

CATALOG

Day and Evening Division 1981-82

Albuquerque Technical-Vocational Institute

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*Cover drawings by Madelyn Forman
Evening Division Instructor*



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 applications forms.

The provisions of this catalog are not to be

regarded as an irrevocable contract between the student and T-VI. T-VI reserves the right to change any provisions or requirements at any time.

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, Digital Electronics, Welding, Laser Electro-Optic Technology, Graphic Arts, Computer Information Systems 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.

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 Nurse 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.

Instructional Programs

DAY DIVISION

The T-VI Day Division includes more than 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.

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

The Evening Division offers more than 100 Skill Improvement classes to part-time students in business, trade and industrial, health and technical occupations. A few may be transferred to a Day Division program. 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.

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.

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 Nurse 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 student 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.

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.

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 two-week break between trimesters. Most students go to school year-round until they complete their program although it is possible in most programs to take a trimester off if necessary.

During the 1981-82 school year, the Day Division Fall Trimester begins on Sept. 1, the Winter Trimester Jan. 4 and the Summer Trimester May 3. Evening Division classes generally begin the following week and meet 14 to 15 weeks.

Open-entry programs in the Day Division, such as Receptionist 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 and evening several times each trimester and at both campuses. Two day programs—Respiratory Therapy Technician and Electromechanical Drafting—begin with a new class only once each year.

FALL TRIMESTER, 1981

Day Division Classes Begin	September 1
Day Division Late Registration Deadline	September 15
<i>Sept 7, Holiday</i> Mid-Trimester Grades Due	October 22
Teacher Inservice (No Classes)	October 23
Holiday	November 26-27
Withdrawal Deadline	December 4
Last Day of Classes	December 18
Trimester Break	December 19-January 3

WINTER TRIMESTER, 1982

Day Division Classes Begin	January 4
Day Division Late Registration Deadline	January 15
Teacher Inservice (No Classes)	February 19
Snow Day (Holiday for students and instructional staff if not used as a make-up day)	February 22
Mid-Trimester Grades Due	February 26
Withdrawal Deadline	April 6
Holiday	April 9
Last Day of Classes	April 21
Trimester Break	April 22-May 2

SUMMER TRIMESTER, 1982

Day Division Classes Begin	May 3
Day Division Late Registration Deadline	May 14
Holiday	May 31
Mid-Trimester Grades Due	June 25
Holiday	July 1-2
Withdrawal Deadline	August 4
Last Day of Classes	August 18
Trimester Break	August 19-31

**Day
Calendar
1981-82**



FALL TRIMESTER, 1981

Early Application Period for Skill Improvement Thru 5 p.m. August 14
 Adult Basic Education Registration (10 a.m.-8 p.m.) August 25 and 26
 Deadline to Pay Fees and/or Buy Books September 2
 Late Application Period
 (12 noon-8 p.m.) September 2, 3, 9, 10, 14, 15, 16 and 17
 First Day of Classes September 8
 Last Day to Receive Refunds on Books and/or Fees September 18
 Holiday (No Classes) November 25, 26 and 27
 Fall Trimester Ends December 18

WINTER TRIMESTER, 1982

Early Application Period for Skill Improvement Thru 5 p.m. December 11
 Adult Basic Education Registration (10 a.m.-8 p.m.) December 29 and 30
 Deadline to Pay Fees and/or Buy Books January 4
 Late Application Period
 (12 noon-8 p.m.) January 5, 6, 7, 13, 14, 18, 19, 20 and 21
 First Day of Classes January 11
 Last Day to Receive Refunds on Books
 and/or Fees January 22
 Holiday (No Classes) February 22
 Winter Trimester Ends April 21

SUMMER TRIMESTER, 1982

Early Application Period for Skill Improvement Thru 5 p.m. April 16
 Adult Basic Education Registration (10 a.m.-8 p.m.) April 27 and 28
 Deadline to Pay Fees and/or Buy Books May 3
 Late Application Period
 (12 noon-8 p.m.) May 4, 5, 6, 12, 13, 17, 18, 19 and 20
 First Day of Classes May 10
 Last Day to Receive Refunds on Books and/or Fees May 21
 Memorial Day Holiday (No Classes) May 31
 Summer Trimester Ends August 18

**Evening
 Calendar
 1981-82**

Consumer Information

As a person thinks about attending T-VI, or any other school, questions may arise about the quality of the school. Information that can help a person make a decision about a school includes its accreditation, its graduate placement record and its drop-out rate.

The latest information about T-VI's full-time Day Division vocational programs is detailed here.

	Total Graduates Available for Work	Employed: Training Related Jobs	Employed: Jobs Closely Related to Training	Employed: Non-Training Related Jobs	Unemployed: 60 Days after Graduation	AVERAGE MONTHLY BEGINNING SALARIES (Training Related Jobs Only)
BUSINESS OCCUPATIONS						
Accounting.....	49	36 73.5%	2 4.1%	3 6.1%	8 16.3%	\$ 707
Bookkeeping	16	8 50.0%	4 25.0%	2 12.5%	2 12.5%	634
Distributive Education	46	46 100.0%	— —	— —	— —	584
Fashion Merchandising	37	15 40.6%	6 16.2%	12 32.4%	4 10.8%	550
Medical Records Receptionist.....	11	3 27.3%	4 36.4%	— —	4 36.4%	629
Office Occupations—Clerical.....	45	39 86.7%	1 2.2%	1 2.2%	4 8.9%	690
Office Occupations—Secretarial.....	28	21 75.0%	5 17.8%	1 3.6%	1 3.6%	706
Office Occupations—Refresher	15	10 66.7%	3 20.0%	— —	2 13.3%	687
Receptionist	9	4 44.4%	1 11.1%	— —	4 44.4%	641
CULINARY ARTS						
Baking	10	5 50.0%	1 10.0%	1 10.0%	3 30.0%	760
Quantity Food Preparation	15	13 86.6%	1 6.7%	— —	1 6.7%	694
HEALTH OCCUPATIONS						
LPN Refresher	11	10 90.9%	— —	— —	1 9.1%	928
Nursing Assistant	47	38 89.9%	— —	7 14.9%	2 4.2%	648
Patient Service Clerk (Health Unit Clerk) ..	50	38 76.0%	— —	4 8.0%	8 16.0%	658
Practical Nursing (Practical Nurse).....	62	61 98.4%	— —	1 1.6%	— —	847
Respiratory Therapy.....	17	17 100.0%	— —	— —	— —	921
TECHNOLOGIES						
Computer Science (Computer Information Systems)	47	44 93.6%	— —	1 2.1%	2 4.3%	1,000
Drafting—Construction	39	31 79.5%	3 7.7%	— —	5 12.8%	796
Drafting—Electromechanical	21	19 90.5%	— —	— —	2 9.5%	974
Drafting—Civil and Map	30	27 90.0%	— —	1 3.3%	2 6.7%	980
Electromechanical Technician	14	12 85.7%	— —	1 7.1%	1 7.1%	1,093
Electronics	102	88 86.3%	— —	— —	14 13.7%	1,082
Laser Electro-Optics.....	34	27 79.4%	— —	— —	7 20.6%	1,411
TRADES						
Air Conditioning/Heating/Refrig.....	36	27 75.0%	2 5.6%	3 8.3%	4 11.1%	781
Auto Collision Repair.....	18	8 44.4%	2 11.1%	7 38.9%	1 5.6%	733
Automotive Service Technician	42	18 42.8%	6 12.3%	8 19.0%	10 23.8%	731
Carpentry.....	55	27 49.1%	8 14.5%	12 21.8%	8 14.5%	743
Diesel Mechanics	62	49 79.0%	1 1.6%	4 6.5%	8 12.9%	932
Electrical Trades.....	41	26 63.4%	2 4.9%	7 17.1%	6 14.6%	777
Graphic Arts (Commercial Printing).....	14	13 92.9%	— —	— —	1 7.1%	706
Industrial Electrician	25	20 80.0%	2 8.0%	1 4.0%	2 8.0%	984
Machine Trades	55	53 96.4%	— —	— —	2 3.6%	1,061
Masonry.....	13	6 46.1%	3 23.1%	1 7.7%	3 23.1%	673
Parts Specialist	6	4 66.7%	— —	2 3.3%	— —	554
Plumbing	42	26 61.9%	1 2.4%	7 16.7%	8 19.0%	736
Sheet Metal.....	5	3 60.0%	— —	1 20.0%	1 20.0%	835
Small Engine Mechanics.....	11	7 63.6%	— —	— —	4 36.4%	736
Welding	55	48 87.3%	3 5.4%	1 1.8%	3 5.4%	1,091
TOTALS	1,255	957 76.3%	62 4.9%	96 7.6%	140 11.2%	

GRADUATE PLACEMENT: The purpose of T-VI's full-time programs is to prepare students to get a job, so the graduate placement record is an important measure of how good the programs are.

This 1980 job placement information for every full-time program covers the graduates of April, September and December, 1980, and their situations 60 days after graduating.

RETENTION RATES: For a variety of reasons, some students who start a program are not able to finish the entire program. The number of students who leave is different for each program and from trimester to trimester.

Overall, the rate of full-time vocational program students at T-VI who stayed in school each trimester during 1980 was more than 81 percent.

Putting it the other way, less than 19 percent of the students who started each trimester dropped out before the end of the trimester. The 1980 termination rates were: Winter Trimester—18.6 percent; Summer Trimester—20.7 percent; and Fall Trimester—17.9 percent.



Transfer Credit

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 for credits towards an Associate of Arts degree and in some cases a Bachelor of University Studies or other bachelor degree are Accounting, Practical Nurse, Respiratory Therapy Technician, Computer Information Systems and all drafting and electronics programs.

The University of New Mexico will grant credit towards certain degrees to T-VI graduates of Office Occupations, Construction Drafting and electronics programs.

Information about these transfer agreements is available from T-VI counselors and from the universities accepting the 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. Evening Division classes which may be transferred to day programs in Business Occupations and Trades are marked with this symbol: ✨.

To transfer an Evening Division class to a day program in Technologies, check with the Technologies office to see what transfers may be made.

A student who wants to transfer an Evening Division class to the Day Division must notify the Evening Division instructor at the beginning of the trimester.



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 wait too long at any step, 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 Nurse and Respiratory Therapy Technician. For those dates, look in the section of this catalog about those 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 academic advisor 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 \$500 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. 14; Winter, Dec. 11; Summer, Apr. 16).** 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 or MasterCard. 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, Sept. 2; Winter Trimester, Jan. 4; and Summer Trimester, May 3. **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.**

Day Division 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 Day Division class periods are as follows:

MAIN CAMPUS

Morning	Afternoon and Night
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
	Period 11— 6:20 to 7:15
	Period 12— 7:20 to 8:15
	Period 13— 8:20 to 9:15

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

Tuition 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 \$22 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 MasterCard 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 \$500 per trimester. For schedules of less than 23 hours per week, tuition is \$22 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 and other required fees 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 MasterCard 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 1981-82 are:

	Trimester I	II	III	IV	V
PREPARATORY	none				
BUSINESS OCCUPATIONS	none				
CULINARY ARTS					
Baking	\$85	\$25			
Quantity Food Preparation	\$85	\$70			
HEALTH OCCUPATIONS					
Health Unit Clerk	\$30				
Nursing Assistant	\$30				
Practical Nurse	\$75				
Respiratory Therapy Technician	\$70				
TECHNOLOGIES					
Civil and Map Drafting	\$35	\$40			
Computer Information Systems	none				
Construction Drafting	\$35				
Electromechanical Drafting	\$35				
Electronics (all programs)	\$20				
TRADES					
Air Conditioning, Heating and					
Refrigeration	\$90	\$70	\$70		
Auto Collision Repair	\$90	\$70			
Automotive Service Technician	\$100	\$70	\$70		
Automotive Machinist		\$100			
Carpentry	\$100	\$70			
Commercial Printing	\$30				
Diesel Mechanics	\$100	\$70	\$70	\$70	\$70
Electrical Trades	\$90	\$70			
Industrial Electrician	\$90	\$70	\$70		
Machine Trades	\$100	\$70	\$70		
Masonry	\$90				
Parts Specialist	\$15				
Plumbing	\$90	\$65			
Sheet Metal	\$90	\$65			
Small Engine Mechanics	\$90	\$70			
Welding	\$100	\$65			

Estimated Budget

An important matter to look at when planning to attend T-VI full-time is what it will cost.

This estimated budget—including food, housing, personal and transportation expenses as

well as school charges for a full-time student—is used by the Student Financial Aids Office to estimate a student's financial aids needs during 1981-82:

1981-82:

<i>Student's Status</i>	<i>1 Trimester</i>	<i>2 Trimesters</i>	<i>3 Trimesters</i>
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DEPENDENT LIVING WITH HEAD OF HOUSEHOLD

Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 200	\$ 40 to \$ 280
Room and Board	788	1576	2364
Books and Supplies	20	40	60
Personal Expenses	270	540	810
Transportation	161	322	483
<i>Total*</i>	\$1259 to \$1359	\$2508 to \$2678	\$3757 to \$3997

DEPENDENT LIVING WITH PARENTS

Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 200	40 to \$ 280
Room and Board	375	750	1125
Books and Supplies	20	40	60
Personal Expenses	270	540	810
Transportation	161	322	483
<i>Total*</i>	\$ 846 to \$ 946	\$1682 to \$1852	\$2518 to \$2758

INDEPENDENT SINGLE

Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 200	\$ 40 to \$ 280
Room and Board	885	1770	2655
Books and Supplies	20	40	60
Personal Expenses	270	540	810
Transportation	161	322	483
<i>Total*</i>	\$1356 to \$1456	\$2702 to \$2872	\$4048 to \$4288

MARRIED, HEAD OF HOUSEHOLD**

Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 200	\$ 40 to \$ 280
Room and Board	1510	3020	4530
Books and Supplies	20	40	60
Personal Expenses	495	990	1485
Transportation	170	340	510
<i>Total*</i>	\$2215 to \$2315	\$4420 to \$4590	\$6625 to \$6865

Additional amounts allowed for each child:

Room and Board	\$ 251	\$ 502	\$ 753
Personal Expenses	\$ 167	\$ 334	\$ 501

*If student is paying non-resident tuition, add \$500 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 information 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.

