

**AUBO-124 Automotive Industry Collision Repair I 5 cr.**  
 This advanced course is a combination of AUBO 120, 121, 122, 123. This course will incorporate all areas of major non-structural collision damage repair. Through practical application the student will learn how to effectively repair all heavy collision damage using current I-CAR repair standards and procedures. Prerequisites: AUBO-123. Offered: Fall & Spring.

**AUBO-126 Automotive Industry Collision Repair II 5 cr.**  
 This advanced course is a continuation of AUBO 124 with emphasis on time efficiency. This course will involve the student in all areas of major collision damage repair. The student will be exposed to all applicable I-CAR industry procedures and standards involved in sheet metal and composite panel repair. Prerequisites: AUBO-124. Offered: Fall & Spring.

**AUBO-127 Frame and Structural Repair 5 cr.**  
 This course will involve the student in all areas of frame and structural damage repairs. Through theory and practical application, the student will learn how to diagnose and repair various types of damage including: mash, twist, sag and side sway. This course will expose the students to safe work habits while using measuring and straightening equipment. Prerequisites: AUBO-126. Offered: Fall & Spring.

**AUBO-128 Structural Panel Replacement 5 cr.**  
 This course is a continuation of AUBO 127 with infancies in structural panel replacement. The student will be exposed to frame and unibody measuring equipment and their proper use in sectioning procedures. Through theory and practical application the student will learn how to ID structural components, properly separate spot welds, position and weld new body panels in place. Prerequisites: AUBO-127. Offered: Fall & Spring.

**AUBO-130 Introduction to Automotive Refinishing 5 cr.**  
 This course is designed to incorporate all aspects of surface preparation, paint safety, refinishing materials, and refinishing fundamentals. Students will receive instructions for the application of acrylic enamel and base coat/clear coat refinishing systems. Offered: Fall & Spring.

**AUBO-131 Intermediate Automotive Refinishing 5 cr.**  
 This course encompasses all areas of surface preparation, damage repair and refinishing procedures that are necessary for achieving a proper spot repair. Students will also be exposed to safe work habits in the refinishing area and correct automotive detailing procedures. Prerequisites: AUBO-130. Offered: Fall & Spring.

**AUBO-132 Automotive Color Adjustment & Blending 5 cr.**  
 This course will help develop the skills needed to match any type of paint. It will expose the student to color theory, color evaluation, color matching, and other color adjustment factors. The student will be instructed in multiple panel paint blending techniques as well. Prerequisites: AUBO-131. Offered: Fall & Spring.

**AUBO-133 Automotive Overall Refinishing 5 cr.**  
 This course encompasses all areas of automotive refinishing. This advanced course is a continuation of AUBO 132 with emphasis in achieving industry refinishing times and standards consistent with that of I-CAR. The student will be exposed to surface preparation

and refinishing techniques involved with overall refinishing. The students will also be instructed on paint safety, use of acrylic enamel and base coat/clear coat refinishing system. Prerequisites: AUBO-132. Offered: Fall & Spring.

**AUBO-230 Body Shop Management I 5 cr.**  
 This advanced course is designed to simulate an auto body estimator's position. The student will be exposed to a systematic approach to damage analysis as well as cost estimation. Prerequisites: AUBO-133. Offered: Fall & Spring.

**AUBO-231 Body Shop Management II 5 cr.**  
 This course is a continuation of AUBO 230. The student will demonstrate considerable technical judgment in assigning technicians to projects and inspecting completed work. The student will also be exposed to basic record keeping and damage report writing skills. Prerequisites: AUBO-230. Offered: Fall & Spring.

## AUTOMOTIVE TECHNOLOGY

**AUTE-111 Steering and Suspension 5 cr.**  
 A theory and shop course to introduce the student to steering geometry, front and rear suspension service, wheel alignment, power steering service, and wheel balancing. Safety is emphasized. Corequisites: AUTE-112. Offered: Fall.

**AUTE-112 Brakes 5 cr.**  
 A study of the theory and diagnostic procedures of disc and drum brake systems, including anti-lock brakes. Instruction on machining of discs, drums, and rebuilding of brake hydraulic components will be given. Safety is emphasized. Corequisites: AUTE-111. Offered: Fall.

**AUTE-113 Basic Electrical 4 cr.**  
 Basic fundamentals of electrical theory, magnetism, current flow, Ohms Law, series, parallel, and series parallel circuit calculations. The use of basic meters and their application to circuit diagnosis will be taught. Safety is emphasized. Offered: Fall & Spring.

**AUTE-114 Electrical Systems 6 cr.**  
 Diagnosis of the general electrical system to include battery, starting, charging, lighting, gauges, horn, wiper/washer and accessories using meters and schematics with standard troubleshooting procedures. Prerequisites: AUTE-113. Corequisites: AUTE-117. Offered: Spring.

**AUTE-115 Manual Drive Train & Transaxles 6 cr.**  
 The theory and repair of manual transmission, differentials, clutches, transaxles and drive axles will be covered. Diagnosis and troubleshooting will be stressed. Safety is emphasized. Corequisites: AUTE-116. Offered: Spring.

