer Tech., OR
OEECS 225, Technical Programming 3
Approved Elective 3

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

Program Content:
Certificate (48 credits)
OEET 151, Electrical Apprenticeship I 6
OEET 152, Electrical Apprenticeship II 6
OEET 153, Electrical Apprenticeship III 6
OEET 154, Electrical Apprenticeship IV 6
OEET 251, Electrical Apprenticeship V 6
OEET 252, Electrical Apprenticeship VI 6
OEET 253, Electrical Apprenticeship VII 6
OEET 254, Electrical Apprenticeship VIII 6

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

The tremendous number and diversity of electronic devices now used in home and industry have created a need for qualified technicians. As the demand for high-tech communications equipment and electronic products continues to climb, job opportunities for electronics technicians will expand even more.

The Electronics Technology program prepares graduates for entry-level employment as technical assistants and technicians in the fabrication, testing, maintenance, and repair of electrical and electronic equipment. Job opportunities exist in the areas of manufacturing, maintenance, and repair of electronic instruments, audio and video electronics, computers, and industrial and consumer electronic equipment. While positions for electronics technicians are found in all sectors of the economy, many of the jobs in southern New Mexico are found in government and defense-related industries. Opportunities for advancement in the electronics field are above average.

Students in the Electronics Technology program at Dona Ana Branch Community College learn using state-of-the-art equipment and instrumentation. They work and train in spacious, modern laboratories similar to those used in industry. Students have the opportunity to analyze and troubleshoot actual problems while learning from knowledgeable and experienced instructors.

The Electronics Technology program offers a two-year associate of applied science degree, with an emphasis in systems maintenance. Within the context of the two-year degree program, a student may earn a one-year certificate in Basic Electronics after completing 30 semester credit hours.

Students planning to enroll in the Electronics Technology program will be given a protest to determine their skills in math and communications. Developmental instruction is available to achieve minimum qualifications. Advanced placement in the program is possible if a student has prior industrial or educational experience. Applicants are requested to schedule a personal interview with the program coordinator prior to enrollment.

The Electronics Technology program can be completed on a part-time basis by taking classes during the evening or during the day.

Program Content:
Certificate (30 credits)

General Education Requirements 4 credits
CCDE 105N, Effective Communication Skills, OR
CCDE 110N, General Composition 4

Technical Requirements 26 credits
OEECS 110, Electronics I 4
OEECS 120, Mathematics for Electronics 4
OEECS 135, Electronics II 4
OEECS 155, Electronic CAD and PCB Design 3
OEECS 160, Digital Electronics I 4
OEECS 175, Soldering Practices 2
OEECS 205, Microprocessor Systems I 4
OEECS 225, Technical Programming 3
OEECS 230, Microprocessor Systems II 4
OEECS 235, Digital Electronics II 3
OEECS 240, Introduction to Photonics 4
OEECS 250, Electronics Systems Analysis 2
OEECS 260, Instrumentation Control and Signal Conditioning 4

NOTE: A grade of C or better is required in all 100-level OEECS courses to progress to 200-level OEECS courses.

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Prehospital emergency medical care is a challenging and exciting profession. EMS professionals may work at any of four different levels: First Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic. EMS professionals are employed in a variety of emergency medical systems nationwide: in fire departments, municipal services, private ambulance companies, federal services, industry, and hospital-based systems. The demand for EMS professionals is increasing.

At each EMS program level, students gain additional knowledge and skills to enable them to function in clinical and field settings with nurses, physicians, and other health-care professionals. In classes, students learn about anatomy and physiology, the pathophysiology of diseases, traumatic injuries, pharmacology, and cardiac care. Students acquire skills through laboratory practice, clinical experience in hospitals, and field experience with ambulance services throughout the state. Students may be scheduled at a variety of clinical and field sites which include areas outside Las Cruces. Currently, Benjamin Diven, M.D., serves as the program's medical director.

DABCC offers all levels of EMS education as well as the opportunity to earn an associate degree or certificate. After successfully completing each program level (First Responder, EMT-Basic, EMT-Intermediate, EMT-Paramedic) the student will receive a course-completion certificate enabling him or her to apply for state or national testing in order to achieve state licensure/certification. (These state licenses/certifications are not to be confused with the DABCC certificate of completion.) The DABCC Paramedic program is accredited by the Joint Review Committee on Education Programs for the EMT-Paramedic and approved by the New Mexico Injury Prevention and EMS Bureau.

**Emergency Medical Services**

**Associate of Applied Science Degree**

**Certificate of Completion**

527-7630

Admission to the EMT–Paramedic program is based on specific criteria which include the following:

- A review of high school and/or college transcript(s) and GPA
- COMPASS/ACT scores in English and math
- Written, oral, and practical assessment exams at the EMT-Basic or EMT-I level, depending on current licensure
- Letters of recommendation
- Completion of departmental application, including résumé and letter of intent
- A copy of current New Mexico state EMT-Basic or Intermediate license
- A copy of current health care provider CPR card.

The EMT–Paramedic certificate program consists of coursework totaling 44 to 50 credits, while the associate of applied science degree program is 73 to 79 credits in length. Students may take the general education courses for the associate of applied science degree at any time; however, courses listed in the "Program Requirements" section (which are common to both the associate degree and certificate programs) must be taken in the prescribed sequence. In order to progress through the program, students must meet specific departmental grading criteria in every course taken. This portion of the curriculum must be completed within a three-year period. Thus, those opting to study on a part-time basis are advised to plan carefully in order to take courses in the correct sequence.

Students who are currently licensed in New Mexico at the EMT-Intermediate level may be allowed to take a proficiency exam in lieu of OEEM 150. Any student entering OEEM 150 must have a current New Mexico EMT-Basic license (see course descriptions for OEEM 120 or OEEM 115 and 116).

Applications for the Paramedic program may be requested from the EMS program office in room 72 or by calling (505) 527-7660.

**Program Content:**

**Associate Degree (72–78 credits)**

**General Education Requirements** 13 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111G</td>
<td>Rhetoric and Composition</td>
<td>4</td>
</tr>
<tr>
<td>OEH 101</td>
<td>Communications for Health, OR/COMM 265G</td>
<td>3</td>
</tr>
<tr>
<td>OEH 115</td>
<td>Math for Health Occupations, OR/MATH 115</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201G</td>
<td>Introduction to Psychology, OR/SOC 101G</td>
<td>3</td>
</tr>
</tbody>
</table>

**Related Requirements** 16 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Program Content:**

**EMT–Basic Certificate (25 credits)**

The EMT–Basic certificate program makes possible rapid completion and quick entry into the workforce. Graduates will be qualified to work in various settings within the emergency medical services field, including hospitals, ambulance services, and fire departments. The credits earned for this certificate may also apply toward the EMT–Intermediate certificate and the associate degree in emergency medical services.
Program Content: EMT—Intermediate Certificate (28 credits)

This program, which leads to the EMT—Intermediate certificate, is also designed for those who desire to enter the workforce quickly. Graduates will be qualified to work in various settings within the emergency medical services field, including hospitals, ambulance services, and fire departments. Credits earned for this certificate also apply toward the associate degree in emergency medical services.

Prerequisites
1. New Mexico State Emergency Technician—Basic Licensure
2. Successful completion of pre-entrance examination
3. Documentation of current rubella test (dated after 1981) and tuberculin test (expiration date past end of semester)

Technical Requirements 28 credits

- OEM 150, Emergency Medical Technician—Intermediate
- OEM 150L, Emergency Medical Technician—Intermediate Lab
- OEM 151, Emergency Medical Technician—Intermediate Field/Clinical
- OEH 120, Medical Terminology
- OEH 153, Intro. to Anatomy & Physiology I
- OEH 154, Introductory Anatomy & Physiology II
- OEH 101, Communication for Health Care, OR COMM 253G, Public Speaking
- CCDE 110, General Composition, OR ENGL 111G, Rhetoric and Composition
- CCDM 115, Intermediate Algebra, OR OEH 116, Math for Health Occupations

Program Content: Paramedic Certificate (43–49 credits)

Students pursuing the paramedic certificate take only those courses appearing under the heading, “Technical Requirements,” in the previous section.

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Facilities Maintenance Technology

Facilities maintenance technicians use technical expertise and management abilities to repair and maintain property. They are responsible for scheduling and performing routine maintenance and repair on equipment, buildings, grounds, parking lots, walkways, and roofs. Other duties include developing and managing maintenance budgets, estimating on-site jobs, contracting and scheduling outside help, supervising employees, and monitoring materials and safety.

A facilities maintenance technician is not a custodian but may supervise custodial staff and other specialized repair and maintenance workers. He or she may also be responsible for safety compliance in some settings.

Employment opportunities in the area are excellent for trained facilities maintenance technicians. A locally conducted needs-assessment survey has revealed that hotels, hospitals, schools, universities, shopping malls, office complexes, manufacturing plants, and other establishments all require personnel with such qualifications.

The Facilities Maintenance Technology program at Doña Ana Branch Community College prepares students to maintain and operate the high-tech systems used in modern plants and facilities. Topics covered in the courses include electrical wiring, small equipment, landscaping and grounds, climate control and plumbing, carpentry, painting techniques, and interior/exterior building maintenance.

Students may enroll on a full-time or part-time basis. Many of the courses will be scheduled during evening hours to accommodate the needs of those who are already employed.

Landscape Technology Option

Landscape careers are for those who like working outdoors and want to be involved in improving and preserving the environment.

The Landscape Technology option opens up career opportunities in the region by focusing on two areas of fast growth: installation and maintenance. Currently, there is a shortage of trained landscape technicians who can fill the gap between maintenance crews and new hires.

Emphasis is placed on hands-on experience with student participation in county-wide projects for laboratory credit. Additional work experience is gained through the Cooperative Education program, which requires students to earn credits toward graduation while working for employers in the landscape industry.

The Landscape Technology option meets the needs of those who are new to the field, as well as industry personnel who want to upgrade their skills. Many courses are offered in the evening to accommodate students’ work schedules.

Program Content: Associate Degree (68 credits)

NOTE: Students must receive a "C" or better in ENGL 111 and all required OEMN courses, and achieve a cumulative grade-point average of at least 2.0.

General Education Requirements 10 credits
- OEBU 255, Applied Communication Skills, OR COMM 253G, Public Speaking, OR COMM 265G, Prin. of Human Communication
- ENGL 111G, Rhetoric and Composition
- OEBU 240, Human Relations
- PSY 201G, Introduction to Psychology, OR SOC 101G, Introductory Sociology

Technical and Related Requirements 58 credits
- BOT 209, Business & Tech. Communication, OR ENGL 218, Tech. & Scientific Communication
- OECS 105, Intro. to Microcomputer Tech., OR OEES 225, Technical Programming
- OEDG 105, Technical Sketching
- OEDG 190, Finding & Maintaining Employment
- OEMN 110, Small Equipment Maint. & Repair
- OEMN 200, Exterior Building Maintenance
- OEMN 221, Co-op Experience
- OEMN 230, Facilities Maintenance Management
- OEMN 240, Hazardous Materials Handling and Regulations
- OEMN 260, Landscape Management/Maint. I
- OEES 118, Mathematics for Technicians

Choose one of the following two options 27

- OEEM 230, Facilities Maintenance Management
- OEMN 240, Hazardous Materials Handling and Regulations

- OEEM 230, Facilities Maintenance Management
- OEMN 260, Landscape Management/Maint. I
Certificate Option:
Landscape Technology

OEMN 140, Orientation to Environmental Design ............................................. 2
OEMN 150, Irrigation Systems ................................................................. 4
OEMN 160, Landscape Construction I ....................................................... 3
OEMN 170, Landscape Construction II ..................................................... 3
OEMN 230, Facilities Maintenance Management ...................................... 3
OEMN 270, Landscape Mgt./Maint. II ...................................................... 3

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number). For courses with the “HORT” prefix, please consult the NMSU Catalog.

Certificate Option:
Facilities Maintenance Technology

OEMN 100, Interior Building Maintenance .................................................. 4
OEMN 120, Painting & Finish Techniques ................................................ 4
OEMN 130, Carpentry Repair Techniques ............................................... 3
OEMN 209, Basic Electricity for Maintenance, OR OEE 105, Basic Electricity & Electronics, OR OEE 110, Basic Electricity & Electronics .................................................. 3
OEW 101, Fundamentals of Welding ............................................................ 3

Associate Degree Option:
Landscape Technology

HORT 100, Introductory Plant Science ...................................................... 4
HORT 210, Ornamental Plants I (lec), OR HORT 211, Ornamental Plants II (lec) .................................................. 4
HORT 250, Plant Propagation .................................................................. 3
OEMN 140, Orientation to Landscape Design ............................................. 2
OEMN 150, Landscape Irrigation Systems ............................................... 4
OEMN 160, Landscape Constr. Pract. I ....................................................... 3
OEMN 170, Landscape Construction II ..................................................... 3
OEMN 270, Landscape Mgt./Maint. II ...................................................... 3
OEMN 255, Special Problems, OR OEMN 290, Special Topics, OR Approved Elective ................................................. 1–3

Program Content:
Certificate (39–41 credits)

Related Requirements 6 credits
CCDM 104N, Applied Math I ................................................................. 4
OEDG 190, Finding & Maintaining Employment .................................. 2

Technical Requirements 33–35 credits
OEMN 110, Small Equip. Maint. & Repair ............................................... 4
OEMN 200, Exterior Building Maintenance .............................................. 4
OEMN 221, Co-op Experience ................................................................ 3
OEMN 240, Hazardous Materials Hand. & Regs. .................................... 1
OEMN 260, Landscape Management/Maint. I ......................................... 3
Choose one of the two options below ...................................................... 18–20

Certificate Option:
Facilities Maintenance Technology

OEMN 100, Interior Building Maintenance .................................................. 4
OEMN 120, Painting & Finish Techniques ................................................ 4
OEMN 130, Carpentry Repair Techniques ................................................ 3
OEMN 209, Basic Electricity for Maintenance ......................................... 3
OEMN 210, Electrical Systems Troubleshooting and Repair............... 3
OEMN 220, Plumbing & Climate Systems Maintenance ....................... 3

Program Content:
Fire Science Technology

Associate of Applied Science Degree 527-7630

NOTE: This program does not emphasize firefighting operations. Instead, it focuses on theory, investigation, prevention, and management. Thus, it is most suitable for those seeking advancement within the field. Students wishing to enter the fire service may, however, benefit from the general background provided. Be advised that some courses require attendance at the New Mexico Firefighters Training Academy in Socorro, NM.

The Fire Science Technology program provides classroom instruction leading to an associate degree for career personnel in the field of firefighting. Because it has limited content in fire operations, the program is mainly for experienced firefighters who wish to study to improve their job performance and prepare for higher level positions in the fire science field. Those entering the field will need a foundation in operations and are advised to seek supplemental training at the New Mexico Firefighters Training Academy (NMFTA) in Socorro, New Mexico.

The program will enhance the firefighter’s ability to function at a professional level. In addition to coursework in fire prevention, control, and investigation, the Fire Technology program offers instruction in firefighting tactics, strategy, and management. The program also provides supervisory, technical, and communications training, as well as general education. Volunteer firefighters will find certain courses beneficial in upgrading their service to the community.

To assure that the student will receive up-to-date instruction that reflects current practices in the field, the program is under the guidance of an advisory committee composed of community leaders and administrators from local fire departments.

This program is articulated with the program at the New Mexico Firefighters Training Academy; however, individual fire departments may require attendance at an academy.

NOTE: Students must maintain a C average to continue in the Fire Science program.

Program Content:
Associate Degree (67 credits)

General Education Requirements 16 credits
COMM 253G, Public Speaking, OR COMM 256G, Prin. of Human Comm. ................................................. 3
OEFS 105, Intro. to Microcomputer Tech., OR CS 110G, Computer Literacy .................................................. 3
ENGL 111G, Rhetoric and Composition .................................................... 4
OEFS 105, Math for Fire Science, OR MATH 115, Intermediate Algebra .................................................. 3
OEFS 240, Human Relations, OR
PSY 201G, Introduction to Psychology, OR SOC 101G, Introductory Sociology ............................................. 3

Related Requirements 17 credits
CHEM 110G, Prin. & Applications of Chemistry .................................... 4
ENGL 218G, Tech. & Scientific Comm., OR BOT 209, Business & Tech. Communication ................................................. 3
MGT 201G, Introduction to Management, OR OEFS 110, Principles of Supervision .................................. 3

OEFS and Related Electives—Seven credits chosen from among the following:
Credit for N.M. Firefighter I Certification .............................................. 2
Credit for N.M. Firefighter II Certification ............................................. 2
OEFS 101, Fire Fighter IA .................................................................. 4
OEFS 102, Fire Fighter IB .................................................................. 4
OEFS 103, Physical Awareness ............................................................ 1
OEEM 120, EMT—Basic ........................................................................ 6
OEEM 120L, EMT—Basic Lab ............................................................. 2
OEEM 121, Emergency Medical Technician Basic Field/Clinical .......... 1
OEFS 200, Special Topics ..................................................................... 1–3
OEFS 201, Independent Study ............................................................... 1–3
OEFS 202, Wildland Fire Control .......................................................... 3
OEFS 205, Fire Chemistry ..................................................................... 3
OEFS 214, Hazardous Materials Technician ....................................... 3
OEFS 215, Hazardous Materials Laboratory ....................................... 1
OEFS 220, Cooperative Experience I ................................................... 1–3
OEFS 221, Cooperative Experience II .................................................. 1–3
OEFS 222, Aircraft Fire Control ............................................................ 3
OEFS 230, Fire Service Instructor .......................................................... 3
### Technical Requirements 34 credits

- OEF 112, Introduction to Fire Protection .............. 3
- OEF 114, Fundamentals of Fire Behavior & Control ....... 3
- OEF 115, Hazardous Materials Responder .................. 4
- OEF 120, Fire Prevention I .............................. 3
- OEF 128, Apparatus and Equipment ...................... 3
- OEF 203, Fire Management ............................... 3
- OEF 210, Building Construction ......................... 3
- OEF 216, Chemistry of Hazardous Materials .......... 3
- OEF 223, Fire Investigations ........................... 3
- OEF 224, Fire Fighting Tactics and Strategy .......... 3
- OEF 225, Installed Fire Protection Systems .......... 3

### Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

### General Studies

#### Associate of Arts Degree

**Offered at satellite locations only:**

- WSEC 678-6198 • Gadsden 882-3939
- Sunland Park 874-7780

**NOTE:** This program is also described in the NMSU Undergraduate Catalog.

The General Studies curriculum is intended to meet the needs of two types of students: 1) those who would like to pursue a four-year degree but are undecided as to their choice of a major, and 2) those who want to tailor an associate degree to their own specific needs.

### Program Requirements:

#### Associate of Arts (66 credits)

Administered by NMSU College of Arts and Sciences

Undecided students are advised to follow this degree plan because it is flexible and will help structure their selection of classes.

The associate of arts degree represents the completion of the first two years of most bachelor's degree programs in the NMSU College of Arts and Sciences. Since approximately half of the requirements for the associate of arts degree are met with elective courses, it is recommended that students plan these electives to meet other requirements for their planned baccalaureate degree, such as the foreign language requirement or specific requirements within the major.

To complete the associate degree, 66 credits are required. The last 15 credits must be completed at DABCC, NMSU, or any campus of NMSU. While a minimum cumulative grade-point average of 2.0 is required for graduation, students must earn at least a C in each course selected from the basic skills and arts and sciences core requirements area. A maximum of eight credits in applied courses are accepted for electives.

#### Program Content:

**Associate of Arts Degree 66 credits**

- **ENGL 111G, Rhetoric and Composition** ................. 4
- **Mathematics Basic Skills:**
  - Completion of mathematics basic skills as described under "Basic Academic Skills" in the "General Information" chapter of the NMSU Undergraduate Catalog ........... credits vary
- **Liberal Studies:**
  - Three courses, each selected from a different category. Approved categories are English literature, fine arts (i.e., non-applied art, music, and theatre courses), languages (courses numbered 300 or higher), history, philosophy, and W S 202G .......................... credits vary
- **Science:**
  - Three courses selected from three different science departments: astronomy, biology, chemistry, computer science, geology, mathematics, physics, and/or physical geography ........................................... credits vary
- **Social Sciences:**
  - Three courses selected from three different social studies departments: anthropology, communication studies, economics, social geography, government, psychology, sociology, JOUR 105G, JING 200G, or W S 201G .................................................. credits vary
- **Approved Electives:** ................................ (to complete 66 credits)

**NOTE:** A list of courses that fulfill the above areas can be obtained from the director's office at any of DABCC's education centers.

#### Program Requirements:

**Associate Undesignated (66 credits)**

Administered by NMSU Office of Community Colleges/Distance Education

The associate undesignated degree allows students the freedom to design their own two-year program within a minimal framework. Requirements are as follows:

1. Complete a total of 66 credit hours (excludes noncredit courses, such as those with an "N" suffix);
2. Complete ENGL 111G with a C or better;
3. Achieve a 2.0 cumulative GPA; and
4. Complete the last 15 hours at any DABCC center or NMSU campus (last 15 hours may not be gained through CLEP, ACT, challenge credit, or credit from another college/university or correspondence school).

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

### Course Descriptions

Descriptions of courses that can be used to fulfill requirements in these two programs may be found both in this catalog, beginning on page 44, and also in the NMSU Undergraduate Catalog.

### Health Care Assistant

**527-7674**

This versatile program has been designed to allow graduates to take advantage of expanding career opportunities available through the new health-care systems. One may gain the necessary qualifications for work as a phlebotomist, electrocardiogram technician, home-health aide, certified nursing assistant, disability support worker, and/or living assistant for home-bound persons. Graduates of the health-care assistant program may work in a variety of settings, including long-term and acute-care facilities, private homes, clinics, and home-care agencies. In most cases, the work involves providing hands-on care for patients and support services such as drawing blood, operating specialized equipment, and furnishing the results of diagnostic procedures.

Employment opportunities are numerous in Dona Ana County and the surrounding areas. Salaries for those who have completed diverse competencies within the program average well above minimum wage. Once employed, many graduates will find opportunities for on-the-job training and advancement.

Students may use the program as a base from which to branch out into other health-care programs, such as nursing, respiratory care, and radiologic technology.

The program includes classroom theory, laboratory experience, and applied learning in hands-on situations. Because some of the learning takes place off campus, students will need to arrange for their own transportation.

State certification is available in some specific areas.

### Special Admission Requirements

On the first day of class, students are required to submit documentation of current tuberculosis and rubella tests. Each student must also submit proof of current training in basic life support CPR.

Program applicants should inquire at least 60 days prior to the first day of class regarding the possibility...
NOTE: Hepatitis B vaccine immunization is strongly recommended for phlebotomy students.

Program Content (24–28 credits)

General Education Requirements 6–8 credits
Choose one from among the three courses below:
- CCDE 110, General Composition ...
- ENGL 111, Rhetoric and Composition ...
- OEH 101, Comm. for Health Care ...

Choose one of the following two courses:
- CCDM 114, Elementary Algebra ...
- OEH 116, Math for Health Occupations ...

Related Requirements 10–11 credits
- OEH 153, Introduction to Anatomy and Physiology I ...
- OEH 120, Medical Terminology ...
- Approved elective ...

Program Requirements 8–9 credits
- OENA 104, Certified Nursing Assistant Fundamentals ...
- Select course(s) totaling at least 4 credits from among the following:
  - OENA 105, Certified Nursing Assistant Clinicals ...
  - OENA 106, Home Health Assistant ...
  - OENA 107, Medication Assistant ...
  - OENA 108, Disability Support Service ...
  - OENA 109, Phlebotomist Basic ...
  - OENA 110, EGG Technician Basic ...

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Heating, Air Conditioning & Refrigeration

Associate of Applied Science Degree
Certificate of Completion
527-7596

The climate in New Mexico creates a demand for skilled technicians in both heating and cooling because people prefer to live and work in comfort. Every new home, hospital, university building, shopping mall, or office complex requires installation mechanics, service technicians, operating engineers, maintenance foremen, and trained crews to keep complex environmental systems operating efficiently.

The heating, air conditioning, and refrigeration industry is one of the country's most stable. The supply of qualified, trained people has not kept pace with the demand, and new opportunities are opening up all the time. The demand for trained HVACR graduates is also increasing due to Environmental Protection Agency requirements that refrigerants be handled by a certified technician.

Technicians knowledgeable in heating, air conditioning, and refrigeration are also needed in defense, space exploration, and manufacturing. Because climate control is important wherever microprocessors are used in manufacturing or scientific research, skilled technicians are in demand in these fields. Many experienced technicians own and manage their own businesses.

The Heating, Air Conditioning and Refrigeration program at DABCC uses training facilities equipped with the most modern test equipment and tools available. As a student, you will learn to —
- service, repair, and maintain heating, air conditioning, and refrigeration systems;
- read and interpret technical drawings, schematics, and symbols in order to diagnose and troubleshoot problems in a system;
- evaluate, diagnose, and service various mechanical and electrical controls;
- apply the mathematics related to the heating, air conditioning, and refrigeration trade;
- handle customer relations, shop management procedures, and record keeping relative to the trade;
- properly use special tools and testing equipment.

A unique cooperative training program is offered during the final semester to provide students with field experiences. Working side by side with journeymen technicians, students are offered an opportunity to practice and refine their new skills.

Full-time heating, air conditioning, and refrigeration students must purchase a personal set of technician's tools (approximate cost, $600). The tool set includes the basic tools that most employers require on the job. Part-time students will purchase only those tools required by the specific course(s) in which they are enrolled.

Students should also provide their own medical/accident insurance. They need to be in good physical condition and possess the ability and desire to work with their minds and hands.

The curriculum is competency based and uses multimedia classroom instruction and hands-on laboratory exercises. Classroom and laboratory hours are listed in the Schedule of Classes.

All heating, air conditioning, and refrigeration students are eligible to join VICA (Vocational Industrial Clubs of America). VICA membership provides students an opportunity to develop their leadership skills and to become proficient in public speaking and parliamentary procedure. VICA also offers students a chance to demonstrate their occupational skills. Skill competitions are conducted each year in New Mexico for all postsecondary students.

Program Content: Associate Degree (67 credits)

NOTE: Students must receive a C or better in all required OEAR courses

General Education Requirements 10 credits
- OEBU 155, Applied Communication Skills, OR
- COMM 253G, Public Speaking, OR
- COMM 265G, Prin. of Human Communication ...
- ENGL 111G, Rhetoric and Composition ...
- PSY 201G, Introduction to Psychology, OR
- SOC 101G, Introductory Sociology ...

Related Requirements 20 credits
- BOT 209, Business & Technical Communications ...
- EPS 105, Intro. to Microcomputer Tech., OR
- EPS 225, Technical Programming ...
- OCDG 105, Technical Sketching, OR
- Approved Elective ...
- OEDG 190, Finding & Maintaining Employment ...
- OEES 118, Mathematics for Technicians ...
- Approved OEBU Elective ...
- Electives chosen from the following courses ...
- OEAR 104, Domestic Refrigeration ...
- OEAR 110, Professional Development and Leadership ...
- OEAR 220, Intro. to Sheet Metal Fabrication ...
- OEAR 225, N.M. Mech. Codes: HVAC ...
- OEWT 102, Welding Fundamentals ...
- Other Approved Elective(s) ...

Technical Requirements 37 credits
- OEAR 100, EPA Clean Air Act: Section 608* ...
- OEAR 101, Fundamentals of Refrigeration ...
- OEAR 102, Fundamentals of Electricity ...
- OEAR 103, Electrical & Mechanical Controls I ...
- OEAR 205, Commercial Refrigeration Systems ...
- OEAR 207, Residential Air Conditioning Systems ...
- OEAR 209, Residential Heating Systems ...
- OEAR 210, Commercial Air Conditioning and Heating Systems ...
- OEAR 211, Heat Pump Systems ...
- OEAR 213, Practicum ...

Program Content: Certificate (45 credits)
The following curriculum is designed for students who choose the certificate option. The certificate program requires approximately a year and a half to complete.
Hospitality Services

Associate of Applied Science Degree 527-7518

Hospitality and tourism is one of the fastest growing industries in the nation, and in New Mexico it is the largest employment sector. The industry is highly promoted in Las Cruces as well as throughout the state. Those who want to advance rapidly need to develop professional skills in customer service, marketing, and supervision. With an associate degree in hospitality services, you can move into an exciting and rewarding career that gives you the opportunity to meet a variety of people, work in desirable locations, and experience something new at work every day.

Career opportunities are available in:
• front-office operations and reservations
• sales and promotion
• food and beverage operations
• banquet and catering
• finance and accounting
in such settings as:
• resorts
• hotels and motels
• convention facilities
• restaurants

The Hospitality Services associate of applied science degree combines training in hospitality and tourism operations, supervision, communication, marketing, and promotion. Through classroom work, volunteering at industry and sponsored events, and on-site training, students acquire the skills needed to succeed in the hospitality services industry.

This program is designed for people who are entering the hospitality and tourism field, as well as for those who are already employed in the industry and who want to upgrade their professional skills.

Many of the credits earned in the DABCC Hospitality Services program may be applied toward a bachelor’s degree in hospitality and tourism services at NMSU.

Program Content:
Associate Degree (68 credits)

General Education Requirements 19 credits
BOT 106, Business Math, OR MATH 115, Intermediate Algebra 3
COMM 265G, Prin. of Human Communication 3
ECON 251G, Prin. of Macroeconomics, OR Appropriate Business-related Elective 3
ENGL 111G, Rhetoric and Composition 4
PSY 201G, Introduction to Psychology, OR SOC 101G, Introductory Sociology, OR OEBS 240, Human Relations 3
Approved General Education Elective 3

Related Requirements 19 credits
OEBS 201, Resume & Employment Preparation 1
OEBS 231, Legal Issues in Business 3
OECS 105, Intro. to Microcomputer Tech., OR CSCI 110G, Computer Literacy 3
BOT 120, Accounting Procedures I, OR ACCT 252, Financial Accounting 3
BOT 121, Accounting Procedures II, OR ACCT 251, Management Accounting 3
Approved Technology-related Elective:
OECS 215, Spreadsheet Applications, OR OECS 220, Database Application/Design, OR BOT 211, Information Processing I 3

Technical Requirements 30 credits
OEHS 201, Introduction to Hospitality Industry 3
OEHS 202, Front Office Operations 3
OEHS 203, Food and Beverage Operations 3
OEHS 204, Promotion of Hospitality Services 3
OEHS 205, Housekeeping, Maint., & Security 3
OEHS 207, Food and Beverage Service 3
OEHS 208, Hospitality Supervision 3
OEHS 209, Managerial Accounting for Hospitality 3
OEHS 220, Cooperative Experience I 3
OEHS 221, Cooperative Experience II* 3

*NOTE: OEHS 220 and 221 are restricted to OEHS majors; a maximum of six credits of OEHS 220 and 221 may be applied toward a degree.

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Associate Degree (66 credits)

Note: Students must pass ENGL 111G and all OELA courses with a minimum grade of C.

