

Albuquerque Technical Vocational Institute (TVI)
can be accessed at the following sites:

Main Campus

Administration/Mailing Address

525 Buena Vista SE

Albuquerque, NM 87106-4096

(505) 224-3000

Student Services/Information

900 University SE

(505) 224-3160

Joseph M. Montoya Campus

4700 Morris NE

Albuquerque, NM 87111-3704

(505) 224-5551

South Valley Campus

5816 Isleta SW

Albuquerque, NM 87105

(505) 224-5000

TVI Westside

10549 Universe NW

Albuquerque, NM 87114

(505) 224-5301

www.tvi.edu



TVI Governing Board

Richard Barr, *Chair*
 Robert P. Matteucci, *Vice Chair*
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 Jeff Armijo
 Penelope S. Holbrook
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TVI Administration

Michael J. Glennon, *President*
 Phillip Bustos, *Vice President for Student Services*
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TVI – OUR COMMUNITY COLLEGE

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

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*; the *Student Planner and Handbook* 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 students enroll in a course, the course may be cancelled. Not all courses will be offered every term.

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.edu.

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ABOUT TVI

Thank you for your interest in Albuquerque Technical Vocational Institute (TVI)—and welcome! Now in its fourth decade, TVI is a fully accredited community college offering courses in a variety of occupational, college transfer and adult/developmental education subjects.

For 2003–04, credit programs at TVI include:

- occupational certificates in 52 business, health, technologies and trades occupations as well as short-term occupational courses;
- associate degrees in 43 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
- remedial, preparatory and developmental classes for students preparing to meet admission requirements at TVI or other institutions.

TVI also offers non-credit programs including:

- adult education basic skills (including English as a second language and GED exam prep);
- customized training and assistance to business through the TVI Workforce Training Center, (505) 224-5200; and
- workshops and support for learners over 50 through the Emeritus Academy, (505) 224-5506.

TVI also offers enrollment opportunities for high-school-aged students (see page 11). An increasing number of credit courses are offered in innovative distance-learning formats designed to overcome barriers of time or space (see page 43).

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).

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. Job

training programs in business, health, technologies and trades areas emphasize 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. 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 had become TVI's fastest growing component and an increasingly important part of occupational instruction, and the University of New Mexico was offering 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. 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.

TVI Today

With an enrollment of about 24,000, 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 our South Valley Campus, our new instructional facility—TVI Westside—the University of New Mexico, Kirtland Air Force Base and various off-campus sites.

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 2001–02 was 94 percent. (See chart on page 5.) 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.

Funding for TVI programs and most construction and equipment comes from a property tax levy in the Institute's service district and annual appropriations by the New Mexico Legislature. Tuition and fees are moderate, and financial aid is available to those who qualify. 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 many programs and courses.

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.

General Education

TVI provides basic, occupational and general education for a population that includes a broad spectrum of ages, cultural backgrounds and intellectual abilities and 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.

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 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.

Graduate Job Placement Data for 2001–02

Note: Programs not listed have no graduates for this reporting cycle.

About Student Job Placement

Student Job Placement provides a variety of job search services and support to students and graduates, including

- on-line 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;
- help with interview attire and grooming; and
- job success consultation.

Services are free and graduates have lifetime access. Eligible students may register in person or by telephone with either of the two Student Job Placement Department offices.

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 should contact the Main Campus Student Job Placement Department by telephone.

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

For more information and/or explanation about the graduate job placement data on these pages, contact the Main Campus Student Job Placement office. For local, state and national occupational employment and wage rates, go to www.dol.state.nm.us/eds/index.html.

Please note that there are several programs of study in which the certificate wages are higher than the degree wages. In most of these cases, some individuals acquired both the certificate and degree, resulting in higher wages.

CONTACT INFORMATION

Main Campus: (505) 224-3060

Montoya Campus: (505) 224-5507

Program of Study	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 in Training-Related Job	Working in New Mexico	Average Hourly Rate ²	Average Annual Salary ²
BUSINESS OCCUPATIONS											
Accounting, Certificate	5	0	0	1	4	4	0	100%	4	\$11.00	\$22,880
Accounting, Degree	41	11	3	6	21	19	2	90%	19	\$14.10	\$29,324
Bookkeeping, Certificate	7	0	4	1	2	2	0	100%	2	\$9.76	\$20,301
Business Administration, Certificate	5	0	0	1	4	4	0	100%	4	\$14.48	\$30,118
Business Administration, Degree	39	1	2	6	30	29	1	97%	27	\$11.96	\$24,884
Business Graphics, Certificate	2	0	0	2	0	n/a	0	n/a	n/a	n/a	n/a
Business Graphics, Degree	10	6	2	2	0	0	0	n/a	n/a	n/a	n/a
Computer Information Systems, Certificate (formerly MicroComputer Management)	4	1	1	0	2	1	1	50%	1	NOT REPORTED	
Computer Information Systems, Degree (formerly MicroComputer Management)	24	2	4	3	15	12	3	80%	12	\$15.81	\$32,894
Court Reporting, Degree	0	0	0	0	0	0	0	n/a	n/a	n/a	n/a
E-Commerce, Certificate	3	0	0	2	1	1	0	100%	1	\$10.82	\$22,506
E-Commerce, Degree	5	0	0	3	2	2	0	100%	2	\$9.66	\$20,093
Entrepreneurship, Certificate	16	3	0	2	11	11	0	100%	11	\$15.38	\$31,997
Financial Services, Certificate	2	1	0	0	1	1	0	100%	1	\$9.00	\$18,720
Financial Services, Degree	1	0	0	0	1	1	0	100%	1	\$19.30	\$40,144
Food Service Management, Certificate	2	0	0	0	2	2	0	100%	2	\$10.00	\$20,800
Hospitality & Tourism, Certificate	1	0	0	0	1	1	0	100%	1	NOT REPORTED	
Hospitality & Tourism, Degree	1	0	0	0	1	0	1	0%	n/a	n/a	n/a
International Business, Certificate	1	1	0	0	0	0	0	n/a	n/a	n/a	n/a
Judicial Studies, Certificate	5	0	0	0	5	5	0	100%	5	\$13.14	\$27,331
Medical Office Assistant, Certificate	6	2	2	1	1	1	0	100%	1	NOT REPORTED	
Office Administration, Certificate (formerly Administrative Assistant)	3	0	2	1	0	0	0	n/a	n/a	n/a	n/a
Office Administration, Degree (formerly Administrative Assistant)	29	4	6	1	18	16	2	89%	16	\$12.44	\$25,882
Office Assistant, Certificate	8	4	1	0	3	3	0	100%	3	\$9.08	\$18,886
Paralegal Studies, Degree (formerly Legal Assistant Studies)	14	0	8	0	6	6	0	100%	6	\$12.51	\$26,025
Pre-Management, Degree	61	9	5	36	11	9	2	82%	9	\$20.43	\$42,484
Stenotranscription, Certificate	0	0	0	0	0	0	0	n/a	n/a	n/a	n/a
TOTAL BUSINESS OCCUPATIONS	295	45	40	68	142	130	12	92%	128	n/a	n/a

¹ Excludes 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. Not all graduates report wages. Average wages are based on those who did.

Student Job Placement

Program of Study	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 in Training-Related Job	Working in New Mexico	Average Hourly Rate ²	Average Annual Salary ²
HEALTH OCCUPATIONS											
Child, Youth & Family Development, Degree	7	1	1	1	4	4	0	100%	4	\$9.15	\$19,025
Clinical Laboratory Assistant, Certificate	9	0	1	0	8	8	0	100%	8	\$10.02	\$20,831
Diagnostic Medical Sonography, Degree	13	1	0	0	12	12	0	100%	11	\$19.35	\$40,251
Healthcare Technician, Certificate	0	0	0	0	0	0	0	n/a	n/a	n/a	n/a
Health Unit Coordinator, Certificate	11	0	5	1	5	5	0	100%	5	\$9.41	\$19,573
Medical Laboratory Technician, Degree	11	1	0	0	10	10	0	100%	10	\$13.09	\$27,227
Nursing, Degree	118	19	0	1	98	98	0	100%	97	\$18.87	\$39,251
Nursing Assistant, Certificate	25	4	1	7	13	13	0	100%	13	\$10.20	\$21,208
Pharmacy Technician, Certificate	26	5	8	3	10	10	0	100%	10	\$10.72	\$22,307
Phlebotomy, Certificate	42	12	8	7	15	15	0	100%	15	\$9.11	\$18,955
Practical Nursing, Certificate	12	2	0	1	9	9	0	100%	9	\$16.47	\$34,255
Respiratory Therapy, Degree	15	0	0	0	15	15	0	100%	15	\$18.31	\$38,090
Surgical Technology, Certificate	8	2	1	1	4	4	0	100%	4	\$13.23	\$27,511
TOTAL HEALTH OCCUPATIONS	297	47	25	22	203	203	0	100%	201	n/a	n/a
TECHNOLOGIES											
Architect./Engineering Drafting Technology, Certificate	5	1	0	0	4	3	1	75%	3	\$11.33	\$23,573
Architect./Engineering Drafting Technology, Degree	11	2	1	0	8	8	0	100%	8	\$12.50	\$26,000
Computing Technology, Certificate	12	3	4	3	2	1	1	50%	1	\$20.50	\$42,640
Computing Technology, Degree	26	5	5	5	11	7	4	64%	7	\$14.63	\$30,420
Construction Management Technology, Degree	10	0	2	2	6	6	0	100%	6	\$18.40	\$38,265
Design Drafting Engineering Technology, Degree (name changed to Engineering Design Technology)	3	1	0	1	1	1	0	100%	1	\$16.83	\$35,006
Electronics Engineering Technology, Degree	8	0	1	1	6	5	1	83%	5	\$17.72	\$36,851
Electronics Technology, Certificate	27	5	2	10	10	9	1	90%	9	\$12.61	\$26,229
Electronics Technology, Degree	34	6	3	2	23	21	2	91%	20	\$16.78	\$34,907
Manufacturing Technology, Certificate	9	1	3	5	0	0	0	n/a	n/a	n/a	n/a
Manufacturing Technology, Degree	22	1	5	4	12	12	0	100%	12	\$16.45	\$34,213
Networking Technology, Certificate (formerly Network Management)	3	0	1	0	2	2	0	100%	2	\$13.38	\$27,820
Networking Technology, Degree (formerly Network Management)	28	5	6	2	15	12	3	80%	12	\$13.45	\$27,974

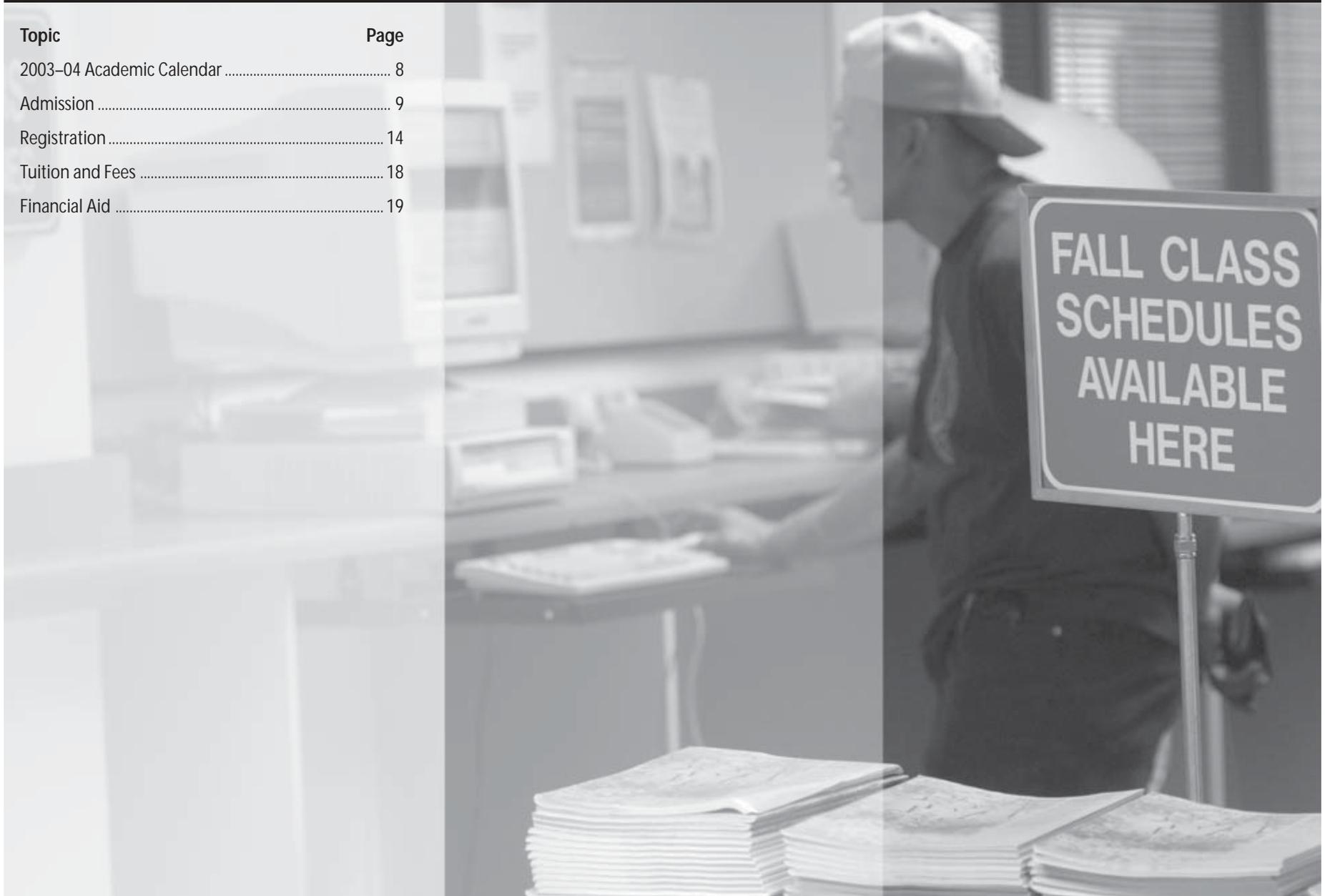
Program of Study	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School	Available to Work ¹	Employed In Training-Related Job	Seeking Training-Related Job	Percent Employed in Training-Related Job	Working in New Mexico	Average Hourly Rate ²	Average Annual Salary ²
TECHNOLOGIES (continued)											
Photonics Technology, Certificate	1	0	0	1	0	0	0	n/a	n/a	n/a	n/a
Pre-Engineering, Degree	7	2	0	3	2	1	1	50%	1	NOT REPORTED	NOT REPORTED
Web Technology, Certificate	4	1	1	0	2	2	0	100%	2	NOT REPORTED	NOT REPORTED
Web Technology, Degree	7	3	0	2	2	2	0	100%	2	\$12.20	\$25,376
TOTAL TECHNOLOGY	217	36	34	41	106	92	14	87%	91	n/a	n/a
TRADES & SERVICE OCCUPATIONS											
Air Conditioning, Heating & Refrigeration, Certificate	29	3	5	8	13	13	0	100%	13	\$14.10	\$29,331
Automotive Technology, Certificate	17	3	2	4	8	8	0	100%	8	\$11.86	\$24,662
Baking, Certificate	14	3	2	3	6	5	1	83%	5	\$10.67	\$22,187
Carpentry, Certificate	6	1	0	3	2	2	0	100%	2	\$8.00	\$16,640
Construction Technology, Degree	11	3	1	1	6	6	0	100%	6	\$17.59	\$36,587
Cosmetology, Degree	0	0	0	0	0	0	0	n/a	n/a	n/a	n/a
Criminal Justice, Degree	20	1	5	4	10	10	0	100%	10	\$10.96	\$22,797
Culinary Arts, Degree	14	5	2	1	6	6	0	100%	6	\$10.50	\$21,840
Diesel Equipment Technology, Certificate	5	1	0	0	4	3	1	75%	3	\$14.50	\$30,160
Electrical Trades, Certificate	32	6	7	2	17	16	1	94%	16	\$15.59	\$32,427
Environmental Safety & Health, Degree (formerly Environmental Technology)	6	0	0	2	4	4	0	100%	4	\$15.84	\$32,937
Fire Science, Degree	7	1	2	1	3	3	0	100%	3	NOT REPORTED	NOT REPORTED
Fitness Technician, Certificate	18	0	4	5	9	9	0	100%	8	\$7.67	\$15,947
Personal Trainer one-on-one hourly rate										\$27.50	n/a
Machine Tool Technology, Certificate	14	1	1	1	11	11	0	100%	11	\$14.54	\$30,253
Mechanical Technology, Degree	9	0	3	0	6	6	0	100%	6	\$13.95	\$29,009
Metals Technology, Degree	12	3	0	1	8	8	0	100%	8	\$14.55	\$30,264
Plumbing, Certificate	7	2	1	1	3	3	0	100%	3	\$13.75	\$28,600
Professional Cooking, Certificate	15	1	1	4	9	8	1	89%	8	\$11.50	\$23,920
Residential Wiring, Certificate	43	8	7	12	16	16	0	100%	16	\$15.27	\$31,755
Transportation Technology, Degree	7	0	1	0	6	6	0	100%	6	\$12.02	\$24,996
Truck Driving, Certificate	84	22	21	1	40	33	7	83%	21	\$14.82	\$30,829
Welding, Certificate	12	3	2	3	4	4	0	100%	4	\$20.00	\$41,600
TOTAL TRADES	382	67	67	57	191	180	11	94%	167	n/a	n/a
ALL TVI TOTALS	1191	195	166	188	642	605	37	94%	587	n/a	n/a

¹ Excludes 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. Not all graduates report wages. Average wages are based on those who did.

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2003–04 Academic Calendar

Fall Term 2003

First day of instruction	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 21
Last day to change grading options; last day to withdraw	
Full term classes	November 21
Short session classes	See <i>Schedule of Classes</i>
Thanksgiving Holiday (no classes; offices closed)	November 27–30
Last day of the term (may vary; consult department)	December 18
Fall grades available on STARS and online	See <i>Schedule of Classes</i>

Spring Term 2004

First day of instruction	January 12
Martin Luther King, Jr., Day Holiday (no classes; offices closed)	January 19
Last day to register	
Full term classes	January 20
Short session classes	See <i>Schedule of Classes</i>
Presidents' Day Holiday (no classes; offices open)	February 16
Midterm/graduation applications due	March 4
Last day to change grading options; last day to withdraw	
Full term classes	April 2
Short session classes	See <i>Schedule of Classes</i>
Last day of the term (may vary; consult department)	April 30
Graduation	April 30
Spring grades available on STARS and online	See <i>Schedule of Classes</i>

Summer Term 2004

First day of class	May 17
Memorial Day Holiday (no classes; offices closed)	May 31
Last day to register	
Full term classes	May 24
Short session classes	See <i>Schedule of Classes</i>
Midterm/graduation applications due	June 25
Independence Day Holiday (no classes; offices closed)	July 3–5
Last day to change grading options; last day to withdraw	
Full term classes	July 23
Short session classes	See <i>Schedule of Classes</i>
Last day of the term (may vary; consult department)	August 7
Summer grades available on STARS and online	See <i>Schedule of Classes</i>

Enrolling at TVI is as easy as A, B, C! Below is a quick reference guide to TVI's enrollment process for beginning students. Complete enrollment information and more can be found in the following sections of this catalog.

A. Be Admitted

- Submit Admissions Form
- Take the Accuplacer placement exams or provide official ACT/SAT scores
- Meet with an advisor or counselor
- Attend a New Student Orientation

B. Register for Classes

- Receive information on registration
- Obtain a *Schedule of Classes*
- Plan your schedule
- Register for classes online or on STARS
- Pay tuition and fees

C. Before Attending Classes

- Obtain your student ID card
- Purchase textbooks
- Make arrangements for parking

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

TVI 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 usually 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 High School-Aged Student Enrollment programs (see page 11).

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

**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.*

Enrollment Options

Enrollment Status

A student's enrollment status is determined by the student's primary goal for taking courses at TVI. Admission representatives and 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). Non-degree students may request to change to certificate/degree status and apply credits earned in non-degree status by completing a Declare a Major form. Non-degree students are eligible to receive department-issued Designed Skill Sets (see page 10).

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

Certificate/Degree Status: Those who have met the program placement requirements listed on page 10 and have officially declared the major (program of study) from which they plan to earn a certificate or degree from TVI.

Admission

Certificates, Degrees and Designed Skills Sets

TVI offers the following types of certificate and degree programs (see page 48 for a complete listing):

- **Occupational Certificate:** An occupational certificate program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge.
- **Associate of Applied Science (AAS) Degree:** An AAS degree program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. An AAS program is not intended to transfer to bachelor's degree programs, although certain courses may be accepted at some institutions.
- **Associate of Arts (AA) Degree:** An AA degree program is 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 (AS) Degree:** An AS degree program is designed for transfer into a bachelor's degree program in a technical, medical or professional field with such disciplines as its base.
- **Designed Skill Set:** A document issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills.

Program Placement Requirements

Any person wanting placement into a TVI certificate and/or degree program 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, 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. Some programs have additional requirements (see program descriptions).

The Admission Process

1. Submit Admissions Form

Admission Forms are available online (www.tvi.edu) and in the Admissions Office at all TVI campuses.

New Students: Any student who has never attended a college or university, including TVI in a certificate/degree or non-degree status must complete an Admissions Form.

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

Transfer Students: Any student who has attended a college or university, but has not attended TVI in a certificate/degree or non-degree status must complete an Admissions Form.

Transfer students are not required to submit official transcripts for admission purposes. Students who want to transfer credits earned at other institutions or who need to provide proof of meeting a course prerequisite, must have official transcripts sent to the TVI Records Office (see page 11).

NOTE: Students wanting to apply for financial aid, should access financial aid information and forms from TVI's website (www.tvi.edu) or visit the Financial Aid Office as soon as possible in the admission process.

2. Take the Accuplacer placement exams or provide official ACT/SAT scores taken within the last five years

Prerequisites, requirements that must be met prior to registering for many courses, may be met with approved scores on placement exams—Accuplacer, ACT, SAT, by transfer of credit from another institution, or by successful completion of a specific TVI course. Accuplacer is available at any campus and there is no charge for the first three exams (see page 15). 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 registering for less than six credit hours per term and not enrolling in ENG or MATH courses; or
- can provide proof of successful completion of previous college-level math and/or English courses.

3. Meet with an advisor or 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.

4. Attend a New Student Orientation

Orientation includes information that will help students be successful at TVI and is required for all first-time college students. Orientation schedules are available in Admissions, Registration, and Advisement and Counseling offices.

5. Register for classes

(see *The Registration Process*, page 14.)



High School-Aged Student Enrollment Programs and Articulated Credit

High School-Aged Student Enrollment Programs

TVI's three High School-Aged Student Enrollment Programs each provide qualified high school-aged students who reside in TVI's service area the opportunity to enroll in college classes at TVI. Credits earned may be applied toward a TVI certificate and/or degree and most are transferable to other colleges. Classes are taught by TVI faculty on TVI campuses, through distance learning or at a high school campus. Students enrolled in any of these programs are subject to all TVI policies and regulations. Information on the requirements and enrollment process for these programs is available at any Admissions Office and online at www.tvi.edu.

CONCURRENT ENROLLMENT provides high school sophomores, juniors and seniors who attend a public high school (with whom TVI has a Concurrent Enrollment agreement) and qualify for New Mexico in-state tuition status, the opportunity to take college courses for which they will simultaneously earn both college credit and high school elective credit. Students should see their high school counselor for a Concurrent Enrollment packet.

- Concurrent Enrollment students are often able to complete a college certificate or degree more quickly because they start college while in high school.
- Concurrent Enrollment students have their registration and tuition fees waived. (The student pays for any additional course fees and textbooks.)
- Concurrent Enrollment admission and registration can be processed at any TVI campus.

COLLEGE AND CAREER BOUND provides high school sophomores, juniors and seniors who attend a private school or a public high school, or are currently home-schooled students and at least 16 years of age, the opportunity to earn college credit.

- College and Career Bound students are often able to complete a college certificate or degree more quickly and with less expense because they start college while in high school or home school.
- While College and Career Bound students must pay all tuition and fees, College and Career Bound provides greater flexibility than Concurrent Enrollment because students can enroll in any TVI course for which they qualify.
- College and Career Bound admission and registration can be processed at any TVI campus.

DROP-IN provides those 16 or 17 years of age who are no longer actively enrolled in high school and are released from compulsory education the opportunity to continue their education at TVI.

- While Drop-In students must pay all tuition and fees, a special Drop-In scholarship is available to help Drop-In students with their educational costs.
- Drop-In is a great opportunity for students to continue their education, earn a certificate or degree and/or enter a career path.
- While Drop-In admission is only processed at the Main Campus, students can take classes at any TVI campus.

Articulated Credit

Articulated credit can be earned by high school students for learning, in high school, the equivalent competencies taught in entry-level courses at TVI.

Students who successfully complete and pass the exit competencies for the articulated course are awarded credit that can fulfill the prerequisite requirement of the next level course taken at TVI as an incoming college freshman, Concurrent Enrollment, or College and Career Bound

student. Once a student has successfully completed a course at TVI, the articulated credit earned in high school will be added to his/her TVI transcript.

Articulated credit courses are approved through a written agreement with area school districts. TVI currently has articulation agreements with APS, Bernalillo, Rio Rancho and Cuba school districts. Interested students should contact their high school counselor or curriculum assistant principal for more information. Additional information can also be found online at www.tvi.edu.

Transfer and Other Credit

Transfer Credit

Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- An official transcript from each institution attended must be sent directly to the TVI Records Office for evaluation.
- Credit for arts and sciences courses earned at regionally accredited postsecondary institutions will be evaluated automatically upon receipt of the official transcript (for admitted and currently enrolled students only). 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.
- 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 and/or demonstration of competence 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.
- Remedial and upper-division courses are not generally transferable.

Admission

Non-Traditional Credit

Students may be allowed to establish credit for courses based on life and work experience and/or prior training. Because opportunities to establish such credit vary by department, students interested in this option should contact their instructional department office.

Examination Credit:

TVI Challenge Exams: These exams are available to applicants and currently enrolled students who wish to establish TVI credit for prior education, training and/or experience. Other postsecondary institutions may not accept challenge exam credit. 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 with a final grade, including AU but excluding W grades.
- 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 program requirements, but not TVI's graduation residency requirement.

Contact the instruction department office for information on Challenge Exams.

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. For more information, contact an advisor or counselor or the TVI Records Office.

Advanced Placement Exams

AP Exam	Minimum Score	TVI Course	Credit Hours
Art History	3	ART 101	3
	5	ART 201, 202	6
Studio Art			
Drawing	3	ART 106	3
2-D Design	3	ART 121	3
3-D Design	3	ART 122	3
Environmental Science	3	BIO 111	3
Biology	3	BIO 121/121L	4
Chemistry	3	CHEM 121/121L CHEM 122/122L	8
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, 102 201, 202	16
French Literature	3	FREN 101, 102 201, 202	16
Human Geography	3	GEOG 102	3
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, PHYS 152/152L	10
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, 102 201, 202	14
Spanish Literature	3	SPAN 280	3

AP scores must be forwarded to the TVI Records Office. AP scores will only be accepted if they are: (1) Sent directly from the AP Testing Center, or (2) 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:		Credit TVI Course	Hours
	through June 2001	after June 2001		
A&S Subject Exams				
Biology	46	50	BIO 110	3
Chemistry	47	50	CHEM 121/121L, 122/122L	8
Macroeconomics	44	50	ECON 200	3
Microeconomics	41	50	ECON 201	3
Analyzing/Interpret Lit	47	50	ENG 150, 250	6
English Literature	46	50	ENG 294, 295	6
American Literature	46	50	ENG 297, 298	6
College French Level 1	39	50	FREN 101, 102	8
College French Level 2	45	62	FREN 101, 102, 201, 202	16
US History I	47	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
Humanities	n/a	50	HUM 111, 121	6
Algebra	46	50	MATH 121	3
Algebra-Trigonometry	45	50	MATH 150	4
College Mathematics	n/a	50	MATH 129, 130	6
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	66	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. CLEP Scores will only be accepted if they are: (1) sent directly from the CLEP Testing Center, or (2) sent directly from the TVI Assessment Center.

Course Substitutions and Waivers

Course Substitutions: A course for which a student has already established credit may substitute for another course if formally approved by the instructional department offering the course for which substitution is requested. If the substitute course has fewer credit hours, the student must make up the credit hour difference.

Course Waivers: A course waiver, which must be formally approved by the instructional department, is an exemption from a course because the competencies and/or learning objectives of the course have already been attained due to prior training, educational 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 Curriculum: 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 Curriculum. 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 or 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 (macro- or micro-) | 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 or 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 Department.

Registration

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 participate or “sit in” on classes for which they are not enrolled.



The Registration Process

1. Receive information on registration.

To be eligible to register for classes students must be either currently enrolled or admitted for the term in which they will be registering. Registration begins approximately two months before the start of a term. 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. Registration dates are printed in the *Schedule of Classes*.

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, TVI libraries and online (www.tvi.edu). The *Schedule of Classes*, which lists courses, registration instructions and dates, is available approximately two weeks before the beginning of registration.

3. Plan your schedule.

Academic advisement is strongly recommended for all students before registering for classes. Advisors and counselors at all campuses can provide assistance with course selection and placement.

Schedule plans should have alternate sections and insure that all course pre- and corequisites are met. Use the *Schedule of Classes* to obtain the CRN (Course Reference Number) for each class selected and for registration processes. New class sections added since the schedule was printed are available through STARS (TVI's automated telephone registration system at 505-224-4893), online (www.tvi.edu) and at all Registration Offices.

4. Register for classes.

Students register for classes through STARS (505-224-4893), TVI's online registration system (www.tvi.edu), or in person.

5. Pay tuition and fees.

In order to complete registration, all charges must be paid. Charges are based on the student's residency classification for tuition purposes, the type of courses and number of credit hours taken (see page 18). Payment information and deadlines are printed in the *Schedule of Classes*.

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.)

Prerequisite Requirement Guide

Required Prerequisite*	Ways to Meet Prerequisites
ENG 098	<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
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
MATH 100A	<ul style="list-style-type: none"> MATH 100A or above with CR or C or better Accuplacer elementary algebra score of 72-80 ACT math score of 19-20 or SAT quantitative score of 380-410
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 Arts & Sciences 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 Arts & Sciences 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.

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 stopped 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.

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 Accuplacer placement exam at TVI (see Assessment Centers on page 23)
2. Submit official ACT or SAT scores (no more than 5 years old) to any 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 or counselor for further assistance with prerequisite and course placement.

Registration Guidelines

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. (See *Program Placement Requirements* on page 10.) In order to graduate from a TVI program, students must have declared their major at the time of admission or submitted a Declare a Major form (available from the Advisement and Counseling department and online at www.tvi.edu) prior to completing an application for graduation. (See *Graduation: General Requirements*, page 30)

Adding Courses: Classes may be added according to the timeframe listed below. Specific dates are printed in the *Schedule of Classes*.

- **Full term (15–16 week) classes** through the 6th day of that part of term/session
- **12–16 week classes**, through the 6th day of that part of term/session
- **6–11 week classes**, through the 4th day of that part of term/session
- **1–5 week classes**, through the 3rd day of the part of term/session
- **Classes scheduled for only one weekend** (Friday, Saturday and/or Sunday), through the first day of the part of term/session

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 drop all classes through STARS or the online registration system before the beginning of the term. All fees are refunded 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

Registration

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 Overfills: If a class is full, the instructor may approve a class overfill. Course Overfill Cards are available from instructors and at any Registration office. Course overfill approval does not waive a pre- or corequisite and extend registration deadlines. Refer to the *Schedule of Classes* for information on this process.

Course Repetition Limit: A student may enroll in the same TVI course a maximum of three times. Should the student attempt to register a fourth time for the same course, his/her registration will be blocked and the student will be referred to the Advisement and Counseling department for assistance. An advisor or counselor will determine if the

student may enroll for a fourth time. Topics, problems, internship, cooperative education, and physical fitness activity courses are exempt from the course repetition limit (see *Repeat Course Processing*, page 29).

Dropping Courses or Withdrawing: Classes may be dropped according to the timeframe listed below. Specific dates are printed in the *Schedule of Classes*.

- **Full term (15–16 week) classes** through the 12th week of that part of term/session
- **12–14 week classes** through the 10th week of that part of term/session
- **6–11 week classes** through 75% (3/4) of that part of term/session
- **1–5 week classes** through 50% (1/2) of the part of term/session
- **Classes scheduled for only one weekend** (Friday, Saturday and/or Sunday), through the first day of the part of term/session

15 week and full-term classes dropped on or before the 15th day of that part of term/session (including Saturdays) and all other classes dropped on or before the first 1/3 of that part of term/session (including Saturdays) do not appear on the student's TVI transcript. After that time a withdrawal grade (W) will appear on the student's record for classes dropped. Specific dates are printed in the *Schedule of Classes*.

A student should not assume he/she will be dropped from classes for nonattendance. A student who has not officially dropped a class will receive a final grade in the class. A student physically unable to drop a current class by the published deadline (Example: hospitalization) may submit a written appeal, along with required supporting documentation, to the Registration Center requesting an exception to the drop deadline policy. Appeal forms are available in Registration offices.

Grade Options: Students must select a grade option when registering for class (see page 29). Deadlines and information regarding changing grading options are printed in the *Schedule of Classes*.

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 offices. Permission to Enroll does not constitute a waiver of a course, grant credit for another course, allow a course to be overfilled, or extend registration deadlines.

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 or counselor.



Residency Classification For Tuition Purposes

The New Mexico Commission on Higher Education establishes residence requirements for tuition purposes. These requirements apply to US citizens, those with Permanent Resident immigration status or those who have applied for Permanent Resident status. A brochure detailing residency requirements and restrictions is available in Admissions offices or from the New Mexico Commission on Higher Education's web page at www.nmche.org.

A student is classified as a resident or non-resident for tuition purposes based on information supplied at the time of admission or readmission. A new or returning student with questions about his or her residency status should contact an 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. Forms are available from the Records Office at the Main Campus, the Admissions Office at all other campuses and online at www.tvi.edu. 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.

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be met:

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.

Additional Residency Information

■ 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. Verification of Employment forms are available at Admissions offices and online at www.tvi.edu.

■ 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. Forms are available at Admissions Offices and online at www.tvi.edu.

■ 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. Forms are available at Admissions Offices and online at www.tvi.edu.

■ 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. New Mexico Certification for Navajo Student Residency on the Navajo Reservation forms are available at Admissions offices and online at www.tvi.edu.

Tuition and Fees

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. Schedule changes in which a student drops and adds the same class in a different part of term/session may result in additional charges. Special tuition rates do not exist for non-resident part-time students or non-resident students enrolling in the summer term.

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 academic 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 calendar 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.

Tuition Rates for 2003–04 *(subject to change without notice)*

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

Course Type	New Mexico Residents	Non-Residents
Academic Courses: Arts & Sciences Courses (AFAS, ANTH, ART, ASTR, BIO, CHEM, COMM, CSCI, ECON, ENG, FREN, GEOG, GNHN, HIST, HUM, JOUR, MATH, MUS, NAVS, NUTR, PHIL, PHYS, PSCI, PSY, RLG, SOC, SPAN, THEA courses 101 and above) and courses offered through the Vice President for Instruction's Office (CSE and GNED courses 101 and above)	Full Time (12 to 18 credit hours): \$444.00 Part Time (1 to 11 credit hours) and more than 18 credit hours: \$37.00 per credit hour	Full Time (12 to 18 credit hours): \$1,900.80 Part Time (1 to 11 credit hours) and more than 18 credit hours: \$158.40 per credit hour
Occupational Courses and Developmental Education (all non-academic) Courses	None	Full Time (12 to 18 credit hours): \$1,900.80 Part Time (1 to 11 credit hours) and more than 18 credit hours: \$158.40 per credit hour

The Financial Aid Office's 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.edu for the most recent information on financial aid. Applications for federal aid is 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
- Home school students who have completed a home school program and are beyond the compulsory age of the institution's state.
- Not be default of student loan or repayment of a grant.
- 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.edu.
- 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 earns a passing score on the three components of the Accuplacer Test Exam as required by the Department of Education in one sitting. If all three scores are not met in one sitting, the student must retest.
- Has not exceeded Federal Aggregate Loan limits as defined by the Department of Education.

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 dates of disbursement of financial aid checks are 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 \$4,050 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 applications. Before applying for a loan, a student must first complete the Free Application for Federal Student Aid (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. Students who participate in the workstudy program are required to be enrolled at least 6 credit hours and maintain financial aid satisfactory academic progress while employed under the workstudy program. All available jobs are posted on the Financial Aid web site at www.tvi.edu.

Students interested in TVI's student employment program must be enrolled in at least six credit hours, maintain a cumulative GPA of 2.0 and complete a Free Application for Federal Student Aid (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, please visit the Financial Aid Office or visit www.tvi.edu.

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 8:00 a.m. and 6:00 p.m. at the Cashier's Office in the Student Services Center. Montoya Campus students may pick up checks between 8:00 a.m. and 5:00 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.

Financial Aid

Students who apply for a student loan after the regularly scheduled release date will receive their checks in about four weeks. Due to federal regulations, Federal Stafford Loans may 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.

Standards of Academic Progress

Qualitative Progress: Students must maintain a cumulative grade point average of 2.0 (a “C” average). Grades of I, CR, PR, NC, W, AU AND TR are not calculated in the GPA. In the case of a repeat course, only the higher grade is calculated into the grade point average.

Completion Rate: Students must complete a minimum of 70 % of all course work attempted at TVI. Any course with a grade of withdraw (W), (F), incomplete (I), progress (PR), audit (AU) or No Credit (NC) are not considered completed course work.

Maximum Time Frame: Students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving 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 and Criminal Justice.

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 students’ 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 Financial Aid Office located at 900 University SE, Albuquerque, NM 87106.

Repayment of Federal Funds

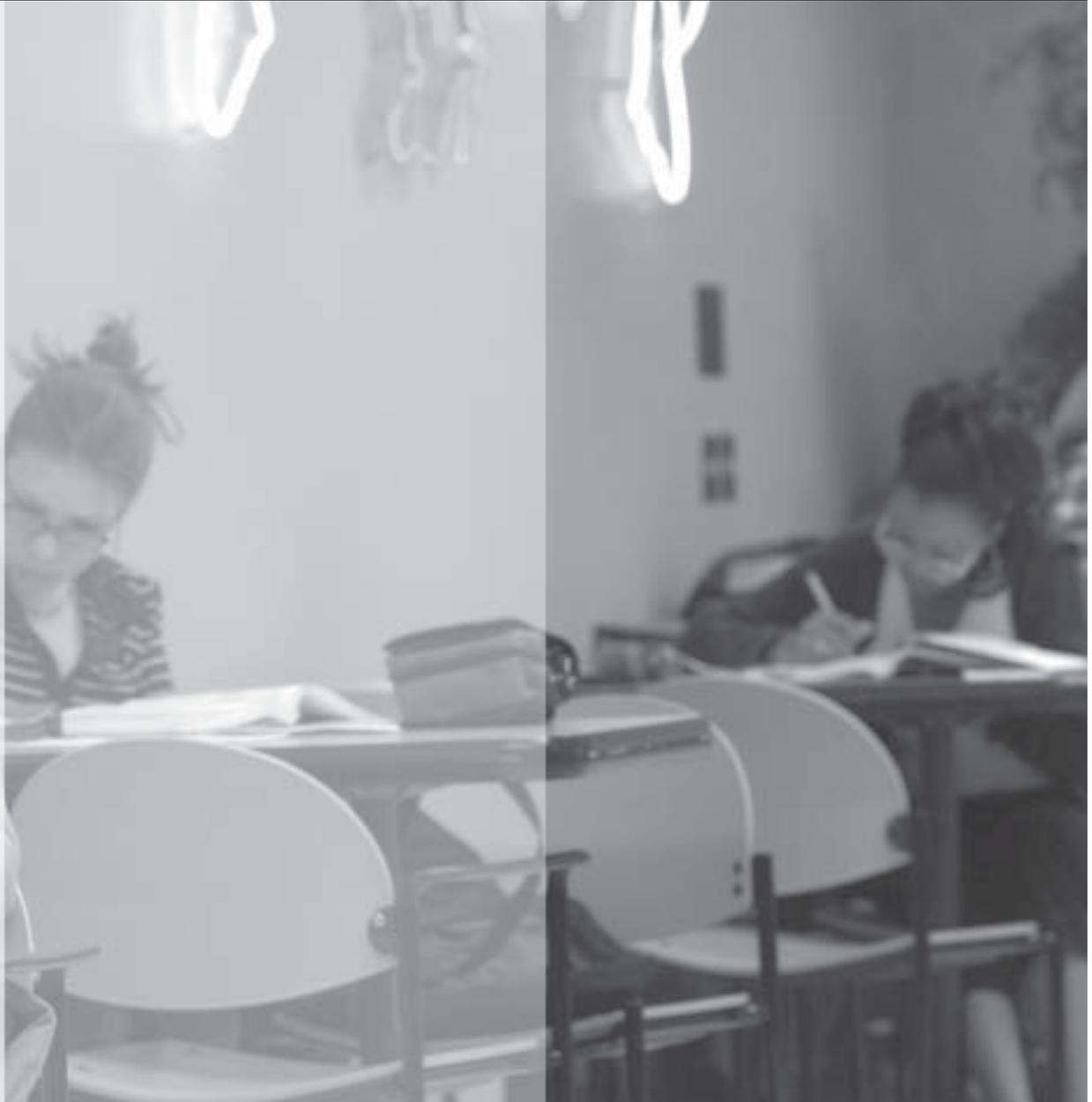
Return to Title IV: If a recipient of Title IV funds withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV funds the student has earned as of the date of withdraw. Return to Title IV 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.



ACCESSING TVI

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GETTING
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Student Resources and Support

Advisement and Counseling

The Advisement and Counseling department promotes student academic achievement through the development of quality relationships. Advisors and counselors provide a welcoming environment that encourages student retention, achievement of individual goals, and graduation. The department staff assists students with obtaining the necessary information for succeeding in college. Students chart their personal academic plan through completing planning worksheets and graduation checklists with the assistance of staff. Advisors and counselors review with each student prerequisite, specific program, and graduation requirements.

Appropriate course placement based on Accuplacer, ACT, and SAT placement scores is of significant importance



for student success. Advisors and counselors are able to assist students with the placement process and proper course selection prior to registering for classes.

Students are encouraged to meet with a counselor or advisor when reviewing options for declaring or changing their major or program of study. An additional service provided is educational and career exploration and planning utilizing web-based inventories including the ACT Discover Career Development software.

The **Career Resource** rooms at Main and Montoya campuses 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 and consider many other career options.

The Advisement and Counseling department provides information regarding the transfer of in-state college courses. Students may be able to obtain credit for coursework already completed at other higher education institutions and should meet with an advisor or counselor to discuss their academic history. Students planning to attend four-year institutions within New Mexico are encouraged to meet with department staff to determine the transferability of their coursework. The university or college that a student is transferring to determines which courses are accepted for credit at that particular institution. Advisors and counselors assist students with reviewing their academic history and with contacting institutions for more information regarding their individual situation.

Many distinct situations and life occurrences can influence a student's ability to succeed in college. The Advisement and Counseling department provides a variety of services to meet the needs of each student. To assist students with self-exploration, qualified department staff administer the Practice GED, and personality and interest inventories. The staff also provides students with necessary referrals to

departments within TVI as well as to many community resource organizations so that students can obtain essential information necessary to examine their options, gain help to meet their needs, and make meaningful decisions concerning their future.

The Advisement and Counseling department at Main campus employs TVI Student Ambassadors. Ambassadors are TVI student leaders who are available to help students link with essential resources within the college and the community. Ambassadors also assist students with creating e-mail accounts, exploring careers, navigating the TVI campus and processes, familiarizing themselves with the transfer process to University of New Mexico and developing valuable academic portfolios.

CONTACT INFORMATION

(505) 224-4321 at Main Campus,
(505) 224-5646 at Montoya Campus,
(505) 224-5056 at South Valley Campus and
(505) 892-7113, ext. 20 at TVI Westside.

Career Resource Rooms:

(505) 224-4344 (Main Campus), (505) 224-5646 (Montoya Campus)

Student Ambassadors: (505) 224-4337

Achievement Coaches

TVI offers individualized support to help students succeed through achievement coaches who specialize in specific content areas.

CONTACT INFORMATION

Adult & Developmental Education: (505) 224-3962
Business Occupations: (505) 224-3870
Health Occupations: (505) 224-4132
La Comunidad Success Center: (505) 224-4482
Technologies: (505) 224-3365
Trades & Service Occupations: (505) 224-3734
Trio: (505) 224-4377

Assessment Centers (Testing)

TVI's Assessment Centers 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.

CONTACT INFORMATION

Main Campus, Student Services Center, (505) 224-3244
Montoya Campus, Tom Wiley Hall, (505) 224-5761

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.

CONTACT INFORMATION

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 35).



Computer Labs

Computer labs are available for student use at all TVI locations. A complete listing of locations and phone numbers can be found in the *Schedule of Classes*. Be sure to call ahead because times may vary throughout the school year.

La Comunidad Student Center

La Comunidad is a student center created to increase access to student support services. La Comunidad's focus is especially for first-year college students as well as students interested in transferring to UNM or other universities upon completion of TVI's associate degree. La Comunidad, meaning *The Community* in Spanish, is a product of TVI's Title V grant. The purpose of Title V is to support TVI in providing a quality educational experience by enhancing services for students through a variety of student support and academic services. Please visit La Comunidad and meet the staff and student employees who are willing to assist you.

CONTACT INFORMATION

Main Campus, South Building, Room S-120, Hours: Monday–Friday from 8:00 am to 5:00 pm; (505) 224-4488

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.

CONTACT INFORMATION

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:
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

Access online information through www.tvi.edu, including: the Main and Montoya campus **libraries catalog** with book, video and serials holdings; **full-text articles** from thousands of magazines, journals, and newspapers using online academic research databases; an **electronic reference service** to ask a question via your e-mail; and **online forms** to make inter-library loan requests, provide the libraries with suggestions for the purchase of books and other materials, schedule library tours and request database passwords for off-campus access to databases.

Student Resources and Support

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.

Special Services

Special Services 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 (counseling and job-seeking help) are also provided.

CONTACT INFORMATION

Main Campus: (505) 224-3259
Montoya Campus: (505) 224-5946

Student Job Placement

(See listing on page 5.)

Testing

(See *Assessment Centers* on page 23.)

Student Support Services

Student Support Services, a Trio program, is funded by U.S. Department of Education. The goal of the program is to help participants graduate from a TVI program and as appropriate transfer to a four-year college or university. You are eligible if you: are a U.S. citizen or permanent resident; have an academic need; are preparing for an Associate Degree and/or certificate or transfer to a four year university; belong to one or more of the following categories: income eligible, first generation college student (parent(s) or guardian(s) do not have a four-year degree) and/or have a documented disability.

Services available include: academic and career planning, professional mentoring, personal coaching, math and English tutoring, college success workshops, financial aid assistance (depending on funding and eligibility), loaner textbooks, university transfer and cultural-educational activities. The Student Support Services Program has limited student enrollment. Applications are accepted the last two weeks of each term. Staff will contact applicants in the event of an opening.

CONTACT INFORMATION

Main Campus, Student Services Center, (505) 224-4375.

Tutoring Services

Assistance Centers for Education (ACE) provides learning support at all TVI 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 to members of the public. ACE is certified by the College Reading and Learning Association, and certified tutors are available to help students in a variety of subjects. Visit our website at <http://planet.tvi.edu/ace>.

ACE components are listed on the following page.



The **TUTORIAL/LEARNING CENTERS (T/LC)** are open to all students and the general public. Individual tutoring in English, math, sciences and other areas is provided on a walk-in basis. Vocational tutors are available for computer programming and Health Occupations courses. Additional instructional resources include videos, reference materials, and workbooks.

CONTACT INFORMATION

Main Campus T/LC, Jeannette Stromberg Hall, (505) 224-4306
 Montoya Campus T/LC, J Building, (505) 224-5990
 South Valley Campus, (505) 224-5067
 TVI Westside, (505) 224-5311

The **ADULT EDUCATION LEARNING CENTERS (AELC)** are open to all adult education students. Individual and small group tutoring is available on a walk-in and by appointment basis. Subjects covered are basic skills (BSK), job/life skills (JLS), English as a Second Language (ESL), and GED preparation. Additional instructional resources include videos, reference materials, workbooks and conversation groups.

CONTACT INFORMATION

Main Campus, Jeannette Stromberg Hall, (505) 224-4312
 Montoya Campus, J Building, (505) 224-5995
 South Valley Campus, (505) 224-5067
 TVI Westside (505) 224-5311

The **WRITING AND READING ASSISTANCE CENTERS (WRAC)** are open to all developmental education students. Individual and small group tutoring is available on a walk-in and by appointment basis. Topics covered are 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. Additional instructional resources include videos, reference materials and computers with writing and reading software.

CONTACT INFORMATION

Main Campus WRAC, Ken Chappy Hall, Room 4, (505) 224-3954
 Montoya Campus, J Building, (505) 224-5990
 South Valley Campus, (505) 224-5067
 TVI Westside (505) 224-5311

The **MATH LEARNING CENTERS (MLC)** are open to all developmental education math students. One-to-one and small-group tutoring is available on a walk-in basis. Additional instructional resources include handouts, videos, reference materials and computer software.

CONTACT INFORMATION

Main Campus center, Ken Chappy Hall, Room 6 (505) 224-3989
 Montoya Campus center, J Building, (505) 224-5990
 South Valley Campus (505) 224-5067
 TVI Westside, (505) 224-5311

The **MATH APPLICATIONS LEARNING LABS (MALL)** provide 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.

CONTACT INFORMATION

Main Campus, Ken Chappy Hall, Room 8, (505) 224-3987
 Montoya Campus, J Building, (505) 224-5990
 South Valley Campus, (505) 224-5067
 TVI Westside (505) 224-5311

OPEN COMPUTER LAB (OCL) is open to students and members of the public. The lab has 67 computers, including three Macintosh computers, with various software packages for educational and personal use on a first-come, first-served basis. Staff members are on duty to provide general assistance.

CONTACT INFORMATION

Main Campus, Jeannette Stromberg Hall, (505) 224-4314

The **LITERACY VOLUNTEERS AT TVI** offer free tutoring services that bring together adult learners and volunteer tutors. One-to-one tutoring is available by appointment. Subjects covered are literacy, English as a Second Language (ESL), GED preparation and citizenship.

CONTACT INFORMATION

Main Campus, (505) 224-4313



Campus Life

TVI recognizes that as a student, your need for a well-rounded educational experience extends beyond just the classroom. In an attempt to ensure that you have the resources you need to be successful as a student and that you have the opportunities to develop your full potential as a future leader and an active community member, the following information is provided.

An overview of **Student Codes and Policies** can be found on page 33.

Bookstores

Bookstores sell required texts for TVI courses. In addition, they carry a full range of school supplies and TVI-spirit items (t-shirts, pens, ball caps). Bookstore hours vary, please call for more information.

CONTACT INFORMATION

Main Campus Bookstore, Student Services Center: (505) 243-0457
Montoya Campus Bookstore, Wiley Hall: (505) 332-7485
Also at www.tvi.edu/bookstore

Child Care

TVI maintains affiliation with Tres Manos Child Development Center 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. Be sure to sign up early, sometimes availability is limited.

CONTACT INFORMATION

Tres Manos Child Development Center, 823 Buena Vista SE (on the south side of Main Campus); (505) 848-1310.

E-Mail/Web Accounts

Registered students are eligible for e-mail and web accounts at TVI. Prior to obtaining a TVI student account, you must read, understand and agree to the TVI Information Technology Use Policy (see page 306).

Information about creating a homepage on TVI computers is also found in the Information Technology Use Policy.

All students are encouraged to obtain a TVI e-mail account. From time to time, TVI uses student e-mail to relay pertinent information to students.

CONTACT INFORMATION

Visit the TVI home page at www.tvi.edu for more information and to sign-up.

Food Services

Food courts are available at both Main and Montoya Campuses. These areas provide a variety of eating options for students at a range of prices. Hours vary at both sites, so be sure to stop by and see when you have access to quick food on campus.

Other campuses and instructional sites do offer vending machines for student use.

CONTACT INFORMATION

Main Campus Food Court: Lower level of Student Services Center
Montoya Campus Food Court: H Building
All campuses: Vending machines

Health Care

A Student Health Center is available on Main Campus. To obtain services, you must be a currently enrolled student and schedule an appointment by calling the number listed below. 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.

CONTACT INFORMATION

Student Health Center (Main Campus): Upper level of Student Services Center; hours: 8 a.m. to 5 p.m.; (505) 224-3080.

Housing

TVI is a non-residential campus so there is no housing available on campus. However, there are numerous apartment complexes and rental homes in the vicinity of campus. Many local renters do maintain postings of their available rentals in the Main Campus Student Activities Office for your use. Most postings are for the area in and around the Main Campus.

CONTACT INFORMATION

Available housing in vicinity of Main Campus is available from Student Activities Office (Main Campus), room SSC109

ID Cards

As a student, you will find that having a TVI ID Card is almost essential to your success on campus. Many services on campus require the ID to access the service. In addition, having an ID is the quickest and easiest way to verify your eligibility for tax-free purchasing in the bookstore, and student discounts in many Albuquerque-area businesses.

CONTACT INFORMATION

Main Campus, Student Activities Office, SSC 109:
hours: 8 a.m. to 5 p.m.; (505) 224-3238.

(During the first week of the term hours extend to 6:00 p.m.)

Montoya Campus, H Building, Room 100;
Call ahead for hours; (505) 224-5565.

Leadership Development Program

TVI offers a unique opportunity for students to develop their leadership skills and become more marketable in applying for jobs after graduation. The Leadership Development Program is designed to provide extensive training in leadership, hands-on opportunities to become a student leader on campus, and the unique chance to work one-on-one with a TVI faculty member or administrator as your leadership advocate.

Students interested in becoming part of this program should apply in July/August for the upcoming academic year.

CONTACT INFORMATION

Call (505) 224-4392 or stop by the La Comunidad Student Success Center (Main Campus, S 119).

Parking

Parking is currently free at most campus lots, although you must register your vehicle with security and display a parking sticker when parking on any TVI campus. Parking stickers are available free at the information counter in the Admissions Office at Main and Montoya campuses and in the administrative offices at the South Valley Campus and TVI Westside. All open lots without gates are free and offer parking on a first-come, first-serve basis.

At Main Campus, students and employees may purchase parking permits for gated lots. Permits must be displayed from the rearview mirror. Gated lots are open and free after 4:30 p.m. Spaces are available on a first-come, first-serve basis.

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.

Information is also available in the *Schedule of Classes*.

CONTACT INFORMATION

Parking Services, (505) 224-4637; parkserv@tvi.edu

Security

For Campus Emergencies on any campus, call 224-3001.

These numbers directly connect any campus phone to the "Emergency Phone" in the Campus Security Dispatch and should be used only when an emergency arises such as fire, violent crimes or when medical response is required.

Code Blue Phones

Outdoor emergency "code blue" phones are located across TVI campuses. These telephones are housed in highly visible, lighted blue call boxes and provide one-button speed dialing for instant communication with campus security.

Motorist Assistance

TVI Security assists the TVI community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at all times, but TVI Security will assist people to obtain services from another source.

1. Jump-start a vehicle—two attempts
2. Unlock a car door—power-lock doors may be refused and vehicles with side air bags will not be attempted
3. Fill a flat tire with tire sealant

Motorists will be required to sign a service disclaimer before any service is rendered. Assistance may be requested by calling Security Dispatch at 224-3002.

Security Escort Services

The Security Department provides a security escort service. The service is available 24 hours a day, but is limited to on-campus locations. Call (505) 224-3002 to request an escort.

Additional security information and crime statistics (in compliance with the Cleary Act) are listed in the Security Department's Annual Report available from the Security Department.

CONTACT INFORMATION

Main Campus Security Department; 901 Buena Vista SE;
Physical Plant Building; hours: 7:30 a.m. to 5:00 p.m.;
(505) 224-3002.

Student Activities

TVI offers its students a number of activities which are meant to enrich life on campus and to provide for a complete and holistic approach to your educational experience. Students can become a member of the TVI Student Alliance (TVI's Student Government), join a club or organization—there are well over 30 available, or take part in activities and events that are provided throughout the year.

CONTACT INFORMATION

Main Campus: Student Activities Office, SSC 109; (505) 224-3238.

Transportation

Sun Tran, Albuquerque's public transit system, has routes that serve TVI's Main, Montoya and South Valley campuses. Schedules are available at the Student Services Center on Main Campus or from Sun Tran.

Bicycle racks are available at all of our campuses.

CONTACT INFORMATION

Sun Tran: (505) 843-9200; www.cabq.gov/transit

Voter Registration

TVI students may register to vote on any TVI campus—whether you are interested in registering so that you can become actively involved in local, state and national decision-making or as part of the requirements to establish your legal residence in New Mexico.

CONTACT INFORMATION

Main and Montoya Campuses: Admissions Offices or Student Activities Office; Main Office at the South Valley Campus or TVI Westside.



Academic Policies (The following policies do not apply to students taking non-credit courses.)

Definition of Terms

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

Attendance: 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. A student should not assume he/she 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 enrolled in fewer than 12 credit hours per term
- *full-time:* A student enrolled in 12 or more credit hours per term

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. See page 26 for more information

Grades

Final TVI grades are recorded on the student's TVI transcript and calculated in both a term grade point average (GPA) and a cumulative GPA. Final grades are available to students on STARS and online at www.tvi.edu. Grades will be mailed only 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* on page 29).

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.

**Effective Fall 2003, 15-week and full-term classes dropped on or before the 15th day of that part of term/session (including Saturdays) and all other classes dropped on or before the first 1/3 of that part of term/session (including Saturdays) do not appear on the student's TVI transcript. A "W" will appear on the student's record for classes dropped after the dates listed above. Prior to Fall 2003, a "W" appeared 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.*

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 academic 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 Arts & Sciences and occupational 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 a course pre- or corequisite.

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.

CR (Credit): Students must meet all minimum requirements for the course. CR is the equivalent of a C or better grade. A grade of CR is not computed in the GPA but the student will receive credit for the course.

NC (No Credit): Students who do not satisfactorily complete minimum course requirements will receive NC. A grade of NC is not 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, scholarships 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.

Repeat Course Processing

When a student has completed a course two or more times, each course enrollment and all grades will appear on the student's transcript. Only the higher grade will be used to calculate the GPA. This policy applies to courses with identical course abbreviations and numbers except for the following: topics, problems, 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. (See *Course Repetition Limit*, page 16.)

Note: For repeat course processing CR grades are computed as a C; NC grades are computed as an F. Also, 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

It is the student's responsibility to communicate concerns he/she may have about any grade in a class to the instructor of the class. If the issue is not resolved, the student may formally appeal a final grade for the following reasons:

- Inconsistency between what is written in the syllabus and what is practiced
- Grade miscalculation
- Errors in the final exam if a change in the final exam grade would cause a change in the course grade
- Inconsistent classroom practices

A student may not appeal disagreements with teaching methodologies, attendance policies, or grade weighting methods.

Appeal Process: The student must begin the formal grade appeal process by obtaining a Grade Appeal Form and process guide from the department in which the course was taken and submitting it to the instructor by the end of the first week of the term following the course. If the instructor is not available the student should submit a Grade Appeal Form to an instructional administrator in the department. If the request for a grade change is approved, the instructor or instructional administrator will submit a grade correction to the Records Office.

If the appeal is denied, the student may further appeal to the department or directly to the Instructional Grade Appeal Board.

Registration Related Grade Appeals: A student who fails a class because he/she was physically unable to drop or complete the class, (Example: hospitalization or military service) may appeal in writing to the Assistant Registrar. The appeal, along with required supporting documentation, must be submitted by the end of the following term. Registration Related Grade Appeal forms are available in the Records Office at the Main Campus, the Admissions Office at all other campuses and online at www.tvi.edu.

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 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.

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, certificates and official TVI transcripts note this awards.

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 pre-registered 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 appeal will be referred to the Student Academic Appeals Committee. The student may present the case to the committee in person. The decision of the Committee is final.

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 2004, graduation for students who complete programs in the summer and fall 2003 and spring 2004 terms is April 30.

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;
- Official declaration of the major in which graduation is planned (see page 15 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 (unless otherwise stated, required occupational courses must be completed with a minimum grade of C and all academic courses with a minimum grade of D);

occupational coursework that is at least ten years old must be validated by the instructional department in which the course was offered); 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: 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.

Applying for Graduation: Students in degree or certificate programs must submit a Graduation Application Packet during the term in which all graduation requirements are completed. Applications for graduation will be accepted and processed through midterm of that term, free of charge, and through the tenth week upon payment of a \$20 graduation fee. Midterm dates are printed in the *Schedule of Classes*. Applications submitted after the tenth week of the term require a \$20 graduation fee and will be processed for the following term.

Students requesting a certificate or degree in more than one program must submit a complete Graduation Application Packet for each program. 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 delay processing and may 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 the Advisement and Counseling department. At the Montoya Campus, South Valley Campus and TVI Westside, packets are available in the Advisement and Counseling department.

Choice of Catalog: A student may graduate under the catalog that was in effect when he/she officially declared his/her specific major or any subsequent catalog provided that:

- the selected catalog is no 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. A student whose enrollment is not continuous graduates under the catalog that is current upon his/her return.

Continuous Enrollment: In order to maintain continuous enrollment for graduation purposes, a student's transcript must show enrollment in each successive term (see page 16 on *Dropping Courses or Withdrawing*). 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, certificates and Official TVI transcripts 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 stated in the *TVI Catalog*.

Student Academic Records

The Records Office maintains official academic records. These records include, but are not limited to, the admissions form, 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 and South Valley campuses and TVI Westside.

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

- 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 can 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: Students are expected to keep TVI informed of their current addresses. Changes must be reported in writing to the Records Office on the Main Campus or the Admissions offices at the Montoya and South Valley campuses and TVI Westside. Address Change forms are available at any of these offices and online at www.tvi.edu. Address changes submitted by e-mail or by telephone are not accepted.

Change of Name: 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 and South Valley campuses and TVI Westside to change their name on their TVI records. Name Change forms are available at any of these offices and online at www.tvi.edu. 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 directly from the Records Office and through the Admissions Offices at the Montoya and South Valley campuses and TVI Westside (additional processing time may be required). Transcript Request forms are available at any of these offices and online at www.tvi.edu. Transcripts may be

requested in person, by fax or by phone. Phone requests may only be used for sending transcripts to another postsecondary institution. Students may request up to three official TVI transcripts, free of charge, per calendar 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, the Records office and online at www.tvi.edu.

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 5–6. Campus security policies and crime statistics are published in the Rules and Policies section of this catalog, and online at www.tvi.edu.

Overview of Student Codes and Policies

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 300.

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.

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 305 of this catalog.

Information Technology Use Policy

This policy establishes the guidelines by which TVI computer, network and telecommunication systems can be used and defines 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. The complete policy can be found on page 306 and at www.tvi.edu.

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 308) supports TVI’s commitment to maintaining a drug- and alcohol-free campus.

Overview of Student Codes and Policies

Sexual Harassment Policy

Sexual harassment is defined-and the Institute's intolerance for this behavior is explained on page 309. 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 309.

Rules Governing Classrooms and Labs

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.

Smoking

All interior spaces of the Institute are non-smoking areas in accordance with City of Albuquerque ordinance.

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.

Adult & Developmental Education

Max Salazar Hall • (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 and 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 and 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 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 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 registration area at TVI Westside (505) 892-7113. Prior to registering for classes offered at TVI campuses, all 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. No letter grades are given. Unless otherwise noted, classes are offered for the full-term.

More information about Adult Education can be found on page 61. Adult education course descriptions can be found on page 236.

DEVELOPMENTAL EDUCATION

Credit College-Preparatory Courses

Developmental Education courses prepare students for liberal arts or occupational programs, 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), College Success Experience (CSE), 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 114.*

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.

Sydney Gunthorpe, 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; M.A.

Tim Allen, math instructor; B.S.

Roberta Ataman, English instructor; M.Ed.

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

Judy 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, math instructor; M.A.

Amy Demi, computer science instructor; B.A.

Ilene Diamond, science, math instructor; M.A.

Darryl Dmonkos, math, reading instructor; M.C.P.

Martin J. Doviak, English, math instructor; M.A.

Shirley Ellison-Pryor, English, reading, health instructor; M.A.

Gregory Everett, basic skills instructor; BA

M. Sue Fox, basic skills instructor; M.B.A.

Instructional Departments

Vicki Froehlich, math instructor; M.Ed.
Stephen Gallegos, reading, college success experience 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.
Suzanne Harris-Smith, math instructor; BA
Janice Hart, English instructor; M.A.
Teresa Hill, English, reading instructor; B.A.
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.
Judy G. Kristl, math, reading instructor; B.S.
Joseph R. Krzyzanowski, math, college success experience, reading instructor; M.A.
Gloria Larrieu, English instructor; Ph.D.
Don Lauser, basic skills instructor, M.A.
Gerald Leister, English instructor; Ed.D.
V. Lynne Lucero, ESL instructor; M.A.
Connie Jo Martinez, math, computer science instructor; M.B.A.
Elizabeth C. Martinez, English/math/computer science instructor; M.A.
Elizabeth McDermott, reading, college success experience instructor; MA
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; B.A.
Linda Pope, English, math instructor; M.A.
Robin Ramsey, English, reading instructor; M.A.
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.
Mary Ulrich, ESL, English instructor; B.A.
Deloris Watkins, English, math instructor; B.A.
John Wright, English instructor; M.A.

Arts & Sciences

Max Salazar Hall • (505) 224-3561

Arts & Sciences provides liberal arts courses to support occupational 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 & Sciences

Full-Time Instructional Personnel

Susan Murphy, dean, Ph.D.
Jon Bentley, associate dean; M.A.
Richard Calabro, associate dean; M.S.
Stephen Schoonmaker, associate dean; M.A.
Rama Akkaraju, mathematics instructor; M.S.
Stephen Andrews, history instructor; M.A.
Jane Bardal, psychology instructor; Ph.D.

Karen Bentz, biology instructor/chairman, M.A.
David Blankenbaker, mathematics instructor; M.S.
Joseph Boroughs, psychology instructor; Ph.D.
Paul N. Cahoon, English instructor; M.A.
Philip Carman, astronomy/physics instructor/chairman; M.A.
Heidi Murphy, 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.
John Mark Danley, biology instructor, M.A.
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 Elmhurst, communication studies instructor; M.A.
Bill Epler, mathematics instructor; Ph.D.
Joseph Eridon, chemistry instructor/chairman; M.S.
Katelijne Flies, 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.
Steve Gunther, chemistry instructor;
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.
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 McDaniel, mathematics instructor; Ph.D.
Colleen McNamara, biology instructor; Ph.D.
Shelly Metz, psychology instructor; Ph.D.
William Miller, philosophy instructor/chairman; M.A.
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 Shrubbsall, 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.
Clarissa Sorensen, chemistry instructor; M.A.
Peter Steinbach, mathematics instructor; M.A.
Kelly Sullivan, biology instructor; M.A.
Karen Sunde, English instructor; Ph.D.
James Swan, biology instructor; M.S.
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.
Rebecca Zerger, English instructor; M.A.
Mary Jane Zimmerman, English instructor; M.A.

Business Occupations

Smith Brasher Hall • (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. Certain courses are not offered every term. 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)

- 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.

Paul Quan, associate dean; M.S.

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

Don Adams, A+ certified professional, CIW, 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, MOS certification (Word XP-Core), computer information systems instructor; Ph.D.

Instructional Departments

David Bergsland, business graphics instructor; B.F.A.
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+ certified professional, MCP, computer information systems instructor; B.A.
Paul Clark, CIW, e-commerce instructor; M.S.
Mary Curik, MOS certification (Word XP-Core) computer information systems instructor; B.S.
Annette Duvall, computer information systems instructor; M.S.
Anne Edwards, computer information systems instructor; M.A.
Martin L. Epstein, CPA, accounting instructor; M.B.A.
Michael Felker, e-commerce instructor; M.B.A.
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 Master Certification for Office 2000, MOS Master Certification for Office XP, computer information systems instructor; M.B.A.
Gerald Heater, A+ certified professional, N+ certified professional, MCSE, computer information systems instructor; M.S.
Susan Herrington, computer information systems instructor; M.A.
Deborah 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 (Word 97-Expert), office administration instructor; M.A.
Milton Kuninsky, CPA, CFP(r), accounting instructor; M.B.A.
Jackie Lamoureux, MOUS certification (Word 2000-Expert, Excel 2000-Expert, Access 2000-Comprehensive, PowerPoint 2000-Comprehensive), MOS certification (Excel XP-Expert, Access XP-Comprehensive, PowerPoint XP-Comprehensive) computer information systems instructor; M.B.A.
Deborah LaPointe, office administration instructor; M.S., Ph.D.
Kenneth Lindemann, business administration instructor; M.B.A.
Marvin Lozano, international business instructor; M.S.
Linda Maggart, office administration instructor; B.S.
Joyce Matthews, CPA, accounting instructor; M.A.
Dai Nguyen, paralegal studies instructor; J.D.
Sandra Nunn, RHIA, CHP, health information technology instructor; M.A.
Judith Olean, judicial studies instructor; J.D.
Diane Paul, office administration instructor; M.A.

William Price, accounting instructor; M.Acc.
Robert T. Reeback, paralegal studies instructor; Ph.D., 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 (Word 2000-Expert, Excel 2000-Expert, Access 2000-Core) office administration instructor; M.A.
Linda Turpen, computer information systems instructor; M.B.A.
Anita Vaughn, MOUS certification (Word 2000-Core) office administration instructor; M.P.A.
José Angel Vélez, computer information systems instructor; M.A.
Joe Webster, CMA, accounting instructor; M.B.A.
Michael S. Williams, CHE, hospitality and tourism instructor; B.A.
Kim Wong, business administration instructor; J.D., M.S., M.B.A.

Health Occupations

Jeannette Stromberg Hall • (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 teacher education.

Special courses, for which a designed skill set 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 the Main, Montoya and South Valley campuses as well as TVI Westside and TVI's Workforce Training Center; 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 and

various immunizations (see specifics in program narratives). 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. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. 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 and Arts & Sciences courses (including prerequisites) required for graduation.

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

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

Catherine Demo, RN, program chair, nurse refresher course, BSN

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

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
Susan Gould-Borroughs, RN, nursing instructor, MN
Agnes Gunderson, elementary education instructor, MA
Patricia Hamilton, RN, nursing instructor, MSN
Regina Janke, RN, nursing instructor, MSN
Genevieve Jaramillo-Padilla, child, youth, and family development instructor, BA
Monya Kmetz, MT (ASCP), program director, medical laboratory technician, MA
Patricia Loflin, RN, nursing instructor, MSN
Lorraine Lowen, RN, nursing instructor, MSN
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
Carol Ross, RN, nursing assistant instructor, BSN
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
Cy Stockhoff, chair of emergency medical technician, MS
Melanie Upshaw, RDH, director of dental assistant program, BS
June Vermillion, RN, program chair, health unit coordinator, BSN

Technologies

A Building • (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 designed skill set, 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 52 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. 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 designed skill set must earn a grade of C or better in all occupational courses to meet department graduation requirements.

Technologies Full-Time Instructional Personnel

Don Goodwin, dean; M.Ed.

Steve Benavidez, associate dean; M.A.

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

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.

Mark Davis, electronics technology instructor, BA

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.

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

Robert Hennigan, networking technology instructor, B.A.

Andrew Huertaz, electronics technology instructor, A.A.S.

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

Dora Lujan, computing technology instructor, B.A.

Trisha Miller, achievement coach; M.A.

Earnestine Mitchell, computing technology instructor; B.A.

Ken Montoya, electronics instructor, BA

Mark Nolan, electronics technology instructor; M.A.

Stephen Parratto, computing technology instructor; 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.

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

Instructional Departments

Trades & Service Occupations

Ted Chavez Hall • (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 62).

Trades and Service Occupations Full-Time Instructional Personnel

Joseph J. Rodman, dean; M.Ed.

Paula Fisher, associate dean; M.A.

John Hostak, service occupations director; M.S.

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

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

Jon Anderson, air conditioning, heating and refrigeration instructor

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/chair

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

John Bronisz, automotive instructor/chair, B.A.

Timothy Brown, electrical trades instructor; B.S.

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

Glen Bugge, automotive technology instructor; B.S.

John Curkendall, electrical trades instructor, M.A.

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

Kevin Dooley, criminal justice instructor; B.S.

Patrick Dunworth, criminal justice instructor; B.S.

Vardis Gaus, truck driving instructor, B.S.

Ronald Hackney, welding instructor, B.S.

Kathryn Hamby, welding instructor/chair, A.S.

Scott Henriksen, automotive technology instructor/SAA chair; M.A.

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, baking 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 Pierce, carpentry instructor; B.A.

Larry Quiggle, air conditioning, heating and refrigeration instructor; AAS.

Russell Radcliffe, diesel equipment technology instructor

Carmine Russo, culinary arts instructor/chair; M.A.

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

Jon Stull, cosmetology instructor/chair

Robert Ulibarri, welding instructor; B.S.

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

Garry Wolfe, recreation and leisure instructor; M.A.

Joyce Woodard, professional cooking instructor; B.S.

Paul Zalasak, landscaping instructor

EDUCATIONAL OPTIONS

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College Success Experience Courses	42
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EDUCATIONAL OPTIONS

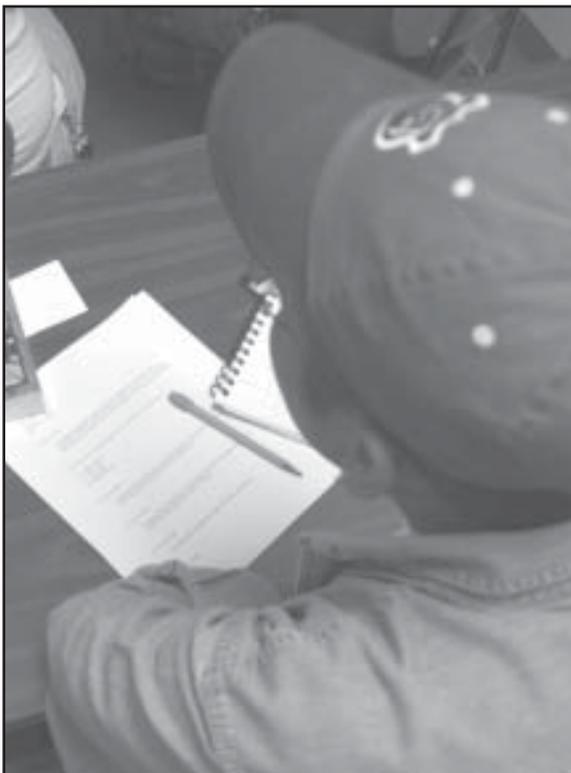
TVI offers a number of educational options for prospective students and our educational community. Among them are:

College Success Experience Courses

TVI now offers College Success Experience (CSE) courses exploring study skills, student success career exploration, learning strategies and research techniques (see CSE section in course descriptions on page 262). These course are designed for the new college student.

CONTACT INFORMATION

Sally Pearson, Associate Vice President for Instruction,
sallyp@tvi.edu or (505) 224-3321.



Experiential Education

The Office of Experiential Education 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. Students are required to register for cooperative education, internships and service learning.

CONTACT INFORMATION

Office of Experiential Education, Main Campus,
(505) 224-4359, weekdays from 8 a.m. to 5 p.m.

Learning Communities

Learning communities offer students integrated curricula that emphasize connection between or among liberal arts disciplines, a structured approach to student learning and student academic achievement, and a chance to work closely with classmates and Arts & Sciences instructors on issues and topics of importance to today's learners.

Developmental education learning communities are also offered combining classes to help students better grasp principles of mathematics and reading.

See the *Schedule of Classes* for specific offerings, which differ every term.

CONTACT INFORMATION

Offered through Arts & Sciences Department, (505) 224-3561
and Adult and Developmental Education (505) 224-3939.

Prior Learning Assessment

Students can gain college-level knowledge and skills through life and work experiences outside of academic settings with TVI's Prior Learning Assessment Program. This portfolio course (**GNED 196 – Prior Learning Assessment Portfolio**) provides an opportunity for students to document their knowledge in the form of a portfolio, and potentially earn college credit for learning outside of college. The



documentation needed will vary from one course (and field of study) to another. Certification for some courses may include a hands-on demonstration of skill. Other citation examples include written reports, performances, artwork, certificates awarded, etc. Remember—credit will be awarded based on documented learning, not experience.

Once a student completes the portfolio—which includes a request for credit for specific TVI courses—the student will register for designated portfolio sections of those courses (after seeing an advisor) and submit the portfolio. The portfolio will be evaluated and a determination whether the student qualifies for credit will be made.

Please Note: Passing GNED 196 does not guarantee the awarding of any credits for prior learning. The granting of that credit will be determined through the separate enrollment and assessment of work in subsequent courses.

CONTACT INFORMATION

Stephen Schoonmaker, associate dean for Arts & Sciences,
sschoon@tvi.edu or (505) 224-3561.

Distance Learning

Distance Learning at TVI encompasses 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 serves an average of 800 students per term, offering more than 125 courses. Distance Learning relies upon a variety of technologies to produce and deliver courses. As a result, all Distance Learning courses are assessed a delivery fee. See the *Schedule of Classes* for specific information concerning fees.

Types of Classes

TVI currently uses the following Distance Learning delivery modes: (Not all delivery modes are used each term.)

- **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 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 and in course syllabi.

Are You a Candidate for Distance Learning?

Are you able to:

- organize your daily life to schedule time for learning?
- adhere to a schedule?
- set a priority for learning?
- work independently?
- ask for help when you need it?
- take responsibility for your learning?



Will you:

- attend the orientation session?
- take time to read the syllabus, course schedule or class calendar?
- assemble the course materials your instructor requests?
- become familiar with all class policies?
- ask questions when you have them?
- complete assignments on time?
- ask for helping managing time if you need it?
- keep your instructor informed of issues?
- create a master calendar for the term that shows all assignments, tests and reports for all your classes?
- think about the material as you view or read?
- schedule frequent, short review sessions?

If your answers to these questions are "YES," you may want to consider distance learning courses.

Distance Learning

- **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.
- **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.

Who Is a Successful Distance Learning Student?

Most successful distance learning students are self-sufficient, self-directed learners. They are resourceful and independent individuals, who can balance family responsibilities, work duties, and their academic workload.

Successful distance learners appreciate the flexibility that distance learning courses offer. Students can watch a telecourse video or participate in an online class discussion at their convenience. They understand they must devote the same amount of time, or possibly more time, to participate in a distance learning course as they devote to a traditional course.

A successful distance learning student recognizes he or she must change television viewing habits when he or she registers for a telecourse or video course. The amount of mental effort required for learning from television is greater than the amount of mental effort people use to watch television for entertainment. The student must actively watch the telecourse videos with a plan for learning from the broadcast. Learning from telecourse videos requires the student review the accompanying syllabus, student guide, or text material before watching the video.

A successful distance learning student must have frequent access to a computer. He or she must be fairly competent with an Internet browser, e-mail, and computers in order to concentrate on course content. Students have to frequently log onto the computer to read posted lectures notes, complete assignments, take online quizzes, and participate in weekly online class discussions.

How Does a Successful Distance Learning Student Get Started?

Your instructor will contact you before your course begins. He or she may give you some tasks to complete before the course begins. You may be asked to sign up for a free TVI e-mail account if you do not already have one.

Read the syllabus, course schedule, timeline, or class calendar your instructor sends you. Obtain all required course materials. Be familiar with test dates, assignment due dates, and all class policies and procedures. Ask questions whenever information is unclear to you. You can contact your instructor by phone, mail, e-mail, fax, or in person during his or her office hours.

It is essential that you keep your instructor informed about any problems or family plans that may prevent you from participating in your distance learning class. Distance learning coursework provides you the flexibility and freedom to schedule your coursework at your convenience; however, you must set aside time to catch up on your class work.

Most successful distance learning students schedule regular, frequent sessions to work on their distance learning class material. They set aside a learning “environment” in their homes.

CONTACT INFORMATION

Main Campus, Jeannette Stromberg Hall, fourth floor, Distance Learning Office, (505) 224-3316 or (505) 224-3317.
Students located outside the Albuquerque area may call 1-888-453-1304.
Additional information can also be found at www.tvi.edu.

Courses available through distance learning are noted in the suggested course sequence charts for all Programs of Study listed in this catalog and in the course descriptions.

Use the chart below and on the next page to map a plan for your education.

Personal Information

Name: _____ Date: _____

Catalog Year: _____ Anticipated Graduation Date: _____

Program: _____

Degree (concentration: _____) Certificate: _____

Designed Skill Set: _____ Other: _____

Contacts

Counselor or Advisor: _____ Phone/E-mail: _____

Program Chair: _____ Phone/E-mail: _____

Dean/Associate Dean: _____ Phone/E-mail: _____

Other: _____ Phone/E-mail: _____

Prerequisites

Term

Term

Term

C O U R S E	
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Total Credit Hours: _____

Total Credit Hours: _____

Total Credit Hours: _____

Total Credit Hours: _____

Individualized Plan

Checklist – Have you...

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> had your transcript evaluated?
(see page 11) | <input type="checkbox"/> obtained substitution/waiver forms?
(see page 13) | <input type="checkbox"/> met with an advisor or counselor?
(see page 22) | <input type="checkbox"/> checked on tutoring opportunities?
(see page 24) |
| <input type="checkbox"/> declared a major?
(see page 15) | <input type="checkbox"/> checked on scholarship opportunities?
(see page 19) | <input type="checkbox"/> met with an achievement coach?
(see page 22) | <input type="checkbox"/> checked on job opportunities?
(see page 5) |

If you are transferring to a four-year institution, contact Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus) for information.

Term <input type="text"/>	Term <input type="text"/>	Term <input type="text"/>	Term <input type="text"/>
C O U R S E	C O U R S E	C O U R S E	C O U R S E
C O U R S E	C O U R S E	C O U R S E	C O U R S E
C O U R S E	C O U R S E	C O U R S E	C O U R S E
C O U R S E	C O U R S E	C O U R S E	C O U R S E
C O U R S E	C O U R S E	C O U R S E	C O U R S E

Total Credit Hours: _____

Total Credit Hours: _____

Total Credit Hours: _____

Total Credit Hours: _____

PROGRAMS OF STUDY

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PROGRAMS OF STUDY

This section presents the Programs of Study that TVI offers. TVI offers the following types of certificate and degree programs:

- **Certificate (or Occupational Certificate):** An occupational certificate program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge.
- **Associate of Applied Science (AAS) Degree:** An AAS degree program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. An AAS program is not intended to transfer to bachelor's degree programs, although certain courses may be accepted at some institutions.
- **Associate of Arts (AA) Degree:** An AA degree program is 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 (AS) Degree:** An AS degree program is designed for transfer into a bachelor's degree program in a technical, medical or professional field with such disciplines as its base.
- **Designed Skill Set:** A document issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills and competencies.

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

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

Page 52 shows a listing of all degrees and certificates by TVI instructional department and accredited by outside agencies or organizations. Page 53 lists TVI programs by career cluster.

Program of Study	Degree	Certificate	Designed Skill Set	Page
Accounting Concentrations: E-commerce, Technology, Financial, Financial Services, General Accounting, Managerial or Tax	AAS	✗		57
Administrative Office Management (under Office Administration)			✗	195
<i>Advanced Manufacturing</i> (concentration under Manufacturing Technology)				166
Advertising Assistant (under Business Administration)			✗	71
Air Conditioning, Heating & Refrigeration (under Mechanical Technology)		✗		171
Apprenticeships in Commercial Carpentry/Electrical Trades/General Trades/Iron Worker/Plumbing/Sheet Metal				62
Architectural/Engineering Drafting Technology	AAS	✗		63
Automotive Service Fundamentals (under Transportation Technology)			✗	228
Automotive Technology (under Transportation Technology)		✗		228
Baking (under Culinary Arts)		✗		108
<i>Bilingual Education</i> (concentration under Elementary Education)				127
Biotechnology	AS			65
Bookkeeping		✗		67
Business Administration Concentrations: Continuous Quality Improvement, E-Commerce, Entrepreneurship General Business, International Business, Leadership Development, Management, Real Estate or Retail Management)	AAS	✗		69
Business Applications Design (under Computer Information Systems)			✗	86
<i>Business Computer Applications</i> (concentration under Computer Information Systems)				81
Business Graphics	AAS	✗		74
<i>Business Information Management</i> (concentration under Computer Information Systems)				81
Call Center Operations			✗	76
Carpentry (under Construction Technology) <i>also see Apprenticeships</i>		✗		98
Certified Public Accountant (CPA) Preparation (under Accounting)			✗	59
Child Development Associate (CDA) (under Child, Youth and Family Development)			✗	77
Child Youth and Family Development Concentrations: Early Childhood Multicultural Education or Family Studies	AA	✗		77

Listing of Programs of Study *(All Degrees, Certificates and Designed Skill Sets in Alphabetical Order)*

Program of Study	Degree	Certificate	Designed Skill Set	Page
Clinical Laboratory Assistant		X		80
Club Management <i>(under Hospitality and Tourism)</i>			X	151
Commercial Carpentry Apprenticeship				62
<i>Computer Animation (concentration under Computing Technology)</i>				93
Computer-Assisted Drafting (CAD) <i>(under Architectural/Engineering Drafting)</i>			X	63
Computer Information Systems Concentrations: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia	AAS	X		81
<i>Computer Programming (concentration under Computing Technology)</i>				93
Computing Technology Concentrations: Computer Animation or Computer Programming	AAS	X		93
Construction Estimator <i>(under Construction Management Technology)</i>			X	96
Construction Management Technology	AAS			96
Construction Scheduling <i>(under Construction Management Technology)</i>			X	96
Construction Technology Concentrations: Electrical or General Construction	AAS			98
Continuous Quality Improvement <i>(under Business Administration)</i>			X	71
Cosmetology	AAS			101
Court Reporting		X		103
Criminal Justice	AAS			105
Critical Care Nurse Internship			X	107
<i>Crossmedia Production (concentration under Business Graphics)</i>				74
Culinary Arts <i>(Certificates in Baking or Professional Cooking)</i>	AAS			108
<i>Data Communications Management (concentration under Computer Information Systems)</i>				81
Data Entry			X	111
Database Management <i>(under Computer Information Systems)</i>			X	86
Dental Assistant		X		112
Diagnostic Medical Sonography	AS			115
Diesel Equipment Technology <i>(under Transportation Technology)</i>		X		228
Digital Publishing <i>(under Business Graphics)</i>			X	74
<i>Early Childhood Multicultural Education (concentration under Children, Youth and Family Development)</i>				77

Program of Study	Degree	Certificate	Designed Skill Set	Page
E-Commerce for Business Startup			X	119
E-Commerce Fundamentals			X	119
E-Commerce for Hospitality Industry			X	120
E-Commerce for Real Estate			X	120
E-Commerce for Retail Business			X	121
E-Commerce for Web Business			X	121
Educational Assistants/Paraprofessionals <i>(under Elem. Ed.)</i>			X	127
Electrical Trades Apprenticeship				62
Electronics Engineering Technology	AAS			122
Electronics Technology Concentrations: General Electronics, Process Control	AAS	X		124
Elementary Education Concentrations: Bilingual, Language Arts, Special Education	AA			127
Emergency Medical Services			X	129
Engineering Design Technology	AAS			130
Enrolled Agent Preparation <i>(under Accounting)</i>			X	59
Entrepreneurship		X		132
Environmental Safety and Health	AAS			133
Environmental Safety and Health Compliance			X	133
<i>Family Studies (concentration under Children, Youth and Family Development)</i>				77
Financial Services	AAS	X		135
<i>Fine Arts (see Liberal Arts)</i>				163
Fire Science	AAS			137
Fitness Technician		X		139
Food and Beverage <i>(under Hospitality and Tourism)</i>			X	151
<i>Food and Beverage Management (concentration under Hospitality and Tourism)</i>				149
Food Service Management		X		141
<i>Foreign Languages (see Liberal Arts)</i>				163
Framing <i>(under Construction Technology)</i>			X	98
<i>Gaming Operations and Casino Management (concentration under Hospitality and Tourism)</i>				149
<i>General Business (concentration under Business Administration)</i>				69

Listing of Programs of Study *(All Degrees, Certificates and Designed Skill Sets in Alphabetical Order)*

Program of Study	Degree	Certificate	Designed Skill Set	Page
<i>General Construction (concentration under Construction Technology)</i>				98
<i>General Electronics (concentration under Electronics Technology)</i>				124
General Trades Apprenticeship				62
Geographic Information Technology	AAS	X		143
<i>Golf Course Supervision and Operations (concentration under Hospitality and Tourism)</i>				149
Health Information Technology	AAS			145
Health Unit Coordinator		X		147
Healthcare Technician		X		148
Healthcare Technician Skills I			X	148
Healthcare Technician Skills II			X	148
Help Desk Support <i>(under Computer Information Systems)</i>			X	87
Help Desk Technician <i>(under Computer Information Systems)</i>			X	87
Hospitality and Tourism <i>Concentrations: Food and Beverage Management, Gaming Operations and Casino Management, Golf Course Supervision and Operations, or Hospitality Operations and Hotel Management</i>	AAS	X		149
<i>Hospitality Operations and Hotel Mgmt. (concentration under Hospitality and Tourism)</i>				149
<i>Humanities (see Liberal Arts)</i>				163
Human Resources <i>(under Hospitality and Tourism)</i>			X	152
Human Resource Assistant <i>(under Business Administration)</i>			X	72
Information Security <i>(under Computer Information Systems)</i>			X	88
International Business		X		154
International Business Fundamentals			X	156
International E-Commerce			X	156
International Entrepreneurship			X	157
International Finance			X	157
International Hospitality and Tourism			X	158
International Retail Business			X	158
Iron Worker Apprenticeship				62
Judicial Studies		X		159
Judicial Studies Fundamentals			X	159

Program of Study	Degree	Certificate	Designed Skill Set	Page
Landscaping		X		161
<i>Language Arts Education (concentration under Elementary Education)</i>				127
Leadership Development <i>(under Business Administration)</i>			X	72
<i>Legal Office Administration (concentration under Office Administration)</i>				192
Liberal Arts Anthropology, Art, Astronomy, Biology, Chemistry, Communication Studies, Computer Science, Cultural Studies, Economics, English, French, General Honors Geography, History, Humanities, Journalism, Literature, Mathematics, Music, Nutrition, Philosophy, Physics, Political Science, Psychology, Religion, Sociology, Spanish, Theater,	AA			163
Licensed Practical Nurse Refresher			X	165
Machine Tool Technology <i>(under Metals Technology)</i>		X		180
<i>Management (concentration under Business Administration)</i>				62
Manufacturing Technology Concentrations: Advanced Manufacturing, MEMS Designer, MEMS Technician, Semiconductor Manufacturing	AAS	X		166
Marketing and Sales <i>(under Hospitality and Tourism)</i>			X	152
<i>Mathematics (see Liberal Arts)</i>				163
Mechanical Technology Concentrations: Air Conditioning, Heating and Refrigeration, Plumbing	AAS			171
Medical Coding		X		174
Medical Laboratory Technician	AS			176
Medical Office Assistant		X		178
<i>MEMS Designer (concentration under Manufacturing Technology)</i>				166
<i>MEMS Technician (concentration under Manufacturing Technology)</i>				166
Metals Technology Concentrations: Machine Tool Technology, Welding	AAS			180
Microsoft Certified Systems Admin. (MCSA) <i>(under Computer Information Systems)</i>			X	88
Microsoft Certified Systems Engineer (MCSE) <i>(under Computer Information Systems)</i>			X	89
Microsoft Office User Specialist (MOUS) Certification Preps <i>(under Computer Information Systems)</i>			X	89
Microsoft Software Support <i>(under Computer Information Systems)</i>			X	90
<i>Multimedia (concentration under Computer Information Systems)</i>				81

Listing of Programs of Study *(All Degrees, Certificates and Designed Skill Sets in Alphabetical Order)*

Program of Study	Degree	Certificate	Designed Skill Set	Page
Multimedia Development <i>(under Computer Information Systems)</i>			X	90
<i>Natural Resources Recreation Mgmt. (concentration under Recreation and Leisure)</i>				217
Networking Technology	AAS	X		183
Nursing	AS			185
Nursing Assistant		X		190
Nursing Home/Home Health Attendant			X	191
Office Administration Concentrations: Legal, Office Technology	AAS	X		192
Office Assistant		X		197
<i>Office Technology (concentration under Office Administration)</i>				192
Paralegal Studies	AAS			199
Payroll Clerk <i>(under Accounting)</i>			X	60
Perioperative Nursing			X	201
Pharmacy Technician		X		202
Phlebotomy		X		204
Photonics Technology	AAS	X		205
Plumbing <i>(under Mechanical Technology)</i> <i>(also see Apprenticeship)</i>		X		171 62
Practical Nursing <i>(under Nursing)</i>		X		185
Pre-Engineering	AS			207
Pre-Management	AA			209
<i>Process Control (concentration under Electronics Technology)</i>				124
Professional Cooking <i>(under Culinary Arts)</i>		X		108
Project Management Technology	AAS			211
Project Management <i>(under Computer Information Systems)</i>			X	91
Radiologic Technology	AS			213
Real Estate Coursework			X	215
Records Clerk <i>(under Office Administration)</i>			X	195
Recreation and Leisure Concentrations: Community Recreation, Natural Resources Recreation Management, or Therapeutic Recreation	AAS	X		217
Recreation and Leisure Core Competencies			X	217

Program of Study	Degree	Certificate	Designed Skill Set	Page
Registered Nurse Refresher			X	219
Residential Drafting <i>(under Architectural/Engineering Drafting)</i>			X	63
Residential Superintendent <i>(under Construction Management Technology)</i>			X	96
Residential Wiring <i>(under Construction Technology)</i>		X		98
Respiratory Therapy	AS			220
Retail/Wholesale Management <i>(under Business Administration)</i>			X	73
Retail Management		X		222
Rooms Division <i>(under Hospitality and Tourism)</i>			X	153
Sales Associate <i>(under Business Administration)</i>			X	73
<i>Semiconductor Manufacturing (concentration under Manufacturing Technology)</i>				166
Sheet Metal Apprenticeships				62
<i>Social and Behavioral Sciences (see Liberal Arts)</i>				163
<i>Special Education (concentration under Elementary Education)</i>				127
Stenotranscription		X		224
Surgical Technology		X		226
Tax Preparer for Individuals <i>(under Accounting)</i>			X	60
<i>Therapeutic Recreation (concentration under Recreation and Leisure)</i>				217
Transportation Technology Concentrations: Automotive Technology, Diesel Equipment Technology	AAS			228
Truck Driving		X		231
Web Graphics Specialist <i>(under Computer Information Systems)</i>			X	91
Website Development <i>(under Computer Information Systems)</i>			X	92
Web Technology	AAS	X		233
Welding <i>(under Metals Technology)</i>		X		180
Word Processing <i>(under Office Administration)</i>			X	196

Listing of Programs of Study (by department and accrediting agencies)

TVI 2003–04 Programs of Study (listed by Instructional Department and Accrediting Agencies)

Arts & Sciences

Liberal Arts, AA degree

Business Occupations

Accounting, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Bookkeeping, certificate

Business Administration, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Business Graphics, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Computer Information Systems, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Court Reporting, certificate

E-Commerce, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Entrepreneurship, certificate

Financial Services, certificate

Food Service Management, certificate and AAS degree

Health Information Technology, AAS degree

Hospitality and Tourism, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

International Business, certificate

Judicial Studies, certificate

Medical Coding, certificate

Medical Office Assistant, certificate

Office Administration, certificate and AAS degree

Accredited by the Association of Collegiate Business Schools and Programs

Office Assistant, certificate

Paralegal Studies, AAS degree

Accredited by the American Bar Association, Accredited by the Association of Collegiate Business Schools and Programs

Pre-Management, AA degree

Accredited by the Association of Collegiate Business Schools and Programs

Retail Management, certificate

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

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences

Nursing, AS degree

Accredited by the National League for Nursing Accrediting Commission

(NLNAC) and approved by the New Mexico State Board of Nursing

Nursing Assistant, certificate

Pharmacy Technician, certificate

Phlebotomy, certificate

Practical Nursing, certificate

Accredited by the National League for Nursing Accrediting Commission

(NLNAC) and approved by the New Mexico State Board of Nursing

Radiologic Technology, AS degree

Respiratory Therapy, AS degree

Accredited by the Commission on Accreditation of Allied Health Education

Programs (CAAHEP) and the Committee on Accreditation for Respiratory Care (COARC)

Surgical Technology, certificate

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Technologies

Architectural Engineering Drafting Technology, certificate and AAS degree

Computing Technology, certificate and AAS degree

Construction Management Technology, AAS degree

Accredited by American Council for Construction Education (ACCE)

Electronics Engineering Technology, AAS degree

Accredited by Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET)

Electronics Technology, certificate and AAS degree

Engineering Design Technology, AAS degree

Accredited by Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET)

Geographic Information Technology, certificate and AAS degree

Manufacturing Technology, certificate and AAS degree

Networking Technology, certificate and AAS degree

Accredited by Cisco Certified Networking Academy

Photonics Technology, certificate and AAS degree

Pre-Engineering, AS degree

Project Management Technology, AAS degree

Web Technology, certificate and AAS degree

Trades and Service Occupations

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

Accredited by Partnership for Air Conditioning, Heating, Refrigeration Association (PAHRA)

Automotive Technology, certificate (under Transportation Technology)

Accredited by National Automotive Technicians Education Foundation (NATEF)

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

Accredited by American Culinary Federation (ACF)

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, certificate (under Culinary Arts)

Recreation and Leisure, certificate and AAS degree

Residential Wiring, certificate (under Construction Technology)

Transportation Technology, AAS degree

Truck Driving, certificate

Accredited by Professional Truck Drive Institute of America (PTDIA)

Welding, certificate (under Metals Technology)

Coming Soon!

