
ENMU RUIDOSO™

Eastern New Mexico University Ruidoso Branch Community College

2020-21

# catalog

575.315.1120
ruidoso.enmu.edu

# ADMINISTRATION

Ryan Trosper, *President*
Dr. Karen Massey, *Chief Business Officer*
Steve Lestarjette, *Chief External Affairs Officer*
Kevin Birk, *Chief Technology & Information Security Officer*
Amy Means, *Institutional Effectiveness and Student Records Director*
Coda Omness, *Success Emporium Director*
Rhonda Vincent, *ENMU-Ruidoso Foundation Director*
Paul Wenzel, *Physical Plant Manager*

## COLLEGE BOARD

Brad Treptow, *Chair*
James Paxton, *Secretary*
*Members:* Gina Klinekole · Marla Romero · Justin Huffmon

## ENMU – BOARD OF REGENTS

Lance A. Pyle · Terry Othick · Joseph Gergel
Dr. Dan Patterson · Edwin B. Tatum

## ENMU-RUIDOSO FOUNDATION BOARD

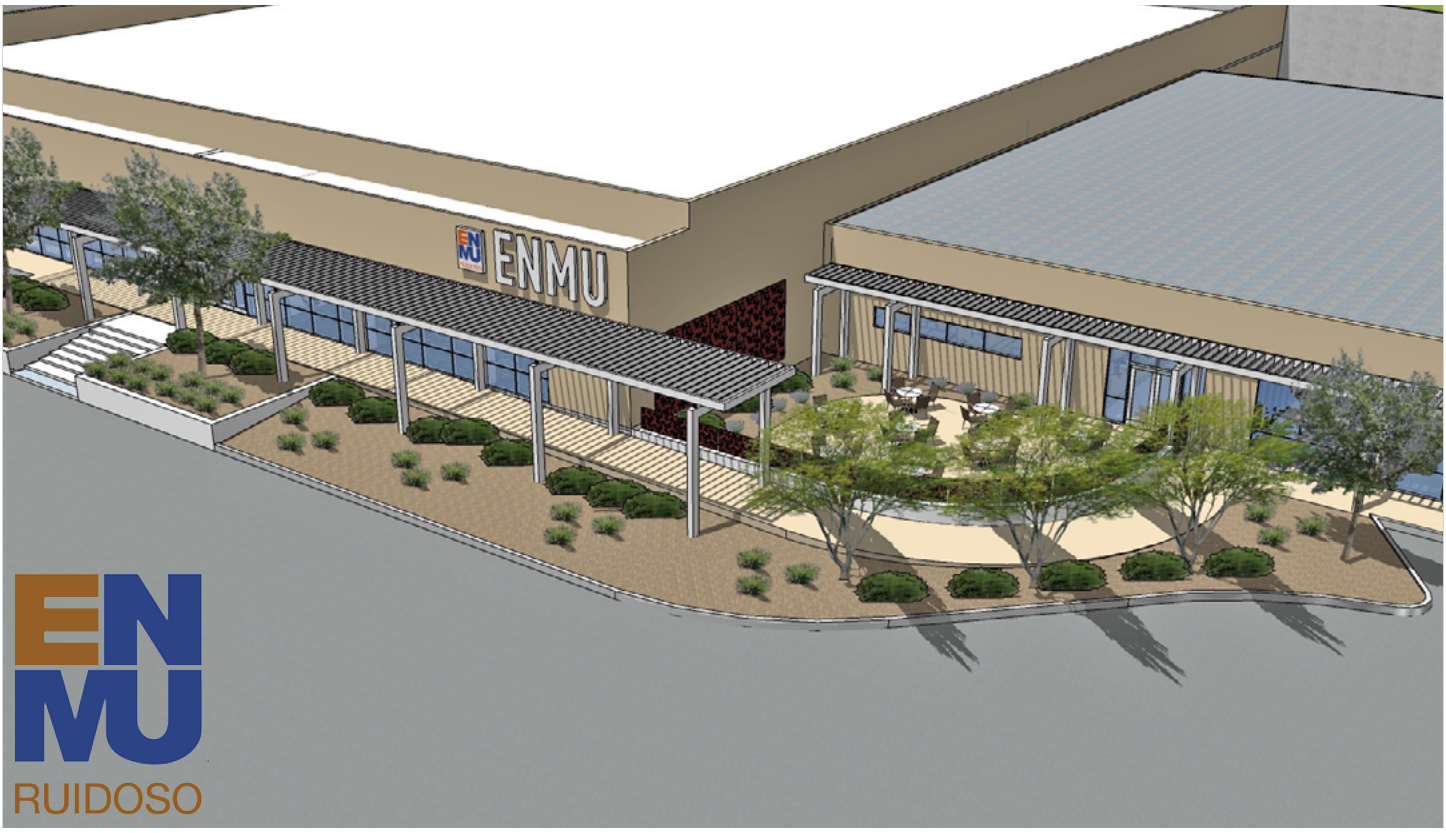
Dr. Lynn F. Willard · Sandy Gladden · Leslie Sick
Leslie Graham · Cheri LaCounte · Dr. Clayton Alred
Denni Cheney · Mike Cheney

*This catalog was updated December 10, 2020*

# CONTACT INFORMATION

| | |
|---|---|
| Administration | 575-315-1200 |
| Success Emporium | 575-315-1120 |
| Business Office | 575-315-8195 |
| Community Education | 575-315-1120 |
| ENMU-Ruidoso Foundation | 575-315-1215 |
| ENMU Fax | 575-993-5092 |
| HSE Classes | 575-315-1100 |
| HSE (Test Info Only) | 575-315-1120 |
| Information | 575-315-1120 |
| Library / Learning Commons | 575-315-1135 |
| Marketing | 575-315-1120 |
| NM Workforce Connection | 575-315-1100 |
| Fax | 575-993-5093 |
| Proctoring | 575-315-1135 |
| Institutional Effectiveness & Student Records | 575-315-1190 |
| Student Accounts/Cashier | 575-315-1198 |

ENMU-Ruidoso Branch Community College
709 Mechem Drive · Ruidoso, NM 88345
575-315-1120
**ruidoso.enmu.edu**



# TABLE OF CONTENTS

# GENERAL INFORMATION

## MISSION

The overarching mission of ENMU-Ruidoso Branch Community College is to enhance the lives of our student(s) and the communities we serve, now and into the future.

ENMU-Ruidoso Branch Community College combines a traditional learning environment with twenty-first century instructional technology to provide an enhanced educational experience. ENMU-Ruidoso Branch Community College emphasizes liberal education, freedom of inquiry, cultural diversity and whole student life. Scholarships, cultural enrichment, excellent teaching and enriched learning define the College community's relationship and contributions.

*The mission of ENMU-*Ruidoso *Branch Community College includes seven purposes:*

- To offer general academic studies for students wishing to transfer to a University.
- To offer career and technical education programs leading to gainful employment for students in their chosen field.
- To offer a dual credit enrollment, Early College Program for qualified high school students.
- To offer workforce education and training services and provide institutional leadership in the economic development of the region.
- To offer programs of instruction leading to Associate degrees and Certificates of Completion.
- To offer lifelong learning opportunities for all citizens through continuing education and community service programs.
- To offer adult basic education for those wishing to achieve literacy skills, complete a high school equivalency diploma and obtain English proficiency.

## FOCUS

- Prepare students for meaningful career and advanced study.
- Impart citizenship and leadership for the betterment of the community.
- Support and expand the role of higher education and excellent teaching.
- Empower citizens to respond to a rapidly changing world.
- Contribute to the economic viability and well-being of our community.

## VALUES

ENMU-Ruidoso is guided by the following values:

- Teaching and learning is central to everything we do.
- Personalized attention and customer service define how we work.
- Institutional responsiveness to students and community is core to our success.

## VISION STATEMENT

ENMU-Ruidoso Branch Community College will provide opportunities for all citizens to achieve and realize their potential.

Five vision statements guide ENMU-Ruidoso in accomplishing its mission. They include the following:

- ENMU-Ruidoso will be the first choice for students pursuing higher education in the south-central mountain region of New Mexico.
- ENMU-Ruidoso will create strategic alliances and be a driving force in support of community and economic development in the Ruidoso Valley, Lincoln County and neighboring Mescalero Apache Reservation.
- ENMU-Ruidoso embraces excellence in providing programs and services, and is committed to delivering high quality educational programs and services.
- ENMU-Ruidoso is dedicated to the development of students' self-esteem and self-sufficiency.
- ENMU-Ruidoso is committed to continuous improvements in all aspects of our enterprise.

## STRATEGIC PLANNING GOALS

ENMU-Ruidoso strategic goals include the following:

- Student ready: The college is ready and able to help students make a better life.
- Employer ready: The college is ready and able to help business and industry strengthen the economic vitality of the region.
- Community ready: The college is ready and able to promote personal growth, lifelong learning and civic engagement.
- Mission ready: The college is ready and able to fulfill its mission in a user-friendly online and on-campus environment where student and community life thrive.

## CATALOG OF RECORD

This catalog is a guide to the academic regulations and the curricula of ENMU-Ruidoso.

## HISTORY

Established in 1991, the Ruidoso Off-Campus Instruction Center offered Lincoln County residents access to two-year College academic and career/technical curriculum. In July 2005, the Ruidoso Campus was legislatively created as a Branch of Eastern New Mexico University becoming the 18th two-year College in New Mexico. ENMU-Ruidoso is a comprehensive two-year College offering Certificates of Completion and Occupational Training, Associate of Science, Associate of Arts and Associate of Applied Science degrees.

Undergraduate course work completed at ENMU-Ruidoso, offered on-site or through the ENMU system, is fully transferable to ENMU Portales. Additionally, ENMU-Ruidoso offers community education classes, customized training workshops, adult basic education courses and operates a One-Stop Career Center providing free employment services for employers and those seeking career information.

## LOCATION

Located in the heart of the multicultural "playground of the Southwest," Ruidoso has long been the favorite recreation destination in New Mexico's spectacular Sacramento Mountains. From the All-American Futurity (America's richest quarter horse race) to the breathtaking grandeur of the two million acre Lincoln National Forest, the region has something to offer everyone. Rich in heritage and history, Ruidoso and Lincoln County witnessed the epic close of the American Frontier. Today, tens of thousands of tourists from all over North America visit the Ruidoso area each year. Nearby is the 460,000-acre Mescalero Apache Reservation with its spectacular Inn of the Mountain Gods and Ski Apache resort. Since 1991, ENMU-Ruidoso has become a favorite place to pursue higher education in the "tall cool pines" of Ruidoso. ENMU-Ruidoso's service area is identical with that of the Ruidoso Municipal School District. The outlying communities of Alto, Mescalero, Tularosa, Cloudcroft, the Hondo Valley, Lincoln, Capitan, Carrizozo and Corona are also served, but residents pay out-of-district tuition rates.

## ACCREDITATION

Eastern New Mexico University is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, hlcommission.org, 800-621-7440.

## NOTICE OF CHANGES

Since programs, policies, statements, fees, College calendar dates and/or courses contained herein are subject to continuous review and evaluation, the College reserves the right to make changes at any time, through appropriate administrative procedure, without prior notice. The information contained within this catalog is a description of programs and courses active at the time of publication.

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER STATEMENT

ENMU-Ruidoso is an affirmative action and equal opportunity employer. The College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Persons seeking information about the College's nondiscrimination policy should contact the Affirmative Action Officer at (575) 562-2905 or ENMU Station 21, 1500 S. Ave. K, Portales, NM 88130.

## TITLE IX STATEMENT

"No person in the United States, shall, on a basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

ENMU-Ruidoso subscribes to Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activities receiving federal financial assistance.

ENMU Ruidoso does not discriminate on the basis of sex in its educational programs, activities, employment and admissions, and the University is prohibited by Title IX and 34 C.F.R. Part 106 from discriminating in such a manner.

## RELEASE OF STUDENT INFORMATION POLICY

If a student fails to maintain his/her financial obligation to the University or violates non-academic regulations, ENMU-Ruidoso may withhold transcripts and statements of student status. Also see the "Family Education Rights and Privacy Act" in this catalog. Since programs, policies, statements, fees and/or courses contained herein are subject to continuous review and evaluation, the University reserves the right to make changes at any time, through appropriate administrative procedures, without prior notice.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct is printed in its entirety in the Student Handbook and can be found on the ENMU-Ruidoso website (**https://issuu.com/enmuruidoso/docs/studenthandbook_2018**) under "Students"; "Current Students"; "Academic Information"; "Student Handbook."

# TYPES OF DEGREE

## ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE

The Associate of Arts or Associate of Science degrees are two-year degrees designed to provide general education courses consistent with those required of freshmen and sophomores in four-year universities. By careful course planning, students may also enhance their employability in certain fields. Maximum transferability can be assured when students complete all general education curriculum requirements and transfer General Education Complete.

Students pursuing an Associate of Arts or Associate of Science degree programs may design a degree program that allows flexibility in various fields, or they may plan concentration in arts and humanities, business, or science and mathematics.

## ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS:

- 60 hours minimum.
- 2.00 institutional GPA.
- Grades of "C" or higher are required for all courses.

- 15 hours minimum of the degree must be earned from ENMU-Ruidoso.
- 31 hours minimum of New Mexico General Education Curriculum.

  Fixed 22 – At least 22 credit hours of courses in the following six content areas:

  - Communication (6 credits)
  - Mathematics (3 credits)
  - Science (4 credits)
  - Social and Behavioral Science (3 credits)
  - Humanities (3 credits)
  - Creative and Fine Arts (3 credits)

  Flexible 9 – Nine credits from the content areas listed above or other listed approved courses in the New Mexico General Education Curriculum section of the catalog.
- Subject matter curricula specified in degree plan.
- Three hours of UNIV 101 Freshman Seminar are required for all degree-seeking students with fewer than 30 credit hours successfully completed. Course must be taken in the first semester of enrollment at ENMU-Ruidoso.
- If instructional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

***NOTE:*** The maximum number of hours which may be applied to the associate degree from ACT, advanced standing, CLEP or challenge examinations or from military credit is 32.

## ASSOCIATE OF APPLIED SCIENCE

Students may earn an Associates of Applied Science degree through ENMU-Ruidoso by completing programs as specified under the program headings. Students who contemplate earning this degree should keep in mind that it is generally regarded as a degree denoting occupational competence and that other colleges and universities accept transfer work only at their discretion. Fifteen hours minimum earned from an ENMU campus and an institutional GPA of 2.0 is required for graduation. Programs offering the Associate of Applied Science degree and its requirements are noted in the program description section.

## ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS:

- 60 hours minimum.
- 2.00 institutional GPA.
- Grades of "C" or higher are required for all courses.
- 15 hours minimum of the degree must be earned from ENMU-Ruidoso.
- 15 hours minimum of New Mexico General Education Curriculum.

  Fixed 12 – At least 12 credit hours of courses from four of the following six content areas, as designated in the degree plan:

  - Communication
  - Mathematics
  - Science
  - Social and Behavioral Science
  - Humanities
  - Creative and Fine Arts

  Flexible 3 – Three credits from the content areas listed above or other listed approved courses in the New Mexico General Education Curriculum section of the catalog.
- Subject matter curricula specified in degree plan.
- Three hours of UNIV 101 Freshman Seminar are required for all degree-seeking students with fewer than 30 credit hours successfully completed. Course must be taken in the first semester of enrollment at ENMU-Ruidoso.
- If instructional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.
- If technical requirements are met by approved prior learning assessment, additional electives in the technical area will be required to meet the residency requirements of the degree.

## ACADEMIC PROGRAMS

ENMU-Ruidoso students can pursue the following associate degrees and certificates:

**Associate of Arts Degree**
Business Administration
Criminal Justice
Early Childhood Education
Elementary/Special Education
General Studies
Hotel, Restaurant & Tourism Management
Psychology
Secondary Education
University Studies

**Associate of Applied Science Degree**
Business Administration
Emergency Medical Services
Fermentation Science - Brewing & Distilling
Fermentation Science - Enology & Viticulture
Information Systems
Information Systems – Cybersecurity
Police Science
Structural Fire Science
Wildland Fire Science

**Associate of Science Degree**
Natural Science
Pre-Nursing
Pre-Engineering

**Certificate of Completion**

Bookkeeping/Accounting
Childhood Development
Computer & Network Security Apprenticeship
Computer & Network Security Certification Program
Core Curriculum
Educational Assistant (Pre-K – 12)
Fermentation Science Apprenticeship
Fermentation Science Brewing & Distilling Specialization
Fermentation Science Pre-Apprenticeship
Health Information Technology
Hotel, Restaurant & Tourism Management
Human Services Alcohol & Drug Abuse Studies
Pre-Nursing
Structural Fire Science
Welding Technology
Wildland Fire Science

**Certificate of Occupational Training**

Culinary Fundamentals
Construction Trades
Emergency Medical Technician
Emergency Medical Technician Advanced
Nurse Assistant

# ADMISSIONS

**Online admissions information**

Students seeking admission to ENMU-Ruidoso Branch Community College should submit an online admissions application at https://itsweb.enmu.edu/ssb.php?w=p&d=apply. ENMU-Ruidoso has an open admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes based on academic advising, testing, and past educational achievement. The following Applicants who are 18 years of age or older, who have a high school diploma, obtained an equivalency (HSE or GED), not enrolled in high school, or are non-degree seeking are admitted upon completion of an ENMU-Ruidoso application. High School students please see the Early College Program section for admissions process. Students who do not have a high school diploma or HSE are not eligible for financial aid. The college reserves the right to deny admissions to any person when admission is determined not to be in the best interest of the College, or when there is reason to believe that the person presents a danger to himself or herself or other members of the College community.

**Home Schooled Students**: Students enrolled in a home school program may be accepted to ENMU-Ruidoso if they meet the requirements for regular admission. In addition, the home school educator must submit a transcript or document that lists the courses completed and grades earned by the student as well as indicate the date the student completed or graduated from the home school program. Home school students who are New Mexico residents and wish to participate in the Lottery Success Scholarship program are required to submit official New Mexico HSE test results.

In order to allow sufficient time for the preparation of registration materials, students are urged to apply for admission well in advance of registration and the start of classes. It is highly recommended that students needing accommodations schedule an appointment with the Students with Disabilities Liaison during completion of the admissions process and/or no later than two weeks prior to the start of the semester for each semester of attendance at the College.

***NOTE:*** A student misrepresenting or failing to disclose information in the completion of the admission form will be subject to disciplinary action and possible dismissal from ENMU-Ruidoso. Students with missing transcripts will not receive financial aid.

## DEGREE SEEKING ADMISSIONS

### REGULAR STUDENT (first time at any college)

***Requirements for admission as a regular student include the following:***

- Submit a formal application for admission.
- Submit an official copy of their final high school or High School Equivalency (HSE) transcript.

Final transcripts must be sent directly from the high school or HSE Testing Center to:

ENMU-Ruidoso
Institutional Effectiveness & Student Records
709 Mechem Drive
Ruidoso, NM 88345

Transcript request forms are available at ***https://ruidoso.enmu.edu/wp-content/uploads/2018/12/Transcript_Request_Aug2018.pdf*** or can be obtained from Institutional Effectiveness and Student Records.

## TRANSFER STUDENTS

***Requirements for admission as a transfer student include the following:***

- Formal application for admission.
- Transfer students from other colleges or universities must submit an official transcripts from *all* colleges previously attended
- An official copy of their final high school or HSE transcript. However, this will be waived if a student transfers 30 credit hours from another institution.

  *NOTE: High school transcripts may be required for Financial Aid.*

Any transfer student who has less than a 2.0 cumulative grade point average (GPA) from his/her previous college(s), and/or vocational school(s) must submit a letter of appeal to the Admissions Appeal Board for admission to ENMU-Ruidoso. In addition, the student admitted on Academic Probation or Suspension Waiver will be required to sign a Probation Agreement for the first semester.

***NOTE:*** A student who conceals the fact that he/she has attended another college or university and who does not submit an official transcript for each institution, whether or not credit was earned, will be subject to immediate suspension.

**Academic Dismissal or Suspension:** Students on academic suspension from the last college or university attended who wish to enroll at ENMU-Ruidoso must follow the procedures outlined in the Satisfactory Academic Progress (SAP) policy. Transfer students admitted on Academic Probation or Suspension Waiver may be required to complete an Action Plan to be developed by the Vice President of Student Learning and Success. Failure to disclose this information on admissions application may result in suspension.

**Non-Academic Dismissal or Suspension:** Transfer students who were disqualified for admissions/registration at any college or university must provide documentation disclosing the circumstances for the Non-Academic Dismissal or Suspension. Students must appeal to Vice President of Student Learning and Success for approval for admissions. Failure to disclose this information on admissions/registration forms may result in suspension.

**Transfer Credit**: Acceptance of transfer credits by the College does not guarantee these hours will satisfy requirements in a specific degree. To determine course transfer eligibility, students must contact Institutional Effectiveness and Student Records. Grades of D, if accepted, cannot be used to meet requirements for a major or minor but may meet other requirements.

**Grade Point Calculations:** Transfer grades will be calculated for admission requirements, honors for graduation and professional licensing.

## NON-DEGREE STUDENT

### REQUIREMENTS

- Students wanting to take credit courses without meeting the full requirements for admission to a degree program may apply for non-degree status. Non-degree students do not qualify for financial aid.
- Non-degree students are subject to all ENMU-Ruidoso policies and regulations governing registration, attendance, disciplinary probation or suspension and academic standing.

Non-degree students wanting to take a mathematics or English class must take the college placement exam or transfer in qualifying courses.

No more than 30 credit hours taken as a non-degree seeking student will count towards a degree unless credit was obtained through the Early College Program.

Non-degree students must re-apply to become a degree-seeking student and submit their HS /GED/College transcripts to Institutional Effectiveness and Student Records.

**Appeal Transfer Evaluation**: If courses are not accepted for transfer to ENMU-Ruidoso, the student may appeal. A student who wishes to appeal the transfer evaluation should follow the steps outlined below:

1. File a written appeal (letter with Institutional Effectiveness and Student Records, providing information regarding the course(s) being appealed). This information includes the following:
   a. A course description
   b. Syllabus from the course at the time it was taken, and/or
   c. Other documentation about the content of the course being appealed.
2. Within 30 days of the written appeal, the file will be reviewed and the student will be contacted in writing. If the appeal is denied, the letter will explain the reason for the denial.
3. If the student is denied and wants to continue the appeal, the student must indicate this in writing to the Vice President of Student Learning and Success. The second appeal must be submitted within 30 days of the first appeal decision letter.
4. The second appeal letter will be reviewed within the next 30 days after receipt, and the student will be notified in writing as to the decision.
5. If the student is denied a second time, and wishes to continue the appeal, the student may appeal directly to the New Mexico Higher Education Department.

## MILITARY PERSONNEL

ENMU-Ruidoso defines military personnel as active duty or veterans and has three admission programs designed for military personnel. They are the Active Duty Military program (ADM), Servicemen's Opportunity College (SOC), and the Military Admissions Programs (MAP). For guidelines on credit for military service, go to the "Prior Learning Assessment" section of the catalog.

### REQUIREMENTS

- Determine which education benefits you are eligible for through the U.S. Department of Veterans Affairs, then review the VA Education Benefits.
- Contact your Military Education Office (Active Duty) to find out how you can qualify for tuition assistance specific to your command
- Apply for admission to ENMU-Ruidoso.
- Complete the appropriate Application for Benefits form found under your chapter of VA Education Benefits.
- Receive a letter from the U.S. Department of Veterans Affairs indicating your application is processed (could take up to 10 weeks).
- Receive your Certificate of Eligibility from the U.S. Department of Veterans Affairs.
- Send a copy of your Certification of Eligibility to ENMU-Ruidoso Success Emporium.
- Register for your enrollment and notify ENMU-Ruidoso Success Emporium each semester to let them know you want to use your VA Education Benefits for the semester.

- Complete the Education Benefits Form each semester to let ENMU-Ruidoso Success Emporium know you want to use your VA Education Benefits for the semester.

ENMU-Ruidoso will not:

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

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

- Produce the VA Certificate of Eligibility (COE) by the first required to:
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## READMISSION

Students who have not attended ENMU-Ruidoso for one or more semesters are required to make formal application for readmission. Readmission does not require an additional admission fee.

Former students who attended another institution prior to readmission are required to provide official transcripts from that institution if student is degree seeking.

**Readmission to Degree-Seeking Status:** A student who is seeking readmission and who's last ENMU-Ruidoso admission status was degree-seeking (regular), must complete an Application for Undergraduate Admission form and select Readmission as his/her enrollment status. Academic admission status at the time of readmission will normally be determined by previous ENMU-Ruidoso academic standing. However, academic performance at other institutions attended during the applicant's absence from ENMU-Ruidoso may be considered when determining the student's academic admission status.

**Readmission to Non-degree Status:** A student who is seeking readmission and who previously attended ENMU-Ruidoso under a non-degree admission status must complete an Application for Undergraduate Admission form and select Readmission as his/her enrollment status and Non-degree as his/her Intended degree. However, if the student wants to be readmitted under a degree (regular) status, the student must submit a Change Form to request a change-of-status at the time of readmission.

***NOTE:*** ENMU-Ruidoso students who have not attended classes in the past five years or more may be eligible for Clemency. Refer to ENMU-Ruidoso Clemency policy under Academic Standing.

## ENMU PORTALES OR ROSWELL CAMPUSES

ENMU-Ruidoso students wanting to change attendance to either the Portales or Roswell campus must follow the admissions procedures of each campus.

## INTERNATIONAL STUDENTS

**Online admissions information**

International students may be admitted into an online ENMU-Ruidoso program. For admission information, go to www.ruidoso.enmu.edu. However, if an international student wishes to attend courses in the U.S., this process is facilitated by ENMU-Portales campus. Complete instructions are available by calling the ENMU International Student Services 800-367-3668; refer to the ENMU Portales online catalog, at www.enmu.edu.

# TUITION AND FEES

## GENERAL REQUIREMENTS

Tuition and fees are charged according to the number of credit hours enrolled each semester. Students enrolled in courses for non-credit, pay the same tuition and fees as students enrolled for credit. Tuition and fees are payable by the end of the add/drop deadline unless prior arrangements have been made with the Cashier. An up-to-date tuition and fee listing may be found on the ENMU-Ruidoso website at https://ruidoso.enmu.edu/academics/tuition-schedule/. ENMU-Ruidoso offers a Deferred Tuition Payment Plan. For details, contact the ENMU-Ruidoso Cashier. Students are not officially reenrolled until they have made a partial payment and have signed a contract with the Cashier. Student registration is not complete and enrollment is not official until payment or payment arrangements are made.

Tuition and fees are subject to change without notice by Board of Regents of ENMU-Ruidoso.

Tuition rates are determined by student's residency. New Mexico In-District rates apply to students living within ENMU-Ruidoso's college district (Ruidoso Municipal School District, Zip Codes 88345 and 88346). New Mexico Out-of District rates are applicable for students who live in-state but outside of ENMU-Ruidoso's college district. Non-Resident rates apply to students who are not residents of New Mexico. There are different rates for Non-Residents based on the number of enrolled credit hours.

During fall and spring semesters, if an out-of-state student is enrolled in 6 or less credit hours, tuition will be charged at the in-state tuition rate. However, if an out-of-state student enrolls in more than 6 hours at any time during the semester all credit hours will be adjusted to the out-of-state tuition rate.

## RESIDENCY REQUIREMENTS FOR TUITION

Residency for tuition purposes is determined at the time of admission. The Commission on Higher Education defines a

NM resident as a financially independent adult at least 19 years of age, who has lived in New Mexico for a minimum of one year prior to the semester for which resident status is requested and who has met all other residency requirements.

For more detailed information on the above and other circumstances related to these regulations please contact Institutional Effectiveness and Student Records or go to **https://hed.state.nm.us/uploads/documents/Residency_Brochure_2020_FINAL_version.pdf**.

Students who wish to change their official residency status must complete a "Petition for In-State Tuition Classification" form. Petitions for changes in residency status will be accepted from the time of registration up to the third Friday after the start of the semester. Petition forms and further information may be obtained from Research and Records.

## SENIOR TUITION

New Mexico residents who are 65 or older may attend ENMU-Ruidoso at reduced tuition rates. Admission to the College is required and all other student fees apply. Individuals must apply and qualify for this program through the ENMU-Ruidoso Institutional Effectiveness and Student Records office. The tuition cost is $5.00 per credit hour tuition rate. Senior students may register for a maximum of 6 credit hours at the reduced rate. Per state law, senior students who take more than 6 credit hours at any time during the semester must pay full price for all credits based on in-district or out-of-district or out-of-state residency.

Students are responsible for payment of fees, books, and other costs associated with their class. Contact the Institutional Effectiveness and Student Records office for more information.

## SPECIAL/ADDITIONAL FEES

Graduation, class and institutional fees may apply. Please refer to ENMU-Ruidoso website at **https://ruidoso.enmu.edu/academics/tuition-schedule/**.

## TEST PROCTORING FOR ONLINE COURSES

Some courses at ENMU-Ruidoso may require students to complete their quizzes, assignments, or exams in a proctored setting. There are resources in New Mexico, and nationally, that can assist you in locating an appropriate exam site or test proctoring option. With the instructor's permission, a proctored setting can be arranged at a local library or school or (for a fee) at a testing center. Online options (for a fee) are also available for proctored testing. You are responsible for arranging for this proctoring session and paying any fees.

ENMU-Ruidoso does not officially endorse any proctoring entity or location. Your instructor will provide you with options for having an exam proctored.

## PAYMENT OPTIONS

- Pay at the Cashier's office with cash, check, money order or credit card.
- Mail check or money order to: Cashier, ENMU-Ruidoso, 709 Mechem Dr., Ruidoso, NM 88345.
- Pay by credit card. Call the Cashier at (575) 315-1197 or (575) 315-1198. ENMU-Ruidoso accepts Discover, MasterCard,VISA and American Express.
- Set up a payment plan.
- Pay online at **https://ruidoso.enmu.edu/students/current/**. Or log onto the MyENMU-Ruidoso portal and click on Student Links.

## REFUND POLICY: TUITION AND STUDENT/COURSE FEE

***The refund schedule begins on the official first day of the academic calendar for the semester.*** Tuition and student fees charged for more than 18 hours in a regular semester and more than nine (9) in a summer semester will not be refunded.

Refund schedule for fall or spring: please refer to ENMU-Ruidoso refund schedule at **https://ruidoso.enmu.edu/admissions/resources-prospective/#refunds**.

## TUITION REFUND APPEALS PROCEDURE

A student must submit a written appeal to the Business Office explaining individual circumstance that would warrant an exception to the published refund policy. The Business Office will make the final decision to approve or deny the appeal.

## WITHDRAWAL FROM THE COLLEGE – FINANCIAL RESPONSIBILITY

Once a student registers, he or she is responsible for the total charges assessed regardless of whether an installment payment plan is used. Refund percentages are applied to total charges assessed and not the amount paid. This means that a student who withdraws before paying all installment plan payments may receive a bill rather than a refund. **Not attending classes does not constitute official withdrawal or relieve students of their financial obligations.**

## STUDENT DELINQUENT ACCOUNTS AND LOANS

Transcripts and/or other information relating to the College records of any student or former student will not be released or delivered to the student or to any other person, entity or institution until all debts owed by the student to the College and all of its affiliates have been paid. This policy is applicable to all debts as allowed by law including, but not limited to, student loans.

## COLLECTION OF STUDENT DELINQUENT ACCOUNTS AND LOANS

During each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a bill from ENMU-Ruidoso does not relieve the student of the responsibility for payment. If payments or arrangements to pay are not made on a timely basis, the account may be placed with a collection agency. Collection fees will be added to the account, for which the student will be responsible. If ENMU-Ruidoso obtains a judgment from a court of competent jurisdiction, the debtor shall also be liable for the court costs and attorney's fees.

# FINANCIAL AID

The U.S. Department of Education Federal Student Aid programs and the State of New Mexico provide grants, loans, and work-study employment assistance to qualifying students. Federal and State aid can help cover expenses such as tuition and fees, room and board, books and supplies, personal expense and transportation. Go to **www.studentaid.gov** or **www.hed.state.nm.us** for more information on these programs.

- The Free Application for Federal Student Aid (FAFSA) should be completed annually at **fafsa.edu.gov**.
- Verification processing must be finished before federal student aid will be awarded.
- The FAFSA academic aid year at ENMU-Ruidoso is fall, spring and summer.

## SOURCES OF FINANCIAL AID

**Merit-Based Aid**: Based on academic achievement or performance, usually a scholarship.

**Need-Based Aid**: Awarded to students who can show need according to a formula. The three types of need-based aid are:

- **Grants** – aid that does not have to be paid back. Examples of grants available at ENMU are Pell Grants, SEOG, and NMSIG.
- **Loans** – aid that is borrowed and has to be paid back over a period of time, usually after a student leaves school or is enrolled less than half-time.
- **Work-Study** – aid that a student earns by working part-time.

Information concerning types of aid and eligibility criteria can be found at www.ruidoso.enmu.edu, go to Students, Financial Aid, or by contacting the student advocates at (575) 315-1120.

**How to Apply:** Students applying for financial aid should complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is designed to determine, in accordance with state and federal guidelines, the difference between what students or their families are expected to contribute and the cost of attending ENMU-Ruidoso. A current FAFSA must be on file at the Office of Financial Aid for any type of federal or state student aid including work-study and loans. Students should complete the FAFSA online at **www.fafsa.gov**. To be reviewed for financial aid at ENMU-Ruidoso, students must list Eastern New Mexico University as a school of interest. ENMU's school code is 002651.

**When to Apply:** Since some funds are limited, students should complete a FAFSA as soon as possible each year.

**Financial Aid Award Process:**

1. Complete the FAFSA.
2. Receive a Student Aid Report (SAR) by mail or e-mail. ENMU-Ruidoso will receive the same information and request additional information from the student if necessary.
3. Receive an ENMU Financial Aid and Scholarship Notification listing awards and amounts, sent by mail and ENMU email.
4. Additional steps are required if students wish to accept workstudy and borrow loans.
5. Aid is applied to student's account.

**Verification:** The verification process confirms that reported FAFSA information matches tax return, transcripts and other documents. Such documentation may include copies of the most recent IRS income tax return transcript for students, and/or spouse or parents of students. Proof of citizenship, copies of Social Security benefit statements and W-2 forms may also be requested along with other required documents.

FAFSA applications are selected for verification by the Federal Processor. The Office of Financial Aid will contact students who are selected for verification via mail and email once the college is notified by the Department of Education. FAFSA processing will be postponed until the required information and/or forms are provided.

Verified FAFSAs will be processed in date order. Documentation is logged as it is received, so time sensitive funds can be awarded accordingly. Once documentation is reviewed and all data matches, the FAFSA will be released for the next awarding cycle. If corrections are necessary, the Office of Financial Aid will submit them electronically to the Federal Processor. Once confirmation is received that the changes were accepted, the FAFSA will be released for the next awarding cycle.

Awards: Once the FAFSA file is complete, aid will be awarded based on the following:

- Estimated Cost of Attendance.
- Expected Family Contribution (EFC).
- Other Financial Assistance (Resources).
- Financial Need.
- Availability of Funds.

Estimated Cost of Attendance: These components are used to determine the estimated cost of attendance:

- Tuition and Fees.
- Room and Board.
- Books and Supplies.
- Personal and Miscellaneous Expenses.
- Transportation.

The estimated cost of attendance is used for calculating financial aid. Please contact the ENMU-Ruidoso's Business Office/Cashier for the actual costs.

**Expected Family Contribution (EFC):** One of the principles behind need-based aid is that students and their families should pay what they can afford for educational expenses. A standard formula is used to calculate a student's Expected Family Contribution based on information submitted through the FAFSA. The federal funding formula takes into consideration family size, number of household members who are attending college at least half time (excluding parents), family income and assets.

Other Financial Assistance (Resources): Other financial assistance refers to any outside scholarships, tuition waivers, stipends, State or Federal program award (including WIA or DVR), participation awards or grants or assistance received by the student other than federal financial aid. These amounts are required by law to be included as financial aid resources for the academic aid year even if they are not paid through the ENMU Office of Financial Aid. Failure to notify ENMU about these resources could jeopardize your financial aid awards and lead to adjustments in the amount of aid you receive. To report additional resources please email the Financial Aid Office at **financial.aid@enmu.edu** or call (575) 562-2194 or 1-800-FOR-ENMU (367-3668).

**Need Calculation:** Financial need is the difference between students estimated cost of attendance and the amount the student and family are expected to contribute:

Estimated Cost of Attendance
(-) Expected Family Contribution
(-) Resources
= Need-Based Aid Eligibility

**Availability of Funds:** Some funds are limited so they are awarded to students whose FAFSAs are completed first. New FAFSAs and those which go through the verification process are tracked to ensure they go through the award cycle in order.

Many Financial aid awards are based on the financial need resulting from the costs of the academic year. Therefore, awards for the aid year will be split evenly between the fall and spring semesters. Outside scholarships are also applied this way unless the donor stipulates otherwise.

- Summer financial aid is available to students who have eligibility remaining for the academic aid year which was not used in the fall and spring semesters.
- Students who plan to leave ENMU-Ruidoso during the academic year should advise the Office of Financial Aid in writing as soon as possible so any future term's aid may be canceled.
- Students entering ENMU-Ruidoso in the spring or summer term should notify the Office of Financial Aid about awards already received at another school within the same academic aid year.
- Fall/spring awards are made to students who are admitted to ENMU-Ruidoso. Summer awards are made to students who are admitted and registered for classes.
- Students may view their financial aid awards and eligibility status online in the student portal.

Please remember all financial aid offers are based on information provided by students, and/or spouses and parents of students, availability of funds and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Financial aid will not pay for audited courses or some repeats. Offers are subject to revision due to changes in policy, law, regulations, additional resources, and calculation or funding.

**Eligibility Requirements**

- Students must be fully admitted into a degree-seeking program and meet the Satisfactory Academic Progress (SAP) requirements of their degree program to receive federal student aid funds.
- Students must have FAFSA and be enrolled before their SAP status will be updated for new term.
- Students must agree annually to the ENMU-Ruidoso terms and conditions via MyENMU.
- Students must be registered for courses before remaining aid eligibility will be received.
- There are maximum eligibility limits for some federal student aid funds. Students will not be awarded in excess of any federal limitations. Students can view their financial aid history at nslds.ed.gov.
- Federal student aid will pay one time for students to repeat a previously passed course. Grades of "A," "B," "C," "D," "S" and "CRE" are considered passing whether that is the grade required by the degree program or not.

**Required Enrollment**

- Disbursement will prorated for students who are enrolled part-time (less than 12 credit hours).
- Student loans require a minimum half-time enrollment, 6 credit hours for undergraduates, 5 credit hours for graduates.
- Students classified as graduates of levelers must be taking at least 6 hours of coursework toward their program of study.

- Student attendance will be reported by faculty at the end of the drop/add period. If reported enrollment is less than full time, federal aid awards will be recalculated.

**Scholarship Continuation**

- Students should review their award letters for scholarship continuation criteria. These criteria should be considered before making any changes to enrollment.
- Continuing ENMU-Ruidoso scholarships will be reviewed after grades post at the end of each semester.
- Transfer students should provide any required forms and/or transcripts from their prior school if they have scholarships which will continue at ENMU-Ruidoso.

**Student Action**

- Transfer students must have all transcripts from all prior institutions to Institutional Effectiveness and Student Records before their file will be released to financial aid for awarding.
- Students should register for all classes as early as possible so that financial aid awards will be accurate and made in a timely manner. Summer aid review requires students to be registered.
- Students should monitor ENMU-Ruidoso email for correspondence form Office of Financial Aid. Respond to any requests quickly so there will be plenty of time to process required items.

**Notification:** As soon as the FAFSA is processed by ENMU-Ruidoso, a Financial Aid and Scholarship Notification will be mailed to the student's current address and ENMU-Ruidoso email. Any time awards are increased, decreased, canceled or new awards added, students will receive a new notification to the previous one so they understand changes. Registered students should be able to view their awards by logging into MyENMU at **www.ruidoso.enmu.edu**.

**Aid Disbursement:** At the end of the drop/ad period each semester, ENMU-Ruidoso will automatically transfer student's financial aid and scholarship awards to pay allowable College costs for courses the student is attending. Allowable college costs may include: tuition, student fees, room and board, bookstore charges, library fines and returned check fees. Students may also authorize their aid to pay a portion of non-institutions; charges for the current or prior year's expenses.

Any aid received in excess of posted, allowable College costs will be refunded to students in the form of a check or direct deposit from the Office of Student Accounts approximately 10 days after the beginning of each semester. If financial aid and scholarship awards will not cover the entire semester's expenses, students are liable for the balance.

**Returning Title IV Federal Student Aid (R2T4):** Title IV Federal Student Aid funds are awarded under the assumption students will attend classes for the entire period for which the aid is awarded. When students completely withdraw, officially or unofficially, they may no longer be eligible to receive the full amount of Title IV aid originally awarded. Academically related attendance activities are recorded by physically attending classes, taking exams, submitting required assignments, attending school-assigned study groups, etc.

When students who begin the academic period do not complete at least 60 percent of the period, a recalculation must occur to show the percentage of aid which was earned. This percentage is derived by dividing the number of days students attended by the number of days in the period.

If the amount of aid disbursed to students is greater than the amount of aid students earned, any unearned funds must be returned to the appropriate aid program. If the amount disbursed to students is less than the amount students earned, and for which he/she is otherwise eligible, any earned funds may be made available to students as a post-withdrawal disbursement.

Students who receive all F's for the semester will be unofficially withdrawn.

Unearned funds will be returned to the Department of Education in this order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Perkins Loan
- Graduate PLUS Loan
- PLUS Loan
- Pell Grant
- SEOG Grant
- TEACH Grant Iraq and Afghanistan Service Grant

Students withdrawing from classes are liable for any balance due to ENMU-Ruidoso after the return of Federal Student Aid funds. ENMU's R2T4 policy can be found at **www.enmu.edu** or by contacting the Office of Financial Aid at 575-562-2194.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

**Requirements:** Satisfactory academic progress (SAP) standards are measured at the end of each semester to ensure students receiving Title IV Federal Student Aid funds – Grants, Work Study, Direct PLUS and Perkins Loans – are meeting both qualitative (grade) requirements:

- Completion Rate – Attempted hours should be completed.
- GPA – Grades earned should be sufficient to apply to degree or certificate plan.
- Maximum Time Frame – Degree program must be completed in a timely manner.

Following is the policy used by Eastern New Mexico University in compliance with federal regulations to determine students are meeting SAP and should be considered to receive Federal Student Aid:

| Degree | *ENMU Completion Rate* | *ENMU GPA* | *Overall Maximum Maximum Time Frame* |
|---|---|---|---|
| 2-year Certificate | 67% | 2.0 | 56 attempted hours |
| Associates | 67% | 2.0 | 106 attempted hours |
| Bachelors | 67% | 2.0 | 196 attempted hours |
| Second Bachelors | 67% | 2.5 | 196 attempted hours |
| Teacher Certification | 67% | 3.0 | 30 attempted hours |
| Masters | 67% | 3.0 | 70 attempted hours |

**Cumulative Completion Rate:** The percentage of work a student has successfully completed at all post-secondary institutions. All attendance including remedial coursework, repeated coursework and periods when students did not receive federal student aid are counted in the total hours attempted and other SAP rules.

$$\text{Completion Rate} = \frac{\text{Cumulative Hours Passed}}{\textit{Cumulative Hours Attempted}}$$

Example: $\frac{\text{60 Hours Passed}}{\text{74 Hours Attempted}} = 81\%$

**Cumulative Grade Point Average (GPA):** Cumulative grade point average earned on coursework at all post-secondary institutions.

**Maximum Time Frame:** Maximum time frame is calculated as 150 percent of the hours necessary to complete the degree program and includes all attempted hours from all post-secondary institutions. Title IV Federal Student Aid expires when students appear to lack more hours than they can complete within the maximum time frame limit for their degree program. Students will begin to be monitored when they reach 120 percent of the hours necessary to complete their program. Once students lack more hours than can be completed before reaching the maximum time frame limit, they may request extension of federal student aid by following the procedure for reinstatement of financial aid which includes submitting a Petition for Reinstatement, an Academic Success Action Plan (ASAP) and a current Degree Plan Checklist or CAPP Degree Evaluation Report. Students granted an extension must complete only the hours listed on their ASAP and all attempted hours must be completed with the GPA required by their program. Students pursuing a second bachelors or second or subsequent masters must petition for reinstatement and should thoroughly explain and document the need for the subsequent degree and any extreme mitigating circumstances.

**Teacher Certification and Preparatory Leveling:** Teacher Certification applies to students who already have a Bachelor's Degree and are returning for certification only. Preparatory Leveling applies to students who already have a bachelor's degree but must complete undergraduate prerequisite courses before enrolling in an eligible program. Prerequisite courses must be completed with a grade of "B" of above for the student to continue receiving federal student aid funds for one calendar year.

**Grade Calculation and Completion:** Grades of "F", "I", "U", and "W" are considered unsuccessful completion of the course and count against completion rate and maximum time frame calculations. Grade of "S" will count as work completed and will be counted as successful completion of the course. Since no grade point is given for the grade, is not calculated into the GPA. Successful completion of the term is defined as completion of all attempted hours with grades sufficient to satisfy the degree plan checklist. Federal Student Aid funds may be awarded once for a previously passed course.

**ENMU Financial Aid SAP Status:** Once grades are posted at the end of each semester, Financial Aid SAP Status will be updated for the next term for those students who are registered and have a current FAFSA. Students will be assigned a new status based on the semester's results.

**SAP Status**

| | | |
|---|---|---|
| Meeting Completion Rate and GPA | Eligible - Meeting SAP Policy | Eligible |
| First Failure Completion Rate and/or GPA | Warning - Meet SAP by Next Term | One Semester Provisional Eligibility |
| Second Failure Completion Rate and/or GPA | Ineligible - Rate/GPA | Not Eligible |
| May Exceed Maximum Time Frame | Ineligible - May Exceed Max Time Limit | Not Eligible |
| Exceed Maximum Time Frame | Ineligible - Over Max Time Limit | Not Eligible |
| Approved Petition/ Academic Plan | Probation/ Follow Plan | One Semester Provisional Eligibility |

Students may review their financial aid academic progress online by accessing their MyENMU account at www.ruidoso.enmu.edu and following links to the financial aid areas. Students with Provisional Eligibility should not waste this opportunity to make successful progress. Ineligible students will lose Title IV Federal Student Aid funding eligibility meeting the SAP requirements or completing a successful reinstatement request.