General Education Requirements 19 credits
COMM 265G, Prin. of Human Communication 3
ECON 201G, Introduction to Economics, OR ECON 251G, Principles of Macroeconomics 3
ENGL 111G, Rhetoric and Composition 4
GOVT 100G, American National Government 3
MATH 115, Intermediate Algebra 3
OECS 207, Windows 3
OECS 103, Business & Prof. Comm., OR ENGL 218G, Tech. & Scientific Comm. 3
BOT 120, Accounting Procedures I, OR ACCT 201, Fundamentals of Accounting 1 3
BOT 211, Information Processing I 3

Technical Requirements 34 credits
OELA 160, Legal Systems for the Paralegal 3
OELA 180, Constitutional Law for the Paralegal 3
OELA 190, Criminal Law for the Paralegal 3
OELA 221, Cooperative Experience I 4 2-4
OELA 231, Law of Commerce for the Paralegal 3
OELA 274, Legal Research and Writing for the Legal Assistant I 3
OELA 275, Tort and Insurance Law for the Paralegal 3
OELA 278, Litigation for the Paralegal 3
OELA 279, Legal Research and Writing for the Legal Assistant II 3
OELA 280, Interviewing and Investigation for the Paralegal 3
Approved OELA Electives 3-5
*NOTE: OELA 221 and 222 are restricted to OELA majors; a maximum of six credits of OELA 221 and 222 may be applied toward a degree.

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Library and Information Technology

Associate of Applied Science Degree
Certificate of Completion
Library Media Specialist Endorsement
527-7567

In this Information Age, the role of libraries in providing information needs for the population is expanding. Widespread use of the Internet has spurred a growing demand for library and information specialists in organizing and retrieving information from the vast storehouse that exists.

While library and information centers retain their traditional study tables and shelves full of books, increasingly they are being transformed into computerized clearinghouses for the rapidly evolving information technology. Electronic catalogs, on-line databases, CD-ROM products and the Worldwide Web provide almost unlimited access to the information people need for lifelong learning, and for both work and recreational activities.

Employment opportunities in libraries and throughout the rest of the information management field are growing. Acquiring, organizing and preserving, and providing access to the vast wealth of materials that exist in increasingly automated environments are ongoing challenges. Those who have strong skills in these areas will find themselves in great demand in the job market.

Graduates of the Library Technology program are trained to be skilled information specialists, and are prepared to enter the workforce in a variety of settings and positions, including those found in public libraries and school or academic libraries. They may also choose from the wide spectrum of special library positions that are found in corporate, institutional, and government information centers.

Students will develop research skills by learning to acquire, organize and retrieve information using all formats of materials, including Internet resources. A hands-on cooperative work experience will provide valuable practical training, as well as exposure to library and information services and operations, in an environment chosen in consultation with the student's advisor.

Besides coursework leading to the associate degree, the program also offers courses that fulfill the state requirement for the Library Media Specialist Endorsement for those who have a New Mexico teaching certificate, and a certificate of completion in library and information skills.

Program Content:
Associate Degree (68 credits)

General Education Requirements 19 credits
COMM 265G, Prin. of Human Communication 3
ECON 251G, Principles of Macroeconomics, OR Appropriate Business-related Elective 3
ENGL 111G, Rhetoric and Composition 4
BOT 106, Business Math, OR MATH 115, Intermediate Algebra 3
OECS 240, Human Relations, OR PSY 201G, Introduction to Psychology, OR SOC 101G, Introductory Sociology 3

Related Requirements 13 credits
OECS 105, Introduction to Microcomputer Technology, OR CS 110G, Computer Literacy 3
OEBU 201, Resume & Employment Preparation 1
OECS 105, Introduction to Microcomputer Technology, OR CS 110G, Computer Literacy 3

Technical Requirements 30 credits
OELA 160, Legal Systems for the Paralegal 3
OELT 140, Intro. to Microcomputer Tech., OR CS 110G, Computer Literacy 3
OECS 207, Windows 3
OECS 208, Internet Applications 3
BOT 211, Information Processing I 3

Related Requirements 13 credits
OECS 105, Introduction to Microcomputer Technology, OR CS 110G, Computer Literacy 3
OEBU 201, Resume & Employment Preparation 1
OECS 105, Introduction to Microcomputer Technology, OR CS 110G, Computer Literacy 3

Technical Requirements 30 credits
OELT 150, Legal Systems for the Paralegal 3
OELT 140, Intro. to Microcomputer Tech., OR CS 110G, Computer Literacy 3
OECS 207, Windows 3
OECS 208, Internet Applications 3
BOT 211, Information Processing I 3

Public Services Option
OELT 150, Circulation & Public Services Procedures 3
OELT 250, Information Resources II 3
Program Content: Certificate (24 credits)

The following program is designed for those who desire a specialization in library and information technology skills.

**Technical Requirements 24 credits**

- OELT 100, Introduction to Library and Information Services..................... 3
- OELT 110, Information Resources I....................................................... 3
- OELT 120, Organization of Library Materials........................................... 3
- OELT 130, Technical Processing of Library Materials.................................. 3
- OELT 140, Multimedia Materials & Presentations ....................................... 3
- OELT 160, Circulation and Public Services Procedures................................. 3
- OELT 210, Computer Applications in Library and Information Centers I.......... 3
- OELT 240, Internet Resources and Research Strategies................................ 3

Program Content: Library Media Specialist Endorsement (36 credits)

The Library Media Specialist Endorsement program is designed to meet or exceed the New Mexico State Board of Education required competencies for the endorsement, which went into effect spring 2001. The program prepares entry-level library media specialists for both elementary and secondary level positions.

The program consists of 36 credit hours, with 21 credit hours completed through the Library and Information Technology program at DABCC, and 15 credit hours completed at NMSU.

**DABCC Courses** 21 credits

- OELT 110, Information Resources I....................................................... 3
- OELT 120, Organization of Library Materials........................................... 3
- OELT 130, Tech. Processing of Library Materials...................................... 3
- OELT 140, Multimedia Materials & Presentations ....................................... 3
- OELT 160, Circulation and Public Services Procedures................................. 3
- OELT 203, School Library Media Specialist............................................. 3
- OELT 240, Internet Resources and Research Strategies................................ 3

**NMSU Courses** 15 credits

- ENGL 363, Literature for Children & Young Adults...................................... 3
- RDG 514, Content Area Literacy.................................................................. 3
- RDG 560, Elementary School Literacy I.................................................... 3
- RDG 561, Elementary School Literacy II.................................................... 3
- EDUT 574, Technology Planning & Grant Writing........................................ 3

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

**Manufacturing Technology**

Associate of Applied Science Degree 527-7564

This exciting new program provides students with the skills needed to meet the growing demand for system technicians in the manufacturing industry. The manufacturing technician is responsible for production operation, equipment monitoring, and equipment adjustment, maintenance, and repair in both routine and emergency situations.

The program is based on the skills standards established for the high-tech manufacturing industry by the American Electronics Association's Workforce Skills Project, among others. The curriculum includes first-year electronics courses from the Electronics Technology program. Students completing the Manufacturing Technology program are prepared to operate, maintain, and troubleshoot systems which may include ultrahigh vacuums, pneumatics, hydraulics, and power RF systems.

Manufacturing system technicians who enter this growth field can expect to earn excellent wages and to enjoy ample opportunities for advancement and transfer within the industry.

For more information, call the program coordinator at 527-7564.

**Nursing**

Associate Degree in Nursing 527-7630

The Associate Degree in Nursing program (ADN program) gives students an opportunity to become a registered nurse and a member of a respected and rewarding profession. Nursing is an exciting and growing field which will be part of the health care revolution of the future.

In two years of study the ADN program prepares the graduate for a career as a registered nurse by providing entry-level nursing education. Graduates of the program, “graduate nurses,” are eligible to take the NCLEX-RN licensure exam for registered nurses. After licensure, graduates may pursue a bachelor of science in nursing at a four-year institution, if desired.

ADN graduates are qualified to work in a variety of settings, including hospitals, home health care, and nursing homes.

Nursing courses are team taught, and the teacher-student ratio for clinical and laboratory courses is 1-to-10. In the final semester, students are provided the opportunity to refine previously learned clinical skills through a two-hundred-hour preceptorship at an assigned facility. Among the clinical settings where students may gain experience are Memorial Medical...
Center, William Beaumont Medical Center, Sierra Medical Center, Mimbres Medical Center, University Terrace Good Samaritan Village, Del Sol Medical Center, Las Palmas Medical Center, Del Sol Rehabilitation Center, Las Cruces Nursing Center, Casa de Oro Care Center, El Paso Psychiatric Center, and Thomas Hospital.

DABCC is the only educational institution in Doña Ana County currently accepting students in an ADN program. It is to be understood that program completion does not guarantee licensure, which is controlled by state boards of nursing.

**Special Admission Criteria**

ADN is a limited-entry program accepting 30 students a year in the fall semester. To be considered for admission, students are required to successfully complete the prerequisites, the Nursing Entrance Exam, and the student selection process. Information on job requirements, transfer, and deadlines for applications are available from the Health and Public Service Office (room 190), or by calling 527-7630.

The DABCC ADN program is accredited by the National League for Nursing Accrediting Commission.

Further information on accreditation can be obtained from the NLNAC, 61 Broadway, New York, NY 10006 (telephone 212-363-5555, ext. 153).

NOTE: Applicant who is not a U.S. citizen or who has been convicted of a felony is advised to contact the appropriate state board of nursing regarding eligibility for licensure. Applicants should inquire at least 60 days prior to the first day of class regarding the possibility of criminal history screening and associated fees.

**ADN Prerequisites:**

The following must be completed before applying to the Nursing program:

- High school diploma or GED
- CNA (Certified Nursing Assistant)
- Computer literacy
- Anatomy & physiology coursework, or one year of high school anatomy & physiology with a grade of B or better within the last five years, or OEH 153
- One year of high school chemistry with a minimum grade of B within the last eight years, or CHEM 110G, or CHEM 111, or equivalent within the last eight years with a minimum grade of C
- Math competency at the elementary algebra level, as demonstrated by completion of CCMM 114N with a minimum grade of C, or equivalent as shown by testing
- English 111G with a minimum grade of C, or equivalent

**Program Content:**

**Associate Degree (72 credits)**

Note: Students must receive a C or better in all courses in order to remain in the program. All non-science general education courses in the program must have been completed within 10 years of application to the Nursing program. Chemistry and microbiology must have been completed within eight years of application. Anatomy and physiology must have been completed within five years. Related requirements must be completed before or during the semester in which they are required by the curriculum plan (available in room 190).

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111G, Rhetoric and Composition</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201G, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101G, Introductory Sociology</td>
<td>1</td>
</tr>
</tbody>
</table>

**Related Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OEH 155, Human Maturation, OR</td>
<td>3</td>
</tr>
<tr>
<td>CEP 110G, Growth &amp; Development</td>
<td>4</td>
</tr>
<tr>
<td>OEH 153, Introduction to Anatomy and Physiology I or equivalent</td>
<td>4</td>
</tr>
<tr>
<td>OEH 154, Introductory Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>OEH 225, Nutrition for Health Occupations, OR</td>
<td>3</td>
</tr>
<tr>
<td>HNF 251, Human Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose either the single OEH course or a pair of BIL courses below:

- OEH 253, Microbiology for Health Occ.       | 4       |
- OR

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 119, Drug Calculations</td>
<td>1</td>
</tr>
<tr>
<td>NURS 120, Introduction to Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>NURS 121, Nursing Process: Basic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NURS 122, Skills Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td>NURS 123, Clinical Practice I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 131, Nursing Process: Common Health Deviations</td>
<td>5</td>
</tr>
<tr>
<td>NURS 132, Skills Laboratory II</td>
<td>1</td>
</tr>
<tr>
<td>NURS 133, Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 215, Nursing Process: Multiple Health Deviations</td>
<td>5</td>
</tr>
<tr>
<td>NURS 216, Skills Laboratory III</td>
<td>1</td>
</tr>
<tr>
<td>NURS 217, Clinical Practice III</td>
<td>4</td>
</tr>
<tr>
<td>NURS 230, Professional Practice Issues</td>
<td>2</td>
</tr>
<tr>
<td>NURS 231, Nursing Process: Complex Health Deviations</td>
<td>5</td>
</tr>
<tr>
<td>NURS 232, Skills Laboratory IV</td>
<td>1</td>
</tr>
<tr>
<td>NURS 233, Clinical Practice IV</td>
<td>5</td>
</tr>
</tbody>
</table>

Approved Elective ..................................... 3

**Pre-Business**

Associate of Pre-Business Degree

Offered at satellite locations only:

WSEC 678-6198 • Gadsden 882-3939
Sunland Park 874-7780

NOTE: This program is also described in the NMSU Undergraduate Catalog.

Students who earn the associate of pre-business degree will have completed the first two years of any four-year business degree offered at the NMSU main campus. However, admission to a specific major in the College of Business Administration and Economics is required for enrollment in upper-division coursework.

To complete the associate degree, 66 credits are required, including the general education requirements and lower-division business core described below. A minimum cumulative grade-point average of 2.0 is also required. The last 15 credits must be completed at DABCC or another campus of NMSU.

**Program Content:**

Associate of Pre-Business (66 credits)

Administered by NMSU College Business Admin. & Econ.

**General Education and Other Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 203G, Business English</td>
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<tr>
<td>COMM 255G, Prin. of Human Communication, OR</td>
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<tr>
<td>COMM 253G, Public Speaking</td>
<td>3</td>
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<tr>
<td>PSY 101G, Introduction to Psychology</td>
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<td>SOC 101G, Introductory Sociology</td>
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</table>

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 119, Drug Calculations</td>
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</tr>
<tr>
<td>NURS 120, Introduction to Pharmacology</td>
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<tr>
<td>NURS 121, Nursing Process: Basic Concepts</td>
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<tr>
<td>NURS 122, Skills Laboratory I</td>
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<tr>
<td>NURS 123, Clinical Practice I</td>
<td>2</td>
</tr>
<tr>
<td>NURS 131, Nursing Process: Common Health Deviations</td>
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<tr>
<td>NURS 132, Skills Laboratory II</td>
<td>1</td>
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<tr>
<td>NURS 133, Clinical Practice II</td>
<td>4</td>
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<tr>
<td>NURS 215, Nursing Process: Multiple Health Deviations</td>
<td>5</td>
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<tr>
<td>NURS 216, Skills Laboratory III</td>
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<tr>
<td>NURS 217, Clinical Practice III</td>
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<tr>
<td>NURS 230, Professional Practice Issues</td>
<td>2</td>
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<td>NURS 231, Nursing Process: Complex Health Deviations</td>
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<tr>
<td>NURS 232, Skills Laboratory IV</td>
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<tr>
<td>NURS 233, Clinical Practice IV</td>
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</tbody>
</table>

Approved Elective ..................................... 3

**Course Descriptions**

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Public Health

Associate of Applied Science Degree

527-7630

The Associate of Applied Science in Public Health degree provides the initial coursework to prepare students for a career in public health. Public health is an exciting area of practice that takes a population-based focus to health. Individuals in this field interpret community data to determine health needs and intervention priorities. In addition to implementing needs assessments, they work with community leaders to plan, implement, and evaluate community health education interventions such as smoking cessation, chronic and infectious disease awareness campaigns, vaccination programs, and family planning and prenatal care initiatives. This program is ideal for those who like to work with the public, yet who also like to take the broader view of how to promote the health of communities and groups of citizens.

The degree program fully articulates with the Bachelor of Community Health degree program offered at the main NMSU campus in the Department of Health Science. The main campus Health Science department also offers the Master of Public Health in Community Health Education at the graduate level. The courses in this Associate in Applied Science in Public Health curriculum at DABCC will meet the majority of NMSU's general education degree requirements and are designed to give students a full overview of what public health and community health education practice is all about. There are no special admissions criteria for this program, but prospective majors are advised to arrange an initial degree advising session with the coordinator of DABCC's Health Occupations program in the Division of Health and Public Services at their earliest convenience. The Health Occupations coordinator at DABCC will also be able to advise students regarding choices for elective courses.

Program Content:
Associate Degree (66 credits)

General Education Requirements 26 credits

Biol 101G, Human Biology 4
CS 110G, Computer Literacy, OR
RCS 110G, Introduction to Computerized Information Systems 3
Comm 253G, Public Speaking, OR
Comm 265G, Principles of Human Communication 3
ENGL 111G, Rhetoric & Composition 4
ENGL 218G, Technical & Scientific Communication 3
MATH 210G, Mathematics Appreciation 3
Psy 201G, Introduction to Psychology 3
Soc 101G, Introductory Sociology 3

Arts and Sciences General Requirements 6 credits

One history course from the following: HIST 101G, 102G, 201G, 202G, 211G, 212G, or 221G 3
One course from the following: ART 101G, ART 110G, ENGL 244G, MUS 101G, MUS 201G, or THTR 101G 3

Major Requirements 19 credits

*CHSS 101, Introduction to Human and Community Services 5
*CHSS 216, Ethical and Research Issues in Human and Community Services 3
*CHSS 292, Service Learning Experience in Human and Community Services 5
HI S 100M, Overview to Community Health Education 1
HI S 150, Personal Health and Wellness 3
HI S 275, Foundations of Community Health Education 3
HI S 295, Foundations of Public Health, Epidemiology, and Biostatistics 3

* Proposed course; pending approval

NOTES

1. Grade of C or better required.
2. Majors in economics must have a grade of C or better in ECON 215G, ECON 252G, and ECON 251G (or the equivalent and MATH 142G).
3. See these categories listed in the "General Education Requirements" section of the NMSU Undergraduate Catalog.
4. Should not be taken until sophomore year.

Course Descriptions

Most course descriptions for this program will be found under their program/departmental names, which appear in alphabetical sequence by prefix, starting on page 44. Course descriptions not found in this catalog are listed in the NMSU Undergraduate Catalog.

Radiologic Technology

Associate Degree: Radiologic Technology

527-7581

Radiologic technologists are an important part of the medical team. They take radiographs (x-rays), carry out diagnostic procedures, determine safe exposure limits, and collect technical data necessary to assess client status.

Students in the Radiologic Technology program receive training both in the classroom and in clinical settings, where they work alongside nurses, physicians, and other health-care professionals. In the classroom, students learn about the anatomy and function of the human body, radiographic physics and equipment, and radiographic procedures. Students acquire skills in radiation protection for the patient and for the health professional. Laboratory activities teach the proper positioning of an injured or ill patient. Clinical work offers students training in diagnostic radiology and introduces the student to imaging modalities. The clinical work is offered in Lus Cruses, Carlsbad, Alamogordo, Deming, Silver City, El Paso, and Holloman AFB.

General education and related classes are required prior to applying to the Radiologic Technology program. Upon graduation and successful completion of the national registry exam, persons who enter this field find job opportunities in various health facilities.

The Radiologic Technology Club is an active organization of first- and second-year radiologic technology students. Students participate in money-raising projects to allow them to attend regional, state, and national medical conferences. Several fun activities occur annually.
Special Admissions Criteria
Radiologic Technology is a limited-entry program. The following items are among the criteria considered in the selection of program applicants:
- High school diploma or GED
- Health Occupations Basic Entrance Test scores
- GPA in college-level courses applicable to the Radiologic Technology curriculum
- Overall college GPA
- Completion of prerequisites
- County of residence

A complete list is included in the application packet, available at the Health and Public Services Office in room 190 (phone: 527-7630).

Program Content:
Associate Degree (76 credits)

General Education Requirements 10 credits
ENGL 111G, Rhetoric and Composition .................. 4
MATH 115, Intermediate Algebra, OR
OEOH 116, Math for Health Occupations ........... 3
PSY 201G, Introduction to Psychology, OR
SOC 101G, Introductory Sociology .................. 3

Related Requirements 7 credits
OERS 105, Intro. to Microcomputer Tech., OR
C S 110G, Computer Literacy .................. 3
OEOH 153, Introduction to Anatomy and Physiology 1 .......... 4

Technical Requirements 59 credits
OERT 100, Introduction to Radiologic Technology and Patient Care .................. 2
OERT 101, Radiographic Positioning I .................. 4
OERT 102, Radiographic Positioning II .................. 4
OERT 103, Introduction to Radiographic Imaging .................. 3
OERT 104, Special Radiologic Modalities .................. 2
OERT 105, Radiographic Physics & Equipment .................. 3
OERT 106, Introduction to Clinical Education in Radiology .................. 4
OERT 110, Radiographic Pathology .................. 1
OERT 154, Radiographic Anatomy & Physiology .................. 3
OERT 200, Radiation Biology and Protection .................. 1
OERT 201, Clinical Education I .................. 4
OERT 202, Clinical Education II .................. 11
OERT 203, Clinical Education III .................. 10
OERT 204, Clinical Education IV .................. 4
OERT 205, Radiographic Image Critique .................. 1
OERT 206, Applied Radiographic Procedures .................. 2
OERT 155, Special Topics (OPTIONAL) .................. 1-6
OERT 156, Independent Study (OPTIONAL) .................. 1-6

NOTE: Radiologic Technology majors must have a C or better in all required courses to graduate. After successful completion of all program coursework, students may take the national accreditation examination in radiologic technology.

Course Descriptions
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Respiratory Care

Associate of Applied Science Degree
527-7634

Respiratory care is an allied health specialty encompassing the diagnosis, treatment, management, and prevention of problems affecting the respiratory and cardiovascular systems.

Respiratory care practitioners work side-by-side with physicians, nurses, and other health-care professionals in the hospital setting. They set up oxygen, perform pulmonary function testing, maintain ventilators, administer respiratory drugs, and evaluate patient health status.

Respiratory care is a rapidly growing, people-oriented profession. The demand for practitioners is increasing in New Mexico and throughout the United States. While most graduates continue to find employment in hospitals, opportunities are opening up with medical equipment suppliers and agencies providing home health care to pulmonary patients.

The Respiratory Care program at Dona Ana Branch Community College is a two-year, full-time program that leads to an associate of applied science degree. Through classroom instruction and laboratory practice, students develop the knowledge needed to care for patients. They acquire additional hands-on experience in the clinical setting at local hospitals. The Respiratory Care program is supervised academically and clinically by Dr. Sidney Webb, the medical director who provides physician input to students in the classroom and the clinical setting.

Graduates of the Respiratory Care program will be eligible to sit for both the national certification and registry exams. Certified technicians already in the field who want to become eligible for registry may apply for advanced standing.

Special Admissions Criteria
Respiratory Care is a limited-entry program. The following items are among the criteria considered in the selection of successful program applicants:
- High school diploma or GED
- Health Occupations Basic Entrance Test scores
- GPA in college-level courses applicable to the Respiratory Care curriculum
- Overall college GPA
- Completion of prerequisites
- County of residence

A complete list is included in the application packet, available at the Respiratory Care program office in room 190 (phone: 527-7634).

Program Content:
Associate Degree (76 credits)

General Education Requirements 10 credits
ENGL 111G, Rhetoric and Composition .................. 4
OERS 105, Intro. to Microcomputer Tech., OR
C S 110G, Computer Literacy .................. 3
OEOH 153, Introduction to Anatomy and Physiology 1 .......... 4

Related Requirements 19 credits
OEOH 105, Intro. to Microcomputer Tech., OR
C S 110G, Computer Literacy .................. 3

Technical Requirements 44 credits
OERT 110, Radiographic Pathology .................. 1
OERT 154, Radiographic Anatomy & Physiology .................. 3
OERT 200, Radiation Biology and Protection .................. 1
OERT 201, Clinical Education I .................. 4
OERT 202, Clinical Education II .................. 11
OERT 203, Clinical Education III .................. 10
OERT 204, Clinical Education IV .................. 4
OERT 205, Radiographic Image Critique .................. 1
OERT 206, Applied Radiographic Procedures .................. 2
OERT 155, Special Topics (OPTIONAL) .................. 1-6
OERT 156, Independent Study (OPTIONAL) .................. 1-6

NOTE: Radiologic Technology majors must receive a C or better in all Respiratory Care and related courses in order to remain in the program.
Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Retail Marketing and Merchandising

Associate of Applied Science Degree
Certificate of Completion
527-7633

Now one of the largest sectors in the global economy, retailing offers a chance to work with people and almost unlimited advancement opportunities. Typical positions open to graduates of the Retail Marketing and Merchandising program are sales associate, assistant manager, assistant retail buyer, management trainee, and store stylist/display person.

Students will study merchandising, advertising, salesmanship, business math, computers, human relations, and management. Two options are available under both the associate degree and certificate program: fashion merchandising and retail marketing.

Interested students will have the opportunity to attend a National Career Day Conference at the Dallas Fashion Mart in the spring.

For additional information, contact the program coordinator at 527-7633.

Program Content:
Associate Degree (66 credits)

General Education Requirements 16 credits
BOT 106, Business Mathematics, OR
MATH 115, Intermediate Algebra .................................. 3
COMM 265G, Prin. of Human Communication .................. 3
ECON 251G, Prin. of Macroeconomics, OR
Appropriate Business-related Elective .............................. 3
ENGL 111G, Rhetoric and Composition ............................. 4
PSY 201G, Introduction to Psychology, OR
SOC 101G, Introductory Sociology, OR
OECS 240, Human Relations ......................................... 3

Related Requirements 16 credits
OECS 110, Introduction to Business ................................ 3
OECS 140, Principles of Supervision ................................. 3
OECS 201, Résumé & Employment Preparation .................... 1
OECS 105, Intro. to Microcomputers, OR
CS 110G, Computer Literacy ........................................ 1

Technical Requirements 34 credits
BOT 120, Accounting Procedures 1, OR
ACCT 252, Financial Accounting .................................... 3
BOT 209, Business & Tech. Communication, OR
ENGL 203G, Business & Prof. Comm., OR
ENGL 218G, Tech. & Scientific Comm. ............................. 3

Fashion Merchandising Technology Option
OERM 180, Self Presentation and Etiquette, OR
OERM 255, Special Topics:
Social Psychology of Clothing ....................................... 3
OERM 221/222, Cooperative Experience I/II* ...................... 3-6
*NOTE: OERM 221 and 222 are restricted to OERM majors; a maximum of six credits of OERM 221 and 222 may be applied toward a degree.
OERM 230, Buying and Merchandising ............................... 3
OERM 233, Visual Merchandising ...................................... 3
Approved Computer-related Elective .............................. 3
Approved Division Elective ........................................... 4
Choose one of the following options .............................. 15

Retail Marketing Option
OEBU 126, Retail Management ....................................... 3
OEBU 132, Principles of Salesmanship ............................... 3
OEBU 136, Merchandising, OR
OERM 233, Visual Merchandising ..................................... 3
OEBU 138, Advertising, OR
OEBU 210, Marketing .................................................. 3

Program Content:
Certificate (34 credits)
The certificate program is designed for those who wish to enter the workforce quickly. All credits earned in the certificate program may be applied toward the associate degree.

Technical Requirements 34 credits
BOT 106, Business Math ................................................. 3
OECS 110, Introduction to Business ................................ 3
OECS 201, Résumé & Employment Preparation .................... 1
OECS 205, Customer Services Practices and Techniques ........ 3
OECS 240, Human Relations ........................................... 3
OECS 105, Intro. to Microcomputers ................................. 3
OERM 180, Self Presentation and Etiquette ......................... 5
OERM 221, Cooperative Experience .................................. 3
Choose one of the following options .............................. 12

Unique Program

The Water Technology program is an award-winning, up-to-date technical training opportunity that will open doors to a career anywhere in the United States. Graduates from this two-year program have found work in New Mexico, Colorado, Texas, Arizona, California, Vermont, New Hampshire, and Puerto Rico. More than 300 graduates have begun careers in the water field, working in areas such as the semiconductor industry, the food processing industry, aerospace industry, electrical power industry, city water and wastewater utilities, water reuse or recycling plants, metal plating companies, engineering consulting firms, and state planning offices.

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Water Technology

Associate Degree: Water Utility Operation
Certificate of Completion
527-7584

The Water Technology program is an award-winning, up-to-date technical training opportunity that will open doors to a career anywhere in the United States. Graduates from this two-year program have found work in New Mexico, Colorado, Texas, Arizona, California, Vermont, New Hampshire, and Puerto Rico. More than 300 graduates have begun careers in the water field, working in areas such as the semiconductor industry, the food processing industry, aerospace industry, electrical power industry, city water and wastewater utilities, water reuse or recycling plants, metal plating companies, engineering consulting firms, and state planning offices.

Unique Program

While jobs are widely available, training programs like this one are rare. As the treatment of water becomes more technical, municipalities and industries rely on training programs to fill their needs. Students in this program learn how to clean water to make it safe for drinking and how to purify water to a high quality for use in computer chip manufacturing, food processing, or steam generation. They will also learn how to treat wastewater so it can be safely returned to the environment or reclaimed for beneficial use. Instruction also includes maintaining equipment such as pumps, motors, valves, and chemical feeders; laboratory testing and analysis; and some basics of supervising...
and managing a water utility, including budgets, preventive maintenance schemes, and billing. Various course assignments requiring laboratory data sheets, simple process control spreadsheets, and term papers enable students to sharpen their computer and writing skills. General studies in basic algebra, applied math, water chemistry and microbiology, speech, and technical writing round out the curriculum.

Hands-on Learning

Opportunities for students to gain new knowledge and skills in operations, maintenance, and laboratory areas are provided through classroom training, hands-on laboratories, field trips, guest lectures, and training on the program's own water and wastewater plants.

Before graduating, students will spend a minimum of 180 hours at a cooperative education site with a municipality or industry. Students have found co-ops at water and wastewater plants in Albuquerque, El Paso, Las Cruces, Socorro, Hobbs, Silver City, Mesilla, and Glorieta, and with industries such as Intel in Rio Rancho.

Financial aid beyond loans, grants, work-study monies, and DABCC scholarships include three scholarships specifically for Water Technology students: 1) The Max Summerlot Memorial Scholarship, given to a water technology student in his or her second year in the program; and 2) two scholarships presented by the New Mexico Water and Wastewater Association to students in water technology training.

Program Content:
Associate Degree (66 credits)

NOTE: Students must receive a C or better in English 111G and all required OEWU courses and achieve a cumulative grade-point average of 2.0.

General Education Requirements 13 credits
COMM 265G, Prin. of Human Communication ............. 3
ENGL 111G, Rhetoric and Composition ...................... 4
PSY 210G, Introduction to Psychology, OR SOC 101G, Introductory Sociology ................... 3

Related Requirements 3-6 credits
OEBU 140, Principles of Supervision ....................... 3
Select courses as needed from the following list for the balance of the 66 credits.
OEMG 265, Blueprint Reading for Industry ........... 3
BOT 119, Microcomputer Keyboarding ................... 2
Any other OEBU, OEGS, OEDG, OES, or OEWU course .......... 1-6

Technical Requirements 49-51 credits
OEWU 120, Introduction to Water Systems .......... 3
OEWU 130, Wastewater Collection and Basic Treatment Systems .................... 3
OEWU 140, Applied Water and Wastewater Math I ......... 3
OEWU 160, Systems Maintenance ......................... 4
OEWU 180, Water Chemistry ............................ 3
OEWU 182, Water Chemistry Analysis .................... 1
OEWU 190, Water and Wastewater Microbiology ............ 3
OEWU 192, Water and Wastewater Microbiology Analysis ........ 1
OEWU 200, Cooperative Experience ..................... 3-5
OEWU 210, Cooperative Experience ..................... 3-5
OEWU 220, Water Treatment Systems ..................... 3
OEWU 222, Water Systems Operations .................... 4
OEWU 230, Advanced Wastewater Treatment ............... 4
OEWU 252, Wastewater Systems Operations ............... 1
OEWU 240, Applied Water and Wastewater Math II ......... 3
OEWU 250, Municipal Systems Management ............... 4
OEWU 275, Certification Review ......................... 3
OEWU 278, Advanced Water Chemistry Analysis ............ 3
OEWU 290, Adv. Wastewater Microbiology and Chemistry ........ 3
OEWU 292, Adv. Wastewater Analysis ..................... 3

Program Content:
Certificate of Completion (33 credits)

A one-year curriculum is available for individuals who choose not to pursue the associate degree. Graduates of the one-year program have the capability to work in a municipal water or wastewater treatment plant.

