

and vessels. Included are the basic functions, scientific principles and symbols. Students will identify components on typical Process Flow Diagrams and Piping and Instrument Diagrams. Corequisites: IPOP-110, IPOP-130. Offered: Fall. Faculty Permission Required.

IPOP-135 Maintenance Overview for Operators 4 cr. Introduces the maintenance of equipment that utilizes mechanical, electrical and instrumentation concepts. Topics include: hand tools, bearing fundamentals, equipment lubrication, material handling, electrical safety, battery systems, diagrams, electrical production and distribution, transformers, breakers, switches, AC and DC motors, motor controllers and operations, and introduction to automation and instrumentation. Prerequisites: IPOP-110, IPOP-130, and IPOP-133. Corequisites: IPOP-160, IPOP-165. Offered: Spring. Faculty Permission Required.

IPOP-160 Intro to Instrumentation 4 cr. Covers the varied instruments and instrument systems used in the process industry. This includes process variables, elements and instruments of pressure, level, flow, temperature and analytical devices, control loops, controllers, final control elements, Process Flow Diagrams, Piping and Instrumentation Diagrams and instrumentation troubleshooting. Prerequisites: IPOP-110, IPOP-130, and IPOP-133. Corequisites: IPOP-135, IPOP-165. Offered: Spring. Faculty Permission Required.

IPOP-165 Process Technology II-Systems 4 cr. Study the interrelation of process equipment and process systems. This includes related scientific principles as applied to power generation, refinery operations and gas processing with a focus on manual operation. The student will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Prerequisites: IPOP-110, IPOP-130, and IPOP-133. Corequisites: IPOP-135, IPOP-160. Offered: Spring. Faculty Permission Required.

IPOP-235 Process Technology III-Ops 4 cr. Continuing from IPOP 165 Process Systems I, this second semester course will deal in more complex process systems and their interdependency with a focus on automatic control. Students will be introduced to the use of Programmable Logic Controllers and Distributed Control Systems as they apply to refinery, gas plant and power plant operations. Prerequisites: IPOP-135, IPOP-160, and IPOP-165. Corequisites: IPOP-261, IPOP-262. Offered: Fall. Faculty Permission Required.

IPOP-261 Distributed Control Systems 4 cr. Teaches students to perform typical control room operational procedures. Students will learn to operate the Distributed Control System through the use of graphical displays that reflect process conditions. The student will recognize, acknowledge and respond to process alarms. The student will use trends displays to observe variations in process conditions and review historical data. Prerequisites: IPOP-135, IPOP-160, and IPOP-165. Corequisites: IPOP-235, IPOP-262. Offered: Fall. Faculty Permission Required.

IPOP-262 Process Troubleshooting Systems 4 cr. Instructs the student in the different types of troubleshooting techniques, procedures, and methods that are used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. The student will explain steps in troubleshooting models; demonstrate the use of troubleshooting tools; and apply troubleshooting techniques to process problems. Prerequisites: IPOP-135, IPOP-160, and IPOP-165. Corequisites: IPOP-235, IPOP-261. Offered: Fall. Faculty Permission Required.

IPOP-263 Gas Processing & Refining 4 cr. Study of the major processes used in the gas processing industry. Included are amine sweetening, cryogenic liquids extraction, refrigeration, absorption, dehydration, sulfur recovery, compression, liquids handling, storage and transportation and the major regulatory programs that impact the gas processing industry. Petroleum Refining topics include physical and chemical properties of petroleum products, introduction to major modern refining processes, and operational technology for refining processes. Prerequisites: IPOP-235, IPOP-261, and IPOP-262. Corequisites: IPOP-264, IPOP-265. Offered: Spring. Faculty Permission Required.

IPOP-264 Environmental Processes 4 cr. Prepares the student for the various environmental process systems. These include but are not limited to the environment, water pollution and air pollution control equipment and treatment. Introduction to boiler water treatment, raw water treatment cooling water treatment, and ion exchange will be covered. The student will also learn about fuel and combustion characteristics, coal, oil and gas handling and flame characteristics and as handling. Prerequisites: IPOP-235, IPOP-261, and IPOP-262. Corequisites: IPOP-263, IPOP-265. Offered: Spring. Faculty Permission Required.

IPOP-265 Electrical Power Generation 4 cr. Introduces the student to the process of generating electricity. Students will summarize electrical distribution systems, power generation, boiler operation and combustion control. They will also be familiarized with fuel systems and fuel preparation equipment as well as the process and support flows related to large industrial turbines, generators, exciters, boilers, water and steam, fuel gases and environmental control equipment. The student will also measure process and component efficiencies and heat rate. Prerequisites: IPOP-235, IPOP-261, and IPOP-262. Corequisites: IPOP-263, IPOP-264. Offered: Spring. Faculty Permission Required.

JOURNALISM

JOUR-220 Writing for Mass Media 3 cr. Emphasizes writing techniques for print and electronic media. Forms, style, and brevity are stressed. Offered: Fall.