NATIONAL INDIAN YOUTH COUNCIL-COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM (NIYC-CETA): Training assistance is provided for unemployed, underemployed or economically disadvantaged Indians by this community-based organization. NIYC-CETA has offices in Albuquerque, Farmington, Gallup and Santa Fe. The Albuquerque office is at 3619 Copper NE.

Application for some financial aids is made through the T-VI Student Financial Aids Offices at the Main Campus, A-119, or in the Student Services Center at the Montoya Campus. Both are open weekdays from 8 a.m. to 5 p.m. Some grants require the processing of federal forms, however, which may take up to six weeks. Students who need financial aids should apply early, using forms available from the Financial Aids Offices at T-VI.

BASIC EDUCATIONAL OPPORTUNITY GRANTS or BEOG/PELL GRANTS (new name after July 1, 1982): U.S. citizens and permanent resident aliens (immigrants, refugees and persons granted asylum) with financial needs who are attending T-VI at least 12 hours per week may apply for this federal grant. The BEOG/Pell Grant is intended to provide up to half of the student's estimated instructional costs. During 1980-81, the largest BEOG for which T-VI students were eligible for an entire year was \$712 for residents and \$1538 for non-residents.

To be eligible for a full BEOG/Pell Grant, students must be enrolled in a program at least six months long and of at least 600 hours of instruction. A partial grant is awarded students attending less than full time. Also, to be eligible

a student may not already have a degree from another institution.

To apply for a BEOG/Pell Grant, a student must submit a Basic Grant Application form. It is processed free of charge in Iowa and then the applicant is sent a financial aid index number. As soon as the applicant receives this number, which can take up to six weeks, it should be brought to the T-VI financial aids office. If the index number shows that the student is entitled to a grant, T-VI will issue the grant.

T-VI students eligible for a BEOG/Pell Grant receive equal montly installments of their total grant about the twentieth of each month as long as they continue to attend in good standing. See the "Termination of Financial Aids" section.

Students who need financial aids beyond the BEOG/Pell Grant must pay for a national financial analysis using the College Scholarship Service (CSS) Financial Aid Form. These forms are available from the T-VI Financial Aids Office and should be completed at least six weeks before the beginning of classes.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): A limited number of SEOG grants is available from federal funds to aid students with the highest level of financial needs. SEOG eligibility will be determined at the same time as the BEOG/Pell Grant eligibility if the student has paid for and received a CSS Financial Analysis statement.

NEW MEXICO STATE STUDENT INCENTIVE GRANT (NMSIG or SSIG): This state and federally funded program also provides grants to needy full-time students *who are legal residents of New Mexico*. Amount of the SSIG is between \$200 and \$800 per year. Payments are made monthly as long as the eligible student is attending and in good standing. Application is by the same Basic Grant Application and CSS Financial Analysis.

NEW MEXICO STUDENT LOAN (NMSL): New Mexico residents enrolled in a full-time vocational program at least six months long can apply for these loans. Maximum loans are \$800 per trimester and no more than \$2400 in any twelve-month period. In addition to the Basic Grant application, persons wanting a NMSL must complete forms which are given out at loan workshops held at T-VI or the University of New Mexico. Students cannot get a loan without attending a workshop. Information about workshops and the loan program is available from T-VI's Student Financial Aids Offices.

T-VI students awarded an NMSL must place their loan into an escrow fund, from which they will be issued montly installments on or about the first of each month. Monthly installments will be paid so long as the student remains in good standing at T-VI. If the student is placed on Conditional Enrollment or withdraws from school, the unused part of the loan 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.

After the student leaves school, he or she must begin to repay the loan within six months. At least \$30 must be repaid each month. The loan interest rate is nine percent per year on the unpaid balance, but the federal government pays the interest charges while the person is in school and during the six-month grace period after leaving school.

COLLEGE WORK STUDY (CWS): A few students with severe financial needs who meet other federal requirements may be employed by T-VI during non-class times under the CWS program. To apply for CWS, the student must have a Basic Grant eligibility index and must also have paid for and obtained a CSS Financial Analysis. Students employed under CWS may work up to 20 hours per week and are paid federal minimum wages of \$3.35 per hour. Pay periods are every two weeks.



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.

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.

Progress Reports

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. In some programs different certificates can be awarded for completing different levels.

GRADE REPORTS: Progress reports are given to each student at midterm and at the 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 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 completion of the missing work the following trimester. Each department has different deadlines for making up an "I."

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. Any time that 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 be given credit for that class by examination. 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 has earned all required proficiencies and 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 academic advisor or counselor can verify whether or not a student is eligible to apply for this kind of waiver.

Both types of waiver credit require the approval of the class instructor, academic advisor, 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.

GED

(General Educational Development)

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.

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	12:20 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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Testing Services

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. 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 pretested 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. The classes are 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.

Students Records

DAY DIVISION

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 or attendance records 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 when applicable.

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.



Services for Students

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 and it is important to register for placement upon graduation. To assist graduates and full-time students in vocational programs in their job search, T-VI has a Placement Services Office and is developing an Office of Industrial Relations on the Main Campus. A contact for those services is located in the Student Services Center at the Montoya Campus. The Evening Division does not have placement services.

Placement files are maintained for all graduates who request assistance in looking for jobs, and contact is established with potential employers in business and industry seeking qualified T-VI graduates. Information about any part-time jobs for current Day Division students is also available.

Graduates are also encouraged to use the services of the New Mexico State Employment Service, a public agency which charges no fees.

EVENING DIVISION

COUNSELING: A counselor is on duty at the Montoya Campus until 7 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.

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.

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 and in Health Occupations.

Personal 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 or when a student is no longer enrolled.

Locks remaining on lockers during the trimester break or more than five days after a student has left school are cut off and the contents removed. Students then have 30 days to claim their possessions in M-105 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 at the Administration Building lobby reception desk. 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.



Phone Calls, 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.

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.

Parking, Transportation

DAY DIVISION

PARKING: Student parking is available only for student vehicles which are registered and have a numbered T-VI parking decal. The decals are available at registration, in M-105 on the Main Campus or the Student Services Center at the Montoya Campus. The decal should be attached to the back side of the rear view mirror so it can be seen through the front windshield or on the window if there is not an inside rear view mirror. On motorcycles, the decal should be on the rear fender.

There is no charge for parking or for the decals.

Parking is limited, especially at the Main Campus, and students are urged to park only in T-VI lots. Many businesses in the area will tow away students' cars that are parked on their property. Also, many streets in the area require parking permits from the city, available only to residents of those streets.

All Main Campus student parking is located south of Coal Ave. Lots north of Coal Ave. are for staff, visitors and the handicapped. Special parking areas in a number of locations are marked for bicycles and motorcycles.

T-VI Security patrols the parking lots, but cars should still be locked and valuables should be hidden or locked in the trunk. 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. 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.

The speed limit in all parking lots is five miles per hour because of the large number of pedestrians.

CITY BUS PASSES: Reasonably priced passes for full-time postsecondary students are available for Suntran city buses. Two kinds of passes can be purchased: a trimester pass good for unlimited city bus rides for the entire trimester or a monthly pass good for unlimited rides during one calendar month.

To encourage full-time students to use the city bus system, T-VI pays a rebate of one-half the price of both monthly and trimester passes paid for by students. A monthly pass purchased in the Financial Aids Office, A-119, on the Main Campus or the Student Services Center on the Montoya Campus, can be turned in for a one-half rebate at the end of the month. Only those monthly passes purchased at T-VI may be turned in for rebates if the student is currently attending school full time.

The trimester passes can be bought only at Suntran, 619 Yale SE, because the student's photo is taken and becomes part of the pass. Students wanting to buy a trimester pass must have their T-VI student identification card with them. A rebate is paid to those current full-time students by T-VI after mid-term. Those rebates are available in Financial Aids, A-119, or the Student Services Center at the Montoya Campus.

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.

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 Day Division students for two-trimester terms. During 1981-82, elections will be held in the Winter Trimester.

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 Nurse and Respiratory

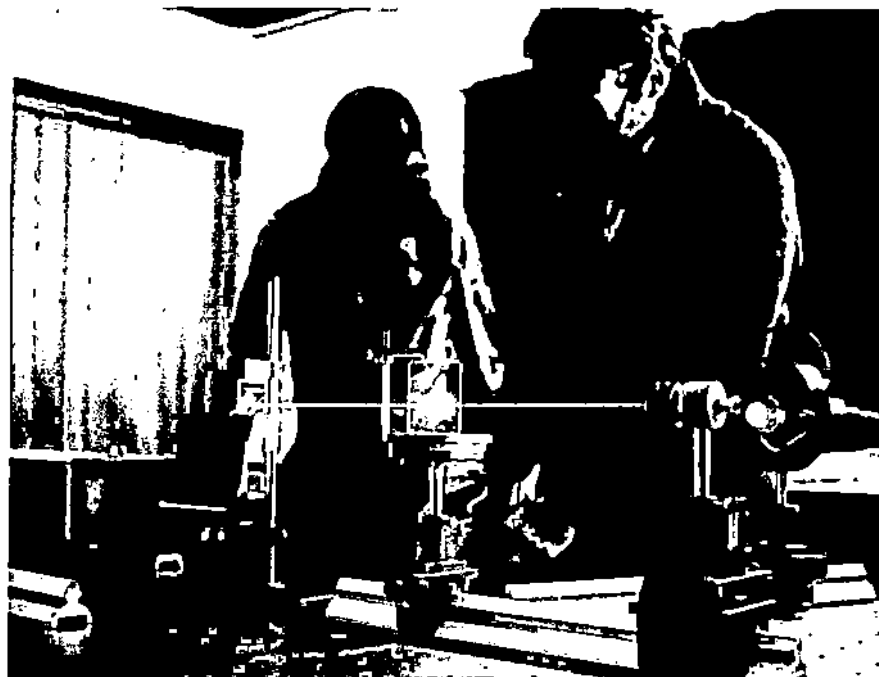
Therapy Technician primary group. From those representatives, a president and vice president are elected for one-year terms. Meetings of the Student Council are at the Health Education Center, 1215 Hazeldine SE.

STUDENT ACTIVITIES: A limited student activities program is available. Student Government sponsors some 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, such as basketball, baseball and softball, and clubs which relate to specific instructional 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 S-12 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.



DAY DIVISION



DEPARTMENT OF DEVELOPMENTAL STUDIES

Instructional Materials Centers

The Instructional Materials Centers (IMC) include four service areas for use by students, staff and—in some cases—the entire community. They are the Library, Adult Learning Center, Drop-in Math Lab 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 Saturday from 12 noon to 4 p.m.

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 subjects 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 CENTERS

ALC 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 a trained staff member is 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, Beginning Spanish and Human Relations.

Among the vocational components available are audio-visual programs related to Electronics, Accounting, Computer Systems, Sales, Health and Welding.

DROP-IN MATH LAB

The Drop-In Math Lab is on the Main Campus in the Adult Learning Center 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, trigonometry and math for trades 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.

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, development of audio-visual materials and for rental of film.



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Special Vocational Services

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Special Vocational Services are designed to meet the needs of the handicapped student enrolled at T-VI. Services to prepare and train the handicapped student for a fuller participation in the world of work are located in the Department of Developmental Studies with extension services in all vocational programs. Curriculum adjustments are made to accommodate various handicapping conditions. Services include career counseling, individual program planning, vocational assessment, coordination with community support agencies and individualized instruction.

Regular preparatory subjects are offered under the Special Vocational Services Program including specifically designed supporting courses.

<i>Supporting Courses</i>	<i>Hours/Week</i>
Employability Skills	5
Independent Living Skills	5

Employability Skills (5 Hours/Week)

This course is designed to make the student job-conscious, well-prepared for employment and self-assured. Units in self-assessment, resumé writing, applications, interviewing techniques, on-the-job training, work samples, business vocabularies, writing and composing letters, career exploration, human relations, community resources and job market information are included.

Independent Living Skills (5 Hours/Week)

This is a series of individualized instructional units emphasizing pre-vocational and independent living skills. Included are such topics as money management, first aid and safety, community resources, hygiene and grooming, nutrition, telephone usage, transportation and interpersonal relations. Vocational preparedness is stressed.

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 take into account 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 class deals with the development of a positive self image for persons in transition, a self-assessment of marketable skills, abilities

and interests, 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 aids 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.

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 these skills before they enter a vocational program. The Preparatory Program helps these students improve in these skills so that they can meet the entry requirements in the vocational program they have selected.

A number of supporting courses are also offered to help students learn about different job fields while others teach skills to help a person be more successful on the 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 within the first two weeks 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 major may take any of the courses offered in the Preparatory Program. Reading Improvement, Introduction to Typing, Credit Union Operation, and First Aid and Personal Safety have been popular supporting courses.

An abbreviated Preparatory Program is also scheduled at night. More information is available from counselors at the Main or Joseph M. Montoya campus.

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

Credit Union Operation	5
Human and Interpersonal Relations	5
Introduction to Typing	5
Practical Physics	5
Spanish for Beginners	5
Thinking Strategies	5

Enrichment Cluster 5

- Community Services
- First Aid and Personal Safety
- How-to-Study Techniques
- Money Management
- Vocabulary and Spelling Development



COURSE DESCRIPTIONS

Mathematics (10 Hours/Week)

Upon entering the Preparatory Program, each student is placed in the mathematics course that best meets his or her needs, interests and abilities. Each student starts at the beginning of the program no matter when he or she enters. Progress is at his or her own rate with the objective of meeting—or exceeding—entry-level mathematics skills for the vocational field selected. The program begins with basic arithmetic and includes whatever special or advanced topics are needed in the student's chosen subject.

Mathematics courses in the Preparatory Program include foundations (basic arithmetic) and mathematics for Business Occupations, Culinary Arts, Health Occupations, Technologies and Trades.

