

CATALOG

Day and Evening Divisions, 1985-87

Albuquerque Technical-Vocational Institute

Volume XXI

June 1985

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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, age 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, Tony Galaz, Room A-25 Main Campus.

Information contained in this catalog is subject to change without notice at any time by proper administrative directive.

1985

Day Division Calendar

SEPTEMBER

S	M	T	W	T	F	S
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. 3

OCTOBER

S	M	T	W	T	F	S
		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		

Midterm, Oct. 24
Staff development, Oct. 25

NOVEMBER

S	M	T	W	T	F	S
						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. 28-29

1986

DECEMBER

S	M	T	W	T	F	S
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. 20-Jan. 5

JANUARY

S	M	T	W	T	F	S
			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. 6

FEBRUARY

S	M	T	W	T	F	S
						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	

Midterm, Feb. 21

MARCH

S	M	T	W	T	F	S
						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

S	M	T	W	T	F	S
		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			

Snow day, Apr. 21
Trimester break, Apr. 19-May 4

MAY

S	M	T	W	T	F	S
					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 5
Staff development, May 23
Memorial Day, May 26

JUNE

S	M	T	W	T	F	S
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					

Midterm, June 27

JULY

S	M	T	W	T	F	S
		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		

Independence Day, July 4

AUGUST

S	M	T	W	T	F	S
						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. 21-Sept. 1

 = non-school day

1986

Day Division Calendar

SEPTEMBER

S	M	T	W	T	F	S
	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. 2

OCTOBER

S	M	T	W	T	F	S
			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	

Midterm, Oct. 23
Staff development day, Oct. 24

NOVEMBER

S	M	T	W	T	F	S
						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. 27-28

1987

DECEMBER

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

Trimester break, Dec. 19-Jan. 4

JANUARY

S	M	T	W	T	F	S
				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. 5

FEBRUARY

S	M	T	W	T	F	S
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

Non-school day, Feb. 16
Midterm, Feb. 26
Staff development day, Feb. 27

MARCH

S	M	T	W	T	F	S
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				

Snow day, Mar. 27

APRIL

S	M	T	W	T	F	S
			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		

Trimester break, Apr. 23-May 3

MAY

S	M	T	W	T	F	S
					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 4
Memorial Day, May 25

JUNE

S	M	T	W	T	F	S
	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				

Midterm, June 26

JULY

S	M	T	W	T	F	S
			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	

Independence Day, July 2-3

AUGUST

S	M	T	W	T	F	S
						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. 20-?

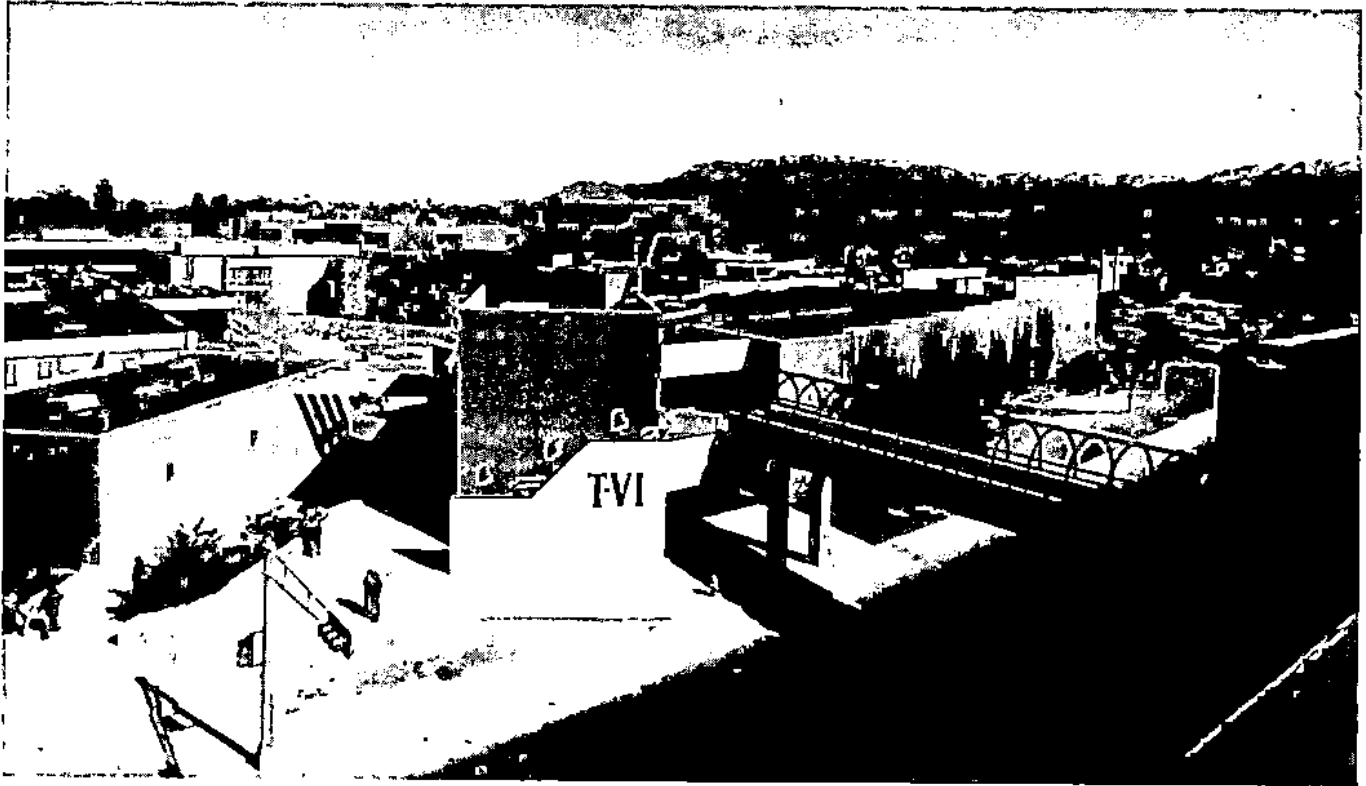
 = non-school day

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About the Institute

The Albuquerque Technical-Vocational Institute (T-VI) is a public postsecondary 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 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 surplus army barracks and cottages. Since then, more than \$20 million worth of construction has taken place.

The Main Campus occupies 52 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 campus, Technologies on the north, and the Business Occupations west of University Boulevard.

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. In January 1986, those classes will be relocated to the new C Building, just south of Coal and Buena Vista on Main Campus.

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: T-VI is fully accredited as a certificate- and diploma-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.

In addition, two Health Occupations programs have been accredited by special medical 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 33 full-time programs in 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. Special vocational services are available for students with handicaps.

It is also possible to study for the high school equivalency examination in a General Educational Development (GED) program offered during the day but enrolled and administered 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 part-time as special students in specific courses if space is available.

In the Day Division, if fewer than 12 persons have applied to begin a program in a certain trimester, the program may 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 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 University of New Mexico and receive credit toward various degrees.

The University of New Mexico and its Gallup, Los Alamos and Valencia branch colleges will grant credit toward certain degrees to T-VI graduates of several Technology and Business Occupations programs.

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

EVENING DIVISION

The Evening Division offers for part-time students more than 100 Skill Improvement classes 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 General Educational Development (GED) examination subjects. A citizenship program for aliens also is available.

An Evening Division class will be offered if 15 or more persons are enrolled. Classes may be terminated if fewer than 10 persons are attending the class regularly. In cases where applicants exceed capacity, 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 with a decision includes the school's accreditation (see "About the Institute" on page 2), graduate job placement record and student dropout rate.

The latest information about retention rates and graduate placement for T-VI's full-time vocational programs is as follows:

RETENTION RATES: For various reasons, some students who start programs are not able to complete them. The number of students who leave varies for each program and trimester.

T-VI had an overall retention rate of more than 80 percent for full-time students in 1984.

Termination rates, or percentages of students who dropped out before the end of the trimester, were: Winter Trimester—17.5 percent; Summer Trimester—22.0 percent; and Fall Trimester—20.7 percent.

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 1984 job placement information, next page, covers full-time Day Division graduates of April, September and December 1984, and their situations 60 days after graduating. The 1985 placement information will be available in May 1986.



Graduate Job Placement, 1984

	Total Graduates Available for Work	Employed: Training-Related Jobs		Employed: Jobs Closely Related to Training		Employed: Non-Training Related Jobs		Unemployed: 60 Days After Graduation		AVERAGE MONTHLY BEGINNING SALARIES (Training-Related Jobs Only)
BUSINESS OCCUPATIONS										
Accounting	75	63	84%	2	3%	2	3%	8	10%	\$ 884
Bookkeeping	24	12	50%	—	—	4	17%	8	33%	\$ 739
Business Administration	33	18	55%	1	3%	7	21%	7	21%	\$ 855
Legal Office Worker	14	9	64%	2	14%	—	—	3	21%	\$ 855
*Medical Receptionist	26	15	58%	1	4%	3	11%	7	27%	\$ 794
Merchandising	40	39	97%	—	—	—	—	1	3%	\$ 677
Office Clerical & Secretarial	88	68	77%	2	2%	2	2%	16	18%	\$ 792
Office Refresher	8	4	50%	—	—	1	13%	3	37%	\$ 764
*Receptionist	11	2	18%	3	27%	2	18%	4	36%	\$ 809
Word Processing	44	29	66%	4	9%	2	5%	9	20%	\$ 844
HEALTH OCCUPATIONS										
Health Unit Clerk	19	11	58%	—	—	3	16%	5	26%	\$ 883
LPN Refresher	6	6	100%	—	—	—	—	—	—	\$1,134
Nurse/Home Health Assistant	37	33	89%	—	—	1	3%	3	8%	\$ 765
Phlebotomist	35	32	91%	—	—	2	6%	1	3%	\$1,002
Practical Nursing	60	45	75%	1	2%	2	3%	12	20%	\$ 898
Respiratory Therapy	14	11	79%	—	—	2	14%	1	7%	\$1,184
TECHNOLOGIES										
Civil & Surveying Technology	21	20	95%	—	—	—	—	1	5%	\$1,046
Data Processing	111	76	68%	1	1%	9	8%	25	23%	\$1,202
Drafting-Construction	51	41	80%	—	—	—	—	10	20%	\$ 917
Drafting-Electromechanical	20	19	95%	—	—	—	—	1	5%	\$1,169
Electronics	149	104	70%	2	1%	9	6%	34	23%	\$1,281
Instrumentation & Control	61	55	90%	—	—	1	2%	5	8%	\$1,365
Laser Electro Optics	49	42	86%	—	—	1	2%	6	12%	\$1,655
TRADES & INDUSTRIAL										
Air Conditioning	40	28	70%	—	—	3	8%	9	22%	\$ 881
*Automotive Collision	14	12	86%	—	—	1	7%	1	7%	\$ 737
*Auto Tune-up	7	4	57%	1	14%	—	—	2	29%	\$ 707
Baking	16	15	94%	—	—	1	6%	—	—	\$ 797
Carpentry	23	21	91%	—	—	—	—	2	9%	\$ 796
Commercial Printing	16	14	88%	—	—	2	12%	—	—	\$ 790
Diesel Mechanics	33	26	79%	1	3%	—	—	6	18%	\$ 977
Electrical Trades	19	13	68%	—	—	5	26%	1	5%	\$ 740
*Industrial Electricity	39	37	95%	—	—	—	—	2	5%	\$ 787
Machine Trades	31	29	94%	—	—	1	3%	1	3%	\$ 849
Plumbing	28	27	96%	—	—	—	—	1	4%	\$ 825
Quantity Food Preparation	15	15	100%	—	—	—	—	—	—	\$ 731
Welding	45	28	62%	1	2%	5	11%	11	24%	\$ 980
TOTALS	1,324	1,021	77%	22	2%	73	5%	208	16%	

*No longer offered as separate majors.

School Year

T-VI meets year-round 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-round until they finish their programs. 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 the classes they need may not be available every trimester.*

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

SNOW DAY: During the 1986 Winter Trimester, April 21 is designated, if needed, to make up a day lost because of snow conditions. If it is not needed as a makeup day, it becomes a day off for students and instructional staff. During 1987, March 27 is designated as the "snow day."

ABBREVIATED DAY: In case of bad snow conditions, T-VI sometimes operates an "abbreviated day." Periods 0-1-2 are cancelled and classes begin at 10 a.m. at the Montoya Campus and 10:20 a.m. at Main Campus. **Abbreviated and cancelled days are announced on local radio stations.**

Day Division Calendars

1985-86

FALL TRIMESTER, 1985

Day Classes Begin	Sept. 3
Day Late Registration Deadline	Sept. 16
Mid-Trimester Grades	Oct. 24
Staff Development (no classes)	Oct. 25
Thanksgiving	Nov. 28-29
Withdrawal Deadline	Dec. 5
Last Day of Classes	Dec. 19
Trimester Break	Dec. 20-Jan. 5

WINTER TRIMESTER, 1986

Day Classes Begin	Jan. 6
Day Late Registration Deadline	Jan. 17
Mid-Trimester Grades	Feb. 21
Withdrawal Deadline	Apr. 4
Last Day of Classes	Apr. 18
Snow Day (no classes if not used as a makeup day)	Apr. 21
Trimester Break	Apr. 19-May 1

SUMMER TRIMESTER, 1986

Day Classes Begin	May 5
Day Late Registration Deadline	May 16
Staff Development (no classes)	May 23
Memorial Day	May 26
Mid-Trimester Grades	June 27
Independence Day	July 4
Withdrawal Deadline	Aug. 6
Last Day of Classes	Aug. 20
Trimester Break	Aug. 21-Sept. 1

1986-87

FALL TRIMESTER, 1986

Day Classes Begin	Sept. 2
Day Late Registration Deadline	Sept. 15
Mid-Trimester Grades	Oct. 23
Staff Development (no classes)	Oct. 24
Thanksgiving	Nov. 27-28
Withdrawal Deadline	Dec. 4
Last Day of Classes	Dec. 18
Trimester Break	Dec. 19-Jan. 2

WINTER TRIMESTER, 1987

Day Classes Begin	Jan. 5
Day Late Registration Deadline	Jan. 16
Non-School Day	Feb. 16
Mid-Trimester Grades	Feb. 26
Staff Development (no classes)	Feb. 27
Snow Day (no classes if not used as a makeup day)	Mar. 27
Withdrawal Deadline	Apr. 8
Last Day of Classes	Apr. 22
Trimester Break	Apr. 23-May 1

SUMMER TRIMESTER, 1987

Day Classes Begin	May 4
Day Late Registration Deadline	May 15
Memorial Day	May 25
Mid-Trimester Grades	June 26
Independence Day	July 2-3
Withdrawal Deadline	Aug. 5
Last Day of Classes	Aug. 19
Trimester Break	Aug. 20-?

Admission Policies—Day Division

T-VI's Day Division programs are for adults who want to obtain a saleable job skill and can attend classes 20 to 30 hours a week. To enroll, a person must be at least 18 years old or a high school graduate. Others can be admitted only if excused from attending a secondary school according to New Mexico's compulsory attendance law.

Except for Health Occupations, admission to Day Division programs is on a first-come, first-served basis. Interested persons should apply as soon as they have decided to attend T-VI. There are special application times for some Health Occupations majors (see program descriptions in this catalog).

The main purpose of T-VI's admission process is to help each applicant find a career field in which the chances of success are good. Math and reading skills are needed for success in any vocational program. T-VI's Preparatory Program offers math and reading assistance to students needing help before they enter their vocational majors.

Some programs have health and physical condition requirements, as outlined in the catalog's program descriptions. An applicant will be *discouraged* from entering a program where chances of success are poor because of a health or physical condition. An applicant can be *denied* admission to a program where health or physical condition could be dangerous to the applicant or others in that program. In the latter case, the admission counselor will help the applicant select another program.

Because Day Division programs are for people who do not have a saleable job skill, a T-VI graduate must wait one year before beginning another program unless there is space available after all new applicants are admitted.



People who can attend full-time are given space before applicants who want to attend part-time. Persons wanting to attend part-time should review the Evening Division courses in this catalog.

INTERRUPTED TRAINING: Students who stop out for one or more trimesters and then wish to return should contact the Admissions Office early in the trimester prior to the one in which they wish to resume their studies, to be sure instructional space will be available.

Admission Policies—Evening Division

Evening Division classes numbered 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 those fields or persons who need the training to retain or advance in their jobs. 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 interested in the subject will be admitted if 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

Enrollment in a full-time Day Division program involves a five-step procedure. The first four steps can be completed in one day. Enrollments are handled on a first-come, first-served basis and some programs fill quickly, so applicants should complete the first four steps as soon as possible.

1. **Fill out a Day Division application form.** Forms are available in the lobby of either T-VI campus, most high school counseling offices in the state, Albuquerque Public Library branches and this catalog.

Bring or mail the application form to the **T-VI Admissions Office at either the Main or Montoya Campus** any weekday—Monday through Thursday between 8 a.m. and 7 p.m., Friday 8 a.m. to 5 p.m. Except for Health Occupations, which have special application times (see "Health Occupations" in this catalog), applications can be submitted as far in advance as desired. The sooner you apply, the better your chance to start the program at the time you want. Admission counselors are available at both Main and Montoya campuses to answer questions about T-VI programs.

2. **Take the admission tests.** When your application is turned in, you will take math and reading tests needed to help advise you about your requested program. The tests take about 90 minutes. To be tested the same day your application is turned in, you must be at the Main or Montoya Campus Admissions Office before 2:30 p.m. Beginning in January 1986, the deadline will be 4:30 p.m.

Steps 3 and 4 cannot be completed until you have been tested.

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. Counselors are available until 7 p.m. Monday through Thursday, 5 p.m. Friday.

4. **Pay required 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 space is available.

You are not officially admitted until you have paid the fees. Included are a \$10 preregistration fee, any applicable personal equipment and supplies fees, and a \$10 book deposit which will be

refunded 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, personal equipment and supplies fees 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 complete the admission process.

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

When you have completed the first four steps, you will be told when to return and register for classes.

5. **Register for classes.** Come to registration on the assigned day and pick up your class schedule. When you have completed 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 readmitted only if there is still space available in the classes you want.

Day Division Class Periods

The class schedule a student is given at registration shows the period of the school day and room location of each class. The times for each of the Day Division class periods are as follows:

MAIN CAMPUS

Morning	Afternoon
Period 0— 7:20 to 8:15	Period 5—12:20 to 1:15
Period 1— 8:20 to 9:15	Period 6— 1:20 to 2:15
Period 2— 9:20 to 10:15	Period 7— 2:20 to 3:15
Period 3—10:20 to 11:15	Period 8— 3:20 to 4:15
Period 4—11:20 to 12:15	Period 9— 4:20 to 5:15
	Period 10— 5:20 to 6:15

MONTOYA CAMPUS

Morning	Afternoon
Period 0— 7:00 to 7:55	Period 5—12:00 to 12:55
Period 1— 8:00 to 8:55	Period 6— 1:00 to 1:55
Period 2— 9:00 to 9:55	Period 7— 2:00 to 2:55
Period 3—10:00 to 10:55	Period 8— 3:00 to 3:55
Period 4—11:00 to 11:55	Period 9— 4:00 to 4:55
	Period 10— 5:00 to 5:55



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
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

How to Apply—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, drawings will be held to decide who will be admitted. Every effort will be made to add classes so all applicants can be placed.

The Evening Division application procedure is as follows:

1. Return one application form for each class you want to take by the application deadline. The 1985-86 deadlines are: Fall Trimester, Aug. 9, 1985; Winter Trimester, Dec. 6, 1985; Summer Trimester, Apr. 11, 1986. The 1986-87 deadlines are: Fall Trimester, Aug. 8, 1986; Winter Trimester, Dec. 5, 1986; Summer Trimester, Apr. 10, 1987. Forms may be mailed or delivered to either T-VI campus. Forms are available at both campuses and all branches of the Albuquerque Public Library.

2. Include the \$5 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 other necessary information. Persons who cannot be placed in a class numbered under 500 because the class is filled will be given first priority for that class the next trimester it is offered.

4. Buy textbooks and pay any required fees by the deadline noted in your acceptance letter. The 1985-86 deadlines are: Fall Trimester, Aug. 30, 1985; Winter Trimester, Jan. 3, 1986; Summer Trimester, May 7, 1986. The 1986-87 deadlines are: Fall Trimester, Aug. 29, 1986; Winter Trimester, Jan. 2, 1987; Summer Trimester, May 1, 1987. If you do not pay fees, purchase textbooks and return your book/fee card by that deadline, the Evening Division may give your space to someone on the standby list. You also will forfeit your \$5 application fee.

5. If you did not apply during the application period, you may apply during the late application period, provided the class you want still has vacancies. The late application period is conducted on a first-come, first-served basis, and you may have to wait in line to apply.

Fees and Tuition

EVENING DIVISION

APPLICATION FEE: There is a \$5 per trimester application fee (regardless of the number of classes taken) payable with the application for Skill Improvement classes. If the applicant cannot be placed in a class, the fee will be refunded.

TUITION: Evening Division classes are tuition-free.

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

LABORATORY FEE: In some classes, there is a laboratory fee which covers the cost of sup-

plies used by the student during the class. This includes 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

PREREGISTRATION FEE: There is a \$10 preregistration fee for each trimester, payable 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. It is refunded 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) and members of the Navajo Tribe who live on the Navajo Reservation 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 fewer than 23 hours per week, tuition is \$22 per hour.

Tuition charges must be paid in full to register and receive a class schedule.

Students who have paid tuition and withdraw before the end of a trimester will receive refunds on a prorated basis.

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 must be paid for if lost or damaged. 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 upon 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 re-deposit the \$10 before registering for another trimester.

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

PERSONAL EQUIPMENT AND SUPPLIES FEES: Many T-VI programs require students to buy personal equipment, such as uni-

forms 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 only 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.

