

CATALOG

Day and Evening Divisions, 1982-83

Albuquerque Technical-Vocational Institute

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Equal 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.

CALENDAR (Day Division)

1982

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		

Classes begin, Sept. 1
Holiday, Sept. 6

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

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. 25-26

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. 18-Jan. 2

1983

JANUARY

						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					

Classes begin, Jan. 3

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					

Teacher in-service, Feb. 18
Snow Day, Feb. 21
Mid-term, Feb. 25

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. 1
Trimester Break, Apr. 21-May 1

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					

Classes begin, May 2
Holiday, May 30

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 24

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 1-4

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. 18-31

= non-school day

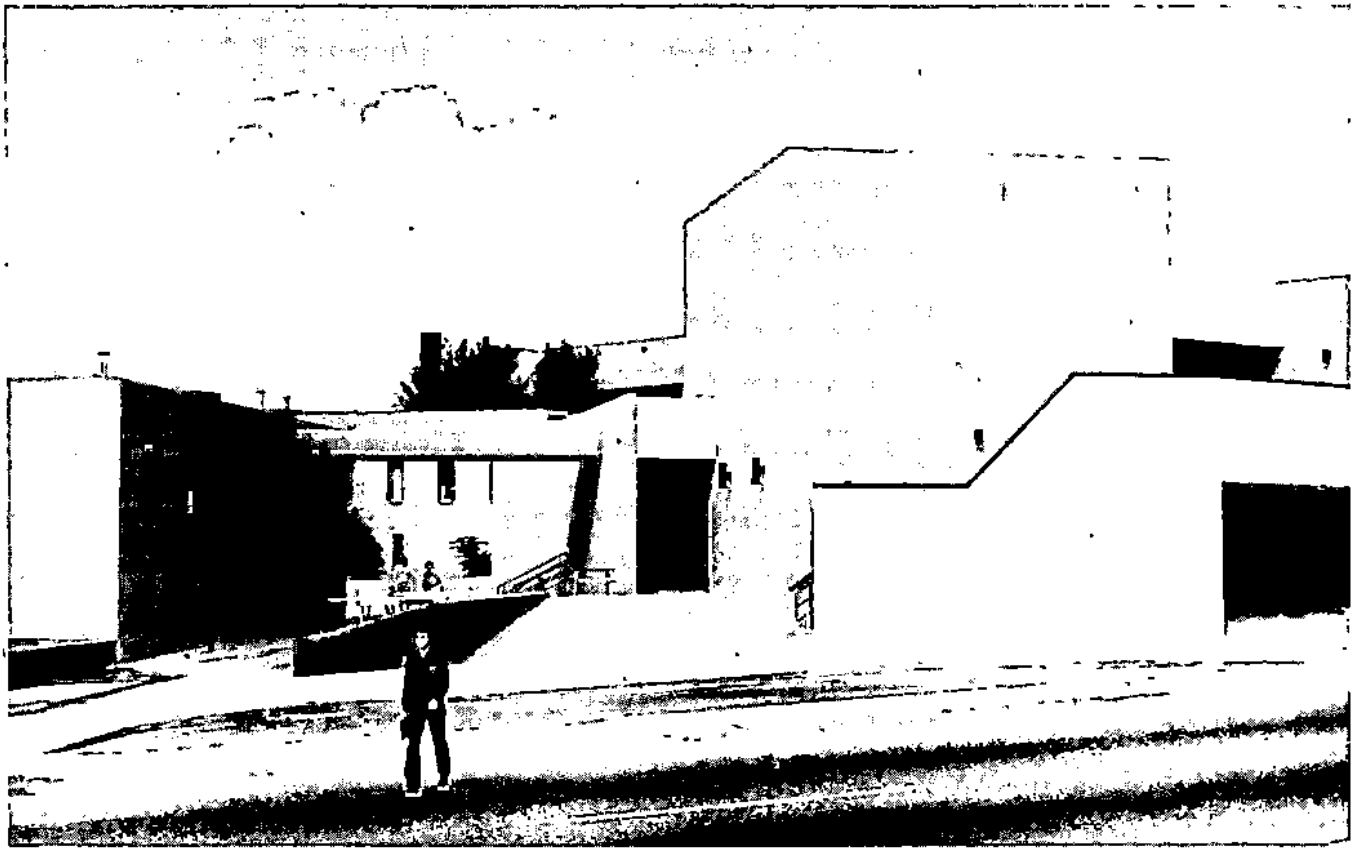
Table of Contents

About the Institute	2	Standards of Progress	16
Instructional Programs	3	Services for Students	17
Consumer Information	4	Housing	17
Graduate Job Placement	5	Food Services	17
School Year, Calendars	6	Testing Services	18
Admission Policies	7	G.E.D. (General Educational Development)	18
How to Enroll—Day Division	8	Parking and Transportation	19
How to Enroll—Evening Division	9	Campus Conduct	20
Day Division Class Periods	9	Phone Calls and Visitors	20
Fees and Tuition	10-11	Personal Property	20
Student Records	11	Fire Alarms	20
Financial Aid	12-13	Student Government and Activities	21
Estimated Budget	14	Index	91-93
Attendance Policies	15		

Instructional Programs

High School Equivalency Exam Prep (GED)	18	Construction Drafting	50-51
DAY DIVISION		Data Processing Technology	52-53
Developmental Studies Department	23	Electromechanical Drafting	54
Instructional Materials Centers	23	Electronics Technology	55-56
Preparatory Program	24	Instrumentation and Control Technology	57-58
Special Vocational Services	25	Laser Electro-Optic Technology	58-59
Business Occupations Department	26	Trades Department	60
Workshops (Saturday)	26	Air Conditioning, Heating and Refrigeration	62-63
Business Occupations Learning Centers	26-27	Auto Service	63
Accounting	29-30	Automotive Collision Repair	64
Business Administration	31-32	Automotive Tune-up Mechanic	65
Distributive Education	33	Carpentry	66
Diversified Occupations	33	Commercial Printing	67
Legal Office Worker	34	Culinary Arts	68-69
Medical Records/Receptionist	34	Diesel Mechanics	69-71
Merchandising	35	Electrical Trades	71
Office Occupations	35-37	General Trades	72
Receptionist	37	Industrial Electricity	73
Refresher Course for Office Workers	38	Machine Trades	74-75
Small Business Operation	39	Plumbing	75-76
Word Processing Operator	39	Welding	76-77
Health Occupations Department	40	EVENING DIVISION	
Health Unit Clerk	41	Adult Basic Education	79
Nursing Assistant	41	Skill Improvement Courses	80-90
Licensed Practical Nurse Refresher	42	Changing Careers	80
Practical Nurse	43-44	Business Education	80-84
Respiratory Therapy Technician	45-46	Health Education	84
Technologies Department	47	Technical Education	85-87
Civil and Surveying Technology	48-49	Trades and Industrial Education	87-90

*Cover drawing by Angelique Acevedo
Commercial Printing Instructor*



About the Institute

The Albuquerque Technical-Vocational Institute (T-VI) is a public post-secondary school whose primary goal is 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 37 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 part of the campus. Programs in Technologies and Business Occupations are also available at the Main Campus.

Many of the business and technology programs, commercial printing, welding, and a large number of evening classes are offered at

the 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 Cibola High, 1510 Ellison NW; Del Norte High, 5323 Montgomery NE; Highland High, 4700 Coal 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 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.

Instructional Programs

DAY DIVISION

The T-VI Day Division includes 40 full-time programs in the areas of business, health, technology, and trades occupations. Not all programs are offered at both campuses or every trimester.

A Preparatory program is available for persons who need to improve math and/or communication skills before entering one of the vocational programs.

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

Full-time Day Division students attend classes four to six hours a day. They may also enroll in additional courses on a space-available basis. Persons not working toward 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.

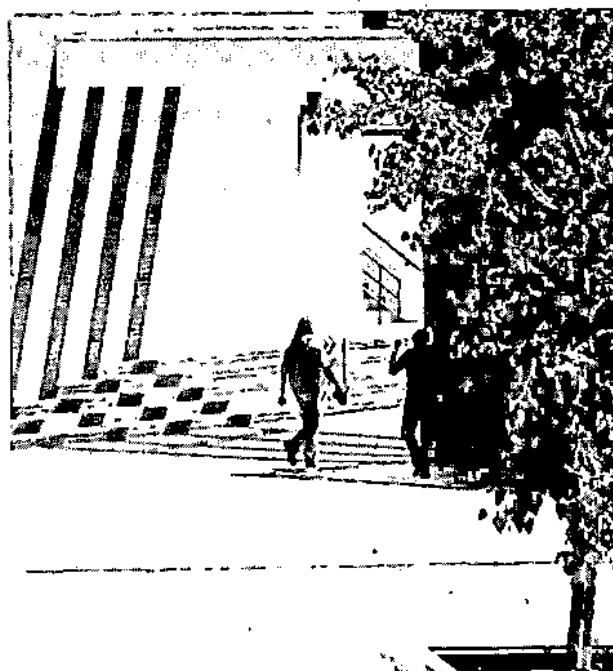
After a program begins, no required class will be cancelled, regardless of enrollment. However, supporting classes may not be scheduled in a certain trimester if there are not enough applicants to justify the class being offered.

COLLEGE TRANSFER: Graduates of several T-VI programs may transfer to the University of Albuquerque or the University of New Mexico and receive credit toward various degrees.

Programs accepted by the University of Albuquerque for credits toward an Associate of Arts degree (and in some cases a Bachelor of University Studies or other bachelor degree) are Accounting, Data Processing, Practical Nurse, Respiratory Therapy Technician, and some Technology programs.

The University of New Mexico will grant credit toward certain degrees to T-VI graduates of Office Occupations and several Technology programs.

Information about these transfer agreements is available from T-VI counselors and from the universities accepting the transfer credit.



EVENING DIVISION

The Evening Division offers more than 100 Skill Improvement classes to part-time students in business, trade and industrial, health and technical occupations.

The Adult Basic Education section includes classes for improvement of written and spoken English, math and GED examination subjects. A citizenship program for aliens is available also.

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.

DAY CREDIT TRANSFER: A number of Evening Division Skill Improvement classes may be applied toward diploma or certificate credit by Day Division students.

Evening Division classes which may be transferred to day programs are marked with this symbol: *

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.

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 you decide about a school includes its accreditation (see "About the Institute" on page 1), its graduate job placement record, and the student drop-out rate.

Here is the latest information about T-VI's full-time vocational programs:

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.

The 1981 job placement information on this page covers full-time Day Division graduates of

April, September and December, 1981, and their situations 60 days after graduating.

RETENTION RATES: For various 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 1981 was more than 83 percent.

Putting it the other way, less than 17 percent of the students who started each trimester dropped out before the end of the trimester. The 1981 termination rates were: Winter Trimester—15.4 percent; Summer Trimester—17.8 percent; and Fall Trimester—17.5 percent.



Graduate Job Placement, 1981

	Total Graduates Available for Work	Employed: Training-Related Work	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.....	53	47 88.7%	1 1.9%	1 1.9%	4 7.5%	\$ 745
Bookkeeping.....	31	13 41.9%	6 19.4%	5 16.1%	7 22.6%	\$ 718
Business Administration.....	8	7 87.5%	— —	— —	1 12.5%	\$ 761
Distributive Education.....	50	49 98.1%	1 1.9%	— —	— —	\$ 600
Fashion Merchandising.....	34	19 55.9%	— —	6 17.6%	9 26.5%	\$ 607
Legal Office Worker.....	12	10 83.3%	— —	1 8.3%	1 8.3%	\$ 726
Medical Records Receptionist.....	33	20 60.6%	3 9.1%	2 6.1%	8 24.2%	\$ 790
Office Occupations, Clerical.....	80	58 72.5%	2 2.5%	3 3.8%	17 21.3%	\$ 687
Office Occupations, Secretarial.....	28	17 60.7%	1 3.6%	— —	10 35.7%	\$ 741
Office Occupations, Refresher.....	21	15 71.4%	1 4.8%	— —	5 23.8%	\$ 810
Receptionist.....	21	15 71.4%	— —	1 4.8%	5 23.8%	\$ 666
Word Processing Operator.....	11	6 54.5%	— —	— —	5 45.5%	\$ 847
HEALTH OCCUPATIONS						
Health Unit Clerk.....	31	29 93.5%	— —	— —	2 6.5%	\$ 768
LPN Refresher.....	2	1 50.0%	— —	— —	1 50.0%	\$ 758
Nursing Assistant.....	51	38 74.5%	— —	8 15.7%	5 9.8%	\$ 696
Practical Nurse.....	70	63 90.0%	— —	3 4.3%	4 5.7%	\$ 941
Respiratory Therapy Technician.....	16	16 100.0%	— —	— —	— —	\$1,004
TECHNOLOGIES						
Computer Information Systems.....	50	41 82.0%	— —	— —	9 18.0%	\$1,094
Drafting, Construction.....	59	51 86.4%	— —	— —	8 13.6%	\$ 837
Drafting, Electromechanical.....	21	15 71.4%	— —	— —	6 28.6%	\$ 939
Drafting, Civil and Map.....	25	21 84.0%	— —	1 4.0%	3 12.0%	\$ 989
Electromechanical Technology.....	13	11 84.6%	— —	— —	2 15.4%	\$1,232
Electronics Technology.....	211	160 75.8%	1 .5%	3 1.4%	47 22.3%	\$1,216
Laser Electro-Optics.....	34	30 88.2%	— —	— —	4 11.8%	\$1,358
TRADES & INDUSTRIAL						
Air Conditioning/Heating/Refrigeration.....	46	20 43.5%	2 4.3%	12 26.1%	12 26.1%	\$ 873
Auto Collision Repair.....	24	15 62.5%	2 8.3%	4 16.7%	3 12.5%	\$ 718
Automotive Service Technician.....	47	27 57.5%	4 8.5%	3 6.4%	13 27.6%	\$ 707
Baking.....	20	14 70.0%	1 5.0%	3 15.0%	2 10.0%	\$ 653
Carpentry.....	36	16 44.4%	6 16.7%	7 19.4%	7 19.4%	\$ 741
Commercial Printing.....	33	24 72.7%	2 6.1%	3 9.1%	4 12.1%	\$ 676
Diesel Mechanics.....	54	39 72.2%	— —	9 16.7%	6 11.1%	\$ 929
Electrical Trades.....	38	21 55.3%	3 7.9%	5 13.1%	9 23.7%	\$ 919
Industrial Electrician.....	45	27 60.0%	— —	4 8.9%	14 31.1%	\$1,153
Machine Trades.....	69	62 89.9%	— —	4 5.8%	3 4.3%	\$1,049
Masonry.....	6	3 50.0%	— —	1 16.7%	2 33.3%	\$ 852
Parts Specialist.....	8	8 100.0%	— —	— —	— —	\$ 596
Plumbing.....	34	15 44.1%	1 2.9%	8 23.5%	10 29.4%	\$ 776
Quantity Food Preparation.....	13	10 76.9%	— —	1 7.7%	2 15.4%	\$ 731
Sheet Metal.....	9	6 66.7%	1 11.1%	1 11.1%	1 11.1%	\$ 696
Small Engine Mechanics.....	12	4 33.3%	1 8.3%	3 25.0%	4 33.3%	\$ 731
Welding.....	63	50 79.4%	1 1.6%	— —	12 19.0%	\$1,108
TOTALS	1,522	1,113 73.1%	40 2.6%	102 6.7%	267 17.5%	

School Year

T-VI meets year-around with the year divided into three trimesters—Fall, Winter and Summer.

Each Day Division trimester has 75 days of classes, usually with 10 days to two weeks as a "break" between trimesters. Most day students go to school year-around until they finish their program. In most programs, it is possible to take a trimester off if necessary. *However, persons who interrupt their programs may not be able to get back in at the time they want, because they go on the standby list for reentry on a space-available basis.*

Evening Division classes usually start a week after the day classes and meet for 14 weeks.

Evening Division Calendar

FALL TRIMESTER, 1982

Skill Improvement Application Deadline	5 p.m. Aug. 13
Adult Basic Education Registration	10 a.m. to 8 p.m. Aug. 24 and 25
Fees/Books Payment Deadline	Sept. 1
Late Application Period	12 noon to 8 p.m. Sept. 1, 2, 9, 13, 14, 15, 16
Evening Classes Begin	Sept. 7
Fees/Books Refund Deadline	Sept. 17
Holiday (no classes)	Nov. 24, 25, 26
Last Evening of Classes	Dec. 17

WINTER TRIMESTER, 1983

Skill Improvement Application Deadline	5 p.m. Dec. 10
Adult Basic Education Registration	10 a.m. to 8 p.m. Dec. 28 and 29
Fees/Books Payment Deadline	Jan. 3
Late Application Period	12 noon to 8 p.m. Jan. 4, 5, 6, 12, 13, 17, 18, 19, 20
Evening Classes Begin	Jan. 10
Fees/Books Refund Deadline	Jan. 21
Holiday (no classes)	Feb. 21
Last Evening of Classes	Apr. 20

SUMMER TRIMESTER, 1983

Skill Improvement Application Deadline	5 p.m. Apr. 15
Adult Basic Education Registration	10 a.m. to 8 p.m. Apr. 26 and 27
Fees/Books Payment Deadline	May 2
Late Application Period	12 noon to 8 p.m. May 3, 4, 5, 11, 12, 16, 17, 18, 19
Evening Classes Begin	May 9
Fees/Books Refund Deadline	May 20
Holiday (no classes)	May 30
Holiday (no classes)	July 4
Last Evening of Classes	Aug. 17

SNOW DAY: During the 1983 Winter Trimester, February 21 is a holiday with no classes unless it is needed to make up a day lost because of snow conditions earlier in the winter. T-VI almost never closes because of weather. If there are bad snow conditions, T-VI sometimes operates an "abbreviated day" and cancels periods 0-1-2, so that classes begin at 10 a.m. at the Montoya Campus and at 10:20 a.m. on the Main Campus. Listen to your radio on days with bad snow conditions, and come to school as soon as you can (your teachers must mark you absent anytime classes are in session and you are not there) unless you hear that T-VI is on an abbreviated day or has cancelled completely.

Day Division Calendar

FALL TRIMESTER, 1982

Day Classes Begin	Sept. 1
Holiday	Sept. 6
Day Late Registration Deadline	Sept. 15
Mid-Trimester Grades	Oct. 22
Holiday	Nov. 25-26
Withdrawal Deadline	Dec. 3
Last Day of Classes	Dec. 17
Trimester Break	Dec. 18-Jan. 2

WINTER TRIMESTER, 1983

Day Classes Begin	Jan. 3
Day Late Registration Deadline	Jan. 14
Teacher Inservice (no classes)	Feb. 18
Snow Day (no classes if not used as a make-up day)	Feb. 21
Mid-Trimester Grades	Feb. 25
Holiday	Apr. 1
Withdrawal Deadline	Apr. 6
Last Day of Classes	Apr. 20
Trimester Break	Apr. 21-May 1

SUMMER TRIMESTER, 1983

Day Classes Begin	May 2
Day Late Registration Deadline	May 13
Holiday	May 30
Mid-Trimester Grades	June 24
Holiday	July 1-4
Withdrawal Deadline	Aug. 3
Last Day of Classes	Aug. 17
Trimester Break	Aug. 18- 21 29

Admission Policies—Day Division

T-VI's Day Division programs are for adults who do not have a saleable job skill, and who can attend classes 20 to 30 hours a week. If you are not a high school graduate, you need to be 18 years or older. Persons under 18 who are not high school graduates can be admitted only if they are excused from attending a secondary school according to New Mexico's compulsory attendance law.

Except for Health Occupations, admission to Day Division programs is done on a first-come, first-served basis for qualified applicants. You should apply as soon as you know you want to go to T-VI. There are special application times for some Health Occupations (see program descriptions in this catalog).

Admission to T-VI is done in a way to help you find a career program where you have a good chance to succeed. You need math and reading skills to succeed in any vocational program. If you do not have these skills, T-VI's Preparatory program can help you get them before you start the vocational program you want.

Some programs have health and physical condition requirements. You can read about these in the program descriptions in this catalog when you are trying to decide which program is best for you.

An applicant will be *discouraged* from entering a program where chances to succeed are poor because of a health or physical condition. You can be *denied* admission to a particular program if your health or physical condition

could be dangerous to you or other people in that program. If this happens, the admission counselor will help you choose another program.

Because the Day Division programs are for people who do not have a saleable job skill, a T-VI graduate must wait one year before taking space in another program. However, if there is room in the second program wanted after all new applicants are admitted, the extra space can be taken by a graduate at any time.

People who can attend full-time are given space before applicants who want to attend only part-time. You must take at least 20 hours a week to be a full-time Day Division student. If you want to attend part-time, please look at the Evening Division courses in this catalog.

INTERRUPTED TRAINING: A student who drops out for one or more trimesters, and then wants to return to the program, will be on a standby status. First priority for advanced section space is given students who are continuing their program without interruption. Second priority is given to students who need to repeat work failed during the trimester just before. Third priority is the standby list, which will be kept in first-come, first-served order. Applicants for readmission are put on the standby list on the date when they make a written request for reentry and the program counselor fills out the standby admission form to verify the written request.

Admission Policies—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 more specialized trade classes, designed for persons working in the trade or persons who need the training to keep their job or advance in it. Therefore, such persons will be given preference during the application period.

However, if a specialized class numbered 500 and above is not filled with persons working in the trade, other applicants who are interested in the subject will be admitted provided they meet the prerequisites. *The curriculum will be designed for those enrolled for vocational reasons.*

All prerequisites are listed in the Evening Division class schedule section of this catalog.

How to Enroll—Day Division

You need to do five things to enroll for a full-time Day Division program. The first four can be done in one day at T-VI. You need to do the first four as soon as you can, because enrollments are handled first-come, first-served from among qualified applicants. Some programs fill up fast, and if you wait too long to do the first four steps you may not be able to get in the program you want at the time you want it.

Here is how you enroll in the Day Division:

1. Fill out a Day Division application form. You can get this form in the lobby of either T-VI campus, at most high school counseling offices in the state, and at Albuquerque Public Library branches.

Bring or mail your application form to the **T-VI Admissions Office, Main Campus, 525 Buena Vista SE**, any weekday (Monday through Friday) between 8 a.m. and 5 p.m. Except for two Health Occupations which have special application times (see "Health Occupations" in this catalog), you can apply for any Day Division program as far ahead of time as you want to. The sooner you apply, the better chance you have to start your program at the time you want to begin. If you are not sure about the program you want, ask to see an admission counselor at either the Main or Montoya campus.

2. Take the admissions tests. When you turn in your application, you will take math and reading tests needed to help advise you about the program you want. The tests take about 90 minutes. If you want to take the tests the same day you turn in your application, you need to be at the Admissions Office before 2:30 p.m.

You cannot do steps 3 or 4 until you have taken the tests.

3. Visit an admission counselor. You will meet with a counselor right after you take the tests. The counselor will explain the test results and the programs you are eligible to enter. When you have agreed on the program you want, the counselor will admit you to T-VI.

4. Pay your fees. As soon as the counselor has admitted you, you can pay the admissions fees for your program. If the program you want is full for the next trimester, you will be put on a "standby" list for that trimester and given a guaranteed reservation for the next trimester when there is a space open.

You are not admitted until you have paid the fees. The fees include a \$10 preregistration fee, any personal equipment fee charged for the pro-

gram you want, and a \$10 book deposit which you will get back when you leave T-VI and turn in all textbooks. The \$10 preregistration fee is for the work done to handle your application, *and will not be refunded even if you do not attend.* The book deposit will be refunded if you decide not to attend.

If your fees are going to be paid by another agency, you must bring a written form from the agency to finish your admission steps.

The nonresident tuition of \$500 per trimester does not have to be paid at admission, but it must be paid before class registration.

When you have done the first four steps, you will be told when to come back to register for your class schedule.

5. Register for your classes. Come to registration on the day you were told to, and pick up your class schedule. When you have done the registration, you are enrolled and ready to attend the first day of classes. *If you miss your registration date, your place in classes may be given to somebody else.*

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

If you miss the first two days of class, you will be withdrawn automatically as a "no show" and will be readmitted only if there is still space available in the classes you want.

Class Schedules

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

Day Division Class Periods

The class schedule you are 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 and Night
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



How to Enroll—Evening Division

Persons who want to take an Evening Division Skill Improvement class should submit an application form *by the application deadline* for the best chance of getting in a class. The names of applicants will then be placed in classes, or—in the case of popular classes for which there are more applicants than space—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 application deadline (Fall, Aug. 13; Winter, Dec. 10; Summer, Apr. 15).** Forms may be mailed or delivered to either T-VI campus. More 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 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 soon after the application deadline.** You 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. 1; Winter Trimester, Jan. 3; and Summer Trimester, May 2. 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 application period, you may apply during days set as the late application period, provided the class you want still has vacancies.**

Fees and Tuition

All divisions of T-VI accept the following in payment of fees or book purchases: cash, money orders, personal checks (in the amount of fees and purchases only), and VISA and MasterCard credit cards. They do not accept checks in amounts larger than the fees/book purchases.

EVENING DIVISION FEES

APPLICATION FEE: There is a \$3 per trimester application fee (regardless of the number of classes) payable with the application for Skill Improvement classes. If the applicant cannot be placed in a class, this fee will be refunded.

TUITION: Evening Division classes are tuition-free.

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.

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, but not the application fee. Refunds will not be given for textbooks 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. A check is mailed to the student.

DAY DIVISION FEES

PREREGISTRATION FEE: There is a \$10 preregistration fee for each trimester, which must be paid before the applicant is admitted. Payment of the preregistration 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 a reservation extension in writing, his or her place in classes may be filled by another applicant during the late registration process.

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

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 nonresidents—persons who have not lived in the state for 12 months before 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.

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 authorized to pay the training expenses of nonresident students referred to T-VI.

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

Students must buy their own routine school supplies, such as paper, notebooks and pencils.

Student Records

DAY DIVISION

Permanent records are kept for each day student who attends T-VI. The 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, and attendance records. The student's original application is also a permanent record.

At admission, most students authorize T-VI to provide confidential copies of transcripts to employers and to other educational institutions. A student who does not want the transcript sent to prospective employers or other schools may indicate this at any time on the transcript by visiting the Main Campus Student Records Center or the Student Services Center at the Montoya Campus.

