

**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.

- ARTS-111 Survey of Native American Art** 3 cr.  
Provides an overview of Native American art from earliest cultures to contemporary. Emphasizes tribal perspectives on aesthetics, resources, and innovations. Prerequisites: Completion of ENGL-099 or appropriate English Accuplacer score. Offered: Fall.
- ARTS-112 Beginning Drawing I** 3 cr.  
Utilizes various methods and materials with emphasis on the perception of form in many areas of subject matter and consideration of the elements of composition. Offered: Fall & Spring.
- ARTS-113 Drawing II** 3 cr.  
Continuation of ARTS 112. Prerequisites: ARTS-112. Offered: All.
- ARTS-125 Basic Watercolor Techniques** 3 cr.  
Pursuing individual expression through techniques of wash, blending, color mixing, textural effects and brush manipulation. Offered: On Demand.
- ARTS-131 Navajo Rug Weaving I** 3 cr.  
Introduction to the process and techniques of Navajo weaving, including preparation of the wool, setting up the loom and warp, weaving techniques, and design elements. Basic origin stories and the history of Navajo rug weaving will also be covered. Offered: Spring.
- ARTS-151 Two Dimensional Design** 3 cr.  
Problems in form, line, texture and space using various media and techniques. Emphasis on the principles of expressive pictorial composition, proportion, balance, rhythm, and contrast. Offered: Fall & Spring.
- ARTS-152 Color Theory I** 3 cr.  
Study and application of the objective principles of color and its psychological, emotional and symbolic effects. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading score. Offered: Fall & Spring.
- ARTS-162 Color Theory II** 3 cr.  
Continuation of ARTS 152. Prerequisites: ARTS-152. Offered: Fall & Spring.
- ARTS-171 Intro to Interior Design** 3 cr.  
An introduction to basic interior design, to include color coordination, furniture arrangement, unusual window treatments, choice of fabric and floor coverings, and accessories. This course will help participants understand the overall concept of design, and will help students develop skills associated with design projects. Offered: Spring.
- ARTS-215 Human Figure Drawing I** 3 cr.  
Utilizes various methods and materials with emphasis on the perception of the human figure. Drawing from the live model and the skeleton. Offered: Fall & Spring.
- ARTS-216 Human Figure Drawing II** 3 cr.  
Continuation of ARTS 215. Prerequisites: ARTS-215. Offered: Fall & Spring.
- ARTS-217 Art-Elementary School Teachers** 3 cr.  
Orientation into the methods, philosophy and media of art practiced in the elementary school. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Accuplacer English and Reading score. Offered: On Demand.
- ARTS-225 Advanced Watercolor** 3 cr.  
Continuation of ARTS 125 with specialization in individual style. Prerequisites: ARTS-125. Offered: On Demand.
- ARTS-231 Navajo Rug Weaving II** 3 cr.  
Continuation of ARTS 131 to include further development of the processes and techniques of Navajo weaving, with a special emphasis on advanced weaving techniques and design. Prerequisites: ARTS 131. Offered: Spring.
- ARTS-251 Beginning Painting** 3 cr.  
Painting in various traditional and non-traditional media. Pursuing individual expression through painting techniques in relation to a broad scope of art concepts and styles. Offered: Fall & Spring.
- ARTS-252 Painting II** 3 cr.  
Continuation of ARTS 251. Prerequisites: ARTS-251. Offered: Fall & Spring.
- ARTS-253 Painting III** 3 cr.  
Continuation of ARTS 252. Prerequisites: ARTS-252. Offered: Fall & Spring.
- ARTS-254 Painting IV** 3 cr.  
Continuation of ARTS 253. Prerequisites: ARTS-253. Offered: Fall & Spring.
- ARTS-265 Beginning Sculpture I** 3 cr.  
An introduction to sculpture and methods and materials using additive, subtractive and manipulative techniques. Offered: On Demand.
- ARTS-266 Sculpture II** 3 cr.  
Continuation of ARTS 265. Prerequisites: ARTS-265. Offered: On Demand.
- ARTS-267 Metal Sculpture** 3 cr.  
This course will provide students with basic knowledge and hands-on experience to perform techniques and applications as applied to metal sculpture using oxy/acetylene, gas metal arc, and gas tungsten arc welding equipment. Offered: Fall & Spring.
- ARTS-268 Sculpture III** 3 cr.  
This course will focus on the development of the student's personal aesthetic while continuing to analyze the use of form and surface to create content. Developing a body of work and documentation for a portfolio. Prerequisites: ARTS-265 and ARTS-266. Offered: On Demand.
- ARTS-275 Pottery & Clay Arts I** 3 cr.  
Introduction to clay arts including techniques of hand building, wheel throwing, and glazing. Offered: Fall & Spring.

**ARTS-276 Pottery & Clay Arts II** 3 cr.  
Continuation of ARTS 275. Prerequisites: ARTS-275.  
Offered: Fall & Spring.

**ARTS-283 Pottery & Clay Arts III** 3 cr.  
Continuation of pottery and clay techniques for the advanced pottery student. Focus will be on production pottery and development of personal style. Prerequisites: ARTS-276. Offered: Fall & Spring.