**Reinstatement:** The Financial Aid and Scholarship Committee will review written requests for reinstatement from students who have extreme mitigating circumstances which prevented them from complying with ENMU-Ruidoso's SAP Policy. Mitigating circumstances are defined as unanticipated and unavoidable events beyond a student's control.

Petitions for Reinstatement will not be accepted beyond the ninth week of each semester. Contact ENMU-Ruidoso's Success Emporium or the ENMU Office of Financial Aid at 575-562-2194 for more information.

**Academic Standing:** Academic Progress maintained by the Office of Financial Aid is not the same as Academic Standing which is maintained by the ENMU-Ruidoso system. Students must be academically eligible and registered at ENMU-Ruidoso before written request concerning academic progress will be reviewed.

## SCHOLARSHIPS

A variety of local and regional scholarships are available for students attending ENMU-Ruidoso. Graduating high school seniors, continuing Ruidoso students, working adults and recent HSE recipients are all eligible to apply for scholarships. Students should submit applications for the upcoming year's scholarship awards in ENMU-Ruidoso Foundation drop box in front of the Foundation office by the posted deadline. If a student is selected to be awarded a scholarship, they must first send a thank you letter before they can receive the scholarship. Scholarships money is posted to the student account if all above requirements are met on the add/drop date of the semester.

Many clubs, civic organizations, churches and other agencies provide scholarships to students each year. Interested students should check the ENMU-Ruidoso website for any updates to the ENMU-Ruidoso scholarship guide at https://ruidoso.enmu.edu/financial-aid/scholarships/. Withdrawal from courses prior to the completion of the semester may require repayment of the total scholarship amount. Students are encouraged to access free scholarship information on the Internet by visiting the FastWeb! Site at: **https://www.fastweb.com**.

## STATE SCHOLARSHIP PROGRAMS

1. **Bridge to Lottery Success Scholarship**
   This is a first-semester "bridge" to the New Mexico Lottery Success Scholarship. This scholarship will cover tuition for the first regular semester, based upon available funds. The funds are given to the college from the state for this program. Students must be a New Mexico resident and U.S. Citizen or permanent resident, graduate from a NM public (or accredited private) high school or be a NM HSE recipient, achieve minimum high school GPA (2.5) or HSE score (530), and enroll full-time in a public New Mexico college or university as a degree-seeking student the first regular semester after high school graduation or successfully completing the General Equivalency Exam. Students who do not complete 12 credit hours with a 2.5 grade point average their first semester, will not be eligible for the New Mexico Legislative Lottery Success Scholarship. Therefore it is extremely important that you meet the eligibility requirements.

2. **ENMU-Ruidoso Boost to Success Scholarship**
   This is a first-semester scholarship to help those students who would not otherwise qualify for the "Bridge to Lottery" scholarship. This scholarship will cover tuition for the first regular semester, based upon available funds. Students must be a New Mexico resident and U.S. Citizen or permanent resident, graduate from a NM public (or accredited private) high school or be a NM HSE recipient, achieve a minimum high school GPA of 2.0 or HSE score of 500, and enroll full-time (12 credit hours) with ENMU-Ruidoso as a degree-seeking student the first regular semester after high school graduation or successfully completing the General Equivalency Exam.

3. **New Mexico Legislative Lottery Scholarships**
   The Lottery Scholarship is funded from the New Mexico Lottery and covers the cost of tuition at any NM public college or university. New Mexico residents, who attend classes at ENMU-Ruidoso on a full time basis during the next regular semester after receiving a NM high school diploma or HSE, or having completed a state recognized, accredited home school correspondence program, are eligible to participate. There is no deadline and students need not apply to this program. It is automatic if a student completes the necessary criteria. Students maintain their eligibility for the scholarship by completing 12 or more credit hours with a 2.5 or higher GPA each semester. Scholarships will be awarded during the second semester of the first year of enrollment and will continue three consecutive regular semesters (Fall and Spring) if the student meets all eligibility criteria. The scholarship continues for an additional four semesters if the eligible student enrolls full time at a four-year institution and continues to meet the scholarship requirement. The amount of tuition covered by the NM Lottery Scholarship is dependent on state laws and funding. If you have questions, please call the ENMU-Ruidoso Success Emporium at (575) 315-1120 or the New Mexico Higher Education Department at (505) 476-8400.

4. **New Mexico Scholars scholarship program**
   This scholarship was created by the 1989 New Mexico Legislature to assist outstanding New Mexico high school graduates. The scholarship covers tuition, books and fees per academic year, excluding lab, and course fee, and is awarded for four consecutive years.

   **Eligibility Requirements (New Mexico residents):**

   - Graduate from New Mexico high school in the top 5% of their class or score 25 on ACT
   - Attend eligible college of university by the end of 21st birthday
   - Undergraduate
   - Enroll full-time
   - Combined family income may not exceed $30,000 per year

   *NOTE: Students who receive the New Mexico Scholars are not eligible for the New Mexico Lottery Scholarship.*

## VETERAN'S STANDARDS OF PROGRESS

The State Approving Agency in Santa Fe, NM, approves courses in the ENMU-Ruidoso undergraduate catalog for veterans claiming benefits under the Montgomery GI Bill® *(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at **https://www.benefits.va.gov/gibill**)*. Entitlement programs are offered for honorably discharged veterans, active duty personnel and dependents of medically discharged or disabled veterans.

To apply for Veterans Education Benefits the recipient must apply online at **www.gibill.va.gov**. Once recipient has applied for educational benefits the potential recipient must interview with the Veterans Administration Certifying Official (VASCO) located in the Success Emporium and provide required documentation for approval from the Veterans Administration Regional Office (VARO). Once approval has been granted, the student must follow the VARO written guidelines given at the time of the interview which included satisfactory standards of progress. Failure to comply with the VARO guidelines may result in discontinuation of benefits.

# SUCCESS EMPORIUM SERVICES

## ACADEMIC ADVISING

The ENMU-Ruidoso Success Emporium provides students assistance with academic advising, career counseling, job training counseling and degree planning. While many incoming students are certain about their career goals, others need assistance in developing educational plans. One of the first steps new students take before they register for classes is to discuss their educational goals with a Success Emporium staff member or an assigned advocate. Assistance is provided to new and returning students in completing class schedules to ensure that course selections are appropriate for each student's degree plan. The Success Emporium staff works closely with the faculty to help students plan a series of courses and activities which will move students toward their educational goals. Through this learning process and with staff support, independent planning is encouraged. This support includes:

- Considering and discussing academic goals and career education.
- Being familiar with and providing information about skill requirements, opportunities, forecasts, for employment, etc.
- Suggesting, when appropriate, counseling, testing or career exploration classes.

Although advice and counseling are available, students are ultimately responsible for their decisions. For more information, call 575-315-1120 or 575-257-RBCC (7222).

## DUAL CREDIT/EARLY COLLEGE PROGRAM

The Early College Program (ECP) provides qualified high school students the opportunity to earn college credit while still enrolled in high school by taking college-level courses. ECP includes dual credit and concurrently enrolled students.

***NOTE:*** Admission into ECP is not considered "Early Admission" to the College and students are classified as non-degree status. Students desiring to continue in degree status after high school graduation must fulfill regular admission requirements described under ADMISSIONS of this catalog.

**ELIGIBILITY REQUIREMENTS**

- Student must be at least 16 years old or currently enrolled as a **junior** or **senior** in high school.
- Students must have a minimum 2.5 GPA.
- Students must complete a College Skills Placement Test for reading, writing, and mathematics prior to enrolling in class.
- Students can use their ACT score for placement when enrolling into classes. Students will need to bring in a copy of their ACT scores to Success Emporium.

**Dual Credit Student**: "Dual Credit Program" is defined as a program that allows high school students to enroll in college-level courses offered by a college that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate. Dual credit students do not pay ENMU-Ruidoso tuition, however, the student is responsible for any fees (institutional or class). Textbooks are provided by the student's high school. Further information regarding textbooks should be directed to the student's high school counselor. More information may be obtained from the Success Emporium.

**Concurrent Enrollment for High School Students**: A high school student earns college credit through ENMU-Ruidoso while still enrolled in high school. Credits cannot be used toward high school graduation. More information may be obtained from the Success Emporium.

***NOTE:*** Concurrently enrolled students typically pay for their own tuition, books, and fees but may receive scholarships to cover some or all of those costs.

***NOTE:*** ECP participants are not obligated in any way to continue enrollment at ENMU-Ruidoso after high school graduation. Credits earned in Dual Credit and Concurrent enrollment may be applied to an ENMU-Ruidoso undergraduate degree only after the student applies and is admitted as a degree-seeking student.

## ** IMPORTANT INFORMATION **

- Dual Credit and Concurrent students are subject to the same rights and responsibilities and academic standards expected of all college students. All course work attempted is recorded on the student's permanent college transcript. Dual Credit grades will be included in the Legislative Lottery Scholarship GPA calculations. All courses must be taken for letter grades. The "audit" option is not allowed.
- Students are responsible for registering for classes. ENMU-Ruidoso makes no guarantee of availability of classes. Enrollment is on a first-come first-served basis and some classes may be canceled or changed as a result of enrollment demands. The high school counselor and ENMU-Ruidoso must approve all requested courses.
- HPE classes and remedial classes are not approved classes for the ECP program.

- ECP students must release an official ENMU-Ruidoso transcript to the high school. High school credit is awarded by the high school.

**Enrollment for Students in Home Schooling:** High school students enrolled in a Home Schooling Program may be eligible to participate in the Early College Program as a concurrent student. They must provide appropriate documentation that they are registered with the state of New Mexico as a Home School student. The person validating their home schoolwork must sign as the student's counselor.

**HPE classes and remedial classes are not approved classes for the Dual Credit program.**

**Enrollment for Students in HSE Program:** Students enrolled in the HSE Program who are under the age of 18 and who wish to enroll as a concurrent student at ENMU-Ruidoso must take the College Skills Placement Test to show they have sufficient academic ability to perform at the level required for the courses in which they wish to enroll. Information may be obtained in the Success Emporium.

## STUDENTS WITH DISABILITIES

ENMU-Ruidoso is committed to helping students reach their academic goals. The Success Emporium concerns itself with maximizing the educational experience for students with disabilities. If you have a documented disability or you believe that you have a disability, please contact Success Emporium (575) 315-1120 to schedule an appointment. If you have documentation, bring it with you to your appointment.

Eligibility for academic support services is based upon need and disability documentation.

The need for additional testing and/or additional documentation of a disability will be determined during the intake appointment. In general, the less obvious the disability, the more information needed.

A confidential file, which is not a part of the permanent student record, will contain this information. Providing the services may require communicating with appropriate college personnel who have a legitimate educational need to know about the disability in order to provide these additional services.

**How soon can I start receiving services?** Once approved, most services can begin immediately. However, students are expected to make timely and appropriate disclosures to make their needs known. Delays may result from missing, incomplete or outdated documentation and from unclear or untimely requests.

# STUDENT'S RIGHTS, RESPONSIBILITIES & EXPECTATIONS

Student's Rights and Responsibilities may serve as a policy statement for problems that develop between a staff or faculty member and a student. Usually a conflict is the result of a simple misunderstanding of what is expected from the other person. Direct communication between the student and the staff or faculty member will usually resolve these matters. The following regulations incorporate a definition of Student's Rights and Responsibilities and both formal and informal means of due process and conflict resolution.

## STUDENT'S RESPONSIBILITIES

- Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
- Responsible for selecting courses that are consistent with his/her program objective and readiness levels.
- Responsible for enrolling in a schedule of courses in accordance with the time and effort allocated to academic requirements.
- Responsible for being punctual and attending classes.
- Responsible for being attentive and for appropriately participating in class activities.
- Responsible for completing all class assignments as directed by the instructor.
- Responsible for consulting with the instructor as soon as possible if problems arise.
- Responsible for complying with official announcements.
- Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of College life.
- Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the instructors, staff members and other students.

## STUDENT'S RIGHTS

**ENMU-Ruidoso students have the right:**

- To access to scheduled class meetings and appropriate instructional and support services.
- To a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading and conduct.
- To have instruction that begins promptly; is presented in a clear concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.
- To be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

## RELEASE OF STUDENT INFORMATION POLICY

Students with outstanding balances or in violation of college non-academic regulations may have transcripts or statements of student status withheld.

Students may contact the Success Emporium regarding

disclosure of student data in compliance with Family Educational Rights and Privacy Act (FERPA).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 give students certain rights regarding their records:

A. To inspect records in their files.

B. To petition to change their records upon proof of error.

C. To only release student records with the student's written consent except:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state and federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974. To organizations conducting certain studies for or on behalf of the educational institutions to:
   a. Develop, validate, or administer predictive tests.
   b. Administer student aid programs; or
   c. Improve instruction.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To the alleged victim of any crime or violence, the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime.
10. Information to the parent or legal guardian regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation.

D. To have directory information withheld (Directory information includes: name, local and permanent mailing addresses, e-mail addresses, telephone number, date and place of birth, most recent previous school attended, major field of study, classification, date of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports, weight and height of members of athletic teams). Requests for withholding directory information are to be made by completing the proper form, which must be filed at the Success Emporium for each enrollment period (fall, spring and summer) within the first two weeks of the fall or spring semester and the first week of an interim or summer session.

## ATTENDANCE

Each student is expected to attend all class sessions of each course for which he/she enrolls. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. It is the responsibility of the student to adhere to the policies of the instructor.

Participation in sponsored College activities is considered to be authorized absences. However, students are responsible for communicating the absence to their instructor(s). Sanctioned activities are those which have been approved in advance by the Vice President of Student Learning and Success.

Participation in sponsored activities does not relieve the student of the obligation to meet the stated requirements of the course. It is the responsibility of the student to make arrangements with the instructor for any make-up work. Arrangements for make-up work will be made in advance of the absence.

## ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in two different outcomes. Misrepresentation of knowledge can influence a course requirement. Cheating, plagiarism or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. An act of academic dishonesty may result in both grade changes and/or disciplinary action.

**Cheating:** Cheating behavior includes but is not limited to:

- Dishonesty of any kind on examinations, quizzes, written assignments and projects.
- Unauthorized possession of examinations, quizzes or instructor records.
- Use of unauthorized notes or information during an examination or quiz exercise.
- Obtaining information during an examination or assignment from another individual and/or assisting another to cheat.

- Alteration of grades on an examination or assignment or on instructor or College records.
- Illegal entry or unauthorized presence in an office of the College or residence of an instructor or unauthorized access to grade records or examination and assignment requirements.

**Plagiarism:** Plagiarism includes but is not limited to:

- Offering the work of another as one's own;
- Offering the work of another without proper acknowledgment;

  and/or
- Failing to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or other sources of another individual.

**Penalties for Academic Dishonesty:** It is the responsibility of instructors to determine what constitutes academic dishonesty and identify its occurrence. Although the following procedures represent potential penalties for academic dishonesty, instructors have the responsibility to enforce policies distinct to their classes programs, and/or academic departments. Students should refer to individual course syllabi for instructors' policies regarding Academic Dishonesty.

Any student aiding another student in academic dishonesty will be potentially subject to the following actions. Students who help other students cheat, plagiarize or perform other acts of academic dishonesty are as responsible as the students who take and use the information. Written records documenting academic dishonesty, provided by the instructor, will be added to the student's permanent file in Institutional Effectiveness and Student Records.

For the offense of academic dishonesty, one or all of the following actions may be taken:

- The student will receive zero credit for the assignment(s).
- The student, if enrolled in an online course not already requiring monitored testing, will be required to complete assessments in a proctored environment approved by the instructor. It is the student's responsibility to find an eligible proctor.
- The student will sign, and thereby agree to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at ENMU-Ruidoso.*

  **If a student is involved in a second act of academic dishonesty, determined by review of the student's Admissions and Records file by the Vice President of Student Learning and Success, the case will be forwarded to the Academic Council. The Council will review the prior and current acts of academic dishonesty and assign appropriate penalties. Student appeals of the Academic Council ruling should be directed to the Vice President of Student Learning and Success.*
- The student will be removed from the course in which the infraction occurred and will receive a semester grade of F. ***NOTE:*** *Avoiding a grade of F through a withdrawal will not be allowed.*
- The student will be administratively withdrawn from all coursework for the remainder of the semester except the course in which the infraction occurred where a grade of F will be assigned.

  **An instructor can request that a student be removed from his or her class by petitioning the Vice President of Student Learning and Success. Therefore, a student must meet with these individuals if a faculty member requests that the student be suspended from the College.*

**Appealing Academic Dishonesty Penalties***:* The student may appeal ENMU-Ruidoso academic penalties to the ENMU-Ruidoso Academic Council. The appeal should be in the form of a written letter stating the student's description of the events, his or her role and why the enforced penalties should be overturned.

The appeal letter must be turned into the Success Emporium within 5 school days after the academic penalties are applied. The Academic Council will assemble and provide a ruling within 12 working days of receiving the letter. To obtain a clear understanding and accurate ruling, the Council will request the faculty member's version of the events, in either written or verbal form; and may request to speak with the student in person. While the appeal process is taking place, the course instructor reserves the right to deny the student access to the class. However, if the academic penalties are overturned, the instructor must provide the student the opportunity to complete missed assignments.

Student appeals of the Academic Council rulings should be directed to the Vice President of Student Learning and Success. ***NOTE:*** *If a suspension from the College stands, the student must appeal again to the Academic Council to be readmitted prior to the start of the next semester.*

## SCIENCE LABORATORIES

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

## DRUG-FREE CAMPUS

ENMU-Ruidoso is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and

academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-Ruidoso to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of ENMU-Ruidoso, including but not limited to its campus grounds, facilities, vehicles, or any activity held on campus premises. As a condition of enrollment, any student of ENMU-Ruidoso shall abide by the terms of the Drug-Free Campus Policy.

## LEGAL SANCTIONS

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

## SMOKE-FREE CAMPUS

ENMU-Ruidoso is a tobacco- and vapor-free college; therefore, the use of any form of tobacco, electronic and/or vapor cigarettes are prohibited in the College buildings and vehicles.

## REQUIRED SUPERVISION OF MINORS ON CAMPUS

Minors under the age of 18 must be accompanied by an adult unless enrolled in a course, an approved activity, or has legitimate business with ENMU-Ruidoso. In addition, minors are not allowed in the classroom or on campus while the responsible adult is attending courses. The responsible adult must provide appropriate supervision, even if this means the adult must leave class and the campus.

# COLLEGE SKILLS

## PLACEMENT TEST

The Success Emporium offers free testing services for both college students and individuals in the community.

The College Skills Placement Test is an assessment tool designed to provide placement, advisement and guidance information and helps students determine their skill levels in Reading, English, and Math. It is **not** pass/fail. It is a tool in which advocates will assist students in selecting the appropriate classes based on their placement test results. The test will be administered to all entering students enrolling in college classes with the following exceptions:

- Students who have already earned a minimum of 30 hours of college credit, which must include English and mathematics, are exempt from the placement test.
- Students with fewer than 30 hours of college credit who transfer with a passing grade in freshman level courses in English and mathematics are exempt from those portions of the placement test, but will be required to take the reading portion of the test.
- Non-degree students are not required to take the placement test. However, they are ***strongly encouraged*** to take the placement test prior to enrolling for classes in English and/or mathematics. Students who change their status from non-degree to full-time or degree seeking will be required to take the placement test.

Appointments to take the tests may be scheduled by contacting the Success Emporium at 315-1120 or 800-934-ENMU (3668). A valid photo ID must be presented in order to take the placement test. Students may study for the placement test. The placement test can be completed in approximately 1½ - 2 hours. Students will review individual test results with advocates before enrollment to determine course selection that meets student and degree program requirements.

## PRIOR LEARNING ASSESSMENT

Special credit is credit earned through American Council of Education (ACE), ACT, Advanced Placement (AP) Examinations, CLEP, Course Challenge, Credit for Prior Learning, Dantes DSST Exams, and Military Service Credit.

- Students who are admitted to the college and have declared a major in either a certificate or degree program are eligible to participate in prior learning assessment.
- A student can earn PLA credit for multiple classes if they have relevant industry credentials, experience or knowledge. In order to complete a degree at least 15 of the total credits must be earned in courses taken at ENMU-Ruidoso. Credits earned through prior learning assessment are never considered part of the residency requirement.

  Fees are charged for review and administrative costs. These fees apply regardless of the results of the assessment. Note: fees do not include charges for individual national for credit examination programs.

PLA Assessment Fees per Certificate or Degree Program:

- CPL for industry credentials - $50 one-time fee.
- Course challenging - $50 fee per course.
- National for-credit examination programs (example CLEP) - $25 fee per course.

## ADVANCED PLACEMENT (AP) EXAMINATIONS

Students may earn college credit from successful completion of Advanced Placement (AP) Examinations. Credit may be awarded to entering freshmen who complete AP examinations before registering in the first semester. AP credit will be accepted for transfer students as recorded on official transcripts from accredited colleges.

## ENMU Advanced Placement

| | AP Exam Score Level | Sem. Hrs. | ENMU Course Equivalent |
|---|---|---|---|
| ART EXAMS | | | |
| Art History | 3 | 3 | ARTH 2110 |
| | 4,5 | 6 | ARTH 2110 & 2120 |
| Studio Art: 2-D Design Portfolio | 3 | 3 | ARTS 1610 or ARTS 1240 |
| | 4,5 | 6 | ARTS 1610 or 1240 & 2610 |
| Studio Art: 3-D Design Portfolio | 3 | 3 | ARTS 1610 or 1240 |
| | 4,5 | 6 | ARTS 1610 or 1240 & 2610 |
| BIOLOGY EXAMS | | | |
| Biology | 3 | 4 | BIOL 1140/L or 1140C or BIOL 1110/L or 1110C |
| | 4 | 4 | BIOL 2110/L or 2110C |
| | 5 | 4 | BIOL 2110/L or 2110C |
| CHEMISTRY EXAMS | | | |
| Chemistry | 3 | 4 | CHEM 1110/L or 1110C |
| | 4 | 4 | CHEM 1215/L or 1215C |
| | 5 | 4 | CHEM 1215/L or 1215C & CHEM 1225/L or 1215C |
| COMPUTER SCIENCE EXAMS | | | |
| Computer Science A | 3 | | Computer Science I Object-Oriented Programming |
| | 4,5 | | |
| Computer Science Principles | 3,4,5 | | Algorithms and Data Structures |
| ECONOMICS EXAMS | | | |
| Macroeconomics | 3,4,5 | 3 | ECON 2110 |
| Microeconomics | 3,4,5 | 3 | ECON 2120 |
| ENGLISH EXAMS | | | |
| English Language and Composition | 3,4,5 | 3 | ENGL 1110 |
| English Literature and Composition | 3,4,5 | 3 | ENGL 1410 |
| GEOGRAPHY EXAMS | | | |
| Human Geography | 3,4,5 | 3 | GEOG 1165 |
| HISTORY EXAMS | | | |
| European History | 3 | 3 | HIST 1150 |
| | 4,5 | 6 | HIST 1150 and 1160 |
| United States History | 3 | 3 | HIST 1110 |
| | 4,5 | 6 | HIST 1110 & HIST 1120 |
| World History | 3 | 3 | HIST 1130 |
| | 4,5 | 6 | HIST 1130 & HIST 1140 |
| LANGUAGE EXAMS | | | |
| French Language & Culture | 3 | 4 | FREN 1110 |
| | 4 | 8 | FREN 1110 & FREN 1120 |
| | 5 | 7 | FREN 1110, 1120 & 2110 |
| German Language & Culture | 3 | 4 | GRMN 1110 |
| | 4 | 8 | GRMN 1110 and 1120 |
| | 5 | 7 | GRMN 1110, 1120 & 2110 |
| Spanish Language & Culture | 3 | 4 | SPAN 1110 |
| | 4 | 8 | SPAN 1110 & 1120 |
| | 5 | 7 | SPAN 1110,1120 & 2110 |
| MATHEMATICS EXAMS | | | |
| Calculus AB | 3 | | MATH 1240 |
| | 4,5 | 8 | MATH 1510 or 1512 |
| Calculus BC | 3 | 8 | MATH 1510, 1511 or 1512 |
| | 4 | 8 | MATH 1510, 1511, 1512 & 1520, 1521, or 1522 |
| | 5 | 8 | MATH 1510, 1511, 1512 & 1520, 1521, or 1522 |
| Statistics | 3,4,5 | 4 | MATH 1350 |
| POLITICAL SCIENCE EXAMS | | | |
| United States Government and Politics | 3,4,5 | 3 | POLS 1120 |
| PSYCHOLOGY EXAMS | | | |
| Psychology | 3,4,5 | 3 | PSYC 1110 |

For students who take both the language and literature tests and earn a 4 or higher on both tests, 11 credits will be awarded, SPAN 1110, 1120, and 2110.

## ACT CREDIT EXAMINATION PROGRAM

ENMU-Ruidoso will accept up to 9 hours of credit for:

| ACT Course | Credit Score | Applied | To |
|---|---|---|---|
| English | 31 | 3 hours | ENG 1110 |
| Math | 31 | 8 hours | MATH 1216 & 1130 |

- Credit is given to beginning or transfer freshmen who take the ACT examination ***before*** their first registration at ENMU-Ruidoso. High school students participating in the early admission program must have taken the examination before the first full-time registration. Credit is awarded only after successful completion of twelve (12) or more credit hours at ENMU-Ruidoso.
- Any credit earned through CLEP and ACT must be mutually exclusive. For example, a student cannot earn three (3) hours of English credit through ACT and another three (3) hours of credit for English through CLEP. The total number of credits accepted from any combination of ACT, AP, CLEP, Challenge, Validation of Credit, and Military Service Credit. Contact Success Emporium for further details.

## CHALLENGE EXAMINATIONS IN ACADEMIC PROGRAMS

Regularly enrolled students at ENMU-Ruidoso have the option of passing a course in their degree plan by challenge examination without class attendance. A challenge examination may take the form of tests, projects, writing assignments and other measures of course competency. To arrange a challenge examination for credit, the student must obtain and complete the following:

1. The Course Challenge Form from Success Emporium confirming that the student (1) has not previously enrolled in the course for credit or audit and (2) has a cumulative GPA of 2.5 or higher.
2. Agreement of an instructor currently teaching the course to complete the administration of the course challenge by the last day of the semester.
3. Approval by Department Chair and Vice President of Student Learning and Success.
4. Proof of payment prior to taking the examination: the fee is nonrefundable.
5. Signatures of the (1) Student, (2) Instructor, (3) Department Chair and (4) Vice President of Student Learning and Success.

Once the Vice President of Student Learning and Success has returned the completed form to the Instructor, a separate course reference number is created. In order for the faculty member to administer the challenge, the student must present a completed Challenge Request including proof of payment to the instructor. If the student receives a grade of "C" or higher after completing the course challenge, the course will appear on the transcript with a CRE designation. If the student receives lower than a "C", no entry will be made on the transcript, and the student will have the option of registering for the course in any subsequent semester. A maximum of 21 credits may be earned through course challenging.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

ENMU-Ruidoso participates in the college Level Examination Program of the college Entrance Examination Board under the following provisions:

- Up to 6 credit hours in each of the five CLEP General Examination areas may be established for scores at or above the 50th percentile on the examinations. (Credit will be assigned to specific courses not to exceed 30 hours and not to exceed 32 hours when combined with ACT, AP, Course Challenge, Military Service Credit, and Validation of credit).
- CLEP subject area examinations will be considered individually and accepted at the 50th percentile.
- ENMU-Ruidoso will accept transfer CLEP subject credit without consideration of the percentile or score accepted by the transferring institution.
- CLEP credit cannot be used to establish credit for a course in which an "F" grade has been recorded.
- CLEP credit will not be awarded if a student has received college credit for the same course or its equivalent.
- The evaluation and recording of CLEP credit will be once each semester. Official test reports must be sent by the testing organization to the Office of the Registrar.

Credit will be awarded to students who have earned at least 12 semester hours of credit on an ENMU campus.

| *General Examinations* | *Cut off Score* | *Hours* | *ENMU Course Equivalent* |
|---|---|---|---|
| ***College Composition*** | 50 | 3 | ENGL 1110 |
| ***Humanities*** | 50 | 6 | ENGL 1120 |
| ***College Mathematics*** | 50 | 6 | MATH 1215 & MATH 1130 |
| ***Social Science & History*** | 50 | 3 | *Transcript credit for general Education, Social Studies Only* |
| Subject Examinations | | | |
| ***Biology*** | 50 | 4 | BIOL 1110/L |
| ***Business Law, Intro.*** | 50 | 3 | BUS 230 |
| ***Calculus*** | 50 | 4 | MATH 1510 |
| ***Pre-Calculus*** | 50 | 3 | MATH 1220 |
| ***Chemistry*** | 50 | 8 | CHEM 1215/L &1225/L |
| ***College Algebra*** | 50 | 3 | MATH 1220 |
| ***College Composition*** | 50 | 3 | ENGL 1110 |
| ***Educational Psychology, Intro to*** | 50 | 3 | *Psychology elective TPS/ Intro to Educational Psychology* |
| ***Financial Accounting*** | 50 | 3 | ACCT 2110 |
| ***French Language*** | 50 | 8 | FREN 1110 & 1120 |
| ***German Language*** | 50 | 8 | *Lower-division selective in modern language credit* |
| ***History of USA I*** *(Early Colonization in 1877)* | 50 | 3 | HIST 1110 |
| ***History of USA II*** *(1865 to present)* | 50 | 3 | HIST 1120 |
| ***Human Growth and Dev.*** | 50 | 3 | PSYC 2140 |
| ***Information Systems & Computer Applications*** | 50 | 3 | IS 293 |
| ***Macroeconomics, Prncpls of*** | 50 | 3 | ECON 2110 |
| ***Management, Principles*** | 50 | 3 | BUS 293 |
| ***Marketing, Principles of*** | 50 | 3 | MKTG 2110 |
| ***Microeconomics, Prncpls of*** | 50 | 3 | ECON 2110 |
| ***Psychology, Introductory*** | 50 | 3 | PSYC 1110 |
| ***Sociology, Introductory*** | 50 | 3 | SOCI 1110 |
| ***Spanish Language*** | 50 | 8 | SPAN 1110 & 1120 |
| ***Spanish Language*** | 50 | 7 | SPAN 1120 |
| ***Western Civ. I: Ancient Near East to 1648*** | 50 | 3 | HIST 1150 |
| ***Western Civ II: 1648 to present*** | 50 | 3 | HIST 1160 |

**Credit will be granted only for CLEP exams on this list.*

## DANTES OR DSST

A form of prior learning assessment, DANTES or DSSTs offer students a cost effective, time-saving way to use their knowledge acquired outside of the classroom (perhaps from reading, on-the-job training, or independent study) to accomplish their educational goals. For more information go to **http://www.dantes.doded.mil/** ***or*** **http://getcollege-credit.com/**.

ENMU DSST (Dantes)

| *Examination Title* | *Cut off Scores for Credit* | *Hours* | *ENMU Course Equivalent* |
|---|---|---|---|
| Business, Introduction to | 46/400 | 3 | Bus 151 |
| Civil War & Reconstruction, The | 47/400 | 3 | HIST 2996 |
| Computing, Introduction to | 45/400 | 3 | IS 151 |
| Criminal Justice | 49/400 | 3 | CJUS 1110 |
| Financial Accounting, Principles of | 49/400 | 3 | ACCT 2110 |
| Fundamentals of College Algebra | 47/400 | 3 | MATH 1215 |
| History of Vietnam War | 44/400 | 3 | HIST 2996 |
| Human Resources Management | 46/400 | 3 | MGT 293 |
| Law Enforcement, Introduction to | 45/400 | 3 | CJUS 2996 |
| Management Information Systems | 46/400 | 3 | IS 281 |
| Money and Banking | 48/400 | 3 | FIN 293 |
| Organizational Behavior | 48/400 | 3 | MGT 293 |
| Statistics, Principles of | 48/400 | 3 | MATH 1350 |
| Supervision, Principles of | 46/400 | 3 | BUS 293 |
| World Religions, Introduction to | 48/400 | 3 | REL 293 |

**Credit will only be granted for DSST or DANTES exams on this list.*

## MILITARY SERVICE CREDIT

ENMU-Ruidoso accepts credit earned by United States military personnel for courses and/or military occupational specialties (MOS) as evaluated by the American Council on Education (ACE) in the Guide to the Evaluation of Education Experiences in the Armed Services. The amount of credit will not exceed 32 semester hours for undergraduates. This limit includes credit by examination (e.g., AP, ACT, CLEP, Course Challenge, DSST, and Validation Examination Credit). Military Service credit is accepted as elective credit by Institutional Effectiveness and Student Records. Before credit will be considered official copies of courses completed or MOS rating must be sent directly to Institutional Effectiveness and Student Records from a record center. If the ACE Guide does not have an evaluation on the course that a student has completed and if the course is comparable to a course offered by ENMU-Ruidoso, a student may take a course challenge examination.

**Credit for Prior Learning:** Credits awarded from prior learning assessment will be applied to program requirements in the following manner:

1. Prior learning credits will be awarded upon approval from the Subject Matter Expert and Vice President of Student Learning and Success.
2. Prior learning credits shall be applied to meeting degree or program requirements in the same manner as credits earned at the awarding institution.
3. Institutions may award credit for prior learning only in those courses or program areas for which they have program approval by the state.
4. Institutions shall award their own course title and number to the credit awarded. Conventional letter grades shall not be used.

# RESOURCES FOR STUDENTS

## BOOKS

Textbooks can purchased through the online bookstore in the ENMU-Ruidoso Portal. Please allow 4-5 days for shipping for virtual purchases. Textbooks may be charged to Financial Aid, but only up until Financial Aid has been disbursed. See Schedule of Classes for deadline to charge textbooks. If students miss the deadline that Financial Aid has been disbursed, students must setup a payment plan with the cashier. If a student drops a class, it is the student's responsibility to return the textbook(s) for refund to the online bookstore.

## CAMPUS LIBRARY & LEARNING COMMONS

The ENMU-Ruidoso Campus Library and Learning Commons is a one-stop center for learning resources and services. Centrally located the Learning Commons provides services for tutoring, writing support and collaborative projects. The library provides access to book, journal, film and music resources in both conventional as well as ever-expanding electronic and streaming formats. The facility also provides computer access, printing/scanning capabilities and Inter-Library Loan services.

## FACILITIES

The ENMU-Ruidoso campus houses various educational services including Success Emporium; Business Office; Workforce AE; Virtual Bookstore; Library and Learning Commons; General Classrooms; computer labs; science lab; EMS program, Fire program and Nursing Assistant program labs as well as hospitality and tourism labs. Classes are held in a variety of locations throughout Lincoln County and Mescalero. All facilities provide barrier-free access to individuals with limited physical movement.

## SUCCESS EMPORIUM/TUTORING

The Success Emporium is available to all ENMU-Ruidoso students with services and resources dedicated to your personal development and academic achievement. Studying is an essential aspect of academic success. It is generally recommended that for every hour spent in class, at least one hour be dedicated to studying outside of class and that amount of time will change with the difficulty of the course and development of study skills.

The Success Emporium offers spaces to study. The development of study skills takes time and practice. Tutoring and academic coaching are available through the Success Emporium. Tutors are available daily throughout regular business hours. The Success Emporium also offers academic workshops and supplemental instruction to assist in the development of study skills and reinforce classroom learning. Career presentations are another feature offered through the Success Emporium allowing students and community members to explore various professions. The Success Emporium is dedicated to your success!

# ACADEMIC REGULATIONS

## POLICIES AND PROCEDURES

**Catalog of Record:** This catalog is a guide to the academic regulations and the curricula of ENMU-Ruidoso. Each student is responsible for complying with all regulations of the College and of the curricular program he/she selects.

Students may graduate under the curricular requirements established in the catalog either for the year in which they were first enrolled at ENMU-Ruidoso or for a subsequent year of enrollment according to the following provisions: (1) the degree is conferred within six years from the end date of the catalog from which the student was enrolled, (2) the student has been continuously enrolled, (3) all curricular requirements are governed by one catalog, and (4) the College can reasonably continue to offer the course of study.

If a student is readmitted to the College following an absence of no more than two regular semesters, the student may petition the department chair and Vice President of Student Learning and Success for permission to stay within his or her previous catalog of record. If the student is readmitted to the College following more than two regular semesters, the catalog of record will be changed to the readmit year.

Colleges have the authority to extend the six years for part-time students who are continuously enrolled. A memorandum must be submitted to Success Emporium with the approval from the Vice President of Student Learning and Success. Curricular requirements are established by the College and include general education courses as well as specific discipline requirements. Each student's degree program is individually planned following catalog guidelines and advocate recommendations.

New catalogs are effective the fall term of the year in which they are published. Students may continue to use the courses (or appropriate course substitutions) and program requirements of the catalogs used at matriculation. Academic standards and regulations, however, introduced in new catalogs apply to all students. Thus, probation and suspension regulations, specific GPA requirements, etc., apply to all students.

The College may make changes and exceptions to the curricular and academic policies provided that administrative and governance procedures are followed and that affected students are given reasonable opportunity to petition for exceptions.

## CAPP DEGREE EVALUATION

CAPP Degree Evaluation is the acronym for Curriculum, Advising and Program Planning, and it tracks a student's progress toward completion of their degree requirements. CAPP is an unofficial evaluation, used as a tool for students and advocates to check progress toward graduation and Institutional Effectiveness and Student Records will confirm eligibility for graduation by using the student's catalog of record along with CAPP. CAPP searches through in-progress courses, transfer credits and courses taken at ENMU-Ruidoso to find courses that match the degree requirements. CAPP is broken down into areas that include the Institutional/Related Requirements, General Education Requirements, and your major requirements.

It is the student's responsibility:

1. To read and follow degree requirements established in this catalog
2. Initiate changes and substitutions regarding his or her advocate assignment, major and other degree requirements
3. To review with his/her advocate the coursework required for graduation
4. To apply for graduation at the Success Emporium.

Degree programs include general requirements for degrees that must be fulfilled by all certificate and associate recipients, as well as specific requirements defined within the college, school and department curricular offerings. The general requirements include the "General Education Requirements," which are curricular plans that the faculty believe will lead each student to a broad and general level of knowledge and understanding. Students may petition their advocates, the department chair and Vice President of Student Learning and Success for substitutions and exceptions to curricular requirements.

Exceptions to institutional/related requirements must be approved by the Vice President of Student Learning and Success.

The College will not necessarily honor errors made in the recording of degree plan requirements in conflict with catalog requirements and for which advance approval has not been obtained. However, the College will attempt to resolve the conflict.

## ASSOCIATE DEGREES AND CERTIFICATES

ENMU-Ruidoso is authorized to award the Associate of Arts degrees (A.A.), the Associate of Science degrees (A.S.), the Associate of Applied Science degrees (A.A.S.) and Certificates of Completion and Occupational Training. Programs of study leading to an associates degree require completion of a minimum of 60 credit hours.

## FIRST-YEAR SEMINAR

First-year Seminar (UNIV 1110) is a three credit-hour, graded orientation course that is required for all associate degree programs. Taken during the first semester of enrollment, it helps students transition successfully to college as they discover the resources available to them at ENMU-Ruidoso. It supports academic success by actively involving students in their learning process while strengthening skills, broadening horizons and developing academic and social independence. Students learn new skills, practice time management, and discover their preferred learning styles. ENMU-Ruidoso's First-year Seminar has been developed based upon national models for successful practices and is taught by faculty and professional staff. *Suggested Co-Requisite: English or Reading.*

## NUMBERING OF COURSES

Courses at ENMU-Ruidoso are typically numbered according to classification of freshman or sophomore. Acceptance as transfer credit at another institution is at the discretion of the receiving institution. Students should select courses that meet degree requirements and that satisfy pre-requisites for future classes. Permission to do otherwise must be secured from Success Emporium.

## ACADEMIC CREDITS

An academic credit, called a "credit hour," is the equivalent of one 50-minute "contact hour" (instructor to students) per week for 16 weeks. All courses are recorded in terms of academic credit hours. Courses that include laboratory work specify the number of lab hours that are required weekly. For self-paced courses or those that involve field experiences, credit hour value is not determined by the number of class meetings.

## STUDENT COURSE LOAD

A full-time course load is 12-18 credit hours during a regular (16 week) semester, 6-10 credit hours during an eight-week summer session, and 4-6 credit hours during a four-week session. A student may take not more than 10 credit hours within a four-week session. Overloads must be approved by the student's advocate and the Vice President of Student Learning and Success. Students who register for fewer than 12 credit hours in regular semester or 6 credit hours in the summer are considered part-time.

For Financial Aid purposes, 12 credit hours are full time for fall, spring, and summer.

## CLASSIFICATION OF STUDENTS

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

- Freshman 0-29
- Sophomore 30-59
- Junior 60-89
- Senior 90+

## ENROLLMENT FOR NON-CREDIT (AUDIT)

Any student may enroll for a particular course or courses for not credit while concurrently enrolled for other courses for credit. Class attendance and participation requirements for a non-credit student are to be individually determined by the instructor of the curse. Students may change their enrollment form credit to non-credit or from non-credit to credit only during the drop/add period as established in the college calendar. Courses taken for non-credit will appear on the student's transcript as "U" with no credits recorded and not grades assigned. Tuition and fees are the same for students enrolled for non-credit as for students enrolled for credit.

## ATTENDANCE POLICY

Attendance is expected at all sessions of each course for which the student is enrolled; the responsibility of attendance is placed on the student. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. Faculty members are not responsible for withdrawing students who do not attend courses.

## GRADE REVIEW POLICY

The principle of academic freedom dictates that a faculty member is responsible for and has authority over grades which he/she assigns and the criteria by which the student is evaluated. However, the College has developed a grade review procedure which allows for an objective review of a disputed grade. Grade review requests will not be considered after a period of one (1) calendar year following the recording of the grade on the transcript.

## CHANGING GRADES

Once grades are recorded in Institutional Effectiveness and Student Records, they may be changed only if a written request justifying such a change is submitted by the instructor to Institutional Effectiveness and Student Records. Grade change requests will not be approved after a period of one (1) calendar year from the posting of grades on the transcript.

## GRADING SYSTEM – GRADE POINTS

Grades are based solely upon performance. They are not based upon how difficult the subject is for the student, how much time the student must devote to the course or on the student's academic status. Above all, **grades are not negotiable.**

Grades "A," "B," "C," "D" and "F" are earned and recorded at ENMU-Ruidoso; under certain circumstances as described further in this section, grades "CRE," "I," "W," "S" and "U" may be recorded. In computing the GPA the total of credits in which the grades of "A," "B," "C," "D" or "F" have been earned is divided into the total number of grade points earned.

**A** The "A" grade indicates that the work has been outstanding, the quality has been exceedingly high and more than the minimum amount of work has been done. The "A" student will demonstrate both a wider and deeper understanding of the subject than any other student. *Four grade points per credit hour.*

**B** The "B" grade indicates that the quality of the work has been high; that all of the assigned work has been properly and correctly done and that classroom performance on tests, recitations, reports, etc. has been consistently well above average. The "B" student occasionally exceeds the minimum mandates of the course. This grade should identify the student who is ready for and is capable of advanced work in the same subject. *Three grade points per credit hour.*

**C** The "C" grade indicates that the quality of work has been generally good, that most of the assigned work has been acceptably done and that classroom performance is quantitatively average for the class. *Two grade points per credit hour.*

**D** The "D" grade indicates that the quality of the work has been poor, that the assigned work has been substandard and often incomplete (or late) and that classroom performance has been well below average. **A "D" grade will not count toward any degree requirements.** *One grade point per credit hour.*

**F** The "F" grade indicates failure and is given in cases of exceptionally poor performance. *Zero grade points per credit hour.*

**I – Incomplete**

The "I" grade is given for passing work that could not be completed due to circumstances beyond the student's control. The following regulations apply to "I" grades:

- In no case is an "I" to be used by faculty to avoid the assignment of "D" or "F" grades for marginal or failing work.
- The instructor will submit an "Incomplete Grade Request Form" from Self-Service Banner (SSB).
- The work to make up an "I" must be completed by the time specified on the incomplete contract form to which the instructor and student have agreed but in no case will the time exceed beyond the next regular semester (summer does not constitute a semester for this regulation).
- Change of an "I" is accomplished by the instructor's submission of a change of grade form to Institutional Effectiveness and Student Records when the work has been completed.
- An "F" grade will be given for inadequate work or work not completed in a timely fashion. (In the event the student does not complete the work and no change of grade is submitted by the faculty at the end of the regular semester, the grade will automatically revert to an "F").
- A student cannot re-enroll into the course while completing coursework required under an "Incomplete Agreement".

**W – Withdrawal**

***"W"*** indicates formal withdrawal from class prior to the withdrawal deadline for each semester.

**S – Satisfactory**

***"S"*** indicates satisfactory completion of a short-term workshop or other unique course which has been designated for "S-U" grading.

**U – Unsatisfactory**

***"U"*** indicates unsatisfactory work in a short-term workshop or other unique course which has been designated for "S-U" grading.

**AU – Audit**

***"AU"*** indicates that students are taking the course for no credit.

**CRE – Credit by examination**

No grade points given.

At the end of each semester, students are given a grade report that lists courses taken, grades received, grade point average (GPA) for that semester and cumulative GPA. Only those courses with grade A, B, C, D or F are included in the calculation of the GPA. Grades of NC, I, S, U and W are excluded from the calculations but are included on the grade report.

## REPEAT OF COURSE

A course may be repeated to replace a grade earned in it. The following regulations will apply:

- The original and any repeat courses must be from an ENMU campus (Portales or Ruidoso).
- A course of one type may never be repeated by a course of another type, e.g., a directed study for a regularly scheduled classroom course, etc.
- All course enrollments and grades will appear on the transcript but only the highest grade earned will be used to calculate the grade point average. Where there is a difference of hours of credit or of course number level, the value of the repeat course with the highest grade will be used for the purpose of calculating the grade point average and in determining the satisfaction of degree requirements.
- A grade of "I" for a repeat course will not replace a previous grade.
- Withdrawal from a repeat course shall cause the repeat to be canceled and the previous academic record shall remain valid. The student may choose to repeat the course again after the withdrawal.

Courses that are allowed to be repeated may be viewed in the course description part of the catalog.

## DROP/ADD

A student may change his/her registration by adding and/or dropping courses within the deadlines set in the College class schedule. Students may drop and/or add courses within the deadlines set, by logging into MyENMU at **ruidoso.enmu.edu**. A course dropped during the appropriate time period will not appear on the student's transcript.