Professional Pilot and Flight Instruction
(contact the Technologies Department for more information)

Career Clusters

TVI has developed a number of career “clusters.” The following listing categorizes our degree and certificate programs as well as our designed skill sets in the following clusters:

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 D
- Electronics Technology C, D
 - General Electronics (A+ certification is offered)
 - Process Control
- Engineering Design Technology D
- Manufacturing Technology C, D
 - General Manufacturing
 - MEMS (Micro Electro Mechanical Systems/ micro machines) Design
 - MEMS Fabrication
 - Semiconductor Manufacturing
- Metals Technology C, D
 - Machine Tool Technology
 - Welding C
- Photonics C, D

KEY

D = Degree

C = Certificate

DSS = Designed Skill Set

For information on each of the programs listed, please see alphabetical listing beginning on page 48.

BUSINESS/PROFESSIONAL SERVICES

- Advertising Assistant DSS
- Business Administration C, D
 - Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Management, Real Estate
- Business Graphics D
- Call Center Operations DSS
- Human Resources Assistant DSS
- Cosmetology D
- Office Administration D
- Office Assistant C
- Retail Management D
- Sales Associate DSS
- Stenotranscription C

CONSTRUCTION CAREERS

- Air Conditioning, Heating and Refrigeration C
- Architectural/Engineering Drafting Technology C, D
- Carpentry C
- Computer-Assisted Drafting DSS (*under Architectural/Engineering Drafting Technology*)
- Construction Management Technology D
 - Residential Superintendent DSS
 - Construction Estimator DSS
- Construction Technology D
 - General Construction
 - Electrical
- Electrical Trades C
- Environmental Health & Safety D
- Landscaping C

- Mechanical Technology D
 - Air Conditioning, Heating and Refrigeration
 - Plumbing
- Residential Drafting DSS (*under Architectural/Engineering Drafting Technology*)
- Residential Wiring C

FINANCIAL SERVICES CAREERS

- Accounting C, D
- Bookkeeping C
- Certified Public Accountant Preparation DSS
- International Business C
- Payroll Clerk DSS
- Tax Preparer for Individuals DSS

HEALTH SCIENCES/HUMAN DEVELOPMENT CAREERS

Nursing Related

- Critical Care Nurse Internship DSS
- Health Unit Coordinator C
- Healthcare Technician C
- Nursing D
- Nursing Assistant C
- Nursing Home/Home Health Attendant DSS
- Practical Nursing C
- Perioperative Registered Nurse DSS
- Registered Nurse Refresher DSS

Allied Health Sciences

- Biotechnology D
- Clinical Laboratory Assistant C
- Dental Assistant C
- Diagnostic Medical Sonography D
- Emergency Medical Technician DSS
- Health Information Technology C

Career Clusters

- Medical Coding C
- Medical Laboratory Technician D
- Medical Office Assistant C
- Pharmacy Technician C
- Phlebotomy C
- Radiologic Technology D
- Respiratory Therapy D
- Surgical Technology C

Human Development

- Children, Youth and Family Development C, D
- Elementary Education D

Environmental

- Environmental Health & Safety D

Fitness/Recreation

- Fitness Technician C
- Recreation and Leisure C, D

INFORMATION TECHNOLOGY CAREERS

Networking

- Computer Networking Services DSS
- Microsoft MCSE Preparation DSS
- Networking Technology C, D

Interactive Multimedia

- Business Applications Design DSS
- Business Graphics C, D
- Computer Information Systems – Multimedia C, D
- Computing Technology – Computer Animation C, D
- Digital Publishing DSS
- E-Commerce C, D
- Multimedia Development DSS

- Web Graphics Specialist DSS

- Web Technology C, D

Programming

- Computing Technology – Computer Programming C, D
- Database Management DSS

Software Application and Support

- Computer Information Systems DSS
- E-Commerce DSS
- Health Information Technology D
- Help Desk Support DSS
- Help Desk Technician DSS
- Microsoft MOUS Preparation DSS
- Microsoft Software Support DSS
- Office Administration – Office Technology C, D

LEGAL SERVICES CAREERS

- Court Reporting D
- Criminal Justice D
- Judicial Studies C
- Paralegal Studies D

KEY

D = Degree

C = Certificate

DSS = Designed Skill Set

For information on each of the programs listed, please see alphabetical listing beginning on page 48.

TOURISM AND HOSPITALITY CAREERS

- Baking C (*under Culinary Arts*)
- Culinary Arts D
- Fitness Technician C
- Food Service Management C
- Hospitality and Tourism D, C
 - Food and Beverage Management
 - Gaming Operations and Casino Management
 - Golf Course Supervision and Operations
 - Hospitality Operations and Hotel Management
 - *Also: Club Management, Food and Beverage, Human Resources, Marketing and Sales, and Rooms Division* DSS
- Professional Cooking C (*under Culinary Arts*)
- Recreation and Leisure D
 - Natural Resources Recreation Management
 - Community Recreation
 - Therapeutic Recreation

TRANSPORTATION TECHNOLOGIES

- Automotive Technology C
- Diesel Equipment Technology C
- Transportation Technology D
 - Diesel Equipment Technology
- Truck Driving C

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 314 for specific names and coursework.)

Department Affiliation

Identifies the TVI department through which the program is offered.

Degrees, Certificates or Designed Skill Sets Offered

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

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 that all students see an advisor or counselor before choosing a major or enrolling in classes).

ACCOUNTING
Business Occupations

Associate of Applied Science in Accounting (concentrations in Accounting E-commerce, Accounting Technology, Financial Accounting, Financial Services General Accounting, Managerial Accounting or Tax)

Certificate in Accounting

Designed Skill Sets include: Certified Public Accountant (CPA) Preparation, Internal Revenue Service Enrolled Agent, Payroll Clerk and Tax Preparer for Individuals

Program Description

The Accounting program provides students 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 50 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).

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

Most businesses, governmental and non-profit organizations employ accountants and/or bookkeepers. According to the 2003–04 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).

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Page 57

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

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 designed skill set, certificate and/or degree.

Credit Requirements

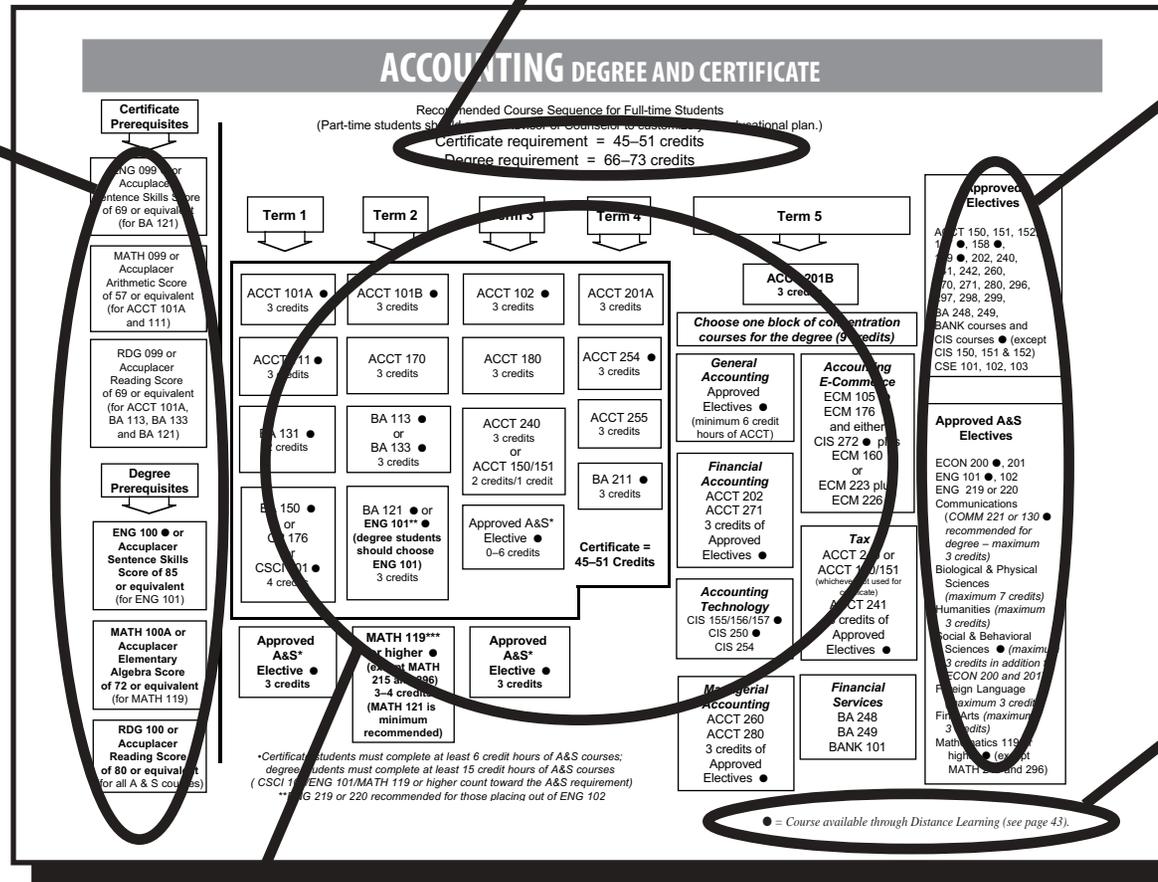
The number of credits required to complete the degree, certificate or designed skill set.

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 237). Many prerequisites can be met with Accuplacer test scores. See page 15 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 designed skill set. Often, students can earn a certificate within a degree.

- **Associate of Applied Science in Accounting** (concentrations in Accounting E-commerce, Accounting Technology, Financial Accounting, Financial Services General Accounting, Managerial Accounting or Tax)
- **Certificate in Accounting**
- *Designed Skill Sets in Certified Public Accountant (CPA) Preparation, Internal Revenue Service Enrolled Agent 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).

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

Most businesses, governmental and non-profit organizations employ accountants and/or bookkeepers. According to the 2003–04 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 prerequisites and a recommended course sequence, turn the page...

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

Certificate Prerequisites

ENG 099 ● or Accuplacer Sentence Skills Score of 69 or equivalent (for BA 121)

MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent (for ACCT 101A and 111)

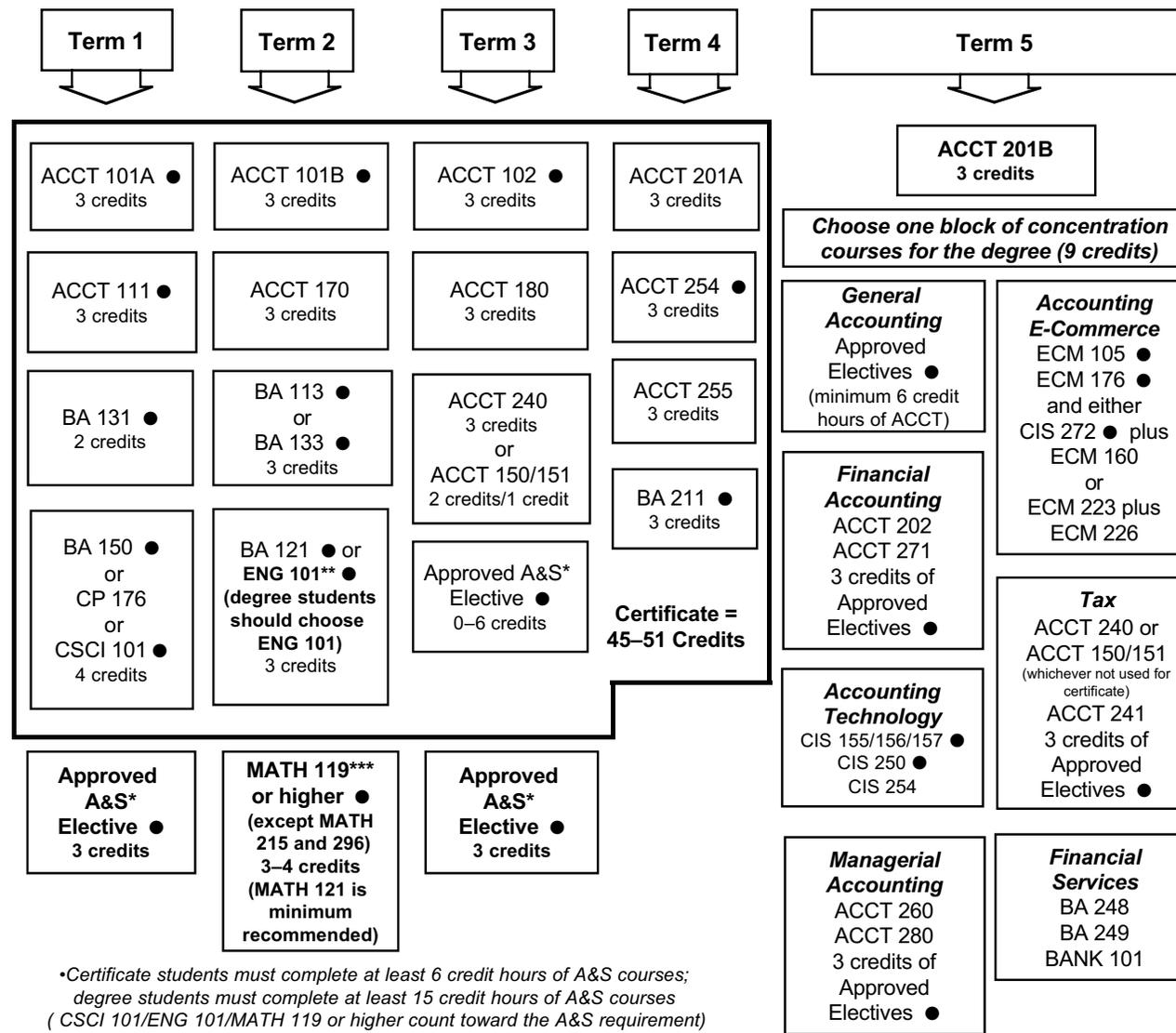
RDG 099 or Accuplacer Reading Score of 69 or equivalent (for ACCT 101A, BA 113, BA 133 and BA 121)

Degree Prerequisites

ENG 100 ● or Accuplacer Sentence Skills Score of 85 or equivalent (for ENG 101)

MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent (for MATH 119)

RDG 100 or Accuplacer Reading Score of 80 or equivalent (for all A & S courses)



*Certificate students must complete at least 6 credit hours of A&S courses; degree students must complete at least 15 credit hours of A&S courses (CSCI 101/ENG 101/MATH 119 or higher count toward the A&S requirement)
**ENG 219 or 220 recommended for those placing out of ENG 102

Approved Electives

ACCT 150, 151, 152, 157 ●, 158 ●, 159 ●, 202, 240, 241, 242, 260, 270, 271, 280, 296, 297, 298, 299, BA 248, 249, BANK courses and CIS courses ● (except CIS 150, 151 & 152) CSE 101, 102, 103

Approved A&S Electives

ECON 200 ●, 201
ENG 101 ●, 102
ENG 219 or 220
Communications (COMM 221 or 130 ● recommended for degree – maximum 3 credits)
Biological & Physical Sciences (maximum 7 credits)
Humanities (maximum 3 credits)
Social & Behavioral Sciences ● (maximum 3 credits in addition to ECON 200 and 201)
Foreign Language (maximum 3 credits)
Fine Arts (maximum 3 credits)
Mathematics 119 or higher ● (except MATH 215 and 296)

● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Certified Public Accountant Preparation (Designed Skill Set)

The CPA Preparation Designed Skill Set 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.

Contact Information

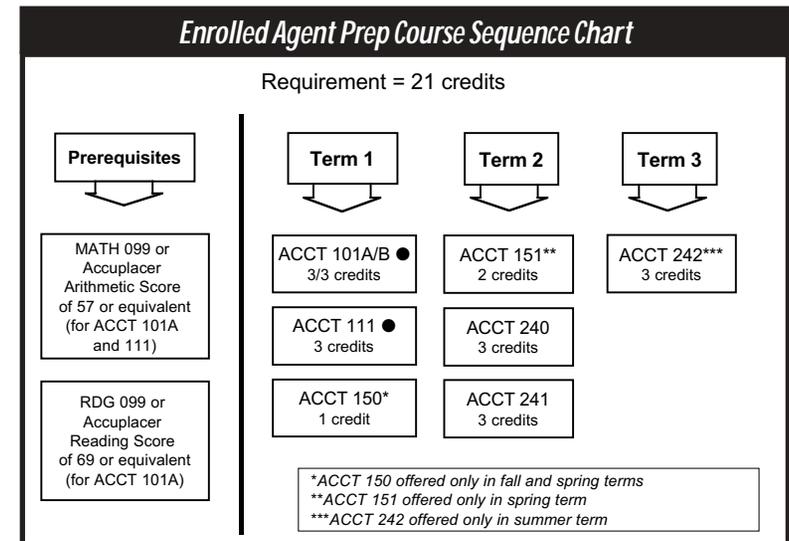
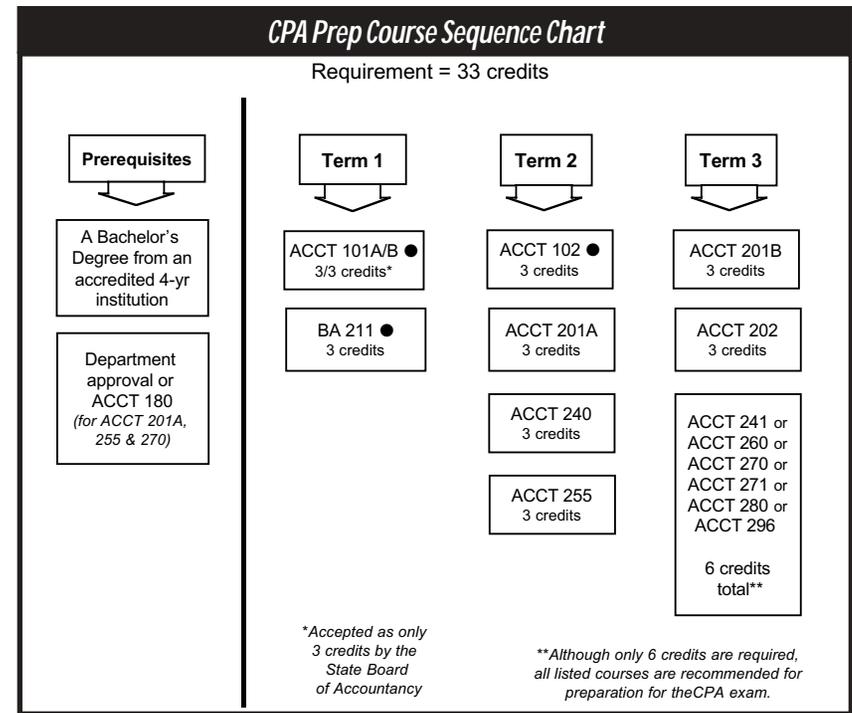
Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Enrolled Agent Preparation (Designed Skill Set)

The Internal Revenue Service Enrolled Agent Preparation Designed Skill Set provides confirmation that the student has satisfactorily completed the designated courses. These courses cover the information included in the exam offered by IRS each fall for individuals who wish to be certified to represent clients in their dealings with the IRS. Satisfactory completion of the coursework does not guarantee passage of that exam. All of the courses included may also be applied to 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.

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).



● = Course available through Distance Learning (see page 43).

Payroll Clerk (Designed Skill Set)

The Accounting Payroll Clerk Designed Skill Set 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.

Contact Information

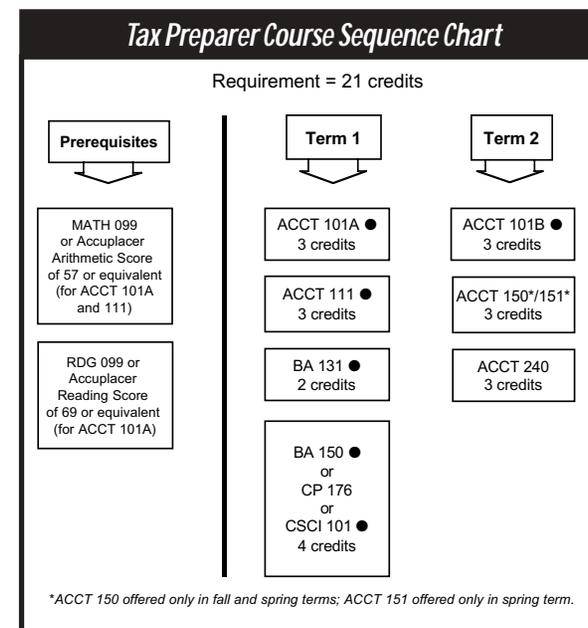
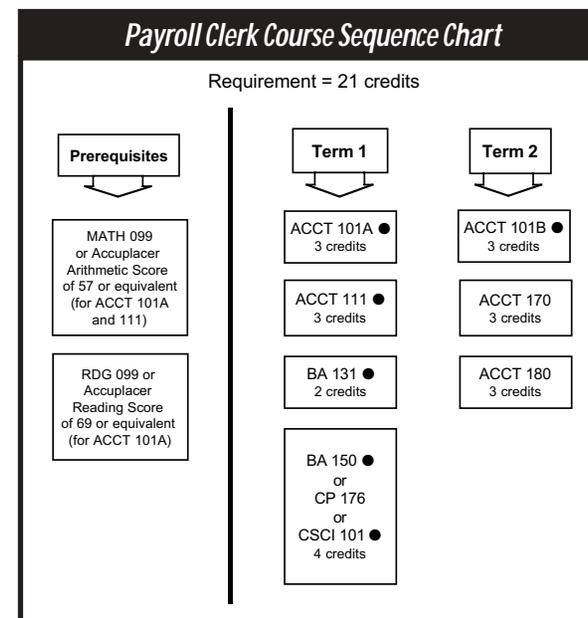
Information about these courses is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Tax Preparer for Individuals (Designed Skill Set)

The Designed Skill Set 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 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.

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).



● = Course available through Distance Learning (see page 43).

Description

Courses are offered in English as a Second Language (ESL) and Basic Academic Skills/GED Preparation (BSK & JLS).

No letter grades are given.

NOTE: *Students cannot earn a TVI degree or certificate in Adult Education.*

Career and Advancement Opportunities

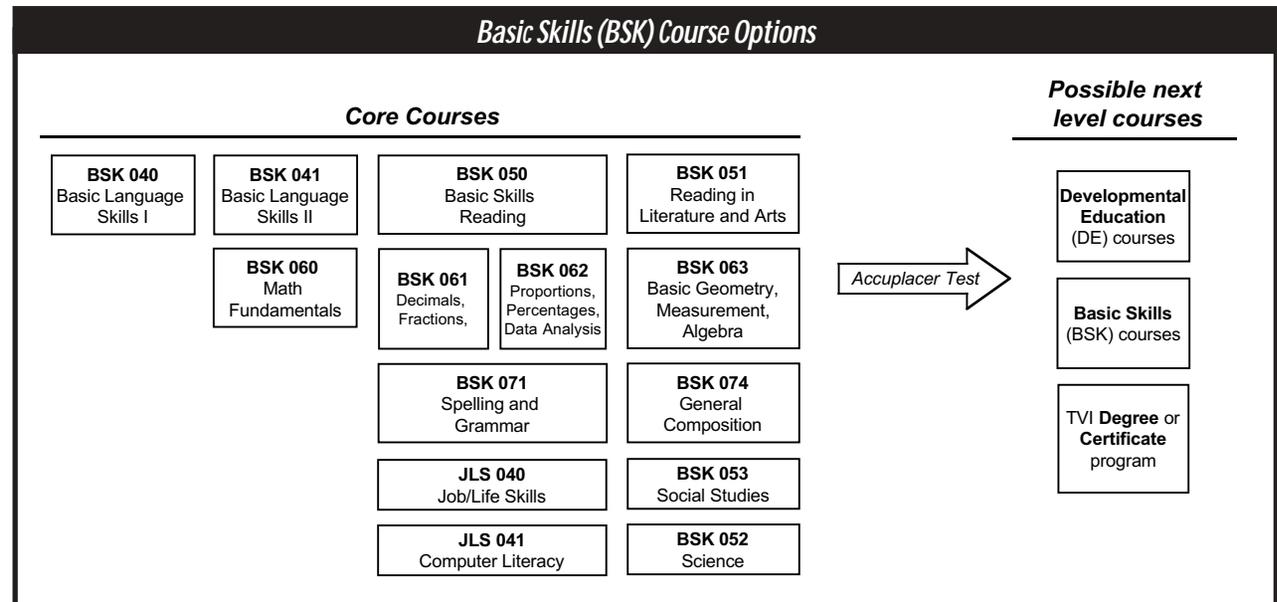
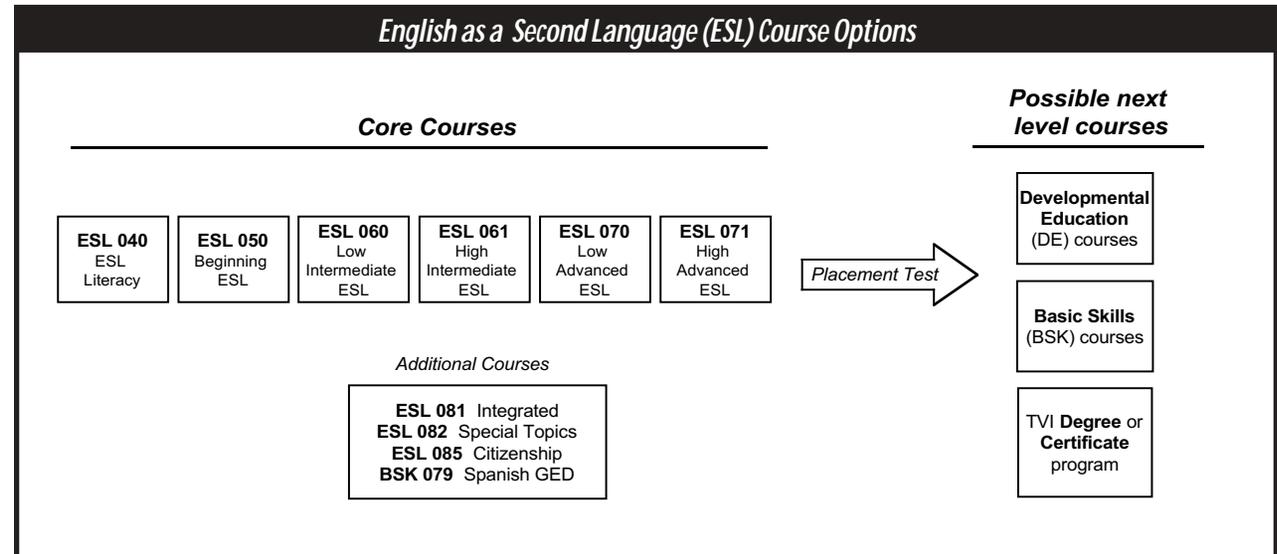
Adult Education courses help students prepare for higher education, job advancement, or personal fulfillment.

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, Ken Chappy Hall, Room 1, (505) 224-4282.



APPRENTICESHIPS

Trades & Service Occupations

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.

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 and TVI's Workforce Training Center.

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

- *Associate of Applied Science Degree in Architectural/Engineering Drafting Technology*
- *Certificate in Architectural/Engineering Drafting Technology*
- *Designed Skill Set 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 Designed Skill Set 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 Designed Skill Set 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 Designed Skill Set prepares students for entry-level positions as residential drafting technicians and is useful for those considering projects as owner/builders. The CAD Designed Skill Set prepares students for entry-level positions as CAD drafter/technicians and offers career opportunities in the fields of architecture, engineering and construction. The Designed Skill Set 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).

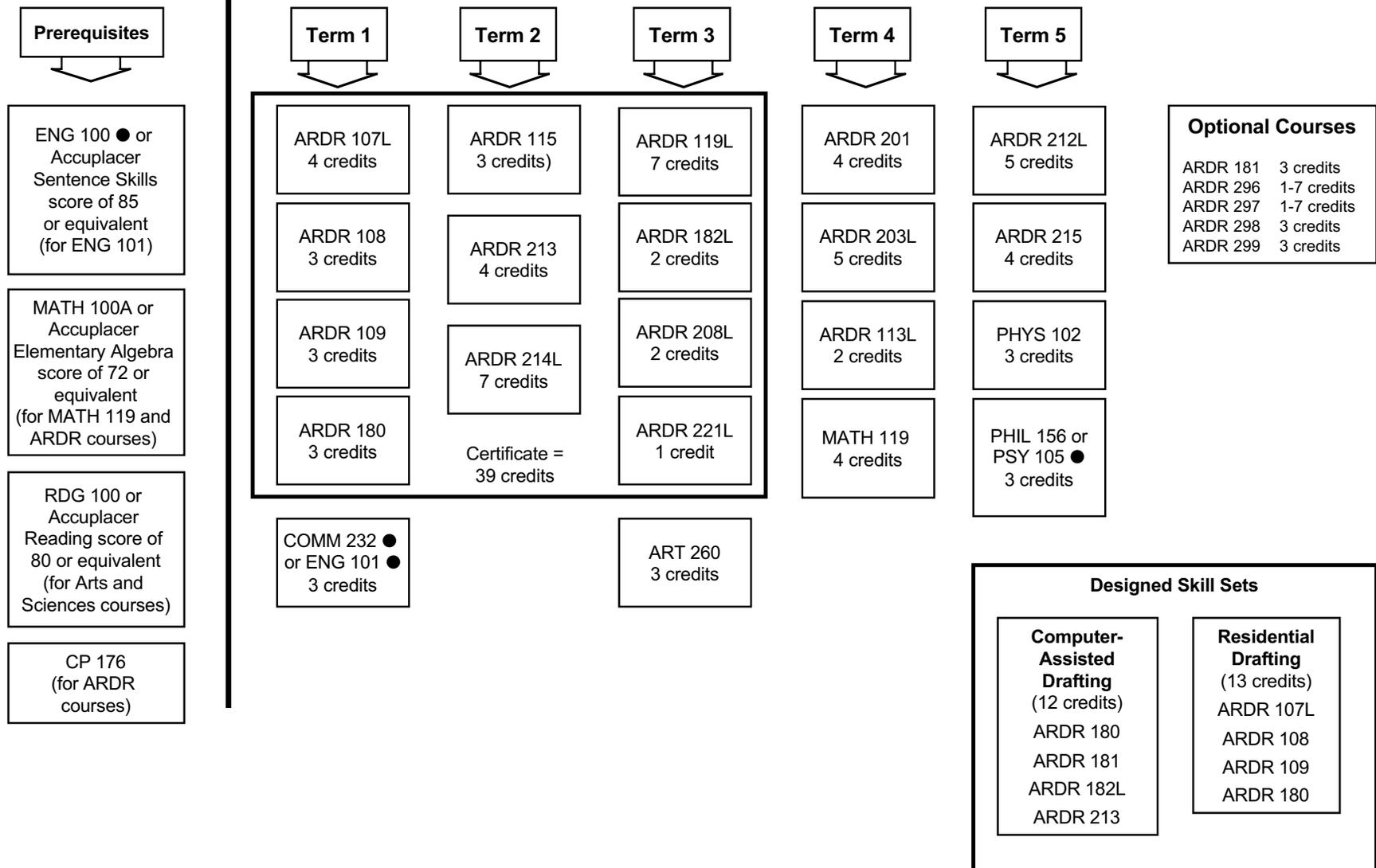
For prerequisites and a recommended course sequence, turn the page...

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 program 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 provides classroom and hands-on laboratory learning experiences. Students will also participate in a supervised internship at local laboratory facilities 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

Prior to beginning the Biotechnology Core courses students must have a high school diploma or equivalent, be admitted to TVI, declare Biotechnology as a major, establish a TVI grade point average of 2.0 or better, and complete the Arts & Sciences prerequisites. If necessary the selection of students into the program will be determined by the number of completed Arts & Sciences courses required for the degree, date of completion of prerequisites and declared major of Biotechnology. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation.

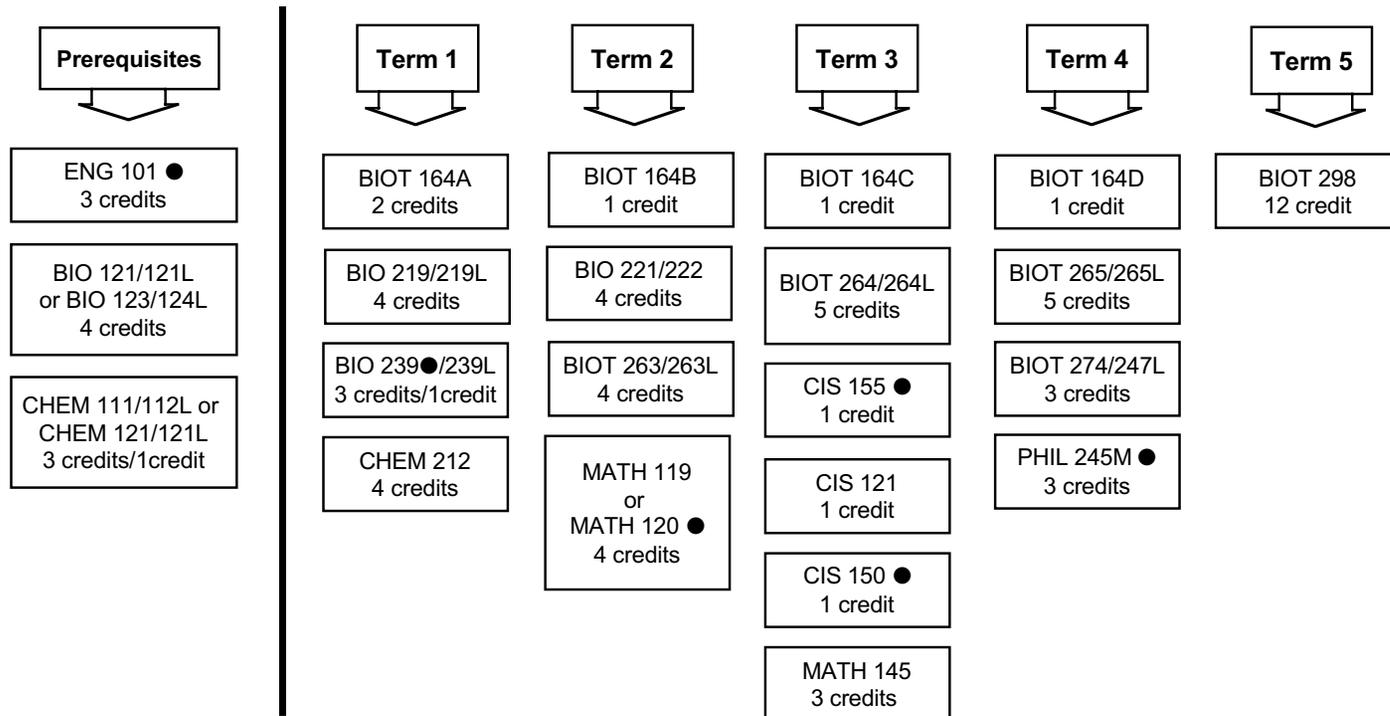
Contact Information

Check with the Health Occupations Office at (505) 224-4111 for more information. Program information is available from the Program Director (505) 224-4111, 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...

BIOTECHNOLOGY DEGREE

Recommended Course Sequence for Full-time students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 63 credits



● = Course available through Distance Learning (see page 43).

• *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 2003–04 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.

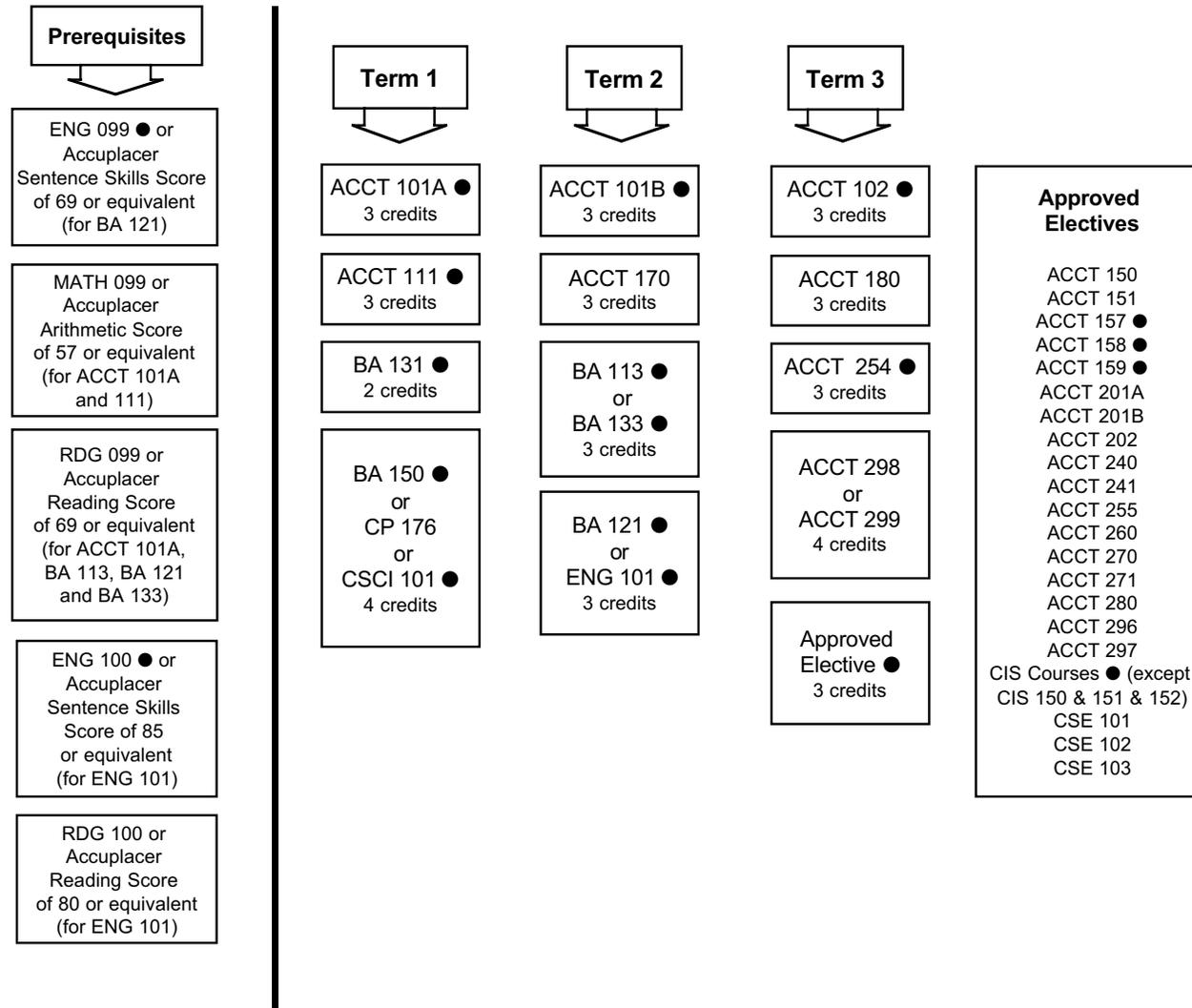
Contact Information

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

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



● = Course available through Distance Learning (see page 43).

- **Associate of Applied Science Degree in Business Administration** (concentrations in: Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Leadership Development, Management, Real Estate or Retail Management)
- **Certificate in Business Administration** (concentrations in: Continuous Quality Improvement, E-Commerce, Entrepreneurship, General Business, International Business, Leadership Development, Management, Real Estate or Retail Management)
- **Designed Skill Sets in Advertising Assistant, Continuous Quality Improvement, Human Resources Assistant, Leadership Development, Retail/Wholesale Management 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.

Several of the certificate and associate of applied science degree courses 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-seven percent of the 2001–02 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).

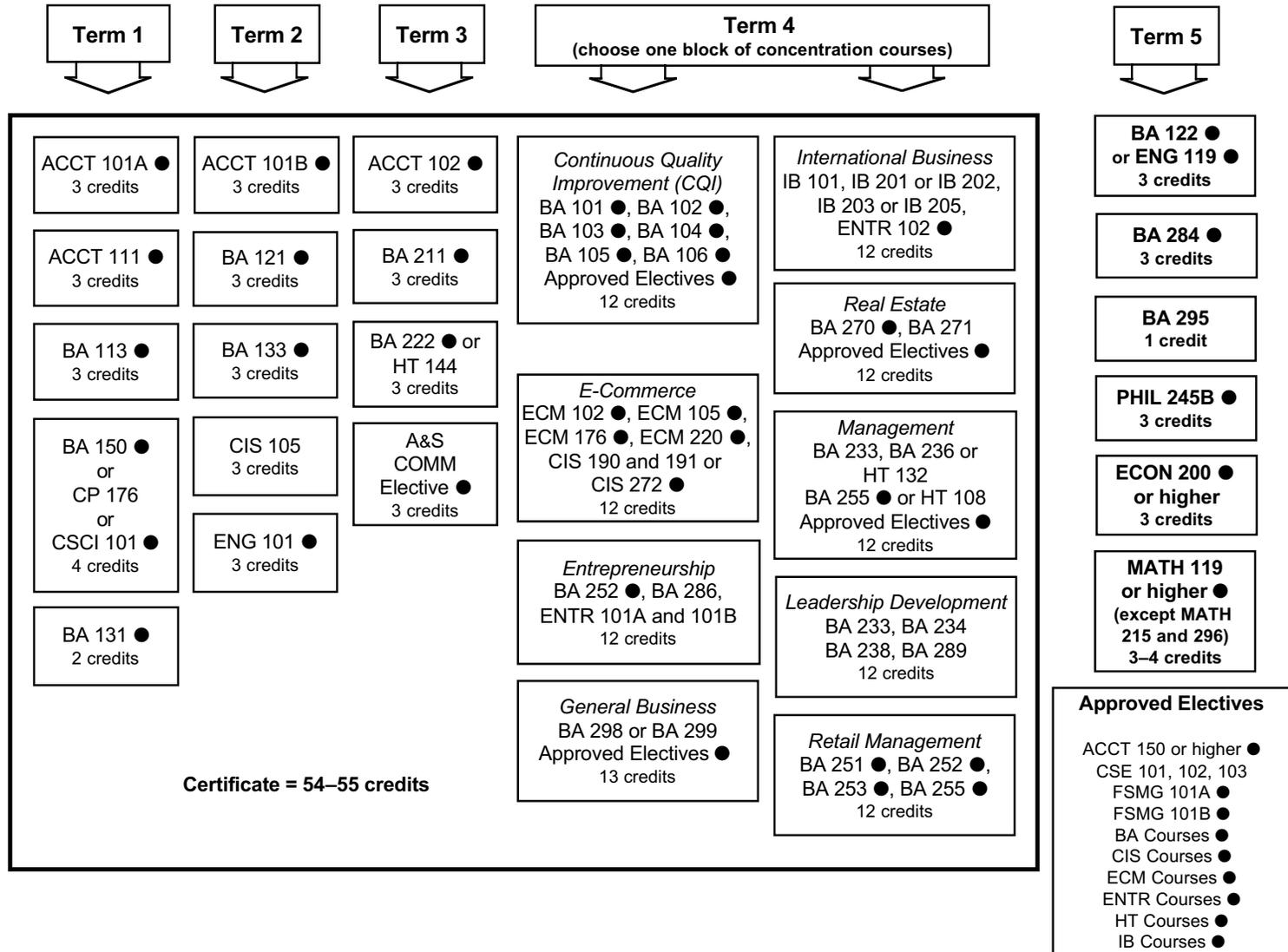
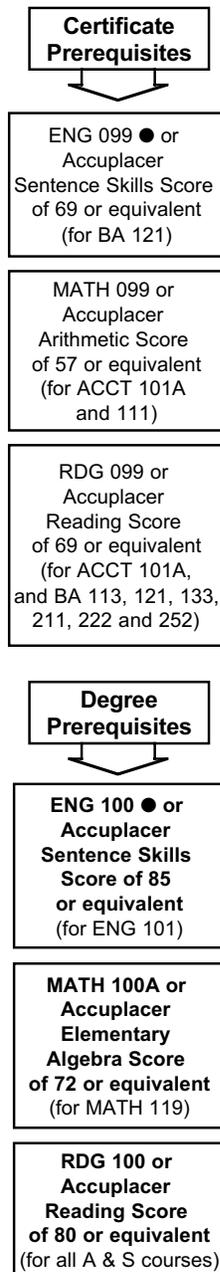
For prerequisites and a recommended course sequence, turn the page...

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 = 54–55 credits

Degree requirement = 70–72 credits



● = Course available through Distance Learning (see page 43).

BUSINESS ADMINISTRATION: Designed Skill Sets

Business Occupations

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Advertising Assistant (Designed Skill Set)

The Advertising Assistant Designed Skill Set 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.

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).

Continuous Quality Improvement (Designed Skill Set)

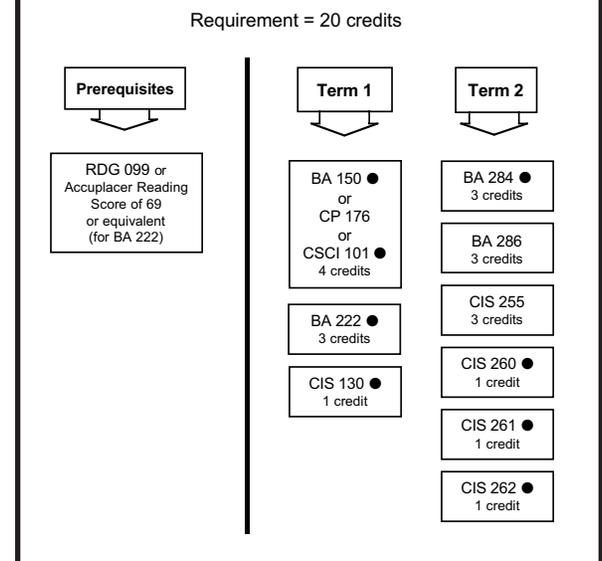
The Continuous Quality Improvement Designed Skill Set is a series of courses that focus on quality concepts, data gathering, quality tools, team building, action plans, and strategies to implement quality leadership throughout an organization. Process improvement and organizational cultural change are covered in each area. The courses may be applied to a certificate or associate of applied science degree in Business Administration.

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

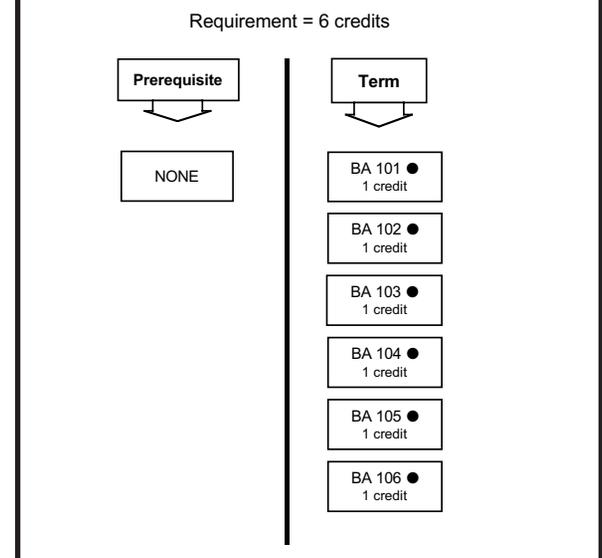
Contact Information

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).

Advertising Assistant Course Sequence Chart



Continuous Quality Improvement Sequence Chart



● = Course available through Distance Learning (see page 43).

Human Resources Assistant (Designed Skill Set)

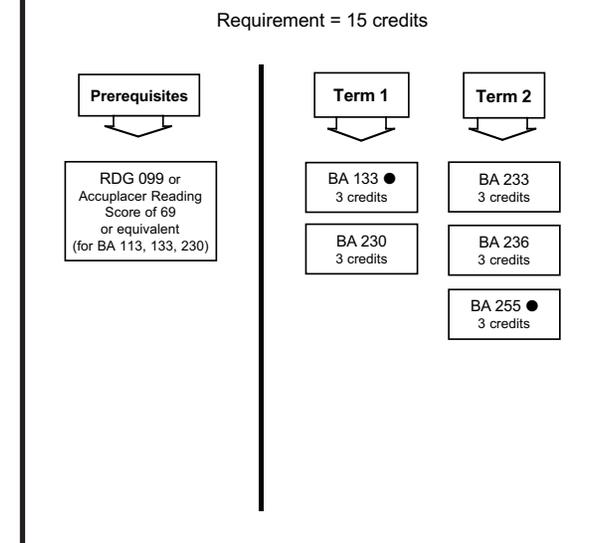
The Human Resource Assistant Designed Skill Set is a series of courses for individuals who want to enhance their knowledge of the service functions of management such as recruiting, career development, equal employment opportunity, motivation, performance appraisal, selecting personnel, rights and responsibilities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

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

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).

Human Resources Assistant Course Sequence Chart



Leadership Development (Designed Skill Set)

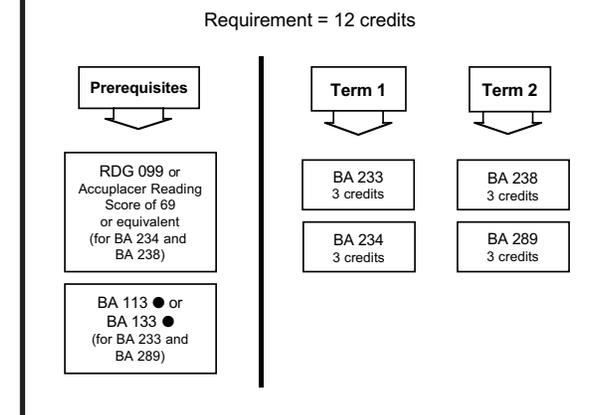
The Leadership Development Designed Skill Set focuses on essential competencies for present and future business leading: strategy development, business ethics, leadership knowledge, team work, and organizational skills. All of the courses included may also be applied to a certificate or associate of applied science degree in Business Administration.

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

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).

Leadership Development Course Sequence Chart



● = Course available through Distance Learning (see page 43).

Retail/Wholesale Management (Designed Skill Set)

The Retail/Wholesale Designed Skill Set is a series of courses for individuals currently in retail/wholesale positions who want to enhance their knowledge and skills and move into supervisory positions. All courses are offered online and may be applied to the Retail Management certificate program and to the Business Administration associate of applied science degree program.

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

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).

Sales Associate (Designed Skill Set)

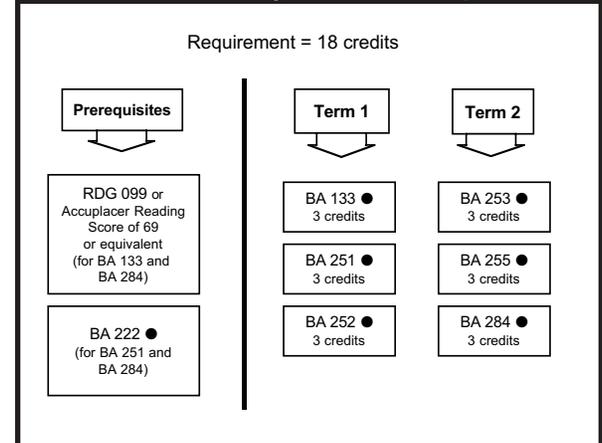
The Sales Associate Designed Skill Set is a series of courses for individuals who want to enhance their knowledge of customer service, marketing, advertising, and personal selling techniques in the areas of closing the sale, prospecting, cold calling, and overcoming objections. All of the courses included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

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

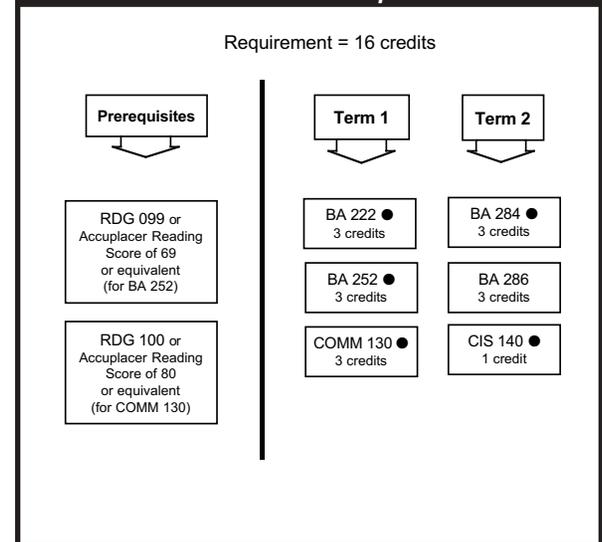
Contact Information

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).

Retail/Wholesale Management Course Sequence Chart



Sales Associate Course Sequence Chart



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Business Graphics (concentrations in Business Graphics or Crossmedia Production)*
- *Certificate in Business Graphics*
- *Designed Skill Set 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.

The Digital Publishing Designed Skill Set was designed as an entry point for job opportunities using creative design and print production.

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

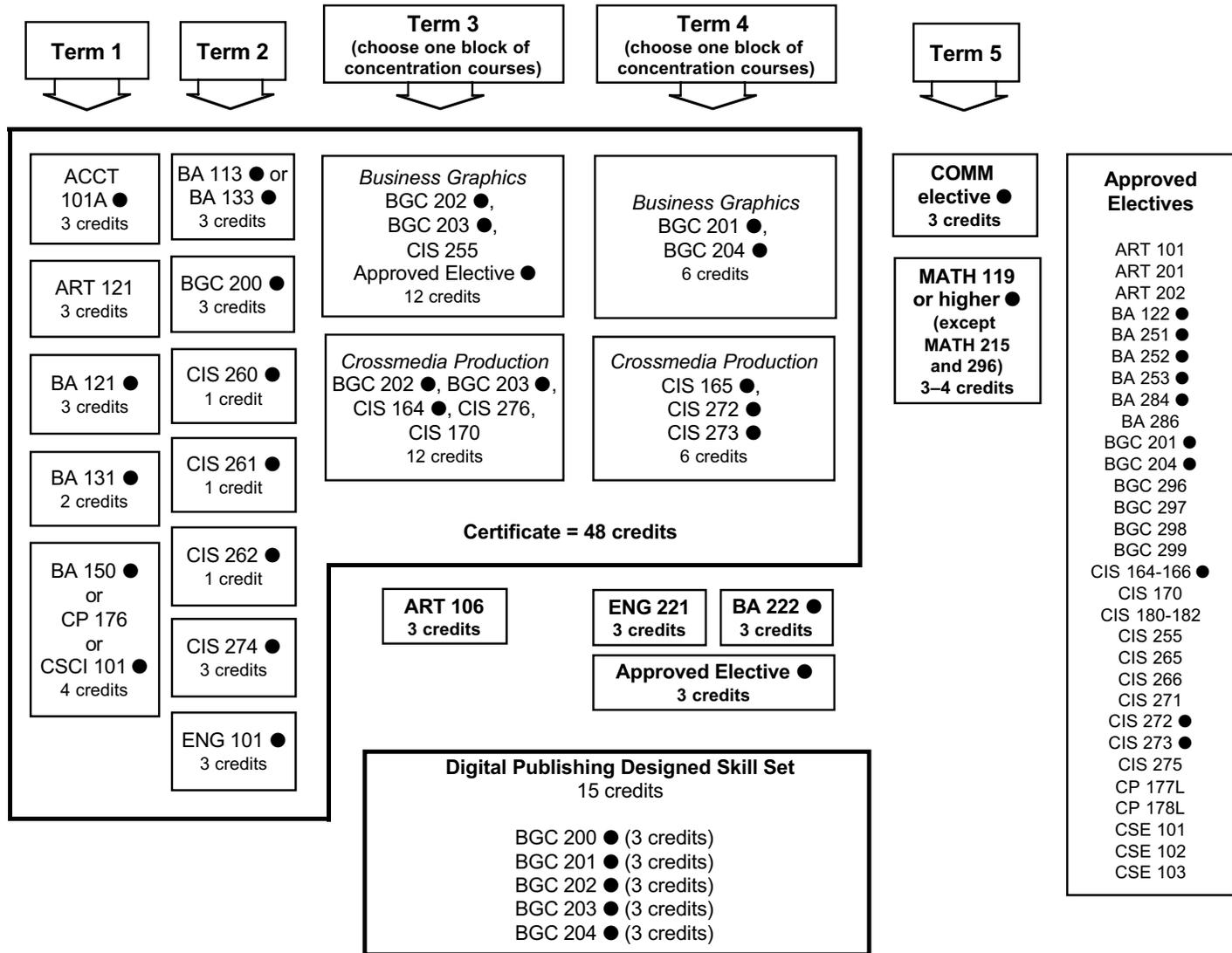
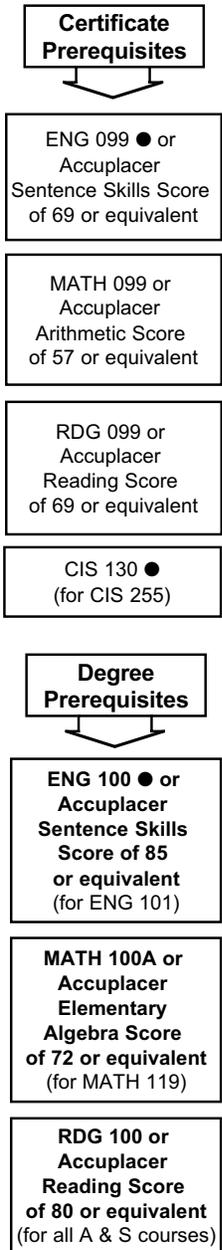
A keyboarding skill of 25 words per minute is required for entry into this program.

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).

BUSINESS GRAPHICS DEGREE AND CERTIFICATE (also Digital Publishing Designed Skill Set)

Recommended Course 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



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

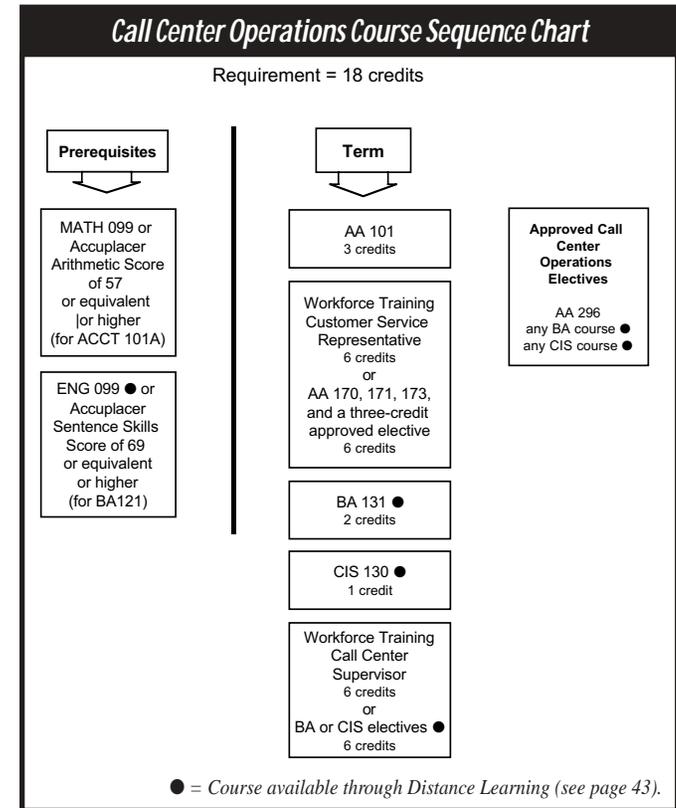
Description

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 need to have basic computer skills.

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

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 Arts Degree in Child, Youth and Family Development (concentrations in Early Childhood Multicultural Education or Family Studies)*
- *Certificate in Child, Youth and Family Development (concentrations in Early Childhood Multicultural Education or Family Studies)*
- *Designed Skill Set in Child Development Associate (CDA)*

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 at the Main and Montoya campuses and periodically at the South Valley campus and TVI Westside. CDA Field Experience and Certificate and Associate Degree practica are 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.

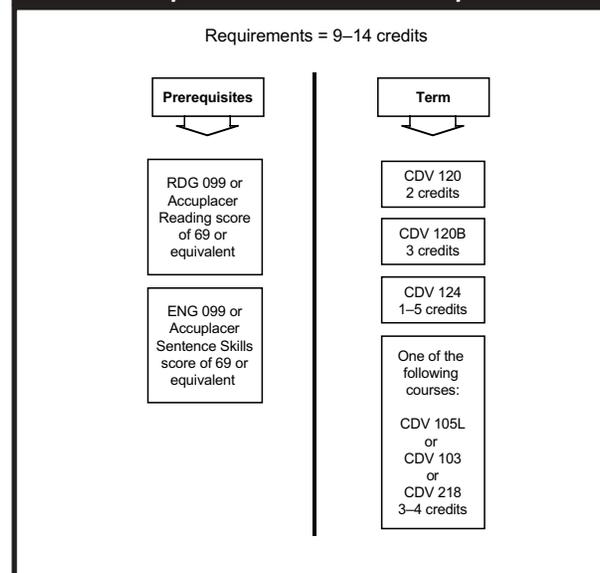
Special Requirements

Students pursuing preparation work for CDA must be currently working in a childcare setting. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience.

Contact Information

Teresa Brito-Asenap, Director, (505) 224-4563, tasenap@tvi.edu; Genevieve Jaramillo-Padilla, (505) 224-4170, gjpadilla@tvi.edu; or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Child Development Associate Course Sequence Chart



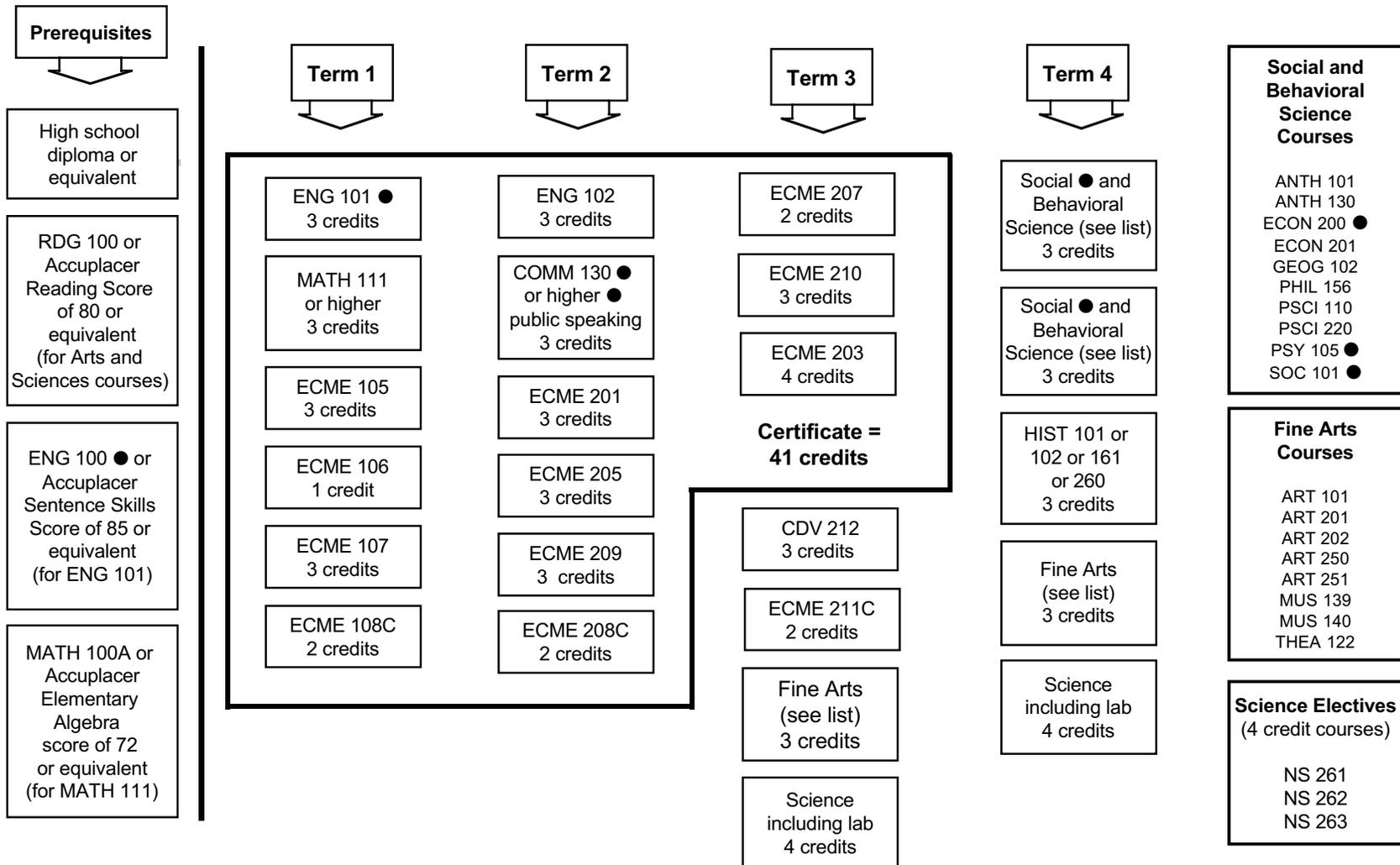
For prerequisites and a recommended course sequence, turn the page...

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 = 41 credits

Degree requirement = 69 credits



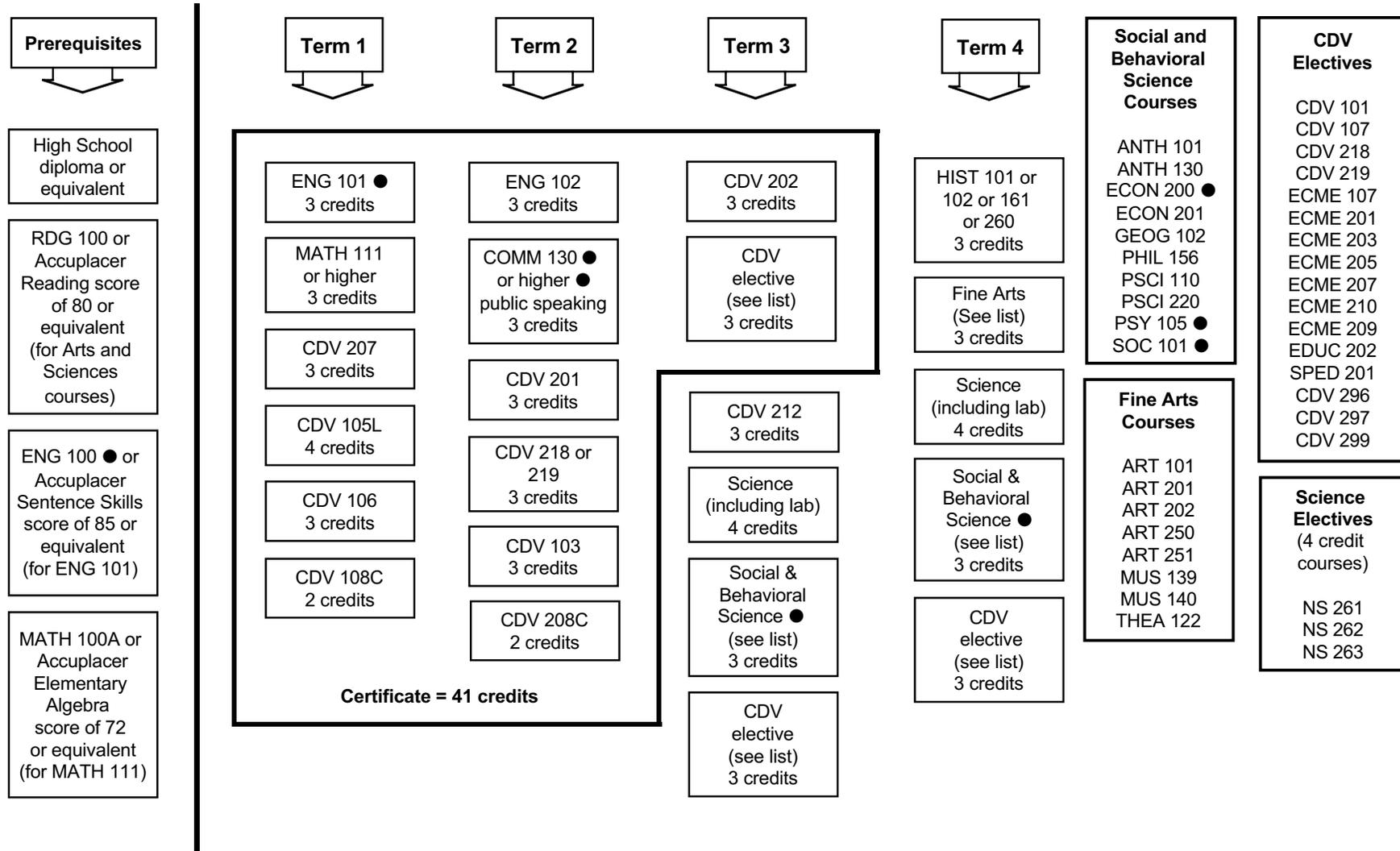
● = Course available through Distance Learning (see page 43).

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 = 41 credits

Degree requirement = 70 credits



● = Course available through Distance Learning (see page 43).

CLINICAL LABORATORY ASSISTANT

Health Occupations

• Clinical Laboratory Assistant Certificate

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

The TVI Clinical Laboratory Assistant Program has a 100% placement rate for its graduates. CLA graduates seeking employment found jobs in area healthcare facilities and laboratories.

Special Requirements

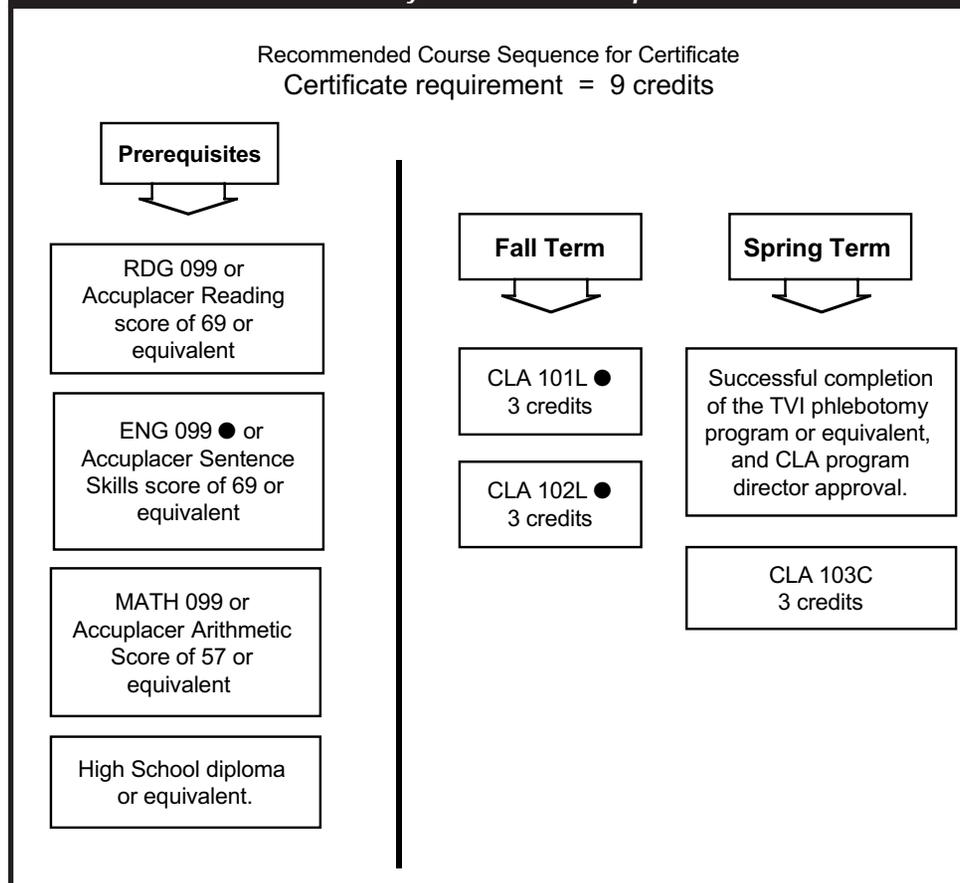
Successful completion of the TVI Phlebotomy program or national certification as a phlebotomist, or recent work experience and permission of the TVI CLA program director is required to enroll in CLA 103C. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. 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 or exposure to other bodily fluids. Students are required to purchase a fluid resistant lab coat and must present evidence of current TB testing, immunizations (including hepatitis A & B, MMR, DTP, and varicella) and BLS CPR certification prior to the clinical portion of the program.

Student may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience.

Contact Information

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

Clinical Laboratory Assistant Course Sequence Chart



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Computer Information Systems (concentrations in: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia)*
- *Certificate in Computer Information Systems (concentrations in: Business Computer Applications, Business Information Management, Data Communications Management or Multimedia)*
- *Designed Skill Sets in Business Applications Design, Database Management, Help Desk Support, Help Desk Technician, Information Security, Microsoft Certified Systems Administrator, Microsoft Certified Systems Engineer, Microsoft Software Support, Microsoft Office Specialist (MOS) Certification Prep (for Access, Excel, PowerPoint, Word), Multimedia Development, Project Management, Web Graphics Specialist and Web Site Development*

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

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...

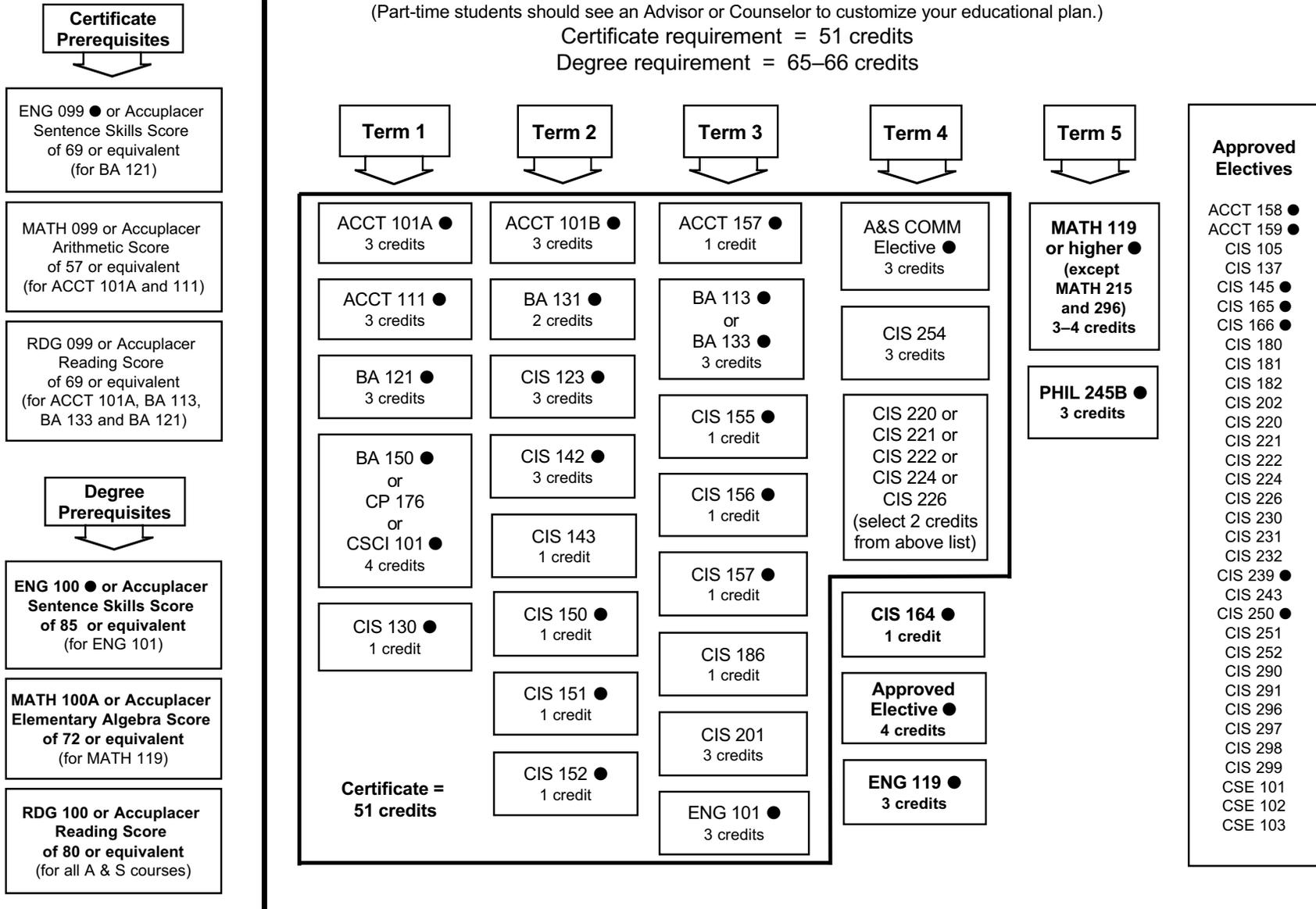
COMPUTER INFORMATION SYSTEMS (Business Computer Applications Concentration) DEGREE AND CERTIFICATE

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



● = Course available through Distance Learning (see page 43).

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

GETTING STARTED

ACCESSING TVI

EDUCATIONAL OPTIONS

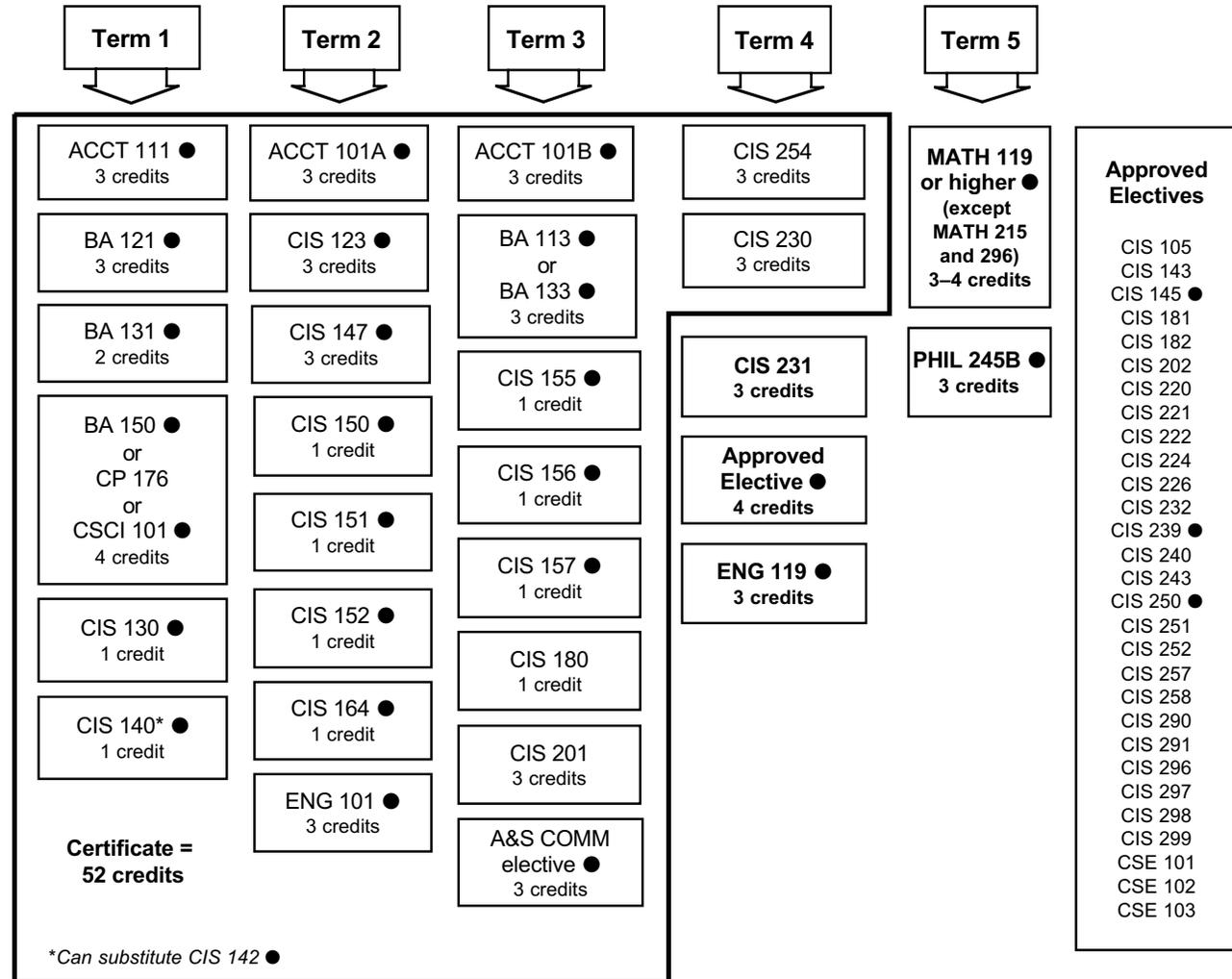
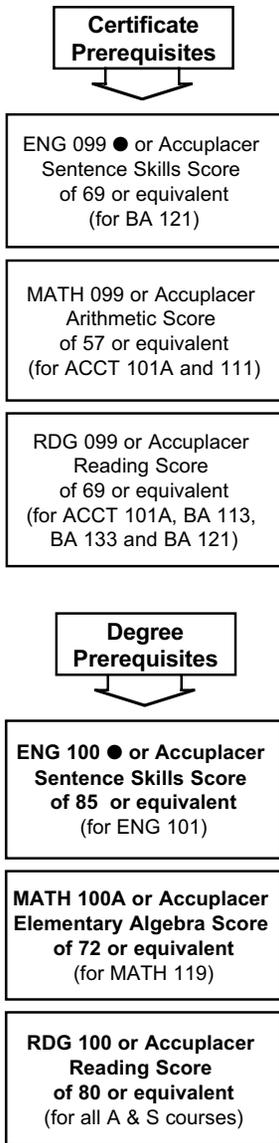
PROGRAMS OF STUDY

COURSE DESCRIPTIONS

CODES AND POLICIES

GLOSSARY, INDEX, MAPS

Recommended 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 = 68-69 credits



● = Course available through Distance Learning (see page 43).

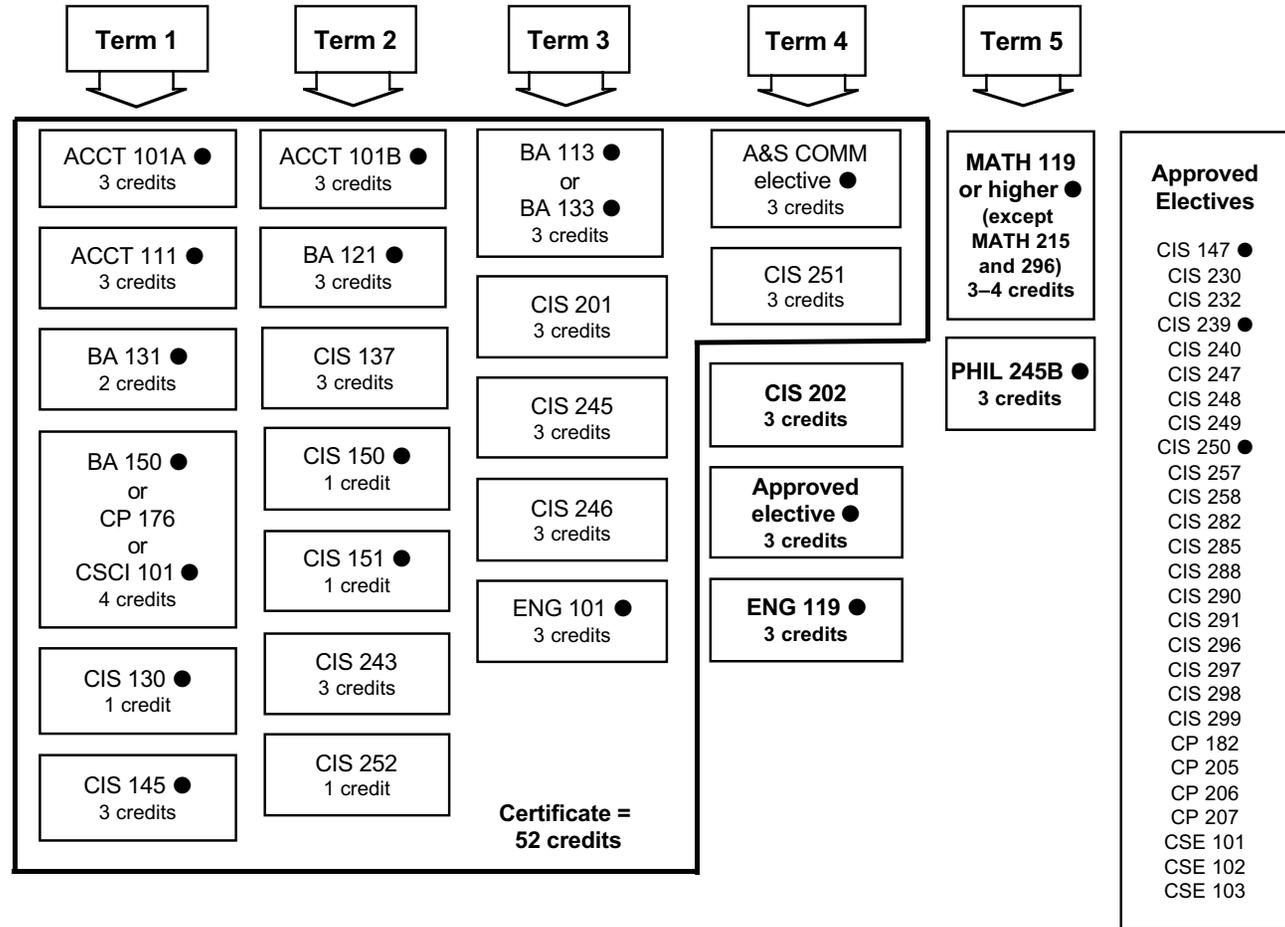
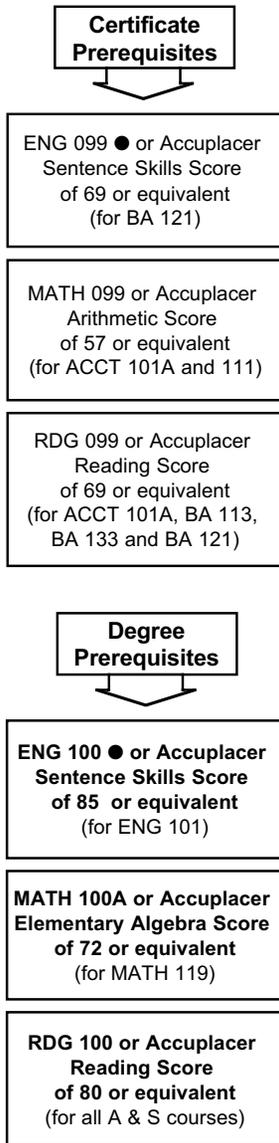
COMPUTER INFORMATION SYSTEMS (Data Communications Concentration) DEGREE AND CERTIFICATE

Recommended Sequence for Full-time Students

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

Certificate requirement = 52 credits

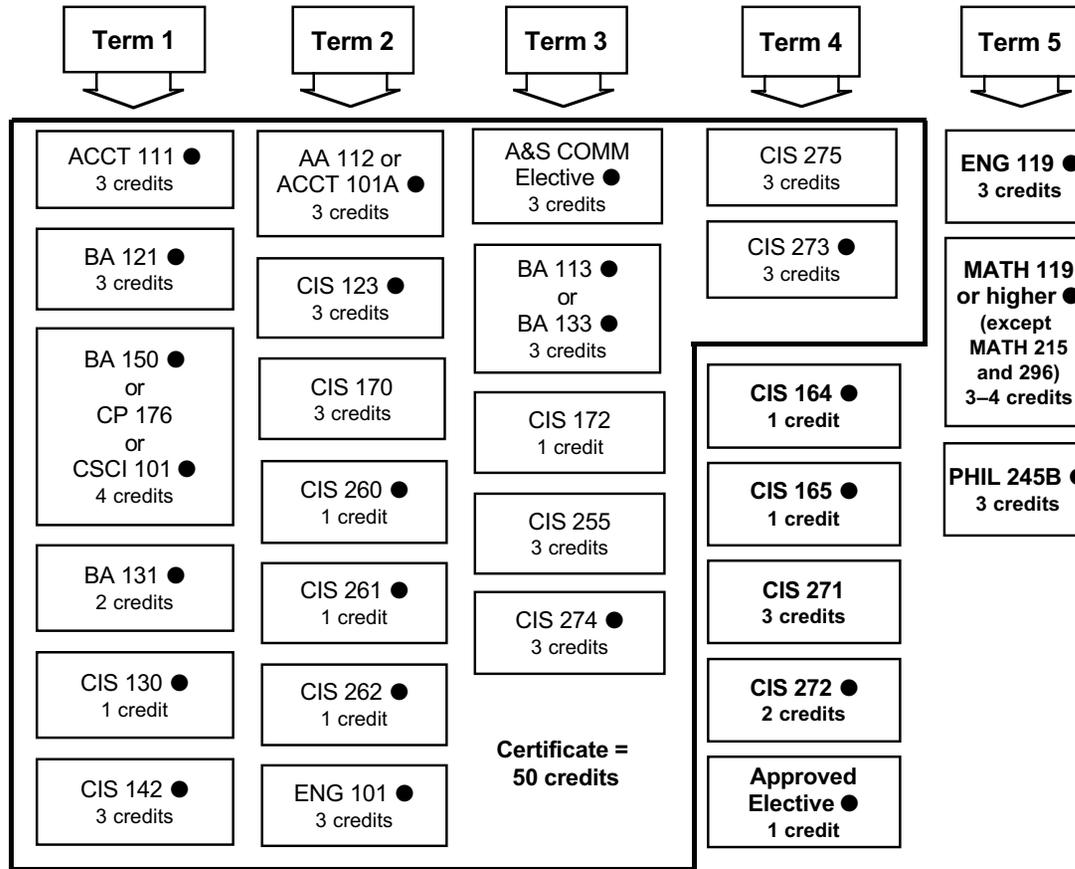
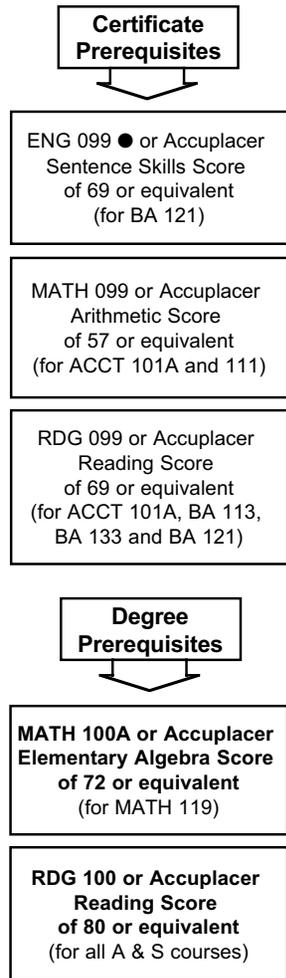
Degree requirement = 67-68 credits



● = Course available through Distance Learning (see page 43).

