

CATALOG

Day and Evening Division 1980-81

Albuquerque Technical-Vocational Institute

Volume XVI

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843-7250

Joseph M. Montoya Campus
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Table of Contents

General Information	1	Student Records	65
Equal Educational Opportunity Policy	2	Standards of Progress	66
Instructional Programs	2	Student Services	67
Admissions Policies	3	Testing	67
School Year	4	Consumer Information	68
Calendars	4	Smoking	69
How To Enroll	6	Campus Conduct	69
Class Size	7	Fires	69
Charges and Fees	8	Transportation and Parking	70
Transfer Credit	10	Food Services	70
Day Division	11	Phone Calls and Visitors	71
Instructional Materials Center	14	Safeguarding of Property	71
Saturday Workshops (Business Occupations)	16	Student Government and Activities	71
Day Division Application	following page 40	Educational Costs	72
Evening Division	50	Housing	72
Class Periods	64	Financial Aids	73
Hours Per Day	64	Maps	75
Attendance	64	Index	79
		Evening Division Application	81

Instructional Programs

High School Equivalency Exam Prep (GED)	10	Technologies	31
Day Division	11	Civil and Map Drafting	32
Developmental Studies	12	Computer Science	32
Preparatory Program	12	Construction Drafting	33
Changing Careers	13	Electromechanical Drafting	34
Business Occupations	15	Electromechanical Technology	34
Business Occupations Learning Center	16	Electronics	35
Accounting	17	Laser Electro-Optic Technology	36
Business Administration	18	Trades	37
Distributive Education	18	Air-Conditioning, Heating and Refrigeration	40
Fashion Merchandising	19	Automotive Collision Repair	40
Medical Records/Receptionist	19	Automotive Service Technician	41
Medical Transcription	20	Carpentry	42
Office Occupations	20	Diesel Mechanics	43
Receptionist	21	Electrical Trades	44
Refresher Course for Office Workers	21	Graphic Arts	44
Real Estate	22	Industrial Electrician	45
Small Business Operation	22	Machine Trades	45
Culinary Arts	23	Masonry	46
Baking	23	Parts Specialist	46
Quantity Food Preparation	24	Plumbing	47
Health Occupations	25	Sheet Metal	48
Nursing Assistant	27	Small Engine Mechanics	48
Patient Service Clerk	27	Welding	49
Practical Nursing	27	Evening Division	50
Practical Nursing Refresher	29	Adult Basic Education	51
Respiratory Therapy Technician	30	Skill Improvement Classes	52

How to use this catalog . . .

Included here are program descriptions and a list of required courses for all Day Division programs and the schedule, fees, prerequisites and book titles for all Evening Division classes.

Each student who enrolls receives a copy of the catalog.

Also included is information about areas such as admissions, calendars, financial aids, placement, student records, attendance, maps and application forms.

Course descriptions in detail for each Day Division program and for all evening classes are available on request.

Call or visit either T-VI campus to pick up copies of course descriptions or to have them mailed to you.

About T-VI

The Albuquerque Technical-Vocational Institute (T-VI) is a public post-secondary school which has as its primary goal to provide adults with entry-level job skills and the related education needed to succeed in an occupation. The Institute opened in 1965.

Funding for T-VI programs and most construction and equipment comes from a local property tax and an annual appropriation by the New Mexico State Legislature. A small amount of money, usually for special programs, is from federal funds.

T-VI's first classes were held in an elementary school, which had been closed, and in surplus army barracks and cottages. Since then, more than \$14 million worth of construction has taken place.

The Main Campus occupies 25 acres of land on both sides of Coal Avenue SE with most of the Trades and the Department of Developmental Studies located on the south portion of the campus. Programs in Technologies and Business Occupations are also available at the Main Campus.

Many of the Business Occupations, Electronics, Welding, Laser Electro-Optic Technology, Graphic Arts, Drafting and a large number of evening classes are offered at the new 40-acre Joseph M. Montoya Campus, 4700 Morris NE.

Classes and clinical experiences for the Health Occupations Department are held at 1215 Hazeldine SE and at local hospitals.

Evening Division classes are held at both the Main and Montoya campuses and Del Norte High, 5323 Montgomery Blvd. NE; Highland High, 4700 Coal Ave. SE; and Valley High, 1505 Candelaria NW.

For the past 10 years, T-VI has operated the Albuquerque Skill Center, 1701 Fourth St. SW, under contract, most recently to the City of Albuquerque. Here, special programs are provided to fill unique training needs groups of students and local employers might have. The center is operated on an open-entry/open-exit basis, with students entering and others graduating every week.



Equal Educational Opportunity Policy

The Albuquerque Technical-Vocational Institute, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, handicap or sex in any of its policies, practices or procedures. The provision includes, but is not limited to, admissions, employment, financial aid and educational services.

Any person who wants to file a complaint based on these laws should contact the T-VI equal opportunity officer, Delfino Valdez, room A-119. The Title IX coordinator for the Day Division is Laura O. Castillo, room M-102; for the Evening Division it is Cleto Duran, room A-25. All are located at the Main Campus.

Instructional Programs

DAY DIVISION

The T-VI Day Division includes close to 40 programs—most of which are attended full-time—in the areas of Business, Culinary Arts, Trades, Technologies and Health Occupations. When a student completes a program, either a diploma or certificate is awarded. Not all programs are offered at both campuses and the advanced work in some of the Montoya Campus programs must be completed at the Main Campus.

A Preparatory Program is available for persons who need to improve their math and communication skills if they are to be successful when they enter one of the vocational programs.

It is also possible to study for the high school equivalency examinations in a General Educational Development program during the day but offered by the T-VI Evening Division.

Full-time students in the Day Division attend classes four to six hours a day. They may also enroll in any additional courses on a space-available basis. Persons not working towards a diploma or certificate may enroll on a part-time basis as special students in specific courses if space is available.

EVENING DIVISION

The Evening Division offers more than 100 Skill Improvement classes to part-time students in business, trade and industrial, health and technical occupations. The Adult Basic Education section includes classes for improvement of written and spoken English, math and GED examination subjects. A citizenship program for aliens is also available.

A Vocational Enrichment Program, providing vocational classes for high school students at their schools after regular school hours, is also sponsored by T-VI's Evening Division.

Admissions Policies

DAY DIVISION

The Institute's Day Division programs are designed for adults who do not have a marketable skill and who are willing and able to go to school 20 to 30 hours per week. To enter the Day Division, a student should be either 18 years of age or a high school graduate. However, persons less than 18 years of age are eligible to apply if they have been excused from compulsory attendance in a secondary school under the provisions of Section 22-12-2 NMSA 1978 as amended.

Most applications for admission to the Day Division are handled on a first-come, first-served, space-available basis. All of the programs have minimum requirements in math and some applicants may need to enter the Preparatory Program to strengthen math skills before beginning a vocational program. Some programs have additional requirements listed with the program descriptions which must be met before the applicant may be admitted to that particular program.

Applicants for two Day Division programs, Practical Nursing and Respiratory Therapy Technician, must complete a special admissions process that is outlined in the Health Occupations section of this catalog.

The main purpose of the admissions process is to help each applicant find a career field in which his or her chances for success are good.

For that reason, an applicant will be *discouraged* from entering a program for which he or she does not meet minimum physical requirements or academic preparation. The applicant will be *denied* admission to a program where a health or physical condition poses a danger to the applicant or to fellow students. In the latter case, the admissions counselor will help the applicant find a program in which the condition will not pose a hazard or prevent the student from doing required assignments.

The admissions process gives first priority to persons who do not have a salable skill. A stu-

dent who has already obtained a salable skill by successfully completing a T-VI program will be admitted to another T-VI career field only after first-priority applicants have been considered. This restriction only applies for 12 months after graduation.

Applicants wanting to enroll for less than 15 hours a week also will be admitted only after first-priority applicants have been considered. Persons wanting less than 15 hours per week are encouraged to consider T-VI Evening Division classes.

A person who does not attend the first two days of classes will be withdrawn automatically as a "no show" and will be re-admitted only if there is still space available in the desired classes.

Late registration, on a space-available basis, is held only through the tenth day of classes.

EVENING DIVISION

Each Evening Division class is numbered and those numbered up to 499 are of a general nature and open to any interested adult or high school sophomore, junior or senior.

Classes numbered 500 and above are the more specialized trade classes, designed for those persons working in the trade, or with experience in that particular field. Therefore, these persons will be given preference during the application 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 the prerequisites. The curriculum will still be designed for those enrolled for vocational reasons. All prerequisites are listed in the Evening Division class schedule section of this catalog.

School Year

T-VI is a year-round school with classes meeting on a trimester basis. Each Day Division trimester contains 75 days of instruction, generally with a 10-day break between trimesters. Most students go to school year-round until they complete their program, although it is possible to take a trimester off if necessary.

During the 1980-81 school year, the Day Division Fall Trimester begins on Sept. 2, the Winter Trimester Jan. 5 and the Summer Trimester on May 4. Evening Division classes generally begin the following week and meet 14 to 15 weeks.

Open-entry programs in the Day Division, such as Sheet Metal, Graphic Arts and Developmental Studies, accept new students at different points throughout the trimester as well as the beginning of the trimester.

The Changing Careers class is offered during the day several times each trimester and at both campuses. A few day programs begin with a new class only once each year. They are Practical Nursing, Respiratory Therapy Technician, Electromechanical Drafting and Electromechanical Technology.

FALL TRIMESTER, 1980

Day Division Classes Begin	September 2
Day Division Late Registration Deadline	September 15
Mid-Trimester Grades Due	October 23
Teacher Inservice (No Classes)	October 24
Holiday	November 26-28
Withdrawal Deadline	December 5
Last Day of Classes	December 19
Trimester Break	December 20-January 4

WINTER TRIMESTER, 1981

Day Division Classes Begin	January 5
Day Division Late Registration Deadline	January 16
Teacher Inservice (No Classes)	February 20
Snow Day (Holiday for students and instructional staff if not used as a make-up day)	February 23
Mid-Trimester Grades Due	February 27
Withdrawal Deadline	April 7
Holiday	April 17
Last Day of Classes	April 22
Trimester Break	April 23-May 3

SUMMER TRIMESTER, 1981

Day Division Classes Begin	May 4
Day Division Late Registration Deadline	May 15
Holiday	May 25
Mid-Trimester Grades Due	June 26
Holiday	July 3-5
Withdrawal Deadline	August 3
Last Day of Classes	August 18
Trimester Break	August 19-31

**Day
Calendar
1980-81**



FALL TRIMESTER, 1980

Early Application Period for Skill Improvement Thru 5 p.m. August 15
 Adult Basic Education Registration (10 a.m.-8 p.m.) August 26 and 27
 Deadline to Pay Fees and/or Buy Books August 29
 Late Application Period (12 noon-8 p.m.) September 2, 4, 10, 11, 15, 16, 17 and 18
 First Day of Classes September 8
 Last Day to Receive Refunds on Books and/or Fees September 19
 Holiday (No Classes) November 26, 27 and 28
 Fall Trimester Ends December 18

WINTER TRIMESTER, 1981

Early Application Period for Skill Improvement Thru 5 p.m. December 12
 Adult Basic Education Registration (10 a.m.-8 p.m.) December 29 and 30
 Deadline to Pay Fees and/or Buy Books January 5
 Late Application Period (12 noon-8 p.m.) January 6, 8, 14, 15, 19, 20, 21 and 22
 First Day of Classes January 12
 Last Day to Receive Refunds on Books and/or Fees January 23
 Holiday (No Classes) February 23
 Winter Trimester Ends April 22

SUMMER TRIMESTER, 1981

Early Application Period for Skill Improvement Thru 5 p.m. April 17
 Adult Basic Education Registration (10 a.m.-8 p.m.) April 28 and 29
 Deadline to Pay Fees and/or Buy Books May 4
 Late Application Period (12 noon-8 p.m.) May 5, 7, 13, 14, 18, 19, 20 and 21
 First Day of Classes May 11
 Last Day to Receive Refunds on Books and/or Fees May 22
 Memorial Day Holiday (No Classes) May 25
 Summer Trimester Ends August 17

**Evening
 Calendar
 1980-81**



How To Enroll

DAY DIVISION

To enroll in T-VI's Day Division, complete these four steps as soon as possible. Some programs fill quickly. If you miss a test date, your admission will be delayed and you may have to wait a trimester or more to get into the program you want.

1. Fill out the application form. Application forms are available at the T-VI reception desks at the Main and Montoya campuses, at most high school counseling offices in the state, at all branches of the Albuquerque Public Library and in this catalog.

You may apply at any time for all but two of the full-time programs (see below). The earlier

you apply, the better are your chances of getting into a program during the trimester you want. Mail or bring your completed application to the T-VI Admissions Office on the Main Campus between 8 a.m. and 5 p.m., Monday through Friday. If you want more information before deciding which program to enter, ask to see an admissions counselor.

The two programs with special application periods are Practical Nursing (Mar. 3, 4 and 5, 1981, from 8 a.m. to noon, for the class that begins September, 1981) and Respiratory Therapy Technician (Apr. 1-30, 1981, for the class which begins in September, 1981). There is only one class admitted each year in these programs.

2. Complete your tests. When you turn in your application, you will be given a program advisement test which takes about 90 minutes. Until you have completed the testing, you cannot complete steps 3 or 4.

3. Have an admissions interview. This will happen right after you have taken the tests. Your counselor will explain the test results and tell you the programs you have qualified to enter. You may also visit with the coordinator of the program you have chosen, if necessary.

4. Pay your fees. This must be done before you are admitted and may be done as soon as the counselor has approved your program. If the program you want is filled for the coming trimester, you will be admitted on a "standby" basis for that trimester and given a reservation for the next trimester when that program has openings.

The fees which must be paid to complete your admission are the \$10 pre-registration fee, which is not refundable; the \$10 textbook deposit, which is refundable; and the personal equipment fee, if any, for the program you are entering.

If your fees are going to be paid directly to the school by a support agency, you must bring a written authorization from that agency in order to complete the admissions process.

Tuition of \$550 per trimester for non-residents does not have to be paid at admission but must be paid before your class registration.

When you have completed all four steps, you will be told when to come for your final registration. Your class schedule will be ready for you at that time. Once you have registered, you will be ready to report to classes on the first day of the trimester.

EVENING DIVISION

Persons who want to take an Evening Division class should submit an application form by the *early application deadline* for the best chance of getting in a class. The names of those applicants will then be placed in classes, or—in the case of popular classes for which there are more applicants than can be admitted—a drawing will be held to decide who will be in the class. Every effort will be made to add classes so that all applicants can be placed. To enter the Evening Division, you must:

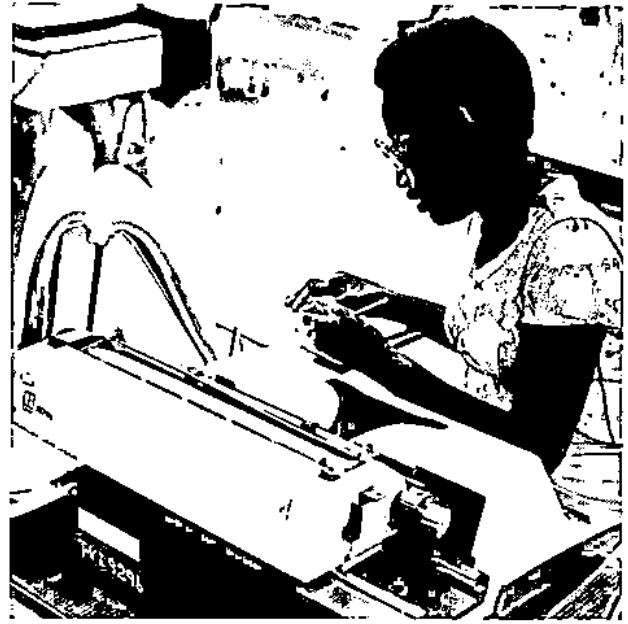
1. **Return one application form for each class you want to take by the *early application deadline* (Fall, Aug. 15; Winter, Dec. 12; Summer, Apr. 17).** Forms may be mailed or delivered to either T-VI campus. Additional forms are available at both campuses and at all branches of the Albuquerque Public Library.

2. **Include the \$3 application fee.** This is paid only once each trimester, regardless of the number of classes that you want to take. It is refunded if T-VI cannot place you in a class that trimester, and you will be told why you could not be placed. Payment by mail may be by check or money order payable to T-VI, or by VISA, Master Charge or Master Card. If you pay with cash, you must pay in person.

3. **Class assignments will be made shortly after the *early application deadline*.** All applicants will be notified as soon as possible by mail about placement in a class, class fees, schedules, bookroom hours and any other necessary information. Persons who cannot be placed in a class because the class was filled will be given first priority for that class the next trimester that it is offered.

4. **Buy textbooks and pay any required fees by the deadline noted in your acceptance letter.** Those dates are **Fall Trimester, Aug. 29; Winter Trimester, Jan. 5; and Summer Trimester, May 4.** If you do not pay your fees, purchase textbooks and return your book/fee card by that deadline, the Evening Division will give your space to someone on the standby list. You will then lose your space in the class and forfeit your \$3 application fee.

5. **If you did not apply during the *early application period*, you may apply during days set as the *late application period*, providing that the class you want still has vacancies.**



Class Size

DAY DIVISION

In the Day Division, if less than 12 persons have applied to begin a program in a certain trimester, the program will be cancelled that trimester. Those applicants will be given first priority the next trimester the program is scheduled.

After a program begins, no required class will be cancelled, regardless of enrollment. However, supporting classes may not be scheduled in a certain trimester if there are not enough applicants to justify the class being offered.

EVENING DIVISION

An Evening Division class will be offered if 15 or more persons are enrolled. Classes may be terminated if less than 10 persons are attending the class regularly. In cases where the class size is limited to a certain number of students, the students will be selected by a lottery.

Charges and Fees

EVENING DIVISION

TUITION: In the Evening Division classes there is no tuition charged to New Mexico residents—including members of the armed forces stationed on active duty in New Mexico and their dependents. Adult Basic Education classes are free to everyone. Persons who have not lived in the state for at least one year before the first day of class must pay tuition of \$24 per class hour per week for each trimester-long class.

BOOKS AND SUPPLIES: All Evening Division students must purchase their own books, except those taking Adult Basic Education classes. Textbook prices are listed in this catalog but they may change during the year.

LABORATORY FEE: In some classes, there is also a laboratory fee which covers the cost of supplies used by the student during the class. This might include things such as welding gases and cash register tapes.

CREDIT CARDS: VISA or Master Card (Master Charge) may be used in the Evening Division.

ALL LABORATORY AND BOOK FEES MUST BE PAID BEFORE THE STUDENT IS ADMITTED TO CLASS.

REFUNDS: Students who withdraw from class during the first two weeks may receive a refund of their textbook and lab fees. The application fee is not refundable, however. Refunds will not be given for textbook that have been damaged or in which the student has written. No refunds are given after the first two weeks of class.

Refunds are not made in cash but rather a check is mailed to the student.

DAY DIVISION

TUITION: There is no tuition for New Mexico residents. Members of the armed forces stationed on active duty in New Mexico and their dependents are considered legal residents.

For non-residents of New Mexico—persons who have not lived in the state for 12 months preceding the first day of class—tuition for a full-time student is \$550 per trimester. For schedules of less than 23 hours per week, tuition is \$24 per hour spent in class each week.

All tuition charges must be paid in full in order to register and receive a class schedule.

Students who have paid tuition and withdraw before the end of a trimester will be refunded the unused part of the tuition.

Payments in lieu of tuition are requested from agencies which are authorized to pay the training expenses of students referred to T-VI.

PRE-REGISTRATION FEE: There is a \$10 pre-registration fee each trimester, which must be paid before the applicant is admitted. Payment of the pre-registration fee reserves the applicant a place in classes only through the close of the final registration day set for new students. Unless the applicant has requested an extension in writing of the reservation beyond the formal registration days for new students, his or her place in classes may be filled by another applicant during the late registration process.

The pre-registration fee is a charge for processing the applicant's admission and is not refunded once it has been paid. A refund of the pre-registration fee will be made only if T-VI cancels an instructional program to which applicants have been admitted.

BOOKS AND SUPPLIES: Textbooks are loaned free to all full-time students, but they have to be paid for if the student loses or damages them. Because of this possibility, students must make a \$10 textbook deposit when they are admitted. The deposit will be refunded when the student returns all the textbooks in reasonable condition when leaving T-VI or if the applicant withdraws before receiving any textbooks. Cost of lost or damaged books or materials are deducted from the deposit, and students are required to re-deposit the \$10 before registering for another trimester.

Students are responsible for buying their own routine school supplies, such as paper, notebooks and pencils.

CREDIT CARDS: T-VI accepts Visa and Master Card credit cards for payment of tuition and fees.

PERSONAL EQUIPMENT FEE: Many programs at T-VI require students to buy personal equipment, such as uniforms in Health Occupations and tool kits in Trades and Technologies. The equipment, purchased by T-VI at the best possible prices, is issued during the early part of the program and becomes the personal property of the student.

Personal equipment fees must be paid in full before the student is admitted. Refunds of the personal equipment fee are made if the applicant withdraws before the equipment has been issued. Once it has been issued, no refund is made.

In some programs, this fee is paid at the beginning of the program only. In other programs, additional equipment fees are required each trimester as the students need to add to their equipment at the advanced levels.

Personal equipment fees for 1980-81 are:

	Trimester I	II	III	IV	V
PREPARATORY	none				
BUSINESS OCCUPATIONS	none				
CULINARY ARTS					
Baking	\$80	\$20			
Quantity Food Preparation	\$80	\$60			
HEALTH OCCUPATIONS					
Nursing Assistant	\$30				
Patient Service Clerk	\$30				
Practical Nursing	\$75				
Respiratory Therapy Technician	\$70				
TECHNOLOGIES					
Civil and Map Drafting	\$35	\$40			
Computer Sciences	none				
Construction Drafting	\$35				
Electromechanical Drafting	\$35				
Electromechanical Technology	\$20				
Electronics	\$20				
Laser Electro-Optic Technology	\$20				
TRADES					
Air-Conditioning, Heating and					
Refrigeration	\$80	\$60	\$60		
Auto Collision Repair	\$80	\$60			
Automotive Service Technician	\$80	\$60	\$60		
Carpentry	\$80	\$60			
Diesel Mechanics	\$90	\$60	\$60	\$60	\$50
Electrical Trades	\$80	\$60			
Graphic Arts	\$25				
Industrial Electrician	\$80	\$60	\$60		
Machine Trades	\$90	\$60	\$60		
Masonry	\$80				
Parts Specialist	\$60				
Plumbing	\$80	\$60			
Sheet Metal	\$80	\$60			
Small Engine Mechanics	\$80	\$60			
Welding	\$80	\$60			

Transfer Credit

TRANSFER COURSE OPPORTUNITIES WITHIN T-VI

A number of Evening Division classes may be applied towards a diploma or certificate in Day Division programs. Departments which have this transfer arrangement are Business Occupations, Technologies and Trades. Evening Division classes which may be transferred to day programs are marked in this catalog with this special symbol: *.

If a student wants to transfer an Evening Division class to the Day Division, he or she must notify the Evening Division instructor of that intention at the beginning of the trimester.

An evening schedule for persons who want to take the Preparatory Program can also be arranged. Interested persons should see a counselor or the Evening Division for details.

UNIVERSITY TRANSFER COURSE OPPORTUNITIES

Graduates of a number of T-VI programs may transfer those programs to the University of Albuquerque or the University of New Mexico and receive credit towards various degrees.

Programs which are accepted by the University of Albuquerque include Accounting, Practical Nursing, Respiratory Therapy Technician, Computer Science and Electronics. T-VI and UNM have agreements for transfer affecting Office Occupations, Electronics, Laser Electro-Optic Technology and Construction Drafting. Arrangements for similar transfer agreements in other programs are currently being discussed.

More information about university acceptance of programs for credit is included in the course description section of this catalog.

General Educational Development (GED)

Interested persons should contact the T-VI Evening Division office to enroll in the program. Office hours are noon to 8:30 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. Friday. Pre-tests are given to determine which classes are needed to help the student prepare for the GED exams.

Both day and evening schedules are available at both Main and Montoya campuses.

DAY SCHEDULE

MTWThF	8:20-11:15 a.m.	T-VI Main Campus
MTWThF	11:20 a.m.-3:15 p.m.	T-VI Main Campus
MTWThF	12 noon-3 p.m.	T-VI Montoya Campus

EVENING SCHEDULE

MTW	7-9 p.m.	T-VI Main or Montoya Campus
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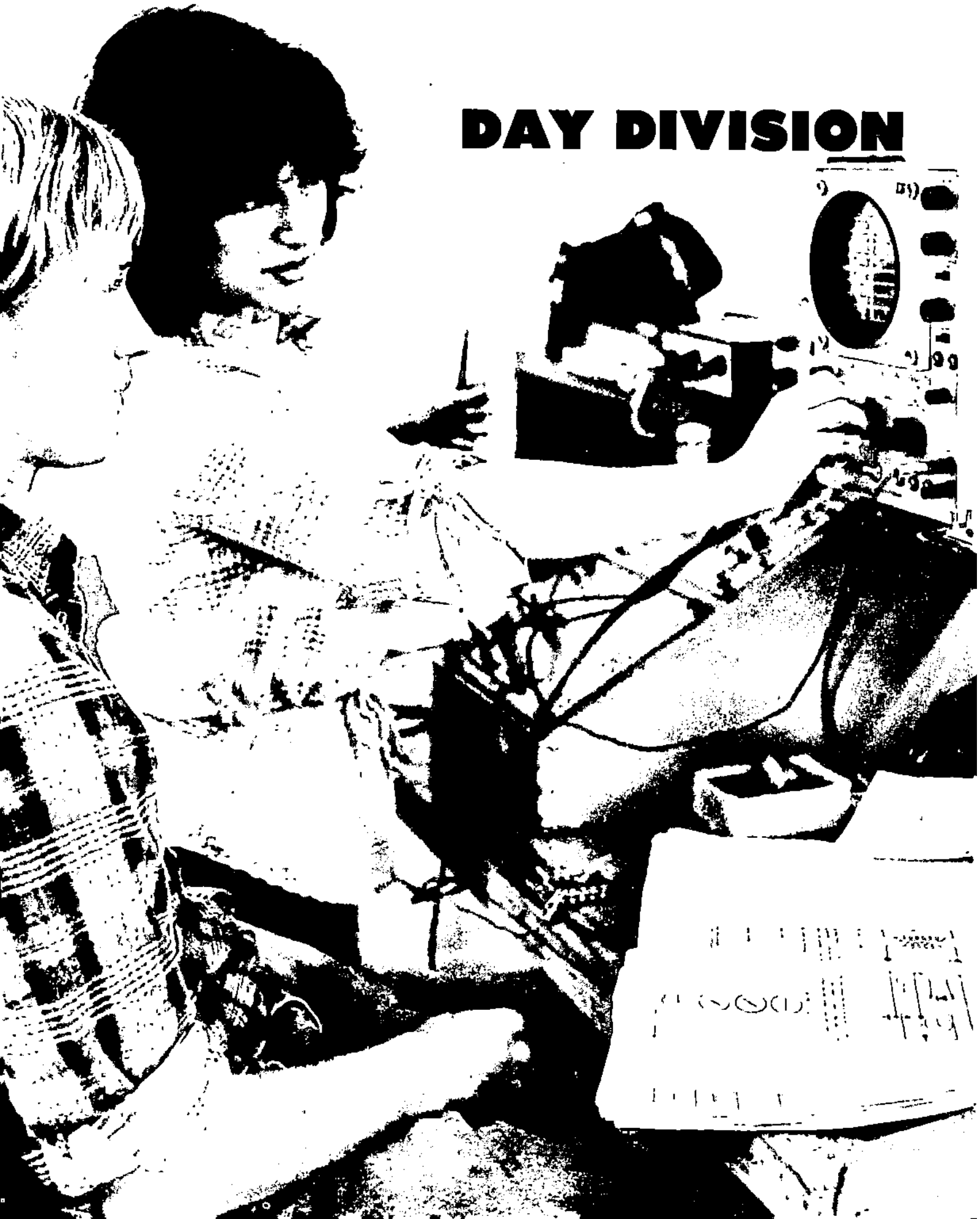
In this program, persons without a high school diploma can prepare for the GED tests, also known as the high school equivalency exam.