LEGAL ASSISTANT

LEAS-120 Introduction for Paralegals 3 cr. An introduction to the role of the paralegal including such topics as regulation of the legal profession, legal ethics, law office management, human relations skills, legal terminology, techniques

of interviewing, and methods of discovery. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-121, LEAS-127. Offered: Fall.

LEAS-121 American Law for Paralegals 3 cr.

This course is designed to introduce the paralegal student to the American legal system. The course begins with historical and philosophical foundations of the American legal system in order to better understand the policies and concepts of the legal system. The course then focuses on state and tribal legislative processes and administrative agencies. The course provides an introduction to the structure of the federal and state court systems and the method by which lawsuits are initiated and resolved. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-120, LEAS-12.7 Offered: Fall.

LEAS-122 Torts - Practice and Pleading 3 cr.

Theory and practical application of the law of torts. This course will present the common law basis of tort law. New Mexico and the Navajo Nation common law will be studied by analyzing the establishment of a prima facie tort claim. Students will learn about torts through a study of the elements of the different causes of action. The fundamentals of drafting legal documents normally associated with torts are addressed, both in lecture and in writing assignments. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-123, LEAS-126. Offered: Spring.

LEAS-123 Legal Research and Writing 3 cr.

This course is an introduction to legal research and writing. Students will learn how to use a law library as a source of legal references, how to analyze law and facts, and how to organize and write a basic type of interoffice memoranda using acceptable legal analysis. This course will require the use of acceptable grammar and writing skills. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-122, LEAS-126. Offered: Spring.

LEAS-124 Civil Litigation 3 cr.

This course will focus on the various stages of the civil litigation process. This will include the initial client interview, the process leading to the filing of a civil lawsuit, its resolution by settlement or trial, and a brief review of the appellate process. The New Mexico and Navajo Nation rules of civil procedure will be studied, which includes the analysis of their similarities and differences. The course emphasis will be on the actual preparation of the documents, with a major focus on the discovery phase of the civil litigation process. This course will demonstrate how each stage of civil litigation builds, relates, and is dependent upon the others. Prerequisites: LEAS-121, LEAS-122, and LEAS-123. Offered: Fall.

LEAS-125 Wills, Probate and Estates 3 cr.

This course will cover drafting of wills, the administration of estates; the various probate proceedings, and an introduction to estate taxation. This course will also cover unique aspects of probate practice in the Navajo Nation. Prerequisites: LEAS-120, LEAS-122, and LEAS-123. Offered: Fall.

LEAS-126 Criminal Law 3 cr.

An introductory study of the philosophy, development and social basis of U.S. criminal law. Topics include the classification of crime, the elements of crime, parties to a crime, defenses to criminal prosecutions, and pertinent judicial decisions. This course will also cover criminal law and procedures as practiced on the Navajo Nation. Prerequisites: Completion of ENGL-111 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-122, LEAS-123. Offered: Spring.

LEAS-127 Contract Law 3 cr.

This course is intended to provide the student with an in-depth exposure to and analysis of law pertaining to contract formation and the resolution of contract disputes. This course will also study Article 2 and 2A of the Uniform Commercial Code. Along with the principles of general contract law and Article 2 and 2A, the course will present the similarities and differences of general contract law and Article 2 and 2A of the Uniform Commercial Code of Navajo law. Permission of instructor required. Prerequisites: Completion of ENGL-099 and RDNG-113 or appropriate English and Reading Accuplacer scores. Corequisites: LEAS-120, LEAS-121. Offered: Fall.

LEAS-128 Evidence 3 cr.

This course is a survey of the Federal Rules of Evidence and an advanced learning experience in the application of the more complicated rules of evidence in the courts of New Mexico and the Navajo Nation. Introduces the student to admissibility of evidence by a study of all of the core evidence concepts with particular emphasis on relevance, hearsay and impeachment. Reference will also be made to opinion evidence, scientific evidence, and authentication. The course will also cover objections to evidence at the time of trial, at depositions, and at the point of answering discovery. Prerequisites: LEAS-122, LEAS-123, and LEAS-124. Corequisites: LEAS-219. Offered: Spring.

LEAS-219 Trial Advocacy 3 cr.

This is a capstone course designed to deliver basic trial advocacy skills together with the more advanced skills involved in analyzing, strategizing, and persuading. Knowledge and skills learned in the courses in American law, torts, legal writing, evidence, civil litigation, and criminal law will be used and applied in this course. The course will introduce problems in the making and handling of objections and evidentiary issues, the effective introduction and use of exhibits, the impeachment and rehabilitation of witnesses, and the examination of expert witnesses will be addressed. The course will introduce students to trial practice on the Navajo Nation, including peace maker courts. Prerequisites: LEAS-122, LEAS-126, and LEAS-124. Corequisites: LEAS-128. Offered: Spring.

LEAS-220 Debtor/Creditor Rights 3 cr.

