

ALBUQUERQUE TECHNICAL VOCATIONAL INSTITUTE

2002-03 COURSE CATALOG



COMMUNITY COLLEGE

Picture your possibilities!

TVI Course Catalog

2002–03

Volume 37 • July 2002

Main Campus

525 Buena Vista SE
Albuquerque, NM 87106-4096

Joseph M. Montoya Campus

4700 Morris NE
Albuquerque, NM 87111-3704

Rio Rancho Campus

4705 Sundt Rd. NE
Rio Rancho, NM 87124

South Valley Campus

5816 Isleta SW
Albuquerque, NM 87105

www.tvi.cc

(505) 224-3160

TVI Governing Board

Ruth L. Connery, Chair
Richard Barr, Vice Chair
Carmie Lynn Toulouse, Secretary

Charles J. Haycox
Penelope S. Holbrook
Blair L. Kaufman
Robert P. Matteucci

TVI President

Michael J. Glennon

WELCOME TO TVI

A Brief Guide to Using the 2002–03 Catalog	2
About TVI	3

STUDENT SERVICES/ACADEMIC SUPPORT

2002–03 Academic Calendar	5
Student Services	6
Admission	6–11
Registration	12–15
Financial Aid	16–17
Additional Student Services	18
Campus Life	19
Academic Policies	20–24
Overview of Student Codes and Policies	25–26
Academic Support Services	27–28

INSTRUCTIONAL DEPARTMENTS

Adult & Developmental Education	29
Arts & Sciences	30
Business Occupations	31–32
Health Occupations	33
Technologies	34
Trades & Service Occupations	35

PROGRAMS OF STUDY

Listing of Certificates, Degrees and Verifications of Completion (alphabetical)	36–39
Certificates and Degrees (by department)	40

ABOUT THIS CATALOG

The *TVI Catalog* is a student's official guide to programs, courses and policies of Albuquerque Technical Vocational Institute. The *TVI Catalog* is a summary of information of interest to students; it is not a complete statement of programs and policies. Other important information is published in the *Schedule of Classes*; the Financial Aid and Scholarship Guidebook; and handbooks published by instructional departments and other offices.

Students are responsible for complying with the provisions of these documents. Not all programs and classes listed in the *TVI Catalog* are offered at all campuses or every term. If fewer than 12 persons have applied to begin a program, it may be canceled that term. After a program begins, no required class will be canceled, regardless of enrollment, although support classes may be canceled due to insufficient enrollment. Information in the *TVI Catalog* is subject to change. This *TVI Catalog* is available in alternative formats from the Special Services office at Main Campus. It is also published on the TVI home page, www.tvi.cc

Certificates and Degrees (accredited by outside agencies/organizations)	41
Career Groupings of Programs of Study	42–44
Graduate Job Placement Data for 2000–01	45–47
About the Program Listings	48–49
Program Descriptions (alphabetical)	50–227
Adult Education/Developmental Education courses (non-credit) and suggested course sequences	228–230

COURSE DESCRIPTIONS

Listing of Academic (credit) Courses (alphabetical by course prefix)	231–292
--	---------

STUDENT CODES AND POLICIES

Student Code of Conduct	293–297
Technology Use Policy	298
Web Use Policy	299
Substance Abuse Policy	300
Sexual Harassment	300
Military Duty	301
Rules Governing Classrooms and Labs	301

GLOSSARY AND INDEX

Glossary	302–303
Index	304–308
Maps	309–311

A Brief Guide to Using the 2002–03 TVI Catalog

Welcome to Our New Look

The look and layout of this year's catalog marks a change from previous editions. The new format, developed from feedback from students and other frequent users of the catalog, presents the information in a more visual format. The Programs of Study section is most affected by this new look; it contains a Course Sequence Chart for each program. (See pages 48–49 for more information about these charts.)

First Things First

The first section of the Catalog offers an overview of TVI—a little history and what it is today.

Next is a detailed rundown of the services TVI offers, including admission and registration, grading policies, financial aid, transfer issues, fees, special programs, libraries and many other services. Be sure to give this section a thorough read. The information will help you throughout your TVI career—whether you're with us for a class or two, a term or two, a year or two—or more.

Departments

Our programs and courses are offered through six different instructional departments. This section will help you understand and define each of these departments and what services they can provide for you. It also lists the current instructional staff in each department.

Programs

This section starts with information about careers and career options (including a way of looking at our programs based on a career-clustering around similar skills and interests for those careers). It also lists our most recent job placement statistics including average salaries.

Then you will find a listing of the more than 100 programs and areas of study TVI offers. Finally, detailed information about each program and a suggested sequence of courses are listed in alphabetical order.

Course Listings

A description of each course is listed alphabetically by its prefix and course number. The descriptions include credit hours, prerequisites or corequisites for the course, a summary of the course and any special notes or fees that apply to the course.

Student Code of Conduct and Policies

Every student at TVI is expected to read and be familiar with the student code of conduct as well as policies on sexual harassment, substance abuse and technology use.

Glossary and Index

Unsure about what a “corequisite” is? Wondering where to find information about MSCE certification prep? Use our glossary and index pages to get the information you need quickly and easily.

Last, but not Least

Wherever possible, we have listed phone numbers and web addresses for additional information or for specific questions. Please contact us if you have any questions. That's why we're here.

You may also want to pick up our current *Schedule of Classes*. The *Schedule* and the *Catalog* are designed to be used together to offer everything you need for a successful experience here at TVI.

We want to thank you for your interest in TVI. We're glad to have you here!



TVI – OUR COMMUNITY COLLEGE

We Value:

PEOPLE	STUDENTS	COMMUNITY
Diversity	Achievement	Accountability
Integrity	Communication	Economic Development
Respect	Learning	Leadership
Teamwork	Opportunity	Service
VISION Creating Pathways for Students' Futures		MISSION Dynamic Education for the Community

Thank you for your interest in Albuquerque Technical Vocational Institute (TVI) and welcome! Now in its fourth decade, TVI is an accredited community college offering courses in a variety of occupational, college transfer and adult/developmental education subjects. In 2002–03 TVI's programs include:

- occupational certificates in 50 business, health, technologies and trades occupations, as well as short-term occupational courses;
- associate degrees in 42 occupational fields and liberal arts;
- college transfer: courses in pre-management, pre-engineering, other occupational subjects and 28 liberal arts disciplines transferable for freshman and sophomore credit at four-year institutions; and
- adult/developmental education: basic skills (including English as a second language and GED exam preparation) and remedial, preparatory and developmental classes for students preparing to meet admission requirements at TVI or other institutions.

Other TVI programs include customized training and assistance to business through the Workforce Training Center, (505) 224-5200, workshops and support for learners

over 50 through the Emeritus Academy, (505) 224-5506 and concurrent enrollment for high school students (505) 224-4238.

TVI is accredited to grant certificates and associate of applied science, associate of arts and associate of science degrees by The Higher Learning Commission (formerly North Central Association of Colleges and Schools). In addition, specific programs have accreditation or approval by appropriate agencies (see page 41).

HISTORY

Authorized by the New Mexico Legislature in 1963, TVI was approved by district voters in 1964 to provide adults with skills necessary for success in the world of work. The first nine classes, for 155 students, were held in the summer of 1965 in surplus barracks and a vacated elementary school.

From the outset, TVI's priority has been job training, broadly defined to include preparatory work, skill improvement for adults, vocational courses for high school students, liberal arts and college transfer. Job training programs are offered in business, health, technologies and trades subjects, with emphasis on up-to-date, hands-on skills needed by local employers. Internships, co-op programs and apprenticeships are also available.

TVI was accredited by the North Central Association of Colleges and Schools in 1978. The first college-prep course, MATH 100, was offered in 1985. Degree-granting power was approved for TVI by the Legislature in 1986, beginning the transition to a community college. By the late 1980s, liberal arts was not only TVI's fastest growing component but also an increasingly important part of occupational instruction, and the University of New Mexico had arranged to offer all its remedial courses through TVI.

Until 1979, TVI was part of the Albuquerque Public Schools (APS), with the APS Board of Education doubling as the TVI Governing Board. The first

election for an independent TVI board was held in September 1979, following approval by the Legislature. In 1994, the Legislature approved districting the Governing Board.

TVI TODAY

With an enrollment of about 23,000, TVI is the second largest postsecondary institution in New Mexico. The Main Campus occupies 60 acres near downtown Albuquerque and the 42-acre Joseph M. Montoya Campus is in the Northeast Heights. Classes also are offered at the Rio Rancho Campus, the South Valley Campus and at the University of New Mexico, as well as various off-campus sites. A permanent instructional facility on the northwest side of Albuquerque is slated to open in 2003.

TVI's classrooms, libraries and laboratories are modern and comfortable. Each student has access to state-of-the-art equipment, especially computers. TVI programs, facilities and services are accessible to the disabled.

Advisory committees with representatives from local businesses help assure that TVI students acquire the skills needed for success on the job, and TVI helps graduates find jobs. TVI's graduate placement for 2000–01 was 95 percent. The Institute also cooperates with other two- and four-year schools on course articulation and student transfer; currently more than 160 programs transfer to 14 different institutions.

TVI's Governing Board members are elected by voters in seven geographical districts within the Institute district, which includes all of Bernalillo County and part of Sandoval County.

Funding for TVI programs and most construction and equipment comes from a property tax levy in the Institute district and annual appropriations by the New Mexico Legislature. Tuition and fees are moderate, and financial aid is available to many students. Private contributions through the TVI Foundation are increasing every year.

TVI's academic year is divided into three terms: fall (begins in August), spring (begins in January) and summer (begins in May). Short sessions and non-traditional schedules, including weekend classes, are available for some programs and courses. Most programs admit beginning students each term.



ABOUT TVI

ASSESSMENT

TVI, in compliance with The Higher Learning Commission, regularly conducts assessment of its instruction. Assessment of student academic achievement is an effort in each of the instructional departments, which evaluate their success in fulfilling both course and program objectives. Toward this end, students may be requested to participate in forums, portfolios, testing or surveys that help the departments measure student success and satisfaction.

Specifically, in attempting to measure student academic achievement, instructional departments are trying to better understand those circumstances that lead to student success and mastery of course objectives and program goals. In applying measurement tools, departments gain knowledge and experience that help them continue to do things well or improve instruction where weaknesses are found.

GENERAL EDUCATION

TVI provides basic, occupational and general education for a population that includes a broad spectrum of ages, cultural backgrounds and intellectual abilities. The Institute is committed to general education and related courses as an integral part of certificate and associate degree programs. The general education courses include mathematics, communication skills, social and natural sciences, humanities, foreign languages and fine arts. It is believed that general education enhances students' personal and professional attitudes, habits and skills as they pursue a lifelong continuum of learning.

In occupational certificate programs, related education courses cover competencies in communication, math and human relations to better prepare students for the world of work.

In associate degree programs, students are required to complete a minimum of 15 semester credit hours of general education in addition to courses in their major field of study. The required general education courses have been selected to enhance students' personal and professional habits, attitudes and skills. These courses are chosen to increase students' abilities to understand and participate more effectively as

members of the community and to give breadth to their chosen careers.

The general education courses in the transfer liberal arts degree reflect the common requirements of the state's six universities and approximate the universities' core curriculum in the freshman and sophomore sequence.

MEETING A VARIETY OF NEEDS

In addition to courses at our Main, Montoya, Rio Rancho and South Valley campuses, TVI offers courses through a number of other avenues:

Distance Learning

An increasing number of TVI credit courses are offered in innovative distance-learning formats designed to overcome barriers of time or space. Some courses are available through correspondence, some are taught over the Internet, some are broadcast on television and others use audio and video links to two or more classrooms. Printed materials and interaction with the instructor (in person, by telephone or via electronic mail) are available. Fees are charged for Distance Learning courses (see page 15). More information about Distance Learning is on page 28.

Workforce Training

TVI's Workforce Training Center (WTC) was founded in March 1996 to foster and enhance economic growth and development in New Mexico. The center serves a diverse group of individuals and organizations through six distinctive services: performance enhancement consulting, customized training, open-enrollment workshops and seminars, short-term intensive training, assessment services, and business consulting and resource referrals through the Small Business Development Center.

The WTC's services—provided at reasonable cost—are developed as needed throughout the year and on a rapid-response basis. Services may be provided at the employer's place of business or at the center's new training facility in the heart of Albuquerque's growing I-25 industrial corridor (5600 Eagle Rock Ave. NE). For information, call (505) 224-5200 or click on www.tvi.cc/wtc.

Emeritus Academy

The TVI Emeritus Academy offers educational programs for students 50 and older who are interested in affordable workshops such as hands-on computer training for all skill levels, arts and crafts to explore your creativity and general interest workshops that include such topics as: Roman Holiday: Art and Architecture of the Eternal City, Learning to Read (and Love) Shakespeare, Journals and Diaries of the Pioneers, Feng Shui—Creating Healing Spaces, and Conquering Clutter.

Look for Emeritus Academy workshop schedules in public libraries and senior centers, or call to request a copy at (505) 224-5506. You can also visit us at <http://planet.tvi.cc/emeritus>.



2002–03 Academic Calendar

Fall Term 2002

First day of instruction	August 26
Labor Day Holiday	September 2
Last day to register	
Full term classes	September 3
Short session classes	See <i>Schedule of Classes</i>
Midterm/graduation applications due	October 15
Last day to change grading options; last day to withdraw	
Full term classes	November 15
Short session classes	See <i>Schedule of Classes</i>
Thanksgiving Holiday (no classes; offices closed)	November 28–December 1
Last day of the term (may vary; consult department)	December 12
Fall grades available on STARS and online	December 18

Spring Term 2003

First day of instruction	January 13
Martin Luther King, Jr., Day Holiday (no classes; offices closed)	January 20
Last day to register	
Full term classes	January 21
Short session classes	See <i>Schedule of Classes</i>
Presidents' Day Holiday (no classes; offices open)	February 17
Midterm/graduation applications due	March 6
Last day to change grading options; last day to withdraw	
Full term classes	April 4
Short session classes	See <i>Schedule of Classes</i>
Last day of the term (may vary; consult department)	May 1
Graduation	May 2
Spring grades available on STARS and online	May 7

Summer Term 2003

First day of class	May 19
Memorial Day Holiday (no classes; offices closed)	May 26
Last day to register	
Full term classes	May 27
Short session classes	See <i>Schedule of Classes</i>
Midterm/graduation applications due	June 27
Independence Day Holiday (no classes; offices closed)	July 4–6
Last day to change grading options; last day to withdraw	
Full term classes	July 25
Short session classes	See <i>Schedule of Classes</i>
Last day of the term (may vary; consult department)	August 9
Summer grades available on STARS and online	August 15

Students—prospective, new, continuing and former—are provided with a wide range of services at TVI. The following services are available at all four campuses:

- admission and registration information;
- new and continuing student orientation;
- academic advisement; and
- services or referrals for counseling, financial aid and testing.

Services at the Main and Montoya campuses include support for students with disabilities, financial aid, testing, career planning, job placement and (at Main only) health and fitness care. Counseling, career planning and some testing services are available by appointment.

The hub of TVI student services is the Student Services Center at 900 University Boulevard SE. At the Joseph M. Montoya Campus, services are available in Tom Wiley Hall and in the H Building. Students may call the TVI admissions information line, (505) 224-3160, for directions to Main and Montoya services. Student Services at Rio Rancho may be reached at (505) 892-7113; the number at South Valley Campus is (505) 224-5000. Information and assistance also are available from the Dean of Students Office, (505) 224-4342.



ADMISSION INFORMATION*

(505) 224-3160 • www.tvi.cc

Albuquerque Technical Vocational Institute has an open admission policy that provides individuals the opportunity to enroll in the Institute's certificate or degree programs as well as individual courses. Students are considered for admission to TVI without regard to gender, race, color, national origin, religion, age, disability, sexual orientation or marital status.

TVI's academic year is divided into three terms that begin in August, January and May. Students are urged to apply for admission at least two months before registration begins and may apply for any term up to one year in advance.

Most full-time students attend school year-round until they finish their programs. In most programs, it is possible to take a term off, if necessary. However, students who interrupt their programs may not be able to resume their studies at the time they want, because classes they need may not be offered every term. An interruption in enrollment may also mean a change in program and enrollment requirements upon the student's return.

General Admission Requirements

Any person seeking admission to TVI must meet one of the following criteria:

- be at least 18 years of age; or
- have a high school diploma from a U.S. high school** or foreign high school; or
- have a General Educational Development (GED) diploma; or
- have completed the requirements of a home-based school program; or

- qualify for one of TVI's "Explore, Experience, & Excel" High School-Aged Student Enrollment programs. (see below)

TVI does not issue I-20's (student visas) in order for international students to attend. Individuals in the United States on approved visas may be eligible to attend TVI. Eligibility is based on the visa type (per INS regulations) and the visa's expiration date. For further information, please contact the Admissions Office.

"Explore, Experience, & Excel"

High School-Aged Student Enrollment Programs

TVI's Explore, Experience & Excel enrollment programs provide qualified high school-aged students with the opportunity to enroll in college level classes at the TVI. Classes are taught by TVI faculty on one of TVI's four college campuses, other off-site locations, or at a high school campus. Credits earned may be applied toward a TVI certificate and/or degree program. Students enrolled in any of these programs are subject to all TVI regulations.

The **Concurrent Enrollment Program** serves students who are currently attending a public high school at the tenth, eleventh, or twelfth grade level. Students receive both high school and college credit for the courses they take at TVI.

- A TVI Concurrent Enrollment Agreement must exist with the student's school district.
- The high school must approve the student's course enrollment.

*Admission is the process of applying and being accepted to TVI. Registration (see page 12) is the process of selecting courses, receiving a schedule of classes and completing enrollment at TVI. The following requirements and procedures do not apply to students taking non-credit classes.

**The high school must be recognized by the state department of education in the institution's home state or by a regional accrediting agency approved by the New Mexico State Board of Education.

- ACCUPLACER, ACT or SAT placement scores are required.
- The student may enroll for a maximum of eight credit hours per term.
- The student may not enroll in any developmental or preparatory courses.
- Admission and registration can be processed at any TVI campus.
- Tuition and registration fees will be waived if the student qualifies for New Mexico in-state tuition status. The student must pay all required course/delivery fees.
- All grades will be recorded on the student's high school and TVI transcripts.

The **College & Career Bound Program** serves students who are currently attending a public or private high school or are being home schooled at the tenth, eleventh, or twelfth grade level. Students will receive college credit and may, if approved by their high school, also receive high school credit for the courses taken at TVI.

- The student must be currently enrolled in high school tenth, eleventh or twelfth grade or be a minimum of 16 years of age, if home schooled.
- The student must provide proof of current high school or home school enrollment.
- ACCUPLACER, ACT or SAT placement scores that place the student at or above TVI's MATH 099, ENG 099 and RDG 099 are required.
- The student may enroll for a maximum of eight credit hours per term.
- The student may **not** enroll in any developmental or preparatory courses.
- Admission and registration can be processed at any TVI campus.

- The student will pay all tuition and fees.
- All grades are recorded on the student's TVI transcript.

The **Drop-In Program (Project Drop-In)** serves students who have been released from compulsory education and are no longer actively enrolled in high school.

- The student must be at least 16 or 17 years old.
- The student must provide TVI with a copy of his/her high school district release form (Exemption From Compulsory Education).
- If under the age of 18, the student and parent/guardian must meet with a TVI advisor/counselor prior to admission.
- ACCUPLACER, ACT or SAT placement scores that meet Ability to Benefit requirements and prerequisites for desired course(s) are required.
- The student must complete a college success or equivalent course during the first term of enrollment.
- The student may enroll as a full-time TVI student.
- The student may not enroll in any developmental or preparatory courses except ACCT 100, CP 100, CSCI 100, DRFT 100, ELEC 100, HLTH 100, SSKL 096 and SSKL 100.
- Admission is processed at TVI's Main Campus only.
- The student will pay all tuition and fees.
- All grades will be recorded on the student's TVI transcript.

Interested students should contact their high school counseling office, TVI Admissions Office, TVI Advisement and Counseling, or TVI Recruitment Office.

Certificates and Degrees

TVI offers the following types of certificate and degree programs (see page 36 for a complete listing):

- **Occupational Certificate and Associate of Applied Science (A.A.S.) Degree Programs:** These programs prepare students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. These programs are not intended to transfer to bachelor's degree programs, although certain courses may be accepted at some institutions.
- **Associate of Arts (A.A.) Degree Programs:** These programs are designed for transfer into a bachelor's degree program in liberal arts, social or behavioral sciences or a professional field with such disciplines as its base.
- **Associate of Science (A.S.) Degree Programs:** These programs are designed for transfer into a bachelor's degree program in a technical, medical or professional field with such disciplines as its base.
- **Verification of Completion:** A document issued by an instructional department upon successful completion of a special group of occupational courses, to confirm that specific skills have been attained.

Enrollment Status

A student's enrollment status is determined by the student's primary goal for taking courses at TVI. Admission technicians, academic advisors and counselors are available to assist students with identifying and/or meeting their educational goals. Applicants may be denied admission to a program only where health or physical condition can be dangerous to the applicant or others.

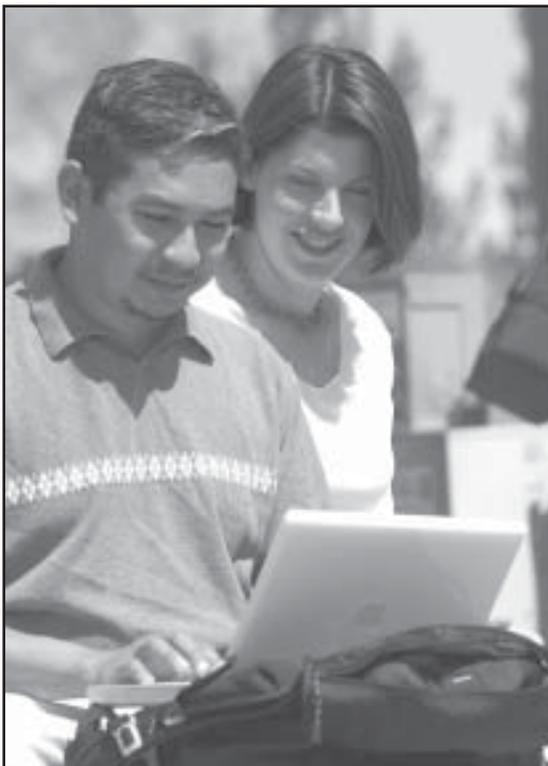
Non-Degree Status: Those who do not want to earn a degree or certificate or have not yet chosen a major (degree or certificate program) are non-degree students. Non-degree students may request to change to certificate/degree status, declare a major and transfer credits earned in non-degree

ADMISSION INFORMATION

status by completing a Declare a Major form. Non-degree students are eligible to receive a Verification of Completion for special courses offered within occupational programs.

Note: Non-degree status will not satisfy eligibility requirements for financial aid, veterans' educational benefits or other assistance.

Certificate/Degree Status: Certificate/degree students have chosen a program of study and intend to earn a certificate or degree from TVI and have met program placement requirements.



Certificate/Degree Program Placement Requirements

Any person wanting placement into a TVI certificate and/or degree program (major) must meet one of the following criteria:

- have a high school diploma from a U.S. high school (*NOTE: The high school must be recognized by the state department of education in the institution's home state or by a regional accrediting agency approved by the New Mexico State Board of Education*); or
- have a General Educational Development (GED) diploma; or
- have an associate, baccalaureate or higher degree from a regionally accredited post-secondary institution in the United States; or
- have, on file at TVI, Accuplacer or ACT (English, math and reading), or SAT (verbal and math) placement scores dated within the last 5 years.

NOTE: The above listed criteria may be different from that used to establish financial aid eligibility. Federal "Ability to Benefit" requirements refer to financial aid eligibility. Some programs have additional requirements (see program descriptions).

The Admission Process

1. Submit Admissions Form – Admissions Forms are available in the Admissions Office at all TVI campuses and may be mailed to the address on the form up to 30 days before the beginning of the term of enrollment.

Returning Students: Any student who has previously attended TVI in certificate/degree or non-degree status and has not been enrolled for three or more terms must complete a new Admissions Form.

New and Transfer Students: Any student who has never attended TVI in certificate/degree or non-degree status must complete an Admissions Form.

NOTE: Transfer students are not required to submit official transcripts for admission purposes. Transfer students who want to have credits earned at other institutions apply to their TVI certificate or degree program or who need to provide proof of meeting a course prerequisite, must have official transcripts sent to TVI (see page 9).

- 2. Apply for Financial Aid** – Students wanting to apply for financial aid, should access financial aid information and forms from TVI's website (www.tvi.cc) or visit the Financial Aid Office as soon as possible in the admission process.
- 3. Take the Accuplacer placement exams or provide official ACT/SAT scores taken within the last five years** – Students attending college for the first time and planning to earn a certificate, associate degree, or transfer to another college, must complete placement testing before registering for classes.
- 4. Meet with an advisor/counselor** – Students should meet with an academic advisor or counselor to discuss program selection and/or course placement. Advisement is available at all TVI campuses.
- 5. Attend a New Student Orientation** – Orientations include information that will help students be successful at TVI. Orientation is required for all first-time college students. Orientation schedules are available in Admissions offices, Registration offices, and Advisement and Counseling.
- 6. Register for classes** – (see page 12, The Registration Process.)

Placement Tests

To ensure that students are prepared for the courses they want to take, many courses have entry requirements called prerequisites that must be met prior to registering. Prerequisites may be met with approved scores on the placement test, Accuplacer (taken at any TVI Assessment Center), or on ACT or SAT tests, by transfer of credit from another institution or by successful completion of a specific course. (Also see Transfer of Credit section, below.)

Students may be exempt from Accuplacer testing if they:

- hold an associate degree or higher from an institution in the United States (these students may take courses for which ENG 101 and RDG 100 are prerequisites); or
- are non-degree students not enrolling in ENG or MATH courses and not registering for more than six credit hours per term; or
- can provide proof of successful completion of previous college-level math and/or English courses.

Transfer of Credit

Traditional Transfer Credit: Credits earned at other institutions by certificate or degree-seeking students at TVI may be transferred and applied toward program requirements in accordance with the following guidelines:

1. An official transcript from each institution must be mailed directly to the TVI Records Office for transfer credit evaluation. (Transcripts should be requested from the records office at the institution(s) previously attended.)
 - a) Credit for arts and sciences courses earned at regionally accredited postsecondary institutions will be evaluated automatically upon receipt of the official transcript. Courses with D or better grades earned at public New Mexico institutions will be considered for transfer credit; courses from institutions outside New Mexico and private

institutions in New Mexico must have C or better grades to be considered for transfer credit.

- b) To receive transfer credit for occupational courses, the student must request that the TVI's Records Office refer the transcript(s) to the department for review. An interview, demonstration of competence or both may be required before the decision regarding credit is made; demonstration of competence is required for all transfer credit that is at least 10 years old. Courses will be evaluated according to the occupational program to be followed at TVI and may be substituted for TVI requirements as approved by the department dean.
2. Remedial courses and upper-division courses are not generally transferable.
3. Students may appeal the decision on acceptability of transfer credit. Appeal forms are available in the Records Office at the Main Campus and the Admissions Office at all other campuses.

Non-Traditional Credit: Students may be allowed to establish credit based on prior training. Each instructional department has established specific criteria for acceptance of occupational credit. Students interested in this option should contact their department office.

Continuing Education Credit: Current students who completed credit courses in TVI's Continuing Education Division prior to the winter 1991 term may be eligible to have that credit transferred to their TVI transcript. Interested students must request, through the Records Office, that an official copy of their Continuing Education record be sent to the department in which the course was offered.

Examination Credit

TVI Challenge Exams: Challenge examinations are offered for some TVI courses. Exams are available to applicants and currently enrolled students who wish to establish TVI credit for prior education, training and/or experience. Challenge exam credit may not be accepted by other postsecondary institutions. The fee for most exams is \$15. The following restrictions apply:

- A student may attempt a challenge exam only once per course.
- A student may not take a challenge exam if, within the last 10 years, he or she completed the course at any school.
- A grade of CR will be recorded upon the student's completion of TVI credit coursework in the same or subsequent term.
- Courses successfully challenged may count toward graduation, but not the residency requirement.

Advanced Placement (AP)/College Level Examination Program (CLEP): Students may earn up to 30 credits through Advanced Placement (AP) and College Level Examination Program (CLEP) tests. Earned AP and CLEP credit will be treated as transfer credit and may count toward graduation. For more information, contact an advisor/counselor or any TVI Assessment Center.

ADMISSION INFORMATION

Advanced Placement Exams

AP Exam	Minimum Score	TVI Course	Credit Hours
Art History	3	ART 101	3
	5	ART 201, 202	6
Biology	3	BIO 121/121L	4
Chemistry	3	CHEM 121/121L	8
		122/122L	
Computer Science A	3	CSCI 151	4
Computer Science AB	3	CSCI 151, 251	8
Macroeconomics	3	ECON 200	3
Microeconomics	3	ECON 201	3
English Language & Composition	3	ENG 101, 102	6
English Literature & Composition	3	ENG 101, 102, 150	9
French Language	3	FREN 101, 102	12
		201, 202	
French Literature	3	FREN 101, 102	16
		201, 202	
European History	3	HIST 102	3
American History	3	HIST 161, 162	6
Calculus AB	3	MATH 162	4
Calculus BC	3	MATH 162, 163	8
Statistics	3	MATH 145	3
Physics B	3	PHYS 151/151L,	10
		152/152L	
Physics C			
Mechanics	3	PHYS 160/160L	5
Electricity & Magnetism	3	PHYS 161/161L	5
American Government	3	PSCI 200	3
Comparative Government	3	PSCI 220	3
Psychology	3	PSY 105	3
Spanish Language	3	SPAN 101, 102	14
		201, 202	
Spanish Literature	3	SPAN 280	3

AP scores must be forwarded to the TVI Records Office. Scores will only be accepted if they are:

- Sent directly from the AP Testing Center, or
- AP scores included on high school or college transcripts as part of the student's permanent record.

College Level Examination Program

CLEP Exam	Minimum Score for exams taken:		TVI Course	Credit Hours
	through June 2001	after June 2001		
A&S Subject Exams				
Biology	45	50	BIO 110	3
Chemistry	47	50	CHEM 121/121L,	8
			122/122L	
Macroeconomics	44	50	ECON 200	3
Microeconomics	41	50	ECON 201	3
College French Level 1	39	50	FREN 101, 102	8
College French Level 2	45	52	FREN 101, 102, 201, 202	16
US History I	45	50	HIST 161	3
US History II	46	50	HIST 162	3
Western Civilization I	46	50	HIST 101	3
Western Civilization II	47	50	HIST 102	3
Algebra	46	50	MATH 121	3
Algebra-Trigonometry	50	50	MATH 150	4
College Mathematics	50	50	MATH 129	3
Trigonometry	50	50	MATH 123	3
Calculus w/ Elementary Functions (objective and problem portions)	41	50	MATH 162	4
American Government	47	50	PSCI 200	3
Introductory Psychology	47	50	PSY 105	3
Human Growth and Development	n/a	50	PSY 220	3
Introductory Sociology	47	50	SOC 101	3
College Spanish Level 1	45	50	SPAN 101, 102	8
College Spanish Level 2	50	54	SPAN 101, 102, 201, 202	14
Business Exams				
Principles of Accounting	45	50	ACCT 101, 102	9
Principles of Management	46	50	BA 133	3
Principles of Marketing	50	50	BA 222	3
Introductory Business Law	51	50	BA 211	3

CLEP scores must be forwarded to the TVI Records Office. Scores will only be accepted if they are:

- Sent directly from the CLEP Testing Center, or
- Sent directly from the TVI Assessment Center.

Course Substitutions and Waivers

A course for which a student has already established credit may substitute for another course if allowed by the department offering the course for which substitution is requested. If the substitute course has fewer credit hours, the difference must be made up. A required course may be waived if the student has earned credit in a similar but not equivalent course and/or through training or work experience. The student must make up the waived credit hours.

Transfer Among New Mexico Higher Education Institutions

To facilitate the transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in-transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public postsecondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

New Mexico's colleges and universities have worked together to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

Transferable Lower-Division General Education

Common Core – Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult with an advisor/counselor about which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

Area I: Communications *select 9 semester hours*

- (a) College-Level English Composition 3–4 hrs
- (b) College-Level Writing (a second course building on the above) 3 hrs
- (c) Oral Communication 3 hrs

Area II: Mathematics *select 3 semester hours*

- (a) College Algebra 3 hrs
- (b) Calculus 3 hrs
- (c) Other College-Level Mathematics 3 hrs

Area III: Laboratory Science *select 8 semester hours*

- (a) General Biology, with laboratory 4–8 hrs
- (b) General Chemistry, with laboratory 4–8 hrs
- (c) General Physics, with laboratory 4–8 hrs
- (d) Geology/Earth Science, with laboratory 4–8 hrs
- (e) Astronomy, with laboratory 4–8 hrs

Area IV: Social/Behavioral Sciences *select 6–9 semester hrs*

- (a) Economics (macroeconomics or microeconomics) 3 hrs
- (b) Introductory Political Science 3 hrs
- (c) Introductory Psychology 3 hrs
- (d) Introductory Sociology 3 hrs
- (e) Introductory Anthropology 3 hrs

Area V: Humanities and Fine Arts *select 6–9 semester hrs*

- (a) Introductory History Survey 3 hrs
- (b) Introductory Philosophy 3 hrs
- (c) Introductory Course in History, Theory, or Aesthetics of the Arts or Literature 3 hrs

Total to be selected *35 semester hours*

Lower-Division 64-hour Transfer Modules – Students who have selected a field of study but have not yet selected the college or university where they wish to earn a baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult an advisor/counselor about which specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business,
- Engineering,
- Biological Sciences,
- Social & Behavioral Sciences,
- Teacher Education,
- Early Childhood Education, and
- Physical Sciences.

Copies of these Transfer Modules may be obtained from the State of New Mexico Commission on Higher Education's web site (www.nmche.org).

Inter-Institutional Transfer Guides and Catalogs –

Students who have selected a field of study and/or the institution where they wish to transfer are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Transfer guides for most four-year New Mexico colleges and universities are available from the Advisement and Counseling.



Students are required to register for each term they plan to attend. Registration and payment of fees must be made in accordance with the instructions published in the Schedule of Classes. Individuals may not “sit in” on classes for which they are not enrolled.

The Registration Process

- 1. Receive information on registration** – Those eligible to register for classes are either currently enrolled or are admitted for the term in which they will be registering and attend. Registration begins approximately two months before the start of a term. For full term and 12-week classes, registration continues through the sixth day of the term and through the third day for short-session courses. Registration information is mailed to continuing students and those admitted prior to the start of registration; all other students are given registration information at the time of admission.
- 2. Obtain a Schedule of Classes** – The *Schedule of Classes* is published prior to each term and is available in the registration offices at all campuses and on our



web site (www.tvi.cc). The *Schedule of Classes*, which lists courses, registration instructions and dates, is available approximately two weeks before the beginning of registration.

- 3. See an advisor/counselor** – Academic advisement is strongly recommended for all students before registering for classes. Academic advisors and counselors (in the student services areas of all campuses) can provide assistance with course selection and placement.
- 4. Register for classes** – Students register for classes through STARS (TVI’s automated telephone registration system), TVI’s Secure Online Services System (www.tvi.cc), or in person. *Be sure to confirm all of your transactions when using one of TVI’s automated systems.*
- 5. Pay tuition and fees** – Charges are based on the student’s residency classification for tuition purposes, the number of credit hours and the type of courses (see page 15). In order to complete registration, all charges must be paid. Payment deadlines are printed in the Schedule of Classes each term. Failure to pay all charges in full may result in partial or total deletion of the student’s schedule.

NOTE: After registering and paying for classes, students need to purchase textbooks, obtain a TVI student ID and possibly make arrangements for parking on campus. All vehicles parked at TVI campuses must be registered with TVI’s Security Office. Paid parking is available at Main Campus. (See the Schedule of Classes for more information on these items.)

Prerequisites and Corequisites

Pre- and corequisites are listed in course descriptions and are subject to change with each new *Catalog*. It is the student’s responsibility to meet the pre- and/or corequisites in effect for the term in which a course is taken, regardless of the *Catalog* under which the student entered or will graduate.

Students may be barred from enrolling or may be disenrolled if pre- or corequisites are not met.

Prerequisite: A prerequisite is a requirement that must be successfully completed before a student may enroll in a course. A student who receives a W, AU, I, NC, PR, D or F as a final grade may not enroll in any class for which the former is a prerequisite. A “**Recommended**” prerequisite is one that is strongly suggested for successful completion of the course, but is not required.

Most entry-level courses have prerequisites for math, English or reading. Students who have completed course prerequisites may be required to provide proof through transcripts or test scores. Accuplacer, ACT, and SAT scores may not be more than five years old. Students who do not meet course prerequisites may enroll in preparatory courses in Developmental Studies.

Corequisite: A corequisite is a course that is either recommended or required to be taken in combination with another course. If a course with a required corequisite is taken for audit, the corequisite also must be taken for audit. When a course that has a required corequisite is dropped, the corequisite must also be dropped.

How to Meet a Course Prerequisite

There are four ways to meet a course prerequisite:

1. Take the free Accuplacer placement exam at TVI (see *Assessment Centers* on page 18)
2. Submit ACT or SAT scores (no more than 5 years old) to the Admissions Office.
3. Enroll in the required prerequisite course and pass it with a grade of CR or C or higher.
4. Complete the required prerequisite course at another institution with a grade of C or higher (proof of completion may be required)

Speak with an advisor/counselor for further assistance with prerequisite and course placement. There may be other options for course placement. (See *chart on page 13.*)

Prerequisite Requirement Guide

Required Prerequisite*	Ways to Meet It
ENG 098	<p>For ENG Courses:</p> <ul style="list-style-type: none"> ENG 098 or above with CR or C or better Accuplacer sentence skills score of 53-68 ACT English score of 12-13 or SAT verbal score of 260-280 <p>For RDG courses:</p> <ul style="list-style-type: none"> ENG 098 or above with CR or C or better Accuplacer reading score of 59-68 ACT reading score of 14-15 or SAT verbal score of 270-290
ENG 099	<ul style="list-style-type: none"> ENG 099 or above with CR or C or better Accuplacer sentence skills score of 69-84 ACT English score of 14-15 or SAT verbal score of 290-320
ENG 100	<ul style="list-style-type: none"> ENG 100 or above with CR or C or better Accuplacer sentence skills score of 85-109 ACT English score of 16-22 or SAT verbal score of 330-450
MATH 097	<ul style="list-style-type: none"> MATH 097 or above with CR or C or better Accuplacer arithmetic score of 31-56 ACT math score of 13-14 or SAT quantitative score of 290-310
MATH 099	<ul style="list-style-type: none"> MATH 099 or above with CR or C or better Accuplacer arithmetic score of 57-120 ACT math score of 15-16 or SAT quantitative score of 320-340
MATH100A	<ul style="list-style-type: none"> MATH 100A or above with CR or C or better Accuplacer elementary algebra score of 76-80 ACT math score of 19-20 or SAT quantitative score of 380-410 (For MATH 111/MATH 119, see course descriptions)
MATH 100B	<ul style="list-style-type: none"> MATH 100B or above with CR or C or better Accuplacer elementary algebra score of 81-120 ACT math score of 21-22 or SAT quantitative score of 420-450
MATH 100	<ul style="list-style-type: none"> MATH 100, 100B or above with CR or C or better Accuplacer elementary algebra score of 81-120 ACT math score of 21-22 or SAT quantitative score of 420-450
RDG 099	<ul style="list-style-type: none"> RDG 099 or 100 or liberal arts course with CR or C or better Accuplacer reading score of 69-79 ACT reading score of 16-17 or SAT verbal score of 300-320
RDG 100	<ul style="list-style-type: none"> RDG 100 or liberal arts course with CR or C or better Accuplacer reading score of 80-120 ACT reading score of 18-36 or SAT verbal score of 330-800

*Other prerequisites are listed in course descriptions in this catalog.

Registration Information

Adding, Changing, Declaring Majors: Students may add, change and/or declare a major (program) at any time during the term in which they are enrolled. In order to graduate with a specific major, students must either declare a major at the time of admission or complete a Declare a Major form (available from Advisement and Counseling) prior to submitting an application for graduation.

Adding Courses: Most courses may be added or sections changed through the sixth day of full-term and 12-week classes and the third day of short-session classes. Students may enter most open-entry courses through the tenth week of a full term and the eighth week of the 12-week classes. Registration deadlines and instructions are in the *Schedule of Classes*.

Cancellation of Enrollment Before Term Begins: Students not able to attend TVI when planned but who have registered for classes, must cancel their registration at any registration office or through STARS before the beginning of the term. All fees are returned if registration is canceled before classes begin.

Course Load: The normal course load each term is 12 to 18 credit hours, with 12 constituting a full load. Students wishing to take more than 18 credit hours must meet the following conditions:

- have a cumulative TVI grade point average of 2.5, and
- have no grade lower than C in the previous term, and
- secure permission from Advisement and Counseling.

No student may take more than 22 credit hours per term.

Course Repetition Limit: A course may be repeated twice, regardless of grade option. A student wishing to repeat a course more than two times must obtain approval from the department dean's office. Topics, problems, internship and cooperative education courses, as well as physical fitness courses and full-term courses dropped prior to the 15th day of the term, are exempt from the course repetition limit.

Dropping Courses or Withdrawing: Full-term courses may be dropped through the 12th week of the term, 12-week summer courses through the 10th week and short-session

courses through the mid-point of the course. Full-term courses dropped on or before the 15th day of the term (including Saturdays) do not appear on the student's TVI transcript. A W grade will appear on the student's record for full-term and 12-week courses dropped after the 15th day of the term/session (including Saturdays) and for all other short-session courses dropped on or after the first day of the session.

Students should not assume they will be dropped from their courses for nonattendance. Students who have not officially dropped a course will receive a final grade in the course. Drop and withdrawal deadlines are in the *Schedule of Classes*.

Grade Options: Students must select a grade option when registering for class (see page 20).

Permission to Enroll: Students may enroll in some courses only by permission of the instructor or program director. Forms are available in the department offices and from Advisement and Counseling. A Permission to Enroll does not constitute a waiver of a course, grant credit for another course or allow a course to be overfilled.

Step-ups/step-backs: Students may, with department approval, step-up or step-back into most developmental courses through the second week of the term and into some lower level occupational courses (in the same discipline) through the fifth week of the term. Students may, however, step up or step back into a self-paced, developmental math course through the tenth week of a full term and the eighth week of the 12-week session or term. Students who are having difficulty in a class and are considering this option should contact the instructor or an advisor/counselor.

Residency Classification For Tuition Purposes

The New Mexico Commission on Higher Education establishes residence requirements for tuition purposes. A brochure detailing residency requirements and restrictions is available in the Admissions and Records offices.

A student is classified as a resident or non-resident for tuition purposes based on information supplied at the time of

REGISTRATION INFORMATION

admission or readmission. A new or returning student with questions about his or her residency status should contact the Admissions Office.

A continuing non-resident student who has satisfied requirements for New Mexico residency may file a Petition for New Mexico Residency in the Records Office. Residency petitions will be accepted through the 15th day of each term (including Saturdays). All requirements for residency must be met before the first day of the term.

In general, to become a legal resident of New Mexico, four basic requirements must be satisfied:

1. The 12-Month Consecutive Residence

Requirement: A student must physically reside in New Mexico for the 12 consecutive months immediately preceding the term for which the petition is submitted.

Note: Students whose parents or guardians reside out of state cannot begin to complete the 12-month requirement until their 19th birthdays.

2. The Financial Independence Requirement: Students cannot be approved for residency if they are financially dependent on their parents or legal guardians who are non-residents of New Mexico. At the time the student applies for residency (if under 23 years of age), a copy of his or her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year may be required.

3. The Written Declaration of Intent Requirement: The student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico.

4. The Overt Act Requirement: Residency regulations require the completion of several overt acts that support the student's declaration of intent to become a permanent resident. Information on the number and type of required overt acts is available in the Admissions and Records Offices.

NOTE: Any act considered inconsistent with being a New Mexico resident—such as voting, securing and/or maintaining a driver's license and any vehicle registration in another state—will cause in-state residency status to be denied or revoked. Nondisclosure or misrepresentation in filling out the Admission Form is grounds for denial of admission, cancellation of registration or suspension.

Other Residence Regulations

- The spouses and dependents of persons who move to New Mexico to work full-time, practice a profession or conduct a business full-time (and who provide appropriate evidence) are not required to complete the 12-month residence requirement before applying for in-state tuition classification. They must, however, satisfy the other requirements of residency.
- Members of the armed forces stationed on active duty in New Mexico, their spouses and dependents are eligible for resident student rates. A certification form is required for all new and returning students.
- Active participating members of the New Mexico National Guard are eligible for resident student rates. A certification form is required for all new and returning students.
- Non-citizens who are lawfully in the United States and have obtained permanent status from the Immigration and Naturalization Service or those who have applied for permanent status are eligible to apply for a resident tuition

classification. Any non-citizens on other visas (student, diplomatic, visitor or visiting scholar visa, including spouses and dependents) are non-residents for tuition purposes.

- Persons, their spouses and dependents, who provide evidence of formal retirement shall not be required to complete the 12-month duration requirement. They must, however, satisfy the other requirements of residency.
- An individual married to a legal resident of New Mexico who provides evidence of marriage shall not be required to complete the 12-month duration requirement but must satisfy all other requirements.
- All enrolled members of the Navajo Tribe who reside on the Navajo Reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state tuition rates.



Tuition and Fees

Checks submitted for tuition and fees must have the student's ID number (usually the Social Security number) written on them. If the student prefers not to have the ID number on the check, he or she should pay in cash or by credit card. The Institute bills authorized agencies that have agreed to pay a student's training expenses.

Tuition is charged according to a student's residency status and the number and type of credit hours carried. Special tuition rates do not exist for non-resident part-time students or non-resident students enrolling in the summer term.

Tuition rates for 2002–03 (subject to change without notice) are:

Arts & Sciences Courses

New Mexico residents: 1 to 11 credit hours and more than 18 credit hours: \$35.60 per credit hour; 12 to 18 credit hours: \$427.20

Non-residents: 1 to 11 credit hours and more than 18 credit hours: \$122.80 per credit hour; 12 to 18 credit hours: \$1,473.60

Occupational and Developmental Courses

New Mexico residents: none

Non-residents: 1 to 11 credit hours: \$122.80 per credit hour; 12 to 18 credit hours: \$1,473.60

Senior Citizen Discount: Senior citizens qualify for a reduced tuition rate of \$5 per credit hour, up to six credit hours per term. The tuition discount applies only to Arts & Sciences courses. To qualify, the student must be age 62 or older prior to the beginning of the term and must be classified as a New Mexico resident for tuition purposes.

To receive the senior citizen discount, eligible students must go to the Records Office at Main Campus or the Admission Office at all other campuses and complete a Senior Citizens Tuition Discount form. The discount form must be approved by the tenth day of the term.

Note: The discount does not apply to Adult Education classes, workshops and other non-credit courses, or to occupational or developmental courses.

Fees

Some courses have required fees (see course descriptions). Audit students pay the same fees as students enrolled for credit. Other fees include:

Accuplacer Retest Fee: Students choosing to take the Accuplacer placement exam more than three times within a year will be charged \$2.00 per subject area, payable in advance of testing.

Administrative Service Fee: Students do not pay this \$10 fee; rather, it is charged to third-party agencies that sponsor students.

Distance Learning Fee: One to four credit hours: \$30 per hour. Five or more hours: \$120 per course.

Educational Service Fee: This fee of \$75 is charged on third-party agency contracts requiring additional services; students do not pay it.

GED Exam Fee: \$15.

Late Graduation Fee: A \$20 late graduation-processing fee will be charged to current students who do not submit an Application for Graduation by the established deadline and to all non-current students.

TVI Challenge Exam Fee: \$15 (may vary).

Registration Fee: There is a \$30 registration-processing fee required each term (of that, \$2 is collected on behalf of the Student Association of TVI.).

Transcript Fee: Students may request up to three official TVI transcripts, free of charge, per academic year. Additional copies will be issued for a fee of \$3 per copy, payable in advance. A fee of \$10, payable in advance, will be charged for TVI transcripts faxed within the continental United States.

Refunds: Tuition, course fees and the registration fee are refundable only if TVI cancels a class or if the student withdraws by the refund deadline printed in the *Schedule of Classes* or if, after payment of nonresident tuition/fees, the student's status is changed to resident. The Health Occupations uniform fee is refundable if the student does not receive the uniform. Refund requests may be made at the Cashier's Office.

The Financial Aid Office's (FAO) mission is to provide prompt, accurate, and courteous financial aid assistance.

Although primary responsibility for educational costs rests with the student and his or her family, TVI, the federal government and the state of New Mexico all contribute to assist students pursue a higher education. Students applying for financial aid should complete a Free Application for Federal Student Aid (FAFSA) available at all four TVI campuses.

Please refer to the TVI web site www.tvi.cc for more information on financial aid. The TVI and Federal Guidebook are available at all Student Services locations.

The following is a summary of available financial aid programs and policies.

General Eligibility Requirements

To receive financial aid a student must:

- Be a U.S. citizen or an eligible non-citizen.
- Be a graduate of a U.S. high school or foreign high school or GED graduate.
- Not be in default of student loan or repayment.
- Maintain satisfactory academic progress defined by federal regulations.
- Enroll in eligible courses defined by the institution. A list of ineligible courses is available by calling (505) 224-3090 or visiting the FAO web site at www.tvi.cc
- Enroll in an eligible program of study.
- A student who has not earned a GED or high school diploma may be eligible for financial aid if the student meets Ability to Benefit (ATB)—the ATB approved tests include ACT and Accuplacer. To qualify students are required to receive passing scores in one testing session. More information is available on our website.
- Not be in default on any federal educational loans or owe a refund on a grant.
- Sign a statement of educational purpose, stating that the money will go toward educational purposes only.

Awards

All financial aid awards are based on information provided by the student, availability of funds and on general eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. The regularly scheduled date of disbursement of financial aid checks is each Friday except on the initial dates of disbursement, which are posted and included with the student's award letter.

Grants

The Federal Pell Grant provides funds to undergraduate students without bachelor's degrees. Awards range between \$133 and \$4,000 per academic year, depending on a student's enrollment status, cost of attendance and family contribution.

Students who receive Federal Supplemental Educational Opportunity Grants (SEOG) must demonstrate exceptional financial need and the lowest expected family contribution.

State Student Incentive Grant (SSIG) recipients must demonstrate financial need, be New Mexico residents and enrolled at least half time.

Eligible State Day Care Grant recipients must be New Mexico residents, enrolled at least half time and have daycare expenses.

Loans

Federal Subsidized and Unsubsidized Stafford Loans, Nursing Student Loans for Service and Federal PLUS loans require a separate application. Before applying for a loan, a student must first complete the FAFSA. The Federal Perkins Loan is a low interest (5 percent) loan for both undergraduate and graduate students who demonstrate exceptional financial need.

Students receiving a loan must be enrolled for six credit hours. Congress also establishes loan limits that may be prorated depending on a student's classification. All first-time borrowers must attend an entrance interview with a financial aid officer before loans are processed. Students who meet Subsidized Stafford Loan eligibility requirements may borrow up to \$2,625 per year as first-year students and \$3,500 per year as second-year students.

Work Study

Federal Work Study (FWS) and New Mexico Work Study are subsidized work programs. Available jobs are posted on the Financial Aid web site at www.tvi.cc. Students are required to be enrolled in six credit hours and maintain financial aid satisfactory academic progress while they are employed.

Students interested in TVI's student employment program must meet the requirements of being enrolled in at least six credit hours, maintaining a cumulative GPA of 2.0 and completing the FAFSA.



Scholarships and Other Aid

There are state, institutional and federal scholarships. Amounts, deadlines and eligibility requirements vary from scholarship to scholarship. For more information, students should contact the Financial Aid Office or visit the Financial Aid Web Site at www.tvi.cc.

Assistance is also available through the Veterans Administration. Students interested in obtaining VA educational benefits may contact the Financial Aid Office at (505) 224-3090.

Check Release

Main Campus students may pick up checks between 8 a.m. and 6 p.m. at the Cashier's Office in the Student Services Center. Montoya Campus students may pick up checks between 9 a.m. and 5 p.m. at the Cashier's Office in Tom Wiley Hall. A valid picture ID must be presented to pick up a check. If a check is not picked up within 7 days of the release date it will be mailed to the student's current address.

Students who apply for a student loan after the regularly scheduled release date will receive their checks in about six weeks. Stafford Loans require two scheduled disbursements within a given term.

Financial Aid Satisfactory Academic Progress

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which the student did not receive financial aid. Transfer credits are taken into account when satisfactory progress is reviewed for students enrolled in either one of the following programs of study, Pre Engineering, Liberal Arts, Pre-Management and Elementary

Education. To request a copy of the Institution's Financial Aid Standards of Academic Progress, please call (505) 224-3090 or visit the web site at www.tvi.cc.

Financial Aid Authorization Form

Students who sign the Financial Aid Authorization Form are authorizing TVI to credit their account for tuition, fees, bookstore costs and any other related charges that they may incur while attending TVI. All charges are automatically deducted from the student's first source of financial aid. If financial aid is canceled for any reason or if it does not cover all charges, or if the charges are not deducted from financial aid, students are responsible for paying in full any charges owed TVI. Students who fail to pay these charges by midpoint of the scheduled semester in which the expenses were incurred will have a hold placed on their registration and academic records. The student must also pay all costs necessary for collections including legal costs and attorney fees plus interest on the balance at the statutory rate.

Under federal regulations, you may cancel this authorization at any time. Forms to cancel this authorization must be filled out and submitted in person to the TVI Financial Aid Office located at 900 University SE, Albuquerque, NM 87106.

Repayment of Federal Funds

Return to Title IV: If a recipient of Title IV funds withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV funds the student has earned as of the date of withdraw. Return to Title IV applies to students who received federal student aid, attended TVI and withdrew before they attended 60 percent of the enrollment period or term. The federal refund policy applies to all students who withdraw, not just to students who provide written notice of withdrawal.

Repayment of Title IV funds: If a student receives a federal disbursement for living expenses and withdraws from school, he or she may be required to repay a portion of the amount received if the amount received is greater than the cost of living expenses at the time of withdrawal. See the Financial Aid Guide for details.

ADDITIONAL STUDENT SERVICES

Advisement and Counseling

Advisement and Counseling—(505) 224-4321 at Main Campus, (505) 224-5646 at Montoya Campus, (505) 224-5606 at South Valley Campus and (505) 892-7113, ext. 20 at Rio Rancho Campus—provides the following services:

- Educational and career exploration and planning
- Direction regarding academic progress and graduation requirements
- Assistance with course placement based on placement tests or prior college courses
- Information about program/major requirements, orientation and registration
- Assistance with changing majors
- Counseling services to promote student success
- Referrals to resources within TVI and the community

The **Career Resource Rooms**—(505) 224-4344 (Main Campus), (505) 224-5646 (Montoya Campus)—offer traditional and computer guidance resources to help students learn more about their academic major, explore career and employment opportunities, develop an educational plan, and assist in making the transition to a four-year college or university or consider other career options.

Student Ambassadors are available at Main Campus to assist students in finding their way through TVI and helping them link with essential resources within the college and community. Ambassadors also assist students with development of valuable academic portfolios.

Special Services

Special Services—(505) 224-3259 (Main Campus), (505) 224-5946 (Montoya Campus)—assists students with physical, mental, learning, visual, speech or hearing disabilities. Career counseling, program planning, classroom accommodations, adaptive equipment, coordination with community support agencies and specialized learning plans are available. Follow-up services such as counseling and job-seeking help are also provided.

Assessment Centers (Testing)

TVI's **Assessment Centers**—in the Student Services Center at Main Campus (505) 224-3244 and in Tom Wiley Hall at Montoya Campus (505) 224-5761—offer a variety of tests, most of them free of charge. Study guides for most exams are available in the Assessment Centers and in Admissions offices. Testing accommodations for individuals with disabilities are available upon request; documentation and prior notice are required.

Among the examinations administered at TVI are Accuplacer math, reading and English tests; the Healthcare Technician program entry exam; the Nursing Basic Math Test and Nursing Mobility Profile; the Spanish placement exam; typing tests; and distance learning exams.

The American College Test (ACT) for placement is not offered at TVI. Students wishing to take the tests must register for a national test date; information and registration packets are available in the Assessment Centers. TVI accepts ACT scores from all students for placement in certain courses. TVI also honors SAT, AP and CLEP scores but administers only the CLEP exam; for further information students may contact the Assessment Centers.

GED Exam

Anyone at least 16 years old who is not a high school graduate may take the General Educational Development (GED) exam at TVI to earn a high school diploma. The exam contains sections on writing, reading, science, social studies and math. A \$15 fee is charged for the GED test. (An \$8 fee is charged for retesting.)

A 16-year-old may take the exam only if released from state compulsory school attendance and granted a GED Underage Permission Form. No currently enrolled high school student and no one 15 years old or younger may take the exam.

The **Department of Adult & Developmental Education**—(505) 224-4282 at Main Campus, (505) 224-5575 at Montoya Campus—offers free GED preparatory classes (see page 29).

Student Job Placement

Student Job Placement—(505) 224-3060 at Main Campus and (505) 224-5507 at Montoya Campus—provides a variety of personalized and individualized job search services and support to students and graduates, including job listings and leads, resume and interview assistance, job search workshops, job market and job search materials, on-campus recruitment activities, access to computers, the Internet, and fax machine in support of job search activities, and help in securing interview attire and grooming services. Services are free and graduates have lifetime services. Eligible students may register in the Student Job Placement Department or for on-line services at <http://sjpweb.tvi.cc>.

Student Job Placement provides a variety of services to employers, including job advertising, student/graduate referrals, on-campus recruiting opportunities, and instructional/faculty contacts. Services are free. Employers may contact the department by telephone or register for on-line services at <http://sjpweb.tvi.cc>.

Student Job Placement provides institutional and community services, including class presentations, and collecting and publishing TVI graduate job placement statistics.

A table showing graduate job placement statistics is on pages 45–47.

Experiential Education

The **Office of Experiential Education**—(505) 224-4359—provides a variety of services in cooperative education, internships, service learning, community service and volunteerism. The office works with instructional programs in providing students with various forms of experiential education opportunities. The office is open weekdays from 8 a.m. to 5 p.m. Students are required to register for cooperative education, internships and service learning.

Health Care

The **Student Health Center**—located in the Student Services Center on Main Campus, (505) 224-3080—is open weekdays from 8 a.m. to 5 p.m. To obtain services, you must be a currently enrolled student and schedule an appointment by calling the number listed above. First aid and basic primary care services are offered. A co-pay (ranging from \$5 to \$35) is required for services.

Details about private-provider student health insurance are available at the Student Activities Office in the Student Services Center at Main Campus (505) 224-3238 and in Wiley Hall on the Montoya Campus.

Campus Life

TVI offers its students a number of activities which are meant to enrich life on campus and to provide for a well-rounded education. Information about campus activities and services is available from our **Student Activities Office** (505) 224-3238.

Child Care

TVI maintains affiliation with Tres Manos Child Development Center, 823 Buena Vista SE, on the south side of Main Campus, (505) 848-1310, to provide daytime care for children of low-income students. Neighborhood residents may also use Tres Manos. Cost of services is on a sliding scale and preference is given to single parents.

Trio Grant

Trio is a grant-funded program designed to provide student support services for first generation, minority, low socioeconomic and/or students with disabilities. Funded in August 2001 by the Federal Department of Education for four years, Trio receives an annual budget of over \$225,000 to retain students, help them graduate from a TVI program or facilitate transfer to a four-year college or university. The Trio program is located in the Student Services Center at the Main Campus. Additional information is available by calling (505) 224-4375.

Title V Grant and La Comunidad

The Title V grant was awarded to TVI in 2000 with the goal of increasing the retention rates of Hispanic and low-income, first generation college students. La Comunidad is the name of the Student Success Center that is located in S-201 at Main Campus, (505) 224-4488. The Center provides students enrolled in the program the opportunity to get assistance through the use of computers and the assistance of peer mentors, the Center's achievement coach and instructors. Similar centers are planned for other campuses. Title V also sponsors the Student Leadership Development Program to help students acquire leadership skills, new student orientation and the Supplemental Instruction program.

Bookstores

Bookstores sell required texts for TVI courses. In addition, they carry a full range of school supplies. At Main Campus—(505) 243-0457—the bookstore is located at the southeast corner of the Student Services Center. At Montoya Campus—(505) 332-7485—the bookstore is located in Wiley Hall. Bookstore hours vary, please call for more information.

Security

TVI provides a 24-hour service for students who need escort between TVI buildings their vehicles. Call our security office at (505) 224-3002. In an emergency, you can call from the Code Blue stations located in parking lots at Main and Montoya campuses.

Parking

Parking is currently free at most campus lots. Although spaces are limited, extensive changes in parking will occur during the 2002–03 school year resulting in most on-campus parking being paid.

At Main Campus, students and employees may purchase parking permits for gated lots through the Cashier's Office. Additional information is available from Parking Services, (505) 224-4637 or parkserv@tvi.cc

Parking stickers are required for all campus lots and are available free at the information counter in the Admissions Office at Main and Montoya campuses and in the administrative offices at Rio Rancho and South Valley campuses.

Parking violations may result in disciplinary action against car owners. Cars parked in fire lanes and in spaces reserved for the handicapped are subject to towing.

TVI students and employees also may purchase parking permits for the University of New Mexico south lot on César Chavez Boulevard. A free shuttle bus runs between the lot and various points on TVI's Main Campus. Permits are sold at the Cashier's Office in the Student Services Center.

More detailed information is available in the *Schedule of Classes*.



Definition of Terms

Academic Year: The academic year is divided into three terms: fall, spring and summer.

Students enrolled for credit or audit are expected to attend all class sessions. Instructors will take attendance.

Absences do not relieve students of the responsibility for missed assignments and exams. Students must take the initiative in arranging with their instructors to make up missed work.

A student who misses the first class meeting and has not contacted the instructor, or who misses two consecutive class meetings in the first week may be dropped from the course. A student with excessive absences may be dropped from a course. (See the *Schedule of Classes* for additional information regarding attendance requirements.) If a student is dropped from a course for non-attendance he or she is also dropped from corequisite courses. Students should not assume they will be dropped automatically.

A student who is dropped by an instructor for non-attendance is notified by mail. The instructor's decision is final, but if the student disagrees with the action he or she must contact the instructor within two working days of receipt of the notification.

Additional information about attendance is contained in individual course syllabi.

Classification of Students: The following are standards for the academic classification of students:

- **freshman:** A student who has completed fewer than 30 credits at TVI
- **sophomore:** A student who has completed 30 or more credits at TVI
- **part-time:** A student carrying fewer than 12 credit hours per term
- **full-time:** A student carrying 12 or more credit hours per term

* The following policies do not apply to students taking non-credit courses.

Course Numbering: Courses numbered 1 through 100 are developmental or preparatory; 101 through 299 are intended for freshman and sophomore-level students.

Credit Hour: Credit in courses offered by TVI is awarded in terms of hours of credit hours. Each hour of credit in a lecture class requires a minimum of 750 minutes of instruction per term; each hour of credit in a laboratory class requires a minimum of 1,875 minutes of instruction per term. For transfer purposes, one TVI credit hour generally equals one semester credit hour at other institutions.

Identification Cards: Each student enrolled at TVI is issued a student identification card. ID cards entitle students to a variety of services and privileges including checking out library books and using the Health Center, as well as student discounts within the community.

Grades

Final grades are recorded on the student's TVI transcript and calculated in both a term grade point average (GPA) and a cumulative GPA. (See Grade Options heading for information on the recording of course drops and withdrawals on the student's TVI transcript.) Final grades are available to students on STARS and through TVI's web site (www.tvi.cc). Grades will only be mailed to students who request them through STARS.

The grades awarded in all courses represent the quality of work done. Their meaning in most courses is as follows:

- A Excellent;** four points per credit hour.
- B Above average;** three points per credit hour.
- C Average;** two points per credit hour.
- D Below average;** one point per credit hour.
- F Failure;** zero points per credit hour.
- CR Credit;** grade is equivalent of at least a grade of C but is not computed in the grade point average.
- NC No Credit;** grade is not computed in the grade point average.
- PR In Progress;** course work not completed; grade is not computed in the grade point average.

AU Audit; recorded for completion of enrollment in an audited course; no credit is earned.

I Incomplete; grade is not computed in the grade point average (see Incomplete Grade Assignment and Removal).

W Withdrew; used for student, instructor and administrative withdrawals.

TR/TRD Credit for transfer coursework and non-traditional credit; grade is not computed in the grade point average.

Grade Point Average

The grade point average (GPA) is computed by multiplying the number of credit hours of a course by the quality point value assigned to the letter grade:

A=4, B=3, C=2, D=1, F=0. For example, a four-credit-hour course with a grade of A carries 16 quality points. Then the total number of quality points earned is divided by the total number of eligible credit hours attempted (GPA hours).

Grades of I, CR, PR, NC, W, AU and TR are not calculated in the GPA. Effective Fall 1991, courses on the student's transcript which have an E in the repetition column are excluded from GPA calculation.

Grade Options

Traditional Grade: Students may choose to enroll in Arts & Sciences and occupational courses for a traditional (letter) grade (A, B, C, D, F). Traditional grades are used in calculating GPA's. Students interested in transferring their TVI course work to another institution are encouraged to enroll in courses for a traditional grade.

Audit: Students may register in occupational or Arts & Sciences courses for audit if they have met the prerequisite(s) for the course. Students may not enroll in Adult & Developmental Education courses for audit.

Students who enroll for audit are expected to attend all class sessions but are not required to complete assignments. However, students changing from audit to any other grading option are responsible for having met all course requirements to date, as stated in the course syllabus.

Courses taken for audit will appear on the student's transcript as AU with no credits recorded and no grades assigned. Courses taken for audit are not included in the student's total course load for enrollment verification and cannot be used to meet prerequisite or corequisite requirements.

Credit/No Credit: Students may elect to take Arts & Sciences courses for credit/no credit (CR/NC) rather than for a traditional grade. CR/NC is not an option for General Honors or most occupational courses. All Developmental Studies courses are graded on a CR/NC basis. A maximum of nine credit hours graded CR/NC will be allowed toward the Arts & Sciences requirements in certificates or associate degrees.

CR (Credit): Students must meet all minimum requirements for the course. CR is the equivalent of at least the grade of C. Although the student will receive credit for completing the course, a grade of CR will not be computed in the GPA.

NC (No Credit): Students who do not satisfactorily complete minimum course requirements will receive NC. A grade of NC will not be computed in the GPA and the student will not receive credit for the course.

Note: Certain consequences may result from choosing the CR/NC option. Courses with grades of CR will not be allowed in some Business Occupations majors (programs). Some schools, scholarship committees and honorary societies do not accept this grading system and/or convert grades of CR to C and NC to F. Students planning to transfer to another institution should talk to an advisor at that institution about possible consequences of CR/NC grades.

Open-Entry, Open-Exit: Students may register for courses that have flexible entry and/or exit points with the open-entry, open-exit grading option. Depending on the course, the student may receive a traditional (A,B,C,D,F), credit/no credit (CR/NC) or an in progress (PR) grade.

Incomplete Grade Assignment and Removal

A grade of I (incomplete) is given when circumstances beyond the student's control have prevented completion of

the work for a course within the official dates of a term. In no case is an I to be used to avoid a failing grade or to allow extra time to complete work normally expected.

Removal of an I grade can only be accomplished by completing the work in a manner acceptable to the instructor no later than the 10th day of the following term.

An I not made up by the 10th day of the following term will automatically revert to an F or NC on the student's record and cannot be changed by work completion or course repeat.

Repeating Courses

A student may choose to repeat a course for a better grade. Each course enrollment and all grades will appear on the student's transcript. Only the higher grade will be used to calculate the GPA when letter grades (A,B,C,D,F) are recorded for both the original course and each course repetition. This policy applies to courses with identical course abbreviations and numbers except for the following: topics, independent study, internship and cooperative education courses, and when course abbreviations and numbers change as a result of new programs and/or program revisions. It does not affect any courses taken prior to Fall 1991.

Note: Certain forms of financial aid will not provide assistance to students who repeat courses previously completed successfully. Compliance with such regulations is the student's responsibility.

Grade Appeals

Students with questions concerning a final grade in a course must contact the instructor within the first week of the following term. If the instructor is not available the student should contact an instructional administrator in the department in which the course was taken. If an error is identified, the instructor or instructional administrator will submit a grade correction to the Records Office.

If the matter is not resolved at the department level, the student may formally appeal the final grade by submitting a Grade Appeal Form (available in instructional offices) to the office of the dean of students. The appeal must be made by the end of the fourth week of the term following the term of

the grade in question. If the dean of students determines that the appeal has merit to be heard, a review panel will be convened within three weeks of the appeal submission. The decision of the review panel will be final.

A student who fails a course after being unable to officially withdraw or drop due to extenuating circumstances beyond his/her control (for example, hospitalization or military service) may appeal in writing to the Assistant Registrar. The appeal, along with supporting documentation, must be submitted by the end of the following term. Appeal forms are available in the Records Office at the Main Campus and the Admissions Office at all other campuses.

Academic Renewal

Students who return to TVI after an extended absence may petition to remove complete academic terms from future degree and GPA considerations. This policy allows TVI students who had previously experienced academic difficulty to make a fresh start. Approval of the petition is based on the conditions listed below. If approved, Academic Renewal will result in a new grade point average.

1. To be eligible for Academic Renewal the student must have been absent from TVI for at least three consecutive years prior to petitioning for Academic Renewal and must have completed at least 15 credit hours since his or her return with at least a 2.0 GPA.
2. Courses taken prior to Fall 1988 term are not eligible for Academic Renewal. Academic Renewal will affect all courses with grades of D or F taken between Fall 1988 and the student's absence.
3. Academic Renewal may be granted only one time per student and cannot be reversed.
4. Any academic suspensions that occurred in the past shall remain on the student's permanent academic record.
5. All attempted coursework and grades will remain on the student's official transcript. All courses affected by Academic Renewal will be excluded from the GPA calculation and may not be used to meet program and/or residency requirements for future graduation. A

ACADEMIC POLICIES INFORMATION

statement will be placed on the student's transcript indicating that Academic Renewal status was granted.

6. Academic Renewal does not affect any previous academic, financial or administrative determination made by TVI. Other institutions/agencies may or may not choose to honor this policy in evaluating a student's transcript.
7. Academic Renewal does not override the enrollment requirements of certain programs that require a specific minimum grade point average based on all coursework. Re-entry into any academic program is not automatic.
8. Petitions for Academic Renewal are obtained from Advisement and Counseling.

Academic Standards

Honor Roll: The Dean's List is compiled each term, listing students who completed 12 or more credit hours with traditional grades during the term and who achieved a term GPA of 3.5 or higher.

Warning: A student whose cumulative GPA is between 1.75 and 1.99 in a given term will receive a warning. Notification of academic warning appears on the student's grade report at the end of each term.

Probation: A student whose cumulative GPA (based on at least 16 GPA credit hours attempted at TVI) falls below 1.75 in a given term will be placed on probation effective with the following term of enrollment. Students are continued on probation if they withdraw from TVI while on probation. Notification of academic probation appears on the student's grade report at the end of each term.

Note: Health Occupations programs may have specific requirements that affect a student's eligibility to continue in the program. Students should refer to the program handbook.

Suspension

After two consecutive terms of probation a student will be suspended from TVI when both the term and cumulative GPA are below 1.75. The duration of the initial suspension is

one term; for subsequent suspensions, one year. Notification of academic suspension appears on the student's grade report at the end of each term and in a notification letter sent to the student.

If a suspended student has preregistered for the next term, his/her schedule will be deleted and a refund of all fees and tuition will be authorized. A suspended student may be eligible to enroll in Developmental Studies courses during the student's initial suspension period.

Suspension Appeals: A student who has been suspended may submit a written appeal (along with appropriate supporting documentation), explaining the unusual circumstances and justifying why he or she should be readmitted, to the Director of Enrollment Services, who will approve or deny the appeal. If the director denies the appeal, the student may appeal in writing to the Student Academic Appeals Committee by filing the appeal with the Director of Enrollment Services for transmittal to the committee. The student may present the case to the committee in person or ask that the written appeal be considered. If the committee decides to readmit a suspended student, his or her academic status will be probationary.

Graduation

TVI conducts one graduation ceremony each year at the end of the spring term. A student graduates in the term in which all graduation requirements are completed even if there is no graduation ceremony scheduled that term. In 2003, graduation for students who complete programs in the summer and fall 2002 and spring 2003 terms is May 2.

General Requirements: To be eligible to receive a degree or certificate, students must meet the following requirements as well as those listed under the specific major (program) they wish to pursue:

- a cumulative GPA of 2.0 or better for associate degrees; a cumulative GPA of 2.0 in the major (program) for certificates;
- completion of the last term of program course work in residence at TVI;

- enrollment in the major in which graduation is planned (see page 13 for information on adding, changing and declaring majors);
- completion at TVI of at least one-quarter of the required program coursework and credit hours for a certificate and at least 15 credit hours of the required program coursework for a degree, after the program becomes available;
- completion of all program and course requirements (occupational coursework that is at least ten years old must be validated by the instructional department in which the course was offered); and
- completion and submission of a completed Graduation Application Packet within two terms of program completion. A late graduation fee will be charged to all non-current students. (Incomplete packets will not be processed.)

Note: A maximum of nine credit hours of CR may be counted toward certificates or degrees in majors that allow the CR/NC option. Credit based on challenge exams and courses graded AU do not apply toward the graduation residence requirement.

All debts to TVI must be paid in full before graduation.

Application for Graduation: Students in degree or certificate programs must submit a Graduation Application Packet by midterm of the term in which all graduation requirements are completed.

Students requesting a certificate or degree in more than one major must submit a complete Graduation Application Packet for each major. Students completing more than one certificate or degree program may not wait until the final program has been completed to apply for graduation. Students may not apply for graduation in more than two programs per term. Graduation Application Packets must be submitted as each program is completed.

Students using transfer credit, examination credit and/or course waivers/substitutions to fulfill program requirements must have all credit established and all documentation on file in the TVI Records Office at least two weeks prior to

submitting the Graduation Application Packet. Failure to do so will cause the application to be denied.

On the Main Campus, application packets for occupational programs are available in instructional department offices; liberal arts packets are available from Advisement and Counseling. At the Montoya, Rio Rancho and South Valley campuses, packets are available in the Advisement/Counseling Offices.

Students who do not submit an application by the deadline must pay, in advance, a \$20 late graduation processing fee for each application. No application will be processed after the tenth week of the term.



Choice of Catalog: The application form for a degree or certificate requires a student to specify the catalog year listing degree or certificate requirements. A student may choose to graduate under the catalog that was in effect when he or she officially entered the specific major or any subsequent catalog, provided that:

- the selected catalog is not more than five years old when the degree or certificate requirements are completed and the student has been in continuous enrollment; and
- the certificate/degree program does not have a specific requirement about choice of catalog.

Regardless of the catalog under which a student will graduate, pre- and corequisites must be met for each course at the time of registration. Those whose enrollment is discontinuous graduate under the catalog that is current upon their return.

Continuous Enrollment: In order to maintain continuous enrollment for graduation purposes, a student's transcript must show enrollment in each successive term. Full-term courses dropped on or before the 15th day of the term or session (including Saturdays) do not appear on the student's TVI transcript. If an interruption in enrollment of one or more terms (excluding summers) occurs, graduation requirements applicable at the time of re-enrollment will apply.

Graduation with Honors: Students earning cumulative GPA's of 4.0 graduate with highest honors. Students with cumulative GPA's of 3.6 to 3.9 graduate with honors. Degrees and certificates note these awards.

Updating Associate Degrees: A student who has received an associate degree from TVI may earn a subsequent associate degree in the same major (program) when:

- the student completes, at TVI, a minimum of 30 credit hours of new or additional required program course work (see note below) and
- the student has met all other graduation requirements as stated in the TVI catalog.

Note: These credits must be earned in courses required

by the program for graduation and may not have already been used to satisfy graduation requirements in the student's prior degree(s) in that major (program). These new and/or additional credits cannot be earned by repeating courses that were used for graduation in the prior TVI degree(s) in that major (program).

Updating Occupational Certificates: A student who has received an occupational certificate may update his/her skills and earn a subsequent certificate in that program when:

- the previously earned certificate is ten years old or older, and
- 100 percent of the certificate coursework was completed within the past ten years; and
- the student has met all other graduation requirements as detailed in this section.

Student Academic Records

The Records Office maintains official academic records. These records include, but are not limited to, the admissions application, high school and/or college transcripts, grades and academic standing.

TVI's policy for maintaining confidentiality of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA, P.L. 93-380, 512). Copies of the Rights and Privacy Act are available for examination in the Records Office at the Main Campus and the Admissions Offices at the Montoya, Rio Rancho and South Valley campuses.

Access to Student Academic Records

All currently enrolled and former students may have access to their academic records. Other individuals and agencies that may have access to students' records include:

- TVI officials who have a legitimate educational interest in the records;
- officials of another school in which a student seeks to enroll, intends to enroll or is enrolled;

ACADEMIC POLICIES INFORMATION

- officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities;
- organizations providing the student's financial aid or determining or assisting in determining financial aid decisions concerning eligibility, amount, condition and enforcement of terms of said aid;
- federal, state and local officials or authorities if required by a state or federal law;
- organizations conducting certain studies for or on behalf of the Institute;
- accrediting institutions;
- organizations or individuals conducting studies for or on behalf of TVI;
- parents or legal guardians of a dependent student under the age of 18, as defined in the Section 152 of the Internal Revenue Code;
- individuals serving a judicial order or a lawfully issued subpoena, provided that a reasonable effort is made to notify the student prior to compliance;
- honor societies and other chartered student organizations for determining membership;
- any person with the written consent of the student or the parent or legal guardian of students under 18;
- appropriate parties in a health or safety emergency; and
- authorized recruiters of the U.S. Armed Forces, as required by the Solomon Amendment.

Public Directory Information: TVI has defined public directory information as:

- student's name
- major field of study
- classification
- dates of attendance
- awards and honors
- degrees/certificates awarded

This information is available to the public and will be released unless an annual written request to withhold the information is on file in the Records Office. Request forms may be obtained in the Records Office.

Challenge of Contents: Students have the right to challenge the content of their academic record if they feel the information is misleading, inaccurate or in violation of privacy or other rights. However, the fairness of a grade may not be challenged under this provision. Any dispute over the contents of the record will be handled through informal discussions between the student and the Records Office. If such informal meetings are not satisfactory, the student has the right to a formal hearing before an appeals committee. Students have the right to file with the U.S. Department of Education a complaint concerning alleged failures by TVI to comply with the requirements of FERPA.

Change of Address: The student is expected to keep TVI informed of his or her current address. Changes must be reported in writing to the Records Office on the Main Campus or the Admissions offices at the Montoya, Rio Rancho or South Valley campuses. E-mailed requests will not be accepted.

Change of Name: Name changes will be processed only for currently enrolled students. Students must bring appropriate documentation (at least two types of identification showing the new name) to the Records Office on the Main Campus or the Admissions Offices at the Montoya, Rio Rancho or South Valley campuses. Examples of such documentation are: marriage certificate, birth certificate, driver's license, original social security card or court order for legal name change.

Release of Transcripts: Official TVI transcripts are available from the Records Office and from the Admissions Offices at the Montoya, Rio Rancho and South Valley campuses (additional processing time may be required). Transcripts may be requested in person, by fax or by phone. Students may request up to three official TVI transcripts, free of charge, per academic year. Additional transcripts cost \$3 each and \$10 for transcripts faxed within the continental U.S., and must be paid for in advance. No transcript is issued until all institutional obligations are paid.

Transcripts from other institutions received by TVI are not copied for or returned to students.

Social Security Number: Under the federal 1997 Tax Relief Act, TVI is required to obtain the Social Security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under FERPA and covered under TVI's Access to Student Academic Records Policy (see above). A student who chooses not to use his/her SSN as their TVI student number must complete an Alternate ID Request Form, available at any Admissions office and the Records office.

Student Right to Know and Campus Security Act: Student retention and completion data are available from TVI's Planning, Budget and Institutional Research Office. A graduate job placement table is on pages 45–47. Campus security policies and crime statistics are published in the Rules and Policies section of this catalog, and posted at www.tvi.cc.

As a student, you are an active and vital part of the TVI educational community; a community dedicated to protecting the freedom of individuals to inquire, study, evaluate, question, and gain new levels of knowledge and understanding. As with other communities, TVI has put specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the TVI community, it is your responsibility to understand, and adhere to, the codes and policies that govern and prescribe acceptable student behavior. Essential components of these policies and codes are discussed briefly below. However, students should review and become familiar with the full content of each policy and code found in the “Student Policies and Codes” section of this catalog.

Student Code of Conduct

The Student Code of Conduct defines the behavioral expectations of TVI students. It also explains the student discipline process and the procedures that are followed when a student violates the established Code of Conduct. A complete copy of the Code of Conduct is included in the section of this catalog titled, “Student Codes and Policies.” All students are expected to adhere to the Student Code of Conduct and should therefore familiarize themselves with its contents.

In addition to the Student Code of Conduct, students should also know and understand the rules and regulations that apply to TVI classrooms and laboratories, and the policy statements that govern specific aspects of the TVI learning and working environment. These policies and rules are inherently tied to the Code of Conduct, but are defined separately because in most cases, they apply to all members of the TVI Community—not exclusively students. As with the Student Code of Conduct, the full text for these rules and policies is found in the section “Student Codes and Policies” beginning on page 293.

Policies

Equal Opportunity Policy

Albuquerque Technical Vocational Institute affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. The Institute confirms that the above provision by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state or local laws.

Any student who wants to file a complaint or who has questions about illegal discrimination, retaliation or harassment based on these laws should contact the Dean of Student’s Office (505) 224-4342.

Americans with Disabilities Act Policy

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other applicable law, TVI takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities. No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of the institution’s programs or activities.

If a student wishes to discuss a possible accommodation or has concerns about TVI’s compliance, he or she should contact A. Paul Smarrella in Special Services, (505) 224-3259.

Technology Use Policy and World Wide Web Policy

These policies establish the guidelines by which TVI computer, network and telecommunication systems can be used and define what is acceptable when designing home pages on TVI’s systems. The prevailing concept is that technology use on campus should be for instruction, learning, academic research and administrative purposes only. This complete policy can be found on pages 298–300 and at www.tvi.cc.

Substance Abuse Policy

It is TVI’s belief that abuse of alcohol or drugs impairs functioning, disrupts the learning process, and poses a potential threat to the safety and well being of the TVI community. This policy statement (page 300) supports TVI’s commitment to maintaining a drug- and alcohol-free campus.

Sexual Harassment Policy

Sexual harassment is defined—and the Institute’s intolerance for this behavior is explained—on page 300. Students at TVI are expected to be respectful of others regardless of gender.

Military Duty Policy

TVI is committed to supporting the needs of our students involved in U.S. Military Service. The full version of TVI’s policy that addresses the needs of students who are called to Active Duty or are transferred to a new duty station while enrolled, can be found on page 301.

Rules Governing Classrooms and Labs

Academic Integrity

Students are expected to conduct themselves at all times with the highest academic standards. Cheating, falsifying work or plagiarism will not be tolerated. Students committing these offenses are subject to penalty ranging from a “0” on the assignment or test, to an “F” for the course. Students with repeat offenses are subject to disciplinary action up to and including expulsion.

For a full explanation of the procedures that are followed if academic dishonesty is suspected, please refer to page 301 of the Student Codes and Policies section of this catalog.

Children on Campus

Children (or other non-students) are not allowed to accompany adults to class. All children who are under age 15, and are on TVI’s campus, must be accompanied by an adult at all times.

Electronic Devices

When students are in class or a lab, all cellular telephones, pagers and beepers must be turned off or switched to silent or vibration mode. Electronic entertainment devices are to be turned off and headphones removed.

Dress

Students are expected to dress appropriately on campus at all times.

Remember, each of these rules and policies is explained more fully in the STUDENT POLICIES AND CODES section of this catalog.

Student Complaint Process

TVI representatives and students should always strive to work well together. Occasionally, however, students may encounter difficult situations with TVI representative(s) (faculty or staff). Students are encouraged to discuss these difficulties with the person involved. Other resources available to students include instructional departments (directors and associate deans) and advising and counseling services.

All efforts should be made on the part of both TVI representatives and students to informally resolve issues. However, if the issues cannot be resolved informally with the parties listed above, the student may submit a written complaint by following the formal complaint process:

1. The student files a written complaint with the department within ten (10) working days of discussing the difficult situation with involved TVI representative(s).
2. The complaint is investigated and processed according to department procedures. The department determines a resolution within ten (10) working days and notifies involved parties in writing.
3. If the student is not satisfied, the student contacts the Dean of Students within three (3) working days of receiving the department decision. Documents submitted by the student include the written student complaint, the department decision memo, and documents submitted to support the complaint or decision.

4. The Dean of Students reviews the documentation (written student complaint, department decision memo, and supporting documentation) and any new information within three (3) days, then determines whether justification exists for further consideration of the complaint by an appeal committee or an appropriate Vice President.
5. If determined further consideration is warranted, the Dean of Students will define the next step (establish/facilitate an appeal committee or refer appeal to Vice President) and forward all documentation appropriately.
6. The final decision(s) made by the appeals committee or a Vice President will be communicated in writing to the student and to all involved parties.

Assistance Centers for Education

The Assistance Centers for Education (ACE) provide learning support at all four campuses by offering one-to-one and small-group learning assistance, reinforcing classroom concepts, fostering independent thinking and helping develop problem-solving skills. ACE is part of the Department of Adult & Developmental Education.

Services are available free to students and, in some cases, to members of the public. ACE is certified by the College Reading and Learning Association, and qualified tutors are available to help students in a variety of subjects. ACE components are:

Open Computer Lab: This lab in Jeannette Stromberg Hall at Main Campus—(505) 224-4314—is for use by students and, on a space-available basis, by the public. The lab has Pentium computers with various software for educational and personal use on a first-come, first-serve basis. Staff members are on duty to provide general assistance.

Tutorial/Learning Centers: The T/LCs provide all TVI students with free individual tutoring services on a walk-in basis. Subjects covered are math, English, chemistry, physics and biology. Vocational tutors are available for Technologies (including computer programming) and Health Occupations courses. Additional instructional resources include videos, reference materials, and workbooks.

The T/LCs are accredited by the College Reading and Learning Association. The Main Campus T/LC is in Stromberg Hall, (505) 224-4306; at Montoya, the T/LC is in J Building, (505) 224-5990, and at the Rio Rancho Campus, Student Services Center, (505) 892-7113.

Adult Education Learning Centers: The centers provide individualized instruction and independent study to Adult Education students in GED preparation, basic skills, literacy, job skills, life skills, and English as a Second Language. Additional instructional resources include videos, audiocassettes, workbooks, reference materials, computer software, conversation groups, and workshops. The Main Campus center is in Stromberg Hall, (505) 224-4312. The Montoya center is in J Building, (505) 224-5582 and at South Valley Campus, North Building, (505) 224-5067.

Writing and Reading Assistance Center (WRAC): Developmental Education students have access to one-on-one and small-group help with writing and reading projects in the WRAC. This help includes instruction in pre-writing techniques, outlining strategies, essay organization, summary writing, grammar, vocabulary building, reading comprehension, test preparation, study skills and other concepts covered in reading and writing courses. Resource materials and computers with writing and reading software are also available. This lab is located in Ken Chappy Hall, on the Main Campus—(505) 224-3954—and in J Building at Montoya Campus—(505) 224-5990.

Math Learning Center: Instructional technicians provide one-to-one and small-group instruction to Developmental Education students at both campuses. Additional instructional resources include handouts, videos, reference materials, computer software, workshops and hands-on math materials. At Main Campus the center is in Ken Chappy Hall (505) 224-3989; at Montoya Campus it is in J Building (505) 224-5990.

Math Applications Learning Lab (MALL): The lab provides extra assistance for students in Developmental Education math classes. For the many students who learn by doing, this lab provides the hands-on practice needed to understand principles and formulas commonly used in basic math and algebra classes. At Main Campus the lab is in Ken Chappy Hall—(505) 224-3987. At Montoya Campus the lab is in J Building—(505) 224-5990.

Learning Resources Department

The Learning Resources Department is a leader in providing innovative instruction and information resources, technology, expertise, and delivery methods to the TVI community in support of TVI's mission and goals.

In recognition and support of TVI's stated mission and the department mission, the Learning Resources Department continues to be a focal point at TVI for learning resources and the introduction of innovative instructional technologies into the learning process.

The department strives to support an on-going dynamic

and accessible learning environment that contributes to success of the TVI Community.

The Learning Resources Department includes:

TVI Libraries

The TVI libraries at the Main and Montoya campuses provide a variety of resources designed to meet the information needs of TVI students, faculty, staff and community patrons. The libraries serve as the major information resource for TVI and provide the library services necessary to support the college's mission.

The Main Campus Library is located at 2000 Coal Avenue SE in Jeannette Stromberg Hall (JS Building), 4th floor: Main Circulation Desk, (505) 224-3274, Main Reference Desk, (505) 224-3285, Main Media Desk, (505) 224-3302.

The Montoya Campus Library is located at 4700 Morris NE in the J Building, Room 123. Montoya Circulation/Media Desk, (505) 224-5721, Montoya Reference Desk, (505) 224-5730.

Library Hours: TVI Libraries are open when classes are in session are:

Monday–Thursday: 7 a.m. to 9:30 p.m.

Friday: 7 a.m. to 5 p.m.

Saturday: 8 a.m. to 5 p.m.

Sunday: Closed

Term Break hours are Monday–Friday 7 a.m. to 5 p.m.

Contact the libraries for more information for holidays and special closings.

TVI Libraries on the Internet

The TVI Libraries Home page can be accessed at <http://planet.tvi.cc/library/>. Services available are:

■ Main and Montoya Libraries Catalog with book, video and serials holdings is accessed at <http://planet.tvi.cc/library/libcat.menu.htm>

■ Full-text articles from thousands of magazines, journals, and newspapers can be accessed at http://planet.tvi.cc/library/tvi_databases.htm using online academic research databases.

ACADEMIC SUPPORT SERVICES

- Electronic reference service or ask a question via your email. See the “Ask Us” link at <http://planet.tvi.cc/library/Eref.home.htm> for more information.
- Online forms are available at <http://planet.tvi.cc/library/libserv.htm> to make inter-library loan requests, provide the libraries with suggestions for the purchase of books and other materials, schedule library tours, and sign up for library resources workshops sponsored by the Professional Development Center.

Services Offered by the TVI Libraries

- Public access computers with Internet capabilities are available for searching library holdings or the World Wide Web (WWW).
- Staff available during library hours to assist patrons in locating materials, Internet searching, and answering reference questions.
- Library Instruction workshops ranging from general orientation tours to specialized workshops for students, faculty or staff.
- Staff collaboration with instructors on classroom assignments or research topics.
- Personalized reference and research consultation by appointment.
- Intra-library loan services for books held at either library.
- Inter-library loan services for patrons wishing to borrow materials from regional or national libraries, convenient online forms for books or articles.

Library Holdings

- Circulating book collection of approximately 30,000 titles at Main Library and 14,000 at Montoya Library.
- Reference collection of approximately 6,000 titles at Main Library and 3,000 at Montoya Library.

- Audiovisual collection selected to support the TVI curriculum of approximately 3,500 video titles at Main Library and 300 at Montoya Library.
- Serials collection of over 700 titles in print and microform version—includes current and back-issued magazines, peer-reviewed journals, and newspapers.
- Vertical file collection of over 5,000 items including corporate annual reports, consumer information pamphlets, current social issues, travel and leisure brochures, and much more.

Distance Learning

Distance Learning at TVI comprises educational and instructional activities designed to overcome barriers of time or space and is especially suited to reach a number of busy people who wish to increase their knowledge and skills without giving up their jobs, leaving home, or losing income. Distance Learning at TVI serves an average of 800 students per term, offering nearly 125 courses. Distance Learning at TVI relies upon a variety of technologies to produce and deliver courses, as a result, all Distance Learning courses are assessed a delivery fee. See *Schedule of Classes* for specific information concerning fees.

TVI currently uses the following Distance Learning delivery modes:

Internet Courses: Course content is offered through online connections to the Internet. Guest speaker presentations, learning activities and interactive quizzes and tests are online. Instructors may have home pages or bulletin boards as well as electronic mail. Students must have access through an Internet browser and an e-mail address. Students who do not have Internet access from home may participate in Internet classes from any of TVI's open computer labs.

Telecourses: These classes combine videotaped lessons, readings, written assignments, interaction with faculty and testing. Instructors provide all materials in a timely manner. Videotapes of telecourses are available to students in a variety of ways. Please check with the Distance Learning Office or on the internet for specific information. Broadcast

schedules are available on the Distance Learning web site <http://planet.tvi.cc/distancelearn/> and in course syllabi.

Dual Mode Courses: Course materials are delivered via the dual modes of telecourse and the Internet. Student must have access to a computer with Internet access. Broadcast schedules for video lessons are available on the Distance Learning web site <http://planet.tvi.cc/distancelearn>, and in course syllabi.

Correspondence Courses: These courses may include seminars and workshops conducted at off-site locations, with printed materials and tests mailed between the TVI instructor and the student.

Electronic Classroom Courses: The instructor may teach from one site using video and audio links to enable the instructor and students at other sites to see, hear and speak with each other. The instructor may choose to move among sites as needed. Depending on availability of seating and travel time, students also may attend at various sites.

Audio-Conferencing Courses: Class is conducted through a telephone conference call that links students from off-campus locations with the instructor through telephone lines. Class is conducted like a seminar. Students read course material before class so they can actively participate during the audio-conference. Students must have access to a telephone. The instructor will inform the students of the dates and times of the audio-conferences.

CD-ROM Courses: Course content, quizzes, assignments, syllabus, sound, voice and video are contained on a CD-ROM. The student may interact with the teacher and other students through the Internet and e-mail. Students must have access to a computer with a CD-ROM player.

More information about Distance Learning at TVI is available at (505) 224-3316 or (505) 224-3317 and on the home page at <http://planet.tvi.cc/distancelearn/>. The Distance Learning Office is in Jeannette Stromberg Hall, Main Library/Administration, Main Campus.

INSTRUCTIONAL DEPARTMENTS

ADULT & DEVELOPMENTAL EDUCATION

<http://planet.tvi.cc/dade>
(505) 224-3939

The vision of the Department of Adult & Developmental Education (DADE) is to be a progressive learning community in which all students, staff, and faculty can succeed and become life-long learners. DADE's mission is to create a progressive learning community designed to meet the needs of a diverse student population by integrating adult education, developmental education, and learning assistance. We are committed to using education as a tool to help students increase options, thus improving the quality of their lives.

There are many reasons students are not ready for college-level studies. Some did not enroll in the right courses in high school; others once had the skills but have not used them; and some have faced responsibilities or circumstances that made it difficult to succeed.

Faculty and staff in the Department of Adult & Developmental Education work with students to develop the basic academic, work, and life skills necessary for success. DADE offers free non-credit classes in Adult Education as well as free credit courses in Developmental Education. Credit courses in reading, study skills, writing, computer science, math, and science are offered as well as introductory courses to some vocational programs. Students are placed in the appropriate courses based on their needs, interests, academic abilities, and test scores. The department also offers learning support through the Assistance Centers for Education (ACE).

ADULT EDUCATION

Non-Credit Skills Classes

The Adult Basic Education Program at TVI offers free instruction to adults who do not have their high school diploma and to adults who do not speak English as their first language. Courses are offered in English as a Second

Language (ESL) and Basic Academic Skills/GED Preparation (BSK & JLS). These courses help students prepare for higher education, job advancement, or personal fulfillment. Adult Education students receive most of the same services as other TVI students (for example, library access) but do not follow the procedures outlined in this Catalog for admission/registration and are not eligible for financial aid. Textbooks are provided free to students.

Adult Education classes are offered during the day and in the evening and at each of the TVI campuses as well as at many community sites throughout Bernalillo County. Additional information on Adult Education sites is available at any of the TVI campuses. Eligible students may register for Adult Education classes at any of the TVI campuses or community sites where classes are offered. Adult Education offices are located in Ken Chappy Hall Room #1 at Main Campus (505) 224-4282, in H102 at Montoya Campus (505) 224-5575, in the main office area at South Valley Campus (505) 224-5000, and in the main office area at Rio Rancho Campus (505) 892-7113. Prior to registering for classes offered at TVI campuses, students are required to complete an assessment for placement into classes.

Instructors take attendance at each class session. If a student is absent four classes in a row, the teacher will try to contact the student. A student may be dropped from the class after four consecutive absences. Students who have missed or dropped classes are encouraged to go to the Adult Education Learning Centers at the Main and Montoya campuses to continue their studies. Each student receives a certificate that indicates the total number of hours attended in each course. No letter grades are given. Unless otherwise noted, classes are offered for the full-term. *More information about Adult Education courses can be found on page 228.*

DEVELOPMENTAL EDUCATION

Credit College-Preparatory Courses

Developmental Education courses prepare students for liberal arts or vocational majors, for self-improvement, or for career enhancement. The courses are graded CR (credit) and

NC (no credit) to help students build their skills without the added pressure of the traditional grading system (A,B,C,D,F). While credit from Developmental Education courses is not transferable to other degree-granting institutions, these courses typically help students meet admissions requirements and program prerequisites.

Developmental courses are numbered 090 through 100. Subjects are English (course prefix ENG), math (MATH), reading (RDG), study skills (SSKL), biology (BIO), chemistry (CHEM), and occupational topics: accounting (ACCT), computer programming (CP), computer science (CSCI), drafting (DRFT), electronics (ELEC), and health (HLTH).

Eligible students may receive financial aid for up to 30 credit hours in Developmental Education courses. Students using veterans' benefits should check with VA certification advisors (in the Financial Aid Office) to determine if the Developmental Education courses are eligible for benefits. *More information about Developmental Education courses can be found on page 230.*

Adult & Developmental Education Full-Time Instructional Personnel

Geraldine L. McBroom, dean; Ph.D.

R. Jane Bradley, associate dean; Ph.D.

Marya Corrigan, associate dean; M.A.

Stephen Sanchez, director, Student Transitional Programs; M.A.

Jana F. Smith, director, Developmental Education; B.S.

Lis Turkheimer, director, Assistance Centers for Education; B.A.

Tim Allen, math instructor; B.S.E.

Roberta Ataman, English instructor; M.Ed.

Donald Bauer, math, drafting instructor; B.S.

Hailey Binford, ESL instructor; M.A.

Judith L. Brown, math instructor; M.A.

Angelika S. Carroll, English instructor; M.A.

James N. Chaves, math, electronics instructor; M.S.

Marie Chávez, ESL instructor; M.A.

Max Cisneros Jr., math instructor; B.A.

Linda Clay, English instructor; M.A.

INSTRUCTIONAL DEPARTMENTS

Don Croxton, math instructor; B.S.
Darryl Dmonkos, math, reading instructor; M.C.P.
Martin J. Doviak, English, math instructor; M.A.
Shirley Ellison-Pryor, English, reading instructor; M.A.
M. Sue Fox, basic skills instructor; M.B.A.
Vicki Froehlich, math instructor; M.Ed.
Stephen Gallegos, reading, study skills instructor; M.A.
Michael Gienger, basic skills instructor; M.A.
Katherine Green, English instructor; M.A.
Constance Gulick, English instructor; M.A.
Jean Hafner, science, math instructor; B.S.
Vicki Hagen, English, reading, math instructor; M.A.
Janice Hart, English instructor; M.A.
Teresa Hill, English, reading instructor; B.A.
Margaret Ann (Gretta) Hochstatter, math instructor; B.S.
Donna Hurtado, English, math instructor; B.A.
William Johns, math, electronics, computer science instructor; M.A.
Larry Johnson, reading, math, computer programming instructor; M.A.
James B. Kimmons, math instructor; M.A.
Nancy King, English instructor; M.A.
David Kohles, math, science instructor; B.S. Ed.
Judy G. Kristl, math, reading instructor; B.S.
Joseph R. Krzyzanowski, math, study skills, reading instructor; M.A.
Gloria Larrieu, English instructor; M.A.
Don Lauser, basic skills instructor; M.A.
Amy Lee, computer science instructor; B.A.
Gerald Leister, English instructor; Ed.D.
Victoria Lucero, ESL instructor; M.A.
Ilene Perl Maness, science, math instructor; M.A.
Connie Jo Martinez, math, computer science instructor; M.B.A.
Elizabeth C. Martinez, English, math, computer science instructor; M.A.
Marcie Bernal McKenzie, ESL instructor; M.A.
Charles Miller, math instructor; B.S.
Elizabeth O'Neill, English instructor; M.A.
Maria C. Pacheco, science, math instructor; B.S.

Alexandra Piland, English instructor; M.A.
Linda Pope, English, English instructor; M.A.
Robin Ramsey, English, reading instructor; M.A.
Richard Randolph, English instructor; Ph.D.
Mark Rudd, math instructor; B.A.
Juan M. Saavedra, math instructor; B.A.
Therese Samuel, ESL instructor; B.A.
Gary Sandstrom, math, health instructor; M.A.
Joan N. Silverstein, basic skills instructor; M.A.
Sue Small, basic skills instructor; M.A.
Theresa Sullo, English, reading instructor; M.A.
Ann Tran, math, English instructor; M.A.
Deloris Watkins, English, math instructor; B.A.
Phillip Weaver, math, reading; M.A.
John Wright, English instructor; M.A.

ARTS & SCIENCES

<http://planet.tvi.cc/artsci>
(505) 224-3561

Arts & Sciences provides liberal arts courses to support vocational degree and certificate programs, and offers the Associate of Arts in Liberal Arts degree. All courses are transferable to other degree-granting institutions as freshman and sophomore electives or requirements. All courses in Arts & Sciences have tuition charges. In addition, science, computer science, and art courses require course fees.

General Honors Program

Offering intensive interdisciplinary study, the General Honors Program increases opportunities for liberal arts education. Taught in a small-group seminar format, Honors courses emphasize discussion, student participation and self-expression. Students interested in these courses must have completed nine hours in Arts & Sciences, have a 3.2 or higher cumulative GPA and have earned a B or better in English 101. For information and registration, interested students should see an advisor.

Aerospace Studies

Students may register at TVI for the University of New Mexico Aerospace Studies/Air Force Reserve Officer Training Corps (AFROTC). Uniforms and textbooks are provided by AFAS. Because these classes are offered at the main campus of UNM, students should contact Lt. Col. Richard G. Trembley (see entry in the Course Descriptions section of the catalog, listed under AFAS) before enrolling.

Arts and Sciences

Full-Time Instructional Personnel

Susan Murphy, dean, Ph.D.
Jon Bentley, associate dean; M.A.
Richard Calabro, acting associate dean; M.S.
Stephen Schoonmaker, associate dean; M.A.
Rama Akkaraju, mathematics instructor; M.S.
Stephen Andrews, history instructor, M.A.
Richard Araiza, mathematics instructor; M.A.
Jane Bardal, psychology instructor; Ph.D.
Jean Batson-Turner, sociology instructor, M.A.
Karen Bentz, biology instructor/chairman, M.A.
David Blankenbaker, mathematics instructor, M.S.
Gene Booth, English instructor; M.A.
Joseph Boroughs, psychology instructor; Ph.D.
Paul N. Cahoon, English instructor; M.A.
Philip Carman, astronomy/physics instructor/chairman; M.A.
Heidi Carr, communication studies instructor, M.A.
Maria Luisa Chacon, Spanish instructor; M.A.
Gina R. Chance, sociology instructor; M.A.
Steve Cormier, history instructor; Ph.D.
Sravanthi Cornell, chemistry instructor; Ph.D.
Arnold Crelier, chemistry instructor; Ph.D.
Terry Daughtrey, anthropology instructor; M.A.
Rose Day, English instructor; Ph.D.
Katherine Demitrakis, psychology instructor; Ph.D.
John Diggelman, economics instructor; M.S.
Jack Douthett, mathematics instructor; Ph.D.
Kaz Dziamka, English instructor; Ph.D.
Jeanne Elmhorst, communication studies instructor; M.A.
Bill Epler, mathematics instructor; Ph.D.

Joseph Eridon, chemistry instructor/chairman; M.S.
Joyce Flagg, English instructor; M.A.
Katelijne Flies-Dullea, biology instructor; Ph.D.
Megan Florence, mathematics instructor; M.A.
Ralph Flores, English instructor; M.A.
Cheryl Foote, history instructor; Ph.D.
Richard Fox, political science instructor; M.A.
Ernest Garcia, art instructor; M.F.A.
Marjo Garlach, psychology instructor; M.A.
Chris Gebel, mathematics instructor; M.A.
Gail Grosso, Spanish instructor; M.A.
Janet Heath, mathematics instructor; M.S.
Cynthia Hennecke, geography instructor; M.A.
Michael Hillard, psychology instructor/chairman; Ph.D.
Sherry Holmen, communication studies instructor; M.A.
Patrick Houlihan, English/journalism instructor; Ph.D.
Havva Houshmand, humanities/religion instructor; Ph.D.
Shepherd Jenks, anthropology instructor; Ph.D.
James Johnson, psychology instructor; M.A.
Jennifer Lynn Johnson, art instructor; M.F.A.
Susan Johnson, biology instructor; M.S.
Stephanie Kauffman, English instructor; Ph.D.
Maureen Kelly, mathematics instructor; M.A.
William Kuipers, biology instructor; Ph.D.
Kevin Leith, mathematics instructor; M.S.
Jane Lyo, mathematics instructor; M.A.
Julie Mars, English instructor; M.A.
Linda Martin, mathematics instructor; M.A.
Carol Ann Martinez, chemistry instructor; M.S.
Tamra Mason, mathematics instructor; Ph.D.
Stephen Mathewson, English instructor; Ph.D.
Layne McAdoo, sociology instructor; Ph.D.
Doug McDoniel, mathematics instructor; Ph.D.
Colleen McNamara, biology instructor; Ph.D.
Shelly Metz, psychology instructor; Ph.D.
William Miller, philosophy instructor/chairman; M.A.
Blake Minnerly, physics instructor; M.S.
Joann Morgan, psychology instructor; Ph.D.
Deborah Muldavin, biology instructor; M.A.
Barbara Muller, English instructor; M.A.

William Murrell, philosophy instructor; Ph.D.
Mary Odom, physics instructor; M.A.
Linda Oldham, English instructor; M.A.
Lisa M. Orick, communication studies instructor/chairman; M.A.
Umesh Pandey, physics instructor; M.S.
Kate Parker, English instructor; Ph.D.
George Pletsch, mathematics instructor/chairman; Ph.D.
Alan Pope, English instructor; Ph.D.
Fred Ream, mathematics instructor; M.A.
Jim Rewalt, mathematics instructor; M.S.
Geri Rhodes, English instructor; Ph.D.
Tomas Ruiz-Fabrega, Spanish instructor/chairman; Ph.D.
Jamie Searcy, English instructor/chairman; M.A.
Wayne Shrubsall, English instructor; Ph.D.
Leslie Nelson Shultis, music instructor; M.Mus.
Patricia Seitz, sociology instructor; Ph.D.
Jerry Sherman, philosophy instructor; M.A.
Janet Smith, computer science instructor; Ph.D.
Peter Steinbach, mathematics instructor; M.A.
Kelly Sullivan, biology instructor; M.A.
James Swan, biology instructor; M.S.
Robert Teigrob, history instructor; M.A.
J. Ross Thomas, economics instructor; Ph.D.
Dennis Vargo, mathematics instructor; M.A.
Lucy Vigil, Spanish instructor; Ph.D.
Shield Wallace, chemistry instructor; Ph.D.
LaVonne Wahl, communication studies instructor; Ph.D.
Gary Walters, computer science instructor; M.A.
Kathleen Waymire, art instructor; Ph.D.
Shawn Wright, biology instructor/chairman; M.S.

BUSINESS OCCUPATIONS

<http://www.tvi.cc/bod>
(505) 224-3811

Preparing students for the real world of business and profits is critical for success in today's global economy. Business Occupations offers students an opportunity for building business careers in a complex, fast-paced, ever-changing, technology-driven, competitive, innovative, collaborative and global environment.

Business Occupations classes may be scheduled during the day, evening, and/or Saturday and Sunday at all four TVI campuses, at arranged on-site locations, and through distance learning delivery methods. The Business Occupations Department Weekend Business School offers Friday evening, Saturday and Sunday classes.

A minimum of 12 students is required for first term and elective courses. A student who registers for a Business Occupations program may be required to take English, reading, and/or math placement tests. Advanced students may earn credit for on-the-job-training through cooperative education and internship courses.

The New Mexico Two-Year/Four-Year Business Articulation Matrix and articulation agreements with several New Mexico postsecondary educational institutions offer course transfer opportunities for Business Occupations students.

Business Occupations associate degree programs that have received national accreditation are (followed by the accrediting organization):

- Accounting (Association of Collegiate Business Schools and Programs)
- Business Administration (Association of Collegiate Business Schools and Programs)
- Business Graphics (Association of Collegiate Business Schools and Programs)
- Computer Information Systems (Association of Collegiate Business Schools and Programs)
- Court Reporting (National Court Reporters Association)

INSTRUCTIONAL DEPARTMENTS

- E-Commerce (Association of Collegiate Business Schools and Programs)
- Hospitality and Tourism (Association of Collegiate Business Schools and Programs)
- Office Administration (Association of Collegiate Business Schools and Programs)
- Paralegal Studies (American Bar Association and Association of Collegiate Business Schools and Programs)
- Pre-Management (Association of Collegiate Business Schools and Programs)

Accreditation by The Higher Learning Commission requires that the Business Occupations programs identify student learning outcomes. All Business Occupations students are required to participate in outcomes assessment. Test scores do not affect graduation status. Associate deans have information regarding outcomes assessment testing procedures.

All occupational courses must be passed with a minimum grade of C to meet prerequisite requirements and certificate and degree requirements.

Challenge exams are available for many Business Occupations courses. Students wishing to challenge a course should contact the associate dean in their area of study.

Business Occupations

Full-Time Instructional Personnel

Lois Carlson, CPA, dean; Ph.D., M.B.A.

Susie Cutler, associate dean; M.A.

Emil Radosevich, associate dean; M.B.A.

Dan Valles, associate dean; M.B.A.

Don Adams, A+ certification, CIW certification, computer information systems instructor; M.S.Mgt.

Dawn Addington, CPA (inactive), accounting instructor; M.Acc.

Henry A. Alaniz, business administration instructor; J.D., M.B.A.

DiAne Archuleta, office administration instructor; M.B.A.

Cheryl Bartlett, CPA, accounting instructor; M.B.A.

David Bency, CPA (inactive), accounting instructor; B.B.A.

Janice Benson, computer information systems instructor; Ph.D.

David Bergsland, business graphics instructor; B.F.A.

Ann Brooks, accounting instructor; M.Acc.

Mary Burt, office administration instructor; M.A.

Wallace Cates, computer information systems instructor; B.S.

Leigh Anne Chavez, paralegal studies instructor; J.D.

Hyekyung Clark, N+ certification, computer information systems instructor; B.A.

Paul Clark, e-commerce instructor; M.S.

Mary Curik, computer information systems instructor; B.S.

Annette Duvall, computer information systems instructor; M.S.

Martin Epstein, accounting instructor; M.B.A.

Michael Felker, e-commerce instructor; M.B.A.

Karalea Fisher, RHIT, health information technology program director; B.S.

Jean Gallegos, accounting instructor; M.B.A.

Hossein Giah, business administration instructor; M.B.A.

Patricia Gomez, CRI, court reporting instructor; A.A.S.

Debra Goorbin, accounting instructor; M.B.A.

Fred Gordon, accounting instructor; M.A.

Marcella Green, computer information systems instructor; M.A.

Sue Gunckel, CPA (retired), accounting instructor; M.S.W.

Catherine Hain, MOUS certification, computer information systems instructor; M.B.A.

Gerald Heater, MCSE, N+ certification, computer information systems instructor; M.S.

Mary Carole Helton, computer information systems instructor; M.P.A.

Susan Herrington, computer information systems instructor; M.A.

Debbie Hester-Rael, CPA, accounting instructor; B.S., B.A.

Carolyn Jonas-Morrison, MCSE, MCP in VB, computer information systems instructor; M.S.

Marilyn Konnick, MOUS certification, office administration instructor; M.A.

Jackie Lamoureux, MOUS certification, computer information systems instructor; M.B.A.

Deborah LaPointe, office administration instructor; M.S.

Kenneth Lindemann, business administration instructor; M.B.A.

Marvin Lozano, international business instructor; M.S.

Marilyn Maclay, office administration instructor; M.A.

Linda Maggart, office administration instructor; B.S.

Joyce Matthews, CPA, accounting instructor; M.A.

Dai Nguyen, paralegal studies instructor; J.D.

Judith Olean, paralegal studies instructor; J.D.

Diane Paul, office administration instructor; M.A.

William Price, accounting instructor; M.Acc.

Robert T. Reeback, paralegal studies instructor; J.D.

Virginia Rich, office administration instructor; M.Ed.

Anita Sterchi, office administration instructor; M.A.

Robert Stone, business administration instructor; J.D.

Judith Teak, MOUS certification, office administration instructor; M.A.

Linda Turpen, computer information systems instructor; M.B.A.

Margie Vance, business administration instructor; M.B.A.

Anita Vaughn, office administration instructor; M.P.A.

José Angel Vélez, computer information systems instructor; B.A.

Joe Webster, CMA, accounting instructor; M.B.A.

Michael Williams, CHE, hospitality and tourism instructor; B.A.

Kim Wong, business administration instructor; J.D., M.S., M.B.A.

HEALTH OCCUPATIONS

<http://www.tvi.cc/health>
(505) 224-4111

The Health Occupations Department provides entry-level training and skill upgrading in a variety of medical fields as well as children, youth and family development and elementary education.

Special courses, for which a verification of completion is awarded, also are offered. At least 12 students must sign up for a special course before it can be offered, and each student must meet all prerequisites. These courses may not be offered every year. Students enrolled in these courses are not eligible to receive financial aid or Veterans Administration benefits.

Classes are held at Main, South Valley, Rio Rancho, and Montoya Campuses; students may have supervised patient practicums and observations at community agencies.

Enrollment: All Health Occupations programs except Nursing Assistant require a high school diploma or equivalent and completion of the TVI placement test. Most programs also have prerequisites. Health Occupations programs require that students be in good physical condition, free of health conditions that could endanger themselves or others. Students may be required to have a physical exam. Because of the widespread use of latex products, individuals who have an allergy to latex may find it difficult to successfully complete a Health Occupations program. Credit by examination (challenge) is available for selected courses. Program directors have detailed information.

Grading Policy: It is strongly recommended that all required courses be taken for a traditional letter grade. Most courses within Health Occupations must be taken for a traditional letter grade; the credit/no credit option may only be used for selected courses. A grade of C or better is required in all occupational courses required for graduation. All prerequisite courses require a grade of C or better.

Handbooks: For specific policies and procedures regarding classroom expectations, clinical experiences, learning laboratories, standards of practice and professional codes of ethics, students should consult their program's student handbook.

Health Occupations

Full-Time Instructional Personnel

Jenna Johnson, dean; MS

Richard Gentile Jr., RRT, RCP, associate dean, director, respiratory therapy program, M.Ed.

Patricia Stephens, RN, associate dean, director of nursing programs, MSN

Rachel Alberson, RN, nursing assistant instructor, BSN

Elizabeth Alongi, RN, chair of the surgical programs, BSN

Helen Asbury, RN, nursing instructor, MSN

Darlene Blagg, director of diagnostic medical sonographer, AS

John Blewett, RRT, RCP, respiratory therapy instructor, BUS

Teresa Brito-Asenap, program director, child, youth and family development, MA

Debbie Cassidy, RN, nursing instructor, MSN

Karen Connors, RN, nursing instructor, MSN

Donna "George" Dresden, RN, nursing instructor, MSN

Holly DeWees, director of the elementary education program, MA

Diane Evans-Prior, RN, nursing instructor, MSN

Charles Fatta, RRT, RCP, clinical coordinator, respiratory therapy program, MBA

David Gordon, RRT, RCP, respiratory therapy instructor, MA

Agnes Gunderson, elementary education instructor, MA

Patricia Hamilton, RN, nursing instructor, MSN

Regina Janke, RN, nursing instructor, MSN

Monya Kmetz, MT (ASCP), program director, medical laboratory technician, MA

Patricia Lofflin, RN, nursing instructor, MSN

Lorraine Lowen, RN, nursing instructor, MSN

Sandra Luck, child, youth and family development instructor, MA

Ruth McCall, MT (ASCP), CLS (NCA), program director, phlebotomy and clinical lab assistant, BS

Paulette McNeill, RN, nursing instructor, MSN

Susan Michalske, RN, nursing instructor, MSN

Mary Moser-Gautreaux, RN, nursing instructor, MSN

Delores Pederson, RN, nursing assistant instructor, MSN

Mary Rieb, RN, nursing instructor, MSN

Jacqueline Robinson, dental assistant instructor, CDA

Marian Sawyer, RN, nursing instructor, MSN

Thea Scheinder, RN, nursing instructor, MSN

Douglas Scribner, CPhT, chair of the pharmacy technician program, BA

Ann E. Sims, RN, program director, nursing assistant, BSN

Penelope Stanley, RN, nursing instructor, MN

Cy Stockhoff, chair of emergency medical technician, MS

Melanie Upshaw, RDH, director of dental assistant program, BS

INSTRUCTIONAL DEPARTMENTS

TECHNOLOGIES

<http://tech.tvi.cc>

(505) 224-3340

The high skill, high tech careers of the 21st Century Global Economy and New Mexico's Next Generation Economy require specialized education and training for entry-level and career change employment opportunities. Also, current employees are being encouraged to seek retraining experiences that will continuously upgrade skills and competencies that help assure their competitive position and that of their employer. The Technologies Department, with industry advisory groups, outstanding faculty and state-of-the-practice laboratories, offers opportunity at all career levels.

Several programs in the Department offer concentration options so that students may specialize in areas of individual interest. The time necessary for a student to complete a verification of completion, certificate and/or associates degree varies to 24 months for the student who carries a full course load each term.

A number of Technologies programs are nationally accredited (see page 41 for a complete listing).

Technologies courses and programs may have prerequisites. Students are encouraged to consult with directors or program chairs if unclear on these stipulations.

Challenge examinations are available for some courses numbered below 200. For information concerning course transferability either to or from TVI, students are strongly encouraged to see the appropriate department director or program chair.

Students in Technologies programs are encouraged to join school clubs and student associations (also known as student groups). Clubs and organizations that are supported by the Technologies Department are the Computer Technology Student Association, Society of Manufacturing Engineers (SME); Skills USA/VICA; Phi Theta Kappa (PTK); Construction Specifications Institute (CSI); and the Student Chapter of the Associated General Contractors

(AGC). Information is available from Directors and Program Chairs.

Students working toward the degree, certificate or verification of completion must earn a grade of C or better in all Technologies Department courses to meet department graduation requirements.

Technologies Full-Time Instructional Personnel

Don Goodwin, dean; M.Ed.

Steve Benavidez, associate dean; M.A.

Ed Baca-Green, manufacturing tech. instructor; B.S.

Joseph Black, electronics technology instructor; M.P.A., M.S.E.E.

Bruce Bush, electronics technology instructor; B.S.

Jenifer Brunette, manufacturing technology instructor; M.A.

Phyllis Cece, registered architect architectural/engineering drafting technology instructor; B.A.

David Clauss, networking technology instructor; B.A.

Michael Cranney, web technology instructor; M.A.

Tom Darling, construction management technology instructor; B.A.

Hadie Fotouhie, design drafting engineering technology instructor; M.S.

Steven Fraker, architectural/engineering drafting technology instructor; M.A.

Hayward Franklin, computing technology instructor; Ph.D.

Joel Gellman, electronics technology instructor; B.S.

Terry Gonzales, computing technology instructor; B.A.

Gordon Hall, registered architect, architectural/engineering drafting technology instructor; M.Arch.

Robert Hall, director, electronics and manufacturing technology, M.Ed.

James Hart, networking technology instructor; B.U.S.

Andrew Huertas, electronics technology instructor

Raymond Isengard, electronics technology instructor

Barbara Johnston, computing technology instructor; M.A., M.S.

Brenda Judd, computing technology instructor; M.B.A.

Peter Kalitsis, registered architect, architectural/engineering drafting technology instructor; B.A.

Paul Kirkpatrick, computing tech. instructor; B.U.S.

Eric Krosche, manufacturing tech. instructor; M.S.

Darrell Leland, computing technology instructor; M.A.

Fabian Lopez, electronics technology instructor

Trisha Miller, achievement coach; M.A.

Earnestine Mitchell, computing technology instructor; B.A.

Mark Nolan, electronics technology instructor; M.A.

Stephen Parratto, computing technology instructor; M.S.

Paul Quan, director, computing technology; M.S.

Jimmy Reed, computing technology instructor; B.S.

Laurence Rose, computing technology instructor; M.S.

David Ruff, construction management technology instructor; B.A.

Susan Sujka, electronics technology instructor; B.S.

Paul Trujillo, electronics technology instructor; B.S.

Srini Vasan, manufacturing technology instructor; Ph. D.

Ramon Vigil, electronics technology instructor; B.A.

Wesley Wesbrooks, electronics engineering technology instructor; B.A.

Michael White, electronics engineering technology instructor; M.S.

Elizabeth Wilkinson, computing technology instructor; B.A.

Mary Jane Willis, manufacturing technology instructor; M.A.

Chuck Yonker, design drafting engineering technology instructor; B.A.

TRADES & SERVICE OCCUPATIONS

<http://www.tvi.cc/trades>

(505) 224-3711

The Trades & Service Occupations Department provides a technical learning environment dedicated to support learning that leads to positive change for individuals and communities. The department offers certificates and degrees that prepare individuals for entry-level positions, job advancement and technical skill upgrading.

Students are encouraged to participate in nationally recognized student organizations whose activities are an integral part of the curriculum.

Cooperative education allows qualified students the option to complete course work via a related wage-earning job. A written agreement with specific objectives is signed by the student, TVI and the employer.

Students must provide their own personal protective equipment (hardhat and safety glasses or goggles) and lab clothes, which are appropriate and comply with Trades & Service Occupations Department and/or Occupational Safety and Health Act (OSHA) standards. Students are trained in safety standards for their respective area.

Most programs require basic hand tools. Tool lists with approximate costs and purchase deadlines are provided by instructors at the beginning of each term.

Students working toward an associate degree or certificate must earn a grade of C or better in all occupational courses to meet graduation requirements.

APPRENTICESHIPS

The Trades & Service Occupations Department, in conjunction with industry groups, offers apprenticeship-related instruction for persons currently employed in industry (see page 55).

Trades and Service Occupations

Full-Time Instructional Personnel

Joseph J. Rodman, dean; M.Ed.

Paula Fisher, associate dean; M.A.

Alain Archuleta, electrical trades instructor; B.S.

Earnest Arko, electrical trades instructor; B.A.

Paul Baxter, truck driving instructor; B.S.

Paul Beck, machine tool technology instructor; B.S.

Salvatore Benevegna, air conditioning, heating and refrigeration instructor

Noel Binford, environmental safety & health instructor; B.S.

John Bronisz, automotive instructor; B.A.

Timothy Brown, electrical trades instructor; B.S.

Paul Brownlow, construction technology instructor/chair; M.A.

Glen Bugge, automotive technology instructor; B.S.

Lonnie Burke, plumbing instructor; B.A.

John Curkendall, electrical trades instructor; M.A.

Kevin Daugherty, criminal justice instructor/chair, public safety chair; J.D.

James DeMarcus, air conditioning, heating and refrigeration instructor; B.S.

Kevin Dooley, criminal justice instructor; B.S.

Patrick Dunworth, criminal justice instructor; B.S.

Ronald Hackney, welding instructor; B.S.

Kathryn Hamby, welding instructor; A.S.

Scott Henriksen, automotive technology instructor; M.A.

John Hostak, service occupations director; M.S.

Michael Kavanaugh, fire science instructor; B.S.

Robert Kho, automotive technology instructor; B.A.

Barry King, environmental safety and health instructor; M.S.

Kerry Knoop, culinary arts instructor; B.A.

Mary Kolesar, cosmetology instructor

Samuel E. Lovelette, electrical trades instructor; B.S.

Elizabeth McGeehan, baking instructor; B.A.

Thomas J. Morris III, fitness technician/instructor/chair; M.S.

Larry Mounger, automotive technology instructor; B.S.

John Murray, construction/mechanical technology director; B.A.

John Pierce, carpentry instructor; B.A.

Russell Radcliffe, diesel equipment technology instructor

Carmine Russo, culinary arts instructor; M.A.

Jerry Sais, metals/transportation director; B.S.

Martin Samudio, professional cooking instructor; B.S.

Harold Senke, environmental safety and health instructor; M.A.

Jon Stull, cosmetology instructor/chair

Greg Tolbert, air conditioning, heating and refrigeration instructor

Robert Ulibarri, welding instructor; B.S.

Richard Warren, machine tool technology instructor; B.S.

Nancy White, recreation and leisure instructor; A.B.D

Joyce Woodard, professional cooking instructor; B.S.

Paul Zalasak, landscaping instructor

PROGRAMS OF STUDY

This section presents the Programs of Study that TVI offers organized in a number of different ways.

The chart that begins on this page lists all TVI Programs of Study:

- in alphabetical order,
- the degree, certificate, or verification of completion a student can earn in the program, and
- the page number of where to find in-depth information about the program.

Page 40 shows a listing of all degrees and certificates by TVI Instructional Department.

Page 41 offers a listing of all TVI programs that are accredited by outside agencies or organizations.

Pages 42–44 lists TVI’s programs broken into eight major career groupings.

And finally, pages 45–47 list TVI’s degrees and certificates and graduate job placement data including percent of graduates attaining jobs in their field of study as well as average wages and salaries.

We hope these listings help guide you through our varied programs.