Upon successful completion of the five-part exam, the New Mexico State Department of Education issues an official high school diploma which is recognized by colleges and universities, labor unions, state and federal agencies and the armed forces.

There are no registration, book, equipment or testing fees required for the GED preparatory course and the exams are free.

To take the GED exams, a student must be at least 18 years of age, or his or her high school class must have already graduated, or he or she must be excused from attending school in accordance with state law and have a GED state permission form.

DAY DIVISION



DEPARTMENT OF DEVELOPMENTAL STUDIES

Preparatory Program

All vocational programs at T-VI require certain math and communications skills for success. Many persons who apply find that they need to improve those skills before they enter a vocational program.

The Preparatory Program helps these students improve in math and communications so that they can meet the entry requirements in a vocational program.

A number of supporting courses are also offered to help students learn about different job fields. Some of the supporting courses teach skills to help a person be more successful in a job.

Through individual instruction and counseling, students in the Preparatory Program usually are able to enter a vocational program after one trimester, or four months. However, a student may continue in a second trimester of the Preparatory Program if more help is needed.

A student may enter the Preparatory Program anytime during the first 10 weeks of the trimester—or until the classes are full. However, only persons who enter the program at the beginning of a trimester are eligible to receive Veterans Administration benefits.

Graduation requirements for vocational programs are not met through Preparatory Program classes. However, attendance and grades in these classes are recorded on permanent T-VI records.

A full-time schedule in the Preparatory Program is 20 class hours per week.

Students who are under the sponsorship of a specific agency must take at least 20 hours per week to qualify for full benefits. Students may take as many classes as wanted for their personal needs.

Also, students attending T-VI in a vocational program may take any of the courses offered in the Preparatory Program.

Beginning this year, the Preparatory Program is also scheduled at night. More information is available from a counselor or the Evening Division office.

PREPARATORY PROGRAM

<i>Recommended Schedule</i>	<i>Hours/Week</i>
Mathematics	10
Communications	5
Exploratory	5

Students whose reading test scores are low are encouraged to take:

Reading Improvement	5
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Supporting Courses

Conversational English	up to 5
Credit Union Operation	5
Enrichment Cluster	5
How to Study	
Community Services	
Money Management	
Personal Development	
First Aid and Personal Safety	
Spanish for Beginners	
Vocabulary and Spelling Development	
Human Relations	5
Introduction to Typing	5
Operating Your Own Business	5
Thinking Skills Development	5

Changing Careers Class

This five-week class is designed for persons who have spent a considerable amount of time as a homemaker or in another career and who need or want to go to work, change careers or return to school.

The class is offered each trimester and meets two hours each day. To accommodate different schedules, the class is offered at different times of the day. It is offered at both the Main and Montoya campuses.

Any interested person may enroll and space is available on a first-come, first-served basis.

The curriculum deals with the development of a positive self image for persons in transition, a self-assessment of marketable skills, resumé writing, interviewing techniques, a look at the local job market and community resources, and assistance with personal decisions related to vocational and educational choices.

Discussion, testing, counseling and audio-visual resources are all used as aides in the program.

The Changing Careers Program emphasizes the many options a student has such as entering the Preparatory Program, the GED Program, a vocational program at T-VI, other educational programs in the community or a job.

Only charge for this class is the regular \$10 preregistration fee at T-VI.

Reading Lab

The Reading Lab helps students improve reading skills on an individual basis. It is open to all students at T-VI and is especially recommended to those students who have reading problems.

Students may enroll at the lab at any time during the trimester. Upon enrollment, each student is tested on various reading skills and then begins work on only those skills which need improvement. Emphasis in the lab is on those reading skills that are needed in the vocational programs at T-VI.

The lab is located in the Preparatory Building and is open from 8:20 a.m. until 3:15 p.m.



Instructional Materials Center

The Instructional Materials Centers (IMC) include three service areas for use by students, staff and—in some cases—the entire community. They are the Library, Adult Learning Center and Audio Visual Services. Hours are 7 a.m. to 8:45 p.m. weekdays except Friday when they close at 5 p.m. The centers are also open occasionally on weekends.

The IMC at the Montoya Campus will open in January, 1981.

A Professional Development Center for the instructional staff is located in the Main Campus IMC.

LIBRARY SERVICES

Library materials may be checked out Mondays through Fridays between 7 a.m. and 5 p.m. Many kinds of books, pamphlets, maps, newspapers, magazines, encyclopedias and dictionaries are available which contain information, recreation, new ideas, stories of the past, issues of the day and views to the future. Special collections of learning materials are maintained in all vocational subject areas taught at T-VI.

Additional services include personal assistance in locating materials, instruction in how to use the library, study facilities, inter-library loan, a copy machine, magazine back issues and many other types of assistance designed to provide the information you want when you need it.

ADULT LEARNING CENTER

ACL services are offered free of charge to any adult in the community who wants to develop basic education skills.

The centers also contain materials for persons entering a variety of vocational fields.

Audio-visual materials are used extensively and trained personnel are on duty at all times to help a person develop and pursue an individual program of study.

Basic education areas included are Conversational English, GED Preparation, Spelling, English, Mathematics, Beginning Spanish and Human Relations.

The vocational components include audio-visual programs related to Electronics, Accounting, Computer Systems, Sales and Health.

AUDIO-VISUAL SERVICES

These services, used primarily by staff members, provide delivery, set up, instruction and maintenance of a variety of audio-visual equipment. Arrangements may be made through this department for production of video tape television programs, slide presentations, audio tape recordings and for rental of films and other audio-visual materials.





BUSINESS OCCUPATIONS

EVENING DIVISION COURSE SUBSTITUTIONS

Certain courses in T-VI's Evening Division may be substituted for either a supporting or required course in Day Division Business Occupations programs. Students are responsible for telling their Evening Division instructors that they want a class to be counted towards a Day Division diploma.

Classes which may be substituted are marked with a * in the Evening Division course listing. The courses which may be substituted are:

<i>Evening Division Course</i>	<i>Day Division Program</i>	<i>Substitutes for:</i>
Auditing	Accounting	supporting course
Credit Union Accounting	Accounting	supporting course
Beginning Typing	Accounting	required course
Intermediate Typing	Accounting	required course
Personal Lines Insurance	Business Administration	supporting course
	Accounting	
Commercial Lines Insurance	Business Administration	supporting course
	Accounting	
Secretarial Accounting	Office Occupations	required course
Alphabetic Shorthand	Office Occupations	required course
Beginning Shorthand	Office Occupations	required course
Intermediate Shorthand	Office Occupations	required course
Small Business Accounting	Office Occupations	Secretarial Accounting
Beginning Typing and Intermediate Typing (both required)	Office Occupations	Beginning Typing
Business Mathematics	all BOD programs	required course
Electronic Calculators and Filing	all BOD programs	supporting or required
Office Supervision	all BOD programs	supporting course
Small Business Management	all BOD programs	supporting or required
Small Business Law	all BOD programs	supporting or required
Salesmanship	all BOD programs	supporting or required
Introduction to Data Processing	all BOD programs	supporting or required

Saturday Workshops

These workshops are designed to update business skills and are open to any interested person in the community. Most last a full day and a certificate is awarded to those who attend and complete a workshop.

The registration fee for each is \$3, and it is necessary to sign-up in advance for each workshop.

More information is available from the Business Occupations Department at either the Main or Montoya campus.

September 20, 1980	Telephone Etiquette and Techniques
October 18	Word Processing Concepts Business Law Concepts
November 22	Payroll Accounting/ Employee Payroll Taxes
January 24, 1981	Grammar Review Office Supervision

February 28	Business Growth—When To Change Organizational Structure
March 28	Marketing Approaches for the Small Business
May 9	Report Writing
June 13	Written Communications
July 18	Financial Statement Analysis and Business Decisions
	Spelling Tips
August 8	Salesmanship: Professional and Over-the-Counter

Additional workshops will be planned upon request of the community. They can also be tailored to the needs of a specific employer, in which case a contract is negotiated for programs developed exclusively for a single employer.

Business Occupations Learning Center

The BOLC serves T-VI students and members of the general public who want to review or learn a particular subject or skill on an individual basis.

Students may begin using this center at any time during the trimester and stop going to the center when personal objectives have been met. Hours are arranged to suit individual needs.

The center is open from 8 a.m. to 5 p.m. weekdays and from 6:30 p.m. to 8:30 p.m. Monday through Thursday.

A fee of \$10 per course is required of students who are not attending T-VI full-time.

Instruction is offered on new equipment including electronic typewriters, electronic office machines, transcribing machines, text-editing typewriters and audio-visual training equipment.

See page 54 for more information and a description of the subject/skill areas.

SUBJECT/SKILL AREAS

Typing I
Typing II
Typing III
Gregg Shorthand I
Gregg Shorthand II
Shorthand Review
Communications Review
Business Mathematics Fundamentals
Business Mathematics II
Electronic Calculating
Accounting Fundamentals
Records Management
Machine Transcription
Medical Transcription
Legal Transcription
Word Processing
Cash Register Operation
Key-punch Operation

Accounting

4 Trimesters (Main and Montoya)

The Accounting Program is an excellent field for persons who are looking for a career that is a challenge and has the potential for unlimited personal growth. It is one of the largest programs at T-VI and has an excellent record for placement of graduates.

This program begins with the basic principles of bookkeeping and progresses to more complicated accounting theory. The graduate is prepared for entry-level job opportunities ranging from payroll clerk to full-charge bookkeeper. The potential for advancement into jobs with increasing responsibility is good.

The four-trimester program offers up to 1800 hours of instruction.

A diploma is awarded to those students who complete the required 1500 hours of instruction of which 525 hours are laboratory work and 975 are related theory. At least one of the supporting courses must be an accounting specialty. All students are given a proficiency certificate for each course completed.

Students may select any of the supporting courses listed to prepare for their employment goals. At least one supporting course must be an accounting course. Not all courses will be offered each trimester, and a minimum enrollment of 15 students is required for a supporting course to be offered.

Students acquire an employable skill after the successful completion of all courses listed under Trimesters I and II. If a student must leave the program at this point, a bookkeeping certificate is awarded upon request.

Some T-VI Evening Division courses may be substituted for courses in the Accounting Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

A number of the courses taken in this program may be transferred to the University of Albuquerque for credit towards a bachelor or an associate of arts degree in business administration.

Students receiving Veterans Administration education benefits receive only partial benefits

during the supervised work experience in the fourth trimester.

A swing shift is available between 6 and 10 p.m., Monday through Thursday, for persons who want to work toward a diploma during evening hours. A limited number of courses is available and a minimum of 15 students is required for a course to be offered.

ACCOUNTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Accounting Principles Lab I	10
Accounting Math	5
Business Communications I	5
Typing I	5
<i>Trimester II</i>	
Accounting Principles Lab II	10
Principles of Data Processing	5
Business Communications II	5
Typing II (7½ weeks)	5
Electronic Calculators (7½ weeks)	5
<i>Trimester III</i>	
Intermediate Accounting Lab I	10
Tax Accounting	5
Supporting Courses	10
<i>Trimester IV</i>	
Intermediate Accounting Lab II	5
Managerial Accounting	5
Supporting Courses	15
<i>Supporting Courses</i>	
Accounting Systems Design	5
Advanced Accounting	5
Auditing	5
BASIC	5
Business Law	5
Cashiering	5
Cost Accounting	5
Credit Union Operations	5
Governmental Accounting	5
Principles of Economics	5
Principles of Management	5
Supervised Work Experience	10
Records Management* (7½ weeks)	5

*In addition to diploma requirements.

Business Administration

3 Trimesters (Main Campus)

The Business Administration Program is designed to develop the skills, knowledge and attitudes which enable individuals to function in decision-making positions. Business knowledge of a general nature combined with basic accounting skill and special supporting courses prepare students for a variety of job options in the business community.

The three trimester program offers up to 1350 hours of instruction, and a diploma is awarded to those students who complete the required 1125 hours of instruction. All students are given a proficiency certificate for each course completed.

Students may select any of the supporting courses listed which will prepare them for their employment goals. Not all supporting courses are offered each trimester, and a minimum enrollment of 15 students is required for a supporting course to be offered. Also, courses from other programs may be substituted for Business Administration supporting courses with departmental approval.

Some T-VI Evening Division courses may be substituted for courses in the Business Administration Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

This program is not eligible for Veterans Administration benefits.

BUSINESS ADMINISTRATION PROGRAM

Trimester I *Hours/Week*

Accounting Principles Lab I	10
Business Mathematics	5
Introduction to Business	5
Business Communications I	5

Trimester II

Accounting Principles Lab II	10
Principles of Marketing	5
Business Law	5
Supporting Courses	5-10

Trimester III

Principles of Management	5
Financial Analysis	5
Principles of Data Processing	5
Business Communications II	5
Supporting Courses	5-10

Supporting Courses

Financial Counseling (7½ weeks)	5
Consumer Finance (7½ weeks)	5
Electronic Calculators (7½ weeks)	5
Budgeting	5
Independent Study	5
Insurance	5
Human Relations	5
Payroll Preparation	5
Personnel Management	5
Regulatory Agencies	5
Other Supporting Classes	

Distributive Education

1 Trimester (Main)

Persons who want to learn a skill quickly and find a job as soon as possible should consider this cashier-sales program.

It is a course for those preparing for distribution of goods and services to the public, including all retail, wholesale and service occupations. It also is a good place to begin for students who want to explore sales as a possible career.

The cashier-sales laboratory teaches the skills of salesmanship, cash register operation touch system and human relations.

Operational skills are taught on various makes and models of both electro-mechanical and electronic cash registers as well as produce calculating scales.

The 15-week program provides up to 225 hours of classroom instruction and a minimum of 150 hours of Supervised Work Experience with an approved cooperating employer.

Some T-VI Evening Division courses may be substituted for courses in the Business Administration Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

Applicants are admitted to this program at any time during the trimester when there is a vacancy in the class, and students may leave the program upon completion of their training objective. Students who complete the course receive proficiency certificates.

This program is not eligible for Veterans Administration training benefits.

DISTRIBUTIVE EDUCATION PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Cashier-Sales Education	15
Supervised Work Experience	10-20

Fashion Merchandising

2 Trimesters (Montoya)

The Fashion Merchandising Program is a good beginning for men and women interested in selling, buying, planning, promoting and coordinating fashion apparel, accessories and related items. Department stores, retail chains and specialty stores provide job opportunities for persons in sales with a specialized fashion background.

Entry-level jobs range from retail salesworkers to assistant department managers. Some graduates have been promoted to store managers and fashion coordinators.

The fashion lab is equipped with mannequins, various display furniture and related fashion items. Electronic and electro-mechanical cash registers are also used.

Students acquire a basic employable skill upon satisfactory completion of all courses offered first trimester. If a student leaves for a full-time training-related job after this point, a Sales Certificate may be awarded.

The two-trimester program offers up to 900 hours of instruction. To earn a diploma, a student must successfully complete a total of 750 hours of which 300 are laboratory work and 450 are related theory. All students are given a proficiency certificate for each course completed.

Students may select those supporting courses which best prepare them for their employment goals. Not all courses will be offered each trimester, and a minimum enrollment of 15 students is required for a supporting course to be offered.

Some T-VI Evening Division courses may be substituted for courses in the Fashion Merchandising Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

FASHION MERCHANDISING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Principles of Salesmanship Lab	5
Introduction to Business	5
Merchandising Math	5
Sales Communications	5
Visual Merchandising	5
Supporting Courses	0-5
<i>Trimester II</i>	
Fashion Lab	15
Supporting Courses	10-15

Supporting Courses

Advanced Sales Management	5
Basic Accounting	5
Business Law	5
Cashiering	5
Fashion Show Development (7½ weeks)	5
Human Relations (7½ weeks)	5
Men's Fashions	5
Principles of Data Processing	5
Principles of Economics	5
Principles of Management	5
Principles of Marketing	5
Supervised Work Experience	*
Typing I	5

*In addition to diploma requirements.

Medical Records/ Receptionist

1 Trimester (Main Campus)

The Medical Records/Receptionist Program is for persons interested in working in hospitals or other medical facilities as clerks or receptionists. When this program is completed, students are qualified for entry-level positions as medical-record clerks and receptionists.

Students attend class four hours a day, five days a week for fifteen weeks—a total of 300 class hours.

The program includes typing, filing, record-keeping, insurance processing, receptionist duties and human relations.

Instruction is partially individualized so students may concentrate on specific areas to meet individual interests and needs.

Some T-VI Evening Division courses may be substituted for courses in the Medical Records/Receptionist Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

Upon completion of this program, students will receive certificates.

MEDICAL RECORDS/ RECEPTIONIST PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Typing	10
Filing/Recordkeeping/Insurance Processing and Medical Forms	5
Human Relations/Office Procedures	5

Medical Transcription

1 Trimester (Main Campus)

This one-trimester *evening* course is for those who have typing and machine transcription skills and who want to pursue a career as a medical transcriptionist. Registration for the class is through the T-VI Evening Division.

Classroom studies include medical, anatomical and physiological terminology; preparation of reports; and procedures.

Students must register for Medical Transcription in the Business Occupations Learning Center (BOLC) for a minimum of five hours per week while enrolled in this class. There is an additional \$10 cost for use of the BOLC. Hours are arranged to meet students' needs.

In the BOLC, students achieve speed and accuracy in transcribing medical dictation on the most modern equipment available.

Prerequisite: Typing proficiency of 50 wpm
Machine transcription speed of 20 wpm

MEDICAL TRANSCRIPTION PROGRAM

	<i>Hours/Week</i>
Medical Transcription Lab	5
Medical Transcription Terminology and Procedures	5

Office Occupations

3 Trimesters (Main and Montoya)

Career opportunities in office occupations are unlimited. More and more businesses are actively looking for office workers—both men and women—who have the potential to be promoted to administrative positions. The office worker has a choice of many fields in which to work: legal, medical, governmental, technical, service and educational.

Since office workers represent their employers and companies, it is important that persons in this field enjoy working with people. They should also be interested in routine office work.

The Office Occupations Program provides

students with skills through which they can gain employment in receptionist, clerical, clerk-typist and typist positions. In addition, the program offers supporting courses beyond the required courses which qualify graduates for secretarial and stenographic entry positions.

Students acquire an employable skill upon successful completion of the first trimester. If a student withdraws from school for full-time training-related work, a Clerical or Secretarial Certificate may be awarded.

The program provides up to 1125 hours of instruction. An additional 225 hours of supporting courses may be taken. To earn a Diploma in Clerical Occupations, a student must successfully complete 1125 hours of which 450 are laboratory work and 675 are related theory. Those who also complete Transcription (Shorthand III) will receive a Diploma in Secretarial Occupations.

Proficiency certificates are presented to students for each course completed.

Office Occupations labs and classrooms contain modern equipment including electric typewriters exclusively, electronic calculators, transcribing machines, text editing typewriters and individualized learning equipment.

An entering student who has a strong background in clerical or secretarial skills may waive any course by examination and may substitute a more advanced course or add a supporting course.

Upon completion of this program, courses may be transferred to the University of New Mexico for credit towards an associate degree in secretarial studies.

A swing shift is available between 6 p.m. and 10 p.m., Monday through Thursday, for persons who want to work towards a diploma during evening hours. A limited number of courses are available and a minimum of 15 students is required for a course to be offered.

Some T-VI Evening Division Courses may be substituted for courses in the Office Occupations Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

OFFICE OCCUPATIONS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Typing Lab I	10
Office Communications I	5
Business Mathematics	5
Fundamentals of Business	5

Trimester II

Typing Lab II	10
Office Communications II	5
Secretarial Accounting	5
Electronic Calculators (7½ weeks)	5
Records Management (7½ weeks)	5

Trimester III

Typing Lab III	10
Office Communications III	5
Fundamentals of Data Processing	5
Business Relations	5

Supporting Courses

BASIC	5
Business Law	5
Cashiering	5
Principles of Economics	5
Principles of Management	5
Shorthand I	5*
Shorthand II	5*
Transcription (Shorthand III)	5*
Word Processing (7½ weeks)	5

*Required for a Secretarial Diploma. Will be an additional course each day.

Receptionist

1 Trimester (Main Campus)

The Receptionist Program is for persons who have little or no work experience and who are interested in a short job training program. Individuals completing this one-trimester course will qualify for entry-level receptionist jobs.

Students will attend class four hours a day, five days a week, for fifteen weeks, totaling 300 class hours. This course does not qualify for financial aid programs.

Instruction is on the most modern equipment available with course work including typing, electronic calculating, recordkeeping, filing, telephone techniques, human relations and receptionist duties.

Some T-VI Evening Division courses may be substituted for courses in the Receptionist Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

RECEPTIONIST PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Typing	10
Filing/Recordkeeping/Electronic Calculating	5
Human Relations/Office Procedures	5

Refresher Course for Office Workers

1 Trimester, Open-entry/Open-exit (Montoya)

The Refresher Course is for persons who need a review of office skills and procedures in order to go back to work. Students entering this program must have a minimum of two years full-time secretarial or general office experience.

Students may enter this program as space is available and may leave upon completion of their training objective. Students are awarded a proficiency certificate showing their achievements, and special recognition is given those completing the program.

This is an individualized course in which a student progresses at his or her own rate with special emphasis on particular areas that need review and improvement. Students attend class four hours a day, five days a week, for a maximum of 15 weeks, totaling 300 class hours.

Review is in typewriting, shorthand, machine transcription, office machines, English, mathematics, filing, human relations and job preparation.

All work is on the most modern electric typewriters, electronic calculators and dictation equipment.

This program is not eligible for Veterans Administration benefits.

REFRESHER COURSE PROGRAM

	<i>Hours/Week</i>
Typing Review	} 20
Shorthand Review	
Office Machines	
Communications Review	
Business Mathematics Review	
Filing Review	
Human Relations/Job Preparation	

Real Estate

The Real Estate courses are designed for persons currently in real estate careers and allied fields and for those who want to enter the profession. All courses have been approved by the New Mexico Real Estate Commission for licensing and recertification. Classes are not eligible for Veterans Administration benefits.

Classes scheduled on Mondays and Wednes-

Real Estate Practice

Fall: September 15, MW
October 27, MW
September 20, S

Winter: January 12, MW
February 23, MW

Summer: May 11, MW
June 22, MW
May 16, S

Real Estate Law

Fall: September 15, MW
October 27, MW
November 1, S

Winter: January 12, MW
February 23, MW

Summer: May 11, MW
June 22, MW
June 27, S

days or Tuesdays and Thursdays meet from 7 to 9:30 p.m. per session for six weeks. Saturday classes meet from 8 a.m. to 1 p.m. for six consecutive weeks. Beginning dates for each class series in 1980-81 are listed below.

Each class will be offered if 20 or more persons are enrolled. There is a \$3 preregistration fee per trimester plus the cost of a textbook.

Real Estate Appraisal

Fall: September 16, TTh
October 28, TTh

Winter: January 13, TTh
February 24, TTh
January 17, S

Summer: May 12, TTh
June 23, TTh

Real Estate Finance

Fall: September 16, TTh
October 28, TTh

Winter: January 13, TTh
February 24, TTh
March 7, S

Summer: May 12, TTh
June 23, TTh

Real Estate Investment

Fall: September 15, MW
Winter: January 12, MW
January 17, S

Small Business Operation

1 Trimester (Main)

The Small Business Operation program is designed for persons who plan to open a small business and for persons owning or managing a small business who are interested in further training. The program places special emphasis on areas directly affecting the businessman in his or her day-to-day operation. Courses will be tailored to the specific needs of the enrollees.

Some T-VI Evening Division courses may be substituted for courses in the Small Business Operation Program. A list of these transferable courses is at the beginning of the Business Occupations section of this catalog.

All students completing the 300-hour program will be issued a certificate.

This program is not eligible for Veterans Administration benefits.

SMALL BUSINESS OPERATION PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Business Law	5
Retailing/Salesmanship	5
Accounting	5
Management	5



CULINARY ARTS

Baking

2 Trimesters (Main)

This specialty in the food service field prepares persons for jobs as bakers in restaurants, bake shops, bakeries and institutional kitchens, such as schools or hospitals. Persons entering this field should be early-risers since most baking begins early in the morning.

The program meets in a lab, specifically equipped for baking, with ovens, display cases, commercial mixers, doughnut machines, dough dividers, refrigerated display cases, proofing cabinets, dough sheeters.

This eight-month program provides up to 900 hours of instruction of which 600 are laboratory work and 300 hours are supporting courses. Students may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 600 are laboratory work and 225 are related theory.

Baking students must pay an equipment fee of \$80 in Trimester I and \$20 in Trimester II, totaling \$100.

ENTRANCE REQUIREMENTS

1. Must make an acceptable score on a mathematics test.
2. Must be free of chronic allergies to detergents and soap.
3. Health Requirement: To enroll in this program, it is necessary to present a certificate to T-VI stating that the student is free from tuberculosis in a transmissible form. The certificate must be obtained and signed by a licensed physician no more than 90 calendar days prior to the beginning of the program.

BAKING

<i>Trimester I</i>	<i>Hours/Week</i>
Baking Lab I	20
Baking Theory and Merchandising I	5
Food Service Math	5
<i>Trimester II</i>	
Baking Lab II	20
Baking Theory and Merchandising II	5
Supporting Courses	0-5
<i>Supporting Courses</i>	
Basic Accounting Principles	5
Industrial Safety	3
Salesmanship	3

Quantity Food Preparation

2 Trimesters (Main)

The Quantity Food Preparation Program emphasizes nutritional food preparation leading to entry into one of the fastest growing industries as sauté cook after the first trimester or dinner cook upon completion of the full program.

In the first trimester, students learn the fundamentals of food preparation and principles of cookery, use of tools and cleanliness of equipment. During the second trimester, students are taught the cooking, proper care, and refrigeration of foods; fundamentals of baking; background knowledge and basic cutting of meats; and ordering and purchasing procedures.

The program meets in two industrial kitchens designed specifically for teaching. During the program, students also work in restaurant-like settings in two dining rooms and a special service area.

The eight-month program provides up to 900 hours of instruction, of which 600 are laboratory and 300 hours are supporting courses.

A student may leave the program when a training objective has been reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 600 are laboratory work and 225 are related theory.

Graduates of this program are encouraged to enroll in the Baking Program, as space permits. This will give them an additional job skill which may be helpful in their careers.

Quantity Food Preparation students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before the second trimester, totaling \$140.

ENTRANCE REQUIREMENTS

1. Must make an acceptable score on a mathematics test.
2. Must be free of chronic allergies to detergents and soap.
3. Health Requirement: To enroll in this program, it is necessary to present a certificate to T-VI stating that the student is free from tuberculosis in a transmissible form. The certificate must be obtained and signed by a licensed physician no more than 90 calendar days prior to the beginning of the program.

QUANTITY FOOD PREPARATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Sauté Cook Lab I	20
Sauté Cook Theory I	5
Food Service Math	5
<i>Trimester II</i>	
Dinner Cook Lab II	20
Dinner Cook Theory II	5
Supporting Courses	0-5
<i>Supporting Courses</i>	
Basic Accounting Principles	5
Food Garnishment	3
Industrial Safety	3
Stewardship	3



HEALTH OCCUPATIONS

T-VI's Health Occupations Department includes Nursing Assistant, Practical Nursing, Practical Nursing Refresher, Respiratory Therapy Technician and Patient Service Clerk programs. The Practical Nursing Program is sponsored jointly by T-VI and Presbyterian Hospital Center.

Students in all five programs attend classes in the Presbyterian Hospital Health Education Center, 1215 Hazeldine SE. Located at the center is the Helene Fuld Library and Media Center, one of the best health occupations libraries in the area with a large collection of books and films. Learning laboratories are

equipped with hospital furnishings and supplies, respiratory therapy machines and life-like models which provide students the opportunity to practice basic skills needed for their clinical experiences.

Students have supervised patient care and observational experiences at different local health agencies. Among those used are Anna Kaseman Hospital, University of New Mexico/Bernalillo County Medical Center and Mental Health Center, Presbyterian Hospital, St. Joseph Hospital, Veterans Administration Hospital, Hospital-Home Health Care Agency and Visiting Nurse Service.

