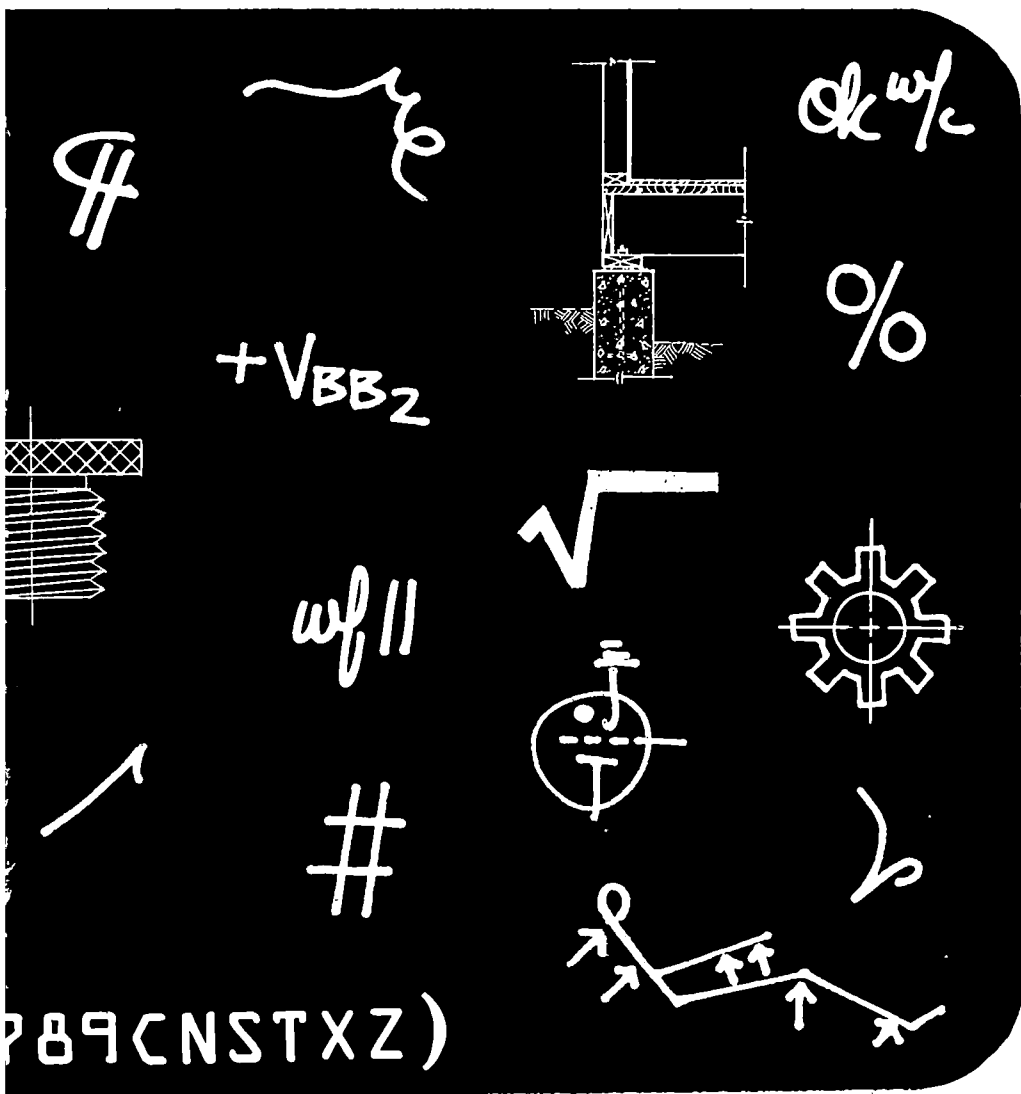


AIBUQUERQUE TECHNICAL- VOCATIONAL INSTITUTE



BULLETIN 1968-9

**ALBUQUERQUE
TECHNICAL-VOCATIONAL INSTITUTE**

525 Buena Vista SE

Albuquerque, New Mexico 87106

Telephone: 842-3766

BULLETIN 1968-1969

GOVERNING BOARD

Governing Board:

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President:

Robert L. Chisholm

Principal:

Louis E. Saavedra

ALBUQUERQUE TECHNICAL-VOCATIONAL INSTITUTE
1968-1969 Trimester Calendar (227 School Days)

