

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.