In several Business Occupations programs, a supplies fee is charged to cover the cost of expendable items provided by T-VI, such as

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 book purchases only), and VISA and MasterCard credit cards.

machine tapes and ribbons, workbooks and practice sets. This supplies fee must be paid before the student is admitted. It will be refunded if the student withdraws before attending any classes.

Personal equipment and supplies fees for 1985-86 (in addition to the \$10 preregistration fee and \$10 book deposit) are as follows:

	Trimester			
	I	II	III	IV
BUSINESS OCCUPATIONS				
Accounting	\$10	\$10	\$10	\$10
Business Administration	\$10	\$10	\$10	
Cashier-Sales	\$10			
Legal Office Worker	\$10			
Merchandising	\$10			
Office Occupations	\$10	\$10	\$10	
Refresher Course for Office Workers	\$10			
Entrepreneurship	\$10			
Word Processing Operator	\$10			
HEALTH OCCUPATIONS				
Health Unit Clerk	\$30			
Nursing Assistant	\$30			
Phlebotomist	\$45			
Practical Nurse	\$75			
Respiratory Therapy Technician . . .	\$75			
TECHNOLOGIES				
Civil and Surveying Technology . . .	\$35	\$30		
Architectural Drafting Technology	\$50			
Electromechanical Drafting	\$50			
Electronics Technology	\$10	\$ 8		
Instrumentation and Control Technology	\$10	\$ 8		
Laser Electro-Optic Technology . . .	\$18			
TRADES				
Air Conditioning, Heating and Refrigeration	\$90	\$70	\$70	
Carpentry	\$100	\$70		
Commercial Printing	\$30			
Culinary Arts				
Baking	\$100	\$30		
Quantity Food Preparation . . .	\$100	\$80		
Diesel Mechanics	\$100	\$100	\$80	\$80
Electrical Trades	\$100	\$85	\$50	\$50
Machine Trades	\$100	\$80	\$70	
Plumbing	\$100	\$70		
Welding	\$100			

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 other educational institutions. A student who does not want the transcript sent to prospective employers or other schools may indicate this on the transcript at any time 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 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, date completed or dropped, total number of hours the class was held, total number of hours the student completed during the class, final grade received and whether a certificate was awarded to the student.

The words per minute attained in a typing or shorthand class also are noted on a student's permanent record when applicable.

The Evening Division will furnish transcripts whenever requested by a student. The first transcript is free; others cost \$1 each. *Please allow 48 hours to process transcript requests.*

Standards of Progress

DAY DIVISION

Requirements for graduation in each full-time program are detailed in the catalog for the academic year when the student entered the program. It is important that each student keep a copy of that year's catalog to check whether graduation requirements are being met.

GRADE REPORTS: Progress reports are given at midterm and the end of each trimester or study unit. 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."

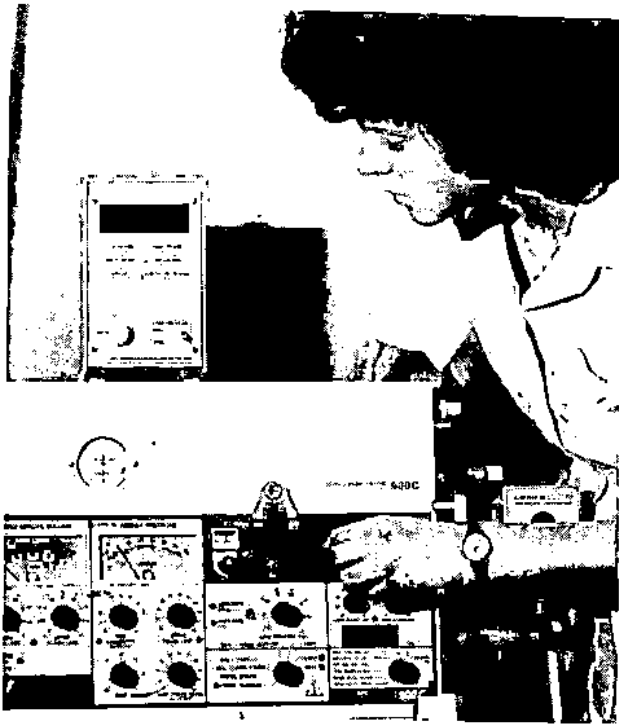
Some programs use proficiency ratings. In these classes, performance objectives are defined clearly. Based on those objectives, the student receives progress reports detailing skills mastered. The rating sheets are the progress reports for these classes, and those showing suffi-

cient 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. Students should see their department chairman for deadlines in making up "I" grades.

A "U" grade can be made up only by repeating the entire class.

UNSATISFACTORY GRADE APPEAL: A student who believes an unsatisfactory final grade does not represent fairly the quality of work done may appeal the grade to the instructor within one week of the class completion. If that appeal does not resolve the problem, the student may appeal to the department chairman. Such an appeal must be made within five days of the instructor appeal conference. When an appeal is made to a department chairman, he/she will appoint a board to hear the appeal within one week's time. The written decision of



the appeal board (made up of two faculty members and one student) is final.

ACADEMIC PROBATION: A student who receives an "I" or "U" final grade in any class or withdraws from a class after midterm with an unsatisfactory midterm grade is placed on academic probation during the next trimester attended. Any time less-than-satisfactory work is being done during the probationary trimester, the student may be terminated. At the end of the probationary trimester, if the student again receives an "I" or "U" grade or has withdrawn from required classes, he or she will not be allowed to continue in the same T-VI program and must select a new major.

ACADEMIC SUSPENSION: A student who fails to make satisfactory progress toward a certification goal during the last three trimesters attended, either because of withdrawal from required courses or unsatisfactory final grades, will be placed on academic suspension for one year and may not enroll in the Day Division at T-VI during that year.

DISPUTES ON CLASS WORK OR GRADING: The vice president for instruction is authorized to rule on any disputes arising from class-work or grading, provided the matter has been properly heard at lower levels. The decision of

the vice president for instruction is not subject to further appeal and exhausts the student's administrative remedies on the matter.

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 there are application forms in all department offices.

The first is by examination. 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 or has withdrawn from the course after an unsatisfactory midterm grade cannot be given a waiver credit for that course.*

The second type of waiver credit may be given in the final trimester of most programs to outstanding students who have earned all required proficiencies and are hired in full-time, training-related jobs after midterm grades have been issued. *This waiver will not be given to any student who has unsatisfactory grades or is on academic probation or conditional enrollment status because of absences.* The academic advisor or counselor can advise students on eligibility requirements.

Both types of waiver credit require approval of the class instructor, academic advisor, a department administrator and the authorized program counselor. Until all approvals are obtained the student must continue to attend class.

Credit by waiver is considered full and successful completion of the class; meets diploma, certificate and 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.

Attendance Policies

DAY DIVISION

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

Students are expected to attend all sessions of every course. Attendance is taken every class hour and all absences are recorded in the student's permanent record at T-VI.

T-VI does not have "excused" or "unexcused" absences; each instructor must mark students either present or absent each hour. If an absence is necessary because of illness or emergency, the student must contact the instructor for makeup work. The instructor will record all makeup work completed.

TARDIES: An unauthorized absence of up to 10 minutes of a class, including late arrival or early departure, is considered tardy. An unauthorized absence of more than 10 minutes is considered an absence for the entire class. However, a student must be allowed to stay in class despite arriving late and being marked absent.

Five tardies are counted as one hour of absence and turned in to the Attendance Office each time they are accumulated.

NOTE: The Health Occupations programs have very strict attendance requirements. The next three sections do not apply to Health Occupations students. See the *Health Occupations Student Handbook* for that department's attendance regulations.

EXCESSIVE ABSENCE: Students whose absences reach 7% of their total available class hours in any trimester are sent warning letters stating they are in danger of losing financial aids and/or being suspended.

CONDITIONAL ENROLLMENT: Students whose absences reach 15% of the total instructional hours for which they enrolled during a trimester are placed on conditional enrollment and are no longer in good standing. All financial aids are cut off at this point, and the student must appear before a review committee to prevent being suspended from school.

STUDENT REVIEW COMMITTEE: A student put on conditional enrollment or suspended for disruptive behavior may appeal the suspension to a Student Review Committee

(SRC) composed of other students. If the student does 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 administration either (1) that the suspension be carried out, or (2) that the student be allowed to continue attending classes on probation. Terms of the probation are recommended to the administration.

A student allowed to continue attending on probation can be suspended if terms of the probation are violated. At this point, there is no further appeal of the suspension.

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

WITHDRAWAL DEADLINE: A student cannot withdraw from any class during the final two weeks of the class unless the withdrawal is for credit by waiver (see page 14).

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 may be dropped from the class after four consecutive absences.

To receive a certificate for an Evening Division class, a student must earn a grade of "C" or better and attend at least 80% of the class hours.



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 T-VI 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 appropriate credit has been given. 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 DEVELOPMENT OFFICE (EDO): Education and training assistance for unemployed or underemployed, economically-disadvantaged persons is provided 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 EDO Training Control Center in Albuquerque is at 1700 Fourth St. SW.

BUREAU OF INDIAN AFFAIRS (BIA): Indian students taking 25 or more hours per week

Applications for financial aid are available in the T-VI Financial Aid Office at the Main Campus, A-119, or the Student Services Center at the Montoya Campus. Both are open weekdays from 8 a.m. to 5 p.m. Most aids require federal form processing, 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.

may be eligible for education benefits through BIA. Applicants should talk with their home tribal agencies for BIA funding before applying to T-VI.

Training assistance is provided for unemployed, underemployed or economically-disadvantaged Indians by a community-based organization, National Indian Youth Council (NIYC). Applicants should contact their tribal offices for procedures.

PELL GRANT: 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, intended to provide up to half of the student's estimated instructional costs. Currently, the maximum Pell Grant award for T-VI students for the entire year will be \$775 (\$1525 for nonresidents paying tuition).

To be eligible for full awards, students must be enrolled in a program consisting of 900 or more instructional hours and two or more trimesters. 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 (at least 600 hours), the student receives a partial grant. *Persons who already have a bachelor or higher education degree are not eligible for a Pell Grant.*

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. A processing fee is charged for either of these 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 GRANT (NMSIG or SSIG): This program, funded by 50% federal and 50% state monies, provides aid to needy, full-time students who are legal residents of New Mexico and have established need via the "Financial Analysis Statement." Amount of an SSIG is between \$200 and \$800 per year.

COLLEGE WORK-STUDY (CW-S): This program, funded by 80% federal and 20% T-VI monies, 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 monies, aids needy, full-time students who are legal residents of the state by providing employment 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.

GUARANTEED STUDENT LOAN (GSL): New Mexico and out-of-state residents who are United States citizens may apply for the GSL if enrolled in full-time programs two or more trimesters in length and attending classes 25 or more hours per week. Maximum loans are \$2500 in any 12-month period.

New Mexico residents may apply through several financial institutions (list available in the Financial Aid offices at both Main and Montoya campuses) or select the primary state lender, the New Mexico Educational Assistance Foundation. Persons interested in applying for the program should select and contact their lenders for pre-loan interviews, where they will receive application packets and program information. Out-of-state residents may apply for the GSL through their state lenders or select certain New Mexico lenders.

Eligibility for GSL funds is based on federal guidelines and the student remaining in good

standing at T-VI. Students must have at least a 2.0 grade point average (assumed for new students) and verification of the previous year's income before the Financial Aid Office can accept an application.

Upon leaving school, the student must complete an Exit Interview Form with the financial aid officer and begin to repay the loan within six months. The current interest rate is 8% and minimum payments are \$50 a month.

TERMINATION OF FINANCIAL AID: Campus-based financial aid will be terminated whenever a student is no longer making satisfactory progress at T-VI. A student is considered no longer making satisfactory progress when *any of the following conditions occur:*

—The student has been placed on Conditional Enrollment status because of poor attendance (see page 15).

—The student's total T-VI transcript has final grades averaging less than "C" (2.0 grade point average). Grade point values are: A=4, B=3, S=3, C=2, P=2, U=0, I=0. The average is computed by multiplying each final grade point value by the number of daily class hours under that grade, totaling all grade points, and dividing the total points by the total number of daily class hours for which there are final grades. In the case of repeated classes, only the grade points and class hours of the most recent class will be counted. Classes where waiver credit was granted and no final grade assigned will not be counted.

—The student's last two trimesters at T-VI have resulted in transcript credit for less than 50% of the full-time program requirements for those two trimesters.

—The student has not completed his or her occupational major within a reasonable number of trimesters (no more than two extra trimesters in a four-trimester major or one extra trimester in any other major).

—The student is making a second change of majors at T-VI (no financial aid will be approved to enroll in the third program).

REINSTATEMENT: A student who believes termination of financial aid was based on inaccurate or incomplete information may appeal the termination, in writing, to the financial aid administrator.

A student terminated from financial aid can reestablish eligibility for financial aid by successfully completing all required classes listed under one trimester of a full-time program at T-VI or removing the condition which caused the termination.

Estimated Budget

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

This estimated budget—including food, housing, personal and transportation expenses, and T-VI school charges for a full-time student—is used by the Financial Aid Office to estimate financial aid needs for 1985-86:*

DEPENDENT STUDENT BUDGETS

<i>Student's Status</i>	<i>1 Trimester</i>	<i>2 Trimesters</i>	<i>3 Trimesters</i>
DEPENDENT LIVING AT HOME (assumed for Albuquerque residents)			
Tuition and Fees**	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	633	1,266	1,899
Books and Supplies	25	50	75
Personal Expenses	112	224	336
Transportation	237	474	711
TOTAL **	\$1,027 to \$1,127	\$2,044 to \$2,244	\$3,061 to \$3,341

DEPENDENT LIVING OFF CAMPUS

Tuition and Fees**	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	1,173	2,346	3,519
Books and Supplies	25	50	75
Personal Expenses	455	910	1,365
Transportation	383	766	1149
TOTAL **	\$2,056 to \$2,156	\$4,102 to \$4,302	\$6,148 to \$6,428

INDEPENDENT STUDENT BUDGETS SINGLE

Tuition and Fees**	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	1,484	2,968	4,452
Books and Supplies	25	50	75
Personal Expenses	455	910	1,365
Transportation	383	766	1149
TOTAL **	\$2,367 to \$2,467	\$4,724 to \$4,924	\$7,081 to \$7,361

FAMILY OF TWO

Tuition and Fees**	\$ 20 to \$ 120	\$ 30 to \$ 230	\$ 40 to \$ 320
Room and Board	2,465	4,930	7,395
Books and Supplies	25	50	75
Personal Expenses	910	1,820	2,730
Transportation	577	1,154	1,731
TOTAL **	\$3,997 to \$4,097	\$7,984 to \$8,184	\$11,971 to \$12,251

EACH ADDITIONAL

MEMBER ADD	\$ 550	\$1,100	\$1,650
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*The estimated budget for 1986-87 will be available in June 1986.

**If student is paying nonresident tuition, add \$500 per trimester.

Services for Students

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

COUNSELING: Professional counselors at all campuses will help applicants choose career fields and instructional programs to meet their needs.

Counselors also help students with problems that may be preventing them from doing their best in T-VI's classes.

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

HEALTH ADVISEMENT: The Health Advisement Center, located in Room A-127 on Main Campus, is open weekdays from 8 a.m. to 5 p.m.

Services offered include first aid for minor injuries and illnesses, 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 T-VI program. However, the Institute's Industrial Relations Office and instructional staff provide job-seeking assistance to full-time students and graduates.

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

Full-time Day Division students can apply for full- and part-time jobs listed by employers with Industrial Relations, obtain referral cards for job interviews, use out-of-state telephone books and industry files, and call the Industrial Relations Office HOT LINE (843-9696) for a recorded list of daily job openings. Students interested in jobs advertised on the HOT LINE may obtain details and referral cards by visiting the Industrial Relations Office or Montoya Campus liaison office.

Day Division students in their final trimester may register for graduate placement services;

obtain kits to help prepare résumés; have résumés edited and typed free of charge; sign up for on-campus interviews with job recruiters after midterm; and use nationwide directories, phone books, newspapers and other resources in Industrial Relations. Students must be tentative graduates with passing grades at midterm to be scheduled for campus interviews or have résumés sent to employers.

Full-time program graduates are eligible for Industrial Relations services while seeking their first training-related jobs. After working in their fields, graduates may register for placement as "experienced graduates."

Housing

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

Food Services

The Main Campus has two food facilities—one located in the Administration Building (Room A-35) and the other in the Business Occupations Building (Room B-125).

The A-35 facility includes a *bakery*, open Tuesday through Friday on school days from 8:15 a.m. to 12:30 p.m.; a *culinary arts line* serving luncheon entrées on school days between 11:15 a.m. and 12:30 p.m.; and a *snack bar* serving short-order meals and snacks, open between 7:45 a.m. and 3:30 p.m. on school days and from 6 p.m. to 8:30 p.m. Mondays through Thursdays when the Evening Division is in session.

The Business Occupations Building facility has a *snack bar* serving short-order meals and snacks on school days between 6:45 a.m. and 2 p.m.; and a *culinary arts dining facility*, *Student Specialties*, serving gourmet meals Mondays through Thursdays at 5:30 p.m. by reservation only.

Vending machines are available in several locations at all campuses.

Testing Services

T-VI's Testing Center on the Main Campus provides several services—all 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 abilities and interests. Tests are administered at both Main and Montoya campuses.

G.E.D. EXAMS: The General Educational Development (GED) examination for a high school equivalency diploma is given at the T-VI Center.

Anyone at least 18 years of age, who is not enrolled in high school, may take the exam. A 17-year-old may take the exam if released from the state compulsory school attendance law and granted a GED Underage Permission Form. *No currently-enrolled high school student of any age, and no one 16 years old or younger, may take the exam.*

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

Interested persons are pretested to determine if they are ready for the five-part examination. Those who want or need more study before taking the test may enroll in free GED preparatory classes, 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 test, 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 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 exam is free. Pretests are given to determine which classes are needed to help the student prepare for the exam.

Interested persons should contact the T-VI Evening Division office to enroll in the program. Main Campus office hours are noon to 8:30 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. Friday. The Montoya Campus office is open from 2 p.m. to 8:30 p.m. Monday through Thursday.

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 and Montoya Campuses
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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 the Library, Adult Learning Center, Drop-in Math Lab, and Audiovisual Services.

The Main Campus IMC is located at the north end of the Administration Building. The IMC will be relocated to the new C Building in January 1986. The Library, Adult Learning Center and Math Lab will be on the fourth floor; Audiovisual Services will be on the third floor.

The Main Campus facility is open when school is in session from 7 a.m. until 9:30 p.m. weekdays except Friday, when it closes at 5 p.m.; and Saturdays from 8 a.m. to 5 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.; and Saturdays from 9:30 a.m. to 12 noon and 1 to 4:30 p.m.

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

LIBRARY SERVICES

Main Campus

Library materials may be checked out Mondays through Thursdays between 7 a.m. and 9:30 p.m.; 7 a.m. to 5 p.m. on Fridays; and 8 a.m. to 5 p.m. on Saturdays. Available are books, pamphlets, maps, newspapers, magazines, encyclopedias and dictionaries. Special collections of learning materials are maintained in all T-VI vocational subjects.

Services include help in locating materials, instruction in how to use a library, study facilities, interlibrary loans, magazine back issues, student typewriters and 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 library, but only T-VI 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, vocationally-related knowledge, microcomputer literacy or self-improvement. Students may visit the ALC as often as they wish.

Audiovisual materials are used and trained staff members are on duty to help each person set up and pursue an individual, self-paced learning program. Highly-skilled tutors are available from 7 a.m. to 9:30 p.m. Mondays through Thursdays, 7 a.m. to 5 p.m. on Fridays, and 8 a.m. to 5 p.m. on Saturdays to assist with the math courses of all majors.

Basic education materials in the centers at both campuses include General Educational Development (GED) preparation, English as a second language, conversational English, beginning Spanish, spelling, reading, grammar and mathematics.

Among vocational materials available are those related to accounting, sales, computers, electronics, auto mechanics and secretarial sciences.

At the Main Campus, special audiovisual materials are available for recreational viewing.

DROP-IN MATH LAB

The Drop-In Math Lab is in the Main Campus ALC and open weekdays from 8 a.m. to 5 p.m. Tutoring and individual study programs are available in basic arithmetic, fractions, decimals, percentages, math applications, precision measurement, algebra, plane geometry and trigonometry.

AUDIOVISUAL SERVICES

AV Services maintains T-VI's 16mm film collection and all AV equipment. Films are available for classroom and individual viewing. Additional films are made available through purchase, rental and loan arrangements.

AV equipment for Institute use is housed and maintained in the AV Services office. Equipment is loaned to instructors and departments on request. Instruction in the operation of AV equipment is available to students and staff.

Services include educational film location, preview arrangements and assistance in the design, preparation and application of audiovisual materials.



Parking and Transportation

DAY DIVISION

PARKING: Student parking lots are provided free of charge at all T-VI campuses. The lots are unsecured, and T-VI is not liable for theft, vandalism or other losses which occur while vehicles are parked on campus. Vehicles should be locked and valuables hidden.

Students may use T-VI parking lots by obtaining a parking permit decal. Decals are available at registration, in Room M-105 at Main Campus and the Student Services Center at Montoya Campus. The decal should be put on the rear bumper of vehicles (rear fender of motorcycles).

Each decal is for a particular parking lot, and students should park in their designated lots. Student parking at Main Campus is south of Coal Ave. *All lots north of Coal are for staff, visitor and handicapped parking only.*

Students are urged to park in the T-VI lots. Some businesses near Main Campus tow away student cars parked on their property, and many streets in the area require city parking permits available only to residents of those streets.

Violations of parking regulations result in citations by T-VI 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.

CITY BUS PASSES: Economical passes for full-time postsecondary students are available for Suntran city buses. A pass good for unlimited rides during one calendar month may be purchased for \$19 at the Business Office (Room M-101) on Main Campus or Student Services Center (Room H-128) at Montoya Campus.