Program of Study	Degree	Certificate	Verification of Completion	Page
Access Microsoft Office User Specialist (MOUS) Cert. Prep. (<i>under Computer Information Systems</i>)			✘	89
Accounting Concentrations: Accounting E-commerce, Accounting Technology, Financial Accounting, General Accounting, Managerial Accounting or Tax)	AAS	✘		50
Adult Education Courses Basic Skills/English as a Second Language (ESL)/ Job and Life Skills				228
Advanced Manufacturing (<i>concentration under Manufacturing Technology</i>)				166
Advertising Assistant			✘	64
Air Conditioning, Heating & Refrigeration (<i>concentration under Mechanical Technology</i>)		✘		169
Apprenticeships in Commercial Carpentry/Electrical Trades/General Trades/ Iron Worker/Plumbing/Sheet Metal				55
Architectural/Engineering Drafting Technology <i>Verifications of Completion: Residential Drafting and Computer-Assisted Drafting</i>	AAS	✘	✘	56
Automotive Service Fundamentals (<i>under Transportation Technology</i>)			✘	221
Automotive Technology (<i>concentration under Transportation Technology</i>)		✘	✘	221
Baking (<i>see Culinary Arts</i>)		✘		108
Bilingual Education (<i>concentration under Elementary Education</i>)				128
Biotechnology	AS			58
Bookkeeping		✘		60
Business Administration Concentrations: Continuous Quality Improvement, E-Commerce, Entrepreneurship General Business, International Business, Management or Real Estate <i>Verifications of Completion: Advertising Assistant, Human Resources Assistant, Sales Associate</i>	AAS	✘	✘	62
Business Applications Design (<i>under Computer Information Systems</i>)			✘	80
Business Computer Applications (<i>concentration under Computer Information Systems</i>)				75
Business Graphics <i>Verification of Completion in Digital Publishing</i>	AAS	✘	✘	67 69

PROGRAMS OF STUDY (All Degrees, Certificates and Verifications of Completion in Alphabetical Order)

Program of Study	Degree	Certificate	Verification of Completion	Page
Business Information Management <i>(concentration under Computer Information Systems)</i>				75
Call Center Operations			✘	70
Carpentry <i>(Certificate under Construction Technology)</i> <i>also see Apprenticeships</i>		✘		98
Certified Public Accountant (CPA) Preparation <i>(under Accounting)</i>			✘	52
Child Development Associate (CDA) <i>(under Child, Youth and Family Development)</i>			✘	71
Child Youth and Family Development Concentrations: Family Studies, Early Childhood Multicultural Education (ECME)	AA	✘		71
Clinical Laboratory Assistant		✘		74
Community Recreation <i>(concentration under Recreation and Leisure)</i>				210
Computer Animation <i>(concentration under Computing Technology)</i>				93
Computer Information Systems Concentrations: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia <i>Verifications of Completion: Business Applications Design, Database Management, Help Desk Support, Help Desk Technician, Microsoft Certified Systems Administrator, Microsoft Certified Systems Engineer, Microsoft Software Support, Multimedia Development, Web Graphics Specialist, Access MOUS, Excel MOUS, PowerPoint MOUS and Word MOUS</i>	AAS	✘	✘	75
Computer Programming <i>(concentration under Computing Technology)</i>				93
Computing Technology Concentrations: Computer Programming, Computer Animation	AAS	✘		93
Construction Estimator <i>(under Construction Management Technology)</i>			✘	96
Construction Management Technology <i>Verifications of Completion: Residential Superintendent and Construction Estimator</i>	AAS		✘	96
Construction Technology Concentrations: General Construction, Electrical <i>Verification of Completion in Framing</i>	AAS		✘	98
Continuous Quality Improvement <i>(concentration under Business Administration)</i>				62
Cosmetology	AAS			101
Court Reporting	AAS			103

Program of Study	Degree	Certificate	Verification of Completion	Page
Criminal Justice	AAS			105
Critical Care Nurse Internship			✘	107
Culinary Arts <i>(Certificates in Baking/Professional Cooking)</i>	AAS			108
Data Communications Management <i>(concentration under Computer Information Systems)</i>				75
Data Entry			✘	110
Database Management <i>(under Computer Information Systems)</i>			✘	81
Dental Assistant		✘		111
Diagnostic Medical Sonography	AS			113
Developmental Education Courses <i>(Credit College-Preparatory)</i>				230
Diesel Equipment Technology <i>(concentration under Transportation Technology)</i>		✘		221
Digital Publishing <i>(under Business Graphics)</i>			✘	69
Early Childhood Multicultural Education <i>(concentration under Child, Youth and Family Development)</i>				71
E-Commerce <i>Verifications of Completion: Business Startup, Fundamentals, Hospitality Industry Real Estate, Retail Business, Web Business Manager</i>	AAS	✘	✘	115 117–122
Electrical Trades <i>(certificate under Construction Technology)</i> <i>also see Apprenticeships</i>		✘		98
Electronics Engineering Technology	AAS			123
Electronics Technology Concentrations: General Electronics, Process Control	AAS	✘		125
Elementary Education Concentrations: Bilingual, Language Arts, Special Education	AA			128
Emergency Medical Services			✘	130
Engineering Design Technology <i>(formerly Design Drafting Engineering Technology)</i>	AAS			131
Entrepreneurship <i>(also concentration under Business Administration)</i>		✘		133
Environmental Safety and Health	AAS			134
Excel Microsoft Office User Specialist (MOUS) Cert. Prep. <i>(under Computer Information Systems)</i>			✘	90
Family Studies <i>(concentration under Children, Youth and Family Development)</i>				71

PROGRAMS OF STUDY *(All Degrees, Certificates and Verifications of Completion in Alphabetical Order)*

Program of Study	Degree	Certificate	Verification of Completion	Page
Fine Arts <i>(see Liberal Arts)</i>				163
Fire Science	AAS			136
Fitness Technician		✘		138
Food Service Management		✘		140
Foreign Languages <i>(see Liberal Arts)</i>				163
Framing <i>(under Construction Technology)</i>			✘	98
Gaming Operations and Casino Management <i>(concentration under Hospitality and Tourism)</i>				148
General Business <i>(concentration under Business Administration)</i>				62
General Construction <i>(concentration under Construction Technology)</i>				98
General Electronics <i>(concentration under Electronics Technology)</i>				125
General Trades <i>(under Apprenticeship)</i>				55
Geographic Information Technology	AAS	✘		142
Golf Course Supervision and Operations <i>(concentration under Hospitality and Tourism)</i>				148
Health Information Technology	AAS			144
Health Unit Coordinator		✘		146
Healthcare Technician		✘		147
Help Desk Support <i>(under Computer Information Systems)</i>			✘	82
Help Desk Technician <i>(under Computer Information Systems)</i>			✘	83
Hospitality Operations and Hotel Management <i>(concentration under Hospitality and Tourism)</i>				148
Hospitality and Tourism	AAS	✘		148
<i>Concentrations: Gaming Operations and Casino Management, Golf Course Supervision and Operations, and Hospitality Operations and Hotel Management</i>				
Humanities <i>(see Liberal Arts)</i>				163
Human Resource Assistant			✘	65
International Business		✘		150
<i>Verifications of Completion: International Business Fundamentals, International E-Commerce, International Entrepreneurship, International Finance, International Hospitality and Tourism, International Retail Business</i>			✘	152–157
Iron Worker <i>(under Apprenticeships)</i>				55

Program of Study	Degree	Certificate	Verification of Completion	Page
Judicial Studies		✘		158
Judicial Studies Core Studies			✘	160
Landscaping		✘		161
Language Arts Education <i>(concentration under Elementary Education)</i>				128
Legal Office Administration <i>(concentration under Office Administration)</i>				191
Liberal Arts	AA			163
<i>English, Journalism, Communication Studies, Computer Science, Anthropology, Economics, Geography, Political Science, Psychology, Sociology, Astronomy, Biology, Chemistry, Physics, Cultural Studies, History, Humanities, Literature, Philosophy, Religious Studies, Art, Music, French, Spanish, Theater, Mathematics, Nutrition, General Honors</i>				
Licensed Practical Nurse Refresher			✘	165
Machine Tool Technology		✘		179
<i>(also concentration under Metals Technology)</i>				
Management <i>(concentration under Business Administration)</i>				62
Manufacturing Technology	AAS	✘		166
<i>Concentrations: Advanced Manufacturing, Semiconductor Manufacturing</i>				
Mathematics <i>(see Liberal Arts)</i>				163
Mechanical Technology	AAS			169
<i>Concentrations: Air Conditioning, Heating and Refrigeration, Plumbing</i>				
Medical Coding		✘		172
Medical Laboratory Technician	AS			174
Medical Office Assistant		✘		177
Metals Technology	AAS			179
<i>Concentrations: Machine Tool Technology, Welding</i>				
Microsoft Certified Systems Administrator (MCSA) <i>(under Computer Information Systems)</i>			✘	84
Microsoft Certified Systems Engineer (MCSE) <i>(under Computer Information Systems)</i>			✘	85
Microsoft Office User Specialist (MOUS) Certification Preps (Access, Excel, PowerPoint, Word) <i>(under Computer Information Systems)</i>			✘	89–92
Microsoft Software Support <i>(under Computer Information Systems)</i>			✘	86

PROGRAMS OF STUDY *(All Degrees, Certificates and Verifications of Completion in Alphabetical Order)*

Program of Study	Degree	Certificate	Verification of Completion	Page
Multimedia <i>(concentration under Computer Information Systems)</i>				75
Multimedia Development <i>(under Computer Information Systems)</i>			✘	87
Natural Resources Recreation Management <i>(concentration under Recreation and Leisure)</i>				210
Networking Technology	AAS	✘		182
Nursing	ADN			184
Nursing Assistant		✘		189
Nursing Home/Home Health Attendant			✘	190
Office Administration Concentrations: Legal, Office Technology	AAS	✘		191
Office Assistant		✘		194
Office Technology <i>(concentration under Office Administration)</i>				191
Paralegal Studies	AAS			196
Payroll Clerk <i>(under Accounting)</i>			✘	53
Perioperative Nurse Specialist			✘	198
Pharmacy Technician		✘		199
Phlebotomy		✘		201
Photonics Technology	AAS	✘		202
Plumbing <i>(concentration under Mechanical Technology)</i>		✘		169
<i>(also see Apprenticeship)</i>				55
PowerPoint Microsoft Office User Specialist (MOUS) Cert. Prep. <i>(under Computer Information Systems)</i>			✘	91
Practical Nursing <i>(under Nursing)</i>		✘		184
Pre-Engineering	AS			204
Pre-Management	AA			206
Process Control <i>(concentration under Electronics Technology)</i>				125
Professional Cooking <i>(see Culinary Arts)</i>		✘		108
Real Estate <i>(concentration under Business Administration)</i>				62
Real Estate Courses			✘	208

Program of Study	Degree	Certificate	Verification of Completion	Page
Recreation and Leisure Concentrations: Natural Resources Recreation Management, Community Recreation, Therapeutic Recreation	AAS	✘	✘	210
Registered Nurse Refresher			✘	212
Residential Estimator <i>(under Construction Management Technology)</i>			✘	96
Residential Wiring <i>(under Construction Technology)</i>		✘		98
Respiratory Therapy	AS			213
Retail Management	AAS	✘		215
Semiconductor Manufacturing <i>(concentration under Manufacturing Technology)</i>				166
Sheet Metal <i>(see Apprenticeships)</i>				55
Social and Behavioral Sciences <i>(see Liberal Arts)</i>				163
Special Education <i>(concentration under Elementary Education)</i>				128
Stenotranscription		✘		217
Surgical Technology		✘		219
Tax Preparer for Individuals <i>(under Accounting)</i>			✘	54
Therapeutic Recreation <i>(concentration under Recreation and Leisure)</i>				210
Transportation Technology Concentrations: Automotive Technology, Diesel Equipment Technology <i>Verification of Completion in Automotive Service Fundamentals</i>	AAS		✘	221
Truck Driving		✘		224
Web Graphics Specialist <i>(under Computer Information Systems)</i>			✘	88
Web Technology	AAS	✘		226
Welding <i>(concentration under Metals Technology)</i>		✘		179
Word Microsoft Office User Specialist (MOUS) Cert. Prep. <i>(under Computer Information Systems)</i>			✘	92

PROGRAMS OF STUDY

TVI 2002–03 Programs of Study *(listed by TVI Instructional Department)*

Arts & Sciences

Liberal Arts, AA degree

Business Occupations

Accounting, certificate and AAS degree

Bookkeeping, certificate

Business Administration, certificate and AAS degree

Business Graphics, certificate and AAS degree

Computer Information Systems, certificate and AAS degree

Court Reporting, AAS degree

E-Commerce, certificate and AAS degree

Entrepreneurship, certificate

Food Service Management, certificate

Health Information Technology, AAS degree

Hospitality and Tourism, certificate and AAS degree

International Business, certificate

Judicial Studies, certificate

Medical Coding, certificate

Medical Office Assistant, certificate

Office Administration, certificate and AAS degree

Office Assistant, certificate

Paralegal Studies, AAS degree

Pre-Management, AA degree

Retail Management, certificate and AAS degree

Stenotranscription, certificate

Health Occupations

Biotechnology, AS degree

Child, Youth and Family Development, certificate and AA degree

Clinical Laboratory Assistant, certificate

Dental Assistant, certificate

Diagnostic Medical Sonography, AS degree

Elementary Education, AA degree

Health Unit Coordinator, certificate

Healthcare Technician, certificate

Medical Laboratory Technician, AS degree

Nursing, AS degree

Nursing Assistant, certificate

Pharmacy Technician, certificate

Phlebotomy, certificate

Practical Nursing, certificate

Respiratory Therapy, AS degree

Surgical Technology, certificate

Technologies

Architectural Engineering Drafting Technology,
certificate and AAS degree

Computing Technology, certificate and AAS degree

Construction Management Technology, AAS degree

Electronics Engineering Technology, AAS degree

Electronics Technology, certificate and AAS degree

Engineering Design Technology, AAS degree

Geographic Information Technology, certificate and AAS degree

Manufacturing Technology, certificate and AAS degree

Networking Technology, certificate and AAS degree

Photonics Technology, certificate and AAS degree

Pre-Engineering, AS degree

Web Technology, certificate and AAS degree

Trades and Service Occupations

Air Conditioning, Heating, and Refrigeration, certificate
(under Mechanical Technology)

Automotive Technology, certificate (under Transportation Technology)

Baking, certificate (under Culinary Arts)

Carpentry, certificate (under Construction Technology)

Construction Technology, AAS degree

Cosmetology, AAS degree

Criminal Justice, AAS degree

Culinary Arts, AAS degree

Diesel Equipment Technology, certificate (under Transportation Technology)

Electrical Trades, certificate (under Construction Technology)

Environmental Safety and Health, AAS degree

Fire Science, AAS degree

Fitness Technician, certificate

Landscaping, certificate

Machine Tool Technology, certificate (under Metals Technology)

Mechanical Technology, AAS degree

Metals Technology, AAS degree

Plumbing, certificate (under Mechanical Technology)

Professional Cooking (formerly Quantity Foods Prep), certificate
(under Culinary Arts)

Recreation and Leisure, certificate and AAS degree

Residential Wiring, certificate (under Construction Technology)

Transportation Technology, AAS degree

Truck Driving, certificate

Welding, certificate (under Metals Technology)

NEW PROGRAMS (Planned for 2003–04)

Funeral Sciences, certificate

Veterinary Technician, AAS degree

2002 Certificate/Degrees Certified by Outside Agencies/Organizations

Program of Study	Accrediting Agency/Organization	Program of Study	Accrediting Agency/Organization
Business Occupations		Health Occupations	
Accounting, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Medical Laboratory Technician, AS degree	National Accrediting Agency for Clinical Laboratory Sciences
Business Administration, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Nursing, AS degree	National League for Nursing Accreditation Commission (NLNAC) Approved by the New Mexico State Board of Nursing
Business Graphics, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Practical Nursing, certificate	National League for Nursing Accreditation Commission (NLNAC) Approved by the New Mexico State Board of Nursing
Computer Information Systems	Association of Collegiate Business Schools and Programs	Respiratory Therapy, AS degree	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Committee on Accreditation for Respiratory Care (COARC)
Court Reporting, AAS degree	National Court Reporters Association (NCRA)	Surgical Technology, certificate	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
E-Commerce, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Technologies	
Hospitality and Tourism, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Construction Management Technology, AAS degree	American Council for Construction Education (ACCE)
Paralegal Studies, AAS degree	American Bar Association (ABA)	Engineering Design Technology, AAS degree	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET)
Office Administration, certificate and AAS degree	Association of Collegiate Business Schools and Programs	Electronics Engineering Technology, AAS degree	University Plus Program — Parametric Technologies Pro/E Technology Accreditation Commission of the Accreditation Board for Engineering and Technology TAC/ABET
Pre-Management, AA degree	Association of Collegiate Business Schools and Programs	Networking Technology, AAS degree	Cisco Certified Networking Academy
Trades & Service Occupations			
Automotive Technology, certificate	National Automotive Technicians Education Foundation (NATEF)		
Culinary Arts, AAS degree	American Culinary Federation (ACF)		
Truck Driving, certificate	Professional Truck Driver Institute of America (PTDIA)		

PROGRAMS OF STUDY *(Career Groupings)*

TVI's Programs of Study can be organized in a number of ways. The following two pages present a look at our programs in terms of the following major career groupings:

- **Advanced Manufacturing**
- **Construction**
- **Information Technology**
- **Tourism and Hospitality**
- **Health Sciences and Development**
- **Business/Professional Services**
- **Legal Services**
- **Financial Services**

Advanced Manufacturing Careers

Advanced Manufacturing uses the latest in manufacturing techniques and equipment to create the products and tools that we depend on in our fast-paced, technologically-driven society.

- Electronics Engineering Technology (Degree)
- Electronics Technology (Certificate, Degree)
 - General Electronics (A+ certification is offered)
 - Process Control
- Engineering Design Technology (Degree)
- Manufacturing Technology (Certificate, Degree)
 - General Manufacturing
 - Semiconductor Manufacturing
- Metals Technology (Certificate, Degree)
 - Machine Tool Technology
 - Welding
- Photonics (Certificate, Degree)
- Welding (Certificate)

Note: VofC stands for Verification of Completion

Construction Careers

Construction Technologies enable planning, design, construction and maintenance of the community's infrastructure.

Building Technologies

- Air Conditioning, Heating and Refrigeration (Certificate)
- Carpentry (Certificate)
- Construction Technology (Degree)
 - General Construction
 - Electrical
- Electrical Trades (Certificate)
- Landscaping (Certificate)
- Mechanical Technology (Degree)
 - Air Conditioning, Heating and Refrigeration
 - Plumbing

Transportation Technologies

- Automotive Technology (Certificate)
- Diesel Equipment Technology (Certificate)
- Transportation Technology
 - Diesel Equipment Technology
- Truck Driving (Certificate)

Construction Management Technologies

- Architectural/Engineering Drafting Technology (Certificate, Degree)
- Computer-Assisted Drafting (Vof C under Architectural/Engineering Drafting Technology)
- Construction Management Technology (Degree)
 - Residential Superintendent (V of C)
 - Construction Estimator (V of C)
- Residential Drafting (Vof C under Architectural/Engineering Drafting Technology)
- Residential Wiring (Certificate)

Environmental Health & Safety Technologies

- Environmental Health & Safety (Degree)

Note: VofC stands for Verification of Completion

Information Technology Careers

NETWORKING designs, develops and maintains the complex web of computer-based communications in order for users to access the same information and resources.

- Computer Networking Services (VofC)
- Microsoft MCSE Preparation (VofC)
- Networking Technology (Certificate, Degree)

INTERACTIVE MULTIMEDIA integrates graphics, text and digital audio and video using the newest advances in desktop computer technology.

- Business Applications Design (VofC)
- Business Graphics (Certificate, Degree)
- Computer Information Systems – Multimedia (Certificate, Degree)
- Computing Technology – Computer Animation (Certificate, Degree)
- Digital Publishing (VofC)
- E-Commerce (Certificate, Degree)
- Multimedia Development (VofC)
- Web Graphics Specialist (VofC)
- Web Technology (Certificate, Degree)

PROGRAMMING writes computer code (programs) that instructs computers how to perform their tasks and functions.

- Computing Technology – Computer Programming (Certificate, Degree)
- Database Management (VofC)

SOFTWARE APPLICATION AND SUPPORT uses and maintains software applications to perform business functions and processes.

- Computer Information Systems (VofC)
- E-Commerce (VofC)
- Health Information Technology (Degree)
- Help Desk Support (VofC)
- Help Desk Technician (VofC)
- Microsoft MOUS Preparation (VofC)
- Microsoft Software Support (VofC)

Note: VofC stands for Verification of Completion

Tourism and Hospitality Careers

- Baking (Certificate *under Culinary Arts*)
- Culinary Arts (Degree)
- Fitness Technician (Certificate)
- Food Service Management (Certificate)
- Hospitality and Tourism (Degree)
 - Gaming Operations and Casino Management
 - Golf Course Supervision and Operations
 - Hospitality Operations and Hotel Management
- Professional Cooking (Certificate *under Culinary Arts*)
- Recreation and Leisure (Degree)
 - Natural Resources Recreation Management
 - Community Recreation
 - Therapeutic Recreation

Note: VofC stands for Verification of Completion

Health Sciences/Development Careers

Nursing Related Careers

- Critical Care Nurse Internship (VofC)
- Health Unit Coordinator (Certificate)
- Healthcare Technician (Certificate)
- Nursing (Degree)
- Nursing Assistant (Certificate)
- Nursing Home/Home Health Attendant (VofC)
- Practical Nursing (Certificate)
- Perioperative Registered Nurse (VofC)
- Registered Nurse Refresher (VofC)

Allied Health Sciences Careers

- Biotechnology (Degree pending CHE approval)
- Clinical Laboratory Assistant (Certificate)
- Dental Assistant (Certificate)
- Diagnostic Medical Sonography
- Emergency Medical Technician (VofC)
- Health Information Technology (Certificate)
- Medical Coding (Certificate)
- Medical Laboratory Technician (Degree)
- Medical Office Assistant (Certificate)
- Pharmacy Technician (Certificate)
- Phlebotomy (Certificate)
- Respiratory Therapy (Degree)
- Surgical Technology (Certificate)

Human Development

- Children, Youth and Family Development (Certificate, Degree)
- Elementary Education (Degree)

Environmental

- Environmental Health & Safety (Degree)

Fitness/Recreation

- Fitness Technician (Certificate)
- Recreation and Leisure (Certificate, Degree)

PROGRAMS OF STUDY *(Career Groupings)*

Business/Professional Services

- Advertising Assistant (VofC under Business Administration)
- Business Administration (Certificate, Degree)
 - Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Management, Real Estate
- Business Graphics (Degree)
- Call Center Operations (VofC)
- Computer Information Systems (Degree)
- Criminal Justice (Degree)
- Culinary Arts (Certificate, Degree)
- Cosmetology (Degree)
- Human Resources Assistant (VofC)
- E-Commerce (Certificate, Degree)
- Fire Science (Degree)
- Food Service Management (Degree)
- Human Resources Assistant (VofC)
- International Business (Certificate)
- Landscaping (Certificate)
- Cosmetology (Degree)
- Medical Coding (Certificate)
- Medical Office Assistant (Certificate)
- Office Administration (Degree)
- Office Assistant (Certificate)
- Plumbing (Certificate)
- Retail Management (Degree)
- Sales Associate (VofC)
- Stenotranscription (Certificate)
- Truck Driving (Certificate)

Note: VofC stands for Verification of Completion

Legal Services Careers

- Court Reporting (Degree)
- Criminal Justice (Degree)
- Judicial Studies (Certificate)
- Paralegal Studies (Degree)

Financial Services Careers

- Accounting (Certificate, Degree)
- Bookkeeping (Certificate)
- Certified Public Accountant Preparation (VofC)
- Payroll Clerk (VofC)
- Tax Preparer for Individuals (VofC)

Note: VofC stands for Verification of Completion

Graduate Job Placement Data for 2000–01

TVI Programs of Study are listed here with job placement data. Additional information is available from Student Job Placement at (505) 224-3060 or <http://sjpweb.tvi.cc>

Business Occupations

	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School	Available to Work ¹	Employed In Training-Related Job	Seeking Training-Related Job	Percent Employed	Working in New Mexico	Average hourly Rate ²	Average Annual Salary ²
Accounting, Certificate	5	0	0	2	3	3	0	100%	3	\$11.00	\$22,880
Accounting, Degree	32	4	6	4	18	16	2	89%	16	\$11.75	\$24,449
Bookkeeping, Certificate	5	1	0	2	2	2	0	100%	2	\$11.00	\$22,880
Business Administration, Certificate	8	0	1	2	5	5	0	100%	5	\$12.11	\$25,193
Business Administration, Degree	43	3	2	7	31	30	1	97%	30	\$12.87	\$26,763
Business Graphics, Certificate	1	0	1	0	0	0	0	n/a	n/a	n/a	n/a
Business Graphics, Degree	6	1	1	2	2	2	0	100%	2	\$10.13	\$21,060
Computer Information Systems, Certificate (formerly MicroComputer Management)	4	0	0	2	2	2	0	100%	2	\$11.27	\$23,442
Computer Information Systems, Degree (formerly MicroComputer Management)	31	7	7	4	13	10	3	77%	9	\$12.99	\$27,012
Court Reporting, Degree	1	0	0	0	1	1	0	100%	0	\$15.99	\$33,259
E-Commerce, Degree	2	1	0	0	1	1	0	100%	0	Not Reported	Not Reported
Financial Services, Degree	1	0	0	0	1	1	0	100%	1	\$17.31	\$36,005
Food Service Management, Certificate	7	2	0	2	3	3	0	100%	3	\$15.38	\$31,990
Hospitality & Tourism, Certificate	2	0	0	0	2	2	0	100%	2	\$9.87	\$20,519
Hospitality & Tourism, Degree	5	1	0	1	3	3	0	100%	3	\$10.34	\$21,507
International Business, Degree (Currently offered as a Certificate only)	2	0	1	1	0	0	0	n/a	n/a	n/a	n/a
Judicial Studies, Certificate	5	1	0	3	1	1	0	100%	1	Not Reported	Not Reported
Legal Assistant Studies, Degree (Name changed to Paralegal Studies)	29	2	4	5	18	16	2	89%	16	\$11.44	\$23,802
Office Administration, Certificate (formerly Administrative Assistant)	5	2	0	2	1	1	0	100%	1	\$12.23	\$25,438
Office Administration, Degree (formerly Administrative Assistant)	21	1	1	2	17	15	2	88%	15	\$12.95	\$26,940
Office Assistant, Certificate	5	0	0	4	1	1	0	100%	1	\$7.50	\$15,600
Pre-Management, Degree	62	10	1	36	15	13	2	87%	13	\$11.99	\$24,936
Stenotranscription, Certificate	3	0	0	3	0	0	0	n/a	n/a	n/a	n/a
TOTAL BUSINESS OCCUPATIONS	285	36	25	84	140	128	12	91%	125	n/a	n/a

PROGRAMS OF STUDY *(Graduate Job Placement Data)*

	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School	Available to Work ¹	Employed In Training-Related Job	Seeking Training-Related Job	Percent Employed	Working In New Mexico	Average hourly rate ²	Average Annual Salary ²
Health Occupations											
Child, Youth & Family Development, Degree	8	0	1	2	5	5	0	100%	5	\$10.32	\$21,455
Clinical Laboratory Assistant, Certificate	9	3	1	0	5	5	0	100%	5	\$8.18	\$17,004
Healthcare Technician, Certificate	9	2	2	2	3	3	0	100%	3	\$8.63	\$17,950
Health Unit Clerk, Certificate (Name changed to Health Unit Coordinator)	26	4	7	2	13	13	0	100%	13	\$9.04	\$18,803
Medical Laboratory Technician, Degree	10	0	1	0	9	9	0	100%	9	\$12.03	\$25,019
Nursing, Degree	104	9	6	4	85	85	0	100%	85	\$16.43	\$34,164
Nursing Assistant, Certificate	19	5	4	5	5	5	0	100%	5	\$8.56	\$17,805
Pharmacy Technician, Certificate	13	1	1	6	5	5	0	100%	5	\$7.20	\$14,976
Phlebotomy, Certificate	58	25	4	15	14	10	4	71%	10	\$8.90	\$18,515
Practical Nursing, Certificate	22	1	0	10	11	11	0	100%	11	\$13.06	\$27,160
Respiratory Therapy, Degree	14	0	0	0	14	14	0	100%	14	\$14.82	\$30,835
Surgical Technology, Certificate	14	6	1	1	6	6	0	100%	6	\$10.45	\$21,744
TOTAL HEALTH OCCUPATIONS	306	56	28	47	175	171	4	98%	171	n/a	n/a
Technologies											
Architectural/Engineering Drafting Technology, Certificate	6	2	0	3	1	1	0	100%	1	\$12.00	\$24,960
Architectural/Engineering Drafting Technology, Degree	20	2	1	5	12	12	0	100%	12	\$11.75	\$24,440
Business Computer Program, Degree (no longer offered)	1	0	0	1	0	0	0	n/a	n/a	n/a	n/a
Computing Technology, Certificate	13	3	0	6	4	3	1	75%	3	\$17.00	\$35,360
Computing Technology, Degree	40	9	7	7	17	13	4	76%	12	\$12.63	\$26,270
Construction Management Technology, Degree	7	0	0	0	7	7	0	100%	6	\$14.00	\$29,120
Design Drafting Engineering Technology, Degree (Name changed to Engineering Design Technology)	10	4	0	3	3	3	0	100%	3	\$11.88	\$24,703
Electronics Engineering Technology, Degree	3	0	0	0	3	3	0	100%	3	\$15.89	\$33,051
Electronics Technology, Certificate	11	1	0	3	7	7	0	100%	4	\$18.67	\$38,834
Electronics Technology, Degree	37	7	2	4	24	23	1	96%	22	\$16.29	\$33,885
Manufacturing Technology, Degree	38	1	3	4	30	29	1	97%	28	\$14.63	\$30,439
Manufacturing Technology, Certificate	1	0	1	0	0	0	0	n/a	n/a	n/a	n/a
Networking Technology, Certificate (formerly Network Management)	6	3	0	0	3	2	1	67%	1	Not Reported	Not Reported
Networking Technology, Degree (formerly Network Management)	27	9	0	4	14	12	2	86%	12	\$12.94	\$26,920
Pre-Engineering, Degree	4	0	0	1	3	3	0	100%	3	\$15.00	\$31,200
Web Technology, Certificate	7	3	0	1	3	2	1	67%	2	\$20.07	\$41,746
Web Technology, Degree	7	4	0	0	3	3	0	100%	3	\$17.17	\$35,707
TOTAL TECHNOLOGIES	238	29	14	36	108	101	7	94%	94	n/a	n/a

PROGRAMS OF STUDY *(Graduate Job Placement Data)*

	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School	Available to Work ¹	Employed In Training-Related Job	Seeking Training-Related Job	Percent Employed	Working in New Mexico	Average hourly Rate ²	Average Annual Salary ²
Trades & Service Occupations											
Air Conditioning, Heating & Refrigeration, Certificate	22	0	4	2	16	16	0	100%	16	\$12.56	\$26,116
Automotive Technology, Certificate	17	5	1	0	11	11	0	100%	11	\$11.99	\$24,943
Baking, Certificate	10	2	0	3	5	5	0	100%	5	\$8.94	\$18,602
Carpentry, Certificate	9	2	0	5	2	2	0	100%	2	\$9.00	\$18,720
Commercial Printing, Degree <i>(no longer offered)</i>	1	0	1	0	0	0	0	n/a	n/a	n/a	n/a
Construction Technology, Degree	16	3	3	3	7	7	0	100%	7	\$18.19	\$37,839
Cosmetology, Degree	2	0	1	0	1	1	0	100%	1	\$7.50	\$15,600
Criminal Justice, Degree	22	5	1	10	6	5	1	83%	5	\$12.79	\$26,610
Culinary Arts, Degree	8	2	2	0	4	4	0	100%	4	\$11.42	\$23,748
Diesel Equipment Technology, Certificate	9	1	0	2	6	5	1	83%	5	\$12.50	\$26,000
Electrical Trades, Certificate	43	6	3	5	29	29	0	100%	29	\$19.22	\$39,976
Environmental Safety & Health, Degree (formerly Environmental Technology)	6	0	1	2	3	3	0	100%	3	Not Reported	Not Reported
Fire Science, Degree	10	1	2	1	6	5	1	83%	4	\$13.89	\$28,886
Fitness Technician, Certificate	4	0	2	0	2	2	0	100%	2	Not Reported	Not Reported
Machine Tool Technology, Certificate	9	1	1	0	7	7	0	100%	7	\$14.11	\$29,353
Mechanical Technology, Degree	10	2	1	1	6	6	0	100%	6	\$13.99	\$29,103
Metals Technology, Degree	9	2	0	0	7	7	0	100%	7	\$18.12	\$37,679
Plumbing, Certificate	12	2	0	4	6	6	0	100%	6	\$11.79	\$24,523
Professional Cooking, Certificate (formerly Quantity Food Preparation)	14	3	0	7	4	4	0	100%	3	\$13.46	\$27,997
Residential Wiring, Certificate	43	7	3	9	24	24	0	100%	24	\$20.63	\$42,908
Transportation Technology, Degree	4	2	1	0	1	1	0	100%	1	Not Reported	Not Reported
Truck Driving, Certificate	60	17	5	1	37	34	3	92%	31	\$13.79	\$28,683
Welding, Certificate	6	2	1	1	2	2	0	100%	2	\$12.00	\$24,960
TOTAL TRADES	346	65	33	56	192	186	6	97%	181	n/a	n/a
TOTALS	1175	186	100	223	615	586	29	95%	571	n/a	n/a

¹Excludes those not located, not seeking training-related job, continuing school, or serving in military

² Calculated as a 40-hour work week, does not necessarily represent entry-level wages, and only includes wages whereby the acquisition of a degree/certificate resulted in a training-related position or promotion.

NOTES: Programs not listed have no graduates for this reporting cycle. (Liberal Arts degree graduates are not currently tracked for Graduate Placement data.)

About the Program of Study Pages

Program Heading

Programs are listed in alphabetical order. (Note: Many areas of study are listed within larger programs—for example, Carpentry is listed under Construction Technology and CPA Preparation courses are under Accounting. Please check the index beginning on page 304 for specific names and coursework.)

Department Affiliation

Identifies the TVI department through which the program is offered.

Degrees, Certificates or Verifications of Completions Offered

A listing of what types of credentials a student can earn in each program area.

ACCOUNTING

Business Occupations

Certificate in Accounting
• Associate of Applied Science in Accounting
Verifications of Completions in Certified Public Accountant (CPA) Preparation, Payroll Clerk and Tax Preparer for Individuals

Program Description

The Accounting program provides graduates with a strong foundation in the theory and procedures of accounting for business transactions. Computer technology and software applications that facilitate production of accounting information are an integral part of the program.

Coursework covers financial, managerial, and tax accounting practices and procedures. Students develop financial statements for a variety of users and study the fundamentals of business law and management. Students also study the verbal, written and teamwork skills needed for a business career.

Upon completion of the program, students may take the Certified Bookkeeper (CB) exam. Upon completion of a bachelor's degree, (available from 4-year institutions) including 30 credit hours in accounting, students may be eligible to sit for exams leading to certifications such as a Certified Public Accountant (CPA—requires at least 150 college credit hours including a bachelor's degree) or a Certified Management Accountant (CMA). Certifying agencies include: New Mexico State Board of Accountancy (CPA), Institute of Management Accountants (CMA), and The American Institute of Professional Bookkeepers (CB).

Career and Advancement Opportunities

Most businesses, governmental and non-profit organizations employ accountants and/or bookkeepers. According to the 2002–03 US Department of Labor Statistics Job Outlook Handbook, the job openings outlook, both full- and part-time, for persons with accounting education are "plentiful." Education in accounting often provides a competitive advantage to those seeking advancement into other aspects of business.

Special Requirements

None.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-1321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Exit Competencies

All programs at TVI list exit competencies—that is the skills, knowledge and behavior students will have acquired once they have successfully completed the program. These are listed on our website.

Program Information

Describes the program, career and employment opportunities, special requirements for the program and who to contact for more information about the program or for advisement (TVI recommends all students see an advisor/counselor before choosing a major or enrolling in classes).

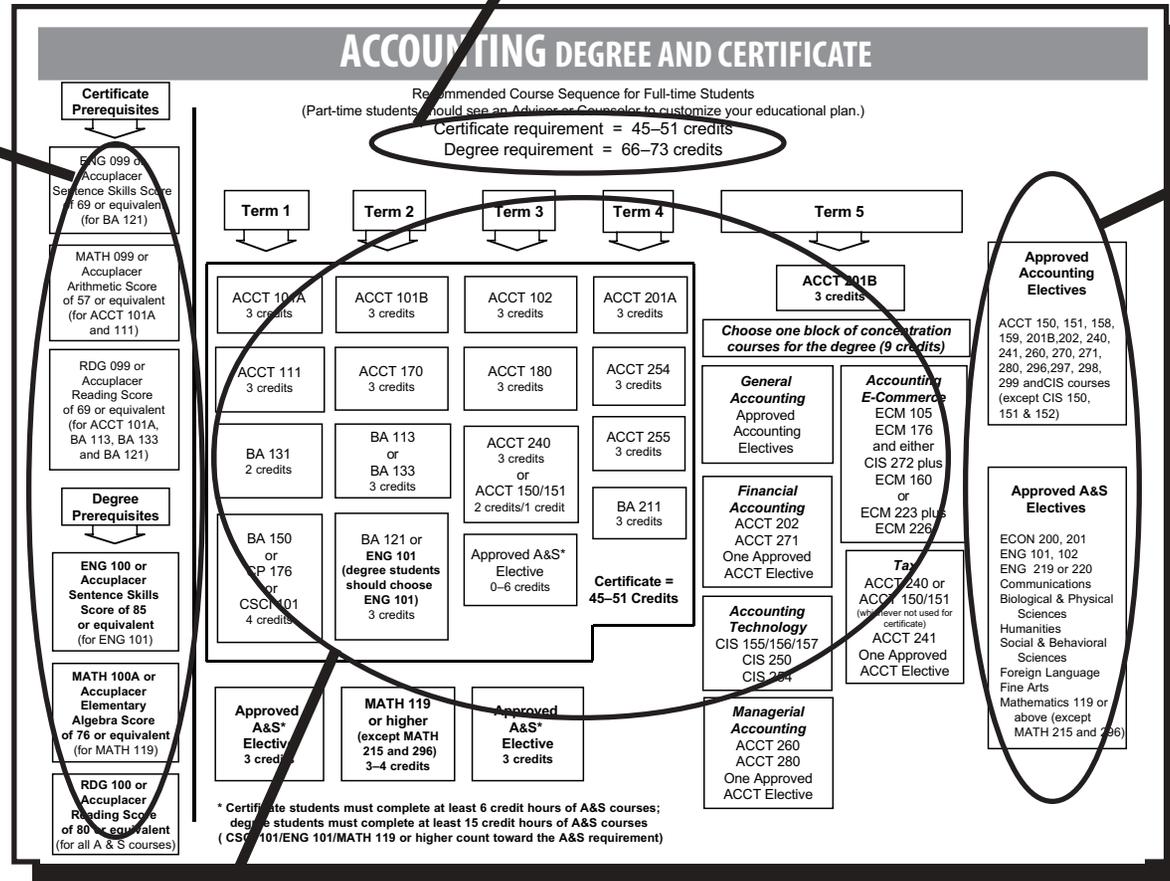
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

About the Suggested Course Sequence Charts

Each **Program of Study** is accompanied by one or more charts that offer a **SUGGESTED** sequence of courses for a full-time student. The course sequence can result in the student earning a verification of completion, certificate and/or degree.

Credit Requirements
The number of credits required to complete the degree, certificate, or verification of completion

Prerequisites
This column lists prerequisites required to enter the program. (Prerequisites are courses required to be completed before taking other coursework.) Prerequisites are also listed at the beginning of each course description (courses descriptions are listed alphabetically by prefix starting on page 231). Many prerequisites can be met with Accuplacer test scores. See page 13 for more information.



Electives
To fulfill the requirements for a program, students often have a choice of electives. This area of the chart, as well as the bottom space, lists possible electives.

Recommended Course Sequence
The information in this area details the courses (by course prefix and number as well as the number of credit hours) needed to complete a degree, certificate, or verification of completion. Often, students can earn a certificate within a degree.

- **Certificate in Accounting**
- **Associate of Applied Science in Accounting** (*Accounting E-commerce, Accounting Technology, Financial Accounting, General Accounting, Managerial Accounting or Tax*)
- **Verifications of Completions in Certified Public Accountant (CPA) Preparation, Payroll Clerk and Tax Preparer for Individuals**

Program Description

The Accounting program provides graduates with a strong foundation in the theory and procedures of accounting for business transactions. Computer technology and software applications that facilitate production of accounting information are an integral part of the program.

Coursework covers financial, managerial, and tax accounting practices and procedures. Students develop financial statements for a variety of users and study the fundamentals of business law and management. Students also study the verbal, written and teamwork skills needed for a business career.

Upon completion of the program, students may take the Certified Bookkeeper (CB) exam. Upon completion of a bachelor's degree, (available from 4-year institutions) including 30 credit hours in accounting, students may be eligible to sit for exams leading to certifications such as a Certified Public Accountant (CPA-requires at least 150 college credit hours including a bachelor's degree) or a Certified Management Accountant (CMA). Certifying agencies include: New Mexico State Board of Accountancy (CPA), Institute of Management Accountants (CMA), and The American Institute of Professional Bookkeepers (CB).

Career and Advancement Opportunities

Most businesses, governmental and non-profit organizations employ accountants and/or bookkeepers. According to the 2002–03 US Department of Labor Statistics Job Outlook Handbook, the job openings outlook, both full- and part-time, for persons with accounting education are “plentiful.” Education in accounting often provides a competitive advantage to those seeking advancement into other aspects of business.

Special Requirements

None.

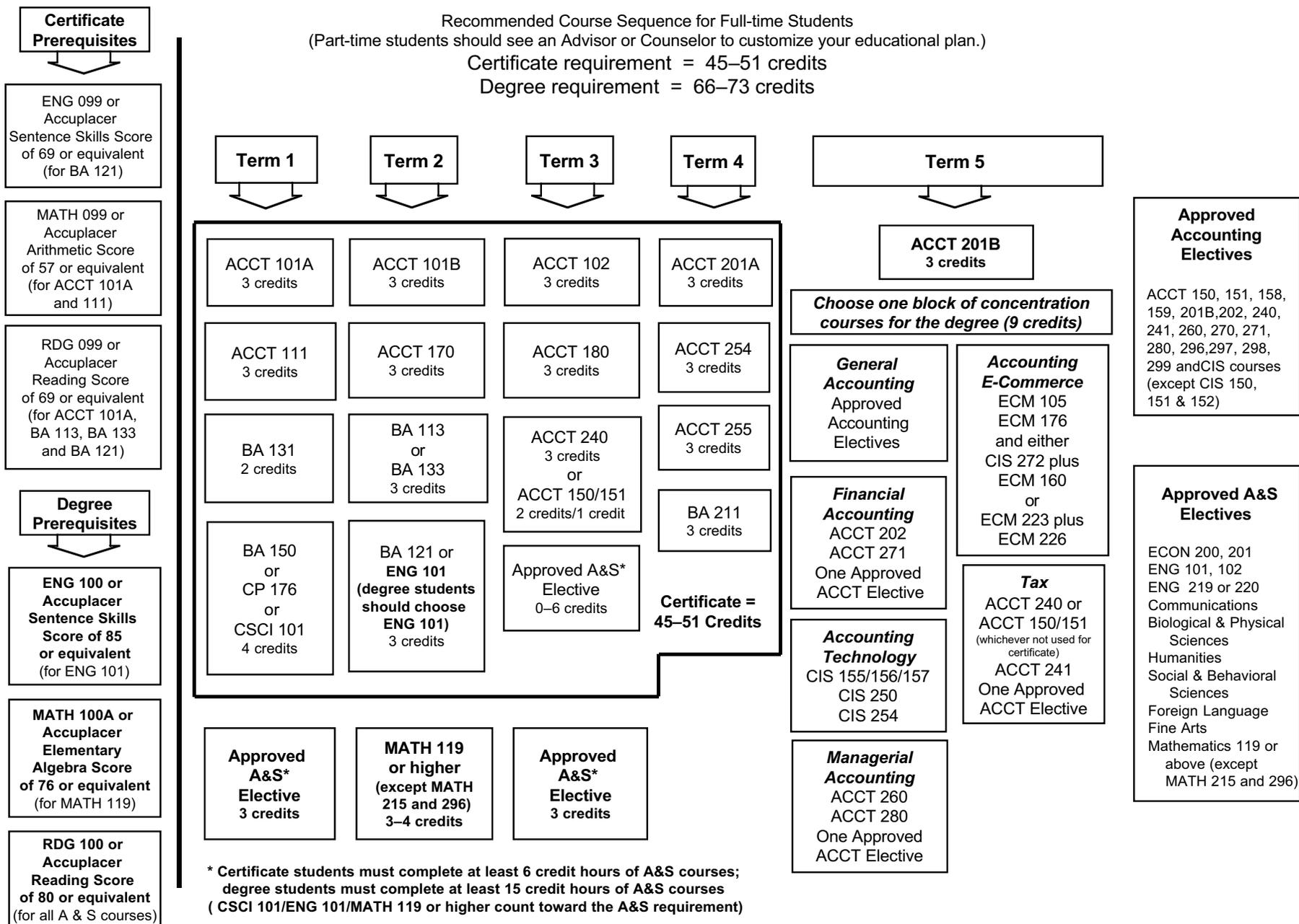
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ACCOUNTING DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 45–51 credits
 Degree requirement = 66–73 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The CPA Preparation verification of completion provides confirmation that the student has satisfactorily completed at least the 27 credit hours in accounting plus 3 credit hours in Business Law which are needed as a portion of the qualifications to take the CPA exam. Other requirements, which are set by the State Board of Accountancy, include a bachelor's degree from an accredited college or university. Additional information about licensing requirements for the CPA can be obtained from the New Mexico State Board of Accountancy at (505) 841-9108. All of the courses included may also be applied toward an associate of applied science degree in Accounting or an Accounting or Bookkeeping certificate.

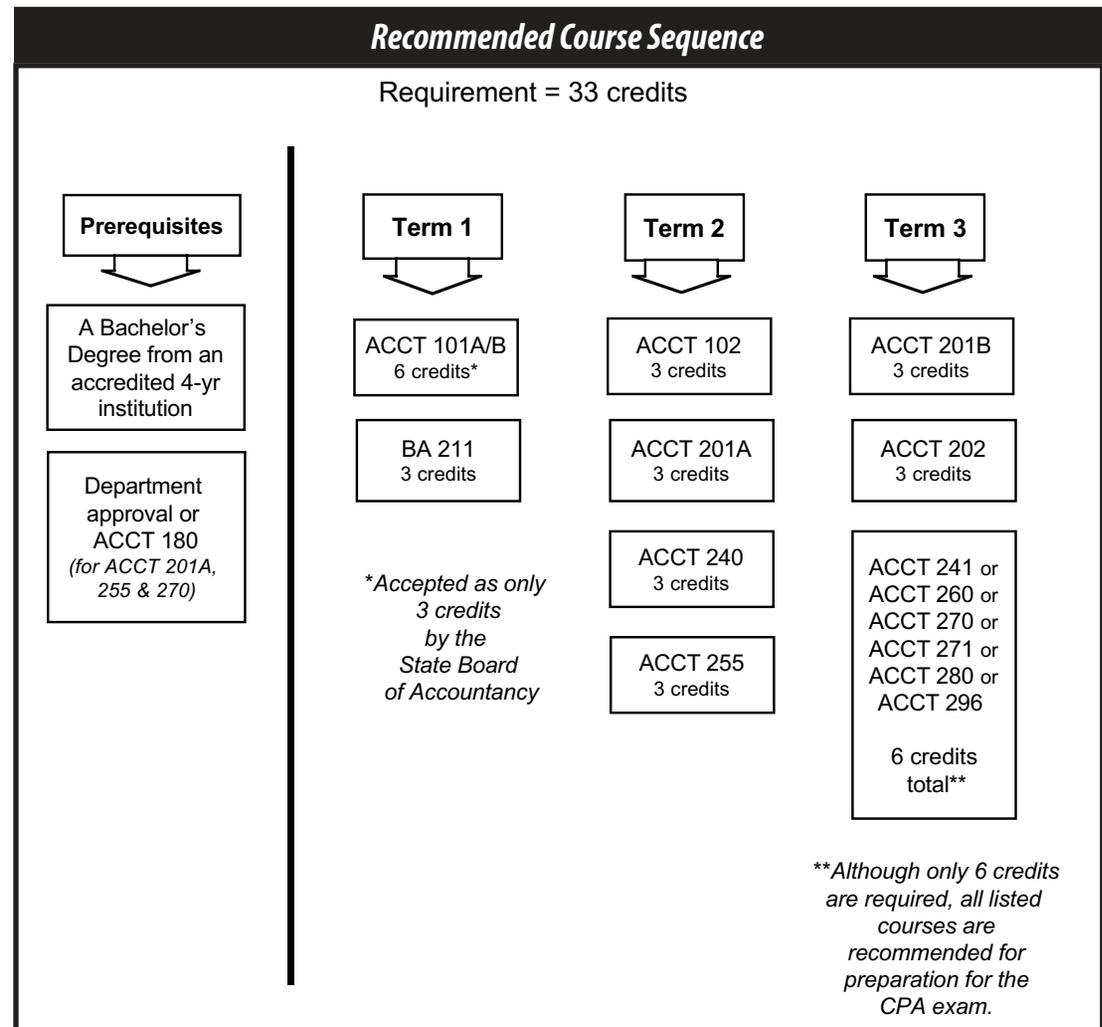
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Accounting Payroll Clerk verification of completion is a series of courses that provide entry-level skills in payroll accounting. All of the Accounting Payroll Clerk courses may also be applied toward an associate of applied science degree in Accounting or an Accounting or Bookkeeping certificate.

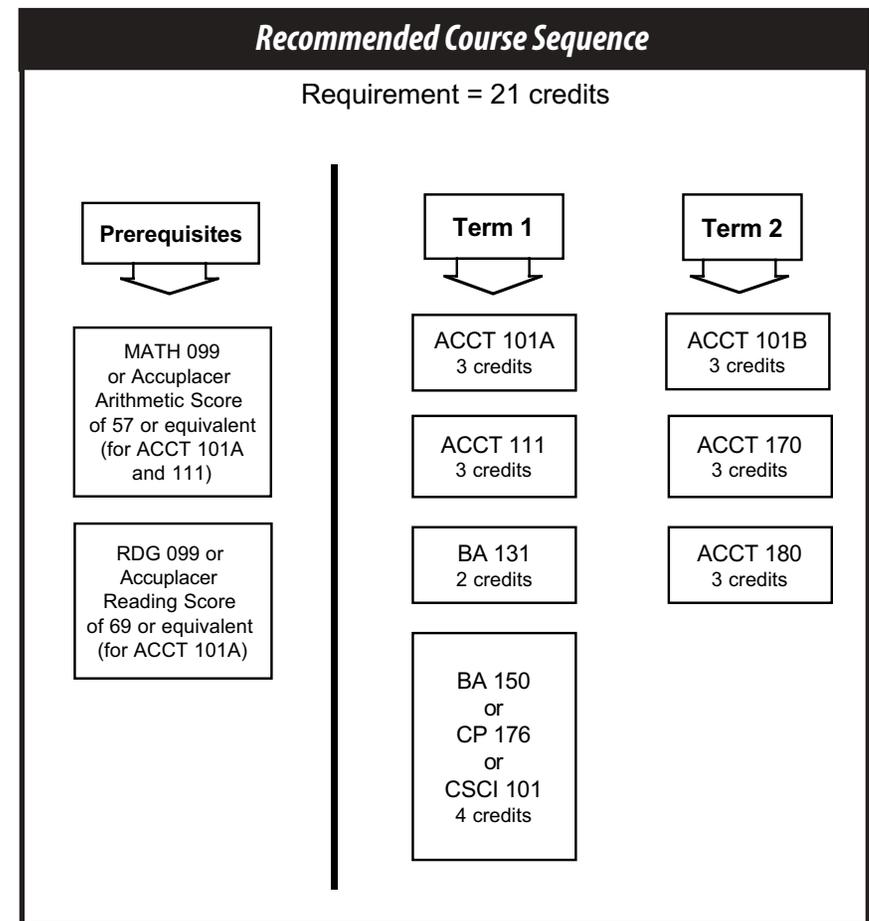
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The verification of completion provides confirmation that the student has satisfactorily completed courses which provide skills needed to prepare individual income tax forms for Internal Revenue Service (IRS) filing by taxpayers. All of the courses included may also be applied toward an associate of applied science degree in Accounting or an Accounting or Bookkeeping certificate.

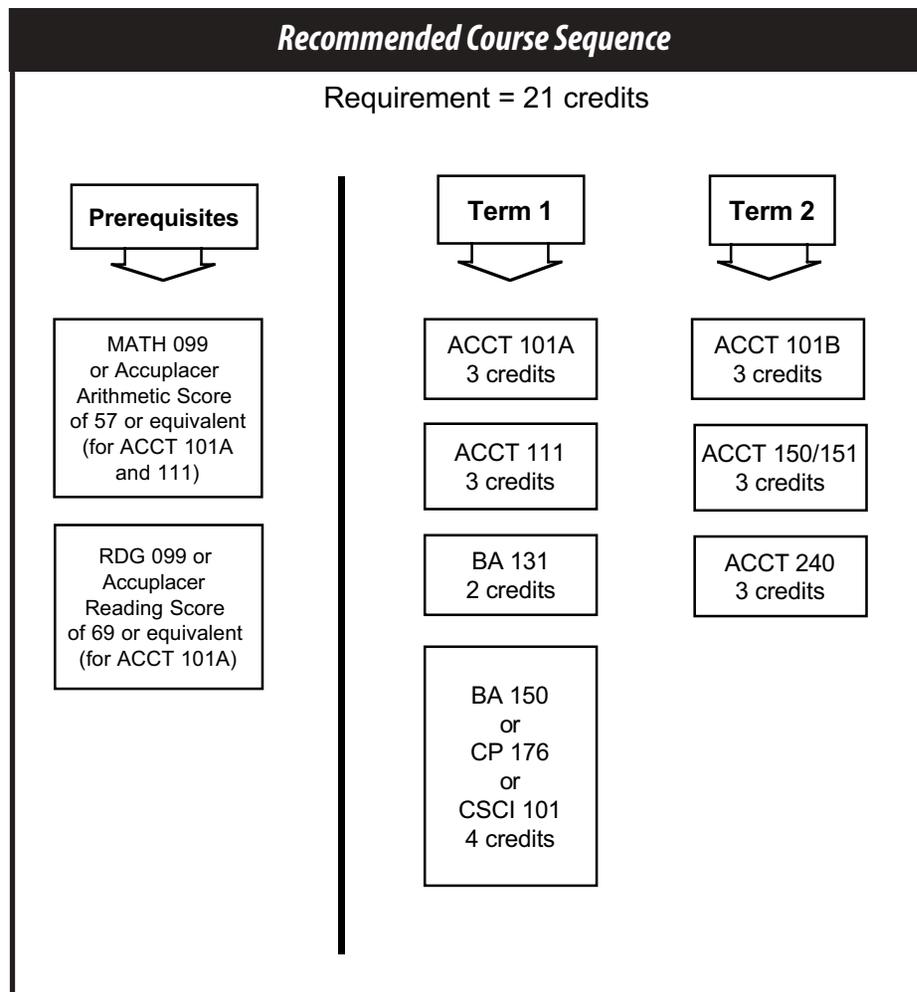
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



Note: Students enrolled in apprenticeships may not qualify for financial aid or Veterans Administration benefits. Apprenticeship courses are taken in order starting with “A” (see Schedule of Classes). Department approval is required to register for advanced courses not in the appropriate sequence.

Students pay the TVI registration fee each term.

COMMERCIAL CARPENTRY APPRENTICESHIP

The Commercial Carpentry Apprenticeship (course prefix CCAP) for persons currently employed in the industry is offered in conjunction with the Rio Grande Chapter of Associated Builders and Contractors Inc. (ABC) and the Associated General Contractors of America (AGC) New Mexico Building Branch.

The program provides related classroom instruction. Students must purchase textbooks and instructional materials through the local ABC and AGC chapters.

ELECTRICAL TRADES APPRENTICESHIP

The Electrical Trades Apprenticeship (course prefix ETAP), for persons currently employed full-time in the electrical industry, is offered in conjunction with the Independent Electrical Contractors (IEC), the Rio Grande chapter of ABC and the Electrical Joint Apprenticeships Training Committee (JATC) of NECA/IBEW.

The program provides related classroom instruction. Students must purchase books and instructional materials through the IEC, ABC or JATC offices.

GENERAL TRADES APPRENTICESHIP

The General Trades Apprenticeship (course prefix GTAP) for persons currently employed in the industry, is offered in conjunction with the local industry.

The program provides related classroom instruction. Students must purchase textbooks and instructional materials.

IRON WORKER APPRENTICESHIP

The Iron Worker Apprenticeship (course prefix IWAP) for persons currently employed in the industry is offered in conjunction with Iron Workers Local 495.

The program provides related classroom instruction. There is a TVI registration fee each term. Students must purchase textbooks and instructional materials through the Iron Workers Local 495.

PLUMBING APPRENTICESHIP

The Plumbing Apprenticeship (course prefix PLAP), for persons currently employed full-time in the mechanical trades (plumbing) industry, is offered in conjunction with the Rio Grande chapter of ABC and JATC Plumbing and Pipefitters industry in New Mexico.

Students must purchase textbooks and instructional materials through the local ABC chapter.

SHEET METAL APPRENTICESHIP

The Sheet Metal Apprenticeship (course prefix SMAP), for persons currently employed full-time in the sheet metal industry, is offered in conjunction with the Rio Grande Chapter of ABC.

The program provides related classroom instruction. Students must purchase textbooks and instructional materials through the local ABC chapter.

- *Certificate in Architectural/Engineering Drafting Technology*
- *Associate of Applied Science Degree in Architectural/Engineering Drafting Technology*
- *Verification of Completion in Computer-Assisted Drafting (CAD) or Residential Drafting*

Program Description

The program integrates mathematics, technical writing and blueprint reading into the technical courses at all levels. Computer applications are emphasized throughout the program. The curriculum includes the principles of architectural and engineering graphics and the theory and practice of construction technology. To prepare students for work in the construction industry, the development and use of communication, teamwork and problem-solving skills are incorporated throughout the program.

The Residential Drafting Verification of Completion is specific to the design, materials, methods, and codes of residential construction and drafting. It focuses on the development of working drawings and construction documentation for housing applications.

The Computer-Assisted Drafting Verification of Completion is designed to prepare students to succeed as CAD technicians. Development of two- and three-dimensional CAD skills is the primary focus of the program.

Career and Advancement Opportunities

Graduates are prepared for entry-level jobs as architectural or engineering drafting technicians in residential and commercial construction and for estimating and sales positions with contractors, fabricators and suppliers. The Residential Drafting verification of completion prepares students for entry-level positions as residential drafting technicians and is useful for those considering projects as owner/builders. The CAD verification of completion prepares students for entry-level positions as CAD drafter/technicians and offers career opportunities in the fields of architecture, engineering and construction. The verification of completion is also conducive to those seeking professional and technical upgrading in the design profession.

Special Requirements

Students must purchase their own drafting tools and construction hard hats.

Contact Information

Program information is available from the program director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

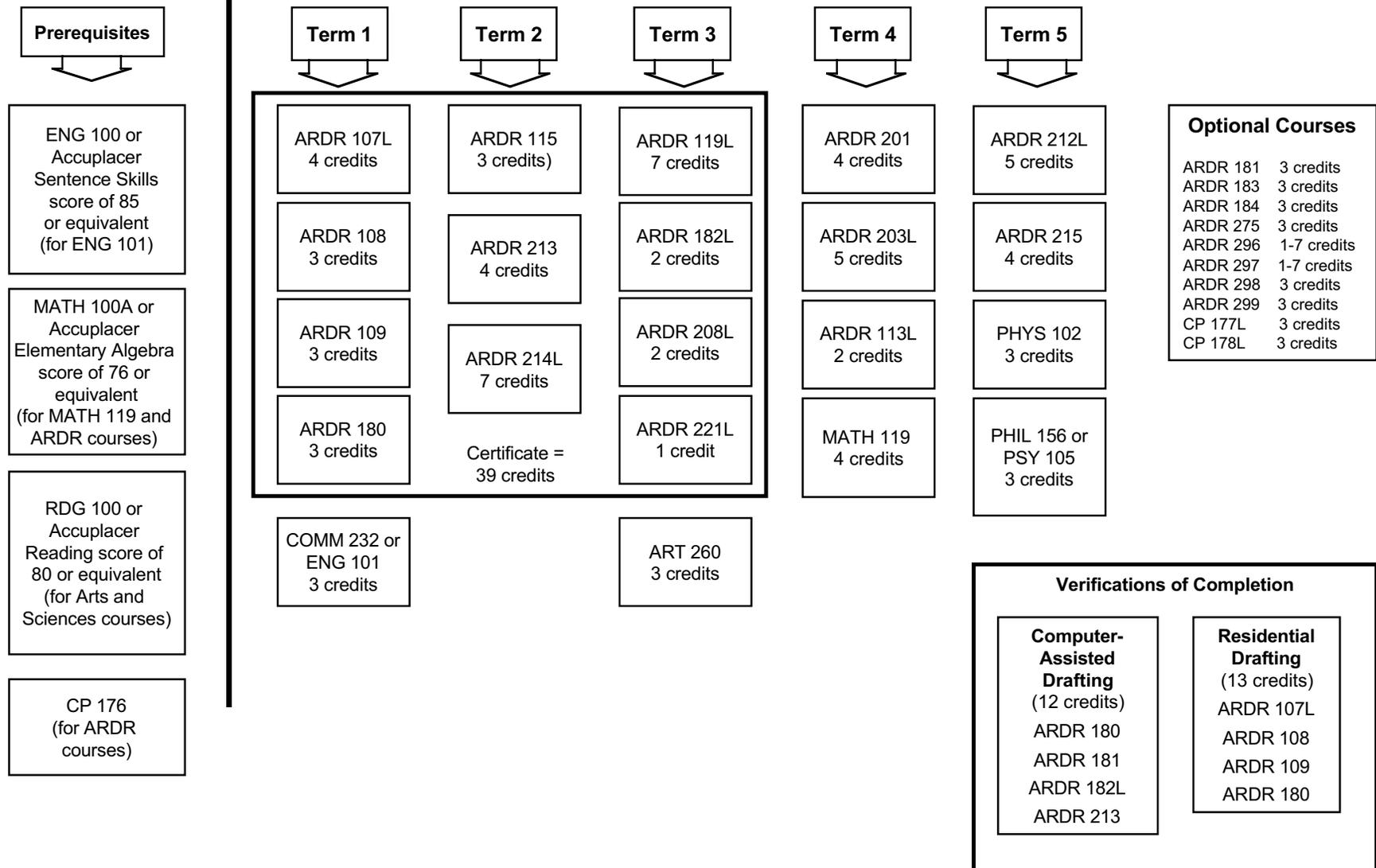
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ARCHITECTURAL/ENGINEERING DRAFTING TECHNOLOGY DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 39 credits

Degree requirements = 75 credits



• ***Associate of Science Degree in Biotechnology***

Program Description

The biotechnology associate degree prepares students for employment in the biotechnology industry and in facilities conducting research and development. The field of biotechnology represents a wide range of interrelated activities that includes DNA/protein analysis, biomanufacturing, bioprocessing, bioinformatics and proteomics. The applications of biotechnology include pharmaceuticals, agriculture, the diagnosis and treatment of disease, vaccines, forensics and bioremediation. Students will attain knowledge and laboratory skills in molecular biology, recombinant DNA, immunology, protein purification and tissue culture.

The program uses classroom and hands-on laboratory learning experiences. Students will also participate in an internship at a local laboratory facility during the final term of the program.

Career and Advancement Opportunities

Biotechnology is an emerging industry in New Mexico. National trends indicate that upon graduation with an associate degree or certificate from a community college, 51 percent of students accepted full time employment in industry, while 19 percent accepted part time employment. The national mean salary for entry-level positions is slightly above \$24,000; although, the range is \$17,760 to \$35,000. Skilled biotechnology technicians work in a variety of scientific fields including research and development; service and quality assurance; forensics; food, water, soil and product testing laboratories; and manufacturing facilities. They are employed in biomedical facilities, medical reference laboratories, diagnostic laboratories, colleges and universities, national research laboratories, drug manufacturing companies and private industry.

Special Requirements

Students are responsible for completing Arts & Sciences prerequisite courses, admission to TVI and establishing a TVI GPA of 2.0 or above. All Arts & Sciences and Biotechnology coursework must be completed with a grade of “C” or better.

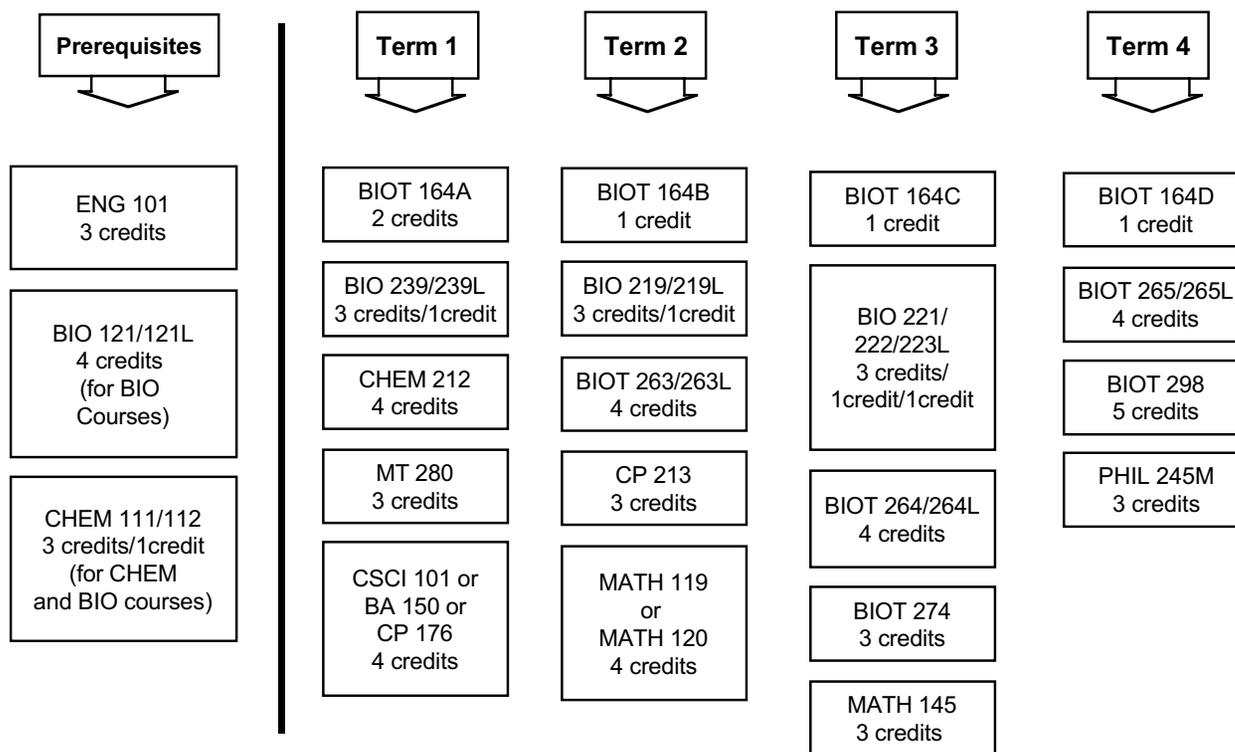
Contact Information

NOTE: This program will only be offered after CHE and funding approval. Please check with the Health Occupations Office at (505) 224-4111 for more information.

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

Proposed BIOTECHNOLOGY DEGREE *(Pending CHE Approval)*

Recommended Course Sequence for Full-time students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 62 credits



• *Certificate in Bookkeeping*

Program Description

The Bookkeeping program provides basic accounting and computer skills for entry-level employment. Students also receive an introduction to business operations and to the written and verbal communication skills needed for a business career. The courses in this program may integrate into other Business Occupations programs.

Career and Advancement Opportunities

Many businesses, governmental and non-profit organizations employ accountants and/or bookkeepers. According to the 2002–03 U.S. Department of Labor Statistics Job Outlook Handbook, the job openings outlook, both full- and part-time, for persons with accounting education are “plentiful.” Students can take additional courses and receive a certificate or associate of applied science degree in Accounting. Education in accounting often provides a competitive advantage to those seeking advancement in all aspects of business.

Special Requirements

None.

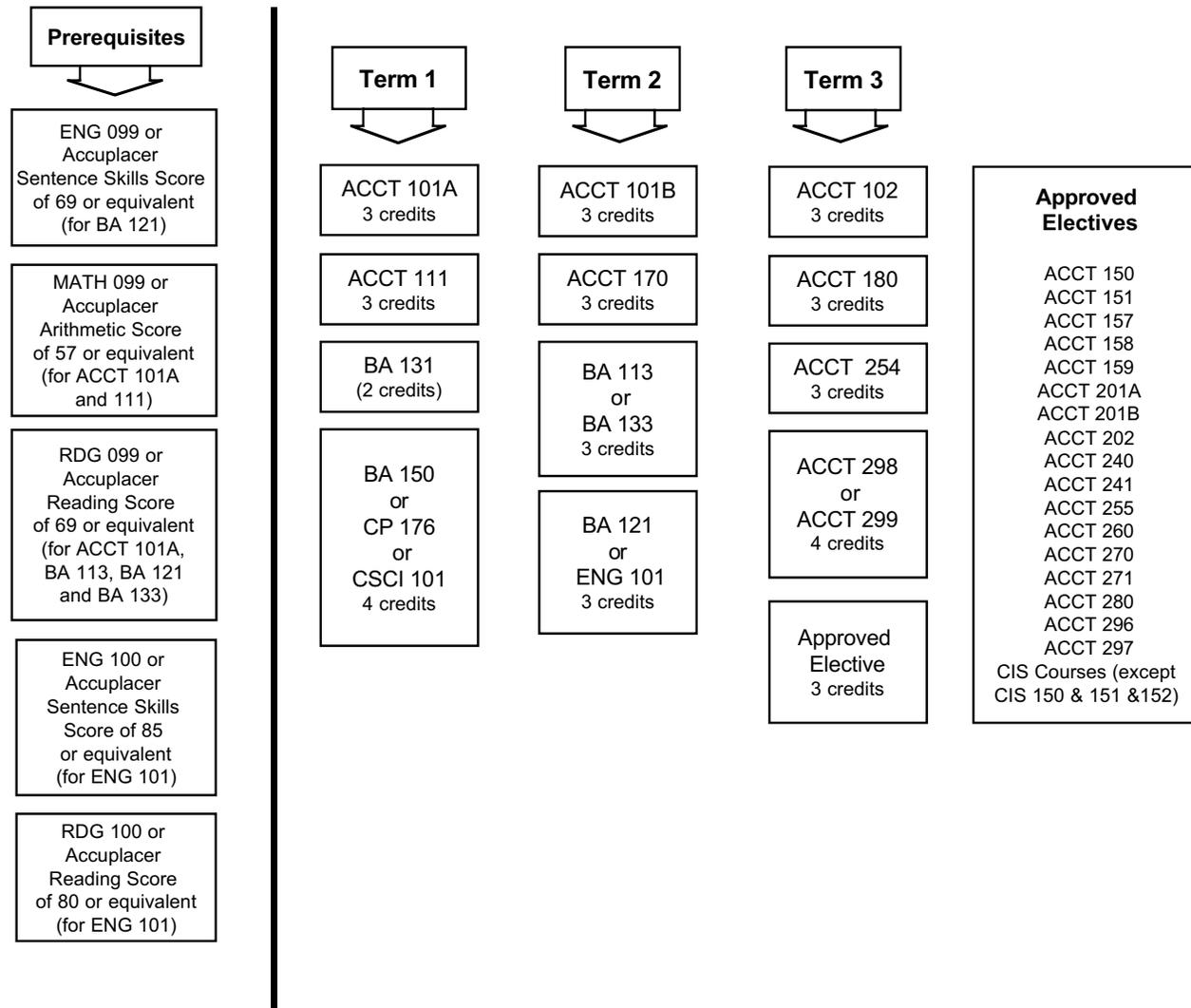
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

BOOKKEEPING CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 40 credits



- **Certificate in Business Administration** (concentrations in: Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Management or Real Estate)
- **Associate of Applied Science Degree in Business Administration** (concentrations in: Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Management or Real Estate)
- **Verifications of Completion in Advertising Assistant, Human Resources Assistant and Sales Associate**

Program Description

The Business Administration program is available to persons interested in learning the various aspects of the free enterprise system. The curriculum includes business concepts such as accounting, business law, management, marketing, and sales. Skills related to the applications of these concepts are developed through the study of computer applications, communications, team building, and decision making.

The concentrations provide students the opportunity to specialize in a particular business discipline of their choosing from the following areas: Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Management or Real Estate.

The certificate and associate of applied science degree are offered online.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Ninety-eight percent of the 2000–01 Business Administration graduates obtained jobs. Career opportunities are available in the public sector as well as the private sector in the following areas: advertising, marketing, entrepreneurship, human resources, sales, real estate, small business management, and supervision.

Special Requirements

None.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

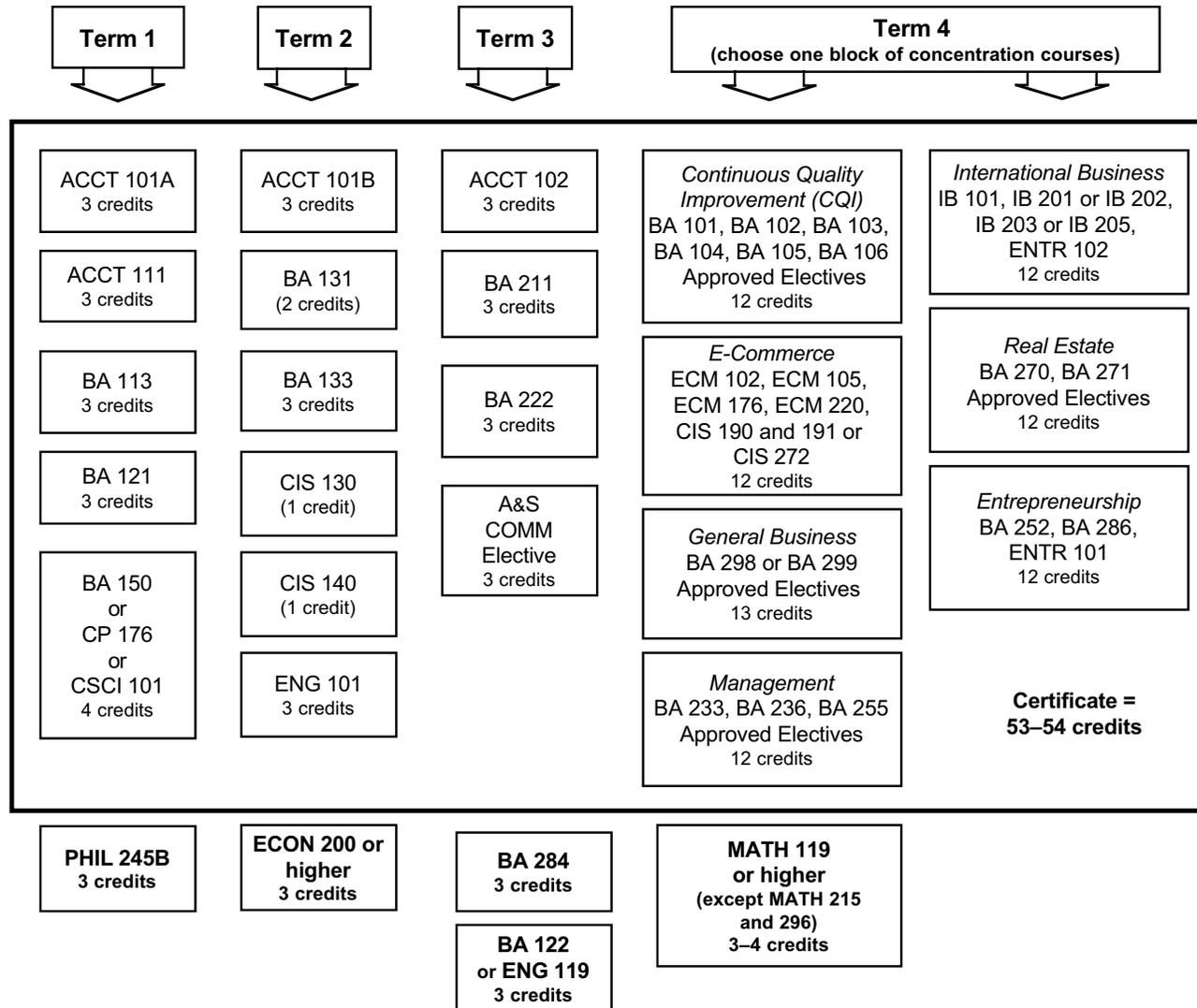
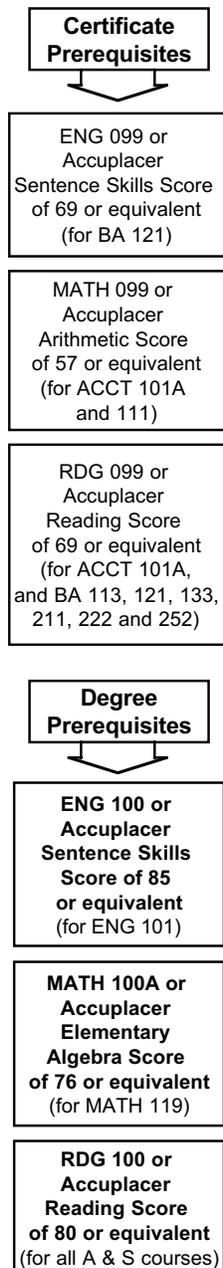
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

BUSINESS ADMINISTRATION DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 53–54 credits

Degree requirement = 68–70 credits



Approved Electives*

ACCT 150 or higher
FSMG 101A
FSMG 101B
BA Courses
CIS Courses
ECM Courses
ENTR Courses
HT Courses
IB Courses

* Courses not chosen to fulfill certificate or degree requirements may be taken as electives

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Advertising Assistant verification of completion is a series of courses for individuals who want to update or expand their skills in planning, designing, creating, and executing a series of advertisements to communicate with a particular target audience. A certificate and associate of applied science degree in Business Administration are available to students who wish to further enhance their business skills and knowledge.

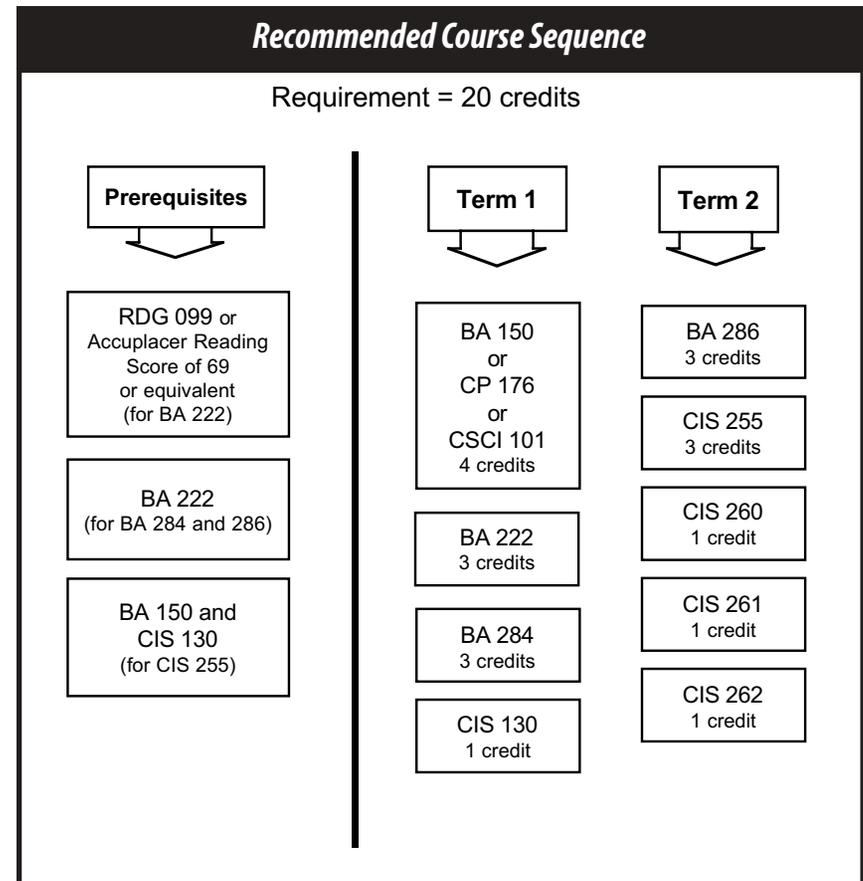
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Human Resource Assistant verification of completion is a series of courses for individuals who want to enhance their knowledge of the service functions of management such as recruiting, career development, equal employment opportunity, motivation, performance appraisal, selecting personnel, rights and responsibilities of employers and employees, complaint handling, and ethics. All of the courses included may also be applied to a Business Administration associate of applied science degree or a Business Administration certificate.

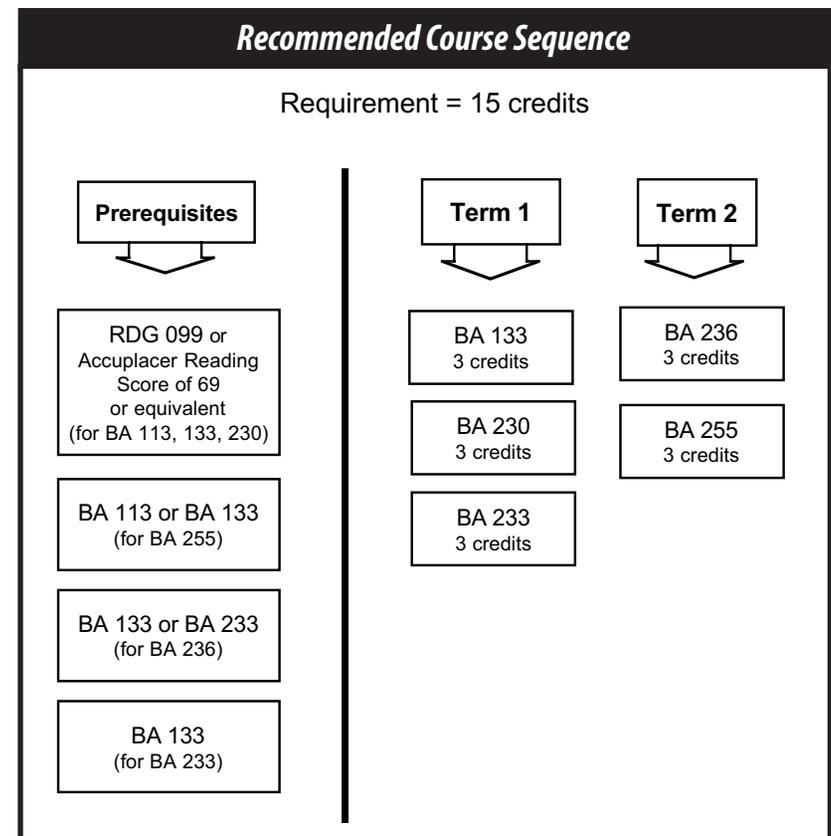
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Sales Associate verification of completion is a series of courses for individuals who want to enhance their knowledge of customer service, marketing, advertising, and personal selling techniques in the areas of closing the sale, prospecting, cold calling, and overcoming objections. All of the courses included may also be applied to a Business Administration associate of applied science degree or a Business Administration certificate.

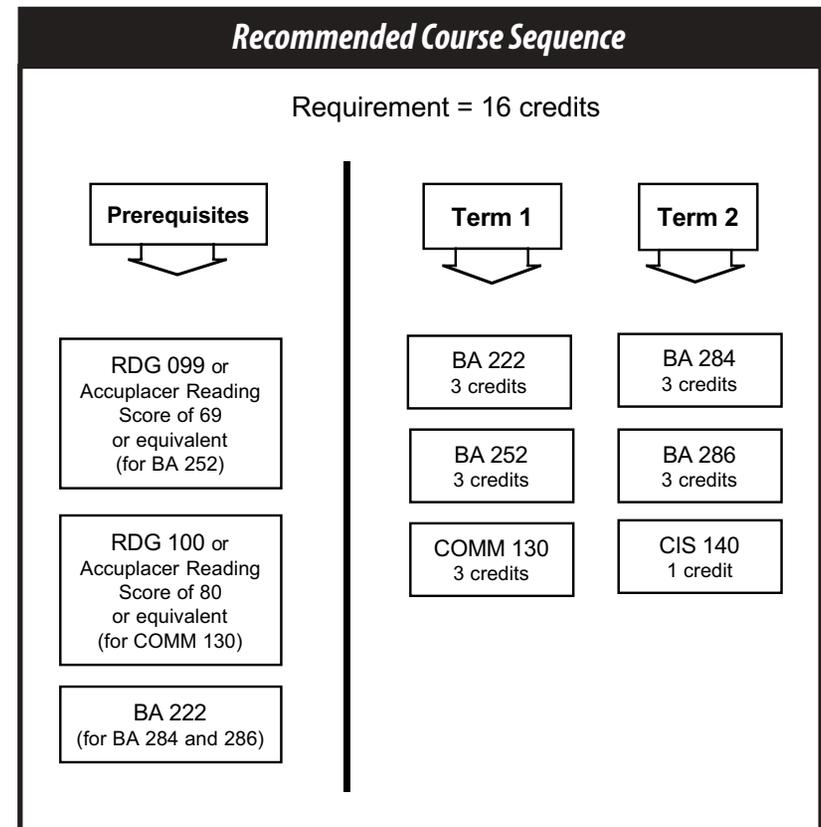
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



- *Certificate in Business Graphics*
- *Associate of Applied Science Degree in Business Graphics*
- *Verification of Completion in Digital Publishing*

Program Description

The Business Graphics program combines creative design, language skills and print production training. Students design documents for marketing, advertising, presentation, multimedia, web and print.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Job opportunities include production print shops, marketing agencies, advertising agencies, and retail outlets. Types of jobs are designers, advertisement creators, marketing technicians, web technicians, web designers, and advertising technicians.

Special Requirements

A keyboarding skill of 25 words per minute is required for entry into this program.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

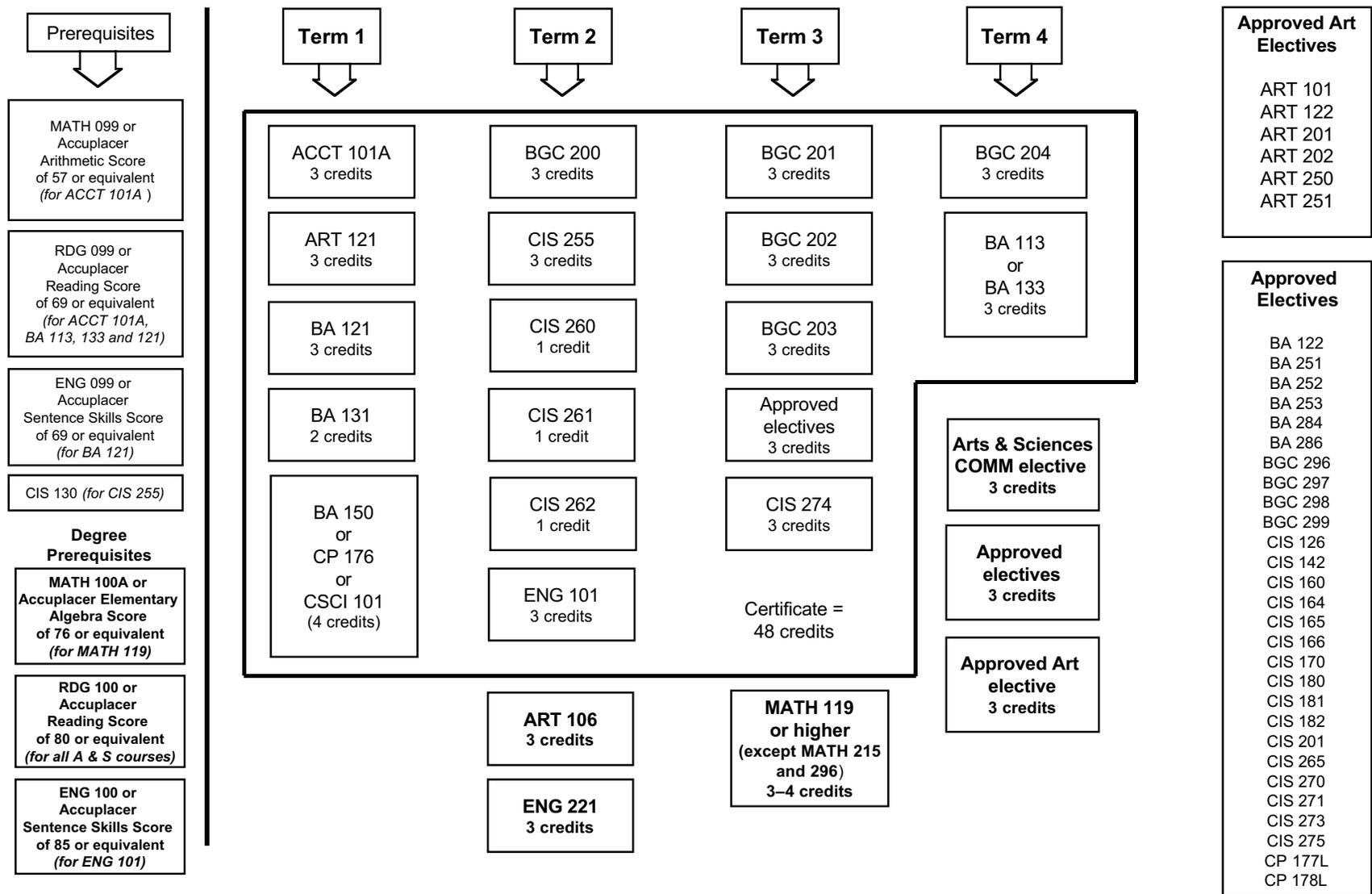
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

BUSINESS GRAPHICS DEGREE AND CERTIFICATE

Recommended Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan)

Certificate Requirement = 48 credits

Degree Requirement = 66–67 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Digital Publishing verification of completion was designed as an entry point for job opportunities using creative design and print production.

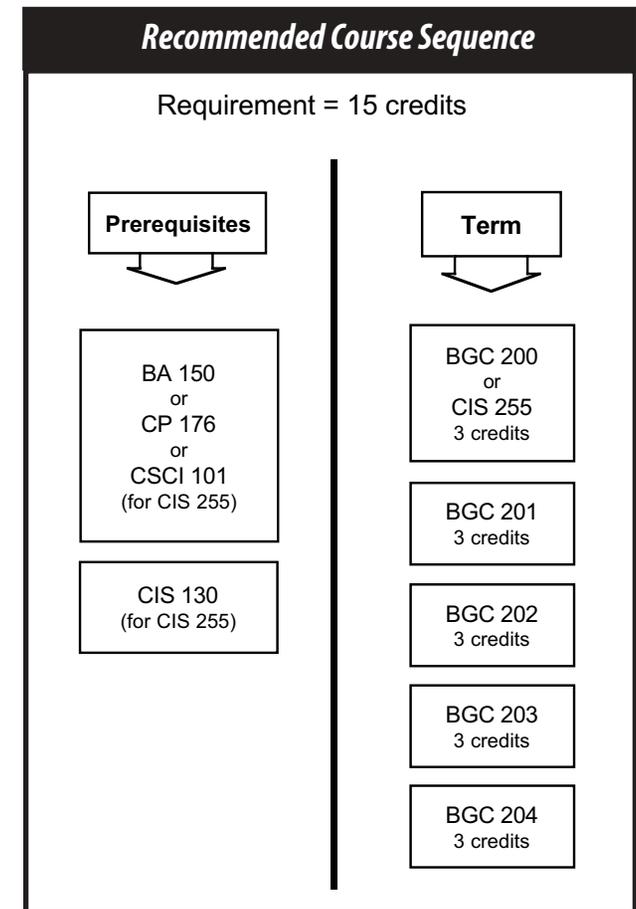
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Students need to have basic computer skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Business Occupations Department and the TVI Workforce Training Center collaborated to create the TVI Call Center College. This partnership allows students to receive credit for approved call center coursework attained through the Workforce Training Center. Call center operations prepares students for entry-level positions such as customer service representative (technical and non-technical), reservation agent, collection agent, and telephone sales. The courses provide opportunities to develop keyboarding skills, basic computer skills and customer relations' skills.

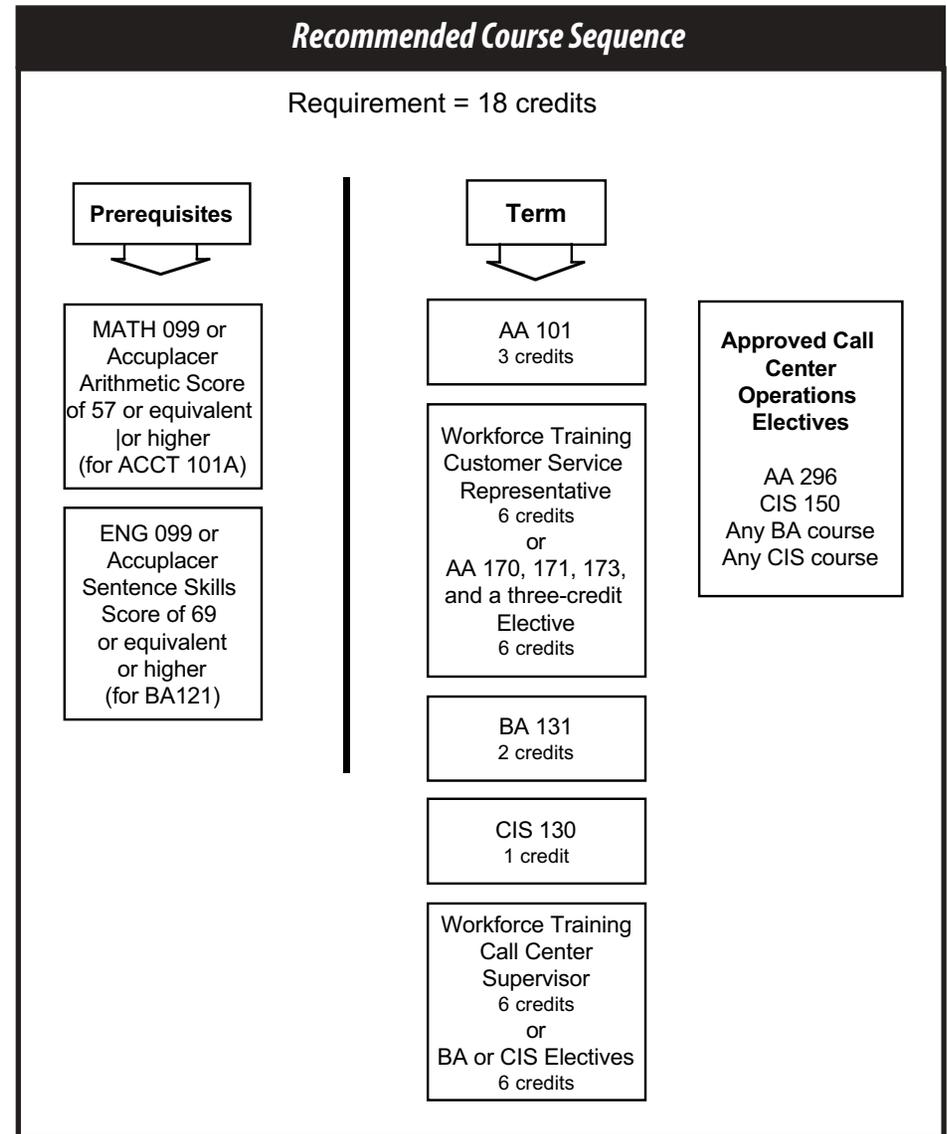
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Students need to have basic computer skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



CHILD, YOUTH AND FAMILY DEVELOPMENT

Health Occupations

- **Verification of Completion in Child Development Associate (CDA)**
- **Certificate in Child, Youth and Family Development** (concentrations in Early Childhood Multicultural Education or Family Studies)
- **Associate of Arts Degree in Child, Youth and Family Development** (concentrations in Early Childhood Multicultural Education or Family Studies)

Program Description

Facilitates the learning of theory and competencies required to work in specific child and family settings.

- **Family Studies** focuses on learning about children’s development from infancy to adolescence and the dynamics of family interactions.
- **Early Childhood Multicultural Education** is designed for people who want to work in this field and/or complete a bachelor’s leading to teacher certification K–3.
- **Child Development Associate (CDA)** provides the preparatory classroom and field experience work for students to successfully take the credential assessment administered by the Council for Early Childhood Professional Recognition.

Classroom instruction is available a Main, Montoya and periodically at the Rio Rancho and South Valley Campuses. CDA Field Experience and Certificate and Associate Degree Practical is offered in practical settings appropriate to the concentration of study. *At the certificate level, students in the Early Childhood Multicultural Education Concentration are eligible to receive the State Early Childhood Certificate available through the New Mexico Child, Youth and Family Department.*

Career and Advancement Opportunities

Students from both concentrations of studies are employed almost immediately upon graduation. There is tremendous need for well-qualified early care and education workers in some the these areas: Childcare, Educational Assistants, Head Start and Early Care Teachers, Family Home Childcare, Family Development Specialists and Early Care Administration. Work is available with programs such as Head Start, Even Start, private and public childcare facilities and preschools serving the needs of children birth through age five. The private and public schools also employ students as educational assistants.

Special Requirements

Students pursuing preparation work for CDA must be currently working in a childcare setting.

Contact Information

Certificate and associate degree: Teresa Brito-Asenap, 224-4563, tasenap@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus)

Recommended Course Sequence for CDA

Requirements = 9–14 credits

Prerequisites

RDG 099 or
Accuplacer
Reading score
of 69 or
equivalent

ENG 099 or
Accuplacer
Sentence Skills
score of 69 or
equivalent

Term

CDV 120
2 credits

CDV 120B
3 credits

CDV 124
1–5 credits

One of the
following
courses:

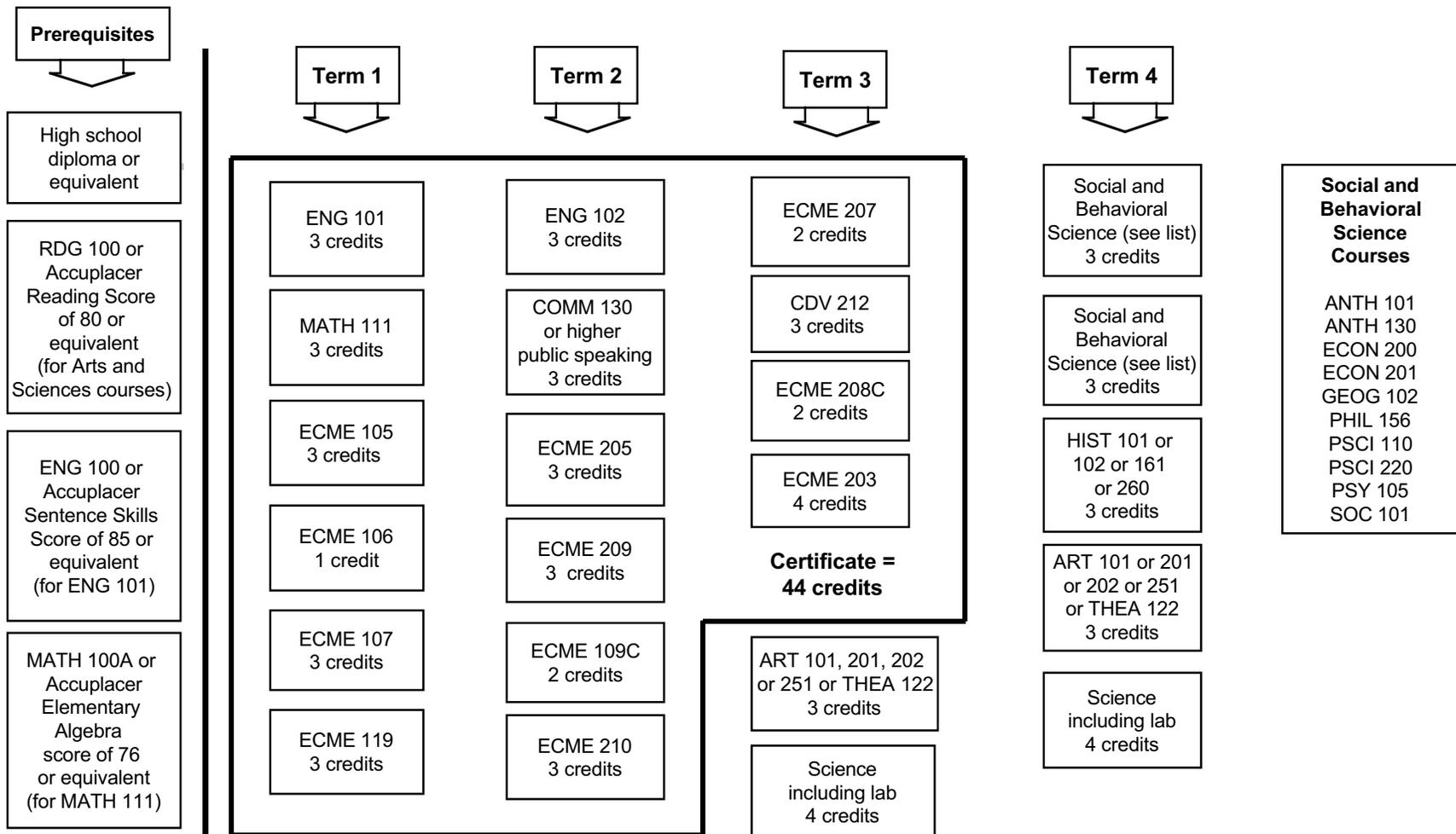
CDV 105L
or
CDV 103
or
CDV 218
3–4 credits

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

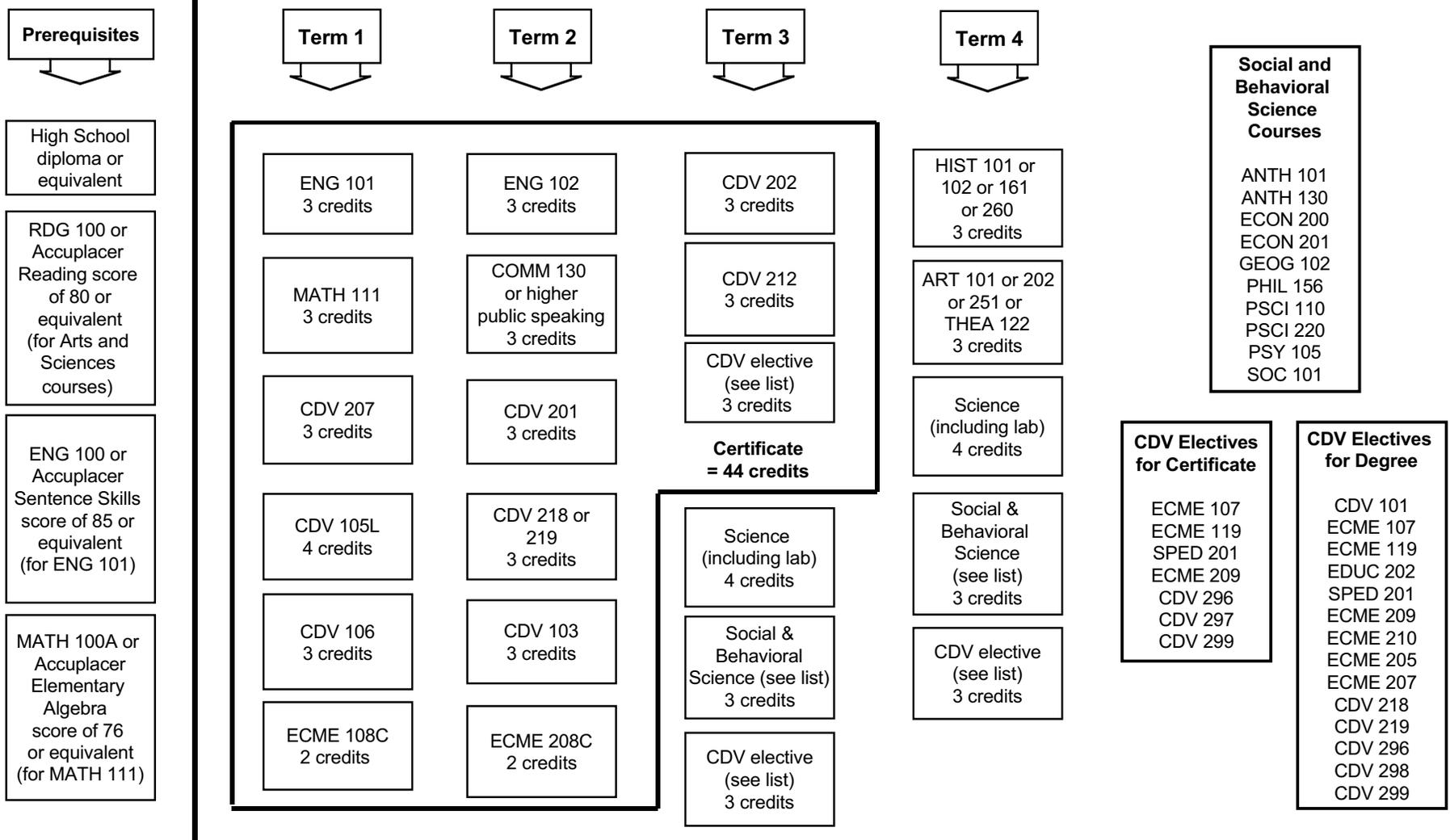
CHILD, YOUTH AND FAMILY DEVELOPMENT (Early Childhood Multicultural Education Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students see an advisor or counselor to customize your educational plan.)
 Certificate requirement = 44 credits
 Degree requirement = 67 credits



CHILD, YOUTH AND FAMILY DEVELOPMENT (Family Studies Concentration) DEGREE AND CERTIFICATE

Recommended Course sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 44 credits
 Degree requirement = 70 credits



CLINICAL LABORATORY ASSISTANT

Health Occupations

• Certificate in Clinical Laboratory Assistant

Program Description

Students study theory and learn the skills of laboratory testing in chemistry, hematology, immunology, microbiology and urinalysis. Instruction occurs in classrooms, laboratories and medical facilities.

Career and Advancement Opportunities

One hundred percent of the Spring 2001 CLA graduates seeking employment found jobs in area healthcare facilities and laboratories.

Special Requirements

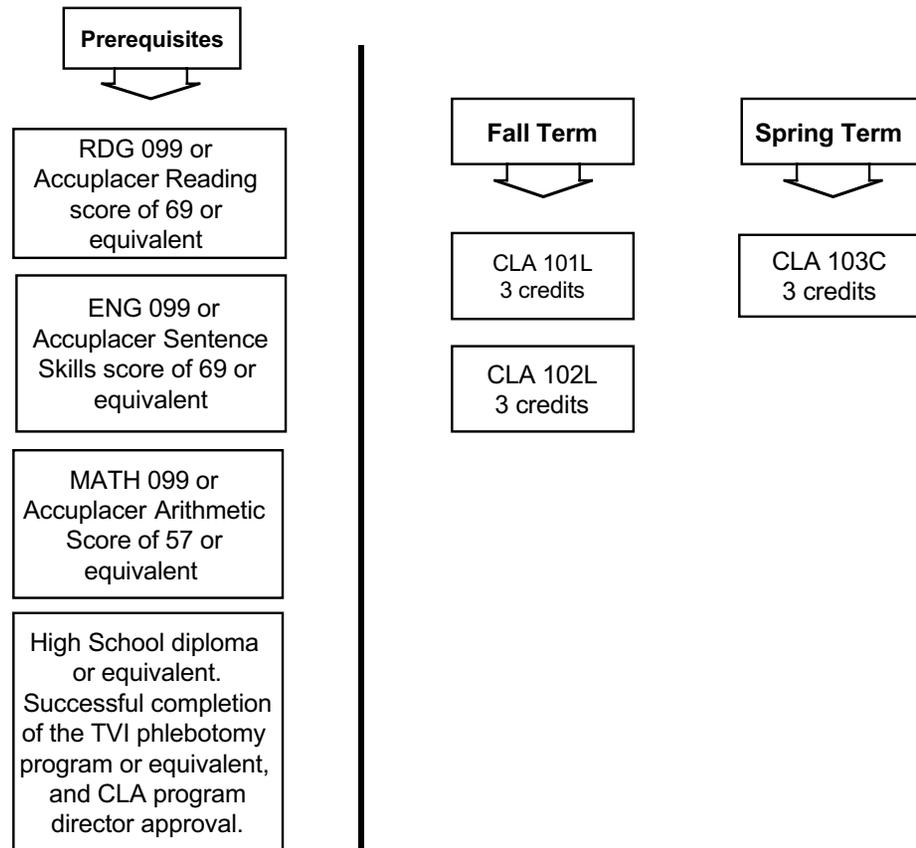
Successful completion of the TVI Phlebotomy program or national certification as a phlebotomist, or recent work experience and permission of the TVI CLA program director is required to enroll in CLA 103C. There is a \$10 program fee for CLA 101C which pays for a nametag, hospital parking permits and preventative lab tests in the case of needle-stick exposure. Students are required to purchase a fluid resistant lab coat and must present evidence of current TB testing immunizations (including hepatitis B, rubella and rubeola) and BLS CPR certification prior to the clinical portion of the program.

Contact Information

Information concerning this program is available from the director of the program, Ruth McCall, at (505) 224-5068 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Certificate requirement = 9 credits



For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

- **Certificate in Computer Information Systems** (concentrations in: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia)
- **Associate of Applied Science Degree in Computer Information Systems** (concentrations in: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia)
- **Verifications of Completion in Business Applications Design, Database Management, Help Desk Support, Help Desk Technician, Microsoft Certified Systems Administrator, Microsoft Certified Systems Engineer, Microsoft Software Support, Multimedia Development, Web Graphics Specialist, Access MOUS, Excel MOUS, PowerPoint MOUS and Word MOUS**

Program Description

Computer software applications for the changing business environment requires continual learning for a strategic advantage. Students have an opportunity to study computing theory, computer applications, database systems, accounting skills and problem solving in a business information technology environment. Classes include classroom and lab time.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Eighty-eight percent of the 1999-2000 associate of applied science degree graduates in Computer Information Systems obtained jobs. Jobs are available in businesses, schools, local, state and federal governments, law, medicine, entertainment, telecommunications, military, and other areas. Types of jobs include office manager, computer operator, network administrator, database management, web design, multimedia and software applications.

Special Requirements

A keyboarding skill of 25 words per minute is required for entry into the program.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

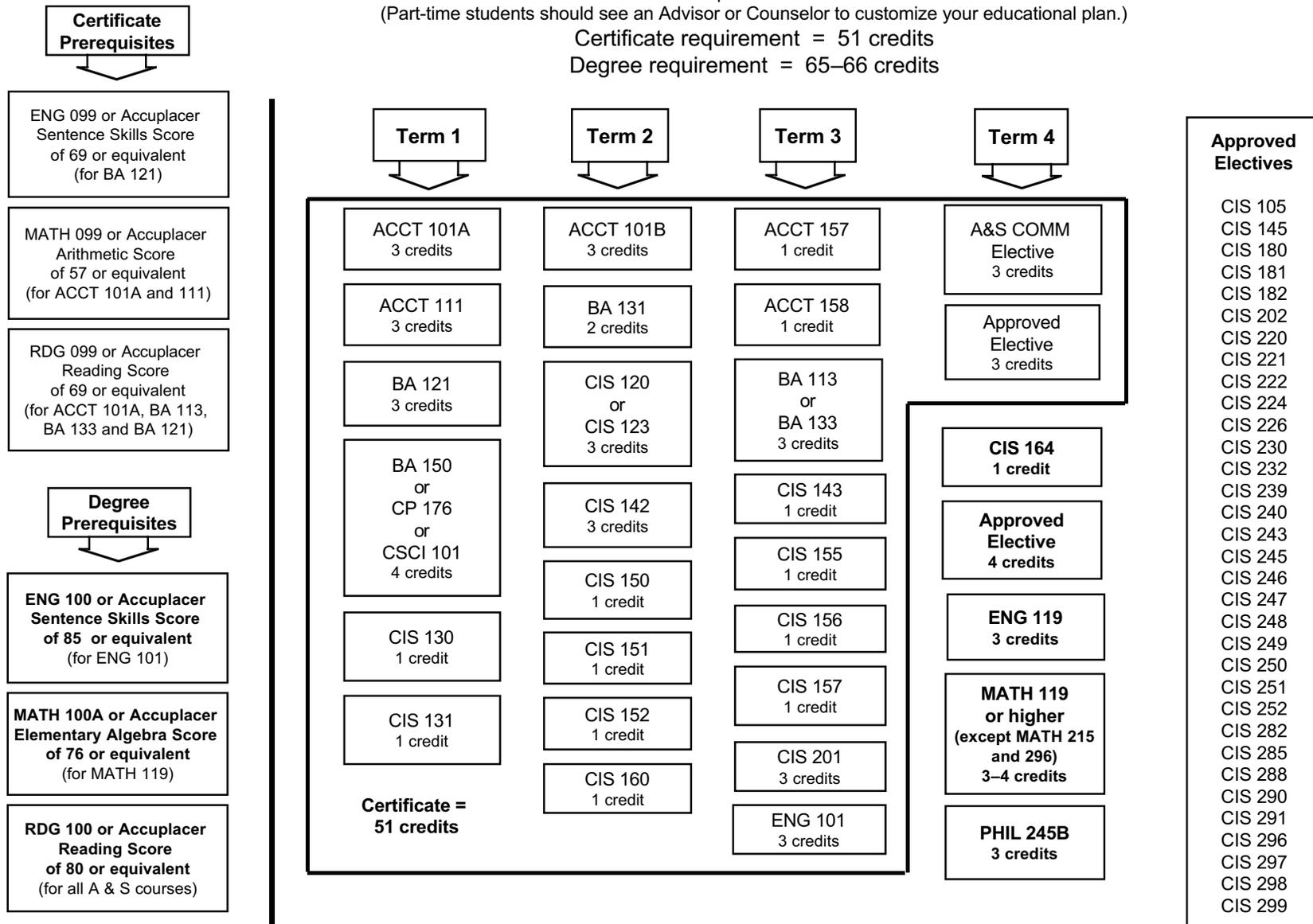
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

COMPUTER INFORMATION SYSTEMS (Business Computer Applications Concentration) DEGREE AND CERTIFICATE

Recommended Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 51 credits

Degree requirement = 65–66 credits



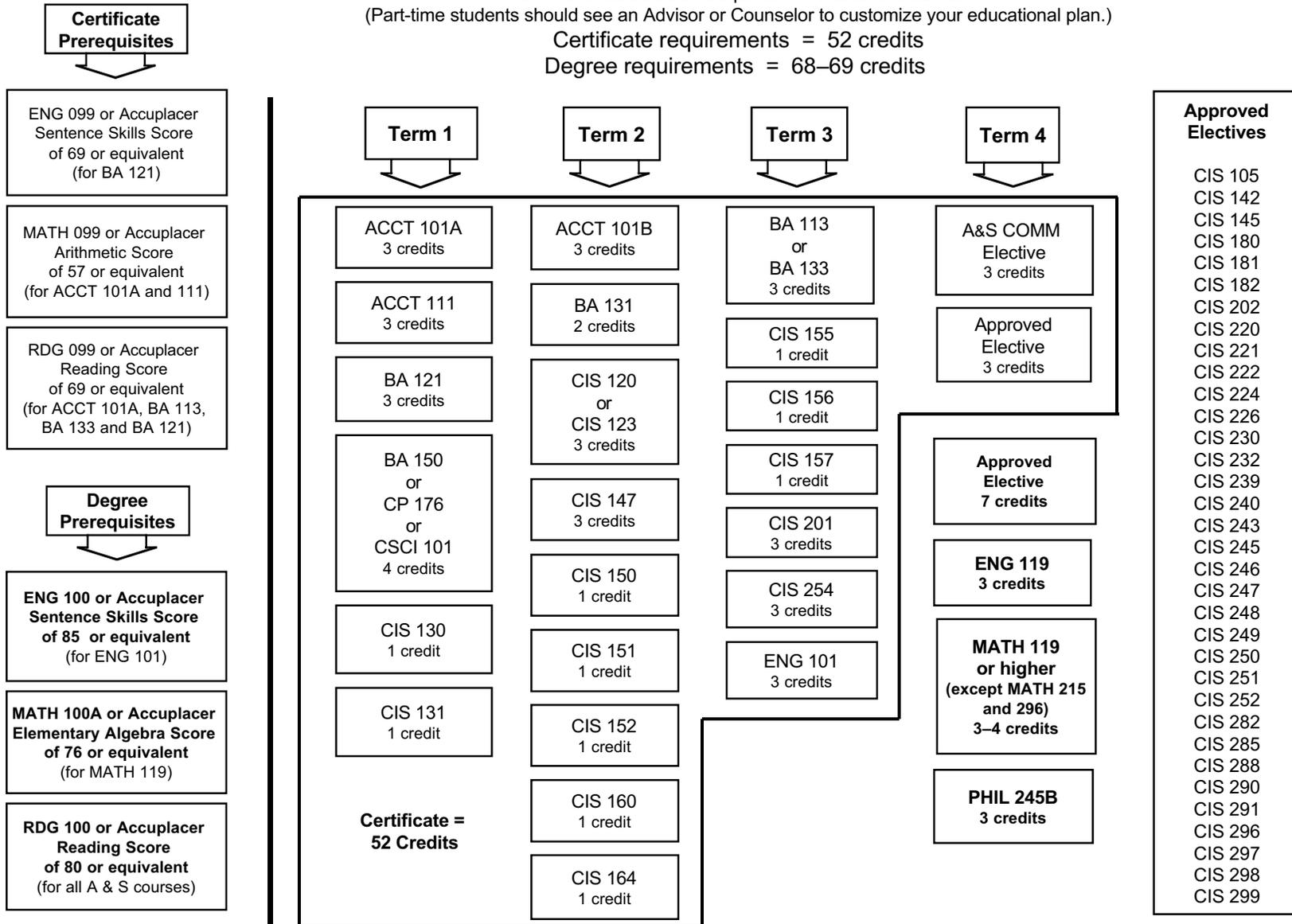
COMPUTER INFORMATION SYSTEMS (Business Info. Management Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students

(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 52 credits

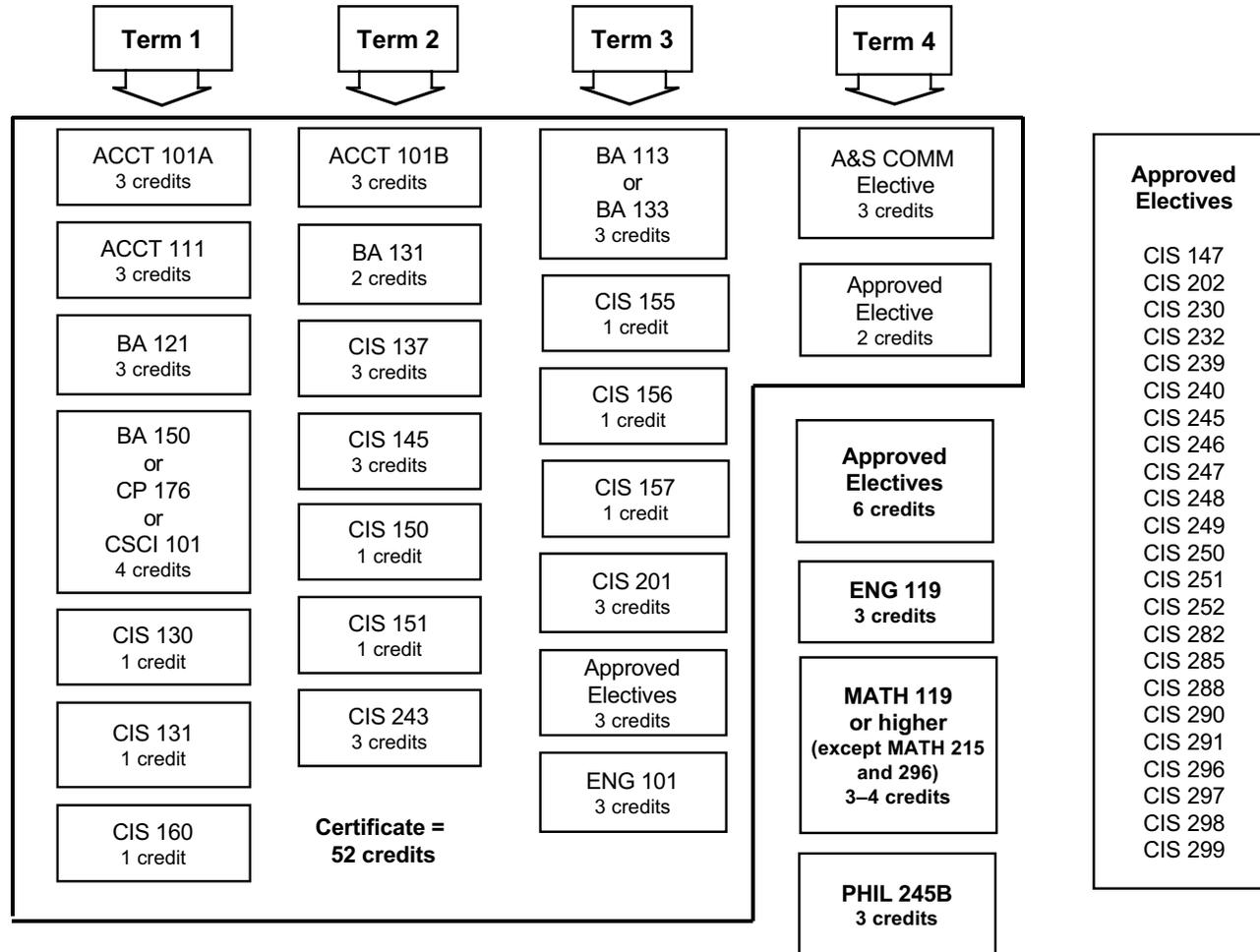
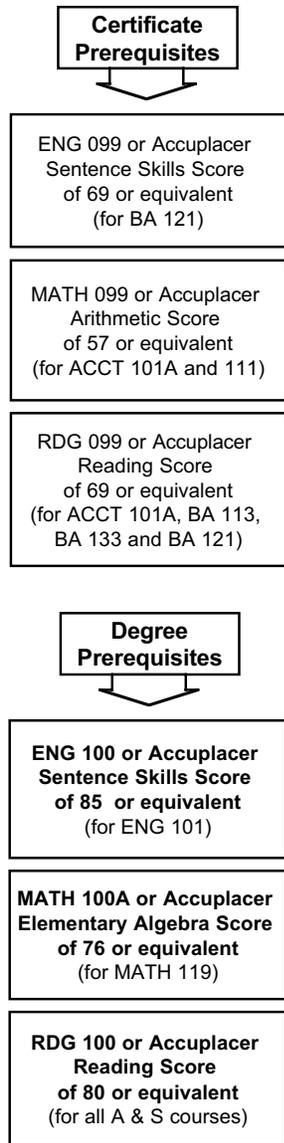
Degree requirements = 68–69 credits



COMPUTER INFORMATION SYSTEMS (Data Communications Concentration) DEGREE AND CERTIFICATE

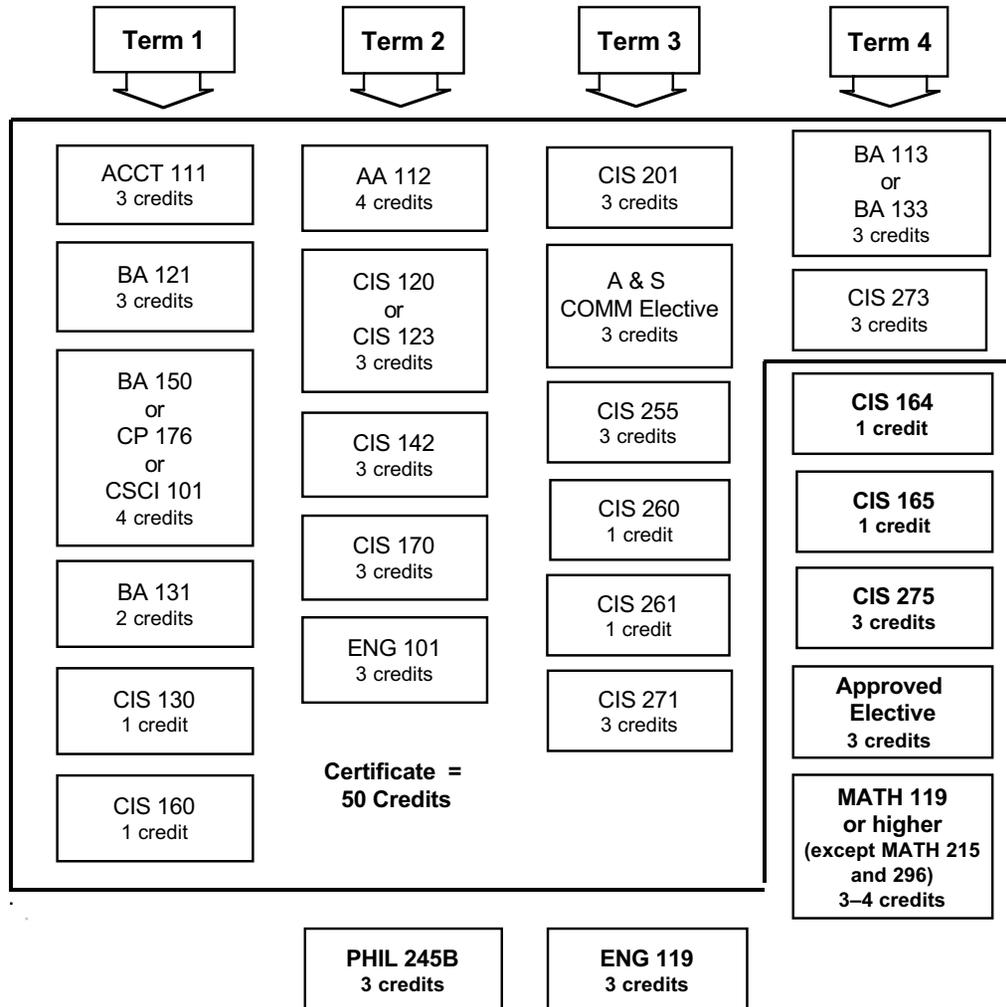
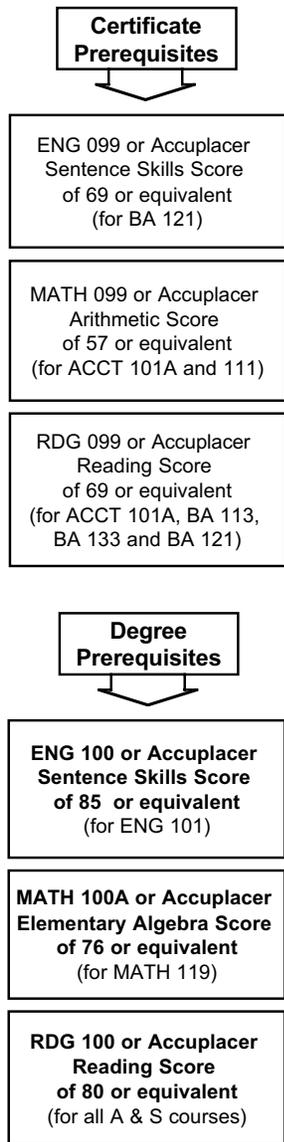
Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 52 credits
Degree requirement = 67–68 credits



COMPUTER INFORMATION SYSTEMS (Multimedia Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 50 credits
 Degree requirement = 67–68 credits



- Approved Electives**
- ACCT 101A
 - ACCT 101B
 - ACCT 102
 - ACCT 157
 - ACCT 158
 - BGC 201
 - BGC 202
 - BGC 204
 - CIS 105
 - CIS 131
 - CIS 143
 - CIS 147
 - CIS 150
 - CIS 151
 - CIS 152
 - CIS 155
 - CIS 156
 - CIS 157
 - CIS 166
 - CIS 171
 - CIS 180
 - CIS 181
 - CIS 182
 - CIS 190
 - CIS 191
 - CIS 202
 - CIS 230
 - CIS 250
 - CIS 254
 - CIS 256
 - CIS 262
 - CIS 252
 - CIS 272
 - CIS 296
 - CIS 297
 - CIS 298
 - CIS 299

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Business Applications Design verification of completion is designed as an entry point for job opportunities that include presentation graphics, brochure design and layout and photo enhancement skills. In particular, this verification of completion is for the person wanting to develop presentations, brochures, and page layout for print, multimedia, and online graphics.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

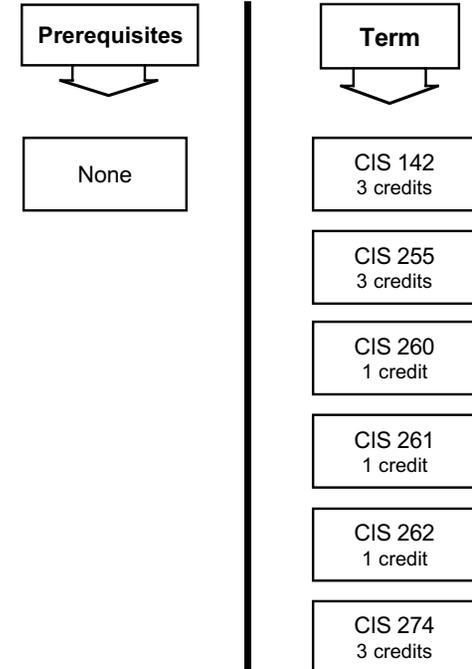
Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 12 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Database Management verification of completion is designed as an entry point for job opportunities that include entering, storing, organizing, analyzing, and retrieving data and creating and publishing Web-based forms and reports for delivery over the Internet. In particular, this verification of completion is for the person wanting to develop and manage relational databases using Object-Linking-Embedding (OLE) objects, advanced queries, and Structured-Query-Language (SQL).