Sept., '68 1 sch. day
M T W T F

30

Sept. 30 - Fall Trimester
 Begins

Oct., '68 23 sch. days

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Nov., '68 19 sch. days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	(28 29)	

Nov. 28, 29 - Thanksgiving
 Vacation

Dec., '68 15 sch. days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
(23 24)	25	26	27	
30	31			

Dec. 23 - Jan. 1 - Christ-
 mas Vacation

Jan., '69 17 sch. days

M	T	W	T	F
		1)	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
(27 28 29 30 31)				

Jan. 2 - Classes Resume
 Jan. 24 - Trimester Ends
 Jan. 27-31 - Trimester
 Break

Feb., '69 20 sch. days

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Feb. 3 - Inservice Day
 Feb. 4 - Trimester
 Begins

Mar., '69 21 sch. days

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Apr., '69 20 sch. days

M	T	W	T	F
	1	2	3	(4
7)	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

April 4 & 7 - Easter
 Vacation

May, '69 15 sch. days

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	(22 23	
26	27	28	29 30)	

May 21 - Trimester Ends
 May 22 - 30 Trimester
 Break

June, '69 21 sch. days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

June 2 - Inservice Day
 June 3 - Trimester
 Begins

July, '69 20 sch. days

M	T	W	T	F
	1	2	(3	4
7)	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

July 3, 4, & 7 Independ-
 ence Day Holiday

Aug., '69 21 sch. days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sept., '69 14 sch. days

M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
15	16	17	18	19

Sept. 1 - Labor Day
 Sept. 19 - Trimester Ends

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GENERAL INFORMATION AND STUDENT PERSONNEL SERVICES

The Albuquerque Technical-Vocational Institute is a public school providing classes at the post high school level. Instruction is offered in technical and vocational fields and in appropriate areas in the Humanities. The Institute was created in 1964 under enabling state legislation passed in 1963, and classes were begun in April, 1965.

The day program at the T-VI provides full time instruction leading to certificates and diplomas in: Accounting and Business Administration, Automotive, Data Processing, Drafting and Electronics Technologies, Machine Trades, Health Occupations, Welding and Office Education. Classes in these majors are available from 7:10 a.m. to 6:05 p.m. Persons not wishing to pursue a prescribed course may enroll as special students in classes as space is available.

The Institute maintains personnel who devote a major part of their time to the operation of a varied testing program. These testing services are available free of charge to state residents even though they may not be T-VI applicants or students. Counselors are available to provide guidance on an individual or group basis.

ENTRANCE REQUIREMENTS AND ENROLLMENT PROCEDURE

Entrance requirements: A student must meet the following criteria:

1. Be 18 years of age or older
2. If under 18, he must either be a high school graduate or be in the second year of withdrawal from a secondary school program

3. Score beyond the minimum set by the Institute in all required aptitude and achievement tests for the particular major
4. Appear for one or more interviews with the Institute's admissions officers

Enrollment procedures: Due to the testing and counseling that is necessary for new students, all applicants are required to make written request for admission at least thirty days prior to the desired date of enrollment. New trimesters usually begin in February, June and September.

The applicant must submit an application on the Institute's application form. The applicant, if qualified, will be required to provide a physician's statement of health.

Applications may be obtained at the Institute's office, 525 Buena Vista, SE. These forms are also available at any Albuquerque high school counselor's office.

SCHOOL CALENDAR

School year: The Institute operates on a trimester basis with each trimester consisting of 75 school days.

Holidays: Refer to school calendar, note trimester breaks.

Class Hour: Day time classes are 60 minutes long and are normally held from 7:10 a.m. through 6:05 p.m.

SCHEDULE OF CHARGES AND REFUNDS

Registration fee: \$5.00 per trimester, not refundable.

Tuition: Tuition is waived for residents of the state of New Mexico upon request. Tuition for non-residents is \$300.00 per trimester.

Other charges: Students are required to purchase their own supplies, cost of which averages approximately \$10.00 per trimester. Books, tools and equipment are provided on a loan basis, but must be paid for if lost or damaged.

Refund policy: The school maintains a policy for the refund of the unused portion of tuition in the event an eligible person fails to enter a course or withdraws within two weeks after the beginning of a trimester.

STANDARDS OF PROGRESS

Progress evaluations: These are reported at the 7th and 15th weeks of each period of instruction. Only the 15th week evaluation becomes part of the student's record.