Applicants for the Nursing Assistant and the Patient Service Clerk programs follow regular T-VI admission procedures and return their applications to the T-VI Main Campus, 525 Buena Vista SE. Both the Nursing Assistant and Patient Service Clerk programs are offered each trimester. A high school diploma or GED is required for Patient Service Clerk applicants.

Practical Nursing and Respiratory Therapy Technician have beginning groups only once a year in the fall and special application forms and procedures are used for both programs. Both programs require a high school diploma or GED to meet the requirements of licensing agencies and health care employers and a basic math prerequisite. The math requirement may be met by scoring at least 90 percent on a basic math exam or completing a basic math course.

Students for these two classes must apply during the specific days scheduled in the spring prior to the beginning of class. Dates, times and locations for application are listed on page 29 for Practical Nursing and page 30 for Respiratory Therapy Technician. There is also a specific time to apply to take the Practical Nursing challenge exam. See page 29.

Graduates of the Practical Nursing and Respiratory Therapy Technician programs may apply to receive transfer credit towards an associate of arts degree at the University of Albuquerque. Details are included in this catalog under the program descriptions for those two programs.

SUMMER CLASSES FOR HEALTH OCCUPATIONS

The first trimester of both the Respiratory Therapy Technician and Practical Nursing Programs is very difficult for most students because much material is covered in a short period of time.

To try to relieve some of the pressures during the first trimester, special summer courses have been scheduled to help students entering the two programs. Basic math is a prerequisite for all accepted Practical Nursing or Respiratory Therapy Technician students who do not pass a basic math test with a score of 90 percent or better. Anatomy and Physiology I is an optional course in the summer for students entering either program in the fall.

Registration for both classes begins June 2, 1981, at the Health Education Center. The cost for one or both classes is the regular \$10 T-VI registration fee.

Anatomy and Physiology I

This class will be offered from 8:30 to 11:30 a.m. on Tuesdays, Wednesdays and Thursdays, June 23 through August 5, 1981. This is the same course that Practical Nursing and Respiratory Therapy Technician students take during the first trimester. Students who successfully

complete the summer course will not have to take it in the fall.

Class size will be limited to 30 people and Practical Nursing and Respiratory Therapy Technician applicants will be given first consideration. Other interested persons may apply and be admitted on a space available basis.

Basic Math

Applicants for Practical Nursing and Respiratory Therapy Technician not scoring 90 percent on a basic math test given before acceptance into the programs must enroll in a basic math class. Course work must include fractions, decimals, percentages, Roman numerals, and ratio and proportion. A course will be offered June 23 through Aug. 5, 1981, in the Health Education Center from 7:30 to 8:30 a.m. Similar courses are offered in the Nursing Assistant Program, T-VI Adult Learning Center, T-VI Drop-in Math Lab, or through the T-VI Developmental Studies Department and will be accepted by the Department of Health Occupations. The basic math test must be passed with a 90 percent score before applicants will be allowed to begin either program.

Nursing Assistant

1 Trimester (Health Education Center)

This program trains students to do nursing skills required for the care and comfort of the sick in hospitals, nursing homes, public health agencies, private medical and dental offices, and in the home.

Persons completing the program successfully will receive certification as Nursing Assistants and Home Health Assistants.

Good communication skills are necessary in the program as well as being able to clean and cook. Applicants are encouraged to have a valid New Mexico driver's license because students must provide their own transportation to the various health care agencies and patients' homes. Since city buses often do not go to all the places students are assigned, students should have access to other transportation.

A \$30 fee covers the cost of the required uniform top and laboratory tests. A watch with a second hand and uniform slacks and shoes are required but not provided.

The 15-week program totals 330 hours of instruction of which 199 are laboratory work and 131 are theory. Nine weeks are spent in the classroom and laboratory followed by six weeks of extensive supervised clinical training in local hospitals and home health agencies. A student attends an average of 22 hours per week throughout the program.

NURSING ASSISTANT PROGRAM

<i>Course Requirements</i>	<i>Total Hours</i>
Nursing Assistant-Home Health	
Assistant Lab and Theory	90
Nutrition Lab and Theory	21
Health Communications	12
Anatomy and Physiology	18
Math	45
Hospital Clinical Experiences	90
Home Health Clinical Experiences	54
Total	330

Patient Service Clerk

10 Weeks (Health Education Center)

The program for Patient Service Clerk, sometimes called ward clerk or service secretary, trains persons to work in a hospital unit. Transcribing physicians' written and verbal orders, answering the telephone and giving information to patients, visitors and staff are typical activities.

Applicants must have a high school diploma or equivalency. They must be able to write clearly and accurately as well as have an ability to speak distinctly to others. Being bilingual in Spanish and English can be helpful. Physical stamina is essential because the job requires moving about quickly and easily in an area of intense activity.

There is a \$30 fee which covers the required uniform top and laboratory tests. Uniform slacks are required but not provided.

The 300-hour program is ten weeks long with six weeks of classroom theory and four weeks of clinical practice in local hospitals. A certificate is awarded upon completion.

The Patient Service Clerk Program is offered each trimester.

This program is not eligible for Veterans Administration training benefits.

PATIENT SERVICE CLERK

<i>Course Requirements</i>	<i>Total Hours</i>
Patient Service Clerk Theory and Lab . . .	204
Patient Service Clerk Clinical Practice . . .	96
Total	300

Practical Nursing

3 Trimesters (Health Education Center)

This program prepares students to care for patients in a variety of health care facilities under the supervision of registered nurses and physicians. Men and women who want to work in a field in which they can provide help to others should find practical nursing a satisfying choice.

The T-VI/Presbyterian Hospital School of Practical Nursing is accredited by the National League for Nursing and approved by the New Mexico State Board of Nursing (NMSBN).

After the completion of the 12-month program, students are eligible to take the state practical nursing license examination given by the NMSBN.

Practical Nursing applicants must have either a high school diploma or equivalency.

Applications for the September, 1981, class will be accepted only between 8 a.m. and noon on Mar. 3, 4 and 5, 1981, and must be made in person at the Health Occupations Center, 1215 Hazeldine SE, by the applicant or a representative.

Because this program is very demanding, and because the number of applicants far exceeds the number of student training positions available, an admissions process is used to establish a Practical Nursing class of 90 students.

One-third of the students selected for the Practical Nursing class will be those scoring highest on the admissions test and having a health occupations background. A second portion of the class will be made up of alternates selected, but not called, for the previous year's class. The last portion of the class will be made up of persons randomly selected by computer from the remaining applicants who meet the requirements of qualifying test scores, having an interview and submitting letters of recommendation.

Required for a diploma are 1350 hours of instruction of which 785 are laboratory work and 565 are theory. Clinical experiences generally have to be scheduled at varying hours so the hours of classes and clinical experiences may change from day to day, and there may be an occasional Saturday class.

Students must be able to attend classes, observations and clinical experiences as scheduled and plan for their own transportation to the agencies and hospitals. The first trimester, or 15-week block, consists of pre-clinical training in nursing skills with related theory courses. The second and third trimesters are spent in classroom and clinical experiences related to medical-surgical nursing for children and adults and maternal-infant nursing.

Practical Nursing requires a once-only \$75 fee which supplies required uniforms, cap and identification tags. It does not cover the cost of an

entrance physical examination, a watch with second hand, uniform shoes, stethoscope, scissors, liability insurance, graduation uniform, graduation pin or state board exam fees.

Liability insurance is required and must be purchased in the first trimester.

There is a Basic Math prerequisite for the program which is met by scoring at least 90 percent on a basic math entrance exam. See the section on summer courses, page 26, for information on basic math classes and labs at T-VI.

After becoming licensed and working one year, graduates of the Practical Nursing Program may apply for the career ladder nursing program at the University of Albuquerque. This program leads to an associate degree in nursing and the opportunity to take the State Board examination to become a registered nurse.

Transfer credits accepted by the U of A from the T-VI/PH School of Practical Nursing are:

Nursing 111	6 credits
Nursing 112	7 credits
Nursing 113	2 credits
Anatomy and Physiology	4 credits
	<hr/>
	19 total credits

Applicants to the U of A program must take a two-hour seminar in August before beginning the program. Interested persons should check with the U of A for additional information and program requirements.

PRACTICAL NURSING PROGRAM

Health Occupations Basic Math is a prerequisite for this program.

<i>Trimester I</i>	<i>Total Hours</i>
*Anatomy and Physiology I	60
Nursing I	163
Nursing Skills Lab and Clinical Experience	195
Dosages and Solutions	32
	<hr/>
Total	450
 <i>Trimester II</i>	
Nursing II	
Clinical Experience	300
Theory	150
	<hr/>
Total	450

Trimester III

Nursing III	
Clinical Experience	100
Theory	50
Nursing IV	
Clinical Experience	100
Theory	50
Nursing V	
Clinical Experience	100
Theory	50
Total	450

*May be taken in summer trimester prior to beginning program.

Practical Nursing Refresher

6 Weeks (Health Education Center)

This six-week course is designed to renew skills of inactive licensed practical nurses, to introduce new trends and procedures and to provide clinical experiences. It was developed to meet the New Mexico State Board of Nursing requirements of license renewal for practical nurses who have not worked in nursing for the past five years. Theory classes and clinical experiences focus on medical and surgical nursing care including pharmacology.

Refresher courses are offered on the basis of demand and need, availability of clinical experiences and qualified faculty. Ten people are admitted to each course. Participants pay a \$10 registration fee plus the costs of required textbooks. No definite dates are set, and interested persons should contact the Health Occupations Department office for more information.

This program is not eligible for Veterans Administration benefits.

Practical Nursing Challenge

Persons with a background in health occupations and the ability to perform basic nursing skills may apply in the Health Occupations Department to challenge portions of the Practical Nursing Program.

Persons must score satisfactorily on the exam and become full-time students for a minimum of 12 weeks.

The challenge examinations are given once a year on the first Tuesday in November. This year, the exam is scheduled Nov. 4, 1980. Applications for challenge will be accepted between Sept. 15, 1980, and Oct. 31, 1980, in the Health Occupations Department, 1215 Hazeldine SE. Application forms are available those dates by visiting the department or calling 243-2844.

If an applicant does not score satisfactorily on the challenge exams, the applicant must take all of the Practical Nursing Program course work to obtain a diploma. Persons may not retake the challenge examinations.

Four tests are given. The first two tests cover primarily first trimester content of the Practical Nursing Program, and applicants must score satisfactorily on the first two tests to take the others. The third and fourth tests cover material taught in the second and third trimesters and are used to determine an applicant's theory and clinical experience needs.

Challenge students are then admitted for residency in the program on the basis of available space in the program, performance on challenge examinations, prior experiences and approval of the faculty.

This residency provides an opportunity for the faculty to evaluate each student's performance. Following this period, the faculty considers a student for graduation, based on how well the student completes the work in the program.

Challenge students accepted into the Practical Nursing Program must submit transcripts of prior education and proof of high school graduation or equivalency. They must also pay the required T-VI fees, purchase their own school uniforms and other needed equipment, and have a physical examination prior to admission.

Challenge students who meet the objectives of the program are considered graduates of the program and are recommended for state board examinations.

Respiratory Therapy Technician

3 Trimesters (Health Education Center)

The Respiratory Therapy Technician Program teaches the special skills required for treatment, management, control and care of patients who have problems breathing. The program is one year long and includes classroom instruction and specialized clinical experiences in local hospitals. It is accredited by the American Medical Association Council on Education.

Applicants must have either a high school diploma or equivalency, and because respiratory therapy involves handling and care of treatment equipment, the applicants must be able to lift materials weighing up to 50 pounds.

The program has a beginning group in the fall trimester only. Applicants for the Sept. 1981, class will be accepted beginning Apr. 1, 1981, until Apr. 30, 1981, or when 125 applications are received.

Because the Respiratory Therapy Program is demanding, and because the number of applicants exceeds the number of student training positions available, an admissions process is used to select a class of 22 Respiratory Therapy Technician students.

The admissions process begins with testing. Those who meet minimum requirements on the test are considered on the basis of past academic records, work experiences, letters of recommendation and interviews.

Respiratory Therapy Technician students pay a \$70 fee when they begin the program. This covers the costs of required uniforms, scissors and identification tags. It does not cover the cost of the school's graduation pin, stethoscope, pre-entrance physical examination or student liability insurance.

Liability insurance is required and must be purchased in the first trimester.

The program totals 1350 hours of instruction of which 885 are laboratory/clinical work and 465 are theory. The clinical experience schedule may vary from day to day but attendance averages 30 hours per week in the program.

Students must provide their own transportation to the clinical facilities.

Health Occupations Basic Math is a prerequisite for the program. This requirement may be met by scoring at least 90 percent on a basic math entrance exam or by completing the class

prior to the beginning of the program in September.

Graduates of the Respiratory Therapy Technician Program may apply for the career ladder respiratory therapist program at the University of Albuquerque. This program leads to an associate degree in respiratory therapy and the opportunity to take the national examination to become a registered therapist.

Transfer credits accepted by the U of A from the T-VI Respiratory Therapy Technician Program are:

Anatomy and Physiology	4 credits
Respiratory Therapy	
Resp 101, 102, 103	14 credits
	<hr/>
	18 total credits

Interested individuals should check with the U of A for additional information and program requirements.

RESPIRATORY THERAPY PROGRAM

Health Occupations Basic Math is a prerequisite for this program.

<i>Trimester I</i>	<i>Total Hours</i>
*Anatomy and Physiology I	60
Chemical and Physical Principles	
of R.T.	75
R.T. Practices and Procedures I	60
R.T. Lab I	115
Clinical Experiences I	140
	<hr/>
	Total 450

<i>Trimester II</i>	
Anatomy and Physiology II	30
Psychosocial Aspects of Patient Care	30
Microbiology and Demonstration Lab.	60
R.T. Practices and Procedures II	15
R.T. Lab II	15
Clinical Experiences II	300
	<hr/>
	Total 450

<i>Trimester III</i>	
Cardiopulmonary Problems	30
Pharmacology	45
Respiratory Therapy Seminar	15
Clinical Experiences III	360
	<hr/>
	Total 450

*May be taken in summer trimester prior to beginning program.



TECHNOLOGIES

EVENING DIVISION COURSE SUBSTITUTIONS

Some Evening Division courses may be applied towards a diploma in a Day Division program. Students must notify their Evening Division instructor at the beginning of the course that they want to transfer the course.

Evening classes which may be transferred to the Computer Science Program are Accounting I, Algebra I and II, Introduction to Data Pro-

cessing, RPG II, ANSI COBOL and Basic Language Programming.

Algebra I and II and Drafting I and II count towards full-time drafting programs.

Electronics I and II, Logic Circuits and Electronics Instruments all apply towards a diploma in the Electronics Program.

All Evening Division courses which transfer to day programs are marked with a

ASSOCIATE OF APPLIED SCIENCE DEGREE

Students who complete all courses required for a diploma in Computer Science, Drafting or Electronics may transfer their T-VI program at no cost to the University of Albuquerque if they become candidates for an Associate of Applied Science degree. The degree will be awarded upon the completion of approximately 23 semester hours of general education requirements specified by the University of Albuquerque.

Students who complete all courses required for a diploma in Electronics or Laser Electro-Optic Technology may transfer their credits at no cost to the University of New Mexico Department of Electrical Engineering if they become candidates for an Associate of Applied

Science degree. The degree will be awarded upon completion of 33 semester hours of general education requirements specified by the University of New Mexico.

Also, a student who completes the T-VI Construction Drafting program may transfer to the University of New Mexico School of Architecture and Planning and receive at least 12 semester hours of credit. Other University of New Mexico courses may be challenged by the student for credit.

Additional information may be obtained from the admissions office of the University of Albuquerque, the University of New Mexico or the T-VI Technologies Department.

Civil and Map Drafting

4 Trimesters (Main)

Civil and Map Drafting provides students with job-entry skills for all phases of surveying, as entry-level cartographers and as design draftsmen. Positions are with surveying, mining, engineering and drafting organizations.

The Civil and Map Drafting Program uses labs that contain modern drafting machines, drafting stations, theodolites, transit levels and electronic distance meters. Also used in the program will be a Wang 2200 minicomputer and a Data General M-60 computer.

To earn a Diploma in Civil and Map Drafting, a student must successfully complete a total of 1605 hours of which 800 are laboratory work and 805 are related theory.

Students must pay a \$35 personal equipment fee before entering the first trimester and an additional \$40 when they enter the second trimester.

CIVIL AND MAP DRAFTING TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Construction Drafting Lab/Theory I	15
Drafting Math I	5-10
Building Materials and Methods I	5
<i>Trimester II</i>	
Cartographic Techniques Lab/Theory	15
Applied Math II for Civil and Map	5
BASIC Computer Programming I	5
Plane Surveying I	6
<i>Trimester III</i>	
Photogrammetric Techniques Lab/Theory	9
BASIC Computer Programming II	5
Surveying and Mapping Techniques	5
Plane Surveying II	6
<i>Trimester IV</i>	
Civil Drafting Lab/Theory	15
Communications	5
Plane Surveying III	6
<i>Supporting Course</i>	
Reading Improvement	5

Computer Science

4 Trimesters (Main)

Persons who are interested in solving information and management problems using computer hardware should consider a career in the field of automated data processing. Graduates of this program are prepared for jobs as business application programmers as the first step in a career in the computer field.

The computers currently being used at T-VI are the Data General M-600, with 512K Memory, two 96MB disk drives, 16 CRT terminals, magnetic tape, line printer and card reader; and an IBM-M-30, 96K Memory, eight 2311 disk drives, two 2401 tape drives, printer, reader; IBM-29 punch; and Univac 1710 keypunches.

The first and second trimesters give the student a sound background in fundamental computer skills used on a wide variety of computer and computer-related equipment. The third and fourth trimesters continue to build computer application skills with a great deal of emphasis on problem solving techniques and the man-machine interface. Minicomputer and main-frame environments are used in teaching five widely used programming languages.

A Data Processing Trainee Certificate is awarded after completion of the first and second trimesters. To earn a diploma, a student must successfully complete a total of 1725 hours ¹⁶⁵⁰ of which 1030 are laboratory work and 695 are related theory. ₇₆₅ 885

Students who complete the full sequence of courses for a Diploma in Computer Science Technology may transfer their T-VI program at no cost to the University of Albuquerque if they become candidates for the Associate of Applied Science degree. The degree will be awarded when approximately 23 semester hours of general education requirements specified by the University of Albuquerque are earned.

Additional information is available from the admissions office of the University of Albuquerque or the T-VI Technologies Department.

COMPUTER SCIENCE PROGRAM

Trimester I *Hours/Week*

ANSI COBOL	10
Introduction to Computers	5
Algebra/Management Math	10

Trimester II

Advanced ANSI COBOL	10
RPG II	5
JCL, Files, Utilites and Sorts	10
Accounting I	5

Trimester III

Assembler	10
Advanced RPG II	5
Systems Analysis I	5
Management Methods I	5
Accounting II	5

Trimester IV

Computer System Software	10
Advanced Programming Techniques	5
Systems Analysis II	5
Supporting Courses	5-10

Supporting Courses

Advanced Extended BASIC	5
BASIC Language Programming	5
Computer Communications and Data Base Theory	5
EDP Business Applications	10
FORTAN IV Programming	5
Management Methods II	5
Reading Improvement	5

Construction Drafting

4 Trimesters (Main and Montoya)

Construction Drafting provides students with job-entry skills as architectural, structural, mechanical and mechanical equipment drafters; estimators; and schedulers. Supporting technical courses are included.

The drafting lab contains modern drafting machines, drafting stations and related equipment.

Only the beginning portion of the program is offered at the Montoya Campus.

To earn a Diploma in Construction Drafting, a student must successfully complete a total of 1725 hours, of which 1050 are laboratory work and 675 are related theory.

A student who completes the Construction Drafting program may transfer to the University of New Mexico School of Architecture and Planning and receive at least 12 semester hours of credit. Other University of New Mexico courses may be challenged by the student for credit.

Students pay a personal equipment fee of \$35 at the beginning of the program.

CONSTRUCTION DRAFTING TECHNOLOGY PROGRAM

Trimester I *Hours/Week*

Construction Drafting Lab/Theory I	15
Applied Construction Math I	5-10
Building Materials and Methods I	5

Trimester II

Construction Drafting Lab/Theory II	15
Building Materials and Methods II	5
Applied Construction Math II	5
Passive Solar Technology	5

Trimester III

Construction Drafting Lab/Theory III	15
Structural Detailing	5
Applied Physics I	5
Civil Drafting Techniques	5

Trimester IV

Mechanical Systems Lab/Theory	15
Construction Analysis	10
Precast Concrete Detailing	5

Supporting Courses

Applied Physics II	5
BASIC Computer Programming	5
Employment Dynamics	5
Pipe Drafting	5
Reading Improvement	5
Any Approved Trades Course	5

Electromechanical Drafting

3 Trimesters (Main)

Electromechanical Drafting is a complex field of drafting for persons with a strong interest in electronics and mechanical design. Graduates are prepared for jobs as electromechanical drafters with a background in conceptual and applied experiences to allow growth and development in typical industrial situations.

This program presents drafting fundamentals in electrical and electronics applications. Also included are specialized mechanical drafting and design concepts.

The lab contains modern drafting stations, drafting machines and other typical drafting equipment.

To earn a diploma, a student must successfully complete a total of 1275 hours of which 825 are laboratory work and 450 theory. A new class is accepted at the beginning of summer trimester.

A personal equipment fee of \$35 is required when entering the program.

ELECTROMECHANICAL DRAFTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electromechanical Assemblies Lab/ Theory	15
Algebra	10

<i>Trimester II</i>	<i>Hours/Week</i>
Electronics Drafting Lab	15
Trigonometry	5
Logic Circuit Fundamentals	5
Basic Electricity and Electronics	5

<i>Trimester III</i>	<i>Hours/Week</i>
Electromechanical Systems Lab/ Theory	10
Introduction to Mechanical and Tool Design	15
Supporting Course	5

Supporting Courses

Applied Physics I	5
BASIC Computer Programming	5
Calculus for Electronics	3
Digital I	5
Digital II	5

Electromechanical Technology

4 Trimesters (Main)

The Electromechanical Technology Program provides the student with job-entry skills to troubleshoot and repair industrial equipment. Upon completion of the program, the student will understand the theory and operation of electrical, electronic, mechanical, pneumatic and hydraulic equipment. Applications covered involve electronic and mechanical, digital computer and solar control circuitry.

The program provides students with job-entry skills as an electronic, electromechanical, digital, energy, control circuitry or microprocessor technician.

To qualify for a Diploma in Electromechanical Technology the student must successfully complete 500 hours of which 402 are laboratory work and 480 are theory. A Certificate of Electromechanical Testing may be awarded after completion of all courses required in the first three trimesters. A detailed proficiency certificate will be given at the completion of the third and fourth trimester. 575
920

All Electromechanical Technology students must pay a personal equipment fee of \$20 at the beginning of the program.

ELECTROMECHANICAL TECHNOLOGY

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics I	15
Electromechanical Math I	5-10
Control Circuitry I	5

<i>Trimester II</i>	<i>Hours/Week</i>
Electronics II	15
Electromechanical Math II	5
Control Circuitry II	10

<i>Trimester III</i>	<i>Hours/Week</i>
Industrial Electronics III	10
Control Circuitry III	10
Hydraulic, Pneumatic, Mechanical Systems I	5
Supporting Courses	0-5

Trimester IV

Industrial Electronics IV	10
Electromechanical-Energy Projects Lab . . .	5
Hydraulic, Pneumatic, Mechanical Systems II	5
Supporting Courses	5-10

Supporting Courses

BASIC Language Programming	5
Calculus for Electronics	3
Computer Systems with Applications	10
Electronics Communications I	10
Electronics Communications II with FCC License Preparation	10
Electronics Instruments	10
Semiconductor Principles and Applications	5

Electronics

4 Trimesters (Main and Montoya)

The Electronics Program allows students to select one of three program options which lead to a number of jobs in the electronics industry.

The *Electronics Technology Option* provides a variety of skills in both analog and digital electronics.

The *Communications Systems Option* offers specialized skills as electronics communications technicians. Emphasis is on analog electronics communications circuits and systems.

The *Computer Systems Option* provides specialized skills as digital electronics technicians. Digital systems used in computers and instrumentation are emphasized. The use of other equipment with the microcomputer provides experience in the applications of digital-to-analog and analog-to-digital converters.

To qualify for a Diploma in Electronics, the student must successfully complete 1725 hours of course work from one of the three program options. A Certificate of Electronics Testing is awarded after completion of all of the required instructional units in the first three trimesters of one of the options.

Completion of 825 hours of course work in

Trimesters I and II, including 600 hours of laboratory and 225 hours of related theory, is required for all Electronics Technology students. These courses provide a strong foundation in both analog and digital circuit principles.

The 900 hours in the third and fourth trimesters are divided evenly between theory and laboratory work.

In addition to 600 hours of required course work from Trimesters III and IV of the Electronics Program, a student must select up to 300 hours of supporting course work. Support courses may be from either the Communication or Digital systems options, or both.

Lab facilities for the Electronics Program contain modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic circuits. Such electronic circuits may be found in communications equipment, computers, electronics instruments or many other electronic devices.

Some supporting courses are offered which may be taken in addition to the required courses. Students are encouraged to take these to broaden their education at T-VI.

Electronics students must pay a personal equipment fee of \$20 before entering the first trimester.

Students who complete the full sequence of courses for a diploma in Electronics may transfer their T-VI program at no cost to the University of Albuquerque if they become candidates for the Associate of Applied Science degree. The degree will be awarded upon the completion of approximately 23 semester hours of general education requirements as specified by the University of Albuquerque.

Or, they may transfer their T-VI program at no cost to the University of New Mexico Department of Electrical Engineering if they become candidates for an Associate of Applied Science degree. The degree will be awarded upon completion of 33 semester hours of general education requirements as specified by the University of New Mexico.

Additional information is available from the admissions office of the University of Albuquerque, the University of New Mexico, or the T-VI Technologies Department.

ELECTRONICS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics I	15
Digital Circuits I	5
Electronics Math I	5-10
 <i>Trimester II</i>	
Electronics II	15
Digital Circuits II	5
Electronics Math II with Circuit Analysis	10
 <i>Trimester III</i>	
Electronics III	15
Semiconductor Principles and Applications	5
<i>Communications Systems Option</i>	
Electronics Communications I	10
<i>Computer Systems Option</i>	
Microcomputer Programming with Interfacing	10
<i>Electronics Technology Option</i>	
Supporting Courses	10

<i>Trimester IV</i>	<i>Hours/Week</i>
Electronics IV	15
Electronics Instruments	5
<i>Communications Systems Option</i>	
Electronics Communication II with FCC License Preparation	10
<i>Computer Systems Option</i>	
Computer Systems with Applications	10
<i>Electronics Technology Option</i>	
Supporting Courses	10
 <i>Supporting Courses</i>	
BASIC Language Programming	5
Calculus for Electronics	3
Electronics Communications I	10
Employment Dynamics	3
Introduction to Microcomputers (without BASIC)	5
Microcomputer Programming with Interfacing	10
Reading Improvement	5
Shop Practices	5

Laser Electro-Optic Technology

4 Trimesters (Main and Montoya)

The emerging technologies of lasers and electro-optics require special training for those persons interested in entering a career in this rapidly growing industry. Lasers and electro-optic devices are used in a variety of areas, including construction and excavation, welding and cutting operations, communications systems, laboratory testing and measurement, data processing, photography, medicine, military and space projects, and research and development.

A \$20 personal equipment fee is required of beginning students.

The entire program leading to a diploma in Laser and Electro-Optic Technology is 1725 hours in length of which 1125 are laboratory work and 600 are related theory.

The facilities include modern classrooms and laboratories containing state-of-the-art lasers, lenses, mirrors and analytical test equipment.

Students who complete Laser Electro-Optic Technology may transfer their T-VI program to the University of New Mexico at no cost if they become candidates for the Associate of Applied Science degree in the Department of

Electrical Engineering. The degree will be awarded upon completion of 33 semester hours of general education requirements as specified by UNM.

