

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.

BADM-280 Cooperative Education 3 cr.
Supervised cooperative work program. Student is employed in an approved business occupation. Student will be supervised and rated by the employer and instructor. Student will meet in a weekly class and/or report on a variety of films, reading, or seminars. Offered: On Demand. Faculty Permission Required.

BIOLOGY

BIOL-110 Non-Majors Biology 4 cr.
An understanding of how biological issues affect society is crucial for citizens of today's society. This non-majors course is an introduction to such issues as cloning; genetics, genetic screening and genetically modified organisms; global warming and the carbon cycle; population growth, environmental hazards, ecology, evolution and biodiversity, especially local flora. This course does not substitute for BIOL 121 or 122. Prerequisites: Completion of ENGL-095 and RDNG-095 or appropriate Reading and English. Accuplacer scores. Offered: Fall & Spring.

BIOL-112 Human Body Structures & Functions 4 cr.
The organization, metabolic processes and regulation of cells and tissues. Basic concepts of the physical and chemical operation of the organs and systems of the human body. System review to include integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. This course does not substitute for BIOL 121, 252, or 253. Non-transferable. Offered: Fall & Spring.

BIOL-121 Introductory Biology I 4 cr.
An introduction to the basic processes of living organisms. Topics to be covered will include cell structure and function, cellular reproduction, metabolism, photosynthesis, the basic chemical processes, introductory biochemistry, energetics, enzyme structure and function, protein synthesis, and basic Mendelian genetics. Prerequisites: Completion of MATH-095, RDNG-113, and ENGL-111 or appropriate Math, Reading, and English. Accuplacer scores. Offered: Fall & Spring.

BIOL-122 Introductory Biology II 4 cr.
An introduction to dynamic processes of living things, and includes local natural history, population genetics, ecology and evolutionary dynamics. Prerequisites: Completion of MATH-095, RDNG-113, and ENGL-111 or appropriate Math, Reading, and English Accuplacer scores. Offered: Fall & Spring.

BIOL-210 Field Biology 2 cr. TO 4 cr.
A field oriented course to be offered during semester break, spring break, or the summer. This course will consist of travel and field-based biological education at distant sites. The course may involve attendance at one or more preparatory classes before field work begins. May require additional travel and accommodation fees. Offered: On Demand.

BIOL-220 General Botany 4 cr.
This course is an introduction to plant biology for majors and non-majors. Topics include plant cell biology, anatomy, physiology, and pollination studies as well as phylogenetic study of Fungi and photosynthetic Bacteria and Protista. Plant ecology and introductory plant systematics will also be introduced. Offered: On Demand.

BIOL-222 Invertebrate Zoology 4 cr.
This course will provide an introduction to all phyla of invertebrates, emphasizing the unifying characteristics within each group. It will examine how form relates to function, and differences in structure and physiology between phyla. Systematics and phylogenetic relationships will be discussed. Prerequisites: BIOL-121 or BIOL-122. Offered: Fall.

BIOL-223 Vertebrate Zoology 4 cr.
This course covers the taxa of animals with backbones: fishes, amphibians, reptiles (including birds) and mammals. It includes relationships, structure, niches and behaviors. Prerequisites: BIOL-122. Offered: Fall.

BIOL-224 Microbiology 4 cr.
This course is an introductory survey of microorganisms. It is not limited to the study of pathogenic bacteria, but will also cover protists and fungi. Within this context principles of isolation, taxonomy, ecology and physiology will be covered. Prerequisites: BIOL-121. Offered: Fall & Spring.

BIOL-230 Environmental Conservation 4 cr.
Topics covered include the study of basic ecological principles, human population growth and its impact on the global environment, including air, water and land pollution; global climate change; renewable and non-renewable energy sources; and biodiversity. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate English and Reading Accuplacer scores. Take BIOL-121, BIOL-122, or CHEM-110. Offered: Fall & Spring.

BIOL-237 Ethnobotany 4 cr.
Integrates classical botanical knowledge and identification techniques with historical and current native uses of plants for food, healing, fiber, housing, arts, and sacred activities. Although a broad view will be taken, this interdisciplinary course will emphasize the ethnobotany of the Four Corners region. The class may include field trips. Prerequisites: Completion of ENGL-099 and RDNG-095 or appropriate Accuplacer English and Reading scores. Offered: On Demand.

BIOL-240 Ecology 4 cr.
A study of the dynamics of biological systems. Covers population genetics, population ecology (interactions such as mutualism, competition and predation), and evolutionary theory. Prerequisites: BIOL-122. Offered: Spring.

BIOL-250 Systematic Botany 4 cr.
A study of classification and taxonomy of vascular plants. Topics covered in lecture and laboratory deal with taxonomic principles and philosophy, nomenclature, terminology, use of keys, and history of classification systems. The use of cytogenetics, anatomy, ecology, palynology, chemistry, and the computer in modern systematics is discussed. Students will learn to recognize many of the major plant families and will be taught the methods of botanical fieldwork. A plant collection will be made. Field trips are required, including a three-day excursion to southeastern Utah. Offered: On Demand.

BIOL-252 Human Anatomy & Physiology I 4 cr.
The organization of cells and tissues and their metabolic and