Grading system: A — B — C — D — F. A grade of "F" is unsatisfactory and a student receiving this final grade will not be given credit for the course.

Academic probation: A student who fails to make satisfactory progress toward his approved objective will be placed on probation for one trimester. Satisfactory progress is considered to be a passing grade in all required courses. If at the end of one trimester's probation the student is not passing all required courses, he will not be permitted to continue enrollment in the same course of studies.

DIPLOMAS AND RECORDS

Diplomas: Diplomas are granted to students who satisfactorily complete the requirements in a major program. Diploma programs require sequential completion of

laboratory requirements, but are not restrictive as to the sequence of supporting classes. A specific number of hours in supporting courses are required in addition to the labs. To fulfill total requirements, students may choose from among the listed electives or may substitute other courses with the approval of the school administration.

Records: Records are maintained reflecting the amount of instruction each student has received, whether it be a complete or partial program.

ATTENDANCE POLICY

1. **Importance of attendance:** As a condition for admission to the Institute, a student must pledge to attend each regularly scheduled session of each class or course. This policy is based on the premise that punctuality and dependability are as important in school as they are on the job. Therefore, we strongly urge students to develop good attendance habits while at T-VI. Students must realize that when they are absent from class, they are missing valuable instruction. It is not possible for a student who is chronically absent or tardy to get as much out of a class as does the student who is present all of the time. Excessive absences could seriously impair the possibilities of passing a course or completing a program and may lead to withdrawal from the course.

Daily attendance is taken in each class and lab and submitted to the Attendance Office, where permanent records are kept for each student. Attendance records are frequently consulted in relation to job applications long after a student has left the Institute.

Teachers may deal with tardies and with make-up work at their own discretion. Students are reminded that chronic tardiness is a serious attendance matter, and

that it is their responsibility to make arrangements with teachers concerning make-up.

2. **Attendance Office services:** The Attendance Office is maintained to help students get the most out of their programs at the Institute by helping them comply with attendance regulations. Through the Attendance Office, students are provided opportunities to solve problems which may prevent them from attending classes regularly.
3. **Reporting absences:** The Institute recognizes that extenuating circumstances may arise which will interfere with school attendance. In these instances, students should contact the Attendance Office — phone, 842-3791 — so that explanatory information can be entered on their records. Such calls should be limited to absences due to serious personal illness or to emergencies in the immediate family. These absences will be given special consideration in any review of student records. Students need not report absences due to minor illness or to minor personal problems.
4. **Consecutive or excessive absences:** Following three consecutive absences or after an accumulation of an excessive number of absences, a student must report to the Attendance Office for a review of his record by an attendance counselor. If the student qualifies to continue in that class, he will be given a readmission memo. Otherwise he may be placed on probation, subject to review by the Administrative Review Committee. (See No. 5)
5. **Administrative Review Committee:** An Administrative Review Committee (ARC), consisting of personnel appointed by the principal, will review records of a student in violation of attendance policies.
 - a. The Committee may return the student to class.
 - b. The ARC may continue the student on probation,

which means that he may be withdrawn from his class or course upon subsequent violation of attendance policies.

- c. The ARC may recommend that the student be withdrawn from classes from the remainder of the trimester. Readmission to the Institute on any subsequent trimester will be made by application through the Admissions Office.

STUDENT HANDBOOK

Student conduct: Disruptive behavior by a student may result in withdrawal from the Institute.

Guidance services at the Institute: The Pupil Personnel Division provides assistance to students through the offices of Admissions, Testing, Counseling, Attendance, Employer Relations and Student Records. You are invited to avail yourselves of the services provided by these offices.

A major program of study is recommended in each area, but a program may be tailored for a student by counselors of the Pupil Personnel Services Division. Variances in a major program are by application to the PPSD.

Student Activity Committee: The SAC affords students a voice in the conduct of student activities. **Representation:** Each major group that enrolls at the Institute elects one representative to the SAC. This student will serve in this capacity until graduation. Replacements are elected by the same group if vacancies occur before graduation. Officers are elected by the student body at large. When previously elected officers graduate, new SAC officers are elected by the same method. To be eligible to vote, or to hold office, a student must be carrying 23 hours.

Student Activity Center: A lounge for students is provided in building T-101. Facilities are provided for snacks and cold and hot drinks. Complete meals are not provided. Persons wishing more substantial meals should plan to bring a lunch with them or make arrangements to eat off campus.

