

ACCT-232 Income Tax-Individual and Proprietors 3 cr.
Federal income taxation of individuals and proprietorships under the Internal Revenue Code and regulations, including accounting periods, methods, income deductions, property transactions, tax credits, and research and planning. Prerequisite: ACCT 201 or equivalent. Semester offered: Fall.

ACCT-242 Cost and Managerial Acct I 3 cr.
Deals primarily with internal reporting designed to enhance the ability of management in decision making, planning, and control. The assignment of costs to products or services, budgets, standard costs, variance analysis, break-even analysis, and the study of how costs behave. Prerequisite: ACCT 202. Semester offered: Fall.

ACCT-251 Financial Management 3 cr.
This course gives the student a solid foundation in the concepts, theories and techniques applicable to the financial administration of a firm including time value of money, basic instruments of financing, capitalization, cost of capital, marketing of securities, capital budgeting, and the role of risk in decision making. Prerequisites: ACCT 201, ACCT 202, and COSC 125 or COSC 116. Semester offered: Spring. [NM Common Course Number: BFIN 2113, Business Transfer Module]

ACCT-255 Certified Bookkeeper Capstone 3 cr.
Serves as a specific capstone course following the successful completion of the Bookkeeping Certificate Program. The study will be focused on the current job market demands as it relates to qualified, professional bookkeepers. Students will be provided guidance and specific training towards testing and achieving the Certified Bookkeeper Designation. Course not designed for transfer. Semester offered: Spring.

ACCT-280 Cooperative Education 3-4 cr.
Students are employed in an approved accounting area. Individualized learning objectives will be developed that are measurable, achievable, and feasible at the outset of the course. Prerequisite: ACCT 202. May be repeated one or more times for additional credit. Semester offered: Spring, Summer.

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM

AOAP-110 Records Management 3 cr.
Stresses the fundamentals of records programs to manage all phases of the records life cycle. It concentrates on those filing methods and procedures needed to ensure the effectiveness of a records system. Semesters Offered: Fall and Spring.

AOAP-115 Practical Business Math Procedures 3 cr.
A practical business mathematics course to include the following: whole numbers, word problems, fractions, decimals, banking, percents, portion formula, trade/cash discounts, purchasing/pricing merchandise, payroll, simple interest, compound interest, present value, installment buying, revolving charge credit cards, mortgages, balance sheet, income statement, depreciation, inventory and overhead, sales/excise/property taxes, life/fire/auto insurance. Semesters Offered: Fall, Spring and Summer.

AOAP-117 Business Communication 3 cr.
Includes grammar, punctuation, and sentence fundamentals followed with writing techniques and strategies for effective oral and written communication in an office environment. Prerequisite: AOAP 123 or equivalent. Semesters Offered: Fall, Spring and Summer.

AOAP-118 Administrative Office I 3 cr.
Students will learn the importance of following the proper procedures of maintaining an efficient office required in today's technologically advanced business environment. Emphasis on the importance of punctuality, neatness/dress, and responsibility, establishing procedures for basic office tasks, learning to greet clients, make travel arrangements, answer the phone, create convention/seminar arrangements, and develop well-organized resume and job interviewing techniques. Semesters Offered: Fall and Spring.

AOAP-123 Keyboarding 3 cr.
This course enables the student to learn and/or reinforce keyboarding skills using the computer and to work toward accuracy and speed. The course also introduces fundamental word processing functions by formatting and editing basic business documents, i.e., letters, memos, and reports. Semesters Offered: Fall, Spring and Summer.

AOAP-130 Human and Customer Relations 3 cr.
Course offers specialized training to prepare students for the job and life. PowerPoint presentations on self-image, attitude adjustment, team-building, stress management, and understand yourself and your relationships will be introduced. Through the use of a variety of teaching techniques, students will discover how to provide exceptional customer service with a smile, a professional appearance and a positive attitude to avoid making the common workplace errors. Semesters Offered: Fall, Spring and Summer.

AOAP-210 Word Processing 3 cr.
The Word Processing class will introduce students to many beginning and advanced applications. Students will create, edit memos, letters, and reports of varying complexity. Students will learn to format and customize a range of document types. To enhance written communication, students will learn to add and modify graphics and other visual elements. Students will organize content into tables, lists and other structures to promote reader understanding. Prerequisite: AOAP 123 Keyboarding or equivalent. Semesters Offered: Fall, Spring and Summer.

AOAP-219 Administrative Office II 3 cr.
This is the capstone course for the AOAP certificate. Through the use of a simulation, students will draw on and utilize the skills acquired throughout their training program and work experience to prepare documents and complete tasks like those required in today's high performance, technologically advanced office. Many of the activities completed will enhance the student's software integration skills and expose them to higher levels of analysis, problem solving, decision making, and teamwork. Prerequisites: AOAP 118 and 210 and COSC 125. Semesters Offered: Fall and Spring.