**AUTE-116 Auto Transmission & Transaxles 6 cr.**  
 The operating principles of automatic transmissions, diagnosis, electrical and electronic controls, and repair will be covered. Safety is emphasized. Corequisites: AUTE-115. Offered: Spring.

**AUTE-117 Engine Performance 12 cr.**  
 This course will cover the use of engine performance test equipment, fuel system operation, fuel injection, ignition systems, starting and charging systems. A systematic method

of troubleshooting will be taught. Safety is emphasized.  
Prerequisites: AUTE-113. Corequisites: AUTE-114. Offered: Spring.

**AUTE-118 Engine Repair** 4 cr.

This course will cover the principles and operation of the internal combustion engine. Engines will be properly disassembled, inspected, measured, and reassembled. Safety is emphasized. Corequisites: AUTE-119. Offered: Fall.

**AUTE-119 Heating and Air Conditioning** 4 cr.

A theory and shop course to teach the student automotive air conditioning and heating systems as they apply to automotive vehicles. The use of test equipment will be emphasized and the student will learn to diagnose, evacuate, recover refrigerant and recharge air conditioning systems. Safety is emphasized. Prerequisites: AUTE-113. Corequisites: AUTE-118. Offered: Fall.

## BUSINESS ADMINISTRATION

**BADM-114 Intro to Business** 3 cr.

A survey course presenting an overall integrated picture of American business and its operations. Included are such topics as forms of business ownership, management, internal organization, production, personnel, labor relations, marketing, short-term and long-term finance, insurance, accounting principles, business law, and entrepreneurship. [NM Common Course Number: BUSA 1113, Business Transfer Module]. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate English and Reading. Accuplacer scores. Offered: All.

**BADM-115 Non-Profit Business Management Principles** 3 cr.

Students will examine operational and philosophical bases for not-for-profit entities, including IRS designations, partnerships, project planning, marketing, and funding sources. Minimum grade required: C. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate English and Reading Accuplacer scores. Offered: Fall.

**BADM-134 Supervision** 3 cr.

This course is intended for those who either want to become supervisors or want to improve their present level of supervisory skills and knowledge. Management principles and their application to actual on-the-job situations are presented enabling students to contribute more effectively to the goals of the organization. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate English and Reading Accuplacer scores. Offered: Fall & Spring.

**BADM-212 Business Statistics** 3 cr.

Introduces the student to the collection and analysis of numerical data. Covers descriptive statistics, measures of central tendency, probability, sampling distributions, estimation, hypothesis testing, and regression and correlation as they apply to a wide variety of business decisions. [NM Common Course Number: MATH 2113, Business Transfer Module]. Prerequisites: Completion of RDNG-095 and MATH-115 or appropriate Reading and Math Accuplacer scores. Offered: Fall & Spring.

**BADM-233 Principles of Management** 3 cr.

This course introduces the basic theory of organization. The

theory is built around the functions of planning, organizing, directing, and controlling. Special emphasis is placed on the interaction of the organization with its local and international environment. [NM Common Course Number: MGMT 2113, Business Transfer Module]. Prerequisites: Completion of RDNG-113 and ENGL-099 or appropriate Reading and English Accuplacer scores. Offered: Fall & Spring.

**BADM-238 Leadership & Group Dynamics** 3 cr.

This course focuses on the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics to help students develop a personal philosophy of leadership and an awareness of the moral and ethical responsibility of leadership. The course will integrate readings from the humanities, classical literature, and contemporary multi-cultural literature to illustrate various issues in leadership. Students will engage in a variety of experiential learning exercises in order to develop leadership skills. Also listed as HUMA 238.

Prerequisites: Completion of RDNG-113 and ENGL-099 or appropriate Reading and English Accuplacer scores. Offered: Fall & Spring.

**BADM-239 Human Resource Management** 3 cr.

This course covers those topics which are relevant to the role of the human resources department in today's firm. Topics include: human resource management, compensation and benefits, labor relations, E.E.O.C., affirmative action, employment and placement, training and development, and other related topics. Prerequisites: Completion of RDNG-113 and ENGL-099 or appropriate Reading and English Accuplacer scores. Offered: Spring.

**BADM-242 Principles of Marketing** 3 cr.

The methods, policies, and organization involved in the exchange of goods and services between producers and consumers. Topics include an overview of the social, economic, and legal environments in which marketing operates, consumer behavior, marketing research, market segmentation and targeting, strategic marketing, product planning, pricing, promotion, distribution, nonprofit marketing, social responsibility in marketing, and techniques of display construction and application. [NM Common Course Number: MKTG 2113, Business Transfer Module] Prerequisites: Completion of RDNG-095 and ENGL-099 or appropriate Reading and English Accuplacer scores. Offered: Fall & Spring.

**BADM-248 Principles of Advertising** 3 cr.

This course is a survey of the history of the advertising media available today, taking into consideration the advantages/disadvantages of each. It discusses the psychological approach to consumer persuasion, the techniques used in media selection and the creative processes of advertising. Prerequisites: Completion of RDNG-095 and ENGL-099 or appropriate Reading and English Accuplacer scores. Offered: Spring, of even years.

**BADM-270 Stress Management** 1 cr.

This course deals with coping with stress at work and at home. Much time is spent on identifying stressful situations and how to manage and cope with such situations. Offered: All.