

EVANING DIVISION BULLETIN  
1974-75



Albuquerque Technical-Vocational Institute

## CALENDAR

### FALL TRIMESTER — 1974

July 22 to August 9 :..... Pre-Registration  
August 28 and 29 (12:00-9:00 p.m.) ... Evening Division Registration  
September 3 to September 19 (See Page 5) ..... Late Registration  
September 9 ..... First Day of Classes  
September 20 ..... Last Day to Receive Refunds on Books and Fees  
November 27, 28 and 29 ..... Thanksgiving Holiday — No Classes  
December 20 ..... Fall Trimester Ends

### WINTER TRIMESTER — 1975

November 25 to December 13  
(Excluding Nov. 28 and 29) ..... Pre-Registration  
January 2 and 3 (12:00-9:00 p.m.) .... Evening Division Registration  
January 6 to January 24 (See Page 5) ..... Late Registration  
January 13 ..... First Day of Classes  
January 24 ..... Last Day to Receive Refunds on Books and Fees  
April 22 ..... Winter Trimester Ends

### SUMMER TRIMESTER — 1975

March 31 to April 11 ..... Pre-Registration  
April 28 and 29 (12:00-9:00 p.m.) .... Evening Division Registration  
May 5 to May 23 (See Page 5) ..... Late Registration  
May 12 ..... First Day of Classes  
May 23 ..... Last Day to Receive Refunds on Books and Fees  
August 15 ..... Summer Trimester Ends

**1974-1975  
BULLETIN  
OF THE  
ALBUQUERQUE  
TECHNICAL-VOCATIONAL INSTITUTE  
EVENING DIVISION**

**525 BUENA VISTA DRIVE SE  
ALBUQUERQUE, NEW MEXICO 87106**

**TELEPHONE: 842-3781 Ext. 210  
842-3511**

**AFTER DECEMBER 1st: 843-7250**

**GOVERNING BOARD**

Maureen Luna ..... Chairman  
Joseph M. Zanetti ..... Vice Chairman  
Dan A. McKinnon III ..... Secretary-Treasurer  
Ted Martinez ..... Member  
Henry M. Willis, Jr. .... Member

**ADMINISTRATION**

Ernest Stapleton ..... President  
Louis E. Saavedra ..... Vice President  
Marvin F. Burianek ..... Director, Support Services Division  
Max V. Leavitt ..... Director, Skill Center  
Richard S. Rounds ..... Director, Day Division  
David E. Smoker ..... Director, Student Services Division  
Harold W. Jackson ..... Director, Evening Division

## TABLE OF CONTENTS

General Information .....	3
Pre-Registration Forms .....	6 and 7
Office Education .....	8
Trade and Industrial Education .....	19
Sales Education .....	33
Health Education .....	34
Technical Education .....	36
Adult Basic Education .....	44
Adult Learning Center .....	48

### DAY DIVISION INFORMATION

#### Fall Trimester - 1974

August 6-7-8 ..... Day Division Registration  
September 3 ..... Day Division Classes Begin

#### Winter Trimester - 1975

December 10-11-12 ..... Day Division Registration  
January 6 ..... Day Division Classes Begin

#### Summer Trimester - 1975

April 14-15-16 ..... Day Division Registration  
May 1 ..... Day Division Classes Begin

If you are interested in the Day Division Program of the Albuquerque Technical-Vocational Institute, bulletins are available in the Evening Division office.

## GENERAL INFORMATION

The Albuquerque Technical-Vocational Institute is a public school which has provided technical and vocational education for adults since 1965. Instruction is offered in appropriate areas of the arts and sciences as well as in technical and vocational skills.

The institute district was created by a vote of the people in 1964 under enabling legislation approved by the New Mexico Legislature in 1963, and the district includes Bernalillo County plus Corrales and Rio Rancho of Sandoval County.

Its major source of both operating and construction funds is a 3-mill district property tax. However, in recognition of the fact that many New Mexico residents from outside of the institute district attend T-VI, the State Legislature has also appropriated funds for its operation since 1968.

### ADMISSION

This bulletin designates each class offered by a number. Classes numbered from 0 to 499 are those classes of a general nature open to any interested adult in the community — or high school sophomores, juniors or seniors who have the permission of their school counselors.

Classes numbered 500 and above are the more specialized trade classes. These classes are designed for those persons working in the trade, or with experience in that particular field. Therefore, these persons will be given preference during the pre-registration period. However, if a specialized class numbered above 500 is not filled with persons working in the trade, applicants who are interested in the subject, but not working or experienced in the skill area, will be admitted providing they meet all other requirements. The class would still be aimed at those enrolled in the class for vocational reasons.

Several pre-registration forms are included in each bulletin so that a person will have enough forms for three trimesters. More forms are available by calling the Evening Division office.

Prerequisites required for all classes are clearly stated in the bulletin.

Registration for all classes, regardless of location, is held at T-VI.

### CLASS SIZE

A class will be offered if 15 or more persons are enrolled. Classes may be terminated if less than 10 persons are regularly attending the class. In cases where the class size is limited to a certain number of students the Institute staff will select from among the applicants those persons who best meet the prerequisites for the class offered.

### PREREQUISITES

Many of the class offerings have specific prerequisites for entrance. **PLEASE READ THE BULLETIN CAREFULLY BEFORE ENROLLING.**

## **TO REGISTER FOR AN EVENING DIVISION CLASS AT T-VI:**

1. Complete one form for each class you wish to take — complete all blanks applicable in your case. If you need more forms, call the Evening Division office of T-VI or stop by T-VI, 525 Buena Vista SE.
2. Enclose your registration fee of \$3.00 — check or money order payable to T-VI. Mail or deliver your pre-registration forms and \$3.00 to T-VI Evening Division, 525 Buena Vista SE, Albuquerque, New Mexico 87106. If you prefer to pay cash, perhaps you would like to bring your pre-registration form and fee to the Evening Division office.
3. You will be notified by mail whether or not a space in the class you requested has been reserved for you. If a space is not available for you in the class you requested, you will be told why and your \$3.00 will be refunded.
4. Come to T-VI on the days designated as Evening Division registration between noon and 9 p.m. to enroll. If you have changed your mind and do not plan to enroll, your \$3.00 registration fee cannot be refunded.
5. You, or a representative registering for you must bring the mailed class reservation card received by you to the registration at T-VI in order to officially enroll you in the class.

## **CERTIFICATES**

Certificates are granted to Evening Division students upon successful completion of each class. Successful completion means a student must attend at least 80 percent of the classes and earn a grade of at least a C. Letter grades used are "A" (Excellent), "B" (Above average), and "C" (Average).

## **TUITION**

For residents of New Mexico, including dependents of and members of the armed forces stationed on active duty in New Mexico, there is no tuition charge. Non-residents are required to pay a tuition fee of \$13 per class hour, per trimester.

## **STUDENT DRESS**

At all times student attire is to be in accordance with the type of dress which would be suitable for the job for which students are taking training.

## **STUDENT PARKING**

Unless otherwise designated, student parking is permitted in all parking areas. The parking lots are patrolled, however, all students are urged to lock their cars to minimize the possibility of losses through theft or vandalism.

Those persons who ride motor bikes must park in the designated parking lots. Motor bike parking is not permitted on the sidewalks or other areas not designated as motor bike parking.

**PLEASE OBSERVE THE SPEED LIMIT OF 5 MPH IN THE PARKING AREA.**

## **LABORATORY AND BOOK FEES**

All students are required to purchase their own textbooks. For certain classes there is also a laboratory fee to defray the cost of supplies consumed by the student.

## **ALL LABORATORY AND BOOK FEES MUST BE PAID FOR AT THE TIME THE STUDENT REGISTERS.**

Master Charge and BankAmericard may be used.

Textbook prices are subject to change.

## **WITHDRAWALS**

Students withdrawing during the first two weeks of classes are eligible for a refund on their textbooks and laboratory fees. The registration fee is non-refundable. The Evening Division will not give refunds on textbooks that have been written in or damaged. Students withdrawing from classes after the second week are not eligible to receive refunds on textbooks or laboratory fees.

T-VI will not give cash refunds for textbooks or laboratory fees. A check will be mailed to you.

## **LOCATIONS**

Classes are conducted in each of the schools listed below:

Albuquerque Technical-Vocational Institute — 525 Buena Vista SE

Albuquerque Skill Center — 1617 Broadway NE

Del Norte High School — 5323 Montgomery Boulevard NE

Eldorado High School — 11121 Montgomery Boulevard NE

Highland High School — 4700 Coal Avenue SE

Valley High School — 1505 Candelaria Road NW

Please note that during the summer trimester classes are conducted on the T-VI campus only.

## **SMOKING**

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

FIRST NAME

MIDDLE INITIAL

CITY

ZIP

currently employed. Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Type of work \_\_\_\_\_

LOCATION

T W T H F S  
E DAYS CLASS MEETS)

the class you are requesting does or does not have prerequisites.  
require prerequisites. If it does, I  have  do not have the prerequisites.  
have had related to the class I wish to take are \_\_\_\_\_

class before. I  did  did not complete it.

ENED

OFFICE USE ONLY

Rec'd.

Check

Amount \$

SK

BY

Cash

SK



LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

I [check one]  am  am not currently employed. Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Employer \_\_\_\_\_ Type of work \_\_\_\_\_

I would like to preregister for: \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ TITLE \_\_\_\_\_ LOCATION \_\_\_\_\_

TIME CLASS MEETS \_\_\_\_\_ M T W T H F S  
(CIRCLE DAYS CLASS MEETS)

Please check the Bulletin to see if the class you are requesting does or does not have prerequisites.

This class  does  does not require prerequisites. If it does, I  have  do not have the prerequisites.