Veterans benefits: Full time courses at the Institute have been approved by the Veterans Administration. Persons entitled to GI benefits may apply for them while in attendance in a full time program at the school. This service is offered for the benefit of all eligible veterans. See an admissions counselor if you wish to apply for GI benefits.

Finding a job: This is the responsibility of the student.

Although the Institute, through the Employer Relations Office, makes an effort to refer students to employers who inquire about competent persons in the various vocational areas, the diploma from the Institute does not influence all employers in selecting job applicants. Most employers must be convinced that a particular graduate appearing before them possesses the right profile of skills, attitudes and poise to best carry out the task for which they are selecting an employee. It is the responsibility of the student to convince his prospective employer that he possesses the required skills.

Buying books: The Institute will lend the books needed if students are in a day program. Many students, however, would like to own some of the books used in the classes. The Institute will sell them at cost, if extra copies are available.

Safeguarding of property: The student is responsible for all books and learning materials provided him by the school. The student is also held responsible for any

damage suffered by the school as a result of his negligence or misconduct.

Student parking: Unless otherwise designated, student parking is permitted in all parking areas. NOTE: Some parking areas are reserved for staff only. The parking lots are not patrolled. All students are cautioned to lock their cars to minimize the possibility of losses through theft or vandalism.

Student attire should be in accordance with the type of dress suitable for the job for which the student is taking training. Clothes should be neat and clean at all times. Women should not wear shorts or slacks on campus. Men should wear shirts with collars.

Smoking: Smoking is not allowed in any shop, lab or classroom building at any time. Smoking is permitted in the Student Activity Center, or on the campus. Students assume responsibility for keeping the campus clean. Smokers should be careful to save their smoking litter until they can find an appropriate container for its disposal. Students are reminded that smoking is injurious to their health.

Attendance: See Attendance Policy page 5.

CLASS TIME SCHEDULE

Period	Time
0	7:10 - 8:10
1	8:20 - 9:20
2	9:25 - 10:25
3	10:30 - 11:30
4	11:35 - 12:30
5	12:35 - 1:35
6	1:40 - 2:40
7	2:45 - 3:45
8	4:00 - 5:00
9	5:05 - 6:05

COURSE OFFERINGS BY MAJOR

A. PREPARATORY COURSES

The Institute offers preparatory courses for persons who do not qualify for immediate acceptance into major areas. These courses are designed to strengthen specific weaknesses as well as to provide refresher work for those who have not been in school for some time. Courses offered in this department include:

- (1) ADULT BASIC EDUCATION (ABE) —
1 Trimester (375 total hours)

This may lead to one of the other preparatory courses listed below or into one of the vocational majors.

1. No lab courses
2. Supporting Courses: (375 hours)

Course	No. Trimesters	Total Hours
Basic Math	1	75
Trade Math I	1	75
Basic English	1	75
Trade English I	1	75
Social Studies	1	75
Health Science	1	75
Personal Grooming	1	75
Humanities (Elective)	1	75
Vocational Preparatory	1	75

- (2) OFFICE EDUCATION PREPARATORY (OFFICE ED. PREP.) — 1 Trimester (375 total hours)

This may lead to one of the Office Education majors.

1. Lab Course: (150 hours)

Course	No. Trimesters	Total Hours
Office Ed. Prep. Lab (10 hrs. per week for 15 weeks)	1	150

Typing: learning the keyboard, improvement of typing speed and development of general office skills.

2. Supporting Courses: (225 hours)

Course	No. Trimesters	Total Hours
Beginning Shorthand	1	75
General Business	1	75
Business Math I	1	75
Business English I	1	75
Humanities (Elective)	1	75

(3) TECHNOLOGIES PREPARATORY (TECH PREP) —
1 Trimester (375 total hours)

Prepare persons to qualify for one of the technology majors.

1. No lab courses

2. Supporting Courses: (375 hours)

Course	No. Trimesters	Total Hours
Tech. English I	1	75
Tech. Math I	1	75
Tech. Math II	1	75
Tech. Prep.	1	75
General Business	1	75
Intro. to D. P.	1	75
World Problems	1	75

Humanities (Elective)	1	75
Intro. to Drafting	1	75
Intro. to Electronics	1	75
Accounting I	1	75
Unit Record	1	60
Economics	1	75
Intro. to Computers	1	75

B. ACCOUNTING AND BUSINESS ADMINISTRATION —
4 Trimesters (1,500 total hours)

1. Lab Courses: (600 hours)

Course	No. Trimesters	Total Hours
Accounting Lab I (10 hrs. per week for 15 weeks)	1	150

Basic bookkeeping and accounting for a retail store: investments, service enterprises, notes and drafts, consignments, inventories, depreciation.