A student may examine any documents in his or her cumulative records during the hours the Student Records Center is open. Free copies of attendance records or transcripts are provided to students and former students on 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.

PERSONAL EQUIPMENT FEE: Many T-VI programs 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 early in the program and becomes the student's personal property.

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 is issued. Once it is issued, no refund is made.

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

Personal equipment fees for 1982-83 (*in addition to the \$10 preregistration fee and \$10 book deposit*) are as follows:

	Trimester		
	I	II	III IV
PREPARATORY	none		
BUSINESS OCCUPATIONS	none		
HEALTH OCCUPATIONS			
Health Unit Clerk	\$30		
Nursing Assistant	\$30		
Practical Nurse	\$75		
Respiratory Therapy Technician ..	\$75		
TECHNOLOGIES			
Civil and Surveying Technology... \$35	\$40		
Construction Drafting	\$35		
Data Processing Technology	none		
Electromechanical Drafting	\$35		
Electronics Technology	\$35		
Instrumentation and Control Technology	\$35		
Laser Electro-Optic Technology... \$35			
TRADES			
Air Conditioning, Heating and Refrigeration	\$90	\$70	\$70
Auto Service	none		
Auto Collision Repair	\$90	\$70	
Automotive Tune-up Mechanic ..	\$100	\$80	
Carpentry	\$100	\$70	
Commercial Printing	\$30		
Culinary Arts			
Baking	\$85	\$25	
Quantity Food Preparation	\$85	\$70	
Diesel Mechanics	\$100	\$100	\$80 \$80
Electrical Trades	\$90	\$70	
General Trades	none		
Industrial Electricity	\$100	\$80	\$70
Machine Trades	\$100	\$80	\$70
Plumbing	\$100	\$70	
Welding	\$100	\$70	

Financial Aid

Financial help to attend programs 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 Aid 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 Aid 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% 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 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.

NEW MEXICO DIVISION OF VOCATIONAL REHABILITATION (DVR): Persons with disabilities may be eligible for education and training assistance from DVR. The Albuquerque offices include: (NE and SE) 5600 Domingo Rd. NE, 842-3985; (SW) 2720 Isleta SW, 842-3243; and (NW) 2221 Rio Grande NW, 842-3184.

EMPLOYMENT TRAINING ADMINISTRATION (OCETA in Bernalillo County, GOETA in other New Mexico locations): Education and training assistance is provided for unemployed or 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 Division. 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 tribal agency for BIA funding before applying to T-VI.

Training assistance is provided for unemployed, underemployed or economically-disadvantaged Indians by a community-based organization, NIYC-CETA. Applicants should contact their tribal office for procedures.

Application for some financial aid is made through the T-VI Student Financial Aid Office 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. Most aids require the processing of federal forms which may take up to 10 weeks. Students who need financial aid should apply early, using forms available from either Financial Aid Office at T-VI.

PELL GRANT (formerly called Basic Educational Opportunity Grant or BEOG): Students interested in applying *only for the Pell Grant* with no processing fee must use the Application for Federal Student Aid (AFSA). U.S. citizens and permanent resident aliens (immigrants, refugees and persons granted asylum) who plan to attend T-VI at least half-time may apply and be eligible to receive this federal grant, which is intended to provide up to half of the student's estimated instructional costs. During 1981-82 the maximum Pell Grant award for T-VI students for the entire year was \$682 (\$1432 for nonresidents paying tuition).

To be eligible, students must be enrolled in a program which consists of 900 or more hours of instruction. A student attending the full number of hours specified in this catalog for his or her program receives the full entitlement. If attending less than full-time, the student receives a partial grant. *Persons who already have a Bachelor or higher degree are not eligible for a Pell Grant.*

Within 10 weeks after mailing the application, you will receive a "Student Aid Report" (SAR) which contains a Student Aid Index (SAI). Using this index, T-VI can determine the Pell Grant to which you are entitled, based on your enrollment status. Equal monthly installments are paid about the twentieth (20th) of each month so long as you continue to attend and remain in good standing (see "Conditional Enrollment" in the attendance section of this catalog).

Students wanting to apply for both Pell Grant and other aids must use the "Financial Aid Form" published by The College Scholarship Service or the "Family Financial Statement" published by The American College Testing Agency. These forms are available in the Financial Aid Office and should be completed at least six weeks before the beginning of classes. A processing fee is charged for either of these application forms.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): A limited amount of SEOG federal funding is available to aid students with the highest level of need as determined on the "Financial Analysis Statement" received by the school for each student who applies and submits the processing fee.

NEW MEXICO STUDENT INCENTIVE GRANTS (NMSIG or SSIG): This program, funded by 50% federal and 50% state funds, provides aid to needy, full-time students who are legal residents of New Mexico. Amount of an SSIG is between \$200 and \$800 per year. A roster of eligible students is submitted each trimester for approval by the State Board of Educational Finance in Santa Fe. Approval is usually received about the middle of the trimester, after which approved students receive payment retroactive to the start of the trimester and a monthly amount for each subsequent month in the trimester.

COLLEGE WORK-STUDY (CW-S): This program, funded by 80% federal and 20% T-VI funds, aids needy, eligible students by providing employment at the Institute. The student employee may work during available hours up to 20 hours per week. CW-S students are paid every two weeks at the federal minimum wage rate, currently \$3.35 per hour.

NEW MEXICO WORK-STUDY (NMW-S): This program, funded by 80% state and 20% T-VI funds, aids needy, full-time students who are legal residents of the state by providing employment positions at the Institute. The student employee may work during available hours up to 20 hours per week. NMW-S students are paid every two weeks at the federal minimum wage rate, currently \$3.35 per hour.

NEW MEXICO STUDENT LOAN (NMSL): New Mexico residents who are U.S. citizens, and who are enrolled in full-time programs at least six months' long, can apply for this loan. Maximum loans are \$830 per trimester or \$2500 in any twelve-month period.

In addition to the Financial Aid Form, persons wanting a NMSL must complete applications given out at loan workshops held at T-VI or the New Mexico Educational Assistance Foundation. Information about the workshops and loan program is available from T-VI's Student Financial Aid offices at both the Main and Montoya Campuses.

Two disbursements per trimester are made, so long as the student remains in good standing at T-VI. If the student is placed on Conditional Enrollment or withdraws, the rest of the loan is cancelled. The student leaving school must complete an Exit Interview Form with the Financial Aid Officer and must begin to repay the loan within six months. The interest rate is 9% and minimum payments are \$50 a month.

There is a 1% insurance premium and an "origination fee" (now 5%, may rise to 10%) taken out of the loan amount to help pay the interest while the student is in school. The federal government pays the rest of the interest while the person is in school and during the six-month grace period after leaving school.

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 Aid Office to estimate financial aid needs for 1982-83:

<i>Student's Status</i>	<i>1 Trimester</i>	<i>2 Trimesters</i>	<i>3 Trimesters</i>
DEPENDENT LIVING WITH HEAD OF HOUSEHOLD			
Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	845	1690	2535
Books and Supplies	22	44	66
Personal Expenses	285	570	855
Transportation	172	344	516
TOTAL*	\$1344 to \$1444	\$2678 to \$2878	\$4012 to \$4292
DEPENDENT LIVING WITH PARENTS			
Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	405	810	1215
Books and Supplies	22	44	66
Personal Expenses	285	570	855
Transportation	172	344	516
TOTAL*	\$ 904 to \$1004	\$1798 to \$1998	\$2692 to \$2972
INDEPENDENT SINGLE			
Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	950	1900	2850
Books and Supplies	22	44	66
Personal Expenses	285	570	855
Transportation	172	344	516
TOTAL*	\$1449 to \$1549	\$2888 to \$3088	\$4327 to \$4607
MARRIED, HEAD OF HOUSEHOLD**			
Tuition and Fees*	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	1615	3230	4845
Books and Supplies	22	44	66
Personal Expenses	530	1060	1590
Transportation	172	344	516
TOTAL*	\$2359 to \$2459	\$4708 to \$4908	\$7057 to \$7337
<i>Additional amounts allowed for each child:</i>			
Room and Board	\$ 268	\$ 536	\$ 804
Personal Expenses	\$ 178	\$ 356	\$ 534

*If student is paying nonresident 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.

Attendance Policies

DAY DIVISION

To be considered a full-time student, you must enroll for the number of hours listed in this catalog under each trimester of your program.

You are expected to attend all sessions of every course (you agreed to do this when you were admitted). Attendance is taken every class hour and all absences are recorded in your permanent record at T-VI.

T-VI does not have "excused" or "unexcused" absences; each teacher must mark you either present or absent each hour. If you must miss because you are sick or have an emergency, you must contact your teacher for makeup work. The teacher will record all makeup work completed.

TARDIES: If you miss up to 10 minutes of a class hour because you came late or left early, you are marked tardy for that hour. If you miss more than 10 minutes of a class hour, you are marked absent. However, the teacher must let you stay in class even if you come late and have been marked absent.

Five tardies are counted as one hour of absence and turned in to the Attendance Office. If you continue to be tardy, each five tardies will count as one hour of absence.

EXCESSIVE ABSENCE: If your absences reach 40 hours in any trimester, you will be sent a warning letter telling you that you are in danger of losing financial aids and/or being suspended.

CONDITIONAL ENROLLMENT: If your absences reach 60 hours (30 for part-time students) you are placed on conditional enrollment and are no longer in good standing. All financial aids are cut off at this point, and you must appear before a review committee to keep from being suspended from school.

STUDENT REVIEW COMMITTEE: If you are put on conditional enrollment, or are suspended for disruptive behavior, you may appeal your suspension to a Student Review Committee (SRC) made up of other students. If you do not appear before the SRC, the suspension is final.

The SRC hears the student's reasons why he or she should not be suspended, and recommends to the Institute President either (1) that the suspension be carried out, or (2) that the student be allowed to continue to attend on probation. Terms of the probation are recommended to the President.

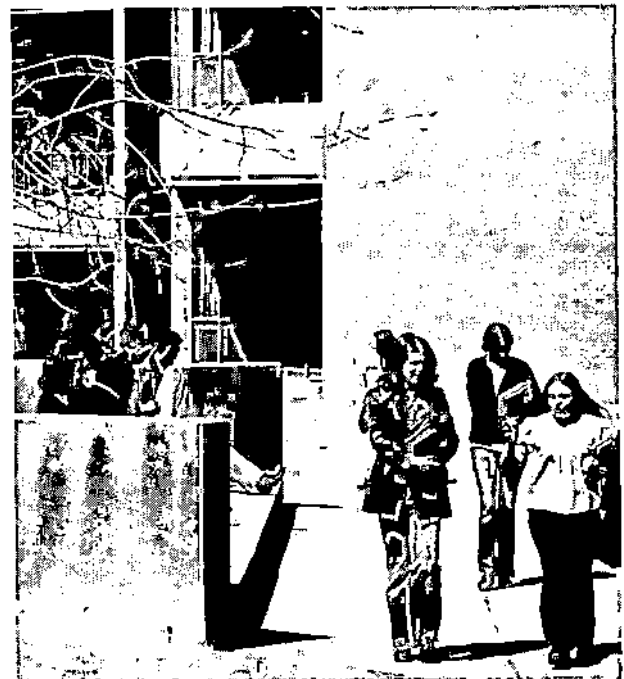
A student allowed to continue attending on probation can be suspended if terms of the probation are broken. There is no further appeal of the suspension if this happens.

READMISSION: A suspended student (except Academic Suspension) can apply to re-enter T-VI the following trimester, on the same first-come, first-served basis as all other applicants.

EVENING DIVISION

Evening Division teachers take attendance each class session, and turn in absence reports to the division office each month. If a student is absent four class meetings in a row, the teacher tries to contact the student. A student can be dropped from the class after four consecutive absences.

A student must attend 80% of the time available in an Evening Division class in order to be eligible for a certificate, as well as making a grade of "C" or better.



Standards of Progress

DAY DIVISION

Requirements for graduation in each full-time program are detailed in the catalog for the academic year when the student entered the program. It is important that you 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 at midterm and at the end of each trimester or unit of study. Final progress reports become part of the student's permanent record at T-VI.

Most 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."

Some programs use proficiency ratings. In these classes, performance objectives are defined clearly. 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 is placed automatically 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 receives an "I" or "U" in any class, he or she will 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 usually is earned by taking a class and receiving a satisfactory final grade or proficiency rating. However, an applicant or student can 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 cannot 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 midterm 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 tell you whether or not you are eligible to apply for this kind of waiver.

Both types of waiver credit require approval of the class instructor, academic advisor, counselor, department chairman and associate director of student services. Until all approvals are obtained you 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, and is entered on the student's transcript as a completed class.

EVENING DIVISION

To complete successfully 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 students for each class completed successfully.

Services for Students

The Student Services Division at T-VI helps applicants, students and graduates with admissions, testing, counseling and career guidance, attendance accounting, student records and transcripts, and student financial aid.

COUNSELING: Professional counselors at all campuses will help applicants choose a career field and instructional program to meet their needs.

They also help students with problems which they may be having which keep them from doing their best in T-VI's classes.

You should feel free to see a counselor at any time you need advice or help. They are located in every instructional department and at all campuses every weekday between 8 a.m. and 5 p.m., and in the Main and Montoya campus student services areas until 7 p.m. except Fridays.

HEALTH AND NURSING SERVICES: The student health center is in Room A-127 on the Main Campus, and is staffed by a Registered Nurse and a trained health aide. It is open weekdays from 7:30 a.m. to 5 p.m.

Services offered are first aid for minor injuries, emergency aid for other injuries and illnesses, health problem counseling, free blood pressure, vision and hearing tests, and information about such health problems as venereal disease and drug addiction. There are cots for people who become ill while on campus.

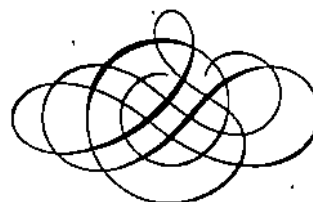
JOB PLACEMENT: Each graduate is responsible for finding his or her own job after completing a program at T-VI. However, the Institute's Industrial Relations office and the instructional staff can provide a lot of help to full-time students and graduates in getting a job.

The Industrial Relations office is at 616 Buena Vista SE, across the street from the Main Campus visitor parking lot.

Full-time Day Division students can look for full- and part-time jobs listed by employers with Industrial Relations; get a referral card to take to employer interviews; use out-of-state telephone books and industry files; or call the Industrial Relations office HOT LINE (843-9696) for a recorded list of daily job openings. If you hear of a job that interests you on the HOT LINE recording, you can get details about the job and a referral card to the employer by visiting the Industrial Relations office or the Student Services Center at the Montoya Campus.

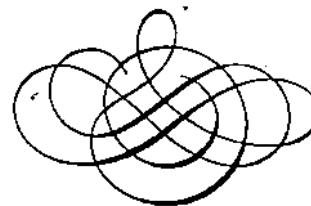
Day Division students in their final trimester can register for graduate placement services, get a kit which helps them prepare a résumé and get the résumé typed free of charge, sign up for on-campus interviews with job recruiters after mid-trimester, get help in scheduling company-required physical exams, or call the HOT LINE (843-9696) for daily information on job announcements and recruiting visit schedules.

Graduates of full-time programs can obtain the same services from Industrial Relations whenever they are unemployed and seeking a job related to their T-VI training.



Housing

T-VI has no dormitories and students must make their own arrangements for housing. The Student Activities Office on the Main Campus in Room S-12 keeps a list of property owners who have contacted T-VI with rentals available to students.



Food Services

The Main Campus has a snack bar, located in A-35. It provides short order meals, snacks and beverages on all school days from 7:45 a.m. until 3:30 p.m.; and from 6 to 8:30 p.m. on Mondays through Thursdays when the Evening Division is in session.

Vending machines are available at all times in several locations at all three campuses.

Testing Services

T-VI's Testing Center on the Main Campus provides several services free of charge.

Applicants for full-time programs are tested on basic math and communication skills, to help applicants and counselors determine which T-VI programs may best match their abilities and interests.

G.E.D. EXAMS: The General Educational Development (GED) examinations for a high school equivalency diploma are given free of charge at the T-VI Center.

Anyone 18 years of age, who is not enrolled in high school, may take the GED exams. A 17-year-old may take the exams if released from the

state compulsory school attendance law and given a GED Underage Permission Form. *No currently-enrolled high school student of any age, and nobody 16 years old or younger, may take the exams.*

Information about the GED test schedule can be obtained by calling the Testing Center at 848-1550.

Interested persons are pretested to see if they are ready for the five-part examinations. Those who want or need more study before taking the GED exams may take free classes to help get ready for the exams. The classes are offered day and evening at both campuses.

G.E.D. (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.

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. Pretests are given to determine which classes are needed to help the student prepare for the GED exams.

Day and evening schedules are available at both Main and Montoya campuses.

DAY SCHEDULE

MTWThF	8:00-11:00 a.m.	Montoya Campus
MTWThF	8:20-11:15 a.m.	Main Campus
MTWThF	12:00 noon-3:15 p.m.	Main Campus
MTWThF	12 noon-3 p.m.	Montoya Campus

EVENING SCHEDULE

MTW	7-9 p.m.	Main or Montoya Campus
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Parking and 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 put on the back side of the rear view mirror so it can be seen through the windshield, or on the window if there is not an inside mirror. On motorcycles, the decal should be on the rear fender.

There is no charge for parking or for the decals.

At the Main Campus, students are urged to park only in T-VI lots. Many businesses in the area will tow away any student cars parked on their property. Also, many streets in the area require city parking permits available only to residents of those streets.

All Main Campus student parking is located south of Coal Ave. *Lots north of Coal are for staff, visitors and the handicapped only.* 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 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 result in citations by Security. Students receiving three or more citations are referred to the Student Government's Judicial Affairs Committee. The committee can recommend action ranging from a warning to suspension from the Institute. Most common violations are parking

in T-VI lots without 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 eight miles per hour because of the large number of pedestrians.

CITY BUS PASSES: Economical passes for full-time postsecondary students are available for Suntran city buses. Two kinds of passes can be bought: a \$50 trimester pass good for unlimited city bus rides for an entire trimester or a \$16 monthly pass good for unlimited rides during one calendar month. *To encourage students to use city buses, T-VI pays a rebate of one-half the price of passes purchased by students.*

A monthly pass bought in the Financial Aid Office (A-119) on the Main Campus or Student Services Center on the Montoya Campus can be turned in for an \$8 rebate at the end of the month.

Trimester passes can be bought only at Suntran, 612 Yale SE, because the student's photo is taken and becomes part of the pass. Full-time students wanting to buy a trimester pass must have their T-VI identification card with them. A \$25 trimester bus rebate is paid after mid-term if the student is still attending T-VI full-time. Bus pass rebates are available in the Financial Aid Office at the Main Campus or Student Services Center at 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 leaves 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 marked 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.

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



Campus Conduct

Unsafe or disruptive behavior anywhere on either campus, including the parking areas, is grounds for dismissal from T-VI. This also applies to any field trip taken under the supervision of a T-VI employee.

FOOD AND BEVERAGES: Drinking and eating are prohibited in all classrooms and labs.

SMOKING is not permitted in any classroom, laboratory or shop. It is allowed outdoors on campus and in the smoking area of the various student lounges. 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 any T-VI buildings.

CHILDREN: Students are not permitted to bring their children to classroom and laboratory sessions.

ANIMALS: Dogs, except seeing eye dogs, and other pets are not allowed in T-VI buildings.

LAW VIOLATIONS by anyone on campus will be handled by appropriate law enforcement agencies, just as they would be anywhere else.

ALCOHOLIC BEVERAGES: Because T-VI is a public school, it is against the law to have or to drink alcoholic beverages anywhere on the campus—including parking lots.



Phone Calls and Visitors

Students are not called from class to receive telephone calls or visitors.

Office phones are for staff use only. Pay phones are located at various places on all campuses for student and visitor use.

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.



Fire Alarms

Because of the many shop areas, the possibility of fires is greater at T-VI than in other schools. Students are urged to be careful in this regard.

T-VI does not hold fire drills. If you hear the fire alarm, move out of and well away from your building immediately. Stay away from the building until an "all clear" has sounded.

The alarm on the Main Campus is a continuous, loud bell. The Montoya Campus alarm is a horn.

Each classroom and lab has posted a fire evacuation plan for that room. Be sure to study the plan at the beginning of the trimester for each room in which you have classes.

Student Government and Activities

Student Government for T-VI's Day Division is made up of 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 Student Government meetings and to report back after each 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 is provided by a student body president and vice president who are elected by Day Division students for two-trimester terms. During 1982-83, elections will be held in the Fall and Summer Trimesters.

A faculty advisor attends all Government meetings and serves as the liaison between the Government and the T-VI staff.

All students are welcome to attend any Government meeting. However, only elected Representatives may make motions and vote.

HEALTH OCCUPATIONS STUDENT COUNCIL: Each year, representatives are chosen by each Practical 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.

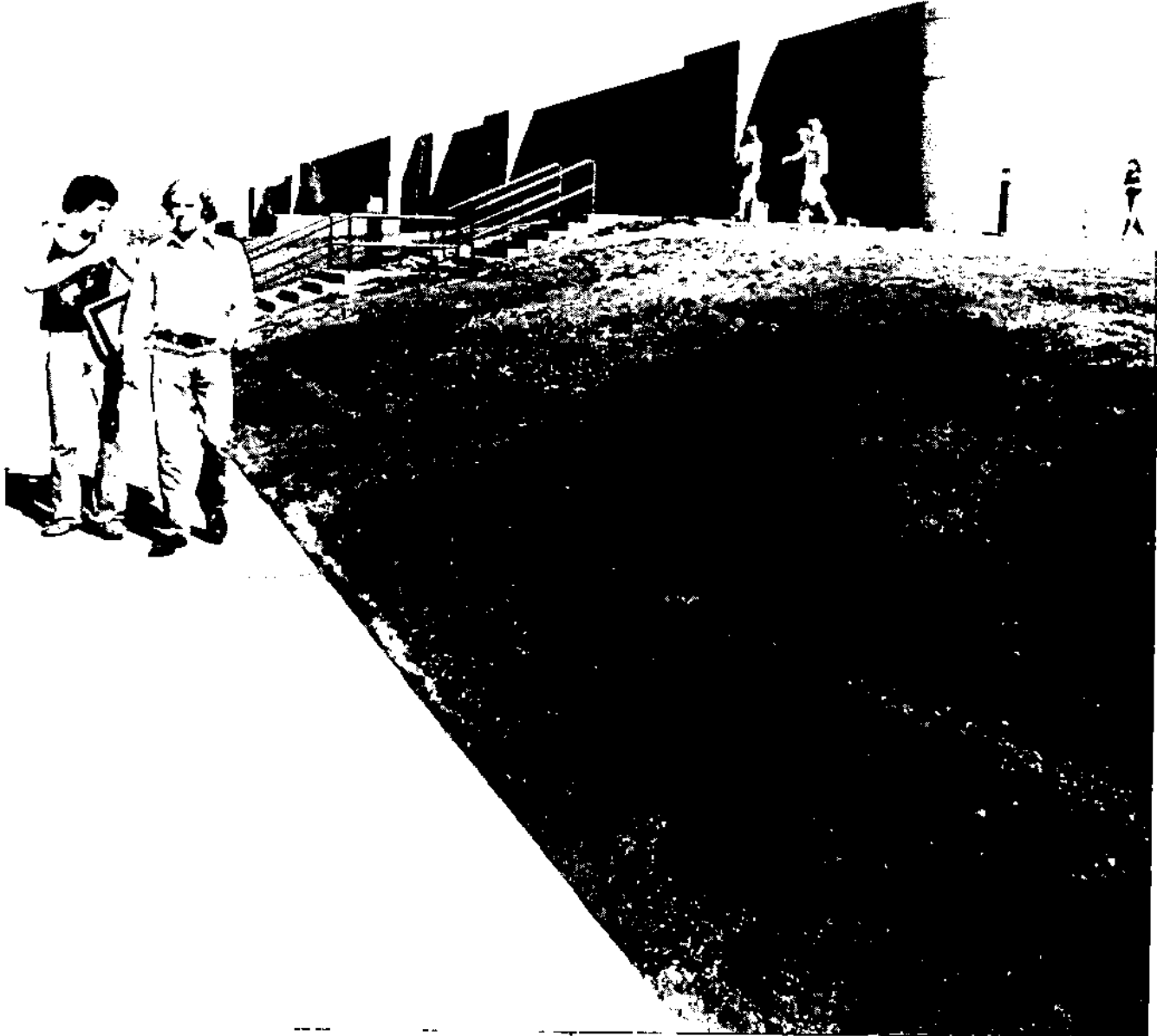
STUDENT ACTIVITIES: A limited student activities program is available. Student Government sponsors some activities such as dances and picnics for all students. Other clubs and activities are supported by T-VI's activities budget: various city league athletic teams such as basketball, baseball and softball, and clubs which relate to instructional programs or out-of-school interests.

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 needed 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 T-VI students, staff—and in some cases—the entire community. They are in the Library, Adult Learning Center, Drop-in Math Lab, and Audio-visual Services.

The Main Campus IMC is located at the north end of the Administration Building. It is open from 7 a.m. until 8:45 p.m. weekdays except Friday, when it closes at 5 p.m. On occasion, it is open Saturdays from 12 noon to 4 p.m.

The Montoya Campus IMC is in J-Building. It is open weekdays when T-VI classes are in session from 7:30 a.m. until 8:30 p.m. except Fridays, when it closes at 5 p.m.

A Professional Development Center for T-VI's instructional staff is located in the Main Campus IMC.

LIBRARY SERVICES

Main Campus

Library materials may be checked out Monday through Friday between 7 a.m. and 5 p.m. Available are books, pamphlets, maps, newspapers, magazines, encyclopedias and dictionaries which contain information, recreation, new ideas, stories of the past, issues of the day and views to the future. There are special collections of learning materials on all T-VI vocational subjects.

Services include help in locating materials, instructions in how to use a library, study facilities, inter-library loans, magazine back issues, and other aid to provide the information you want when you need it. There is a coin-operated copying machine.

Montoya Campus

While the collection of books, magazines, pamphlets and newspapers concentrates on materials which support the Montoya Campus vocational subjects, there are also general interest materials and a variety of books and magazines for leisure reading.