COMPUTER INFORMATION SYSTEMS (Multimedia 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 = 50 credits
 Degree requirement = 67-68 credits



- Approved Electives**
- ACCT 101B ●
 - ACCT 157 ●
 - ACCT 158 ●
 - BGC 201 ●
 - BGC 202 ●
 - BGC 204 ●
 - CIS 105
 - CIS 143
 - CIS 150 ●
 - CIS 151 ●
 - CIS 152 ●
 - CIS 155 ●
 - CIS 156 ●
 - CIS 157 ●
 - CIS 166 ●
 - CIS 171
 - CIS 173
 - CIS 180
 - CIS 181
 - CIS 182
 - CIS 190
 - CIS 191
 - CIS 201
 - CIS 202
 - CIS 250 ●
 - CIS 252
 - CIS 254
 - CIS 263
 - CIS 265
 - CIS 276
 - CIS 296
 - CIS 297
 - CIS 298
 - CIS 299
 - CSE 101
 - CSE 102
 - CSE 103
 - ECM 106
 - ECM 160
 - ECM 176 ●

● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Business Applications Design (Designed Skill Set)

This *Designed Skill Set* is designed as an entry point for job opportunities that include presentation graphics, brochure design and layout and photo enhancement skills. In particular, this *Designed Skill Set* is for the person wanting to develop presentations, brochures, and page layout for print, multimedia, and online graphics. 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.

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

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).

Database Management (Designed Skill Set)

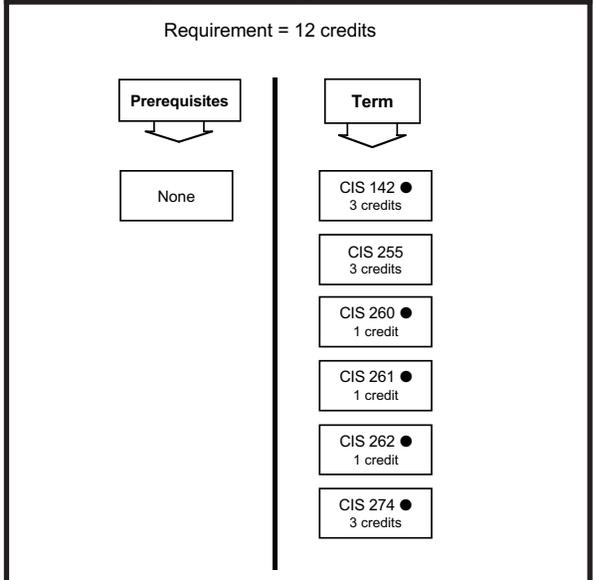
This *Designed Skill Set* is designed as an entry point for job opportunities that include entering, storing, organizing, analyzing, and retrieving data. In particular, this *Designed Skill Set* is for the person wanting to develop and manage relational databases using Object-Linking-Embedding (OLE) objects, advanced queries, and Structured-Query-Language (SQL). Students 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.

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

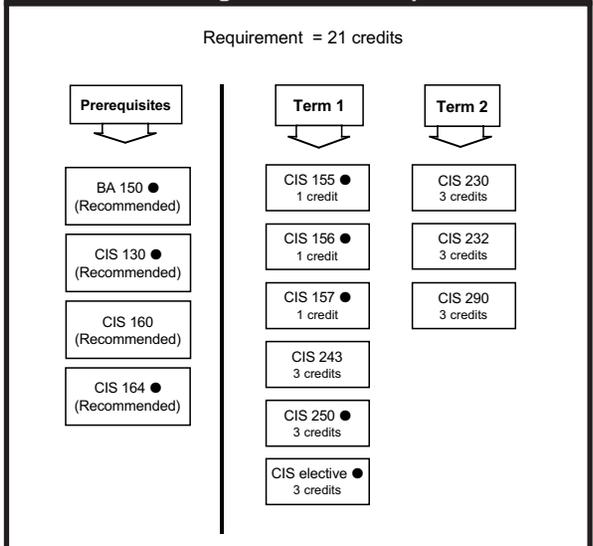
Contact Information

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).

Business Applications Design Course Sequence Chart



Database Management Course Sequence Chart



● = Course available through Distance Learning (see page 43).

Help Desk Support (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities as a help desk operator. In particular, this Designed Skill Set is for the person wanting to develop skills in offering support in delivering quality customer support. Students need to have basic keyboarding skills.

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

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).

Help Desk Technician (Designed Skill Set)

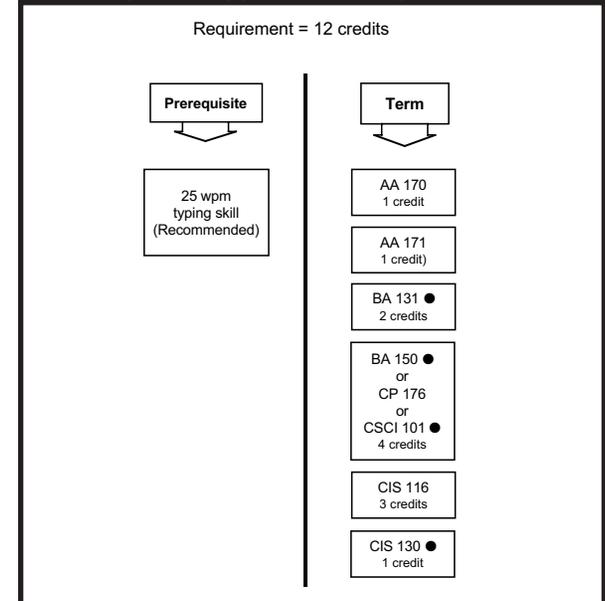
This Designed Skill Set is designed as an entry point for job opportunities in the computer industry. In particular, this Designed Skill Set is for the person wanting to develop the skills for a career in computer customer support. Students need to have basic keyboarding skills and completed the Help Desk Support Designed Skill Set.

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

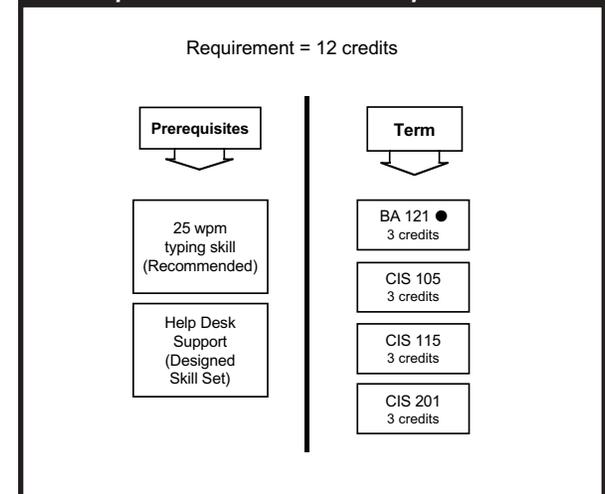
Contact Information

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).

Help Desk Support Course Sequence Chart



Help Desk Technician Course Sequence Chart



● = Course available through Distance Learning (see page 43).

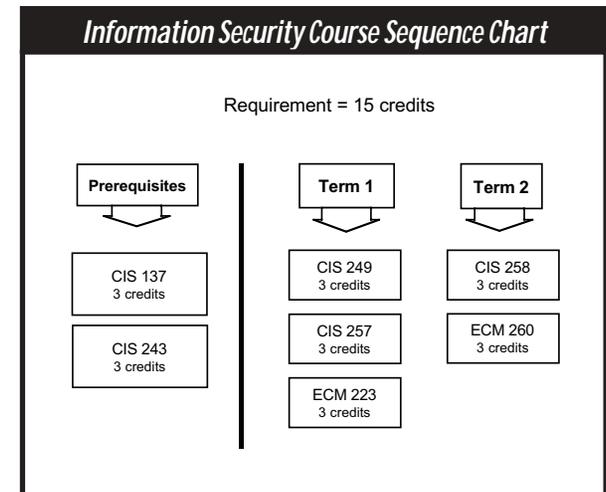
Information Security (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include developing and maintaining computer security. In particular, this Designed Skill Set is for the person wanting to learn to protect company data and information from unauthorized access to or unauthorized use of computers and networks. Students need to have strong computer skills combined with a strong knowledge of computer hardware and networks.

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

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).



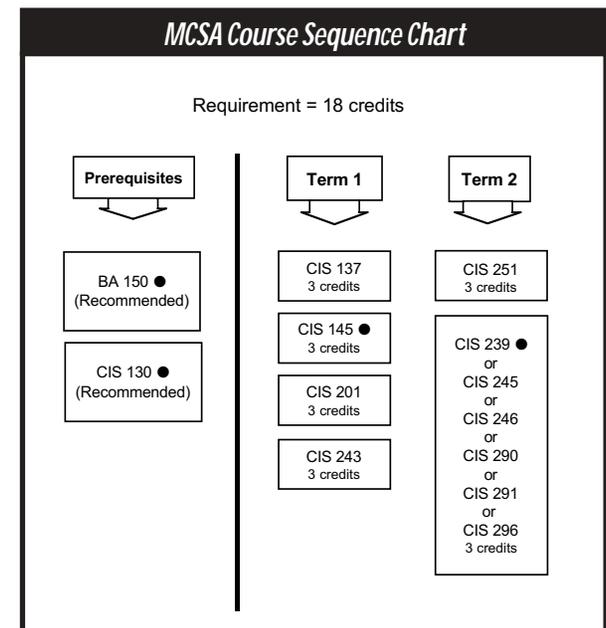
Microsoft Certified Systems Administrator (MCSA) (Designed Skill Set)

This Designed Skill Set 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 Designed Skill Set 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 Designed Skill Set is designed to assist in preparation for MCSA certification and will not result in being MCSA certified. Students need to have strong computer skills. Students without strong computer skills may need to develop these skills.

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

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).



● = Course available through Distance Learning (see page 43).

Microsoft Certified Systems Engineer (MCSE) (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include network support using the Microsoft Windows platform and Active Directory. In particular, this Designed Skill Set 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 Designed Skill Set is designed to assist in preparation for Microsoft Certified Professional (MCP) or MCSE certification and will not result in MCSE certification. Students need to have strong computer skills. Students without these strong computer skills may need to develop these skills.

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

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).

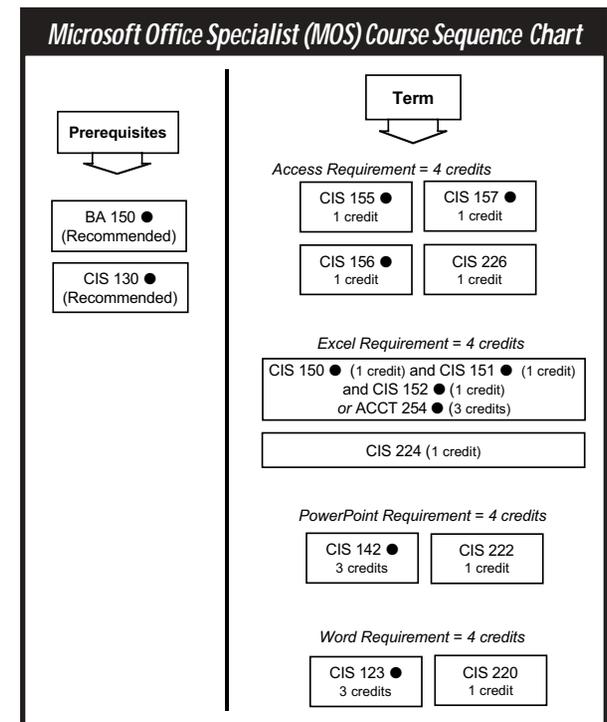
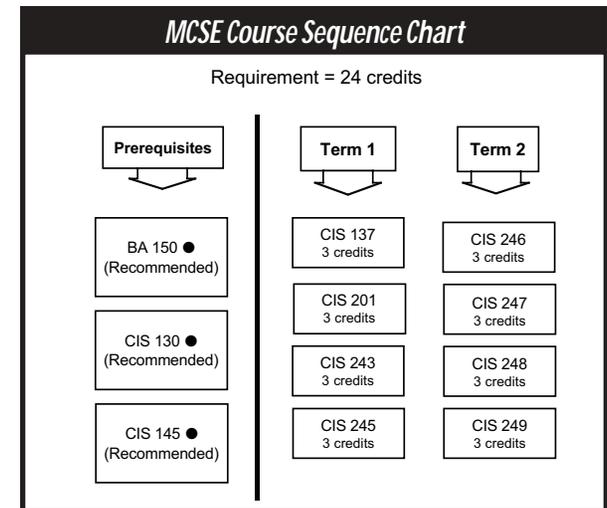
Microsoft Office Specialist (MOS) Certification Prep for Access, Excel, PowerPoint and Word (Designed Skill Sets)

These Designed Skill Sets is designed as an entry point for job opportunities in desktop application software, this Designed Skill Set assists with the preparation of the Microsoft Office Specialist (MOS) examination for Access, Excel, PowerPoint or Word—the globally recognized standard for demonstrating desktop skills and productivity. 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.

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

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).



● = Course available through Distance Learning (see page 43).

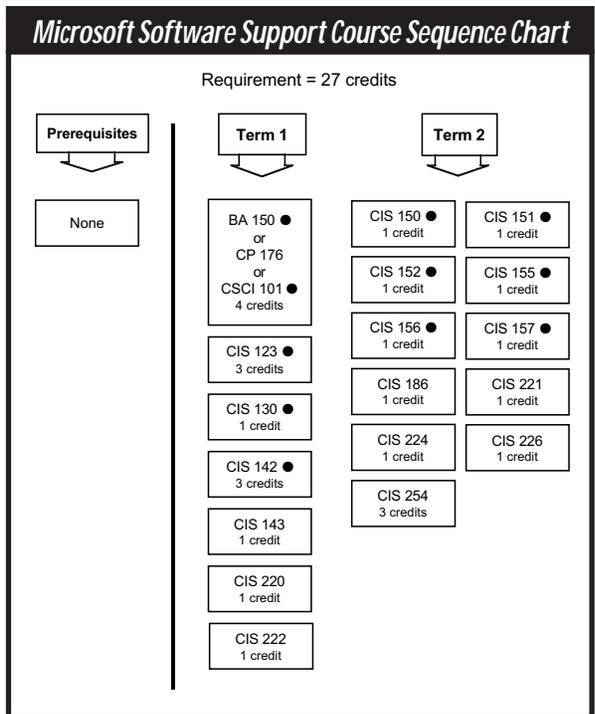
Microsoft Software Support (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities using Microsoft desktop applications. In particular, this Designed Skill Set is for the person wanting to combine the use of word processing, spreadsheet, database and presentation graphics skills in an office environment. Students need to have basic keyboarding skills.

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

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).



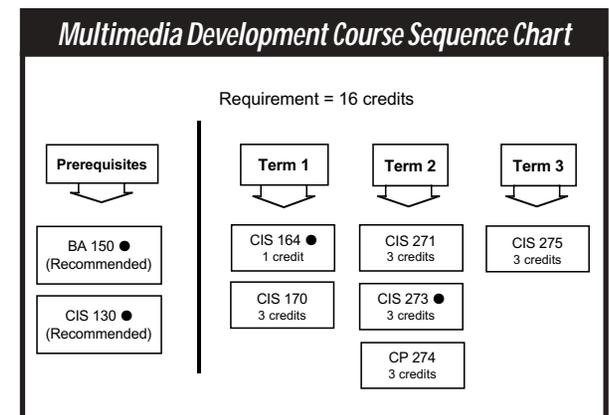
Multimedia Development (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include Multimedia development. In particular, this Designed Skill Set is for the person wanting to combine interactive multimedia skills with video, sound and the Web. 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.

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

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).



● = Course available through Distance Learning (see page 43).

Project Management (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include assisting with the management of project-based work in a team environment. In particular, this Designed Skill Set is for the person wanting to learn to plan, direct, monitor, adjust and control projects. This person may identify issues of scope, resources, availability, resource expertise, budget constraints and deadlines. Students need to have strong basic computer skills combined with a strong knowledge of computer software and hardware.

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

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).

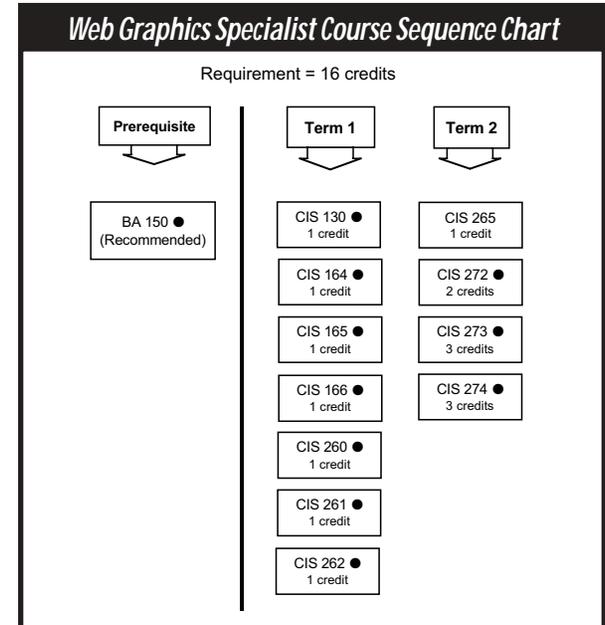
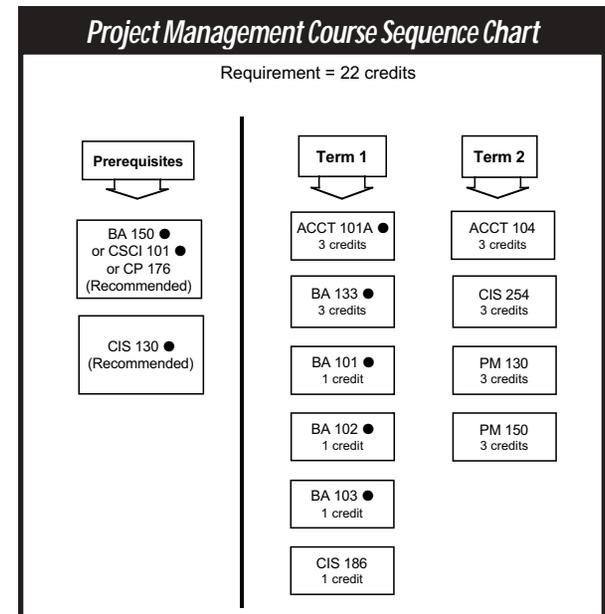
Web Graphics Specialist (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include multimedia development. In particular, this Designed Skill Set is for the person wanting to combine coding, digital images and animations using application software to build a Web site. 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.

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

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).



● = Course available through Distance Learning (see page 43).

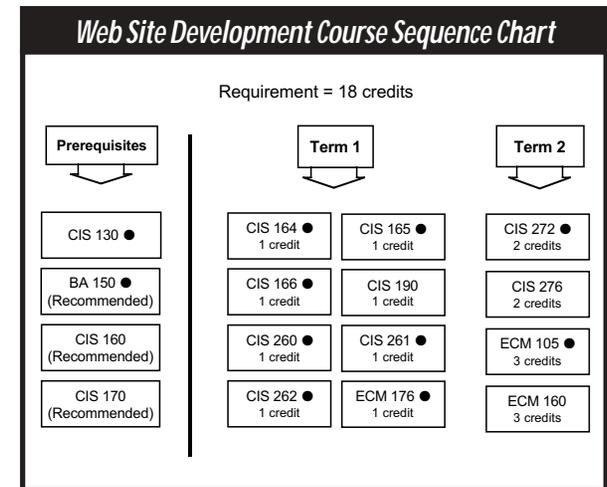
Web Site Development (Designed Skill Set)

This Designed Skill Set is designed as an entry point for job opportunities that include designing a functioning business web site. In particular, this Designed Skill Set is for the person wanting to combine web development skills and business marketing skills to set up, organize and operate an online business. Students need to have strong basic computer skills.

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

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).



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Computing Technology (concentrations in Computer Animation or Computer Programming)*
- *Certificate in Computing Technology (concentrations in Computer Animation or Computer Programming)*

Program Description

In this program studies 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. The Programming concentration provides students with skills in object-oriented languages including Java and C++; Visual Basic, Cobol, and RPG; networking operating systems; data structures; database concepts (Oracle and SQL); web application programming; and personal computer operating systems. The Animation concentration provides students with skills in storyboard and screenwriting; video editing/post production; two- and three-dimensional design; digital drawing and printing production; NewTek Lightwave; Maya; image processing and computer game development; and demo reel production.

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

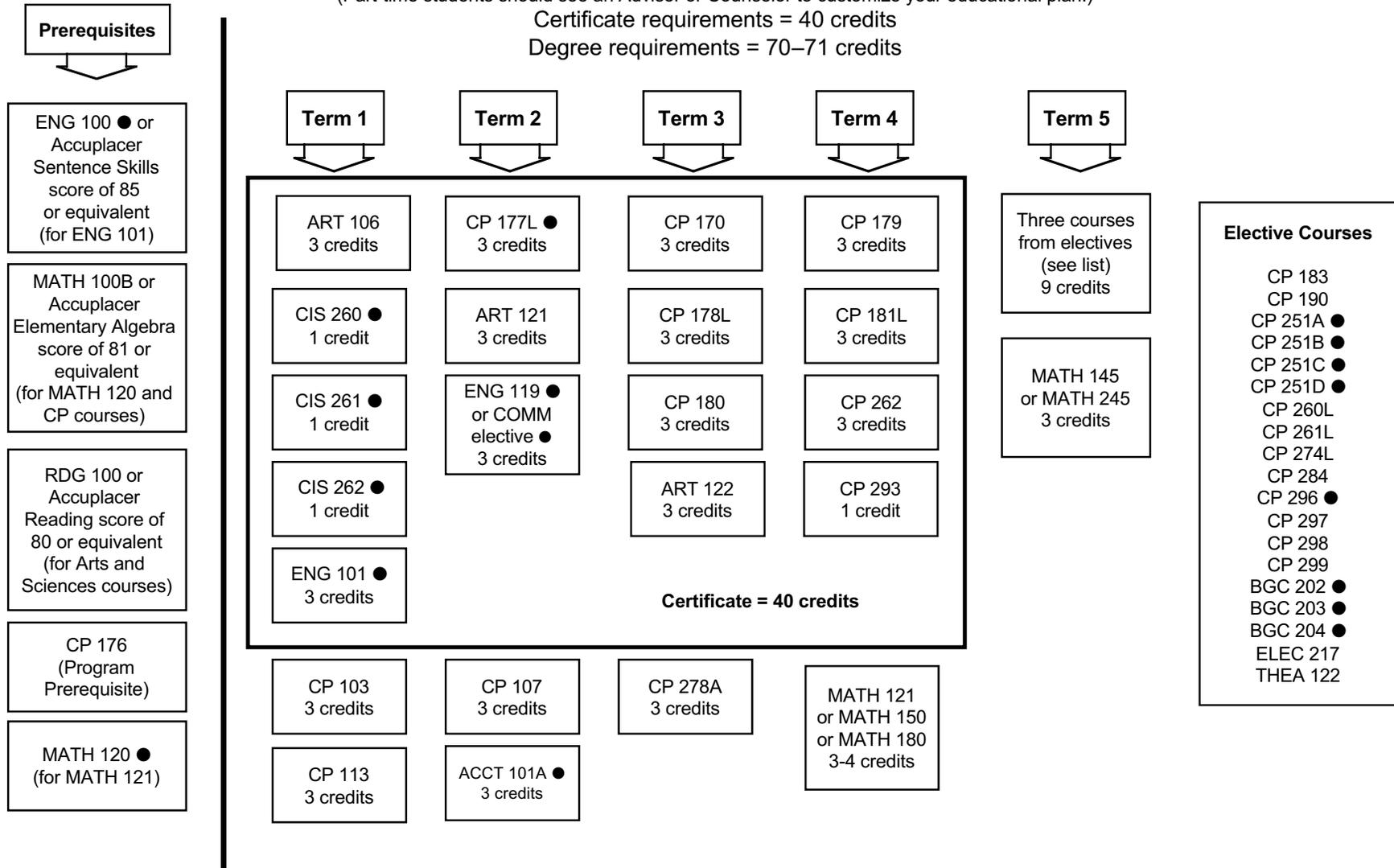
Information about this program is available from the director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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

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

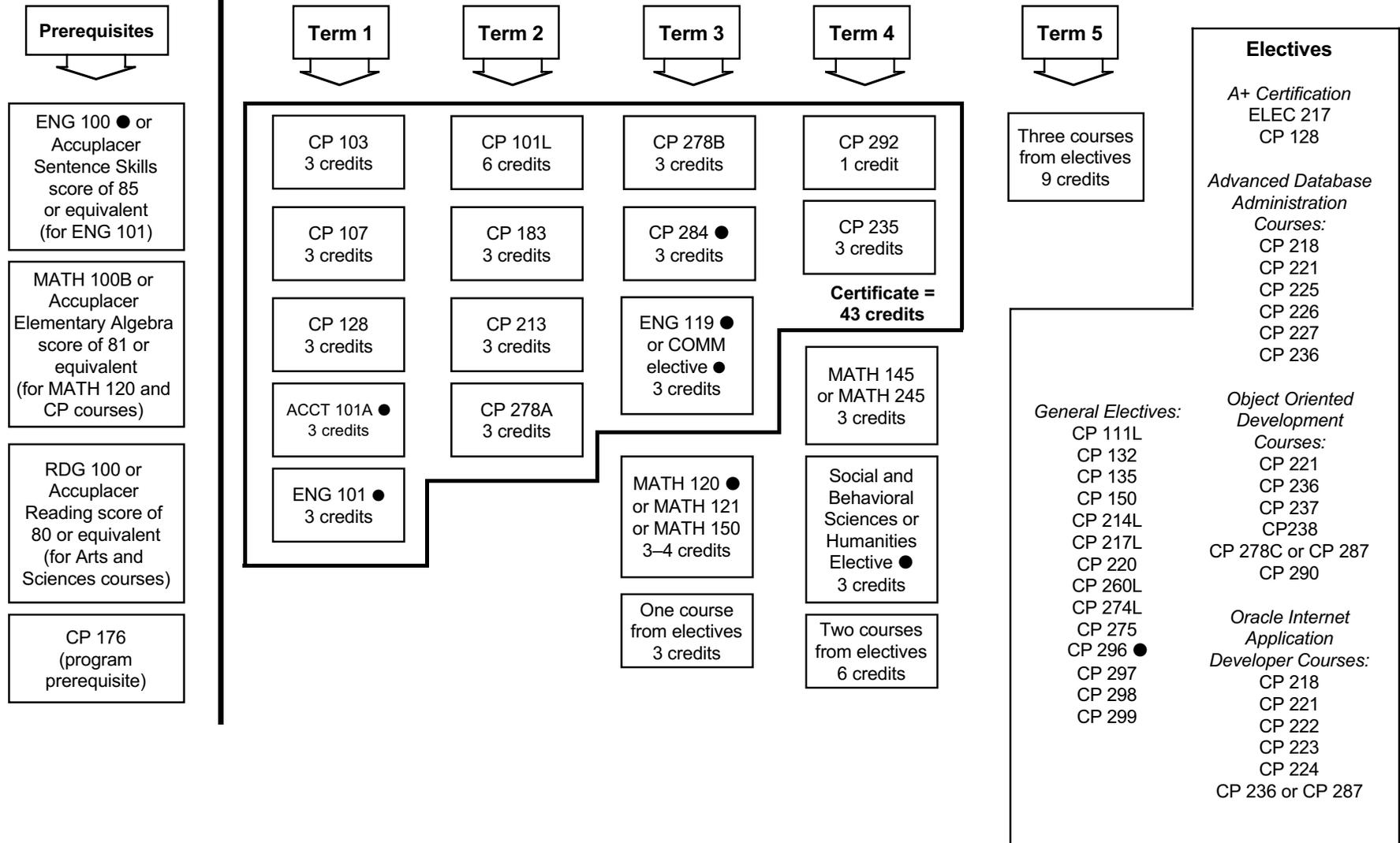


● = Course available through Distance Learning (see page 43).

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Construction Management Technology*
- *Designed Skill Sets in Construction Estimator, Construction Scheduling and Residential Superintendent*

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

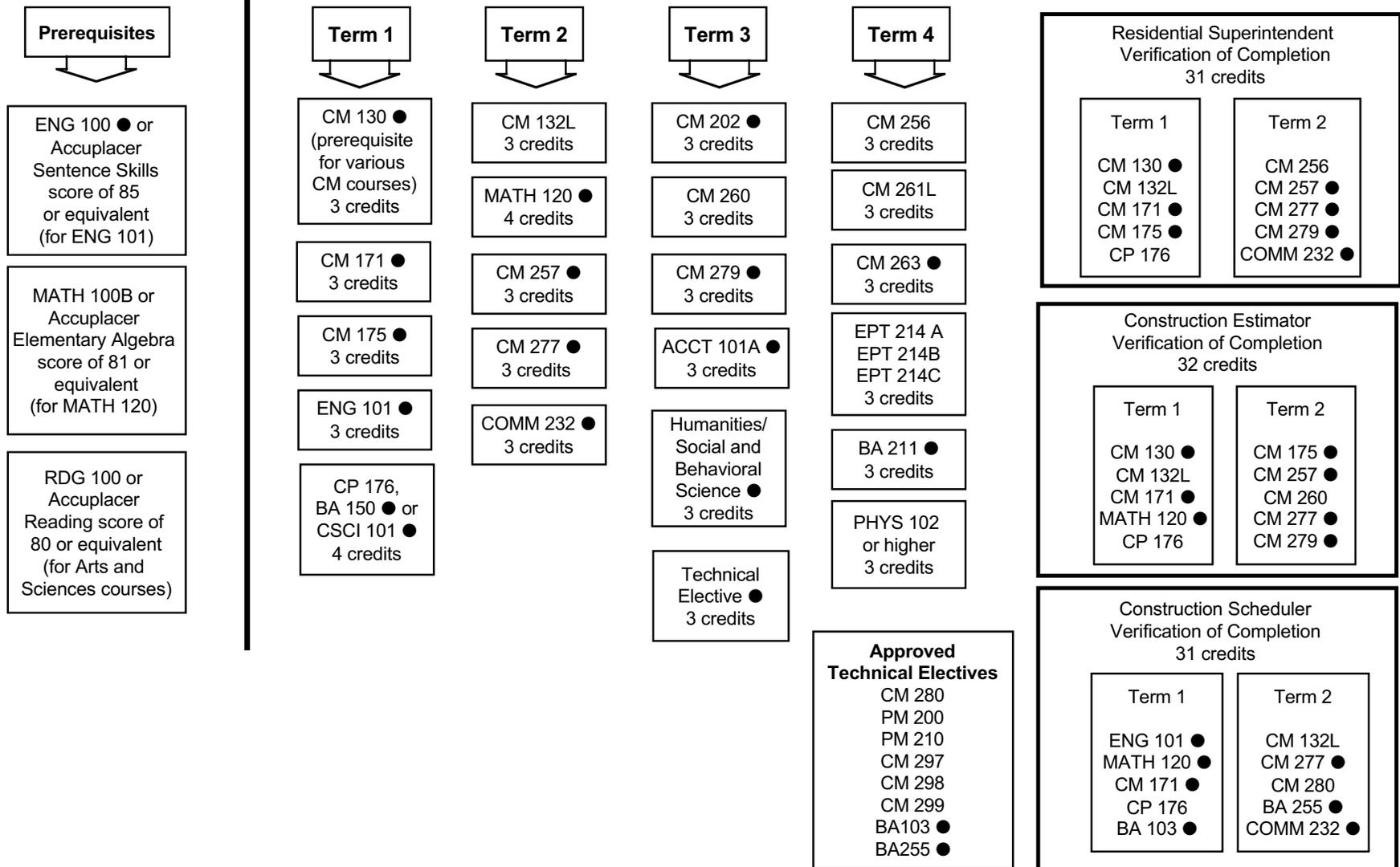
Program information is available from the program director or Associate Dean at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

CONSTRUCTION MANAGEMENT TECHNOLOGY DEGREE

(also Construction Estimator, Construction Scheduling and Residential Superintendent Designed Skill Sets)

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

Degree requirements = 68 credits



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Construction Technology (Concentration in Electrical or General Construction)*
- *Certificates in Carpentry, Residential Wiring or Electrical Trades*
- *Designed Skill Set 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 helps prepare 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 and Construction Technology graduates in 2001–02 obtained employment..

Special Requirements

Students are required to purchase textbooks, personal hand tools, and personal protective equipment.

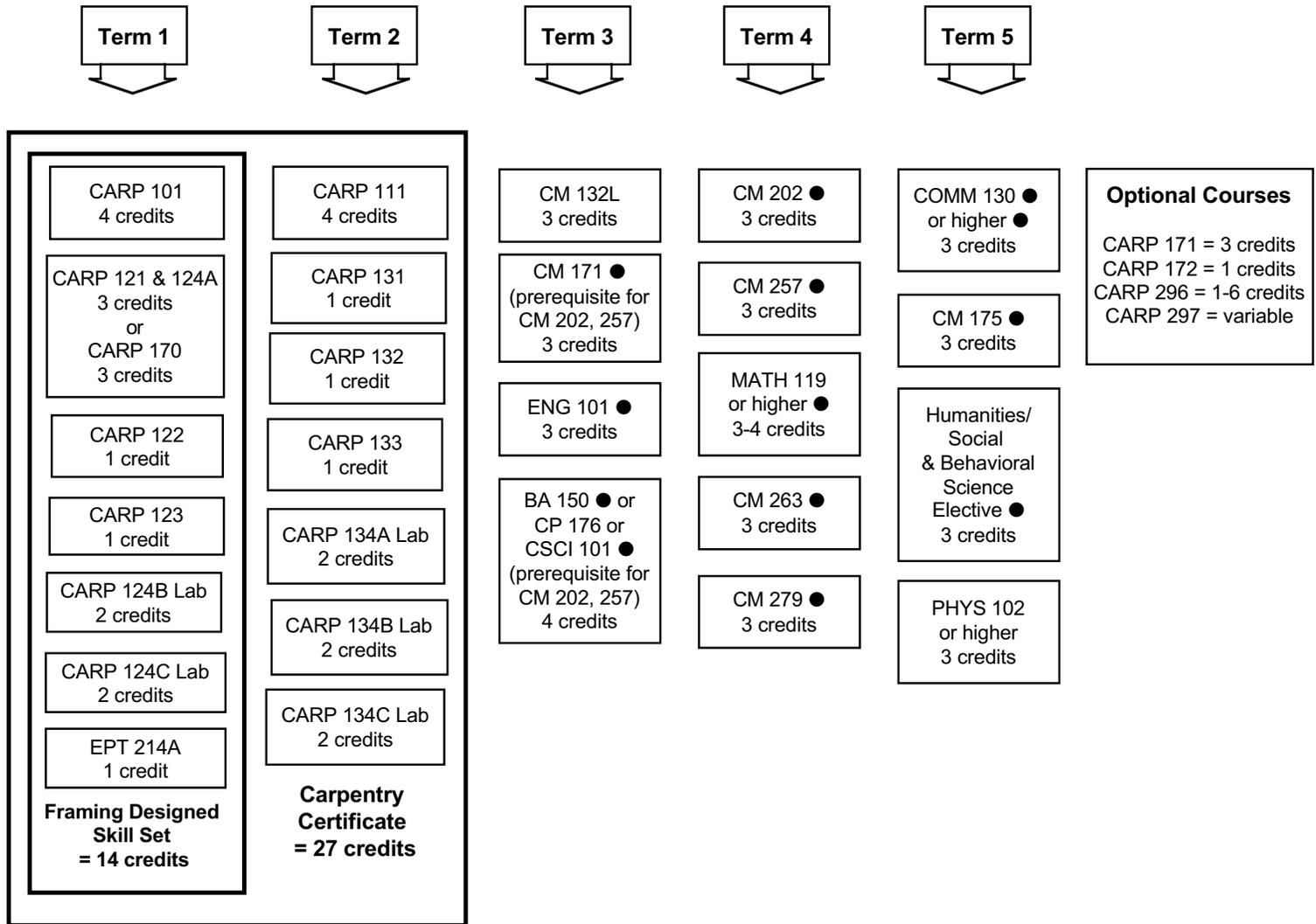
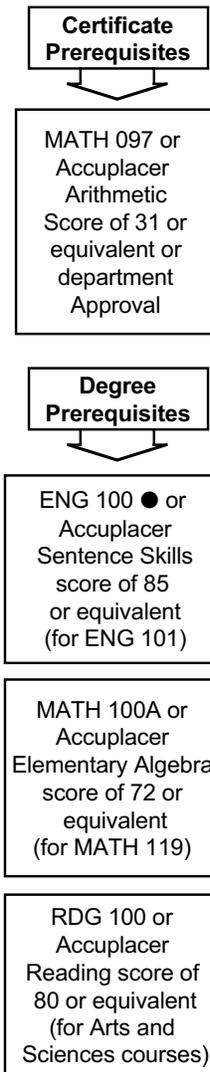
Contact Information

Information about these programs is available from the program chair at (505) 224-3793, the program director at (505) 224-3716 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

CONSTRUCTION TECHNOLOGY (General Construction Concentration) DEGREE

(also Carpentry Certificate and Framing Designed Skill Set)

Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Designed Skill Set requirements = 14 credits; Certificate requirements = 27 credits
 Degree requirements = 67–68 credits



● = Course available through Distance Learning (see page 43).

CONSTRUCTION TECHNOLOGY (Electrical Concentration) DEGREE

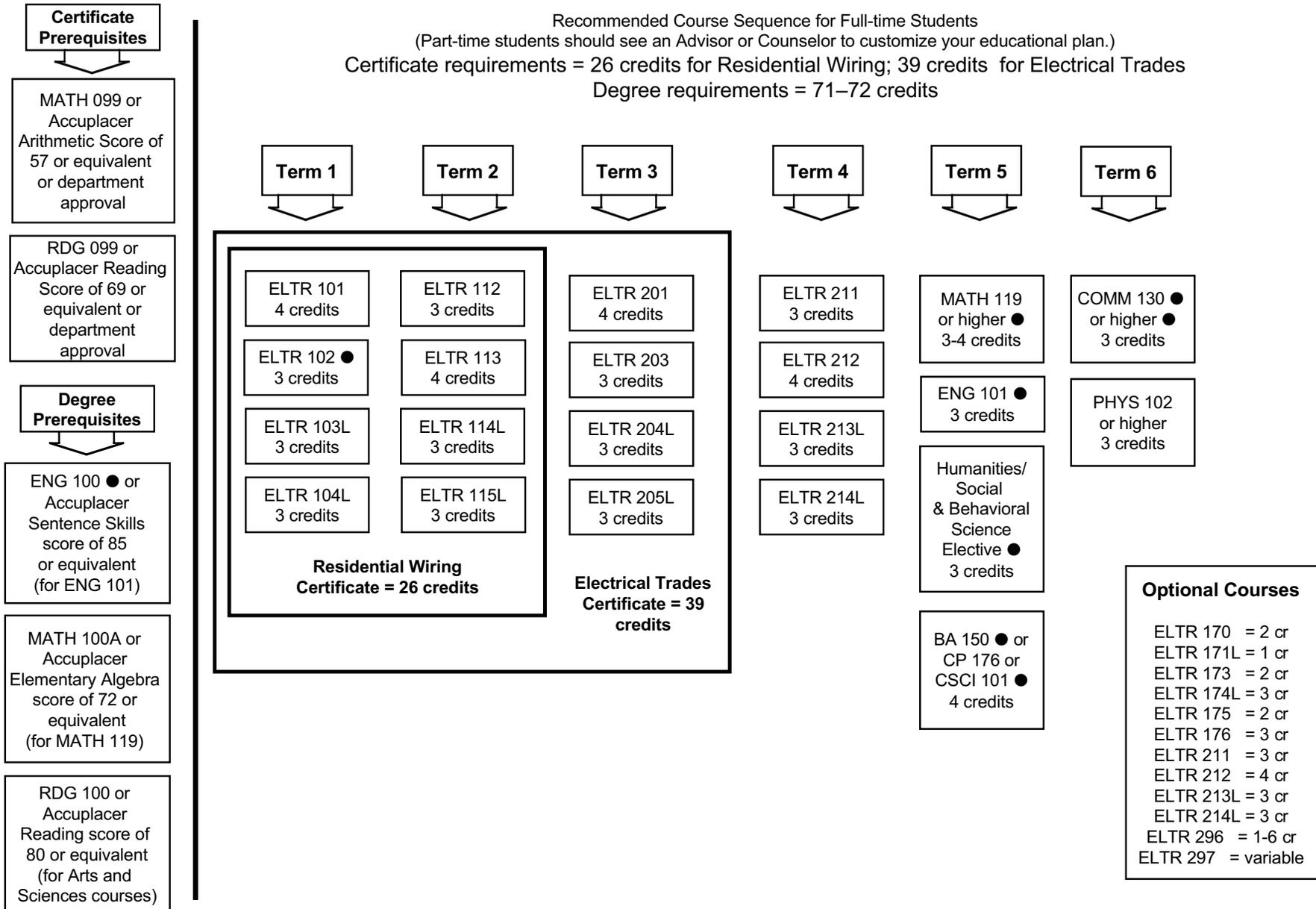
(also Electrical Trades Certificate and Residential Wiring Certificate)

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



● = Course available through Distance Learning (see page 43).

• *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 71 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

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.

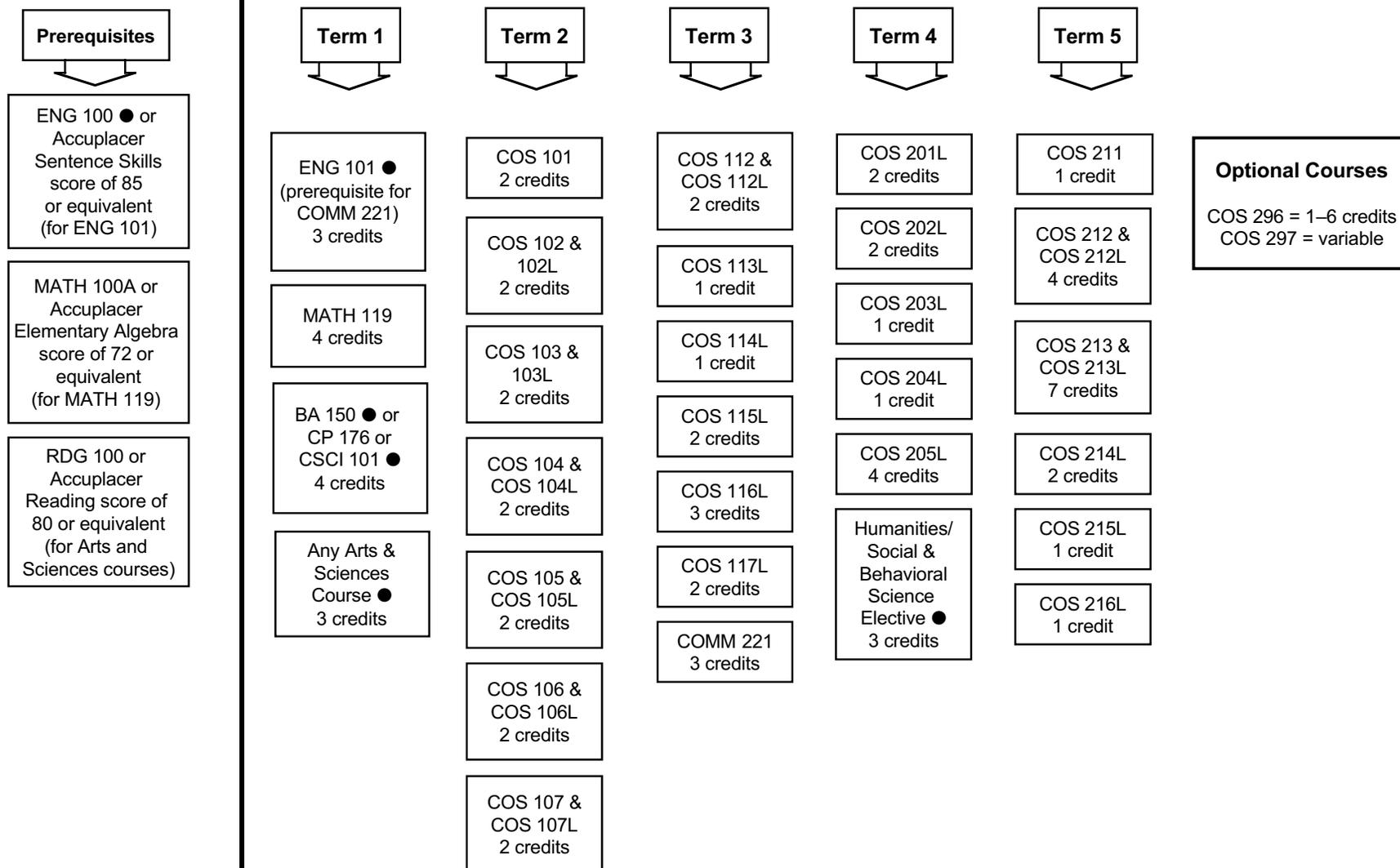
Contact Information

Program information is available from the program chair at (505) 224-3746 or the program director at (505) 224-3711 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...

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



● = Course available through Distance Learning (see page 43).

• *Certificate in Court Reporting*

Program Description

The students study machine shorthand theory, computer real-time technology, with an emphasis on speed building and accuracy. The certificate requires the completion of Machine Shorthand I (CR 103L), Machine Shorthand II (CR 104L), Machine Shorthand III (CR 210L), Machine Shorthand IV (CR 220L), and Machine Shorthand V (CR 230L). Machine Shorthand I involves instruction on the theory principles used to write steno on the machine. The next four courses contain speed requirements in order to advance to the next level. These courses are open/entry, open/exit.

In addition to the certificate requirements, students are encouraged to enroll in punctuation for court reporters, medical terminology and anatomy, legal terminology, computer-aided transcription, business English, court reporting procedures, and a court reporting internship. These courses will provide a well-rounded education for the future court reporter.

Career and Advancement Opportunities

One hundred percent of court reporting graduates who have passed the New Mexico State Exam are employed as court reporters. Other graduates who have moved to states not requiring a state exam are also employed as court reporters.

Employment opportunities include working as an official reporter in court, a freelance reporter in a deposition firm, a captioner for television stations, a CART writer for the hearing-impaired (Communication Access Realtime Translation) medical transcriptionist, and hearing reporter.

Special Requirements

Students should purchase a basic steno machine before entering the program for use at home in order to practice and complete homework assignments. Computerized steno machines are provided for use in the classrooms and in the Business Resource Center for students to use outside of their regular class time.

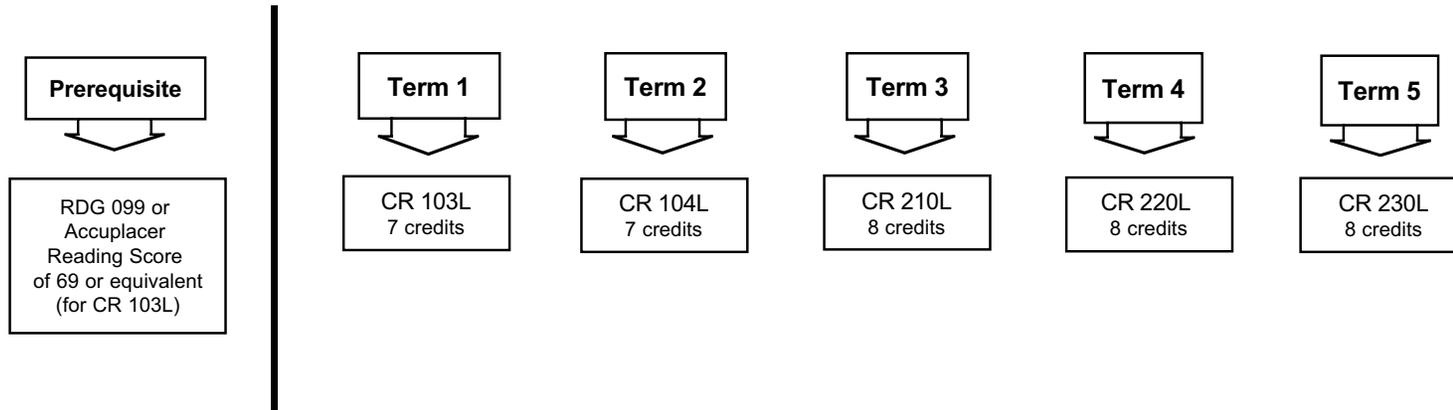
Contact Information

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...

COURT REPORTING CERTIFICATE

Recommended Course Sequence
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirement = 38 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.

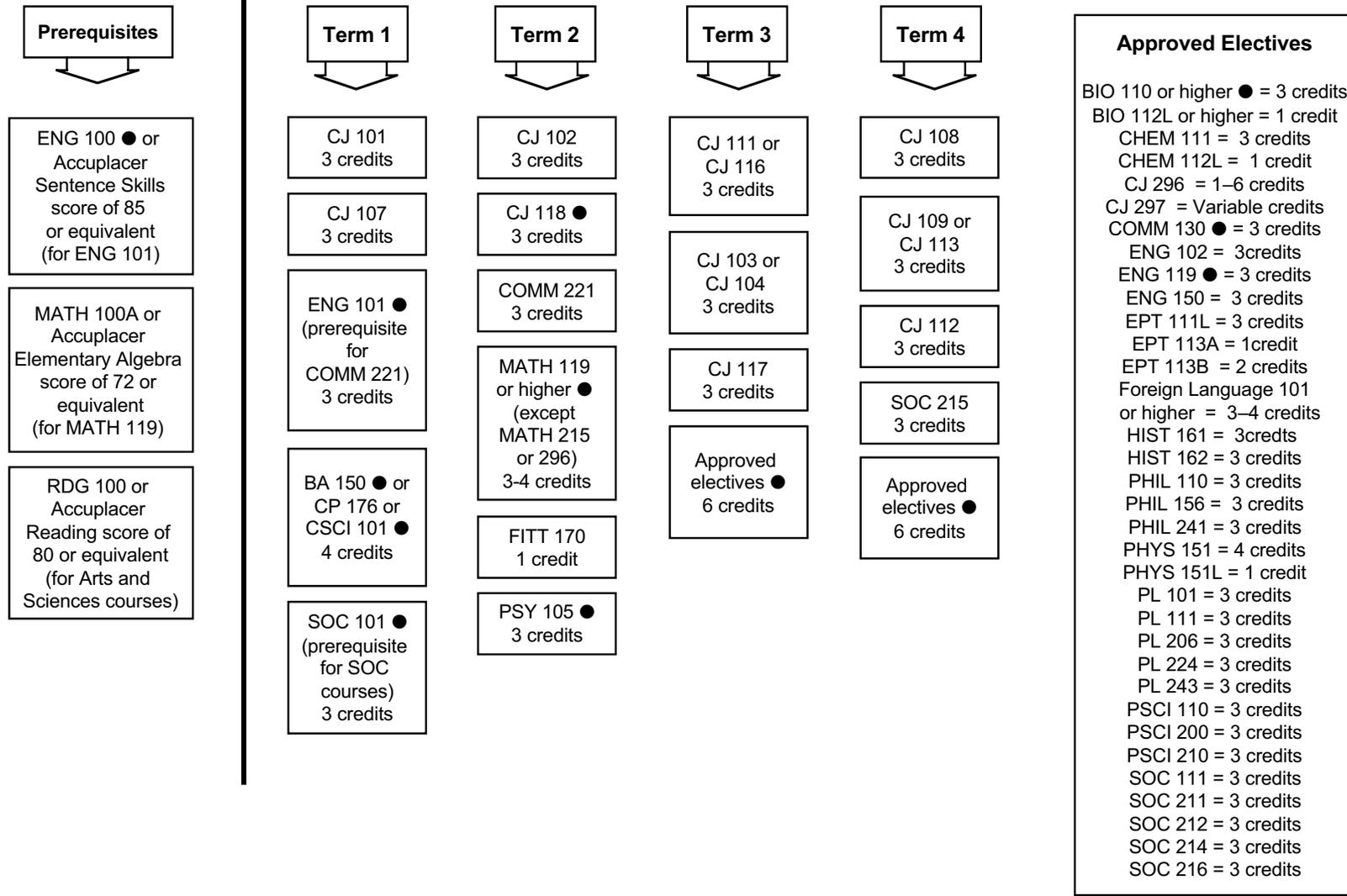
Contact Information

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...

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 = 65-66 credits



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

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.

Special Requirements

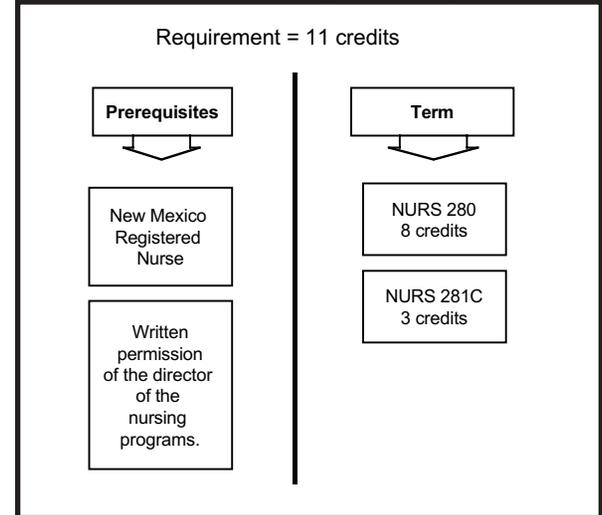
Written permission of the director of the nursing programs is required for enrollment. Those interested in the course must submit a transcript from their nursing program, a resume, proof of nursing licensure in New Mexico and two letters of recommendation from supervisors and/or nursing instructors. During the first week of the course, students must submit proof of current BLS, current immunizations (including MMR, DTP, and hepatitis B) and TB screening within the past year. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.

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).

Critical Care Nurse Internship Course Sequence Chart



- *Associate of Applied Science Degree in Culinary Arts*
- *Certificates in Baking and Professional Cooking*

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 2001–02 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 program director at (505) 224-3711 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

CULINARY ARTS CERTIFICATES (in Baking and Professional Cooking)

Recommended Sequence for Full-time Students
 (Part-time students see an Advisor or Counselor to customize your educational plan.)
 Baking certificate requirements = 29 credits
 Professional Cooking certificate requirements = 29 credits

Prerequisites

MATH 097 or
 Accuplacer Arithmetic
 Score of 31 or
 equivalent or
 department
 approval

Term 1	Term 2
BKNG 101 ● 2 credits	BKNG 111 ● 2 credits
BKNG 102 ● 2 credits	BKNG 112L 2 credits
BKNG 103L 2 credits	BKNG 113L 2 credits
BKNG 104L 2 credits	BKNG 114L 2 credits
BKNG 105L 2 credits	BKNG 115L 2 credits
BKNG 106L 2 credits	BA 150 ● or CP 176 or CSCI 101 ● 4 credits
FSMG 101A ● 2 credits	
FSMG 101B ● 1 credit	

Baking Certificate = 29 credits

Term 1	Term 2
BKNG 102 ● 2 credits	QUFD 111 ● 2 credits
QUFD 101 2 credits	QUFD 112L 2 credits
QUFD 103L 2 credits	QUFD 113L 2 credits
QUFD105L 2 credits	QUFD 114L 2 credits
QUFD 107L 2 credits	QUFD 115L 2 credits
QUFD 108L 2 credits	BA 150 ● or CP 176 or CSCI 101 ● 4 credits
FSMG 101A 2 credits	
FSMG 101B ● 1 credit	

Professional Cooking Certificate = 29 credits

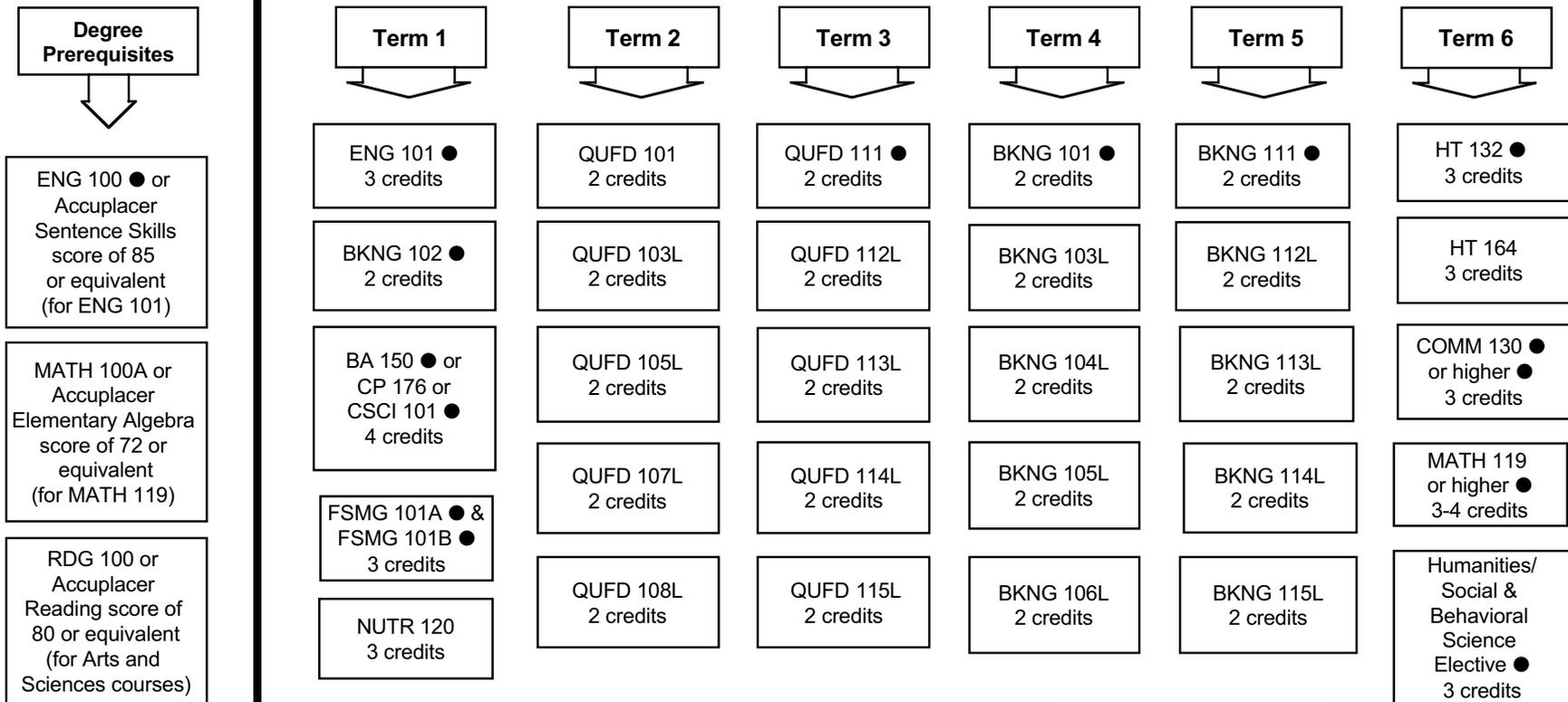
Optional Courses

BKNG 296 = 1–6 credits
 BKNG 297 = variable
 CTRG 170L = 10 credits
 QUFD 296 = 1–6 credits
 QUFD 297 = variable

● = Course available through Distance Learning (see page 43).

CULINARY ARTS DEGREE

Recommended Sequence for Full-time Students
 Part-time students see an Advisor or Counselor to customize your educational plan.
 Degree requirements = 70–71 credits



NOTE: AAS degree students who qualify for financial aid must maintain full-time status with 12 or more credit hours per term; they must select courses from term 6 and add one course to each of the terms 1–5 to accomplish this. Term 1 does not need an additional class, but could be increased if the student plans to complete the degree in five terms.

Optional Courses
 BKNG 296 = 1-6 credits
 BKNG 297 = variable
 CTRG 170L = 10 credits
 QUFD 296 = 1-6 credits
 QUFD 297 = variable

● = Course available through Distance Learning (see page 43).

DATA ENTRY (Designed Skill Set)

Business Occupations

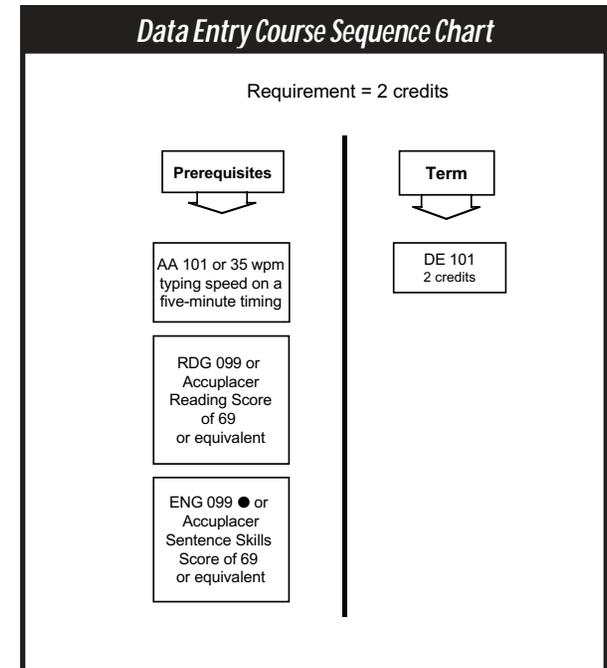
A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Description

The Data Entry Designed Skill Set 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. 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).



● = Course available through Distance Learning (see page 43).

• *Dental Assistant Certificate*

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. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation.

Students are required to have a physical exam, current professional BLS CPR certification, PPD and current immunizations (including MMR, DTP, PPD and hepatitis A & B) prior to beginning the clinical courses. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. A \$50 program fee covers the cost of lab coats, nametags and preventative lab tests in case of a needle stick or other exposure to bodily fluids.

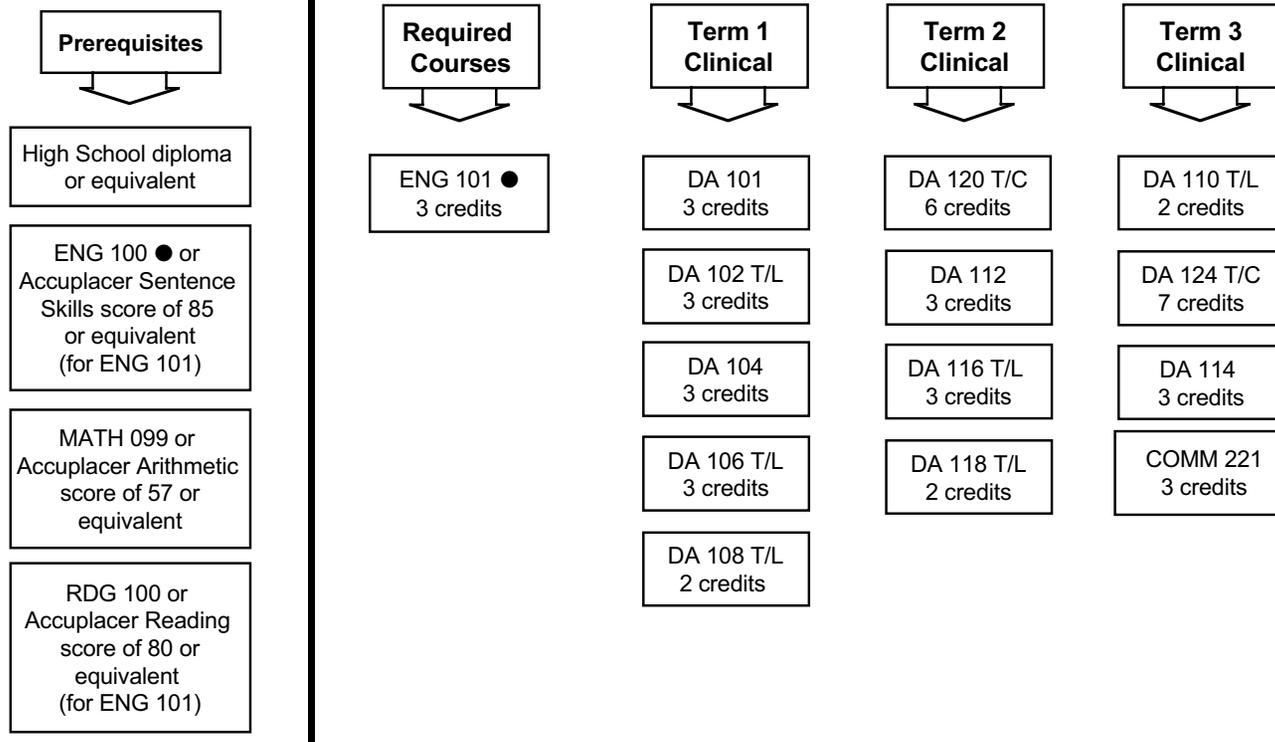
In addition, students must purchase their own textbooks.

Contact Information

Information sessions are scheduled regularly. For dates and times, applicants may call the Health Occupations Department information line at 224-4161, program director, Melanie Upshaw, at (505) 224-5071 or mupshaw@tvi.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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



● = Course available through Distance Learning (see page 43).

Developmental Education Courses

Adult and 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), College Success Experience (CSE), biology (BIO), chemistry (CHEM), accounting (ACCT), computer programming (CP), computer science (CSCI), drafting (DRFT), electronics (ELEC) and health (HLTH). Classes include theory and lab hours.

Developmental courses are graded CR (credit) and NC (no credit) to help students build their skills without the 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. Eligible students may receive financial aid for up to 30 credit hours in Developmental Education courses.

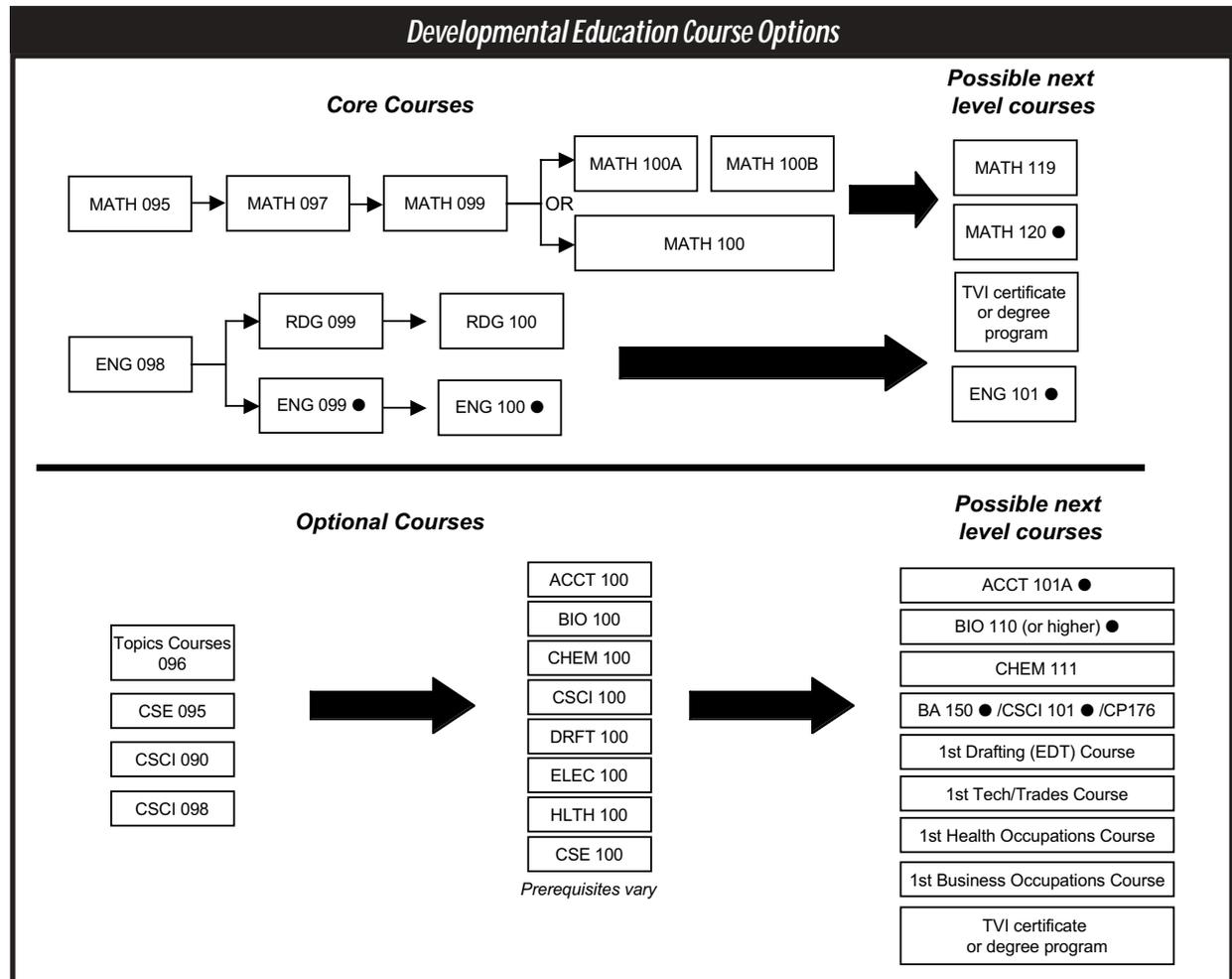
NOTE: Students cannot earn a TVI degree or certificate in Developmental Education.

Career and Advancement Opportunities

Developmental Education courses prepare students for liberal arts or vocational majors, for self-improvement, or for career enhancement.

Contact Information

Program information is available by contacting the Department of Adult and Developmental Education, Max Salazar Hall, room 570, at (505) 224-3939.



● = Course available through Distance Learning (see page 43).

• *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 in order to 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 seeking 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. One hundred percent of 2001–02 graduates obtained jobs.

Special Requirements

Selection of students is based on the petition process. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. 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, PPD and current immunizations (including tetanus, rubella, rubeola and hepatitis B). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. A \$65 program fee covers the cost of lab coats, nametags, hospital parking permits and preventive lab tests in case of a needle stick or other exposure to bodily fluids.

Contact Information

For more information visit our web site at http://tvi.edu/healthoccupations/HO_Program_Homes/DiagnosticUltrason/homepg/sonographyhome, contact Darlene Blagg, Program Director at dblagg@tvi.edu or (505) 224-4127 or Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

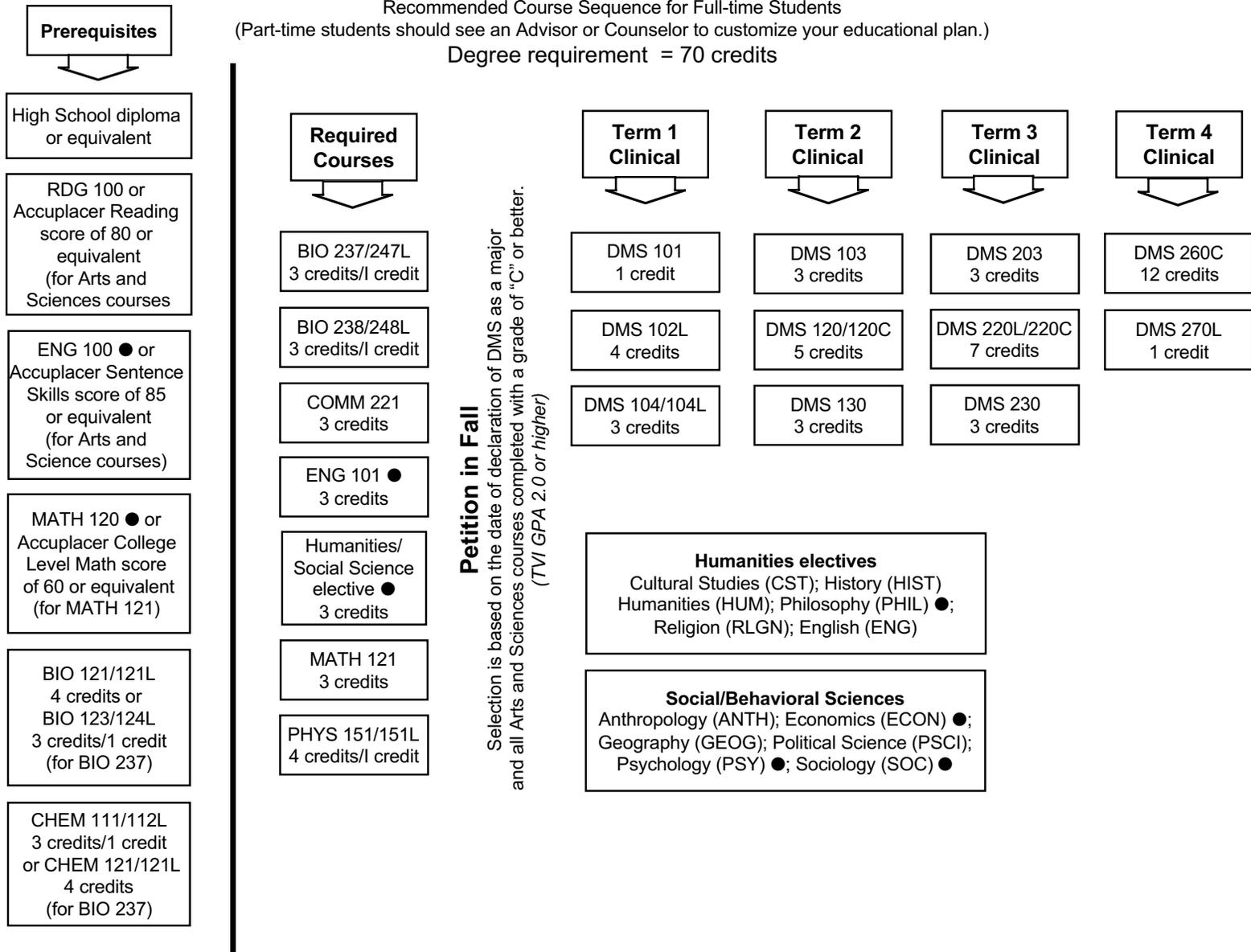
For prerequisites and a recommended course sequence, turn the page...

DIAGNOSTIC MEDICAL SONOGRAPHY 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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in E-Commerce*
- *Certificate in E-Commerce*
- *Designed Skill Sets 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.

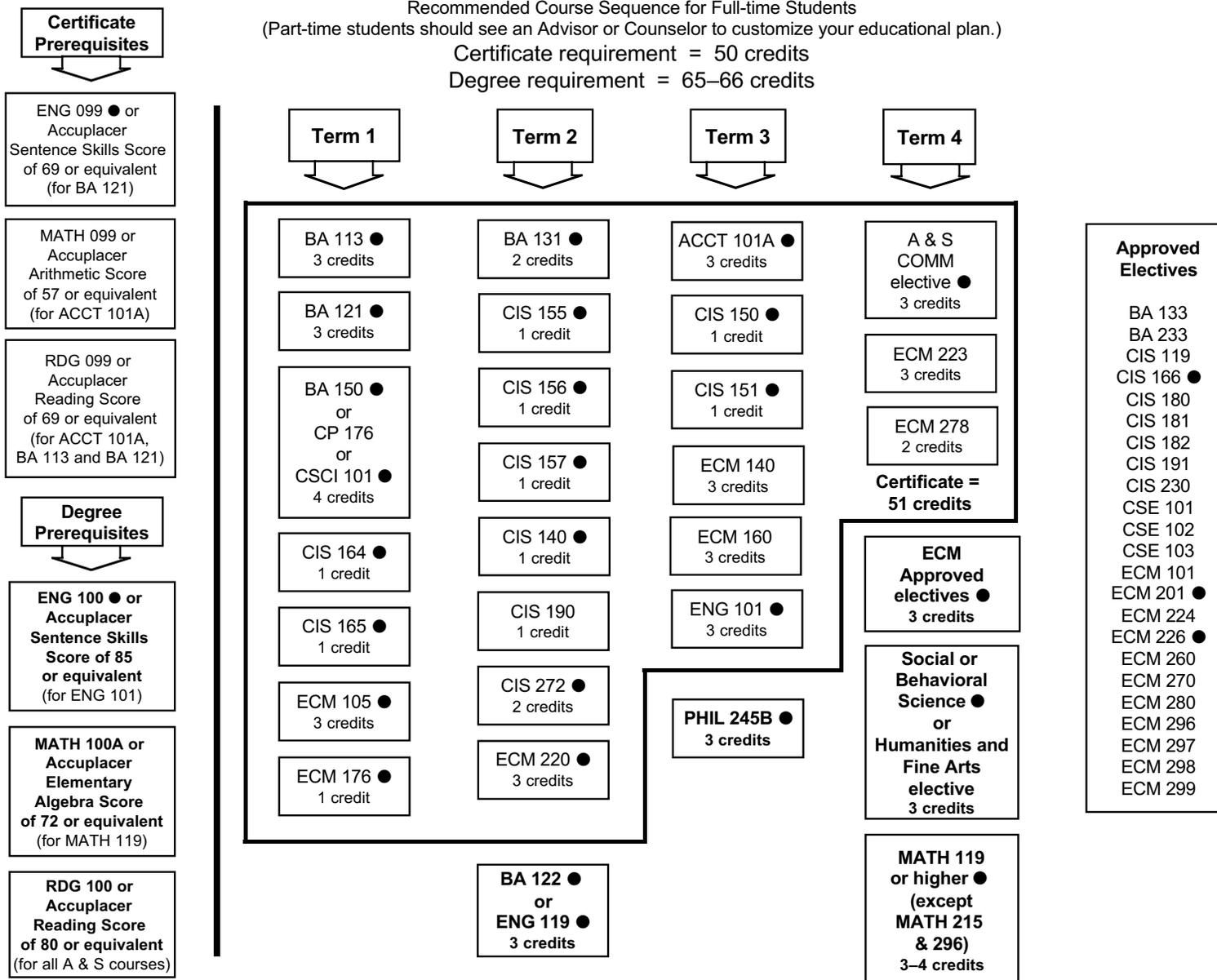
Contact Information

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...

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 = 50 credits
 Degree requirement = 65–66 credits



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

E-Commerce for Business Startup (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

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).

E-Commerce Fundamentals (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

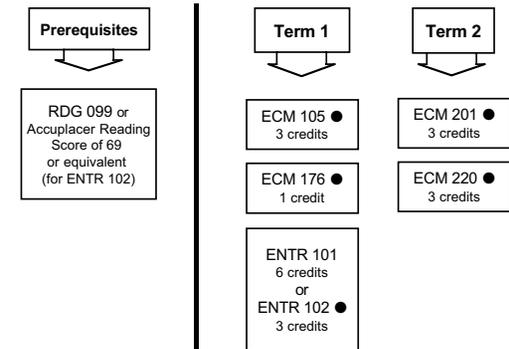
Students enrolled in these courses may not be eligible to receive financial aid or Veterans Administration benefits.

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).

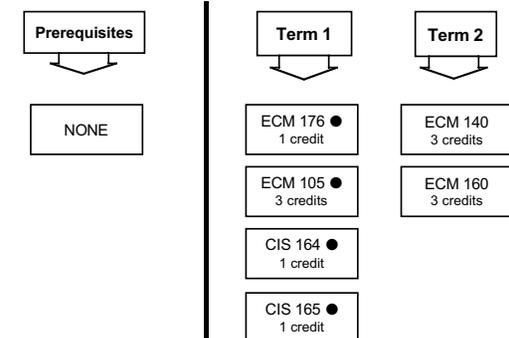
Business Startup Course Sequence Chart

Requirement = 13–16 credits



Fundamentals Course Sequence Chart

Requirement = 12 credits



● = Course available through Distance Learning (see page 43).

E-Commerce for the Hospitality Industry (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

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).

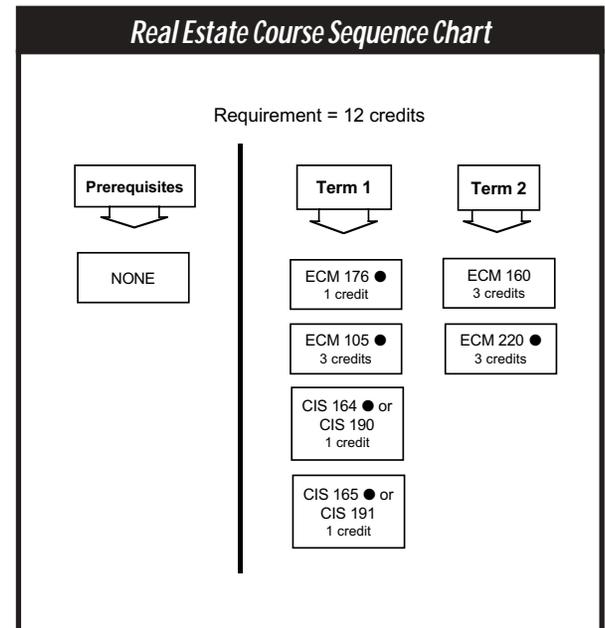
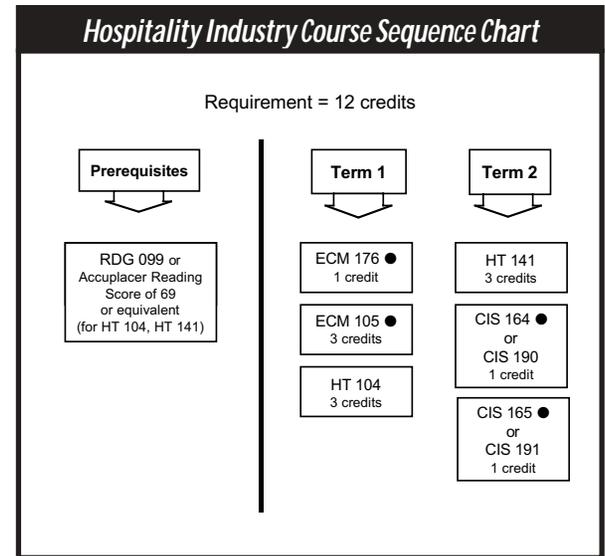
E-Commerce for Real Estate (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

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).



● = Course available through Distance Learning (see page 43).

E-Commerce for Retail Business (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

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).

Web Business Manager (Designed Skill Set)

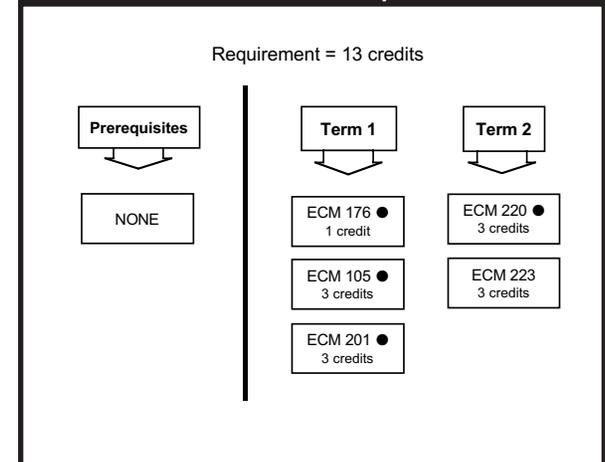
The Web Business Manager is a series of courses for individuals who need additional training in the management and operation of a web site or business. All of the courses included may also be applied to an E-Commerce associate of applied science degree or an E-Commerce certificate. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

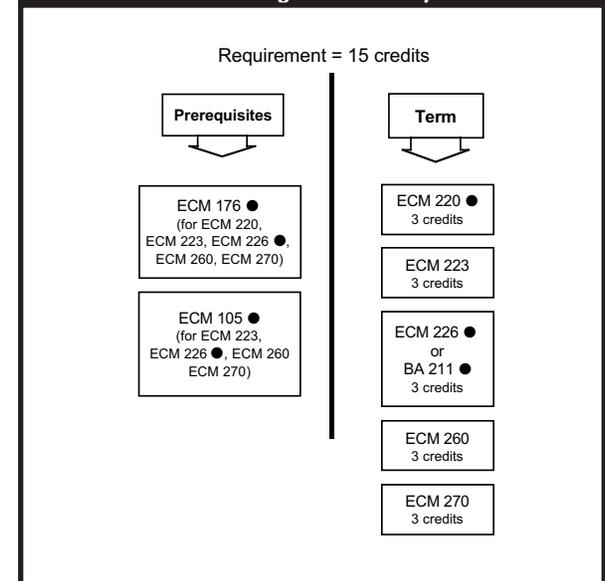
Contact Information

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).

Retail Business Course Sequence Chart



Web Business Manager Course Sequence Chart



● = Course available through Distance Learning (see page 43).

• *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

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

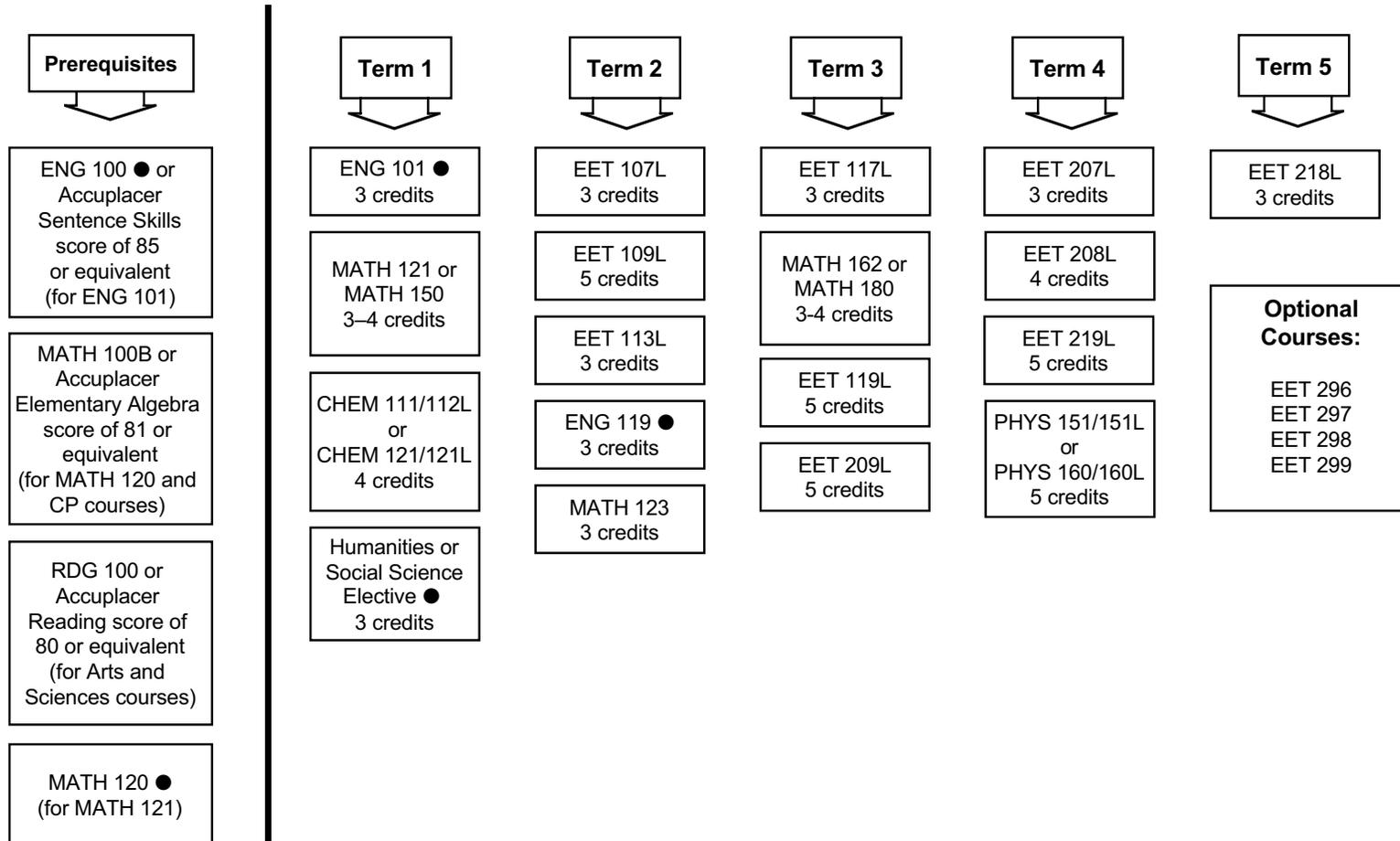
Students applying for this program should be seriously interested in the study of electronics with emphasis on mathematics and science and should have high standards of excellence.

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).