Communications courses in the Department of Developmental Studies are offered on two levels. At the *foundations* level, the communications course is an individualized refresher course including the four basic communications skills: speaking, listening, reading and writing—with emphasis on spelling, writing and good English usage. On a higher level, it stresses *vocational applications* of all four communication skills, with special emphasis on each student's intended program. Technical vocabulary for each T-VI program is acquired at this level.

Evening communications classes are also available at both the Main and Montoya campuses.

Communications Foundations (5 Hours/Week)

This class helps students acquire and/or improve basic communication skills—speaking, listening, reading and writing—on an individual basis. It enables them to follow oral and written instructions accurately, write grammatically correct sentences, spell correctly and use good English.

Communications for Health Occupations, Business Occupations, Culinary Arts, Technologies, Trades (5 Hours/Week)

In this class students improve their speaking, listening, reading and writing skills as related to their chosen field. They also learn reference and study skills and the technical vocabulary for their chosen program. Classroom activities include lectures, demonstrations, group activities, presentations by guest speakers and student projects and presentations. Occasional field trips to local companies and laboratories let students explore the communications skills needed on the job for the field they have chosen.

Writing Lab (5 Hours/Week)

Students learn writing skills in individualized lessons. Their work is evaluated daily and particular skills needing improvement—spelling, punctuation and form—are emphasized. The lab is for students in any T-VI program.

Exploratory (5 Hours/Week)

In this class, students can learn more about the field they have chosen at T-VI—the job expectations, job availability, methods, materials and operations of each field. Activities in the class include presentations by guest speakers, demonstrations, discussions, films, field trips, class projects and hands-on experiences whenever possible. All vocational subjects offered at T-VI are included.

Reading Improvement (5 Hours/Week)

The objective of this course is to help students understand what they read. All T-VI students with special reading problems are counseled to take this course.

Credit Union Operation (5 Hours/Week)

This course provides entry-level knowledge for many credit industry jobs. Credit unions are studied in detail. Direct experience is provided in credit union public relations and membership registration.

Human and Interpersonal Relations (5 Hours/Week)

Human behavior is explored to help the student develop a more positive attitude. Applications to work situations are stressed.

Introduction to Typing (5 Hours/Week)

This course is for students who want or need to learn the skill of typewriting. Students in Business Occupations who have been identified as having probable and/or unique difficulties in learning typewriting may also enroll. This course is not eligible for Veterans Administration benefits.

Practical Physics (5 Hours/Week)

This is a survey course of physics designed for students planning to pursue a major in trades or technologies. Introduced are basic concepts of work and energy, matter, forces, friction, heat, light, electricity, sound and motion. Basic mathematics and measurement rules are applied to practical applications. The course is also designed to create an understanding of physics and its purposes in modern technology.

Spanish for Beginners (5 Hours/Week)

Conversational Spanish for non-Spanish-speaking students who will be working in a bilingual society is taught in this unit. Information about the Spanish culture and an appreciation of its customs and traditions are included.

Thinking Strategies (5 Hours/Week)

This is a course for those who want to improve their general thinking abilities. Several thought processes are explored and applied to general problem solving situations, math word problems and group processes.

Enrichment Cluster (5 Hours/Week, 5 Weeks/Unit)

This is a series of units which can help the student understand and get along better with himself or herself and others, especially in a work situation. The student may choose any unit from the enrichment cluster.

Community Services: In this unit students learn about various agencies in the city through class instruction, speakers, audio-visual materials and field trips.

First Aid and Personal Safety: Students may qualify for a three-year Red Cross certificate following this basic first aid course, which is useful to those encountering special safety requirements in a job.

How to Study Techniques: Included are how to take tests and notes, to increase study skills, to use resource facilities, to organize study time and to evaluate oneself.

Money Management: This unit helps the student become a wise buyer and money manager in today's complicated economy.

Vocabulary and Spelling Development: This unit is for the student who needs to improve spelling abilities and expand written and oral vocabulary.

READING LAB

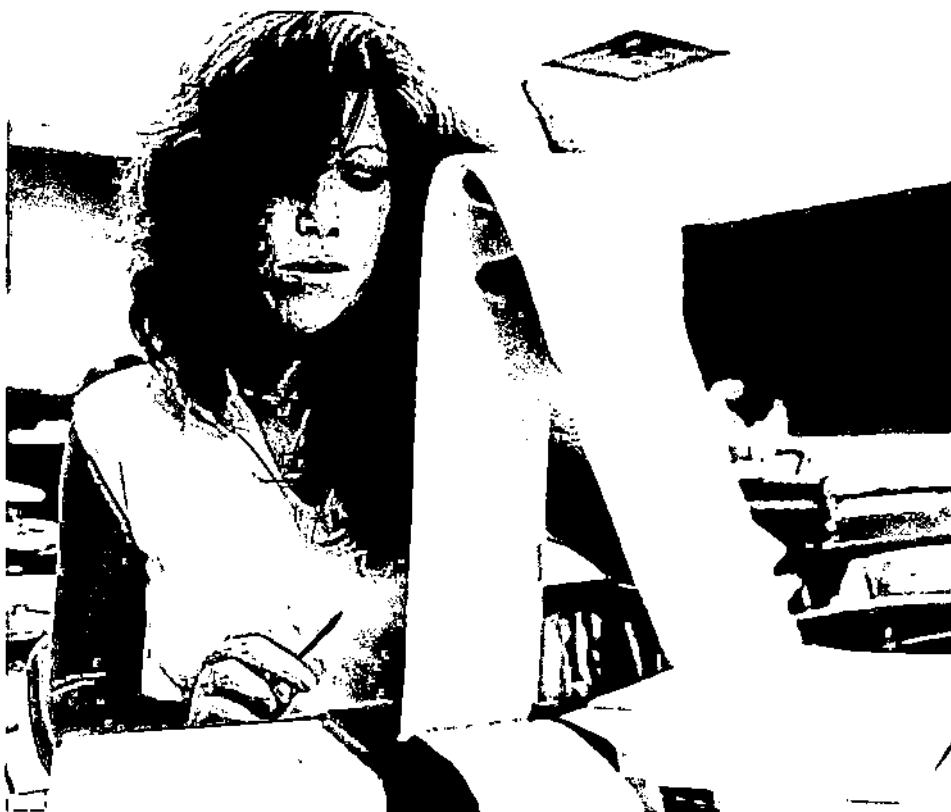
The Reading Lab helps students improve reading skills on an individual basis. It is open to any student attending T-VI in any program and is especially recommended to those students who have reading problems.

Students may enroll at the lab at any time during the trimester. Upon enrollment, each student is tested in various reading skills and then begins work on only those 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 7:20 a.m. until 5:15 p.m.



BUSINESS OCCUPATIONS



WORKSHOPS

These workshops are designed to update business skills and are open to any interested person in the community.

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.

<i>September 26, 1981</i>	Telephone Etiquette and Techniques
<i>September 30</i>	Job Application
<i>October 10</i>	Business Law Concepts
<i>October 17</i>	Developing Interpersonal Skills in Office Settings
<i>November 14</i>	Time and Stress Management
<i>November 21</i>	Your Business and Federal Income Tax
<i>January 23, 1982</i>	Office Supervision
<i>January 27</i>	Business Math Review
<i>February 17</i>	Advertising for the Small Business

February 27
March 13

March 27
May 22
May 29
June 19

June 26
July 10
July 17
August 7
August 14

Five C's of Letter Writing
Employer and Employee Benefits for the Small Business
Grammar Review
Job Application
Word Processing
Interviewing and Personnel Selection
Technical Writing
Payroll Accounting
Personnel Evaluation
Self-Improvement
Punctuation Updated

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. Many workshops are co-sponsored with other agencies.

EVENING DIVISION COURSE SUBSTITUTIONS

Day Division students currently enrolled or who have had to drop out of a Business Occupations program but plan to return in a later trimester may substitute certain courses in T-VI's Evening Division for either a supporting or required course. The student must tell his or her Evening Division instructor that the class is to be counted towards a Day Division diploma.

Classes which may be substituted are marked with a * in the Evening Division schedule in this catalog. The courses are:

<i>Evening Division Course</i>	<i>Day Division Program</i>	<i>Substitutes for:</i>
Auditing	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

Business Occupations Learning Centers

(Main and Montoya)

The BOLC serves T-VI students and the 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 when equipment is available.

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

A fee of \$10 per course is required.

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

SUBJECT/SKILL AREAS

Typing I
 Typing II
 Typing III
 Alphabetic Shorthand I
 Gregg Shorthand I
 Gregg Shorthand II
 Gregg Shorthand Review
 Communications Review
 Business Mathematics Fundamentals
 Shorthand Speedbuilding
 Business Mathematics II
 Electronic Calculating
 Accounting Fundamentals
 Records Management
 Machine Transcription
 Medical Transcription
 Legal Transcription
 Word Processing
 Cash Register Operation
 Key punch Operation (Main Campus)

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 receive 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 if they elect the supervised work experience in the fourth trimester.

ACCOUNTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Accounting Principles Lab I	10
Accounting Math I	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
Accounting Math 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 Programming for Business	5
Business Law	5
Cashiering	5
Cost Accounting	5
Credit Union Operations	5
Governmental Accounting	5
Principles of Economics	5
Principles of Management	5
Records Management* (7½ weeks)	5
Supervised Work Experience	10

*Does not count toward a diploma.

Note: Course descriptions and information about prerequisites are available from T-VI.

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. Students receive 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.

BUSINESS ADMINISTRATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Accounting Principles Lab I	10
Business Mathematics	5
Introduction to Business	5
Business Communications I.....	5

<i>Trimester II</i>	
Accounting Principles Lab II.....	10
Principles of Marketing.....	5
Business Law.....	5
Supporting Courses	5-10

<i>Trimester III</i>	
Principles of Management.....	5
Financial Analysis.....	5
Principles of Data Processing	5
Business Communications II.....	5
Supporting Courses	5-10

Supporting Courses

Consumer Finance/Financial Counseling ..	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

Note: Course descriptions and information about prerequisites are available from T-VI.

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 for students to begin who want to explore sales as a possible career.

The cashier-sales laboratory teaches the skills of salesmanship, the cash register 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 paid Supervised Work Experience with an approved cooperating employer.

Some T-VI Evening Division courses may be substituted for courses in the Distributive Education 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 when there is a vacancy in the class, and students may leave the program when they complete 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>Trimester I</i>	<i>Hours/Week</i>
Cashier-Sales Education	15
Supervised Work Experience	10-20

Note: Course descriptions and information about prerequisites are available from T-VI.

Fashion Merchandising

2 Trimesters (Montoya)

The Fashion Merchandising Program provides a solid foundation for men and women planning careers in the fashion industry. Graduates of the Fashion Merchandising Program have found career opportunities in department stores, retail chains and specialty stores.

Beginning jobs for graduates range from retail salesworker to assistant department manager or assistant store manager. Some graduates have advanced to become store managers and fashion coordinators.

The fashion program is equipped with mannequins, various display furniture, related fashion items and electronic cash registers.

Students develop basic employment skills in the program's first trimester. If a student accepts a full-time, training-related job after satisfactory completion of the first trimester, a Sales Certificate may be awarded upon request.

The two-trimester program includes 750 hours of classroom learning of which 150 hours are laboratory work providing practical experience and 600 are related theory. All students are awarded a certificate of proficiency for each course successfully completed. Those completing the entire program receive a diploma in Fashion Merchandising.

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>
Math for the Fashion Industry	5
Selling Fashion	5
The American Fashion Industry	5
The Business Environment	5
Fashion Communication	5



Trimester II

Fashion Store Operations (7½ weeks)	5
Fashion Merchandising (7½ weeks)	5
Personal Grooming (7½ weeks)	5
Fashion Show Development (7½ weeks)	5
Marketing (7½ weeks)	5
Small Business Management (7½ weeks)	5
Personal Typing (7½ weeks)	5
Human Relations (7½ weeks)	5
Visual Merchandising (7½ weeks)	5
Textiles (7½ weeks)	5

Note: Course descriptions and information about prerequisites are available from T-VI.

Legal Office Worker

1 Trimester (Main Campus)

The Legal Office Worker Program prepares persons for jobs as entry-level legal word processing operators, clerks or transcriptionists. An aptitude for operating sophisticated machines is important for persons in this field.

Students attend class four hours a day, five days a week, for fifteen weeks—a total of 300 class hours. An additional 75 hours of word processing operation is strongly recommended when equipment is available.

The course provides a basic background in legal terminology, procedures, grammar, punctuation, machine transcription, word processing concepts and machine operation on modern equipment. A typing prerequisite of 50 words per minute is required.

Upon completion of this program, students are awarded special recognition and will receive certificates of proficiency showing their achievements.

This program does not qualify students for Veterans Administration training benefits or other student financial aids.

LEGAL OFFICE WORKER PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Word Processing Concepts (7½ weeks)	5
Word Processing Operation (7½ weeks)	5
Grammar/Punctuation	5
Legal Terminology/Procedures	5
Legal Transcription	5

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.

Course content includes basic anatomy, medical terminology, math, English, calculators and transcribing machines, typing, filing, record-keeping, insurance form completion, appointment handling, telephone techniques, medical ethics and human relations. A typing prerequisite of 40 words per minute is required.

Upon completion of this program, students will receive certificates.

This program is approved for Veterans Administration training benefits but does not qualify for other student financial aids.

Medical Transcription

1 Trimester (Main Campus)

This one-trimester program is for persons who have typing and machine transcription skills and who want to pursue a career as a medical receptionist.

Classroom studies include medical, anatomical and physiological terminology; preparation of reports; and medical procedures for a total of 75 hours.

Students must also register for Medical Transcription in either the Main or Montoya Campus Business Occupations Learning Center (BOLC) for a minimum of 75 hours while enrolled in this program.

All students completing this 150-hour program will receive a certificate. This program does not qualify for Veterans Administration training benefits or other student financial aids.

Prerequisites: Typing proficiency of 50 wpm, machine transcription speed of 20 wpm, English placement test at 80 percent accuracy.