All exceptions to these policies must be approved by the Student Services Coordinator.

## COURSE WITHDRAWALS

A student may change his/her registration by adding and/or dropping courses or by withdrawing from a course within the deadlines set in the ENMU-Ruidoso Class Schedule. A course dropped during the appropriate period will not appear on the student's transcript. A course withdrawal during the appropriate period will appear on the student's transcript with a grade of "W."

Refunds will be made for withdrawals according to the refund schedule printed in the class schedule. In a variable credit course, all hours must be dropped or withdrawn, not just a portion of them. All exceptions to these policies must be approved by the Vice President of Student Learning and Success. **Depending on the date of withdrawal and the corresponding refund schedule, students may be required to repay part or all of any financial aid or scholarship monies.**

**Complete Withdrawal from the College:** A student may completely withdraw from the College within the deadlines set in the College class schedule. Students who will be withdrawing from the College are strongly encouraged to contact the Success Emporium and speak with an advocate. Grades will be posted for students who do not go through official withdrawal. A student who is forced by emergency circumstances to leave the college without officially withdrawing should notify Success Emporium. In the event the student is unable to make such a call, the parents or guardian may do so on the student's behalf. Refunds will be made according to the tuition and fees as set in the College class schedule.

**Request Course Drop/Withdrawal or a Complete Withdrawal from the College after the Deadline:** The College has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students make timely and effective decisions regarding their course work and progress toward degree completion and **protect their financial aid eligibility status**. A request to add, drop or withdraw from a course or to completely withdraw from the College after the deadline can only be honored in **extreme circumstances**, and such requests must be accompanied by **appropriate documentation. The form can be requested from the Success Emporium.**

The completed form must be returned with the following documentation to the Success Emporium.

- Statement of the student's extreme circumstances.
- Appropriate documentation.
- Student's signature (on form or by using the student's enmu.edu email address).

All documentation will be reviewed by the Vice President of Student of Learning and Success. If drop or withdrawal receives Vice President of Student Learning and Success approval, the Success Emporium will process the withdrawal. If denied the student may appeal to the President's Office.

## WARNING, PROBATION AND SUSPENSION

Students are expected to maintain a good academic standing throughout their college careers. An institutional GPA of 2.0 or above is required to graduate, and the College offers special assistance to those failing to maintain good academic standing. Students not in good academic standing may be placed on warning, probation or suspension.

**Academic warning** applies to first-time freshman students who, at the end of their first enrollment at ENMU-Ruidoso (summer semester or fall semester), have an earned GPA of less than 2.0. Students placed on academic warning must successfully participate in an academic intervention program to assist them in achieving good academic standing. Students who do not raise their cumulative and semester GPAs above 2.0 in the next term will be placed on academic probation. Academic warning applies only to students with fewer than 17 earned credit hours.

**Academic probation** applies to students with 17-29 earned credit hours with a semester GPA of 2.0 or higher, but an ENMU-Ruidoso institutional GPA **below 2.0**. Students placed on probation must successfully participate in an academic intervention program to assist them in achieving good academic standing. Students who do not raise their cumulative and semester GPAs above 2.0 in the next spring, fall, or summer session will be placed on academic suspension. Students placed on probation will remain on probation until they achieve good academic standing (cumulative and semester GPAs of at least 2.0) or are suspended.

Academic suspension applies to students with 30 or more earned credit hours who have a semester GPA below 2.0 and have been on academic probation for one semester.

| *Hours* | *Academic Standing* | |
|---|---|---|
| 0-16 | Warning | ENMU GPA is below 2.0 following first enrollment period (summer, fall or spring). Student is placed on academic warning |
| | Probation | New student admitted on academic warning who fails to raise the ENMU cumulative GPA to 2.0 and to earn a semester GPA of 2.0 is placed on probation |
| 17-29 | Probation | ENMU cumulative GPA is below 2.0; student's semester GPA is 2.0 or above. Student is on Probation |

| | | |
|---|---|---|
| | Suspension | Admitted on probation, the student's ENMU cumulative and semester GPAs are below 2.0 OR ENMU GPA is below 2.0 after one semester on probation |
| 30+ | Probation | ENMU cumulative GPA is below 2.0; student's semester GPA is 2.0 or above |
| | Suspension | ENMU cumulative GPA is below 2.0; student's semester GPA is below 2.0 following one semester of academic probation |

The first suspension will result in a suspension for **one regular** semester (fall or spring). A second academic suspension will result in a suspension of **two regular** semesters. Upon a third academic suspension, the student is permanently suspended from the college and is not allowed to re-enroll at ENMU-Ruidoso for a minimum of five years and with the Vice President of Student Learning and Success approval.

Students who have completed the mandated suspension period must go to the Success Emporium as the first step in the re-instatement process and are subject to any enrollment restrictions stipulated by that office. Students may be required to complete an Action Plan for Success. Students will write a reinstatement letter to the Student Services Coordinator. Students may be required to take a part-time course load to prove the student is capable of successfully completing courses.

Students may petition for a waiver of the mandated suspension period based on extenuating circumstances. Such students must submit a written appeal to the Student Services Coordinator. Student may be placed on a suspension waiver with specified conditions of enrollment. These conditions may include a required GPA, repeat of certain courses or other appropriate requirements. ***Failure to meet the conditions of the suspension may result in disenrollment, further suspension or denial of re-admission to the College.***

## CLEMENCY POLICY

The ENMU-Ruidoso academic clemency policy allows qualified students to redeem their academic record.

***Philosophy***
Students who have attempted course work at ENMU and were not successful in their efforts, but who wish to resume their college career may, through the granting of academic clemency, exclude the poor academic record from current work.

***Criteria***
To be considered for the program, a student must:

1. At the time of readmission have not attended ENMU or any of its branches for five (5) or more years; and
2. Complete the first 12 credit hours after returning with a minimum grade of "C" or better in each class taken. If more than 12 hours are attempted prior to seeking clemency, the student must earn a grade of "C" or better in each course attempted.

***Procedure***
Students who meet these criterions may apply for clemency in the Success Emporium after having successfully completed the first 12 or more credit hours with a grade of "C" or better in each class taken. No courses taken prior to the student's return will be counted in their Eastern New Mexico College institutional GPA. Courses will a grade of "D" or better will be carried forward as earned credit only and can be used to meet degree requirements. A course with a grade of "D" however, does not count in the students major or minor.

*NOTE:*
1. *This policy pertains to the calculation of the institutional GPSA for progress toward degree completion and does not pertain to institutional GPA calculated for graduation honors, professional certification and/or licensing (such as teacher education).*
2. *Students can avail themselves of this policy only once, and it is not reversible. Grades earned before clemency will continue to show on the student's record, and a statement at the time of clemency will explain the action taken.*
3. *The student who has already graduated may not apply for clemency.*

## GRADUATION

All students expecting to complete their program of study (certificate, Associate of Arts, Associate of Science or Associate of Applied Science) must file an application for graduation before the application deadline. The application should be filed with Institutional Effectiveness and Student Records. Associate of Arts, Associate of Science and Associate of Applied Science. The commencement ceremony for students graduating from ENMU-Ruidoso takes place each spring. Students wanting to participate in the commencement ceremony will need to order their cap and gown from ENMU-Ruidoso Success Emporium. Graduation applications must be turned into Institutional Effectiveness and Student Records before the deadlines dates:

**Graduation Application Deadline Dates**

Fall Semester: October 1

Spring Semester: April 10

Summer Semester: July 1

## GRADUATING WITH HONORS

Honors are awarded to students who complete their program with a cumulative overall GPA of 3.50 or better. Cumulative grade point averages are calculated after the last grading period prior to the student's final enrollment.

## EARNING A SECOND ASSOCIATE DEGREE

Students may earn more than one associate degree through ENMU-Ruidoso. These may be pursued concurrently by meeting the requirements of each degree. The two degrees must total at least 75 credit hours, and the second associate

degree must include at least 15 hours of credit which are not applied to the first degree. The application for graduation process and related deadlines coincide with those for first degree recipients.

## TRANSCRIPTS

There is no charge for copies of transcripts for coursework completed at ENMU; however, transcripts cannot be issued for students who have outstanding accounts with the college. The policy applies regardless of whether the debts have been discharged in any proceeding under the United States Bankruptcy Act.

# SPECIAL PROGRAMS AND SERVICES

## COMMUNITY EDUCATION

The ENMU-Ruidoso Community Education Program offers flexible, short-term classes for self-enrichment and lifelong learning opportunities. Whether you are interested in improving your personal well-being or developing new professional skills, we have something for everyone!

Community Education classes are non-credit classes designed for those who love to learn and develop new interests without the pressure of taking tests or receiving grades. Our goal is to offer classes that will be of interest to area residents and Lincoln County visitors.

ENMU-Ruidoso now offers on-line Community Education classes. All you need is access to a computer! All classes are held continuously throughout the semester.

For information call: (575) 315-1120.

## CUSTOMIZED TRAINING

ENMU-Ruidoso seeks to better serve the skill training needs of business and industry in the College's service area by designing specialized, low-cost, quality training courses which meet the specific requirements of the organization. Courses can be developed and implemented in a short period of time.

Starting dates and class times are determined by the employer's needs and can be as short as an hour or as long as required to meet the course objectives. Classes can be offered on campus or brought to your doorstep.

Regardless of age, education or experience, employees will benefit from small, individualized classes where all students share the same objectives.

Our goal is to help employers train their employees in acquiring new skills, enhance existing skills, and provide for personal and professional advancement. The costs are low; contact us for details. For more information, please call: (575) 315-1120.

## LIFELONG LEARNING ACADEMY

The Lifelong Learning Academy, located in Community Education, is designed to meet the special interests of community members age 55 and over. Topics include, but are not limited to, skills for new computer users, health and nutrition, local history and genealogy topics. Class size is limited to ensure that each participant receives individual attention. Seniors 65 and over may register for college credit courses for $5 per credit hour. Please refer to the ENMU-Ruidoso class schedules for registration details.

## PRESIDENT'S HONOR ROLL

Students enrolled for 12 or more credit hours at ENMU-Ruidoso whose end-of-semester GPA is 3.25 or better will be listed on the President's Honor Roll. The honor roll is prepared for the fall and spring semester only.

## PROCTORING

ENMU-Ruidoso offers test proctoring services for individuals attending other colleges or universities. Testing arrangements must be scheduled in advance with the Learning Commons. Call 575-315-8135 for more information.

# NM WORKFORCE CONNECTION

The New Mexico Workforce Connection is a joint partnership of ENMU-Ruidoso, New Mexico Department of Workforce Solutions (NMDOWS) and the Region IX Education Cooperative, providing training and services for youth, students and adults. Supportive service assistance (transportation, supplies, child care, etc.) is available for those who qualify. For more information, contact the Workforce Center office at (575) 315-1100 or (575) 315-1111.

## ADULT EDUCATION

Adult Education Classes are offered by ENMU-Ruidoso throughout Lincoln County. The Adult Education (AE) Program offers classes in High School Equivalency Diploma (HSE) (High School Diploma) preparation, English as a Second Language and Citizenship. Instruction is available on an individual, self-paced basis and through scheduled classes. Completion of the HSE pretest is necessary prior to taking the HSE Examination.

Additionally, the AE program offers workplace and family literacy projects in partnership with local businesses and education organizations.

All services and materials are offered free of charge. There are full and partial college scholarships available for students who have completed an Adult Education Program. For more information, please call (575) 315-1100 or (575) 315-1111.

New Mexico Workforce Connection

*A Proud Partner of the American Job Center Network*

# GENERAL EDUCATION REQUIREMENTS

ENMU-Ruidoso has the following lists of approved courses that meet the requirements for the New General Education Curriculum to facilitate the transfer of students between ENMU-Ruidoso and other accredited public institutions of higher education in New Mexico.

Transfer students who have demonstrated completion of all of the requirements for General Education at another higher education institution in New Mexico will not be required to fulfill General Education requirements at ENMU-Ruidoso, unless the opt to do so. Transfer students who have not completed all of the requirements for General education at another higher education institution in New Mexico will need to complete any missing requirements for ENMU-Ruidoso listed below.

## REQUIREMENTS

Approved Course Content Area

I. COMMUNICATIONS
- ENGL 1120♦ OR 2210♦
- COMM 1130♦, 2120, 2140♦

II. MATHEMATICS
- MATH 1130, 1220♦, 1230, 1352♦, 1510♦

III. SCIENCE
- ANTH 122OC♦
- ASTR 115/L♦
- BIOL 1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦
- CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦
- GEOL 11110/L♦, 1120/L♦, 123/L♦, 152/L♦
- PHYS 113/L♦, 151/L♦, 152/L♦

IV. SOCIAL AND BEHAVIORAL SCIENCES
- ANTH 1140♦, 1230♦
- ECON 1110♦, 2110♦, 2120♦
- GEOG 1130♦, 1140♦
- POLS 1110♦, 1120
- PSYC 1110♦
- SOCI 1110♦, 2310♦, 215♦

V. CREATIVE AND FINE ARTS
- ARTH 1110♦, 2110♦, 2120♦
- DANC 1110♦
- MUS 101♦, 113♦, 163♦
- THEA 1110♦, 1210♦

VI. HUMANITIES
- ENGL 1410♦, 2310♦, 2620♦, 2630♦, 2640♦, 2750♦
- FREN 1110♦, 1120♦, 2110♦, 2120♦
- GRMN 1110♦, 1120♦
- HIST 1110♦, 1120♦, 1150♦ , 1160♦, 2110♦
- HUMN 1110♦, 2110♦
- PHIL 1115♦, 1120♦, 2110♦
- RELG 1110♦, 1123♦, 1126♦
- SPAN 1110♦, 1120♦, 2110♦, 2120♦

VII. FLEXIBLE
- BUSA 1110
- ANY COURSE FROM THE NMGEC

## TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS

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

***Transferable Lower-Division General Education Common Core:*** Students enrolling for first-year study who have not yet selected either an academic focus or the institution from which they want to graduate are advised to take courses during the freshman year outlines in the Lower Division General Education Curriculum. These 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 advocates at their current institutions regarding which specific courses fit these categories.

Students preparing for careers in engineering, health sciences or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

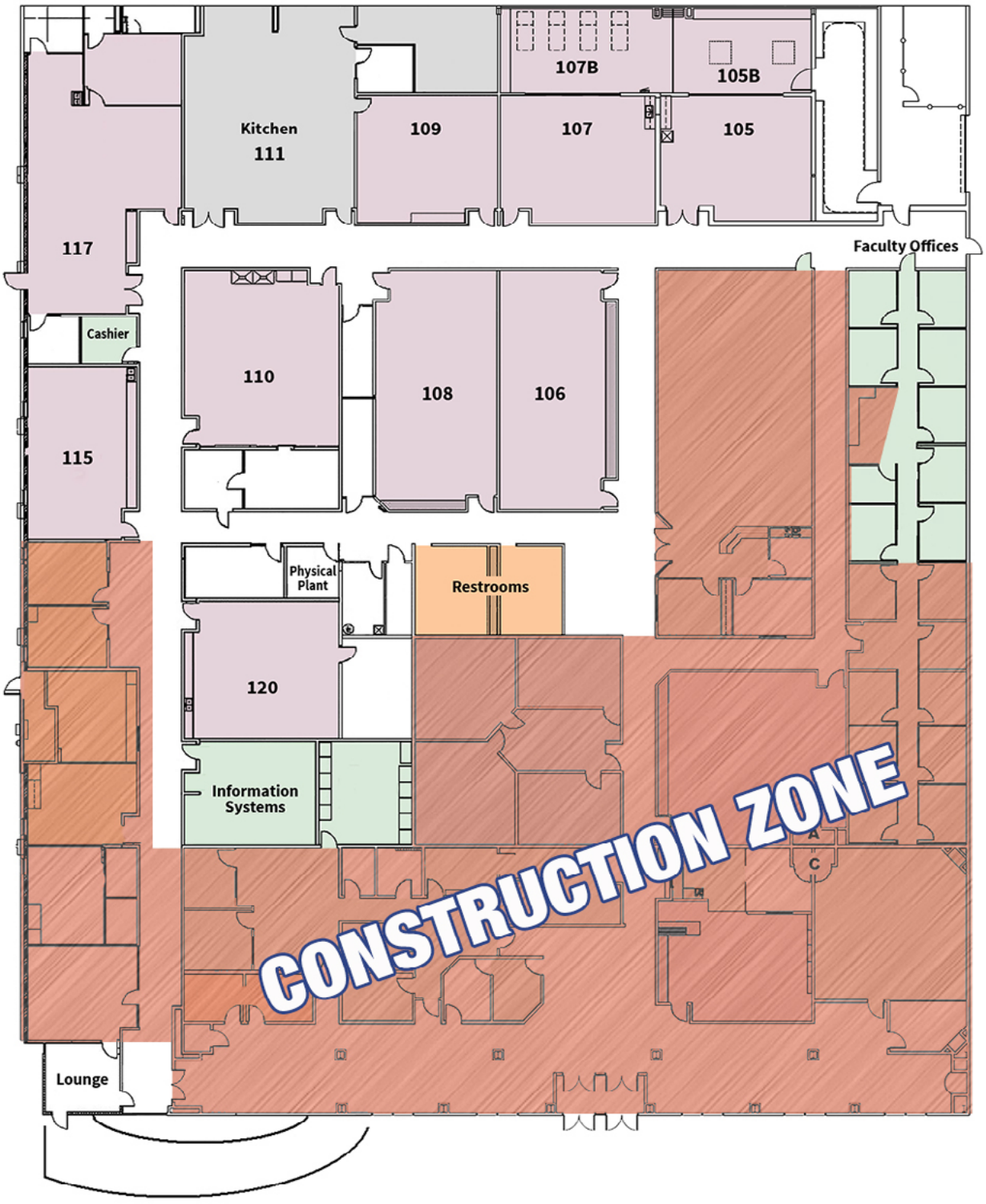
## NEW MEXICO COMMON CORE NUMBERING SYSTEM (NMCCNS)

The goal of the common course numbering system is to improve transfer and articulation of courses between New Mexico's public and tribal higher education institutions. If a student completes a commonly numbered course at one New Mexico public/tribal HEI and transfers to another New Mexico public/tribal HEI, the receiving HEI shall accept the course as equivalent to the course with the same number that is offered at the receiving HEI.

This means that a commonly numbered course shall fulfill degree requirements when it is accepted as an equivalent course that is part of the degree requirements of a student's chosen academic program at the receiving institution. A student who has completed commonly numbered courses that are not part of their chosen degree requirements is not exempted from courses requirements for their chosen degree.

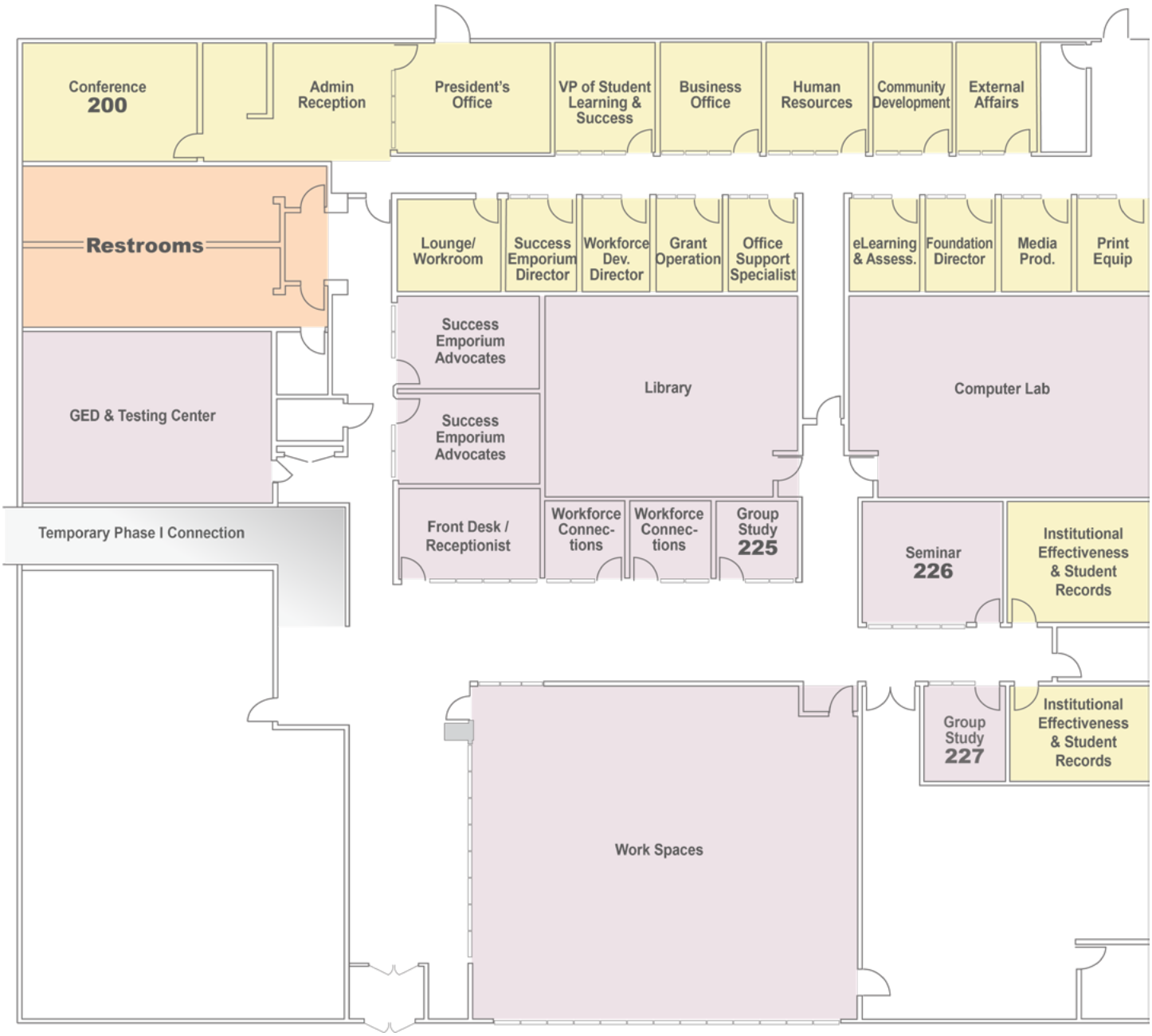
We encourage students to develop a degree plan with an advocate during the first semester.

# CAMPUS MAPS




709 Mechem Drive · Ruidoso, NM 88345

# CAMPUS MAPS




721 Mechem Drive · Ruidoso, NM 88345

# DEGREES & PATHWAYS

## Bookkeeping/Accounting

**Certificate of Completion**
**20 credit hours**

The Bookkeeping/Accounting certificate program is designed to prepare students for entry into the accounting profession at positions ranging from entry-level single function, to full-charge bookkeepers. This one-year program emphasizes internal accounting procedures, preparation of financial statements and simple tax returns.
Upon completion of the certificate students will be able to:

- Demonstrate the accounting skills needed to meet the demand in the industry.
- Demonstrate the accounting skills needed to obtain the designation of Certified Bookkeeper.
- Demonstrate the accounting skills needed to continue toward meeting the requirements for an Associates of Applied Science Degree in Accounting.
- Apply a basic foundation in accounting to other business functions such as economics, finance, management, and marketing.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 20 hours**

ACCT 2110 – Principles of Accounting I (4)
ACCT 215 – Certified Bookkeeper (3)
ENG 1110 – Composition I (3)
ENG 2210 – Professional & Technical (3)
BCIS 1115 – Introduction to Computers (3)
MATH 1216 – Preparatory Algebra (4)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 5.13.2020

## Pathway

**Bookkeeping/Accounting**
**Certificate of Completion**
**20 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ACCT | 2110 | 4 |
| BCIS | 1115 | 3 |
| ENGL | 1110 | 3 |
| **Total for semester** | | **10** |

| Spring Semester I | | credit |
|---|---|---|
| ACCT | 215 | 3 |
| ENGL | 2210 | 3 |
| MATH | 1216 | 4 |
| **Total for semester** | | **10** |
| **Total for certification** | | **20** |

# Business Administration

**Associate of Arts**
**62-65 credit hours**

The Associate of Arts Degree in Business Administration is designed to give students a broad knowledge of the fundamentals of business operations. It prepares students for two alternatives: (1) to obtain technical knowledge and proficiency in basic business subjects leading to gainful employment, or (2) to transfer to a bachelor degree program granted at a four-year institution.
Upon completion of the degree students will be able to:

- Demonstrate the business skills needed to gain employment among a variety of business enterprises.
- Demonstrate the ability to apply the basic business functions of accounting, economics, finance, management, and marketing to become a successful business owner.
- Obtain an Associate of Arts Degree that will meet requirements toward a Bachelor of Business Administration.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 21-24 hours

ACCT 2110 – Introduction to Financial Accounting (4) ACCT 2120 – Introduction to Managerial Accounting (4) ECON 2110 – Macroeconomic Principles (3)*
ECON 2120 – Microeconomic Principles (3)*
MATH 1350 – Introduction to Statistics (4)

*May be used to satisfy NMGEC Social and Behavioral Sciences requirement.

### Electives – 6 hours

Choose two from
BFIN 2110 – Introduction to Finance (3)
BCIS 1115 – Introduction to Computers (3)
IS 281 – Spreadsheets and Data Analysis (3)
MGMT 2110 – Principles of Management (3)
MKTG 2110 – Principles of Marketing (3)

### New Mexico General Education Curriculum (NMGEC)
### 31 hours (as itemized below)

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110

Revised 5.13.2020

## Pathway

**Business Administration**
**Associate of Arts**
**62-65 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ACCT | 2110 | 4 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication (COMM) | | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| ACCT | 2120 | 4 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Humanities | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC MATH | | 4 |
| **Total for semester** | | **17** |

| Fall Semester II | | credit |
|---|---|---|
| NMGEC Creative and Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Social/Behavior (ECON 2110) | | 3 |
| MATH | 1350 | 4 |
| Program Electives | | 3 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| ECON | 2120 | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Science | | 4 |
| Program Electives | | 3 |
| **Total for semester** | | **13** |
| **Total for degree** | | **62-65** |

# Business Administration
## Associate of Applied Science
## 60-65 credit hours

The Associate of Applied Science in Business Administration is designed to provide a well-rounded selection of courses for orientation in business/industry. The student will obtain technical and general education skills necessary for qualified entrance into business, management, marketing, or accounting fields.

Upon completion of the degree students will have:

- An understanding of the terms and arithmetic/problem skills involved in financial and managerial accounting.
- Application of economic theories to real world and hypothetical situations.
- Technical and general education skills necessary to qualify for entrance into business management and marketing fields.
- Communications skills with the business environment using verbal, written, and basic computer literacy skills.
- Comprehension and application of business ethical and security principles.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 35-39 hours

ACCT 2110 – Principles of Accounting I (4)
ACCT 2120 – Principles of Accounting II (4)
BCIS 1115 – Introduction to Computers (3)
BFIN 2110 – Introduction to Finance (3)
BUSA 1110 – Introduction to Business (3)
ECON 2110 – Macroeconomic Principles (3)*
ECON 2120 – Microeconomic Principles (3)*
MGMT 2110 – Principles of Management (3)
MKTG 2110 – Principles of Marketing (3)

*May be used to satisfy NMGEC Social and Behavioral Sciences requirement.

### Electives – 9-10 hours

Choose three from
ACCT 215 – Certified Bookkeeper (3)
BUS 241 – Business Mathematics (3)
COMM 1130 – Public Speaking (3)
FIN 287 – Personal Finance (3)
IS 281 – Spreadsheets and Data Analysis (3)
MATH 1350 – Introduction to Statistics (4)

### New Mexico General Education Curriculum (NMGEC) – 15-16 hours (as itemized below)

#### Communications– 3 hours
ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

#### Mathematics – 4 hours
MATH 1130, 1220, 1230, 1350♦, 1510♦

#### Social and Behavioral Sciences – 3 hours
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

#### Humanities – 3 hours
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

#### Flexible Three – 3 hours
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.13.20

## Pathway

**Business Administration**
**Associate of Applied Science**
**60-65 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ACCT | 2110 | 4 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication | | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| ACCT | 2120 | 4 |
| BCIS | 1115 | 3 |
| Program Elective | | 3 |
| NMGEC MATH | | 4 |
| **Total for semester** | | **14** |

| Fall Semester II | | credit |
|---|---|---|
| BUSA | 1110 | 3 |
| Program Elective | | 3 |
| MGMT | 2110 | 3 |
| NMGEC Flexible three | | 3 |
| NMGEC Social/Behavior (ECON 2110) | | 3 |
| **Total for semester** | | **15** |

| Spring Semester II | | credit |
|---|---|---|
| BFIN | 2110 | 3 |
| ECON | 2120 | 3 |
| Elective | | 3 |
| MKTG | 2110 | 3 |
| NMGEC Humanities | | 3 |
| **Total for semester** | | **15** |

| | | |
|---|---|---|
| **Total for degree** | | **60-65** |

## Child Development
### Certificate of Completion
### 17 credit hours

The certificate of completion in Family and Consumer Science/Child Development is a terminal certificate designed to meet state requirements for employment in licensed day care facilities. This is one of the fastest growing employment opportunities and requires employees to continually re-certify. The course in the Child Development meet those requirements. The certification program requires fewer general education classes than the associate degree.
Upon completion of the certificate students will be able to:

- Demonstrate knowledge of strategies for promoting safe environments for children.
- Demonstrate knowledge of the seven early childhood education competency areas.
- Demonstrate knowledge of child development from conception through age eight.
- Demonstrate knowledge of curriculum development based on social, cognitive, physical, and emotional areas of development.
- Demonstrate knowledge of methods of guiding the development of self-regulatory capacities in young children.
- Demonstrate knowledge of the dynamics of working with family members, community agencies, and other professionals to meet the needs of young children.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 17 hours**

COMM 2150– Communications for Teachers (3)
ECED 1110 – Child Growth, Development and Learning (3)
ECED 1115 – Health, Safety, and Nutrition (2)
ECED 1120 – Guiding Young Children (3)
ECED 1125 – Assessment of Children and Evaluation of Programs (3)
ECED 1130 – Family Community Collaboration (3)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 5.13.20

## Pathway

**Child Development**
**Certificate of Completion**
**17 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ECED | 1110 | 3 |
| ECED | 1115 | 2 |
| ECED | 1125 | 3 |
| ECED | 1130 | 3 |
| **Total for semester** | | **11** |

| Spring Semester I | | credit |
|---|---|---|
| COMM | 2150 | 3 |
| ECED | 1120 | 3 |
| **Total for semester** | | **6** |
| **Total for certification** | | **17** |

## Computer and Network Security Apprenticeship Certificate

**Certificate of Completion**
**35 credit hours**

This program meets the CAE2Y knowledge units designation and is specifically designed to prepare students as Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011 provide current Information Systems professionals with an Information Systems security certification to meet the needs of current and future employer requirements. Upon completion of this program students will be receive a university certification of completion and the Industry Certification - CompTIA A+, CompTIA Network +, and CompTIA Security+. Note, the labs use the INFOSEC virtual labs for hands-on training and the National Cyber League (NCL) Competitions.

Upon completion of the certificate students will be able to:

- Plan, analyze, develop, implement, maintain, and enhance information systems security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data.
- Implement higher-level security requirements; integrate security programs across disciplines; define security plans and policies; assess new system design methodologies to improve software quality; and institute measures to ensure awareness and compliance.
- Assess new security technologies and/or threats and recommend changes; review and evaluate security incident response policies; and develop long-range plans for IT security systems.
- Understand and know how to resolve integration issues related to the implementation of new systems with the existing infrastructure.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**
Not Applicable

**Program Requirements – 35 hours**

| | |
|---|---|
| CS 123/L | – Programming Fundamentals/Lab (4) |
| IS 101 | – IT Essentials I: PC Hardware, Software, and Practical Applications (4) |
| IS 121 | – IT Essentials II: Network Operating Systems (3) |
| IS 131 | – Computer and Security Fundamentals (3) |
| IS 257 | – Ethical Hacking, Computer and Network Defense and Counter Measures (3) |
| IS 297 | – Cyber Security Technician Apprenticeship (18) |

**New Mexico General Education Curriculum (NMGEC) –**
Not Applicable

Revised 5.13.20

## Pathway

**Computer and Network Security**
**Apprenticeship Certificate**
**Certificate of Completion**
**35 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| CS | 123/L | 4 |
| IS | 101 | 4 |
| IS | 121 | 3 |
| IS | 131 | 3 |
| IS | 257 | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| IS | 297 | 18 |
| **Total for semester** | | **18** |
| **Total for certification** | | **35** |

## Computer and Network Security Certification Program

**Certificate of Completion**
**21 credit hours**

This program is specifically designed to prepare and certify students as Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011 and CNS NO. 4016 Entry Level Risk Analysts or provide current Information Systems professionals with Information Systems security certification to meet the needs of current and future employer requirements. Upon completion of this program students will receive a university certification of completion and be prepared and encourage to take the Comp-TIA Security+ test during the program to receive the industry certifications.

Upon completion of the certificate students will be able to:

- Plan, analyze, develop, implement, maintain, and enhance information systems security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data.
- Implement higher-level security requirements; integrate security programs across disciplines; define security plans and policies; assess new system design security plans and policies; assess new system design methodologies to improve software quality; and institute measures to ensure awareness and compliance.
- Assess new security technologies and/or threats and recommend changes; review and evaluate security incident response policies; and develop long-range plans for IT security systems.
- Resolve integration issues related to the implantation of new systems with the existing infrastructure.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements**
– Not Applicable

**Program Requirements – 21 hours**

IS 131 – Computer and Security Fundamentals (3)
IS 136 – Guide to Business Continuity and Disaster Recovery (3)
IS 153 – Introductions (Foundations) of Information Systems (3)
IS 160 – Overview of Operating Systems and Utilities (3)
IS 253 – Firewalls and How They Work (3)
IS 257 – Ethical Hacking, Computer and Network Defense and Counter Measures (3)
IS 258 – Cyber Ethics, Professionalism, and Career Development (3)

**New Mexico General Education Curriculum (NMGEC) –**
Not Applicable

Revised 5.13.20

## Pathway

**Computer and Network Security**
**Certification Program**
**Certificate of Completion**
**21 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| IS | 131 | 3 |
| IS | 136 | 3 |
| IS | 153 | 3 |
| IS | 160 | 3 |
| **Total for semester** | | **12** |

| Spring Semester I | | credit |
|---|---|---|
| IS | 253 | 3 |
| IS | 257 | 3 |
| IS | 258 | 3 |
| **Total for semester** | | **9** |

| | |
|---|---|
| **Total for certification** | **21** |

## Construction Trades

**Pre-Apprenticeship Certificate**
**16 credit hours**

To address the need for training in the construction trades industry, ENMU-hosted conversations with the Mescalero Housing authority and Lincoln County Homebuilders. Currently, ENMU-Ruidoso is working with Mescalero Apache Schools to complete an MOU to deliver courses at their high school facility. The course and certificate program will teach skills that a worker needs pre-hire (pre-apprenticeship) to be qualified for an apprenticeship, or an entry level position.

- Interpret blueprints and specifications.
- Apply construction terminology.
- Use currently available basic personal protective equipment and be able to select appropriate equipment for a given task.
- Identify the most common sources of occupational injury and death.
- Apply principles of job site safety.
- Practice professional behavior on the construction site.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements** Not Applicable

**Program Requirements – 16 hours**

BUSA 1130 – Business Professionalism (3)
EMS 100 – HeartSaver/CPR First Aid (1)
OSH 105 – Regular – Construction (1)
OSH 106 – Electrical Safety Training (1)
CNST 101 – Math Construction Trades (3)
CNST 102 – Tool and Equipment Safety (1)
CNST 111 – Basic Woodworking for Constructors (3)
CNST 121 – Blueprint Reading (1)
CNST 289 – Internship/Apprenticeship (2)

**New Mexico General Education Curriculum (NMGEC)**
**31 hours (as itemized below)**

Not Applicable

Revised 3.30.2020

## Pathway

**Construction Trades**
**Pre-Apprenticeship Certificate**
**16 credit hours**

| | Fall Semester I | credit |
|---|---|---|
| BUSA | 1130 | 3 |
| EMS | 100 | 1 |
| OSH | 105 | 1 |
| OSH | 106 | 1 |
| CNST | 101 | 3 |
| CNST | 102 | 1 |
| CNST | 111 | 3 |
| CNST | 121 | 1 |
| CNST | 289 | 2 |
| **Total for semester** | | **16** |
| **Total for certification** | | **16** |

## Core Curriculum
(GenEd Complete)
Certificate of Completion
37 credit hours

This certificate is a transfer program designed for students who plan to transfer from ENMU-Ruidoso to a four-year institution in New Mexico upon completion of their freshman and sophomore level general educational coursework. These courses have been agreed upon by all institutions as part of the New Mexico Higher Education Department statewide common core of lower division general education.
Maximum transferability can be assured when students carefully coordinate education requirements with the four-year institution of their choice. Successful completion of the certificate will be attained when the student can transfer to a four-year institution as a sophomore/junior.
Upon completion of the certificate students will be able to:

- Demonstrate, analyze and evaluate oral and written communication effectively.
- Demonstrate problem solving skills within the context of mathematical applications.
- Demonstrate and apply scientific thinking to real world problems.
- Demonstrate an understanding of self and the world by examining the content and processes used by social and behavioral sciences.
- Demonstrate an appreciation for and an understanding of the arts and humanities.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

**Institutional and Related Requirements – 6 hours**
ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)

**Program Requirements**
Not Applicable

**New Mexico General Education Curriculum (NMGEC)**
**31 hours (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120♦; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.13.20

## Pathway

**Core Curriculum (GenEd Complete)**
**Certificate of Completion**
**37 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| NMGEC Communication (COMM) | | 3 |
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Math | | 4 |
| **Total for semester** | | **19** |

| Spring Semester I | credit |
|---|---|
| NMGEC Communication (ENGL) | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Humanities | 3 |
| NMGEC Science | 4 |
| NMGEC Social/Behavioral | 3 |
| **Total for semester** | **19** |

| | |
|---|---|
| **Total for certification** | **37** |

# Criminal Justice
## Associate of Arts
## 64 credit hours

The Associate of Arts in Criminal Justice is designed to equip graduates, whether potential and incumbent criminal justice system employees or graduates intent on transferring to a Bachelor of Arts or Bachelor Science (BA/BS) Degree program at ENMU, with a comprehensive knowledge of the governmental structures, limitations, and theoretical underpinnings of the American criminal justice system. This curriculum can serve as a terminal occupational degree program for students seeking immediate employment in the private sector or in government agencies at the local, state, or national level. The balanced liberal arts emphasis in the degree, which includes the study of law, criminal justice, social sciences, humanities, behavioral sciences, natural sciences and general education courses, can apply towards a bachelor degree in Criminal Justice or other majors at several of New Mexico's four-year state universities.

Students who have successfully completed: 1) a New Mexico Department of Public Safety basic or NMDPS-approved satellite police certification training academy or 2) the United States Border Patrol Basic Training Program (USBPI), the Federal Air Marshal Basic Training Program (FAMTP), or the Land Management Basic Police Training Program (LMPT), or 3) military occupational specialties or Air Force career classifications U.S. Army 95B, or 31B; U.S. Marine Corps 5811; U.S. Air Force 3PO51, or 3PO91; U.S. Navy Master at Arms, or NEC 9545 (completed NAVEDTRA 14137) will receive credit for CJUS 1110 and CJUS 2360 upon provision of an official transcript. Students who have successfully completed the New Mexico Department of Corrections correctional officer basic training academy will receive credit for CJUS 1110 and CJUS 2225 upon provision of an official transcript.

Upon completion of the degree students will be able to:

- Describe the historical development, roles, interrelationships, and criminal justice system functions of agencies, actors, structures, and operations of criminal justice agencies.
- Identify and describe major national measures of crime and major theories on causes of criminality.
- Explain functions of criminal laws, Constitutional limitations on laws, and application of laws in criminal courts.
- Identify current trends in crime, police techniques, offender sentencing, corrections practices, and offender reintegration.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – Freshman Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 23 hours

CJUS 1110 – Introduction to Criminal Justice (3)
CJUS 2140 – Criminal Investigations (3)
CJUS 2360 – Criminal Procedures (3)
POLS 1120 – American National Government (3)
SPAN 1110 – Spanish I (4)
SPAN 1120 – Spanish II (4)

### Electives – 3 hours

### New Mexico General Education Curriculm (NMGEC)
### 31 hours (as itemized below)

### Communications – 6 hours
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

### Mathematics – 4 hours
MATH 1130, 1220, 1230, 1350♦, 1510♦

### Science – 4 hours
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

### Social and Behavioral Sciences – 3 hours
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120♦; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

### Creative and Fine Arts – 3 hours
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

### Humanities – 3 hours
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

### Flexible nine – 9 hours
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Criminal Justice**
**Associate of Arts**
**64 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| CJUS | 1110 | 3 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Social/Behavioral | 1110 | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | | credit |
|---|---|---|
| CJUS | 2360 | 3 |
| Program Elective | | 3 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Flexible nine | | 3 |
| NMEC Math | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| CJUS | 2140 | 3 |
| NMGEC Communication (COMM) | | 3 |
| NMGEC Humanities | | 3 |
| POLS | 1120 | 3 |
| SPAN | 1110 | 4 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Science | | 4 |
| SPAN | 1120 | 4 |
| **Total for semester** | | **17** |

| | |
|---|---|
| **Total for degree** | **64** |

## Culinary Fundamentals

**Certificate of Occupational Training**
**17 credit hours**

The Culinary Fundamentals program is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads, and pastries.

Upon completion of the certificate students will be able to:

- Identify proper ServSafe sanitation and safety practices.
- Demonstrate proficiency In basic culinary weight and volume measuring and proper recipe conversion, including high altitude adjustments.
- Demonstrate basic cooking techniques.
- Demonstrate basic baking techniques.
- Demonstrate proper knife care and handling.
- Prepare hot and cold appetizers and demonstrate how to properly display on a buffet.
- Properly demonstrate Food Costing and Menu Pricing.
- Design and prepare a well-composed dinner plate.

---

**Institutional and Related Requirements**

Not Applicable

**Program Requirements – 17 hours**

BUSA 1130 – Business Professionalism (3)
EMS 101 – HeartSaver CPR/First Aid (1)
HTCA 151 – Intro to Culinary Arts (3)
HTCA 260 – Sanitation and Safety (1)
HTCA 262/L – Food Prep 1 (4)
HTCA 263/L – Food Prep 2 (4)
HTCA 289 – Internship (1)

**New Mexico General Education Curriulum (NMGEC)**

Not Applicable

Revised 6.19.19

## Pathway

**Culinary Fundamentals**
Certificate of Occupational Training
17 credit hours

| Fall Semester I | | credits |
|---|---|---|
| BUSA | 1130 | 3 |
| EMS | 100 | 1 |
| HTCA | 151 | 3 |
| HTCA | 260 | 1 |
| total for semester | | 8 |

| Spring Semester I | | credits |
|---|---|---|
| HTCA | 262/L | 4 |
| HTCA | 263/L | 4 |
| HTCA | Internship | 2 |
| total for semester | | 9 |

| | |
|---|---|
| Total for certification | 17 |

# Early Childhood Education

**Associate of Arts**
**76 - 89 credit hours**

The Associate of Early Care and Education is designed to prepare the student to work with young children in a variety of day care settings and/or to prepare the student to work toward a Bachelor degree in Early Childhood Education.
Upon completion of the degree students will be able to:

- Demonstrate understanding of promoting children's health and safety through awareness, effective practices, and health education.
- Use and explain the rationale for developmentally appropriate methods that include play, small group projects, open-ended questioning, group discussion, problem solving, cooperative learning and inquiry experiences to help young children develop intellectual curiosity, solve problems and make decisions.
- Demonstrate knowledge and skill in the use of developmentally appropriate guidance techniques and strategies that provide opportunities to assist children in developing positive thoughts and feelings about themselves and others through cooperative interaction with peers and adults. Students will develop, implement, and evaluate an integrated curriculum that focuses on children's development and interests, using their language, home experiences, and cultural values.
- Adapt content to meet the needs of each child, including the development of individualized Family Service Plans (IFSP) and/ or Individualized Education Plans (IEP) for children with special needs through the team process with families and other team members.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 35 - 48 hours**

COMM 2150 – Communication for Teachers (3)
ECED 1115 – Health, Safety, and Nutrition (2)
ECED 1120 – Guiding Young Children (3)
ECED 1130 – Family and Community Collaboration (3)
ECED 1125 – Assessment of Children and Evaluation of Programs (3)
ECED 2115 – Introduction to Language, Literacy, and Reading (3)
ECED 2110 – Professionalism (2)
ECED 2120 – Curriculum Development through Play Birth through Age 4 (PreK) (3)
ECED 2121 – Curriculum Development through Play Birth through Age 4 (PreK) Practicum (2)
ECED 2130 – Curriculum Development and Implementation Age 3 (PreK) through Grade 3 (3)
ECED 2131 – Curriculum Development and Implementation Age 3 (PreK) through Grade 3 Practicum (2)
MATH 2610 – Elementary Mathematical Concepts I (3)
MATH 2625 – Elementary Mathematical Concepts II (3)

**Choose one course from each content area below:**

Creative and Fine Arts (3)* - ARTH 1110 or MUS 113

Humanities (3)* - HIST 1110, HIST 1120, HIST 1150, HIST1160

**Science (4)* -** BIOL1110/L, 2110/L, 2610/L; CHEM 1110C, 1215/L; GEOL 1110/L, 1120/L; or PHYS 141/L

**Social and Behavioral Sciences (3)* -** ECON 1110; GEOG 1130, 1140; POLS 1120
*May be used to satisfy the content area in NMGEC requirements.