Prerequisites or work experience I have had related to the class I wish to take are \_\_\_\_\_

I  have  have not taken this class before. I  did  did not complete it.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

OFFICE USE ONLY	
Rec'd. _____	Cash _____
Check _____	Amount \$ _____
SK _____	SK _____
BY _____	

## OFFICE EDUCATION

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ACCOUNTING I</b>	
SK110	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Albuquerque Skill Center	Room 201
SK110	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 217
SK110	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Valley High School	Room D-8
SK110	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Del Norte High School	Room 146
SK110	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Eldorado High School	Room V-13
SK110	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-20
SK110	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-20
SK110	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-20

This class covers principles of the double-entry bookkeeping cycle from the opening entry through the formal balance sheet and income statement. An introduction to the use of business forms and their function in the enterprise is made. The understanding of business terms and the development of traits of accuracy, neatness, orderliness, thoroughness and responsibility are stressed.

**TEXTS:** College Accounting — \$7.50  
 Workbook A111 — \$2.00  
 Adams Appliance Store Practice Set — \$4.00



<i>Class Number</i>	<i>Trimester Offered</i>	<b>ACCOUNTING II</b>	
SK111	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m.	Highland High School Room 204
SK111	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m.	Technical-Vocational Institute Room N-21
SK111	Summer	Mon.-Wed. 7:00-9:00 p.m.	Technical-Vocational Institute Room N-21

This is a continuation of Accounting I. Units cover purchasing and sales accounting, installment sales, inventory and prepaid expenses, tangible assets, accruals and reversing entries along with further study of financial statements. A unit on accounting for a partnership is also included.

**PREREQUISITE:** Completion of a beginning class in double-entry bookkeeping or accounting.

**TEXTS:** College Accounting — \$7.50  
 Workbook A121 — \$2.00  
 Holling & Renz Practice Set — \$4.25

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ACCOUNTING III</b>	
SK112	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m.	Highland High School Lang. Lab
SK112	Summer	Tue.-Thur. 7:00-9:00 p.m.	Technical-Vocational Institute Room N-21

This is a continuation of Accounting II. Units cover various aspects of corporate accounting, the voucher system of accounting and accounting for a manufacturing business. An introductory unit to cost accounting is also included.

**PREREQUISITE:** Completion of Accounting II or equivalent.

**TEXTS:** College Accounting — \$7.50  
 Workbook A131 — \$2.00  
 Patrick Manufacturing Company — \$4.50

<i>Class Number</i>	<i>Trimester Offered</i>	<b>AUDITING</b>	
SK113	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m.	Technical-Vocational Institute Room N-19

Auditing procedure, reports and working papers used in financial investigations are studied and analyzed. Audit practice with verifications of assets, liabilities and expense and revenue accounts is stressed. Internal control techniques are studied with the idea of developing the student's ability to conserve company assets.

**PREREQUISITE:** Accounting I, II and III or equivalent.

**TEXTS:** Principles of Auditing, 5th Ed. — \$11.00  
 Audit Problem — \$6.00

## SECRETARIAL ACCOUNTING

*Class*     *Trimester*  
*Number*   *Offered*

**SK114**   **Fall-Winter**   **Tue-Thur. 7:00-9:00 p.m.**  
   **Technical-Vocational Institute**   **Room N-22**

Instruction is given in basic bookkeeping. It incorporates the complete bookkeeping cycle to include the preparation of the balance sheet, income statement, trial balance, worksheet, payroll records, petty cash disbursement records and subsidiary ledger. Emphasis is placed on the principles of journalizing and posting from the combined cash journal. A practice set is used to help the student understand the complete procedure of double-entry bookkeeping.

**TEXT:**                             College Accounting for Secretaries — \$10.00

## INCOME TAX ACCOUNTING

*Class*     *Trimester*  
*Number*   *Offered*

**SK115**   **Fall-Winter**   **Mon.-Wed. 7:00-9:00 p.m.**  
   **Highland High School**                             **Room 207**

This class progresses from problems of taxpayers who use the short form to the tax problems of the higher bracket wage earner. Tax procedures for the self-employed person, the investor, the property owner, the retired person, the business partner and the small corporation are explained.

**PREREQUISITE:**   Completion of a double-entry bookkeeping cycle.

**LAB FEE:**                         \$5.00

## BUSINESS MATHEMATICS

*Class*     *Trimester*  
*Number*   *Offered*

**SK120**   **Fall-Winter**   **Mon.-Wed. 7:00-9:00 p.m.**  
   **Highland High School**                             **Room 220**

This class begins with a thorough review of fundamentals of arithmetic and proceeds to specific business problems. Forms, practices and formulas used in business are emphasized including discount, mark-up, mark-down and percentages.

**TEXT:**                             Applied Business Mathematics, 9th Ed. — \$5.25  
   Problems & Drills — \$2.00

## BUSINESS ENGLISH

<i>Class Number</i>	<i>Trimester Offered</i>		
SK125	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Del Norte High School	Room 147
SK125	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-19

This class stresses practical application of English in the writing of business letters, reports, memorandums and minutes of meetings. Speaking, reading and listening are also included as they apply to business situations. Basic grammar, punctuation, vocabulary, pronunciation and spelling are reviewed.

**TEXT:** Business English & Communications — \$5.75

## PUBLIC SPEAKING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK130	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 212

A study of basic principles of spoken communications is followed by units on the art of conversation, meeting the public in person and by telephone, working with groups, giving a talk, employment interviews and parliamentary procedure.

**TEXT:** Art of Speaking, 2nd Ed. — \$5.50

## LEGAL SECRETARY (BEGINNING)

<i>Class Number</i>	<i>Trimester Offered</i>		
SK139	Fall	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-11

This is a specialized secretarial class for the beginning legal secretary, or secretaries desiring to work in the legal field. This includes a general background of basic legal terms, intensified practice in dictation and transcription of legal letters and proceedings and study of law office procedures as applicable to the legal secretary.

**PREREQUISITE:** Proficiency of at least 50 wpm in typing and 80 wpm in shorthand.

**TEXT:** Handbook for the Legal Secretary — \$7.00

## LEGAL SECRETARY (ADVANCED)

*Class*     *Trimester*  
*Number*   *Offered*

SK140     Winter

Tue.-Thur. 7:00-9:00 p.m.

Technical-Vocational Institute     Room N-11

This is an advanced comprehensive class designed for the career legal secretary. Emphasis on the professional rather than the routine or clerical aspect of the work of a legal secretary. Instruction on the American legal system; library arrangement and use; legal bibliography; civil, criminal, federal, appellate, probate court, corporation, mail and communications procedures; domestic relations and accounting principles for the law office.

**PREREQUISITES:** Beginning class for legal secretaries and/or one year experience as a legal secretary.

Proficiency of at least 50 wpm in typing and 80 wpm in shorthand.

**TEXTS:**

Manual for the Legal Secretarial Profession — \$8.25

Study Guide-Workbook — \$5.50

## INSURANCE SECRETARY

*Class*     *Trimester*  
*Number*   *Offered*

SK145     Fall-Winter

Mon.-Wed. 7:00-9:00 p.m.

Technical-Vocational Institute     Room N-19

This class will cover insurance history, fundamentals, marketing, underwriting, regulations, deductibles, homeowners, auto and special coverages.

**PREREQUISITE:** Must be able to type 30 wpm.

**LAB FEE:** \$5.00



## OFFICE MACHINES

<i>Class Number</i>	<i>Trimester Offered</i>		
SK150	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-14
SK150	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-14
SK150	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-14
SK150	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-14

Instruction is given in the most widely-used office machines. Included are stencil and fluid duplicators; rotary, printing and electronic calculators; ten-key adding machine and keypunch.

**PREREQUISITE:** Students must have completed at least one typing class.

**LAB FEE:** \$4.00

**TEXT:** Office Machines Course — \$2.50  
Key-Punch Training Course — \$1.50

## FILING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK152	Fall-Winter	Wednesday 7:00-9:00 p.m. Technical-Vocational Institute	Room N-22
SK152	Summer	Wednesday 7:00-9:00 p.m. Technical-Vocational Institute	Room N-22

Principles involving the processing, storing, retrieving and restoring various kinds of records are explained. Main emphasis is placed on alphabetic filing with lesser emphasis placed on geographic, numeric, alpha-numeric and subject filing.

**TEXTS:** Records Management — \$4.25  
Lab Materials — \$4.25

## ALPHABETIC SHORTHAND

<i>Class Number</i>	<i>Trimester Offered</i>		
SK156	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Valley High School	Room D-6

Alphabetic shorthand is a system of rapid writing which makes use of the alphabet using abbreviations and 43 special rules. It is an easy, fast method of learning to write at vocationally acceptable speeds.

**TEXTS:** Stenoscrypt ABC Shorthand — \$5.00  
Dictation Drills — \$2.00

## BEGINNING SHORTHAND

<i>Class Number</i>	<i>Trimester Offered</i>		
SK160	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m. Highland High School	Room 210
SK160	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m. Valley High School	Room D-5
SK160	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m. Del Norte High School	Room 204
SK160	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m. Eldorado High School	Room V-9A
SK160	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-18
SK160	Summer	Mon.-Wed. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-18
SK160	Summer	Mon.-Wed. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-17
SK160	Summer	Tue.-Thur. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-18

This class offers beginning instruction in the theory of symbol (Gregg) shorthand in the Diamond Jubilee Series. Daily study and practice in the reading and writing of shorthand is imperative.