LASER ELECTRO-OPTIC TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics I	15
Electronics Math I	5-10
Digital Circuits I	5
 <i>Trimester II</i>	
Electronics II	15
Laser Electro-Optic Technology II	15
 <i>Trimester III</i>	
Electronics III	15
Laser Electro-Optic Technology III	15
 <i>Trimester IV</i>	
Electronics Instruments	10
Laser Electro-Optic Technology IV	20
 <i>Supporting Courses</i>	
BASIC Language Programming	5
FORTTRAN IV Programming	5
Reading Improvement	5
Shop Practices	5



TRADES

Most classes in the trades, the largest skill cluster at T-VI, meet on the Main Campus in classrooms, indoor and outdoor lab spaces, and live work areas. The Graphic Arts Program and an additional Welding laboratory are located at the Joseph M. Montoya Campus. Admissions information on all trades programs is available at either campus.

All of the trades programs accept new students at the beginning of each trimester and two programs—Sheet Metal and Graphic Arts—admit new students every Monday, as spaces become available.

Entrance requirements shared by all of the trades programs are that the applicant be able to lift materials weighing 50 pounds and be free of allergies or health conditions which cannot be controlled and which would endanger his or her own safety or the safety of others. These include allergies to such things as fuels, solvents, detergents, lime or cement products, sheet metal

fluxes or sawdust, depending on the program. Normal color vision and correctable depth perception are required in several programs.

Students are advised that it can be dangerous to wear contact lenses in any area where there are fumes from chemicals, solvents and gases, and in areas where electrical flash may be present. These students should plan to wear regular eyeglasses, rather than contacts, in classes where such hazards exist. All students must wear approved safety glasses in classes where they are required.

Each applicant has an interview with an admissions counselor and may also be interviewed by the program coordinator during the admissions process. The applicant must also make a satisfactory score on the pre-admissions tests to be admitted to the program.

Students in the trades must furnish their own shop clothes appropriate for the program.

Specific Entrance Requirements for Trades Programs

All of the Trades programs have in common two specific entrance requirements. They are that the applicant must make an acceptable score on a mathematics placement test and be able to lift materials and equipment weighing 50 pounds.

Some programs have additional requirements. They are:

AUTO COLLISION REPAIR: Must be free of chronic respiratory diseases.

AUTOMOTIVE SERVICE TECHNICIAN: Must be free of chronic respiratory diseases and allergies to automotive fuels and solvents.

CARPENTRY: Must be free of chronic wood or wood product allergies.

DIESEL MECHANICS: Must be free of chronic respiratory diseases and allergies to diesel fuels and solvents.

ELECTRICAL TRADES: Must have normal color vision.

GRAPHIC ARTS: Must be free of chronic allergies to lubricants, solvents, inks and photographic chemicals; and must have normal color vision.

INDUSTRIAL ELECTRICIAN: Must have normal color vision.

MACHINE TRADES: Must be free of chronic respiratory diseases and allergies to oils, solvents and cutting fluids; must be able to stand on concrete floors for eight to 10 hours per day; and must have depth perception correctable in both eyes.

MASONRY: Must be free of chronic lime or cement product allergies.

PARTS SPECIALIST: Must be free of chronic respiratory diseases and allergies to automotive fuels and solvents; must have correctable vision; and must be able to stand on concrete floors for a prolonged period of time.

PLUMBING: Must be free of chronic respiratory diseases and allergies to plumbing fluxes, oils, glues and plastic compounds.

SHEET METAL: Must be free of chronic respiratory diseases and allergies to sheet metal fluxes and metals.

SMALL ENGINE MECHANICS: Must be free of chronic respiratory diseases and allergies to fuels and solvents.

WELDING: Must be free of chronic respiratory diseases.

EVENING DIVISION COURSE SUBSTITUTIONS

Trades

A number of Evening Division courses may be applied towards a full-time diploma in the Trades Department. Students are responsible for notifying their instructors at the beginning of the course if they want it to count towards a diploma.

Except as noted, the Evening Division courses listed below may be substituted for the course of the same title in the day program.

Automotive Air-Conditioning

Automotive Carburetion

Blueprint Reading for Construction Trades

Plumbing Theory I

Plumbing Theory II

Electrical Trades Theory I

Electrical Trades Theory II

Trades Mathematics

Algebra I and II (both must be completed to substitute for Algebra I in the Day Division)

Electronics I (may be substituted for Control Circuitry)

OPTIONAL TRADES SUPPORTING COURSES AVAILABLE TO ALL T-VI STUDENTS

At least 12 students must sign up for a course and instructional space must be available if it is to be offered. As a result, not all courses are offered each trimester. Most of the courses are offered only at the Main Campus.

Course Title	Hours/Week
Algebra for Trades	3
Applied Physics	5
Basic Metallurgy	2
Concrete Technology	2
Construction Estimating	3
Fundamentals of Electricity	3
Geometry for Trades	3
Industrial Safety	3
Production Planning	2
Solar Applications	2
Strength of Materials and Cost Analysis	5
Systems Design	3
Tooling Applications	2
Trades Drafting*	5
Trigonometry for Trades	3
Welding Skills Improvement*	5

*This course is an open-entry/open-exit program and not eligible for Veterans Administration benefits.

COURSE DESCRIPTIONS

Algebra for Trades (3 Hours/Week)

This course covers basic algebraic manipulation including signed numbers, order of operation, inverse operation, linear equations, straight-line graphs, monomials, polynomials, factoring, algebraic fractions, fractional equations, exponents and quadratic equations.

Applied Physics (5 Hours/Week)

A course in basic physics which will include physical measurement, equations and problem solving as related to forces, vectors, work and energy, simple machines and motion, forces, matter, fluids, temperature and heat, thermal expansion and electricity.

Basic Metallurgy (2 Hours/Week)

Instruction is offered in methods and processes; structure and properties of metal; temperature changes in metal machining; effects of alloying elements; and weights and conversion factors.

Concrete Technology (2 Hours/Week)

Concrete Technology introduces the students to the history, development and present use of concrete in the construction industry. The chemistry of cements is covered in depth. Types of aggregates used in concrete, design and control of concrete, control of concrete mixes, precast concrete and various forming systems are covered.

Construction Estimating (3 Hours/Week)

This course is intended for those students in the building trades who are interested in estimating the amount of material, time and equipment required to complete a construction project.

Fundamentals of Electricity (3 Hours/Week)

This practical course provides instruction in the basic principles of electricity; terminology; electrical components and symbols; schematic reading; conductors; insulators; resistors; Ohm's Law and Watt's Law; series, parallel and series-parallel circuits; alternating and direct current; transformers; and common practices in electrical circuits.

Geometry for Trades (3 Hours/Week)

This course includes geometric construction, geometric solutions, volume, capacity and simple formula manipulation.

Industrial Safety (3 Hours/Week)

This course includes training in the Red Cross Multimedia System and cardiopulmonary resuscitation, for which Red Cross Certification is issued upon successful completion. Occupational safety is stressed.

Production Planning (2 Hours/Week)

This course covers material allocation, method planning, job routing, time and cost estimating, and production planning terms as applied to the metalworking industry.

Solar Applications (2 Hours/Week)

This basic theory course offers instruction in heat collectors, types of storage and use with conventional heating systems.

Strength of Materials and Cost Analysis (5 Hours/Week)

This course covers the mathematics of stresses, forces,

and movements as related to structural members. The course also includes the basic concepts for further study in the design and analysis of structures, with emphasis on stress factors relating to residual and stress raisers. Accuracy and complete cost estimating are included.

Systems Design (3 Hours/Week)

This course includes the study of the design, layout and application of air distribution duct systems for air conditioning. Instructional emphasis is on basic principles of physics, psychrometric theory related to human comfort, the principles of fluid flow and the thermodynamics of the refrigeration cycle.

Tooling Applications (2 Hours/Week)

This course covers care and application of tooling with emphasis on applications to commonly machined materials with high speed steels, carbides, coated carbides and oxides.

Trades Drafting

(Open-Entry/Open-Exit—5 Hours/Week)

Basic drafting skills in mechanical and construction drafting will be emphasized to include basics of working drawings, orthographic projection, drawing layout, symbology, dimensioning, line construction, drawing organization, lettering, neatness and accuracy.

Trigonometry for Trades (3 Hours/Week)

Trigonometric functions of acute angles, right triangles and oblique triangles are covered in this course.

Welding Skills Improvement

(Open-Entry/Open-Exit—5 Hours/Week)

This laboratory practice class includes safety practices, general tools and equipment, sources of heat, operational procedures, metals and their properties, and applications of oxyacetylene and arc welding. It is an open entry/open exit course which will start students at their level of skill and advance them from that point as the time available and the individual's ability permit.

SUPERVISED WORK EXPERIENCE

Supervised work experience is for students who have acquired most of the skills and work attitudes needed to succeed in an entry-level job. In two-trimester programs, students may apply for this option during the final half-trimester; in longer programs, during the final trimester.

This on-the-job experience may be substituted for the laboratory part of a program and is actually a training plan developed by the cooperating employer and the T-VI instructional staff. Before beginning a supervised work experience, the student must have the approval of the instructor, program coordinator, counselor, department chairman and the Associate Director of Student Services.

The supervised work experience option is not eligible for Veterans Administration benefits.

Air-Conditioning, Heating and Refrigeration

3 Trimesters (Main)

The Air-Conditioning, Heating and Refrigeration Program prepares students for successful entry into the installation, maintenance and service field.

With further training offered by employers at the dealer, distributor and mechanical contractor level, the graduate of this program should be able to assist the journeyman mechanic in installing the equipment necessary to complete residential and light commercial projects.

This includes the installation of mechanical equipment and electrical controls; servicing various air-conditioning, heating and refrigeration components; troubleshooting the systems; and performing required preventive maintenance.

In the lab, students are introduced to condensing units, evaporator units, compressors, vacuum pumps, temperature analyzers, ice makers, temperature recorders, transport refrigeration units, volt-ohm-amp meters, domestic heating and cooling equipment, commercial heating and cooling equipment and many other types of equipment used in the industry.

To earn a diploma, a student must successfully complete a total of 1275 hours of which 750 are laboratory work and 525 are related theory.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered.

Air-Conditioning, Heating and Refrigeration students must pay an equipment fee of \$80 before entering the first trimester and \$60 before each additional trimester, totaling \$200.

AIR-CONDITIONING, HEATING AND REFRIGERATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Air-Conditioning, Heating and Refrigeration Lab I	15
Air-Conditioning, Heating and Refrigeration Theory I	5
Air-Conditioning, Heating and Refrigeration Math	5
Control Circuitry I	5

Trimester II

Air-Conditioning, Heating and Refrigeration Lab II	15
Air-Conditioning, Heating and Refrigeration Theory II	5
Air-Conditioning, Heating and Refrigeration Math II	5
Control Circuitry II	5

Trimester III

Air-Conditioning, Heating and Refrigeration Lab III	10
Air-Conditioning, Heating and Refrigeration Theory III	5
Basic Sheet Metal Applications	10
Supporting Courses	0-5

Supporting Courses

Algebra for Trades	3
Applied Physics	5
Basic Metallurgy	2
Blueprint Reading I	5
Industrial Safety	3
Solar Applications	2
Systems Design	3
Trigonometry for Trades	3

Automotive Collision Repair

2 Trimesters (Main)

The Automotive Collision Repair Program prepares a student for entry-level metal or painting employment in the automotive industry. The student should be able to qualify in the area of his or her choice and ability.

The Auto Collision Repair Lab contains sanders, buffers, air chisels, paint sprayers, welding equipment, paint booths, frame machines and many other factory and dealership training units.

In the first trimester, students are given instruction and practical experience in minor body work and basic automotive painting procedures. They are encouraged to specialize as they progress in their training. The quality of work and the flat rate manual are used to determine the student's rating.

The second trimester includes advanced metal and painting. The metal man does more complex removal and replacement of panels and front-end sections, and medium frame and body

damage repair. Quality and flat rate skills are used for evaluating students. The painting area rating is based on quality and the amount of supervision required.

The eight-month program provides up to 900 hours of instruction, of which 675 are laboratory work and 225 hours are supporting courses.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 675 are laboratory work and 150 are related theory.

Automotive Collision Repair students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before the second trimester, totaling \$140. They must also provide their own industrial safety glasses.

AUTOMOTIVE COLLISION REPAIR PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Auto Collision Repair Lab I	20
Auto Collision Repair Theory I	3
Oxyacetylene Welding	5
Auto Collision Repair Math	2
<i>Trimester II</i>	
Auto Collision Repair Lab II	20
Auto Collision Repair Theory II	5
Supporting Courses	0-5
<i>Supporting Courses</i>	
Estimating	2
Fundamentals of Electricity	3
Industrial Safety	3

Automotive Service Technician

3 Trimesters (Main)

The Automotive Service Technician Program helps the student gain the technical knowledge and occupational skills needed to enter the automotive service field.

The program is housed in four working labs specifically designed for automotive front-end alignment, wheel balance, brake service, transmissions service, electrical, tune-up and engine overhaul. The well-equipped labs will introduce the student to modern ignition scopes, alternator-starter testers, transmission and engine dynamometers, wheel balancers, brake lathes, vacuum pumps, distributor testers, compression testers, micrometer calipers, welding equipment, timing lights, pullers and many other types of equipment currently in use in the industry.

Three different specialties, each one trimester long, may be taken in any order provided space is available in the class and specific entrance requirements and prerequisites have been met. An alternative option, Automotive Machinist, is available.

In one specialty, instruction is in the fundamentals of engine operation and construction; engine testing and diagnosis; and engine disassembly, inspection, cleaning, reconditioning, reassembly and check-out.

In another specialty, emphasis is placed on the basics of electricity; tests and operation of batteries and cranking motors; and charging, ignition, fuel, emission control and air-conditioning systems.

During a third trimester, brakes, front suspensions, steering, alignment, transmissions and drive train mechanisms are emphasized.

The Automotive Machinist specialty is available to a limited number of students who have successfully completed Automotive Engines and Engine Systems. The specialty includes elements of Machine Trades modified to include cylinder head machining procedures.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered. To earn a diploma as an Automotive Service Technician, a student must successfully complete a total of 1350 hours, of which 900 are laboratory work and 450 are related theory. An Automotive Machinist diploma may be earned by completing 900 hours, of which 525 are laboratory work.

Automotive Service Technician students must pay an equipment fee of \$80 prior to entering the first trimester and \$60 before each additional trimester, totaling \$200 for the standard program. The equipment fee for the alternative trimester completing the Automotive Machinist program is \$90, totaling \$170 for that specialty.

AUTOMOTIVE SERVICE TECHNICIAN PROGRAM

Carpentry

<i>Specialty I</i>	<i>Hours/Weeks</i>
Automotive Engines and Engine Systems Lab	16
Automotive Engines and Engine Systems Theory	5
Automotive Diagnostic Procedures	4
Supporting Courses	5
<i>Specialty II</i>	
Automotive Electrical and Tune-Up Lab	20
Automotive Electrical and Tune-Up Theory	5
Supporting Courses	5
<i>Specialty III</i>	
Brakes, Front-End Alignment and Drive Trains Lab	20
Brakes, Front-End Alignment and Drive Trains Theory	5
Supporting Courses	5
<i>Automotive Machinist Option</i>	
Automotive Machinist Lab	15
Machine Trades Theory I	5
Machine Trades Math I	5
Blueprint Reading I	5
<i>Supporting Courses</i>	
Algebra for Trades	3
Automotive Air Conditioning**	4
Automotive Emission Control Systems	2
Basic Automotive Math*	3
Basic Tool Application	2
Carburetion	4
Geometry for Trades	3
Industrial Safety	3
Precision Measurement*	2
Trigonometry for Trades	3
*Required for beginning Automotive Service Technician students.	
**Offered during winter and summer trimesters only.	

ENTRANCE REQUIREMENTS

Automotive Machinist Option

1. Must make a score on the mathematics test acceptable for entrance in the Machine Trades program.
2. Must have successfully completed Automotive Engines and Engine Systems or equivalent.
3. Must be recommended for the specialty by an instructor teaching in the Automotive Service Technician program.

2 Trimesters (Main)

The Carpentry Program provides students with practical and realistic job skills to enter the construction industry.

The Carpentry Program meets in a lab specifically designed for carpentry and in an outside livework area. The well-equipped lab includes drill presses, band saws, doweling machine, table saws, a surfacer and many other types of equipment used in industry.

During the first trimester, the fundamentals of residential framing and tools of the trade are taught. In the second trimester, emphasis is placed on interior finish, finish carpentry, basic construction and installation of cabinets, millwork and estimating.

The eight-month program provides up to 900 hours of instruction, of which 450 hours are laboratory experiences and 450 are supporting courses.

A student may leave the program when a training objective has been reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 450 are laboratory work and 375 are related theory.

Carpentry students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before the second trimester, totaling \$140. They must also provide their own carpenter's overalls or nail apron.

CARPENTRY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Carpentry Lab I	15
Carpentry Theory I	5
Carpentry Math I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Carpentry Lab II	15
Carpentry Theory II	5
Blueprint Reading II	2
Carpentry Math II	3
Supporting Courses	0-5
<i>Supporting Courses</i>	
Algebra for Trades	3
Concrete Technology	2
Construction Estimating	3
Industrial Safety	3
Solar Applications	2

Diesel Mechanics

4½ Trimesters (Main)

This program prepares students for one of the fastest growing career fields in New Mexico. It provides students with the technical knowledge and skills needed to find employment in the trucking, heavy equipment, and mining industries. Job projections, both statewide and nationally, show that a great number of new mechanics will be needed in this field in the future.

The program meets in five working labs designed for diesel mechanics activities. In the labs, students are introduced to modern fuel injection calibration stands, engine dynamometers, transmission testing equipment, starter tester, alternator/generator tester, a number of the most widely-used diesel engines, manual and automatic transmissions, and related equipment.

In the first trimester, students learn basic engine block design; component parts disassembly, inspection, and reassembly; diesel engine accessories; introduction to diagnosis and troubleshooting; and injection system component replacement.

The second through fourth trimesters of instruction are optional in sequence. A student may take Engine Overhaul, Drive Trains, and Electrical and Hydraulics Systems in order of preference, depending on the availability of spaces in each class. Students must successfully complete all of these courses plus a half trimester of Fuel Injection in order to receive a diploma.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered in the program. To earn a diploma, a student must successfully complete a total of 1837 hours of which 1140 are laboratory work and 697 are related theory.

Diesel Mechanics students must pay an equipment fee of \$90 before entering the first trimester, \$60 before each optional sequence trimester, and \$50 before the Fuel Injection trimester, totaling \$320. They must also provide their own industrial safety glasses or goggles.

DIESEL MECHANICS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Diesel Engine Principles and Accessories Lab	15
Diesel Engine Principles and Accessories Theory	5
Basic Blueprint Reading	3
Basic Diesel Math	5
Precision Measurement	2
 <i>Engine Overhaul Trimester</i>	
Diesel Engine Overhaul Lab	20
Diesel Engine Overhaul Theory	5
Basic Tool Application	5
 <i>Drive Train Trimester</i>	
Diesel Transmission, Final Drives, Clutches and Brakes Lab	15
Diesel Transmission, Final Drives, Clutches and Brakes Theory	5
Oxyacetylene Welding	5
Supporting Courses	0-5
 <i>Electrical, Hydraulics, and Air-Conditioning Trimester</i>	
Diesel Electrical and Hydraulics Systems Lab	16
Diesel Electrical and Hydraulics Systems Theory	5
Air-Conditioning and Transport Refrigeration Lab	4
Supporting Courses	0-5
 <i>Trimester V (7½ weeks)</i>	
Diesel Fuel Injection Lab	20
Diesel Fuel Injection Theory	5
Supporting Courses	0-5
 <i>Supporting Courses</i>	
Algebra for Trades	3
Applied Physics	5
Basic Metallurgy	2
Diesel Math and Physics*	5
Geometry for Trades	3
Industrial Safety	3
Parts Procedures (7½ weeks only)*	2
Technical Report Writing (7½ weeks only)*	3
Trigonometry for Trades	3
Welding Skills Improvement	5

*Required for Diploma in Diesel Mechanics.

Electrical Trades

2 Trimesters (Main)

This program provides students with entry-level skills for employment in the construction industry and related electrical trades as an electrician trainee.

Electrical Trades is housed in a working lab, specifically designed for residential electrical work, which includes volt-ohm-amp meters, rotary hammers, hydraulic knock-out punches, power-actuated fastening tools, door openers, single phase motor controls, conduit benders and other equipment used in the industry.

During the first trimester, the fundamentals of installing residential electrical wiring, use of tools and equipment, and electrical codes are taught. In the second trimester, emphasis is on installation of electrical services for appliances and special equipment, calculating service entrances, application of codes, estimating electrical materials, and job planning and coordinating.

The eight-month program provides up to 900 hours of instruction, of which 450 hours are laboratory and 450 hours are supporting courses.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 450 are laboratory work and 375 are related theory.

Electrical Trades students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before the second trimester, totaling \$140.

ELECTRICAL TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electrical Trades Lab I	15
Electrical Trades Theory I	5
Electrical Math I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Electrical Trades Lab II	15
Electrical Trades Theory II	5
Blueprint Reading II	2
Electrical Math II	3
Supporting Courses	0-5

Supporting Courses

Algebra for Trades*	3
Construction Estimating	3
Industrial Safety	3
Solar Applications	2

*Recommended for students considering a future apprenticeship program.

Graphic Arts

2 Trimesters (Montoya)

This program teaches the entry-level skills for jobs in the offset printing industry or in-plant print/duplication shops. Instructional units are assigned on an individual basis and each unit may have specific prerequisites. For example, only students who can type may take the type-setting unit. Good spelling is required for the proofreading unit.

The program accepts new students every Monday, as spaces become available. However, students receiving Veterans Administration benefits must enter the program at the beginning of the trimester.

The program meets in a lab which includes copy cameras, electrostatic master makers, platemakers, line-up and finishing tables, paper cutters, standard and automatic offset presses, duplicators, headliners, bindery machines, type-setting machines and other equipment used in the industry.

The eight-month program provides up to 900 hours of instruction. To earn a diploma, a student must successfully complete a total of 750 hours of which 600 are laboratory work and 150 are related theory.

When students leave the program, they receive a rating sheet listing the skills mastered.

Graphic Arts students must pay an equipment fee of \$25 before entering the first trimester.

GRAPHIC ARTS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Graphic Arts Lab and Theory	25
Supporting Courses	0-5
<i>Trimester II</i>	
Graphic Arts Lab and Theory	25
Supporting Courses	0-5

Supporting Courses

Industrial Safety	3
Typing I*	5
Typing II*	5

*Offered through special scheduling in Business Occupations Learning Center (BOLC).

Industrial Electrician

3 Trimesters (Main)

The Industrial Electrician program provides students with entry-level skills for employment in maintenance or industrial electrician specialties.

The program is housed in a well-equipped lab which includes industrial motor control systems; electric heat, emergency lighting, fire alarm and low-voltage lighting control panels; burglar alarm circuits; a troubleshooting trainer; and many other types of equipment used in the industry.

To earn a diploma, a student must successfully complete a total of 1200 hours of which 525 are laboratory work and 675 are related theory.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered.

Industrial Electrician students must pay an equipment fee of \$80 prior to entering the first trimester and an additional \$60 before each additional trimester, totaling \$200. They must also provide their own shop clothing and industrial safety glasses or goggles.

INDUSTRIAL ELECTRICIAN PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Industrial Electrician Lab I	15
Industrial Electrician Theory I	5
Industrial Electrician Math I	5
Blueprint Reading I	5

Trimester II

Industrial Electrician Lab II	10
Industrial Electrician Theory II	5
Industrial Code Requirements	5
Industrial Electrician Blueprint Reading ...	2
Industrial Electrician Math II	3
Supporting Courses	0-5

Trimester III

Industrial Electrician Lab III	10
Industrial Electrician Theory III	5
Industrial Control Systems	5
Applied Physics	5
Supporting Courses	0-5

Supporting Courses

Algebra for Trades*	3
Construction Estimating	3
Geometry for Trades	3
Industrial Safety	3
Trigonometry for Trades	3

*Recommended for students considering a future apprenticeship program.

Machine Trades

3 Trimesters (Main)

The Machine Trades Program qualifies students for job entry as machine tool operators.

Students learn the fundamental operations of all machines, and it is possible to specialize in drilling machine set-up and operations in the first trimester. During the second and third trimesters, students may specialize on at least one type of machine in addition to continuing to develop skills on others. The specialization may include lathes, milling and grinding machines.

Machine Trades classes meet in a well-equipped lab where students are introduced to micrometer calipers, height transfer micrometers, surface plates, taper micrometers, gauge blocks, plug gauges, snap gauges, drill presses, hand saws, engine lathes, milling machines, tool and cutter grinders, universal cylindrical grinders, numerical controlled equipment and many other types of equipment used throughout the metal working industry.

To earn a diploma, a student must successfully complete a total of 1290 hours of which 675 are laboratory work and 615 are related theory.

A student may leave the program when a training objective has been reached and receive a rating sheet detailing the skills mastered.

When the cooperating employer is paying the student for the optional supervised work experience offered during the third trimester, students receiving Veterans Administration or other support agency benefits may not be eligible for benefits.

Machine Trades students must pay an equipment fee of \$90 before entering the first trimester and \$60 before each additional trimester, totaling \$210. Students must also provide their own industrial safety glasses or goggles.

MACHINE TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Machine Trades Lab I	15
Machine Trades Theory I	5
Machine Trades Math I	5
Blueprint Reading I	5

<i>Trimester II</i>	
Machine Trades Lab II	15
Machine Trades Theory II	5
Blueprint Reading II	5
Machine Trades Math II	5

<i>Trimester II</i>	
Machine Trades Lab III	15
Machine Trades Theory III	5
Machine Trades Math III	3
True Position Dimensioning	3
Supporting Courses	0-4

<i>Supporting Courses</i>	
Algebra for Trades	3
Applied Physics	5
Basic Metallurgy	2
Industrial Safety	3
Numerical Control Programming Applications*	5
Production Planning	2
Tooling Applications	2
Trigonometry for Trades	3

*Recommended for advanced Machine Trades students.

Masonry

1 Trimester (Main)

The Masonry Program teaches the skills and practices needed to enter the construction field as a mason. In the one-trimester program, students learn the fundamentals of masonry and masonry machines. Advanced masonry skills, such as chimneys, fireplaces, arches, floors and estimating are available.

The indoor lab includes power finishers, mortar mixers, concrete mixers, floats, tampers and other types of equipment used in the industry.

The four-month program provides 450 hours of instruction of which 300 hours are laboratory experiences and 150 hours are related theory.

Additional supporting courses may be taken.

A student may leave the program when a skill level is reached which enables him or her to get a job. A rating sheet is provided at that time detailing the skills mastered. A certificate is awarded to those students who complete all of the required instructional units in the program.

Masonry students must pay an equipment fee of \$80 before entering the program.

MASONRY PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Masonry Lab	20
Masonry Theory	5
Masonry Math	3
Blueprint Reading	2

<i>Supporting Courses</i>	
Concrete Technology	2
Geometry for Trades	3
Industrial Safety	3
Solar Applications	2

Parts Specialist

2 Trimesters (Main)

The Parts Specialist Program prepares students for entry-level employment in the four phases of parts sales: shipping and receiving, stocking, inventory control and counter sales.

Plumbing

Also included are some secondary areas such as outside parts sales, inventory supervision, inventory purchasing and control, management of satellite store parts sales and office manager.

The Parts Specialist lab is set up like a live store and makes parts distribution for student use in related mechanical programs at T-VI.

The lab includes catalogs, microfiche, calculators, cash registers, receipt machines and many other types of equipment used in the industry.

In the first trimester, students learn catalog use through practical experience, parts sales organization, shipping and receiving, stocking procedure, inventory control and counter sales.

The second trimester is on an open-exit basis, meaning that students may leave the program when a training objective is reached. During this trimester, the major parts supply areas of auto collision, and automotive and diesel mechanics are stressed.

The eight-month program provides up to 900 hours of instruction, of which 600 hours are laboratory and 300 hours are supporting courses.

A student may leave the program when a skill level is reached which enables him or her to get a job. A rating sheet is provided at that time detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 600 are laboratory work and 225 are related theory.

Parts Specialist students must pay an equipment fee of \$60 before entering the first trimester.