MEDICAL RECORDS/ RECEPTIONIST PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Medical Records/Receptionist Lab	20

MEDICAL TRANSCRIPTION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Medical Transcription Lab (BOLC)	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 prepares students for 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 requested.

This 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 demonstrate shorthand proficiency 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 and electronic typewriters, 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.

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 the 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

<i>Trimester II</i>	
Typing Lab II	10
Office Communications II	5
Secretarial Accounting	5
Electronic Calculators (7½ weeks)	5
Records Management (7½ weeks)	5

<i>Trimester III</i>	
Typing Lab III	10
Office Communications III	5
Fundamentals of Data Processing	5
Business Relations	5

Supporting Courses

BASIC Programming for Business	5
Business Law	5
Cashiering	5
Principles of Economics	5
Principles of Management	5
Shorthand I*	5
Shorthand II*	5
Transcription (Shorthand III)*	5

*Shorthand proficiency is required for a Secretarial Diploma and Shorthand is an additional course each day.

Note: Course descriptions and information about prerequisites are available from T-VI.

Receptionist

1 Trimester, Open-entry/Open-exit (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 may enter this program through the tenth week 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.

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

ceptionist duties. A typing prerequisite of 25 words per minute is required.

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.

This program does not qualify students for Veterans Administration training benefits or other student financial aids.

RECEPTIONIST PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Typing	} 20
Filing/Recordkeeping/Electronic	
Calculating	
Human Relations/Office Procedures	
Punctuation/Spelling	

Note: Course descriptions are available from T-VI.

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 through the tenth week 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 and electronic typewriters, electronic calculators and dictation equipment.

This program does not qualify students for Veterans Administration training benefits or other student financial aids.

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	

Note: Course descriptions and information about prerequisites are available from T-VI.



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 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.

The program does not qualify students for Veterans Administration training benefits or other student financial aids.

SMALL BUSINESS OPERATION PROGRAM

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

Note: Course descriptions and information about prerequisites are available from T-VI.

Word Processing Operator

1 Trimester (Main Campus)

The Word Processing Operator Program is for persons interested in working as an operator in a word processing center or a general office setting. Individuals must have an aptitude for operating sophisticated machines.

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

Instruction is on the most modern equipment available with the course content providing a basic background in word processing concepts and machine operation, grammar, punctuation and machine transcription. A typing prerequisite of 50 words per minute is required.

Upon completion of this program, students are awarded special recognition and will receive certificates of proficiency showing their achievements.

This program does not qualify students for Veterans Administration training benefits or other student financial aids.

WORD PROCESSING OPERATOR PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Word Processing Concepts	5
Word Processing Operations	5
Grammar/Punctuation	5
Machine Transcription	5

Note: Course descriptions are available from T-VI.

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. The program's products are sold in the T-VI student lounge on a regular basis.

This eight-month program provides up to 915 hours of instruction.

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.

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

Baking students must pay an equipment fee of \$85 in Trimester I and \$25 in Trimester II, totaling \$110.

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.
4. Must be able to lift 50 pounds.

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	6
 <i>Supporting Courses</i>	
Industrial Safety	3
Shop Management	3

Note: Course descriptions and information about prerequisites are available from T-VI.



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; background knowledge of cuts of meats; and ordering and purchasing procedures.

Classes are held in an industrial kitchen. Students prepare food for and operate a cafeteria line, including cash register operations, serving more than 250 meals each day during most of each trimester.

The eight-month program provides up to 900 hours of instruction.

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.

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

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 \$85 before entering the first trimester and an additional \$70 before the second trimester, totaling \$155.

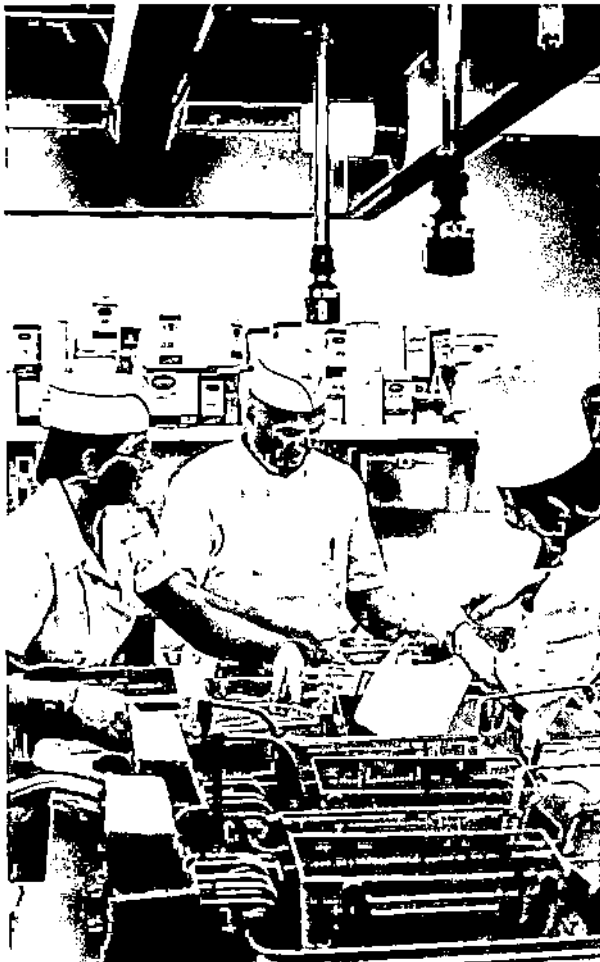
ENTRANCE REQUIREMENTS

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.
4. Must be able to lift 50 pounds.

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>	
Food Garnishment	3
Industrial Safety	3
Stewardship	3

Note: Course descriptions and information about prerequisites are available from T-VI.



HEALTH OCCUPATIONS

T-VI's Health Occupations Department includes Nursing Assistant, Practical Nurse, Licensed Practical Nurse Refresher, Respiratory Therapy Technician and Health Unit Clerk programs. The Practical Nurse 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 Hospital, Bernalillo County 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 Health Unit Clerk programs follow regular T-VI admission procedures and return their applications to the T-VI Main Campus, 525 Buena

Vista SE. The Nursing Assistant and Health Unit Clerk programs are offered each trimester. A high school diploma or GED is required for Health Unit Clerk applicants.

Practical Nurse has two beginning groups a year. Respiratory Therapy Technician has a beginning group only once a year in the fall. Special application forms and procedures are used for both programs and each requires a high school diploma or GED (to meet the requirements of licensing agencies and health care employers). There is also a math prerequisite which may be met by making a satisfactory score on a math exam.

Students for these two classes must apply during specific days scheduled in the spring prior to the beginning of the program. Dates, times and locations for application are listed on page 43 for Practical Nurse and page 45 for Respiratory Therapy Technician. There is also a specific time to apply to take the Practical Nurse challenge exam. See page 44.

Graduates of the Practical Nurse 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

Registration for both of these classes is May 18, 1982, in the Health Education Center. The cost for one or both classes is the regular \$10 T-VI pre-registration fee.

Anatomy and Physiology I

The first trimester of both the Respiratory Therapy Technician and Practical Nurse programs is very difficult for most students because a great deal of material is covered in a short period of time. Students completing Anatomy and Physiology I in the summer will not have to take it in the fall.

Class size will be limited and students in Practical Nurse and Respiratory Therapy Technician applicants will be given first priority. Other interested persons will be admitted on a space-available basis.

The class will meet from 9:30 to 11:30 a.m. from June 1 to Aug. 5, 1982.

Basic Math

Applicants for the Practical Nurse and Respiratory Therapy Technician programs who do not make a satisfactory score on the math admissions test are not accepted for the program until they are able to achieve the minimum requirements. This must be done at least one week before the beginning of the fall trimester classes. To meet that objective, applicants can obtain a tutor, study at the T-VI Drop-in Math Lab or Adult Learning Center, take math classes offered in the Nursing Assistant Program or T-VI Developmental Studies Department, or sign up for this special Basic Math class. Other math study options can be discussed during the entrance interview.

This class will be offered from June 1 through Aug. 5, 1982, from 8:30 to 9:30 a.m. in the Health Education Center. Included in the course are fractions, decimals, percentages, Roman numerals, and ratio and proportion.

Health Unit Clerk

13 Weeks (Health Education Center)

The program for Health Unit 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, working with computers and giving information to patients, visitors and staff are typical activities.

Applicants must have a high school diploma or equivalency and must pass a reading and spelling test. 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 390-hour program is thirteen weeks long with eight weeks of classroom theory and five weeks of clinical practice in local hospitals. A certificate is awarded upon completion.

The Health Unit Clerk Program is offered each trimester.

This program is not eligible for Veterans' Administration training benefits.

HEALTH UNIT CLERK

<i>Course Requirements</i>	<i>Total Hours</i>
Health Unit Clerk Theory and Lab	240
Health Unit Clerk Clinical Practice	150
Total	390

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.

To be admitted, applicants must pass a math test and be able to read at the seventh grade level. 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 for Nursing Assistants	18
Math	45
Hospital Clinical Experiences	90
Home Health Clinical Experiences	54
Total	330

Practical Nurse

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

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

Applications for the January, 1982, class will be accepted September 22, 23 and 24, 1981. Applications for the September, 1982, class will be accepted March 2, 3 and 4, 1982. They 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 admission process is used to establish the Practical Nurse classes. Fifty students will be selected for the January, 1982, class and sixty students for the September, 1982, class.

One-third of the students selected for the Practical Nurse 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 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 Nurse requires a once-only \$75 fee which supplies required uniforms, liability insurance, scissors and identification tags. It does not cover the cost of an entrance physical examination, a cap, a watch with second hand, uniform shoes, stethoscope, graduation uniform, graduation pin or state board exam fees.

There is a math prerequisite for the program which is met by making a satisfactory score on a math entrance exam. See the section on summer courses, page 41, for information on basic math classes and labs at T-VI.

After becoming licensed and working one year, graduates of the Practical Nurse 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
	<u>19 total credits</u>

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 NURSE PROGRAM

Health Occupations Basic Math is a prerequisite for this program.

Trimester I	Total Hours
*Anatomy and Physiology I	60
Nursing I	163
Nursing Skills Lab and Clinical Experience	195
Dosages and Solutions	32
Total	<u>450</u>

Trimester II	Total Hours
Nursing II	
Clinical Experience	300
Theory	150
Total	<u>450</u>

Trimester III	Total Hours
Nursing III	
Clinical Experience	100
Theory	50
Nursing IV	
Clinical Experience	100
Theory	50
Nursing V	
Clinical Experience	100
Theory	50
Total	<u>450</u>

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

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 Nurse Program.

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

The challenge examinations are given twice a year. The exams are scheduled November 3, 1981, and February 23, 1982. Applications for challenge will be accepted between September 14, 1981, and October 31, 1981, for the November test and January 4, 1982, to February 12, 1982, for the February test 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 Nurse 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 Nurse 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 Nurse 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.

Licensed Practical Nurse 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.

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 September, 1982, class will be accepted from April 1 until April 30, 1982, or when 125 applications are received, in the Health Occupations Center.

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 and identification tags. It does not cover the cost of the school's graduation pin, stethoscope, scissors, 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.

There is a basic math prerequisite for the program which is met by making a satisfactory score on a math entrance exam. See the section on summer courses, page 41, for information on basic math classes and labs at T-VI.

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:

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

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	<u>140</u>
Total	450

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

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

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

TECHNOLOGIES



Computer Information Systems

4 Trimesters (Main and Montoya)

In this program, students learn to solve information and management problems using computer hardware. Graduates of the program are prepared for jobs as business applications programmers which can be the first step in a career in the computer field.

The computers currently being used at T-VI are the Data General M-600, 96MB disk drives, CRT terminals, magnetic tape, line printer and card reader; an IBM-M-30, 2311 disk drives, 2401 tape drives, printer and reader; IBM-029 and Univac 1710 keypunches; and a Wang 2200 minicomputer.

The first and second trimesters give the stu-

dent 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 may be requested after completion of all courses required in the first two trimesters if a student is unable to complete the program. To earn a diploma, a student must successfully complete a total of 1725 hours of which 1050 are laboratory work and 675 are related theory.

COMPUTER INFORMATION SYSTEMS PROGRAM

Trimester I *Hours/Week*

ANSI COBOL.....	10
Introduction to Computers	5
Computer Math I	5
JCL, Files, Utilities and Sorts I	5

Trimester II

Advanced ANSI COBOL.....	10
RPG II	5
JCL, Files, Utilities and Sorts II.....	5
Computer Math II.....	5
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
BASIC Language Programming	5
Supporting Courses.....	5

Supporting Courses

Computer Communications and Data Base Theory	5
EDP Business Applications	5
FORTRAN Programming.....	5
Management Methods II	5
Reading Improvement.....	5

DRAFTING

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 electronics distance meters. Also used in the program will be a Wang 2200 minicomputer and a Data General M600 computer.

To earn a Diploma in Civil and Map Drafting, a student must successfully complete a total of 1605 hours of which 1080 are laboratory work and 525 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 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

Cartographic Techniques Lab/Theory....	15
Applied Math II for Civil and Map	5
BASIC Language Programming I	5
Plane Surveying I	6

Trimester III

Photogrammetric Techniques Lab/Theory .	9
BASIC Language Programming II	5
Surveying and Mapping Techniques	5
Plane Surveying II.....	6

Trimester IV

Civil Drafting Lab/Theory	15
Communications	5
Plane Surveying III	6

Supporting Courses

Applied Physics.....	5
Calculus	3
FORTRAN Programming.....	5
Reading Improvement.....	5

Construction Drafting

4 Trimesters (Main)

Construction Drafting provides students with job-entry skills in architectural, structural, mechanical and mechanical equipment drafting; estimating; scheduling; and residential drafting. Supporting technical courses are included.

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

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.