Revised 5.18.20

**New Mexico General Education Curriculum (NMGEC)**
**31 hours (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, or 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 141/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦,123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110

## Pathway

**Early Childhood Education**
**Associate of Arts**
**76-89 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ECED | 1115 | 2 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication (COMM) | | 3 |
| **Total for semester** | | **15** |

| Spring Semester I | | credit |
|---|---|---|
| ECED | 1120 | 3 |
| ECED | 1125 | 3 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Math | | 4 |
| NMGEC Social/Behavior | | 3 |
| **Total for semester** | | **16** |

| Summer Semester I | | Credit |
|---|---|---|
| ECED | 2120 | 3 |
| ECED | 2121 | 2 |
| **Total for semester** | | **5** |

| Fall Semester II | | credit |
|---|---|---|
| ECED | 1130 | 3 |
| ECED | 2110 | 2 |
| MATH | 2610 | 3 |
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Science | | 4 |
| **Total for semester** | | **18** |

| Spring Semester II | | credit |
|---|---|---|
| COMM | 2150 | 3 |
| ECED | 2115 | 3 |
| MATH | 2625 | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Humanities | | 3 |
| **Total for semester** | | **18** |

| Summer Semester II | | credit |
|---|---|---|
| ECED | 2130 | 3 |
| ECED | 2131 | 2 |
| **Total for semester** | | **5** |

| | |
|---|---|
| **Total for degree** | **76-89** |

# Educational Assistant (Pre-K – 12)

**Certificate of Completion**
**43-44 credit hours**

The Educational Paraprofessional (Pre-K – 12) is designed to meet the New Mexico Public Education Department requirements for Level III Educational Paraprofessional Licensure. The student will obtain the specific and general education skills necessary to serve as paraprofessionals who provide instructional support in a Title I program. Upon completion of the certificate students will be able to:

- Analyze and discuss educational issues, theories, and research
- Identify, utilize, and assess effective instructional strategies and techniques, curricular approaches, motivation strategies, and classroom management
- Identify and respond to the evolving needs of diverse learners
- Demonstrate how appropriate integration of technology facilitates student learning
- Develop a broad general understanding of foundational knowledge in English/Language Arts, Math, Science, Social Sciences, and the Arts and Humanities
- Demonstrate an awareness of and sensitivity to diverse cultural values and belief systems

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

**Institutional and Related Requirements – 6 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 37-38 hours**

ARTH 1110 – Art Appreciation (3) or
MUS 113 – Music Appreciation (3)
COMM 2150 – Communication for Teachers (3)
ECON 1110 – Survey of Economics (3) or
POLS 1120 – American National Government (3)
EDF 210 – Human Growth and Development for Educators (3)
EDUC 2116C – Structured Observation of Teaching and Learning (4)
EDUF 2998 – Internship in Education Foundations (6)
ENGL 1120 – Composition II (3)
HIST 1110 – United States History I (3) or
HIST 1150 – Western Civilization I (3)
RED 216 – Literacy through Children's and Adolescent Literature (3)

Choose one from the following:

ENGL 1410 – Introduction to Literature (3)
ENGL 2610 – American Literature I (3)
ENGL 2620 – American Literature II (3)
ENGL 2630 – British Literature I (3)
ENGL 2640 – British Literature II (3)

Choose one from the following:
MATH 1130 – Survey of Mathematics (4)
MATH 2610 – Elementary Mathematical Concepts I (3)
MATH 2625 – Elementary Mathematical Concepts II (3)

**New Mexico General Education Curriculum - (NMGEC)**

Not Applicable

Revised 5.18.20

## Pathway

**Educational Assistant (Pre-K-12)**
**Certificate of Completion**
**43-44 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ARTH 1110 or Mus 113 | 1110 | 3 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| **Total for semester** | | **9** |

| Spring Semester I | | credit |
|---|---|---|
| COMM | 2150 | 3 |
| EDUC | 2116C | 4 |
| EDF | 210 | 3 |
| ENGL | 1120 | 3 |
| **Total for semester** | | **13** |

| Fall Semester II | | credit |
|---|---|---|
| ECON 1110 or POLS 1120 | 1110 | 3 |
| HIST 1110 or HIST 1150 | 1110 | 3 |
| RED | 216 | 3 |
| **Total for semester** | | **9** |

| Spring Semester II | | credit |
|---|---|---|
| EDUF | 2998 | 6 |
| ENGL 1410, 2610, 2620, 2630, 2640 | | 3 |
| MATH 1130, 2610, 2625 | | 3 |
| **Total for semester** | | **12** |

| | |
|---|---|
| **Total for degree** | **43-44** |

# Elementary/Special Education

**Associate of Arts**
**60 minimum - 86 credit hours***

The Associate of Arts degree in Elementary/Special Education will allow students to enter a Bachelor's program leading to teacher certification in the state of New Mexico.
Upon completion of the degree students will be able to:

- Analyze and discuss educational issues, theories, and research.
- Examine and evaluate effective teaching strategies and techniques, effective planning approaches, motivation strategies, and classroom management.
- Observe, create and execute a lesson using current research strategies.
- Evaluate students' diversities and individual learning differences.
- Demonstrate how the proper integration of technology facilitates student learning.
- Analyze ones' own qualifications and commitment to becoming a teacher.

NOTE: GPA 2.75 is required
**Talk to advisor about concentrations Elementary/Special Education majors planning to transfer to Portales.**

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 45 hours**

COMM 2150 – Communication for Teachers (3)
EDF 210 – Human Growth and Development for Educators (3)
EDUC 2116C – Structured Observation of Teaching and Learning (3)
MATH 2610 – Elementary Mathematical Concepts I (3)
MATH 2625 – Elementary Mathematical Concepts II (3)
SPAN 1110 – Spanish I (4)
or any Foreign Language

**Program requirements below may be used to satisfy NMGEC**

**Communications (3)***
**ENGL 1120 – Composition II (3)**

**Lab Science and Flexible nine (8)***
**BIOL 1110/L or BIOL 2110/L and CHEM 1110C or**
**GEOL 1110/L or GEOL 1120/L or**
**PHYS 113/L or PHYS 151/L.**

**Creative and Fine Arts (3)***
**ARTH 1110 or MUS 113**

**Humanities and Flexible nine (6)***
**HIST 1110 and HIST 1120, or**
**HIST 1150 and HIST 1160**

**Social and Behavioral Sciences and Flexible nine (6)***
**ECON 1110 and POLS 1120**

**New Mexico General Education Curriculum (NMGEC)**
**31 hours minimum (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 3-4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours minimum**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 2.27.2020

## Pathway

**Elementary/Special Education**
**Associate of Arts**
**61 minimum - 87 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| COMM | 2150 | 3 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Social/Behavioral | | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | | credit |
|---|---|---|
| EDF | 210 | 3 |
| NMGEC Communication (COMM) | | 3 |
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine (History) | | 3 |
| NMGEC Math | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| MATH | 2610 | 3 |
| NMGEC Communication (ENGL 1120) | | 3 |
| NMGEC Flexible nine (POLS 1120) | | 3 |
| NMGEC Flexible nine (Science) | | 4 |
| SPAN | 1110 | 4 |
| **Total for semester** | | **17** |

| Spring Semester II | | credit |
|---|---|---|
| EDUC | 2116C | 3 |
| MATH | 2625 | 3 |
| NMGEC Humanities (HIST) | | 3 |
| NMGEC Science | | 4 |
| **Total for semester** | | **14** |

| | | |
|---|---|---|
| **Total for degree** | | **61-87** |

## Emergency Medical Services

Associate of Applied Science
61-63 credit hours

The Associate of Applied Science (AAS) in Emergency Medical Services (EMS) offered by ENMU-Ruidoso is intended to provide students with the skills necessary to pursue a career as a service provider at the Emergency Medical Technician (AEMT) level. In addition, this degree pathway prepares students to continue training in the field of EMS and attain both certification as a Paramedic and a four year Bachelor's degree in EMS within the state.
Upon completion of the degree students will be able to:

- Perform the duties of an EMT-B or AEMT in both clinical and operational settings.
- Demonstrate competency of clinical skills at the EMT-B or AEMT level.
- Identify and treat threatening conditions according to both national and state standards of care.
- Attain employment as an EMS provider in New Mexico.
- Transfer to a four year university for a bachelor's degree in Paramedic, Emergency Services, or Fire and Emergency Services Administration.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 7 hours

FYEX 1110 – Introduction to University Studies (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Technical Requirements – 39 hours

EMS 101 – Basic Life Support Provider (CPR) (1)
EMS 203 – Human Pathophysiology (3)
EMS 111/L – Emergency Medical Services Basic / Lab (11)
EMS 175/L – Advanced Emergency Medical Technician / lab (10)
FIRE 117 – Hazardous Materials Awareness and Operations (3)
FIRE 124 – Fire Service Instructor 1 (3)
HLED 1510 – Medical Terminology (3)
OSH 200 – Occupational Safety and Health for Emergency Services (3)
WILD 100 – Introduction to Incident Command Systems (1)
EMS 299 – EMS Capstone (1)

Note: If technical requirements are met by approved prior learning assessment, additional electives in the technical area will be needed to meet the residency requirements of the degree.

### New Mexico General Education Curriulum (NMGEC) 15-17 hours (as itemized below)

#### Communications*– 3 hours

ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

#### Mathematics – 4 hours

MATH 1130, 1220, 1230, 1350♦, 1510♦

#### Social and Behavioral Sciences – 3 hours

ANTH 1140♦, 1120♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

#### Science* – 4 hours

ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.

#### Flexible Three – 3 hours

Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

*See course descriptions for English and Science course prerequisites.

Revised 7.7.20

## Pathway

**Emergency Medical Services**
**Associate of Applied Science**
**61-63 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| FYEX | 1110 | 3 |
| EMS | 101 | 1 |
| EMS | 111/L | 11 |
| WILD | 100 | 1 |
| **Total for semester** | | **16** |

| Spring Semester I | | credit |
|---|---|---|
| MATH | 1216 | 4 |
| EMS | 175/L | 10 |
| OSH | 200 | 3 |
| **Total for semester** | | **17** |

| Fall Semester II | | credit |
|---|---|---|
| FIRE | 117 | 3 |
| EMS | 203 | 3 |
| NMGEC Communication | | 3 |
| NMGEC Science | | 4 |
| NMGEC Flexible three | | 3 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| FIRE | 125 | 3 |
| HLED | 1510 | 3 |
| NMGEC Math | | 4 |
| NMGEC Social/Behavioral Science | | 3 |
| EMS | 299 | 1 |
| **Total for semester** | | **14** |

| | | |
|---|---|---|
| **Total for degree** | | **61-63** |

## Emergency Medical Technician
### Certificate of Occupational Training
### 15 credit hours

The Certificate of Occupational Training in Emergency Medical Services (EMS) offered by ENMU-Ruidoso is intended to provide students with the skills necessary to pursue a career as a service provider at the Emergency Medical Technician – Basic (EMT-B).
Upon completion of the certificate students will be able to:

- Perform the duties of an EMT-B in both clinical and operational settings.
- Demonstrate competency of clinical skills at the EMT-B level.
- Identify and treat life threatening conditions according to both national and state standards of care.
- Attain employment as an EMS provider in New Mexico.

Required for Acceptance into the Program

- Completion of college admission requirements
- Completion of university skills placement test
- Students must be 16 years of age or older at the time of enrollment
- Mandatory Drug Screening, criminal background checks and other clinical prerequisites will be required for all EMT students. Students should contact their instructors or talk with their advisors as soon as possible for more details.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Technical Requirements – 15 hours**

EMS 203 – Human Systems (3)
EMS 101 – Basic Life Support Provider (CPR) (1)
EMS 111 – Emergency Medical Services Basic (6)
EMS 111L – Emergency Medical Services Basic/Lab (5)

**New Mexico General Education Curriculum (NMGEC)**

Not Applicable

Revised 5.18.20

## Pathway

**Emergency Medical Technician**
**Certificate of Occupational Training**
**15 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| EMS | 203 | 3 |
| EMS | 101 | 1 |
| ENGL | 111 | 6 |
| MATH | 111L | 5 |
| **Total for semester** | | **15** |
| **Total for certification** | | **15** |

## Emergency Medical Technician Advanced

**Certificate of Occupational Training**
**15 credit hours**

The Certificate of Completion in Emergency Medical Services (EMS) offered by ENMU-Ruidoso is intended to provide students with the skills necessary to pursue a career as a service provider at the Advanced Emergency Medical Technician (AEMT).

Upon completion of the certificate students will be able to:

- Perform the duties of an AEMT in both clinical and operational settings.
- Demonstrate competency of clinical skills at the AEMT level.
- Identify and treat life threating conditions according to both national and state standards of care.
- Attain employment as an EMS provider in New Mexico.

Requirements for Acceptance into the Program

- Completion of college admission requirements.
- Completion of university skills placement test.
- Students must be 16 years of age or older at the time of enrollment.
- Mandatory Drug screening, criminal background checks and other clinical prerequisites will be required for all EMT students. Students should contact instructors or talk with their advisors as soon as possible for more details.
- Current EMT Basic License (NMEMT and NREMS).

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements

Not Applicable

### Technical Requirements – 16 hours

EMS 100 – HeartSaver/CPR First Aid (1)
EMS 175 – Advanced Emergency Medical Technician (5)
EMS 175L – Advanced Emergency Medical Technician Lab (5)
EMS 203 – Human Pathophysiology (3)
EMS 299 – Programmatic Capstone (1)

### New Mexico General Education Curriculum (NMGEC)

Not Applicable

Revised 7.7.2020

## Pathway

**Emergency Medical Technician**
**Certificate of Occupational Training**
**15 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| EMS | 203 | 3 |
| EMS | 101 | 1 |
| ENGL | 111 | 6 |
| MATH | 111L | 5 |
| **Total for semester** | | **15** |
| **Total for certification** | | **15** |

## Fermentation Science Pre-Apprenticeship

**Certificate of Completion**
**3 credit hours**

The Certificate of Completion in Fermentation Science Pre-Apprenticeship for the Brewing & Distilling and/or Enology & Viticulture is designed with a specific focus on workforce pre-apprenticeship to provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the certificate student will be able to:**

- Understand and apply sanitary methods.
- Apply workplace safety practices up to industry standards.
- Demonstrate proper forklift operations and safety standards.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 3 hours**

FSTE 1130 – Introduction to Sanitation (1)
OSH 1111 – Work Place Safety (1)
OSH 1112 – Forklift Operation and Safety 1 (1)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 1.14.2020

## Pathway

**Fermentation Science**
**Pre-Apprenticeship**
**Certifcate of Completion**
**3 credit hours**

| | Fall Semester I | credit |
|---|---|---|
| FSTE | 1130 | 1 |
| OSH | 111 | 1 |
| OSH | 1112 | 1 |
| **Total for semester** | | **3** |
| **Total for certification** | | **3** |

## Fermentation Science Apprenticeship

**Certificate of Completion**
**16 credit hours**

The Certificate of Completion in Fermentation Science Apprenticeship for the Brewing & Distilling and/or Enology & Viticulture is designed with a specific focus on workforce apprenticeship to provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the certificate student will be able to:**

- Display expert understanding of sanitary methods
- Understand the biological and chemical scientific aspects of fermentation.
- Demonstrate the ability to communicate with others through spoken, written & electronic forms.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 16 hours**

COMM 1130– Public Speaking (3)
FSTE 1110 – Introduction to Sanitation (1)
FSTE 1120 – Fermentation Equipment & Mechanics (2)
FSTE 1130 – Fermentation 1 (3)
FSTE 1135 – Sanitation 2 (2)
MATH 1170 – Technical Math (3)
OSH 1111 – Work Place Safety (1)
OSH 1112 – Forklift Operation and Safety 1 (1)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 1.14.2020

## Pathway

**Fermentation Science Apprenticeship**
**Certificate of Completion**
**16 credit hours**

| | Fall Semester I | credit |
|---|---|---|
| COMM | 1130 | 3 |
| FSTE | 1110 | 1 |
| FSTE | 1120 | 2 |
| FSTE | 1130 | 3 |
| FSTE | 1135 | 2 |
| MATH | 1170 | 3 |
| OSH | 1111 | 1 |
| OSH | 1112 | 1 |
| **Total for semester** | | **16** |
| **Total for certification** | | **16** |

## Fermentation Science Brewing & Distilling Specialization

**Certificate of Completion**
**31 credit hours**

The Certificate of Completion in Fermentation Science Brewing & Distilling Specialization is designed with a specific focus on job advancement and provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the certificate student will be able to:**

- Discipline specific knowledge of the skills and competencies needed in brewing. Examples include: knowledge of selection of ingredients, management of wort production, pitching yeast, and filtration.
- Discipline specific knowledge of the skills and competencies needed in distilling. Examples include: knowledge of selection of material for type of spirit, selection of cuts during distillation, alcohol analysis, sensory characterization, and physics and chemistry of temperature during distillation.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

**Institutional and Related Requirements –**
Not Applicable

**Program Requirements – 31 hours**

BDAS 1110 – Brewing 1 (3)
BDAS 1120 – Brewing 2 (3)
BDAS 1130 – Distilling 1 (3)
BDAS 1140 – Distilling 2 (3)
COMM 1130 – Public Speaking (3)
FSTE 1110 – Fermentation 1 (3)
FSTE 1120 – Fermentation Equipment & Mechanics (2)
FSTE 1135 – Introduction to Sanitation 2 (2)
HRTM 170 – Beverage Analysis 1 (3)
MATH 1170 – Technical Math (3)
SANT 1111 – Introduction to Sanitation (1)
WKPL 1111 – Work Place Safety (1)
WKPL 1112 – Forklift Operation and Safety 1 (1)

**New Mexico General Education Curriculum (NMGEC) –**
Not Applicable

Revised 1.14.20

## Pathway

**Fermentation Science**
**Brewing & Distilling Specialization**
**Certificate of Completion**
**31 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| BDAS | 1110 | 3 |
| BDAS | 1130 | 3 |
| COMM | 1130 | 3 |
| FSTE | 1110 | 3 |
| FSTE | 1120 | 2 |
| SANT | 1111 | 1 |
| **Total for semester** | | **15** |

| Spring Semester I | | credit |
|---|---|---|
| BDAS | 1120 | 3 |
| BDAS | 1140 | 3 |
| FSTE | 1135 | 2 |
| HRTM | 170 | 3 |
| MATH | 1170 | 3 |
| WKPL | 1111 | 1 |
| WKPL | 1112 | 1 |
| **Total for semester** | | **16** |

| | |
|---|---|
| **Total for certification** | **31** |

## Fermentation Science Enology & Viticulture Specialization

**Certificate of Completion**
**31credit hours**

The Certificate of Completion in Fermentation Science Enology & Viticulture Specialization is designed with a specific focus on job advancement and provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the certificate student will be able to:**

- Discipline specific knowledge of the skills and competencies needed in Enology. Examples include: Quality Assurance, Harvesting decisions, Yeast and nutrient selection, Pitching yeast, filtration.
- Discipline specific knowledge of the skills and competencies needed in Viticulture. Examples include: Grape anatomy and physiology, variety differnces, vine establishment, grape management systems, irrigation and nourishment.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 31 hours**

SANT 1111 – Introduction to Sanitation (1)
WKPL 1111 – Work Place Safety (1)
WKPL 1112 – Forklift Operation and Safety 1 (1)
SANT 1112 – Introduction to Sanitation 2 (2)
FSTE 1110 – Fermentation 1 (3)
FSTE 1120 – Fermentation Equipment & Mechanics (2)
COMM 1130– Public Speaking (3)
MATH 1170 – Technical Math (3)
VIEN 1110 – Enology 1 (3)
VIEN 1120 – Enology 2 (3)
VIEN 1130 – Viticulture 1 (3)
VIEN 1140 – Viticulture 2 (3)
HRTM 170 – Beverage Analysis 1 (3)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 1.14.2020

## Pathway

**Fermentation Science**
**Enology & Viticulture Specialalization**
**Certificate of Completion**
**31 credit hours**

| | Fall Semester I | credit | |
|---|---|---|---|
| COMM | 1130 | 3 | |
| FSTE | 1110 | 3 | |
| FSTE | 1120 | 2 | |
| SANT | 1111 | 1 | |
| VIEN | 1110 | 3 | |
| VIEN | 1130 | 3 | |
| **Total for semester** | | **15** | |

| | Spring Semester I | credit | |
|---|---|---|---|
| HRTM | 170 | 3 | |
| MATH | 1170 | 3 | |
| SANT | 1112 | 2 | |
| VIEN | 1120 | 3 | |
| VIEN | 1140 | 3 | |
| WKPL | 1111 | 1 | |
| WKPL | 1112 | 1 | |
| **Total for semester** | | **16** | |

| | |
|---|---|
| **Total for certification** | **31** |

## Fermentation Science - Brewing & Distilling

**Associate of Applied Science**
**60-64 credit hours**

The Associate of Applied Science in Brewing & Distilling is designed with a specific focus on workforce pre-apprenticeship and apprenticeship training to provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the degree student will be able to:**

- Expert understanding of sanitary methods.
- Application of workplace safety up to industry standards.
- Demonstrate proper forklift operation and safety standards.
- Understanding of biological and chemical scientific aspects of fermentation.
- Demonstrate the ability to communicate with others through spoken, written & electronic forms.
- Discipline specific knowledge of the skills and competencies needed in brewing.
  Examples include: knowledge of selection of ingredients, management of wort production, pitching yeast, and filtration.
- Discipline specific knowledge of the skills and competencies needed in distilling.
  Examples include: knowledge of selection of material for type of spirit, selection of cuts during distillation, alcohol analysis, sensory characterization, and physics and chemistry of temperature during distillation.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 35-38 hours**

ACCT 1110 – Business Application in Accounting (3)
BDAS 1110 – Brewing 1 (3)
BDAS 1120 – Brewing 2 (3)
BDAS 1130 – Distilling 1 (3)
BDAS 1140 – Distilling 2 (3)
COMM 1130– Public Speaking (3)*
FSTE 1110 – Fermentation 1 (3)
FSTE 1120 – Fermentation Equipment & Mechanics (2)
FSTE 1130 – Introduction to Sanitation (1)
FSTE 1135 – Sanitation 2 (2)
HTRM 105 – Liquor Law/Server Training (1)
HTRM 170 – Beverage Analysis 1 (3)
HTRM 175 – Beverage Analysis 2 (3)
HIST 1310 – History of Alcohol (3)
MATH 1170 – Technical Math (3)
OSH 1111 – Work Place Safety (1)
OSH 1112 – Forklift Operation and Safety 1 (1)

**New Mexico General Education Curriculum (NMGEC) – 15-16 hours (as itemized below)**

**Communications– 3 hours**
ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 1.14.2020

## Pathway

**Fermentation Science -**
**Brewing & Distilling**
**Associate of Applied Science**
**60-64 credit hours**

| Fall Semester I | | credit | |
|---|---|---|---|
| BDAS | 1110 | 3 | |
| BDAS | 1130 | 3 | |
| ENGL | 1110 | 3 | |
| FYEX | 1110 | 3 | |
| HRTM | 105 | 1 | |
| MATH | 1216 | 4 | |
| **Total for semester** | | **17** | |

| Spring Semester I | | credit | |
|---|---|---|---|
| BDAS | 1120 | 3 | |
| BDAS | 1140 | 3 | |
| MATH | 1170 | 3 | |
| NMGEC Flexible three | | 3 | |
| NMGEC Science | | 4 | |
| OSH | 1111 | 1 | |
| **Total for semester** | | **17** | |

| Fall Semester II | | credit | |
|---|---|---|---|
| ACCT | 1110 | 3 | |
| FSTE | 1110 | 3 | |
| FSTE | 1130 | 1 | |
| HIST | 1310 | 3 | |
| HRTM | 170 | 3 | |
| NMGEC Communication (COMM 1130) | | 3 | |
| **Total for semester** | | **16** | |

| Spring Semester II | | credit | |
|---|---|---|---|
| FSTE | 1120 | 2 | |
| FSTE | 1135 | 2 | |
| HRTM | 175 | 3 | |
| NMGEC MATH | | 4 | |
| NMGEC Social/Behavioral Science | | 3 | |
| OSH | 1112 | 1 | |
| **Total for semester** | | **15** | |

| | |
|---|---|
| **Total for degree** | **60-64** |

## Fermentation Science - Enology & Viticulture

**Associate of Applied Science**
**63-66 credit hours**

The Associate of Applied Science in Enology & Viticulture is designed with a specific focus on workforce pre-apprenticeship and apprenticeship training to provide students with the skills necessary to pursue a career in the industry.

**Upon completion of the degree student will be able to:**

- Expert understanding of sanitary methods.
- Application of workplace safety up to industry standards.
- Demonstrate proper forklift operation and safety standards.
- Understanding of biological and chemical scientific aspects of fermentation.
- Demonstrate the ability to communicate with others through spoken, written & electronic forms.
- Discipline specific knowledge of the skills and competencies needed in Enology.
  Examples include: Quality Assurance, Harvesting decisions, Yeast and nutrient selection, Pitching yeast, filtration.
- Discipline specific knowledge of the skills and competencies needed in Viticulture.
  Examples include: Grape anatomy and physiology, variety differences, vine establishment, grape management systems, irrigation and nourishment.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 38-41 hours

ACCT 1110 – Business Application in Accounting (3) COMM 1130– Public Speaking (3)*
HIST 1310 – History of Alcohol (3)
FSTE 1110 – Fermentation 1 (3)
FSTE 1120 – Fermentation Equipment & Mechanics (2)
FSTE 1130 – Introduction to Sanitation (1)
FSTE 1140 – Sanitation 2 (2)
HRTM 105 – Liquor Law/Server Training (1)
HRTM 170 – Beverage Analysis 1 (3)
HRTM 175 – Beverage Analysis 2 (3)
MATH 1170 – Technical Math (3)
OSH 1111 – Work Place Safety (1)
OSH 1112 – Forklift Operation and Safety 1 (1)
VIEN 1110 – Enology 1 (3)
VIEN 1120 – Enology 2 (3)
VIEN 1130 – Viticulture 1 (3)
VIEN 1140 – Viticulture 2 (3)

*May be used to satisfy NMGEC Communication requirement.

### New Mexico General Education Curriculum (NMGEC) – 15-16 hours (as itemized below)

**Communications– 3 hours**
ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 1.14.2020

## Pathway

**Fermentation Science -**
**Enology & Viticulture**
**Associate of Applied Science**
**63-66 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| HRTM | 105 | 1 |
| MATH | 1216 | 4 |
| VIEN | 1110 | 3 |
| VIEN | 1130 | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| MATH | 1170 | 3 |
| OSH | 1111 | 1 |
| NMGEC Flexible three | | 3 |
| NMGEC Science | | 4 |
| VIEN | 1120 | 3 |
| VIEN | 1140 | 3 |
| **Total for semester** | | **17** |

| Fall Semester II | | credit |
|---|---|---|
| ACCT | 1110 | 3 |
| FSTE | 1110 | 3 |
| FSTE | 1130 | 1 |
| HIST | 1310 | 3 |
| HRTM | 170 | 3 |
| NMGEC Communication (COMM 1130) | | 3 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| FSTE | 1120 | 2 |
| FSTE | 1140 | 2 |
| HRTM | 175 | 3 |
| NMGEC MATH | | 4 |
| NMGEC Social/Behavioral Science | | 3 |
| OSH | 1112 | 1 |
| **Total for semester** | | **15** |

| | |
|---|---|
| **Total for degree** | **63-66** |

# General Studies
**Associate of Arts**
**62-63 credit hours**

The Associate of Arts degree in General Studies is designed for students who want to experience a broad spectrum of course offerings. It includes the core curriculum that will allow a student to transfer to a four-year university to complete the final two years of a Bachelor degree. Maximum transferability can be assured when students carefully coordinate education requirements with the four-year institution of their choice. Successful completion of the degree will be attained when the student can transfer to a four-year institution as a junior.
Upon completion of the degree students will be able to:

- Demonstrate the ability to use critical thinking.
- Use effective communication skills both in speaking and writing.
- Participate responsibly in the social and political environment.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements

Not Applicable

### Electives – 21 hours

### New Mexico General Education Curriculum (NMGEC)
### 31 hours (as itemized below)

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**General Studies**
**Associate of Arts**
**62-63 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication (Comm) | | 3 |
| Program Elective | | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | credit |
|---|---|
| NMGEC Communication (ENGL) | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Math | 4 |
| Program Electives | 3 |
| Program Electives | 3 |
| **Total for semester** | **16** |

| Fall Semester II | credit |
|---|---|
| NMGEC Flexible nine | 3 |
| NMGEC Science | 4 |
| NMGEC Social/Behavioral | 3 |
| Program Elective | 3 |
| Program Elective | 3 |
| **Total for semester** | **16** |

| Spring Semester II | credit |
|---|---|
| NMGEC Creative & Fine Arts | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Humanities | 3 |
| Program Elective | 3 |
| Program Elective | 3 |
| **Total for semester** | **15** |

| | |
|---|---|
| **Total for degree** | **62-63** |

## Health Information Technology

Certificate of Completion
32 credit hours

This certificate will provide the student with coursework in the areas of Information Technology and Health Information Technology to enable individuals to obtain entry level employment and or a pathway to higher educations as a Healthcare IT Technician in a physician office or clinic setting working with an electronic health record. Upon successful completion of the IT Health Certificate students can choose to further their health care focus through completion of additional Health Information Technology courses, and their General Education Electives, to complete their Associates in Health Information Technology at one of the SUN PATH Institutions offering this degree. Additionally, upon completion of the IT Health Certificate, students can choose to sit for the CompTIA A+ SY0-220-801 & 802 Certification Exam, CompTIA Network+N10-006, CompTIA Security+ SY0-401, and/or CompTIA Healthcare IT Technician SY0-001.

Upon completion of the certificate students will be able to:

- Demonstrate an understanding of the American health care system, medical terminology, basic human anatomy and physiology, disease processes, diagnostic modalities, and treatments associated with common disease processes.
- Demonstrate advanced knowledge of the functionality, technical infrastructure, and best-practice deployment and health care IT, including medical algorithms, electronic health records, privacy and security, and regulations.
- Demonstrate a proficiency in managing, processing, and analyzing medical data.
- Demonstrate competence sufficient to lead health IT initiatives, to conduct biomedical research, and to design, implement, and manage advanced solutions.
- Demonstrate the ability to conduct periodic audits of system security settings and discuss how to improve analysis by auditing network security procedures and carry out vulnerability assessments using common tools.
- Demonstrate the ability to describe scenarios customers may call in with and provide practical solutions to quickly, efficiently and effectively resolve the customers' issues and complaints.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements –

Not Applicable

### Program Requirements – 32 hours

HIT 120 – Intro to Health Information Technology I (4)
HIT 130 – Intro to Electronic Health Records (3)
HIT 140 – Health Care Related MATH (Methods of Problem Solving) (3)
HIT 160 – Pharmacology for Allied Health Systems (3)
HIT 211 – Intro to Coding (3)
HIT 221 – Health Information Legal (3)
IS 101 – IT Essentials I: PC Hardware, Software, and Practial Applications (4)
IS 121 – IT Essentials II: Network Operating Systems (3)
IS 131 – Computer and Security Fundamentals (3)
HELD 1510 – Medical Terminology (3)

### New Mexico General Education Curriculum (NMGEC)

Not Applicable

Revised 5.18.20

## Pathway

**Health Information Technology**
**Certificate of Completion**
**32 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| HELD | 1510 | 3 |
| IS | 101 | 4 |
| HIT | 120 | 4 |
| HIT | 130 | 3 |
| HIT | 140 | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| IS | 121 | 3 |
| IS | 131 | 3 |
| HIT | 160 | 3 |
| HIT | 211 | 3 |
| HIT | 221 | 3 |
| **Total for semester** | | **15** |

| | |
|---|---|
| **Total for certification** | **32** |

# Hotel, Restaurant & Tourism Management

Associate of Arts
64 credit hours

The Associate of Arts in Hotel, Restaurant & Tourism Management is designed to equip the student with skills and knowledge to enter one of the primary and fastest growing industries in the region. The program is designed with multiple career pathways including management, personnel supervision, customer service, and marketing and sales so the student may decide to pursue one or more certificates, a general associate degree or a specialized associate's degree.

Upon completion of the certificate students will be able to:

- Transfer skills obtained through course work to real world and professional experiences.
- Apply basic knowledge to a wide variety of industry segments such as front desk, sales, human resources and line supervision.
- Pursue a Bachelor degree from a four year university in hospitality and tourism or business.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

## Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Prepartory Algebra (4)

Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

## Program Requirements – 23 hours

ACCT 2110 – Principles of Accounting I (4)
HRTM 151 – Introduction to Hospitality Management (4)
HRTM 210 – Marketing for the Hospitality Management (3) or
MKTG 2110 – Principles of Marketing (3)
HTCA 151 – Intro to Culinary Arts (3)
HTCA 260 – Sanitation and Safety (1)
HTCA 262/L – Food Preparation I/L (4)
SPAN 1120 – Spanish II (4)

## New Mexico General Education Curriculum (NMGEC)
## 31 hours (as itemized below)

### Communications – 6 hours
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

### Mathematics – 4 hours
MATH 1130♦, 1220♦ 1230, 1350♦, 1510♦

### Science – 4 hours
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

### Social and Behavioral Sciences – 3 hours
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120♦; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

### Creative and Fine Arts – 3 hours
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

### Humanities – 3 hours
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

### Flexible nine – 9 hours
Choose three courses from: BUSA 1110 or any course from the NMGEC.

Revised 5.18.20

## Pathway

**Hotel, Restaurant & Tourism Management**
**Associate of Arts**
**64 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| ACCT | 2110 | 4 |
| HTRM | 151 | 4 |
| **Total for semester** | | **18** |

| Spring Semester I | | credit |
|---|---|---|
| HTCA | 151 | 3 |
| HRTM OR MKTG | 210 | 3 |
| HTCA | 260 | 1 |
| NMGEC Communications (ENGL) | | 3 |
| NMGEC Math | | 4 |
| **Total for semester** | | **14** |

| Fall Semester II | | credit |
|---|---|---|
| SPAN | 1120 | 4 |
| HTCA | 262/L | 4 |
| NMGEC Communications (COMM) | | 3 |
| NMGEC Humanities | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **17** |

| Spring Semester II | | credit |
|---|---|---|
| NMGEC Science | | 4 |
| NMGEC Social/Behavioral Science | | 3 |
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **16** |

| | |
|---|---|
| **Total for degree** | **64** |

## Hotel, Restaurant & Tourism Management

Certificate of Completion
22 credit hours

The Certificate of Completion in Hotel, Restaurant & Tourism Management is designed to provide students with the specific skills needed for successful entry into the hospitality and tourism industry.

Upon completion of the certificate students will be able to:

- Transfer skills obtained through course work to real world and professional experiences.
- Apply basic knowledge to a wide variety of industry segments such as front desk, sales, human resources and line supervision.
- Pursue an Associate of Arts degree from ENMU-Ruidoso in Hotel, Restaurant & Tourism Management.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements

Not Applicable

### Program Requirements – 22 hours

ACCT 2110 – Principles of Accounting I (4)
ECON 2110 – Macroeconomic Prinicples (3)
HRTM 151 – Introduction to Hospitality Management (3)
HRTM 210 – Marketing for the Hospitality Industry (3)
or
MKTG 2110 – Principles of Marketing (3)
HTCA 260 – Sanitation and Safety (1)
HTCA 262/L – Food Preparation I/L (4)
SPAN 1110 – Spanish I (4)

### New Mexico General Education Curriculum (NMGEC)

Not Applicable

Revised 5.18.20

## Pathway

**Hotel, Restaurant & Tourism Management**
**Certificate of Completion**
**22 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ACCT | 2110 | 4 |
| ECON | 2110 | 3 |
| HRTM | 151 | 3 |
| HTCA | 262/L | 4 |
| **Total for semester** | | **14** |

| Spring Semester I | | credit |
|---|---|---|
| HRTM or MKTG | 210 or | 3 |
| HTCA | 260 | 1 |
| SPAN | 1110 | 4 |
| **Total for semester** | | **8** |
| **Total for certification** | | **22** |

## Human Services Alcohol and Drug Abuse Studies

**Certificate of Completion**
**18 credit hours**

The Certificate of Completion in Human Services Alcohol and Drug Abuse Studies is designed to prepare students to meet the State of New Mexico's Counseling & Therapy Practice Board criteria for licensure as a Licensed Substance Abuse Associate (LSAA). To satisfy licensure requirements you must have a minimum of an Associate degree in counseling, counseling related field or a substance abuse related field from an accredited institution as well as 90 clock hours of education and training in the areas of alcohol, drug, and counseling.

Certificate topics include public policy and its impact on drug use, the effects of varied controlled substances and alcohol on the human body and brain, how to conduct assessments and interviews, implementing early prevention programs, and applying counseling methods supported by evidenced-based research.

Upon program completion students will be able to:

- Explain the history of addiction counseling.
- Describe physiological and psychological methodology for addiction treatment, including assessment of behavioral patterns.
- Demonstrate client interview techniques.
- Describe proven methods of addiction treatment.
- Demonstrate planning and execution of treatment plans and discharge summaries.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 18 hours**

HMSV 2140 – Intro to Alcohol and Drug Abuse (3)
HMSV 2235 – Biopsychosocial Foundation of Alcohol and Drug Abuse (3)
HMSV 2410 – Principles of Prevention and Research in Alcohol and Drug Abuse (3)
HMSV 2420 – Principles of Treatment and Recovery in Alcohol and Drug Abuse (3)
HMSV 2210 – Alcohol and Drug Abuse Counseling Families and Groups (3)
HMSV 2230 – Alcohol and Drug Abuse Counseling: Special Populations (3)

**New Mexico General Education Curriculum (NMGEC)**

Not Applicable

Revised 5.18.20

## Pathway

**Human Services**
**Alcohol and Drug Abuse Studies**
**Certificate of Completion**
**18 credit hours**

| | Fall Semester I | credit |
|---|---|---|
| HMSV | 2140 | 3 |
| HMSV | 2235 | 3 |
| HMSV | 2210 | 3 |
| **Total for semester** | | **9** |

| | Spring Semester I | credit |
|---|---|---|
| HMSV | 2410 | 3 |
| HMSV | 2420 | 3 |
| HMSV | 2230 | 3 |
| **Total for semester** | | **9** |
| **Total for certificate** | | **18** |

# Information Systems
## Associate of Applied Science
## 67-76 credit hours

The Associates of Applied Science in Information Systems (IS) is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this program will be on the key components of information systems – people, software, hardware, data, security, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Upon completion of this degree program students will be prepared for entry level Information System jobs in Information Systems operations support and services.
Upon completion of the degree students will be able to:

- Understand and explain how and why information systems are used today.
- Understand globalization and the role information systems play in businesses.
- Understand and analyze various types of information systems, including estimation of both costs and benefits.
- Understand and apply the major components of an information systems infrastructure.
- Understand, apply and evaluate how to secure information assurance.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 42 – 49 hours

COMM 2120– Interpersonal Communication (3)*
CS 123/L – Programming Fundamentals/L (4)
CS 234 – Intermediate Programming (3)
ENGL 2210 – Professional & Technical Communication (3)
BCIS 1115 – Introduction to Computers (3)
IS 153 – Intro of Information Systems (3)
IS 160 – Overview of Operating Systems & Utilities (3)
IS 170 – Systems Analysis & Design (3)
IS 241 – Intro to Web design (3)
IS 270 – Data and Information Management (3)
IS 281 – Spreadsheets and Data Analysis (3)
IS 287 – Application Development (3)
IS 299 – Capstone (1)
MGMT 2110– Principles of Management (3)
MATH 1220 – College Alegbra (4)**
MATH 1350 – Introduction to Statistics (4)

*May be used to satisfy NMGEC Communications requirement.
**May be used to satisfy NMGEC Mathematics requirement.

### New Mexico General Education Curriculum (NMGEC) – 15-17 hours (as itemized below)

#### Communications– 3 hours
ENGL 1120♦ or 2210♦; COMM 1130♦, 2120, 2140♦

#### Mathematics – 4 hours
MATH 1130, 1220, 1230, 1350♦, 1510♦

#### Science – 4 hours
Choose one from* ANTH 1120♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

#### Social and Behavioral Sciences – 3 hours
ANTH 1140♦,123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

#### Flexible Three – 3 hours
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Information Systems**
**Associate of Applied Science**
**67-76 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| BCIS | 1115 | 3 |
| CS | 123/L | 4 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| CS | 234 | 3 |
| ENGL | 2210 | 3 |
| IS | 160 | 3 |
| IS | 270 | 3 |
| NMGEC Math (MATH 1220) | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| IS | 281 | 3 |
| IS | 241 | 3 |
| IS | 153 | 3 |
| MGMT | 2110 | 3 |
| NMGEC Communication (COMM 2120) | | 3 |
| NMGEC Science | | 4 |
| **Total for semester** | | **19** |

| Spring Semester II | | credit |
|---|---|---|
| IS | 170 | 3 |
| IS | 287 | 3 |
| IS | 299 | 1 |
| MATH | 1350 | 4 |
| NMGEC Flexible three | | 3 |
| NMGEC Social/behavioral | | 3 |
| **Total for semester** | | **17** |

| | |
|---|---|
| **Total for degree** | **67-76** |

# Information Systems Cybersecurity

## Associate of Applied Science

## 63-72 credit hours

The Associate of Applied Science in Information Systems (IS) Cybersecurity is designed to introduce students to contemporary information systems security, information assurance and demonstrate how these systems are used throughout global organizations. The focus of this program will be on the key components of information systems assurance and cybersecurity: people, software, hardware, data, security, and communication technologies, and how these components can be integrated and managed to create competitive advantage. The National Security Agency and the Department of Homeland Security have designated Eastern New Mexico University-Ruidoso as a National Center of Academic Excellence in Information Assurance/Cybersecurity (CAE-2A). This program is specifically designed to prepare and certify students as Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011 and CNSSI No. 4016 Entry Level Risk Analysts or provide current Information Systems security certification to meet the needs of current and future employer requirements. Upon completion of this program students will receive a university certification of completion, the CompTIA Security+ and EC-Council Certified ethical hacker (CEH)™ industry certification in addition to their degree. Key is that the program meets the CAE-2Y curriculum certification by the NSA and complies with DOD 8570 certification. Students will participate in the Cybersecurity Challenge competition with industry partners to demonstrate and apply program knowledge in the capstone class.
Upon program completion students will be able to:

- Apply capable skills to plan, analyze, develop, implement, maintain, and enhance information systems security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data.
- Understand and apply knowledge to implement higher-level security requirements; integrate security programs across disciplines; define security plans and policies; assess new system design methodologies to improve software quality; and institute measures to ensure awareness and compliance.
- Evaluate and assess new security technologies and/or threats and recommend changes; review and evaluate security incident response policies; and develop long-range plans for IT security systems.
- Understand and resolve integration issues related to the implementation of new systems with the existing infrastructure and why information systems are used today and the technology, people, and organizational components of information systems.
- Understand and analyze various types of information systems provide the information needed to gain business intelligence to support the decision making for the different levels and functions of the organization, the value of information systems investments, how organizations develop and acquire information system, including estimation of both costs and benefits.
- Understand, apply and evaluate how to secure information systems resources, mitigate risks as well as plan for and recover from disasters, focusing on both human and technological safeguards, ethical concerns that information systems raise in society, and the impact of information systems on crime, terrorism, and war.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 38 – 45 hours

COMM 2120 – Interpersonal Communication (3)*
CS 123/L – Programming Fundamentals/Lab (4)
ENGL 2210 – Professional & Technical Communication (3)
IS 131 – Network Security Fundamentals (3)
IS 136 – Guide to Disaster Recovery (3)
IS 153 – Intro of Information Systems (3)
IS 160 – Overview of Operating Systems & Utilities (3)
IS 253 – Firewalls and How They Work (3)
IS 257 – Ethical Hacking, Computer and Network Defense and Counter Measures (3)
IS 258 – Cyber Ethics, Professionalism, and Career Development (3)
IS 298 – Capstone/Cybersecurity Challenge (3)
MGMT 2110 – Principles of Management (3)
MATH 1220 – College Algebra (4)**
MATH 1350 – Introduction to Statistics (4)

*May be used to satisfy NMGEC Communications requirement.
**May be used to safisfy NMGEC Mathematics requirement.

Revised 1.14.20

### New Mexico General Education Curriculum (NMGEC)
### 15-17 hours (as itemized below)

**Communicating Effectively – 3 hours**
ENGL 1120♦ or 2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120♦; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Flexiable Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

## Pathway

**Information Systems Cybersecurity**
**Associate of Applied Science**
**63-72 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| CS | 123/L | 4 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| IS | 153 | 3 |
| MATH | 1216 | 4 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| ENGL | 2210 | 3 |
| IS | 131 | 3 |
| IS | 160 | 3 |
| NMGED Communication (COMM 2120) | | 3 |
| NMGEC MATH (MATH 1220) | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| IS | 253 | 3 |
| IS | 257 | 3 |
| IS | 136 | 3 |
| MGMT | 2110 | 3 |
| NMGEC Science | | 4 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| IS | 258 | 3 |
| IS | 298 | 3 |
| MATH | 1350 | 4 |
| NMGEC Flexible three | | 3 |
| NMGEC Social/Behavioral | | 3 |
| **Total for semester** | | **16** |

| | |
|---|---|
| **Total for degree** | **63-72** |

# Natural Science
## Associate of Science
## 61-65 credit hours

The Associate of Science Degree in Natural Science is intended to provide the graduate with a foundational understanding of the core sciences that will be universally transferable to any four-year institution. This course of study includes instruction in biology, chemistry and physics. Students may choose an emphasis in Wildlife or Conservation Ecology, which is intended to transfer directly to the Fish, Wildlife and Conservation Ecology program at New Mexico State University, and which will provide graduates with the skills necessary to pursue entry-level positions in natural resources management or related fields. Students not interested in pursuing further studies or employment in natural resources may instead opt for the Human Biology emphasis, which is designed to transfer to four-year programs in medical or related fields including nursing, pre-medicine, pharmacology, or genetics. Graduates completing the Human Biology emphasis will be qualified for entry-level positions in the healthcare industry. Students working toward this degree will be eligible for a Common core Certificate of Completion.
Upon completion of the degree students will be able to:

- Demonstrate effective written and verbal communication skills.
- Exhibit basic understanding of mathematics and statistics.
- Display foundational knowledge of biology, chemistry and physics.
- Apply their learning to pursue entry-level employment in natural resources management or healthcare related fields.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national or industry licensure is ineligible for entry into this program.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-Year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 20-24 hours**

**BIOL 2110/L – Principles of Biology: Cellular and Molecular Biology/Lab (4)***
**BIOL 2610/L – Principles of Biology: Biodiversity, Ecology, and Evolution/Lab (4)***
**CHEM 1215/L– General Chemistry I for STEM Majors/Lab (4)***
**CHEM 1225/L– General Chemistry II for STEM Majors/Lab (4)***

**Choose from the following – 8 hours**

**BIOL 1133C – Intro to Wildlife/Fisheries Sciences (4)**
**BIOL 2110/L– Principles of Biology: Cellular and Molecular Biology/Lab (4)***
**BIOL 2210/L– Human Anatomy and Physiology I/Lab (4)***
**BIOL 1215/L– Biology for Environmental Sciences/Lab (4)**
**BIOL 2225/L– Human Anatomy and Physiology II/Lab (4)***
**BIOL 2310/L– Microbiology/Lab (4)***
**BIOL 2630/L– General Botany/Lab (4)**
**BIOL 2626C – Ecology of the Southwest Upland Lecture & Lab (4)**
**BIOL 2628C – Ecology of Big Bend Lecture and Lab (4)**
**BIOL 2631C – Intro to Tropical Biology Lecture & Lab (4)**

*May be used to satisfy NMGEC Science requirement.