PARTS SPECIALIST PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Parts Specialist Lab I	20
Parts Specialist Theory I	5
Counter Procedures	5
<i>Trimester II (Open-Exit)</i>	
Parts Specialist Lab II	20
Parts Specialist Theory II	5
Supporting Courses	0-5
<i>Supporting Courses</i>	
Basic Accounting Principles	5
Basic Tool Applications	3
Industrial Safety	3
Principles of Data Processing	5

2 Trimesters (Main)

The Plumbing Program provides the technical knowledge and occupational skills necessary to enter the plumbing industry.

The program meets in a lab designed for plumbing work which includes pipe threading machines, soldering machines, propane torches, power sewer cleaners, welding machines and many other types of equipment used in industry. Students also work on plumbing projects in an outdoor construction area.

During the first trimester, instruction is in the fundamentals of layout, assembly and installation; alteration and repair of piping systems; manipulative skills; and tools of the trade. Emphasis in the second trimester is on layout rigging; planning and coordinating the job; application of codes; and installation of water, soil and vent lines.

The eight-month program consists of 900 hours of instruction, of which 450 hours are laboratory experiences and 450 hours are supporting courses.

A student may leave the program when a training objective has been reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 450 are laboratory work and 375 are related theory.

Plumbing students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before the second trimester, totaling \$140.

PLUMBING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Plumbing Lab I	15
Plumbing Theory I	5
Plumbing Math I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Plumbing Lab II	15
Plumbing Theory II	5
Blueprint Reading II	3
Supporting Courses	2-5
<i>Supporting Courses</i>	
Construction Estimating	3
Control Circuitry	3
Industrial Safety	3
Solar Applications	2

Sheet Metal

2 Trimesters (Main)

The Sheet Metal Program equips students with the technical knowledge and skills needed for satisfactory performance in layout, fabrication, installation and maintenance of sheet metal work for heating, ventilating and solar applications.

The program meets in a lab designed for sheet metal fabrication which contains slip rolls, the rotex punch, brakes, lockformers and many other types of equipment used in the industry.

During the first part of the program, students learn sheet metal processes performed with hand, bench, cutting and layout tools. At the advanced level, emphasis is on sheet metal machines and accessories, pattern development and sheet metal applications.

New students may begin the program every Monday as spaces become available and a student may leave the program when a skill level is reached which enables him or her to get a job. However, only persons who enter the program at the beginning of a trimester are eligible to receive Veterans Administration benefits. The entire program is two trimesters in length.

The program provides up to 915 hours of instruction, of which 600 are lab work and 315 are supporting courses. Instruction is based on projects or units which require certain skills.

To earn a diploma, a student must successfully complete all required instructional units, a total of 825 hours of which 600 are laboratory work and 225 are related theory.

Sheet Metal students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before entering the second trimester, totaling \$140.

SHEET METAL PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Sheet Metal Lab I	20
Sheet Metal Theory I	5
Sheet Metal Math I	3
Blueprint Reading I	2
<i>Trimester II</i>	
Sheet Metal Lab II	20
Sheet Metal Theory II	5
Supporting Courses	0-6

Supporting Courses

Construction Estimating	3
Industrial Safety	3
Solar Applications	2
Systems Design	3

Small Engine Mechanics

2 Trimesters (Main)

The Small Engine Mechanics Program provides job-entry technical knowledge and skills through an instructional program based on the rapidly expanding small engine repair field.

The Small Engine Mechanics lab introduces students to chain saws, two- and four-cycle mower engines, multiple cylinder air-cooled engines, outboard motors, valve grinding machines, hones, test instruments and other types of equipment used in the industry.

In the first trimester, students learn the use of hand tools, two- and four-cycle engines, ignition and starting systems, and engine tune-up procedures. Included in the second trimester are small engine troubleshooting; two- and four-cycle engine overhaul; use of specifications, manuals and microfiche; and reduction, lower units and clutches on construction support equipment and recreational vehicles.

The eight-month program provides up to 900 hours of instruction, of which 600 hours are laboratory and 300 hours are supporting courses.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered. To earn a diploma, a student must successfully complete a total of 825 hours of which 600 are laboratory work and 225 are related theory.

Small Engine Mechanics students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before entering the second trimester, totaling \$140.

SMALL ENGINE MECHANICS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Small Engine Mechanics Lab I	20
Small Engine Mechanics Theory I	5
Small Engine Mechanics Math I	3
Precision Measurements	2

Trimester II

Small Engine Mechanics Lab II	20
Small Engine Mechanics Theory II	5
Supporting Courses	0-5

Supporting Courses

Diesel Support Engines	5
Electrical Accessories	5
Industrial Safety	3

Welding

3 Trimesters (Main and Montoya)

The Welding Program qualifies students for entry-level employment in the metals processing industry.

Welding is housed in working labs designed for welding which include rectifier and resistance machines, induction power supplies, power shears, semiradiograph, hardness testers, dye penetrant and tensile testing.

During the first trimester, students study and practice acetylene and shielded metal arc welding. In the second trimester, shielded metal arc is continued and instruction is given in gas tungsten arc and gas metal arc welding. During the third trimester, emphasis is on welding qualifications, fabrication, pipe welding and materials testing.

A diploma is awarded to those students who complete 1275 hours of instruction of which 675 are laboratory work and 600 are related theory.

Specific welding certification is the goal of each trimester.

A student may leave the program when a training objective is reached and receive a rating sheet detailing the skills mastered.

All laboratory courses require operator qualification examinations. Supporting courses require examinations in each area supporting laboratory work.

Welding students must pay an equipment fee of \$80 before entering the first trimester and an additional \$60 before entering the second trimester, totaling \$140.

WELDING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
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Welding Lab I	15
Welding Metallurgy I	5
Welding Math I	5
Blueprint Reading I	5

Trimester II

Welding Lab II	15
Welding Metallurgy II	5
Welding Math II	5
Blueprint Reading II	5

Trimester III

Welding Lab III	15
Welding Metallurgy III	5
Inspection and Quality Control	5
Supporting Courses	0-5

Supporting Courses

Algebra for Trades	3
Applied Physics	5
Blueprint Reading III	5
Industrial Safety	3
Strength of Materials and Cost Analysis	3
Trigonometry for Trades	3

Drop-In Math Lab

The Drop-In Math Lab is on the Main Campus in S-121 with hours from 8 a.m. to 5 p.m. Monday through Friday. Tutoring and individual study programs are available in basic arithmetic, fractions, decimals, percent, business math applications, precision measurement, algebra, plane geometry and trigonometry as well as binary, octal and hexadecimal number systems.

Courses in algebra, plane geometry and trigonometry may be scheduled on an individual basis and completed for credit toward a certificate program.

A special audio-visual series on everyday life—including 50 units on subjects such as apartment leases, taxes, maps, supermarket shopping and jury duty—provides interesting material for students to apply and improve their reading, writing, listening and computational skills.



EVENING DIVISION

ADULT BASIC EDUCATION

Persons who want to take an Adult Basic Education class should begin by registering at either T-VI campus on one of the ABE registration days (Aug. 26-27, Dec. 29-30 and Apr. 28-29) between 10 a.m. and 8 p.m.

At that time, an Evening Division counselor will help persons find the right class for their needs and schedules. Counselors are also available during the trimester at both campuses from noon to 9 p.m. weekdays except Friday, when hours are until 5 p.m.

Textbooks are furnished free to students on a check-out basis. There are no fees for these classes because they are provided by federal funds through the New Mexico State Department of Adult Basic Education.

Persons or groups who are interested in additional ABE classes in the community should contact the Evening Division. It may be possible for T-VI to provide ABE classes at locations not listed here.

NOTE: These Conversational English classes are for persons who do not speak English or who are beginning to learn to speak English. Most of the class work is in speaking and listening although some written work is given. In addition to textbooks, tape recorders and other audio-visual equipment are used.

✓ 101-B: BEGINNING CONVERSATIONAL ENGLISH

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MW	7-9 p.m.	T-VI Montoya Campus

✓ 101-I: INTERMEDIATE CONVERSATIONAL ENGLISH

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
TTh	7-9 p.m.	T-VI Montoya Campus

✓ 101-A: ADVANCED CONVERSATIONAL ENGLISH

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MW	7-9 p.m.	T-VI Montoya Campus

✓ 102-B: BEGINNING ENGLISH GRAMMAR

Fall-Winter-Summer

MW	7-9 p.m.	T-VI Main Campus
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✓ 102-A: ADVANCED ENGLISH GRAMMAR

Fall-Winter-Summer

TTh	7-9 p.m.	T-VI Main Campus
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✓ 103: COMBINATION BASIC MATHEMATICS-ENGLISH-SPELLING

Fall-Winter-Summer

TTh	7-9 p.m.	T-VI Main Campus
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✓ 104: BASIC MATHEMATICS

Fall-Winter-Summer

MW	7-9 p.m.	T-VI Main Campus
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✓ 107-B: BEGINNING READING IMPROVEMENT AND SPELLING

Fall-Winter-Summer

MW	7-9 p.m.	T-VI Main Campus
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✓ 107-I: INTERMEDIATE READING IMPROVEMENT AND SPELLING

Fall-Winter-Summer

MW	7-9 p.m.	T-VI Main Campus
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✓ 107-A: ADVANCED READING IMPROVEMENT AND SPELLING

Fall-Winter-Summer

TTh	7-9 p.m.	T-VI Main Campus
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✓ 108: GED REVIEW IN WRITING SKILLS, MATHEMATICS, SCIENCE, SOCIAL STUDIES AND READING SKILLS

Fall-Winter-Summer

MTWThF	8:20-11:15 a.m.	T-VI Main Campus
	12:20-3:15 p.m.	T-VI Main Campus
	12-3 p.m.	T-VI Montoya Campus
MTW	7-9 p.m.	T-VI Main Campus
		T-VI Montoya Campus

PREREQUISITE: Students registering for the GED prep class must achieve at least a seventh grade level on the Test of Adult Basic Education (TABE) or another test selected by T-VI. This test will be administered before students are assigned to a class. **STUDENTS WILL BE ASSIGNED TO GED CLASSES ONLY WHEN THEY HAVE TAKEN THE PRE-GED TEST.** Students not qualifying for the GED prep class will be recommended for pre-GED classes or classes offered by the Evening Division.

NOTE: Students should register for daytime GED classes at either campus between noon and 8:30 p.m. Monday through Thursday or between 8 a.m. and 4:30 p.m. on Friday.

✓ 109: CITIZENSHIP FOR ALIENS

Fall-Winter-Summer

TTh	7-9 p.m.	T-VI Main Campus
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SKILL IMPROVEMENT

☼ = transfers to a T-VI Day Division program

✓ SK110: ACCOUNTING I
Fall-Winter

MW 7-9 p.m. Highland
T-VI Main Campus
T-VI Montoya Campus
Valley High
TTh 7-9 p.m. Del Norte High
T-VI Main Campus
T-VI Montoya Campus

Summer

MW or TTh 7-9 p.m. T-VI Main Campus
T-VI Montoya Campus

TEXTS: College Accounting, 10th Ed.—\$12
Workbook A511—\$3.75
Boyd's Clothiers Practice Set—\$6.25

✓ SK111: ACCOUNTING II
Fall-Winter

MW 7-9 p.m. Highland High
T-VI Main Campus
TTh 7-9 p.m. T-VI Montoya Campus

Summer

MW 7-9 p.m. T-VI Main Campus
TTh 7-9 p.m. T-VI Montoya Campus

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

TEXTS: College Accounting, 10th Ed.—\$12
Workbook A521—\$3.75
Holling & Renz Practice Set—\$6.75

✓ SK112: ACCOUNTING III
Fall-Winter

MW 7-9 p.m. Highland High School
TTh 7-9 p.m. T-VI Montoya Campus

Summer

TTh 7-9 p.m. T-VI Montoya Campus

PREREQUISITE: Completion of Accounting II or equivalent

TEXTS: College Accounting, 10th Ed.—\$12
Workbook A531—\$3.75
B. J. Patrick Manufacturing Company Practice Set—\$7

☼ ✓ SK113: AUDITING
Fall-Winter

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Accounting I, II and III or equivalent

TEXTS: Principles of Auditing, 6th Ed.—\$13.50
Audit Problem: Metalcraft, Inc.—\$8.50
Working Papers—\$2.50

☼ ✓ SK114: SECRETARIAL ACCOUNTING
Fall-Winter

MW 7-9 p.m. T-VI Main Campus
TTh T-VI Montoya Campus

TEXTS: Accounting Essentials for Career Secretaries, 4th Ed.—\$7
Working Papers—\$3.75
Wesley R. Baker Practice Set—\$5.50

✓ SK115: INCOME TAX ACCOUNTING
Fall

MW 7-9 p.m. Highland High School

Winter

TTh 7-9 p.m. T-VI Montoya Campus

PREREQUISITE: Completion of a double entry book-keeping cycle

LAB FEE: \$5

☼ ✓ SK117: CREDIT UNION ACCOUNTING
Fall-Winter

MW 7-9 p.m. T-VI Main Campus

PREREQUISITE: Knowledge of the double entry book-keeping system

TEXT: Student Study Guide and Practice Set for Credit Union National Associate, Inc.—\$9

✓ SK118: PAYROLL ACCOUNTING
Fall-Winter

TTh 7-9 p.m. T-VI Main Campus

TEXT: Payroll Records and Accounting—\$9

☼ ✓ SK120: BUSINESS MATHEMATICS
Fall-Winter

MW 7-9 p.m. T-VI Main Campus

TEXT: College Business Mathematics—\$12.50

✓ SK125: BUSINESS ENGLISH
Fall-Winter-Summer

TTh 7-9 p.m. T-VI Main Campus

TEXT: College English and Communication, 3rd Ed.—\$13

✓ SK126: BUSINESS WRITING
Fall-Winter

MW 7-9 p.m. T-VI Main Campus

TEXT: Business English and Communication, 5th Ed.—\$8.50

✓ **SK130: PUBLIC SPEAKING**
Fall-Winter

MW 7-9 p.m. T-VI Main Campus
TEXT: Speaking in Public—\$7.75

✓ **SK139: LEGAL SECRETARY**
Fall

MW 7-9 p.m. T-VI Main Campus
PREREQUISITE: Proficiency of at least 50 wpm in typing and 50 wpm in shorthand
TEXT: Handbook for the Legal Secretary—\$12

☼ ✓ **SK145: PERSONAL LINES INSURANCE**
Fall-Winter

W 7-9 p.m. T-VI Main Campus
PREREQUISITE: Must be able to type 30 wpm

☼ ✓ **SK146: COMMERCIAL LINES INSURANCE**
Fall-Winter

M 6:30-9:30 p.m. T-VI Main Campus
NOTE: Students must supply their own rating manual.

✓ ☼ **SK150: ELECTRONIC CALCULATORS AND FILING**
Fall-Winter

MW 7-9:30 p.m. T-VI Main Campus
 TTh 7-9:30 p.m. T-VI Montoya Campus

Summer

MW 7-9:30 p.m. T-VI Main Campus
PREREQUISITE: Must be able to type 20 wpm by the touch method
LAB FEE: \$6
TEXTS: Electronic Calculators and Office Machines—\$5.75
 Records Management—\$8
 Records Management Lab Materials—\$8

✓ ☼ **SK156: ALPHABETIC SHORTHAND**
Fall-Winter

MW 7-9 p.m. T-VI Main Campus
 TTh 7-9 p.m. T-VI Montoya Campus

Summer

MW 7-9 p.m. T-VI Main Campus
TEXTS: Stenoscript ABC Shorthand—\$8
 Student Workbook—\$4

✓ ☼ **SK160: BEGINNING SHORTHAND**
Fall-Winter

MW 7-9:30 p.m. Highland High School
 T-VI Main Campus
 Valley High
 TTh 7-9:30 p.m. Del Norte High
 T-VI Montoya Campus

(Continued in next column.)

Summer

MW 7-9:30 p.m. T-VI Main Campus
 TTh 7-9:30 p.m. T-VI Montoya Campus

PREREQUISITE: Must be able to type 20 wpm by the touch method or be taking a class in typing

TEXTS: Gregg Shorthand for Colleges, Vol. 1, DJS, 2nd Ed.—\$12.25
 Workbook, Vol. 1—\$4.75
 Student Transcript, Vol. 1—\$4

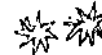
✓ ☼ **SK161: INTERMEDIATE SHORTHAND**
Fall-Winter

MW 7-9:30 p.m. T-VI Main Campus
 TTh 7-9:30 p.m. Del Norte High School

Summer

MW 7-9:30 p.m. T-VI Main Campus
PREREQUISITE: A beginning class in shorthand; must be able to type 20 wpm by the touch method

TEXTS: Gregg Shorthand for Colleges, Vol. 2, DJS, 2nd Ed.—\$12.25
 Workbook, Vol. 2—\$4.75
 Student Transcript, Vol. 2—\$4



✓ ☼ **SK162: TRANSCRIPTION AND SPEEDBUILDING SHORTHAND**

Fall-Winter

MW 7-9 p.m. T-VI Main Campus
PREREQUISITE: A proficiency of at least 45 wpm in typing and 70 wpm in shorthand
TEXTS: Gregg Transcription, DJS, 2nd Ed.—\$7.50
 Workbook—\$3.50
 Student Transcript—\$3.50

✓ **SK164: TYPING-SHORTHAND REVIEW**
Fall-Winter-Summer

TTh 7-9:30 p.m. T-VI Main Campus
PREREQUISITE: Minimum of one year of typing and one year of shorthand experience

TEXTS: College Typewriting, 9th Ed.—\$10.25
 Refresher Course in Gregg Shorthand—\$8.50

☼ ✓ **SK165: BEGINNING TYPING**
Fall-Winter

MW 7-9:30 p.m. Highland High
 T-VI Main Campus
 T-VI Montoya Campus
 Valley High
 TTh 7-9:30 p.m. Del Norte High
 T-VI Main Campus
 T-VI Montoya Campus

(Continued on next page.)

Summer

MW	7-9:30 p.m.	T-VI Main Campus T-VI Montoya Campus
TTh	7-9:30 p.m.	T-VI Main Campus T-VI Montoya Campus

TEXT: College Typewriting, 9th Ed.—\$10.25

✓ **SK175: BANK TELLER***Fall-Winter*

MW	7-9 p.m.	T-VI Montoya Campus
TTh	7-9 p.m.	T-VI Main Campus

TEXT: Teller World—\$11

✓ **SK166: INTERMEDIATE TYPING***Fall-Winter*

MW	7-9 p.m.	Highland High T-VI Montoya Campus
TTh	7-9 p.m.	T-VI Main Campus

Summer

MW	7-9 p.m.	T-VI Montoya Campus
TTh	7-9 p.m.	T-VI Main Campus

PREREQUISITE: The ability to type at least 20 wpm by the touch system and background knowledge of manuscript and tabulation typing

TEXTS: College Typewriting, 9th Ed.—\$10.25
Lab Materials, Part 2—\$5.25

✓ **SK167: ADVANCED TYPING***Fall-Winter-Summer*

TTh	7-9 p.m.	T-VI Main Campus
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PREREQUISITE: The ability to type at least 40 wpm by the touch system and background knowledge of manuscripts with footnotes, tabulation typing with subheadings, column headings and outline typing

TEXTS: College Typewriting, 9th Ed.—\$10.25
Lab Materials, Part 3—\$5.25

✓ **SK170: OFFICE SUPERVISION***Fall-Winter*

Th	7-9 p.m.	T-VI Main Campus
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LAB FEE: \$4

✓ **SK172: HUMAN RELATIONS AND PERSONNEL DEVELOPMENT***Fall*

MW	7-9 p.m.	T-VI Main Campus
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TEXT: Human Relations—\$12.50

✓ **SK173: HUMAN RELATIONS AND SUPERVISION***Winter*

MW	7-9 p.m.	T-VI Main Campus
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PREREQUISITE: Human Relations and Personnel Development

TEXT: Practical Human Relations—\$13.25

✓ **SK180: SMALL BUSINESS MANAGEMENT***Fall-Winter-Summer*

MW	7-9:30 p.m.	T-VI Main Campus
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TEXT: How to Organize & Operate a Small Business—\$12.75

✓ **SK181: SMALL BUSINESS ACCOUNTING***Fall-Winter-Summer*

MW	7-9 p.m.	T-VI Main Campus
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TEXT: Accounting Principles & Practices, Module I—\$7.75

✓ **SK 182: SMALL BUSINESS LAW***Fall-Winter-Summer*

TTh	7-9:30 p.m.	T-VI Main Campus
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TEXT: College Law for Business—\$7.75

BUSINESS OCCUPATIONS LEARNING CENTER

The BOLC serves T-VI students and members of the public who want to review or learn a particular subject or skill on an individual basis.

Students may begin using this center at anytime during the trimester and stop going to the center when personal objectives have been met. Hours are arranged to suit individual needs.

The center is open from 8 a.m. to 5 p.m. weekdays and 6:30 to 8:30 p.m. Monday through Thursday. There is a BOLC located at both Main and Montoya campuses.

A fee of \$10 per course is required of students who are not attending T-VI full-time.

Instruction is conducted using new equipment which includes electric typewriters, electronic office machines, transcribing machines, text-editing typewriters and audio-visual equipment.

SUBJECT/SKILL AREAS**Accounting Fundamentals**

(Prerequisite: Business Mathematics II or Placement Test) A basic understanding of accounting principles and their application is provided in this course.

Business Mathematics Fundamentals

This review of fundamental arithmetic operations builds speed and accuracy. The percentage formula for solving business problems is included.

Business Mathematics II

(Prerequisite: Placement Test) The mathematics of interest, marketing, payroll and taxes are covered.

Cash Register

Cash register operation and procedures for handling cash, checks and credit card transactions are covered.

Communications Review

Instruction is in grammar, spelling and punctuation.

Electronic Calculating

Skill is developed on electronic calculators.

Gregg Shorthand I

All theory and brief forms are learned leading to the ability to read, write and transcribe Gregg Shorthand.

Gregg Shorthand II

(Prerequisite: Ability to write Gregg Shorthand at 60 words per minute and transcribe into mailable form) Theory and brief forms are reviewed with emphasis on dictation and transcription.

Shorthand Review

This course is for students who have typing and Gregg or ABC shorthand skills but need review and speedbuilding.

Typing I

Students with no prior formal typing courses are encouraged to enroll in a typing class for techniques before entering this skill area. The keyboard and basic techniques are reviewed and mechanics, letters and tabulation are taught.

Typing II

(Prerequisite: Typing I or Placement Test) This continuation of Typing I emphasizes speed, accuracy and tabulation.

Typing III

(Prerequisite: Typing II or Placement Test) This continuation of Typing II provides more complex production tasks including abstracted tables, line justification and secretarial projects.

Keypunch

Skill is developed on the alpha-numeric keyboard and emphasis is placed on the program card.

Machine Transcription

Instruction in the use of transcribing machines to prepare mailable business correspondence is provided.

Medical Transcription

(Prerequisite: Machine Transcription) This area develops familiarity with medical terminology and transcription.

Legal Transcription

(Prerequisite: Machine Transcription) Legal terminology, forms and transcription are included.

Records Management

This area provides basic principles of filing.

Word Processing

(Prerequisite: Demonstrated English and typing skills) Training is on text-editing, magnetic keyboard typewriters with emphasis on the capabilities and mechanics of the machines.

SK410: CASHIERING

Fall-Winter

M or T or W 6:30-9:30 p.m. T-VI Main Campus

Summer

M or T 6:30-9:30 p.m. T-VI Main Campus

LAB FEE: \$6

TEXTS: Crown Supermarket—\$2.25
Marketing Math—\$4.75

SK411: SALESMANSHIP

Fall

MW 7-9 p.m. T-VI Main Campus

TEXT: Professional Selling—\$13

SK412: MARKETING AND RETAILING

Winter

MW 7-9 p.m. T-VI Main Campus

TEXT: Marketing Principles—\$13

SK416: FASHION CONCEPTS AND MERCHANDISING

Fall

TTh 7-9 p.m. T-VI Montoya Campus

TEXT: Introduction to Fashion Merchandising—\$13.25

SK430: REAL ESTATE PRACTICE

Fall

MW 7-9:30 p.m. T-VI Main Campus

TTh 7-9:30 p.m. T-VI Montoya Campus

S 8 a.m.-1 p.m. T-VI Main Campus

Winter

MW 7-9:30 p.m. T-VI Main Campus

TTh 7-9:30 p.m. T-VI Montoya Campus

Summer

MW 7-9:30 p.m. T-VI Main Campus

S 8 a.m.-1 p.m. T-VI Montoya Campus

NOTE: Evening classes meet for six weeks beginning:

Fall: Sept. 8, Oct. 20

Winter: Jan. 12, Mar. 2

Summer: May 11, June 29

Saturday classes meet for six weeks beginning:

Fall: Sept 13

Summer: May 16

TEXTS: Real Estate Principles and Practices—\$15

New Mexico Real Estate Manual—\$3.50

Reference Book—\$4.25

SK431: REAL ESTATE LAW

Fall

MW 7-9:30 p.m. T-VI Main Campus

TTh 7-9:30 p.m. T-VI Montoya Campus

S 8 a.m.-1 p.m. T-VI Main Campus

(Continued on next page.)