**PREREQUISITE:** Must have completed or be taking a class in typing.

**TEXTS:** Gregg Shorthand for Colleges, Vol. I DJS — \$7.00

Gregg Shorthand Workbook, Vol. I, DJS — \$3.00

Student Transcript, Vol. I, DJS — \$2.50





## INTERMEDIATE SHORTHAND

<i>Class Number</i>	<i>Trimester Offered</i>		
SK161	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m. Highland High School	Room 202
SK161	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-17
SK161	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m. Del Norte High School	Room 205
SK161	Summer	Mon.-Wed. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-16
SK161	Summer	Tue.-Thur. 7:00-9:30 p.m. Technical-Vocational Institute	Room N-17

This class is a continuation of beginning shorthand in the Diamond Jubilee Series. Daily study is imperative; shorthand cannot be learned without thorough concentrated study.

**PREREQUISITE:** A beginning class in Gregg Shorthand; must have completed a class in typing.

**TEXTS:** Gregg Shorthand for College, Vol. II, DJS — \$7.50  
 Gregg Shorthand Workbook, Vol. II, DJS — \$3.00  
 Student Transcript, Vol. II, DJS — \$2.50

## TRANSCRIPTION AND SPEEDBUILDING SHORTHAND

<i>Class Number</i>	<i>Trimester Offered</i>		
SK162	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 201

This class is an advanced shorthand class that is primarily designed for the further development of the students' shorthand skill and speed. Emphasis is on speed. Transcription is only an indication of how well students can take various rapid dictation speeds. Regular attendance, study and practice are necessary.

**PREREQUISITES:** Students entering this class must have a proficiency of at least 45 wpm in typing and 70 wpm in shorthand.

**TEXTS:** Gregg Transcription for Colleges, DJ S— \$5.00  
 Workbook, DJS — \$2.00  
 Student Transcript, DJS — \$2.00

## TYPING-SHORTHAND REVIEW

<i>Class Number</i>	<i>Trimester Offered</i>		
SK164	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-15
SK164	Summer	Tue.-Thur. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-11

This class is for persons who have acquired the skills of typing and shorthand but have not used either for some time, and are now planning to prepare themselves for re-entry into the labor force.

**PREREQUISITES:** Minimum of one year of shorthand and one year of typing.

**TEXTS:** College Typewriting — \$6.00  
Refresher Course in Gregg Shorthand — \$4.50

## BEGINNING TYPING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK165	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m.	
		Albuquerque Skill Center	Room 202
SK165	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m.	
		Highland High School	Room 206
SK165	Fall-Winter	Mon.-Wed. 7:00-9:30 p.m.	
		Valley High School	Room D-7
SK165	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m.	
		Del Norte High School	Room 201
SK165	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m.	
		Eldorado High School	Room V-3
SK165	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-13
SK165	Summer	Mon.-Wed. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-13
SK165	Summer	Tue.-Thur. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-13
SK165	Summer	Tue.-Thur. 7:00-9:30 p.m.	
		Technical-Vocational Institute	Room N-16

Instruction is provided in the use of the typewriter by the touch method. Basic arrangement of business letters, memos, reports, tables and forms is included in the production units. Drills for increasing speed and accuracy are continued throughout the class.

**TEXT:** College Typewriting — \$6.00

## INTERMEDIATE TYPING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK166	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 209
SK166	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Eldorado High School	Room V-8A
SK166	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-16
SK166	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-15
SK166	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-15

Basic typing skills are reviewed with emphasis on building speed, accuracy and number control. Production emphasis is placed on business letters, reports and forms.

**PREREQUISITE:** Prior instruction in the touch system of typewriting and the ability to type at least 20 wpm. Also must have background knowledge of manuscript and tabulation typing.

**TEXTS:** College Typewriting — \$6.00  
College Typewriting Workbook — \$2.75

## ADVANCED TYPING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK167	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 203
SK167	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-12
SK167	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room N-12

This class is designed for the typist who wishes to increase speed, accuracy and production output of office typewriting. Development of vocational competence in business office work covers such techniques as letter styles, fill-in business forms, manuscripts, financial reports and the making of multiple copies.

**PREREQUISITE:** Prior instruction in touch typewriting; able to type at least 40 wpm. Must have background knowledge of manuscripts with footnotes, tabulation typing with subheadings and column headings and outline typing.

**TEXTS:** College Typewriting — \$6.00  
Workbook — \$3.00

## MACHINE TRANSCRIPTION

*Class*    *Trimester*  
*Number*   *Offered*

**SK168**    **Fall-Winter**    **Mon.-Wed. 7:00-9:00 p.m.**  
   **Technical-Vocational Institute    Room N-11**

This class is designed to train students in the use of a variety of transcribing machines. Typing skills will be further developed along with listening and transcription skills and machine manipulation skills.

**PREREQUISITE:**    Prior instruction in touch typewriting; able to type 50 wpm. Must have background knowledge of basic letter typing and a good command of punctuation rules.

**LAB FEE:**                    \$4.00

**NOTE:**                      This class will run for 7½ weeks.

## OFFICE SUPERVISION

*Class*    *Trimester*  
*Number*   *Offered*

**SK170**    **Fall-Winter**    **Thursday 7:00-9:00 p.m.**  
   **Technical-Vocational Institute    Room N-122**

This class reviews the supervisor-employee and supervisor-employer relationships. The supervisory principles, such as span of supervision authority and responsibility factors in supervision, are discussed. Human relationships and tools used for decisionmaking are also treated. This class is recommended for office employees now in leadership positions and those who desire an exposure to the art of supervising.

## BANK TELLER

*Class*    *Trimester*  
*Number*   *Offered*

**SK175**    **Fall-Winter**    **Tue.-Thur. 7:00-9:00 p.m.**  
   **Technical-Vocational Institute    Room N-17**

An introductory class for those persons who desire instruction in the field of bank telling. Units of instruction will include: bank organization, human relations, personal appearance, inter-relationships and banking ethics.

**LAB FEE:**                    \$5.00

# TRADE AND INDUSTRIAL

## AUTOMOTIVE SERVICING

*Class*     *Trimester*  
*Number*   *Offered*

**SK210**   **Fall**     **Mon.-Wed. 6:30-9:30 p.m.**  
   **Technical Vocational Institute Room T-100**

**SK210**   **Summer**     **Mon.-Wed. 6:30-9:30 p.m.**  
   **Technical Vocational Institute Room T-100**

Instruction will cover the details of proper service and maintenance of automobiles. Included will be chassis lubrication, vehicle inspection, tire service, U-joint service, wheel bearing service, wheel balancing, brake inspection, cooling system and smog control device inspection and maintenance.

**LAB FEE:**             \$6.00  
**TEXT:**                 Car Service — \$5.50

## AUTOMOTIVE BRAKES AND FRONT END ALIGNMENT

*Class*     *Trimester*  
*Number*   *Offered*

**SK510**   **Fall-Winter**     **Tue.-Thur. 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room T-100**

This class will offer basic theory and practice in brake system construction, operation and repair. The student overhauls hydraulic systems, turns drums on the brake drum lathe and properly installs new brake linings. In front-end alignment, instruction is given in the principles of front-end geometry, steering and front suspension systems and wheel-balancing. Emphasis is placed on diagnosis and servicing defective components and doing a complete alignment.

**LAB FEE:**             \$6.00  
**TEXTS:**                 Automotive Suspensions, Steering, Alignment &  
   Brakes — \$5.50  
   Study Guide — \$1.75

## AUTOMOTIVE AIR CONDITIONING

*Class*     *Trimester*  
*Number*   *Offered*

**SK511**   **Winter**             **Tue.-Thur. 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room T-104**

This class will cover the basic principles of the automotive cooling system and its relationship to the heating and air conditioning systems in the principles of refrigeration and heat exchange. System diagnosis, component analysis and testing and servicing procedures are stressed with the use of air conditioning equipment.

**LAB FEE:**             \$6.00  
**TEXT:**                 Automotive Air Conditioning — \$5.00

## AUTOMOTIVE ELECTRICITY I

<i>Class Number</i>	<i>Trimester Offered</i>	
SK512	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room T-110
SK512	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room T-110
SK512	Summer	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room T-110

This class emphasizes the principles of basic electricity and automotive electrical circuits as used in the operation, testing and servicing of storage batteries, cranking motors, alternators, generators and regulators. Appropriate test equipment is used in the instruction.

<b>LAB FEE:</b>	\$6.00
<b>TEXT:</b>	Automotive Engines & Electrical Systems — \$10.00

## AUTOMOTIVE CARBURETION

<i>Class Number</i>	<i>Trimester Offered</i>	
SK513	Fall-Summer	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room T-105

This class will cover the second phase of the auto tune-up. Fundamentals of carburetor operations and circuits are emphasized. Fuel system and carburetion trouble-shooting and servicing are stressed as part of the engine tune-up analysis. Carburetor overhaul procedures and techniques are covered.

<b>PREREQUISITE:</b>	Completion of Automotive Electricity I.
<b>LAB FEE:</b>	\$6.00
<b>TEXT:</b>	Auto Fuel, Lubrications & Cooling Systems — \$10.50

## GEAR TRAIN FUNDAMENTALS

<i>Class Number</i>	<i>Trimester Offered</i>	
SK514	Summer	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room T-109

This class is a basic class to introduce the student to the various gear train components. It will cover gear train fundamentals and applications. The operation and construction of clutches, manual transmission, drive lines and differentials are studied. The emphasis on service checks and maintenance is also stressed.

<b>LAB FEE:</b>	\$6.00
<b>TEXT:</b>	Automotive Transmission & Power Trains — \$9.25

## AUTOMATIC TRANSMISSION FUNDAMENTALS

*Class*    *Trimester*  
*Number*   *Offered*

**SK515**   **Fall-Winter**   **Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room T-109**

The Fall Trimester gives a detailed study on the powerflow, controls and hydraulic circuits of the Aluminum Powerglide and Turbo Hydromatics. Emphasis is placed on trouble shooting, diagnosis and testing of the General Motors transmissions.