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Electronics Technology (Concentration in General or Process Control)*
- *Certificate in Electronics Technology*

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. The student will be given the opportunity to obtain the skills and knowledge necessary 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

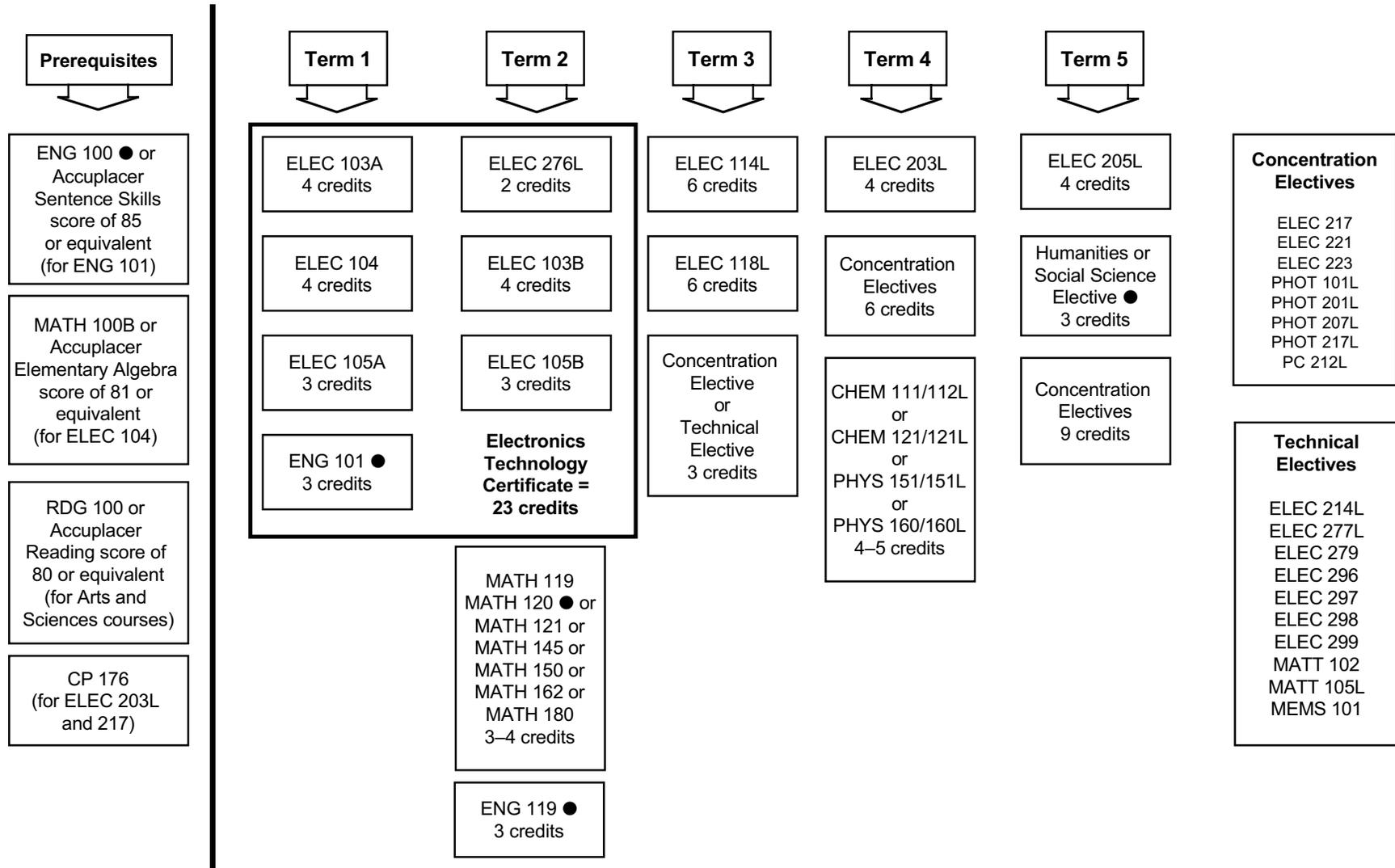
Students applying for this program should be seriously interested in the study of analog and digital electronics with electromechanical and computer applications.

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).

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



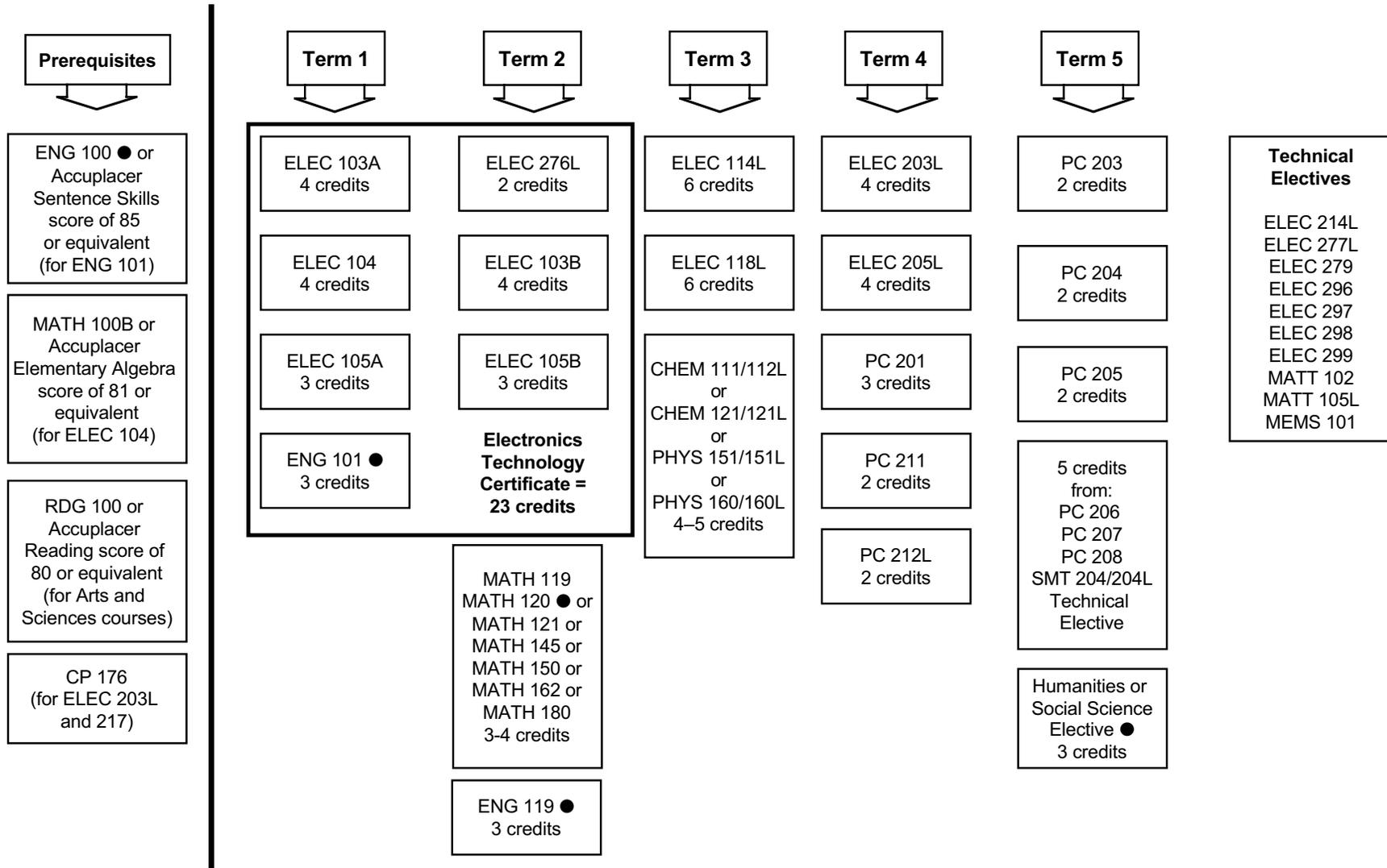
● = Course available through Distance Learning (see page 43).

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



● = Course available through Distance Learning (see page 43).

- *Associate of Arts Degree in Elementary Education (concentrations in Bilingual, and Language Arts and Special Education)*
- *Designed Skill Set Educational Assistants/Paraprofessionals*

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 kindergarten through eighth grade (K-8). The four-term 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

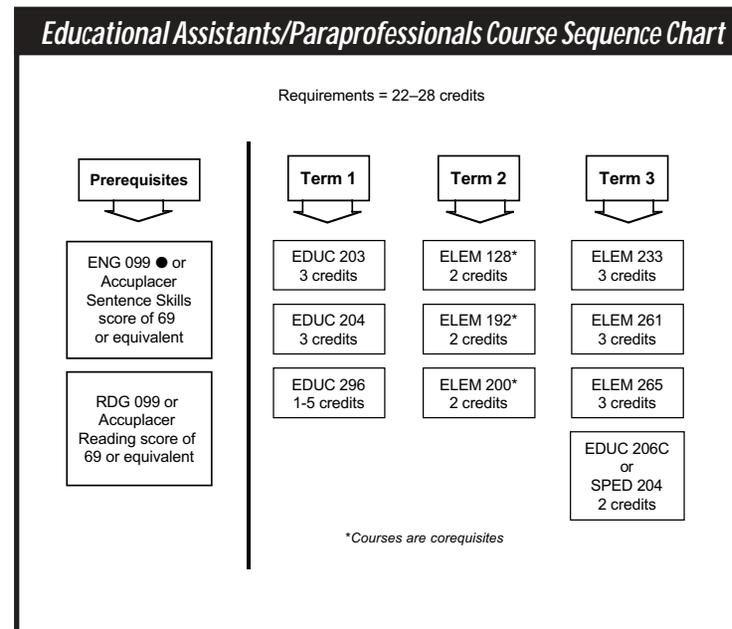
Graduates from the program may transfer to the University of New Mexico Teacher Preparation Program and other four-year institutions that grant bachelor degrees in Elementary Education. The associate of arts degree enables graduates to serve as educational assistants or substitute teachers within the Albuquerque Public School System (APS). Substitute positions require a high school diploma or GED and 60 + college credit hours.

Special Requirements

A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. New Mexico state law requires a criminal background check on all persons seeking employment with the public school system.

Contact Information

Teresa Brito-Asenap, Director, TVI Main Campus, Jeannette Stromberg Hall, Room 316, (505) 224-4563 or tasenap@tvi.edu, Agnes Gunderson, (505) 224-4173, agunderson@tvi.edu, or Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

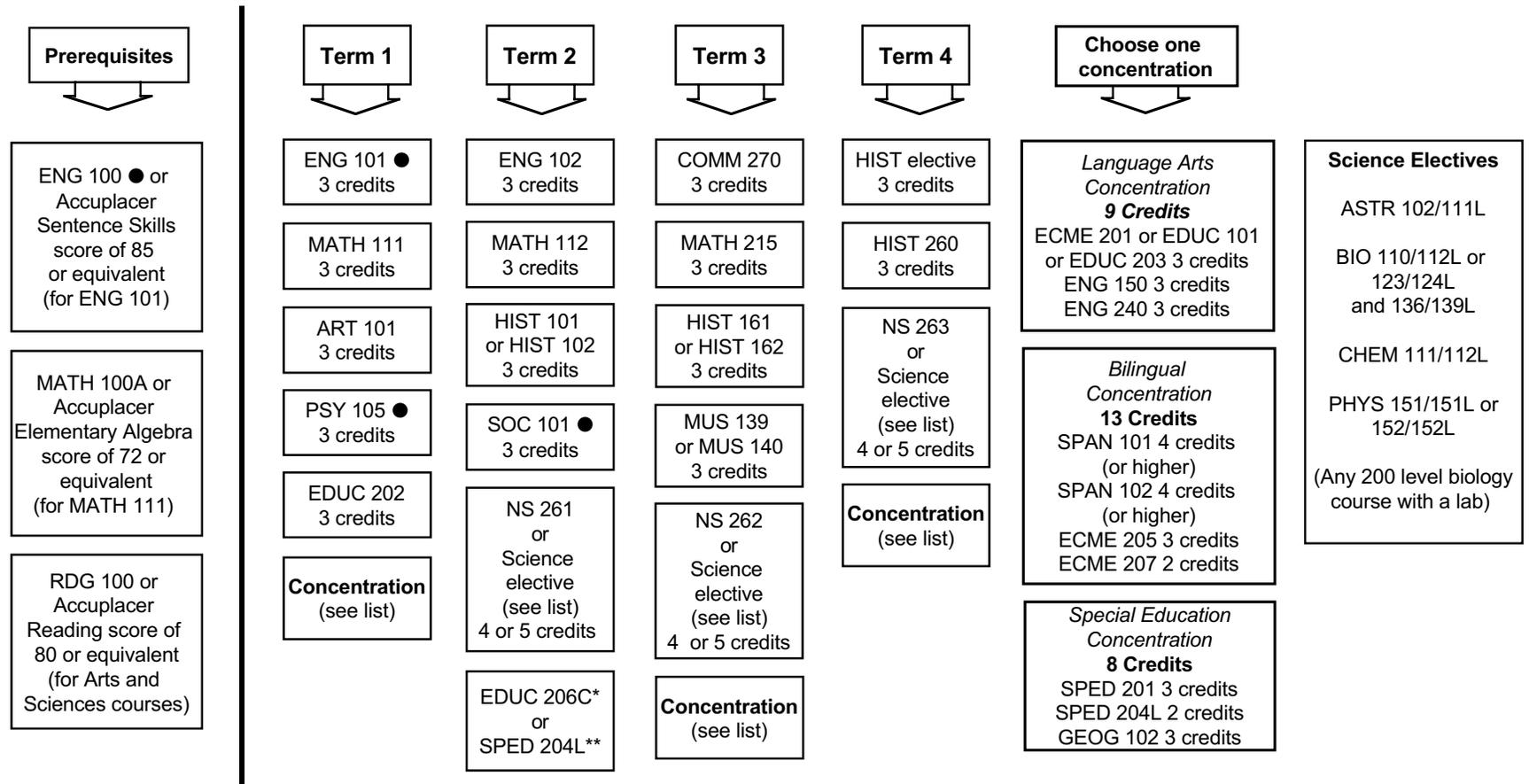


● = Course available through Distance Learning (see page 43).

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

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 = 65–75 credits (See specific concentration)



*For Language Arts and Bilingual Concentration

**For Special Education Concentration

● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

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 Emergency Department Technician course trains students to work in large emergency departments. 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.

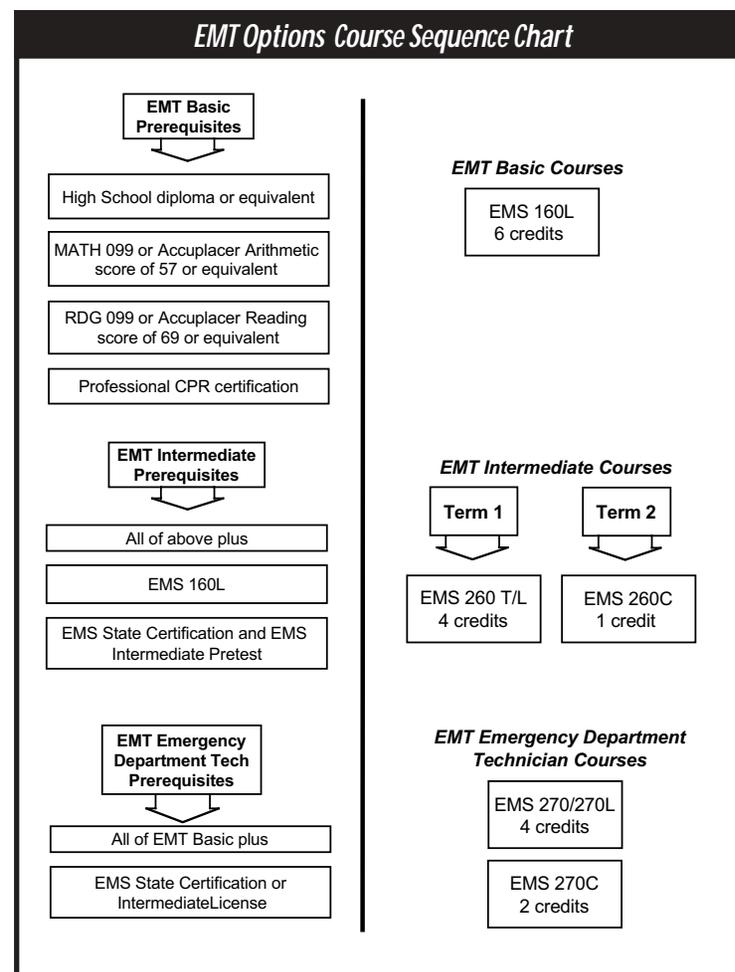
There is constant demand for EMT basic, intermediate technicians and emergency department technicians. However, the job market is very competitive.

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.

Students must have a current professional level BLS 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 recent physical exam and current immunizations (including MMR, DTP, PPD and varicella) are required for the EMT intermediate courses. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. A high school diploma or equivalent is required for EMT licensing. Participants pay a program fee of \$30 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

Contact the EMS Chair, Cy Stockhoff at (505) 224-4133, cstockhoff@tvi.edu or 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

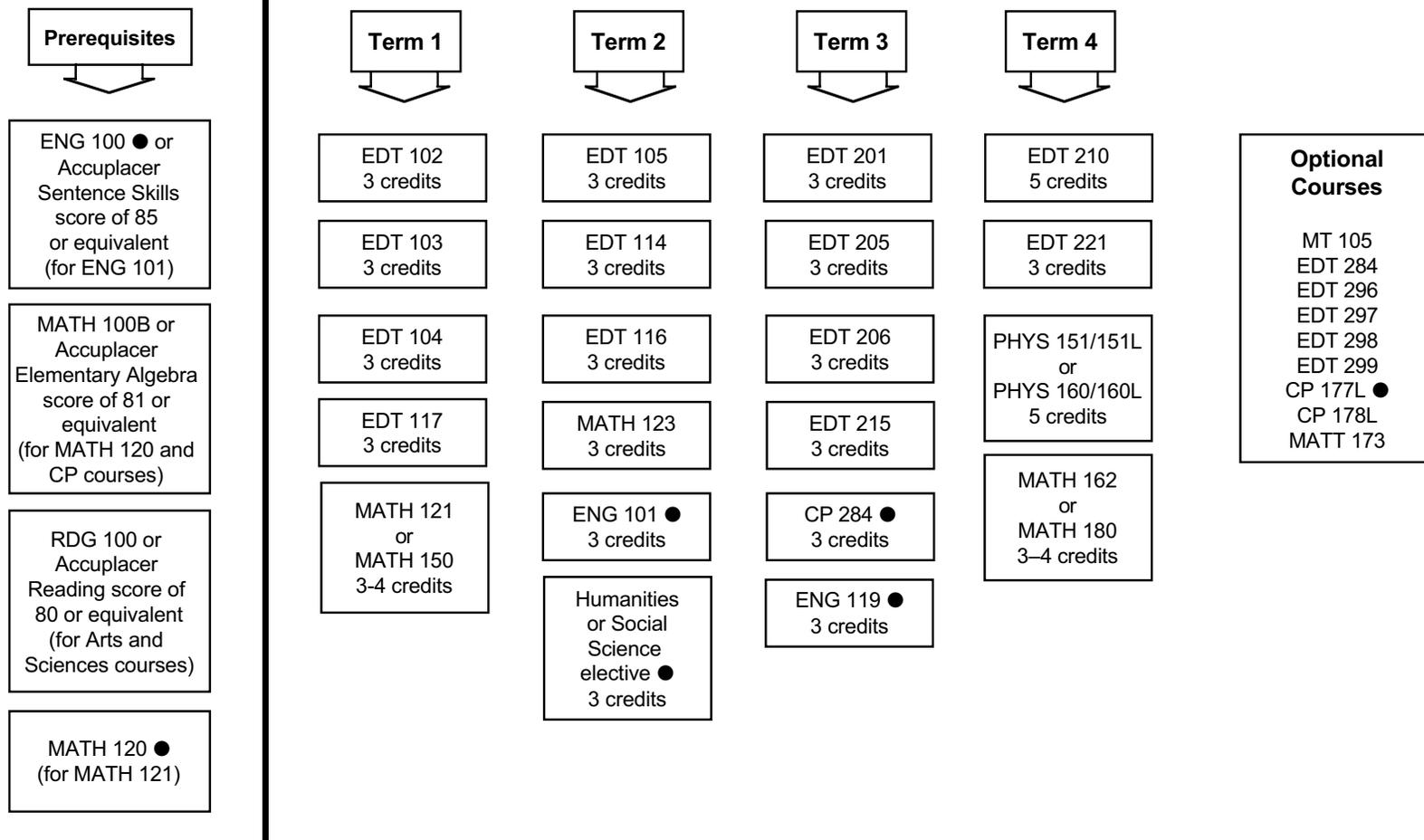
Students must purchase their own drafting tools and a full-function scientific calculator. It is strongly recommended that all beginning students meet with the program chair to plan an individual course of study.

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.edu

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 = 67-69 credits



● = Course available through Distance Learning (see page 43).

• 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.

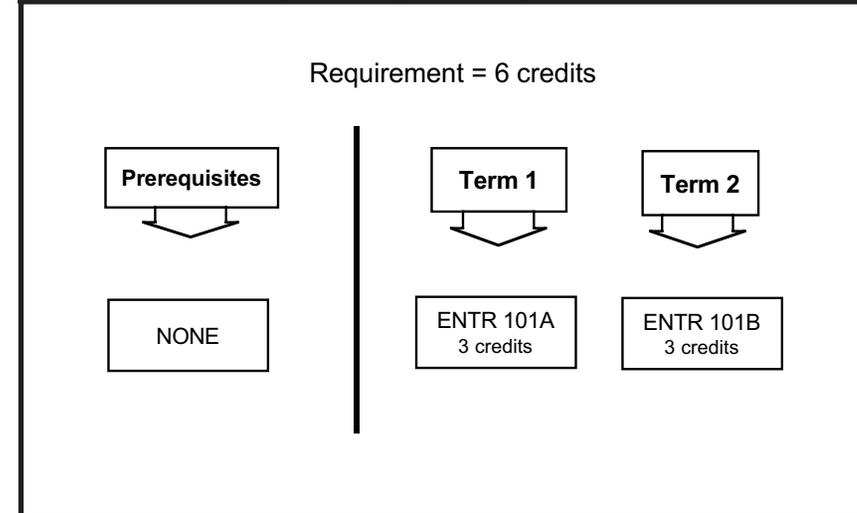
Special Requirements

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).

Entrepreneurship Course Sequence Chart



- *Associate of Applied Science Degree in Environmental Safety and Health*
- *Designed Skill Set in Environmental Safety and Health Compliance*

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
- 40-Hour DOE Radiation Control Technician 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.

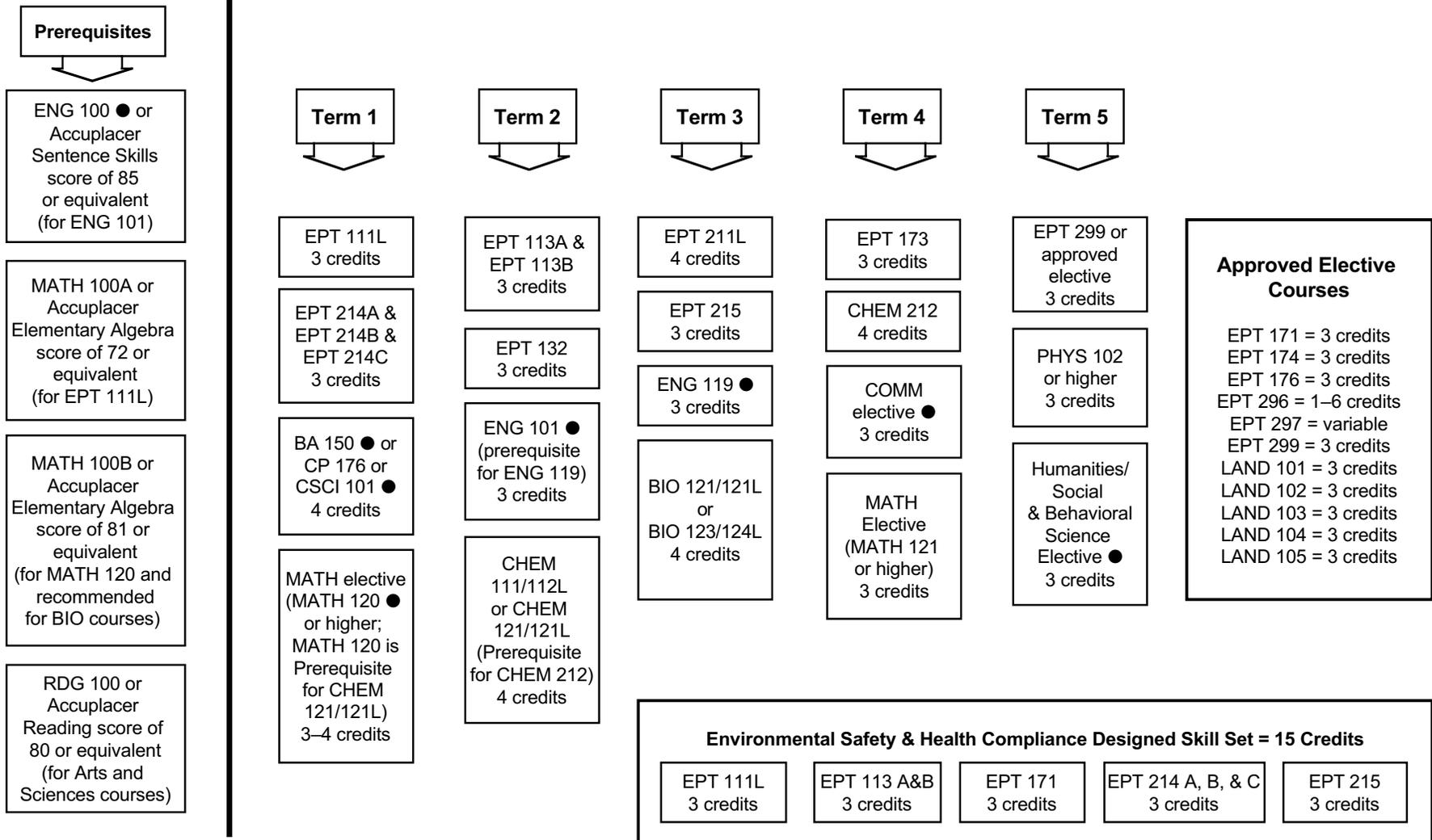
Contact Information

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

ENVIRONMENTAL SAFETY & HEALTH DEGREE (and Environmental Safety & Health Compliance Designed Skill Set)

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Financial Services*
- *Certificate in Financial Services*

Program Description

The Financial Services program provides graduates with an introductory knowledge in the fields of banking, finance, insurance and risk management.

Coursework provides a general background in business with a financial emphasis. This program is designed to allow students to obtain entry-level positions prior to continuing their education (completion of a bachelor's degree available from 4-year institutions) for careers in the above fields.

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

Financial Services is an associate of applied science degree program preparing students for entry-level positions in banking, finance, insurance, risk management and real estate.

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).

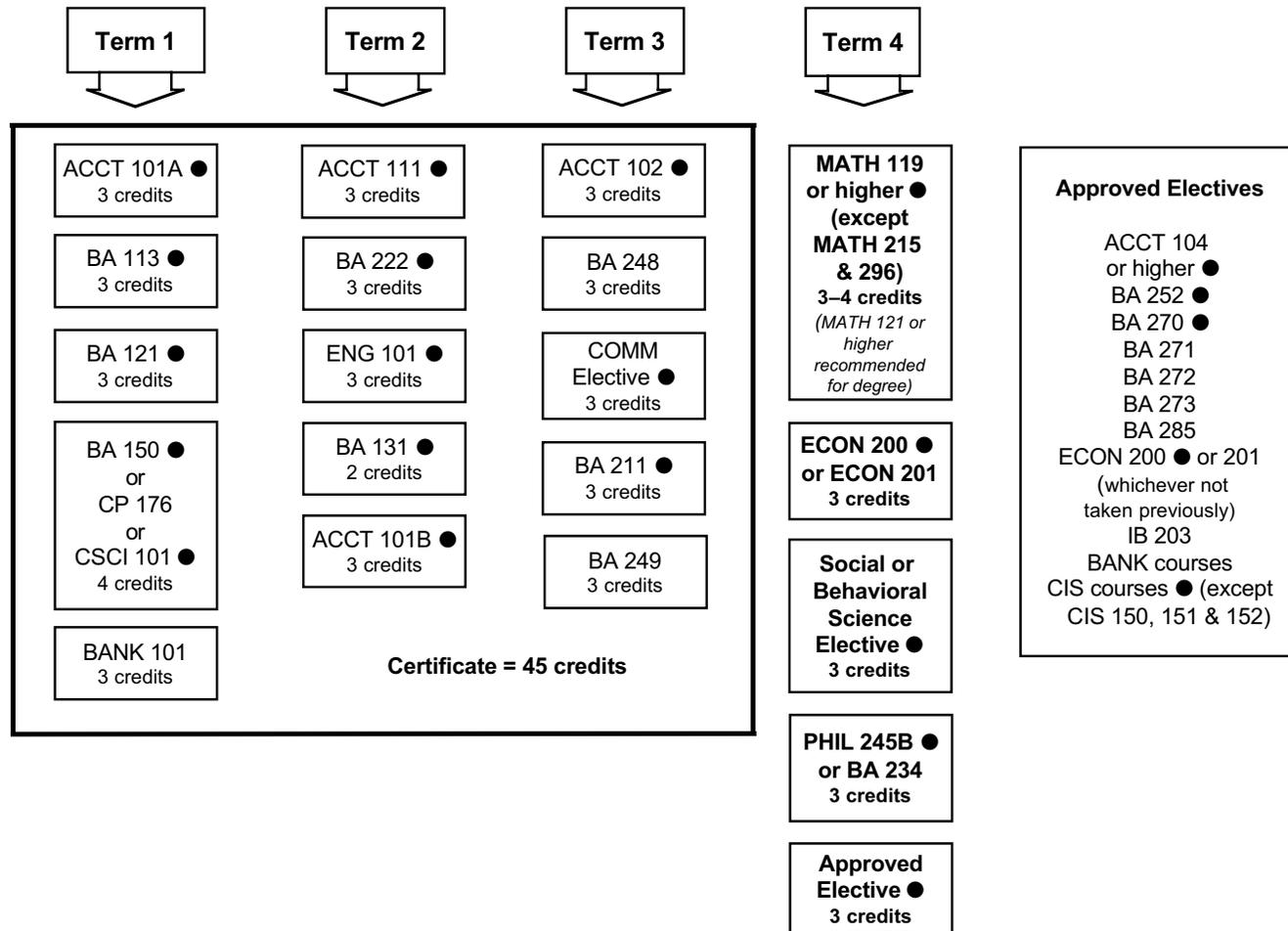
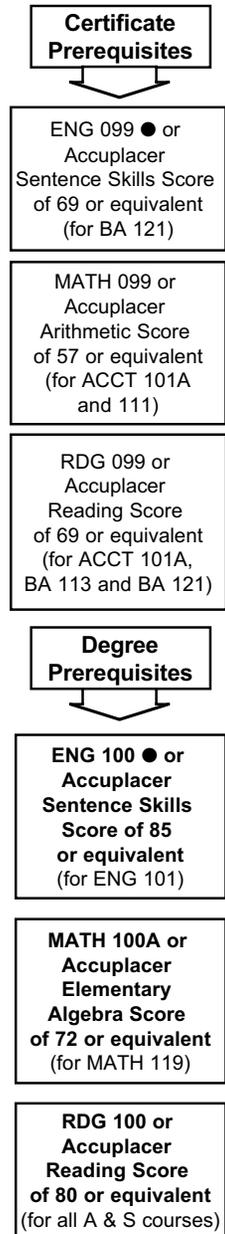
For prerequisites and a recommended course sequence, turn the page...

FINANCIAL SERVICES 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 credits

Degree requirement = 60 credits



● = Course available through Distance Learning (see page 43).

• *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 2001–02, graduates from this program had a 100 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.

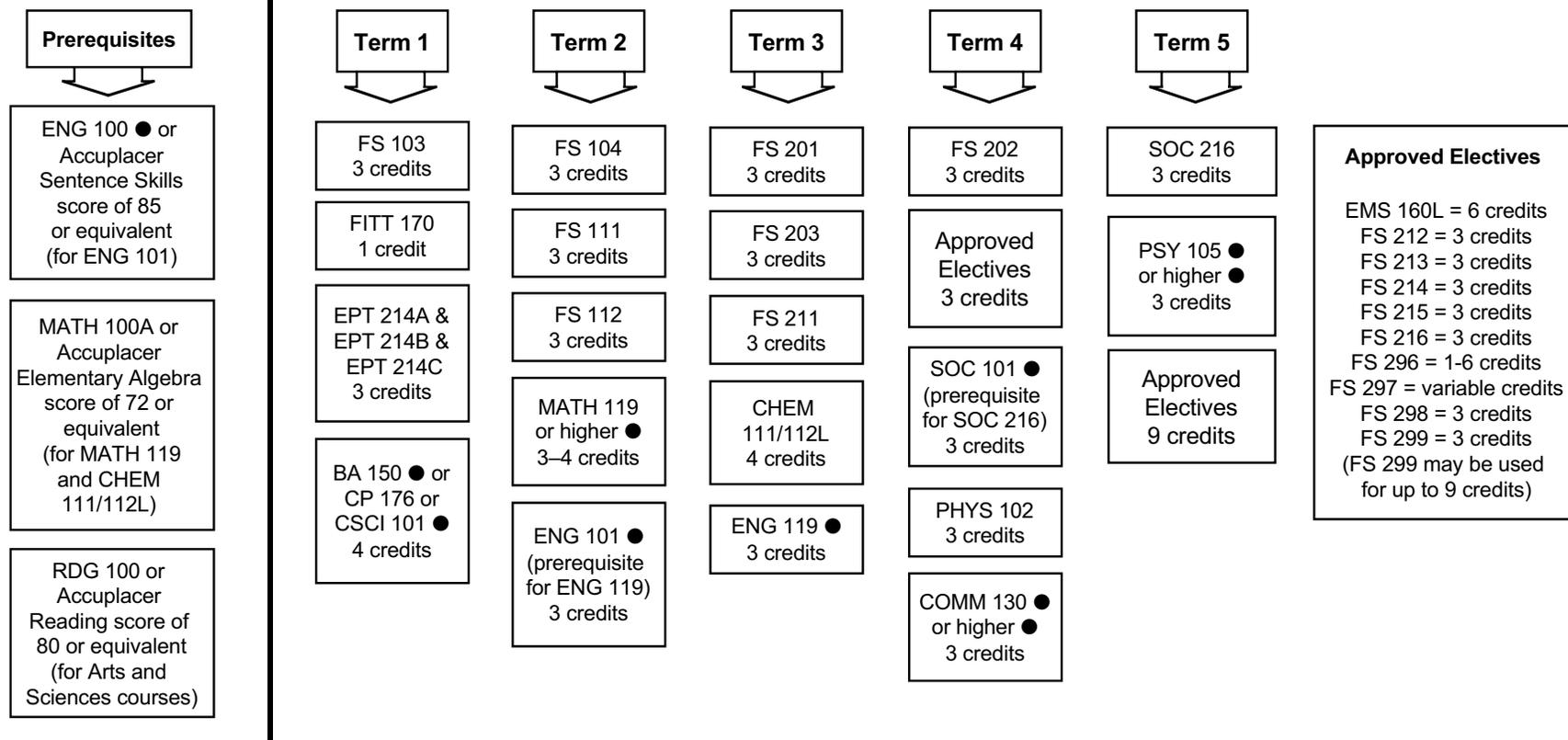
Contact Information

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

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 = 72-73 credits



● = Course available through Distance Learning (see page 43).

• *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 as well as Aerobics & Fitness Association of America's Primary Certification for group exercise leaders. Courses include classroom and lab time.

Career and Advancement Opportunities

One hundred percent of the 2001-02 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

Students are required to show proof of adult/child/infant CPR certification in order to graduate. This program is a highly intense, difficult program requiring hard work and excellent study habits as well as a number of prerequisite courses.

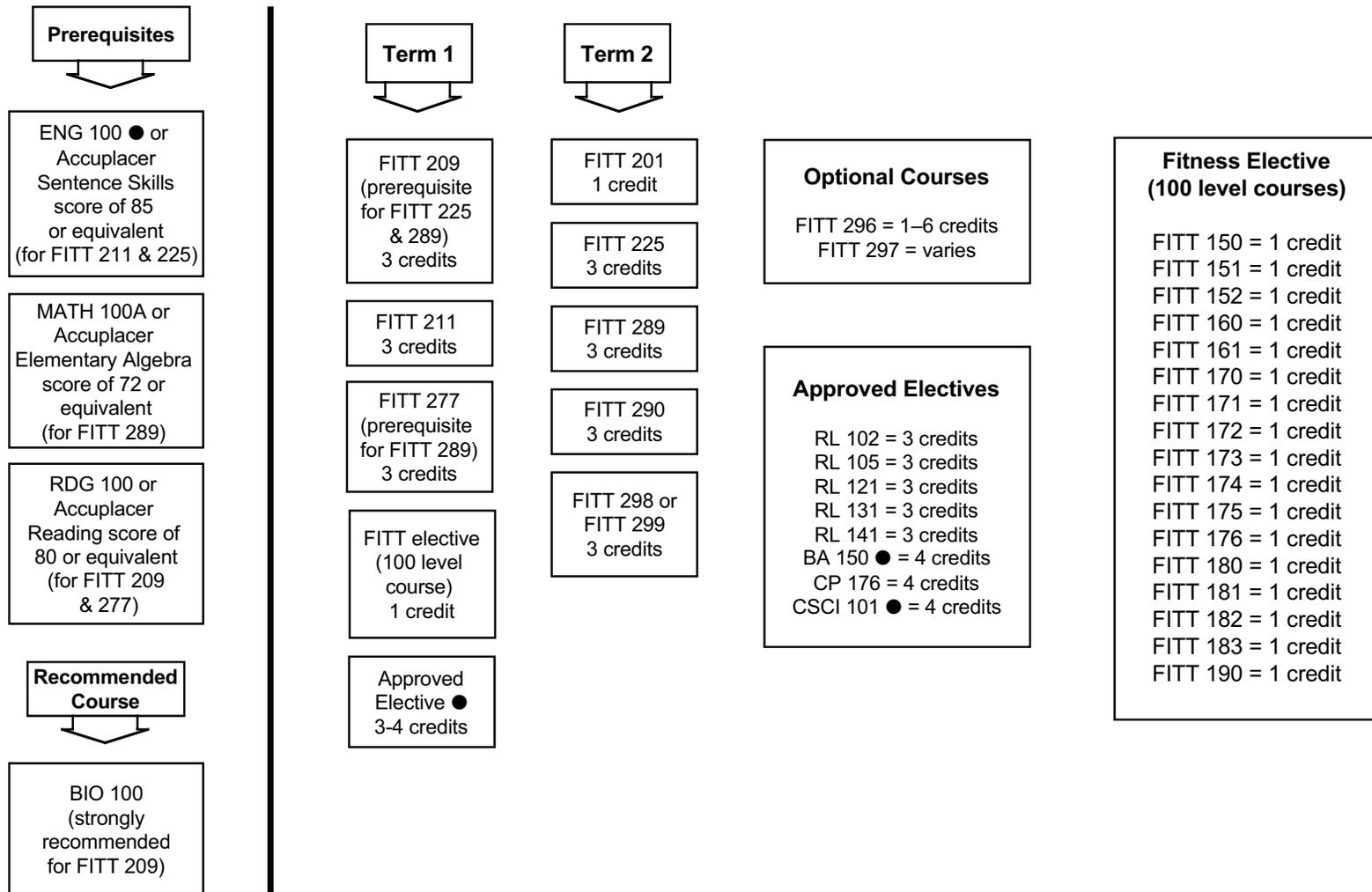
Contact Information

Program information is available from the program chair at (505) 224-3777, the program director at (505) 224-3711 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...

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 = 26-27 credits



● = Course available through Distance Learning (see page 43).

• *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, HACCP and controls are stressed. Classroom instruction includes theory in human resources, beverages and business practices.

Students may sit for course examinations prepared by the National Restaurant Association Educational Foundation (NRAEF) and by the Educational Institute of the American Hotel and Lodging Association (EI). Upon successful completion, students will be awarded ServSafe certification from NRAEF and Course Completion Certification from EI. This is an additional certification available from a third party.

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

Career and Advancement Opportunities

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 third party exams.

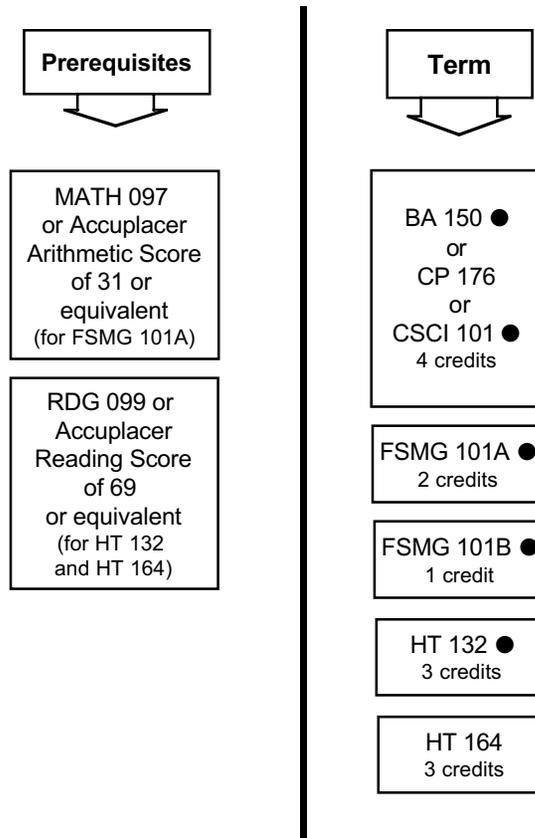
Contact Information

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

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 = 13 credits



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Geographic Information Technology*
- *Certificate 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 one-year certificate trainees, in the short term, and two-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

None.

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).

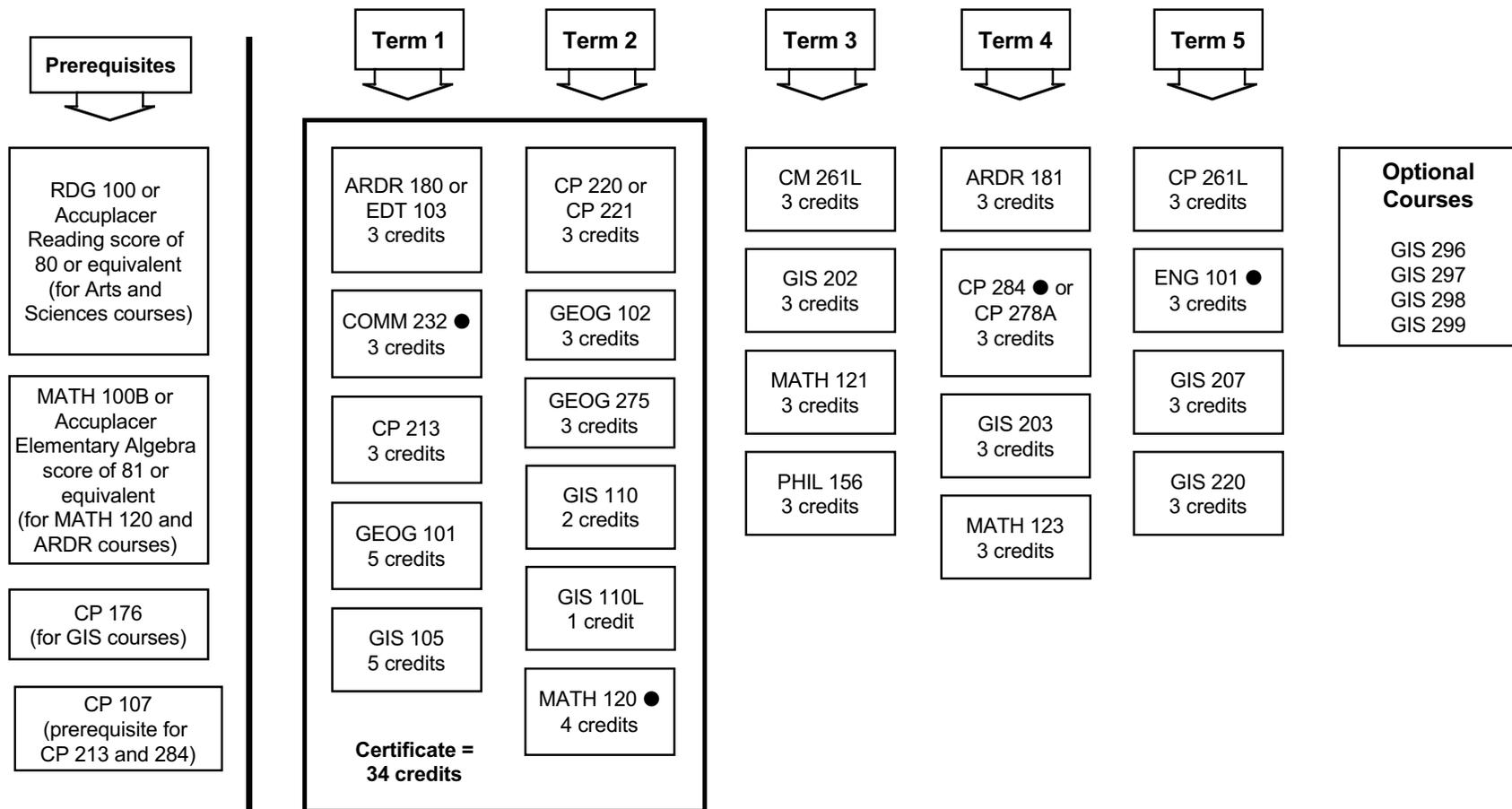
For prerequisites and a recommended course sequence, turn the page...

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 = 35 credits

Degree requirements = 69 credits



● = Course available through Distance Learning (see page 43).

• *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; legal/ethical aspects; data analysis, quality, and supervision in health information.

The Health Information Technology Program (HIT) is an Associate of Applied Science Degree and is designed for the working student. The majority of students are part time and carry 6–7 credit hours per term while continuing to work full time. The program courses are offered in the evening with some weekends.

At the appropriate time, the Business Occupations Department will apply for accreditation from the Commission on Accreditation of Allied Health Accreditation 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 and BIO 136/139L (science courses must be no more than 10 years old at the time of admission into the program).

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.
- Completion of HIT 101, Introduction to Health Information Technology.
- An information interview with the Health Information Technology program director.

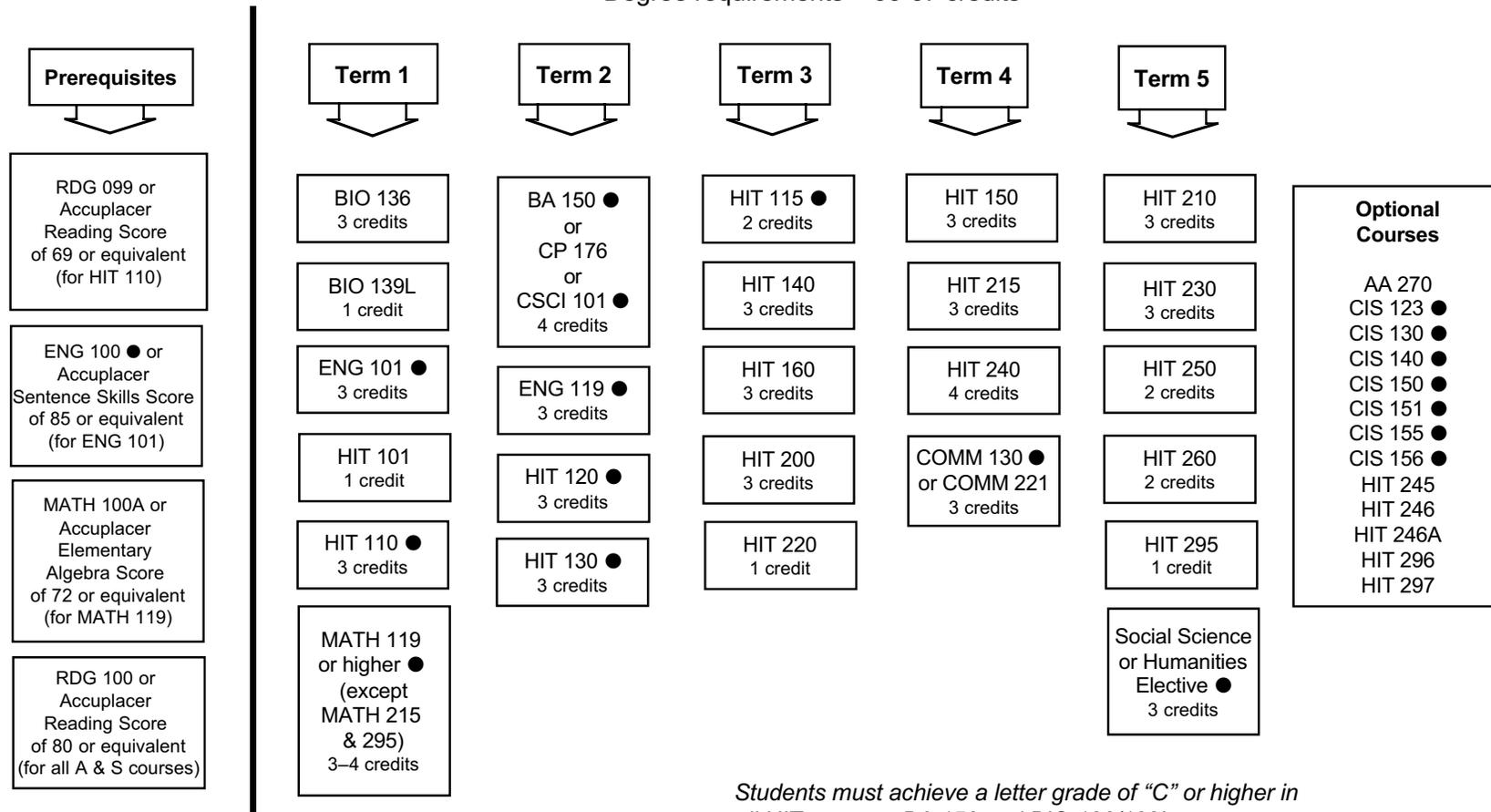
For prerequisites and a recommended course sequence, turn the page...

Contact Information

Information about this program is available from the program director at (505) 224-3905 or from Business Occupations Department Associate Dean, Susie Cutler, at (505) 224-3820, scutler@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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 = 66-67 credits



Students must achieve a letter grade of "C" or higher in all HIT courses, BA 150 and BIO 136/139L.

● = Course available through Distance Learning (see page 43).

• *Health Unit Coordinator Certificate*

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

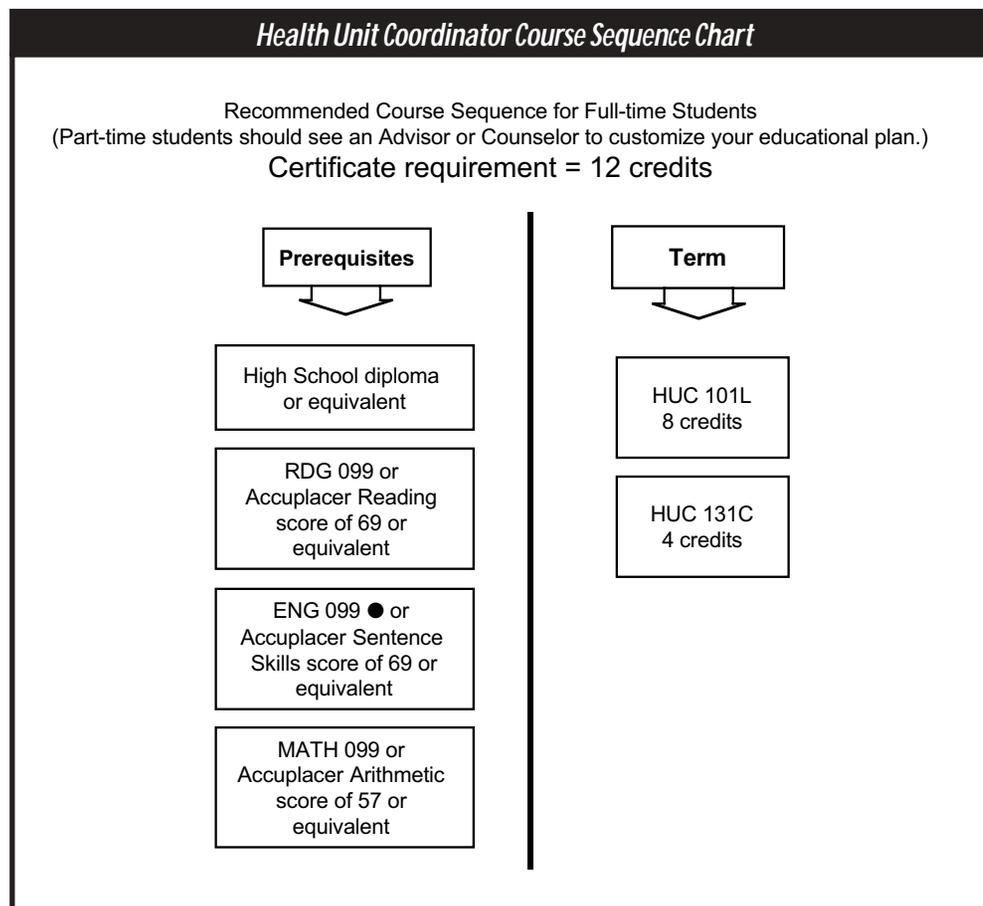
Job placement after graduation is 100% in various locations such as hospitals and physicians offices.

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 may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits. A grade of C or better is required for all occupational courses in order to graduate. All students will be required to have BLS CPR certification, a physical exam, PPD and current immunizations (including MMR and DTP) prior to clinical.

Contact Information

Information available from June Vermillion, Chair, at (505) 224-5069, junev@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



● = Course available through Distance Learning (see page 43).

- *Healthcare Technician Certificate*
- *Designed Skill Sets in Healthcare Technician Skills I and II*

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 graduates from 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 or other exposure to bodily fluids. 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. A grade of C or better is required for all occupational courses in order to graduate. All students will be required to have CPR certification, a physical exam, PPD and current immunizations (including hepatitis B, MMR and DTP).

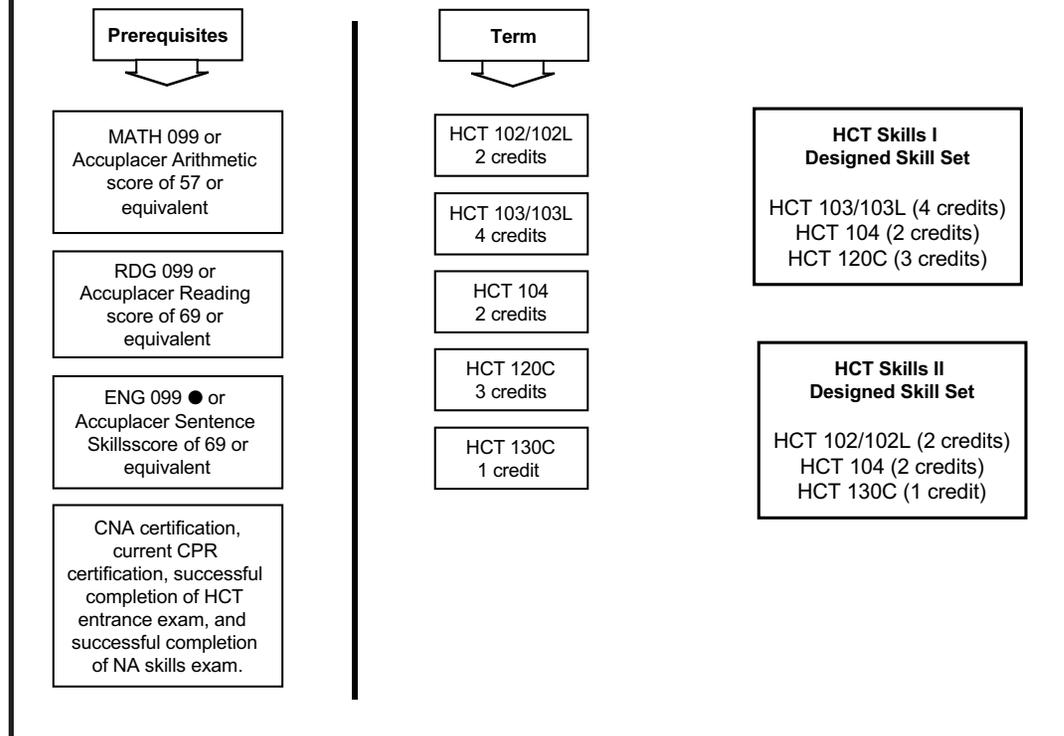
Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.

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).

Healthcare Technician 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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Hospitality and Tourism (concentrations in Food and Beverage Management, Gaming Operations and Casino Management, Hospitality Operations and Hotel Management, and Golf Course Supervision and Operations)*
- *Certificate in Hospitality and Tourism (concentrations in Food and Beverage Management, Gaming Operations and Casino Management, Hospitality Operations and Hotel Management, and Golf Course Supervision and Operations)*
- *Designed Skill Sets in Club Management, Food and Beverage, Human Resources, Marketing and Sales and Rooms Division*

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, basic 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). Upon successful completion, students will be awarded a Course Completion Certification from EI.

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. Courses also transfer to New Mexico State University for credit toward a bachelor of science degree in Hotel, Restaurant and Tourism Management.

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, food and beverage operations, casino operations and golf course operations.

Special Requirements

Students are required to purchase new textbooks for program courses with EI exams. The Hospitality and Tourism program requires several courses needed for an EI 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 EI certificates, see the program chair.

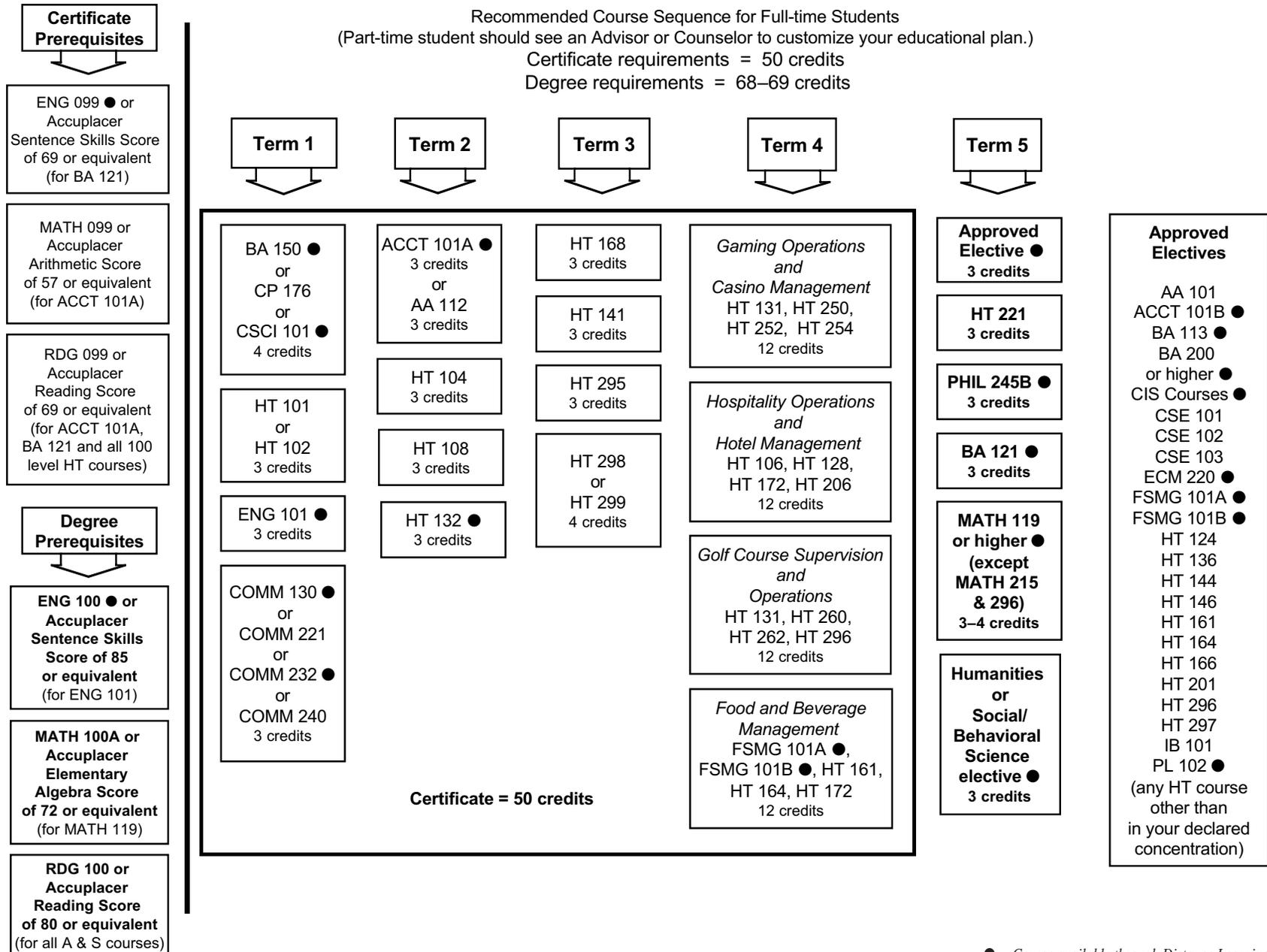
Contact Information

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

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 = 50 credits
 Degree requirements = 68–69 credits



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Student must pass the final exam for each course in the *Designed Skill Set* in order to receive a “Certificate of Specialization” from the Educational Institute of the American Hotel and Lodging Association. This is an additional certification available from a third party.

Club Management (Designed Skill Set)

The Club Management *Designed Skill Set* is a specific sequence of courses for individuals who desire the knowledge and skills critical to the successful operations of a club including working effectively with boards, committees, and members and achieving profit levels through effective budgeting and staffing. A certificate and associate of applied science degree in Hospitality and Tourism are available to students who wish to further enhance their technical and supervisory job skills and abilities.

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

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).

Food and Beverage (Designed Skill Set)

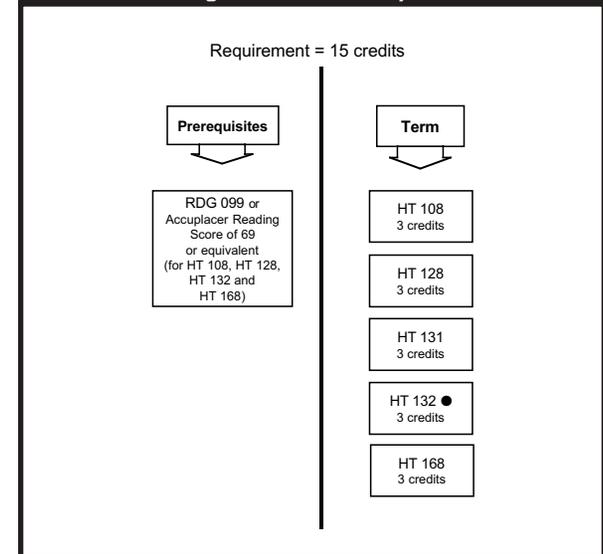
The Food and Beverage *Designed Skill Set* is a specific sequence of courses for individuals who desire the knowledge and skills that promote safe food handling procedures, satisfy guests’ demands for value and quality and use forward-thinking, cost-saving purchasing practices. A certificate and associate of applied science degree in Hospitality and Tourism are available to students who wish to further enhance their technical and supervisory job skills and knowledge.

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

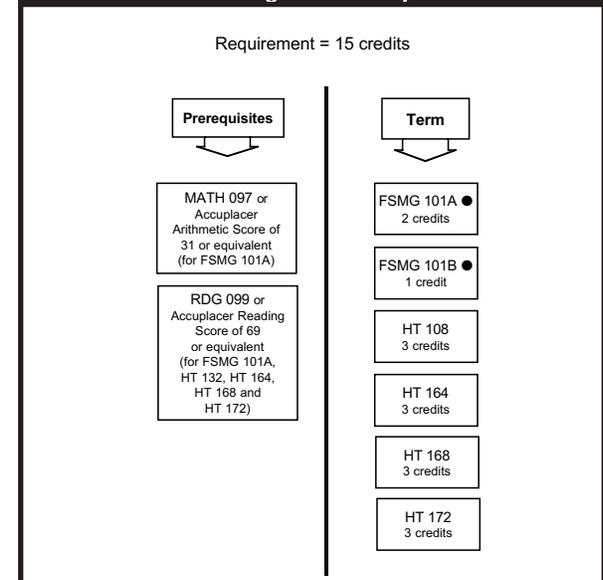
Contact Information

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).

Club Management Course Sequence Chart



Food and Beverage Course Sequence Chart



● = Course available through Distance Learning (see page 43).

Human Resources (Designed Skill Set)

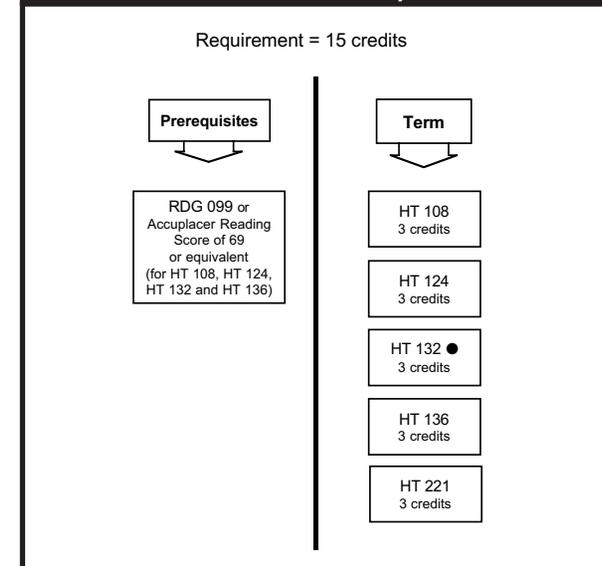
The Human Resources Designed Skill Set is a specific sequence of courses for individuals who desire the knowledge, skills and best practices associated with hiring, training, motivating and supervising employees. Basic legal principles governing hospitality operations and the communication skills essential for effective leadership are covered. A certificate and associate of applied science degree in Hospitality and Tourism are available to students who wish to further enhance their technical and supervisory job skills and abilities.

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

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).

Human Resources Course Sequence Chart



Marketing and Sales (Designed Skill Set)

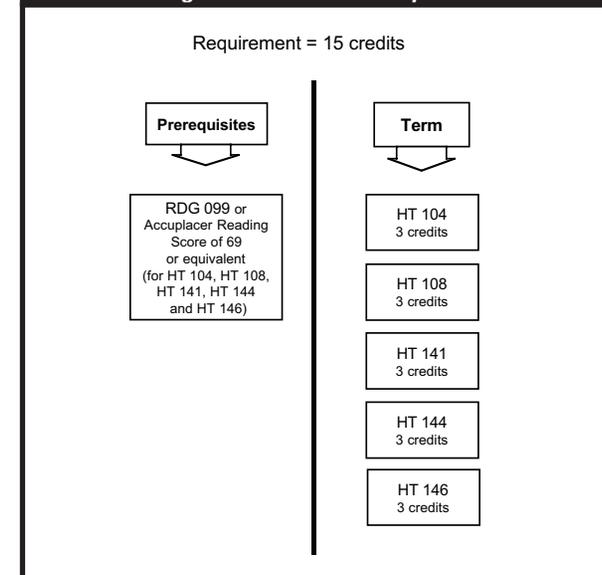
The Marketing and Sales Designed Skill Set is a specific sequence of courses for individuals who desire the knowledge and skills associated with effective hospitality marketing, advertising and promotions. Comparison of marketing and sales materials that benefit hospitality properties and increase their market share of the conventions and meetings are covered. A certificate and associate of applied science degree in Hospitality and Tourism are available to students who wish to further enhance their technical and supervisory job skills and knowledge.

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

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).

Marketing and Sales Course Sequence Chart



● = Course available through Distance Learning (see page 43).

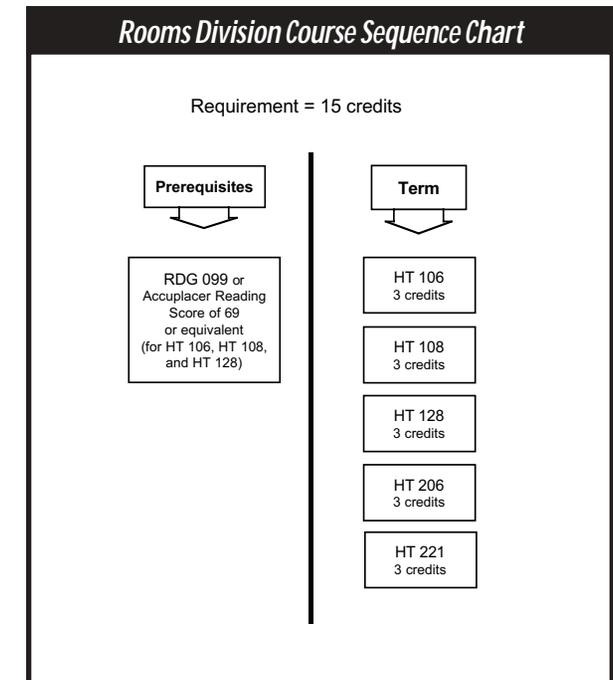
Rooms Division (Designed Skill Set)

The Rooms Division Designed Skill Set is a specific sequence of courses for individuals who desire the knowledge and skills essential in the hospitality environment including guest safety and expectations, front office profitability and the supervision of day-to-day procedures. A certificate and associate of applied science degree in Hospitality and Tourism are available to students who wish to further enhance their technical and supervisory job skills and abilities.

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

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 International Business*
- *Designed Skill Sets 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 International Business 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, and 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

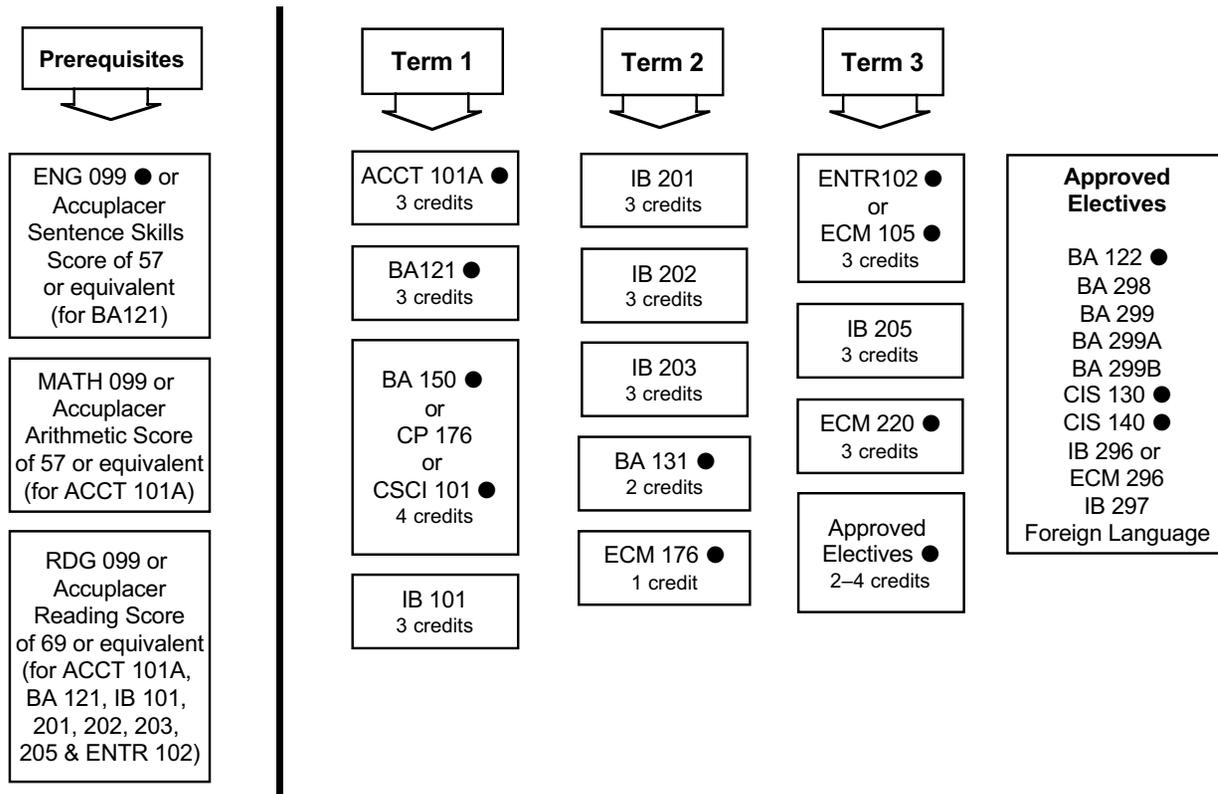
None.

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).

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



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

International Business Fundamentals (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

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).

International E-Commerce (Designed Skill Set)

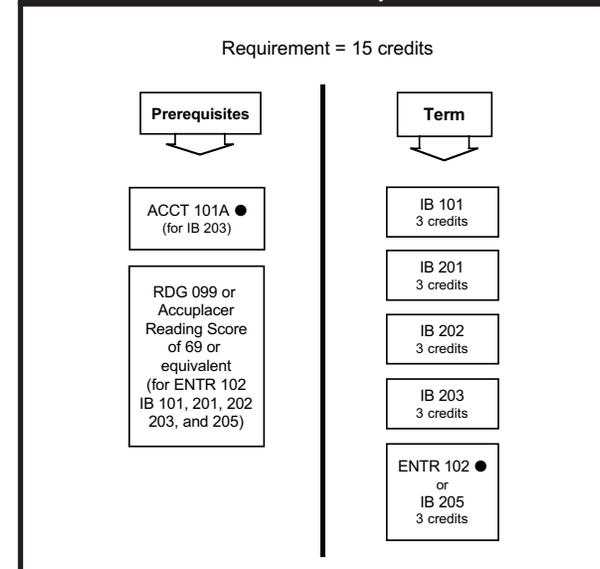
International E-Commerce is a series of courses for businesses that would like to use a website to expand their business into international markets. A certificate in International Business is available to students who wish to further expand their international business knowledge. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

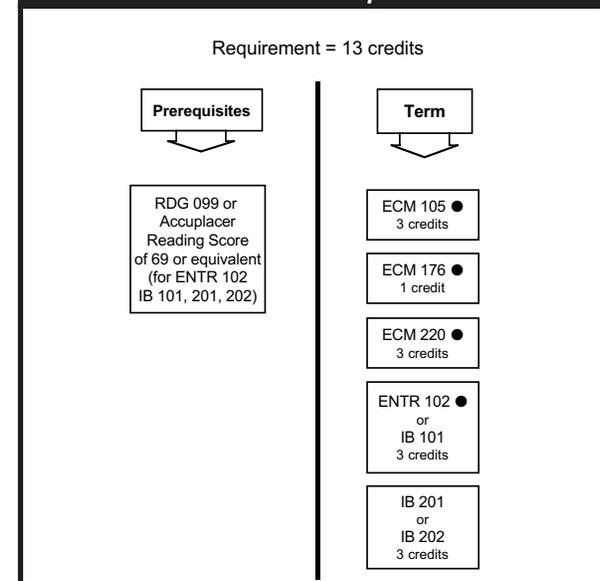
Contact Information

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).

Fundamentals Course Sequence Chart



E-Commerce Course Sequence Chart



● = Course available through Distance Learning (see page 43).

International Entrepreneurship (Designed Skill Set)

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. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

Special Requirements

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).

International Finance (Designed Skill Set)

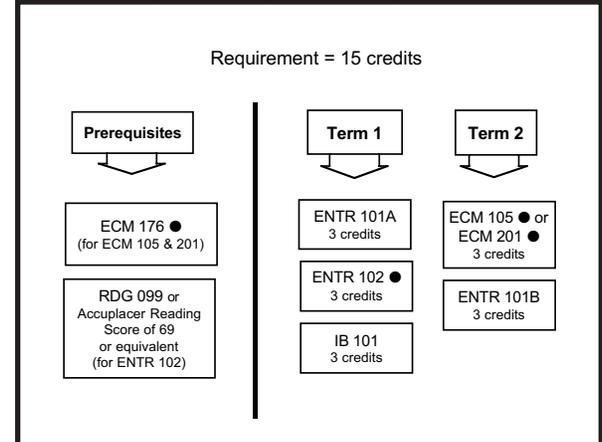
International Finance is a series of courses for the student or business owner who is interested in learning about basic financial statements, QuickBooks general ledger software for small business, and in obtaining an overview of international finance. A certificate in International Business is available to students who wish to further expand their international business knowledge. Basic computer skills in Microsoft Windows. Students who do not have basic computer skills will need to take additional courses to develop those skills.

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

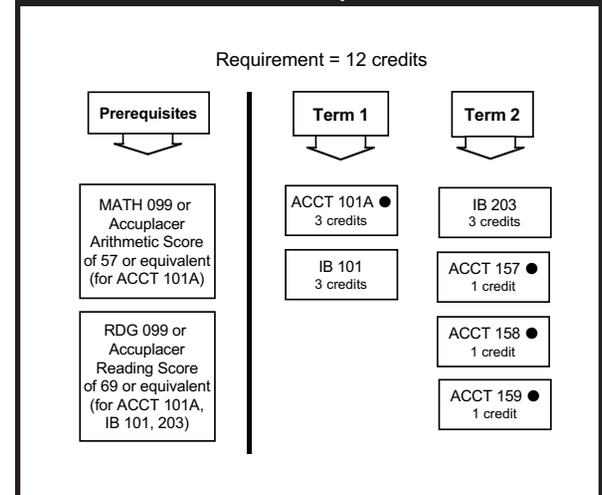
Contact Information

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).

Entrepreneurship Course Sequence Chart



Finance Course Sequence Chart



● = Course available through Distance Learning (see page 43).

International Hospitality and Tourism (Designed Skill Set)

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.

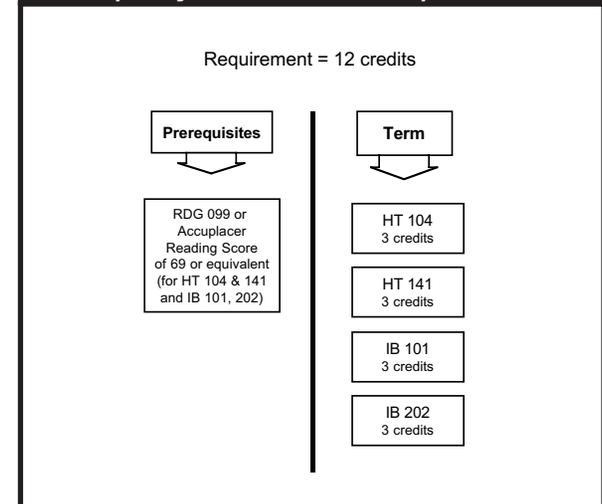
A certificate in International Business is available to students who wish to further expand their international business knowledge.

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

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).

Hospitality and Tourism Course Sequence Chart



International Retail Business (Designed Skill Set)

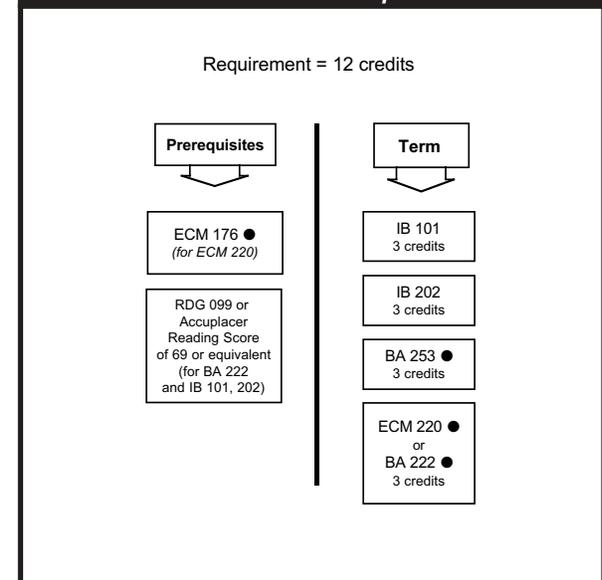
International Retail Business is a series of courses for the individual who is planning a career in retailing with an industry doing business in international markets. A certificate in International Business is available to students who wish to further expand their international business knowledge.

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

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).

Retail Business Course Sequence Chart



● = Course available through Distance Learning (see page 43).

- *Certificate in Judicial Studies*
- *Designed Skill Set 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.

Students enrolled in courses for the Designed Skill Set in Judicial Studies Fundamentals 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. 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. The Designed Skill Set will allow the employee to show competency in core subjects.

Special Requirements

Application for a Designed Skill Set may be made within the department upon completion of the course cluster.

Contact Information

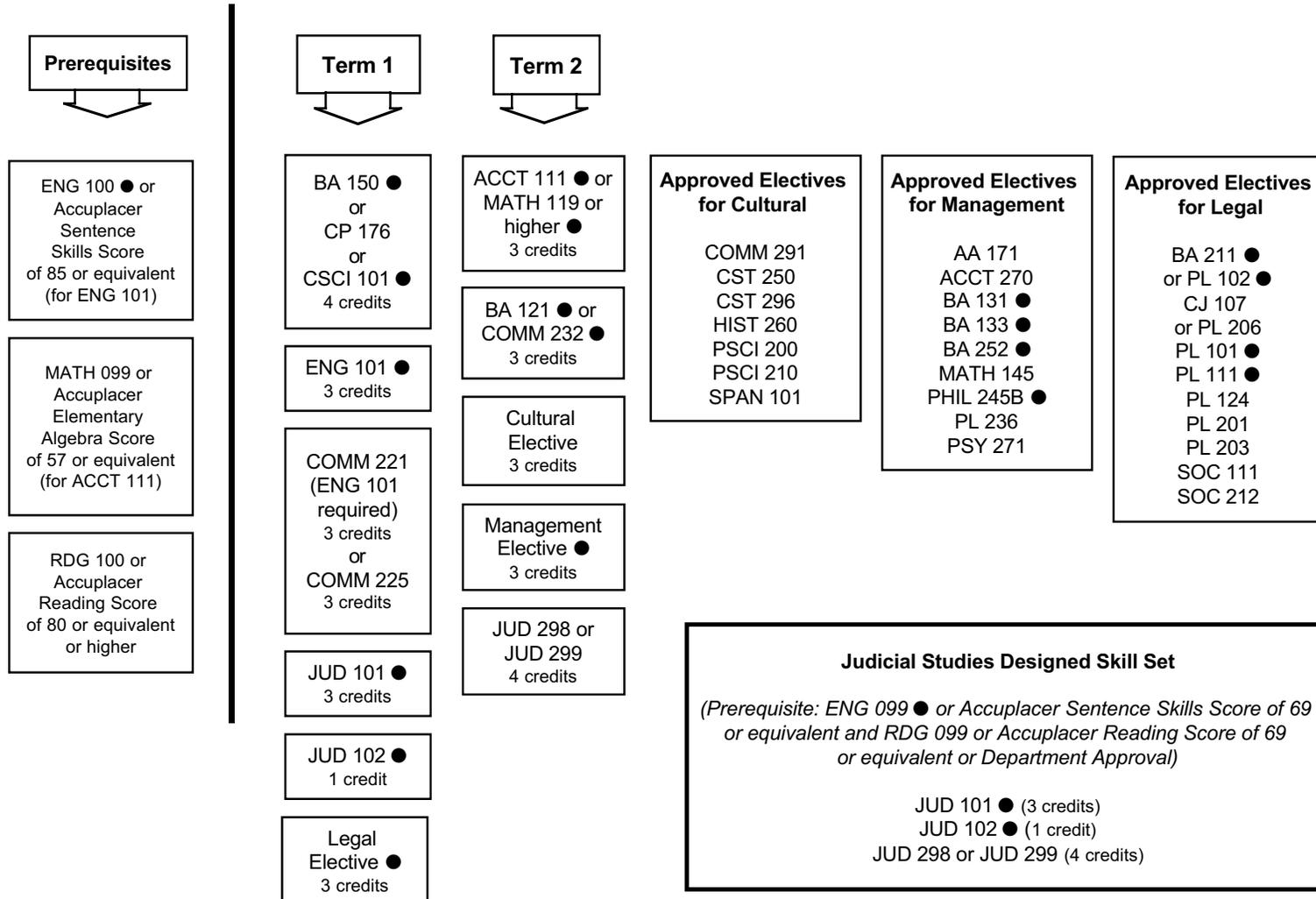
Program information is available from the Business Occupations Department at (505) 224-3811 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



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

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



● = Course available through Distance Learning (see page 43).

• *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.

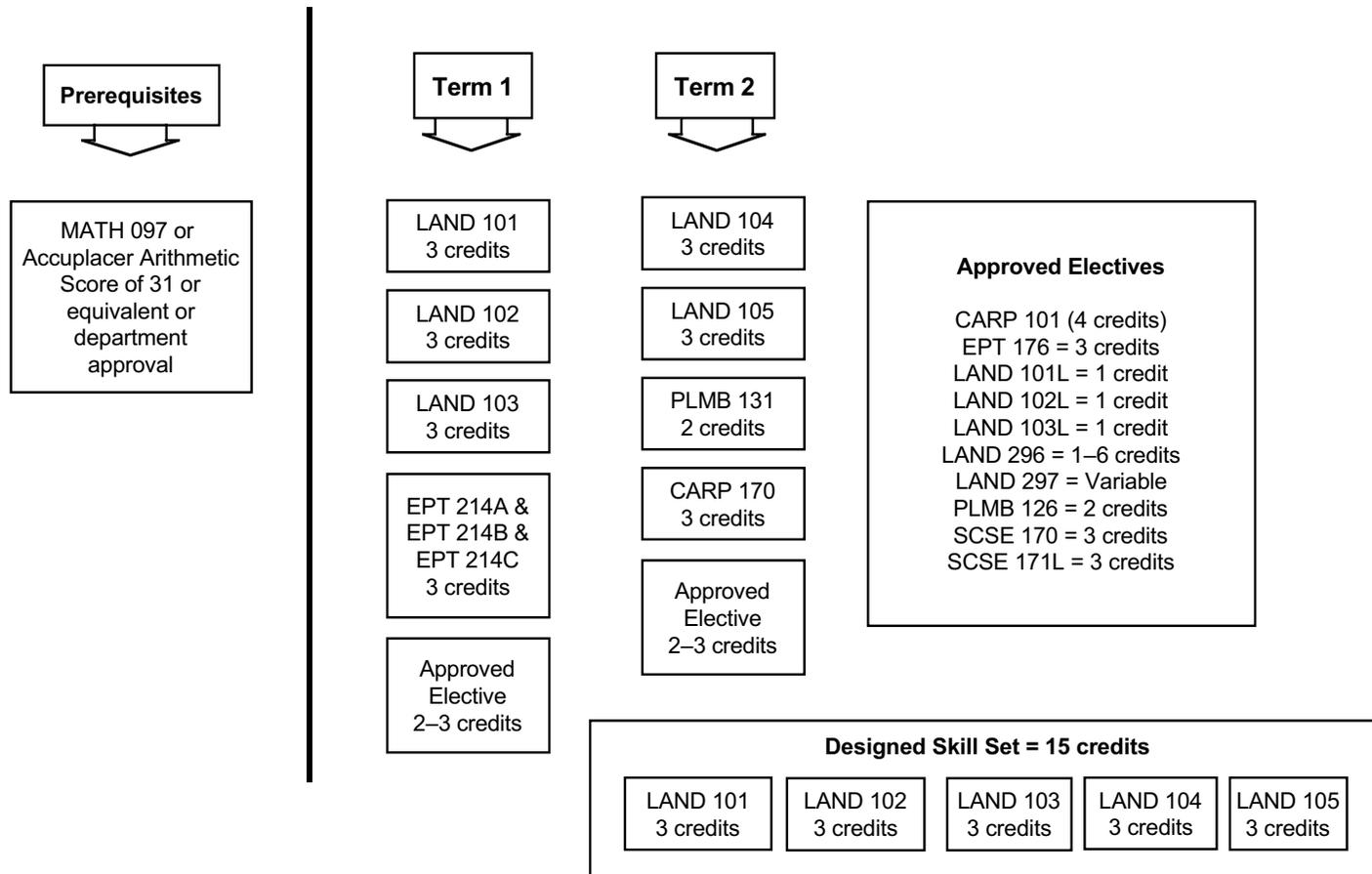
Contact Information

Program information is available from the program chair at (505) 224-3796, 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...

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



● = Course available through Distance Learning (see page 43).

• *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 & 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 Arts & Sciences, 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

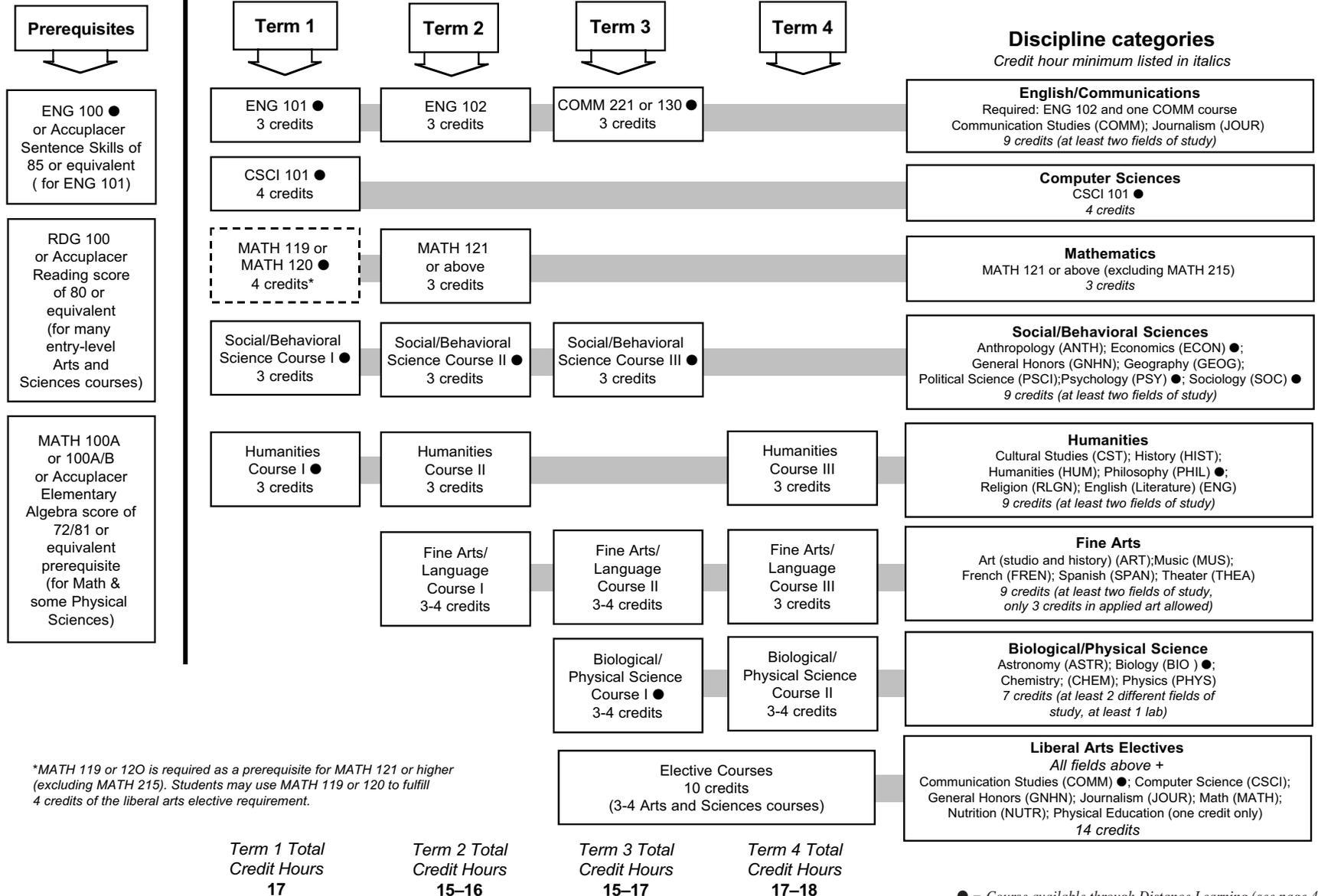
For further information about Arts and Sciences, contact (505) 224-3561 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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

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 = minimum of 64 credits



*MATH 119 or 120 is required as a prerequisite for MATH 121 or higher (excluding MATH 215). Students may use MATH 119 or 120 to fulfill 4 credits of the liberal arts elective requirement.

● = Course available through Distance Learning (see page 43).

The Health Occupations Department offers a Designed Skill Set 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 (including MMR, DTP and varicella) and current professional(BLS) CPR certification are required to start clinical practicum. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.

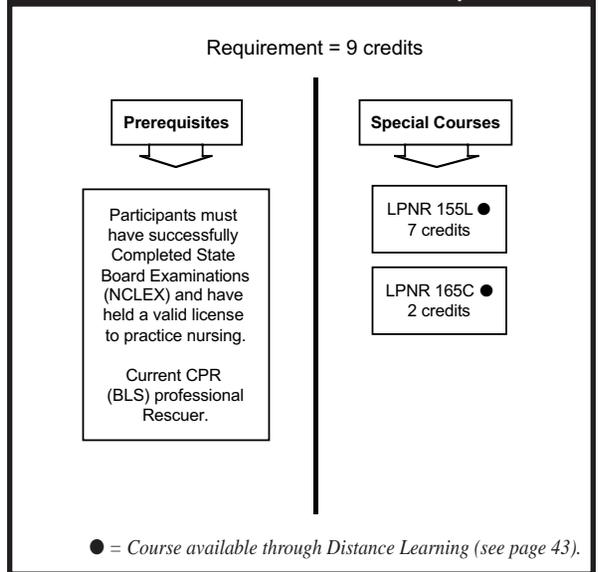
A white uniform, shoes and a stethoscope are required for clinical. A \$25 program fee covers the cost of supplies and preventative lab tests in case of needle stick or other exposure to bodily fluids. There are additional fees payable to the New Mexico State Board of Nursing for licensure endorsement and reinstatement if nursing license has expired. Students enrolled in this program may not be eligible to receive financial aid or Veterans Administration benefits.