Winter

MW 7-9:30 p.m. T-VI Main Campus
TTh 7-9:30 p.m. T-VI Montoya Campus

Summer

MW 7-9:30 p.m. T-VI Main Campus
S 8 a.m.-1 p.m. T-VI Montoya Campus

NOTE: Evening classes meet for six weeks beginning:
Fall: Sept. 8, Oct. 20
Winter: Jan. 12, Mar. 2
Summer: May 11, June 29

Saturday classes meet for six weeks beginning:
Fall: Oct. 25
Summer: June 27

TEXT: Real Estate Law—\$14.50

✓ **SK432: REAL ESTATE APPRAISAL***Fall*

MW 7-9:30 p.m. T-VI Montoya Campus
TTh 7-9:30 p.m. T-VI Main Campus

Winter

MW 7-9:30 p.m. T-VI Montoya Campus
TTh 7-9:30 p.m. T-VI Main Campus
S 8 a.m.-1 p.m. T-VI Montoya Campus

NOTE: Evening classes meet for six weeks beginning:
Fall: Sept. 8, Oct. 20
Winter: Jan. 12, Mar. 2

Saturday classes meet six weeks beginning:
Winter: Jan. 17

PREREQUISITE: Completion of Real Estate Practice

TEXT: The Appraisal of Real Estate—\$15.50

✓ **SK433: REAL ESTATE FINANCE***Fall*

TTh 7-9:30 p.m. T-VI Main Campus

Winter

TTh 7-9:30 p.m. T-VI Main Campus
S 8 a.m.-1 p.m. T-VI Montoya Campus

NOTE: Evening classes meet for six weeks beginning:
Fall: Sept. 9, Oct. 21
Winter: Jan. 13, Mar. 3

Saturday classes meet for six weeks beginning:
Winter: Feb. 28

PREREQUISITE: Completion of Real Estate Practice

TEXT: Essentials of Real Estate Finance—\$20.50

✓ **SK434: REAL ESTATE INVESTMENT***Fall-Winter*

MW 7-9:30 p.m. T-VI Montoya Campus

NOTE: Classes meet for six weeks beginning:
Fall: Sept. 8, Oct. 20
Winter— Jan. 12, Mar. 2

PREREQUISITE: Completion of Real Estate Practice and Real Estate Law

TEXT: Essentials of Real Estate Investment—\$20

✓ **SK450: MEDICAL OFFICE ASSISTANT, ADMINISTRATIVE***Fall-Winter*

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Must have filing skills and type at least 40 wpm

TEXTS: Medical Office Assistant, Administrative and Clinical—\$16
Medical Terminology—\$9

✓ **SK451: MEDICAL OFFICE ASSISTANT, CLINICAL***Fall-Winter*

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Must type at least 40 wpm

TEXTS: Medical Office Assistant, Administrative and Clinical—\$16
Medical Terminology—\$9

✓ **SK452: HOSPITAL WARD CLERK***Fall-Winter-Summer*

MW 7-9 p.m. T-VI Montoya Campus

PREREQUISITE: High School Diploma or equivalent

TEXTS: Being A Ward Clerk—\$6.50
Medical Terminology—\$9

✓ **SK453: MEDICAL TRANSCRIPTION***Fall-Winter*

MW 7-9 p.m. T-VI Main Campus

PREREQUISITE: Typing speed of 50 wpm
Machine transcription speed of 20 wpm

TEXT: Basic Sciences for Health Occupations—\$12.50

✓ **SK590: EMERGENCY MEDICAL TECHNICIAN***Fall-Winter-Summer*

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

LAB FEE: \$20.50

TEXTS: Emergency Care of the Sick & Injured—\$7.50
Workbook—\$2.50

Answer Key—\$2.50

Basic Training Course for Emergency Medical Technicians—\$4

✓ **SK599: PHARMACOLOGY***Fall*

MW 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of a Licensed Practical Nursing course or related work experience

TEXT: Basic Pharmacology—\$7.50

☼ ✓ **SK350: TRADE MATHEMATICS**
Fall-Winter
 MW 7-9 p.m. Highland High School
TEXT: General Trade Math—\$11.50

☼ ✓ **SK351: ALGEBRA I**
Fall-Winter
 MW 7-9 p.m. Highland High School
 TTh 7-9 p.m. T-VI Montoya Campus
 T-VI Main Campus

Summer
 MW 7-9 p.m. T-VI Montoya Campus
 TTh 7-9 p.m. T-VI Main Campus
TEXT: Fundamentals of Algebra—\$9.50

☼ ✓ **SK352: ALGEBRA II**
Fall-Winter-Summer
 MW 7-9 p.m. T-VI Main Campus
PREREQUISITE: Completion of Algebra I
TEXT: Fundamentals of Algebra—\$9.50

✓ **SK356: TRIGONOMETRY**
Fall-Winter
 MW 7-9 p.m. T-VI Main Campus
PREREQUISITE: Completion of Algebra I
TEXT: Basic Technical Mathematics with Calculus—\$16.50

✓ **SK595: PLANE SURVEYING THEORY**
Fall-Winter
 TTh 7-9 p.m. T-VI Main Campus
NOTE: Students must provide their own calculator with engineering functions.
PREREQUISITE: Completion of Trigonometry or equivalent
TEXT: Principles of Surveying, 2nd Ed.—\$12.50

☼ ✓ **SK360: ELECTRONICS I**
Fall-Winter-Summer
 MW 6:30-9:30 p.m. T-VI Main Campus
 TTh 6:30-9:30 p.m. T-VI Montoya Campus
 T-VI Main Campus
PREREQUISITE: Completion of Algebra I or equivalent
LAB FEE: \$6
TEXTS: Basic Electronics—\$15.50
 Lab Manual—\$7.50

✓ **SK361: ELECTRONICS II**
Fall
 TTh 6:30-9:30 p.m. T-VI Main Campus
Winter-Summer
 MW 6:30-9:30 p.m. T-VI Montoya Campus
 TTh 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics I or equivalent
LAB FEE: \$6
TEXTS: Basic Electronics—\$15
 Lab Manual—\$7.50

✓ **SK362: ELECTRONICS III**
Fall-Winter-Summer
 MW 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics I and II or equivalent
LAB FEE: \$6
TEXTS: Transistor Circuits Approximations—\$14.50
 Lab Manual—\$8.50

✓ **SK363: ELECTRONICS IV**
Fall
 MW 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics III or equivalent
LAB FEE: \$20
TEXT: Electronic Communication—\$14.50

✓ **SK364: LOGIC CIRCUITS**
Winter-Summer
 TTh 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics II or equivalent
LAB FEE: \$6
TEXTS: Practical Digital Electronics—An Introductory Course—\$10.50
 Practical Digital Electronics Laboratory Workbook—\$10.50

✓ **SK365: INTEGRATED CIRCUITS**
Fall
 TTh 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics III or equivalent
LAB FEE: \$6
TEXT: Integrated Circuits and Semi-conductor Devices—\$14.50

✓ **SK366: TELEVISION SERVICING**
Winter
 MW 6:30-9:30 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electronics I, II and III or equivalent
TEXTS: Basic Television, Theory and Servicing—\$9.50
 TV Symptom Diagnosis—\$8

✓ **SK367: ELECTRONICS INSTRUMENTS AND MEASUREMENTS**

Fall

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Electronics II or equivalent

TEXT: Instruments and Measurements for Electronics—\$14.50

✓ **SK368: FCC FIRST OR SECOND CLASS LICENSE PREPARATION**

Winter

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Minimum of three years of experience in the radio communication field; or Electronics I, II, III and IV or equivalent; or an expired First or Second Class License

TEXTS: First Class Radiotelephone License Handbook—\$8
Second Class Radiotelephone License Handbook—\$8

✓ **SK369: INTRODUCTION TO MICROCOMPUTERS**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Logic Circuits

LAB FEE: \$6

TEXTS: 8080A Software Design—\$8
8080A Bug Book—\$8.50

✓ **SK370: DRAFTING I**

Fall

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

Winter-Summer

MW 6:30-9:30 p.m. T-VI Main Campus

TTh 6:30-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus

NOTE: Students must purchase their own instruments.

LAB FEE: \$8

TEXT: Technical Drawing, 7th Ed.—\$19

✓ **SK371: DRAFTING II**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Beginning drafting class or equivalent experience

LAB FEE: \$8

TEXT: Technical Drawing, 7th Ed.—\$19

✓ **SK372: ARCHITECTURAL DRAFTING I**

Fall-Winter

MW 6:30-9:30 p.m. T-VI Main Campus

Summer

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Beginning drafting class or equivalent experience

LAB FEE: \$8

TEXT: Architectural Drawing and Planning—\$14.50

✓ **SK373: BUILDING MATERIALS AND METHODS IN DRAFTING**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

TEXT: Materials and Methods for Contemporary Construction—\$13.50

✓ **SK374: ARCHITECTURAL RENDERING**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

NOTE: Students must provide their own supplies with the exception of paper.

PREREQUISITE: Completion of Architectural Drafting I or equivalent

LAB FEE: \$5

✓ **SK375: ELECTROMECHANICAL DRAFTING**

Fall-Winter

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Drafting II or equivalent

LAB FEE: \$8

TEXT: Electronics Drafting Workbook—\$9.50

NOTE: Students must purchase their own instruments.

✓ **SK380: INTRODUCTION TO DATA PROCESSING**

Fall

MW or TTh 7-9 p.m. T-VI Main Campus

Winter-Summer

MW or TTh 7-9 p.m. T-VI Main Campus
T-VI Montoya Campus

TEXT: Basic Concepts in Data Processing, 2nd Ed.—\$12.50

✓ SK381: RPG II

Fall-Winter

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Introduction to Data Processing or equivalent**TEXT:** RPG II with Business Applications—\$16

✓ SK382: ASSEMBLY LANGUAGE CODING I

Fall

TTh 7-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Introduction to Data Processing or equivalent**TEXT:** Assembly Language Programming Systems 360/370—\$10

✓ SK383: ANSI COBOL

Fall-Winter-Summer

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Introduction to Data Processing or equivalent**TEXT:** Introduction to Computer Programming with Structured COBOL—\$12.50

✓ SK383A: ADVANCED ANSI COBOL

Fall-Winter-Summer

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of ANSI COBOL or equivalent**TEXT:** Advanced Structured COBOL—\$12.50

✓ SK384: FORTRAN IV PROGRAMMING

Fall-Winter-Summer

MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Introduction to Data Processing or equivalent and completion of a basic Algebra class**TEXT:** Non-Technical FORTRAN—\$11

✓ SK385: KEYPUNCH

Fall-Winter-Summer

MTWTh 4:15-6:15 p.m. T-VI Main Campus

PREREQUISITE: Must be able to type at least 35 wpm**LAB FEE:** \$13

✓ SK386: BASIC LANGUAGE PROGRAMMING

Fall-Winter-Summer

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Introduction to Data Processing or equivalent**TEXT:** Introduction to Computer Programming Language with the BASIC Language—\$10.50

✓ SK210: AUTOMOTIVE SERVICING

Fall-Winter-Summer

MW or TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$8**TEXT:** Auto Mechanics Fundamentals—\$10

✓ SK510: AUTOMOTIVE BRAKES AND

FRONT-END ALIGNMENT

Fall-Winter

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$8**TEXT:** Automotive Suspensions, Steering, Alignment and Brakes—\$8.25

✓ SK511: AUTOMOTIVE AIR CONDITIONING

Summer

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$8**TEXT:** Automotive Air Conditioning—\$8

✓ SK512: AUTOMOTIVE ELECTRICITY I

Fall-Winter

MW or TTh 7-10 p.m. T-VI Main Campus

Summer

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$8**TEXT:** Automotive Electrical Systems, Shop and Classroom Manuals—\$12.50

✓ SK513: AUTOMOTIVE CARBURETION

Fall-Winter

MW 7-10 p.m. T-VI Main Campus

PREREQUISITE: Completion of Automotive Electricity I**LAB FEE:** \$8**TEXT:** Automotive Engines and Electrical Systems—\$13.25

✓ SK514: AUTOMOTIVE TUNE-UP AND EMISSIONS

Fall-Winter

MW 7-10 p.m. T-VI Main Campus

PREREQUISITE: Completion of Automotive Electricity I and Automotive Carburetion**LAB FEE:** \$8**TEXT:** Motor's Emission Control, Vol. 1—\$27

✓ **SK515: AUTOMATIC TRANSMISSION
FUNDAMENTALS**
Fall-Winter

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$8

TEXT: Automotive Transmission and Power Trains—\$12

✓ **SK520: AUTOMOTIVE BODY REPAIR**
Fall-Winter-Summer

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

NOTE: Students may not work on their own cars.

LAB FEE: \$8

TEXT: The Principles of Auto Body Repairing and Repainting—\$14.25

✓ **SK530: SMALL ENGINE MECHANICS**
Fall-Winter-Summer

MW 7-10 p.m. T-VI Main Campus

TEXTS: Small Engines: Operation and Maintenance—\$10.75

Workbook—\$5.25

✓ **SK225: MACHINE TOOL**
Fall-Winter-Summer

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

LAB FEE: \$10

TEXTS: Machine Tool Technology—\$12.50
Study Guides 1 and 2—\$6

✓ **SK540: ARC WELDING**
Fall

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

Winter-Summer

MW 6:30-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus
TTh 6:30-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus

LAB FEE: \$50

TEXTS: Welding Skills and Practices, 5th Ed.—\$10
Study Guide—\$3.25

✓ **SK541: OXY-ACETYLENE WELDING**
Fall-Winter

T or Th 6:30-10:30 p.m. T-VI Main Campus

Summer

T 6:30-10:30 p.m. T-VI Main Campus

LAB FEE: \$50

TEXTS: Welding Skills and Practices, 5th Ed.—\$10
Study Guide—\$3.25

✓ **SK542: INERT GAS WELDING**
Fall-Summer

WF 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Must have completed an arc and a gas welding class

LAB FEE: \$60

TEXTS: Welding Skills and Practices, 5th Ed.—\$10
Study Guide—\$3.25

✓ **SK543: PIPE WELDING**
Winter

W 6:30-10:30 p.m. T-VI Main Campus

Summer

F 6:30-10:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Arc Welding

LAB FEE: \$50

TEXT: Pipe Welding Techniques—\$4.50

✓ **SK545: METALLURGY FOR WELDERS**
Fall

MW 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of Oxy-Acetylene Welding

LAB FEE: \$10

✓ **SK230: UPHOLSTERY**
Fall-Winter-Summer

MW or TTh 6:30-9:30 p.m. T-VI Main Campus
TTh 8:30-11:30 a.m. T-VI Main Campus

NOTE: Students are required to purchase their own upholstery fabric.

LAB FEE: \$20

TEXT: Modern Upholstery Methods—\$10

✓ **SK233: SOLAR ENERGY AND
HOME HEATING THEORY**
Fall-Winter

MW 7-9 p.m. T-VI Main Campus

TEXT: The Passive Solar Energy Book—\$15

✓ **SK235: REFRIGERATION I***Fall-Winter-Summer*

Th 6:30-9:30 p.m. T-VI Main Campus

TEXTS: Principles of Refrigeration—\$9
Refrigeration Servicing—\$3.75✓ **SK236: REFRIGERATION II***Winter-Summer*

T 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Refrigeration I**TEXTS:** Principles of Refrigeration—\$9
Refrigeration Servicing—\$3.75✓ **SK237: REFRIGERATION III***Fall-Summer*

T or Th 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Refrigeration I and II**TEXTS:** Principles of Refrigeration—\$9
Carrier Manuals—\$6✓ **SK238: ELECTRICAL CONTROL CIRCUITRY***Fall-Winter*

W 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: A knowledge of electricity as related to
alternating current**LAB FEE:** \$5**TEXT:** Electrical Controls for Refrigeration and Air
Conditioning—\$9.50✓ **SK240: FUNDAMENTALS OF PRINTING***Fall-Winter*

T 7-9:30 p.m. T-VI Montoya Campus

TEXT: The Lithographer's Manual—\$19.25✓ **SK241: FREE HAND ILLUSTRATION***Fall-Winter*

MW 6:30-9:30 p.m. T-VI Main Campus

NOTE: Students must provide their own supplies with the
exception of paper**LAB FEE:** \$5✓ **SK242: PASTE-UP AND LAYOUT***Fall-Winter*

M 6:30-9:30 p.m. T-VI Montoya Campus

NOTE: Students must provide their own supplies with the
exception of paper.**LAB FEE:** \$5✓ **SK243: ILLUSTRATION PROJECTS
AND TECHNIQUES***Fall-Winter*

W 6:30-9:30 p.m. T-VI Montoya Campus

NOTE: Students must provide their own supplies with the
exception of paper.**LAB FEE:** \$5✓ **SK250: SECURITY OFFICER TRAINING***Fall-Winter*

TTh 6:30-9:30 p.m. T-VI Montoya Campus

LAB FEE: \$7.50✓ **SK255: GLASS BLOWING***Fall-Winter*

MW 6:30-9:30 p.m. T-VI Main Campus

LAB FEE: \$30✓ **SK260: BASIC DIESEL***Fall-Winter-Summer*

MW 7-9:30 p.m. T-VI Main Campus

LAB FEE: \$6**TEXT:** Diesel Mechanics—\$16✓ **SK581: DIESEL TROUBLESHOOTING
AND TUNE-UP***Fall-Winter*

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Basic Diesel or equiv-
alent**LAB FEE:** \$6**TEXT:** Diesel Mechanics—\$16✓ **SK582: DIESEL TRANSMISSION,
DRIVE TRAIN AND BRAKES***Fall-Winter*

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Basic Diesel or equiv-
alent**LAB FEE:** \$6**TEXT:** Motor's Truck and Diesel Repair Manual—\$22

✓ **SK265: SHEET METAL PATTERN DRAFTING AND FABRICATION**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

NOTE: Students must purchase their own instruments.

TEXT: Sheet Metal Pattern Drafting and Shop Problems—\$9.50

✓ **SK560: CABINETMAKING**

Fall-Winter-Summer

MW or TTh 6:30-9:30 p.m. T-VI Main Campus

NOTE: Students must provide their own project materials.

LAB FEE: \$10

TEXT: Woodworking for Industry—\$15

☼ ✓ **SK570: BLUEPRINT READING FOR CONSTRUCTION TRADES**

Fall

MW 7-9 p.m. T-VI Main Campus

Winter

MW 7-9 p.m. T-VI Montoya Campus

TEXTS: Building Trades Blueprint Reading, Part 1—\$6.50

Building Trades Blueprint Reading, Part 2—\$6.50

☼ ✓ **SK571: PLUMBING THEORY I**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

TEXT: Uniform Plumbing Code—\$10

☼ ✓ **SK572: PLUMBING THEORY II**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Plumbing Theory I

TEXT: Uniform Plumbing Code—\$10

✓ **SK573: PLUMBING THEORY III**

Fall-Winter

TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Plumbing Theory I and II

TEXT: Uniform Plumbing Code—\$10

☼ ✓ **SK575: ELECTRICAL TRADES THEORY I**

Fall-Winter

MW 7-9 p.m. T-VI Montoya Campus

TTh 7-9 p.m. T-VI Main Campus

TEXT: Electrical Wiring Principles—\$14.75

☼ ✓ **SK576: ELECTRICAL TRADES THEORY II**

Fall-Winter

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of Electrical Trades Theory I or equivalent

TEXT: Practical Electrical Wiring—\$16.50

✓ **SK577: ELECTRICAL TRADES THEORY III**

Fall-Winter

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of Electrical Trades Theory I and II or equivalent

TEXT: Practical Electrical Wiring—\$16.50

✓ **SK579: ESTIMATING FOR THE CONSTRUCTION TRADES**

Fall

TTh 7-9 p.m. T-VI Montoya Campus

Winter

TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of Blueprint Reading for Construction Trades and some construction background

TEXT: Estimating in Building Construction—\$12

GENERAL INFORMATION



Class Periods

The class schedule a student is given at registration shows the period of the school day, and room location, of each class. The times for each of the class periods are as follows:

MAIN CAMPUS

Morning	Afternoon
Period 0— 7:20 to 8:15	Period 5—12:20 to 1:15
Period 1— 8:20 to 9:15	Period 6— 1:20 to 2:15
Period 2— 9:20 to 10:15	Period 7— 2:20 to 3:15
Period 3—10:20 to 11:15	Period 8— 3:20 to 4:15
Period 4—11:20 to 12:15	Period 9— 4:20 to 5:15
	Period 10— 5:20 to 6:15

MONTOYA CAMPUS

Morning	Afternoon
Period 0— 7:00 to 7:55	Period 5—12:00 to 12:55
Period 1— 8:00 to 8:55	Period 6— 1:00 to 1:55
Period 2— 9:00 to 9:55	Period 7— 2:00 to 2:55
Period 3—10:00 to 10:55	Period 8— 3:00 to 3:55
Period 4—11:00 to 11:55	Period 9— 4:00 to 4:55
	Period 10— 5:00 to 5:55

Hours per Day

Daily class schedules for all of the weekly attendance combinations possible under diploma requirements detailed in this catalog are:

Total Hours Per Week	Daily Class Schedule Hours				
	M	T	W	Th	F
31	5	8	5	8	5
30	6	6	6	6	6
28	6	5	6	5	6
27	5	6	5	6	5
26	6	4	6	4	6
26	4	7	4	7	4
25	5	5	5	5	5
23	5	4	5	4	5
22	4	5	4	5	4
20	4	4	4	4	4
18	4	3	4	3	4
17	3	4	3	4	3
15	3	3	3	3	3
13	3	2	3	2	3
12	2	3	2	3	2
10	2	2	2	2	2

Attendance

DAY DIVISION

Anyone admitted to T-VI's Day Division agrees to attend all sessions of every class for which he or she is enrolled. Attendance is taken every class hour and absences become part of the student's permanent record.

To be considered a full-time student at T-VI, a person must enroll for no less than the minimum number of hours listed under each trimester of the program descriptions in this catalog.

While it is recognized that a student who is ill or has a family emergency cannot attend school that day, T-VI does not classify absences as "excused" or "unexcused." The attendance record simply shows how many hours of instruction have been missed, regardless of the reason.

Students who have been absent are responsible for contacting their instructors to arrange for makeup of work missed. Such makeup work is recorded by the instructor in the grade book. ;

TARDIES: An unauthorized absence of up to 10 minutes of a class, including arriving late or leaving early, is considered tardy. An unauthorized absence of more than 10 minutes of a class hour is considered an absence for the entire hour. However, a student may not be kept from attending the remainder of the class hour because of arriving late.

The fifth time a student receives a mark of tardy in any class, the instructor will convert the five tardies to one hour of absence and will record the absence. Additional tardies will continue to be charged as absences each fifth time.

EXCESSIVE ABSENCES: Students who do not attend classes regularly are sent a warning letter when absences reach 40 hours in any trimester to let them know that additional absences will endanger their standing at T-VI and will result in loss of financial aid.

Student Records

DAY DIVISION

CONDITIONAL ENROLLMENT: A student whose absences reach 60 hours in any trimester is placed on Conditional Enrollment and will no longer be considered in good standing at T-VI. At this point financial aid is terminated and the student must appear before a Student Review Committee to prevent being suspended for the balance of the trimester.

STUDENT REVIEW COMMITTEE: A student placed on Conditional Enrollment for excessive absences, or suspended for disruptive behavior, has the right to appeal before a Student Review Committee (SRC) of other students. The SRC meets at the Main Campus only.

A Conditional Enrollment student who does not appear before the SRC is suspended for the balance of the trimester.

Students on Conditional Enrollment who appear before the SRC may explain why the suspension should not be carried out. After hearing the appeal, the SRC recommends a course of action to the T-VI President, either suspension for the rest of the trimester or continuation of the Conditional Enrollment status. Terms of possible future suspension in the event of further absences or disruptive behavior are included.

A student who is placed on Conditional Enrollment after the SRC hearing may be suspended for the rest of the trimester if the terms of the SRC probation are violated. At that point, the suspension is not subject to further appeal.

READMISSION: A suspended student may apply to re-enter T-VI the following trimester by following the regular admissions procedure as if he or she were a new student.

EVENING DIVISION

Although attendance in the Evening Division is not reported nightly to the Evening Division office, a monthly report is made by instructors.

If a student is absent four consecutive evenings, the instructor is urged to contact the student. Students may be dropped from the class after four consecutive absences.

To receive a certificate for an Evening Division class, a student must earn a grade of "C" or better and attend at least 80 percent of the class. These are the criteria for successful completion of a class.

Permanent records are kept for each full-time student who attends T-VI. The permanent transcript shows the amount of instruction each student has received, whether class credits are by full completion or waiver, whether the program of studies is partial or complete, all final grades and proficiency ratings earned. Attendance records and the student's original application are also permanent records.

As a part of the admissions process, most students authorize T-VI to provide confidential copies of transcripts to bona fide employers and to other educational institutions.

A student who does not want the transcript sent to prospective employers or other schools may indicate this at any time on his or her transcript by visiting the Main Campus Student Records Center or the Student Services Center at the Montoya Campus.

A student may examine any and all documents in his or her cumulative records during the hours the Student Records Center is open. Free copies of attendance records or transcripts will be provided to students and former students at their request.

All other uses of student records are in accordance with the federal Family Educational Rights and Privacy Act of 1974 and its amendments. Copies of T-VI's procedures for meeting the requirements of this act are posted in the Main Campus Student Lounge and in the Student Services Center at the Montoya Campus.

EVENING DIVISION

Permanent records kept by the Evening Division include the date a student enrolled in a class, the date completed or dropped, the total number of hours the class was held, the total number of hours the student completed during the class, the final grade received and whether a certificate was awarded to the student.

The words per minute attained in a typing or shorthand class are also noted on a student's permanent record.

The Evening Division will furnish transcripts at any time a student requests one. The first transcript is free and all others cost \$1 per transcript requested.

Standards of Progress

DAY DIVISION

Requirements for graduation in each full-time program are detailed in the catalog for the academic year when the student entered the program. It is important that each student keep a copy of that year's catalog to be able to check whether all of the graduation requirements are being met.

Diplomas or certificates of completion are given to students who successfully complete all the requirements listed under the program descriptions in the catalog. Some programs have different exit levels and different certificates can be awarded for completing different levels.

GRADE REPORTS: Progress reports are given to each student at the midpoint and end of each trimester or unit of study. Final progress reports become part of the student's permanent records at T-VI.

Some classes at T-VI use letter grades in the progress reports: "S" (Satisfactory), "A" (Excellent), "B" (Above Average), "C" (Average), "I" (Incomplete) and "U" (Unsatisfactory). Minimum grades for which credit is granted are "C" or "S."

Other programs at T-VI use proficiency ratings. In these classes, performance objectives are clearly defined. The student then receives progress reports detailing the skills mastered based on those objectives. The rating sheets are the progress reports for these classes, and those showing sufficient achievement also result in a final grade on the transcript.

A student who receives either an "I" or "U" final grade for a class may not enroll for any other class for which the former is a prerequisite. An "I" grade may be converted to a credit grade by satisfactory completion of the missing work the following trimester.

A "U" grade can be made up only by repeating the entire class.

ACADEMIC PROBATION: A student who receives an "I" or "U" final grade in any class automatically is placed on academic probation for the next trimester he or she enrolls. Any time less than satisfactory work is being done during the probationary trimester, the student may be terminated. At the end of the probationary trimester, if the student again has received an "I" or "U" in any class, he or she may not be allowed to continue in the same T-VI program.

ACADEMIC SUSPENSION: A student who fails to make satisfactory progress toward a certification goal during the last three trimesters attended will be placed on academic suspension for a period of one year and may not enroll in the Day Division at T-VI during the year of suspension.

CREDIT BY WAIVER: Credit toward graduation is usually earned by taking a class and receiving a satisfactory final grade or proficiency rating. However, an applicant or student can also be given waiver credit for any class in which he or she can demonstrate the knowledge or skills required.

Two types of credit by waiver are available, and application forms are available in all department offices.

The first is by examination, and a person who already has the knowledge and skills to pass the final proficiency examinations for a class may obtain waiver credit for that class by examination. However, a student who has a final grade of "U" in a course may not be given a waiver credit for that course.

The second kind of waiver credit may be given in the final trimester of most programs to an outstanding student who gets a full-time training-related job after mid-term grades have been issued. This waiver will not be given to any student who has unsatisfactory grades, who is on academic probation or who is on Conditional Enrollment status because of absences. The program coordinator or counselor can verify whether or not a student is eligible to apply for this kind of waiver credit.

Both types of waiver credit require the approval of the class instructor, program coordinator, counselor, department chairman and associate director of Student Services. Until all of these approvals are obtained, the student must continue to attend class.

Credit by waiver is considered full and successful completion of the class, meets diploma and certificate requirements, meets prerequisite requirements for advanced classes and is entered on the student's transcript as a completed class.

EVENING DIVISION

To successfully complete an Evening Division class, 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), "C" (Average) and "U" (Unsatisfactory).

Certificates are granted to Evening Division students for each class which they complete successfully.

Student Services

DAY DIVISION

The Student Services Division provides assistance primarily to Day Division applicants, students and graduates in admissions, testing, counseling and career guidance, attendance accounting, student records and transcripts, student financial aids and job placement.

COUNSELING AND GUIDANCE: Professional counselors at both campuses help applicants choose a career field and instructional program that will meet their needs.

They also assist T-VI students with problems they may be having which keep them from doing their best in T-VI classes. Both applicants and students should feel free to see a counselor at any time. Counselors and advisors are located in each department.

HEALTH AND NURSING SERVICES: The student health center is located in Room A-127 and is staffed by a nurse and a secretary trained in first aid procedures. Services available are first aid for minor injuries, emergency assistance for other injuries and illnesses, counseling about health problems, vision and hearing testing, and information about such problems as venereal disease and drug addiction. The facility has beds available for persons who become ill while attending school. Hours are 7:30 a.m. to 5 p.m.

JOB PLACEMENT: Responsibility for finding a job after completing a program at T-VI is the graduate's. However, T-VI does have a Placement Services Office at the Main Campus which also has a representative on the Montoya Campus. Hours are 8 a.m. to 5 p.m.

Graduates are urged to use the services of the New Mexico State Employment Service, a public agency which charges no fees and which is the official placement service available to T-VI graduates.

T-VI Placement Services maintains files of all graduates who are looking for jobs. This office also has the New Mexico State Employment Service's "job bank" listing of available jobs—a list which is updated daily for use by students or graduates.

EVENING DIVISION

COUNSELING: A counselor is on duty at the Main Campus until 9:30 p.m. and at the Montoya Campus until 7:30 p.m. to assist Evening Division students with class selection, career planning, transfer of night classes to the Day Division and any school-related concerns.

Testing

T-VI's Testing Center provides several services free of charge, including administration of the General Educational Development (GED) examinations for the high school equivalency diploma at both campuses. Any New Mexico resident 18 years of age or older, who is not a high school graduate but whose high school class has graduated, may apply to take the GED exams in either Spanish or English.

Interested persons are given a brief sample exam to see if they are ready to take the five-part GED examinations. Those who need some study before they are ready for the GED may take free classes either day or evening to prepare for the exams, also available at both campuses.

Information about the GED testing schedule can be obtained by calling the T-VI Testing Center at 843-7250, extension 217.

The Main Campus Testing Center also gives tests to applicants for T-VI's full-time programs to help the applicant and counselors determine which T-VI programs may best match the applicant's abilities and aptitudes.