The Winter Trimester gives a detailed study on the powerflow, controls and hydraulic circuits of the C-4, C-6 cast iron Fordomatics and the Aluminum Torqueflite transmissions. Emphasis is placed on trouble shooting, diagnosis and testing of the Ford and Chrysler transmissions.

**PREREQUISITE:** Completion of Gear Train Fundamentals.

**LAB FEE:** \$6.00

**TEXT:** Automatic Transmission & Power Trains — \$9.25

## AUTOMOTIVE BODY REPAIR I

*Class*    *Trimester*  
*Number*   *Offered*

**SK520**   **Fall-Winter**   **Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room W-14**

**SK520**   **Summer**   **Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room W-14**

Instruction covers theory and practice in preparing vehicles for repainting. Practice areas included are dent removal, welding, filing, priming, painting, panel straightening with power tools, replacement of panels and glass service.

**NOTE:** Students are not allowed to work on their own vehicles.

**LAB FEE:** \$6.00

**TEXT:** Auto Body Repair & Refinishing — \$7.50

## AUTOMOTIVE BODY REPAIR II

*Class*    *Trimester*  
*Number*   *Offered*

**SK521**   **Fall-Winter**   **Mon.-Wed. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room W-14**

**SK521**   **Summer**   **Mon.-Wed. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room W-14**

A continuation of beginning auto body repair. Practice will include straightening panels with power tools, replacing panels and fenders and glass service.

**PREREQUISITE:** Successful completion of the Automotive Body Repair I class or equivalent.

**LAB FEE:** \$6.00

**TEXT:** Auto Body Repair & Refinishing — \$7.50

<i>Class Number</i>	<i>Trimester Offered</i>	<b>MACHINE TOOL I</b>
<b>SK225</b>	<b>Fall-Winter</b>	<b>Mon.-Wed. 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-13
<b>SK225</b>	<b>Summer</b>	<b>Mon.-Wed. 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-13

This is a beginning class which introduces students to the tools, materials, processes and machines used in the machine tool industry. Students will acquire experience on such machines as the drill press, lathe, milling machine and grinder.

**LAB FEE:** \$6.00  
**TEXT:** Technology of Machine Tools — \$10.00

### **NUMERICAL CONTROL PROGRAMMING**

<i>Class Number</i>	<i>Trimester Offered</i>	
<b>SK530</b>	<b>Fall-Winter</b>	<b>Tue.-Thur. 6:30-9:30 p.m.</b> Technical-Vocational Institute Room W-13

This class is designed to give the trainee an understanding of Numerical Control Programming for milling machines, using tab sequential, fixed block and word address systems.

**PREREQUISITE:** Completion of Machine Tool I or equivalent experience.  
**LAB FEE:** \$6.00  
**TEXT:** Programming for Numerical Control Machines \$8.50

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ARC WELDING</b>
<b>SK540</b>	<b>Fall-Winter</b>	<b>Monday 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-11
<b>SK540</b>	<b>Fall-Winter</b>	<b>Thursday 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-11
<b>SK540</b>	<b>Summer</b>	<b>Monday 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-11
<b>SK540</b>	<b>Summer</b>	<b>Thursday 6:30-10:30 p.m.</b> Technical-Vocational Institute Room W-11

This is a basic class in arc-electric welding. Instruction will be given in such units as the welding circuit, welding symbols, types of welding machines, beading, buildups and various types of joints.

**LAB FEE:** \$40.00  
**TEXTS:** Welding Skills & Practice — \$6.00  
Study Guide — \$1.75



## OXY-ACETYLENE WELDING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK541	Fall-Winter	Tuesday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11
SK541	Fall	Wednesday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11
SK541	Summer	Tuesday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11

This class will cover oxy-acetylene welding. Instruction will center on identification of metals, types of joints used, cutting procedures, pipe welding, welding alloys and fusion welding.

<b>LAB FEE:</b>	\$40.00
<b>TEXTS:</b>	Welding Skills & Practices — \$6.00 Study Guide — \$1.75

## INERT GAS WELDING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK542	Fall-Winter	Friday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11
SK542	Summer	Friday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11

This class offers instruction in basic tungsten inert gas (TIG) and metallic inert gas (MIG) welding. Instruction covers inert gases, inert gas welding equipment, welding safety, basic welding procedures and practices.

<b>PREREQUISITE:</b>	Must have completed an arc and a gas welding class.
<b>LAB FEE:</b>	\$50.00
<b>TEXTS:</b>	Welding Skills & Practices — \$6.00 Study Guide — \$1.75

<i>Class Number</i>	<i>Trimester Offered</i>	<b>PIPE WELDING</b>	
SK543	Summer	Wednesday 6:30-10:30 p.m.	Technical-Vocational Institute Room W-11

Commonly used types of pipe welding are emphasized in this class. Units of instruction include: position butt welds on horizontal and vertical pipe, 90° branch connection pipe and forged fittings for welding and lateral pipe connections.

<b>PREREQUISITE:</b>	Completion of Arc Welding.
<b>LAB FEE:</b>	\$40.00
<b>TEXT:</b>	Pipe Welding Techniques — \$3.25

<i>Class Number</i>	<i>Trimester Offered</i>	<b>UPHOLSTERY I</b>	
SK230	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Albuquerque Skill Center	Room 203
SK230	Fall-Winter	Tue.-Thur. 8:30-11:30 p.m. Albuquerque Skill Center	Room 203
SK230	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Albuquerque Skill Center	Room 203
SK230	Summer	Mon.-Wed. 6:30-9:30 p.m. Albuquerque Skill Center	Room 203
SK230	Summer	Tue.-Thur. 8:30-11:30 p.m. Albuquerque Skill Center	Room 203
SK230	Summer	Tue.-Thur. 6:30-9:30 p.m. Albuquerque Skill Center	Room 203

This is a beginning class which introduces students to the materials, tools, machines and processes used in the upholstery industry. Emphasis will be placed on actual work experience, beginning with frame construction and continuing through upholstery coverings.

**LAB FEE:** \$20.00

**TEXT:** All About Upholstering — \$5.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>REFRIGERATION I</b>	
SK235	Fall-Winter	Thursday 6:30-9:30 p.m. Technical-Vocational Institute	Room N-222

This class will concentrate on basic principles of commercial refrigeration systems. Class provides theoretical classroom instruction. It does not include shopwork.

**TEXTS:** Principles of Refrigeration — \$6.50  
Lab Manual — \$2.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>REFRIGERATION II</b>	
SK236	Winter-Summer	Tuesday 6:30-9:30 p.m. Technical-Vocational Institute	Room N-222

This class is a continuation of Refrigeration I. Units covered in this class include: electrical components, refrigeration motors and basic and supplementary refrigeration controls. Instruction is limited to theory and does not include shopwork.

**PREREQUISITE:** Completion of Refrigeration I.  
**TEXTS:** Principles of Refrigeration — \$6.50  
Lab Manual — \$2.00

## REFRIGERATION III

<i>Class Number</i>	<i>Trimester Offered</i>	
SK237	Fall	Tuesday 6:30-9:30 p.m. Technical-Vocational Institute Room N-222
SK237	Summer	Thursday 6:30-9:30 p.m. Technical-Vocational Institute Room N-222

This class is a continuation of study of commercial refrigeration. Emphasis during the third trimester will be more specific and specialized.

**PREREQUISITE:** Completion of Refrigeration I and II.

**TEXTS:** Principles of Refrigeration — \$6.50  
Manuals — \$4.00

## ELECTRICAL CONTROL CIRCUITRY

<i>Class Number</i>	<i>Trimester Offered</i>	
SK238	Fall	Wednesday 6:30-9:30 p.m. Technical-Vocational Institute Room N-222

This class is designed to reinforce the background knowledge the electrician, the service mechanic and the maintenance man uses in his diagnosis and service of environmental equipment. This class will cover the function and understanding of electrical, pneumatic and solid state circuitry. Instruction will be offered in the advanced area of the use of symbols, circuit protection and test and measurement equipment.

**PREREQUISITE:** A knowledge of electricity as related to alternating current.

**LAB FEE:** \$5.00

## FUNDAMENTALS OF PRINTING

<i>Class Number</i>	<i>Trimester Offered</i>	
SK240	Fall-Winter	Tuesday 7:00-9:00 p.m. Technical-Vocational Institute Room N-122

This class covers the various operations of a job and the procedures or route a job follows. Emphasis will be given toward attitudinal development regarding the art of the craft. Each session will provide orientation and theory of the various processes and a portion of time on application of each process in a shop.

**TEXT:** The Lithographer Manual — \$10.50

## FREE HAND ILLUSTRATION

<i>Class Number</i>	<i>Trimester Offered</i>	
SK241	Fall	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room N-211

This class in free hand illustration will cover pencil sketching, the basic fundamentals of free hand drawing, perspective drawing and their application to graphic arts.

**LAB FEE:** \$15.00

## PASTE-UP AND LAYOUT

*Class*    *Trimester*  
*Number*   *Offered*

**SK242**    **Winter**            **Monday 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room N-211**

This class will cover typesetting, dummy layouts, paste-up, art, the use of stripping tools, explanation of stripping terms and actual stripping for various jobs.

**LAB FEE:**                    \$15.00

## ILLUSTRATION PROJECTS AND TECHNIQUES

*Class*    *Trimester*  
*Number*   *Offered*

**SK243**    **Winter**            **Wednesday 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room N-211**

This class will cover creating, designing and drawing art for reproduction. Students will practice drawing from imagination, stylization and researched illustration. Techniques for line-cut and halftone reproduction will be covered. Students will work on the following commercial projects: logos, business stationery, newspaper ads, yellow page ads, mailing circulars and posters.