Related Requirements 7-9 credits
OEBU 140, Principles of Supervision I .................... 3
BOT 105, Business English I, OR BOT 119, Microcomputer Keyboarding ........... 3
Approved Electives ......................................... 2-4

Technical Requirements 24-26 credits
OEWU 120, Introduction to Water Systems .......... 3
OEWU 130, Wastewater Collection and Basic Treatment Systems .................... 3
OEWU 140, Applied Water & Wastewater Math I ......... 3
OEWU 160, Systems Maintenance ......................... 4
OEWU 180, Water Chemistry ............................ 3
OEWU 182, Water Chemistry Analysis .................... 1
OEWU 190, Water & Wastewater Microbiology ............ 3
OEWU 192, Water and Wastewater Microbiology Analysis ........ 1
OEWU 200, Cooperative Experience ..................... 3-5

Course Descriptions

Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).

Welding Technology

Associate of Applied Science Degree

Certificate of Completion

527-7597

Although construction employs the largest percentage of today's welders, there are also career opportunities in many other industries. Some find employment in general repair or fabrication shops where they use a wide variety of welding equipment and procedures. Welders are also needed in highway and bridge construction, and in building and construction. Oil and gas pipelines require welders for production and repair. The fabrication of pressure vessels, heat exchangers, automobiles, aircraft, spacecraft, ships, rockets, and missiles demands skilled welders. Welding skills have provided many people with high-paying, satisfying careers.

As a student in the Welding Technology program, you will learn how to set up various types of welding equipment, to perform oxyacetylene welding, shielded metal arc welding, gas tungsten arc welding, flux-core arc welding, submerged arc welding; how to use the oxyfuel and plasma arc metal cutting processes; and how to weld pipe and plate in various positions—flat, horizontal, vertical, and overhead. You will acquire a working knowledge of pipe welding, structural steel welding, and fabrication/shop welding. You will also have many hours of experience in welded fabrication and metal joining.

Welding requires considerable technical knowledge. In the classroom as well as in the laboratory you will learn about

- the structure and properties of metals, the effects of temperature changes, the effects of alloying elements, various fluxes, and gases used for weld shielding;
- the shrinkage and distortion of metals, and the control of expansion and contraction forces;
- common gases and their properties, welding materials, and welding metallurgy;
- metal testing, metal fabrication theory and practice, welding joint design, and how to recognize and avoid welding defects.

You will have the opportunity to qualify for multiple welding certifications issued by a licensed inspector of the American Welding Society (AWS) in accordance with AWS and ASME welding codes.
Since the technical requirements are the same for both the certificate and the associate degree, a student may complete the Welding Technology certificate program before taking the additional associate degree courses. Full-time students can normally complete the certificate (the technical requirements) in two 16-week semesters and one six-week summer session. For the convenience of those who work during the day, all required courses for the certificate are offered in the evening.

The curriculum is competency based and uses multimedia classroom instruction and hands-on laboratory exercises. Courses are self-paced, allowing students to progress at their own rate, and also to set their own classroom and laboratory times. Classroom and laboratory hours are available in the mornings, afternoons, and evenings.

Students must be in good physical condition, free of any chronic respiratory diseases, and able to solve basic mathematical problems. Students must purchase a set of basic hand tools and safety clothing costing approximately $750 and should provide their own medical/accident insurance.

All Welding Technology students can become members of the American Welding Society, and are also eligible to join SkillsUSA-VICA. Membership in this organization provides students an opportunity to develop their leadership skills. SkillsUSA-VICA also offers students a chance to demonstrate their occupational skills. State and national skill competitions are conducted each year for all postsecondary students.

**Program Content:**

**Associate Degree (66 credits)**

In order to complete an associate degree, 24 credits of general and related requirements must be taken in addition to the 43 credits required for the Welding Technology certificate.

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OEBU 255, Applied Communication Skills, OR</td>
<td>3</td>
</tr>
<tr>
<td>COMM 253G, Public Speaking, OR</td>
<td>3</td>
</tr>
<tr>
<td>COMM 265G, Prin. of Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111G, Rhetoric and Composition</td>
<td>4</td>
</tr>
<tr>
<td>OEBU 240, Human Relations, OR</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201G, Introduction to Psychology, OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101G, Introductory Sociology</td>
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**Related Requirements**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BOT 209, Business &amp; Tech. Communications, OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 218G, Tech. &amp; Scientific Communication</td>
<td>3</td>
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</tbody>
</table>

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OEGS 105, Intro. to Microcomputer Tech., OR</td>
<td>3</td>
</tr>
<tr>
<td>OEGS 225, Technical Programming</td>
<td>3</td>
</tr>
<tr>
<td>OEDG 105, Technical Sketching</td>
<td>2</td>
</tr>
<tr>
<td>OEDG 190, Finding &amp; Maintaining Employment, OR</td>
<td>2</td>
</tr>
<tr>
<td>OEBU 201, Résumé Preparation</td>
<td>2</td>
</tr>
<tr>
<td>OEDG 109 Computer Drafting Fundamentals, OR</td>
<td>3</td>
</tr>
<tr>
<td>OES 105, Basic Electricity &amp; Electronics, OR</td>
<td>3</td>
</tr>
<tr>
<td>OEE 110, Basic Electricity &amp; Electronics, OR</td>
<td>3</td>
</tr>
<tr>
<td>OEMN 209, Basic Electricity for Maintenance</td>
<td>3</td>
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<tr>
<td>OETS 118, Mathematics for Technicians</td>
<td>3</td>
</tr>
<tr>
<td>Approved Electives</td>
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**Program Content:**

**Certificate (43 credits)**

**Technical Requirements**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OEWT 100, Structural Welding I</td>
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<tr>
<td>OEWT 110, Blueprint Reading (Welding)</td>
<td>3</td>
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<tr>
<td>OEWT 115, Structural Welding II</td>
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</tr>
<tr>
<td>OEWT 130, Introduction to GMAW</td>
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</tr>
<tr>
<td>OEWT 140, Introduction to GTAW (TIG)</td>
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</tr>
<tr>
<td>OEWT 160, Introduction to SAW and FCAW</td>
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</tr>
<tr>
<td>OEWT 180, GTAW II, OR</td>
<td>3</td>
</tr>
<tr>
<td>OEWT 125, Introduction to Pipe Welding</td>
<td>3</td>
</tr>
<tr>
<td>OEWT 211, Welder Qualification</td>
<td>3</td>
</tr>
<tr>
<td>OEWT 217, Fundamentals of Machining</td>
<td>2</td>
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</tbody>
</table>

The Youth and Adolescent Paraprofessional program is designed to provide graduates with the knowledge and skills to work with school-age children. This associate-degree program will enable students to formulate a working philosophy of education based on an understanding of the whole child. Emphasis is on total child development and guiding the child toward becoming self-reliant and emotionally stable.

In addition, students of this program will develop lifelong abilities, such as self-evaluation, professionalism, communication skills, problem-solving skills, and networking.

There are two options in the Youth and Adolescent Paraprofessional program:

- **General Child Care**, which prepares students for work in child care centers
- **Educational Aide**, which prepares students for work in a public school setting

Opportunities for employment as a paraprofessional exist in schools, child care centers, and home-based programs. The educational aide program is designed for grades four through twelve. Students interested in
working in academic settings with infants through grade three are encouraged to investigate the Early Childhood Education program at New Mexico State University.

Employment opportunities for trained, competent individuals exist nationwide. The community college placement office helps students find career-related employment.

**Program Content:**
**Associate Degree (67-71 credits)**

**General Education Requirements** 17 credits
- BOT 106, Business Mathematics, OR
- MATH 111, Elementary Math, OR
- MATH 115G, Intermediate Algebra 3 credits
- COMM 265G, Prin. of Human Communication, OR
- COMM 253G, Public Speaking 3 credits
- ENGL 111G, Rhetoric and Composition 4 credits
- SOC 101G, Introductory Sociology, OR
- PSY 201G, Introduction to Psychology 3 credits

**Related Requirements** 14-15 credits
- OECS 105, Introduction to Microcomputers, OR
- EDUC 168, Educational Uses of Computers 2-3 credits
- OEBC 240, Human Relations, OR
- *ECED 206, Program Management and Staff Relations in Early Childhood 3 credits

Approved Electives 9 credits

*NOTE: Those choosing the Educational Aide Option need not take OEBC 240 or ECED 206.

**Technical Requirements** 36-39 credits
- OECC 115, Applied Child Development 3 credits
- OECC 120, Child Management 3 credits
- OECC 126, Child Health and Safety 3 credits
- OECC 130, Activities for Children 3 credits
- OECC 135, Professional Development 3 credits
- OECC 140, Field Experience I 3 credits
- OECC 141, Field Experience II 3 credits
- OECC 215, School-Age Child Development 3 credits
- OECC 230, Tutoring Basic Subjects to Children and Adolescents 3 credits
- OECC 235, Children's Diversity Issues 3 credits
- Choose one of the following options 6-9 credits

**General Child Care Option**
- OECC 116, Infant & Toddler Care 3 credits
- OECC 125, Child Nutrition 3 credits

**Educational Aide Option**
- OECC 131, Methods and Applications of Technology in Education 3 credits
- OECC 220, Paraprofessionals in Education 3 credits
- OECC 226, Advanced Methods & Applications of Technology in Education 3 credits

**Course Descriptions**
Course descriptions begin on page 44. They are listed by course number prefix (the sequence of letters appearing before a course number).
Course Descriptions

**ACCT**  Accounting

**ACCT 210. Financial Accounting I**  3 cr.
- Concepts, principles and practices of financial accounting. Determination of income and financial position is stressed. Critical analysis of balance sheet and income statement accounts. Prerequisite: ACCT 202 or consent of instructor. Branch campuses only.

**ACCT 211. Financial Accounting II**  3 cr.
- Continuation of ACCT 210. Prerequisite: ACCT 210. Branch campuses only.

**ACCT 251. Management Accounting**  3 cr.
- Development and use of accounting information for management decision making.

**ACCT 252. Financial Accounting**  3 cr.
- Interpretation and use of financial accounting information for making financing, investing, and operating decisions. Prerequisite: ACCT 251 or consent of instructor.

**ANTH**  Anthropology

**ANTH 115. Native Peoples of North America**  3 cr.
- General survey of the ethnology of selected native American groups: Sioux, Iroquois, Navajo, Pueblo, Natchez, Kwakuitl, and Eskimo.

**ANTH 120G. Human Ancestors**  3 cr.
- Evolutionary history of the human species from its origin in the primate order, with primary emphasis on the evolution of humankind during the past three million years. Examination of the social lives of apes and consideration of similarities to and differences from them. Biological foundations of human behavior, emphasizing thought, movement, and interaction.

**ANTH 125G. Introduction to World Cultures**  3 cr.
- Introductory survey of anthropological studies of human thought and behavior in different world cultures, covering social, cultural, economic, political, and religious practices and beliefs.

**ANTH 201G. Introduction to Anthropology**  3 cr.
- Exploration of human origins and the development of cultural diversity. Topics include biological and cultural evolution, the structure and functions of social institutions, belief systems, language and culture, human-environmental relationships, methods of prehistoric and contemporary cultural analysis, and theories of culture.

**ART**  Art

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

**ASTR**  Astronomy

**ASTR 110G. Introduction to Astronomy**  4 cr. (3+P)
- A survey of the universe. Observations, theories, and methods of modern astronomy. Topics include planets, stars and stellar systems, black holes and neutron stars, supernovas and gaseous nebulae, galaxies and quasars, and cosmology. Emphasis on physical principles involving gravity, light, and optics (telescopes). Generally non-mathematical. Laboratory involves use of the campus observatory and exercises designed to experimentally illustrate principles of astronomy.

**ASTR 210. The Search for Extraterrestrial Life**  3 cr.
- Recent discoveries concerning life within the Solar System are discussed and generalized to other star systems. Current space travel and interstellar communication efforts are reviewed.

**BOT**  Business Office Technology

**BOT 101. Keyboarding Basics**  3 cr. (2+P)
- Covers correct fingering and mastery of the keyboard and to develop skillful operation: formatting business letters, memos, and manuscripts.

**BOT 102. Keyboarding: Document Formatting**  3 cr. (2+P)
- Designed to improve keyboarding speed and accuracy; introduce formats of letters, tables and reports. A speed and accuracy competency requirement must be met. Prerequisite: BOT 101 or consent of instructor.

**BOT 105. Business English I**  3 cr.
- Training and application of the fundamentals of business letters and business English. Prerequisite: BOT 101 or basic computer keyboarding skills and native or near-native Spanish-speaking ability.

**BOT 110. Business Mathematics**  3 cr. (2+P)
- Mathematical applications for business, including training in the touch method of the 10-key calculator. Prerequisite: CCDM 103N or adequate score on math placement exam.

**BOT 109. Business English II**  3 cr.
- Training and application of the fundamentals of punctuation, numbers, basic writing and editing skills. Prerequisite: C or better in BOT 105.

**BOT 111. Records Management**  3 cr.
- Principles, methods and procedures for the selection, operation and control of manual and automated records systems. Prerequisite: BOT 105 or BOT 109.

**BOT 114. Speedwriting Shorthand I**  3 cr. (2+P)
- Principles of speedwriting shorthand and an introduction to dictation and transcription. Prerequisite: minimum keyboarding speed of 30 wpm and C or better in BOT 105 or BOT 109.

**BOT 120. Accounting Procedures I**  3 cr. (2+P)
- Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

**BOT 121. Accounting Procedures II**  3 cr. (2+P)
- Continuation of BOT 120, emphasizing accounting principles and procedures for notes and interest, depreciation, partnerships and corporations, cash flow and financial statement analysis. Prerequisite: BOT 120.

**BOT 135. Keyboarding Technique Review**  3 cr.
- Emphasis on improving keyboarding speed and accuracy. Prerequisite: BOT 101 or equivalent.

**BOT 140. Payroll Accounting**  3 cr. (2+P)
- Payroll procedures including payroll tax forms and deposits. Prerequisite: BOT 120 or consent of instructor.

**BOT 150. Medical Terminology**  3 cr.
- Same as OEHO 120 and NURS 150.

**BOT 170. Office Communications in Spanish I**  3 cr.
- Develop oral and written communications skills of native or near-native speakers of Spanish. The student will learn basic letter writing skills, customer service techniques, and telephone etiquette in Spanish. Prerequisite: BOT 101 or basic computer keyboarding skills and native or near-native Spanish-speaking ability.

**BOT 171. Office Communications in Spanish II**  3 cr.
- Develop oral and written communications skills of native or near-native speakers of Spanish. Emphasis placed on learning the office assistant's role within the office environment. Compose complex business correspondence and learn to make international travel arrangements. Prerequisite: BOT 101 and BOT 170.

**BOT 201. Legal Office Procedures I**  3 cr. (2+P)
- Study of practices and equipment used in the legal environment with an overview of the law library and legal system. Prerequisites: OELA 160 and BOT 211, or consent of instructor. Same as OELA 201.

**BOT 202. Keyboarding Document Production**  3 cr. (2+P)
- Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met. Prerequisites: BOT 102 and BOT 109, or consent of instructor.

**BOT 203. Office Equipment and Procedures I**  3 cr. (2+P)
- Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel. Prerequisites: BOT 106, BOT 109, BOT 110, BOT 129, or equivalent, or concurrent enrollment, or consent of instructor, and BOT 211 or BOT 213.
BOT 204. Office Equipment and Procedures II
3 cr. (2–2P)
A continuation of BOT 203 with advanced study of office practices. Prerequisite: BOT 203. Corequisites: BOT 209, COMM 253G/265G, or consent of instructor.

BOT 205. Microcomputer Accounting I
3 cr. (2–2P)
Introduction to automated accounting systems on microcomputers. Prerequisite: working knowledge of computers and accounting or consent of instructor.

BOT 206. Microcomputer Accounting II
3 cr. (2–2P)
Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. Prerequisites: BOT 121 and OES 215, or consent of instructor.

BOT 207. Machine Transcription
3 cr. (2–2P)
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar. Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures
3 cr. (2–2P)
Records and procedures as applicable to medical offices. Prerequisites: BOT 109, BOT 211, and OES 120.

BOT 209. Business and Technical Communications
3 cr.
Effective written communication skills and techniques for career success in the work place. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions. Prerequisites: ENG 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I
3 cr. (2–2P)
Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Prerequisites: keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

BOT 218. Information Processing II
3 cr. (2–2P)
Advanced information processing techniques using current version of leading software. Prerequisite: BOT 211 or consent of instructor. May be repeated for a maximum of 6 credits.

BOT 219. Information Processing III
3 cr. (2–2P)
Advanced information processing integrating databases, spreadsheets, and other applications in a network environment. Prerequisite: BOT 218 or consent of instructor.

BOT 221. Cooperative Experience I
1–3 cr.
Practical training and personal development which is compatible with the major field of study and career goals of the student. Student is employed at an approved site and is evaluated by the supervisor and instructor. Prerequisite: BOT 102, BOT 110, and BOT 211 and consent of instructor. May be repeated for a maximum of 6 credits. Graded S/U.

BOT 222. Cooperative Experience II
1–3 cr.
Continuation of BOT 221. Prerequisites: BOT 221 and consent of instructor. Graded S/U.

BOT 223. Medical Transcription
3 cr. (2–2P)
Machine transcription for the medical office using medical terminology. Prerequisites: OES 120, BOT 109, and BOT 211, or consent of instructor.

BOT 224. Medical Insurance Billing
3 cr. (2–2P)
Overview of the insurance specialist's role and responsibilities. Emphasis on diagnostic and procedural coding and the claims processing cycle. Prerequisite: OES 120 and BOT 208. May be repeated for a maximum of 6 credits.

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

BOT 242. Not-for-Profit Accounting
3 cr.
Accounting concepts of government and non-government not-for-profit entities. Discussion of fund accounting principles and financial statement preparation. Prerequisites: BOT 120 and BOT 121 or ACC 201 and ACC 202.

BOT 250. Electronic Office Systems
3 cr. (2–2P)
Management of the electronic office: computers, printers, fax machines, scanners, and copiers. Selecting, using, maintaining, and troubleshooting office equipment as well as basic networking concepts. Prerequisite: BOT 211.

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

BOT 298. Independent Study
1–3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: sophomore standing with 3.0 GPA. May be repeated for a maximum of 6 credits.

BUSA* Business Administration and Economics

BUSA 211. Business in a Global Society
3 cr.
Overview of the global environment of business and the development of business as an integrative, cross-disciplinary activity. Prerequisite: BUSA 110G or BUSA 110.

C EP* Counseling and Educational Psychology

C EP 110G. Human Growth and Behavior
3 cr.
Introduction to the principles of human growth and development throughout the life span. Topics include the biological and socio-cultural factors and their interaction on the individual's development; stages of development from prenatal, infancy, childhood, adolescence, adulthood, and middle life to aging; effects of social changes on one's development in contemporary society.

C J* Criminal Justice

C J 101. Introduction to Criminal Justice
3 cr.
Agencies comprising the American criminal justice system. Focus is on the historical development of law enforcement, courts and corrections, and the modern operations of these agencies.

C J 205. Criminal Law I
3 cr.
Rules, principles, and doctrines of criminal liability in the United States. The historical development, limits, and functions of the substantive criminal law. Prerequisite: C J 101 for majors or consent of instructor.

C J 210. The American Law Enforcement System
3 cr.
Historical and philosophical foundations of law and order. An in-depth examination of the various local, state, and federal law enforcement agencies. Prerequisite: C J 101 for majors or consent of instructor.

C J 221. Fundamentals of Criminal Investigation
3 cr.
Investigation procedures from crime scene searches, collection of evidence, and case preparation. Branch campuses only. (Note: students completing C J 221 may not take C J 321.)

C J 230. Introduction to Corrections
3 cr.
Development of correctional philosophy, theory, and practice. Institutional and non-institutional alternatives available in the corrections process. Prerequisite: C J 101 for majors or consent of instructor.

C J 250. Courts and the Criminal Justice System
3 cr.
Structures and functions of American courts. Roles of attorneys, judges, and other court personnel; operation of petit and grand juries, trial and appellate courts. Prerequisite: C J 101 for majors or consent of instructor.

C S* Computer Science

C S 110G. Computer Literacy
3 cr.
Evolution and application of computers; economic and social implications; introduction to programming on microcomputers.
CCDE  Developmental English

CCDE 105N. Effective Communication Skills 4 cr. (3 + 2P)
Instruction and practice in basic communication, including written and oral presentations. Develops thinking, writing, speaking, reading, and listening skills necessary for successful entry to college and university classes. Provides laboratory. RR applicable.

CCDE 110N. General Composition 4 cr. (3 + 2P)
Instruction and practice in preparation for college-level writing. Students will develop and write short essays. Provides laboratory. Prerequisite: CCDE 105N (C or better) or equivalent. RR applicable.

CCDL  Developmental Language

CCDL 101N. Basic Skills in English as a Second Language I 4 cr. (3 + 2P)
Developmental studies course for ESL students. Development of basic skills in speaking, listening, reading, and writing English as a second language with emphasis on speaking and listening. Pronunciation stressed. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 103N. Basic Skills in English as a Second Language II 4 cr. (3 + 2P)
Continuation of CCDL 101N for ESL students. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 105N. Intermediate Skills in English as a Second Language I 4 cr. (3 + 2P)
Intermediate level with emphasis on reading and writing. Grammar and syntax stressed. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDL 107N. Intermediate Skills in English as a Second Language II 4 cr. (3 + 2P)
Continuation of CCDL 105N. Course intended for U.S. citizens and residents who are nonnative speakers of English. Prerequisite: English language screening or consent of instructor.

CCDM  Developmental Mathematics

CCDM 100N. Mathematics Preparation for College Success 1–4 cr.
Mathematics skills course designed for college students with math skills insufficient for success in CCDM 103N. May be repeated for a maximum of 4 credits. RR applicable.

CCDM 103N. Pre-Algebra 4 cr. (3 + 2P)
Fundamental mathematical operations and arithmetic computations. Introduction to algebra and applied geometry. Provides laboratory and individualized instruction. RR applicable.

CCDM 104N. Applied Math I 4 cr. (3 + 2P)
Fundamental mathematical concepts and computational skills necessary for technical trades. Use of calculators, computers, and measuring tools. A hands-on course with laboratory learning. RR applicable.

CCDM 110N. Applied Math II 4 cr. (3 + 2P)
Fundamental algebraic operations necessary for the technical occupations, including algebraic expressions, powers and roots, linear and nonlinear equations, graphing, factoring, and systems of equations. A hands-on course with laboratory learning. Prerequisite: C or better in CCDM 104N. RR applicable.

CCDM 112N. Developmental Algebra I 4 cr. (3 + 2P)
Fundamental algebra operations, variable expressions, solving linear equations, applications of linear equations, polynomials and factoring. Provides laboratory and individualized instruction. Prerequisite: grade of C or better in CCDM 105N or equivalent. RR applicable.

CCDM 113N. Developmental Algebra II 4 cr. (3 + 2P)
Continuation of CCDM 112N. Completion of CCDM 113N meets basic skills requirement. Prerequisite: grade of C or better in CCDM 112N or consent of instructor. RR applicable.

CCDM 114N. Algebra Skills 4 cr. (3 + 2P)
Fundamental algebra operations: algebraic expressions, solving linear equations, factoring, radicals, exponents. Provides laboratory and individualized instruction. Prerequisite: C or better in CCDM 105N. RR applicable.

CCDS  Developmental Skills

CCDS 104N. Comprehensive Reading Development 4 cr. (3 + 2P)
Integration of basic reading skills, including vocabulary development, test comprehension, and critical reading skills. RR applicable.

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

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

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

CHEM*  Chemistry

CHEM 110G. Principles and Applications of Chemistry 4 cr. (3 + 3P)
A survey of the properties and uses of the elements and their compounds. In addition to classical chemistry, attention is paid to the materials from which consumer products are made, to the production of energy, and to environmental considerations. Prerequisite: 3 years of high school math or CCDM 114N.

COLL  College Studies

COLL 101. College/Life Success 1–3 cr.
Provide students with an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students, and contributing community members. Topics include time management, memory techniques, relationships, health issues, money management, and college and community resources.

COLL 108. Academic Reading and Study Skills 1–4 cr.
Introduction to and practice with strategies for effective reading and studying at the college level. Provides laboratory.

COLL 112. Academic Skills for General Science 1–3 cr.
Emphasis on study skills; introduction of atoms, molecules, ions, bonding, measurements, calculations, formulas, physical and chemical properties, cell structure, metabolism, fundamental laws, energy relationships, and laboratory techniques which are appropriate for studying any of the sciences. Prerequisite: consent of instructor. Graded S/U.

COLL 115. Electronic Information Strategies 1 cr.
Development of information research skills for online searching and evaluation.

COLL 120. Career Exploration 1 cr.
Survey of careers possible with community college associate degrees. Information on how to make a career choice.

COLL 122. Introduction to Learning in an Electronic Environment 1–3 cr.
Extends methods of learning and thinking by using communication technology. Interaction with a wide range of electronic information. Focus on technical and student skills necessary for distance learning.

COLL 155. Special Topics 1–4 cr.
Covers specific study skills and critical thinking topics. Specific subtitles to be listed in the Schedule of Classes. May be repeated for a maximum of 8 credits.

COLL 160. Critical Research and Information Technology 1–3 cr.
Thinking skills and technical knowledge necessary to use information technology to solve problems in workplace and academic settings with emphasis on evaluation and synthesis of information gathered. May be repeated for a maximum of 3 credits.
COLL 201. Critical Thinking Skills 3 cr.
Introduction to critical thinking processes. Develops higher order thinking necessary to evaluate clearly, logically, and accurately one's academic and life experiences. Practical emphasis on assertive thinking and perspectives. Prerequisite: placement scores for CDE 110N or higher.

COMM* Communication Studies
COMM 253G. Public Speaking 3 cr.
Principles of effective public speaking, with emphasis on preparing and delivering well-organized, logical, and persuasive arguments adapted to different audiences.

COMM 265G. Principles of Human Communication 3 cr.
Study and practice of interpersonal, small group, and presentation skills essential to effective social, business, and professional interaction.

ECED* Early Childhood Education
ECED 202. Communication and Creative Development in Early Childhood 3 cr.
Knowledge and skills to promote communication and creative development in young children.

ECED 252. Physical and Cognitive Development in Early Childhood 3 cr.
Knowledge and skills to promote physical and cognitive development in young children.

ECON* Economics
ECON 201G. Introduction to Economics 3 cr.
Economic institutions and current issues with special emphasis on the American economy.

ECON 251G. Principles of Macroeconomics 3 cr.
Macroeconomic theory and public policy: national income concepts, unemployment, inflation, inappropriate economic growth, and international payment problems.

ECON 252G. Principles of Microeconomics 3 cr.
Microeconomic theory and public policy: supply and demand, theory of the firm, market allocation of resources, income distribution, competition and monopoly, governmental regulation of businesses and unions.

ENGL* English
ENGL 111G. Rhetoric and Composition 4 cr.
Skills and methods used in writing university-level essays. Prerequisite: ACT standard score in English of 16 or higher during regular semester (20 or above during summer) or successful completion of a developmental writing course or the equivalent.

ENGL 112. Rhetoric and Composition II 2 cr.
A continuation of English 111G for those desiring more work in composition. Weekly themes based on outside reading. Prerequisite: successful completion of ENGL 111G or the equivalent.

Advanced English (ENGL) Courses
Credit for English 111G is prerequisite to every English course numbered 200 or above.

ENGL 203G. Business and Professional Communication 3 cr.
Effective writing for courses and careers in business, law, government, and other professions. Strategies for researching and writing correspondence and reports, with an emphasis on understanding and responding to a variety of communication tasks with a strong purpose, clear organization, and vigorous professional style.

ENGL 211G. Writing in the Humanities and Social Sciences 3 cr.
Theory and practice in interpreting texts from various disciplines in the humanities and social sciences. Strategies for researching, evaluating, constructing, and writing researched arguments. Course subject in the Schedule of Classes.

ENGL 216G. Technical and Scientific Communication 3 cr.
Effective writing for courses and careers in sciences, engineering, and agriculture. Strategies for understanding and presenting technical information for various purposes to various audiences.

ENGL 220. Imaginative Writing 3 cr.
Introduction to imaginative writing. Guided experimentation with short pieces of personal writing, both poetry and prose.

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

ENGL 244G. Literature and Culture 3 cr.
Intensive reading of and discussion and writing about selected masterpieces of world literature. Emphasizes cultural and historical contexts of readings to help students appreciate literary traditions. Core texts include works by Homer, Dante, and Shakespeare, a classic novel, an important non-Western work, and modern literature.

ENGL 261. Masterpieces of Western European Literature, Beginnings to the Renaissance 3 cr.
Great Western European literature from its beginning in the epic and other oral forms to some of the major Renaissance works that form the foundations of much of our modern literary culture.

ENGL 262. Masterpieces of Western European Literature, Post-Renaissance to Modern Times 3 cr.
Modern Western European literary classics, from the seventeenth through the twentieth centuries, with attention to the rise of the novel and other modern forms.

GEOG* Geography
GEOG 111G. Geography of the Natural Environment 4 cr. (3 + 3P)
Introduction to the physical processes that shape the environment: climate and weather, vegetation dynamics and distribution, soil development and classification, and geomorphic processes and landform development.

GEOG 112G. World Regional Geography 3 cr.
Overview of the physical geography, natural resources, cultural landscapes, and current problems of the world's major regions. Students will also examine current events at a variety of geographic scales.

GEOG 120G. Survey of Geography 3 cr.
Study of human-environmental relations: how humans use the environment and leave patterns on the land (cultural landscape). Introduction to basic geographic concepts and human settlement patterns from a geographic perspective. Topics include cities, religion, language, politics, agriculture, and current events.

GEOL* Geology
GEOL 111G. Survey of Geology 4 cr. (3 + 3P)
Fundamental principles of physical geology, including the origin of minerals and rocks, geologic time, rock deformation, and plate tectonics.

GOVT* Government
GOVT 100G. American National Government 3 cr.
U.S. constitutional system; legislative, executive and judicial processes; popular and group influence.

GOVT 110G. Introduction to Political Science 3 cr.
Political concepts and systems; contemporary political issues.

GOVT 150G. American Political Issues 3 cr.
Major contemporary problems of American society and their political implications.

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

HLS* Health Science
HLS 100. Introduction to Health Science 1 cr.
An overview of professional career opportunities in the realm of health science as well as the functional roles of practice, education, administration, and research. Some field trips will be required. Graded S/U.

HLS 150. Personal Health and Wellness 3 cr.
A holistic and multi-disciplinary approach towards promoting positive lifestyles. Special emphasis is placed on major problems that have greatest significance to personal and community health. Topics to include nutrition, stress management, fitness, aging, sexuality, drug education, and others.
JOUR* Journalism

JOUR 105G. Introduction to Mass Communications 3 cr.
Functions and organization of the mass media system in the United States; power of the mass media to affect knowledge, opinions, and social values; and the impact of new technologies.