All community residents are welcome to use the Montoya Campus materials and services on campus; but only full-time T-VI Day Division students may check books out. There is a coin-operated copying machine.

ADULT LEARNING CENTERS

ALC services are offered free of charge to any adult in the community who wants to develop basic education skills or vocationally-related knowledge.

Audio-visual materials are used, and trained staff members are on duty to help each person set up and pursue an individual, self-paced learning program.

Basic education materials in the centers at both campuses include GED preparation, English as a second language, conversational English, beginning Spanish, spelling, reading, mathematics, and human relations.

Among vocational materials available are those related to accounting, sales, computer systems, electronics, auto mechanics, and welding.

At the Main Campus, 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.

DROP-IN MATH LAB

The Drop-In Math Lab is in the Main Campus ALC, and is open weekdays from 8 a.m. to 5 p.m. 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.

Preparatory Program

All T-VI vocational programs require certain math and English communication skills for success. Many applicants find that they need to improve these skills before entering a vocational program. The Preparatory program helps students improve these skills so that they can meet entry requirements for the vocational program selected.

Supporting courses also help students learn about different job fields, or teach skills to help a person be more successful on the job.

Through individual instruction and counseling, Preparatory students usually are able to enter a vocational program after one trimester, or 15 weeks. 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 a 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.*

Preparatory program classes do not meet vocational major graduation requirements. However, Preparatory students' grades and attendance are recorded in their permanent records.

To be a full-time student, and to qualify for financial aids, you must enroll for at least 20 hours a week in the Preparatory program. You may sign up for as many hours as you need.

Also, students in a vocational major may take any of the courses offered in the Preparatory program. Reading Improvement, Introduction to Typing, Practical Physics, Spanish for Begin-

ners, Thinking Strategies, Employability Skills, and General Science have been popular supporting courses.

A short Preparatory Mathematics program is also scheduled at night. More information is available from counselors at either the Main or Montoya Campus.

PREPARATORY PROGRAM

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

Students with low reading test scores should also take:

Language Development	10
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Supporting Courses

Reading Improvement	5
Introduction to Typing	5
Practical Physics	5
Spanish for Beginners	5
Thinking Strategies	5
Employability Skills	5
General Science	5

COURSE DESCRIPTIONS

Mathematics

Each Preparatory student is placed in the math 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.

Math classes in the Preparatory program include Foundations (basic arithmetic) and mathematics for Business Occupations, Culinary Arts, Health Occupations, Technologies and Trades.

COMMUNICATIONS

Communications courses are offered on two levels. At the foundations level, Language Development 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, stress is on vocational applications of all four skills, with special emphasis on the student's intended program. Technical vocabulary for each T-VI program is taught at this level.

Language Development

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

READING LAB

(Main Campus Only)

The Reading Lab helps students improve reading skills on an individual basis. It is open to any T-VI student from any program who has reading problems.

Students may enroll at the lab at any time during the trimester. Upon enrolling, 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 T-VI vocational programs.

The lab is located in the Preparatory Building and is open from 7:20 a.m. until 5:15 p.m.

Communications for Health Occupations, Business Occupations, Culinary Arts, Technologies or Trades

In this class students improve 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. Class activities include lectures, demonstrations, group activities, 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 in their chosen field.

Writing Lab

Students learn writing skills in individualized lessons. 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, except foundations level.

Exploratory

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

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

Introduction to Typing

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

Practical Physics

This is a survey course of physics designed for students who plan to enter a Trades or Technologies major. Introduced are basic concepts of work and energy, matter, forces, friction, heat, light, electricity, sound and motion. Basic math and measurement rules are applied to practical applications. The course also creates an understanding of physics and its purpose in modern technology.

Spanish for Beginners

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

Thinking Strategies

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.

Employability Skills

This course is designed to make the student job-conscious, well-prepared for employment and self-assured. Units in self-assessment, résumé 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.

General Science

This course is designed especially for Health Occupations majors. The goal of the course is to survey basic physics, chemistry and biology with minimal use of mathematics.

Special Vocational Services

(Main Campus)

Special Vocational Services (SVS) are designed to meet the needs of handicapped students enrolled at T-VI. Services to prepare the handicapped student for 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 situations. Services include career counseling, individual program planning, vocational assessment, coordination with community support agencies and individualized instruction.

Regular Preparatory program subjects are offered under the SVS program, and there are also specially-designed supporting courses.

Supporting Courses	Hours/Week
Independent Living Skills	5
Career Preparation	15

Independent Living Skills

This is a series of individualized instructional units emphasizing prevocational 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.

Career Preparation

This course provides special help in vocational assessment, counseling, career selection and job readiness for those students who either do not wish or cannot be expected to complete a T-VI major. The course emphasizes independent living skills, remedial reading, math, writing and vocational preparedness. Course content may be modified as necessary to meet needs of individual students. Vocational opportunities are explored and every attempt is made to place students in appropriate vocational settings by the end of the trimester. If this is not possible, alternative plans are discussed and explored with students.

BUSINESS OCCUPATIONS DEPARTMENT

Workshops

T-VI's Business Occupations Department offers one-day workshops designed to update business skills. They are open to any interested person in the community.

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 the Main Campus.

Sept. 22, 1982 . . . Business Income Tax Planning
 Sept. 25 . . . Telephone Etiquette and Techniques
 Sept. 29 How to Apply for a Job
 Oct. 9 Mini-Computers for the Small Business
 Oct. 20 Payroll Tax Reporting
 Oct. 23 Developing Interpersonal Skills in Office Settings
 Nov. 13 Time Management
 Nov. 17 Where Do You Get Your Customers?
 Nov. 20 Your Business and Federal Income Tax
 Dec. 4 Five C's of Letter Writing
 Dec. 8 Recruiting and Selecting Employees
 Jan. 15, 1983 Office Supervision
 Jan. 19 Business Math Review
 Jan. 26 How To Get the Customer in the Store
 Jan. 29 Developing Listening Skills
 Feb. 12 Personal Income Tax

Feb. 16 Promotion of the Small Business
 Feb. 26 Assertive Office Communication
 March 12 Improving Dictation Techniques
 March 16 Business Data Processing
 March 26 Grammar Review
 Apr. 9 Nonverbal Communication Skills
 Apr. 13 What It Takes To Be A Business Manager
 May 11 Managing Your Sales People
 May 14 Spelling Tips
 May 18 Stress Management
 May 28 Word Processing
 June 11 . . . Interviewing and Personnel Selection
 June 15 . . . How To Read a Financial Statement
 June 25 How to Apply for a Job
 June 25 Report Writing
 July 9 Payroll Accounting
 July 13 . . . Credit and Collections: Policies and Procedures
 July 23 Personnel Evaluation
 Aug. 6 Dressing for the World of Business
 Aug. 10 How to Write Job Analyses, Job Specifications, and Job Descriptions
 Aug. 13 Punctuation Updated

Additional workshops will be planned upon request of the community. They can also be tailored to the needs of a specific employer on a contract basis. Many workshops are cosponsored with other agencies.

Business Occupations Learning Centers

(Main and Montoya Campuses)

The BOLC's serve 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 these centers at any time during a trimester and stop going when personal goals have been met. Hours are arranged to suit individual needs when equipment is available.

Both centers are open from 8 a.m. to 9 p.m. Mondays through Thursdays and from 8 a.m. to 5 p.m. Fridays. The Main Campus center is also open from 10 a.m. to 2 p.m. Saturdays.

The fee is \$10 per course.

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
 Forkner Shorthand I
 Gregg Shorthand I
 Gregg Shorthand II
 Shorthand Review
 Shorthand Speedbuilding
 Communications Review
 Business Mathematics Fundamentals
 Business Mathematics II
 Electronic Calculating
 Accounting Fundamentals
 Records Management
 Machine Transcription
 Medical Transcription

Legal Transcription
 Word Processing
 Cash Register Operation
 Keypunch Operation (Main Campus)

COURSE DESCRIPTIONS

Typing I

Students learn the keyboard and basic techniques with instruction on mechanics, letters and tabulation. (Students having no prior typing courses are encouraged to enroll in a formal Typing I course before entering the BOLC.)

Typing II

(Prerequisite: Typing I or placement test) This continuation of Typing I emphasizes speed, accuracy and production.

Typing III

(Prerequisite: Typing II or placement test) This is a continuation of Typing II with more complex production tasks including abstracted tables, line justification and secretarial projects.

Alphabetic Shorthand I

This shorthand system utilizes alphabetic characters. Students learn to read, write and transcribe shorthand notes.

Forkner Shorthand I

Students learn to read, write and transcribe this combination alphabetic and symbol shorthand system.

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 shorthand skills but need review and speedbuilding.

Shorthand Speedbuilding

This course is for individuals who have learned a shorthand theory system and who desire to concentrate on building dictation speed.

Communications Review

Instruction is in grammar, spelling and punctuation.

Business Mathematics Fundamentals

This is a review of the fundamental arithmetic operations to build speed and accuracy leading to the use of the percentage formula in solving business problems.

Business Mathematics II

(Prerequisite: placement test) This course includes the mathematics of interest, marketing, payroll and taxes.

Electronic Calculating

Skill is developed on electronic calculators.

Accounting Fundamentals

(Prerequisite: Business Mathematics II or placement test) This course gives the student a basic understanding of accounting principles and their application.

Records Management

This area provides basic principles of filing.

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) Familiarity with legal terminology, forms and transcription is developed.

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.

Cash Register Operation

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

Keypunch Operation

(Prerequisite: Typing speed of 30 wpm) Skill is developed on the alphanumeric keyboard and emphasis is placed on the program card.





EVENING DIVISION COURSE SUBSTITUTIONS

Enrolled Day Division students, or those who have dropped 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 some diploma requirements. *The student must tell the Evening Division instructor during the first week that the class is to be counted toward 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
Commercial Lines Insurance	Accounting	
Secretarial Accounting	Business Administration	supporting course
Alphabetic Shorthand	Accounting	
Beginning Shorthand	Office Occupations	required course
Intermediate Shorthand	Office Occupations	required course
Small Business Accounting	Office Occupations	required course
Beginning Typing and Intermediate Typing (both required)	Office Occupations	Secretarial Accounting 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

Accounting

4 Trimesters (Main and Montoya Campuses)

Accounting 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 students who complete the required 1500 hours of instruction of which 525 hours are laboratory work and 975 are related theory. 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 of 15 students is required for a supporting course to be offered.

Students have an employable skill after completion of all courses listed under Trimesters I and II. If a student leaves 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 (see list on page 28).

Several courses in this program may be transferred to the University of Albuquerque for credit toward 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.....	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
Auditing	5
BASIC Programming for Business	5
Business Law.....	5
Cashiering.....	5
Cost Accounting	5
Credit Union Operations.....	5
Governmental Accounting.....	5
Principles of Management.....	5
Records Management* (7½ weeks)	5
Supervised Work Experience	10

*Does not count toward a diploma.

COURSE DESCRIPTIONS

Accounting Principles Lab I

This is an introductory course in the theory and practice of accounting.

Accounting Math I

This course covers basic arithmetic operations and familiarizes the student with a wide range of accounting procedures for which mathematics is required.

Business Communications I

The student learns to communicate effectively through the study of writing fundamentals. Students also have the opportunity to develop oral and listening skills.

Typing

Individual instruction permits a student to progress at his or her own pace. A student completing the course should be able to type a minimum of 25 words per minute.

Accounting Principles Lab II

(Prerequisite: Accounting Principles Lab I) This is a continuation of Accounting I. Planning of and accounting for the partnership and corporate form of business organization are covered. A brief introduction to cost accounting is also included.

Upon successful completion of this course, the student, with minimum supervision, should be a competent bookkeeper for most small business organizations.

Principles of Data Processing

This course covers manual and automated information systems, historical development, definitions, planning and recording data in punched cards and other input media, and digital and analog computers.

Business Communications II

(Prerequisite: Business Communications I) A student completing this course will write effective business letters, reports and memoranda. Continued use of oral communications and listening skills is stressed.

Accounting Math II (7½ Weeks)

(Prerequisite: Accounting Math I) This course is a continuation of Accounting Math I. The student learns how to perform additional calculations in the areas of compound interest, financial analysis, and insurance.

Electronic Calculators (7½ Weeks)

Skill is developed in the touch method of operating electronic calculators.

Intermediate Accounting Lab I

(Prerequisite: Accounting Principles Lab II) This lab emphasizes accounting theory, concepts and their practical application. It focuses attention on the use of accounting data as a basis for decisions by management, stockholders, creditors and other users of financial statements and accounting reports.

Tax Accounting

(Prerequisite: Accounting Principles Lab II) This course examines the fundamental characteristics of federal income taxes as applied to individuals, partnerships and corporations.

Intermediate Accounting Lab II

(Prerequisite: Intermediate Accounting Lab I) Accounting for capital stock transactions, dividends, retained earnings, income tax allocation, error correction, long-term investments, amortization schedules, statements from incomplete records, flow of funds statements, and analysis and interpretation of financial statements are covered in this course.

Managerial Accounting

(Prerequisite: Accounting Principles Lab II) This course is concerned with how accounting data can be interpreted and used by management in planning and controlling business activities.

Accounting Systems Design

(Prerequisite: Accounting Principles Lab II) This course deals with the design of a chart of accounts, an accounting manual, flow charts, the system of internal control and reports to management.

Auditing

(Prerequisite: Accounting Principles Lab II) Auditing procedure, reports and working papers used in financial procedure, and reports and working papers used in financial investigations are studied and analyzed. Audit practices with verification of assets, liabilities, expense and revenue accounts are stressed. Internal control techniques are studied with the idea of developing the student's ability to conserve company assets.

BASIC Programming for Business

(Prerequisite: Principles of Data Processing) The student will learn how to code, debug, create, update, store and retrieve accounting programs and data using the BASIC computer language. Maximum use will be made of the conversational computer environment.

Business Law

(Prerequisite: Accounting Principles Lab I) This course provides a basic knowledge of law as it applies to all business dealings in our society. Particular emphasis is placed on the Uniform Commercial Code. Practical problems in law are considered.

Cashiering

The student learns how to use various cash registers, including how to solve procedural problems that occur at a register and checkout station.

Cost Accounting

(Prerequisite: Accounting Principles Lab II) This course emphasizes construction and manufacturing as compared to merchandising or service businesses. The student performs the accounting operations for estimating and bidding. Labor and overhead factors of production are studied, and reports are prepared.

Credit Union Operations

This class provides entry-level skills for many credit union jobs. Credit unions are studied in detail, and opportunity is given for students to work in an operating credit union.

Governmental Accounting

(Prerequisite: Accounting Principles Lab II) This course provides the student with additional accounting training for government and other nonprofit entities.

Principles of Management

This is an introductory course to help the student develop an understanding of the basic management functions including planning, organizing, staffing, directing and controlling.

Records Management (7½ Weeks)

Filing, operational and managerial duties of the office worker are studied in this course.

Supervised Work Experience

(Prerequisite: Intermediate Accounting Lab I) Students work a minimum of 150 hours at accounting-related supervised work stations. The student trainee is paid by the co-operating firm and is supervised jointly by T-VI and the employer.

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. 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 listed supporting courses which will prepare them for their employment goals. Not all supporting courses are offered each trimester, and a minimum 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.

Students acquire an employable skill after 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 if a typing course has been taken or a minimum typing skill can be demonstrated.

Some T-VI Evening Division courses may be substituted for courses in the Business Administration program (see list on page 28).

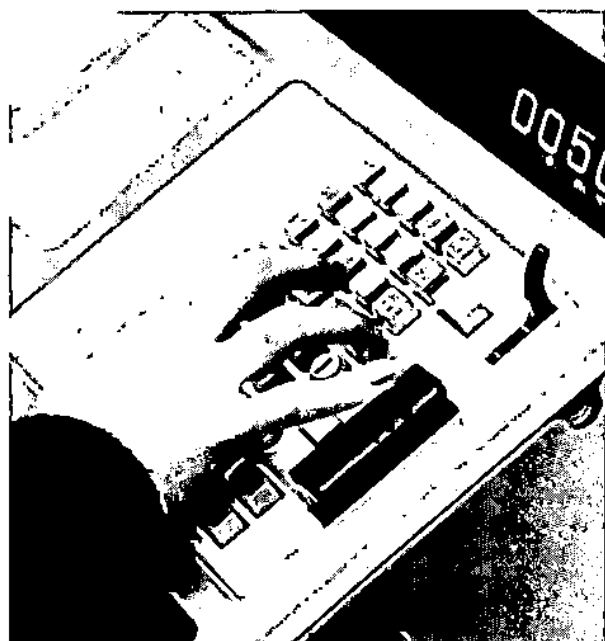
BUSINESS ADMINISTRATION PROGRAM

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

<i>Trimester II</i>	<i>Hours/Week</i>
Accounting Principles Lab II	10
Business Mathematics II (7½ weeks)	5
Principles of Marketing	5
Electronic Calculators (7½ weeks)	5
Principles of Data Processing	5

<i>Trimester III</i>	<i>Hours/Week</i>
Principles of Management	5
Financial Analysis	5
Business Law	5
Business Communications II	5
Supporting Courses	5-10

<i>Supporting Courses</i>	<i>Hours/Week</i>
Budgeting	5
Consumer Finance	5
Human Relations	5
Insurance	5
Payroll Preparation	5
Regulatory Agencies	5
Sales Techniques and Promotions	5
Typing	5



COURSE DESCRIPTIONS

Accounting Principles Lab I

This is an introductory course in the theory and practice of accounting.

Business Communications I

The student learns to communicate effectively through the study of writing fundamentals. Students also have the opportunity to develop oral and listening skills.

Business Mathematics I

This course covers basic arithmetic operations and familiarizes the student with a wide range of business applications for which math is required.

Introduction to Business

The structure of business, its activities and problems are surveyed in this course. An understanding of the nature of the business world and its career opportunities is also provided.

Accounting Principles Lab II

(Prerequisite: Accounting Principles Lab I) This is a continuation of Accounting I. Planning and accounting for the partnership and corporate form of business organization are covered. A brief introduction to cost accounting is also included.

Upon successful completion of this course, the student, with minimum supervision, should be a competent book-keeper for most small business organizations.

Business Mathematics II (7½ Weeks)

(Prerequisite: Business Mathematics I) This course is a continuation of Business Mathematics I. The student learns how to perform additional calculations in the areas of compound interest, financial analysis and insurance.

Principles of Marketing

This course is designed to study total marketing concepts—from the production of goods to delivery to the potential customer—from a management point of view.

Electronic Calculators (7½ Weeks)

Skill is developed in the touch method of operating electronic calculators.

Principles of Data Processing

This course covers manual and automated information systems, historical development, definitions, planning and recording data in punched cards and other input media, and digital and analog computers.

Principles of Management

In this introductory course, students develop an understanding of the basic management functions including planning, organizing, staffing, directing and controlling.

Financial Analysis

(Prerequisite: Accounting Principles Lab II) This course covers the gathering and analysis of financial data in a manner that aids management in the decision-making process.

Business Law

(Prerequisite: Accounting Principles Lab I) This course provides a basic knowledge of law as it applies to all busi-

ness dealings in our society. Particular emphasis is on the Uniform Commercial Code. Practical problems in law are considered.

Business Communications II

(Prerequisite: Business Communications I) A student completing this course is able to write effective business letters, reports and memoranda. Use of oral communications and listening skills is stressed.

Budgeting

(Prerequisite: Accounting Principles Lab II) The activities involved in budgeting and controlling financial, human and material resources are included in this course.

Consumer Finance

The techniques and importance of personal financial planning are taught in this course; also, students learn how to assist others with their financial planning.

Human Relations

This course deals with employee attitudes toward themselves and others. The importance of interpersonal relationships and the work ethic is stressed.

Insurance

This general course includes types of companies and coverages, prevention of loss and settlement of claims.

Payroll Preparation

Students learn how to calculate, pay and report wages and to keep adequate records for payroll accounting.

Regulatory Agencies

This course is an introduction to local, state and federal regulatory agencies and their requirements for report filing.

Sales Techniques and Promotions

Personal selling skills are accented along with how to promote oneself, goods and services.

Typing

Individual instruction permits a student to progress at his or her own pace. At the end of the course, a student should be able to type at least 25 words per minute.



Distributive Education

7½ Weeks (Main Campus)

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

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

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

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

The 7½-week program provides up to 112 hours of classroom instruction and a minimum of 75 hours of paid supervised work experience with an approved cooperating employer. Students who complete the course receive proficiency certificates.

Some T-VI Evening Division courses may be substituted for courses in the Distributive Education program (see list on page 28).

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

DISTRIBUTIVE EDUCATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Cashier-Sales Education Lab	15
Supervised Work Experience	10-20

COURSE DESCRIPTIONS

Cashier-Sales Education Lab

Learning the techniques of operating the cash register is a skill subject and this instruction and drill normally take place every day. Merchandising math, store salesmanship and retailing are covered also.

Supervised Work Experience

Students work a minimum of 75 hours at retailing-related, teacher-approved work stations. The student trainee is paid by the cooperating employer and is supervised jointly by T-VI and the employer. There are times when it is impossible to place all students in work stations because of local employment requirements.



Diversified Occupations

7½ Weeks (Main Campus)

This program is for the individual seeking entry-level, non-skilled jobs in a variety of businesses.

The 7½-week program provides up to 112 hours of classroom instruction and a minimum of 75 hours of paid supervised work experience with an approved cooperating employer.

Emphasis is placed on how to get and hold a job, developing personal data sheets, developing positive employment traits and attitudes, and working to overcome special problems dealing with employment situations.

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

DIVERSIFIED OCCUPATIONS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Diversified Occupations Lab	15
Supervised Work Experience	10-20

COURSE DESCRIPTIONS

Diversified Occupations Lab

Learning the fundamentals of how to apply for a job coupled with setting realistic employment goals and developing the attitude to achieve these goals is emphasized. Also emphasized is how to overcome special problems dealing with employment situations. Résumés and mock interviews are used.

Supervised Work Experience

Students work a minimum of 75 hours at a job related to their interest and performance levels. The work station must be teacher-approved. The student trainee is paid by the cooperating employer and is supervised jointly by T-VI and the employer. There are times when it is impossible to place all students in work stations because of local employment requirements.

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.

A typing prerequisite of 50 words per minute is required.

Students attend class four hours a day, five days a week, for 15 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.

Upon completing this program, students are awarded special recognition and receive proficiency certificates.

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

COURSE DESCRIPTIONS

Word Processing Concepts (7½ Weeks)

This introductory course helps the student to understand the purpose, organization, and application of word processing in the legal field.

Word Processing Operation (7½ Weeks)

Students receive an introduction to operation of text-editing typewriters with emphasis on the capabilities and mechanics of the machines.

Grammar/Punctuation

Students review grammar, punctuation and spelling and are encouraged to develop oral communication and listening skills.

Legal Terminology/Procedures

Meaning and spelling of legal terminology, familiarization with legal procedures and client relationships are included in this course.

Legal Transcription

Instruction in the use of transcribing machines to prepare mailable legal correspondence and forms is provided.

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. Graduates are qualified for entry-level positions as medical record clerks and receptionists.

A typing prerequisite of 40 words per minute is required.

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.

Upon completing this program, students receive certificates.

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

MEDICAL RECORDS/ RECEPTIONIST PROGRAM

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

COURSE DESCRIPTION

Medical Records/Receptionist Lab

Typing speed and accuracy development are emphasized. Students also become familiar with letter styles, tabulations, rough drafts, medical histories and medical forms. General business transcription problems as well as medical transcription are included.

Basic filing terminology is taught along with practical applications in alphabetic and terminal-digit filing.

Basic math is reviewed, including addition, subtraction, multiplication, division, fractions, decimal point usage and percents. This helps in understanding many of the functions performed with a calculator. The workings of a calculator and proper finger usage are taught.

Demonstration of the Pegboard System of accounting is given. Billing and basic accounting functions are also included.

Terminology is taught through the use of video tapes. The different systems that make up the body are studied through a basic anatomy course.

Guest speakers provide information about the completion and proper handling of insurance claims.

Grammar, punctuation and letter-writing skills are studied in depth.

Medical ethics, confidentiality, assistance of patients, appointment management, telephone techniques, grooming and other areas pertinent to the medical office are discussed.

Merchandising

1 Trimester (Main Campus)

The Merchandising program provides a basic foundation for entrance into the broad merchandising field.

Persons interested in this program must be prepared to work a possible combination of long hours; odd hours, weekends and split shifts, with salaries often starting at minimum wage. For the individual who enjoys merchandising and selling goods, personal and financial rewards are certainly possible.

The Merchandising Lab course includes salesmanship, merchandising, retailing, communications and human relations.

This one-trimester program offers 300 hours of instruction and a minimum of 150 hours of paid supervised work experience with an approved cooperating employer. Upon completing this program, students receive certificates.

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

MERCHANDISING PROGRAM

<i>Course Requirements</i>	<i>Hours/Week</i>
Merchandising Lab	15
Merchandising Math/Cashiering.....	5
Supervised Work Experience	10-20

COURSE DESCRIPTIONS

Merchandising Lab

The student will blend oral communication and human relation skills with selling techniques. Principles of merchandising goods and services and a basic knowledge of retailing are emphasized.

Merchandising Math/Cashiering

Students perform basic math functions needed for calculation of profit, pricing, mark-up, mark-down, discounts and payroll. Techniques of operating various cash registers are emphasized along with how to solve procedural problems that occur at a register.

Supervised Work Experience

Students work a minimum of 150 hours at retailing-related, teacher-approved work stations. The student trainee is paid by the cooperating employer and is supervised jointly by T-VI and the employer. There are times when it is impossible to place all students in work stations because of local employment requirements.

Office Occupations

3 Trimesters (Main and Montoya Campuses)

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 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 given 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 toward an Associate Degree in Secretarial Studies.

Some T-VI Evening Division courses may be substituted for courses in the Office Occupations program (see list on page 28).

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
Machine Transcription (7½ weeks) (BOLC)	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.

COURSE DESCRIPTIONS

Typing Lab I

This course builds the student's skills to a typing proficiency of at least 40 words per minute. The student practices typing of business letters, memos, business forms and manuscripts.

Office Communications I

This is an introduction to oral and written communications with emphasis on vocabulary building, spelling, grammar, punctuation, oral expression and listening skills.