**LAB FEE:**                    \$15.00

## OFFSET PREPARATION

*Class*    *Trimester*  
*Number*   *Offered*

**SK550**    **Winter**            **Mon.-Wed. 6:30 9:30 p.m.**  
   **3902-A Central Avenue SE**

This class covers the theory and practice of line photography for black and white reproductions. The nature and use of camera lenses, photographic material, the darkroom and the treatment of copy. The theory and practice of reproducing line copy, line art, filters and filtration. Stripping of negatives and making plates for offset presses is also included, but the major emphasis will be on black and white halftones. The techniques of color-stripping and making all types of plates for color reproduction will be included.

**PREREQUISITE:**    Fundamentals of Printing.

**LAB FEE:**                    \$15.00

**TEXT:**                      Lithographers Manual — \$10.50

*Class*      *Trimester*  
*Number*     *Offered*

## PRESSWORK

**SK551**    **Winter**      **Mon.-Wed. 6:30-9:30 p.m.**  
Highland High School      **Voc. Bldg.**

This class covers the operation and maintenance of single color sheet-fed presses. Includes blankets, packing, ink, paper, make ready for an offset or automatic platen up to and including registration for duotones. An explanation of the chemistry of offset printing, the theory and practice of color printing, difficult forms and unusual effects is included.

**PREREQUISITE:** Fundamentals of Printing  
**LAB FEE:** \$15.00  
**TEXT:** Lithographers Manual — \$10.50

## BASIC SECURITY OFFICER TRAINING

*Class*      *Trimester*  
*Number*     *Offered*

**SK250**    **Fall-Winter**    **Tue.-Thur. 6:30-9:30 p.m.**  
Technical-Vocational Institute Room N-124

This class will cover such areas as personal defense, report writing, first aid, mob control, schematic reading and emergency procedures.

**LAB FEE:** \$7.50

*Class*      *Trimester*  
*Number*     *Offered*

## GLASS BLOWING

**SK255**    **Fall-Winter**    **Mon.-Wed. 6:30-9:30 p.m.**  
Technical-Vocational Institute Room N-111

This class introduces persons to the basic techniques of glass blowing. Students will learn to make small objects such as laboratory glassware and miniature novelties from plain glass tubing.

**LAB FEE:** \$30.00

*Class*      *Trimester*  
*Number*     *Offered*

## BASIC DIESEL

**SK260**    **Fall-Winter**    **Mon.-Wed. 7:00-9:30 p.m.**  
Technical-Vocational Institute Room T-107

A beginning class in the area of diesel mechanics. Instruction units included are engine air systems, fuel system, cooling system, lubrication and governors.

**LAB FEE:** \$4.00  
**TEXT:** Diesel Fundamentals, Service, Repair — \$7.00

## DIESEL FUEL INJECTION

*Class*     *Trimester*  
*Number*   *Offered*

**SK580**    **Fall**

**Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room T-107**

This class offers instruction and lab practice which is designed to provide instruction in fuel system design, theory, construction, operating principles and servicing procedures of distributor-type and multi-plunger fuel systems and testing procedures of various fuel systems, injectors, injection pumps and governors and sequence procedures of trouble shooting and analysis.

**PREREQUISITE:** Completion of Basic Diesel or equivalent.

**LAB FEE:** \$4.00

**TEXT:** Diesel Fundamentals, Service, Repair — \$7.00

## DIESEL DIAGNOSTIC AND TUNE-UP

*Class*     *Trimester*  
*Number*   *Offered*

**SK581**    **Fall**

**Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room T-106**

This class offers instruction in diesel diagnosis and trouble shooting procedures. Emphasis will be placed on accepted methods, correct use of test equipment, accomplishment of corrective actions, tune-up procedures on two and four stroke cycle engines, operation of dynamometer to assure engine performance meets acceptable standards.

**PREREQUISITE:** Completion of Basic Diesel or equivalent.

**LAB FEE:** \$4.00

**TEXT:** Diesel Fundamentals, Service, Repair — \$7.00

## DIESEL TRANSMISSIONS, FINAL DRIVES, CLUTCHES & BRAKES

*Class*     *Trimester*  
*Number*   *Offered*

**SK582**    **Winter**

**Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room T-108**

This is a laboratory practice class designed to provide instruction in service, repair, trouble shooting and hydraulic controls of transmissions, torque converters, final drives, third members, clutches, air and air over hydraulics. Transmission hydraulic principles and service specifications are covered.

**PREREQUISITE:** Completion of Basic Diesel or equivalent.

**LAB FEE:** \$4.00

**TEXT:** Motor's Truck & Diesel Repair Manual—\$14.00

## DIESEL ELECTRICAL SYSTEMS

*Class*     *Trimester*  
*Number*   *Offered*

**SK583**     **Winter**             **Tue.-Thur. 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room T-107**

This class offers instruction in basic and advanced diesel electricity, electrical circuits and electrical components; carburetion of gasoline, liquified petroleum and natural gas engines; magneto and distributor design; construction, maintenance and service, and heavy duty direct and alternating current generators, regulators, cranking motors and their controls. Test, diagnostic and service procedures are stressed throughout the class.

**PREREQUISITE:**     Completion of Basic Diesel or equivalent.

**LAB FEE:**             \$4.00

**TEXT:**                 Motor's Truck & Diesel Repair Manual—\$14.00

## BEGINNING CABINETMAKING

*Class*     *Trimester*  
*Number*   *Offered*

**SK265**     **Fall-Winter**     **Tue.-Thur. 6:30 9:30 p.m.**  
   **Technical-Vocational Institute Room T-101**

This is an introductory class designed for those not in the woodworking industry. This class will cover the proper use of basic hand tools and power woodworking machines. Students will complete a project using hand tools and a project using woodworking machines.

**LAB FEE:**             \$5.00

**TEXT:**                 Woodworking for Industry — \$8.50

## ADVANCED CABINETMAKING

*Class*     *Trimester*  
*Number*   *Offered*

**SK560**     **Fall-Winter**     **Mon.-Wed. 6:30-9:30 p.m.**  
   **Technical-Vocational Institute Room T-101**

This class includes instruction in setting up and operating standard woodworking hand tools, machines and equipment; principles of machine and tool alignment; working qualities of woods; construction of joints and layout methods; working from detailed drawings and mathematics of the trade.

**LAB FEE:**             \$5.00

**TEXT:**                 Woodworking for Industry — \$8.50

## BLUEPRINT READING FOR PLUMBERS

*Class*      *Trimester*  
*Number*   *Offered*

**SK570**   **Fall-Winter**   **Tuesday**   **7:00-10:00 p.m.**

Technical-Vocational Institute Room N-223

This class offers basic instruction in working drawings and blueprints. Emphasis is placed on elevation and floor plans, symbols and notations used on floor plans, scaling and dimensioning practices, structural information, drawings, plot plans, specifications for plumbing products, plumbing codes, plumbing fixture layout and reading a set of blueprints.

**TEXT:**                      Blueprint Reading for Plumbers — \$4.50

## PLUMBING THEORY

*Class*      *Trimester*  
*Number*   *Offered*

**SK571**   **Fall-Winter**   **Thursday**   **7:00-10:00 p.m.**

Technical-Vocational Institute Room N-223

This theory class provides instruction in the safe and proper use of tools and equipment, elements of plumbing, identification of plumbing fittings and pipe, basic hydraulics and pneumatics and layout, assembly, installing, altering and repairing piping systems.

**LAB FEE:**                      \$5.00

## ELECTRICAL TRADES THEORY I

*Class*      *Trimester*  
*Number*   *Offered*

**SK575**   **Fall-Winter**   **Tue.-Thur.**   **7:00-10:00 p.m.**

Technical-Vocational Institute Room N-126

This theory class gives the beginning student instruction in working safety, electrical codes and utility regulations, basic electrical principles and measurements, wiring materials and devices, splices and connections, basic procedures and wiring systems, residential wiring circuits; installing outlets, switch boxes, nonmetallic sheathed cable, overcurrent devices, low voltage equipment, branch circuits and service entrances.

**TEXTS:**                      Practical Electrical Wiring — \$10.00  
                                        Electrical Wiring, Residential — \$5.50



## ELECTRICAL TRADES THEORY II

*Class*     *Trimester*  
*Number*   *Offered*

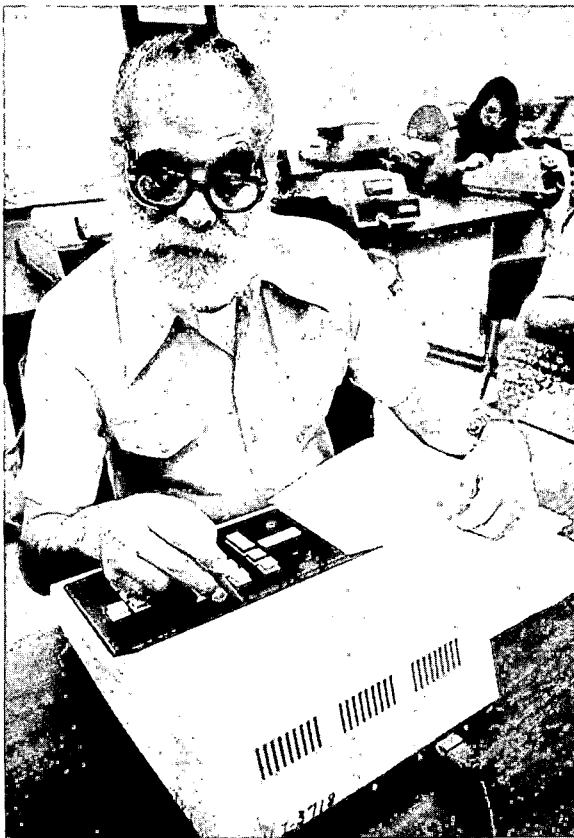
**SK576**   **Fall-Winter**   **Tue.-Thur. 7:00-10:00 p.m.**

**Technical-Vocational Institute Room N-123**

This class offers a more in-depth study of the technical knowledge necessary in the electrical trades, such as the installation of range and clothes dryer circuits, installation of electric service for water heaters, space heaters, motors and furnace controls; methods of wiring flexible armored cable and electrical metallic tubing, installing service and metering equipment, remote control wiring, outside wiring, signal and communication systems, modernizing electrical systems, electric lighting, electrical wiring design and estimating electrical wiring and supplies for the job.