Accounting Lab II (10 hrs. per week for 15 weeks)	1	150
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Financial statements, the accounting process, working capital, noncurrent assets, liabilities, stockholders' equity and analytical processes.

Accounting Lab III (10 hrs. per week for 15 weeks)	1	150
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An introduction to cost accounting: job order costs, estimated costs and standard costs systems.

Accounting Lab IV (10 hrs. per week for 15 weeks)	1	150
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Theory and practice of auditing: internal control and procedures, statistical tools, professional ethics and legal responsibility, audit arrangements, audit reports and audit review.

2. Supporting Courses: (900 hours)

Course	No. Trimesters	Total Hours
Business English	1	75

Business English II	1	75
Tech. Math I, II	2	150
Tech. Math III, IV	2	150
Economics	2	60
Psychology	2	60
Business Systems	2	150
Business Law	2	90
Business Finance	1	45
Business Problems	1	75
Data Processing	2	150
Public Relations Media	1	75
FORTRAN IV	1	75
Humanities (Elective)	4	300

C. AUTOMOTIVE COLLISION REPAIR —
2 Trimesters (900 total hours)

1. Lab Courses: (450 hours)

Course	No. Trimesters	Total Hours
Auto Collision Lab I (15 hrs. per week for 15 weeks)	1	225

Instruction in: shop safety, chassis construction, body repair nomenclature, hand and power tool operation, metal straightening, dent removal, metal cutting, welding and soldering, metal fabrication, and frame and wheel alignment.

Auto Collision Lab II (15 hrs. per week for 15 weeks)	1	225
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Instruction in: automotive hardware and glass service, preparation of metal surfaces for finishing, spray painting procedures and processes, and surface buffing and polishing.

2. Supporting Courses: (450 hours)

Course	No. Trimesters	Total Hours
English I	1	75
English II	1	75
Trade Math I	1	75
Trade Math II	1	75
Estimating	1	30
Metallurgy	1	45
Psychology	1	45
Welding	1	60
Business Management	1	30
Humanities (Elective)	2	150

D. AUTOMOTIVE MECHANICS —
3 Trimesters (1,350 total hours)

1. Lab Courses: (675 hours)

Course	No. Trimesters	Total Hours
Auto Lab I (15 hrs. per week for 15 weeks)	1	225

Training in the areas of shop safety, shop procedures, hand and power tool operation, engine and chassis principles, electrical service, brake service and repair, tire service and wheel balancing, lubrication service, fuel system service, and cooling system service.

Auto Lab II (15 hrs. per week for 15 weeks)	1	225
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Instruction in the areas of electrical accessories service, air conditioning service, drive train repair, engine analysis and troubleshooting, standard and automatic transmissions, and preparation for engine overhaul.

Auto Lab III (15 hrs. per week for 15 weeks)	1	225
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Servicing of: air conditioning, bearings, cylinders, pistons, hydraulic systems, emphasis on specialty servicing.

2. Supporting Courses: (675 hours)

Course	No. Trimesters	Total Hours
English I	1	75
English II	1	75
Trade Math I	1	75
Trade Math II	1	75

Electricity	1	75
Estimating	1	30
Welding	1	60
Psychology	1	45
Business Management	1	30
Humanities (Elective)	3	225

E. DATA PROCESSING TECHNOLOGY —
4 Trimesters (1,500 total hours)

1. Lab Courses: (615 hours)

Course	No. Trimesters	Total Hours
Data Processing Lab I (Assem. Lang. I) (10 hrs. per week for 15 weeks)	1	150

Introductory assembly language programming — concentrates on the basic assembly instruction set and the subroutines required for input/output, character conversion, floating point arithmetic and machine control. Emphasis is on timing, overlap of operations and the use of core dumps for debugging.

Data Processing Lab II (Assem. Lang II) (11 hrs. per week for 15 weeks)	1	165
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This course is a continuation of DP Lab I with emphasis on the interrupt levels and input/output service subroutines. The real time capabilities of the language are demonstrated along with the techniques for writing compiler subroutines.