Business Mathematics

This is a thorough review of math fundamentals and their application in solving business problems.

Fundamentals of Business

This introduction to business organization and operation includes banking, insurance, credit and economic concepts.

Typing Lab II

(Prerequisite: *Typing Lab I*) Typing competence of at least 50 words per minute is the goal of this course. Students produce mailable business letters, manuscripts, tables, business forms and other correspondence.

Office Communications II

(Prerequisite: *Office Communications I*) This course is a continuation of Office Communications I with greater emphasis on punctuation and sentence and paragraph construction.

Secretarial Accounting

(Prerequisite: *Business Mathematics*) This course is a study of the complete bookkeeping cycle, including preparation of the balance sheet, income statement and worksheet. Emphasis is on journalizing and posting to the general ledger and posting from the combined cash journal. Payroll accounting is covered also.

Electronic Calculators (7½ Weeks)

(Prerequisite: *Business Mathematics*) Skill is developed in the touch method of operating electronic calculators.

Records Management (7½ Weeks)

Filing, operational and managerial duties of the office worker are studied in this course.

Typing Lab III

(Prerequisite: *Typing II*) This course provides continued development of typing skills including legal, medical and technical typing. The goal is a speed of 60 words per minute.

Office Communications III

(Prerequisite: *Office Communications II*) Principles of writing and composing business correspondence are covered. Continued emphasis is on grammar, punctuation, spelling, and oral communication and listening skills.

Fundamentals of Data Processing

Basic data processing terminology, preparation of source data, including keypunch, for processing and other aspects of automation are covered.

Business Relations

(Terminating *Office Occupations students only*.) Office procedures, human relations and job preparation are included in this course.

BASIC Programming for Business

(Prerequisite: *Fundamentals of Data Processing*) Students learn how to code, debug, create, update, store and retrieve accounting programs and data using the BASIC computer language. Conversational computers are used.

Business Law

This course provides a basic knowledge of law as it applies to all business dealings in our society. Particular emphasis is on the Uniform Commercial Code. Practical problems in law are considered.

Cashiering

Use of various cash registers, including the ability to solve procedural problems that occur at a register and checkout station, is developed in this course.

Machine Transcription (7½ Weeks)

(Prerequisites: *Office Communications II* and *Typing II*) Skill is developed on the latest dictation equipment with a minimum transcription speed of 30 words per minute upon completion.

Principles of Management

This introductory course helps the student develop an understanding of the basic management functions including planning, organizing, staffing, directing and controlling.

Shorthand I (Gregg)

This introductory course covers the theory and writing of Gregg shorthand. A writing speed of 50 words per minute is attained upon completion.

Shorthand I (Alphabetic)

Reading and writing of ABC Stenoscrypt shorthand is learned. A writing speed of 50 words per minute is achieved upon completion.

Shorthand II

(Prerequisite: Shorthand I) The ability to write shorthand at a rate of 70 words per minute is sought, with emphasis on speed, accuracy, grammar and punctuation as well as transcription speed.

Transcription (Shorthand III)

(Prerequisite: Shorthand II) Goal for this course is a minimum dictation speed of 80 words per minute on new materials and transcription at a minimum rate of 20 words per minute.

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.

A typing prerequisite of 25 words per minute is required.

Students may enter this program through the tenth week as space is available and may leave upon completing their training goal. 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 the 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. Course work includes typing, electronic calculating, recordkeeping, filing, telephone techniques, human relations and receptionist duties.

Some T-VI Evening Division courses may be substituted for courses in the Receptionist program (see list on page 28).

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	
Filing/Recordkeeping/Electronic	
Calculating	20
Human Relations/Office Procedures	
Punctuation/Spelling	

COURSE DESCRIPTIONS

Typing

Letters, memos, tabulations, forms and rough drafts are presented with emphasis on basic skill.

Filing

Alphabetic, numeric, subject and geographic methods are studied.

Recordkeeping

Basic recordkeeping involving accounts receivable, accounts payable, petty cash and banking is presented.

Electronic Calculating

Basic business math is reviewed. The touch method is applied to operating the 10-key calculator.

Human Relations

Various aspects of dealing with people are covered, including telephone techniques, office etiquette, grooming and job application.

Office Procedures

Appointments, time management, handling mail, travel arrangements and other receptionist duties are introduced.

Punctuation/Spelling

Basic business punctuation and spelling are reviewed and practiced.

Refresher Course for Office Workers

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

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

Courses	Hours/Week
Typing Review	20
Shorthand Review	
Office Machines	
Communications Review	
Business Mathematics Review	
Filing Review	
Human Relations/Job Preparation	

COURSE DESCRIPTIONS

Typing Review

Letter styles, memoranda, tabulations and manuscripts are reviewed as well as typewriter operation and care. Speed and accuracy are stressed.

Shorthand Review

Shorthand theory is reviewed with emphasis on dictation and transcription.

Office Machines

Skill is built on ten-key adding machines and calculators that reinforce practical application of business math. Practice also is given on transcription machines.

Communications Review

Review covers both written and oral communication. Emphasis is on punctuation, grammar, letter writing and telephone communication.

Business Mathematics Review

Emphasis is on review of basic mathematical computation that is transferred to office machines.

Filing Review

This unit is a review of the procedures and methods of filing.

Human Relations/Job Preparation

Office procedures, human relations and job preparation are covered.



Small Business Operation

1 Trimester (Main Campus)

The Small Business Operation program is for persons who plan to open a small business and for persons owning or managing a business who want further training. The program emphasizes areas directly affecting the businessman in day-to-day operation. Courses are tailored to the specific needs of the enrollees.

Course content includes commercial transactions, contracts, merchandising functions, sales promotion, public relations, accounting, licensing procedures, tax report procedures, developing individual business plans, hiring employees, and credit and collection procedures.

Students completing the 300-hour program are issued a certificate.

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

SMALL BUSINESS OPERATION PROGRAM

Course Requirements	Hours/Week
Small Business Lab	20

COURSE DESCRIPTION

Small Business Lab

This lab provides a basic knowledge of law as it applies to small business dealings. Emphasis is placed on commercial transactions, contracts, commercial paper, personal property insurance and the Uniform Commercial Code.

Emphasis is placed on the merchandising functions of buying, pricing, sales promotion and advertising, and how these functions apply to small business operations. Human relations, public relations, communications and the steps of selling are covered.

Insight is provided into the theory and practice of accounting as it relates to the small business. The ability to read and interpret financial statements is stressed. How to acquire the necessary local, state and federal licenses, employer's tax numbers, and tax report procedures are emphasized.

The techniques involved in the development of individual business plans and the procedures necessary to implement these plans are covered.

Management techniques for the small business owner or manager are reviewed, with emphasis on the hiring and training of employees and credit and collection procedures.

Word Processing Operator

1 Trimester (Main Campus)

The Word Processing Operator program is for persons interested in working as operators in word processing centers or general office settings. Individuals must have an aptitude for operating sophisticated machines.

A typing prerequisite of 50 words per minute is required.

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. The course content provides a basic background in word processing concepts and machine operation, grammar, punctuation and machine transcription.

Upon completing this program, students are awarded special recognition and receive proficiency certificates.

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

WORD PROCESSING OPERATOR PROGRAM

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

COURSE DESCRIPTIONS

Word Processing Concepts

This introductory course helps the student to understand the purpose, organization and application of word processing. The student also learns the importance of human relations and the opportunities in the field.

Word Processing Operations

Students receive instruction in the use of text-editing typewriters with emphasis on the capabilities and mechanics of the machines.

Grammar/Punctuation

Students review grammar, punctuation and spelling and are encouraged to develop oral communication and listening skills.

Machine Transcription

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

HEALTH OCCUPATIONS DEPARTMENT

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 cosponsored by T-VI and Presbyterian Hospital Center.

Classes for all five programs are held in the Presbyterian Hospital Health Education Center, 1215 Hazeldine SE. The center includes the Helen 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 give students the chance to practice basic skills needed for their clinical experiences.

Students have supervised patient care and observation experiences at different health care agencies. They include Anna Kaseman Hospital, University of New Mexico Hospital, Bernalillo County Mental Health Center, Presbyterian Hospital, St. Joseph Hospital, Veterans Administration Hospital, Manzano del Sol Intermediate Care Facility, Hospital-Home Health Care Agency and Visiting Nurse Service.

ADMISSIONS: All health occupations programs except Nursing Assistant require a high school diploma or GED to apply, because of licensing or health care employer requirements. There is also a math skill requirement which is met by making a satisfactory score on a math examination.

Nursing Assistant and Health Unit Clerk applicants follow regular T-VI admission procedures at the T-VI Main Campus, 525 Buena Vista SE. These two programs are held each trimester.

Practical Nurse has special application forms and admission tests, and special application dates. There are beginning groups in both the Fall and Winter Trimesters. See the Practical Nurse program description for application times and location.

Respiratory Therapy Technician has a beginning group in the Fall Trimester only. There are special application forms and admissions tests, and special application dates. See the Respiratory Therapy Technician program description for application times and location.

Practical Nurse and Respiratory Therapy Technician graduates may apply for transfer credit toward an Associate of Arts degree at the

University of Albuquerque. Details are included in this catalog under the descriptions for those two programs.

SUMMER CLASSES FOR HEALTH OCCUPATIONS

Registration for both of these classes is May 17, 1983, in the Health Education Center. The cost for one or both classes is the regular \$10 T-VI preregistration fee and the book deposit.

Anatomy and Physiology I

The first trimester of both the Respiratory Therapy Technician and Practical Nurse programs is difficult for most students because a lot of material is covered in a short period of time. Students passing Anatomy and Physiology I in the summer will not have to take it in the regular class schedule.

Class size is limited, and persons accepted to Practical Nurse and Respiratory Therapy Technician have first priority. Other interested persons will be admitted on a space-available basis.

The class will meet on Tuesdays, Wednesdays and Thursdays from 9:30 to 11:30 a.m. from May 31 to August 4, 1983.

Basic Mathematics

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 until they achieve the minimum requirements. This must be done at least one week before the beginning of 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 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 May 31 through August 4, 1983, from 8:30 to 9:30 a.m. in the Health Education Center on Tuesdays, Wednesdays and Thursdays. Included in the course are fractions, decimals, percentages, Roman numerals and ratio and proportions.

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 doctors' 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 GED and must pass a reading and spelling test. They must be able to write clearly and accurately and have the ability to speak distinctly to others. Being bilingual in Spanish and English is helpful. Physical stamina is needed because the job requires moving quickly and easily in an area of intense activity.

There is a \$30 personal equipment fee which covers the required uniform top and health tests. Uniform slacks are required, but are not covered by the fee.

The 390-hour program is 13 weeks long with nine weeks of classroom theory and four weeks of clinical practice in local hospitals. Students need to plan to attend some weekend classes. A certificate is awarded upon completion.

Health Unit Clerk is offered each trimester.

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

HEALTH UNIT CLERK

<i>Course Requirements</i>	<i>Total Hours</i>
Health Unit Clerk Theory and Lab	270
Health Unit Clerk Clinical Practice	120

COURSE DESCRIPTIONS

Health Unit Clerk Theory and Lab

This course combines a number of topics, including orientation to the hospital, the patient and the role of the health unit clerk. Presentations and practice of medical terms, anatomy, abbreviations, communications, pharmacological terms, computerized patient information systems, forms and transcription of orders are included.

Clinical Practice

Supervised clinical experience takes place in local hospitals during the last five weeks of the program.

Nursing Assistant

1 Trimester (Health Education Center)

This program trains students in 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 certificates 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 should have a 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 will need other transportation.

A \$30 personal equipment fee covers the cost of the required uniform top and health tests. A watch with a second hand, and uniform slacks and shoes, are required but not covered in the fee.

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, nursing homes and health care 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/Home Health	
Assistant Lab and Theory	90
Nutrition Lab and Theory	21
Health Communications	12
Anatomy and Physiology	
for Nursing Assistants	18
Mathematics	45
Hospital and Nursing Home	
Clinical Experiences	90
Home Health Clinical Experiences	54
Total	330

COURSE DESCRIPTIONS

Nursing/Home Health Assistant Lab and Theory

During the first nine weeks, students attend classes in basic nursing skills they will use in health care agencies and in homes. Practice of these skills is provided in the laboratory.

Nutrition Lab and Theory

Basic nutrition, regular and special diets used in the hospital and home settings are discussed. Home management, community resources, purchasing food and preparing foods are included also. Lab experiences are directly related to the theory.

Health Communications

Medical terms, abbreviations, communication skills, selected readings and special assignments are combined in this course.

Anatomy and Physiology for Nursing Assistants

This course provides a basic understanding of the structure and normal function of the body systems. It also covers some of the problems which affect these systems.

Mathematics

Basic math is reviewed in this course with practice working selected problems.

Hospital and Nursing Home Clinical Experiences

Hospital experiences are a four-week portion of the last six weeks of the program and include supervised practice of nursing skills in hospitals and nursing homes throughout the city.

Home Health Clinical Experiences

Home health experiences are a two-week portion of the last six weeks and include nursing care of patients in selected home settings.

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 meets 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. Twelve 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 does not qualify students for Veterans Administration benefits or other financial aids.



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 completing the 12-month program, graduates 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 1983 class will be accepted July 20, 21, 22, 27, 28 and 29, 1982. Applications for the September 1983 class will be accepted March 1, 2, 3, 8, 9 and 10, 1983. They must be made in person at the Health Education Center, 1215 Hazeldine SE, by the applicant or a representative. Test dates are scheduled when the application is submitted.

Because this program is very demanding, and because the number of applicants far exceeds the training positions available, an admission process is used to select the Practical Nurse classes. Sixty students each will be selected for the January 1983 class and the September 1983 class.

To be eligible for selection, you must meet the requirements of qualifying test scores, have an interview and submit letters of recommendation. One-third of the students selected for the Practical Nurse class will be those scoring highest on the preadmission 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 qualified applicants.

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

Students must 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 preclinical 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, maternal-infant nursing and geriatric nursing.

The Practical Nurse program has a \$75 personal equipment fee which supplies required uniforms, stethoscope, scissors and identification tags. It does not cover the cost of an entrance physical examination, a cap, a watch with a second hand, uniform shoes, 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 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 more information.

PRACTICAL NURSE PROGRAM

Health Occupations Basic Mathematics is a prerequisite for this program.

<i>Trimester I (15 Weeks)</i>	<i>Total Hours</i>
*Anatomy and Physiology I	60
Nursing I	
Theory	163
Skills Lab and Clinical	
Experiences	195
Dosages and Solutions	32
	<u>Total</u>
	450

Construction Drafting

4 Trimesters (Main Campus)

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, students must complete successfully a total of 1800 hours, of which 1050 are laboratory work and 750 are related theory.

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

CONSTRUCTION DRAFTING PROGRAM

	Hours/Week
Trimester I	
Construction Drafting Lab/	
Theory I	15
Construction Drafting Mathematics I	10
Building Materials and Methods I	5
Trimester II	
Construction Drafting Lab/	
Theory II	15
Building Materials and Methods II	5
Construction Drafting Mathematics II	5
Alternate Energy Systems	5
Trimester III	
Construction Drafting Lab/	
Theory III	15
Structural Detailing	5
Construction Drafting Mathematics III	5
Building Materials and Methods III	5
Trimester IV	
Construction Drafting Lab/	
Theory IV	15
Construction Analysis	10
Illustration Techniques	5
Supporting Courses	
Architectural Detailing	5
Basic Construction Surveying	5
Construction Industry Economics	5
Architectural Landscaping	5
Rendering	5
BASIC Language Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

COURSE DESCRIPTIONS

Construction Drafting Lab/Theory I
(Corequisite: Building Materials and Methods I) This course introduces general drafting theory and techniques needed to produce construction drawings for residential structures. Emphasis is on the development of graphic skills. The student also learns to use manufacturers' materials and standard references in developing drawings.

Construction Drafting Mathematics I
 This course applies algebra and geometry concepts to the drafting field. This course may be waived depending on the student's performance on a math test. A computer-related course could be substituted for the math course with permission of the program advisor.

Building Materials and Methods I
 Properties of building materials are related to actual methods of light construction and building design. Blueprint reading, zoning, building codes, material estimates, aspects of solar energy and financing are included.

Construction Drafting Lab/Theory II
(Prerequisite: Construction Drafting Lab/Theory I; Corequisites: Building Materials and Methods II, Construction Drafting Math I) This course continues Construction Drafting Lab/Theory I with emphasis on commercial construction and the sharpening of graphic skills. Students develop selected working drawings for light commercial structures using appropriate codes, reference works and manufacturers' catalogs.

Building Materials and Methods II
(Prerequisite: Building Materials and Methods I) With emphasis on heavy construction, students study various aspects of building codes and specifications. Mechanical and electrical systems for residential and commercial buildings are covered also.

Construction Drafting Mathematics II
(Prerequisite: Construction Drafting Math I) Applied trigonometry is related to surveying and mechanical problems and includes basic surveying techniques. Construction estimating is introduced.

Alternate Energy Systems
(Prerequisite: Construction Drafting Math I) This course gives the student hands-on experience with current passive solar design techniques developed by the New Mexico Energy Institute. Concepts covered include solar radiant heat, human comfort, heat transfer, building layout, efficiency calculations, enhancement techniques, retrofitting, conservation code and auxiliary heating. Fundamentals are learned through simplified graphic materials and check-list procedures. Students apply all the above topics to actual layout and testing experiences with passive systems.

Construction Drafting Lab/Theory III
(Prerequisite: Construction Drafting Lab/Theory II; Corequisite: Building Materials and Methods III) This course offers drafting applications and theory for heavy construction projects built with wood, steel and concrete. Working drawings are prepared for a multilevel building. Drawings are developed for this project in three major modes of construction: structural steel, precast concrete and cast-in-place concrete.

Structural Detailing

(Corequisite: Construction Drafting Lab/Theory III) This class introduces typical steel fabricating shop practices in the preparation of structural steel shop drawings. The techniques and standards of developing these shop drawings are presented. Steel beam, steel column, and steel reinforcing detailing information is given.

Construction Drafting Mathematics III

(Prerequisite: Construction Drafting Math II) This course covers the basic principles of physics as they apply to construction and structural analysis. Beam theory, which introduces the student to structural design in wood, steel and concrete, is a major part of this course. Students learn to set up and solve elementary beam design problems.

Building Materials and Methods III

(Prerequisites: Building Materials and Methods II, Construction Drafting Math II) This course is an extension of Building Materials and Methods II, and further explores heavy construction with detailed study of wood, steel, concrete, and masonry construction systems. The building elements included in architectural fenestration, finishes, equipment and specialties are surveyed. Building project analysis and planning are presented. In several course projects, complete sets of construction documents for large buildings are used as teaching materials.

Construction Drafting Lab/Theory IV

(Prerequisites: Construction Drafting Lab/Theory III, Construction Drafting Math III) This course deals with the design and layout of mechanical and electrical systems for buildings and industry. The lab offers practice in graphically defining common heating, air conditioning, plumbing and electrical systems. Pipe drafting conventions and standards are explored.

Construction Analysis

(Prerequisites: Construction Drafting Math III, Alternate Energy Systems, Construction Drafting Lab/Theory III) This theory course involves analysis of environmental systems, support services and general working conditions of the construction industry. Topics include heating and ventilation equipment, estimating, scheduling, energy auditing and specification reading.

Illustration Techniques

This course develops techniques of lettering, inking and other media used in illustration work. Work samples of civil drafting, pipe drafting, charts and graphs are produced. Photographic and reproduction processes are explored.

Architectural Detailing

(Prerequisites: Construction Drafting Lab/Theory I, Building Materials and Methods I) Using manufacturers' reference materials and related data, students draft standard architectural details for masonry, frame and other related types of construction. Emphasis is on architectural details normally associated with light commercial structures.

Basic Construction Surveying

The student is introduced to basic techniques and equipment used in surveying in the building construction industry, including the rod, tape, chain, level and transit. Field work and related computations are done in reading elevations and building layout.

Construction Industry Economics

This course covers the interrelationships between the construction industry and the financial world. It introduces factors that affect the economic mood of the building industry, budget analyzing, supplier relationships, bank financing guidelines and policies of the real estate business in conjunction with the construction industry. The course will help persons wanting to design residences as well as those who want to manage large construction projects.

Architectural Landscaping

This course covers general landscaping considerations, such as ecology, spatial relationships and landscape design around the world. Students also apply specific aspects of design, including the use of plant materials, inorganic materials, water and outdoor furniture to class projects.

Rendering

Techniques in architectural rendering and technical illustration are explored in this course. Students work with isometric and perspective drawings in a variety of media, such as pencil sketching, inking, acrylics, charcoals and water colors.

See also the common supporting course descriptions on page 47 of the Technologies section.

Data Processing Technology

4 Trimesters (Main and Montoya Campuses)

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

Computers currently being used at T-VI are the Data General M600, 96MB disk drives, CRT terminals, magnetic tape, line printer and card reader; an IBM 4331, disk drives, tape drives, 3278 CRT displays, printer and reader, IBM 029 and Univac 1710 keypunches; and a Wang 2200 minicomputer.

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



A Data Processing Trainee Certificate may be requested after completing all courses required in the first two trimesters if a student is unable to complete the program. To earn a diploma, students must complete successfully 1800 hours of which 1125 are laboratory work and 675 are related theory.

DATA PROCESSING TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
ANSI COBOL	10
Introduction to Computers	5
Computer Mathematics I	5
Job Control Language I	5
Data Processing Accounting I	5

<i>Trimester II</i>	<i>Hours/Week</i>
Advanced ANSI COBOL	10
Report Program Generator II	5
Job Control Language II	5
Computer Mathematics II	5
Data Processing Accounting II	5

<i>Trimester III</i>	<i>Hours/Week</i>
Advanced Programming Techniques	10
Advanced Report Program Generator II	5
Systems Analysis	5
Database Concepts	5
Applied Business Systems	5

<i>Trimester IV</i>	<i>Hours/Week</i>
Computer System Software	10
Database and Telecommunications	5
BASIC Language Programming	5
Advanced Programming Projects	5
Management Methods	5

<i>Supporting Courses</i>	<i>Hours/Week</i>
Digital I	5
Advanced Management Methods	5
Micro Language Programming	5
FORTAN Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

COURSE DESCRIPTIONS

ANSI COBOL

(*Corequisite: Job Control Language I*) Projects directly related to programming business and accounting applications are coded, debugged and executed in structured ANSI COBOL programming.

Introduction to Computers

Instruction is provided in computer arithmetic, memory coding schemes, memory dumps, computer logic and control. Structured programming techniques using hierarchy, general and digital flowcharting, control charts and pseudocoding are covered in detail.

Computer Mathematics I

Algebra fundamentals are covered in this course, along with selected business and management math applications.

Job Control Language I

(*Corequisite: ANSI COBOL*) The utilities, sorts, and job control language for batch systems are studied.

Data Processing Accounting I

In this course, students learn data accounting theory, practice and terms, and their relation to computer data processing.

Advanced ANSI COBOL

(*Prerequisite: ANSI COBOL or equivalent; Corequisite: Job Control Language II*) This course continues development of programming skills in the ANSI COBOL languages with emphasis on more complicated statements, clauses and concepts; interactive programming; file processing; and program documentation.

Report Program Generator II

Students are introduced to the RPG II programming language used in business organizations.

Job Control Language II

(*Corequisite: Advanced ANSI COBOL*) Operating systems, utilities and control languages, as well as standard mass storage devices and data file organization for on-line interactive systems, are studied.

Computer Mathematics II

(*Prerequisite: Computer Math I*) This course continues the development of algebra and management math skills.

Data Processing Accounting II

(*Prerequisite: Data Processing Accounting I*) Study of the vocabulary and concepts used in accounting is continued. Emphasis is placed on the more common applications in which computers are being used.

Advanced Programming Techniques

(*Prerequisite: Advanced ANSI COBOL*) This course uses advanced aspects of various programming languages and systems. Program assignments include file creation with multiple indices, direct access methods and menu-driven programs.

Advanced Report Program Generator II

(*Prerequisite: RPG II*) The remaining features of the RPG II language are included with emphasis on more sophisticated business applications, file structures, and interactive concepts.

Systems Analysis

(*Prerequisite: Introduction to Computers or equivalent*) This course covers the specific methods and techniques for conducting a systems project. Students are required to solve case problems and give class presentations detailing findings of the group.

Database Concepts

(*Prerequisite: JCL II or equivalent*), General concepts and organization of database systems are included. Practical experience is gained through the use of several different Database Management Systems packages.

Applied Business Systems

(*Prerequisite: Data Processing Accounting II*) In this course, standard business reports, forms and procedures are designed, programmed and implemented.

Computer System Software

(*Prerequisites: Advanced ANSI COBOL, Advanced RPG II, or a demonstrated working knowledge of some other high-level programming language.*) This course includes topics to understand better the design and operation of general-purpose computer operation systems. Examples of topics included are concurrency of operation, sharing of resources and information, and interaction of software and hardware using assembler programming fundamentals to reinforce these concepts.

Database and Telecommunications

(*Prerequisite: Database Concepts*) Practical application of Database Management Systems through the use of networks, telecommunication lines and hardware are covered.

BASIC Language Programming

(*Prerequisite: Advanced Programming Techniques*) This course uses the BASIC language to further the student's knowledge of interactive programming, routines using menu selection, and search and retrieval routines.

Advanced Programming Projects

(*Prerequisite: Advanced Programming Techniques*) The student is required to design and implement individual programs for various class projects.

Management Methods

(*Prerequisites: Computer Math II, Advanced ANSI COBOL*) The application of graphic techniques and descriptive statistics to a variety of computerized business and management applications is included in this course.

Digital I

This course introduces some of the logic circuit devices and concepts applicable to many areas of the electronics industry. Covered are such topics as logic gates, truth tables and logic simplification. Laboratory time is provided to allow students to wire circuits on breadboards using actual digital integrated circuits. Analysis and development of larger digital systems are covered in both theory and lab.

Advanced Management Methods

(*Prerequisite: Management Methods*) Studies of the application of statistics and mathematical techniques in a business environment are continued.

Micro Language Programming

This is an introductory course in microcomputer programming.

See also the common supporting course descriptions on page 47 of the Technologies section.