Consumer Information

As a person considers attending T-VI, or any other postsecondary school, questions will arise about the quality of the school. Information that can help judge the quality of any school in-

cludes the school's accreditation, its graduate placement record and its drop-out rate. Here is the latest information available in these areas about T-VI and Day Division programs:

	<i>Total Graduates Available for Work</i>	<i>Employed: Training Related Jobs</i>	<i>Employed: Jobs Closely Related to Training</i>	<i>Employed: Non-Training Related Jobs</i>	<i>Unemployed: 60 Days after Graduation</i>	<i>AVERAGE MONTHLY BEGINNING SALARIES (Training Related Jobs Only)</i>
BUSINESS OCCUPATIONS						
Accounting	66	46 70%	10 15%	5 7%	5 7%	\$666
Distributive Education	42	42 100%	— —	— —	— —	538
Fashion Merchandising	38	29 76%	7 18%	1 3%	1 3%	537
Office Occupations—Clerical	74	59 80%	9 12%	— —	6 8%	621
Office Occupations—Secretarial	42	19 45%	19 45%	— —	4 10%	646
Office Occupations—Refresher	44	35 80%	3 7%	— —	6 13%	661
Retail Sales Management	38	17 45%	14 37%	1 2%	6 16%	594
HEALTH OCCUPATIONS						
LPN Refresher	13	13 100%	— —	— —	— —	817
Nursing/Home Health Asst.	51	43 84%	— —	4 8%	4 8%	580
Patient Service Clerk	34	29 85%	1 3%	1 3%	3 9%	603
Practical Nursing	57	54 95%	— —	1 2%	2 3%	737
Respiratory Therapy	11	10 91%	— —	— —	1 9%	702
TECHNOLOGIES						
Data Processing (Computer Science)	41	37 90%	1 3%	— —	3 7%	866
Drafting, Construction	33	27 82%	2 6%	1 3%	3 9%	727
Drafting, Electromechanical	16	15 94%	1 6%	— —	— —	877
Drafting, Map and Civil	43	37 86%	— —	2 5%	4 9%	800
Electronics	84	78 93%	2 2%	1 1%	3 4%	1,024
Laser Electro-Optic	15	15 100%	— —	— —	— —	1,118
TRADES						
Air Conditioning	28	22 78%	1 4%	3 11%	2 7%	702
Auto Collision	20	11 55%	2 10%	3 15%	4 20%	623
Auto Mechanics (Automotive Service Technicians)	60	36 60%	8 13%	6 10%	10 17%	669
Baking	7	5 72%	— —	1 14%	1 14%	750
Carpentry	46	36 78%	2 4%	7 15%	1 2%	762
Culinary Arts	13	11 85%	— —	— —	2 15%	621
Diesel Mechanics	42	31 74%	— —	6 14%	5 12%	947
Electrical Trades	46	38 83%	5 11%	2 4%	1 2%	609
Industrial Electricity	18	14 78%	1 6%	1 6%	2 10%	826
Machine Trades	44	42 96%	— —	1 2%	1 2%	912
Masonry Trades	18	7 39%	1 6%	8 44%	2 11%	724
Parts Specialist	10	9 90%	— —	1 10%	— —	744
Plumbing	33	21 64%	1 3%	8 24%	3 9%	722
Sheet Metal	7	6 86%	— —	— —	1 14%	618
Small Engines	13	9 70%	2 15%	— —	2 15%	594
Welding	49	38 78%	2 4%	5 10%	4 8%	827
TOTALS	1,196	941 79%	94 8%	69 6%	92 7%	

ACCREDITATION: The Institute is fully accredited as a certificate-granting institute by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. This indicates that the institution is offering its students the educational opportunities implied in its objectives on a satisfactory level.

In addition to T-VI's North Central Association accreditation, two of the health occupations programs have been accredited by special medical accrediting agencies. The Practical Nursing program is accredited by the National League for Nursing and the Respiratory Therapy Technician program by the American Medical Association's Council on Education.

Most full-time programs are approved for Veterans Administration training benefits by the New Mexico Veterans Training Approval Agency.

GRADUATE PLACEMENT: Since the purpose of T-VI's full-time instructional programs is to prepare students to get a job, the graduate job placement record is an important measure of quality of the programs.

Study the placement record—60 days after graduation—of the graduates available for employment in each T-VI program during 1979 (graduates in April, August and December 1979).

DROP-OUT AND RETENTION RATES: Some students who begin a program are unable to finish the entire program for a variety of reasons.

While the number who are able to complete their program varies between the different majors, and from trimester to trimester, the retention rate of full-time vocational program students at T-VI each trimester during 1979 was almost 80 percent. Put another way, only 20 percent of the students who began a trimester in 1979 had dropped out before the end of the trimester. The termination rates for the three trimesters of 1979 were: Winter—19.5 percent, Summer—21.9 percent, and Fall—19.7 percent.

Smoking

Smoking is not allowed in any shop, lab or classroom. It is permitted in student lounges or out-of-doors. Students are reminded that smoking is injurious to their health.

Campus Conduct

Unsafe or disruptive behavior anywhere on either campus, including the parking areas, is grounds for dismissal from T-VI. This same guideline applies to any field trip taken under the supervision of a member of T-VI's instructional staff.

FOOD AND BEVERAGES: Drinking and eating are prohibited in all classrooms and labs.

SMOKING: Not permitted in any classroom, laboratory or shop, smoking is allowed outdoors on campus and in the designated area of the student lounge. Please use ash trays and other containers provided. Students are also reminded that smoking is hazardous to their health.

STUDENT DRESS: Students are asked to come to class dressed appropriately for the job for which they are training. Students or visitors not wearing a shirt or shoes are not permitted in buildings on the T-VI campus.

ANIMALS: Dogs, except seeing eye dogs, and other pets are not allowed in T-VI buildings.

LAW VIOLATIONS: Violation of laws by anyone on campus will be handled by appropriate law enforcement agencies, just as it would be anywhere else.

ALCOHOLIC BEVERAGES: Because T-VI is a public school, it is against New Mexico law to be in possession of, or to drink, alcoholic beverages anywhere on the campus, including the parking lots.

Fires

Because of the nature of many activities at T-VI, the potential for fires is greater than in other schools. And fires have occurred in the past, usually as a result of carelessness.

T-VI does not hold fire drills. An evacuation plan for each classroom is located in that room and should be checked at the beginning of the trimester.

The Main Campus fire alarm is a continuous, loud bell. Everyone must evacuate, move well away and stay away from the buildings until an all clear has been given.

The Montoya Campus alarm is a horn which reportedly sounds like a submarine diving.

Transportation and Parking

DAY DIVISION

VEHICLE REGISTRATION: All vehicles a student plans to drive to school must be registered, either during the regular T-VI registration or in M-103 (Main Campus) or the Student Services Center (Montoya Campus). T-VI provides a numbered decal, free of charge, for each vehicle. It should be attached to the back side of the rear-view mirror so that it can be seen through the windshield. Window decals are also available for vans or other vehicles without inside rear-view mirrors. On motorcycles, the decal should be put on the rear fender near the license plate or on another clearly visible location if the rear fender location is not possible.

Only vehicles which display a T-VI decal are allowed to park in the parking lots.

Because Main Campus student parking is limited, students are urged to form car pools and to use city buses whenever possible.

PARKING LOTS: Free student parking lots are available on both campuses. The parking lots north of Coal Avenue on the Main Campus are for staff and visitor parking only—not for student use. Special parking areas are provided on both campuses for bicycles and motorcycles.

Students are advised not to park on public streets or private parking lots near the Main Campus. Cars parked in private lots, or which block the driveway to a home or business, may be towed away at the vehicle owner's expense.

Cars should be locked at all times and valuables locked in the trunk or hidden from view. T-VI Security patrols all campus parking lots; but T-VI is not liable for thefts, vandalism or other losses which take place while vehicles are parked on the campus.

Violations of parking regulations will result in citations by Security, and students receiving three or more citations will be referred to the Student Government's Student Judicial Affairs and Curriculum Committee, with further action depending upon the committee's recommendation. It can range from a warning to suspension from the Institute. Most common violations are parking in T-VI lots without display of the proper decal, student parking in a staff or visitor zone, blocking a driveway or another vehicle and parking in a "no parking" zone.

CITY BUS PASSES: The Albuquerque Transit Department, which operates city buses, has very economical student passes for full-time postsecondary students. Two kinds of passes can be purchased: a trimester pass good for unlimited city bus use for the entire 15 weeks of the trimester for \$28, or a calendar month pass good for unlimited city bus use for the month for \$8.

The trimester passes may be bought at the City Transit Department, 619 Yale SE, with a requirement that a T-VI student identification card be presented. The monthly passes are sold in the office of T-VI's Financial Aids Manager (A-119), in the Montoya Campus Student Services Center and at the City Transit Department.

Students with severe financial needs may apply for financial assistance for the city bus passes through the Financial Aids Manager on the Main Campus, A-119.

VALENCIA COUNTY BUS: A free bus is available to the Main Campus for Day Division students who live in the Belen, Los Lunas and southern Bernalillo County areas. It arrives at T-VI each day in time for first period classes and departs the campus each day after seventh period. Information about routes and time schedules is available from the counseling staff.

EVENING DIVISION

Evening Division students may park in any T-VI parking spaces except those designated for the handicapped. There are special parking areas for motorcycles and bicycles and they should not be parked on sidewalks. Parking lots are patrolled; however, students are urged to lock their cars.

There is a speed limit of five miles per hour in the parking lots because of the large amount of pedestrian traffic.

Food Services

A snack bar on the Main Campus is located in A-35. It provides short order meals, snacks and beverages from 7:45 a.m. to 3:30 p.m. weekdays, and from 6 to 8:30 p.m. Mondays through Thursdays.

In addition, vending machines are available at all times in several locations at the Main and Montoya campuses.

Phone Calls and Visitors

Students are not called from class to receive telephone calls or visitors.

Office phones are for staff use only. Pay phones are located at various places on both campuses for student and visitor use.

Safeguarding of Property

LOCKERS: Lockers are available on both the Main and Montoya campuses and a day or evening student may use any empty locker by simply

providing a lock for it. However, the lock must be taken off and belongings removed by the last day of each trimester.

Locks remaining on lockers during the trimester break are cut off and the contents removed. Students then have 30 days to claim their possessions in M-103 on the Main Campus or H-103 on the Montoya Campus.

LOST AND FOUND: For both day and evening students, the Main Campus lost and found is in the Student Activities Office, A-36; on the Montoya Campus it is in the Student Services Center.

INSURANCE: T-VI is not responsible for property loss or damage or personal injuries. Students are urged to obtain their own property and medical insurance coverage.

Student Government and Activities

Student government for T-VI's Day Division is composed of up to three Representatives elected by each section of a Main Campus program at the beginning of each trimester. Their job is to carry the ideas of their fellow students to the weekly Government meetings and to report back after each Government meeting on what is taking place. Service as a Representative is entered on the student's permanent transcript.

The Student Government works in any way possible to make T-VI a better place for both students and staff. It is the official channel for expressing student concerns about campus conditions, the instructional program, for helping develop school policies and procedures, and for sponsoring a variety of student activities.

Leadership of the Government is provided by a student body president and vice president who are elected by the entire student body for two-trimester terms. During 1980-81, elections will be held in the Fall 1980 and Summer 1981 trimesters.

A faculty advisor attends all Government meetings and serves as the liaison between the Government and the T-VI staff.

All students are welcome to attend any Government meeting. However, only elected Representatives may make motions and vote.

HEALTH OCCUPATIONS STUDENT COUNCIL: Each year, representatives are chosen by each Practical Nursing and Respiratory Therapy Technician primary group. From

those representatives, a president and vice president are elected for one-year terms. Meetings of the Student Council are at the Health Education Center, 1215 Hazeldine SE.

STUDENT ACTIVITIES: A limited student activities program is available. Student Government—using funds raised by the coin-operated games in the West Building game room—sponsors activities such as dances and picnics for all students.

Other clubs and activities are supported by T-VI's activities budget. Various city league athletic teams—basketball, baseball and softball—and clubs which relate to specific instruction programs or out-of-school interests are also sponsored.

An effort is made to establish any type of extracurricular club or activity in which at least 15 students are interested. Such a club or activity can be formed if a faculty or staff member agrees to serve as the sponsor and if appropriate facilities can be located at reasonable costs. Persons interested in forming a club should contact the Student Activities secretary in A-36 on the Main Campus.

Facilities at T-VI may be used for student clubs and activities at any time they are not in use for instructional programs, generally after 3:15 p.m., on the condition that they are left as they were with regard to furniture, equipment placement and cleanliness.

Educational Costs

An important matter when considering attending T-VI full-time is what it will cost to do so. An estimated educational costs budget—including food, housing, personal and transportation expenses for a full-time student—is used

by the Financial Aids Office to help determine a student's need for financial aids.

This is the estimated budget chart in use at T-VI during 1979-80. Costs will be slightly higher during 1980-81 due to inflation.

<i>Student's Status</i>	<i>1 Trimester</i>	<i>2 Trimesters</i>	<i>3 Trimesters</i>
DEPENDENT LIVING WITH HEAD OF HOUSEHOLD			
Tuition and Fees*	\$ 20 to \$ 110*	\$ 30 to \$ 190*	\$ 40 to \$ 250*
Room and Board	710	1420	2130
Books and Supplies	18	36	54
Personal Expenses	245	490	735
Transportation	146	292	438
<i>Total</i>	\$1139 to \$1229	\$2268 to \$2428	\$3397 to \$3607
DEPENDENT LIVING WITH PARENTS			
Tuition and Fees*	\$ 20 to \$ 110*	\$ 30 to \$ 190*	40 to \$ 250*
Room and Board	308	616	924
Books and Supplies	18	36	54
Personal Expenses	245	490	735
Transportation	146	292	438
<i>Total</i>	\$ 737 to \$ 827	\$1464 to \$1624	\$2191 to \$2401
INDEPENDENT SINGLE			
Tuition and Fees*	\$ 20 to \$ 110*	\$ 30 to \$ 190*	\$ 40 to \$ 250*
Room and Board	801	1602	2403
Books and Supplies	18	36	54
Personal Expenses	245	490	735
Transportation	146	292	438
<i>Total</i>	\$1230 to \$1320	\$2450 to \$2610	\$3670 to \$3880
MARRIED, HEAD OF HOUSEHOLD**			
Tuition and Fees*	\$ 20 to \$ 110*	\$ 30 to \$ 190*	\$ 40 to \$ 250*
Room and Board	1372	2744	4116
Books and Supplies	18	36	54
Personal Expenses	154	902	1353
Transportation	154	308	462
<i>Total</i>	\$2015 to \$2105	\$4020 to \$4180	\$6025 to \$6235
<i>Additional amounts allowed for each child:</i>			
Room and Board	\$ 229	\$ 458	\$ 687
Personal Expenses	\$ 151	\$ 302	\$ 453

*If student is paying non-resident tuition, add \$550 per trimester.

**If student is divorced or separated and has dependent children, count the first child instead of spouse and then use the "Married, Head of Household" figures.

Housing

T-VI has no dormitories and students must make their own arrangements for housing. However, the Student Activities Office on the

Main Campus in A-36 keeps a list of property owners who have contacted T-VI with rentals available to students.

Financial Aids

Financial help to attend classes full-time in the Day Division is available through several federal and state programs. Some financial aid is through agencies and some through the T-VI Financial Aids Office. Each financial aid program has its own purpose and system of determining need and eligibility.

Those aid programs for which application is made directly to the agency, rather than the T-VI Financial Aids Office, include:

VETERANS ADMINISTRATION (VA): Most full-time programs are approved for VA education and training benefits. In addition to service veterans, persons entitled to benefits include children and widows of deceased veterans and dependents of veterans with 100 percent disability classifications.

However, no person may be approved for VA benefits for refresher training in any course for which he or she already has required skills, regardless of where those skills were learned, without specific VA permission.

Written records of previous education and training are maintained to show that appropriate credit has been given for the previous education. The training program at T-VI is then shortened proportionately.

Information about eligibility for VA education benefits is available at any Veterans Administration office.

SOCIAL SECURITY ADMINISTRATION: Full-time students up to, and including, 22 years of age who are children of retired, disabled or deceased workers covered by the Social Security and Railroad Retirement acts are eligible for Social Security support. The Albuquerque office is located at 1816 Carlisle Blvd. NE, phone 766-2531.

NEW MEXICO DIVISION OF VOCATIONAL REHABILITATION (DVR): Persons with disabilities may be eligible for education and training assistance from DVR. The Albuquerque office is at 5600 Domingo Rd. NE, phone 842-3985.

OFFICE OF COMPREHENSIVE EMPLOYMENT TRAINING ADMINISTRATION (OCETA): Education and training assistance are provided for unemployed, underemployed economically-disadvantaged persons

by this federal agency, which has offices throughout New Mexico. Information is available from the nearest service center of the New Mexico Employment Security Commission. The OCETA Training Control Center in Albuquerque is at 1500 Walter St. SE.

BUREAU OF INDIAN AFFAIRS (BIA): Indian students taking 25 or more hours per week may be eligible for education benefits through BIA. Applicants should talk with their home agency for BIA funding before applying to T-VI. For more information, contact the BIA Employment Assistance Office at 1000 Indian School Rd. NW, phone 766-3153.

The financial aid programs for which application is made through the Main Campus T-VI Financial Aids Office, A-119 (8 a.m. to 5 p.m. Mondays through Fridays) are:

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG): U.S. citizens with financial needs who will be attending a Day Division program of two or more trimesters and no less than 900 hours of instruction, and who do not already have a degree from another institution, may apply for a federal BEOG. This program provides grants of up to half of the student's instructional costs.

The application form for the BEOG is the College Scholarship Service (CSS) Financial Aid Form. Completed forms are mailed to CSS, whose national service will analyze financial need and assign the applicant an aid index number. If the aid index number shows that the student is entitled to a BEOG, the T-VI Financial Aids Office issues the grant.

There is no charge if the CSS form is being used only to apply for a BEOG. The form is available at most high schools, T-VI's Financial Aids Office and in the Student Services Center at the Montoya Campus.

The T-VI student receiving a BEOG will be given equal monthly installments of the grant so long as he or she continues as a student in good standing.

The BEOG is intended to be the base upon which other kinds of financial aid may be added as needed. A student who has not made a BEOG application cannot be considered for other aids.

During 1979-80, the largest grants for which T-VI students were eligible totaled about \$760

per year for New Mexico residents and \$1,360 for persons paying non-resident tuition.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): A limited amount of federal funds is available to provide grants to students who meet the eligibility requirements and who are receiving other financial aids. SEOG eligibility will be determined at the same time as the BEOG in the Financial Aids Office, A-119.

NEW MEXICO STATE STUDENT INCENTIVE GRANT (SSIG): This state and federally-funded program also provides grants to needy full-time students who must be legal residents of New Mexico. Amount of the SSIG, if the applicant is eligible, is between \$200 and \$500 per year.

Application is by the same process as that described above for the BEOG, plus filling out the "New Mexico Financial Aid and Scholarship Application" form.

NEW MEXICO STUDENT LOAN (NMSL): New Mexico residents enrolled in a vocational program of six months or more may apply for a NMSL.

Maximum loans are \$800 per trimester, and no student may receive loans totaling more than \$2,400 in any calendar year.

In addition to having applied for BEOG, the applicant must also complete additional forms to apply for a NMSL in the Financial Aids Office, A-119.

T-VI students awarded a NMSL must place their loan in an escrow fund. They will then be issued monthly installments of their loan as long as they remain in good standing at T-VI. If the student withdraws, or is placed on Conditional Enrollment and is no longer in good standing, the unused part of the NMSL will be refunded to the state and the student will owe only that amount actually issued to him or her plus a small amount for insurance on the loan amount.

The NMSL is a loan and must be repaid by the student after completing or leaving school.

At least \$30 must be repaid per month and payment must begin within 12 months of the last date school was attended. The loan interest rate is seven percent per year, but the federal government pays the interest while the student is still in school and during the 12-month period after the student leaves school.

COLLEGE WORK STUDY (CWS): Students with severe financial needs who meet other

federal requirements may be employed by T-VI during non-class times under the CWS program.

The number of positions available is very small because of limited funds. Those employed may work up to 20 hours per week at \$3.10 per hour. Pay periods are every two weeks.

Applications for CWS are available in the Financial Aids Office and in the Student Services Center at the Montoya Campus.

SCHOLARSHIPS: A very limited number of small scholarship awards may be made each year from the T-VI scholarship fund. They are for one-time emergency needs and usually do not exceed \$50. Students in good attendance and academic standing are eligible. Scholarship application forms are available from all counselors.

CITY BUS PASSES: Needy full-time students who ride Albuquerque city buses to and from T-VI may apply for assistance in the form of a monthly postsecondary student City Transit pass.

The passes are provided by T-VI to students whose needs are severe and who have not received other forms of financial aid which cover transportation costs.

Applications for the city bus passes are available in the Financial Aids Office, from counselors and in the Student Services Center at the Montoya Campus.

TERMINATION OF FINANCIAL AIDS: T-VI policy for determining that a student is no longer making satisfactory progress and is no longer eligible to receive federally-supported financial aid is:

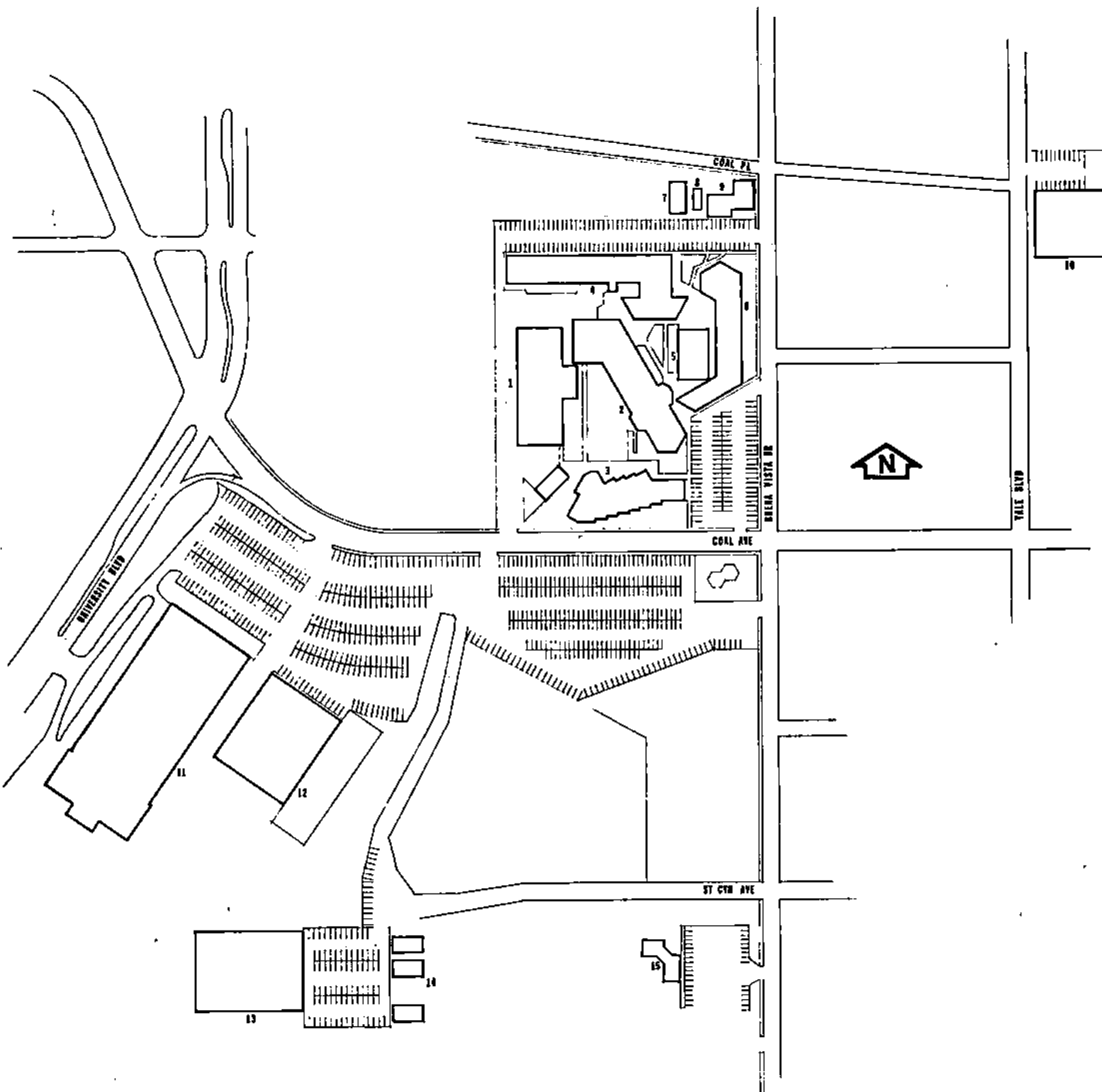
- A student who is placed on Conditional Enrollment status because of poor attendance will be regarded as no longer making satisfactory progress and financial aid will be terminated at that point.

- A student who is making a second change of program at T-VI will be considered as no longer making satisfactory progress and will not be eligible to receive student financial aid to enroll in a third program.

- A student placed on Academic Suspension will have all student financial aid terminated at that point.

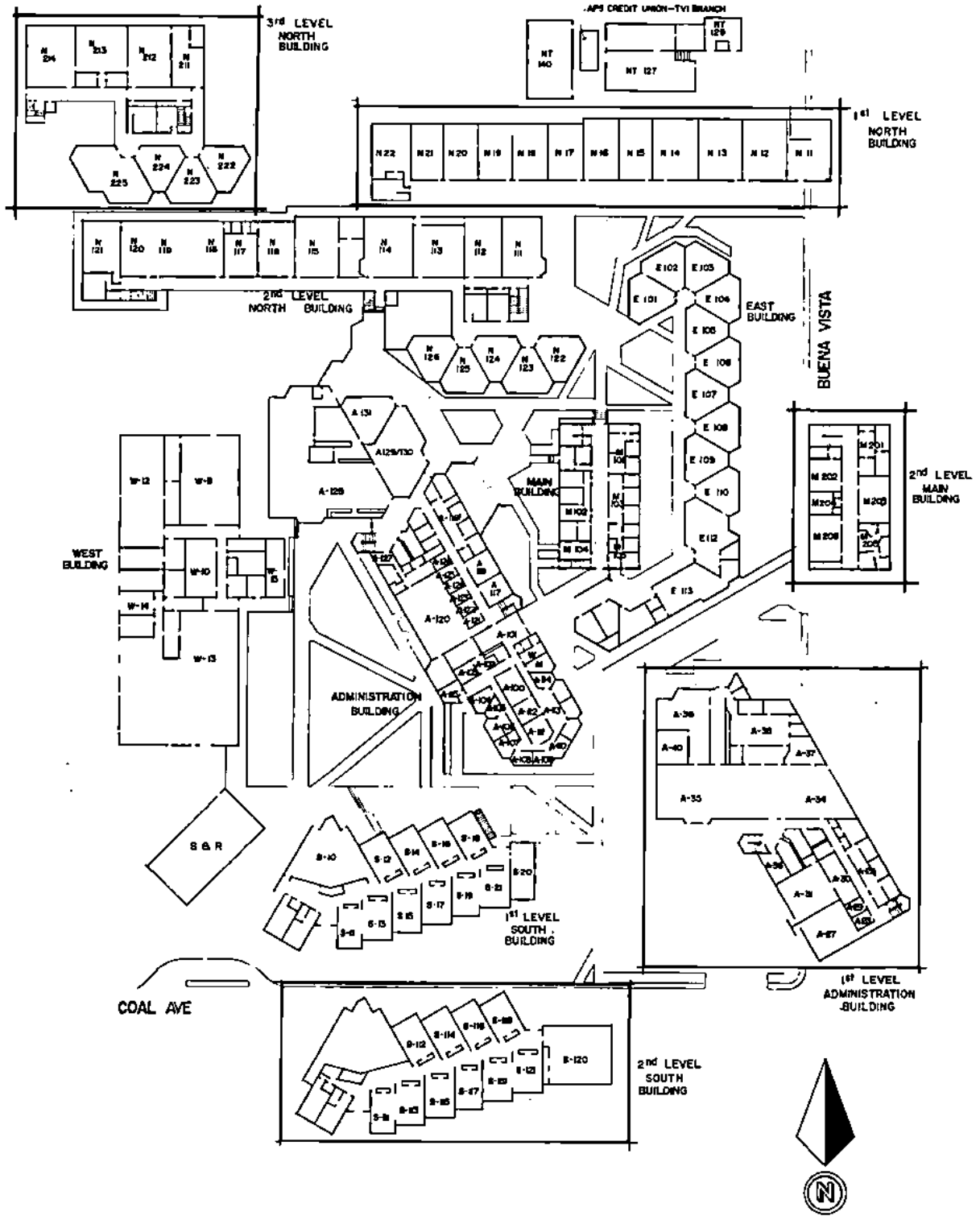
REINSTATEMENT: A student terminated from financial aid at T-VI can re-establish eligibility for financial aid by successfully completing all of the required classes listed under one trimester of a full-time program.