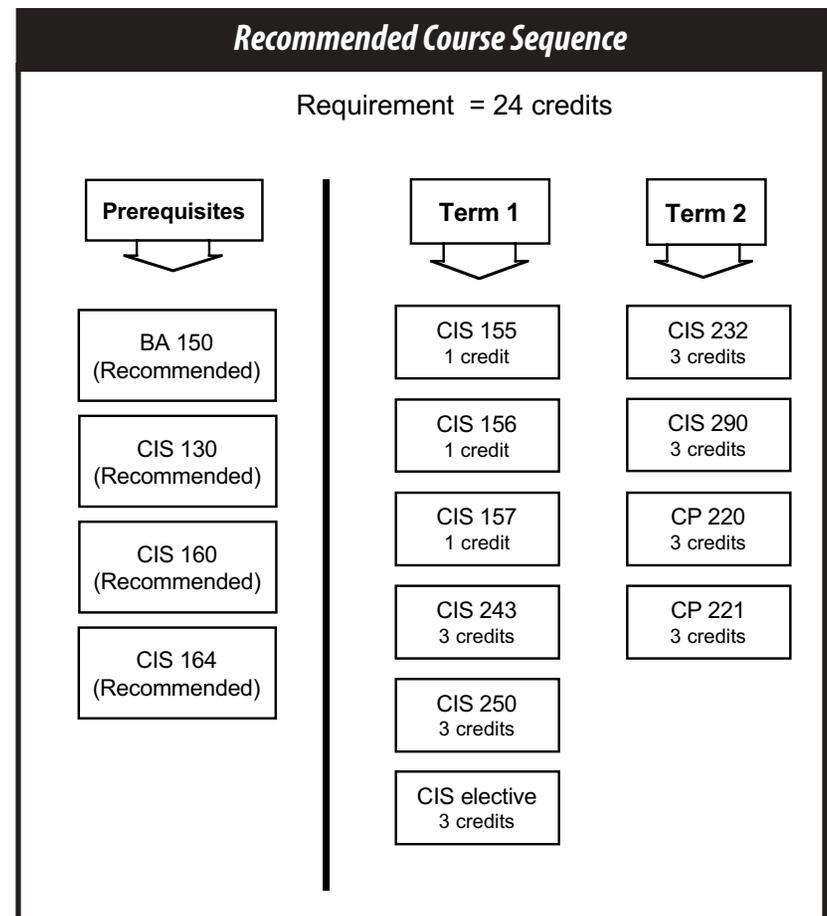
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made with the department upon completion of the course cluster.

Description

The Help Desk Support verification of completion is designed as an entry point for job opportunities in the computer industry. In particular, this verification of completion is for the person wanting to develop skills in offering support in basic computer skills and computer application software.

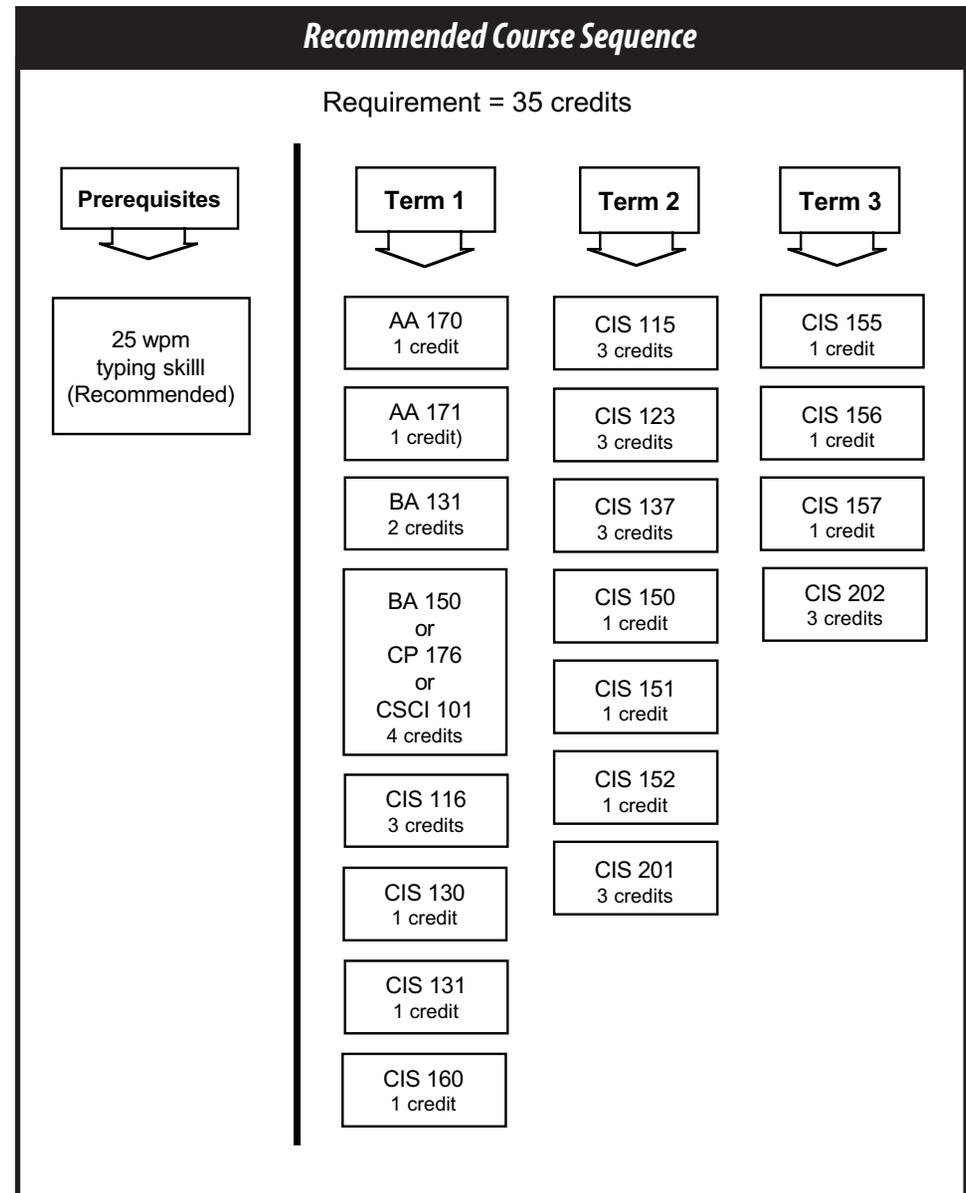
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have basic keyboarding skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Help Desk Technician Verification of Completion is designed as an entry point for job opportunities in the computer industry. In particular, this verification of completion is for the person wanting to develop the skills for a career in superior customer support.

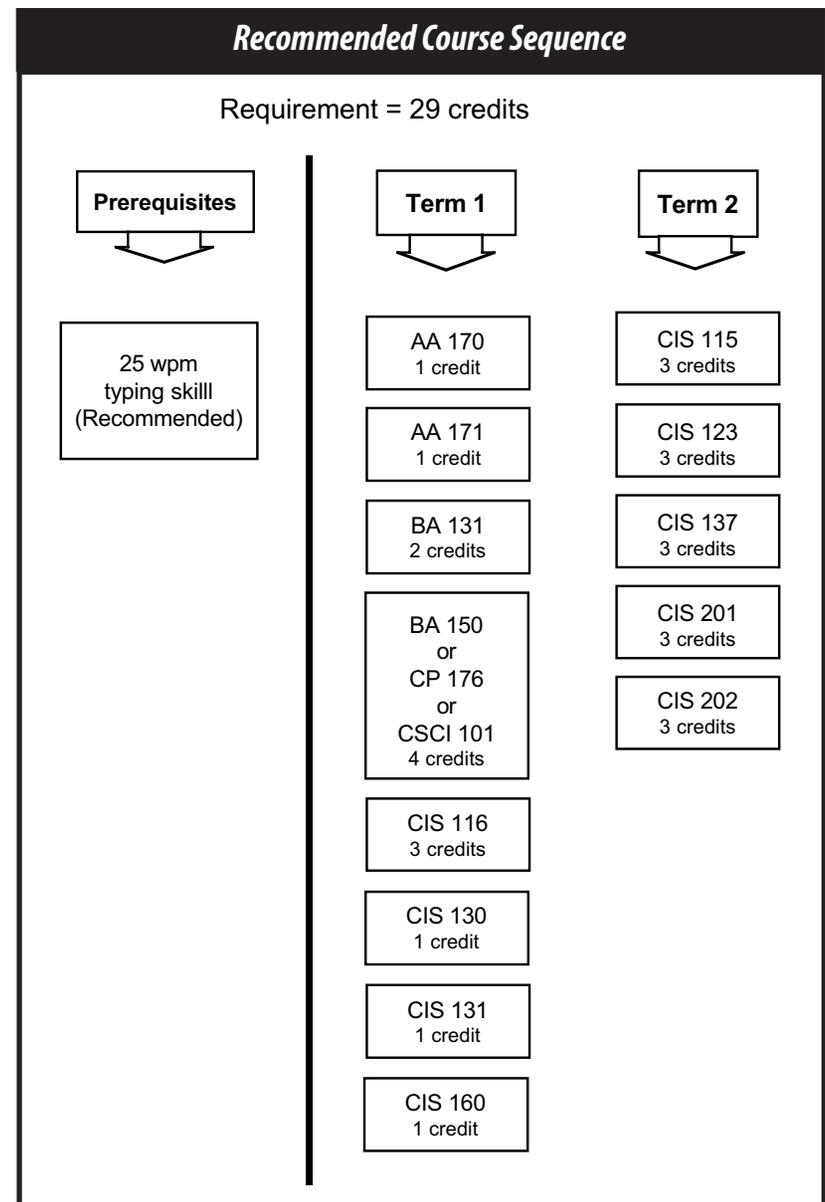
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have basic keyboarding skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Microsoft Certified Systems Administrator (MCSA) verification of completion is designed as an entry point for job opportunities that include the skills to manage system environments running on the Windows operating system. In particular, this verification of completion is for the person wanting to manage Windows users’ accounts and groups, clients, and work to acquire a mid-level certification which can be a stepping stone to Microsoft Certified Systems Engineer (MCSE) certification. This verification of completion is designed to assist in preparation for MCSA certification and will not result in being MCSA certified.

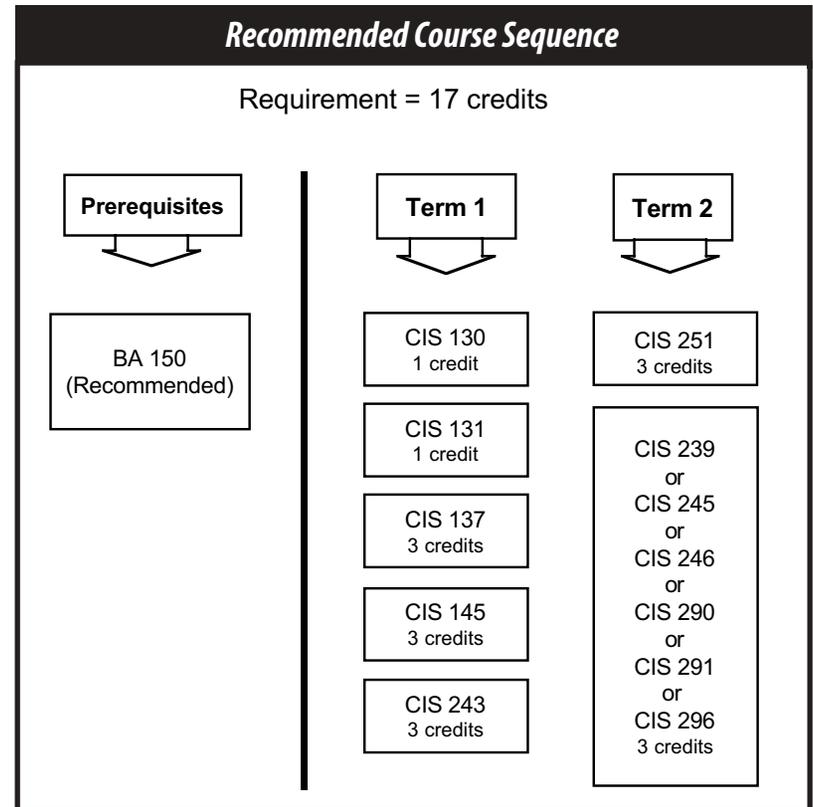
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong computer skills. Students without strong computer skills may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Microsoft Certified Systems Engineer (MCSE) verification of completion is designed as an entry point for job opportunities that include network support using the Microsoft Windows platform and Active Directory. In particular, this verification of completion is for the person wanting to manage Windows users' accounts and groups, manage clients and servers, organize network structure, design a security solution for Windows and access between networks, analyze business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows operating system and Microsoft Servers software. This verification of completion is designed to assist in preparation for Microsoft Certified Professional (MCP) or MCSE certification and will not result in MCSE certification.

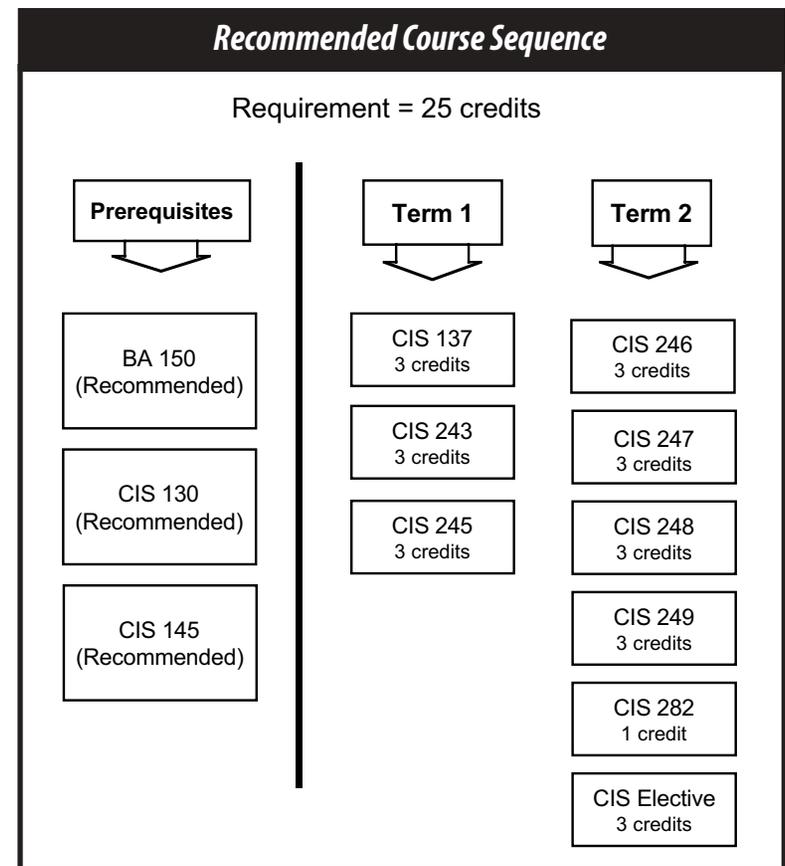
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong computer skills. Students without these strong computer skills may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Microsoft Software Support verification of completion is designed as an entry point for job opportunities using Microsoft desktop applications. In particular, this verification of completion is for the person wanting to combine the use of word processing, spreadsheet, database and presentation graphics skills in an office environment.

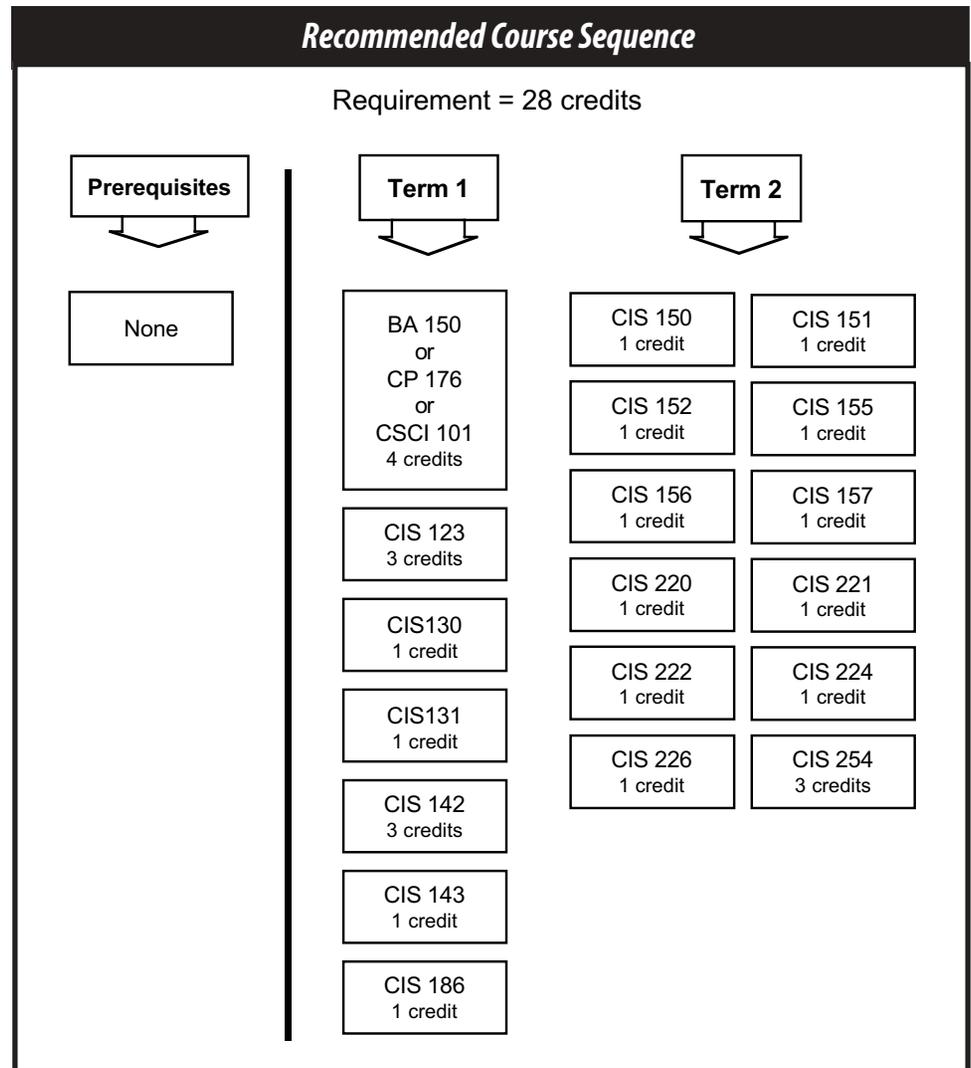
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have basic keyboarding skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Multimedia Development verification of completion is designed as an entry point for job opportunities that include Multimedia development. In particular, this verification of completion is for the person wanting to combine interactive multimedia skills with video, sound and the Web.

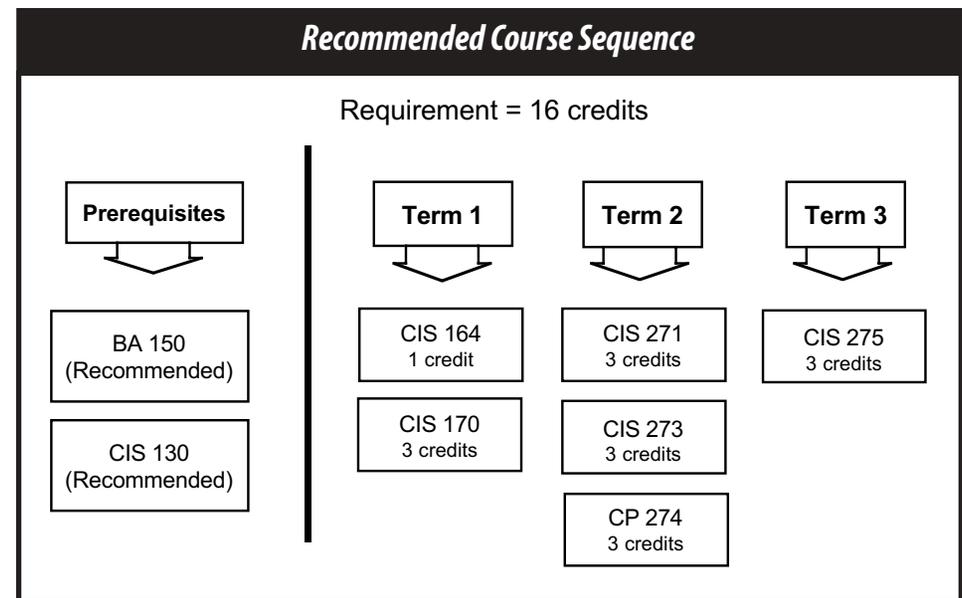
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made with the department upon completion of the course cluster.

Description

The Web Graphics Specialist verification of completion is designed as an entry point for job opportunities that include multimedia development. In particular, this verification of completion is for the person wanting to combine coding, digital images and animations using application software to build a Web site.

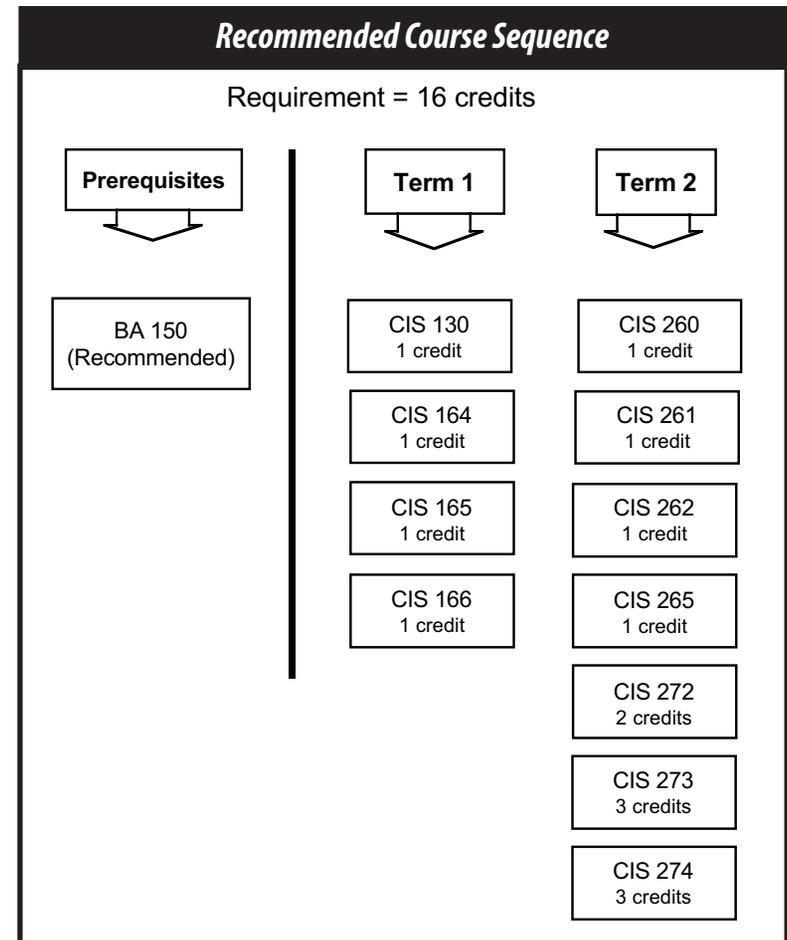
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Access MOUS verification of completion is designed as an entry point for job opportunities in desktop application software. In particular, this verification of completion is designed to assist with the preparation of the Microsoft Office User Specialist (MOUS) examination for Access, which is a globally recognized standard for demonstrating Access desktop skills and productivity.

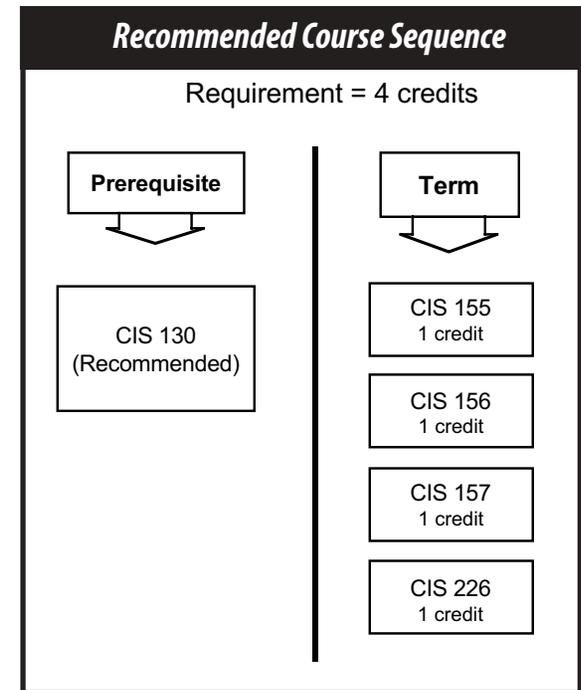
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong computer skills. Students without strong computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Excel MOUS verification of completion is designed as an entry point for job opportunities in desktop application software. In particular, this verification of completion is designed to assist with the preparation of the Microsoft Office User Specialist (MOUS) examination for Excel, which is a globally recognized standard for demonstrating Excel desktop skills and productivity.

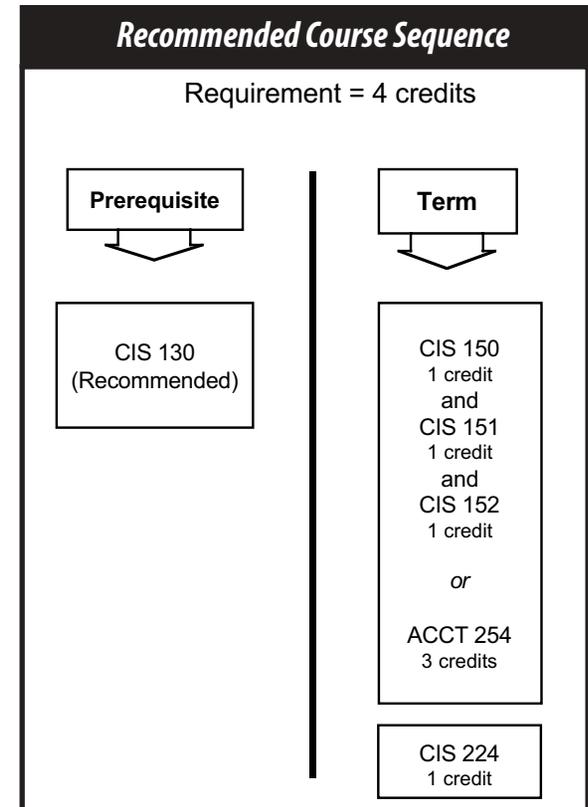
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



COMPUTER INFORMATION SYSTEMS: PowerPoint MOUS Certification Prep (Verification of Completion) Business Occupations

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The PowerPoint MOUS verification of completion is designed as an entry point for job opportunities in desktop application software. In particular, this verification of completion is designed to assist with the preparation of the Microsoft Office User Specialist (MOUS) examination for PowerPoint, which is a globally recognized standard for demonstrating PowerPoint desktop skills and productivity.

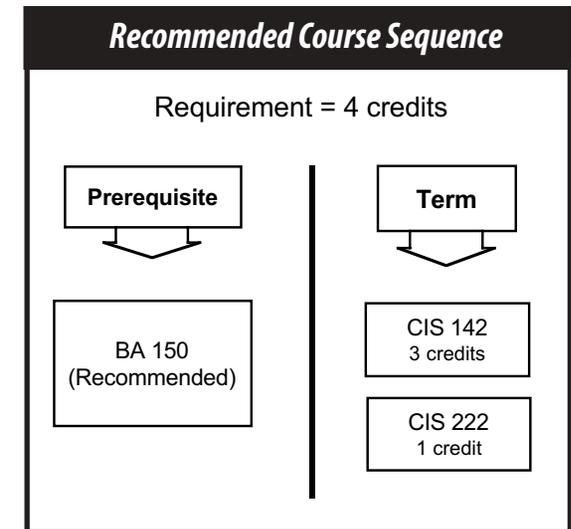
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without strong basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Word MOUS verification of completion is designed as an entry point for job opportunities in desktop application software. In particular, this verification of completion is designed to assist with the preparation of the Microsoft Office User Specialist (MOUS) examination for Word, which is a globally recognized standard for demonstrating Word desktop skills and productivity.

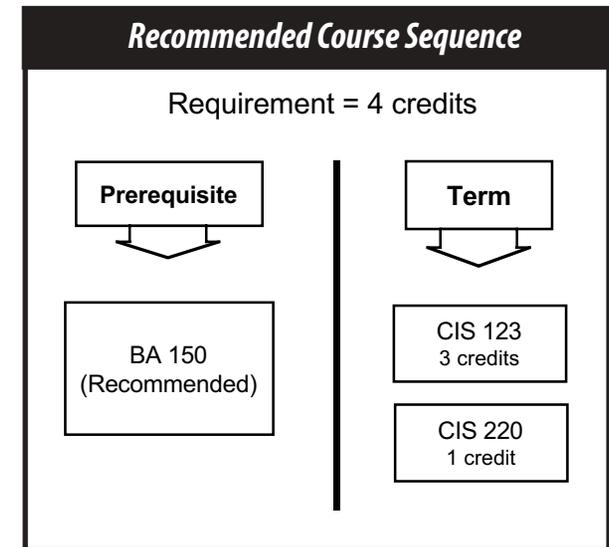
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Students need to have strong basic computer skills. Students without basic computer skills (specifically Microsoft Windows and file management skills) may need to develop these skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



- **Certificate in Computing Technology** (concentrations in Computer Animation or Computer Programming)
- **Associate of Applied Science Degree in Computing Technology** (concentrations in Computer Animation or Computer Programming)

Program Description

In this program students acquire the technical skills to solve information and management problems using computer hardware and software. Students have the choice of two concentrations: Computer Programming and Computer Animation. Computer currently used at TVI at the IBM AS400, IBM microcomputers and compatibles and Silicon Graphics workstations. A microcomputer environment is used to teach business programming languages.

Career and Advancement Opportunities

Graduates are prepared for jobs as entry-level business applications programmers or as computer animation technicians, which can be the first step in the computer field.

Special Requirements

None.

Contact Information

Information about this program is available from the director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

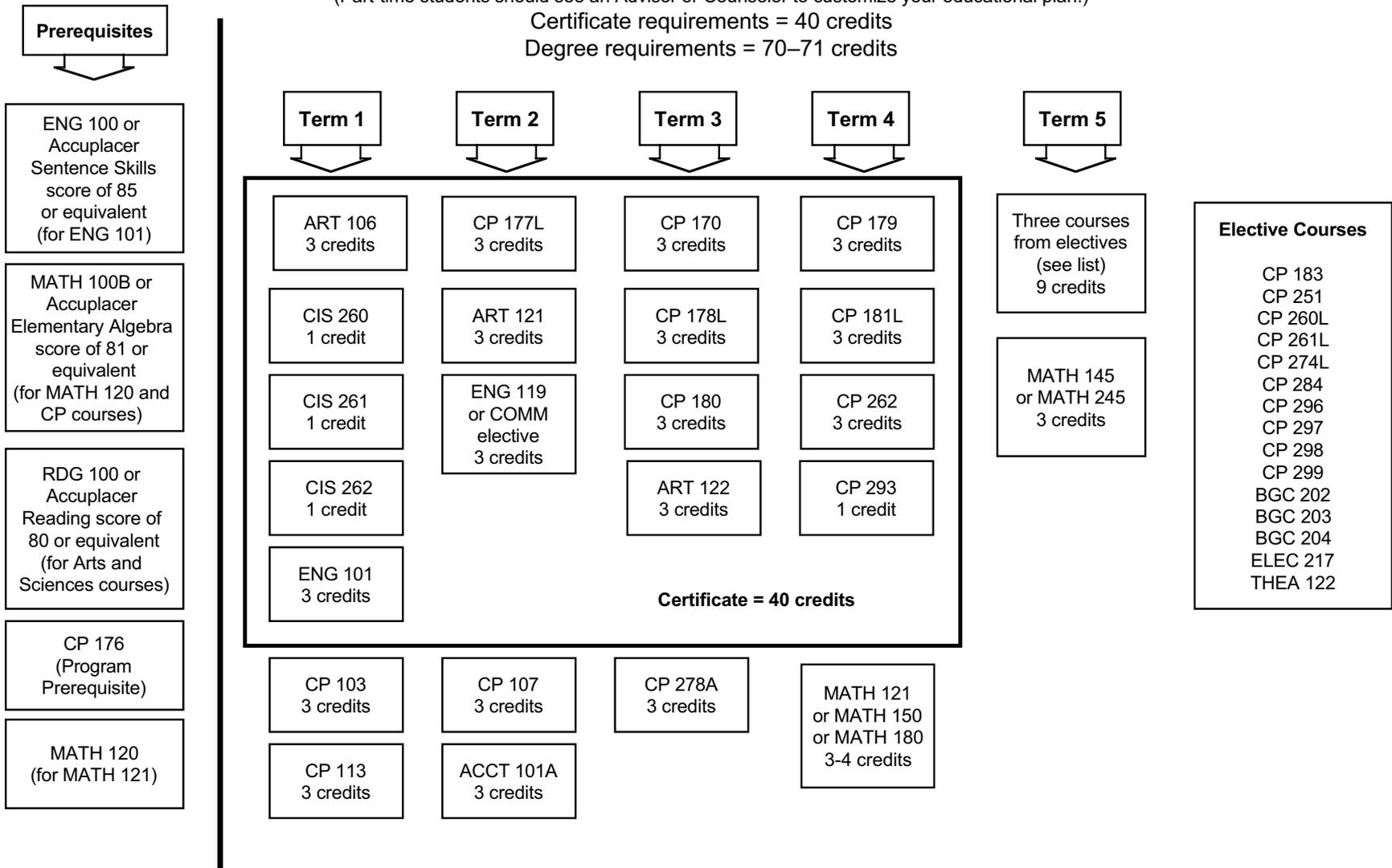
For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

COMPUTING TECHNOLOGY (Computer Animation Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)

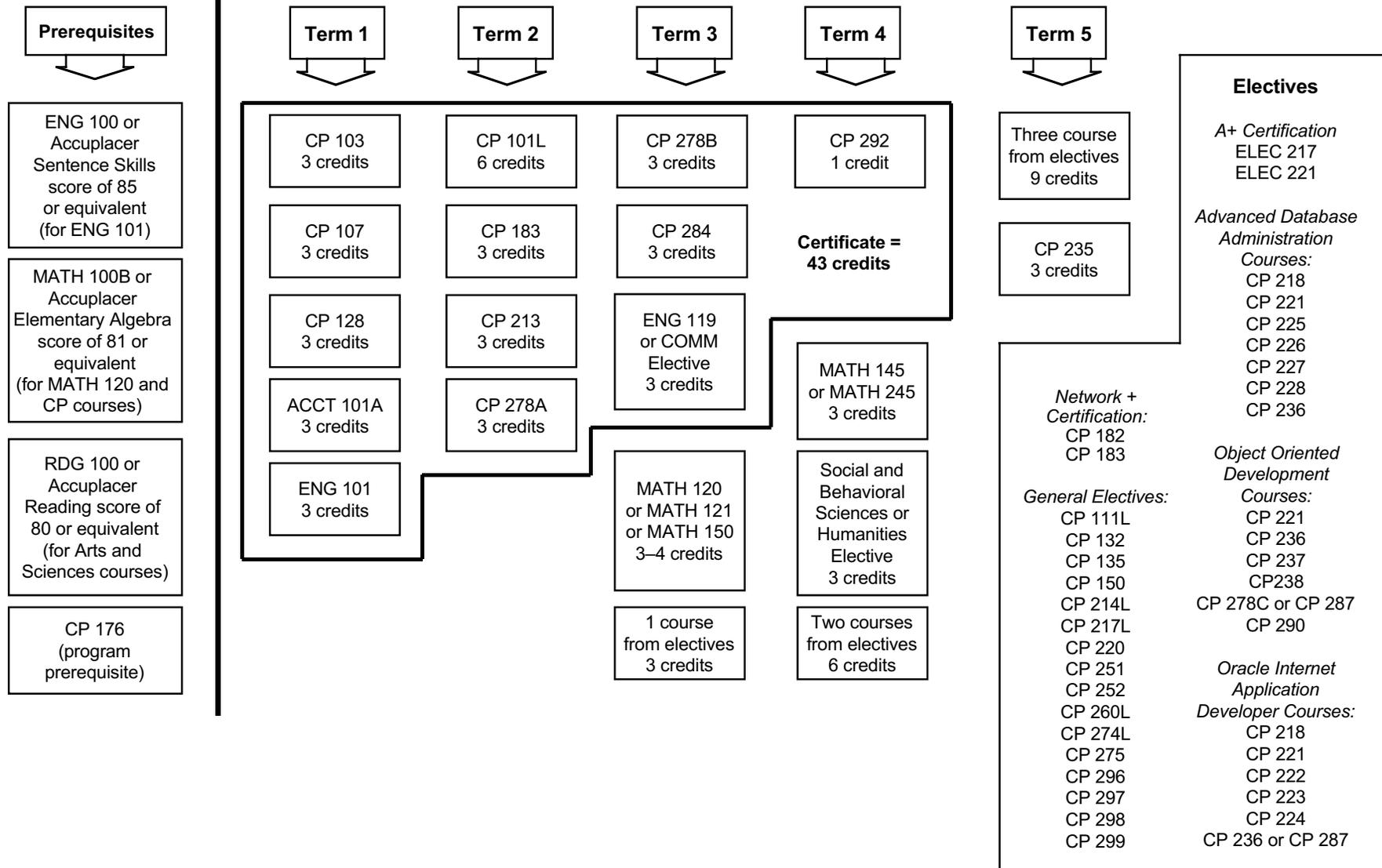
Certificate requirements = 40 credits
 Degree requirements = 70–71 credits



COMPUTING TECHNOLOGY (Computer Programming Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 43 credits
 Degree requirements = 70–71 credits



- *Verification of Completions in Construction Estimator and Residential Superintendent*
- *Associate of Applied Science Degree in Construction Management Technology*

Program Description

Construction is defined as all of the disciplines that contribute to the building process, from inception to demolition. State-of-the-art computer applications that interface between applications and report analysis are used throughout the program. Some courses also use computer-based learning modules. The program is accredited by the American Council of Construction Education (ACCE). Many of the course credits are transferable to the University of New Mexico towards a baccalaureate degree in construction management.

Career and Advancement Opportunities

Students are prepared for mid-management (supervisory) positions in the construction industries, including general contractor, estimator, assistant project manager, inspector, office manager, crew leader, expeditor, superintendent, sales representative and computer specialist.

Special Requirements

Because the level of experience for entering students varies. It is important that new students interview with the program chair to develop an appropriate schedule.

Contact Information

Program information is available from the program director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus) .

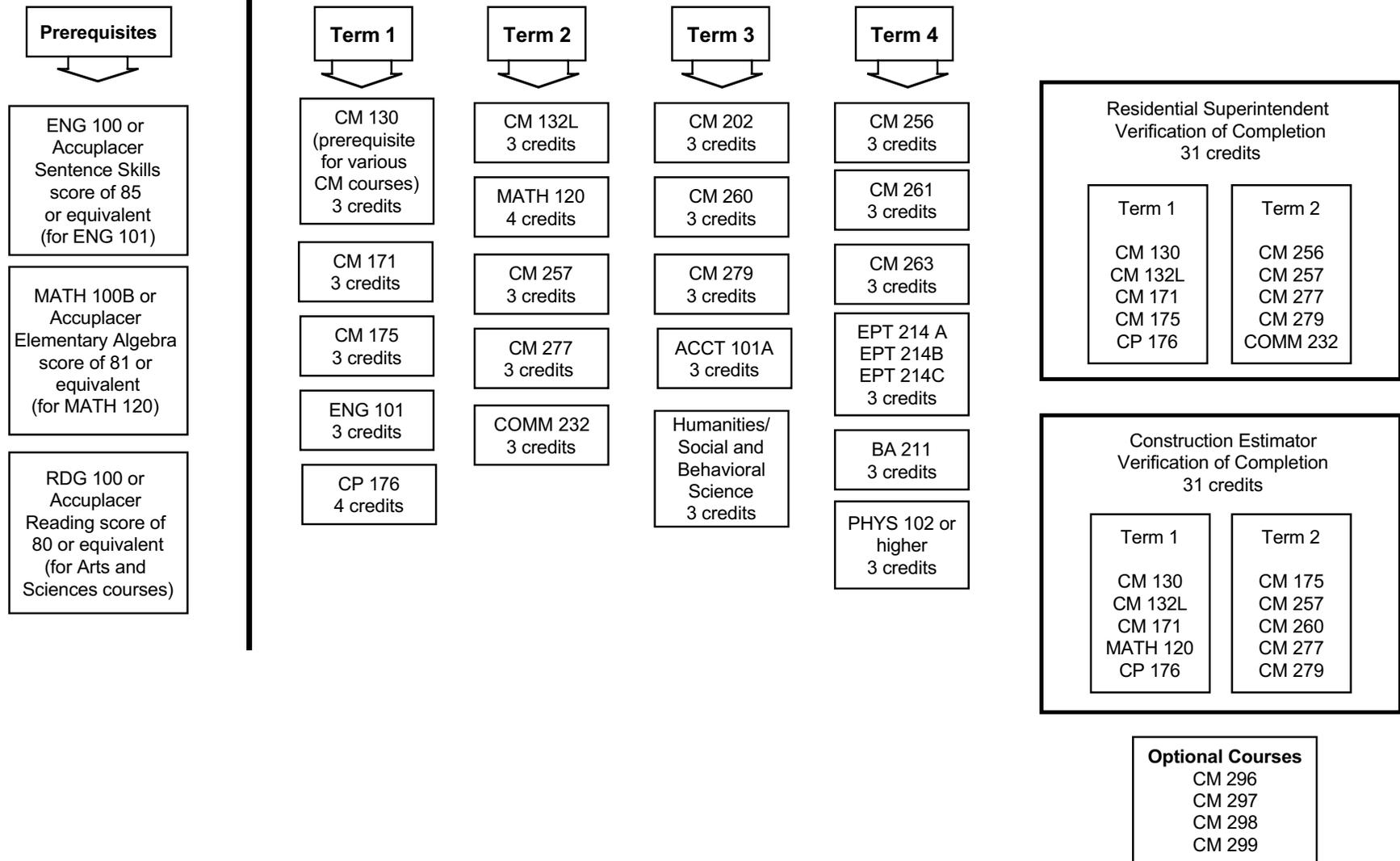
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

CONSTRUCTION MANAGEMENT TECHNOLOGY

(also Residential Superintendent and Construction Estimator Verification of Completions)

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)

Degree requirements = 65 credits



- *Certificates in Carpentry, Residential Wiring or Electrical Trades*
- *Associate of Applied Science Degree in Construction Technology (Concentration in Electrical or General Construction)*
- *Verification of Completion in Framing*

Program Description

The Construction Technology program offers courses of study concentrating in Carpentry, Residential Wiring, and Electrical Trades that are designed to provide students with the skills necessary to gain employment in a related construction or maintenance field. Carpentry classes meet in on- and off-campus labs designed for the practical study of residential and commercial construction including blueprint reading, framing and the Uniform Building Code (UBC). Residential Wiring students take theory and lab classes (on- and off-campus) in residential wiring including electrical circuitry, job-site safety and the National Electric Code (NEC) preparing students for the NM Residential Journeyman Certification. The Electrical Trades program enables students to study commercial and industrial wiring methods, motor controls, and prepares students for the State of New Mexico Journeyman Electrical Certificate (JE98).

Career and Advancement Opportunities

The New Mexico Department of Labor predicts a continued increase in the demand for construction workers through the year 2008. One hundred percent of Carpentry, Residential Wiring, Electrical Trades and Construction Technology graduates obtained employment in 2000–01.

Special Requirements

Students are required to purchase textbooks, personal hand tools, and personal protective equipment.

Contact Information

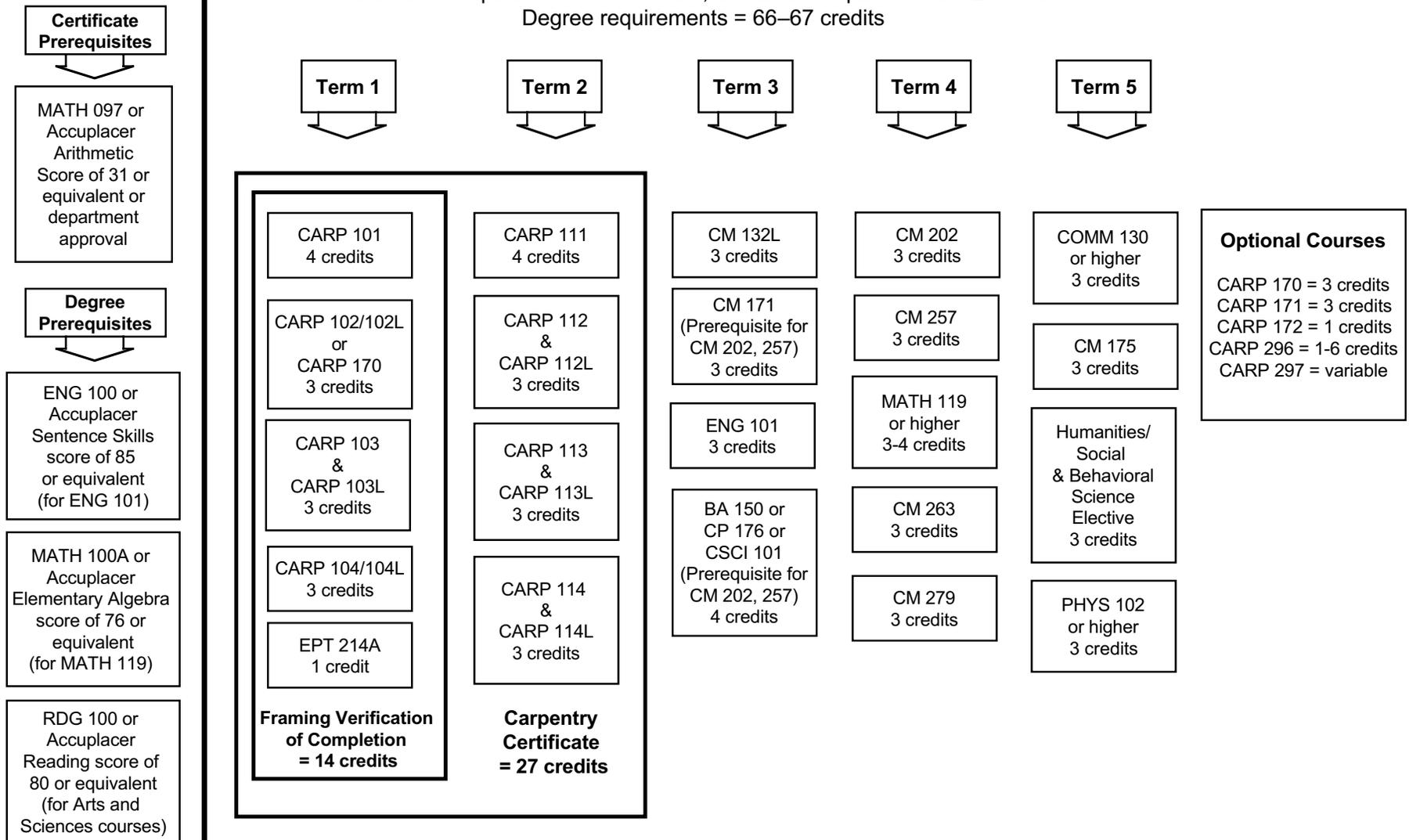
Information about these programs is available from the program chair at (505) 224-3793 (Carpentry) or (505) 224-3759 (Electrical Trades/Residential Wiring), the program director at (505) 224-3716 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

CONSTRUCTION TECHNOLOGY (General Construction Concentration) DEGREE

(also Carpentry Certificate and Framing Verification of Completion)

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Verification requirements = 14 credits; Certificate requirements = 27 credits
 Degree requirements = 66–67 credits



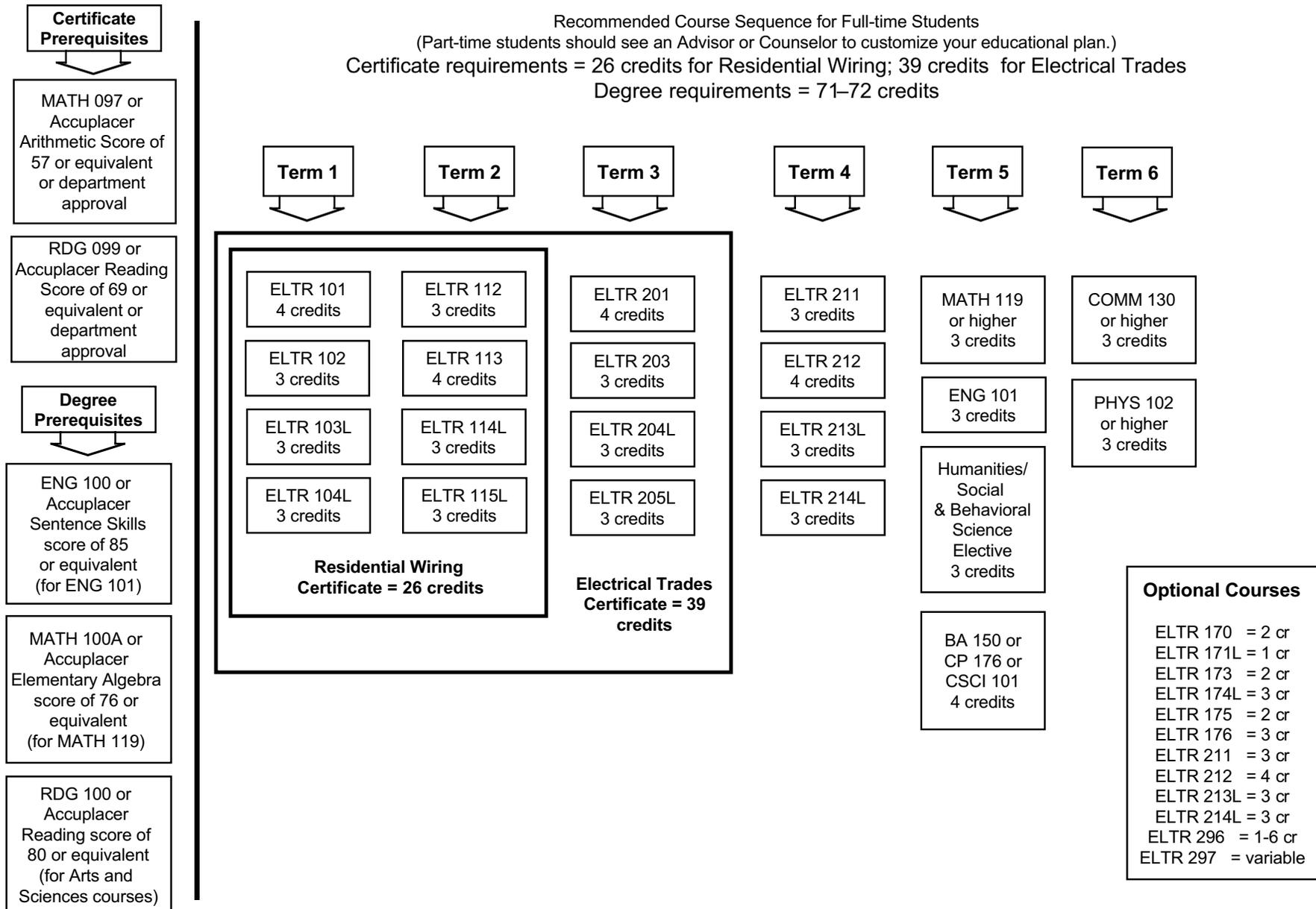
CONSTRUCTION TECHNOLOGY DEGREE (Electrical Concentration) DEGREE

(also Electrical Trades Certificate and Residential Wiring Certificate)

Recommended Course Sequence for Full-time Students

(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 26 credits for Residential Wiring; 39 credits for Electrical Trades
Degree requirements = 71–72 credits



• *Associate of Applied Science Degree in Cosmetology*

Program Description

Students will study basic cosmetology skills designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. The degree requires 68 credit hours in cosmetology and general education, which exceeds the minimum of 1,600 clock hours required by the State Board. The curriculum covers theory and lab in the following State Board requirements: sterilization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging—perms and relaxers, hairstyling, hair coloring and bleaching, hair cutting, facials, manicuring, pedicuring, salon business and retail sales. Students can earn licensure by the New Board of Barbers and Cosmetologists after passing the state exam.

Career and Advancement Opportunities

One hundred percent of the 2000–01 graduating class obtained jobs. A cosmetologist career may offer opportunities in the areas of operator, consultant, sales representative or owner. Jobs are available in private salons, franchise salons, and day spas.

Special Requirements

Students are required to purchase textbooks and a cosmetology kit available at the TVI Bookstore, and pay a non-refundable supply fee of \$50 prior to entering COS 102L, 112L, 201L, and 213L. In order to become registered with the New Mexico Board of Barbers and Cosmetologists, students must have a high school diploma or equivalent, provide proof of birth, and pay a \$15 registration fee (personal money order) by 5th day of term.

Contact Information

Program information is available from the program chair at (505) 224-3746 or the director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

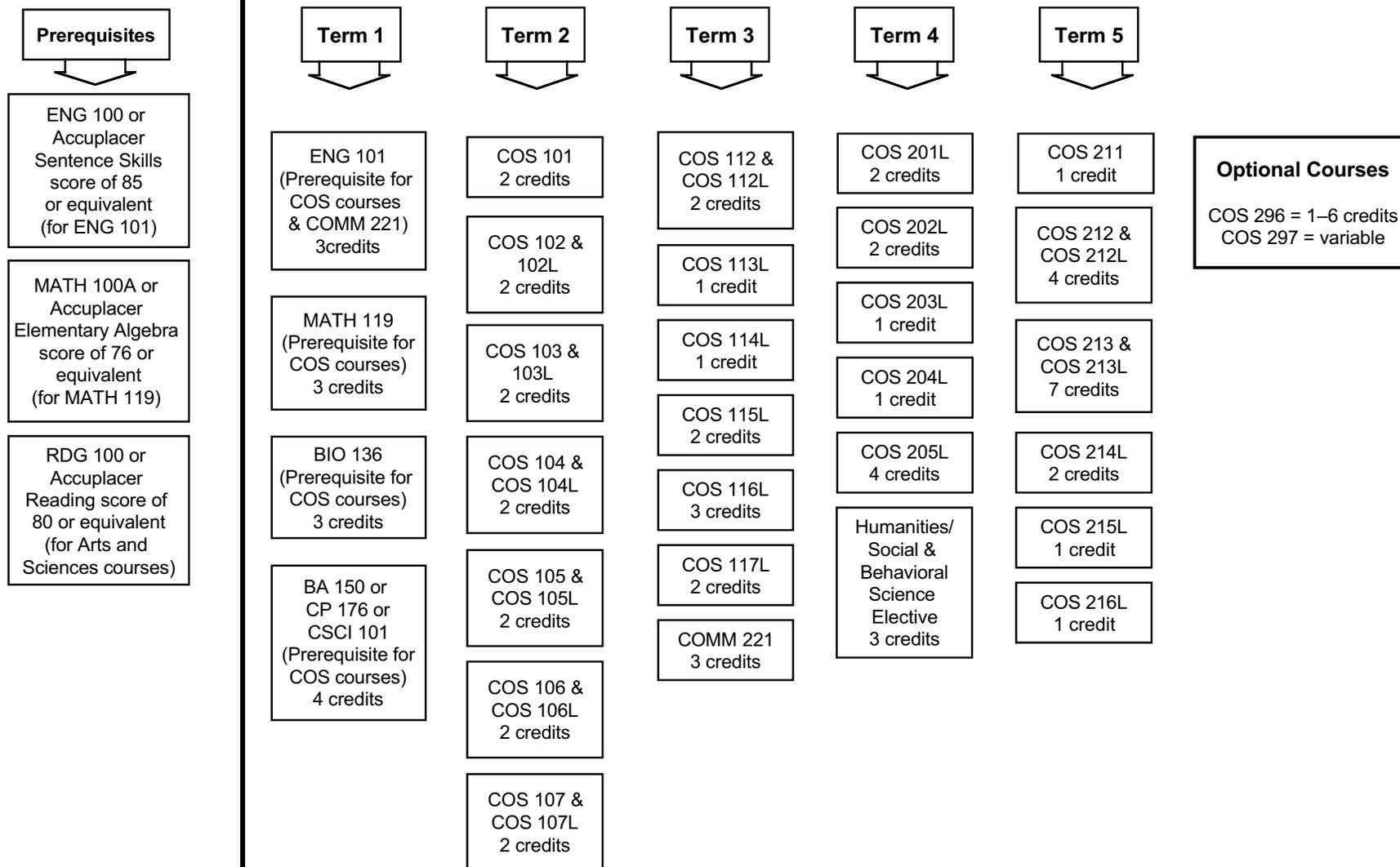


For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

COSMETOLOGY DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree Requirements = 71 Credits



• Associate of Applied Science Degree in Court Reporting

Program Description

The students study court reporting theory, computer-reporting technology, transcript preparation, punctuation for court reporting, medical terminology and anatomy, legal terminology, computer-aided transcription, business English, business interpersonal skills, reporting procedures, and a court reporting internship. The Court Reporting program is approved by the National Court Reporting Association (NCRA).

Students who are receiving financial aid should communicate with the Financial Aid Office before selecting a grade option for the following Court Reporting courses: CR 104A, CR 104L, CR 210A, CR 210L, CR 220A, CR 220L and CR 230L. Students choosing to study for the New Mexico Court Reporting exam should contact the program associate dean or the advisement and counseling department.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

One hundred percent of the 2000–01 Court Reporting graduates obtained jobs. Job opportunities include the judicial courts, law firms, television stations, and government agencies. Types of jobs include freelance reporters, political reporters, medical transcriptionists, and closed caption recorders.

Special Requirements

Students will have to purchase a steno machine for machine shorthand.

Contact Information

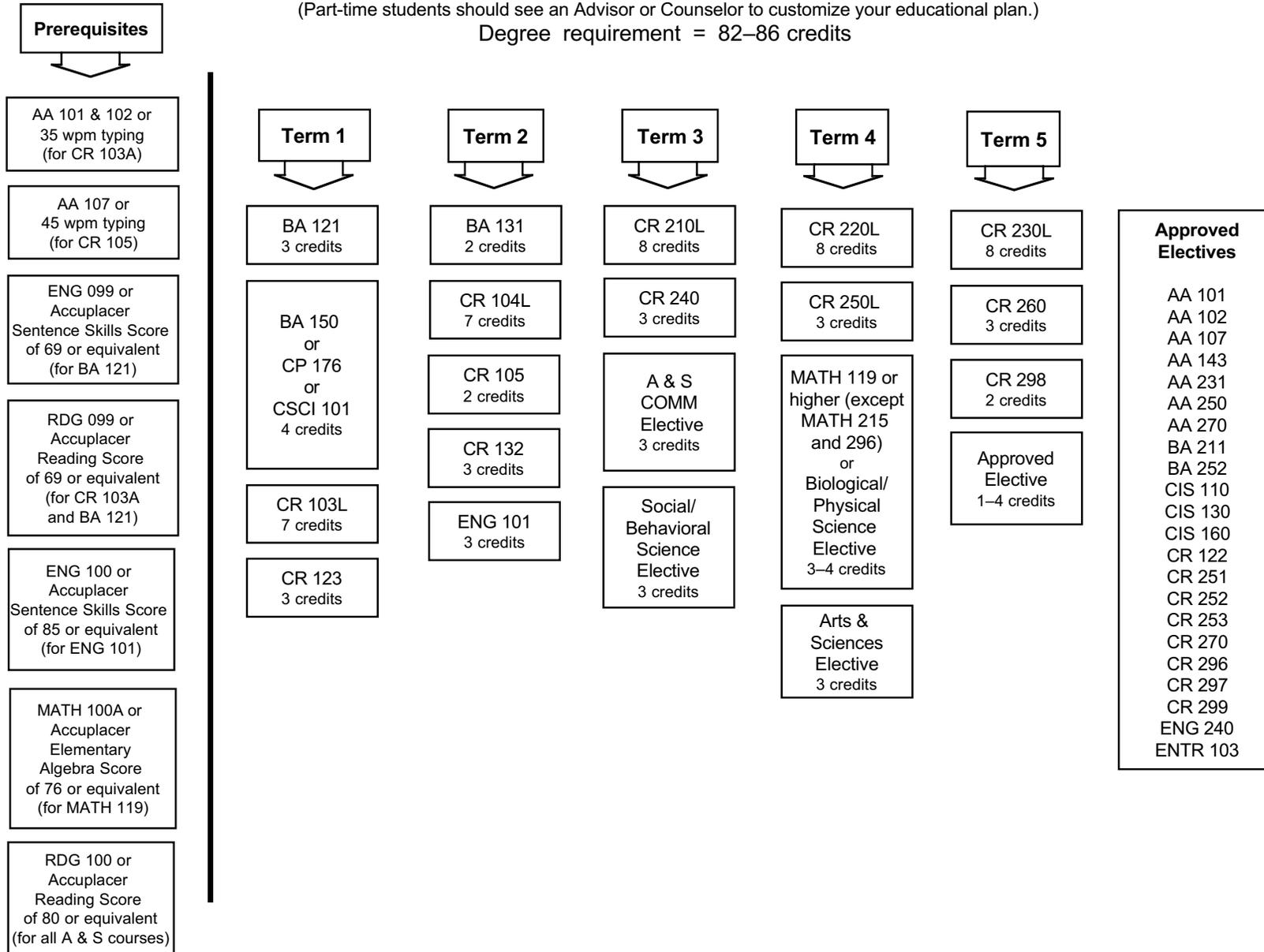
Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

COURT REPORTING DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 82–86 credits



• *Associate of Applied Science Degree in Criminal Justice*

Program Description

Students will study fundamentals of law and procedures in adult criminal and juvenile areas, law enforcement, corrections and private security. Classes include classroom study, critical thinking exercises, computer lab and field trips.

Career and Advancement Opportunities

Many students in the criminal justice program obtain criminal justice jobs either during college or upon graduation. These jobs range from police to correctional officers and private security. The associate's degree prepares students for further studies that will ultimately qualify them for jobs in the federal government and as state probation officers. Department of Labor projections indicate job opportunities will increase faster than average for all occupations.

Special Requirements

Students are required to purchase textbooks.

Contact Information

Program information is available from the program chair at (505) 224-3760, the director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

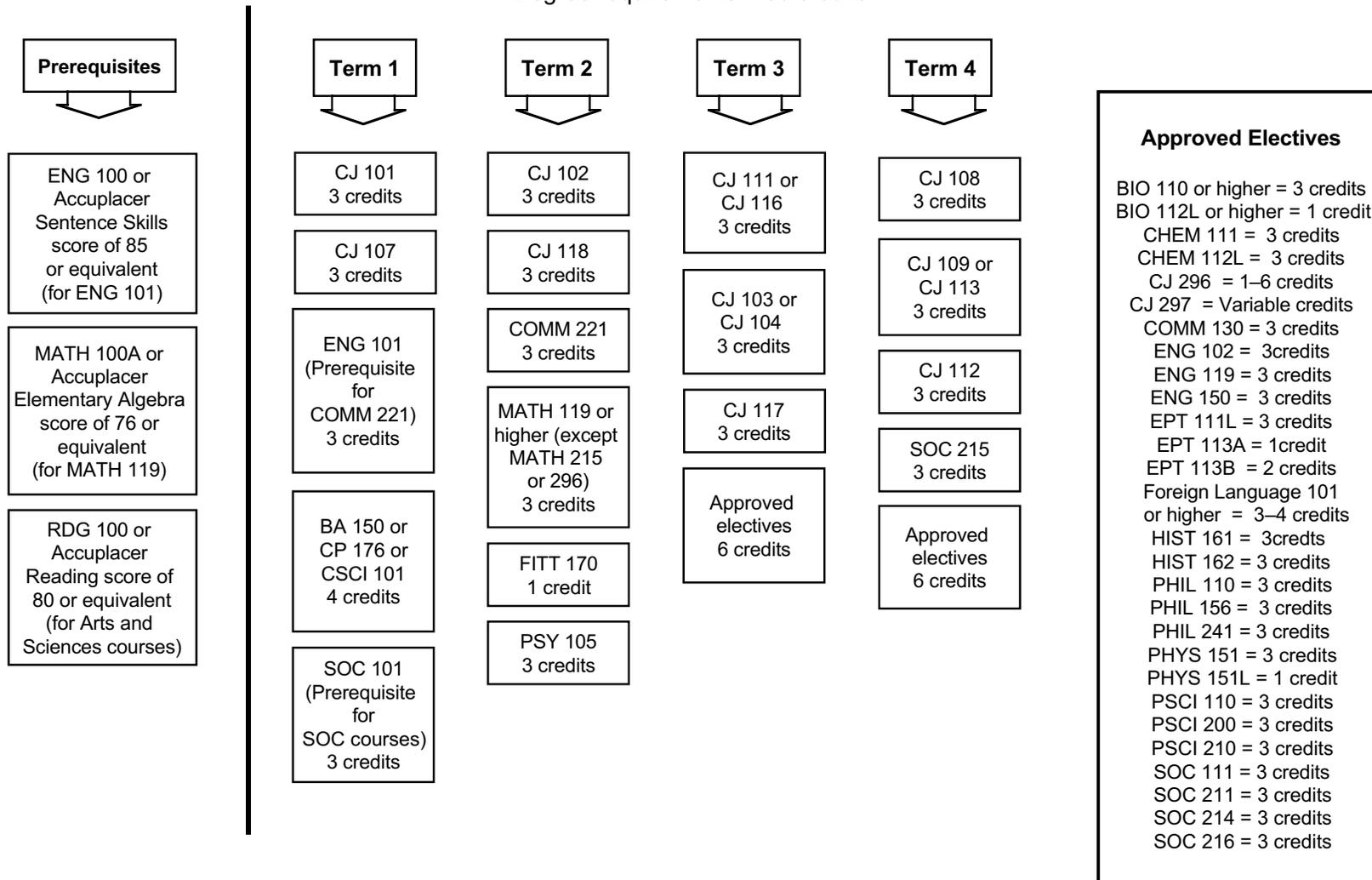


For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

CRIMINAL JUSTICE DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 66 credits



The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

These specialized courses prepare RN's for entry-level positions in critical care nursing units. The courses are designed with a theory as well as a clinical component. Campus laboratories and clinical sites with preceptors provide the learning environment. The curriculum offers an introduction to the role of critical care nurse. It uses a systems and holistic approach to discuss management of patients with single or multi-system failure. It incorporates nursing theory and collaborative practice.

Career and Advancement Opportunities

It is anticipated that all nurses who complete this course of study will find jobs in critical care areas within hospitals.

Special Requirements

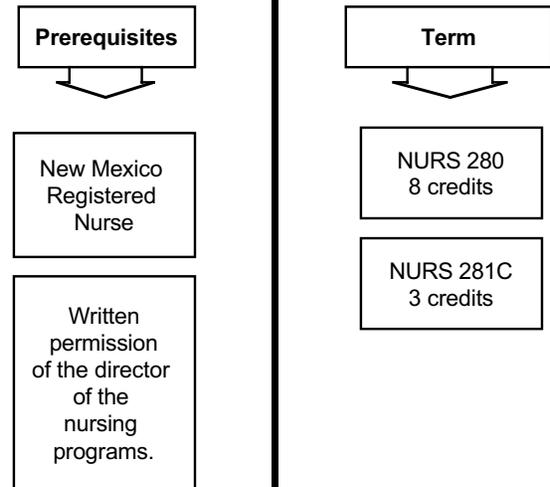
Written permission of the director of the nursing programs is required for enrollment. Those interested in the course must submit a transcript from their nursing program, a resume, proof of nursing licensure in New Mexico and two letters of recommendation from supervisors and/or nursing instructors. During the first week of the course, students must submit proof of current BLS, current immunizations and TB screening within the past year. There is a \$22 program fee that covers the cost of hospital parking permits, name tags, standardized testing, and procedures in case of needle stick exposure or exposure to bodily fluids. Students enrolled in this course may not be eligible to receive financial aid or Veterans Administration benefits.

Contact Information

Program information is available from the Nursing Programs office at 224-4141 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 11 credits



- *Certificates in Baking and Professional Cooking*
- *Associate of Applied Science Degree in Culinary Arts*

Program Description

Culinary Arts is an excellent field for students seeking a challenging career in a rapidly growing industry. Students will study baking and pastry, professional cooking, safety, sanitation, nutrition, equipment use, human relations, supervisory skills, dining room skills, business practices, and other general coursework. Classes include classroom and lab time. The American Culinary Federation (ACF) Accrediting Commission nationally accredits this program. Upon completion of associate of applied science degree program students are eligible to become certified culinarians through ACF.

Career and Advancement Opportunities

One hundred percent of the 2000–01 graduates in Culinary Arts obtained jobs. Jobs are available in restaurants, resorts, schools, retirement homes, hospitals, convention centers, bakeries, and other areas. Types of jobs range from bakers or cooks, managers or chefs, and opportunities from catering to the fast food industry.

Special Requirements

Students are required to purchase at least two sets of chef's uniforms, textbooks, and tools. Students must present a physician's certificate to TVI at the start of classes stating that the student is free from tuberculosis in a transmissible form and should be able to lift 30 pounds.

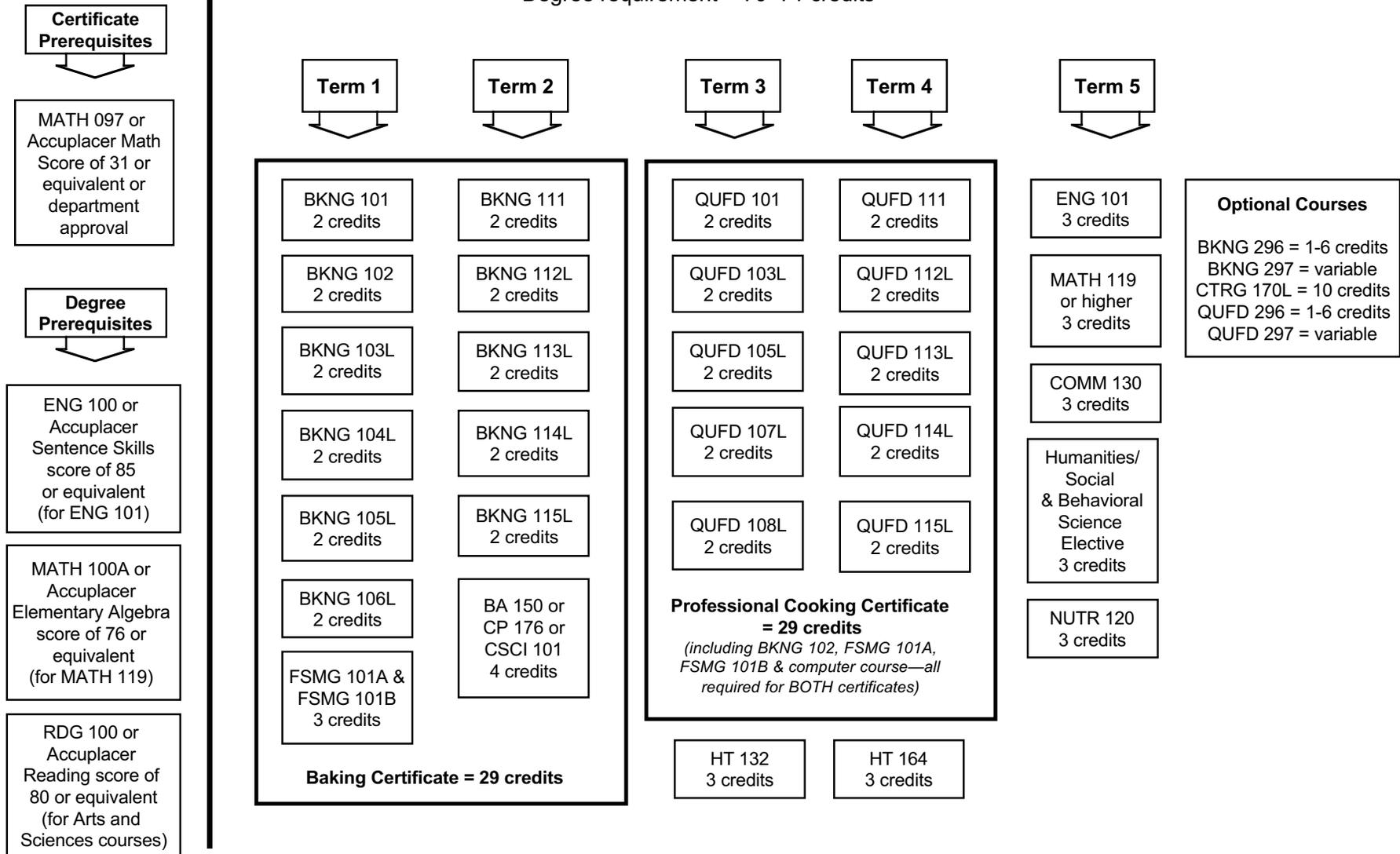
Contact Information

Information about these programs is available from the program chair at (505) 224-3755, the director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

CULINARY ARTS DEGREE (also Certificates in Baking and Professional Cooking)

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement: Baking = 29 credits; Professional Cooking = 29 credits;
 Degree requirement = 70–71 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Data Entry verification of completion develops speed and accuracy for computer data entry positions. Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Students need to have basic computer skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 2 credits

Prerequisites

AA 101 or 35 wpm
typing speed on a
five-minute timing

RDG 099 or
Accuplacer
Reading Score
of 69
or equivalent

ENG 099 or
Accuplacer
Sentence Skills
Score of 69
or equivalent

Term

DE 101
2 credits

• *Certificate in Dental Assistant*

Program Description

Dental Assistant is a three-term program which provides individuals the opportunity to attain the knowledge and skills necessary to work in a dental clinic or dental office. Upon completion of the program, graduates are prepared to provide basic support under the supervision of a licensed dentist or dental hygienist. Instruction occurs in classrooms, laboratories and dental clinics.

This program prepares graduates for state certification in dental radiographs, coronal polishing, and topical fluoride application. It also prepares students to take the Dental Assisting National Board. (DANB)

Career and Advancement Opportunities

There is a demand for well-trained dental assistants in the metropolitan area as well as rural areas across the state. Dental assistants work with dentists or a dental hygienist to promote dental health. In addition, they might find employment in office management, dental laboratories or dental sales. They can work in private offices, dental clinics, dental supply companies, dental laboratories, hospitals, mobile dental clinics or with school programs.

Special Requirements

Students may be required to attend clinical lab courses on weekends and during evenings. They are required to have a physical exam, PPD and current immunizations (including tetanus, rubella, rubeola, and hepatitis B). A \$50 program fee covers the cost of lab coats, nametags and preventative lab tests in case of an exposure to blood. In addition, students must purchase their own textbooks.

Contact Information

Program information is available from the program director, Melanie Upshaw, at (505) 224-5071 or mupshaw@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

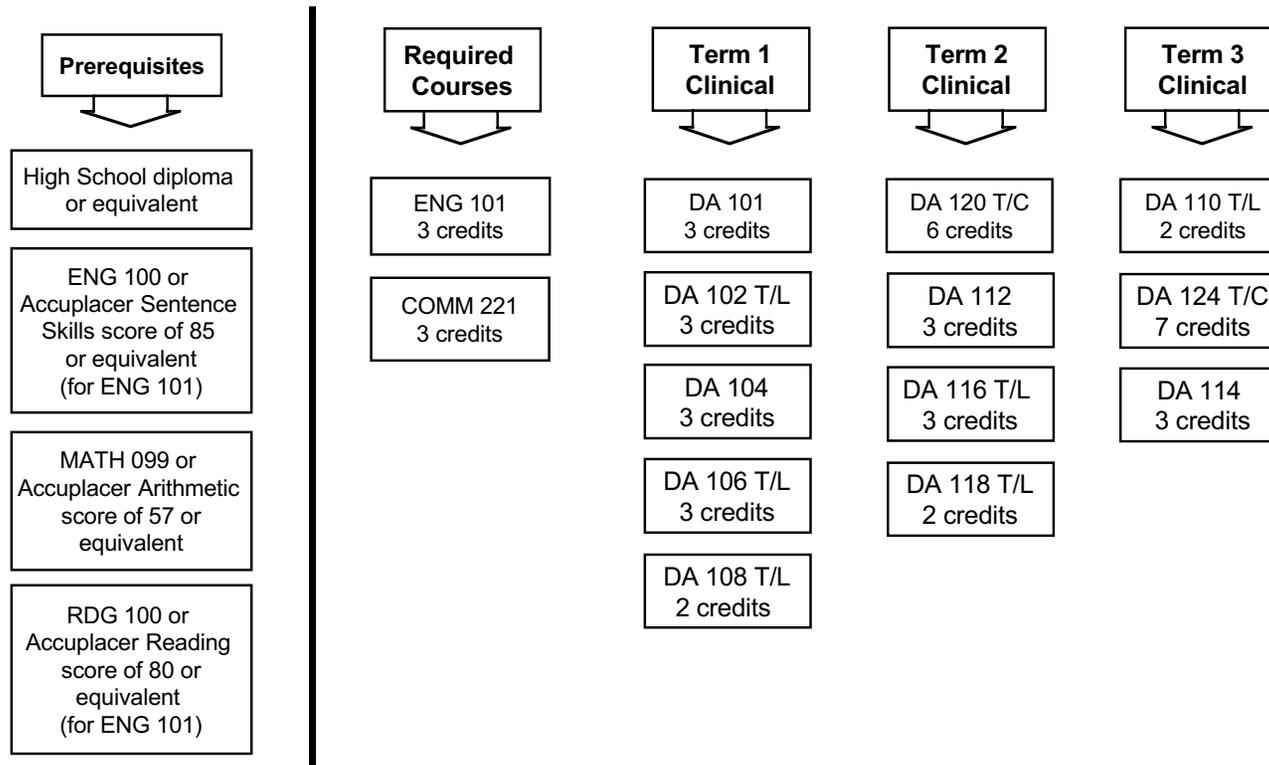


For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

DENTAL ASSISTANT CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 46 credits



• *Associate of Science Degree in Diagnostic Medical Sonography*

Program Description

Diagnostic Medical Sonography is a four-term associate of science degree program during which the student will attain the knowledge, skills and professional behaviors necessary for employment as a Diagnostic Medical Sonographer. A sonographer is a health care professional who uses high frequency sound waves as a diagnostic tool to view the human body which aid the physician in the diagnosis of illness. Students study the use of sound waves to generate images of various parts of the human body. The successful graduate will have the ability to conceptualize in 3-dimensional form. The program provides classroom didactic instruction, hands-on scanning laboratory instruction and clinical experiences in a variety of medical facilities and outpatient diagnostic centers.

Students are prepared to sit for the national board exams administered by the American Registry of Diagnostic Medical Sonographers in the specialty areas of Abdomen and Obstetrics and Gynecology. Successful completion of this exam results in attaining the RDMS credential (Registered Diagnostic Medical Sonographer). The program is currently accreditation by CAAHEP (Commission on Accreditation of Allied Health Education Programs).

Career and Advancement Opportunities

There is currently a nationwide shortage of registered sonographers. Graduates will be employed as sonographers in hospitals, physician's offices, and private sonography practices.

Special Requirements

Selection of students to begin DMS coursework each year will be based on the number of Arts and Science courses completed. If necessary, the date of declaration of DMS as a major at TVI will be used to prioritize entry into the program. Students are required to have a TVI GPA of 2.0 or higher prior to selection into the DMS program. Prior to enrollment in DMS clinical courses, students are required to provide proof of CPR certification, a recent physical exam and current immunizations (including tetanus, rubella, rubeola and hepatitis B). A \$65 program fee covers the cost of lab coats, nametags, preventive lab tests in case of exposure to blood, and hospital parking

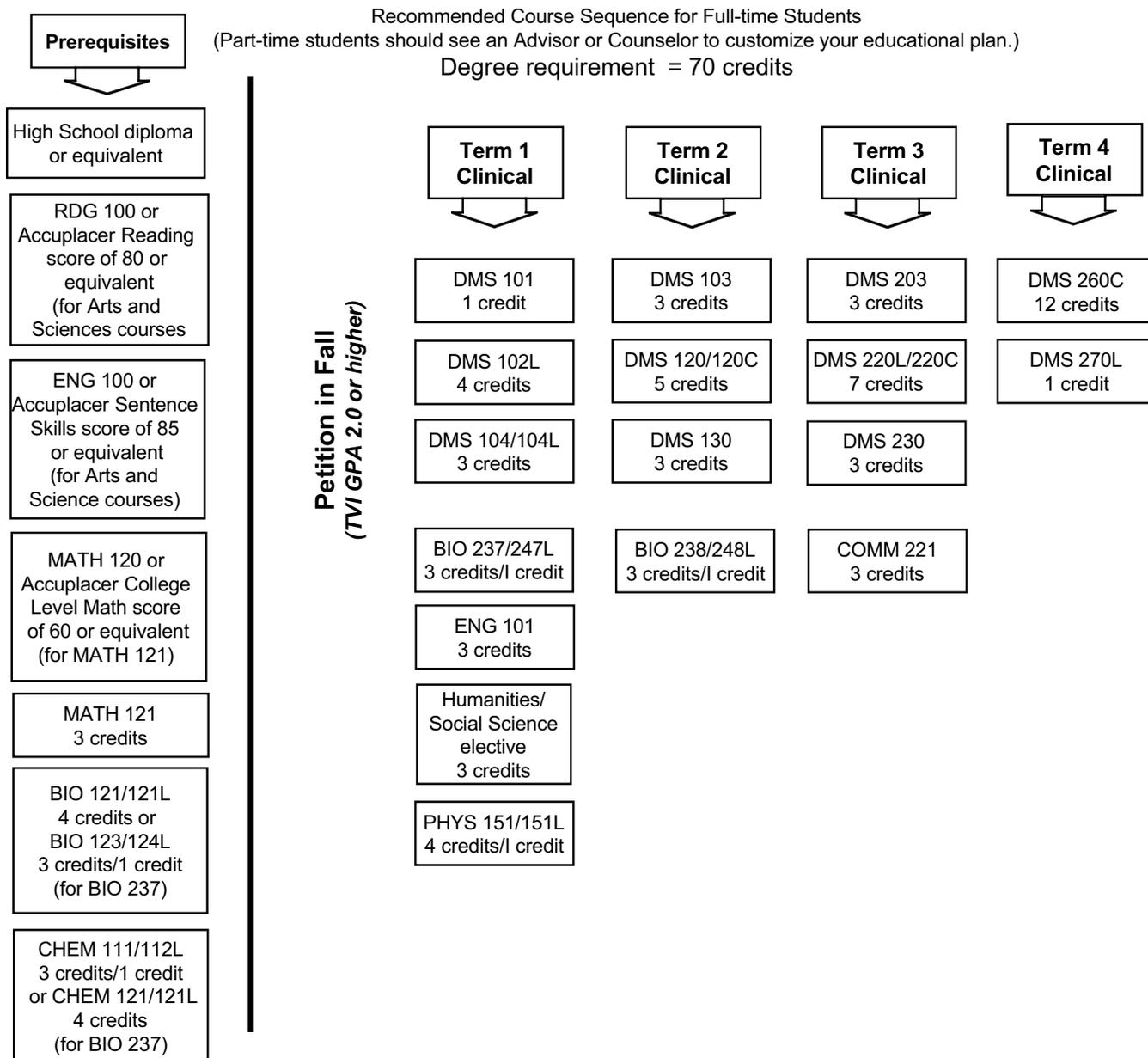
Contact Information

More information is available from Darlene Blagg, Program Director at (505) 224-4127 or dblagg@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE



- ***Certificate in E-Commerce***
- ***Associate of Applied Science Degree in E-Commerce***
- ***Verifications of Completion in E-Commerce Business Startup, E-Commerce Fundamentals, E-Commerce for the Hospitality Industry, E-Commerce for Real Estate, E-Commerce for Retail Business and E-Commerce Web Business Manager (see International Business for International E-Commerce)***

Program Description

The Web has created a new, electronic, global economy where businesses are being transformed. E-Commerce is a pathway to managing and conducting online business in a global economy. The E-Commerce program provides opportunities to combine business knowledge and skills with Internet skills to develop and manage a web-based business or add a web-based applications to an existing business. Students will focus on understanding, designing, managing and maintaining online business processes that include management, marketing, sales, customer service, payment systems, database design, and management.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Job opportunities include web design, web management and operating your own web business. Many students are currently employed and take the courses to improve their computer and business skills.

Special Requirements

Basic familiarity with Microsoft Windows is required. Students without computer skills in Microsoft Windows may need to take additional courses to develop those skills.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



For prerequisites and a recommended course sequence, turn the page...

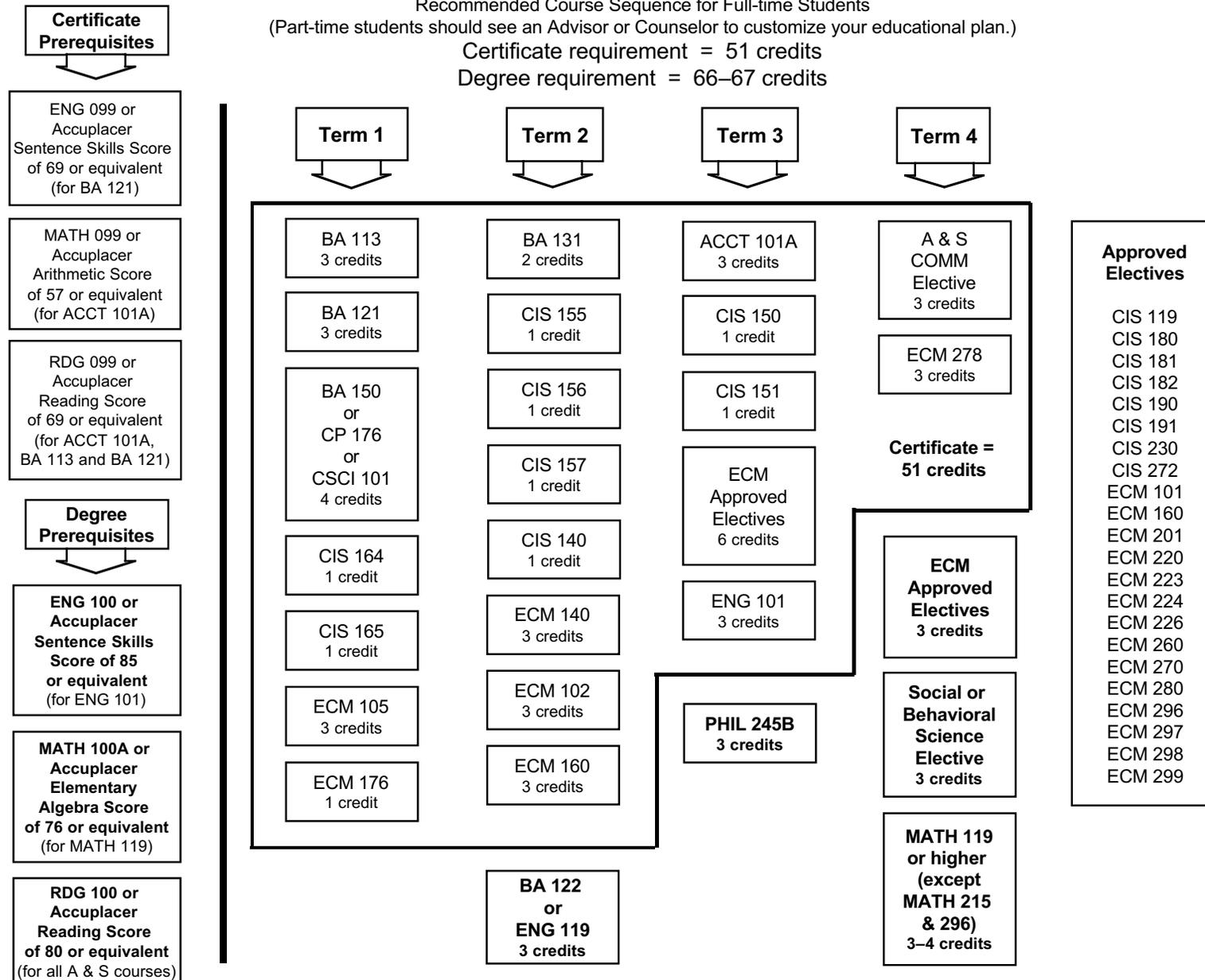
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

E-COMMERCE DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 51 credits

Degree requirement = 66–67 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

E-Commerce for Business Startup is a series of courses for the entrepreneur who would like to start an online business. Several of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

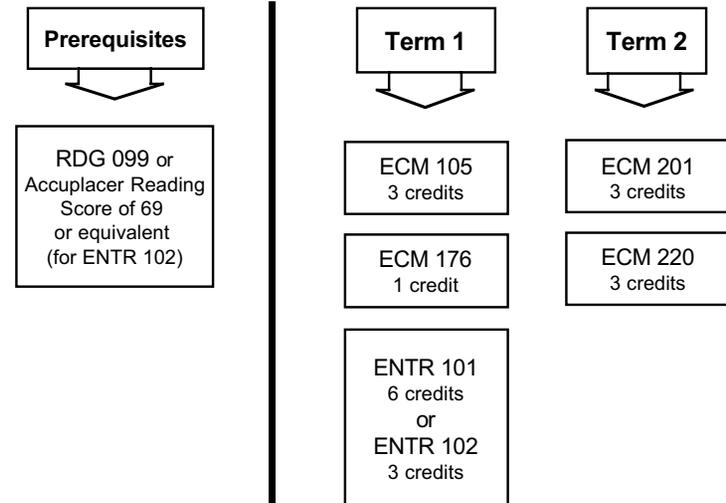
Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 13–16 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a verification of completion may be made within the department upon completion of the course cluster.

Description

E-Commerce Fundamentals is a series of courses for students who want to understand online businesses and create a professional website. All of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate.

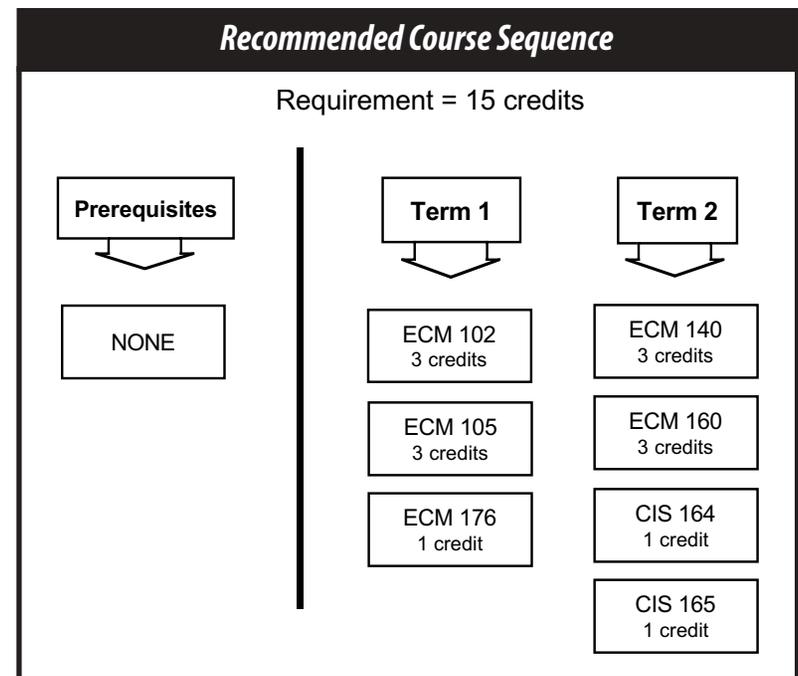
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

E-Commerce for the Hospitality Industry is a series of courses for students who want to use the Web to promote or support a hospitality or tourism business with an online presence. A certificate and associate of applied science degree are available to students who wish to further expand their online business skills and knowledge.

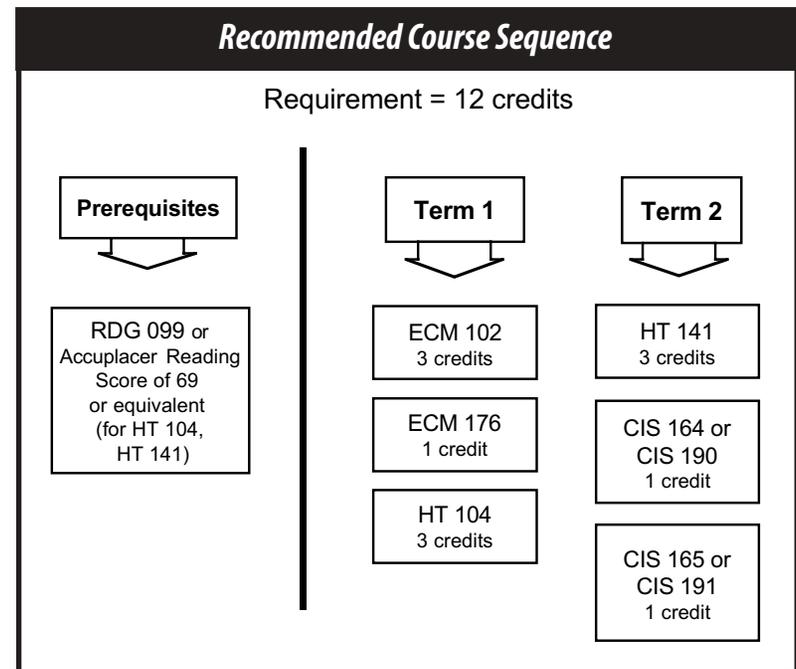
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

E-Commerce for Real Estate is a series of courses for real estate professionals or real estate assistants who want to expand their business by using the Web for marketing and delivering services to clients. All of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate.

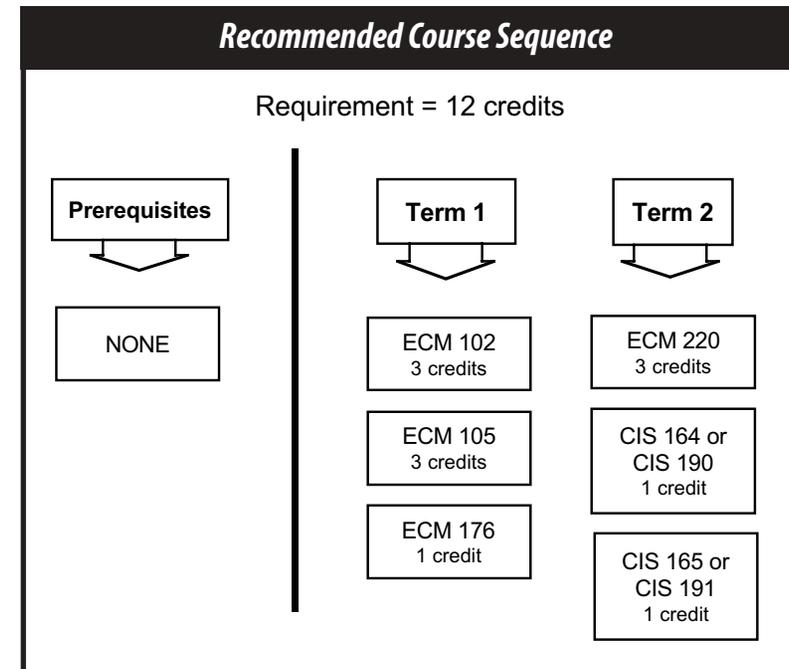
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

E-Commerce for Retail Business is a series of courses for individuals currently involved in a retail business and who want to expand the business to the Web or create an online retail site. All of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate.

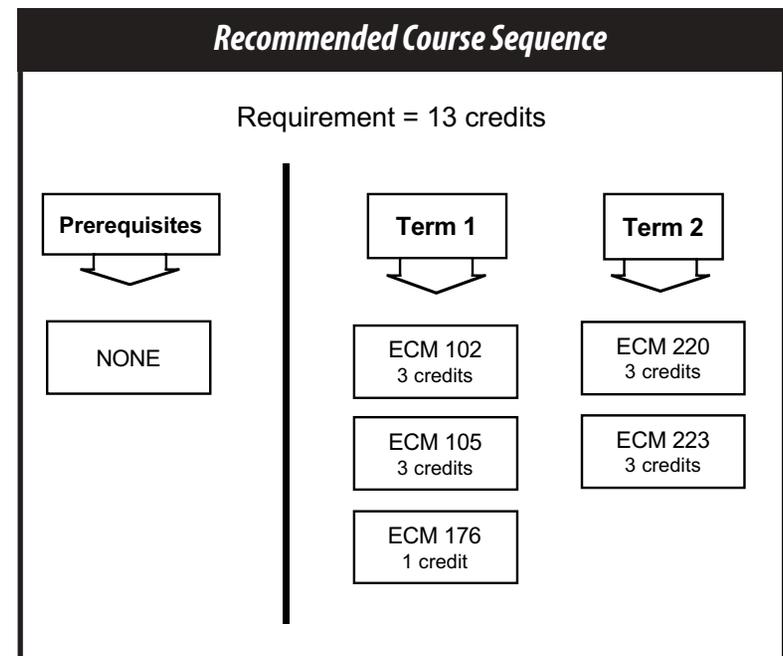
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

The Web Business Manager is a series of courses for individuals who need additional training in the management and operation of a web site or business. All of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate.

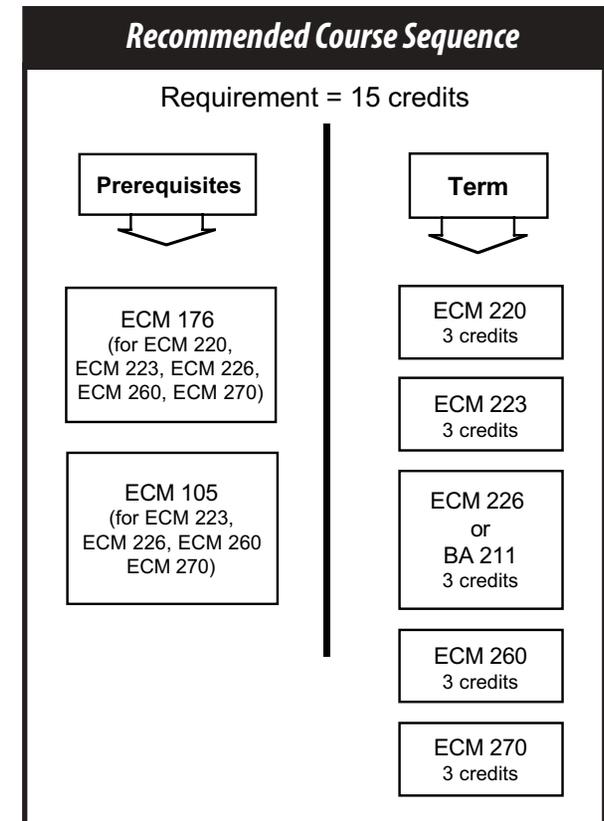
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Program Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



• *Associate of Applied Science Degree in Electronics Engineering Technology*

Program Description

The Electronics Engineering Technology program emphasizes the application of scientific and engineering methods along with related technical skills to support engineering activity in research, development, production, maintenance and operation.

This program represents a rigorous, engineering-type course of study. Lectures, laboratory work and homework provide the basis for the skills necessary for employment in a broad occupational area at levels between the electronics technician and the electrical engineer.

The Electronics Engineering Technology associate degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

Career and Advancement Opportunities

The EET program has 100% graduate job placement. This is placement as an entry-level electronic technician or engineering assistant. EET is typically with companies whose primary activity is manufacturing and production, and research and development. EET course credits will transfer to New Mexico State University or other schools offering baccalaureate degrees in engineering technology.

Special Requirements

Students applying for this program should be seriously interested in the study of electronics with emphasis on mathematics and science and should have high standards of excellence.

Contact Information

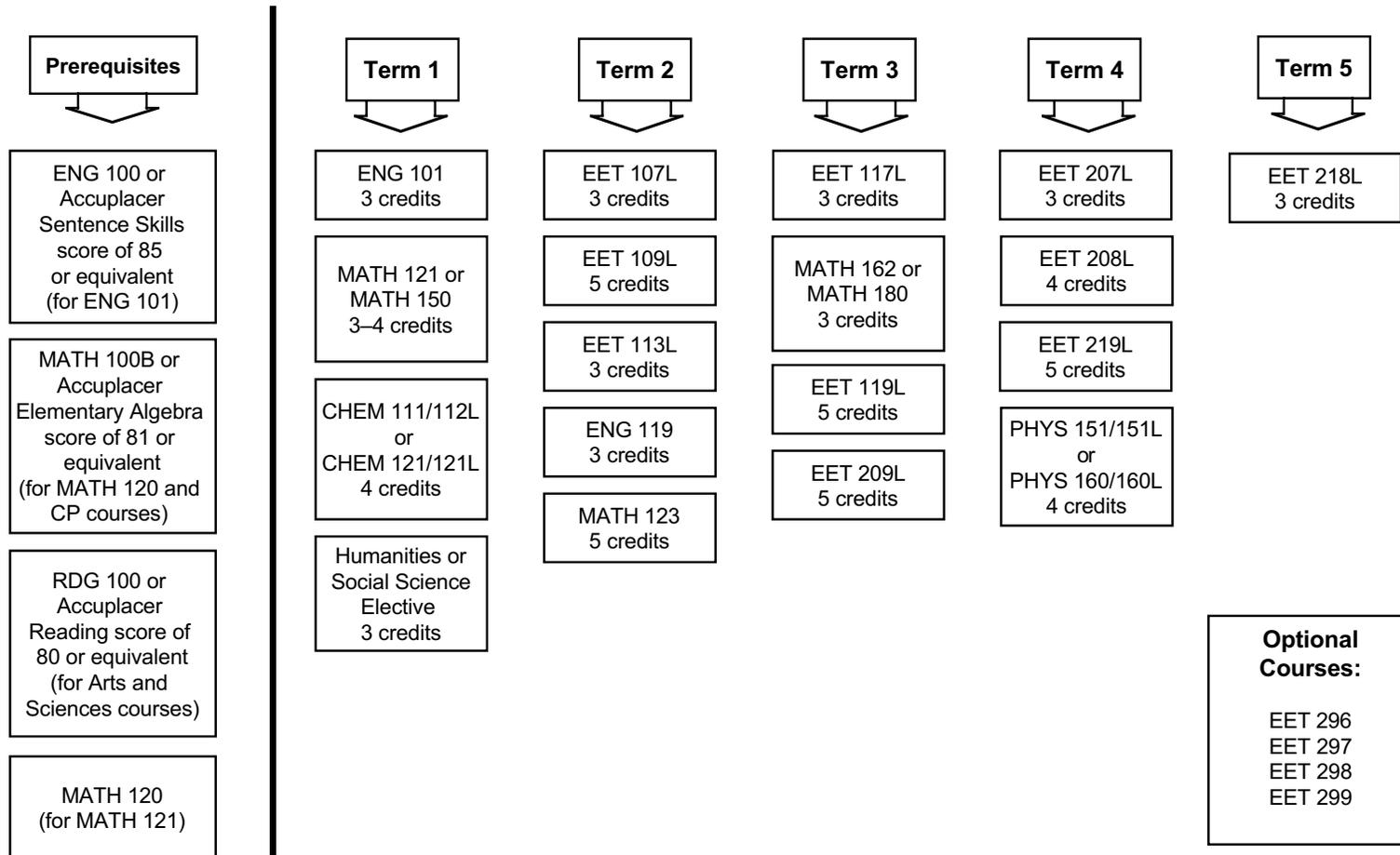
Additional program information is available from the program chair at (505) 224-5919 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ELECTRONICS ENGINEERING TECHNOLOGY DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 66–68 credits



- *Certificate in Electronics Technology*
- *Associate of Applied Science Degree in Electronics Technology (Concentration in General or Process Control)*

Program Description

The Electronics Technology program provides students with a broad base of skills in analog and digital electronics with electromechanical and computer applications. The **General Concentration** complements the core curriculum with an understanding of a student-selected area or emphasis. Courses such as Consumer Electronics provide students troubleshooting techniques for digital video and audio equipment and upgrading and repairing PC's. After the successful completion of the upgrading and repairing PC's classes, students will have the skills to obtain an A+ certification, which is an industry-recognized credential. The **Process Control Concentration** complements the core curriculum with an in-depth study of maintenance and troubleshooting of electromechanical systems, sensor and feedback theories, industrial robotics, and computer integrated manufacturing.

Laboratory exercises require students to apply their general education courses through written reports, computer generated documents, and mathematical calculations. Hands-on experiences are provided throughout the entire program.

Career and Advancement Opportunities

Electronics Technology is one of the most rapidly growing and changing technical fields in America today. Whether in Process Control, or the General Concentration, the student will be a trained technician that can expect favorable job opportunities, promotion potential and rapid advancement in many electronics industries. Graduates will be eligible for entry-level technical positions in a wide range of scientific disciplines utilizing digital, and semiconductor devices and even laser and fiber optic technology depending on the concentration electives chosen to specialize in.

Special Requirements

None.

Contact Information

Program information is available from the program chair at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



For prerequisites and a recommended course sequence, turn the page...

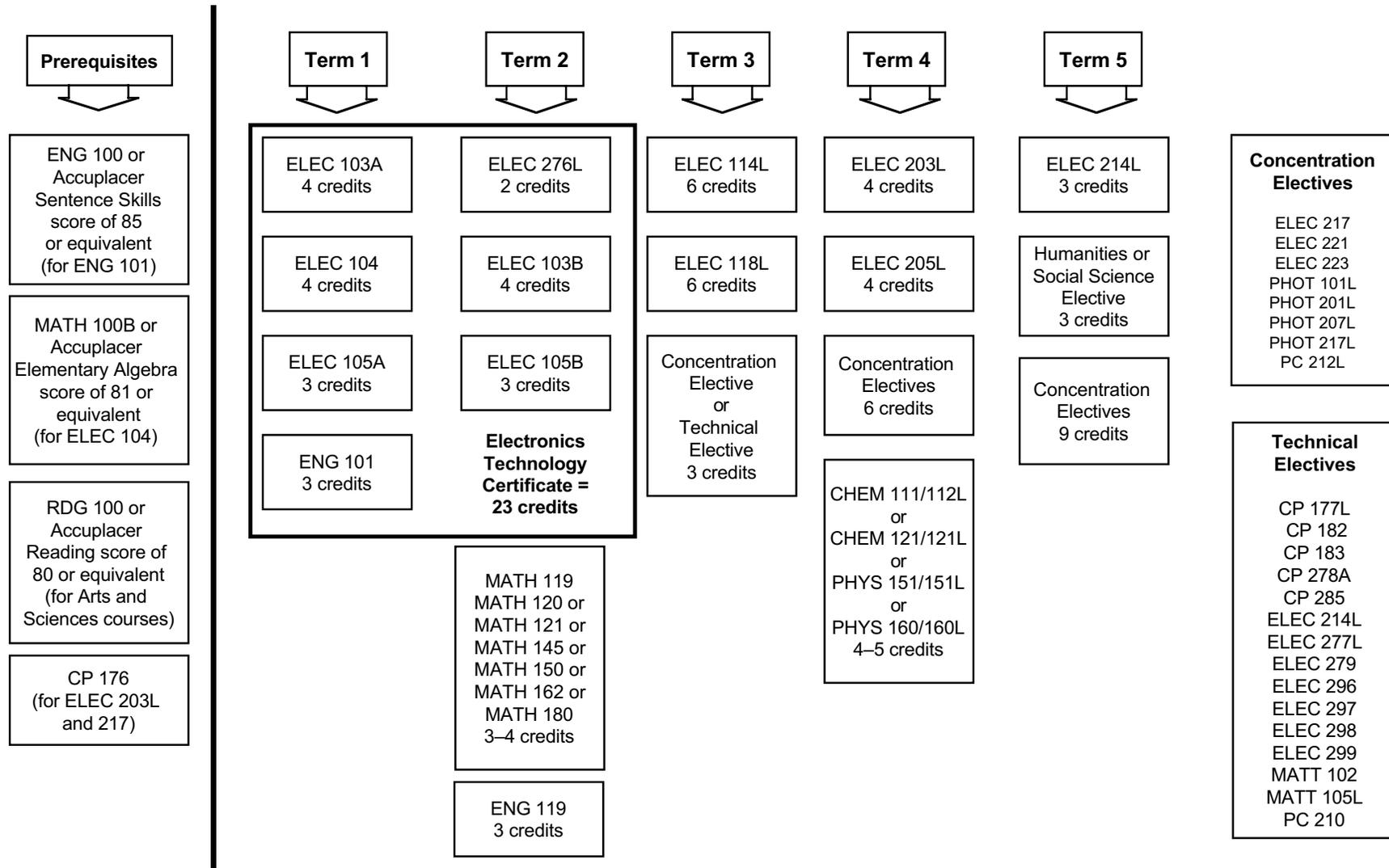
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ELECTRONICS TECHNOLOGY (General Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 23 credits

Degree requirements = 74–76 credits

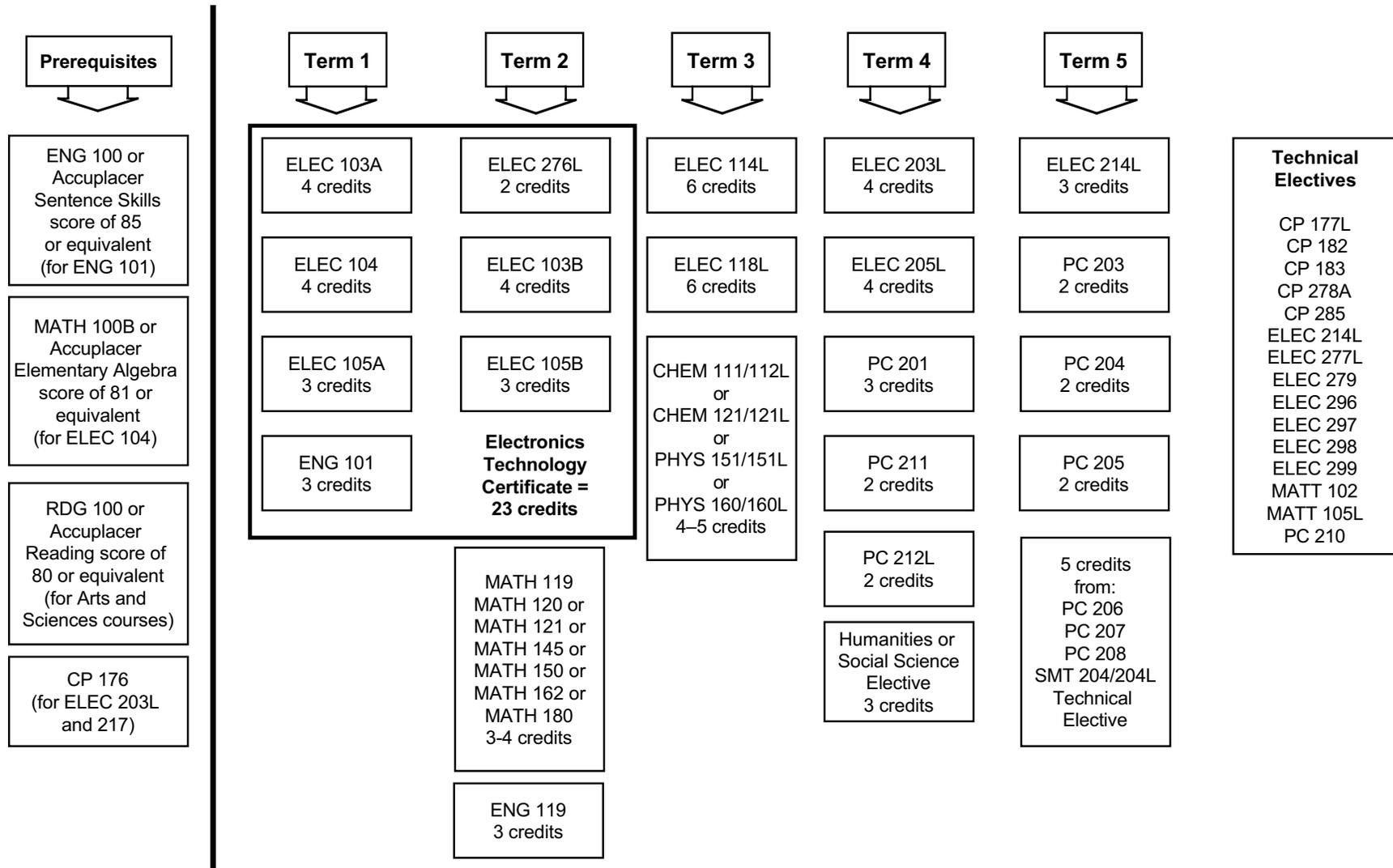


ELECTRONICS TECHNOLOGY (Process Control Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 23 credits

Degree requirements = 74–76 credits



• **Associate of Arts Degree in Elementary Education** (concentrations in Bilingual, Language Arts and Special Education)

Program Description

The Elementary Education Associate Degree Program facilitates the learning of theory and skills required for working with children in the public school system in grades: Kindergarten through Eighth (K–8). The two-year program includes classroom instruction and practical experience within the Albuquerque Public School System (APS). The program leads to an Associate of Arts degree with one of three specialty concentrations:

- Bilingual
- Language Arts (Literacy)
- Special Education

Career and Advancement Opportunities

Graduates from the program may transfer to the University of New Mexico Teacher Preparation Program and other four-year institutions that grant bachelor degrees in Elementary Education. The associate of arts degree enables graduates to serve as substitute teachers within the Albuquerque Public School System (APS). Substitute positions require a high school diploma or GED and 60+ college credit hours.

Special Requirements

New Mexico state law requires a police background check on all persons seeking employment with the public school system.

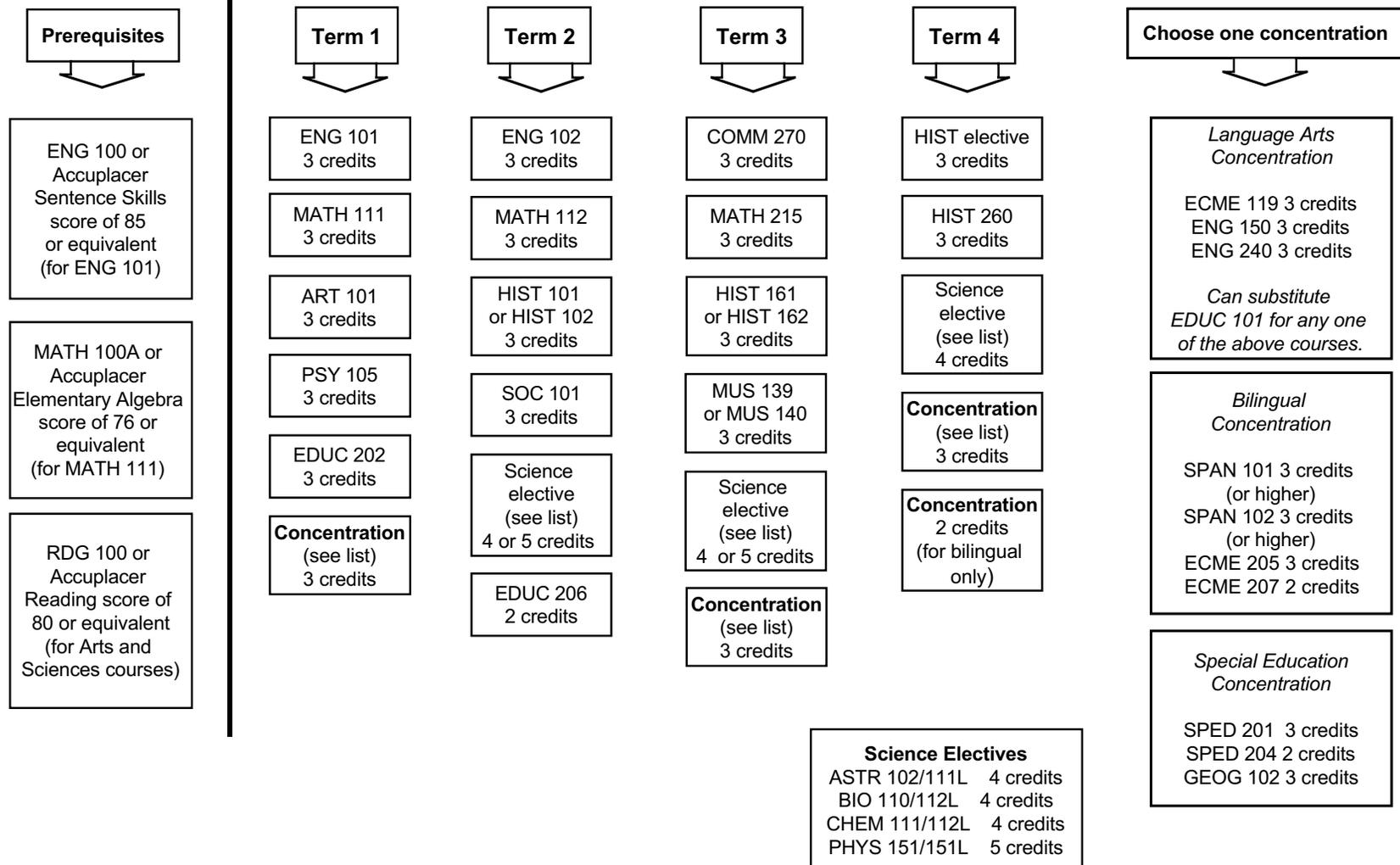
Contact Information

Holly DeWees, Director of Elementary Education, TVI Main Campus, Jeannette Stromberg Hall, Room 309N, (505) 224-4112 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ELEMENTARY EDUCATION DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 67–70 credits



The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

The EMT-B (Emergency Medical Technician-Basic) course is the introductory course in EMS. The basic course is designed to train emergency personnel to respond to life threatening injuries or illnesses. The EMT-I (Emergency Medical Technician-Intermediate) builds upon the basic course and expands treatment and assessment skills. The learning environment consists of classroom (theory) and practical (lab) sessions.

The licensing agencies are the Injury Prevention and EMS Bureau, Department of Health and Human Services or The National Registry of Emergency Medical Technicians. Academic certification is awarded by the EMS Academy, UNM School of Medicine for both courses.

Career and Advancement Opportunities

There is constant demand for EMT basic and intermediate technicians. However, the job market is very competitive.

Typical job opportunities are: Fire fighter, ambulance attendant, ER technician, and combat medic. Places of employment include: fire departments, ambulance services, military medical units, and emergency departments.

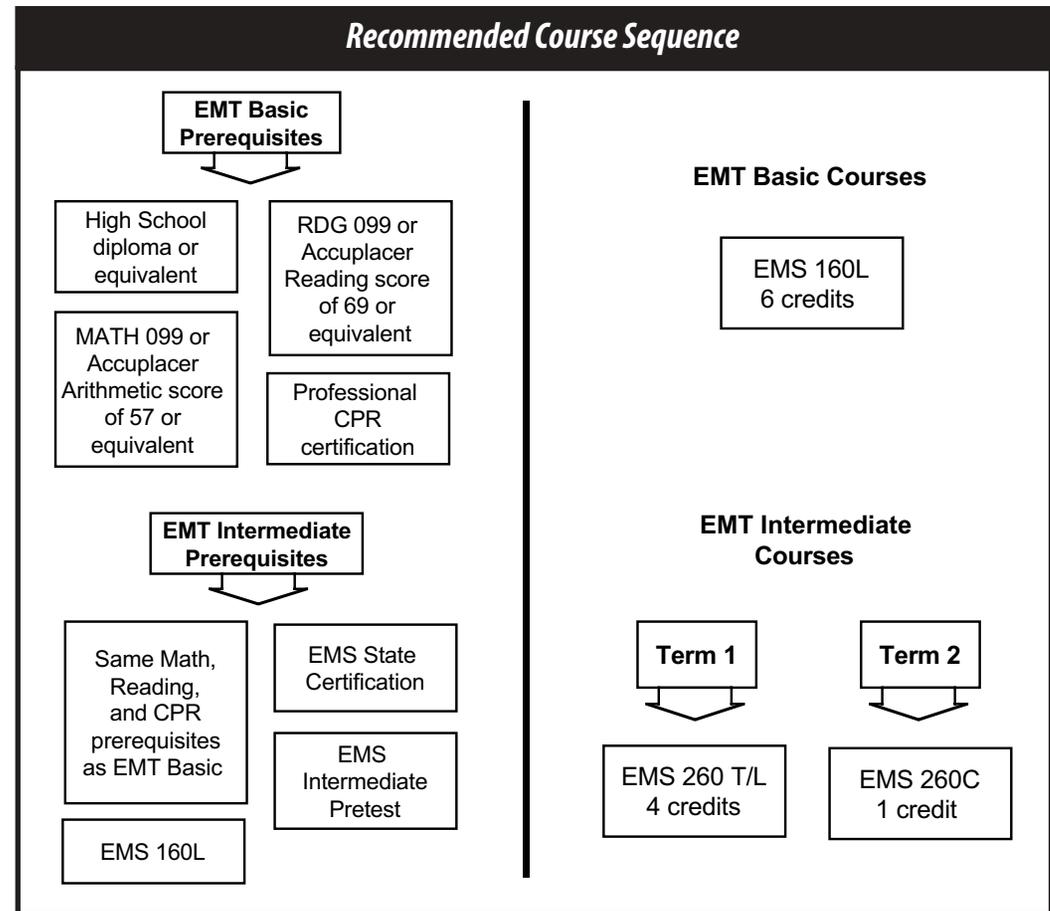
Special Requirements

Students must have a current professional level BCS CPR card for both the EMT-B and EMT-I courses. Intermediate students must have

either a state or national EMT-B license prior to starting the intermediate course. A high school diploma or equivalent is required for EMT licensing. Participants pay a program fee of \$28 for EMS 160L which covers the cost of EMS Academy certification and the EMS 260 T/L participants pay a \$50 program fee.

Contact Information

Call the Health Occupations department at (505) 224-4133 or leave a message at (505) 224-4200, ext. 6821, for Cy Stockhoff, chair of the courses, cstockhoff@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



ENGINEERING DESIGN TECHNOLOGY *(previously Design Drafting Engineering Technology)* Technologies

• *Associate of Applied Science Degree in Engineering Design Technology*

Program Description

Engineering designers translate technical ideas, sketches, and specifications into workable models and plans. The program integrates the concepts of mathematics and science into technical courses. The use of computer-assisted design drafting (CADD) is emphasized and applied throughout the program.

This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

Career and Advancement Opportunities

Excellent employment opportunities in the fields of Mechanical or Engineering Design, CAD Technology, and Computer-Aided Engineering are available for graduates. EDT graduates can transfer the earned credits to New Mexico State University, Arizona State University, Purdue University, Pittsburgh State University, and other four-year Engineering Schools offering Baccalaureate Degrees in Engineering Technology, with ABET Credentials.

Special Requirements

Students must purchase their own drafting tools and a full-function scientific calculator. It is strongly recommended that all beginning students meet with the program chair to plan an individual course of study.