To encourage students to use the city buses, T-VI pays a rebate of one-half the price of a pass purchased at a T-VI sales location. Passes may be turned in at the offices where they were purchased for \$9.50 rebates at the end of each month.

Bus passes and rebates also may be issued to eligible Evening Division students on a demonstrated need basis. Information may be obtained from the Adult Basic Education administrator at the Main Campus (Room A-29).

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

EVENING DIVISION

Evening Division students with T-VI parking decals on the rear bumpers of their vehicles may park in any T-VI parking spaces except those marked for faculty or handicapped. There are special parking areas for motorcycles and bicycles; they should not be parked on sidewalks.

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.

USE OF TOBACCO: Use of tobacco (smoking or nonsmoking products) is not permitted in any classroom, lab, hallway, enclosed corridor, restroom area or designated nonsmoking areas of student lounges. It is allowed outdoors on campus and in smoking areas of the various student lounges. Smokers should use ash trays and other provided containers. Students also are reminded that smoking is hazardous to their health.

STUDENT DRESS: Students are asked to attend class dressed appropriately for the job for which they are training. Students or visitors not wearing shirts or shoes are not permitted in any T-VI buildings.

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

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

LAW VIOLATIONS: Law violations by anyone on campus will be handled by appropriate law enforcement agencies.

COMPUTER CRIME: Under the state Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages or destroys any computer system or data stored in it is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony.

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

Possession or use of alcoholic beverages or illegal drug substances, or attending classes under the influence of alcohol or illegal drugs, are grounds for dismissal from T-VI.

WEAPONS: The carrying, possession or storage on campus of weapons, dangerous substances or materials is prohibited.

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 and locker contents must be removed by the last day of each trimester, when a student is no longer enrolled, or when necessary for security or repair reasons.

Locks remaining on lockers during the trimester break or more than five days after a student has left school are cut off and the locker contents removed. Students then have 30 days to claim their possessions in Room M-105 on Main Campus or H-103 on 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, damage or personal injuries. Students are urged to obtain their own property and medical insurance coverage.

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.

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. Each classroom and lab has posted a fire evacuation plan for that room. Students should study the plan at the beginning of the trimester for each room in which they have classes.

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

If an alarm activates, the affected building should be evacuated immediately and everyone should stay well away from the building until an "all clear" has been sounded.

Student Government and Activities

Student Government for T-VI's Day Division is made up of representatives elected by each section of Main and Montoya Campus programs at the beginning of each trimester. Their job is to carry the ideas of their fellow students to the weekly Student Government meetings and report back after each meeting on what is taking place. Service as a representative is entered on the student's permanent transcript.

Student Government works to make T-VI a better place for both students and staff. It is the official channel for expressing student ideas and concerns about campus conditions, instructional programs, school policies and procedures, and student activities.

Leadership is provided by a student body president and vice president at each campus, elected by Day Division students for two-trimester terms.

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

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

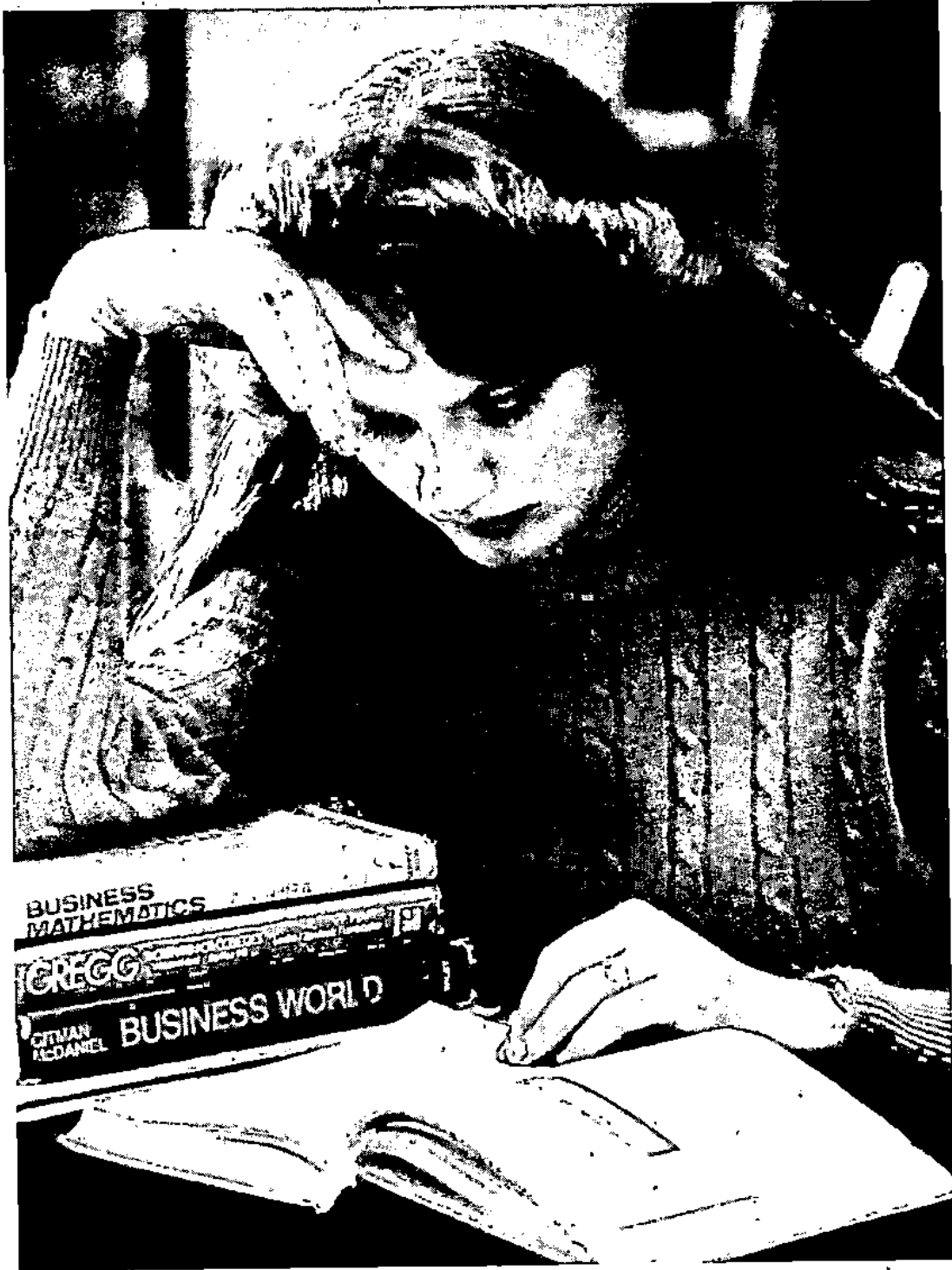
STUDENT ACTIVITIES: A limited student activities program is available. Student Government sponsors some activities, such as dances and picnics for all students. Other clubs and activities are supported by T-VI's activities budget. These include various city league athletic teams, such as basketball, 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 sponsor and needed facilities can be located at reasonable costs. Persons interested in forming a club should contact the student activities secretary in Room S-12 on Main Campus or Student Activities Committee chairman at Montoya Campus.

T-VI facilities 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 they are left as they were with regard to furniture, equipment placement and cleanliness.



DAY DIVISION



DAY DIVISION WORKSHOPS

T-VI's Day Division offers half-day and full-day workshops designed to provide state-of-the-art business and technical skills. These workshops are open to any interested person in the community.

The registration fee for each workshop is \$20. Participants usually receive handout materials that include exercises to be used during the presentation and information for future reference.

It is necessary to register in advance for each workshop. Workshops are advertised in a monthly brochure. To be included on the mailing list or obtain more information about the workshops, phone the Workshop/Contract Training office at the Main Campus, 848-1666.

The topics listed below are representative of those workshops that may be scheduled during the school year:

Business Occupations Department

Hiring and Firing Employees
 Telephone Etiquette and Techniques
 Microcomputer Accounting
 Small Business Planning
 Word Processing Concepts
 Basics of Small Business Computer Systems
 Effective Oral Presentations
 Managing Cash Flow
 Developing Interpersonal Skills in Office Settings
 Creative Salesmanship—Managing Your Sales People
 Shortcut Typing Tips
 Microcomputer Word Processing
 Apartment House Management
 Typing of Legal Forms and Citations
 Time Management
 Your Business and Federal Income Tax
 Where Do You Get Your Customers?
 Effective Business Letter Writing
 Microcomputer Electronic Spreadsheets
 Assertive Office Communication
 Fundamentals of Financial Management
 Office Supervision
 Improving Your Memory
 Microcomputer Data Base Management
 Meetings That Work
 Developing Listening Skills
 Motivating Employees
 Personal Income Tax
 Developing a Business Plan
 Stress Management
 Developing Negotiating Skills
 Job Discrimination: What Is It?
 Guarding Against Retail Theft
 What Your Home Computer Can Do For You
 Grammar Review
 Over-the-Counter Salesmanship
 Selecting Professional Business Services
 Nonverbal Communication
 Overcoming Microcomputer Fears: A Hands-On Experience
 Personal Development for Greater Job Satisfaction

Spelling Tips

Women in Business
 Read Less So You Can Read More
 Interviewing and Personnel Selection
 How To Read a Financial Statement
 Beyond the Typewriter
 Getting Your First Business Microcomputer
 Payroll Accounting
 Should I Start or Buy a Small Business
 Collecting the Uncollectibles
 Performance Appraisal
 Technical Report Writing

Health Occupations Department

LPN Leadership Skills for Longterm Care Nursing
 Nursing Diagnosis and Data Collections
 Grief: The Price We Pay for Loss
 Phlebotomist Course
 Review for the National Board of Respiratory Care (NBRC) Entry Level Certification Exam (ELCE)
 Over-the-Counter Non-Prescription Drugs

Technologies Department

Architectural Rendering: Two-Point Perspective
 Surveys of U.S. Public Lands
 Dealing With City Hall—The Building Permit
 Lasers—Basic Fundamentals and Safe Operating Conditions
 Microwave Fundamentals
 Computer Telecommunications Theory
 Basic Programming Concepts
 PASCAL Programming with IBM MUSIC
 Introduction to Calligraphy
 Applied Physics for Draftsmen
 Estimating—For New Contractors

Trades Department

Automotive Glass Tinting
 Electrical Repairs for Homeowners
 Plumbing Repairs for Homeowners
 Precision Measurement for Machinists, Technicians and Mechanics
 Motor Control Circuits
 Basic Home/Apartment Repairs
 Basic Automotive Schematic Reading
 Servicing Gas-Fired Heating Systems
 Introduction to Computerized Cars
 Conduit Bending for Electricians
 Air-Conditioning Control Circuitry
 Carbide Machine Tooling
 Basic Car Servicing
 Commercial Heating/Cooling Systems

Developmental Studies Department

Reading—Comprehension and Understanding
 Thinking Strategies
 Career Exploration
 Basic Skills

Workshops can also be tailored to the needs of a specific employer on a contract basis. Many workshops are cosponsored with other agencies.

DEVELOPMENTAL STUDIES DEPARTMENT

Preparatory Program

1 or 2 Trimesters

All T-VI vocational programs require certain math and English communication skills for success. T-VI's Preparatory Program provides help for students who must improve those skills to meet entry requirements for the vocational majors.

Supporting courses also are available to help students learn about different job fields and how to be more successful in vocational training and on the job.

Through individual instruction and counseling, Preparatory students usually are able to enter a vocational program after one trimester. A student may be recommended for a second trimester of the program if more help is needed.

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

To be a full-time student and qualify for financial aid, a student must enroll for at least 20 hours a week in the Preparatory Program, but 25 hours per week is the recommended course load. Students may sign up for as many hours as they need.

Students in vocational majors also are eligible for any of the Preparatory Program courses. Reading Improvement, Introduction to Typing, Practical Physics, Spanish for Beginners, Thinking Strategies and General Science are popular supporting courses.

Preparatory Program classes for all majors except Commercial Printing are held at Main Campus. Commercial Printing prep classes meet at the Montoya Campus, where that major is located.

A brief 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

Instead of communications, students with low reading test scores should take one of the following courses:

Language Development	10
Prep Language	10

Supporting Courses

Reading Improvement	5
Prep Reading	5
Introduction to Typing	5
Practical Physics	5
Spanish for Beginners	5
Thinking Strategies	5
Writing Lab	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. The results of a math advisement test, which each student takes during the admissions process, are used to assist in determining the appropriate math placement. Math classes meet two hours per day.

0001090—Prep Math I

This course helps students improve basic math skills—whole numbers, fractions, decimal fractions, decimal/fraction conversions, decimal/fraction/percent conversions and percents. Each student starts at the beginning of the program and progresses at his or her own rate with the objective of meeting entry-level math skills to transfer into Prep Major Math for the vocational field selected.

0009120—Prep Math II

(Prerequisite: Prep Math I) This course is for students who progressed satisfactorily in Prep Math I but have not completed the requirements for transfer into Prep Major Math for the vocational field selected.

00 Series—Prep Major Math I for Health Occupations, Business Occupations, Culinary Arts, Technologies or Trades

This course begins with an overview of basic mathematics and includes special or advanced topics needed for the student's selected major. Each student starts at the beginning of the program and progresses at his or her own rate with the objective of meeting—or exceeding—entry-level mathematics skills for the vocational field selected.

00 Series—Prep Major Math II for Health Occupations, Business Occupations, Culinary Arts, Technologies or Trades

(Prerequisite: Prep Major Math I) This course is for students who progressed satisfactorily in Prep Major Math I but have not completed the entry-level mathematics requirements for transfer into the vocational field selected.

COMMUNICATIONS

Communications courses are offered on three levels. Prep Language is an intensive course designed for students with limited English proficiency. Language Development is an individualized course including the four basic communications skills: speaking, listening, reading and writing—with emphasis on spelling, writing and good English usage. On the highest 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.

0002461—Prep Language I

This is an intensive course in English. Students with limited English proficiency will acquire effective speaking and listening skills necessary for successful participation in T-VI preparatory communications and survey courses. Class meets two hours per day.

0002463—Prep Language II

(Prerequisite: Prep Language I) This course is for students who progressed satisfactorily in Prep Language I but have not attained a level of communications skills necessary to transfer into preparatory reading, communications and survey courses. Class meets two hours per day.

0004471—Language Development I

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 and write, spell and use English correctly. Class meets two hours per day.

0004470—Language Development II

(Prerequisite: Language Development I) This course is for students who progressed satisfactorily in Language Development I but have not attained the skills required to transfer into a preparatory reading course or the vocational field selected. Class meets two hours per day.

00 Series—Communications for Majors in 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 fields. They also learn reference and study skills and the technical vocabulary for their chosen programs. 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 fields.

00 Series—Survey of Majors in Health Occupations, Business Occupations, Culinary Arts, Technologies or Trades

In this class, students can learn more about the fields they have chosen at T-VI—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. *This course is not eligible for Veterans Administration benefits.*

0003462—Prep Reading I

This course complements Prep Language. Students with limited English proficiency will develop effective reading and writing skills which will help them in becoming successful participants in T-VI preparatory reading courses.

0003463—Prep Reading II

(Prerequisite: Prep Reading I) This course, as a complement to Prep Language II, is for students who progressed satisfactorily in Prep Reading I but did not develop effective reading and writing skills necessary for successful preparatory reading and communication courses.

0091490—Reading Improvement

This course helps students improve reading comprehension skills. All T-VI students are encouraged to take this course. Performance objectives are mastered in each of the following areas: word study, comprehension, applied skills, spelling and vocabulary building. Vocabulary assignments and book reports are used to improve writing skills. After midterm, occupationally-related materials are a part of the required reading.

0093808—Introduction to Typing

This course is for students who want or need to learn typewriting or general keyboarding skills. Students in Business Occupations majors who have unique difficulties in learning typewriting are encouraged to enroll. The course also is recommended for students who are preparing for Data Processing and other majors requiring keyboard skills. *This course is not eligible for Veterans Administration benefits.*

0094501—Practical Physics

This is a survey course of physics designed for students who plan to enter most Trades or Technologies majors. Introduced are basic concepts of work and energy, matter, forces, friction, heat, light, electricity, sound and motion. Math and measurement rules are applied to practical applications. The course creates an understanding of physics and its place in modern technology. A good understanding of arithmetic fundamentals is essential.

0091492—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. *This course is not eligible for Veterans Administration benefits.*

0096809—Thinking Strategies

This course is for students 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. The course is especially recommended for students preparing for Data Processing, Accounting, Electronics and other majors dealing with trouble-shooting, and for students weak in math.

0091491—Writing Lab

This course offers students the opportunity to improve their writing skills. Assigned application exercises reflecting a student's major choice are evaluated frequently. The course emphasizes practice in clarity, brevity and control. A good understanding of the four communication skills—speaking, listening, reading, writing—as well as a sixth-grade reading level are required. The lab is for students in any T-VI program.

0094502—General Science

This course is designed especially for students preparing for Health Occupations majors, but other students are invited to enroll. The goal of the course is to survey basic physics, chemistry and biology with minimal use of mathematics.

Special Vocational Services

(Main Campus)

The Special Vocational Services (SVS) program is designed to meet the needs of handicapped students enrolled at T-VI. Services are provided to prepare the handicapped student for fuller participation in the world of work. At the Developmental Studies level, career counseling, individual program planning, vocational assessment, coordination with community support agencies, and individualized instruction are provided. As students are mainstreamed into vocational majors, limited curriculum adjustments are made to accommodate handicapping conditions. Follow-up services, such as counseling, tutoring and job-seeking help, are provided.

While many handicapped students begin their training in the Department of Developmental Studies, SVS assistance is available to all handicapped students enrolled in the Institute. Services available to students in the vocational majors include vocational assessment and career counseling, coordination with and referral to outside support agencies, and job-seeking coordination at graduation. Referral to SVS can be arranged through the student's program counselor, supporting agency, admissions counselor, or directly by the interested student.



Handicapped students entering T-VI through Developmental Studies take regular Preparatory courses and are eligible for selection of specially designed supporting courses.

<i>Supporting Courses</i>	<i>Hours/Week</i>
Independent Living Skills	5
Career Preparation	15
Employability Skills	5
Targeted Instruction	5
Pretraining for Trades	5

COURSE DESCRIPTIONS

0008786—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.

0008784—Career Preparation

This course provides small group instruction in remedial reading, math and writing, as well as focusing on career selection, vocational preparedness and job-seeking skills. Course content may be modified to meet needs of individual students. Vocational opportunities are explored and students who make sufficient progress are moved into regular Preparatory classes. For students unable to move into the regular Preparatory program, attempts are made to find direct placement in appropriate vocational settings in the community. If this is not possible, alternative plans are discussed with students and referrals are made to appropriate outside agencies.

0008785—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.

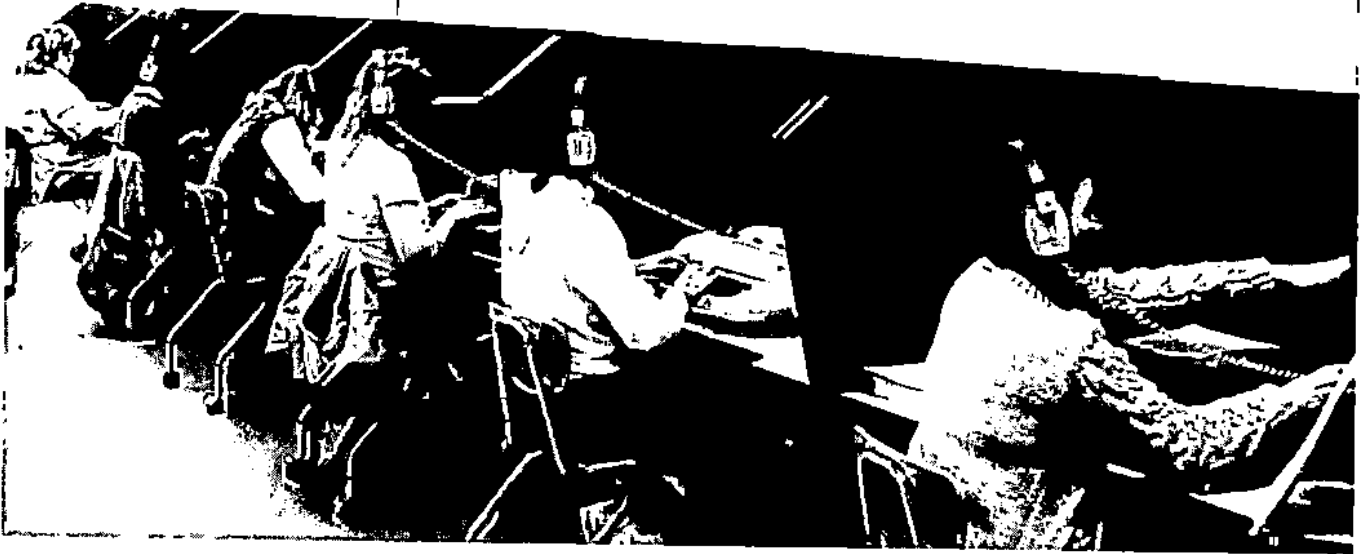
0008795—Targeted Instruction

This course provides intensive, individualized instruction to students who have potential for participation in vocational majors but need concentrated help to complete the Preparatory program for those majors. Students receive daily, individualized tutoring in a classroom setting. The course is taken along with other Preparatory courses pertinent to the vocational major or goal.

0096741—Pretraining for Trades

This course provides preliminary exposure to industrial safety concepts, tool identification and use, and other trades-related skills. It is designed for students who have potential for and have selected a Trades major, and is taken along with remedial reading and math.

BUSINESS OCCUPATIONS DEPARTMENT



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 when personal goals have been met. Hours are arranged to suit individual needs when equipment is available.

The Main Campus center is open from 7:20 a.m. to 9 p.m. Mondays through Thursdays, 7:20 a.m. to 5 p.m. Fridays, and 10 a.m. to 2 p.m. Saturdays.