AOAP-280 Cooperative Education 1-5 cr.
Students must obtain permission to enroll in the course. Students will be employed in a position relative to their program of study. Students

will be required to work a specific number of hours at their job site, submit personnel forms, keep journals, write objectives and reports, complete case studies, complete other class related activities as assigned by the program coordinator, and meet regularly with the program. Semester Offered: On demand.

ALLIED HEALTH

ALHT-111 Introduction to Allied Health 3 cr.
An overview of traditional health care systems, team approach delivery, and health professionals' roles and functions. It addresses consumer health needs, trends, and issues. Recommended for students considering programs such as Nursing, Dental Hygiene, Physical Therapist Assisting or Health Information Technology or undecided.

AMERICAN SIGN LANGUAGE

SIGN-111 Elementary American Sign I 3 cr.
Basics of the gestural system, grammar, idioms, and cultural context of American Sign Language as used in typical dialog. Prerequisites: APEN 40+ and APRD 39+ or permission of instructor. Semester offered: Fall, Spring and Summer.

SIGN-112 Elementary American Sign II 3 cr.
A continuation of SIGN 111. Prerequisite: SIGN 111 or permission of instructor. Semester offered: Fall, Spring.

SIGN-211 Intermediate American Sign I 3 cr.
Further practice and progression in the communicative skills and cultural context of modern ASL. Prerequisites: SIGN 112 or permission of instructor. Semester offered: On Demand.

SIGN-212 Intermediate American Sign II 3 cr.
A continuation of SIGN 211. Prerequisites: SIGN 211 or permission of instructor. Semester offered: On Demand.

ANTHROPOLOGY

ANTH-110 Introduction to Anthropology 3 cr.
Provides a basic introduction to the concepts and methods used by anthropologists to study human groups, with an overview of the four major subfields (biological anthropology, archaeology, linguistics, and socio-cultural anthropology). Prerequisites: APEN 070+ or ENGL 095; APRD 058+ or RDNG 095. Semester offered: Fall and Spring. [NM Common Course Number ANTH 1113, Area IV: Social/Behavioral Science Core]

ANTH-111 Navajo Culture 3 cr.
Introduces the basic values of Diné society, past and present, including the clan system, the philosophy of duality, rites and passages, and the Navajo creation story. Offered in collaboration with Diné College (NIS 111). Prerequisites: APEN 070+ or ENGL 095; APRD 058+ or RDNG 095. Semester offered: Fall, odd years.

ANTH-210 Intro to Cultural Anthropology 3 cr.
Introduces the basic concepts, methods, and theories of sociocultural

anthropology and uses examples of diverse cultures from around the world to illustrate the range of human variation. Emphasis is placed on culture as an adaptive system. Active learning projects are incorporated into course requirements. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: Fall and Spring.

ANTH-211 Intro to Biological Anthropology 3-4 cr.
Surveys the biological evolution of humans from the early primates to modern homo sapiens. Laboratory sections address human skeletal anatomy and paleopathology. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: On demand.

ANTH-212 Intro to Archaeology 3 cr.
Introduces students to the basic concepts, methods, and theories of archaeology with particular emphasis on the nature of archeological evidence and its interpretation. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: Spring.

ANTH-214 New World Prehistory 3 cr.
Surveys major cultural developments in North, Central, and South America from the first evidence of human occupation in the New World to the arrival of the Europeans. Prerequisite: Accuplacer Reading 80+ or take RDNG 113. Semester Offered: Fall Only.

ANTH-215 Native Peoples of North America 3 cr.
General survey of selected Native American peoples and cultures. Historic contact, culture change, contemporary priorities, and ongoing concerns are also examined.

ANTH-220 Anthropology of Religion 3 cr.
Provides a cross-cultural inquiry into the spiritual and religious belief systems of diverse peoples from around the world and investigates the practices and symbols through which these beliefs are expressed and enacted. Emphasis is on the belief systems and ritual behavior of non-western cultures. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: Spring, odd years.

ANTH-230 Cultural Ecology 3 cr.
Examines the relationship of humans to their environments using archaeological and ethnographic data from around the world. Particular focus on the social and technological adaptations of human groups to desert environments. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: On Demand.

ANTH-252 Peoples of Latin America 3 cr.
Explores the various cultures and peoples of Latin America, concentrating on one region or culture at any given time. Offered as an interdisciplinary field-based intensive study experience. Usually offered during Summer interim. May be repeated for credit. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: On Demand.

ANTH-254 Contemporary Cultures-Four Corners 3 cr.
Explores the rich cultural diversity that gives the Four Corners such a distinctive character. Emphasis is placed on the experiences and contributions of the Native Americans, Hispanics, European immigrants, and others who have made their homes here. Prerequisites: APRD 80+ or RDNG 113; APEN 84+ or ENGL 111. Semester offered: Spring, even years.