Contact Information

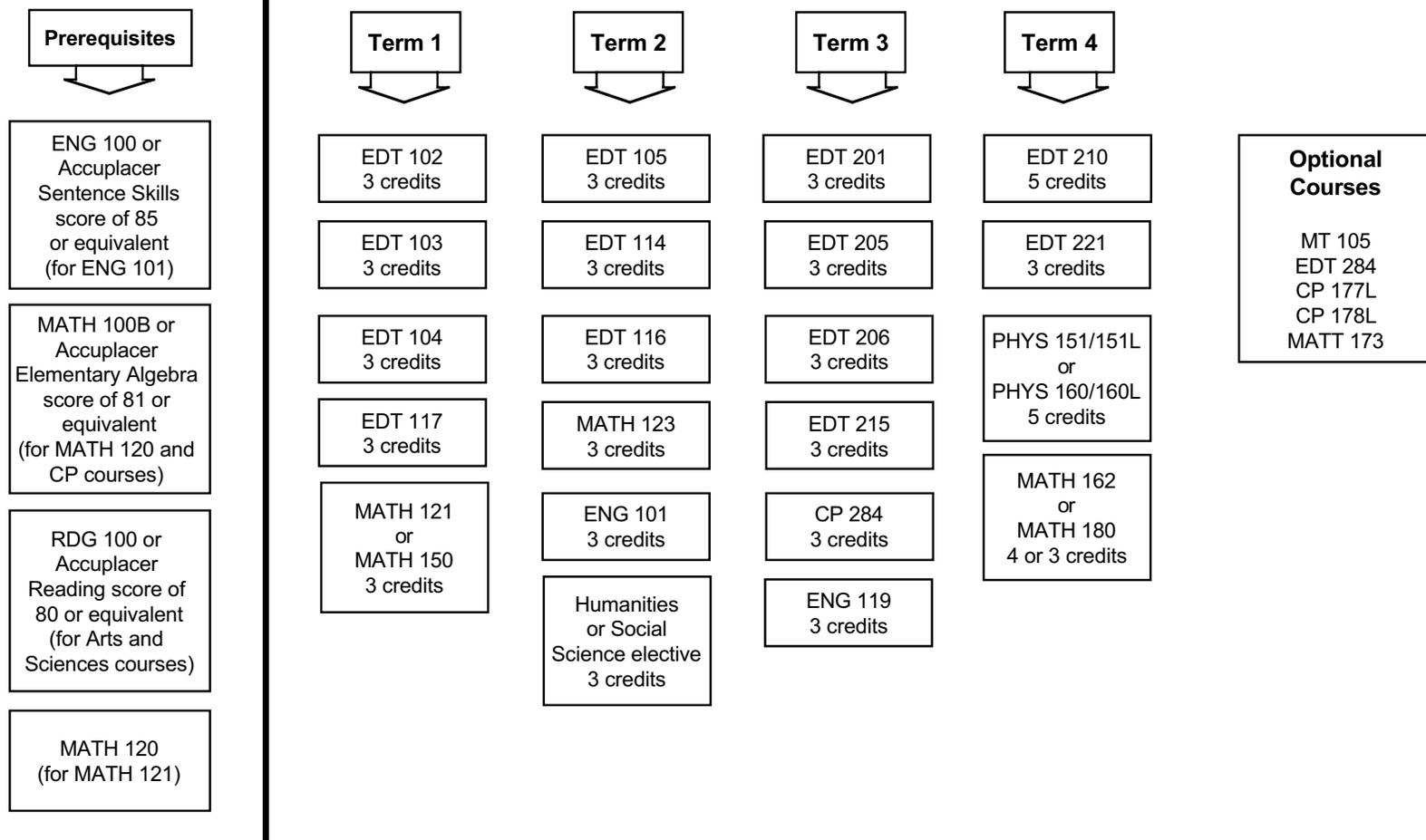
Program information is available from the program chair or Associate Dean, at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus). Students may also visit TVI Technology's department website under www.tvi.cc

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ENGINEERING DESIGN TECHNOLOGY DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 67 credits



• *Certificate in Entrepreneurship*

Program Description

This program applies entrepreneurial principles to establishing, organizing, and managing a business. Students develop a complete business plan, which includes an executive summary, vision and mission statement, company overview, product strategy, market analysis and market plan, and financial plan.

Career and Advancement Opportunities

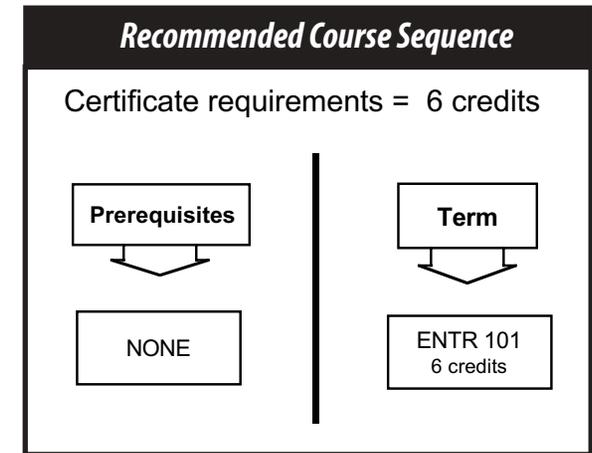
Entrepreneurship is for persons who plan to open a small business and for persons who own and/or manage a business and desire further specialized training in areas of business ownership.

Special Requirements

None.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



• *Associate of Applied Science Degree in Environmental Safety and Health*

Program Description

Students will study the diverse fields of environmental sciences, safety and health, addressing such areas as biological and hazardous waste, air and water quality, domestic and industrial waste, workplace safety, energy management and recycling. Classes include classroom and laboratory study.

Degrees and Certificates Offered

An associate of applied science degree is offered. Students who complete specific courses may receive the following training certifications:

- 40-Hour Hazardous Waste Operations Training Certification
- 10-Hour OSHA General Industry Training Certification
- 30-Hour OSHA General Industry Training Certification
- 8-Hour Confined Space Entry Training Certification
- 8-Hour Red Cross Workplace First Aid/ CPR Training Certification

Career and Advancement Opportunities

Students are prepared for entry-level jobs in the environmental protection field and in industry as environmental health and safety technicians. Coursework also provides skills for upgrade/advancement for individuals currently employed with industry. Department of Labor projections indicate job opportunities for technicians will continue to grow.

Special Requirements

Students are required to purchase textbooks.

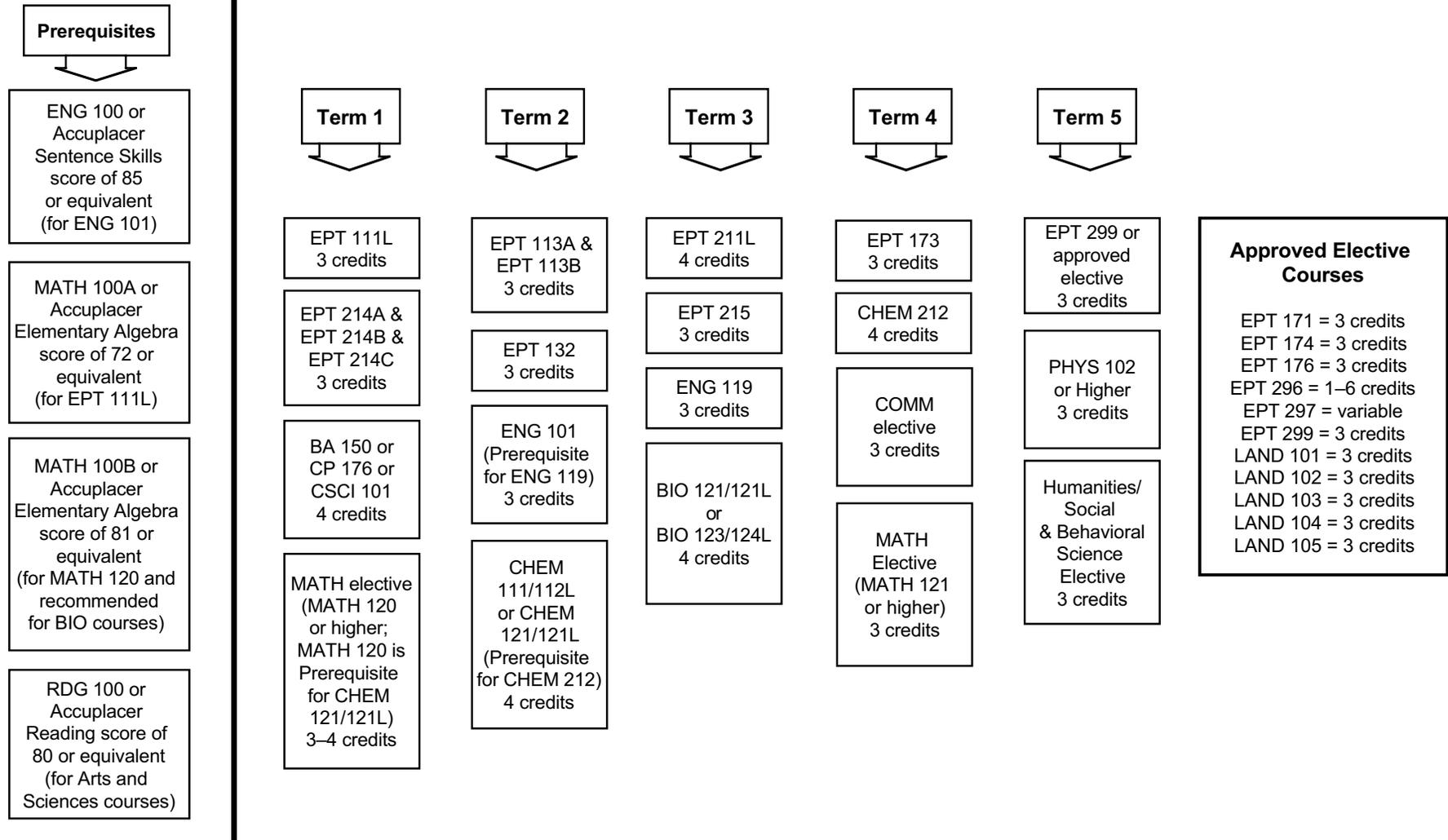
Contact Information

Program information is available from the program chair at (505) 224-3760, the director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

ENVIRONMENTAL SAFETY AND HEALTH DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 62–63 credits



• *Associate of Applied Science Degree in Fire Science*

Program Description

Students will study fundamentals of fire fighting, fire protection and emergency response. Classes include classroom study and field trips.

Career and Advancement Opportunities

For 2001–01, graduates from this program had a 83 percent placement rate. Students will be qualified for a variety of fire science and emergency response positions in the fields of fire protection services, industrial fire protection, hazardous materials, insurance services, fire protection services, and fire prevention. Department of Labor projections show jobs in fire fighting should remain steady as replacements are always needed.

Special Requirements

Students are required to purchase textbooks.

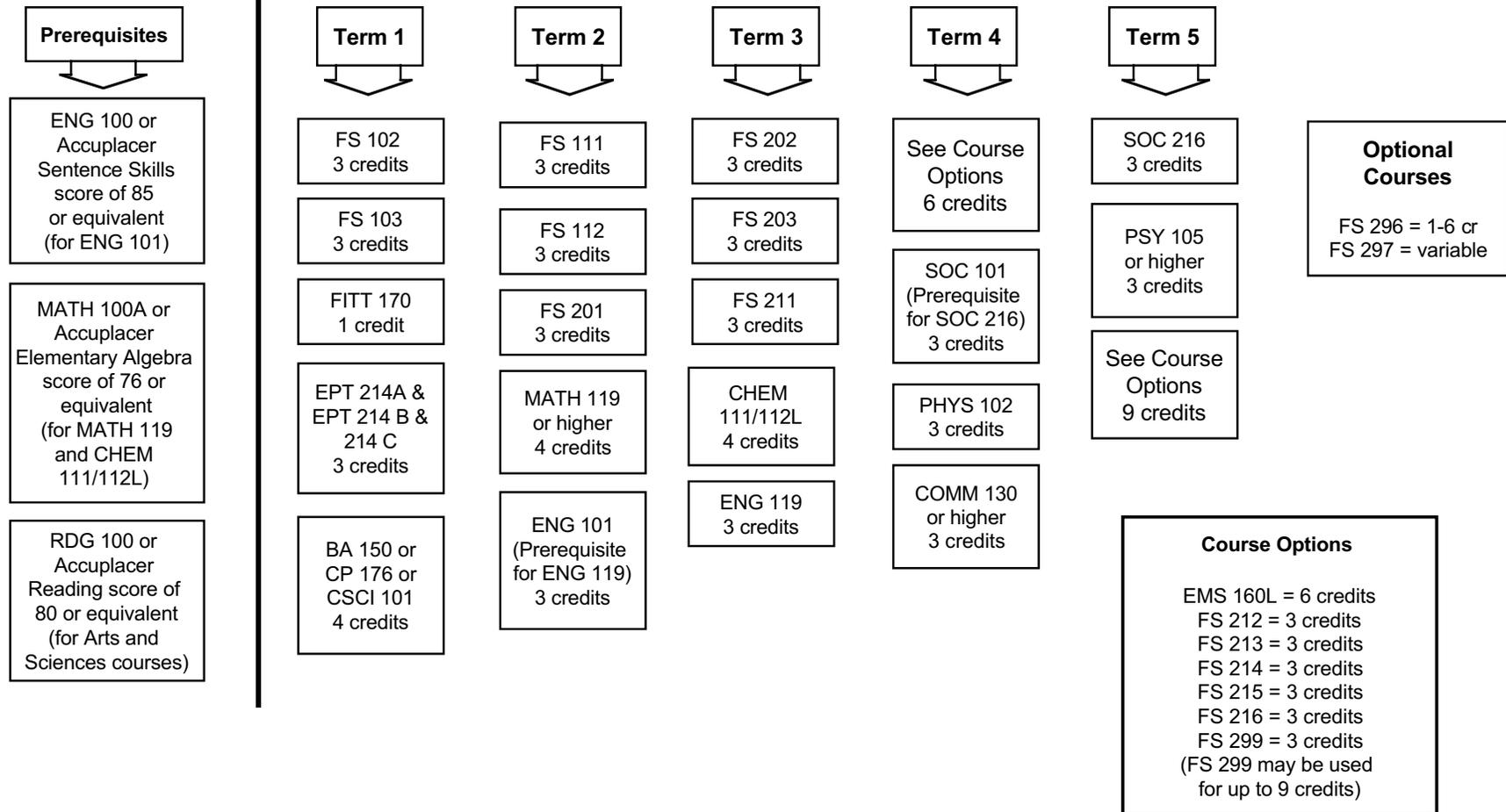
Contact Information

Program information is available from the program chair at (505) 224-3760, the director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

FIRE SCIENCE DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 76 credits



• *Certificate in Fitness Technician*

Program Description

Students will study exercise physiology, kinesiology, nutrition, fitness assessment, exercise prescription and the business aspects of personal fitness training. This program prepares individuals for the American College of Sports Medicine's Health/Fitness Instructor certification and the National Strength and Conditioning Association's Certified Personal Trainer certification. Courses include classroom and lab time.

Career and Advancement Opportunities

One hundred percent of the 2000–01 graduating class obtained jobs. The majority of jobs available are as personal fitness trainers in various health and fitness clubs. Graduates have also been employed in hospitals, physical therapy clinics, and senior centers.

Special Requirements

This program is a highly intense, difficult program requiring hard work and excellent study habits as well as a number of prerequisite courses.

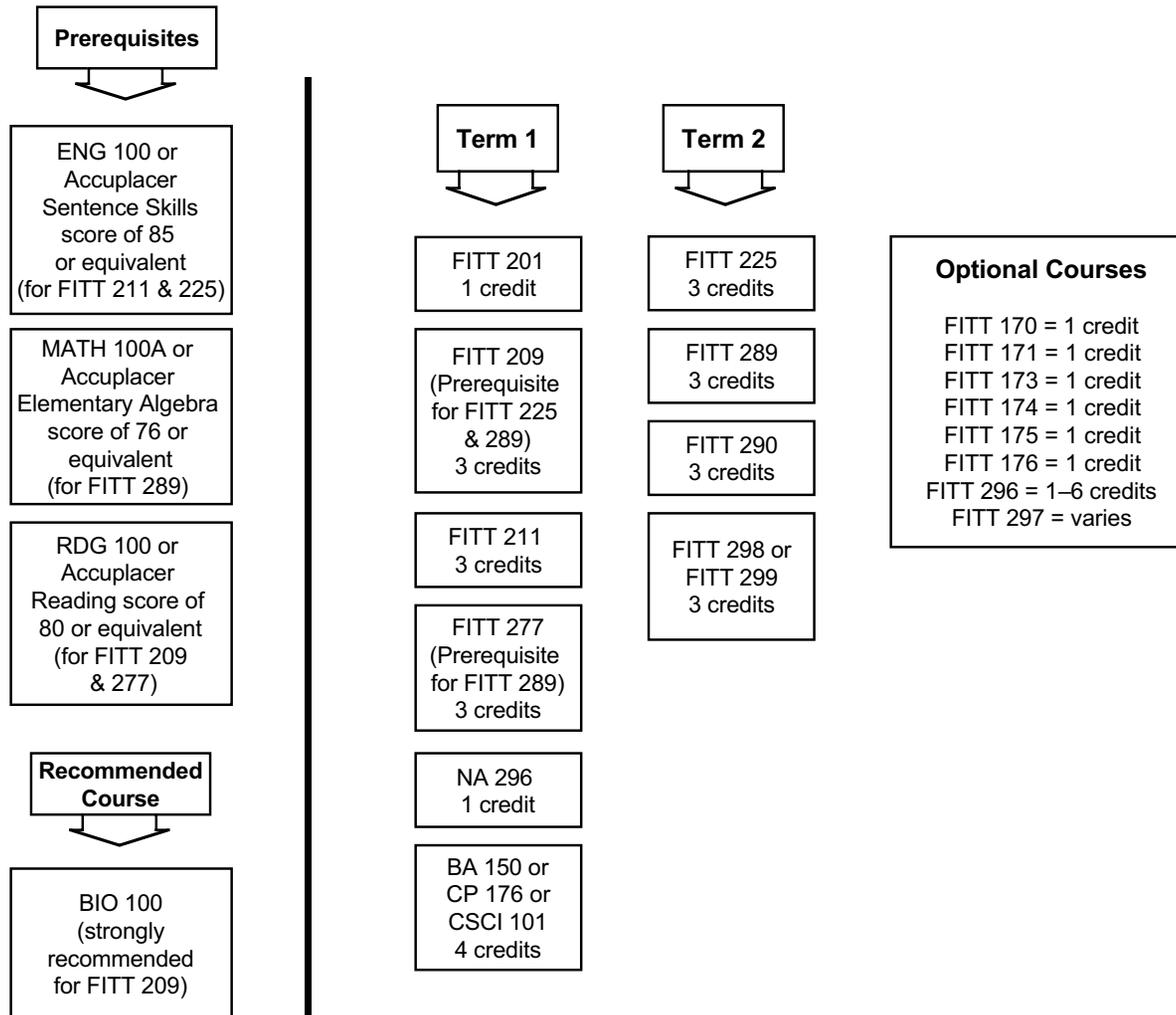
Contact Information

Program information is available from the program chair at (505) 224-3777, the program director at (505) 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

FITNESS TECHNICIAN CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirements = 27 credits



• *Certificate in Food Service Management*

Program Description

The Food Service Management (FSMG) certificate program is available to persons interested in the hospitality/food service field who want the skills necessary to become entry-level supervisors or who want to enhance their current knowledge, skills and abilities as managers.

Food safety, sanitation procedures, purchasing and controls are stressed. Classroom instruction includes theory in human resources, beverages and business practices. Cooperative education or internship is required with the supervision of the instructor.

Students may sit for course examinations prepared by the Educational Institute of the American Hotel and Lodging Association (EI-AH&LA). Upon successful completion, students will be awarded Course Completion Certification from EI-AH&LA.

Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits.

Career and Advancement Opportunities

One hundred percent of the 2000–01 Food Service Management graduates obtained jobs. Jobs are available in restaurants, hotels, resorts, casinos, assisted living properties and other areas. Types of positions range from entry level to supervisory/managerial positions, including service managers and kitchen managers.

Special Requirements

Students are required to purchase new textbooks for program courses with EI-AH&LA exams.

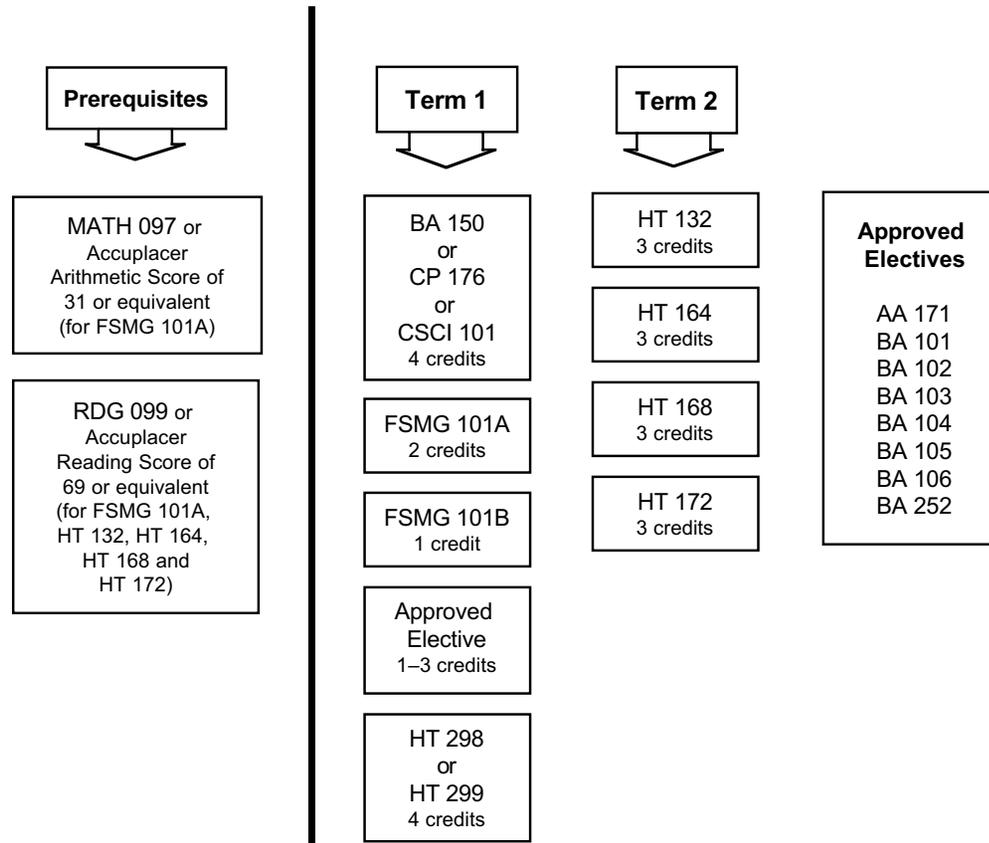
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

FOOD SERVICE MANAGEMENT CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 24–26 credits



- *Certificate in Geographic Information Technology*
- *Associate of Applied Science Degree in Geographic Information Technology*

Program Description

Students will study the aspects of Geographic Information Systems that relate to the skills required to work as technicians. Theoretical concepts couple effectively into the lab exercises, where examples of realistic situations are conceived, designed, analyzed and evaluated for their applicability and effectiveness. Both the certificate and associate degree options are offered as stand alone choices for the student. Additionally, completion of the introductory certificate courses neatly becomes the foundation for the more rigorous associate degree curriculum.

Career and Advancement Opportunities

Numerous private industry and government agencies have indicated that they are looking for both 1-year certificate trainees, in the short term, and 2-year associate degree employees, in the long term. Graduates are prepared for entry-level jobs as geographic information systems technicians that utilize a variety of hardware and software applications prevalent in industries such as civil engineering, landscape architecture, information technology, market research, health industry needs analysis, business development and analysis, disaster preparation, migration pattern interpretation, federal land management, cartography, mapping and surveying.

Special Requirements

A keyboarding skill of 25 words per minute is recommended for entry into the program.

Contact Information

Program information is available from the department at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

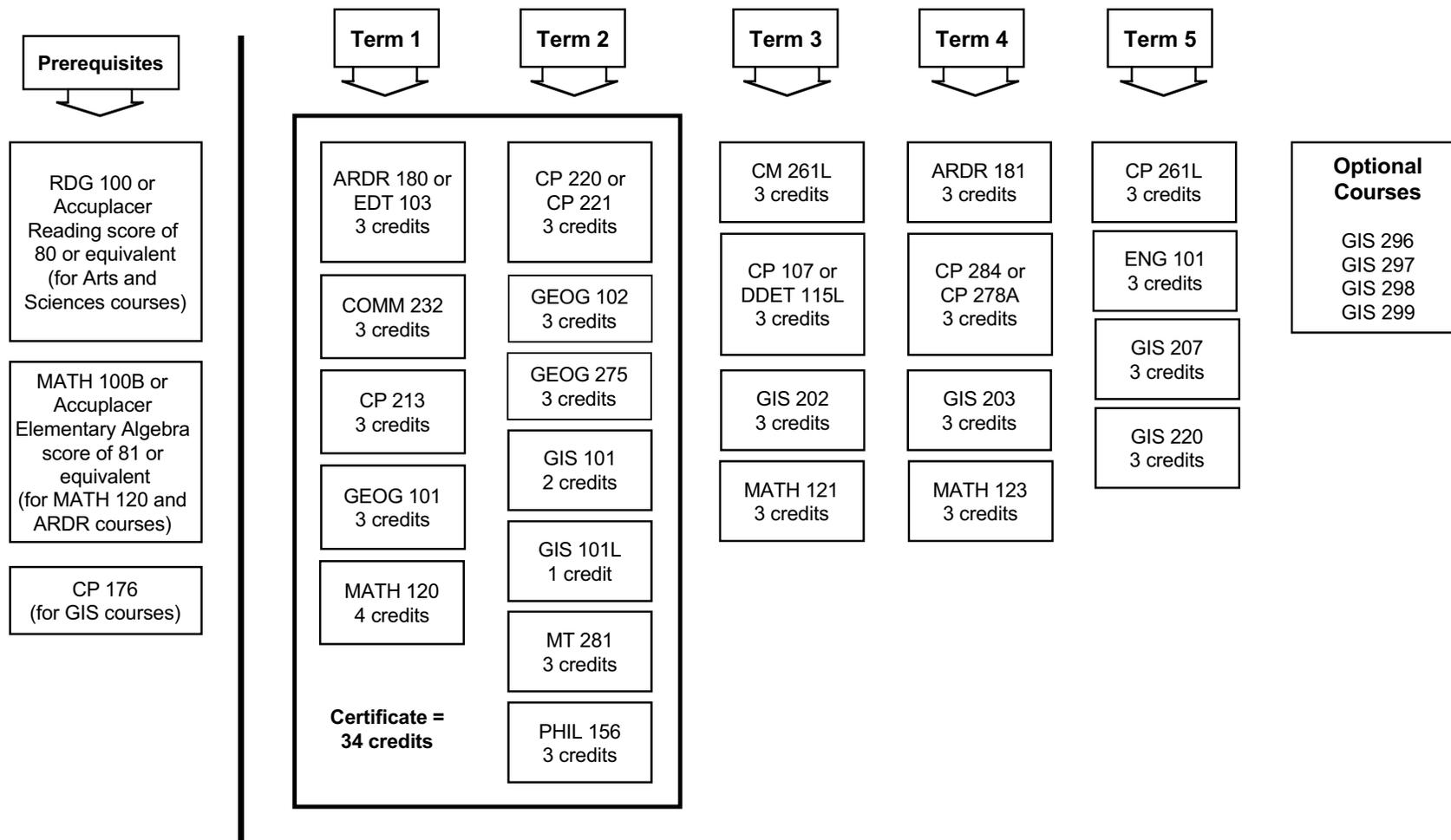
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

GEOGRAPHIC INFORMATION TECHNOLOGY DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 34 credits

Degree requirements = 67–70 credits



• Associate of Applied Science Degree in Health Information Technology

Program Description

The Health Information Technology (HIT) associate of applied science degree program provides students the opportunity to gain the knowledge and technical skills necessary for managing health information within the healthcare delivery system. Students will study physiology and anatomy; medical terminology; diseases; pharmacology and laboratory procedures; the scope of the health information management system; the origin, use, content, and format of health records and release of information; IDC-9-CM and CPT coding; healthcare reimbursement; and the legal/ethical aspects; data analysis, quality, and supervision in health information.

At the appropriate time, the Business Occupations Department will apply for accreditation from the Commission on Accreditation of Allied Health Education Programs in collaboration with the Council on Education of the American Health Information Management Association. Accreditation allows HIT graduates to sit for the national accreditation exam and in passing the examination, achieve the Registered Health Information Technician (RHIT) title.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

The health information field has opportunities in hospital medical records/health information departments, clinics, physician offices, long-term care facilities, ambulatory care facilities, managed care organizations, insurance agencies, state health departments, the federal government, entrepreneurship and private industry. According to the American Health Information Management Association, a graduate with the associate of applied science degree and the RHIT credential can expect to make between \$20,000 and \$30,000 per year (*see* <http://www.ahima.org/careers/growth01.html>).

Special Requirements

Admission to the program is on a first-qualify, first-serve basis. While applicants must declare Health Information Technology (HIT) as their major, final approval to declare HIT as a major is granted by the HIT program director. Taking courses that apply to or are part of the HIT curriculum does not constitute nor guarantee acceptance to the program. Students are encouraged to enroll in general education/science courses prior to admission to the program. Two unpaid clinical experiences must be completed in the final year of the program. A grade of “C” or better must be achieved in every HIT course, BIO 136/139L and CR132.

The specific requirements that must be met before entering the HIT program include:

- Official transcripts must be on file in the TVI Records Office. High school diploma or GED score is required. College transcripts that are to be evaluated for transfer credit should be requested as soon as possible.
- Completion of program prerequisite courses.
- An information interview with the Health Information Technology program chair.

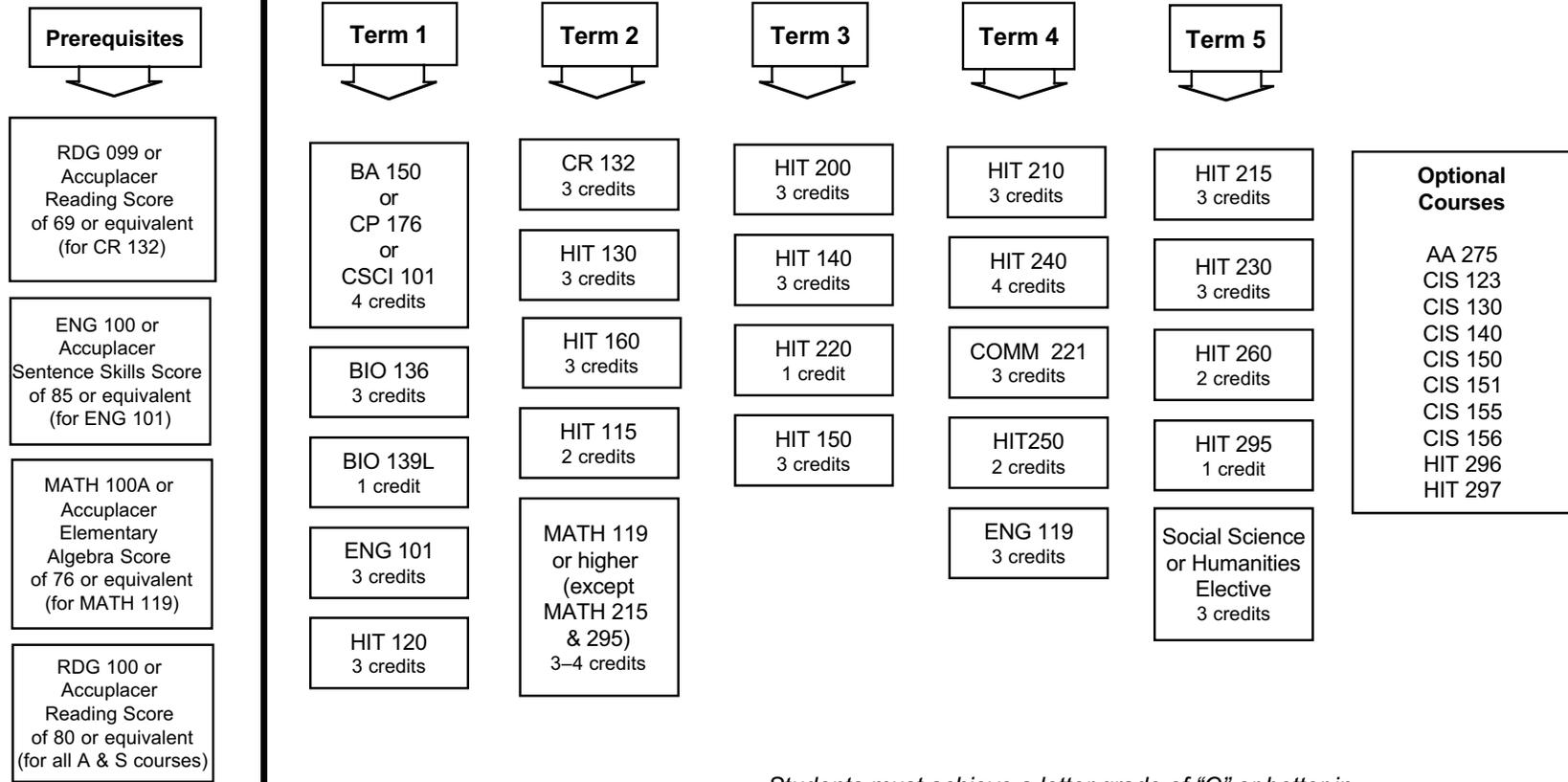
Contact Information

Information about this program is available from the program director, Karalea Fisher at (505) 224-3905, kfisher@tvi.cc, or from Business Occupations Department Associate Dean, Susie Cutler, at (505) 224-3820, scutler@tvi.cc, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

HEALTH INFORMATION TECHNOLOGY DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 65–66 credits



Students must achieve a letter grade of "C" or better in all HIT courses, BIO 136/139L, and CR 132.

HEALTH UNIT COORDINATOR

Health Occupations

• Certificate in Health Unit Coordinator

Program Description

The Health Unit Coordinator certificate program prepares persons to perform secretarial and management skills in the hospital, long term care facilities or out-patient clinics. Transcribing doctors' written orders, typing, ordering supplies, answering the telephone, working with computers and communicating with patients, visitors and staff are typical activities.

The 13-week program has eight weeks of classroom theory and four weeks of clinical practice in local hospitals.

Career and Advancement Opportunities

Job placement after graduation is 100% in various locations such as hospitals and physicians offices.

Special Requirements

There is a \$37 program fee that covers the cost of a uniform top, hospital parking permits, nametag and health tests. Neutral-colored slacks or skirts are required for clinical but are not covered by the fee. Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits.

Contact Information

Information available from the Health Occupations Department at (505) 224-4111 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Course Sequence Chart

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirement = 12 credits

Prerequisites

High School diploma
or equivalent

RDG 099 or
Accuplacer Reading
score of 69 or
equivalent

ENG 099 or
Accuplacer Sentence
Skills score of 69 or
equivalent

MATH 099 or
Accuplacer Arithmetic
score of 57 or
equivalent

Term

HUC 101L
8 credits

HUC 131C
4 credits

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

• *Certificate in Healthcare Technician*

Program Description

Students will study basic nursing technician skills, health unit coordinating and communication skills in classroom, lab (six week) and clinical (six week) sessions.

Career and Advancement Opportunities

One hundred percent of the 1999-2000 graduating class in the Healthcare Technician Program obtained jobs. Jobs are mainly available in hospitals.

Special Requirements

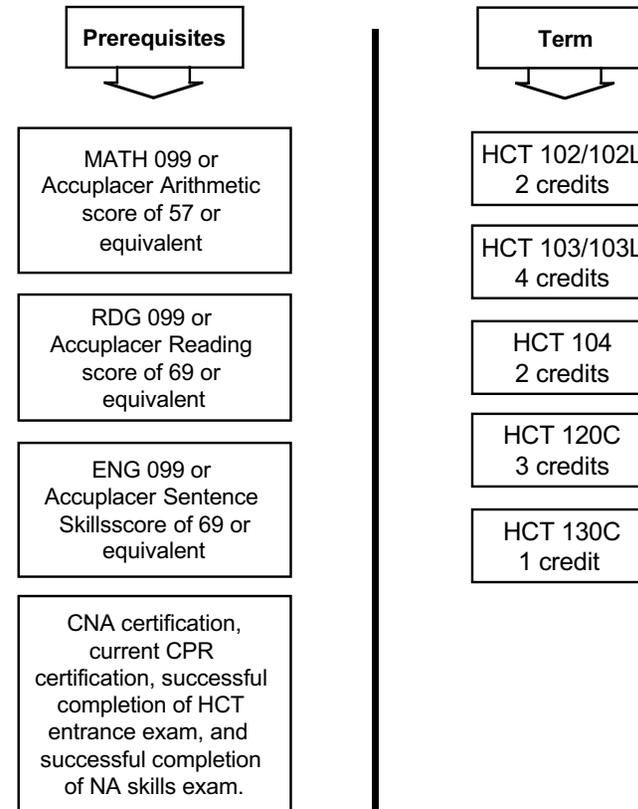
A \$55 program fee covers the cost of the lab coat, bandage scissors, nametag, health test, hospital parking permits, and preventive lab tests in case of needle stick exposure. The student must provide a stethoscope and transfer belt, uniform slacks, shirt and shoes. There is a \$10 supply fee. In order to enroll in this program a student must have graduated from the TVI Nursing Assistant program within the last two years and have a CNA certificate OR 1) have a CNA certificate, 2) meet Accuplacer requirements, 3) successfully complete a written Healthcare Technician entrance exam, and 4) successfully complete a Nursing Assistant skills exam. All students will be required to have CPR certification, a physical exam, PPD and current immunizations.

Contact Information

Program information is available from the program advisor, Ann Sims, at (505) 224-4121 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Course Sequence Chart

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirement = 12 credits



For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

- **Certificate in Hospitality and Tourism** (concentrations in Gaming Operations and Casino Management, Hospitality Operations and Hotel Management or Golf Course Supervision and Operations)
- **Associate of Applied Science Degree in Hospitality and Tourism** (concentrations in Gaming Operations and Casino Management, Hospitality Operations and Hotel Management or Golf Course Supervision and Operations)

Program Description

The Hospitality and Tourism program combines general business knowledge with practical hospitality and tourism skills necessary for a variety of employment opportunities. The goal is to prepare each student for the continually changing hospitality and tourism industry. The graduates of this program will be prepared to work effectively within businesses whose primary operations center around hospitality and tourism. The graduates are in a position to provide employers with specialized knowledge and skills related to hospitality and tourism and to engage immediately in the day-to-day activities of a hospitality and tourism business.

The program provides a foundation in supervision, human resources, marketing, food and beverage, accounting, basic computer skills, and general tourism knowledge. Cooperative education or internship is required with the supervision of the instructor.

Students may sit for course examinations prepared by the Educational Institute of the American Hotel and Lodging Association (EI-AH&LA). Upon successful completion, students will be awarded a Course Completion Certification from EI-AH&LA.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Jobs are available in restaurants, hotels, resorts, casinos, golf course properties and other areas. Types of positions range from entry level to supervisory and managerial positions, including hotel operations, casino operations and golf course operations.

Special Requirements

Students are required to purchase new textbooks for program courses with EI-AH&LA exams. The Hospitality and Tourism program requires several courses needed for an EI-AH&LA's Certificate of Specialization. These curriculum options are developed by industry leaders and link students with the global hospitality industry. This is an additional credentialing process. For those students interested in receiving the AH&LA Educational Institute certificates, see the program chair.

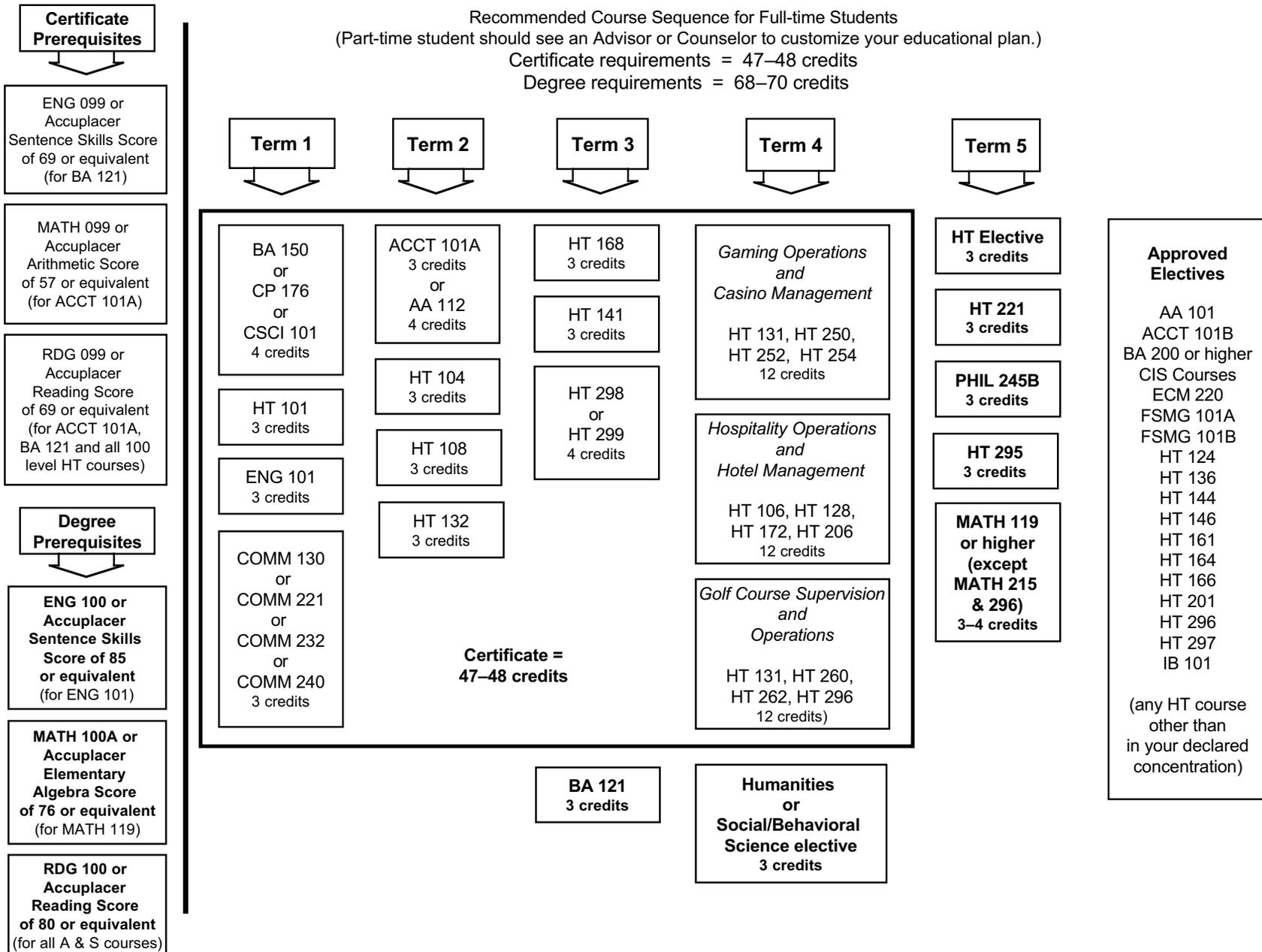
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

HOSPITALITY AND TOURISM DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time student should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirements = 47–48 credits
 Degree requirements = 68–70 credits



- *Certificate in International Business*
- *Verifications of Completion in International Business Fundamentals, International E-Commerce, International Entrepreneurship, International Finance, International Hospitality and Tourism and International Retail Business*

Program Description

The International Business (IB) certificate program focuses on business in today's global environment. Fundamental concepts and procedures to assess global market opportunities, to analyze international finance opportunities and to understand the challenges of managing cultural differences are emphasized. The program provides a foundation in the analytical, interpersonal and technology skills necessary to be effective in today's multinational organizations, government agencies, or entrepreneurial small businesses.

During the next few years, the New Mexico Training for International Trade Institute will be implemented. The institute is intended to meet the needs for expanding the capacity of international business in New Mexico. TVI, with the Albuquerque Hispano Chamber of Commerce, the Mexican Consul, with contributions from the TVI International Business Advisory Committee will partner to form the institute. The institute is sponsored by a grant from the Business and International Education program of the U.S. Department of Education. For more information, call (505) 224-3893.

NOTE: A concentration in International Business is offered in Business Administration for those interested in an associate of applied science degree.

Career and Advancement Opportunities

The international business field has opportunities for employment as international account representatives, U.S. Customs Agents, commercial trade officers, trade finance officers, and general trade specialists in domestic, multinational, and government organizations. Entrepreneurial opportunities exist in export/import manufacturing, export/import wholesaling, and export/import retailing and service businesses.

Special Requirements

None.

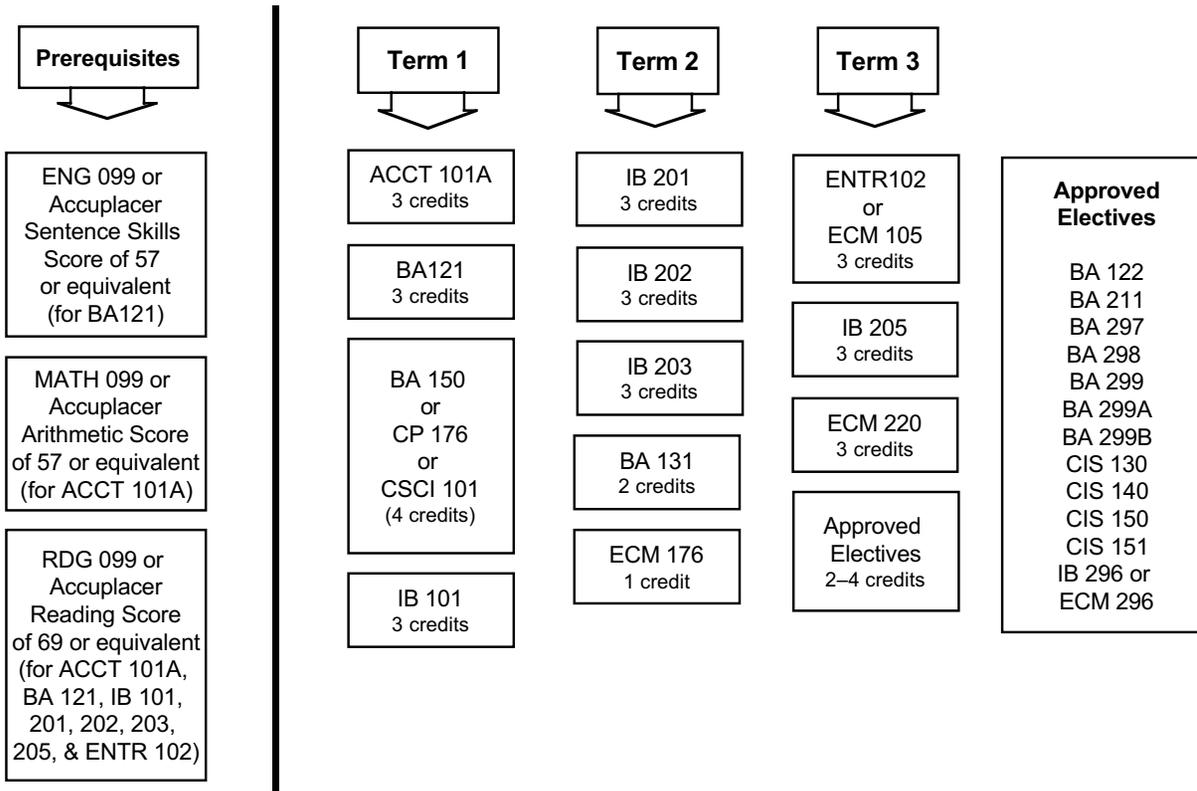
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

INTERNATIONAL BUSINESS CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 36–38 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International Business Fundamentals is a series of courses for individuals who would like to develop an understanding of international business and globalization, develop an understanding of marketing in international markets, manage cross-cultural differences, and gain an overview of the principles and considerations of international trade finance when exporting and/or importing products and services. A certificate in International Business is available to students who wish to further expand their international business knowledge.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 15 credits

Prerequisites



ACCT 101A
(for IB 203)

RDG 099 or
Accuplacer
Reading Score
of 69 or
equivalent
(for ENTR 102
IB 101, 201, 202
203, and 205)

Term



IB 101
3 credits

IB 201
3 credits

IB 202
3 credits

IB 203
3 credits

ENTR 102
or
IB 205
3 credits

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International E-Commerce is a series of courses for businesses that would like to use a website to expand their business into international markets. A certificate in International Business is available to students who wish to further expand their international business knowledge.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 13 credits

Prerequisites

RDG 099 or
Accuplacer
Reading Score
of 69 or equivalent
(for ENTR 102
IB 101, 201, 202)

Term

ECM 105
3 credits

ECM 176
1 credit

ECM 220
3 credits

ENTR 102
or
IB 101
3 credits

IB 201
or
IB 202
3 credits

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International Entrepreneurship is a series of courses for the student or business owner who would like start a business or expand an existing business to international markets. A certificate in International Business is available to students who wish to further expand their international business knowledge.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 16 credits

Prerequisites

ECM 176
(for ECM 105 & 201)

RDG 099 or
Accuplacer
Reading Score
of 69 or equivalent
(for ENTR 102)

Term

ENTR 101
6 credits

ENTR 102
3 credits

ECM 105
or
ECM 201
3 credits

BA 298
or
BA 299
4 credits

The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International Finance is a series of courses for the student or business owner who is interested in learning about basic financial statements, QuickBooks general ledger software for small business, and in obtaining an overview of international finance. A certificate in International Business is available to students who wish to further expand their international business knowledge.

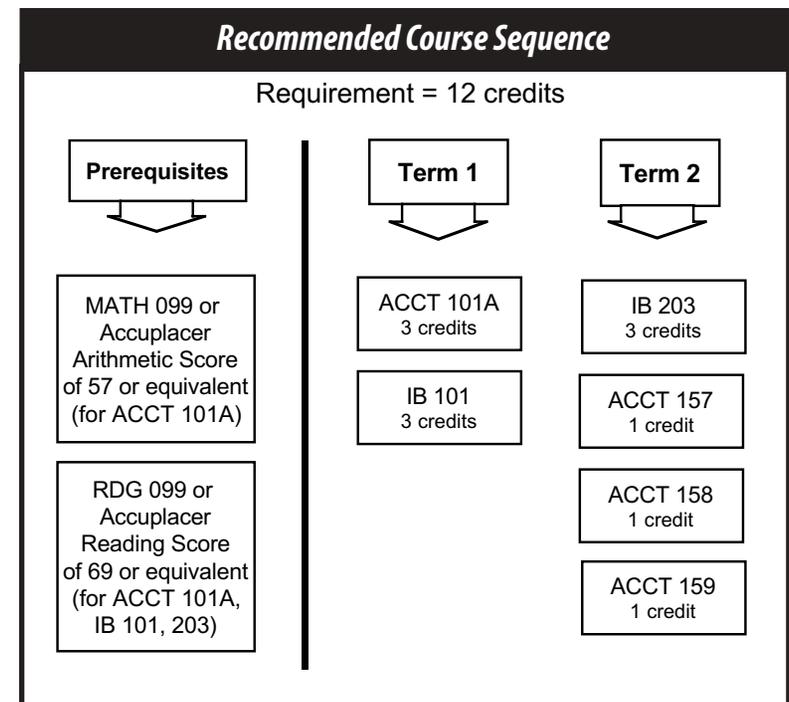
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International Hospitality and Tourism is a series of courses for the student who would like to understand how and why people travel and how hospitality services are marketed. An overview of globalization of the economy and management of cross-cultural differences when conducting business with people of different cultures is presented.

A certificate in International Business is available to students who wish to further expand their international business knowledge.

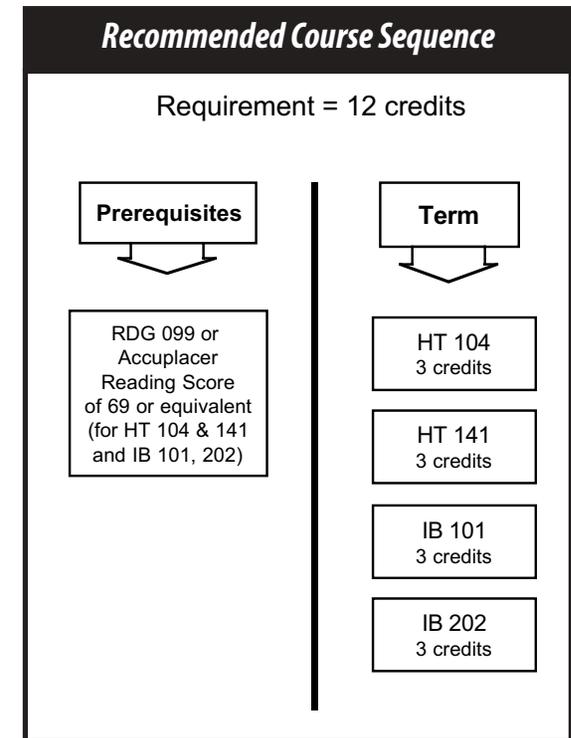
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

International Retail Business is a series of courses for the individual who is planning a career in retailing with an industry doing business in international markets. A certificate in International Business is available to students who wish to further expand their international business knowledge.

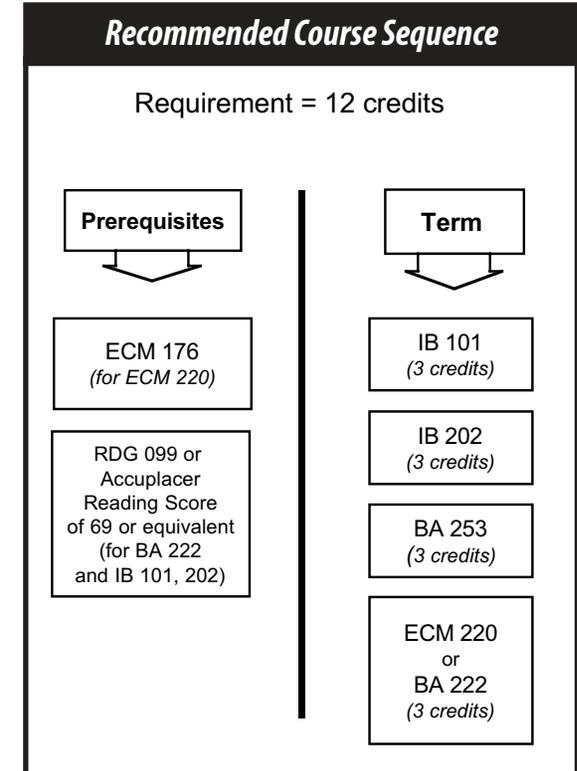
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Special Requirements

None

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



- *Certificate in Judicial Studies*
- *Verification of Completion in Judicial Studies Fundamentals*

Program Description

Students study the operations of New Mexico municipal, magistrate, metropolitan, district and appellate courts, as well as federal and tribal courts, ethics for court staff and other general coursework. The classes are taught in conjunction with the Judicial Education Center.

Career and Advancement Opportunities

Many students are currently employed by the court system. The Judicial Studies certificate has been recognized by the Administrative Office of the Courts as being equal to one year of experience for job hiring or advancement purposes. Types of jobs include court clerk, court administrator and other court related positions.

Special Requirements

None.

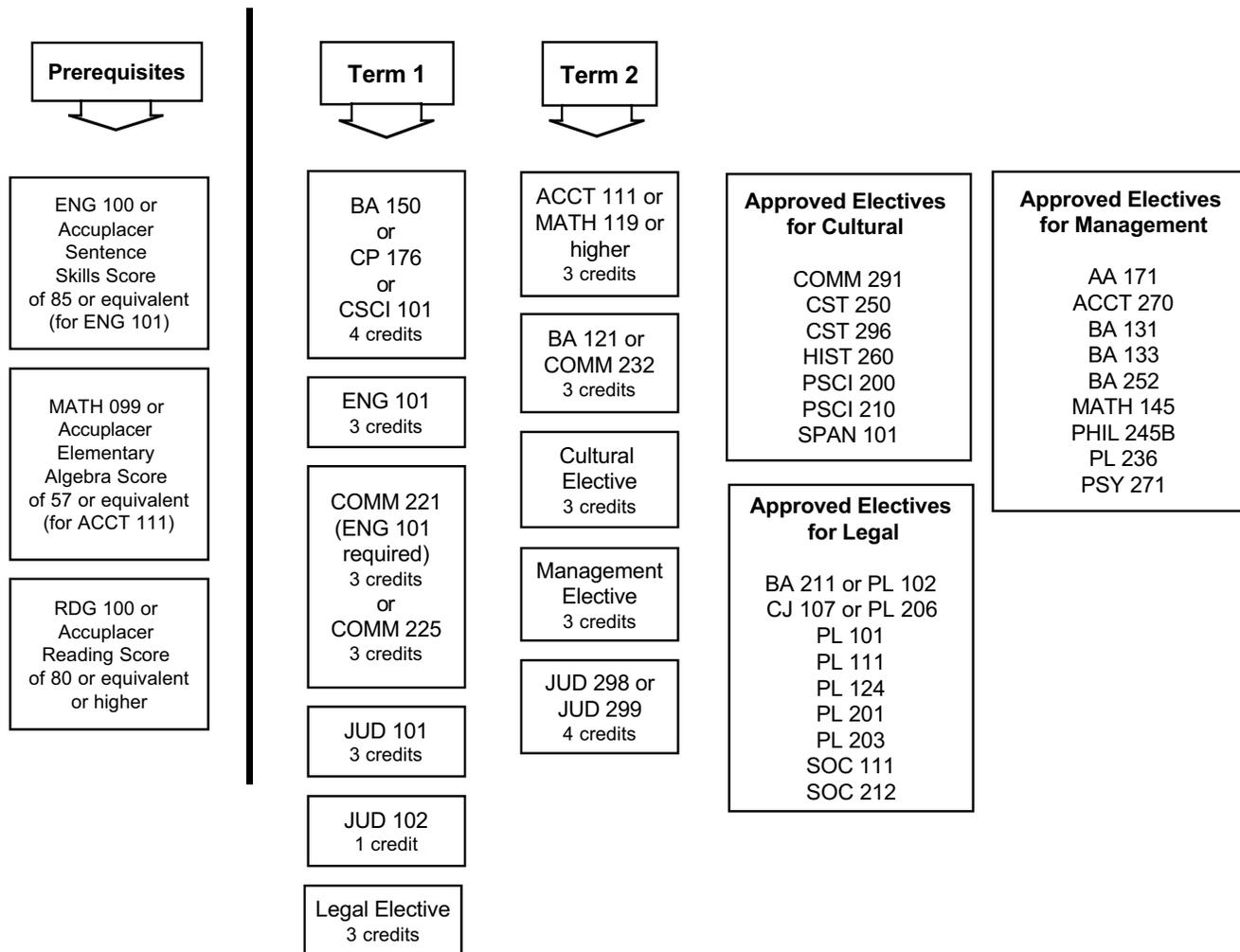
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

JUDICIAL STUDIES CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 33–34 credits



The Business Occupations Department offers a Verification of Completion upon completion of a cluster of courses (2 to 35 credit hours) that focuses on skills and competencies in a specific career area. These course clusters may be (1) part of a pathway to a business certificate or an associate of applied science degree or (2) a combination of courses that provide skills and competencies from several business certificates or associate of applied science degrees. Application for a Verification of Completion may be made within the department upon completion of the course cluster.

Description

Students will study the operations of New Mexico municipal, magistrate, metropolitan, district and appellate courts, as well as federal and tribal courts, ethics for court staff and other general coursework. The classes are taught in conjunction with the Judicial Education Center.

Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

Career and Advancement Opportunities

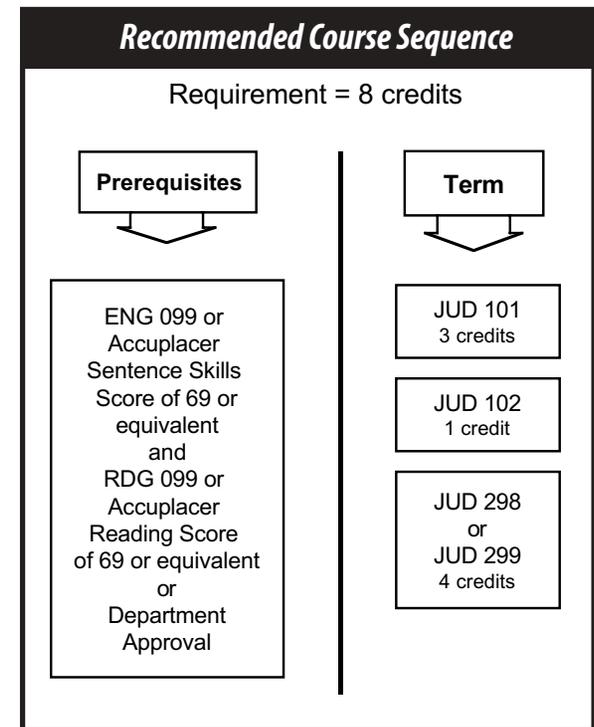
Many students are currently employed by the court system. This verification of completion will allow the employee to show competency in core subjects.

Special Requirements

None.

Contact Information

Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



• *Certificate in Landscaping*

Program Description

Students will study landscape and irrigation design, plant and soil science, pest management, and safety to prepare them for employment in the landscape construction and maintenance industry. Theory and lab classes are offered at the Main and South Valley campuses.

Career and Advancement Opportunities

Local job growth for skilled groundskeepers, landscape construction, and maintenance specialists will increase 7-10 percent yearly for the next three to five year due to expansion of existing businesses and their increasing need for skilled employees.

Special Requirements

Students are required to purchase textbooks and personal protection equipment.

Contact Information

Program information is available from the program chair at (505) 224-3793, the director at (505) 224-3716 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

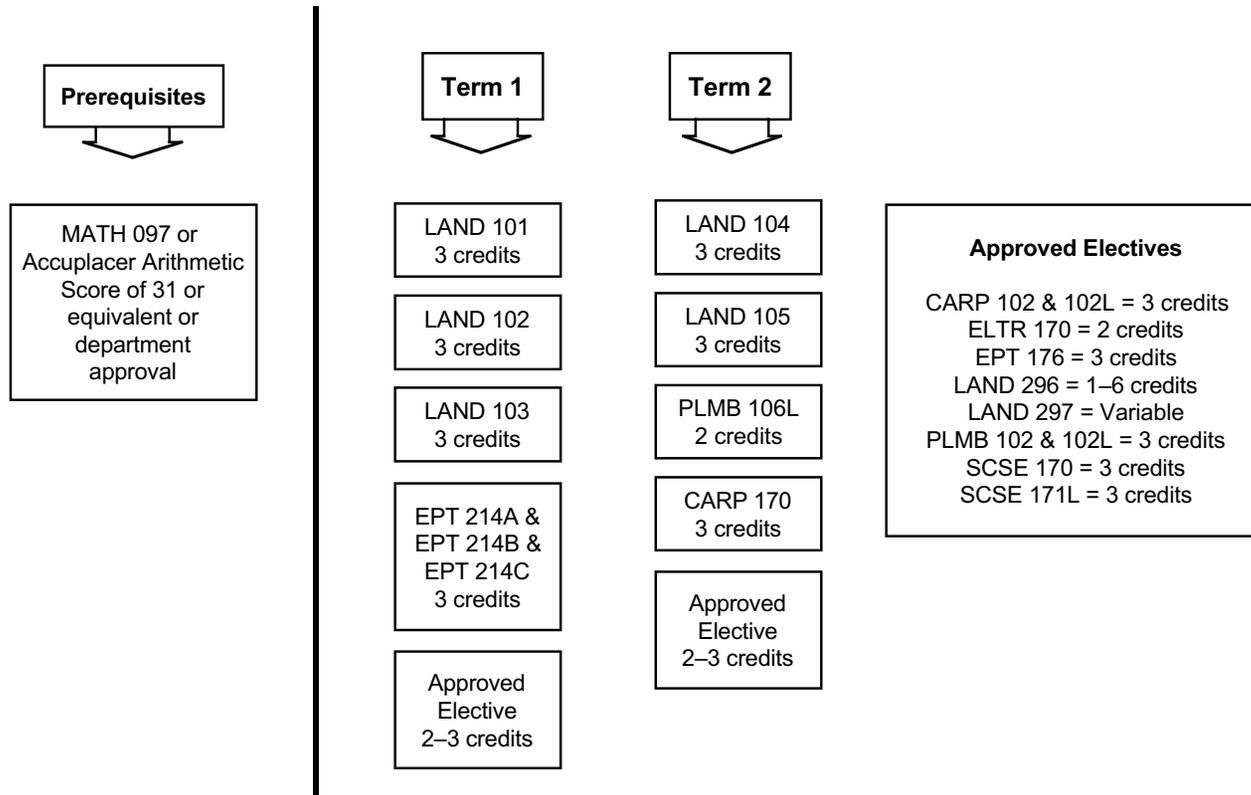


For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

LANDSCAPING CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirements = 27–29 credits



• *Associate of Arts Degree in Liberal Arts*

Program Description

The degree provides the general education curriculum of the first two years of baccalaureate study for transfer purposes or as an end in itself. Additionally, the liberal arts curriculum supports degree program requirements in other TVI instructional departments. The degree includes a general education curriculum of 35 credit hours accepted by New Mexico's colleges and universities as the general education core for degree completion. The General Honors program transfers to UNM's General Honors program.

Students will generally be in a classroom, although there are lab classes in areas such as Art studio and Biological and Physical Science courses. An AA in Liberal Arts is designed to accommodate diverse educational interests.

Career and Advancement Opportunities

All Arts and Sciences coursework will transfer to other institutions of higher learning.

Special Requirements

Students must complete a certain number of credits hours in each discipline (see flow chart for specific requirements). Other specific requirements include English 102, one Communication course and a Math course above the 120 level. The General Honors program includes a core of two legacy courses and occasional honors topics courses. To qualify for the honors program, students must have completed nine hours in A&S, have a cumulative GPA of at least 3.2, and have earned at least a B in English 101. Interested students should see an advisor or counselor before registering for an honors course.

Contact Information

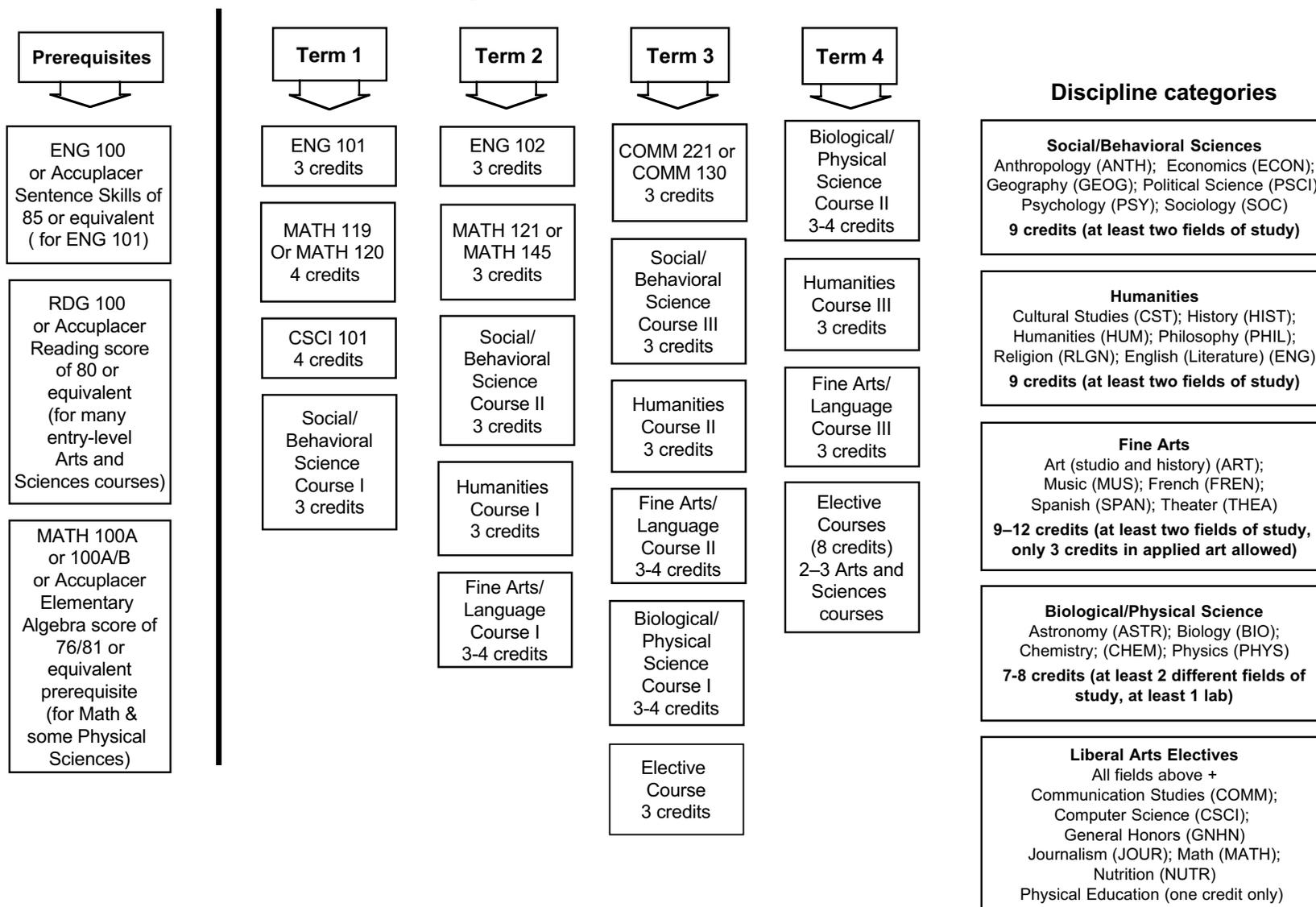
For further information about Arts and Sciences, contact (505) 224-3561 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

LIBERAL ARTS DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an advisor or counselor to customize your educational plan.)
 Degree requirements = 64–66 credits



LICENSED PRACTICAL NURSE REFRESHER (Verification of Completion)

The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

This distance learning/classroom course offers students updates in all major areas of nursing practice and includes 88 hours of clinical time. The course is approved by the New Mexico Board of Nursing.

Career and Advancement Opportunities

Graduates of this course have job opportunities in hospitals, nursing homes, outpatient clinics, and with home health and hospice providers.

Special Requirements

A valid active or inactive Practical Nurse license is required. A physical exam, PPD, current immunizations and current professional (BLS) CPR certification are required to start clinical practicum. A white uniform, shoes and a stethoscope are required for clinicals. A \$25 program fee covers the cost of supplies and preventative lab tests in case of needle-stick exposure. There are additional fees payable to the New Mexico State Board of Nursing for licensure endorsement and reinstatement if nursing license has expired. Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits.

Contact Information

For information, contact the chair of the program June Vermillion at (505) 224-4176 or junev@tvi.cc, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Recommended Course Sequence

Requirement = 9 credits

Prerequisites

Participants must have successfully Completed State Board Examinations (NCLEX) and have held a valid license to practice nursing.

Current CPR (BLS) professional Rescuer.

Special Courses

LPNR 155L
7 credits

LPNR 165C
2 credits

- *Certificate of Manufacturing Technology*
- *Associate of Applied Science Degree in Manufacturing Technology (Concentration in Advanced Manufacturing or Semiconductor Manufacturing)*

Program Description

The Manufacturing Technology program provides students with a broad base of skills in analog and digital electronics with concentrations in Semiconductor Manufacturing, and Advanced Manufacturing. Training is provided in the fundamental concepts of electronics and mechanical components. Circuits, which have application in the semiconductor, digital equipment manufacturing, measurement and control, are covered. Laboratory facilities containing modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic systems and for processing wafers are used in the Semiconductor concentration. Such systems include computers, electronic instruments, and wafer processing equipment and electromechanical equipment.

Career and Advancement Opportunities

Manufacturing Technology is a rapidly growing and changing technical field. Whether in Semiconductor Manufacturing or Advanced Manufacturing with Micro Devices, the student will be a trained technician that can expect favorable job opportunities. MT graduates are typically employed with companies whose primary activity is manufacturing and production, and research and development. Graduates will be eligible for entry-level technical positions in a wide range of scientific disciplines utilizing state of the art technology depending on the concentration electives chosen to specialize in.

Special Requirements

None.

Contact Information

Program information is available from the program director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

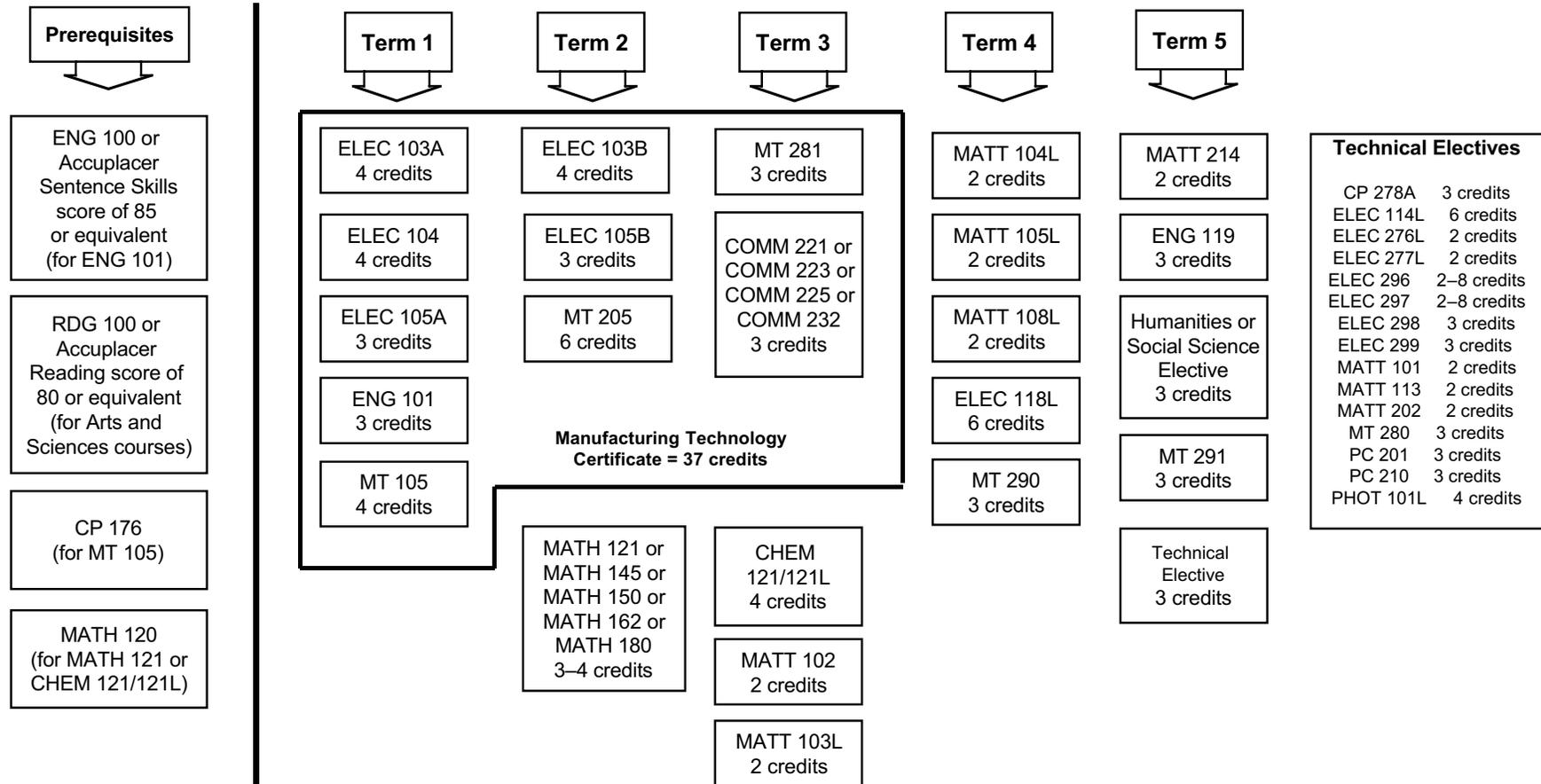
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

MANUFACTURING TECHNOLOGY (Advanced Manufacturing Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 37 credits

Degree requirements = 77–78 credits

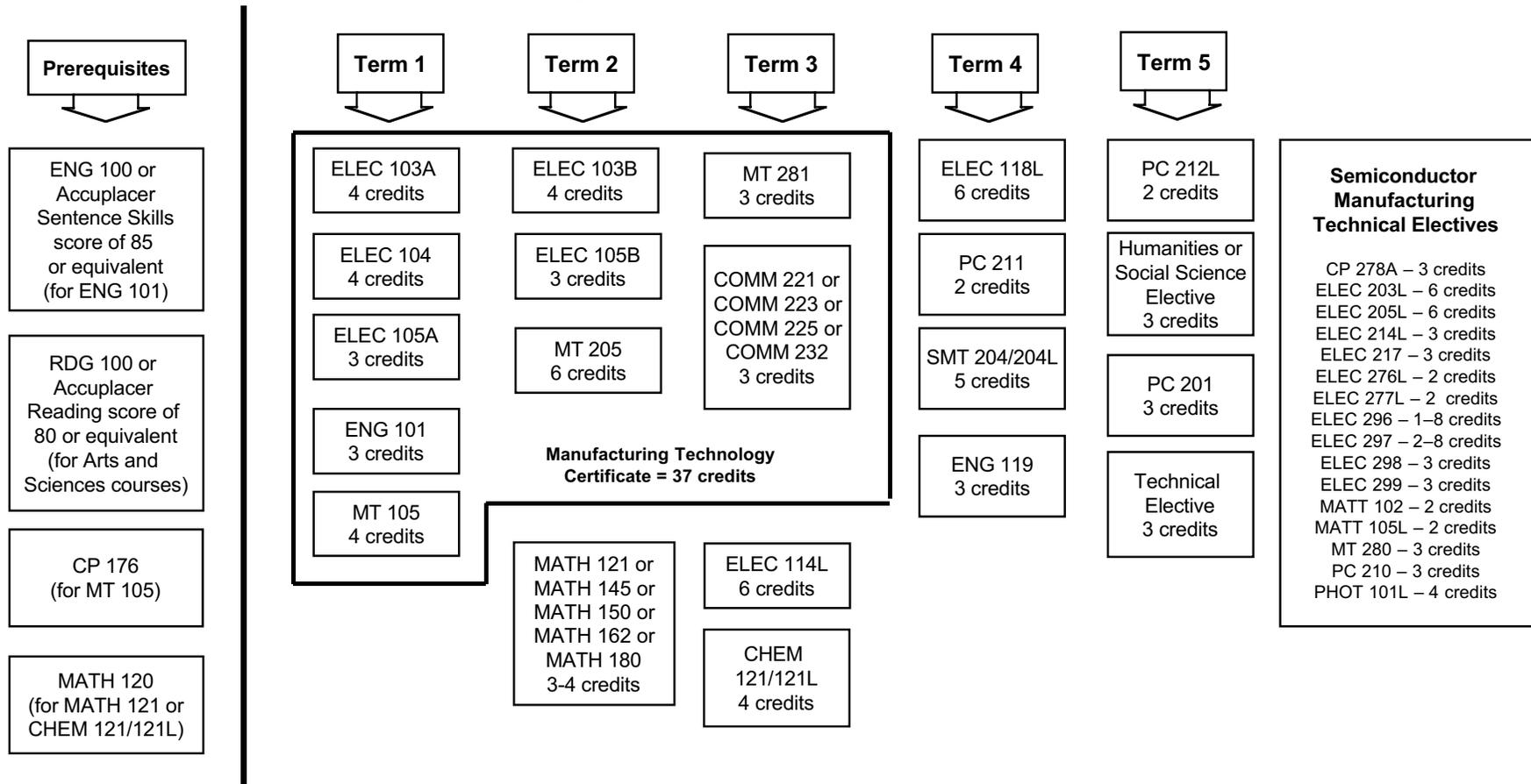


MANUFACTURING TECHNOLOGY (Semiconductor Manufacturing Concentration) DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 37 credits

Degree requirements = 77–78 credits



- *Certificates in Air Conditioning, Heating and Refrigeration (ACHR) or Plumbing*
- *Associate of Applied Science Degree in Mechanical Technology (concentrations in Air Conditioning, Heating and Refrigeration (ACHR) and Plumbing)*

Program Description

The Mechanical Technology Program offers courses of study concentrating in Air Conditioning, Heating, and Refrigeration (ACHR) and Plumbing (PLMB). ACHR students are prepared to and take EPA and ICE certification exams. Both air conditioning, heating, & refrigeration and plumbing students are prepared for the New Mexico State Journeymen Certificate exam. Students will meet in classrooms and labs and at off-campus construction sites.

Career and Advancement Opportunities

One hundred percent of Air Conditioning, Heating, and Refrigeration and Plumbing certificate graduates obtained jobs in 2000–01. One hundred percent of the Mechanical Technology graduates obtained jobs. Graduates are employed by local service and installation contractors as well as local manufacturers, hospitals and facilities.

Special Requirements

Students are required to purchase textbooks, hand tools, personal protective equipment, and pay for any certification testing fees.

Contact Information

Information about these programs is available from program chairs at (505) 224-3758 (ACHR) or (505) 224-3793 (Plumbing), the director at (505) 224-3716 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



For prerequisites and a recommended course sequence, turn the page...

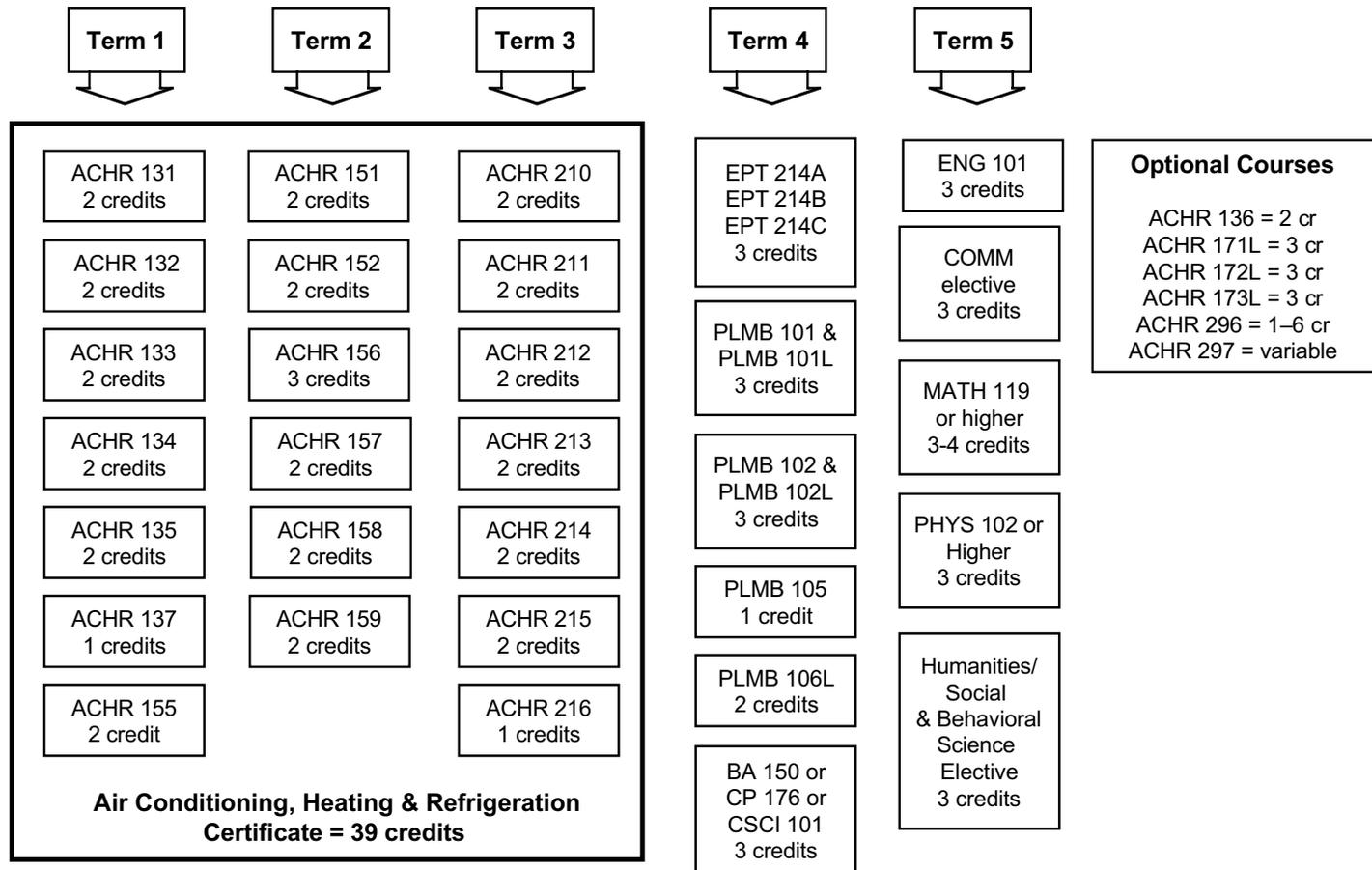
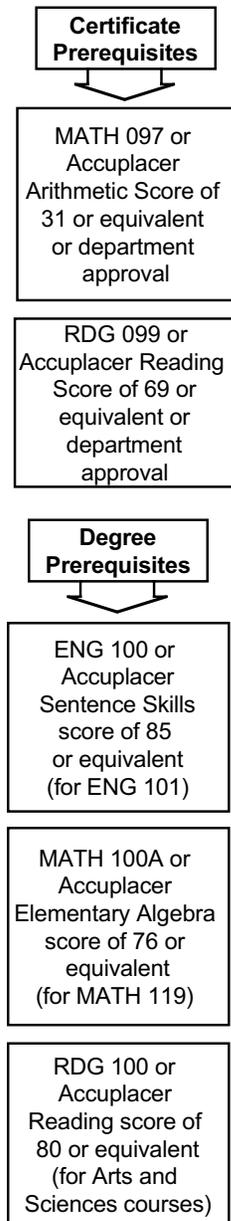
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

MECHANICAL TECHNOLOGY (Air Conditioning, Heating and Refrigeration Concentration) DEGREE

(also Air Conditioning, Heating and Refrigeration Certificate)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 39 credits
Degree requirements = 70–71 credits

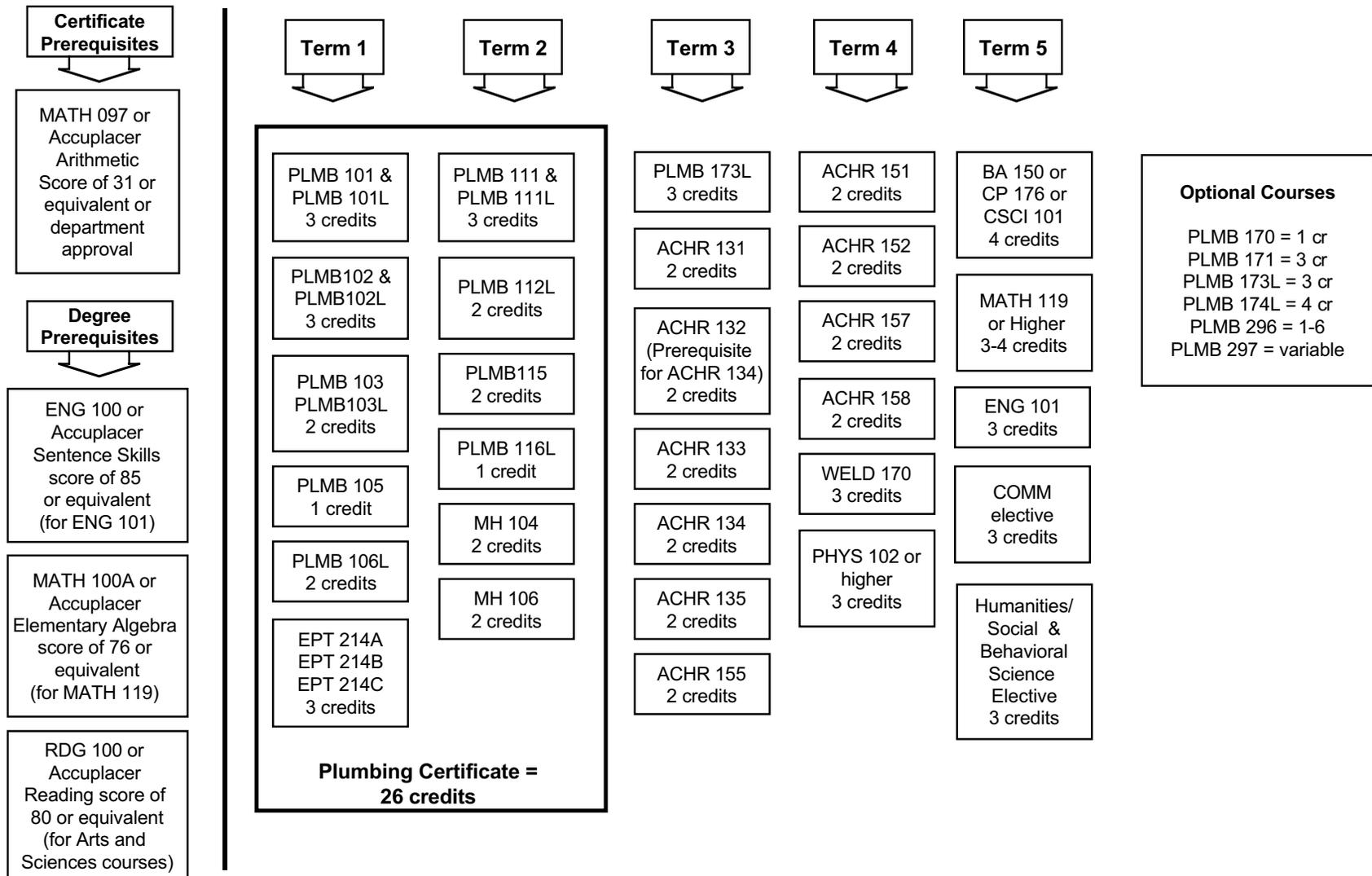


MECHANICAL TECHNOLOGY (Plumbing Concentration) DEGREE

(also Plumbing Certificate)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 26 credits
Degree requirements = 71–72 credits



• *Certificate in Medical Coding*

Program Description

The Medical Coding certificate program is designed to provide students the opportunity to prepare for a future in the health care industry. Students will study anatomy and physiology, diseases, medical terminology, pharmacology and laboratory procedures, ICD-9-CM and CPT coding, reimbursement methodologies, and the legal/ethical aspects of health information.

NOTE: an associate of applied science degree is offered in Health Information Technology. Several of the courses in the Medical Coding certificate program articulate to the Health Information Technology program.

Career and Advancement Opportunities

Individuals skilled in health information coding are employed as coders for hospitals, physicians' offices, peer review organizations, health maintenance organizations, ambulatory care facilities, skilled nursing facilities, state or federal government, entrepreneurship, national coding companies or insurance companies. Coders who obtain the certificate in Medical Coding will have the ability to sit for the Certified Coding Associate (CCA) title offered through the American Health Information Management Association (AHIMA). According to the American Health Management Association, the average annual salary for entry-level coders is between \$20,000 and \$30,000 (*see* <http://www.ahima.org/careers/growth01.html>).

Special Requirements

Before entering the Medical Coding program, students must schedule an interview with the Health Information Technology (HIT) program director.

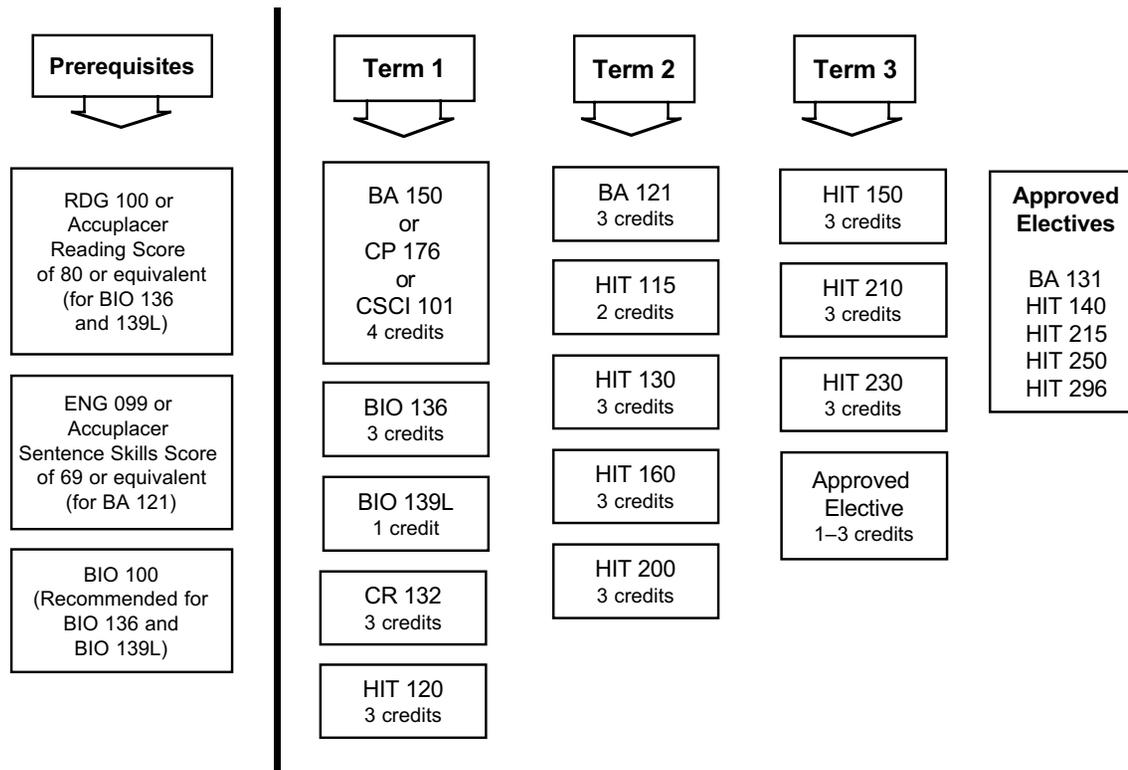
Contact Information

Information about this program is available from the HIT program director, Karalea Fisher at (505) 224-3905, kfisher@tvi.cc, or from Business Occupations Department Associate Dean, Susie Cutler, at (505) 224-3820, scutler@tvi.cc, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

MEDICAL CODING CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 38–40 credits



MEDICAL LABORATORY TECHNICIAN

Health Occupations

• *Associate of Science Degree in Medical Laboratory Technician*

Program Description

The Medical Laboratory Technician associate of science degree program prepares students to perform laboratory procedures, which aid the physician and pathologist in the diagnosis and treatment of disease. Medical laboratory technicians (MLTs) work in clinics, hospitals, private laboratories and physician office labs, collecting blood specimens and performing test procedures in such disciplines as clinical chemistry, hematology, immunohematology, immunology, microbiology and urinalysis. The clinical practicum experience at affiliated hospitals and laboratories provides experience in performing laboratory tests under the direction of a clinical instructor.

Graduates are eligible to take both the American Society of Clinical Pathology and the National Credentialing Agency exams to obtain Certified Medical Laboratory Technician credentials. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences 8401 West Bryn Mawr Avenue, Suite 670; Chicago, Illinois 60631-3415 phone (773) 714-8880; <http://www.naacls.org>.

Program information sessions for the Medical Laboratory Technician program are scheduled regularly; students should contact the Health Occupations Department for dates and times. These sessions include detailed information about the petitioning and selection process, program requirements, physical demands of the job and general information about laboratory medicine as a career. For more information on these sessions applicants may call 224-4161.

Career and Advancement Opportunities

Job placement for MLT graduates was 100% in 2001. An agreement with the University of New Mexico Medical Laboratory Science (MLS) Program allows for the transfer of credits earned at TVI to the UNM MLS Bachelor of Science Degree.

Special Requirements

Prospective MLT students must submit a petition packet to the Health Occupations Department to be considered for the MLT classes beginning in the fall term. The packet must contain evidence of: a completed TVI application declaring MLT as your major, transcripts from all postsecondary schools previously attended have been sent to TVI's Record Office (allow three-four weeks), and a cumulative GPA of 2.0 or higher. Students should call the Health Occupations office at 224-4114 to learn the dates of the summer petition period. Students are responsible for meeting the eligibility requirements.

Current certification in CPR, physical exam and hepatitis vaccinations are required prior to clinical experiences. There is a \$45 program fee to purchase a lab coat and a \$10 program fee for MLT 151C for the purchase of a nametag, hospital parking permits and preventative lab tests in the case of needle-stick exposure. Each MLT lab course has a \$20 supply fee.

All Arts & Sciences and MLT courses must be taken for a traditional grade except MLT 151C and MLT 205C that are credit/no credit courses. There are two pathways available for students to enter the program in the fall term: **Pathway 1** – For students who take Arts & Sciences courses concurrently with MLT courses and **Pathway 2** – For students who have completed all of the Arts & Sciences courses before taking MLT courses.

Advanced Placement: Applicants seeking advanced placement to the Medical Laboratory Technician program should contact the program director for more information.

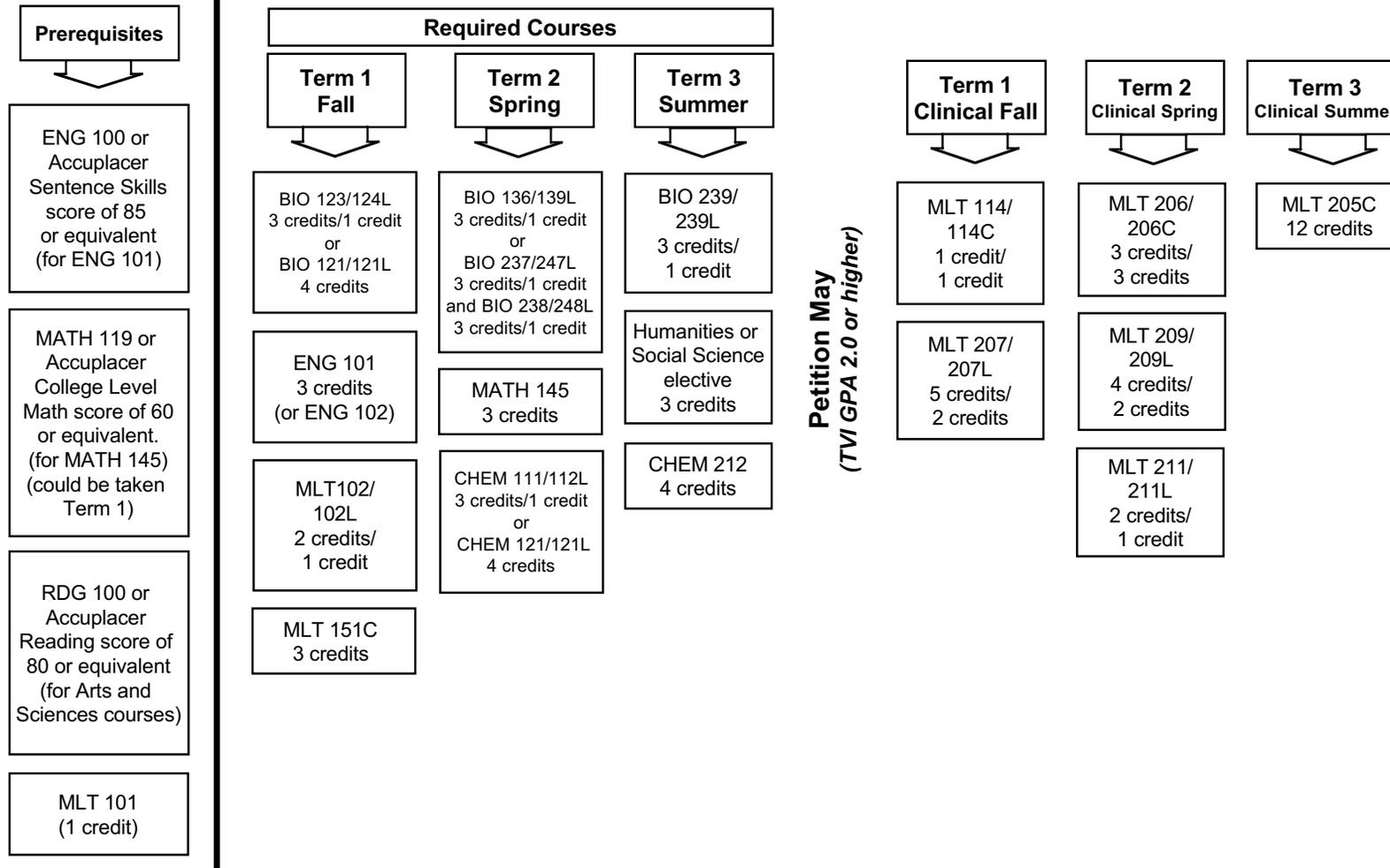
Contact Information

Monya Kmetz, Program Director, (505) 224-5021, monya@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

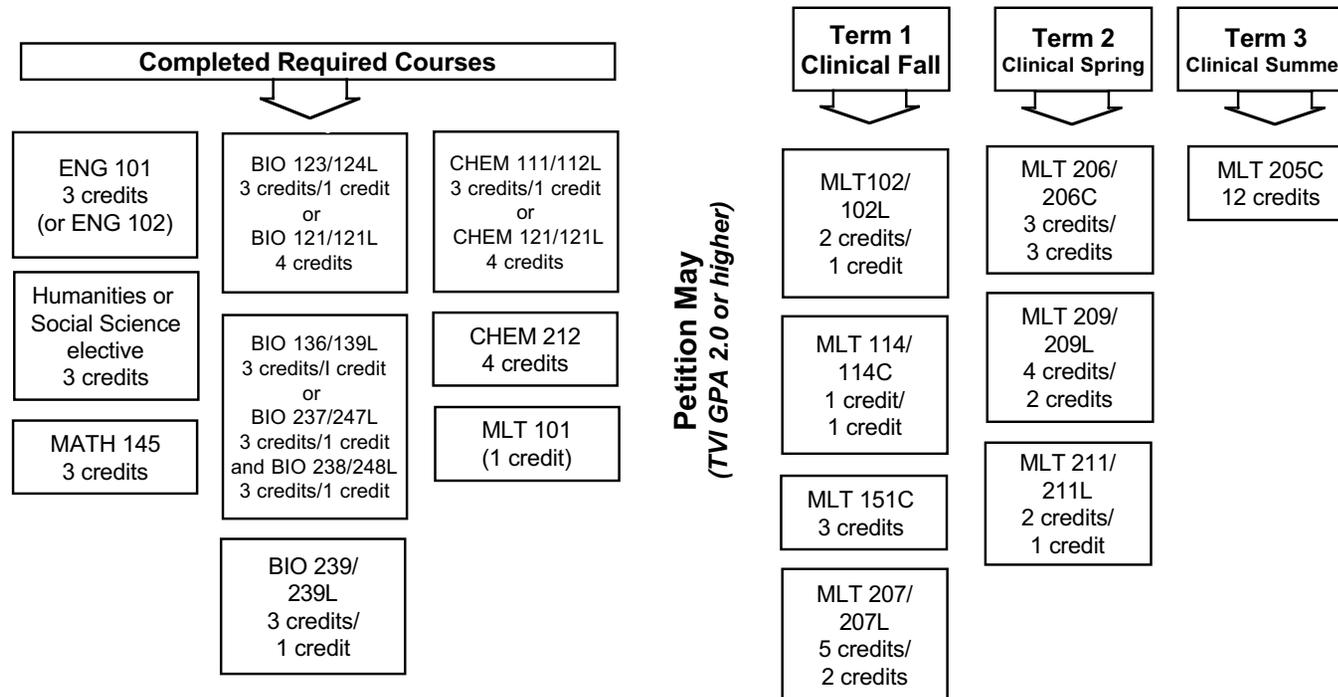
MEDICAL LABORATORY TECHNICIAN DEGREE (Pathway 1)

Recommended Course Sequence for Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 71 credits



MEDICAL LABORATORY TECHNICIAN DEGREE (Pathway 2)

Recommended Course Sequence for Students who have completed
all required Arts and Sciences courses
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Degree requirement = 71 credits



MEDICAL OFFICE ASSISTANT

Business Occupations

• *Certificate in Medical Office Assistant*

Program Description

The Medical Office Assistant program offers entry-level office-related skills for students who prefer to begin a career quickly in a medical office. Students acquire basic English, computer, word processing, telephone and interpersonal skills as well as medical terminology.

NOTE: The courses in this program may be applied toward an Office Administration certificate or associate of applied science degree.

Career and Advancement Opportunities

Graduates are employed in physicians' offices and health organizations as medical office receptionists or medical office assistants. The New Mexico Department of Labor indicates that offices and clinics of medical doctors to be one industry subsector with the largest projected number of jobs in Albuquerque (1998-2008).

Special Requirements

None.

Contact Information

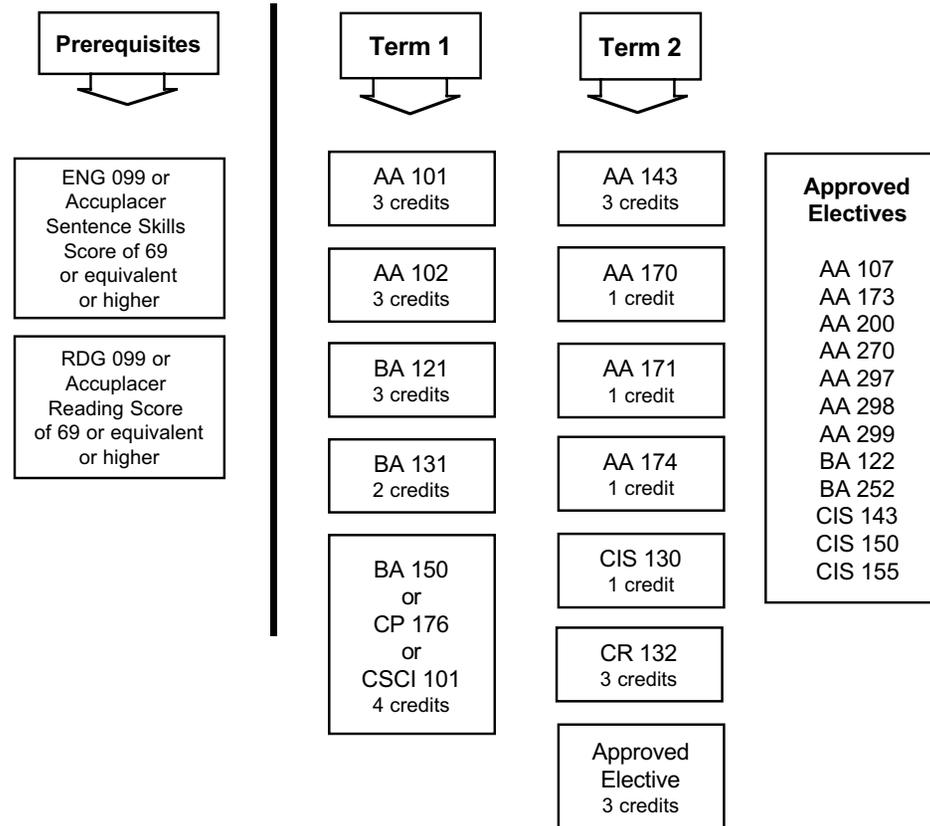
Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

MEDICAL OFFICE ASSISTANT CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 28 credits



- *Certificates in Machine Tool Technology or Welding*
- *Associate of Applied Science Degree in Metals Technology (concentrations in Machine Tool Technology and Welding)*

Program Description

Students will study hands on machine tool technology, welding, blueprint reading, mathematics, metallurgy, and other general course work. Classes include classroom and lab time.

Career and Advancement Opportunities

One hundred percent of the 2000–01 graduating class obtained employment in the metals technology field. Jobs are available in machine shops involved in Research and Development for the aerospace industry and scientific community. Qualified Machine Tool Technology graduates are guaranteed interviews with Sandia National Labs with eight to ten interns being accepted yearly. Welders work in fabrication shops, repair shops, and artisan industries and are in demand in oil field work nationally as well as internationally.

Special Requirements

Students are required to purchase textbooks, tools, and personal safety equipment.

Contact Information

Information about these programs is available from the program chair at (505) 224-3751, the director at (505) 224-3718 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



For prerequisites and a recommended course sequence, turn the page...

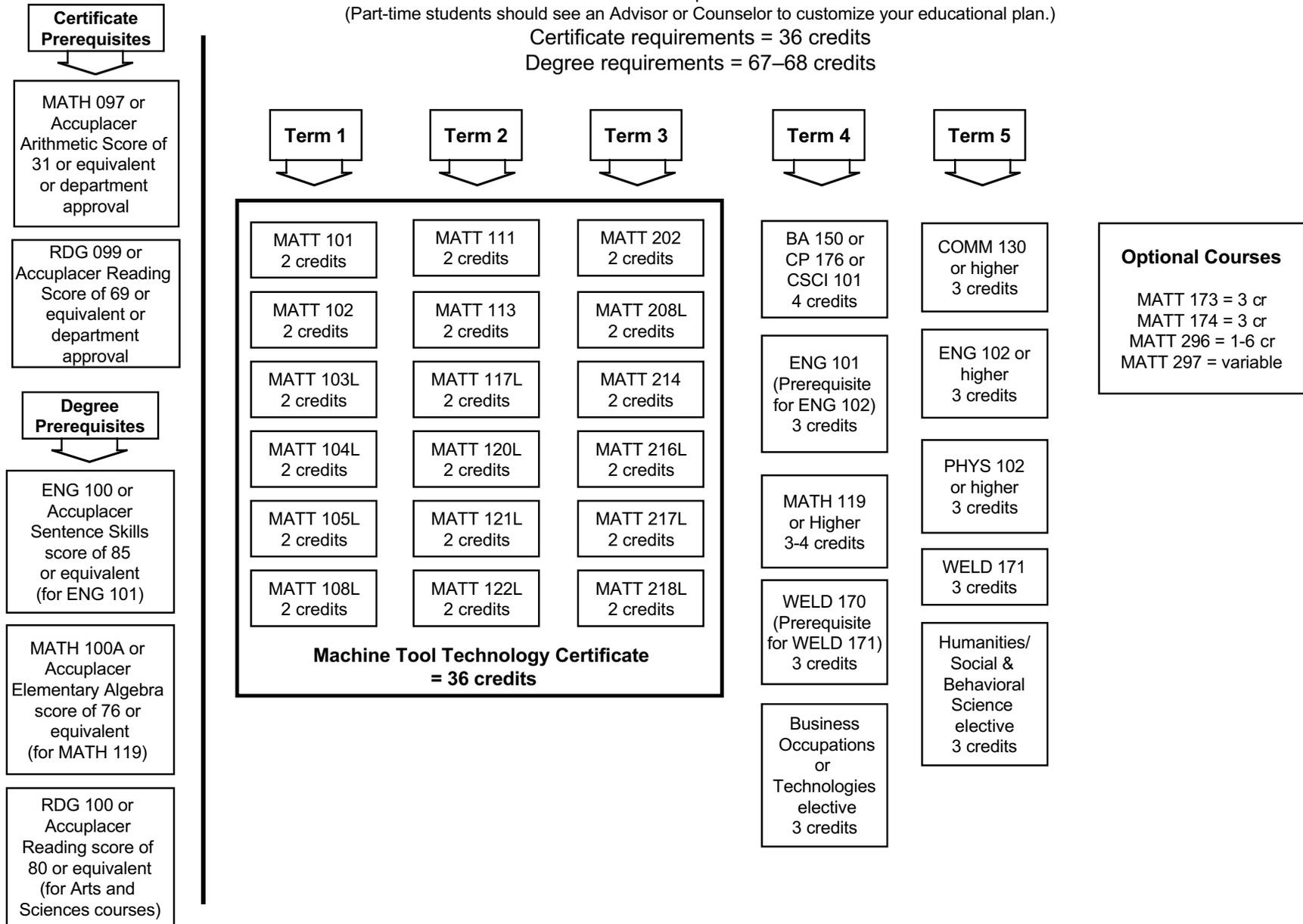
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

METALS TECHNOLOGY (Machine Tool Concentration) DEGREE (also Machine Tool Technology Certificate)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 36 credits

Degree requirements = 67–68 credits

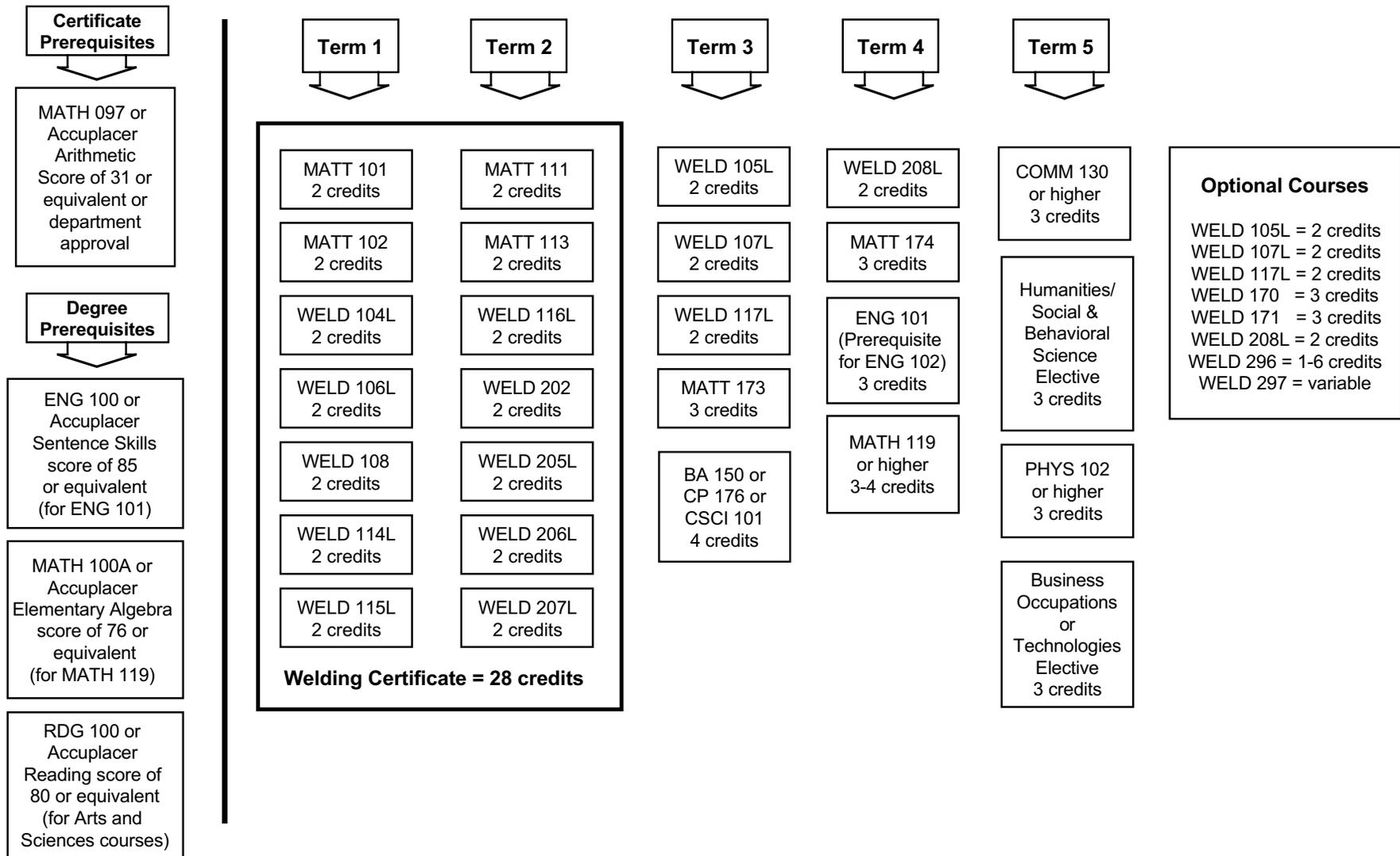


METALS TECHNOLOGY (Welding Concentration) DEGREE (also Welding Certificate)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 28 credits

Degree requirements = 64–65 credits



- *Certificate in Networking Technology*
- *Associate of Applied Science Degree in Networking Technology*

Program Description

In this program students acquire the skills to administer and support computer systems and networks. The program is designed for a person who is responsible for the day-to-day operation of a network. Students will attain skills to diagnose, troubleshoot and resolve network problems in a real-time environment. Early courses emphasize written and verbal communications, business knowledge and basic computer skills. Students must choose on Prep Option: Cisco CCNA Prep, Linux Prep, or Microsoft Certification Prep.

Career and Advancement Opportunities

Graduates are prepared for entry-level jobs in government, business and industry. Network or systems administrators typically perform tasks such as system installation, configuration and maintenance; administering user accounts; backing up servers; loading applications; and maintaining security. Other job responsibilities include minor network troubleshooting and network performance.

Special Requirements

None.

Contact Information

Program information is available from the director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

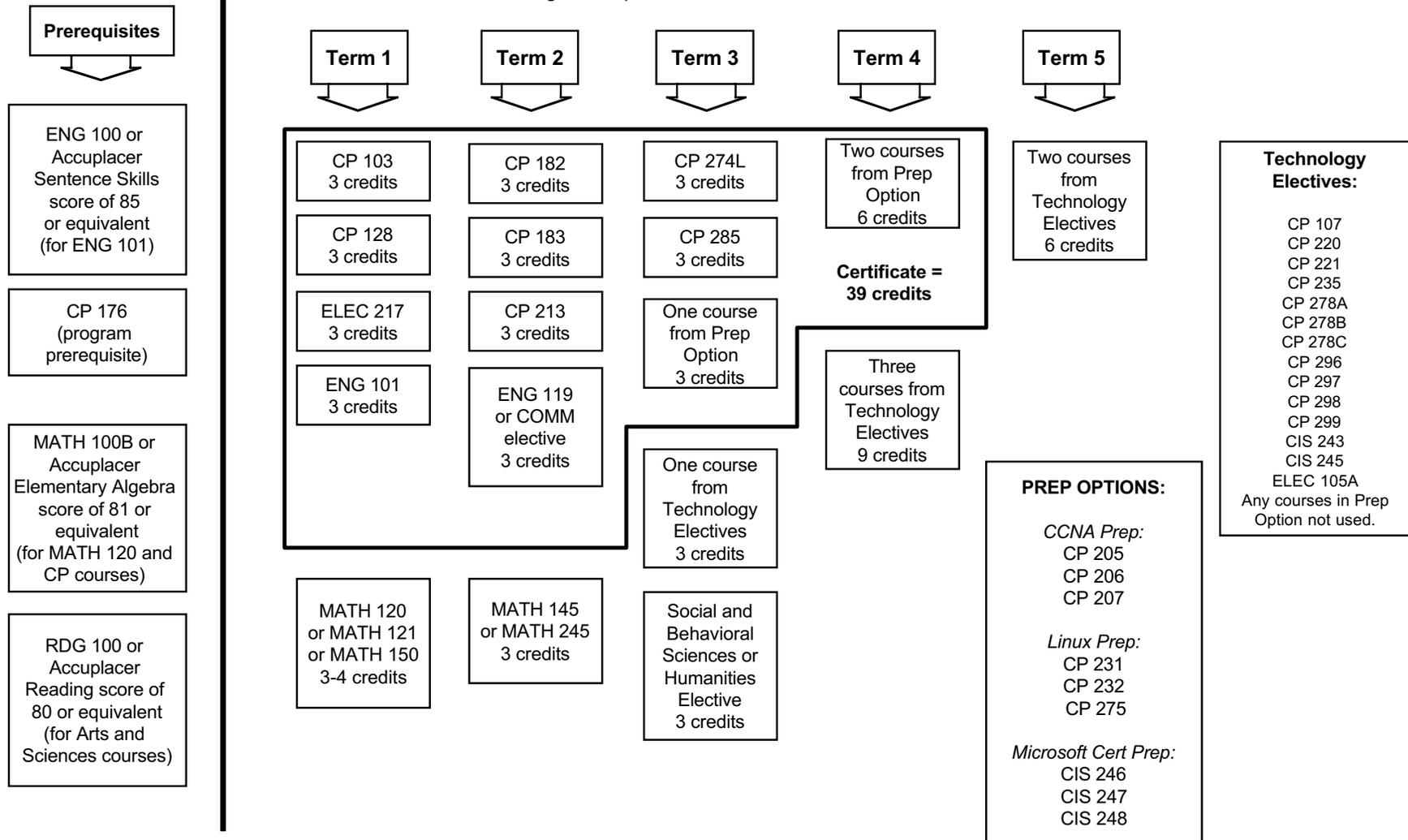
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

NETWORKING TECHNOLOGY DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 39 credits

Degree requirements = 66–67 credits



- *Certificate in Practical Nursing (PN)*
- *Associate of Science Degree in Nursing (A.D.N.—Associate Degree in Nursing)*

Program Descriptions

Nursing is an exciting and rewarding field that requires highly ethical individuals who have the ability to problem-solve and think critically in a rapidly changing environment. Nursing is a science as well as an art because it is essential that the nurse combine scientific knowledge and technical skills with a compassionate and creative heart. To be successful, the individual nurse must have the physical, mental, emotional and ethical ability to meet the needs of patients in a safe and effective manner. Students with concerns about disabilities that may interfere with their ability to complete either nursing program are encouraged to discuss these concerns with the director of the nursing programs before they begin course. The programs begin in the fall and spring (A.D.N) and summer (PN).

Information Sessions: Information sessions are scheduled regularly for each program. For dates and times, applicants may call the Health Occupations Department information line at 224-4161. These sessions review levels of nursing, the petition process for enrollment, program requirements and curriculum changes. Individuals interested in either nursing program must attend one of these sessions and continuing students are encouraged to attend at least one session a year. Student may declare their major in practical nursing or associate degree nursing at any time. However, when ready to enter clinical courses, students must petition for selection.

There are two programs available: associate degree nursing (leading to eligibility for licensure as a Registered Nurse) and practical nursing (leading to eligibility for licensure as a Licensed Practical Nurse). Both programs are approved by the New Mexico State Board of Nursing and accredited by the National League for Nursing Accreditation Commission (NLNAC). For further information on accreditation of either program, the NLNAC may be contacted at (212) 989-9393, extension 153 or 350 Hudson Street, New York, New York 10014.

Licensure: All new applicants for licensure in New Mexico are required to submit fingerprints for a federal criminal background check. In addition, it is essential that prospective students be informed that the New Mexico State Board of Nursing (NMSBON) may deny, revoke or suspend any license held or applied for under the Nursing Practice Act, upon grounds that the licensee or applicant violates any of the following actions (from NMAC 16, 12.1, 2, 3, 4, 5; 61-3-28):

1. is guilty of fraud or deceit in procuring or attempting to procure a license or certificate of registration;
2. is unfit or incompetent;
3. is convicted of a felony;
4. is habitually intemperate or is addicted to the use of habit-forming drugs;
5. is mentally incompetent;
6. is guilty of unprofessional conduct; or
7. has willfully or repeatedly violated any provisions of the Nursing Practice Act;
8. was licensed to practice nursing in any jurisdiction, territory or possession of the United States or another country and was the subject of disciplinary action similar to acts described in this subsection.

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

Career Advancement Opportunities

NURSING (Associate Degree in Nursing)

The associate degree (A.D.N.) program prepares technical nurses to provide nursing care to individuals or groups admitted to health care agencies. The clients have common, well defined health problems. Graduates are experiencing 100% placement in wide variety of healthcare settings where they provide and manage client care, teach clients, and promote communication while participating as members of the nursing profession.

Advanced Placement: To apply for advanced standing in the associate degree nursing program, individuals must meet the enrollment requirements for the program. Official transcripts of all vocational/college courses must be sent to TVI. All advanced placement students must take NURS 190 C or 202C prior to enrollment in the Nursing courses. Advanced placement may be granted in three ways

Challenge Exam: for students who have completed a formal course of study in a nursing-related field within a postsecondary institution (e.g. military corps member) or performance of basic nursing skills during employment in an in-patient setting within the last three years. Individuals interested in challenge must make an appointment with the chair of the A.D.N. program.

Transfer: from an approved associate degree or baccalaureate nursing program with equivalent courses. Nursing courses are only valid for three years from the date of the application. For specific information, students should contact the nursing programs.

LPN Mobility: The associate degree program is designed to enroll qualified licensed practical nurses into the third term who meet the following requirements:

- meet all enrollment criteria for the A.D.N. program including official transcripts of previous education in a vocational school or college.
- provide proof of current licensure as an LPN.
- pass the Nursing Mobility Profile I examinations as indicated by the program; and
- provide proof of completion of all required liberal arts courses with a minimum grade of C (anatomy and physiology and microbiology courses must be taken within five years from the date of application to the nursing program). Students must also have completed NURS 115 and NURS 202C. Priority is given to those who have also completed NURS 231.

Students are responsible for meeting the prerequisites and notifying the Practical Nurse Chair of their readiness to enter advanced placement four months prior to the term when they want to enter. Students are notified by mail when they are selected to enter the clinical courses.

PRACTICAL NURSING (Certificate)

This certificate programs prepares practical nurses to care for patients in a variety of health care facilities under the supervision of registered nurses and physicians. Following licensure, LPN's have been finding 100% placement in long-term care facilities, hospitals, physician offices and other health care agencies. The Presbyterian Healthcare Services (PHS) School of Practical Nursing was started in 1956 at Presbyterian Hospital. In 1965, TVI assumed administrative responsibility for the school. Presbyterian continues to support the school by providing clinical facilities for patient care experiences.

Advanced Placement may be given in two ways to Practical Nurse applicants: credit granted for equivalent coursework and/or successful completion of a challenge exam. For additional information, applicants may contact the nursing programs at (505) 224-4141. Interested individuals must make an appointment with the Practical Nurse Chair.

Special Program Requirements (for both the A.D.N. and PN Programs)

Petitioning: Petitions for selection to the clinical courses are accepted early in the spring term for the practical nurse program and early in the summer and fall terms for the associate degree nursing program. Applicants may contact the Health Occupations Department for the dates and times when petitions are accepted. To be eligible to petition a student must meet the following prerequisites: high school graduate or equivalent and minimum score of 85% on Nursing/MLT Basic Math test within 12 months prior to petitioning and cumulative TVI GPA of 2.0 or higher. In addition, the student must provide proof of completion all required liberal arts courses with a C or better. Anatomy, physiology and microbiology course must be taken within five years from the date of petition to the nursing program. Note: anatomy and physiology courses have general biology (BIO 123/124L) and chemistry (CHEM 111/112L) prerequisites. These prerequisites may be met by appropriate high school courses. Permission to enroll is provided by the biology faculty.

Once all criteria are fulfilled, students must petition for enrollment into the first clinical course in either nursing program. Should there be more petitioners than available spaces, the date of admission to TVI will be used as the final selection criterion. Should there be more than one person with the same date of admission competing for the same slot, the date of completion of all required liberal arts courses will be used as the final selection criterion. The date of completion will be the last day of the term in which the course was successfully completed. Because of the high demand for these programs, it may take more than one year after petitioning to begin the nursing core coursework.