The Montoya Campus center is open from 8 a.m. to 8:30 p.m. Mondays through Thursdays and 8 a.m. to 5 p.m. Fridays.

The fee is \$15 per course.

Instruction is offered on new equipment including electronic typewriters, electronic calculators, transcribing machines, text-editing word processors, microcomputers and audiovisual training equipment.

SUBJECT/SKILL AREAS

Typing I
 Typing II
 Typing III
 Alphabetic Shorthand I
 Century 21 Shorthand I (Main Campus)
 Forkner Shorthand I
 Gregg Shorthand I
 Gregg Shorthand II
 Machine Shorthand
 Shorthand Review
 Shorthand Speedbuilding
 Telephone Techniques
 Communications Review
 Proofreading
 Business Mathematics Fundamentals
 Business Mathematics II
 Business Mathematics III
 Electronic Calculating
 Accounting Fundamentals
 Records Management
 Machine Transcription
 Medical Transcription
 Legal Transcription
 Cash Register Operation
 Microcomputer Operation and Applications
 Word Processing, Main Campus, Word
 Processing Lab
 Word Processing, Montoya Campus, BOLC

COURSE DESCRIPTIONS

Typing I

Students learn the keyboard and basic techniques with instruction on mechanics, letters and tabulation.

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.

Century 21 Shorthand I (Main Campus)

Students learn to read, write and transcribe this symbolic shorthand system.

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 leading to the ability to read, write and transcribe Gregg shorthand are learned.

Gregg Shorthand II

(*Prerequisite: Ability to write Gregg shorthand at 50 words per minute and transcribe into mailable form*) Theory and brief forms are reviewed with emphasis on dictation and transcription.

Machine Shorthand

This course offers an introduction to this alternative shorthand system and provides a foundation for career growth in the courts.

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 want to concentrate on building dictation speed.

Telephone Techniques

Familiarization with accepted telephone manners and practices is the objective of this mini-course.

Communications Review

Instruction is in grammar, spelling and punctuation.

Proofreading

Awareness of the most common types of errors in written messages and the standard marks for correcting them is the objective of this course.

Business Mathematics Fundamentals

This course provides a review of the fundamental arithmetic operations to build speed and accuracy leading to 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.

Business Mathematics III

(*Prerequisite: Business Mathematics II or placement test*) This course includes the mathematics for business ownership, depreciation, compound interest, investments and statistics.

Electronic Calculating

Skill is developed on electronic calculators using the touch method of operation. This course is designed to assist students in acquiring competence on calculators.

Accounting Fundamentals

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

(*Prerequisite: Demonstrated English and typing skills*) Instruction is provided in the use of transcribing machines to prepare mailable business correspondence.

Medical Transcription

(*Prerequisite: Demonstrated English, transcription and typing skills*) This area develops familiarity with medical terminology and transcription.

Legal Transcription

(*Prerequisite: Demonstrated English, transcription and typing skills*) Familiarity with legal terminology, forms and transcription is developed.

Cash Register Operation

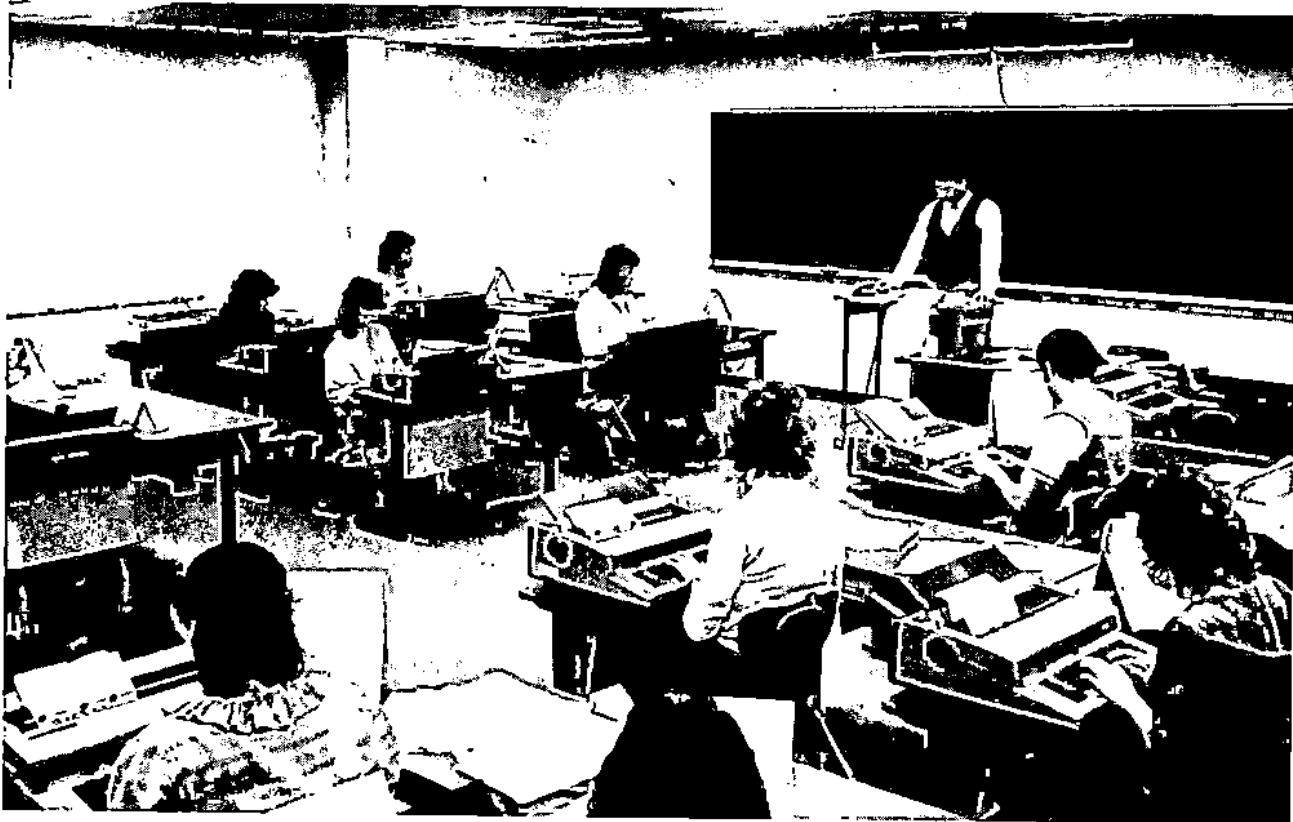
Cash register operation and procedures for handling cash, checks and credit card transactions are covered.

Microcomputer Operation

Courses available on the microcomputer are Keyboarding, Computer Literacy, BASIC Programming, Accounting, Electronic Spreadsheet and Database Management. Computer Literacy is a prerequisite for all microcomputer operation courses.

Word Processing

(*Prerequisite: Demonstrated English, transcription and typing skills*) Training is on text-editing word processors with emphasis on the capabilities and mechanics of the machines.



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 (25 wpm required)	Accounting	required course
Intermediate Typing	Accounting	required course
Personal Lines Insurance	Business Administration	supporting course
Commercial Lines Insurance	Business Administration	supporting course
Alphabetic Shorthand (50 wpm required)	Office Occupations	required course
Beginning Shorthand (50 wpm required)	Office Occupations	required course
Intermediate Shorthand (70 wpm required)	Office Occupations	required course
Beginning Typing and Intermediate Typing (both required) (50 wpm required)	Office Occupations	Typing Lab I
Business Mathematics/Electronic Calculators (both required)	Office Occupations	required course
Small Business Management	All BOD Programs	supporting or required
Small Business Law	Business Administration	required course
Salesmanship	Accounting	
Introduction to Data Processing	Business Administration	required course
Human Relations and Personnel Development	All BOD programs	required course
Programming Microcomputer in BASIC	Business Administration	required course
	Business Administration	supporting or required.
	Accounting	

Accounting

4 Trimesters (Main and Montoya Campuses)

Accounting is an excellent field for persons looking for a challenging career that has potential for unlimited personal growth.

The program begins with the 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 to computer-assisted bookkeeper. The potential for advancement into jobs with increasing responsibility is good.

A diploma is awarded to students who complete the required 1500 hours of instruction, of which 712 hours are laboratory work and 788 are related theory. Students receive a proficiency certificate for each course completed.

Students have an employable skill after completing all courses listed under Trimesters I and II. A student leaving the program at this point will receive a Bookkeeping Certificate if the request is made within 12 months of the exit date.

Students may select from a number of supporting courses, at least one of which must be an accounting course. A minimum of 15 students is required for a supporting course to be offered.

Some T-VI Evening Division courses may be substituted for courses in the Accounting program (see list on page 32).

Several courses in this program may be transferred to either the University of Albuquerque or the University of New Mexico's General College.

Students receiving Veterans Administration education benefits receive only partial benefits if they elect the supervised work experience in the fourth trimester.

A \$10 supplies fee is charged each trimester.



ACCOUNTING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Accounting Principles Lab I	10
Principles of Data Processing (7½ weeks)	5
Accounting Math/Calculators	5
Typing	5
Business Computer Lab I (7½ weeks)	5

<i>Trimester II</i>	
Accounting Principles Lab II	10
Business Communications I	5
BASIC Programming for Business	5
Business Law	5

<i>Trimester III</i>	
Intermediate Accounting Lab I	10
Tax Accounting	5
Business Communications II	5
Business Computer Lab II	5

<i>Trimester IV</i>	
Intermediate Accounting Lab II	5
Business Computer Lab III	5
Cost Accounting	5
Supporting Courses	10

<i>Supporting Courses</i>	
Auditing	5
Governmental Accounting	5
Principles of Management	5
Supervised Work Experience	10
Managerial Accounting	5
Financial Analysis	5
Economics	5

COURSE DESCRIPTIONS

0410018—Accounting Principles Lab I
(*Corequisite: Accounting Math*) This is an introductory course in the theory and practice of accounting.

0410707—Principles of Data Processing (7½ weeks)
This course covers manual and automated information systems, digital computers and other hardware, data entry, basic programming techniques and business software applications, and provides hands-on experience with micro-computers.

0410126—Accounting Math/Calculators
(*Corequisite: Accounting Principles Lab I*) This course covers basic arithmetic operations, familiarizes the student with a wide range of accounting procedures for which mathematics is required, and develops touch method skills using electronic calculators.

0410753—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.

0410748—Business Computer Lab I (7½ weeks)

(Prerequisite: Principles of Data Processing) The student will use an actual business accounting program to process prepared practice sets for a service, merchandising or manufacturing concern.

0410065—Accounting Principles Lab II

(Prerequisites: Accounting Principles Lab I, Accounting Math/Calculators) This is a continuation of Accounting I. Planning of and accounting for the partnership and corporate forms of business organization are covered. A brief introduction to cost accounting also is included.

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

0410401—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.

0410862—BASIC Programming for Business

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

0410782—Business Law

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.

0410112—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.

0410191—Tax Accounting

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

0410423—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.

0410766—Business Computer Lab II

(Prerequisites: BASIC Programming for Business, Typing) This microcomputer lab is divided into three five-week blocks including Payroll Preparation, Introduction to Word Processing and Accounting Systems Design. Students will use prepared business software.

0410159—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.

0410774—Business Computer Lab III

(Prerequisites: BASIC Programming for Business, Typing) This microcomputer lab is divided into three five-week blocks including Inventory Control, Budgeting and Electronic Spreadsheets. Students will use prepared business software to solve business problems.

0410172—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.

0410846—Auditing

(Prerequisite: Accounting Principles Lab II) Auditing 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.

0410832—Governmental Accounting

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

0410200—Managerial Accounting

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

0410814—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.

0410953—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 supervised jointly by T-VI and the employer.

0410133—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.

0410856—Principles of Economics

The economic system is studied from both a micro- and macro-economic perspective. Emphasis is placed on supply and demand, production, savings, consumption and investment, pricing, mixed economy, money and banking, and governmental fiscal policy.

COURSE DESCRIPTIONS

0413019—Accounting Principles Lab I

(*Corequisite: Accounting Math/Calculators*) This is an introductory course in the theory and practice of accounting.

0413127—Accounting Math/Calculators

(*Corequisite: Accounting Principles Lab I*) This course covers basic arithmetic operations, familiarizes the student with a wide range of business applications for which math is required, and develops touch method skills using electronic calculators.

0413708—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 also is provided.

0413772—Principles of Data Processing (7½ weeks)

This course covers manual and automated information systems, digital computers and other hardware, data entry, basic programming techniques and business software applications, and provides hands-on experience with microcomputers.

0413758—Business Computer Lab I (7½ weeks)

(*Prerequisite: Principles of Data Processing*) The student will use an actual business accounting program to process prepared practice sets for a service, merchandising or manufacturing concern.

0413066—Accounting Principles Lab II

(*Prerequisites: Accounting Principles Lab I, Accounting Math/Calculators*) This is a continuation of Accounting I. Planning and accounting for the partnership and corporate forms of business organization are covered. A brief introduction to cost accounting also is included.

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

0413402—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.

0413744—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.

0413725—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.

0413793—Principles of Management

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

0413113—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.

0413815—Human Relations (7½ weeks)

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

0413422—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.

0413863—Sales Techniques and Promotions (7½ weeks)

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

0413783—BASIC Programming for Business

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

0413855—Principles of Economics

The economic system is studied from both a micro- and macro-economic perspective. Emphasis is placed on supply and demand, production, savings, consumption and investment, pricing, mixed economy, money and banking, and governmental fiscal policy.

0413958—Supervised Work Experience

(*Prerequisite: Accounting Principles Lab II*) Students work a minimum of 150 hours at business/training-related supervised work stations. The student trainee is paid by the cooperating firm and supervised jointly by T-VI and the employer.

0413272—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.

0442026—Entrepreneurship Lab

During the first few days of the trimester, the instructor meets with each student to determine specific goals, problems or needs. Once these are identified, a program of study is tailored to the individual. The student may progress at his or her own pace in completing the proposed program. Most of the daily tasks/activities are accomplished through the use of learning modules. However, special workshop or seminar-type activities are scheduled throughout the trimester to deal with common areas of concern for all. These include such topics as time management, value clarification, improving supervisory skills, interpersonal communication skills and stress management.

0430754—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. Instruction also focuses on bank teller applications.

Cashier-Sales

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 will benefit 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 certificates.

This program does not qualify students for

Veterans Administration training benefits or other student financial aids.

A \$10 supplies fee is charged.

CASHIER-SALES PROGRAM

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

COURSE DESCRIPTIONS

0420020—Cashier-Sales Education Lab

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

0420954—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 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.

Entrepreneurship (Small Business Operation)

1 Trimester (Main Campus)

The Entrepreneurship program is for persons who plan to open a small business and those who own or manage a business and want further training. The program emphasizes areas directly affecting the businessman in day-to-day operation. Individualized courses are tailored to the specific needs of the enrollees.

A *partial* list of individualized courses is as follows:

- Entrepreneurship—What's It All About?
- Day-to-Day Management Skills
- Goal Setting for the Business
- Self-Motivation
- Business Plan Development
- Licensing Procedures
- Accounting Systems
- Customer Development and Relations
- Credit Procedures and Collections
- Pricing for Profit
- Sales Promotion

Contracts

Inventory Control

Employer-Employee Relations

Tax Report Procedures

Students completing the 150-hour program are issued certificates.

COURSE DESCRIPTION

0442026—Entrepreneurship Lab

During the first few days of the trimester, the instructor meets with each student to determine specific goals, problems or needs. Once these are identified, a program of study is tailored to the individual. The student may progress at his or her own pace in completing the proposed program. Most of the daily tasks/activities are accomplished through the use of learning modules. However, special workshop or seminar-type activities are scheduled throughout the trimester to deal with common areas of concern for all. These include such areas of interest as time management, value clarification, improving supervisory skills, interpersonal communication skills and stress management.

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.

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 the program, students are awarded special recognition and receive proficiency certificates.

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

A \$10 supplies fee is charged.

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 Typing	5

COURSE DESCRIPTIONS

0450709—Word Processing Concepts (7½ Weeks)

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

0450727—Word Processing Operation (7½ Weeks)

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

0450404—Grammar/Punctuation

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

0450027—Legal Terminology/Procedures

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

0450745—Legal Typing

Instruction is in the preparation of mailable legal correspondence and forms from different types of input, including machine transcription, copy type and pre-printed forms.

Merchandising

1 Trimester (Main Campus)

The Merchandising program provides a basic foundation for entry 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, human relations, math and cashiering.

This one-trimester program offers 225 hours of instruction and a minimum of 150 hours of paid supervised work experience with an approved cooperating employer. Upon completing the 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.

A \$10 supplies fee is charged.

MERCHANDISING PROGRAM

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

COURSE DESCRIPTIONS

0440025—Merchandising Lab

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

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.

0440955—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 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 also should be interested in routine office work.

The Office Occupations program prepares students for receptionist, clerical, and medical receptionist positions. In addition, the program offers supporting courses—beyond the required courses—which qualify graduates for secretarial and stenographic positions.

Students acquire an employable skill upon successful completion of the second trimester. If a student leaves the program at this point, a Receptionist or Secretarial Certificate is awarded if requested within 12 months of the exit date.

Students who elect to continue into the third trimester of the program will choose a lab from one of four specialty options: Simulation Lab, Supervised Work Experience, Information Processing Lab or Medical Records/Receptionist Lab. Students completing the three trimesters will earn a diploma which will indicate the specialty area.

The 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 word processors, microcomputers and individualized learning equipment.

An entering student who has a strong background in clerical or secretarial skills may waive any course by examination and 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 32).

A \$10 supplies fee is charged each trimester of this program.

OFFICE OCCUPATIONS PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Typing Lab I	10
Office Communications I	5
Business Math/Calculators	5
Human Relations (7½ weeks)	5
Information Processing Concepts (7½ weeks)	5

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

<i>Trimester III</i>	
Speciality Lab Options:	10
—Simulation Lab	
—Supervised Work Experience	
—Information Processing Lab	
—Medical Records/Receptionist Lab	
Office Communications III	5
Business Concepts	5
Business Procedures	5

<i>Supporting Courses</i>	
Business Law	5
Cashiering	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

0430021—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.

0430403—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.

0430325—Business Mathematics/Calculators

This course features a combined approach to teaching business mathematics and calculators. Students receive a thorough review of math fundamentals and their applications in solving business problems. Calculator instruction stresses use of the touch method.

0430818—Human Relations (7½ weeks)

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

0430819—Information Processing Concepts (7½ weeks)

This course provides the student with an understanding of the computer and the word processor—how they work, how they process data to produce useful information, and how they can be integrated as a tool in the work environment.

0430067/0430077—Typing Lab II

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

0430431—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. Students receive an introduction to telephone techniques.

0430773—Secretarial Accounting

(Prerequisite: Business Mathematics/Calculators) This course is a study of the complete bookkeeping cycle, including preparation of the balance sheet, income statement and worksheet. Emphasis is on journalizing, posting, accounts payable and accounts receivable. Payroll accounting also is covered. Students complete a computerized practice set.

0430816—Records Management (7½ Weeks)

Filing, operational and managerial duties of the office worker are studied in this course. Students complete a computerized practice set.

0430759—Word Processing

(Prerequisites: Typing I and Information Processing Concepts) Students receive instruction in the use of text editing word processors as well as word processing applications on the microcomputer. The emphasis is on practical office applications.

0430114—Office Simulation Lab III

(Prerequisites: Typing II, Secretarial Accounting) Students practice time management, decision making and priority setting in a realistic office setting. This lab offers the culmination of clerical applications utilizing modern electronic typewriters, word processors, machine transcribers, electronic calculators and telephones. A typing speed of 60 words per minute should be reached at the end of the course.

0430957—Supervised Work Experience Lab

(Prerequisites: Typing Lab II and 55 words per minute typing speed) Students work a minimum of 150 hours at office-related supervised work stations. The student trainee is paid by the cooperating firm and supervised jointly by T-VI and the employer.

0430820—Information Processing Lab

(Prerequisites: Typing II and Information Processing Concepts) This lab provides instruction in the use of networked microcomputer equipment. Applications include spreadsheet, records management, list processing, electronic mail, time and billing packages.

0430202—Medical Records/Receptionist Lab

(Prerequisites: *Typing I, Business Math/Calculators and Office Communications II*) Course content includes basic anatomy, medical terminology, transcription, word processing, record keeping, insurance form completion, appointment handling, telephone techniques and medical ethics.

0430440—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.

0430806—Business Concepts

This course helps students develop an understanding of basic business organization, operation, management functions and the profit motive.

0430794—Business Procedures

Office procedures, human relations and job portfolio preparation are included in this course.

0410782—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.

0430754—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. Instruction also focuses on bank teller applications.

0430823—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.

0430825—Shorthand I (Alphabetic)

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

0430833—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, punctuation and transcription speed.

0430844—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.

Refresher Course for Office Workers

1 Trimester, Open-entry/Open-exit (Main Campus)

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

The program allows for individualized courses of study. Students follow tailored curricula based on their particular career needs. All course offerings within the department are considered. 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, calculators, English, mathematics, filing, human relations and job application.

Instruction is on the most modern electric and electronic typewriters, electronic calculators, transcription equipment, word processors and microcomputers.

Upon completion of the 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.

A \$10 supplies fee is charged.



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. Students 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 15 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 the program, students are awarded special recognition and receive proficiency certificates.

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

A \$10 supplies fee is charged.

WORD PROCESSING OPERATOR PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Word Processing Concepts (7½ weeks)	5
Word Processing Operations (7½ weeks)	5
	(7½ weeks)
Grammar/Punctuation	5
Machine Transcription	5

COURSE DESCRIPTIONS

0452746—Word Processing Concepts (7½ Weeks)

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

0452028/0452710—Word Processing Operations

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

0452405—Grammar/Punctuation

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

0452728—Machine Transcription

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

HEALTH OCCUPATIONS DEPARTMENT

T-VI's Health Occupations Department includes Nursing Assistant, Practical Nurse, Licensed Practical Nurse Refresher, Respiratory Therapy Technician, Phlebotomist and Health Unit Clerk programs. The Practical Nurse program is cosponsored by T-VI and Presbyterian Hospital Center.