**New Mexico General Education Curriculum (NMGEC)**
**31 hours (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Natural Science**
**Associate of Science**
**61-65 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Science (BIOL 2110/L, | 1216 | 4 |
| NMGEC Humanities | 1110 | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| BIOL | 2610/L | 4 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Math | | 4 |
| Program Elective | | 4 |
| **Total for semester** | | **15** |

| Fall Semester II | | credit |
|---|---|---|
| CHEM | 1215/L | 4 |
| NMGEC Communication (COMM) | | 3 |
| NMGEC Creative & Fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| Program Elective | | 4 |
| **Total for semester** | | **17** |

| Spring Semester II | | credit |
|---|---|---|
| CHEM | 1225/L | 4 |
| NMGEC Flexible nine | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Social/Behavioral | | 3 |
| **Total for semester** | | **13** |

| | | |
|---|---|---|
| **Total for degree** | | **61-65** |

## Nursing Assistant

**Certificate of Occupational Training**
**6 credit hours**

The Certificate of Occupational Training in Nursing Assistant is designed to prepare students to successfully sit for the state nurse assistant certification examination.

The Nursing Assistant Program is designed to educate students in physical, emotional, and spiritual assessment of residents' needs and concerns. Students receive training and practice in all state-required resident care skills in the classroom lab as well as in several community settings. Students learn resident rights as well as the laws that protect those rights. Understanding of the role of the nursing assistant within the legal scope of practice is an expected outcome of this program. Upon completion of the certificate students will be able to:

- Care for people who are ill or have impaired self-care capabilities.
- Have the necessary knowledge of body systems functions including normal ranges for vital signs so that they are able to, assess and report patients/residents status to nursing staff.
- Provide basic patient care such has feeding, bathing, ranges of motion exercises, transfer patients, change linens, mouth and dental care and repositioning.
- Provide all indirect care as required by state guidelines including patient safety, patient rights and preferences, infection control and patient/resident comfort.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 6 hours**

NA 111 – Nursing Assistant
NA 111/L – Nursing Assistant Lab

**New Mexico General Education Curriculum (NMGEC) -**

Not Applicable

Revised 5.18.20

## Pathway

**Nursing Assistant**
**Certificate of Occupational Training**
**6 credit hours**

| | Fall Semester I | credit |
|---|---|---|
| NA | 111/L | 6 |
| **total for semester** | | **6** |
| **Total for certification** | | **6** |

# Police Science

**Associate of Applied Science**
**69 - 71 credit hours**

This program is designed to equip certified police officers with a comprehensive knowledge of governmental structures, limitations, and theoretical underpinnings of the American criminal justice system. This curriculum is intended as a terminal occupational degree program for students who are incumbents in government police agencies at the local, state or national level. The balanced liberal arts emphasis of this degree, which includes the study of law, criminal justice, social sciences, humanities, behavioral sciences, natural sciences and general education courses, will provide graduates a broader understanding of the criminal justice system than is currently practical within the confines of police certification or licensure programs.

Upon completion of the degree students will be able to:

- Describe the historical development, roles, interrelationships, and criminal justice system functions of agencies, actors, structures, and operations of criminal justice agencies.
- Identify and describe major national measures of crime and major theories on courses of criminality.
- Explain functions of criminal laws, Constitutional limitations on laws, and application of laws in criminal courts.
- Identify current trends in crime, police techniques, offender sentencing, corrections practices, and offender reintegration.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – Freshman Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 44 hours

Successful completion of training at the New Mexico State Police (NMSP) Academy, New Mexico Department of Public Safety (NMDPS) Academy, the United States Border Patrol Basic Training Program (USBPI), the Federal Air Marshal Basic Training program (FAMTP), or the Land Management Basic Police Training Program (LMPT) will equate to 30 credit hours toward the technical requirements. Military Police may also qualify but must meet the same qualifications as required by NMDPS and will be considered on a case by case basis.

CJUS 1110 – Intro to Criminal Justice (3)
CJUS 2360 – Criminal Procedures (3)
SPAN 1110 – Spanish I (4)
SPAN 1120 – Spanish II (4)

### New Mexico General Education Curriculum (NMGEC) – 15-17 hours (as itemized below)

**Communications– 3 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 1120♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Police Science**
**Associate of Applied Science**
**69-71 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| CJUS | 1110 | 3 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| SPAN | 1110 | 4 |
| **Total for semester** | | **13** |

| Spring Semester I | | credit |
|---|---|---|
| CJUS | 2360 | 3 |
| NMGEC Flexible three | | 3 |
| MATH | 1216 | 4 |
| SPAN | 1120 | 4 |
| **Total for semester** | | **14** |

| Fall Semester II | credit |
|---|---|
| NMGEC Communications | 3 |
| NMGEC Math | 4 |
| NMGEC Science | 4 |
| NMGEC Social/Behavioral | 3 |
| **Total for semester** | **14** |

| Spring Semester II | credit |
|---|---|
| Credit for Prior Learning (NMSP, | 30 |
| **Total for semester** | **30** |

| | |
|---|---|
| **Total for degree** | **69-71** |

## Pre-Nursing
**Associate of Science**
70-81 credit hours

This degree will provide students with coursework identified by the New Mexico Nursing Education Consortium (NMNEC) as the common statewide prerequisites and general education courses for a BSN. Students completing this degree can transfer to any state-funded New Mexico Community College or University and apply for admission into their BSN program.

Upon completion of the degree students will be able to:

- Achieve a general education that serves as the solid base for the practice and education of nurses, as defined by NMNEC.
- Assemble entrance packet required to enter a nursing program.
- Sit for entrance exam dictated by nursing program.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements - 29 – 40 hours

BIOL 2110/L – Principles of Biology: Cellular and Molecular Biology/Lab (4)**
BIOL 2210/L– Human Anatomy and Physiology I/Lab (4)**
BIOL 2225/L– Human Anatomy and Physiology II/Lab (4)**
BIOL 2310/L– Microbiology/Lab (4)**
CHEM 1215/L– General Chemistry I for STEM Majors/Lab (4)**
ENGL 2210 – Professional & Technical Communication (3) NURS 2110 – Human Nutrition (3)
PSYC 1110 – Introduction to PSychology (3)***
PSYC 2120 – Developmental Psychology (3)
MATH 1220 – College Algebra (4)*
MATH 1350 – Introduction to Statistics (4)

*May be used to satisfy NMGEC Mathematics requirement.

**May be used to safisfy NMGEC Science requirement.

***May be used to safisfy NMGEC Social and Behavioral Sciences requirement.

### New Mexico General Education Curriculum (NMGEC) 31 hours (as itemized below)

#### Communications – 6 hours
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

#### Mathematics – 4 hours
MATH 1130, 1220, 1230, 1350♦, 1510♦

#### Science – 4 hours
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

#### Social and Behavioral Sciences – 3 hours
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

#### Creative and Fine Arts – 3 hours
Choose one from ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

#### Humanities – 3 hours
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

#### Flexible nine – 9 hours
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Pre-Nursing**
**Associate of Science**
**70-81 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Science (BIOL 2110/L) | | 4 |
| NMGEC Communication (COMM) | | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| NMGEC Math (Math 1220) | | 4 |
| BIOL | 2225/L | 4 |
| ENGL | 2210 | 3 |
| NURS | 2110 | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **17** |

| Fall Semester II | | credit |
|---|---|---|
| BIOL | 2210/L | 4 |
| CHEM | 1215/L | 4 |
| NMGEC Social/Behavioral Science (PSYC 1110) | | 3 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **17** |

| Spring Semester II | | credit |
|---|---|---|
| BIOL | 2310/L | 4 |
| PSYC | 2120 | 3 |
| MATH | 1350 | 4 |
| NMGEC Creative/Fine Arts | | 3 |
| NMGEC Humanities | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **20** |

| | |
|---|---|
| **Total for degree** | **70-81** |

# Pre-Nursing

**Associate of Science**
**67- 69 credit hours**

This degree will provide students with coursework identified by the New Mexico Nursing Education Consortium (NMNEC) as the common statewide prerequisites and general education courses for a BSN. Students completing this degree can transfer to any state-funded New Mexico Community College or University and apply for admission into their BSN program.
Upon completion of the degree students will be able to:

- Achieve a general education that serves as the solid base for the practice and education of nurses, as defined by NMNEC.
- Assemble entrance packet required to enter a nursing program.
- Sit for entrance exam dictated by nursing program.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements - 29 – 40 hours

BIOL 2110/L – Principles of Biology: Cellular and Molecular Biology/Lab (4)**
BIOL 2210/L– Human Anatomy and Physiology I/Lab (4)**
BIOL 2225/L– Human Anatomy and Physiology II/Lab (4)**
BIOL 2310/L– Microbiology/Lab (4)**
CHEM 1215/L– General Chemistry I for STEM Majors/Lab (4)**
ENGL 2210 – Professional & Technical Communication (3)
NURS 2110 – Human Nutrition (3)
PSYC 1110 – Introduction to PSychology (3)***
PSYC 2120 – Developmental Psychology (3)
MATH 1220 – College Algebra (4)*

*May be used to satisfy NMGEC Mathematics requirement.
**May be used to safisfy NMGEC Science requirement.
***May be uesed to safisfy NMGEC Social and Behavioral Sciences requirement.

### New Mexico General Education Curriculum (NMGEC) 31 hours (as itemized below)

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Pre-Nursing**
**Associate of Science**
**67-69 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Science (BIOL 2110/L) | | 4 |
| NMGEC Communication (COMM) | | 3 |
| **Total for semester** | | **17** |

| Spring Semester I | | credit |
|---|---|---|
| NMGEC Math (Math 1220) | | 4 |
| BIOL | 2225/L | 4 |
| ENGL | 2210 | 3 |
| NURS | 2110 | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **17** |

| Fall Semester II | | credit |
|---|---|---|
| BIOL | 2210/L | 4 |
| CHEM | 1215/L | 4 |
| NMGEC Social/Behavioral Science (PSYC 1110) | | 3 |
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **17** |

| Spring Semester II | | credit |
|---|---|---|
| BIOL | 2310/L | 4 |
| PSYC | 2120 | 3 |
| NMGEC Creative/Fine Arts | | 3 |
| NMGEC Humanities | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **16** |

| | |
|---|---|
| **Total for degree** | **67-69** |

## Pre-Nursing
### Certificate of Completion
### 34 credit hours

This certificate program will provide students with coursework identified by the New Mexico Nursing Education consortium (NMNEC) as the common statewide prerequisites and general education courses for an ADN. Students completing this certificate can apply to ENMU-Roswell or any state-funded New Mexico Community College or University and apply for admission into their ADN program. Students must consider that passing mandated background checks and drug screening is a condition of entry into NA/L courses and nursing programs in NM. Upon completion of the certificate students will be able to:

- Achieve a general education that serves as the solid base for the practice and education of nurses, as defined by NMNEC.
- Assemble entrance packet required to enter a nursing program.
- Sit for entrance exam dictated by nursing program.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

**Institutional and Related Requirements –**
Not Applicable

**Program Requirements – 34 hours**
COMM 2120– Interpersonal Communications (3)
BIOL 2110/L– Principles of Biology: Cellular and Molecular Biology/Lab (4)
BIOL 2210/L– Human Anatomy and Physiology I/Lab (4)
BIOL 2225/L– Human Anatomy & Physiology II/Lab (4)
BIOL 2310/L– Microbiology/Lab (4)
CHEM 1215 – Gen. Chemistry I for STEM Majors/Lab (4)
ENGL 1110 – Composition I (3)
MATH 1350 – Introduction to Statistics (4) **or**
MATH 1130 – Survey of Mathematics or (4) **or**
MATH 1220 – College Algebra (4)
NA111/L – Nursing Assistant and Lab (4)

**New Mexico General Education Curriculum -(NMGEC)**
Not Applicable

Revised 6/19/2020

## Pathway

**Pre-Nursing**
**Certificate of Completion**
**34 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| BIOL | 2110/L | 4 |
| BIOL | 2210/L | 4 |
| COMM | 2120 | 3 |
| CHEM | 1215/L | 4 |
| ENGL | 1110 | 3 |
| **Total for semester** | | **18** |

| Spring Semester I | | credit |
|---|---|---|
| BIOL | 2225/L | 4 |
| BIOL | 2310/L | 4 |
| MATH | 1120 or | 4 |
| NA | 111/L | 4 |
| **Total for semester** | | **16** |

| | |
|---|---|
| **Total for certification** | **34** |

# Psychology
## Associate of Arts
## 60-64 credit hours

The Associate of Arts in Psychology is designed to introduce students to the knowledge and skills necessary to enter the field of psychology. The Associate of Arts in Psychology articulates into the Bachelor of Arts or Bachelor of Science in Psychology at the ENMU Portales campus. Psychology requires that practitioners receive graduate-level training in order to practice professionally. Upon completion of the degree students will be able to:

- Describe key concepts, principles, and overarching themes in psychology.
- Describe applications of psychology.
- Use scientific reasoning to interpret psychological phenomena.
- Demonstrate psychology information literacy.
- Engage in innovative and integrative thinking and problem solving.

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)

Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree

### Program Requirements – 19–23 hours

BIOL 1110/L– General Biology/Lab (4)*
PSYC 1110 – Intro to Psychology (3)
PSYC 2110 – Social Psychology (3)
PSYC 2120 – Developmental Psychology (3)
PSYC 2130 – Adolescent Psychology (3) or
PSYC 2140 – Child Psychology (3)
PSYC 2260 – Positive Psychology (3)
MATH 1350 – Introduction to Statistics (4)

*May be used to satisfy NMGEC Science requirement.

### New Mexico General Education Curriculum (NMGEC)
### 31 hours (as itemized below)

**Communications – 6 hours**
ENGL 1120♦ or 2210♦; and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course form the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**Psychology**
**Associate of Arts**
**60-64 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Social/Behavioral | | 3 |
| PSYC | 1110 | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | | credit |
|---|---|---|
| NMGEC Communication (ENGL) | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Science (BIOL 1110/L) | | 4 |
| PSYC | 2110 | 3 |
| PSYC | 2260 | 3 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| NMGEC Communication (COMM) | | 3 |
| NMGEC Humanities | | 3 |
| NMGEC Math | | 4 |
| PSYC | 2120 | 3 |
| PSYC | 2130 | 3 |
| **Total for semester** | | **16** |

| Spring Semester II | | credit |
|---|---|---|
| MATH | 1350 | 4 |
| NMGEC Creative & fine Arts | | 3 |
| NMGEC Flexible nine | | 3 |
| NMGEC Flexible nine | | 3 |
| **Total for semester** | | **13** |

| | |
|---|---|
| **Total for degree** | **60-64** |

# Secondary Education

## Associate of Arts

## 61 minimum – 81 credit hours*

The Associate of Arts degree in Teacher Education Transfer Program will allow students to enter a Bachelor's program leading to teacher certification in the state of New Mexico:
Upon completion of the degree students will be able to:

- Analyze and discuss educational issues, theories, and research
- Examine and evaluate effective teaching strategies and techniques, effective planning approaches, motivation strategies, and classroom management
- Observe, create and execute a lesson using current research strategies
- Evaluate students' diversities and individual learning differences
- Demonstrate how the proper integration of technology facilitates student learning
- Analyze ones' own qualifications and commitment to becoming a teacher

NOTE: GPA 2.75 is required
**Talk to advisor about concentrations for Secondary Education majors planning to transfer to Portales.**

*Additional hours may be required for program requirements for transfer students who are NMGEC complete.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

### Institutional and Related Requirements – 10 hours

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Program Requirements – 43 hours

COMM 2150 – Communication for Teachers (3)
EDF 210 – Human, Growth and Development for Educators (3)
EDUC 2116C – Structured Observations of Teaching and Learning (3)
MATH 1350 – Introduction to Statistics (4)

SPAN 1110 – Spanish I (4)
or any Foreign Language

**Program requirements below may be used to satisfy NMGEC**

**Communications (3)**
ENGL 1120 – Composition II (3)

**Lab Science and Flexible nine (8)**
BIOL 1110/L or BIOL 2110/L and CHEM 1110C or
GEOL 1110/L or GEOL 1120/L or
PHYS 113/L or PHYS 151/L.

**Creative and Fine Arts (3)**
ARTH 1110 or MUS 113

**Humanities and Flexible nine (6)**
HIST 1110 and HIST 1120 or
HIST 1150 and HIST 1160

**Social and Behavioral Sciences and Flexible nine (6)**
ECON 1110 and POLS 1120

**New Mexico General Education Curriculum (NMGEC)**
**31 hours minimum (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 3-4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours minimum**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110

Revised 5.18.20

## Pathway

**Secondary Education**
**Associate of Arts**
**60 minimum - 84 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication (COMM) | | 3 |
| NMGEC Creative/Fine Arts (ARTH 1110 or MUS 113) | | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | | credit |
|---|---|---|
| COMM | 2150 | 3 |
| EDF | 210 | 3 |
| EDUC | 2116C | 3 |
| NMGEC Communication (ENGL 1120) | | 3 |
| NMGEC Flexible nine (Science) | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| MATH | 1350 | 4 |
| SPAN | 1110 | 4 |
| NMGEC Humanities (History) | | 3 |
| NMGEC Social (ECON 1110) | | 3 |
| **Total for semester** | | **14** |

| Spring Semester II | | credit |
|---|---|---|
| NMGEC Science | | 4 |
| NMGEC Flexible nine (History) | | 3 |
| NMGEC Math | | 4 |
| NMGEC Flexible nine (POLS 1120) | | 3 |
| **Total for semester** | | **14** |

| | |
|---|---|
| **Total for degree** | **60-84** |

# Structural Fire Science

## Associate of Applied Science
## 61-66 credit hours

This degree program will build a strong foundation of the essentials needed to work in the fire service industry, ensuring a comprehensive understanding of rudimentary technical skills. By incorporating comprehensive curriculum of fire prevention, fire protection, hazardous materials response, and fire administration, the Associate of Science in Fire Science degree takes a multi-professional approach to policy integration and academic preparation in specialized fire service equipment and apparatus applications. Completion of all technical courses offered in this plan qualifies students for work as an entry level firefighter. In collaboration with the New Mexico Firefighting academy students can earn International Fire Service Accreditation Council (IFSAC) certificates for 10 of the technical courses offered upon successful completion. Also, for those students already possessing IFSAC certification they are eligible to earn prior learning assessment credit (PLA). See Structural Fire Science PLA crosswalk and catalog for PLA policy. This degree will appeal to those students who desire to become firefighters, as well as those currently employed in the field looking to advance their knowledge base.

Upon completion of the degree students will be able to:

- Demonstrate a complete proficiency of all job performance requirements established in NFPA 1001, as applicable to this program.
- Discuss the impact of the history of Fire Service as it relates to current industry trends.
- Analyze effective fire prevention methods utilized in fire science organizations and the community.
- Apply effective fire protection practices and strategies to various scenarios.
- Dvaluate the principles of fire chemistry, fire behavior, and safety practices in the fire service industry.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program. Please contact an advisor prior to registration.

### Institutional and Related Requirements – 7 hours

FYEX 1110 – Introduction to University Studies (3)
MATH 1216 – Preparatory Algebra (4)

Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Technical Requirements – 39-42 hours

EMS 101 – Basic Life Support Provider (CPR) (1)
EMS 111/L – EMT Basic/Lab (11)
EMS 203 – Human Systems (3)
FIRE 103 – Fire Protection Hydraulics and Water Supply (3)
FIRE 111/L – Structural Firefighter I/Lab (6)
FIRE 112/L – Structural Firefighter II/Lab (6)
FIRE 117 – Hazardous Materials Awareness and Operations (3)
FIRE 119 – Basic Auto Extrication (3)
FIRE 204 – Structural Firefighting Tactics and Strategies (3)

Note: If technical requirements are met by approved prior learning assessment, additional electives in the technical area will be needed to meet the residency requirements of the degree.

### Choose from the following – 3 hours

FIRE 104 – Intro to Origin and Cause Determination (1.5)
FIRE 105 – Fire Investigator I (3)
FIRE 107 – Hose and Hydrant Testing (1.5)
FIRE 114 – Fire Command Strategy and Tactics (3)
FIRE 121 – Fire Service Administration 1 (3)
FIRE 122 – Fire Service Administration 2 (3)
FIRE 124 – Fire Service Instructor 1 (3)
FIRE 125 – Fire Service Instructor 2 (3)
FIRE 152 – Advanced Fire Behavior and Combustion (3)
FIRE 154 – Principles of Code Enforcement (3)
FIRE 156 – Fire Protection Systems (3)
OSH 200 – Occupational Safety and Health for Emergency Services (3)

### New Mexico General Education Curriulum (NMGEC)
### 15-17 hours (as itemized below)

**Communications– 3 hours**
ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 1120♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

*See course descriptions for English and Science course prerequisites.

Revised 5.18.20

## Pathway

**Structural Fire Science**
**Associate of Applied Science**
**61-66 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| EMS | 101 | 1 |
| EMS | 111 | 11 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| **Total for semester** | | **19** |

| Spring Semester I | | credit |
|---|---|---|
| EMS | 203 | 3 |
| FIRE | 103 | 3 |
| FIRE | 111/L | 6 |
| NMGEC MATH | | 4 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| FIRE | 112/L | 6 |
| FIRE | 117 | 3 |
| FIRE | 119 | 3 |
| NMGEC COMM | | 3 |
| **Total for semester** | | **15** |

| Spring Semester II | | credit |
|---|---|---|
| FIRE | 204 | 3 |
| NMGEC Flexible three | | 3 |
| NMGEC Science | | 4 |
| NMGEC Social/Behavioral Science | | 3 |
| **Total for semester** | | **13** |

| | |
|---|---|
| **Total for degree** | **61-66** |

## Structural Fire Science
### Certificate of Completion
### 39 credit hours

The Certificate of Completion in Structural Fire Science will prepare the student to rapidly enter the workforce, and ensure successful employment with the Fire and Emergency services. The core course work for the AAS degree is designed to ensure the student has attained a mastery of the fundamental principles in the causes of fire, organizational structure, fire behavior, emergency tactics and fire suppression, as well as the basics of urban firefighting. This core coursework is also the foundation of the "Fire Academy Certification," demonstrating general proficiency for the student to enter the workforce as an entry level firefighter.

Upon completion of the certificate students will be able to:

- Demonstrate a complete proficiency of all job performance requirements established in NFPA 1001, as applicable to this program.
- Discuss the impact of the history of Fire Service as it relates to current industry trends.
- Evaluate the principles of fire chemistry, fire behavior, and safety practices in the fire service industry.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Technical Requirements – 39 hours**

EMS 101 – Basic Life Support Provider (CPR) (1)
EMS 111 – EMT Basic/Lab (11)
EMS 203 – Human Systems (3)
FIRE 103 – Fire Protection Hydraulics and Water Supply (3)
FIRE 111/L – Structural Firefighter I/Lab (6)
FIRE 112/L – Structural Firefighter II/Lab (6)
FIRE 117 – Hazardous Materials Awareness and Operations (3)
FIRE 119 – Basic Auto Extrication (3)
FIRE 204 – Structural Firefighting Tactics and Strategies (3)

Note: If technical requirements are met by approved prior learning assessment, additional electives in the technical area will be needed to meet the residency requirements of the degree.

**New Mexico General Education Curriculum (NMGEC)**

Not Applicable

Revised 5.18.20

## Pathway

**Structural Fire Science**
**Certificate of Completion**
**39 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| EMS | 101 | 1 |
| EMS | 111 | 11 |
| FIRE | 111/L | 6 |
| FIRE | 117 | 3 |
| **Total for semester** | | **21** |

| Spring Semester I | | credit |
|---|---|---|
| EMS | 203 | 3 |
| FIRE | 103 | 3 |
| FIRE | 112/L | 6 |
| FIRE | 119 | 3 |
| FIRE | 204 | 3 |
| **Total for semester** | | **18** |

| | | |
|---|---|---|
| **Total for certification** | | **39** |

# University Studies
## Associate of Arts
## 65 credit hours

The Associate of Arts degree in University Studies is designed for students who want to experience a broad spectrum of course offerings. It includes the core curriculum that will allow a student to transfer to a four-year university to complete the final two years of a Bachelor's degree. Maximum transferability can be assured when students carefully coordinate education requirements with the four-year institution of their choice. Successful completion of the degree will be attained when the student can transfer to a four-year institution as a junior.
Upon completion of the degree students will be able to:

- Demonstrate the ability to use critical thinking.
- Use effective communication skills both in speaking and writing.
- Participate responsibly in the social and political environment.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program. Please contact an advisor prior to registration.

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Concentration – 15 hours**

**Electives – 9 hours**

**Choose a concentration – 15 hours**

**Business**
Choose from at least two different areas
ACCT, BUSA, ECON, FIN, HRTM, IS, MGMT.

**Early Childhood Education**
ECED, FCS, EDUC, EDUF.

**Education**
Choose from at least two different areas
BLED, ECED, EDUC, EDUF, ELED, RED, SED, SPED.

**English**
ENGL

**General Studies**
BIOL, CHEM, GEOL, PHYS.

**Humanities**
Choose from at least two different areas
ENGL, FREN, GRMN, HEB, HIST, HUMN, PHIL, RELG, SPAN.

**Human Servies**
HMSV

**Information Systems**
IS

**Social Science**
Choose from at least two different areas
ANTH, CJUS, ECON, PSCI, PSYC, SOCI.

**New Mexico General Education Curriculum (NMGEC)**
**31 hours (as itemized below)**

**Communications – 6 hours**
ENGL 1120♦ or 2210♦ and COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Creative and Fine Arts – 3 hours**
**Choose one from** ARTH 1110♦, 2110♦, 2120♦; DANC 1110♦; MUS 101♦, 113♦, 163♦; THEA 1110♦, 1210♦.

**Humanities – 3 hours**
Choose one from ENGL 1410♦, 2610♦, 2620♦, 2630♦, 2640♦, 275♦; FREN 1110♦, 1120♦, 2110♦, 2120♦; GRMN 1110♦, 1120♦; HIST 1110♦, 1120♦, 1150♦, 1160♦, 2110♦; HUMN 1110♦, 2110♦; PHIL 1115♦, 1120♦, 211♦; RELG 1110♦, 1123♦, 1126♦; SPAN 1110♦, 1120♦, 2110♦, 2120♦.

**Flexible nine – 9 hours**
Choose three courses from:
Any course from the NMGEC and/or BUSA 1110.

Revised 5.18.20

## Pathway

**University Studies**
**Associate of Arts**
**65 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| Concentration | | 3 |
| ENGL | 1110 | 3 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| NMGEC Communication (COMM) | | 3 |
| **Total for semester** | | **16** |

| Spring Semester I | credit |
|---|---|
| Concentration | 3 |
| Electives | 3 |
| NMGEC Communication (ENGL) | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Math | 4 |
| **Total for semester** | **16** |

| Fall Semester II | credit |
|---|---|
| NMGEC Science | 4 |
| NMGEC Creative and Fine Arts | 3 |
| Concentration | 3 |
| Concentration | 3 |
| NMGEC Flexible nine | 3 |
| **Total for semester** | **16** |

| Spring Semester II | credit |
|---|---|
| Concentration | 3 |
| Elective | 3 |
| Elective | 3 |
| NMGEC Humanities | 3 |
| NMGEC Flexible nine | 3 |
| NMGEC Social/Behavioral | 3 |
| **Total for semester** | **18** |

| | |
|---|---|
| **Total for degree** | **65-66** |

## Welding Technology
### Certificate of Completion
### 16 credit hours

The Certificate of Completion in Welding Technology is designed to equip the student with the skills and knowledge needed to enter the welding industry by providing an introduction and orientation to the welding industry and the various cutting processes used.
The program is designed with multiple welding processes which may include:

- Oxyacetylene Torch Cutting and Welding (OFC/OFW).
- Shielded Metal Arc Welding (SMAW).
- Gas Metal Arc Welding (GMAW).
- Flux Core Arc Welding (FCAW).
- Gas Tungsten Arc Welding (GTAW).

Upon completion of the certificate students will be able to:

- Demonstrate proper weld joints and weld positions.
- Identify proper names of the parts of a weld and be able to analyze welds to determine good verses defective.
- Apply understanding of basic metal identification and metallurgy and names of common metal shapes.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Technical Requirements – 16 hours**

WELD 110 – Intro to Welding (4)
WELD 125 – Gas Metal Arc/Flux Core (6)
WELD 131 – Beginning Arc I (4)
WELD 289 – Internship Training (2)

**New Mexico General Education Curriculum - (NMGEC)**

Not Applicable

Revised 5.18.20

## Pathway

**Welding Technology**
**Certificate of Completion**
**16 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| WELD | 110 | 4 |
| WELD | 131 | 4 |
| **Total for semester** | | **8** |

| Spring Semester I | | credit |
|---|---|---|
| WELD | 125 | 6 |
| WELD | 289 | 2 |
| **Total for semester** | | **8** |

| | |
|---|---|
| **Total for certification** | **16** |

# Wildland Fire Science

## Associate of Applied Science

## 61-63 credit hours

The Associate of Applied Science Degree (AAS) in Wildland Fire Science is designed to prepare students for entry into a career in wildland firefighting with private, municipal, state or federal wildland firefighting organizations. The two-year program includes basic and intermediate wildland fire suppression strategies, a foundation of forest science courses, as well as general education requirements.

Students with training and/or experience obtained previously through government agencies may receive credit-for-prior-learning and be eligible to receive a degree in an accelerated pathway. Students will have completed many prerequisite courses allowing transfer to a Bachelor degree program.

Upon completion of the degree students will be able to:

- Demonstrate and apply knowledge of basic and intermediate wildland fire suppression strategies.
- Apply basic leadership skills required to move towards supervision on active wildfire suppression efforts and oversight of fireline activities.
- Assess personal fitness level and understand the required conditioning for extended and multi-day wildfire assignments.
- Utilize knowledge and skills required to make critical medical decisions for patients in remote locations.
- Utilize foundational knowledge of forest ecology and wildfire behavior to plan and prepare for potential wildland fire incidents.

Any student who is ineligible for state, national, or industry licensure or certification is ineligible for entry into this program. Please contact an advisor prior to registration.

### Institutional and Related Requirements – 7 hours

FYEX 1110 – Introduction to University Studies (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

### Technical Requirements – 39 hours

EMS 101 – Basic Life Support Provider (CPR) (1)
FIRE 117 – Hazardous Materials Awareness and Operations (3)
FIRE 124 – Fire Service Instructor 1 (3)
NATR 121 – Intro to Forestry (3)
OSH 200 – Occupational Safety and Health for Emergency Services (3)
WILD 100 – Intro to ICS (1)
WILD 130 – Firefighter Training (3)
WILD 133 – Look Up, Look Down, Look Around (.5)
WILD 180 – Human Factors in the Wildland Fire Service (.5)
WILD 190 – Intro to Wildland Fire Behavior (1)
WILD 211 – Portable Pumps and Water Use (2)
WILD 212 – Wildland Fire Chain Saws (3)
WILD 219 – Firing Operations (2)
WILD 260 – Interagency Incident Business Management (2)
WILD 270 – Basic Air Operations (2)
WILD 280 – Followership to Leadership (2)
WILD 286 – Basic Land Navigation (1)
WILD 290 – Intermediate Wildland Fire Behavior (3)
WILD 291 – Intermediate & Advanced ICS (3)

Note: If technical requirements are met by approved prior learning assessment, additional electives in the technical area will be needed to meet the residency requirements of the degree.

### New Mexico General Education Curriulum (NMGEC)
### 15-17 hours (as itemized below)

**Communications– 3 hours**
ENGL 1120♦,2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 1120♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110; SOCI 1110♦, 2310♦, 215♦.

**Science – 4 hours**
Choose one from* ANTH 1120C♦, ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

*See course descriptions for English and Science course prerequisites.

Revised 1.16.20

## Pathway

**Wildland Fire Science**
**Associate of Applied Science**
**61-63 credit hours**

| Fall Semester I | | credit |
|---|---|---|
| EMS | 101 | 1 |
| FYEX | 1110 | 3 |
| MATH | 1216 | 4 |
| WILD | 100 | 1 |
| WILD | 130 | 3 |
| WILD | 133 | 0.5 |
| WILD | 180 | 0.5 |
| WILD | 190 | 1 |
| **Total for semester** | | **14** |

| Spring Semester I | | credit |
|---|---|---|
| NMGEC Communication | | 3 |
| NMGEC MATH | | 4 |
| OSH | 200 | 3 |
| WILD | 211 | 2 |
| WILD | 260 | 2 |
| WILD | 270 | 2 |
| **Total for semester** | | **16** |

| Fall Semester II | | credit |
|---|---|---|
| FIRE | 117 | 3 |
| NATR | 121 | 3 |
| NMGEC Science | | 4 |
| WILD | 212 | 3 |
| WILD | 219 | 2 |
| WILD | 290 | 3 |
| **Total for semester** | | **18** |

| Spring Semester II | | credit |
|---|---|---|
| FIRE | 124 | 3 |
| NMGEC Flexible three | | 3 |
| NMGEC Social/Behavioral Science | | 3 |
| WILD | 280 | 2 |
| WILD | 286 | 1 |
| WILD | 291 | 3 |
| **Total for semester** | | **15** |

| | |
|---|---|
| **Total for degree** | **61-63** |

## Wind Energy

**Associate of Applied Science**
**66 - 68 credit hours**

The Associate of Applied Science in Wind Energy is designed with a specific focus on workforce pre-prenticeship and apprenticeship training to provide students with the skills necessary to pursue a career in the industry.

- Demonstrate safety practices common to the wind industry.
- Demonstrate job hazard assessment and resolution to hazards.
- Demonstrate knowledge of climbing, rescue, and emergency medical techniques and procedures necessary for the wind industry.
- Communicate effectively and work collaboratively in a variety of wind-related industrial settings.
- Demonstrate knowledge of electrical equipment and operation.
- Demonstrate knowledge of mechanical equipment and operation.
- Apply safety procedures in the industrial environment including those applicable to hand & power tools.
- Demonstrate knowledge of mechanical systems of wind turbines.
- Demonstrate capability to fixed programs related to electrical circuits.
- Apply understanding of electronic controls and security of mechanical/electronic software.

*Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.*

---

**Institutional and Related Requirements – 10 hours**

ENGL 1110 – Composition I (3)
FYEX 1110 – First-year Seminar (3)
MATH 1216 – Preparatory Algebra (4)
Note: If institutional/related requirements are waived, additional elective courses will be needed to meet the minimum hours required for the degree.

**Program Requirements – 41 hours**

ACCT 1110 – Business Application in Accounting (3)
BUSA 1130 – Business Professionalism (3)
CNST 110 – Basic Electrical Circuits (3)
EMS 100 – HeartSaver/CPR First Aid (1)
EMS 103 – Wilderness First Aid (1)
ENGL 2210 – Professional & Technical Communication (3)
IS 260 – SCADA Cyber Security Certificate (6)
OSH 105 – Regulations – Construction (1)
OSH 107 – Electrical Safety Training (1)
OSH 110 – Confined Space/Lock Out (1)
WND 100 – Introduction to Wind Energy (3)
WND 102 – Wind Turbine Climber Training (3)
WND 103 – Wind Turbine Fall Protection (3)
WND 121 – Wind Turbine Mechanical Systems (3)
WND 204 – Introduction to Hydraulics (3)
WND 219 – Wind Turbine Operation (3)

**New Mexico General Education Curriculum (NMGEC) – 15-17 hours (as itemized below)**

**Communications– 3 hours**
ENGL 1120♦, 2210♦; COMM 1130♦, 2120, 2140♦

**Mathematics – 4 hours**
MATH 1130, 1220, 1230, 1350♦, 1510♦

**Science – 4 hours**
Choose one from* ANTH 1120♦; ASTR 1115/L♦; BIOL1110/L♦, 2110/L♦, 2210/L♦, 2225/L♦, 2310/L♦, 2610/L♦; CHEM 1110C♦, 1215/L♦, 1225/L♦, 121/L♦; GEOL 1110/L♦, 1120/L♦, 123/L 152/L♦; PHYS 113/L♦, 151/L♦, 152/L♦.
*see course description for Math prerequisite

**Social and Behavioral Sciences – 3 hours**
ANTH 1140♦, 123♦; ECON 1110♦, 2110♦, 2120♦; GEOG 1130♦, 1140♦; POLS 1110♦, 1120; PSYC 1110♦; SOCI 1110♦, 2310♦, 215♦.

**Flexible Three – 3 hours**
Choose one course from:
Any course from the NMGEC and/or BUSA 1110.

Revised 12.9.2020

## Pathway

*(not yet available)*

## Wind Energy Specialization

**Certificate of Completion**
**35 credit hours**

**The Certificate of Completion in Wind Energy Specialization is designed with a specific focus on job advancement and provides students with the skills necessary to pursue a career in the industry.**

- Demonstrate knowledge of mechanical systems of wind turbines.
- Demonstrate capability to fixed programs related to electrical circuits.
- Apply understanding of electronic controls and security of mechanical/electronic software.

Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 35 hours**

BUSA 1130 – Business Professionalism/Writing (3)
EMS 100 – HeartSaver/CPR First Aid (1)
EMS 103 – Wilderness First Aid (1)
ENGL 2210 – Professional & Technical Communication (3)
OSH 105 – Regulations – Construction (1)
OSH 107 – Electrical Safety Training (1)
OSH 110 – Confined Space/Lock Out (1)
IS 260 – SCADA Cyber Security Certificate (6)
CNST 110 – Basic Electrical Circuits (3)
ACCT 1110 – Business Application in Accounting (3)
WND 100 – Introduction to Wind Energy (3)
WND 102 – Wind Turbine Climber Training (3)
WND 103 – Wind Turbine Fall Protection (3)
WND 121 – Wind Turbine Mechanical Systems (3)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 12.9.2020

## Pathway

*(not yet available)*

## Wind Energy Apprenticeship

**Certificate of Completion**
**17 credit hours**

**The Certificate of Completion in Wind Energy Apprenticeship is designed with a specific focus on workforce apprenticeship to provide students with the skills necessary to pursue a career in the industry.**

- Demonstrate knowledge of electrical equipment and operation.
- Demonstate knowledge of mechanical equipment and operation.
- Apply safety procedure in industrial environment including those applicable to hand & power tools.

*Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.*

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements –17 hours**

BUSA 1130 – Business Professionalism/Writing (3)
EMS 100 – HeartSaver/CPR First Aid (1)
EMS 103 – Wilderness First Aid (1)
OSH 105 – Regulations – Construction (1)
OSH 107 – Electrical Safety Training (1)
OSH 110 – Confined Space/Lock Out (1)
WND 100 – Introduction to Wind Energy (3)
WND 102 – Wind Turbine Climber Training (3)
WND 103 – Wind Turbine Fall Protection (3)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 12.9.2020

## Pathway

*(not yet available)*

## Wind Energy Pre-Apprenticeship

**Certificate of Completion**
**10 credit hours**

**The Certificate of Completion in Wind Energy Pre-Apprenticeship is designed with a specific focus on workforce pre-apprenticeship to provide students with the skills necessary to pursue a career in the industry.**

- Demonstrate safety practices common to the wind industry.
- Demonstrate job hazard assessment and resolution to hazards.
- Demonstrate knowledge of climbing, rescue, and emergency medical techniques and procedure necessary for the wind industry.
- Communicate effectively and work collaboratively in a variety of wind-related industrial settings.

*Any student who is ineligible for state, national, or industry licensure or certification in ineligible for entry into this program.*

---

**Institutional and Related Requirements –**

Not Applicable

**Program Requirements – 10 hours**

BUSA 1130 – Business Professionalism/Writing (3)
EMS 100 – HeartSaver/CPR First Aid (1)
WND 100 – Introduction to Wind Energy (3)
WND 102 – Wind Turbine Climber Training (3)

**New Mexico General Education Curriculum (NMGEC) –**

Not Applicable

Revised 12.9.2020

## Pathway

*(not yet available)*

# COURSE DESCRIPTIONS

## ACCOUNTING (ACCT)

**ACCT 1135 – Accounting Applications (3)**

Applies the complete accounting process and practical problems to expand skills in the performance of accounting functions.

**ACCT 2110 –Principles of Accounting I (4)**

An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transactions on the financial statements, financial analysis, and the interrelationships of the financial statements.

**ACCT 2120 – Principles of Accounting II (4)**

An introduction to the use of accounting information in the management decision making processes of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems.

**ACCT 2125 – Introduction to Intermediate Accounting I (3)**

Introduction to intermediate accounting concepts, principles and practices, stressing financial reporting theory, applied financial accounting problems, and contemporary financial accounting issues. The course focuses on the determination of income and financial position of the corporate form of organization.

**ACCT 204 – Basic Income Tax (3)**

Income tax forms and laws which affect a small business, including payroll and income tax returns, emphasizing individual taxes.

**ACCT 206 – Accounting for Small Business (3)**

Full charge bookkeeping activities for a small business. Payroll, payroll taxes with both state and federal tax payments and reporting, development and upkeep of a chart of accounts, combined journals, microcomputer accounting, and preparation and analysis of financial statements.

**ACCT 209 – Microcomputer Accounting (3)**

Elementary accounting principles for business concerns with transactions recorded and processed using a microcomputer. A proprietary, integrated accounting software program will be used for numerous illustrative short problems. Emphasis will be on accounting areas which lend themselves to computerization.

**ACCT 212 – Advanced Bookkeeping (3)**

Procedures and practices in bookkeeping with an emphasis on computerized accounting. Accounting software, Excel spreadsheets, and payroll software will be used to complete problems and practice sets for small businesses.

**ACCT 214 – Volunteer Tax Preparer Internship (3)**

Introduction to basic income tax return preparation issues and software for basic tax returns for low-income and elderly taxpayers. Students will be required to take a certification exam.

**ACCT 214/L – Certified Bookkeeper (1)**

Students apply current tax code to prepare individual tax returns for low-income and elderly taxpayers. Thirty hours of volunteer tax return preparation work during the spring term is required along with passing a certification examination.

**ACCT 215 – Certified Bookkeeper (3)**

Certification prep course including fundamental accounting principles and concepts, procedures in data accumulation, presentation and preparation of and adjustments to financial reports. Payroll, payroll laws and payroll tax processing are covered. Detailed examination of accounting for inventory, depreciation, internal controls, and fraud. *Co-requisite/ Prerequisite: ACCT 2110 or consent of instructor.*

**ACCT 268 – Workshop in Accounting (1-9)**

As announced. *(May be repeated for credit).*

**ACCT 289 – Internship (1-9)**

Students working in related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments.

**ACCT 293 – Topics in Accounting (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## AGRICULTURE (AGRI)

**AGRI 2993 – Workshop in Agriculture (1-3)**

As announced. *(May be repeated for maximum of 4 credit hours).*

**AGRI 2996 – Topics in Agriculture (1-3)**

As announced. *(May be repeated for maximum of 4 credit hours).*

**AGRI 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## ANTHROPOLOGY (ANTH)

**ANTH 1115 – Introduction to Anthropology (3)**

Anthropology is the systematic study of humanity, both past and present. The course introduces students to the four subfields of anthropology, which include: archaeology, biological, linguistic, and cultural anthropology. Students will learn about the concepts and methods that anthropologists use to study our species and gain a broader perspective on the human experience.

**ANTH 1120C – Introduction to Archaeology Lecture & Lab (3)**

Archaeology is the study of human past through the analysis of material remains humans have left behind. This course explores the basic theoretical and mythological underpinnings of the discipline, as well as the techniques world, produce data, and interpret how people lived in the past. Examples of archaeological research form around the world will be used to increase students' understanding of concepts presented in lecture. Students will also apply the archaeological principles in the laboratory portion of the course.

**ANTH 1140 – Introduction to Cultural Anthropology (3)**

This is an introductory course that provides an overview of cultural anthropology as a subfield within the boarder discipline of anthropology and as a research approach within the social sciences more generally. The course presents core concepts and methods of cultural anthropology that are used to understand the ways in which human beings organize and experience their lives through distinctive cultural practices. More specifically, this course explores social and cultural differences and similarities around the world through a variety of topics such as: language and communication, economics, ways of making a living, marriage and family, kinship and descent, race and ethnicity, political organization, supernatural beliefs, sex and gender, and globalization. This course ultimately aims to present a broad range of perspectives and practices of various cultural groups from across the globe.

**ANTH 1993 – Workshop in Anthropology (1-3)**

As announced. *(May be repeated for a maximum of 6 hours).*

**ANTH 1996 – Topics in Anthropology (1-3)**

As announced. *Prerequisite: Consent of instructor.*

**ANTH 1998 – Internship (1-9)**

As announced. *Prerequisite: Consent of instructor.*

## ART EDUCATION (ARTE)

**ARTE 2110 – Arts & Crafts for Elementary Teachers**

Application of techniques, methods, and materials of arts and crafts in the teaching of subject matter by the elementary class-room teachers. Additional art supplies will be required.

## ART HISTORY (ARTH)

**ARTH 1110 – Art appreciation (3)**

This course introduces and explores visual arts, providing an awareness of the significance of the arts at personal, societal and historical levels including both fine and applied arts.

**ARTH 2110 – History of Art I (3)**

This survey course explores the art and architecture of ancient prehistoric cultures through the end of the fourteenth century. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are effected by their creation and development.

**ARTH 2120 – History of Art II (3)**

This survey course will explore the architecture, sculpture, ceramics, painting, drawings, and glass objects from the fourteenth century to the modern era. While focused primarily on the art of the Western civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of art works to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development. A continuation of ART 2110.

## ART STUDIO (ARTS)

**ARTS 1240 – Design I (3)**

This course introduces the fundamentals of two-dimensional design as it applies to fine art and commercial contexts. Emphasis will be on basic color theory, elements of dynamic composition, vocabulary of visual arts and design, and development of visual conceptual skills. Student will use a variety of materials and techniques.