A grade of C or better is required for all occupational courses.

Contact Information

For information, contact the chair of the program Cathy Demo at (505) 224-4176 or cdemo@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Licensed Practical Nurse Refresher Course Sequence Chart



- *Associate of Applied Science Degree in Manufacturing Technology (Concentration in Advanced Manufacturing, MEMS Designer, MEMS Technician or Semiconductor Manufacturing,)*
- *Certificate in Manufacturing Technology*

Program Description

The Manufacturing Technology program provides students with a broad base of skills in analog and digital electronics with concentrations in Semiconductor Manufacturing (SMT), Advanced Manufacturing and MEMS (Micro-Electro Mechanical Systems). 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, advanced materials science and micro-machines are covered depending on the concentration. Laboratory facilities containing modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic systems and for processing wafers are used in the Semiconductor and MEMS concentrations. Advanced manufacturing in addition studies the science of materials. These areas of study include computers, electronic instruments, wafer processing equipment and electromechanical equipment. Other laboratory facilities provide the ability to analyze and test various materials and components.

Career and Advancement Opportunities

Manufacturing Technology is a rapidly growing and changing technical field. Whether in Semiconductor Manufacturing, Advanced Manufacturing or with Micro Devices, the student will be a trained technician that can expect favorable job opportunities, promotion potential and rapid advancement in many manufacturing industries. 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

Students applying for this program should be seriously interested in the study of fundamental concepts of electronics and mechanical components.

Contact Information

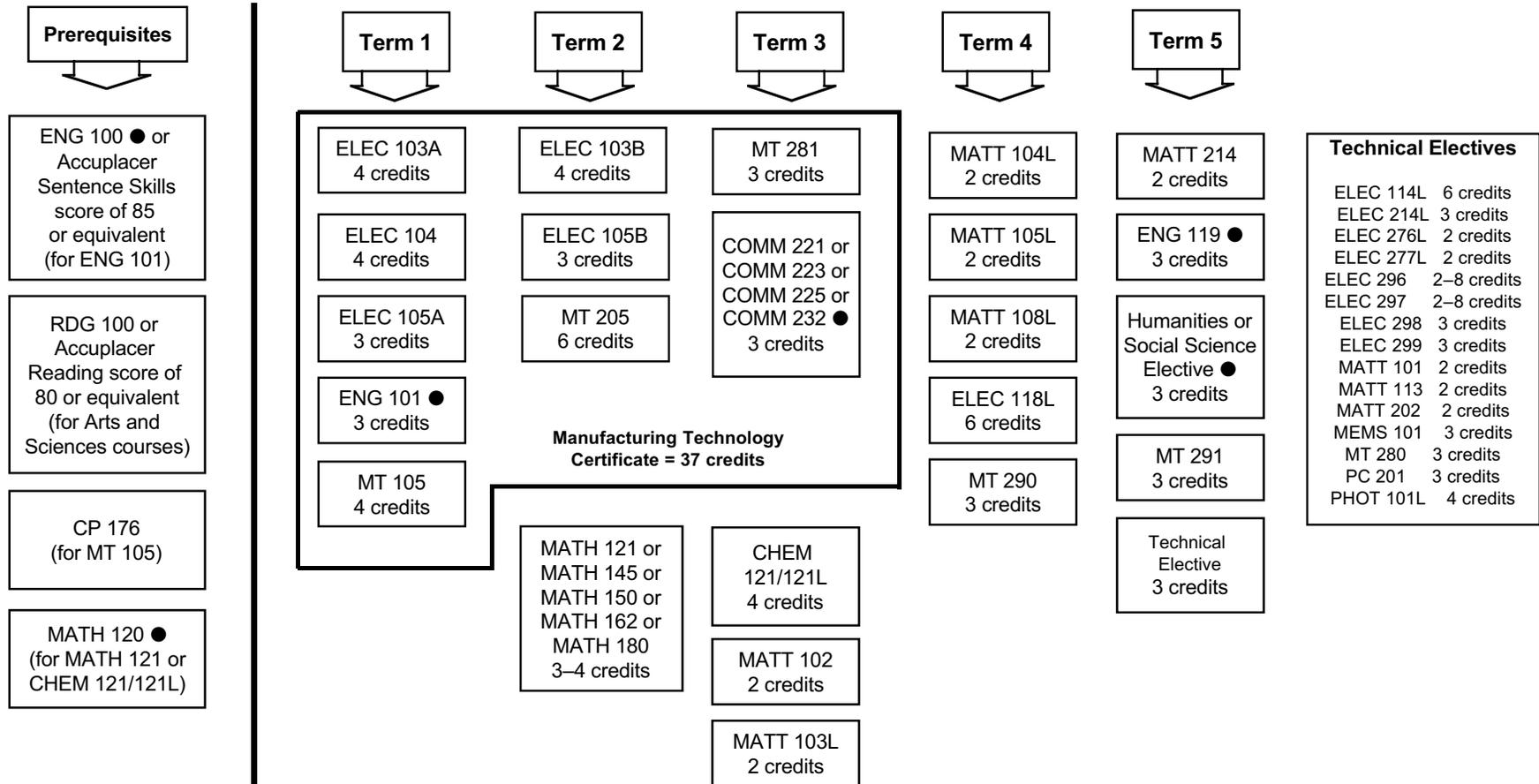
Program information is available from the program director at (505) 224-3340 from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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



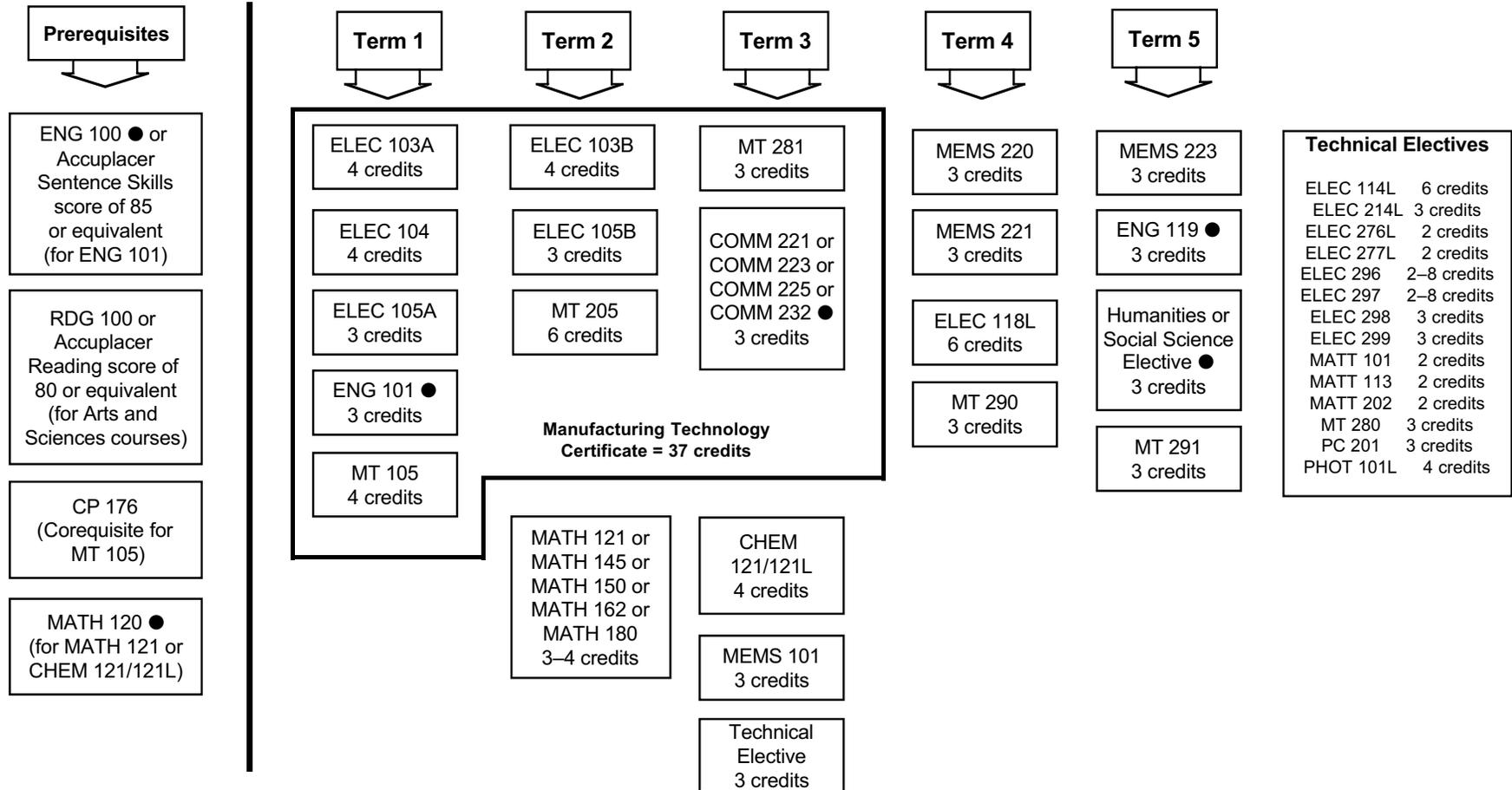
● = Course available through Distance Learning (see page 43).

MANUFACTURING TECHNOLOGY (MEMS Designer) 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



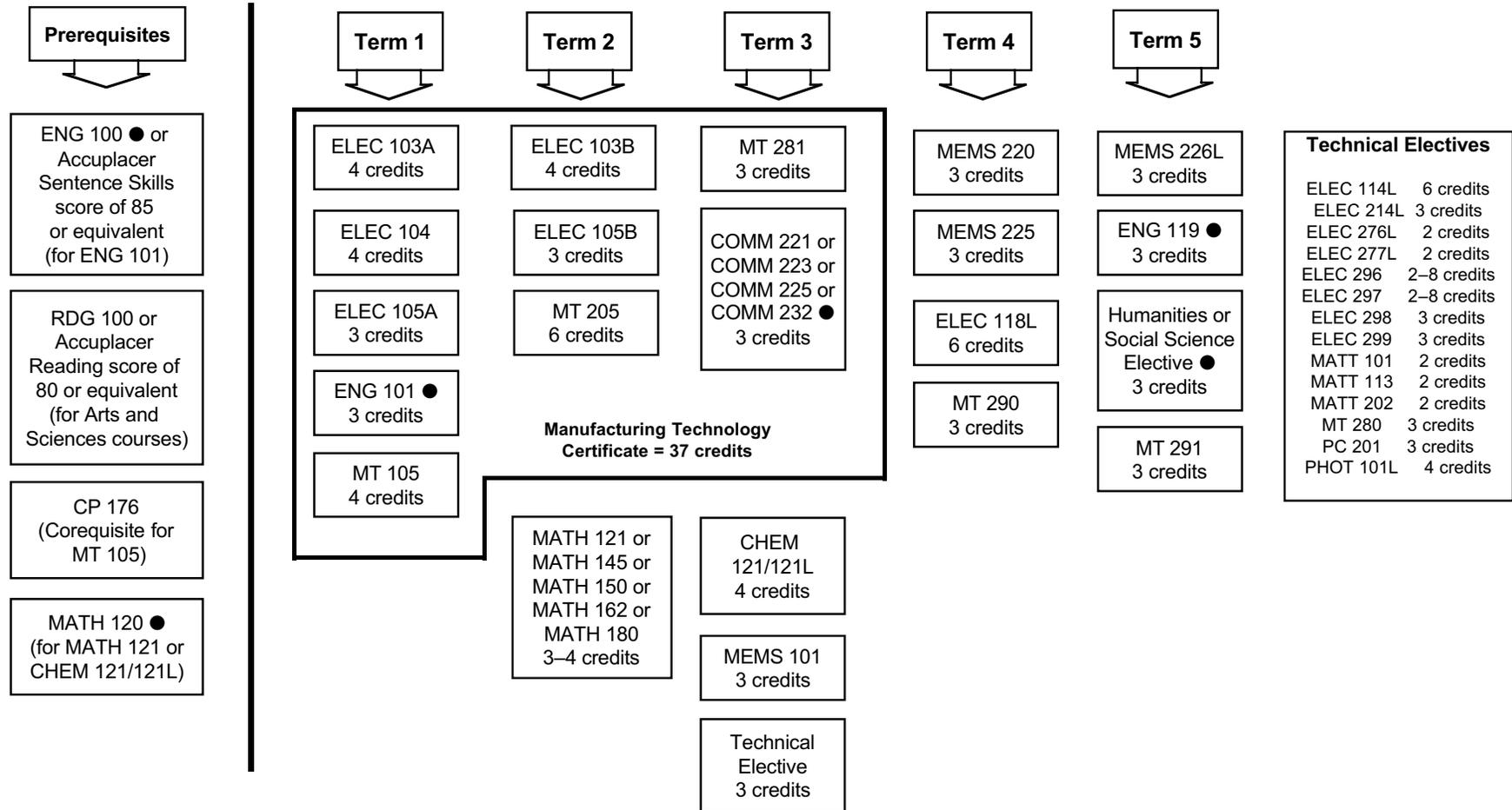
● = Course available through Distance Learning (see page 43).

MANUFACTURING TECHNOLOGY (MEMS Technician) 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



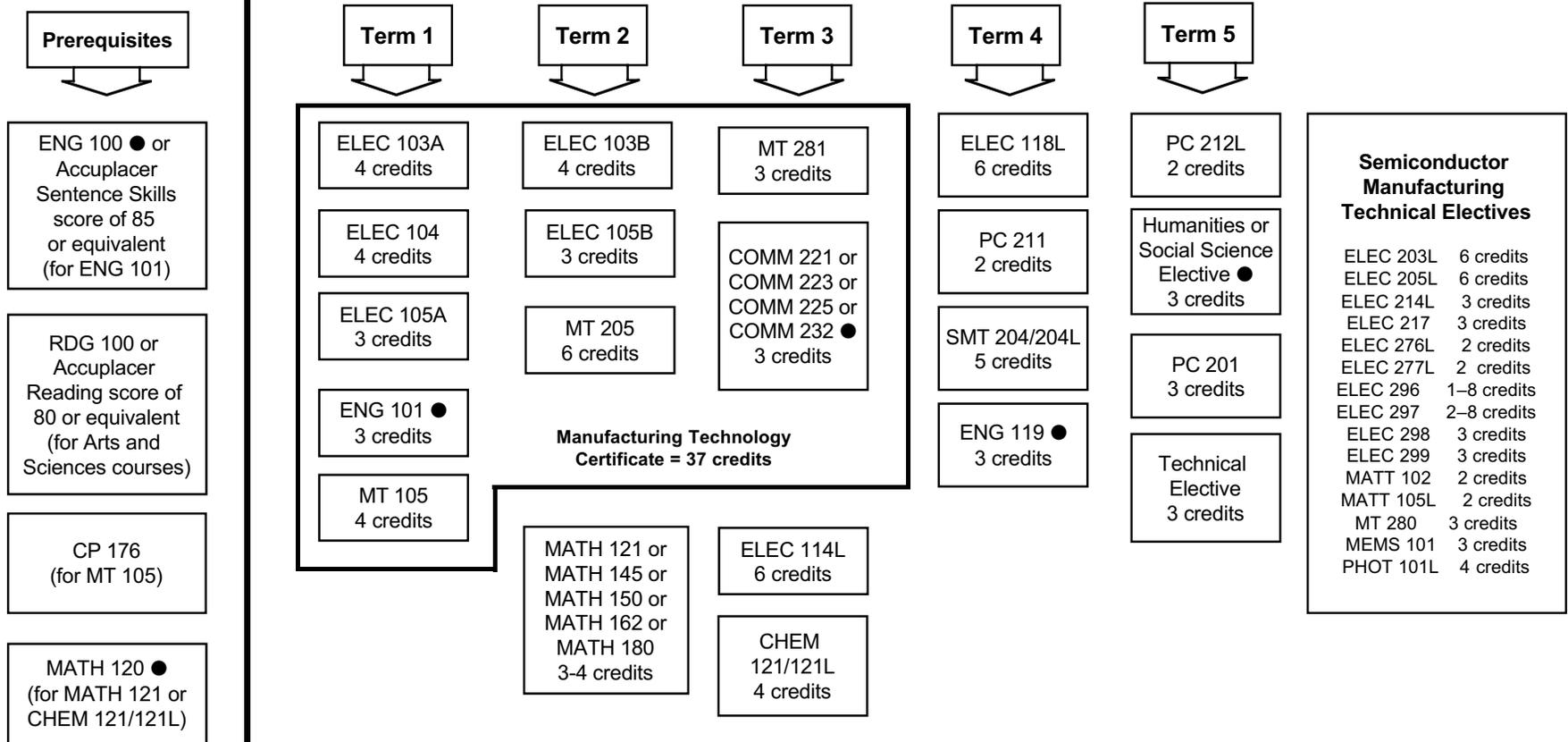
● = Course available through Distance Learning (see page 43).

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



● = Course available through Distance Learning (see page 43).

MECHANICAL TECHNOLOGY

Trades & Service Occupations

- *Associate of Applied Science Degree in Mechanical Technology (concentrations in Air Conditioning, Heating and Refrigeration (ACHR) and Plumbing)*
- *Certificates in Air Conditioning, Heating and Refrigeration (ACHR) or 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 2001–02. 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

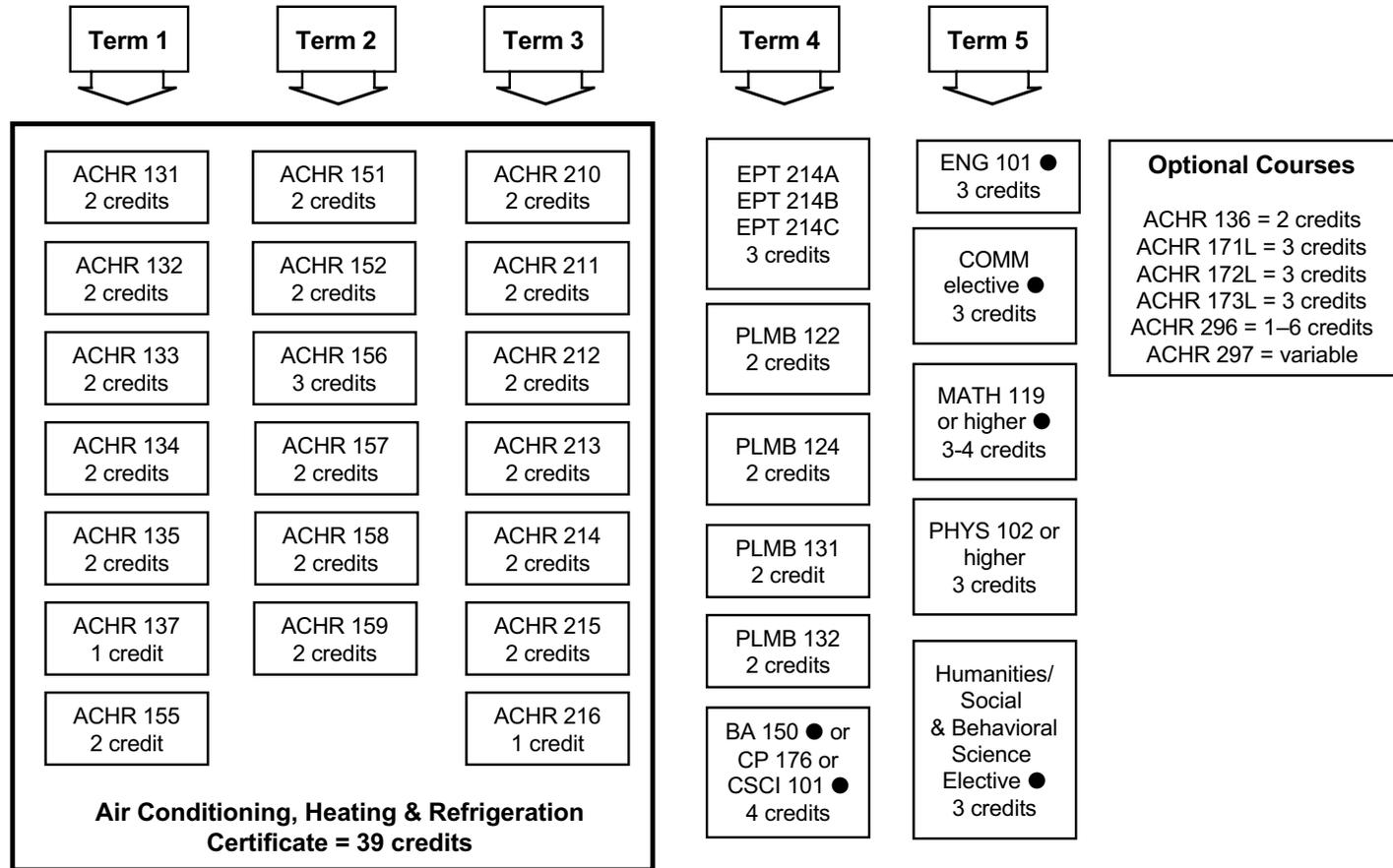
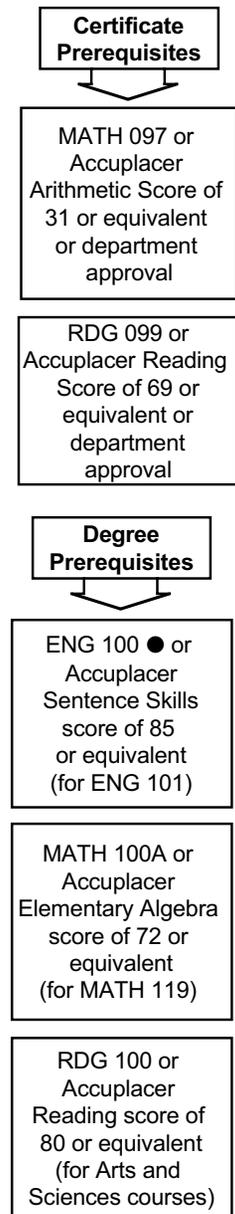
Information about these programs is available from the program chair at (505) 224-3796, the director at (505) 224-3716 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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

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 = 69–70 credits

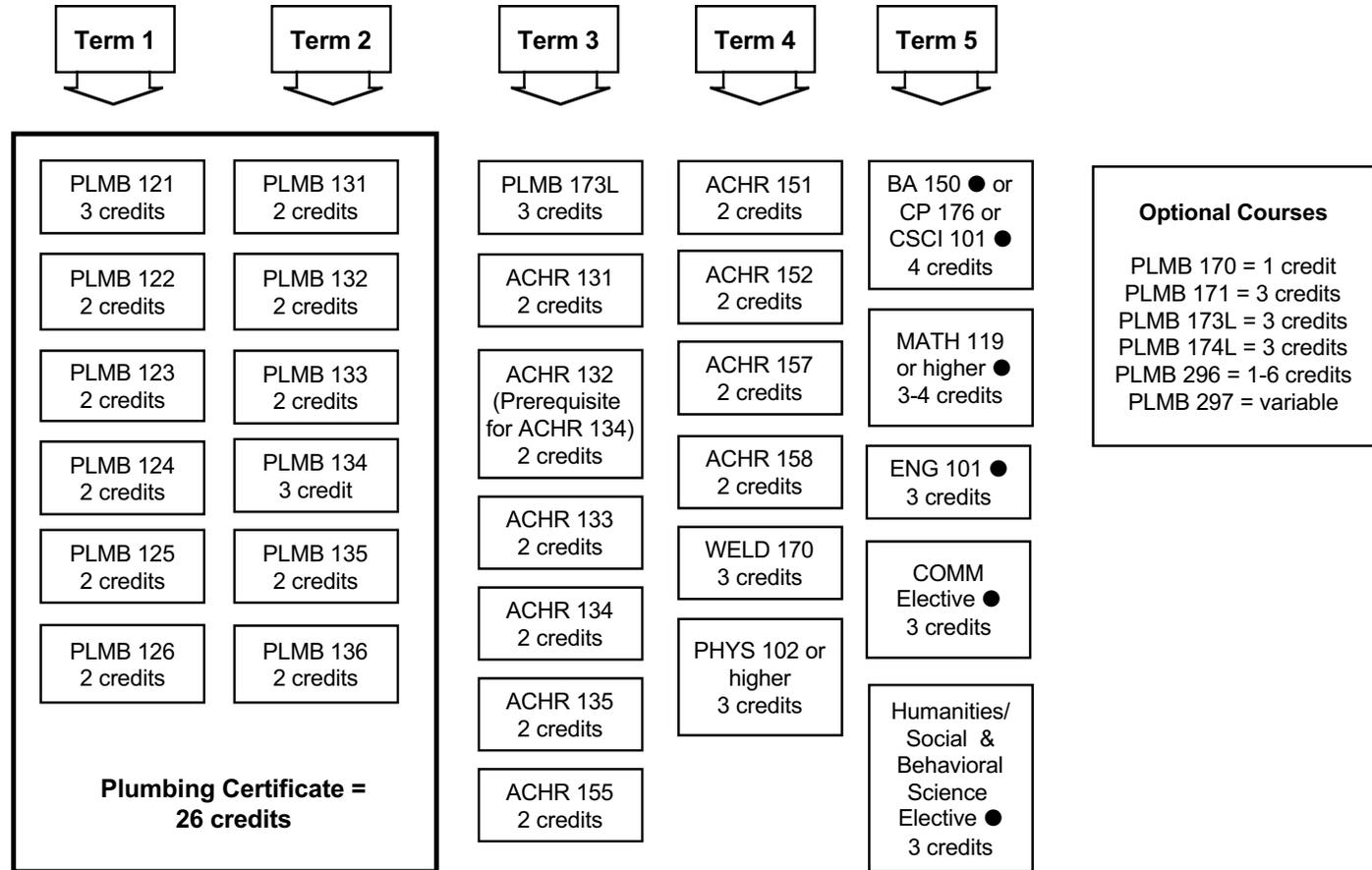
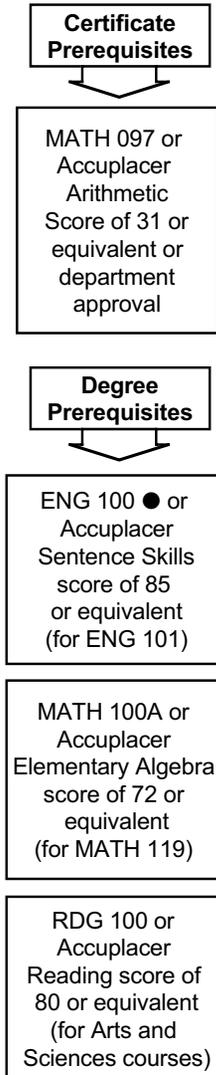


● = Course available through Distance Learning (see page 43).

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



● = Course available through Distance Learning (see page 43).

• *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.

The Medical Coding Program is designed for the working student. The majority of students are part time and carry 6–7 credit hours per term while continuing to work full time. The program courses are offered in the evening with some weekends.

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

A grade of C or higher must be achieved in all courses. At the time of admission into the program, BIO 136/139L must have been taken within the last 10 years.

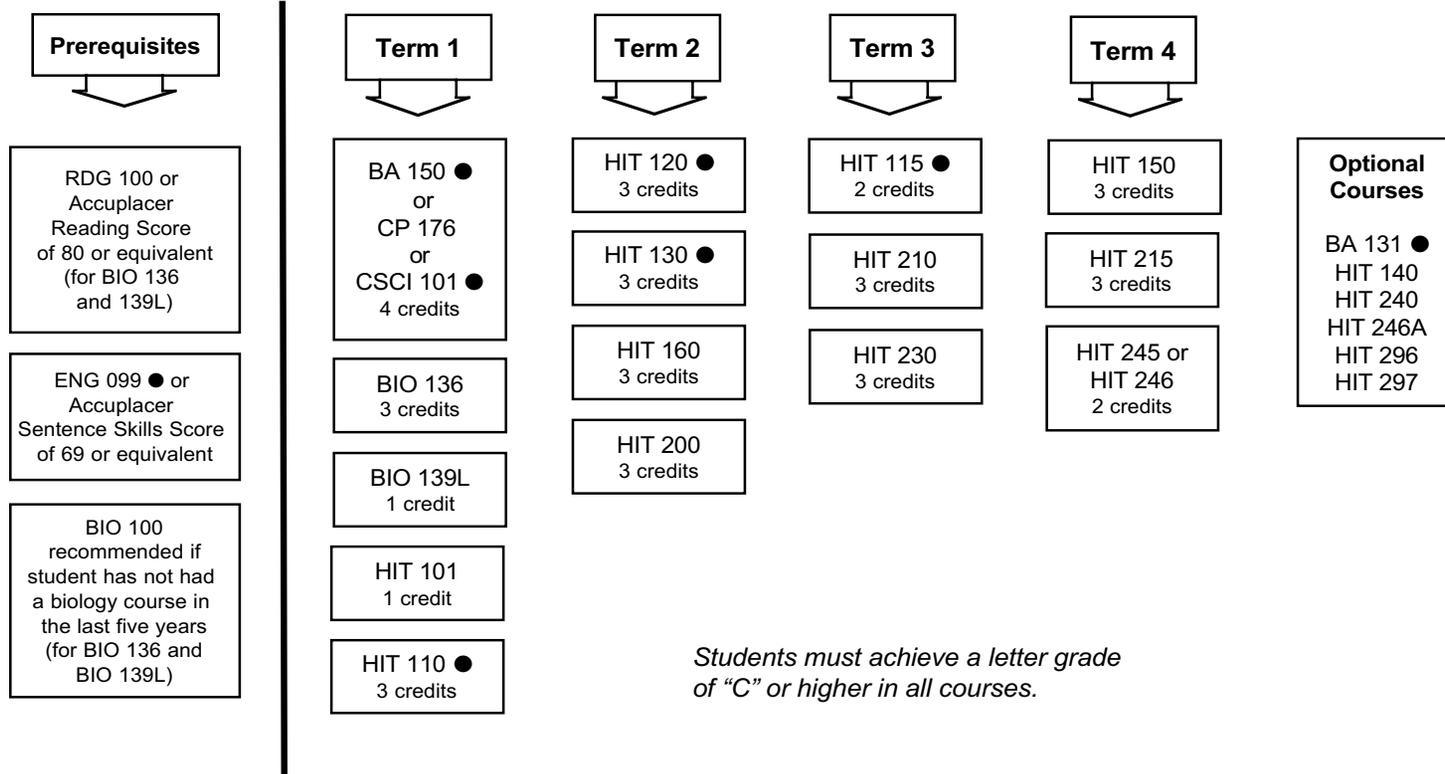
Before entering the Medical Coding program, students must schedule an interview with the Health Information Technology (HIT) program director.

Contact Information

Information about this program is available from the HIT program director at (505) 224-3905 or from Business Occupations Department Associate Dean, Susie Cutler, at (505) 224-3820, scutler@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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 = 40 credits



● = Course available through Distance Learning (see page 43).

MEDICAL LABORATORY TECHNICIAN

Health Occupations

• *Medical Laboratory Technician Associate of Science Degree*

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, IL 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 (505) 224-4161.

Career and Advancement Opportunities

Job placement for MLT graduates is excellent due to a shortage of lab personnel. 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 during the summer term 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 (505) 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 current vaccinations (including hepatitis A & B, MMR, DTP, PPD and varicella) are required prior to clinical experiences. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. 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 or other exposure to bodily fluids. Each MLT lab course has a \$20 lab 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. The Arts & Sciences courses are prerequisites for submitting a petition for enrollment in the advanced MLT courses in the Fall Term (MLT 114/114C, MLT 207/207L and MLT 103L). A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. Applicants may petition if they are currently enrolled in the remaining required Arts & Sciences courses in the Summer Term or have the program director's approval. Some students may be allowed to take the introductory MLT courses (MLT 102/102L and MLT 151C) along with their Arts & Sciences courses (old Pathway 1) with the program director's approval.

The sequence of the Medical Laboratory Technician core courses may be modified with permission of the Program Director.

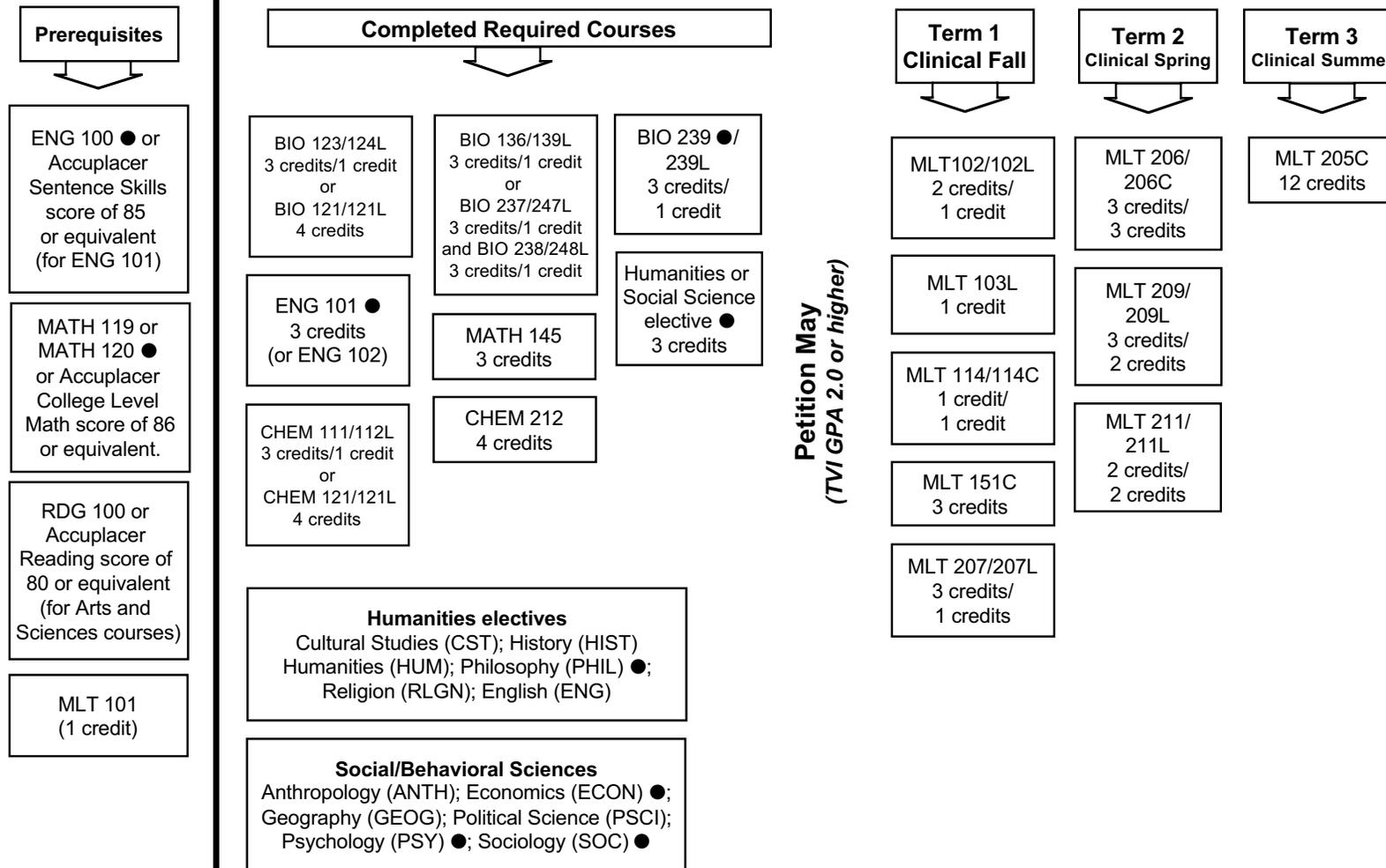
Advanced Placement: Applicants seeking advanced placement to the Medical Laboratory Technician program should contact the program director for more information.

Contact Information

Program information is available from Monya Kmetz, Program Director, (505) 224-5021, monya@tvi.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

MEDICAL LABORATORY TECHNICIAN DEGREE

Recommended Course Sequence for Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Degree requirement = 69 credits



● = Course available through Distance Learning (see page 43).

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

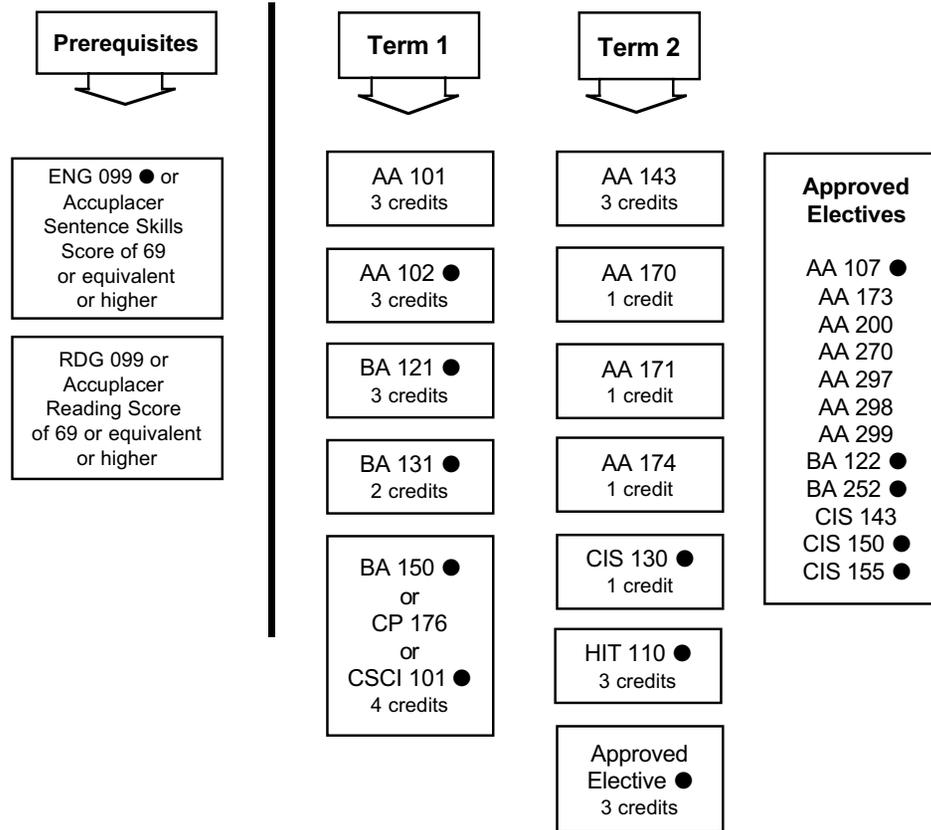
None.

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).

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Metals Technology (concentrations in Machine Tool Technology and Welding)*
- *Certificates in Machine Tool Technology or 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 2001–02 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

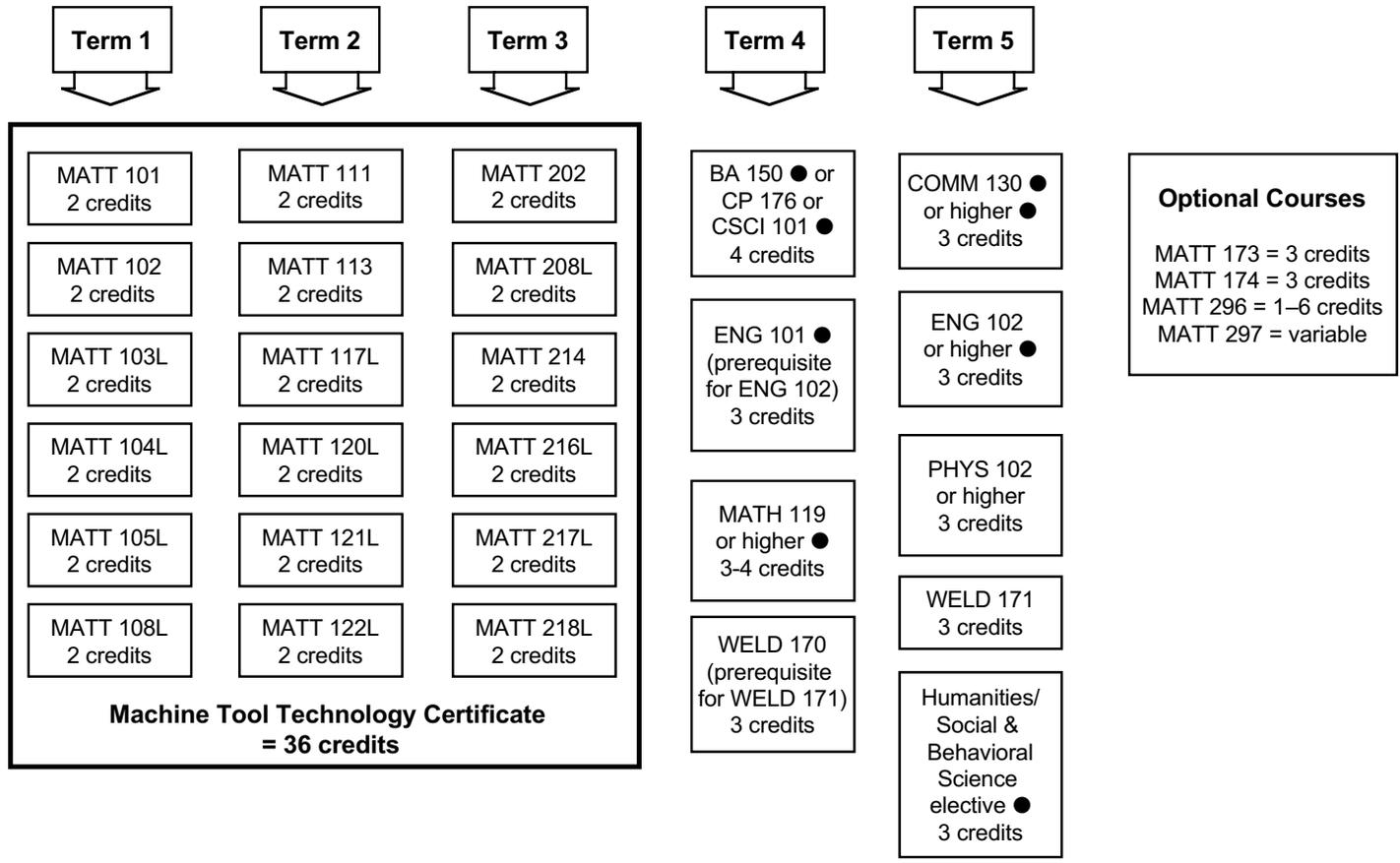
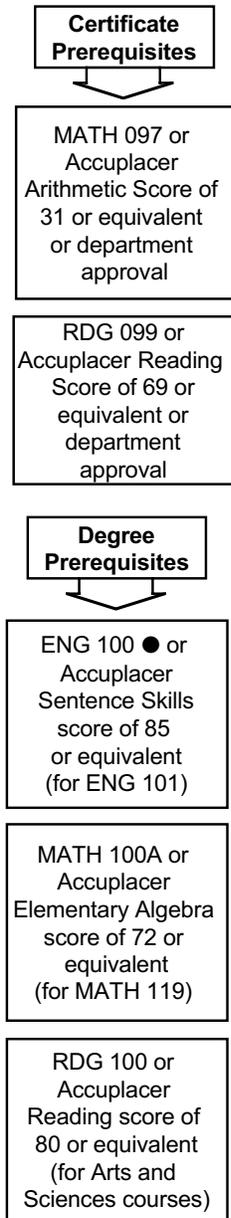
Students are required to purchase textbooks, tools, and personal safety equipment.

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).

METALS TECHNOLOGY (Machine Tool Concentration) DEGREE (also Machine Tool Technology Certificate)

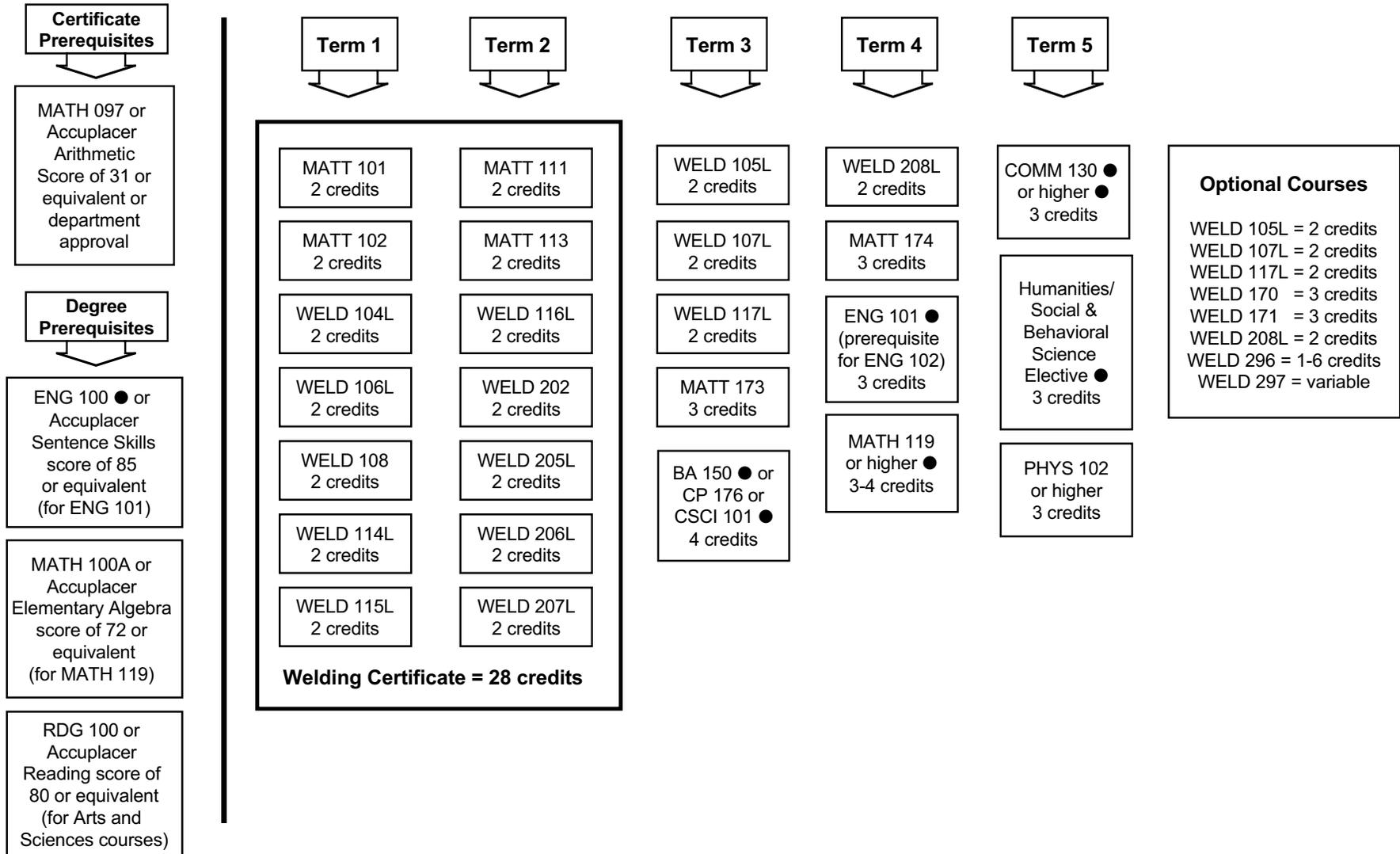
Recommended Course Sequence for Full-time Students
 (Part-time students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirements = 36 credits
 Degree requirements = 64–65 credits



● = Course available through Distance Learning (see page 43).

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 = 61–62 credits



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Networking Technology*
- *Certificate 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).

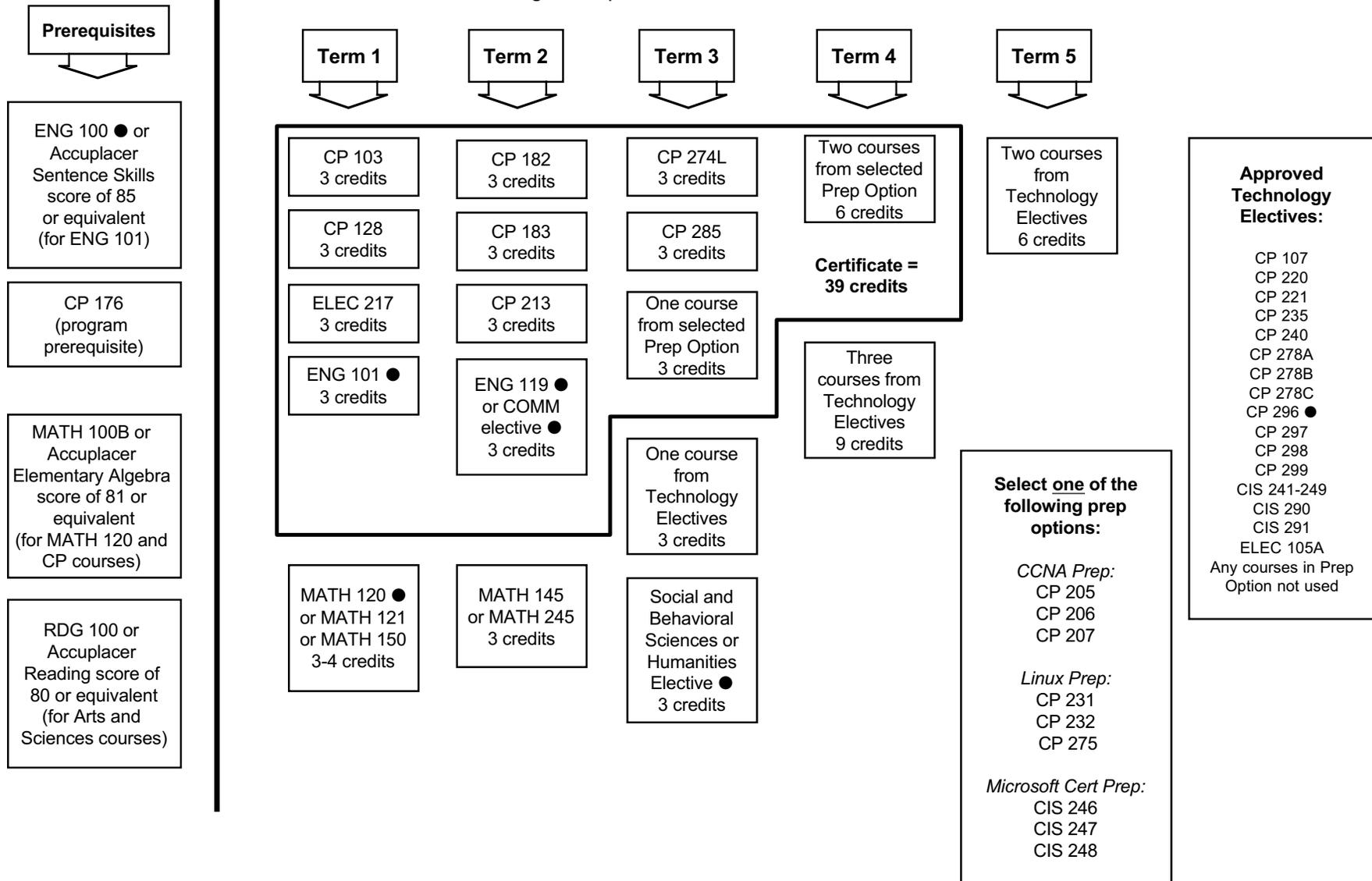
For prerequisites and a recommended course sequence, turn the page...

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



● = Course available through Distance Learning (see page 43).

- *Associate of Science in Nursing (A.D.N. – Associate Degree in Nursing)*
- *Certificate in Practical Nursing (P.N.)*

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. A list of functional abilities for nursing is available in the program office. The programs begin in the fall and spring (A.D.N) and summer (P.N.).

Information Sessions: Information sessions are scheduled regularly for each program. For dates and times, applicants may call the Health Occupations Department information line at (505) 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. Students 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 into a specific program.

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 Accrediting Commission (NLNAC). For further information on accreditation of either program, the NLNAC may be contacted at (212) 812-0390, extension 153 or 61 Broadway-33rd Floor, New York, New York 10006.

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.

Turn page for more information . . .

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)

The P.N. certificate program 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 P.N. 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. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. 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, varicella) and PPD before beginning clinical courses. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.
- 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 may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience.

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 or other exposure to bodily fluids. 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 Paulette McNeill or Debra Cassady at (505) 224-4141 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

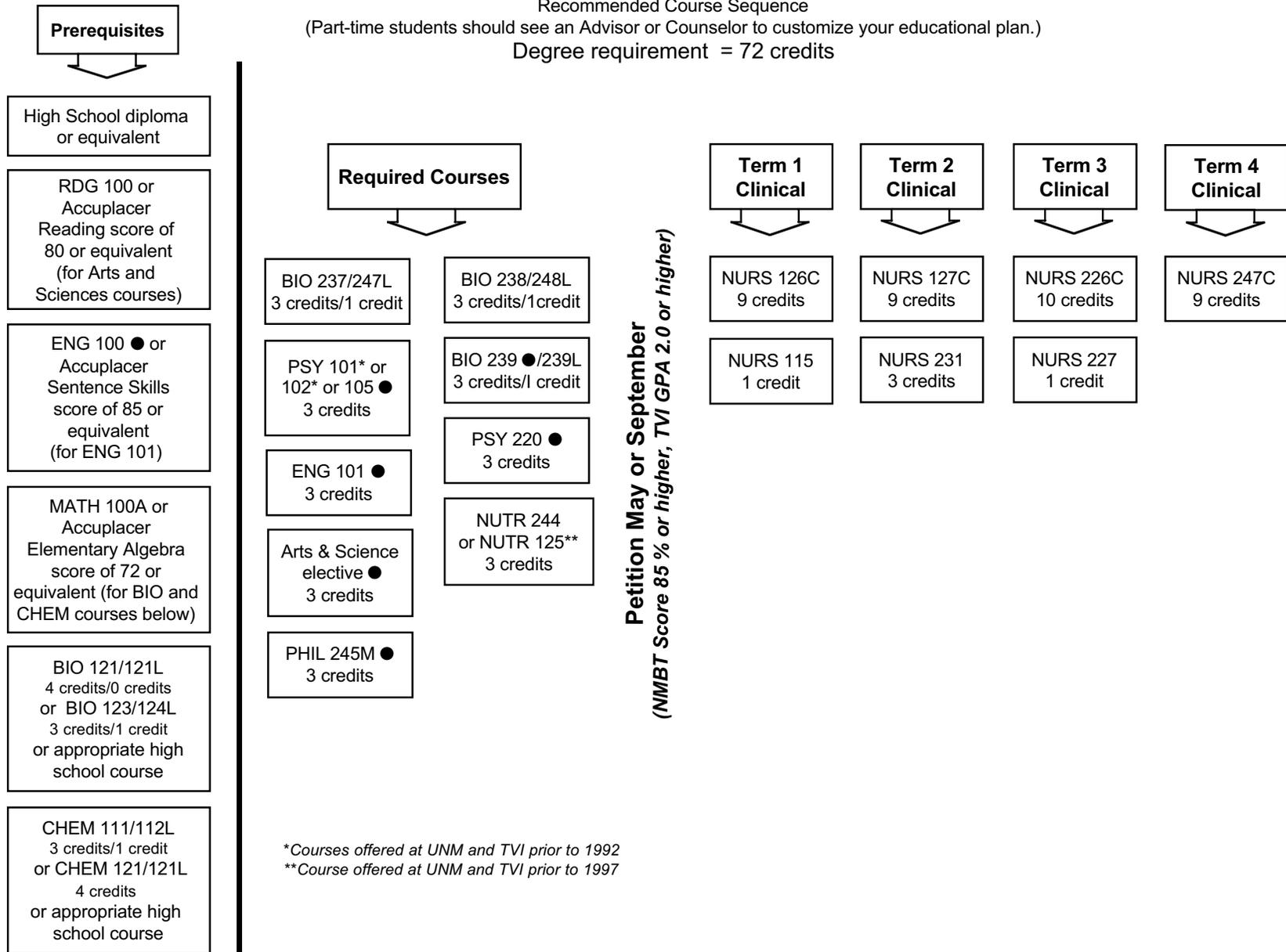
For prerequisites and a recommended course sequence, turn the page...

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



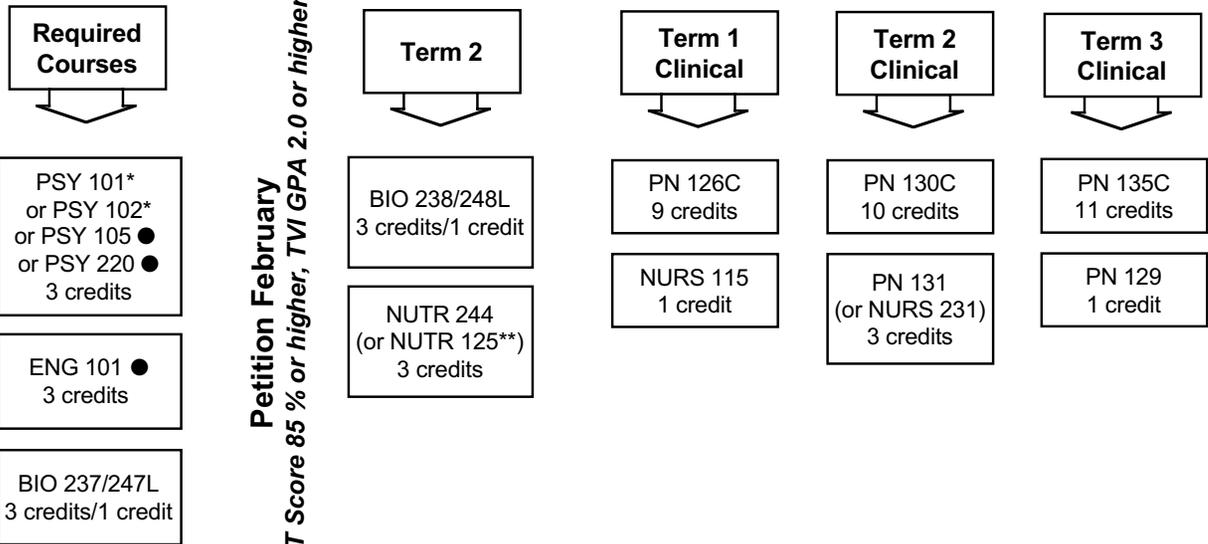
● = Course available through Distance Learning (see page 43).

PRACTICAL NURSING CERTIFICATE

Prerequisites

- High School diploma or equivalent
- RDG 100 or Accuplacer Reading score of 80 or equivalent (for Arts and Sciences courses)
- ENG 100 ● or Accuplacer Sentence Skills score of 85 or equivalent (for ENG 101)
- MATH 100A or Accuplacer Elementary Algebra score of 72 or equivalent (for BIO and CHEM courses below)
- BIO 121/121L 4 credits/0 credits or BIO 123/124L 3 credits/1 credit or appropriate high school course
- CHEM 111/112L 3 credits/1 credit or CHEM 121/121L 4 credits or appropriate high school course

Recommended Course Sequence
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Certificate requirement = 52 credits



*Courses offered at UNM and TVI prior to 1992
**Course offered at UNM and TVI prior to 1997

● = Course available through Distance Learning (see page 43).

• *Nursing Assistant Certificate*

Program Description

Students will study basic nursing skills, including classroom and lab (9 weeks) and clinical (six weeks). Graduates are eligible to take the state certification exam

Career and Advancement Opportunities

One hundred percent of the graduates from the Nursing Assistant Program obtained jobs. Jobs are available in hospitals, outpatient clinics, nursing homes and in private homes.

Special Requirements

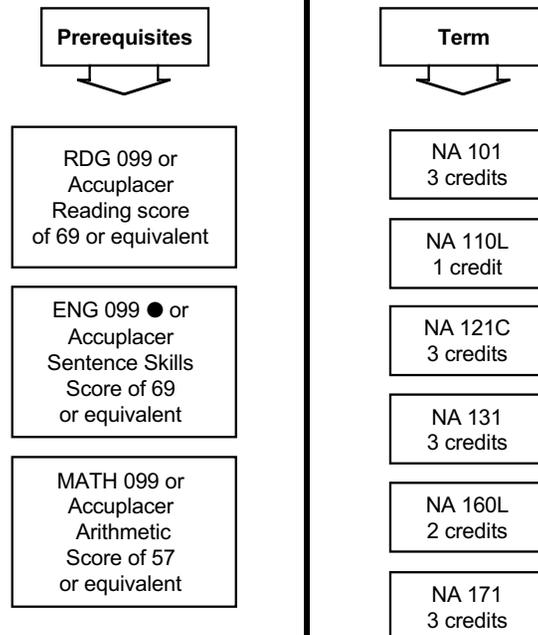
Students are required to have a New Mexico driver's license, a physical exam, PPD and current immunizations (including hepatitis B, MMR and DTP). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. 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 or other exposure to bodily fluids. 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).

Nursing Assistant Course Sequence Chart

Recommended Course Sequence for Full-time Students
Certificate requirements = 15 credits



● = Course available through Distance Learning (see page 43).

NURSING HOME/HOME HEALTH ATTENDANT (Designed Skill Set)

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

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.

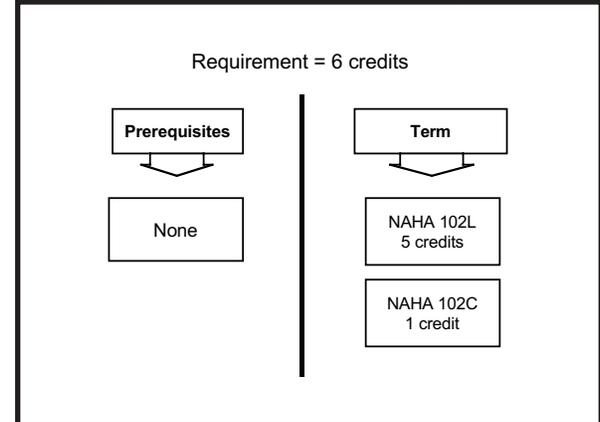
Students are eligible to take the state certification exam at the completion of this course.

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, MMR, and hepatitis B). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.

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).

Nursing Home/Home Health Att. Course Sequence Chart



- *Associate of Applied Science Degree in Office Administration (concentrations in Legal and Office Technology)*
- *Certificate in Office Administration (concentrations in Legal and Office Technology)*
- *Designed Skill Sets in Administrative Office Management, Records Clerk and Word Processing*

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 88 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.

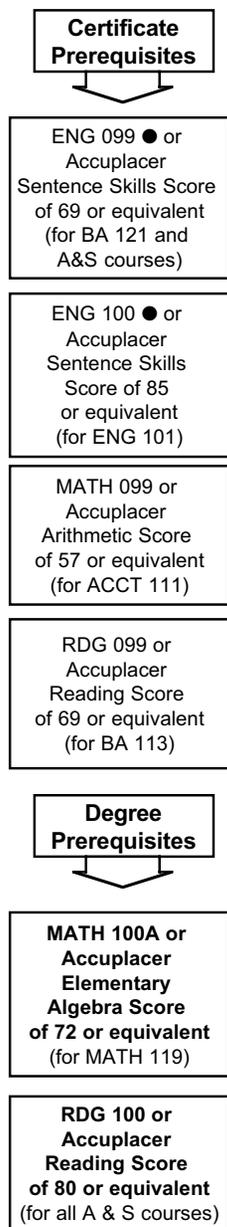
Special Requirements

None.

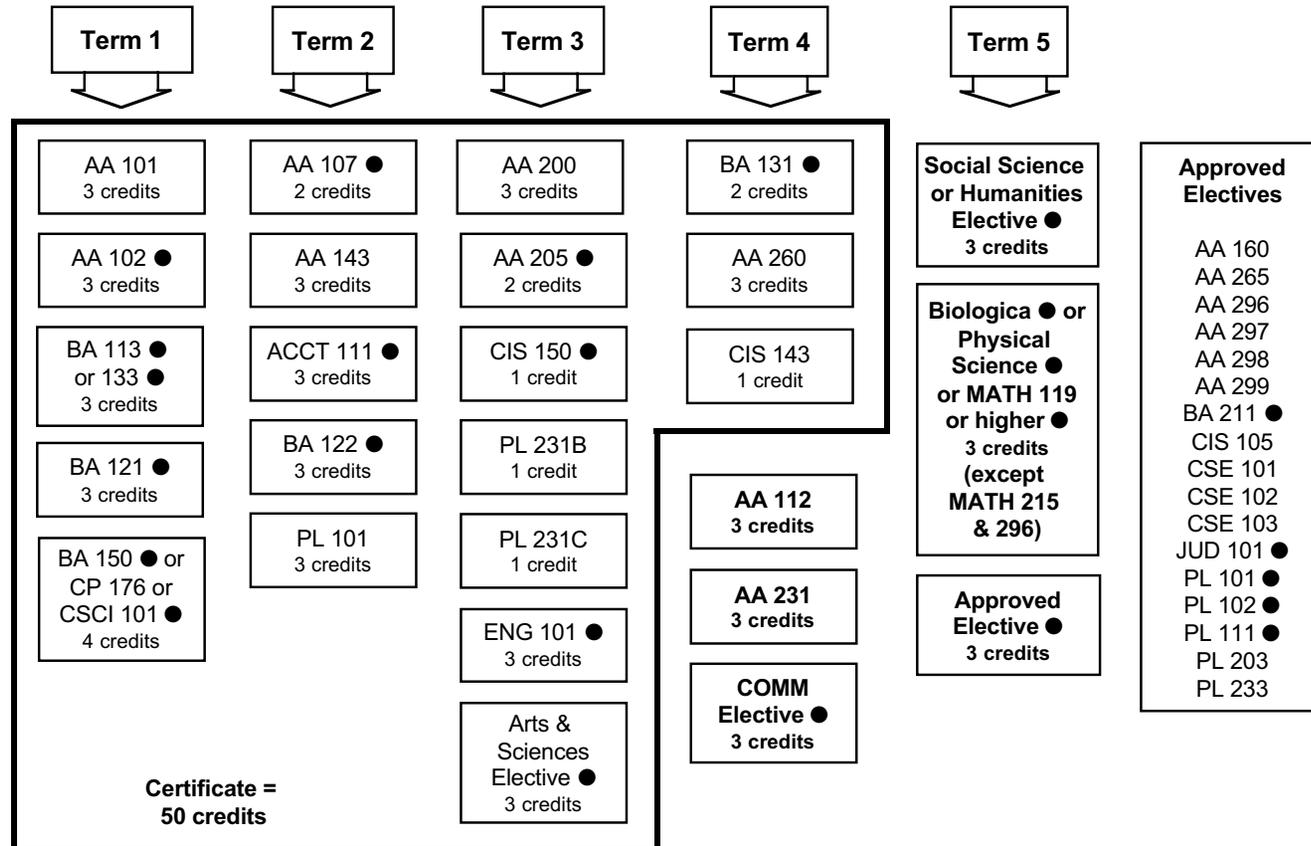
Contact Information

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).

OFFICE ADMINISTRATION (Legal Concentration) DEGREE OR CERTIFICATE

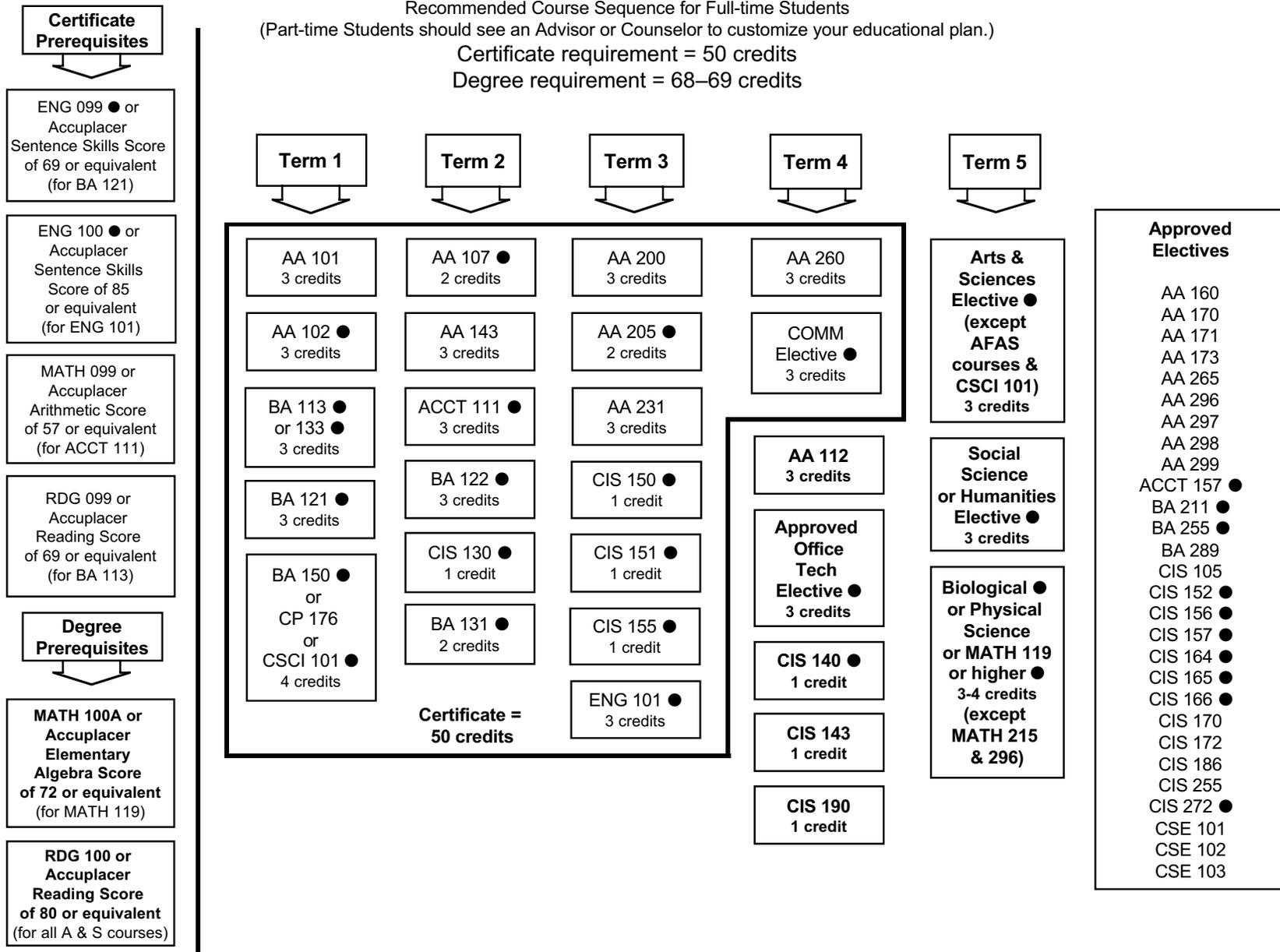


Recommended Course Sequence for Full-time Students
 (Part-time Students should see an Advisor or Counselor to customize your educational plan.)
 Certificate requirement = 50 credits
 Degree requirement = 68-69 credits



● = Course available through Distance Learning (see page 43).

OFFICE ADMINISTRATION (Office Technology Concentration) DEGREE OR CERTIFICATE



● = Course available through Distance Learning (see page 43).

OFFICE ADMINISTRATION: Designed Skill Sets

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Administrative Office Management (Designed Skill Set)

The Administrative Office Management Designed Skill Set was designed for individuals who have experience as an administrative assistant or similar position and are interested in moving into office management. A minimum of five years office experience or an Associate of Applied Science degree in Office Administration.

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

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).

Records Clerk (Designed Skill Set)

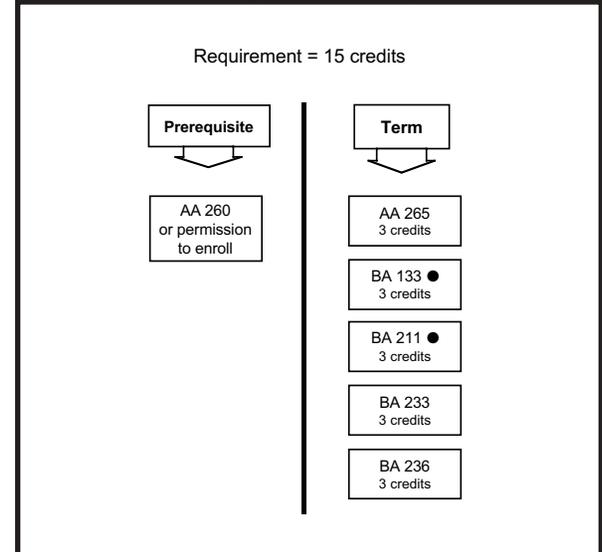
The Records Clerk Designed Skill Set was designed as an entry point for job opportunities in the records and information management field. In particular this Designed Skill Set was developed for the person interested in processing material in various medias for integration into manual and electronic records systems.

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

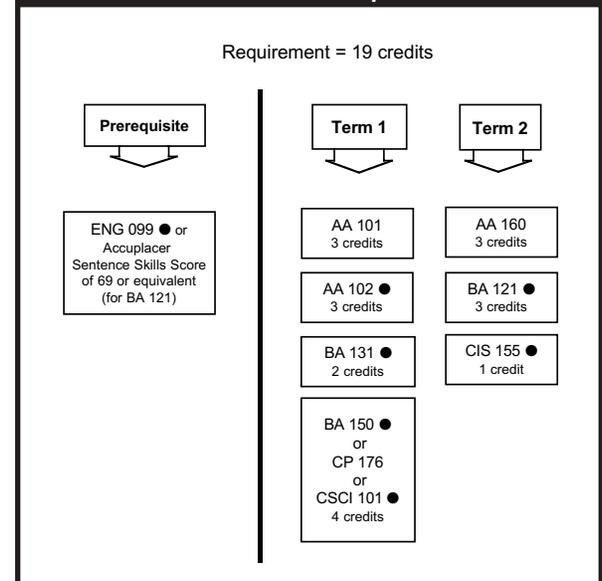
Contact Information

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).

Admin. Office Mgmt. Course Sequence Chart



Records Clerk Course Sequence Chart



● = Course available through Distance Learning (see page 43).

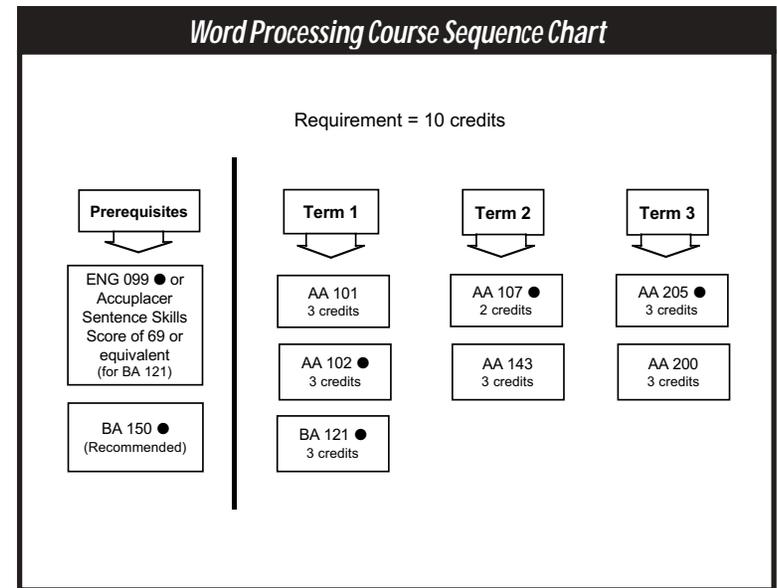
Word Processing (Designed Skill Set)

The Word Processing Designed Skill Set was developed for the person interested in advanced applications for preparing business documents using Microsoft Word.

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

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).



● = Course available through Distance Learning (see page 43).

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.

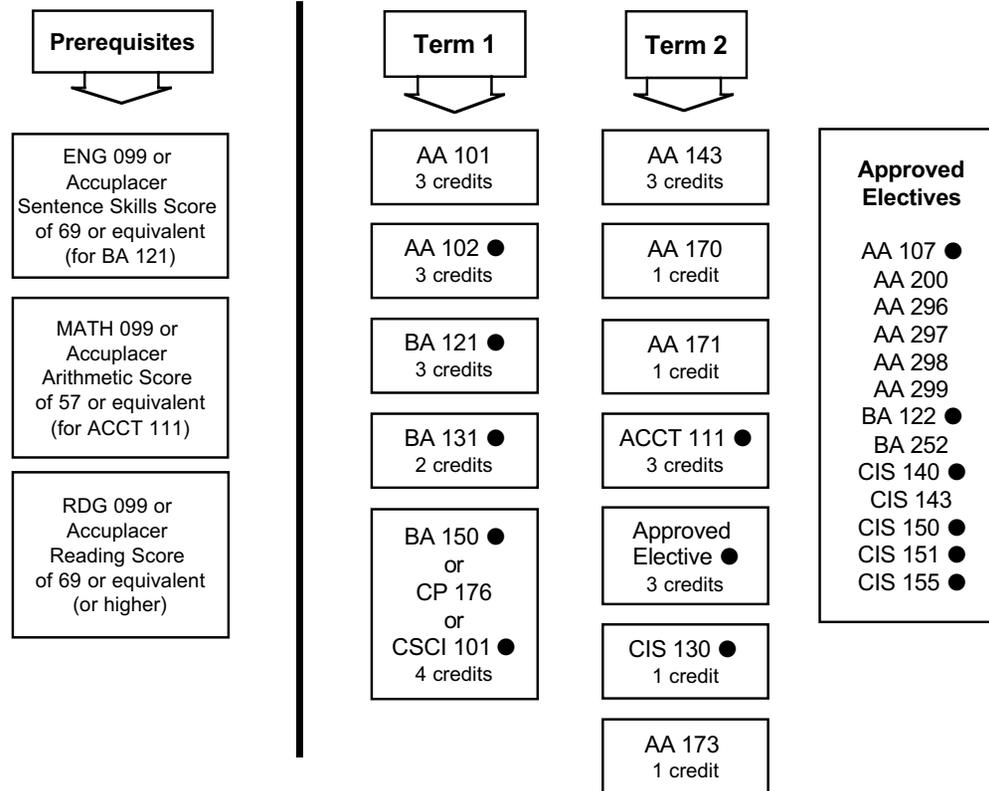
Contact Information

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

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Paralegal Studies*

Program Description

The Paralegal Studies program prepares students for careers in 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 100 percent graduate job placement in 2001-02.

Special Requirements

None.

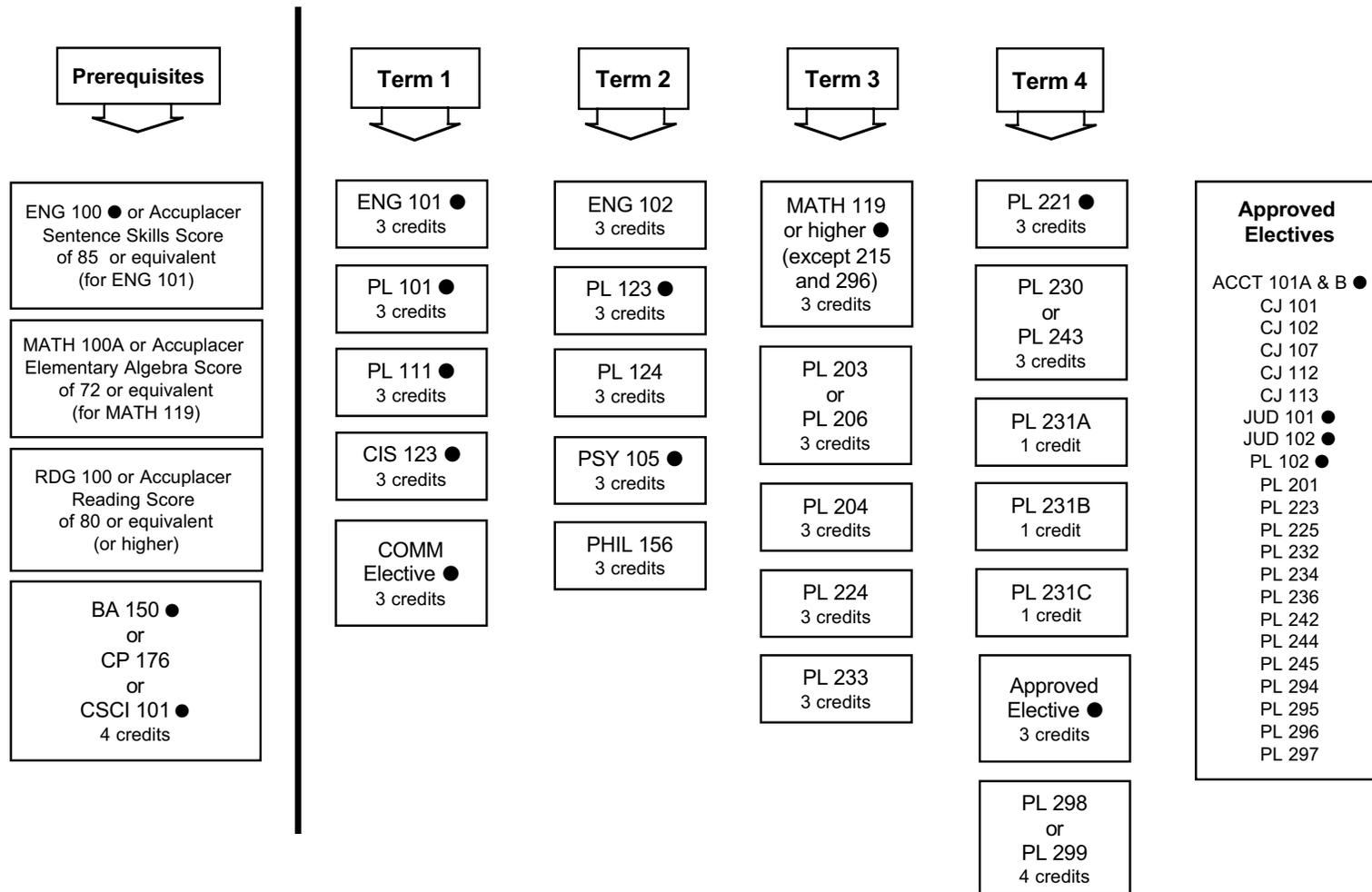
Contact Information

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...

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 = 61 credits



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Description

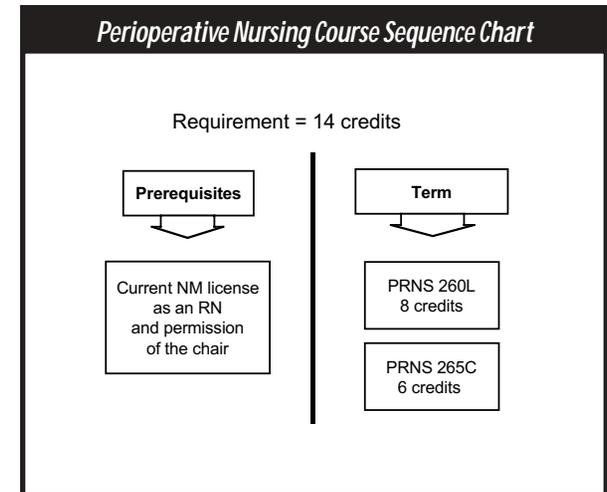
These courses provide RN's with the skills and knowledge necessary to work in hospital operating rooms or freestanding day surgery units. Participants have the opportunity to apply theory to practice in surgical environments throughout the State of New Mexico.

Jobs are available for perioperative nurses in Albuquerque and throughout the state. Registered nurses may find employment as scrub and/or circulating nurses.

Current New Mexico license, CPR certification, a physical exam, PPD and current immunizations (including DTP, MMR and hepatitis B). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. 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.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).



• *Pharmacy Technician Certificate*

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

The Pharmacy Technician Program has a 100% placement rate for its graduates. Jobs are available in hospitals, retail and specialty pharmacies. Graduates are eligible to take the National Certification exam for pharmacy technicians. Graduates who have taken the certification exam have consistently scored higher than the national average. Students planning to continue their educations at higher education institutions are encouraged to take CHEM 111/112L and COMM 221

Special Requirements

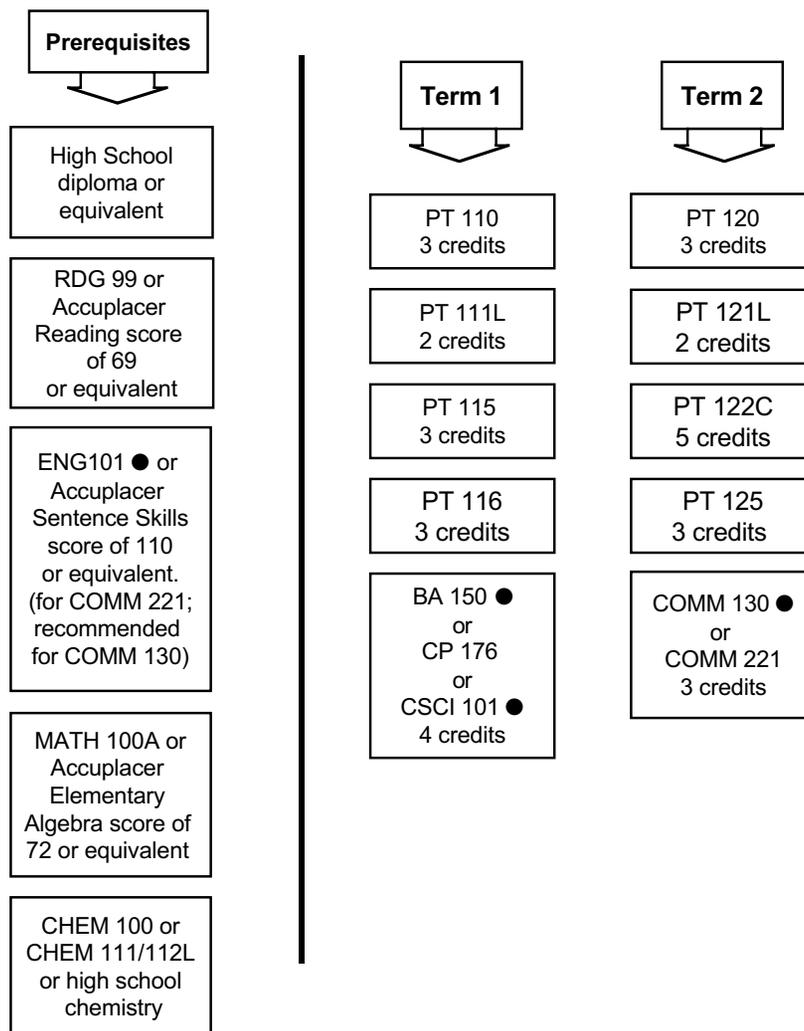
Students are required to have a New Mexico driver's license, PPD and current immunizations (including DTP and MMR). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. There is a \$35 program fee for the purchase of one lab coat and a name tag.

Contact Information

Program information is available from the program chair, Douglas Scribner at (505) 224-4168, dscribner@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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



● = Course available through Distance Learning (see page 43).

• *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 and Advancement Opportunities

The TVI Phlebotomy Program has a 100% placement rate for its graduates. Graduates seeking employment found phlebotomy jobs in area healthcare facilities and laboratories.

Special Requirements

Students must be certified in CPR, have a current PPD and physical exam, start the hepatitis B vaccination series and be current on other immunizations (including DTP and MMR) to participate in the clinical portion of the program. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience.

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 or other exposure to bodily fluids. 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, rmccall@tvi.edu, or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Phlebotomy 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

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

PHLB 110
4 credits

PHLB 110L
2 credit

PHLB 122C
4 credits

● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Photonics Technology*
- *Certificate 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.

Special Requirements

Students applying for this program should be seriously interested in the study of scientific procedures and applications utilized by laser and fiber optics.

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).

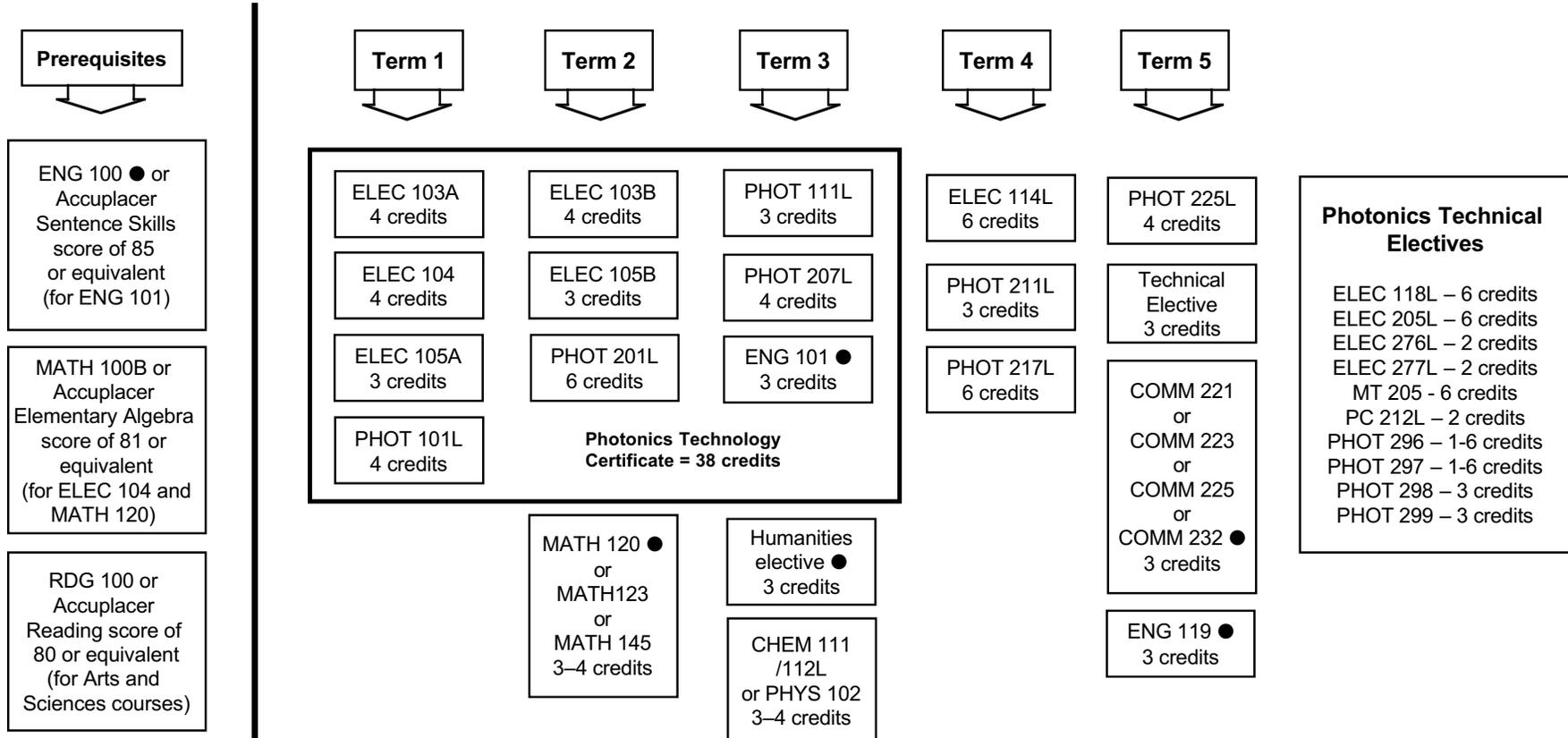
For prerequisites and a recommended course sequence, turn the page...

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



● = Course available through Distance Learning (see page 43).

- *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.