## **AUTOMOTIVE SERVICE EXCELLENCE PROGRAM (GENERAL MOTORS)**

**ASEP-110 Shop Fundamentals & Safety** 1 cr.  
This course will orient the student to shop operations, use of service manuals, pay structures, tools, warranties, and customer relations. Shop safety will be strongly emphasized as well as employee/employer relations. Offered: Fall.

**ASEP-120 GM Electrical & Ignition Syst.** 7 cr.  
A study of the electrical and electronic systems found in the automotive field. Emphasis is on basic circuitry, starting systems, charging systems, ignition systems, diagnosis and servicing the electrical components on current GM model vehicles. Corequisites: ASEP 110. Offered: Fall.

**ASEP-125 General Motors Hybrid Technology** 3 cr.  
This course will explain and demonstrate theory and operation of key General Motors hybrid vehicle systems and components. Knowledge retention and subject understanding will be enhanced by interactive classroom components whenever possible. Procedures for handling high voltage batteries will be covered. Personal safety will be emphasized. Corequisites: ASEP-120. Offered: Fall.

**ASEP-130 GM Fuel & Emission Syst.** 4 cr.  
A study of the fuel and emission systems used on current GM model vehicles. Students will learn to use the exhaust gas analyzer, oscilloscopes, and other special equipment. Prerequisites: ASEP-120. Corequisites: ASEP-140. Offered: Spring.

**ASEP-135 General Motors Vehicle Networks** 3 cr.  
This course will explore the complex, on-board computer networks found on modern GM vehicles. The CAN network will be emphasized as will the proper techniques for isolating, diagnosing and repairing complex automotive computer networks. Safety will be emphasized. Prerequisites: ASEP-120. Corequisites: ASEP-140. Offered: Spring.

**ASEP-140 GM Drivability** 4 cr.  
A systematic troubleshooting method for General Motors fuel, electrical and electronic systems. Use of tools and equipment needed for proper diagnosis emphasized. Corequisites: ASEP-130 Offered: Spring.

**ASEP-145 ASE Tests** 1 cr.  
Students must be registered for a minimum of two ASE exams and pass one. Offered: Spring.

**ASEP-146 ASE Tests** 1 cr.  
Take and pass remaining ASE exams. Students are required to pass a minimum of four ASE exams in order to graduate. Any tests passed in ASEP 145 are counted as part of the requirement. Prerequisites: ASEP-145. Offered: Spring.

**ASEP-150 GM Engines & Related Systems** 4 cr.  
This course covers the principles and operation of the internal combustion engine. Engines will be properly disassembled for component identification. All parts will be inspected, measured, and reassembled. The oiling and cooling system will also be covered. Corequisites: ASEP-160. Offered: Summer.

**ASEP-155 General Motors Adv Air Induction Systems** 2 cr.  
This course covers variable valve timing, turbo chargers and superchargers. The theory, operation and diagnosis of each of these systems will be covered and the manufacturers diagnostic and repair procedures will be stressed. Personal and vehicle safety will be emphasized. Prerequisites: ASEP-140. Corequisites: ASEP-150. Offered: Summer.

**ASEP-160 GM Heating & Air Conditioning** 2 cr.  
A theory and shop course to teach the student GM heating, air conditioning systems, and controls. The student will learn to diagnose and recover refrigerant, evacuate, and recharge air conditioning systems. Corequisites: ASEP-150. Offered: Summer.

**ASEP-165 GM Advanced HVAC Diagnosis** 3 cr.  
This course will cover advanced diagnosis theory and practice on GM vehicle heating, air conditioning and ventilation systems. The course will address computer based HVAC controls as well as the network of sensors. Environmental and personal safety will be emphasized. Prerequisites: ASEP-140. Corequisites: ASEP-160. Offered: Summer.

**ASEP-170 GM Power Trains** 8 cr.  
The theory and practical application of automotive power trains, including clutches, transmissions, drive lines, transaxles and differential service will be taught. Diagnosis, troubleshooting and actual repair procedures will be performed on General Motors vehicles in the shop. Prerequisites: ASEP-160. Offered: On Demand.

**ASEP-172 GM Automatic Trans/Transaxles** 6 cr.  
The operating principles of GM automatic transmissions, transaxles, and their diagnosis, electrical and electronic controls, and repair will be covered. Instruction on noise, vibration and harshness diagnosis and correction will also be covered along with mechanical and hydraulic components. Safety is emphasized. Corequisites: ASEP-175. Offered: Fall.

**ASEP-175 General Motors Manual Trans/Transaxles** 5 cr.  
The theory and repair of GM manual transmissions and transaxles, differentials, clutches, transfer cases and drive axles will be covered. Noise, hard shifting and other common concerns will be addressed. Diagnosis and troubleshooting will be stressed. Safety is emphasized. Corequisites: ASEP-172. Offered: Fall.

**ASEP-180 GM Brake Systems** 4 cr.  
A study of the theory, diagnosis and repair procedures of General Motors disc and drum brake systems will be taught. Instruction