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



CONSTRUCTION DRAFTING 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
Solar Systems	5

Trimester III

Construction Drafting Lab/Theory III	15
Structural Detailing	5
Applied Physics	5
Building Materials and Methods III	5

Trimester IV

Mechanical Systems Lab/Theory	15
Construction Analysis	10
Inking Techniques	5

Supporting Courses

Architectural Detailing	5
Basic Construction Surveying	5
BASIC Language Programming	5
Economics for the Construction Industry	5
FORTAN Programming	5
Architectural Landscaping	5
Reading Improvement	5
Rendering	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. This program presents drafting fundamentals in electrical and electronics applications. Also included are specialized mechanical drafting and design concepts.

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.

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 are theory. A new class is accepted at the beginning of summer trimester.

In the third trimester, some students will have the opportunity to participate in a supervised work experience that is established with some organizations. Students receiving Veterans Administration benefits will not receive them while participating in the work experience part of the program.

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
Mechanics	5
<i>Trimester II</i>	<i>Hours/Week</i>
Electronics Drafting Lab	15
Trigonometry	5
Basic Electronics	10

<i>Trimester III</i>	<i>Hours/Week</i>
Electromechanical Systems Lab/ Theory	10
Introduction to Mechanical and Tool Design	15
Supporting Course	5
<i>Supporting Courses</i>	<i>Hours/Week</i>
Applied Physics	5
BASIC Language Programming	5
Calculus	3
Digital Circuits I	5
Digital Circuits II	5
FORTTRAN Programming	5
Reading Improvement	5

ELECTRONICS

A diploma in electronics is awarded to the student who successfully completes 1725 hours of course work in one of five programs in the electronics field. In all but the Laser Electro-Optic Technology Program, students may request a certificate after the completion of three trimesters if they find it necessary to interrupt their training.

The *Digital Electronics Technology Program* provides a variety of skills emphasizing work on digital equipment such as computers and electronic control devices.

The *Communications Technology Program* offers specialized training emphasizing analog devices such as those used in broadcasting, consumer radio and television equipment, cable television, telephone systems and energy industry applications.

The *Electronics Technology Program* is a less specialized course which provides a combination of training drawing from both digital electronics and communications technology.

The *Electromechanical Technology Program* provides the student with job entry skills to troubleshoot and repair automated industrial equipment and instrumentation.

The *Laser Electro-Optic Technology Program* prepares students to work with lasers and electro-optic devices. Their uses include welding, cutting, testing and measuring operations in an expanding number of industrial, medical, construction, military and research applications.

Lab facilities for the electronics programs contain modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic circuits.

Many devices are made available for repair, modification and fabrication including communications equipment, computers, instruments and industrial equipment.

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

Digital Electronics

4 Trimesters (Main and Montoya)

The Digital Electronics Program provides the student with job entry skills in digital electronics and microprocessors. The theory and operation of various types of electronic equipment as well as microprocessors and computers are included.

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

To qualify for a Diploma in Digital Electronics Technology, the student must successfully complete 1725 hours of course work of which 1000 hours are laboratory work and 725 are theory. Students may request a certificate after the completion of three trimesters if they find it necessary to interrupt their training.

A personal equipment fee of \$20 is required when entering the program.

DIGITAL 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/Semiconductor Principles and Applications	20
Digital Circuits III	5
BASIC Language Programming	5
<i>Trimester IV</i>	
Electronics IV	15
Electronics Instruments	5
Digital Circuits IV	10
<i>Supporting Courses</i>	
Calculus	3
FORTRAN Programming	5
Reading Improvement	5
Technical Physics	5

Communications Technology

4 Trimesters (Main)

The Communications Technology Program provides students with job-entry skills to install, maintain and use various types of electronic communications instruments and equipment. The program also includes classes in digital electronics to enable the student to work with the newer types of digital instruments and equipment.

Lab facilities contain modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic circuits. Such electronic circuits may be found in communication equipment, computers, electronic instruments, cable television, radios, telephone systems and energy industry applications.

To qualify for a Diploma in Communications Technology, a student must successfully complete 1725 hours of course work of which 1000 hours are laboratory work and 725 are theory. Upon request, a student may be awarded a certificate after the completion of three trimesters if it is necessary to interrupt his or her training.

A personal equipment fee of \$20 is required when entering the program.

COMMUNICATIONS TECHNOLOGY 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 (7½ weeks) Introduction to Communications (7½ weeks)	10
<i>Trimester III</i>	
Electronics III/Semiconductor Principles and Applications	20
Electronics Communications I	10
<i>Trimester IV</i>	
Electronics IV	15
Electronics Communications II	15
<i>Supporting Courses</i>	
Calculus	3
FORTRAN Programming	5
Reading Improvement	5

Electronics Technology

4 Trimesters (Main)

The Electronics Technology Program is less specialized than the Digital Electronics or Communications programs but combines instruction from those two fields for a general background in electronics.

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

To qualify for a diploma in Electronics Technology, the student must successfully complete 1725 hours of course work of which 1000 hours are laboratory work and 725 are theory. A student may request a certificate after the completion of three trimesters if it is necessary to interrupt his or her training.

A personal equipment fee of \$20 is required when entering the program.

ELECTRONICS TECHNOLOGY 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/Semiconductor Principles and Applications	20
*Digital Circuits III	5
*BASIC Language Programming	5
<i>Trimester IV</i>	
Electronics IV	15
Electronics Instruments	5
*Electronics Communications I	10
<i>Supporting Courses</i>	
Calculus	3
FORTRAN Programming	5
Reading Improvement	5

*These courses may be interchanged.

Electromechanical Technology

4 Trimesters (Main)

The Electromechanical Technology Program provides students with job-entry skills to troubleshoot and repair automated or process control equipment and instrumentation. Topics covered include digital and analog circuitry, microprocessors, electronics and pneumatic instrumentation, and solar energy.

The program meets in the Yale Annex of T-VI where labs contain electronic lab benches and test instruments; oscilloscopes; signal generators; power supplies; digital trainers; microprocessors; servo trainers; hydraulic-pneumatic equipment; and a student shop area.

To qualify for a Diploma in Electromechanical Technology, the student must successfully complete 1725 hours of class work of which 1225 are laboratory work and 500 are theory. A Certificate of Electromechanical Testing may be requested after completion of all courses required in the first three trimesters if a student is unable to complete the program.

All 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>	
Electronics II	15
Electromechanical Math II	5
Control Circuitry II	10
<i>Trimester III</i>	
Industrial Electronics III	10
Control Circuitry III	10
Hydraulic, Pneumatic, Mechanical Systems I	5
Semiconductor Principles and Applications	5
<i>Trimester IV</i>	
Industrial Electronics IV	10
Electromechanical-Energy Projects Lab ...	5
Hydraulic, Pneumatic, Mechanical Systems II	5
Digital Circuits IV for Electromechanical	10

Supporting Courses

BASIC Language Programming	5
Calculus	3
FORTTRAN Programming	5
Reading Improvement	5
Technical Physics	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.

The entire program leading to a diploma in Laser and Electro-Optic Technology is 1725 hours in length of which 900 are laboratory work and 825 are related theory.

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

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

LASER ELECTRO-OPTIC TECHNOLOGY PROGRAM

Trimester I *Hours/Week*

Electronics I	15
Electronics Math I	5-10
Digital Circuits I	5

Trimester II

Electronics II	15
<i>Laser Electro-Optic Technology II</i>	
Digital Circuits II	5
Math for Lasers	5
Introduction to Lasers with Optics	5

Trimester III

Electronics III	15
<i>Laser Electro-Optic Technology III</i>	
Digital Circuits III	5
Advanced Laser Systems	5
LEO Components	5



Trimester IV

Laser Electro-Optic Technology IV

Advanced Laser Systems with Applications	10
Laser Measurements	5
Op-Amps and Linear Integrated Circuits	5
Technical Physics	5
BASIC Language Programming	5

Supporting Courses

Calculus	3
FORTTRAN Programming	5
Reading Improvement	5
Semiconductor Principles and Applications	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 Commercial Printing 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.

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 supervisor 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.

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.

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.

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

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

ELECTRICAL TRADES: 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 and have depth perception correctable in both eyes.

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 Evening Division instructor 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

Construction Estimating

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.

<i>Course Title</i>	<i>Hours/Week</i>
Algebra for Trades	3
Automotive Electrical Wiring	3
Basic Metallurgy	2
Construction Estimating	3
Energy Management/Solar Applications	5
Geometry for Trades	3
Industrial Safety	3
Masonry Applications	10
Production Planning	2
Systems Design	3
Transportation Electronics	4
Trigonometry for Trades	3
Welding Skills Improvement*	5

*This is an open-entry/open-exit class and is 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.

Automotive Electrical Wiring (3 Hours/Week)

This course provides instruction in automotive electrical components and related wiring. Included is heavy use of schematics to trace circuits and identify components. Students are taught principles of negative and positive ground systems and correct procedures for hooking up batteries, starters and alternators.

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.

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.

Energy Management/Solar Applications (5 Hours/Week)

This combination theory and lab practice course is for those students who are interested in the management of the residential energy package. Instruction is provided on how life-styles, design and orientation conserve natural resources. Emphasis is on the selection, installation, maintenance and repair of solar equipment as they relate to the heating of water and air.

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.

Masonry Applications (10 Hours/Week)

This basic lab class includes masonry trades safety; tools and equipment; and on-hand applications of concrete, block and brick laying.

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.

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.

Transportation Electronics (4 Hours/Week)

This combination lab and theory course provides an introduction to the principles and operation of electronic devices found in modern automobiles and other types of transportation equipment. Students are familiarized with the basic components of various electronic systems. Fusing and voltage requirements are covered.

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.



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 1305 hours of which 750 are laboratory work and 555 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 \$90 before entering the first trimester and \$70 before each additional trimester, totaling \$230.

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
Control Circuitry III	2
Supporting Courses	0-5

Supporting Courses

Algebra for Trades	3
Basic Metallurgy	2
Energy Management/Solar Applications	5
Industrial Safety	3
Systems Design	3
Trigonometry for Trades	3

Note: Course descriptions and information about prerequisites are available from T-VI.

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 worker 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.

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.

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

Automotive Collision Repair students must pay an equipment fee of \$90 before entering the first trimester and an additional \$70 before the second trimester, totaling \$160. 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>	<i>Hours/Week</i>
Auto Collision Repair Lab II	20
Auto Collision Repair Theory II	5
Supporting Courses	0-5

<i>Supporting Courses</i>	<i>Hours/Week</i>
Automotive Electrical Wiring	3
Estimating	2
Industrial Safety	3

Note: Course descriptions and information about prerequisites are available from T-VI.

Automotive Service Technician

3 or 4 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 or four 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.

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 on the basics of electricity; tests and operation of batteries and cranking motors; and charging, ignition,

fuel and ignition control systems. Air conditioning, carburetion and emission control courses are offered separately.

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

In addition, the Automotive Machinist specialty is available to a limited number of students. The specialty includes elements of Machine Trades modified to include cylinder head machining procedures and is open only to students who have successfully completed at least the engine trimester and meet the entrance requirements for Machine Trades.

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 in a total of two trimesters by completing 900 hours, of which 525 are laboratory work.

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

Automotive Service Technician students must pay an equipment fee of \$100 prior to entering the first trimester and \$70 before each additional trimester, totaling \$240 for the standard program.

The equipment fee for the Automotive Machinist trimester is \$100.

AUTOMOTIVE SERVICE TECHNICIAN PROGRAM

Carpentry

<i>Specialty I</i>	<i>Hours/Week</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>Specialty IV</i>	
<i>Automotive Machinist (Limited Enrollment 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
Transportation Electronics	4
Trigonometry for Trades	3

Note: Course descriptions and information about prerequisites are available from T-VI.

*Required for beginning Automotive Service Technician students.

**Offered during winter and summer trimesters only.

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 975 hours of instruction. 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.

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

Carpentry students must pay an equipment fee of \$100 before entering the first trimester and an additional \$70 before the second trimester, totaling \$170. 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	0-10

<i>Supporting Courses</i>	
Algebra for Trades	3
Construction Estimating	3
Energy Management/Solar Applications	5
Industrial Safety	3
Masonry Applications	10

Note: Course descriptions and information about prerequisites are available from T-VI.

Commercial Printing

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 meets in a lab which includes process cameras, electrostatic master makers, platemakers, line-up and finishing tables, paper cutters, offset duplicators and presses, headliners, bindery machines, typesetting 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 825 hours of which 600 are laboratory work and 225 are related theory.

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

Commercial Printing students must pay an equipment fee of \$30 before entering the first trimester.

COMMERCIAL PRINTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Commercial Printing Theory I	5
Commercial Printing Lab I	20
Supporting Courses	0-5

<i>Trimester II</i>	<i>Hours/Week</i>
Commercial Printing Theory II	5
Commercial Printing Lab II	20
Supporting Courses	0-5

<i>Supporting Courses</i>	<i>Hours/Week</i>
Industrial Safety	3
Typing I*	5
Typing II*	5

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

Note: Course descriptions and information about prerequisites are available from T-VI.

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 1950 hours of which 1350 are laboratory work and 600 are related theory.

Diesel Mechanics students must pay an equipment fee of \$100 before entering the first trimester and \$70 before each additional trimester, totaling \$380. 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
Diesel Math I	5
Precision Measurement	2

Engine Overhaul Trimester

Diesel Engine Overhaul Lab	20
Diesel Engine Overhaul Theory	5
Basic Tool Application	5

Drive Train Trimester

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

Electrical, Hydraulics, and Air Conditioning Trimester

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

Trimester V (7½ weeks)

Diesel Fuel Injection Lab	20
Diesel Fuel Injection Theory	5
Parts Procedures (7½ weeks only)*	2
Technical Report Writing (7½ weeks only)*	3

Supporting Courses

Algebra for Trades	3
Basic Metallurgy	2
Diesel Math and Physics*	5
Geometry for Trades	3
Industrial Safety	3
Transportation Electronics	4
Trigonometry for Trades	3
Welding Skills Improvement	5

*Required for Diploma in Diesel Mechanics.

Note: Course descriptions and information about prerequisites are available from T-VI.

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 electrical theory, design and installation of basic residential wiring, identification and use of electrical devices and equipment, application of electrician's hand tools and electrical code interpretation are covered.