Requirements for entering clinical courses: After selection into the first clinical course, students must submit:

- completed physical examination and health forms with evidence of current immunizations (tetanus, rubella, rubeola, hepatitis B) and PPD before beginning clinical courses. It is strongly advisable that students be able to lift at least 50 pounds and be considered fit for working in hospitals.
- evidence of current certification in cardiopulmonary resuscitation (CPR) for health professionals before beginning clinical courses. CPR certification must be kept current throughout the program.

Students must arrange for their own transportation to attend all classes, observations and clinical experiences as scheduled. There may be some required evening and week-end clinical hours as well as daytime hours.

The first term has a program fee which includes the required uniforms, stethoscope, scissors, transfer belt, safety goggles, pen light, hemostat, name tags and preventive lab tests in case of needle stick exposure. Students are responsible for the expenses of the physical examination, immunizations, a watch with a second hand, uniform shoes, graduation pin, textbooks and licensing exam fees. In addition, some courses have program fees for standardized testing and hospital parking permits.

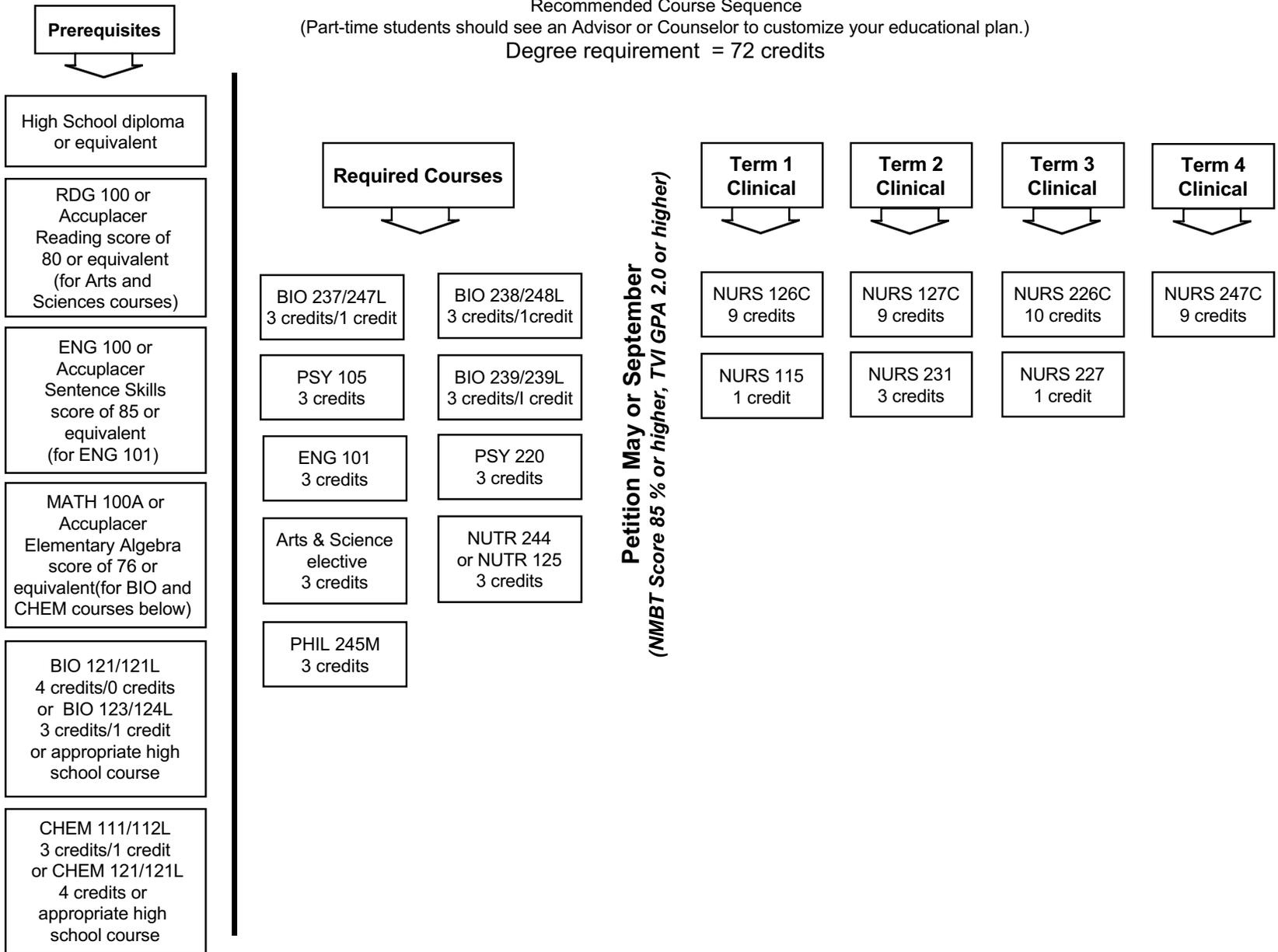
Graduation requirements: A minimum grade of C must be earned in all required courses to continue in either nursing program and to graduate. In addition, competency in dosage calculations, as tested by clinical calculation exams, must be maintained for progress in either program.

Contact Information

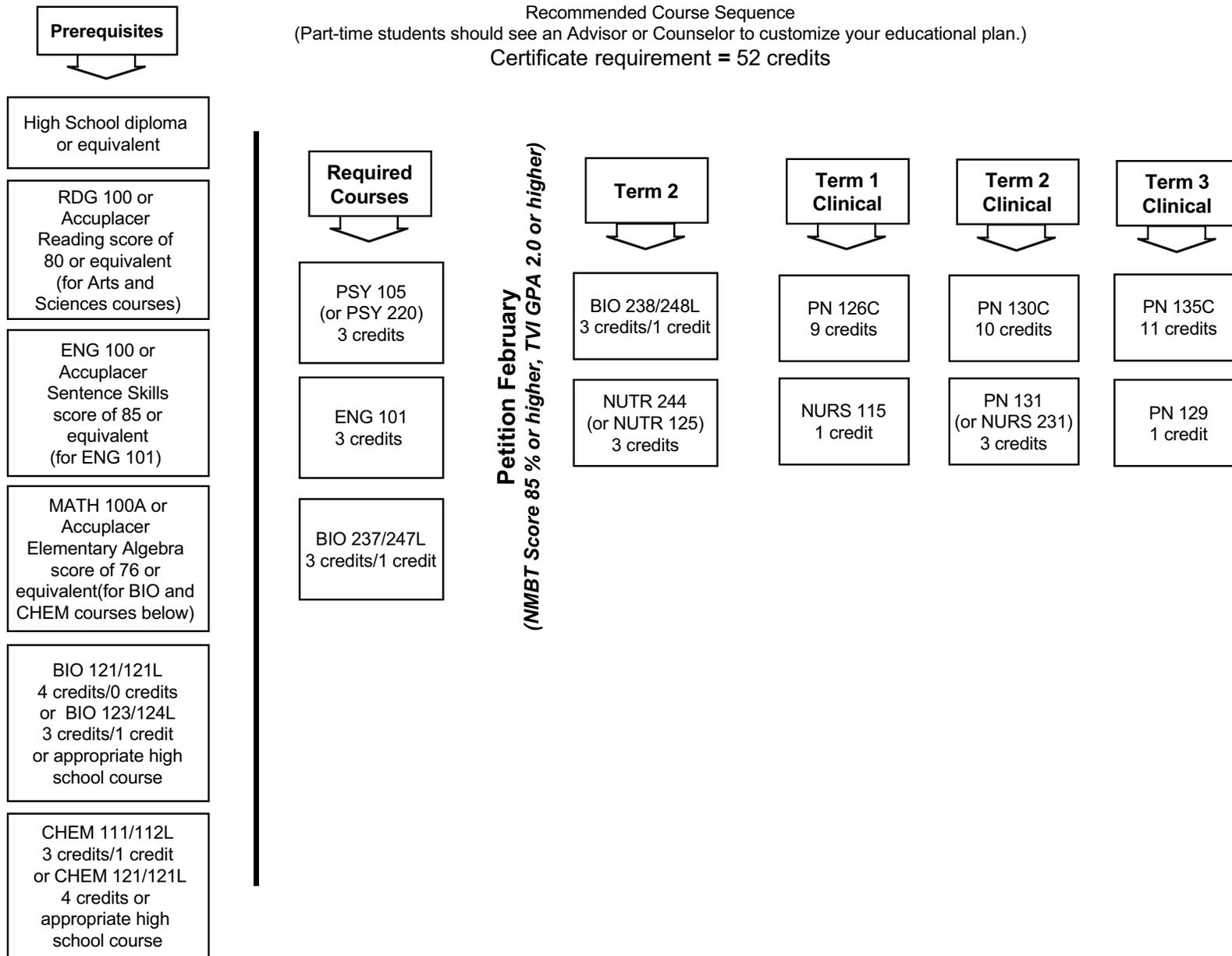
Information about the nursing programs is available from the nursing chairs at (505) 224-4141 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus). There is also a website: www.tvi.cc/healthoccupations

NURSING DEGREE (A.D.N.)

Recommended Course Sequence
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 72 credits



PRACTICAL NURSING CERTIFICATE



• *Certificate in Nursing Assistant*

Program Description

Students will study basic nursing skills, including classroom and lab (9 weeks) and clinical (six weeks). This averages 24 hours per week. *Graduates are eligible to take the state certification exam*

Career and Advancement Opportunities

One hundred percent of the 1999-2000 graduating class in the Nursing Assistant Program obtained jobs. Jobs are available in hospitals, outpatient clinics, nursing homes and in private homes.

Special Requirements

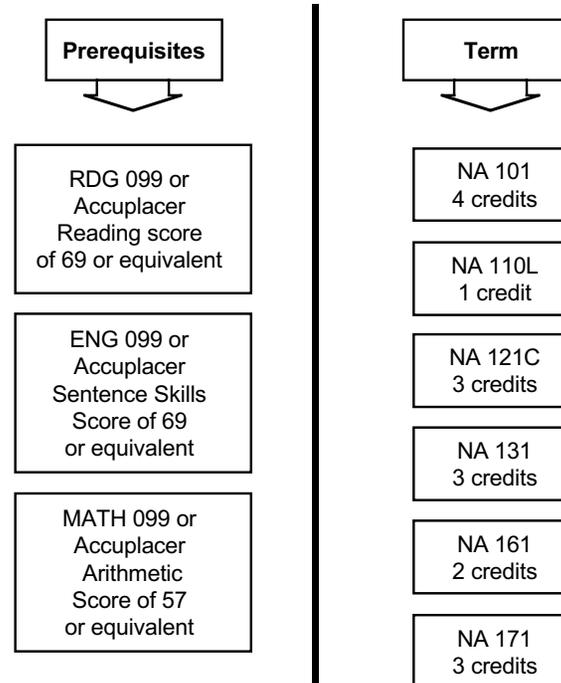
Students are required to have a New Mexico driver's license, a physical exam, PPD and current immunizations. A \$42 program fee covers the cost of the required apron, name tag, stethoscope, health test, CNA pin, hospital parking permits, transfer belt and preventive lab tests in case of needle stick exposure. The student must provide a watch with a second hand, uniform slacks, shirt and shoes.

Contact Information

Program information is available from the program advisor, Ann Sims, at (505) 224-4121 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Course Sequence Chart

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirements = 16 credits



For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

NURSING HOME/HOME HEALTH ATTENDANT (Verification of Completion)

Health Occupations

The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

Students will study basic nursing skills, classroom and lab (100 hours) and clinical (50 hours) sessions. Topics include basic nursing skills, geriatrics, simple anatomy and physiology, rehabilitation, residents' rights and housekeeping chores. Lab experiences focus on personal care, vital signs and mobility skills.

Career and Advancement Opportunities

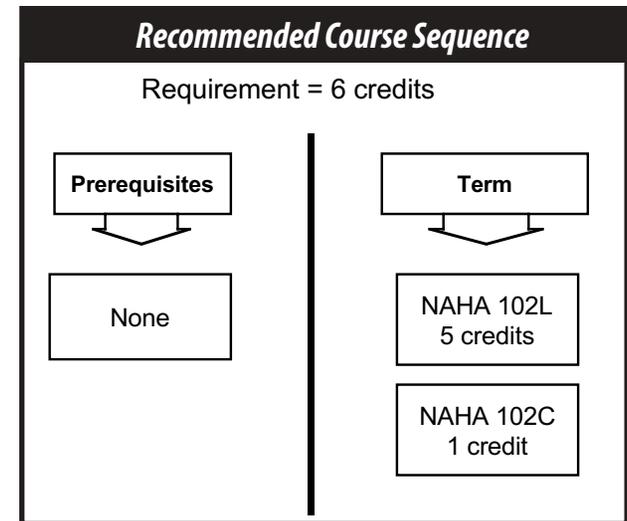
Students are eligible to take the state certification exam at the completion of this course.

Special Requirements

A \$24 program fee covers the cost of the required apron, nametag, health test, and transfer belt. A student must provide a watch with a second hand, uniform slacks, shirt and shoes. Students are required to have a physical exam, PPD and current immunizations (tetanus, rubella, rubeola, and hepatitis B).

Contact Information

Program information is available from the program advisor, Ann Sims, at (505) 224-4121 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



- **Certificate in Office Administration** (concentrations in Legal and Office Technology)
- **Associate of Applied Science Degree in Office Administration** (concentrations in Legal and Office Technology)

Program Description

The Office Administration program provides opportunities for individuals to develop marketable skills in the areas of office procedures, interpersonal relations, office technology, office accounting, written communication, and computer applications to meet the demands and expanded responsibilities of today's administrative workforce. Individuals who have attained a Certified Professional Secretary (CPS) rating and who have successfully completed the Certified Administrative Professional (CAP) exam may receive credit hours toward the Office Administration associate of applied science degree. Students may contact the associate dean for more information about advanced placement.

NOTE: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a Bachelor of Science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Graduate job placement for office administration has been 96 to 100 percent since 1997. The office administration profession offers a challenging and rewarding career. The program provides graduates with the foundation to move into positions with more responsibility and higher wages. Many administrative professionals are taking over duties once held by middle managers.

Employment growth is expected in the administrative profession. According to the U.S. Department of Labor, 400,000 new secretarial jobs will be added to the workforce by the year 2005.

Special Requirements

None.

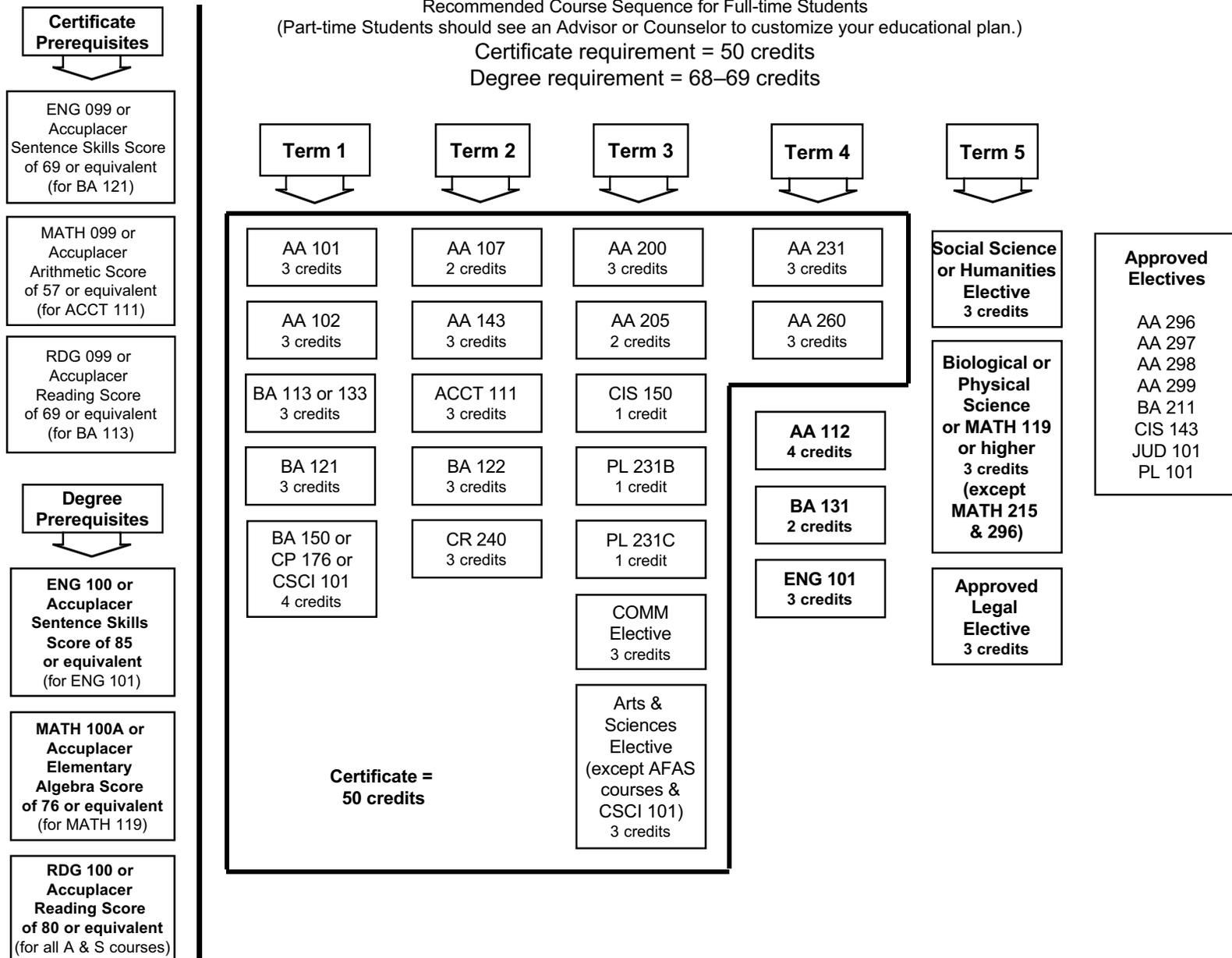
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

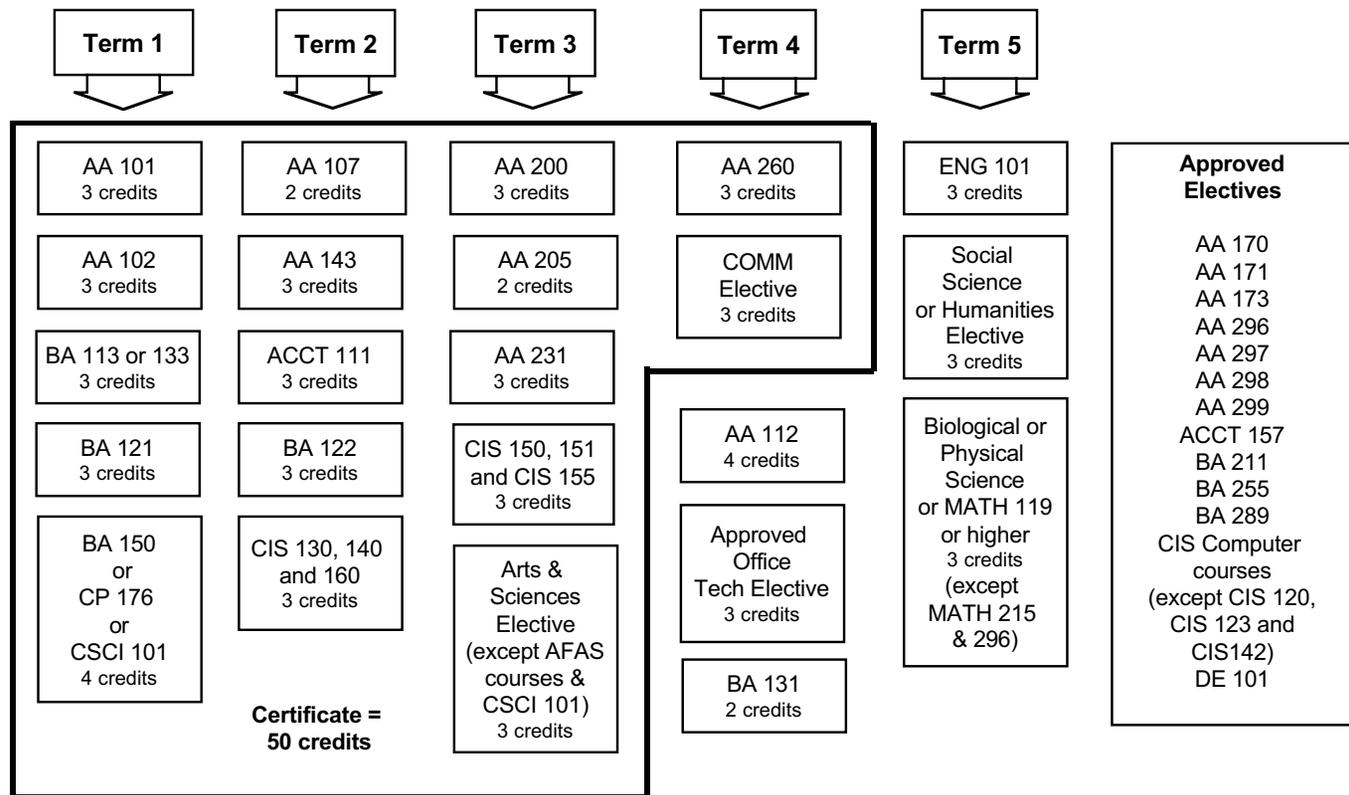
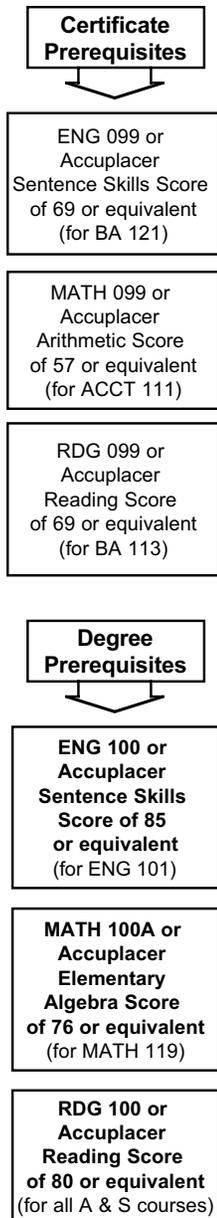
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

OFFICE ADMINISTRATION (Legal Concentration) DEGREE OR CERTIFICATE



OFFICE ADMINISTRATION (Office Technology Concentration) DEGREE OR CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 50 credits
 Degree requirement = 68–69 credits



OFFICE ASSISTANT

Business Occupations

• *Certificate in Office Assistant*

Program Description

The Office Assistant program offers entry-level office-related skills for students who prefer to begin an office career quickly. Students acquire basic English, computer, word processing, and interpersonal skills.

NOTE: The courses in this program may be applied toward an Office Administration certificate or associate of applied science degree.

Career and Advancement Opportunities

Graduate job placement for office assistant has been 100 percent for those seeking employment. Many graduates decide to continue for their Office Administration certificate or associate of applied science degree.

Special Requirements

None.

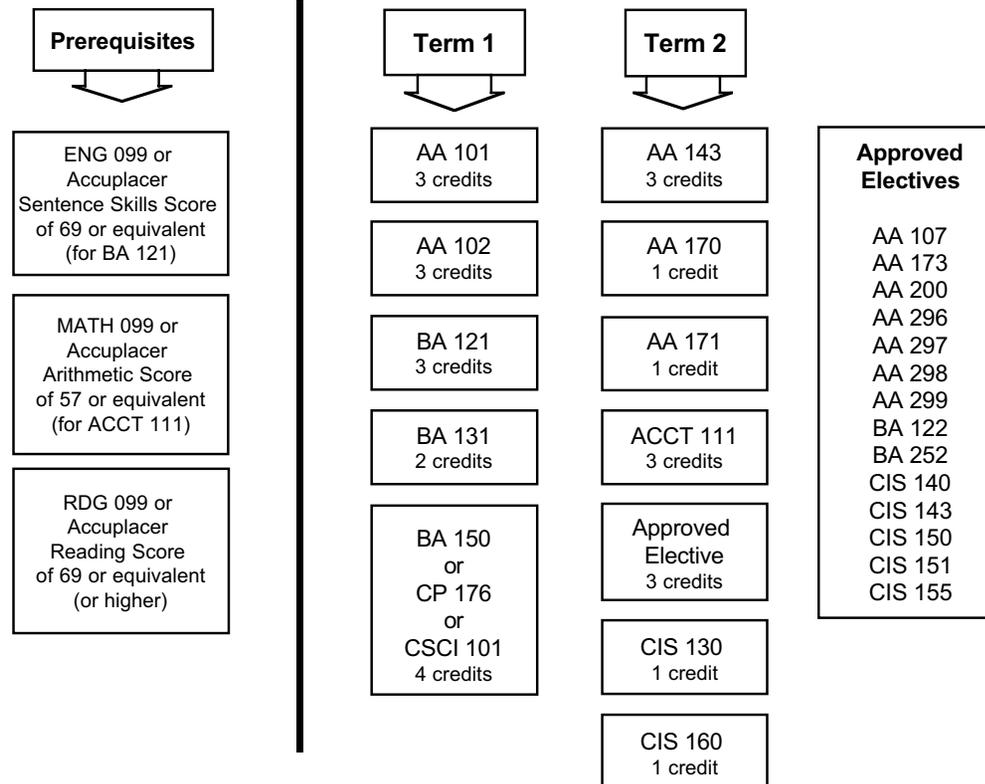
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

OFFICE ASSISTANT CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 28 credits



• *Associate of Applied Science Degree in Paralegal Studies*

Program Description

The Paralegal Studies program prepares students for entry into the legal profession. Paralegals are skilled professionals who perform substantive legal tasks under the supervision of a licensed attorney. Responsibilities include interviewing and assisting clients and witnesses, investigation, data analysis, drafting legal documents, research, litigation support and case management. The Paralegal Studies program is approved by the American Bar Association (ABA).

NOTE: The associate degree may be transferred to the University of New Mexico College of Education towards a Bachelor of Science degree in Organizational Learning and Instructional Technologies (OLIT) with a concentration in Technologies and Training.

Career and Advancement Opportunities

Employment opportunities include placement in law firms, corporate legal departments, legal aid offices, public agencies and insurance companies. The Paralegal Studies program had 89 percent graduate job placement in 2000–01.

Special Requirements

None.

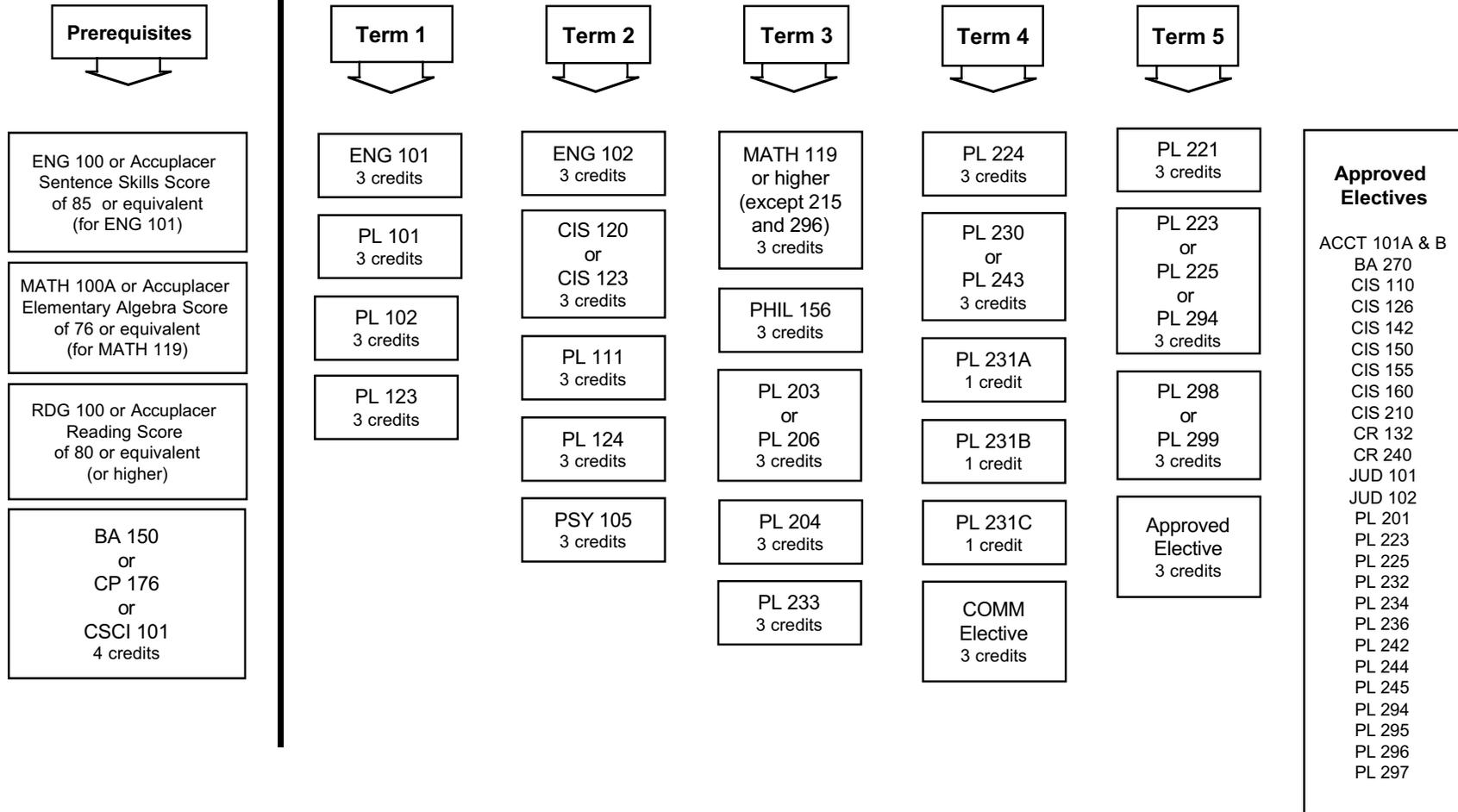
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

PARALEGAL STUDIES DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 68 credits



The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

These courses provide RN's with the skills and knowledge necessary to work in hospital operating rooms or freestanding day surgery units. Participants have the opportunity to apply theory to practice in surgical environments throughout the State of New Mexico.

Career and Advancement Opportunities

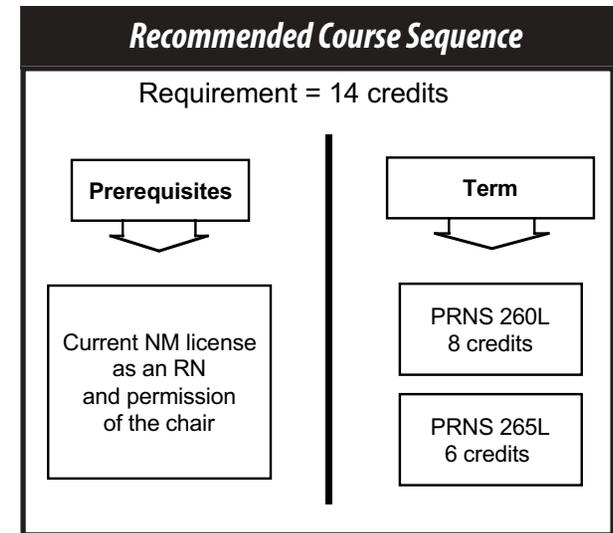
Jobs are available for perioperative nurses in Albuquerque and throughout the state. Registered nurses may find employment as scrub and/or circulating nurses.

Special Requirements

Current New Mexico license, CPR certification, a physical exam, PPD and current immunizations (including tetanus, rubella, rubeola and hepatitis B) Written permission from the program chair is required for enrollment.

Contact Information

For information contact Liz Alongi, RN, BSN, CNOR, Program Chair, Surgical Services, (505) 224-4166, ealongi@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



Certificate in Pharmacy Technician

Program Description

Students will study basic pharmacy skills, in classrooms, campus labs as well as outside training in various pharmacy settings.

Career and Advancement Opportunities

One hundred percent of the 1999-2000 graduating class in the pharmacy technician program obtained jobs. Jobs are available in hospitals, retail and specialty pharmacies. Graduates are eligible to take the National Certification exam for pharmacy technicians.

Special Requirements

Students are required to have a New Mexico driver's license, PPD and current immunizations (tetanus, rubella, rubeola). There is a \$35 program fee for the purchase of one lab coat and a name tag.

Contact Information

Program information is available from the program chair, Douglas Scribner at (505) 224-4168 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

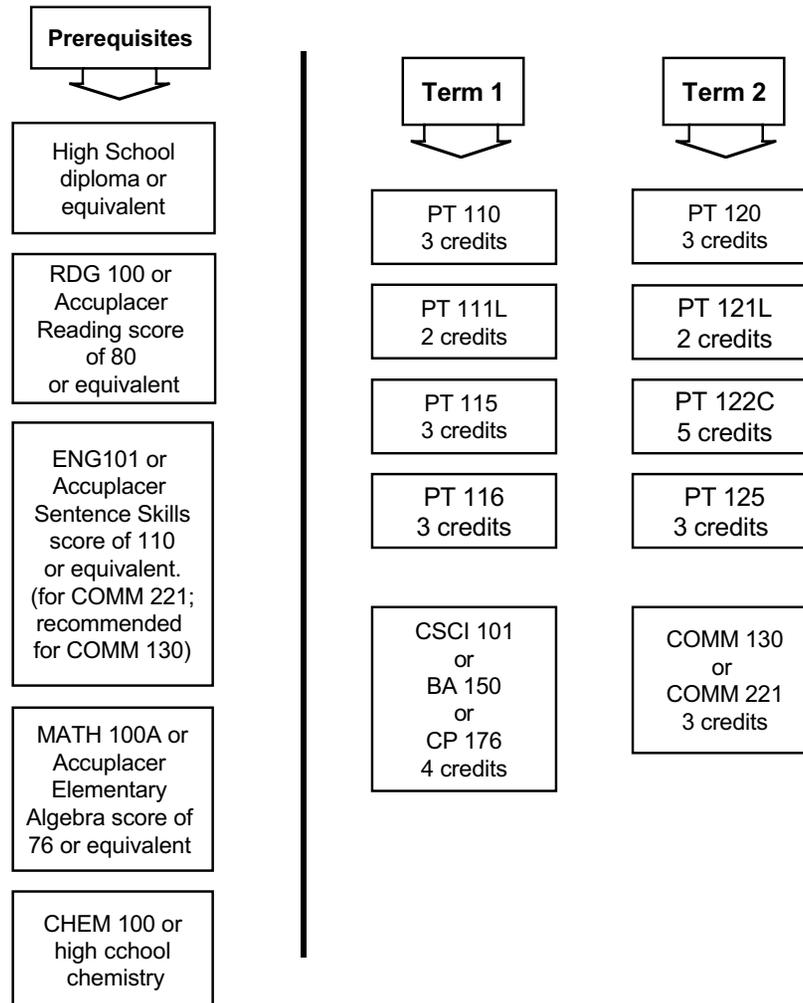


For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

PHARMACY TECHNICIAN CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 31 credits



• Certificate in Phlebotomy

Program Description

Students study phlebotomy theory in the classroom, practice skills in campus labs, and apply theory and skills learned in clinical experiences in area healthcare facilities. Upon successful completion of the program students are eligible to take a national phlebotomist certification exam offered by the American Society for Clinical Pathology (ASCP) Board of Registry or the National Credentialing Agency (NCA).

Career /Advancement Opportunities

One hundred percent of the Fall 2000/Spring 2001 graduates seeking employment found phlebotomy jobs in area healthcare facilities and laboratories.

Special Requirements

Students must be certified in CPR, have current TB testing, start the HBV vaccination series and be current on other immunizations (tetanus, rubella and rubeola) to participate in the clinical portion of the program. A \$53 program fee covers the cost of a lab coat, health tests, nametags, hospital parking permits and preventive lab tests in case of needle stick exposure. Students enrolled in this program may not be eligible for financial aid or Veteran's Administration benefits. Currently employed phlebotomists who wish only to take PHLB 110 theory in order to prepare for national certification may do so with proof of one-year full-time employment as a phlebotomist and permission to enroll from the program director.

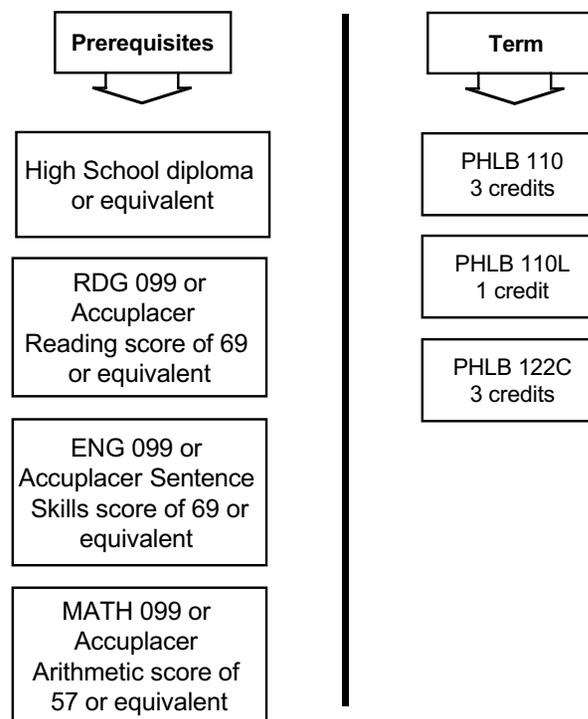
Contact Information

Information concerning this program is available from the director of the program, Ruth McCall at (505) 224-5068 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Course Sequence Chart

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 7 credits



For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

- *Certificate in Photonics Technology*
- *Associate of Applied Science Degree in Photonics Technology*

Program Description

The program is designed to expose students to four major areas: Laser Systems, Electronics, Optics, and Electro-Optics. Students learn about the laser both as an instrument and as an integral part of a system designed for industrial application. The program covers topics such as laser alignment, safety and the use of lasers in electronics production, testing, and maintenance. Through the program, students acquire a good working knowledge of light, geometrical and physical optics, optical components and optical systems. In addition, students receive in-depth classroom preparation in the scientific principles of laser and fiber optics to incorporate their skills and knowledge into developing Electro-Optical Techniques and Systems. A primary emphasis of the curriculum is to provide graduates with extensive hands-on training in the scientific procedures and applications utilized by laser and fiber optic companies and research laboratories.

Career and Advancement Opportunities

Photonics Technology is one of the most rapidly growing technical fields in America today. Graduates will be eligible for entry-level technical positions in a wide range of scientific disciplines utilizing laser and fiber optic technology. Upon the successful completion of requirements for the certificate, students will receive a certificate as Installer.

Special Requirements

None.

Contact Information

Additional program information is available from the program chair at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

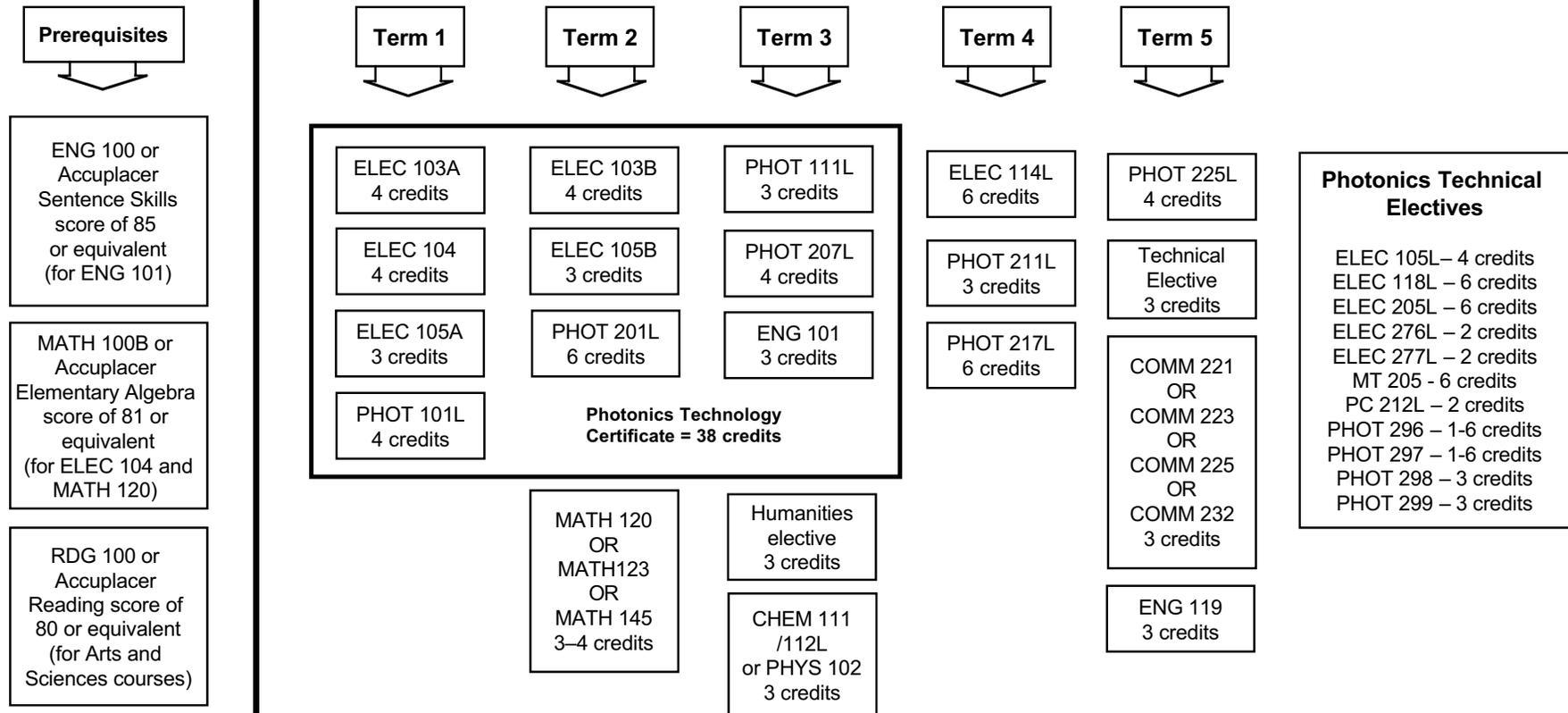
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

PHOTONICS TECHNOLOGY DEGREE OR CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 38 credits

Degree requirements = 75–76 credits



• *Associate of Science Degree in Pre-Engineering*

Program Description

The Pre-Engineering program includes general background courses in mathematics and science and an introduction to the concepts and methods of engineering. The associate degree represents a halfway point for those seeking a bachelor's degree in engineering, as graduates may continue their studies in a specialized area of engineering at a four-year college.

Career and Advancement Opportunities

This degree does not prepare one for specific job opportunities; but, rather, provides a broad educational background on which to build a career through further education or work experience. Students planning to transfer to a Bachelor of Science degree program are advised to refer to the catalogs of their receiving institution.

Special Requirements

None.

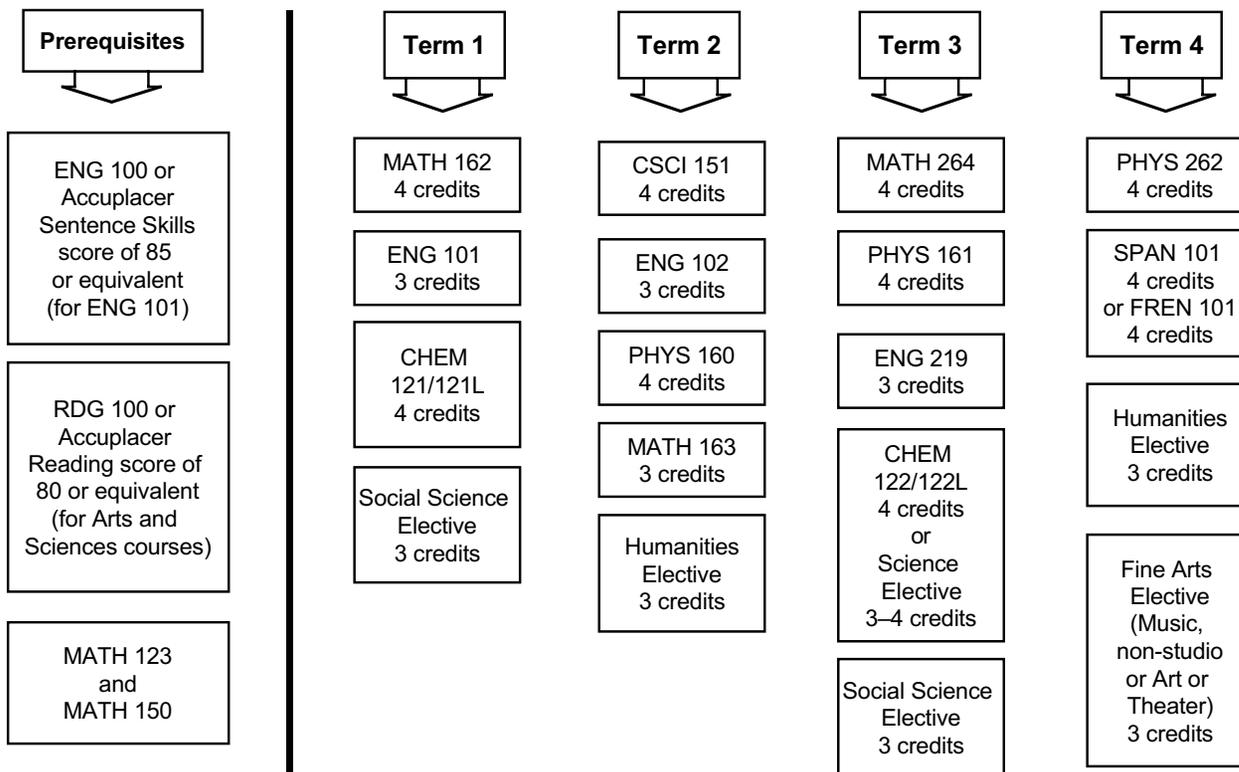
Contact Information

Program information is available from the program director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

PRE-ENGINEERING DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirements = 63–64 credits



• Associate of Arts Degree in Pre-Management

Program Description

Pre-Management is an associate of arts degree designed to substantially fulfill the freshman and sophomore course requirements for admission to baccalaureate degree programs at New Mexico colleges and universities. The degree's general education curriculum is accepted for transfer as the general education core. Articulation agreements have been made with New Mexico Highlands University (NMHU) and the University of New Mexico Anderson Schools of Management.

Students should communicate with the Pre-Management associate dean or program chairs as well as with admissions advisors at the college or university where they plan to complete the bachelor's degree. Courses taken with the credit/no credit option, transfer credits, and non-traditional credits that have been accepted by TVI may not be accepted by the transfer institution. Many four-year institutions have minimum grade point average requirements for admission as well as a requirement that all coursework be completed with grades of C or better.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

This degree is designed as a transfer degree to a four-year institution where the student will complete their area of specialization in business. According to the 2002-03 U.S. Department of Labor Statistics Job Outlook Handbook, careers that may require a bachelor's degree in business range widely from accounting, marketing, public relations and financial analysis to management of production, human resources, health care, purchasing, real estate, and information systems. Demand for professionals in many of these areas is strong and is expected to remain so over the next few years.

Special Requirements

Transfer Information:

Anderson School of Management at UNM Articulation: Students planning to transfer to the Anderson School at the University of New Mexico (UNM) must take MATH 180 and MATH 245 to meet Anderson's pre-admission requirements. In addition, the Anderson School **does not** accept the Astronomy lab (ASTR 111L) to meet its lab science requirement. Students should choose another science with which to take the lab. Also, the recommended choice between BA 113 and 133 is **BA 113**. Students should contact Anderson School admissions office at (505) 277-3888 at least one semester prior to expected start date to begin the application process.

New Mexico Highlands Articulation: New Mexico Highlands University (NMHU) also accepts ACCT 111 (equivalent to BUS 110 at NMHU) and BA 222 (equivalent to MKTG 302 at NMHU). The recommended choice between BA 113 and 133 is **BA 133**. Students should contact NMHU in Rio Rancho at (505) 891-2046 at least one semester prior to expected start date to begin the application process.

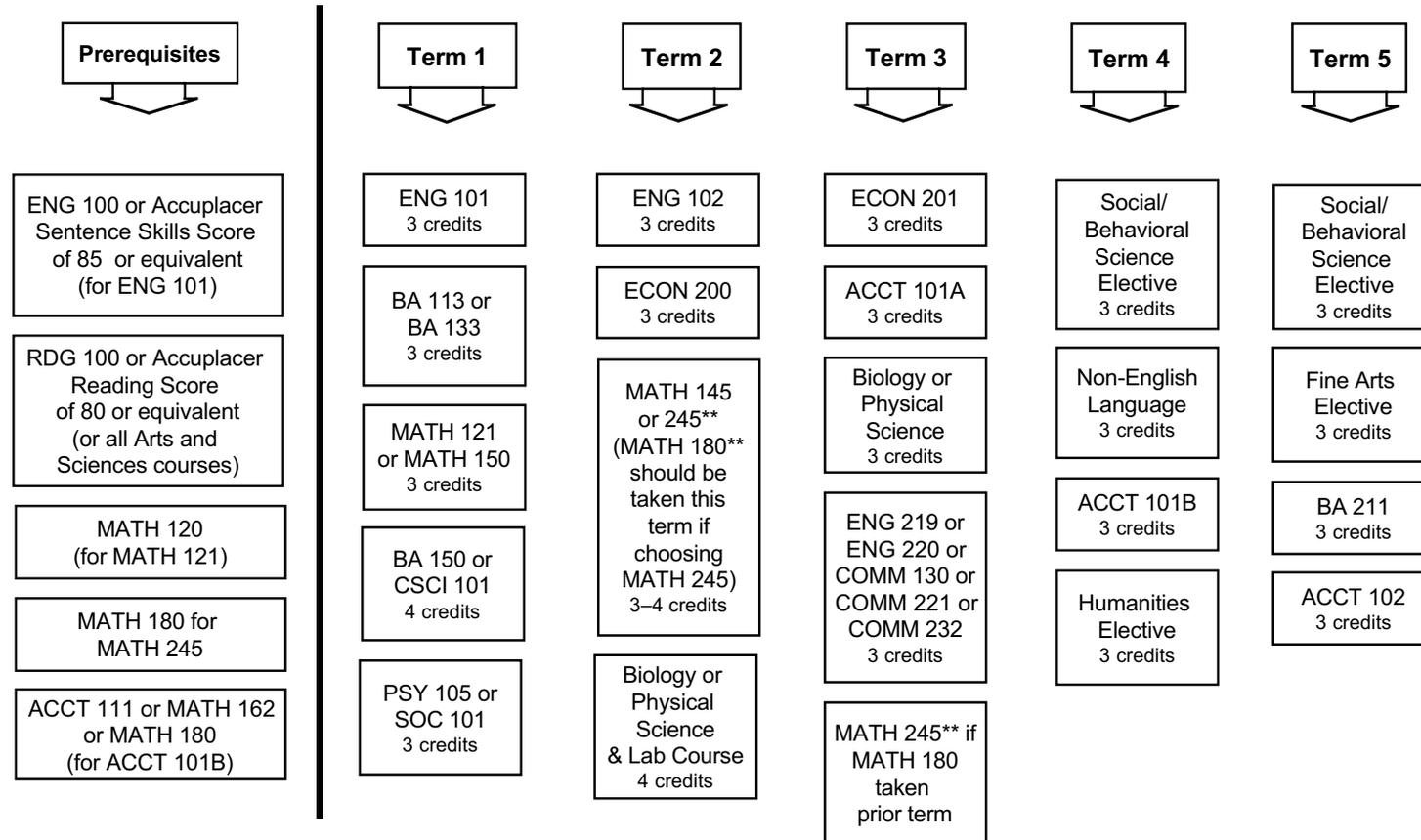
Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

PRE-MANAGEMENT DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan).
 Degree requirement = 65–66 credits



**MATH 180 (Calculus) is prerequisite for MATH 245—both are required by Anderson Schools of Management at UNM.
 NOTE: MATH 180 will be required by NMHU for admission after Spring 2004.

Description

The Real Estate courses are for persons seeking New Mexico state licensing or continuing education credits in real estate and appraisal. The New Mexico Real Estate Commission approves all courses. Courses listed may be used to meet requirements for the real estate concentration in Business Administration.

Courses Required for Taking Examinations

Real Estate Salesperson: Real Estate Law (BA 270) and Real Estate Practice (BA 271) are required for the Real Estate Salesperson's examination. Successful completion of these two courses allows a student to take the state examination and begin as a real estate salesperson under a licensed broker.

Real Estate Broker: Real Estate Law (BA 270), Real Estate Practice (BA 271), and Broker Basics (BA 285) and 90 hours of approved elective courses are required or one of the following:

- a) Have performed actively as a real estate salesperson for at least 24 of the preceding 36 months and completed 90 hours of classroom instruction in approved real estate courses, specifically 30 hours in Real Estate Law, 30 hours in Real Estate Practice and 30 hours in Broker Basics.
- b) Have documented current licensure as a Real Estate Broker in another state for at least one (1) year and have completed 90 hours of classroom instruction in approved real estate courses, specifically 30 hours in Real Estate Law, 30 hours in Real Estate Practice, and 30 hours in Broker Basics.
- c) Have the equivalent experience in an activity closely related to real estate and have completed 90 hours of classroom instruction in approved real estate courses, specifically 30 hours in Real Estate Law, 30 hours in Real Estate Practice, and 30 hours in Broker Basics.

Special Requirements

Students must complete each course with a "C" grade or higher and meet the 75 percent attendance requirement.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

REAL ESTATE COURSES

Prerequisites	Required Courses (TVI Course Number/TVI Credit)		Continuing Education Contact Hours		Pre-Licensing Contact Hours
BA 270 (for BA 271)	BA 270 3 credits	Also counts toward	10	Also counts toward	30**
BA 271 (for BA 272, BA 273)	BA 271 3 credits	Also counts toward	10	Also counts toward	30**
BA 270 and 271 (for BA 274 and BA 285)	BA 272 3 credits	Also counts toward	10	Also counts toward	30 (37.5*)
BA 272 (for BA 282)	BA 273 3 credits	Also counts toward	10	Also counts toward	30
	BA 274 3 credits	Also counts toward	10	Also counts toward	30
	BA 275 3 credits	Also counts toward	10	Also counts toward	30
	BA 279 2 credits	Also counts toward	0	Also counts toward	15*
	BA 280 1 credit	Also counts toward	4	Also counts toward	N/A
	BA 281 1 credit	Also counts toward	4	Also counts toward	N/A
	BA 282 3 credits	Also counts toward	10	Also counts toward	30
	BA 283 1 credit	Also counts toward	4	Also counts toward	N/A (37.5*)
	BA 285 3 credits	Also counts toward	10	Also counts toward	30

*Pre-licensing
for Real Estate
Appraisal Credit

**Pre-licensing
for New Mexico Real
Estate Salesperson

- **Certificates in Recreation and Leisure** (concentrations in Natural Resources Recreation Management, Community Recreation or Therapeutic Recreation)
- **Associate of Applied Science Degree in Recreation and Leisure** (concentrations in Natural Resources Recreation Management, Community Recreation or Therapeutic Recreation)
- **Verification of Completion in Recreation and Leisure Core Competencies**

Program Description

Students will study basic core topics such as leadership, program planning, and behavior management as well as concentration course work in natural resources recreation management, community recreation and therapeutic recreation. Course work prepares individuals to sit for the National Recreation and Park Association's Certified Parks and Recreation Associate Certification. Courses are classroom in nature with frequent field trips.

Career and Advancement Opportunities

The Recreation and Leisure program is a new program and data is not yet available on job placement. Jobs for graduates of the program are in a variety of settings (community centers, parks, senior centers, after-school activity centers, correctional institutions, camps, YMCAs, etc.) and in a variety of positions (aquatics specialist, armed forces recreational leader, camp counselor, community center director, cruise ship recreation leader, youth sports coach, corporate wellness leader, etc.)

Special Requirements

None.

Contact Information

Program information is available from the program chair at (505) 224-3777, the director at 224-3762 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

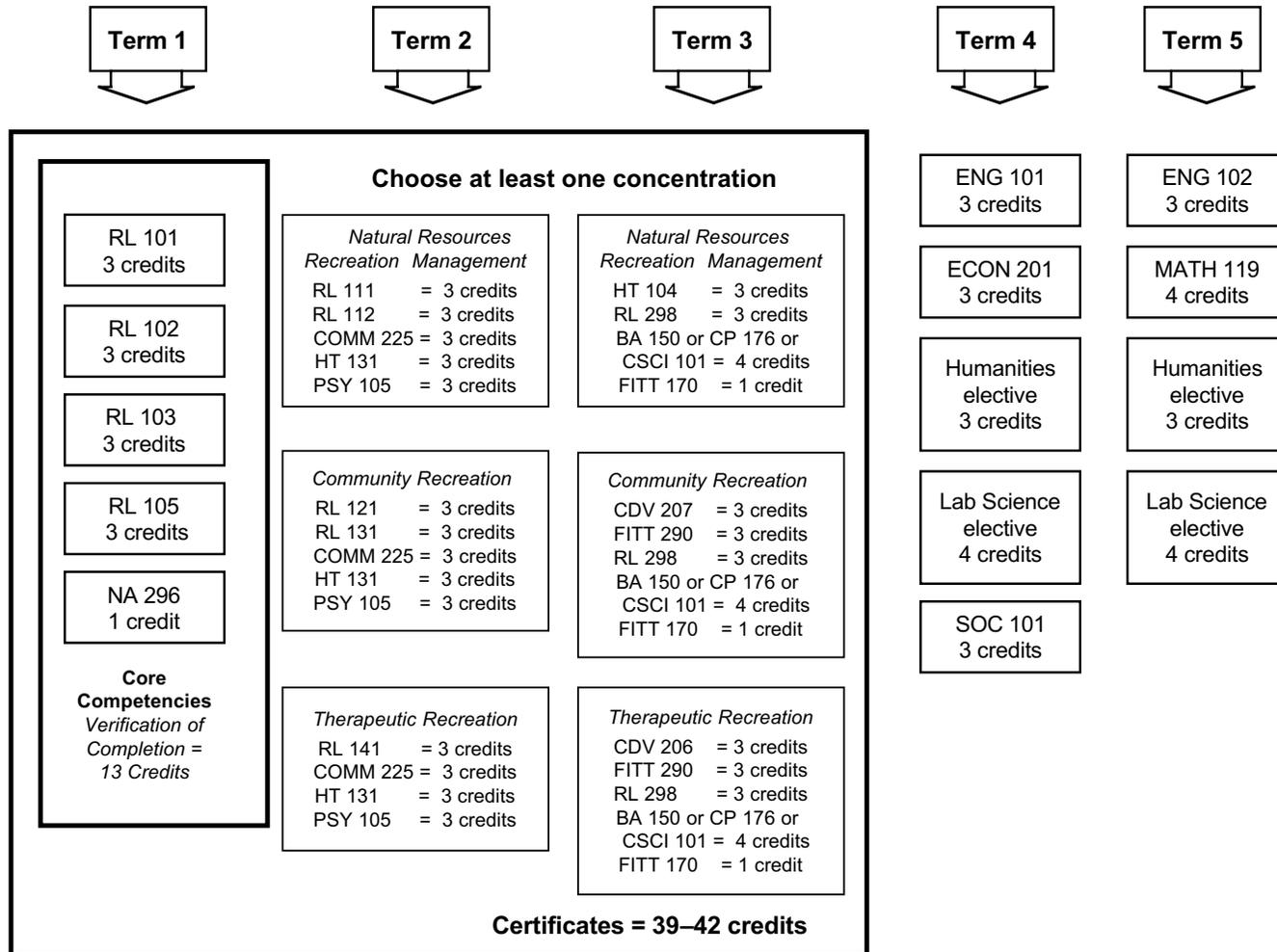
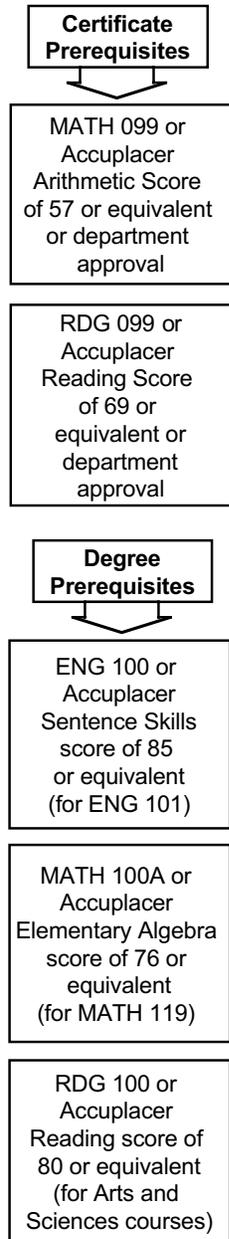
For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

RECREATION AND LEISURE DEGREE, CERTIFICATE AND VERIFICATION OF COMPLETION

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Verification of Completion requirements = 13 credits

Certificate requirements: Natural Resources Recreation Management concentration = 39 credits;
Community Recreation concentration = 42 credits; Therapeutic Recreation concentration = 39 credits
Degree requirements = 69–72 credits



The Health Occupations Department offers a Verification of Completion upon completion of a cluster of courses that offer skills and competencies in a specific career area.

Description

This distance learning /classroom course offers students updates in all major areas of nursing practice and includes 88 hours of clinical time. The course is approved by the NM Board of Nursing.

Career and Advancement Opportunities

Graduates of this course have job opportunities in hospitals, nursing homes, outpatient clinics, and with home health and hospice providers.

Special Requirements

Students must have successfully completed State Board Examinations (NCLEX) and have held a valid license to practice nursing. A physical exam, PPD, current immunizations and current professional (BLS) CPR certification are required to start clinical practicum. A white uniform, shoes and a stethoscope are required for clinicals. A \$25 program fee covers the cost of supplies and preventative lab tests in case of needle-stick exposure. There are additional fees payable to the New Mexico State Board of Nursing for licensure endorsement and reinstatement if nursing license has expired. Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits.

Contact Information

Information about this course is available from the Course Chair, June Vermillion, at (505) 224-4176, junev@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus)

Recommended Course Sequence

Requirement = 9 credits

Prerequisites

Participant must have successfully completed State Board Exams (NCLEX) And have held a valid license to practice nursing.

Current CPR (BLS/professional Rescuer)

Special Courses

RNR 255L
7 credits

RNR 265C
2 credits

• Associate of Science Degree in Respiratory Therapy

Program Description

Respiratory Care is an Allied Health Profession, which specializes in diagnostic testing, therapeutic treatment and advanced critical care support for patients suffering from life-threatening or chronically disabling cardiopulmonary diseases. Under medical direction, Respiratory Therapists assess and treat patients, monitor and evaluate cardiorespiratory function, perform diagnostic testing and maintain life-support systems for patients in critical care settings. The curriculum of study includes classroom, laboratory and supervised clinical instruction covering cardiorespiratory anatomy, physiology and pathophysiology, therapeutic treatments, cardiopulmonary diagnostic technology, critical care and life-support technology for adults, children and infants, respiratory home care, and pulmonary rehabilitation. The TVI Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied health Educations Programs (CAAHEP) and the Committee on Accreditation for Respiratory Care (CoARC) and prepares graduates for the Certification (CRT) and Registry (RRT) credentials by the National Board for Respiratory Care (NBRC) and for Licensure (RCP) by the State of New Mexico Respiratory Care Board.

Information Sessions covering the petition & selection process and the Respiratory Therapy career opportunities are scheduled monthly during the year. Dates and times for these sessions can be obtained by calling the Health Occupations Department information hotline at 224-4161.

Career and Advancement Opportunities

Graduates of the TVI Respiratory Therapy Program are employed by acute care hospitals, transitional care hospitals, home healthcare agencies, skilled nursing homes and cardiopulmonary rehabilitation centers within New Mexico and throughout the Nation. The TVI Program has a 100% placement rate for its graduates. Graduates can attain specialty credentials through employment training in specialized areas of cardiopulmonary care. They are also encouraged to continue education toward a Bachelor of Science Degree in Respiratory Therapy, general science, education or management to pursue leadership positions in the field.

Special Requirements

Students are responsible for meeting prerequisite Arts & Sciences courses, admission to TVI as a Respiratory Therapy Major, establish a TVI GPA of 2.0 or better, and completing the “Petition Process” for selection to begin the Core Respiratory Therapy courses. Once admitted to these Core courses, students pay a program fee of \$100 to cover the cost of the uniform, stethoscope, name tag, CPR certification, hospital parking permits and preventative lab tests in case of needle-stick exposure; an ACLS certification fee of \$20; and a program fee of \$125 during the final term of the program to cover the cost the National Board assessment tests. Students must have a physical exam and a completed health form with evidence of current immunizations (PPD, tetanus, rubella, rubeola and hepatitis B) before beginning clinical coursework. All required prerequisite and corequisite Arts & Sciences courses and all Respiratory therapy courses must completed with a grade of “C” or better in order to progress through the Respiratory Therapy Program.

Contact Information

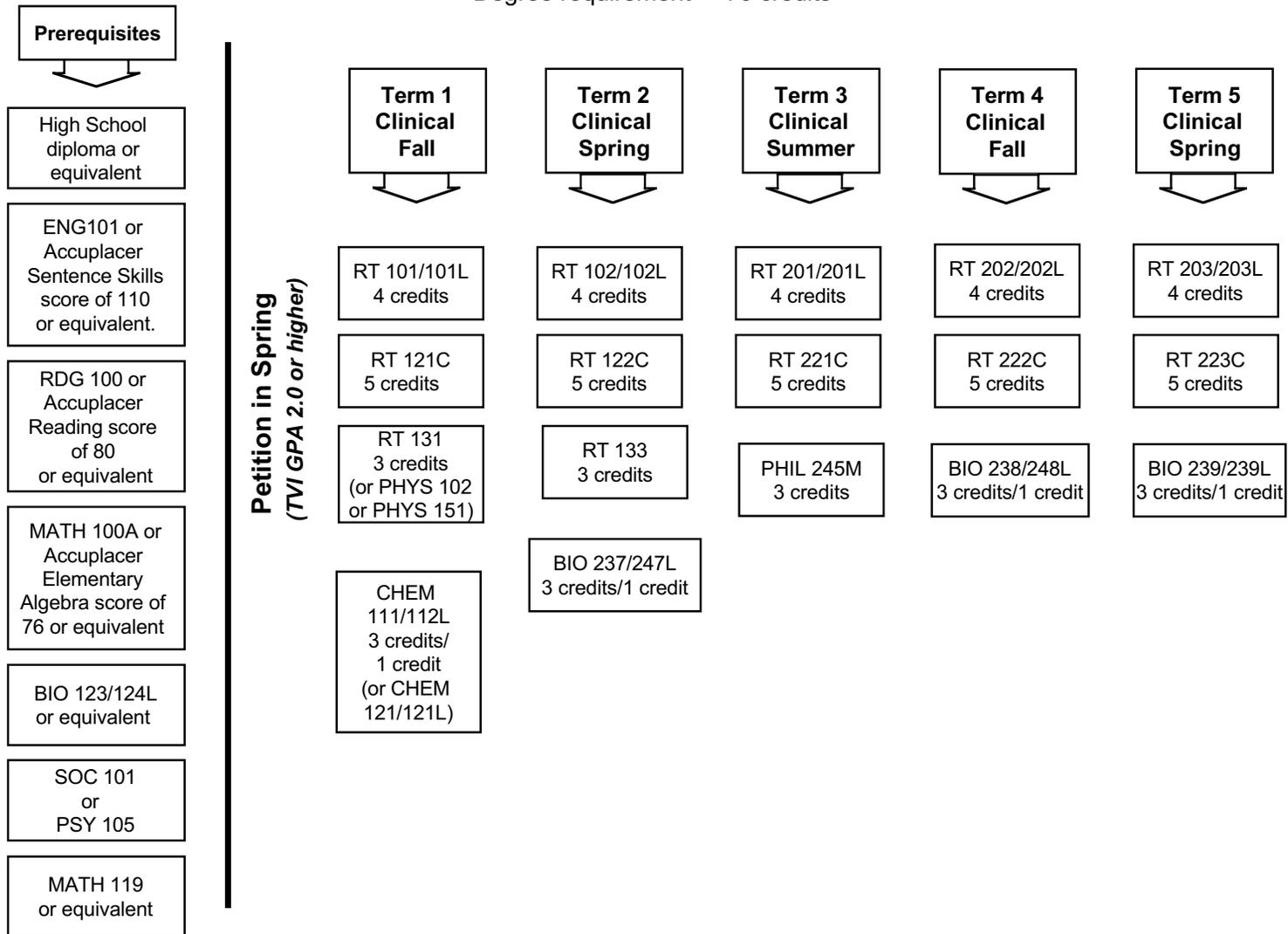
Program information is available from the Program Director, Richard Gentile (505) 224-4123, rgentile@tvi.cc or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

RESPIRATORY THERAPY DEGREE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 70 credits



- *Certificate in Retail Management*
- *Associate of Applied Science Degree in Retail Management*

Program Description

The Retail Management program combines general business knowledge with specific retail concepts and skills necessary for a variety of employment opportunities. The program is designed for the management novice as well as individuals currently in management positions who wish to improve and enhance their skills and knowledge.

The curriculum focuses on accounting, sales, advertising, marketing, merchandising, purchasing, inventory, cash flow, customer service and supervision. An internship or cooperative education is required with the supervision of the instructor.

The certificate program is offered online.

Note: The associate of applied science degree transfers to the University of New Mexico College of Education for credit toward a bachelor of science degree in Organizational Learning and Instructional Technology with a concentration in Technology and Training.

Career and Advancement Opportunities

Career opportunities are available in industry-based retail stores and wholesale centers as a sales associate, department manager, assistant manager and entry-level supervisor.

Special Requirements

None.

Contact Information

Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



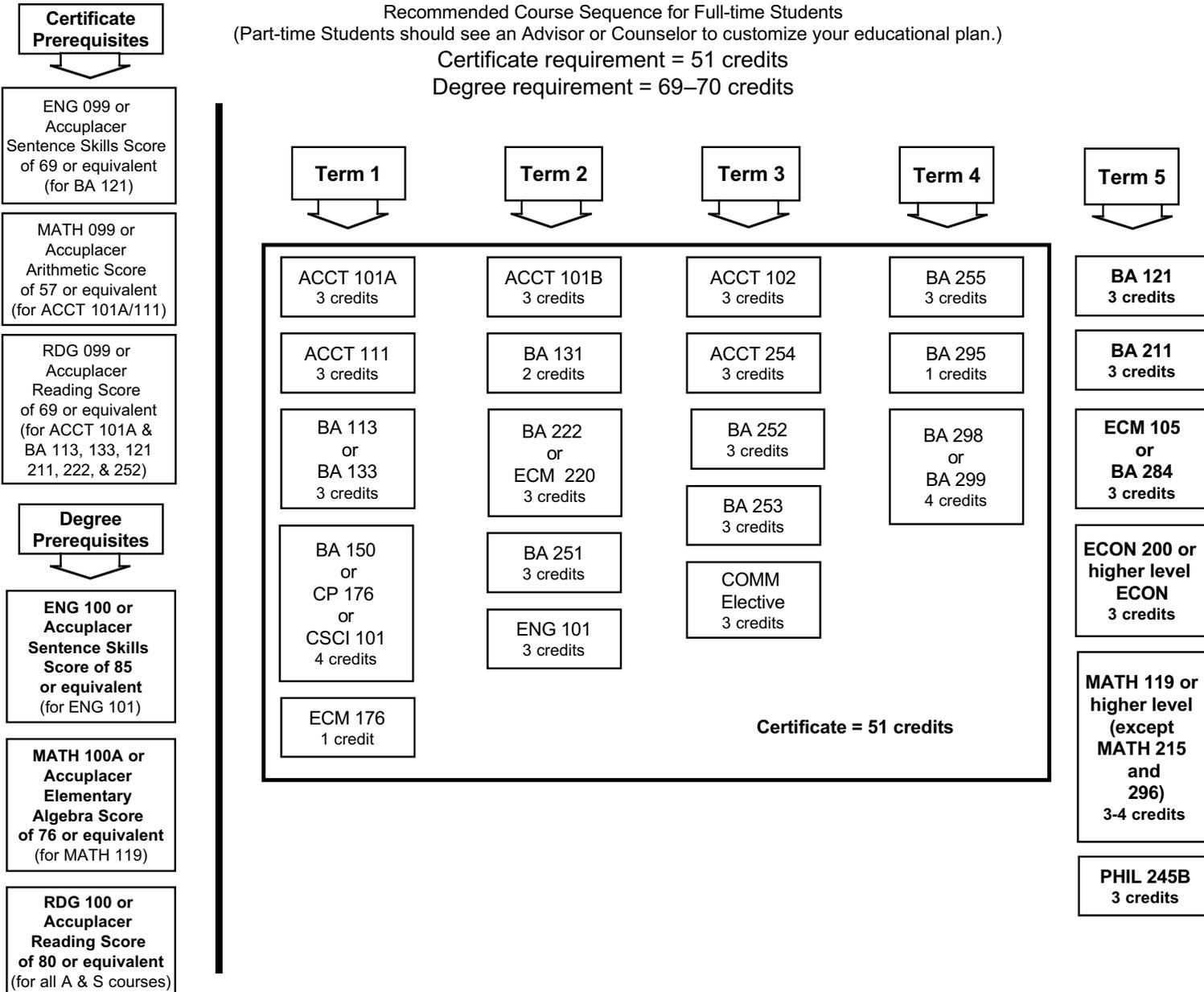
For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

RETAIL MANAGEMENT DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time Students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 51 credits
Degree requirement = 69–70 credits



• *Certificate in Stenotranscription*

Program Description

The students study stenotranscription theory, transcript preparation, business English, business interpersonal skills, and experience a Stenotranscription internship.

Career and Advancement Opportunities

Job opportunities are in law firms, television stations, and government agencies. Types of jobs include political transcribing, congressional transcribing, government transcribing, and cyber-conferencing.

Special Requirements

Students will have to purchase a steno machine for machine shorthand.

Contact Information

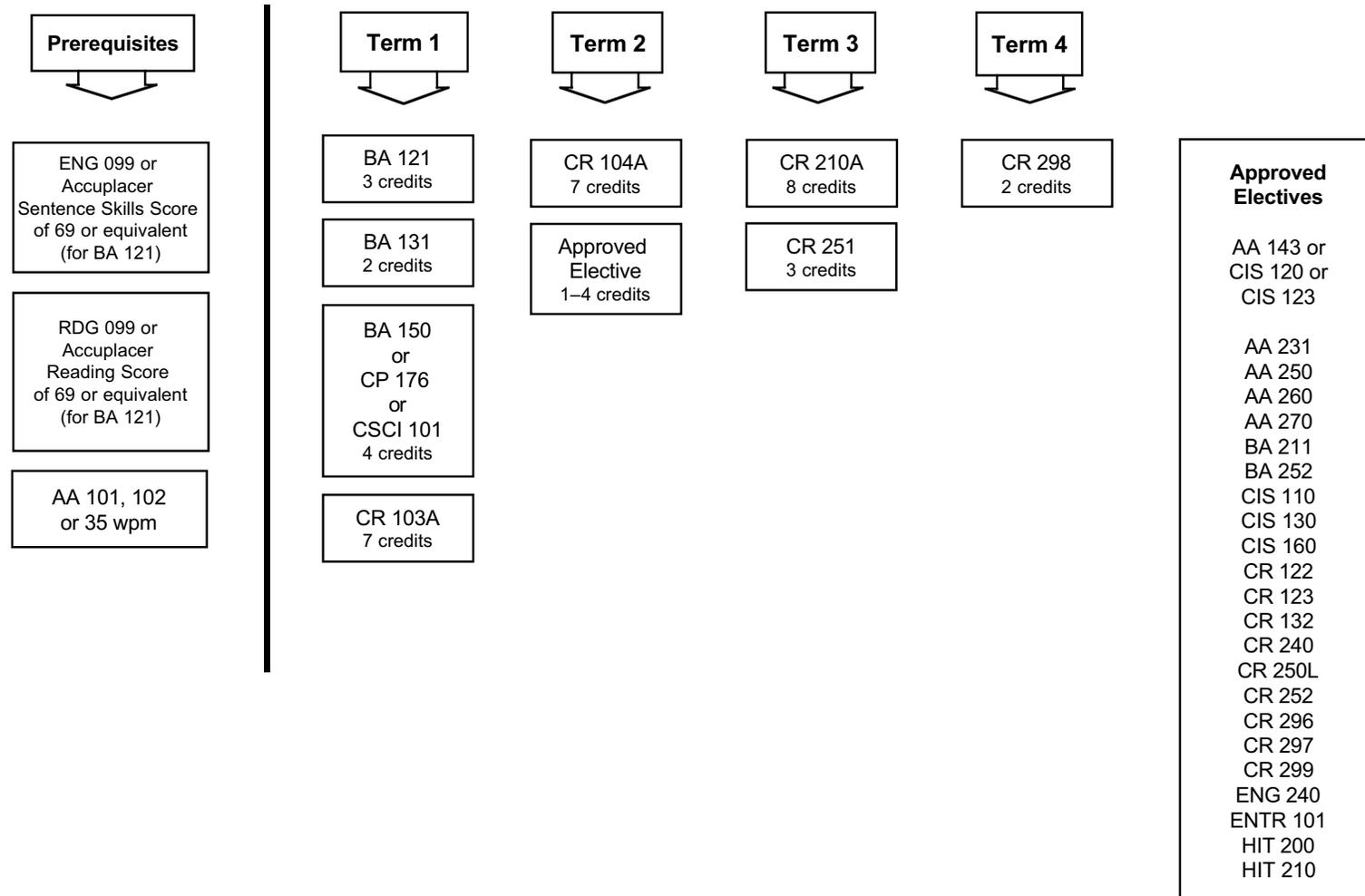
Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

STENOTRANSSCRIPTION CERTIFICATE

Recommended Course Sequence
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate Requirement = 37–40 credits



• *Certificate in Surgical Technology*

Program Description

Surgical Technology is a two-term certificate program that presents the knowledge and skills necessary to work in a surgical environment and function as a member of the operating room team. The learning environment consists of the classroom and campus laboratory along with local hospitals, day surgery centers and physicians offices. Accreditation is from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Graduates are eligible to take the Surgical Technologist National Certifying Examination. Surgical Technologists who take and pass this examination are certified and authorized to use the initials CST to designate their status as Certified Surgical Technologist.

Career and Advancement Opportunities

Surgical Technologists perform many roles within and outside the operating room or surgical setting but the primary role is to prepare and protect the sterile field, pass instruments, and assist the surgeon in a variety of ways during the operative procedure. There is a demand for Surgical Technologists in Albuquerque and throughout the State.

Special Requirements

Arts & Sciences courses must be completed before beginning the clinical courses. Before beginning Surgical Technology courses students must present evidence of current BLS provider CPR certification, a physical exam, PPD and current immunizations (tetanus, rubella, rubeola and hepatitis B). Students must have the emotional and physical stamina to stand for extended periods of time (8 to 10 hours) while concentrating on a specific task. Students are required to pay a program fee of \$70 which covers the cost of a uniform, hospital parking permits, name tags, self-assessment exam and preventative lab test in case of needle-stick exposure.

Contact Information

For information contact Liz Alongi, RN, BSN, CNOR, (505) 224-4166, ealongi@tvi.cc, <http://planet.tvi.cc.nm.us/ealongi/> or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



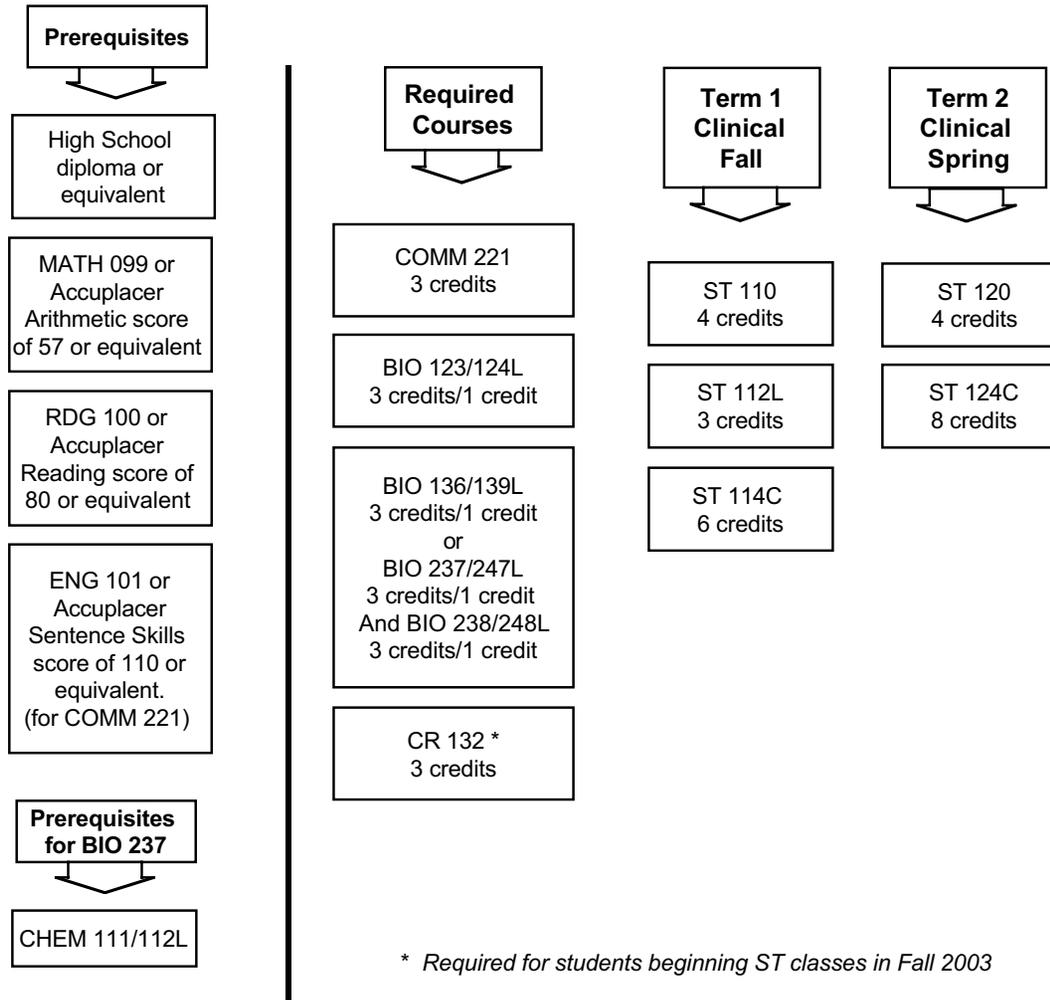
For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

SURGICAL TECHNOLOGY CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirement = 39–43 credits



- **Certificates in Automotive Technology or Diesel Equipment Technology**
- **Associate of Applied Science Degree in Transportation Technology** (concentrations in Automotive Technology and Diesel Equipment Technology)
- **Verification of Completion in Automotive Services Fundamentals**

Program Description

Students in the Automotive and Diesel programs study bumper-to-bumper systems in a combination of theory and laboratory classes that prepare graduates to work on a variety of gasoline and diesel powered equipment, heavy-duty trucks, and automobiles and light trucks. Transportation programs provide extensive hands-on training opportunities to ensure competency at program completion. The automotive technology program is certified in all areas by the National Automotive Technicians Education Foundation.

Career and Advancement Opportunities

Career opportunities exist in government, independent repair facilities and dealerships for all aspects of the industry including line technician, field service technician, service writer, service manager, warranty and parts, and overhaul specialist. The national shortage of technicians in both automotive and diesel fields ensures that every program graduate can obtain employment along with excellent pay and benefits.

Special Requirements

Hand tools and textbooks are required in all transportation technology programs and one must not be allergic to fuels, oils, and chemicals used in the industry. Additionally, most employers require a valid driving license and a good driving record.

Contact Information

Information about these programs is available from the program chair at (505) 224-3756 (automotive technology) or (505) 224-3745 (diesel equipment technology), the director (505) 224-3718 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For prerequisites and a recommended course sequence, turn the page...

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

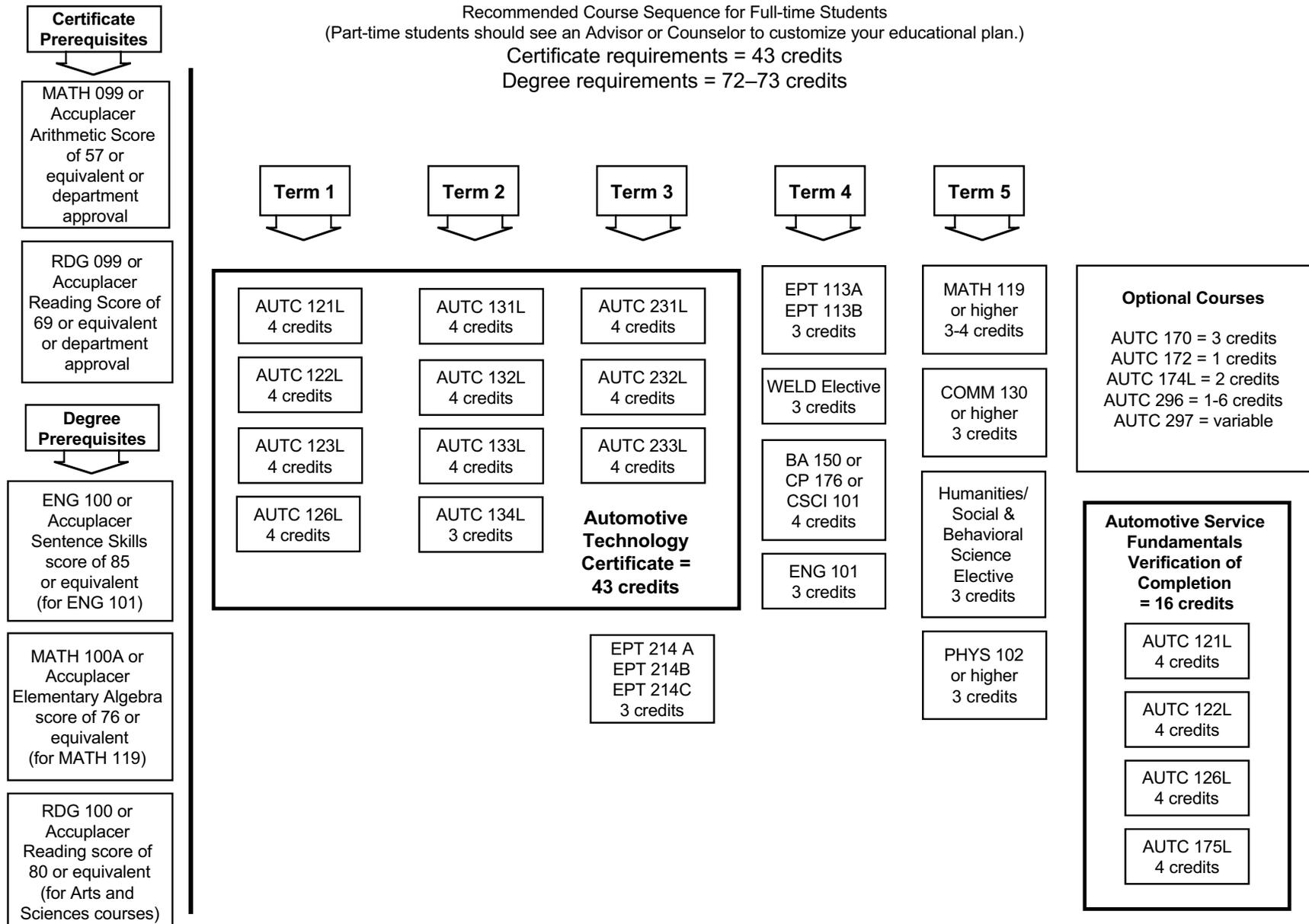
TRANSPORTATION TECHNOLOGY (Automotive Technology Concentration) DEGREE

(also Automotive Technology Certificate and Automotive Service Fundamentals Verification of Completion)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 43 credits

Degree requirements = 72–73 credits

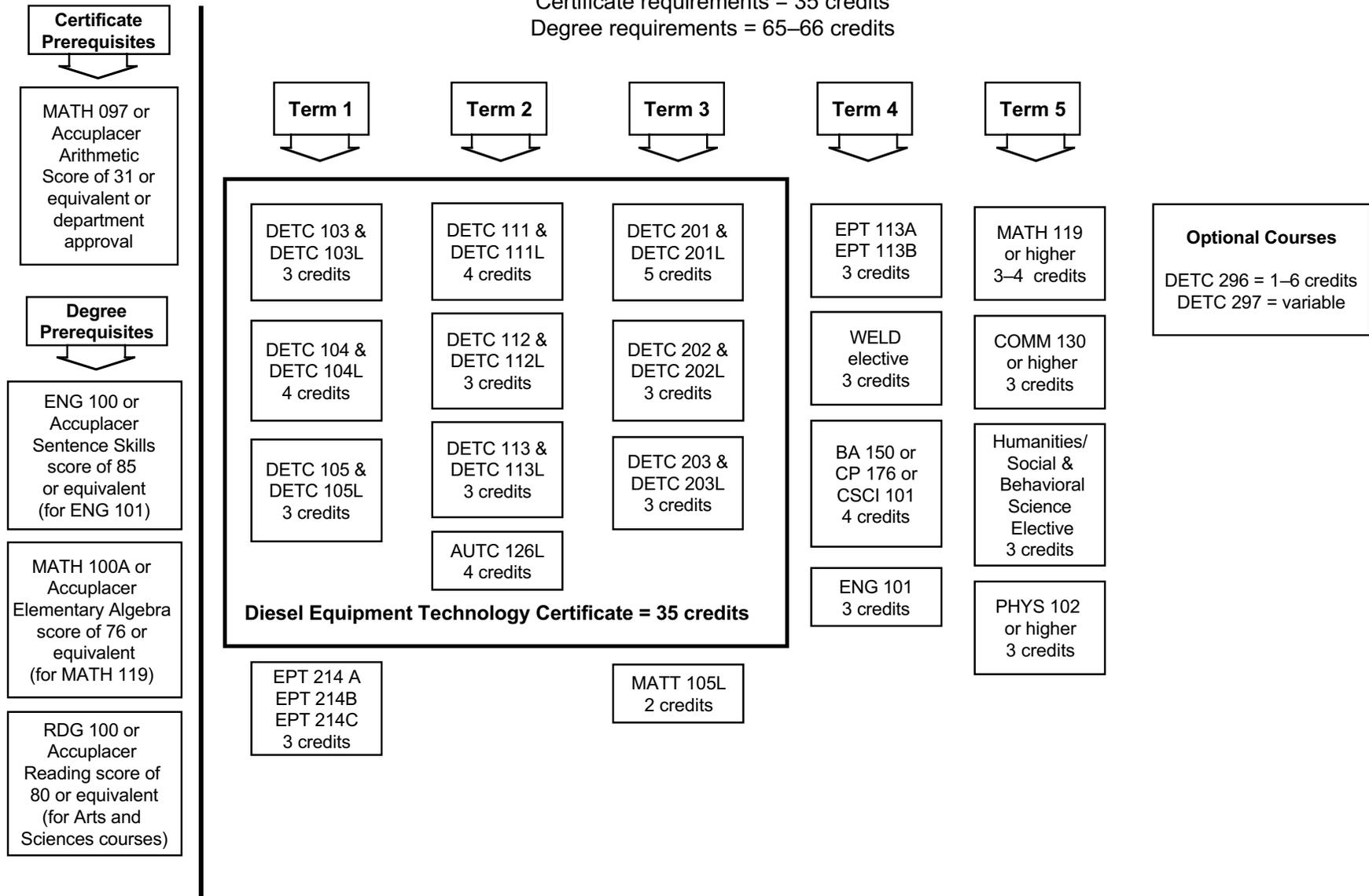


TRANSPORTATION TECHNOLOGY (Diesel Equipment Technology Concentration) DEGREE

(also Diesel Equipment Technology Certificate)

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)

Certificate requirements = 35 credits
Degree requirements = 65–66 credits



• *Certificate in Truck Driving*

Program Description

Provides students basic instruction required to become professional commercial truck drivers. Students learn how to operate a tractor trailer safely and efficiently through classroom, range, and over-the-road environments, and through full-time and part-time course work. The program is certified by the Professional Truck Driver Institute and students will receive certificates through the Professional Truck Driving Institute and Albuquerque Technical Vocational Institute.

Career and Advancement Opportunities

Jobs are available with various types of trucking companies, including local delivery, in-state routes and over-the-road (regional and 48 states) opportunities.

Special Requirements

The State of New Mexico will conduct a background check. Students must meet the following requirements:

- Be at least 18 years old
- Have a valid New Mexico driver's license
- Provide original birth certificate
- Provide original social security card
- Provide a certified copy of his or her driving record for the past three years
- Have a Department of Transportation physical at a qualified testing facility
- Obtain pre-qualification testing for controlled substances use
- Not have been convicted of or forfeited bond for more than four moving violations in the past three years
- Not have more than one at-fault, preventable accident in the past three years
- Not have been convicted of or forfeited bond for reckless driving
- Not have more than one DWI conviction and not within the past five years

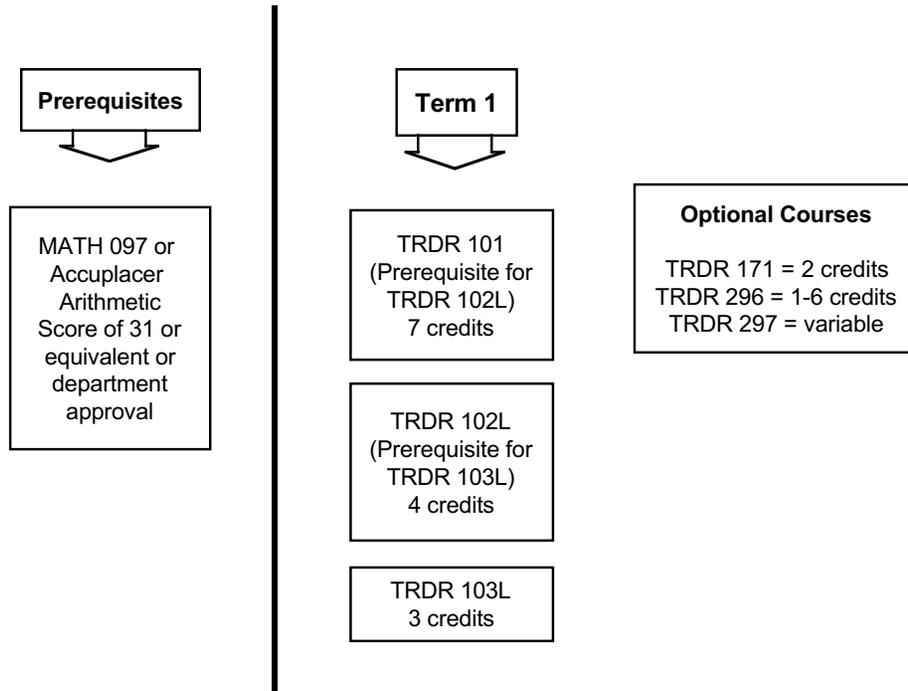
Students are subject to all Federal Highway Administration drug and alcohol testing rules. Tests (pre-qualification, random, post accident, reasonable suspicion, return-to-duty and follow-up) are performed when applicable for alcohol and controlled substances. Instructors will provide students detailed information regarding federal drug and alcohol testing and physical examination requirements when they enter TRDR 101. Students pay a non-refundable course fee of \$200 prior to entering TRDR 102L and \$250 prior to entering TRDR 103L. This program may not qualify students for Veterans Administration benefits or other financial aide.

Contact Information

Program information is available from the program chair at (505) 224-3745, the director at (505) 224-3718 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

TRUCK DRIVING CERTIFICATE

Recommended Course Sequence for Full-time Students
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirements = 14 credits



- *Certificate in Web Technology*
- *Associate of Applied Science Degree in Web Technology*

Program Description

The Web Technology program is designed to meet the needs of a fast-growing industry and career path involving the Internet's World Wide Web. The certificate offers basic entry-level skills in the field. These skills include hypertext markup language (HTML), basic scripting, web design, programming and network management. The degree offers advanced skills in web management, critical thinking and communication. Courses are grouped to closely mirror industry certification tracks and will assist students in achieving a vendor neutral Certified Internet Webmaster certification (CIW).

Career and Advancement Opportunities

Graduates are prepared for jobs as entry-level website designers, developers, and/or maintainers.

Special Requirements

None.

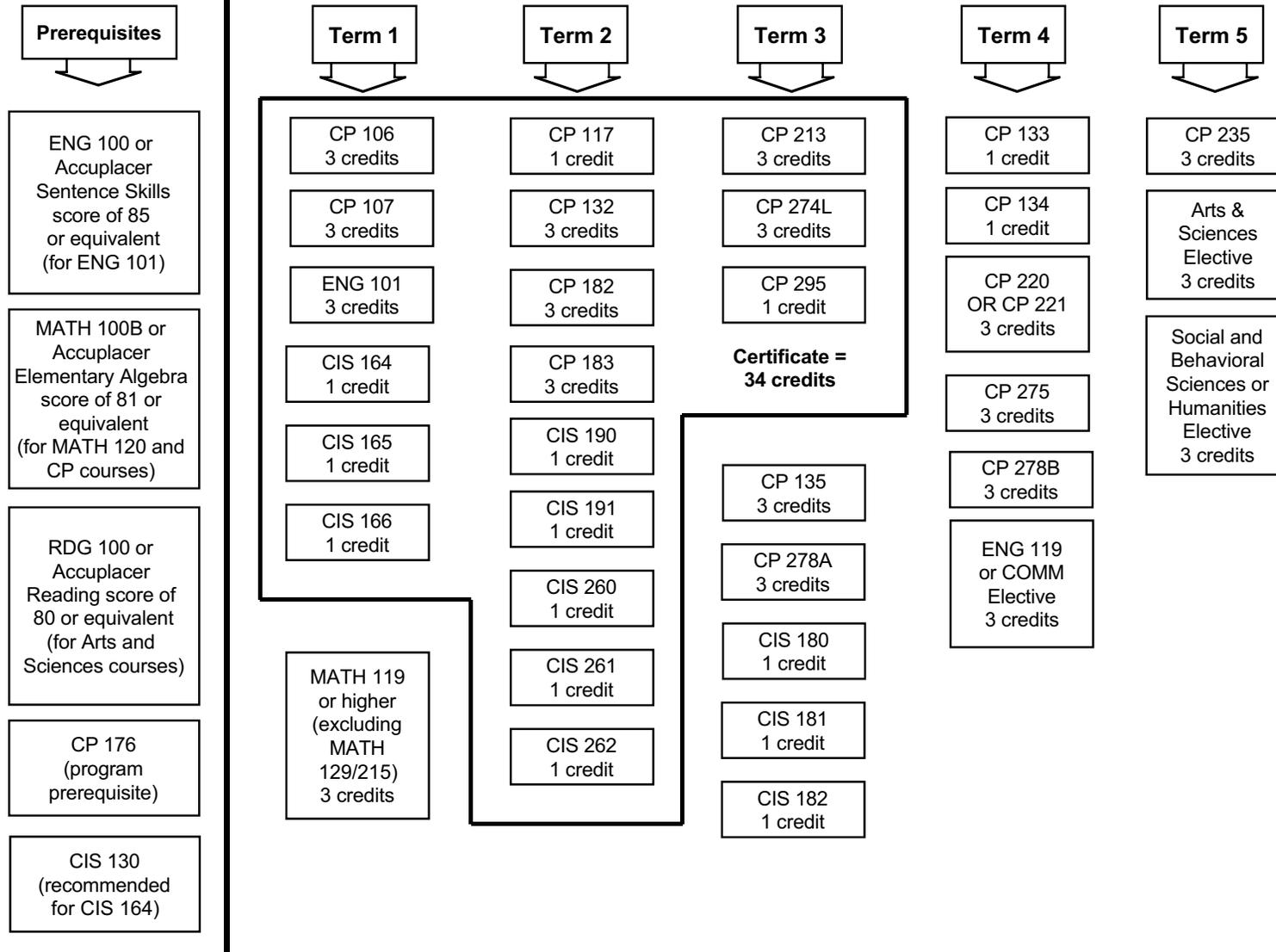
Contact Information

Program information is available from the director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

For Exit Competencies for this Program of Study, please visit our website at www.tvi.cc/instruction/exitcompetencies

WEB TECHNOLOGY DEGREE AND CERTIFICATE

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirements = 34 credits
 Degree requirements = 66–67 credits



ADULT EDUCATION COURSES: Basic Skills (BSK), English as a Second Language (ESL) and Job Life Skills (JLS)

Description

Courses are offered in English as a Second Language (ESL) and Basic Academic Skills/GED Preparation (BSK & JLS).
No letter grades are given.

Career and Advancement Opportunities

Adult Education courses help students prepare for higher education, job advancement or personal fulfillment.

Special Requirements

The Adult Education (AE) program offers free instruction to adults who do not have their high school diploma and to adults who do not speak English as their first language. Adult Education students receive most of the same services as other TVI students (for example, library access) but are not eligible for financial aid. Also, AE students do not follow the procedures outlined in this catalog for admission and registration; they should contact the Department of Adult and Developmental Education at (505) 224-4282 for specific information. Textbooks are provided free to students.

Contact Information

For more information, contact the Department of Adult and Developmental Education (505) 224-4282.

Non-Credit Courses offered

Course Number/Course Name

BSK 040 – Basic Language Skills

Explores basic reading/writing strategies using phonics, development of sight vocabulary, and collaborative use of materials in themes relevant to students' lives.

BSK 041 – Basic Language Skills II

Improves developmental phonics, dictionary skills, grammar, response to reading and self-expression.

BSK 050 – Basic Skills Reading

Analyzes non-fiction and fiction to identify main idea, point of view and organizational patterns. Includes summarizing, drawing conclusions and responding to readings.

BSK 051 – Reading in Literature and Arts

Focuses on reading and analysis of literature (short stories, poetry, drama and commentary) with multi-cultural themes to improve comprehension and prepare for the literature and arts test of the GED.

BSK 052 – Science

Presents physical, life and earth sciences using critical thinking skills necessary for success in practical problem solving and on the GED exam.

BSK 053 – Social Studies

Presents history, political science, geography, and economics, using critical thinking skills necessary for success in practical problem solving and on the GED exam.

BSK 060 – Math Fundamentals

Reviews the language and basic concepts of math as they relate to addition, subtraction, multiplication and division using whole numbers and decimals.

BSK 061 – Decimals, Fractions and Measurements

Covers intermediate math concepts with decimals, fractions and measurement applications.

BSK 062 – Proportions, Percentages and Data Analysis

Covers intermediate math concepts with proportions, percentages and data analysis.

Course listing continued on next page

Possible Course Sequence for BSK and JLS Courses

Core Courses

BSK 040
Basic Language
Skills I

BSK 041
Basic Language
Skills II

BSK 050
Basic Skills
Reading

BSK 051
Reading in
Literature and Arts

BSK 060
Math
Fundamentals

BSK 061
Decimals,
Fractions,
Percentages

BSK 062
Proportions,
Percentages,
Data Analysis

BSK 063
Basic Geometry,
Measurement,
Algebra

BSK 071
Spelling and
Grammar

BSK 074
General
Composition

JLS 040
Job/Life Skills

BSK 053
Social Studies

JLS 041
Computer Literacy

BSK 052
Science

Accuplacer Test

Possible next level courses

Developmental
Education
ENG
RDG
SSKL
MATH
Occupational
or
Sciences

TVI Degree or
Certificate
Program

Non-Credit Courses

Course Number/Course Name

Course Number/Course Name

Course Number/Course Name

BSK 063 – Basic Geometry, Measurement and Algebra

Covers measurement/geometry and fundamental algebra necessary for success on the GED exam and in practical problem solving.

BSK 071 – Spelling and Grammar

Reviews language mechanics, usage and spelling improvement.

BSK 074 – General Composition

Provides systematic study of the steps in the writing process focusing on sentence structure, grammar, punctuation, syntax and paragraph development, essay structure and organizational methods.

BSK 079 – Spanish GED

Prepares students for the GED exam conducted in Spanish, including instruction in math, writing, grammar and reading. Some English as a second language instruction in mechanics and usage to prepare for the English competency portion of the Spanish GED exam is included.

BSK 079 – GED En Español

Preparacion para el examen de GED en español, incluyendo instruccion en matematicas, escritura, gramatica, y lectura. Preparacion incluido por el porcion del examen que esta en inglés.

BSK 080 – Basic Skills Learning Center

Includes individualized study and tutoring in basic skills math, reading and/or writing with access to computer, video and audio programs as well as other instructional materials in the Adult Education Learning Center at Main or Montoya campus.

BSK 081 – Basic Skills Integrated

Provides comprehensive practice on basic reading, writing and math skills taught both on campus and at community sites to help students prepare for the GED examination or improve competencies. Computer-assisted instruction available in some locations.

BSK 082 – Basic Skills Special Topics

Presents various topics. See *Schedule of Classes*.

ESL 040 – ESL Literacy

Introduces alphabet, phonemic system, basic vocabulary and simple sentences in meaningful, communicative contexts. For students who have had no previous exposure to written or spoken English.

ESL 050 – ESL Beginning

Develops English language skills with an emphasis on pronunciation practice, listening comprehension, conversation and basic grammar.

ESL 060 – Low Intermediate ESL

Focuses on practice in communication skills for everyday life, which may include voicing opinions and responding appropriately in conversations on familiar topics, discussing short reading selections, learning and reviewing grammatical skills and conventions of oral and written English.

ESL 061 – High Intermediate ESL

Expands focus on practice in communication skills for everyday life, which may include voicing opinions and responding appropriately in conversations on familiar topics, discussing short reading selections, learning and reviewing grammatical skills and conventions of oral and written English.

ESL 070 – Low Advanced ESL

Covers English conversation, writing, reading and evaluation of materials and study of advanced grammar in meaningful, communicative contexts.

ESL 071 – High Advanced ESL

Expands on study of English conversation, writing, reading and evaluation of materials and study of advanced grammar in meaningful, communicative contexts.

ESL 081 – ESL Integrated

Presents reading, writing, listening, speaking and grammatical skills through group work, paired practice and self-paced instruction. Comprehensive, community-based classes for students at all levels of English proficiency.

ESL 082 – ESL Special Topics*

Presents various topics. See *Schedule of Classes*.

ESL 085 – Citizenship

Covers basic English, American history and government. For students who have a working knowledge of English and are preparing to become American citizens.

JLS 040 – Job/Life Skills*

Examines critical life issues—self-esteem, study skills, parenting and job skills—and explores occupational choices and job-placement services at TVI.

JLS 041 – Computer Literacy for Adult Education

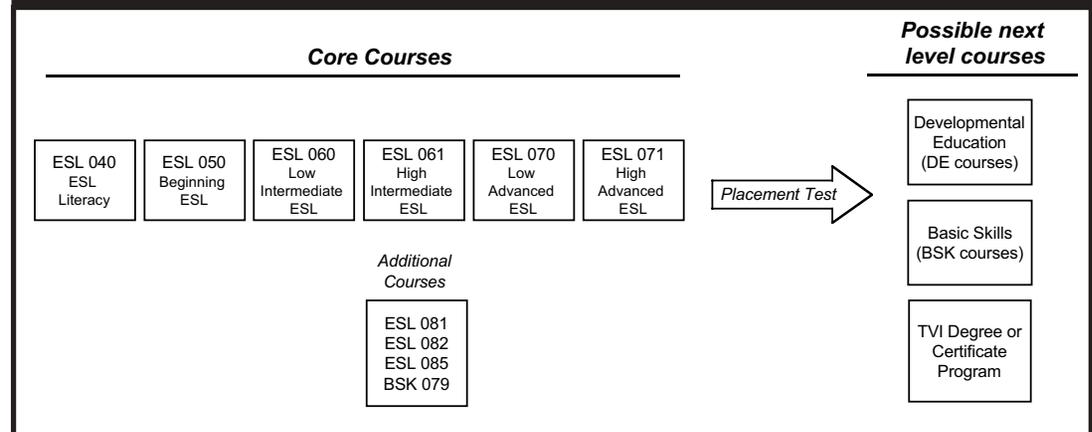
Introduces computer hardware and terminology, word processing programs and use of the Internet.

JLS 042 – Job Search Skills*

Studies positive presentation techniques through job applications, resumés and interviews; exploration of sources of employment.

* Note: Students may also study on an individual basis at the Main Campus or Montoya Campus Adult Education Learning Centers.

Possible Course Sequence for ESL Courses



DEVELOPMENTAL EDUCATION Courses

Adult & Developmental Education

Description

Students in Developmental Education classes work to develop basic academic, work and life skills necessary for success. Developmental courses are numbered 090 through 100. Subjects are English (course prefix ENG), math (MATH), reading (RDG), study skills (SSKL), biology (BIO), chemistry (CHEM), accounting (ACCT), computer programming (CP), computer science (CSCI), drafting (DRFT), electronics (ELEC) and health (HLTH). Classes include classroom and lab time. Developmental courses are graded CR (credit) and NC (no credit) to help students build their skills without the added pressure of the traditional grading system (A,B,C,D,F). While credit from Developmental Education courses is not transferable to other degree-granting institutions, these courses typically help students meet admissions requirements and program prerequisites. All developmental courses are tuition free to students. Eligible students may receive financial aid for up to 30 credit hours in Developmental Education courses.

Career and Advancement Opportunities

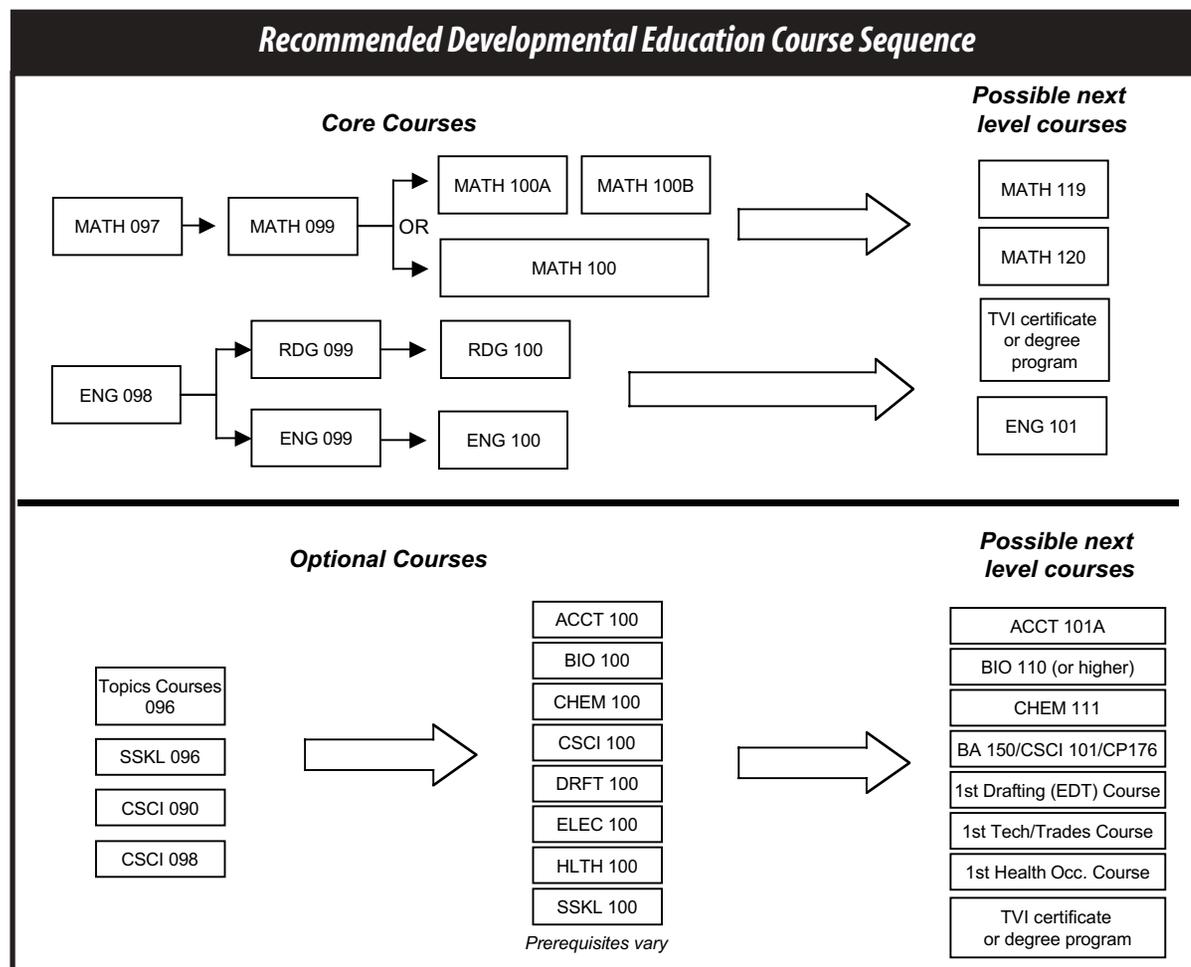
Developmental Education courses prepare students for liberal arts or vocational majors, for self-improvement, or for career enhancement.

Special Requirements

None.

Contact Information

Program information is available by contacting the Department of Adult and Developmental Education at (505) 224-3939.



Credit Courses *(listed in alphabetical order by prefix)*

Course Number/Course Name	Credit Hours	Course Number/Course Name	Credit Hours	Course Number/Course Name	Credit Hours
AA – Administrative Assistant Courses		AA 171 – Working with the Challenging Customer		AA 231 – Business English Applications	
AA 101 – Beginning Keyboarding	3	Presents concepts to enhance student's ability to act effectively when working with the challenging customer for the purpose of promoting customer satisfaction. (5 weeks)	1	(Prerequisite: BA 122 or department approval) Requires student to compose, transcribe, analyze/edit business documents for correct grammar, punctuation, mechanics and language. Reference materials are used. Course fee: \$10	3
Develops keyboarding skill by touch method and develops speed and accuracy. A minimum average of 25 wpm on three five-minute timings is required to pass this course. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$10		AA 173 – Time Management Skills	1	AA 260 – Business Procedures	3
AA 102 – Keyboard Applications	3	Presents principles and activities to aid the student in applying time management skills in a personal and professional environment. (5 weeks)		(Prerequisites: AA 143, BA 121; recommended prerequisites: AA 107, BA 122)	
(Recommended prerequisite: AA 101)		AA 174 – Computers in the Medical Office	1	Covers office procedures, technology, records management, human relations, ethics, telecommunications and job portfolio. Capstone course should be taken in student's final term.	
Requires production of business letters, reports and tables and continued development of speed and accuracy. A minimum average speed of 35 wpm on three five-minute timings is required to pass this course. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$15		(Recommended prerequisite: BA 150)		AA 270 – Medical Transcription	3
AA 105 – Keyboard Skill-building	2	Introduces tasks performed in a medical office utilizing computerized software package, including scheduling appointments, gathering and recording patient information, recording diagnoses and procedures, billing patients, filing insurance claims, recording payments and preparing reports. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee \$5		(Recommended prerequisites: CR 132, AA 107 or 50 wpm typing speed, AA 143, BA 121, AA 231)	
(Recommended prerequisite: AA 101 or 25 wpm typing speed on a five-minute timing)		AA 180 – Work-Site Learning	1	Reinforces medical terminology and develop proficiency in transcribing medical reports, forms, and other types of medical communications using correct format, grammar, punctuation, number, abbreviation, symbols and metric measurement rules. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$15	
Focuses on building speed and accuracy for students with various levels of skills. Evaluation is based on individual speed and accuracy improvement. (5 lab hours per week = 75 lab hours per term) Course fee: \$10		Requires participation in an approved customer service setting to promote practical application of Call Center Operations core curriculum. Work-Site Learning is taken in student's final 5 weeks of the program; the student must acquire a minimum of 50 hours. (5 weeks; 1 theory + 9 lab hours per week = 5 theory + 45 lab hours per term)		AA 296 – Topics Course	1–3
AA 107 – Intermediate Keyboard Skill-building	2	AA 200 – Advanced Word Processing	3	Explores current topics in office technology.	
(Recommended prerequisite: AA 102 or 35 wpm typing speed on a five-minute timing)		(Prerequisite: AA 143; recommended prerequisites: AA 107 or 45 wpm on a five-minute timing, AA 202 or (CIS 150, 151, 155) and CIS 140)		AA 297 – Special Problems	Variable
Focuses on building speed and accuracy. A minimum average speed of 45 wpm on three 5-minute timings is required to pass this course. (5 lab hours per week = 75 lab hours per term) Course fee: \$10		Presents advanced applications for preparing business documents and document integration. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$15		(Prerequisite: department approval)	
AA 112 – Office Accounting Procedures	4	AA 202 – Spreadsheet and Database Management	3	Requires the student and instructor to define a specific problem in the area of the student's interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	
(Recommended prerequisite: ACCT 111)		(Recommended prerequisite: BA 150)		AA 298 – Internship	4
Focuses on complete bookkeeping cycle, financial statements and payroll. A computerized practice set is completed in this course.		Presents Excel and Access to create business documents. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$15 [Formerly offered as Information Processing]		(Prerequisite: department approval; recommended prerequisites: AA 143, BA 121, 40 wpm for Office Assistant program or 50 wpm for Office Administration program)	
AA 143 – Word Processing	3	AA 205 – Advanced Keyboard Skill-building	2	Requires a minimum of 150 hours at office-related supervised workstations. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Students are not paid for their work but are supervised jointly by TVI and the employer. The student and employer determine the weekly contact hours.	
(Recommended prerequisites: BA 150 and AA 102 or a minimum typing speed of 35 words a minute on a five-minute timing or department approval)		(Recommended prerequisite: AA 107 or 45 wpm typing speed)			
Presents basic and intermediate features for preparing business documents. (2 theory + 3 lab hours per week = 30 theory and 45 lab hours per term) Course fee: \$15		Focuses on building speed and accuracy. A minimum average speed of 55 wpm on three 5-minute timings is required to pass this course. (5 lab hours per week = 75 lab hours per term) Course fee: \$10			
AA 170 – Business Telephone Techniques	1				
Applies tape recorded and role playing activities to develop effective speaking, listening and questioning skills. Methods for handling incoming calls, customer orders, customer problems and complaints, outbound calls and sales are presented. (5 weeks)					

Course Number/Course Name	Credit Hours
AA 299 – Cooperative Education	4
<i>(Prerequisite: department approval; recommended prerequisites: AA 143, BA 121, 40 wpm for Office Assistant program or 55 wpm for Office Administration program)</i>	
Requires a minimum of 150 hours in a new office-related position. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer. The student and employer determine the weekly contact hours.	
ACCT – Accounting Courses	
ACCT 100 – Introduction to Accounting	3
Provides students with information about basic accounting cycle. Covers additional topics, such as payroll and taxes, as time permits. Helps students prepare for next-level accounting-related courses. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	
ACCT 101A – Accounting IA	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; RDG 099 or Accuplacer Reading Score of 69 or equivalent)</i>	
Note: Students going on to ACCT 101B should take ACCT 111 concurrently. Analyzes and records business transactions, implements accrual basis accounting and prepares basic financial statements. ACCT 101A plus 101B are equivalent to ACCT 101 in 2001–02 and prior catalogs.	
ACCT 101B – Accounting IB	3
<i>(Prerequisite: ACCT 101A; pre- or corequisite: ACCT 111 or MATH 121)</i>	
Presents use of financial information for decision making with emphasis on Generally Accepted Accounting Principles. ACCT 101A and 101B are equivalent to ACCT 101 in 2001–02 and prior catalogs.	
ACCT 102 – Accounting II	3
<i>(Prerequisites: ACCT 101A and 101B, BA 150)</i>	
Presents utilization of accounting information for decision making by management in planning and controlling business activities. ACCT 102 and 180 from this catalog are equivalent to ACCT 102 from 1999–2000 and prior catalogs.	
ACCT 111 – Business Math	3
<i>(Prerequisite: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; this courses is a pre- or corequisite for ACCT101B)</i>	
Applies basic arithmetic operations to business applications and accounting.	

Course Number/Course Name	Credit Hours
ACCT 150 – VITA Tax Preparation	2
Introduces basic tax-return preparation issues and the software to do basic tax returns for low-income taxpayers. VITA = Volunteer Income Tax Assistance.	
ACCT 151 – VITA Tax Internship	1
<i>(Pre- or corequisite: ACCT 150)</i>	
Applies current tax code to prepare individual tax returns for low income taxpayers. Twenty-five to thirty hours of volunteer tax return preparation work during the spring term at one of TVI's VITA locations is required.	
ACCT 157 – Beginning Quickbooks	1
<i>(Recommended prerequisite: ACCT 101A)</i>	
Covers Quickbooks General Ledger software for small business. The student will record transactions for a service-oriented business and prepare bank reconciliations and end-of-period financial statements. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Formerly offered as BA 157]	
ACCT 158 – Intermediate Quickbooks	1
<i>(Prerequisite: ACCT 157 or department approval)</i>	
Expands Quickbooks knowledge to merchandise-oriented businesses. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Formerly offered as BA 159]	
ACCT 159 – Advanced Quickbooks	1
<i>(Prerequisite: ACCT 158 or department approval)</i>	
Examines advanced topics including payroll transactions and reporting and conversion of existing manual records to Quickbooks. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	
ACCT 170 – Payroll Accounting	3
<i>(Recommended prerequisite: ACCT 101A)</i>	
Covers payroll accounting procedures and controls, tax and employment laws and tax reports that form the core of payroll responsibilities.	
ACCT 180 – Accounting Applications	3
<i>(Prerequisites: ACCT 101A and 101B, BA 150 or department approval)</i>	
Simulates the complete accounting process using practice sets to expand skills in the performance of accounting functions. (ACCT 102 and 180 from current catalog are equivalent to ACCT 102 for 1999 and prior catalogs.)	

Course Number/Course Name	Credit Hours
ACCT 201A – Intermediate Accounting IA	3
<i>(Prerequisite: ACCT 180 or department approval)</i>	
Presents accounting theory, concepts, practical application and use of accounting facts and procedures in business contexts. Emphasis is on the rationale behind business transactions, the development of professional judgment and critical thinking skills with regard to assets.	
ACCT 201B – Intermediate Accounting IB	3
<i>(Prerequisite: ACCT 201A or department approval)</i>	
Continues ACCT 201A and completes the focus on the asset side of the balance sheet and starts the study of liabilities.	
ACCT 202 – Intermediate Accounting II	3
<i>(Pre- or corequisite: ACCT 201B or department approval)</i>	
Completes the accounting theory framework started in ACCT 201A and ACCT 201B with the remaining liabilities, stockholder equity issues and special topics.	
ACCT 240 – Tax Accounting I	3
<i>(Prerequisite: ACCT 101A or ACCT 150/151 or department approval)</i>	
Covers fundamental characteristics of individual federal income taxes.	
ACCT 241 – Tax Accounting II	3
<i>(Prerequisite: ACCT 240 or department approval)</i>	
Covers income tax aspects of corporations, partnerships, sub-chapter S corporations, fiduciaries, advanced concepts related to individual income taxes, tax planning and estate and gift taxation.	
ACCT 254 – Electronic Spreadsheets	3
<i>(Prerequisite: BA 150 and ACCT 101A and 101B or department approval; recommended prerequisite: ACCT 102)</i>	
Applies electronic spreadsheets to accounting and business problems. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	
ACCT 255 – Computerized Accounting	3
<i>(Prerequisite: ACCT 180 or department approval)</i>	
Employs integrated accounting software for payroll, inventory control, accounts payable, accounts receivable and general ledger functions. Course is designated as the capstone course. To count toward an accounting certificate or degree, it must be taken in the term of graduation or the immediate preceding term. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	
ACCT 260 – Cost Accounting	3
<i>(Prerequisite: ACCT 102 or department approval)</i>	
Covers job order and process costing systems for construction and manufacturing.	

