

ACCT-231 Tax Help II 2 cr.

The practical application of interviewing and income tax preparation functions for low income clients is performed by students under the IRS and/or Tax Help New Mexico Program. Offered: Spring.

ACCT-232 Income Tax-Individual & 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. Prerequisites: ACCT-175 and ACCT-176 or take ACCT-201. Offered: Fall.

ACCT-242 Cost & Managerial Acct I 3 cr.

This course 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. Prerequisites: ACCT-202. Offered: Fall.

ACCT-255 Certified Bookkeeper Capstone 3 cr.

This course 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 related to qualified, professional bookkeepers. Students will be provided guidance and specific training towards testing and achieving the Certified Bookkeeper Designation. This course is not designed for transfer. Offered: Spring.

ACCT-280 Cooperative Education 3 cr. TO 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. May be repeated one or more times for additional credit. Prerequisites: ACCT-202. Offered: On Demand. Faculty Permission Required.

ALLIED HEALTH**ALHT-111 Intro to Allied Health 3 cr.**

This course provides an overview of traditional health care systems, team approach delivery, and health professionals' roles and functions. It addresses consumer health needs, trends, and issues. Course is recommended for students considering programs such as Nursing, Dental Hygiene, Physical Therapist Assisting or Health Information Technology or undecided. Offered: All.

ANTHROPOLOGY**ANTH-110 Intro to Anthropology 3 cr.**

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 cultural anthropology). [NM Common Course Number ANTH 1113, Area IV: Social/Behavioral Science Core] Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall & Spring.

ANTH-111 Navajo Culture 3 cr.

Introduces the basic values of Dine society, past and present, including the clan system, the philosophy of duality, rites and passages, and the Navajo creation story. Offered in collaboration with Dine College (NIS 111). Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall.

ANTH-210 Intro to Cultural Anthropology 3 cr.

Introduces the basic concepts, methods, and theories of cultural anthropology using examples of diverse cultures from around the world to illustrate the range of human variation. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading scores. Offered: Fall & Spring.

ANTH-211 Introduction to Biological Anthropology 4 cr.

Surveys the biological evolution of humans from the early primates to modern homo sapiens. Laboratory sections address primate, hominid, and human skeletal anatomy and paleopathology. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading scores. Offered: Spring.

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: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading scores. Offered: Fall.

ANTH-215 Native American History and Culture 3 cr.

Introduces the history and cultures of Native peoples of North America from the earliest times to the present. The course will examine culture change and the interaction of native groups with each other and European peoples. Contemporary priorities and ongoing concerns are also examined. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate Reading and English Accuplacer scores. Offered: Spring.

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 non-western cultures. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading score. 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: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading score. 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. May be repeated for credit. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading scores. Offered: On Demand.

ANTH-254 Contemporary Cultures of the 4 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: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading score. Offered: On Demand.

ANTH-255 Ancient Peoples-Southwest 3 cr.
Studies the unique prehistoric residents of the Four Corners through classroom lectures, films, slides, and field trips. [NM Common Course Number ANTH 2313, Area IV: Social/Behavioral Science Core]. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate Accuplacer English and Reading score. Offered: Fall, even years.

ANTH-288 Archaeological Field Methods 9 cr.
Archaeological field school held at the B-Square Ranch to teach survey and excavation techniques as well as laboratory procedures for dealing with collected cultural materials. Lectures on Four Corners prehistory and history, field trips to local archaeological sites, and workshops on artifact and skeletal analysis are also included. Prerequisites: ANTH-110 or ANTH-212 Offered: Summer.

ANTH-292 Capstone Project-Archaeology 6 cr.
This capstone course serves as a way to unify student work under the AA concentration in Archaeology. Under the direction of a supervisory archaeologist, the student will successfully complete an archaeological field project including contact with the appropriate officials, background research, site survey(s), production of appropriate maps, documentation of any cultural resources found, field analysis of artifacts found, report writing and submission, etc. Prerequisites: ANTH-110 ANTH-212 ANTH-255 and ANTH-288. Offered: On Demand.

ADMINISTRATIVE OFFICE ASSISTANT

AOAP-110 Records Management 3 cr.
This course 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. Offered: Fall & 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. Offered: All.

AOAP-117 Business Communication 3 cr.
This course includes grammar, punctuation, and sentence fundamentals followed with writing techniques and strategies for effective oral and written communication in an office environment. Prerequisites: AOAP-123. Offered: Fall & Spring.

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. Offered: Fall & 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. Offered: All.

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. Offered: Fall & Spring.

AOAP-210 Word Processing 3 cr.
The Word Processing class will introduce students to many beginning and advanced applications. Students will create and 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. Prerequisites: AOAP-123. Offered: All.

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, AOAP-210, and COSC-125. Offered: Spring.

ART

ARTS-110 Orientation in Art 3 cr.
Emphasis on contemporary approaches to painting, sculpture, architecture and industrial arts and crafts. Understanding of materials and processes and basic design principles is stressed through direct experience and heightened perception. [NM Common Course Number, ARTS 1013, Area V; Humanities and Fine Arts Core]. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: Fall & Spring.