**ARTS 1250 – Design II (3)**

This course introduces the basic formal (aesthetic), spatial, and physical aspects of 3-D form as they can be applied to sculptural and functional design. Techniques that explore structure, mass, volume, scale, surface, form, and function are covered, along with various media, which may include: paper, wood, clay, and/or metal. *Prerequisites: ARTS 1240 or consent of instructor.*

**ARTS 1310 – Introduction to Ceramics (3)**

The course introduces the technical processes and conceptual concerns of working with ceramic material. Various methods of forming functional and expressive works, out of clay, are explored. Methods used include: hand building and throwing, basic clay bodies, slip and glaze, and atmospheric firing.

**ARTS 1410 – Introduction to Photography (3)**

This course introduces the making of photographic images from a board viewpoint to consider both as an art practice and a cultural practice. The course covers technical information on camera use and functionality, composition and visual design, digital workflow and editing, professional functions of manipulating and enhancing images, and printing correctly and effectively. The historical aspects of photography are also covered.

**ARTS 1520 – Digital Media I (3)**

This course provides an introduction to two of Adobe's major software applications, Illustrator and Photoshop, which are essential in creating artwork, designed promotional materials, websites and more. Part of the

course deals with creating a variety of documents using the major tools of each program, gaining an understanding of the contemporary graphic design industry, basic elements, and principles of design.

**ARTS 1530 – Digital Media II (3)**

This course introduces one of the major software applications in Adobe Creative Cloud, InDesign, with emphasis on obtaining a working knowledge of this software to create publications and documents of all kinds, promotional materials, press releases, newsletters, website, and more. *Prerequisite: ARTS 1520.*

**ARTS 1610 – Drawing I (3)**

This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3-D subject on a 2-D surface with visual accuracy. Other topics include: historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space, and composition.

**ARTS 1620 – Life Drawing I (3)**

This course introduces the study of the human form as a primary vehicle for addressing formal and conceptual issues in drawing, using a variety of media to master proportion, structure, and visual expression of the figure.

**ARTS 1630 – Painting I (3)**

This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history, and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory, and composition. *Prerequisites: ARTS 1610 or consent of instructor.*

**ARTS 1840 – Sculpture I (3)**

This course introduces the student to a variety of mediums and techniques used in the production of sculpture; along with the historic, conceptual, and aesthetic foundations of the sculptural process. *Prerequisite: ARTS 1240.*

**ARTS 2310 – Ceramics II (3)**

This course continues the students' instruction in ceramics, with an emphasis given to the continuing development of form, surface and firing processes, expanded critical awareness, and the development of a personal aesthetic.

**ARTS 2420 – Visualizing Ideas (3)**

The course is dedicated to teaching how to visualize ideas within the photographic medium by combing theoretical content and aesthetic form to create a conceptually rich body of work. It explores advanced digital photography, including perfecting use of the camera and relevant digital software, and honing inkjet printing skills. We will explore new techniques and workflows, and use them to respond to a variety of themes and concerns. We will look at a number of contemporary photographic practitioners, and discuss a multitude of historical and contemporary approaches to the same ideas we will be probing.

**ARTS 2610 – Drawing II (3)**

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches contemporary drawing. *Prerequisites: ARTS 1610, or consent of instructor.*

***ARTS 2620 – Life Drawing II (3)***

This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing.

**ARTS 2630 – Painting II (3)**

This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical, and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of-class assignments, library research or museum/gallery attendance, written responses, and critiques. *Prerequisites: ARTS 1610 and ARTS 1630 or consent of instructor.*

**ARTS 2993 – Workshop (1-9)**

As announced. *(May be repeated for credit).*

**ARTS 2996 – Topics in Art Studio (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**ARTS 227 – Mural Painting I (3)**

Basic techniques of outdoor and indoor mural painting are demonstrated. Some art experience is helpful but not is required. This is part of an ongoing program to create murals. This is part of an ongoing program to create murals. Students are expected to meet at various predetermined mural sites each week. *(Open to non-Art majors and minors.)*

**ARTS 228 – Mural Painting II (3)**

Advanced techniques of outdoor and indoor mural painting are demonstrated and experienced. Students take a lead role in concept and execution of each mural. Further study of art marketing through commissioned artworks in presented. This is part of an ongoing program to create murals in Ruidoso and surrounding communities. Students are expected to meet for additional lab time in lieu of homework. Students meet at various predetermined mural sites each week. *(Open to non-Art majors and minors.)*

**ARTS 242 – Sculpture II (3)**

Continued exploration of 3-D concepts with emphasis on mixed media, special problems and an introduction of casting. Additional art supplies will be required. *Prerequisite: ARTS 1840.*

**ARTS 250 – Plein Air Painting (3)**

Plein Air Painting is for the intermediate and expert painter.

The course emphasizes plein air painting and acquiring the tools and knowledge necessary to handle the challenges of outdoor painting. In the tradition of "alla prima" students learn how to work quickly to capture the effects of light. Additional art supplied will be required. *Prerequisites: ARTS 1630 and 2630.*

**ARTS 259 – Masters of Painting (3)**

Concentration on a sophisticated color palette and manipulation of media. Exploring personal statements. Continuation of painting with added emphasis on individual achievement and style. Continuation of painting skills to either specialize in one medium or pursue multimedia to develop personal style. Additional art supplied will be required. *Prerequisite: 12 credit hours in ARTS.*

## ASTRONOMY (ASTR)

**ASTR 1115 – Introduction to Astronomy (3)**

This course surveys observations, theories, and methods of modern astronomy. The course is predominantly for non-science majors, aiming to provide a conceptual understanding of the universe and the basic physics that governs it. Due to the broad coverage of this course, the specific topics and concepts treated may vary. Commonly presented subjects include the general movements of the sky and history of astronomy, followed by an introduction to basic physics concepts like Newton's and Kepler's laws of motions. The course may also provide modern details and facts about celestial bodies in our solar system, as well as differentiation between them – Terrestrial and Jovian Planets, exoplanets, the practical meaning of "dwarf planets, exoplanets, the practical meaning of "dwarf planets", asteroids, comets, and Kuiper Belt and Trans-Neptunian Objects. Beyond this we may study stars and galaxies, star clusters, nebulae, black holes, clusters of galaxies and dark matter. Finally, we may study cosmology – the structure and history of the universe.

**ASTR 1115L – Introduction to Astronomy Laboratory (1)**

Introduction to Astronomy Lab will include hand-on exercises that work to reinforce concepts covered in the lecture, and may include: additional components that introduce students to the night sky.

## BILINGUAL EDUCATION (BLED)

**BLED 2110 – Introduction to Bilingual and ESL Education (3)**

This course provides a historical overview of bilingual and ESL education including an emphasis on present trends and practices. Discussions of the aspects of bilingualism at both an individual and a societal level are included.

**BLED 268 – Workshop in Bilingual Education (1-9)**

As announced. *(May be repeated for credit).*

**BLED 289 – Internship (1-9)**

As announced. *Prerequisite: Consent of instructor.*

**BLED 293 – Topics in Bilingual Education (1-9)**

As announced. *(May be repeated for credit with consent on instructor and administrative approval).*

## BIOLOGY (BIOL)

**BIOL 1110 – General Biology (3)**

This course introduces non-science majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology. *Concurrent enrollment in BIOL 1110L required.*

**BIOL 1110L – General Biology Lab (1)**

This laboratory course for non-science majors compliments the concepts covered in the associated general biology lecture course. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution, taxonomic classification and phylogeny, biodiversity, and ecology. *Concurrent enrollment in BIOL 1110 required.*

**BIOL 1133C – Introduction to Wildlife and Fisheries Science (4)**

Lecture: This course is an introduction to the fundamental principles of animal populations, communities and ecosystems, as well as the conservation and management of wild animals and their habitats. Lab: This laboratory course involves scheduled filed visits to local sites of interest in wildlife and fisheries management and/or science. Includes an emphasis on field identification and record keeping.

**BIOL 1141 – A Survey of Anatomy and Physiology for Allied Health (3)**

Anatomy and Physiology for Allied Health integrates diseases and disorders within each body system to maximize learning. Easy-to-understand language and numerous illustrations make the course ideal for learners in an introductory anatomy and physiology course with little or no science background or learners continuing their education in Allied Health. Highlights and class discussions that emphasize clinical applications help keep the material interesting and new. A review of Medical Terminology in each chapter helps fine tune medical language skills. Infection Control and Standard Precautions chapter emphasizes the importance of maintaining health and safety in the health care work environment. This course approaches the learning of anatomy and physiology through a "System Approach" which provides a good, basic understanding of the subject. A&P for Allied Health utilizes case studies, discussions and various other methods to help the student understand the relationship of anatomy and physiology to the patient in the medical setting. This course will also assist the student in developing a better understanding and interest in the medical field.

**BIOL 1215 – Biology for Environmental Sciences (3)**

An introduction to ecology, current environmental problems and control measures. Emphasis on human impact, modern technology, natural ecosystems, social, political, and economic processes. The student will have the knowledge to become environmentally responsible and contribute to the quality of human life. This course is intended for non-biology majors in their first year (100 level) of their college career. *Concurrent enrollment in BIOL 1215L required.*

**BIOL 1215L – Biology for Environmental Sciences Lab (1)**

This course investigates relevant environmental science principles with emphasized analysis of water, soil, and air pollutants. Part of the course requires potential field trips and dissection. *Concurrent enrollment in BIOL 1215 required.*

**BIOL 2110 – Principles of Biology – Cellular and Molecular Biology (3)**

This course introduces students to major topics in general biology. This courses focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, and organization of cells, cellular respiration, photosynthesis, cell division, DNA replication, transcription, and translation. *Concurrent enrollment in BIOL 2110L required.*

**BIOL 2110L – Principles of Biology: Cellular and Molecular Lab (1)**

This course introduces students to major topics in general biology. This course focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, genetics, DNA replication, transcription, and translation.

**BIOL 2120 – Cellular and Molecular Biology (3)**

This course takes a detailed look at the principles of cellular biology with an emphasis on the structure, physiology, bioenergetics, cell division, and gene expression of microbe, plant and animal cells. Major topics include: the diversity of organic molecules and macromolecules, metabolism, cellular respiration, photosynthesis, cell division, DNA replication, and protein synthesis. Major modern research tools will also be explored. This course is intended for science majors. *Concurrent enrollment in BIOL 2120L required.*

**BIOL 2120L – Cellular and Molecular Biology Lab (1)**

This course introduces the scientific method, with an emphasis on cellular structures and functions, and physiology. Laboratory demonstrations, experiments and exercises on molecular and cellular biology and organismal physiology.

**BIOL 2210 – Human Anatomy and Physiology I (3)**

This course is the first of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organism level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; specifically the integument, skeletal, muscular, and nervous systems. *Concurrent enrollment in BIOL 2210L. Prerequisite: BIOL 2110/2110L.*

**BIOL 2210L – Human Anatomy & Physiology I Laboratory**

This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems.

**BIOL 2225 – Human Anatomy and Physiology II (3)**

This course is the second of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, and organ structure and physiology, and organ system structure and function; specifically the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. *Concurrent enrollment in BIOL 2225L required. Prerequisite: BIOL 2210/2210L.*

**BIOL 2225L – Human Anatomy and Physiology II Lab (1)**

This is the second in a series of two laboratory courses from designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. *Concurrent enrollment in BIOL 2225 required.*

**BIOL 2310 – Microbiology (3)**

Introduction to the basic principles of microbiology, microbial pathogenesis, host defenses and infectious diseases. The course will emphasize concepts related to the structure and function of microorganisms, including their mechanisms of metabolism and growth. Host-parasite interactions will also be emphasized, including mechanisms of microbial pathogenesis and mechanisms of host defenses against infectious diseases. Concurrent enrollment in BIOL 2310L required. *Prerequisites: BIOL 2110/2110L and CHEM 1215/1215L.*

**BIOL 2310L – Microbiology Lab (1)**

This course will emphasize both theory and hands on

application of techniques used in microbiology laboratory for the growth and identification of bacterial species. Students will learn microscopy skills and staining techniques for the observation of bacteria. Students will also learn aseptic techniques used for isolation of bacteria, inoculation of cultures, and interpretation of selective and differential growth media for the identification of bacterial species. *Concurrent enrollment in BIOL 2310. Prerequisites: BIOL 2110/2110L and CHEM 1215/1215L.*

**BIOL 2511 – Pathophysiology I (4)**

The first in a two-course sequence that covers changes in body physiology that result from disease or injury. Includes a general introduction to pathophysiology as well as an overview of altered cellular and tissue biology, injury inflammation, and neoplasia. Students will also explore deviation from fluid, hemodynamic, and endocrinologic balance. Topics related to the science of pathophysiology, including pathology, pathogenesis, etiology, epidemiology, and clinical manifestations, are also discussed throughout the course where relevant.

**BIOL 2610 – Principles of Biology: Biodiversity, Ecology, and Evolution (3)**

This course is an introduction to the dynamic processes of living things. Major topics include: the mechanisms of evolution, biological diversity, population genetics, and ecology. *Pre- or Co-requisite CHEM 1215/L. Concurrent enrollment in BIOL 2610L.*

**BIOL 2610L – Principles of Biology: Biodiversity, Ecology, and Evolution Lab (1)**

This laboratory course is an introduction to the dynamic processes of living things. This course introduces students to the methods used in the study of evolution, ecology, and biological diversity. Designed for students continuing in life sciences. *Concurrent in BIOL 2610.*

**BIOL 2625 – Introduction to Ecology (3)**

This course is an introduction to how organisms sustain themselves, maintain health and reproduce in the ecosystem in which they reside. Includes an introduction to how living things interact with their environment, including other organisms, and how organisms respond to the physical conditions of the habitat in which they live.

**BIOL 2626C – Ecology of Southwest Uplands Lecture & Lab (4)**

The Ecology of the Southwest Uplands provides a basic overview of ecological principles as applied to the various life zones of southwest New Mexico including the organisms that characterize these areas and species prevalent in certain zones. This is a hybrid field-based course with both an online component and an intensive field experience. Emphases are placed on identification and record-keeping in the field. The laboratory section of this course consists primarily of field identification of flora and fauna native to the Sacramento Mountains and Tularosa Basin, and includes maintenance of a comprehensive field notebook as well as an oral presentation on a specific subject related to the course. Additional fees are associated with this offering.

**BIOL 2628C – Ecology of Big Bend Lecture & Lab (4)**

Ecology of Big Bend provides an overview of basic ecological principles as applied in the Chihuahuan Desert. This is a hybrid, field-based course with both an online component and an intensive field experience. The laboratory section of this course consists primarily of field identification of flora and fauna native to Big Bend, and includes maintenance of a comprehensive field notebook and preparation of a presentation on a specific subject related to the course. This course includes: comping for an extended period in occasionally harsh outdoor conditions in the Big Bend area of Texas. Additional fees are associated with this offering.

**BIOL 2630 – General Botany (3)**

This course is an introduction to the fundamental principles of plant biology and botanical science. Topics covered include: plant biochemistry, plant and fungal cell biology, plant reproduction, plant morphology and anatomy, plant physiology, plant genetics, plant ecology, archaeon, bacterial, protestant, fungal, and plant evolution. *Prerequisite: BIOL 2610/L. Concurrent enrollment in BIOL 2630L.*

**BIOL 2630L – General Botany lab (1)**

This course is the laboratory course associated with the general botany lecture course. It will include an introduction to laboratory techniques dealing with plant biochemistry, plant, bacterial, and fungal cell biology, plant reproduction, plant morphology and anatomy, plant physiology, plant genetics, and plant evolution. *Concurrent enrollment in BIOL 2630.*

**BIOL 2631C – Intro to Tropical Biology Lecture & Lab (4)**

A week-long field course held at Las Cuevas Research Station in the Chiquibul Forest Reserve, Maya Forest, Belize (Central America). This course provides an overview of basic ecological principles as applied in the tropics. Includes a student designed and led small-scale research project. Field-based course with additional fees; students must possess a current passport. Vaccinations and anti-malarial pharmaceuticals may be required. This course provides the field-based laboratory component hand-on study of tropical ecosystems. Includes modules on field identification of flora and fauna, proper scientific record-keeping, and a student designed and led small-scale research project. Field-based course with additional fees; students must possess a current passport. Some vaccinations or anti-malarial prophylactics may be recommended.

**BIOL 2993 – Worship in Biology (1-9)**

As announced. *(May be repeated for a maximum of 4 hours).*

**BIOL 2996 – Topics in Biology (1-9)**

As announced. *(May be repeated for credit).*

**BIOL 2998 – Internship (1-9)**

As announced. *Prerequisite: Consent of instructor.*

## BREWING (BDAS)

**BDAS 1110 – Brewing I (3)**

Provides theory and hand-on application of raw materials selection and handling, malting, and wort production. Quality assurance and safety procedures are stressed at every step.

**BDAS 1120 – Brewing II (3)**

Provides theory and hands-on application of cellar operations, packaging, storage, stock rotation. Quality assurance and safety procedures are stressed at every step: Introduces government regulations and tax issues pertaining to the brewing industry. *Prerequisite: BDAS 1110.*

## BUSINESS ADMINISTRATION (BUSA)

**BUSA 1110 – Introduction to Business (3)**

Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, finance, and the global environment in which they operate.

**BUSA 1130 – Business Professionalism (3)**

Focuses on developing professional behavior appropriate for the business environment. Topics include life management, goal setting, workplace etiquette, job search skills, interviewing, teamwork and team building, motivation, leadership, business communication and workplace interaction.

**BUSA 1180 – Business Math (3)**

Applies basic mathematical operations to business and accounting applications.

**BUSA 2110 – Business Communications (3)**

Skill development in business writing with an emphasis on the preparation of letters and reports, and on presenting information in a logical, forceful and acceptable form. Including are strategies for effective oral communication in a professional environment.

**BUSA 203 – Business Ethics (3)**

This course will study the subject of ethics within the modern business world and environment. Industry guidelines, the role of government, the degree of corporate social responsibility and accepted standards of conduct will be covered in the course. Students will practice the ethical decision-making process and examine cases of ethical dilemmas.

**BUSA 206 – Today's Entrepreneur (3)**

This course is an introduction to the skills and personality traits needed to overcome the risks and efforts required to start and operate a new business. Topics also covered include the structure of ownership, sources of capital and information, dealing with diversity and uncertainty and the forces of changing social and economic conditions.

**BUSA 210 – Employability Skills (2)**

This course is designed to help students/potential employees recognize and develop positive personal qualities in preparation for successful employment. It also focuses on the communications skills, including previewing and resume preparation, customer service skills, effective interpersonal skills, productivity, ethical standards and career development that are demand by employers.

**BUSA 221 – Principles of Real Estate (3)**

Real estate as an academic and practical discipline; designed to introduce students to theory, principles, practices, problem-solving and decision-making techniques applicable to the purchase, transfer, lease, financing, appraisal, and brokerage of interests in land and buildings.

**BUSA 234 – Launching a New Business (3)**

Entrepreneurial students will learn the process and activities that must be performed before launching a new business venture. The course will guide the student through the process of analyzing potential customers, the forces of competition, financial projections and the impact of the economic climate. This course will lead he student through the process of recognizing an opportunity, testing a business concept, and communication the business opportunity to potential investors and lenders.

**BUSA 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**BUS 293 – Topics in Business Administration (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## BUSINESS LAW (BLAW)

**BLAW 2110 – Business Law I (3)**

Survey of the legal environment of business and common legal principles including: the sources of law, dispute resolution and the U.S. court systems, administrative law, tort law, contract law, agency and employment law, business structure and governance, ethics and corporate social responsibility. Explores sources of liability and presents strategies to minimize legal risk.

## CHEMISTRY (CHEM)

**CHEM 1110C – Chemistry in Our Community Lecture and Lab (3)**

This course will introduce non-science majors to the basic chemistry required to understand topics of current interest

affecting their communities, such as air and water quality, global climate change, use of fossil fuels, nuclear power, and alternative energy sources. Experiments will illustrate chemical principles and acquaint students with scientific methods, data processing, critical thinking and scientific writing. *Prerequisites: MATH 1216 with a grade of "C" or higher or ACT math score of at least 21 or SAT math score of at least 550. Concurrent enrollment in CHEM 1110C.*

**CHEM 1215 – General Chemistry I for STEM Majors (3)**

This course is intended to serve as an introduction to General Chemistry for students enrolled in science, engineering, and certain pre-professional programs. Students will be introduced in several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions.

**CHEM 1215L – General Chemistry I Laboratory for STEM Majors (1)**

General Chemistry I Laboratory for Science Majors is the first-semester laboratory course designed to complement the theory and concepts presented in General Chemistry I lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. *Concurrent enrollment in CHEM 1215.*

**CHEM 1225 – General Chemistry II for STEM Majors (3)**

This course is intended to serve as a continuation of general chemistry principles for students enrolled in science, engineering, and certain pre-professional programs. The course includes, but is not limited to a theoretical and quantitative coverage of solutions and their properties, kinetics, chemical equilibrium, acids and bases, entropy and free energy, electrochemistry, and nuclear chemistry. Additional topics may include (as time permits) organic, polymer, atmospheric, and biochemistry. *Prerequisites: CHEM 1215; MATH 1220 with a grade of "C" or higher. Concurrent enrollment in CHEM 1225L.*

**CHEM 1225L – General Chemistry II Laboratory for STEM Majors (1)**

General Chemistry II Laboratory for Science Majors is the second of a two-semester sequence of laboratory courses designed to complement the theory and concepts presented in General Chemistry II lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. *Concurrent enrollment in CHEM 1225.*

**CHEM 121 – Survey of General Chemistry (3)**

A one-semester course in basic principles of general chemistry and its application. Co-requisite: CHEM 121L (unless prior credit has been earned). *Prerequisite: MATH 1216 or higher.*

**CHEM 121L – Survey of General Chemistry Lab (1)**

Lab techniques to accompany CHEM 121. Three hours lab weekly. *Co-requisite: CHEM 121.*

**CHEM 268 – Workshop in Chemistry (1-3)**

As announced. *(May be repeated for maximum of 4 hours credit).*

**CHEM 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**CHEM 293 – Topics in Chemistry (1-3)**

As announced. *(May be repeated for credit if topics are different).*

## COMMUNICATION (COMM)

**COMM 1130 – Public Speaking (3)**

This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches.

**COMM 2120 – Interpersonal Communication (3)**

This course provides an introduction to the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships.

**COMM 2140 – Small Group Communication (3)**

Explores the principles and practices of effective participation in small groups, with emphasis on critical thinking, problem solving, organizational skills role theory, conflict resolution, and creative decision-making methods. It combines a theoretical foundation with practical application to help students better understand the dynamics of group communication in both professional and social contexts.

**COMM 2150 – Communication for Teachers (3)**

This course will investigate and critically evaluation the influence of identity, communication, and culture on instruction, learning, engagement, classroom community, and the teacher-student relationship.

**COMM 2993 – Workshop in Communication (1-9)**

As announced. *(May be repeated for credit).*

**COMM 2996 – Topics in Communication (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**COMM 2998 – Internship (1-9)**

As announced. *(May be repeated for credit).*

**COMM 103 – Introduction to Mass Communication (3)**

A survey of the history and current trends in mass communication that focuses on media literacy and the relationship between mass media society. Topics include: books, newspapers, radio, television, film, the Internet, advertising, public relations, global media, media law, and media ethics.

**COMM 204 – Foundational Writing for the Communication Field (3)**

Teaches the fundamentals of writing for the communication field by focusing on identifying, evaluating, constructing, and organizing effective persuasive arguments; conducting research and ethically documenting sources; and producing, efficient writing styles that can be adapted to various writing situations and industry standards within the communication field. *Prerequisite: ENGL 1110 and ENGL 1120.*

**COMM 205 – Beginning Reporting (3)**

Introduces students to fundamentals of news writing for all forms of mass media. Focuses on essential news gathering skills including interviewing, cultivating sources, generating story ideas, information-gathering strategies, reporting, writing, story components, news values, reporting principles, and Associated Press Style. Combines a theoretical foundation with practical application.

**COMM 210 – Audio Production (3)**

Introduction to the principles and techniques of radio and television audio production. Course includes: technical and creative sue of microphones, mixing consoles, music, sound effects, and audio recorders for radio, television, and film sound tracks. Lab fee required. *Concurrent enrollment in COMM 210L. Prerequisite: COMM 103.*

**COMM 210L – Audio Production Laboratory (NC)**

*Concurrent enrollment in COMM 210L.*

**COMM 212 – Introduction to Digital Photography (3)**

Provides a comprehensive introduction to digital photography, including camera operation, software application, framing, news value and legal and ethical considerations. Students must own or have access to a digital camera with manual functions. Lab fee required.

**COMM 215 – Newspaper Practicum (3)**

Practical experience through work on student newspaper or yearbook as staff writers or editors under the supervision of the instructor. *(May be repeated for a maximum of 4 hours).*

**COMM 231 – Argumentation Theory (3)**

Techniques of broadcast announcing, voice development, microphone techniques and practical experience with various material in broadcast situations.

**COMM 250 – Techniques of Listening (3)**

Students learn principles and techniques of listening to improve their concentration level, interpersonal relationships and job effectiveness. Attitudes, behaviors and habits of effective listening are explored.

**Comm 260 – Workshop in Communication (1-9)**

Introduction to the theory and practice of public relations, including its functions in organizations and society, as well as issues, concepts and theories. Emphasis on practical applications. Lab fee required.

## COMPUTER SCIENCE (CS)

**CS 121 – Computing Concepts (3)**

Introduction to computing disciplines computer science and computer information systems. Topics may include: computer organization, programming languages, algorithms and problem solving. *Prerequisites: MATH 1216 or ACT math score of at least 21 or SAT math score of a least 550.*

**CS 123 – Programming Fundamentals (3)**

This class is a requirement for the Computer Technology, Associate of Applied Science degree. It is also useful for anyone interested in learning Programming Logic and Design fundamentals leading to programming. Students will become familiar with the fundamentals of programming logic and design, flow charting, pseudo code, Microsoft Visio Professional, and JAVA. Concepts to the practice and theory of Computer Science: I/O, operators and expressions, control structures, functions and arrays. *Prerequisite: MATH 1216.*

**CS 123/L – Programming Fundamentals Lab (1)**

Lab provides students hands on programming using JAVA NETBEANS environment. This allows students to gain hands on experience of developing, testing, debugging and production programming processes.

**CS 234 – Intermediate Programming (3)**

Concepts and application of programming technique fundamentals using JAVA in the practice and theory of Computer Science: Using I/O, operators and expressions, control structures, functions, and arrays as part of coding, testing and implementing JAVA programs. *Prerequisite: CS 123 Programming Fundamentals.*

## CONSTRUCTION TRADES (CNST)

**CNST 101 – Math for Construction Trades (3)**

Fundamental mathematics necessary to a board range of building construction applications. Includes: measurement, decimals, fractions, areas, volumes, and angles.

**CNST 102 – Tool and Equipment Safety (1)**

An introduction to the proper and safe use of carpentry related equipment with special emphasis on power tools.

**CNST 103 – Employability Skills (1)**

Training in skills necessary to obtain and hold a job in the construction industry. Includes: workplace ethics, resume writing and interviewing techniques.

**CNST 104 – Introduction to Engineering (1)**

Fields and functions of engineering; the engineering approach to problem solving; use of electronic calculations; graphical presentations; spoken and written communications; professionalism.

**CNST 110 – Basic Electrical Circuits**

**CNST 111 – Basic Woodworking for Constructors (3)**

An introduction to the safe and correct use of hand and power tools commonly used in the construction trades.

**CNST 121 – Blueprint Reading (1)**

An introduction to the various architectural drawings and symbols with emphasis on extracting information and specifications from drawings. *Prerequisite: CNST 101.*

**CNST 131 – Construction Estimating (3)**

An introduction to various methods of cost estimation in residential construction and includes budgets and bid presentations. *Prerequisite: CNST 101. Co-Requisite: CNST 121.*

**CNST 141 – Residential Building Construction I (3)**

An introduction to terminology and methods used to construct residential footings, foundations, stem walls, floors and walls. *Co-requisite: CNST 121.*

**CNST 205 – First Aid w/CPR (2)**

A thorough overview of first aid skills and knowledge including simple drawing needed by contractors.

**CNST 222 – Drafting for Constructors (3)**

An introduction to the terminology and methods used to produce simple drawings needed by contractors.

**CNST 239 – GB98/GM2 Licensure Exam Preparations (3)**

Materials covered include: licensing requirements, rules and regulations, business and law, and other important aspects of owning and running a construction business. This capstone course is for students completing the Construction Trades apprenticeship program and anyone in the construction field with two years, full-time experience or more.

**CNST 242 – Residential Building Construction II (3)**

A continuation of CNST 141 including more advanced wall framing techniques and roofs. *Prerequisite: CNST 141.*

**CNST 261 – Residential Plumbing (3)**

An introduction to the terminology and methods of the residential plumbing industry. Application of the basic fundamentals of residential plumbing including the importance of safety specific to the plumbing trades.

**CNST 268 – Workshop in Construction Trades (1-9)**

As announced. *(May be taken for credit with instructor and administrative approval).*

**CNST 271 – Residential Wiring (3)**

Application of the National Electrical Code, local codes, and regulations for installation of branch circuits, services, feeders, temporary services and associated materials and equipment for residential and light commercial applications. *Prerequisite: CNST 101.*

**CNST 289 – Internship Training (1-16)**

This internship is required to complete the AAS in Construction Trades. Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/ departmental review and course credit may require additional projects or assignments. *Prerequisite: consent of instructor.*

**CNST 293 – Topics in Construction Trades (1-9)**

As announced. *(May be taken for credit with instructor and administrative approval).*

## CRIMINAL JUSTICE (CJUS)

**CJUS 1110 – Introduction to Criminal Justice (3)**

This course provides an overall exploration of the historical development and structure of the United Sates criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

**CJUS 1120 – Criminal Law (3)**

This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime.

**CJUS 1140 – Juvenile Justice (3)**

This course covers the diversity of the informal and formal juvenile justice system, the process of identifying delinquent behavior, the importance of legislation, law enforcement, courts, diversion, referrals, and juvenile correctional facilities.

**CJUS 2130 – Police and Society (3)**

This course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress. *Prerequisites: CJUS 1110 or graduation from New Mexico police or corrections certification academy.*

**CJUS 2140 – Criminal Investigations (3)**

This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures, which insure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced.

**CJUS 2215 – American Judicial System (3)**

Analysis of law and society with emphasis on the rights of the accused; the roles of the district attorney, the judge and the defense attorney; and legal terminology.

**CJUS 2225 – Introduction to Corrections (3)**

This class will be a basic introduction to the corrections system in the United States, to include the process of an offender in the system and the responsibilities and duties of guards.

**CJUS 2320 – Gangs in American Society (3)**

The study of juvenile and adult groups that have joined together to engage in delinquent and criminal acts.

**CJUS 2340 – Victimization in American Society (3)**

Study of crime victims to understand the physical, psychological and economic impact of crime upon victims, their families and society; review of how the American justice system responds to victims.

**CJUS 2360 – Criminal Procedures (3)**

Criminal procedure, including laws of arrest, search and seizure, and leading case law.

**CJUS 2990 – Practicum (3)**

Supervised practical field experience in a Criminal Justice agency. A minimum of six (6) hours per week will be in direct service or contact. One (1) hour per week supervision and critique of activities. *Prerequisites: CJUS 1110 and a minimum of nine credit hours in 200-level CJUS courses.*

**CJUS 2993 – Workshop in Criminal Justice (1-9)**

An announced. *(May be repeated for credit).*

**CJUS 2996 – Topics in Criminal Justice (1-9)**

Police and Society. Three credit hours. A comprehensive look at the police industry and relevant issues in the United States, ranging from historical development of policing systems to analysis of the work of police officers and agencies. Issues of law enforcement fragmentation and jurisdiction will be explored along with specific topics related to community interaction, enforcement discretion deployment strategies, deviance, police methodology, use of force, personnel selection, socialization, tactics and stress. *(May be repeated for credit with consent of instructor and administrative approval).*

**CJUS 2998 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Instructor determines Job approval/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## DANCE (DANC)

**DANC 1110 – Dance appreciation (3)**

This course introduces the student to the diverse elements that make up the world of dance, including a board historic overview, roles of the dancer, choreographer and audience, and the evolution of the major genres. Students will learn the fundamentals of dance technique, dance history, and a variety of dance aesthetics.

**DANC 1130 – Ballet I (2)**

This course is the beginning level of ballet technique. Students learn the basic fundamentals and performance skills of ballet technique, which may include flexibility, strength, body alignment, and coordination, range of motion, vocabulary, and musicality.

**DANC 1151 – Modern Dance (3)**

Introduction and development of basic modern dance technique and tis history approached through academic study and participation.

**DANC 2993 – Workshop in Dance (1-9)**

As announced. *(May be repeated for credit).*

**DANC 2996 – Topics in Dance (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**DANC 2998 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by Instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## EARLY CHILDHOOD EDUCATION (ECED)

**ECED 1110 – Child Growth, Development, and Learning (3)**

This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. The course includes knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all domains of development, including biological-physical, social, cultural, emotion, cognitive and language. The adult's role in supporting each child's growth, development and learning is emphasized.

**ECED 1115 – Health, Safety, and Nutrition (3)**

This course provides information related to standards and practices that promote children's physical and mental well-being sound nutritional practices, and maintenance of safe learning environments. It includes information

for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

**ECED 1120 – Guiding Young Children**

This course explores various theories of child guidance and the practical applications of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines and schedule will be presented. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

**ECED 1125 – Assessment of Children and Evaluation of Programs (1-3)**

This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. The course addresses the development and sue of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process.

**ECED 1130 – Family and Community Collaboration**

This beginning course examines the involvement of families and communities from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establishes collaborative relationships with families in early childhood settings is discussed. Families, goals, and desires for their children will be supported through culturally responsive strategies.

**ECED 2110 – Professionalism (2)**

This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early car and education are introduced. Professional responsibilities such as cultural responsiveness practice are examined.

**ECED 2115 – Introduction to Language, Literacy, and Reading (3)**

This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses ways in which early childhood professionals can foster young children's oral language development, phonemic awareness, and literacy problem solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

**ECED 2120 – Curriculum Development through Play Birth through Age 4 (PreK) (3)**

The beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. *Concurrent enrollment in ECED 2121L.*

**ECED 2121 – Curriculum Development through Play Birth through Age 4 (PreK) Practicum (2)**

The beginning practicum course is a co-requisite with the course Curriculum Development through Play Birth though Age 4. The field-based component of this course will provide experiences that address curriculum content that is relevant for children birth through age four in developmentally and culturally sensitive ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. *Concurrent enrollment in ECED 2120.*

**ECED 2130 – Curriculum Development and Implementation Age 3 (PreK) through Grade 3 (3)**

The curriculum course focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included. *Concurrent enrollment in ECED 2131. Prerequisite: ECED 2121.*

**ECED 2131 – Curriculum Development and Implementation Age 3 (PreK) through Grade 3 Practicum (2)**

The beginning practicum course is a co-requisite with the course Curriculum Development and Implementation:

Age 3 through Grade 3. The field-based component of this course will provide experiences that address developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills is emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEIPs is included. *Concurrent enrollment in ECED 2130.*

**ECED 293 – Topics in Family and consumer Sciences (1-3)**

As announced. *(May be repeated for credit).*

## ECONOMICS

**ECON 1110 – Survey of Economics (3)**

This course will develop students' economics literacy and teaches students how economics relates to the everyday life of individuals, businesses and society in general. The course will also introduce students to the roles different levels of governments play in influencing the economy. At the conclusion of the course, students will be able to identify economic courses for various political and social problems at national and international levels, and have a better understanding of everyday economic issue that are reported in media and public forums.

**ECON 2110 – Macroeconomic Principles (3)**

Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies.

**ECON 2120 – Microeconomics Principles (3)**

This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources.

## EDUCATION (EDUC)

**EDUC 2116C – Structured Observations of Teaching and Learning (3)**

Introduction to the study and practice of teaching and learning. For students interested in pursuing a career in teaching and learning. Required for advancement in the teacher education program. Must be completed with grade of "C" or higher.

**EDUC 1120 – Introduction to Education**

Introduction to the historical, philosophical, sociological foundations of education, current trends, and issues in education; especially as it related to a multicultural environment. Students will use foundations to develop effective strategies related to problems, issues, and responsibilities in the field of education.

**EDUC 1190 – Introduction to Education Practicum**

Applies understanding of the field education in a field-based 45-hour practicum in a K-12 school-based setting in general or special education. Students will observe and apply understanding of educational theory to classroom practice. Students must successfully pass a background check to complete the course requirements.

**EDUC 2380 – Introduction to Online Course Design (3)**

As announced. *Prerequisite: Consent of Instructor and administrative approval.*

## EDUCATION FOUNDATION (EDUF)

**EDUF 2993 – Workshop in Education Foundations (1-9)**

As announced. *(May be repeated for a maximum of (6) in all education workshops).*

**EDUF 2996 – Topics in Education Foundations (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**EDUF 2998 – Internship in Education Foundations (1-9)**

As announced. *Prerequisite: consent of instructor.*

**EDF 210 – Human Growth and Development for Educators (3)**

The development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on human growth and development as it impacts learning; including biological, social, emotional and intellectual aspects ten (10) hours of field experience required.

## EMERGENCY MEDICAL SERVICES (EMS)

**EMS 100 – HeartSaver/CPR First Aid (3)**

The HeartSaver First Aid course teaches rescuers to effectively recognize and treat adult emergencies in the critical first minutes until emergency medical services personnel arrive. The course also provides a health and safety training solution for first aid, adult and pediatric CPR and AED.

**EMS 101 – Basic Life Support Provider (CPR) (1)**

Covers the principles and techniques of basic cardiac life support, prudent living, risk factors and action for survival. Students will also acquire skills in airway and breathing management using adjuncts, and automatic defibrillator and initial management of life threating in situations. Upon completion, students are eligible for Basic Life Support Certification by the American Heart Association.

This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS instructor for more information. *(May be repeated for credit).*

**EMS 103 – Wilderness First Aid (1)**

Provides comprehensive information about how to deal with medical and traumatic emergencies when help is hours, even days away. This course is suitable for outdoor recreationists and people who work of live in remote locations. This course uses the National Green Cross curriculum.

**EMS 105 – First Responder (3)**

Provides initial basic pre-hospital life-saving knowledge and skills. First responders are individuals attained to assess patients and provide emergency care.

**EMS 106 – First Responder Refresher (1)**

Reviews and updates the knowledge base and skills of the First Responder. *Prerequisite: Current First Responder care. (May be repeated for credit).*

**EMS 110 – Emergency Medical Responder to EMT (8)**

A continuation of the Emergency Medical Responder class. Upon successful completion, the graduate will have met all EMT requirements and will be eligible for licensure as an EMT. *Prerequisites: Successful completion of New Mexico approved Emergency Medical Responder or Emergency Medical Responder Refresher course with 2 years, current BLS provider card, and satisfactory performance on a course pretest (administered on the first day of class). Concurrent enrollment in EMS 113.*

**EMS 111 – EMT-Basic (6)**

Provides an introductory survey of emergency medical serves with emphasis on intermediate care, aid and transportation of the sick and injured. Includes lecture, lab, clinical, and capstone.

**EMS 111L – EMT-Basic Practicum (5)**

Local EMS facilities will be used for application and practice and skills learned in EMS 111. Local MES facilities will also be used in conjunction with this lab to provide field and hospital experience in EMS. *Concurrent enrollment in EMS 111.*

**EMS 114 – Introduction to Emergency Medical Services (3)**

An orientation to the principles and practices of pre-hospital emergency medical services including the history of EMS, EMT wellbeing, medical-legal, illness and injury prevention, ethics, survey of anatomy n physiology, life span development, communication skills, and a general overview of EMS.

**EMS 130 – Out-of-State Transition (1-3)**

This course meets the requirements of the New Mexico injury Prevention and EMS Bureau for EMT-Basic and Intermediate requesting reciprocity for New Mexico licensure. Included in this course are NM rules and regulations, scope of practice issues, and preparation for NM state EMS exam. This course is offered each fall or upon request. *Prerequisites: Students must apply for NM licensure and have received a confirmation letter from the NM IP/EMS Bureau.*

**EMS 135 – EMS Refresher (1-5)**

This 24 hour course meets the refresher requirements of the New Mexico EMS Bureau and/or National Registry of EMT. EMTs and Advanced EMTs will receive a course completion certificate upon successful completion. Emergency Medical Responders will receive a course completion certificate and eight hours on continuing education. *Prerequisites: Current EMT or Emergency Medical Responder License. Repeatable for credit.*

**EMS 175 – Advanced EMT (AEMT) (5)**

Provides the EMT-B with information covering New Mexico EMS as it affects the EMT-1. *Prerequisite: Acceptance to EMT-1 program.*

**EMS 175L – Advanced EMT Lab (5)**

Uses local facilities for application of knowledge and practice of skills related to the intermediate care of patients learned in EMS 175. *Concurrent enrollment in EMS 175 and 176L.*

**EMS 176L – Advanced EMT Field/Clinical Practicum (1)**

Uses local clinical facilities for the clinical application of knowledge and the practice of skills related to the intermediate care of patients learned in EMS 175. Students may be required to travel to complete some clinical requirements. *Concurrent enrollment in EMS 175 and 175L.*

**EMS 177 – Advanced EMT Capstone (.5)**

This final course is for the Advanced EMT students to demonstrate competency on cognitive knowledge and psychomotor skills. Successful completion of this course will allow the student to receive an EMT course completion certificate making them eligible to apply for licensing exams. Knowledge and skills from the core curriculum courses will be tested. *Course may be repeated with instructor approval.*

**EMS 200 – Wilderness First Responder (3)**

This course provides students the knowledge and skills necessary to make critical medical decision about patient treatment and evacuation in remote locations. This is a face-to-face course with heavy emphasis on practical application of learned skills and backcountry scenarios.

**EMS 265 – Neonatal Resuscitation Program (NRP) (1)**

Consists of eight lessons designed to teach the knowledge and skills necessary to effectively resuscitate the newborn. Upon successful completion of the program, students will awarded a course completion card from the American

Academy of Pediatrics and American Heart Association. Prerequisite EMT, LPN, RN, or RCP. (Repeatable for credit). *This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS Program for more information.

**EMS 270 – Teaching in EMS (3)**

Designed as an instructional methodology course which meets the 1994 National Standard EMT Basic Instructor Curriculum, including the learning process, adult learner, principles of learning, course development, lesson planning, course coordination, and student evaluation. After successful completion of the didactic portion, the student will be required to successfully complete an 80 hour (minimum) competency based internship. Completion of this curse does not imply any commitment by EMNU-Ruidoso or any New Mexico Emergency Bureau (EMSB) approved training program for employment. *Prerequisites: New Mexico licensed EMT Intermediate or higher and a current AHS BCLS Instructor Card.*

**EMS 271 – Management in EMS (3)**

Focuses on human resources, quality management, managed care, legal and regulatory aspects of EMS, protocol development, EMS operations, patient account services and development, EMS operations, patient account services, and developing community support. Intended for EMS personnel desiring to come managers or who are already in management roles.

**EMS 272 – EMS Communications (3)**

Focuses on system status control, telecommunications/ radio communication technology, statewide EMS communications, medical priority dispatching, legal aspects of communication, and computer aided dispatching. Intended for EMS dispatching, management, and field personnel. It is not an Emergency Medical Dispatcher course.

**EMS 273 – EMS Computer Applications (3)**

Introduces computer applications with an emphasis on those used in the Out-hospital environment. Focuses on wild processing, hard-held computers, pen-chart applications, EMS data entry, and communication applications.

**EMS 285 – EMS paramedic Refresher (3)**

Reviews and updates the knowledge base and skills of the currently certified EMT Paramedic. This course meets National Registry of EMTs and the New Mexico EMS Bureau requirements for a Paramedic Refresher. This course may meet in a traditional format, web-based, or in combination of the two. *Prerequisites: Current EMTP license. (Repeatable for credit).*

**EMS 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**EMS 290 – Critical Care EMT-Paramedic (6)**

This course will consist of 80 hours (classroom/skills). The content will include laboratory data collection, hemodynamic monitoring, 12 Lead EKG monitoring, implantable cardiovascular defibrillator and cardiac pacemakers, intra-aortic balloon pumps, feeding tubes, catheters and ostomies, ventilators, invasive lines, IV pumps, pressure infusers, and much more. Upon successful completion of this course the student will receive Critical Care EMT-Paramedic course completion certification from UMBC Emergency Health Services, which is valid for 3 years. *Prerequisite: Paramedic or registered nurse who has worked in the capacity for two (2) years.*

**EMS 293 – Topics in Emergency Medical Services (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**EMS 295 – Pediatric & Neonatal Critical Care (5)**

The Pediatric and Neonatal Critical Are Transport Program is designed to prepare paramedics, nurses and respiratory therapists to function as members of a pediatric and neonatal critical care transport team. Critical pediatric patients that must be transported between facilities require a different level of care from hospital or emergency field patients. *Prerequisites: Current NRP and PALS Provider Card. Co-requisites: EMS 265 (if not a current NRP Provider).*

**EMS 299 – Programmatic Capstone (1)**

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for the Emergency Medical services program as evidence by successfully completing the AEMT National Registry Written Exam. This course must be successfully completed the final semester prior to graduation.

## ENGLISH (ENGL)

**ENG 097 – Preparatory Composition (3)**

Specific instruction in composing, with an emphasis on preparing students for college-level reading and writing. This course will emphasize critical reading strategies and will provide instruction in sentence and paragraph development, as well as an introduction to the essay and writing for academic purposes. *Credit not applicable to associate degree.*

**ENG 097L – Preparatory Composition Lab (1)**

This lab offers self-paced computer-assisted instruction designed to reinforce the English and writing skills developed in ENG 097. *Credit not applicable toward degree requirements.*

**ENGL 1110 – Composition I (3)**

In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge of their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learning to workshop drafts with other writers, and practice techniques for writing, revising, and editing. *Placement by College Placement Test score. Must earn grade of "C" or higher.*

**ENGL 1120 – Composition II (3)**

In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods. *Prerequisite: ENGL 1110 with a grade of "C" or higher: must earn a grade of "C" or higher.*

**ENGL 1410 – Introduction to Literature (3)**

In this course, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning. *Prerequisite: ENGL 1110*

**ENGL 2210 – Professional & Technical Communication (3)**

Professional and Technical Communication will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience. P*lacement by College Placement Test score. Must earn grade of "C" or higher.*

**ENGL 2310 – Introduction to Creative Writing (3)**

This course will introduce students to the basic elements of creative writing, including short fiction, poetry, and creative nonfiction. Students will read and study published works as models, but the focus of this "workshop" course is on students revising and reflecting on their own writing. Throughout this course, students will be expected to read poetry, fiction, and non-fiction closely, and analyze the craft features employed. They will be expected to write frequently in each of these genres.