Maps



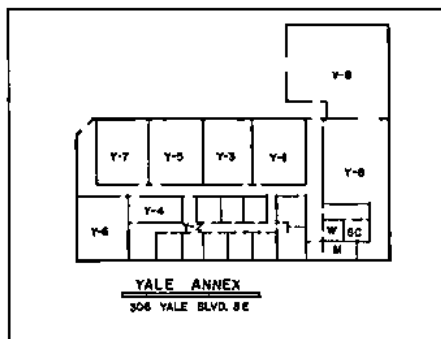
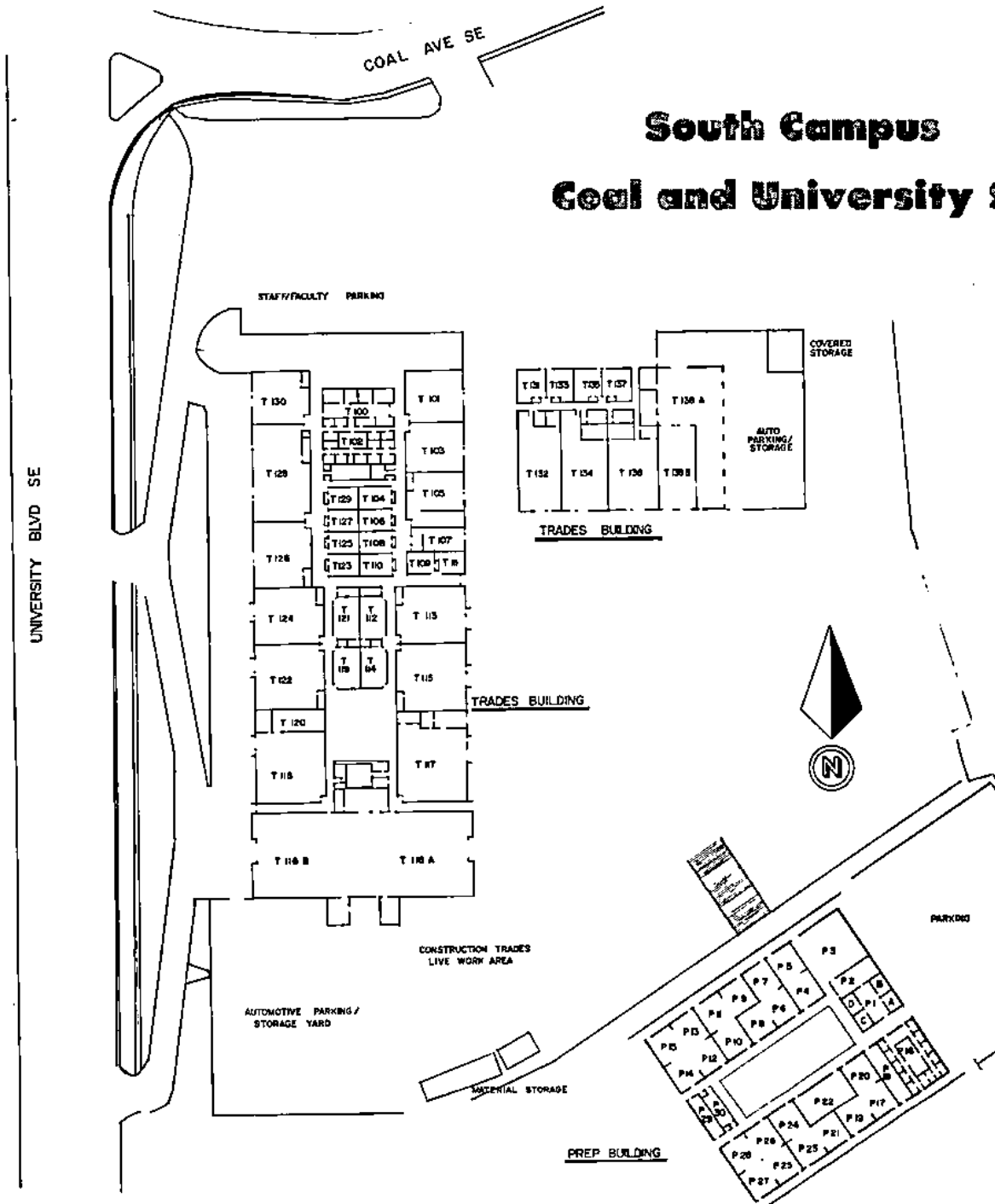
MAIN CAMPUS AREA

- | | |
|-----------------------------------|------------------------------------|
| 1. West Building | 9. North Temporary Building |
| 2. Administration Building | 10. Yale Annex |
| 3. South Building | 11. Trades Building |
| 4. North Building | 12. Trades Building |
| 5. Main Building | 13. Developmental Studies Building |
| 6. East Building | 14. South Temporary Buildings |
| 7. North Temporary Building | 15. Family Community Center |
| 8. APS Credit Union (T-VI Branch) | |

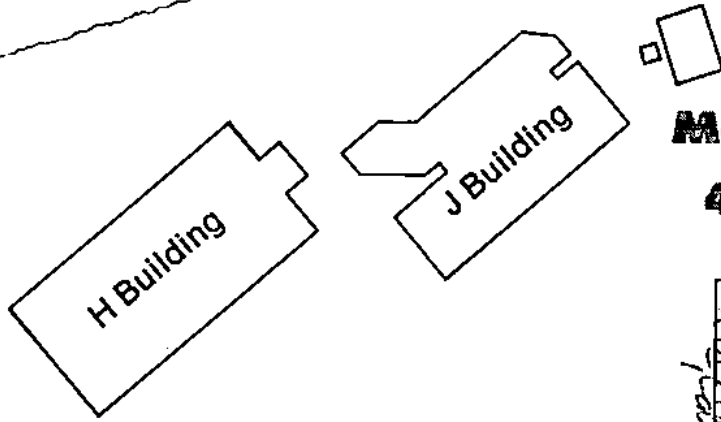
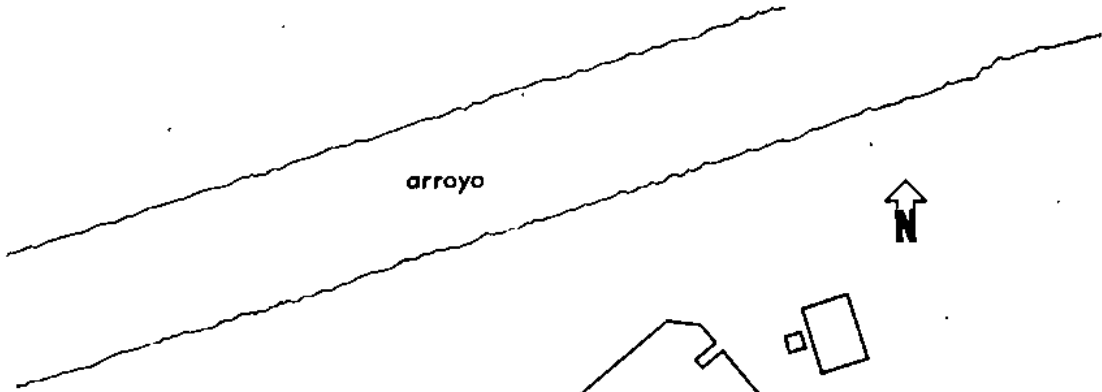


Main Campus: 525 Buena Vista SE

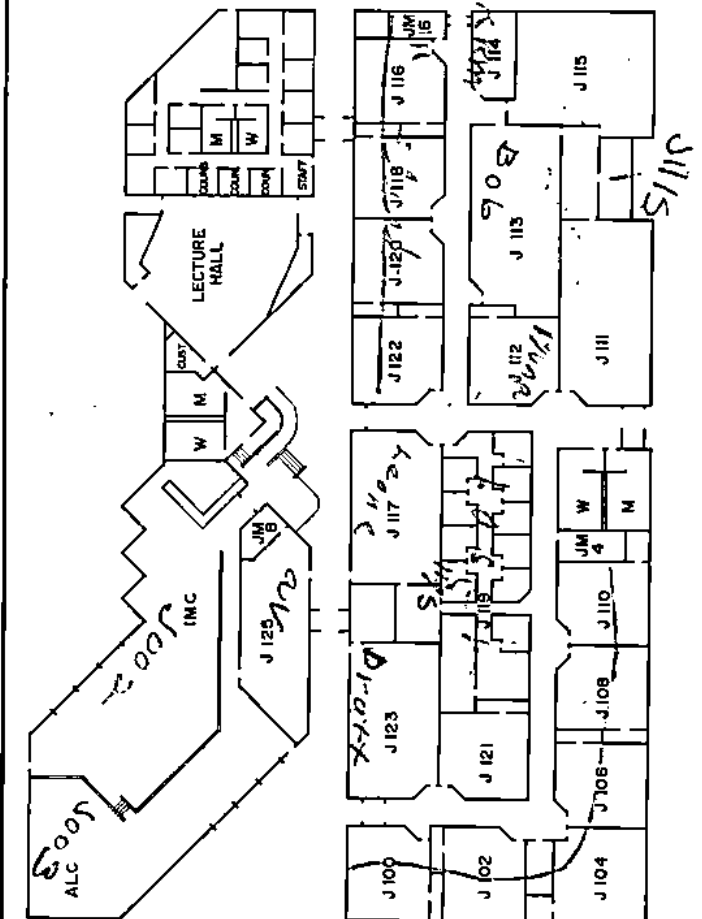
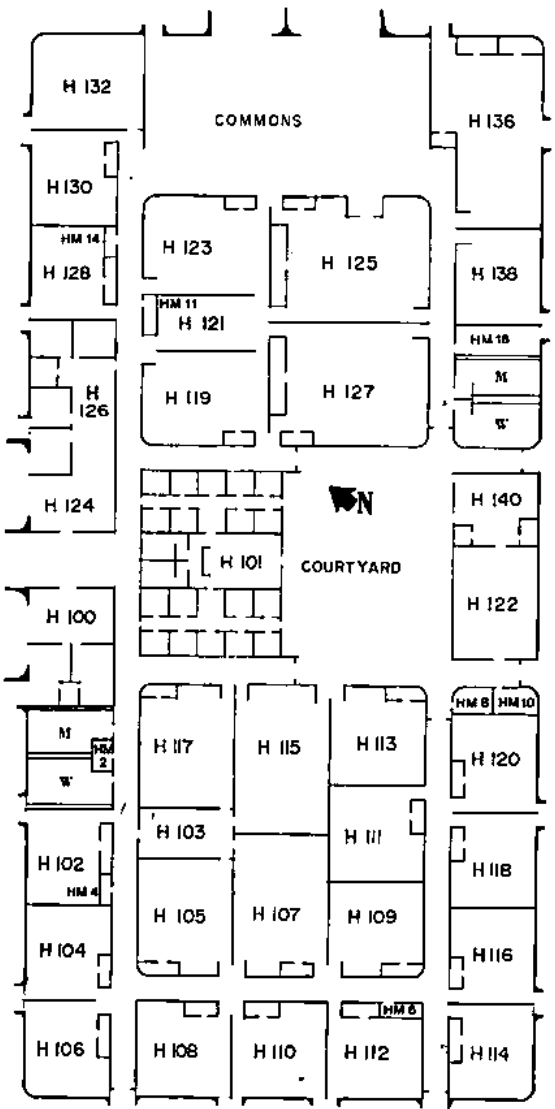
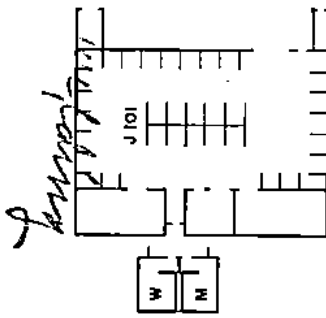
South Campus Coal and University SE



Yale Annex 306 Yale Blvd. SE



Montoya Campus:
4700 Morris NE



Index

- Absences, 64-65, 74
- Accounting, 10, 15-19, 22, 24, 33, 47, 52, 54, 68
 - Cost, 17
 - Credit Union, 15, 52
 - Governmental, 17
 - Income Tax, 17, 52
 - Payroll, 16, 52
 - Secretarial, 15, 21, 52
 - Small Business, 22, 54
- Accreditation, 69
- Activities, 71
- Administration, i
- Admissions, 3, 6-9, 67
- Adult Basic Education, 2, 5, 8, 10, 12, 14, 51, 67
- Adult Learning Center, 14, 26
- Air-Conditioning
 - Automotive, 38, 41-42, 59
 - Transport, 43
- Air-Conditioning, Heating and Refrigeration, 9, 38, 40, 48, 60-61
- Alcoholic Beverages, 69
- Algebra, 33-34, 38-40, 42-46, 49, 57
- Alphabetic Shorthand, see Shorthand
- American Medical Association, 69
- Anatomy and Physiology, 26-28, 30
- Animals, 69
- ANSI COBOL, 33, 59
- Application, 3, 5-9, 26, 29-30, 65, 67, 73
 - Forms, centerfold, 81
- Appraisal
 - Real Estate, 22, 55
- Arc Welding, 49, 60
- Architectural Rendering, 58, also see Drafting, Architectural
- Assembler, 33, 59
- Assembly Language Coding, 33, 59
- Athletics, 71
- Attendance, 12, 64-65
- Audio-Visual Services, 14, 25, 49
- Auditing, 15, 17, 52
- Automatic Transmission Fundamentals, 41, 60
- Automotive
 - Air-Conditioning, 41-42, 59
 - Body Repair, 40, 60
 - Brakes and Front-End Alignment, 41-42, 59
 - Carburetion, 38, 41-42, 59
 - Collision Repair, see Automotive Collision Repair
 - Collision Repair Diagnostic, 41-42
 - Electrical and Tune-up, 41-42, 59
 - Emission Control, 41-42, 59
 - Engines, 41-42
 - Machinist, see Automotive Machinist Service, see Automotive Service Technician
 - Servicing, 41-42, 59
 - Transmission, 41-42, 60
- Automotive Collision Repair, 9, 38, 40, 68
- Automotive Machinist, 41
- Automotive Service Technician, 9, 38, 41-42, 68
- Baking, 9, 23-24, 68
- Bank Teller, 54
- BASIC, 17, 21, 32-36, 59
- Basic Education, see Adult Basic Education and Developmental Studies
- Basic Educational Opportunity Grant, 73
- Blueprint Reading, 38, 40, 42, 44-49, 62
- Books and Supplies, 6, 8-9, 72
- Brakes, Front-End Alignment and Drive Trains, see Automotive
- Bureau of Indian Affairs, 73
- Bus, 27, 70, 74
- Business
 - Communications, 16-21, 55
 - English, 16, 52
 - Law, 15-19, 21-22
 - Mathematics, 15-21, 52, 54
 - Occupations, 1-2, 9-10, 15-22, 68
 - Relations, 18-19, 21, 54
 - Writing, 16, 52
- Business Administration, 15, 18
- Business Occupations Learning Center, 16, 20, 45, 54-55
- Cabinetmaking, 62
- Calculators, 15-18, 21, 53, 55, 57
- Calculus, 34-35
- Calendar, 4-5, 16
- Campus Conduct, 69
- Carburetion, see Automotive
- Carpentry, 9, 42, 68
- Cartography, 32
- Cashiering, 16-19, 21, 55, 68
- Changing Careers Program, 4, 13
- Charges and Fees, 6-9
- Citizenship for Aliens, 2, 51
- Civil and Map Drafting, 9, 32, 68
- Class Periods, 64
- Class Size, 7
- Clerical, 20
- Clubs, 71
- Codes, Building, 45
- College Work Study, 74
- Communications, 12, 16-21, 32, 35-36, 55
 - Office, 20-21
 - Sales, 19
 - Written, 16
- Computer Science, 9-10, 31, 32-33, 58, 68
- Comprehensive Employment Training Administration (CETA), Office of, 73
- Concrete, 33, 38-39, 42
- Construction Drafting, 9-10, 31, 33, 47, 68
- Consumer Information, 68
- Contact Lenses, 37
- Control Circuitry, 34, 38, 40, 45, 47, 61
- Cooking, see Culinary Arts
- Costs, 6-9, 72
- Counter Procedures, 47
- Counseling, 67
- Credit by Waiver, see Waiver
- Credit Cards, 7-9
- Credit Union, 12, 15, 17
 - Accounting, 15, 52
 - Operations, 17
- Culinary Arts, 2, 9, 23, 68
- Data Processing, 15, 17-19, 21, 32, 47, 58, 68
- Day Division, 11
- Developmental Studies, 12
- Diesel
 - Basic, 61
 - Brakes, 43, 61
 - Clutches, 43
 - Drive Trains, 61
 - Electrical, 43
 - Engines, 43
 - Final Drives, 43
 - Fuel Injection, 43
 - Hydraulics, 43
 - Overhaul, 43
 - Support Engines, 49
 - Transmission, 43, 61
 - Troubleshooting, 43, 61
 - Tune-up, 61
- Diesel Mechanics, 9, 38, 43, 68
- Digital Circuits, 34-36
- Distributive Education, 18, 68
- Dormitories, 72
- Drafting, 58
 - Architectural, 58
 - Civil and Map, see Civil and Map Drafting
 - Construction, see Construction Drafting
 - Electromechanical, see Electromechanical Drafting
 - Sheet Metal, 62
 - Trades, 38-39
- Dress, 69
- Drop-In Math Lab, 49
- Drop-out and Retention Rates, 69
- Economics, 17, 21
- Electrical Trades, 9, 38-39, 44, 62, 68
- Electricity, 38-39, 41
- Electromechanical Drafting, 4, 9, 34, 58, 68
- Electromechanical Technology, 4, 9, 34
- Electronics, 9-10, 31, 35-36, 38, 57-58, 68
- Emergency Medical Technician, 56
- Emission Control, see Automotive
- English
 - Conversational, 12, 14, 51
 - Enrichment, 2, 12
- Enroll, How To, 6
- Enrollment, Conditional, 65
- Equal Educational Opportunity Policy, 2
- Equipment Fee, 9
- Estimating
 - Auto Collision, 41
 - Construction, 38-39, 42, 44-45, 48, 62
- Evening Division, 50
- Exploratory, 12
- Family Educational Rights and Privacy Act, 65
- Fashion Merchandising, 19, 55, 68
- FCC License Preparation, 35-36, 58
- Fees, 6-9
- Filing, 19-21, 15-16, 53, 55
- Finance, see Real Estate
- Financial Aids, 72
- Fires, 69
- First Aid, 12, 38-39, 56
- Food, 69-70
- FORTRAN IV, 33, 36, 59
- Fuel Injection, see Diesel
- GED, 2, 10, 14, 51, 67
- General Information, 63
- Geometry, 38-39, 42-43, 46
- Glass Blowing, 61
- Governing Board, i
- Grade Reports, 66-67
- Graduate Placement, see Placement
- Graphic Arts, 4, 9, 37, 44
- Gregg Shorthand, see Shorthand
- Guidance, 67
- Health and Nursing Services, 67
- Health Occupations, i, 1, 2, 9, 25-30, 68
- High School Equivalency Exam Preparation, 2, 10, 14, 51, 67
- History, 1
- Home Health Assistant, 27, 68
- Holidays, 4-5
- Hospital Clinical Experiences, 25, 27-30
- Hospital Ward Clerk, 9, 25-27, 56, 68
- Hours Per Day, 64
- Housing, 72
- Human Relations, 12, 14, 18-19, 21, 54
- Hydraulic, Pneumatic, Mechanical Systems, 34-35

- Hydraulic Systems, see Diesel
- Illustration, 61
- Industrial Electrician, 9, 38, 45, 68
- Industrial Safety, 24, 38-49
- Inspection and Quality Control, 49
- Instructional Materials Center, 14
- Instrumentation, 35
- Insurance, 15, 18, 27, 52, 68, 71
- Integrated Circuits, 57
- Investment, see Real Estate
- JCL, Files, Utilities and Sorts, 33
- Job Bank, 67
- Job Placement, 67-68
- Keypunch, 16, 55, 59
- Laboratory Fees, see Costs
- Laser Electro-Optic Technology, 9-10, 31, 36, 68
- Law
 - Business, 15-19, 21-22, 54
 - Real Estate, 22, 55
 - Violations, 69
- Legal
 - Secretary, 53
 - Transcription, 16, 55
- Library, 14
- Loans, 74
- Locations, 1
- Lockers, 71
- Logic Circuits, 34, 57
- Lost and Found, 71
- Machine Tool, 60
- Machine Trades, 9, 38, 42, 45, 68
- Machine Transcription, 20, 55
- Management, 17-19, 21, 54
- Maps, 75-78
- Marketing, 16, 18-19, 55
- Masonry, 9, 46, 68
- Math Lab, 49
- Mathematics, see each program
- Medical Office Assistant, 56
- Medical Records/Receptionist, 19
- Medical Transcription, 16, 55-56
- Merchandising, 19, 55
- Metallurgy, 38-40, 43, 46, 60
- Microbiology, 30
- Microcomputers, 32, 36, 58
- National League for Nursing, 28, 69
- New Mexico State Board of Nursing, 28-29
- New Mexico State Department of Adult Basic Education, 51
- New Mexico State Department of Education, 10
- New Mexico State Employment Service, 67
- New Mexico State Student Incentive Grant, 74
- New Mexico Student Loan, 74
- North Central Association of Colleges and Schools, 69
- Numerical Control Programming, 46
- Nursing, see Practical Nursing
- Nursing Assistant, 9, 25-27
- Nutrition, 27
- Office Machines and Filing, 15-16, 18-21, 53
- Office Occupations, 10, 15-16, 20-21, 68
- Office Supervision, 15-16
- Operating Your Own Business, see Small Business Management
- Optics, see Laser Electro-Optic Technology
- Oxyacetylene Welding, 38-39, 49, 60
- Parking, 70
- Parts Specialist, 9, 46-47, 68
- Paste-up and Layout, 44, 61
- Patient Service Clerk, 9, 25-27, 56, 68
- Payroll, 16-17, 52
- Personal Development, 12
- Personnel, 18, 54
- Pharmacology, 56
- Phone Calls, 71
- Photogrammetry, 32
- Physics, 34, 38-39, 40, 43, 45-46
- Pipe Drafting, 33
- Pipe Welding, 49, 60
- Placement, 67-69
- Plane Surveying, 32, 57
- Plumbing, 9, 38, 47, 62, 68
- Practical Nursing, 3-4, 6, 9-10, 25-29, 68
- Precision Measurement, 42, 48
- Preparatory Program, 2-3, 9, 12
 - Evening, 10, 12
- Pre-registration Fee, 6, 8
- Prerequisites, 3, 25-26, 41-42, 52-62
- Printing, 44, 61
- Probation, Academic, 66
- Professional Development Center, 14
- Programming, 32-33
- Public Speaking, 53
- Quantity Food Preparation (formerly Culinary Arts), 9, 24, 68
- Reading, 12, 51
- Reading Lab, 13
- Readmission, 65
- Real Estate, 21, 55
- Receptionist, 19, 21
- Records
 - Management, 15-16, 19-21, 53, 55
 - Student, 65
- Refresher Course for Office Workers, 21, 68
- Refresher, Practical Nursing, see Practical Nursing Refresher
- Refrigeration, 40, 61
- Refunds, 5, 8, 74
- Registration
 - Dates, 4-5
 - Late, 3, 4-5
- Regulatory Agencies, 18
- Rendering, Architectural, 58
- Respiratory Therapy Technician, 3-4, 6, 9-10, 25-26, 30, 68
- Retailing, 22
- RPG II, 33, 59
- Safeguarding of Property, 71
- Safety Glasses, 37
- Salaries, 68
- Sales, 15-16, 18-19, 22, 24, 55
- Salesmanship, 15-16, 19, 22, 24, 55
- Saturday Workshops, 16
- Sauté Cook, 24
- Scholarships, 73-74
- School Year, 4
- Security, 61, 70
 - Officer Training, 61
- Semiconductors, 35-36
- Sheet Metal, 4, 9, 37, 40, 48, 62, 68
- Shorthand
 - Alphabetic, 15, 53
 - Gregg, 15-16, 21, 53, 55
 - Review, 16, 21, 55
 - Speedbuilding, 53
 - Transcription, 16, 21, 55-56
- Skill Improvement Classes, 52
- Small Business Operations, 15-16, 22, 54
- Small Engine Mechanics, 9, 38, 48, 60, 68
- Smoking, 69
- Social Services Administration, 73
- Solar Applications, 33, 38-40, 42, 44, 46-48, 60
- Spanish, 12, 14
- Spelling, 14, 16, 51
- Standards of Progress, 66
- Stewardship, 24
- Strength of Materials, 38-39, 49
- Students Council, Health Occupations, 71
- Student Government, 71
- Student Incentive Grant, see New Mexico State Student Incentive Grant
- Student Judicial Affairs and Curriculum Committee, 70
- Student Review Committee, 65
- Student Services, 67
- Supervised Work Experience, 17, 19, 39
- Supervision, 16, 54
- Supplemental Educational Opportunity Grant, 74
- Surveying, 32, 57
- Suspension, Academic, 66
- Swing Shift, 17, 20
- Systems Design, 38-40, 48
- Tardies, 64
- Tax Accounting, 17, 52
- Technical Report Writing, 43
- Technologies, 2, 9-10, 31, 68
- Telephone
 - Calls and Visitors, 71
 - Etiquette, 16
- Television Servicing, 57
- Testing, 6, 29, 67
- Thinking Skills Development, 12
- Title IX, 2
- Tooling Applications, 38-39, 42, 46-47
- Trade Mathematics, 57
- Trades, 2, 9-10, 37, 68
- Transcription, see Shorthand
- Transcripts, 65
- Transmissions, see Automotive and Diesel
- Transfer Credit, 10, 15, 38
- Transportation, 27, 70
- Trigonometry, 34, 38-40, 42-43, 45-46, 49, 57
- Trimesters, 4
 - Calendars, 4
- True Position Dimensioning, 46
- Tuition, 6, 8
- Typing, 12, 15-21, 53-55
- University of Albuquerque, 10, 17, 26, 28, 30-32, 35
- University of New Mexico, 10, 20, 31, 33, 35
- Upholstery, 60
- VEP, see Vocational Enrichment Program
- Valencia County, 70
- Vehicle Registration, 70
- Veterans Administration Benefits, 69, 73
- Visitors, 71
- Vocabulary and Spelling Development, 12
- Vocational Enrichment Program (VEP), 2
- Vocational Rehabilitation, Division of, 73
- Waiver, 66
- Welding, 9, 37, 38-39, 41, 43, 49, 60, 68
- Withdrawals, 8-9
- Word Processing, 16, 21, 55

Evening Division Application

Last Name	First Name	Middle Initial
Street Address Apt. No.	City	Zip Code
Home Phone	Business Phone	Date of Birth

I am applying for the following class for ___ winter ___ summer ___ fall.

Please Print

Class Number _____ Class Name _____

Evening class meets: M___ T___ W___ Th___ F___ S___ Location: _____

Do you meet any prerequisites which are listed in the catalog for this class? Yes___ No___

If the class for which you are applying is numbered 500 or above, please explain why you need to take this class: _____

Master Charge or Master Card

How long have you lived in New Mexico? ___ Years ___ Months

Account Number	Expiration Date	Interbank Number	Signature	Date
VISA				
Account Number	Expiration Date	OFFICE USE ONLY SK _____ SK _____ SK _____ By _____		
Cardholder's Authorizing Signature	Date			

Last Name	First Name	Middle Initial
Street Address Apt. No.	City	Zip Code
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Cardholder's Authorizing Signature	Date			