Classes for all six programs currently are held in the Presbyterian Hospital Health Education Center, 1215 Hazeldine SE, but in January 1986 will be relocated to the new Building at Main Campus. The Health Education Center includes the Helene Fuld Library and Media Center, one of the best health occupations libraries in the area. 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 clinical experiences.

Students have supervised patient care and observation experiences at different health care agencies including Kaseman Presbyterian Hospital, University of New Mexico Hospital, Bernalillo County Mental Health Center, Presbyterian Hospital, St. Joseph Hospital, Veterans Administration Hospital, Pickard Presbyterian Convalescent Center, Four Seasons Nursing Home, La Vida Lena Elder Care Center, Hospital-Home Health Care Agency and Visiting Nurse Service.

ADMISSIONS: Applicants for all Health Occupations programs except Nursing Assistant must have a high school or General Education Development (GED) diploma because of licensing or health care employer requirements. There is also a math skill requirement, met by making a satisfactory score on a math examination.

Nursing Assistant, Phlebotomist and Health Unit Clerk applicants follow regular T-VI admission procedures. Health Unit Clerk is offered Fall and Winter Trimesters only. Phlebotomist and LPN Refresher are offered only once a year. Contact the Health Occupations Department for information on starting dates and application procedures.

Practical Nurse has special application forms, admission tests and application dates. There is a beginning group in the Fall Trimester only. 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, admission tests and application dates. See the Respiratory Therapy

Technician program description for application times and location.

CONTINUING EDUCATION

The Health Occupations Department offers workshops and courses designed to update and improve skills of persons who are in nursing or allied health occupations. All workshops designed for LPN's or RN's are submitted for approval for continuing education credit by the New Mexico Nurses' Association Continuing Education Approval and Recognition Program (CEARP) Committee.

Registration fees vary from \$10 per person for a course to \$20 per person for a one-day workshop.

Continuing education and training will be planned upon request from the community or specific employers. Programs can be designed to meet specific needs of an agency/institution or several agencies/institutions who have common needs. Classes may be held at the requesting agency location or T-VI Main Campus. Fees are determined on a contract basis.

For more information or to be included on the mailing list, phone the Health Occupations Department.



OPTIONAL CLASSES FOR HEALTH OCCUPATIONS

Basic Mathematics and Anatomy and Physiology I are optional classes. Anatomy and Physiology I is offered in the summer and fall trimesters. Basic Mathematics is offered in the summer trimester only. Registration for fall 1985 Anatomy/Physiology I is Aug. 23, 1985.

Summer 1986 registration for both classes is May 21, 1986.

Cost for Anatomy/Physiology (or both classes) is the \$10 preregistration fee and \$10 book deposit. For the math class only, cost is the \$10 preregistration fee.

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 brief period of time. Students passing Anatomy and Physiology I in this option 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 Mondays and Wednesdays from 12:30 p.m. to 2:30 p.m. during the 1985 fall trimester; and Tuesdays, Wednesdays and Thursdays from 9:30 a.m. to 11:30 a.m. between May 28 and Aug. 8, 1986.

Basic Mathematics

Applicants for the Practical Nurse and Respiratory Therapy Technician programs who do not make satisfactory scores on the math admissions test are not accepted until they achieve the minimum requirements. This must be done at least six weeks before classes begin. To meet that objective, applicants can obtain a tutor, study at the T-VI 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 Tuesdays, Wednesdays and Thursdays from 8:30 a.m. to 9:30 a.m. between May 28 and July 11, 1986. Included in the course are fractions, decimals, percentages, Roman numerals and ratio and proportions.

Health Unit Clerk

15 Weeks (Health Education Center)

The Health Unit Clerk program trains persons to work in hospitals, elder care centers, outpatient clinics and physicians' offices. Transcribing doctors' written and verbal orders, typing, ordering supplies, answering the telephone, working with computers, and giving information to patients, visitors and staff are typical activities.

To be admitted, applicants must have a high school diploma or GED, read at the seventh grade level, pass a math test and type 40 words per minute. Applicants also must be able to write clearly and accurately and have the ability to speak distinctly to others.

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 375-hour program lasts 15 weeks, with nine weeks of classroom theory and six weeks of clinical practice in local hospitals, elder care centers and hospital out-patient clinics. A certificate is awarded upon completion.

Health Unit Clerk is offered in the Fall and Winter Trimesters only.

HEALTH UNIT CLERK

<i>Course Requirements</i>	<i>Total Hours</i>
Health Unit Clerk Theory and Lab	225
Health Unit Clerk Clinical Practice	150

COURSE DESCRIPTIONS

0540618—Health Unit Clerk Theory and Lab

This course combines a number of topics, including orientation to the hospital, patient and 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.

0540032—Clinical Practice

Supervised clinical experience takes place in local hospitals, elder care centers and hospital out-patient clinics during the last six weeks of the program.

Licensed Practical Nurse Refresher

180 Hours (Health Education Center)

This 180 hour, six-to-seven week course is designed to renew skills of inactive Licensed Practical Nurses, introduce new trends and procedures, and 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 for more information.

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

LICENSED PRACTICAL NURSE REFRESHER PROGRAM

<i>Course Requirements</i>	<i>Total Hours</i>
LPN Refresher Theory/Lab	90
LPN Refresher Clinical Practice	90
Total	180

COURSE DESCRIPTIONS

0511625—LPN Refresher Theory/Lab

Medical and surgical trends, new procedures and techniques, and pharmacology are covered in the theory portion of the program.

0511040—LPN Refresher Clinical Practice

Medical and surgical clinical experiences include administration of medications.

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, outpatient clinics, nursing homes, public health agencies, private medical offices, and the home.

Persons completing the program successfully will receive certificates as Nursing Assistants.

To be admitted, applicants must pass a math test and 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, a stethoscope and health tests. A watch with a second hand, uniform slacks and shoes are required but not covered in the fee.

The 15-week program includes 338 instructional hours of which 148 are clinical work and 190 lab and theory. Nine weeks are spent in the classroom and laboratory, followed by six weeks of extensive supervised clinical training in local hospitals, nursing homes, outpatient

clinics and health care agencies. A student attends an average of 23 hours per week throughout the program.

NURSING ASSISTANT PROGRAM

<i>Course Requirements</i>	<i>Total Hours</i>
Nursing Assistant Lab and Theory	125
Health Communications	40
Mathematics	25
Nursing Assistant Clinical Experiences	148
Total	338



COURSE DESCRIPTIONS

0530031/0530016—Nursing Assistant Lab and Theory

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

0530406—Health Communications

This course includes introductions to medical terminology, anatomy and physiology, and nutrition. Medical terminology covers the abbreviations and terms used in the health field. Nutrition includes regular and special diets used in hospitals, elder care centers and homes. Also covered are home management, community resources, purchase and preparation of foods, as well as basic understanding of the structure and normal function of the body systems and some of the health problems which can occur in those systems.

0530319—Mathematics

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

0530070—Nursing Assistant Clinical Experiences

A four-week portion of the last six weeks of the program includes supervised practice of nursing skills in hospitals, elder care centers or out-patient clinics throughout the city.

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

Phlebotomist

8 Weeks (Health Education Center)

The primary work of a phlebotomist is to draw blood specimens from health care clients for testing. A phlebotomist generally works part-time in a medical laboratory under the supervision of a registered technologist.

The job includes establishing a professional relationship with the client, selecting and preparing the skin puncture site, collecting specimens, preparing and maintaining equipment used to obtain blood specimens, caring for the client after specimen collection, entering data into the computer for the testing process, and performing clerical duties related to laboratory test record-keeping. The job also requires a lot of walking, bending and standing.

Applicants must have a high school diploma or GED, verbal ability to communicate with clients, basic math skills for calculating dosages and timing tests, and manual dexterity required to handle laboratory equipment. The student must be able to read orders and labels associated with the procedures. To be admitted, applicants must pass a math test and read at the seventh grade level.

A \$45 personal equipment fee covers the cost

of a lab coat, health tests, name tags and equipment.

For a certificate as a phlebotomist, a student must complete the eight-week program, which includes 200 hours of instruction and clinical experience in a local hospital.

The program is offered on the basis of demand and need. Information on starting dates is available from the Health Occupations Department.

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

PHLEBOTOMIST PROGRAM

Course Requirements	Total Hours
Phlebotomist Theory and Lab	110
Phlebotomist Clinical Practice	90

COURSE DESCRIPTIONS

0533617—Phlebotomist Theory and Lab

Students learn the procedures for collecting blood and other specimens from patients. Interpersonal relationships with patients, peers and staff are stressed. An introduction to computer processes and laboratory clerical duties also is included.

0533038—Phlebotomist Clinical Practice

Students practice skills and apply the theory learned in class during supervised clinical practice in one of the city's hospitals.



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 GED:

Applications for the September 1986 class will be accepted March 4, 5, 6, 11, 12 and 13, 1986. They must be made in person between 8 a.m. and 5 p.m. at the new C Building at Main Campus. Test dates are scheduled when applications are submitted.

To be eligible for selection, an applicant 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 instructional hours 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, cap, watch with a second hand, uniform shoes, graduation uniform, graduation pin or state board exam fees.

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

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
Total	450

<i>Trimester II (22 Weeks)</i>	
Nursing II	
Theory	220
Clinical Experiences	440
Total	660

<i>Trimester III (8 Weeks)</i>	
Nursing III	
Theory	80
Clinical Experiences	160
Total	240

*May be taken in Summer or Fall Trimester.



Presbyterian Hospital School of Practical Nursing

The Presbyterian Hospital School of Practical Nursing was started in 1956 at Presbyterian Hospital. In 1965, T-VI assumed administrative responsibility for the school. Presbyterian Hospital Center supports the school through housing of the program, offering the clinical facility for patient care experiences and sharing in operational costs. The Presbyterian Hospital School of Practical Nursing in 1972 became the first and only nursing program in New Mexico accredited by the National League for Nursing. The program was reaccredited in 1980. It is also covered by T-VI's accreditation from the Commission on Higher Education of North Central Association of Colleges and Schools.

COURSE DESCRIPTIONS

0510521—Anatomy and Physiology I

This course gives the student basic concepts of the plan, structures and normal functions of all the body systems and how they work together. The class may be taken as an optional course in the summer or fall just prior to beginning the program.

0510614/0510029—Nursing I

Concepts of the nursing processes used to meet the needs of clients in all stages of growth and development are introduced in this class. Normal needs of people and changes from the normal needs are discussed. Introductory presentations are given on aspects of illness, surgery, pregnancy, minor accidents and behavior disorders.

Nursing skill laboratories and clinical experiences accompany the theory learned in Nursing I.

0510318—Dosages and Solutions

Dosage calculations and drug preparation are taught as a nursing skill. The mathematics used in preparing drug dosages and solutions are included. Safety is stressed in medication preparation and administration.

0510068/0510646—Nursing II

Nursing II builds upon the content of Nursing I and presents more information on the needs of people in all stages of life from before birth to death. The nursing process, patient teaching, communication skills and rehabilitation concepts are presented.

Clinical experiences include the theory and its application to caring for medical, surgical, pediatric, obstetric and geriatric clients. Assessment of client needs, nursing care skills and medication administration are practiced. The role changes of the L.P.N. in some specialty areas also are discussed.

0510117/0510668—Nursing III

Use of the nursing process to meet more complex needs of people in various stages of growth and development is presented in Nursing III. Acute, life-threatening conditions and disorders of behavior are studied. The role of the L.P.N. in acute-care areas is discussed. A nursing elective in this course allows students to choose experiences to help their personal and professional growth and development.

Clinical experiences are in advanced medical-surgical nursing care settings as well as the elective areas chosen by students, such as psychiatric or community health agencies.

Practical Nurse Advanced Standing

There are two ways in which advanced standing can be given to Practical Nurse applicants—credit granted for equivalent course work or successful completion of a challenge exam.

T-VI will grant credit for equivalent course work completed at an accredited technical-vocational school or college when the Health Occupations Department receives transcripts showing grades of "C" or better on equivalent courses.

Persons with a health occupations background and the ability to perform basic nursing skills may apply to challenge part of the Practical Nurse program. Challenge applicants must score satisfactorily on the challenge exam and be full-time students for at least 12 weeks.

Challenge examinations are given once a year—this year on Oct. 8, 1985. *Challenge applications will be accepted at the Health Occupations Department between Sept. 9 and Oct. 3, 1985.* Application forms are available those dates by visiting or phoning the department.

An applicant who does not score satisfactorily on the challenge exams must take all of the Practical Nurse program course work to obtain a diploma. Persons may not retake the challenge examinations.

Four tests are given. The first two tests cover

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

Challenge and transfer students are admitted for residency in the program on the basis of available space, performance on challenge exams or prior academic work, prior experiences, interviews and ranking by the faculty. This minimum of 12-week and maximum of 30-week residency gives the faculty opportunities to evaluate each student's performance. Following this period, the faculty considers a student for graduation, based on how well the student completes work in the program.

Challenge and transfer students accepted must submit transcripts of prior education and proof of high school graduation or GED. They must also pay the required T-VI fees, purchase school uniforms and other needed equipment, and have a physical examination before admission.

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

Respiratory Therapy Technician

3 Trimesters (Health Education Center)

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

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

The program has a beginning group in the Fall Trimester only. Applications for the September 1986 class will be accepted at the C Building at Main Campus from April 1 until April 24, 1986, or until 125 applications have been received. The preadmission and math tests are scheduled when applications are submitted.

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

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

Respiratory Therapy Technician students pay a \$75 personal equipment fee when they begin the program. This covers the cost of required uniforms and identification tags. It does not cover the cost of the school's graduation pin, stethoscope, scissors or preentrance physical examination.

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

Students must provide their own transportation to the clinical facilities.

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

RESPIRATORY THERAPY PROGRAM

Health Occupations Basic Mathematics is a prerequisite for this program.

<i>Trimester I</i>	<i>Total Hours</i>
*Anatomy and Physiology I	60
Chemistry and Physics Applied to RT	60
RT Principles and Practices I	60
RT Lab I	69
Clinical Experiences I	201
Total	450

<i>Trimester II</i>	
Anatomy and Physiology II	60
Psychosocial Aspects of Patient Care	30
Microbiology and Demonstration Lab	60
RT Principles and Practices II	30
RT Lab II	30
Clinical Experiences II	240
Total	450

<i>Trimester III</i>	
Cardiopulmonary Pathophysiology	30
Respiratory Therapy Seminar	15
RT Principles and Practices III	15
RT Lab III	30
Clinical Experiences III	360
Total	450

*May be taken in Summer Trimester prior to beginning program.

COURSE DESCRIPTIONS

0520512—Anatomy and Physiology I

This course gives the student basic concepts of the plan, structures and normal functions of all the body systems and how they work together. The class may be taken as an optional course in the summer just prior to beginning the program.

0520540—Chemistry and Physics Applied to RT

Physics, chemistry and mathematics pertinent to respiratory therapy are included in the general survey source.

0520615—Respiratory Therapy Principles and Practices I

This basic course surveys respiratory therapy as a paramedical profession—the personal qualifications, ethics, expectations and opportunities—and also presents practices and procedures of respiratory care including beginning pharmacological principles.

0520030—Respiratory Therapy Lab I

This course allows students to practice basic RT procedures in the Health Education Center learning laboratory.

0520115—Clinical Experiences I

Beginning clinical experiences in city hospitals introduce the student to the clinical setting and the patient as well as supervised practice in basic skills.

0520522—Anatomy and Physiology II

This course emphasizes more advanced knowledge of the anatomy and physiology of the circulatory, pulmonary, renal and nervous systems and their relationships to each other.

0520729—Psychosocial Aspects of Patient Care

The basic psychodynamics of human behavior are presented. Emphasis is placed on human behavior during illness, especially chronic pulmonary disease. Understanding self as well as others also is included.

0520531—Microbiology and Demonstration Lab

This course includes some of the microorganisms related to sickness and health, particularly those affecting patients with respiratory problems. The microbes discussed in class are studied during the lab. Cleaning of respiratory therapy equipment is practiced.

0520647—Respiratory Therapy Principles and Practices II

This course presents additional theory of RT procedures beyond the first level with more emphasis on pharmacology in respiratory treatments.

0520069—Respiratory Therapy Lab II

This course allows students to practice additional RT procedures in the Health Education Center learning laboratory.

0520160—Clinical Experiences II

Supervised clinical experiences continue with practice in giving various respiratory treatments and maintenance and care of equipment.

0520570—Cardiopulmonary Pathophysiology

General pathological processes are studied as applied to different pathological conditions, both surgical and medical. Each condition will be explained from the standpoint of etiology, symptoms, diagnosis, therapy and prognosis.

0520669—Respiratory Therapy Seminar

Class discussions center on current trends in respiratory therapy education, supervision, management and research. Students prepare case presentations, article, drug and disease reviews.

0520684—Respiratory Therapy Principles and Practices III

This course presents theory and application of advanced RT procedures including major emphasis on neonatal, pediatric and adult mechanical ventilation and cardiopulmonary pharmacology.

0520163—Respiratory Therapy Lab III

Students practice advanced RT procedures including experiences with mechanical ventilation devices in the Health Education Center learning laboratory.

0520192—Clinical Experiences III

Supervised clinical experiences continue with special emphasis in critical care areas, especially concentrations on neonatal, pediatric and adult mechanical ventilation.

Respiratory Therapy Technician Advanced Standing

There are two ways in which advanced standing can be granted to Respiratory Therapy Technician applicants.

The first is through credit for equivalent course work from an accredited technical-vocational school or college. Credit may be given when the Health Occupations Department receives transcripts showing grades of "C" or better on equivalent courses.

The second, for people with documented respiratory therapy work experience, is through challenge exams. Persons wanting to challenge Trimester I course work may apply at the new C Building at Main Campus from March 18 to March 28, 1986. Challenge exams and the basic math test will be given early in April. A written exam will be used to challenge theory courses; competency testing using RT equipment under simulated conditions at the Health Occupations Department will be used to challenge lab and clinical work.

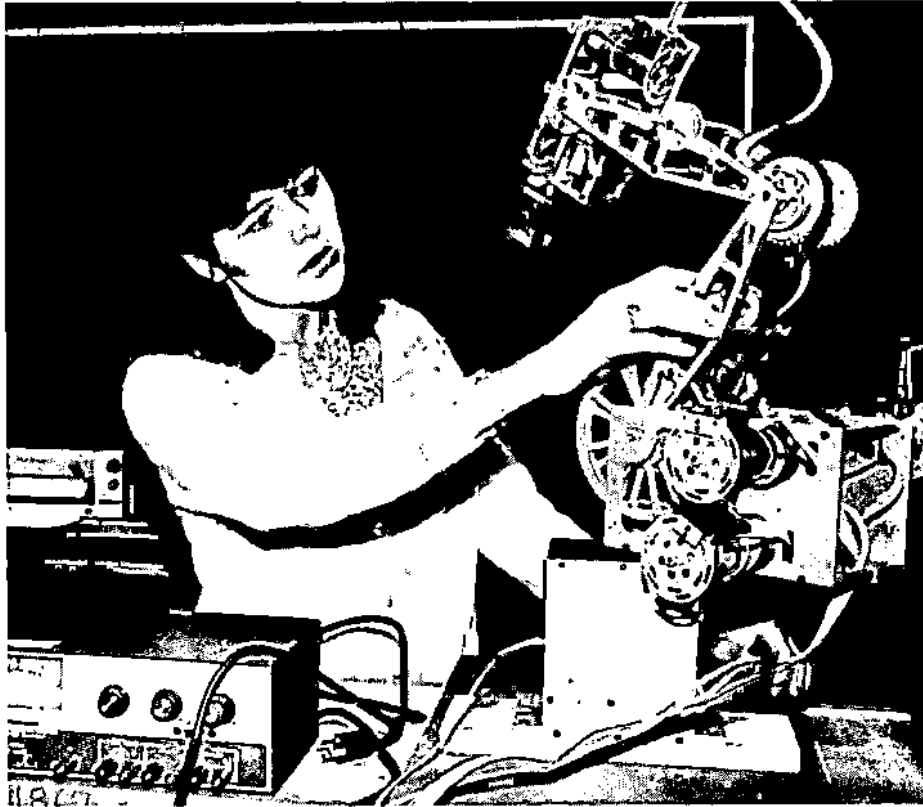
Challenge and transfer students accepted must submit transcripts of prior education and proof of high school graduation or GED. They also must pay required T-VI fees, purchase school uniforms and other needed equipment, have a physical examination before admission, and attend the first week orientation and communication sessions.

Those with previous RT work experience under medical supervision must document at least 200 hours to challenge Trimester I course work and another 240 hours to challenge Trimester II course work.

Applicants must score at least 90% on the basic math test. Those taking challenge exams must score at least 77% on each component to receive Trimester I credit. Components not passed at this level must be completed as course work during Trimester I. Challenge exams may be taken only once. Persons given challenge credit for Trimester I will be admitted to Trimester II on a space-available basis only.

Persons successfully completing all Trimester I requirements may apply to challenge Trimester II course work. Trimester II challenge applications will be accepted during November and tests will be scheduled in December, 1986.

Portions of Trimester III may be challenged depending on prior clinical experience and course work.



TECHNOLOGIES DEPARTMENT

Programs in the Technologies Department are the longest at the Institute. All of them except Electromechanical Drafting are four trimesters (16 months) in length. Being the most technical of T-VI's programs, the Technologies also have the highest math skill entry requirements.

Because the Technologies programs are in very high demand by applicants, some of them often have an entry standby list of up to eight months. Persons interested in one of the Technologies should apply as early as possible—a year ahead is not too soon.