**ENGL 2610 – American Literature I (3)**

This course surveys American literature from the colonial period to the mid-nineteenth century. This course provides students with the contexts and documents necessary to understand the origins of American Literature and the aesthetic, cultural, and ideological debates central to early American culture. *Prerequisite: ENGL 1110.*

**ENGL 2620 – American Literature II (3)**

This course surveys American literature from the mid-nineteenth-century to the contemporary period. This course provides students with the contexts and documents necessary to understand American Literature and the aesthetic, cultural, and ideological debates central to American culture. *Prerequisite: ENGL 1110*

**ENGL 2630 – British Literature I (3)**

This course offers a study of British literature from its origins in Old English to the 18th century. This survey covers specific literary works – essays, sort stories, novels, poems, and plays – as well as the social, cultural, and intellectual currents that influenced the literature.

**ENGL 2640 – British Literature II (3)**

This course offers a study of British literature from the 18th century to the present. This survey covers specific literary works – short stories, novels, poems, and play – as well as the social, cultural, and intellectual currents that influenced the literature. *Prerequisite: ENGL 1110.*

**ENGL 2996 – Topics in English (1-3)**

Emphasis on a literary and/or writing subject chosen for the semester. *Repeatable for unlimited credit under different subtitles.*

**ENGL 2998 – Internship (1-9)**

Students working in a related filed may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. *Prerequisite: Consent of instructor.*

**ENGL 268 – Workshop in English (1-9)**

As announced. *(May be repeated for credit).*

**ENGL 275 – Motion Picture (3)**

Criticism of film as an art and literary form; selected films with attention to composition and final impact.

**ENGL 281 – Comparative Mythology (3)**

An introduction to the mythology of various cultures. Offers a broad multicultural acquaintance with the literary masterpieces of world mythology from its beginning to the present. *Prerequisite: ENGL 1110.*

## FAMILY AND CONSUMER SCIENCES (FCST)

**FCST 2993 – Workshop in Family and Consumer Sciences (1-3)**

As announced. *(May be repeated for maximum of 6 hours).*

**FCST 2996 – Topics in Family and Consumer Sciences (1-3)**

As announced. *(May be repeated for credit).*

## FERMENTATION (FSTE)

**FSTE 1110 – Fermentation I (3)**

Students will be introduced to an overview of the distilled spirits industry, covering industry outlook, economic impact, and key historical development. Students also will learn about key regulatory agencies and the regulations governing the industry, including spirits formulary, permits, labeling, advertising, and trademark.

**FSTE 1120 – Fermentation Equipment & Mechanics (2)**

Students will get an overview of the operations functions of the distilled spirits industry. They will be exposed to and apply critical elements of planning, sourcing, producing, and distributing spirits.

**FSTE 1130 – Introduction to Sanitation (1)**

An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety.

**FSTE 1140 – Sanitation II (2)**

## FILM (FILM)

**FILM 209 – Lincoln County War through Film (3)**

Course content includes motion picture films and documentaries related to the Lincoln County War. Content also includes criticism of major motion pictures.

**FILM 268 – Workshop in Film (1-9)**

As announced. *(May be repeated for credit).*

**FILM 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructors.*

**FILM 291 – Directed Studies (1-3)**

This course allows the students to investigate in depth subject matter that is not covered in the courses regularly offered by ENMU-Ruidoso. Assignments as a minimum require 30 hours of work per credit hour, in the form of a substantial research paper, study of project. Prerequisite: completion of Directed Studies Request Form and consent of instructor and administrative approval. *(May be repeated for credit).*

**FILM 293 – Topics in Film (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**FILM 294 – Practicum (3)**

Supervised experience in film making. A minimum of six (6) hours per week are in direct service or contact. One (1) hour per week supervision and critique of activities.

## FINANCE (BFIN)

**BFIN 2110 – Introduction to Finance (3)**

Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis. *Prerequisites: ACCT 2110, 2120; MATH 1220.*

**BFIN 206 – Finance for Small Business (3)**

This course offers a general introduction to the study of financial management, with an emphasis on the small business. The course covers issues such as sources of capital, financial statement analysis, time value of money, budgeting financial structures and other factors that influence the financial decisions of small business management.

**BFIN 268 – Workshop in Finance (1-9)**

As announced. *(May be repeated for credit).*

**BFIN 287 – Personal Finance (3)**

Relating personal financial goals to financial management including credit use, savings, tax considerations and risk management. Financial planning and instruments such as insurance, mortgages, securities and credit cards. *Prerequisites: ENGL 1120, MATH 106.*

**BFIN 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**BFIN 293 – Topics in Finance (1-9)**

As announced. *(May be repeated for credit).*

## FIRE SCIENCE (FIRE)

**FIRE 101 – Introduction to Fire Science (3)**

History and philosophy of fire protection, and review of statistics of loss of life and property by fire. Introduction to agencies involved in fire protection and career orientation, recruitment and training for fire departments, pay, current related problems, and future of expanding fire service.

**FIRE 103 – Fire Protection Hydraulics & Water Supply (3)**

This course provides the students with the basics of water supply, through hydrants, drafting, and water shuttles. The course will introduce the student to the basic skills and knowledge required to operate a fire pump that provides the necessary water supply while maintaining the mechanical soundness of the pump. The student shall learn the necessary skills and abilities to obtain water from sources other than hydrants at the fire ground, and operate a tanker shuttle to provide adequate water supply for firefighting operations.

**FIRE 104 – Intro to Origin and Cause Determination (1.5)**

This course provides the student with education that explores the analytical and systematic approach relating to fire scene investigations involving crime scenes, accidental causes, and the collection of evidence. This course is designed to provide the entry-level student with the basic education needed to conduct and origin and cause determination, preserve evidence, and collect data relevant to basic fire causes, as outlines in NFPA 1001, 1021, and 1033. This course will assist in preparing the student for contemporary methods of fire investigations.

**FIRE 105 – Fire Investigation (3)**

This course provides the student with education training to develop and enhance the fire investigator student's ability to consistently conduct a proper fire investigation. This course will focus on the relationship between the NFPA 921, and NFPA 1033, the identification of fire patterns, methods of evidence collection, documenting the fire scene, and utilizing the Scientific Method of Fire Investigation. This course is designed to meet all requirements of NFPA 1033, Standard for the Professional Qualifications of Fire Investigators.

**FIRE 107 – Hose and Hydrant Testing (1.5 0**

This short course provides the student with the skills and knowledge to understand the theory and practical skills necessary for hose and hydrant testing according to NFPA standards. Class will include documentation methods of testing and proper calculation of flows.

**FIRE 108 – Managing a Volunteer Fire Service (3)**

An all-encompassing study of management needs and practices for volunteer fire departments. Special emphasis is placed on funding, recruitment, retention, morale, and safety within the volunteer fire service. The needs and the future role of the volunteer fire service with in sociality are also discussed.

**FIRE 109 – Physical Fitness for Fire Fighters (1)**

This course teaches all aspects of fitness for the firefighter. Students will learn how to develop strength, cardiovascular endurance, and flexibility in a participatory learning environment. Students are coached through workouts designed to improve strength in target muscle groups and develop the students' cardiovascular ability and fitness.

**FIRE 111 – Structural Firefighter I (4)**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

**FIRE 111L – Structural Firefighter I laboratory (2)**

This course is the lab portion of the Structural Firefighter 1 curriculum, and must be taken along with FIRE 111 Structural Firefighter 1. This lab course provides the student with the hands on demonstration, training, and testing of fire protection and emergency services; organization and function of public and private fire protection services; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. *Concurrent enrollment in FIRE 111.*

**FIRE 112 – Structural Firefighter II (4)**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

**FIRE 112L – Structural Firefighter II Laboratory (2)**

This course is the lab portion of the Structural Firefighter II curriculum, and must be taken along with FIRE 112 Structural Firefighter 2. This lab course provides the student and advanced understanding, and master of firefighting skills with hands demonstration, training, and testing of fire protection and emergency services; organization and functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives.

**FIRE 114 – Fire Command Strategies and Tactics (3)**

This course examines strategies and tactics from the incident commander's viewpoint. The student will be challenged with decision making through a variety of occupancies as the student utilizes basic firefighting procedures and considerations from today's fire service. This course explores the company officer's role on the fire ground. Areas of study include fire behavior, truck company functions, engine company functions, safety, pre-fire planning and hazardous materials response.

**FIRE 116 – Basic Wildland Firefighting I (FFT2) (3)**

This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. Foundational skills universal to all Wildland firefighters will be taught and a mandatory, instructor-led field day exercise is also included. Concepts and skills that are taught in the course will be performed and evaluated on the field day exercise. This course makes the student eligible to become a Type 2 Wildland Firefighter. (Equivalent to NWCG L–180, S-130, and S-190). Equivalent with NATR 171.

**FIRE 117 – Hazardous Material Awareness and Operations (3)**

This course provides the student with education and skills to operate at a Hazardous Materials Incident at the Awareness and Operations Level, as outlined in NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident's and OSHA 29 CFR 1910.120. This course provides the student with the basic skills and abilities to identify hazardous materials; how to immediately address spills, leaks, and fires at hazardous materials incident; and how to setup and maintain a decontamination line/team to support hazardous materials technicians during large operations.

**FIRE 119 – Basic Auto Extrication (2)**

This course introduces the student to the basic concepts and skills of motor vehicle components, motor vehicle stabilization, motor vehicle extrication, and safety while operating within a motor vehicle accident scene.

**FIRE 121 – Fire Service Administration I (3)**

This course introduces the student to the duties and responsibilities of an entry level fire officer. This course provides the student with elementary concepts of leadership and basic management styles, company operations, and administration at the first-line supervisory level. Topics include: human resource management, organization structure, and public relations and budget management. Upon successful completion of this course, the student will be able to find ways to effectively manage human resources; community/public relations; fire department organization and administration, including budgets, reports, and planning; fire inspection, investigation, and public education; emergency service delivery; and safety, per NFP Standard 1021, Fire Officer Professional Qualifications.

**FIRE 122 – Fire Service Administration II (3)**

This course provides the student with a more in-depth study of management principles, theories, and techniques for leadership in a fire department. Topics include: oral and written communications, group dynamics, and safety practices relating to the fire service. This course designed to meet the requirements set forth by NFPA 1021, Fire Officer Professional Qualifications.

**FIRE 124 – Fire Service Instructor I (3)**

This course educates the students to be fire service instructors, including how to organize and teach a course effectively using existing lesson plans. This course educates the students on how to be more proficient in his/her work and how to use available resources. The course also covers how to develop outlines, prepare classes, evaluate students, and prepare tests. The student will participate in practice teaching and be expected to be proficient in basic educational delivery prior to completion.

**FIRE 125 – Fire Service Instructor II (3)**

This course educates the student to use instructional methodologies that address various learning styles and teaching methods, and to plan and develop lessons and programs for the purpose of delivering instruction. Upon successful completion of this course, the student will be able to describe and define instructional terms; use reference materials; use various instructional methods and techniques; use instructional material and aids; evaluate learning; maintain training records and reports; describe concepts of learning; maintain training record and reports; describe concepts of learning; use communications methods and skills; and be aware instructor roles and responsibilities. This course is designed to train the student as outlines in NFPA 1041, Fire Service Instructor Professional Qualifications.

**FIRE 148 – Introduction to Fire Based Geographic Information Systems (GIS) (3)**

Geographic information systems (GIS) are geospatially-referenced database that relate positions or points or areas to data and properties. This course introduce students to fundamental concepts and principles of maps and GIS and applies these technologies to natural resources and wildland fire management (No NWCG equivalent; may serve as preparation for NWCG S-341).

**FIRE 150 – Building Construction for Fire Prevention (3)**

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting building, preplanning fire operations, and operating at emergencies.

**FIRE 152 – Advanced Fire Behavior and Combustion (3)**

This course will provide the student with an advanced understanding of the underlying principles involved in the movement and spread of structural fires. This course will include an understanding of the effects of the dynamics of ignitions, flame spread, and room fire growth and development. Hazardous Materials/Weapons of Mass Destruction Incidents and OSHA 29 CF 1910.120.

**FIRE 154 – Principles of Code Enforcement (3)**

This course provides the student with a focused study of the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard

fire suppression systems, water supply for fire protection, and portable fire extinguishers. This course provides the student with advanced level training regarding the operation, maintenance, and testing of Fire Protection Systems.

**FIRE 156 – Fire Protection System (3)**

This course provides the student with a comprehensive understanding of structural fires and suppression tactics. This course introduces the student to essential subjects such a Fire Flow Formulas, Offensive and Defensive attacks, Strategy and Tactics, Direct and Indirect Attacks, Incident Command System, and fire ground Evaluations.

**FIRE 158 – Principles of Emergency Services (3)**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as a part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; and life safety initiatives.

**FIRE 160 – Principles of Fire and Emergency Services Safety and Survival (3)**

This course introduces the basic principles of history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**FIRE 204 – Structural Firefighting Tactics and Strategies (3)**

This course provides the student with a comprehensive understanding of structural fires and suppression tactics. This course introduces the student to essential subjects such as Fire Flow Formulas, Offensive and Defensive Attacks, Strategy and Tactics, Direct and Indirect Attacks, Incident Command system, and Fire ground Evolutions.

**FIRE 206/L– High Angle Ropes Rescue (4)**

The course covers rescue principles and techniques that blend with the skill sets used by those working in technical rope rescue, fire rescue, tower rescue, confined space rescue, search and rescue (SAR), mountain rescue, urban search and rescue (USAR), helicopter operations, swiftwater rescue, tactical maneuvers & rescue, industrial rope access, theatrical rope access, building & structure inspection or maintenance, rope rigging and general work-at-height.

**FIRE 207 – Advanced Auto Extrication (3)**

This course covers advanced vehicle rescue, utilizing the latest techniques and equipment, ranging from basic hand tools to hydraulic tools and power saws. Scene safety and victim stabilization will be emphasized. Implementation of the incident command system will be stressed.

**FIRE 268 – Workshop in Fire Protection Technology (1-9)**

As announced. *(May be repeated for credit).*

**FIRE 289 – Internship (1-9)**

Students working in related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**FIRE 293 – Topics in Fire Protection Technology (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## FIRST-YEAR EXPERIENCE (FYEX)

**FYEX 1110 – first-year Seminar (3)**

This course is designed to help students achieve greater success in college and in life. Students will learn many proven strategies for creating greater academic, professional, and personal success. Topics may include career exploration, time management, study and test-taking strategies to adapt to different learning environments, interpersonal relationships, wellness management, financial literacy, and campus and community resources.

**FYEX 1130 – Academic Skills for Mathematics (0.5)**

Emphasis on study skills for success in math, up to the calculus level, tailored to meet individual student needs. Topics include test preparation strategies, efficient time management and practice methods, and introduction to and practice with learning software. *Consent of instructor required.*

## FRENCH (FREN)

**FREN 1110 – French I (4)**

Intended for students with no previous exposure to French, this course develops basic listening, speaking, reading, and writing skills aiming toward the ACTFL novice-high level. This is an introductory course designed to teach the student to communicate in French in everyday situations and to develop an understanding of French and Francophone cultures through the identification of cultural products and practices, of cultural perspectives, and the ability to function at a survival level in an authentic cultural content. This course will also develop the student's sense of personal and social responsibility through the identification of social issues.

**FREN 1120 – French II (4)**

A continuation of French I, students will develop a broader foundation in skills gained during the first semester, including understanding, speaking, reading, and writing French aiming toward the ACTFL intermediate-low level. This course is designed to increase student fluency in French as applied to everyday situations. Students will also learn to recognize and understand various French

and Francophone products, patterns, describing basic cultural viewpoints, and further developing their sense of personal and social responsibility through the investigation of cultural issues. *Prerequisite: FREN 1110 or equivalent (consult with instructor).*

**FREN 2110 –French III (3)**

In this third semester course, students will continue to develop a boarder foundation in skills gained during the first year, including understanding, speaking, reading and writing French aiming toward the ACTFL intermediate –mid level. This course is designed to teach the student to communicate in a more sustained way in areas of personal interest and in everyday situations. Students will engage in and analyze various French and Francophone products, practices, and perspectives, as well as continue to develop their sense of personal and social responsibility through comparison and contrast of cultural perspectives. *Prerequisite: two semesters of Beginning French or equivalent (consult with instructor).*

**FREN 2120 – French IV (3)**

In this fourth semester course, students will continue to broaden and refine skills gained during previous semesters, including understanding, speaking, reading and writing French aiming at the ACTFL intermediate-high level. This course is designed to teach the student to go beyond the everyday. Students will evaluate various French and Francophone products, practices, and create ways to demonstrate their sense of personal and social responsibility through participation in cultural interaction. *Prerequisite: FREN 2110 or equivalent (consult with instructor).*

**FREN 2993 – Workshop in French (1-3)**

As announced. *(May be repeated for credit).*

**FREN 2996 – Topics in French (1-3)**

As announced. *(May be repeated for credit).*

## GEOGRAPHY (GEOG)

**GEOG 1130 – Human Geography (3)**

This course serves as an introduction to the study of human geography. Human geography examines the dynamic and often complex relationships that exist between people as members of particular cultural groups and the geographical “spaces” and “places” in which they exist over time and in the world today.

**GEOG 1140 – Humans Role in Changing the Face of the Earth (3)**

This course is a survey of social and scientific aspects of environmental issues related to the degradation of land, air, and water resources from global, regional and local perspectives.

**GEOG 2993 – Workshop in Geography (1-9)**

As announced. *(May be repeated for a maximum of 6 hours with consent of instructor).*

**GEOG 2996 – Topics in Geography (1-9)**

Specific subject to be announced in the Schedule of Classes.

**GEOG 2998 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments.

## GEOLOGY (GEOL)

**GEOL 1110 – Physical Geology (3)**

Physical Geology is an introduction to our dynamic earth introducing students to the materials that make up earth (rocks and minerals) and the processes that create and modify the features of our planet. The course will help students learn how mountains are formed, how volcanoes erupt, where earthquakes occur, and how water, wind, and ice can shape the landscape. Students will also develop a basic understanding of the ways humans have altered the planet including our impact on natural resources and global climate change. *Concurrent enrollment in GEOL 1110L.*

**GEOL 1110L – Physical Geology Lab (1)**

Physical Geology Lab is the laboratory component of Physical Geology. Students will learn to identify rocks and minerals in hand samples, work with topographic maps, geologic maps, and geologic cross-sections, and apply stratigraphic principles to explore geologic time. *Co-requisite: GEOL 1110.*

**GEOL 1115C – Earth Resources/Earth Resources Laboratory (3)**

This course explores the history of resource usage through time and extraction, processing and use of the earth’s resources. A systematic review of fossil fuel, metallic, and nonmetallic resource formation and usage is a central them. At the end of this course, students will understand how resources have impacted the history and development of civilization from ancient times to today. Students will also understand the processes by which different types of resources are formed, extracted, processed, and utilized by modern society. This laboratory course is an introduction to mineral resource identification and analysis. The course begins with developing the basic techniques of mineral and rock identification. Students will then explore energy units and conversions, the identification of energy resources, and how exploration data is used in the search of petroleum resources. Subsequent labs will explore the identification and use of a wide variety of metallic and nonmetallic resources. An important component of this lab is the analysis of resource data (reserves and production).

**GEOL 1120 – Environmental Geology (3)**

This course is a survey of environmental geology with an introduction to problems of pollution, population, human

relations to the environment, resource use, geologic hazards and environmental problems. The course covers the major components of the earth system, i.e. atmosphere, lithosphere, hydrosphere, and biosphere, and how they are related. Environmental Geology addresses the mechanisms that drive these earth processes, how different parts of the earth are connected, how matter and energy flow through our environment, and how humans fit into the environmental systems. Emphasis is placed on the use of the scientific method and the development of critical thinking skills in understanding environmental issues. *Concurrent enrollment in GEOL 1120L.*

**GEOL 1120L – Environmental Geology Lab (1)**

Environmental Geology Laboratory is the lab component of Environmental Geology. This course is an introduction to geologic materials and processes as applied to the human environment. Included are practical exercises with rocks, minerals, topographic and geologic maps, and water, mineral and energy resources. Hazards associated with natural processes will be evaluated. *Concurrent enrollment in GEOL 1120.*

**GEOL 1996 – Topics in Geology (1-9)**

This course addresses he geological processes and hazards, resources, and environmental problems, including population growth, earthquakes, water resources and waste disposal. Laboratory sessions will apply topics from lecture to the laboratory/field setting and will emphasize the petrologic, maps reading/making in the field setting. *(May be repeated for credit with permission of advocate).*

**GEOL 2310 – The Dynamic Earth (3)**

Introduction to Earth systems. Geology and the solid Earth, geologic time and Earth history, water and the world oceans, atmosphere and weather, and the solar system. Community only.

**GEOL 2993 – Workshop in Geology (1-9)**

As announced. *(May be repeated for maximum of 4 hours).*

**GEOL 2996 – Topics in Geology (1-9)**

Specific subjects to be announced in the Schedule of Classes.

**GEOL 2998 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require projects or assignments. *Prerequisite: Consent of instructor.*

## GERMAN (GRMN)

**GRMN 1110 – German I (4)**

Intended for students with no previous exposure to German, this course develops basic listening, speaking, reading, and writing skills aiming toward the ACTFL novice-mid level. This is an introductory course designed to teach the student to communicate in German in everyday situations and to develop an understanding of German cultures through the identification of cultural products and practices, of cultural perspectives, and the ability to function at a survival level in an authentic cultural content. This course will also develop the students' sense of personal and social responsibility through the identification of social issues.

**GRMN 1120 – German II (4)**

A continuation of German I, students will develop a broader foundation in skills gained during the first semester, including understanding, speaking, reading and writing German aiming toward the ACTFL novice-high level. This course is designed to increase student fluency in German as applied to everyday situations. Students will also learn to recognize and understand various German products, practices, and perspectives, identifying common cultural patterns, describing basic cultural viewpoints, and further developing their sense of personal and social responsibility through the investigation of cultural issues. *Prerequisite: GRMN 1110 or equivalent with instructor approval.*

**GRMN 2993 – Workshop in German (1-9)**

As announced. *(May be repeated for credit).*

**GRMN 2996 – Topics in German (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## HEALTH (HELD)

**HLED 1510 – Medical Terminology (3)**

Prefixes, suffixes, and root words of Greek and/or Latin origin frequently used in medical terminology. Word part combination practices, pronunciation, spelling and common medical abbreviations.

## HEALTH INFORMATION TECHNOLOGY (HIT)

**HIT 120 – Introduction to Health Information Technology I (4)**

Health Data Content and Structure presents an overview of healthcare delivery and examines the role of various providers and disciplines throughout the continuum of health care series and the information system policies and procedures required by national health information initiatives. Emphasis is laced on the origin, use, content, and format of health records; storage and retrieval systems, numbering and filing systems, record retention procedures, and the basic functions of the health information division such as abstracting, incomplete chart control, and release of information accreditation and licensure standards applicable to health records.

**HIT 130 – Introduction to Electronic Health Records (3)**

This course is an introductory level course in the processes and systems that make up the electronic health record. Emphasis is on the content, format, storage and retrieval of electronic medical records and the different major software packages currently is use of electronic health records.

**HIT 140 – Health Care related MATH (Methods of Problem Solving) (3)**

This course presents strategies for solving mathematical problems; topics include: sequences, sets counting, probability, descriptive statistics, linear and exponential modeling.

**HIT 160 – Pharmacology for Allied Health Systems (3)**

This course introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students identify common medications, methods of medication preparation, storage, and administration of medications. Documentation and legal standards are also discussed.

**HIT 211 – Introduction to Coding (3)**

This course provides an overview of coding. It focuses on the guidelines and convention used in coding diagnoses and procedures using the International Classification of Diseases (ICD) Clinical Modifications (CM), Volumes 1, 2, and 3. Using case scenarios, students interpret medical record information, choose the required coding classification, and assign and sequence codes. NOTE: This course was developed for introducing basic diagnosis coding skills. If any user chooses to have reimbursement or revenue cycle information available, it will need to be added to the basic course information presented here.

**HIT 221 – Health Information Legal (3)**

The course involves the study of legal principles governing health information management, and the medical record as a legal document. Standards and regulations governing access and releasing of medical records by various groups and agencies are covered. Remote release of information activities are also covered in this course.

## HISTORY (HIST)

**HIST 1110 – United States History I (3)**

The primary objective of this course is to serve as an introduction to the history of the United States from the pre-colonial period to the immediate aftermath of the Civil War. The elements of this course are designed to inform students on the major events and trend that are essential to the understanding of the development of the United States within the context of world societies.

**HIST 1120 – United States History II (3)**

The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

**HIST 1150 – Western Civilization I (3)**

This course is a chronological treatment of the history of the western world from ancient times to the early modern era. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to “non-western” civilizations which impact and influence the development of “western” civilization.

**HIST 1160 – Western Civilization II (3)**

This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to “non-western” civilizations which impact and influence the development of “western” civilization.

**HIST 2110 – Survey of New Mexico History (3)**

The primary objective of this course is to serve as an introduction to the history of New Mexico from the pre-Columbian times to the present day. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of New Mexico within the context of the Americas.

**HIST 2114 – Lincoln County History (3)**

History of the Lincoln County region and the Mescalero reservation.

**HIST 2115 – Lincoln County War (3)**

History of the Lincoln County War includes origin of the war, related events, key figures and social context of war in the American West.

**HIST 2116 – Lincoln County War through Film (3)**

Film criticism of major films and documentaries related to the Lincoln County War.

**HIST 2993 – Workshops in History (1-9)**

As announced. *(May be repeated for credit).*

**HIST 2996 – Topics in History (1-9)**

As announced. *(May be repeated with credit with consent of instructor and administrative approval).*

**HIST 2998 – Internship (1-9)**

Students working in a related field may receive one credit

per hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. *Prerequisite: Consent of instructor.*

## HOSPITALITY & TOURISM (HRTM)

**HRTM 105 – Liquor Law/Server Training (1)**

**HRTM 151 – Introduction to Hospitality Management (3)**

An overview of the hospitality industry – lodging, food and beverage, tourism development, events management, club and resort management.

**HRTM 170 – Beverage Analysis I (3)**

Introduces identification, production, and service of beverages common to the food service industry, including beer, wine, distilled beverages and cocktails, coffee, tea, and non-alcoholic beverages. Development of sensory evaluation skills for visual, aroma, taste, and tactile components. Introduces basic food pairing techniques.

**HRTM 175 – Beverage analysis II (3)**

Focuses on advanced service and food pairing techniques for beer and wine. Marketing, managing, and integrating a beverage program in variety of food service and hospitality operations.

**HRTM 200 – Management of Food & Beverage Operations (3)**

Introduction to the unique atmosphere of the restaurant industry through real world exposure to what restaurant managers experience in daily operations. Topics covered include leadership styles, personnel management, customer service, purchasing and a professional development plant.

**HRTM 201 – Basic Hotel and Restaurant Accounting (3)**

This is an introductory course in accounting principles for hospitality accounting concepts and procedures, the processing of hospitality financial data and the preparation and analysis of financial statements to aid in managerial decisions.

**HRTM 205 – Hospitality Supervision (3)**

This course familiarizes students with topics such as supervisory and management processes, effective communications and supervisory responsibilities, establishing productivity standards, controlling labor costs, motivating discipline and managing conflict.

**HRTM 208 – Managing Front Office & Housekeeping Operations (3)**

This course introduces the student to the management of the critical front office and housekeeping departments. Topics include customer service, revenue management techniques, planning, organizing and staffing. Techniques for increased coordination between the two functions will also be stressed.

**HTRM 210 – Marketing for the Hospitality Industry (3)**

This course familiarizes students with the essential skills of defining a service market, developing a market plan and directing personnel to follow the plan. Emphasis is on marketing in the hospitality industry and understanding segmentation, positioning and promotion in the market.

**HRTM 220 – Special Attractions and Events Management (3)**

An introduction to organizing special events from concept through completion, including planning, coordinating, marketing, financing and risk management. Overview of the critical stages and function involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions, and sporting events.

**HRTM 230 – Customer Service Management (3)**

This course includes a focus on courtesy, an essential function of the hospitality industry, emphasizing personal and interpersonal relationships in a work environment. Students acquire skills in human relations and methods of improving communications. Also included is an examination of the organization and management of the hotel front office and guest service operations.

**HRTM 240 – Catering and Food Management (3)**

Restaurants and catering operations are multi-faceted and require a broad understanding of basic business principles. Topics discussed include: operational procedures that are unique to the restaurant and catering industry, types of events and how to service efficiently, hands-on application of food set-up and menu design with emphasis on developing successful catering events.

**HRTM 245 – Managing Hospitality Human Resources (3)**

This course will provide the student with the latest strategies for attracting workers, minimizing turnover, and maximizing productivity. Topics also include: labor market issues, legal and political environments and corporate cultures.

**HRTM 250 – Hotel/Resort Operations Management (3)**

This course includes a more detailed presentation of hotel and motel operations and management is specific areas including front desk operations, housekeeping and sanitation, food and beverage, and facility management.

**HRTM 252 – Security and Loss Prevention for the Hospitality Industry (3)**

This course covers security issues that are key concerns at every property. It includes a discussion of physical security, asset protection, guest protection, security equipment, emergency management, and OSHA requirements.

**HRTM 255 – Planning and Control for Food and Beverage (3)**

This course covers the principles and procedures involved in an effective food and beverage control system, including standards determining the operating budget, cost-

volume-profit analysis, income and cost control, menu pricing, and labor cost control land computer applications. *Prerequisites: MATH 106, with a grade of "C" or higher, or a placement test score into MATH 113, 119, or higher.*

**HRTM 268 – Workshop in Hospitality and Tourism (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**HRTM 289 – Hospitality Internship (1-12)**

A practical experience required to complete the Hospitality Tourism degree. Presentation of a detailed work experience report will be required.

**HRTM 293 – Topics in Hospitality & Tourism Management (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## HOSPITALITY AND TOURISM – CULINARY ARTS (HTCA)

**HTCA 151 – Introduction to Culinary Arts (3)**

An overview of a career in the culinary arts field. Introduction to the history of the industry, kitchen and cooking terminology, commercial kitchen equipment and atmosphere and basic food handling and preparation.

**HTCA 260 – Sanitation and Safety (3)**

The primary focus of this course is on food service sanitation and food service safety. The student will learn food handling practices to avoid food borne illness of guest and employees, proper reactions if an incident should occur and provide and cultivate a safe working environment for all employees and guests.

**HTCA 262 – Food preparation I (3)**

This course is designed to prepare the student for either a career in the hospitality and tourism food service management field or culinary arts. It will involve discussions of various styles of cuisine and proper methods of food and equipment handling. Included is an introduction to kitchen design, workflow, techniques and application of basic food production principles. *Prerequisite: HTCA 151. Co-requisite: HTCA 262L.*

**HTCA 262L – Food Preparation I Lab (1)**

Provides the student wit hands-on experience in food preparation, kitchen design, and workflow. *Concurrent enrollment HTCA 262.*

**HTCA 263 – Food Preparation II (3)**

This course will involve a transition from basic to more advanced food skills. Sanitation practice will be re-emphasized and reinforced. The course will explore the culinary arts from a managerial perspective dealing with such subjects as menu planning, restaurant development, front of hours service, and beverage service. *Prerequisite: HTCA 262. Concurrent enrollment in 263L.*

**HTCA 263L – Food Preparation II Lab (1)**

Provides the student with hands-on experience in advanced food preparation as well as restaurant management applications. *Concurrent enrollment in HTCA 263.*

**HTCA 265 – Global Cuisine (3)**

This course builds on skills learned in Food Preparation I and II and adds an international appeal to cooking and presentation. The course includes planning an preparing complete intentional meals. *Prerequisite: HTCA 262 and 263. Concurrent enrollment in HTCA 265L.*

**HTCA 265L – Global Cuisines Lab (1)**

Reinforcement of skills learned in HTCA 265. *Concurrent enrollment in HTCA 265.*

**HTCA 266 – Specialty Cooking (3)**

This course covers the fundamentals of specialty positions in a commercial kitchen including baking, cold preparation, sources and fry cook. It will include exposure to commercial equipment and processes. It will include exposure to commercial equipment and processes. *Prerequisite: HTCA 151.*

**HTCA 266L – Specialty Cooking Lab (1)**

Provides the student with hands-on experience baking a variety of foods using commercial equipment and processes. *Concurrent enrollment in HTCA 266.*

**HTCA 268 – Workshop in Culinary Arts (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**HTCA 270 – Beverage Management: Alcoholic and Non-Alcoholic beverage (2)**

This course provides the fundamentals of identification, production, purchasing and service of spirits, wine and beer products. Emphasis is on developing plans for marketing, menu developing and cost.

**HTCA 271 – Beverage Management: Wines of the World (1)**

This course will teach students about the beverage industry as it relates to the hospitality and tourism industry. Tastings will have an integral part of the class, with lecture and discussion of such topics as the history, production, storage, merchandising, marketing and appreciation for the various types of beverages. *Prerequisite: Must be 21 and show proof of age.*

**HTCA 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor, departmental review and course credit. May require additional projects or assignments. *Prerequisite: Consent of instructor.*

**HTCA 293 – Topics in Culinary Arts (1-9)**

As announced. *(May be repeated for credit with the*

*consent of the instructor and administrative approval).*

## HUMAN SERVICES (HMSV)

**HMSV 2140 – Introduction to Alcohol and Drug Abuse (3)**

This course provides a broad overview of the field, including issues of alcohol and other drugs in history and society; definitions and prevalence of alcohol and drugs use misuse and addiction; major theoretical perspectives on the cause and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development and evolution of the alcohol and drug abuse counseling field.

**HMSV 2210 – Alcohol & Drug Abuse Counseling Families & Groups (3)**

This course emphasizes the techniques and skills required for counseling families and groups including systems theory, family intervention, employee assistance practice and group processes.

**HMSV 2230 – Alcohol & Drug Abuse Counseling: Special Populations (3)**

This course emphasizes the techniques and skills required for counseling with special populations including women, minorities, youth and persons with co-occurring physical and mental disabilities and disorders.

**HMSV 2235 – Biopsychosocial Foundation of Alcohol and Drug Abuse (3)**

A comprehensive survey of the contributions of biology, medicine, psychology, sociology, anthropology and other disciplines to the understanding of substance use disorders and addictive disease. Research is presented from genetics, neurochemistry, learning theory, socialization and cultural views of addiction and recovery.

**HMSV 2410 – Principles of Prevention & Research in Alcohol & Drug Abuse (3)**

This course provides a broad overview of the methods and effectiveness of primary, secondary, and tertiary prevention efforts. Emphasis is given to research supported strategies directed in individuals, communities and special populations. Prevention is examined from both risk factor and protective factor perspectives.

**HMSV 2420 – Principles of Treatment & Recovery in Alcohol and Drug Abuse (3)**

This course is defines the legal and ethical scope of practice for alcohol and drug counselors; surveys of research support for the effectiveness of alcohol and drug abuse treatments; provides an understanding of the processes of change, relapse, and recover, and imparts skills in self-help facilitation, cognitive-behavioral techniques, and motivational interviewing approaches in individual counseling.

**HMSV 2990 – Practicum in Human Services (3)**

Supervised experience in Human Services Agency. A minimum of six hours per week will be in direct service or contact. One hour per week supervision and critique of activities.

**HMSV 2993 – Workshop in Human Services (1-9)**

As announced. *(May be repeated for credit).*

**HMSV 2996 – Topics in Human services (1-9)**

As announced. *(May be repeated for credit).*

**HMSV 2998 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours or approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## HUMANITIES (HUMN)

**HUMN 1110 – Introduction to World Humanities I (3)**

This course is an interdisciplinary introduction to the cultural contributions and expressions in ancient world civilizations such as Mesopotamia, Greece, Rome, Asia, Africa, and the Americas, emphasizing artistic expression, philosophical thought, and religious practices in these civilizations, as well as historical, scientific, and technological developments.

**HUMN 2110 – Introduction to World Humanities II (3)**

This course is an interdisciplinary introduction to the interrelationships of cultural contributions and values during the Renaissance, Baroque, Enlightenment, Romanic, and Modern eras in Europe as well as those during the same time periods in China, Japan, Africa, other parts of the Middle East, and Latin America. The course will emphasize artistic expression, philosophical thought, and religious practices in these regions, as well as historical and technological developments.

**HUMN 105 – Introduction to Women's Studies (3)**

The history of women represented in popular culture, literature and art, and the female experience in relationships, education and employment. Emphasis on interactions of race, class and gender.

**HUMN 268 – Workshop in Humanities (1-9)**

Varies *(May be repeated for credit).*

**HUMN 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**HUMN 293 – Topics in Humanities (1-9)**

As announced. *(May be repeated for credit of instructor and administrative approval).*

## INFORMATION SYSTEMS (IS)

**IS 101 – Essentials I: PC Hardware, Software, and Practical Applications (4)**

Covers the fundamentals of computer hardware and software as well as advanced concepts. The basic of computer hardware and Network Operating Systems (NOS) technologies are introduced in a lab-oriented environment.

**IS 102 – Computer Technician's Practical Applications (3)**

The Practical Applications class will give the technician the hands-on experience with equipment and hardware that most companies and businesses are likely to have on a network environment. The student will earn best practices and procedures for almost any user or operator workstation or peripherals, from printers to secure network connections. Students will have the opportunity to build or rebuild a workstation computer, in order to gain a better understanding of how digital information flows within the multiple components.

**IS 121 – IT Essentials II: Network operating Systems (3)**

This course covers the installation and administration of Network Operating Systems including Microsoft Windows and Linux. Students will be instructed in both lecture and hand-on labs, including sever setup, server configuration, basic administration of common networking services and security administration with an emphasis on network communication protocols.

**IS 131 – Computer and Security Fundamentals (3)**

A comprehensive overview of network security concepts that include: remote access, e-mail, the Web, directory and file transfer, wireless data, common network attacks, cryptography, operational/organizational security, disaster recover, business continuity, and Cyber Ethics. Students are prepared and take the CompTIA Security + Exam.

**IS 136 – Guide to Business Continuity and Disaster Recovery (3)**

Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

**IS 140 – Introduction to WEB Design & Management (3)**

This course focuses on creating and managing Web sites, the tasks and tools involved in building and maintaining a WEB site, and the WEB administrator's roles, responsibilities and challenges.

**IS 151 – Basic computer Skills (3)**

This course covers microcomputer operations; terminology, concepts and applications including Microsoft Access, excel, Internet Explorer, PowerPoint, and Word. Students who do not have a working knowledge of the computer keyboard and mouse should take a keyboarding course before registering for this class.

**IS 153 – Introductions (Foundations) of Information Systems (3)**

Information systems are an integral part of all business activities and careers. This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems-people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. The course introduces Information Assurance and INFOSEC process. Includes participating in the National Cyber League Competition.

**IS 160 – Overview of Operating Systems and Utilities (3)**

This course is an overview of computer operating systems from PCs to mainframes. Including OS theory and structure as well as an introduction to systems control parameters, utilities, services and command language. *Prerequisite: IS 153.*

**IS 170 – Systems Analysis & Design (3)**

This course discusses the processes, methods, techniques, and tools that organization use to determine how they should conduct their business, with a particular focus on how computer-based technologies can most effectively contribute to the way business is organized. The course covers a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solutions.

**IS 241 – Introduction to Web Design (3)**

This course provides students with an introduction to the HTML language's structure and syntax. The course examines supporting tools such as CSS. Basic fundamentals of Internet related technologies and their impact. Effective design of World Wide Web pages using current WWW publishing language. The course provides the basics in creating a web page of updating and maintaining an existing web site. Students will become familiar with the element of HTML and Cascading Style Sheets. *Prerequisite: CS 123 Programming Fundamentals.*

**IS 242 – Advanced Web Design and XML Languages (3)**

This course provides students with an introduction to the XML language's structure and syntax. The course examines supporting tools such as XSL and CSS. This course is an intermediate web design course that goes into

some scripting and dynamic page rendering. *Prerequisites: CS 123 and IS 241.*

**IS 250 – IT Infrastructure (3)**

This course provides an introduction to IT infrastructure issues for students majoring the Information Systems. It covers topics related to both computer and systems architecture and communication networks, with an overall focus on the services and capabilities that IT infrastructure solutions enable in an organizational context. The course focuses strongly on Internet-based solutions, computer and network security, business continuity, and the role of infrastructure in regulatory compliance.

**IS 253 – Firewalls and How They Work (3)**

This course introduces students to the design and implementation of firewalls. The course covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. *Prerequisite: IS 131 or Instructor's permission.*

**IS 257 – Ethical Hacking, Computer and Network Defense and Counter Measures (3)**

This course examines the tools, techniques and technologies used in the technical securing of information assets. Students will receive in-depth information about the software and hardware components of Information Security and Assurance. This class will immerse the students into an interactive environment where they will be shown how to scan, test, hack, and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learning about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. This course prepares you for EC-Council ANSI accredited Certified Ethical Hacker exam 312-50. *Prerequisite: IS 131.*

**IS 258 – Cyber Ethics, Professionalism, and Career Development (3)**

This course exposes the student to the topics of Cyber Ethics, Professionalism, and Career Development. The course provides students seeking a career in Cyber security insight on professional behavior required in a security job and how to develop a professional career in Cyber Security.

**IS 259 – Computer Forensics (4)**

This course exposes the student to the topic of Computer Forensics and Investigation. The course provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computing forensics, file structures, data recover techniques, computer forensic tools, analysis and application. The objectives of this course map to International Association of Computer Investigative specialist (IACIS).

**IS 260 – SCADA Cyber**

This course provides a foundational set of standardized skills and knowledge for industrial cybersecurity professionals. The course is designed to ensure that the workplace involved in supporting and defending industrial control systems is trained to keep the operational environment safe, secure, and resilient against current and emerging cyber threats.

**IS 268 – Workshop in Computer Information System (1-9)**

As announced. *(This course may be repeated for credit).*

**IS 270 – Data and Information Management (3)**

The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of DBMSs. Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

**IS 272 – Introduction to Human-Computer Interaction (3)**

This course provides an introduction to the field of human-computer interaction (HCI), an interdisciplinary field that integrates cognitive psychology, design, computer science and others. Examining the human factors associated with information systems provides the students with knowledge to understand what influences usability and acceptance of IS. This course will examine human performance, components of technology, methods and techniques used in design and evaluation of IS. Societal impacts of HCI such as accessibility will be discussed.

**IS 281 – Spreadsheets and Data Analysis (3)**

Evaluation of and advanced applications of electronic spreadsheets. Basic concepts of business statistics, data analysis, and management science integrated in a contemporary spreadsheet environment. The course emphasizes practical applications and business decision making. *Prerequisite: MATH 1350.*

**IS 282 – Business Process Management (3)**

In this course, students will be introduced to key concepts and approaches to business process management and improvement. The main focus of this course is both understanding and designing business processes. Students will learn how to identify, document, model, assess, and improve core business processes. Students will be introduced to process design principles.

**IS 283 – IT Audit and Controls (3)**

This course introduces the fundamental concepts of the information technology audit and control function. The main focus of this course is on understanding information controls, type types of controls and their impact on the organization, and how to manage and audit them.

**IS 284 – Innovation and New Technologies (3)**

New IS technologies are being used to change how organizations operate, produce products and services, and communicate both internally as well as with external new and innovative technologies and examine how these powerful systems have fundamentally reshaped modern organizations along with our society.

**IS 287 – Application Development (3)**

The purpose of this course is to introduce the students to the fundamental concepts and models of application development so that they can understand they key processes related to building functioning applications and appreciate the complexity of application development. Students will learn the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques incorporate the program development life cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

**IS 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignment.

**IS 290 – IT Security and Risk Management (3)**

This course provides an introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communication, applications, and policies and procedures with respect to organizational IT Security and Risk Management.

**IS 293 – IT-Topics in Computer Information Systems (1-9)**

As announced. *(This course may be repeated for credit with consent of instructor and administrative approval).*

**IS 298 – Programmatic Capstone/Cybersecurity Challenge Elective Course (3)**

This course offers engaging, entertaining, measureable, and scalable methods of learning to enlist a new generation of cybersecurity professionals. These games will be created and optimized for individuals and teams and are designed to provide hands-on experiences and challenges to help students to develop and improve cybersecurity skills and problem-solving abilities. All games will be conducted remotely, in virtual Cyber Stadiums, equally accessible to all. *Prerequisite: Faculty Approval.*

**IS 299 – Programmatic Capstone (1)**

In this course, students will demonstrate proficiency and attainment of the programmatic outcomes for their chosen field of study. This course must be successfully completed the final semester prior to graduation. *Prerequisite: Consent of instructor.*

## MATHEMATICS (MATH)

**MATH 094 – Pre-Algebra (4)**

Review of fractions, decimals, and percent's. Operations in algebra, real number operations, first-degree equations and inequalities, exponents. Credit not applicable to associate or baccalaureate degrees. *Co-requisite: MATH 094L.*

**MATH 094L – Pre-Algebra Lab (1)**

Tutorial session designed to reinforce the mathematics skills developed in MATH 094. Credit not applicable toward degree requirements. *Co-requisite: MATH 094.*

**MATH 097 – Basic Math (3)**

This course is intended as a mathematics refresher for students prior to taking MATH 104 or MATH 113. Students will review properties of whole numbers, fractions, decimals and percentages, and their relationships to one another. An examination of data, graphs and other rudimentary statistics is included. Geometric relationships such as volume and surface are covered. *Credit not applicable toward degree requirements. Grade of "C" or higher required.*

**MATH 097L – Basic Math Lab (1)**

Tutorial session designed to reinforce the algebra skills developed in MATH 094. *Credit not applicable toward degree requirement. Co-requisite: MATH 097.*

**MATH 1130 – Survey of Mathematics (4)**

This course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or to model phenomena with mathematical or logical reasoning. Topics include: financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts.