Data Processing Lab III (PL/1 — COBOL SUBSET) (10 hrs. per week for 15 weeks)	1	150
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Programming instruction in PL/1 — concentrates on business file processing and maintenance capabilities of the COBOL SUBSET of PL/1. Emphasis is on problem solving situations related to large files requiring minimal mathematical manipulation but complicated, extensive branching and selection of alternate procedures.

Data Processing Lab IV

(PL/1 — COBOL SUBSET) 1 150
(10 hrs. per week for 15 weeks)

Advanced instruction in PL/1 with careful comparisons of the COBOL SUBSET of PL/1 to the DOD COBOL '65.

2. Supporting Courses: (885 hours)

Course	No. Trimesters	Total Hours
Readings in D.P.	1	75
Tech. Math III	1	90
Tech. Math IV	1	150
Tech. Math V	1	150
Tech. Math VI	1	150
Accounting II	1	75
Management Methods	3	225
Systems Analysis	3	225
Humanities (Elective)	4	300

F. DRAFTING TECHNOLOGY —
4 Trimesters (1,500 total hours)

1. Lab Courses: (600 hours)

Course	No. Trimesters	Total Hours
Drafting Lab I (10 hrs. per week for 15 weeks)	1	150

Basic skills in: multi-view projection, size definition, pictorial representation, intersections and developments, detail drawings, use of handbooks, catalogs, specifications and other resource materials.

Drafting Lab II (10 hrs. per week for 15 weeks)	1	150
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Basic understanding and application of: bilateral tolerances, complete layouts, sub-assembly and assembly drawings, illustrating threads and fasteners, introduction to computerized drafting techniques, application of simplified drafting practices.

Drafting Lab III (10 hrs. per week for 15 weeks)	1	150
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First course of mechanical specialization with instructional units in: gears and cams, process drawings, sheet metal layouts, true position dimensioning, and geometric form tolerances.

Drafting Lab IV (10 hrs. per week for 15 weeks)	1	150
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Electrical drafting with units in: preparation of schematics, wiring and block diagrams, printed circuit drawings and logic diagrams.

2. Supporting Courses: (900 hours)

Course	No. Trimesters	Total Hours
Technical English II	1	75
Technical Math III	1	75
Technical Math IV	1	75
Technical Math V	1	75
Technical Math VI	1	75
Industrial Materials	1	75
Physics	2	180
Drafting, Electronics	1	60
Cost Estimating & Statistics	1	75
Tech. Illustrating	1	60
Manufacturing Processes	1	60
Tech. Writing & Speech	1	75
Descriptive Geometry	1	75
Engineering Problems	1	75
Graphic Arts	1	60
Intro. to FORTRAN IV	1	75
FORTRAN IV	1	75
Psychology	1	75
Humanities (Elective)	4	300

G. ELECTRONICS TECHNOLOGY —
4 Trimesters (1,500 total hours)

1. Lab Courses: (900 hours)

Course	No. Trimesters	Total Hours
Electronics Lab I (15 hrs. per week for 15 weeks)	1	225

Concepts of electricity and electronics: D-C circuits, Ohm's law, power calculations, resistance combinations, theory of meters, fundamentals of magnets and D-C motor controls and generators.

Electronics Lab II (15 hrs. per week for 15 weeks)	1	225
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Principles of AC: impedance, capacitive reactance, inductive reactance and vectors, series and parallel circuits and transformer theory.

Electronics Lab III (15 hrs. per week for 15 weeks)	1	225
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Industrial control: electronic timing circuits, photo electric controls, magnetic amplifiers and induction heating.

Electronics Lab IV (15 hrs. per week for 15 weeks)	1	225
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Advanced electronics: circuit design and analysis layouts and representation, voltage and power amplifiers and signal tracing.

2. Supporting Courses: (600 hours)

Course	No. Trimesters	Total Hours
Technical English II	1	75
Technical Math III	1	75
Technical Math IV	1	75
Technical Math V	1	75
Technical Math VI	1	75
Drafting	2	120
Physics	2	90
Federal Communications	1	60
Technical Writing	1	75
Psychology	1	45
Instrument Calibration	1	75
Manufacturing Processes	1	75
Intro. to FORTRAN IV	1	75
Humanities (Elective)	4	300

H. HOSPITAL AIDES — 10 weeks (270 total hours)

1. Lab Course: (140 hours)

Course	No. Trimesters	Total Hours
Hospital Aides Lab (Hrs. per week vary)	10 wks.	140

Introduction and practice in taking blood pressures, temperatures, pulses, giving bed baths, making beds and keeping temperature graphs.