The second trimester emphasizes design and installation of appliance and special equipment circuitry, calculating service entrances, indepth study of electrical codes, estimating material requirements, job planning and coordination.

The eight-month program provides up to 900 hours of instruction.

To earn a diploma, a student must successfully complete a total of 855 hours of which 450 are laboratory work and 405 are related theory.

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

Electrical Trades students must pay an equipment fee of \$90 before entering the first trimester and an additional \$70 before the second trimester, totaling \$160.

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

Trimester II

Electrical Trades Lab II	15
Electrical Trades Theory II	5
Blueprint Reading II	2
Electrical Math II	5
Supporting Courses	0-5

(continued)

Supporting Courses

Algebra for Trades*	3
Construction Estimating	3
Industrial Safety	3
Energy Management/Solar Applications	5

*Recommended for students considering a future apprenticeship program.

Note: Course descriptions and information about prerequisites are available from T-VI.

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 1275 hours of which 525 are laboratory work and 750 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 \$90 prior to entering the first trimester and an additional \$70 before each additional trimester, totaling \$230. 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 and Estimation	5
Industrial Electrician Math II	3
Occupational Safety Requirements	2

Trimester III

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

Supporting Courses

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

*Recommended for students considering a future apprenticeship program.

Note: Course descriptions and information about prerequisites are available from T-VI.

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.

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 \$90 before entering the program.

MASONRY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Masonry Lab	20
Masonry Theory	5
Masonry Math.	3
Blueprint Reading	2

Supporting Courses

Energy Management/Solar Applications	5
Geometry for Trades	3
Industrial Safety	3

Note: Course descriptions and information about prerequisites are available from T-VI.

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.

Also included are some secondary areas such

To earn a diploma, a student must successfully complete a total of 1320 hours of which 675 are laboratory work and 645 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 \$100 before entering the first trimester and \$70 before each additional trimester, totaling \$240. 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>	<i>Hours/Week</i>
Machine Trades Lab II	15
Machine Trades Theory II	5
Blueprint Reading II	5
Machine Trades Math II	5

<i>Trimester III</i>	<i>Hours/Week</i>
Machine Trades Lab III.	15
Machine Trades Theory III	5
Machine Trades Math III	3
Tooling Applications.	2
True Position Dimensioning	3
Supporting Courses	0-5

Supporting Courses

Algebra for Trades	3
Basic Metallurgy	2
Industrial Safety	3
Numerical Control Programming Applications*	5
Production Planning	2
Trigonometry for Trades	3

*Recommended for advanced Machine Trades students.

Note: Course descriptions and information about prerequisites are available from T-VI.

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. 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.

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.

Parts Specialist students must pay an equipment fee of \$15 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 Tool Applications	3
Industrial Safety	3
Principles of Data Processing	5

Note: Course descriptions and information about prerequisites are available from T-VI.

Plumbing

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; nomenclature of tools and materials; and manipulative skills associated with tools of the trade.

Emphasis in the second trimester is on installation of fixtures; alteration, planning and coordinating of the job; repair of piping systems; installation of water, soil and vent lines; and application of codes.

The eight-month program consists of 900 hours of instruction. To earn a diploma, a student must successfully complete a total of 840 hours of which 450 are laboratory work and 390 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.

Plumbing students must pay an equipment fee of \$90 before entering the first trimester and an additional \$65 before the second trimester, totaling \$155.

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	3-5
<i>Supporting Courses</i>	
Construction Estimating	3
Control Circuitry	3
Energy Management/Solar Applications	5
Industrial Safety	3

Note: Course descriptions and information about prerequisites are available from T-VI.

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.

The program provides up to 915 hours of instruction.

To earn a diploma, a student must successfully complete all required instructional units, a total of 870 hours of which 600 are laboratory work and 270 are related theory.

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

Sheet Metal students must pay an equipment fee of \$90 before entering the first trimester and an additional \$65 before entering the second trimester, totaling \$155.

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
Systems Design	3
Supporting Courses	0-5
<i>Supporting Courses</i>	
Construction Estimating	3
Energy Management/Solar Applications	5
Industrial Safety	3

Note: Course descriptions and information about prerequisites are available from T-VI.

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 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.

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.

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

Small Engine Mechanics students must pay an equipment fee of \$90 before entering the first trimester and an additional \$70 before entering the second trimester, totaling \$160.

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
<i>Trimester II</i>	
Small Engine Mechanics Lab II	20
Small Engine Mechanics Theory II	5
Supporting Courses	0-5
<i>Supporting Courses</i>	
Diesel Support Engines	5
Industrial Safety	3

Note: Course descriptions and information about prerequisites are available from T-VI.

Welding

3 Trimesters (Main and Montoya)

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

Welding classes meet in well-equipped working labs designed to expose students to oxy-acetylene, arc, TIG and MIG processes, power shears, radiograph, hardness testers, dye penetrant and tensile testing.

During the first trimester, students study, practice, and certify in oxyacetylene welding. Additional instruction is provided in shielded metal arc welding. In the second trimester, certification may be obtained in shielded metal arc. Instruction is also given in gas metal arc welding. During the third trimester, students may certify in gas metal arc, gas tungsten arc, and/or pipe welding. Instructional emphasis is on welding fabrication 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 \$100 before entering the first trimester and an additional \$65 before entering the second trimester, totaling \$165.

WELDING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Welding Lab I	15
Welding Metallurgy I	5
Welding Math I	5
Blueprint Reading I	5
 <i>Trimester II</i>	
Welding Lab II	15
Welding Metallurgy II	5
Welding Math II	5
Blueprint Reading II	5
 <i>Trimester III</i>	
Welding Lab III	15
Welding Metallurgy III	5
Inspection and Quality Control	5
Supporting Courses	0-5
 <i>Supporting Courses</i>	
Algebra for Trades	3
Blueprint Reading III	5
Industrial Safety	3
Trigonometry for Trades	3

Note: Course descriptions and information about prerequisites are available from T-VI.

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. 25-26, Dec. 29-30 and Apr. 27-28) 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 loaned to students at no cost during the classes. There are no fees for these classes because they are paid for with federal funds channeled 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 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
MTWThF	9-11 a.m.	T-VI Main Campus
MTWThF	1-3 p.m.	T-VI Main 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
MTWThF	9-11 a.m.	T-VI Main Campus
MTWThF	1-3 p.m.	T-VI Main 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
MW	9-11 a.m.	T-VI Main Campus
TTh	1-3 p.m.	T-VI Main 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
TTh	7-9 p.m.	T-VI Montoya Campus

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

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

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

PREREQUISITE: Persons wanting to take this class to prepare for high school equivalency exams must first take a pre-GED test at T-VI. Scores on that test will be used to help place the applicant in the best GED review class for his or her needs.

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

SKILL IMPROVEMENT

☼ = transfers to a T-VI Day Division program

SK110: ACCOUNTING I

Fall-Winter

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

Summer

MW or TTh	7-9 p.m.	T-VI Main Campus T-VI Montoya Campus
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TEXTS: College Accounting, 10th Ed.—\$13.50
Workbook A511—\$4
Boyd's Clothiers Practice Set—\$7

SK111: ACCOUNTING II

Fall-Winter

MW	7-9 p.m.	Highland High School 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.—\$13.50
Workbook A521—\$4
Holling & Renz Practice Set—\$7

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
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PREREQUISITE: Completion of Accounting II or equivalent

TEXTS: College Accounting, 10th Ed.—\$13.50
Workbook A531—\$4
B. J. Patrick Manufacturing Company Practice Set—\$7.75

☼ SK113: AUDITING

Fall-Winter

TTh	7-9 p.m.	T-VI Main Campus
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PREREQUISITE: Accounting I, II and III or equivalent

TEXTS: Principles of Auditing, 6th Ed.—\$16
Audit Problem: Crafters—\$10.50

☼ 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.—\$8
Working Papers—\$4
Wesley R. Baker Practice Set—\$6

SK115: INCOME TAX ACCOUNTING

Fall

MW	7-9 p.m.	Highland High School
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Winter

TTh	7-9 p.m.	T-VI Montoya Campus
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PREREQUISITE: Completion of a double entry book-keeping cycle

TEXT: Income Tax Procedures—\$12

SK116: COST ACCOUNTING

Fall-Winter

MW	7-9 p.m.	T-VI Main Campus
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PREREQUISITE: Accounting III

TEXT: Cost Accounting, Theory I Practice—\$10.50

SK118: PAYROLL ACCOUNTING

Fall-Winter

TTh	7-9 p.m.	T-VI Main Campus
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TEXT: Payroll Records and Accounting—\$10

☼ SK120: BUSINESS MATHEMATICS

Fall-Winter

MW	7-9 p.m.	T-VI Main Campus
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TEXT: College Business Mathematics—\$14.50

SK125: BUSINESS ENGLISH

Fall-Winter-Summer

TTh	7-9 p.m.	T-VI Main Campus
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TEXT: College English and Communication, 3rd Ed.—\$14.50

SK126: BUSINESS WRITING

Fall-Winter

MW	7-9 p.m.	T-VI Main Campus
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TEXT: Business English and Communication, 5th Ed.—\$10.50

SK130: PUBLIC SPEAKING*Fall-Winter*

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

TEXT: Speaking in Public—\$10

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—\$13

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—\$7
Records Management—\$9
Records Management Lab Materials—\$9**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—\$9
Student Workbook—\$5**SK160: BEGINNING SHORTHAND***Fall-Winter*MW 7-9:30 p.m. Highland High School
T-VI Main CampusTTh 7-9:30 p.m. Valley High
Del Norte High
T-VI Montoya Campus*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. I, DJS, 3rd Ed.—\$15

Workbook, Vol. I—\$5.50

Student Transcript, Vol. I—\$4.50

**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, 3rd Ed.—\$15

Workbook, Vol. 2—\$5.50

Student Transcript, Vol. 2—\$4.50

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, 10th Ed.—\$12.50

Refresher Course in Gregg Shorthand—\$9.50

**SK165: BEGINNING TYPING***Fall-Winter*MW 7-9:30 p.m. Highland High School
T-VI Main CampusTTh 7-9:30 p.m. T-VI Montoya Campus
Valley High School
Del Norte High School
T-VI Main Campus
T-VI Montoya Campus*Summer*MW 7-9:30 p.m. T-VI Main Campus
T-VI Montoya CampusTTh 7-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus**TEXT:** College Typewriting, 10th Ed.—\$12.50

☼ **SK166: INTERMEDIATE TYPING**
Fall-Winter
 MW 7-9 p.m. Highland High School
 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, 10th Ed.—\$12.50
 Lab Materials, Part 2—\$6

SK167: ADVANCED TYPING
Fall-Winter-Summer

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

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, 10th Ed.—\$12.50
 Lab Materials, Part 3—\$6

☼ **SK170: OFFICE SUPERVISION**
Fall-Winter
 Th 7-9 p.m. T-VI Main Campus
LAB FEE: \$6

SK172: HUMAN RELATIONS AND PERSONNEL DEVELOPMENT
Fall-Summer

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

TEXT: Human Relations—\$13

SK173: HUMAN RELATIONS AND SUPERVISION
Winter

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

PREREQUISITE: Human Relations and Personnel Development

TEXT: Practical Human Relations—\$13.25

SK175: BANK TELLER
Fall-Winter

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

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

TEXT: Teller World—\$11

☼ **SK180: SMALL BUSINESS MANAGEMENT**
Fall-Winter-Summer
 MW 7-9:30 p.m. T-VI Main Campus
TEXT: How to Organize and Operate a Small Business—\$16.50

☼ **SK181: SMALL BUSINESS ACCOUNTING**
Fall-Winter-Summer
 MW 7-9 p.m. T-VI Main Campus
TEXT: Accounting Principles and Practices, Module 1—\$9

☼ **SK 182: SMALL BUSINESS LAW**
Fall-Winter-Summer
 TTh 7-9:30 p.m. T-VI Main Campus
TEXT: College Law for Business—\$9

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.