MATH* Mathematics

MATH 115. Intermediate Algebra 3 cr.
Real numbers, linear equations, inequalities, systems of equations, polynomials and factoring, exponents, powers and roots, quadratic equations, graphing, exponential and logarithmic functions. Prerequisites: high school algebra and an adequate score on the Mathematics Placement Examination (see note above).

MATH 142G. Calculus for the Biological and Management Sciences I 3 cr. (2+2P)
Differential calculus, maxima and minima. The definite integral and antiderivative. Applications. Includes a writing component and overview of the historical development of calculus. Prerequisite: C or better in MATH 115.

MATH 180. Trigonometry 3 cr.
Trigonometric functions, graphs, identities, inverse functions, polar coordinates, and applications. May be taken concurrently with MATH 185. May not be taken for credit by students having credit for MATH 136. Prerequisite: MATH 115 (see note above).

MATH 185. College Algebra 3 cr.
Complex numbers, roots of polynomials, exponential and logarithmic functions, conics, and binomial theorem. May not be taken for credit by students who have completed MATH 135-136. Prerequisite: MATH 115 (see note above).

MATH 191. Calculus and Analytic Geometry I 3 cr.
Algebraic and trigonometric functions, theory and computation of derivatives, approximation, graphing, antiderivatives, the definite integral, Riemann sums, fundamental theorems, and modeling. Prerequisites: MATH 180 and MATH 185 (see note above).

MATH 192. Calculus and Analytic Geometry II 3 cr.
Exponential and logarithmic functions, applications, use of integral tables, numerical integration, modeling, improper integrals, series, Taylor polynomials. Prerequisite: grade of C or better in MATH 191.

MATH 210G. Mathematics Appreciation 3 cr.
Mathematics and its role in the development and maintenance of civilization. Prerequisites: Credit for ENGL 1110 or eligibility to enroll in ENGL 1111, high school algebra, and an adequate score on the Mathematics Placement Examination. (See note above.)

MATH 210G. Mathematics Appreciation 3 cr.
Mathematics and its role in the development and maintenance of civilization. Prerequisites: Credit for ENGL 1110 or eligibility to enroll in ENGL 1111, high school algebra, and an adequate score on the Mathematics Placement Examination. (See note above.)

MATH 230. Matrices and Linear Programming 3 cr.
Linear algebra, linear programming and network models, and applications to the behavioral sciences. Prerequisite: MATH 115 (see note above).

MATH 291. Calculus and Analytic Geometry III 3 cr.
Vector algebra, directional derivatives, Newton’s laws, approximation, max-min problems, Lagrange multipliers, multiple integrals, applications, cylindrical and spherical coordinates, change of variables. Prerequisite: grade of C or better in MATH 192.

MGT* Management

MGT 201G. Introduction to Management 3 cr.
Covers the functioning and administration of different types of complex organizations. Concepts and theories of management and organizational behavior.

MUS* Music

MUS 101G. An Introduction to Music 3 cr.
Introduction to music for the non-music major to encourage the enjoyment of listening to and understanding the world’s great music from the past to the present.

MUS 201G. History of Jazz in Popular Music: A Blending of Cultures 3 cr.
Jazz in popular music as it relates to music history and the development of world cultures.

MUS 230. Applied Music I 2 or 4 cr.
Individual instruction including improvisation skills and techniques. Prerequisite: audition and consent of instructor. May be taken for a maximum of 16 credits.

NURS Nursing

The following courses are restricted to students who have been accepted into the Nursing program. Related courses must be completed successfully before or during the semester in which they are required in the curriculum plan in order to progress in the Nursing program.

NURS 100. Independent Study 1–4 cr.
Individual studies with prior approval of department coordinator. Prerequisite: consent of instructor. May be repeated for a maximum of 10 credits.

NURS 119. Drug Calculations 1 cr. (2P)
Covers techniques for accurate measurement, calculation, and administration of medications and fluids for children and adults. Corequisites: NURS 120, NURS 121, NURS 122, and NURS 123.

NURS 120. Introduction to Pharmacology 1 cr.
General principles of pharmacology including methods of administration, effect on the body, interactions with other drugs, and classifications of drugs. Focus on the nurse’s role in the pharmacologic intervention process. Corequisites: NURS 119, NURS 121, NURS 122, and NURS 123.

NURS 121. Nursing Process: Basic Concepts 3 cr.
Introduction to the principles and techniques of nursing process, communication dynamics, and the helping relationship. Grade of C or better required. Prerequisite: admission to nursing program. Corequisites: NURS 119, NURS 120, NURS 122, and NURS 123.

NURS 122. Skills Laboratory I 1 cr. (3P)
Fundamental nursing skills and relevant scientific principles required for basic clinical practice taught in the laboratory setting. Prerequisite: admission to the nursing program. Corequisites: NURS 119, NURS 120, NURS 121, and NURS 123.

NURS 123. Clinical Practice I 2 cr. (6P)
Introductory clinical using basic nursing skills, knowledge base, and nursing process in a clinical setting. Prerequisite: admission to nursing program. Corequisites: NURS 119, NURS 120, NURS 121 and NURS 122. Graded S/U.

* LIMITED AVAILABILITY—See Schedule of Classes. Classes scheduled at the DACC central campus with the prefix are restricted to DACC majors and students in the University Transition Program.
NURS 131. Nursing Process: Common Health Deviations 5 cr.
Use of the nursing process in teaching, supporting, planning, and providing care for clients of any age who are experiencing common health deviations. Grade of C or better required. Prerequisite: second semester nursing standing. Corequisite: NURS 132 and NURS 133.

NURS 132. Skills Laboratory II 1 cr. (3P)
Learn and practice scientific principles of nursing skills to plan and provide nursing care for clients with common health deviations across the life span. Prerequisite: admission to the nursing program. Corequisite: NURS 131 and NURS 133. Graded S/U.

NURS 133. Clinical Practice II 4 cr. (12P)
Use of nursing skills and principles to plan and provide care based on the nursing process to clients across the life span experiencing common health deviations. Prerequisite: second semester nursing standing. Corequisite: NURS 131 and NURS 133. Graded S/U.

NURS 155. Special Topics 1–6 cr.
Specific subjects to be announced in the Schedule of Classes.

NURS 201. Special Topics 1–4 cr.
Specific topics to be announced in the Schedule of Classes. Prerequisite: admission to the nursing program. May be repeated for a maximum of 10 credits.

NURS 209. Independent Study 1–4 cr.
Individual studies to meet identified student needs. Prerequisite: admission to the nursing program. May be repeated for a maximum of 10 credits.

NURS 215. Nursing process: Multiple Health Deviations 5 cr.
Use of the nursing process in teaching, supporting, planning, and providing care for acutely ill clients of any age experiencing multiple health deviations. Grade of C or better required. Prerequisite: third semester nursing standing. Corequisites: NURS 216 and NURS 217.

NURS 216. Skills Laboratory III 1 cr. (3P)
Learn and practice skills based on scientific principles required to plan and provide care for clients experiencing multiple health deviations. Prerequisite: third semester of nursing program. Corequisites: NURS 215 and NURS 217.

NURS 217. Clinical Practice III 4 cr. (12P)
Use nursing skills and principles to plan and provide care based on the nursing process to clients across the life span with multiple health deviations. Prerequisite: third semester nursing standing. Corequisites: NURS 215 and NURS 216.

NURS 230. Professional Practice Issues 2 cr.
Analysis of the responsibilities and concerns of professional nursing. Grade of C or better required. Prerequisite: fourth-semester nursing standing. Corequisites: NURS 231 and NURS 233.

NURS 231. Nursing Process: Complex Health Deviations 5 cr.
Nursing process in teaching, supporting, planning, and providing care based on principles from the natural and behavioral sciences for clients of any age experiencing complex health deviations. Grade of C or better required. Prerequisite: fourth-semester nursing standing. Corequisites: NURS 230 and NURS 233.

NURS 232. Skills Laboratory IV 1 cr. (3P)
Learn and practice nursing skills based on scientific principles to plan and provide nursing care for clients with complex health deviations. Prerequisite: fourth semester of nursing program. Corequisite: NURS 231 and NURS 233. Graded S/U.

NURS 233. Clinical Practice IV 5 cr. (15P)
Use of nursing skills and principles to plan and provide care based on the nursing process to clients of any age with complex health deviations. Prerequisite: fourth-semester nursing standing. Corequisite: NURS 230 and NURS 233. Graded S/U.

OEAR 100. EPA Clean Air Act: Section 608 1 cr.
Refrigerant certification preparation to include basics of refrigerant handling equipment, ozone depletion and the new legislation, technician categories covered and the certification examination.

OEAR 101. Fundamentals of Refrigeration 4 cr. (3 + 2P)
Refrigeration cycle and the various mechanical components. Use of special tools, equipment, and safety precautions.

OEAR 102. Fundamentals of Electricity 4 cr. (3 + 2P)
Introduction to electricity theory, Ohm's Law, circuits, AC/DC, and practical applications.

OEAR 103. Electrical and Mechanical Controls I 4 cr. (3 + 2P)
Applications of basic electrical and mechanical controls. Reading and drawing diagrams of simple refrigerating equipment. Safe use of testing equipment. Prerequisites: OEAR 101, and OEAR 102, or consent of instructor.

OEAR 104. Domestic Refrigeration 4 cr. (3 + 2P)
Installation and maintenance of refrigeration systems. Prerequisites: OEAR 101, and OEAR 102, or consent of instructor.

OEAR 110. Professional Development and Leadership 1–3 cr.
As members and/or officers of various student professional organizations, students gain experience in leadership, team building, and community service. May be repeated for a maximum of 6 credits.

OEAR 118. Technical Math for Heating, Air Conditioning, and Refrigeration Techniques 3 cr. (2 + 2P)
Geometry, algebra, and basic arithmetic pertaining to mathematical applications in the heating, air conditioning, and refrigeration trades.

OEAR 205. Commercial Refrigeration Systems 4 cr. (3 + 2P)
Service and maintenance of commercial refrigeration equipment to include evacuation and charging procedures, electrical diagrams, and compressors and accessories. Prerequisites: OEAR 101, and OEAR 102, or consent of instructor.

OEAR 207. Residential Air Conditioning Systems 4 cr. (3 + 2P)
Applications and types of equipment used in comfort cooling. Preventive maintenance, service, and repairs common to evaporative coolers and refrigerated air conditioning systems. Air properties and psychrometrics. Prerequisite: OEAR 105 or consent of instructor.

OEAR 209. Residential Heating Systems 4 cr. (3 + 2P)
Gas and electric systems used in comfort heating. Maintenance procedures, safety, troubleshooting, and servicing malfunctions in equipment. Prerequisite: OEAR 103 or consent of instructor.

OEAR 210. Commercial Air Conditioning and Heating Systems 4 cr. (3 + 2P)
Troubleshooting mechanical and electrical problems associated with HVAC equipment in commercial buildings, to include gas, electric, and heat pump systems. Prerequisite: OEAR 103 or consent of instructor.

OEAR 211. Heat Pump Systems 4 cr. (3 + 2P)
Reverse cycle refrigeration systems utilized in comfort heating and cooling. Troubleshooting mechanical electrical problems associated with heat pumps.

OEAR 213. Practicum 4 cr.
Working in the field with journeymen service technicians. Develop and apply job skills. Prerequisite: consent of instructor.

OEAR 220. Introduction to Sheet Metal Fabrication 4 cr. (2 + 4P)
Introduction to sheet metal fabrication to include hands-on practical laboratory applications, cutting and forming procedures, identifying types and gauges. Design and layout techniques. Prerequisite: OETS 118 or equivalent math.

OEAR 225. New Mexico Mechanical Codes: HVAC 1–3 cr.
Principles and regulations developed for HVAC, sheet metal, and plumbing occupations to include terminology, ventilation air supply, exhaust systems, duct systems, combustion air, chimneys and vents, boilers/water heaters, refrigeration, panel and hydronic panel heating, fuel gas piping, storage systems, solar systems, and workshops standards. May be repeated for a maximum of 3 credits.
OEAT 255. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes.

OEAT 260. Special Problems 1-4 cr.
Individual studies related to heating, air conditioning, and refrigeration. Prerequisites: OEAT 101, OEAT 102, and consent of instructor.

OEAT 291. Field Experience 1-6 cr.
Supervised on-the-job training/field experience at an approved work site. Student is supervised and evaluated by the sponsor and instructor. Student will meet with the regularly scheduled class. Prerequisite: consent of instructor.

### OEAT Automotive Technology

#### OEAT 112. Basic Gasoline Engines 5 cr. (2+6P)
Principles of gasoline engine operation. Identification, design, function of engine components; engine disassembly and reassembly; troubleshooting, and rebuilding heads.

#### OEAT 117. Electronic Analysis and Tune-Up of Gasoline Engines 5 cr. (2+6P)
Theory and operation of ignition and emission control systems and fuel system. Use of troubleshooting equipment and diagnostic equipment. Prerequisite: OEAT 120 or consent of instructor.

#### OEAT 118. Technical Math for Mechanics 3 cr. (2+3P)
Mathematical applications for the automotive trade.

#### OEAT 119. Manual Transmission/Clutch 5 cr. (2+6P)
Manual transmission, transfer cases, and clutch operating principles. Students will diagnose problems, remove and replace, disassemble, repair, and assemble units.

#### OEAT 120. Electrical Systems 4 cr. (2+4P)
Troubleshooting and repair of starters, alternators, and associated circuits. Reading electrical diagrams, diagnosis and repair of electrical accessories. Prerequisite: consent of instructor.

#### OEAT 125. Brakes 5 cr. (2+6P)
Theory of operation, diagnosis, repair, and maintenance of disc and drum brakes; safety and use of special tools.

#### OEAT 126. Suspension, Steering, and Alignment 5 cr. (2+6P)
Types of steering systems, suspension maintenance and repair, four-wheel alignment procedures.

#### OEAT 127. Basic Automatic Transmission 4 cr. (2+4P)
Theory and operation of the automatic transmission; maintenance, troubleshooting, diagnosis, and repair of components.

#### OEAT 128. Advanced Automatic Transmission 4 cr. (2+4P)
Overhaul procedures and component repair of automatic transmission and transaxles.

#### OEAT 132. Automotive Air-Conditioning and Heating Systems 4 cr. (2+4P)
Theory and operation, reading schematic diagrams, troubleshooting, repair, and replacement operations performed.

#### OEAT 137. Fuel Systems and Emission Controls 4 cr. (2+4P)
Covers theory and operation of fuel system and emission control. Troubleshooting, vacuum diagrams, overhaul, repair and adjustment of carburetion and fuel injection. Prerequisites: OEAT 117 or consent of instructor.

#### OEAT 140. Principles of Automotive Computer Controls 2 cr.
Theory and operation of common sensors and control systems. Use of proper diagnostic and service procedures.

#### OEAT 221. Cooperative Experience I 1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet on a weekly basis. Graded S/U. Prerequisite: consent of instructor.

#### OEAT 225. Special Problems in Automotive Technology 1-5 cr.
Individual studies in areas directly related to automotive technologies. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

#### OEAT 295. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes.

### OEAV Aviation Technology

#### OEAV 100. Ground School I for Solo Operations 3 cr.
Ground instruction to supplement optional flight instruction for initial solo operations. A student Pilot Certificate/FAA Medical Certificate is optional for those who elect to contract privately with a qualified instructor for flight instruction.

#### OEAV 101. Private Pilot I 3 cr. (2+2P)
Flight and ground instruction to accomplish initial solo operations. A student Pilot Certificate/FAA Medical Certificate is mandatory.

#### OEAV 102. Private Pilot II 3 cr. (2+2P)
Flight and ground instruction to qualify for a Private Pilot license. Includes night training, dual and solo cross country and basic simulated instrument training. Prerequisites: consent of instructor.

#### OEAV 110. History of Aviation 3 cr.
Evolution of aviation industry from inception and military application through modern air transport operation.

#### OEAV 115. Ground School II for Private Pilot License 3 cr.
Ground instruction to supplement optional flight instruction for a private pilot license. Flight training and simulated instrument training is optional for those who elect to contract privately with qualified instructor for flight instruction. Prerequisite: OEAV 110 or consent of instructor.

#### OEAV 121. Private Pilot, Ground Training 3 cr.
Flight training and practical exercise designed to prepare student to pass the Federal Aviation Administration’s Private Pilot Airplane knowledge test and practical test. Prerequisite: consent of instructor.

#### OEAV 122. Private Pilot, Flight Training 3 cr. (1+4P)
Flight training and practical exercise designed to prepare student to pass the Federal Aviation Administration’s Private Pilot Airplane knowledge and practical tests. Prerequisite: OEAV 121 or consent of instructor.

#### OEAV 125. Aviation Weather 3 cr.
Covers causes and effects of weather phenomena and impact on aviation operations.

#### OEAV 128. Instrumentation Rating, Single-Engine Airplane 5 cr. (3+4P)
Ground and flight training and practical exercise designed to prepare student to pass the FAA knowledge test and practical test for the instrument rating in a single-engine airplane. Prerequisites: consent of instructor.

#### OEAV 130. Commercial Pilot I, Single-Engine Airplane 4 cr. (2+4P)
Ground and flight training and practical exercise designed to prepare student to pass the FAA knowledge test and practical test for the commercial certificate in single-engine land airplane. Prerequisite: consent of instructor.

#### OEAV 140. Commercial Pilot II, Single-Engine Airplane 5 cr. (2+6P)
Continuation of OEAV 130 plus actual FAA testing for commercial certificate. Prerequisite: OEAV 140 or consent of instructor.

#### OEAV 210. Fundamentals of Instruction (Pilot) 1 cr.
Ground training designed to prepare student to pass the FAA knowledge test for Fundamentals of Instruction. Prerequisite: consent of instructor.

#### OEAV 220. Certified Flight Instructor, Airplane 3 cr. (2+4P)
Ground and flight training designed to prepare student to pass the FAA knowledge test and practical test for rating as Certified Flight Instructor, Airplane. Prerequisite: OEAV 210 or consent of instructor.

#### OEAV 230. Certified Flight Instructor, Instrument 3 cr. (2+2P)
Ground and flight training designed to prepare student to pass the FAA knowledge test and practical test for rating as Certified Flight Instructor, Instrument Airplane. Prerequisite: consent of instructor.
OEAV 240, Commercial Pilot, Multi-Engine Land Airplane 2 cr. (1 + 2P) Ground and flight training designed to prepare student to pass the FAA practical test for rating as Commercial Pilot, Multi-Engine Land Airplane. Prerequisite: consent of instructor.

OEAV 250, Certified Flight Instructor, Multi-Engine Airplane 3 cr. (2 + 2P) Ground and flight training designed to prepare students to pass the FAA knowledge test for rating as Certified Flight Instructor, Airplane, Multi-Engine. Prerequisite: consent of instructor.

OEBU Business Occupations

OEBU 110, Introduction to Business 3 cr. Terminology and concepts of the business field. Role of accounting, computers, business management, finance, labor, and international business in our society.

OEBU 112, Principles of Banking 3 cr. Banking in today's economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments.

OEBU 126, Retail Management 3 cr. Phases of retailing, including types of retail outlets and basic problems of operating a retail store.

OEBU 132, Principles of Salesmanship 3 cr. Analysis of customer behavior, persuasive communication, process of the sales interview.

OEBU 136, Merchandising 3 cr. Organization and operation of the retail store. Procedures covering merchandising, buying, receiving, pricing, sales promotion, and control.

OEBU 138, Advertising 3 cr. Psychological approach to non-personal consumer persuasion; applied techniques in media selection, layout mechanics, production methods, and campaign structures.

OEBU 140, Principles of Supervision I 3 cr. Emphasis on planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies.

OEBU 170, Spanish for the Business Paraprofessional I 3 cr. Emphasis on developing the oral ability of Spanish native-speakers for use in the local and border business community. Prerequisites: OEBU 110 and native or near-native speakers of Spanish.

OEBU 171, Spanish for the Paraprofessional II 3 cr. Develop oral and reading abilities of native or near-native speakers of Spanish as it relates to the human resources department of small or large businesses; interacting effectively with Spanish-speaking clientele in their own business. Prerequisites: OEBU 110 and OEBU 170.

OEBU 201, Resume and Employment Preparation 1 cr. Resume preparation and employment interviewing techniques.

OEBU 202, Career Management 1 cr. Developing and implementing career plans through decision making framework to gain personal success and satisfaction within today's social and global workforce. Prerequisite: consent of instructor.

OEBU 205, Customer Service Practices/Techniques 3 cr. Techniques to attract and keep customers: communications, phone skills, handling customer complaints.

OEBU 210, Marketing 3 cr. Role of marketing in economy, types of markets, product development, distribution channels, pricing, promotion of goods, market research, consumer motivation, and management of marketing process.

OEBU 211, Marketing for Bankers 3 cr. Concepts and philosophies of marketing: information, research, target, advertising, and market planning. Prerequisite: OEBU 112.

OEBU 212, Supervisory and Leadership Trends 3 cr. Current trends in marketing, merchandising, sales promotion and management; in manufacturing, merchandising and service types of businesses. Extensive use of practical student project. Prerequisites: ENGL 111G, MGT 201G or consent of instructor.

OEBU 213, Consumer Lending 3 cr. Principles of credit evaluation, types of credit, marketing, collections, legal aspects, installment lending, leasing, management, insurance, and rate structure and yields. Prerequisite: OEBU 112.

OEBU 215, Banks and the Money Supply 3 cr. Practical application of the economics of money and banking. Required of all students electing the banking option.

OEBU 220, Cooperative Experience I 1-3 cr. Supervised cooperative work program. Student is employed in an approved occupation, supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U.

OEBU 221, Cooperative Experience II 1-3 cr. Continuation of OEBU 220. Graded S/U.

OEBU 222, Supervision and Labor Relations 3 cr. Federal acts affecting business and industry, supervisor's responsibility for effective labor relations, union contracts, grievance procedures, job and safety instruction.

OEBU 225, Introduction to Commercial Lending 3 cr. Commercial lending overview, the lending process, portfolio management, and regulation and business development. Prerequisite: OEBU 112.

OEBU 231, Legal Issues in Business 3 cr. Application of fundamental legal principles to business transactions. Sources, functions, and objectives of law, including federal and New Mexico court systems and procedures, criminal law, torts, contracts, and sales, and Uniform Commercial Code.

OEBU 232, Personal Finance 1-3 cr. Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust.

OEBU 233, Law and Banking 3 cr. Basic commercial law as it relates to banking and bank transactions. Prerequisite: OEBU 112.

OEBU 235, Credit Administration 3 cr. Covers factors influencing and determining loan policy: methods of credit investigation and analysis, credit techniques, credit problems, and types of loans. Prerequisites: OEBU 213, OEBU 225, or consent of instructor.


OEBU 245, Bank Investments 3 cr. Covers nature of bank investments, relationship of investment management to other functional areas of the bank, and factors that affect investment strategies and decisions. Prerequisite: OEBU 112 or consent of instructor.

OEBU 250, Diversity in the Workplace 3 cr. Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Prerequisite: OEBU 110 or consent of instructor.

OEBU 255, Special Topics I 1-6 cr. Specific subjects to be announced in the Schedule of Classes.

OEBU 260, Real Estate Practice 3 cr. Covers the real estate market, real property ownership and interest, deeds and descriptions, property transfers, contracts, finance and appraising, license law, agency law, and contract law.

OEBU 261, Real Estate Appraisal 3 cr. Principles and techniques of residential real estate appraisal. Not designed to train individuals as independent fee appraisers.

OEBU 263, Real Estate Sales Techniques 3 cr. Improvement of销售 techniques: selling yourself, offers to purchase and counter offers, buyer's rights, meeting objectives, closing techniques, prospecting, and financing.
OEBS 264. Real Estate Law 3 cr.
Case studies based on court interpretation of civil actions involving contract law and agency law; home remedies and obligations of the real estate agent with regard to contract and fiduciary duties owed to the parties represented. Cases taken primarily from New Mexico. Same as OECS 264.

OEBS 265. Real Estate Finance 3 cr.
Financing real property, the money market, sources and cost determinants of mortgage money, financial leverage, value of existing mortgages in relation to the current market, and purchaser qualification.

OEBS 277. Small Business Management 3 cr.
Study of the principles, advantages, and problems of owning or operating a small business. Location, capital, marketing, control, and sales promotion.

OEBS 280. Introduction to Human Resources 3 cr.
Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite: OEBS 110.

OEBS 282. Introduction to International Business Management 3 cr.
Overview of the social, economic and cultural environment of international business transactions. Prerequisite: OEBS 110.

OEBS 283. Introduction to Manufacturing Operations 3 cr.
Introduction to issues related to manufacturing, including an overview of the production system, product design and development, location, layout, forecasting, planning, purchasing, materials/inventory, and quality management. Prerequisites: OEBS 110 and OEBS 140, or consent of instructor.

OEBS 289. Independent Study 1–3 cr.
Individual studies directed by consenting faculty with approval of department head. Prerequisites: sophomore standing with 3.0 GPA. Maximum of 3 credits may be earned.

OECC 115. Applied Child Development 3 cr.
Physical, social, emotional, and cognitive growth patterns of children. Observation and activity planning to optimize development.

OECC 116. Infant and Toddler Care 3 cr.
Emphasis on developmentally appropriate caregiving and teaching techniques for infants and toddlers. Covers physical, social, emotional and cognitive development from birth to age three.

OECC 120. Child Management 3 cr.
Management of children’s daily activities, positive discipline techniques dealing with children and parents.

OECC 125. Child Nutrition 3 cr.
Basic child nutrition, meal preparation, and food sanitation.

OECC 126. Child Health and Safety 3 cr.
Child safety, cardiopulmonary resuscitation, hygiene, childhood illness, and sick child care.

OECC 130. Activities for Children 3 cr.
Creative, age-appropriate activities for children.

OECC 131. Methods and Applications of Technology in Education 3 cr.
Selection, maintenance, and application of technology in educational settings.

OECC 135. Professional Development 3 cr.
Professional and interpersonal skills, including grooming, etiquette, working with parents, multicultural awareness, family dynamics, defensive driving, and working agreements. Corequisite: OECC 140.

OECC 140. Field Experience 3 cr.
Supervised field experience with infant, preschool, and school-age children. Must meet State of New Mexico regulations for child care employment. Prerequisite: consent of instructor. Corequisite: OECC 135.

OECC 141. Field Experience II 3 cr.
Supervised on-site practice with infant, toddler, preschool, and school-age children. To be taken by students desiring more experience with children. Prerequisite: OECC 140 or consent of instructor. Restricted to majors.

OECC 150. Independent Studies 1–6 cr.
Individual studies directed by a consenting faculty member and prior approval of the department head. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Restricted to majors.

OECC 155. Special Topics 1–6 cr.
Topics to be announced in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits. Restricted to majors.

OECC 215. School-Age Child Development 3 cr.
Physical, social, emotional, and cognitive development patterns of school-age children.

OECC 220. Paraprofessionals in Education 3 cr.
Learning to be a productive member of an effective teaching team. Skills and techniques for educational paraprofessionals in preschool, elementary school, middle school, high school special education.

OECC 225. Children’s Diversity Issues 3 cr.
An anti-bias approach and development of an awareness of the variety of community, school and family diversity issues.

OECC 245. Professional Leadership Development 1–3 cr.
Experience in leadership, community service and teamwork through childhood education. May be repeated for a maximum of 6 credits. Restricted to majors. Graded S/U.

OECB 101. Computer Basics 1 cr.
Hands-on instruction to introduce computer use and commonly used software.

OECB 105. Introduction to Microcomputer Technology 3 cr.
History and impact of computers on the economy and society. Development of basic skills in operating systems, word processing, spreadsheets, and databases.

OECB 125. Operating Systems 1–3 cr.
Installation of current operating systems software, and utilities to include systems configuration, file, and hardware management. Prerequisite: C S 110G or C S 105 or consent of instructor. May be repeated for a maximum of 6 credits.

OECB 140. BASIC Programming I 3 cr.
Development of skills in programming business systems using the computer language BASIC. Student will write and run several programs and learn debugging techniques. Prerequisite: C S 110G or C S 105 or consent of instructor.

OECB 141. BASIC Programming II 3 cr.
Advanced programming concepts with business applications. Emphasis on structured programming. Prerequisite: OECB 125 and OECB 140, or consent of instructor. May be repeated for a maximum of 6 credits.

OECB 185. PC Maintenance and Selection I 1–3 cr.
Selecting, installing, configuring, troubleshooting, and maintaining microcomputers and peripheral devices. Prerequisites: OECB 105 and OECB 125, or consent of instructor. May be repeated for a maximum of 6 credits.

OECB 186. C Programming I 3 cr.
Development of skills in programming using the C programming language. Prerequisite: one semester of any programming course or consent of instructor.

OECB 187. C Programming II 3 cr.
Continuation of OECB 186. Prerequisite: OECB 186 or consent of instructor.

OECB 195. Java Programming I 1–3 cr.
Developing skills in programming business systems using the computer language Java. Prerequisite: one semester of any programming course or consent of instructor. May be repeated for a maximum of 9 credits. Restricted to DABC Computer Technology majors.
OECS 196. Java Programming II 1-3 cr.
Continuation of OECS 195. Prerequisite: OECS 195 or consent of instructor. May be repeated for a maximum of 9 credits. Restricted to DABCC Computer Technology majors.

OECS 205. Advanced Operating Systems UNIX/AS 400 3 cr.
Examines operating systems designed for minicomputers and mainframes. Deals with issues involved in maintaining operating systems, creating managing users, and installing and updating software. General procedures for working with operating system will include maintaining disk space, preserving system security, providing mail services, among other topics. Prerequisite: CS 110G.

OECS 207. Windows 1-3 cr.
Windows concepts including program manager, icons, multiple applications and file/disk management. Windows applications introduced. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

OECS 208. Internet Applications 1-2 cr.
Survey of the Internet to include e-mail, file transfer, current search techniques, the World Wide Web and basic Web page development. Prerequisite: OECS 101, OECS 105 or CS 110G, or consent of instructor. May be repeated for a maximum of 6 credits.

OECS 215. Spreadsheet Applications 1-3 cr.
Use of spreadsheets to include graphics and business applications. Prerequisites: CS 110G or OECS 105. May be repeated under different subtitles listed in the Schedule of Classes.

OECS 220. Database Application and Design 1-3 cr.
Creating, sorting, and searching of single and multilf databases to include report generation and program database commands. Prerequisite: CS 110G or OECS 105, programming course, or consent of instructor. May be repeated for a maximum of 6 credits under different subtitles listed in the Schedule of Classes.

OECS 221. Cooperative Experience I 1-3 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Graded S/U.

OECS 222. Cooperative Experience II 1-3 cr.
Continuation of OECS 221. Prerequisite: OECS 221 and consent of instructor. Graded S/U.

OECS 230. Data Communications and Networks I 1-3 cr.
Definition of data communication; survey of hardware and software, and telecommunication systems. Examinations and design of networks. Prerequisites: OECS 105 and OECS 185, or consent of instructor. May be repeated for a maximum of 6 credits.

OECS 231. Data Communications and Networks II 1-3 cr.
Installation and application of popular microcomputer network software. Prerequisite: OECS 230. May be repeated for a maximum of 3 credits.