All of the Technologies except Electromechanical Drafting are offered at the Main Campus. Three—Data Processing Technology, Electronics Technology and Laser Electro-Optic Technology—are offered at both the Main and Montoya campuses. Electromechanical Drafting is available only at the Montoya Campus. Civil and Surveying Technology and Instrumentation and Control Technology are offered only at the Main Campus.

There are beginning groups each trimester in all Technologies except Electromechanical Drafting, which starts once a year only in the summer trimester.

SUPERVISED WORK EXPERIENCE PLAN

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

This on-the-job experience—a training plan developed by the cooperating employer and T-VI instructional staff—may be substituted for the laboratory part of a program. Before beginning a supervised work experience, the student must have the approval of the instructor, academic advisor, counselor, department chairman and student services director (or assistant resident administrator at Montoya Campus).

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

OPTIONAL SUPPORTING COURSES

There are several optional supporting courses common to Technologies programs. At least 12 students must sign up for an optional supporting course before it can be offered. Common optional courses available are:

<i>Course Title</i>	<i>Hours/Week</i>
Calculus	5
BASIC Language Programming	5
FORTRAN Programming	5
PASCAL Programming	5
Reading Improvement	5
Technical Writing (7½ weeks)	5
Thinking Strategies (7½ weeks)	5
Introduction to Computers	5

COURSE DESCRIPTIONS

0130360—Calculus

Topics covered are the basic concepts of limits, derivatives, integrals, areas, volumes and centroids. These concepts are applied to electronics, optics and laser problems.

0130703—BASIC Language Programming

This introduction to BASIC, a beginning computer programming course, includes use of input and output statements, arithmetic operations, comparison and branching

commands, use of subroutines and the library functions. Algorithms associated with technological computations are developed.

0130872—FORTRAN Programming

This is an introductory course in FORTRAN IV computer programming.

0110212—PASCAL Programming

This class uses microcomputers and covers the PASCAL language for personal or mainframe computers.

0091241—Reading Improvement

This course helps students understand what they read. Students with special reading problems are counseled to take this course.

0110420—Technical Writing

This course consists of two parts: a skills brush-up emphasizing writing with control (word choice, material placement, organization and punctuation), and application of that skill to technical writing situations. Students practice writing lab reports, technical reports and various types of technical documentation.

0110891—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.

0110880—Introduction to Computers

Instruction is provided in computer vocabulary. Students learn how to use personal computers to perform tasks related to their studies.

Architectural Drafting Technology

4 Trimesters (Main Campus)

Architectural Drafting Technology provides students with job-entry skills for drafting architectural, structural and environmental systems for residential and commercial buildings and for estimating and scheduling positions. Supporting technical courses are included.

The drafting lab contains modern drafting machines, drafting stations and related equipment. Microcomputers and a minicomputer with graphic terminals, digitizers and a plotter also are used. Computer user applications are found throughout the program.

To earn a diploma, students must complete successfully a total of 1650 hours, of which 675 are laboratory work and 975 are related theory.

Students pay a personal equipment fee of \$50 at the beginning of the program.



ARCHITECTURAL DRAFTING TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Architectural Drafting Lab/ Theory I	12
Technical Mathematics I	5
Building Materials and Methods I	5
Computer Applications	3
 <i>Trimester II</i>	
Architectural Drafting Lab/ Theory II	15
Energy Systems	5
Building Materials and Methods II	5
Technical Mathematics II	5
 <i>Trimester III</i>	
Structural Drafting Lab/ Theory	15
Structural Detailing	5
Technical Mathematics III	5
Building Materials and Methods III	5
 <i>Trimester IV</i>	
Computer Assisted Drafting (CAD) Lab/Theory	15
Building Systems Analysis	10
 <i>Supporting Courses</i>	
Architectural Rendering	5
Architectural Design	5
Architectural Presentation	5
Construction Management	5
Advanced Computer Applications	5

COURSE DESCRIPTIONS

0121002—Architectural Drafting Lab/Theory I

(*Corequisite: Building Materials and Methods I*) This course introduces general drafting theory and techniques needed to produce construction drawings and related contract documents 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.

0121302—Technical Mathematics I

This course covers basic concepts of algebra and geometry with emphasis on architectural and engineering applications and calculator usage.

0121702—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.

0121326—Computer Applications

This course requires no previous computer experience. It covers DOS operating systems, RAM memory, and an overview of computer assisted drafting (CAD). Students will learn to operate applications programs used in construction.

0121051—Architectural Drafting Lab/Theory II

(*Prerequisite: Architectural Drafting Lab/Theory I; Co-requisites: Building Materials and Methods II, Technical Mathematics II*) This course continues Architectural 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.

0121842—Energy Systems

This course teaches the use of current energy conservation techniques, including passive solar design. Concepts covered are heat gain, heat loss, efficiency calculations, enhancement techniques and daylighting. The student explores systems to control energy gains and losses, and applies these concepts to an individual residential design project.

0121787—Building Materials and Methods II

(*Prerequisite: Building Materials and Methods I*) With emphasis on commercial buildings, students study various aspects of building codes and specifications and heavy construction.

0121375—Technical Mathematics II

(*Prerequisite: Technical Mathematics I*) This course uses a calculator approach to trigonometry that includes applications in site planning and plane surveying.

0121103—Structural Drafting Lab/Theory

(*Prerequisite: Architectural Drafting Lab/Theory II; Corequisite: Technical Math II*) This course offers drafting applications and theory for heavy construction projects built with wood, steel and concrete. Working drawings are prepared for multilevel buildings in four major modes of construction—structural steel, precast concrete, cast-in-place concrete and heavy timber.

0121851—Structural Detailing

(*Corequisite: Drafting Lab/Theory*) 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.

0121331—Technical Mathematics III

(*Prerequisite: Technical Mathematics II*) This course covers the basic principles of physics as they apply to construction and structural analysis. The student is introduced to structural design in wood, steel and concrete. Students learn to set up and solve elementary beam design problems.

0121901—Building Materials and Methods III

(Prerequisites: *Building Materials and Methods II, Technical Mathematics II*) In this course, building documentation analysis and planning are presented. Students learn one or more of the microcomputer applications used in the construction industry. In several course projects, complete sets of construction documents for large buildings are used as teaching materials.

0121154—Computer Assisted Drafting (CAD)
Lab/Theory

(Prerequisite: *Structural Drafting Lab/Theory; Corequisite: Building Systems Analysis*) This is an application course that places emphasis on overlaying electrical, heating/ventilation and plumbing systems on architectural views. Engineering drawings are developed and plotted with the aid of computer systems. Large buildings and industrial complexes are used as examples and for assignments.

0121760—Building Systems Analysis

(Prerequisite: *Energy Systems*) This is a theory course that involves general and layout information and code requirements for commercial equipment. Topics include power and light, plumbing and air-conditioning equipment. Industrial microprocessor software applications are used in the design phase to expedite the design progress.

0121871—Architectural Rendering

Techniques in architectural rendering and illustration are explored in this course. Students work with axonometric and perspective drawings in a variety of media such as pencil sketching, inking and color.

0121731—Architectural Design

(Prerequisites: *Architectural Drafting Lab/Theory I, Building Materials and Methods I*) Students explore various aspects of residential design by completing the steps of the preliminary design process: client interview, site analysis, program, bubble diagram and presentation drawings.

0121327—Architectural Presentation

Advanced methods and techniques of architectural presentation are explored in this course. A large portion of the class will be devoted to scale model building as a presentation medium.

0121328—Construction Management

This course covers basic management systems required for effective project planning and scheduling; cost estimating, budgeting and cost control accounting; quality assurance; materials management; and the inter-relationships among each. There will be an analysis of how well and widely these systems are used in industrial, utility and commercial segments of construction.

0121329—Advanced Computer Applications

(Prerequisite: *Computer Applications*) Applications are taken beyond the introductory level into specific problems found in local architectural, engineering and construction situations. Detailed work with specific program systems will be undertaken.

Civil and Surveying Technology

4 Trimesters (Main Campus)

Civil and Surveying Technology provides students with job-entry skills for all phases of surveying, as entry-level cartographic technicians and design (civil) drafters. Positions are with surveying, mining, engineering and drafting organizations.

The program uses labs that contain modern drafting machines, drafting stations, theodolites, transits, levels, electronic distance meters and a projection-type stereoplotter. Also used are a Wang 2200 LVP minicomputer with digitizer and plotter.

To earn a diploma, students must complete successfully 1605 hours of which 1035 are laboratory work and 570 are related theory.

Because of the nature of the instruction, it is necessary to alternate student contact hours in Trimesters II and IV in the plane surveying courses. During those trimesters, students attend classes up to seven hours for two days of the week and four hours the remaining days.

Students must pay a \$35 personal equipment fee before entering the first trimester and another \$30 for the second trimester.

CIVIL AND SURVEYING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Civil and Surveying Lab/Theory I	15
Civil and Surveying Mathematics I	10
<i>Trimester II</i>	
Cartographic Techniques Lab/Theory	15
Civil and Surveying Mathematics II	5
Plane Surveying I	6
<i>Trimester III</i>	
Photogrammetric Techniques	
Lab/Theory	6
BASIC Language Programming	10
Surveying and Mapping Techniques	5
Plane Surveying II.	6
Computer-Assisted Civil Drafting.	3
<i>Trimester IV</i>	
Civil Design Lab/Theory	15
Technical and Legal Communications.	5
Plane Surveying III.	6
<i>Supporting Courses</i>	
Calculus	5
FORTAN Programming.	5

See also the common supporting course descriptions on page 52 of the Technologies section.

COURSE DESCRIPTIONS

0120001—Civil and Surveying Lab/Theory I

This course introduces general drafting theory and techniques needed to produce a variety of engineering drawings and survey maps. Emphasis is placed on development of graphic skills and freehand lettering. The student also learns to trace from rough sketches and manuscripts and develop maps from field notes.

0120301—Civil and Surveying Mathematics I

This course applies algebra, geometry and numerical trigonometry concepts to the surveying field. A computer-related course could be substituted for part of the math course with permission of the program advisor.

0120050—Cartographic Techniques Lab/Theory

(Prerequisite: Civil and Surveying Lab/Theory I) This course includes an introduction to mapping followed by practice in inking lines and lettering on vellum and drafting film. Tracings are made of topographic, geological and plan profile maps. Format development precedes techniques and practice in negative scribing, and preparation and reproduction of mechanical separations.

0120330—Civil and Surveying Mathematics II

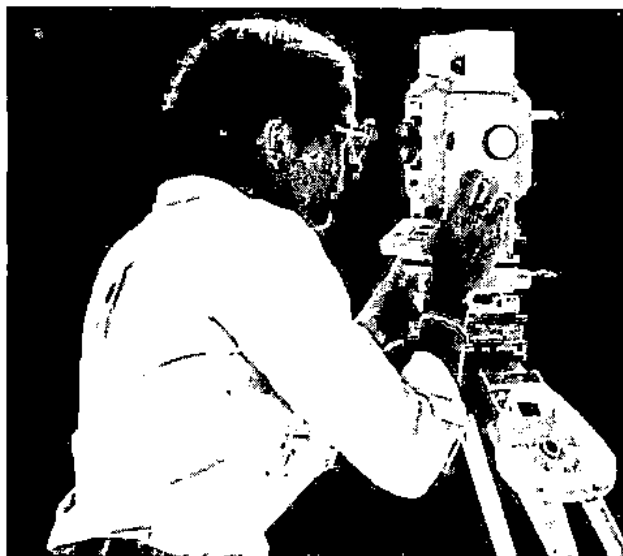
(Prerequisite: Civil and Surveying Math I) Trigonometry is related in detail to surveying and civil problems. The course includes traversing, adjustments, area calculations, intersections and partitioning.

0120701—Plane Surveying I

(Corequisite: Civil and Surveying Math II) The student learns basic techniques and equipment used in surveying including tape, level, theodolite and engineering transit. Field work and related computations are done in leveling, distance and angle measurement and traversing related to mapping.

0120102—Photogrammetric Techniques Lab/Theory

(Prerequisite: Cartographic Techniques Lab/Theory) This course includes theory in aerial photography, geometry of single vertical photographs and overlapping aerial photos, flight planning and establishment of ground control. Students learn the use of modern stereoscopic plotting instruments and map compilation leading to the preparation of maps from aerial photos.



0120771—BASIC Language Programming

(Prerequisite: Civil and Surveying Math I) This introduction to BASIC, a computer programming language, includes the use of input and output statements, arithmetic operations, comparison and branching commands, use of subroutines and library functions. Algorithms and programs associated with surveying and engineering computations are developed including editing, preliminary and final adjustment traverse programs.

0120739—Surveying and Mapping Techniques

A study of modern surveying methods is related to surveys of U.S. Public Lands, land grants, small holding claims and mining claims. Boundary survey law and boundary survey techniques are introduced. Extensive practice in the use of the National Geodetic Survey (NGS) Horizontal and Vertical Networks and the New Mexico State Coordinate System is provided along with training in the astronomical determination of azimuth.

0120721—Plane Surveying II

(Prerequisite: Plane Surveying I) Instruction includes practice in the use of one-second theodolites, topographic, stadia and control surveys, electronic distance measuring (EDM) equipment and data reduction by computer, and field checking a topographic map. A concentrated unit on field observations of the sun for determination of azimuth is included, and a retracement survey of U.S. Public Lands is conducted.

0120780—Computer Assisted Civil Drafting

The student will learn how to operate the digitizer, plotter and graphics CRT on the Wang LVP System. The input of coordinates of civil and surveying plats and drawings by digitizing or keyboard input will be followed by the creation of symbol and annotation files and preparation of drafting sequence files. These files will be used to produce finished drawings.

0120153—Civil Design Lab/Theory

(Prerequisite: Photogrammetric Techniques Lab/Theory; Corequisites: Plane Surveying III and Communications) Students practice up-to-date development and calculation techniques to analyze route surveys and produce highway, utility plan and profile drawings. A unit on subdivision design, including draining plans and sanitary sewers, is included.

0120400—Technical and Legal Communications

Reading, writing and speaking skills are developed through practice in writing and interpreting land descriptions and interpretation of codes and specifications related to subdivision ordinances.

0120750—Plane Surveying III

(Prerequisites: Surveying and Mapping Techniques and Plane Surveying II) Mine surveying methods, grid topographic surveys and retracement of a boundary survey are included along with horizontal and vertical curve calculations, design and layout, earth-work measurements, subdivision surveys and the staking of civil engineering projects.

See also the common supporting course descriptions on page 52 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. *A typing prerequisite of 25 words per minute is required.*

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 4361, disk drives, tape drives, 3278 CRT displays, printer and reader; and a variety of microcomputers.

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.

To earn a diploma, students must complete successfully 1575 instructional hours of which 825 are laboratory work and 750 are related theory.

DATA PROCESSING TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
ANSI COBOL	10
Introduction to Computers/JCL	5
Computer Mathematics I	5
Data Processing Accounting I	5
<i>Trimester II</i>	
Advanced ANSI COBOL	10
Report Program Generator II	5
JCL File Structures	5
Computer Mathematics II	5
Data Processing Accounting II	5
<i>Trimester III</i>	
Advanced Programming Techniques	5
Assembler	10
BASIC Language Programming	5
Business Systems Analysis	5

Trimester IV

Advanced Report Program

Generator II	5
Computer System Software	5
Database and Telecommunications	5
Advanced BASIC Language Programming	5
Programming Projects	5

Supporting Courses

FORTRAN Programming	5
PASCAL Programming	5
Technical Writing (7½ weeks)	5
Thinking Strategies (7½ weeks)	5

COURSE DESCRIPTIONS

0110242—ANSI COBOL

(Corequisite: *Introduction to Computers/JCL or equivalent*) Projects directly related to programming business and accounting applications are coded, debugged and executed in structured ANSI COBOL programming.

0110801—Introduction to Computers/Job Control Language (JCL)

Instruction is provided in computer vocabulary, logic and control, and structured programming techniques including hierarchy charts and topdown planning. Also included are utilities, sorts and JCL for computer systems.

0110300—Computer Mathematics I

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

0110700—Data Processing Accounting I

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

0110250—Advanced ANSI COBOL

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

0110220—Report Program Generator II

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

0110600—Job Control Language File Structures

(Prerequisite: *Introduction to Computers/JCL*) Operating systems, utilities and control languages as well as standard mass storage devices and data file organization for on-line interactive systems are studied.

0110370—Computer Mathematics II

(Prerequisite: *Computer Math I*) This course continues the development of algebra, business math skills and introductory statistics.



0110720—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.

0110263—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.

0110122—Assembler

(Prerequisite: *Introduction to Computers/JCL*) This course provides an understanding of programming techniques necessary to write and refine efficient programs.

0110841—BASIC Language Programming

This course uses the BASIC language to further the student's knowledge of interactive programming, routines using menu selection, and search and retrieval routines.

0110860—Business Systems Analysis

(Prerequisite: *Data Processing Accounting II*) This course covers the specific methods and techniques used to do structured systems analysis and structured systems design.

0110633—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.

0110660—Computer System Software

(Prerequisites: *Advanced ANSI COBOL, Assembler*) This course includes topics to better understand the use of microcomputers. This includes the study of various software operating systems. There also will be some macro assembler programming along with the study of main frame, mini and micro software computer packages.

0110831—Database and Telecommunications

(Prerequisite: *JCL File Structures*) General concepts and organization of data base systems are included along with practical application of Database Management Systems through the use of networks, telecommunication lines and hardware.

0110164—Advanced BASIC Language Programming

(Prerequisite: *BASIC Language Programming*) This course covers file structures, data base techniques, interactive computing, statistics, management methods and string manipulations.

0110165—Programming Projects

(Prerequisite: *Advanced Programming Techniques*) This course is a continuation of individualized or group data processing projects.

See also the common supporting course descriptions on page 52 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 both electronics applications and specialized mechanical drafting and design concepts.

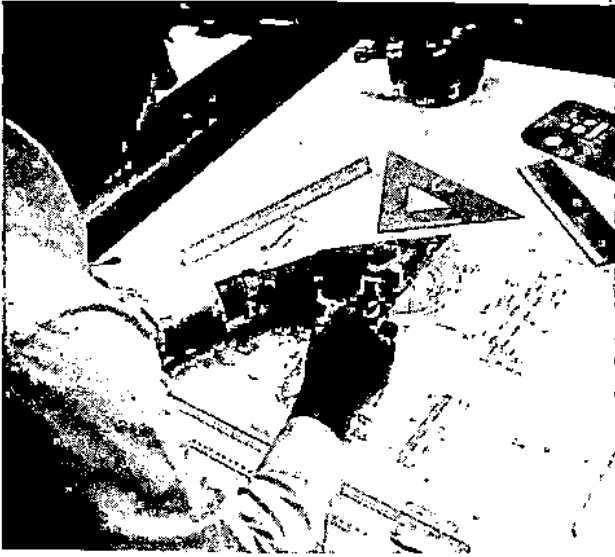
Graduates are prepared for jobs as electromechanical drafters with a background in conceptual and applied experiences to allow growth and development in typical industrial situations.

The lab contains modern drafting stations, drafting machines and other typical drafting equipment. Computer user applications are found throughout the program.

To earn a diploma, students must successfully complete 1237.5 hours of which 562.5 are laboratory work, 375 are theory, and 300 are supervised work experience. *A new class is accepted at the beginning of the summer trimester only.*

The supervised work experience in Trimester III does not qualify students for Veterans Administration benefits or other financial aid.

A personal equipment fee of \$50 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	5
Mechanical Analysis	5
<i>Trimester II</i>	
Electromechanical Drafting Lab/Theory II	15
Technical Mathematics II	5
Basic Electronics	5
<i>Trimester III</i>	
Electromechanical Drafting Lab/Theory III (7½ weeks)	15
Technical Mathematics III (7½ weeks)	5
Technical Writing (7½ weeks)	5
Supervised Work Experience (7½ weeks)	40
<i>Supporting Courses</i>	
BASIC Language Programming	5
FORTAN Programming	5
Reading Improvement	5
Thinking Strategies (7½ weeks)	5

COURSE DESCRIPTIONS

0122041—Electromechanical Drafting Lab/Theory I

This is an introduction to basic mechanical drafting skills, orthographic projection, detail drawings and mechanical assemblies related to the electromechanical industry.

0122322—Technical Mathematics I

Algebra, geometry, formula manipulation and tolerances are covered.

0122716—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.

0122074—Electromechanical Drafting Lab/Theory II

(Prerequisite: *Electromechanical Drafting Lab/Theory I*; Corequisite: *Basic Electronics*) This lab incorporates the fundamental concepts of the 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, and fabrication drawings.

0122356—Technical Mathematics II

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

0122715—Basic Electronics

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

0122357—Technical Mathematics III (7½ weeks)

(Prerequisite: *Technical Math II*) This course concentrates on practical solutions of engineering problems through mathematical manipulation including formulas, charts and tables, identification and use of math resource materials, development of math logic sequences, and applications for CAD/CAM system operations. An introduction to calculus is included.

0110420—Technical Writing (7½ weeks)

Communication skills essential to the drafting technician are the focus of this course, which includes identifying report targets, effective vocabulary and notation, outlining, technical writing techniques, process descriptions, report formatting and types of reports.

0122121—Electromechanical Drafting Lab/Theory III (7½ weeks)

(Prerequisite: *Electromechanical Drafting Lab/Theory II*) This combined lab/theory course stresses advanced drafting skills and application techniques practiced in industry. Included are exposure to and use of computer-aided design hardware and software, advanced geometric tolerancing applications and simplified electromechanical techniques. Class work includes a cumulative electrical mechanical design project.

0122950—Supervised Work Experience (7½ weeks)

(Prerequisite: *All Trimester I & II courses*) Students work a minimum of 300 hours at electromechanical-related supervised work stations. The student trainee is paid by the cooperative firm and supervised jointly by T-VI and the employer. When it is impossible to place all students in work stations because of local employment conditions, an equivalent activity will be conducted on campus.

See also the common supporting course descriptions on page 52 of the Technologies section.