(continued)

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—\$3
Marketing Math—\$5.50

**SK411: SALESMANSHIP**

Fall

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

TEXT: Professional Selling—\$14

SK412: MARKETING AND RETAILING

Winter

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

TEXT: Marketing Principles—\$15

SK416: FASHION CONCEPTS AND MERCHANDISING

Fall

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

TEXT: Introduction to Fashion Merchandising—\$14

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

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

NOTE: Evening classes meet for six weeks beginning:

Fall: Sept. 9, Oct. 19

Winter: Jan. 11, Mar. 1

Summer: May 10, June 28

TEXTS: Real Estate Principles and Practices—\$16.25
New Mexico Real Estate Manual—\$4

SK431: REAL ESTATE LAW

Fall

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

Winter

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

Summer

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

NOTE: Evening classes meet for six weeks beginning:

Fall: Sept. 9, Oct. 19

Winter: Jan. 11, Mar. 1

Summer: May 10, June 28

TEXT: Real Estate Law—\$17

SK432: REAL ESTATE APPRAISAL

Fall

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

Winter

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

NOTE: Evening classes meet for six weeks beginning:

Fall: Sept. 8, Oct. 19

Winter: Jan. 11, Mar. 1

PREREQUISITE: Completion of Real Estate Practice

TEXT: The Appraisal of Real Estate—\$16

SK433: REAL ESTATE FINANCE*Fall*

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

Winter

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

NOTE: Evening classes meet for six weeks beginning:

Fall: Sept. 8, Oct. 20

Winter: Jan. 12, Mar. 2

PREREQUISITE: Completion of Real Estate Practice**TEXT:** Essentials of Real Estate Finance—\$21**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. 9, Oct. 19

Winter— Jan. 11, Mar. 1

PREREQUISITE: Completion of Real Estate Practice and Real Estate Law**TEXT:** Essentials of Real Estate Investment—\$20.50**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—\$17.50

Medical Terminology—\$11

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—\$17.50

Medical Terminology—\$11

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—\$11

Medical Terminology—\$11

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—\$13**SK590: EMERGENCY MEDICAL TECHNICIAN***Fall-Winter-Summer*

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

LAB FEE: \$12**TEXTS:** Emergency Care of the Sick and Injured—\$10
Workbook—\$3.50

Answer Key—\$3.50

Basic Training Course for Emergency Medical Technicians—\$4

**SK350: TRADE MATHEMATICS***Fall-Winter*

MW 7-9 p.m. Highland High School

TEXT: General Trade Math—\$12**SK351: ALGEBRA I***Fall-Winter*MW 7-9 p.m. Highland High School
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

TEXT: Intermediate Algebra, 3rd Ed.—\$15.50**SK352: ALGEBRA II***Fall-Winter-Summer*

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

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

PREREQUISITE: Completion of Algebra I**TEXT:** Intermediate Algebra, 3rd Ed.—\$15.50**SK356: TRIGONOMETRY***Fall-Winter*

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

PREREQUISITE: Completion of Algebra I**TEXT:** Basic Technical Mathematics with Calculus—\$18.50**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.—\$13

SK360: ELECTRONICS I
Fall-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

PREREQUISITE: Completion of Algebra I or equivalent
LAB FEE: \$6
TEXTS: Basic Electronics—\$18
Lab Manual—\$7.50

SK361: ELECTRONICS II
Fall

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

MW 6:30-9:30 p.m. T-VI Montoya 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—\$18

SK362: ELECTRONICS III
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

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—\$15

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—\$15

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—\$10
TV Symptom Diagnosis—\$9

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—\$15

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—\$10
Second Class Radiotelephone License Handbook—\$10

SK369: INTRODUCTION TO MICROCOMPUTERS
Fall-Winter

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

PREREQUISITE: Completion of Logic Circuits
LAB FEE: \$8
TEXTS: 8080A Software Design—\$8.50
8080A Bug Book—\$9

SK370: DRAFTING I*Fall*

MW or TTh 6:30-9:30 p.m. T-VI Main Campus
 MW 6:30-9:30 p.m. T-VI Montoya 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.—\$21**SK371: DRAFTING II***Fall-Winter*

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

PREREQUISITE: Beginning drafting class or equivalent experience**LAB FEE:** \$8**TEXT:** Technical Drawing, 7th Ed.—\$21**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—\$16.50**SK373: BUILDING MATERIALS AND METHODS***Fall-Winter*

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

TEXT: Materials and Methods for Contemporary Construction—\$16**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:** \$8**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
 MW or TTh 7-9 p.m. T-VI Montoya 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.—\$17**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—\$17**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—\$13**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—\$13**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—\$12**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:** \$15

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—\$12**SK210: AUTOMOTIVE SERVICING***Fall-Winter-Summer*

MW or TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$10**TEXT:** Auto Mechanics Fundamentals—\$11**SK510: AUTOMOTIVE BRAKES AND FRONT-END ALIGNMENT***Fall-Winter*

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$10**TEXT:** Automotive Suspensions, Steering, Alignment and Brakes—\$10**☼ SK511: AUTOMOTIVE AIR CONDITIONING***Summer*

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$10**TEXT:** Automotive Air Conditioning—\$9.50**SK512: AUTOMOTIVE ELECTRICITY***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: \$10**TEXT:** Automotive Electrical Systems, Shop and Classroom Manuals—\$16**☼ SK513: AUTOMOTIVE CARBURETION***Fall-Winter-Summer*

MW 7-10 p.m. T-VI Main Campus

LAB FEE: \$10**TEXT:** Automotive Engines and Electrical Systems—\$14**SK514: AUTOMOTIVE TUNE-UP AND EMISSIONS***Fall-Winter-Summer*

MW 7-10 p.m. T-VI Main Campus

PREREQUISITE: Completion of Automotive Carburetion**LAB FEE:** \$10**TEXTS:** The Automotive Oscilloscope—\$4.50
Automotive Emission Control, 2nd Ed.—\$12**SK515: TRANSMISSION FUNDAMENTALS***Fall-Winter*

TTh 7-10 p.m. T-VI Main Campus

LAB FEE: \$10**TEXT:** Automotive Transmission and Power Trains—\$12.50**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:** \$12**TEXT:** The Principles of Auto Body Repairing and Repainting—\$17**SK530: SMALL ENGINE MECHANICS***Fall-Winter-Summer*

MW 7-10 p.m. T-VI Main Campus

TEXTS: Small Gas Engines 2- and 4-Cycle—\$8**SK540: ARC WELDING***Fall*

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

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

Winter-Summer

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

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

TTh 6:30-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus**LAB FEE:** \$55**TEXTS:** Welding Skills and Practices, 5th Ed.—\$11
Study Guide—\$4.50**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: \$55**TEXTS:** Welding Skills and Practices, 5th Ed.—\$11
Study Guide—\$4.50**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:** \$65**TEXTS:** Welding Skills and Practices, 5th Ed.—\$11
Study Guide—\$4.50

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:** \$55**TEXT:** Pipe Welding Techniques—\$5.25**SK545: METALLURGY***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:** \$25**TEXT:** Furniture Upholstery—\$3.50**SK233: SOLAR ENERGY AND HOME HEATING THEORY***Fall-Winter*

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

TEXT: The Passive Solar Energy Book—\$15.50**SK235: REFRIGERATION I***Fall-Winter-Summer*

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

TEXTS: Principles of Refrigeration—\$10
Refrigeration Servicing—\$4.50**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—\$10
Refrigeration Servicing—\$4.50**SK237: REFRIGERATION III***Fall-Summer*

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

PREREQUISITE: Completion of Refrigeration I and II**TEXTS:** Principles of Refrigeration—\$10
Carrier Manuals—\$7**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—\$11**SK239: ELECTRICAL MOTORS THEORY I***Fall-Winter*

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

SK240: FUNDAMENTALS OF PRINTING*Fall-Winter*

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

TEXT: The Lithographer's Manual—\$21**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:** \$10**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:** \$10**SK242A: ADVANCED PASTE-UP AND LAYOUT***Fall-Winter*

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

PREREQUISITE: Paste-up and Layout or minimum of one year of experience.**LAB FEE:** \$10**TEXT:** Preparing Art and Camera Copy for Printing—\$31.50**SK243: ILLUSTRATION PROJECTS AND TECHNIQUES***Fall-Winter*

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

NOTE: Students must provide their own supplies with the exception of paper.**LAB FEE:** \$10

**SK244: OFFSET DUPLICATOR OPERATION
AND MAINTENANCE***Fall-Winter*

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

LAB FEE: \$15**TEXT:** Graphic Reproduction—\$17.50**SK245: PRINTING ESTIMATING***Fall-Winter*

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

PREREQUISITE: Fundamentals of Printing or have a working knowledge and basic fundamentals of commercial offset printing.**TEXT:** Printing Estimating (Principles and Practices)—\$21.50**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: \$40**SK260: BASIC DIESEL***Fall-Winter-Summer*

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

LAB FEE: \$6**TEXT:** Diesel Mechanics—\$17**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 equivalent**LAB FEE:** \$6**TEXT:** Diesel Mechanics—\$17**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 equivalent**LAB FEE:** \$6**TEXT:** Power Trains, John Deere Manual—\$6.25**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—\$10**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:** \$12**TEXT:** Woodworking for Industry—\$16.50**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—\$7.75

Building Trades Blueprint Reading, Part 2—\$9.25

**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—\$17

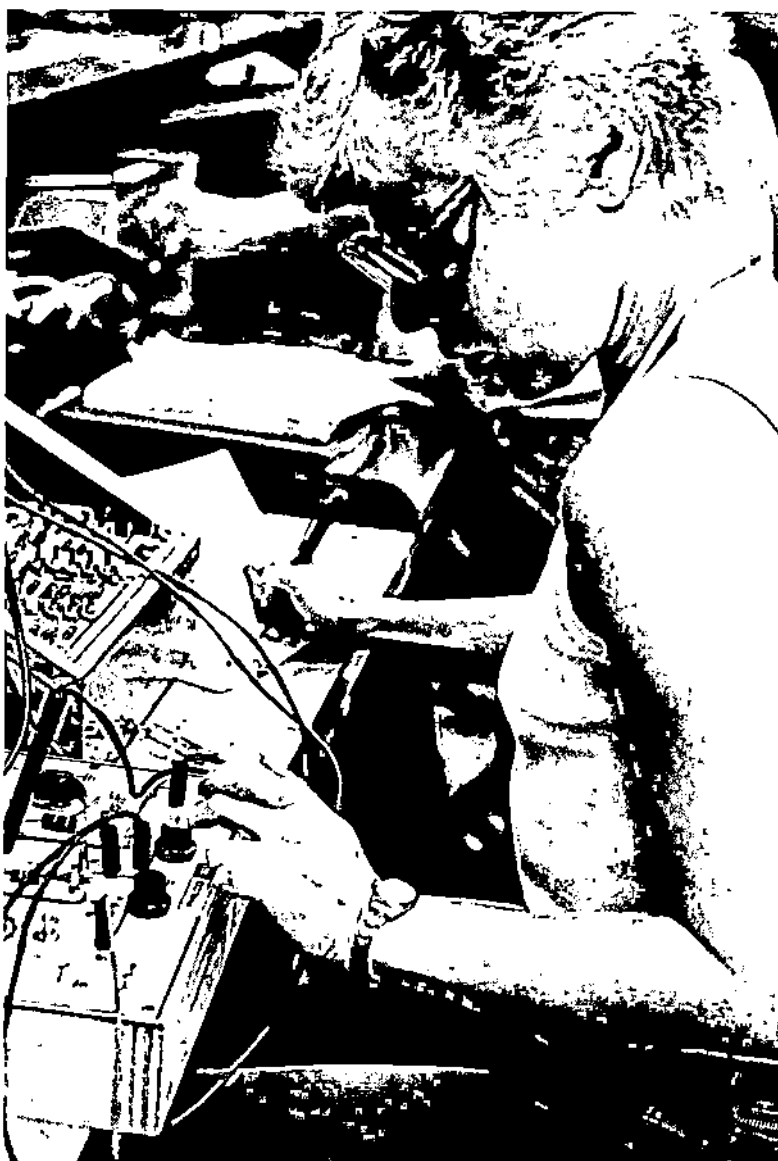
☼ **SK576: ELECTRICAL TRADES THEORY II**
Fall-Winter
 TTh 7-9 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electrical Trades Theory I or equivalent
TEXT: Practical Electrical Wiring—\$17

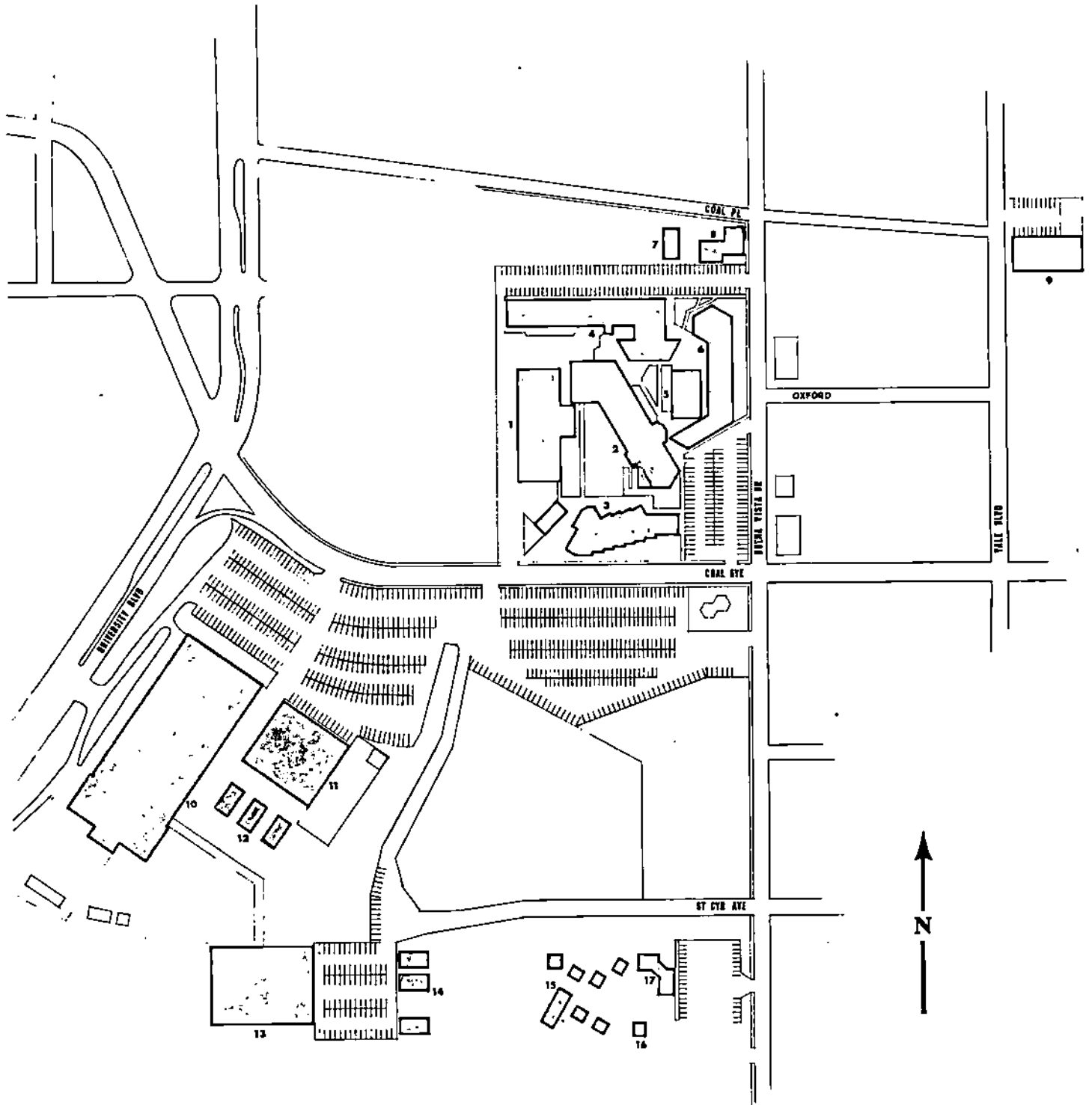
SK577: ELECTRICAL TRADES THEORY III
Fall-Winter
 TTh 7-9 p.m. T-VI Main Campus
PREREQUISITE: Completion of Electrical Trades Theory I and II or equivalent
TEXT: Practical Electrical Wiring—\$17