This course examines federal bankruptcy law, rules and procedures, including Chapters 7, 11, 12, and 13 of the Bankruptcy Act. The course will be approached from the point of view of both the debtor and the creditor to include preparation and analysis of the various bankruptcy petitions and schedules. Offered: On Demand. Faculty Permission Required.

LEAS-221 Family Law 3 cr.

This course will examine the social philosophy underpinning the law governing domestic relations. The course will discuss court jurisdiction, pleading and practice before juvenile and domestic courts in state and Navajo Nation courts. The law office management of domestic relations cases will be introduced. Prerequisites: LEAS-120, LEAS-121, and LEAS-123. Offered: Fall.

LEAS-222 Collection and Subrogation 3 cr.

This course will introduce the students to the practice of law concerned with the establishment and collection of creditor claims coming into the office. The process of complaint and document drafting, forum selection, obtaining and collecting judgments, accounting for sums collected, and the protection of a judgment creditor's interests will be studied. The federal Fair Debt Collection Practice Act will be studied as it applies to attorneys and other third party debt collectors. Permission of instructor required. Offered: On Demand. Faculty Permission Required.

LEAS-223 Personal Injury Practice: Legal & Medical 3 cr.

This course will deal with the legal and medical aspects of personal injury arising out of torts, workers' compensation and social security claims. Permission of instructor required. Offered: On Demand. Faculty Permission Required.

LEAS-224 Natural Resources: Oil, Gas, Min & Water 3 cr.

An introductory study of federal and state law pertaining to the acquisition, ownership, development, production and use of oil and gas, solid minerals and water rights. Emphasis on determining ownership on the basis of federal, state and county records. Permission of instructor required. Offered: On Demand. Faculty Permission Required.

LEAS-225 American Indian Law 3 cr.

Review of the historical development of American Indian and tribal law, treaties, the impact of American Indian citizenship, and the U.S. government's role in present American Indian law. Includes the study of significant court decisions and jurisdictional questions, both civil and criminal. Prerequisites: LEAS-121 and LEAS-123. Offered: Spring.

LEAS-226 Law Office Administration 3 cr.

Covers supervision of personnel, the role of support staff in the law office, law office economics, basic computer technology, office equipment and supplies, office procedures, goal setting and budgeting, and general personnel procedures and practices. Permission of instructor required. Offered: On Demand. Faculty Permission Required.

LEAS-227 Corporation & Securities Law 3 cr.

This course will cover state Blue Sky Laws and will include an introduction to the rules and procedures governing the federal Securities and Exchange Commission (SEC). The course will study state and SEC filings, registrations, stock issues and subscriptions. The law of insider trading will be discussed along with the other antifraud provisions of federal and state security laws. Offered: On Demand. Faculty Permission Required.

LEAS-229 Consumer Law 3 cr.

The study of legal rights and obligations pertaining to consumer transactions. State consumer protection laws, the federal Magnuson-Moss Act, UCC warranties, product or liability, and federal truth-in-lending laws will be covered. The consumer protection statutes for the Navajo Nation will be studied. Permission of instructor required. Offered: On Demand. Faculty Permission Required.

LEAS-231 Business Organization Law 3 cr.

This course will cover the law of sales from Article 2 of the Uniform Commercial Code, negotiable instruments from Articles 3 and 4 of the Uniform Commercial Code, and Secured Transactions from Article 9 of the Uniform Commercial Code. This course will provide a study of the various types of formations of business organizations from sole proprietorships, partnerships, corporations, and limited liability companies to business organizations found on the Navajo Nation. The course will also cover poverty law, including bailments and the characteristics of real and personal property. Prerequisites: Completion of LEAS-121 and LEAS-127 or take BLAW-230. Offered: Spring.

LEAS-280 Cooperative Education 3 cr.

During student's second year of paralegal studies, student will, with the prior approval of the Paralegal Program Director, intern with an attorney or with an employer in a law related occupation. The program requires approximately 160-163 clock hours of internship. The student will be supervised and rated by the employer. Offered: All. Faculty Permission Required.

LEARNING**LRNS-080 Foundational Math Accelerator 3 cr.**

In this self paced course, students utilize computer assisted learning and individual instruction to prepare for college level math courses. This course is offered as an alternative to traditional developmental math courses. When completing this course, students will retest their math skills using the Accuplacer to determine placement into higher levels of math. This course is available to students who place into MATH 050, 095, or 096, but does not replace any of these courses. Offered: All.

LRNS-095 Math 095 Skills 3 cr.

Academic support for students concurrently enrolled in Math 095 to improve math and study skills S/U grading. Course repeated w/ instructor approval. Not applicable towards degree or certificate. Corequisites: MATH-095. Offered: Fall & Spring.

LRNS-096 Math 096 Skills 3 cr.

Academic support for students concurrently enrolled in Math 096 to improve their math and study skills. S/U grading. Course repeated with instructor approval. Not applicable for degree or certificate. Corequisites: MATH-096. Offered: Fall & Spring.