OECS 232. Implementing and Supporting Networks I 3 cr.
Knowledge and skills relating to post-installation and day-to-day administration tasks in a single-domain or multiple-domain network. Prerequisites: OECS 125, OECS 175, OECS 207, and OECS 230.

OECS 233. Implementing and Supporting Networks II 3 cr.
Implementation, administration, and troubleshooting networks in an enterprise computing environment to include multiple servers, domain and sophisticated server applications. Prerequisite: OECS 232.

Setup, configuration, use and support of Transmission Control Protocol/ Internet Protocol (TCP/IP). Prerequisite: OECS 233. May be repeated for a maximum of 9 credits. Restricted to DABCC Computer Technology majors.

OECS 235. Structure Query Language (SQL) 1-3 cr.
Installation, configuration, administration, and troubleshooting of SQL client/server database management system. Prerequisites: OECS 125, OECS 175, OECS 207, and OECS 230. May be repeated for a maximum of 9 credits.

OECS 236. Network Management 1-3 cr.
Administration and troubleshooting Systems Management Server (SMS). Prerequisite: OECS 125, OECS 175, OECS 207, and OECS 230. May be repeated for a maximum of 9 credits.

OECS 250. Computer Systems Analysis I 3 cr.
Analysis and design of business data processing and information systems. Study of the System Life Cycle. Prerequisites: OECS 105, OECS 125, and OECS 215, or OECS 220, or consent of instructor.

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

Design of modern computer networks utilizing seven layers of OSI reference model, including data conversion, encapsulation, and various addressing techniques.

OECS 262. Configuration of Computer Networks 4 cr.
Installation, configuration, and maintenance of network routers including flow control, editing features, IOS software, upgrades, backups, and protocol addressing. Prerequisite: OECS 261 or consent of instructor.

OECS 263. Computer Network Performance 4 cr.
Design, configuration, and optimization of computer network performance by utilizing bridges, routers, and switches to segment networks and reduce congestion. Prerequisite: OECS 262.

OECS 264. Wide Area Networks 4 cr.
Installation, configuration, and monitoring of wide area network services including L2TP, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR. Prerequisite: OECS 263.

OECS 275. PC Maintenance and Selection II 1-3 cr.
Continuation of OECS 221. Prerequisite: OECS 185 or consent of instructor. May be repeated for a maximum of 6 credits.

OECS 285. Multimedia Methods and Applications 1-3 cr.
Design and authoring of multimedia presentations on the microcomputer to meet business needs. Prerequisites: OECS 105, OECS 125, and OECS 140, or consent of instructor.

OECS 290. Computer Technology Capstone 3 cr.
Refines skills learned in the OECS program. Culminates in a review and practice of advanced software applications. Prerequisites: OECS 105, OECS 125, OECS 215, and OECS 220, or consent of instructor. Corequisite: OECS 250. Restricted to majors.

OECS 299. Independent Study 1-3 cr.
Specific subjects to be determined based on need.

OEDG Drafting and Graphics Technology

OEDG 100. Construction Principles and Blueprint Reading 4 cr. (2+2P)
Introduction to construction materials, methods, and basic cost estimating and blueprint reading applicable to today's residential, commercial, and public works industry. Instruction by blueprint reading and interpretation, field trips, and actual job-site visits and progress evaluation. Same as OEBT 110, OEBR 110.

OEDG 105. Technical Sketching 2 cr. (1+2P)
Freehand, technical sketching techniques and interpretation of drawings with visualization, speed and accuracy highly emphasized. Areas of focus include various trades such as machine parts, welding, heating and cooling, and general building sketches/plan interpretation.

OEDG 108. Manual Drafting Fundamentals 3 cr. (2+2P)
Basic drafting fundamentals including lines, lettering styles, geometric construction, orthographic projection, dimensioning styles, isometrics, perspectives, and sections. Basic plan reading. Topics taught with problems applicable to architectural, civil/surveying, and mechanical/industrial drafting.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OEDG 108</td>
<td>Computer Drafting Fundamentals</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Introduction to computer-aided drafting. Principles and fundamentals of drafting using the latest version of AutoCAD software.</td>
</tr>
<tr>
<td>OEDG 110</td>
<td>Introduction to Drafting</td>
<td>6 cr.</td>
<td>(4 + 4P)</td>
<td>Fundamentals of manual and computer-aided drafting.</td>
</tr>
<tr>
<td>OEDG 114</td>
<td>Mechanical/Industrial Drafting I</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Drafting for mechanical/industrial applications: machine part detailing, assemblies in orthographic, isometric, auxiliary, oblique and sectional views. Field measurement, measuring tools, geometric dimensioning and tolerancing and metric practice. Introduction to the manufacturing/assembly process. Two-dimensional AutoCAD used with the introduction to 3-D AutoCAD. Prerequisite: OEDG 108 and OEDG 109.</td>
</tr>
<tr>
<td>OEDG 118</td>
<td>Geometry for Drafting Technicians</td>
<td>3 cr.</td>
<td></td>
<td>Prerequisite: CCDM 103N. Same as OEBT 118, OET 118, OEPB 118.</td>
</tr>
<tr>
<td>OEDG 120</td>
<td>Construction Drafting I</td>
<td>4 cr.</td>
<td>(2 + 4P)</td>
<td>Basic residential drafting including floor plans, sections, exterior and interior elevations and details, site plans, and roof framing. Residential building and zoning codes, construction materials/methods, and disability design. Drawing and sheet layout using both manual and CAD techniques. Prerequisite: OEDG 108 and OEDG 109. Corequisite: OEDG 100.</td>
</tr>
<tr>
<td>OEDG 130</td>
<td>General Building Codes</td>
<td>4 cr.</td>
<td></td>
<td>Interpretation of the Uniform Building Code, local zoning codes, A.D.A. standards and the Model Energy Code to study construction and design requirements and perform basic plan checking. Corequisite: OEDG 100.</td>
</tr>
<tr>
<td>OEDG 135</td>
<td>Electronics Drafting I</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Drafting as it relates to device symbols: wiring, cabling, harness diagrams and assembly drawings; integrated circuits and printed circuit boards; schematic, flow and logic diagrams; industrial controls and electric power fields. Drawings produced using various CAD software packages. Prerequisite: OEDG 108 and OEDG 109.</td>
</tr>
<tr>
<td>OEDG 142</td>
<td>Surveying Fundamentals</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Elementary surveying and civil drafting theory and techniques for nonengineering majors. Includes traverse plotting, site plans, mapping, cross sections, and development of plan and profile drawings. Actual basic field measurement/surveying as well as extensive manual and CAD projects will be assigned. Prerequisites: OEDG 108, OEDG 109, and OETS 118.</td>
</tr>
<tr>
<td>OEDG 143</td>
<td>Civil/Survey Drafting I</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Introduction to drafting in the field of surveying and civil engineering. Drawings, projects, and terminologies related to topographic surveys/mapping, contour drawings, plan and profiles, improvement plans and street/highway layout. Prerequisite: OEDG 110.</td>
</tr>
<tr>
<td>OEDG 176</td>
<td>Computer Drafting in 3-D</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Computer drafting in three dimensions including wire frame, surface modeling, and solids modeling. Computer generated rendering with surface material applications and ray traced shadows will be introduced. Prerequisites: OEDG 108 and OEDG 109.</td>
</tr>
<tr>
<td>OEDG 189</td>
<td>Finding and Maintaining Employment</td>
<td>2 cr.</td>
<td></td>
<td>Techniques in self-evaluations, resume writing, application completion, job interviewing, and job retention. Exposure to work ethics, employee attitudes, and employer expectations.</td>
</tr>
<tr>
<td>OEDG 214</td>
<td>Mechanical/Industrial Drafting II</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Continuation of OEDG 114. More in-depth, complete and comprehensive working drawings as well as extensive practice with various 3-D, solid-modeling and rendering software applications. Prerequisite: OEDG 114.</td>
</tr>
<tr>
<td>OEDG 230</td>
<td>Construction Utilities Drafting</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Development of drawings for electrical, plumbing, and climate control systems, for residential and commercial buildings. Use of AutoCAD and various architectural/utility software. Prerequisite: OEDG 120.</td>
</tr>
<tr>
<td>OEDG 235</td>
<td>Electronics Drafting II</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Continuation of OEDG 135. Expansion techniques in electronic drafting as it applies to schematic capture, logic diagrams, electronic equipment racks, and printed circuit board documentation. Basic logic simulation, 3-D electronic assemblies and artwork generation for PCB fabrication using various software packages. Prerequisite: OEDG 135.</td>
</tr>
<tr>
<td>OEDG 240</td>
<td>Structural Systems Drafting</td>
<td>4 cr.</td>
<td>(2 + 4P)</td>
<td>Study of foundations, wall systems, floor systems and roof systems in residential, commercial and industrial design/construction. Produce structural drawings including foundation plans, wall and building sections, floor and roof framing plans, shop drawings and details; schedules, materials lists and specifications. Prerequisite: OEDG 120.</td>
</tr>
<tr>
<td>OEDG 242</td>
<td>Civil/Survey Drafting II</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Instruction in the technology and drafting of state plane coordinate systems, route surveying, construction staking, points files, contours, grading plans, and cut and fill calculations. Extensive use of Sofdesk AdCADD Software. Prerequisites: OEDG 142 and OEDG 143 or consent of instructor.</td>
</tr>
<tr>
<td>OEDG 243</td>
<td>Civil/Survey Drafting III</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Using local zoning, development and utility standards for new subdivisions, students create complete construction plans for subdivisions including roadway/lot layout, drainage and utility systems, grading plans, contour plans and plan/profile sheets. Extensive code research required. Extensive use of Sofdesk AdCADD. Prerequisite: OEDG 142 and OEDG 143, or consent of instructor.</td>
</tr>
<tr>
<td>OEDG 255</td>
<td>Special Problems</td>
<td>1-6 cr.</td>
<td></td>
<td>Instructor-approved projects in drafting or related topics specific to the student's individual areas of interest and relevant to the drafting and graphics technology curriculum. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits.</td>
</tr>
<tr>
<td>OEDG 270</td>
<td>Architectural Sketching and Rendering</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Use of freehand sketching, shading and shadowing techniques, 3-D models, and 1-point and 2-point perspectives in the development of architectural presentation drawings. Prerequisite: OEDG 108.</td>
</tr>
<tr>
<td>OEDG 276</td>
<td>Computer Rendering and Animation</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Instruction in development of 3-D animated graphics as used by architects for walk-throughs and fly-arounds; used by designers for simulation, by lawyers for accident reconstruction, by executives for presentations, and for training videos in all types of businesses. Extensive use of 3-D studio and Animator Pro software. Rendering and animation using 3-D studio. Prerequisite: consent of instructor. Corequisite: OEDG 109.</td>
</tr>
<tr>
<td>OEDG 277</td>
<td>Computer Rendering and Animation II</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Continuation of OEDG 276. Project oriented class using primarily 3-D studio software. Focuses on advanced creation of 3-D geometry/rendering and animation techniques. Emphasis on professional multimedia output such as video, C.D.'s and the Internet. Prerequisite: OEDG 276.</td>
</tr>
<tr>
<td>OEDG 278</td>
<td>Advanced CAD Applications</td>
<td>3 cr.</td>
<td>(2 + 2P)</td>
<td>Advanced computer drafting applications including usage techniques, custom development, autodesk programming and interfacing AutoCAD drawings with other programs. Instruction and research on the latest developments in CAD software. Prerequisite: OEDG 108 and OEDG 109.</td>
</tr>
</tbody>
</table>
OEUG 288. Portfolio Development  4 cr. (2 + 4P)
Production of a portfolio of working drawings and related documents to include presentation drawings, material take-offs, cost estimate, specifications, and others. Portfolio individualized to the students degree option and contract with the instructor, and produced using drafting, word processing, and spreadsheet software. Job search activities will also be required. Prerequisite: consent of instructor.

OEUG 290. Special Topics  1-6 cr.
Topics submitted in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OEUG 291. Cooperative Experience  1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student meets with advisor weekly. Prerequisite: consent of instructor. Graded S/U.

OEUG 295. Professional Development and Leadership—DAGA  1-3 cr.
As members and/or officers of student professional organizations, drafting and graphics students gain experience in leadership, team building, and community services. May be repeated for a maximum of 6 credits.

OEEM  Emergency Medical Services

All OEEM courses except OEEM 110 are restricted to OEEM majors.

OEEM 101. CPR for the Health Care Professional  1 cr. (1 + 1P)
Students identify and respond to specific airway, circulation emergencies, AED use and accessing the EMS system. Includes the American Heart Association requirements for CPR course completion. Graded S/U.

OEEM 107. First Responder Refresher  1 cr. (1 + 1P)
A comprehensive review of prehospital emergency medicine for the certified First Responder. To include new material relevant for renewal of the New Mexico First Responder Certification. Prerequisite: consent of instructor. Graded S/U.

OEEM 115. First Responder—Prehospital Professional  3 cr. (2 + 2P)
Provides training in prehospital medical and traumatic emergencies. Corequisite: OEEM 101 or consent of instructor. Requires a C or better required to pass.

OEEM 116. Emergency Medical Technician—Bridge  5 cr. (3 + 5P)
Enhanced skill instruction and didactic integration designed to meet the requirements for an EMT-Basic certificate. Prerequisites: OEEM 101 and OEEM 115, and consent of instructor. Corequisite: OEEM 121. Requires a C or better to pass.

OEEM 120. Emergency Medical Technician—Basic  6 cr.
EMT-Basic skill instruction to include care of soft tissue and muscular/skeletal injuries; circulatory, nervous, general medical and respiratory systems emergencies. Corequisites: OEEM 101, OEEM 120L, and OEEM 121, or consent of instructor. Requires a C or better to pass.

OEEM 120L. Emergency Medical Technician—Basic Lab  2 cr. (6P)
EMT-Basic skill development with emphasis on assessment, skills competency and teamwork in patient care in the prehospital setting. Corequisites: OEEM 101, OEEM 120, and OEEM 121, or consent of instructor. Requires a C or better to pass.

OEEM 121. Emergency Medical Technician—Basic Field/Clinical  1 cr. (3P)
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a C or better to pass.

OEEM 122. Emergency Medical Technician—Basic Advanced Field/Internship  2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisite: current EMT-Basic license and consent of instructor. Requires a C or better to pass.

OEEM 127. Emergency Medical Technician—Basic Refresher  2 cr.
Comprehensive review of prehospital emergency medicine for the EMT-Basic. New material relevant to recertification of the New Mexico EMT-Basic license included. Prerequisite: consent of instructor. Graded S/U.

OEEM 150. Emergency Medical Technician—Intermediate  5 cr.
Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 150L. Emergency Medical Technician—Intermediate Lab  1 cr. (3P)
EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Prerequisites: current EMT-Basic license and consent of instructor. Corequisites: OEEM 150 and OEEM 151. Requires a C or better to pass.

OEEM 151. Emergency Medical Technician—Intermediate Field/Clinical  1 cr. (3P)
Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a C or better to pass.

OEEM 152. Emergency Medical Technician—Intermediate Advanced Field/Internship  2 cr. (6P)
Expanded patient care experience provided through practical scenarios, assigned shifts in the hospital and/or ambulance setting. Prerequisites: current EMT-I license and consent of instructor. Requires a C or better to pass.

OEEM 155. Special Topics  1-6 cr.
Specific topics to be listed in Schedule of Classes. May be repeated for a maximum of 10 credits.

Comprehensive review of prehospital emergency medicine for the licensed EMT-Intermediate. New material relevant to recertification of the New Mexico EMT-Intermediate license included. Prerequisite: consent of instructor. Graded S/U.

OEEM 177. Emergency Medical Services Instructor  4 cr.
Theory of student learning, methodology, instructional components, evaluation, and course coordination for the EMS profession. Prerequisite: consent of instructor. Corequisite: OEEM 177L. Requires a C or better to pass.

OEEM 177L. Emergency Medical Services Instructor Field Experience  2 cr. (6P)
EMS instructor skill development with emphasis on classroom development and implementation. Prerequisite: consent of instructor. Corequisite: OEEM 177. Requires a C or better to pass.

OEEM 200. Independent Study  1-3 cr.
Individual studies with prior approval of department head. Prerequisite: OEEM 155 or NM First Responder Certification and consent of instructor. May be repeated for a maximum 10 credits. Requires a C or better to pass.

OEEM 201. Human Pathophysiology  4 cr. (3 + 3P)
Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 202. EMT-Paramedic I Respiratory Emergencies  3 cr. (2 + 2P)
Review anatomy, physiology and pathophysiology of the respiratory system. Assessment and management of respiratory emergencies and acute respiratory failure in the prehospital setting. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 203. EMT-Paramedic II Trauma Emergencies  2 cr. (1 + 2P)
Study of the effects of trauma on the human body. Assessment and management of trauma patients and scenes, including vehicular extrication. Prerequisites: consent of instructor. Restricted to majors. Requires a C or better to pass.
DEEM 206. Introduction to Advanced Prehospital Care 3 cr. (2 + 2P)
Overview of prehospital care including roles and responsibilities of EMT-P, EMS systems, medical, legal, ethical issues, stress management, medical terminology, medical report writing and communication. Includes ride-along with ambulance and dispatch observation. Requires a C or better to pass.
Prerequisites: consent of instructor. Restricted to majors.

DEEM 207. EMT-Paramedic Pharmacology 2 cr.
Drug actions, factors modifying drugs and dosages: characteristics of drug effects, and drug history and dosages. Prehospital protocol, transport, and common patient prescription medications. Prerequisite: consent of instructor. Requires a C or better to pass.

DEEM 210. Cardiac Rhythm Interpretation 2 cr. (2 + 1P)
Cardiac conduction system: electrophysiology, electrocardiogram, monitor, atrial, sinus, ventricular and junctional dysrhythmias, multiple lead EKG, ECG and 12 lead EKG interpretation. Prerequisite: consent of instructor. Requires a C or better to pass.

DEEM 220L. EMT-Paramedic Lab II 3 cr. (GP)
Continuation of DEEM 220L. Prerequisite: consent of instructor. Requires a C or better to pass.

DEEM 220T. EMT-Paramedic Cardiovascular Emergencies 3 cr. (2 + 3P)
Review anatomy, physiology, and pathophysiology of cardiovascular system. Assessment and management of cardiovascular emergencies in prehospital setting. Prerequisites: second semester standing in EMS program and consent of instructor. Restricted to majors. Requires a C or better to pass.

DEEM 231. EMT-Paramedic Clinical Experience II 3 cr. (GP)
Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisites: second semester standing in EMS program and consent of instructor. Restricted to majors. Requires a C or better to pass.

DEEM 234. EMT-Paramedic Field Experience I 3 cr. (GP)
Continued focus on advanced prehospital skills and knowledge. Successful completion includes meeting at least the minimum required hours and course objectives. Prerequisites: second semester completion in EMS program, DEEM 231, and consent of instructor. Corequisite: DEEM 233. Restricted to majors. Requires a C or better to pass.

DEEM 235. EMT-Paramedic Field Internship II 3 cr. (3P)
Continuation of DEEM 234. Prerequisites: second semester completion in EMS program, DEEM 231, and consent of instructor. May be repeated for a maximum of 6 credits. Requires a C or better to pass.

DEEM 236. EMT-Paramedic Field Internship III 1-3 cr. (3P)
Continuation of DEEM 235. Prerequisites: second semester completion in EMS program, DEEM 231, and consent of instructor. May be repeated for a maximum of 3 credits. Restricted to majors. Requires a C or better to pass.

DEEM 239. Independent Study 1-3 cr.
Individual studies directed by a consenting faculty member and prior approval of the department head. Prerequisite: DEEM 150 and consent of instructor. May be repeated for a maximum of 6 credits. Requires a C or better to pass.

OEES 105. Basic Electricity and Electronics 3 cr. (2 + 2P)
Fundamentals of electricity and electronics, basic circuit devices, meters, transistors, integrated circuits and other solid state devices, computers, fiber optics, and industrial application topics. Prerequisite: either CCDM 103N or CCDM 104N or consent of instructor.

OEES 110. Electronics I 4 cr. (3 + 3P)
Fundamentals of electronics including: components, schematics, Ohm's law, Thévenin's and Norton's theorems, and series/parallel circuits incorporating passive, active and magnetic elements. Introduction to AC circuits. Corequisite: OEES 120.

OEES 120. Mathematics for Electronics 4 cr.
Includes fundamental mathematics, algebra, trigonometry, and other elementary functions as they specifically apply to the operation, manipulation, and evaluation of direct current (DC) and alternating current (AC) circuits. Prerequisite: CCDM 114N or consent of instructor.

OEES 135. Electronics II 4 cr. (3 + 3P)
Analysis of AC circuits, filters, and resonance. Introduction to solid state fundamentals including diodes and rectifier circuits, voltage regulators, various transistors and transistor characteristics, amplification and amplifiers, photovoltaic effects, gates and timing circuits. Prerequisite: OEES 110 and OEES 120.

OEES 155. Electronics CAD and PCB Design 3 cr. (2 + 2P)
Introduction to and the use of commercially available CAD software covering schematic representation of electronic components and circuits. Printed circuit board layout techniques including proper schematic capture, netlist generation, design rule checking and manual routing covered.

OEES 160. Digital Electronics I 4 cr. (3 + 3P)
Number systems, codes, Boolean algebra, logic gates, Karnaugh maps, combination circuits, flip-flops, and digital troubleshooting techniques. Prerequisite: OEES 110 or consent of instructor.
OEES 175. Soldering Practices 2 cr. (A-P)
Methods and techniques of hand soldering in the production of high quality and reliable soldering connections.

OEES 201. Television Theory 3 cr. (2+P)
Origin and development of color television, video characteristics, digital television, VITEs and VFRS channels, broadcast antennas, and transmission lines.

OEES 205. Semiconductor Devices 4 cr. (3+3P)
Analysis and troubleshooting of linear electronic circuits including amplifiers, op-amps, power supplies, and oscillators. Prerequisite: OEES 110.

OEES 210. Electronics Laboratory III 2 cr. (4P)
Circuit breadboard, circuit parameter measurements, emphasis on troubleshooting, fault analysis.

OEES 215. Microprocessor Applications I 4 cr. (3+2P)
Fundamentals of microprocessor architecture and assembly language with an emphasis on hardware interfacing applications. Corequisite: OEES 235.

OEES 220. Electronic Communication Systems 4 cr. (3+2P)
Principles and applications of circuits and devices used in the transmission, reception, and processing of RF, microwave, digital and telecommunications systems. Prerequisite: consent of instructor. Corequisite: OEES 205.

OEES 221. Cooperative Experience I 1–6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisite: consent of instructor.

OEES 222. Cooperative Experience II 1–6 cr.
Continuation of OEES 221. Maximum of 6 credits. Graded S/U. Prerequisite: consent of instructor.

OEES 225. Computer Applications for Technicians 3 cr. (2+2P)
An overview of computer hardware, software applications, operating systems, high level programming languages and networking systems.

OEES 230. Microprocessor Applications II 4 cr. (3+2P)
Advanced microprocessor interfacing techniques. Topics in A/D and D/A conversion, I/O port addressing, decoding, direct memory accessing, and peripheral device interfacing applications. Prerequisite: OEES 215.

OEES 235. Digital Electronics II 3 cr. (2+3P)
Sequential logic circuits, latches, counters, shift registers, fault analysis and troubleshooting of digital ICs, multiplexers, timers, encoders/decoders, arithmetic circuits, pulse shaping, and memory devices. Prerequisite: OEES 160.

OEES 240. Introduction to Photonics 4 cr. (3+2P)
Nature of light, light emitters, lasers, detectors, fiber optics, communications systems, and other applications of light to electronics. Prerequisite: OEES 135 or consent of instructor.

OEES 250. Electronics Systems Analysis 2 cr. (1+3P)
Capstone course emphasizing a systems approach to troubleshooting and maintaining complex electronics systems. Includes program review for technician certification. Prerequisite: consent of instructor.

OEES 255. Special Problems in Electronics 1–6 cr.
Individual studies in areas directly related to electronics. Prerequisites: OEES 110 and consent of instructor. May be repeated for a maximum of 6 credits.

OEES 256. Instrumentation Control and Signal Conditioning 4 cr. (3+2P)
Introduction to sensors and transducers, signal conditioning and transmission for measuring and process control systems. Includes AD, DA converter, small servos and actuators. Prerequisite: OEES 205.

OEES 265. Special Topics 1–6 cr.
Topic to be announced in the Schedule of Classes.

OEET Electrical Apprenticeship

OEET 110. Basic Electricity and Electronics 4 cr. (3+3P)
An introduction to electricity theory and practice, including electron theory, Ohm's law, construction of electrical circuit element, direct and alternating currents, magnetism, transformers, and practical applications. Same as OEAS 102, OEES 105, OEPS 102.

OEET 151. Electrical Apprenticeship I 6 cr.
Apprenticeship responsibilities and benefits as well as first aid and CPR will be covered. Hand tools, electrical theory, and the regulations imposed by national codes and OSHA. Students will apply theory taught in their jobs. Prerequisite: consent of instructor.

OEET 152. Electrical Apprenticeship II 6 cr.
OHM's law circuit sizing and service panel size will be covered in detail. Other topics include low voltage systems, heating and air conditioning circuits, alarm systems and smoke detectors. Prerequisites: OEET 151 and consent of instructor.

OEET 153. Electrical Apprenticeship III 6 cr.
Various electrical measuring devices will be covered in detail. Inductance, transformers, capacitance, and simple motors will be studied. Prerequisites: OEET 152 and consent of instructor.

OEET 154. Electrical Apprenticeship IV 6 cr.
Theory and application of three-phase transformers and autotransformers. Electrical distribution using switchboards, panelboards, and circuit breakers. Prerequisites: OEET 153 and consent of instructor.

OEET 251. Electrical Apprenticeship V 6 cr.
Commercial/industrial applications for electricians. Blueprint interpretation, commercial construction types and processes, wiring methods, wiring materials, and motor controls. Prerequisites: OEET 154 and consent of instructor.

OEET 252. Electrical Apprenticeship VI 6 cr.
In-depth commercial applications to include commercial/industrial service calculations, mobile home parks, multi-family dwellings, and commercial fire/security systems. Prerequisites: OEET 251 and consent of instructor.

OEET 253. Electrical Apprenticeship VII 6 cr.
Control devices in commercial/industrial applications; emphasis on logic in-line diagrams, time delay starters, reversing starters, and manual/magnetic solenoids. Prerequisites: OEET 252 and consent of instructor.

OEET 254. Electrical Apprenticeship VIII 6 cr.
Miscellaneous topics for the journey person electrician to include power distribution/ transmission, solid state controls and relays, photovoltaic and proximity controls and programmable controllers. Prerequisites: OEET 253 and consent of instructor.

OEET 255. Special Topics 1–6 cr.
Topics to be announced in the Schedule of Classes.

OEFS Fire Science Technology

OEFS 101. Fire Fighter IA 4 cr. (3+3P)
Basic concepts and methodologies of fire suppression.

OEFS 102. Fire Fighter IB 4 cr. (3+3P)
Basic concepts and methodologies of fire suppression continued.Requires a week at the Fire Academy in Socorro, New Mexico for hands-on experience. Prerequisite: OEFS 101.

OEFS 103. Physical Awareness 1 cr. (2P)
Physical fitness awareness for the physical requirements of fire fighting. Graded S/U.

OEFS 105. Math for Fire Science 3 cr.
Application of geometry and math to field situations in the fire service including translation of word problems to allow application of formulas for hydraulics, water flow, pre-planning and other applications. Prerequisite: CCDM 114.

OEFS 112. Introduction to Fire Protection 3 cr.
Survey of the field of fire protection in society and fire problems in the United States.

OEFS 114. Fundamentals of Fire Behavior and Control 3 cr.
Theory and fundamentals of how fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques as related to structures. Prerequisite: CHEM 1106 or consent of instructor.
   Training for personnel expected to respond to, and handle defensively, emergencies involving hazardous materials in order to protect people, property, and the environment from as much exposure as possible. Preparation for awareness Level I and operations Level II.

OEFS 126. Fire Prevention 3 cr.
   Inspections, public cooperation and image; recognition of fire hazards, development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology. On-site field inspections in which students describe hazards that violate codes. May be repeated for a maximum of 6 credits.

OEFS 128. Apparatus and Equipment 3 cr.
   Fire apparatus specifications design, construction features, performance factors, and field hydraulics as related to operation and maintenance. Prerequisites: MATH 115 or consent of instructor.

OEFS 130. Firefighter Safety 3 cr.
   Develops a working knowledge of fire scene safety and the responsibilities as a firefighter, as required by NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and adopted by the authority having jurisdiction. Prerequisite: consent of instructor. Restricted to majors.

OEFS 200. Special Topics 1-3 cr.
   Specific subjects to be announced in the Schedule of Classes. Course may be repeated for credit as topics change.

OEFS 201. Independent Study 1-3 cr.
   Research on an approved topic to include an oral and written presentation.

OEFS 202. Wildland Fire Control 1-3 cr.
   Factors affecting wildland fire prevention, fire behavior, and control techniques.

OEFS 203. Fire Management 1-3 cr.
   Supervisory skills necessary to function as a fire officer. Topics include functions and resources of management, fundamentals of fire behavior and the organizational grid, teamwork problem solving, team development strategy for change. Prerequisite: either OEFS 140 or MGT 210G, or consent of instructor. May be repeated for a maximum of 6 credits.

OEFS 204. Managing a Volunteer Fire Department 1 cr.
   Designed for those individuals having responsibilities of managing various facets of volunteer fire departments. Basic management techniques applicable to the administration are reviewed. Principles of planning, organizing and controlling functions, problem solving and motivating volunteers to achieve organization objectives. Prerequisite: consent of instructor. Restricted to majors.

OEFS 205. Fire Chemistry 3 cr.
   Theories of combustion and extinguishment, including the analysis of flammable materials, the nature of extinguishing agents, and the properties of matter affecting fire behavior. Prerequisite: CHEM 110G.

   Building construction and design emphasizing fire resistance and ratings of building materials and assemblies, structural elements relating to fire spread, structural collapse and failure.

   Prepares personnel to stop or prevent the release of hazardous substances in a hazardous materials emergency. Prerequisite: OEFS 115. Corequisite: OEFS 215.

OEFS 215. Hazardous Materials Laboratory 1 cr. (3P)

OEFS 216. Chemistry of Hazardous Materials 3 cr.
   In-depth study of the makeup, handling, regulation, and control of hazardous materials. Prerequisite: CHEM 110.

OEFS 220. Cooperative Experience I 1-3 cr.
   Supervised cooperative work program. Student is employed in an approved occupation and rated by the employer and instructor. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Graded S/U.

OEFS 221. Cooperative Experience II 1-3 cr.
   Continuation of OEFS 220. Prerequisite: consent of instructor. Graded S/U.

OEFS 222. Aircraft Fire Control 3 cr.
   Operating procedures for providing maximum effective use of aircraft and fire fighting equipment for fires and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Aircraft accident preplanning techniques. Emergency standby procedures.

OEFS 223. Fire Investigations 3 cr.
   An intensive hands-on and theory course in the principles of determining cause, recognizing and preserving evidence, interviewing witnesses and suspects, with special emphasis on how this applies to the fire fighter.