Electronics Technology

4 Trimesters (Main and Montoya Campuses)

The Electronics Technology program has been developed to provide the student with a broad base of skills in analog and digital circuits.

The program provides training in the fundamental concepts of electronics with an emphasis on digital equipment such as computers and electronic control devices.

Circuits which have application in the semiconductor, digital equipment manufacturing, measurement and control, communications and display industries are studied.

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 Electronics, the student must complete successfully 1500 hours of which 975 hours are laboratory work and 525 are theory. To qualify for a Communications Electronics endorsement on the diploma, students must complete an additional 150 hours in RF Fundamentals and Telecommunications.

Students must pay a \$10 personal equipment fee before entering the first trimester and another \$8 for the second trimester.

ELECTRONICS TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics Lab/Theory I	15
Electronics Mathematics	10
 <i>Trimester II</i>	
Electronics Lab/Theory II	15
Digital Circuits	10
 <i>Trimester III</i>	
Electronics Lab/Theory III	15
Introduction to Microprocessors	10
*RF Fundamentals	5
 <i>Trimester IV</i>	
Electronics Lab/Theory IV	15
Advanced Digital Techniques	10
*Telecommunications	5

*Indicates courses are optional during Trimester III and IV and may be scheduled to receive a Communications Electronics endorsement on the diploma.

Supporting Courses

Troubleshooting Techniques	5
Calculus	5
BASIC Language Programming	5
FORTRAN Programming	5
PASCAL Programming	5
Technical Writing (7½ weeks)	5
Introduction to Computers	5

COURSE DESCRIPTIONS

0130003/0130601—Electronics Lab/Theory I

This course covers the basic concepts of direct and alternating current electricity, Ohm's Law, Kirchoff's Law, meter circuits, magnetism and network analysis for DC and AC circuits. The laboratory supports the classroom theory. Students obtain skills in the use of oscilloscopes, function generators, multimeters and breadboarding circuits from schematic diagrams.

0130303—Electronics Mathematics

This course covers algebra and trigonometry with emphasis on DC and AC circuit analysis.

0130052/0130634—Electronics Lab/Theory II

(Prerequisites: Electronics Lab/Theory I and Electronics Math) Theory of semiconductors is applied to diode and transistor circuits. Power supplies and amplifier circuits are studied in detail. An introduction to the theory and operation of DC and AC motors is included.

0130380—Digital Circuits

(Prerequisite: Electronics Lab/Theory I) Logic circuit concepts are introduced. Small and medium scale integrated circuitry is used to introduce logic gates, 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.

0130104/0130661—Electronics Lab/Theory III

(Prerequisite: Electronics Lab/Theory II) Analysis of transistor circuits is continued. Operation of the various classes of amplifiers, waveshaping circuits, oscillators, and principles of AM and FM are studied. Differential amplifiers and operational amplifier operation principles are introduced.

0130385—Introduction to Microprocessors

(Prerequisite: Digital Circuits) This course is an introduction to the microcomputer. The first part focuses on programming in machine language. The student learns microcomputer architecture, central processing unit (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.

0130717—RF Fundamentals

(Corequisite: Electronics Lab/Theory III) This course provides study and practical analysis of broadcast communications systems. Included are single side band, radio, video equipment and regulations. Specific equipment may cover receivers, transmitters and related monitoring or recording devices.

0130155/0130680—Electronics Lab/Theory IV

(Prerequisite: *Electronics Lab/Theory III*) This course teaches theory and practical applications of differential and operational amplifiers. Switched power supplies, transducers and instrumentation also are studied. Related laboratory exercises, troubleshooting and component replacement techniques are included.

0130390—Advanced Digital Techniques

(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. Electromechanical devices are interfaced with the computer. Solving malfunctions in both hardware and software is stressed.

0130861—Troubleshooting Techniques

(Corequisites: *Electronics Lab/Theory II* and *Digital Circuits*) 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. Students who demonstrate proficiency in soldering techniques are awarded soldering certificates.

0130435—Telecommunications

(Prerequisites: *Electronics Lab/Theory III*, *Introduction to Microprocessors*) Students learn data communication techniques and analog-to-digital applications. Topics studied include UARTS and USARTS, standards of interface such as RS232, protocols for interface, FSK and modems. Telephone switching systems and microwave transmission modes will be introduced.

0110212—PASCAL Programming

This class uses microcomputers and covers the PASCAL language for personal or mainframe computers.

0130799—Introduction to Computers

Instruction is provided in computer vocabulary. Students learn how to use personal computers to perform tasks related to their studies.

See also the common supporting course descriptions on page 52 of the Technologies section.

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 robotics.

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 1575 instructional hours of which 825 are laboratory work and 750 are theory.

To qualify for a Communications Electronics endorsement on the diploma, students must complete an additional 150 hours in RF Fundamentals and Telecommunications.

Students must pay a \$10 personal equipment

fee before entering the first trimester and another \$8 for the second trimester.

INSTRUMENTATION AND CONTROL TECHNOLOGY PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electronics Lab/Theory I	15
Technical Mathematics	10
<i>Trimester II</i>	
Semiconductors	10
Digital Circuits	10
Introduction to Robotics and Automated Equipment	5
<i>Trimester III</i>	
Industrial Electronics III	10
Instrumentation and Control	10
Feedback and Control	5
<i>Trimester IV</i>	
Industrial Electronics IV	10
Advanced Feedback and Control	10
Digital Applications	10

Supporting Courses

Basic Tool Applications	5
Calculus	5
BASIC Language Programming	5
FORTRAN Programming	5
Technical Writing (7½ weeks)	5
RF Fundamentals	5
Telecommunications	5
Troubleshooting Techniques	5

COURSE DESCRIPTIONS

0130005/0133624—Electronics Lab/Theory I

This course covers basic concepts of direct current and alternating current electricity, Ohm's Law, Kirchhoff's Law, meter circuits, magnetism, and network analysis for DC and AC circuits. The laboratory supports the classroom theory. Students also obtain skills in the use of oscilloscopes, function generators, multimeters and breadboarding circuits from schematic diagrams.

0130305—Technical Mathematics

This course covers algebra and trigonometry with an emphasis on DC and AC circuit analysis.

0133796—Semiconductors

(Prerequisites: *Electronics Lab/Theory I and Electronics Math*) Theory of semiconductors is applied to diode and transistor circuits. Power supplies and amplifier circuits are studied in detail.

0130350—Digital Circuits

(Prerequisite: *Electronics Lab/Theory I*) Logic circuit concepts are introduced. Small and medium scale integrated circuitry is used to introduce logic gates, 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.

0133797—Introduction to Robotics and Automated Equipment

(Prerequisites: *Electronics Lab/Theory I, Technical Mathematics*) This course will introduce the student to the components used in the study of automation and robotics. An introduction to motors, pneumatics and hydraulics will be covered in theory and lab.

0133106—Industrial Electronics III

(Prerequisite: *Semiconductors*) Operational amplifiers, audio and video amplifiers, oscillator circuits, modulation methods and thyristor components are studied in both theory and laboratory.

0133813—Instrumentation and Control

(Prerequisite: *Digital Circuits*) Microprocessor interfacing, AC and DC motor control techniques, stepper motor control and robot construction are studied in theory and the laboratory. A laboratory robotic arm will be interfaced to a computer.

0133740—Feedback and Control

(Prerequisite: *Digital Circuits*) Assembler and BASIC programming languages are studied and used to control automated processes.

0133156—Industrial Electronics IV

(Prerequisite: *Industrial Electronics III*) Servo mechanisms, serial and parallel data communications, fiber optic communications, process control, AC and DC motor control, instrument and computer troubleshooting, and advanced pneumatic and hydraulic techniques are studied in theory and the laboratory. A personal computer will be used in the lab.

0133781—Advanced Feedback and Control

(Prerequisite: *Feedback and Control*) Circuit analysis of typical electronic instruments, video terminals and computers are studied. Transducers used in industry and pneumatic and hydraulic components are studied and applications shown.

0133376—Digital Applications

(Prerequisite: *Instrumentation and Control*) 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. Laboratory experiments are conducted using an advanced microprocessor.

0920765—Basic Tool Applications

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 are covered thoroughly. Computer numerical control (CNC) machine applications are introduced.

0130717—RF Fundamentals

(Corequisite: *Industrial Electronics II*) This course provides study and practical analysis of broadcast communications systems. Included are single side band, radio, video equipment and regulations. Specific equipment may cover receivers, transmitters and related monitoring or recording devices.

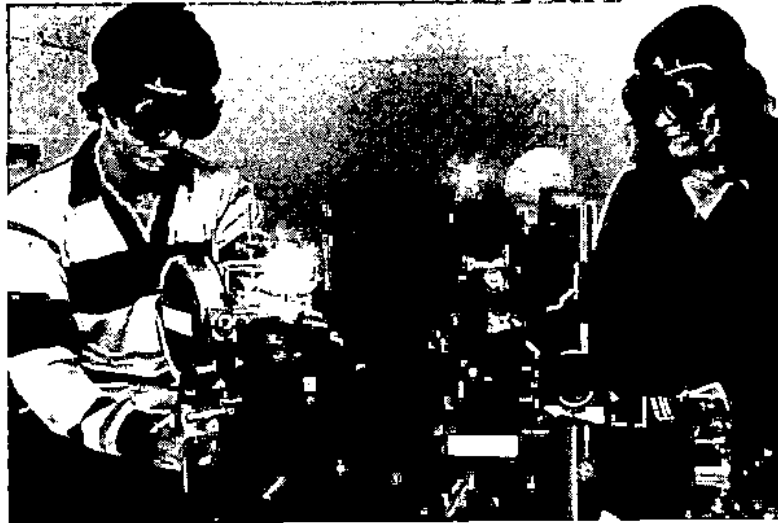
0130435—Telecommunications

(Prerequisites: *Industrial Electronics III, Instrumentation and Control*) Students learn data communication techniques and analog-to-digital applications. Topics studied include UARTS and USARTS, standards of interface such as RS232, protocols for interface, FSK and modems. Telephone switching systems and microwave transmission modes are introduced.

0130861—Troubleshooting Techniques

(Corequisites: *Semiconductors and Digital Circuits*) 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 52 of the Technologies section.



Laser Electro-Optic Technology

4 Trimesters (Main and Montoya Campuses)

The technology 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 1650 instructional hours of which 900 are laboratory work and 750 are related theory.

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

An \$18 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
Laser Mathematics I	5
Digital Principles	5

<i>Trimester II</i>	
AC Circuits with Semiconductors	15
Introduction to Microprocessor Circuitry	5

Laser Mathematics II	5
Introduction to Lasers with Optics	5

Trimester III

Semiconductor Circuit Applications	15
Microprocessor Interfacing	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	3
Technical Physics	5
Vacuum System Technology	2

Supporting Courses

Calculus	5
BASIC Language Programming	5
FORTRAN Programming	5
Technical Writing (7½ weeks)	5
Basic Tool Applications	5
Troubleshooting Techniques	5
RF Fundamentals	5
Telecommunications	5

COURSE DESCRIPTIONS

0132004/0132626—Electronics Lab/Theory I

This course covers basic concepts of direct current and alternating current electricity, Ohm's Law, Kirchhoff's Law, meter circuits, magnetism, and network analysis for DC and AC circuits. Students also obtain skills in the use of oscilloscopes, function generators, multimeters and breadboarding circuits from schematic diagrams.

0132333—Laser Mathematics I

Beginning and advanced algebra is emphasized. Concepts in trigonometry and geometry are covered.

0132304—Digital Principles

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 flip-flops. 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.

0132053/0132045—AC Circuits with Semiconductors

(Prerequisites: Electronics Lab/Theory I, Laser Math I) Theory of semiconductors is applied to diode and transistor circuits. Power supplies and amplifier circuits are studied in detail. An introduction to the theory and operation of DC and AC motors is included.

0132843—Introduction to Microprocessor Circuitry

(Prerequisite: Digital Principles) Clocked logic, multiplexers, shift-registers, memories and digital displays are studied. The topics covered in this course are essential building blocks of many digital-controlled systems in computers, digital instrumentation and clocks. Machine and assembler programming are introduced.

0132386—Laser Mathematics II

(Prerequisites: all Trimester I courses) This is the further study of mathematics and its application to lasers, optics and electronics. Where applicable, problems will be solved using BASIC language programming on a microcomputer.

0132704—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.

0132105/0132123—Semiconductor Circuit Applications

(Prerequisite: AC Circuits with Semiconductors) Analysis of transistor circuits is continued. Operation of the various classes of amplifiers, waveshaping circuits, oscillators, and principles of AM and FM are studied. Differential amplifier and operational amplifier operation principles are introduced.

0132361—Microprocessor Interfacing

(Prerequisites: all Trimester II courses) A system of digital circuits is studied using a microcomputer. Interfacing and concepts projects are stressed.

0132821—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.

0132812—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.

0132162—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.

0132371—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 also are studied with supporting laboratory work.

0132788—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.

0132500—Technical Physics

(Corequisite: Advanced Laser Systems with Applications) Concepts studied are potential and kinetic energy, force, work, momentum and an introduction to atomic and nuclear physics. Concepts are applied using the technology of lasers and electro-optics.

0132798—Vacuum System Technology

(Corequisite: Technical Physics) This course examines the various types of vacuum equipment used in industry. Laboratory work includes the assembly, maintenance and leak detection of various systems.

0920765—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 are covered thoroughly. Computer numerical control (CNC) machine applications are introduced.

0130861—Troubleshooting Techniques

(Corequisite: Semiconductor Circuit Applications) Students learn systems analysis of various electronic equipment 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.

0130717—RF Fundamentals

(Corequisite: Semiconductor Circuit Applications) This course provides study and practical analysis of broadcast communications systems. Included are single side band, radio, video equipment and regulations. Specific equipment may cover receivers, transmitters and related monitoring or recording devices.

0130435—Telecommunications

(Corequisite: Advanced Digital Techniques or permission of instructor) Students learn data communication techniques and analog-to-digital applications. Topics studied include UARTS and USARTS, standards of interface such as RS232, protocols for interface, frequency-shift keying (FSK) and modems. Telephone switching systems and microwave transmission modes are introduced.

See also the common supporting course descriptions on page 52 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.

Three entrance requirements are shared by all Trades programs. Applicants must make acceptable scores on mathematics and reading tests, be able to lift materials weighing 50 pounds, and be free of allergies or health conditions which cannot be controlled and would endanger their safety or the safety of others. Included would be allergies to such things as fuels, solvents, detergents, lime or cement products, sheet metal fluxes or sawdust, depending on the program. Normal color differentiation and correctable depth perception are vision requirements in several programs.

Each applicant has an interview with an admissions counselor and also may be interviewed by the program supervisor during the admissions process.



Students in the Trades must furnish their own shop clothes appropriate for their particular programs. All students, instructors, instructional aides and visitors must wear approved safety glasses or goggles which conform to ANSI 287.1 in classes where they are required.

Students are encouraged to participate in T-VI's chapter of the Vocational Industrial Clubs of America (VICA). VICA activities are an integral part of the Trades curriculum.

SPECIFIC ENTRANCE REQUIREMENTS

All Trades programs have in common the following three entrance requirements: Applicants must pass math and reading tests, be able to lift materials and equipment weighing 50 pounds, and be free of allergies or health conditions which cannot be controlled and would endanger their own or others' safety.

Specific requirements of individual programs are as follows:

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

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 have normal color differentiation with near and far point depth perception.

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 differentiation.

MACHINE TRADES: Must be free of chronic respiratory diseases and allergies to oils, solvents and cutting fluids; be able to stand on concrete floors for long periods of time; and 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. These students should plan to wear regular eyeglasses, rather than contacts, in classes where such hazards exist.

SUPERVISED WORK EXPERIENCE

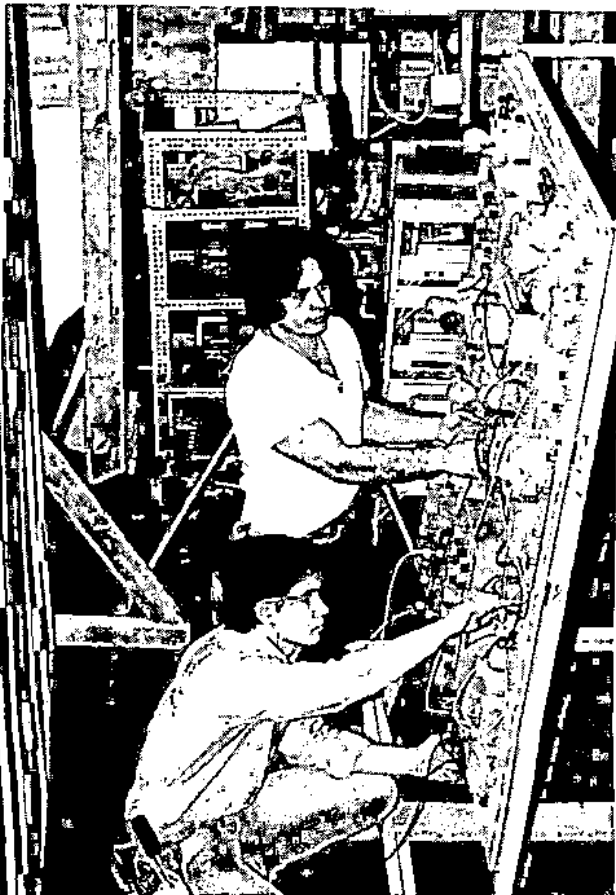
Supervised work experience is for students who have acquired most of the skills and work attitudes needed to succeed in an entry-level job. Students may apply for this option during the final trimester.

This on-the-job experience is a training plan developed by the cooperating employer and T-VI instructional staff. Before beginning a supervised work experience, the student must have the approval of the instructor, counselor, department chairman and student services director.

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

APPRENTICESHIP PROGRAMS

Students interested in applying for an apprenticeship after attending T-VI are advised that completion of an algebra course must be on their transcripts. This requirement can be met by taking Evening Division algebra courses SK351-352 for Day Division transcript credit.



Sheet Metal Training

12 Trimesters (Main Campus)

The Sheet Metal Training program, for persons currently employed full-time in the sheet metal industry, is offered in conjunction with the Rio Grande Chapter of Associated Builders and Contractors Inc. (ABC).

The four-year program combines on-the-job experience with classroom instruction and provides the opportunity for participants to obtain New Mexico journeyman licenses. Beginning students are admitted each fall trimester as space permits. The class meets on alternate Saturdays from 8 a.m. to 4:45 p.m. or one evening each week from 6 p.m. to 10 p.m.

There is a \$20 preadmission fee (paid to the Trades Dept. office) each trimester. Students must purchase textbooks through the local ABC chapter.

COURSE DESCRIPTION

0720475—Sheet Metal Training

(Prerequisite: Current full-time employment in the sheet metal industry) This course consists of 8610 hours of which 8000 hours are supervised on-the-job training with experienced sheet metal journeymen and 610 hours are related classroom instruction at T-VI. The classroom instruction covers safety, shop and trade math, sheet metal processes for shop machinery, triangulation layout, radial line layout, parallel line layout, blueprint reading, and Sheet Metal and Air Conditioning National Assn. (SMACNA) manuals.

Pole Climbing

1 Trimester (Main Campus)

This 60-hour laboratory and theory course meets for 15 weeks on Saturdays from 8 a.m. to noon during the summer trimester and 1 p.m. to 5 p.m. during the fall and winter trimesters. When students complete the course, they receive rating sheets listing the skills mastered.

There is a \$20 nonrefundable preadmission fee and a \$15 personal equipment fee, both paid to the Trades Dept. office.

COURSE DESCRIPTION

0170036—Pole Climbing

This course provides instruction in safety, proper use of equipment, climbing and maneuvering techniques up to the 18-foot level on unstepped poles, and the proper use of ladders on poles and span lines.

OPTIONAL SUPPORTING COURSES OPEN TO ALL T-VI STUDENTS

At least 12 students must sign up and instructional space must be available before an optional supporting course 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>
Basic Tool/CNC	5
Energy Management/Solar Applications	5
Industrial Safety	3
Pneumatic Control Systems	5
Welding Skills Improvement	5

COURSE DESCRIPTIONS

0920905—Basic Tool/CNC

This combination theory and lab practice course includes an introduction to basic machine shop practices. Instruction is provided in safety, hand tools, elementary lathe, mill and drill press. Students are introduced to basic programming concepts as they relate to computer numerical control (CNC) turning centers and machining centers and computer aided design (CAD) systems.

0920854—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 related to heating water and air.

0920711—Industrial Safety

This course includes training in the Red Cross Multimedia System and cardiopulmonary resuscitation, for which Red Cross Certification is issued upon successful completion. An introduction to the Occupational Safety and Health Act (OSHA) regulations is included.

0920904—Pneumatic Control Systems

This course includes basic control system components and diagrams. Instructional emphasis is on the installation and calibration of typical pneumatic control systems used for environmental control.

0920985—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. Students start at their own skill levels and advance as time and ability permit.

Air Conditioning, Heating and Refrigeration

3 Trimesters (Main Campus)

The Air Conditioning, Heating and Refrigeration program prepares students for 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.

Training includes the installation of mechanical equipment, ductwork, piping 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, Sheet Metal Lab, and 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 an introduction to control circuitry.

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

The third trimester includes servicing of commercial freezers and ice makers, and design of air distribution systems. Training on pneumatic and electronic controls is provided. In the Sheet Metal Lab, the student is taught to lay out and construct various air conditioning duct fittings.

To earn a diploma, a student must complete successfully a total of 1275 instructional hours of which 720 are laboratory work and 555 are related theory.

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

After the first 7½ weeks of the third trimester, all eligible students will be encouraged to participate in the supervised work experience program.

Air Conditioning, Heating and Refrigeration students must pay an equipment fee of \$90 before entering the first trimester and \$70 before each additional trimester.