2. Supporting Courses: (130 hours)

Course	No. Trimesters	Total Hours
Basic Math	10 wks.	50
Basic English	10 wks.	50
Charm	6 wks.	30

I. LICENSED PRACTICAL NURSING —

3 Trimesters (1,484 total hours)

1. Lab Course: (949 hours)

Course	No. Trimesters	Total Hours
Lab and Clinical Experiences (Hrs. per week vary)	3	949

Students observe and practice techniques of nursing procedures while working in the hospital wards. Close supervision is administered by instructors while students work with patients in the following areas:

Nursing Principles (339 hrs.); Maternal-Child Health Skills (275 hrs.); Medical-Surgical Care (325 hrs.); Body Structure & Function (5 hrs.); and Personal & Community Health (6 hrs.).

2. Supporting Courses: (535 hours)

Course	No. Trimesters	Total Hours
Nursing Principles & Skills	3	82
Body Structure and Function	3	45
Personal & Vocational Relationships	3	36
Personal & Community Health	3	46
Nutrition & Diet Therapy	1	40
First Aid	1	10
Dosages & Solutions	1	32
Maternal-Child Health	2	114
Intro. to Medical Surgery	1	16
Medical-Surgical Nursing Care	1	114

J. MACHINE TRADES—

3 Trimesters (1,350 total hours)

1. Lab Courses: (675 hours)

Course	No. Trimesters	Total Hours
Machine Trades Lab I (15 hrs. per week for 15 weeks)	1	225

Introduction to machine tool: materials, processes, tools and machinery.

Machine Trades Lab II (15 hrs. per week for 15 weeks)	1	225
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Study and practice of machine operations in: drilling, shaping, lathe turning, thread cutting, indexing, grinding and milling.

Machine Trades Lab III (15 hrs. per week for 15 weeks)	1	225
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Continued "on hand" operation with emphasis on high skill development in grinding and milling.

2. Supporting Courses: (675 hours)

Course	No. Trimesters	Total Hours
English I	1	75
English II	1	75
Trade Math I	1	75
Trade Math II	1	75
Trade Math III	1	75
Metallurgy	1	75

Drafting	2	120
Welding	1	60
Psychology	1	30
Estimating	1	30
Physics I	1	75
Humanities (Elective)	3	225

K. OFFICE EDUCATION — CLERICAL

2 Trimesters (750 total hours)

1. Lab Courses: (300 hours)

Course	No. Trimesters	Total Hours
Office Education Lab I (10 hrs. per week for 15 weeks)	1	150

Continued emphasis on typing techniques and development of speed and accuracy: preparation of business letters, manuscripts, business forms, statistical reports and allied data. Exploratory units on the medical, legal, governmental and educational secretary.

Office Education Lab II (10 hrs. per week for 15 weeks)	1	150
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Continuation of Office Education Lab I: intensive pre-employment review of the knowledge and advanced clerical skills necessary for positions in business industry and government, including preparation for taking Civil Service examinations.

2. Supporting Courses: (450 hours)

Course	No. Trimesters	Total Hours
Office Machines	1	30
Business Math II	1	75
Business English II	1	75
Speech	1	30
Accounting	1	75
Data Processing	1	75
Economics	1	30
Shorthand	2	150
Public Relations Media	1	75
Secretarial Procedures	1	45
Psychology	1	30

L. OFFICE EDUCATION — SALES —
2 Trimesters (750 total hours)

1. Lab Courses: (375 hours)

Course	No. Trimesters	Total Hours
Office Ed. — Sales Lab I (10 hrs. per week for 15 weeks)	1	150

Continued emphasis on typing techniques and development of speed and accuracy; preparation of business letters, manuscripts, business forms, statistical reports and allied data. Exploratory units on the medical, legal, governmental and educational secretary.

Office Ed. — Sales Lab II (15 hrs. per week for 15 weeks)	1	225
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Extension of typing skills and operator of various business machines. Practice in marking, receiving and displaying of merchandise.