Course Number/Course Name	Credit Hours
ACCT 270 – Governmental Accounting (Prerequisite: ACCT 180 or department approval) Examines fund accounting for governmental entities.	3
ACCT 271 – Auditing (Prerequisite: ACCT 102 or department approval; recommended prerequisite: ACCT 201) Surveys auditing concepts that include audit standards, reports, professional ethics, legal liability, evidence accumulation, audit planning, internal control, transaction cycles, other engagements and operational auditing.	3
ACCT 280 – Managerial Accounting (Prerequisite: ACCT 102 or department approval) Expands the student's ability to use and interpret accounting information for decision making by management in planning and controlling business activities.	3
ACCT 296 – Accounting Topics (Prerequisites: ACCT 101A and 101B and ACCT 102 or department approval) Explores current topics in accounting.	1-6
ACCT 297 – Special Problems (Prerequisite: department approval) Requires the student and instructor to define a specific problem in the area of the student's interest and directly related to the program. Student develops and executes a solution applying analytical techniques and critical thinking to the problem. An oral presentation may be required.	Variable
ACCT 298 – Internship (Prerequisites: ACCT 180 and department approval) Provides students the opportunity to work a minimum of 150 hours in a new job experience in accounting or training-related supervised work stations. Students are not paid for their work but are supervised jointly by TVI and the company.	4
ACCT 299 – Cooperative Education (Prerequisites: ACCT 180 and department approval) Provides students the opportunity to work a minimum of 150 hours in a new job experience in accounting or training-related supervised work. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer.	4

Course Number/Course Name	Credit Hours
ACHR – Air Conditioning, Heating, & Refrigeration Courses	
ACHR 131 – Refrigeration Fundamentals (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, or department approval) Introduces fundamentals of refrigeration, including components, refrigerants, accessories and hands-on competencies. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 132 – Basic Electricity (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, or department approval) Presents principles of electricity, measurements, safety, wiring procedures, schematics, components of basic circuits and principles and practices in electricity. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 133 – Refrigerant Management (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, or department approval) Stresses accepted practices and procedures of refrigerant handling, containment, safety, leak detection, evacuation, recovery and charging systems. Students take the EPA Universal CFC Certification exam. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 134 – Motors and Controls (Pre- or corequisite: ACHR 132 or department approval) Covers primary and control circuits in various applications, troubleshooting and components. Emphasizes attention to motors and starting devices. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 135 – Refrigeration Applications (Pre- or corequisite: ACHR 131 or department approval) Covers system design, accessories, performance characteristics and problem diagnosis. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 136 – Control Circuit Applications (Prerequisite: ACHR 134 or department approval) Stresses electrical schematics, diagrams, troubleshooting of circuits and problem diagnosis. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 137 – Code and Safety Requirements I (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Investigates code requirements and safety practices related to refrigeration. Code and safety searches are an integral part of the course.	1

Course Number/Course Name	Credit Hours
ACHR 151 – Air Conditioning (Prerequisite: ACHR 135 or department approval) Covers installation, service and maintenance of air conditioning and heat pump systems. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 152 – Air Conditioning Control (Prerequisite: ACHR 134 or department approval) Covers installation, service and maintenance of air conditioning and heat pump systems controls. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 155 – Commercial Refrigeration (Pre- or corequisite: ACHR 131 or department approval) Covers installation, service and maintenance of reach-in and walk-in refrigeration systems. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 156 – System Design Examines air properties, air movement, heat load calculations and water as a secondary refrigerant. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term)	3
ACHR 157 – Heating Systems (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, or department approval) Emphasizes gas, oil and electric heating systems used for residential and/or light commercial heating systems. Furnaces and package systems are covered. Alternative heating sources are discussed. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 158 – Heating Control Systems (Prerequisites: ACHR 132 and 134 or department approval) Emphasizes electrical and electronic control troubleshooting, service, maintenance and repair/replacement of residential and/or light commercial heating systems. (1 theory + 2.5 lab hours per week = 15 theory 37.5 lab hours per term)	2
ACHR 159 – Installation and Retrofit of Heat/Cooling Systems Covers the installation of new and retrofitting of existing heating and/or cooling units to duct systems. Test and balancing procedures are introduced. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 171L – Basic Refrigeration Maintenance Introduces the types and components of refrigerators and air conditioners. Stresses evaporative coolers and preventive maintenance. Develops troubleshooting skills. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
ACHR 172L – Basic Air Conditioning, Heating and Refrigeration 3 Introduces basic equipment and service techniques. Emphasizes installation and troubleshooting of parallel compressor systems, energy management systems and preventive maintenance programs. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
ACHR 173L – Commercial Refrigeration Introduces commercial refrigeration and ice machine. Stresses preventive maintenance. Develops simple servicing and troubleshooting skills. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
ACHR 210 – Pumps and Valves (Prerequisites: ACHR 151, 152 and 154 or department approval) Covers the types of valves and pumps used in hydronic systems, the sizing, selection and internal construction, disassembling, assembling and measurement of impellers. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 211 – Basic Hydronic Principles (Prerequisites: ACHR 151, 152 and 154 or department approval) Covers basic flow, nomenclature, physical principles of typical systems, piping layout and design. Investigates actual operating systems. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 212 – Hot Water and Steam Generation Systems (Prerequisites: ACHR 210 and 211 or department approval) Covers types, design, construction of typical systems, sizing and controls of units. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 213 – Controls I (Prerequisites: ACHR 210 and 211 or department approval) Stresses pneumatic, electronic and electric control systems with computer interfacing. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 214 – Chilled Water Systems (Prerequisites: ACHR 210 and 211 or department approval) Emphasizes commercial and industrial chilled water systems. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
ACHR 215 – Controls II (Prerequisite: ACHR 213 or department approval) Covers advanced building controls using interfaced operating monitor equipment. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2

Course Number/Course Name	Credit Hours
ACHR 216 – Code and Safety Requirements II (Prerequisite: ACHR 137 or department approval) Investigates code requirements and safety practices related to refrigeration. Code and safety searches are an integral part of this course.	1
ACHR 296 – Special Topics (Prerequisite: department approval) Provides an in-depth study of problems and advanced techniques.	1–6
ACHR 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable

AFAS – Aerospace Studies

Students may register at TVI for the University of New Mexico Aerospace Studies (Air Force). Uniforms and textbooks are provided. Because these courses are offered at the main campus of UNM, students should contact UNM before enrolling.

Aerospace Studies

Richard G. Trembley, Lt. Col., USAF
Commander, Aerospace Studies
University of New Mexico
AFROTC Detachment 510
Aerospace Studies Building
1901 Las Lomas NE
277-4502

Credits in Aerospace Studies may NOT be applied to any associate degree or certificate at TVI.

AFAS 120 – The Foundation of the United States Air Force (Corequisite: AFAS 120L. Concurrent enrollment in leadership laboratory required for cadet status) Introduces students to the United States Air Force, providing an overview of the basic characteristics, missions, and organization of the USAF. Meets once weekly. Fall only.	1
AFAS 120L – Leadership Laboratory Develops personal leadership and managerial abilities. Examines Air Force customs and courtesies, and requires demonstration of related abilities as well as participation in drill and ceremonies. Emphasizes standards of discipline and conduct. Graded CR/NC. Enrollment in the laboratory is required with AFAS 120 course. Fall only.	1
AFAS 121 – The Foundation of the United States Air Force (Corequisite: AFAS 121L. Concurrent enrollment in leadership laboratory required for cadet status) Provides an introduction to the United States Air Force, including an overview of the basic characteristics, missions, and organization of the USAF. Meets once weekly. Spring only.	1

Course Number/Course Name	Credit Hours
AFAS 121L – Leadership Laboratory Continues course of study begun in AFAS 120/120L. Graded CR/NC. Enrollment in the laboratory is required with AFAS 121 course. Spring only.	1
AFAS 250 – The Evolution of USAF Air and Space Power (Corequisite: AFAS 250L. Concurrent enrollment in leadership laboratory required for cadet status) Introduces topics on Air Force heritage and leaders; introduces air and space power through examination of competencies and functions; and continues application of communication skills. Designed to instill an appreciation of the development and employment of air power and to motivate sophomore students to make transition from AFROTC cadet to AFROTC officer candidate. In addition, aspects of the AS 200 course begin to prepare students for field training exercises. Meets once weekly. Fall only.	1
AFAS 250L – Leadership Laboratory Provides application of elements of personal leadership. Provides students an opportunity to demonstrate command and leadership abilities, and knowledge of Air Force operating procedures. Graded CR/NC. Enrollment in the laboratory is required with AFAS 250. Fall only.	1
AFAS 251 – The Evolution of USAF Air and Space Power (Corequisite: AFAS 251L. Concurrent enrollment in leadership laboratory required for cadet status) Introduces topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Course is designed to instill an appreciation of the development and employment of air power and to motivate sophomore students to make transition from AFROTC cadet to AFROTC officer candidate. In addition, aspects of the AS 200 course begin to prepare students for field training exercises. Meets once weekly. Spring only.	1
AFAS 251L – Leadership Laboratory Continues course of study begun in AFAS 250/250L. Graded CR/NC. Enrollment in the laboratory is required with AFAS 251. Spring only.	1
ANTH – Anthropology Courses	
ANTH 101 – Introduction to Anthropology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Surveys the breadth of anthropology, including archaeology, biological anthropology, cultural anthropology, and linguistic anthropology.	3

Course Number/Course Name	Credit Hours
ANTH 110 – Language, Culture and the Human Animal (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces concepts and practices of linguistics and anthropology. Study of the systematic nature of language: phonology, morphology, syntax, semantics and pragmatics.	3
ANTH 120 – Archaeology: Discovering Our Past (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Surveys archaeological theory and methods including data from selected archaeological sites in various geographical areas and from different time periods.	3
ANTH 130 – Cultures of the World (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Surveys basic concepts of cultural anthropology as well as cultural characteristics illustrated by a variety of existing cultures in their native environments with societal examples in cross-cultural comparisons.	3
ANTH 150 – Evolutionary Anthropology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces field of biological anthropology and concepts of organic evolution. Emphasizes fossil history of primates, prehistory of man and human genetics within a paleoecological context, modern primate behavior and its relevance to human evolution.	3
ANTH 222 – Ancient Mesoamerica (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Traces Mesoamerican archaeology from the earliest inhabitants through the Aztec period. Emphasizes cultural processes and dynamics of cultural evolution.	3
ANTH 231 – North American Indians (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents comparative ethnology of North American Indian tribes on geographic, ecologic and cultural bases, and explores life of North American Indians before European influence and the diversity of cultures existing on the North American continent.	3
ANTH 238 – Cultures of the Southwest (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents basic concepts related to cultural patterns of the American Southwest from A.D. 1600 to the present and interactions of the ethnic groups that populate the Southwest.	3

Course Number/Course Name	Credit Hours
ANTH 255 – Southwestern Archaeology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents interpretations and dynamics of southwestern archaeology from the time of the earliest inhabitants until European contact.	3
ANTH 265 – The Anthropology of Drugs (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Examines the nature and use of mind-altering drugs from a cross-cultural perspective, including study of the varieties and effects of such drugs around the world, socio-cultural contexts and functions of drugs, the social control of drugs, and the political economy of world trade in both licit and illicit drugs.	3
ANTH 296 – Topics in Anthropology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	1–3

ARDR – Architectural Drafting Courses

ARDR 107L – Architectural Drafting I (Pre- or corequisite: ARDR 109, ARDR 180) Introduces the fundamentals of architectural graphic representation as the foundation of all A/E drafting courses. Explores basic common assembly systems and introduces schedules. <i>Note: Students must provide their own drafting kits. (1 theory + 9 lab hours per week = 15 theory + 135 lab hours per term) Course fee: \$15</i>	4
ARDR 108 – Architectural Mathematics (Prerequisite: ARDR 180 and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent) Covers basic concepts of problem solving, mathematics, and geometry with an emphasis on architectural and engineering applications and calculator use. Students must provide a full-function scientific calculator with a ten-digit display. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
ARDR 109 – Building Materials and Methods I (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent) Studies construction systems, sub-systems and components. Emphasizes foundations, light wood frame and masonry construction. A construction hard hat is required. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
ARDR 113L – Site Analysis (Prerequisite: ARDR 180) Examines analytical factors of site design, such as orientation and view, sound and light intrusions, contours and grading, drainage and foliage. Introduces planning aspects of site size. (5 lab hours per week = 75 lab hours per term)	2

Course Number/Course Name	Credit Hours
ARDR 115 – Building Materials and Methods II (Prerequisites: ARDR 109, Pre- or corequisite: ARDR107L) Continues ARDR 109 with emphasis on steel, concrete, roofing, glazing and cladding systems. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
ARDR 119L – Architectural CAD Drafting III (Prerequisites: ARDR 107L, 115, 213, 214L) Applies concepts and techniques of AutoCAD 3D modeling resulting in presentation drawings in AutoCAD and 3D Studio Viz. (3 theory + 12 lab hours per week = 45 theory + 180 lab hours per term) Course fee: \$15	7
ARDR 180 – Fundamentals of Computer-Assisted Drafting (Prerequisite: CP 176 or equivalent) Introduces the fundamentals of computer assisted drafting using AutoCAD. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
ARDR 181 – Intermediate Computer-Assisted Drafting (Prerequisite: ARDR 180) Continues ARDR 180 with an introduction to paper space layouts. Architectural Desktop, 3D concepts, and practical applications to architectural projects are explored. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
ARDR 182L – Advanced Computer-Assisted Drafting (Prerequisites: ARDR 213, 214L or ARDR 181) Introduces 3rd party CAD software-concepts and applications using Architectural Desktop. (5 lab hours per week = 75 lab hours per term) Course fee: \$15	2
ARDR 183 – Fundamentals of Microstation CAD (Prerequisite: CP 176 or equivalent) Introduces the fundamentals of computer-assisted drafting using Intergraph's Microstation CAD. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
ARDR 184 – Intermediate Microstation CAD (Prerequisite: ARDR 183) Continues ARDR 183 and Intergraph's Microstation software, topics include user interface development and introduction to three-dimensional design. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
ARDR 201 – Structural Systems Analysis (Prerequisite: ARDR 119L; corequisite: ARDR 203L) Introduces structural design and graphics in wood, steel and concrete and elementary beam design problems. (4 theory + 1 lab hour per week = 60 theory + 15 lab hours per term)	4

Course Number/Course Name	Credit Hours
ARDR 203L – Structural Systems CAD Drafting (Prerequisite: ARDR 119L; corequisite: ARDR 201) Develops representative structural engineering drawings in steel, concrete and/or wood structural systems. (1 theory + 12 lab hours per week = 15 theory + 180 lab hours per term) Course fee: \$15	5
ARDR 208L – Architectural Design (Pre or corequisite: ARDR 119L) Presents design principles, theories, methods and process. Facilitates learning through a student designed residential project and development of conceptual design drawings. (5 lab hours per week = 75 lab hours per term) Course fee: \$15	2
ARDR 212L – Mechanical/Electrical Systems CAD Drafting (Prerequisite: department approval) Reviews of conventional drafting methods of mechanical and electrical systems including overlaying electrical, heating, ventilation and plumbing systems on architectural views. Develop engineering drawings using engineering graphic skills. (1 theory + 12 lab hours per week = 15 theory + 180 lab hours per term) Course fee: \$15	5
ARDR 213 – CAD Analysis (Corequisite: ARDR 214L or department approval) Applies beginning to advanced CAD concepts and commands to the production and coordination of A/E construction drawings. (4 theory + 1 lab hour per week = 60 theory + 15 lab hours per term)	4
ARDR 214L – Architectural CAD Drafting II (Prerequisite: ARDR 107L; corequisite: ARDR 213) Continues of ARDR107L, students produce design development and representative architectural construction drawings using standard graphic, dimensioning and notation systems. (3 theory + 12 lab hours per week = 45 theory + 180 lab hours per term) Course fee: \$15	7
ARDR 215 – Mechanical/Electrical Systems Analysis (Prerequisite: ARDR 119L; corequisite: ARDR 212L) Studies general theory and layout information and code requirements for non-residential systems. Includes lighting, plumbing and air conditioning. (4 theory + 1 lab hour per week = 60 theory + 15 lab hours per term)	4
ARDR 221L – Architectural/Engineering Drafting Seminar (Prerequisites: Department approval) Develops a resume and presents a cumulative portfolio to a review committee. Examines needs, requirements, personnel procedures, expectations of employers and trends of the professional community. Is taken in the student's last semester. (3 lab hours per week = 45 lab hours per term)	1

Course Number/Course Name	Credit Hours
ARDR 275 – Design Applications for Interiors (Prerequisite: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent) Introduces basic color systems and psychology, light and lighting, space planning, code applications of finish selections, fabrics and furniture styles. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
ARDR 296 – Topics (Prerequisite: permission of program chair) Offers topics based on requests from the community and available instructors.	1–7
ARDR 297 – Special Problems (Prerequisite: permission of program chair) Defines a specific problem in the area of the student's interest and directly related to the program. The student develops and executes a solution using analytical and drafting techniques. An oral presentation may be required.	1–7
ARDR 298 – Internship (Prerequisite: permission of program chair) Provides opportunity for the student to work for one term on a cooperative basis in an appropriate, defined training program. <i>The position is not paid.</i>	3
ARDR 299 – Cooperative Education (Prerequisite: permission of program chair) Provides opportunity for the student to work for one term on a cooperative basis in an appropriate, defined training program. <i>The position is paid.</i>	3
ART – Art Courses	
ART 101 – Introduction to Art Presents fundamental concepts of visual arts: the language of form and media of artistic expression. Possible museum exhibition attendance.	3
ART 102 – Introduction to Studio Arts Covers techniques, materials, and terminology in two-dimensional and three-dimensional image- and form-making, in hands-on studio format. Includes major studio concepts in design, drawing, painting, printmaking, ceramics, photography and sculpture. Course fee: \$25	3
ART 106 – Drawing I (Recommended: ART 101) Explores basic drawing concepts with dry and wet media: still life, landscape, portraiture and drawing the figure/the nude figure. Course fee: \$25	3

Course Number/Course Name	Credit Hours
ART 121 – Two-Dimensional Design (Recommended: ART 101 and ART 106) Emphasizes visual awareness through direct experience with visual form: elements of line, shape, value, texture, color theory, space and volume, painting principles and visual vocabulary. Course fee: \$25	3
ART 122 – Three-Dimensional Design (Prerequisite: ART 106 and ART 121) Presents concepts, techniques, processes and vocabulary involved in working in the third dimension and emphasizes a variety of media and issues of space, form, mass and volume, line, texture, scale, proportion and the making of objects and spatial contexts. Course fee: \$25	3
ART 201 – History of Art I Surveys Near Eastern, Egyptian, Greek, Roman, early Christian, Byzantine, early Medieval, Romanesque and Gothic art and architecture. <i>Fall, summer only</i>	3
ART 202 – History of Art II Surveys Italian and Northern Renaissance, Baroque, Rococo and 19 th century Western European painting, sculpture and architecture. <i>Spring, summer only</i>	3
ART 204 – Life Drawing I (Prerequisite: ART 106) Continues descriptive and perceptual skills building of Drawing I, with an emphasis on human anatomical structures and historic concepts related to the drawing of the figure; concludes with composition of the figure through use and study of models. Course fee: \$25	3
ART 205 – Drawing II (Prerequisite: Art 106) Continues course of study initiated in ART 106, offering further concentration on basic drawing concepts with greater emphasis on descriptive and perceptual drawing skills using wet and dry media and color. Assigned problems explore aspects of experimental drawing, media and contemporary concerns, still life, landscape, portraiture, and the figure in environmental contexts and in motion. Course fee: \$25	3
ART 207 – Painting I (Prerequisites: ART 106 and ART 121) Explores the tradition of paint as a medium for artistic expression. Focuses on materials/media, tools, techniques, history and concepts of painting. Course fee: \$25	3

Course Number/Course Name	Credit Hours
ART 217 – Painting II (Prerequisite: ART 207) Continues course of study begun in ART 207. Emphasizes more accomplished technical skills and more sophisticated conceptual understand of content and form, with subjects drawn from imagination as well as observation. Focuses on the expressive potential of the medium. <i>Course fee: \$25</i>	3
ART 250 – Modern Art Surveys major figures, movements, and stylistic developments in western art from 1850 to the present.	3
ART 251 – Art of the American Southwest Presents interrelationships of three southwestern cultures emphasizing major forms of expression in pottery, textiles, jewelry, architecture, painting, and photography.	3
ART 260 – Architectural History: Ancient through Modern Surveys the history of Western architecture from the pyramid to the post-modernist house; technological, stylistic, and functional characteristics of monuments within their cultural contexts.	3
ART 296 Topics in Art Presents various topics. <i>See Schedule of Classes.</i>	3
ASTR – Astronomy Courses	
ASTR 101 Introduction to Astronomy I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81) Introduces the science of astronomy, focusing on the solar system including the sun, planets, comets, and meteors.	3
ASTR 102 – Introduction to Astronomy II (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81) Explores life cycles of stars and stellar systems and the structure of the universe. Focuses on the births, lives, and deaths of stars; the nature of the Milky Way galaxy, and current concepts on cosmology and the large-scale structure of the universe.	3
ASTR 111L – Astronomy Laboratory (Pre- or corequisite: ASTR 102) Investigates in optional laboratory setting the principles discussed in ASTR 102. <i>Course fee: \$20</i>	1
ASTR 296 – Topics in Astronomy (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. <i>See Schedule of Classes.</i>	3

Course Number/Course Name	Credit Hours
AUTC – Automotive Technology Courses	
AUTC 121L – Brake Systems (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Introduces principles of hydraulic brake operation and practical skills of diagnosis and repair of standard and anti-lock brakes. Includes lab activities on brake bleeding and adjustment, drum and rotor machining, master cylinder and brake caliper repair. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)	4
AUTC 122L – Suspension and Alignment (Prerequisites RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Addresses repair and adjustment on a variety of modern automobile suspension types. Includes strut replacement, wheel alignment and tire balancing, steering gear repair, and rebuilding of common suspension components. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)	4
AUTC 123L – Manual Transmissions (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Introduces fundamentals of design and operation in front and rear drive manual transmissions, differentials and drive line components. Activities include disassembly, measurement, inspection and repair of various transmissions in the car and on the bench. (2 theory + 6 lab hours per week = 30 theory + 90 lab hours per term)	4
AUTC 126L – Automotive Electrical (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Presents critical skills necessary for identifying and correcting problems found in automotive electrical/electronic systems. Includes DVOM and analog meter use, voltage drop testing, wiring schematic interpretation and electrical troubleshooting procedures. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)	4
AUTC 131L – Engine Repair (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Introduces internal combustion engine theory, engine overhaul procedures and precision tool measuring. Includes essential engine testing and identification of needed repairs along with removal/replacement of engines. (2 theory + 6 lab hours per week = 30 theory + 90 lab hours per term)	4

Course Number/Course Name	Credit Hours
AUTC 132L – Automatic Transmissions (Prerequisite: AUTC 126L or equivalent or department approval) Explores the fundamentals of design and operation of automatic transmissions and transaxles, servicing, and proper repair procedures. Students perform pump, clutch repair, valve body overhaul, and gear replacement on a variety of transmissions. (2 theory + 6 lab hours per week = 30 theory + 90 lab hours per term)	4
AUTC 133L – Automotive Electronics (Prerequisite: AUTC 126L or department approval) Builds on skills developed in AUTC 126L. Covers testing and diagnostic procedures in more complex automotive electronic systems. Includes lighting circuits, body computers and sensors, use of lab scopes and scan tools. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)	4
AUTC 134L – Air Conditioning and Heating (Prerequisite: AUTC 126L or department approval) Covers testing, evacuating, and charging air conditioning systems while maintaining an awareness of potential environmental concerns caused by automotive refrigerants. Addresses cooling and heating diagnosis, climate control trouble shooting, and component repair. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
AUTC 170 – Transportation Trades Machining Introduces the practices of basic machining as they relate to gasoline and diesel engines, safety, proper use of hand and special tools, how to set up and use the lathe, mill and drill press. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
AUTC 172 – Air Care Inspector Covers the procedures for becoming a certified air care inspector for the City of Albuquerque Vehicle Pollution Management program along with city and federal regulations governing air pollution and emissions inspections. (0.5 theory + 2 lab hours per week = 7.5 theory + 30 lab hours per term)	1
AUTC 174L – Alternative Fuels (Prerequisites: AUTC 231L, 232L, 233L or equivalent or ASE certification in engine performance) Introduces diagnosis, repair and conversions for compressed natural gas (CNG) and liquefied petroleum gas (LPG) fueled light and medium vehicles. Includes personal and environmental safety, LPG/CNG fuel handling and air/fuel management. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	2
AUTC 175L – Service Fundamentals Introduces essential shop skills including safety, tool identification and use, under-car and under-hood servicing, repair information retrieval, and proper use and care of equipment. Prepares students to perform basic service operations to prepare basic service technicians. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)	4

Course Number/Course Name	Credit Hours
AUTC 231L – Engine Performance I (Prerequisites: AUTC 126L and 133L or department approval) Introduces the theory and repair of throttle body fuel systems, distributor based ignition systems, associated computer systems, and alternate fuels. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours)	4
AUTC 232L – Engine Performance II (Prerequisite: AUTC 231L or department approval) Introduces the theory and repair of OBD I-based port fuel, and electronic ignition systems, fuel delivery systems and associated computer systems. (2 theory + 6 lab hours per week = 30 theory + 90 lab hours)	4
AUTC 233L – Engine Performance III (Prerequisite: AUTC 232L or department approval) Addresses the theory and repair of OBD II and newer port fuel, electronic ignition, and associated computer systems. Includes an overview of hybrid vehicles. Students prepare a graduation portfolio. (2 theory + 5 lab hours per week = 30 theory + 75 lab hours)	4
AUTC 296 – Special Topics (Prerequisite: department approval) Presents various problems and current automotive subjects.	1–6
AUTC 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
BA – Business Administration Courses	
BA 101 – Introduction to Quality Management Presents concepts and theories of quality improvement. (5 weeks)	1
BA 102 – Fundamentals of Continuous Quality Improvement (CQI) Focuses on data gathering for process improvement and organizational culture change. (5 weeks)	1
BA 103 - Quality Tools Examines the tools and techniques such as the cause and effect diagram, brainstorming, control charts and Pareto diagrams. (5 weeks)	1
BA 104 – Team Building for Quality Presents group process as it applies to team building. (5 weeks)	1
BA 105 – Re-engineering for Quality Integrates tools and techniques to formulate action plans for process improvements. (5 weeks)	1
BA 106 – Quality Leadership Focuses on mission statement, goals and strategies to implement quality leadership throughout an organization. (5 weeks)	1

Course Number/Course Name	Credit Hours
BA 113 – Introduction to Business (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Presents an overall integrated picture of business and its operations. Topics include: forms of business ownership, management, internal organization, production, personnel, labor relations, marketing, short- and long-term finance, insurance, etc.	3
BA 117 – Character Counts Introduces the six pillars of Character Counts, Aspen Declaration and decision-making models. (5 weeks)	1
BA 118 – Character Counts in the Workplace Focuses on the applications of the six pillars of character to the workplace. (5 weeks)	1
BA 119 – Character Counts and the Decision-making Model Examines Character Counts decision-making model applications. (5 weeks)	1
BA 121 – Business English (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent and ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Focuses on the principles of effective written communication in the business environment. Emphasizes correct grammar, punctuation, sentence structure and vocabulary.	3
BA 122 – Business Writing (Prerequisite: BA 121 or department approval; 25 wpm typing skill recommended) Builds on principles presented in BA 121 and integrates those principles in composing effective business letters, memos and reports; develop oral presentation skills.	3
BA 131 – Business Interpersonal Skills Focuses on developing interpersonal skills appropriate for the business environment. Topics include: Interpersonal Skill Development and Communication, Teambuilding/Teamwork, Diversity in the Workplace, Conflict Resolution and Problem Solving, and Ethical Behavior. (7.5 weeks)	2
BA 133 – Principles of Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Introduces the basic theory of organization and includes the management functions of planning, organizing, staffing, directing and controlling, human relations, group process, problem solving, team building and leadership skills.	3

Course Number/Course Name	Credit Hours
BA 150 – Introduction to Computers (Recommended prerequisite: 25 wpm typing skill) Introduces fundamental computer literacy, which includes computer hardware and software with lecture and hands-on instruction. Computer applications include operating systems, word processing, spreadsheets, databases, e-mail and the Web. Course fee: \$15	4
BA 165 – Personal Finance Focuses on the personal and financial planning process.	1
BA 166 – Personal Investment Management Presents the basics of investment, securities markets, stocks and bonds, mutual funds, risk associated with each, and sources of investment information.	1
BA 167 – Retirement Investment Focuses on retirement and estate planning.	1
BA 211 – Business Law (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Presents an introduction to law with business applications. Principle areas of concentration include contract law, Uniform Commercial Code, negotiable instruments and alternative dispute resolutions.	3
BA 222 – Principles of Marketing (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or equivalent or department approval) Introduces the methods, policies and organization involved in the exchange of goods and services between producers and consumers. Topics include the social, economic and legal environments in which marketing operates, consumer behavior, market research, market segmentation and target marketing, strategic marketing, product planning, pricing, promotion, and distribution.	3
BA 230 – Employment Law for Business Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Presents law and employment decisions from a managerial perspective. Areas covered include the employment relationship, discrimination in employment, the employment environment and other forms of regulation such as labor law and the Fair Labor Standards Act.	3
BA 233 – Organizational Behavior (Prerequisite: BA 133 or department approval) Covers the fundamentals of human behavior within business organizations, organizational relationships and communication processes that affect motivation and human behavior.	3

Course Number/Course Name	Credit Hours
BA 236 – Human Resource Development (Prerequisite: BA 133 or BA 233 or department approval) Focuses on the role of human resource management in relation to organizational requirements. Topics include human resource management, employee staffing, compensation and benefits, labor relations, E.E.O., affirmative action, training and development and other related topics.	3
BA 251 – Retail Management (Pre- or corequisite: BA 222 or department approval) Focuses on the changing demographics of retail marketing, the growth of new retail formats and the use of information technology to enable quick response to market dynamics through customer service, vendor-retailer partnering and employee diversity.	3
BA 252 – Customer Relations (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Focuses on the relationship of self to customers, problem solving and communicating with customers, understanding customers, anticipating customers' needs and offering assistance.	3
BA 253 – Retailing (Prerequisite: BA 133 or BA 251 or BA 284 or IB 202) Covers planning, environmental factors, customers, competitors, channels of distribution, the legal system, and store location. Retail operations such as financing, buying, pricing, promotion, advertising, selling, store layout and retail administration are presented.	3
BA 255 – Supervision (Prerequisite: BA 113 or 133 or department approval) Focuses on the fundamental elements of supervision and the different supervisory roles. Planning and control, organizing, staffing and employee development, motivating individual and group performance and coping with workplace dynamics are covered.	3
BA 260 – Purchasing (Prerequisites: ACCT 101, ACCT 101B or department approval) Focuses on public and private sector purchasing, value analysis, solicitation process, negotiation techniques, vendor selection, purchasing law, transportation considerations and inventory control practices.	3
BA 270 – Real Estate Law Focuses on the fiduciary relationship between real estate agent and client, ownership rights, law of agency and law of contracts. Course has been certified to earn 30 hours of credit toward the New Mexico Real Estate License Exam.	3

Course Number/Course Name	Credit Hours
BA 271 – Real Estate Practice (Pre- or corequisite: BA 270) Covers the real estate market, real property ownership and interest, deeds and descriptions, property transfer, contracts, finance and appraising. Course has been certified to earn 30 hours of credit toward the New Mexico Real Estate License Exam.	3
BA 272 – Real Estate Appraisal (Prerequisite: BA 271 or department approval) Methods for estimating the value of real property that includes real estate appraisal techniques of both land and improved residential property.	3
BA 273 – Real Estate Finance (Prerequisite: BA 271) Focuses on financing real property, money markets, and sources of mortgage money, financial leverage, value of existing mortgage in the current market and purchaser qualification.	3
BA 274 – Real Estate Investment (Prerequisites: BA 270, BA 271) Introduces the principles for investment decisions, assessment of property potential and an awareness of the marketplace and the needs of the public.	3
BA 275 – Property Management Explores residential and commercial property management, marketing of services, market analysis, record-keeping, related laws, legal documents, property maintenance, employee relations, insurance, security and administration.	3
BA 276 – New Mexico Real Estate Commission (NMREC) Mandatory Course Presents new legislation, NMREC problem areas, disciplinary hearings, rules and regulations, trust accounts, property management review, risk management, selected court cases, fiduciary responsibility, Real Estate Settlement Procedures Act, Americans with Disabilities Act and the Fair Housing Act. (5 weeks)	1
BA 279 – Uniform Standards of Professional Appraisal Practice Focuses on the requirements for ethical behavior and competent performance by appraisers. (7.5 weeks)	2
BA 280 – Fair Housing Law Focuses on issues, regulations, practices and court cases related to fair housing. (5 weeks)	1

Course Number/Course Name	Credit Hours
BA 281 – Americans with Disabilities Act and Related Handicap Discrimination Law Focuses on issues and guidelines affecting employment, construction and operation of business. (5 weeks)	1
BA 282 – Appraising the Single Family Residence (Prerequisite: BA 272) Explores the techniques used to estimate the market value of single-family residential property.	3
BA 283 – Rules & Regulations of the New Mexico Real Estate Commission Examines the current rules and regulations including the intent and the Real Estate Commission's interpretations. (5 weeks)	1
BA 284 – Sales (Prerequisite: BA 222 or department approval) Covers the principles and techniques of personal selling as a form of persuasive communication basic to business and other types of interpersonal relationships. Sales principles, demonstrating selling skills and promoting goods and services are emphasized. Each student presents sales presentations.	3
BA 285 – Broker Basics (Prerequisites: BA 270 and 271 or department approval) Covers the establishment of a real estate office, agency relationships and law, signage, brokers' duties, trade names, listing and purchasing agreements, common forms, property management and trusteeship/trust accounts. Required course for the New Mexico State Real Estate Brokers Exam.	3
BA 286 – Advertising (Prerequisite: BA 222 or department approval) Covers the history of advertising media available today, the psychological approach to consumer persuasion, the techniques used in media selection and the creative processes of advertising. Students develop an advertising plan, select and schedule media, create budgets, design and produce advertisements and evaluate advertising effectiveness.	3
BA 289 – Strategic Management (Prerequisite: BA 113 and BA 133 or department approval) Examines strategic planning as a tool for management to provide overall direction for organizations, interpretation of plans, gap analysis, organizational culture, value classification and strategic management in a global environment.	3
BA 295 – Capstone Course Focuses on making the transitional step from the academic to the working world. Skills needed to be a successful manager are emphasized.	1

Course Number/Course Name	Credit Hours
BA 296 – Business Topics Explores current topics in business.	1–3
BA 297 – Special Problems (Prerequisite: department approval) Requires the student and instructor to define a specific problem in the area of the student’s interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable
BA 298 – Internship (Prerequisite: department approval) Requires a minimum of 150 hours at a business or training-related supervised workstation. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Students are not paid for their work but are supervised jointly by TVI and the company.	4
BA 299 – Cooperative Education (Prerequisite: department approval) Requires a minimum of 150 hours at a business or training-related supervised workstation. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer. (1 theory + 9 lab hours per week = 15 theory + 135 lab hours per term)	4
BA 299A – Cooperative Education I Requires a minimum of 40 hours to qualify for credit. Students employed in an ongoing governmental or non-governmental cooperative program enroll in this course for the first term of employment. Students are paid by the employers and are supervised jointly by TVI and the employer.	1
BA 299B – Cooperative Education II (Prerequisite: BA 299A) Requires a minimum of 40 hours to qualify for credit. Builds on experiences attained in BA 299A for students in their second term of cooperative education.	1
BA 299C – Cooperative Education III (Prerequisite: BA 299B) Requires a minimum of 40 hours to qualify for credit. Builds on experiences attained in BA 299A and BA 299B for students in their third term of cooperative education.	1
BA 299D – Cooperative Education IV (Prerequisite: BA 299C) Requires a minimum of 40 hours to qualify for credit. Builds on experiences attained in BA 299A, BA 299B and BA 299C for students in their fourth term of cooperative education.	1

Course Number/Course Name	Credit Hours
BGC – Business Graphics Courses	
BGC 200 – Digital Publishing (Recommended prerequisite: BA 150) Focuses on desktop publishing for print and Web, covers PostScript workflows, typography, printing and design history, plus basic design principles using PageMaker, QuarkXPress, FreeHand, Illustrator, PhotoShop and more. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
BGC 201 – Advanced Digital Publishing (Pre- or corequisite: BGC 200 or department approval; recommended prerequisite: CIS 255) Presents advanced concepts and production techniques for digital publishing for print and Web covering PDF workflow, practical graphic design techniques, link management and real world production. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
BGC 202 – Digital Drawing (Pre- or corequisite: BGC 200 or department approval) Builds on advanced training in the design and production of printable artwork is offered in FreeHand and Illustrator. The focus is on production techniques for print and Web. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
BGC 203 – Production Photoshop (Pre- or corequisite: BGC 200 or department approval; recommended prerequisite: CIS 262) Focuses on design, artwork, halftones, duotones and separations in PhotoShop are presented. An introduction to Painter is optional. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
BGC 204 – Digital Printing Production (Pre- or corequisites: BGC 202, BGC 203, or department approval) Covers top end print production in a pure PostScript environment, utilizing a PDF workflow where possible. Preflight, image production, trapping and imposition are presented. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
BGC 296 – Topics Course Explores current topics in business graphics and communication.	1-3
BGC 297 – Special Problems (Prerequisite: department approval) Allows student and instructor to define a specific problem in the area of the student’s interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable

Course Number/Course Name	Credit Hours
BGC 298 – Internship (Prerequisites: BGC 201, 202, 203 and department approval) Provides students the opportunity to work a minimum of 150 hours at office-related supervised workstations. Students are not paid for their work but are supervised jointly by TVI and the employer. The student and employer determine the weekly contact hours.	4
BGC 299 – Cooperative Education (Prerequisites: BGC 201, 202, 203 and department approval) Provides students the opportunity to work a minimum of 150 hours in a new office-related position. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer. The student and employer determine the weekly contact hours.	4
BIO – Biology Courses	
BIO 100 – Introduction to Biology (Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent and RDG 099 or Accuplacer Reading Score of 69 or equivalent) Explores basic concepts through taxonomy, anatomy, cells, and tissues, while developing a sense of scale, microscope skill, observation, and diagramming. Complements, but does not replace, CHEM 100. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term)	3
BIO 110 – Biology for Non-Majors (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Emphasizes biological principles and current topics for non-biologists or liberal arts students: cellular and molecular biology, microbiology, human genetics, ecology, complexity theory, and animal behavior.	3
BIO 111 – Environmental Science (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents an academic study of the environment, including basic ecology, a comparison of scientific approaches and world views with respect to ecology and the environment, relationship of humans to the environment, and solutions to local, regional, and global environmental problems.	3
BIO 111L – Environmental Science Laboratory (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Investigates in optional laboratory setting the principles discussed in BIO 111; emphasizes analysis of water, soil and air pollutants. Moderately strenuous field trips to special interest sites may be scheduled outside regular laboratory hours. Course fee: \$20	1

Course Number/Course Name	Credit Hours
BIO 112L – Biology for Non-Majors Laboratory (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; pre- or corequisite: BIO 110) Provides in optional laboratory setting lab the use of microscopes, culturing bacteria, chemical analysis of biomolecules, plant and animal behavior. Course fee: \$20	1
BIO 121/121L – Principles of Biology I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81 and CHEM 111) Presents basic principles of biology for students wishing to pursue majors in the sciences. Emphasizes cellular level processes including biological chemistry, cell metabolism, photosynthesis, control and transmission of hereditary materials, and nucleic acid structure and function, as well as critical thinking skills and scientific methodology. Required enrollment in 3-hour lecture and 3-hour lab. Course fee: \$20	4
BIO 122/122L – Principles of Biology II (Prerequisite: BIO 121/121L) Continues study of the concepts developed in BIO 121/121L, including organism-level processes: taxonomy, comparative anatomy and physiology of plants and animals with emphases on evolutionary trends, embryology, behavior and ecology, and the development of scientific reasoning with an evolutionary perspective. Required enrollment in a 3-hour lecture and a 3-hour lab. Course fee: \$20	4
BIO 123 – Biology for Health Sciences (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81 and either CHEM 111, BIO 100 or CHEM 100) Presents principles of cell biology, cell chemistry, genetics, and organismic biology with an emphasis on human systems.	3
BIO 124L – Biology for Health Sciences Laboratory (Pre- or corequisite: BIO 123) Introduces exercises and demonstrations related to cell biology, biochemical processes and genetics.	1
BIO 136 Human Anatomy and Physiology for Non-Majors (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: BIO 100 or CHEM 100) Examines the structure (anatomy) and function (physiology) of the human body. Investigates molecular, cellular, tissue and organ levels, and study of organ systems.	3

Course Number/Course Name	Credit Hours
BIO 139L – Human Anatomy and Physiology for Non Majors Laboratory (Pre- or corequisite: BIO 136) Introduces lab exercises which complement concepts presented in BIO 136, including histological study, biochemical processes, mammal organ dissections, and use of models to illustrate anatomical arrangement. Course fee: \$20	1
BIO 219 – Principles of Cell Biology (Prerequisites: BIO 121/121L and 122/122L and either CHEM 111/112L or 121/121L) Focuses on cell structure and cellular processes, including structure and function of membranes, the cytoskeleton, the nucleus, DNA replication, gene expression, energy usage and production, metabolism, cell receptors, intercellular communication, and cancer biology. Fall only	3
BIO 219L – Cell Biology Lab (Prerequisites: BIO 121/121L or BIO 123/124L and CHEM 111/112L; corequisite: BIO 219) Provides lab exercises using various techniques to investigate cell structure and function. DNA/protein systems are used along with cell culture techniques. Cytometry and histological techniques. Use of a negative pressure system/flow hood. Microscopic technique. Fluorescence microscopy techniques (FISH). Antibody labeling techniques. Tissue culture techniques. Course fee: \$20.	1
BIO 221 – Introductory Genetics (Prerequisite: BIO 123/124L or 121/121L or permission of instructor.) Emphasizes structure, function, and transmission of hereditary factors. Fall, spring only	3
BIO 222 – Introductory Genetics Problems (Corequisite: BIO 221) Introduces recitation and problem-solving techniques in genetic analysis related to BIO 221. CR/NC only. Fall, spring only	1
BIO 223L – Introductory Genetics Laboratory (Pre- or corequisites: BIO 221 and 222) Introduces lab exercises using fruit flies and lower organisms to illustrate the principles introduced in BIO 221. Course fee: \$20 Fall, spring only	1
BIO 224/224L – Southwestern Natural History (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents in lecture and labs or field trips (one or more overnight) the natural history and identification of southwestern flora and fauna. Required enrollment in a 3-hour lecture and a 3-hour lab. Course fee: \$20 Summer, fall only	4

Course Number/Course Name	Credit Hours
BIO 237 – Human Anatomy and Physiology I (Prerequisites: Either BIO 123/124L or 121/121L and either CHEM 111/112L or 121/121L) Presents integrated study of human structure and function covering the integumentary, skeletal, muscular, and nervous systems.	3
BIO 238 – Human Anatomy and Physiology II (Prerequisite: BIO 237) Continues course of study begun in BIO 237, covering structure and function of the cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.	3
BIO 239 – Microbiology (Prerequisites: Either BIO 123/124L or BIO 121/121L and either CHEM 111/112L or 121/121L. Corequisite: BIO 239L) Introduces concepts of microbiology, host-parasite relationships, infection, and immunity.	3
BIO 239L – Microbiology Laboratory (Prerequisites: BIO 115L taken prior to Summer 1993 or either BIO 123/124L or 121/121L and either CHEM 111/112L or 121/121L. Corequisite: BIO 239) Investigates a variety of techniques designed to facilitate the growth, identification, and control of microorganisms. Course fee: \$20	1
BIO 240 – Pathophysiology I (Prerequisites: BIO 237, 238, 239 and 239L). Focuses on building a basic understanding of pathophysiology for health science students. Presents diseases of the circulatory, nervous, musculoskeletal and dermal systems. Fall only	3
BIO 241 – Pathophysiology II (Prerequisite: Successful completion of BIO 240) Continues course of study begun in BIO 240, covering pathology of cardiovascular, pulmonary, gastrointestinal, urinary and endocrine systems. Spring only	3
BIO 247L – Human Anatomy and Physiology I Laboratory (Prerequisites: either BIO 123/124L or 121/121L and either CHEM 111/112L or 121/121L; pre- or corequisite: BIO 237) Introduces lab exercises in anatomy and physiology which complement topics covered in BIO 237, including specimen dissection and cadaver study. Course fee: \$20	1
BIO 248L – Human Anatomy and Physiology II Laboratory (Prerequisites: Either BIO 123/124L or 121/121L and either CHEM 111/112L or 121/121L. Pre- or corequisite: BIO 238) Provides lab exercises in anatomy and physiology which complement BIO 238, including specimen dissection and cadaver study. Course fee: \$20	1

Course Number/Course Name	Credit Hours
BIO 296 – Topics in Biology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	3
BIOT – Biotechnology Technician Courses (PENDING CHE APPROVAL)	
BIOT 164A – Biotechnology Seminar I Explores current issues and topics related to biotechnology will be explored. Development of productive learning techniques and establishment of a learning community. Review, discussion and presentation of the social, medical and ethical considerations of biotechnology.	2
BIOT 164B – Biotechnology Seminar II (Prerequisite: BIOT 164A) Continues topics presented in BIOT 164A. Current issues and topics related to biotechnology will be explored. Presentations by industry and research representatives. Current literature will be read, reviewed and discussed.	1
BIOT 164C – Biotechnology Seminar III (Prerequisite: BIOT 164B) Continues topics presented in BIOT 164B. Current issues and topics related to biotechnology will be explored. Presentations by industry and research representatives. Current literature will be read, reviewed and discussed.	1
BIOT 164D – Biotechnology Seminar IV (Prerequisite: BIOT 164C) Continues topics presented in BIOT 164C. Current issues and topics related to biotechnology will be explored. Current literature will be read, reviewed and discussed. Class visits to various laboratory sites.	1
BIOT 263/263L – Biotechnology Laboratory Instrumentation (Prerequisites: BIO 121/121L and CHEM 212) Presents theory and techniques of volumetric, gravimetric, chromatographic and spectrophotometric analysis. Introduction to data handling and statistics. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) Course fee: \$20	4
BIOT 264/264L – Biotechnology Laboratory Techniques I (Prerequisites: BIO 219, BIO 219L, BIO 239, BIO 239L and BIOT 263/263L) Provides experience with the various research/manufacturing tools and protocols used to characterize and manipulate nucleic acids and proteins. The role of the technician and GLP (good laboratory practices) are emphasized. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) Course fee: \$20	4

Course Number/Course Name	Credit Hours
BIOT 265/265L – Biotechnology Laboratory Techniques II (Prerequisites: BIO 221, BIO 222, BIO 223L and BIOT 264/264L) Continues concepts and techniques begun in BIOT 264/264L. Utilizing techniques learned in previous classes the student will develop a research/manufacturing protocol including initiation, design, and implementation. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) Course fee: \$20	4
BIOT 274 – Bioinformatics and Proteomics (Prerequisites: CP 213, BIOT 263/263L) Introduces the data management systems associated with DNA and protein information gathering, organization, and retrieval. Extensive use of Internet resources, search protocols, and data analysis.	3
BIOT 298 – Internship (Prerequisite: BIOT 265/265L) Provides an internship with a research or manufacturing laboratory. Internship locations vary based upon availability and student interests. This course will provide the student with actual work experience prior to graduation. (15 hours per week = 225 hours per term) Program fee: \$47	5
BKNG – Baking Courses	
BKNG 101 – Baking Theory I (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Introduces baking fundamentals through scratch production of breads, sweet yeast goods and assorted pastries. Ingredient function and storage and basic math principles are included.	2
BKNG 102 – Food Service Math (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Covers measurements, applied basic math skills for determining the selling price of menu items, the process of recipe yield adjustment, recipe costing, labor and food costs and percentages, inventory, and basic management/chef responsibilities for restaurant cost control.	2
BKNG 103L – Breads (Pre- or corequisites: BKNG 101 and 102; prerequisite: FSMG 101A or department approval) Covers fundamentals of mixing and processing ingredients in a variety of pan, Pullman and hearth breads, rolls and buns. (5 lab hours per week = 75 lab hours per term)	2
BKNG 104L – Sweet Yeast Goods (Pre- or corequisite: BKNG 103L; prerequisite: FSMG 101A or department approval) Covers retail production of donuts, sweet rolls, cinnamon rolls, coffee cake and danish, as well as portion control, safety techniques and costing skills. (5 lab hours per week = 75 lab hours per term)	2

Course Number/Course Name	Credit Hours
BKNG 105L – Cake Batters (Pre- or corequisite: BKNG 104L; prerequisite: FSMG 101A or department approval) Presents the processing of ingredients in a variety of cake batters, icings and fillings. Emphasis is on basic cake decorating skills, ingredient storage, proper formulation, and care and use of bakery equipment. (5 lab hours per week = 75 lab hours per term)	2
BKNG 106L – Pies and Pastries (Pre- or corequisite: BKNG 105L; prerequisite: FSMG 101A or department approval) Stresses a variety of specialized pastries with emphasis on roll-in doughs and leavening agents. Stresses retail operations and merchandising. (5 lab hours per week = 75 lab hours per term)	2
BKNG 111 – Baking Theory II (Prerequisites: BKNG 101, 102, 103L, 104L, 105L and 106L, or department approval) Covers the principles of baking with emphasis on baking chemistry and advanced production procedures. Covers international pastries and desserts with advanced decorating techniques.	2
BKNG 112L – Yeast Doughs (Pre- or corequisites: BKNG 111 and FSMG 101B, or department approval) Covers supervision, safety techniques and advanced production procedures of a variety of breads, sweet doughs and croissants. (5 lab hours per week = 75 lab hours per term)	2
BKNG 113L – Advanced Cake Batters (Pre- or corequisite: BKNG 112L or department approval) Explores advanced production procedures of a variety of international cakes and tortes with emphasis on baking chemistry and safety as well as production of tiered, special-occasion and sculptured cakes and decorations. (5 lab hours per week = 75 lab hours per term)	2
BKNG 114L – Pastries and Cookies (Pre- or corequisite: BKNG 113L or department approval) Presents advanced production techniques of international pastries, pies and petit fours. Emphasizes the seven different methods of cookie production. (5 lab hours per week = 75 lab hours per term)	2
BKNG 115L – Icings and Fillings (Pre- or corequisite: BKNG 114L or department approval) Presents advanced production techniques of international butter creams, fondants, ganache and marzipan. (5 lab hours per week = 75 lab hours per term)	2
BKNG 296 – Special Topics (Prerequisite: department approval) Offers an in-depth study of specialized needs. The class may be taken as independent or directed study.	1-6

Course Number/Course Name	Credit Hours
BKNG 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
BT – Building Trades Courses	
BT 177L – Metal Framing (Prerequisite: CARP 103 or department approval) Introduces commercial and residential construction design, Uniform Building Code requirements, job site and tool safety and erection of metal buildings. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
BT 178 – Remodeling Introduces hand and power tools and the safety measures associated with their use. OSHA regulations and job safety. Provides basic structural, electrical, plumbing and other typical remodeling repair principles and techniques. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
BT 179 – Advanced Remodeling (Prerequisite: BT 178 or department approval) Provides information on job site safety, OSHA regulations, design and construction techniques for remodeling and additions to existing buildings. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
CARP – Carpentry Courses	
CARP 101 – Carpentry Blueprint Reading I (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Covers lumber sizing, scaling, centering and triangle theory, interpretation of elevation drawings, floor plans, symbols, notations, dimensions and structural information.	4
CARP 102 – Foundations Theory (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Introduces safety and use of hand and power tools, site layout and various methods of concrete foundation construction.	1
CARP 102L – Foundations Lab (Pre- or corequisites: CARP 101 and 102 or department approval) Covers safety and use of hand and power tools are introduced. Includes site layout, footing, stemwall and concrete slab construction. (5 lab hours per week = 75 lab hours per term)	2
CARP 103 – Framing Theory (Prerequisites: CARP 101 and 102, or 170 or department approval) Covers the layout of floor, wall, ceiling and roof structural members, as well as blueprint reading and calculation of structural materials in accordance with the Uniform Building Code (UBC).	1

Course Number/Course Name	Credit Hours
CARP 103L – Framing Lab (Pre- or corequisite: CARP 103 or department approval) Introduces cutting and assembly of structural material for floor, wall, ceiling and roof systems in accordance with the UBC. Stresses safety. (5 lab hours per week = 75 lab hours per term)	2
CARP 104 – Exteriors Theory (Pre- or corequisites: CARP 101 and 102 or 170 and 103, or department approval) Provides instruction in the installation of exterior wall and roof finishes, windows and exterior doors in accordance with the UBC.	1
CARP 104L – Exteriors Lab (Pre- or corequisite: CARP 104 or department approval) Provides experience in installing exterior wall and roof finishes, windows and exterior doors in accordance with the UBC. (5 lab hours per week = 75 lab hours per term)	2
CARP 111 – Carpentry Blueprint Reading II (Prerequisites: CARP 101, 102 and 102L or 170, 103, 103L, 104 and 104L or department approval) Introduces blueprint applications for residential homes, multiple family dwellings and commercial buildings, along with material estimating and volume measure.	4
CARP 112 – Interior Finish Theory (Pre- or corequisite: CARP 111 or department approval) Focuses on the UBC requirements for the installation of thermal insulation and drywall. Covers methods of painting, trimming and finishing interiors.	1
CARP 112L – Interior Finish Lab (Pre- or corequisite: CARP 112 or department approval) Provides hands-on activities in a safety-focused environment: insulation techniques, drywall installation, taping and texture of drywall, painting, trimwork and finishing of the interiors of residential and commercial buildings. (5 lab hours per week = 75 lab hours per term)	2
CARP 113 – Cabinet-making and Millwork Theory (Pre- or corequisite: CARP 111 or department approval) Covers design, layout and construction of wood cabinets.	1
CARP 113L – Cabinet-making and Millwork Lab (Pre- or corequisite: CARP 113 or department approval) Provides hands-on experiences in the safe use of equipment and power tools used in the construction and finish of wooden cabinets. (5 lab hours per week = 75 lab hours per term)	2
CARP 114 – Carpentry Remodel Theory (Pre- or corequisite: CARP 111 or department approval) Covers Uniform Building Code requirements for remodeling an existing structure.	1

Course Number/Course Name	Credit Hours
CARP 114L – Carpentry Remodel Lab (Pre- or corequisite: CARP 114 or department approval) Offers hands-on experiences in the safe use of power equipment and problem solving in remodeling. (5 lab hours per week = 75 lab hours per term)	2
CARP 170 – Carpentry Fundamentals Covers safety and use of hand and power tools. Includes designing a project, estimating bills for materials, building and completing the project are covered. (1 theory + 6 lab hours per week = 15 theory + 90 lab hours per term)	3
CARP 171 – Construction Trades Blueprint Reading Focuses on reading and interpreting blueprints with emphasis on terminology, symbols, notations, scaling, dimensioning and drawing techniques. Reviews construction methods, materials, calculations for material take-off and estimates.	3
CARP 172 – Manufactured Housing Set-Up Provides instruction in manufactured housing carpentry work, set-up, leveling, and blocking to satisfy NMMHD industry standards. Work practices and safety are emphasized.	1
CARP 296 – Special Topics (Prerequisite: department approval) Provides an in-depth study of methods and advanced techniques.	1–6
CARP 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
CCAP – Commercial Carpentry Apprenticeship	
CCAP 198 – Commercial Carpentry Apprenticeship (Prerequisite: current full-time employment in the carpentry industry or department approval) Covers 600 hours of related classroom instruction covering orientation, safety, shop and trade math, commercial carpentry process for shop tools and equipment, supplies and materials, building systems, blueprint reading, concrete, specifications and code interpretation.	40

Course Number/Course Name	Credit Hours
CDV – Child, Youth and Family Development Courses	
CDV 101 – Parents and Young Children	3
Examines interactions of parents and children and diverse family configuration throughout the life cycle. <i>Summer only.</i>	
CDV 103 – Pre-School Growth and Development	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Examines the cognitive, physical and social/emotional development of the pre-school child. Requires observations in appropriate settings.	
CDV 105L – Infant Growth and Development Theory and Lab	4
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Examines the basic needs and growth factors of children with an emphasis on the prenatal period through 36 months. [This course replaces CDV 102 and CDV 102L] (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term)	
CDV 106 – Healthy Young Children	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Provides an awareness of basic health and safety management procedures which contribute to the prevention of childhood illnesses. Emphasis on safe environments, child abuse and neglect and children's nutrition. <i>Fall, spring only.</i>	
CDV 120 – Introduction to CDA Training	2
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Examines the history of CDA, the assessment system and competency standards. A review of the six competency and 13 functional areas as well as what is needed to complete the CDA through the direct assessment route. Presents clarification of the steps involved in preparation for CDA assessment.	
CDV 120B – 45-Hour Entry-level Course	3
Assists entry-level early care, education and family support individuals to advance their understanding and practice in the seven competency areas as defined by the State of New Mexico. The course provides opportunities for students to construct knowledge about children, families, communities and support systems through discussion, reflection and skill practice. This course does not require a high school diploma or GED.	

Course Number/Course Name	Credit Hours
CDV 124 – Supervised Field Experience	1–5
<i>(Pre- or corequisites: Director approval, CDV 120 and CDV 120B)</i>	
Provides on-site experience that includes working with children at various early childhood setting, as well as home visitor and bilingual settings serving children birth through age six. Credential requires 480 documented clock hours. One credit equals 45 contact hours. The number of credit hours will be determined jointly by the program director and the student.	
CDV 201 – Middle Childhood Growth and Development	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Presents the principles of growth and development for 6- to 11-year-old children in cognitive, physical and social-emotional areas. <i>Summer only</i>	
CDV 202 – Adolescent Growth and Development	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Examines the development and communication patterns of adolescents within the family setting. <i>Spring only</i>	
CDV 207 – Management of Early Childhood Programs	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Presents information and skills to develop an effective early childhood program. Students examine staff responsibilities, program development, scheduling, behavioral observation and evaluation techniques.	
CDV 212 – Special Issues in Child and Family Development	3
<i>(Prerequisite: Must be in final term or have permission of program director; summer and fall graduates may enroll in spring term.)</i>	
Presents in an exit seminar a balance of research findings, theory and application. Focuses on critical contemporary issues in the field. Students complete a professional portfolio. <i>Spring only</i>	
CDV 218 – Strengthening Family Structures	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Examines families from a structural perspective by being exposed to systems thinking. Explores how families are similar to and different from others in society, including biological and social systems. Strength-based perspective is studied and encouraged in practice. <i>Spring, summer only</i>	

Course Number/Course Name	Credit Hours
CDV 219 – Marriages and Families	3
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i>	
Provides insights into contemporary marriage and family situations. Focus on decision making for better understanding of families and the broader society. <i>Fall, spring only.</i>	
CDV 296 – Topics	1–3
Various special topics in the field are offered as elective hours.	
CDV 297 – Independent Study	1–3
<i>(Prerequisite: program director approval)</i>	
Define and studies a specific problem while working with the instructor.	
CDV 299 – Cooperative Education	1–3
<i>(Prerequisite: permission of director)</i>	
Works for one term on a cooperative basis in an appropriate training program with local employers. <i>The position is paid.</i>	
CHEM – Chemistry Courses	
CHEM 111 – Introduction to Chemistry	3
<i>(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent)</i>	
Introduces qualitative and quantitative aspects of general chemistry: atomic and molecular structure, periodic table, acids and bases, mass relationships, solutions, and brief introduction to organic chemistry.	
CHEM 112L – Introduction to Chemistry Laboratory	1
<i>(Pre- or corequisite: CHEM 111)</i>	
Three-hour lab. Introduces experiments complementing CHEM 111. <i>Course fee: \$25</i>	
CHEM 121/121L – General Chemistry I	4
<i>(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 120 or Accuplacer College Level Math Score of 60)</i>	
<i>[First semester of a two-semester sequence for students in sciences, engineering or premed.]</i> Introduces atomic and molecular structure, chemical periodicity, mass and energy relationships, and chemical reactions. Required enrollment in a 3-hour lecture and a 3-hour lab. <i>Course fee: \$25</i>	
CHEM 122/122L – General Chemistry II	4
<i>(Prerequisite: CHEM 121/121L within past 3 years and MATH 121)</i>	
Emphasizes acids and bases, equilibrium, kinetics, thermodynamics, solubility, electro- and nuclear chemistry. Introduces coordination and organic chemistry. Required enrollment in a 3-hour lecture and a 3-hour lab. <i>Course fee: \$25</i>	

Course Number/Course Name	Credit Hours
CHEM 212 – Organic Chemistry and Biochemistry (Prerequisite: CHEM 111/112L or 121/121L) Introduces organic and biochemistry for students in health or environmental occupations: survey of organic functional groups including chemistry of living organisms. Emphasis on medical aspects.	4
CHEM 253/253L – Quantitative Analysis (Prerequisite: CHEM 122L) Introduces theory and techniques of volumetric, gravimetric, potentiometric, chromatographic, and spectrophotometric analysis. Introduction to data-handling and statistics. Three one-hour lectures and six-hour lab. It is recommended that students complete CHEM 253L within two semesters of completing CHEM 122L. Course fee: \$40. Spring only	5
CHEM 296 – Topics in Chemistry (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	3
CIS - Computer Information Systems Courses	
CIS 105 – MS Office Integration (Recommended prerequisite: BA 150) Extends the fundamental knowledge of Word, Excel, Access and PowerPoint. Incorporates and emphasizes the integration capabilities among the individual applications. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 115 – Help Desk Technology Incorporates problem-solving skills and technical knowledge skills to develop an effective help desk support system. Focuses on solving technical problems, verifying results, processes and procedures used in support, technical support tools, and developing good communication skills.	3
CIS 116 – Help Desk Support Focuses on creating and maintaining an efficient, cost-effective help desk that adds value to a business through a series of clear and measurable goals and establishing service priorities and various tools to improve help desk performance.	3
CIS 119 – Introduction to Personal Digital Assistant (PDA) Covers uses and applications of the PDA. Students are required to provide a PDA and an account with a service provider. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term)	1
CIS 120 – WordPerfect for Windows (Recommended prerequisite: BA 150) Focuses on word processing using WordPerfect for Windows with emphasis on functions and practical office applications. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 134]	3

Course Number/Course Name	Credit Hours
CIS 121 – Word Fundamentals (Recommended prerequisite: CIS 130) Focuses on creating, editing, enhancing and merging documents. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 163]	1
CIS 123 – Microsoft Word (Recommended prerequisite: BA 150) Focuses on word processing using Microsoft Word for Windows with emphasis on functions and practical office applications. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 135]	3
CIS 126 – Desktop Publishing Using Word (Recommended prerequisites: knowledge of Word, BA 150) Integrates Word graphics and text to produce newsletters, instructional materials and other documents. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 154]	1
CIS 130 – Beginning Windows Explores basic elements of Windows with emphasis on software functions. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 150]	1
CIS 131 – Intermediate Windows (Recommended prerequisite: CIS 130) Covers concepts such as MS Windows OS interaction with hardware and software to optimally configure and customize computers. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 164]	1
CIS 135 – Windows 2000 Professional (Recommended prerequisite: CIS 130) Explores managing Windows Professional user accounts and groups to control access to files and other resources. This course plus CIS 136 and 282 may assist in preparation for MCP or MCSE certification. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 162]	1
CIS 136 – Intermediate Windows 2000 Professional (Prerequisite: CIS 135 or department approval) Covers concepts such as internetworking, protocols, remote access, performance tuning and troubleshooting. This course plus CIS 135 and 282 may assist in preparation for MCP or MCSE certification. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1

Course Number/Course Name	Credit Hours
CIS 137 – Windows Operating System (Recommended prerequisite: CIS 131) Focuses on managing the Windows operating system to manage user accounts and groups and to control access to files and other resources. Covers concepts such as internetworking, protocols, remote access, performance tuning and troubleshooting. This course may assist in preparation for MCP or MCSE certification. Version taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 140 – PowerPoint Fundamentals (Recommended prerequisites: 25 wpm typing skill, CIS 130) Focuses on basic text charts and graph charts. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 157]	1
CIS 142 – Microsoft PowerPoint (Recommended prerequisite: BA 150) Provides hands-on experience in graphics presentation software which emphasizes charting, drawing, organizing and displaying text and images. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 257]	3
CIS 143 – MS Outlook (Recommended prerequisite: CIS 130) Covers concepts such as managing messages, appointments, contacts and tasks, as well as track activities (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 145 – Introduction to Computer Networking (Recommended prerequisite BA 150) Offers concepts of data communications theory. Concepts include data communications networking terms, topologies, media, components and applications. [Previously offered as MMS 140]	3
CIS 147 – Introduction to Information Management (Recommended prerequisite: BA 150) Provides a broad overview of important topics of information systems that are reviewed from the managerial point of view. [Previously offered as MMS 142]	3
CIS 150 – Excel Fundamentals (Recommended prerequisites: 25 wpm typing skill, CIS 130) Stresses concepts such as creating, editing and enhancing worksheets, formatting cells, basic formulas and charts. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 158]	1

Course Number/Course Name	Credit Hours
CIS 151 – Intermediate Excel (Recommended prerequisite: CIS 150 or department approval) Manages multiple worksheets and workbooks, manage data and design forms. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 166]	1
CIS 152 – Advanced Excel (Recommended prerequisite: CIS 151 or department approval) Focuses on creating pivot tables, using advanced data analysis techniques and Excel with other programs. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 167]	1
CIS 155 – Access Fundamentals (Recommended prerequisites: 25 wpm typing skill, CIS 130) Focuses on creating database tables, queries, forms and reports. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 159]	1
CIS 156 – Intermediate Access (Recommended prerequisite: CIS 155 or department approval) Covers concepts such as managing data, creating special action queries and tools, adding features to forms and adding hyperlinks to database. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 168]	1
CIS 157 – Advanced Access (Recommended prerequisite: CIS 156 or department approval) Examines concepts such as Access macros, advanced reports, data filters using parameters and sharing databases. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 169]	1
CIS 160 – Introduction to Internet (Recommended prerequisite: CIS 130) Introduces concepts such as e-mail, listserv, file transfer protocol (FTP) and World Wide Web browsers. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 160]	1
CIS 164 – Beginning Hypertext Markup Language (Recommended pre- or corequisites: CIS 130, CIS 160 or ECM 176) Focuses on the concepts of a format used for writing documents to be viewed with a World Wide Web browser. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 171]	1

Course Number/Course Name	Credit Hours
CIS 165 – Intermediate Hypertext Markup Language (Recommended prerequisite: CIS 164) Applies the concepts of advanced HTML markup such as forms, image maps, and review of different programming languages. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 172]	1
CIS 166 – Advanced Hypertext Markup Language (Recommended prerequisite: CIS 165) Introduces concepts such as letting a Web page change itself once it is already loaded into the browser thereby improving response time and interactivity as well as controlling the layout of the page. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 170 – Introduction to Multimedia (Recommended prerequisites: BA 150, knowledge of Windows) Explores concepts of how text, graphics, sound, images and video come together in a multimedia program. Course fee: \$15 [Previously offered as MMS 170]	3
CIS 171 – Digital Sound Processing (Recommended prerequisite: CIS 170) Focuses on integrating and editing sound files for a multimedia program. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 180 – Beginning Extensible Markup Language (Recommended pre- or corequisite: CIS 164) Focuses on rules for developing standardized markup languages and customizing tags in Extensible Markup Language that facilitate business applications of electronically developed documents are presented. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 177]	1
CIS 181 – Intermediate Extensible Markup Language (Recommended prerequisite: CIS 180 or department approval) Focuses on manipulating XML documents using the XML Stylesheet Language, using Cascading Style Sheets and converting XML documents to other formats. The course content will cover applications and examples of XML documents in business environments. The Document Object Model and use in scripts for displaying documents will be covered. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 182 – Advanced Extensible Markup Language (Recommended prerequisite: CIS 181 or department approval) Focuses on XML techniques for collecting and managing data from web pages. Policies and practices to address customer privacy issues are presented. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1

Course Number/Course Name	Credit Hours
CIS 186 – Project Management Software (Recommended prerequisites: BA 150, CIS 130) Focuses on planning, scheduling, managing and communicating project information. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 161]	1
CIS 190 – Beginning FrontPage (Recommended prerequisites: CIS 130, CIS 160 or ECM 176, knowledge of HTML) Surveys concepts such as planning, creating, publishing and managing web sites using MS FrontPage Editor, Explorer and Image Composer. Develop and publish projects that include text, images, hyperlinks, forms, tables and frames. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 178]	1
CIS 191 – Intermediate FrontPage (Prerequisite: CIS 190 or department approval) Focuses on advanced forms, database connectivity, advanced image mapping, e-commerce and secured transactions. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 179]	1
CIS 201 – Hardware and Software Administration (Prerequisites: BA 150, CIS 130 or department approval) Introduces concepts such as computer viruses, utilities software, DOS and Windows operating systems, installation of boards and software, hardware components, troubleshooting, and disassembling/building a microcomputer system. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$15 [Previously offered as MMS 201]	3
CIS 202 – Advanced Hardware and Software Management (Prerequisite: CIS 201 or department approval) Focuses on advanced installation/troubleshooting of hardware/software including conflict resolution. Completion of CIS 201 and CIS 202 may assist in A+ certification. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 220 – Word Certification Prep (Recommended prerequisite: CIS 123) Focuses on integrating all levels of Word and may assist in preparation for the Word MOUS certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 221 – MS Outlook Certification Prep (Recommended prerequisite: CIS 143) Focuses on integrating all levels of MS Outlook and may assist in the preparation for the Outlook MOUS certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1

Course Number/Course Name	Credit Hours
CIS 222 – PowerPoint Certification Prep (Recommended prerequisite: CIS 142) Focuses on integrating all levels of PowerPoint and may assist in preparation for the PowerPoint MOUS certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 224 – Excel Certification Prep (Recommended prerequisite: CIS 152) Focuses on integrating all levels of Excel and may assist in preparation for the Excel MOUS certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 226 – Access Certification Prep (Recommended prerequisite: CIS 157) Focuses on integrating all levels of Access and may assist in preparation for the Access MOUS certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 230 – Business Database Management (Prerequisites: CIS 157, CIS 164) Stresses concepts such as databases and web pages that allow for interactive updating of data and retrieval of information. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 252]	3
CIS 232 – Database Design: MS SQL Server (Recommended prerequisites: BA 150, CIS 137, CIS 157; recommended pre- or corequisite: CIS 243) Focuses on using logical modeling and physical modeling to design a relational database management system independent model. This course may assist in preparation for MCP certification. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 237 – Spreadsheet Macro Programming (Pre- or corequisite: ACCT 254 or CIS 152) Provides students with basic procedures for writing and running a macro. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 261]	1
CIS 239 – Foundations of Network+ (Recommended prerequisites: BA 150, CIS 145) Provides students with the skills and knowledge expected of networking professionals. It provides a foundational knowledge in diverse operational environments and operating systems. This course may assist in preparation for Network+ certification. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3

Course Number/Course Name	Credit Hours
CIS 240 – Data Management (Recommended prerequisites: CIS 145, CIS 130) Provides students with hands-on experience on data communications networking. Applications include setting up user accounts, creating directories, login scripts and menus. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 240]	3
CIS 243 – Windows Server Management (Recommended prerequisite: CIS 130; recommended pre- or corequisites: CIS 137, CIS 145) Focuses on user and group management, client and server management and file sharing management. This course may assist in preparation for MCP or MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 242]	3
CIS 245 – Windows Network Infrastructure Management (Recommended prerequisite: CIS 243) Focuses on networking protocols, protocol bindings, application layers, managing clients and servers, utilizing user and group accounts and profiles. This course may assist in preparation for MCP or MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 244]	3
CIS 246 – Windows Directory Services Management (Prerequisites: BA 150, CIS 137; recommended pre- or corequisite: CIS 243) Focuses on organizing objects into a structure that provides for a means of searching and locating objects within the network database directory and making information available to authorized users, applications and operating system services. This course may assist in preparation for MCP or MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 247 – Designing Windows Server Directory Services (Recommended prerequisites: BA 150, CIS 137; recommended pre- or corequisite: CIS 243) Focuses on analyzing business requirements and designing a directory service architecture that meets the requirements for desktop management and design for businesses and service locations. This course may assist in preparation for MCP or MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3

Course Number/Course Name	Credit Hours
CIS 248 – Designing Windows Server Network (Recommended prerequisites: BA 150, CIS 137; recommended pre- or corequisite: CIS 243) Focuses on business and technical requirements in order to design a network that meets business needs. Topics will include designing for Internet connectivity and a Wide Area Network infrastructure. This course may assist in preparation for MCP or MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 249 – Windows Server Network Security (Recommended prerequisites: BA 150, CIS 137; pre- or corequisite: CIS 243) Focuses on analyzing and evaluating information needed to design a security solution for Windows and access between networks that meet business needs. This course may assist in preparation for MCP and MCSE certification. Version being taught subject to change. Please check with department. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 250 – Business Intranets/Extranets (Recommended prerequisites: CIS 160, CIS 164) Explores concepts such as planning, managing and using business intra-/extranets. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 250]	3
CIS 251 – Windows Network Environment (Prerequisite: CIS 145, 243 or permission of department) Create, configure, manage, secure, and troubleshooting file, print, Web resources, network infrastructure, and remote access. Additional topics include managing, securing and troubleshooting servers and client computers. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 252 – MS Visio (Recommended prerequisite: BA 150) Focuses on using Visio to create a broad range of diagrams for networks, databases, application software, and the Web. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 254 – Project Management (Recommended prerequisites: BA 150, CIS 130) Focuses on scheduling, production planning, and tracking and forecasting and managing conflicts. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously offered as MMS 251]	3

Course Number/Course Name	Credit Hours
CIS 255 – Desktop Publishing (QuarkXPress) (Prerequisites: BA 150, CIS 130 or department approval) Focuses on professional high-quality page design for business publications-newsletters, flyers, brochures, business cards and advertisements-using page layout tools for print and the Web. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 255]	3
CIS 256 – Advanced Desktop Publishing (Prerequisite: CIS 255) Builds on desktop publishing including design techniques, downloading materials from the Internet and managing linkages to PostScript graphics and photos. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 256]	3
CIS 260 – Beginning PhotoShop (Prerequisite: CIS 130 or department approval) Focuses on concepts such as using painting and color-correction tools to manipulate images for print and the Web. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 173]	1
CIS 261 – Intermediate PhotoShop (Prerequisite: CIS 260 or department approval) Focuses on concepts such as using paths, channels, clipping groups, special effects, masks with finer selections to produce high-quality digital images for print and the Web. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 174]	1
CIS 262 – Advanced PhotoShop (Prerequisite: CIS 261 or department approval) Focuses on concepts such as using the Web tools in Image Ready for optimizing images and creating GIF animations. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 175]	1
CIS 265 – Fireworks (Recommended prerequisites: BA 150, CIS 130) Covers concepts such as preparing graphics for the Web. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 270 – Macromedia Authorware (Recommended prerequisite: CIS 170) Explores concepts of interactive multimedia authoring program with emphasis on learning to combine a variety of media. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 270]	3

Course Number/Course Name	Credit Hours
CIS 271 – Macromedia Director (Recommended prerequisite: CIS 170) Emphasizes concepts such as the use of interactive multimedia script language to create dynamic multimedia productions. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 271]	3
CIS 272 – Macromedia Dreamweaver (Recommended prerequisites: BA 150, CIS 170) Explores concepts such as building web sites using rollovers, tables, and style sheets. (10 weeks; 2 theory + 3 lab hours per week = 20 theory + 30 lab hours per term) Course fee: \$10	2
CIS 273 – Macromedia Flash (Recommended prerequisites: BA 150, CIS 170) Focuses on concepts such as animation, drawing, and interactivity in Flash as well as sound and introduction to actions. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 274 – Adobe Illustrator (Recommended prerequisite: CIS 130 and CIS 261) Explores concepts such as vector-based artwork for print, presentation and the Web using draw tools to produce templates, patterns, and logos for a wide variety of business publications ranging in size from business cards to banners. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 275 – Adobe Premiere (Prerequisite: CIS 273; pre- or corequisite: CIS 271) Explores concepts of choosing appropriate software and media to design and produce a cost effective multimedia presentation. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as MMS 272]	3
CIS 282 – Windows Professional Certification Prep (Recommended prerequisite: CIS 137) Continues exploration of Windows Professional OS. Intensive course is a continuation of CIS 137 designed to integrate all levels of Windows Professional and may assist in the preparation for MS Windows Professional MCP or MCSE certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$10	1
CIS 285 – Windows Server Certification Prep (Recommended prerequisite: CIS 243) Focuses on concepts such as installing, utilizing utilities, defining and test user profiles and policies and describing the domain client and server. Intensive course is a continuation of CIS 243 designed to integrate all aspects of Windows Server and may assist in the preparation for MS Server MCP or MCSE certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$10	1

Course Number/Course Name	Credit Hours
CIS 288 – Windows Server Infrastructure Certification Prep (Recommended prerequisite: CIS 245) Focuses on advanced training on WAN for the enterprise. Intensive course is a continuation of CIS 245 designed to integrate all aspects of MS Windows network infrastructure and may assist in preparation for MS MCP or Network Infrastructure MCSE certification exam. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$10	1
CIS 290 – MS SQL Server (Recommended prerequisites: CIS 137, 157; recommended pre- or corequisite: CIS 243) Provides student with an overview of Microsoft SQL Server. Instruction is provided on SQL installation, configuration, security and performance and database management. This course may assist in preparation for MCP certification. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 291 – MS Exchange Server (Recommended prerequisite: CIS 137; recommended pre- or corequisite: CIS 243) Provides students with the concepts of Microsoft Exchange Server. Instruction is provided on Exchange installation, configuration, user accounts, security and performance. This course may assist in preparation for MCP certification. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 296 – Topics Course Explores current topics in computers. [Previously offered as MMS 296]	1-3
CIS 297 – Special Problems (Prerequisite: department approval) Allows student and instructor to define a specific problem in the area of the student's interest and directly related to the program. The student develops and executes a solution using analytical techniques appropriate to the problem. An oral presentation may be required. [Previously offered as MMS 297]	Variable
CIS 298 – Internship (Prerequisites: CIS 152 or CIS 157 or CIS 254 or CIS 243 or CIS 241 or CIS 272 or CIS 273 and department approval) Provides students the opportunity to work a minimum of 150 hours at business or training-related supervised work stations. Students are not paid for their work but are supervised jointly by TVI and the company. [Previously offered as MMS 298]	4

Course Number/Course Name	Credit Hours
CIS 299 – Cooperative Education 4 (Prerequisites: CIS 152 or CIS 157 or CIS 254 or CIS 243 or CIS 272 or CIS 273 or CIS 241 and department approval) Provides students the opportunity to work a minimum of 150 hours at business or training-related supervised work stations. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer. [Previously offered as MMS 299]	

CJ – Criminal Justice Courses

CJ 101 – Criminal Law 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Covers the historical development, purposes and goals of common and statutory criminal laws which control actions in the criminal justice system.	
CJ 102 – Juvenile Law and Procedure 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Covers the juvenile court and justice system including the Children's Code and the Rules of Procedure.	
CJ 103 – Probation and Parole 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Presents the history, philosophy and legal basis governing investigation and supervision of juvenile offenders and adult violators placed on probation and parole.	
CJ 104 – Patrol Procedures 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Introduces basic patrol function and the problems faced by law enforcement officers.	

Course Number/Course Name	Credit Hours
CJ 107 – Criminal Procedure 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Examines the method of enforcing the substantive criminal law. Includes the process of applying the established law, constitutional law, rules of evidence, case law and an understanding of the logic used by the courts.	
CJ 108 – Community-oriented Policing 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) Examines the history of policing, problems with earlier methods, re-thinking of the basic role of police, and using police for problem solving, improving relations, and crime prevention with the public.	
CJ 109 – Introduction to Security Services 3 Covers the development of security services, relationships to the legal process, career roles and operational processes in security operations. The course also helps homeowners, and covers personal defense, report writing, emergency procedures, and defensive driving.	
CJ 111 – Traffic Investigation and Enforcement 3 (Prerequisites: CJ 101, 104 and 118 or department approval) Presents the study of traffic law enforcement and basic wreck checking. Progresses to the complete investigation of major accidents.	
CJ 112 – Criminal Investigation 3 (Prerequisites: CJ 101, 107 and 118 or department approval) Presents basic criminal investigation from the preliminary investigation to final preparation and presentation in court.	
CJ 113 – Organized and White Collar Crime 3 (Prerequisites: CJ 101 and 107 or department approval) Covers illegal activities of people and institutions whose purpose is profit through legitimate gain through illegal enterprise.	
CJ 116 – Correctional Services 3 (Prerequisite: CJ 101 or department approval) Covers the duties and authorities of correctional officers, admission procedures, cell searches, lockdown, penal terminology, key control measures and operations, as well as court decisions dealing with corrections.	
CJ 117 – Public Policies and Strategies 3 Presents issues and strategies involved in developing and implementing public policy, including problems in criminal justice, standard police operations, public security, public safety, corrections, and juvenile justice.	

Course Number/Course Name	Credit Hours
CJ 118 – Report Writing 3 (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Covers police reports, including writing and use of forms.	
CJ 296 – Special Topics 1–6 (Prerequisite: department approval) Provides the in-depth study of problems and the advanced techniques that criminal justice experts use in responding to them.	
CJ 297 Special Problems Variable (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	
CJ 299 – Cooperative Education 3 Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.	
CLA – Clinical Laboratory Assistant Courses	
CLA 101L – Introduction to Laboratory Technique 3 (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent) Introduces basic medical laboratory techniques with an emphasis on urinalysis and immunology. Includes laboratory instrumentation, communication, quality control and safety. (7.5 weeks; 4 theory + 6 lab hours per week = 30 theory + 45 lab hours per term) Program fee: \$10	
CLA 102L – Basic Hematology/Chemistry 3 (Prerequisite: CLA 101L) Presents theory and procedures associated with routine hematology and chemistry tests. Students apply theory in performing basic hematology and chemistry procedures. Includes instrumentation, calibration and quality control. (7.5 weeks; 4 theory + 6 lab hours per week = 30 theory + 45 lab hours per term)	
CLA 103C– Clinical Experience 3 (Prerequisite: CLA program director approval, CLA 101L, CLA 102L, PHLB 110, PHLB 110L, PHLB 122C or equivalent) Provides practical experience in chemistry, hematology, microbiology, and urinalysis procedures in hospital and clinic medical laboratories. (7.5 weeks; 15 hours per week = 112 clinical hours per term)	

Course Number/Course Name	Credit Hours
CM – Construction Management Courses	
CM 130 – Construction Detailing	3
Introduces basics of construction detailing and working drawing sets. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term)	
CM 132L – Construction Graphics/Engineering Methods	3
(Pre- or corequisite: CM 130 or department approval) Introduces principles and techniques of computer graphic applications used in the construction industry. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
CM 171 – Construction Materials and Techniques	3
Includes plan reading, elementary construction techniques, materials and construction documents; emphasizes Uniform Building Code plan check.	
CM 175 – General Contractor Preparation	3
Covers licensing requirements, rules and regulations, business law, the UBC, construction methods and contract management.	
CM 202 – Commercial Construction Theory	3
(Prerequisites: CM 171 and CP 176 or department approval) Covers UBC plan check and survey of the Construction Specifications Institute. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
CM 256 – Statics	3
(Pre- or corequisite: MATH 120 or department approval) Introduces the use of graphic and algebraic formulas, static forces, equilibrium, moments, stress and strain. Covers beams and columns in wood, steel and concrete in reference to the UBC and institutional manuals.	
CM 257 – Construction Estimating	3
(Prerequisites: CM 171 and CP 176 or MATH 120 or department approval) Covers cost estimates on buildings based on Construction Specifications Institute, formatted budgets, take-off techniques. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
CM 260 – Computerized Estimating Techniques	3
(Prerequisites: CM 171, CM257, and CP 176 or department approval) Covers various methods of computerized estimating techniques including, digitized take-offs, computerized form generation, and online price analysis. The class will utilize the most current and up to date state of the art computer estimating software. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	

Course Number/Course Name	Credit Hours
CM 261L – Construction Surveying	3
(Pre- or corequisite: MATH 123 or department approval) Introduces the basic techniques and equipment used in surveying including tape, level and theodolite; leveling, distance and angle measurement; traversing; and note-keeping. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
CM 263 – Construction Equipment and Methods	3
(Prerequisites: CM171, CM130, and MATH 120) Presents large equipment used to move, lift and assemble components of commercial buildings. Covers earth work, concrete forms and construction, along with steel, wood and masonry methods, productivity, licenses and contract options.	
CM 277 – Construction Project Management	3
(Pre- or corequisite: CM 257 or department approval) Includes introduction to construction processes, techniques for transforming contract documents and estimating into accurate project schedules. Surveys state-of-the-art scheduling techniques, including computer-assisted packages. Students break down a job into its basic tasks and reassemble it in a framework that controls time, work materials and related activities.	
CM 279 – Mechanical Electrical Systems and Construction	3
Introduces materials and equipment used in the electrical and mechanical systems of commercial building and associated codes and costs.	
CM 296 – Topics	1–4
(Prerequisite: permission of program chair) Provides in-depth study of topics related to construction management.	
CM 297 – Special Problems	2–4
(Prerequisite: permission of program chair) Allows the student and instructor to define a specific problem directly related to the program in the area of the student's interest. The student develops and executes a solution using analytical and drafting techniques. An oral presentation may be required.	
CM 298 – Internship	3
(Prerequisite: permission of program chair) Provides opportunities for the student to work for one term on a cooperative basis in an appropriate defined training program. <i>The position is not paid.</i>	
CM 299 – Cooperative Education	3
(Prerequisite: permission of program chair) Provides opportunities for the student to be employed at an approved course-related work site and applies learned theory based on goals and objectives for one term. <i>The position is paid.</i>	

Course Number/Course Name	Credit Hours
COMM – Communications Courses	
COMM 110 – Mass Media and Society	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Examines the roles media play in American society and their effects on other forms of communication.	
COMM 130 – Public Speaking	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Combines theory and practical application. Focuses on organizing and delivering, listening, and responding to various types of presentations.	
COMM 221 – Interpersonal Communication Studies	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent and ENG 101 or Accuplacer Sentence Skills Score of 110) Provides overview of perception, emotions, nonverbal communication, language, listening, defensiveness, and relational conflict. Emphasizes developing communication styles and skills to enhance effectiveness in professional and personal relationships.	
COMM 223 – Introduction to Nonverbal Communication Studies	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Examines how the face and eyes, gestures, touch, voice, physical appearance, space, time, and environment communicate in personal and professional interactions.	
COMM 225 – Small-Group Communication Studies	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Examines group types, characteristics, dynamics, conflicts, norms, roles, leadership, problem solving, and decision making in small group processes.	
COMM 232 – Business and Professional Communication Studies	3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Emphasizes developing, organizing, and supporting ideas in interpersonal business encounters, groups, teams, meetings, interviews, and platform presentations.	

Course Number/Course Name	Credit Hours
COMM 240 – Organizational Communication Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Focuses on communication networks, power and authority, manager/employee relationships, leadership, and interviewing in organizational contexts.	3
COMM 270 – Communication Studies for Teachers (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Introduces systems approach to classroom communication at any level, providing a means to analyze, develop, and facilitate effective communication.	3
COMM 289 – Listening (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 and COMM 221) Investigates and applies current research in listening theory. Analyzes the appropriateness and applicability of five major types of listening in academic, business, media, and interpersonal contexts.	3
COMM 290 – Gender Communication Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 and COMM 221) Focuses on communication differences between men and women; implications and consequences of these differences and discussion of various strategies for change in business, media, educational, and intimate contexts.	3
COMM 291 – Intercultural Communication Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 and COMM 221) Focuses on culture and differences in communication values and styles (verbal and nonverbal). Analysis of intercultural encounters and development of skills for more effective intercultural communication.	3
COMM 292 – Family Communication Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 and COMM 221) Examines family systems theory, communication patterns, rules, roles, themes, power, intimacy, ethnicity, and conflict in families.	3
COMM 293 – Topics in Communication Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 and COMM 221) Presents various topics. See <i>Schedule of Classes</i> .	3

Course Number/Course Name	Credit Hours
COS – Cosmetology Courses	
COS 101 – Orientation (Prerequisites: ENG 101, MATH 119, BIO 136, BA 150 and CP 176 or CSCI 101, or department approval) Introduces cosmetology. Presents theory in the areas of professional image, first aid and work ethics.	2
COS 102 – Sterilization/Sanitation Bacteriology Theory (Pre- or corequisite: COS 101 or department approval) Presents related theory applied to preparation, procedures, products, materials and implements, methods of sanitation and sterilization, chemical agents, types and classifications of bacteria, bacterial growth and infections.	1
COS 102L – Sterilization/Sanitation/Bacteriology Lab (Pre- or corequisite: COS 102 or department approval) Presents basic skills in salon safety, preparation, procedures and practice, selection of products, materials and implements, methods of sanitation and prevention of bacterial growth and infection. (2.5 lab hours per week = 37.5 lab hours per term) Course fee: \$50	1
COS 103 – Shampoo/Rinses/Scalp Treatment Theory (Pre- or corequisite: COS 102 or 102L or department approval) Covers anatomy, physiology, products, materials and implements related to hair analysis, hair and scalp disorders and treatments, related chemistry, client record keeping and safety.	1
COS 103L – Shampoo/Rinses/Scalp Treatment Lab (Pre- or corequisites: COS 102, 102L and 103 or department approval) Focuses on safety, preparation, procedures and practice related to hair analysis, treatment of hair and scalp disorders and client record keeping. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 104 – Chemical Rearranging Theory (Pre- or corequisites: COS 103 and 103L or department approval) Introduces anatomy, physiology, preparation, procedures, products, materials and implements related to hair analysis, applied chemistry, client consultation and record keeping.	1
COS 104L – Chemical Rearranging Lab (Pre- or corequisites: COS 103, 103L and 104 or department approval) Presents basic skills development in safety, preparation, procedures and practices, products, materials and implements, hair analysis, related chemistry, hair cutting, hair styling, care of wigs and hair pieces, client consulting and recommendations and record keeping. (2.5 lab hours per week = 37.5 lab hours per term)	1

Course Number/Course Name	Credit Hours
COS 105 – Cutting/Hairstyling Theory (Pre- or corequisites: COS 104 and 104L or department approval) Introduces anatomy, physiology, preparation, products, materials and implements, hair analysis and client consultation, related chemistry, hair cutting, hair styling techniques, client consultation, recommendations, care of wigs and hair pieces and record keeping.	1
COS 105L – Cutting/Hairstyling Lab (Pre- or corequisites: COS 104, 104L and 105 or department approval) Focuses on safety, preparation, procedures and practices, products, materials and implements, hair analysis, related chemistry, hair cutting, hair styling, care of wigs and hair pieces, client consulting and recommendations and record keeping. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 106 – Hair Coloring Theory (Pre- or corequisites: COS 105 and 105L or department approval) Covers anatomy, physiology; preparation, procedures, products, implements; hair analysis and client consultation; related chemistry; temporary, semi-permanent and permanent hair coloring; bleaching, special effects, client consultation and recommendations and record keeping.	1
COS 106L – Hair Coloring Lab (Pre- or corequisites: COS 105, 105L and 106 or department approval) Presents basic skill development related to safety, use of products, materials and implements, hair analysis and client consultation, related chemistry, semi-permanent and permanent applications, hair coloring and special effects techniques, problem solving and record keeping. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 107 – Manicuring/Pedicuring Theory (Pre- or corequisites: COS 106 and 106L or department approval) Covers anatomy, physiology, preparation, procedures, products, materials and implements, massage, nail techniques, client consultation and recommendations, client record keeping and safety.	1
COS 107L – Manicuring/Pedicuring Lab (Pre- or corequisites: COS 106, 106L and 107 or department approval) Stresses basic skill development related to safety, preparation, procedures and practices, products, materials and implements, massage, nail techniques, client consultation and recommendations and record keeping. (2.5 lab hours per week = 37.5 lab hours per term)	1

Course Number/Course Name	Credit Hours
COS 112 – Facials Theory <i>(Prerequisites: COS 107 and 107L or department approval)</i> Covers anatomy, physiology, preparation, procedures, products, materials and implements, massage, facial treatments and makeup application, hair removal, eyelash techniques, light therapy, client consultation and recommendations, record keeping and safety.	1
COS 112L – Facials Lab <i>(Pre- or corequisite: COS 112 or department approval)</i> Presents basic skill development in safety, use of products, materials and implements, facial treatments and makeup application, use of specialized equipment and techniques, eyelash techniques, hair removal, client consultation, recommendations, and record keeping. (2.5 lab hours per week = 37.5 lab hours per term) Course fee: \$50	1
COS 113L – Sterilization/Sanitation/Bacteriology Lab II <i>(Pre- or corequisites: COS 112, 112L and 113 or department approval)</i> Continues basic application of sterilization, sanitation and bacteriology techniques in a supervised lab setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 114L – Shampoo/Rinses/Scalp Treatments Lab II <i>(Pre- or corequisites: COS 113 and 113L or department approval)</i> Continues basic application of shampoo, rinses and scalp treatment techniques in a supervised lab setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 115L – Chemical Rearranging: Perms and Relaxers Lab II <i>(Pre- or corequisite: COS 114L or department approval)</i> Continues basic application of chemical rearranging, perms and relaxers techniques in a salon setting. (5 lab hours per week = 75 lab hours per term)	2
COS 116L – Cutting/Coloring/Hairstyling Lab II <i>(Pre- or corequisite: COS 115L or department approval)</i> Continues basic application of hair cutting, coloring and styling techniques in a supervised lab setting. (7.5 lab hours per week = 112.5 lab hours per term)	3
COS 117L – Manicuring/Pedicuring Lab II <i>(Pre- or corequisite: COS 116L or department approval)</i> Continues basic application of manicuring, pedicuring, massage and advanced nail techniques in a supervised lab setting. (5 lab hours per week = 75 lab hours per term)	2
COS 201L – Chemical Rearranging: Perms and Relaxers Lab III <i>(Prerequisite: COS 117L or department approval)</i> Covers intermediate application of chemical rearranging, perms and relaxers in a supervised salon setting. (5 lab hours per week = 75 lab hours per term) Course fee: \$50	2

Course Number/Course Name	Credit Hours
COS 202L – Hair Cutting Lab III <i>(Pre- or corequisite: COS 201L or department approval)</i> Covers intermediate application of scissors, shears, razor and clippers, products, materials and implements in a supervised salon setting. (5 lab hours per week = 75 lab hours per term)	2
COS 203L – Hair Coloring Lab III <i>(Pre- or corequisite: COS 202L or department approval)</i> Covers intermediate application of temporary, semi-permanent and permanent hair coloring techniques, bleaching, tinting, toning, frosting, special effects and problem solving in a supervised salon setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 204L – Hairstyling Lab III <i>(Pre- or corequisite: COS 203L or department approval)</i> Covers intermediate application of wet styling, blow drying, finger waving, air waving, hair pressing, hair extensions, hair weaving, braiding and corn rowing techniques in a supervised salon setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 205L – Facials/Manicuring/Pedicuring Lab III <i>(Pre- or corequisite: COS 204L or department approval)</i> Covers intermediate application of massage, facial treatments and makeup applications, use of electric appliances, currents and specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow tinting and light therapy techniques in a supervised salon setting. (10 lab hours per week = 150 lab hours per term)	4
COS 211 – State Laws/Regulations <i>(Prerequisite: COS 205L or department approval)</i> Presents state laws and regulations, professional image, employability skills, ethics, professional standards, State Board standards, job-seeking and retention skills, customer service, teamwork, problem solving and quality principles.	1
COS 212 – Salon Operation Theory <i>(Pre- or corequisite: COS 211 or department approval)</i> Focuses on opening a salon and business plan, written agreements, regulations, laws, salon operation, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and sales, client communication, public relations, insurance and salon safety.	1
COS 212L – Salon Operation Lab (Externship) <i>(Pre- or corequisite: COS 212 or department approval)</i> Exposes student to salon business and retail sales concepts as outlined in the State Board standards upon completion of 75 percent (1,243 hours) of the course of study in cooperation with a TVI-approved employer. This externship may not exceed eight hours per day or one day per week. (7.5 lab hours per week = 112.5 lab hours per term) Course fee: \$50	3

Course Number/Course Name	Credit Hours
COS 213 – Advanced Salon Theory <i>(Pre- or corequisites: COS 212 and 212L or department approval)</i> Presents advanced theory applied to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms, relaxers, hair cutting, hair coloring, bleaching, hairstyling, facials, manicuring and pedicuring, community health issues, salon safety, problem solving and special projects.	2
COS 213L – Advanced Salon Lab <i>(Pre- or corequisite: COS 213 or department approval)</i> Offers advanced application of safety, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hair cutting, hair coloring, bleaching, hairstyling, facials, manicuring and pedicuring or other areas with minimal supervision in a salon setting. (12.5 lab hours per week = 187.5 lab hours per term)	5
COS 214L – Hair Cutting Lab IV <i>(Pre- or corequisites: COS 201L and 202L or department approval)</i> Covers advanced application of scissors, shears, razor and clippers, products, materials and implements in a supervised salon setting. (5 lab hours per week = 75 lab hours per term)	2
COS 215L – Hair Styling Lab IV <i>(Pre- or corequisites: COS 203L and 204L or department approval)</i> Covers advanced application of wet styling, blow drying, finger waving, air waving, hair pressing, hair extensions, hair weaving, braiding and corn rowing techniques in a supervised salon setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 216L – Facials/Manicuring/Pedicuring Lab IV <i>(Pre- or corequisites: COS 204L and 205L or department approval)</i> Presents advanced application of massage, facial treatments and makeup applications, use of electric appliances, currents and specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelashes and eyebrow tinting and light therapy techniques in a supervised salon setting. (2.5 lab hours per week = 37.5 lab hours per term)	1
COS 296 – Special Topics <i>(Prerequisite: department approval)</i> Provides an in-depth study of problems and advanced techniques.	1–6
COS 297 – Special Problems <i>(Prerequisite: department approval)</i> Focuses on a specific problem while working with an instructor.	Variable

CP – Computer Technology Courses

CP 100 – Introduction to Computer Programming 3
(Prerequisite: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent)

Provides preparation for first-term Computing Technology and gives overview of computer systems. Includes flow-charting, logic, data processing concepts and introductory programming concepts. (3 theory hours + 1 lab hour per week = 45 theory + 15 lab hours per term)

CP 101L – ANSI COBOL 6
(Prerequisites: CP 103 and 105)

Write structured programming projects directly related to business and accounting applications. The projects are designed, coded, debugged and executed. (4 theory + 6 lab hours per week = 60 theory + 90 lab hours per term) Course fee: \$10

CP 103 – Mathematics for Computer Programmers 3
(Prerequisite: MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent)

Covers algebra fundamentals along with selected applications in business and management math. Illustrates computerized math applications. (2 theory hours + 3 lab hour per week = 30 theory + 45 lab hours per term)

CP 106 – Overview of Web Technologies 3
(Prerequisite: CP 176 or permission of director)

Covers basic Unix commands for manipulating and managing TVI web accounts, different web servers, client to web server interaction. Demonstration and incorporation of client side scripting (JavaScript, JScript, and VB Script). Java applets and server side scripting (ASP, ColdFusion, and Perl). (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 107 – Programming Logic and Design 3
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent and MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent and CP 176; pre- or corequisites: ACCT 101A and CP 103)

Introduces beginning students to programming concepts, enforcing good style and logical thinking. Discusses the key concepts of structure, using flowcharts and pseudocode. Designed to be non-language specific, the skills and knowledge attained by students may then be applied to any programming language, allowing them to enroll in C++, Visual Basic, or Cobol, as a follow-on programming course. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10

CP 111L – Advanced ANSI COBOL 6
(Prerequisite: CP 101L)

Continues skill development using the ANSI COBOL language. Emphasizes sequential and indexed file processing, file maintenance, multi-dimensional table processing, sorts and interactive programming. (4 theory + 6 lab hours per week = 60 theory + 90 lab hours per term) Course fee: \$10

CP 113 – Survey of Computer Animation 3

Progresses from traditional cel animation through building free-hand skills, use of paint software packages, digital media applications and introduces 3D-computer animation. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 117 – Web Site Maintenance 1
(Prerequisite: CP 106 or permission of director)

Covers the ease of use ratings, link verifiers, performance tuning, and site statistics. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term)

CP 128 – Personal Computer Operating Systems 3
(Prerequisites: CP 176 or waiver exam)

Introduces major PC operating systems while preparing students for the software portion of the A+ certification exam. Includes MS-DOS, Windows, and UNIX concepts. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10 [Previously CP 216L]

CP 132 – Introduction to Web Scripting 3
(Prerequisites: CP 106, 107, and CIS 165 or permission of director)

Covers the fundamentals of the Common Gateway Interface (CGI) protocol and scripting languages, to include PERL and JavaScript. Uses compiled programs and introduces CGI security concerns. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 133 – Survey of Active Server Pages 1
(Prerequisite: CP 132 or permission of director)

Covers aspects of server side scripting using Active Server Pages. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term)

CP 134 – Survey of ColdFusion 1
(Prerequisite: CP 132 or permission of director)

Provides an introduction to one of the most common forms of “middle ware” in the Web environment. The focus will be on data manipulation via Allaire’s ColdFusion. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term)

CP 135 – Advanced Web Scripting 3
(Prerequisite: CP 132)

Continues skill development with focus on integrating scripting into Web designs and structures. Develops both client and server

application, incorporating many advanced Web page development techniques. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 150 – Data Structures 3
(Prerequisite: CP 107 or permission of director)

Explores sequential, random, and indexed file structures, multi-dimensional arrays, structures, linked lists, stacks, queues, sorting, searching and other data structures. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 170 – Techniques for Animation Text 3
(Prerequisites: ENG 101 and CP 177L or permission of director)

Introduces concepts required to create a story element, with emphasis on animation applications including project board techniques, structure for the short application, use of screenwriting software, information on the direct wants and needs of production houses, and insights into legal aspects of the business. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 176 – Introduction to Technology Computer Applications 4
(Recommended: typing proficiency)

Covers introductory computer hardware and software topics with a mix of lecture and hands-on instruction. Introduces operating systems (MS-DOS, Windows), software applications (word processing, spreadsheets) and database concepts with an emphasis on technology applications. Course fee: \$15

CP 177L – Introduction to Computer Animation/Graphics 3
(Prerequisites: CP 176 and ART 106 or CP 113; pre- or corequisite: ART 121 or permission of director)

Explores various topics desirable in industry. Reviewed are Windows, Lightwave 3D-animation software, modeling, texturing, lighting, animation and other bundled tools. Additional lab hours outside the regular class time are required. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15

CP 178L – Computer Animation I 3
(Prerequisites: CP 177L and ART 121; pre- or corequisite: ART 122)

Uses, extensively, Maya 3D computer animation software involving modeling, rendering, morphing, texture mapping, animation and image processing. Additional lab hours outside the regular class time are required. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)

CP 179 – Computer Animation II 3
(Prerequisites: CP 178L and CIS 262 and ART 122 and CP 170)

Explores advanced techniques such as inverse kinematics, constraints, character building, particle emission and dynamic forces. Emphasizes team project participation. Additional lab hours outside the regular class time are required. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15

Course Number/Course Name	Credit Hours
CP 180 – Computer Animation Strategies & Techniques (Prerequisites: CP 177L and CIS 262 and ART 121; pre- or corequisite: ART 122) Expands the use of Lightwave 3D animation software to professional applications. Emphasizes insights into the work environment and employer expectations. Additional lab hours outside the regular class time are required. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 181L – Alias/Wavefront Maya Certified Training (Prerequisite: CP 178L or permission of director) Continues coverage of Maya from Alias/Wavefront, a high-end computer programs for character animation, scene design and simulation. Creates realistic characters and scenes, as well as a variety of special effects. Also covers basic operations of MEL (Maya Embedded Language) scripting and techniques for professional-quality animation demos using Maya. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 182 – Network Topologies/Cisco Academy Semester 1 (Prerequisite: CP 128 or permission of director) Introduces building networks and running a network operating system. Uses the OSI model as a guide for study of cabling protocols, data link protocols (Ethernet, FDDI, ATM, etc.) and network protocols (IP and IPX). Introduces switches, bridges, gateways and routers. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 183 – Network Operating System (Network+ Certification Prep) (Prerequisite: CP 128 or permission of director) Introduces installing and administering the most common microprocessor-based NOS environments (Novell, Windows NT, etc.). Students run these NOS systems on a variety of data link protocols and install and maintain devices for inter-network communication. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 205 – Basic Router Configuration/Cisco Academy Semester 2 (Prerequisite: CP 182) Configure routers, other layer 3 devices and their associated protocols in different network scenarios. Prepares students for the Cisco Certified Networking Associate certification. (2 theory hours + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 206 – Local Area Network Management/Cisco Academy Semester 3 (Prerequisite: CP 205) Configure and troubleshoot routers/switches in a LAN environment. Prepares students for the Cisco Certified Networking Associate certification. (2 theory hours + 3 lab hours per week)	3

Course Number/Course Name	Credit Hours
CP 207 – Wide Area Network Management/Cisco Academy Semester 4 (Prerequisite: CP 206) Configure and troubleshoot routers/switches in a WAN environment. Prepares students for the Cisco Certified Networking Associate certification. (2 theory hours + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 213 – Database Management (MS Access) (Prerequisite: CP107 or permission of director) Presents general concepts, organization and application of database systems. Introduces the use of database management on the microcomputer. Includes designing database; accessing, searching and updating files; and designing and producing printed reports. Read and interpret written and oral instructions of a technical nature. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CP 214L – Report Program Generator III/400 (Prerequisite: a programming language or permission of director) Introduces the RPG III/400 programming language used in business organizations, focusing on the basic coding parameters. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 217L – Personal Computer Assembler Language (Prerequisites: CP107 and 128) Introduces assembler language programming using the microcomputer. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CP 218 – Client/Server Technology (Oracle Forms I) (Prerequisites: CP 221 or permission of director) Covers theory of client/server and models of distributed computing. Lab assignments focus on creating and implementing client server applications using Oracle Internet Forms. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 220 – Advanced Database Concepts (Prerequisite: CP 213 or permission of director) Continues CP 213 in a multi-user network environment with emphasis on relational databases, custom forms, intermediate report design, OLE objects, advanced queries, SQL, macros and incorporating Visual Basic within Access. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 221 – Oracle: SQL and PL/SQL I (Prerequisite: CP 213 or permission of director) Designs and creates database structures to store, retrieve, update and display data in a relational database with SQL language. Create PL/SQL blocks of application code that can be used for data management applications. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 222 – Oracle: SQL and PL/SQL II (Prerequisite: CP 221) Covers SQL queries and PL program block. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 223 – Advanced Client/Server Apps (Oracle Internet Forms II) (Prerequisite: CP 221) Covers advanced event driven client/server application programming in Oracle. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 224 – Decision Support Systems (Oracle Internet Reports) (Prerequisite: CP 221) Covers Oracle Internet report generation technology. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 225 – Oracle Enterprise DBA IA (Admin) (Prerequisite: CP 221) Covers Oracle database administration with an emphasis on user management and security. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 226 – Oracle Enterprise DBA IB (Backup) (Prerequisite: CP 221) Covers Oracle database backup and recovery. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 227 – Oracle Enterprise DBA II (Tuning) (Prerequisite: CP 221) Covers Oracle database performance tuning. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 228 – Oracle Enterprise DBA III (Networking) (Prerequisite: CP 221) Covers Oracle Net8 Networking. Prepares students for the Oracle OCP exams. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 231 – Networking and Security Administration (Prerequisite: CP 275) Configure Unix for networking and maximization of performance through network security. Prepares students for Linux certification. (2 theory hours + 3 lab hours per week = 30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 232 – Linux Application Installation and Troubleshooting 3 (Prerequisite: CP 275) Install, maintain, and troubleshoot network-based applications/ programs on a Unix platform. Prepares students for the Cisco Certified Networking Associate certification. (2 theory hours + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 235 – JAVA Programming I 3 (Prerequisite: CP 278B or permission of director) Provides an accelerated introduction to JAVA programming language. Covers class design and implementation, the object-oriented programming, exception handling, threads, and database I/O. This course focuses on the presentation layer of the distributed object model. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 236 – Systems Analysis & Design 3 (Prerequisites: CP 278A and 213 or permission of director) Covers advanced object oriented and structured techniques of systems analysis as a means for analyzing and designing computerized systems. These techniques are applied to the development of various standard systems utilized in the business world. Emphasizes team project participation. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 237 – JAVA Programming II (JCert Exam Prep) 3 (Prerequisite: CP 235) Provides advanced coverage of the JAVA programming language. Course covers enterprise application programming for the Internet with a focus on the business layer of the distributed object model. Topics include JSP, EJB, and JDBC database connectivity. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 238 – JAVA Database Applications (Oracle JDeveloper) 3 (Prerequisite: CP 237) Provides advanced coverage of the JAVA programming language. Course covers enterprise application programming with a focus on the data layer of the distributed object model. Topics include advanced JSP, EJB, and JDBC database connectivity and object-oriented database implementation using Oracle. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 251 – Computer Game Development 3 (Prerequisites: CP 132 or 177L or 278A or permission of director) Introduces Game Programming and Animation techniques through the production of an ongoing Game Development project. Students are assigned to graphics or programming teams based upon their qualifications. Graphics students use a commercial 3D game engine, Lightwave 3D, Photoshop and a variety of other software to build the game environment. Programming students use a JavaScript-	

Course Number/Course Name	Credit Hours
based scripting language to create the game in the commercial 3D engine. Students are expected to participate in field trips and team meetings. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 252 – Macromedia Flash Programming 3 (Prerequisite: CP 177L or CP 178L or CP 278B or permission of director) Use Flash to program a variety of interactive Internet games. Emphasis will be placed on the algorithms and Flash functions necessary to produce different genres of games (i.e., puzzle games, trivia, and action/arcade games). (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 260L – Open GL Programming 3 (Prerequisites: CP 278A and CP 177L or permission of director) Covers use of graphics library interface that runs on a wide variety of platforms. Write graphics applications using the object-oriented 3D graphics developer tool kit. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 261L – Image Processing 3 (Prerequisite: CP 278A or permission of director) Use and apply PC and UNIX-based development environments. Includes applications on image processing, data manipulation and scientific visualization. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 262 – Video Editing/Post Production 3 (Prerequisite: CP 178L or permission of director) Presents nonlinear videos editing techniques. Includes application on video and audio editing skills, compositing, special effects and broadcast quality production procedures. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 274L Introduction to UNIX and WANs 3 (Prerequisites: CP 107 and 128 or permission of director) Introduces UNIX with emphasis on running a network. Includes the UNIX command line, X-Windows and connection/connection-less networking schemes (TCP/IP and NFS). Introduces Wide Area Network data delivery and protocols. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 275 – Advanced UNIX and WAN Administration 3 (Prerequisite: CP 274L or permission of director) Build and customize a UNIX host in a network environment and administering it remotely. Covers remote access protocols (PPP, SLIP, etc.) and the mechanics of remote data delivery. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	

Course Number/Course Name	Credit Hours
CP 278A – C++ Programming I 3 (Prerequisite: CP 107 or permission of director) Includes structured programming techniques, programming logic and control using C++. Covers data types, variables, arithmetic, control statements, basic functions, pointers, arrays and structures. Students who have successfully completed similar introductory C++ programming courses, such as those at APS/CEC, may have this course waived and proceed to CP 278B. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 278B – C++ Programming II (Object-Oriented Programming) 3 (Prerequisites: CP 278A or permission of director) Continues coverage of C++ programming. Covers structures, enumerated data types, C++ function enhancements, classes and objects, inheritance and virtual functions. This advanced course provides a solid foundation in object-oriented programming methods. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 278C – C++ Programming III (Advanced OOP) 3 (Prerequisite: CP 278B or permission of director) Covers advanced programming including stacks, queues, linked lists and other computer science problems. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	
CP 284 – Visual Basic I 3 (Prerequisite: CP 107 or a programming language or EDT 105L or permission of director) Introduces the capabilities of the development environment and common programming techniques required to create simple, useful applications. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 285 – Troubleshooting Networks 3 (Prerequisite: CP 182 or permission of director) Problems course. Students run a wide variety of applications over a network and apply troubleshooting techniques using software and LAN analyzing equipment. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
CP 287 – Visual Basic II (Client Server Database Applications) 3 (Prerequisites: CP 284 or permission of director) Construct advanced applications using Visual Basic with an emphasis on client/server development. Students will interface Visual Basic applications with ODBC compliant databases including Oracle/MS Access. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	

Course Number/Course Name	Credit Hours
CP 290 – Windows MFC Programming in C++ (Prerequisites: CP 278B or permission of director) Provides an introduction to what is known as MFC or Microsoft Foundation Classes. The focus will be on creating event-driven/object-oriented projects. Students will create and integrate interface and program logic classes. This class focuses on the presentation layer of the object layer. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CP 292 – System Development (Demo Portfolio) (Prerequisite: CP 235 or CP 236 or CP 278C or permission of director) Provides opportunities for students to propose, design, build, document, test and demonstrate a working application. Students may choose to complete a project of limited scope for an external organization or to create a demo that solves a common business-computing problem. This demo portfolio will be posted on the Technologies web site and/or archived for presentation to potential employers. Students work under the guidance of a computer-programming instructor. Course can be replaced with approved cooperative education experience, with appropriate assessment from employer. Students working toward associate degree are encouraged to defer this course until completion of advanced programming courses. (3 lab hours per week = 45 lab hours per term)	1
CP 293 – Demo Reel Production (Demo Portfolio) (Prerequisite: CP 262 or permission of director) Create a video demo reel. Reviews strategies for content, themes, packaging, editing, sound effects and presentation. Tailor demo reels to specific companies and areas of industry. Incorporates methods of job seeking and applications. (3 lab hours per week = 45 lab hours per term)	1
CP 295 – Web Site Implementation (Prerequisite: CP 135 or permission of director) Create a web site from conceptualization to implementation. Completed web site and portfolio will be presented to an academic team. (3 lab hours per week = 45 lab hours per term)	1
CP 296 – Topics (Prerequisite: permission of director) Topics vary based on the requests from the community and available software, hardware and instructors.	1-6
CP 297 – Special Problems (Prerequisite: permission of director) Allows the student and instructor to define a specific problem in the area of the student's interest and directly related to the program. The student develops and executes a solution using analytical techniques appropriate to the problem. An oral presentation may be required.	1-6

Course Number/Course Name	Credit Hours
CP 298 – Internship (Prerequisite: permission of director) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is not paid.</i>	3
CP 299 – Cooperative Education (Prerequisite: permission of director) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is paid.</i>	3
CR – Court Reporting Courses	
CR 103A – Machine Shorthand I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent and AA 101 and 102 or 35 wpm typing speed on five-minute timing) Presents keyboarding and computer-compatible, conflict-free machine shorthand theory. This course requires a minimum of 93% accuracy. (5 theory + 5 lab hours per week = 75 theory + 75 lab hours per week)	7
CR 103L – Machine Shorthand I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent and AA 101 and 102 or 35 wpm typing speed on five-minute timing) Presents keyboarding and computer-compatible, conflict-free machine shorthand theory. This course requires a minimum of 95% accuracy. (5 theory + 5 lab hours per week = 75 theory + 75 lab hours per week)	7
CR 104A – Machine Shorthand II (Prerequisites: CR 103A, BA 121) Focuses on computer-compatible, conflict-free machine shorthand theory and vocabulary building. Open-exit course. Students may advance to CR 210A after reaching three 60 wpm literary and three 80 wpm literary. This course requires a minimum of 93% accuracy. Enrollment limited to 45 weeks or three terms. (5 theory + 5 lab hours per week = 75 theory + 75 lab hours per week)	7
CR 104L – Machine Shorthand II (Prerequisites: CR 103L, BA 121) Focuses on computer-compatible, conflict-free machine shorthand theory and vocabulary building. Open-exit course. Students may advance to CR 210L after reaching three 60 wpm literary and three 80 wpm literary. This course requires a minimum of 95% accuracy. Enrollment limited to 45 weeks or three terms. (5 theory + 5 lab hours per week = 75 theory + 75 lab hours per week)	7

Course Number/Course Name	Credit Hours
CR 105 – Keyboard Skill-building (Prerequisite: AA 107 or 45 wpm typing speed on five-minute timing) Focuses on building speed and accuracy. Course fulfills NCRA's keyboarding requirement of 60 net wpm with no more than five errors on two five-minute timed writings. (5 lab hours per week = 75 lab hours per term) Course fee: \$10	2
CR 122 – Word Power Focuses on vocabulary, study of the dictionary, pronunciation, word origins, prefixes and suffixes, root elements, dissecting words, and vocabulary words. (7.5 weeks)	1
CR 123 – Punctuation for Court Reporters Covers fundamental rules for punctuating syntax and presents verbatim English as found in courtroom transcripts and modifies the rules to accommodate this English.	3
CR 132 - Medical Terminology and Anatomy (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Covers medical terminology, using 350 Greek and Latin prefixes, suffixes, word roots, combining forms and human anatomy through video and text.	3
CR 210A – Machine Shorthand III (Prerequisite: CR 104A) Covers vocabulary building, machine shorthand theory, legal procedures, speed-building using testimony, literary and jury charge materials. Open-entry, open-exit course. Students may advance to CR 220L after reaching 100 wpm literary and testimony, and 120 wpm literary and testimony. This course requires a minimum of 93% accuracy. Enrollment limited to 45 weeks or three terms. (5 theory + 10 lab hours per week = 75 theory + 150 lab hours per term)	8
CR 210L – Machine Shorthand III (Prerequisite: CR 104L) Covers vocabulary building, machine shorthand theory, legal procedures, speed-building using testimony, literary and jury charge materials. Open-entry, open-exit course. Students may advance to CR 220L after reaching 100 wpm literary and testimony, and 120 wpm literary and testimony. This course requires a minimum of 95% accuracy. Enrollment limited to 45 weeks or three terms. (5 theory + 10 lab hours per week = 75 theory + 150 lab hours per term)	8
CR 220L – Machine Shorthand IV (Prerequisites: CR 210L, CR 132) Emphasizes medical terminology and dictation, vocabulary building and speed-building. Open-entry, open-exit course. Students may advance to CR 230L after reaching three testimony, literary and jury charge at 140 wpm and 160 wpm. This course requires a minimum of 95% accuracy. Enrollment limited to 45 weeks or 3 terms. (5 theory + 10 lab hours per week = 75 theory + 150 lab hours per term)	8

Course Number/Course Name	Credit Hours
CR 230L – Machine Shorthand V (Prerequisite: CR 220L) Emphasizes speed-building and vocabulary building. Open-entry, open-exit course. Students must pass three 5-minute takes of literary at 180 wpm, three of jury charge at 200 wpm and three of testimony at 225 wpm, with a minimum of 95% accuracy and a transcription rate of at least 20 wpm. Enrollment limited to 45 weeks or three terms. (5 theory + 10 lab hours per week = 75 theory + 150 lab hours per term)	8
CR 240 – Legal Terminology Presents concepts such as civil law, criminal law, the judicial system and Latin/legal terminologies. Course is occasionally offered through the Internet.	3
CR 250L – Computer-Aided Transcription (CAT) (Prerequisites: CR 104L, BA 150) Focuses on production of transcripts on computer-aided transcription software. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CR 251 – Stenotranscription (Prerequisites: CR 104L and BA 150 or department approval) Emphasizes hands-on application using the computer, stenomachine and rapid-data entry software to produce a variety of medical, legal, corporate and police documents. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$10	3
CR 252 – Medical/Legal Stenotranscription (Prerequisite: CR 251) Introduces the use of computer-aided transcription software and stenotranscription skills to transcribe legal and medical documents, correspondence, and instruments with correct formatting, punctuation, and spacing. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term)	2
CR 253 – Litigation Support Focuses on scanning and indexing documents and transcripts, creating and maintaining a legal-specific database and printing images to CD. (7.5 weeks; 4 theory hours per week)	2
CR 260 – Court Reporting Procedures (Prerequisites: CR 220L, CR 250L) Covers depositions, administering oaths, handling exhibits, storing notes and applying ethics.	3
CR 270 – Speed-building/Test Preparation Focuses on speed-building and two- three- and four-voice testimony. Students need a minimum speed of 180 wpm literary and 225 wpm testimony. Preparation course for the state certification exam. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
CR 296 – Topics Course Explores current topics in court reporting and stenotranscription.	1-3

Course Number/Course Name	Credit Hours
CR 297 – Special Problems (Prerequisite: department approval) Allows student and instructor to define a specific problem in the area of the student's interest and directly related to the program. The student develops and executes a solution using analytical techniques appropriate to the problem. An oral presentation may be required.	Variable
CR 298 – Internship (Prerequisites: CR 250L, passage of two five-minute dictation takes at 200 wpm on testimony material and department approval) Provides students the opportunity to work at business or training-related supervised work stations. Arranged by associate dean in student's final term. Students acquire a minimum of 75 clock hours of practical experience under the supervision of a certified shorthand reporter; a minimum of 40 hours spent in actual writing time. Intern is required to record and transcribe a 40-page saleable transcript.	2
CR 298A – Internship (Prerequisites: CR 251 and department approval) Provides students the opportunity to work at business or training-related supervised work stations. Arranged by associate dean in student's final term. Students acquire a minimum of 75 supervised clock hours producing saleable transcripts for a medical office, hospital, legal office, corporate word processing department, police department or publishing firm.	2
CR 299 – Cooperative Education (Prerequisites: CR 210L and department approval) Provides students the opportunity to work a minimum of 150 hours in a paid training-related position. Student trainees are paid by the cooperating firm and are supervised jointly by TVI and the employer.	4

CSCI – Computer Science Courses

CSCI 096 – Special Topics Presents various topics in computer science.	1-3
CSCI 090 – Beginning Computer Basics Provides student with limited computer skills the opportunity to learn parts of computer system, basic computer vocabulary, and mouse control using hands-on activities.	1
CSCI 098 – Computer Basics (Half term) Provides opportunities to develop beginning computer skills in a half term course. Includes common word processing tasks and understanding computer system components. Introduces concepts used in many Adult and Developmental Education courses.	2

Course Number/Course Name	Credit Hours
CSCI 100 – Basic Keyboarding/Computer Skills Emphasizes beginning keyboarding, computer concepts and basic word processing. Recommended for entry-level students. (3 theory hours + 1 lab hour per week = 45 theory + 15 lab hours per term)	3
CSCI 101 – Computer Literacy Introduces computer hardware and software topics with a mixture of lecture and hands-on instruction: common user applications (e.g., word processing, spreadsheets, data bases), operating systems (e.g., Windows 3.1, Windows 95) and the basics of using networked computers (e.g., email and the Web). Typing proficiency useful but not required. Course fee: \$15	4
CSCI 151 – Introduction to Computer Programming (Prerequisite: MATH 121 with a grade of B or better and MATH 150) Introduces programming designed for those interested in programming as a career or as a useful problem-solving skill; the relationship between programming and problem solving, using programs written in C and C++. Course fee: \$15 (Previously offered as CSCI 155.)	4
CSCI 163 – Intermediate Computer Literacy (Prerequisite: CSCI 101 or permission of instructor) Emphasizes creating graphics and Web documents; research using the Internet. Course fee: \$15	3
CSCI 251 – Intermediate Computer Programming (Prerequisite: CSCI 151) Continues course of study begun in CSCI 151, significantly extending students' understanding and use of algorithmic problem solving as it applies to software development/computer programming. Covers recurring themes of Abstract Data Types, complexity analysis, program correctness, debugging and testing; includes contiguous and dynamic implementations of linked lists, stacks and queues, binary search trees, sorting and searching algorithms and recursion. Course fee: \$15	4
CSCI 296 – Topics in Computer Science (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent and permission of instructor) Presents various topics. See Schedule of Classes.	3

CST – Cultural Studies Courses

CST 150 – Introduction to Cultural Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Surveys a range of contemporary topics in global perspective, including gender, race, class and ethnicity. Explores non-dominant cultures and non-traditional social issues.	3
--	---

Course Number/Course Name	Credit Hours
CST 250 A,H,N,S – Ethnic Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Investigates present day perspectives and historical and social conditions which have shaped and affected the lives of a specific group of American people. Emphasizes how these groups create mosaic of philosophy, art and identity. A: African American Studies; H: Chicano Studies; N: Native American Studies; S: Asian American Studies.	3
CST 296 – Topics in Cultural Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	3
CTRG – Catering Courses	
CTRG 170L – Catering	10
Covers basic knowledge and hands-on experience of how to plan, organize and set up catered functions. Includes basic knowledge of how to read and prepare recipes. (4 theory + 15 lab hours per week = 60 theory + 225 lab hours per term)	
DA – Dental Assistant Courses	
DA 101 – Dental Science I	3
(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 99 or Accuplacer Arithmetic Score of 57 or equivalent, ENG 101 or Accuplacer Sentence Skills Score of 110 or equivalent, COMM 221; corequisites: DA 102T/L, 104, 106T/L, 108L) Presents microbiology as it relates to control of infection and disease in dental environments and effective methods of sterilization and disinfectants. This course will instruct the student in anatomy, histology and physiology of the head, neck and body systems as they relate to dentistry.	
DA 102T/L – Dental Materials and Application	3
(Corequisites: DA 101, 104, 106T/L, 108T/L) Introduces the physical and chemical properties of dental materials and their application including placement of temporary restorations, cements, bases and liners, preliminary and final impression materials, composite and crown and bridge materials and procedures. Program fee: \$50 (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	
DA 104 – Tooth Morphology, Histology and Recordings	3
(Corequisites: DA 101, 102T/L, 106T/L, 108T/L) Presents dental terminology as it relates to tooth morphology and histology, charting, numbering systems, cavity classification, oral diagnosis and treatment planning.	

Course Number/Course Name	Credit Hours
DA 106T/L – Chairside Procedures I (Corequisites: DA 101, 102T/L, 104, 108T/L) Presents theory and care of dental equipment, identification of instruments and their use, tray set-up, four-handed dentistry techniques and preparation for assisting in a clinical setting. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
DA 108T/L – Dental Radiology I (Corequisites: DA 101, 102T/L, 104, 106T/L) Presents production and projection of x-rays, operation and care of standard x-ray equipment, operational safety precautions, exposure and mounting of dental x-rays, darkroom procedures and the chemistry of processing films. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term)	2
DA 110T/L – Dental Practice Management and Patient Care	2
(Corequisites: DA 114, 124T/C) Provides basic skills and background in all phases of dental reception functions and office management procedures to include: computer management, oral and written communication, bookkeeping skills, case presentation and financial arrangements, banking procedures and computing salaries and tax records. Emphasis on patient care including communication techniques, interviewing skills and conflict management. Includes clinical observation experiences. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term)	
DA 112 – Dental Science II	3
(Prerequisite: DA 101; corequisites: DA 116T/L, 118T/L, 120T/C) Presents pathology, prevention, nutrition and pharmacology as they relate to dentistry. Also included are applied psychology and communication skills with dental patients and co-workers.	
DA 114 – Dental Specialties	3
(Corequisites: DA 110L, 124C) Provides introduction into dental specialties with an emphasis on hands-on practice of DA functions that can be delegated in dental specialty offices.	
DA 116T/L – Chairside Procedures II (Corequisites: DA 112, 116L, 118T/L, 120T/C) Provides advanced knowledge of dental assisting functions including hands-on training, instrumentation, chair-side techniques and patient management. Includes coronal polishing. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
DA 118T/L – Dental Radiology II (Corequisites: DA 112, 116T/L, 118L, 120T/C) Presents production, processing and mounting of x-rays on patients. Record keeping essential to x-ray procedures in the dental office. Reading of dental radiographs and the procedures and reasons for intra oral radiographs and extra oral radiographs included. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term)	2

Course Number/Course Name	Credit Hours
DA 120T/C – Clinical Application I (Corequisites: DA 112, 116T/L, 118T/L, and 120T/C) Introduces clinical practice utilizing four-handed dentistry at chair-side including extended function in general dentistry delegated to the DA as designated by the New Mexico Dental Practice Act (coronal polishing, fluoride application, radiology). (2 theory + 12 clinical hours per week = 30 theory + 180 clinical hours per term)	6
DA 124T/C – Clinical Application II	7
(Prerequisite: DA 120T/C; corequisites: DA 110T/L, 114) Provides student internship in dental offices to practice utilization of four-handed technique in extended functions. (2 theory + 20 clinical hours per week = 30 theory + 300 clinical hours per term)	
DE – Data Entry Courses	
DE 101 – Data Entry Skill-building	2
(Prerequisites: AA 101 or 35 wpm typing speed on a five-minute timing, RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, and MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent) Develops speed and accuracy for computer data entry applications. Open-exit course (7.5 weeks; 1 theory + 4 lab hours per week = 7.5 theory + 30 lab hours per term)	
DETC – Diesel Equipment Technology Courses	
DETC 103 – Manual Shift Transmissions Theory	1
(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Covers shop safety, operation and theory of manual shift transmissions.	
DETC 103L – Manual Shift Transmissions Lab	2
(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Presents shop safety, disassembly, evaluation, assembly and adjustment of manual shift transmissions used in trucks. Covers single and twin countershaft transmissions, auxiliary transmissions and transfer gear cases. (5 lab hours per week = 75 lab hours per term)	
DETC 104 – Drive Axles, Brakes and Automatic Transmissions Theory	1
(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Emphasizes safety, operation of drive axles and steering axles, air and hydraulic brakes and automatic transmissions.	