Electromechanical Drafting

3 Trimesters (Montoya Campus)

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, students must successfully complete 1350 hours of which 750 are laboratory work and 600 are theory. *A new class is accepted at the beginning of the Summer Trimester only.*

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

ELECTROMECHANICAL DRAFTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electromechanical Drafting Lab/Theory I	15
Technical Mathematics I	10
Mechanical Analysis	5
 <i>Trimester II</i>	
Electromechanical Drafting Lab/Theory II	15
Technical Mathematics II	5
Basic Electronics	10
 <i>Trimester III</i>	
Electromechanical Systems Lab/Theory III	15
Introduction to Mechanical and Tool Design	10
Strength of Materials	5
 <i>Supporting Courses</i>	
Digital Circuits II	5
Applied Physics	5
Calculus	3
BASIC Language Programming	5
FORTTRAN Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

COURSE DESCRIPTIONS

Electromechanical Drafting Lab/Theory I

This is an introduction to orthographic projection, isometric drawings and mechanical assemblies related to the electromechanical industry.

Technical Mathematics I

Algebra, geometry, formula manipulation, and tolerances are covered.

Mechanical Analysis

Mechanical processes used to form and join metallic and nonmetallic materials are presented. The student is introduced to fabrication techniques and strength of materials.

Electromechanical Drafting Lab/Theory II

(Prerequisite: Electromechanical Drafting Lab/Theory I; Corequisite: Basic Electronics) This lab incorporates the fundamental concepts of the electrical/electronics field. Students learn to use correct symbology, designations and layout techniques in accordance with conventional standards to describe formal schematics, logic diagrams, wiring layouts, cable drawings, single-sided and double-sided printed circuit boards.

Technical Mathematics II

(Prerequisite: Technical Math I) An applied approach to trigonometry is presented based on mechanical computational needs. An introduction to calculus is included.

Basic Electronics

(Prerequisite: Technical Math I) This course provides basic concepts of electronics and digital logic relevant to electromechanical drafting. Circuitry characteristics, functions of components, typical circuitry applications, and the composition of discrete and integrated circuitry are studied.

Electromechanical Systems Lab/Theory III

(Prerequisite: Electromechanical Drafting Lab/Theory II) Concepts and applications of definition techniques, in accordance with electrical and mechanical drafting standards, are presented. Students learn to prepare drawings requiring standard systems of views and to define them dimensionally with respect to design and production capabilities. Students practice incorporating technical data relative to manufacturing processes, materials or hardware definitions.

Introduction to Mechanical and Tool Design

Students use descriptive geometry and true position dimensioning techniques to design tools and parts based on material considerations and specifications. Instruction is given in the design of the various parts of tools, including inspection, for different job functions.

Strength of Materials

Vector analysis, strength of materials and common testing procedures are explored in this class. Students are introduced to structural design and learn to set up and solve elementary design problems.

Digital Circuits II

(Prerequisite: Basic Electronics I or equivalent) Skills and knowledge of clocked logic, flip-flops, counters, shift-registers and digital displays are demonstrated through both theory and experimental analysis. The topics covered are essential building blocks of many digital-controlled systems found in computers, digital instrumentation and clocks.

See also the common supporting course descriptions on page 47 of the Technologies section.

Electronics Technology

Two options are available in the Electronics Technology program.

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

The Communications Option offers specialized training emphasizing analog and digital devices such as those used in broadcasting, consumer radio and television equipment, cable television, telephone systems and other industrial applications.

A selected number of devices are made available for repair, including communications equipment, computers, instruments and industrial equipment.

Diplomas are awarded to students who successfully complete 1800 hours of course work in Digital Electronics or the Communications Option.

DIGITAL ELECTRONICS

4 Trimesters (Main and Montoya Campuses)

Digital Electronics provides students 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 contain modern equipment for testing, troubleshooting, calibrating, analyzing and designing electronic circuits. Such electronic circuits may be found in communications equipment, computers, electronic instruments and many other electronic devices.

For a Diploma in Digital Electronics, the student must complete successfully 1800 hours of which 1035 hours are laboratory work and 765 are theory.

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

DIGITAL ELECTRONICS PROGRAM

Trimester I	Hours/Week
Electronics Lab/Theory I	15
Digital Circuits I	5
Electronics Mathematics I	10

<i>Trimester II</i>	
Electronics Lab/Theory II	15
Digital Circuits II	5
Electronics Mathematics II with BASIC	10

<i>Trimester III</i>	
Electronics Lab/Theory III	20
*Digital Circuits III	10

<i>Trimester IV</i>	
Electronics Lab/Theory IV	15
*Digital Circuits IV	10
*Electronic Instruments	5

<i>Supporting Courses</i>	
Troubleshooting Techniques	4
Technical Physics	5
Calculus	3
FORTRAN Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

*Indicates courses to be substituted with option during Trimesters III and IV to gain a Communications Option diploma.

COMMUNICATIONS OPTION

(Main Campus)

The Communications Option 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 new 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 communications equipment, computers, electronic instruments, cable television, radios, telephone systems and other industry applications.

To qualify for a Diploma in Communications Electronics, students must successfully complete 1425 hours in the Digital Electronics Program and 375 hours in the Communications Option.

<i>Trimester III (Option)</i>	
Electronics Communications I	10

<i>Trimester IV (Option)</i>	
Electronics Communications II	15

COURSE DESCRIPTIONS

Electronics Lab/Theory I

This course covers the basic concepts of direct current electricity, Ohm's Law, Kirchhoff's Law, network theorems, meter circuits, magnetism, and an introduction to capacitance and inductance. The laboratory supports the classroom theory. Students also obtain skills in the use of certain multimeters and hand tools.

Digital Circuits I

This course provides an introduction to logic circuit devices and concepts which are applicable to many areas of the electronics industry, and covers such topics as logic gates, truth tables and logic simplification. Laboratory time is provided for students to wire circuits on breadboards using actual digital integrated circuits. Analysis and development of larger digital systems are covered in both theory and lab.

Electronics Mathematics I

Emphasis is given to basic and advanced algebra. Common number bases and basic mathematic operations used in computers are taught. An introduction to trigonometric functions and logarithms is covered also.

Electronics Lab/Theory II

(Prerequisites: Electronics Lab/Theory I and Electronics Math I) The study of basic circuit laws is extended to alternating current so that students understand the effects of various circuit elements. Emphasis is placed on inductance, capacitance, transformers, vacuum tubes and semiconductors. Test equipment such as the oscilloscope, function generator and multimeter is used in analyzing resonant circuits, filters and power supplies.

Digital Circuits II

(Prerequisite: Digital Circuits I) Medium scale integrated circuitry is used to introduce counters, shift registers, arithmetic circuits, memories, and connections with analog devices. The essential building blocks of many digital systems in computers, instruments, clocks, and data processors are covered. It is recommended that this course be taken concurrently with Electronics Lab/Theory II.

Electronics Mathematics II with BASIC

(Prerequisites: Electronics Lab/Theory I and Electronics Math I) This course includes basic trigonometry, periodic functions, elementary vector analysis, complex numbers and logarithms. Practical math analysis of more complicated DC and AC circuits is emphasized. Equivalent circuit solutions are performed on such circuits as voltage dividers, diodes, rectifiers, limiters and filters using computer techniques and procedures. Vacuum operating systems of a computer are introduced by providing practical knowledge and experience in the BASIC computer programming language.

Electronics Lab/Theory III

(Prerequisites: Electronics Lab/Theory II and Electronics Math II) Transistor theory, circuit analysis and troubleshooting are studied and applied to waveshaping, power supplies, amplifiers and oscillators. Principles of AM and FM are presented with associated circuits. An introduction to systems includes AM transmitters and receivers.

Digital Circuits III

(Prerequisite: Digital Circuits II; Corequisite: Electronics Lab/Theory III) This course is an introduction to the microcomputer. The first part focuses on programming in machine language. The student learns microcomputer architecture, CPU block diagrams, BUS structures and machine cycles. After learning to program the computer, students are exposed to the hardware that makes up a computer. Topics covered include clock circuitry, BUS drivers, input and output ports, and memory. Troubleshooting the different computer components is emphasized.

Electronics Lab/Theory IV

(Prerequisite: Electronics Lab/Theory III) This course teaches theory and practical applications of solid state devices including field effect transistors and thyristors. Analysis and use of voltage regulators, differential and operational amplifiers, waveshapers and multivibrators are also studied. Related laboratory exercises, troubleshooting and component replacement techniques are included.

Digital Circuits IV

(Prerequisite: Digital Circuits III; Corequisite: Electronics Lab/Theory IV) This course provides students with practical experience in microcomputer interfacing. Topics include interfacing with keyboards, video monitors, and serial communication devices. A/D and D/A converters and electromechanical devices are interfaced with the microprocessor. Solving malfunctions in both hardware and software is stressed.

Electronic Instruments

(Prerequisite: Electronics Lab/Theory III) This course provides skills in the calibration, maintenance and repair of electronic instruments. A working knowledge of functional operations, including circuit theory and calibration of several laboratory instruments, is a requirement for completion of this course. Instruments covered include industrial analog and digital measurement types.

Troubleshooting Techniques

Students learn systems analysis of various electronic equipment which will be encountered in the industry. Emphasis is on locating problems and using proper methods for replacing defective components. The course includes theoretical work to complement the laboratory assignments.

See also the common supporting course descriptions on page 47 of the Technologies section.

COMMUNICATIONS OPTION:

Electronics Communications I

(Prerequisites: Electronics Lab/Theory II and Digital Circuits II) This course provides study and practical analysis of broadcast communications systems. Included are AM, FM, SSB, radio and television equipment and regulations. Specific equipment may cover receivers, transmitters and related monitoring or recording devices. Modern equipment, including test instruments, and systematic troubleshooting techniques are used to teach students how to maintain communications equipment.

Electronics Communications II

(Prerequisite: Electronics Communications I) Emphasis is on diagnostic testing and systematic troubleshooting of complex communications equipment. Topics may include color television receivers, AM-FM stereo receivers, tape recorders, two-way radio systems, and associated monitoring and test instruments.

Instrumentation and Control Technology

4 Trimesters (Main Campus)

The Instrumentation and Control 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, electronic and pneumatic instrumentation, and alternate energy systems.

The program meets in a modern laboratory containing electronic lab benches and test instruments, oscilloscopes, signal generators, power supplies, digital trainers, microprocessors, servo trainers, hydraulic-pneumatic and process control equipment, and a student shop area.

To qualify for a diploma, students must complete successfully 1800 hours of class work of which 1225 are laboratory work and 575 are theory. An Instrumentation and Control Testing Certificate 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 \$35 at the beginning of the program.

INSTRUMENTATION AND CONTROL TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics Lab/Theory I	15
Technical Mathematics I	10
Digital Circuits I	5
<i>Trimester II</i>	
Electronics Lab/Theory II	15
Technical Mathematics II	5
Instrumentation and Control	10
<i>Trimester III</i>	
Industrial Electronics III	10
Advanced Instrumentation and Control	10
Hydraulic, Pneumatic, Mechanical Systems I	5
Semiconductor Principles and Applications	5
<i>Trimester IV</i>	
Industrial Electronics IV	10
Energy Projects Lab	5
Hydraulic, Pneumatic, Mechanical Systems II	5
Digital Circuits IV	10

Supporting Courses

Technical Physics	5
Calculus	3
BASIC Language Programming	5
FORTRAN Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

COURSE DESCRIPTIONS

Electronics Lab/Theory I

This course covers basic concepts of direct current electricity, Ohm's Law, Kirchoff's Law, network theorems, meter circuits, magnetism, capacitance and inductance. Students also obtain a good working skill in the use of certain multimeters and hand tools.

Technical Mathematics I

Emphasis is given to algebra in this course. Number system concepts are covered, including bases 10, 8 and 2, and the hexadecimal system.

Digital Circuits I

This course provides an introduction to logic circuit devices and concepts which are applicable to many areas of the electronics industry, and covers such topics as logic gates, truth tables and logic simplification. Laboratory time is provided for students to wire circuits on breadboards using actual digital integrated circuits. Analysis and development of larger digital systems are covered in both theory and lab.

Electronics Lab/Theory II

(Prerequisites: Electronics Lab/Theory I and Technical Math I) The study of basic circuit laws is extended to alternating current so that students understand the effects of various circuit elements. Inductance, capacitance, transformers, vacuum tubes and semiconductors are introduced. Test equipment such as the oscilloscope, function generator and frequency counter are used in analyzing resonant circuits, filters and amplifiers.

Technical Mathematics II

(Prerequisite: Technical Math I) This course includes basic trigonometry, periodic functions, elementary vector analysis and complex numbers. Students acquire a mathematical basis for understanding observations made in the study of AC circuits. During the course, circuit problems are solved using computer languages.

Instrumentation and Control and Advanced I and C

(Prerequisite: Digital Circuits I) Process control circuitry, from basic switch control circuits to digital control circuits, is covered. AC and DC motors and motor controls are fabricated and demonstrated by the students.

Industrial Electronics III and IV

(Prerequisite for Industrial Electronics III: Electronics Lab/Theory II. Prerequisite for Industrial Electronics IV: Industrial Electronics III) These courses cover all the components used to make up industrial control circuits. Mechanical as well as solid state devices are covered.

Hydraulic, Pneumatic, Mechanical Systems I and II

(Corequisite: Industrial Electronics III) These courses cover mechanical, hydraulic and pneumatic components and systems. The student constructs and verifies principles involving these systems in the laboratory.

Semiconductor Principles and Applications

(Prerequisites: Electronics Lab/Theory II, Technical Math II) Semiconductor theory and circuit analysis are studied and applied to diode waveshaping circuits, transistor amplifiers, latching circuits and opto-electronics circuits. Students learn proper biasing techniques, thermal effects and factors affecting amplifier frequency response.

Energy Projects Lab

(Corequisite: Industrial Electronics IV) Students design and construct projects which involve such topics as solar tracking, energy conversion instrumentation and auditing, active and passive energy systems.

Digital Circuits IV

(Prerequisite: Instrumentation and Control) Microcomputer architecture, programming and interfacing are emphasized in this course. Topics covered are the basic parts of a microcomputer, machine language programming and interfacing simple input-output devices, keyboards, digital displays, video monitors, cassette recorders, A/D and D/A converters and electromechanical control devices. Students use their knowledge and skills of both software and hardware to solve computer malfunctions.

See also the common supporting course descriptions on page 47 of the Technologies section.

Laser Electro-Optic Technology

4 Trimesters (Main and Montoya Campuses)

The emerging technologies of lasers and electro-optics requires electronics, digital, laser and optics training for persons interested in 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.

To earn a diploma, students must complete successfully 1800 hours of which 900 are laboratory work and 900 are related theory.

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

A \$35 personal equipment fee is required of beginning students.

LASER ELECTRO-OPTIC TECHNOLOGY PROGRAM

<i>Trimester I.</i>	<i>Hours/Week</i>
Electronics Lab/Theory I	15
Electronics Mathematics I	10
Digital Circuits I	5

Trimester II

Electronics Lab/Theory II	15
Digital Circuits II	5
Mathematics for Lasers	5
Introduction to Lasers with Optics	5

Trimester III

Electronics Lab/Theory III	15
Digital Circuits for Laser	5
Advanced Laser Systems	5
LEO Components	5

Trimester 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

Semiconductor Principles and Applications	5
Calculus	3
FORTTRAN Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5

COURSE DESCRIPTIONS

Electronics Lab/Theory I

This course covers basic concepts of direct current electricity, Ohm's Law, Kirchoff's Law, network theorems, meter circuits, magnetism, capacitance and inductance. Students also obtain skills in the use of certain multimeters and hand tools.

Electronics Mathematics I

Beginning and advanced algebra are emphasized. Common number systems found in computers are covered also.

Digital Circuits I

This course provides an introduction to logic circuit devices and concepts applicable to many areas of the electronics industry, and covers such topics as logic gates, truth tables and logic simplification. Laboratory time is provided for students to wire circuits using actual digital integrated circuits. Analysis and development of larger digital systems are covered in both theory and lab.

Electronics Lab/Theory II

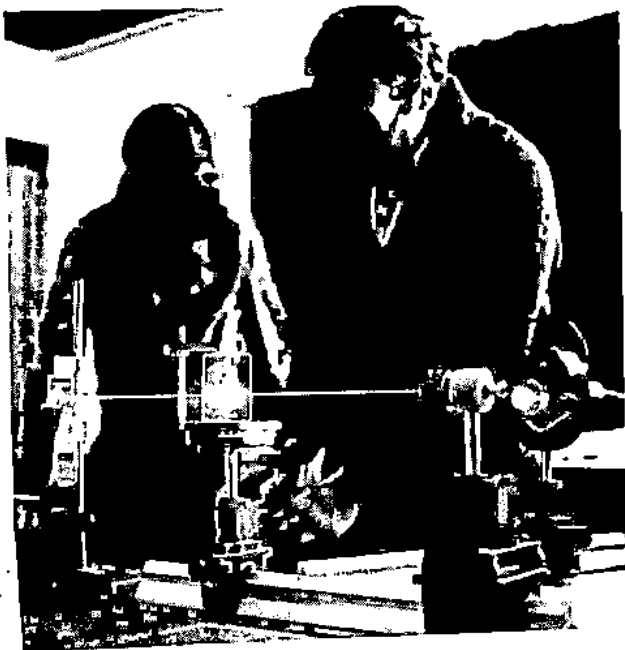
(Prerequisites: *Electronics Lab/Theory I, Electronics Math I*) The study of basic circuit laws is extended to alternating current so that students understand the effects of various circuit elements. Inductance, capacitance, transformers, vacuum tubes and semiconductors are introduced. Test equipment such as the oscilloscope, function generator and frequency counter is used in analyzing resonant circuits, filters and amplifiers.

Digital Circuits II

(Prerequisite: *Digital Circuits I*) Clocked logic, flip-flops, counters, shift-registers and digital displays are demonstrated. The topics covered in this course are essential building blocks of many digital controlled systems in computers, digital instrumentation and clocks.

Mathematics for Lasers

(Prerequisites: *all Trimester I courses*) This is the study of trigonometry and its application to lasers, optics and electronics.



Introduction to Lasers with Optics

(Prerequisites: *all Trimester I courses*) This is the study of the nature of light, laser operation as applied to the helium-neon laser, and laser safety. The use of lenses, prisms, mirrors and flats is studied from the viewpoint of geometric optics. The importance of keeping an accurate lab notebook is stressed.

Electronics Lab/Theory III

(Prerequisite: *Electronics Lab/Theory II*) Principles of AM, FM and SSB communication are presented and related circuits studied and analyzed. Topics include power supplies, amplifiers, oscillators, transmitters, receivers, and high frequency transmission line theory with supporting lab work.

Digital Circuits for Laser

(Prerequisites: *all Trimester II courses*) This is a continuation of Digital Circuits II. A system of digital circuits is studied using a microcomputer which is based upon the 8080A microprocessor. Interfacing and programming are studied.

Advanced Laser Systems

(Prerequisites: *all Trimester II courses*) Wave propagation is examined in terms of interference, diffraction, and polarization. Also studied are solid state, molecular gas, ion gas, and semi-conductor lasers. Laboratory experiments stressing safety, accuracy, and technical writing skills are performed.

LEO Components

(Prerequisites: *all Trimester II courses*) Physical optics are used to illustrate the operation and compare the performances of windows, prisms, lenses, filters, gratings, polarizers and frequency doublers.

Advanced Laser Systems with Applications

(Prerequisites: *all Trimester III courses*) Students perform experiments using fiber optics, A-O Q switch, dye cell, spectrum analyzer and A-O modulator. Electronic instruments are studied for correct usage of application. Students are required to write a technical paper on a topic in the Laser Electro-Optic field.

Laser Measurements

(Prerequisites: *all Trimester III courses*) Detection of radiation is studied. Various devices such as calorimeters, photo-multiplier tubes, semiconductor diodes, and pyroelectric detectors are studied for appropriate use as well as performance. Interferometric measurements are also studied with supporting laboratory work.

Op-Amps and Linear Integrated Circuits

(Prerequisites: *all Trimester III courses*) Linear integrated circuits are studied with emphasis on applications in instrumentation, signal generation active filters and control circuits.

Semiconductor Principles and Applications

(Prerequisites: *Electronics Lab/Theory II, Electronics Math II*) Semiconductor theory and circuit analysis are studied and applied to diode waveshaping circuits, transistor amplifiers, latching circuits and opto-electronics circuits. Students learn proper biasing techniques, thermal effects and factors affecting amplifier frequency response.

See also the common supporting course descriptions on page 47 of the Technologies section.

TRADES DEPARTMENT

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 Montoya Campus. Admissions information is available at either campus.

Most Trades programs accept new students at the beginning of each trimester.

Entrance requirements shared by all 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.

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 preadmissions tests to be admitted to the program.

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

SPECIFIC ENTRANCE REQUIREMENTS

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

Some programs have additional requirements. They are:

AIR CONDITIONING, HEATING AND REFRIGERATION: Must be free of chronic respiratory diseases and allergies to sheet metal fluxes and metals, and have normal color vision.

AUTO COLLISION REPAIR: Must be free of chronic respiratory diseases and have normal color vision.

AUTOMOTIVE TUNE-UP MECHANIC: Must be free of chronic respiratory diseases and allergies to automotive fuels and solvents, and have normal color vision.

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.



CULINARY ARTS: Must be free of chronic allergies to detergents and soap. **Health Requirement:** To enroll in this field 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 before the start of classes.

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

ELECTRICAL TRADES: Must have normal color vision.

INDUSTRIAL ELECTRICITY: 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 long periods of time; and must have depth perception correctable in both eyes.

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

WELDING: Must be free of chronic respiratory diseases and have depth perception correctable in both eyes.

SAFETY NOTE: 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.

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. Students may apply for this option 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, counselor, department chairman and the Associate Director of Student Services.

The supervised work experience option does not qualify students for Veterans Administration benefits.

EVENING DIVISION COURSE SUBSTITUTIONS

A number of Evening Division courses may be applied toward 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 toward a diploma.

The Evening Division courses listed below may be substituted for the course of the same title in the day program:

- Automotive Air Conditioning
- Blueprint Reading for Construction Trades
- Construction Estimating
- Plumbing Theory I
- Plumbing Theory II
- Electrical Trades Theory I
- Electrical Trades Theory II
- Trades Mathematics

COMMUNICATIONS LINE SKILLS

In cooperation with related industries, T-VI offers three communications line skills training programs on Saturdays at the Trades Department. Each of the three units—cable splicing, pole climbing, and residential telephone installation—meets for 15 Saturdays.

Information about the Communications Line Skills program is found under the Evening Division Skill Improvement courses at the back of this catalog.

OPTIONAL SUPPORTING COURSES OPEN TO ALL T-VI STUDENTS

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

<i>Course Title</i>	<i>Hours/Week</i>
Energy Management/Solar Applications	5
Industrial and Occupational Safety	5
Transportation Electronics	5
Welding Skills Improvement*	5

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

COURSE DESCRIPTIONS

Energy Management/Solar Applications

This combination theory and lab practice course is for students interested in the management of a 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 heating water and air.

Industrial and Occupational Safety

This course includes training in the Red Cross Multimedia System and cardiopulmonary resuscitation, for which Red Cross Certification is issued upon successful completion. Also covered are local life safety and national Occupational Safety Requirements applied to the construction field.

Transportation Electronics

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

Welding Skills Improvement

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 Campus)

The Air Conditioning, Heating and Refrigeration program prepares students for successful entry into the installation, maintenance, and service field. With on-the-job experience and brand-oriented training, the graduate of this program should be able to advance quickly from the position of journeyman's assistant for installation of equipment to complete residential and light commercial projects.

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

The program is housed in three working labs: the basic Air Conditioning, Heating and Refrigeration Lab; the Sheet Metal Lab; and the Residential and Commercial Air Conditioning, Heating and Refrigeration Lab.

The student spends half of the first trimester in the basic lab learning the principles of mechanical refrigeration and half in the sheet metal lab learning to use metal-forming hand and power tools.

During the second trimester, the student is introduced to increasingly complex control circuitry and domestic heating and cooling equipment.

The third trimester includes transport refrigeration, servicing of commercial freezers and ice makers, and system design of air distribution duct systems.

To earn a diploma, a student must complete successfully a total of 1387 hours of which 712 are laboratory work and 675 are related theory.

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

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 (7½ weeks)	15
Air Conditioning, Heating and Refrigeration Theory I (7½ weeks)	5
Control Circuitry I (7½ weeks)	5
Sheet Metal Applications Lab (7½ weeks)	20
Sheet Metal Applications Theory (7½ weeks)	5
Air Conditioning, Heating and Refrigeration Mathematics I	5

<i>Trimester II</i>	
Air Conditioning, Heating and Refrigeration Lab II	15
Air Conditioning, Heating and Refrigeration Theory II	5
Air Conditioning, Heating and Refrigeration Mathematics II	5
Control Circuitry II	5

<i>Trimester III</i>	
Air Conditioning, Heating and Refrigeration Lab III	15
Air Conditioning, Heating and Refrigeration Theory III	5
Control Circuitry III	5
Systems Design	5

Supporting Courses

See page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Air Conditioning, Heating and Refrigeration Lab/Theory I

Beginning students learn shop safety; basic tools and equipment; applicable laws of physics and chemistry, electrical circuits; electric meters; test and measuring equipment; and installation, maintenance and service knowledge for the mechanical refrigeration cycle and components.

Sheet Metal Applications Lab/Theory

Instruction is provided in sheet metal processes performed with hand, bench, cutting and layout tools; safety; care of tools and equipment; use of materials and supplies; straight pattern development; and the fabrication of residential ventilating, air conditioning and heating sheet metal systems.

Control Circuitry I

This course is designed to lay the groundwork of knowledge required in diagnosis and service of refrigeration equipment with emphasis on the function and understanding of electrical control circuitry. Included are symbols, terminology, application of Ohm's Law, and introduction to wiring diagrams and line schematics.

Air Conditioning, Heating and Refrigeration Mathematics I

This course reviews basic arithmetic, percentage, powers and roots as applied to the air conditioning, heating and refrigeration field. Students are taught algebra as applied to DC electricity, and geometry as applied to sheet metal.