OEFS 224. Firefighting Tactics and Strategy 3 cr.
   Efficient and effective utilization of manpower, equipment, and apparatus. Preplanning, ground organization problem solving, ground decision and attack tactics, and strategy as related to structural firefighting. May be repeated for a maximum of 6 credits.

OEFS 225. Installed Fire Protection Systems 3 cr.
   In-depth study of installed systems to include detection and suppression systems. Hands-on training will be given.

OEFS 230. Fire Service Instructor 3 cr.
   Methods and techniques of instruction including oral communication, preparing lesson plans, writing performance objectives, use of training aids, and the selection, evaluation and preparation of performance tests.

OEGR 140. Page Layout for Business Publications I 3 cr. (2 + 2P)
   Creation of publications and presentation materials for businesses using page layout software. Prerequisite: OEGR 109 and BOT 211, or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 160. Image Processing I 3 cr. (2 + 2P)
   Covers techniques in using a raster or bitmap program for digital graphics for business applications such as advertisements, publications, multimedia presentations, and the Web. Prerequisite: OEGR 140 or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 170. Computer Illustration 3 cr. (2 + 2P)
   Preparation of digital graphics with a vector or draw program for use in business applications such as advertisements, publications, multimedia presentations, and the Web. Prerequisite: OEGR 140 (or concurrent enrollment) or OEGR 109 or consent of instructor. May be repeated for a maximum of 6 credits.

   Design principles, type, color, and printing methods and their application to the needs of business. Prerequisite: OEGR 140 or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 220. Cooperative Experience 1-3 cr.
   Supervised cooperative work program. Student is employed in an approved work site and is supervised and rated by the employer and instructor. Prerequisite: sophomore standing and consent of instructor. May be repeated for a maximum of 6 credits. Graded S/U.

OEGR 230. Web Page Development I 3 cr. (2 + 2P)
   Creating and managing well designed, organized Web sites: basic HTML, Web development software, and JavaScript. Prerequisites: OEGR 140 and OEGR 160, or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 240. Page Layout for Business Publications II 3 cr. (2 + 2P)
   Refining of technical designing skills using advanced features of page layout software in preparing a variety of business-related documents. Prerequisite: OEGR 140 or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 255. Special Topics 1-4 cr.
   Specific topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.
OEGR 270. Image Processing II 3 cr. (2 + 2P)
Advanced techniques in editing and manipulating bitmap images for digital graphics for print, multimedia, and the Web. Prerequisite: OEGR 160 or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 275. Web Page Development II 3 cr. (2 + 2P)
Creating and managing complex Web sites using advanced techniques and tools. Prerequisite: OEGR 290. May be repeated for a maximum of 6 credits.

OEGR 280. Principles of Digital Graphics II 3 cr. (2 + 2P)
Reinforcement of technical and designing skills through the integration of various graphics programs. Development of digital graphics portfolio, both traditional and electronic. Prerequisites: OEGR 160, OEGR 170, and OEGR 180, or consent of instructor. May be repeated for a maximum of 6 credits.

Refinement of skills needed to prepare a variety of documents for print and the service bureau and continued development of traditional and electronic portfolio. Prerequisite: either OEGR 140 or OEGR 240 or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 290. Interactive Design for Multimedia 3 cr. (2 + 2P)
Design and development of interactive multimedia projects incorporating graphics, video, sound, and animation. Prerequisites: OECS 285 and OEGR 160, or consent of instructor. May be repeated for a maximum of 6 credits.

OEGR 295. Independent Study 1-3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: minimum 3.0 GPA and sophomore standing. May be repeated for a maximum of 6 credits.

OEGR 298. Independent Study 1-3 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.

OEHO Health Occupations

OEHO 100. Applied Human Biology 3 cr. (2 + 2P)
Designed for pre-allied health students to explore the fundamentals of human biology, physiology functions.

OEHO 101. Communication for Health Care 3 cr.
Oral, written, and affective communication skills for individuals interested in pursuing a career in health care. RR applicable.

OEHO 110. Survey of Health Care Careers 3 cr.
In-depth exploration of a variety of health occupations. Includes some observation experiences. RR applicable.

OEHO 116. Math for Health Occupations 3 cr.
Principles of math and pharmacology necessary for administration of medications. Prerequisite: CCDM 114N or equivalent. RR applicable.

OEHO 120. Medical Terminology 3 cr.
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as NURS 150 and BOT 150.

OEHO 135. Human Mutations 3 cr.
Exploration of cognitive, affective, and kinesthetic concepts of human mutations from conception to death. RR applicable.

OEHO 153. Introduction to Anatomy and Physiology I 4 cr. (3 + 3P)
Survey of human anatomy and physiology. Prerequisite: high school biology or high school chemistry, or CHEM 110G, or consent of instructor.

OEHO 154. Introduction to Anatomy and Physiology II 4 cr. (3 + 3P)
Continuation of OEHO 153. Prerequisites: CHEM 110G and OEHO 153, or consent of instructor.

OEHO 155. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.

OEHO 200. Independent Study 1-4 cr.
Individual studies directed by a consenting faculty member. Prior approval of the department head required. Prerequisite: consent of instructor. May be repeated for a maximum of 10 credits. Restricted to majors.

OEHO 202. Legal and Ethical Issues in Health Care 3 cr.
Consideration of legal and ethical issues in modern health care delivery.

OEHO 225. Nutrition for Health Occupations 3 cr.
Principles of normal and clinical nutrition for health professionals. Prerequisites: high school biology and high school chemistry and CHEM 110G or OEHO 155 or equivalent or consent of instructor. Corequisites: OEHO 154 or consent of instructor.

OEHO 253. Microbiology for Health Occupations 4 cr. (3 + 3P)
Study of the relationship between pathogenic organisms and disease processes. Prerequisites: high school biology and high school chemistry, CHEM 110G, and OEHO 153 or equivalent or consent of instructor. Corequisite: OEHO 154 or equivalent.

OEHO 255. Special Topics 1-6 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 6 credits.

OEHS Hospitality Services

OEHS 201. Introduction to Hospitality Industry 3 cr.
Overview of hospitality industry; organization and operation of lodging, food and beverage, and travel and tourism segments; focus on career opportunities and future trends of hospitality industry.

OEHS 202. Front Office Operations 3 cr.
Hotel/motel front office procedures detailing flow of business, beginning with reservations and extending to the night audit process.

OEHS 203. Food and Beverage Operations 3 cr.
Food service management, sanitation procedures, menu planning, purchasing, storage, and beverage management.

OEHS 204. Promotion of Hospitality Services 3 cr.
Organization of hotel marketing functions; developing a marketing plan to sell the varied services of the hotel/motel property. Prerequisite: OEBU 210 or consent of instructor.

OEHS 205. Housekeeping, Maintenance, and Security 3 cr.
Function of housekeeping departments, including personnel, sanitation, maintenance, and materials. A survey of security procedures to include guest protection and internal security of hotel/motel assets.

OEHS 206. Travel and Tourism Operations 3 cr.
Transportation, wholesale and retail operations, attractions, the traveler, tourism development, and operational characteristics of tourism businesses.

OEHS 207. Food and Beverage Service 3 cr.
In-depth planning and techniques for providing quality service in every type of food and beverage operation.

OEHS 208. Hospitality Supervision 3 cr.
Strategies for directing, leading, managing change and resolving conflict. Prepares students to meet expectations of management, guests, employees, and governmental agencies.

OEHS 209. Managerial Accounting for Hospitality 3 cr.
Prepares students to make effective business decisions based on financial report information; forecasting, budgeting, cost analysis. Prerequisites: either BOT 120 and BOT 121, or ACCT 201 and ACCT 202.

OEHS 210. Banquet Operations 3 cr. (2 + 2P)
Banquet operations, including computer coordination, planning, set up, service, and completion.

OEHS 220. Cooperative Experience I 1-3 cr.
Supervised cooperative work program. Student is employed in an approved hospitality service operation for a minimum of 20 hours per week. Student is supervised and rated by the employer and instructor. Prerequisite: OEHS 201, OEHS 202. May be repeated for a maximum of 3 credits. Graded S/U.

OEHS 221. Cooperative Experience II 1-3 cr.
Continuation of OEHS 220. Prerequisites: OEHS 201, OEHS 202. May be repeated for a maximum of 3 credits. Graded S/U.

OEHS 255. Special Topics 3 cr.
Specific subjects to be announced in the Schedule of Classes. Restricted to majors.

OEHS 259. Independent Study 1-3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: minimum 3.0 GPA and sophomore standing. May be repeated for a maximum of 3 credits.
OELA 160. Legal System for the Paralegal 3 cr.
Introduction to the court system, administrative agencies, functions of law offices, and professional conduct and legal ethics.

OELA 170. Legal Assistant Student Organization 1 cr.
One-credit course for program majors with focus on various aspects of the legal assistant profession. Promotes personal growth and leadership development through community networking and service. Prerequisite: OELA 160. Restricted to majors.

OELA 180. Constitutional Law for the Paralegal 3 cr.
Case study of the U.S. Constitution and Bill of Rights with regard to day-to-day applications in the legal practice. Documents dealing with constitutional problems in both civil and criminal areas of law will be drafted and discussed. Prerequisite: OELA 160.

OELA 200. Legal Ethics for the Legal Assistant 1 cr.
Introduction to ethical dilemmas faced in the workforce and the rules of ethics developed by the American Bar Association, various national legal assistant organizations, and the Supreme Court of New Mexico. Prerequisite: OELA 160.

OELA 201. Legal Office Procedures I 3 cr. (2+2P)
Same as BOT 201.

OELA 204. Computers in the Law Office 3 cr.
Introduction to and development of vital computer skills for the paralegal professional. Materials and assignments are designed to illustrate commonly used computer applications and procedures encountered in the legal office. Prerequisites: OELA 160 and OELS 105. Restricted to OELA majors.

OELA 221. Cooperative Experience I 1-4 cr.
Supervised cooperative work program. Student is employed in an approved occupation and is supervised and rated by the employer and instructor. Student will meet in a weekly class. Prerequisite: OELA 274 and consent of instructor. Restricted to majors.

OELA 222. Cooperative Experience II 1-4 cr.
Continuation of OELA 221. Prerequisite: OELA 274 and consent of instructor. Restricted to majors.

OELA 231. The Law of Commerce for the Paralegal 3 cr.
Law of agency, commercial paper, personal property, consumer rights. Student will study and draft documents relevant to these fields and consider their application and use in routine law practice. Prerequisite: OELA 160.

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

OELA 270. Administrative Law for the Legal Assistant 3 cr.
A study of the substantive law, procedures, and forms involved in practice before governmental agencies including workers' compensation, social security, employment security, and state and local administration. Prerequisite: OELA 160.

OELA 272. Bankruptcy Law for the Legal Assistant 3 cr.
Individual and corporate bankruptcy: the basic principles and processes of bankruptcy law as a system of debtor relief and debt collection. Prerequisite: OELA 160.

OELA 274. Legal Research and Writing for the Legal Assistant I 3 cr.
Legal memoranda, briefs, and pleadings will be prepared and written based on the student's original research. Research materials and techniques will be identified and studied; introduction of computer usage in legal research. Prerequisite: OELA 160.

OELA 275. Tort and Insurance for the Paralegal 3 cr.
Primary legal principles of tort and insurance law and means of establishing insurance plans, types of torts and insurance, as well as use of specific forms and procedures relating to these areas. Prerequisite: OELA 160.

OELA 276. Wills, Trusts, and Probate for the Paralegal 3 cr.
Cases and statutes dealing with wills, trusts, and probate. Emphasis on preparation and drafting of documents and the application of the law and documents to the client's problems. Prerequisite: OELA 160.

OELA 277. Family Law for the Paralegal 3 cr.
Methods of conducting client interviews and drafting of pleadings and research relative to families. Laws relating to marriage, divorce, custody, support, adoption, name change, guardianship, and paternity. Prerequisite: OELA 160.

OELA 278. Litigation for the Paralegal 3 cr.
The law of procedure and evidence will be considered through rules and cases. Case situations will be used to identify and solve problems. Prerequisite: OELA 160.

OELA 279. Legal Research and Writing for the Legal Assistant II 3 cr.
Continuation of OELA 274. Advanced training in legal research problems with a focus on analysis, writing, and preparation of sophisticated legal memoranda and documents. Prerequisite: OELA 274.

OELA 280. Interviewing and Investigation for the Legal Assistant 3 cr.
Techniques of legal interviewing and investigation with emphasis on development of human relations and communication skills. Prerequisite: OELA 160.

OELT 100. Introduction to Library and Information Technology 3 cr.
Orientation to the information field, emphasizing current information field and information technology and trends, types of libraries and services, responsibilities of library personnel, and history of the library and information field.

OELT 110. Information Resources I 3 cr.
Introduction to, and evaluation of, basic information resources (both print and electronic) and their application in library and information centers covering directories, dictionaries, encyclopedias, and indexes. Prerequisite: OELT 100 or consent of instructor.

OELT 120. Organization of Library Materials 3 cr.
Introduction to cataloging in-print and media formats, classification schemes and subject headings, MARC tagging and MARC record editing, and the structure and use of on-line catalogs. Prerequisite: OELT 100 or consent of instructor.

OELT 130. Technical Processing of Library Materials 3 cr.
Introduction to automated processing techniques in libraries, including ordering and processing materials, materials maintenance and repair, serials control, and interlibrary loan procedures. Prerequisite: OELT 100 or consent of instructor.

OELT 140. Multimedia Materials and Presentations 3 cr.
Introduction to the use of current audiovisual and computer technologies in the creation of materials and presentations. Includes operation and maintenance of A/V equipment, desktop publishing, and Power Point presentations. Prerequisite: OELT 120 or consent of instructor.

OELT 150. Library Services for Children and Young Adults 3 cr.
Library services for children and young adults with an overview of materials, programs and services for this population. Prerequisite: OELT 100.

OELT 160. Circulation and Public Services Procedures for the Library Technician 3 cr.
Public service ethics and relations. Automated and manual circulation procedures, control and security of library materials. Simple book mending and other preservation techniques. Use of displays, exhibits, and outreach. Reserve desk organization and procedures. Interlibrary loan procedures and protocols. Prerequisite: OELT 100 or consent of instructor.

OELT 203. School Library Media Specialist 3 cr.
Principles and practice of management of the school library media center, with an emphasis on its specific educational mission including funding, materials acquisitions and processing, circulation procedures, and personnel issues, with an emphasis on current technologies. Prerequisites: OELT 110, OELT 120 and OELT 130.
OELT 210. Computer Applications in Library and Information Centers I 3 cr.
Applications of automated integrated library systems currently used in library and information centers. Prerequisites: OELT 240 and OEC 207, or consent of instructor.

OELT 220. Computer Applications in Library and Information Centers II 3 cr.
Covers computer applications for information managers working at the systems administration level. Prerequisites: OELT 210, OEC 208, and OEC 230, or consent of instructor.

OELT 221. Library Technician Cooperative Experience 3 cr.
Supervised work experience in a public, academic, school or special library. Exposure to various aspects of library service and procedures. Prerequisites: OELT 201 and OELT 202, and either OELT 203 or OELT 204. Graded S/U.

OELT 240. Internet Resources and Research Strategies 3 cr.
A Web-based course to develop skills in retrieving and evaluating information found on the Internet and in selected Internet-accessible databases. Focus on resources in business, law, and medicine. Prerequisites: OELT 110 or consent of instructor.

OELT 250. Information Resources II 3 cr.
Evaluation and use of specialized information resources (both print and electronic) in business, law, medicine, the sciences, social sciences, and government documents. Prerequisites: OELT 110 or consent of instructor.

OELT 255. Special Topics 1-3 cr.
Special topics to be announced in the Schedule of Classes. Prerequisite: OELT 100 or consent of instructor. May be repeated for a maximum of 3 credits.

OELT 260. Advanced Cataloging for the Library Technician 3 cr.
Special problems in the cataloging of nonprint materials, state and federal documents, maps, realia. In-depth analysis of MARC tags and automated cataloging techniques. Prerequisites: OELT 120 and OELT 140, or consent of instructor.

OELT 270. Library Tech Capstone 3 cr.
Culmination of all technical courses that are required to receive an associate degree in library technology. Prerequisite: consent of instructor. Restricted to majors.

OELT 280. Independent Study 3 cr.
Individual studies directed by consenting faculty with prior approval of department head. Prerequisite: 3.0 GPA. Restricted to majors.

OEMG 115. Print Reading for Industry 3 cr. (2 + 2P)
Reading, interpretation, and revisions of industrial technical drawings common to manufacturing. Interpretation of engineering drawings and related shop calculations. Introduction to computer-aided drawing of schematic diagrams.

OEMG 205. Statistical Controls for Manufacturing Technicians 3 cr. (2 + 2P)
Use of hardware and software for quality assurance to include the design of experiments, sampling techniques, SPC, control chart application and development, and process reliability. Prerequisite: OEES 120 or equivalent.

OEMG 220. Vacuum Technology 2 cr. (2 + 1P)
Vacuum technology and vacuum systems and their applications in the manufacturing industry. Topics in vacuum include gas laws, operation and applications of vacuum pumps, gauges, valves and system leak detection. Prerequisite: OEES 120. Corequisite: OEMG 240 or consent of instructor.

OEMG 221. Cooperative Experience I 1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and rated by employer and instructor. Student meets in a weekly class. Prerequisite: consent of instructor. Graded S/U.

OEMG 222. Cooperative Experience II 1-6 cr.
Continuation of OEMG 221. Maximum of 6 credits. Prerequisite: consent of instructor. Graded S/U.

OEMG 230. Power RF 2 cr. (2 + 1P)
RF plasma energy and its applications in the manufacturing industry. Includes plasma physics, safety, RF applications, RF generators, transmission lines, and RF interference. Prerequisites: OEES 135 and OEES 205. Corequisite: OEMG 220 or consent of instructor.

OEMG 240. Electromechanical Devices 5 cr. (3 + 4P)
Theory and application of electromechanical devices and digital control circuits to include AD and DA converters, pneumatics, hydraulics, programmable logic controllers, DC, AC, and stepper motors, and servomechanisms. Prerequisites: OEES 135 and OEES 160.

OEMG 245. Electromechanical Systems 4 cr. (2 + 4P)
Electromechanical system interfacing. Principles and applications of preventive and corrective maintenance procedures on industrial production machines using system technical and maintenance manuals to develop troubleshooting procedures using systems block and schematic diagrams. Corequisite: OEMG 240.

OEMG 250. Semiconductor Manufacturing Technology I 3 cr. (2 + 2P)

OEMG 251. Semiconductor Manufacturing Technology II 3 cr. (2 + 2P)
Students continue to explore processes, materials, and equipment used in semiconductor manufacturing. Covers ion implantation, photolithography and etch. Prerequisite: OEMG 250. Corequisite: OEMG 220.

OEMG 255. Special Problems in Semiconductor Manufacturing Technology 1-6 cr.
Individual study in areas directly related to semiconductor manufacturing. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OEMG 265. Special Topics 1-6 cr.
Course submitted in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OEMN 100. Interior Building Maintenance 4 cr. (2 + 4P)
Skills and technical information about materials, processes, construction, maintenance, and repair for walls, ceilings, floors, doors, windows, locks, closures, and furniture. Interior coatings, basic electrical and plumbing repairs, and hand/power tools.

OEMN 110. Small Equipment Maintenance and Repair 4 cr. (2 + 3P)
Covers small engine theory, troubleshooting, and repair, auto maintenance, hydraulic theory and repair lubricants, batteries and scheduled tool maintenance.

OEMN 118. Math for Facilities Maintenance Technicians 3 cr.
Geometry, algebra, arithmetic, measurement, and the use of a calculator pertaining to applications in the facilities maintenance field. Prerequisite: CCDM 103N.

OEMN 120. Painting and Finishing Techniques 4 cr. (2 + 4P)
Types and application of paints and clear coatings. Use of fasteners, adhesives, caulks, and sealants.

OEMN 130. Carpentry Repair Techniques 3 cr. (2 + 2P)
Tool safety, use, and maintenance. Wood and related products, joinery, framing and blocking, jigs and fixtures, etc. Student will gain knowledge and skills for entry-level carpentry repair as a facilities maintenance technician.

OEMN 140. Orientation to Landscape Design 2 cr.
Overview of fundamental design principles, as well as the design process itself, to facilitate communication between designers and installation technicians.

OEMN 150. Landscape Irrigation Systems 4 cr. (2 + 2P)
Installation and repair of sprinkler and drip irrigation systems, with xeriscape (landscape water conservation) principles emphasized. Includes the study of fittings, piping, valves, backflow preventers, controllers, sprinklers and emitters, and automatic timing devices.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>OER 104.</td>
<td>Certified Nursing Assistant Fundamentals</td>
<td>4 cr.</td>
<td>OENA 104 or consent of instructor.</td>
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<tr>
<td>OER 105.</td>
<td>Certified Nursing Assistant Clinics</td>
<td>4 cr.</td>
<td>OER 104 or consent of instructor.</td>
</tr>
<tr>
<td>OER 106.</td>
<td>Home Health Assistant</td>
<td>4 cr.</td>
<td>OER 104 or consent of instructor.</td>
</tr>
<tr>
<td>OER 107.</td>
<td>Medication Assistant</td>
<td>5 cr.</td>
<td>OER 104 or consent of instructor.</td>
</tr>
<tr>
<td>OER 108.</td>
<td>Disabilities Support Services</td>
<td>4 cr.</td>
<td>OER 104 or consent of instructor.</td>
</tr>
<tr>
<td>OER 110</td>
<td>Respiratory Care I</td>
<td>4 cr.</td>
<td>Fundamentals of respiratory care.</td>
</tr>
<tr>
<td>OER 110L</td>
<td>Respiratory Care I Lab</td>
<td>2 cr.</td>
<td>OER 110. Restricted to majors.</td>
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<tr>
<td>OER 120</td>
<td>Respiratory Care II</td>
<td>3 cr.</td>
<td>Advanced respiratory care techniques.</td>
</tr>
<tr>
<td>OER 120L</td>
<td>Respiratory Care II Lab</td>
<td>1 cr.</td>
<td>OER 120. Restricted to majors.</td>
</tr>
<tr>
<td>OER 122</td>
<td>Respiratory Care Physics</td>
<td>2 cr.</td>
<td>Concepts of physics as they apply to thephysiology of the lungs. Emphasis on laws pertaining to gas, gas flow, humidity, and the mechanics of the breathing process. Prerequisite: MATH 115 or OER 116. Restricted to majors.</td>
</tr>
<tr>
<td>OER 124</td>
<td>Respiratory Care II Clinical</td>
<td>5 cr.</td>
<td>Supervised practice and application in a hospital setting. Corequisites: OER 120 and OER 120L. Restricted to majors.</td>
</tr>
<tr>
<td>OER 155</td>
<td>Respiratory Care Special Topics</td>
<td>1-4 cr.</td>
<td>Topics to be announced in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 10 credits. Restricted to majors.</td>
</tr>
</tbody>
</table>
### OERC 210. Respiratory Care III 2 cr.
Introduction to adult, mechanical, neonatal ventilator theory and concepts of critical care medicine. Prerequisite: OERC 120 or consent of instructor. Restricted to majors.

### OERC 210L. Respiratory Care III Lab 2 cr.

### OERC 224. Respiratory Care IV Clinical 4 cr.
Continuation of OERC 124. Emphasis on mechanical ventilators. Prerequisites: OERC 110 and OERC 110L. Restricted to majors.

### OERC 230. Respiratory Care V 3 cr.
Continuation of OERC 215. Emphasis on special modalities. Prerequisite: OERC 220. Restricted to majors.

### OERC 230L. Respiratory Care V Lab 1 cr.

### OERC 232. Respiratory Care Pharmacology 2 cr.
Concepts and principles in the study of medical drugs for clinical practice and respiratory care. Prerequisite: OERC 220. Restricted to majors.

### OERC 234. Respiratory Care V Clinical 3 cr.

### OERC 240. Respiratory Care VI 3 cr.
Advanced theory of hemodynamics, neonate, pediatric, and new specialties that apply to respiratory care. Prerequisite: OERC 230. Corequisite: OERC 240L. Restricted to majors.

### OERC 240L. Respiratory Care VI Lab 1 cr.
Advanced laboratory practice and procedures. Corequisite: OERC 240. Restricted to majors.

### OERC 242. Respiratory Care Cardiopulmonary Pathophysiology 2 cr.

### OERC 244. Respiratory Care VI Clinical 4 cr.
Clinical experience on special modalities. Corequisite: OERC 240. Restricted to majors.

### OERC 255. Respiratory Care Special Topics 1–4 cr.
Specific subjects to be announced in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 4 credits. Restricted to majors.

### OERC 280. Respiratory Care Independent Study 1–10 cr.
Individual study for respiratory care majors. Chosen topics must have approval of program coordinator. Prerequisite: OERC 110. May be repeated for a maximum of 10 credits. Restricted to majors.

### OERM Retail Marketing and Merchandising

#### OERM 180. Self Presentation and Etiquette 3 cr.
Introduction to business etiquette based on tradition, social expectations, and behavior standards.

#### OERM 181. Concepts of Fashion 3 cr.
Study of the fashion business from the design concept through the development, production, and marketing of merchandise.

#### OERM 200. Special Problems 1–6 cr.
Individual study in a selected area of merchandising. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

#### OERM 210. Textiles 3 cr.
Use of fibers, yarns, fabrics, and finishes in the apparel industry. Testing of fibers/yarns and textile printing created. Prerequisite: OERM 181.

#### OERM 220. Apparel Analysis 3 cr.
Evaluation of apparel design with emphasis on style, detail, and construction features. Prerequisites: OERM 180 and OERM 210.

#### OERM 221. Cooperative Experience I 1–3 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Prerequisites: OERM 230 and consent of instructor. May be repeated for a maximum of 6 credits. Restricted to majors. Graded S/U.

#### OERM 222. Cooperative Experience II 1–3 cr.
Supervised Cooperative Work Program. Continuation of OERM 221. Prerequisite: OERM 221 and consent of instructor. May be repeated for a maximum of 6 credits. Restricted to majors. Graded S/U.

#### OERM 230. Buying and Merchandising 3 cr.
Analysis of the retail market emphasizing planning, buying, and distribution. Corequisite: OERM 220.

#### OERM 231. Fashion Illustration and Design 3 cr.
Introduction to the principles of design and fashion storyboard organization. Visual communication using design principles, the fashion figure, the garment and the fabric. Prerequisites: OERM 180 and OERM 181.

#### OERM 232. Fashion History 3 cr.
An overview of the history of fashion from ancient civilization to modern times. Prerequisite: OERM 180.

#### OERM 233. Visual Merchandising 3 cr.
The concepts and techniques used to design and build effective store window and interior displays. Prerequisites: OERM 180 and OERM 181.

### OERM Merchandising Technology Capstone 4 cr. (3 + 2P)
Refines all skills learned in the Merchandising and Retail Program. Culminates in a classroom practicum experience. Prerequisites: OEBU 110, OERM 230, and OERM 233. Corequisite: BOT 209.

### OERM 236. Professional Leadership and Development 1 cr.
Promotes personal growth and leadership development through retail marketing and merchandising education. Prerequisite: consent of instructor. May be repeated for a maximum of 6 credits. Restricted to majors. Graded S/U.

### OERM 255. Special Topics 1–6 cr.
Topics to be announced in the Schedule of Classes. May be repeated for a maximum of 12 credits.

### OERT Radiologic Technology

#### OERT 101. Introduction to Radiologic Technology and Patient Care 2 cr.
Overview of the profession, including ethics, terminology, and basic radiation protection. Addresses basic and specialized procedures and topics related to the care of the patient.

#### OERT 102. Radiographic Positioning II 2 cr. (2 + 6P)
Radiographic procedure and positioning concepts, techniques, terminology, and mechanics related to the thorax, abdomen, extremities, spine and pelvis. Includes positioning lab and clinical observation.

#### OERT 103. Introduction to Radiographic Imaging 3 cr. (2 + 2P)
Provides the student with an in-depth knowledge of radiographic exposure technique and the factors affecting radiographic film quality. Includes lab experiments.

#### OERT 104. Special Radiologic Modalities 2 cr.
Discussion of various special procedures used in medical imaging such as, angiography, ultrasound, computerized tomography, magnetic resonance imaging, digital imaging, nuclear medicine, radiation therapy, etc. Includes guest lectures and field trips. Prerequisite: OERT 203.

#### OERT 105. Radiographic Physics and Equipment 3 cr.
Fundamentals of rad physics. Includes electromagnetism, x-ray production and interactions, x-ray circuitry, tubes, grids, screens, AES, fluoroscopic and portable units, beam restricting devices, calibration and quality assurance/control. Includes overview of mammography, US, CT, MRI, and digital radiography. Prerequisite: OERT 103 or consent of instructor.
OERT 108. Introduction to Clinical Education in Radiology 4 cr. (36P)
Introduction to basic policies and procedures in clinical settings; hands-on clinical hours. Prerequisite: OERT 102.

OERT 110. Radiographic Pathology 1 cr.
Overview of pathology demonstrated by radiographic procedures. Prerequisite: OERT 154. Restricted to majors.

OERT 154. Radiographic Anatomy and Physiology 3 cr.
Basic A&P for radiographic application. Includes a systems approach to body structures and organs as they relate to anatomical projections, radiographic identification, and various imaging modalities. Prerequisite: OEOH 153 or consent of instructor.

OERT 155. Special Topics 1-6 cr.
Specific subjects to be announced in the Schedule of Classes.

OERT 156. Independent Study 1-6 cr.
Individual studies/research on topics related to the radiologic sciences. Prerequisite: consent of instructor. May be repeated for a maximum of 8 credits. Restricted to majors.

OERT 200. Radiation Biology and Protection 1 cr.
Biological effects of ionizing radiation on cells and tissues. Includes radiation measurements, policies and protection measures for self, patients, and others. Prerequisite: OERT 105. Restricted to majors.

OERT 201. Clinical Education I 4 cr. (36P)
Supervised practice in a radiology department under direct supervision of a registered technician. Includes film critiques. Prerequisite: OERT 106.

OERT 202. Clinical Education II 11 cr. (33P)
Continuation of OERT 201. Student will work under indirect supervision of registered personnel. Prerequisite: OERT 201.

OERT 203. Clinical Education III 10 cr. (30P)
Continuation of OERT 202. Prerequisite: OERT 202.

OERT 204. Clinical Education IV 4 cr. (36P)
Continuation of OERT 203. Students will also rotate through special modalities. Prerequisite: OERT 203.

OERT 205. Radiographic Image Critique 1 cr.
Review of radiographs produced in clinical settings to evaluate anatomy and technical issues. Prerequisite: OERT 201. Restricted to majors.

OERT 206. Applied Radiographic Procedures 2 cr. (1+3P)
Advanced course which integrates the principles and techniques of radiologic technology. Prerequisite: OERT 202. Restricted to majors.

OETS 118. Mathematics for Technicians 3 cr. (2+2P)
Analysis and problem solving to technical problems using measuring instruments and the techniques of arithmetic, algebra, geometry, and trigonometry. Prerequisite: CDMD 104N or appropriate placement test score.

OETS 180. Applied Industrial Chemistry 4 cr. (3+3P)
Basic concepts of chemistry and their roles in industrial processes. Includes classification and structure of matter, identification of types of chemical reactions and their general industrial applications. General principles of laboratory and industrial safety emphasized. Prerequisite: OETS 120 or equivalent math course.