Course Number/Course Name	Credit Hours
DETC 104L – Drive Axles, Brakes and Automatic Transmissions Lab	3
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Presents shop safety and disassembly, evaluation, assembly and adjustment of automatic transmissions, drive axles, clutches and other drive train components. Air and hydraulic brake system components are disassembled, evaluated and reassembled. (7.5 lab hours per week = 112.5 lab hours per term)	
DETC 105 – Hydraulic Systems Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Emphasizes safety and operation of hydraulic systems and components.	
DETC 105L – Hydraulic Systems Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Presents shop safety, disassembly, evaluation and assembly of hydraulic pumps, valves, actuators and hydraulic circuits used in the heavy-equipment industry. Covers hydrostatic transmissions and in-line circuit testers. (5 lab hours per week = 75 lab hours per term)	
DETC 111 – Diesel Engine Overhaul Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Emphasizes diesel engine operating principles. Covers operation and troubleshooting procedures for blocks, crankshafts, camshafts, rods, bearings, pistons, cylinder heads, lubrication systems, cooling systems, fuel systems, air induction and exhaust systems. Stresses job seeking and retention skills.	
DETC 111L – Diesel Engine Overhaul Lab	3
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Covers engine disassembly, evaluation and reassembly techniques. Engines are assembled to manufacturer's recommended specifications then operated and adjusted on a test stand. (7.5 lab hours per week = 112.5 lab hours per term)	
DETC 112 – Precision Measurement and Component Repair Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Presents uses of micrometers and dial indicators. Measurements are done on engines to manufacturer's specifications. Component repair involves disassembly, evaluation and reassembly of units such as blowers, turbochargers, oil pumps, water pumps and fuel transfer pumps.	

Course Number/Course Name	Credit Hours
DETC 112L – Precision Measurement and Component Repair Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Presents the uses of micrometers and dial indicators. Measurements are done on engines to manufacturer's specifications. Component repair involves disassembly, evaluation and reassembly of units such as blowers, turbochargers, oil pumps, water pumps, and fuel transfer pumps. (5 lab hours per week = 75 lab hours per term)	
DETC 113 – Diesel Engine Tune-up and Testing Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Covers safety, tune-up and diagnostic principles and practices.	
DETC 113L – Diesel Engine Tune-up and Testing Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Introduces engine adjustments and tune-ups on major brands of engines. Practice troubleshooting skills on engines in operating condition. (5 lab hours per week = 75 lab hours per term)	
DETC 201 – Diesel Electrical Theory	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Covers shop safety and diagnosis and troubleshooting procedures of electronic systems and diesel components.	
DETC 201L – Diesel Electrical Lab	3
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Presents shop safety and diagnostic and troubleshooting procedures of electronic components and diesel systems. (7.5 lab hours per week = 112.5 lab hours per term)	
DETC 202 – Diesel Fuel Injection Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Reviews safety, diagnosis, troubleshooting and repair of fuel injection systems and diesel components are reviewed.	
DETC 202L – Diesel Fuel Injection Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Covers safety and diagnosis, troubleshooting and repair procedures on fuel injection systems and diesel components. (5 lab hours per week = 75 lab hours per term)	
DETC 203 – Transport Refrigeration/Air Conditioning Theory	1
<i>(Pre- or corequisite: DETC 201 or department approval)</i>	

Course Number/Course Name	Credit Hours
Presents shop safety and diagnostic, troubleshooting and repair procedures of transport refrigeration and air conditioning systems.	
DETC 203L – Transport Refrigeration/Air Conditioning Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Introduces shop safety while learning diagnostic, troubleshooting and repair procedures on transport refrigeration and air conditioning systems. (5 lab hours per week = 75 lab hours per term)	
DETC 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i>	
Provides an in-depth study of advanced techniques.	
DETC 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i>	
Focuses on a specific problem while working with an instructor.	

DMS – Diagnostic Medical Sonography Courses

DMS 101 – Introduction to Diagnostic Medical Sonography	1
<i>(Prerequisites: Program director approval, MATH 121; pre- or corequisites: BIO 237/247L, ENG 101, humanities elective, PHYS 151/151L; corequisite: DMS 102L, DMS 104/104L)</i>	
Presents general information about the profession, credentialing, work environments and relationship to other health care professionals. Medical ethics, pertinent legal issues/principles, professional scopes of practice, trends in health care systems. Infection control, universal precaution procedures, pertinent patient care procedures, principles of psychological support, emergency conditions and procedures, first aid and resuscitation techniques are taught. Trends in health care systems, professional journals, conferences, lectures, in house education offerings, professional organizations and resources.	
DMS 102L – Medical Concepts	4
<i>(Pre- or corequisites: BIO 237/247L, ENG 101, humanities elective, PHYS 151/151L; corequisite: DMS 101, 104/104L)</i>	
Provides information about medical terminology, Sonographic/other non-invasive diagnostic vascular terminology, pertinent clinical signs, symptoms and laboratory tests, diagnostic testing protocols related to specific disease conditions. Patient interview and examination techniques, chart and referral evaluation, professional interaction skills are taught. Sonographic examinations of abdomen, superficial structures, non cardiac chest, and the gravid and non gravid pelvis, utilizing real time equipment with both transabdominal and endocavitary transducers, Doppler, and color Doppler display modes. The focus is on normal anatomic structures. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) Program fee: \$65	

Course Number/Course Name	Credit Hours
DMS 103 – DMS Pathophysiology I (Prerequisites: DMS 101, 102L, 104/104L; pre- or corequisite: BIO 238/248L, corequisites: DMS 120/120C, 130) Presents pathophysiology of liver, biliary system, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, peritoneal cavity, gastrointestinal tract, non cardiac chest, neck, breast, scrotum, prostate, anterior abdominal wall, extremities, brain, spinal cord, pediatrics. Abnormal conditions including iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, immunologic. Physiology includes normal and abnormal blood flow dynamics.	3
DMS 104/104L – Cross Sectional Anatomy (Pre- or corequisites: BIO 237/247L, ENG 101, humanities elective, PHYS 151/151L; corequisite: DMS 101, 102L) Presents cross sectional anatomy and embryology. Correlation between cross-sectional anatomy and ultrasound, CT and MRI images. Presentation of cross-sectional structure, lab includes the use of models, simulations and scanning. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
DMS 120/120C – General Sonography I (Prerequisites: DMS 101, 102L, 104/104L; pre- or corequisite: BIO 238/248L; corequisites: DMS 103, 130) Presents sonographic examinations of liver, biliary system, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, peritoneal cavity, gastrointestinal tract, non cardiac chest, neck, breast, scrotum, prostate, anterior abdominal wall, extremities, brain, spinal cord, pediatrics. Normal physiology, including pertinent laboratory data, and alternative examination techniques. Measurement techniques and Doppler applications. (2 theory + 9 clinical hours per week = 30 theory + 135 clinical hours per term)	5
DMS 130 – Sonographic Physics I (Prerequisites: DMS 101, 102L, 104/104L; pre- or corequisite: BIO 238/248L; corequisites: DMS 103, 120/120C) Introduces acoustical physics, sound production and propagation, interaction of sound and matter, instrument options and transducer selection, principles of ultrasound instruments and modes of operation, operator control options. Includes introduction to Doppler principles and applications.	3
DMS 203 – DMS Pathophysiology II (Prerequisites: DMS 103, 120/120C, 130; corequisites: DMS 220L/220C, 230) Presents pathophysiology of the gravid and non-gravid pelvis. The focus is on abnormal conditions. Iatrogenic, degenerative, inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, immunologic conditions. Abnormal patterns in pregnancy.	3

Course Number/Course Name	Credit Hours
DMS 220L/220C – General Sonography II (Prerequisites: COMM 221, DMS 103, 120/120C, 130; corequisites: DMS 203, 230) Presents sonographic examination of gravid and non-gravid pelvis utilizing real-time equipment with both transabdominal and endocavity transducers, Doppler and color Doppler display modes. The focus is on normal anatomic structures. Reproductive system, pelvic muscles, suspensory ligaments, peritoneal spaces, pelvic vasculature. Normal Sonographic appearance of fetal and maternal structures including pertinent measurement techniques. Administrative procedures, quality control procedures, elements of a quality assurance program, records maintenance, personnel and fiscal management. (3 lab + 15 clinical hours per week = 45 lab + 225 clinical hours per term)	7
DMS 230 – Sonography Physics II (Prerequisites: DMS 103, 120/120C, 130; corequisites: DMS 203, 220L/220C) Presents the physics and principles of Doppler techniques, methods of Doppler flow analysis, techniques for recording static and dynamic images, acoustical artifacts. Biologic effects in ultrasound, pertinent in-vitro and in-vivo studies. Recent developments in sonography, research statistics and design.	3
DMS 260C – General Sonography Internship (Prerequisites: DMS 203, 220/220C, 230; corequisite: DMS 270L) Provides supervised clinical experiences within a healthcare setting. (36 clinical hours per week = 540 clinical hours per term)	12
DMS 270L – Clinical Seminar (Prerequisites: DMS 203, 220/220C, 230; corequisite: DMS 260C) Provides weekly case study discussions and conferences. Review of program courses and preparation for National Registry examinations. (3 lab hours per week = 45 lab hours per term)	1

DRFT – Drafting Courses

DRFT 100 – Introduction to Drafting Introduces basic concepts of drafting. Helps prepare students for Architectural/Engineering Drafting Technology, Construction Technology, Design Drafting Engineering Technology and related programs. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
---	---

ECM – E-Commerce Courses

ECM 101 – Web Accounting (Prerequisites: ACCT 101A, ECM 105, 176 or department approval) Introduces Web-based accounting terminology, accounting transactions, credit card accounting, inventory, purchasing, auditing and billing.	3
--	---

Course Number/Course Name	Credit Hours
ECM 102 – Internet Customer Service (Pre- or corequisite: ECM 176 or department approval) Focuses on developing the students' understanding of the different approaches to create and maintain a satisfied and loyal customer community for modern businesses. The students will be introduced to the online customer service tools including e-mail, mailing lists, FAQs, autoresponders, online forms, forums, and automated customer support tools. Offered fall and spring depending on enrollment.	3
ECM 105 – Web Business (Pre- or corequisite: ECM 176 or department approval) Focuses on how an online business is set up, organized and operated. Topics include electronic payments, web business models (auction, mall, broker, advertising, etc.), security, privacy, order processing and store operation. Offered fall and spring depending on enrollment.	3
ECM 140 – Web Catalogs (Prerequisites: ECM 105, 176, CIS 165 or 191, 156, or department approval) Covers how to design and manage online catalogs. Topics include the integration of graphics, product descriptions, product selections and catalog management to create an online catalog. Offered spring.	3
ECM 150 – Wireless Web (Prerequisites: ECM 105, 176, CIS 165 or 191, 156 or department approval) Focuses on how to design and manage a Web Site supporting user access by wireless devices such as Personal Digital Assistants (PDA). Topics will include Wireless Application Protocol (WAP), Handheld Device Markup Language (HDML), Wireless Markup Language (WML) and other industry trends. Offered spring depending on enrollment.	3
ECM 160 – Business Web Site Development (Prerequisites: ECM 176 and CIS 165 or 191 or 272) Uses web design elements supported by HTML to create professional business web sites that combine content, decoration, and navigation to meet business sales, customer service, and marketing goals for the website. Students are expected to be able to create and edit web pages before entering the course. Offered fall and spring depending on enrollment.	3
ECM 176 – Introduction to Internet Commerce Introduces E-Commerce business models and payment systems. Internet operation and concepts including domain naming, ISP, ASP, FTP, email, routing, bandwidth and security are presented. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 176] Offered fall and spring depending on enrollment.	1

Course Number/Course Name	Credit Hours
ECM 201 – E-Commerce Business Planning (Prerequisites: ECM 105, 176 or department approval) Presents planning to start a web business or add a website to an existing business. The course will look at the technology and business issues facing a business owner or manager and look at how to take advantage of the web to make the business successful. Offered spring depending on enrollment.	3
ECM 220 – Web Marketing (Pre- or corequisite: ECM 176 or department approval) Presents planning to create and market a website. Internet marketing topics such as registering with search engines, increasing traffic, segmenting and targeting markets, establishing an online presence, developing a marketing plan and reshaping business for the web market are covered. Offered fall.	3
ECM 223 – Online Payment Systems (Prerequisites: ECM 105, 176 or department approval) Presents the methods for making electronic payments online. The topics include credit cards, merchant accounts, personal accounts, digital wallets, micro payments and use of digital signatures and encryption. Offered fall depending on enrollment.	3
ECM 224 – Knowledge Management Examines the collection, distribution and analysis of information for better business decision processes using online data sources. Offered spring depending on enrollment.	3
ECM 226 – Online Business Law (Prerequisites: ECM 105, 176 or department approval) Discusses current legal issues for businesses that use the web. The course will examine major legal issues such as taxation, intellectual property, privacy, copyrights, trademarks, and jurisdiction. Offered fall depending on enrollment.	3
ECM 260 – Business Web Security (Prerequisites: ECM 105, 176 or department approval) Focuses on installing, managing, and configuring web servers for secure operations. The students will be introduced to security, policies and practices to minimize risk to business web sites. They will control access by password, domain, and IP address. The students will be introduced to approaches for managing security and authentication. Both IIS and Apache servers will be used. Offered spring depending on enrollment.	3
ECM 270 – Web Site Management (Prerequisites: ECM 105, 176 or department approval) Focuses on installing, configuring, and managing IIS and Apache web servers to host websites developed by E-Commerce students (see ECM 140, 160, and 278). The students will setup the security and manage the content for websites designed by E-Commerce	3

Course Number/Course Name	Credit Hours
students so they will become familiar with the issues, problems, and concerns for businesses operating websites. Offered fall depending on enrollment.	
ECM 278 – Business Web Site Design (Prerequisites: ECM 105, 140, 160, 176 and CIS 165 or CIS 191) Introduces the team approach to developing a business website. Students work in teams to develop a business website that combines web graphics, secure payments and multiple-page management/publishing. The website will be developed to integrate the marketing goals for the site and provide customer service. Data collection and website server logs will be used to measure site traffic. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as CIS 278] Offered fall and spring depending on enrollment.	3
ECM 280 – Web Customer Identification (Prerequisites: ECM 102 105, 176 or department approval) Employs techniques for collecting and managing customer data. The design of cookies, mailbots, active forms and customer databases are introduced. Policies and practices to address customer privacy issues are presented. Offered fall depending on enrollment.	3
ECM 296 – Topics Course Examines current topics in e-commerce.	1–3
ECM 297 – Special Problems (Prerequisite: department approval) Requires student and instructor to define a specific problem in the area of the student's interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable
ECM 298 – Internship (Prerequisite: department approval) Requires a minimum of 150 work hours at a business or training-related supervised workstation. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Students are not paid for their work but are supervised jointly by TVI and the company.	4
ECM 299 – Cooperative Education (Prerequisite: department approval) Requires a minimum of 150 work hours at a business or training-related supervised workstation. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer.	4

Course Number/Course Name	Credit Hours
ECME – Early Childhood Multicultural Education Courses	
ECME 105– Childhood Growth & Development (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent; corequisite: CDV 127L) Provides the foundation for becoming an early childhood professional with knowledge of how young children develop and learn. Major developmental theories are integrated with all aspects of development including psycho-social, physical/motor, cognition, language and literacy. Course is recommended before other courses for ECME concentration. [Formerly CDV 126]	3
ECME 106– Observing Young Children (Corequisite: CDV 126) Provides observation in an approved early childhood setting to promote practical application of lecture and text material for CDV 126. (3 lab hours per week = 45 lab hours per term) [Formerly CDV 127L]	1
ECME 107– Early Childhood Learning Environments I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Presents the knowledge and skills needed to set up and maintain safe, healthy, multicultural, indoor and outdoor environments for children up to age 8, developing typically and atypically. Promotes good health, nutrition and prevention of diseases. [Formerly CDV 128]	3
ECME 108C – Practicum I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Provides practical experience in an approved FS or ECME setting to practice competencies learned through coursework and texts. (6 clinical hours per week = 90 clinical hours per term) [Formerly CDV 129C]	2
ECME 119– Emerging Literacy in Early Childhood Provides basic information for promoting young children's language, literacy, investigative and problem-solving activities. Emphasizes is in understanding of developmental stages and their implications for developmentally appropriate practice. Fall, summer only. [Formerly CDV 132]	3
ECME 203 – Introduction to the Early Childhood Professions Explores a variety of early childhood care and education programs in multicultural settings for typical and atypical children. Participate in a field experience at different sites serving children birth to three, three to five, and five to eight. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) Spring, summer only. [Formerly CDV 215]	4

Course Number/Course Name	Credit Hours
---------------------------	--------------

ECME 205 – Individual and Family Diversity 3
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)
 Focuses on individual and family in terms of social and community diversity. Variances including disabilities, ethnicity, gender and social class are addressed. *Fall, spring only. [Formerly CDV 216]*

ECME 207 – Diversity in Early Childhood Programs and Assessment 2
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)
 Focuses on appropriate programming and assessment of typical and atypical young children, the role of parents in designing programs, the role of assessment in designing curricula and the role of language and culture in assessment. *Fall, spring only. [Formerly CDV 217]*

ECME 208C – Practicum II 2
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)
 Provides practical experience in an approved FS or ECME setting to practice competencies learned through coursework and texts. *(6 hours per week = 90 clinical hours per term) [Formerly CDV 203C]*

ECME 209 – Early Childhood Learning Environments II 3
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)
 Focuses on planning, analyzing and evaluating materials, equipment, activities and approaches for learning experiences for birth through third grade. Examines developmentally appropriate practices in curriculum planning. *[Formerly CDV 209]*

ECME 210– Guidance in Early Childhood 3
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)
 Discusses positive guidance and discipline techniques; emphasis is on appropriate experiences for the development of autonomy, self-esteem and social competency. *Fall, spring only (Formerly CDV 210)*

ECON – Economics Courses

ECON 101 – Introduction to Economics 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Introduces the theories, history, and relationships of economics.

Course Number/Course Name	Credit Hours
---------------------------	--------------

ECON 200 – Macroeconomics 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Surveys theories and problems of economic policy, including the contrast of the Classical and Keynesian models, money and banking, inflation, unemployment, and economic growth.

ECON 201 – Microeconomics 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Emphasizes laws of demand and supply and the workings of the price systems in a free market. Applies basic economic theories to problems of production, monopoly, taxation, consumer welfare, and the environment.

ECON 296 – Topics in Economics 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Presents various topics. See *Schedule of Classes*.

EDUC – Elementary Education Courses

EDUC 101 – Teaching in Elementary Education 3
(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent, ENG 100 or Accuplacer Sentence Skills Score of 69 or equivalent and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent)
 Introduces students to the professional world of teaching. It will provide knowledge about various issues and challenges that are important in teachers' everyday lives. This course empowers the student's knowledge about teaching's professionalism integrating career development, evaluation, relationships with supervisors, peers, students, parents and the community. The course will reflect on reform in education encasing the standards, accountability and testing of teachers and students. The course will compliment the areas of teaching diversity, ethics, multiculturalism, learning needs, and many other teaching strategies to be considered in the classroom environment.

EDUC 202 – Introduction to Classroom Learning 3
(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent, ENG 100 or Accuplacer Sentence Skills Score of 69 or equivalent, and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent)
 Develops an understanding of the principles and cognitive abilities of learning. It will provide comprehension in the process of teaching, the principles of teaching, learning behaviors, and applications of these principles to active teaching in the classroom. The course will integrate diversity, technology, inclusion, planning, instruction, and assessment. *[Previously offered as CDV 204]*

Course Number/Course Name	Credit Hours
---------------------------	--------------

EDUC 206 – Elementary Education Practicum 2
(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent, ENG 100 or Accuplacer Sentence Skills Score of 69 or equivalent, and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent)
 Presents multi-sensory teaching experiences for prospective students who are interested in teaching at the elementary level. It will provide an overview of the teacher's role, reflect on best practices, and provide goals towards personal growth in the teaching career. This practicum will provide classroom field experience to observe and learn teaching practices, expectations, and experience teaching with a "hands-on" perspective. *(6 hours of practical experience per week = 90 hours of practical experience per term)*

EDT – Engineering Design Technology Courses

EDT 102 Introduction to Engineering Technology 3
 Introduces modern engineering design technology. Students will practice measurements techniques using metrology instrumentation, dimensional analysis, unit conversions, research methods and reporting. Technical annotations and geometrics standards in modern industry will be presented. Safety and ethical issues will be discussed. *(2 theory + 3 lab hours per week = 30 theory +45 lab hours per term)*

EDT 103 – Introduction to CAD I 3
 Introduces elements of CAD using a design software package widely used by the industry. Students will obtain skills to generate, document, edit, dimension, and plot 2D technical drawings. *(2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 106L]*

EDT 104 – Mechanical Design I 3
(Corequisite: EDT 103)
 Introduces drafting techniques and engineering graphical standards used in preparation of technical drawings. Students will use conventional and CAD methods to produce component and/or assembly drawings. ANSI/ASME Standards will be emphasized. *(2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 114L]*

EDT 105 – Intermediate CAD 3
(Prerequisites: EDT 103)
 Allows the students to acquire more advanced CAD skills. Techniques for producing, viewing, and editing 2D and 3D drawings will be presented. The course is geared toward mechanical design application problems and involves individual and team projects. *(2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 115L]*

Course Number/Course Name	Credit Hours
EDT 114 – Mechanical Design II (Prerequisites: EDT 103, EDT 104) Allows students to advance their knowledge of view projections including auxiliary views and section views, tolerancing, and dimensioning. Both 2D and 3D CAD tools will be used following each lecture to solve typical engineering design problems. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term)	3
EDT 116 – Basic Electronic and Electrical Design Drafting (Prerequisites: EDT 103, EDT 104) Presents electronic design drafting fundamentals including symbolic representation of electronic and electrical components and devices, block and connection diagramming, cable drawings and circuit schematics. Includes basic electrical and electronics theory and mathematics applications. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 116L]	3
EDT 117 – Materials and Manufacturing Processes Introduces modern manufacturing processes and materials. Students will obtain knowledge in process and material selection, process planning, cost analysis, quality control, Design for Manufacturing and Assembly (DFMA) principles, and industrial safety. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 102L]	3
EDT 201 – Applied Mathematics in Mechanics (Prerequisites: MATH 123, Corequisite: EDT 102) Focuses on the application of mathematics in technical problem solving. Geometric relationships among points, lines, and planes will be established for mathematical modeling. Selected topics in statics and dynamics, basic linkages, and transmission will also be discussed. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 201L]	3
EDT 205 – Advanced CAD/Solid Modeling (Prerequisites: EDT 105, EDT 114) Uses state-of-the-art parametric solid modeling software to generate realistic designs of subcomponents and assemblies with volume, mass, and motion attributes. Volume, surface, and edge representation of internal and external features will also enable production of working drawings and documentation directly from 3D solid models. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 215L]	3
EDT 206 – Tooling Design (Prerequisites: EDT 102, EDT 114, EDT 117) Focuses on tooling design processes and procedures. Students will design gages, jigs, fixtures, and dies while learning principles of effective tolerancing, locating, and clamping methods. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 206L]	3

Course Number/Course Name	Credit Hours
EDT 210 – Mechanics of Materials (Prerequisites: EDT 201) Presents an analytical approach to the principles and physical concepts of statics and strength of materials. Relationships between external force distribution and internal response, stress, and strain will be formulated. Mechanical properties of materials will be evaluated in the laboratory. (5 theory + 3 lab hours per week = 75 theory +45 lab hours per term) [Previously offered as DDET 220L]	5
EDT 215 – Design of Machine Elements (Prerequisites: EDT 102, EDT 114, EDT 117) Produces computer aided designs of various machine elements such as bearings, pulleys and belts, chains, gears, shafts, keys, couplings, clutches, brakes, supports, fixed, and removable fasteners. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 205L]	3
EDT 221 – System Design (Prerequisites: EDT 210, EDT 215, EDT 116) Allows students to design an electromechanical system which reflects the know-how and learning experiences gained throughout the entire program. Fluids, pneumatics, piping, structural, welding, and electrical/electronics drawing standards and related topics will be introduced. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) [Previously offered as DDET 211L]	3
EDT 284 – Geometric Dimensioning and Tolerancing (GDT) (Prerequisite: permission of program chair) Covers the latest standards for defining parts based on their function using ANSI/ASME Y14.5M symbols. Students will practice dimensioning and tolerancing of individual features of a part where the permissible variations relate to characteristics of form, profile, location, runout, orientation or interrelationships between features. [Previously offered as DDET 284]	3
EDT 296 – Topics (Prerequisite: permission of program chair) Topics offered depend on requests from community and available instructors. [Previously offered as DDET 296]	1–5
EDT 297 – Special Problems (Prerequisite: permission of program chair) The student and instructor define a specific problem directly related to the program in the area of student's interest. The student develops and executes a solution using analytical and drafting techniques appropriate to the problem. An oral presentation may be required. [Previously offered as DDET 297]	2–5
EDT 298 – Internships (Prerequisite: permission of program chair) In cooperation with local industry, the student works for one term on a cooperative basis in an appropriate training program. The position is not paid. [Previously offered as DDET 298]	3

Course Number/Course Name	Credit Hours
EDT 299 – Cooperative Education (Prerequisite: permission of program chair) In cooperation with local industry, the student works for one term on a cooperative basis in an appropriate training program. The position is not paid. [Previously offered as DDET 299]	3
EET – Electronics Engineering Technology Courses	
EET 107L – Graphics and Analytical Methods (Pre- or corequisite: MATH 150 or 121) Covers mechanical and electronic drafting methods including schematic preparation, printed circuit layout, chassis definition and wiring. Lab time is devoted to techniques required to prepare drawings. Experience in word processing, spreadsheet preparation, graphics, data base preparation and CAD. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$15	3
EET 109L – Circuit Analysis I (Pre- or corequisites: ENG 101, EET 107L) Analyzes passive DC circuits using Ohm's Law, Kirchhoff's Laws, source conversions, network theorems and branch/mesh/nodal analysis. Includes transient analysis of R-C and R-L circuits along with concepts of energy, power and efficiency. Computers are used. (3 theory + 5 lab hours per week = 45 theory + 75 lab hours per term)	5
EET 113L – Structured Computer Programming (Prerequisite: MATH 121 or 150) Introduces beginning computer programming using engineering applications. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Course fee: \$15	3
EET 117L – Digital Electronics I (Prerequisite: EET 109L) Analyzes and designs combinational logic and integrated circuits using Boolean algebra, Karnaugh maps and logic diagrams. Study number systems, binary codes and code conversions along with flip flops, multivibrators and circuit applications. Lab work emphasizes wiring and troubleshooting skill. (3 theory + 1 lab hours per week = 45 theory + 15 lab hours per term)	3
EET 119L – Circuit Analysis II (Prerequisite: EET109L; Pre- or corequisites: ENG 119, MATH 162 or MATH 180) Covers passive AC circuits with dependent and independent sources are studied along with network theorems, phasor analysis, AC measurements, power factor analysis/correction, sweep generation usage and Fourier series. Computers are used for complex mathematical problem solving, spreadsheet preparation, graphics, word processing and CAD. (3 theory + 5 lab hours per week = 45 theory + 75 lab hours per term)	5

Course Number/Course Name	Credit Hours
EET 207L – Digital Electronics II (Prerequisite: EET 117L) Studies logic circuit decoders, encoders, multiplexers, counters and registers along with ADCs, DACs, RAM, ROM, PLDs and applications. (3 theory + 1 lab hours per week = 45 theory + 15 lab hours per term)	3
EET 208L – Microprocessors (Prerequisite: EET 113L; pre- or corequisite: EET 207L) Provides in-depth study of microprocessors and microcomputers with emphasis on machine and assembly language programming. Interrupts and DOS entry points are introduced. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term)	4
EET 209L – Electronic Devices (Pre- or corequisite: EET 119L) Provides study of diodes, bipolar transistors, FETs and circuits including rectifiers, zener diode regulators, clippers, clampers and amplifiers. Stresses transistor modeling and circuit analysis/design along with computer use for circuit analysis, spreadsheet preparation, graphics and word processing. (3 theory + 5 lab hours per week = 45 theory + 75 lab hours per term)	5
EET 218L – Microprocessor Interfacing (Prerequisites: EET 208L, 209L) Provides study of I/O devices including printers and prototype circuits are interfaced to a microcomputer. Each student makes an oral presentation and prepares documentation describing system operation and organization along with block diagrams, schematics and structured software. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term)	3
EET 219L – Electronic Systems (Prerequisite: EET 209L) Studies electronic system schematics along with frequency considerations, decibel usage, differential and operational amplifiers, power supplies, thyristors, PLLs, oscillators and feedback concepts. Each student prepares a technical manual for a computer-controlled system. Presents video monitor basics and introductory transmission line theory. Use computers for advanced circuit analysis, instrument control, data logging and word processing. (3 theory + 5 lab hours per week = 45 theory + 75 lab hours per term)	5
EET 296 – Topics (Prerequisite: open to advanced Electronics students) The topics depend on the requests from the community.	1-5
EET 297 – Special Problems (Prerequisite: enrolled only in 200-level technical courses and/or permission of program chair) Allows the student and instructor define a specific problem directly	3-5

Course Number/Course Name	Credit Hours
related to the program in the area of the student's interest. Develop and execute a solution using analytical and computer-aided techniques appropriate to the problem. An oral presentation may be required.	
EET 298 – Internship (Prerequisite: permission of program chair) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is not paid.</i>	3
EET 299 – Cooperative Education (Prerequisite: permission of program chair) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is paid.</i>	3

ELEC – Electronics Courses

ELEC 100 – Introduction to Electronics for Technologies/Trades Provides preparation for first-term courses that have an electricity and electronics emphasis. Covers circuit analysis, magnetism, generators, inductance, capacitance and digital. Develops skills in critical thinking and problem solving. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
ELEC 103A – Electronics Fundamentals A (Corequisites: ELEC 105A; ELEC 104 or higher or permission of director) Covers the basic concepts of DC electronics with emphasis on Ohm's Law, Kirchhoff's Law, circuit analysis, component application and troubleshooting. Construct circuits from schematic diagrams and use multimeters in the lab. (2 theory + 6 lab hours per week = 30 theory hours + 90 lab hours per term) Course fee: \$15	4
ELEC 103B – Electronics Fundamentals B (Prerequisite: ELEC 103A; corequisite: ELEC 105B) Covers the basic concepts of AC electronics with emphasis on Ohm's Law, Kirchhoff's Law, circuit analysis, and component application. Construct, analyze, and troubleshoot AC circuits with multimeters, oscilloscopes and function generators in the lab. (2 theory + 6 lab hours per week = 30 theory hours + 90 lab hours per term)	4
ELEC 104 – Electronics Mathematics (Prerequisite: MATH 100B or higher or Accuplacer Elementary Algebra Score of 81 or equivalent math placement score) Includes selected topics from algebra, geometry, and trigonometry that support the Technologies programs. Also includes metric conversions, simultaneous linear equations, complex numbers, the impedance triangle and exponential and logarithmic functions.	4

Course Number/Course Name	Credit Hours
ELEC 105A – Digital Circuits I (Corequisite: ELEC 103A) Provides analysis and design of combinational logic circuits using Boolean algebra, Karnaugh maps and logic diagrams. Laboratory experiments emphasize practical application of the concepts taught. Student will design, wire, troubleshoot and demonstrate combinational logic circuits. Students will be introduced to J-K flip flops in this course. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term)	3
ELEC 105B – Digital Circuits II (Prerequisite: ELEC 105A, Corequisite ELEC 103B) Provides analysis and design of sequential logic circuits using timing diagrams, state tables and next state analysis. Flip-flops, counters, shift registers, timers, and microprocessor are studied, as well as methods of fault analysis and troubleshooting techniques. Laboratory experiments emphasize practical application of concepts taught, and require the student to wire, design, troubleshoot and demonstrate sequential logic circuits. An introduction to microprocessor fundamentals concludes the course. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term)	3
ELEC 114A – Semiconductor Devices A (Prerequisites: ELEC 103B) Covers the basic concepts and applications of semiconductors, rectifier circuits, transistor biasing techniques, AC circuits and transistor regulated power supplies. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term)	3
ELEC 114B – Semiconductor Devices B (Prerequisite: ELEC 114A) Covers field effect transistor circuits, op-amp theory, linear and non-linear op-amp circuits and frequency effects. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term)	3
ELEC 114L – Semiconductor Devices (Prerequisites: ELEC 103B) Introduces semiconductor devices, diodes, transistors, op-amps and JFETS, and their application in simple power supplies and amplifiers. Students construct, analyze and troubleshoot semiconductor circuits. (4 theory + 6 lab hours per week = 60 theory hours + 90 lab hours per term)	6
ELEC 118L – Electromechanical Devices (Prerequisites: ELEC 103B, ELEC 105B) Presents theory and application of mechanical devices and their control circuits. Includes hydraulics, pneumatics, vacuum, AC and DC motors, stepper motors and servomechanisms. Students assemble, operate and troubleshoot small-scale electromechanical systems. (4 theory + 6 lab hours per week = 60 theory hours + 90 lab hours per term)	6

Course Number/Course Name	Credit Hours
ELEC 203L – Introduction to Microprocessors (Prerequisites: ELEC 118L, CP 176) Focuses on the 8088 microprocessor in an MS-DOS environment. Programs are written in Assembly language and in a higher level language to drive the PC's serial, I/O, parallel printer port and disk drives. Students build individual buffered interfaces that connect with a PC's I/O backplane for their custom I/O applications. (2 theory + 6 lab hours per week = 30 theory hours + 90 lab hours per term)	4
ELEC 205L – Analog Circuits (Prerequisite: ELEC 114B or ELEC 114L) Covers circuitry involved in an analog system. Introduces discrete transistor circuits and classes of operation. Presents signal generation and active filters using operational amplifiers. Reviews the fundamentals of modulation and demodulation. (2 theory + 6 lab hours per week = 30 theory hours + 90 lab hours per term)	4
ELEC 214L – Troubleshooting Techniques (Prerequisite: ELEC 205L or equivalent) Focuses on systematic analysis to locate problems. Apply troubleshooting techniques to a complete electronic system. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term)	3
ELEC 217 – Upgrading and Repairing PCs (Prerequisite: CP 176 or permission of director) Covers basic aspects of computer repair, troubleshooting techniques with and without software, modification and replacement. Emphasizes microcomputers and related hardware. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term) Course fee: \$15	3
ELEC 221 – Advanced Upgrading and Repairing PCs (Prerequisite: ELEC 217) Includes a more advanced aspect of computer troubleshooting techniques, repair, and modifications. Emphasizes A+ Certification, which is an industry-recognized credential. (2 theory + 3 lab hours per week = 30 theory hours + 45 lab hours per term) Course fee: \$15	3
ELEC 223 – RF/Consumer Electronics (Prerequisites: ELEC 114B or ELEC 114L, ELEC 205L) Introduces radio frequency communication theory, circuits and problems. Covers analog and digital video and audio transmission, recording and playback methods, and equipment with emphasis on alignment, troubleshooting and repair. (4 theory + 6 lab hours per week = 60 theory hours + 90 lab hours per term)	6
ELEC 276L – Soldering Techniques Introduces non-destructive printed circuit board repairs and component replacement techniques using a modern repair center to learn high-reliability soldering and desoldering techniques. (7.5 wks; 1 theory + 3 lab hours per week = 7.5 theory hours + 22.5 lab hours per term) Course fee: \$15	2

Course Number/Course Name	Credit Hours
ELEC 277L – Advanced Soldering Techniques (Prerequisite: ELEC 276L) Presents advanced concepts of soldering using a modern repair center to learn high-reliability surface mount technology (SMT) soldering and desoldering techniques. Must have good visual perception. (7.5 wks; 1 theory + 3 lab hours per week = 7.5 theory hours + 22.5 lab hours per term) Course fee: \$15	2
ELEC 279 – Electronics Refresher (Prerequisite: completion of an electronics program or equivalent) Reviews electronics fundamentals, including basic components, semiconductors, op-amps, digital electronics and microprocessors.	3
ELEC 296 – Topics (Prerequisite: advanced Electronics student) The topics depend on the requests from the community.	1–8
ELEC 297 – Special Problems (Prerequisite: advanced Electronics student) Allows the student to investigate and solve a problem. The student designs the solution using a combination of techniques.	2–8
ELEC 298 – Internship (Prerequisite: permission of the director) Provides an opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is not paid.</i>	3
ELEC 299 – Cooperative Education (Prerequisite: permission of the director) Provides an opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is paid.</i>	3
ELTR – Electrical Trades Courses	
ELTR 101 – Electrical Theory I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval; pre- or corequisite: ELTR 102) Covers the basic concepts of DC and AC theory with emphasis on electron theory, units of electrical measurement, NEC terminology, and selection of branch circuit conductors.	4
ELTR 102 – Electrical Math I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Applies basic arithmetic functions, electrical formulas, calculations of material and circuit load requirements, rules for series, parallel and combination circuits and mechanical work and power.	3

Course Number/Course Name	Credit Hours
ELTR 103L – Electrical DC/AC Lab (Pre- or corequisites: ELTR 101 and 102 or department approval) Emphasis is placed on safety. Covers electrical circuitry, meters, power sources, conductors, insulators, reactive circuits and application of the National Electrical Code. (7.5 lab hours per week = 112.5 lab hours per term)	3
ELTR 104L – AC Circuitry, Motors, Generators (Pre- or corequisites: ELTR 101 and 102 or department approval) Covers combination circuit analysis, RLC circuitry, DC/AC motors, generators, solid-state components, wiring methods for single pole and three-way switches and application of the National Electrical Code. Stresses safety. (7.5 lab hours per week = 112.5 lab hours per term)	3
ELTR 112 – Blueprint Reading I (Pre- or corequisite: ELTR 101 or department approval) Provides instruction in reading and interpreting blueprints and specifications. Emphasizes terminology, symbols, notations, scaling, dimensioning and basic blueprint drawing techniques.	3
ELTR 113 – Electrical Theory II (Pre- or corequisite: ELTR 112 or department approval) Covers the application of the National Electrical Code, local codes and regulations for installation of branch circuits, services, feeders, temporary services and associated materials and equipment for residential and light commercial applications.	4
ELTR 114L – Residential Wiring Lab (Pre- or corequisites: ELTR 112 and 113 or department approval) Covers safety, tools, materials, single pole switches, receptacles, overcurrent protection, three- and four-way switches, pilot switches, door chimes, dryer and range receptacles and swamp coolers, NEC requirements for light commercial applications. (7.5 lab hours per week = 112.5 lab hours per term)	3
ELTR 115L – Residential Electrical Services (Pre- or corequisites: ELTR 112 and 113 or department approval) Presents the study and building of residential services, installation of circuit panels, cutting and threading rigid conduit, hand bending and installation of EMT conduit in adherence to the National Electrical Code. (7.5 lab hours per week = 112.5 lab hours per term)	3
ELTR 170 – Electrical Wiring Circuitry Provides instruction in the interpretation, design and wiring of common switch, receptacle and related circuitry in accordance with the NEC and state and local codes.	2

Course Number/Course Name	Credit Hours
ELTR 171L – Conduit Hand Bending Fundamentals	1
Provides instruction in the computation and placement of conduit hand benders to bend and install conduit systems in accordance with the NEC and state and local codes. (.5 theory + 2 lab hours per week = 7.5 theory + 30 lab hours per term)	
ELTR 173 – Industrial Motor Control Circuitry	2
Presents the design, interpretation, drawing and installation of electromechanical relay type motor controls in accordance with the National Electrical Code.	
ELTR 174L – Industrial PC Motor Control	3
Reviews with application the operation of programmable logic controllers, interpretation of PLC logic diagrams and the installation of programming of PLC systems in accordance with the National Electrical Code. (1 theory + 5 lab hours per week = 15 theory and 75 lab hours per week)	
ELTR 175 – Fiber Optical Cable Installation	2
Introduces the installation of fiber optical cable in various systems. Emphasizes proper installation and termination.	
ELTR 176 – Electrical Journeyman Preparation	3
Reviews the use and application of the National Electrical Code and the duties encountered by journeymen on typical job sites are reviewed in preparation for the New Mexico journeyman's electrical exam.	
ELTR 201 – Electrical Theory III	4
<i>(Prerequisites: ELTR 111, 112, 113, 114L and 115L or department approval)</i>	
Introduces commercial/industrial aspects of electrical safety, tools, materials, power distribution systems, services, hazardous locations, intrusion/fire alarm systems in accordance with the National Electrical Code and blueprint reading.	
ELTR 203 – Electrical Motor Control Theory	3
<i>(Prerequisite: ELTR 112 or department approval; pre- or corequisite: ELTR 201)</i>	
Introduces students to the symbology and method of interpreting and drawing electromechanical motor control circuitry. NEMA standards are studied in detail.	
ELTR 204L – Industrial Motor Control Lab	3
<i>(Pre- or corequisite: ELTR 203 or department approval)</i>	
Covers safety, electromechanical relay-type motor control, momentary push button switches, limit switches, proximity switches, pneumatic timers, forward/reverse starters, three-phase motors and National Electrical Code requirements. (7.5 lab hours per week = 112.5 lab hours per term)	

Course Number/Course Name	Credit Hours
ELTR 205L – Industrial Power Distribution	3
<i>(Pre- or corequisites: ELTR 201 and 204L or department approval)</i>	
Covers safety, use of mechanical and hydraulic benders, use of power threaders, knock-out punches, hammer drills and powder actuated fasteners, cable installation, wire pulling and the application of the NEC. (7.5 lab hours per week = 112.5 lab hours per term)	
ELTR 211 – Industrial Electrical Circuitry and Safety	3
<i>(Prerequisites: ELTR 201, 202, 203, 204L and 205L or department approval)</i>	
Emphasizes safety principles and standards used in the electrical field and techniques for electrical troubleshooting.	
ELTR 212 – Programmable Logic Controller Theory	4
<i>(Pre- or corequisites: ELTR 211 or ELEC 103L and 105L or department approval)</i>	
Introduces the principles of operation of a programmable controller, the numbering systems used by controllers, logic fundamentals and basics of programming.	
ELTR 213L – PLC Installation and Operation	3
<i>(Pre- or corequisites: ELTR 211 and 212 or ELEC 103L and 105L or department approval)</i>	
Covers installation and programming of programmable logic controllers in accordance with manufacturer's specifications and NEC requirements. Covers simulating fundamental industrial control processes with various input and output devices. (7.5 lab hours per week = 112.5 lab hours per term)	
ELTR 214L – PLC Systems Operation and Troubleshooting	3
<i>(Pre- or corequisites: ELTR 211 and 212 or department approval)</i>	
Covers intricate industrial wiring, motor controls and motor troubleshooting, programmable controller timer, counter and sequence program operations and the troubleshooting techniques involved. (7.5 lab hours per week = 112.5 lab hours per term)	
ELTR 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i>	
Provides advanced, in-depth study and research into methods and current technological equipment used in the electrical trades.	
ELTR 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i>	
Focuses on a specific problem while working with an instructor.	

Course Number/Course Name	Credit Hours
EMS – Emergency Medical Technician Courses	
EMS 160L – Basic Emergency Medical Technician Skills	6
<i>(Prerequisites: Professional CPR certification, RDG 099 or Accuplacer Reading Score of 69 or equivalent)</i>	
Provides the minimum level of training and certification for students wishing to pursue a course in emergency medical services. Students will be introduced to a variety of emergency skills including airway adjuncts, oxygen therapy, AED, splinting, drug administration and patient assessment. At the completion of the course students are eligible to take either the State of New Mexico or National Intermediate licensure examination. (4 theory + 5 lab hours per week = 60 theory + 75 lab hours per term) Course fee: \$15; Program fee: \$28	
EMS 260T/L – EMT Intermediate	4
<i>(Prerequisites: Current NM or National EMT-B Certificate, current proof of professional CPR, and passing score of the intermediate pretest)</i>	
Focuses on building on the material presented in the EMT-Basic course. Special emphasis is placed on teaching advanced assessment skills. In addition the course will expand significantly the number of medications a student can administer in an emergency setting as well as learning how to start IVs. At the completion of the intermediate course students are eligible to participate in clinical internship. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term)	
EMS 260C – EMT Intermediate Clinical	1
<i>(Prerequisite: EMT 260T/L)</i>	
Provides practice of intermediate skills in both a clinical and ambulance setting. At the completion of the intermediate course and internship students are eligible to take either the State of New Mexico or National Intermediate licensure examination. (3 clinical hours per week = 45 clinical hours per term)	
EMS 296 – EMT Topics	Varies
Explores various topics of interest in the field of emergency medical services.	
ENG – English Courses	
ENG 096 – Special Topics	1–3
Presents various topics in developmental English.	
ENG 098 – Basic Writing and Reading Skills	3
<i>(Prerequisite: Students enrolling in ENG 098 should have placement test scores within the respective range of BOTH of the following tests: Accuplacer Reading 30-58 AND Accuplacer Sentence Skills 30-52.)</i>	
Focuses on basic reading and writing for practical use in school and life. Provides students the opportunity to practice reading strategies,	

Course Number/Course Name	Credit Hours
---------------------------	--------------

improve their sentence and paragraph skills in organized pieces of writing, use computers for word processing and research, practice oral language skills, and improve English usage and punctuation. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

ENG 099 – Practical Writing	3
------------------------------------	----------

(Prerequisite: ENG 098 or Accuplacer Sentence Skills Score of 53)
Focuses on writing tasks related to daily life, school and the workplace to achieve a variety of practical and academic goals. Presents English grammar, usage and punctuation in the context of the students' own writing. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

ENG 100 – Essay Writing	3
--------------------------------	----------

(Prerequisite: ENG 099 or Accuplacer Sentence Skills Score of 69)
Prepares students for first-year college composition by providing practice of the rhetorical and grammatical skills necessary to write purposeful, reader-centered essays. Covers effective use of a writing process in out-of-class essays and in timed, in-class situations. Incorporates readings for discussion of ideas and for information to be used in students' writing. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

ENG 098W – Workshop for Non-Native English Speakers	1
--	----------

Focuses on teaching ESL students concurrently enrolled in an English and/or reading course to recognize and correct grammatical errors commonly made in writing assignments by native speakers of a language other than English. Provides practice in speaking, listening, and vocabulary development. (2 lab hours per week = 30 lab hours per term)

ENG 099W – Workshop for Non-Native English Speakers	1
--	----------

Focuses on teaching ESL students concurrently enrolled in an English and/or reading course to recognize and correct grammatical errors commonly made in writing assignments by native speakers of a language other than English. Provides practice in speaking, listening, and vocabulary development. (2 lab hours per week = 30 lab hours per term)

ENG 100W – Workshop for Non-Native English Speakers	1
--	----------

Focuses on teaching ESL students concurrently enrolled in an English and/or reading course to recognize and correct grammatical errors commonly made in writing assignments by native speakers of a language other than English. Provides practice in speaking, listening, and vocabulary development. (2 lab hours per week = 30 lab hours per term)

Course Number/Course Name	Credit Hours
---------------------------	--------------

ENG 101 – College Writing	3
----------------------------------	----------

(Prerequisite: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent. Recommended: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
Emphasizes text-based essay composition, including critical reading, summary writing, and synthesis.

ENG 102 – Analytic and Argumentative Writing	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent)
Emphasizes analytic and argumentative writing with readings and research in exposition and literature.

ENG 119 – Technical Communications	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent)
Introduces study of written and verbal communication in business and industry.

ENG 150 – Study of Literature	3
--------------------------------------	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Introduces the academic study of literature. Fall only

ENG 206 D,F,S,W – Popular Literature	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Analyzes a popular literary form. **S: Espionage Fiction; D: Detective Novel; F: Science Fiction; W: Western.**

ENG 210 – Film as Literature	3
-------------------------------------	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Presents study of film as visual literature, surveying major trends in the history of film.

ENG 211 – Topics in Literature	3
---------------------------------------	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Presents various topics. See *Schedule of Classes*.

ENG 212 – Topics in Language and Writing	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Presents various topics. See *Schedule of Classes*.

ENG 213 D,F,W – Film Genres	3
------------------------------------	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Surveys film genres or national cinemas.
D: Comedy; F: Film Noir; W: Western.

Course Number/Course Name	Credit Hours
---------------------------	--------------

ENG 219 – Technical Writing	3
------------------------------------	----------

(Prerequisite: ENG 102)
Emphasizes writing in industry, research laboratories, business, and other professional settings.

ENG 220 – Expository Writing	3
-------------------------------------	----------

(Prerequisite: ENG 102)
Focuses on advanced composition, concentrating on critical reading of prose, writing expository and argumentative essays. Fall only.

ENG 221 – Creative Writing: Fiction	3
--	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Introduces fiction writing as a creative process.

ENG 222 – Creative Writing: Poetry	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Introduces poetry writing as a creative process.

ENG 240 – Traditional Grammar	3
--------------------------------------	----------

Surveys traditional grammar, introducing linguistic terminology and methods for identifying and understanding parts of speech, parts of sentences, and basic sentence patterns.

ENG 250 – Analysis of Literature	3
---	----------

(Prerequisite: ENG 102 or equivalent)
Emphasizes methods of literary analysis and critical writing applied to literary techniques, conventions, and themes. Spring only.

ENG 251 – Introduction to Dramatic Literature	3
--	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Introduces structure and nature of drama as a literary form: Greek, Renaissance, Enlightenment, and Modern eras. Spring only.

ENG 252 – Introduction to Shakespeare	3
--	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Introduces study of Shakespeare's work: sonnets, tragedies, comedies, and histories. Fall only.

ENG 262 – Survey of Earlier World Literature	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Surveys poetry, fiction and drama from primarily non-English cultures: ca. 1500 B.C.–A.D. 1650. Fall only.

ENG 263 – Survey of Later World Literature	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)
Surveys poetry, fiction and drama from primarily non-English cultures: ca. 1650 to present. Spring only.

Course Number/Course Name	Credit Hours
ENG 270 – Modern Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Surveys American and European literature of the 20th century.	
ENG 282 – Modern Latin American Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Emphasizes chronicles, diaries, drama, poetry, essays and fiction of Latin America from late 19 th century to the present.	
ENG 294 – Survey of Earlier English Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Surveys British literature from Old English to 1798. <i>Fall only.</i>	
ENG 295 – Survey of Later English Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Surveys English literature from the late 18 th century to the present. <i>Spring only.</i>	
ENG 297 – Earlier American Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Introduces short stories, poetry, drama and nonfiction from colonial U.S. to 1865.	
ENG 298 – Later American Literature	3
<i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	
Continues study of American literature begun in ENG 296. Focuses on short stories, poetry, drama, the novel and nonfiction from 1865 to the present.	
ENTR – Entrepreneurship Courses	
ENTR 101 - Entrepreneurship	6
Examines the many facets necessary for the successful planning and formulation of a new business. Areas of finance, legal formulation, location, personnel, market survey, credit and risks are covered. Students develop a complete business plan.	
ENTR 102 - Entrepreneurship in a Global Setting	3
<i>(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)</i>	
Focuses on providing an overview of entrepreneurship for the 21st Century with an emphasis on entrepreneurship in a global setting. The contemporary world of entrepreneurship, the entrepreneurial perspective, the development of the entrepreneurial plan and entrepreneurial ventures are covered.	

Course Number/Course Name	Credit Hours
EPT – Environmental Safety and Health Courses	
EPT 111L – Environmental Technology I	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Introduces environmental protection methods and their ecological basis. Covers all major areas of environmental concern including air, water, soils and food sanitation. <i>(2 theory + 1 lab hour per week = 30 theory + 37.5 lab hours per term)</i>	
EPT 113A – Hazards and Protection Training	1
Offers standard first aid and cardiopulmonary resuscitation with Red Cross certification. Also includes material sufficient to satisfy 8 hours of refresher training in accordance with 1910.120 requirements for hazardous materials site workers. <i>(0.5 theory + 1.25 lab hours per week = 7.5 theory + 18.75 lab hours per term)</i>	
EPT 113B – Hazards and Protection Training II	2
<i>(Prerequisite: EPT 113A)</i>	
Covers safe work practices at hazardous waste sites. Procedures specified by OSHA in the 29CFR 1910.120 regulation concerning safety and health plans, site characterization and analysis, waste removal and remedial operations. <i>(1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)</i>	
EPT 132 – Environmental Chemistry	3
Introduces students to the fundamentals of environmental chemistry, this course focuses on chemical and instrumental analysis, sampling and preservation techniques in water, wastewater, soil, air, and food testing. <i>(1 theory hour + 5 lab hours per week = 15 theory + 75 lab hours per term)</i>	
EPT 171 – Introduction to Safety Management	3
Presents behavioral and management techniques for safety in today's demanding workplace. Topics include planning, budgeting, communications, motivation and people skills.	
EPT 173 – Water Quality Protection	3
<i>(Prerequisites: EPT 111L, CHEM 111/112L, math elective and computer elective, or department approval)</i>	
Presents water supply system operations, distribution systems and basic hydraulics and become familiar with water quality protection and treatment techniques including backflow prevention and cross connection control. <i>(1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)</i>	
EPT 174 – Basic Site Remediation Technology	3
Emphasizes major remedial technologies for site cleanup under federal, state and local regulations. Presents physical, biological, chemical and thermal treatments in common use.	

Course Number/Course Name	Credit Hours
EPT 176 – Food Resources and the Environment	3
Presents the impact of food resource choices on the quality of the environment and human health. Explores economic, ecological and social aspects of food resource production and consumption.	
EPT 211L – Environmental Technology II/Lab	4
<i>(Prerequisites: EPT 111L, BIO 111, CHEM 111/112L, physics elective and math elective, or department approval)</i>	
Presents technical, operational and regulatory aspects of environmental technology. Identification and handling of biological, chemical and nuclear wastes are presented, as well as site sampling, characterization and assessment, waste removal and site remediation methods. <i>(2 theory + 5 lab hours per week = 30 theory + 75 lab hours per term)</i>	
EPT 214A – Occupational Safety I	1
Introduces inspections, personal protective equipment, fire protection, hazardous materials, walking/working surfaces, electrical standards, and bloodborne pathogens. An OSHA General Industry Outreach Program 10-hour certificate is awarded on successful completion.	
EPT 214B – Occupational Safety II	1
Covers lock-out/tag-out, material handling, hazardous communication (MSDS & labeling), machine guarding, welding/cutting/brazing, confined spaces, hearing conservation, and general environmental controls.	
EPT 214C – Occupational Safety III	1
Introduces hazardous substances, respiratory standards, hazard analysis, record keeping, and workers compensation. An OSHA General Industry Safety and Health Outreach Program 30-hour certificate will be awarded on successful completion of EPT 214 A, B, and C.	
EPT 215 – Environmental Instrumentation and Analysis	3
<i>(Prerequisites: EPT 111L and math elective or department approval; corequisite: EPT 211L)</i>	
Explores contemporary instrumentation and techniques in this hands-on introduction to the care and use of laboratory and field-portable instruments. Covers maintenance, calibration and operation of instruments and meters, along with EPA protocols. <i>(1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)</i>	
EPT 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i>	
Covers an in-depth study of problems and advanced techniques.	
EPT 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i>	
Focuses on a specific problem and studied while working with an instructor.	

Course Number/Course Name	Credit Hours
---------------------------	--------------

EPT 299 – Cooperative Education 3
(Prerequisite: department approval)
 Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.

ETAP – Electrical Trades Apprenticeship

ETAP 198 – Electrical Trades Apprenticeship 40
(Prerequisite: current full-time employment in the electrical trades industry or department approval)
 Requires 600 hours of related classroom instruction covering safety, electrical theory, blueprint reading and layout, National Electrical Code interpretation, tool usage and motor controls.

FITT – Fitness Courses

FITT 170 – Physical Fitness I 1
 Introduces assessment of muscular strength, muscular endurance, cardiorespiratory fitness, flexibility and body composition. Based on the assessments, the student designs and participates in a self-paced exercise program. (3 lab hours per week = 45 lab hours per term)

FITT 171 – Physical Fitness II 1
(Prerequisite: FITT 170)
 Focusing on fitness assessments, the student designs and participates in an advanced, self-paced exercise program. (3 lab hours per week = 45 lab hours per term)

FITT 173 – Circuit Training 1
 Covers structured strength training and aerobics to provide a total body workout within a single format. (3 lab hours per week = 45 lab hours per term)

FITT 174 – Weight Training for Women 1
 Introduces weight training designed for women and focuses on the use of free weights and machine exercises to develop muscle endurance, hypertrophy and muscular strength. (3 lab hours per week = 45 lab hours per term)

FITT 175 – Beginning Step Aerobics 1
 Introduces cardiorespiratory fitness, flexibility and body composition for individuals who have never participated in a step aerobics program. (3 lab hours per week = 45 lab hours per term)

FITT 176 – Intermediate Step Aerobics 1
(Prerequisite: FITT 175 or department approval)
 Continues cardiorespiratory fitness, flexibility, and body composition for individuals in step aerobics. (3 lab hours per week = 45 lab hours per term)

Course Number/Course Name	Credit Hours
---------------------------	--------------

FITT 201 – Group Exercise Leadership Preparation 1
(Prerequisite: Participation in 100 level group exercise course)
 Offers theoretical and practical skills and experience in guiding groups to safely participate in exercise classes. Will help prepare students for national accreditation exams in various fields of group exercise. (3 lab hours per week = 45 lab hours per term)

FITT 209 – Introduction to Exercise Physiology 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; strongly recommended: BIO 100)
 Covers how the human body responds and adapts to exercise and physical training is introduced. Covers scientifically based exercise programs with applications to individual and team sports. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Fall only.

FITT 211 – The Business of Personal Fitness Training 3
(Prerequisite: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent)
 Focuses on the business of personal training, including marketing services and programs, day-to-day operations, documentation, financial considerations, liability concerns, and trends and issues in the health/fitness industry. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Fall only.

FITT 225 – Fitness and Weight Control 3
(Prerequisites: FITT 209 and ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent)
 Provides basic understanding of the interrelationship among exercise, weight control and nutrition. Applications are made to dietary analysis, energy balance, fat loss and weight gain programs. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Spring only.

FITT 277 – Kinesiology 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent or equivalent)
 Covers the physiological and kinesiological aspects of muscular fitness training. Special emphasis is placed on designing strength, endurance, hypertrophy and power resistance/weight training programs. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Fall only.

FITT 289 – Fitness Assessment and Exercise Prescription 3
(Prerequisites: FITT 209, 277 and MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent)
 Covers methods of assessing health status, cardiorespiratory and muscular fitness, flexibility and body composition in apparently healthy individuals and prescribing appropriate exercise programs. (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Spring only.

Course Number/Course Name	Credit Hours
---------------------------	--------------

FITT 290 – Exercise Prescription for Special Populations 3
(Pre- or corequisite: FITT 289)
 Reviews the indications and contraindications for assessing and prescribing exercise programs for special populations (elderly, prepubescent children, pregnancy, low back pain, diabetes, spinal cord injury, etc.). (2 theory + 2.5 lab hours per week = 30 theory + 37.5 lab hours per term) Spring only.

FITT 296 – Special Topics 1–6
(Prerequisite: department approval)
 Covers fitness problems and the advanced techniques that fitness professionals use in responding to them.

FITT 297 – Special Problems Variable
(Prerequisite: department approval)
 Focuses on a specific problem while working with an instructor.

FITT 298 – Fitness Technician Field Experience 3
(Prerequisite: department approval)
 Provides students with a supervised field experience in a fitness setting. (7.5 lab hours per week = 112.5 hours per term)

FITT 299 – Cooperative Education 3
 Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.

FREN – French Courses

FREN 101 – Beginning French I 4
 Introduces development of French language skills—emphasizing listening, comprehension, and speaking.

FREN 102 – Beginning French II 4
(Prerequisite: FREN 101 or permission of instructor)
 Continues course of study begun in FREN 101.

FREN 201 – Intermediate French 4
(Prerequisite: FREN 102 or permission of instructor)
 Emphasizes enhancement of skills from FREN 102 and further knowledge of the language and culture of France.

FREN 202 – Intermediate French II 4
(Prerequisite: FREN 201 or permission of instructor)
 Continues course of study begun in FREN 201.

FREN 296 – Topics in French 3
(Prerequisite: varies)
 Presents various topics. See *Schedule of Classes*.

FS – Fire Science Courses

FS 102 – Fire Service Organization	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Presents basic management principles used in modern fire protection organizations. Includes the fire protection system, fire department organization and management, planning and evaluating systems, data collection, resource management and budgeting.	
FS 103 – Introduction to Fire Science	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Presents an overview of the fire protection system focusing on the history of the fire service, fire protection careers and employment requirements, fire service organizations, firefighting equipment and facilities, and chemistry and behavior of fire.	
FS 111 – Fire Prevention	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Presents a basic overview of fire prevention programs and specific techniques used to reduce the occurrence of fire. Covers public fire safety education programs and basic concepts of installed fire protection and detection systems.	
FS 112 – Building Construction	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Introduces building construction with emphasis on structural elements, construction materials, construction techniques, fire loading, fire resistance, fire spread and growth in buildings and fire department operations in various building types.	
FS 201 – Fire Protection Systems	3
<i>(Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval)</i>	
Presents an in-depth study of fire protection system design and operation. Discusses a variety of fire suppression systems including water, carbon dioxide, halon, dry chemical and foam.	

FS 202 – Managing Community Fire Protection	3
<i>(Prerequisite: FS 102 or department approval)</i>	
Covers legal aspects, program and personnel management, emergency management, EMS and rescue services, code administration, alternative delivery systems, training and trends in the fire service.	
FS 203 – Hazardous Materials	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
<i>(Note: Students are required to wear respiratory protection equipment and participate in simulated hazardous materials incidents. Students must complete a pulmonary function test and medical review at the student's expense. Documentation of the medical evaluation must be submitted prior to simulations.)</i> Covers recognition and identification of hazardous materials and defensive actions to prevent additional injuries and property and/or environmental damage. This course meets selected NFPA and OSHA requirements at the Hazardous Materials Operations level.	
FS 211 – Incident Command and Control	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
Covers specific incident management techniques for a variety of emergency incidents. Includes basic fireground and emergency incident operations, incident management systems and multi-agency/multi-jurisdiction response.	
FS 212 – Fire Investigation	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
Focuses on investigative techniques to determine fire cause and origin for structural, vehicle, wildland and hazardous materials fires as well as explosions.	
FS 213 – Industrial Fire Protection	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
Presents in-depth information regarding industrial loss control concepts focusing on industrial fire and safety hazards, hazardous materials, industrial fire brigades, fire department operations at industrial facilities, and NFPP, ISFSI and OSHA fire brigade standards.	

FS 214 – Facilities Inspection	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
Emphasizes inspections conforming to NFPA 101: Life Safety Code and applicable NFPA fire codes. Covers general and occupancy-specific requirements.	
FS 215 – Tactics I	3
<i>(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval)</i>	
Provides in-depth information on strategy and tactics used by fire officers at emergency incidents. Includes structural fire fighting, rescue, apparatus placement, water supply, ventilation, fire suppression systems, forcible entry and making fire ground decisions.	
FS 216 – Tactics II	3
<i>(Prerequisite: FS 215 or department approval)</i>	
Includes high-rise operations, urban search and rescue, wild land fires, aircraft emergencies, hazardous materials, mass casualty incidents and firefighter safety.	
FS 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i>	
Presents current topics in fire protection and emergency services.	
FS 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i>	
Focuses on a specific problem working with an instructor.	
FS 299 – Cooperative Education	3
Employs the students at an approved program-related work site and applies learned theory based upon goals and objectives of the Fire Science program.	

FSMG - Food Service Management Courses

FSMG 101A – Food Sanitation Principles	2
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Covers principles of food safety and sanitation. Emphasis is on identification of biological, chemical and physical hazards and control measures.	
FSMG 101B – Applied Food Safety	1
<i>(Prerequisite: FSMG 101A or equivalent or department approval)</i>	
Covers Hazard Analysis Critical Control Point (HACCP) based flowcharts, recipes and models including review of purchasing, receiving, storage and production controls.	

Course Number/Course Name Credit Hours

GEOG – Geography Courses

GEOG 101 – Physical Geography 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Introduces the physical elements of world geography through study of climate and weather, vegetation, soils, plate tectonics and the various landforms as well as the environmental cycles and distributions of these components with emphasis on their significance to humans.

GEOG 102 – Human Geography 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Introduces the human elements of world geography, providing a systematic analysis of world population, religion, language, ethnicity, economic development, political units and resource issues.

GEOG 201 – World Regional Geography 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Combines elements of GEOG 101 and GEOG 102 to study the global interrelationships of the physical environment and cultural characteristics, including ethnicity, population and development, on a regional basis.

GEOG 275 – Cartography 3

(Prerequisite: GEOG 101 or 102)

Covers the basic history of map-making and the various projections. Introduces basic concepts and techniques for the manipulation, analysis and graphic representation of spatial information. Includes processing, compilation and symbolization of spatial data, and the application of related statistical techniques. Presents effective map layout and recent cartographic techniques.

GEOG 296 – Topics in Geography 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Presents various topics. See *Schedule of Classes*.

**GIS – Geographic Information Systems Courses
(PENDING CHE APPROVAL)**

GIS 101 – Intro to Geographic Information Systems Theory 2

(Prerequisite: CP 176, CP 213, MATH 120 or permission of program chair)

Introduces the concepts of Geographic Information Systems including applications, components, mapping, topology, data and data capture.

Course Number/Course Name Credit Hours

GIS 101L – Intro to Geographic Information Systems Lab 1

(Prerequisite: CP 176, CP 213, MATH 120; pre-or co-requisite: GIS 101 or permission of program chair)

Compliments the GIS 101 course by providing lab exercises which clearly demonstrates a number of the typical uses for a commonly available GIS software application package. Emphasis is placed on understanding the types of general software knowledge that will allow cross-over to any number of packages that are currently being used in the field. *Course fee: \$15*

GIS 202 – Geographic Information Systems Software Applications I 3

(Prerequisite: GIS 101, GIS 101L)

Builds upon concepts introduced in GIS 101, covering analysis procedures commonly utilized in Geographic Information Systems, including overlay, buffering, classification, network analysis and surface analysis. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) *Course fee: \$15*

GIS 203 – Geographic Information Systems Software Applications II 3

(Prerequisite: GIS 202, programming language or permission of the program chair)

Applies knowledge gained from previous course to develop individualized projects of interest. Project development will encompass the full range of procedural approaches from planning, data acquisition, analysis, output and presentation. (1 theory + 6 lab hours per week = 15 theory +90 lab hours per term) *Course fee: \$15*

GIS 207 – Remote Sensing 3

(Prerequisite: ARDR 180, CM 261L, GIS 101, MATH 120 or permission of program chair)

Introduces students to the basic concepts in remote sensing and explores the applications of current technology. Topics to be covered will include image analysis, the application and usage of various sensor devices, target interactions, interpretation of aerial photographs, the uses of quantitative satellite data, laser scanning and GPS. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) *Course fee: \$15*

GIS 220L – Intro to 3D Computer Visualization Techniques 3

(Prerequisite: CP 176, CP 261L, GIS 101L or permission of program chair)

Uses currently accepted computer visualization software in related fields of study to give the student a broad base from which to create effective presentation materials strongly influenced by GIS applications. Additional lab hours outside the regular class time are required. (2 theory + 3 lab hours per week = 30 theory +45 lab hours per term) *Course fee: \$15*

Course Number/Course Name Credit Hours

GIS 296 – Topics 1-6

(Prerequisite: permission of program chair)

Topics vary based on the requests from the community and available software, hardware and instructors.

GIS 297 – Special Problems 1-6

(Prerequisite: permission of program chair)

Allows the student and instructor to define a specific problem in the area of the student’s interest and directly related to the program. The student develops and executes a solution using analytical techniques appropriate to the problem. An oral presentation may be required.

GIS 298 – Internship 3

(Prerequisite: permission of program chair)

Provides an opportunity for the student to work for one term on a intern basis in an appropriate training program. *The position is not paid.*

GIS 299 – Cooperative Education 3

(Prerequisite: permission of program chair)

Provides an opportunity for the student to work for one term on a cooperative basis in an appropriate training program. *The position is paid.*

GNHN – General Honors Courses

GNHN 121A – General Honors: The Ancient Legacy 3

(Prerequisites: See page 33 and permission of instructor) Introduces analysis of classic texts of the Greek, Hebrew, Roman, and Christian traditions: ideas about virtue, knowledge, politics, religious faith, and education. *Fall only.*

GNHN 121M – General Honors: The Modern Legacy 3

(Prerequisites: See page 33 for details; permission of instructor) Introduces analysis of classic texts of Western culture from the Renaissance through the early 20th century: ideas about the individual, society, state, history, nature, progress, and religion. *Spring only.*

GNHN 221 – Topics in General Honors 3

(Prerequisites: See page 33 for details; permission of instructor) Presents various topics. See *Schedule of Classes*.

GTAP – General Trades Apprenticeship

GTAP 198 – General Trades Apprenticeship 40-50

(Prerequisite: current full-time employment in the general trades industry or department approval)

Consists of 600-750 hours of classroom instruction covering safety, shop math, code, blueprint reading and other related instruction.

Course Number/Course Name	Credit Hours
---------------------------	--------------

HCT – Healthcare Technician

HCT 102/102L – HCT Health Unit Coordinator Skills and Laboratory 2

(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, departmental approval; corequisite: HCT 104, 130C) Includes the basic skills of transcription of doctor's orders, computerized patient information systems, pharmacological terms and data forms are presented. (6 weeks; 2 theory + 8 lab hours per week = 12 theory + 48 lab hours per term) Course fee: \$10

HCT 103/103L – HCT Special Skills Theory and Laboratory 4

(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, departmental approval or departmental approval; corequisite: HCT 104, 120C) Includes technical nursing skills such as sterile technique, urinary catheterizations, respiratory care, 12 lead EKG placement, basic venipuncture and blood collection techniques. (6 weeks; 4 theory + 10 lab hours per week = 24 theory + 60 lab hours per term) Program fee: \$55

HCT 104 – HCT Communication Skills 2

Includes simple anatomy and physiology, medical terminology, communication skills and documentation techniques. (6 weeks)

HCT 120C – HCT Multi-skilled Clinical 3

(Corequisite: HCT 103/103L, 104) Presents special nursing skills in supervised clinical experiences in local hospitals. (108 clinical hours per term)

HCT 130C – HCT Health Unit Coordinating Clinical 1

(Corequisites: HCT 102/102L, 104) Presents health unit coordinating information in supervised clinical experiences in local hospitals. (72 clinical hours per term)

HIST – History Courses

HIST 101 – Western Civilization I 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Emphasizes events, personalities, issues, rises and falls, covering ancient times through 1648.

Course Number/Course Name	Credit Hours
---------------------------	--------------

HIST 102 – Western Civilization II 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Explores such topics as colonialism, the age of revolutions, expansionism, and the Great Wars from 1648 to the present.

HIST 161 – History of the United States I 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Surveys economic, political, intellectual, and social development of the U.S. from 1492 to 1877.

HIST 162 – History of the United States II 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Continues study begun in HIST 161, covering 1865 to the present.

HIST 230 – Twentieth-Century Russia 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Surveys Russian History from czarist absolutism through communist totalitarianism to the tentative introduction of a pluralist society.

HIST 240 – Vietnam: War, Politics, and Culture 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Emphasizes causes of the war, military and political aspects, conduct and consequences of years of conflict in Vietnam; issues surrounding U.S. involvement in Vietnam and changes in the culture, institutions, and political thought of the U.S. during and after the war.

HIST 260 – History of New Mexico 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Surveys New Mexico's history from 1500 to the present; contributions of and interactions among Native Americans, Hispanics, Anglos, and others.

HIST 270 – The American West 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Focuses on American settlement west of the Mississippi River: exploration, fur trade, overland trails, ranching, mining, contacts with Native Americans, frontier violence, and environmental issues.

Course Number/Course Name	Credit Hours
---------------------------	--------------

HIST 282 – Modern Latin American History 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Introduces Latin American history from the beginning of the revolutionary period in 1810 to the present.

HIST 296 – Topics in History 3

(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110) Presents various topics. See *Schedule of Classes*.

HIT – Health Information Technology Courses

HIT 115 – Health Care Delivery Systems 2

(Prerequisite: HIT 120 or department approval) Focuses on the organization, financing, regulation and delivery of health care services. Focuses on facilities, agencies, professionals and associations relevant to the healthcare industry.

HIT 120 – Health Data Content and Structure 3

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Examines the origin, use content, and format of health records; storage and retrieval systems, numbering and filing systems, record retention procedures, and basic functions of the health information department such as quantitative analysis, abstracting, incomplete chart control and release of information. Accreditation and licensure standards applicable to health records are presented.

HIT 130 – Principles of Diseases 3

(Prerequisites: BIO 136/139L, CR 132 or department approval) Covers the causes, effects and treatments of disease conditions of all body systems and special disease and condition categories.

HIT 140 – Computers in Healthcare 3

(Prerequisites: BA 150, HIT 120 or department approval) Focuses on information technologies in healthcare. Topics covered include database management systems for storage, retrieval and report generation; data quality, analysis and security; risk management; chart deficiency and analysis; release of information; chart tracking; master patient index; and record retrieval. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) Course fee: \$10

HIT 150 – Legal/Ethical Aspects of Health Information 3

Focuses on the health care record as a legal document. Policies, procedures, rules and regulations concerning release of medical information and patient confidentiality, principles and organization of the judicial system, and risk management are emphasized.

Course Number/Course Name	Credit Hours
HIT 160 – Pharmacology and Laboratory Procedures (Prerequisites: BIO 136/139L, CR 132) Provides students with an introduction to the principles of pharmacology and diagnostic testing procedures. Content includes drug classifications, prescription for common disorders and response to medications. Terminology associated with diagnostic tests, their use in diagnosing and implications of resultant values are examined.	3
HIT 200 – Classification of Diseases I (ICD - CM) (Prerequisites: BIO 136/139L, CR 132; pre- or corequisite: HIT 130 or department approval) Presents the principles, guidelines and conventions used in coding diagnoses and procedures using the International Classification of Diseases (ICD) and Clinical Modifications (CM). Students demonstrate proficiency through coding exercises and practical applications. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) [Previously offered AA 275]	3
HIT 210 – CPT Coding (Prerequisites: HIT 130, 200; pre- or corequisite: HIT 160 or department approval) Examines the process of coding procedures using Current Procedural Terminology (CPT) and Common Procedural Coding systems (HCPCS). CPT coding guidelines, major and sub-category guidelines, modifier usage, and code linkage by specialty are presented. Students demonstrate proficiency through coding exercises and practical applications. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) [Previously offered as AA 276]	3
HIT 215 – Classification of Diseases II (Prerequisites: HIT 200, HIT 210 or department approval) Covers prospective payment system, DRGs, APCs and reimbursement systems, ICD-CM official coding and reporting guidelines, and other issues related to classification systems for maintaining specialized health information data. The process of interpreting medical record information, choosing the required coding classification, and assigning and sequencing codes correctly will be addressed. Computerized classification systems will be used. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term)	3
HIT 220 – Professional Practice Experience I (Prerequisites: HIT 120, 150 and department approval). Requires a clinical experience in a health care facility medical record department. The experience will focus on the practice of skills related to the application of legal principles, the collection, storage and retention of health care data, record analysis and abstraction. Students will develop insight, understanding, and skill in medical record procedures. Not required of HIT students already employed in an acute care health information department. These students may substitute an optional course approved by the director. This is an unpaid work experience of a minimum of 40 hours.	1

Course Number/Course Name	Credit Hours
HIT 230 – Reimbursement Methodologies (Prerequisites: BA 150, HIT 200 or department approval) Covers health care reimbursement issues such as prospective payment methodologies, health care insurers and contracts, case-mix and patient billing. Different types of private and governmental insurance such as Medicare, Medicaid, Blue Cross/Blue Shield, Champus, Workers' Compensation and Disability Compensation are presented related to claims submissions. The impact of HIPAA on reimbursement is discussed. A medical software package is used to perform competency-based simulations. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) [Previously offered as AA 277]	3
HIT 240 – Data Analysis and Quality Assessment (Prerequisite: BA 150 or department approval, MATH 119 recommended) Focuses on the practical applications of health information concepts as they apply to health record systems and the health care industry. The analysis of data collection and retrieval and computation of hospital statistical data are covered as well as vital statistics and reportable diseases and conditions. Various registries including cancer registry and ICD-02 are discussed. Explores concepts and methodologies of utilization review, total quality management and professional review organizations. Course fee: \$10	4
HIT 250 – Health Information Supervision 2 Covers management and personnel skills necessary at the supervisory level. Basic management functions are presented using examples and situations specific to health information technology. Communication, motivation, job analysis, recruitment, discipline, and federal/state laws regarding personnel management are discussed.	2
HIT 260 – Professional Practice Experience II (Prerequisites: Completion of all HIT courses) Provides supervised clinical learning experience in a health care facility. Emphasis is on coding, qualitative analysis, quality assurance, utilization management, and supervisory activities. Students will be assigned specific clinical projects to be completed at the site and will participate in management and administrative activities as permitted by the site supervisor. This is an unpaid work experience requiring a minimum of 80 hours.	2
HIT 295 – Health Information Technology Seminar (Prerequisite: Candidate for graduation; corequisite: HIT 260) Focuses on reflection of clinical experiences and AHIMA exam preparation. Job interview skills and resume writing are emphasized.	1
HIT 296 – Special Topics 1–3 Explores current topics in Health Information Technology.	1–3

Course Number/Course Name	Credit Hours
HIT 297 – Special Problems (Prerequisite: department approval) Requires the student and instructor to define a specific problem in the area of the student's interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable
HT – Hospitality and Tourism Courses	
HT 101 – Introduction to Hospitality and Tourism Today (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Presents organization and structure of hotels, restaurants and clubs, business ethics, franchising, management contracts and areas of management responsibility. Course equivalency AH&LA EI 103.	3
HT 104 – Tourism and the Hospitality Industry (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Focuses on how and why people travel, how travel acts to satisfy needs and wants and how marketing efforts can influence travel decisions. Course equivalency AH&LA EI 321.	3
HT 106 – Front Office Procedures (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Presents management concepts of front office functions and how front office activities affect other departments. The computer is used throughout every phase of the guest cycle. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) Course fee: \$10 Course equivalency AH&LA EI 333.	3
HT 108 – Hospitality Supervision (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Focuses on managing people from a supervisor viewpoint, controlling labor costs, time management, increasing productivity and managing change. Course equivalency AH&LA EI 250.	3
HT 124 – Managing Quality in the Hospitality Industry (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Explores quality concepts and tools within the hospitality industry. High-performance team building, strategic career plans and managing organizational change are covered. Course equivalency AH&LA EI 303.	3
HT 128 – Hotel/Motel Housekeeping Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Covers the systematic approach to managing housekeeping operations in the hospitality industry. Course equivalency AH&LA EI 338.	3

Course Number/Course Name	Credit Hours
HT 131 – Club Management Introduces club management. Topics include club boards of directors, service excellence, leadership, strategic management, club marketing, food and beverage operations, financial and computer systems. <i>Course equivalency AH&LA EI 313</i>	3
HT 132 – Hotel/Motel Human Resources Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Presents a systematic approach to human resources management in the hospitality industry and analyzes contemporary issues, practices and trends within the hospitality industry. <i>Course equivalency AH&LA EI 356.</i>	3
HT 136 – Hospitality Industry Training (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Examines the roles of supervision and training for the tourism and hospitality industry and the development of competent staff. Various types of training and learning techniques are emphasized. <i>Course equivalency AH&LA EI 355.</i>	3
HT 141 – Marketing of Hospitality Services (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Employs concepts to develop, implement and evaluate a marketing plan to identify and reach prospective customers using marketing tactics specific to hospitality services. <i>Course equivalency AH&LA EI 370.</i>	3
HT 144 – Hospitality Sales and Marketing (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Emphasizes marketing within the tourism and hospitality industry. Topics include target markets, marketing plans, advertising and promotion and identification of emerging trends in consumer preferences and tastes. <i>Course equivalency AH&LA EI 472.</i>	3
HT 146 – Convention Management and Service (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Focuses on convention and group business markets. Marketing and sales strategies and techniques are presented. <i>Course equivalency AH&LA EI 479.</i>	3
HT 161 – Hotel/Motel Food and Beverage Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Covers the challenges and responsibilities involved in managing a food and beverage operation. <i>Course equivalency AH&LA EI 241.</i>	3

Course Number/Course Name	Credit Hours
HT 164 – Food and Beverage Service (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Focuses on the management of food and beverage service outlets, cafeterias, coffee shops, room service, banquet areas, dining rooms and basic service principles with emphasis on the special needs of guests. <i>Course equivalency AH&LA EI 349.</i>	3
HT 166 – Quality Sanitation Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Covers sanitation management and risk reduction techniques. Quality sanitation and cost-control techniques, compliance strategies and sanitation control points are emphasized. <i>Course equivalency AH&LA EI 244.</i>	3
HT 168 – Food and Beverage Controls (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Introduces the process of resource control to reduce costs in food and beverage operations. Maximizing revenue and profit levels, effective budgeting and staffing and satisfying the demand of guests are stressed. <i>Course equivalency AH&LA EI 464.</i>	3
HT 172 – Hospitality Purchasing Management (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Focuses on the development and implementation of an effective purchasing program involving issues such as supplier relations, supplier selection, negotiation and evaluation. <i>Course equivalency AH&LA EI 446.</i>	3
HT 201 – Financial Accounting for the Hospitality Industry (Prerequisite: ACCT 101A or department approval) Presents a complete review of the fundamentals of financial accounting as it relates to tourism and hospitality. Techniques include projections for revenues, expenses, and net income, control of inventory and cash flow and analysis and interpretation of financial statements. <i>Course equivalency AH&LA EI 260.</i>	3
HT 206 – Hospitality Industry Computer Systems Explores the high-technology skills required in the tourism and hospitality industry. Reservations systems, room management and guest accounting, property management systems interfaces, food and beverage applications and management of information systems are emphasized. (3 theory + 1 lab hour per week = 45 theory + 15 lab hours per term) <i>Course fee: \$10 Course equivalency AH&LA EI 468.</i>	3

Course Number/Course Name	Credit Hours
HT 221 – Hospitality Law Focuses on the various legal considerations facing the tourism and hospitality industry. Topics include contractual obligations, torts, labor law, ADA and privacy issues. <i>Course equivalency AH&LA EI 391.</i>	3
HT 250 – Gaming Operations Examines and assesses today's casino gaming structure and gaming behavior. Topics also include slot volatility, casino layout and table games management.	3
HT 252 – Casino Management Emphasizes the organizational structure of casinos and their personnel. The strategies and procedures that need to be used to protect the integrity of table games and the role of surveillance in the prevention and detection of scam artists and cheaters are examined.	3
HT 254 – Gaming Controls Examines the regulatory systems and functions of gaming regulators. Topics include conducting licensing and background investigations, criminal activity and law enforcement and procedures for audits.	3
HT 260 – Golf Course Operations Examines the organizational structure of golf courses and management operations. Topics include the role of directors of golf, head professionals, corporate management groups and public versus privately owned operations.	3
HT 262 – Golf Course Maintenance Examines the day-to-day facility operations of golf courses. Topics include fleet management, practice facilities, landscaping requirements and course layout.	3
HT 295 – Managerial Decisions in the Hospitality Industry Focuses on communication, resourcefulness, professionalism, industry knowledge and decision making. Students will be encouraged to make managerial judgments based on case study work. Assessment is primarily based on the steps taken to reach decisions.	3
HT 296 – Topics Course Covers current topics in hospitality and tourism.	1–3
HT 297 – Special Problems (Prerequisite: department approval) Requires student and instructor to define a specific problem in the area of the student's interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable
HT 298 – Internship (Prerequisite: department approval) Requires a minimum of 150 work hours at a business or training-related supervised workstation. If the student is currently employed	4

Course Number/Course Name	Credit Hours
---------------------------	--------------

in area of study, the 150 hours must involve a new learning experience. Students are not paid for their work but are supervised jointly by TVI and the company.

HT 299 – Cooperative Education	4
---------------------------------------	----------

(Prerequisite: permission of director)

Requires a minimum of 150 work hours at a business or training-related supervised workstation. If the student is currently employed in area of study, the 150 hours must involve a new learning experience. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer.

HUC – Health Unit Coordinator Courses

HUC 101L – Health Unit Coordinator Theory and Lab	8
--	----------

(Prerequisites: enrollment in the program, RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; corequisite: HUC 131C) Includes medical terminology, simple anatomy, transcription of doctor's orders, computerized patient information systems, communication skills, ethical/legal behavior and the role of a health unit clerk. (8 weeks; 5 theory + 20 lab hours per week = 40 theory + 160 lab hours per term)

HUC 131C – Health Unit Coordinator Clinical Practice	4
---	----------

(Corequisite: HUC 101L) Includes clinical experience in local hospitals and hospital out-patient clinics. Program fee: \$37 (32 hours per week for 4 weeks and 20 hours for 1 week = 148 clinical hours per term)

HUM – Humanities Courses

HUM 111 – Early World Civilizations	3
--	----------

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces history, art, literature, religion, and ideas of early world civilizations: Egypt, Mesopotamia, India, China, Greece, Rome, Europe, Africa, and pre-Columbian America.

HUM 121 – Modern World Civilizations	3
---	----------

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Continues course of study begun in HUM 111: history, art, literature, music, and ideas of world civilizations from the Renaissance to present.

HUM 247 – Topics in Humanities	3
---------------------------------------	----------

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See *Schedule of Classes*.

Course Number/Course Name	Credit Hours
---------------------------	--------------

IB – International Business Courses

IB 101 – Introduction to International Business	3
--	----------

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Intended to develop a student's understanding of international business and the globalization of the economy. The student will be introduced to objectives, opportunities and challenges facing those who engage in business in foreign countries. Foreign organizations, cultural dynamics, trade channels, the legal environment and political considerations are discussed.

IB 201 – International Marketing	3
---	----------

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Intended to develop a student's understanding of marketing in a globalized world economy. The student will be introduced to a framework for analyzing marketing opportunities in different cultures and nations using the marketing mix.

IB 202 – International Management	3
--	----------

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Focuses on developing a student's understanding and application of skills used in managing cross-cultural differences when conducting business with people of different cultures in a global setting.

IB 203 – International Finance and Trade	3
---	----------

(Prerequisites: ACCT 101, RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Concentrates on developing a student's understanding of international finance and introduces the student to foreign exchange, risk management, investment analysis, and opportunities for trade financing with commercial banks and U.S. agencies.

IB 205 – Fundamentals of Exporting/Importing	3
---	----------

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Intended to develop a student's understanding of principles and considerations involved in importing and exporting products/services. Students prepare an international business plan outline to bring together the marketing, finance and management functions necessary to be successful in international business.

IB 296 – Topics	1-3
------------------------	------------

Concentrates on current topics in international business.

Course Number/Course Name	Credit Hours
---------------------------	--------------

IWAP – Iron Worker Apprenticeship

IWAP 198 – Iron Worker Apprenticeship	30–36
--	--------------

(Prerequisite: current full-time employment in the iron worker industry or department approval)

Provides 450 to 540 hours of related classroom instruction covering orientation, safety, shop and trade math, tools, equipment, supplies, blueprint reading, layout and code interpretation.

JOUR – Journalism Courses

JOUR 151 – Writing for the Media I	3
---	----------

(Prerequisite: ENG 101 or Accuplacer Sentence Skills Score of 110 or equivalent, or permission of instructor)

Introduces methods and skills of journalism, emphasizing journalistic conventions, news gathering, and newswriting for print and broadcast media.

JOUR 251 – Writing for the Media II	3
--	----------

(Prerequisite: JOUR 151 or permission of instructor)

Emphasizes advanced skills and professional journalistic conventions, gathering and writing news for print and broadcast media, including a variety of types of stories and legal and ethical topics.

JOUR 298 – Journalistic Practice	3
---	----------

(Prerequisite: JOUR 151 and permission of instructor)

Provides opportunities for internship in working with journalism professionals; conducting independent research and developing journalistic skills. Open to anyone but targeted for students working in the mass media. [Previously offered as JOUR 253]

JUD – Judicial Studies Courses

JUD 101 – Introduction to Judicial Studies	3
---	----------

(Prerequisites: ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval)

Introduces concepts about the New Mexico judiciaries. Includes tracking of a civil and criminal case in each court. Familiarizes the student with the definition and use of legal terms. Offered as a distance learning course.

JUD 102 – Introduction to Court Operations and Ethics	1
--	----------

(Prerequisites: ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval)

Introduces concepts such as ethical and specific court operation issues. Presented jointly by Judicial Education Center and TVI faculty. Offered as a distance learning course.

Course Number/Course Name	Credit Hours
JUD 296 – Topics Course (Prerequisite: department approval) Explores current topics in judicial studies.	1–3
JUD 297 – Special Problems (Prerequisite: department approval) Explores a specific problem defined by student and instructor in the area of the student’s interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. An oral presentation may be required.	Variable
JUD 298 – Internship (Prerequisites: JUD 101, JUD 102, COMM 221 or COMM 225, BA 150, ENG 101, elective and department approval) Requires students to work a minimum of 150 hours at court sites. The student is jointly supervised by TVI and the employer.	4
JUD 299 – Cooperative Education (Prerequisites: JUD 101, JUD 102, COMM 221 or COMM 225, BA 150, ENG 101, elective and department approval) Requires students to work a minimum of 150 hours at court sites. The student is paid by the court and is jointly supervised by TVI and the employer.	4
LAND – Landscaping Courses	
LAND 101 – Plant Science (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Introduces the fundamental principles of horticulture. Covers plant nomenclature, plant classification, plant processes, propagation techniques, plant physiology, plant pathology and various uses of plant materials.	3
LAND 102 – Soil Science (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Introduces the student to soils and their various classifications, function, and analysis. Covers soils biology, root zone interactions, nutrient cycling, and safety.	3
LAND 103 – Landscape Irrigation (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Presents principle and techniques of competent irrigation design with an emphasis on water conservation. Introduces component identification, basic hydraulics, hydrostatics, hydrodynamics, and system design and safety.	3
LAND 104 – Integrated Pest Management (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Covers the principles and techniques for proper and	3

Course Number/Course Name	Credit Hours
environmentally responsible IPM. Focuses on topics such as pest identification, pest physiology, pest management, laws and environmental regulations and safety.	
LAND 105 – Landscape Design (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval). Presents the fundamental principles of landscape design such as purpose, color, balance, symmetry, functionality, plant selection, with an emphasis on water conservation and client involvement.	3
LAND 296 – Special Topics (Prerequisite: department approval) Covers fitness problems and the advanced techniques that fitness professionals use in responding to them.	1–6
LAND 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
LAND 299 – Cooperative Education (Prerequisite: department approval) Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.	3
LPNR – Licensed Practical Nurse Refresher Courses	
LPNR 155L – Refresher Theory/Lab (Pre- or corequisite: LPNR 165C) Covers medical-surgical and specialty-nursing trends, procedures and pharmacology. (94 theory + 14 lab hours the second week) Program fee: \$25	7
LPNR 165C – Refresher Clinical Experience (Prerequisite: must have had a valid LPN license, professional CPR certified; corequisite: LPNR 155L) Includes medical-surgical clinical experiences, administration of medications and patient care. This course is offered for credit/no credit. (5 weeks; 17.6 clinical hours per week = 88 clinical hours per term)	2
MATH – Mathematics Courses	
MATH 096 – Special Topics Presents various topics in developmental math.	1–3
MATH 097 – Introductory Mathematics (Prerequisite: appropriate placement by exam [Accuplacer Arithmetic Score between 0–30] or equivalent) Provides individualized and small-group instruction in basic mathematics: whole numbers, fractions, decimals, percents and ratios and proportion. Open entry, open exit. Students can enter class through 10 th week. (5 theory hours + 3 lab hours per week = 75 theory hours + 45 lab hours per week)	6

Course Number/Course Name	Credit Hours
MATH 099 – Basic College Mathematics (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent) Integrates topics from basic mathematics, geometry and algebra. Helps prepare students to enter programs in Business Occupations, Technologies, Trades & Service Occupations, Health Occupations or MATH 100A. Some sections offered as open entry, open exit with option to enter class through mid-term. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
MATH 100A – Algebraic Problem Solving I (Prerequisite: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent) First of a two-course series in elementary algebra. Includes signed numbers, solving linear equations, formulas, graphing, solving systems of equations and applications. Some sections offered as open entry, open exit with option to enter class through mid-term. Satisfies prerequisite for MATH 100B, MATH 111 (MATH 100B is recommended) and MATH 119. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
MATH 100B – Algebraic Problem Solving II (Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent) Second of a two-course series in elementary algebra. Includes exponents and polynomials, rational expressions, factoring, roots and radicals and quadratics. Satisfies prerequisite for MATH 120. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
MATH 100 – Algebraic Problem Solving (Prerequisite: appropriate placement by exam [Accuplacer Elementary Algebra Score between 72–80] or equivalent)) Covers same material as MATH 100A and MATH 100B at a fast pace. One-term course designed for students with demonstrated ability in basic algebra. Satisfies prerequisite for MATH 111, 119 and 120. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)	3
MATH 111 – Mathematics for Elementary and Middle School Teachers I (Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent) Introduces the intuitive and logical background of arithmetic, sets, arithmetic algorithms, bases, integer properties, number theory, and problem solving.	3

Course Number/Course Name	Credit Hours
MATH 112 – Mathematics for Elementary and Middle School Teachers II (Prerequisite: MATH 111) Continues course of study begun in MATH 111, emphasizing properties of rational and irrational numbers, real numbers as fractions and decimals, intuitive geometry, and measurement.	3
MATH 119 – Methods of Problem Solving (Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent) Presents strategies for solving mathematical problems relying heavily on data patterns; sequences, set theory, combinatorics, probability, descriptive statistics, linear and quadratic modeling.	4
MATH 120 – Intermediate Algebra (Prerequisite: MATH 100B or Accuplacer Elementary Algebra Score of 81 or MATH 100 or equivalent) Emphasizes linear equations and inequalities, polynomials, exponents, rational expressions and equations, radical expressions and equations, quadratic equations; introduction to graphing and functions.	4
MATH 121 – College Algebra (Prerequisite: MATH 120 or Accuplacer College Math Score of 60 or equivalent) Focuses on functions and their graphs; investigation of linear, quadratic, polynomial, rational, exponential, and logarithmic functions.	3
MATH 123 – Trigonometry (Prerequisite: MATH 121 or 150) Emphasizes use of graphing calculators to study trigonometric and inverse trigonometric functions; radian and degree measure, basic trigonometric identities, polar coordinates, solving triangles, and other applications.	3
MATH 129 – The Art of Mathematics (Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 86 or equivalent) Focuses on the creative nature of mathematics through problems, readings, discussions of topics such as set theory, logic, number theory, basic geometry, and probability.	3
MATH 130 – Mathematics in the Real World (Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 86 or equivalent) Presents applications of Mathematics of Finance, exponential functions, systems of equations, matrices and linear programming, sequences and series, probability, counting theory (combinatorics), expected value and decision theory.	3

Course Number/Course Name	Credit Hours
MATH 145 – Introduction to Probability and Statistics (Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 86 or equivalent) Introduces basic concepts in probability and statistics—simple data analysis and descriptive statistics, probability and probability models, sampling and statistical inference—with applications from varied fields.	3
MATH 150 – Advanced Algebra (Prerequisite: MATH 121) Explores functions (particularly exponential and logarithmic), conics, sequences and series, and systems of equations using graphing calculators.	4
MATH 162 – Calculus I (Prerequisites: MATH 123 and 150) Introduces derivatives and definite integrals using graphing calculators: differentiation, antidifferentiation, limits, extrema, curve sketching, and applications.	4
MATH 163 – Calculus II (Prerequisite: MATH 162) Continuation of MATH 162. Emphasizes use of graphing calculators to cover integration techniques, numerical integration, improper integrals, some differential equations, series, and applications.	4
MATH 180 – Elements of Calculus I (Prerequisite: MATH 121 or 150) Emphasizes use of graphing calculators to study limits, derivatives, applications to graphing, extrema, antiderivatives, definite integrals in business and biological applications.	3
MATH 181 – Elements of Calculus II (Prerequisite: MATH 180) Continuation of MATH 180. Presents intensive study of substitution, integration by parts, numerical integration; introduces multivariate calculus and some differential equations.	3
MATH 215 – Mathematics for Elementary and Middle School Teachers III (Prerequisite: MATH 112) Continuation of MATH 112. Presents topics from later elementary and middle school curricula: probability, descriptive statistics, algebra, coordinate geometry, logic and LOGO software.	3
MATH 245 – Fundamentals of Probability and Statistics (Prerequisite: MATH 180) Introduces basic ideas in probability and statistics: descriptive statistics, sample spaces, random variables, probability densities, expectation, variance, confidence intervals, hypothesis testing, correlation, simple regression analysis. Emphasizes business applications.	3

Course Number/Course Name	Credit Hours
MATH 264 – Calculus III (Prerequisite: MATH 163) Continues course of study begun in MATH 163, including multivariate and vector calculus: level curves and surfaces, partial derivatives, gradients, tangent planes, directional derivatives, multiple integrals, cylindrical and spherical coordinates, applications.	4
MATH 296 – Topics in Mathematics (Prerequisite: varies) Presents various topics. See <i>Schedule of Classes</i> .	3

MATT – Machine Tool Technology Courses

MATT 101 – Metals Math I (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Presents whole numbers, fractions and decimals, shop geometry and algebra, formulas and equations, and the Pythagorean theorem. Emphasizes is on developing problem solving skills.	2
MATT 102 – Metals Blueprint Reading I (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Covers the interpretation of basic manufacturing and fabrication drawings, terminology, orthographic projection, sectional views, dimensions, tolerances, symbols and drawing standards.	2
MATT 103L – Basic Lathe Principles (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Introduces basic engine lathe principles and operations. Includes safety, setup, speeds and feeds, workholding devices and tooling, facing, turning, chamfering, shouldering and tailstock operations. (5 lab hours per week = 75 lab hours per term)	2
MATT 104L – Basic Milling Machine Principles (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Introduces basic milling machine principles and operations. Covers safety, basic setup, speeds and feeds, tooling, workholding devices, squaring, step milling, drilling, reaming, and tapping. (5 lab hours per week = 75 lab hours per term)	2

Course Number/Course Name	Credit Hours
MATT 105L – Basic Supporting Machine Tool Principles 2 (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Introduces drill press, bandsaw, pedestal grinder and handtool principles and operations. Covers safety, care and use of hand tools, layout, toolbit grinding and machine care and maintenance. (5 lab hours per week = 75 lab hours per term)	
MATT 108L – Basic Measurement and Inspection 2 (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Provides practical exercises in basic metal shop measurement and inspection techniques, including use of rules, calipers, micrometers, comparison instruments and inspection reports. (5 lab hours per week = 75 lab hours per term)	
MATT 111 – Metals Math II 2 (Prerequisite: MATT 101 or department approval) Provides basic shop algebra, formulas, geometry and triangulation. Covers calculation of areas, volumes, material requirements, angles, applied trigonometry and advanced shop math applications.	
MATT 113 – Metals Blueprint Reading II 2 (Prerequisite: MATT 102 or department approval) Continues a review of basic shop blueprint interpretation, provides interpretation of complex manufacturing and fabrication drawings including sectional views, tolerances and allowances, surface texture and assembly drawings.	
MATT 117L – Intermediate Lathe Principles 2 (Prerequisite: MATT 103L or department approval) Reviews basic engine lathe principles and operations with training in safety, precision turning and facing, production turning, taper turning, carbide tooling applications, power cutoff, boring, single point threading and basic CNC turning set up and operation. (5 lab hours per week = 75 lab hours per term)	
MATT 120L – Intermediate Milling Machine Principles 2 (Prerequisite: MATT 104L or department approval) Continues a review of basic milling principles and operations, training offers safety, climb and conventional milling methods, hole production, slotting, pocket milling, rotary table work and basic CNC milling set-up and operation. (5 lab hours per week = 75 lab hours per term)	
MATT 121L – Intmed. Supporting Machine Tool Principles 2 (Prerequisite: MATT 105L or department approval) Presents concentrated training in safety, surface grinding, tool reconditioning, production support and advanced quality assurance methods. (5 lab hours per week = 75 lab hours per term)	

Course Number/Course Name	Credit Hours
MATT 122L – Computer Numerical Control I 2 (Prerequisites: MATT 101 and 102 or department approval) Presents basic computer skills necessary to program, set up and operate CNC milling and turning centers. Covers CNC manuscript and tape preparation, program troubleshooting and editing, tooling and workholding and fundamentals of CNC operation. (5 lab hours per week = 75 lab hours per term)	
MATT 173 – Machine Tool Technology Skills 3 Covers basic knowledge and upgrade skills in the machine tool industry including safety, hand tools, lathe, mill, bench work, measurement, blueprint reading and shop math. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
MATT 174 – Advanced Machine Tool Technology Skills 3 (Prerequisite: MATT 173 or department approval) Provides advanced instruction in safety, lathe, mill, blueprint reading and shop math. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
MATT 202 – Metallurgy 2 Introduces the basic science of metals including structure, properties, alloying, weldability and testing of ferrous and non-ferrous metals with emphasis on machining performance and applications.	
MATT 208L – Advanced Lathe Principles 2 (Prerequisite: MATT 117L or department approval) Reviews carbide tooling applications, boring and threading. Covers safety, setup and use of soft jaws and advanced production and CNC turning techniques. (5 lab hours per week = 75 lab hours per term)	
MATT 214 – Machine Tool Technology CAD 2 Presents computer-assisted drafting as applied in machine tool technology on hardware typically found in the machine shop with specific instruction offered in CADKEY software.	
MATT 216L – Advanced Milling Machine Principles 2 (Prerequisite: MATT 120L or department approval) Reviews rotary table work and locational operations. Offers safety, carbide shell mills, complex milling set-ups and advanced production and CNC milling techniques. (5 lab hours per week = 75 lab hours per term)	
MATT 217L – Advanced Supporting Machine Tool Principles 2 (Prerequisite: MATT 121L or department approval) Covers production support, safety, advanced surface grinding set ups and operations, assembly techniques, production inspection techniques to ANSI standards and CNC set-up and operation for production applications. (5 lab hours per week = 75 lab hours per term)	

Course Number/Course Name	Credit Hours
MATT 218L – Computer Numerical Control II 2 (Prerequisite: MATT 122L or department approval) Reviews programming, manuscript and tape preparation, and editing. Presents various programming languages, subroutines and interactive graphic programming. (5 lab hours per week = 75 lab hours per term)	
MATT 296 – Special Topics 1–6 (Prerequisite: department approval) Enables students to pursue studies in specialized areas. This class may also be taken as an independent or guided study, as a refresher course or to sharpen skills prior to employer exams.	
MATT 297 – Special Problems Variable (Prerequisite: Department approval) Focuses on a specific problem while working with an instructor.	
MH – Manufactured Housing Courses	
MH 104 – Manufactured Housing Plumbing 2 (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Provides instruction and hands-on training in plumbing, safety, tools, fixtures and materials to complete the plumbing and gas installation for manufactured housing. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	
MH 106 – Manufactured Housing Appliance Service 2 (Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Provides instruction and hands-on experience in repair, installation and maintenance of appliances normally found in manufactured housing. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)	
MLT – Medical Lab Technician Courses	
MLT 101 – Introduction to Medical Laboratory Sciences 1 (Prerequisite: Program director approval) Introduces the student to basic concepts used in the medical laboratory including the departments of the lab, lab personnel, safety, basic statistics, quality control, medical terminology, glassware, equipment and lab instrumentation. (This course is a self-paced telecourse on videotape which includes 7 hours of lecture, 6 hours of exams and evaluation and 2 meetings with the instructor.)	
MLT 102 – Clinical Urinalysis 2 (Prerequisite: MLT 10; corequisites: MLT 102L, 151C) Introduces principles and procedures of physical, chemical and microscopic analysis of urine and basic immunology.	

Course Number/Course Name	Credit Hours
MLT 102L – Clinical Urinalysis Laboratory (Prerequisite: MLT 101; corequisites: MLT 102, 151C) Introduces basic medical laboratory techniques in urinalysis and immunology. It provides clinical experience in urinalysis in an affiliated medical laboratory. (3 lab hours per week = 45 lab hours per term) Program fee: \$45	1
MLT 114 – Immunology (Prerequisite: MLT 101; corequisite: 114C; pre- or corequisites: MLT 102, 102L, 151C, 207/207L) Teaches the basics of the body's immune response and introduction to diseases involving deficiencies in the immune system.	1
MLT 114C – Clinical Immunology (Prerequisite: MLT 101; corequisites: MLT 114; pre- or corequisites: MLT 102/102L, 151C, 207/207L.) Provides experience in serological testing on specimens from hospital patients using current methodologies. (3 clinical hours per week = 45 clinical hours per term) Course fee: \$20	1
MLT 151C – Clinical Experience Phlebotomy (Prerequisite: program director approval, MLT 101; corequisites: MLT 102/102L) Introduces principles related to blood collection, experience in phlebotomy in a student lab and an affiliated medical laboratory. This is a credit/no credit course. (9 clinical hours per week = 135 clinical hours per term) Program fee: \$10	3
MLT 205C – Clinical Experience (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 206/206C, 207/207L, 209/209L, 211/211L) Provides clinical practice in affiliated clinical laboratories with rotations through hematology/coagulation, microbiology, chemistry and Immunohematology departments. This course has a web-based component. This is a credit/no credit course. (12 weeks; 40 clinical hours per week = 480 clinical hours per term)	12
MLT 206 – MLT Microbiology (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 207/207L; corequisites: MLT 206C, 209/209L, 211/211L) Presents clinical bacteriology, mycology and parasitology including macroscopic and microscopic identification of organisms, antibiotic susceptibility testing, life cycles, and the pathology and etiology of various diseases. Virology is introduced.	3
MLT 206C – Clinical MLT Microbiology (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 207/207L; corequisites: MLT 206, 209/209L, 211/211L) Identifies the microorganisms of clinical significance from specimens obtained from patients. Students utilize current methodologies and identification techniques. (9 clinical hours per week = 135 clinical hours per term) Course fee: \$20	3

Course Number/Course Name	Credit Hours
MLT 207 – Clinical Chemistry (Pre- or corequisite: MLT 101; corequisites: 207L, 211/211L; pre- or corequisites: MLT 102/102L, 114/114C, 151C) Presents the principles and methods used in testing for chemical components in blood and other body fluids including basic instrumentation.	5
MLT 207L – Clinical Chemistry Laboratory (Prerequisite: MLT 101; corequisite: MLT 207; pre- or corequisites: MLT 102/102L, 114/114C, 151C) Presents experiences for performing the basic procedures used in a clinical chemistry laboratory including basic chemistry instrumentation. (6 lab hours per week = 90 lab hours per term) Course fee: \$20	2
MLT 209 – Clinical Hematology/Coagulation (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 207/207L; corequisites: MLT 206/206C, 209L, 211/211L) Teaches normal and abnormal blood cell morphology, coagulation mechanisms and the principles of routine procedures in a hematology laboratory.	4
MLT 209L – Clinical Hematology/Coagulation Laboratory (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 207/207L; corequisite: MLT 206/206C, 209, 211/211L) Presents experiences for performing the basic procedures in a hematology/coagulation laboratory including the identification and enumeration of blood cells. (6 lab hours per week = 90 lab hours per term) Course fee: \$20	2
MLT 211 – Clinical Immunohematology (Prerequisite: MLT 101, 102/102L, 114/114C, 151C 207/207L; corequisite: ML5 206/206C, 209/209L, 211L) Examines the theory principles for determining blood group typing, antibody detection and identification, cross matching and component therapy.	2
MLT 211L – Clinical Immunohematology Laboratory (Prerequisites: MLT 101, 102/102L, 114/114C, 151C, 207/207L; corequisites: MLT 206/206C, 209/209L) Provides experience in clinical blood bank. (3 lab hours per week = 45 lab hours per term) Course fee: \$20	1
MLT 296/296A – Topics in Laboratory Medicine (Prerequisites: may vary) Presents various topics in laboratory medicine.	1-4

Course Number/Course Name	Credit Hours
MT – Manufacturing Technology Courses	
MT 105 – Manufacturing Concepts (Prerequisite: CP 176; corequisite: ENG 101) Develops teamwork skills and presents a variety of manufacturing concepts such as creative problem solving, project management, effective meetings, effective communication, and theory of constraints. (3 theory + 3 lab hours week = 45 theory + 45 lab hours per term)	4
MT 205 – Applied Science (Prerequisite: ELEC 104) Presents basic principles of chemistry and physics as they apply to high tech industries. Explores the application of topics such as work and energy, temperature and heat, chemical bonds and organic chemistry. (4 theory + 6 lab hours week = 60 theory + 90 lab hours per term)	6
MT 280 – Introduction to Quality Assurance Examines the philosophies of Deming, Juran and Taguchi as they apply to quality in the workplace. Study Total Quality Management (TQM), self-directed teams and teamwork.	3
MT 281 – Statistical Controls (Prerequisite: MATH 100B or higher, or Accuplacer Elementary Algebra Score of 81 or equivalent) Features the use of hardware and software as they apply to quality assurance. Study design of experiments, sampling techniques, SPC, control chart application and development and process reliability. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
MT 290 – Materials Science I (Prerequisites: CHEM 121/121L and MT 205) Presents an introduction to the science of materials. Topics include atomic bonding, crystal structure, crystal defects deformation and fracture. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3
MT 291 – Materials Science II (Prerequisites: MT 290) Continues the study of the science of materials. Topics include phase equilibrium, phase transformations and microstructures. Properties of metals, ceramics, glass, plastics and composites will be examined. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
MUS – Music Courses	
MUS 103 – Fundamentals of Music	4
<i>(Recommended: Experience with voice or instrument)</i> Introduces fundamentals of music: notation, scales, key signatures, and intervals, with application to aural comprehension through singing intervals, scales, triads, dictating simple rhythmic and melodic patterns.	
MUS 139 – Music Appreciation I	3
Surveys basic musical elements and their development from early Greece to the Classical period. Nontechnical; required attendance at live musical performances.	
MUS 140 – Music Appreciation II	3
Emphasizes study of symphonic music, chamber music, and vocal literature from the Romantic period to the 20 th century. Nontechnical; required attendance at live musical performances.	
MUS 296 – Topics in Music	3
Presents various topics. See <i>Schedule of Classes</i> .	
NA – Nursing Assistant Courses	
NA 101 – Nursing Assistant Theory	4
<i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer English Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; corequisites: NA 110L, 131, 161, 171)</i> Provides information covering basic nursing skills used in health care agencies and homes. Other topics covered are medical terminology, home care issues and community resources. (9 weeks)	
NA 110L – Nursing Assistant Lab	1
<i>(Corequisites: NA 101, 131, 161, 171)</i> Provides the opportunity to practice basic nursing skills in the laboratory. (5 weeks; 5 lab hours per week = 25 lab hours per term) Program fee: \$42	
NA 121C – Nursing Assistant Clinical Experiences	3
Requires successful completion of NA 101, 110L, 131, 161 and 171 before going to clinical. These last six weeks of the program include supervised practice of nursing skills in hospitals, long-term care centers and patient homes throughout the city. (6 weeks; 20 clinical hours per week = 120 clinical hours per term)	
NA 131 – Health Communications	3
<i>(Corequisites: NA 101, 110L, 161, 171)</i> Includes introductions to anatomy and physiology and nutrition. Covers basic structure and normal functions of the body systems and some of the aging problems which can occur in those systems. (9 weeks)	

Course Number/Course Name	Credit Hours
NA 161 – Nursing Assistant Issues	2
<i>(Corequisites: NA 101, 110L, 131, 171)</i> Covers special topics such as nutrition labs, blood pressure practice, lab practice, and lab finals. (9 weeks)	
NA 171 – Nursing Assistant-Applications	3
<i>(Corequisite: NA 101, 110L, 131, 161)</i> Reviews basic math for part of the term with practice working selected problems. Tests cover eight areas of concentration. The other part of the term deals with geriatric issues and the application of nursing assistant theory to them. (9 weeks)	
NA 296 – Nursing Assistant Topics	1–3
Various topics. See <i>Schedule of Classes</i> .	

NAHA – Nursing Home/Home Health Attendant Courses

NAHA 102L – Nursing Home/Home Health Attendant Theory/Lab	5
<i>(Corequisite: NAHA 102C)</i> Includes basic nursing skills necessary to work in a nursing home or private home. Personal care and restorative care skills are taught in a lab setting. (55 theory + 45 lab hours per term) Program fee: \$24	
NAHA 102C – Nursing Home/Home Health Attendant Clinical	1
<i>(Corequisite: NAHA 102L)</i> Provides the opportunity to practice basic nursing skills in a supervised long-term care setting. (50 clinical hours per term)	

NURS – Nursing Courses

NURS 115 – Dosage Calculations	1
<i>(Prerequisites: Nursing Basic Math Test and nursing director approval)</i> Presents methods of dosage calculations for oral and parental medications, including intravenous therapy and pediatric dosages. Offered for CR/NC only.	
NURS 126C – Foundations of Nursing	9
<i>(Prerequisites: nursing director approval, BIO 237/247L, ENG 101, PSY 105, NUTR 244; pre- or corequisites: NURS 115, BIO 238/248L, PSY 220)</i> Reviews the foundations of nursing including an introduction to the nursing process with a focus on assessment. Develops key concepts of basic and higher order needs within a caring framework. Clinical: assessment of healthy clients across the lifespan and measures to maintain/promote mental and physical health. (5 theory + 12 clinical hours per week = 75 theory + 180 clinical hours per term) Program fee: \$205	

Course Number/Course Name	Credit Hours
NURS 127C – Family Nursing I	9
<i>(Prerequisites: BIO 238/248L, NURS 115, 126C, PSY 220; pre- or corequisites: BIO 239/239L, PHIL 245M)</i> Utilizes nursing process to study the child-bearing and child-rearing family. Clinical: experiences with maternity and pediatric clients in community and hospital settings. (5 theory + 12 clinical hours per week = 75 theory + 180 clinical hours per term) Program fee: \$66	
NURS 190C – Introduction to Nursing Process	1
<i>(Prerequisites: Permission of the nursing director; BIO 237/247L, ENG 101, NURS 126C or PN 126C, NUTR 244, and PSY 101)</i> Introduces philosophy and conceptual framework of the nursing program. Studies the nursing process, including an in-depth focus on physical assessment. Required for all advanced placement students entering NURS 127C or PN 127C. (7.5 theory + 22.5 clinical hours per term)	
NURS 202C – Concepts for Transition Students	2
<i>(ADN Students: prerequisites: ENG 101, PSY 105, BIO 238/248L, NUTR 244 and credit for NURS 126C and NURS 127C. PN Students: pre- or corequisites: ENG 101, NUTR 244, BIO 238/248L and credit for PN 126C and PN 130C)</i> Introduces the conceptual framework of the nursing program and study of the nursing process. In-depth focus on assessment across the life span. Required for all applicants who seek advanced placement in the practical nurse or associate degree program. Spring, and summer. (1 theory + 3 clinical hours per week = 15 theory + 45 clinical hours per term)	
NURS 226C – Family Nursing II	10
<i>(Prerequisites: Calculation Exam II with score of 90% or better, NURS 127C, BIO 239/239L; pre- or corequisite: NURS 231; corequisite: NURS 227)</i> Continues the study of the family, using nursing process, focusing on the impact of illness. Clinical: medical and surgical clients in community and hospital settings. (5 theory + 15 clinical hours per week = 75 theory + 225 clinical hours per term) Program fee: \$61	
NURS 227C – Manager of Care	1
<i>(Prerequisite: NURS 127C; Corequisite: NURS 226C)</i> Introduces management principles to prepare the ADN nurse to manage care of groups of clients. Clinical application in NURS 226C.	
NURS 231 – Pharmacology in Nursing	3
<i>(Prerequisites: Permission of director of nursing, BIO 238/248L; pre- or corequisite: BIO 239/239L)</i> Introduces the concepts necessary for nursing judgment in the use of chemical agents and the theoretical base required to administer medications. Information covers drugs in current use, including pharmacokinetics, pharmacodynamics, therapeutic uses, adverse reactions, precautions and contraindications.	

Course Number/Course Name	Credit Hours
---------------------------	--------------

NURS 247C – Complex Health Problems in the Family 9
(Prerequisites: Calculation Exam III with score of 90% or better, NURS 226C, NURS 227C, and NURS 231; pre- or corequisite: Art & Sciences elective)
 Studies the impact of complex, multi-system health problems on individuals and families. Includes psychiatric disorders, cultural factors and practice issues. Clinical: providing and managing care of clients across the life span. (4 theory + 15 clinical hours per week = 60 theory + 225 clinical hours per term) Program fee: \$61

NURS 280 – Critical Care Internship Theory 8
(Prerequisite: Nursing director approval)
 Presents theory of critical care nursing within a nursing process framework. Monitoring of dysrhythmias, hemodynamics and ventilators. Effect of major critical conditions within a systems framework with consideration of multi-system failure.

NURS 281C – Critical Care Internship Clinical 3
(Prerequisite: Nursing director approval; corequisite: NURS 280)
 Applies critical care theory in campus lab through simulation and in the clinical area with a minimum of 96 hours preceptorship (average of 9 clinical hours per week = 120 clinical hours per term) Program fee: \$22

NURS 296 – Topics in Nursing 1–10
(Prerequisites: may vary)
 Presents various topics in nursing.

NUTR – Nutrition Courses

NUTR 120 – Personal and Practical Nutrition 3
 Presents nutrition concepts from a practical viewpoint that can be applied to personal goals. Includes current and controversial topics: individual nutrient needs, alternative eating patterns, nutrition as part of disease prevention, and applications of these principles in food preparation. Fulfills nutrition requirement for culinary arts but is not the required course for nursing or other health science majors.

NUTR 244 – Human Nutrition 3
(Prerequisite: Any one of the following: CHEM 111/112L or 121/121L; BIO 121/121L or 123/124L)
 Introduces nutrition as it affects normal body function and total health. Designed for health majors who will use this information in various professions.

NUTR 293 – Topics in Nutrition 3
 Presents various topics. See *Schedule of Classes*.

Course Number/Course Name	Credit Hours
---------------------------	--------------

PC – Process Control Courses

PC 201 – Electromechanical Systems 3
(Prerequisites: ELEC 114L, 118L)
 Uses electromechanical systems donated by local industries to expose students to equipment schematics, maintenance procedures and troubleshooting. Practice preventive and corrective maintenance. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$25

PC 203 – PLC Theory and Applications 2
(Prerequisites: ELEC 103B, ELEC 105B or permission of director)
 Includes ladder logic diagrams, PLC hardware, software and applications of PLCs. A series of PLC lab exercises and a PLC project are required. (7.5 wks; 2 theory hours + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

PC 204 – Feedback Theory and Applications 2
(Prerequisites: ELEC 103B, ELEC 105B)
 Includes various types of feedback systems, components and operation. Study the applications of such systems. (7.5 wks; 2 theory hours + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

PC 205 – Sensor Theory and Applications 2
(Prerequisites: ELEC 103B, ELEC 105B)
 Includes force, photonic and temperature sensors. A project designed and constructed by students is required. (7.5 wks; 2 theory + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

PC 206 – CIM Theory and Applications 2
(Prerequisites: ELEC 103B, ELEC 105B)
 Includes theory of computer integrated manufacturing (CIM), CIM systems used in industry and the programming and operation of such systems. (7.5 wks; 2 theory + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

PC 207 – Mobile Robot Design and Construction 2
(Prerequisites: ELEC 103B, ELEC 105B)
 Includes micro-controllers, DC motors, and motor drive circuitry and communications technology. A project designed and constructed by students is required. (7.5 wks; 2 theory + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

PC 208 – Industrial Robot Theory and Applications 2
(Prerequisites: ELEC 103B, ELEC 105B)
 Includes theory, operation and maintenance procedures of industrial robots along with a project (utilizing an industrial robot system) designed and constructed by students. (7.5 wks; 2 theory + 3 lab hours per week = 15 theory + 22.5 lab hours per term) Course fee: \$25

Course Number/Course Name	Credit Hours
---------------------------	--------------

PC 210 – Introduction to Micro Electro-Mechanical Systems (MEMS) 3
 Covers the theory, construction methods, terminology and application of this emerging field. MEMS, micro-machines and nanotechnology covers devices and systems ranging from DMDs (digital mirror devices) used in Internet and communications switching systems, nano-inductors used in RF systems to biomedical “lab on a chip” systems which draw samples, via nanopumps, to identify sample components via infrared spectroscopy. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term) Course fee: \$25

PC 211 – Power RF 2
(Prerequisite: ELEC 114L)
 Presents RF energy and its applications in manufacturing industries. Includes plasma physics, RF applications, safety, RF generators, transmission lines and RF interference. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term) Course fee: \$25

PC 212L – Vacuum Systems 2
(Prerequisite: ELEC 118L)
 Introduces vacuum technology and vacuum systems. Includes gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. (1 theory + 3 lab hours per week = 15 theory + 45 lab hours per term) Course fee: \$25

PHIL – Philosophy Courses

PHIL 110 – Introduction to Philosophical Thought 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended: ENG 101)
 Surveys the philosophical issues addressed by great thinkers of the western tradition. Introduces questions about knowledge, reality, goodness, the idea of God, government and society, and the self.

PHIL 156 – Logic and Critical Thinking 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Introduces the tools of reason helpful in everyday decision-making, skills for argument analyses, and effective communication of ideas. Surveys informal fallacies and formal deductive systems.

PHIL 241 – Topics in Philosophy 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
 Presents various topics. See *Schedule of Classes*.