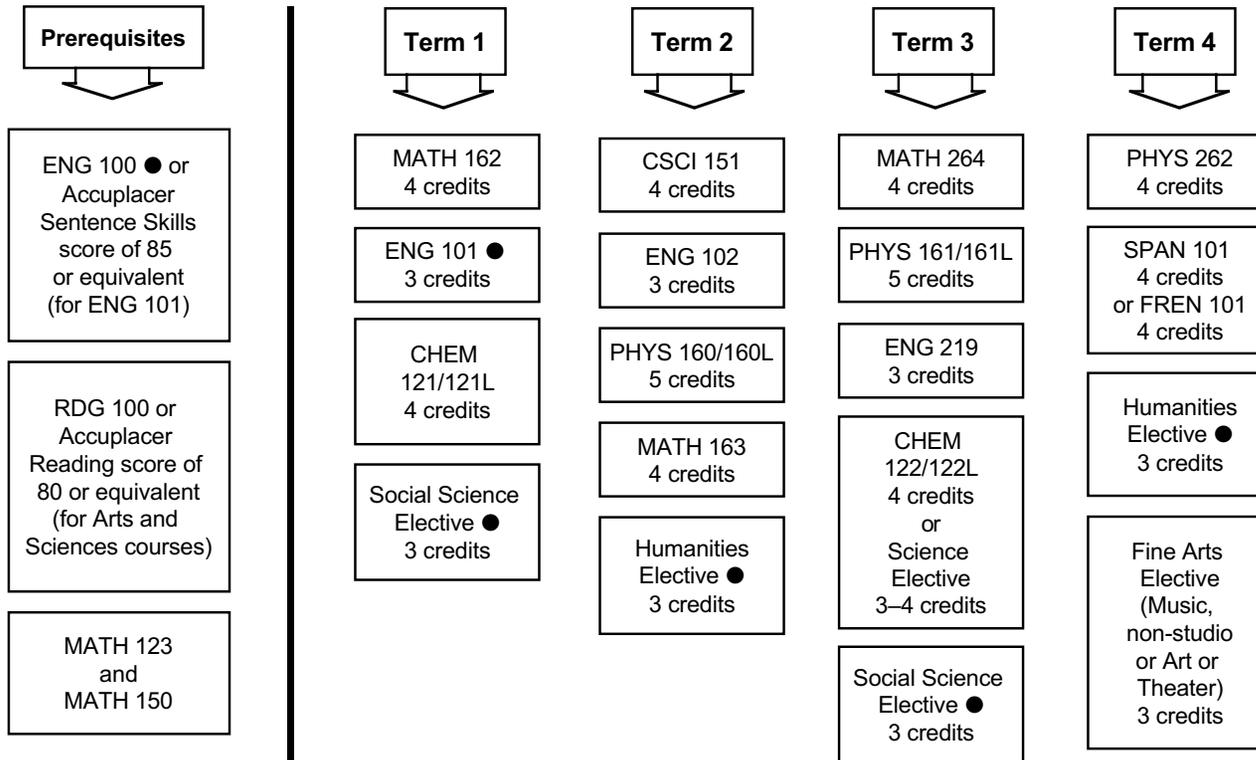
Contact Information

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

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 = 65–66 credits



● = Course available through Distance Learning (see page 43).

• 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 in business 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.

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 2003-04 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 (ASM) at UNM Articulation: 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. It is also recommended that students coordinate their choices of classes with ASM's pre-admission requirements listed on the ASM website <http://bba.mgt.unm.edu/admissions/requirements.asp>. TVI equivalencies to UNM course numbering can be accessed at <http://www.unm.edu/~apply/tvi.pdf>

Also, the recommended choice between in Term 1 is BA 113. Students should contact the 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 in Term 1 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.

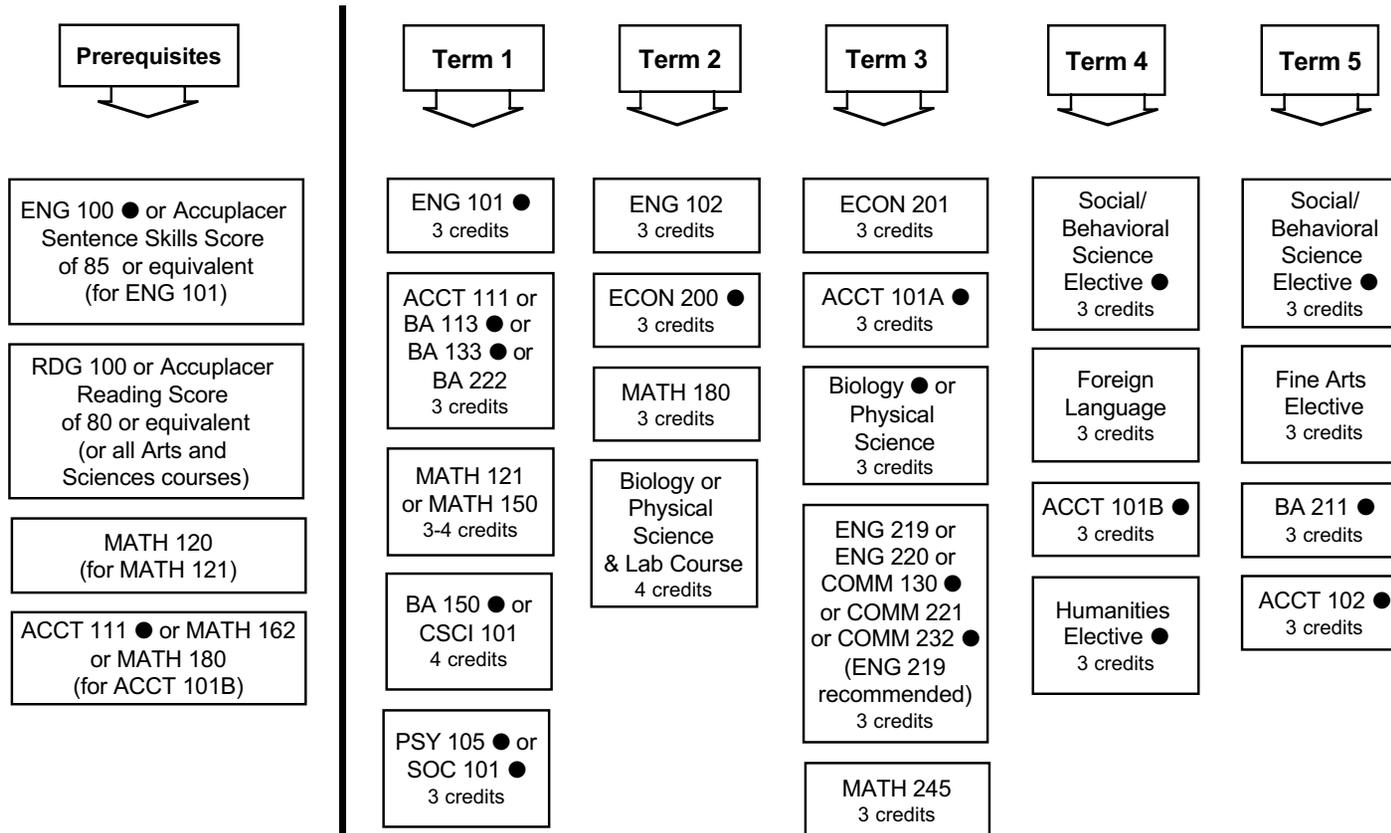
Contact Information

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

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 = 68–69 credits



● = Course available through Distance Learning (see page 43).

• *Associate of Applied Science Degree in Project Management Technology*

Program Description

Project Management is the specific terminology used to define the process of oversight, scheduling, budgeting, supervision, and management of a specific project from inception to completion. This degree program exists to educate students in the art of project scheduling, estimating, and completion. State of the art computer technology and software are featured as well as local industry project management standards. Many of the courses in this program conform are transferable to the University of New Mexico and meet standards set by the Project Management Institute (PMI).

Career and Advancement Opportunities

Students are prepared of entry and mid level management positions in project management that include project scheduling, expediting, oversight, estimating, job costing, project controls, forecasting, and critical path management.

Special Requirements

Due to the level experience required for entering students, prospective students should contact the Program Chair by telephone or email to develop an appropriate degree plan.

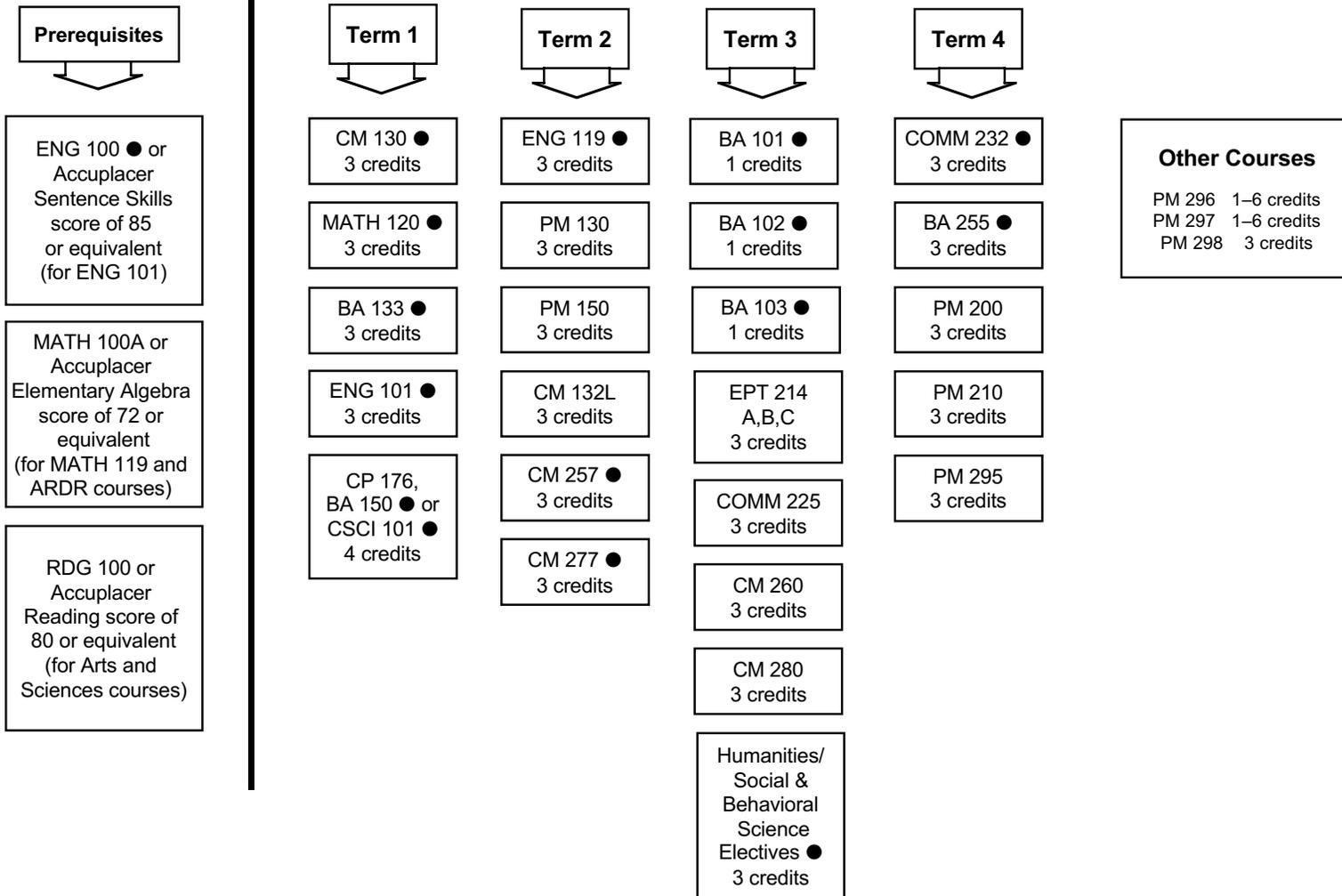
Contact Information

Program information is available from the program director or the Associate Dean 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...

PROJECT MANAGEMENT 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



● = Course available through Distance Learning (see page 43).

• *Associate of Science in Radiologic Technology*

Program Description

Radiologic technology is a health care profession whose practitioners work in hospitals, clinics, and free standing imaging centers. The radiographer is a member of the health care team who works directly with the patient and the physician in performing a wide variety of diagnostic and interventional therapy procedures. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. Radiologic Technology is a 5-term associate of science degree program. The radiographer must be proficient in the knowledge of radiographic exposure, anatomy, patient positioning, the operation of specialized equipment and the care and management of the patient. Upon completion of the program students will be eligible to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Career and Advancement Opportunities

Hospitals are the primary employer of radiologic technologists although national indicators predict that a greater number of new jobs will be in physician offices and clinics. Department of Labor 2000 statistics indicated that there were 167,000 radiologic technologists employed in the U.S. Eighty percent of these technologists were employed full time. More than half worked in hospitals with the remaining in positions in physicians' offices and clinics. The national vacancy rate for radiologic technologists is approximately 18%; while, locally the vacancy rate is approximately 14%. A career in radiologic technology offers vast opportunities for advancement in specialized imaging techniques.

Special Requirements

Before entering the program, students must have a high school diploma or equivalent, be admitted to TVI, declare Radiologic Technology as a major, establish a TVI GPA of 2.0 or better, and complete the Arts and Sciences prerequisites. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation. If necessary, the selection of students into the program will be determined by the number of completed general education courses required for the degree, the date of completion of prerequisite courses and date of declared major in Radiologic Technology.

Students are required to provide proof of CPR certification, a recent physical exam and current immunizations (tetanus, rubella, rubeola and hepatitis B) and PPD, prior to working with patients in a clinical setting. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. Students are required to pay a program fee during the first term of the program to cover the cost of a uniform, nametag, hospital parking permits and preventative lab tests in the event of a needle stick or other exposure.

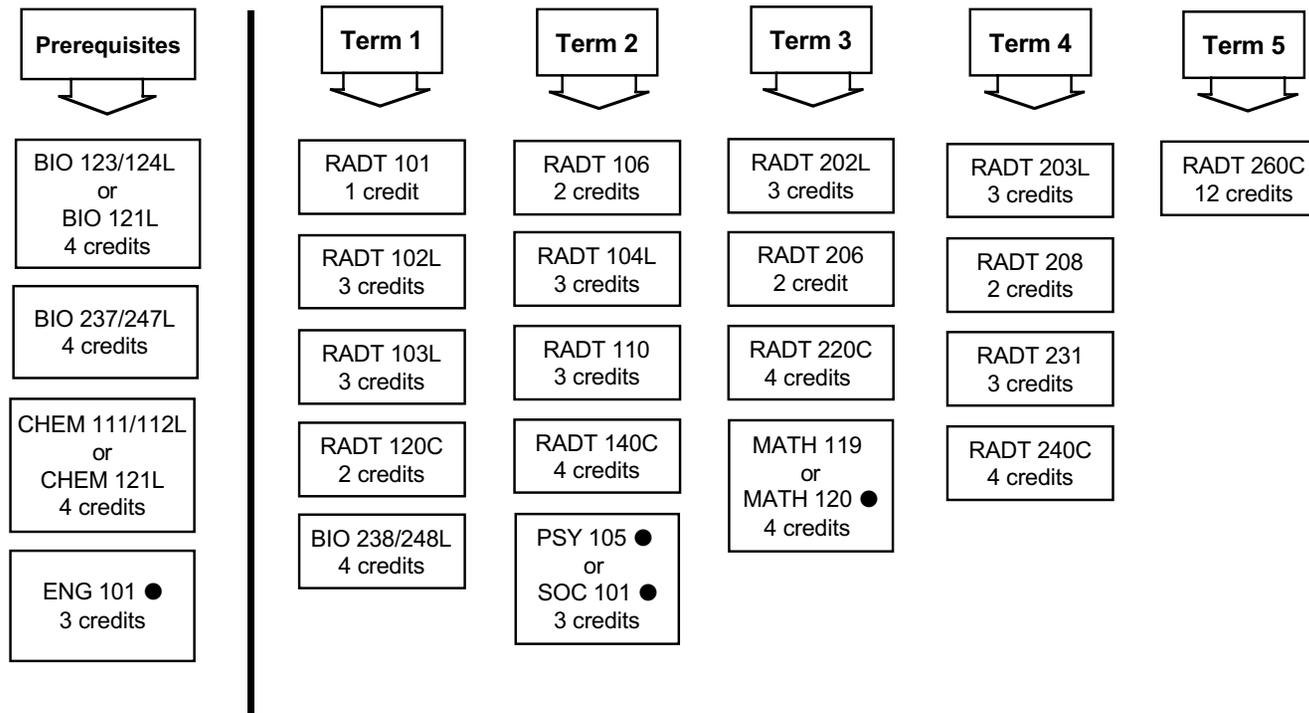
Contact Information

Program information is available from the Health Occupations Office (505) 224-4111 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...

RADIOLOGIC TECHNOLOGY 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 credits



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. In each of the courses in this *Designed Skill Set*, a certificate approved by the New Mexico Real Estate Commission is issued upon successful completion of the course.

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.

NOTE: Beginning January 1, 2004, 24-month's experience as a real estate licensee is required to be a broker in charge of a qualifying broker.

Special Requirements

Students must complete each course with a "C" grade or higher and meet the 75 percent attendance requirement for pre-licensing courses and the 90 percent attendance requirement for continuing education courses.

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...

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

Students must complete each course with a "C" grade or higher and meet the 75 percent attendance requirement for pre-licensing courses and the 90 percent attendance requirement for continuing education courses.

*Pre-licensing for Real Estate Appraisal Credit
**Pre-licensing for New Mexico Real Estate Salesperson

● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Recreation and Leisure (concentrations in Community Recreation , Natural Resources Recreation Management or Therapeutic Recreation)*
- *Certificates in Recreation and Leisure (concentrations in Community Recreation , Natural Resources Recreation Management or Therapeutic Recreation)*
- *Designed Skill Set 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 program director at (505) 224-3711 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...

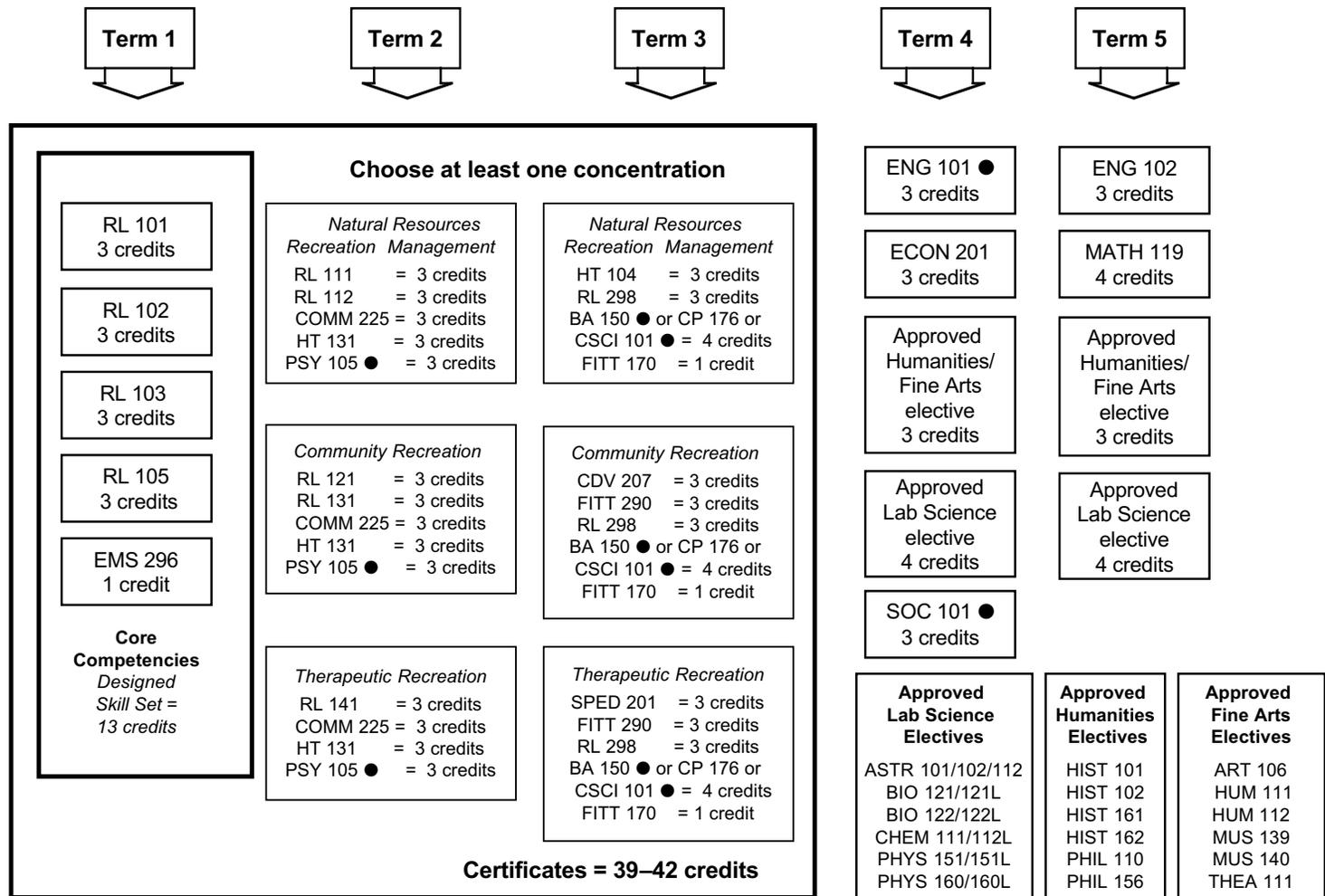
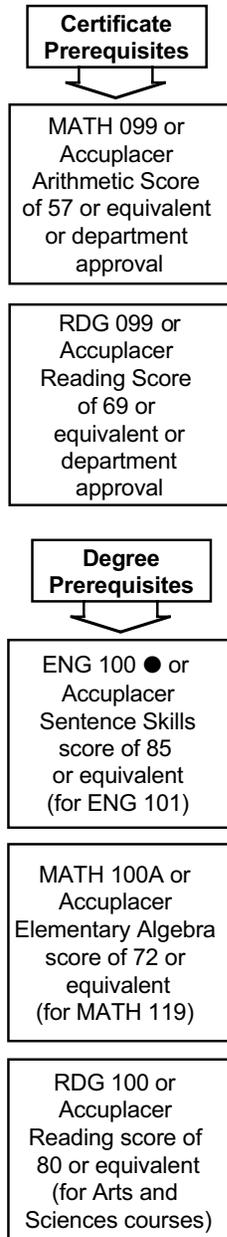
RECREATION AND LEISURE DEGREE, CERTIFICATE AND DESIGNED SKILL SET

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

Designed Skill Set 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



● = Course available through Distance Learning (see page 43).

A *Designed Skill Set* is issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills. Application for a *Designed Skill Set* may be made within the department upon completion of the coursework.

Program 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 (including MMR, DTP and varicella) and current professional (BLS) CPR certification are required to start clinical practicum. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience.

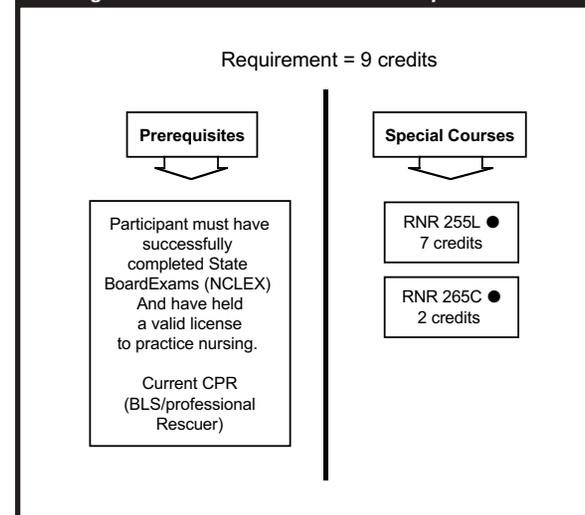
A grade of C or better is required for all occupational courses.

A white uniform, shoes and a stethoscope are required for clinical. 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, Cathy Demo, at (505) 224-4176, cdemo@tvi.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

Registered Nurse Refresher Course Sequence Chart



● = Course available through Distance Learning (see page 43).

• *Associate of Science Degree in Respiratory Therapy*

Program Description

Respiratory Care is an Allied Health Profession, specializing in diagnostic testing, therapeutic treatment and 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 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 Education 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.

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, being admitted to TVI as a Respiratory Therapy Major, establishing 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 or other exposure to bodily fluids; 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, DTP, MMR and hepatitis B) before beginning clinical coursework. Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation.

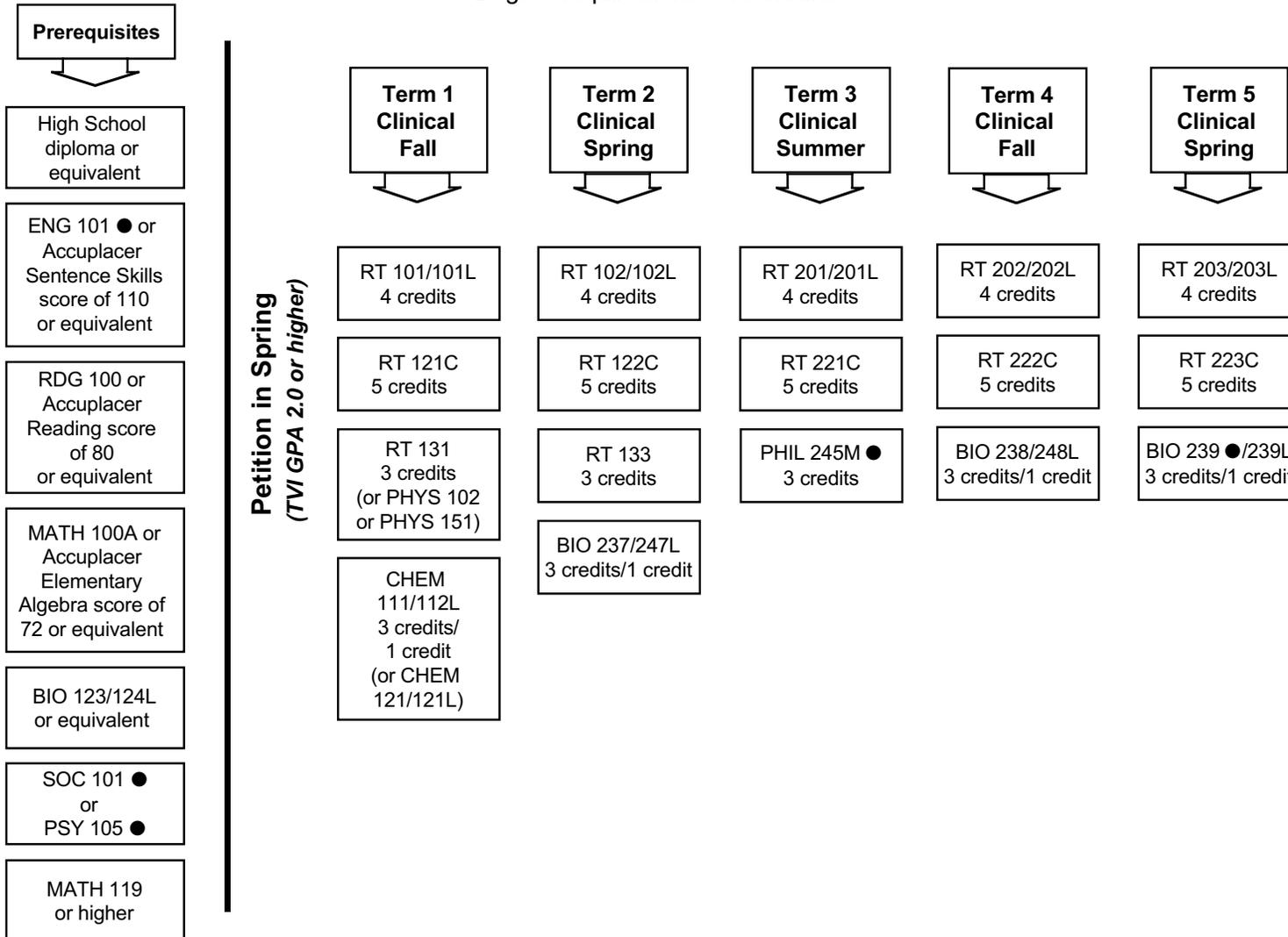
Contact Information

Program information is available from the Program Director, Richard Gentile (505) 224-4123, rgentile@tvi.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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 (505) 224-4161.

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



● = Course available through Distance Learning (see page 43).

• *Certificate 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 business math, sales, advertising, marketing, merchandising, purchasing, inventory, cash flow, customer service and supervision.

This certificate program is offered online.

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

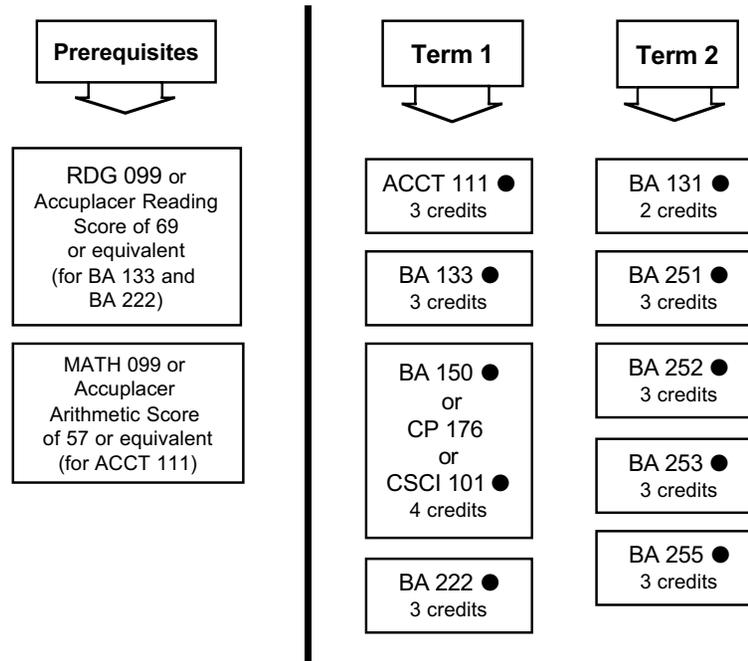
None.

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).

RETAIL 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 = 27 credits



● = Course available through Distance Learning (see page 43).

• *Certificate in Stenotranscription*

Program Description

The students receive instruction on the functions and applications of a stenotranscription software. This software allows the students to transcribe tapes by entering any command that is used by Microsoft Word to produce documents directly from the steno machine. Students are graded on the production of medical and legal documents from tapes or CDs. Machine Shorthand I and II are prerequisites for this course.

Career and Advancement Opportunities

Employment opportunities can be found in medical offices, legal offices, transcription of legal proceedings held in courts where a tape monitor is used instead of a court reporter, insurance company statements, police department statements and interviews.

Special Requirements

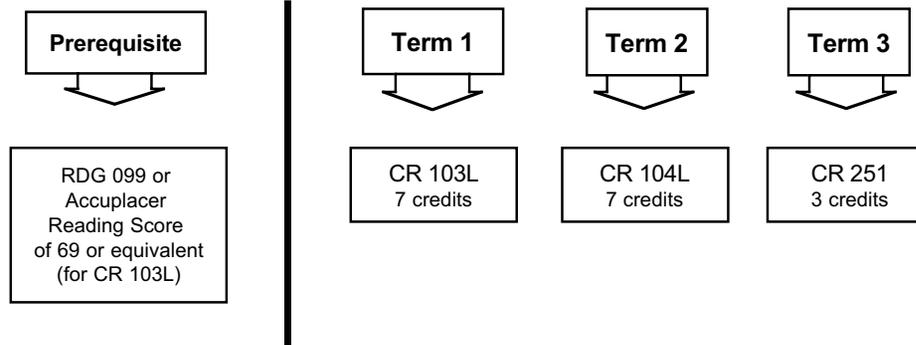
Students should purchase a steno machine before entering the program for use at home in order to practice and complete homework assignments. Computerized steno machines are provided for use in the classrooms and in the Business Resource Center for students to use outside of their regular class time.

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).

STENOTRANSSCRIPTION CERTIFICATE

Recommended Course Sequence
(Part-time students should see an Advisor or Counselor to customize your educational plan.)
Requirement = 17 credits



● = Course available through Distance Learning (see page 43).

• *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 campus classroom and 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. A grade of C or better is required for all occupational and Arts & Sciences courses (including prerequisites) required for graduation.

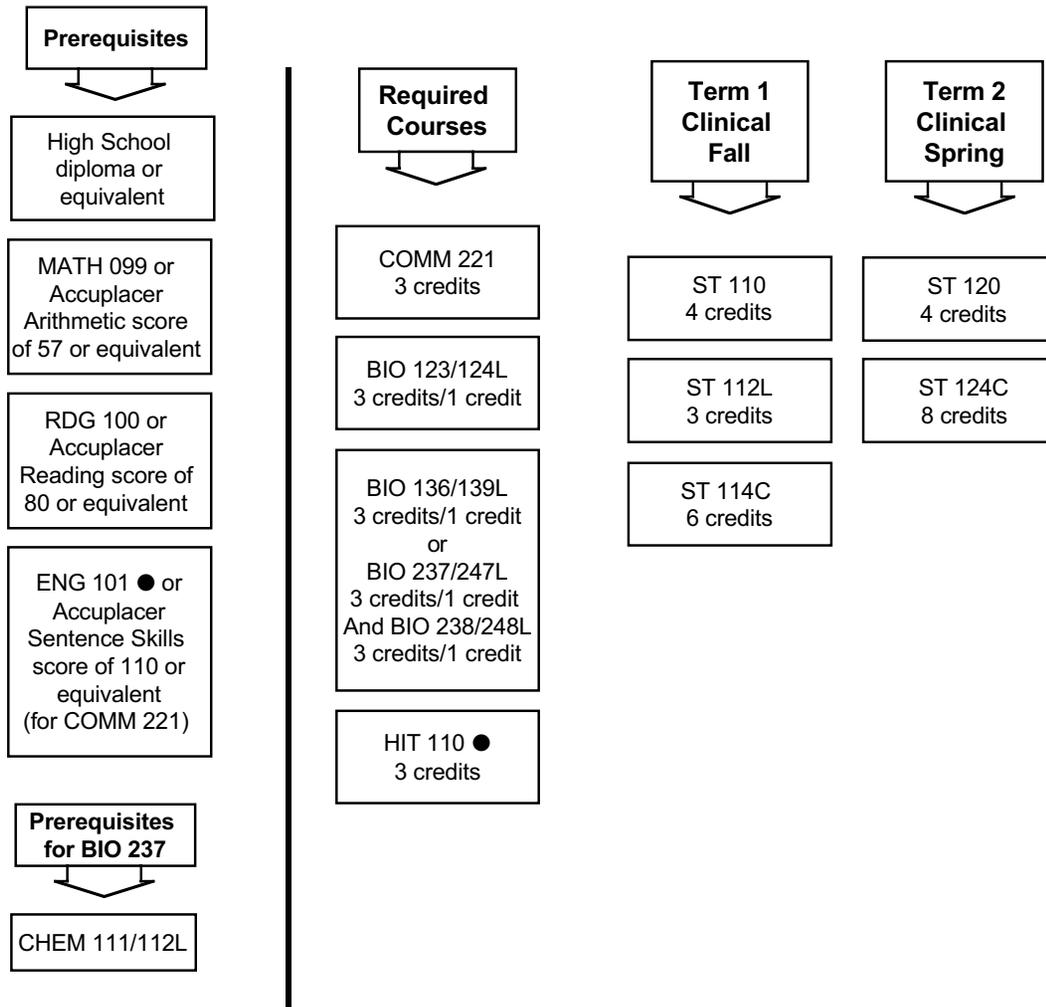
Before beginning Surgical Technology courses students must present evidence of current BLS provider CPR certification, a physical exam, PPD and current immunizations (tetanus, rubella, rubeola and hepatitis A & B). Students may be required to undergo routine drug screening and a criminal background check prior to beginning their clinical experience. Students are required to provide documentation from a licensed healthcare provider that they can safely lift a minimum of 50 lbs. prior to beginning their clinical experience. 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 \$90 which covers the cost of a uniform, hospital parking permits, name tags, self-assessment exam, program assessment exam and preventative lab test in case of needle stick or other exposure to bodily fluids.

Contact Information

For information contact Liz Alongi, RN, BSN, CNOR, (505) 224-4166, ealongi@tvi.edu or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Transportation Technology (concentrations in Automotive Technology and Diesel Equipment Technology)*
- *Certificates in Automotive Technology or Diesel Equipment Technology*
- *Designed Skill Set 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).

TRANSPORTATION TECHNOLOGY (Automotive Technology Concentration) DEGREE

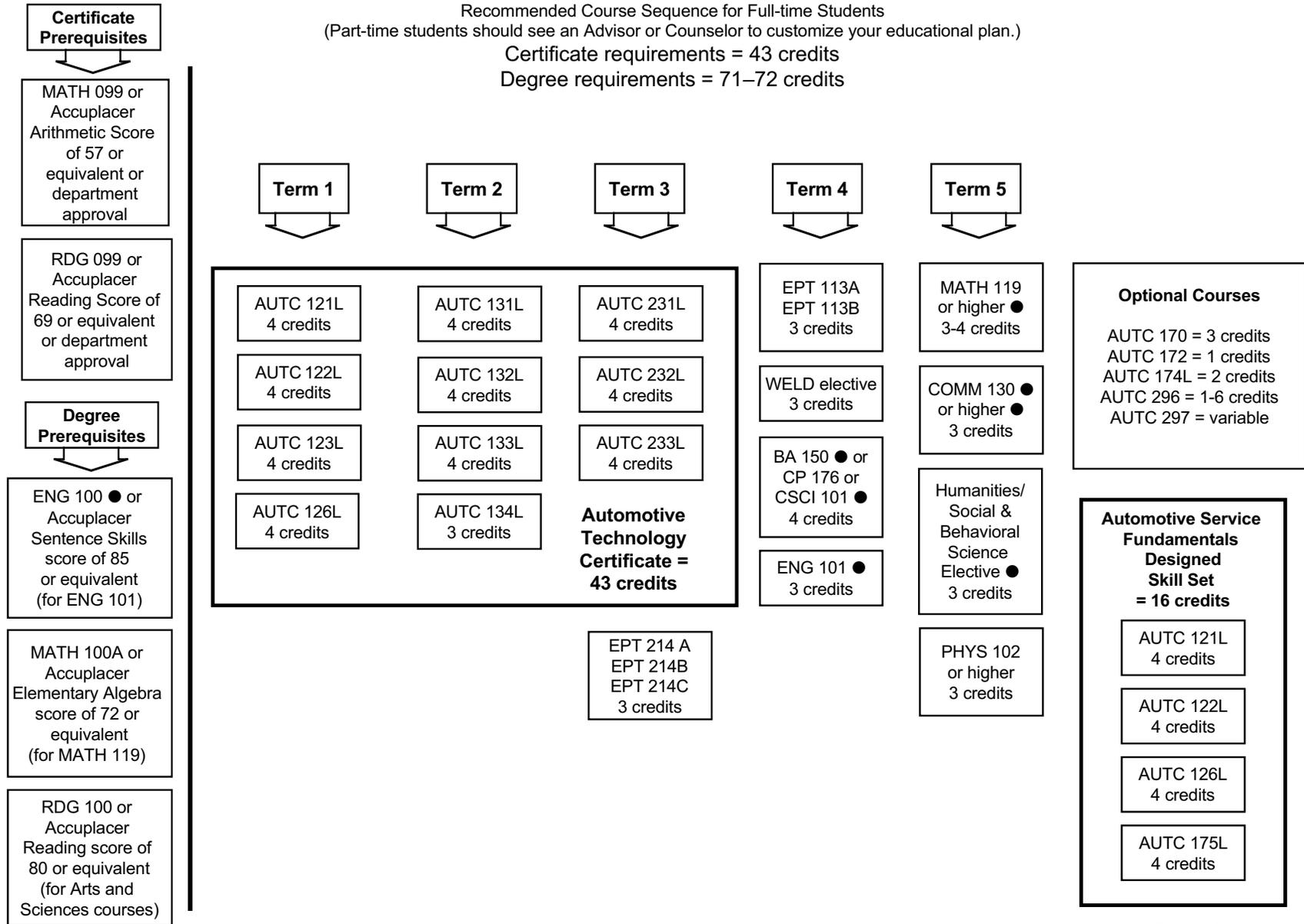
(also Automotive Technology Certificate and Automotive Service Fundamentals Designed Skill Set)

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 = 71–72 credits

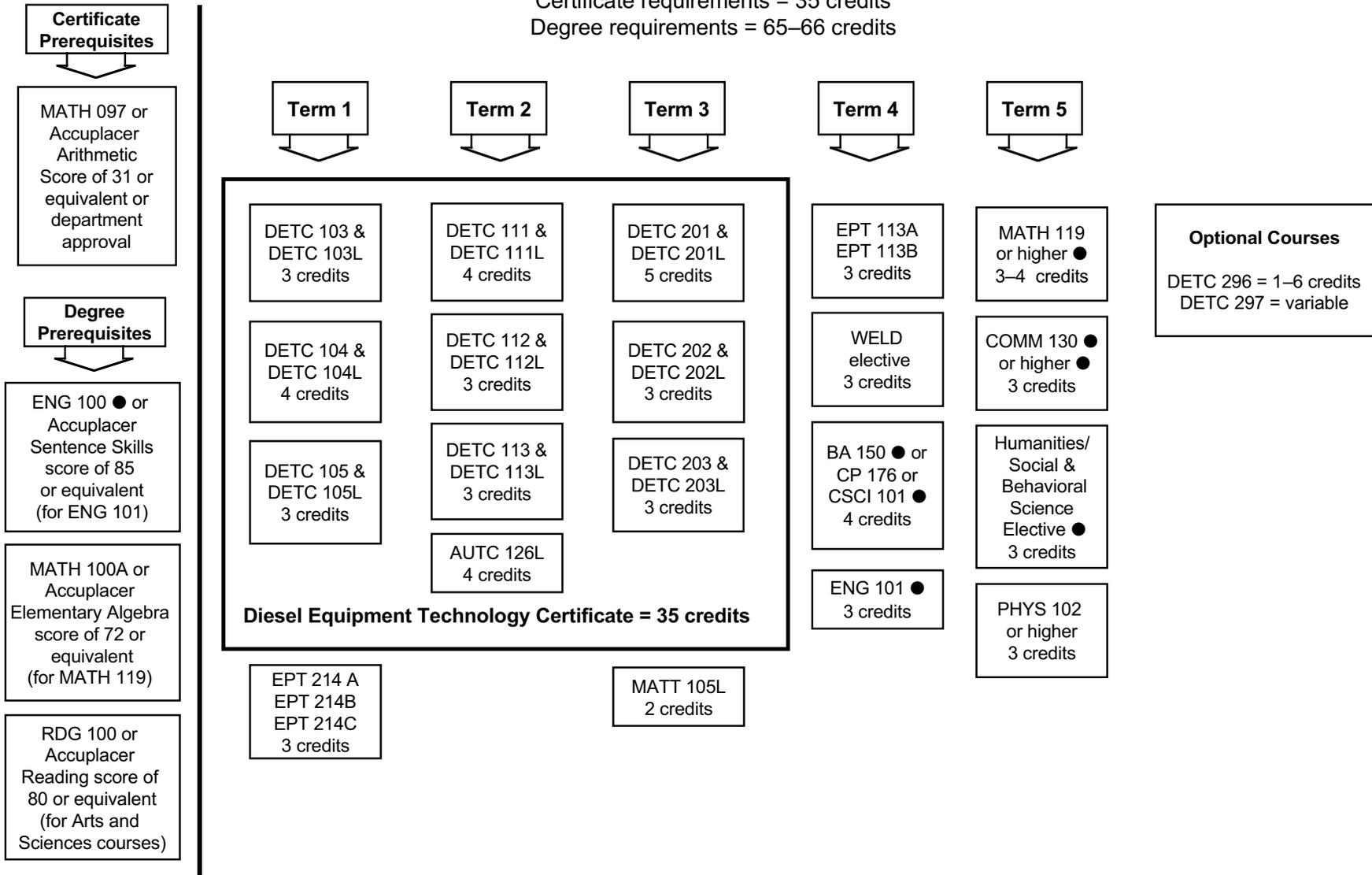


● = Course available through Distance Learning (see page 43).

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



● = Course available through Distance Learning (see page 43).

• *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.

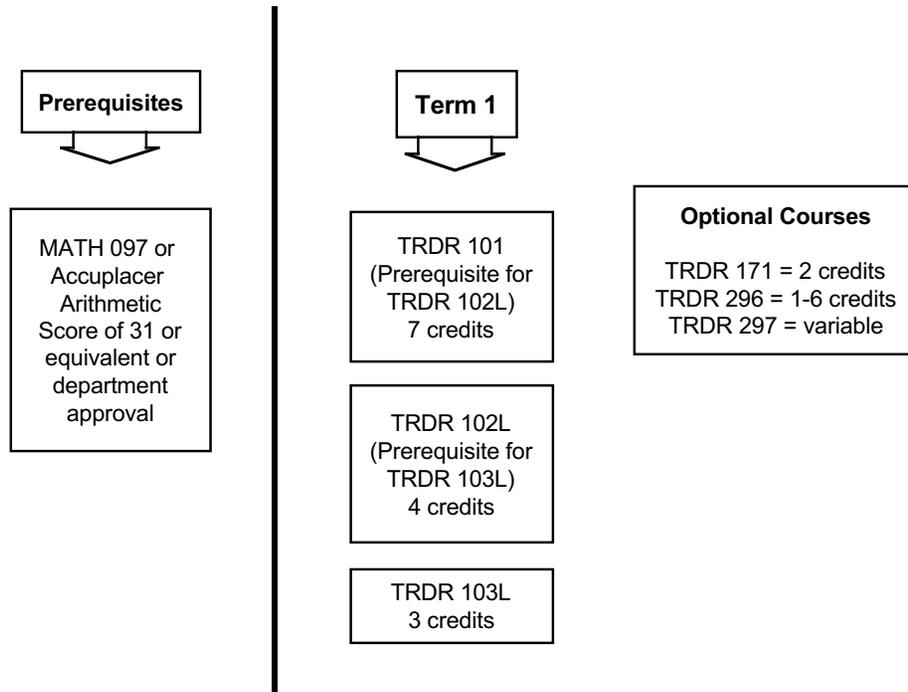
Contact Information

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).

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

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



● = Course available through Distance Learning (see page 43).

- *Associate of Applied Science Degree in Web Technology*
- *Certificate in Web Technology*

Program Description

The Web Technology program is designed to meet the needs of a ever-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

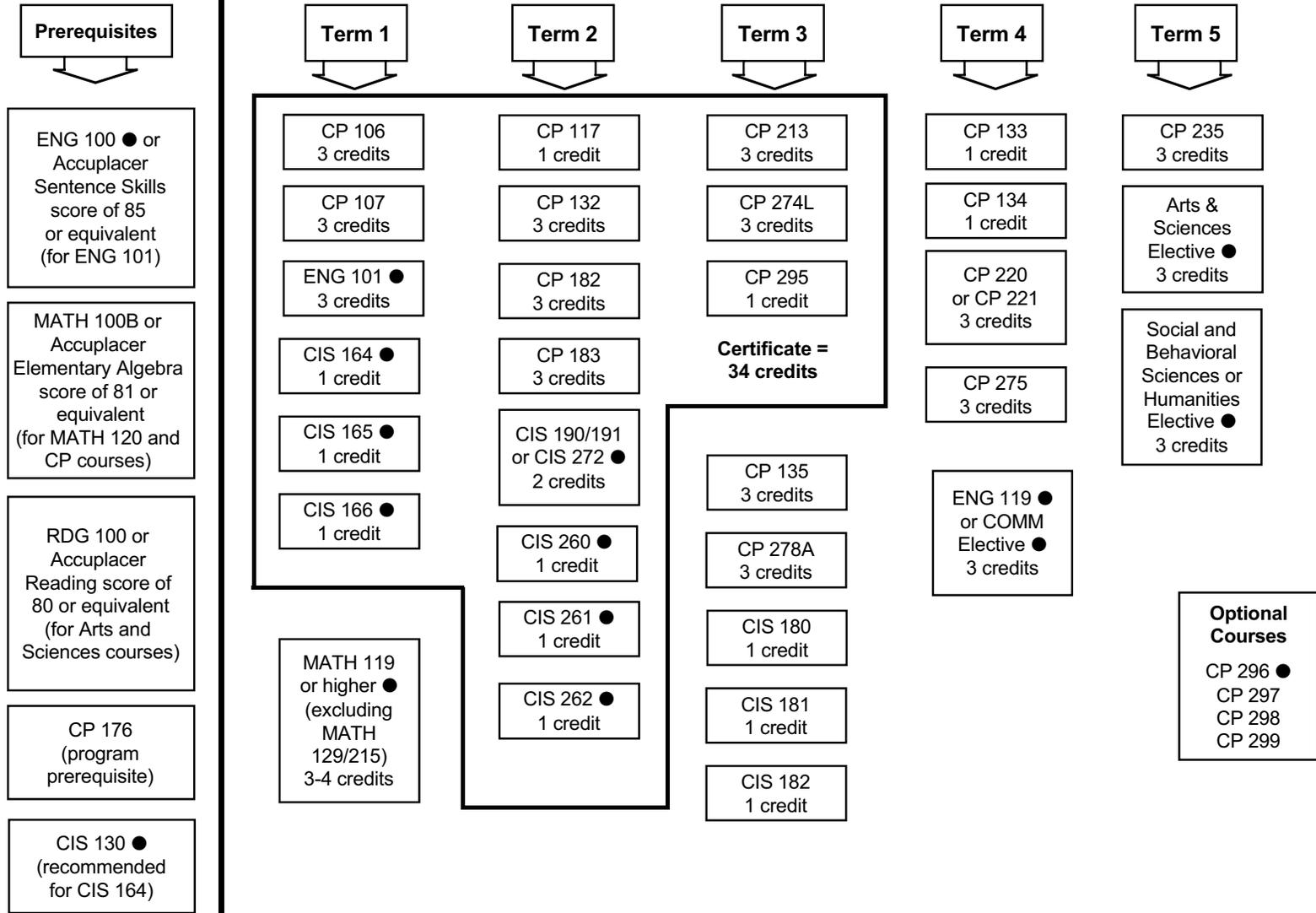
Program information is available from the director at (505) 224-3340 or from Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus).

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

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



● = Course available through Distance Learning (see page 43).

COURSE DESCRIPTIONS

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Non-Credit Courses *(offered through Adult & Developmental Education; see page 35)*

BSK – Basic Skills Courses *(non-credit)*

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

Presents intermediate math concepts with proportions, percentages and data analysis.

BSK 063 – Basic Geometry, Measurement and Algebra

Focuses on 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 instrucion 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 – English as a Second Language *(non-credit)*

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 – Job/Life Skills *(non-credit)*

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.*

Credit Courses (listed in alphabetical order by prefix)

Course Number/Course Name Credit Hours

AA – Administrative Assistant Courses

AA 101 – Beginning Keyboarding 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. (30 theory and 45 lab hours per term) Course fee: \$10

AA 102 – Keyboard Applications 3

(Prerequisite: AA 101)

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. (30 theory and 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).

AA 105 – Keyboard Skillbuilding 2

(Recommended prerequisite: AA 101 or 25 wpm typing speed on a five-minute timing)

Focuses on building speed and accuracy for students with various levels of skills. Evaluation is based on individual speed and accuracy improvement. (75 lab hours per term) Course fee: \$10 Distance Learning option available (see page 43).

AA 107 – Intermediate Keyboard Skillbuilding 2

(Recommended prerequisite: AA 102 or 35 wpm typing speed on a five-minute timing)

Focuses on building speed and accuracy. A minimum average speed of 45 wpm on three 5-minute timings is required to pass this course. (75 lab hours per term) Course fee: \$10 Distance Learning option available (see page 43).

AA 112 – Office Accounting Procedures 3

(Recommended prerequisite: ACCT 111)

Focuses on complete bookkeeping cycle, financial statements and payroll. A computerized practice set is completed in this course.

AA 143 – Word Processing 3

(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)

Presents basic and intermediate features for preparing business documents. (30 theory and 45 lab hours per term) Course fee: \$15

AA 160 – Records and Information Management 3

(Recommended prerequisite or corequisite: BA 150)

Presents an introduction to the field of records management. Includes records management for manual and electronic records systems. Practice activities for filing and retrieval of records is included.

Course Number/Course Name Credit Hours

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)

AA 171 – Working with the Challenging Customer 1

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)

AA 173 – Time Management Skills 1

Presents principles and activities to aid the student in applying time management skills in a personal and professional environment. (5 weeks)

AA 174 – Computers in the Medical Office 1

(Recommended prerequisite: BA 150)

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; 10 theory + 15 lab hours per term) Course fee \$5

AA 180 – Work-Site Learning 1

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; 5 theory + 45 lab hours per term)

AA 200 – Advanced Word Processing 3

(Prerequisite: AA 143; recommended prerequisites: AA 107 or 45 wpm on a five-minute timing and (CIS 150, 151 and 155) and CIS 140)

Presents advanced applications for preparing business documents and document integration. (30 theory and 45 lab hours per term) Course fee: \$15

AA 205 – Advanced Keyboard Skill-building 2

(Recommended prerequisite: AA 107 or 45 wpm typing speed)

Focuses on building speed and accuracy. A minimum average speed of 55 wpm on three 5-minute timings is required to pass this course. (75 lab hours per term) Course fee: \$10 Distance Learning option available (see page 43).

AA 231 – Business English Applications 3

(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

Course Number/Course Name Credit Hours

AA 260 – Business Procedures 3

(Prerequisites: AA 143, BA 121; recommended prerequisites: AA 107, BA 122)

Covers office procedures, technology, records management, human relations, ethics, telecommunications and job portfolio. Capstone course should be taken in student's final term.

AA 265 – Administrative Office Management 3

(Prerequisites: AA 260 or permission to enroll; recommended prerequisite: completion of AAS degree in Office Administration or minimum of 5 years experience in administrative assistant or similar position)

Covers essential administrative office management principles and practices. Management of office employees, the office environment, office functions, and office systems are covered.

AA 270 – Medical Transcription 3

(Recommended prerequisites: CR 132 and AA 107, or 50 wpm typing speed and AA 143 and AA 231)

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. (30 theory and 45 lab hours per term) Course fee: \$15

AA 296 – Topics Course 1–3

Explores current topics in office technology.

AA 297 – Special Problems Variable

(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.

AA 298 – Internship 4

(Prerequisite: department approval; recommended prerequisites: AA 143, BA 121, 40 wpm for Office Assistant program or 50 wpm for Office Administration program)

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.

AA 299 – Cooperative Education 4

(Prerequisite: department approval; recommended prerequisites: AA 143, BA 121, 40 wpm for Office Assistant program or 55 wpm for Office Administration program)

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

Course Number/Course Name	Credit Hours
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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

Course Number/Course Name	Credit Hours
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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. (45 theory hours + 15 lab hours per term)

Course Number/Course Name	Credit Hours
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ACCT 101A – Accounting IA 3
(Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Note: Students going on to ACCT 101B should take ACCT 111 concurrently. Students analyze and record business transactions, implement accrual basis accounting and prepare basic financial statements. ACCT 101A plus 101B are equivalent to ACCT 101 in 2001–02 and prior catalogs. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 101B – Accounting IB 3
(Prerequisite: ACCT 101A; pre- or corequisite: ACCT 111 or MATH 121)

Applies basic generally accepted accounting principles to the elements of the balance sheet. ACCT 101A and 101B are equivalent to ACCT 101 in 2001–02 and prior catalogs. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 102 – Accounting II 3
(Prerequisites: ACCT 101A and 101B, BA 150)
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. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 104 – Business Budgeting 3
(Prerequisite: ACCT 101A)
Focuses on accounting, finance and budget principles. Topics include accounting theory and practice, financial statement analysis, management of balance sheet items, the budget cycle, budget analysis and budget applications.

Course Number/Course Name	Credit Hours
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ACCT 111 – Business Math 3
(Prerequisite: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent; this courses is a pre- or corequisite for ACCT 101B)
Applies basic arithmetic operations to business applications and accounting. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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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. Offered fall and spring terms.

Course Number/Course Name	Credit Hours
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ACCT 151 – VITA Tax Internship 1
(Pre- or corequisite: ACCT 150)
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. Offered spring term.

Course Number/Course Name	Credit Hours
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ACCT 152 – VITA Volunteer Review 1
(Prerequisites: ACCT 150 and ACCT 151)
Reviews changes in the tax code and tax software to prepare returning VITA volunteers for the current tax season. VITA = Volunteer Income Tax Assistance.

Course Number/Course Name	Credit Hours
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ACCT 157 – Beginning Quickbooks 1
(Recommended prerequisite: ACCT 101A)
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; 10 theory + 15 lab hours per term) Course fee: \$5 [Formerly offered as BA 157] Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 158 – Intermediate Quickbooks 1
(Prerequisite: ACCT 157 or department approval)
Expands Quickbooks knowledge to merchandise-oriented businesses. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 [Formerly offered as BA 159] Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 159 – Advanced Quickbooks 1
(Prerequisite: ACCT 158 or department approval)
Examines advanced topics including payroll transactions and reporting and conversion of existing manual records to Quickbooks. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 170 – Payroll Accounting 3
(Recommended prerequisite: ACCT 101A)
Covers payroll accounting procedures and controls, tax and employment laws and tax reports that form the core of payroll responsibilities.

Course Number/Course Name	Credit Hours
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ACCT 180 – Accounting Applications 3
(Prerequisites: ACCT 101A and 101B, BA 150 or department approval)
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
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ACCT 201A – Intermediate Accounting IA 3
(Prerequisite: ACCT 180 or department approval)

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.

Course Number/Course Name	Credit Hours
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ACCT 201B – Intermediate Accounting IB 3
(Prerequisite: ACCT 201A or department approval)
Continues ACCT 201A and completes the focus on the asset side of the balance sheet and starts the study of liabilities.

Course Number/Course Name	Credit Hours
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ACCT 202 – Intermediate Accounting II 3
(Pre- or corequisite: ACCT 201B or department approval)
Completes the accounting theory framework started in ACCT 201A and ACCT 201B with the remaining liabilities, stockholder equity issues and special topics.

Course Number/Course Name	Credit Hours
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ACCT 240 – Tax Accounting I 3
(Prerequisite: ACCT 101A or ACCT 150/151 or department approval)
Covers fundamental characteristics of individual federal income taxes.

Course Number/Course Name	Credit Hours
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ACCT 241 – Tax Accounting II 3
(Prerequisite: ACCT 240 or department approval)
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.

Course Number/Course Name	Credit Hours
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ACCT 242 – Enrolled Agent Review 3
(Pre- or corequisites: ACCT 150, ACCT 151, ACCT 240, ACCT 241 or department approval)
Reviews the fundamental characteristics of individual, corporation, partnership, fiduciary, estate/gift and trust taxation as well as related IRS topics to assist in the preparation for the IRS Enrolled Agent's exam. Offered fall term.

Course Number/Course Name	Credit Hours
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ACCT 254 – Electronic Spreadsheets 3
(Prerequisite: BA 150 and ACCT 101A and 101B or department approval; recommended prerequisite: ACCT 102)
Applies electronic spreadsheets to accounting and business problems. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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ACCT 255 – Computerized Accounting 3
(Prerequisite: ACCT 180 or department approval)
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. (30 theory + 45 lab hours per term) Course fee: \$15

Course Number/Course Name	Credit Hours
ACCT 260 – Cost Accounting (Prerequisite: ACCT 102 or department approval) Covers job order and process costing systems for construction and manufacturing.	3
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 201A) 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. (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. (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. (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. (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. (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. (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
ACHR 151 – Air Conditioning (Prerequisite: ACHR 135 or department approval) Covers installation, service and maintenance of air conditioning and heat pump systems. (15 theory + 37.5 lab hours per term)	2

Course Number/Course Name	Credit Hours
ACHR 152 – Air Conditioning Control (Prerequisite: ACHR 134 or department approval) Covers installation, service and maintenance of air conditioning and heat pump systems controls. (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. (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. (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. (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. (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. (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. (15 theory + 75 lab hours per term)	3
ACHR 172L – Basic Air Conditioning, Heating and Refrigeration Introduces basic equipment and service techniques. Emphasizes installation and troubleshooting of parallel compressor systems, energy management systems and preventive maintenance programs. (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. (15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
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. (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. (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. (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. (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. (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. (15 theory + 37.5 lab hours per term)	2
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

Course Number/Course Name	Credit Hours
AFAS – Aerospace Studies <i>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.</i>	
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 (505) 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
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

Course Number/Course Name	Credit Hours
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
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

Course Number/Course Name	Credit Hours
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
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

Course Number/Course Name	Credit Hours
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. Note: Students must provide their own drafting kits. (15 theory + 135 lab hours per term) Course fee: \$15	4
ARDR 108 – Architectural Mathematics (Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent; pre- or corequisite: ARDR 180) 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. (30 theory + 45 lab hours per term)	3
ARDR 109 – Building Materials and Methods I (Prerequisite: 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. (30 theory + 45 lab hours per term)	3
ARDR 113L – Site Analysis (Prerequisites: ARDR 180, ARDR 107L) 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. (75 lab hours per term)	2
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. (30 theory + 45 lab hours per term)	3
ARDR 119L – Architectural CAD Drafting III (Prerequisites: ARDR 115, 213 and 214L) Applies concepts and techniques of AutoCAD 3D modeling resulting in presentation drawings in AutoCAD and 3D Studio Viz. (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. (30 theory + 45 lab hours per term) Course fee: \$15	3
ARDR 181 – Intermediate Computer-Assisted Drafting (Prerequisite: ARDR 180) Continues ARDR 180 with practical applications to architectural projects. (30 theory + 45 lab hours per term) Course fee: \$15	3

Course Number/Course Name	Credit Hours
ARDR 182L – Advanced Computer-Assisted Drafting (Prerequisites: ARDR 213, 214L or ARDR 181) Introduces 3rd party CAD software-concepts and applications using Architectural Desktop. (75 lab hours per term) Course fee: \$15	2
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. (60 theory + 15 lab hours per term)	4
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. (15 theory + 180 lab hours per term) Course fee: \$15	5
ARDR 208L – Architectural Design (Prerequisite: ARDR 107L) Presents design principles, theories, methods and process. Facilitates learning through student designed project. (75 lab hours per term) Course fee: \$15	2
ARDR 212L – Mechanical/Electrical Systems CAD Drafting (Corequisite: ARDR 215) 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. (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. (60 theory + 15 lab hours per term)	4
ARDR 214L – Architectural CAD Drafting II (Prerequisite: ARDR 107L; Pre or corequisite: ARDR 115, ARDR 213) Continues ARDR107L, students produce design development and representative architectural construction drawings using standard graphic, dimensioning and notation systems. (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. (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. (45 lab hours per term)	1

Course Number/Course Name	Credit Hours
ARDR 296 – Topics <i>(Prerequisite: permission of program chair)</i> Offers topics based on requests from the community and available instructors.	1-7
ARDR 297 – Special Problems <i>(Prerequisite: permission of program chair)</i> 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 <i>(Prerequisite: permission of program chair)</i> Provides opportunity for the student to work for one term on a cooperative basis in an appropriate, defined training program. The position is not paid.	3
ARDR 299 – Cooperative Education <i>(Prerequisite: permission of program chair)</i> Provides opportunity for the student to work for one term on a cooperative basis in an appropriate, defined training program. The position is paid.	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. <i>Course fee: \$25</i>	3
ART 106 – Drawing I <i>(Recommended: ART 101)</i> Explores basic drawing concepts with dry and wet media: still life, landscape, portraiture and drawing the figure/the nude figure. <i>Course fee: \$25</i>	3
ART 121 – Two-Dimensional Design <i>(Recommended: ART 101 and ART 106)</i> 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. <i>Course fee: \$25</i>	3
ART 122 – Three-Dimensional Design <i>(Prerequisite: ART 106 and ART 121)</i> 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. <i>Course fee: \$25</i>	3

Course Number/Course Name	Credit Hours
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 19th century Western European painting, sculpture and architecture. <i>Spring, summer only</i>	3
ART 204 – Life Drawing I <i>(Prerequisite: ART 106)</i> 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. <i>Course fee: \$25</i>	3
ART 205 – Drawing II <i>(Prerequisite: ART 106)</i> 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. <i>Course fee: \$25</i>	3
ART 207 – Painting I <i>(Prerequisites: ART 106 and ART 121)</i> Explores the tradition of paint as a medium for artistic expression. Focuses on materials/media, tools, techniques, history and concepts of painting. <i>Course fee: \$25</i>	3
ART 214 – Life Drawing II <i>(Prerequisite: ART 204)</i> Continues course of study begun in ART 106 & 204. <i>Course fee: \$25</i>	3
ART 217 – Painting II <i>(Prerequisite: ART 207)</i> 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

Course Number/Course Name	Credit Hours
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 <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81)</i> Introduces the science of astronomy, focusing on the solar system including the sun, planets, comets, and meteors.	3
ASTR 102 – Introduction to Astronomy II <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100B or Accuplacer Elementary Algebra Score of 81)</i> 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 <i>(Pre- or corequisite: ASTR 102)</i> Investigates in optional laboratory setting the principles discussed in ASTR 102. <i>Course fee: \$20</i>	1
ASTR 296 – Topics in Astronomy <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Presents various topics. <i>See Schedule of Classes.</i>	3
AUTC – Automotive Technology Courses	
AUTC 121L – Brake Systems <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)</i> 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. <i>(30 theory + 75 lab hours per term)</i>	4
AUTC 122L – Suspension and Alignment <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)</i> 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. <i>(30 theory + 75 lab hours per term)</i>	4

Course Number/Course Name	Credit Hours
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. (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. (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. (30 theory + 90 lab hours per term)	4
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. (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. (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. (15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
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. (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. (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. (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. (30 theory + 75 lab hours per term)	4
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. (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. (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. (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

Course Number/Course Name	Credit Hours
BA – Business Administration Courses	
BA 101 – Introduction to Quality Management Presents concepts and theories of quality improvement. (5 weeks) Distance Learning option available (see page 43).	1
BA 102 – Fundamentals of Continuous Quality Improvement (CQI) Focuses on data gathering for process improvement and organizational culture change. (5 weeks) Distance Learning option available (see page 43).	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) Distance Learning option available (see page 43).	1
BA 104 – Team Building for Quality Presents group process as it applies to team building. (5 weeks) Distance Learning option available (see page 43).	1
BA 105 – Re-engineering for Quality Integrates tools and techniques to formulate action plans for process improvements. (5 weeks) Distance Learning option available (see page 43).	1
BA 106 – Quality Leadership Focuses on mission statement, goals and strategies to implement quality leadership throughout an organization. (5 weeks) Distance Learning option available (see page 43).	1
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. Distance Learning option available (see page 43).	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

Course Number/Course Name	Credit Hours	Course Number/Course Name	Credit Hours	Course Number/Course Name	Credit Hours
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. Distance Learning option available (see page 43).	3	BA 211 – Business Law (Prerequisites: BA 113 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. Distance Learning option available (see page 43).	3	BA 248 – Finance (Prerequisites: ACCT 101A, ACCT 101B, ACCT 111) Presents an overview of the major concepts of finance focusing on the financial system and investments.	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. Distance Learning option available (see page 43).	3	BA 222 – Principles of Marketing (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 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. Distance Learning option available (see page 43).	3	BA 249 – Fundamentals of Risk Management and Insurance Explores the business and personal exposures to risk and the concepts and methods of minimizing and insuring against those risks.	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) Distance Learning option available (see page 43).	2	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 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. Distance Learning option available (see page 43).	3
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. Distance Learning option available (see page 43).	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	BA 252 – Customer Relations Focuses on the relationship of self to customers, problem solving and communicating with customers, understanding customers, anticipating customers' needs and offering assistance. Distance Learning option available (see page 43).	3
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 Distance Learning option available (see page 43).	4	BA 234 – Corporate Ethics and Social Responsibility (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Focuses on very specific analytical processes for understanding and resolving problems in management. Topics include understanding how corporate and global ethics help managers deal with proposed moral solutions.	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. Distance Learning option available (see page 43).	3
BA 165 – Personal Finance Focuses on the personal and financial planning process.	1	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 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. Distance Learning option available (see page 43).	3
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 238 – Leadership and Group Dynamics (Prerequisite: BA 233 or department approval) Focuses on the development of leadership skills. Course is designed to provide basic steps in leadership and group dynamics to help individuals develop a personal philosophy of leadership of the moral and ethical responsibility of leadership.	3	BA 260 – Purchasing (Prerequisites: ACCT 101A and 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 167 – Retirement Investment Focuses on retirement and estate planning.	1			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. Distance Learning option available (see page 43).	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) Presents 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 and 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
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

Course Number/Course Name	Credit Hours
BA 282 – Appraising the Single Family Residence (Prerequisite: BA 272) Explores the techniques used to estimate the market value of single-family residential property. Market value and analyses, inspection, appraisal and appraisal reports are covered.	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. <i>Distance Learning option available (see page 43).</i>	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 or 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 written and oral communication with an emphasis in critical thinking, resourcefulness, decision making, problem solving and computer skills. (Taken in student's last term.)	1
BA 296 – Business Topics Explores current topics in business.	1–3

Course Number/Course Name	Credit Hours
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.	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
BANK – Banking Courses	
BANK 101 – Principles of Banking Surveys major aspects of banking from the fundamentals of negotiable instruments to contemporary issues.	3

Course Number/Course Name	Credit Hours
BANK 103 – Law and Banking Principles Presents a banker's guide to law and legal issues with emphasis on the Uniform Commercial Code.	3
BANK 105 – Consumer Lending (Recommended prerequisite: BANK 101) Covers regulations governing credit practices, loan processing, cross-selling and collections.	3
BANK 107 – Analyzing Financial Statements (Prerequisite: ACCT 101A) Introduces financial analysis and skills needed to assess a borrower's ability to repay loans.	3
BANK 109 – Bank Accounting (Recommended prerequisite: ACCT 101A) Describes accounting and reporting system specifically for commercial banks in the context of their special reporting requirements. (5 weeks)	1
BANK 111 – Personal Financial Management Focuses on budgeting and planning concepts on a personal level for eventual use in business situations. (5 weeks)	1
BANK 115 – Commercial Lending (Recommended prerequisite: BANK 101) Covers technical side of commercial lending and important human relations skills.	3
BANK 296 – Financial Services Topics	1-3
Explores current topics in financial services.	
BANK 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
BANK 298 – Internship (Prerequisites: ACCT 101B and BANK 101 or department approval) Provides students the opportunity to work a minimum of 150 hours in a new job experience in banking or training-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
BANK 299 – Cooperative Education (Prerequisites: ACCT 101B and BANK 101 or department approval) Provides students the opportunity to work a minimum of 150 hours in a new job experience in banking or training-related supervised workstations. 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

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. (30 theory + 45 lab hours per term) Course fee: \$15. Distance Learning option available (see page 43).	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. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	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. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	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. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	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. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	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; recommended: RDG 100) Explores basic concepts of the functions of life, evolution, communities, cycling of materials, classification, animal phyla, anatomy and cells, while developing reading and notetaking skills, a sense of scale, familiarity with the microscope, observation and diagramming. Complements, but does not replace, CHEM 100. (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. Distance Learning option available (see page 43).	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: \$25	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: \$25	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: \$25	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: \$25	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. Course fee: \$25	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
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

Course Number/Course Name	Credit Hours
BIO 219 – Principles of Cell Biology (Prerequisites: BIO 121/121L or 123/124L 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.	3
BIO 219L – Cell Biology Lab (Prerequisites: BIO 121/121L or BIO 123/124L and CHEM 111/112L or 121/121L; pre- or 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.	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.	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: \$25	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: \$25	4
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

Course Number/Course Name	Credit Hours
BIO 239 – Microbiology (Prerequisites: either BIO 123/124L or BIO 121/121L and either CHEM 111/112L or 121/121L; pre- or corequisite: BIO 239L) Introduces concepts of microbiology, host-parasite relationships, infection, and immunity. Distance Learning option available (see page 43).	3
BIO 239L – Microbiology Laboratory (Prerequisites: BIO 123/124L or 121/121L and either CHEM 111/112L or 121/121L; pre- or corequisite: BIO 239) Investigates a variety of techniques designed to facilitate the growth, identification, and control of microorganisms. Course fee: \$25	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.	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.	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: \$25	1
BIO 248L – Human Anatomy and Physiology II Laboratory (Prerequisites: BIO 247L; pre- or corequisite: BIO 238) Provides lab exercises in anatomy and physiology which complement BIO 238, including specimen dissection and cadaver study. Course fee: \$25	1
BIO 296 – Topics in Biology (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See Schedule of Classes.	3
BIOT – Biotechnology Technician Courses	
BIOT 164A – Biotechnology Seminar I Explores current issues and topics related to biotechnology. Development of productive learning techniques and establishment of a learning community will be covered. Review, discussion and presentation of the social, medical and ethical considerations of biotechnology.	2

Course Number/Course Name	Credit Hours
BIOT 164B – Biotechnology Seminar II (Prerequisite: BIOT 164A; corequisite: BIOT 263/263L) Continues topics presented in BIOT 164A. Current issues and topics related to biotechnology will be explored. Current literature will be read, reviewed and discussed.	1
BIOT 164C – Biotechnology Seminar III (Prerequisite: BIOT 164B; corequisite: BIOT 264/264L) Continues topics presented in BIOT 164B. Current issues and topics related to biotechnology will be explored. Current literature will be read, reviewed and discussed.	1
BIOT 164D – Biotechnology Seminar IV (Prerequisite: BIOT 164C; corequisite: BIOT 265/265L) 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 Techniques I (Prerequisites: ENG 101; pre- or corequisite: BIO 121/121L, 219/219I, 221/222, and CHEM 212; corequisite: BIOT 164B) Presents theory and techniques of volumetric, gravimetric, chromatographic and spectrophotometric analysis. Introduction to data handling and statistics. (45 theory + 45 lab hours per term) Course fee: \$20 [Previously offered as Biotechnology Laboratory Instrumentation]	4
BIOT 264/264L – Biotechnology Laboratory Techniques II (Prerequisites: BIO 221/222, BIOT 263/263L; pre- or corequisites: MATH 145, CIS 121, 150, 155; corequisite: BIOT 164C) 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. (45 theory + 90 lab hours per term) Course fee: \$20	5
BIOT 265/265L – Biotechnology Laboratory Techniques III (Prerequisites: BIOT 264/264L; pre- or corequisite: PHIL 245M; corequisite: BIOT 164D and BIOT 274/274L) 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. (45 theory + 90 lab hours per term) Course fee: \$20	5
BIOT 274/274L – Bioinformatics and Proteomics (Prerequisites: BIOT 264/264L, CIS 121, 150, 151, 155, MATH 145; pre- or corequisite: 245M; corequisites: BIOT 164D and 265/265L) 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. (30 theory and 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
BIOT 298 – Internship (Prerequisite: BIOT 265/265L and 274) 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. (480 internship hours and 45 lab hours per term) Program fee: \$47	12
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. Distance Learning option available (see page 43).	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. Distance Learning option available (see page 43).	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. (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. (75 lab hours per term)	2
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. (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. (75 lab hours per term)	2

Course Number/Course Name	Credit Hours
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. Distance Learning option available (see page 43).	2
BKNG 112L – Yeast Doughs (Pre- or corequisites: BKNG 111 and FSMG 101B, or dep't approval) Covers supervision, safety techniques and advanced production procedures of a variety of breads, sweet doughs and croissants. (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. (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. (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. (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
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. (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. (15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
BT 179 – Advanced Remodeling <i>(Prerequisite: BT 178 or department approval)</i> Provides information on job site safety, OSHA regulations, design and construction techniques for remodeling and additions to existing buildings. <i>(15 theory + 75 lab hours per term)</i>	3

CARP – Carpentry Courses

CARP 101 – Carpentry Blueprint Reading I <i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers lumber sizing, scaling, centering and triangle theory, interpretation of elevation drawings, floor plans, symbols, notations, dimensions and structural information.	4
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CARP 111 – Carpentry Blueprint Reading II <i>(Prerequisites: CARP 101 or department approval)</i> Introduces blueprint applications for residential homes, multiple family dwellings and commercial buildings, along with material estimating and volume measure.	4
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CARP 121 – Introduction to Carpentry <i>(Prerequisite: MATH 097 or Accuplacer Arithmetic score of 31 or equivalent or department approval)</i> Introduces students to the construction trade and demonstrates the correct and safe use of hand and power tools commonly used in the construction trades. <i>[Previously offered as CARP 102]</i>	1
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CARP 122 – Structural Systems I <i>(Pre- or corequisite: CARP 101 or department approval)</i> Explains concrete and concrete reinforcing materials, foundations and flatwork, concrete forms and handling and finishing concrete. <i>[Previously offered as CARP 103]</i>	1
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CARP 123 – Structural Systems II <i>(Pre- or corequisite: CARP 101 or department approval I)</i> Explains floor framing systems, wall, ceiling, stair and roof framing and the installation of exterior doors and windows. <i>[Previously offered as CARP 104]</i>	1
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CARP 124A – Construction Lab A <i>(Pre- or corequisite: CARP 101 and 121 or department approval)</i> Provides beginning carpentry students with practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 102L]</i>	2
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CARP 124B – Construction Lab B <i>(Pre- or corequisite: CARP 101 and 121 or department approval)</i> Provides beginning carpentry students with additional practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 103L]</i>	2
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Course Number/Course Name	Credit Hours
CARP 124C – Construction Lab C <i>(Pre- or corequisite: CARP 101 and 121 or department approval)</i> Provides beginning carpentry students with additional practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 104L]</i>	2

CARP 131 – Exterior Finishes <i>(Pre- or corequisite: CARP 111 or department approval)</i> Introduces common materials and methods used for thermal and moisture protection, exterior siding and roofing. <i>[Previously offered as CARP 112]</i>	1
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CARP 132 – Interior Finishes I <i>(Pre- or corequisite: CARP 111 or department approval)</i> Introduces metal framing for interior walls, drywall installation and finishing. <i>[Previously offered as CARP 113]</i>	1
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CARP 133 – Interior Finishes II <i>(Pre- or corequisite: CARP 111 or department approval)</i> Introduces the installation of doors, windows, flooring, ceiling trim and cabinet installation. <i>[Previously offered as CARP 114]</i>	1
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CARP 134A – Construction Lab A <i>(Pre- or corequisite: CARP 111 and 121 or department approval)</i> Provides advanced carpentry students with additional practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 112L]</i>	2
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CARP 134B – Construction Lab B <i>(Pre- or corequisite: CARP 111 and 121 or department approval)</i> Provides advanced carpentry students with additional practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 113L]</i>	2
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CARP 134C – Construction Lab C <i>(Pre- or corequisite: CARP 111 and 121 or department approval)</i> Provides advanced carpentry students with additional practical, hands-on learning experience by taking advantage of building opportunities on and off campus. <i>(75 lab hours per term) [Previously offered as CARP 114L]</i>	2
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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. <i>(15 theory + 90 lab hours per term)</i>	3
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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
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Course Number/Course Name	Credit Hours
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 <i>(Prerequisite: department approval)</i> Provides an in-depth study of methods and advanced techniques.	1–6
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CARP 297 – Special Problems <i>(Prerequisite: department approval)</i> Focuses on a specific problem while working with an instructor.	Variable
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CCAP – Commercial Carpentry Apprenticeship

CCAP 198 – Commercial Carpentry Apprenticeship <i>(Prerequisite: current full-time employment in the carpentry industry or department approval)</i> 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
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CDV – Child, Youth and Family Development Courses

CDV 101 – Parents and Young Children Examines interactions of parents and children and diverse family configuration throughout the life cycle. Summer only.	3
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CDV 103 – Pre-School Growth and Development <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.	3
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CDV 105L – Infant Growth and Development Theory and Lab <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. <i>(45 theory + 45 lab hours per term) [This course replaces CDV 102 and CDV 102L]</i>	4
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CDV 106 – Healthy Young Children <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>	3
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Course Number/Course Name	Credit Hours
CDV 107 – Art and Play (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Focuses on the importance of play and art in the development of children. Students will be introduced to basic analysis techniques.	3
CDV 108C – Family Studies Practicum I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Demonstrates skills and competencies as indicated in coursework/objectives. Course provides practical experiences in an approved FS, ECME, or community setting in working with families and children from birth to age 36 months. (15 theory and 45 clinical hours per term)	2
CDV 120 – Introduction to CDA Training (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) 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.	2
CDV 120B – 45-Hour Entry-level Course 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.	3
CDV 124 – Supervised Field Experience (Pre- or corequisites: Director approval, CDV 120 and CDV 120B) 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.	1-5
CDV 201 – Middle Childhood Growth and Development (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Presents the principles of growth and development for 6- to 11-year-old children in cognitive, physical and social-emotional areas. Summer only.	3

Course Number/Course Name	Credit Hours
CDV 202 – Adolescent Growth and Development (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Examines the development and communication patterns of adolescents within the family setting. Spring only.	3
CDV 207 – Management of Early Childhood Programs (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Presents information and skills to develop an effective early childhood program. Students examine staff responsibilities, program development, scheduling, behavioral observation and evaluation techniques.	3
CDV 208C – Family Studies Practicum II (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Demonstrates skills and competencies as indicated in coursework/objectives. Course provides practical experiences in an approved FS, ECME, or community setting in working with families and children three years to eight years. (15 theory and 45 clinical hours per term)	2
CDV 212 – Special Issues in Child and Family Development (Prerequisite: Must be in final term or have permission of program director; summer and fall graduates may enroll in spring term.) 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. Spring only.	3
CDV 218 – Strengthening Family Structures (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) 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. Spring, summer only.	3
CDV 219 – Marriages and Families (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Provides insights into contemporary marriage and family situations. Focus on decision making for better understanding of families and the broader society. Fall, spring only.	3
CDV 296 – Topics Various special topics in the field are offered as elective hours.	1-3

Course Number/Course Name	Credit Hours
CDV 297 – Independent Study (Prerequisite: program director approval) Defines and studies a specific problem while working with the instructor.	1-3
CDV 299 – Cooperative Education (Prerequisite: permission of director) Works for one term on a cooperative basis in an appropriate training program with local employers. The position is paid.	1-3
CHEM – Chemistry Courses	
CHEM 100 – Basics of Chemistry (Recommended: MATH 100A) Focuses on the study of chemistry: the periodic table, chemical bonds and reactions, solutions and energy. Integrates applied math (metric system, unit analysis, significant figures), reading academic text and study skills. Provides essential background for next level success, particularly for CHEM 111, BIO 123, and BIO 136. (45 theory + 15 lab hours per term)	3
CHEM 111 – Introduction to Chemistry (Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent) 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.	3
CHEM 112L – Introduction to Chemistry Laboratory (Pre- or corequisite: CHEM 111) Introduces experiments complementing CHEM 111. Three-hour lab. Course fee: \$25	1
CHEM 121/121L – General Chemistry I (Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent and MATH 120 or Accuplacer College Level Math Score of 60) [First semester of a two-semester sequence for students in sciences, engineering or pre-med.] 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. Course fee: \$25	4
CHEM 122/122L – General Chemistry II (Prerequisite: CHEM 121/121L within past 3 years and MATH 121) 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. Course fee: \$25	4
CHEM 212 – Organic Chemistry and Biochemistry (Prerequisite: CHEM 111/112L or 121/121L) Introduces organic and biochemistry for students in health or	4

Course Number/Course Name	Credit Hours
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environmental occupations: survey of organic functional groups including chemistry of living organisms. Emphasis on medical aspects.

CHEM 253/253L – Quantitative Analysis 5
(Prerequisite: CHEM 122/122L)

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. *Spring only*

CHEM 291 – Organic Chemistry I 3
(Prerequisite: CHEM 122/122L)

Introduces study of modern organic chemistry including bonding theory, structure and reactivity, physical properties, and the reactions of organic compounds. Systematic examination of organic compounds based on their functional groups, including their synthesis and characterization by instrumental methods.

CHEM 296 – Topics in Chemistry 3
(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Presents various topics. See *Schedule of Classes*.

CIS – Computer Information Systems Courses

CIS 105 – MS Office Integration 3
(Recommended prerequisite: BA 150)

Extends the fundamental knowledge of Word, Excel, Access and PowerPoint. Incorporates and emphasizes the integration capabilities among the individual applications. (30 theory + 45 lab hours per term) Course fee: \$15

CIS 115 – Help Desk Technology 3

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.

CIS 116 – Help Desk Support 3

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.

CIS 119 – Introduction to Personal Digital Assistant (PDA) 1

Covers uses and applications of the PDA. Students are required to provide a PDA and an account with a service provider. (5 weeks; 10 theory + 15 lab hours per term)

Course Number/Course Name	Credit Hours
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CIS 120 – WordPerfect for Windows 3
(Recommended prerequisite: BA 150)

Focuses on word processing using WordPerfect for Windows with emphasis on functions and practical office applications. (30 theory + 45 lab hours per term) Course fee: \$15

CIS 121 – Word Fundamentals 1
(Recommended prerequisite: CIS 130)

Focuses on creating, editing, enhancing and merging documents. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5

CIS 123 – Microsoft Word 3
(Recommended prerequisite: BA 150)

Focuses on word processing using Microsoft Word for Windows with emphasis on functions and practical office applications. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).

CIS 126 – Desktop Publishing Using Word 1
(Recommended prerequisites: knowledge of Word and BA 150)

Integrates Word graphics and text to produce newsletters, instructional materials and other documents. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5

CIS 130 – Beginning Windows 1

Explores basic elements of Windows with emphasis on software functions. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5. Distance Learning option available (see page 43).

CIS 131 – Intermediate Windows 1
(Recommended prerequisite: CIS 130)

Covers concepts such as MS Windows OS interaction with hardware and software to optimally configure and customize computers. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5

CIS 137 – Windows Professional Operating System 3
(Recommended prerequisite: CIS 130)

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. (30 theory + 45 lab hours per term) Course fee: \$10

CIS 140 – PowerPoint Fundamentals 1
(Recommended prerequisites: 25 wpm typing skill and CIS 130)

Focuses on basic text charts and graph charts. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).

CIS 142 – Microsoft PowerPoint 3
(Recommended prerequisite: BA 150)

Provides hands-on experience in graphics presentation software which emphasizes charting, drawing, organizing and displaying text

Course Number/Course Name	Credit Hours
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and images. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).

CIS 143 – MS Outlook 1
(Recommended prerequisite: CIS 130)

Covers concepts such as managing messages, appointments, contacts and tasks, as well as track activities. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5

CIS 145 – Introduction to Computer Networking 3
(Recommended prerequisite: BA 150)

Offers concepts of data communications theory. Concepts include data communications networking terms, topologies, media, components and applications. Distance Learning option available (see page 43).

CIS 147 – Introduction to Information Management 3
(Recommended prerequisite: BA 150)

Provides a broad overview of important topics of information systems that are reviewed from the managerial point of view. Distance Learning option available (see page 43).

CIS 150 – Excel Fundamentals 1
(Recommended prerequisites: 25 wpm typing skill and CIS 130)

Stresses concepts such as creating, editing and enhancing worksheets, formatting cells, basic formulas and charts. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).

CIS 151 – Intermediate Excel 1
(Recommended prerequisite: CIS 150 or department approval)

Manages multiple worksheets and workbooks, manage data and design forms. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5. Distance Learning option available (see page 43).

CIS 152 – Advanced Excel 1
(Recommended prerequisite: CIS 151 or department approval)

Focuses on creating pivot tables, using advanced data analysis techniques and Excel with other programs. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).

CIS 155 – Access Fundamentals 1
(Recommended prerequisites: 25 wpm typing skill and 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 Distance Learning option available (see page 43).