Air Conditioning, Heating and Refrigeration Lab/Theory II

(Prerequisites: *Trimester I ACHR and Sheet Metal Lab and Theory courses, or equivalent*) Instruction is in the installation, maintenance and service of residential air conditioning, heating and refrigeration systems. Emphasized are heat pumps, electrical controls and problems, gas-electric packages, electric heat, compressors, condensers, pressure-reducing devices, load and heat transfer calculations, use of temperature-humidity charts, and safety code for mechanical refrigeration. Principles of air distribution are covered also.

Air Conditioning, Heating and Refrigeration Mathematics II

(Prerequisite: *Air Conditioning, Heating and Refrigeration Math I, or equivalent*) Students will cover elements of algebra and trigonometry as applied to the industry.

Control Circuitry II

(Prerequisite: *Control Circuitry I or equivalent*) This course includes the design, installation and troubleshooting of air conditioning, heating and refrigeration control circuits. Control theory, terminology and symbols are covered. Instructional emphasis is on electrical control devices. Also included are the reading and development of wiring diagrams and line schematics.

Air Conditioning, Heating and Refrigeration Lab/Theory III

(Prerequisites: *Trimester II Lab and Theory or equivalent*) The installation, maintenance and service of commercial air conditioning, heating and various refrigeration systems (including transport refrigeration) are covered, plus multizone heating/cooling, chilled waters and hot water systems including piping designs. Job responsibilities, employer-employee relationships, and customer relations are reviewed.

Control Circuitry III

(Prerequisite: *Control Circuitry II or equivalent*) More advanced control theory and terminology are covered, as well as review of prior subjects. Instructional emphasis is on electrical, pneumatic and solid state circuitry as well as electronic and electric control devices, their installation and service.

Systems Design

(Prerequisites: *Basic Sheet Metal Applications Lab and Theory, and Air Conditioning, Heating and Refrigeration I Lab and Theory*) This course includes the study of the design, layout and application of air distribution duct systems for air conditioning. Emphasis is on basic principles of physics as related to human comfort and the thermodynamics of air flow.

Auto Service

1 Trimester (Main Campus)

Persons who want to learn a skill quickly and find a job as soon as possible should consider this program, which is open-exit with not more than eight weeks of direct classroom/laboratory instruction.

It is a course to prepare persons for entrance into the service station field. It is also a good place to begin for students who want to explore the automotive field as a possible career.

Occupational skills are taught in basic automotive servicing, terminology, and job relations. Students who have made satisfactory progress in the eight-week component are selected for placement as trainees in service stations under the supervision of the instructor.

The 15-week program provides up to 160 hours of classroom/laboratory instruction, and not less than 140 hours of paid, supervised work experience.

Students who complete the course receive a proficiency certificate.

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

AUTO SERVICE PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Auto Service Lab (8 weeks)	15
Auto Service Theory (8 weeks)	5
Supervised Work Experience	10-20

COURSE DESCRIPTIONS**Auto Service Lab/Theory**

This laboratory practice course teaches shop safety, trade ethics, work habits, job orientation, chassis construction and hand and power tool operation; servicing procedures for belts, lubricants, filters, coolants, and batteries; changing tires, head lights, lamps, alternators, starters, windshield wipers, water pumps, fuel pumps, and shock absorbers; and balancing tires.

Theory includes fundamental information on vehicle nomenclature; service intervals; lubrication specifications, grades, and applications; coolant types; and basic automotive electrical systems.

Supervised Work Experience

Students work a minimum of 140 hours in training-related, teacher-approved work stations. The student trainee is paid by the cooperating employer and is supervised jointly by T-VI and the cooperating employer. When it is impossible to place all students in work stations because of local employment requirements, an equivalent activity will be conducted on campus.

Automotive Collision Repair

2 Trimesters (Main Campus)

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 auto 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.

To earn a diploma, a student must complete successfully 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 another \$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
Welding	5
Auto Collision Repair Mathematics	2

<i>Trimester II</i>	<i>Hours/Week</i>
Auto Collision Repair Lab II	20
Auto Collision Repair Theory II	5

Supporting Courses

See page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Automotive Collision Repair Lab/Theory I

The laboratory practice teaches shop safety, chassis construction, hand and power tool operation, minor fender and body section repairing, basic body pulls, trim and hardware replacement, preparing for painting and basic painting processes.

Theory includes body and chassis nomenclature, metal alloy characteristics, uses of grinders and abrasives, metal-working techniques, metal finishing with lead and reinforced plastic, and basic painting procedures. Emphasis is on welding 20 gauge steel to prepare students for body repair work.

Welding

This laboratory practice class covers safety, general tools and equipment, sources of heat, operational procedures, metals and their properties, and applications of oxy-acetylene welding.

Auto Collision Repair Mathematics

This course reviews basic arithmetic operations including surface measurements and direct measurements, ratio and proportion, and percentage. Rules and formulas, volume, basic crash book estimating, work orders, flat rate costs and the metric system are covered thoroughly.

Automotive Collision Repair Lab/Theory II

(Prerequisites: Auto Collision Repair Lab and Theory I or equivalent) The laboratory practice covers body section replacement and alignment, interior trim removal and replacement, spray painting procedures and processes, surface buffing and polishing, body pulls and basic unitized body alignment. All students are taught correct methods for welding plastic and thin aluminum.

During the theory section, students learn frame and unitized body alignment. Body straightening on panels and sections, clip replacement, accessory removal and replacement, finishing procedures and processes, and advanced estimating are covered. Instruction also is provided in the basic principles of electricity; schematic reading, series, parallel and series-parallel circuits; alternating and direct current; and basic automotive electrical systems in automotive collision repair areas.



Automotive Tune-Up Mechanic

2 Trimesters (Main Campus)

The Automotive Tune-up Mechanic program provides students with the technical knowledge and occupational skills needed to enter the automotive service industry as a tune-up specialist.

The program is housed in two labs—one static and one live work—specifically designed for automotive tune-up. The static lab is equipped with a variety of operable automotive engines equipped with current ignition system and emission control devices. Students are given hands-on experience with ignition, starting, vacuum, and wiring harness systems; various console and hand-held electronic devices for analyzing starting systems; electrical and electronic systems; and emission control systems.

In the first trimester, instruction includes principles of operation of spark ignition engines, starting and charging systems, mechanical point ignition systems, wiring harness components and related schematics, vacuum systems, and electronic ignition systems. Emphasis is on learning diagnostic skills. Most of the training is related to late model automobiles.

In the second trimester, emphasis shifts to detailed study of manufacturers' systems on automobiles currently popular in this country, including mechanical and electronic fuel injection systems.

To earn a diploma as an Automotive Tune-up Mechanic, a student must complete successfully 750 hours, of which 450 are laboratory work and 300 are related theory.

Automotive Tune-up Mechanic students must pay an equipment fee of \$100 before entering the first trimester, and another \$80 for the second trimester, totaling \$180.

AUTOMOTIVE TUNE-UP MECHANIC PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electrical Systems and Tune-up Lab	15
Electrical Systems and Tune-up Theory	5
Auto Mathematics, Measurements, and Schematics	5

<i>Trimester II</i>	<i>Hours/Week</i>
Advanced Tune-up Lab	15
Advanced Tune-up Theory	5
Transportation Electronics	5

Supporting Courses

Automotive Air Conditioning	5
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Also see page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Electrical Systems and Tune-up Lab/Theory

Instruction covers shop safety, tools and equipment; principles of operation of the spark ignition engine; starting and charging systems principles, operation, and troubleshooting; mechanical point and common carburetor electrical and fuel systems; wiring harness component troubleshooting and repairs; vacuum control components; and principles of electronic ignition, advanced fuel delivery, and emission control systems.

Advanced Tune-up Lab/Theory

(Prerequisites: Electrical Systems and Tune-up Lab/Theory) Review of principles of systems; study, diagnosis and repair of popular manufacturers' engines, and mechanical and electronic fuel injection systems.

Automotive Mathematics, Measurements and Schematics

This course reviews basic mathematics and teaches use of measuring equipment required for automotive tune-ups. Wiring and vacuum schematics are studied as they relate to the tune-up process. Metrics and thread identification are included also.

Transportation Electronics

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

Automotive Air Conditioning

Safety, diagnosis, repair and service of current models of automotive air conditioning are covered in this theory and demonstration class.



Carpentry

2 Trimesters (Main Campus)

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

Carpentry meets in a lab specifically designed for carpentry and in an outside live work area. The well-equipped lab includes drill presses, band saws, doweling machine, table saws, a surfer and other 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 on light commercial work, maintenance and remodeling along with instruction on interior finish, finish carpentry, basic construction and installation of cabinets, millwork and estimating.

To earn a diploma, a student must complete successfully 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 for 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 Mathematics I	5
Blueprint Reading I	5

<i>Trimester II</i>	<i>Hours/Week</i>
Carpentry Lab II	15
Carpentry Theory II	5
Blueprint Reading/Mathematics II	5

Supporting Courses

See page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Carpentry Lab and Theory I

This combined theory and laboratory practice class provides instruction in hand and power tools, site layout and foundations, rough framing, roof framing, structural shell basics, stair construction, exterior finish and safety.

Carpentry Mathematics I

Basic arithmetic, reading the rule, whole numbers, common and decimal fractions, cubic and weight measures, area calculations, surface and direct measurements and framing square computations are included.

Blueprint Reading

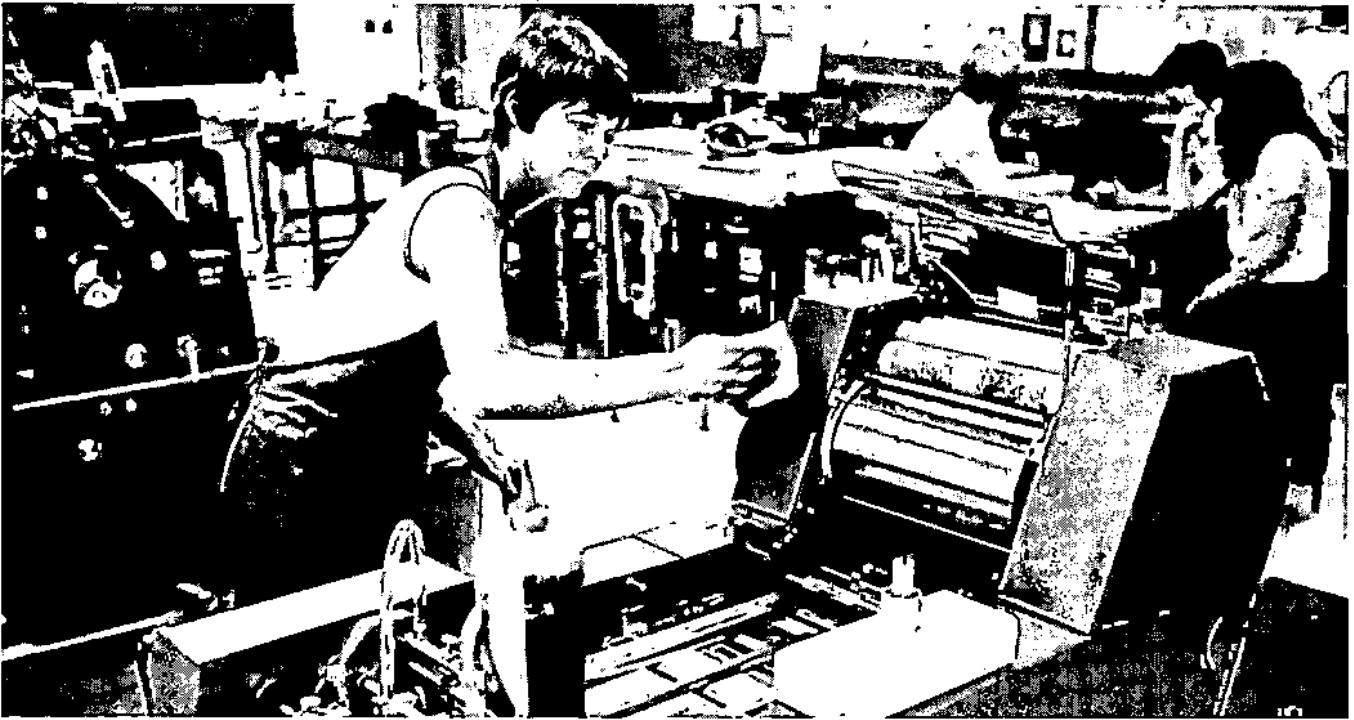
This course offers basic instruction in sketching, reading working drawings, blueprints and specifications for residential and light commercial work.

Carpentry Lab and Theory II

(Prerequisites: Carpentry Lab and Theory I or equivalent) This course is a continuation of Carpentry Lab/Theory I, with the addition of finish carpentry, basic construction and installation of cabinets and millwork. Maintenance, remodeling, concrete finishing and light commercial construction are emphasized. Sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations are also covered.

Blueprint Reading/Mathematics II

(Prerequisites: Blueprint Reading I and Math I or equivalent) This course includes an introductory study of blueprint applications to residential homes, multiple family dwellings and commercial buildings. Instruction also is provided in the use of rules and formulas, ratio and proportion, volume, geometric construction, basic surveying computations and estimating.



Commercial Printing

2 Trimesters (Montoya Campus)

This program teaches 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 typesetting unit. Good spelling is required for the proofreading unit.

The program lab contains 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.

To earn a diploma, a student must complete successfully 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 a personal 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
Layout and Planning	5

Trimester II

Commercial Printing Theory II	5
Commercial Printing Lab II	20

COURSE DESCRIPTIONS

Commercial Printing Lab and Theory I

This combined laboratory and related theory course covers safety of tools, equipment, solvents and chemicals; use of tools and equipment; proportional design; composition, layout and pasteup; proofs, proofreading and corrections; basic photo typesetting; press type composition; papers and inks; basic set-up and operation of duplication and offset presses; bindery processes; and quality control.

Layout and Planning

This combined laboratory and related theory course provides instruction in proportional design; composition, layout and paste-up; cost estimating and job planning.

Commercial Printing Lab and Theory II

(Prerequisites: Trimester I Lab and Theory or equivalent) Students are exposed to more complex operations and set-ups on the various machines. Emphasis is on product quality control; preventive and routine maintenance and adjustments of equipment; collating and binding; advanced process camera and darkroom equipment; special copy and film developing; halftones and multicolor printing; processing of offset plates; offset systems and designs; system controls; troubleshooting techniques; cost estimating and legal considerations; film proofing systems; surface plates; light filters; and stripping. Specialization is encouraged in the final stages of training through actual production jobs.

Sources of employment, proper completion of applications, the résumé, letter of application, interview, job responsibilities, payroll and benefits, and employee and customer relations are covered also.

Culinary Arts

Baking

2 Trimesters (Main Campus)

This food service specialty 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.

Baking meets in a lab equipped with ovens, display cases, commercial mixers, doughnut machines, dough dividers, refrigerated display cases, proofing cabinets, and dough sheeters. The program's products are sold in the T-VI student lounge on a regular basis.

To earn a diploma, a student must complete successfully 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 before entering Trimester I and \$25 for Trimester II, totaling \$110.

BAKING PROGRAM

<i>Trimester I,</i>	<i>Hours/Week</i>
Baking Lab I	20
Baking Theory and Merchandising I	5
Food Service Mathematics	5
<i>Trimester II</i>	
Baking Lab II	20
Baking Theory and Merchandising II	5

COURSE DESCRIPTIONS

Baking Lab/Theory and Merchandising I

Students learn the fundamentals of production, processing and mixing of various ingredients used in bread and rolls, sweet yeast dough products and specialties, biscuits and muffins, doughnuts and crullers, pies and pastries, cakes and cake specialties, and cookies. Also included are care and use of equipment, bakery sanitation, proper storage of ingredients, experiments with baking formulas, chemical leavening agents, and baking ingredients and their properties.

Basic storeroom procedures, record keeping and product merchandising are included in the merchandising portion of the class.

Food Service Mathematics

Basic arithmetic, culinary arts business principles and salesmanship are covered. Students also learn to use cash registers.

Baking Lab/Theory and Merchandising II

(Prerequisites: Baking Lab/Theory and Merchandising I) This course continues the principles of Baking I with emphasis on baking chemistry and advanced production procedures. More study of international pastries and desserts is provided and cake decorating is covered. Supervisory management principles are incorporated and merchandising responsibility is delegated, with actual shop procedures being followed.

Quantity Food Preparation

2 Trimesters (Main Campus)

Quantity Food Preparation emphasizes nutritional food preparation leading to entry into one of the fastest growing industries, as a saute 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 registers. More than 250 meals are served on most school days.

To earn a diploma, a student must complete successfully 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 another \$70 for the second trimester, totaling \$155.

QUANTITY FOOD PREPARATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Saute Cook Lab I	20
Saute Cook Theory I	5
Food Service Mathematics	5
<i>Trimester II</i>	
Dinner Cook Lab II	20
Dinner Cook Theory II	5

COURSE DESCRIPTIONS

Saute Cook Lab I

This laboratory class teaches the different methods of preparing meats, vegetables, soups, sauces and thickening agents, sandwiches, salads and breakfast foods. Emphasis is on food costs, nutrition, personal hygiene and sanitation, safety, tools and stationary equipment, and basic cashing.

Saute Cook Theory I

Instruction is provided in preparation of sauteed dishes and cuts of meat, mixing, breading, color and appearance of food, neatness of serving, cooking methods and techniques, speed and efficiency, and cleanliness. Saute frying, broiling of sea foods and methods of serving along with experience in stocking and operating a cafeteria serving line are included.

Food Service Mathematics

Basic arithmetic and culinary arts applications are covered thoroughly. Students also learn to use cash registers.

Dinner Cook Lab II

(Prerequisites: Saute Cook Lab and Theory I or equivalent) This laboratory class includes cooking methods and techniques, herbs and spices, salads and salad dressings, following recipe instructions, calculation of cost and pantry work. Students perform duties as working chef, with Trimester I students acting as assistant chefs.

Dinner Cook Theory II

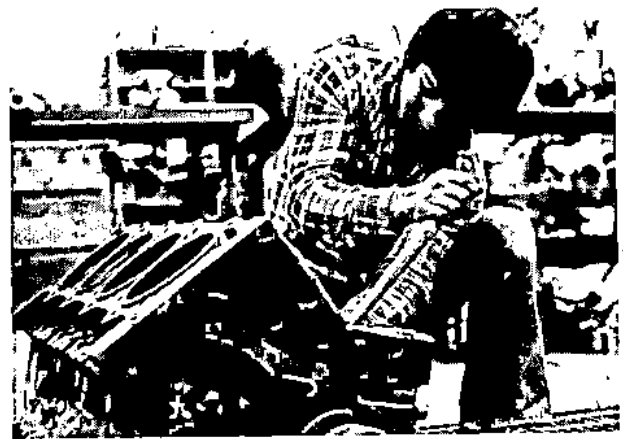
(Prerequisites: Saute Cook Lab and Theory I or equivalent) Instruction supports the work accomplished in the dinner cook lab. Emphasis is on various types of stews, fricassees, garnishes, sauces, gravies and stocks. This course also covers roasting meats; use of leftover meats and meat trimmings, and storage of foods.

CULINARY APPRENTICESHIP PROGRAM

A Culinary Apprenticeship program is offered on the Main Campus for persons who are currently employed full-time in the cooking industry.

The apprenticeship classes meet each Tuesday from 3:30 to 7:15 p.m., and the length of the program for each student is three years.

Information about the Culinary Apprenticeship program is found under the Evening Division Skill Improvement courses at the back of this catalog.



Diesel Mechanics

4 Trimesters (Main Campus)

This program prepares students to work on a variety of diesel-powered equipment used in the trucking, heavy equipment, and mining industries. Emphasis of the program is on truck-type adaptations.

The program meets in five working labs designed for diesel mechanics activities. In the labs, students are introduced to a variety of the most widely-used makes of diesel engines, electrical and hydraulic test equipment, dynamometers, mobile refrigeration equipment, diesel generators, drive train components, fuel injection test and calibration devices, 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 remaining trimesters are optional in sequence. A student may take Engine Overhaul; Drive Train/Fuel Injection; and Electrical, Hydraulics and Air Conditioning trimesters in order of preference, depending on space availability.

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

To earn a diploma, a student must complete successfully 1800 hours, of which 1050 are laboratory work and 750 are related theory.

Diesel Mechanics students must pay an equipment fee of \$100 before entering the first trimester, \$100 for the Drive Train/Fuel Injection trimester, and \$80 for each of the other two trimesters, totaling \$360. 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
Interpreting Drawings/Precision Measurement	5
Diesel Mathematics	5

<i>Engine Overhaul Trimester</i>	
Diesel Engine Overhaul Lab	20
Diesel Engine Overhaul Theory	5
Troubleshooting	5

<i>Drive Train/Fuel Injection Trimester</i>	
Transmission, Final Drive, Clutch, Brake and Steering Lab (10 weeks)	15
Transmission, Final Drive, Clutch, Brake and Steering Theory (10 weeks)	5
Diesel Fuel Injection Lab (5 weeks)	15
Diesel Fuel Injection Theory (5 weeks)	5
Oxyacetylene Welding	5
Basic Tool Application	5

<i>Electrical, Hydraulics and Air Conditioning Trimester</i>	
Electrical and Hydraulics Systems Lab	16
Electrical and Hydraulics Systems Theory	5
Air Conditioning and Transport Refrigeration Lab	4
*Diesel Mathematics, Physics, and Electronics	5

Supporting Courses

See page 61 at the beginning of the Trades section.

*Required for diploma and may be taken at any level.

COURSE DESCRIPTIONS

Diesel Engine Principles and Accessories Lab/Theory

This course covers diesel shop safety and basic tools and equipment used by the diesel mechanic. Emphasis is on two- and four-stroke diesel engines, including basic engine cylinder block assembly design, component parts, disassembly, inspection and reassembly; fits, tolerances and service specifications; lubricating, cooling, air intake and fuel systems; governor control design; and diagnosis and troubleshooting. Basic procedures for identifying and replacing defective electrical and fuel injection components without a major teardown are included.

Interpreting Drawings

Basic instruction in reading and interpreting machine drawings and welding instructions is offered in this course. Emphasis is on symbols, abbreviations, and terminology which a mechanic or welder must recognize to identify parts, complete welding projects, or develop drawings in support of failure reports; includes orthographic drawings and isometric projections.

Precision Measurement

Precision measuring tools used in industry are taught with emphasis on obtaining accurate readings to 1/1000 inch. Students practice extensively, measuring standard engine parts with vernier and digital micrometers. Metric measurements are taken, and a variety of other precision measuring tools are introduced. Combining speed with accuracy is emphasized.

Diesel Mathematics

This course, directly related to Diesel Engine Principles and Accessories Lab/Theory, reviews basic arithmetic operations. Included are fractions and decimals, ratios and proportions, use of related formulas, graphs, gear calculations and metrics. Time is spent calculating engine run-in schedules for most common makes of diesel engines.

Diesel Engine Overhaul Lab/Theory

(Prerequisites: Trimester I Lab and Theory or equivalent) This combined laboratory and theory course deals with diagnosis and repair of diesel engine failures and reduced operational capabilities. Damaged bearings, rings, and other engine parts are studied to determine cause. Water pumps, oil pumps and other components are rebuilt. Extensive testing using engine dynamometers is performed.

Troubleshooting

Students spend most of their classroom time practicing an analytical approach to the isolation and diagnosis of problems in lubrication, cooling, air induction, exhaust, fuel starting and drive train systems. Some live troubleshooting problems are presented. Students are required to develop some of their own diagnostic charts.

Transmission, Final Drive, Clutch, Brake and Steering Lab/Theory

(Prerequisites: Trimester I Lab and Theory or equivalent) This class covers the service and repair of drive train components to the rear of the transmission, plus steering systems. Students also learn to repair manual transmissions and to perform standardized tests on automatic transmissions. Preventive maintenance programs are emphasized.

Diesel Fuel Injection Lab/Theory

(Prerequisites: Trimester I Lab and Theory or equivalent) Instruction is provided in fuel-system design, construction, operating principles and servicing procedures; distributor-type and multiplunger fuel systems; injectors and governors; and troubleshooting and analysis sequence procedures.

Oxyacetylene Welding

This laboratory class includes safety practices, general tools and equipment, sources of heat, operational procedures, metals and their properties, and applications of oxyacetylene and arc welding to diesel repairs.

Basic Tool Application

This combined laboratory and theory course provides instruction in shop safety; basic benchwork; precision measuring instruments; and basic operations on the drill press, lathe and band saw. The fundamentals of machining and benchwork operations on bushings, bearings, gear shifts, drilling and reaming holes in diesel engine blocks, transmission final drive housings, and accessories are covered thoroughly.

Electrical and Hydraulics Systems Lab/Theory

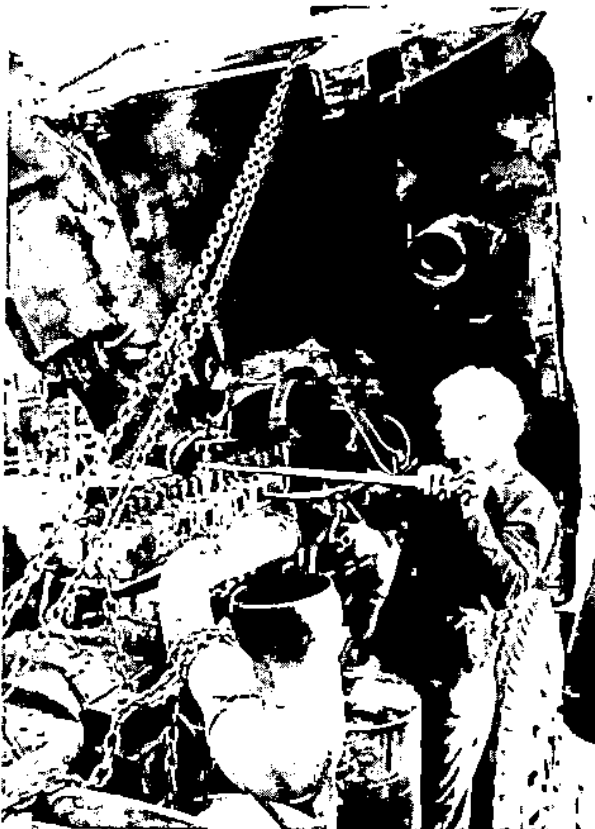
(Prerequisites: Trimester I Lab and Theory or equivalent) This course covers basic and advanced diesel electricity, electrical circuits and components; carburetion for gasoline, liquified petroleum and natural gas engines; magneto design, construction and maintenance; and diesel electric generator operation, maintenance and repairs. Hydraulic pumps, control devices, cylinders and motors are studied, disassembled, and repaired. Test and service procedures are stressed throughout the course.