Course Number/Course Name	Credit Hours
PHIL 245 B, M, T, E – Ethics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Provides forum for discussion of ethical problems that may arise in specific fields. B: Business; M: Biomedical; T: Technology; E: Environmental.	3
PHIL 250 – Philosophy of Education <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Presents critical examination of classical and contemporary educational theories, and philosophical movements in education. Emphasizes the relationship of philosophical theory and educational practice.	3
PHIL 257 – Formal Logic <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Introduces formal deductive logic: propositional logic, truth tables, argument forms and fallacies, predicate (symbolic) logic, and method of proof.	3

PHLB – Phlebotomy Courses

PHLB 110 – Phlebotomy Theory <i>(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer English Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; corequisites: PHLB 110L, 122C)</i> Includes basic concepts in venipuncture and skin puncture procedures along with an overview of anatomy and physiology, medical terminology, quality assurance and medico-legal issues. (4 weeks; 10 theory hours per week)	3
PHLB 110L – Phlebotomy Lab <i>(Corequisite PHLB 110 and PHLB 122C)</i> Provides opportunity to practice phlebotomy skills and apply theory using artificial arms and human subjects. (4 weeks; 15 lab hours per week = 60 lab hours per term)	1
PHLB 122C – Clinical Phlebotomy <i>(Prerequisite: CPR certification; corequisite: PHLB 110 and 110L)</i> Provides opportunity for students to practice phlebotomy procedures on actual patients in area hospitals and clinics. (4 weeks; 30 clinical hours per week = 120 clinical hours per term) Program fee: \$53	3

Course Number/Course Name	Credit Hours
PHOT – Photonics Courses	
PHOT 101L – Introduction to Photonics and Photonics Safety <i>(Prerequisite: MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent)</i> Introduces fiber optics and optical transducer theory including the basis of laser safety and operation. This course presents the elements of fiber optics including: theory and operation of fiber optics, handling of fiber optics, integrated optics, wave-guide transmission, optical circuitry, and fiber optic components. Safety procedures concerning lasers and related equipment are presented in this course. (3 theory + 3 lab hours per week = 45 theory + 45 lab hours per term) [Previously offered as ELEC 111L]	4
PHOT 111L – Fiber Optics <i>(Prerequisite: PHOT 101; pre- or corequisite: PHOTO 201L)</i> Presents optical wave-guides and fibers as well as Fiber Optics Telecommunication. The course covers basic fiber optics components and active devices such detectors for fiber optic systems, isolators, attenuators, circulators, couplers, cables, connectors, switches, pump lasers, transmission systems, repeaters, and E/O conversion. (2 theory + 3 lab hours per week = 45 theory + 45 lab hours per term)	3
PHOT 201L – Optics <i>(Prerequisite: PHOT 101L)</i> Presents basic geometrical (ray) and physical (wave) optics. The course covers the basics of the light reflection and refraction and the use of simple optical elements. It reviews light wave interference, diffraction, and polarization; the use of thin film coatings on mirrors; laser beam divergence in the near and far field; and the operation of such devices as gratings and quarter-wave plates. It also covers wave length, dispersion, and refractive index measurements and the concept of modulation transfer function. (4 theory + 6 lab hours per week = 60 theory + 90 lab hours per term) [Previously offered as LEOT 206L] Course fee: \$15	6
PHOT 207L – Introduction to Laser Systems <i>(Prerequisite: PHOT 101L & ELEC 103B)</i> Introduces the theory and operation of solid-state and gas lasers and presents continuous wave and pulsed systems. The course covers the laser power and energy measurements, characteristics of flash lamps, discharge circuits, and pulse forming networks for optically pumped solid lasers, SW arc lamps. It also covers power supplies for CW lasers, cooling systems for CW-pumped lasers, safe operation and measurements with argon, CO ₂ and Nd:YAG. (4 theory + 1 lab hours per week = 60 theory + 15 lab hours per term) [Previously offered as LEOT 205L] Course fee: \$15	4

Course Number/Course Name	Credit Hours
PHOT 211L – Advanced Fiber Optics <i>(Prerequisite: PHOT 111L; pre- or corequisite ELEC 114L)</i> Introduces metrology of Fiber Optic systems. It also covers source of loss in fiber optics networks and components: insertion loss, return loss, and polarization dependent loss. Current fiber optics systems are explored. (2 theory + 3 lab hours per week = 30 theory + 45 lab hours per term). Course fee: \$15	3
PHOT 217L – Advanced Laser Systems With Applications <i>(Prerequisites: PHOT 207L; pre- or corequisite ENG 101)</i> Covers the applications of laser Systems to industry. Include laboratory experiences such as calibration techniques, interferometry, Q-switching. The course requires the student to write a technical paper. (4 theory + 6 lab hours per week = 60 theory + 90 lab hours per term) [Previously offered as LEOT 217L] Course fee: \$15	6
PHOT 225L – Photonics Projects <i>(Prerequisites: PHOT 101 and PHOT 201L)</i> This course is designed to introduce the student to creative photonics design by participation in small project groups. Each group will select a photonics problem to solve by using innovative optical circuitry and possibly the construction of a working model. (2 theory hour + 6 lab hours per week = 30 theory + 90 lab hours per term)	4
PHOT 296 – Topics <i>(Prerequisite: advanced Photonics Technology student)</i> The topics depend on the requests from the community.	1–6
PHOT 297 – Special Problems <i>(Prerequisite: advanced Photonics Technology student)</i> Presents a problem to investigate and solve. The student designs the solution using a combination of techniques.	1–6
PHOT 298 – Internship <i>(Prerequisite: permission of the director)</i> Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is not paid.</i>	3
PHOT 299 – Cooperative Education <i>(Prerequisite: permission of the director)</i> Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. <i>The position is not paid.</i>	3
PHYS – Physics Courses	
PHYS 102 – Introduction to Physics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent. Recommended : MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent)</i> Surveys basic concepts and phenomena of physics.	3

Course Number/Course Name	Credit Hours
PHYS 151 – Physics I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 121, 150 or 180. Corequisite: PHYS 151L. Recommended: Working knowledge of trigonometry) Introduces mechanics, sound, and heat in non-calculus-based format. Satisfies pre-medical, pre-dental, pre-optometry, and certain Technologies requirements.	4
PHYS 151L – Physics I Laboratory (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; corequisite: PHYS 151) Emphasizes real-time experiments in mechanics, heat, and sound. Introduces computer data collection and analysis. (Previously offered as PHYS 153L)	1
PHYS 152 – Physics II (Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and PHYS 151; corequisite: PHYS 152L) Focuses on electricity, magnetism and optics in non-calculus-based setting.	4
PHYS 152L – Physics II Laboratory (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; corequisite: PHYS 152) Focuses on experiments in electricity, magnetism, and optics. Includes some computer simulations and data collection. (Previously offered as PHYS 154L.)	1
PHYS 160 – General Physics I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; pre- or corequisite: MATH 162; corequisite: PHYS 160L) Introduces calculus-based study of mechanics and sound waves for science and engineering students.	4
PHYS 160L – General Physics Lab I (Corequisite: PHYS 160L) Focuses on real-time experiments in mechanics and waves. Includes computer and data collection and analysis. Course fee: \$20	1
PHYS 161 – General Physics II (Prerequisite: PHYS 160; pre- or corequisite: MATH 163; corequisite: PHYS 161L) Emphasizes heat, electricity and magnetism for science and engineering students in calculus-based setting.	4
PHYS 161L – General Physics Laboratory II (Corequisite: PHYS 161) Focuses on experiments in electricity, magnetism, optics. Course fee: \$20.	1
PHYS 262 – General Physics III (Prerequisite: PHYS 161; pre- or corequisite: MATH 264) Emphasizes optics and topics in modern physics for science and engineering students in calculus-based setting.	4

Course Number/Course Name	Credit Hours
PL – Paralegal Studies Courses	
PL 101 – Introduction to Paralegal Studies (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval. Recommended prerequisite: BA 150) Introduces concepts such as the definition and role of the legal assistant, ethical responsibilities, human relations, the legal system, legal research and analysis, the process of litigation, technology in the law and topics in substantive law.	3
PL 102 – Business Organizations (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval. Recommended prerequisite: BA 150) Covers concepts such as the various types of business entities including sole proprietorships, partnerships and corporations, agency principles, franchising and regulatory requirements.	3
PL 111 – American Law and Ethics (Prerequisites: ENG 101, PL 101, PL 102, PL 123) Covers concepts such as the origins, nature, history and structure of the American judicial system, principles of federalism under the Constitution and rules of professional conduct for lawyers.	3
PL 123 – Torts 3 (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval. Recommended prerequisite: BA 150) Covers concepts in tort law, concentrating on negligence, products liability, non-physical injuries and their remedies and defenses and an overview of the trial process.	3
PL 124 – Legal Research and Writing I (Prerequisites: ENG 101, PL 101, PL 102, PL 123) Covers concepts such as the principles and skills of writing case briefs and legal memoranda, with a focus on basic legal research sources and techniques, including Westlaw and other computer-assisted legal research. Significant time is spent at the UNM law library.	3
PL 201 – Contract Law (Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval) Focuses on the law of contracts, rights and responsibilities, consideration, types of contracts, remedies and assignments and the study, analysis and application of cases.	3

Course Number/Course Name	Credit Hours
PL 203 – Civil Litigation (Prerequisites: CIS 120 or CIS 123, ENG 102, PL 111, PL 124) Covers concepts such as the process of civil litigation from initial client contact through post-trial procedures. Rules of civil procedure and rules of the various courts are covered. Students develop a forms and procedures notebook.	3
PL 204 – Legal Research and Writing II (Prerequisites: CIS 120 or CIS 123, ENG 102, PL 111, PL 124) Continues exploration on legal research, analysis and writing with the focus on advanced legal research problems.	3
PL 206 – Criminal Litigation (Prerequisites: CIS 120 or CIS 123, ENG 102, PL 111, PL 124) Covers concepts such as the process of criminal litigation from initial appearance through post-conviction proceedings. Drafting documents associated with the prosecution or defense at various stages. Review rules of criminal procedure of several courts and develop a forms and procedures notebook.	3
PL 221 – Wills, Probate and Estate Planning (Prerequisites: PL 224, PL 230 or PL 243) Covers concepts such as the drafting of wills and trusts, administration of estates, formal and informal probate proceedings and estate tax returns.	3
PL 223 – Domestic Relations (Prerequisites: PL 224, PL 230 or PL 243, or department approval) Focuses on concepts such as the legal issues in family relations with emphasis on local procedures in the domestic relations court.	3
PL 224 – Evidence (Prerequisites: PL 203 or PL 206, PL 204, PL 233) Covers concepts such as the issues of proof of facts in civil and criminal trials, with focus on the rules of evidence in state and federal courts, constitutional considerations, interviewing witnesses and organizing documents.	3
PL 225 – Constitutional Law (Prerequisites: PL 224, PL 230 or PL 243, or department approval) Focuses on concepts such as civil rights and liberties under the Constitution, free speech, religious freedom, racial discrimination, group rights, privacy and political participation.	3
PL 230 – Civil Litigation II (Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval) Implements concepts learned in Civil Litigation through student participation in a hypothetical case and study, completing more sophisticated tasks in civil litigation, evidence rules, concepts and objections.	3

Course Number/Course Name	Credit Hours
PL 231A – Computer-Aided Legal Research <i>(Prerequisites: CIS 120 or CIS 123, PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Covers concepts such as research using the Internet, legal and non-legal databases including Westlaw and New Mexico Law on Disc. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 (PL 231A, PL 231B, and PL 231C are the equivalent to LAS 231)	1
PL 231B – Computer Applications in Law Practice <i>(Prerequisites: CIS 120 or CIS 123, PL 203 or PL 206, PL 204, PL 233 or department approval; waived for Office Administration majors)</i> Covers law-oriented concepts and applications using word processing, spreadsheets, and data management programs. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 (PL 231A, 231B, and 231C are the equivalent to LAS 231)	1
PL 231C – Specialized Legal Software <i>(Prerequisites: CIS 120 or CIS 123, PL 203 or PL 206, PL 204, PL 233 or department approval; waived for Office Administration majors)</i> Introduces students to various law-oriented software in the area of case management, time and billing, deposition digest, and calendaring and docket control. (5 weeks; 2 theory + 3 lab hours per week = 10 theory + 15 lab hours per term) Course fee: \$5 (PL 231A, 231B, and 231C are the equivalent to LAS 231)	1
PL 232 – Personal Injury Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on the medical aspects and documentation of personal injuries in tort, workers' compensation and Social Security disability law.	3
PL 233 – Law Office Management <i>(Prerequisites: CIS 120 or CIS 123, ENG 102, PL 111, PL 124)</i> Prepares students to coordinate and oversee the administrative needs of a small to medium firm. Includes managerial techniques, law office systems, revenue tracking, personnel management, crisis resolution and ethical requirements.	3
PL 234 – Administrative Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on the policies, practices and procedures of governmental agencies and state and local administrations.	3
PL 236 – Employment Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on the history of discrimination law and current federal protections, the principle of equal treatment, litigation involving	3

Course Number/Course Name	Credit Hours
unequal treatment, seniority, sexual and racial harassment, pay equity, labor relations and remedies.	
PL 242 – Native American Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on Native American law to prepare students to work in private law firms that specialize in Native American law and in tribal courts and agencies.	3
PL 243 – Criminal Litigation II <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Implements concepts learned in Criminal Litigation through student participation in a hypothetical case and study, completing more sophisticated tasks in criminal litigation, evidence rules, concepts and objections.	3
PL 244 – Social Security Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on representing clients through the Social Security administrative process, disability evaluation, procedural issues and regulations, federal law and medical terminology. (5 weeks)	1
PL 245 – Bankruptcy Law <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 or department approval)</i> Focuses on bankruptcy practice, Bankruptcy Code and Rules of Bankruptcy Procedure. (5 weeks)	1
PL 294 – Mediation <i>(Prerequisites: PL 224, PL 230 or PL 243, and department approval)</i> Introduces fundamental skills involved in mediating disputes. Training may be provided by local mediation organizations at a student rate. The student is jointly evaluated by the mediation trainer and the instructor. The course is offered subject to availability of trainers.	3
PL 295 – Public Defender <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233, and department approval)</i> Requires students to work 135 hours and become familiar with all forms of case preparation with an emphasis on information gathering and investigation. Students are assigned to a supervising attorney from the Public Defender's Office. The course is offered subject to availability of supervising attorney.	3
PL 296 – Topics Course <i>(Prerequisites: PL 203 or PL 206, PL 204, PL 233 and department approval)</i> Explores current topics in the law.	3

Course Number/Course Name	Credit Hours
PL 297 – Special Problems <i>(Prerequisite: department approval)</i> Explores a specific problem defined by student and instructor in the area of the student's interest and directly related to the program. Student develops and executes a solution using analytical techniques to the problem. A legal research paper or project is completed. An oral presentation may be required.	Variable
PL 298 – Internship <i>(Prerequisites: PL 224, PL 230 or PL 243, all Arts & Sciences courses in the first four terms and department approval)</i> Requires students to perform a minimum of 150 hours of paralegal assignments in legal environments. The student is jointly supervised by TVI and the supervising attorney.	4
PL 299 – Cooperative Education <i>(Prerequisites: PL 224, PL 230 or PL 243, all Arts & Sciences courses in the first four terms and department approval)</i> Requires students to perform a minimum of 150 hours of paralegal assignments in legal environments. The student is paid by the cooperating firm and is jointly supervised by TVI and the employer.	4
PLAP - Plumbing Apprenticeship	
PLAP 198 – Plumbing Apprenticeship <i>(Prerequisite: current full-time employment in the plumbing industry)</i> Covers 600 hours of classroom instruction which includes safety, shop and trade math, plumbing processes, blueprint reading and mechanical code (plumbing) interpretation.	40-50
PLMB – Plumbing Courses	
PLMB 101 – Basic Plumbing Theory <i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers procedures for installing plastic, steel, cast iron and copper pipe. Stresses installation, addition, repair, replacement or maintenance of plumbing and gas piping systems and personal safety.	1
PLMB 101L – Basic Plumbing Lab <i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers identification of plumbing fittings and pipe nomenclature. Also covers the correct procedures for soldering copper pipe, threading and cutting iron pipe, flaring copper pipe and making diagonal offsets. (5 lab hours per week = 75 lab hours per term)	2
PLMB 102 – Plumbing Systems Theory <i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers the design of drainage and vent systems, sprinkler and water	1

Course Number/Course Name	Credit Hours
supply systems as well as methods to rough in and top out of an installation.	
PLMB 102L – Plumbing Systems Lab	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Introduces correct procedures for installation, repair and service of drainage and vent, sprinkler and water supply systems. Covers rough-ins and top outs. (5 lab hours per week = 75 lab hours per term)	
PLMB 103 – Heating Control Circuitry Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers troubleshooting of heating control circuitry, control theory, terminology and symbols with emphasis on electrical control devices from various manufacturers.	
PLMB 103L – Heating Control Circuitry Lab	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Focuses on installation and troubleshooting of heating control circuitry. Stresses the correct use of electrical test instruments as to safety. (3 lab hours per week = 45 lab hours per term)	
PLMB 105 – Plumbing Blueprint Reading I	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers sketching and reading blueprint working drawings for new construction, maintenance and remodeling.	
PLMB 106L – Backflow Prevention	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Focuses on identification, testing and repair of backflow prevention assemblies. (5 lab hours per week = 75 lab hours per term)	
PLMB 111 – Systems Layout/Maintenance Theory	1
<i>(Prerequisites: PLMB 103L and 106L or department approval)</i> Covers design, layout and installation of water, soil and vent lines; inspecting and testing systems; maintenance and repair of plumbing, solar systems and yard irrigation; and swimming pool, hot tub and spa installation and service.	
PLMB 111L – Systems Layout Lab	2
<i>(Pre- or corequisites: PLMB 106L and 111 or department approval)</i> Emphasizes layout and installation of water, soil and vent lines, related fixtures and fittings, inspecting and testing systems and soldering. (5 lab hours per week = 75 lab hours per term)	

Course Number/Course Name	Credit Hours
PLMB 112L – Systems Maintenance Lab	2
<i>(Pre- or corequisites: PLMB 111 and 111L or department approval)</i> Covers maintenance and repair of plumbing and yard irrigation as well as swimming pool, hot tub and spa installation and service. (5 lab hours per week = 75 lab hours per term)	
PLMB 115 – Plumbing Blueprint Reading II	2
<i>(Prerequisite: PLMB 105 or department approval)</i> Covers drawings, isometric pipe layouts, interpreting blueprints, application of plumbing codes, and planning and coordinating the job.	
PLMB 116L – Building Maintenance, Heating and Cooling	1
<i>(Pre- or corequisites: PLMB 101L and 103L or department approval)</i> Presents requirements for installation, pre-fabrication and maintenance of heating, sheet metal, cooling and ventilating systems. (3 lab hours per week = 45 lab hours per term)	
PLMB 170 – Trades Math	1
Includes basic arithmetic, whole numbers, fractions and decimals. Covers volumes, weight measurements and basic algebra as it applies to electricity.	
PLMB 171 – Journeyman Preparation	3
Covers licensing requirements, rules and regulations and the Uniform Plumbing Code for persons interested in becoming journey level plumbers and natural gas fitters in New Mexico.	
PLMB 173L – Orbital Welding Systems	3
<i>(Pre- or corequisite: PLMB 101 or department approval)</i> Presents pipe ultra-pure stainless steel welding. Students operate, lay out and analyze welding applications for testing sequences. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
PLMB 174L – Polyvinylidene Fluoride (PVDF) Welding Systems	3
<i>(Prerequisite: PLMB 173L)</i> Presents Asahi Butt Fusion System, UF 2000 infra-red fusion and bead and crevice free system. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
PLMB 296 – Special Topics	1–6
Enables students currently in the plumbing trades to pursue studies in specialized areas. This class also may be taken as an independent or guided study or as a refresher to sharpen skills prior to licensing.	
PLMB 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i> Focuses on a specific problem while working with an instructor.	

Course Number/Course Name	Credit Hours
PN – Practical Nursing Courses	
PN 126C – Foundations of Practical Nursing	9
<i>(Prerequisites: nursing director approval, BIO 237/247L, ENG 101; corequisites: NURS 115, BIO 238/248L, NUTR 244)</i> Introduces the foundations of practical nursing including an introduction to nursing process. Develops key concepts of basic and higher order needs within a caring framework. Clinical focuses on assessment of healthy clients across the life-span and measures to maintain/promote mental and physical health. (5 theory + 12 clinical hours per week = 75 theory + 180 clinical hours per term) Program fee: \$209	
PN 129 – Trends and Issues in Practical Nursing	1
<i>(Corequisite: PN 135C)</i> Presents the role of the practical nurse in relation to legal/ethical issues, professional relationships, the Nurse Practice Act and the changing health care delivery system.	
PN 130C – Family Nursing Across The Lifespan	10
<i>(Prerequisites: BIO 238/248L, NURS 115, NUTR 244, PN 126C; pre- or corequisites: PSY 105, PN 131)</i> Uses the nursing process, study of the child-bearing and child-rearing family and selected medical-surgical conditions. Clinical focuses on clients across the lifespan including pediatric, maternity, and medical surgical clients in hospital and community settings. (6 theory + 12 clinical hours per week = 90 theory + 180 clinical hours per term) Program fee: \$70	
PN 131 – Pharmacology	3
<i>(Prerequisite: BIO 238/248L; pre- or corequisites: PN 126C)</i> Presents the effects of commonly used drugs on various body systems. Dosages, application, side effects and/or toxicity, laboratory tests performed to monitor actions, and effects of specific drugs are discussed integrating nursing implications and responsibilities.	
PN 135C – Nursing Care of Adult Clients with Complex Problems	11
<i>(Prerequisites: Calculation Exam II with score of 90% or better, PN 130C, PN 131, PSY 105; corequisite PN 129)</i> Continues study of the family, using nursing process, focusing on the impact of illness on adult clients and their families. Clinical focuses on medical and surgical clients with multi-system health problems in acute and long-term healthcare settings. (6 theory + 15 clinical hours per week = 90 theory + 225 clinical hours per term) Program fee: \$60	

Course Number/Course Name	Credit Hours
---------------------------	--------------

PRNS – Perioperative Nursing Courses

PRNS 260L – Perioperative Nurse Specialist Theory/Lab 8

(Prerequisite: Program Chair approval; corequisite: PRNS 265C) Presents philosophy of and skills required of RNs in the surgical environment, including preoperative, intraoperative and postoperative care. Skills are practiced in a campus operating room laboratory. (12 weeks; 6 theory + 6 lab hours per week = 72 theory + 72 lab hours per term) Program fee: \$35

PRNS 265C – Perioperative Nurse Specialist Clinical Experience 6

(Corequisite: PRNS 255L) Applies new and previously learned concepts to perioperative nursing in hospital operating rooms. (12 weeks; 24 clinical hours per week = 288 clinical hours per term)

PSCI – Political Science Courses

PSCI 110 – The Political World 3

Introduces politics, emphasizing how people can understand their own political systems and those of others.

PSCI 200 – U.S. Politics 3

Surveys American politics: theory of democracy and political institutions, governmental branches and their bureaucracies.

PSCI 210 – State and Local Politics 3

Analyzes state and local politics, using New Mexico and other states as examples. Fall, spring only.

PSCI 220 – Comparative Government and Politics 3

Compares the roles of public opinion, electoral systems, political parties, interest groups, governmental institutions, and policy performance in European democracies, developing third world nations and communist political systems.

PSCI 240 – International Politics 3

Examines various significant factors in international politics; nationalism, ideology, deterrence, balance of power, international law, and international conflict and collaboration.

PSCI 260 – Political Ideas 3

Surveys classical and contemporary political ideas and ideologies; introduces many of the enduring political issues which are presented in descriptive, analytical, and normative terms. Fall only.

PSCI 296 – Topics in Political Science 3

Presents various topics. See *Schedule of Classes*.

Course Number/Course Name	Credit Hours
---------------------------	--------------

PSY – Psychology Courses

PSY 105 – Introduction to Psychology 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Introduces psychology as the scientific study of behavior and mental processes: methodology, psychobiology, learning, memory, personality, psychological disorders, therapy, personality, and social psychology.

PSY 200 – Statistical Principles 3

(Prerequisite: PSY 105. Prerequisite: MATH 100B or Accuplacer Elementary Algebra score of 81 or equivalent)

Introduces basic statistics principles for the description and interpretation of psychological data: frequency distributions, graphing, measures of central tendency, variability, regression, correlation, hypothesis testing, and analysis of variance. Fall, spring only.

PSY 220 – Developmental Psychology 3

(Prerequisite: PSY 105)

Emphasizes physical, social, emotional and intellectual development across the life span, including professional research and applications.

PSY 230 – Psychology of Adjustment 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Focuses on normal human adjustment and coping in personal and interpersonal arenas: stress and mood management, self-esteem, social adjustment, communication, and relationships.

PSY 231 – Human Sexuality 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: PSY 105)

Surveys and analyzes physiological, cultural, social, and individual factors that influence sexual behavior, sex roles, and sex identity.

PSY 232 – Clinical Psychology 3

(Prerequisite: PSY 105)

Examines clinical psychology as a profession and research area: psychometrics and assessment, systems of prevention and therapy, forensic psychology, program evaluation, professional, and ethical issues.

PSY 233 – Psychology and Film 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: PSY 105)

Analyzes psychiatric disorders as portrayed in films, offering an opportunity to see realistic manifestations of “madness,” and cinema’s ability to reflect and to affect perceptions of mental illness and treatment.

Course Number/Course Name	Credit Hours
---------------------------	--------------

PSY 240 – Brain and Behavior 3

(Prerequisite: PSY 105 or BIO 121/121L)

Surveys the role of the nervous system in the control of behavior and mental processes. Fall only.

PSY 260 – Psychology of Learning and Memory 3

(Prerequisite: PSY 105)

Introduces study of learning in the laboratory, ranging from simple processes such as conditioning to complex ones such as transfer, memory, and concept formulation. Fall only.

PSY 265 – Cognitive Psychology 3

(Prerequisite: PSY 105)

Presents theories and research on various mental processes: memory (encoding, storage and retrieval), attention, comprehension, categorization, reasoning, problem solving, language, and motor skills. Spring only.

PSY 271 – Social Psychology 3

(Prerequisite: PSY 105 or SOC 101)

Emphasizes study of social interaction: communication, perception of the self and others, attitudes, and leadership. Spring only.

PSY 296 – Topics in Psychology 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Presents various topics. See *Schedule of Classes*.

PSY 299 – Death and Dying 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Examines psychological, emotional, and sociological aspects of death in American culture.

PT – Pharmacy Technician Courses

PT 110 – Introduction to Pharmacy Technology 3

(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer English Score of 69 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 76 or equivalent, CHEM 100 or CHEM 111/112L or high school Chemistry; corequisites: PT 111L, 115, 116; pre- or corequisites: CSCI 101 or BA 150 or CP 176)

Provides a discussion of the pharmacy technician’s role, the Pharmacy Practice Act, ethics, prescription preparation and institutional drug distribution systems.

PT 111L – Pharmacy Technician Lab I 2

(Prerequisites: CHEM 100 or CHEM 111/112L or high school chemistry; corequisites: PT 110, 115, 116; pre- or corequisites: CSCI 101 or BA 150 or CP 176)

Focuses on the fundamentals of current pharmacy practice, including drug nomenclature, medical terminology, and basic

Course Number/Course Name	Credit Hours
---------------------------	--------------

pharmacy skills. Lab includes practice in reading and interpreting prescriptions, packaging and dispensing medications, and an introduction to compounding and aseptic preparations. (6 lab hours per week = 90 lab hours per term)

PT 115 – Pharmacy Technician Anatomy and Physiology 3
(Prerequisite: CHEM 100 or CHEM 111/112L or high school chemistry; corequisites: PT 111L, 115, 116; pre- or corequisite: CSCI 101 or BA 150 or CP 176)

Provides an introduction to basic human anatomy and physiology, with emphasis on physiology as a the foundation for pharmacology.

PT 116 – Pharmacy Calculations 3
(Prerequisite: CHEM 100 or CHEM 111/112L or high school chemistry; corequisites: PT 110, 111L, 115; pre- or corequisite: CSCI 101 or BA 150 or CP 176)

Provides skills in pharmaceutical calculations for oral, parenteral and IV preparations.

PT 120 – Advanced Pharmacy Technology 3
(Prerequisites: PT 110, 111L, 115, 116, CHEM 100 or CHEM 111/112L or high school chemistry, CSCI 101 or BA 150 or CP 176; corequisites: PT 121L, 122C, 125; pre- or corequisite: COMM 221 or COMM 130)

Continues study of dosage forms and routes of administration begun in PT 110; covers techniques for compounding of drug products; drug selection, packaging and stability; practical aspects of successful employment and customer service; and theory relating to parenteral products. Program fee: \$35

PT 121L – Pharmacy Technician Lab II 2
(Prerequisites: PT 110, 111L, 115, 116, CHEM 100 or CHEM 111/112L or high school chemistry, CSCI 101 or BA 150 or CP 176; Corequisites: PT 120, 122C, 125; pre- or corequisite: COMM 221 or COMM 130)

This lab course provides opportunity to develop skills in aseptic preparations, use of a laminar flow hood, reconstituting, compounding, packaging and labeling. Emphasis on preparation for the nation PTCB exam. (9 lab hours per week = 135 lab hours per term)

PT 122C – Pharmacy Technician Practicum 5
(Prerequisite: director approval; corequisites: PT 120, 121L, 125; pre- or corequisite: COMM 221 or COMM 130)

Provides the opportunity in institutional and community pharmacies for practical experience in applying what they have learned in classrooms and labs. (15 clinical hours per week = 225 clinical hours per term)

PT 125 – Pharmacology for Pharmacy Technicians 3
(Corequisites: PT 120, 121L, 122C; pre- or corequisite: COMM 221 or COMM 130)

Presents study of therapeutic drug categories, how drugs produce their effects and common side effects.

Course Number/Course Name	Credit Hours
---------------------------	--------------

QUFD – Professional Cooking Courses

QUFD 101 – Quantity Food Theory I 2
(Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Presents food service tools, equipment, cooking methods and techniques, weights and measures, food costs and other math. Emphasizes breakfast through lunch operations.

QUFD 103L – Buffet Procedure 2
(Pre- or corequisites: BKNG 102, FSMG 101A and QUFD 101 or department approval)

Covers safety, sanitation, equipment usage, product identification, knife skills, classical cuts, buffet procedures, customer service and cashiering. (5 lab hours per week = 75 lab hours per term)

QUFD 105L – Breakfast/Lunch Production 2
(Pre- or corequisites: QUFD 103L or department approval)

Covers breakfast/lunch preparation techniques and methods of cooking. (5 lab hours per week = 75 lab hours per term)

QUFD 107L – Cold Food Preparation I 2
(Pre- or corequisites: QUFD 105L or department approval)

Covers garnishing, Garde Manger, appetizers, hors d'oeuvres, salads, dressings, sandwiches, fruits and vegetable preparation. (5 lab hours per week = 75 lab hours per term)

QUFD 108L – Quantity Food Production 2
(Pre- or corequisites: QUFD 107L or department approval)

Covers food service entrees, starches, vegetables, stocks, soups, and basic sauce production. Applies methods of cooking. (5 lab hours per week = 75 lab hours per term)

QUFD 111 – Quantity Food Theory II 2
(Prerequisites: QUFD 101, 103L, 105L, 107L, 108L, BKNG 102 and FSMG 101B or department approval)

Covers cooking methods, fabrication, presentation, stocks, sauces, soups, beef, poultry, seafood, game, lamb, pork, potatoes, grains, pasta and vegetables/fruits. Stresses professionalism.

QUFD 112L – Dining Room Skills 2
(Pre- or corequisite: QUFD 111 or department approval)

Covers table setting, napkin folding, table service, money management, managing a staff in the dining room, banquet service, restaurant service and operation, and customer service. (5 lab hours per week = 75 lab hours per term)

QUFD 113L – Cold Preparation II 2
(Pre- or corequisite: QUFD 111 or department approval)

Stresses safe, sanitary and creative pantry techniques. Produce appetizers, salads, dressings, fruits/vegetables and starches for the Student Specialties Restaurant. (5 lab hours per week = 75 lab hours per term)

Course Number/Course Name	Credit Hours
---------------------------	--------------

QUFD 114L – Stock and Sauces 2
(Pre- or corequisite: QUFD 111 or department approval)
Introduces white and brown stocks from scratch and prepare primary and secondary sauces and soups from these stocks. Practice is provided for using various thickening agents. (5 lab hours per week = 75 lab hours per term)

QUFD 115L – Entree (Meat and Seafood) Preparation 2
(Pre- or corequisite: QUFD 111 or department approval)
Covers production of fabricated cuts of meats and a variety of cooking methods for wholesome, flavorful entrees for the Student Specialties Restaurant. Stresses plate presentation and timely production. (5 lab hours per week = 75 lab hours per term)

QUFD 296 – Special Topics 1–6
(Prerequisite: department approval)
Covers an in-depth study of problems and advanced techniques.

QUFD 297 – Special Problems Variable
(Prerequisite: department approval)
Focuses on a specific problem while working with an instructor.

RDG – Reading Courses

RDG 096 – Special Topics 1–3
Presents various topics for reading instruction.

RDG 099 – Reading Improvement 3
(Prerequisite: ENG 098 or Accuplacer Sentence Skills score of 53)
Introduces reading skills required for success in comprehending ideas and applying critical thinking skills to materials in the workplace and the academic setting. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

RDG 100 – Reading and Critical Thinking 3
(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)
Focuses on reading required for success in college. Includes comprehension, problem solving, note-taking, summarizing and computer-assisted research skills. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

RL – Recreation and Leisure Courses

RL 101 – Introduction to Recreation and Leisure 3
(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval)
Presents the history, philosophy, and principles of recreation and leisure, the agencies providing programs and an investigation of professional employment opportunities.

Course Number/Course Name	Credit Hours
RL 102 – Recreation Leadership (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Presents appropriate theories and techniques for leading activities for various populations.	3
RL 103 – Recreation Program Planning (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Covers program planning methods and skills. Emphasis is placed on planning, budgeting, organizing, implementing and evaluating event and overnight recreation programs as well as fundraising and volunteer development.	3
RL 105 – Behavior Management (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Covers individual and community assessment, the development of contracts and the implementation of behavior management programs with reference to outside sources.	3
RL 111 – Principles of Outdoor Recreation (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Prepares students for a leadership role for an outdoor recreation program by enhancing their knowledge of and appreciation for the natural environment so that safe, responsible and enjoyable adventures are possible.	3
RL 112 – Natural Resources Recreation Management (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Focuses on the understanding of the ecosystem as a dynamic and interrelated system with emphasis on wilderness management, natural resource economics, and environmental law and policy.	3
RL 121 – Principles of Sports Management (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Focuses on organization and administration of private, public and commercial sport and recreation programs including organizing tournament play, safety and risk management issues.	3
RL 131 – Recreation Programming for Older Adults (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or	3

Course Number/Course Name	Credit Hours
<i>equivalent, or department approval)</i> Focuses on the theory and application of safe and effective development, planning, implementation and evaluation of recreation and leisure activities for physically elite, physically fit, physically independent, physically frail, and physically dependent of older adults.	
RL 141 – Introduction to Therapeutic Recreation (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, or department approval) Introduces the process of enabling individuals with physical, developmental or psychiatric disabilities to acquire social skills through recreation activities. Covers the history, various models, professional issues, relative agencies and institutions and leadership skills of therapeutic recreation.	3
RL 296 – Special Topics (Prerequisite: department approval) Covers special topics and the advanced techniques that recreation and leisure professionals use to respond to them.	1–6
RL 297 – Special Problems (Prerequisite: department approval) Provides opportunity for independent study.	1–6
RL 298 – Recreation & Leisure Internship (Prerequisite: department approval) Provides student with a supervised internship in either an outdoor, community, or therapeutic recreation setting.	3
RLGN – Religion Courses	
RLGN 107 – Living World Religions (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces the academic study of religion, focusing on major world religions: religions of antiquity, Hinduism, Buddhism, Taoism, Judaism, Christianity, Islam, and religion in primal cultures.	3
RLGN 247 – Topics in Religious Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	3
RNR – Registered Nurse Refresher Courses	
RNR 255L – Refresher Theory/Lab (Pre- or corequisite: RNR 265C) Covers medical—surgical and specialty nursing, pharmacology and procedures. (94 theory + 14 lab hours the second week) Program fee: \$25	7

Course Number/Course Name	Credit Hours
RNR 265C – Refresher Clinical Experience (Prerequisite: must have had a valid RN license, professional CPR certified; corequisite: RNR 255L) Provides medical-surgical clinical experiences including total patient care. This course is offered for credit/no credit. (5 weeks; 17.6 clinical hours per week = 88 clinical hours per term)	2
RT – Respiratory Therapy Courses	
RT 101/101L – Respiratory Therapy Principles and Practices I (Prerequisites: Program director approval and BIO 123/124L, ENG 101, MATH 119, PSY 105 or SOC 101; corequisites: RT 121C, 131, CHEM 111/112L) Introduces respiratory therapy as a health sciences profession. Includes cardiopulmonary assessment, medical gas administration, oxygen therapy, microbiology, infection control, equipment maintenance, incentive breathing exercises and chest physiotherapy. Students practice respiratory care procedures using state of the art equipment in the learning laboratory under simulated patient situations. (3 theory + 3 lab hours per week = 45 theory hours + 45 lab hours per term) Program fee: \$100	4
RT 102/102L – Respiratory Therapy Principles and Practices II (Prerequisites: CHEM 111/112L, RT 101/101L, 121C, 131; corequisites: RT 122C, 133, BIO 237/247L) Emphasizes airway management, pulmonary function testing, arterial puncture and blood gas analysis. Includes administering medicated aerosol therapy and home care therapy. Students practice respiratory care procedures using state of the art equipment in the learning laboratory under simulated patient situations. (3 theory + 3 lab hours per week = 45 theory hours + 45 lab hours per term)	4
RT 121C – Clinical Experiences I (Corequisites: RT 101/101L, 131) Provides supervised clinical experiences in area hospitals and healthcare facilities related to concepts presented in RT 101/101L (15 clinical hours per week = 225 clinical hours per term)	5
RT 122C – Clinical Experiences II (Corequisites: RT 102/102L, 133) Provides supervised clinical experiences in area hospitals and healthcare facilities related to concepts presented in RT 101/101L. (15 clinical hours per week = 225 clinical hours per term)	5
RT 131 – Physics of Respiratory Therapy (Corequisites: RT 101/101L, 121C) Covers basic concepts of physics related to physiology of the lungs, gas laws, gas flow and mechanics of breathing. Concepts are applied to operation of respiratory therapy equipment.	3

Course Number/Course Name	Credit Hours
RT 133 – Pharmacology of Respiratory Therapy (Corequisites: RT 102/102L, 122C) Presents concepts and principles of pharmacologic agents used in cardiopulmonary care. Includes study of biologic interactions, dosage calculations, side effects, indications for medication, therapeutic, diagnostic procedures and ethical and legal issues.	3
RT 201/201L – Advanced Respiratory Therapy I (Prerequisites: RT 101/101L, 102/102L, 122C, 133; corequisites: RT 221C, PHIL 245M) Presents basic concepts of adult critical care medicine including adult intensive care and pathophysiology of diseases, introduction to concepts of positive pressure ventilation and advanced airway care. Introduction to positive pressure mechanical ventilation equipment and procedures related to basic critical care medicine for adults using state of the art equipment and computer simulations in the learning laboratory. (3 theory + 3 lab hours per week = 45 theory hours + 45 lab hours per term) Program fee: \$20	4
RT 202/202L – Advanced Respiratory Therapy II (Prerequisites: RT 201/201L, 221C; corequisites: 222C, BIO 238/248L) Presents cardiopulmonary assessment and diagnosis in advanced critical care including correlation of cardiopulmonary anatomy, physiology and pathophysiology with evaluation of cardiac pulmonary function. Presents clinical assessment techniques in advanced critical care, cardiopulmonary anatomy and physiology, hemodynamic monitoring and advanced cardiac life support using state of the art equipment and computer simulation in the learning laboratory. (3 theory + 3 lab hours per week = 45 theory hours + 45 lab hours per term)	4
RT 203/203L – Advanced Respiratory Therapy III (Prerequisites: RT 202/202L, 222C; corequisites: RT 223C, BIO 239/239L) Presents concepts of critical care medicine for children and infants including theory of life support systems. Presents concepts of rehabilitative practice for patients with chronic cardiopulmonary diseases. Introduces strategies for successful completion of national board exams. Presents mechanical ventilation procedures related to critical care medicine for children and infants using state of the art equipment and computer simulations in the learning laboratory. (3 theory + 3 lab hours per week = 45 theory hours + 45 lab hours per term)	4
RT 221C – Advanced Clinical Experiences I (Corequisite: RT 201/201L) Introduces skills for basic respiratory care in adult critical care settings with emphasis on problem-solving and decision-making skills, patient evaluation skills and the evaluation of therapeutic care plans and initiating life support systems. (15 clinical hours per week = 225 clinical hours per term)	5

Course Number/Course Name	Credit Hours
RT 222C – Advanced Clinical Experiences II (Corequisite: RT 202/202L) Introduces skills for advanced respiratory care in adult critical care clinical settings with emphasis on problem-solving and decision-making skills. Experiences include cardiopulmonary function monitoring and maintaining life support systems. (15 clinical hours per week = 225 clinical hours per term)	5
RT 223C – Advanced Clinical Experiences III (Corequisite: RT 203/203L) Introduces skills for respiratory care in pediatric and neonatal critical care environments including initiation, monitoring and maintaining life support systems. Introduces clinical experiences with conducting pulmonary rehabilitation. Includes independent study project in an area of respiratory care and supervised mentorship experiences. (15 clinical hours per week = 225 clinical hours per term) Program fee: \$125	5
RT 296 – Special Topics in Respiratory Care (Prerequisite: permission of program director) Participate in supervised learning of advanced, specialized practices including cardiopulmonary diagnostics, and specialized prenatal/pediatric or adult critical care.	3–6
RT 297 – Special Problems (Prerequisite: permission of program director) Provides opportunity for independent study in respiratory care such as preparation for licensing/credentialing exams.	3–6
RT 298 – Internship (Prerequisite: AS RT Graduate and permission of program director) Allows graduates of the AS RT program to continue in conjunction with the UNM Health Sciences Center. Graduates will participate in nationally funded research projects that explore diagnosis, treatment, education and research.	3–6
SCSE – Sportscraft/Small Engine Courses	
SCSE 170L – Small Engine Skills Improvement I Covers the diagnosis and repair of small air-cooled engines, safety, engine identification, special tools, ignition, cooling, lubrication, engine rebuilding and fuel systems. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3
SCSE 171L – Small Engine Skills Improvement II (Prerequisite: SCSE 170L or department approval) Presents safe practices in the diagnosis and repair of power equipment, chain saw service and chain sharpening, blower and line trimmer service. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
SMAP – Sheet Metal Apprenticeship	
SMAP 198 – Sheet Metal Apprenticeship (Prerequisite: current full-time employment in the sheet metal industry or department approval) Covers 600 hours of related classroom instruction. Instruction covers safety, trade math, sheet metal processes, triangulation layout, radial line layout, parallel line layout, blueprint reading and Sheet Metal and Air Conditioning National Assn. (SMACNA) manuals.	40
SMT – Semiconductor Manufacturing Tech Courses	
SMT 204 – Semiconductor Manufacturing Technology Theory (Prerequisites: ELEC 103B, 105B; corequisite: SMT 204L) Introduces integrated circuit manufacturing, including the basics of semiconductor materials and devices, integrated circuits, clean room technology and topics in wafer processing. Laboratory exercises are conducted in a clean room.	3
SMT 204L – Semiconductor Manufacturing Technology Lab (Corequisite: SMT 204) Provides a lab course for SMT 204. Students meet twice per week. (6 lab hours per week = 90 lab hours per term) Course fee: \$60	2
SOC – Sociology Courses	
SOC 101 – Introduction to Sociology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces basic concepts and theories of contemporary sociology: culture, socialization, social groups, deviance, race and ethnicity, gender, age, family, medicine and religion.	3
SOC 111 – Criminal Justice System (Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent, and SOC 101) Surveys criminal justice processes. Explores law, law enforcement, prosecution, defense, trial, and sentencing.	3
SOC 211 – Social Problems (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101) Analyzes from a sociological perspective a range of problems in contemporary U.S. society: racism and prejudice, crime and delinquency, mental disorders, family changes, poverty, and substance abuse.	3
SOC 212 – Juvenile Delinquency (Prerequisite: SOC 101) Emphasizes theories of juvenile delinquency, child abuse, the juvenile justice system, probation, treatment, and corrections for juveniles.	3

Course Number/Course Name	Credit Hours
SOC 213 – Deviant Behavior (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101) Examines theories of deviance and behaviors such as rape, murder, theft, drug use, alcoholism, prostitution, mental disorders, and suicide.	3
SOC 214 – Sociology of Corrections (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces theory, practice and legal basis for investigation, treatment and supervision of offenders in custody, on probation or parole; history of penology and its relationship to various penal philosophies.	3
SOC 215 – Criminology (Prerequisite: SOC 101) Examines causes of crime based on sociological factors, the various faces of crime, the criminal past and present, and criminology theory.	3
SOC 216 – Ethnic and Minority Groups (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101) Examines relationships among majority and minority and ethnic groups: prejudice, discrimination, stereotyping, pluralism, and social mobility.	3
SOC 225 – Sociology of the Family (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents major theories of the family and the status of the modern family in an era of varied family forms.	3
SOC 230 – Society and Personality (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101 or PSY 105) Introduces topics in social psychology, such as personality theories, concepts of self, human relationships, small group dynamics, and organizational theories.	3
SOC 235 – Sociology of Gender (Prerequisites: ENG 100 or Accuplacer Sentence Skills score of 85 or equivalent and RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101 or PSY 105) Focuses on the nature and content of gender in the U.S.; theoretical viewpoints from the social sciences applied to issues of socialization, family, culture, media, education, work, politics, and economics; the impact of gender differentiation on personality development and social interaction.	3

Course Number/Course Name	Credit Hours
SOC 280 – Social Science Research (Prerequisite: SOC 101) Introduces decision-making processes and tools involved in social science research, including surveys, field research, experiments and use of existing sources.	3
SOC 296 – Topics in Sociology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	3

SPAN – Spanish Courses

SPAN 101 – Beginning Spanish I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Introduces listening, speaking, and grammatical skills for students with no previous exposure to Spanish.	4
SPAN 102 – Beginning Spanish II (Prerequisite: SPAN 101) Continues course of study begun in SPAN 101: listening, speaking, grammatical skills.	4
SPAN 103 – Beginning Spanish I Conversation (Pre- or corequisite: SPAN 102 or permission of instructor) Introduces basic conversational skills and practice speaking Spanish.	3
SPAN 111 – Heritage Spanish Language I (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Designed for students who have been exposed to Spanish in the home and community environments, consider Spanish their heritage language, and wish to expand their skills. Emphasizes speaking, reading, and grammatical concepts.	4
SPAN 112 – Heritage Spanish Language II (Prerequisite: SPAN 101 or 111) Continues skills acquisition begun in SPAN 111. Emphasizes reading and writing with extension of study of grammatical concepts.	4
SPAN 201 – Intermediate Spanish I (Prerequisite: SPAN 102) Reviews grammar and emphasizes expansion of conversational skills while developing reading proficiency.	3
SPAN 202 – Intermediate Spanish II (Prerequisite: SPAN 201) Continues course of study begun in SPAN 201, providing conversational activities and emphasis on writing skills.	3

Course Number/Course Name	Credit Hours
SPAN 203 – Intermediate Spanish II Conversation (Pre- or corequisite: SPAN 202 or permission of instructor) Emphasizes skills in speaking Spanish.	3
SPAN 275 – Accelerated Beginning Spanish (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent, or permission of instructor) Combines SPAN 101 and 102 in one term; recommended for language enthusiasts or those who have had exposure to Spanish either in the home or from previous study.	4
SPAN 276 – Accelerated Intermediate Spanish (Prerequisite: SPAN 102 or SPAN 275 or permission of instructor) Combines SPAN 201 and 202 in one term; recommended for language enthusiasts or those who have had exposure to Spanish either in the home or from previous study.	3
SPAN 277 – The Art and Skill of Translation (Prerequisite: SPAN 202 or equivalent, or permission of instructor) Introduces the art and profession of translation with a focus on practical translation problems in Spanish. Texts from the areas of journalism, law, business, and literature are translated from Spanish to English and from English to Spanish. Class conducted in Spanish.	3
SPAN 280 – Introduction to Hispanic Literature (Prerequisite: SPAN 202 or SPAN 276 or permission of instructor) Presents selected readings from literature written in Spanish by Spanish and Spanish-American authors.	3
SPAN 296 – Topics in Spanish (Prerequisite: varies) Presents various topics. See <i>Schedule of Classes</i> .	3

SPED – Elementary Education Courses

SPED 201 – Education of The Exceptional Person 3 (Prerequisites: RDG 100 or Accuplacer Reading Score of 69 or equivalent, ENG 100 or Accuplacer Sentence Skills Score of 69 or equivalent and MATH 100A of Accuplacer Elementary Algebra Score of 76 or equivalent) Surveys the characteristics and educational needs of exceptional children includes definition, etiology, characteristics, and various educational alternatives for each of the exceptionalities. [Previously offered as CDV 206]	3
SPED 204 – Introduction to Special Education (Prerequisites: RDG 100 or Accuplacer Reading Score of 69 or equivalent, ENG 100 or Accuplacer Sentence Skills Score of 69 or equivalent, and MATH 100A of Accuplacer Elementary Algebra Score of 76 or equivalent) Field experience and seminar in special education settings.	2

SSKL – Skills Courses

SSKL 096 – Special Topics 1–3

Presents various topics in study skills.

SSKL 100 – Student Success 3

Provides an opportunity to learn and adopt methods for success in school. Includes time management, test taking, note taking techniques, and development of a personal study system for school success. (3 theory hours + 1 lab hour per week = 45 theory hours + 15 lab hours per term)

ST – Surgical Technology Courses

ST 110 – Beginning Surgical Technology I 4

(Prerequisites: BIO 123/124L, 136/139L or BIO 237/247L, COMM 221; corequisites: ST 112L, 114C)

Includes scope of practice, technologist role, medical ethics, medical terminology, basic principles of aseptic technique and anatomy and physiology applied to surgical procedures.

ST 112L – Surgical Technology Lab 3

(Corequisites: ST 110, 114C)

Provides opportunity to practice clinical skills and competencies developed in the classroom. Includes surgical technique (setting up the sterile field, scrubbing, gowning and gloving) and standards of practice. (5 weeks; 20 lab hours per week = 100 lab hours per term)

ST 114C – Surgical Technology Clinical I 6

(Corequisites: ST 110, 112L)

Applies surgical procedure theory and skills in the clinical setting. (10 weeks; 24 clinical hours per week = 240 clinical hours per term) Program fee: \$70

ST 120 – Advanced Surgical Technology II 4

(Prerequisites: ST 110, 112L, 114C; corequisite: ST 124C)

Continues surgical technology theory with a focus on general and specialty surgical procedures.

ST 124C – Surgical Technology Clinical II 8

(Corequisite: ST 120)

Application of surgical procedure theory and skills in the clinical setting with emphasis on a variety of specialty areas. (15 weeks; 24 clinical hours per week = 360 clinical hours per term)

THEA – Theater Courses

THEA 122 – Introduction to Theater 3

(Recommended: ENG 101 or Accuplacer Sentence Skills Score of 110 or equivalent)

Introduces study of the history and role of theater past and present: the nature of theater art, theater traditions ranging from the Ancient Greeks to Epic Theater, elements that make up a production.

THEA 296 – Topics in Theater 3

Presents various topics. See *Schedule of Classes*.

TRDR – Truck Driving Courses

TRDR 101 – Basic Operational Theory 7

(Prerequisites: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Covers the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs and state and federal regulations governing the professional truck driver. (26.25 theory hours per week for 4 weeks = 105 theory hours per term)

TRDR 102L – Basic Operational Lab 4

(Prerequisites: TRDR 101, CDL learner's permit, DOT physical, DOT drug screen, and DMV record)

Covers on-the-driving-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance and handling cargo. Course fee: \$200. (25 lab hours per week for 6 weeks = 150 lab hours per term)

TRDR 103L – Advanced Operational Practices 3

(Prerequisites: TRDR 101 and 102L)

Presents skills needed to cope with hazards of the roadway environment are presented during day and evening hours on mountain grades, urban and rural roads, interstates and docking facilities. Course fee: \$250. (27 lab hours per week for 5 weeks = 135 lab hours per term)

TRDR 171 – Material Handling 2

Presents basic forklift/hand truck operation and basic material handling along with forklift safety inspections and cost factors of improper handling. (1 theory + 2.5 lab hours per week = 15 theory + 37.5 lab hours per term)

TRDR 296 – Special Topics 1-6

Presents in-depth study of problems and the advanced techniques that experts in the trucking industry use to solve them.

TRDR 297 – Special Problems Variable

(Prerequisite: department approval)

Focuses on a specific problem while working with an instructor.

VICA – SkillsUSA/VICA Courses

VICA 174 – Professional Development 1

Emphasizes development of goals and commitments, personal awareness, time management, organization and communication.

VICA 175 – Leadership 1

Reviews committee work including agenda setting, parliamentary procedures, team building; participation in community service projects and improvement of communication skills.

VICA 176 – Career Planning 1

Introduces career information, report writing, conducting interviews, employment skills, communication improvement and interaction with business and industry.

VICA 178 – Civic Responsibility 1

Covers various community services in planning and carrying out a community project.

WELD – Welding Courses

WELD 104L – Oxyacetylene Welding and Cutting 2

(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Presents safety and use of oxyacetylene equipment. Provides training in thermal cutting torches, fusion welding, welding of alloys and general all position welding. (5 lab hours per week = 75 lab hours per term)

WELD 105L – Oxyacetylene Brazing/Soldering and Fabrication 2

(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Presents instruction in safety, brazing and soldering. Fluxes are applied to various metal and filler metals. Basic fabrication and repair problems are used for practical applications. (5 lab hours per week = 75 lab hours per term)

WELD 106L – Introduction to SMAW 2

(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Covers topics in shielded metal-arc welding (SMAW) safety, basic fabrication and repair, and customer relations. (5 lab hours per week = 75 lab hours per term)

Course Number/Course Name	Credit Hours
WELD 107L – Introduction to SMAW Qualifications and Fabrication	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Provides instruction in safety and proper procedure for arc welding using basic fabrication and repair problems for practical applications. (5 lab hours per week = 75 lab hours per term)	
WELD 108 – Introduction to Metallurgy	2
Introduces basic science of metals, including structure and welding processes for ferrous and non-ferrous metals. Covers principles of safety and human relations.	
WELD 114L – Advanced SMAW	2
<i>(Pre- or corequisites: WELD 106L or department approval)</i>	
Presents advanced instruction in SMAW with a strong emphasis on safety, work ethics, and shop procedures. (5 lab hours per week = 75 lab hours per term)	
WELD 115L – Introduction to GMAW and Fabrication Lab	2
<i>(Pre- or corequisite: WELD 106L or department approval)</i>	
Covers mig welding safety techniques. Fabrication and repairs are assigned. Teamwork is stressed. (5 lab hours per week = 75 lab hours per term)	
WELD 116L – Introduction to GTAW and Fabrication Lab	2
<i>(Prerequisite: WELD 106L or department approval)</i>	
Emphasizes application of safety and TIG welding on aluminum and stainless steel. Fabrication and repairs are stressed. Customer billing techniques are introduced. (5 lab hours per week = 75 lab hours per term)	
WELD 117L – Qualifications for SMAW and GMAW	2
<i>(Pre- or corequisites: WELD 114L and 115L or department approval)</i>	
Provides simulated qualification procedures are provided for arc and mig welding in all positions. (5 lab hours per week = 75 lab hours per term)	
WELD 170 – Welding Skills	3
Introduces safety practices, basic tools and equipment, operating procedures and applications of oxyacetylene and arc welding. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	
WELD 171 – Advanced Welding Skills	3
<i>(Prerequisite: WELD 170 or department approval)</i>	
Introduces mig and tig welding, basic math and blueprint reading. (1 theory + 5 lab hours per week = 15 theory + 75 lab hours per term)	

Course Number/Course Name	Credit Hours
WELD 202 – Advanced Blueprint Reading	2
<i>(Prerequisite: MATT 113 or department approval)</i>	
Covers pipe layout and development, structural print reading and design and layout considerations related to fabrication, material and cost estimating.	
WELD 205L – Pipe Layout and Welding	2
<i>(Prerequisite: WELD 114L or department approval)</i>	
Introduces basic pipe welding and layout, materials testing and industrial safety, as well as welding problems. (5 lab hours per week = 75 lab hours per term)	
WELD 206L – Advanced GMAW and Fabrication	2
<i>(Prerequisite: WELD 117L or department approval)</i>	
Focuses on instruction in advanced carbon steel wire feed welding, fabrication/repair, problem solving, and teamwork. (75 lab hours per term)	
WELD 207L – Advanced GTAW and Fabrication	2
<i>(Prerequisite: WELD 116L or department approval)</i>	
Covers advanced aluminum and stainless steel wire feed welding and specialized fabrication/repair. Customer problems, teamwork, problem solving and work ethics are stressed. (5 lab hours per week = 75 lab hours per term)	
WELD 208L – Qualifications for GTAW	2
Covers simulated qualification procedures for tig welding in all positions. (5 lab hours per week = 75 lab hours per term)	
WELD 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i>	
Enables students to pursue studies in specialized areas. This class may also be taken as an independent or guided study, as a refresher course or to sharpen skills prior to certification or recertification exams.	
WELD 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i>	
Focuses on a specific problem while working with an instructor.	

Course Number/Course Name	Credit Hours
---------------------------	--------------

STUDENT POLICIES AND CODES

Student Code of Conduct

Through its academic offerings and support services, TVI provides the opportunity for learning. Taking advantage of the opportunity is the student's responsibility.

The Institute gives equal consideration to all applicants for admission. The appropriate facilities and services of TVI shall be available to enrolled students. Any student in good standing with TVI has the right to register for and attend any class for which he or she has met the prerequisites and placement requirements.

Students are expected to be fully acquainted with all published policies and procedures of TVI and will be held responsible for compliance with them. In addition to this catalog, policies are published in some department handbooks, especially in the Health Occupations Department, and in course syllabi. The most current version of the Code of Conduct and other policies can be found at TVI's website.

I. INTRODUCTION

A. Purpose – The freedom of individuals to inquire, study, evaluate and gain new understanding and maturity is essential and must be protected against suppression. Dissent plays a vital part in the role of the Institute. However, freedoms cannot be protected or exercised in an Institute that lacks order and stability. Students at all Albuquerque Technical Vocational Institute (TVI) campuses and learning centers have an obligation to uphold the laws of the larger community of which they are part.

The intent of this Code is to ensure that students at TVI neither lose their rights nor escape the responsibility of citizenship. While the activities covered by the laws of the larger community and those covered by TVI's rules may overlap, it is important to note that the community's laws and TVI's rules operate independently and that they do not substitute for each other. TVI may pursue enforcement of its own rules whether or not legal proceedings are under way or in prospect, and may use information from third-party sources (such as law enforcement agencies and the courts) to determine whether the Institute's rules have been broken. Membership in the TVI community does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all of TVI's regulations. It is the personal responsibility of every member of the campus community not only to protect his/her own rights, but to respect the rights of others and to behave in a manner conducive to learning and/or living in an educational environment.

Just as individuals within the community have a responsibility to adhere to a code of prescribed behavior, the

institution assumes the obligation of clearly codifying and fairly enforcing same. TVI upholds the belief that those who do not conform to established standards set forth in this Code of Conduct must be held accountable for their actions. Therefore, the purpose of the Code of Conduct is to inform the student body of the rules and regulations that are essential to the normal operation of TVI.

B. Definition of Student – For the purpose of application of this Code of Conduct, "student" means any person enrolled or taking a course at TVI, which includes all campuses and all other TVI instructional locations, and any student organization recognized by TVI. Any person who is not officially enrolled, admitted to or registered with TVI for a particular term but who is, has been or intends to be a student is considered a student. Students who violate the Code of Conduct can expect prompt and deliberate adjudication, whether or not they choose to be present or remain at TVI. Furthermore, if a decision has been made within the disciplinary process which impacts a person who is not currently enrolled, he/she still remains subject to the determination upon re-enrollment. Students are responsible for maintaining their current address with TVI. The address on record will be deemed the appropriate address for delivery of correspondence from the Office of Student Judicial Affairs.

C. Students' Rights and Responsibilities – By enrolling at TVI, a student accepts responsibility for compliance with all local, state and federal laws and with TVI's regulations while retaining the rights guaranteed under the Constitutions of the United States and the state of New Mexico. A student alleged to have engaged in any misconduct shall have the right of due process and appeal as delineated in this Code. The Institute expects all students to show respect for the rights of others and for authority, to protect private and public property, to carry out contractual obligations and to take responsibility for their own actions and the actions of their guests.

D. Student Organizations – A student organization and its officers and members may be held collectively and individually responsible when violations of this Code by those associated with the organization occur and when such violations are authorized, encouraged, directed, tolerated, supported by or committed on behalf of the organization. For purposes of the interpretation and administration of the Code of Conduct, the term "student" shall also mean "student organization."

II. ADMINISTRATION OF DISCIPLINE

The responsibility of administering the discipline system is delegated by the President of TVI to the Vice President for Student

Services for non-academic discipline and to the Vice President for Instructional Services for academic discipline. In turn, these officers may delegate authority to other groups or individuals for handling violations of the Student Code of Conduct. All non-academic Student Code activities shall be monitored by the Dean of Students to ensure fairness and consistency. All discipline sanctions imposed Institute-wide will be reported to the Dean of Students for record-keeping purposes.

The Institute attempts to handle discipline matters at the lowest possible level by recognizing a variety of hearing officers. Each hearing officer is a TVI official who is an administrator, faculty member or staff member. Hearing officers adjudicate cases when violations are alleged. The hearing officer is authorized to exercise active control over the proceedings in order to elicit relevant information, to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses.

Disciplinary regulations at TVI are set forth in writing in order to give students general notice of prohibited conduct. These rules and regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. It is recognized by TVI that students are adults and are expected to obey the law and take personal responsibility for their conduct. A student is therefore subject to two sources of authority: civil-criminal authority and TVI's authority.

Violation of any municipal ordinance, law or regulation of the State of New Mexico or law or regulation of the United States which may cause harm or endangerment to self or others or somehow compromises the educational mission of the Institute may result in disciplinary action. The Institute does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary action imposed by TVI may precede, and be in addition to, any penalty that might be imposed by an off-campus authority.

When charged with a violation, a student has the right to notice of the violation and an opportunity to be heard. For infractions where suspension, dismissal or expulsion may be imposed, a student will have additional rights as set forth in Section IV.C, below.

Charged students may decide what and how much information they will provide during a disciplinary conference or hearing. The procedures to be followed in matters of student misconduct are outlined in the following sections.

III. ACADEMIC DISHONESTY

Any student found to have committed plagiarism or academic cheating will be subject to the disciplinary process outlined in the Academic Dishonesty and Classroom Misconduct Process found on page 301 of this *Catalog*.

STUDENT POLICIES AND CODES

IV. NON-ACADEMIC MISCONDUCT: ALL STUDENTS

A. Person and/or Groups Involved in Non-academic

Discipline Cases

- 1. Dean of Students** – The Dean of Students Office will dispose of any non-academic misconduct violations referred by the Vice President for Student Services or other TVI officials, and also has responsibility for maintaining all student records relating to student non-academic misconduct. Within this capacity, the Dean of Students serves as a resource person for administrators, faculty, staff and students to promote consistency throughout the Institute community in adjudicating cases of student non-academic misconduct. The Dean of Students also can act as a hearing officer and may appoint other hearing officers.
- 2. Hearing Committee** – The Dean of Students may hear discipline issues or may refer the issue to a TVI Hearing Committee. The committee hears non-academic misconduct issues referred to it by the Dean of Students. Two administrative and/or faculty members and one student member are required for each Hearing Committee.
- 3. Associate Vice President for Student Services** – The Associate Vice President for Student Services will hear any appeals from decisions of the Dean of Students or a Hearing Committee.

B. What Constitutes Non-Academic Misconduct

The following constitute violations for which students and student organizations are subject to disciplinary action. These are not designed to be all-inclusive, but offer examples of the types of prohibited conduct:

Disruption Violations

1. Participation in an unauthorized campus demonstration which disrupts the normal operations of TVI and infringes on the rights of other members of the TVI community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
2. Unauthorized mass action, obstruction or disruption of classes or TVI events, removal or defacement of library or other TVI materials or properties, participation in commercially sponsored solicitation, behaviors that violate federal, state or local ordinances.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other TVI activities, including its public-service function on or off campus, or

other authorized non-TV I activities, when the act occurs on TVI premises.

4. Any intentional interference with or obstruction of any institutional activity, program, event or facilities, including the following: any unauthorized occupancy of institution or institutionally controlled facilities or blockage of access to or from such facilities; interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facilities; or any obstruction or delay of a campus security officer, fire fighter or any institution official in the performance of his or her duty.
5. Obstruction of the free flow of pedestrian or vehicular traffic on TVI premises or at TVI sponsored or supervised functions.
6. Any violation of federal, state or local law not otherwise prohibited herein, if such directly affects TVI's educational function.

Person Violations

1. Actual or threatened physical injury to any person (including self) on TVI owned or controlled property or at a TVI sponsored or supervised function or conduct that endangers the health, safety or personal well being of a person.
2. Engaging in individual or group conduct that is violent (including sexual misconduct, attempted suicide or threats of either), abusive, indecent, unreasonably loud or similar disorderly conduct that infringes upon the privacy, rights or privileges of others or disturbs the peace or the orderly process of education on campus.
3. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
4. Harassment or abuse directed toward individuals or groups may include at least the following forms: the use or threat of physical violence, coercion, intimidation and verbal harassment and abuse. Harassment and abuse may be discriminatory. Although all forms of harassment and abuse - both discriminatory and non-discriminatory - are equally prohibited, TVI's commitment to non-discrimination means that discriminatory harassment may be punished more severely than non-discriminatory forms of harassment.
5. Sexual abuse, including but not limited to sexual harassment, coercion and threats or use of force.
6. Any actual or threatened non-consensual sexual act.

7. Harassment or acts of insensitivity or intolerance toward individuals/groups, including groups defined by race, creed, national origin, disability, sexual orientation and veteran status.
8. Verbal or written abuse, which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature.
9. Public display of literature, films, pictures or other material that, depicts or describes sexual conduct in a patently offensive way and lacks serious literary, artistic, political or scientific value.

Property Violations

1. Attempted or actual theft of and/or damage to property of TVI or property of a member of the TVI community or other personal or public property.
2. Any graffiti or other act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library material and/or safety devices, walls, floors and ceilings.

Falsehoods/Identification Violations

1. Forgery, counterfeiting, alterations or misuse of any TVI record, document or identification card.
2. Knowingly furnishing false information to TVI personnel or member of any hearing board acting in performance of their duties or the failure to provide TVI personnel with adequate information upon request.
3. Making a false report concerning a fire, bomb or other emergency.
4. Failure to possess at all times valid identification and/or failure to present ID to TVI officials upon proper request. Failure to comply with directions of TVI officials, faculty, staff or law enforcement officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
5. Intentionally and falsely accusing a TVI employee or another student of a wrongdoing.

Safety Violations

1. Unauthorized use, possession or storage of any weapon or explosive (including fireworks) on TVI premises or at TVI sponsored activities.
2. Tampering with fire extinguishers, fire alarm boxes or smoke or heat detectors anywhere on TVI property.
3. Creating a fire, safety or health hazard.

4. Ejecting any objects from windows, roofs or balconies of TVI buildings.
5. Students are not permitted on the roofs of TVI buildings.

Computer Violations

1. Unauthorized entry into or alteration of any TVI computer records or violation of the TVI Technology Use Policy.
2. Violation of the New Mexico Computer Crimes Act, including intentional and unauthorized access, alteration, damage, copying or destruction of any computer system or data.
3. Theft or abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or TVI official.
 - e. Use of computing facilities to send obscene, abusive, or threatening messages.
 - f. Use of computing facilities to interfere with normal operation of the TVI computing system.

Entry/Use Violations

1. Entry into or use of any building, facility, room or other TVI property/grounds without authorized approval. This also includes the unauthorized possession or use of TVI keys, lock combinations or other access codes.
2. Entering or attempting to enter any social event or other event without proper credentials for admission (e.g., ticket, identification card or invitation).
3. Unauthorized use of TVI telephones for long-distance calls.

Legal Violations

1. Unlawful possession, use, distribution or sale of any narcotic or dangerous drug as defined by the statutes of the state of New Mexico.
2. Violation of federal, state or local law on TVI premises or at TVI sponsored or supervised activities.
3. Possession or consumption of alcoholic beverages in contradiction of state law and/or TVI policy.
4. The violation of local, state or federal criminal statutes shall be in violation of this code, whether or not such violation is prosecuted by public officials. TVI may refer such violations to appropriate law enforcement agents.

5. The use or possession of equipment, products or material used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.
6. Participation in illegal gambling activities on TVI owned or controlled property or at a function identified with TVI.
7. Embezzling, defrauding or procuring any money, goods or services under false pretenses.

Financial Violations

1. Failure to make satisfactory settlement for any debts to TVI.
2. Issuing a check on campus knowing that it will not be honored when presented for payment.

General Violations

1. Violation of published/posted TVI policies, rules or regulations.
2. Soliciting or selling in violation of the solicitation policy.
3. Having an animal on campus in violation of TVI policy.
4. Dispersing litter in any form onto the grounds or facilities of the campus.
5. Unauthorized use of cell phones, pagers and other electronic equipment in classrooms and laboratories.
6. Unauthorized use of sirens, loudspeakers and other sound amplification equipment.
7. The use of roller blades, skateboards, or scooters on TVI property.
8. Smoking inside TVI buildings.
9. Parking bicycles outside of designated areas.
10. Drinking and eating in classrooms, laboratories and libraries.
11. Bringing children to classes, labs or other instructional activities or to judicial affairs hearings.

Student Discipline Violations

Abuse of the student disciplinary system, including but not limited to:

1. Failure to obey the summons of the Dean of Students, a disciplinary body, or other TVI official.
2. Falsification, distortion or misrepresentation of information before a hearing officer or committee.
3. Disruption or interference of the orderly conduct of a disciplinary proceeding.
4. Initiation of a disciplinary proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in or use of the disciplinary system.

6. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during and/or after a judicial proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code.
9. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

C. Non-academic Discipline Process

All alleged violations of non-academic rules and regulations contained herein will be referred to the Dean of Students' Office. Any alleged violation should be reported as soon as possible after the violation occurs. Upon violation of any of the provisions of this Code of Conduct during class or other TVI activity, TVI faculty and staff may remove the student from the class or other TVI activity for the remainder of that class/activity period, and shall promptly notify the Dean of Students as to the action taken and the reason(s) therefore. Upon submission of the alleged violation to the Dean of Students' Office, the following procedures will apply.

1. For behavior for which a sanction other than suspension, dismissal or expulsion may be imposed, after referral to the Dean of Students or his/her representative and investigation by the Dean or representative (at his/her discretion), the Dean (or representative) will provide:
 - a. Oral or written notice of the charges against the student, and
 - b. An opportunity for the student to admit or deny the allegations in conference with the Dean or his/her representative. If the student denies the allegations, the student is entitled to an explanation of the evidence against the student and will be given an opportunity in the conference to rebut the charges.
 - c. As a result of the investigation and conference with the student, any of the following actions may be taken:
 - i. The charges may be dismissed as unfounded or for lack of evidence;
 - ii. The student may admit responsibility for violating the Code of Conduct and a sanction will be imposed; or
 - iii. The Dean of Students or representative will deem the student responsible for Code of Conduct violations, based on a preponderance of the evidence, and an appropriate sanction will be imposed.

STUDENT POLICIES AND CODES

2. For behavior for which suspension, dismissal or expulsion may be imposed, after referral to the Dean of Students and after any investigation by the Dean or his/her representative, the Dean or representative will establish a hearing date to occur as soon as practicable, or within ten (10) days of imposition of any interim suspension, and will provide:

- a. Written notice of the charges against the student;
- b. Written notice of the date, time and place of hearing;
- c. An opportunity for the student to personally participate in the hearing and to admit or deny the charges against the student.

If the student admits the charges, discipline will be imposed.

If the student denies the charges, the student will be entitled to:

- i. An explanation of the evidence against the student;
 - ii. The right to question witnesses in a manner determined by the Dean of Students or the Hearing Committee;
 - iii. The right to examine, in advance of the hearing, documentation submitted relating to the charges;
 - iv. The right to present a defense at the hearing;
 - (a) The student may call his/her own witnesses and present relevant information or documentation;
 - (b) The student may have legal counsel, or other advisor, present at the hearing, but such counsel or advisor may not participate in the hearing.
 - v. A tape recording of the hearing shall be made. The tape recording is TVI property.
- d. As a result of the investigation and hearing, one of the following actions may be taken:
- i. The charges may be dismissed as unfounded;
 - ii. The student may admit responsibility for violating the Code of Conduct and appropriate sanctions may be imposed; or
 - iii. The Hearing Committee will deem the student responsible for Code of Conduct violations based upon a preponderance of the evidence and appropriate sanctions may be imposed.
- e. The student will be notified of the discipline imposed, either orally following the hearing or sent in writing within five (5) working days of the hearing.

D. Non-Academic Discipline Appeal Process

Students receiving a discipline decision from the Dean of Students or a Hearing Committee may request an appeal. Any such request must be made in writing to the Associate Vice President of Student Services within three (3) working days after notification of the decision.

1. Contents of the Appeal Request.

The appeal request must include:

- a. The name of the individual/organization requesting the appeal;
- b. The disciplinary action being appealed and the date the disciplinary action took place;
- c. The grounds for the requested appeal. The appeal must be based on one or more of the following grounds:
 - i. Procedural or prejudicial error was committed. The specific errors alleged must be stated;
 - ii. The facts upon which the decision was based included inaccurate information. The inaccurate information appealed from must be stated;
 - iii. Specific information presented at the hearing/disciplinary conference is objectionable. The reason for the objection must be stated (i.e. why specific information should not have been considered);
 - iv. Information not offered at the hearing/disciplinary conference is now available. The reason why the information was not offered during the original hearing/disciplinary conference must be stated;
 - v. The sanction imposed is excessive or inappropriate. The reason for believing this must be stated.

2. Decision on Appeal:

- a. Upon review of the appeal, the Associate Vice President of Student Services, or his/her designee, may take any of the following actions:
 - i. Deny the appeal request.
 - ii. Grant the appeal request and refer the matter to the Dean of Students for reopening of the hearing/conference to allow reconsideration of the original decision and/or the sanctions imposed. In the event of such referral, the Associate Vice President of Student Services (or his/her designee) will provide a written rationale for the referral, in accordance with one or more of the grounds for appeal detailed above.
- b. Except as required to explain the basis of new information, an appeal shall be limited to review of the tape recording of the most recent official hearing and supporting documents.

- c. Any review of the sanction(s) in a non-academic discipline process may not result in more severe sanction(s) for the accused student/organization. On review, the sanction may remain as originally determined or may be reduced.

V. DISCIPLINARY ACTIONS AND SANCTIONS

A. Student Sanctions

The following list is not designed to be all-inclusive, but offers examples of the more severe sanctions that may be imposed upon an individual student for infraction of regulations.

1. Disciplinary Probation – This sanction is an official warning that the student's conduct is in violation of TVI regulations or local, state and/or federal laws. Students placed on disciplinary probation are deemed to be not in good standing with TVI. The duration of the probationary period, and conditions imposed, shall be set by the Hearing Officer or Hearing Committee and shall be in proportion to the seriousness of the misconduct. Duration will be at least 30 days, but may be extended indefinitely. Depending on the circumstances and at the discretion of the hearing officer(s), additional stipulations may be enforced. These additional stipulations may be, but are not limited to, withholding of transcript or degree; suspension of rights and privileges; suspension of eligibility to participate in official extracurricular activities; restitution; and referral for counseling. During the probationary period, reported violations of the Code of Conduct or conditions of the probation will result in further sanctions which will be more severe than like sanctions for students not on probation. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, suspension, dismissal, expulsion and notation on the student's transcript.

A student who has been placed on indefinite disciplinary probation and/or whose probation has been indefinitely noted on the transcript may petition to have the probation lifted and/or the notation removed from the transcript. This petition will not be acceptable if submitted sooner than one calendar year from the date the probation began. Students must petition through the Dean of Students Office. The Dean of Students or the TVI Discipline Committee reviews the petition and makes a recommendation to the Vice President for Student Services or designee, whose decision is final.

2. Disciplinary Suspension – Disciplinary suspension is the disenrollment of a student from TVI for a defined period of time. Most suspensions will last a minimum of one full term.

However, the length of the suspension shall be at the discretion of the Hearing Committee. Students may reenter TVI at the conclusion of the suspension. A notation of a suspension will be made on the student's transcript. The notation may be removed in the same manner as stated in V. A. 1., Disciplinary Probation, following the expiration date of the suspension.

3. **Dismissal** – Dismissal is the disenrollment of a student for an indefinite period of time and includes a “minimum timeframe.” In most cases the minimum timeframe is one year, which means the student may not petition to reenter TVI for at least one year. Extended minimum timeframes may also be defined. The length of the dismissal shall be at the discretion of the Hearing Committee. Students seeking to reenter TVI after completion of the minimum timeframe may do so only by consent of the Vice President of Student Services. Requests for reentry must be submitted in writing.
4. **Expulsion** – Expulsion is the disenrollment of a student whereby the student is not eligible for readmission to TVI. A permanent notation of expulsion will be placed on the student's transcript.

B. Interim Suspension

In certain circumstances, the Dean of Students or designee may impose; an immediate, short-term suspension pending further investigation and hearing. In such cases, the Dean or representative will establish a hearing date to occur as soon as practicable, and in any event within ten (10) working days of imposition of any interim suspension.

1. Interim suspension may be imposed only 1) to protect the safety and well-being of members of the TVI community or preservation of TVI property; 2) to protect the student's own physical or emotional safety and well-being; or 3) if the student poses a definite threat of disruption to or interference with the normal operations of TVI.
2. During the interim suspension, the student shall be denied access to the campus (including classes) and/or all other TVI activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

C. Student Organization Sanctions

The following are possible sanctions that may be imposed upon a student organization for infraction of regulations:

1. **Disciplinary Probation** – This sanction is an official warning that the organization's conduct is in violation of TVI regulations or local, state and/or federal laws. Organizations placed on disciplinary probation are deemed to be not in

good standing with TVI. The duration of the probationary period and conditions imposed shall be in proportion to the seriousness of the misconduct. Duration will be at least 30 days, but may be extended indefinitely. Depending on the circumstances, and at the discretion of the Dean of Students, additional stipulations may be enforced. These additional stipulations may be, but are not limited to, suspension of rights and privileges, suspension of eligibility to participate in official extracurricular activities and restitution for damages.

During the probationary period, reported violations of the Code of Conduct or conditions of the probation will result in further sanctions which will be more severe than the sanctions for student organizations not on probation. These sanctions may include, but are not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, or suspension or termination of TVI recognition/charter.

The organization may return to a status of good standing with TVI at the conclusion of the probationary period, assuming all conditions have been satisfied, and upon gaining approval from the Vice President for Student Services.

2. **Suspension of TVI Charter or Recognition** – This sanction may be imposed when the organization's conduct is in violation of TVI's regulations or local, state and/or federal laws. Pursuant to this sanction, the organization's charter or recognition with TVI, along with all privileges afforded a recognized student organization, is withdrawn for a specified period of time, pursuant to the procedure outlined in Section IV.C, supra. Any suspension of charter or recognition imposed will last a minimum of one full calendar year. As with disciplinary probation, additional conditions may be attached and further disciplinary action may result if conditions are not met. Reinstatement of any organization's charter/recognition can only be granted by the Vice President of Student Services after the period of suspension when all conditions of the suspension have been met.
3. **Termination of TVI Charter Recognition** – This sanction may be imposed when the organization's conduct is deemed to be in violation of TVI's regulations or local, state and/or federal laws, pursuant to the procedures outlined in Section IV.C, supra. This sanction will result in the immediate withdrawal of the organization's charter or recognition with TVI, along with all privileges afforded a chartered/recognized student organization. The organization will not be eligible for reinstatement of its charter or recognition for a

minimum of five (5) years. Reinstatement of an organization's charter or recognition may only be granted by the Vice President of Student Services

VI. INTERPRETATION

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or his/her designee for final determination.

VII. AMENDMENTS AND/OR REVISION TO THE CODE OF CONDUCT

Recommendations for changes related to the non-academic discipline process will be referred to the Dean of Students. The Dean of Students reviews the Code of Conduct as needed and recommends changes to the Vice President for Student Services.

VIII. STATEMENT OF LIMITATIONS

No student or student organization shall be subject to disciplinary procedures due to alleged violation of TVI's regulations unless procedures are initiated within one year from the time the alleged misconduct occurred or was made known to the Dean of Students, whichever occurs later. The one-year period of limitation, as referred here, will apply only while the student is enrolled at TVI. If the disciplinary procedures cannot be completed for reasons beyond the control of TVI, a time limitation will not be imposed.

STUDENT POLICIES AND CODES

Technology Use Policy

NOTE: Policies subject to change. Please see www.tvi.cc for latest versions of policies.

I. PURPOSE

- A. TVI owns and operates a variety of computer, network and telecommunication systems which are provided for the use of TVI's students, faculty, staff, and the public in support of the programs of the Institute and are to be used for instruction, learning, research, and administrative use only. All persons using these systems are responsible for seeing that these systems are used in an effective, efficient, ethical, and lawful manner.
- B. This policy as well as additional guidelines for the use of individual systems establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and violation of these policies is grounds for loss of privileges, as well as disciplinary action as outlined in the TVI Employee Handbook, TVI Catalog and Supervisors' Procedure Manual and possible legal sanctions under Federal, State, and local laws.

II. AGREEMENT TO COMPLY WITH POLICY

- A. All users of TVI's systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators of each system. **BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.**

III. RIGHTS

- A. These systems, facilities, and accounts are owned and operated by TVI. TVI reserves all rights, including termination of service without notice, to the technology resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of TVI, nor shall they conflict with applicable law. Users may have rights that are protected by Federal, State, and local laws.

IV. PRIVILEGES

- A. Access to TVI's systems is a privilege, not a right. Access to any system may be denied or revoked at any time for any reason without notice. Access and privileges on TVI systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps for that system.
- B. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any system account assigned to

an individual shall not be used by others. The authorized user is responsible for the proper use of the system, including password protection.

V. RESPONSIBILITIES

- A. The system administrator of each system may set guidelines, consistent with this policy, in which users must conduct their activities. User agrees to become familiar with and to abide by these individual system guidelines and the acceptable use guidelines for whichever outside networks or services they may access through TVI's systems.
- B. Any user who uses TVI's systems to make malicious, intimidating, hostile, harassing, or defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, user agrees that individuals who transmit such remarks shall bear sole responsibility for their actions. User also agrees that TVI's role in managing these systems is only to transmit the information, and that they will not consider such transmission an endorsement by TVI. User acknowledges that TVI cannot be responsible for monitoring transmissions for compliance with these policies or law.
- C. Many of TVI's systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that TVI is not responsible for the contents of any of these outside networks.
- D. If graphic material is being viewed on a screen visible to others and there is a complaint that the material is offensive or considered harassing, user may be asked and will cooperate in resolving the complaint by either turning off the graphic or moving to another less visible location.
- E. In appropriate circumstances, if both users are employees, charges may be made under TVI's Sexual Harassment Policy. Complaints should be directed to the affirmative action officer, located in the Human Resources Department. If one or both individuals is a student, complaints should be directed to one of the conflict/sexual harassment advisors located at all TVI campuses. The Employee Handbook and Student Handbook contain details on filing a charge. Copies of these documents are available from a number of offices including the Human Resources Department and Admissions & Records.
- F. The user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and from specific individual networks.
- G. The user agrees to never attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately

misleading (except for those outside services which may conceal identities as part of the service).

- H. The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not TVI, which is acting solely as the information carrier.
- I. The user agrees never to use a system to perform an illegal act. If during an inspection there is evidence that an applicable law may have been violated, all information will be referred to the proper authorities.
- J. Any attempt to increase the level of access to which a user is authorized, or deprive other authorized users of resources or access to any TVI system shall be regarded as malicious, and may result in a loss of system privileges.
- K. An individual home page must conform to TVI's Web Policy. A copy is available on TVI's home page or can be obtained from Learning Resources. All questions regarding the Web Policy should be referred to webmaster@tvi.cc.nm.us.

VI. ACCOUNTS

- A. An account assigned to an individual must not be used by others without written permission from the system administrator. Each individual is responsible for the proper use of their own account. This includes, but is not limited to, proper password protection and not leaving unattended any device you are logged into.
- B. TVI's systems are not secure, nor are they connected to a secure network. While attempts have been made to ensure the privacy of all user accounts, there is no guarantee or representation that any account, electronic mail, or voice mail is private.

VII. CONFIDENTIALITY

- A. It is the general policy of TVI that programs, files, and messages are to remain confidential and are not to be disclosed to third parties without the user's written permission. However, user grants specific permission and TVI reserves the right to access all information stored on its systems. Accounts will not be granted without such permission and will be locked if such permission is withdrawn.
- B. In the event of a routine maintenance-related inspection, user be will notified where practical in writing before any inspection is performed. In the case of an emergency, owner will be notified in writing within three business days following inspection.
- C. Despite TVI's policy of confidentiality as noted above, TVI does not represent that the accounts, voice mail or electronic mail systems are secure.

VIII. SYSTEM USAGE

- A. Use of electronic communication facilities (such as e-mail or auidix) to send fraudulent, harassing, indecent, profane, intimidating, or other unlawful messages is not conducive to the learning environment and is prohibited. Specifically, but without limitation, transmission of messages or images that may constitute intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, or disability are prohibited. Also electronic communication facilities are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or any other unauthorized use.

IX. SYSTEM PERFORMANCE

- A. No user shall deliberately attempt to degrade the performance of any system including network resources. Any process that is consuming excessive system resources or is degrading overall system response may be terminated or have its priority altered without notice.

X. UNAUTHORIZED ACCESS

- A. Knowledge of passwords or of loopholes in systems shall not be used to damage resources, obtain extra resources, take resources from another user, gain or attempt to gain unauthorized access to another user's account or file space or otherwise make use of resources either on or off campus for which proper authorization has not been given.

XI. COPYRIGHT

- A. Any information, including text, software, graphics, and photographs, that is copyrighted, shall not be copied into, from, or by, or placed on any TVI facility or system, except in accordance with the license. Software may only be copied in order to make back up copies, if so licensed. The number of copies and distribution of copies may not be Done in such a way that the number of simultaneous users exceeds the total number of licensed copies unless otherwise stipulated in the purchase agreement.
- B. A person who makes an unauthorized copy may be liable to the owner for actual damages, profits, court costs, and attorney fees. In addition, in certain cases the user may be criminally prosecuted and subject to a fine and imprisonment.

XII. COMMERCIAL USE

- A. Any commercial use of TVI's systems, unless performed by an approved TVI organization is strictly forbidden. This includes

conducting business as an agent or owner of either a business or non-profit organization or any advertising of personal services or products. Personal use of systems such as the telephone, electronic mail, and the Internet are be kept to a minimum. Should such use become disruptive of the system or of TVI's operations, access may be terminated without notice.

XIII. VIOLATIONS

- A. Upon receipt of a complaint or if a user is suspected of violating this policy, all relevant information will be turned over to either the appropriate supervisor or the Student Affairs Office for investigation and possible disciplinary action. Any suspected violation or complaint can be confidentially reported to the appropriate system administrator or to the CIT Helpdesk at (505) 224-4357.

XIV. RELEASE OF INFORMATION

- A. TVI recognizes the privacy rights of individuals, as guaranteed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Governing Board Policy. User agrees to follow TVI's FERPA guidelines and refer any requests for public information from outside TVI to the office of the Vice President for Administration.
- B. If there is evidence of a violation of this or any other TVI policy or applicable law, written authorization may be given from a Vice President, Campus Dean, Site Coordinator, or his/her designee to do an inspection. Following the inspection, user will be notified in writing within three business days why an inspection has taken place. User, when requested, will cooperate fully with investigation.

XV. TERMINATION

- A. Upon notification of termination of employment, all faculty and staff accounts are locked. Information contained in each account will be kept for a period of no less than thirty days. At the end of that period, the information may be retained or deleted at the Institute's discretion. Any faculty or staff member wanting access to information in his/her locked account, must make a request in writing to the appropriate system administrator.
- B. Student accounts are kept active until the beginning of the next term. At that time, if the user is no longer a registered student, his/her account is locked. Information contained in the account will be kept until the end of that term then either retained or deleted at the Institute's discretion. Any student wanting access to information in his/her locked account, must make a request in writing to the appropriate system administrator.

World Wide Web Policy**I. PURPOSE**

TVI's presence on the World Wide Web is an increasingly important part of its image. Resources for creating home pages have been provided by the Institute for educational and institutional purposes. Home pages created by departments or individuals (and any pages linked to them) represent the Institute to current and potential students, employers, taxpayers and others. These pages must, therefore, meet high standards.

Web pages created at TVI must conform to applicable sections of the TVI Technology Use Policy, the Student Handbook, the Employee Handbook, the Publications Policy and other relevant policies. Familiarity with these policies is the Web user's responsibility.

II. DISCLAIMER

- A. All department pages must include a link to the main TVI home page which contains the standard TVI disclaimer (see text below). All pages created by individuals must be linked to the TVI disclaimer, either via a link to a department page or a link to the main TVI page, and must have the date of last revision and the electronic mail address of the person responsible for the page.
- B. TVI Community College World Wide Web Content Disclaimer. TVI's Web pages are a work in progress. Although we strive for accuracy, we cannot guarantee it. The views expressed on these pages do not necessarily represent the policies of Albuquerque Technical Vocational Institute. The Institute does not assume liability for the accuracy or usefulness of information on these pages. TVI is not responsible for the contents of any off-site pages referenced. All parties providing information and links on the TVI Web warrant that the copying, distribution and use of materials therein will not violate any other party's proprietary rights.
- C. TVI Web pages are maintained by various departments. Coordination and development of TVI Web resources have been assigned to the Learning Resources Department, the Computer Information Technology Department and the Public Information Office. For more information, contact webmaster@tvi.cc or call 505-224-3299.

III. STANDARDS

- A. Minimum standards for Web pages created at TVI include (but are not limited to):
1. All pages must be maintained and updated as needed.
 2. Text must meet high standards of accuracy and literacy.

STUDENT POLICIES AND CODES

3. Where applicable, information must conform to that in the TVI Catalog.
- B. Web pages should not contain:
- legally restricted or confidential material;
 - material that is obscene or defamatory according to legal standards;
 - commercial and personal advertising of services or products (except for approved student organizations).
- C. The TVI logo must be used according to standards set by the Public Information Office.
- D. The webmaster may establish additional standards consistent with this policy and the Technology Use Policy.

Substance Abuse

TVI has committed its resources to creating an environment that fosters learning. Such an environment depends in part on the physical, emotional and social well-being of TVI students and staff. Abuse of alcohol and drugs impairs work and academic performance, poses a threat to the health and safety of the TVI community and undermines the learning environment. TVI is committed not only to maintaining a drug-free campus but also to helping students and staff solve drug- and alcohol-related problems.

TVI POLICY ON ILLEGAL DRUGS AND ALCOHOL

This policy covers all property and facilities owned, used, leased or controlled by TVI and any other site where TVI business is being conducted, including motor vehicles.

Controlled substances are defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, and implementing regulations, 21 CFR 1308.11-08.15. Controlled substances include, but are not limited to, marijuana, hashish, cocaine (including crack), amphetamines, heroin, PCP, hallucinogens, anabolic steroids, certain prescription drugs and certain controlled substance analogs. Possession, use, sale or trafficking of controlled substances and glues is prohibited and punishable as a crime.

Illegal uses of alcohol include, but are not limited to, serving, buying or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. Possession of alcohol is prohibited on all TVI properties and in TVI vehicles.

This policy is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline or any additional requirements imposed on TVI or its students, instructors or staff by federal or state law.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on TVI property or as part of any of its activities by any member of the TVI community is strictly prohibited.

As a condition of continued registration and enrollment, all students shall abide by this policy. Violation of this policy shall result in disciplinary action, up to and including expulsion.

Students and employees in the Truck Driving program are subject to random drug testing under federal law.

TVI's response to any violation of this policy may include, as a total or partial alternative to disciplinary action, a requirement that the employee or student participate satisfactorily in an approved substance-abuse treatment or rehabilitation program as a condition of continued employment or registration/enrollment. Any employee engaged in the performance of work under a federal contract or grant is required, as a condition of employment, to notify his/her supervisor within five days if he/she is convicted of a criminal drug statute violation occurring in the workplace. The supervisor shall notify the TVI administration. Failure of the employee to notify the supervisor shall be grounds for disciplinary action.

In recognition of the dangers of substance abuse in the workplace, TVI shall maintain alcohol and drug-free awareness programs to inform members of the campus community about issues and risks of substance abuse. Counseling and treatment referral resources are listed below.

LEGAL SANCTIONS AND HEALTH RISKS

Penalties for even the most minor violations of the New Mexico Liquor Control Act can include fines of up to \$300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.

Penalties for illegal drug use can include significant fines and imprisonment. Penalties for illegal sale of drugs are greater and may include property confiscation.

Alternative penalties for illegal drug and alcohol use may also include mandatory community service.

Violation of laws by a foreign national may result in deportation.

Driving or using machinery after drinking or using drugs creates the risk of injury or even death for the user and others. Penalties include criminal charges, up to and including homicide, as well as loss of the driver's license and impoundment of the vehicle.

In drug-related cases a court may permanently suspend eligibility for federal benefits, including student financial aid. Moreover, a criminal record can seriously hurt education and career opportunities.

Excessive alcohol consumption and abuse of illicit drugs can lead to certain types of cancer, pathological changes in the liver,

brain, heart and muscle which can lead to disability and death, as well as addiction, birth defects, shortened life span, stomach ulcers, phlebitis, varicose veins and other health problems.

Alcohol and drugs are also factors in homicide, assaults, rapes, suicides and family and date violence.

Alcohol is significantly involved in all types of accidents: motor vehicle, home, industrial and recreational.

Unintended pregnancies and sexually transmitted diseases are often associated with alcohol and other drug abuse. Intravenous (IV) drug use is a high-risk factor for AIDS, which at present is a fatal disease.

Substance abuse negatively impacts on personal, work and academic relationships.

CAMPUS AND COMMUNITY RESOURCES

Any member of the TVI community who is concerned about a substance-abuse problem-their own or a colleague's-can receive free, confidential assistance at the Counseling Center. A clinical therapist is available to perform a primary assessment on a case-by-case basis.

TVI employees will be referred for assistance through the Employee Assistance Program. Students may receive counseling on campus or be referred to the most appropriate community agency.

Other community resources include:

AGORA, UNM Crisis Center (277-3013); Al-Anon Information Service (262-2177); Alcoholics Anonymous (266-1900); All Indian Pueblo Council; Alcoholism Program (884-3820 ext. 25); Narcotics Anonymous (260-9889); National Council on Alcoholism & Drug Dependence (256-8300); Rape Crisis Center (266-7711); UNM Center for Alcoholism, Substance Abuse and Addictions (CASAA) (768-0150); UNM Mental Health Center; Psychiatric Crisis Unit (272-2920 or 272-2800); Suicide Crisis-Emergency Telephone (247-1121); Vet Center Readjustment Counseling (766-5900)

Sexual Harassment

Sexual harassment constitutes an unacceptable and punishable offense at TVI.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, grade or other classroom experience;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment is distinguished from voluntary sexual relationships by the introduction of the elements of coercion and threat. Sexual harassment can involve a supervisor or employee and a student, or an instructor and a student, or two students. The three most common factors in sexual harassment are:

- unwelcome or offensive behavior;
- one-sided versus mutual interest; and
- an offender in a position of authority over the victim.

Sexual harassment can be:

- as blatant as the offer of a promotion, a grade or other academic reward in return for sexual favors; or
- as subtle as constant efforts to change a professional or academic relationship into a personal and social one.

Sexual harassment can include (but is not limited to):

- persistent and offensive personal jokes and comments; or
- unwanted physical contact (touching, patting, bumping or pinching); or
- displaying sexually oriented pictures.

As a student, you can do a great deal on your own to prevent or stop sexual harassment. The signals or feedback you give to another person can be very important. You should examine your own behavior and the reactions you get from others. If you believe you are being sexually harassed:

- Say "no" and mean it. Make clear to the offender that the behavior is unacceptable to you.
- Speak directly. Say something like this: "I'd like to keep our relationship strictly academic (or professional)."
- Take action even if you are uncertain about whether sexual harassment is taking place.

WHERE TO GO FOR HELP

Students with questions or complaints about sexual harassment involving another student should contact the Dean of Students in the Main Campus Student Services Center, telephone (505) 224-4342. Sexual harassment matters concerning a student and a TVI employee should be brought to the Human Resources Department, A Building, Main Campus, (505) 224-4600.

Military Duty

This Student Policy on Military Duty shall apply to currently enrolled students at TVI who are 1) serving on active duty in the military and who receive orders transferring them to a duty station outside of the TVI District or prohibiting their continued enrollment at TVI or 2) are members of the New Mexico National Guard and/or reserves and are called to active duty. In such cases, TVI will follow the procedures listed below upon representation of official military orders by the affected student.

1. A student withdrawing from TVI prior to 80 percent completion of a term of any length will be withdrawn from class with no grade or enrollment penalties imposed. A full refund of tuition will be processed.

2. A student withdrawing after completion of 80 percent of a term of any length may receive full credit for each course in which he/she is enrolled provided the instructor certifies a grade of C or better for the course at the date of formal withdraw. A student with a grade lower than a C will be withdrawn with no grade or enrollment penalties imposed and full refund will be processed. After 80 percent completion of a term of any length, a student must choose either a grade assignment or a tuition refund.

3. A student scheduled to graduate, who has completed 80 percent of the work in courses in which he/she is enrolled for that term, may be certified for graduation provided these courses would complete his/her degree or certificate requirements, and student will receive full credit for the courses.

Rules Governing Classrooms/Labs

Academic Integrity

Students are expected to conduct themselves at all times with the highest academic standards. Cheating, falsifying work or plagiarism will not be tolerated. Students committing these offenses are subject to penalty ranging from a "0" on the assignment or test, to an "F" for the course. Students with repeat offenses are subject to disciplinary action up to and including expulsion.

Academic Dishonesty/Minor Classroom Misconduct Process

TVI students are required to conform to the Student Code of Conduct and Academic Integrity Standards. However, situations that involve academic dishonesty or minor classroom misconduct may occur. Several examples of academic dishonesty and minor classroom misconduct may include but are not limited to the following:

Academic Dishonesty

- Dishonesty (e.g., cheating, plagiarism*) on quizzes, tests, and/or assignments
- Claiming ownership for work not done or work done by others
- Knowingly giving false information

Minor Classroom Misconduct [minor misconduct that is troublesome, but does not violate the Student Code of Conduct]

- Student-to-student disagreements
 - Interference with the academic work of other students
1. If an incident involving academic dishonesty or minor classroom misconduct occurs, the faculty member will meet with the student(s) and discuss the alleged incident. If the situation is not resolved, the faculty member may impose a sanction for the misconduct and will file a Student Incident Report (SIR) with the department dean or associate dean. If the student disagrees with the sanction, the student may appeal the decision by following steps 2–6 as appropriate below.
 2. The student files a written appeal with a copy of the Student Incident Report to the department dean or associate dean within three (3) working days of meeting with the TVI faculty member.
 3. The department conducts an appeal process according to department procedures. The department determines a resolution within ten (10) working days and notifies the student and the faculty member.
 4. If the student is not satisfied with the department resolution, the student submits a written appeal to the Dean of Students within three (3) working days of receiving the department decision.
 5. The Dean of Students reviews and investigates the appeal and recommends a decision to the Vice President for Instruction.
 6. The Vice President for Instruction makes the final decision and notifies the student, the department, the faculty member, and the Dean of Students.

*Plagiarism includes, but is not limited to the use of paraphrase or indirect quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Children on Campus

Children (or other non-students) are not allowed to accompany adults to class. All children who are under age 15, and are on TVI's campus, must be accompanied by an adult at all times.

Electronic Devices

When students are in class or a lab, cellular telephones, pagers and beepers must be turned off or switched to silent or vibration mode. Electronic entertainment devices are to be turned off and headphones removed.

Dress

Students are expected to dress appropriately on campus at all times.

GLOSSARY

ABBREVIATED SCHEDULE: classes begin at 10:30 a.m. Classes before that time are canceled. Information is given on the telephone hotline, (505) 224-4SNO, and on local media.

ACADEMIC COURSES: those which carry transfer credit toward a bachelor's degree as well as meeting requirements for an associate degree (see occupational courses).

ACCREDITATION: formal recognition of an educational institution that maintains standards qualifying its graduates for further study or for professional practice. TVI is accredited to grant certificates and associate degrees by The Higher Learning Commission; individual programs are accredited or approved by professional organizations.

ADDING COURSES: Students may add (register for) TVI courses through the fifth day of a full-term session and the third day of a short session. If the course has a corequisite it must be added as well.

ADMISSION: the process of applying and being accepted by TVI (as opposed to registering for a particular course).

ADULT EDUCATION: free courses to prepare for the GED, or to improve the skills of English as a second language speakers, offered in the Department of Adult and Developmental Education (DADE).

ADVISOR: a TVI staff member who provides program information and checklists, handles credit transfer issues, assists students with setting and meeting academic goals and provides referrals to other departments.

ARTICULATION AGREEMENT: a list of community college courses which are equivalent to corresponding courses at four-year colleges and universities. In other words, a transfer school, such as UNM or NMSU, has agreed, in writing, that these courses will fulfill many or all of the lower-division requirements for a bachelor's degree.

ASSOCIATE DEGREE: a degree awarded by a community college upon satisfactory completion of an organized program. TVI offers the associate of arts, associate of science and associate of applied science degrees. They require 64 to

84 credit hours and include a minimum of 15 credit hours of general education courses as well as those in the major field of study. Some credit hours are transferable toward a bachelor's degree.

AUDIT: TVI students may register for occupational or Arts & Sciences courses for audit—which means no grade or credit is recorded on the transcript—if they have met the prerequisite(s). Students are expected to attend all class sessions but are not responsible for completing assignments. Audit courses do not count for enrollment verification and cannot be used to meet prerequisite or corequisite requirements.

CERTIFICATE: Awarded upon completion of a prescribed series of courses. A certificate indicates skill competency in many technical and vocational areas.

CHALLENGE EXAMS: used to establish credit for occupational and Arts & Sciences courses.

COMMUNITY COLLEGE: a postsecondary institution like TVI which offers adult education, college preparation and courses/programs (certificates and degrees) in technical and occupational fields of study as well as for transfer to four-year schools.

CONCENTRATION: An area of emphasis within a program of study (major).

CONCURRENT ENROLLMENT: enrollment of secondary level students in academic and/or vocational courses at postsecondary institutions for which they are eligible to receive credit at the secondary and postsecondary levels.

COREQUISITE: a course which is either recommended or required to be taken in combination with another course. Often a lab is the corequisite for a lecture: CHEM 121/121L, for example. A student who drops one of a pair of corequisite courses must drop the other as well.

COUNSELOR: a TVI staff member who provides academic, career and personal counseling as well as referrals.

COURSE FEE: a charge for materials, equipment and supplies for a course, listed in the *Schedule of Classes* and this *Catalog*.

COURSE LOAD: the number of courses taken in a term, usually measured in credit hours. At TVI, 12 hours is considered a full load. Students wishing to take more than 18 hours must meet certain conditions.

CREDIT HOUR: a unit of measurement for courses. At TVI, each hour of credit in a lecture class requires a minimum of 750 minutes of instruction per term; each hour of credit in a laboratory class requires at least 1,500 minutes. For transfer purposes, one TVI credit hour generally equals one semester credit hour at other institutions.

CREDIT/NO CREDIT: CR/NC, a grade option in some TVI courses, replacing the traditional letter grade.

CRN: course reference number, assigned to each course in the *Schedule of Classes* and used in registering.

DEVELOPMENTAL EDUCATION: free courses to prepare students to enter liberal arts or occupational majors, offered in the Department of Adult and Developmental Education (DADE).

DISTANCE LEARNING: course sections offered via the Internet, videotape, correspondence or television or in an electronic classroom. These sections cover the same material and carry the same credit as their in-class counterparts. Separate fees are charged. For details, see the *Schedule of Classes*.

DROPPING COURSES: removing your name from a course roll if you no longer wish to attend and will not receive a grade. Deadlines for dropping courses are printed in the *Schedule of Classes*. If you drop a course with a corequisite you must also drop the corequisite. Dropping courses may affect your financial aid.

ELECTIVE: A program credit requirement that allows the student to choose from a list of approved courses or disciplines.

FULL-TIME STATUS: 12 credit hours constitute a full course load.

GENERAL EDUCATION COURSES: courses outside the major field that are required for an associate degree. Examples are ENG 101 and MATH 121; at TVI, general education courses are offered by the Arts & Sciences Dept.

GRADE POINT AVERAGE (GPA): computed by multiplying the number of credit hours of a course by the points assigned to the letter grade, then dividing by the total number of hours.

GRADUATION: Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the completion of all program and institutional graduation requirements, the student's application for graduation, and its approval by the Office of the Registrar. Point values are: A=4, B=3, C=2, D=1, F=0.

MAJOR: a group or series of courses designed to provide intensive education or training in a specialized area. A major prepares students for immediate employment and/or further education; a student's major is the certificate or degree program in which he or she is enrolled.

NON-DEGREE STUDENT: one who has not yet chosen a major or who does not wish to earn a certificate or degree.

OCCUPATIONAL CERTIFICATE: See *CERTIFICATE*

OCCUPATIONAL COURSES: courses designed to prepare students for entry-level jobs. At TVI occupational courses (also called vocational courses) are offered in the Business Occupations, Health Occupations, Technologies and Trades & Service Occupations departments.

OPTIONAL COURSES: courses identified as being related to a program that are not part of the program's graduation requirements. Optional courses provide students with additional and/or related skill development in their field of study.

PIN: personal identification number used as an access code in STARS. Your PIN is pre-set to your birth month/day/year (June 12, 1970, is 061270, for example). To protect your privacy, you should change your PIN as soon as you begin

using STARS. If you forget your PIN, come to the Records Office with a picture ID which includes your Social Security number.

PREREQUISITE: a requirement which must be successfully completed before a student may enroll in a course. Often the prerequisite is a lower-level course in the same subject which must be completed with a passing grade.

PROGRAM: see *MAJOR*

PROGRAM DIRECTOR: an instructor who provides in-depth information about a certificate or degree program

R: Thursday (really!) in the *Schedule of Classes*, where T R means a class meets Tuesday and Thursday.

RECOMMENDED PREREQUISITE: a course or other prerequisite which is strongly suggested for successful completion of a course but is not required (See prerequisite.)

REGISTRATION: the process of signing up for courses, including paying tuition and fees.

REGISTRATION FEE: a charge paid before registering for classes (\$22.25 per term in 2002–03).

REPEATING COURSES: A course may be repeated up to three times, with each enrollment appearing on the transcript.

S: means a class meets on Saturday (generally used in the *Schedule of Classes*)

SCHEDULE OF CLASSES: a printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

SNOW DAY: Under extreme weather conditions, TVI may close or operate under an abbreviated schedule, with classes beginning at 10:30 a.m. Information is announced on a telephone hotline, (505) 224-4SNO, and on radio stations.

STARS: TVI's Student Access Telephone.

SU: means a class meets Saturday and Sunday (generally used in the *Schedule of Classes*).

TERM: the length of a specific course and, therefore, a portion of the academic year. TVI has three terms a year: fall (beginning in September), spring (January) and summer (May).

TOPICS COURSE: a course on a special topic offered irregularly and indicated with a = footnote in the *Schedule of Classes*.

TRADITIONAL GRADE: letter grade (A, B, C, D or F) used in calculating the grade point average and recommended for courses in the major and for courses to be transferred to another institution. For details on grade options, see page 20.

TRANSCRIPT: an official copy of a student's academic record at a college, showing courses attempted and completed, grade and the grade point average. TVI transcripts are available from the Records Office.

TRANSFER CREDIT: credits for courses taken at another institution and counted toward a TVI certificate or degree or taken at TVI and applied toward a degree at another institution.

TUITION: a charge for TVI's Arts & Sciences courses. In 2002–03 New Mexico residents pay \$34.60 per credit hour. Non-residents also pay tuition: \$96.00 per credit hour for Arts & Sciences and occupational courses. (*subject to change without notice*)

U: means a class meets on Sunday (generally used in the *Schedule of Classes*).

VERIFICATION OF COMPLETION: a document issued by an instructional department, upon successful completion of a group of occupational courses, to confirm that specific skills have been attained.

WITHDRAWAL: dropping all courses and ceasing to be a TVI student.

wpm: words per minute (keyboard).

INDEX

A

A+ certification 95, 253
academic calendar 5
academic policies 20
academic renewal 21
academic support 27
academic year 20, 5
accounting 50
accounting courses 232
accreditation 3, 41
administrative assistant courses 231
 see also office administration
admission 6
admission requirements 6
Adult & Developmental Education Department 29
adult education courses 228
adult education learning center 27
advanced manufacturing 167
advanced manufacturing careers 42
advanced placement test 9
advertising assistant 64
advisement and counseling 18
aerospace studies 30
aerospace studies courses 234
air conditioning, heating and refrigeration 170
air conditioning, heating and refrigeration courses 233
American College Test (ACT) 18
Americans with Disabilities (ADA) 25
Animation *see Computer Animation*
anthropology courses 234
applying to TVI 6
apprenticeships 55
 (commercial carpentry, electrical trades, general trades, iron worker, plumbing, sheet metal)
architectural drafting courses 235

architectural/engineering drafting technology 56
art courses 236
Arts & Sciences Department 30
 also See Liberal Arts
assessment 4
assessment centers 18
assistance centers for education 27
associate degree(s) 7, 36
astronomy courses 237
automotive service fundamentals 221
automotive technology 222
automotive technology courses 237
awards (financial) 16

B

baking 108
baking courses 242
basic skills courses (non-credit) 228
bilingual education 128
biology courses 240
biotechnology 58
biotechnology courses 242
bookkeeping 60
bookstore 19
building trades courses 243
business administration 62
business administration courses 238
business applications design 80
business computer applications 76
business graphics 67
business graphics courses 240
business information management 77
Business Occupations Department 31
business/professional services careers 44

C

call center operations 70
cancellation of enrollment 14
career groupings 42
career resource room 18
carpentry 98
carpentry courses 243
catering 258
CCNA Prep 182
certificate/degree 7
certified public accountant prep 52
chemistry courses 244
child care 19
child development associate 71
child, youth and family development 71
 (family studies, early childhood multicultural education)
child, youth and family development courses 244
classification of students 20
clinical laboratory assistant 74
clinical laboratory assistant courses 249
code of conduct 293
College Level Examination Program (CLEP) 9
commercial carpentry apprenticeship 55
commercial carpentry apprenticeship course 243
communications courses 250
community recreation 210
computer animation 94
computer-assisted drafting 56
computer information systems 75
 (business computer applications, business information management, data communications management, multimedia)
computer information systems courses 245

INDEX

entrepreneurship 133, 62
entrepreneurship courses 268
environmental safety and health 134
environmental safety and health courses 268
equal opportunity policy 25
ESL *See English as a Second Language*
exit competencies 48
experiential education 18
“Explore, Experience, and Excel” programs 6

F

family studies 71
fees 5
financial aid
general eligibility requirements 16
Financial Aid Authorization Form 17
Financial Aid Satisfactory Academic Progress (SAP)17
financial services careers 44
fire science 136
fire science courses 270
fitness technician 138
fitness courses 269
food service management 140
food service management courses 270
French courses 269

G

Gaming Operations and Casino Management 148
GED exam prep 18
general business 62
general construction 98
general education 4
general electronics 125

general honors program 30
general honors courses 271
general trades apprenticeship 55
general trades apprenticeship course 271
geographic information systems 142
geographic information systems courses 271
geography courses 271
golf course supervision and operations 148
Governing Board for TVI 3
grades 20
graduate job placement 8
graduation 22
grants 17

H

health information technology 144
health information technology courses 272
health insurance 19
Health Occupations Department 33
health sciences careers 43
health unit coordinator 146
health unit coordinator courses 275
healthcare technician 147
healthcare technician courses 272
help desk support 82
help desk technician 83
high-school-age programs 6
history courses 272
home page www.tvi.cc
honor roll 22
Hospitality and Tourism 148
(*gaming operations and casino management, golf course supervision and operations, hospitality operations and hotel management*)
hospitality and tourism courses 273

human resource assistant 65
humanities courses 275

I

information technology careers 43
international business 150, 62
(*international business fundamentals, e-commerce, entrepreneurship, hospitality and tourism, retail business*)
international business courses 275
iron worker apprenticeship 55
iron worker apprenticeship course 275

J

journalism courses 275
judicial studies 158
judicial studies courses 275
job/life skills courses 229

K

keyboarding courses 231

L

La Comunidad 19
landscaping 161
landscaping courses 128
language arts education 96
legal assistant studies *see paralegal studies*
legal office administration 191
legal services careers 44
liberal arts 163
libraries 27

licensed practical nurse refresher 165
 licensed practical nurse refresher courses 276
 Linux prep 182
 loans 16

M

machine tool technology 179
 machine tool technology courses 277
 management 62
 manufactured housing courses 278
 manufacturing technology 166
 manufacturing technology courses 279
 mathematics courses 276
 math applications learning lab 27
 math tutoring centers 27
 mechanical technology 169
 medical coding 172
 medical laboratory technician 174
 medical laboratory technician courses 278
 medical office assistant 177
 metals technology 179
 Microsoft Certified Systems Administrator (MCSA) . 84
 Microsoft Certified Systems Engineer (MCSE) 85
 Microsoft Office User Specialist (MOUS) 89–92
 Microsoft Software Support 86
 military duty 301
 mission, vision, values for TVI 2
 multimedia 75
 multimedia development 87
 music courses 280

N

natural resources recreation management 210
 network+ certification 254

networking technology 182
 New Mexico Highlands University
 (transfer in Pre-Management) 206
 new student orientation 8
 nursing assistant 189
 nursing assistant courses 280
 nursing home/home health attendant 190
 nursing home/home health attendant courses 280
 nursing programs 184
 nursing courses 280
 nutrition courses 281

O

office administration (*legal, office technology*) 191
 office assistant 194
 Oracle courses 254
 orientation 8

P

paralegal studies 196
 paralegal studies courses 283
 parking 19
 payroll clerk 53
 perioperative nursing 198
 perioperative nursing courses 286
 pharmacy technician 199
 pharmacy technician courses 286
 philosophy courses 281
 phlebotomy 201
 phlebotomy courses 282
 photonics 202
 photonics courses 282
 physics courses 282
 placement tests 9

plumbing 169
 plumbing apprenticeship 55
 plumbing apprenticeship courses 284
 plumbing courses 284
 political science courses 286
 PowerPoint 91
 practical nursing 184
 practical nursing courses 285
 pre-engineering 204
 pre-management 206
 prerequisite 12
 process control 125
 process control courses 281
 professional cooking 108
 professional cooking 287
 programs of study (listings) 36–47
 psychology courses 286

Q

quantity food preparation *see professional cooking*
 quantity food preparation courses 287

R

reading courses 287
 real estate 62
 real estate courses
 (See courses BA 270-275, BA 279-285)
 records, academic 23
 recreation and leisure 210
 *(community recreation , natural resources recreation
 management, therapeutic recreation)*
 registered nurse refresher 212
 registered nurse refresher courses 288
 registration 12

INDEX

religion courses	288
residency classification	13
residential drafting	56
residential superintendent	96
residential wiring	98
respiratory therapy	213
respiratory therapy courses	288
retail management	215
rules governing classrooms and labs	301

S

sales associate	66
SAT	9
<i>Schedule of Classes</i>	1
scholarships and other aid	17
security	19
semiconductor manufacturing	168
semiconductor manufacturing courses	289
senior discount	15
sexual harassment policy	300
sheet metal apprenticeship	55
sheet metal apprenticeship course	289
skills courses	291
SkillsUSA/VICA courses	291
sociology courses	289
Spanish courses	290
special education	128
special education courses	290
special services	18
sportscraft/small engine courses	289
stenotranscription	217
student academic records	24
student activities	19
student code of conduct	298
student complaint process	26

student health center	19
student job placement	18
student services	6
study skills	29
substance abuse policy	300
surgical technology	219
surgical technology courses	291

T

tax preparer for individuals	54
Technologies Department	34
technology use policy	298
testing centers	<i>see Assessment Centers</i>
theater courses	291
therapeutic recreation	210
Trades & Service Occupations Department	35
transfer among NM higher education	10
transfer of credit	13
transportation technology	151
<i>(automotive technology, diesel equipment technology)</i>	
Tres Manos Child Development Center	27
Trio program	19
truck driving	224
truck driving courses	291
tuition and fees	15
tutorial/learning centers	27
tutoring	27

U

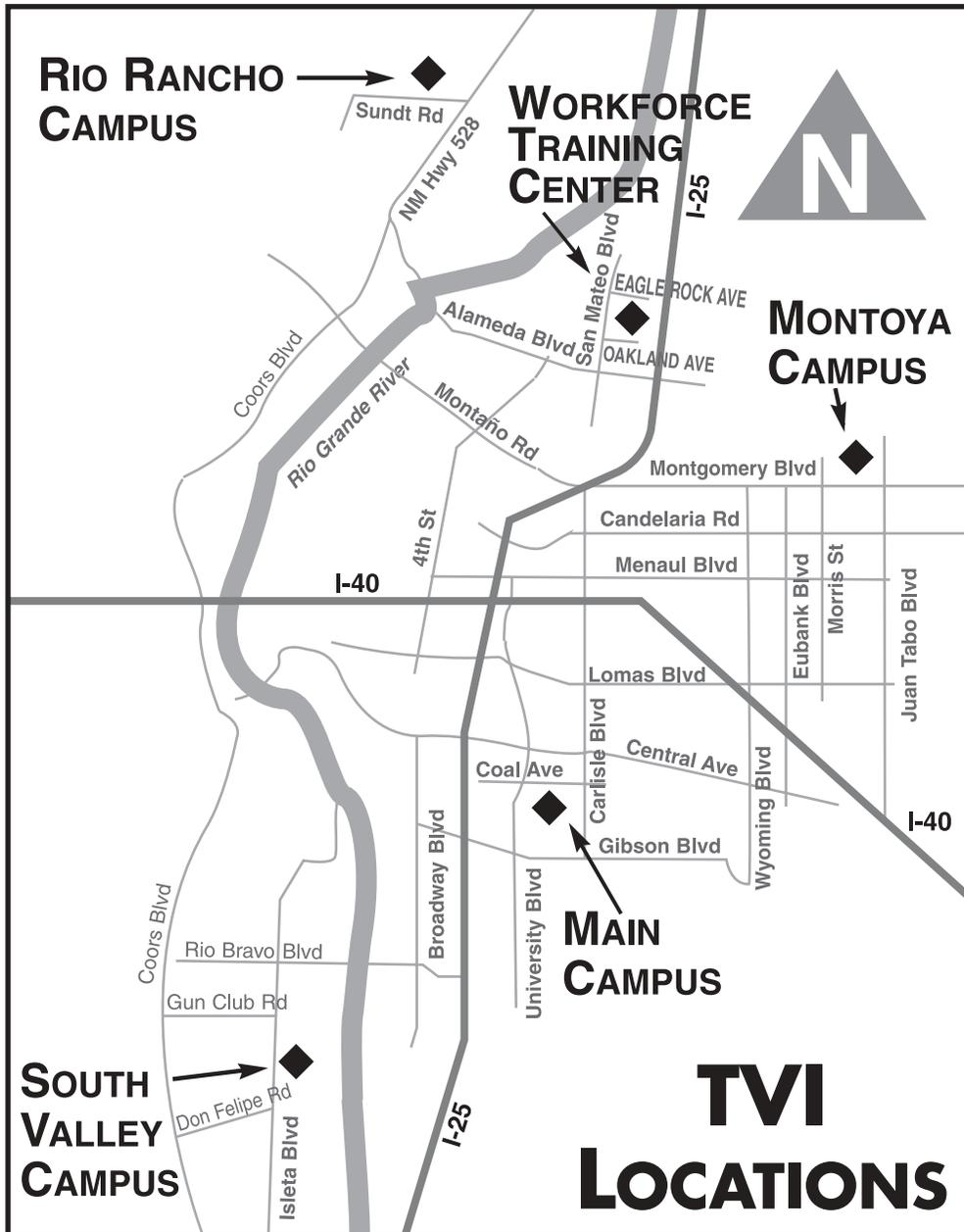
University of New Mexico <i>(transfer to Anderson School in Pre-Management)</i>	206
--	-----

V

verification of completion	7, 36
VICA (Skills USA) courses	291

W

web business manager	122
web graphics specialist	88
web design/development courses	254–256
welding	181
welding courses	291
work study	16
Workforce Training Center	5
world wide web policy	299
writing and reading assistance center	27



Main Campus

525 Buena Vista SE
Albuquerque, NM 87106-4096
(505) 224-3160

Joseph M. Montoya Campus

4700 Morris NE
Albuquerque, NM 87111-3704
(505) 224-5551

Rio Rancho Campus

4705 Sundt Rd. NE
Rio Rancho, NM 87124
(505) 892-7113

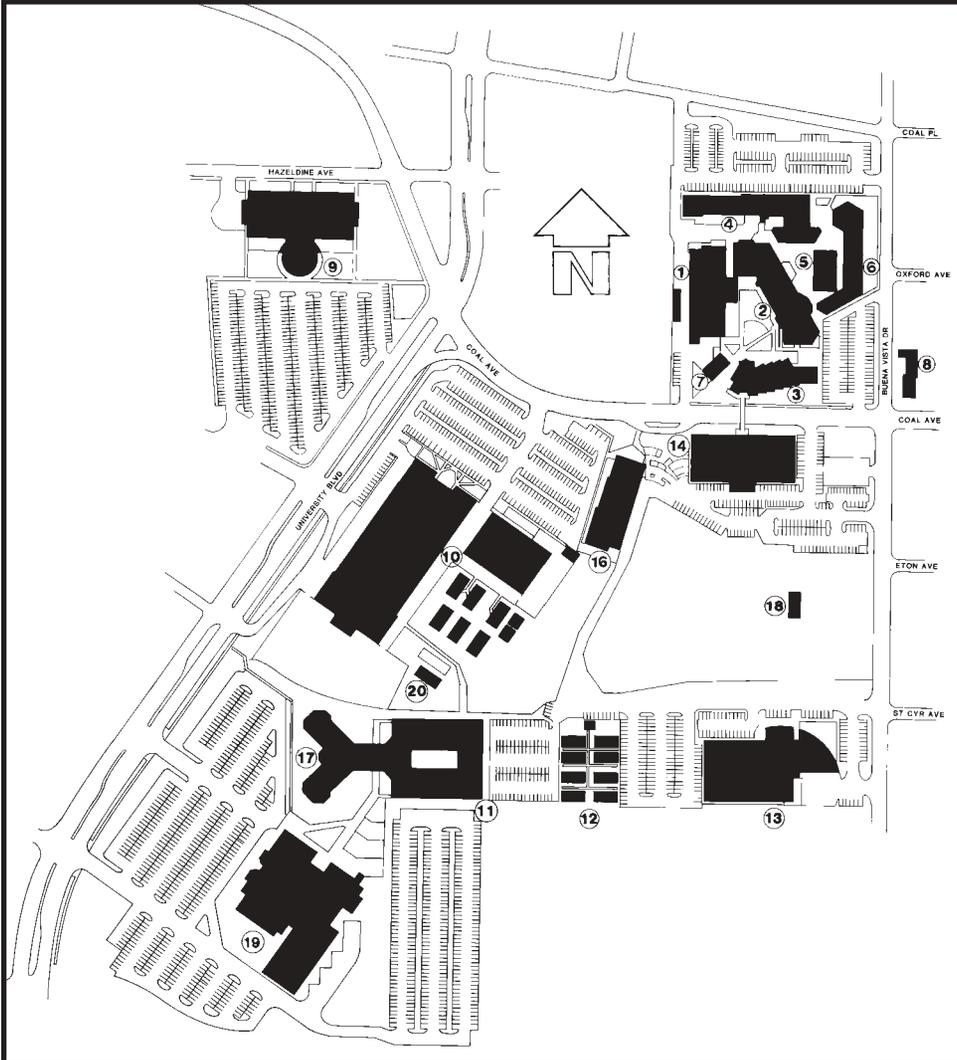
South Valley Campus

5816 Isleta SW
Albuquerque, NM 87105
(505) 224-5000

Workforce Training Center

5600 Eagle Rock Ave. NE
Albuquerque, NM 87113-1711
(505) 224-5200

TVI Main Campus



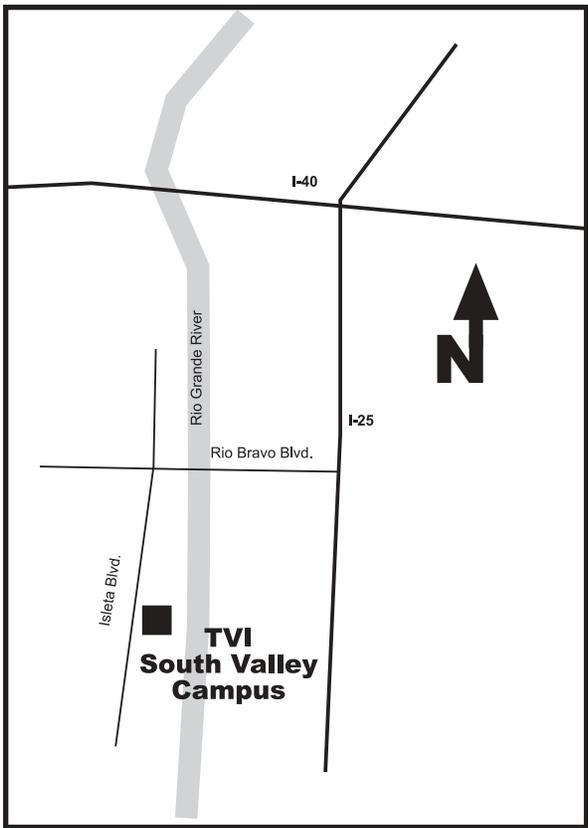
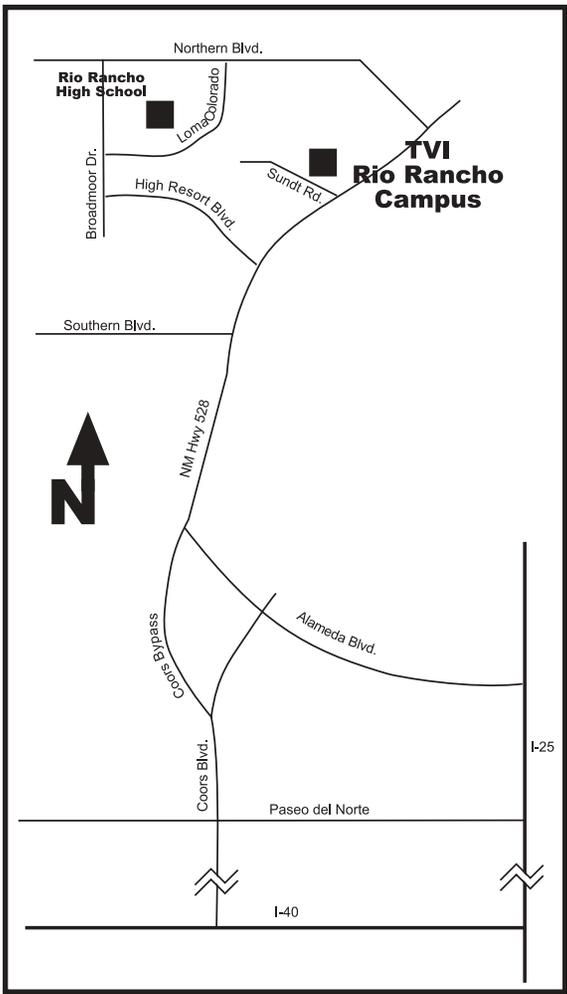
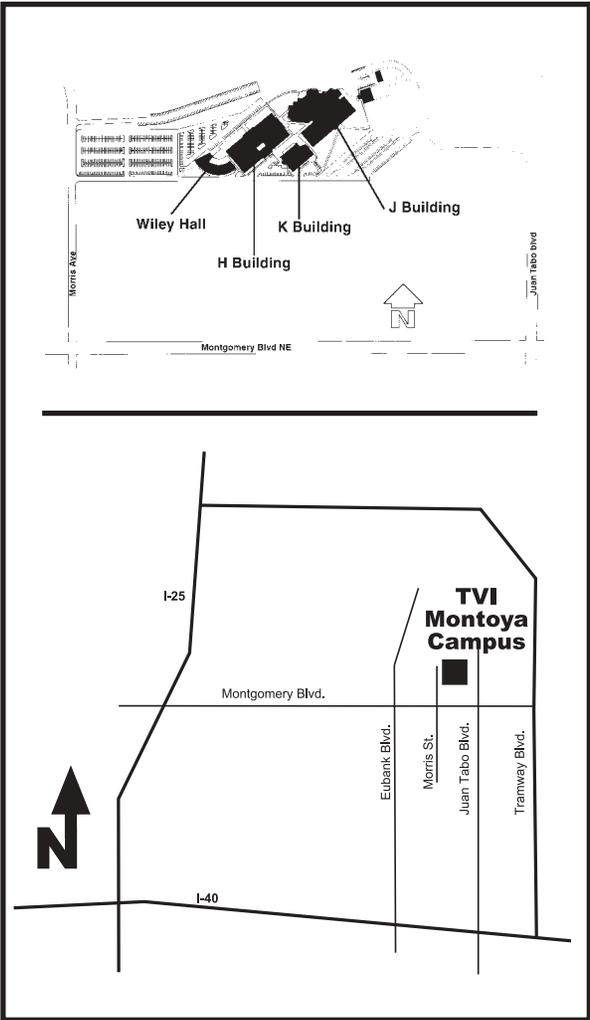
Bldg. # Building Name

- 1 West Bldg. (W)
- 2 Administration Bldg. (A)
- 3 South Bldg. (S)
- 4 North Bldg. (N)
- 5 Main Bldg. (M)
- 6 East Bldg. (E)
- 9 Smith Brasher Hall (SB) – 717 University Blvd. SE
- 10 Ted Chavez Hall (TC) – 1800 Coal SE
- 11 Ken Chappy Hall (KC)
- 12 South Temporary Buildings – (ST) 10-24
- 13 Support Services/ Physical Plant (PPD) – 901 Buena Vista SE
- 14 Jeannette Stromberg Hall (JS) – 2000 Coal SE
- 16 Science Laboratory Bldg. (L) – 1828 Coal SE
- 17 Max Salazar Hall (MS) – 800 University SE
- 18 Tres Manos Child Development Center – 823 Buena Vista SE
- 19 Student Services Center (SC) – 900 University SE
- 20 South Temporary Bldg. (ST) 101

Joseph M. Montoya Campus
 4700 Morris NE
 Albuquerque, NM 87111-3704
 (505) 224-5551

Rio Rancho Campus
 4705 Sundt Rd. NE
 Rio Rancho, NM 87124
 (505) 892-7113

South Valley Campus
 5816 Isleta SW
 Albuquerque, NM 87105
 (505) 224-5000





COMMUNITY
COLLEGE

www.tvi.cc