**TEXT:**

Practical Electrical Wiring — \$10.00



## SOUS CHEF AND WORKING CHEF

*Class*    *Trimester*  
*Number*   *Offered*

**SK590**    **Fall**

**Mon.-Wed. 6:00-9:00 p.m.**

**Technical-Vocational Institute Room A-37**

This class is designed to provide instruction in managing a kitchen, and also making various types of sauces, meals, bread, pastry, sea foods, beef, pork, chicken and appetizers.

**NOTE:**                    Persons enrolling in this class must present to the school, upon their initial enrollment, a certificate stating that they are free from tuberculosis in a transmissible form. The certificate must be from a licensed physician and must be secured not more than 90 days prior to the starting date of the class.

**LAB FEE:**                \$4.00

**TEXT:**                    Understanding Food — \$7.50

## FOOD PURCHASING, STORING AND HANDLING

*Class*    *Trimester*  
*Number*   *Offered*

**SK591**    **Winter**

**Mon.-Wed. 6:00-9:00 p.m.**

**Technical-Vocational Institute Room A-37**

This class will cover the purchasing, handling and storing of food in the medium size hotel or club. Included in this class will be the ways food products are classified, produce, stale foods, waste of foods, stable items, quality of foods, inventory and ordering.

**NOTE:**                    Persons enrolling in this class must present to the school, upon their initial enrollment, a certificate stating that they are free from tuberculosis in a transmissible form. The certificate must be from a licensed physician and must be secured not more than 90 days prior to the starting date of the class.

**LAB FEE:**                \$4.00

**TEXT:**                    Quantity Food Purchasing — \$14.00

# SALES EDUCATION

<i>Class Number</i>	<i>Trimester Offered</i>	<b>CASHIER I</b>
SK410	Fall-Winter	Monday 6:30-9:30 p.m. Technical-Vocational Institute Room N-120
SK410	Fall-Winter	Tuesday 6:30-9:30 p.m. Technical-Vocational Institute Room N-120
SK410	Fall-Winter	Wednesday 6:30-9:30 p.m. Technical-Vocational Institute Room N-120
SK410	Fall-Winter	Tuesday 6:30-9:30 p.m. Eldorado High School Room 000
SK410	Summer	Monday 6:30-9:30 p.m. Technical-Vocational Institute Room N-120
SK410	Summer	Wednesday 6:30-9:30 p.m. Technical-Vocational Institute Room N-120

This class covers procedures for handling cash and studies the role of the cashier in meeting the public. Basic mathematics and basic bookkeeping skills are reviewed. Personal traits of punctuality, dependability, honesty and proper grooming are emphasized. Operation of the cash register is included.

**LAB FEE:** \$4.00  
**TEXTS:** Projects in Clerical Record Keeping — \$3.25  
 Merchandising Mathematics — \$2.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>SALESMANSHIP</b>
SK411	Fall	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room N-121

This class is designed to assist persons who wish to enter the field of selling and for persons who wish to upgrade themselves in salesmanship principles. Leadership and attitudinal motivation are stressed as a major aspect of this class.

**TEXT:** Textbook of Salesmanship — \$9.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>RETAILING</b>
SK412	Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room N-121

This class gives persons the opportunity to learn about the many facets of retailing and the free-enterprise system. Among the areas covered are inventory, credit, buying, services, pricing, sales promotions and merchandise management.

**TEXT:** Retail Business Management — \$8.00

# HEALTH EDUCATION

## MEDICAL OFFICE ASSISTANT, ADMINISTRATIVE

*Class*    *Trimester*  
*Number*   *Offered*

**SK450**    **Fall-Winter**    **Tue.-Thur. 7:00-9:00 p.m.**

**Technical-Vocational Institute Room N-119**

The primary purpose of this class is to prepare persons with clerical qualifications for employment in a doctor's office as an aide. Instruction will concentrate on the following units: medical terms, greeting the patient, office management, public relations, health and hospitalization insurance, basic medical law and ethics, and credit and collection records.

**PREREQUISITE:**    Must have filing and typing with proficiency of at least 40 wpm.

**TEXTS:**            Medical Secretarial Procedures — \$7.00  
                          Workbook — 4.00

## MEDICAL OFFICE ASSISTANT, CLERICAL

*Class*    *Trimester*  
*Number*   *Offered*

**SK451**    **Fall-Winter**    **Tue.-Thur. 7:00 9:00 p.m.**

**Technical-Vocational Institute Room N-118**

The primary purpose of this class is to prepare persons with clinical skills for employment in a doctor's office as an aide. Instruction will concentrate on the following units: medical terms, basic medical laws and ethics, preparing the room, preparing the patient, assisting the doctor, selecting and sterilizing instruments, selecting materials and supplies for the doctor and preparing medications.

**PREREQUISITE:**    Must be able to type at least 40 wpm.

**TEXTS:**            Assistant in Medical Practice — \$8.00  
                          Medical Terminology — \$6.00

## HOSPITAL WARD CLERK

*Class*    *Trimester*  
*Number*   *Offered*

**SK452**    **Fall-Winter**    **Mon.-Wed. 7:00-9:00 p.m.**

**Technical-Vocational Institute Room N-119**

**SK452**    **Summer**        **Mon.-Wed. 7:00-9:00 p.m.**

**Technical-Vocational Institute Room N-119**

This class includes an introduction to medical terminology, communications, the working environment, patient-centered activities and the understanding of medication orders. Personal traits of punctuality, dependability and personal hygiene will be emphasized.

**PREREQUISITE:**    High School Diploma or equivalent.

**TEXT:**              Being A Ward Clerk — \$5.00

## PHARMACOLOGY

*Class*    *Trimester*  
*Number*   *Offered*

<b>SK599</b>	<b>Fall</b>	<b>Mon.-Wed. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute Room N-118</b>
<b>SK599</b>	<b>Winter</b>	<b>Tue.-Thur. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute Room N-117</b>

This class will include an introduction to drugs and their application as used in daily practice. Attention will be paid to the storage, preparation and preservation of drugs. Effects on the human body by various drugs will also be covered. The action of the drug, fate, indications and contra-indications. The student will be exposed to a vocabulary of generic and brand names, illnesses and treatment.

**PREREQUISITE:** Completion of a Licensed Practical Nursing course.

**TEXTS:**                    Basic Pharmacology — \$5.50  
                              Medical Dictionary and Health Manual — \$1.50



# TECHNICAL EDUCATION

## TRADE MATHEMATICS

<i>Class Number</i>	<i>Trimester Offered</i>		
<b>SK350</b>	<b>Fall-Winter</b>	<b>Mon.-Wed. 7:00-9:00 p.m.</b> <b>Highland High School</b>	<b>Room 225</b>

This class reviews addition, subtraction, multiplication and division with whole numbers, common fractions, decimal fractions, mixed numbers and denominate numbers. It also covers elementary algebra and geometric constructions prior to proceeding to the application of mathematics to mechanics, machines and shop problems.

**TEXT:** General Trade Math — \$6.75

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ALGEBRA I</b>	
<b>SK351</b>	<b>Fall-Winter</b>	<b>Mon.-Wed. 7:00-9:00 p.m.</b> <b>Highland High School</b>	<b>Room 226</b>
<b>SK351</b>	<b>Fall-Winter</b>	<b>Tue.-Thur. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute</b>	<b>Room N-116</b>
<b>SK351</b>	<b>Summer</b>	<b>Mon.-Wed. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute</b>	<b>Room N-116</b>
<b>SK351</b>	<b>Summer</b>	<b>Tue.-Thur. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute</b>	<b>Room N-116</b>

The first trimester covers field properties of the real number system as applied to the algebraic structure with emphasis on written problems and elementary functions and their graphs, including system of linear equations in two variables.

**TEXT:** Fundamentals of Algebra — \$5.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ALGEBRA II</b>	
<b>SK352</b>	<b>Fall-Winter</b>	<b>Tue.-Thur. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute</b>	<b>Room N-125</b>
<b>SK352</b>	<b>Summer</b>	<b>Tue.-Thur. 7:00-9:00 p.m.</b> <b>Technical-Vocational Institute</b>	<b>Room N-125</b>

Second trimester covers algebraic products and factors including simple and complex fractions, first and second degree equations and their relation to physical applications, definitions and computations with exponents and radicals, quadratic equations, their solution and graphs and simple trigonometric functions and their applications.

**PREREQUISITE:** Completion of Algebra I course.

**TEXT:** Fundamentals of Algebra — \$5.00

## BASIC TRIGONOMETRY

*Class*     *Trimester*  
*Number*   *Offered*

**SK353**   **Fall-Winter**   **Mon.-Wed. 7:00-9:00 p.m.**  
  **Technical-Vocational Institute Room N-116**

This is a class in algebra and trigonometry. It covers the number system and the fundamental operations, fractions, linear and fractional equations, functions, graphs, systems of linear equations, trigonometric functions and quadratic equations.

**PREREQUISITE:**   Completion of Algebra II class.

**TEXT:**                   Algebra and Trigonometry — \$7.25

*Class*     *Trimester*  
*Number*    *Offered*

## SLIDE RULE

**SK354**   **Fall-Winter**   **Wednesday 7:00-9:00 p.m.**  
  **Highland High School**                                      **Room 224**

This class introduces you to the use of the slide rule in solving problems in multiplication, division, square root, cube roots, percentages, ratios and proportions.