Air Conditioning and Transport Refrigeration Lab

This industrially-based theory demonstration and training course offers students an understanding of the safety, diagnosis, repair and service of current models of diesel air conditioning. The course also covers the refrigeration cycle of transport units with emphasis on electrical systems.

Diesel Mathematics, Physics, and Electronics

(Prerequisite: Diesel Math or equivalent) Use and manipulation of formulas required for the diesel trade, including hydraulic principles, DC circuit principles, AC circuit principles as related to the generation of electricity, and principles of refrigeration are covered. The student is also introduced to elements of electronic circuitry.



Electrical Trades

2 Trimesters (Main Campus)

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 light commercial work, maintenance and remodeling, design and installation of appliance and special equipment circuitry, calculating service entrances, indepth study of electrical codes, estimating material requirements, job planning and coordination.

To earn a diploma, a student must complete successfully 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/Code I	5
Electrical Mathematics I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Electrical Trades Lab II	15
Electrical Trades Theory II	5
Blueprint Reading/Mathematics II	5

Supporting Courses

See page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Electrical Trades Lab and Theory/Code I

This combined laboratory and related theory course provides instruction in safety; use of tools and equipment; electrical codes and utility regulations; basic electrical principles and measurements; wiring materials and devices; splices and connections; wiring systems and circuits; and installing outlets, switch boxes, nonmetallic-sheathed cable, overcurrent devices, low voltage equipment, branch circuits and service entrances.

Electrical Mathematics I

Covered are basic arithmetic and simple electrical formulas; various trade application problems involving calculations of materials; Ohm's Law; series, parallel and combination circuits; mechanical work and power; and resistance of wire, size of wire and circuit loads.

Blueprint Reading I

This course offers basic instruction in sketching, reading working drawings, blueprints and specifications for residential and light commercial work.

Electrical Trades Lab and Theory II

(Prerequisites: Trimester I Lab and Theory or equivalent) Light commercial work, maintenance and re-

modeling; installation of range and clothes dryer circuits; electric service for water heaters, space heaters, motors and furnace controls; electric heating; service and metering equipment; remote control and outside wiring; signal and communication systems; methods of wiring flexible armored cable and electrical metallic tubing; modernizing electrical systems; electric lighting; electrical wiring design; and estimating electrical wiring and supplies for the job are included.

Sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations are covered.

Blueprint Reading/Mathematics II

(Prerequisites: Blueprint Reading I and Math I or equivalent) This course includes a detailed study of electrical drawings; knowledge of terms; methods of installation; local, state and national electrical codes; interpreting residential blueprints; and planning and coordinating the job. Instruction also is offered in electrical rules and formulas, ratio and proportion, volume, basic principles of square root, trade application of geometric principles and right triangles, basic algebraic principles involving electrical efficiency, resistance of wiring and wire sizing.

General Trades

1 Trimester (Main Campus)

Persons who would like to work in a trades area as a helper or trainee are provided eight weeks of classroom/work station experiences during which the student is helped to identify a trade or industry that provides suitable employment.

The first part of the course emphasizes job readiness training, exploratory materials in trades occupations, shop safety, use of hand tools, and orientation to industrial equipment. Students who have made satisfactory progress on the eight-week readiness component are selected for placement as helpers or trainees in suitable employment under the supervision of the teacher. At times when it is impossible to place all students in work stations because of local employment conditions, an equivalent activity will be conducted on campus.

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

GENERAL TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
General Trades Lab (8 weeks)	20
Supervised Work Experience (7 weeks)	20-40

COURSE DESCRIPTIONS

General Trades Lab

This laboratory practice course teaches job readiness, shop safety, use and care of hand tools, and a basic introduction to the industrial equipment used in the particular field to be entered.

Supervised Work Experience

Students work a minimum of 140 hours at a teacher-approved work station in the specific field chosen. The student trainee is paid by the employer and is supervised jointly by T-VI and the cooperating employer.

Industrial Electricity

3 Trimesters (Main Campus)

The Industrial Electricity program provides students with entry-level skills for employment in commercial, industrial, or electrical systems maintenance areas.

The program is housed in well-equipped labs which include trainers, industrial controls, solid state controls, and hydraulic and pneumatic controls. The students also learn electrical system design, conduit bending and layout, and the use of a wide variety of tools and equipment associated with the trade.

To earn a diploma, a student must complete successfully a total of 1350 hours of which 675 are laboratory work and 675 are related theory.

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

Industrial Electricity students must pay a personal equipment fee of \$100 before entering the first trimester, another \$80 for the second trimester and \$70 for the third trimester, totaling \$250. They must also provide their own shop clothing and industrial safety glasses or goggles.

INDUSTRIAL ELECTRICITY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Industrial Electricity Lab I	15
Industrial Electricity Theory/Code I	5
Industrial Electricity Mathematics I	5
Fundamentals of Electronics and Instrumentation	5
 <i>Trimester II</i>	
Industrial Electricity Lab II	15
Industrial Electricity Theory/Code II	5
Industrial Electricity Mathematics II	5
Blueprint Reading	5
 <i>Trimester III</i>	
Industrial Electricity Lab III	15
Industrial Electricity Theory III	5
Industrial Control Systems	5
Industrial and Occupational Safety	5

Supporting Courses

See page 61 at the beginning of the Trades section.

COURSE DESCRIPTIONS

Industrial Electricity Lab and Theory/Code I

This combined laboratory and related theory course provides instruction in safety; use of tools and equipment; electrical codes and utility regulations; materials and devices; low voltage equipment; concepts of basic electricity;

circuit design, troubleshooting, and maintenance of electrical circuits; and work plan interpretation. Electrical theory will be aimed at training the student to work closely with electronic technicians in interfacing primary power with state-of-art equipment.

Industrial Electricity Mathematics I

Covered are basic arithmetic and simple electrical formulas; various trade application problems involving calculations of materials; Ohm's Law, series, parallel and combination circuits; mechanical work and power; and resistance of wire, size of wire and circuit loads.

Fundamentals of Electronics and Instrumentation

This course covers the basic concepts of direct current electricity, Ohm's Law, Kirchoff's Law, network theorems, meter circuits, capacitance and inductance. Skill in calibration of electronic instruments is developed also.

Industrial Electricity Lab and Theory/Code II

(Prerequisites: Industrial Electricity Lab and Theory I or equivalent) The course includes AC and DC theory and circuit application, magnetism, transformers, basic motor theory and application, relay logic and control application, schematic reading, symbol identification, and basic solid state logic.

Industrial Electricity Mathematics II

This course covers the mathematics encountered in the trade. Beginning algebra, trigonometric functions, power applications, wiring, magnetic circuits, generator and motor problems are included.

Blueprint Reading

Instruction in reading blueprints and specifications for industrial projects is offered in this course.

The blueprints include transformers, feeders, distribution panels, subfeeder panels, lighting circuits, motors and controllers, signal systems, HVAC controls, and power requirements.

Industrial Electricity Lab and Theory III

(Prerequisites: Industrial Electricity Lab and Theory II or equivalent) Instruction in this course continues that of Industrial Electricity Theory and Lab II in more depth. Field applications and methods are taught for transformers, motors, motor controls, conduit bending, and layout. The student will work with actual motor controllers, electric and hydraulic conduit benders; and when situations occur, will work outside the lab on projects around campus to gain firsthand experience to reinforce the training.

Sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations are also covered.

Industrial Control Systems

(Prerequisites: Industrial Electricity Math II and Blueprint Reading or equivalent) This course covers analysis, development and servicing of automatic control devices, multi-station systems and solid state industrial controls.

Industrial and Occupational Safety

This course includes training in the Red Cross Multi-media System and cardiopulmonary resuscitation. Red Cross Certification is issued upon successful completion. Also covered are local life safety and National Occupational Safety requirements as they apply to the construction field.

Machine Trades

3 Trimesters (Main Campus)

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

Students learn the fundamental operations of various 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 two well-equipped labs 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 other equipment used throughout the metal working industry.

To earn a diploma, a student must complete successfully 1350 hours of which 675 are laboratory work and 675 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.

Machine Trades students must pay an equipment fee of \$100 before entering the first trimester, \$80 before the second trimester, and \$70 for the third trimester, totaling \$250. 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 Mathematics I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Machine Trades Lab II	15
Machine Trades Theory II	5
Blueprint Reading II	5
Machine Trades Mathematics II	5
<i>Trimester III</i>	
Machine Trades Lab III	15
Machine Trades Theory III	5
Machine Trades Mathematics III/ True Position Dimensioning	5
Tooling Applications/Metallurgy	5

Supporting Courses

Numerical Control Programming Applications I	5
Numerical Control Programming Applications II	5

See page 61 at the beginning of the Trades section for additional supporting courses.

COURSE DESCRIPTIONS

Machine Trades Lab I

This laboratory course gives the student instruction in the areas of shop safety, basic benchwork, precision measuring instruments, machine construction, and basic operations on the drill press, pedestal grinder, drill point grinder, milling machine, engine lathe and vertical band saw.

Machine Trades Theory I

This course supports the work accomplished in Machine Trades Lab I. It covers the fundamental principles of various machines, such as the lathe, drill press, band saw and bench grinders.

Machine Trades Mathematics I

Feeds and speeds, percentages, surface and direct measurements, threads and tapers as applied to the machine trades field are included.

Blueprint Reading I

Basic instruction in reading and interpreting shop drawings is offered. Emphasis is on terminology, dimensions, and visualizing and sketching of orthographic and isometric shop drawings.

Machine Trades Lab II

(Prerequisites: Machine Trades Lab and Theory I or equivalent) Instruction covers the engine lathe, operations of taper turning, threading, introduction to four-jaw chuck work and basic introduction to tracer lathes; basic milling machine operations; surface grinding; tool and cutter grinding; introduction to cylindrical grinding; and manual numerically controlled (N/C) operation. Metric dimensional drawings and use of true position dimensioning are covered.

Machine Trades Theory II

(Prerequisite: Machine Trades Theory I or equivalent) This class involves daily dimensions of problems arising from lab sessions. Emphasis is on the technical aspects of tooling applied to the various machine tools assigned in the lab with an introduction to the N/C drilling machine.

Blueprint Reading II

(Prerequisite: Blueprint Reading I or equivalent) This course teaches students to interpret complete shop drawings, including size definition, true positioning symbols and coding practices as applied to the machine trades field.

Machine Trades Mathematics II

(Prerequisite: Machine Trades Math I or equivalent) Instruction is provided in the use of rules and formulas, ratio and proportion, velocity or surface speed, geometric principles and applications, square root and basic metric applications as applied to machine trades.

Machine Trades Lab III

(Prerequisites: *Machine Trades Lab and Theory II or equivalent*) Major emphasis is on milling machine operations of hole production, indexing and rotary table work with N/C setup and basic tape operations. Basic off-set, four-jaw chuck work, internal single-point threads, basic turret lathe setup and operation, basic boring, introduction to cutting of acme threads, cylindrical grinding, and tool and cutter grinding are included.

Machine Trades Theory III

(Prerequisite: *Machine Trades Theory II or equivalent*) Problems arising from the lab sessions are reviewed daily. Instruction is given on the various measuring tools used in inspection, milling machine application with an introduction to word address N/C milling machines, lathe work and an introduction to basic elements of heat treatment.

Sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations are discussed also.

Machine Trades Mathematics III/True Position Dimensioning

(Prerequisite: *Machine Trades Math II or equivalent*) Instruction in formula manipulation when dealing with problems arising from shop-related right-triangle problems, as well as interpretation and application of the true position dimensioning system based on federal specifications, is provided. The student reads complex detail section and assembly drawings related to machine trades while applying the true position dimensioning system.

Tooling Applications/Metallurgy

This course covers care and application of tooling, with emphasis on applications to commonly machined materials with high-speed steels, carbides, coated carbides and oxides. Instruction covers methods and processes; structure and properties of metal; temperature changes in metal machining; effects of alloying elements; weights and conversion factors.

Numerical Control Programming Applications I

(Prerequisites: *Machine Trades Math I and Blueprint Reading I or equivalent*) The history of N/C, TAB sequential, fixed block and word address formats, as well as the programming and tape preparation necessary for numerical control machining, are included.

Numerical Control Programming Applications II

(Prerequisite: *Numerical Control Programming Applications I or equivalent*) This course offers instruction in computer-assisted, interactive, part programming system applications. It provides the basic information necessary for writing milling, drilling, and turning programs. The course also covers advanced manual programming techniques used in C/N/C and D/N/C machining.

Plumbing

2 Trimesters (Main Campus)

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

The program meets in a lab which includes pipe threading machines, soldering machines, propane torches, power sewer cleaners, welding machines and other 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 practice with the tools of the trade.

Emphasis in the second trimester is on light commercial work, maintenance and remodeling; 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.

To earn a diploma, a student must complete successfully 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.

Plumbing students must pay an equipment fee of \$100 before entering the first trimester and another \$70 for the second trimester, totaling \$170.

PLUMBING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Plumbing Lab I	15
Plumbing Theory I	5
Plumbing Mathematics I	5
Blueprint Reading I	5
 <i>Trimester II</i>	
Plumbing Lab II	15
Plumbing Theory II	5
Blueprint Reading II	5

Supporting Courses

Energy Management/Solar Applications	5
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See page 61 at the beginning of the Trades section for additional supporting courses.



COURSE DESCRIPTIONS

Plumbing Lab/Theory I

This class covers safe and proper use of tools and equipment; elements of plumbing; identification of plumbing fittings and pipe; basic hydraulics and pneumatics; and layout, assembly, installation, alteration and repair of pipe systems. Safety practices, general tools and equipment, sources of heat, operational procedures, metals and their properties, and applications of oxyacetylene are covered.

Plumbing Mathematics I

This course covers basic arithmetic, reading the rule, whole numbers, common and decimal fractions, cubic and weight measures, use of rules and formulas, ratio and proportion, area calculations, volumes, pressure and capacities, hydraulics and pipe length calculations, heat loss problems, and surface and direct measurements.

Blueprint Reading I

Basic instruction in sketching, reading workshop drawings, blueprints, and specifications for residential and light commercial work is offered.

Plumbing Lab/Theory II

(Prerequisites: Plumbing Lab and Theory I or equivalent) This course emphasizes design, layout and installation of water, soil and vent lines; related fixtures and fittings; inspecting and testing systems; soldering and brazing; rigging; and maintenance and repair of plumbing systems. Shielded-arc welding procedures and processes are covered also.

Sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations are also included.

Blueprint Reading II

(Prerequisite: Blueprint Reading I or equivalent) Course content includes a detailed study of piping drawings, isometric pipe layouts, interpreting residential and light commercial blueprints, application of plumbing codes, knowledge of terms, and planning and coordinating the job.

Energy Management/Solar Applications

This combined theory and lab practice course is for students 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.



Welding

3 Trimesters (Main and Montoya Campuses)

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 oxyacetylene, arc, TIG and MIG processes, power shears, radiography, hardness testers, dye penetrant and tensile testing.

During the first trimester, students study, practice, and certify in oxyacetylene welding. Instruction is also 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 students who complete successfully 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.

Welding students must pay a personal equipment fee of \$100 before entering the first trimester and another \$70 for the second trimester, totaling \$170.

WELDING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Welding Lab I	15
Welding Metallurgy I	5
Welding Mathematics I	5
Blueprint Reading I	5
<i>Trimester II</i>	
Welding Lab II	15
Welding Metallurgy II	5
Welding Mathematics II	5
Blueprint Reading II	5
<i>Trimester III</i>	
Welding Lab III	15
Welding Metallurgy III/Inspection	5
Blueprint Reading III	5

Supporting Courses

See page 61 at the beginning of the Trades section.



COURSE DESCRIPTIONS

Welding Lab I

This laboratory practice class teaches welding safety, general tools and equipment, common gases and their properties, welding materials, welding joints, oxyacetylene welding and brazing, metal cutting with gas, and shielded metal-arc welding procedures and processes.

Welding Metallurgy I

Instruction is offered in manufacturing processes, welding methods and processes, structure and properties of metal, temperature changes in welding, effects of alloying elements, variations of fluxes, and slags and gases for shielding.

Welding Mathematics I

This is a course in basic arithmetic. Surface and direct measurements, graphs and charts, and payroll calculations are studied.

Blueprint Reading I

Basic drawing interpretation, welding symbols, terms, and detailed fittings applied to the welding area are covered.

Welding Lab II

(Prerequisites: Welding I Lab and Welding Metallurgy I or equivalent) This laboratory practice course provides advanced instruction in shielded arc welding and beginning instruction in inert gases and gas arc welding through the use of various gas arc welding power sources, torches, electrodes and wire-feed systems. Occupational safety standards and practices are emphasized throughout.

Welding Metallurgy II

(Prerequisite: Welding Metallurgy I or equivalent) Instruction is offered in filler metal for joining iron and steel, shrinkage and distortion in weldments, preheating and postheating, difficulties and defects in welds, welding carbon steel and alloy steels, welding tests, conversion factors and symbols, weights and properties.

Welding Mathematics II

(Prerequisite: Welding Math I or equivalent) Covered are the use of rules, formulas, ratio, proportion, volume and right-angle calculations applied to the welding industry.

Blueprint Reading II

(Prerequisite: Blueprint Reading I or equivalent) This is an advanced course in blueprint reading in which the student reads commercial construction and fabrication drawings, complex detail section and assembly drawings related to the welding field.

Welding Lab III

(Prerequisites: Welding II Lab and Welding Metallurgy II or equivalent) Working speed and proficiency through continued practice, shop fabrication and selected field work assignments are emphasized. Instruction also is provided in basic pipe welding and layout, materials testing and industrial safety. Welding and testing of pipe intersections designed in Blueprint Reading II, as well as pipe qualification tests, are included.

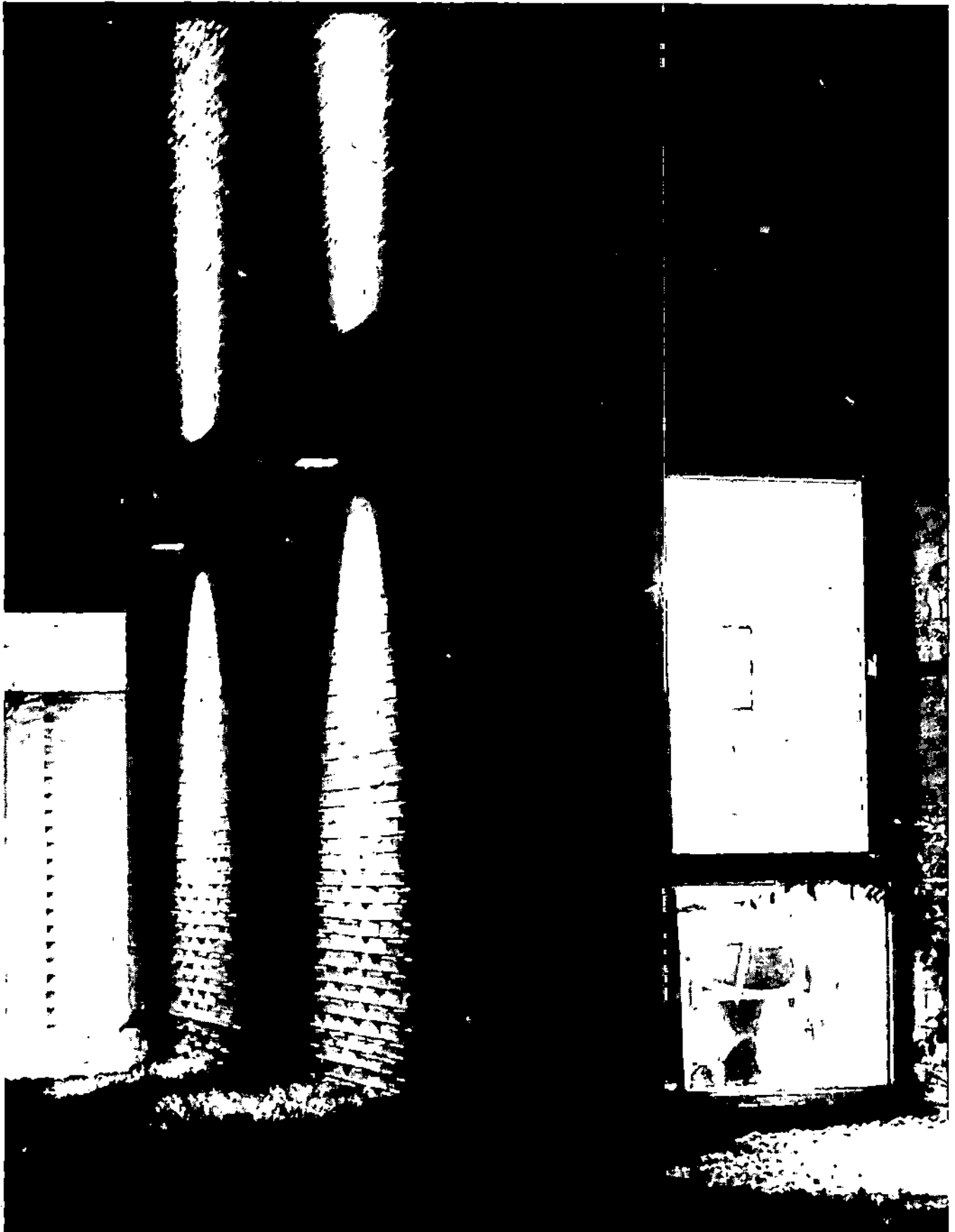
Welding Metallurgy III/Inspection

This course deals with technical reports and welding problems arising from the lab sessions, including daily discussion and review. Instruction is in the various welding processes and layout used in fabrication. Also stressed are sources of employment, proper completion of applications, the résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations. Emphasis is placed in the areas of specimen preparation, reporting and evaluating various types of weld qualifications.

Blueprint Reading III

(Prerequisite: Blueprint Reading II or equivalent) This theory course teaches students to develop specifications for various types of pipe and fabrication welding, materials estimating, pipe layout and development, pipe and structural print reading, performance of pipe certification tests for the basic intersections, transferring of measurements from working drawings and blueprints, design considerations, layout and welding related to fabrication.

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. 24-25, Dec. 28-29 and Apr. 26-27) 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 8 a.m. to 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 state and federal funds channeled through the New Mexico State Department of 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	11 a.m.-1 p.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
MW	7-9 p.m.	T-VI Montoya Campus
MTWThF	9-11 a.m.	T-VI Main Campus
MTWThF	11 a.m.-1 p.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
MTWThF	9-11 a.m.	T-VI Main Campus
MTWThF	11 a.m.-1 p.m.	T-VI Main Campus
MTWThF	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

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

107-B: BEGINING 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: G.E.D. 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 noon-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, 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 COURSES

Changing Careers Course

5 Weeks (Main and Montoya Campuses)

This course is designed for adults who have spent a long time as a homemaker or in another career, and who want or need to change careers, go to work, or return to school.

Changing Careers is offered each trimester, and at both campuses. The course meets for two hours a day, Monday through Friday, for five weeks. To meet different schedules, classes are offered at different starting times.

Anyone may enroll, and space is available first-come/first-served. The only cost for the course is the \$3 Evening Division preregistration fee.

The course covers developing a positive self-image; self-assessment of marketable skills, abilities and interests; résumé writing; interviewing techniques; the local job market and community resources; and help with personal decisions related to vocational and educational choices. Emphasis is placed on the many options open to people, including T-VI's Preparatory program, GED preparation classes and vocational-technical programs, other educational programs in Albuquerque, or entry into a job.