**MATH 1170 – Tech Math (3)**

This course is designed for students in technical trade, Allied Health, and Tech Prep programs. There is an expectation for a minimal background in mathematics (meet high school graduation requirements). For some students, several topics may be "easy," for others these same topics may present challenge, especially if it has been some time since the student has done mathematical calculations and solved problems algebraically. The course will begin with basic arithmetic operations on real numbers

(whole numbers, fractions, decimals). The course will delve into measurement in both the American Standard and International (metric) systems. The course will contain some algebra and work with geometric formulas. There are also sections on trigonometry and statistics. All of this will give the student an overview of the types of mathematics he/she will likely use in technical and health fields.

**MATH 1215 – Intermediate Algebra (4)**

A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems.

**MATH 1216 – Preparatory Algebra (4)**

Graphing, equations, inequalities, functions, and factoring. Focused preparation for MATH 1220 College Algebra.

**MATH 1220 – College Algebra**

The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions. *Prerequisite: MATH 1216 with a grade of "C" of higher. Prerequisites: completed within the last two years of satisfactory score on the math placement test taken in the last year.*

**MATH 1230 – Trigonometry (3)**

A study of plane trigonometry including the definitions of the fundamental trig functions using right angle triangle and unit circle approaches. Trig functions of any real number will be evaluated and the functions graphed along with their transformations. Trigonometric identities will be developed and demonstrated including multiple angle identities and identities developed from them. Inverse Trigonometric functions will be developed and used to solve trigonometric equations. Trigonometric applications will be solved using right angle trigonometry and the laws of sines and cosines. Trigonometric methods will be applied to complete numbers and the use of 2D vectors dot products. *Prerequisites: Satisfactory ACT/SAT score or MATH 1220 with a grade of "C" or better.*

**MATH 1350 – Introduction to Statistics (4)**

This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used to statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields.

**MATH 1430 – Applications of Calculus I (3)**

An algebraic and graphical study of derivatives and integrals, with an emphasis on applications to business, social science, economics and the sciences. *Prerequisites: MATH 1220 with a grade of "C" or better satisfactory ACT/SAT scores.*

**MATH 1510 – Calculus I (4)**

Introduces the intuitive, numerical and theoretical concepts of limits, continuity, differentiation and integration. Includes the study of extrema, curve sketching, and applications involving algebraic, exponential, logarithmic and trigonometric functions. Designed for mathematics, science and engineering majors. *Prerequisites: MATH 1220 and 1230 both with a grade of "C" or better or satisfactory ACT/SAT scores.*

**MATH 1520 – Calculus II (4)**

Continues course of study begun in Calculus I. Covers integration techniques, numerical integration, improper integrals, some differential equations, sequences, series and applications. *Prerequisite: MATH 1510.*

**MATH 2530 – Calculus III (4)**

Continuation of Calculus II including multivariate and vector calculus, level curves and surfaces, partial derivatives, gradient, directional derivatives, tangent planes, optimization, multiple integrals in Cartesian, cylindrical land spherical coordinate systems. *Prerequisite: MATH 1520.*

**MATH 2610 – Elementary Mathematical Concepts I (3)**

The fundamental operations; an intuitive development of whole numbers, integers, and rational numbers; elementary number theory; introduction to problem-solving strategies; and introduction to functions and modeling.

**MATH 2625 – Elementary Mathematical Concepts II (3)**

Development of rational numbers, real numbers, functions of various degrees, statistics, and probability. A continued emphasis on building problem-solving ability. *Prerequisite: MATH 2610 with a grade of "C" or higher.*

**MATH 106 – General Mathematics (4)**

This course provides the student with a deeper understanding of mathematics through classroom and group interaction. Students will read and understand the relevant scenarios from non-technical fields and be able to justify their finding and conclusions in multiple ways. An understanding of mathematical notation and formula solving will be emphasized. Students will sue technology throughout the course to research, collect and analyze data as well to make predictions and present findings.

**MATH 268– Workshop in Mathematics (1-9)**

As announced. *(May be repeated for maximum of 6 hours).*

**MATH 293 – Topics in Mathematics (1-9)**

As announced. *(May be repeated for credit).*

## MANAGEMENT (MGMT)

**MGMT 2110 – Principles of management (3)**

An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities.

**MGMT 206 – Retail Management for Small Business (3)**

This course studies the total management efforts needed to operate a retail establishment effectively. It addresses the manager's strategy of operation as well as the requirements of daily operations, and does so from the standpoint of the specific decisions a retail manager must make to achieve success. The retail management course addresses buying, marketing, merchandising, operations, inventory control, personnel, and finance.

**MGMT 239 – Small Business Management (3)**

Fundamentals of starting and operating a small business. Location, financing, organization, sales promotion and their relationship to a successful business.

**MGMT 268 – Workshop in Management (1-9)**

As announced. *(May be repeated for credit).*

**MGMT 289 – Internship**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**MGMT 293 – Topics in Management (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## MARKETING (MKTG)

**MKTG 2110 – Principles of Marketing (3)**

Survey of modern marketing concepts and practices focusing on the marketing mix: products, pricing, promotion, and distribution strategies. Topics include the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers.

**MKTG 206 – Marketing for Small Business (3)**

This course is a general introduction to fundamental marketing principles and policies as they apply to the small business. Topics covered include marketing functions, price policies and controls, trade channels, merchandising, and sources of marketing with other activities of the business.

**MKTG 268 – Workshop in Marketing (1-9)**

As announced. *(May be repeated for credit).*

**MKTG 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**MKTG 293 – Topics in Marketing (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## MUSIC (MUS)

**MUS 101 – Music Reading (3)**

For non-music majors. Notations, note, values, meters, scales, key signatures, intervals, and chords. Exercises in music reading and aural perception. Recommended for elementary classroom teachers and for others wanting to develop skills in reading music. Also a basic course for music majors deficient in musical backgrounds.

**MUS 113 – Music Appreciation (3)**

For non-music majors. Attempts to answer the question "What is music?" by acquainting students with knowledge and appreciation of music form several cultures and times. Includes contact with music through discussion, guest artists and recorded music. No previous music training is required.

**MUS 119 – Fundamentals of Guitar (1)**

Basic guitar skills, including both classical and folk styles. For students with little or no previous training in guitar. *(May be repeated for credit).*

**MUS 120 – Intermediate Guitar (1)**

A continuation of MUS 119.

**MUS 126 – Community Choir (1-3)**

Performance class with emphasis on music notation, breathing and three-four part singing. The class will also include large group and sectional singing. *(May be repeated for credit).*

**MUS 134 – Chamber Chorale (1-3)**

Small group performance class with emphasis on knowledge and practical experience in vocal production. Fundamentals of sound and expressive singing will be studied. Audition required. *(May be repeated for credit).*

**MUS 163 – Literature of Music (3)**

A survey of music through listening and score study emphasizing musical styles, form a works of composers.

**MUS 192 – Concert Band (1-3)**

Performance class with emphasis on music reading, rhythms and musical expression through the use of a string, woodwind, brass or percussion instruments. The class will include large group and sectional performance. Students must provide own instrument. Will also explore musical and artist expression. *(May be repeated for credit).*

**MUS 268 – Workshop in Music (1-9)**

*(May be repeated for credit).*

**MUS 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**MUS 293 – Topics in Music (1-3)**

As announced. *(May be repeated for credit).*

## NATURAL RESOURCES (NATR)

**NATR 101 – Natural Resources Field Camp (3)**

This course is intended to serve as an introduction to the principles of natural resource management and related fieldwork in forested areas of the Southwest United States. Subjects covered may include but are not limited to: map-reading and orienteering, silviculture and forest management, wildfire management, hydrology and erosion prevention/mitigations, range conservation, recreation management recreation management, wildlife management, and cultural/archaeological studies. Students will engage in an a multi-week filed-based course led by subject matter experts that will include hand-on immersive learning in a variety of natural resource fields. Participants will use weekly writing assignments to engage in reflective learning and to improve writing skills. Intended for cohorts of pre-selected Mescalero Apache dual-credit students; six-week summer field course. *Concurrent enrollment in NATR 101 Lab required.*

**NATR 101L – Natural Resources Field Camp Lab (3)**

This laboratory course is intended to accompany Natural Resources Field Camp lecture. Students will engage in hands-on experiential learning in fields directly related to natural resource management in the Southwest. Subjects covered may include but are not limited to: may-reading and orienteering, silviculture and forest management, wildfire management, hydrology and erosion prevention/mitigation, range conservation, recreation management, wildlife management, and cultural/archaeological studies. Subject matter experts will provide background on weekly subject material before engaging students in field data collection, restoration, mitigation, or other hands-on activities. Intended for cohorts of pre-selected Mescalero Apache dual-credit students; six-week summer field course. *Concurrent enrollment in NATR 101.*

**NATR 121 – Introduction to Forestry (3)**

This course provides an introduction to the basic elements of forest ecology, natural resource stewardship and management and timber and woodlands management practices. Field visits are required.

**NATR 131 – Geology of Lincoln and Otero Counties (3)**

Introduction to rocks and minerals of Lincoln and Otero Counties; field identification, topography and map reading will be introduced. *Concurrent enrollment in NATR 131L.*

**NATR 131L – Geology of Lincoln and Otero Counties Laboratory (1)**

Introduction to rocks and minerals of Lincoln and Otero Counties; field identification, topography and map reading will be introduced. Frequent filed visits are required. *Concurrent enrollment in NATR 131.*

**NATR 151 – Fire Ecology (3)**

This course provides an overview of natural fire systems in the Rocky Mountains, how fire management has shaped our current natural systems and corresponding fire regimes, and how modern fire science is shedding light on the management of fire within the wildland-urban interface (WUI) and natural settings. *Prerequisite: NATR 121.*

**NATR 201 – Forestry Techniques (3)**

This course provides an introduction to forestry measurement, including survey techniques, tree measurement, mapping, and GIS/GPS use in forestry applications. Students will collect data and explore analysis methods. Scheduled field visits are required. *Prerequisites: NATR 121 and MATH 104 or higher.*

**NATR 233 – Hydrology (3)**

Introduction to the concepts of hydrology. The course includes: discussion of distribution, movement and disturbance of surface water and groundwater in forest watersheds. Hydraulic function, water testing, watershed mapping and stream classification will be covered. Frequent field trips to local watershed are required.

**NATR 241 – Wilderness Survival (3)**

This is a week-long field course intended for students interested in careers associated with outdoor recreation including positions that involve extensive fieldwork, backcountry travel and/or emergency management. Emphasis is placed on utilization of public lands as recreational and/or educational facilities. Includes study of basic ecological relationships, survival techniques, and life zones of the United States.

**NATR 251 – Wildlife Techniques (3)**

This course provides an overview of field techniques used by wildlife biologists to survey, census and study individuals, populations and communities of wildlife and fishes in a natural setting includes an introduction to ornithological methodologies, studies of mammals, and techniques used to survey fishes, reptiles and amphibians. A brief introduction to data use and analysis is involved. Scheduled field visits are required.

**NATR 255 – Principles of Fish and Wildlife Management (3)**

This course is an introduction to the fundamental principles of animal populations, communities and ecosystems, as well as the conservation and management of wild animals and their habitats. *Concurrent enrollment in NATR 255L required.*

**NATR 255L – Principles of Fish and Wildlife Management**

**Lab (1)**

This laboratory course involves scheduled field visits to local sites of interest in wildlife and fisheries management and/or science. Includes an emphasis on field identification and record keeping. *Concurrent enrollment in NATR 255 required.*

**NATR 268 – Workshop in Natural Resources (1-9)**

As announced. (May be repeated for credit with consent of instructor and administrative approval). *Prerequisite: NATR 121.*

**NATR 271 – Wildland Firefighter Safety and Survival (3)**

Students will design their own safety program by working in small groups to discuss and develop the Lookout, Communications, Escape Routes, and Safety Zones (LCES) system including creating a list of performance standards and a safety contract. Students will also research wildland fire accident reports and develop plans to minimize the likelihood future tragedies. (Course includes NWCG S-134 and must include a minimum of 23 hours of content beyond S-134).

**NATR 272 – Intermediate Wildland Fire Fighting and Behavior (3)**

Students will continue developing wildland fire behavior prediction, knowledge, and skills. Course content builds upon the basics learned in previous classes but with more detailed information about characteristics and interactions of the wildland fire environment (fuels, weather, and topography) that affect wildland fire behavior for safety purpose. Students will also learn to identify environmental factors and indicators of hazardous fire conditions, and how to use these indicators when implementing the Risk Management Process. *Prerequisite: NATR 271. (Equivalent to NWCG S-133 and S-290).*

**NATR 273 – Fire Operations in the Wildland/Urban Interface (2)**

This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface. Content includes interface awareness, situation evaluation, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface (equivalent to NWCG 5-215).

**NATR 268 – Workshop in Natural Resources (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval). Prerequisite: NATR 121.*

**NATR 289 – Internship (1-9)**

A minimum of 180 hours on the job experience is required to complete the requirements of the AAS in Natural Resources degree. One credit per 60 hours of approved job experience will be given. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. Prerequisites: Completion of core requirements and consent of instructor. *Prerequisite: NATR 121.*

**NATR 293 – Topics in Natural Resources (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval). Prerequisite: NATR 121.*

## NURSING ASSISTANT (NA)

**NA 111 – Nursing Assistant (3)**

Includes fundamental of patient care, technical procedures, and ethics. Prepares the student to perform in the hospital, nursing home, or home care setting. Grading is on a pass/fail basis. *Concurrent enrollment in NA111L.*

**NA 111L – Nursing Assistant Lab (3)**

Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 111. Grading is a pass/fail basis. *Concurrent enrollment in NA 111.*

**NA 112 – Medical Terminology (3)**

Provides an overview of medical terminology used in Nursing Assisting careers including introduction to common prefixes and suffixes, review of word relationships to anatomy and physiology, and review of common abbreviations.

**NA 268 – Workshop in Nursing Assistant (1-9)**

As announced. *(May be repeated for credit).*

**NA 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**NA 293 – Topics in Nursing Assistant (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## NUTRITION (NUTR)

**NUTR 2110 – Human Nutrition (3)**

This course provides an overview of nutrients, including requirements, digestion, absorption, transport, function in the body, and food sources. Dietary guidelines intended to promote long-term health are stressed.

## OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY (OSH)

**OSH 1111 – Work Place Safety (1)**

This course focuses on workplace safety, health, and inspection. Throughout this course you will learn what workplace safety is, why it is important and how it affects a business.

**OSH 1112 – Forklift Operation and safety I (1)**

This course is designed to cover the current safety training requirements. The training is intended to cover forklift safety rules and regulations for all types and classifications of Powered Industrial trucks. The purpose of this class is to help you become a qualified Powered Industrial Truck (Forklift) operator who has the knowledge and skills to operate a Powered Industrial Truck in a safe and professional manner.

**OSH 101 – Total Quality Management for Safety (3)**

The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.

**OSH 102 – Intro to Technical Writing (3)**

Introduction to the principles, techniques and skills needed for scientific, technical, and business writing.

**OSH 105 – Regulations – Construction (1)**

A study of Occupational Safety and Health Administration (OSH 1926) regulations pertinent to the construction industry. Designed for industrial, manufacturing, and technical workers where state/federal regulations require industrial safety training.

**OSH 107 – Electrical Safety training (1)**

This course covers hazards associated with electrical installations and equipment. Course topics include single- and three-phase systems, cord-and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Students will participate in workshops on the safe and correct use of electrical testing equipment.

**OSH 109 – Physical Hazard Control (3)**

A study of the common physical hazards in industry and methods of workplace design and redesign to control hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

**OSH 110 – Confined Space/Lock Out (1)**

The overall objective of this course is to protect those entering or working around a confined space. In this course, you will learn the physical, chemical, and biological principles related to safe working with confined spaces.

**OSH 113 – Accident Prevention/Investigation (3)**

Principles and practices providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

**OSH 121 – Fire Protection Systems (3)**

Study of fire protection systems and their applications with emphasis on the Natural Fie Protection Association prevention codes and standards.

**OSH 200 – Occupational Safety Occupational Safety and Health for Emergency Services (3)**

This course provides the student with an introduction into the basic concepts of occupational health hand safety as it relates to emergency service organizations. Topics include: risk and hazard evaluation and control procedures for emergency service organizations.

**OSH 201 – Regulations - General Industry (3)**

A study of Occupational Safety and Health Administration regulations pertinent to general industry (OSHA 1910). Designed for industrial, manufacturing and technical workers where state/federal regulations require industrial safety training.

**OSH 205 – Ergonomics/Human Factors in Safety (3)**

A study of the relationship of human behavior and ergonomics as applied to workplace safety.

**OSH 209 – Safety Program Management (3)**

Examine the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues, and huma n behavior modification.

**OSH 230 – Safety Management (3)**

Leadership and its relationship to management. Prepares the student with safety leadership communication skills needed to motivate and identify safety leadership styles.

## PHYSICAL (PHED)

**PHED 1110 – Dance: Aerobic Dance (1)**

This course introduces the basic principles of aerobics fitness dance, stressing the five components of physical fitness. Students experience a variety of training techniques specifically designed for the beginning exerciser. The emphasis is on injury prevention, health benefits, and weight control.

**PHED 1230 – Individual Sport: Racquetball (1)**

Students will practice various skills and concepts of racquetball in activities and games. The course promotes wellness and exercise activity through proper racquetball techniques and increases the performance of the cardiovascular, respiratory, and muscular systems.

**PHED 1230 – Individual Sport: Golf (1)**

Introduces students to the basic skills, fundamentals, and techniques of golf, including strategies of play, knowledge of rules, and understanding of etiquette.

**PHED 1280 – Volleyball (1)**

Introduction to the sport of volleyball will include rules, concepts, and fundamentals incorporated into game play.

**PHED 1320 – Aqua Fit: Water Aerobics (1)**

Introduction to water aerobics and is designed as a comprehensive water exercise regimen. Students practice various aquatic exercises and techniques in a safety environment to develop strength, endurance, and flexibility.

**PHED 1430 – Pilates: Gentle Pilates (1)**

Designed to introduce students to movements and breathing patterns based on techniques developed by Joseph Pilates. Students will learn how to develop core strength, stability, muscle tone, proper body alignment, flexibility, balance, and coordination and how to facilitate relaxation. Emphasis is placed on proper breathing patterns as well as the flow of the movements.

**PHED 1510 – Training: Weight Training (1)**

Designed for students who desire to increase cardiovascular fitness, flexibility, and muscular endurance in an aerobic format utilizing kicking, jumping, and boxing movements. Emphasis will be on safe exercise progression and technique in a format utilizing aerobic kickboxing.

**PHED 1620 – Fitness: Group Strength I (1)**

Group Strength will give students a new way to make the most of your valuable time similar to personal training in a group setting. Increase your strength, flexibility, balance, power, and endurance using free weights, stability balls, steps, plyometric, boot camp techniques with fun and motivating music. This class will be challenging for both athletes and beginners alike.

**PHED 1620 – Fitness: Indoor Fitness Cycling (1)**

Designed for individuals of various fitness levels who would like an aerobic conditioning class on stationary bicycles. Focus will be placed on enhancing one's cardiorespiratory fitness as well as muscular endurance, using music and visualization.

**PHED 1830 – Running: Walking & Jogging (1)**

Teaches techniques of walking and jobbing through specific exercises and techniques. Students will be introduced to the benefits of walking and jogging.

**PHED 1910 – Outdoor Experience: Hiking (1)**

**HPE 108 – Dance Aerobics – Wild (1)**

**HPE 110 – Latin Dance Aerobics – Mild (1)**

**HPE 112 – Latin Dance Aerobic – Wild (1)**

**HPE 115 – Personal Defense (1)**

**HPE 123 – Stretch and Tone (1)**

**HPE 125 – Social Dance (1)**

**HPE 127 – Aquatic Exercise (1)**

**HPE 128 – Lifelong Wellness (1-2)**

**HPE 134 – Intermediate Hiking (1)**

**HPE 135 – Group Resistance Training (1)**

**HPE 146 – Swim for Fitness (1)**

**HPE 155 – Basic Horsemanship (1)**

**HPE 221 – Weight Training (1)**

**HPE 222 – Intro to Skiing (1)**

**HPE 223 – Intro to Snowboarding (1)**

**HPE 232 – Golf II (1)**

## PHILOSOPHY (PHIL)

**PHIL 1115 – Introduction to Philosophy (3)**

In this course, students will be introduced to some of the key questions of philosophy through the study of classical and contemporary thinkers. Some of the questions students might consider are: Do we have free will? What is knowledge? What is the mind? What are our moral obligations to others? Students will engage wit hand learn to critically assess various philosophical approaches to such questions.

**PHIL 1120 – Logic, Reasoning, & Critical Thinking (3)**

The purpose of this course is to teach students how to analyze, critique, and construct arguments. The course includes an introductory survey of important logical concepts and tools needed for argument analysis. These concepts and tools will be use to examine select philosophical and scholarly texts.

**PHIL 268 – Workshop in Philosophy (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**PHIL 293 – Topics in Philosophy (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**PHIL 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## PHYSICS (PHYS)

**PHYS 113 – Survey of Physics (3)**

Important concepts in physics and their application to the everyday world. A course designed for non-scientists with an emphasis on conceptual understanding. *Co-requisite: PHYS 113L.*

**PHYS 113L – Survey of Physics Laboratory (1)**

A two-hour laboratory designed to give a hands-on exploration of the basic concepts of physics introduced in the accompanying class. *Co-requisite: PHYS 113.*

**PHYS 151 – General Physics (3)**

This is the first semester of a two-semester non-calculus treatment of principles of mechanics, thermodynamics, electricity and magnetism, and optics. *Prerequisite: MATH 1220. Co-requisite: PHYS 151L.*

**PHYS 151L – General Physics Lab (1)**

This course is a weekly laboratory to be taken in conjunction with PHYS 151. Laboratory sessions will apply topics from lecture to the laboratory setting and will utilize experiential learning to assist students in understanding principles of physics. *Co-requisite: PHYS 2115.*

**PHYS 152 – General Physics II (3)**

Continuation of PHYS 2115. *Prerequisites: PHYS 2115/2115L; MATH 1220. Co-requisite: PHYS 152L.*

**PHYS 152L – General Physics Laboratory II (1)**

Continuation of PHYS 2115L. Meets three hours per week. *Co-requisite: PHYS 152.*

**PHYS 268 – Workshop in Physics (1-9)**

As announced. *(May be repeated for credit with consent pf instructor and administrative approval).*

**PHYS 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**PHYS 293 – Topics in Physics (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## POLITICAL SCIENCE (POLS)

**POLS 1110 – Introduction to Political Science (3)**

This course covers fundamental concepts in political science, such as political theories, ideologies, and government systems.

**POLS 1120 – American National Government (3)**

This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches.

**POLS 2160 – State and Local Government (3)**

This class is an introductory course designed to familiarize students with the institutions, politics, and policies of state and local governments in the United States. An underlying assumption of this course is that states and localities are the center of a stable and viable democracy. As such, a major objective of the course is the empowerment of each student through knowledge; that is, to provide students with the understanding, analytical and political skills, and motivation to become an active and knowledgeable part of state and local government and politics. The problem addressed at the state and local levels are usually highly contentious and controversial because they hit people close to their homes. Through this class, students will learn how to become effective solvers of those problems.

**POLS 2996 – Topics in Political Science (1-9)**

Specific topics to be announced in Schedule of Classes. Community Colleges only. *May be repeated for a maximum of 12 credits.*

**POLS 268 – Workshop in Political Science (1-3)**

As announced. *(May be repeated for a maximum of 6 hours if topics are different).*

**POLS 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## PSYCHOLOGY (PSYC)

**PSYC 1110 – Introduction to Psychology (3)**

This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**PSYC 2110 – Social Psychology (3)**

This course is an introduction to the scientific study of human social influence and interaction, and explores how an individual's actions, emotions, attitudes and thought processes are influenced by society and other individuals. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**PSYC 2120 – Developmental Psychology (3)**

Study of human physical and psychological change and stability from a lifespan development perspective. *Prerequisite or concurrent enrollment in ENGL 1110.*

**PSYC 2130 – Adolescent Psychology (3)**

Study of human physical and psychological change and stability from adolescence through the emerging adulthood years. *Prerequisite or concurrent enrollment in ENGL 1110.*

**PSYC 2140 – Child Psychology (3)**

Study of human physical and psychological change and stability from conception through the late childhood years. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**PSYC 2260 – Positive Psychology (3)**

This course provides students with an introduction to the scientific study of factors contributing to optional human functioning and well-being. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**PSYC 2996 – Topics in Psychology (1-9)**

Varies. *(May be repeated for credit with consent of instructor and administrative approval).*

**PSYC 210 – Human Sexuality**

A survey of the psychological, biological, cultural, and ethical issues pertaining to human sexuality. Course includes: consideration of sexual behavior, anatomy, physiological functions gender issues, victimization, STD's, and consumerism. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**PSYC 268 – Workshop in Psychology (1-9)**

As announced. *(May be repeated for the maximum of four credits).*

**PSYC 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## READING (RED)

**RED 094 – Basic Reading Skills (3)**

Developmental course designed to improve reading skills by emphasizing word attack, comprehension, vocabulary, reference skills following directions, and listening skills. *Credit not applicable toward degree requirements. Co-requisite: RED 094L.*

**RED 094L – Basic Reading Skills Lab (1)**

This lab offers self-paced computer-assisted instruction designed to reinforce threading skills developed in RED 100. *Credit not applicable toward degree requirements. Co-requisite: RED 094.*

**RED 097 – College Reading Skills (3)**

Presents guided practice to help students identify and assess the different types of reading skills required in college courses. Students will learn a variety of reading/study strategies to apply to college-level textbooks, increase reading rate, improve comprehension skills, and expand vocabulary. *Credit not applicable toward degree requirements. Prerequisite: Placement test or ACT scores.*

**RED 097L – College Reading Skills Lab (1)**

This lab serves to reinforce the reading skills developed in Red 097. *Credit not applicable toward degree requirements.*

**RED 216 – Literacy through Children's and Adolescent Literature (3)**

Development of children's and adolescent literacy explored through literature. Literature-based curriculum and student response to literature examined in relation to current K-12 standards. Ideology, theme, content, and genre in literature presented as aspects of literacy pedagogy.

**RED 268 – Workshop in Reading (1-9)**

As announced. *(May be repeated for credit).*

**RED 293 – Topics in Reading (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## RELIGION (RELG)

**RELG 1110 – Introduction to World Religions (3)**

This course introduces major world religions and the scholarly methods of the academic study or region. Religions covered may include: Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam, and/or New Religious Movements.

**RELG 1123 – Hebrew Bible (3)**

An introduction to the history, beliefs, practices, and development of the Hebrew and later Jewish religion as reflected in the Hebrew Biblical Scriptures, using a historical and critical approach, with attention given to understanding its socio-cultural and political environment.

**RELG 1126 – New Testament (3)**

An introduction to the history, beliefs, practices, and development of the early Christian religion as reflected in the New Testament, using a historical and critical approach, with attention given to understanding its sociocultural and political environment.

**RELG 1510 – Life of Christ (3)**

The life of Christ, is a course that examines the life of Christ with regard to the events and teaching of Jesus as recorded in the synoptic gospels namely, Mathew, Mark, and Luke. It is also an introduction in the field of textual and synoptic criticism.

**RELG 2130 – History of Christianity (3)**

This course examines Christianity form its origins to the present. The course will focus on church doctrine, people, movements, and problems that have characterized Christianity over two millennia. *Required for a major in Religion.*

**RELG 2140 – The Book of Acts (3)**

An examination of the work of Peter and other early Christian leaders, missionary journeys of Paul, and the spread of early Christianity as recounted in the Book of Acts.

**RELG 2210 – Biblical Perspectives on Relationships (3)**

This course provides a fundamental knowledge of the biblical perspective on relationships by thoroughly covering the topics of marriage, family, and singleness form a Christian worldview. Current issues and movements are analyzed and discussed openly and honestly through the lens of the Scriptures. Moreover, the textbook intertwines the theological, and the practical aspects of these ideals for the students' personal applications.

**RELG 268 – Workshop in Religion (1-3)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**RELG 293 – Topics in Religion (1-3)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## AMERICAN SIGN (SIGN)

**SIGN 1110 – American Sign Language I (3)**

American Sign Language I is an introductory level

language course in the language of the American Deaf Culture. Content includes ASL vocabulary and conversational skills, linguistic features of ASL; and skills in narrative/storytelling. In-class activities, comprehension and expressive examinations, narrative and storytelling assignments in addition to semester projects are venues for students to demonstrate their learning. In addition, Deaf Culture and Deaf Community issues are addressed.

**SIGN 1120 – American Sign Language II (3)**

American Sign Language II is a continuation course that builds on concepts and skills developed in American Sign Language I. Students gain further exposure to ASL structure and grammar, and Deaf Culture and the Deaf community. Emphasis is on increasing students' ability to comprehend other signers and express themselves with more elaboration when conversing or presenting in ASL. *Prerequisite: SIGN 1110.*

**SIGN 2110 – American Sign Language III (3)**

This is an intermediate level course in American Sign Language (ASL). Expected areas of intermediate skill and knowledge development include: language comprehension and production, conversational use, narratives, ASL language features and further knowledge of and interaction with Deaf culture and Deaf community. *Prerequisite: SIGN 1120.*

## SOCIOLOGY (SOCI)

**SOCI 1110 – Introduction to Sociology (3)**

This course will introduce students to the basic concepts and theories of sociology, as well as to the methods utilized in sociological research. The course will address how sociological concepts and theories can be utilized to analyze and interpret our social world, and how profoundly our society and the groups to which students belong influence them. Students will be given the opportunity to challenge their "taken-for-granted" or "common sense" understanding about society, social institutions, and social issues. Special attention will also be paid to the intimate connections between their personal lives and larger structural features of social life. In addition, the implications of social inequalities, such as race/ethnicity, gender, and social class will be central to the course's examination of social life in the United States. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**SOCI 2310 – Contemporary Social Problems (3)**

This course studies the nature, scope, and effects of social problems and their solutions. The course will concentrate on sociological perspectives, theories, and key concepts when investigation problems, such as inequality, poverty, racism, alienation, family life, sexuality, gender, urbanization, work, aging, crime, war and terrorism, environmental degradation, and mass media. This course is designed to build students' sociological understanding of how sociological approaches attempt to clarify various issues confronting contemporary life, as well as how sociologist view solutions to these problems. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**SOCI 2998 – Internship (1-9 pending**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**SOCI 215 – Marriage and the Family (3)**

Social aspects of family living with emphasis on mate selections, courtship, engagement, marriage and parenting in a changing society. *Prerequisite or Co-requisite: ENGL 1110.*

**SOCI 224 – Society Psychology (3)**

Human interaction in social groups; the social aspects of human behavior. *Prerequisite or Concurrent enrollment in ENGL 1110.*

**SOCI 268 – Workshop in Sociology (1-9)**

As announced. *(May be repeated for credit).*

**SOCI 293 – Topics in Sociology (1-3)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## SPANISH (SPAN)

**SPAN 1110 – Spanish I (4)**

Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the novice level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid-level while some abilities emerge in the Novice High range. This is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized worlds, phrases, and simple sentences.

**SPAN 1120 – Spanish II (4)**

Designed for students with some degree of exposure to Spanish in high school and/or at home, this course continues to develop basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication based on ACTFL guidelines, although a few abilities may emerge in the Intermediate Low Level. Students in this course communicate in Spanish in familiar topics using a variety of words, phrases, simple sentences and questions that have been highly practiced and memorized. *Prerequisite: SPAN 1110.*

**SPAN 1210 – Spanish for Heritage Learners I (3)**

This is a beginning-level Spanish course designed for students who have a cultural connection to the Spanish

language. Some students have had very little exposure to the language in the community and may understand some Spanish and speak at a basic level as a result. The objective is to draw upon the connection to the heritage language as a source of motivation and engagement for our lf learning communities. At the same time, we build upon the language base that students may already have as a result of their heritage learner experience in order to develop new proficiencies in Spanish and reactivate the Spanish that students have learned previously. By the end of this course, students will be able to describe their home, campus surrounding, and common activities including cultural traditions. At the same time, students gain cultural competency and develop a critical understanding of their linguistic and cultural background. *Prerequisite: SPAN 1310.*

**SPAN 1220 – Spanish for Heritage Learners II (3)**

Spanish as a Heritage Language II is a second semester class designed for students who have developed some basic Spanish with the opportunity to develop their proficiency in the four language skills (speaking, listening, reading, and writing). Class activities are designed to strengthen oral communication skills (speaking and listening) through a variety of group activities. By the end of the course, the student will be able to understand and produce narrations of past events in oral and written Spanish. In order to foster a desire to revitalize and maintain the Spanish language in the US context, we attempt to raise students' critical awareness of what it means to be part of a specific speech community. *Prerequisite: SPAN 1210.*

**SPAN 1310 – Elementary Spanish I for Hotel, Restaurant and Tourism Mangers (3)**

Beginning Spanish for HRTM majors only. Will count toward HRTM degree language requirement. Does not count towards language requirement for other majors.

**SPAN 2110 – Spanish III (3)**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication at the Intermediate Low Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). This is an intermediate course aimed at helping the student to communicate in Spanish or familiar topics about self, others and everyday life at the same time that they recognize and handle short social interactions in interactions in everyday situations by asking and answering a variety of questions. *Prerequisite: SPAN 1110.*

**SPAN 2120 Spanish IV (3)**

This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication at the Intermediate High Level of proficiency based on ACTFL guidelines. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with the target culture(s). This is an intermediate course aimed at helping the student to communicate in Spanish or familiar topics about self, others and everyday life at the same time that they recognize and handle short social interactions in interactions in everyday situations by asking and answering a variety of questions. *Prerequisite: SPAN 2110.*

**SPAN 2210 – Spanish for Heritage Learners III (3)**

Intermediate Spanish for heritage speakers I is a third semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, some Spanish as result of hearing it in the home, and in the community by family, friends, and neighbors. Students in this course will continue to develop their ability to narrate events in the past and will be able to describe hypothetical situations. Students will also develop their ability to express wishes, desires, and necessities. This course will help he student build confidence in their Spanish abilities and expand the language use in the areas of writing, reading, oral production and listening comprehension. In order to foster desire to revitalize and maintain the Spanish language we attempt to raise students' critical awareness of wider issues facing Spanish speakers in the US context.

**SPAN 2220 – Spanish for Heritage Learners IV (3)**

Intermediate Spanish for Heritage Speakers II is a fourth-semester course designed for students who have been raised in a Spanish-speaking environment and speak, or understand, Spanish as a result of having heard it in the home and in the community. It is also for students with a cultural connection to heritage language speech communities or who have achieved proficiency from study in previous courses. This course will help the student build confidence in their Spanish abilities and expand the language use in the areas of writing, reading, oral production, and listening comprehension. In addition to scaffolding skills that students already have, in this class they will expand their ability to describe abstract and hypothetical situations. Students will write essays, reaction papers, and creative pieces. Students will also examine formal and informal contexts of language use in speaking and writing. By studying the cultural and historical background shared by students as part of the program, students will develop an increased critical awareness of Spanish language speech communities. *Prerequisite: SPAN 2210.*

**SPAN 2993 – Workshop in Spanish (1-9)**

As announced. *(May be repeated for credit).*

**SPAN 2996 – Topics in Spanish (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

**SPAN 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## STATISTICS (STAT)

**STAT 268 – Workshop in Statistics (1-3)**

As announced. *(May be repeated for maximum of 6 hours if topics are different).*

**STAT 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

**STAT 293 – Topics in Statistics (1-3)**

As announced. *(May be repeated for credit if topics are different).*

## THEATRE (THEA)

**THEA 1110 – Introduction to Theatre (3)**

This course provides an introduction to the study of theatre. Students will examine various components that comprise theatre, such as acting, directing, playwriting, dramaturgy, scenic and costume design, stagecraft, spectatorship, history, theory, and criticism.

**THEA 1210 – Acting for Non-Majors (3)**

This course gives non-majors experience in the depth and craft of the actor's art. Students will learn various terms, techniques, and practices of acting and will demonstrate their understanding in class. Through exercises and improvisations, partnered scenes, and group work, students will be better able to appreciate the work of others as they learn techniques of performing.

**THEA 2993 – Theatre Workshop I (1-9)**

Required for all freshman and sophomore theatre majors, this course coordinates all processes within Theatre Arts, providing a forum for discussion and feedback. May be repeated up to 4 credits. *(May be repeated for credit).*

**THEA 2996 – Topics in Theater (1-9)**

Specific subjects to be announce in the Schedule of Classes. (*May be repeated for a maximum of 9 credits with consent of instructor).*

**THEA 289 – Internship (1-9)**

Students working in a related field may receive one credit per 60 hours of approved job experience. Job approval is determined by instructor/departmental review and course credit may require additional projects or assignments. *Prerequisite: Consent of instructor.*

## UNIVERSITY STUDIES (UNIV)

**UNIV 104 – Composition Academics Lab (0.5)**

This course offers academic support to help students succeed in math and composition courses. Students will participate in tutoring sessions, success workshops, and group work.

**UNIV 293 – Special Topics in University Studies (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrator approval).*

## VITICULTURE & ENOLOGY

**VIEN 1110 – Enology I (3)**

This introductory course is designed to provide students with an understanding of winemaking principles, including history, grape growing, chemistry, wine microorganisms, fermentation, and winery operations. It is intended for entrepreneurs to explore business opportunities and winery employees to gain career development.

**VIEN 1120 – Enology II (3)**

During this course, students will understand how the winemaking practice works and learn the scientific background for any decisions made during the process of winemaking. At the completion of the course, students will understand winemaking calculations necessary for accurate, precise, and safe additions to the wine. This class emphasizes the practical aspects to growing grapes and making wine.

**VIEN 1130 – Viticulture I (3)**

This course offers students the opportunity to learn the science of wine flavor and grape growing. Lecture topics include: flavor component in wine, wine evaluations and sensory science, terroir, and the health effects of wine.

**VIEN 1140 – Viticulture II (3)**

Examines the environmental, physiological, and anatomical for vineyard management, plus all aspects of winemaking from harvest decisions, to fermentation, to bottling.

## WELDING (WELD)

**WELD 101 – Employability Skills (1)**

Training in the skills necessary to obtain and hold a job. Including resume writing and interviewing techniques.

**WELD 110 – Introduction to Welding (4)**

Provides a practical hands-on introduction and orientation to the welding symbols and transfer this knowledge to read and interpret blueprints and welding symbols and transfer this knowledge to the workplace with layout tools and measuring instruments.

**WELD 115 - Print Reading (3)**

Provides students with the knowledge to read and interpret blueprints and welding symbols and transfer this

knowledge to read and interpret blueprints and welding symbols and transfer this knowledge to the workplace with layout tools and measuring instruments.

**WELD 120 – Oxyacetylene Welding (4)**

Provides students with basic techniques of oxyacetylene welding, brazing, and cutting on a variety of different materials and thicknesses in all positions. Provides basic study if the structure and properties of metals.

**WELD 125 – Gas Metal Arc/Flux Core (6)**

Provides students with the basic theory of the MIG and Flux Core welding processes along with safety requirements. Welding will be done in all positions and students will participate in class projects.

**WELD 131 – Beginning Arc Welding (4)**

Provides students with the basic techniques of arc welding. Includes electrode classification and welding nomenclature. Teaches the necessary metallurgy for these procedures and emphasizes the safety requirements of these techniques. Welding skill be developed through the use of practice welding along with shop projects.

**WELD 132 – Beginning Arc Welding II (4)**

A continuation of WELD 131.

**WELD 135 – Gas Tungsten Arc (6)**

Provides knowledge of the principles, terminology, gases, electrodes and polarities used in Gas Tungsten Arc welding along with proper safety. Welding in all positions on a variety of metal thicknesses, shapes, and types. Welding skills will be applied toward shop projects.

**WELD 210 – Intermediate Arc/Cutting (6)**

Continuation of WELD 125 with a strong emphasis on WELD testing, testing procedures, and code welding. Certification in the vertical and overhead position is expected. Arc metal cutting procedures such as SMAW Air Carbon Arc Cutting and Plasma Arc Cutting will also be covered. Along with practice exercises, students must participate in shot projects.

**WELD 222 – Advanced Arc/Pipe II (4)**

A continuation of WELD 221.

**WELD 268 – Workshop in Welding (1-9)**

As announced. *(May be repeated for credit).*

**WELD 289 – Internship Training (1-3)**

Practical applications in a welding industry/work environment. *(May be repeated for a maximum of 6 credit hours).*

**WELD 293 – Special Topics in Welding (1-9)**

As announced. *(May be repeated for credit with consent of instructor and administrative approval).*

## WILDLAND FIRE SCIENCE (WILD)

**WILD 100 – Introduction to Incident Command Systems (1)**

This course provides firefighters with a solid working foundation of the Incident Command System. Included are the knowledge and skills required for system integration of resources on initial action incidents and expanding incidents.

**WILD 130 – Firefighting Training (3)**

This course provides entry-level training on the basics of wildland fire suppression strategies, equipment, and firefighter safety standards and guidelines. This is a hybrid course with field exercises. *Prerequisite: WILD 100.*

**WILD 131 – Firefighter Type 1 (1)**

This course provides understanding of tactical decision making principles for Firefighter Type 1 (FFT1). *Prerequisite: Qualification as a Firefighter 2 (FFT2).*

**WILD 133- Look Up, Look Down, Look Around (.5)**

This course provides core training in safety and survival strategies. Seven environmental factors and their respective indicators of hazardous conditions for fire behavior are identified as well as their integration into the Risk Management Process.

**WILD 134 – Lookouts, Communications, Escape Routes, and Safety Zones (1)**

This course engages firefighters in the process of designing their own safety program. Students will discuss L, C, E, and S, creating performance standard providing for safe work practices during operational assignments.

**WILD 150 – Firefighter Fitness (2)**

This course has minimal classroom time, emphasis is on actual physical training. Instruction and workouts include core, aerobic, and muscle strength workout schedules. Provides firefighter conditioning needed for long daily and multi-day fire assignments and prepares for the Work Capacity Test.

**WILD 180 – Human Factors in Wildland Fire Service (.5)**

This course introduces firefighters to their responsibilities in addressing human performance issues creating effective integration with other operational resources in high risk, dynamic work environments.

**WILD 190 – Introduction to Wildland Fire Behavior (1)**

This course provides entry-level firefighters basic instruction on how wildland fuels, weather and topography affect ignition and fire spread, including recognition of potentially hazardous situations. This course includes a unit on firefighter math.

**WILD 211 – Portable Pumps and Water Use (2)**

This course provides the knowledge and skills required to design and set up operational resources in high risk, dynamic work environments.

**WILD 212 – Wildland Fire Chain Saws (3)**

This course introduces firefighters to the function, maintenance and use of gas powered chainsaws and their tactical application on wildland fires. *Prerequisite: Qualification as a Firefighter 2 (FFT2).*

**WILD 219 – Firing Operations (2)**

This course introduces students to common characteristics, applications, and availability of firing services. It provides knowledge of planning, execution, safety, coordination, and evaluation of ignition operations. *Prerequisite: Qualification as a Firefighter 2 (FFT2).*

**WILD 260 – Interagency Incident Business Management (2)**

This course addresses basic policy and direction to provide an understanding of interagency incident business management principles used on incident assignments.

**WILD 270 – Basic Air Operations (2)**

This course introduces aircraft types and capabilities, aviation management and safety for flying in and working with aircraft, tactical and logistical uses or aircraft, and requirements for helicopter take-off and landing areas.

**WILD 280 – Followership to Leadership (2)**

This course prepares firefighters for leadership roles on the fireline and introduces skills required by unit supervisors and fireline commanders. *Prerequisite: WILD 190 and Qualification as a Firefighter 2 (FFT2).*

**WILD 286 – Basic Land Navigation (1)**

This course provides an overview of many types, geographic location systems and reading topographic maps. Firefighters learn compass, clinometer, and Global Positioning Systems use.

**WILD 290 – Intermediate Wildland Fire Behavior (3)**

This course provides knowledge and analyzes conditions that create extreme fire behavior including long range spotting, crowning, fire whirls, and plume-dominated fire development. This is a hybrid course. *Prerequisite: WILD 190.*

**WILD 294 – Wildland Firefighting Experience (3)**

Wildland Firefighting Experience grants students credit for time spent operational incident assignments. Credit granted is a t the discretion of the lead faculty member, but must be verifiable with an official task book, and Resource Evaluation and/or verification by a fire line supervisor. It is recommended that you contract and work with a local volunteer Fire Department and/or apply to a land management (USFS, BLM, BIA, FWS, NPS or State) agency for summer employment. Credit will be granted at the rate of, credit-hours per operational period. (Initial Attack assignment or 1 day/8-16 hours on the fire line during a multi-day incident assignment).

## WIND ENERGY (WND)

**WND 100 – Intro to wind Energy (3)**

This course will explore the concept of harnessing naturally occurring winds to generate electricity. Wind powered mechanisms, wind farms, and the current status of wind energy utilization will be discussed. Horizontal Axis, Vertical Axis, and other Wind Turbine designs will be covered. The history of wind energy will be included.

**WND 102 – Wind Turbine Climber Training (3)**

This course will introduce the student to the environment of wind turbine. The student will obtain skills of proper identification, inspection, donning, and maintenance of personal protection equipment (PPE) and fall protection equipment. An initial climb test will be administrated with a pass grade to proceed with Energy Technology plan of study.

**WND 103 – Wind Turbine Fall Protection (3)**

This course focuses on planned approach to working at height. This course begins with basic fall protection theory, including the five methods of the fall protection hierarchy, and applicable local and state fall protection and rescue regulations and standards.

**WND 121 – Wind Turbine Mechanical Systems (3)**

This course is designed to familiarize students with the mechanical systems found within industrial wind turbines. These include turbine yaw drive systems, pitch drive systems, primary drive gearboxes, and smaller mechanical systems.

**WND 204 – Introduction to Hydraulics (3)**

This course will introduce the basic elements and applications of hydraulic power. Additional emphasis will be given to circuits, pressure, flow, and control of hydraulic systems.

**WND 219 – Wind Turbine Operations (3)**

This valuable course is designed to introduce students to the general maintenance practices and procedures employed within the wind energy industry. The study of wind turbine mechanical system and subsystem fundamentals will be included in this course; as well as real-world troubleshooting scenarios, that may be encountered in the wind energy workplace.

# INDEX

## H



## I



## L



## M



## N



## O



## P



## R



## S



## T



## U



## V



## W