**NOTE:**                   Students are required to furnish their own slide rules.

## ELECTRO-MECHANICAL ASSEMBLY

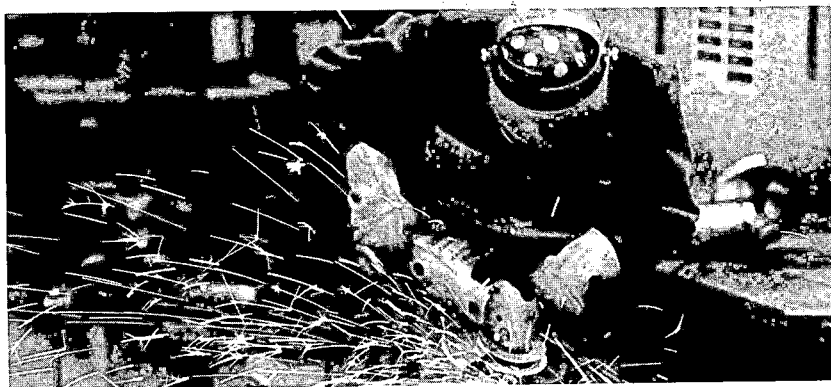
*Class*     *Trimester*  
*Number*    *Offered*

**SK359**   **Fall-Winter**   **Mon.-Wed. 6:30-9:30 p.m.**  
  **Albuquerque Skill Center**

An introductory class for those persons interested in electronics assembly. Units covered in this class include: safety, basic soldering, parts identification, color coding and parts mounting.

**PREREQUISITE:**   Must be able to identify colors. A test will be provided by T-VI.

**LAB FEE:**                \$5.00



<i>Class Number</i>	<i>Trimester Offered</i>	<b>ELECTRONICS I</b>
SK360	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room N-115
SK360	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-115
SK360	Summer	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room N-115
SK360	Summer	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-115

This class is a study of DC electricity as applied to electronics. Units of instruction include basic conductor and semiconductor concepts, basic circuits, meters, time constants, relays, rotary machines and DC properties of inductance and capacity. The laboratory acquaints students with components, circuits, wiring and measurement.

**LAB FEE:** \$4.00  
**TEXTS:** Basic Electronics — \$11.00  
 Lab Manual, 1001-1 — \$2.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ELECTRONICS II</b>
SK361	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-114
SK361	Summer	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-114

This class is a study of the principles of AC covering impedance, reactance, vectors, circuit analysis, tuned circuits, transformers, poly-phase currents and filters. The laboratory includes the use of the oscilloscope as a tool in electronics.

**PREREQUISITE:** Electronics I.  
**LAB FEE:** \$4.00  
**TEXTS:** Basic Electronics — \$11.00  
 Lab Manual, 1001-2 — \$2.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>ELECTRONICS III</b>
SK362	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-113
SK362	Summer	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-113

In this class the basic concepts of semiconductor fundamentals and the PN junction are explored and developed to achieve a thorough understanding of the transistor and diodes. Emphasis is placed on approximating transistor amplifying circuits from a practical standpoint. These approximating techniques are verified in the laboratory for both normal and abnormal circuit conditions.

**PREREQUISITE:** Electronics I and II or equivalent.  
**LAB FEE:** \$4.00  
**TEXTS:** Transistor Circuit Approximations — \$8.50  
 Lab Manual, 1010 — \$4.50



## ELECTRONICS IV

*Class*    *Trimester*  
*Number*   *Offered*

**SK363**    **Fall**

**Mon.-Wed. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room N-112**

Units covered in this class include transistors, power supplies, amplifiers, transmitters and modulators, receivers and television.

**PREREQUISITE:**    Electronics III or equivalent.

**LAB FEE:**            \$4.00

**TEXTS:**             Introduction to Electronics — \$12.25  
                            Lab Manual, 1011 — \$4.50

## LOGIC CIRCUITS

*Class*    *Trimester*  
*Number*   *Offered*

**SK364**    **Winter-Summer**    **Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room N-112**

This class includes a study of wave shaping, AND, OR, inverter and multi-vibrator circuits. Approximately one-half of the class time will be spent performing lab work verifying topics such as counters, shift registers, adders and other logic circuit applications.

**PREREQUISITE:**    Electronics III or equivalent.

**TEXTS:**             Digital Principles and Applications — \$8.25  
                            Computer Lab Workbook — \$1.25

## INTEGRATED CIRCUITS

*Class*    *Trimester*  
*Number*   *Offered*

**SK365**    **Fall**

**Tue.-Thur. 6:30-9:30 p.m.**

**Technical-Vocational Institute Room N-112**

This class includes the study of advanced transistor theory, construction and theory of linear integrated circuits and an introduction to the study of operational amplifiers. Approximately one-half of the class will be spent verifying topics covered during the theory portion of the class.

**PREREQUISITE:**    Electronics III or equivalent.

**LAB FEE:**            \$4.00

**TEXTS:**             Integrated Circuits & Semiconductor Devices —  
                            \$12.50  
                            Linear Integrated Circuits — \$6.50

## TELEVISION SERVICING

*Class*    *Trimester*  
*Number*   *Offered*

**SK366** Winter-Summer Mon.-Wed. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-112

A study of the television and cathode ray tube serve as an introduction. A circuit analysis is followed which includes deflection circuits, high-voltage section, sync system, video and pix I.F., sound section, power supply (Low Voltage) and tuners. Operation of equipment includes the sweep generator, calibration of the marker generator, operation of the cross-hatch generator selenium rectifier tester, field strength and fly-back tester. Practical servicing, alignment of television, installation of antenna and the color television introduction with the purity and convergence adjustments included.

**PREREQUISITE:** Electronics I, II and III.

**TEXT:** Basic Television, Theory & Servicing, 2nd Ed. \$8.00

*Class*    *Trimester*  
*Number*   *Offered*

### DRAFTING I

**SK370** Fall-Winter Mon.-Wed. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-212

**SK370** Fall-Winter Tue.-Thur. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-212

**SK370** Summer Mon.-Wed. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-212

This class covers instruction in the basic units of drafting methods, including lettering, sketching, use of scales and equipment, geometrical constructions, isometric views, multiview drawings, sectional views and basic fractional dimensions.

**NOTE:** Students are required to purchase their instruments.

**LAB FEE:** \$6.00

**TEXT:** Basic Technical Drawing — \$5.25

*Class*    *Trimester*  
*Number*   *Offered*

### DRAFTING II

**SK371** Fall-Winter Tue.-Thur. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-213

**SK371** Summer Tue.-Thur. 6:30-9:30 p.m.

Technical-Vocational Institute Room N-213

This class includes instruction in the areas of drafting such as multi-view drawings, sectional views, auxiliary views, threads and fasteners, isometric views, perspective views, intersections and developments and drafting mathematics.

**PREREQUISITE:** Beginning drafting course or equivalent experience.

**LAB FEE:** \$6.00

**TEXT:** Basic Technical Drawing — \$5.25

### DRAFTING III

<i>Class Number</i>	<i>Trimester Offered</i>	
SK373	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room N-213
SK373	Summer	Mon.-Wed. 6:30 9:30 p.m. Technical-Vocational Institute Room N-213

This class includes instruction in the areas of drafting such as shop processes, basic tolerancing, positional tolerance, gears and cams, electronic drawings, design fundamentals and working drawings.

**PREREQUISITE:** Drafting I and II or equivalent experience.

**LAB FEE:** \$6.00

**TEXT:** Basic Technical Drawing — \$5.25

### ARCHITECTURAL DRAFTING

<i>Class Number</i>	<i>Trimester Offered</i>	
SK372	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room 6-214

In this class the student is introduced to the techniques and materials common in architectural drafting and solves problems in detailing and completing working drawings for one-story structures. The student also studies building ordinances and specifications.

**PREREQUISITE:** Beginning drafting course or equivalent experience.

**LAB FEE:** \$6.00

**TEXT:** Architectural Drawing & Planning — \$8.50

### ARCHITECTURAL RENDERING

<i>Class Number</i>	<i>Trimester Offered</i>	
SK374	Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room N-214

This class covers instruction in the area of architectural renderings including pencil, watercolor, pen and ink drawings. Watercolor techniques, shadings and shadows. A review of perspective drawing will be included.

**PREREQUISITE:** Architectural drafting, advanced art experience or equivalent.

**LAB FEE:** \$15.00

## BASIC CONCEPTS OF DATA PROCESSING

<i>Class Number</i>	<i>Trimester Offered</i>		
SK380	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Highland High School	Room 214
SK380	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room E-111
SK380	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute	Room E-111
SK380	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute	Room E-111

Introduction will be given in the areas of basic data processing concepts, purposes, equipment systems, procedures, organization and employment opportunities. Approximately equal time will be spent developing both the unit record and computer oriented approaches to data processing. This is neither a wiring operations nor a programming class.

**TEXTS:** Business Data Processing & Computer Programming — \$10.00  
Student Workbook — \$3.50

## ASSEMBLY LANGUAGE CODING I

<i>Class Number</i>	<i>Trimester Offered</i>		
SK382	Fall-Winter	Tue.-Thur. 7:00-9:30 p.m. Technical-Vocational Institute	Room E-110
SK382	Summer	Tue.-Thur. 7:00-9:30 p.m. Technical-Vocational Institute	Room E-110

Instruction in this class covers assembly language operation codes: RR, RX, RS, SI and SS formats and their related instructions. Base and Index Registers, short and long floating point numbers, addressing, basic coding techniques, core dump organization and format, system written input-output and data conversion routines, direct read and write instructions, 80/80 list programming, input-output overlap with error handling and headings and student written routines to handle output formatting and editing.