OETS 218. Mathematics for Technicians II 3 cr. (3+3P)
Use of algebra, geometry, trigonometry and graphs to solve practical problems related to force, work, rate, momentum, resistance, energy, power, waves, radiation, and optics. Prerequisite: OETS 120 or equivalent math course.

OETS 255. Special Topics—Technical Studies 1-6 cr.
Topics to be announced in the Schedule of Classes. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits.

OETS 280. Special Problems—Technical Studies 1-6 cr.
Instructor approved projects in related topics specific to student's individual area of interest and relevant to Technical Studies programs. Prerequisite: consent of instructor. May be repeated for a maximum of 12 credits. Graded S/U.

OEWT 100. Structural Welding I 6 cr. (3 + 6P)
Development of basic skills in SMAW, OFC, and OFW in accordance with the AWS entry-level welder program.

OEWT 102. Welding Fundamentals 3 cr. (2 + 2P)
Survey of welding and cutting processes for nonmajors. Classroom instruction and laboratory work with OFC/OFW, SMAW, GMAW, FCAW, and OAW.

OEWT 110. Blueprint Reading (Welding) 3 cr. (2 + 2P)
Interpretation of prints related to welding. Emphasis on AWS standard symbols for welding, brazing, and nondestructive examination.

OEWT 115. Structural Welding II 6 cr. (3 + 6P)
Continuation of OEWT 100. Emphasis on AWS entry and advanced level welder skills with SMAW, including all-position welding with mild and stainless steel electrodes. Plasma arc and air-carbon arc cutting, metallurgy, heat treatment, and weld defects. Prerequisite: OEWT 100.

OEWT 119. Technical Math for Welders 3 cr. (2 + 3P)
Geometry, algebra, and basic arithmetic pertaining to applications in the welding trades.

OEWT 125. Introduction to Pipe Welding 3 cr. (2 + 2P)
Pipe fit-up and welding techniques for pipe fittings and pipe weld joint using SMAW, GMAW, and GTAW. Out-of-position fit-up and welding of pipe. Prerequisites: OEWT 100, OEWT 130, and OEWT 140, or consent of instructor.

OEWT 130. Introduction to GMAW (MIG) 3 cr. (2 + 2P)
Development of basic skills with gas metal arc welding (MIG) in accordance with AWS entry-level welder objectives. Wire electrodes, shielding/ purge gases, and modes of metal transfer.

OEWT 140. Introduction to GTAW (TIG) 3 cr. (2 + 2P)
Development for basic skills with tungsten arc welding (TIG) in accordance with AWS entry/advanced welder objectives. Welding mild steel, tungsten electrode preparation, filler wire selection, and equipment set-up.

OEWT 160. Introduction to SAW and FCAW 3 cr. (2 + 2P)
Submerged arc and flux-cored arc welding. Demonstrations and practice with both hand-held and machine travel submerged arc welding (SAW). Flux-cored arc welding (FCAW) on mild steel plate and pipe. Prerequisite: OEWT 130 or consent of instructor.

OEWT 180. GTAW II 3 cr. (2 + 2P)
Continuation of OEWT 140. Development of more advanced GTAW skills. Emphasis on pipe welding with mild steel, stainless steel, and aluminum. Prerequisite: OEWT 140 or consent of instructor.

OEWT 211. Welder Qualification 6 cr. (3 + 6P)
Laboratory and classroom instruction on AWS and ASME Welder Performance Qualification Tests. All position plate and pipe techniques and tests for SMAW, GMAW, GTAW, FCAW, and SAW. Nondestructive and destructive examination methods. Basics of welding codes. Prerequisite: consent of instructor.

OEWT 217. Fundamentals of Machining 2 cr. (1 + 3P)
Introduction to basic machining practices. Provides opportunities to acquire hands-on training with common machine tools with emphasis on metal lathes and vertical mills.

OEWT 221. Cooperative Experience I 1-6 cr.
Supervised cooperative work program. Student is employed in an approved occupation and supervised and rated by the employer and instructor. Student will meet in a weekly class. Graded S/U. Prerequisites: OEWT 101 and consent of instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OEWU 120</td>
<td>Introduction to Water Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 130</td>
<td>Wastewater Collection and Basic Treatment Systems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 135</td>
<td>Sludge Handling</td>
<td>2 cr.</td>
</tr>
<tr>
<td>OEWU 140</td>
<td>Applied Water and Wastewater Math I</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 160</td>
<td>Systems Maintenance</td>
<td>4 cr.</td>
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<tr>
<td>OEWU 165</td>
<td>Backflow Prevention</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 180</td>
<td>Water Chemistry</td>
<td>3 cr.</td>
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<tr>
<td>OEWU 182</td>
<td>Water Chemistry Analysis</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OEWU 190</td>
<td>Water and Wastewater Microbiology</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OEWU 191</td>
<td>Biological Treatment Control Testing (su)</td>
<td>4 cr.</td>
</tr>
<tr>
<td>OEWU 192</td>
<td>Water and Wastewater Microbiological Analysis</td>
<td>1 cr.</td>
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<tr>
<td>OEWU 200</td>
<td>Cooperative Experience</td>
<td>3-5 cr.</td>
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<tr>
<td>OEWU 220</td>
<td>Water Systems Operation</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 222</td>
<td>Water Systems Operation</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OEWU 230</td>
<td>Advanced Wastewater Treatment</td>
<td>4 cr.</td>
</tr>
<tr>
<td>OEWU 232</td>
<td>Wastewater Systems Operations</td>
<td>1 cr.</td>
</tr>
<tr>
<td>OEWU 240</td>
<td>Advanced Water and Wastewater Math II</td>
<td>3 cr.</td>
</tr>
<tr>
<td>OEWU 250</td>
<td>Municipal Systems Management</td>
<td>4 cr.</td>
</tr>
<tr>
<td>OEWU 255</td>
<td>Special Problems in Welding Technology</td>
<td>1-6 cr.</td>
</tr>
<tr>
<td>OEWU 259</td>
<td>Special Topics</td>
<td>1-4 cr.</td>
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</tbody>
</table>

**Course Descriptions**

**PHIL**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101 G</td>
<td>The Art of Wondering</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*LIMITED AVAILABILITY—See Schedule of Classes. Classes scheduled at the OABCC central campus with this prefix are restricted to OABCC majors and students in the University Transition Program.
PHIL 201G. Introduction to Philosophy 3 cr.
Selected problems within the main branches of philosophy: metaphysics, theory of knowledge, ethics. Practice given in critical thinking.

PHYS*  Physics

PHYS 110G. The Great Ideas of Physics 4 cr. (3+3P)
Conceptual, quantitative, and laboratory treatments of the great ideas and discoveries that have influenced lives and changed perceptions of nature, from Johannes Kepler's laws of planetary motion and Isaac Newton's and Albert Einstein's laws of motion and gravity to the modern concepts of the quanta structure of nature and the big bang universe.

PHYS 211 General Physics I 3 cr.
Noncalculus treatment of mechanics, waves, sound, and heat. Knowledge of simple algebra and trigonometry is required.

PHYS 211L. General Physics Laboratory I 1 cr. (3P)
Laboratory experiments in topics associated with material presented in PHYS 211. Corequisite: concurrent registration in PHYS 211. Students wishing to use the PHYS 211-212 sequence to satisfy the basic natural science General Education requirement must register for either PHYS 211L or PHYS 212L.

PSY*  Psychology

PSY 201G. Introduction to Psychology 3 cr.
Methods and principles of behavior. Topics include human evolution and development, biopsychology, perception, learning, thinking, motivation, social interaction, and the diagnosis and treatment of abnormal behavior.

SOC*  Sociology

SOC 101G. Introductory Sociology 3 cr.
An introduction to social theory, research, methods of analysis, contemporary issues and social problems in historical and cross-cultural contexts. Topic areas include groups, deviance, inequality, family, gender, social change, and collective behavior.

SOC 201G. Contemporary Social Problems 3 cr.
Introduction to the fundamentals of social analysis through the analysis of contemporary American social problems. Emphasis on methods of analysis and cross-national comparisons showing that the social problems studied are common to all societies. Among the issues to be considered are racism, violence, poverty, crime, health care, and substance abuse.

SPAN*  Spanish

SPAN 111. Elementary Spanish I 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination.

SPAN 112. Elementary Spanish II 4 cr.
Spanish for beginners. Not open to Spanish-speaking students except by consent of instructor. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 111.

SPAN 213. Spanish for Native Speakers I 3 cr.
Emphasis on development of native language reading skills. Speaking, writing and vocabulary activities to strengthen command of the language. For Spanish-speaking students only. Prerequisite: language placement and assessment by departmental examination.

SPAN 214. Spanish for Native Speakers II 3 cr.
Emphasis on reading and writing with speaking activities for skill development. Discussion of problematic areas in grammar. Prerequisite: language placement and assessment by departmental examination or C or better in SPAN 213 or consent of instructor.

STAT*  Statistics

STAT 251. Statistics for Business and the Behavioral Sciences 3 cr.
Techniques for describing and analyzing data; estimation, hypothesis testing, regression and correlation; basic concepts of statistical inference. Prerequisite: MATH 115 (see note above). Same as E ST 251.
White Sands Center

Associate Degrees

General Education Courses

New Mexico State University has provided educational opportunities to military and civilian personnel and their family members at White Sands Missile Range since 1950. In 1989 the operation of White Sands Education Center (WSEC) was moved to DABCC. WSEC offers freshman-and-sophomore-level coursework in general education, technical and developmental studies, and several associate degree programs.

DABCC programs offered at WSEC are open to service members, civilians, and those living in the surrounding community. The education center is located in Building 464, at the corner of Rock Island and Flagler streets at White Sands Missile Range. Established in 1959, it is the first facility in the Army that was designed and built specifically to support educational services. White Sands Education Center has gained a noteworthy reputation as one of the finest in the nation.

Programs

Students attending DABCC/WSEC may pursue the following associate degrees:

- Associate of Arts
- Associate in Pre-Business
- Associate in Criminal Justice
- Associate of Applied Science
  - Option: Computer Technology
- Associate Undesignated

The associate degree programs in liberal arts, pre-business, and criminal justice may be used as transfer programs by those students desiring to pursue baccalaureate degrees. These programs include the lower-division general education courses typically found in four-year college degree programs. Students planning to transfer to upper-division programs at NMSU, Troy State University at WSEC, or other universities are advised to consult the catalogs and appropriate representatives of those institutions.

Schedules and degree plans for the above programs are available at White Sands Education Center and the DABCC administrative offices in Las Cruces.

DABCC/WSEC offers a variety of general education courses in the social sciences, liberal studies, sciences, and general studies. In addition, courses are offered that meet departmental and college requirements in liberal arts, business, computer technology, and criminal justice. Typical general education subjects are anthropology, art, astronomy, communications, computer science, economics, English composition, geology, geography, government, history, literature, management, math, music, philosophy, physics, psychology, sociology, Spanish, and statistics.

All courses offered through DABCC/WSEC are monitored by NMSU and are consistent with Veterans Administration and Social Security Administration regulations.

Academic Schedule

DABCC/WSEC provides four eight-week academic mini-sessions and two sixteen-week terms each year, as well as two six-week summer sessions. (Calendar subject to change.)

2001-2002 Academic Calendar

Fall II August 22-October 20
Fall I August 22-December 15
Spring II March 11-May 11
Spring I January 9-March 9
Extended Spring II January 9-May 10
Fall II March 11-May 11
Summer I May 21-June 27
Summer II July 4-August 9

An annual schedule of classes is published each spring and includes courses to be offered for the next academic year. A schedule of classes for each semester is published in advance of registration for those terms. White Sands Education Center classes are included in the DABCC Schedule of Classes. All academic services for students enrolling in classes at WSEC are available on site. These include admissions, registration, advising, tuition payment, schedule changes, withdrawals, and purchase of textbooks.

Admissions

Degree and nondegree applicants seeking admission may apply at the White Sands Education Center. Students attending WSEC may attend classes at the central campus of Doña Ana Branch Community College, NMSU's main campus, or other NMSU branches without completing additional admissions procedures. Students may attend one or more campuses simultaneously; however, the total credit-hour load may not exceed that stipulated by the normal class-load policy. A one-time application fee of $15 is charged for students who have never before applied to NMSU or one of its branches.

Tuition

Regular Semester (Fall or Spring):

<table>
<thead>
<tr>
<th></th>
<th>In-District (Doña Ana County)</th>
<th>Out-of-District (Other N.M. Counties)</th>
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<tbody>
<tr>
<td>Fall I</td>
<td>$37.00</td>
<td>$42.00 per credit</td>
</tr>
<tr>
<td>Fall II</td>
<td>$444.00</td>
<td>$504.00 full-time</td>
</tr>
</tbody>
</table>

All charges are payable at registration. For those registering at White Sands, a deferred payment plan is available at a charge of $3.50 per month. A minimum of one-third of charges is due at registration; the balance may be deferred and is due by the end of the term. Students are prohibited from registering for a mini-session until all previous charges are paid.

For tuition and financial aid purposes, students are considered full-time when the total number of credits taken during both mini sessions in the fall or spring semester is 12 or more. During the summer, a student must maintain at least five credits per session to have full-time status.

Credits taken at both NMSU and DABCC concurrently may be combined to satisfy financial aid requirements, but not to establish a full-time load for tuition purposes. NOTE: El Paso residents and other out-of-state residents may attend WSEC and pay in-state (out-of-district) rates during the summer. During either regular semester, in-state, out-of-district tuition will be charged for the first six credits. Out-of-state tuition will be retroactively charged when the total credits for both mini sessions combined exceed six credits.

Refunds

A full refund for withdrawal is available through the first week of classes; graduated refunds are available thereafter. Students may make schedule changes through the first week of classes, and will be appropriately charged or credited for any difference in tuition.

Financial Aid

Grants, loans, and some scholarships are available. Please refer to the financial aid section in the front of this catalog, or consult the main campus Financial Aid Office. Students may combine credit hours from multiple campuses for full-time load assessment for financial aid purposes. Federal aid application forms and NCO/OWC scholarship applications are available at the WSEC administrative office.

Student Services

All DABCC/WSEC students and prospective students may use the student services available at the Doña Ana Branch Community College central campus in Las Cruces. Refer to the “Student Services” section in the front of this catalog. Counseling and testing are available at specified times at White Sands Education Center. A program director is available at White Sands to advise students as they make program and scheduling choices.
Academic Regulations

All NMSU academic regulations apply to DABCC/WSEC students. Please refer to the "Academic Regulations" section in the front of this catalog or the current NMSU Undergraduate Catalog.

Servicemembers Opportunity Colleges Associate Degree (SOCAD)

The SOCAD program is for military service personnel, and is offered through a network of cooperating colleges and universities. The SOCAD program offers military personnel opportunities to earn college credit for skills and knowledge acquired while in the military service and obtain an associate degree in a variety of fields. Military family members are also eligible for the SOCAD program. See the DABCC/WSEC administrative office for further details.

Gadsden Center

Selected DABCC courses

General education courses 505-882-3939

The recently completed Gadsden Center is located at 1700 E. O’Hara Rd., immediately to the east of the O’Hara Rd. overpass at Interstate 10 in Anthony.

The center offers freshman- and sophomore-level coursework in vocational, technical, developmental, and general education, as well as area vocational school programming for the Gadsden School District. In addition, Adult Basic Education, providing ESL, GED, and citizenship classes for the border area, is housed at the center. Refer to the section, "Adult Basic Education," later in this catalog for a full listing of available services.

Attending GEC is similar to attending the central campus of DABCC in Las Cruces. Tuition is the same, applications are accepted throughout the year, and COMPASS testing (for placement in classes) is offered on-site virtually every weekday. While GEC follows the same policies, procedures, and academic calendar as the central campus, class scheduling differs. Classes are offered in the afternoon and the evening to meet the needs of the local community.

Courses

GEC offers a variety of general education courses that meet departmental and college requirements in liberal arts and business. Typical general education subjects are communications, economics, English composition, math, psychology, and sociology.

All general education courses offered through GEC are offered at GEC can be found in the DABCC class schedule.

Most academic services for students enrolling in classes at this center are available on site. These services include admissions, registration, advising, tuition payment, schedule changes, withdrawals, and purchase of textbooks.

Admissions

Degree and nondegree applicants seeking admission may apply at Gadsden Education Center, at DABCC’s central campus, or at the Sunland Park Education Center (see following section). Students attending an education center may attend classes at the central campus of Doña Ana Branch Community College, NMSU’s main campus, or other NMSU branches without completing additional admissions procedures. Students may attend one or more campuses simultaneously; however, the total credit-hour load may not exceed that stipulated by the normal class-load policy. A one-time application fee of $15 is charged for students who have never before applied to NMSU or one of its branches.

Student Services

All students currently attending, or planning to attend, Gadsden Education Center may use the student services available at the Doña Ana Branch Community College central campus in Las Cruces. Refer to the "Student Services" section in the front of this catalog. Career counseling and testing are available at specified times in a group format. An adviser is available at Gadsden Education Center to advise students as they make program and scheduling choices. Tutoring is available for DABCC students.

Academic Regulations

All NMSU academic regulations apply to students attending GEC. Please refer to the "Academic Regulations" section in the front of this catalog or the current NMSU Undergraduate Catalog.

Sunland Park Center

Selected DABCC courses

General education courses 505-874-7780

Located at 8909 McNutt Rd. at Santo Domingo Rd., Sunland Park Education Center offers freshman- and sophomore-level coursework in vocational, technical, developmental, and general education, as well as area vocational school programming for the Gadsden School District. In addition, Adult Basic Education, providing ESL, GED, and citizenship classes for the border area, is housed at the center. Refer to the section, "Adult Basic Education," later in this catalog for a full listing of available services.

Attending Sunland Park Education Center is similar to attending the central campus of DABCC in Las Cruces. Tuition is the same, applications are accepted throughout the year, and COMPASS testing (for placement in classes) is offered on-site virtually every weekday. While SLPEC follows the same policies, procedures, and academic calendar as the central campus, class scheduling differs. Most classes are offered in the afternoon and the evening to meet the needs of the local community.

Courses

SLPEC offers a variety of general education courses that meet departmental and college requirements in liberal arts and business. Typical general education subjects are communications, economics, English composition, math, psychology, and sociology.

All general education courses offered through SLPEC are consistent with Veterans Administration and Social Security Administration regulations.

Academic Calendar

Sunland Park Education Center follows the same academic calendar as the DABCC central campus. Classes offered at SLPEC can be found in the DABCC class schedule.

Most academic services for students enrolling in classes at this center are available on site. These services include admissions, registration, advising, tuition payment, schedule changes, withdrawals, and purchase of textbooks.

Admissions

Degree and nondegree applicants seeking admission may apply at Sunland Park Education Center, at DABCC’s central campus, or at Gadsden Education Center (see previous section). Students attending an education center may attend classes at the central campus of Doña Ana Branch Community College, NMSU’s main campus, or other NMSU branches without completing additional admissions procedures. Students may attend one or more campuses simultaneously; however, the total credit-hour load may not exceed that stipulated by the normal class-load policy. A one-time application fee of $15 is charged for students who have never before applied to NMSU or one of its branches.

Student Services

All students currently attending, or planning to attend, Sunland Park Education Center may use the student services available at the Doña Ana Branch Community College central campus in Las Cruces. Refer to the "Student Services" section in the front of this catalog. Career counseling and testing may be available at specified times in a group format. Advising is available to students as they make program and scheduling choices. Tutoring is available for DABCC students.

Academic Regulations

All NMSU academic regulations apply to students attending SLPEC. Please refer to the "Academic Regulations" section in the front of this catalog or the current NMSU Undergraduate Catalog.
Additional Offerings

Area Vocational School

A head start in college for high school students 527-7539

Through the Area Vocational School (AVS) program, qualified high school juniors and seniors in Doña Ana County high schools can take college-level, occupational-training courses that will count toward high school graduation and toward a certificate or associate degree at DABCC. Any high school junior or senior in good standing is eligible to apply for the AVS program.

How Much Does it Cost?

There is no charge for tuition or textbooks during the regular fall and spring semester. Students pay for their own supplies, for protective apparel, and for tool sets where applicable. To earn a certificate or associate degree from DABCC, students will have to attend additional sessions following high school graduation and pay DABCC tuition and fees. Financial assistance may be available for these sessions.

How Are AVS Students Admitted?

1. Students should apply for AVS opportunities with a high school counselor. Applicants must have a high school GPA of at least 2.0.
2. Students take the COMPASS assessment, offered free of charge at DABCC.
3. DABCC will make final selections based on counselor recommendations, COMPASS scores, and space available in the vocational-technical programs.
4. Applicants who are selected must have the written consent of their parents to participate in the AVS program.

What Regulations Apply to AVS Students?

DABCC regulations apply to AVS students in the areas of attendance, discipline, and grades. To continue in the program, AVS students must successfully complete all their DABCC courses during any given semester, and maintain a cumulative GPA of 2.0 or higher. They must also successfully complete all courses required by their respective high schools in order to receive their high school diploma.

Where Are Classes Held?

Classes are offered at the following locations:
- Las Cruces: DABCC central campus, Las Cruces High School, Mayfield High School, Oñate High School
- Anthony: Gadsden Education Center
- Sunland Park: Sunland Park Education Center

*Some DABCC courses taken through the AVS program may not be transferrable to other colleges and universities.

University Transition Program

A program specially designed for those who have applied for admission to NMSU but need to strengthen their academic skills prior to enrolling in the university 527-7519

Students who have applied for admission to NMSU, but whose high school transcripts indicate that they do not qualify for regular admission to the university, may enroll in the University Transition Program at DABCC. The course of study individualized for each student will give him or her a good foundation for university-level work.

Students Who Lack Required Courses

NMSU applicants whose high school transcripts indicate that they do not have the minimum required units of high school academic courses will be enrolled in the University Transition Program. Those who complete these units in the summer session at DABCC may be admitted as New Mexico State University main-campus students in the fall semester. However, if they opt to take the courses needed for NMSU admission during the fall or spring semester at DABCC, they will take almost a full load of coursework at the community college during that semester. The course of study can be individualized for each student in consultation with a DABCC adviser.

Students Who Need to Strengthen Academic Skills

NMSU applicants whose ACT composite score or high school grade average is below that required for NMSU admission will be enrolled in the University Transition Program. Completion of 24 credits of coursework at DABCC with a grade-point average of 2.0 or higher is needed to change to the main campus. A course of study will be individualized for each student, including study skills courses, Developmental Studies courses, and/or general education courses.

Adult Basic Education

Instructional Programs

Las Cruces (DABCC): 527-7540, 527-7740
Anthony (DABCC–GADSDEN): 882-6813
Chaparral: 824-5075
Sunland Park: 874-7790

A winner of two awards from the U.S. Secretary of Education in 1985 and 1992 and recognized as the New Mexico Adult Education Association Program of the Year in 1995 and 2000, this program offers adults the opportunity to begin and/or complete a basic education through the twelfth grade. It also provides a variety of educational experiences that can help you achieve your goals. A basic education will improve your opportunities for obtaining or retaining employment or going to college, and can provide you with a sense of accomplishment.

Included in the adult basic education offerings are basic literacy, English as a second language (six levels), GED (High School Equivalency Diploma), U.S. citizenship, computer literacy, practical living skills, and work readiness, support services for educational success, self-paced studies, career advising, and help from tutors on an individual and small-group basis.

There are no charges or fees for ABE classes, services, or textbooks. At each learning center, textbooks may also be checked out for home-study.

Classroom Programs

Beginning each semester, more than 125 classes are offered in English as a second language, general education development (GED) for a high school diploma, U.S. citizenship, practical living skills, and computer literacy. Both intensive and regular classes meet at Doña Ana Branch Community College and at several other locations throughout Doña Ana and Luna counties. Students are pretested and then placed in classes according to the need and level shown. Classes are also offered in the communities of Doña Ana, Mesilla Park, San Miguel, Anthony, Chaparral, Sunland Park, Hatch, Truth or Consequences, Mesquite, La Unión, La Mesa, Berino, Chamberino, White Sands Missile Range, Deming, Columbus, and others as need is shown.

Preregistration starts one month prior to the beginning of each semester. Students can also register in the classroom during the first three weeks of class. Attendance is taken at each class. Students who transfer or drop a class need to notify the instructor. Although college credit is not given for Adult Basic Education classes, students completing 80 percent of the class sessions will receive the Doña Ana Branch Community College Adult Basic Education Certificate of Attendance.
Semesters run ten to thirteen weeks. Letter grades are not given.

Classes, Small Groups and Individualized Education Plans

**GED—High School Equivalency.** If you are 17 years of age or older and do not have a high school diploma, you can attend a GED class or any adult learning center in preparation for the mathematics, reading, writing, social studies, and science high school equivalency tests. Sixteen-year-olds are accepted into the program with an official withdrawal notice from the public schools. Workbooks for additional study may be checked out, and at each center complete GED programs are available on videocassette and computer. Upon completion, you will be awarded a New Mexico High School Diploma. You can become one of over 400 people in southern New Mexico who earn a high school diploma each year through the Adult Basic Education program. GED students are eligible to receive financial assistance to help pay for part of the official GED test fees. GED graduates are invited to participate in the DABCC commencement ceremonies held in the Pan American Center twice each year. The GED is also taught in Spanish.

**ESL—English as a Second Language.** Our English classes can help improve your English language abilities. You may enroll at six different levels (pre-literacy through advanced). In addition, intensive ESL classes are available according to your current level of proficiency. In these classes, students learn basic reading, writing, and conversation skills while increasing listening comprehension and developing life skills.

**First-Language Literacy.** This program helps adult Spanish speakers with limited literacy skills in their native language to transition with greater ease to English as a second language. The program is designed to develop a strong literary base in the English language. As part of the class, students will also develop basic skills in all content areas below the sixth-grade level.

**Citizenship Preparation.** Those eligible to become U.S. citizens receive help to pass the citizenship test. Knowledgeable instructors teach U.S. history, government, citizenship's rights, duties and responsibilities, requirements for U.S. citizenship, basic reading and writing, and conversational English. They also provide practice testing at the centers, citizenship workbooks, sample questions, INS and application forms, and information about U.S. citizenship are provided. Citizenship application workshops are also available during the year. Classes are also taught in Spanish for those who qualify to interview in their first language.

**Computer Literacy.** To be eligible to take these classes, students must be enrolled in at least one other ABE class. The classes include basic keyboarding, how to format a diskette, and how to create, save, edit, and retrieve documents. Students will gain confidence working with a computer.

**Reading Improvement Program for Adults: Literacy Volunteers of Doña Ana County**

It is estimated that 30 percent of the adult residents of Doña Ana County have less than a twelfth-grade education. Literacy Volunteers of America—Doña Ana County, in alliance with ABE and the New Mexico Coalition for Literacy, is a program that gives adults a new opportunity to learn basic reading, writing, and numeracy through the sixth-grade level. Trained volunteers are matched with students on a one-to-one or small-group basis. The program also offers opportunities for tutoring at both county and state correction facilities.

All student information and records are regarded as highly confidential. Those interested in volunteering to teach, or in referring someone for help with reading, are encouraged to call the LVA—DAC at 527-7541. LVA—DAC is located in the Quintana Learning Center, at Doña Ana Branch Community College, room 160.

**Tutoring Services**

Doña Ana Branch Community College has four adult learning centers offering students individualized tutoring or small group instruction. To supplement classroom instruction or as an alternative to the ABE classroom program, several thousand adults every year take advantage of year-round tutoring services.

Tutors provide personal assistance or small-group instruction in reading and writing, mathematics, grammar, and other English skills. They understand that learning takes time and make an extra effort to be helpful. Tutors are also trained and available to administer practice tests in GED, the Test of Adult Basic Education (TABE), and an ESL assessment for placement of students who are below the twelfth-grade level.

After pre-testing, information is shared with the students regarding their level, educational needs, strengths and progress. There is also a comprehensive inventory of video tapes, cassettes, textbooks, and educational computer software to provide a variety of approaches to individualized learning. You may enroll at the nearest adult learning center to you to receive tutoring. All the services are free of charge. Call for an orientation today! Se habla español.

**Support Services for Educational Success**

**Student Support Services in Adult Education**

At each learning center, the following types of student support are available: pre-testing, new student orientations, transition workshops, social support service, student follow-up, information and referral, career guidance and educational goal setting.

**Study Skills/Learning Styles**

Are you having a hard time with your education because of poor study habits? The Adult Learning Centers have resources, information and staff that can help with time management, listening, note-taking, and test taking skills. Find out about your own learning styles and develop study techniques that can help you become a successful student.

**Computer-assisted Instruction**

A wide array of computer-based tutorials is available in the computer lab at the Learning Centers. Programs are available for reading skills development, math (through algebra and geometry), grammar, language mechanics, science, GED, social studies, job skills, and consumer skills. You are also welcome to use the word processors and typewriters that are available in the lab.

**Contract Services and Partnerships**

Contract services or partnerships can be arranged with schools, community-based groups, or employers who are interested in providing related basic educational services to their employees or clients such as—

- Displaced workers
- Welfare participants (work readiness)
- Public and social service agencies
- Public housing neighborhoods
- Adult corrections
- Workplace literacy and basic skills
- Federal education programs
- Summer youth training and employment
- Family literacy

For more information, please contact the director's office at 527-7541.

**Ability to Benefit**

ABE services are rendered based on the client’s ability to benefit. Referrals to outside agencies will be addressed at the proper professional and administrative levels, based on intake, pre-testing, and student progress.

**Adult Learning Centers**

**Las Cruces**

Doña Ana Branch Community College
Quintana Learning Center, room 160
3400 South Espina St. • Las Cruces, NM 88003
Telephone: 527-7540 • TTY: 527-7647
Toll Free: 1-800-903-7503
Regular Hours: Mon. through Thurs., 8 A.M. to 8 P.M.; Fri., 8 A.M. to 5 P.M.
Summer Hours: Mon. through Fri., 8 A.M. to 5 P.M.

**Anthony Area**

DABCC Gadsden Center • 1700 E. O’Hara Rd.
Anthony, NM 88021 • Telephone: 882-6313
Hours: Mon. through Thurs., 8:00 A.M. to 8:00 P.M.
Fri., 8 A.M. to 4 P.M.
(Evening classes are available during the fall and spring semesters; call for schedule.)
Community Education

Lifelong learning (personal growth and skills development)

Children's programs
Academy for Learning in Retirement
Elderhostel 527-7527

Community Education is the gateway to lifelong learning. It offers a vast array of courses and workshops for all ages. Through this program, those searching for education beyond what is available in more formal degree or certificate programs may find an avenue to continue their learning. The nontraditional structure of Community Education makes it possible to respond immediately to trends by offering courses and workshops that are of current interest.

Community Education provides opportunities to:
- Explore one's interests
- Learn and develop skills
- Increase effectiveness on the job
- Discover new hobbies
- Tone body and mind
- Meet new friends

Open Access

Community Education is open to everyone, regardless of educational background. Courses and workshops offered are based on student interests and needs. Some courses are scheduled every semester, while others come and go depending on demand.

There are neither grades nor degrees. Continuing Education Units (CEUs) may be earned in skill-building and professional-development type courses. Certificates of participation are available for all courses.

Community Education is supported entirely by tuition fees; hence minimum enrollments are required in most classes.