Business Education

☼ = transfers to a T-VI Day Division program

SK110: ACCOUNTING I

Fall-Winter

MW	7-9 p.m.	Cibola High School 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		T-VI Main Campus T-VI Montoya Campus
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TEXTS: College Accounting, 11th Ed.—\$15.50
Workbook—\$5
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.—\$15.50
Workbook—\$5
Holling & Renz Practice Set—\$8

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.—\$15.50
Workbook—\$5
B. J. Patrick Manufacturing Company Practice Set—\$8.25



SK113: AUDITING

Fall

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.—\$17.50
Audit Problem: Crafters—\$11



SK114: SECRETARIAL ACCOUNTING

Fall-Winter

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

TEXTS: Accounting Essentials for Career Secretaries, 4th Ed.—\$9
Working Papers—\$5
Wesley R. Baker Practice Set—\$6.75

SK115: INCOME TAX ACCOUNTING*Fall*

MW 7-9 p.m. Highland High School

Winter

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

PREREQUISITE: Completion of a double entry book-keeping cycle**TEXT:** Income Tax Procedures—\$14**SK116: COST ACCOUNTING***Winter*

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

PREREQUISITE: Accounting III**TEXT:** Cost Accounting, Theory I Practice—\$19.50**SK118: PAYROLL ACCOUNTING***Fall-Winter*

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

TEXT: Payroll Records and Accounting—\$11**SK120: BUSINESS MATHEMATICS***Fall-Winter*

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

TEXT: Business Mathematics—\$13.50**SK125: BUSINESS ENGLISH***Fall-Winter-Summer*

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

TEXT: College English and Communication, 3rd Ed.—\$15.75**SK126: BUSINESS WRITING***Fall-Winter*

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

TEXT: Business English and Communication, 5th Ed.—\$16.75**SK130: PUBLIC SPEAKING***Fall-Winter*

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

TEXT: Speaking in Public—\$11**SK139: LEGAL SECRETARY***Fall*

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

PREREQUISITE: Proficiency of at least 60 wpm in typing**TEXTS:** The Career Legal Secretary—\$18.
Student Workbook—\$5.25**SK145: PERSONAL LINES INSURANCE***Fall*

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

PREREQUISITE: Must be able to type at least 30 wpm**SK146: COMMERCIAL LINES INSURANCE***Fall*

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 Montoya Campus

PREREQUISITE: Must be able to type at least 20 wpm by the touch method**LAB FEE:** \$6**TEXTS:** Electronic Calculators and Office Machines—\$7.50

Records Management—\$9.50

Records Management Lab Materials—\$9.50

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: Stenoscrypt ABC Shorthand—\$9.75

Student Workbook—\$5.50

SK160: BEGINNING SHORTHAND*Fall-Winter*

MW 7-9:30 p.m. Cibola High School

Highland High School

T-VI Main Campus

Valley High School

TTh 7-9:30 p.m. Del Norte High

School

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 at least 20 wpm by the touch method or be taking a class in typing**TEXTS:** Gregg Shorthand for Colleges, Vol. 1, DJS, 3rd Ed.—\$16

Workbook, Vol. 1—\$6.50

Student Transcript, Vol. 1—\$5

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 at least 20 wpm by the touch method**TEXTS:** Gregg Shorthand for Colleges, Vol. 2, DJS, 3rd Ed.—\$16

Workbook, Vol. 2—\$6.50

Student Transcript, Vol. 2—\$5

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.—\$13.75
Refresher Course in Gregg Shorthand—\$10.50**SK165: BEGINNING TYPING***Fall-Winter*MW 7-9:30 p.m. Cibola High School
Highland High School
T-VI Main Campus
T-VI Montoya Campus
Valley High SchoolTTh 7-9:30 p.m. Del Norte High School
T-VI Main Campus
T-VI Montoya Campus*Summer*MW or TTh 7-9:30 p.m. T-VI Main Campus
T-VI Montoya Campus**TEXT:** College Typewriting, 10th Ed.—\$13.75**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.—\$13.75
Lab Materials, Part 2—\$6.50**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 sub-headings, column headings and outline typing***TEXTS:** College Typewriting, 10th Ed.—\$13.75
Lab Materials, Part 3—\$6.50**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—\$14**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—\$15**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—\$17.50**SK181: SMALL BUSINESS ACCOUNTING***Fall-Winter-Summer*

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

TEXT: Accounting Principles and Practices, Module I—\$12**SK 182: SMALL BUSINESS LAW***Fall-Winter-Summer*

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

TEXT: College Law for Business—\$9.75**SK410: CASHIERING***Fall-Winter*

M, 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—\$15**SK412: MARKETING AND RETAILING***Winter*

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

TEXT: Marketing Principles—\$16**SK416: FASHION CONCEPTS AND MERCHANDISING***Fall*

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

TEXT: Introduction to Fashion Merchandising—\$15.50

SK430: REAL ESTATE PRACTICE*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
TEXT: Real Estate Principles and Practices—\$18.25

SK431: REAL ESTATE LAW*Fall-Summer*

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

Winter

TTh 7-9:30 p.m. T-VI Montoya Campus
TEXT: Real Estate Law—\$14.50

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

PREREQUISITE: Completion of Real Estate Practice

TEXT: The Appraisal of Real Estate—\$17

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

PREREQUISITE: Completion of Real Estate Practice

TEXT: Essentials of Real Estate Finance—\$25

SK434: REAL ESTATE INVESTMENT*Fall-Winter*

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

PREREQUISITES: Completion of Real Estate Practice and Real Estate Law

TEXT: Essentials of Real Estate Investment—\$25

**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 any-time during the trimester and stop going to the center when personal objectives have been met. Hours are arranged to suit individual needs.

The Main and Montoya Campus centers are open from 8 a.m. to 9 p.m., Monday through Thursday; both centers are open 8 a.m. to 5 p.m. Fridays; and the Main Campus center from 10 a.m. to 2 p.m. on Saturdays.

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.

Business Mathematics Fundamentals

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

Business Mathematics II

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

Cash Register

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

Communications Review

Instruction is in grammar, spelling and punctuation.

Electronic Calculating

Skill is developed on electronic calculators.

Gregg Shorthand I

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

Gregg Shorthand II

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

Shorthand Review

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

Alphabetic Shorthand I

This shorthand system utilizes alphabetic characters. Students learn to read, write, and transcribe shorthand notes.

Forkner Shorthand I

Students learn to read, write, and transcribe this combination alphabetic and symbolic shorthand system.

Shorthand Speedbuilding

This course is for individuals who have learned a shorthand theory system and who desire to concentrate on building dictation speed.

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 (Main Campus Only)

Skill is developed on the alphanumeric 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.

Health Education

SK450: MEDICAL OFFICE ASSISTANT, ADMINISTRATIVE

Fall-Winter

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

PREREQUISITES: *Must have filing skills and type at least 40 wpm*

TEXTS: Medical Office Assistant, Administrative and Clinical—\$22
Medical Terminology—\$16

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—\$22
Medical Terminology—\$16

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—\$16

SK453: MEDICAL TRANSCRIPTION

Fall-Winter

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

PREREQUISITES: *Typing speed of 50 wpm, machine transcription speed of 20 wpm*

TEXT: Basic Sciences for Health Occupations—\$15

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 Text/Workbook—\$15
Answer Key—\$4.50
Basic Training Course for Emergency Medical Technicians—\$6



Technical Education

☀ **SK351: ALGEBRA I**
Fall-Winter
 MW 7-9 p.m. Cibola High School
 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.—\$16

☀ **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.—\$16

SK356: TRIGONOMETRY
Fall-Winter
 MW 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of Algebra I
TEXT: Basic Technical Mathematics with Calculus—\$19.50

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.—\$13.50

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: \$12
TEXT: Basic Electronics—\$19

SK361: ELECTRONICS II
Fall-Winter-Summer
 TTh 6:30-9:30 p.m. T-VI Main Campus
 MW 6:30-9:30 p.m. T-VI Montoya Campus

PREREQUISITE: Completion of Electronics I or equivalent
LAB FEE: \$8
TEXT: Basic Electronics—\$19

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 II or equivalent
LAB FEE: \$6
TEXT: Electronic Principles—\$20

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—\$17

SK363A: ELECTRONIC COMMUNICATIONS
Winter
 TTh 6:30-9:30 p.m. T-VI Main Campus

TEXT: Modern Electronic Communication—\$19

SK364: LOGIC CIRCUITS
Winter-Summer
 TTh 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Algebra I
LAB FEE: \$6
TEXTS: Practical Digital Electronics—An Introductory Course—\$11
 Practical Digital Electronics Laboratory Workbook—\$11

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 Semiconductor Devices—\$16

SK366: TELEVISION SERVICING
Fall-Winter
 MW 6:30-9:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Electronics IV or equivalent
TEXTS: Basic Television, Theory and Servicing—\$20
 TV Symptom Diagnosis—\$7

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—\$16

**SK368: FCC GENERAL RADIOTELEPHONE
LICENSE PREPARATION***Winter*

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

PREREQUISITE: Minimum of three years of radio communication experience; or Electronics IV or equivalent.**TEXT:** Second Class Radiotelephone License Handbook—\$8**SK369: INTRODUCTION TO MICROCOMPUTERS***Fall-Winter*

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

PREREQUISITE: Completion of Logic Circuits**LAB FEE:** \$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

NOTE: Students must purchase their own instruments.**LAB FEE:** \$8**TEXT:** Technical Drawing, 7th Ed.—\$22**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.—\$22**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—\$17.50**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—\$19.50**SK374: ARCHITECTURAL RENDERING***Fall-Winter*

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

NOTE: Students must provide their own supplies with the exception of paper.**PREREQUISITE:** Completion of Architectural Drafting I or equivalent**LAB FEE:** \$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—\$10**NOTE:** Students must purchase their own instruments**SK376: TECHNICAL WRITING***Fall-Winter*

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

TEXT: Handbook to Technical Reading—\$10.50**SK380: INTRODUCTION TO DATA PROCESSING***Fall-Winter-Summer*

MW or TTh 6:30-9:00 p.m. T-VI Main Campus

MW or TTh 6:30-9:00 p.m. T-VI Montoya Campus

TEXT: Introduction to Data Processing with BASIC—\$19.50**SK381: RPG II***Fall-Winter*

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

PREREQUISITE: Completion of Introduction to Data Processing or equivalent**TEXT:** RPG II with Business Applications—\$18.50**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:** 370/360 Assembler Language—\$20**SK383: ANSI COBOL***Fall-Winter-Summer*

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

MW 6:30-9:30 p.m. T-VI Montoya 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
PREREQUISITES: Completion of Introduction to Data Processing or equivalent and a basic Algebra class
TEXT: FORTRAN IV and ANSI FORTRAN 77—\$15.50

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

MW or TTh 6:30-9:30 p.m. T-VI Main Campus
TTh 6:30-9:30 p.m. TVI Montoya Campus
PREREQUISITE: Completion of Introduction to Data Processing or equivalent
TEXT: Introduction to Computer Programming Language with the BASIC Language—\$12

SK387: ADVANCED BASIC LANGUAGE PROGRAMMING
Fall-Winter-Summer

MW 6:30-9:30 p.m. TVI Main Campus
PREREQUISITE: Completion of BASIC Language Programming
TEXT: Problem Solving and Structured Programming in BASIC—\$13.50

Trades and Industrial Education

There are two special programs offered by the Evening Division evenings and weekends for which application is made *through the Admissions Office of the Day Division:*

CULINARY APPRENTICESHIP PROGRAM

Tuesdays 3:30-7:15 p.m. T-VI Main Campus
PREREQUISITE: To be admitted, the individual must be currently employed full-time in the cooking industry.

PREADMISSION FEE: \$10 (paid to the Day Division Admissions Secretary).

NOTE: This is a continuing, three-year apprenticeship program with beginning students admitted each trimester. The program combines on-the-job experience with classroom instruction and results in skill levels as a Certified Cook.

TEXT: Must be purchased through the Secretary, ACF Local Chapter.

COMMUNICATIONS LINE SKILLS

There are three specialties in this Saturday program, and each is offered every trimester. Since the Pole Climbing class meets in the morning, it is possible to take the Pole Climbing unit concurrently with either Residential Telephone Installation or Cable Splicing. Each course lasts 15 Saturdays.

Pole Climbing

Saturdays 8 a.m.-12 noon T-VI Main Campus

NOTE: This combined laboratory/related theory class provides instruction in safety, equipment use, climbing and maneuvering techniques up to the 18-foot level on stepped and unstepped poles, and use of ladders on poles and span lines.

Cable Splicing

Saturdays 1-5 p.m. T-VI Main Campus

NOTE: This combined blueprint reading/laboratory class provides instruction in reading and interpreting symbols and abbreviations found on work plans; wire identification, including units of multiunit cable; splicing connections; rearranging and restoring pulp and poly cable; and temporary and permanent closures.

Residential Telephone Installation

Saturdays 1-5 p.m. T-VI Main Campus

NOTE: This combined laboratory/related theory class provides instruction in safety, tool use, wiring materials, splices and connections, and circuits required in installation of residential telephones. Techniques and procedures in the course are derived mostly from the Bell System.

PREADMISSION FEE: \$10 per trimester, whether taking one or two units (paid to the Day Division Admissions Secretary).

SKILL IMPROVEMENT CLASSES:**SK350: TRADE MATHEMATICS***Fall-Winter*

MW 7-9 p.m. Highland High School

TEXT: General Trade Math—\$13.50

SK210: AUTOMOTIVE SERVICING*Fall-Winter-Summer*

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

LAB FEE: \$12

TEXT: Auto Mechanics Fundamentals—\$12.25

SK510: AUTOMOTIVE BRAKES*Fall-Summer*

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

LAB FEE: \$10

TEXT: Automotive Suspensions, Steering, Alignment and Brakes—\$12

SK510A: AUTOMOTIVE FRONT-END ALIGNMENT*Winter*

TTh 6:30-9:30 p.m. TVI Main Campus

TEXT: Automotive Suspensions, Steering, Alignment and Brakes—\$12

SK511: AUTOMOTIVE AIR CONDITIONING*Summer*

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

LAB FEE: \$10

TEXT: Automotive Air Conditioning—\$10

SK512: AUTOMOTIVE ELECTRICITY*Fall-Winter-Summer*

TTh 6:30-9:30 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 6:30-9:30 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 6:30-9:30 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.—\$14**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: \$25

TEXT: The Principles of Auto Body Repairing and Repainting—\$18

NOTE: Students must purchase painting supplies

SK530: SMALL ENGINE MECHANICS*Fall-Winter-Summer*

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

TEXT: Small Gas Engines 2- and 4-Cycle—\$9

SK540: ARC WELDING*Fall-Winter-Summer*

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

LAB FEE: \$55

TEXTS: Welding Skills and Practices, 5th Ed.—\$11.50
Study Guide—\$4.50**SK541: OXYACETYLENE 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.—\$11.50
Study Guide—\$4.50**SK542: INERT GAS WELDING***Fall-Summer*

MW 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.—\$11.50
Study Guide—\$4.50**SK543: PIPE WELDING***Winter*

W 6:30-10:30 p.m. T-VI Main Campus

Summer

Th 6:30-10:30 p.m. T-VI Main Campus

PREREQUISITE: Completion of Arc Welding

LAB FEE: \$55

TEXT: Pipe Welding Techniques—\$5.50

SK233: SOLAR ENERGY AND HOME HEATING THEORY*Fall-Winter*

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

TEXT: The Passive Solar Energy Book—\$16

SK235: REFRIGERATION I*Fall-Winter-Summer*

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

TEXTS: Principles of Refrigeration—\$11
Refrigeration Servicing—\$5**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—\$11
Refrigeration Servicing—\$5**SK237: REFRIGERATION III***Fall-Summer*

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

PREREQUISITE: Completion of Refrigeration II

TEXTS: Principles of Refrigeration—\$11
Carrier Manuals—\$8**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—\$14**SK239: ELECTRICAL MOTORS THEORY I***Fall-Winter*

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

TEXT: Electrical Motors—\$22

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—
\$23**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

SK250: SECURITY OFFICER TRAINING*Fall-Winter*

TTh 6:30-9:30 p.m. T-VI Main 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—\$19

**SK581: DIESEL TROUBLESHOOTING
AND TUNE-UP***Fall*

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

PREREQUISITE: Completion of Basic Diesel or equiv-
alent

LAB FEE: \$6

TEXT: Diesel Mechanics—\$19

**SK582: DIESEL TRANSMISSION,
DRIVE TRAIN AND BRAKES***Fall-Winter*

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

PREREQUISITE: Completion of Basic Diesel or equiv-
alent

LAB FEE: \$6

TEXT: Power Trains, John Deere Manual—\$6.25

SK265: SHEET METAL 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 Prob-
lems—\$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—\$17.50**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—\$8
Building Trades Blueprint Reading, Part 2—\$9.75**SK571: PLUMBING THEORY I***Fall-Winter*

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

TEXT: Uniform Plumbing Code—\$10**SK572: PLUMBING THEORY II***Fall-Winter*

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

*PREREQUISITE: Completion of Plumbing Theory I***TEXT:** Uniform Plumbing Code—\$10**SK574: INDUSTRIAL ELECTRICITY***Fall-Winter*

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

TEXT: National Electric Code—\$10.50**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

TEXTS: Electrical Wiring: Residential, Utility Building and Service Areas—\$6
Workbook—\$2**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—\$22**SK577: ELECTRICAL TRADES THEORY III***Fall-Winter*

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

*PREREQUISITE: Completion of Electrical Trades Theory II or equivalent***TEXT:** Practical Electrical Wiring—\$22**SK579: CONSTRUCTION ESTIMATING***Fall*

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

Winter

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

*PREREQUISITES: Completion of Blueprint Reading for Construction Trades and some construction background***TEXT:** Estimating in Building Construction—\$18.50**SK585: CONCRETE TECHNOLOGY***Fall*

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

SK586: GENERAL CONTRACTORS LICENSING PREPARATION*Fall-Winter*

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

TEXTS: Uniform Building Code, 1979 Ed.—\$32.25
New Mexico Amendments—\$5

Index

- Absences, 15
 Accounting, 26-27, 29-30, 80-81
 Cost, 29-30, 81
 Credit Union, 29-30
 Governmental, 29-30
 Payroll, 81
 Secretarial, 36, 80
 Small Business, 39, 82
 Tax, 29-30, 81
 Accreditation, 1, 43, 45
 Activities, Student, 21
 Administration, *title page*
 Admissions, 3, 7, 40, 79
 Adult Basic Education, 79
 Day Division, 7, 40
 Skill Improvement, 3, 7
 Adult Basic Education, 3, 79
 Adult Learning Centers, 23
 Air Conditioning, Heating and Refrigeration, 62-63
 Alcoholic Beverages, 20
 Algebra, 23, 85
 Alphabetic Shorthand, *see Shorthand*
 American Medical Association, 2, 45
 Anatomy and Physiology, 40-45
 Animals on Campus, 20
 ANSI COBOL, 52-53, 86
 Application, 3, 8, 9
 Appraisal, Real Estate, 83
 Architectural Rendering, 86-
 also see Drafting, Architectural
 Assembly Language Coding, 86
 Athletics, 21
 Attendance, 15
 Auditing, 80
 Auto Service, 63, 88
 Automotive
 Air Conditioning, 65-66, 88
 Body Repair, 64, 88
 Brakes and Front-End Alignment, 88
 Carburetion, 88
 Electrical and Tune-up, 65-66, 88
 Servicing, *see Auto Service*
 Transmission, 58, 76
 Automotive Collision Repair, 64
 Automotive Tune-up Mechanic, 65-66
 Baking, 68
 Bank Teller, 82
 BASIC, 29-30, 36, 47-49, 54-55, 87
 Basic Education, *see Adult Basic Education and Developmental Studies*
 Blueprint Reading, 90
 Books and Supplies, 10
 Budget, Estimated, 14
 Budgeting, 31-32
 Building Materials and Methods, 50-51, 86
 Bureau of Indian Affairs, 12
 Buses, 19
 Rebates on Passes, 19
 Business
 Communications, 26, 29, 31, 36, 38, 83
 English, 81
 Law, 31-32, 36
 Mathematics, 81, 83
 Occupations, 26-39, 80-84
 Relations, 26, 36
 Workshops, 26
 Writing, 81
 Business Administration, 31-32
 Business Occupations Learning Centers, 26-27, 83-84
 Cabinetmaking, 90
 Calculators, 81
 Calendar, *ii*, 6
 Campus Conduct, 20
 Carburetion, *see Automotive*
 Carpentry, 66
 Cashiering, 29-30, 33, 36, 82
 Changing Careers, 80
 Charges and Fees, 8-11
 Children on Campus, 20
 Citizenship for Aliens, 3, 79
 Civil and Surveying Technology, 48-49
 Class Periods, 9
 Clubs, 21
 College Work-Study, 13
 Commercial Printing, 67, 89
 Communications, Electronics, 55-56
 Communications Line Skills, 61, 87
 Concrete, 90
 Construction Drafting, 50-51, 86
 Construction Estimating, 90
 Consumer Information, 4
 Contact Lenses, 60
 Cooking, *see Culinary Arts*
 Costs, 14
 Counseling, 17
 Credit by Waiver, *see Waiver*
 Credit Cards, 9, 10
 Credit Union Operations, 29-30
 Culinary Apprentice, 87
 Culinary Arts, 68-69
 Data Processing, 31-32, 36, 52-53, 86-87
 Day Division, 3, 22-77
 Developmental Studies, 23-25
 Diesel Mechanics, 69-71, 89
 Digital Circuits, 85
 Digital Electronics, 55-56, 85
 Distributive Education, 33
 Diversified Occupations, 33
 Dormitories, 17
 Drafting
 Architectural, 50-51, 86
 Civil, *see Civil and Surveying*
 Construction, *see Construction Drafting*
 Electromechanical, *see Electromechanical Drafting*
 Dress, Student, 20
 Drop-In Math Lab, 23
 Drop-out and Retention Rates, 4
 Electrical Trades, 71-72, 89-90
 Electricity, Industrial, 73, 90
 Electromechanical Drafting, 54-55, 86
 Electronics Technology, 55-59, 85
 Emergency Medical Technician, 84
 Employment Training Administration, 12
 English, Conversational, 79

- Enroll, How To
 Day Classes, 8
 Evening Classes, 9, 79
 Enrollment, Conditional, 15
 Entrance Requirements, 7-9,
 40, 47, 60
 Equal Opportunity Policy,
title page
 Equipment Fee, 11
 Evening Division, 3, 28, 61,
 78-90
- Family Educational Rights
 and Privacy Act, 11
 Fashion Merchandising, 82
 FCC License Preparation, 86
 Fees, 8-11
 Financial Aids, 12-13
 Fires, Fire Alarms, 20
 First Aid, 17
 Food, 17, 20
 FORTRAN, 47, 52-56, 87
- GED, 18, 79
 General Trades, 72
 Geometry, 23
 Glass Blowing, 89
 Governing Board, *title page*
 Grade Reports, 16
 Graduation Requirements,
see each program
 Graduate Placement, *see*
Placement
 Grants, Student, 13
 Gregg Shorthand, *see*
Shorthand
 Guidance, 17
- Handicapped, 19, 25
 Health and Nursing Services,
 17
 Health Occupations, 40-46,
 84
 Health Unit Clerk, 40-41
 High School Equivalency
 Exam Preparation, 18, 79
 Home Health Assistant, 40,
 42
 Holidays, 6
 Hospital Ward Clerk, 84
 Hours Per Day, 8
 Housing, 17
 Human Relations, 82
- Illustration, 89
 Industrial Electricity, 73, 90
 Industrial Safety, 61
- Instrumentation and Control
 Technology, 57-58
 Instructional Materials
 Centers, 23
 Insurance, 20, 31-32, 81
 Integrated Circuits, 85
 Interrupted Training, 7
- Job Placement, 4, 5, 17
- Key punch, 26-27, 84, 87
- Laser Electro-Optic
 Technology, 58-59
- Law
 Business, 82
 Real Estate, 82
 Violations, 20
- Legal
 Office Worker, 34
 Secretary, 81
 Transcription, 26-27, 34,
 84
- Library, 23
 License, Contractor's, 90
 Licensed Practical Nurse
 Refresher, 42
 Loans, 13
 Lockers, 20
 Logic Circuits, 85
 Lost and Found, 20
- Machine Trades, 74-75
 Machine Transcription, 26-
 27, 36, 39, 84
 Management, 26, 29-30, 31-
 32, 36, 82
 Marketing, 82
 Math Lab, 23
 Mathematics, *see each*
program
 Medical Office Assistant, 84
 Medical Records/
 Receptionist, 34
 Medical Transcription, 84
 Merchandising, 35
 Microcomputers, 86
 Motors, Electrical, 89
- National League for Nursing,
 2, 43
 New Mexico State Board of
 Nursing, 42-43
 New Mexico State Student
 Incentive Grant, 13
 New Mexico Student Loan,
 13
- Non-resident, 10
 North Central Association of
 Colleges and Schools, 2
 Nursing, *see Practical Nurse*
 Nursing Assistant, 40-42
- Office Occupations, 35-39
 Office Supervision, 82
 Operating Your Own
 Business, *see Small*
Business Operations
- Parking, 19
 Paste-up and Layout, 89
 Patient Service Clerk, *see*
Health Unit Clerk
 Pell Grants, 12
 Periods, Class, 9
 Phone Calls, 20
 Physics, 24-25, 47
 Placement, 4, 5, 17
 Plumbing, 75-76, 90
 Practical Nurse, 40, 43-44
 Preparatory Program, 24-25
 Preregistration Fee, 10
 Printing, 67, 89
 Probation, Academic, 16
 Progress Reports, 16
 Property, Personal, 20
 Public Speaking, 81
 Punctuation, 26
- Quantity Food Preparation,
 68-69
- Reading Improvement, 24-
 25, 79
 Reading Lab, 24
 Readmission, 15
 Real Estate, 83
 Receptionist, 37
 Records
 Management, 26-27, 29-30,
 36, 84
 Student, 11
 Refresher Course for Office
 Workers, 38
 Refresher, Practical Nursing,
see Practical Nurse
 Refrigeration, 89
 Refunds, 6
 Registration, 6, 8-9
 Rendering, Architectural, 86
 Resident, 10
 Respiratory Therapy
 Technician, 40, 45-46
 Retailing, 82

- RPG II, 86
- Safety Glasses, 60
- Safety, Occupational, 61
- Salaries, 5
- Salesmanship, 82
- School Year, 6
- Secretarial Occupations, 35
- Security, 19
- Officer Training, 89
- Sheet Metal, 62-63, 89
- Shorthand
- Alphabetic, 26-27, 36-37, 81
- Gregg, 26-27, 36-37, 81
- Review, 26-27, 38, 82
- Transcription, 26-27
- Skill Improvement Classes, 80-90
- Small Business Operations, 39, 82
- Small Engine Mechanics, 88
- Smoking, 20
- Snow Day, 6
- Solar Applications, 61, 75-76, 88
- Spanish, 24-25
- Special Vocational Services, 25
- Spelling Improvement, 23, 79
- Student Council, Health Occupations, 21
- Student Government, 21
- Student Judicial Affairs and Curriculum Committee, 21
- Student Review Committee, 15
- Student Services, 17
- Summer Classes, Health Occupations, 40
- Supervised Work Experience, 33, 35, 47, 61, 63, 72
- Supervision, Office, 26, 82
- Supplemental Educational Opportunity Grant, 13
- Surveying, 48-49, 85
- Suspension, Academic, 16
- Tardies, 15
- Tax Accounting, 29-30, 81
- Technical Writing, 86
- Technologies, 47-59, 85-87
- Telephone
- Calls and Visitors, 20
- Etiquette, 26
- Television Servicing, 85
- Testing, 18
- Trade Mathematics, 88
- Trades, 60-77, 88-90
- Transcription, 26-27, 36-37, 83-84
- Transcripts, 11
- Transfer Credit, 3, 16, 28-29, 35, 40, 43, 45, 61, 80-83, 88-90
- Transportation, 19
- Trigonometry, 23, 85
- Trimesters, 6
- Tuition, 10
- Typing, 24-25, 26-27, 28-29, 38, 82-84
- University of Albuquerque, 3, 29, 40, 43
- University of New Mexico, 3, 35
- Valencia County Bus, 19
- Vehicle Registration, 19
- Veterans Administration
- Benefits, 12, 24 *also see each program*
- Visitors, 20
- Vocabulary and Spelling Development, 24, 79
- Vocational Enrichment Program (VEP), 3
- Vocational Rehabilitation, New Mexico Division of, 12
- Waiver, 16
- Welding, 77-78, 88
- Withdrawals, 6
- Workshops, Business Occupations, 26
- Word Processing, 27, 34, 39, 84