**TEXT:** The IBM System — \$6.75

<i>Class Number</i>	<i>Trimester Offered</i>	<b>COBOL</b>
SK383	Fall-Winter	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room E-110
SK383	Summer	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room E-110

An introduction to the development and use of the four separate divisions of COBOL. This includes: Identification Division, Environment Division, Data Division and Procedure Division. Also included is the introduction of more efficient use of COBOL verbs, packing, paragraphs, sentences, phrases, clauses and 1/0 overlapping. Programs of the proper difficulty and application will be written, debugged and executed.

**PREREQUISITE:** Completion of Basic Concepts of Data Processing or equivalent.

**TEXT:** COBOL Programming — \$8.00

### **FORTRAN IV PROGRAMMING**

<i>Class Number</i>	<i>Trimester Offered</i>	
SK384	Fall-Winter	Tue.-Thur. 6:30-9:30 p.m. Technical-Vocational Institute Room E-109
SK384	Summer	Mon.-Wed. 6:30-9:30 p.m. Technical-Vocational Institute Room E-109

An introduction to the FORTRAN IV language through a variety of business and mathematical problems, illustrating iteration techniques, sub-routine applications, array manipulations and elementary statistical and business routines. Also includes a survey of all FORTRAN IV statements with illustration through application of programs to series expansion and quadrature, solution of polynomial and linear equations and problems involving other number processes.

**PREREQUISITE:** Completion of Basic Concepts of Data Processing or equivalent experience and completion of an Algebra I course.

**TEXT:** Basic FORTRAN IV Programming — Self Instructional — \$5.00

<i>Class Number</i>	<i>Trimester Offered</i>	<b>KEYPUNCH</b>
SK385	Fall-Winter	Mon.-Tue.-Wed.-Thur. 4:15-6:15 p.m. Technical-Vocational Institute Room E-112
SK385	Fall-Winter	Mon.-Tue.-Wed.-Thur. 7:00-9:00 p.m. Albuquerque Skill Center Room 204
SK385	Summer	Mon.-Tue.-Wed.-Thur. 4:15-6:15 p.m. Technical-Vocational Institute Room E-112
SK385	Summer	Mon.-Tue.-Wed.-Thur. 7:00-9:00 p.m. Albuquerque Skill Center Room 204

This class will train persons to become keypunch operators. The class will cover the full keyboard, organization of data, the program card and verifying and sorting.

**PREREQUISITE:** Must be able to type at least 25 wpm.

**LAB FEE:** \$10.00

## ADULT BASIC EDUCATION

**NOTE:** Prospective students should make every effort to discuss class offerings with a counselor to insure proper selection of classes. A counselor is available during registration and during the trimester — Monday through Thursday from 12:00 to 9:00 p.m., and on Fridays from 8:00 a.m. to 5:00 p.m. There is no cost for ABE classes and textbooks are free of charge to all Adult Basic Education students.

### ENGLISH AS A SECOND LANGUAGE

<i>Class Number</i>	<i>Trimester Offered</i>	
101B	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-101
101B	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-101
101B	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Eugene Field Elementary School Media Center
101B	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Mountain View Elementary School Room 0
101B	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-101

Beginning English as a Second Language is for students who have not taken a class in English or persons who cannot speak any English. This class is recommended for non-English speakers.

### ENGLISH AS A SECOND LANGUAGE

<i>Class Number</i>	<i>Trimester Offered</i>	
101A	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-102
101A	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-102
101A	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-102

Advanced English as a Second Language is for students who have a previous English class or for students who can speak a little English but need practice in conversational English for non-speakers.

**NOTE:** The classes listed above are open to persons who have not learned to speak English. Most of the class work is in speaking and listening to English. Some written work is given. In addition to textbooks, the tape recorder, language master and other audio-visual equipment is used in the class. The purpose of the class is to make the student function in the English language. Grammar is not taught in this class. The whole approach is geared to conversational English.

## BASIC ENGLISH

<i>Class Number</i>	<i>Trimester Offered</i>	
102B	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-103
102B	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-102

This class is recommended to students who have taken at least two trimesters of English as a Second Language and for students who have difficulty with the English language in reading and writing. Speech correction, oral expression, writing, spelling and phonetics will be studied in this class.

## BASIC ENGLISH

<i>Class Number</i>	<i>Trimester Offered</i>	
102A	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-103
102A	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-103

This class is for persons who feel a need for an English grammar review before entering the GED program or for persons who feel a need for grammar reinforcement in the English language. Grammar and spelling are emphasized in this class. Persons registering for this class should first talk with a counselor for proper placement.

## BASIC MATHEMATICS

<i>Class Number</i>	<i>Trimester Offered</i>	
103	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room E-104
103	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-104

This is a class to help students to understand numbers and how to work problems. It uses numbers to help the student how to buy on credit, how to borrow money, how to plan spending, facts about insurance and how to work with problems a student may use in his or her work. The class will be divided into groups of equal abilities. Some modern basic math will be covered in this class. ALGEBRA is NOT a part of this class.

## COMBINATION BASIC ENGLISH AND MATHEMATICS

<i>Class Number</i>	<i>Trimester Offered</i>	
104	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E 104
104	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Eugene Field Elementary School Media Center
104	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Mountain View Elementary School Room 0
104	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room E-103

This class is for those students who wish to improve their English and mathematics background. Equal time will be spent on each subject area. Students will be divided according to their abilities. Individual instruction is given in the mathematics area. Spelling will be taught in connection with the language arts unit. Students should consult with a counselor before registering for this class.

## FAMILY MONEY MANAGEMENT

<i>Class Number</i>	<i>Trimester Offered</i>	
105	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room A-129

This class is open to persons in Adult Basic Education preferably to those living on a small fixed income. Topics covered in this class include understanding your income, figuring your expenses, family spending plan, understanding credit and family financial security. In addition to the instructor, additional resource persons will be brought in to lecture and demonstrate to the class.

## READING IMPROVEMENT AND SPELLING

<i>Class Number</i>	<i>Trimester Offered</i>	
107B	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room A-130
107B	Summer	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room A-130

This is a class for persons who can speak English but have difficulty in reading and recognizing words. The class is intended to improve the student's reading ability and his ability to understand what is read. This is a beginning reading class.



## READING IMPROVEMENT AND SPELLING

<i>Class Number</i>	<i>Trimester Offered</i>	
1071	Fall-Winter	Mon.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute Room A-131
1071	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room A-131

This class is intended to improve the student's ability to read and understand what he has read. In addition to the textbooks, the controlled reader and other audio-visual equipment will be used to help the student improve his reading, comprehension and spelling. Students should talk with a counselor before registering to insure proper placement in a reading class.

## READING IMPROVEMENT AND SPELLING

<i>Class Number</i>	<i>Trimester Offered</i>	
107A	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room A-130
107A	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room A-130

This is an advanced reading class for students who can read but want to improve comprehension and reading speed. THIS IS NOT A SPEED READING CLASS. Audio-visual equipment and other reading materials will be used in this class for speed, comprehension, retention and spelling. Students should consult a counselor before registering for this class.

**GED REVIEW ENGLISH, MATHEMATICS,  
SOCIAL STUDIES, LITERATURE AND SCIENCE**

<i>Class Number</i>	<i>Trimester Offered</i>	
108	Fall-Winter	Mon.-Tue.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute <b>To be assigned</b>
108	Summer	Mon.-Tue.-Wed. 7:00-9:00 p.m. Technical-Vocational Institute <b>To be assigned</b>

This class is designed to prepare students without a high school diploma to take the General Education Development Test (GED). This test is also known as the High School Equivalency Test. Students in the GED program must register for all three nights unless they are reviewing for one particular retest. The test is administered at the end of each trimester. No fee is charged for taking the test. All textbooks are furnished to the student free of charge.

**PREREQUISITE:** Students registering for the GED Prep class must achieve at least an eighth grade level on the California Achievement Test or another testing document selected by T-VI. This test will be given before students are assigned to a class. **STUDENTS WILL NOT BE ASSIGNED TO GED CLASSES UNLESS THEY HAVE TAKEN THE PRE-GED TEST.**

**CITIZENSHIP FOR ALIENS**

<i>Class Number</i>	<i>Trimester Offered</i>	
109	Fall-Winter	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room A-131
109	Summer	Tue.-Thur. 7:00-9:00 p.m. Technical-Vocational Institute Room A-129

This is a class in government and history of the United States. It is designed to assist aliens desiring to take the United States Naturalization Test. To become a United States citizen an alien must first pass an oral and written test before an examiner from the Naturalization Department. The test is not administered at the Technical-Vocational Institute nor is it administered by personnel from T-VI.

## THE ADULT LEARNING CENTER

The Adult Learning Center (ALC) is located in the Instructional Materials Center complex of T-VI. The ALC is open from 8:30 a.m. until 9:00 p.m., Monday through Thursday and from 8:30 a.m. until 5:00 p.m. on Fridays.

The Adult Learning Center is open to all adults of the community as well as to all T-VI students.

The purpose of the Adult Learning Center is to aid students in developing their skills in any of the areas listed below.

- English As A Second Language
- Reading
- Spelling
- English
- Mathematics
- GED subject areas
- Consumer Education
- Vocational-Technical Math
- Shorthand

### Audio-Visual Programs Related To:

- Blueprint Reading
- Transistors
- Welding
- Computer Systems
- Engine Lathe
- Sales and Human Relations
- Slide Rule
- Mathematics

All instruction is individualized, self-instructional and programmed. Much use is made of audio-visual equipment and materials.

Any adult needing or desiring individualized instruction in any of the areas listed above is welcome to use the facilities of the ALC. There is no cost for this service.

525 BUENA VISTA SE  
ALBUQUERQUE, NEW MEXICO 87106

NON-PROFIT ORGANIZATION  
U.S. POSTAGE  
PAID  
ALBUQUERQUE, N. M.  
PERMIT NO. 61

RETURN POSTAGE GUARANTEED