Many Choices

Community Education courses cover a wide range of subjects, broadly categorized as follows:

- Arts & Crafts
- Business & Careers
- Communications
- Community Awareness
- Computer Skills
- Cooking & Entertaining
- Health & Fitness
- Hobbies & Leisure
- Home & Garden
- Humanities
- Languages
- Music & Dance
- Personal Growth
- Safety
- Sports & Recreation
- Younger Set

Classes vary in length from a few hours to eight or more weeks.

Programs for Children

Courses for children may be found among Kids Community College in the Community Education offerings. Kids Community College is held during the summer. Classes and activities are planned to reflect the regular programs offered by the various departments at the community college. Student service clubs are involved in some of the programming.

The DEBUG Club holds a Computer Summer Camp to facilitate access to computer training for children.

Community Locations

Community Education classes are housed throughout the community. Locations include the community college, the main campus of NMSU, the public schools, University Terrace Good Samaritan Village, Mesilla Valley Mall, the Teachers' Center, Branigan Cultural Center, Branigan Library, My Bookstore, Las Cruces Country Club, and Picacho Hills Country Club.

Community Education classes may also be held in other county locations, depending on the interest of local residents.

Community Involvement Welcome

Community Education welcomes suggestions and input. Potential students are encouraged to call or visit with inquiries, course ideas, and requests. Those with a specialty may consider becoming Community Education instructors and sharing their expertise with others.

Continuing Education Credits

Continuing education units may be awarded for organized, noncredit, continuing education experiences. Continuing education units may not be used to fulfill degree requirements.

Small Business Development Center

Assistance for the entrepreneur 527-7601

The Small Business Development Center (SBDC) located at Doña Ana Branch Community College offers free, quality counseling and guidance for business owners, prospective owners, and managers.

The SBDC is designed with you in mind. Whether you have been in business for some time or are just starting out, we can help you address the multitude of issues and problems you encounter each day.

As a member of the New Mexico Business Assistance Network, SBDC's experienced staff can help you:
- Explore business ownership opportunities in Doña Ana County or Sierra County
- Start a new business or make an established one more efficient and profitable
- Create alternatives for solving problems
- Measure your success potential
- Improve your management skills
- Access a wealth of business resources

Specialized Consulting

Our staff is available for specialized consulting to help you develop an individual plan for your business. They will work with you to create alternatives for solving business marketing problems. You can learn effective record keeping, accounting, and inventory control.

Business Education

The SBDC offers individualized tutoring in accounting, marketing, and various aspects of management that can help you avoid serious and costly mistakes. If needed, special arrangements can be made for SBDC staff to come to your business site to discuss strategies.

Seminars and workshops are available to improve your business and management skills. Classes, seminars, and workshops are conveniently scheduled during evening and weekend hours.

Direct Referral Services

Direct referral services are available to help you find other businesses and services you may need to build your business.

Center for Resource Information

The SBDC is a center for resource information. Why work alone? SBDC will help you find a competitive advantage through professional business publications. A variety of computer and business software is available, including Internet access.

Let the Small Business Development Center help you and your business reach full potential. Call us today to discuss your needs at 527-7676, or visit us in room 93 of the community college.
Customized Training Program

Contract training
Business training seminars
527-7547

Customized contract training for employee development is available in a variety of business-related topics. Contract training classes can be customized to meet the specific needs of an organization including class topics and content, location, length and time. The courses may be held on campus or at the work location at times tailored to fit employee work schedules.

Customized training services have been used by numerous local banks and businesses, federal, public schools, government contractors, and federal, state, and local governmental agencies. Training areas have included computer skills, management and supervision, welding, and customer service, among others.

Business training seminars cover topics in business, computers, and professional development. These seminars are open to the public.

Continuing Education Credits

Continuing education units may be awarded for organized, noncredit, continuing education experiences. Continuing education units may not be used to fulfill degree requirements.
Governance and Personnel

NMSU Board of Regents

Gary Johnson, Governor of New Mexico, Ex Officio Regent from Santa Fe

Michael J. Davis, State Superintendent of Public Instruction, Ex Officio Regent from Santa Fe

Larry Sheffield

Adelmo "Del" E. Archuleta

John J. Van Sweden

James C. Manatt Jr.

Antonia L. Roybal

NMSU Administration

Jay Gogue, President

Thomas Gale, Interim Provost

Lynford Ames, Interim Associate Vice President for Community Colleges and Distance Education

DABCC Advisory Board

Luz Vargas, President, Gadsden School Board

Chuck Davis, Vice President, Las Cruces School Board

Gary Haggard, Secretary, Hatch School Board

Jeanette Dickerson, Member, Las Cruces School Board

Nellie Bonvet, Member, Las Cruces School Board

Agueda Mora, Member, Gadsden School Board

Jesse González, Ex Officio, Superintendent, Las Cruces Public Schools

Billy Henson, Ex Officio, Superintendent, Hatch Valley Municipal Schools

Roger Parks, Ex Officio, Superintendent, Gadsden Independent School District

DABCC Administration

Ramírez, Raul (1999), Campus Executive Officer; Ed.D. 1996, New Mexico State University

Huerta, Margie (2000), Campus Instructional Officer; Ph.D. 1990, New Mexico State University

Burke, Andrew J. (1984), Campus Finance Officer; M. Acct. 1989, New Mexico State University

Montoya, Bernadette (2001), Campus Student Services Officer; Ed.D. 2000, University of New Mexico

Elrod, Michael R. (1985), Campus Community and Workforce Development Officer; M.A. 1989, New Mexico State University

Lillibridge, Fred (1998) Campus Institutional Effectiveness and Planning Officer; Ph.D. 1992, New Mexico State University

DABCC Professional Staff

Aguirre, Irene (1984), Adult Basic Education Coordinator, Sunland Park Learning Center; Diploma 1969, Gadsden High School

Bollschweiler, Melissa (1992), Media Specialist Assistant; B.A. 1989, New Mexico State University

Broché, Julia, (2000), Admissions Counselor; B.A. 2000, New Mexico State University

Brooks, Kelly (1999), Business Manager; B. Acct. 1993, New Mexico State University

Calderón, Sylvia (1994), Coordinator, Advisement Services; B.A. 1992, New Mexico State University

Cammack, Larry (1994), Facilities Manager; Diploma, 1961, Las Cruces High School

Carrica, J. B. (1990), Director, Gadsden Education Center and Sunland Park Education Center; Ed.D. 1996, New Mexico State University

Chávez, Gladys (1996), Financial Aid Advisor III, Student Development; B.B.A. 1992, New Mexico State University

Contreras, Rosa Lina (1999), Coordinator, Chaparral Learning Center; M.L.M. 1979, American Graduate School of International Management/Thunderbird

Cotton, Anastasia (1994), GED Specialist, Adult Basic Education; M.S. 1972, Edinboro State College

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Díaz, Raymundo Jr. (2000), Student Services Specialist; M.A. 1984, University of Texas at El Paso

Dyson, Anna (1997), Manager, Computer Support; M.B.A. 1991, New Mexico State University

Flores, Rose Mary (1997) Assistant Coordinator, Advising; Assoc. Deg. 1980, Doña Ana Branch Community College


García, Bernie (1994), Field Training Specialist, Water Technology; Assoc. Deg. 1982, Doña Ana Branch Community College

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George, Robert (1996), Field Training Specialist, Water Technology; Assoc. Deg. 1982, Doña Ana Branch Community College

Glenn, William (1994), Director, Community Education; Ed.D. 1982, New Mexico State University

Gott, Robert W. (1983), Coordinator, Water Utilities; Assoc. Deg. 1979, New Mexico State University

Grubuaugh, Matthew (2000), Assistant Branch Librarian; M.L.S. 1998, Indiana University

Hernández, Marco (1998), Support Analyst I; B.C.S. 1997, New Mexico State University

Holgín, Martha (2000), Branch Librarian; M.L.S. 1986, Texas Women's University

Lee, Norece (1988), Director, Library Services; M.L.I.S. 1996, University of Texas–Austin

Levine, Michael J. (2000), Program Specialist, Small Business Development Center; M.B.A. 1991, New Mexico State University

Marquez, Anthony (1993), Work Station Support Analyst II, Computer Support; Assoc. Deg. 1996, Doña Ana Branch Community College

Meyer-Arrieta, Trudy (1994), Specialist, Services for Students with Disabilities; M.A. 1994, New Mexico State University

Morgan, Ana (1996), Coordinator, School-to-Work; B.S. 1973, Eastern New Mexico University

Nickerson, Sylvia Durán (1985), Director, Adult Basic Education; M.A. 1982, New Mexico State University

Ortiz, María (1997), Tutorial Services Coordinator, Adult Basic Education; M.A. 1999, New Mexico State University

Parker, Roberta M., Resource Center Facilitator, Adult Basic Education; Diploma 1970, Mayfield High School

Paulman, John S. (1991), Coordinator, Public Information; M.Ag. 1994, New Mexico State University

Pearson, Harry H. (1998), Coordinator, Literacy Services, Adult Basic Education; M.A. 1968, Northern Arizona University

Pickett, Valerie (1999), Student Services Specialist; M.A. 2001, New Mexico State University

Portillo, Erinda (1988), Placement Specialist; Assoc. Deg. 1993, New Mexico State University

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Rodríguez, Edward (1998), Program Coordinator, Allied Health Careers Opportunity Program; M.A. 1993, New Mexico State University

Rodríguez, Susana C. Navarrette (1997), Assistant Director, Adult Basic Education; M.A. 1995, New Mexico State University

Sharp, G. Lawrence (1980), Coordinator, Counseling and Services for Students with Disabilities; Ph.D. 1977, New Mexico State University

Silva, Richard L. (1974), Coordinator, Cooperative Education and Career Placement Services; M.A. 1979, New Mexico State University
Chavez, Melinda A. (1990), Coordinator/Associate
Tull, Constance
Arreola, Jose (1993), Coordinator/Associate
Alden, Donna
Adams, Michael L. (1990), Coordinator/Assistant Professor, Electrical Apprenticeship; M.S. 1986, University of Southern California
Adams, René (1992), Coordinator/Associate Professor, Respiratory Therapy; M.A. 1995, New Mexico State University
Alden, Donna J. (1991), Professor, General Studies; M.A. 1979, New Mexico State University
Arreola, José (1993), Coordinator/Associate Professor, Semiconductor Manufacturing Technology; B.S. 1977, New Mexico State University
Baca, Kathleen A. (1988), Associate Professor, General Studies; M.A. 1987, Western New Mexico University
Bagwell, Lydia A. (1998), Coordinator/Assistant Professor, Business Office Technology; B.A. 1986, New Mexico State University
Bradley, Joyce S. (2000), Coordinator/Instruction, Emergency Medical Services/Pediatric; Assoc. Deg. 1995, Doña Ana Branch Community College
Brandon, M. Teresa (1994), Coordinator/Professor, Health Occupations; M.S. 1978, Southern Illinois University at Carbondale
Burt, R. Andrew (1998), General Education Coordinator/Associate Professor, White Sands Education Center; M.A. 1988, Emporia State University
Chappell, Timothy (1999), Instructor, Computer Technology; M.S. 1992, Florida Institute of Technology
Chavez, Melinda A. (1990), Coordinator/Associate Professor, Retail Marketing and Merchandising; M.S. 1989, New Mexico State University
Chavez, Robert M. (1988), Professor, Computer Technology; M.S. 1997, New Mexico State University
Chiefio, Anna Mejía (1983), Division Head/Professor, Business and Information Systems; Ed.D. 1990, New Mexico State University
Chu, Jingjing (1998), Assistant Professor, Health Occupations; Ph.D. 1996, New Mexico State University
Clever, Caroline C. (1989), Assistant Professor, General Studies; M.A. 1985, University of New Mexico
Cline, Paul (2001), Instructor, Emergency Medical Services; B.S. 1978, New Mexico State University
Coffin, Carolyn (2001), Coordinator, Sonography; B.S. 1992, Florida State University
Cox, Annja (2001), Instructor, Radiologic Technology; B.B.A. 1998, New Mexico State University
Creegan, Judith Bauer (1998), Assistant Professor, Nursing; R.N., M.S.N. 1996, New Mexico State University
Cross, Nancy (1995), Coordinator/Assistant Professor, Nursing Assistant; B.S. Nursing 1988, New Mexico State University
Durant, Virginia. (2001), Instructor, Respiratory Care; Assoc. Deg. 1995, Doña Ana Branch Community College
Earley, Jim (1997), Assistant Professor, General Studies; M.A. 1995, New Mexico State University
Erickson, Laura (1995), Assistant Professor, Nursing; M.S. Nursing 1994, University of Texas at El Paso
Galván, Pete C. (1981), Coordinator/Associate Professor, Automotive Technology; B.S. 1978, Eastern New Mexico University
Gennrich, Tom G. (1999), Coordinator/Instruction, Heating, Air Conditioning and Refrigeration; Assoc. Deg.-Technology 1984, Oklahoma State University
González, Rita V. (1987), Professor, General Studies; M.A. 1985, University of Arizona
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Gurrola, Lucy B. (1988), Associate Professor, General Studies; M.A. 1991, New Mexico State University
Gutiérrez, Elizabeth Ann J. (1992), Coordinator/Associate Professor, Legal Assistant Program; J.D. 1979, University of New Mexico
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Harrell, Susan (1994), Associate Professor, Nursing; M.S. 1978, University of Alabama–Birmingham
Harrison, Barbara (1996), College Assistant Professor, Business Office Technology; M.A. 1984, New Mexico State University
Hartley, John (1997), Coordinator/Assistant Professor, Hospitality Services; M.B.A. 2000, New Mexico State University
Hiers-Robinson, Cynthia A. (1978), Professor, Water Technology; M.A. 1982, New Mexico State University
Juárez, Jon E. (1990), Professor, Computer Technology; M.A. 1999, New Mexico State University
Kongs, Daniel J. (1988), Professor, Drafting and Graphics Technology; B.S. 1983, University of New Mexico
Kongs, Rebecca A. (1984), Coordinator/Professor, Digital Graphics Technology; M.A. 1982, University of Kentucky
Laroche, Pierre O. (1992), Coordinator/Associate Professor, General Studies; M.A. 1992, New Mexico State University
Linn, Lois L. (1999), Division Head/Assistant Professor, Health and Public Service; Ph.D., 1979, University of Maryland
Lowe, Karen R. (1990), Associate Professor, General Studies; M.A. 1988, New Mexico State University
Ludington, Steve (1994), Associate Professor, General Studies; M.A. 1992, New Mexico State University
Manshad, Shahir (2001), Assistant Professor, General Studies; Ph.D. 1997, New Mexico State University
Mason, Paul A. (2000), Assistant Professor, General Studies; Ph.D. 1996, Case Western Reserve University
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Morrison, Richard (1993), Associate Professor, Occupational Business; M.B.A. 1971, New Mexico State University
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Page, Karen L. (1988), Associate Professor, General Studies; M.A. 1991, New Mexico State University
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Pérez, Oscar A. Jr. (1997), Coordinator/Assistant Professor, Electronics Technology; B.S. 1986, New Mexico State University

DABCC Faculty

Adams, Michael L. (1990), Coordinator/Assistant Professor, Electrical Apprenticeship; M.S. 1986, University of Southern California
Adams, René (1992), Coordinator/Associate Professor, Respiratory Therapy; M.A. 1995, New Mexico State University
Alden, Donna J. (1991), Professor, General Studies; M.A. 1979, New Mexico State University
Arreola, José (1993), Coordinator/Associate Professor, Semiconductor Manufacturing Technology; B.S. 1977, New Mexico State University
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DONA ANA BRANCH COMMUNITY COLLEGE
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Vollmer Kristi C., (2000), Instructor, General Studies; M.A. 1993, New Mexico State University
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Williams, Susan L. (1999), Instructor, Occupational Business; M.A. 1988, New Mexico State University
Wood, Susan (1996), Assistant Professor, General Studies; M.A. 1990, University of Utah

### DABCC Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altamirano, Ben M.</td>
<td>Registration/Faculties Specialist</td>
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</tr>
<tr>
<td>Alvidrez, Elena</td>
<td>Teaching Technician II</td>
<td></td>
</tr>
<tr>
<td>Avallone, Michael</td>
<td>HVAC Technician I</td>
<td></td>
</tr>
<tr>
<td>Barcela, Clorinda</td>
<td>Administrative Secretary III</td>
<td></td>
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<tr>
<td>Barrón, Javier</td>
<td>Computer Technician I</td>
<td></td>
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<tr>
<td>Bell, Aberlina</td>
<td>Records Technician I</td>
<td></td>
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<tr>
<td>Bell, Kathleen L.</td>
<td>Microcomputer Coordinator</td>
<td></td>
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<tr>
<td>Bracamonte, Tammy</td>
<td>Records Specialist</td>
<td></td>
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<tr>
<td>Brito, Roberto</td>
<td>Technical IV</td>
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<tr>
<td>Calderón, Isidro L.</td>
<td>Teaching Technician II</td>
<td></td>
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<tr>
<td>Campos, Patria</td>
<td>Records Technician II</td>
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<tr>
<td>Carrison, Barbara</td>
<td>Administrative Secretary II</td>
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<tr>
<td>Carter, Judy</td>
<td>Microcomputer Coordinator</td>
<td></td>
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<tr>
<td>Ceballos, Yolanda L.</td>
<td>Mail Clerk II</td>
<td></td>
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<tr>
<td>Cerooky, Mary Lou</td>
<td>Technician V</td>
<td></td>
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<tr>
<td>Charles, Wendy K.</td>
<td>Technical IV</td>
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<tr>
<td>Chávez, Ana</td>
<td>Records Technician II</td>
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<td>Cloteaux, Melissa</td>
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<tr>
<td>Contreras, Anna</td>
<td>Lead Cashier</td>
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<td>Díaz, Lupe</td>
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<td>Dominguez, Gloria</td>
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<td>Doyle, Robert</td>
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<tr>
<td>Durán, Diane M.</td>
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<tr>
<td>Durán-Campbell, Sara</td>
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<tr>
<td>Falcon, Pauline</td>
<td>Sales Clerk II</td>
<td></td>
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<tr>
<td>Fierro, Tony</td>
<td>HVAC Technician II</td>
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<tr>
<td>Flores, Hilario</td>
<td>Technical IV</td>
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<tr>
<td>Fraissinet, Elizabeth</td>
<td>Administrative Secretary II</td>
<td></td>
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<tr>
<td>García, Manny</td>
<td>Sales Clerk II</td>
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<tr>
<td>García, Patricia</td>
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<tr>
<td>García, Sue E.</td>
<td>Records Specialist</td>
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<tr>
<td>García, Viola</td>
<td>Records Technician I</td>
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<tr>
<td>Garibay, Minerva</td>
<td>Department Secretary II</td>
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<tr>
<td>Gill, Claudette</td>
<td>Library Specialist I</td>
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<tr>
<td>Gómez, Verónica</td>
<td>Department Secretary II</td>
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</tr>
<tr>
<td>Gómez-León, Armando</td>
<td>Custodial Worker B</td>
<td></td>
</tr>
</tbody>
</table>

### Staff Members

- **Teitworth, Michael** (1997), College Instructor/Tutor Coordinator, General Studies; B.A. 1993, New Mexico State University
- **Thompson, James M.** (1992), Coordinator/Associate Professor, Facilities Maintenance Technology; B.S. 1977, New Mexico State University
- **Thorntoberry, Leslie E.** (1983), Professor, Business Office Technology; M.A. 1987, New Mexico State University
- **Trowbridge, Patsy** (1998), Assistant Professor, General Studies; M.A. 1996, New Mexico State University
- **Twitty, David** (1994), Co-Director/Associate Professor, Welding Technology; B.S. 1992, Arizona State University, CWE, SCWI
- **Gonzales, Victoria L.** Teaching Technician II
- **Gott, Nancy** Records Technician II
- **Hernández, Luz** Records Technician I
- **Hernández, Patsy** Library Specialist II
- **Herrera, Dolores** Administrative Secretary II
- **Honeycutt, Gene** Computer Technician II
- **Isaacs, Steven** Microcomputer Coordinator
- **Lee, Walter** Teaching Technician II
- **Linón, Gilbert** Painter I
- **Loera, Debbie** Records Technician II
- **López, Valentino** Technician V
- **Luchero, Marianna** Records Technician II
- **Manning, Margarita** Teaching Technician II
- **Martinez, Maria M.** Accounting Technician Supervisor
- **Martinez, Rosario** Department Secretary II
- **Means, Martha** Technician IV
- **Miranda, Lupe** Records Technician II
- **Míquez, Danny** Construction Technician Supervisor II
- **Montoya, Irene O.** Branch Campus Administrative Assistant
- **Montoya, Liz T.** Branch Store Supervisor
- **Morales, Joe** Technician V
- **Moreno, Argie** JTPA/WIA Technician
- **Nash, Loretta** Computer Technician II
- **Noble, Sherilyn K.** Administrative Secretary III
- **Noochesteer, Ann** Records Technician II
- **Olivas, Edith** Records Technician II
- **Olivas, Melanie** Department Secretary II
- **Padilla, Christy V.** Payroll/Personnel Supervisor
- **Peña, Dyane** Administrative Secretary III
- **Phillips, Mary** Bookstore Manager
- **Pines, Patricia** Department Secretary I
- **Ramos, Lorena** Department Secretary I
- **Reiser, Julia** Technician IV
- **Rodríguez, Jaime** Technician IV
- **Rodríguez, Lydia P.** Custodial Worker B
- **Romero, Carlos** Custodial Worker B
- **Sáenz, Selma** Records Technician I
- **Salinas, Julie** Cashier III
- **Sánchez, Albert** Custodial Worker B
- **Sánchez, Antonio** Construction/Maint. Tech. II
- **Sánchez, Eddie** HVAC Technician II
- **Schuyler, Maria** Records Technician II
- **Segovia, Maggie M.** Administrative Secretary II
- **Sosa, Rosa A.** Teaching Technician II
- **Sotelo, Alana** Records Technician II
- **Swain, Linda K.** Department Secretary II
- **Tamplin, Sharren** Records Technician II
- **Taulbee, Beckie** Records Specialist
- **Teitworth, Sharron** Records Technician II
- **Valenzuela, Aurora** Records Technician II
- **Venegas, Jay R.** Records Technician I
- **Villa, Gabriel** Technician IV
- **Wick, Jennifer** Records Technician II
- **Wille, Antha Ruth** Accounting Technician II
- **Zieske, Kimberly A.** Secretary
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AVSp

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☐ 1. Apply for financial aid, if needed — DABCC STUDENT SERVICES, ROOM 116, 527-7744 or 527-7696.
   See VETERANS’ CERTIFICATION OFFICER, IF APPLICABLE (ROOM 116) 527-7532.

☐ 2. Submit application for admission — DABCC STUDENT SERVICES, ROOM 116, 527-7710.

☐ 3. Send for official transcripts or GED scores. Pick up Transcript Request Form in room 116 and arrange for official transcripts of all high school and college work to be sent to DABCC Admissions. (DABCC ADMISSIONS, ROOM 116, 527-7710)

☐ 4. Take COMPASS placement test (free) — SIGN UP AT STUDENT SERVICES, Room 116, 527-7569.
   NOTE: Testing is required prior to meeting with an adviser. (Recent ACT assessments are acceptable.)

☐ 5. Sign up for a DABCC Orientation and meet with an adviser — DABCC ADVISING CENTER,
   ROOM 116, 527-7683, 527-7519 or 527-7710.


☐ 8. Pay tuition and fees — DABCC CASHIERS, ROOM 115, 527-7516. (Tuition and most fees also can be paid at NMSU Educational Services Building, Suite B.)

☐ 9. Obtain student I.D. — NMSU I.D. CARD OFFICE AT CORBETT CENTER, 646-5302. (Students who already have student I.D. cards can get their current I.D. stickers when making the down payment, either at the DABCC Cashiers Office or the NMSU Educational Services Building, Suite B.)


☐ 11. Purchase Books — DABCC BOOKSTORE, ROOM 170, 527-7692. (Some books for general-education courses are available at the DABCC Bookstore, others are available at the NMSU Bookstore in Corbett Center.)

☐ 12. Attend classes.

☐ 13. Investigate other resources and services.

Academic Tutoring, room 160L 527-7646
Adult Basic Education Services Information Center,
   room 160 (credit and noncredit tutorial services)527-7540
Cashing checks/payments — Cashiers, room 118 527-7516
Computer Lab, room 85 527-7561
Cooperative Education, room 115 527-7525
Counseling, room 117 527-7548
Financial Aid, room 116 527-7664
Job Placement, Cooperative Education
   and Career Choice Development, room 115 527-7538
Library Media Center, room 260 527-7555
Services for Students with Disabilities, room 117 527-7548
Student Government, room 83 527-7618
Veterans’ Certification, room 116 527-7532
Application for Admission

PLEASE INCLUDE $15 NONREFUNDABLE APPLICATION FEE

Admissions Office • MSC-3DA • Post Office Box 30001
Las Cruces, NM 88003-8001 • Telephone: 505.527.7710

GOAL:  O  Associate Degree  O  Certificate

GOAL:  O  Associate Degree  O  Certificate

CAMPUS:  O  Las Cruces  O  Gadsden  O  Sunland Park  O  White Sands

PRINT ALL INFORMATION. USE ONLY LEGAL NAME.

SOCIAL SECURITY NUMBER:  ____________  ____________  ____________

LAST NAME

FIRST NAME

MIDDLE NAME

CURRENT MAILING ADDRESS (STREET AND NUMBER/BOX NUMBER)

APARTMENT, ROOM, SPACE NUMBER

CITY

STATE

ZIP CODE

AREA CODE

TELEPHONE NUMBER

List other name(s) used in previous enrollments at this or
other institutions of higher education, or in high school:

PARENT or Legal Guardian (If under the age of 18):

SEX:  O  Male  O  Female

DATE OF BIRTH:  ____________  ____________  ____________

MONTH  DAY  YEAR

RESIDENCY:  State of Legal Residence: ________________________________

County of Legal Residence: ________________________________

Length of time, preceding date of this application, that applicant has resided continuously in New Mexico:

YEARS  MONTHS  DAYS

If less than 23 years of age, were you reported as a dependent on
parent or guardian’s federal income tax return for previous year?  

O  Yes  O  No

RACE/ETHNICITY: This information is requested by government agencies to demonstrate compliance with the Civil Rights Act. Please check the block designating your predominant racial/ethnic background. (optional)

O  American Indian or Alaskan Native  O  Asian or Pacific Islander  O  Black, non-Hispanic  O  Hispanic  O  White, non-Hispanic  O  Other/unknown

CITIZENSHIP:

O  U.S. Citizen  O  Permanent Resident  O  Foreign

Permanent resident number, if applicable:

NOTE: AN OFFICIAL COPY OF FORM I-551 IS REQUIRED FOR
ADMISSION TO DABCC.

APPLYING FOR:

O  Summer I, 20___  O  Fall 20___

O  Summer II, 20___  O  Spring 20___

Enrollment Status (check one):

O  (NS) First enrollment in ANY college or university.

O  (TW) Transferring to DABCC from another college or university WITHIN New Mexico.

O  (TO) Transferring to DABCC from a college or university OUTSIDE New Mexico.

O  (RA) Readmission—returning after absence from DABCC or NMSU.

Campus Attended: __________________________ Dates Attended: __________________________

O  (--) Previously applied to DABCC but did not attend. What year? __________________________

O  (CI) Change of status—IN school (DABCC/NMSU)

O  (CR) Change of status—Readmission.

AMERICAN COLLEGE TESTING (ACT) OR COMPUTER PLACEMENT ASSESSMENT AND SUPPORT SYSTEM (COMPASS) PROGRAM DATA. Although American College Test (ACT) scores are not required for admission, students are encouraged to test and request that their scores be sent to the DABCC Admissions Office. Students who do not take the ACT may be required to take the COMPASS test prior to admission to DABCC. The COMPASS is administered at DABCC free of charge. Please call for an appointment.

CONTINUED ON REVERSE SIDE
PLEASE PLACE A CHECKMARK IN FRONT OF THE PROGRAM OF STUDY YOU HAVE CHOSEN:

**Associate Degree Programs (open entry)**
- O Automotive Technology
- O Business Occupations
- O Business Office Technology
- O Computer Technology
- O Criminal Justice
- O Digital Graphics Technology
- O Drafting & Graphics Technology
- O Electronics Technology
- O Emergency Medical Services
- O Facilities Maintenance Technology
- O Fire Science Technology
- O Heating, Air Cond. & Refrigeration
- O Hospitality Services
- O Legal Assistant
- O Library Technology
- O Manufacturing Technology
- O Pre-Business
- O Retail Mktg. & Merch.
- O Water Technology
- O Welding Technology
- O Youth/Adolescent Paraprofessional
- O Undecided

**Limited-Entry Programs**
- O Area Vocational School
- O Associate Degree Nursing (Deadline for Fall: March 1)
- O Electrical Apprenticeship
- O EMS—Advanced (Deadline for Fall: June 7)
- O Radiologic Technology (Deadline for Fall: Feb. 15)
- O Respiratory Care (Deadline for Fall: March 1)

**Certificate Programs**
- O Automotive Technology
- O Aviation Technology
- O Business Office Technology
- O Cert. Nursing Assistant
- O Child Care
- O Drafting & Graphics Technology
- O Electronics Technology
- O EMS/Paramedic
- O Facilities Maint. Technology
- O Health Care Assistant
- O Heating, Air Cond. & Refrigeration
- O Retail Mktg. & Merchandising
- O Water Technology
- O Welding Technology
- O Undecided

**HIGH SCHOOL LAST ATTENDED:**

<table>
<thead>
<tr>
<th>NAME OF HIGH SCHOOL</th>
<th>LOCATION (CITY AND STATE)</th>
</tr>
</thead>
</table>

**DATE GRADUATED, OR WILL GRADUATE,**
with high school diploma or GED:

<table>
<thead>
<tr>
<th>MONTH</th>
<th>YEAR</th>
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</table>

**LIST ALL COLLEGES OR UNIVERSITIES YOU HAVE ATTENDED OR ARE NOW ATTENDING.** If more than five, attach a sheet with the information needed. **Official** transcripts must be mailed directly from the college or university previously attended to the DABCC Admissions Office. Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to DABCC. Students concealing attendance at another college or university and not submitting a transcript from that college or university will be subject to suspension.

**Complete Name of Institution**

1. 
2. 
3. 
4. 
5. 

Are you eligible to return to the last college or university attended? **O** Yes **O** No **O** Not Applicable

Have you been awarded a college or university degree? **O** Yes **O** No **O** Not Applicable

**Granting Institution:**

**IMPORTANT REMINDERS.** Have you completed this application in full? Incomplete applications will be returned for further information. Have you included the $15 application fee? Have you requested official transcripts to be mailed directly to Doña Ana Branch Community College* by the registrar of each college or educational institution previously attended? Be sure to sign and date the application in the section below.

**SIGN AND DATE APPLICATION.** I understand that withholding information requested in this application, failure to submit all required documents, or giving false information may make me ineligible for admission to, or continuation at, Doña Ana Branch Community College. With this in mind, I certify that all of the above statements are correct and complete.

Applicant’s Signature (required) __________________________ Date of Application __________________________

* Transcripts should be sent to this address: DABCC Admissions Office, MSC-3DA, P.O. Box 30001, Las Cruces, NM 88003.