CIS 156 – Intermediate Access 1
(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; 10 theory + 15 lab hours per term) Course fee: \$5. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	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; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 164 – Beginning Hypertext Markup Language (Recommended pre- or corequisites: CIS 130 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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	1
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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	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	3
CIS 171 – Digital Sound Processing (Recommended prerequisite: CIS 170) Focuses on integrating and editing sound files for a multimedia program. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 172 – Adobe Acrobat (Recommended prerequisite: BA 150 and CIS 130) Focuses on how to use Adobe Acrobat to create, save, modify, and publish PDF files for electronic access. Additional topics to be covered are sharing PDF files, document security, digital signatures, forms, buttons, and searching and extracting images and text from PDF documents. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5	1

Course Number/Course Name	Credit Hours
CIS 173 – Visual Communication for Business Design Explores how we see and use visuals to communicate information. Students will develop critical thinking skills in applying these concepts. Students will apply the concepts with hands-on design projects and media analysis assignments. These concepts will then be applied to design for advertising, print, multimedia, web design and 3-D design.	3
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; 10 theory + 15 lab hours per term) Course fee: \$5	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; 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; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 186 – Project Management Software (Recommended prerequisites: BA 150 and CIS 130) Focuses on planning, scheduling, managing and communicating project information. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 190 – Beginning FrontPage (Recommended prerequisites: CIS 130 and ECM 176 and 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; 10 theory + 15 lab hours per term) Course fee: \$5	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; 10 theory + 15 lab hours per term) Course fee: \$5	1

Course Number/Course Name	Credit Hours
CIS 201 – Hardware and Software Administration (Prerequisites: BA 150 and CIS 130 or department approval) Introduces concepts such as Windows operating systems, installation of boards and hardware, troubleshooting and disassembling/building a microcomputer system. This course may assist in preparation for the A+ exams. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 202 – Advanced Hardware and Software Management (Prerequisite: CIS 201 or department approval) Focuses on computer system software including advanced installation/troubleshooting of software, conflict resolutions, evaluating, and troubleshooting operating systems. This course may assist in preparation for the A+ exams. (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 MOS certification exam. (5 weeks; 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 MOS certification exam. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 222 – PowerPoint Certification Prep (Recommended prerequisite: CIS 142) Focuses on integrating all levels of PowerPoint and may assist in preparation for the PowerPoint MOS certification exam. (5 weeks; 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 MOS certification exam. (5 weeks; 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 MOS certification exam. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 230 – Business Database Management (Prerequisite: CIS 157) Focuses on using Access advanced features to support the business decision process through modeling, analysis and control structures, and converting simple forms and reports into essential business tools. Additional topics include switchboards, macros, and domain aggregate functions, controlling code executions, creating complex Access web pages, and sharing Access data. (30 theory + 45 lab hours per term) Course fee: \$15	3

Course Number/Course Name	Credit Hours
CIS 231 – Excel Advanced Business Applications (Prerequisites: CIS 152 or ACCT 254) Focuses on using Excel advanced features to create a decision support system using general management tools, statistical models, financial models, and analyzing advanced macros for general business practices. Additional topics include converting and using lists, primary and secondary charts, troubleshooting functions, creating custom functions and forms, controlling code executions, and sharing Excel data with other programs. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 232 – Database Design: MS SQL Server (Recommended prerequisites: CIS 137 and 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. (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; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 239 – Foundations of Network+ (Recommended prerequisites: BA 150 and 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. (30 theory + 45 lab hours per term) Course fee: \$10 Distance Learning option available (see page 43).	3
CIS 240 – Data Management (Recommended prerequisites: CIS 145 and CIS 130) Provides students with hands-on experience on data communications networking. Applications include setting up user accounts, creating directories, login scripts and menus. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 243 – Windows Server Management (Recommended prerequisite: CIS 130; recommended pre- or corequisites: CIS 137 and 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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 245 – Windows Network Infrastructure Management (Prerequisites: CIS 243 or CP 182 and CP 183 or department approval) 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	3

Course Number/Course Name	Credit Hours
MCP or MCSE certification. Version being taught subject to change. Please check with department. (30 theory + 45 lab hours per term) Course fee: \$10	
CIS 246 – Windows Directory Services Management (Prerequisites: CIS 243 or CP 182 and CP 183 or department approval) 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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 247 – Designing Windows Directory Services (Prerequisites: CIS 243 or CP 182 and CP 183 or department approval) 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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 248 – Designing Windows Network (Prerequisites: CIS 243 or CP 182 and CP 183 or department approval) 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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 249 – Designing Windows Network Security (Prerequisites: CIS 243 or CP 182 and CP 183 or department approval) 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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 250 – Business Intranets/Extranets (Recommended prerequisite: CIS 164) Explores concepts such as planning, managing and using business intra-/extranets. (30 theory + 45 lab hours per term) Course fee: \$10 Distance Learning option available (see page 43).	3
CIS 251 – Windows Network Environment (Prerequisites: CIS 245 and 246 or department approval) Create, configure, manage, secure, and troubleshooting file, print, Web resources, network infrastructure, and remote access.	3

Course Number/Course Name	Credit Hours
Additional topics include managing, securing and troubleshooting servers and client computers. This course may assist in preparation for MCP and MCSA certification. Version being taught subject to change. Capstone course should be taken in student's final term. (30 theory + 45 lab hours per term) Course fee: \$10	
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; 10 theory + 15 lab hours per term) Course fee: \$5	1
CIS 254 – Project Management (Prerequisite: CIS 157) Focuses on scheduling, production planning, and tracking and forecasting and managing conflicts. Capstone course should be taken in student's final term. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 255 – Desktop Publishing (QuarkXPress) (Prerequisites: BA 150 and 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. (30 theory + 45 lab hours per term) Course fee: \$15	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. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 257 – Principles of Information Security (Prerequisite: CIS 243; recommended prerequisite: CIS 245) Explores network security in depth. Topics included are risk management, network security policy, security training, implementing security, and security maintenance.	3
CIS 258 – Computer Information Security (Prerequisite: CIS 243; recommended prerequisite: CIS 245) Focuses on an overview of network and computer security. Topics included are general security concepts, communication security, infrastructure security, operational and organization security. (30 theory + 45 lab hours per term) Course fee: \$15	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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	1

Course Number/Course Name	Credit Hours
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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	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; 10 theory + 15 lab hours per term) Course fee: \$5 Distance Learning option available (see page 43).	1
CIS 263 –PhotoShop Practicum (Prerequisite: CIS 262 or department approval) Expands on the Photoshop skill set to develop proficiency with Masks, Channels, Clipping Paths, Clipping Groups, History, Blending Modes, Curves, and Color Correction. The focus is on the core image-editing tools of Photoshop that can be universally applied to photography, print, or the web. The material is covered in production-oriented projects. (10 weeks; 20 theory + 30 lab hours per term) Course fee: \$10	2
CIS 265 – Fireworks (Recommended prerequisites: BA 150 and CIS 130) Covers concepts such as preparing graphics for the Web. (5 weeks; 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. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 271 – Macromedia Director (Recommended prerequisite: CIS 170) Emphasizes concepts such as the use of interactive multimedia script language to create dynamic multimedia productions. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 272 – Macromedia Dreamweaver (Recommended prerequisites: BA 150 and CIS 170) Explores concepts such as building web sites using rollovers, tables, and style sheets. (10 weeks; 20 theory + 30 lab hours per term) Course fee: \$10. Distance Learning option available (see page 43).	2
CIS 273 – Macromedia Flash (Recommended prerequisites: BA 150 and CIS 170) Focuses on concepts such as animation, drawing, and interactivity in Flash as well as sound and introduction to actions. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	3

Course Number/Course Name	Credit Hours
CIS 274 – Adobe Illustrator (Recommended prerequisites: CIS 130 and CIS 262) 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. (30 theory + 45 lab hours per term) Course fee: \$15. Distance Learning option available (see page 43).	3
CIS 275 – Adobe Premiere (Corequisite: CIS 273; pre- or corequisite: CIS 274) Explores concepts of choosing appropriate software and media to design and produce a cost effective multimedia presentation. Capstone course should be taken in student's final term. (30 theory + 45 lab hours per term) Course fee: \$15	3
CIS 276 – Business Web Graphics (Prerequisites: ECM 176, CIS 262 and CIS 165, or CIS 190 or CIS 272) Analyzes production techniques for design and creation of professional business web sites and optimize the appearance of business web sites by incorporating appropriate graphics. Tools include animations, rollover effects, buttons, thumbnail galleries, image slices, and icons. Attention given to bandwidth and presentation needs unique to the Web. Focuses on developing business web sites that are attractive, professional, and appropriate to business representation and functions on the Web. (10 weeks; 20 theory + 30 lab hours per term) Course fee: \$10	2
CIS 282 – Windows Professional Certification Prep (Recommended prerequisite: CIS 137) Continues exploration of Windows Professional Operating System. 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; 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; 10 theory + 15 lab hours per term) Course fee: \$10	1
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; 10 theory + 15 lab hours per term) Course fee: \$10	1

Course Number/Course Name	Credit Hours
CIS 290 – MS SQL Server (Recommended prerequisites: CIS 137 and CIS 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. (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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CIS 296 – Topics Course	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.	Variable
CIS 298 – Internship (Prerequisites: CIS 152 or CIS 157 or CIS 254 or CIS 243 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.	4
CIS 299 – Cooperative Education (Prerequisites: CIS 152 or CIS 157 or CIS 254 or CIS 243 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. Student trainees are paid by the cooperating firm and supervised jointly by TVI and the employer.	4
CJ – Criminal Justice Courses	
CJ 101 – Criminal Law (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3

Course Number/Course Name	Credit Hours
CJ 102 – Juvenile Law and Procedure (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3
CJ 103 – Probation and Parole (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3
CJ 104 – Patrol Procedures (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3
CJ 107 – Criminal Procedure (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3
CJ 108 – Community-oriented Policing (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 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.	3
CJ 109 – Introduction to Security Services 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.	3
CJ 111 – Traffic Investigation and Enforcement (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.	3

Course Number/Course Name	Credit Hours
CJ 112 – Criminal Investigation (Prerequisites: CJ 101, 107 and 118 or department approval) Presents basic criminal investigation from the preliminary investigation to final preparation and presentation in court.	3
CJ 113 – Organized and White Collar Crime (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.	3
CJ 116 – Correctional Services (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.	3
CJ 117 – Public Policies and Strategies 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.	3
CJ 118 – Report Writing (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. Distance Learning option available (see page 43).	3
CJ 296 – Special Topics (Prerequisite: department approval) Provides the in-depth study of problems and the advanced techniques that criminal justice experts use in responding to them.	1–6
CJ 297 Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
CJ 299 – Cooperative Education Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.	3
CLA – Clinical Laboratory Assistant Courses	
CLA 101L - Introduction to Laboratory Technique (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 of 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. Distance Learning option available (see page 43).	3

Course Number/Course Name	Credit Hours
CLA 102L - Basic Hematology/Chemistry (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) Distance Learning option available (see page 43).	3
CLA 103C- Clinical Experience (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. (9 weeks; 135 clinical hours per term)	3
CM – Construction Management Courses	
CM 130 – Construction Detailing Introduces basics of construction detailing and working drawing sets. (30 theory + 37.5 lab hours per term) Distance Learning option available (see page 43).	3
CM 132L – Construction Graphics/Engineering Methods (Pre- or corequisite: CM 130 or department approval) Introduces principles and techniques of computer graphic applications used in the construction industry. (15 theory + 75 lab hours per term)	3
CM 171 – Construction Materials and Techniques Includes plan reading, elementary construction techniques, materials and construction documents; emphasizes Uniform Building Code plan check. Distance Learning option available (see page 43).	3
CM 175 – General Contractor Preparation Covers licensing requirements, rules and regulations, business law, the UBC, construction methods and contract management. Distance Learning option available (see page 43).	3
CM 202 – Commercial Construction Theory (Prerequisites: CM 171 and CP 176 or department approval) Covers UBC plan check and survey of the Construction Specifications Institute. (15 theory + 75 lab hours per term) Distance Learning option available (see page 43).	3
CM 256 – Statics (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.	3

Course Number/Course Name	Credit Hours
CM 257 – Construction Estimating (Prerequisites: CM 171 and CP 176 or MATH 120, corequisite: CM 257 or department approval) Covers cost estimates on buildings based on Construction Specifications Institute, formatted budgets, take-off techniques. (15 theory + 75 lab hours per term) Distance Learning option available (see page 43).	3
CM 260 – Computerized Estimating Techniques (Prerequisites: CM 171, CP 176, corequisite: CM257 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. (15 theory + 75 lab hours per term)	3
CM 261L – Construction Surveying (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. (15 theory + 75 lab hours per term)	3
CM 263 – Construction Equipment and Methods (Prerequisites: CM171, CM 130, 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. Distance Learning option available (see page 43).	3
CM 277 – Construction Project Management (Prerequisite: 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, include Gantt, Pert, and CPM development. Students break down a job into its basic tasks and reassemble it in a framework that controls time, work materials and related activities. Distance Learning option available (see page 43).	3
CM 279 – Mechanical Electrical Systems and Construction Introduces materials and equipment used in the electrical and mechanical systems of commercial building and associated codes and costs. Distance Learning option available (see page 43).	3
CM 280 – Computerized Project Scheduling (Prerequisites: CM 171, CP 176, corequisite: CM 277 or department approval) Covers various methods of computerized scheduling methods and techniques. Exposes the student to state of the art project scheduling software and project management techniques used by local industry. The student will participate in group projects and will develop real world project schedules. (15 theory + 75 lab hours per term)	3

Course Number/Course Name	Credit Hours
CM 296 – Topics (Prerequisite: permission of program chair) Provides in-depth study of topics related to construction management.	1-4
CM 297 – Special Problems (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.	2-4
CM 298 – Internship (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. The position is not paid.	3
CM 299 – Cooperative Education (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. The position is paid.	3

COMM – Communications Courses

COMM 110 – Mass Media and Society (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.	3
COMM 130 – Public Speaking (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. NOTE: COMM 130 is required in the UNM Core Curriculum; Liberal Arts students intending to transfer to UNM may want to take COMM 130 in addition to COMM 221 to fulfill this requirement. Distance Learning option available (see page 43).	3
COMM 221 – Interpersonal Communication Studies (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. NOTE: COMM 130 is required in the UNM Core Curriculum; Liberal Arts students intending to transfer to UNM may want to take COMM 130 in addition to COMM 221 to fulfill this requirement.	3

Course Number/Course Name	Credit Hours
COMM 223 – Introduction to Nonverbal Communication Studies (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.	3
COMM 225 – Small-Group Communication Studies (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.	3
COMM 232 – Business and Professional Communication Studies (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. Distance Learning option available (see page 43).	3
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

Course Number/Course Name	Credit Hours
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
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. (37.5 lab hours per term) Course fee: \$50	1

Course Number/Course Name	Credit Hours
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. (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. (37.5 lab hours per term)	1
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. (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,	1

Course Number/Course Name	Credit Hours
related chemistry, semi-permanent and permanent applications, hair coloring and special effects techniques, problem solving and record keeping. (37.5 lab hours per term)	
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. (37.5 lab hours per term)	1
COS 112 – Facials Theory (Prerequisites: COS 107 and 107L or department approval) 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 (Pre- or corequisite: COS 112 or department approval) 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. (37.5 lab hours per term) Course fee: \$50	1
COS 113L – Sterilization/Sanitation/Bacteriology Lab II (Pre- or corequisites: COS 112, 112L and 113 or department approval) Continues basic application of sterilization, sanitation and bacteriology techniques in a supervised lab setting. (37.5 lab hours per term)	1
COS 114L – Shampoo/Rinses/Scalp Treatments Lab II (Pre- or corequisites: COS 113 and 113L or department approval) Continues basic application of shampoo, rinses and scalp treatment techniques in a supervised lab setting. (37.5 lab hours per term)	1
COS 115L – Chemical Rearranging: Perms and Relaxers Lab II (Pre- or corequisite: COS 114L or department approval) Continues basic application of chemical rearranging, perms and relaxers techniques in a salon setting. (75 lab hours per term)	2
COS 116L – Cutting/Coloring/Hairstyling Lab II (Pre- or corequisite: COS 115L or department approval) Continues basic application of hair cutting, coloring and styling techniques in a supervised lab setting. (112.5 lab hours per term)	3

Course Number/Course Name	Credit Hours
COS 117L – Manicuring/Pedicuring Lab II (Pre- or corequisite: COS 116L or department approval) Continues basic application of manicuring, pedicuring, massage and advanced nail techniques in a supervised lab setting. (75 lab hours per term)	2
COS 201L – Chemical Rearranging: Perms and Relaxers Lab III (Prerequisite: COS 117L or department approval) Covers intermediate application of chemical rearranging, perms and relaxers in a supervised salon setting. (75 lab hours per term) Course fee: \$50	2
COS 202L – Hair Cutting Lab III (Pre- or corequisite: COS 201L or department approval) Covers intermediate application of scissors, shears, razor and clippers, products, materials and implements in a supervised salon setting. (75 lab hours per term)	2
COS 203L – Hair Coloring Lab III (Pre- or corequisite: COS 202L or department approval) 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. (37.5 lab hours per term)	1
COS 204L – Hairstyling Lab III (Pre- or corequisite: COS 203L or department approval) 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. (37.5 lab hours per term)	1
COS 205L – Facials/Manicuring/Pedicuring Lab III (Pre- or corequisite: COS 204L or department approval) 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. (150 lab hours per term)	4
COS 211 – State Laws/Regulations (Prerequisite: COS 205L or department approval) 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 (Pre- or corequisite: COS 211 or department approval) 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

Course Number/Course Name	Credit Hours
COS 212L – Salon Operation Lab (Externship) (Pre- or corequisite: COS 212 or department approval) 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. (112.5 lab hours per term)	3
COS 213 – Advanced Salon Theory (Pre- or corequisites: COS 212 and 212L or department approval) 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 (Pre- or corequisite: COS 213 or department approval) 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. Course fee: \$50 (187.5 lab hours per term)	5
COS 214L – Hair Cutting Lab IV (Pre- or corequisites: COS 201L and 202L or department approval) Covers advanced application of scissors, shears, razor and clippers, products, materials and implements in a supervised salon setting. (75 lab hours per term)	2
COS 215L – Hair Styling Lab IV (Pre- or corequisites: COS 203L and 204L or department approval) 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. (37.5 lab hours per term)	1
COS 216L – Facials/Manicuring/Pedicuring Lab IV (Pre- or corequisites: COS 204L and 205L or department approval) 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. (37.5 lab hours per term)	1
COS 296 – Special Topics (Prerequisite: department approval) Provides an in-depth study of problems and advanced techniques.	1–6
COS 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable

Course Number/Course Name	Credit Hours
CP – Computer Technology Courses	
CP 100 – Introduction to Computer Programming (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. (45 theory + 15 lab hours per term)	3
CP 101L – ANSI COBOL (Prerequisites: CP 103 and 107) Write structured programming projects directly related to business and accounting applications. The projects are designed, coded, debugged and executed. (60 theory + 90 lab hours per term) Course fee: \$10	6
CP 103 – Mathematics for Computer Programmers (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. (30 theory + 45 lab hours per term)	3
CP 106 – Overview of Web Technologies (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). (30 theory + 45 lab hours per term)	3
CP 107 – Programming Logic and Design (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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CP 111L – Advanced ANSI COBOL (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. (60 theory + 90 lab hours per term) Course fee: \$10	6

Course Number/Course Name	Credit Hours
CP 113 – Survey of Computer Animation Progresses from traditional cel animation through building free-hand skills, use of paint software packages, digital media applications and introduces 3D-computer animation. (30 theory + 45 lab hours per term)	3
CP 117 – Web Site Maintenance (Prerequisite: CP 106 or permission of director) Covers the ease of use ratings, link verifiers, performance tuning, and site statistics. (10 theory + 15 lab hours per term)	1
CP 128 – Personal Computer Operating Systems (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. (30 theory + 45 lab hours per term) Course fee: \$10 [Previously CP 216L]	3
CP 132 -Web Programming with JavaScript (Prerequisites: CP 106, 107, and CIS 165 or permission of director) Covers the fundamentals of the Common Gateway Interface (CGI) protocol and JavaScript. Uses compiled programs and introduces CGI security concerns. (30 theory + 45 lab hours per term)	3
CP 133 – Survey of Active Server Pages (Prerequisite: CP 132 or permission of director) Covers aspects of server side scripting using Active Server Pages. (10 theory + 15 lab hours per term)	1
CP 134 – Survey of ColdFusion (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. (10 theory + 15 lab hours per term)	1
CP 135 – Web Programming with Perl (Prerequisite: CP 132) Continues skill development with focus on integrating scripting into Web designs and structures using Perl. Develops both client and server application, incorporating many advanced Web page development techniques. (30 theory + 45 lab hours per term)	3
CP 150 – Data Structures (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. (30 theory + 45 lab hours per term)	3
CP 170 – Techniques for Animation Text (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	3

Course Number/Course Name	Credit Hours
software, information on the direct wants and needs of production houses, and insights into legal aspects of the business. (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	4
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. (30 theory + 45 lab hours per term) Course fee: \$15 Distance Learning option available (see page 43).	3
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. (30 theory + 45 lab hours per term)	3
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. (30 theory + 45 lab hours per term) Course fee: \$15	3
CP 180 – Computer Animation Strategies & Techniques 3 (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. (30 theory + 45 lab hours per term)	3
CP 181L – Alias/Wavefront Maya Certified Training 3 (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. (30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 182 – Network Topologies/Cisco Academy Semester 1 3 (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. (30 theory + 45 lab hours per term)	3
CP 183 – Network Operating Systems (Network + Certification Prep) 3 (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. (30 theory + 45 lab hours per term)	3
CP 190 – Game Design Theory 3 (Prerequisites: CP 176 and ENG 101) Study the history and genres of computer games, learn the basics of designing games, and create standard game design documents while investigating standard practices of the game development industry. (30 theory hours + 45 lab hours per term) Distance Learning option available (see page 43).	3
CP 205 – Basic Router Config./Cisco Academy Semester 2 3 (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. (30 theory + 45 lab hours per term)	3
CP 206 – Local Area Network Management/Cisco Academy Semester 3 3 (Prerequisite: CP 205) Configure and troubleshoot routers/switches in a LAN environment. Prepares students for the Cisco Certified Networking Associate certification. (30 theory + 45 lab hours per term)	3
CP 207 – Wide Area Network Management/Cisco Academy Semester 4 3 (Prerequisite: CP 206) Configure and troubleshoot routers/switches in a WAN environment. Prepares students for the Cisco Certified Networking Associate certification. (30 theory + 45 lab hours per term)	3
CP 213 – Database Management (MS Access) 3 (Prerequisite: CP 107 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. (30 theory + 45 lab hours per term) Course fee: \$10	3

Course Number/Course Name	Credit Hours
CP 214L – Report Program Generator III/400 <i>(Prerequisite: a programming language or permission of director)</i> Introduces the RPG III/400 programming language used in business organizations, focusing on the basic coding parameters. (30 theory + 45 lab hours per term)	3
CP 217L – Personal Computer Assembler Language <i>(Prerequisites: CP 107 and 128)</i> Introduces assembler language programming using the microcomputer. (30 theory + 45 lab hours per term) Course fee: \$10	3
CP 218 – Oracle IDS Build Internet Forms I <i>(Prerequisites: CP 221 or permission of director)</i> Build and test interactive Internet applications. Working in a graphical user interface (GUI) environment, students learn to customize Forms with user input items such as check boxes, list items, and radio groups. They also learn to modify data access by creating event-related triggers. (30 theory hours + 45 lab hours per term)	3
CP 220 – Advanced Database Concepts <i>(Prerequisite: CP 213 or permission of director)</i> 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. (30 theory + 45 lab hours per term)	3
CP 221 – Introduction to ORACLE SQL <i>(Prerequisites: CP 220 or permission of director)</i> Designs and creates database structures to move, retrieve, update and display data in a relational database with SQL language. (30 theory hours + 45 lab hours per term)	3
CP 222 – Develop Oracle PL/SQL Program Units <i>(Prerequisites: CP 221 or permission of director)</i> Introduces PL/SQL and helps in understanding the benefits of this powerful programming language. Creates PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Uses SQL*Plus to develop these program units, learn to manage PL/SQL program units and database triggers, to manage dependencies, to manipulate large objects, handle exceptions and to use Oracle-supplied packages. (30 theory hours + 45 lab hours per term)	3
CP 223 – Oracle IDS Build Internet Forms II <i>(Prerequisites: CP 218 or permission of director)</i> Builds application skills using Oracle Forms. Students create multiple-form Internet applications and learn to manage multiple transactions across modules. By adding custom menus, reports, and charts. Enhance their applications using Java Beans. Implement triggers that respond to function keys, mouse movement and mouse button actions, and window manipulation. (30 theory hours + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 224 – Decision Support Systems (Oracle Internet Reports) <i>(Prerequisite: CP 221)</i> Covers Oracle Internet report generation technology. Prepares students for the Oracle OCP exams. (30 theory + 45 lab hours per term)	3
CP 225 – Oracle Database Fundamentals I <i>(Prerequisites: CP 221 or permission of director)</i> Gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Use commands needed to perform the DBA tasks. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner. (30 theory hours + 45 lab hours per term)	3
CP 226 – Oracle Database Fundamentals II <i>(Prerequisites: CP 225 or permission of director)</i> Develop network configuration and recovery techniques through various workshop scenarios. Describe the database utilities (Export and Import) and the situations where they can be used. Define networking requirements and the solutions provided by Oracle to implement these requirements. Perform database and datafile backups with and without Recovery Manager (RMAN). (30 theory hours + 45 lab hours per term)	3
CP 227 – Oracle Performance Tuning <i>(Prerequisites: CP 226 or permission of director)</i> Introduces participants to the importance of good initial database design, and the method used to tune a production Oracle database. The focus is on Database and Instance tuning rather than specific operating system performance issues. Participants will gain practical experience tuning an Oracle database. Using the available Oracle tools, such as Oracle Enterprise Manager (with the Diagnostics and Tuning Packs) and STATSPACK participants also learn how to recognize, troubleshoot and resolve common performance related problems in administering an Oracle database. (30 theory hours + 45 lab hours per term)	3
CP 231 – Networking and Security Administration <i>(Prerequisite: CP 275)</i> Introduces Unix configuration for networking and maximization of performance through network security. Prepares students for Linux certification. (30 theory + 45 lab hours per term)	3
CP 232 – Linux Application Installation and Troubleshooting <i>(Prerequisite: CP 275)</i> Presents installation, maintenance and troubleshooting of network-based applications/programs on a Unix platform. Prepares students for the Cisco Certified Networking Associate certification. (30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 235 – JAVA Programming I <i>(Prerequisite: CP 278B or permission of director)</i> 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. (30 theory + 45 lab hours per term)	3
CP 236 – Systems Analysis & Design <i>(Prerequisites: CP 278A and 213 or permission of director)</i> 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. (30 theory + 45 lab hours per term)	3
CP 237 – JAVA Programming II (JCert Exam Prep) <i>(Prerequisite: CP 235)</i> 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. (30 theory + 45 lab hours per term)	3
CP 238 – JAVA Database Applications (Oracle JDeveloper) <i>(Prerequisite: CP 237)</i> 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. (30 theory + 45 lab hours per term)	3
CP 240 – Intrusion Detection Systems & Firewalls <i>(Prerequisites: CP 182 and CP 183)</i> Covers the installation, configuration and monitoring of various intrusion Detection Systems (IDS), and Firewalls that are used to repel and track network attacks. (30 theory + 45 lab hours per term)	3
CP 251A – Introduction to 3D Game Development <i>(Prerequisites: CP 176 and CP 190)</i> Presents concepts of building 3D Game levels using the 3D GameStudio engine. Basic level design and architecture will be introduced, along with tools and techniques required for building effective game environment in the 3D GameStudio Level Editor software. (7.5 weeks; 7.5 theory hours + 22.5 lab hours per term) Distance Learning option available (see page 43).	1
CP 251B – Introduction to 3D Game Scripting <i>(Prerequisites: CP 107 and CP 251A)</i> Create basic game scripts using the 3D GameStudio scripting language C-Script. Emphasis will be placed on modifying and using existing templates to build gameplay components for use in the 3D GameStudio Level Editor. (7.5 weeks; 7.5 theory hours + 22.5 lab hours per term) Distance Learning option available (see page 43).	1

Course Number/Course Name	Credit Hours
CP 251C – Image Processing for 3D Game Development 1 (Prerequisites: CIS 262 and CP 251B) Presents techniques for creating seamless textures, WAD files, Sprites, and Skins for use in 3D GameStudio Levels. (7.5 weeks; 7.5 theory hours + 22.5 lab hours per term) Distance Learning option available (see page 43).	1
CP 251D – Introduction to 3D Game Modeling 1 (Prerequisites: CP 177L, CP 251A, and CP 251C) Introduces 3D Modeling built to very exacting specifications and standards, while teaching techniques of model creation in the 3D GameStudio Model editor, as well as principles of translating models from Lightwave 3D to 3D GameStudio. (7.5 weeks; 7.5 theory hours + 22.5 lab hours per term) Distance Learning option available (see page 43).	1
CP 260L – Open GL Programming 3 (Prerequisites: CP 278A or permission of director) Explores an OpenGL API as it is implemented under Windows-based operating systems. Students will write graphics application programs using OpenGL functions from C/C++ programs. (30 theory + 45 lab hours per term)	3
CP 261L - Image Processing 3 (Prerequisite: CP 278A or permission of director) Presents use and application of PC and UNIX-based development environments. Includes applications on image processing, data manipulation and scientific visualization. (30 theory + 45 lab hours per term)	3
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. (30 theory + 45 lab hours per term) Course fee: \$10	3
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. (30 theory + 45 lab hours per term) Course fee: \$10	3
CP 275 – Advanced UNIX and WAN Administration 3 (Prerequisite: CP 274L or permission of director) Allows students to build and customize a UNIX host in a network environment and administer it remotely. Covers remote access protocols (PPP, SLIP, etc.) and the mechanics of remote data delivery. (30 theory + 45 lab hours per term)	3

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. (30 theory + 45 lab hours per term) Course fee: \$10	3
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. (30 theory + 45 lab hours per term) Course fee: \$10	3
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. (30 theory + 45 lab hours per term) Course fee: \$10	3
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. (30 theory + 45 lab hours per term) Distance Learning option available (see page 43).	3
CP 285 – Troubleshooting Networks 3 (Prerequisite: CP 182 or permission of director) Allows students run a wide variety of applications over a network and apply troubleshooting techniques using software and LAN analyzing equipment. (30 theory + 45 lab hours per term)	3
CP 287 – Visual Basic II (Client Server Database Applications) 3 (Prerequisites: CP 284 or permission of director) Allows construction of 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. (30 theory + 45 lab hours per term)	3
CP 290 – Windows MFC Programming in C++ 3 (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. (30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
CP 292 – System Development (Demo Portfolio) 1 (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. (45 lab hours per term)	1
CP 293 – Demo Reel Production (Demo Portfolio) 1 (Prerequisite: CP 262 or permission of director) Allows students to 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. (45 lab hours per term)	1
CP 295 – Web Site Implementation 1 (Prerequisite: CP 135 or permission of director) Allows students to create a web site from conceptualization to implementation. Completed web site and portfolio will be presented to an academic team. (45 lab hours per term)	1
CP 296 – Topics 1–6 (Prerequisite: permission of director) Topics vary based on the requests from the community and available software, hardware and instructors. Distance Learning option available (see page 43).	1–6
CP 297 – Special Problems 1–6 (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
CP 298 – Internship 3 (Prerequisite: permission of director) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. The position is not paid.	3
CP 299 – Cooperative Education 3 (Prerequisite: permission of director) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. The position is paid.	3

CR – Court Reporting Courses

CR 103L – Machine Shorthand I 7

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Presents steno machine keyboard and conflict-free machine shorthand theory. Theory tests must be passed with a C or better. (120 theory + 30 lab hours per term)

CR 104L – Machine Shorthand II 7

(Prerequisite: CR 103L)

Presents vocabulary building along with a review of conflict-free, realtime machine shorthand theory principles. Open-exit course. Students may advance to CR210L after reaching speeds of 60 and 80 wpm. The speedbuilding and five-minute takes will be comprised of literary, jury charge and testimony dictation. All takes must be passed with 96% accuracy or better. Enrollment is limited to 45 weeks or three terms. (120 theory + 30 lab hours per term)

CR 210L – Machine Shorthand III 8

(Prerequisite: CR 104L)

Covers continued vocabulary building of steno outlines and English. Open-entry, open-exit course. Students may advance to CR 220L after reaching speeds of 100, 120 and 140 wpm. The speedbuilding and five-minute takes will be comprised of literary, jury charge and testimony dictation. All takes must be passed with 96% accuracy or better. Four-voice dictation will be introduced to provide speaker identification instruction and dictionary entries. Enrollment limited to 45 weeks or three terms. (120 theory + 90 lab hours per term)

CR 220L – Machine Shorthand IV 8

(Prerequisite: CR 210L)

Emphasizes medical terminology and dictation, vocabulary building and speedbuilding. Open-entry, open-exit course. Students may advance to CR 230L after reaching speeds of 140, 160 and 180 wpm. The speedbuilding and five-minute takes will be comprised of literary, jury charge and testimony dictation. All takes must be passed with 96% accuracy or better. Four-voice video dictation will be provided to improve speed and accuracy with speaker identification. Steno dictionary building and transcript production on CAT will also be emphasized. Enrollment limited to 45 weeks or 3 terms. (120 theory + 90 lab hours per term)

CR 230L – Machine Shorthand V 8

(Prerequisite: CR 220L)

Emphasizes vocabulary and speedbuilding to include advanced medical and technical terminology. Open-entry, open-exit course. Students must reach the speeds of 180, 200 and 225 wpm. The speedbuilding and five-minute takes will be comprised of literary, jury charge and testimony dictation. All takes must be passed with 96% accuracy or better. Four-voice video practice dictation will be given at speeds ranging from 180 to 230 wpm. Extensive dictionary building and transcript production on CAT will be emphasized. Enrollment limited to 45 weeks or three terms. (120 theory + 90 lab hours per term)

CR 251 – Stenotranscription 3

(Prerequisites: CR 104L and BA 150 or department approval)

Provides instruction on the functions and applications of stenotranscription software. This software allows students to transcribe tapes by entering any command that is used by Microsoft Word to produce documents directly from the steno machine. Grading is done on the production of medical and legal documents from audio tapes.

CSCI – Computer Science Courses

CSCI 090 – Beginning Computer Basics 1

Provides basic computer vocabulary, hands-on mouse skills and computer confidence for students with no computer experience.

CSCI 096 – Special Topics 1–3

Presents various topics in computer science.

CSCI 098 – Computer Basics 2

(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.

CSCI 100 – Basic Keyboarding/Computer Skills 3

Emphasizes beginning keyboarding, computer concepts and basic word processing. Recommended for entry-level students. (45 theory + 15 lab hours per term)

CSCI 101 – Computer Literacy 4

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

Distance Learning option available (see page 43).

CSCI 151 – Introduction to Programming for Non-Computer Science Majors 4

(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.)

CSCI 163 – Intermediate Computer Literacy 3

(Prerequisite: CSCI 101 or permission of instructor)

Emphasizes creating graphics and Web documents; research using the Internet. Course fee: \$15

CSCI 201 – Mathematical Foundations of Computer Science 4

(Prerequisites: CSCI 151 and MATH 162)

Introduces formal mathematical concepts of computer science for the beginning student. Topics include elementary logic, induction, algorithmic processes, graph theory, and models of computation. Some programming required.

CSCI 251 – Intermediate Computer Programming 4

(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

CSCI 296 – Topics in Computer Science 3

(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent and permission of instructor)

Presents various topics. See Schedule of Classes.

CSE – College Success Experience Courses

CSE 095 – Study Skills 2

Introduces essential components of study skills and self-management techniques needed for academic success. [Formerly SSKL 095]

CSE 096 – Special Topics 1–3

Presents various topics in study skills. [Formerly SSKL 096]

CSE 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 academic success. [Formerly SSKL 100] (45 theory hours + 15 lab hours per term)

CSE 101 – Career Exploration 1

(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Assists students through career exploration and decision-making processes to help chart academic and career pathways. Explores four self-assessments including personal styles/characteristics, interests, values, and skills for self-understanding.

CSE 102 – Learning Strategies 1

(Pre or corequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)

Assists students to develop academic and personal skills in critical thinking, critical reading, problem solving and memory enhancement. Presents effective ways to learn systematically, prepare for exams, and apply academic skills across all courses.

Course Number/Course Name	Credit Hours
CSE 103 – Research Techniques (Pre- or corequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Assists students to access, retrieve and critically evaluate information in various formats. Includes information on effective use of all research formats, electronic and paper, within the library.	1
CST – Cultural Studies Courses	
CST 150 – Introduction to Cultural Studies (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Explores cultural constructions of differences, including but not limited to gender, race, ethnicity, social class, and sexual orientation in contemporary U.S. society.	3
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 260 – Popular Culture and Cultural Identity (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Examines ways in which popular culture, from film and television to formula fiction, art and music, define and reveal cultural values.	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 Course	
CTRG 170L – Catering 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. (60 theory + 225 lab hours per term)	10
DA – Dental Assistant Courses	
DA 101 – Dental Science I (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; 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,	3

Course Number/Course Name	Credit Hours
histology and physiology of the head, neck and body systems as they relate to dentistry.	
DA 102T/L – Dental Materials and Application (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. <i>Program fee: \$50 (30 theory + 45 lab hours per term)</i>	3
DA 104 – Tooth Morphology, Histology and Recordings (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.	3
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. (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. (15 theory + 45 lab hours per term)	2
DA 110T/L – Dental Practice Management and Patient Care (Pre or Corequisite: COMM 221; 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. (15 theory + 45 lab hours per term)	2
DA 112 – Dental Science II (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.	3
DA 114 – Dental Specialties (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.	3

Course Number/Course Name	Credit Hours
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. (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. (15 theory + 45 lab hours per term)	2
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). (30 theory + 180 clinical hours per term)	6
DA 124T/C – Clinical Application II (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. (30 theory + 300 clinical hours per term)	7
DE – Data Entry Courses	
DE 101 – Data Entry Skill-building (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; 7.5 theory + 30 lab hours per term)	3
DETC – Diesel Equipment Technology Courses	
DETC 103 – Manual Shift Transmissions Theory (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Covers shop safety, operation and theory of manual shift transmissions.	1
DETC 103L – Manual Shift Transmissions Lab (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. (75 lab hours per term)	2

Course Number/Course Name	Credit Hours
DETC 104 – Drive Axles, Brakes and Automatic Transmissions Theory	1
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i>	
Emphasizes safety, operation of drive axles and steering axles, air and hydraulic brakes and automatic transmissions.	
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. (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 used in-line circuit testers. (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. (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	

Course Number/Course Name	Credit Hours
involves disassembly, evaluation and reassembly of units such as blowers, turbochargers, oil pumps, water pumps and fuel transfer pumps.	
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. (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. (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. (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. (75 lab hours per term)	
DETC 203 – Transport Refrigeration/Air Conditioning Theory	1
<i>(Pre- or corequisite: DETC 201 or department approval)</i>	
Presents shop safety and diagnostic, troubleshooting and repair procedures of transport refrigeration and air conditioning systems.	

Course Number/Course Name	Credit Hours
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. (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. (45 theory + 45 lab hours per term) Program fee: \$65	
DMS 103 – DMS Pathophysiology I	3
<i>(Prerequisites: DMS 101, 102L, 104/104L; pre- or corequisite: BIO 238/248L, corequisites: DMS 120/120C, 130)</i>	
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,	

Course Number/Course Name	Credit Hours
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inflammatory, traumatic, neoplastic, infectious, obstructive, congenital, metabolic, immunologic. Physiology includes normal and abnormal blood flow dynamics.

DMS 104/104L – Cross Sectional Anatomy 3

(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. (30 theory + 45 lab hours per term)

DMS 120/120C – General Sonography I 5

(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. (30 theory + 135 clinical hours per term)

DMS 130 – Sonographic Physics I 3

(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.

DMS 203 – DMS Pathophysiology II 3

(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.

DMS 220L/220C – General Sonography II 7

(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 trans-abdominal 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

Course Number/Course Name	Credit Hours
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a quality assurance program, records maintenance, personnel and fiscal management. (45 lab + 270 clinical hours per term)

DMS 230 – Sonography Physics II 3

(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.

DMS 260C – General Sonography Internship 12

(Prerequisites: DMS 203, 220/220C, 230; corequisite: DMS 270L)

Provides supervised clinical experiences within a healthcare setting. (540 clinical hours per term)

DMS 270L – Clinical Seminar 1

(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. (45 lab hours per term)

DRFT – Drafting Courses

DRFT 100 – Introduction to Drafting 3

Introduces basic concepts of drafting. Helps prepare students for Architectural/Engineering Drafting Technology, Construction Technology, Design Drafting Engineering Technology and related programs. (45 theory hours + 15 lab hours per term)

ECM – E-Commerce Courses

ECM 101 – Web Accounting 3

(Prerequisites: ACCT 101A and ECM 105 and 176 or department approval)

Introduces Web-based accounting terminology, accounting transactions, credit card accounting, inventory, purchasing, auditing and billing.

ECM 102 – Internet Customer Service 3

(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 are 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. Distance Learning option available (see page 43).

ECM 105 – Web Business 3

(Pre- or corequisite: ECM 176 or department approval)

Focuses on how an online business is set up, organized and operated. This is the foundation course for students interested in e-commerce and the basic concepts for operating an online business

Course Number/Course Name	Credit Hours
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are introduced. Topics include electronic payments, web business models (auction, broker, advertising, catalog, etc.), security, privacy, order processing and store operations. Offered fall and spring depending on enrollment.

Distance Learning option available (see page 43).

ECM 140 – Web Catalogs 3

(Prerequisites: ECM 105 and 176 and CIS 165 or 191 and CIS 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.

ECM 150 – Wireless Web 3

(Prerequisites: ECM 105 and 176 and CIS 165 or 191 and CIS 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.

ECM 160 – Business Web Site Development 3

(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.

ECM 176 – Introduction to Internet Commerce 1

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; 10 theory + 15 lab hours per term) Course fee: \$5 [Previously offered as MMS 176] Offered fall and spring depending on enrollment. Distance Learning option available (see page 43).

ECM 201 – E-Commerce Business Planning 3

(Prerequisites: ECM 105 and 176 or department approval)

Presents planning to start a web business or add a website to an existing business. The student look at the technology and business issues facing a business owner and how to take advantage of the web to make the business more successful. Students begin the process of developing a business plan and collecting the information needed to complete the plan. Offered spring depending on enrollment. Distance Learning option available (see page 43).

Course Number/Course Name	Credit Hours
ECM 220 – Web Marketing <i>(Pre- or corequisite: ECM 176 or department approval)</i> 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. <i>Offered fall depending on enrollment. Distance Learning option available (see page 43).</i>	3
ECM 223 – Online Payment Systems <i>(Prerequisites: ECM 105 and 176 or department approval)</i> Presents the methods for making electronic payments online. Students study shopping cart features and operation. Related topics also include credit cards, merchant accounts, personal accounts, digital wallets, micro payments and the use of digital signatures and encryption. <i>Offered spring depending on enrollment.</i>	3
ECM 224 – Knowledge Management Introduces the management of information in an organization. How to use an organization's knowledge to solve business problems such as creating and delivering products/services, customer relations, supplier relations or improving work processes are discussed. <i>Offered spring depending on enrollment.</i>	3
ECM 226 – Online Business Law <i>(Prerequisites: ECM 105 and 176 or department approval)</i> Discusses current legal issues for businesses that use the internet. This course is intended for the business owner or professional that needs to understand the concepts and current issues involved in e-commerce. Major legal issues such as taxation, intellectual property, privacy, copyrights, trademarks and jurisdiction are discussed. <i>Offered fall depending on enrollment. Distance Learning option available (see page 43).</i>	3
ECM 260 – Business Web Security <i>(Prerequisites: ECM 105 and 176 or department approval)</i> Focuses on installing, managing, and configuring web servers for secure operations. Security, policies and practices to minimize risk to business web sites are discussed. Introduces approaches for managing security and authentication. Both IIS and Apache servers will be used. <i>Offered spring depending on enrollment.</i>	3
ECM 270 – Web Site Management <i>(Prerequisites: ECM 105 and 176 or department approval)</i> 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). Students setup the security and manage the content for websites designed by e-commerce students to become familiar with the issues, problems, and concerns for businesses operating websites. <i>Offered fall depending on enrollment.</i>	3

Course Number/Course Name	Credit Hours
ECM 278 – Business Web Site Design <i>(Prerequisites: ECM 105 and 140 and 160 and 176 and CIS 165 or CIS 191)</i> 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 is 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. <i>(15 theory + 45 lab hours per term) Course fee: \$15 [Previously offered as CIS 278] Offered fall and spring depending on enrollment.</i>	2
ECM 280 – Web Customer Identification <i>(Prerequisites: ECM 102 and 105 and 176 or department approval)</i> 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. <i>Offered fall depending on enrollment.</i>	3
ECM 296 – Topics Course Examines current topics in e-commerce.	1–3
ECM 297 – Special Problems <i>(Prerequisite: department approval)</i> 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 <i>(Prerequisite: department approval)</i> 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 <i>(Prerequisite: department approval)</i> 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 <i>(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)</i> 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. <i>[Formerly CDV 126]</i>	3
ECME 106 – Observing Young Children <i>(Corequisite: CDV 126)</i> Provides observation in an approved early childhood setting to promote practical application of lecture and text material for CDV 126. <i>(45 lab hours per term) [Formerly CDV 127L]</i>	1
ECME 107 – Early Childhood Learning Environments I <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 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. <i>[Formerly CDV 128]</i>	3
ECME 108C – Practicum I <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 practical experience in an approved FS or ECME setting to practice competencies learned through coursework and texts. <i>(15 theory + 45 clinical hours per term) [Formerly CDV 129C]</i>	2
ECME 201 – Introduction to Reading and Literacy Development <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i> This class will explore the foundations in developing literate children from birth through age eight, through reading and writing processes.	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. <i>(45 theory + 45 lab hours per term) Spring, summer only. [Formerly CDV 215]</i>	4

Course Number/Course Name	Credit Hours
ECME 205 – Individual and Family Diversity <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i> Focuses on individual and family in terms of social and community diversity. Variances including disabilities, ethnicity, gender and social class are addressed. <i>Fall, spring only. [Formerly CDV 216]</i>	3
ECME 207 – Diversity in Early Childhood Programs and Assessment <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i> 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. <i>Fall, spring only. [Formerly CDV 217]</i>	2
ECME 208C – Practicum II <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, ECME 108C)</i> Provides practical experience in an approved FS or ECME setting to practice competencies learned through coursework and texts. <i>(90 clinical hours per term) [Formerly CDV 203C]</i>	2
ECME 209 – Early Childhood Learning Environments II <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i> 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. <i>[Formerly CDV 209]</i>	3
ECME 210 – Guidance in Early Childhood <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent)</i> Discusses positive guidance and discipline techniques; emphasis is on appropriate experiences for the development of autonomy, self-esteem and social competency. <i>Fall, spring only [Formerly CDV 210]</i>	3
ECME 211C – Practicum III <i>(Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent, ECME 208C)</i> Provides practical experiences in an approved FS or ECME setting to demonstrate competence in working with ages five years to eight years old. <i>(15 theory + 45 clinical hours per term)</i>	2

Course Number/Course Name	Credit Hours
ECON – Economics Courses	
ECON 101 – Introduction to Economics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Introduces the theories, history, and relationships of economics.	3
ECON 200 – Macroeconomics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100A)</i> Surveys theories and problems of economic policy, including the contrast of the Classical and Keynesian models, money and banking, inflation, unemployment, and economic growth. <i>Distance Learning option available (see page 43).</i>	3
ECON 201 – Microeconomics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: MATH 100A)</i> 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.	3
ECON 296 – Topics in Economics <i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Presents various topics. See <i>Schedule of Classes</i> .	3
EDT – Engineering Design Technology Courses	
EDT 102 – Introduction to Engineering Technology 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. <i>(30 theory +45 lab hours per term)</i>	3
EDT 103 – Introduction to CAD 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 106L]</i>	3
EDT 104 – Mechanical Design I <i>(Corequisite: EDT 103)</i> 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 114L]</i>	3

Course Number/Course Name	Credit Hours
EDT 105 – Intermediate CAD <i>(Prerequisites: EDT 103)</i> 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 115L]</i>	3
EDT 114 – Mechanical Design II <i>(Prerequisites: EDT 103, EDT 104)</i> 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. <i>(30 theory +45 lab hours per term)</i>	3
EDT 116 – Basic Electronic and Electrical Design Drafting <i>(Prerequisites: EDT 103)</i> 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 116L]</i>	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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 102L]</i>	3
EDT 201 – Applied Mathematics in Mechanics <i>(Prerequisites: MATH 123, Corequisite: EDT 102 or Permission of Instructor)</i> 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 201L]</i>	3
EDT 205 – Advanced CAD/Solid Modeling <i>(Prerequisites: EDT 105, EDT 104)</i> 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. <i>(30 theory +45 lab hours per term) [Previously offered as DDET 215L]</i>	3

Course Number/Course Name	Credit Hours
EDT 206 – Tooling Design (Prerequisites: EDT 102, EDT 104) 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. (30 theory +45 lab hours per term) [Previously offered as DDET 206L]	3
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. (45 theory +75 lab hours per term) [Previously offered as DDET 220L]	5
EDT 215 – Design of Machine Elements (Prerequisites: EDT 102, EDT 117, Corequisite: EDT 114) 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. (30 theory +45 lab hours per term) [Previously offered as DDET 205L]	3
EDT 221 – System Design (Prerequisites: 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. (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) Offers topics based upon requests from community and available instructors. [Previously offered as DDET 296]	1-5
EDT 297 – Special Problems (Prerequisite: permission of program chair) Allows 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

Course Number/Course Name	Credit Hours
EDT 298 – Internships (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. The position is not paid. [Previously offered as DDET 298]	3
EDT 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. The position is not paid. [Previously offered as DDET 299]	3

EDUC – Elementary Education Courses

EDUC 101 – Teaching in Elementary Education (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 72 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 and compliment the areas of teaching diversity, ethics, multiculturalism, learning needs, and many other teaching strategies to be considered in the classroom environment.	3
EDUC 202 – Introduction to Classroom Learning (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 72 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]	3
EDUC 203 – Introduction to Classroom Management (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Introduces students to practical classroom rules and procedures. Students will learn about classroom set-up, cognitive learning styles, managing student behavior and working with multicultural/diverse parents and community.	3

Course Number/Course Name	Credit Hours
EDUC 204 – Child Development for Teachers (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Designed to serve either as an introduction in the area of human development ages 0-19, or as a resource for students requiring a basic orientation with a practical emphasis.	3
EDUC 206C – Elementary Education Practicum (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 72 or equivalent) Provides an overview of the teacher's role, reflects on best practices and assists students in developing personal and professional growth in the teaching career. Provides classroom field experience to observe and learn teaching practices, expectations and experience teaching with a "hands-on" perspective. (15 theory and 45 clinical hours per term)	2
EDUC 296 – Topics Various special topics in the field are offered as elective hours.	1-5
EDUC 297 – Special Problems (Prerequisite: permission of director) Studies a specific problem while working with assigned instructor.	1-5

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 are studied. Lab time is devoted to techniques required to prepare drawings. Students gain experience in word processing, spreadsheet preparation, graphics, data base preparation and CAD. (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. Transient analysis of R-C and R-L circuits is presented along with concepts of energy, power and efficiency. Computers are used for spreadsheet preparation, graphics, and word processing. (45 theory + 90 lab hours per term)	5
EET 113L – Structured Computer Programming (Prerequisite: MATH 121 or 150) Introduces beginning computer programming using engineering applications. (30 theory + 45 lab hours per term) Course fee: \$15	3

Course Number/Course Name	Credit Hours
EET 117L – Digital Electronics I (Prerequisite: EET 109L) Analysis and design of combinational logic and integrated circuits using Boolean algebra, Karnaugh maps and logic diagrams. Number systems, binary codes and code conversions are studied along with flip flops, multivibrators and circuit applications. Lab work emphasizes circuit wiring and troubleshooting techniques. (30 theory + 45 lab hours per term)	3
EET 119L – Circuit Analysis II (Prerequisite: EET109L; Pre- or corequisites: ENG 119, MATH 162 or MATH 180) Presents passive AC circuits with dependent and independent sources 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. (45 theory + 90 lab hours per term)	5
EET 207L – Digital Electronics II (Prerequisite: EET 117L) Presents logic circuit decoders, encoders, multiplexers, counters and registers along with ADCs, DACs, RAM, ROM, PLDs and applications. Lab work emphasizes circuit wiring, troubleshooting techniques and PLD programming. (30 theory + 45 lab hours per term)	3
EET 208L – Microprocessors (Prerequisite: EET 113L; pre- or corequisite: EET 207L) Presents microprocessors and microcomputers in depth with emphasis on machine and assembly language programming. Interrupts and DOS entry points are introduced. (45 theory + 45 lab hours per term)	4
EET 209L – Electronic Devices (Pre- or corequisite: EET 119L) Presents diodes, bipolar transistors, FETs and circuits including rectifiers, zener diode regulators, clippers, clampers and amplifiers. Transistor modeling and circuit analysis/design are stressed along with computer use for circuit analysis, spreadsheet preparation, graphics and word processing. (45 theory + 90 lab hours per term)	5
EET 218L – Microprocessor Interfacing (Prerequisites: EET 208L, 209L) Presents I/O devices and protoboard circuits 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. (30 theory + 45 lab hours per term)	3
EET 219L – Electronic Systems (Prerequisite: EET 209L) Presents electronic system schematics along with frequency considerations, decibel usage, differential and operational amplifiers, power supplies, thyristors, PLLs, oscillators and	5

Course Number/Course Name	Credit Hours
feedback concepts. Each student prepares a technical manual for a computer-controlled system. Video monitor basics and introductory transmission line theory are presented. Computers are used for advanced circuit analysis, instrument control, data logging and word processing. (45 theory + 90 lab hours per term)	
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 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.	3–5
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. The position is not paid.	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. The position is paid.	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. (45 theory hours + 15 lab hours per term)	3
ELEC 103A – Electronics Fundamentals A (Corequisites: ELEC 104 or higher or permission of director) Covers the basic concepts of DC electronics with emphasis on Ohm's Law, Kirchoff's Law, circuit analysis, component application and troubleshooting. Construct circuits from schematic diagrams and use multimeters in the lab. (30 theory hours + 90 lab hours per term) Course fee: \$15	4
ELEC 103B – Electronics Fundamentals B (Prerequisite: ELEC 103A) Covers the basic concepts of AC electronics with emphasis on Ohm's Law, Kirchoff's Law, circuit analysis, and component application. Construct, analyze, and troubleshoot AC circuits with multimeters, oscilloscopes and function generators in the lab. (30 theory hours + 90 lab hours per term)	4

Course Number/Course Name	Credit Hours
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
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. (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. (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. (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. (60 theory hours + 90 lab hours per term)	6
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. (30 theory hours + 90 lab hours per term)	4

Course Number/Course Name	Credit Hours
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. (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. (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. (30 theory hours + 45 lab hours per term) Course fee: \$15	3
ELEC 221 – Advanced Upgrading and Repairing PC's (Prerequisite: ELEC 217) Includes a more advanced aspect of computer troubleshooting techniques, repair, and modifications. Emphasizes A+ Certification, which is an industry-recognized credential. (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. (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; 7.5 theory hours + 22.5 lab hours per term) Course fee: \$15	2
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; 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

Course Number/Course Name	Credit Hours
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. The position is not paid.	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. The position is paid.	3

ELEM – Elementary Education Courses

ELEM 128 – Directed Experience with Children for Auxiliary Personnel: Level I (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent; corequisites: ELEM 192, 200) Provides classroom experiences to adults working with children. Student has opportunity to develop skills in theory and practice accommodating the learning styles of children.	2
ELEM 192 – The Paraprofessional in the Classroom (Corequisites: ELEM 128) Provides the cognitive referents for the classroom experiences. Enables the student to gain practical and theoretical knowledge.	2
ELEM 200 – Directed Experience with Children for Auxiliary Personnel: Level II (Corequisites: ELEM 128) Provides the sequel necessary to extend skills introduced in ELEM 128, and the opportunity for students to initiate extensive development of activities, classroom management, and teacher skills.	2
ELEM 233 – Language Arts Methods for Paraprofessionals (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Introduces language arts methods appropriate for educational assistants working in an elementary school settings. Attention will be given to language acquisition, observation of children's language, planning language experiences for children, and the role of the adult in children's language development.	3

Course Number/Course Name	Credit Hours
ELEM 261 – Mathematics Methods for Paraprofessionals (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) Provides hands-on experience with materials appropriate for educational assistants in elementary school mathematics. Much attention will be given to diagnosing students' understanding so that proper activities can be assigned for problem solving as well as drill and practice.	3
ELEM 265 – Microcomputer in Schools (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Explores constructivist-learning theory as it applies to educational technology as a tool in the learning environment; and, examine the impact of technology in relation to the changing role of the teacher.	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. Distance Learning option available (see page 43).	3
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. (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. (112.5 lab hours per term)	3

Course Number/Course Name	Credit Hours
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. (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. (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
ELTR 171L – Conduit Hand Bending Fundamentals 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. (7.5 theory + 30 lab hours per term)	1
ELTR 173 – Industrial Motor Control Circuitry Presents the design, interpretation, drawing and installation of electromechanical relay type motor controls in accordance with the National Electrical Code.	2
ELTR 174L – Industrial PC Motor Control 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. (15 theory and 75 lab hours per term)	3
ELTR 175 – Fiber Optical Cable Installation Introduces the installation of fiber optical cable in various systems. Emphasizes proper installation and termination.	2

Course Number/Course Name	Credit Hours
ELTR 176 – Electrical Journeyman Preparation 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.	3
ELTR 201 – Electrical Theory III (Prerequisites: ELTR 111, 112, 113, 114L and 115L or department approval) 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.	4
ELTR 203 – Electrical Motor Control Theory (Prerequisite: ELTR 112 or department approval; pre- or corequisite: ELTR 201) Introduces students to the symbology and method of interpreting and drawing electromechanical motor control circuitry. NEMA standards are studied in detail.	3
ELTR 204L – Industrial Motor Control Lab (Pre- or corequisite: ELTR 203 or department approval) 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. (112.5 lab hours per term)	3
ELTR 205L – Industrial Power Distribution (Pre- or corequisites: ELTR 201 and 204L or department approval) 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. (112.5 lab hours per term)	3
ELTR 211 – Industrial Electrical Circuitry and Safety (Prerequisites: ELTR 201, 202, 203, 204L and 205L or department approval) Emphasizes safety principles and standards used in the electrical field and techniques for electrical troubleshooting.	3
ELTR 212 – Programmable Logic Controller Theory (Pre- or corequisites: ELTR 211 or ELEC 103L and 105L or department approval) Introduces the principles of operation of a programmable controller, the numbering systems used by controllers, logic fundamentals and basics of programming.	4
ELTR 213L – PLC Installation and Operation (Pre- or corequisites: ELTR 211 and 212 or ELEC 103L and 105L or department approval) Covers installation and programming of programmable logic controllers in accordance with manufacturer's specifications and NEC requirements. Covers simulating fundamental industrial	3

Course Number/Course Name	Credit Hours
control processes with various input and output devices. (112.5 lab hours per term)	
ELTR 214L – PLC Systems Operation and Troubleshooting (Pre- or corequisites: ELTR 211 and 212 or department approval) Covers intricate industrial wiring, motor controls and motor troubleshooting, programmable controller timer, counter and sequence program operations and the troubleshooting techniques involved. (112.5 lab hours per term)	3
ELTR 296 – Special Topics (Prerequisite: department approval) Provides advanced, in-depth study and research into methods and current technological equipment used in the electrical trades.	1–6
ELTR 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable

EMS – Emergency Medical Technician Courses

EMS 160L – Basic Emergency Medical Technician Skills (Prerequisites: Professional CPR certification, RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic score of 57 or equivalent) 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. (60 theory + 90 lab hours per term) Course fee: \$15; Program fee: \$28	6
EMS 260T/L – EMT Intermediate (Prerequisites: Current NM or National EMT-B Certificate, current proof of professional CPR, and passing score of the intermediate pretest, RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic score of 57 or equivalent) 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. (45 theory + 90 lab hours per term) Program fee: \$50	5
EMS 260C – EMT Intermediate Clinical (Prerequisite: EMT 260T/L) 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. (45 clinical hours per term)	1

Course Number/Course Name	Credit Hours
EMS 270/270L – Emergency Department Technician 4 <i>(Prerequisite: Department approval, Current NM or National EMT-B certificate or Intermediate License, current proof of professional CPR, RDG 099 or Accuplacer Reading Score of 69 or equivalent, MATH 099 or Accuplacer Arithmetic score of 57 or equivalent; corequisite: EMS 270C)</i> Provides training to assist the staff of the emergency department in the care of critical ill and injured patients. Specifically, wound cleaning, suture, splints fractures, start I.V., place Foley and IG catheters, take vital signs, and other critical skills. (45 theory + 45 lab hours per term)	
EMS 270C – Emergency Department Technician Clinical 2 <i>(Corequisite: EMS 270/270L)</i> Provides practice of the emergency department technician skills in the clinical setting. (90 clinical hours per term)	
EMS 296 – EMT Topics Varies Explores various topics of interest in the field of emergency medical services. <i>Program fee: \$10</i>	
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, 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. (45 theory hours + 15 lab hours per term)	
ENG 099 – Practical Writing 3 <i>(Prerequisite: ENG 098 or Accuplacer Sentence Skills Score of 53)</i> 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. (45 theory hours + 15 lab hours per term) <i>Distance Learning option available (see page 43).</i>	
ENG 100 – Essay Writing 3 <i>(Prerequisite: ENG 099 or Accuplacer Sentence Skills Score of 69)</i> 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. (45 theory hours + 15 lab hours per term) <i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
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. (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. (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. (30 lab hours per term)	
ENG 101 – College Writing 3 <i>(Prerequisite: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent; recommended: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Emphasizes text-based essay composition, including critical reading, summary writing, and synthesis. <i>Distance Learning option available (see page 43).</i>	
ENG 102 – Analytic and Argumentative Writing 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent)</i> Emphasizes analytic and argumentative writing with readings and research in exposition and literature.	
ENG 119 – Technical Communications 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent)</i> Introduces study of written and verbal communication in business and industry. <i>Distance Learning option available (see page 43).</i>	
ENG 150 – Study of Literature 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Introduces the academic study of literature. <i>Fall only</i>	
ENG 206 D,F,S,W – Popular Literature 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Analyzes a popular literary form. S: Espionage Fiction; D: Detective Novel; F: Science Fiction; W: Western.	
ENG 210 – Film as Literature 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i>	

Course Number/Course Name	Credit Hours
Presents study of film as visual literature, surveying major trends in the history of film.	
ENG 211 – Topics in Literature 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Presents various topics. See <i>Schedule of Classes</i> .	
ENG 212 – Topics in Language and Writing 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Presents various topics. See <i>Schedule of Classes</i> .	
ENG 213 D, F, W – Film Genres 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Surveys film genres or national cinemas. D: Comedy; F: Film Noir; W: Western.	
ENG 219 – Technical Writing 3 <i>(Prerequisite: ENG 102)</i> Emphasizes writing in industry, research laboratories, business, and other professional settings.	
ENG 220 – Expository Writing 3 <i>(Prerequisite: ENG 102)</i> Focuses on advanced composition, concentrating on critical reading of prose, writing expository and argumentative essays. <i>Fall only.</i>	
ENG 221 – Creative Writing: Fiction 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Introduces fiction writing as a creative process.	
ENG 222 – Creative Writing: Poetry 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Introduces poetry writing as a creative process.	
ENG 240 – Traditional Grammar 3 <i>(Recommended prerequisite: C or better in ENG 101)</i> 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 <i>(Prerequisite: ENG 102 or equivalent)</i> Emphasizes methods of literary analysis and critical writing applied to literary techniques, conventions, and themes. <i>Spring only.</i>	
ENG 251 – Introduction to Dramatic Literature 3 <i>(Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor)</i> Introduces structure and nature of drama as a literary form: Greek, Renaissance, Enlightenment, and Modern eras. <i>Spring only.</i>	

Course Number/Course Name	Credit Hours
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. <i>Fall only.</i>	
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. <i>Fall only.</i>	
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. <i>Spring only.</i>	
ENG 270 – Modern Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Surveys American and European literature of the 20th century.	
ENG 282 – Modern Latin American Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Emphasizes chronicles, diaries, drama, poetry, essays and fiction of Latin America from late 19th century to the present.	
ENG 294 – Survey of Earlier English Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Surveys British literature from Old English to 1798. <i>Fall only.</i>	
ENG 295 – Survey of Later English Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Surveys English literature from the late 18th century to the present. <i>Spring only.</i>	
ENG 297 – Earlier American Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Introduces short stories, poetry, drama and nonfiction from colonial U.S. to 1865.	
ENG 298 – Later American Literature 3 (Prerequisite: ENG 101 or Accuplacer Sentence Skills score of 110 or equivalent, or permission of instructor) Continues study of American literature begun in ENG 297. Focuses on short stories, poetry, drama, the novel and nonfiction from 1865 to the present.	

Course Number/Course Name	Credit Hours
ENTR – Entrepreneurship Courses	
ENTR 101A – Entrepreneurship IA 3 Focuses on new business design and development. Students study critical issues experienced by entrepreneurs while exploring and creating an effective model of their own. Emphasis is on customized market research and feasibility assessment.	
ENTR 101B – Entrepreneurship IB 3 (Prerequisite: ENTR 101A) Continues ENTR 101A. Students use the market research and feasibility assessment from ENTR 101A to develop a complete business plan for their business. Emphasis is on writing the vision and mission statement, the company overview, the product/service strategy, the marketing plan, the financial plan, and the executive summary. Entrepreneurship higher-level case studies are woven into the course content.	
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 (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) 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. <i>Distance Learning option available (see page 43).</i>	
EPT – Environmental Safety and Health Courses	
EPT 111L – Environmental Technology I 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 environmental protection methods and their ecological basis. Covers all major areas of environmental concern including air, water, soils and food sanitation. (30 theory + 37.5 lab hours per term)	
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. (7.5 theory + 18.75 lab hours per term)	

Course Number/Course Name	Credit Hours
EPT 113B – Hazards and Protection Training II 2 (Prerequisite: EPT 113A) 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. (15 theory + 37.5 lab hours per term)	
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. (15 theory + 75 lab hours per term)	
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 (Prerequisites: EPT 111L, CHEM 111/112L, math elective and computer elective, or department approval) 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. (15 theory + 75 lab hours per term)	
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.	
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 (Prerequisites: EPT 111L, BIO 111, CHEM 111/112L, physics elective and math elective, or department approval) 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. (30 theory + 75 lab hours per term)	
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.	

Course Number/Course Name	Credit Hours
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. (15 theory + 75 lab hours per term)	
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.	
EPT 299 – Cooperative Education	3
<i>(Prerequisite: department approval)</i> 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
<i>(Prerequisite: current full-time employment in the electrical trades industry or department approval)</i> 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 150 – Cardio Kick Boxing	1
Provides basic instruction in cardiovascular exercise utilizing non-contact kick boxing movements (punches, kicks, footwork, combinations, etc.). Taught at a beginning level for individuals who have never participated in a cardio kickboxing program. (45 lab hours per term.)	

Course Number/Course Name	Credit Hours
FITT 151 – Body Sculpting	1
Utilizes hand-held weights and exercise bands to tone, define, sculpt and strengthen major muscle groups in an aerobic setting. (45 lab hours per term.)	
FITT 152 – Boxing Conditioning	1
Presents highly intense, non-contact boxing course will cover basic boxing skills (stance and footwork, punches, combinations, etc.) as well as participation in general conditioning activities commonly performed by boxers. (45 lab hours per term.)	
FITT 160 – Beginning Country Western Dance	1
Introduces dance basics including the Two-Step, Four-Count Swing, Waltz, Cotton-Eyed Joe, Line-Dance and Polka while learning how to lead and follow and dance with different partners. (45 lab hours per term.)	
FITT 161 – Intermediate Country Western Dance	1
Builds on those skills learned in the beginning class by introducing the East-Coast Swing, Cha-Cha, Slapping' Leather and West-Coast Swing. (45 lab hours per term.)	
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. (45 lab hours per term)	
FITT 171 – Physical Fitness II	1
<i>(Prerequisite: FITT 170)</i> Continuation of FITT 170. (45 lab hours per term)	
FITT 172 – Fitness for Older Adults	1
<i>(Prerequisite: Physician release indicating student's ability to safely participate in moderate intensity physical activity is required.)</i> Focuses on individualized, goal-oriented exercise programs for individuals 50 years of age and older based on assessment of muscular and cardiovascular fitness. Use machines, free weights and stretching activities to improve strength, endurance, range of motion, bone mass, balance and overall well-being. (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. (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. (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. (45 lab hours per term)	

Course Number/Course Name	Credit Hours
FITT 176 – Intermediate Step Aerobics	1
<i>(Prerequisite: FITT 175 or department approval)</i> Continues cardiorespiratory fitness, flexibility, and body composition for individuals in step aerobics. (45 lab hours per term)	
FITT 180 – Flexibility Training	1
Increases and maintains joint range of motion as well as facilitates relaxation; includes abdominal training. (45 lab hours per term.)	
FITT 181 – Fit Ball Training PLUS	1
Uses fit balls, exercise bands, medicine balls and hand weights to improve flexibility, coordination and extremity and core strength. Plus high intensity, low impact aerobic activities. (45 lab hours per term.)	
FITT 182 – Introduction to Yoga	1
Introduces various techniques of Yoga. (45 lab hours per term.)	
FITT 183 – Introduction to Pilates-Style Training	1
Teaches core strength and stabilization as well as improves joint range of motion and facilitate relaxation. (45 lab hours per term.)	
FITT 190 – Ultimate Frisbee	1
Covers rules, techniques and tactics involved in playing Ultimate Frisbee while participating in various conditioning and skill-related drills and semi-competitive games. (45 lab hours per term.)	
FITT 201 – Group Exercise Leadership Preparation 1	1
<i>(Prerequisite: Participation in 100 level group exercise course)</i> 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. (45 lab hours per term)	
FITT 209 – Introduction to Exercise Physiology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; strongly recommended: BIO 100)</i> 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. (30 theory + 37.5 lab hours per term) Fall only.	
FITT 211 – The Business of Personal Fitness Training	3
<i>(Prerequisite: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent)</i> 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. (30 theory + 37.5 lab hours per term) Fall only.	
FITT 225 – Fitness and Weight Control	3
<i>(Prerequisites: FITT 209 and ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent)</i> 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. (30 theory + 37.5 lab hours per term) Spring only.	

Course Number/Course Name	Credit Hours
FITT 277 – Kinesiology (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. (30 theory + 37.5 lab hours per term) Fall only.	3
FITT 289 – Fitness Assessment and Exercise Prescription (Prerequisites: FITT 209, 277 and MATH 100A or Accuplacer Elementary Algebra Score of 72 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. (30 theory + 37.5 lab hours per term) Spring only.	3
FITT 290 – Exercise Prescription for Special Populations (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.). (30 theory + 37.5 lab hours per term) Spring only.	3
FITT 296 – Special Topics (Prerequisite: department approval) Covers fitness problems and the advanced techniques that fitness professionals use in responding to them.	1–6
FITT 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
FITT 298 – Fitness Technician Field Experience (Prerequisite: department approval) Provides students with a supervised field experience in a fitness setting. (112.5 hours per term)	3
FITT 299 – Cooperative Education Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.	3
FREN – French Courses	
FREN 101 – Beginning French I Introduces development of French language skills—emphasizing listening, comprehension, and speaking.	4
FREN 102 – Beginning French II (Prerequisite: FREN 101 or permission of instructor) Continues course of study begun in FREN 101.	4
FREN 201 – Intermediate French (Prerequisite: FREN 102 or permission of instructor) Emphasizes enhancement of skills from FREN 102 and further knowledge of the language and culture of France.	4

Course Number/Course Name	Credit Hours
FREN 202 – Intermediate French II (Prerequisite: FREN 201 or permission of instructor) Continues course of study begun in FREN 201.	4
FREN 296 – Topics in French (Prerequisite: varies) Presents various topics. See <i>Schedule of Classes</i> .	3
FS – Fire Science Courses	
FS 103 – Introduction to Fire Science (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) 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.	3
FS 104 – Wild Land Firefighting (Prerequisites: MATH 099 or Accuplacer Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval.) Introduces wild land fire control practices and techniques, including suppression and prescribed burns based on fuels, terrain, weather, and urban-wild land interface, as well as the use of hand and power tools. Successful completion confers S-130 and S-190, I-100, S-132 and Wild Land Structure Defense certifications.	3
FS 111 – Fire Prevention (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) 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.	3
FS 112 – Building Construction (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent, RDG 100 or Accuplacer Reading Score of 80 or equivalent, or department approval) 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.	3
FS 201 – Fire Protection Systems (Prerequisites: ENG 100 or Accuplacer Sentence Skills Score of 85 or equivalent, MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent, RDG 100 or Accuplacer Reading Score of	3

Course Number/Course Name	Credit Hours
80 or equivalent, or department approval) 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 (Prerequisite: FS 102 or department approval) 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.	3
FS 203 – Hazardous Materials (Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) (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.) Covers recognition and identification of hazardous materials and defensive actions to prevent additional injuries and property and/or environmental damage. Course meets selected NFPA and OSHA requirements at the Hazardous Materials Operations level.	3
FS 211 – Incident Command and Control (Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) 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.	3
FS 212 – Fire Investigation (Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) Focuses on investigative techniques to determine fire cause and origin for structural, vehicle, wildland and hazardous materials fires as well as explosions.	3
FS 213 – Industrial Fire Protection (Prerequisites: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent, RDG 099 or Accuplacer Reading Score of 69 or equivalent, or department approval) 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.	3

Course Number/Course Name	Credit Hours
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 298 – Fire Service Internship 3	
<i>(Prerequisite: department approval)</i> Provides opportunity for the student to work as a volunteer in an appropriate fire department. <i>Position is not paid.</i>	
FS 299 – Cooperative Education	3
Employs students at an approved program-related worksite & applies learned theory based upon goals/objectives of the Fire Science program.	
FSMG – Food Service Management Courses	
FSMG 101A – Food Sanitation Principles	2
<i>(Prerequisites: 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. ServSafe certification is available. <i>Distance Learning option available (see page 43).</i>	
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. <i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
GEOG – Geography Courses	
GEOG 101 – Physical Geography	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> 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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> 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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Combines elements of GEOG 101 and 102 to study the global inter-relationships of the physical environment and cultural characteristics, including ethnicity, population and development, on a regional basis.	
GEOG 275 – Cartography	3
<i>(Prerequisite: GEOG 101 or 102)</i> 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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i> Presents various topics. See <i>Schedule of Classes</i> .	
GNHN – General Honors Courses	
GNHN 121A – General Honors: The Ancient Legacy	3
<i>(Prerequisites: See page 36 and permission of instructor)</i> Introduces analysis of classic texts of the Greek, Hebrew, Roman, and Christian traditions: ideas about virtue, knowledge, politics, religious faith, and education. <i>Fall only.</i>	
GNHN 121M – General Honors: The Modern Legacy	3
<i>(Prerequisites: See page 36 for details; permission of instructor)</i> 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. <i>Spring only.</i>	
GNHN 221 – Topics in General Honors	3
<i>(Prerequisites: See page 36 for details; permission of instructor)</i> Presents various topics. See <i>Schedule of Classes</i> .	

Course Number/Course Name	Credit Hours
GIS – Geographic Information Systems Courses	
GIS 105 – Survey of Geographic Information Systems	5
Provides content to raise public awareness and the interest in the field of Geographic Information Systems (GIS) Topics covered will include Concepts of GIS, map types and their uses, effective use of cartographic symbols, data capture techniques, intro to remote sensing. (75 theory hours per term)	
GIS 110 – Intro to Geographic Information Systems Theory	2
<i>(Prerequisite: CP 176, CP 213, MATH 120 or permission of program chair)</i> Introduces the concepts of Geographic Information Systems including applications, components, mapping, topology, data and data capture. <i>[Previously offered as GIS 101]</i>	
GIS 110L – Intro to Geographic Information Systems Lab	1
<i>(Prerequisite: CP 176, CP 213, MATH 120; pre- or corequisite: GIS 110 or permission of program chair)</i> Compliments the GIS 110 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. <i>Course fee: \$15 [Previously offered as GIS 101L]</i>	
GIS 202 – Geographic Information Systems Software Applications I	3
<i>(Prerequisite: GIS 110, GIS 110L)</i> Builds upon concepts introduced in GIS 110, covering analysis procedures commonly utilized in Geographic Information Systems, including overlay, buffering, classification, network analysis and surface analysis. (30 theory +45 lab hours per term) <i>Course fee: \$15</i>	
GIS 203 – Geographic Information Systems Software Applications II	3
<i>(Prerequisite: GIS 202, programming language or permission of the program chair)</i> 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. (15 theory +90 lab hours per term) <i>Course fee: \$15</i>	
GIS 207 – Remote Sensing	3
<i>(Prerequisite: ARDR 180, CM 261L, GIS 110, MATH 120 or permission of program chair)</i> 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. (30 theory +45 lab hours per term) <i>Course fee: \$15</i>	

Course Number/Course Name	Credit Hours
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GIS 220 – Intro to 3D Computer Visualization Techniques 3
(Prerequisite: CP 176, CP 261L, GIS 110L 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. (30 theory +45 lab hours per term) Course fee: \$15

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.

GNEED – General Education Courses

GNEED 196 – Prior Learning Assessment Portfolio 3

Develop a portfolio which describes and documents college-level learning acquired through life and work experience. Portfolio can then be submitted to appropriate department(s) for evaluation to determine the amount of credit to be awarded. Based upon the learning documentation provided in the portfolio, students may be awarded up to 30 credits.

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
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HCT – Healthcare Technician Courses

HCT 102/102L – HCT Health Unit Coordinator Skills and Lab 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; 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; 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.

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.

Course Number/Course Name	Credit Hours
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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.

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.

Course Number/Course Name	Credit Hours
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 <i>Schedule of Classes</i> .	
HIT – Health Information Technology Courses	
HIT 101 – Introduction to Health Information Technology 1 (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Provides an overview of the Health Information Technology and Medical Coding programs and the health information profession as a career. Topics include vital statistics, human relations, professional organizations, credentialing, and other related health care industry topics. Tour of a health care facility is also included.	
HIT 110 – Medical Terminology and Anatomy 3 (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent or department approval) Covers the study of the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms. Course includes word construction, spelling, usage, comprehension and pronunciation. Systems approach is used to present anatomy and physiology, symptomatology, pathology, and diagnostic/surgical procedures. [Previously offered as CR 132] <i>Distance Learning option available (see page 43).</i>	
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. <i>Distance Learning option available (see page 43).</i>	
HIT 120 – Health Data Content and Structure 3 (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent; pre- or corequisite: HIT 101 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. <i>Distance Learning option available (see page 43).</i>	
HIT 130 – Principles of Diseases 3 (Prerequisites: BIO 136/139L and HIT 110 or department approval) Covers the causes, effects and treatments of disease conditions of all body systems and special disease and condition categories. <i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
HIT 140 – Health Information Management Systems 3 (Prerequisites: BA 150 and HIT 120 or department approval) Focuses on information systems, computer systems components (hardware/software), networks, health information software applications (data bases, patient registration, ADT, imaging, electronic signatures, record tracking, delinquency monitoring, and correspondence), clinical systems, medical decision support systems, system life cycles, computer based patient records (CPR), legal and regulatory issues (HIPAA), and request for proposals. (30 theory + 45 lab hours per term) Course fee: \$10	
HIT 150 – Legal/Ethical Aspects of Health Information 3 (Prerequisites: HIT 115 and 120; pre- or corequisite: HIT 220 or department approval) Focuses on the health care record as a legal document. Policies, procedures, rules and regulations concerning release of medical information and patient confidentiality (HIPAA), principles and organization of the judicial system, and risk management are emphasized.	
HIT 160 – Pharmacology and Laboratory Procedures 3 (Prerequisites: BIO 136/139L and HIT 110 or department approval) 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.	
HIT 200 – Classification of Diseases I (ICD - CM) 3 (Prerequisites: BIO 136/139L and HIT 110 and 120; pre- or corequisite: HIT 130 and HIT 160 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. (30 theory + 45 lab hours per term) [Previously offered AA 275]	
HIT 210 – CPT Coding 3 (Prerequisites: HIT 215 and 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. (30 theory + 45 lab hours per term) [Previously offered as AA 276]	
HIT 215 – Classification of Diseases II 3 (Prerequisites: HIT 200 and 120 or department approval) Covers prospective payment system, 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	

Course Number/Course Name	Credit Hours
correctly will be addressed. Computerized classification systems will be used. (30 theory + 45 lab hours per term)	
HIT 220 – Professional Practice Experience I 1 (Prerequisites: HIT 120 and 130; pre- or corequisite: HIT 115 and 140 and 160 and 200 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. Students employed in an acute care health information department may contact the program manager for the process to waive the course. These students may substitute an optional course approved by the director. This is an unpaid work experience of a minimum of 40 hours.	
HIT 230 – Reimbursement Methodologies 3 (Prerequisites: BA 150 and HIT 115 and HIT 120 and HIT 200; pre- or corequisite: HIT 210 or department approval) Covers health care reimbursement issues such as prospective payment methodologies, DRGs, APCs, RUGs, 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.	
HIT 240 – Data Analysis and Quality Assessment 4 (Prerequisites: BA150 and HIT 120, 140 and 220; 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.	
HIT 245 – Coding Applications 2 (Prerequisites: HIT 120 and 200 and 210; pre- or corequisite: HIT 215) Focuses on assisting the students in the development of coding skills and the application of those skills to different types of medical records. Students will code inpatient, emergency department, outpatient surgery, and outpatient medical records. The process of interpreting medical record information, choosing the required coding classification, and assigning and sequencing codes correctly will be addressed. The classroom will simulate the work environment. (15 theory + 45 lab hours per term)	

Course Number/Course Name	Credit Hours
HIT 246 – Coding Professional Practice Experience (Prerequisites: HIT 120 and 200 and 210 and 215 and 230) Introduces the student to the clinical practice of medical record coding procedures. The students will observe professional and ethical behavior standards in a hospital, physician's office, or clinic or other health care setting. The student will correctly code medical records for reimbursement and practice appropriate security measures. This is an unpaid work experience of a minimum of 80 hours.	2
HIT 246A – Coding Professional Practice Experience II (Prerequisite: HIT 246) Builds on experiences attained in HIT 246. This is an unpaid work experience of a minimum of 80 hours.	2
HIT 250 – Health Information Supervision (Prerequisites: HIT 120 and 140 and 150 and 220) Covers management and personnel skills necessary at the supervisory level. Basic management functions (planning, organizing, directing, and controlling) are presented using examples and situations specific to health information technology. Communication, team building principles, motivation, job analysis, recruitment, discipline, and federal/state laws regarding personnel management are discussed.	2
HIT 260 – Professional Practice Experience II (Pre- or corequisites: HIT 210 and 230 and 250 and department approval) 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 and department approval; 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 Explores current topics in Health Information Technology.	1–3
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

Course Number/Course Name	Credit Hours
HLTH – Health Courses	
HLTH 100 – Introduction to Health Occupations Explores various medical careers and introduces medical terminology and selected body systems. Course concepts integrated with the study of anatomy, physiology and patho-physiology. (45 theory hours + 15 lab hours per term)	
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 EI 103.	3
HT 102 – The Lodging and Food Service Industry (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Presents the basics of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally by reviewing the organization of hotel and food and beverage operations and by focusing on industry opportunities and future trends. Course equivalency EI 100.	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 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. Course equivalency EI 333. (45 theory + 15 lab hours per term) Course fee: \$5	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 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 EI 303.	3

Course Number/Course Name	Credit Hours
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 EI 338.	3
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. Course equivalency EI 313	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. Course equivalency EI 357. Distance Learning option available (see page 43).	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. Course equivalency EI 354.	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. Course equivalency EI 370.	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. Course equivalency EI 472.	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. Course equivalency EI 478.	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. Course equivalency EI 241.	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. Course equivalency EI 349.	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. Course equivalency EI 244.	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. Course equivalency EI 464.	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. Course equivalency EI 446.	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. Course equivalency EI 260.	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. Course equivalency EI 468. (45 theory + 15 lab hours per term) Course fee: \$5	3
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. Course equivalency EI 391. Offered fall term only.	3

Course Number/Course Name	Credit Hours
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. Offered fall term only.	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 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

Course Number/Course Name	Credit Hours
HT 299 – Cooperative Education (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.	4
HUC – Health Unit Coordinator Courses	
HUC 101L – Health Unit Coordinator Theory and Lab (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 abbreviations and terminology, simple anatomy, transcription of doctor's orders, computerized patient information systems, communication skills, ethical/legal behavior and the role of a health unit coordinator. (8 weeks; 75 theory + 135 lab hours per term)	8
HUC 131C – Health Unit Coordinator Clinical Practice (Corequisite: HUC 101L) Includes clinical experience in local hospitals and hospital out-patient clinics. Program fee: \$37 (5 weeks; 180 clinical hours per term)	4
HUM – Humanities Courses	
HUM 111 – Early World Civilizations (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.	3
HUM 121 – Modern World Civilizations (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.	3
HUM 247 – Topics in Humanities (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) Presents various topics. See Schedule of Classes.	3
IB – International Business Courses	
IB 101 – Introduction to International Business (Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent) Introduces 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	3

Course Number/Course Name	Credit Hours
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countries. Foreign organizations, cultural dynamics, trade channels, the legal environment and political considerations are discussed.

IB 201 – International Marketing	3
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(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Introduces 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
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(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
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(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 – Exporting/Importing	3
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(Prerequisite: RDG 099 or Accuplacer Reading Score of 69 or equivalent)

Introduces 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	
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Concentrates on current topics in international business.

IB 297 – Special Problems	Variable
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(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.

IWAP – Iron Worker Apprenticeship	
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IWAP 198 – Iron Worker Apprenticeship	30–36
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(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.

Course Number/Course Name	Credit Hours
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JOUR – Journalism Courses	
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JOUR 151 – Writing for the Media I	3
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(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
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(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 296 – Topics in Journalism	3
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(Prerequisite: JOUR 151, ENG 101, or permission of instructor)

Covers various topics related to the theory and practice of journalism.

JOUR 298 – Journalistic Practice	3
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(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	
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JUD 101 – Introduction to Judicial Studies	3
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(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.

Distance Learning option available (see page 43).

JUD 102 – Introduction to Court Operations and Ethics	1
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(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. *Distance Learning option available (see page 43).*

JUD 296 – Topics Course	1–3
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(Prerequisite: department approval)

Explores current topics in judicial studies.

JUD 297 – Special Problems	Variable
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(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.

Course Number/Course Name	Credit Hours
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JUD 298 – Internship	4
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(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.

JUD 299 – Cooperative Education	4
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(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.

LAND – Landscaping Courses	
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LAND 101 – Plant Science	3
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(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.

LAND 101L – Plant Science Lab	1
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Introduces the fundamentals practices of horticulture. Covers plant collecting and identification, classification, growth and development, practical propagation and planting techniques. *(37.5 lab hours a term)*

LAND 102 – Soil Science	3
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(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.

LAND 102L – Soil Science Lab	1
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Introduces the student to soil analysis techniques, practical nutrient management, basic field exercises, labs and field safety. *(37.5 lab hours a term)*

LAND 103 – Landscape Irrigation	3
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(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.

LAND 103L – Landscape Irrigation Lab	1
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Introduces the student to the fundamentals of irrigation system assembly, maintenance and repair with an emphasis on water conservation and system auditing. *(37.5 lab hours a term)*

LAND 104 – Integrated Pest Management	3
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(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)

Covers the principles and techniques for proper and

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	3
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> 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.	
LAND 296 – Special Topics	1–6
<i>(Prerequisite: department approval)</i> Covers fitness problems and the advanced techniques that fitness professionals use in responding to them.	
LAND 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i> Focuses on a specific problem while working with an instructor.	
LAND 299 – Cooperative Education	3
<i>(Prerequisite: department approval)</i> Employs the student at an approved program-related work site and applies learned theory based on goals and objectives.	
LPNR – Licensed Practical Nurse Refresher Courses	
LPNR 155L – Refresher Theory/Lab	7
<i>(Pre- or corequisite: LPNR 165C)</i> Covers medical-surgical and specialty-nursing trends, procedures and pharmacology. (6 weeks; 94 theory + 14 lab hours per term) Program fee: \$25 Distance Learning option available (see page 43).	
LPNR 165C – Refresher Clinical Experience	2
<i>(Prerequisite: must have had a valid LPN license, professional CPR certified; corequisite: LPNR 155L)</i> Includes medical-surgical clinical experiences, administration of medications and patient care. This course is offered for credit/no credit. Distance Learning option available (see page 43).	
MATH – Mathematics Courses	
MATH 092 – Math Anxiety	1
Offers students a chance to gain understanding of math anxiety and develop various techniques to modify related behaviors through the use of group discussion, journal entries and math study skills.	
MATH 094 – Introduction to Calculators	1
Prepares students in MATH 100 and below for calculator use in their classes and everyday life.	
MATH 095 – Introductory Mathematics	3
<i>(Prerequisite: appropriate placement by exam [Accuplacer Arithmetic Score between 0-22] or equivalent)</i> Introduces basic mathematics, whole numbers, decimals and	

Course Number/Course Name	Credit Hours
estimation. Individualized/Self-Paced [open entry]. (45 theory hours + 15 lab hours per term)	
MATH 096 – Special Topics	1–3
Presents various topics in developmental math.	
MATH 097 C,S,P – Basic Mathematics	3
<i>(Prerequisite: MATH 095 or Accuplacer Arithmetic Score between 23-30 or equivalent)</i> Presents fractions, decimals, percents, ratio and proportion, geometry and measurement. C: Collaborative; S: Individualized/Self-Paced [open entry]; P: Project-Based. (45 theory hours + 15 lab hours per term)	
MATH 099 C,S,P – Basic College Mathematics	3
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent)</i> 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. C: Collaborative; S: Individualized/Self-Paced [open entry]; P: Project-Based. (45 theory hours + 15 lab hours per term)	
MATH 100A – Algebraic Problem Solving I	3
<i>(Prerequisite: MATH 099 or Accuplacer Arithmetic Score of 57 or equivalent)</i> Presents the first of a two-course series in elementary algebra. Includes signed numbers, solving linear equations, formulas, graphing, solving systems of equations and applications. Satisfies prerequisite for MATH 100B, MATH 111 (MATH 100B is recommended) and MATH 119. (45 theory hours + 15 lab hours per term)	
MATH 100B – Algebraic Problem Solving II	3
<i>(Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent)</i> Presents the 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. (45 theory hours + 15 lab hours per term)	
MATH 100 – Algebraic Problem Solving	3
<i>(Prerequisite: appropriate placement by exam [Accuplacer Elementary Algebra Score between 72–80] or equivalent)</i> Covers same material as MATH 100A and MATH 100B at a faster pace. One-term course designed for students with demonstrated ability in basic algebra. Satisfies prerequisite for MATH 111, 119 and 120. (45 theory hours + 15 lab hours per term)	
MATH 111 – Mathematics for Elementary and Middle School Teachers I	3
<i>(Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent)</i> Introduces the intuitive and logical background of arithmetic, sets, arithmetic algorithms, bases, integer properties, number theory, and problem solving.	

Course Number/Course Name	Credit Hours
MATH 112 – Mathematics for Elementary and Middle School Teachers II	3
<i>(Prerequisite: MATH 111)</i> 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.	
MATH 119 – Methods of Problem Solving	4
<i>(Prerequisite: MATH 100A or Accuplacer Elementary Algebra Score of 72 or equivalent)</i> Presents strategies for solving mathematical problems relying heavily on data patterns; sequences, set theory, combinatorics, probability, descriptive statistics, linear and quadratic modeling.	
MATH 120 – Intermediate Algebra	4
<i>(Prerequisite: MATH 100B or Accuplacer Elementary Algebra Score of 81 or MATH 100 or equivalent)</i> Emphasizes linear equations and inequalities, polynomials, exponents, rational expressions and equations, radical expressions and equations, quadratic equations; introduction to graphing and functions. Distance Learning option available (see page 43).	
MATH 121 – College Algebra	3
<i>(Prerequisite: MATH 120 or Accuplacer College Math Score of 60 or equivalent)</i> Focuses on functions and their graphs; investigation of linear, quadratic, polynomial, rational, exponential, and logarithmic functions.	
MATH 123* – Trigonometry	3
<i>(Prerequisite: MATH 121 or 150)</i> 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.	
MATH 129 – A Survey of Mathematics	3
<i>(Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 60 or equivalent)</i> Focuses on the creative nature of mathematics through problems, readings, discussions of topics such as set theory, logic, number theory, basic geometry, and probability.	
MATH 130 – Mathematics in the Real World	3
<i>(Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 60 or equivalent)</i> 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.	
* Students are required to use either TI-83 or TI 83 Plus graphing calculators in this class.	

Course Number/Course Name	Credit Hours
MATH 145 – Introduction to Probability and Statistics 3 (Prerequisite: MATH 119 or 120 or Accuplacer College Level Math Score of 60 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.	
MATH 150* – Advanced Algebra 4 (Prerequisite: MATH 121) Explores functions (particularly exponential and logarithmic), conics, sequences and series, and systems of equations using graphing calculators.	
MATH 162* – Calculus I 4 (Prerequisites: MATH 123 and 150) Introduces derivatives and definite integrals using graphing calculators: differentiation, antidifferentiation, limits, extrema, curve sketching, and applications.	
MATH 163* – Calculus II 4 (Prerequisite: MATH 162) Continues course of study begun in MATH 162. Emphasizes use of graphing calculators to cover integration techniques, numerical integration, improper integrals, some differential equations, series, and applications.	
MATH 180* – Elements of Calculus I 3 (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.	
MATH 181* – Elements of Calculus II 3 (Prerequisite: MATH 180) Continues course of study begun in MATH 180. Presents intensive study of substitution, integration by parts, numerical integration; introduces multivariate calculus and some differential equations.	
MATH 215 – Mathematics for Elementary and Middle School Teachers III 3 (Prerequisite: MATH 112) Continues course of study begun in MATH 112. Presents topics from later elementary and middle school curricula: probability, descriptive statistics, algebra, coordinate geometry, logic and LOGO software.	
MATH 245 – Fundamentals of Probability and Statistics 3 (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.	

* Students are required to use either TI-83 or TI 83 Plus graphing calculators in this class.

Course Number/Course Name	Credit Hours
MATH 264* – Calculus III 4 (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.	
MATH 296 – Topics in Mathematics 3 (Prerequisite: varies) Presents various topics. See <i>Schedule of Classes</i> .	

MATT – Machine Tool Technology Courses

MATT 101 – Metals Math I 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) Presents whole numbers, fractions and decimals, shop geometry and algebra, formulas and equations, and the Pythagorean theorem. Emphasizes is on developing problem solving skills.	
MATT 102 – Metals Blueprint Reading I 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) Covers the interpretation of basic manufacturing and fabrication drawings, terminology, orthographic projection, sectional views, dimensions, tolerances, symbols and drawing standards.	
MATT 103L – Basic Lathe 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 basic engine lathe principles and operations. Includes safety, setup, speeds and feeds, workholding devices and tooling, facing, turning, chamfering, shouldering and tailstock operations. (75 lab hours per term)	
MATT 104L – Basic Milling Machine 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 basic milling machine principles and operations. Covers safety, basic setup, speeds and feeds, tooling, workholding devices, squaring, step milling, drilling, reaming, and tapping. (75 lab hours per term)	
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	

* Students are required to use either TI-83 or TI 83 Plus graphing calculators in this class.