2. Supporting Courses: (375 hours)

Course	No. Trimesters	Total Hours
Business Math II	1	75
Business English II	1	75
Humanities (Elective)	1	75
Bookkeeping	1	75
Intro. to Data Processing	1	75
Psychology	1	30
Speech	1	30
Economics	1	30
Office Machines	1	30
Secretarial Procedures	1	45

M. OFFICE EDUCATION — SECRETARIAL —
 2 Trimester (750 total hours)

1. Lab Courses: (300 hours)

Course	No. Trimesters	Total Hours
Office Education Lab I (10 hrs. per week for 15 weeks)	1	150

Continued emphasis on typing techniques and development of speed and accuracy: preparation of business letters, manuscripts, business forms, statistical reports and allied data. Exploratory units on the medical, legal, governmental and educational secretary.

Office Education Lab II (10 hrs. per week for 15 weeks)	1	150
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Continuation of Office Education Lab I: intensive pre-employment review of the knowledge and advanced clerical skills necessary for positions in business, industry and government, including preparation for taking Civil Service examinations.

2. Supporting Courses: (450 hours)

Course	No. Trimesters	Total Hours
Shorthand (required)	2	150
Office Machines	1	30
Business Math II	1	75
Business English II	1	75
Speech	1	30
Accounting	1	75
Data Processing	1	75
Economics	1	30
Public Relations Media	1	75
Secretarial Procedures	1	45
Psychology	1	30

N. OPERATING ROOM TECHNICIAN—

16 weeks (480 total hours)

1. Lab Courses: (320 hours)

Course	No. Trimesters	Total Hours
O. R. Technology Lab (20 hrs. per week for 16 weeks)	16 wks.	320

The O.R.T. learns the techniques of a sterile instrument handler. He receives basic knowledge of the operative procedure, learns the technique of preparing patients for surgery, and transporting patients from wards to operating rooms. He assists in cleaning, stocking and preparing the operating room; sets up instrument kits, and special supplies. He has to acquire a basic knowledge of anesthetic agents and related hazards. He sets up I. V. solution and cut-down sets.

2. Supporting Courses: (160 hours)

Course	No. Trimesters	Total Hours
Med. - Surg. Terminology	16 wks.	48
Pre-Pharmacology (Math)	16 wks.	80
Applied Psychology	16 wks.	32

**O. WELDING TECHNOLOGY —
3 Trimesters (1,350 total hours)**

1. Lab Courses: (675 hours)

Course	No. Trimesters	Total Hours
Welding Lab I (15 hrs. per week for 15 weeks)	1	225

Instruction in: areas of welding safety, general tools and equipment, common gasses and their properties, welding materials, welding joints, acetylene welding procedures and processes, metal cutting, brazing applications, and welded joint testing.

*Welding Lab II (15 hrs. per week for 15 weeks)	1	225
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Training in the areas of: metal electrode properties and applications, power sources, all-position arc welding procedures and processes, arc cutting, strength testing, and basic inert gas welding processes and procedures.

Welding Lab III (15 hrs. per week for 15 weeks)	1	225
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Welding fabrication will incorporate: actual on-the-job training utilizing the fundamentals learned in the welding laboratory to include advanced training in stainless steel, carbon steel and aluminum metals.

***Diploma may be granted on completion of two trimester's work.**

2. Supporting Courses: (675 hours)

Course	No. Trimesters	Total Hours
English I	1	75
English II	1	75
Trade Math I	1	75
Trade Math II	1	75
Drafting I, II	2	150
Manufacturing Processes	1	60
Psychology	1	30
Job Estimating	1	30
Cost Estimating	1	75
Metallurgy	1	75
Tech. Math I	1	75
Bookkeeping	1	75
Business Management	1	75
Physics I	1	75

525 Buena Vista SE, Albuquerque, New Mexico 87106

A hand-drawn diagram on a black background. At the top, a circle containing the number '8' is connected by a line to a diamond-shaped decision box. The diamond contains the text 'I LOC = 800?'. To the right of the diamond, the word 'Yes' is written, with a line leading to a circle containing the fraction '9/3'. Below the diamond, there is a large, stylized white symbol resembling a 'Z' or a double 'L'. To the right of this symbol is a small square with an 'X' inside. Below the 'Z' symbol, the text 'P/R' is written. To the right of 'P/R' is a large white dollar sign '\$'. At the bottom of the diagram, the number '(0123456' is written in a white, monospace-style font.