☼ **SK579: CONSTRUCTION ESTIMATING**
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—\$12.50

SK585: CONCRETE TECHNOLOGY
Fall
 TTh 7-9 p.m. T-VI Main Campus

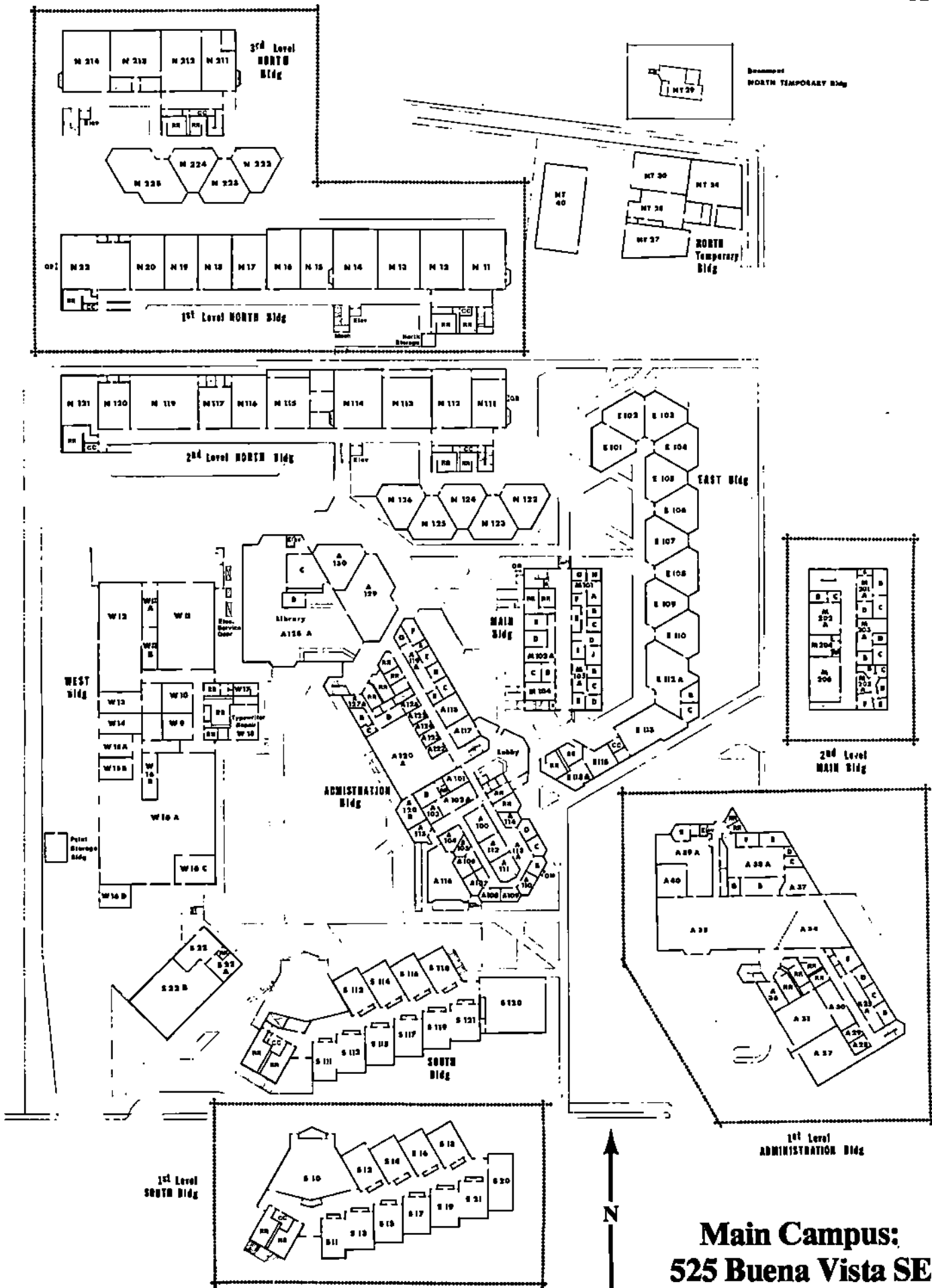
SK586: GENERAL CONTRACTORS LICENSING PREPARATION
Winter
 MW 7-9 p.m. T-VI Main Campus
TEXT: Uniform Building Code, 1979 Ed. with New Mexico Amendments—\$35.25



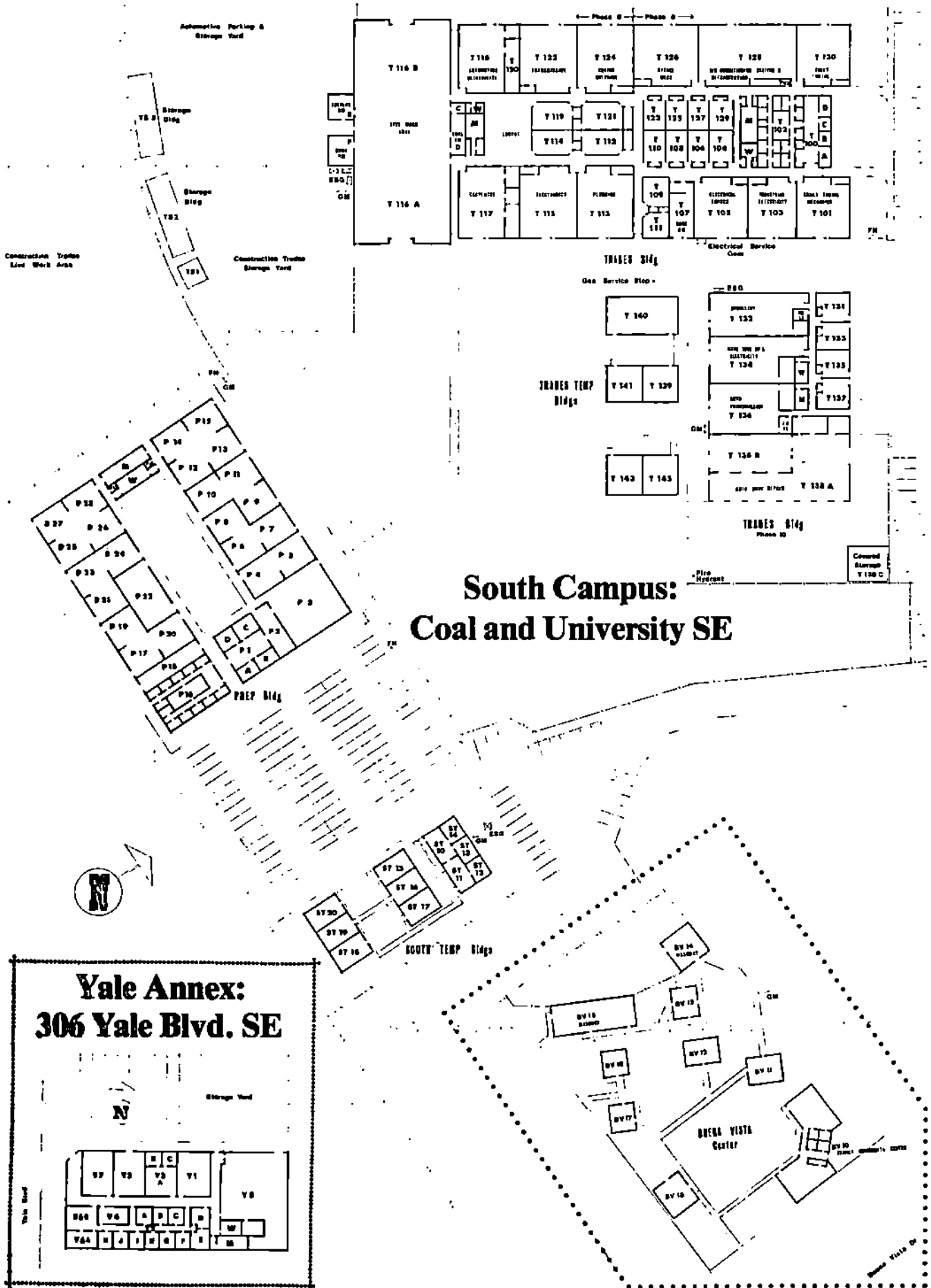


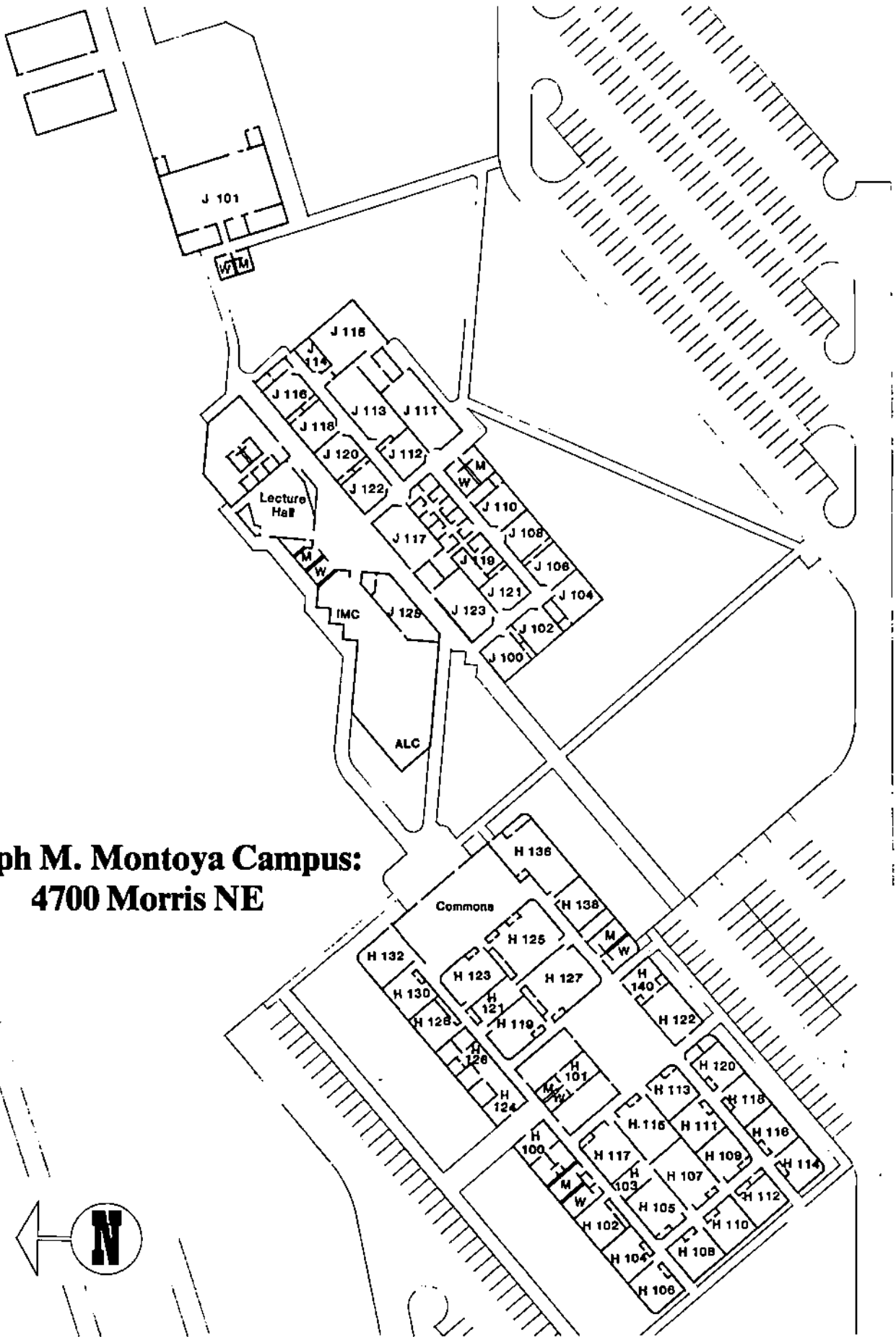
Main Campus Area

- | | |
|-----------------------------|------------------------------------|
| 1. West Building | 10. Trades Building |
| 2. Administration Building | 11. Trades Building |
| 3. South Building | 12. Trades Temporary |
| 4. North Building | 13. Developmental Studies Building |
| 5. Main Building | 14. South Temporary Buildings |
| 6. East Building | 15. Masonry |
| 7. North Temporary Building | 16. BV 18 |
| 8. North Temporary Building | 17. Developmental Studies Annex |
| 9. Yale Annex | |



**Main Campus:
525 Buena Vista SE**





**Joseph M. Montoya Campus:
4700 Morris NE**

1981

CALENDAR (Day Division)

S M T W T F S

SEPTEMBER

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S M T W T F S

OCTOBER

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mid-term, Oct. 22
In-service, Oct. 23

S M T W T F S

NOVEMBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Thanksgiving, Nov. 26-27

DECEMBER

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Trimester Break, Dec. 19-Jan. 3

1982

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

In-service, Feb. 19
Mid-term, Feb. 26

MARCH

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holiday, Apr. 9
Trimester Break, Apr. 22-May 2

MAY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday, May 31

JUNE

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mid-term, June 25

JULY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holiday, July 1-2

AUGUST

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Trimester Break, Aug. 19-31

 = non-school day

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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*

VISA _____ *Signature* _____ *Date*

_____ *Account Number* _____ *Expiration Date*

_____ *Cardholder's Authorizing Signature* _____ *Date*

OFFICE USE ONLY SK _____ SK _____ SK _____ By _____

_____ *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.

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_____ *Account Number* _____ *Expiration Date*

_____ *Cardholder's Authorizing Signature* _____ *Date*

OFFICE USE ONLY SK _____ SK _____ SK _____ By _____