Course Number/Course Name	Credit Hours
principles and operations. Covers safety, care and use of hand tools, layout, toolbit grinding and machine care and maintenance. (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. (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. (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. (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. (75 lab hours per term)	
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. (75 lab hours per term)	

Course Number/Course Name	Credit Hours
MATT 173 – Machine Tool Technology Skills 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. (15 theory + 75 lab hours per term)	3
MATT 174 – Advanced Machine Tool Technology Skills (Prerequisite: MATT 173 or department approval) Provides advanced instruction in safety, lathe, mill, blueprint reading and shop math. (15 theory + 75 lab hours per term)	3
MATT 202 – Metallurgy 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.	2
MATT 208L – Advanced Lathe Principles (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. (75 lab hours per term)	2
MATT 214 – Machine Tool Technology CAD 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.	2
MATT 216L – Advanced Milling Machine Principles (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. (75 lab hours per term)	2
MATT 217L – Advanced Supporting Machine Tool Principles (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. (75 lab hours per term)	2
MATT 218L – Computer Numerical Control II (Prerequisite: MATT 122L or department approval) Reviews programming, manuscript and tape preparation, and editing. Presents various programming languages, subroutines and interactive graphic programming. (75 lab hours per term)	2
MATT 296 – Special Topics (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.	1–6
MATT 297 – Special Problems (Prerequisite: Department approval) Focuses on a specific problem while working with an instructor.	Variable

Course Number/Course Name	Credit Hours
MEMS – Micro-Electro-Mechanical Systems Courses	
MEMS 101 – Introduction to MEMS 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. (30 theory + 45 lab hours per term) [previously offered as PC 210]	3
MEMS 220 – MEMS Manufacturing Process (Prerequisites: MEMS 101, ELEC 104 or permission of director) Covers the various construction methods used to manufacture MEMS components and systems. Bulk micro-machining, surface micro-machining processes such as SUMMIT IV, MUMPS will be covered in detail.	5
MEMS 221 – MEMS Design I (Prerequisites: MEMS 101, MEMS 220, EDT 103, EDT 104 or permission of director) Introduces MEMS design techniques and standards via MEMS CAD software. Students will design simple MEMS components using industrial and research MEMS software. (30 theory + 45 lab hours per term)	3
MEMS 223 – MEMS Design II (Prerequisites: MEMS 221, EDT 105, ELEC 105A or permission of director) Introduces MEMS design techniques and standards via MEMS CAD software. Students will design MEMS components and systems using industrial MEMS CAD software. Students will also be introduced to MEMS analyst software. (30 theory + 45 lab hours per term)	3
MEMS 225 – MEMS Manufacturing Technology Theory (Prerequisites: SMT 204/204L or permission of director; Corequisite: MEMS 226) Introduces Micro Electro-Mechanical Systems manufacturing including the basics of MEMS materials and devices, MEMS systems, clean room technology and topics in wafer processing.	3
MEMS 226L – MEMS Manufacturing Technology Lab (Prerequisites: SMT 204/204L or permission of director; Corequisite: MEMS 225) Provides lab course for MEMS 225. Laboratory exercises conducted in a clean room. Students meet twice per week. (90 lab hours per term) Course fee: \$60	2

Course Number/Course Name	Credit Hours
MLT – Medical Lab Technician Courses	
MLT 101 – Introduction to Medical Laboratory Sciences 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, and lab instrumentation.	1
MLT 102 – Clinical Urinalysis (Prerequisite: BIO 123/124L or 121/121L, BIO 136/139L or BIO 237/247L and BIO 238/248L, BIO 239/239L, ENG 101 or ENG 102, CHEM 111/112L or CHEM 121/121L, CHEM 212, MATH 145, Humanities or Social Science elective, MLT 101; corequisites: MLT 102L, 103L, 114/114C 151C, 207/207L) Introduces principles and procedures of physical, chemical and microscopic analysis of urine and basic immunology.	2
MLT 102L – Clinical Urinalysis Laboratory (Prerequisite: MLT 101; corequisites: MLT 102, 103L, 114/114C, 151C, 207/207L) Introduces basic medical laboratory techniques in urinalysis and immunology. It provides clinical experience in urinalysis in an affiliated medical laboratory. (45 lab hours per term) Program fee: \$45	1
MLT 103L – Clinical Coagulation (Prerequisite: MLT 101; corequisites: MLT 102/102L, 114/114C, 151C, 207/207L) Presents basic coagulation concepts with practice performing the procedures. Also introduces advanced principles and procedures performed in the coagulation laboratory. (45 lab hours per term)	1
MLT 114 – Immunology (Prerequisite: MLT 101; corequisites: MLT 103L, 114C, 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 103L, 114, 102/102L, 151C, 207/207L.) Provides experience in serological testing on specimens from hospital patients using current methodologies. (45 clinical hours per term) Course fee: \$20	1
MLT 151C – Clinical Experience Phlebotomy (Prerequisite: MLT 101; corequisites: MLT 102/102L, 103L, 114/114C, 207/207L) 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. (135 clinical hours per term) Program fee: \$10	3

Course Number/Course Name	Credit Hours
MLT 205C – Clinical Experience (Prerequisites: MLT 101, 102/102L, 103L, 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; 540 clinical hours per term) Course fee: \$20	12
MLT 206 – MLT Microbiology (Prerequisites: MLT 101, 102/102L, 103L, 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, 103L, 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. (135 clinical hours per term) Course fee: \$20	3
MLT 207 – Clinical Chemistry (Prerequisite: MLT 101; corequisites: MLT 102/102L, 103L, 114/114C, 151C, 207L.) Presents the principles and methods used in testing for chemical components in blood and other body fluids including basic instrumentation.	3
MLT 207L – Clinical Chemistry Laboratory (Prerequisite: MLT 101; corequisites: MLT 207 MLT 102/102L, 103L, 114/114C, 151C) Presents experiences for performing the basic procedures used in a clinical chemistry laboratory including basic chemistry instrumentation. (45 lab hours per term) Course fee: \$20	1
MLT 209 – Clinical Hematology/Coagulation (Prerequisites: MLT 101, 102/102L, 103L, 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.	3
MLT 209L – Clinical Hematology/Coagulation Laboratory (Prerequisites: MLT 101, 102/102L, 103L, 114/114C, 151C, 207/207L; corequisites: 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. (90 lab hours per term) Course fee: \$20	2
MLT 211 – Clinical Immunohematology (Prerequisite: MLT 101, 102/102L, 103L, 114/114C, 151C 207/207L; corequisite: MLT 206/206C, 209/209L, 211L)	2

Course Number/Course Name	Credit Hours
Examines the theory principles for determining blood group typing, antibody detection and identification, cross matching and component therapy.	
MLT 211L – Clinical Immunohematology Laboratory (Prerequisites: MLT 101, 102/102L, 103L, 114/114C, 151C, 207/207L; corequisites: MLT 206/206C, 209/209L, 211) Provides experience in clinical blood bank. (90 lab hours per term) Course fee: \$20	2
MLT 296/296A – Topics in Laboratory Medicine (Prerequisites: may vary) Presents various topics in laboratory medicine.	1–4

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. (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. (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. (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. (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. (30 theory + 45 lab hours per term)	3

Course Number/Course Name	Credit Hours
MUS – Music Courses	
MUS 103 – Fundamentals of Music (Recommended: Experience with voice or instrument) 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.	4
MUS 139 – Music Appreciation I Surveys basic musical elements and their development from early Greece to the Classical period. Nontechnical; required attendance at live musical performances.	3
MUS 140 – Music Appreciation II Emphasizes study of symphonic music, chamber music, and vocal literature from the Romantic period to the 20th century. Nontechnical; required attendance at live musical performances.	3
MUS 172 – Introduction to Jazz Introduces jazz as a modern musical form, and emphasizes its evolution over the course of the 20 th century.	3
MUS 296 – Topics in Music Presents various topics. See <i>Schedule of Classes</i> .	3
NA – Nursing Assistant Courses	
NA 101 – Nursing Assistant Theory (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) 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)	3
NA 110L – Nursing Assistant Lab (Corequisites: NA 101, 131, 161, 171) Provides the opportunity to practice basic nursing skills in the laboratory. (9 weeks; 45 lab hours per term) Program fee: \$42	1
NA 121C – Nursing Assistant Clinical Experiences 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; 135 clinical hours per term)	3
NA 131 – Health Communications (Corequisites: NA 101, 110L, 161, 171) 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)	3

Course Number/Course Name	Credit Hours
NA 160L – Nursing Assistant Issues (Corequisites: NA 101, 110L, 131, 171) Covers special topics such as nutrition labs, blood pressure practice, lab practice, and lab finals. (9 weeks; 90 hours per term)	2
NA 171 – Nursing Assistant-Applications (Corequisite: NA 101, 110L, 131, 161) 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)	3
NA 296 – Nursing Assistant Topics Various topics. See <i>Schedule of Classes</i> .	1–3

NAHA – Nursing Home/Home Health Attendant Courses

NAHA 102L – Nursing Home/Home Health Attendant Theory/Lab (Corequisite: NAHA 102C) 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	5
NAHA 102C – Nursing Home/Home Health Attendant Clinical (Corequisite: NAHA 102L) Provides the opportunity to practice basic nursing skills in a supervised long-term care setting. (50 clinical hours per term)	1

NAVS – Naval Science Studies Courses

Students may register at TVI for the University of New Mexico Naval Science program. Uniforms and textbooks are provided. Because these courses are offered at the main campus of UNM, students should contact UNM before enrolling. For more info:

Naval Science
LT Roland Sasaki, USN
The University of New Mexico
Naval ROTC, Naval Science Bldg. 151
720 Yale Blvd. NE
Albuquerque, NM 87131
(505) 277-3744

Credits in Naval Sciences Studies are currently NOT eligible to be applied to any associate degree or certificate at TVI.

NAVS 010 – Naval Professional Laboratory Offers drills and information for NROTC students. (30 hours each term) <i>Fall, Spring only</i>	0
NAVS 101 – Principles and Concepts of Naval Science Introduces the naval service, customs, traditions, courtesies, and naval officers' communities. <i>Fall only</i> .	3

Course Number/Course Name	Credit Hours
NAVS 105 – Naval Ship Systems I Introduces naval engineering systems concepts and practices. <i>Spring only</i> .	3
NAVS 201 – Naval Ship Systems II Explores the principles of naval weapons system. <i>Spring only</i>	3
NAVS 202 – Sea Power Surveys US naval history from the American Revolution to the present. <i>Fall only</i> .	3
NAVS 203 – Navigation Offers theory, principles and procedures of ship coastal and celestial navigation. <i>Fall only</i> .	3
NAVS 204 – Naval Operations Explores naval ship operations, tactical formations and dispositions, relative motion tactical plots and maneuvering boards are analyzed. <i>Spring only</i> .	3
NAVS 231 – Evolution of Warfare Surveys evolution of the basic principles and techniques of warfare throughout history. <i>Fall only, even years</i> .	3
NAVS 241 – Leadership and Management Explores the structure and principles of naval leadership and management. <i>Fall only</i> .	3
NAVS 247 – Principles of Naval Leadership Examines the structure and principles of naval leadership and management. <i>Spring only</i> .	3
NAVS 251 – Amphibious Warfare Explores the concepts, techniques, and history of amphibious warfare. <i>Fall only, odd years</i> .	3

NS – Natural Science Courses

NS 261 – Physical Science for Teachers (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Introduces the science of geology, chemistry, physics and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. This course is activity based utilizing problems and issues based approach; various teaching methods are modeled and practiced by students. Some field trips may be required.	4
NS 262 – Life Science for Teachers (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Uses activities for the study of science topics including botany, cell biology, genetics, micro-biology and zoology with emphasis on science processes, inquiry and the integration of technology. Various teaching methods are modeled and practiced by students. Some field trips may be required.	4

Course Number/Course Name	Credit Hours
NS 263 – Environmental Science for Teachers (Prerequisites: RDG 099 or Accuplacer Reading Score of 69 or equivalent, ENG 099 or Accuplacer Sentence Skills Score of 69 or equivalent) Introduces major issues in environmental science with emphasis on science process, scientific investigations and field-based activities and the integration of technology. Course topics include current issues on population, healthy ecosystems and natural resources. Various teaching methods are modeled and practiced by students.	4

NURS – Nursing Courses

NURS 115 – Dosage Calculations (Prerequisites: Nursing Basic Math Test and nursing director approval) Presents methods of dosage calculations for oral and parental medications, including intravenous therapy and pediatric dosages. Offered for CR/NC only.	1
NURS 126C – Foundations of Nursing (Prerequisites: nursing director approval, BIO 237/247L, ENG 101, PSY 105, NUTR 244; pre- or corequisites: NURS 115, BIO 238/248L, PSY 220) 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. (75 theory + 180 clinical hours per term) Program fee: \$205	9
NURS 127C – Family Nursing I (Prerequisites: BIO 238/248L, NURS 115, 126C, PSY 220; pre- or corequisites: BIO 239/239L, PHIL 245M) Utilizes nursing process to study the child-bearing and child-rearing family. Clinical: experiences with maternity and pediatric clients in community and hospital settings. (75 theory + 180 clinical hours per term) Program fee: \$66	9
NURS 190C – Introduction to Nursing Process (Prerequisites: Permission of the nursing director, BIO 237/247L, ENG 101, NURS 126C or PN 126C, NUTR 244, and PSY 105) 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)	1
NURS 202C – Concepts for Transition Students (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) Introduces the conceptual framework of the nursing program and study of the nursing process. In-depth focus on assessment across	2

Course Number/Course Name	Credit Hours
the life span. Required for all applicants who seek advanced placement in the practical nurse or associate degree program. <i>Spring, and summer. (15 theory + 45 clinical hours per term)</i>	
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. <i>(75 theory + 225 clinical hours per term) Program fee: \$61</i>	
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.	
NURS 247C – Complex Health Problems in the Family	9
<i>(Prerequisites: Calculation Exam III with score of 90% or better, NURS 226C, NURS 227C, and NURS 231; pre- or corequisite: Art & Sciences elective)</i>	
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. <i>(60 theory + 225 clinical hours per term) Program fee: \$61</i>	
NURS 280 – Critical Care Internship Theory	8
<i>(Prerequisite: Nursing director approval)</i>	
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
<i>(Prerequisite: Nursing director approval; corequisite: NURS 280)</i>	
Applies critical care theory in campus lab through simulation and in the clinical area with a minimum of 96 hours preceptorship <i>(120 clinical hours per term) Program fee: \$22</i>	
NURS 296 – Topics in Nursing	1–10
<i>(Prerequisites: may vary)</i>	
Presents various topics in nursing.	

Course Number/Course Name	Credit Hours
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
<i>(Prerequisite: One of the following: CHEM 111/112L, CHEM 121/121L, BIO 121/121L or BIO 123/124L)</i>	
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 <i>Schedule of Classes</i> .	
PC – Process Control Courses	
PC 201 – Electromechanical Systems	3
<i>(Prerequisites: ELEC 114L, 118L)</i>	
Uses electromechanical systems donated by local industries to expose students to equipment schematics, maintenance procedures and troubleshooting. Practice preventive and corrective maintenance. <i>(30 theory + 45 lab hours per term) Course fee: \$25</i>	
PC 203 – PLC Theory and Applications	2
<i>(Prerequisites: ELEC 103B, ELEC 105B or permission of director)</i>	
Includes ladder logic diagrams, PLC hardware, software and applications of PLCs. A series of PLC lab exercises and a PLC project are required. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	
PC 204 – Feedback Theory and Applications	2
<i>(Prerequisites: ELEC 103B, ELEC 105B)</i>	
Includes various types of feedback systems, components and operation. Study the applications of such systems. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	
PC 205 – Sensor Theory and Applications	2
<i>(Prerequisites: ELEC 103B, ELEC 105B)</i>	
Includes force, photonic and temperature sensors. A project designed and constructed by students is required. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	
PC 206 – CIM Theory and Applications	2
<i>(Prerequisites: ELEC 103B, ELEC 105B)</i>	
Includes theory of computer integrated manufacturing (CIM), CIM systems used in industry and the programming and operation of such systems. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	

Course Number/Course Name	Credit Hours
PC 207 – Mobile Robot Design and Construction	2
<i>(Prerequisites: ELEC 103B, ELEC 105B)</i>	
Includes micro-controllers, DC motors, and motor drive circuitry and communications technology. A project designed and constructed by students is required. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	
PC 208 – Industrial Robot Theory and Applications	2
<i>(Prerequisites: ELEC 103B, ELEC 105B)</i>	
Includes theory, operation and maintenance procedures of industrial robots along with a project (utilizing an industrial robot system) designed and constructed by students. <i>(7.5 weeks; 15 theory + 22.5 lab hours per term) Course fee: \$25</i>	
PC 211 – Power RF	2
<i>(Prerequisite: ELEC 114L)</i>	
Presents RF energy and its applications in manufacturing industries. Includes plasma physics, RF applications, safety, RF generators, transmission lines and RF interference. <i>(15 theory + 45 lab hours per term) Course fee: \$25</i>	
PC 212L – Vacuum Systems	2
<i>(Prerequisite: ELEC 118L)</i>	
Introduces vacuum technology and vacuum systems. Includes gas laws and properties, operation and applications of vacuum pumps, gauges and valves and systems leak detection. <i>(15 theory + 45 lab hours per term) Course fee: \$25</i>	
PHIL – Philosophy Courses	
PHIL 110 – Introduction to Philosophical Thought	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: ENG 101)</i>	
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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Presents various topics. See <i>Schedule of Classes</i> .	
PHIL 245 B, M, T, E – Ethics	3
<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. <i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
PHIL 250 – Philosophy of Education (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) 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 (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent) 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 (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) 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. (6 weeks; 60 hours per term)	4
PHLB 110L – Phlebotomy Lab (Corequisites: PHLB 110 and PHLB 122C) Provides opportunity to practice phlebotomy skills and apply theory using artificial arms and human subjects. (6 weeks; 90 lab hours per term)	2
PHLB 122C – Clinical Phlebotomy (Prerequisite: CPR certification; corequisite: PHLB 110 and 110L) Provides opportunity for students to practice phlebotomy procedures on actual patients in area hospitals and clinics. (6 weeks; 180 clinical hours per term) Program fee: \$53	4
PHOT – Photonics Courses	
PHOT 101L – Introduction to Photonics and Photonics Safety (Prerequisite: MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent) Introduces fiber optics and light theory including the basics 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 and fiber optic components. Safety procedures concerning lasers and related equipment are presented in this course. (45 theory + 45 lab hours per term) [Previously offered as ELEC 111L]	4
PHOT 111L – Fiber Optics (Prerequisite: PHOT 101; pre- or corequisite: PHOTO 201L) Presents optical wave-guides and fibers as well as Fiber Optics Telecommunication. The course covers basic fiber optics	3

Course Number/Course Name	Credit Hours
components and active devices such detectors for fiber optic systems, isolators, attenuators, circulators, couplers, cables, connectors, switches, pump lasers, transmission systems and repeaters. (45 theory + 45 lab hours per term)	
PHOT 201L – Optics (Prerequisite: PHOT 101L) 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. (60 theory + 90 lab hours per term) [Previously offered as LEOT 206L] Course fee: \$15	6
PHOT 207L – Introduction to Laser Systems (Pre- or corequisite: PHOT 201L and ELEC 103B) 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. (60 theory + 15 lab hours per term) [Previously offered as LEOT 205L] Course fee: \$15	4
PHOT 211L – Advanced Fiber Optics (Prerequisite: PHOT 111L; pre- or corequisite: ELEC 114L) 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. (30 theory + 45 lab hours per term). Course fee: \$15	3
PHOT 217L – Advanced Laser Systems With Applications (Prerequisites: PHOT 207L; pre- or corequisite: ENG 101) 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. (60 theory + 90 lab hours per term) [Previously offered as LEOT 217L] Course fee: \$15	6
PHOT 225L – Photonics Projects (Prerequisites: PHOT 217L) Introduces 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. (30 theory + 90 lab hours per term)	4
PHOT 296 – Topics (Prerequisite: advanced Photonics Technology student) The topics depend on the requests from the community.	1–6

Course Number/Course Name	Credit Hours
PHOT 297 – Special Problems (Prerequisite: advanced Photonics Technology student) Presents a problem to investigate and solve. The student designs the solution using a combination of techniques.	1–6
PHOT 298 – Internship (Prerequisite: permission of the director) Provides the opportunity for the student to work for one term on a cooperative basis in an appropriate training program. The position is not paid.	3
PHOT 299 – Cooperative Education (Prerequisite: permission of the director) Provides the opportunity for the student to work on a cooperative basis in an appropriate training program. Position is not paid.	3
PHYS – Physics Courses	
PHYS 102 – Introduction to Physics (Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended : MATH 100B or Accuplacer Elementary Algebra Score of 81 or equivalent) Surveys basic concepts and phenomena of physics.	3
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. Course fee: \$10 (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. Course fee: \$10 (Previously offered as PHYS 154L.)	1

Course Number/Course Name	Credit Hours
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 160) Focuses on real-time experiments in mechanics and waves. Includes computer and data collection and analysis. Course fee: \$10	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: \$10.	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
PL – Paralegal Studies Courses	
PL 101 – Introduction to Paralegal Studies (Prerequisites: ENG 100 or higher; RDG 100 or higher; MATH 100A or higher; recommended prerequisites: BA 150, CP 176, or CSCI 101) Introduces concepts such as the definition and role of the paralegal, ethical responsibilities, professionalism, the legal system, legal research and analysis, legal and office procedures, technology in the law and topics in substantive law. Distance Learning option available (see page 43).	3
PL 102 – Business Organizations (Prerequisites: PL 124, or department approval) Covers concepts such as the various types of business entities including sole proprietorships, partnerships, limited liability companies and corporations. Agency principles, regulatory requirements, and business ethics are also included. Distance Learning option available (see page 43).	3
PL 111 – American Law and Ethics (Prerequisites: ENG 100 or higher; RDG 100 or higher; MATH 100A or higher; recommended prerequisites: BA 150, CP 176, or CSCI 101) Covers concepts such as the origins, nature, history and structure of the American legal system, and rules of professional conduct for lawyers and paralegals. Distance Learning option available (see page 43).	3

Course Number/Course Name	Credit Hours
PL 123 – Torts (Prerequisites: PL 101, PL 111) Covers concepts in tort law, concentrating on negligence, products liability, non-physical injuries and their remedies and defenses, and an introduction to causes of action. Distance Learning option available (see page 43).	3
PL 124 – Legal Research and Writing I (Prerequisites: CIS 123, ENG 101, PL 101, PL 111) 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 124 or department approval) Focuses on the law of contracts, rights and responsibilities, formation, consideration, enforceability, remedies, and third parties, as well as case study and analysis. The student will draft a written contract.	3
PL 203 – Civil Litigation (Prerequisites: CIS 123, ENG 102, PL 123, 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 123, ENG 102, PL 123, PL 124) Continues development of legal research, analysis and writing skills, with the focus on advanced legal research problems.	3
PL 206 – Criminal Litigation (Prerequisites: CIS 123, ENG 102, PL 123, PL 124) Covers concepts such as the process of criminal litigation from initial appearance through post-conviction proceedings. Students will draft 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 203 or 206, PL 204, PL 224, PL 233) Covers concepts such as the drafting of wills and trusts, administration of estates, formal and informal probate proceedings and estate tax returns. A review of the probate code and drafting projects are included. Distance Learning option available (see page 43).	3
PL 223 – Domestic Relations (Prerequisites: PL 124 or department approval) Focuses on legal issues in family relations with emphasis on local procedures in the domestic relations court and its satellites.	3

Course Number/Course Name	Credit Hours
PL 224 – Evidence (Prerequisites: CIS 123, ENG 102, PL 123, PL 124; recommended corequisite: CJ 112) Examines how facts are proved in civil and criminal trials, with focus on rules of evidence in state and federal courts; emphasizes admissibility, relevance, credibility, and authenticity of witness testimony, documents and other proof.	3
PL 225 – Constitutional Law (Prerequisites: PL 124, or department approval) Focuses on concepts such as civil rights and liberties under the Constitution, free speech, religious freedom, racial discrimination, group rights, privacy, political participation, and various contemporary issues.	3
PL 230 – Civil Litigation II (Prerequisites: PL 203, PL 204, PL 224) 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
PL 231A – Computer-Aided Legal Research (Prerequisites: CIS 123, PL 123, PL 124) Covers concepts such as research using the Internet, legal and non-legal databases including Westlaw and New Mexico Law on Disc. (5 weeks; 10 theory + 15 lab hours per term) Course fee: \$5 (PL 231A, 231B, and 231C are the equivalent to LAS 231)	1
PL 231B – Computer Applications in Law Practice (Prerequisites: CIS 123, PL 123, PL 124) Covers law-oriented concepts and applications using word processing, spreadsheets, and data management programs. (5 weeks; 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 (Prerequisites: CIS 123, PL 123, PL 124) 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; 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 (Prerequisites: PL 123 and PL 124, or department approval) 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 (Prerequisites: CIS 123, ENG 102, PL 123, PL 124) 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

GETTING STARTED

ACCESSING TVI

EDUCATIONAL OPTIONS

PROGRAMS OF STUDY

COURSE DESCRIPTIONS

CODES AND POLICIES

GLOSSARY, INDEX, MAPS

Course Number/Course Name	Credit Hours
PL 234 – Administrative Law (Prerequisites: PL 124, or department approval) Focuses on the policies, practices and procedures of governmental agencies and state and local administrations.	3
PL 236 – Employment Law (Prerequisites: PL 124, or department approval) Focuses on the history of discrimination law and current federal protections, the principle of equal treatment, litigation involving unequal treatment, seniority, sexual and racial harassment, pay equity, labor relations and remedies.	3
PL 242 – Native American Law (Prerequisites: PL 124, or department approval) Focuses on Native American law to prepare students to work in private law firms or other settings that specialize in Native American law or which practice in tribal courts or other tribunals which consider interests of individuals as natives or Indian groups.	3
PL 243 – Criminal Litigation II (Prerequisites: PL 204, PL 206, PL 224) 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 (Prerequisites: PL 124, or department approval) 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 (Prerequisites: PL 124, or department approval) Focuses on bankruptcy practice, Bankruptcy Code and Rules of Bankruptcy Procedure. (5 weeks)	1
PL 294 – Mediation (Prerequisites: department approval) Introduces fundamental skills involved in mediating disputes. Students find and cover the expenses of their own training programs. TVI supervision of the student's experience must be arranged between the student and an instructor, for a total of 45 hours under a written agreement provided by the Paralegal Studies office. Students may complete written assignments to fulfill some of the required hours, in the discretion of the instructor. The student is jointly evaluated by the mediation trainer and the instructor, or will be required to produce a certificate of completion of a recognized mediation training program. The course is offered subject to availability of trainers.	3
PL 295 – Public Defender (Prerequisites: department approval) Requires students to work 135 hours in the local Public Defender's Office under the supervision of an attorney or attorney's designate	3

Course Number/Course Name	Credit Hours
and will become familiar with all forms of case preparation for indigent criminal defendants. TVI supervision of the student's experience must be arranged between the student and an instructor under a written agreement provided by the Paralegal Studies office. The student is jointly evaluated by the Public Defender's Office and the instructor. The course is offered subject to availability of supervising attorney or attorney's designate.	
PL 296 – Topics Course (Prerequisites: department approval) Explores current topics in the law.	3
PL 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. A legal research paper or project is completed. An oral presentation may be required.	Variable
PL 298 – Internship (Prerequisites: all courses in the first three terms and department approval) Provides the opportunity to perform a minimum of 150 hours of paralegal assignments in a legal environment. The student is jointly supervised by TVI and the supervising attorney, and the student will be required to meet additional course requirements as provided by the instructor.	4
PL 299 – Cooperative Education (Prerequisites: all courses in the first three terms and department approval) Provides the opportunity to perform a minimum of 150 hours of paralegal assignments in a legal environment. The student is paid by the cooperating firm and is jointly supervised by TVI and the supervising attorney. The student will be required to meet additional course requirements as provided by the instructor.	4
PLAP – Plumbing Apprenticeship	
PLAP 198 – Plumbing Apprenticeship (Prerequisite: current full-time employment in the plumbing industry) Covers 600 to 900 hours of classroom instruction which includes safety, shop and trade math, plumbing processes, blueprint reading and mechanical code (plumbing) interpretation.	40–60
PLMB – Plumbing Courses	
PLMB 121 – Plumbing & Safety Fundamentals (Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval) Introduces the basic fundamentals of plumbing and emphasizes the importance of safety specific to the plumbing trades. (30 theory + 37.5 lab hours per term)	3

Course Number/Course Name	Credit Hours
PLMB 122 – Blueprint Reading Explores interpretation of residential and commercial blueprints, and isometric drawings. The students are taught the basics of sketching and design. (15 theory + 37.5 lab hours per term)	2
PLMB 123 – Introduction to Gas Fitting and Pipe Laying (Pre- or corequisites: PLMB 121, 122 or department approval) Investigates design layout, and installation of piping systems and the fundamentals of gas burning appliances. (15 theory + 37.5 lab hours per term)	2
PLMB 124 – Drain, Waste, and Vent I (Pre- or corequisites: PLMB 121, 122 or department approval) Emphasizes layout and design of drain and vent systems in residential buildings. (15 theory + 37.5 lab hours per term)	2
PLMB 125 – Drain, Waste, and Vent II (Pre- or corequisites: PLMB 121, 124 or department approval) Describes layout and design of drain and vent systems in commercial buildings. (15 theory + 37.5 lab hours per term)	2
PLMB126 – Piping Systems (Pre- or corequisites: PLMB 121, 123 or department approval) Introduces layout and design of water piping systems as well as the installation of plumbing fixtures. (15 theory + 37.5 lab hours per term)	2
PLMB 131 – Backflow Prevention Focuses on the requirements of installation, repair, and testing of backflow prevention assemblies. The successful completion of this course will qualify the student for a City of Albuquerque Backflow Tester's license. (15 theory + 37.5 lab hours per term)	2
PLMB 132 – Commercial Plumbing Presents the different aspects of the commercial plumbing industry. (15 theory + 37.5 lab hours per term)	2
PLMB 133 – Plumbing Theory and Repair (Pre- or corequisites: PLMB 125, 126 or department approval) Focuses on maintenance and repair of plumbing fixtures and includes the scientific principals explaining why water supply and sewage systems work as well as mathematical principals of plumbing. (15 theory + 37.5 lab hours per term)	2
PLMB 134 – Plumbing Code Applications (Pre- or corequisites: PLMB 121, 122 or department approval) Prepares student to take the hands-on and written portions of the Journeyman's test in the state of New Mexico. (30 theory + 37.5 lab hours per term)	3
PLMB 135 – Building Maintenance and Repair (Pre- or corequisites: PLMB 133 or department approval) Presents requirements for installation and repair of heating and cooling systems for commercial and residential applications. (15 theory + 37.5 lab hours per term)	2

Course Number/Course Name	Credit Hours
PLMB 136 – Hydronics & Plumbing Systems (Pre- or corequisites: PLMB 123, 126 or department approval) Explores hydronic heating and the special problems of the manufactured housing industry and rural plumbing. (15 theory + 37.5 lab hours per term)	2
PLMB 170 – Trades Math Includes basic arithmetic, whole numbers, fractions and decimals. Covers volumes, weight measurements and basic algebra as it applies to electricity.	1
PLMB 171 - Journeyman Preparation Introduces 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.	3
PLMB 173L – Orbital Welding Systems Presents pipe ultra-pure stainless steel welding. Students operate, lay out and analyze welding applications for testing sequences. (15 theory + 75 lab hours per term)	3
PLMB 174L – Polyvinylidene Fluoride (PVDF) Welding Systems (Prerequisite: PLMB 173L) Presents Asahi Butt Fusion System, UF 2000 infra-red fusion and bead and crevice free system. (15 theory + 75 lab hours per term)	3
PLMB 296 – Special Topics 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.	1–6
PLMB 297 – Special Problems (Prerequisite: department approval) Focuses on a specific problem while working with an instructor.	Variable
PM – Project Management Courses	
PM 130 – Developing Project Objectives Exposes the student to the process of identifying objectives for project scheduling and management. Students will set goals, develop preliminary forecasting and organizational planning for project objectives in a wide range of planning situations.	3
PM 150 – Effective Project Leadership Surveys leadership styles and methods seen in project management and planning. Projects will offer students opportunities to develop leadership skills and identify leadership styles.	3
PM 200 – Budget and Resource Management (Prerequisite: MATH 120, CP 176 or permission of program chair) Explores financial budget preparation applied to various projects. Tracking and expediting of resources is evaluated. The evaluation of manpower, equipment and material processing is covered, and students will be exposed to modern use of technology in the budgeting process.	3

Course Number/Course Name	Credit Hours
PM 210 – Contract Management (Prerequisite: ENG 119, or permission of program chair) Covers various forms of project contracts and legal documentation. The use of legal documentation in project management and production is explored. Contract documentation in construction, architectural, design, federal, state, and private sectors will be reviewed and evaluated.	3
PM 295 – Capstone Course (Prerequisite: PM 130, 150, Corequisite: PM 200, 210 or permission of program chair) Provides the student with realistic project management standards and assignments that uses all resources from previous courses and studies within the Project Management Technology AAS degree program. This course will allow the student to develop a portfolio of project oversight and management. (15 theory + 75 lab hours per term)	3
PM 296 – Special Topics (Prerequisite: permission of program chair) Provides in-depth study of special topics in project management.	1–6
PM 297 – Special Problems (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 techniques. Student presentations may be required.	1–6
PM 298 – Cooperative Education (Prerequisite: permission of program chair) Provides opportunities for students to be employed at an approved course-related work site and applies learned theory based on goals and objectives for one term. The position is paid and is not always available.	3
PN – Practical Nursing Courses	
PN 126C – Foundations of Practical Nursing (Prerequisites: nursing director approval, BIO 237/247L, ENG 101; corequisites: NURS 115, BIO 238/248L, NUTR 244) 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. (75 theory + 180 clinical hours per term) Program fee: \$209	9
PN 129 – Trends and Issues in Practical Nursing (Corequisite: PN 135C) 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.	1

Course Number/Course Name	Credit Hours
PN 130C – Family Nursing Across The Lifespan (Prerequisites: BIO 238/248L, NURS 115, NUTR 244, PN 126C; pre- or corequisites: PSY 105, PN 131) 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. (90 theory + 180 clinical hours per term) Program fee: \$70	10
PN 131 – Pharmacology (Prerequisite: Director approval, BIO 238/248L; pre- or corequisites: PN 126C) 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.	3
PN 135C – Nursing Care of Adult Clients with Complex Problems (Prerequisites: Calculation Exam II with score of 90% or better, PN 130C, PN 131, PSY 105; corequisite PN 129) 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. (90 theory + 225 clinical hours per term) Program fee: \$60	11
PRNS – Perioperative Nursing Courses	
PRNS 260L – Perioperative Nurse Specialist Theory/Lab (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; 90 theory + 90 lab hours per term) Program fee: \$35	8
PRNS 265C – Perioperative Nurse Specialist Clinical Experience (Corequisite: PRNS 255L) Applies new and previously learned concepts to perioperative nursing in hospital operating rooms. (12 weeks; 288 clinical hours per term)	6
PSCI – Political Science Courses	
PSCI 110 – The Political World Introduces politics, emphasizing how people can understand their own political systems and those of others.	3
PSCI 200 – U.S. Politics Surveys American politics: theory of democracy and political institutions, governmental branches and their bureaucracies.	3

Course Number/Course Name	Credit Hours
PSCI 210 – State and Local Politics	3
Analyzes state and local politics, using New Mexico and other states as examples. <i>Fall, spring only.</i>	
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. <i>Fall only.</i>	
PSCI 296 – Topics in Political Science	3
Presents various topics. See <i>Schedule of Classes</i> .	
PSY – Psychology Courses	
PSY 105 – Introduction to Psychology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Introduces psychology as the scientific study of behavior and mental processes: methodology, psychobiology, learning, memory, personality, psychological disorders, therapy, personality, and social psychology. <i>Distance Learning option available (see page 43).</i>	
PSY 130 – Practical Psychology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Focuses on practical applications of psychological knowledge: stress and mood management, communication and relationships, developmental issues, and mental health.	
PSY 200 – Statistical Principles	3
<i>(Prerequisite: PSY 105; MATH 100B or Accuplacer Elementary Algebra score of 81 or equivalent)</i>	
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. <i>Fall, spring only.</i>	
PSY 220 – Developmental Psychology	3
<i>(Prerequisite: PSY 105)</i>	
Emphasizes physical, social, emotional and intellectual development across the life span, including professional research and applications. <i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
PSY 231 – Human Sexuality	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: PSY 105)</i>	
Surveys and analyzes physiological, cultural, social, and individual factors that influence sexual behavior, sex roles, and sex identity.	
PSY 232 – Clinical Psychology	3
<i>(Prerequisite: PSY 105)</i>	
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
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: PSY 105)</i>	
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.	
PSY 240 – Brain and Behavior	3
<i>(Prerequisite: PSY 105 or BIO 121/121L)</i>	
Surveys the role of the nervous system in the control of behavior and mental processes. <i>Fall only.</i>	
PSY 260 – Psychology of Learning and Memory	3
<i>(Prerequisite: PSY 105)</i>	
Introduces study of learning in the laboratory, ranging from simple processes such as conditioning to complex ones such as transfer, memory, and concept formulation. <i>Fall only.</i>	
PSY 265 – Cognitive Psychology	3
<i>(Prerequisite: PSY 105)</i>	
Presents theories and research on various mental processes: memory (encoding, storage and retrieval), attention, comprehension, categorization, reasoning, problem solving, language, and motor skills. <i>Spring only.</i>	
PSY 271 – Social Psychology	3
<i>(Prerequisite: PSY 105 or SOC 101)</i>	
Emphasizes study of social interaction: communication, perception of the self and others, attitudes, and leadership. <i>Spring only.</i>	
PSY 296 – Topics in Psychology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Presents various topics. See <i>Schedule of Classes</i> .	
PSY 299 – Death and Dying	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Examines psychological, emotional, and sociological aspects of death in American culture.	

Course Number/Course Name	Credit Hours
PT – Pharmacy Technician Courses	
PT 110 – Introduction to Pharmacy Technology	3
<i>(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 72 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)</i>	
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
<i>(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)</i>	
Focuses on the fundamentals of current pharmacy practice, including drug nomenclature, medical terminology, and basic pharmacy skills. Lab includes practice in reading and interpreting prescriptions, packaging and dispensing medications, and an introduction to compounding and aseptic preparations. <i>(90 lab hours per term)</i>	
PT 115 – Pharmacy Technician Anatomy and Physiology	3
<i>(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)</i>	
Provides an introduction to basic human anatomy and physiology, with emphasis on physiology as a the foundation for pharmacology.	
PT 116 – Pharmacy Calculations	3
<i>(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)</i>	
Provides skills in pharmaceutical calculations for oral, parenteral and IV preparations.	
PT 120 – Advanced Pharmacy Technology	3
<i>(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 130 or 221)</i>	
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. <i>Program fee: \$35</i>	
PT 121L – Pharmacy Technician Lab II	2
<i>(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 130 or 221)</i>	
Provides opportunity to develop skills in aseptic preparations, use of	

Course Number/Course Name	Credit Hours
a laminar flow hood, reconstituting, com-pounding, packaging and labeling. Emphasis on preparation for the nation PTCB exam. (90 lab hours per term)	
PT 122C – Pharmacy Technician Practicum	5
(Prerequisite: director approval; corequisites: PT 120, 121L, 125; pre- or corequisite: COMM 130 or 221) Provides the opportunity in institutional and community pharmacies for practical experience in applying what they have learned in classrooms and labs. (225 clinical hours per term)	
PT 125 – Pharmacology for Pharmacy Technicians	3
(Corequisites: PT 120, 121L, 122C; pre- or corequisite: COMM 130 or 221) Presents study of therapeutic drug categories, how drugs produce their effects and common side effects.	
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. (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. (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. (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. (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,	

Course Number/Course Name	Credit Hours
pasta and vegetables/fruits. Stresses professionalism. Distance Learning option available (see page 43).	
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. (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. (75 lab hours per term)	
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. (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. (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.	
RADT – Radiologic Technology Courses	
RADT 101 – Introduction to Radiologic Technology	1
(Prerequisites: program director approval, ENG 101, BIO 237, 247L; corequisites: RADT 102L, 103L, 120C; pre or corequisites: BIO 238, 248L) Introduces to Radiologic Technology as a health science profession. Includes an introduction to the clinical setting, ethical and legal issues of radiologic technology, equipment, exposure and patient care.	
RADT 102L – Fundamentals of Radiography	3
(Corequisites: RADT 101, 103L, 120C) Introduces to radiologic technology and diagnostic imaging including exposure factors, interaction of x-rays and matter, basic image receptor principles, image quality, and basic physics of x-ray equipment. Survey of common radiographic procedures and specialized imaging equipment. (30 theory + 45 lab hours per term)	

Course Number/Course Name	Credit Hours
RADT 103L – Radiographic Positioning I	3
(Corequisites: RADT 101, 102L, 120C) Presents the fundamentals of radiographic anatomy, positioning and terminology used in routine radiographic procedures of the chest, abdomen, upper and lower extremity with discussion and demonstration of the related radiographic projection. Lab will include practicing radiographic positioning and producing radiographs of body phantoms. (30 theory + 45 lab hours per term)	
RADT 104L – Radiographic Positioning II	3
(Prerequisite: RADT 103L; corequisites: RADT 106, 110, 140C) Continues course of study begun in RADT 103L including oseology and arthrology of the thorax, vertebral column, skull, and facial bones. Discussion and demonstration of the related standard and special radiographic projections. (30 theory + 45 lab hours per term)	
RADT 106 – Patient Care in Radiography	2
(Pre- or corequisite: PSY 105 or SOC 101; corequisites: RADT 104L, 110, 140C) Covers issues related to patient care including legal and professional responsibilities, patient education, safety and comfort, infection control and prevention, patient monitoring and contrast media.	
RADT 110 – Radiobiology and Protection	3
(Corequisites: RADT 104L, 106, 140C) Presents biological effects of radiation exposure to human cells and tissues including genetic, somatic, short and long-term effects. Topics include radiation measurements, policies and protection measures for technicians, patients and others. Minimizing patient and personnel exposure, basic methods of protection, protective devises, units of measurement and sources of radiation exposure are covered.	
RADT 120C – Clinical Radiography I	2
(Corequisites: RADT 101, 102L, 103L) Introduces the clinical environment in a clinical facility. Instruction of file and dark room process and protocol, patient transport, taking radiographs of chest, abdomen and extremities under close supervision are covered. (90 clinical hours per term)	
RADT 140C – Clinical Radiography II	4
(Prerequisite: RADT 120C; corequisites: RADT 104L, 106, 110) Continues course of study begun in RADT 120C with instruction and practice in a clinical facility under close supervision.	
RADT 202L – Radiographic Imaging I	3
(Prerequisite: RADT 104L; corequisites: RADT 206, 220C; pre- or corequisite: MATH 119 or 120) Studies extensively the factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be covered. Technical factors such as density, contrast and distortion are included. Methods of diagnostic quality control are also covered. Class demonstrations / labs are used to demonstrate application of theory. (30 theory + 45 lab hours per term)	

Course Number/Course Name	Credit Hours
RADT 203L – Radiographic Imaging II (Prerequisite: RADT 202L; corequisites: RADT 208, 231, 240C) Presents imaging equipment, image processing, analysis of radiographic images including the minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that affect image quality. (30 theory + 45 lab hours per term)	3
RADT 206 – Radiographic Pathology I (Corequisites: RADT 202L, 220C) Presents general principles of pathology including the effects of injury, fundamental tissue, growth disturbances, leading causes of death, and standards of measure. Discussion of diseases of human organ systems including diagnosis with emphasis on radiological imaging used and treatment. (30 hours per term)	2
RADT 208 – Radiographic Pathology II (Prerequisites: RADT 206; corequisites: 203L, 231, 240C) Continues course of study begun in RADT 206. Diseases of human organ systems including diagnosis with emphasis on radiological imaging used and treatment. (30 hours per term)	2
RADT 220C – Clinical Radiography III (Corequisites: 202L, 206) Continues course of study begun in RADT 140C with instruction and practice in a clinical facility under close supervision. (180 clinical hours per term)	4
RADT 231 – Radiographic Physics and Instrumentation (Corequisites: RADT 203L, 208, 240C) Presents fundamentals of radiography physics including atomic structure, electricity, magnetism, electromagnetism, x-ray production and interactions. Radiographic equipment operation, maintenance, and evaluation will be covered. Includes overview of mammography, US, CT, MRI, and digital radiography.	3
RADT 240C – Clinical Radiography IV (Corequisites: RADT 203L, 208, 231) Continues course of study begun in RADT 220C with instruction and practice in a clinical facility under close supervision. (180 clinical hours per term)	4
RADT 260C – Clinical Radiography V (Prerequisite: RADT 240C) Continues course of study begun in RADT 240C with instruction and practice in a clinical facility under close supervision. Review of radiographs, preparation for employment as a radiologic technician, professional organizations and preparation for the national registry exam. (495 clinical hours + 45 lab hours per term)	12

RDG – Reading Courses

RDG 096 – Special Topics Presents various topics for reading instruction.	1–3
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Course Number/Course Name	Credit Hours
RDG 099 – Reading Improvement (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. (45 theory hours + 15 lab hours per term)	3
RDG 100 – Reading and Critical Thinking (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. (45 theory hours + 15 lab hours per term)	3

RL – Recreation and Leisure Courses

RL 101 – Introduction to Recreation and Leisure (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.	3
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 leadership theories and facilitation techniques for leading recreation activities with various populations (children, teenagers, older adults). Emphasis is placed on “hands-on” facilitation and learning by doing.	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 de-escalation of potential crisis situations and management of aggressive/violent behavior. This professionally based course in crisis prevention and intervention is taught throughout the United States and is useful to any direct care worker in a human service profession.	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	3

Course Number/Course Name	Credit Hours
<i>equivalent, or department approval)</i> Provides students with an overview of outdoor recreation from the federal government the local level. Emphasizes recreation opportunities available in the National Park Service, U.S. Forest Service, Bureau of Land Management, NM State Parks and city/county agencies. Classes will meet at “on-site” locations.	
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 equivalent, or department approval) 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.	3
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 history, foundation, current delivery system and service practices of the profession. Emphasis is placed in programming and facilitation of recreation and leisure activities with physical, mental, and emotional disabilities of all ages.	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

Course Number/Course Name	Credit Hours
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RLGN – Religion Courses

RLGN 107 – Living World Religions	3
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(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.

RLGN 247 – Topics in Religious Studies	3
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(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
Presents various topics. See *Schedule of Classes*.

RLGN 263 – Eastern Religions	3
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(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)
Provides an overview of the major religions of Asia, particularly the religions of India (Hinduism and Buddhism), Persia (Zoroastrianism), China (Confucianism and Taoism), and Japan (Shintoism and Zen Buddhism).

RNR – Registered Nurse Refresher Courses

RNR 255L – Refresher Theory/Lab	7
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(Pre- or corequisite: RNR 265C)
Covers medical-surgical and specialty nursing, pharmacology and procedures. (6 weeks; 94 theory + 14 lab hours per term)
Program fee: \$25
Distance Learning option available (see page 43).

RNR 265C – Refresher Clinical Experience	2
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(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; 88 clinical hours per term)
Distance Learning option available (see page 43).

RT – Respiratory Therapy Courses

RT 101/101L – Respiratory Therapy Principles and Practices I	4
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(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. (45 theory hours + 45 lab hours per term) Program fee: \$100

Course Number/Course Name	Credit Hours
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RT 102/102L – Respiratory Therapy Principles and Practices II	4
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(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. (45 theory hours + 45 lab hours per term)

RT 121C – Clinical Experiences I	5
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(Corequisites: RT 101/101L, 131)
Provides supervised clinical experiences in area hospitals and healthcare facilities related to concepts presented in RT 101/101L (225 clinical hours per term)

RT 122C – Clinical Experiences II	5
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(Corequisites: RT 102/102L, 133)
Provides supervised clinical experiences in area hospitals and healthcare facilities related to concepts presented in RT 101/101L. (225 clinical hours per term)

RT 131 – Physics of Respiratory Therapy	3
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(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.

RT 133 – Pharmacology of Respiratory Therapy	3
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(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.

RT 201/201L – Advanced Respiratory Therapy I	4
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(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. (45 theory hours + 45 lab hours per term)

RT 202/202L – Advanced Respiratory Therapy II	4
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(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,

Course Number/Course Name	Credit Hours
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RT 203/203L – Advanced Respiratory Therapy III	4
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(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. (45 theory hours + 45 lab hours per term)
Program fee: \$20

RT 221C – Advanced Clinical Experiences I	5
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(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. (225 clinical hours per term)

RT 222C – Advanced Clinical Experiences II	5
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(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. (225 clinical hours per term)

RT 223C – Advanced Clinical Experiences III	5
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(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. (225 clinical hours per term)
Program fee: \$125

RT 296 – Special Topics in Respiratory Care	3–6
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(Prerequisite: permission of program director)
Provides participation in supervised learning of advanced, specialized practices including cardiopulmonary diagnostics, and specialized prenatal/pediatric or adult critical care.

RT 297 – Special Problems	3–6
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(Prerequisite: permission of program director)
Provides opportunity for independent study in respiratory care such as preparation for licensing/credentialing exams.

Course Number/Course Name	Credit Hours
RT 298 – Internship	3–6
<i>(Prerequisite: AS RT Graduate and permission of program director)</i>	
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.	

SCSE – Sportscraft/Small Engine Courses

SCSE 170L – Small Engine Skills Improvement I	3
Covers the diagnosis and repair of small air-cooled engines, safety, engine identification, special tools, ignition, cooling, lubrication, engine rebuilding and fuel systems. <i>(15 theory + 75 lab hours per term)</i>	

SCSE 171L – Small Engine Skills Improvement II	3
<i>(Prerequisite: SCSE 170L or department approval)</i>	
Presents safe practices in the diagnosis and repair of power equipment, chain saw service and chain sharpening, blower and line trimmer service. <i>(15 theory + 75 lab hours per term)</i>	

SMAP – Sheet Metal Apprenticeship

SMAP 198 – Sheet Metal Apprenticeship	40
<i>(Prerequisite: current full-time employment in the sheet metal industry or department approval)</i>	
Covers 600 hours of related classroom instruction. Instruction covers safety, trade math, sheet metal processes, triangulation lay-out, radial line layout, parallel line layout, blueprint reading and Sheet Metal and Air Conditioning National Assn. (SMACNA) manuals.	

SMT – Semiconductor Manufacturing Tech Courses

SMT 204 – Semiconductor Manufacturing Technology Theory	3
<i>(Prerequisites: ELEC 103B, 105B; corequisite: SMT 204L)</i>	
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.	

SMT 204L – Semiconductor Manufacturing Technology Lab	2
<i>(Corequisite: SMT 204)</i>	
Provides a lab course for SMT 204. Students meet twice per week. <i>(90 lab hours per term) Course fee: \$60</i>	

SOC – Sociology Courses

SOC 101 – Introduction to Sociology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Introduces basic concepts and theories of contemporary sociology: culture, socialization, social groups, deviance, race and ethnicity, gender, age, family, medicine and religion.	
<i>Distance Learning option available (see page 43).</i>	

Course Number/Course Name	Credit Hours
SOC 111 – Criminal Justice System	3
<i>(Prerequisites: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101)</i>	
Surveys criminal justice processes. Explores law, law enforcement, prosecution, defense, trial, and sentencing.	

SOC 211 – Social Problems	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101)</i>	
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.	

SOC 212 – Juvenile Delinquency	3
<i>(Prerequisite: SOC 101)</i>	
Emphasizes theories of juvenile delinquency, child abuse, the juvenile justice system, probation, treatment, and corrections for juveniles.	

SOC 213 – Deviant Behavior	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101)</i>	
Examines theories of deviance and behaviors such as rape, murder, theft, drug use, alcoholism, prostitution, mental disorders, and suicide.	

SOC 214 – Sociology of Corrections	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
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.	

SOC 215 – Criminology	3
<i>(Prerequisite: SOC 101)</i>	
Examines causes of crime based on sociological factors, the various faces of crime, the criminal past and present, and criminology theory.	

SOC 216 – Ethnic and Minority Groups	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101)</i>	
Examines relationships among majority and minority and ethnic groups: prejudice, discrimination, stereotyping, pluralism, and social mobility.	

SOC 225 – Sociology of Family	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Presents major theories of the family and the status of the modern family in an era of varied family forms.	

Course Number/Course Name	Credit Hours
SOC 230 – Society and Personality	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent; recommended: SOC 101 or PSY 105)</i>	
Introduces topics in social psychology, such as personality theories, concepts of self, human relationships, small group dynamics, and organizational theories.	

SOC 235 – Sociology of Gender	3
<i>(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)</i>	
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.	

SOC 280 – Social Science Research	3
<i>(Prerequisite: SOC 101)</i>	
Introduces decision-making processes and tools involved in social science research, including surveys, field research, experiments and use of existing sources.	

SOC 296 – Topics in Sociology	3
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Presents various topics. See <i>Schedule of Classes</i> .	

SPAN – Spanish Courses

SPAN 101 – Beginning Spanish I	4
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
Introduces listening, speaking, and grammatical skills for students with no previous exposure to Spanish.	

SPAN 102 – Beginning Spanish II	4
<i>(Prerequisite: SPAN 101 or Spanish Placement Score of 51 or higher)</i>	
Continues course of study begun in SPAN 101: listening, speaking, grammatical skills.	

SPAN 103 – Beginning Spanish I Conversation	3
<i>(Pre- or corequisite: SPAN 102 or permission of instructor)</i>	
Introduces basic conversational skills and practice speaking Spanish.	

SPAN 111 – Heritage Spanish Language I	4
<i>(Prerequisite: RDG 100 or Accuplacer Reading Score of 80 or equivalent)</i>	
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.	

Course Number/Course Name	Credit Hours
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 or Spanish Placement Score of 71 or higher) Reviews grammar and emphasizes expansion of conversational skills while developing reading proficiency.	3
SPAN 202 – Intermediate Spanish II (Prerequisite: SPAN 201 or Spanish Placement Score of 81 or higher) Continues course of study begun in SPAN 201, providing conversational activities and emphasis on writing skills.	3
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

Course Number/Course Name	Credit Hours
SPED – Special 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) Provides field experience and seminar in special education settings. (15 theory + 45 lab hours per term)	2
ST – Surgical Technology Courses	
ST 110 – Beginning Surgical Technology I (Prerequisites: BIO 123/124L, 136/139L or BIO 237/247L and 238/348L, COMM 221, HIT 110; 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.	4
ST 112L – Surgical Technology Lab (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; 135 lab hours per term)	3
ST 114C – Surgical Technology Clinical I (Corequisites: ST 110, 112L) Applies surgical procedure theory and skills in the clinical setting. (10 weeks; 270 clinical hours per term) Program fee: \$90	6
ST 120 – Advanced Surgical Technology II (Prerequisites: ST 110, 112L, 114C; corequisite: ST 124C) Continues surgical technology theory with a focus on general and specialty surgical procedures.	4
ST 124C – Surgical Technology Clinical II (Corequisite: ST 120) Provides application of surgical procedure theory and skills in the clinical setting with emphasis on a variety of specialty areas. (15 weeks; 360 clinical hours per term)	8

Course Number/Course Name	Credit Hours
THEA – Theater Courses	
THEA 120 – Fundamentals of Performance I (Prerequisite: THEA 122 or permission of instructor) Provides students with the fundamental physical, vocal, and imaginative skills for acting and performing. Students learn techniques and strategies for creating performance art from the words of a play and the text of a situation, so they can “hold, as ‘twere, the mirror up to nature.”	3
THEA 122 – Introduction to Theater (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 from the Ancient Greeks to Epic Theater, and including elements that make up a production.	3
THEA 296 – Topics in Theater (Prerequisite: RDG 100 or equivalent) Presents various topics. See <i>Schedule of Classes</i> .	
TRDR – Truck Driving Courses	
TRDR 101 – Basic Operational Theory (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. (4 weeks; 105 theory hours per term)	7
TRDR 102L – Basic Operational Lab (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. (150 lab hours per term)	4
TRDR 103L – Advanced Operational Practices (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. (135 lab hours per term)	3
TRDR 171 – Material Handling Presents basic forklift/hand truck operation and basic material handling along with forklift safety inspections and cost factors of improper handling. (15 theory + 37.5 lab hours per term)	2

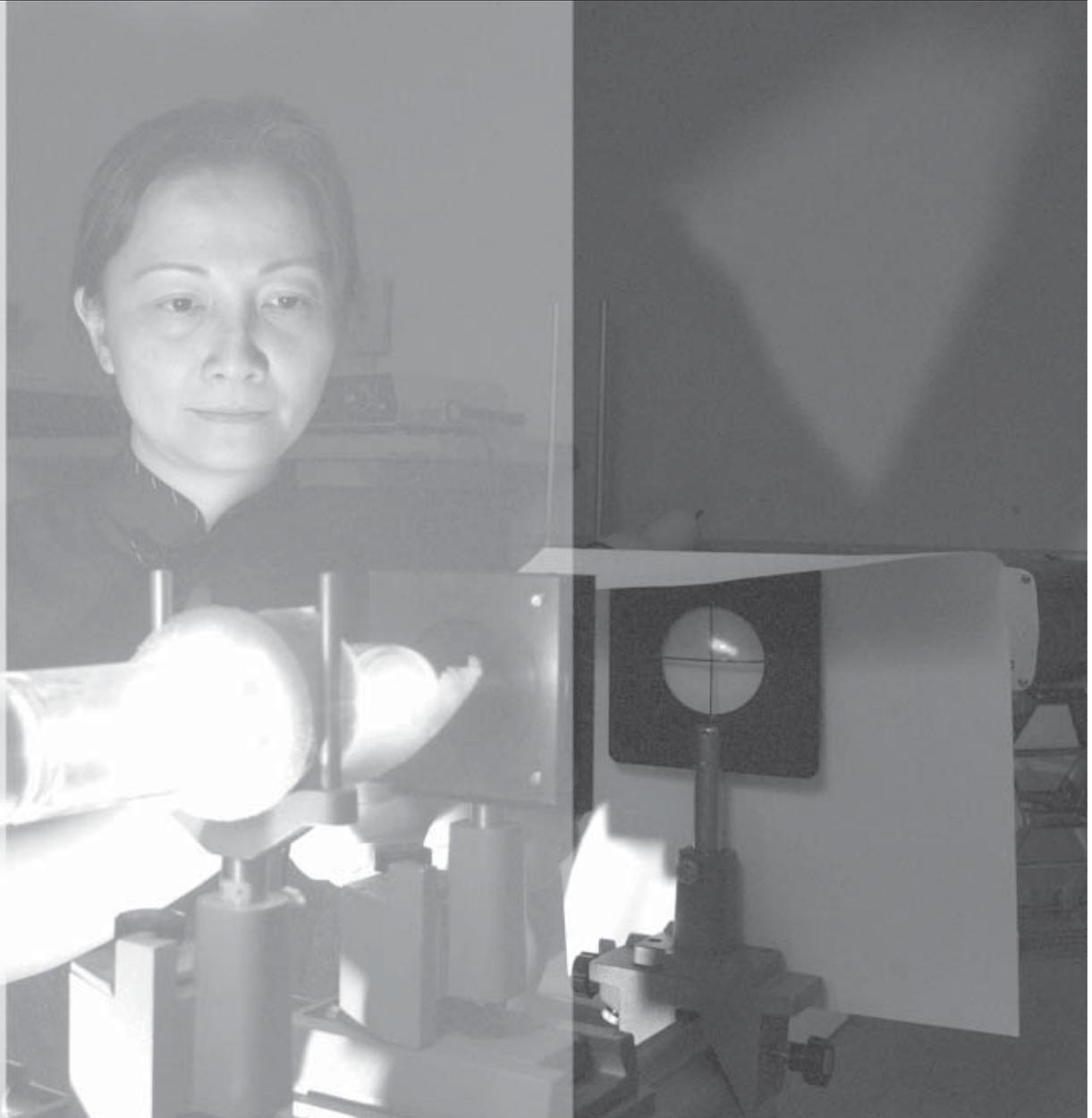
Course Number/Course Name	Credit Hours
TRDR 296 – Special Topics	1–6
Presents in-depth study of problems and the advanced techniques that experts in the trucking industry use to solve them.	
TRDR 297 – Special Problems	Variable
<i>(Prerequisite: department approval)</i> Focuses on a specific problem 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
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Presents safety and use of oxyacetylene equipment. Provides training in thermal cutting torches, fusion welding, welding of alloys and general all position welding. (75 lab hours per term)	
WELD 105L – Oxyacetylene Brazing/Soldering and Fabrication	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> 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. (75 lab hours per term)	
WELD 106L – Introduction to SMAW	2
<i>(Prerequisite: MATH 097 or Accuplacer Arithmetic Score of 31 or equivalent or department approval)</i> Covers topics in shielded metal-arc welding (SMAW) safety, basic fabrication and repair, and customer relations. (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. (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. (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. (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. (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 for arc and mig welding in all positions. (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. (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. (15 theory + 75 lab hours per term)	
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.	

Course Number/Course Name	Credit Hours
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. (75 lab hours per term)	
WELD 206L – Advanced GMAW and Fabrication	2
<i>(Prerequisite: WELD 115L 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. (75 lab hours per term)	
WELD 208L – Qualifications for GTAW	2
Covers simulated qualification procedures for tig welding in all positions. (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.	

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CODES AND POLICIES

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 suspected of academic dishonesty will be subject to the investigative and disciplinary process outlined in the Academic Dishonesty Policy found on page 305 of this catalog.

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-TVI 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.

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- Ejecting any objects from windows, roofs or balconies of TVI buildings.
- Students are not permitted on the roofs of TVI buildings.

Computer Violations

- Unauthorized entry into or alteration of any TVI computer records or violation of the TVI Technology Use Policy.
- Violation of the New Mexico Computer Crimes Act, including intentional and unauthorized access, alteration, damage, copying or destruction of any computer system or data.
- Theft or abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member or TVI official.
 - Use of computing facilities to send obscene, abusive, or threatening messages.
 - Use of computing facilities to interfere with normal operation of the TVI computing system.

Entry/Use Violations

- 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.
- Entering or attempting to enter any social event or other event without proper credentials for admission (e.g., ticket, identification card or invitation).
- Unauthorized use of TVI telephones for long-distance calls.

Legal Violations

- Unlawful possession, use, distribution or sale of any narcotic or dangerous drug as defined by the statutes of the state of New Mexico.
- Violation of federal, state or local law on TVI premises or at TVI sponsored or supervised activities.
- Possession or consumption of alcoholic beverages in contradiction of state law and/or TVI policy.
- 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.

- 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.
- Participation in illegal gambling activities on TVI owned or controlled property or at a function identified with TVI.
- Embezzling, defrauding or procuring any money, goods or services under false pretenses.

Financial Violations

- Failure to make satisfactory settlement for any debts to TVI.
- Issuing a check on campus knowing that it will not be honored when presented for payment.

General Violations

- Violation of published/posted TVI policies, rules or regulations.
- Soliciting or selling in violation of the solicitation policy.
- Having an animal on campus in violation of TVI policy.
- Dispersing litter in any form onto the grounds or facilities of the campus.
- Unauthorized use of cell phones, pagers and other electronic equipment in classrooms and laboratories.
- Unauthorized use of sirens, loudspeakers and other sound amplification equipment.
- The use of roller blades, skateboards, or scooters on TVI property.
- Smoking inside TVI buildings.
- Parking bicycles outside of designated areas.
- Drinking and eating in classrooms, laboratories and libraries.
- 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:

- Failure to obey the summons of the Dean of Students, a disciplinary body, or other TVI official.
- Falsification, distortion or misrepresentation of information before a hearing officer or committee.
- Disruption or interference of the orderly conduct of a disciplinary proceeding.
- Initiation of a disciplinary proceeding knowingly without cause.
- Attempting to discourage an individual's proper participation in or use of the disciplinary system.

- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during and/or after a judicial proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- 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.

- 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:
 - Oral or written notice of the charges against the student, and
 - 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.
 - As a result of the investigation and conference with the student, any of the following actions may be taken:
 - The charges may be dismissed as unfounded or for lack of evidence;
 - The student may admit responsibility for violating the Code of Conduct and a sanction will be imposed; or
 - 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.

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.

CODES AND POLICIES

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.

- 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.
- 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 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.

Academic Dishonesty Policy

I. INTRODUCTION

As an institute of higher learning, Albuquerque TVI Community College is concerned that all participants in the learning environment conduct themselves with a high level of academic honesty and integrity. It is expected that students will conduct themselves at all times in a manner that supports and affirms these fundamental values.

As much as it is the students' responsibility to conduct themselves according to accepted values of honesty and integrity, so too is it the institution's responsibility to provide a fair and equitable process for addressing behavior that falls outside of what has been defined as acceptable. Accordingly, this policy has been developed in order to have a fair and consistent process for dealing with issues of academic dishonesty should they arise. The policy identifies examples of behaviors or actions that might be classified as academic dishonesty and articulates the procedural steps that are followed should academic dishonesty be alleged.

II. DEFINITIONS

Academic Dishonesty – Academic Dishonesty is any behavior on the part of a student that results in that student's or any other students' giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are not limited to:

Cheating – Use of material, information, or study aids not permitted by the instructor during tests, quizzes, or other graded in-class activities. The prohibition, restriction, or permission regarding the use of such aids might be specifically stated in the test instructions (e.g., calculator use), but it need not be if their prohibition is a reasonable academic expectation for any such graded activity (e.g., use of a textbook, class notes, or a "cheat sheet" during a test). The cheating might be either premeditated (e.g., preparation and use of "cheat sheets," securing a copy of the test beforehand) or opportunistic (e.g., looking at another student's test paper).

Plagiarism – Use of another person's or of a group's words or ideas without clearly acknowledging the source of that information, resulting in their false representation as one's own individual work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge

- quotations of another person's actual spoken or written words
- paraphrases of another person's spoken or written words
- another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization

Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of a college student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Falsification/Fabrication - Intentional and unacknowledged invention or alteration of any data, incidents, quotations, or citations in an academic exercise

Unauthorized Collaboration - Intentional sharing of information or working together in an academic exercise when such collaboration is not approved by the instructor

Facilitating Academic Dishonesty - Intentionally or knowingly helping or attempting to help another to violate any provision of this policy on academic dishonesty.

Academic Sanction - Any penalty assessed by an instructor, possibly in consultation with department administration and/or the Dean of Students office, imposed solely in response to a student's academic misbehavior and including, but not limited to such actions as lowering a grade, assigning extra work, or imposing a re-test.

Disciplinary Sanction - Any sanction imposed by the Dean of Students office, which may be in addition to an Academic Sanction and may include disenrollment from a course, suspension from campus, expulsion from the institute, or other administrative action.

(For more information regarding disciplinary sanctions, see the Student Code of Conduct on page 300 of this catalog.)

III. PROCEDURES

Initial Steps Taken By Instructor

If an instructor suspects a student has committed an act of academic dishonesty, the instructor should document what has occurred (e.g. what was observed or discovered that led to this belief) and must meet with the student. The goal of the meeting is twofold: (1) to inform the student of the allegation and review the evidence with the student; and (2) to provide the student with the opportunity to respond to the allegation by presenting his/her own evidence or by commenting on the allegation(s) and the evidence for it. The meeting with the student should occur as soon after the incident as possible (preferably, immediately after the class session

in which the alleged incident occurred).

Academic Sanctions

Once the student has been given the opportunity to respond to the allegations, the instructor must determine whether academic dishonesty has occurred (based on a preponderance of the evidence—a more likely than not standard). If the instructor determines that academic dishonesty has occurred the instructor may either: 1) impose an academic sanction up to and including a "0" on the assignment or test; or 2) contact the Dean of Students to coordinate a more severe penalty for the offense (e.g. an "F" for the course, or removal from a program - in the case of limited entry programs such as exist in Health Occupations). At this point, the departmental dean should be notified of the instructor's attempt to seek a more severe penalty in coordination with the Dean of Students office.

In either case, the student must be notified by the instructor (either in person at the initial or subsequent meeting, over the phone, or by email) regarding the instructor's decision and the sanction that will be imposed.

Centralized Reporting

Once the decision making and sanctioning are complete, the incident must be documented and reported to the Dean of Students Office and to the appropriate instructional department office using the Academic Dishonesty Incident Report Form (available in the instructional departments or in the Dean of Students office). The Dean of Students Office will be responsible for the following:

1. Generating an official TVI letter to the student summarizing what occurred in the academic dishonesty incident and what sanction was imposed as well as notifying the student regarding what additional actions will be taken (in the case of repeat offenders or those already on probation), or what further actions would be taken should another incident occur. In addition, the letter will provide information about the student's right to appeal.
2. Maintaining a centralized record of the incident within the Dean of Students Office so that, if future incidents are reported, patterns of behavior can be identified and sanctioned more severely.

Non-Academic Disciplinary Sanctions

When the report is received by the Dean of Students office, current records will be checked to determine whether: 1) the student has had any previous incidents of academic dishonesty; or 2) the student is on disciplinary probation for any other previous disciplinary incidents. If either of these conditions exists, the student will be called into the Dean of Students Office and will be subject to disciplinary sanctions in addition to the academic

sanction imposed by the instructor (per the disciplinary procedures outlined in the Student Code of Conduct). The additional disciplinary sanctions that may be imposed include disenrollment from the course, suspension from campus, expulsion from the institute, and other administrative actions.

Appeal Processes

Appeal of an Academic Sanction

The student may appeal any academic dishonesty determination or sanction by putting the appeal request in writing and submitting it to the Dean of the appropriate instructional department within one week after receipt of the Dean of Student's notification letter. The appeal must include the following:

1. The name of the individual requesting the appeal.
2. The name of the instructor who imposed the academic sanction and the information regarding the course (course name, course number, section number).
3. Description of the sanction that was imposed.
4. The grounds for the appeal. These grounds may include, but are not limited to, the procedure that was followed, the factual basis for the determination, and/or the severity of the sanction.

After reviewing the appeal, the instructional Dean may take any of the following actions:

1. Deny the appeal request.
2. Grant the appeal request and refer the matter back to the instructor to amend the original decision or sanction.

When a decision has made regarding the appeal, the instructional Dean will notify the Dean of Students regarding the outcome of the appeal.

Appeal of a Non-Academic Disciplinary Sanction

The student may appeal any disciplinary sanction per the guidelines found in the Student Code of Conduct under section IV, D, titled, "Non-Academic Discipline Appeal Process" (found on page 303 of this catalog).

Information Technology Use Policy (Condensed Version)

Note: Policies are subject to change. The information below is a condensed version of the complete Information Technology Use Policy. Please see www.tvi.edu for the complete and most current version of this policy, and its administrative directives.

I. Purpose

- A. TVI promotes and provides Information Technology resources that enhance educational services and facilitate Institute operations. These resources are shared by students, faculty, staff, and the public. All persons using these systems share the responsibility for seeing that they are used in an effective, efficient, ethical, and lawful manner. The aim of this policy, and its administrative directives, is to safeguard equipment, networks, data, and software that are acquired and maintained with public funds as well as define the acceptable use of these resources.
- B. Users of TVI Information Technology resources or those who interface with TVI enterprise systems and networks are subject to this policy, in addition to local, state, and federal laws relating to copyrights, security, and other issues regarding electronic media. Any violation of this policy, the Employee Handbook, or the Student Handbook may result in the removal of access privileges and possible disciplinary action.
- C. This policy applies to all individuals and groups utilizing Institute-owned Information Technology resources, whether individually controlled or shared, stand-alone or networked. In addition, this policy applies to personally-owned resources brought to the Institute for work or classroom purposes that utilize TVI's systems and networks.

II. Agreement

- A. All users of TVI's enterprise systems and networks must read and comply with the Information Technology Use Policy. By using any of these systems and networks, users accept the terms of this policy.
- B. Area directives may be established to further support appropriate information technology use to preserve TVI's systems and networks and better serve the community. Users agree to become familiar with and abide by all applicable directives.

III. Accounts

- A. Each individual is responsible for the use of their TVI account. It must not be used by others.
- B. Student accounts are kept active until the beginning of the next fall or spring term. At that time, if the user is no longer a registered student, the account is locked.
- C. Information contained in the account will be kept until the end of the term in which the account was locked and then either retained or deleted at the Institute's discretion.

IV. Rights

- A. TVI's information technology resources are owned and operated by TVI. These resources include systems, networks, software/licenses, facilities, accounts, and information. TVI reserves all rights to these resources, including termination of service without notice should an individual violate the Information Technology Use Policy.
- B. TVI cannot protect individuals against the existence or receipt of material that may be offensive to them.

V. Privileges

- A. Access to TVI's systems and networks is a privilege granted to authorized users, not a right. Access privileges are offered to users so they have full use of the technology available for academic purposes. Access to any system or network may be denied, at any time, without notice as a protective measure to ensure TVI's system and network integrity or compliance with legal mandates.
- B. Users may not, under any circumstances, transfer or confer these access privileges to other individuals.

VI. Responsible Use

- A. Prudent and responsible use of Information Technology resources begins with common sense and includes respecting the rights and privacy of other users.
- B. The user agrees to follow proper computer etiquette when using TVI's information technology systems and networks.
- C. The user agrees to refrain from any activity that would be considered an Information Technology use violation as defined in this policy.

VII. Privacy

- A. TVI makes every reasonable effort to ensure the security of its systems and networks. While attempts have been made to ensure privacy of all accounts by assigning individual PINs and passwords, TVI offers no guarantee or representation that any account, electronic mail, or voice mail is private. Users should also note that TVI's systems are not guaranteed to be secure, nor are they connected to a secure network.
- B. TVI recognizes the privacy rights of individuals, as guaranteed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Governing Board Policy. In certain circumstances the USA Patriot Act of 2001 may supersede students' privacy rights under FERPA.
- C. By virtue of having a TVI network account, the user grants specific permission to TVI, and TVI reserves the right to access all information stored on its systems.
- D. Before any routine maintenance inspection is performed on a user's account, they are notified in advance and in writing, where practical. In the case of emergency inspections, or a discipline situation, the user is notified within three business days following the inspection of the reason the inspection occurred.

VIII. Violations

- A. To maintain the integrity of TVI's Information Technology systems and networks it is necessary to identify common violations that can be addressed quickly to maintain effective technology use at TVI. Common violations are noted below and are identified as either minor or major. This list is not intended to be all inclusive.
- B. Minor Violations
 - Failure to comply with unit, lab, department rules, and guidelines.
 - Chat room use that is unrelated to TVI instruction or operations.
 - Use of internet games that are unrelated to TVI instruction or operations.
 - Bringing food or drink into a lab setting.
 - Use or installation of unauthorized software onto TVI-owned computers.
 - Activities that are not academic or class related that could impact network or system performance (i.e., streaming videos, internet radio...)
 - Abusing or misusing hardware, including but not limited to, keyboards, mice, etc.

C. Major Violations

- Refusal to discontinue unacceptable activities identified as minor violations.
- Unauthorized entry into (hacking) accounts or files for purposes of reading, using, transferring, or altering their contents, or for any other purpose.
- Viewing, accessing, or transmitting images, text, websites, or other material that is intimidating, fraudulent, hostile, harassing or offensive on the basis of sex, race, color, religion, national origin or disability.
- Sale, possession (in public), and/or exhibition of obscene material, is illegal and violates local, state, and federal law as well as TVI policy.
- Transmitting images, text, websites or other material that is threatening, harassing, malicious, defamatory, or in which the origination is deliberately misleading.
- Accessing or transmitting child pornography.
- Copyright infringement, software piracy, audio/video recording piracy. This is a violation of federal law in addition to violating TVI policy. (See the Copyright section of this document for more information).
- Unauthorized use of TVI's Information Technology resources for commercial purposes.
- Interfering with, degrading, or damaging the performance of any TVI voice or data network including crippling, bombing, or spamming.
- Misappropriation of data, copyrighted materials, including computer software.
- Tapping of network transmissions, including wireless transmissions (e.g., running network analyzers without authorization from the Computer Information Technology department (CIT)).
- Sharing of passwords, acquiring another user's password, attempting to increase the level of access to which a user is authorized, or depriving other authorized users access to any TVI system or network.
- Use of knowledge of passwords, or of loopholes in systems, to damage resources, obtain extra resources, take resources from 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.
- Publishing to the TVI website without appropriate approval.
- Performing any activity that is considered to be a threat to national security.
- Fraud, pyramid schemes, federal computer security violations.

IX. Copyright

- A. Any information, including but not limited to text, software, graphics, video, audio and photographs may not be copied into, from or by, placed on any TVI facility, system, or network, 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. According to copyright law, a person who makes an unauthorized copy is potentially 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.

X. Enforcement

- A. Upon receipt of a complaint or if a student user is suspected of violating this policy, all relevant information will be turned over to the Dean of Students Office for investigation and possible disciplinary action.
- B. As part of the investigation conducted by the Dean of Students Office, a user's account may be locked and/or inspected. Following the inspection, the user will be notified in writing within 3 business days that an inspection has taken place.

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

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.

Smoking

Smoking is NOT allowed at any time in any TVI building. If smoking outside a building, do not congregate on walkways or in front of doors, do not block access to buildings and please be courteous of the rights of non-smokers on campus.

Animals on Campus

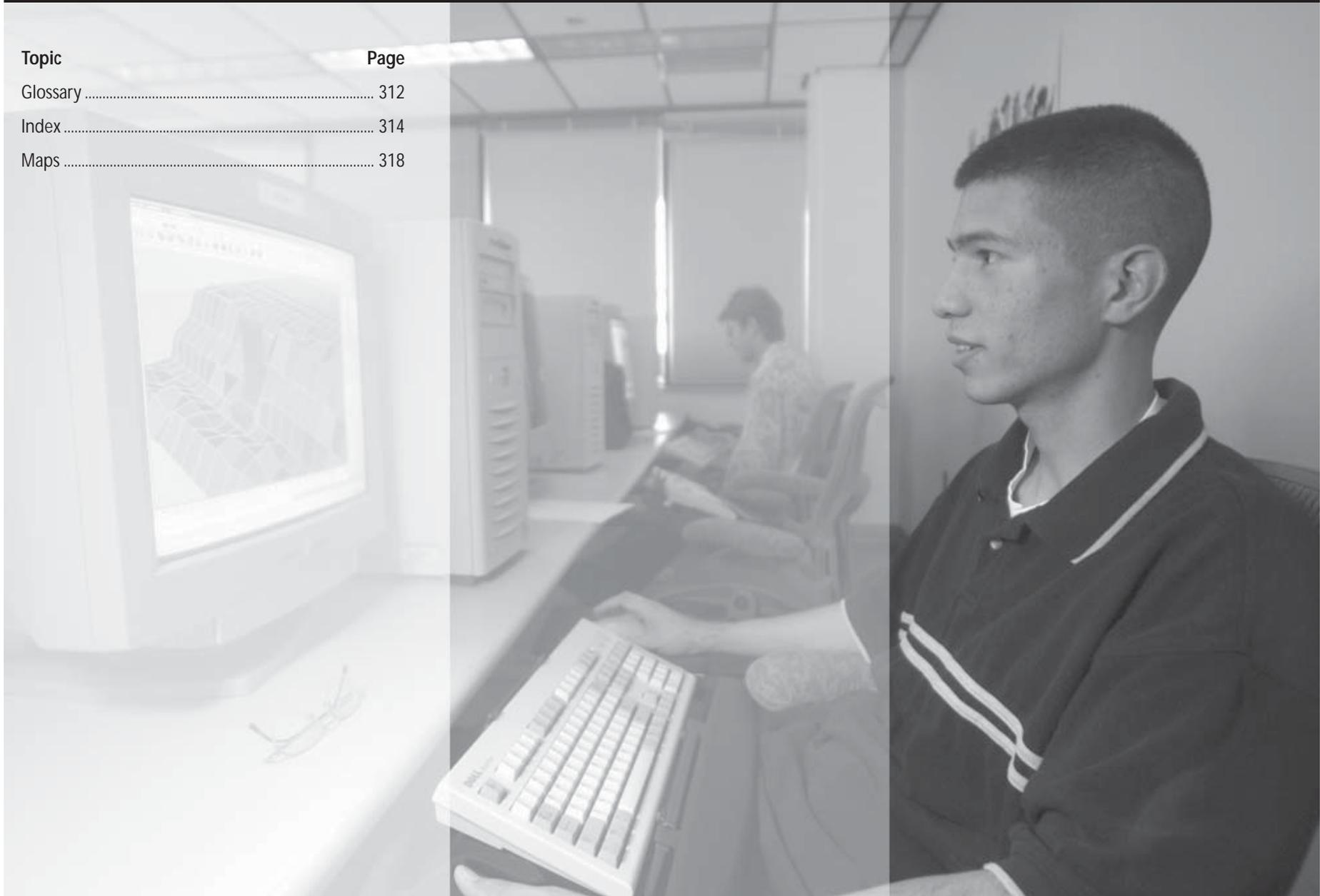
ADA and TVI policy allows service animals accompanying persons with disabilities to be on TVI campuses.

Pets (domestic animals kept for pleasure or companionship) are not permitted in TVI facilities.

For further information regarding animals on campus, please refer to the Service Animal Policy (in the employee handbook) at www.tvi.edu.

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GETTING
STARTED

ACCESSING
TVI

EDUCATIONAL
OPTIONS

PROGRAMS
OF STUDY

COURSE
DESCRIPTIONS

CODES AND
POLICIES

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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 Course: A course offered by the Arts & Sciences department or through the Vice President of Instruction's office that is usually transferable to other postsecondary institutions and for which tuition is charged.

Academic Year: A school year consisting of a fall, spring and summer term.

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.

Accuplacer: Reading, Sentence Skills (English), and Math exams used to determine appropriate course placement for students

Adding Courses: Registering for courses (see Registration)

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.

Arts & Sciences Courses: Liberal arts courses that support degree and certificate programs. All courses are transferable to other degree-granting institutions as freshman and sophomore electives or requirements. Arts & Sciences courses are numbered 101 and above with subject codes of AFAS, ANTH, ART, ASTR, BIO, CHEM, COMM, CSCI, ECON, ENG, FREN, GEOG, GNHN, HIST, HUM, JOUR, MATH, MUS, NUTR, PHIL, PHYS, PSCI, PSY, RLG, SOC, SPAN, THEA

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: A grade option/grade that reflects a student's enrollment in a course but does not carry course credit or count for enrollment verification, cannot be used to meet pre- or corequisite requirement, and does reflect competency in a course.

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.

College and Career Bound: A high school-aged student enrollment program in which eligible high school and home schooled students can enroll at TVI and earn college credit.

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: A high school-aged student enrollment program in which eligible high school students can enroll at TVI and earn both high school and college credit.

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 credit hours enrolled in each term.

Course Repeat Limit: The number of times a course may be repeated. At TVI, a student may only enroll in the same TVI course a maximum of three times without special approval from the Advisement and Counseling department. Topics, problems, internship, cooperative education, and physical fitness activity courses are exempt from the course repetition limit.

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: Courses numbered below 101, to prepare students to enter liberal arts or occupational majors, offered in the Department of Adult and Developmental Education (DADE).

Designed Skill Set: A document issued by an instructional department upon successful completion of a combination of approved courses that provide specific skills.

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.

Drop-In: A high school-aged student enrollment program in which those, 16 or 17 years of age, who are no longer actively enrolled in high school and are released from compulsory education may enroll at TVI.

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.

Freshman: A student who has completed fewer than 30 credits at TVI

Fulltime Status: A schedule of 12 or more credit hours per term

GED: General Educational Development diploma; may be considered equivalent to high school diploma

General Education Course: See *Academic Course*

Grade Point Average (GPA): An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade, then dividing by the total number of hours. Point values are: A=4, B=3, C=2, D=1, F=0.

Graduation: Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

Major: A specific program of study consisting of a specific group of courses designed to provide intensive education or training in a specialized area and leading to a certificate and/or associate degree.

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.

Part of Term: A period of time within a term in which courses are scheduled. Parts of terms can be 1-16 weeks in duration.

Part-time: A schedule of fewer than 12 credit hours per term

Permission to Enroll: The special approval, by an instructional department, for a student to enter a restricted course and/or to waive a course pre- or corequisite.

PIN: A student's personal identification number used to access TVI's secure online registration system and STARS.

Prerequisite: A specific requirement that must be successfully completed before a student may enroll in a course.

Program: See *major*

Program Director: an instructor who provides in-depth information about a certificate or degree program

R: Thursday in the *Schedule of Classes* and online registration system.

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 processing fee assessed to each student for the term in which he/she is registering for classes

Repeating courses: A course may be repeated up to three times, with each enrollment appearing on the transcript.

S: Saturday in the *Schedule of Classes* and online registration system.

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.

Short Session: See Part of Term.

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.

Sophomore: A student who has completed 30 or more credits at TVI

STARS: TVI's Student Telephone Access Registration System.

Step Back: The special approval, by an instructional department, for a student to move back to a lower-level course within a term.

Step Up: The special approval, by an instructional department, for a student to advance to a higher-level course within a term.

SU: means a class meets Saturday and Sunday (generally used in the *Schedule of Classes*).

Substitution: An approved exchange of courses and credit because the competencies and/ or learning objectives of the substituting course are comparable, but not equivalent, to those of the required course.

Term: A portion of an academic year. TVI has three terms a year: fall (beginning in August or September), spring (January) and summer (May). The fall and spring terms last 16 weeks, the summer term lasts 12 weeks.

Topics Course: A course that is not a part of TVI's regular course offerings and may change each term. Topics courses compliment TVI's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other TVI courses.

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 educational record of a student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

Transfer Credits: 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 and, in the case of non-residents, occupational and developmental courses as well. Tuition is based on the number of credit hours, type of course and the student's residency classification for tuition purposes.

U: Sunday in the *Schedule of Classes* and online registration system.

Verification of Completion: See *Designed Skill Set*

Waiver: An approved exemption from a course because the competencies and/or learning objectives of the course have already been attained due to prior training, educational or work experience.

Withdrawal: dropping all courses and ceasing to be a TVI student.

wpm: words per minute (keyboarding).

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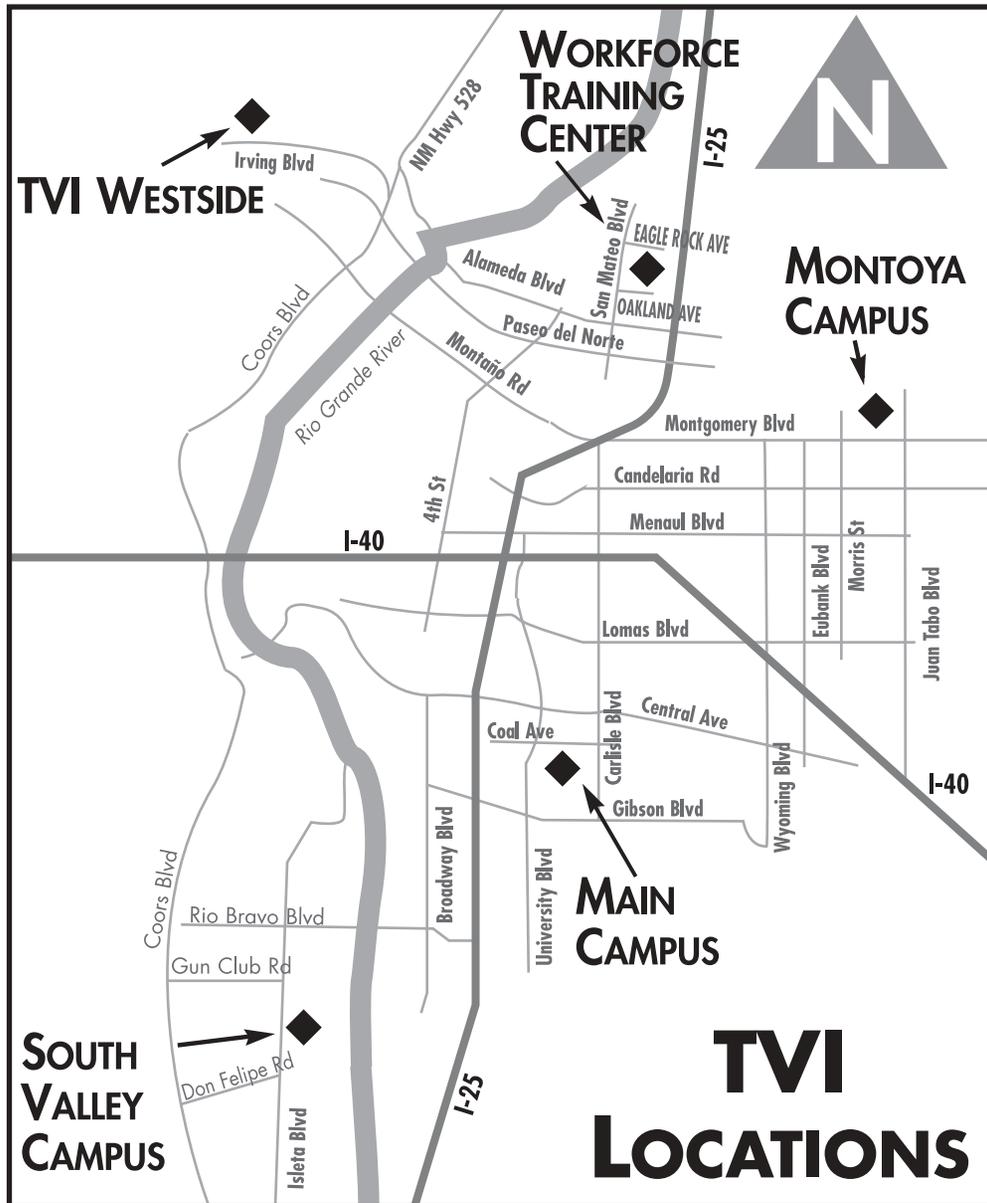
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MAPS



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

South Valley Campus

5816 Isleta SW
Albuquerque, NM 87105
(505) 224-5000

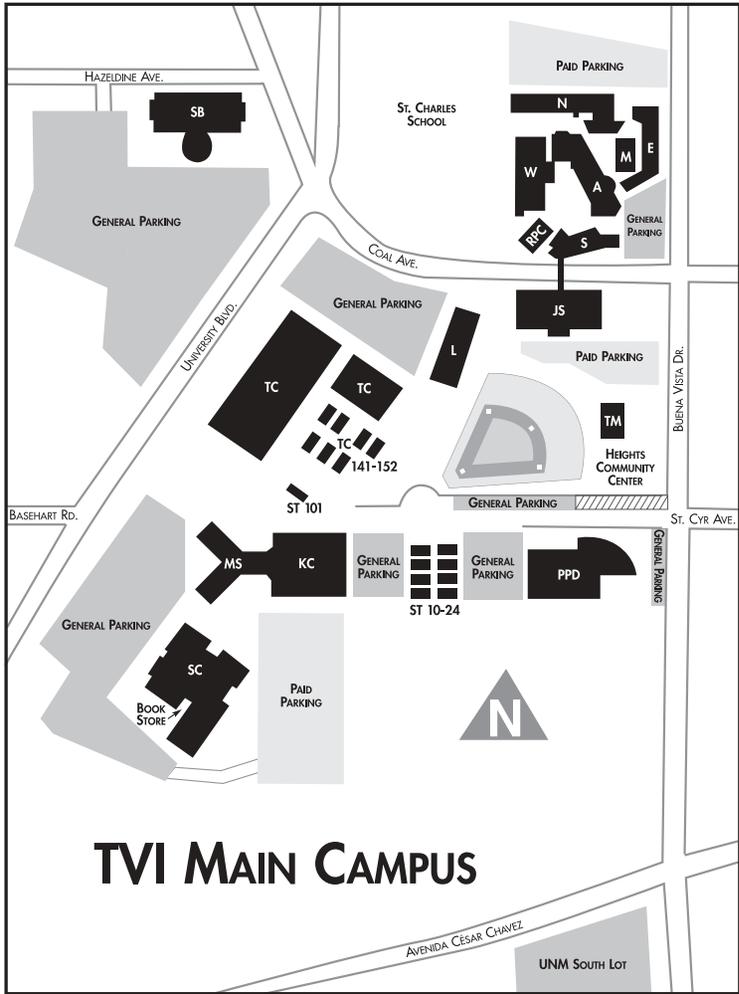
TVI Westside

10549 Universe Blvd., NW
Albuquerque, NM 87114
(505) 224-5301

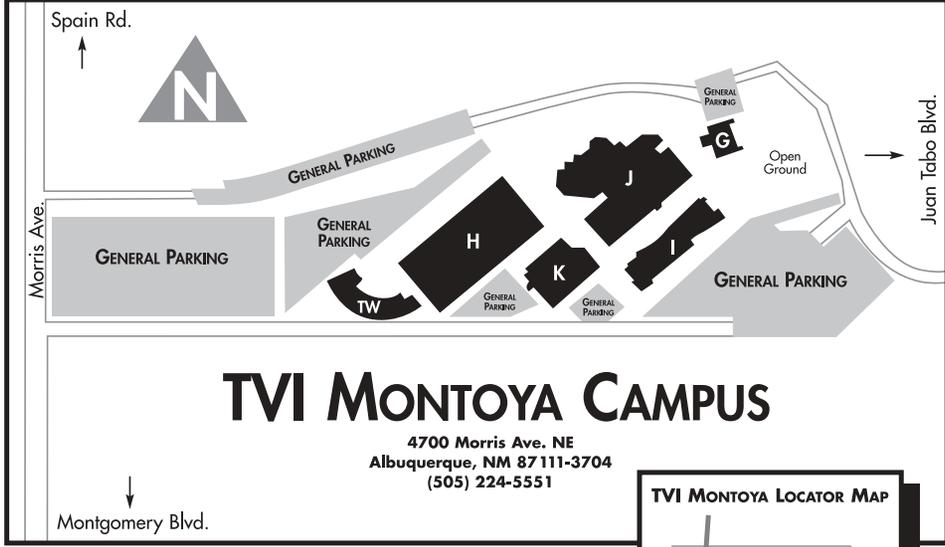
TVI Workforce Training Center

5600 Eagle Rock Ave. NE
Albuquerque, NM 87113-1711
(505) 224-5200

TVI LOCATIONS



- A:** Administration Building
- E:** East Building
- JS:** Jeanette Stromberg Hall
- KC:** Ken Chappy Hall
- L:** Science Laboratory Building
- M:** Main Building
- MS:** Max Salazar Hall
- N:** North Building
- PPD:** Support Services/Physical Plant
- RPC:** Records & Property Control
- S:** South Building
- SB:** Smith Brasher Hall
- SC:** Student Services Center
- ST:** South Temporary Buildings
- TC:** Ted Chavez Hall
- TM:** Tres Manos Child Development Center
- W:** West Building



TVI MONTOYA CAMPUS

4700 Morris Ave. NE
Albuquerque, NM 87111-3704
(505) 224-5551

- G:** G Building (Maintenance)
- H:** H Building
- I:** I Building
- J:** J Building
- K:** K Building
- TW:** Tom Wiley Hall