COURSE DESCRIPTIONS



AIR CONDITIONING, HEATING AND REFRIGERATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Air Conditioning, Heating and Refrigeration Lab I	15
Air Conditioning, Heating and Refrigeration Theory I	5
Control Circuitry/Math 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	10
Air Conditioning, Heating and Refrigeration Theory/Control Circuitry III	5
Sheet Metal Applications Lab	8
Sheet Metal Applications Theory	2
Systems Design	5

Option:
Supervised Work Experience

Supporting Courses

See page 66 at the beginning of the Trades section.

0230009/0230606—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.

0230514—Control Circuitry/Math 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 operation of DC circuits as applied to Ohm's Law, including the operation of transformers, capacitors, relays and single phase motors. Included are symbols, terminology and introduction to wiring diagrams and line schematics.

This course also reviews basic arithmetic 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.

0230058/0230639—Air Conditioning, Heating and Refrigeration Lab/Theory II

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

0230336—Air Conditioning, Heating and Refrigeration Mathematics II

(Prerequisite: Control Circuitry/Math I or equivalent) Students will cover elements of algebra and physics as applied to the industry.

0230520—Control Circuitry II

(Prerequisite: Control Circuitry/Math 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 from various manufacturers. Also included are the reading and development of wiring diagrams and line schematics.

0230109—Air Conditioning, Heating and Refrigeration Lab III

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

0230474—Air Conditioning, Heating and Refrigeration Theory/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.

0230157/0230682—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 fabrication. Lab projects are oriented to typical heating and ventilation installations.

0230791—Systems Design

This course includes study of the design, layout and application of air distribution duct systems for air conditioning. A review of sheet metal fabrication leads into trigonometry applications and more complex designs. Emphasis is on basic principles of physics as related to human comfort and the thermodynamics of air flow.

0230947—Supervised Work Experience

This is a continuation of Air Conditioning, Heating and Refrigeration Lab and Theory III, placing the student into supervised work experience with a local contractor. Instructional staff will make periodic visits to the job site and, in conjunction with the local contractor or his representative, complete written evaluations of the student's work program.

Carpentry

2 Trimesters (Main Campus)

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

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

To earn a diploma, a student must complete successfully 750 instructional hours of which 450 are laboratory work and 300 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.

A Framing Certificate may be requested upon successful completion of all Trimester I courses if a student leaves the program at that point.

Carpentry students must pay an equipment fee of \$100 before entering the first trimester and an additional \$90 for the second trimester. They also must provide their own carpenter's overalls or nail apron.

CARPENTRY PROGRAM

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

Supporting Courses

See page 66 at the beginning of the Trades section.

COURSE DESCRIPTIONS

0311014/0311610—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.

0311311—Carpentry Mathematics/Blueprint Reading I

This course provides instruction in whole numbers, combining numbers, lumber sizing, scaling, centering and triangle theory. Instruction in the interpretation of elevation drawings and floor plans, symbols and notations, dimensions and structural information is included. Students also are introduced to material estimation.

0311061/0311642—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, résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations also are covered.

0311338—Carpentry Mathematics/Blueprint Reading II

(Prerequisites: Math/Blueprint Reading 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 for material estimating, volume measure, ratio and proportion.



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.

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.

Instructional units are assigned on an individual basis and have specific prerequisites as follows: typesetting—typing skill of 25 words per minute; proofreading—good spelling/grammar; pasteup/layout—visual coordination and measurement skills; camera—allergy free and night vision; press—allergy free, depth and color perception, mechanical aptitude; bindery—mechanical aptitude, lifting ability.

To earn a diploma, a student must complete successfully a total of 750 instructional hours of which 525 are laboratory work and 225 are related theory.

When students leave the program they receive rating sheets 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	15
Layout and Planning	5

Trimester II

Commercial Printing Theory II	5
Commercial Printing Lab II	20

COURSE DESCRIPTIONS

0715036/0715621—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 setup and operation of duplication and offset presses; bindery processes; and quality control.

0715747—Layout and Planning

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

0715075/0715650—Commercial Printing Lab and Theory II

(Prerequisites: Trimester I Lab and Theory or equivalent) Students are exposed to more complex operations and setups 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, résumé, letter of application, interview, job responsibilities, payroll and benefits, and employee and customer relations also are covered.

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, refrigerated display cases and proofing cabinets. The program's products are sold in the T-VI student lounge.

To earn a diploma, a student must complete successfully 750 instructional hours of which 525 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 \$100 before entering Trimester I and \$30 for Trimester II.

BAKING PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Baking Lab I	15
Baking Theory I	5
Food Service Mathematics.....	5
 <i>Trimester II</i>	
Baking Lab II	20
Baking Theory II.....	5



COURSE DESCRIPTIONS

0611034/0611620—Baking Lab/Theory I

Students learn fundamentals of mixing and processing the ingredients used in a variety of breads, sweet yeast dough products and specialties. Also included are care and use of equipment, bakery sanitation, proper use and storage of bakery ingredients, experiments with baking formulas, and leavening agents.

0611321—Food Service Mathematics

Basic arithmetic for sales, portioning and costing of food products is covered. Students also learn to use cash registers.

0611072/0611649—Baking Lab/Theory II

(Prerequisites: *Baking Lab/Theory 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 with actual shop procedures being followed.

Culinary Apprenticeship

9 Trimesters (Main Campus)

The Culinary Apprenticeship program is offered for persons currently employed full-time in the cooking industry.

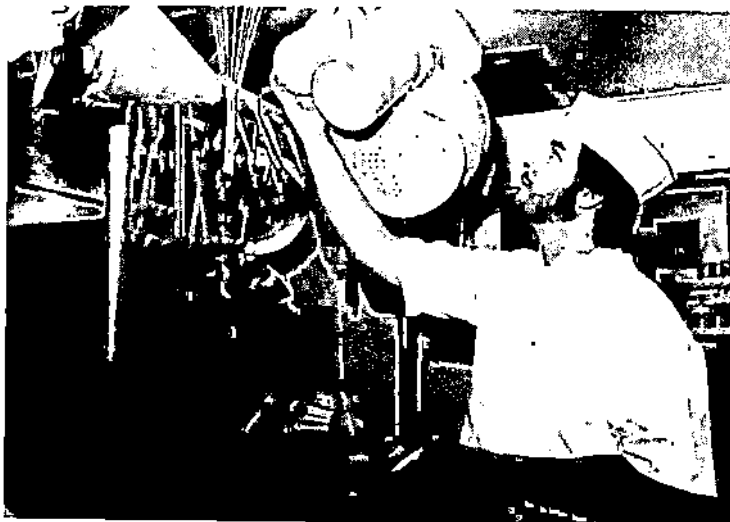
The three-year program combines on-the-job experience with classroom instruction and results in certified cook skill levels. Beginning students are admitted each trimester, as space permits. The class meets one day a week from 3:30 p.m. to 7:15 p.m.

There is a \$20 preadmission fee (paid to the Trades Dept. office) each trimester. Students must purchase a special textbook through the local chapter of the American Culinary Federation.

COURSE DESCRIPTION

0613035—Culinary Apprenticeship

(Prerequisite: *Current full-time employment in the cooking industry*) This course consists of 6000 instructional hours of which 400 hours are theory taught at T-VI and 5600 hours are supervised work experience in a full-time cooking job secured before entering the class. Theory covers culinary history, Garde Manger (food decorating), food management techniques and front-of-the-house personnel utilization. A three-step written and practicum final exam, administered in conjunction with the New Mexico Chefs and Cooks Assn., is required to graduate.



Quantity Food Preparation

2 Trimesters (Main Campus)

Quantity Food Preparation emphasizes nutritional food preparation and prepares students for entry into the rapidly growing food industry—as saute cooks after the first trimester or dinner cooks 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, refrigeration and serving of foods; cuts of meats; ordering and purchasing procedures; and restaurant operation.

Classes are held in industrial kitchens. Students in the first trimester prepare food for and operate a cafeteria line, including cash registers. More than 250 meals are served on most school days.

The second trimester students operate the Student Specialties program, a fine dining restaurant open to the general public by reservation only. (See page 19 for details.)

To earn a diploma, a student must complete successfully 750 instructional hours of which 525 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, to gain an additional job skill which may be helpful in their careers.

Quantity Food Preparation students must pay an equipment fee of \$100 before entering the first trimester and another \$80 for the second trimester.

QUANTITY FOOD PREPARATION PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Quantity Food-Lab I	15
Quantity Food Theory I	5
Food Service Mathematics	5
 <i>Trimester II</i>	
Quantity Food Lab II	20
Quantity Food Theory II	5

COURSE DESCRIPTIONS

0610033/0610619—Quantity Food Lab/Theory I

This lab and theory course provides instruction in preparing meats, vegetables, soups, sauces, sandwiches, salads and breakfast foods. Emphasis is placed on cost, nutrition, sanitation, safety, tools and equipment, cooking methods and techniques, speed and efficiency as well as procedures for stocking and operating a cafeteria serving line.

0610320—Food Service Mathematics

Basic arithmetic for sales, portioning and costing of food products is covered. Students also learn how to use cash registers.

0610071/0610648—Quantity Food Lab/Theory II

Students learn methods of cooking stews, fricassees, garnishes, sauces and other dinner items. Also covered are herbs and spices, salad preparation, use of recipes, application of costing procedures, pantry work, and restaurant service and operation.

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 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.

In the second trimester, students learn electrical and electronic components and circuits, hydraulic components and systems.

The third trimester includes the transmission, drive train and fuel injection portions of the program. Students learn to diagnose, repair and maintain transmissions, final drives, clutches, brakes, steering and fuel injection systems.

The final trimester emphasizes diesel engine overhaul. Students study engine failure and perform testing using engine dynamometers.

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

To earn a diploma, a student must complete successfully 1650 instructional hours of which 1125 are laboratory work and 525 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. They also must provide their own industrial safety glasses or goggles which conform to ANSI 287.1.

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
Diesel Mathematics	5

Trimester II

Electrical and Hydraulics Systems Lab	15
Electrical and Hydraulics Systems Theory	5
Diesel Mathematics, Physics and Electronics	5

Trimester III

Transmission, Final Drive, Clutch, Brake and Steering Lab (10 weeks)	20
Transmission, Final Drive, Clutch, Brake and Steering Theory (10 weeks)	5
Diesel Fuel Injection Lab (5 weeks)	20
Diesel Fuel Injection Theory (5 weeks)	5
Oxyacetylene Welding	5

Trimester IV

Diesel Engine Overhaul Lab	20
Diesel Engine Overhaul Theory	5
Troubleshooting	5

Supporting Courses

See page 66 at the beginning of the Trades section.

COURSE DESCRIPTIONS

0240010/0240607—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; use of precision measuring tools; interpreting mechanical drawings; thread repair procedures; lubricating, cooling, air intake and fuel systems; governor control design; and introduction to diagnosis and troubleshooting.

0240309—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.

0240158/0240683—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 with related schematics; 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.

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

0240353—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. Practice in making metric and English precision measurements is provided. The student also is introduced to elements of electronic circuitry.

0240110/0240666—Transmission, Final Drive, Clutch, Brake and Steering Lab/Theory

(Prerequisites: Trimester II 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 perform standardized tests on automatic transmissions. Preventive maintenance programs are emphasized.

0240171/0240692—Diesel Fuel Injection Lab/Theory

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

0240742—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.

0240059/0240640—Diesel Engine Overhaul Lab/Theory

(Prerequisites: Trimester III 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.

0240804—Troubleshooting

(Prerequisites: Trimester III Lab and Theory or equivalent) 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.

Electrical Trades

4 Trimesters (Main Campus)

This program provides students with entry-level skills for employment in the construction industry, electrical maintenance and related electrical trades.

The program is conducted in well-equipped laboratories designed to train the student in four broad areas of the electrical field—concepts of basic electricity; electrical wiring design and installation for residential, commercial and industrial buildings; industrial control circuitry; and interfacing of solid-state control equipment.

The program is designed to allow a student to enter the electrical trade industry at three separate levels of training. Upon completion of the first two trimesters, the student may receive a Residential Wiring Certificate and obtain employment as an apprentice electrician primarily working with residential and light commercial buildings.

Completion of Trimester III will give the student additional skills in design and installation of industrial control systems and heavy construction work. A student may receive an Electrical Trades Certificate upon completion of the first three trimesters.

Trimester IV will upgrade the student's abilities in installation and maintenance of solid-state equipment such as programmable controllers now being introduced into the electrical field. During Trimester IV, students will have the option to apply their skills in a supervised work experience program with various electrical contractors.

To earn a diploma, a student must successfully complete a total of 1775 instructional hours of which 1075 are laboratory work and 680 are related theory.

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

Electrical Trades students must pay a personal equipment fee of \$100 before entering the first trimester, another \$85 for the second trimester, \$50 for the third trimester, and \$50 for the fourth trimester. They also must provide their own shop clothing and industrial safety glasses or goggles which conform to ANSI 287.1.

ELECTRICAL TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Electrical Trades Lab I	15
Electrical Trades Theory I	5
Electrical Math I	5

<i>Trimester II</i>	
Electrical Trades Lab II	15
Electrical Trades Theory II	5
Electrical Math II	5
Electrical Blueprint Reading I	5
(Residential Wiring Certificate)	

<i>Trimester III</i>	
Electrical Trades Lab III	15
Electrical Trades Theory III	10
Electrical Blueprint Reading II	5
(Electrical Trades Certificate)	

<i>Trimester IV</i>	
Electrical Trades Lab IV	15
Electrical Trades Theory IV	5
Industrial Safety	5
Option:	
Supervised Work Experience	
(Electrical Trades Diploma)	

Supporting Courses

See page 66 at the beginning of the Trades section.

COURSE DESCRIPTIONS

0353672/0353673—Electrical Trades Lab and Theory I

This combined laboratory and related theory course provides instruction in the fundamentals of basic electricity. Subject areas include AC and DC theory, symbol identification, schematic reading, circuit application, magnetism, introduction to basic transformers, single-phase motors, and use of the National Electric Code and utility requirements.

0353655—Electrical Trades Mathematics I

The student will review basic arithmetic functions and be introduced to electrical formulas which include Ohm's and Kirchhoff's laws. Problem solving will involve calculations of material and circuit load requirements; rules for series, parallel and combination circuits; and mechanical work and power.

0353675/0353676—Electrical Trades Lab and Theory II

The student will apply the fundamentals of electricity learned in Trimester I to the design and installation of residential and commercial building circuitry. Subject areas include safety; use of tools and equipment; and the design and installation of branch circuits, service entrances, and the necessary hardware such as outlet boxes, electrical cable and low-voltage equipment. Also covered are wiring of temporary services, basic circuit bending, and an in-depth study of the National Electric Code and local codes and regulations as they apply to job situations.

0353656—Electrical Trades Mathematics II

(Prerequisite: *Electrical Trades Mathematics I or equivalent*) This course advances the student's knowledge of electrical formulas into algebraic concepts and trigonometric functions as they apply to power production, magnetic circuitry, generators and three-phase motors.

0353659—Electrical Trades Blueprint Reading I

Basic instruction is provided in reading and interpreting blueprints and specifications. Emphasis is on terminology, symbols, notations, scaling, dimensioning and basic blueprint drawing techniques. Construction methods, materials and structural support of residential, commercial and industrial buildings also are covered.

0353678/0353679—Electrical Trades Lab and Theory III

(Prerequisites: *Electrical Trades Lab and Theory I and II and Mathematics II or equivalent*) Field applications and methods are taught for transformers, motors, motor controls, development and servicing of automatic control devices, multi-station systems and industrial 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 gaining firsthand experience to reinforce training.

0353657—Electrical Trades Blueprint Reading II

(Prerequisite: *Electrical Trades Blueprint Reading I or equivalent*) Advanced 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 and power requirements. Emphasis is placed on cost estimating of material and labor requirements for electrical installation.

0353658/0353654—Electrical Trades Lab and Theory IV

(Prerequisites: *Electrical Trades Lab and Theory I, II and III or equivalent*) These courses will advance the student's knowledge of motor control circuitry. The study of solid-state devices—including diodes, SCR's, diacs and triacs—is presented. A comparison is made between magnetic control circuitry and state-of-the-art equipment. The student will install and program typical industrial control systems such as the Mini-PLC-2, PLC-4 and SLC-100 programmable controllers. Sources of employment, completion of applications, résumés, job interviews and job responsibilities also will be emphasized during these eight weeks.

0353653—Industrial Safety

This course presents training in the Red Cross Multimedia System and cardiopulmonary resuscitation, for which Red Cross Certification is issued upon successful completion. An introduction to the Occupational Safety and Health Act (OSHA) regulations is included.

0353963—Supervised Work Experience

This is a continuation of Electrical Trades Lab and Theory IV, placing the student into supervised work experience with a local contractor. Instructional staff will make periodic visits to the job site and, in conjunction with the local contractor or his representative, complete written evaluations of the student's work program.

General Trades

1 Trimester (Main Campus)

This program is offered to persons wanting to find work quickly and learn a skill while employed as a helper or a trainee.

The first half of the program provides instruction designed to help students determine the types of work best suited to their interests and abilities, coupled with skill development in job seeking and job retention. Instruction also includes use, care and maintenance of hand and power tools common to trades occupations, and industrial safety.

When a student has made satisfactory progress in the readiness unit, the student and instructor cooperatively seek an entry-level job for which the student qualifies. An on-the-job training program is established with the cooperating employer for the remaining weeks of the trimester under the supervision of the instructor. Most jobs are expected to be permanent and full-time.

The 15-week program provides up to 160 hours of classroom/laboratory instruction and about the same amount of supervised work experience.

Students who complete the program receive a proficiency certificate.

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

GENERAL TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
General Trades Lab/Theory (7½ weeks)	20
Supervised Work Experience (7½ weeks)	10-20

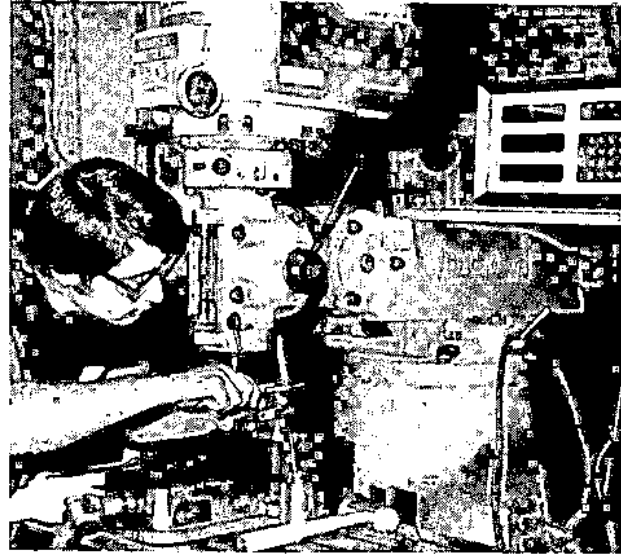
COURSE DESCRIPTIONS

0290011/0290623—General Trades Lab/Theory

The classroom/laboratory instruction provides the student with skills to find job openings, apply and interview for jobs, obtain and hold a job. Safety, hand and power tools, and industrial materials used in a variety of occupations also are covered.

0290951—Supervised Work Experience

As they become prepared, students begin work at teacher-approved work stations in the specific fields chosen. Student trainees are supervised jointly by T-VI and the cooperating employers for the remainder of the trimester.



Machine Trades

4 Trimesters (Main Campus)

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

Students learn the fundamental operations of various machine tools. 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, numerically-controlled equipment, computer-assisted drafting and other equipment used throughout the metal working industry.

To earn a diploma, a student must complete successfully 1500 instructional hours of which 900 are laboratory work and 600 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. Students also must provide their own industrial goggles or safety glasses with side shields which conform to ANSI 287.1.

MACHINE TRADES PROGRAM

<i>Trimester I</i>	<i>Hours/Week</i>
Machine Trades Lab I	15
Machine Trades Theory I	5
Machine Trades Math/Blueprint Reading I	5
 <i>Trimester II</i>	
Machine Trades Lab II	15
Machine Trades Theory II	5
Machine Trades Math/Blueprint Reading II	5
 <i>Trimester III</i>	
Machine Trades Lab III	15
Machine Trades Theory III	5
Numerical Control Programming I	5
 <i>Trimester IV</i>	
Machine Trades Lab IV	15
Geometrical Tolerancing/Metallurgy	5
Numerical Control Programming II	5

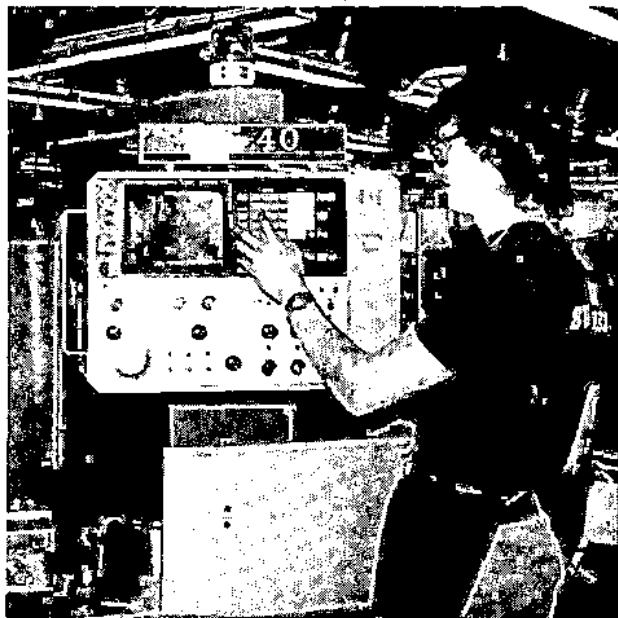
Supporting Courses

See page 66 at the beginning of the Trades section.

COURSE DESCRIPTIONS

0220007/0220604—Machine Trades Lab/Theory I

These courses provide classroom/laboratory experience in the operation of drill presses, pedestal grinders, band saws, engine lathes, surface grinders and milling machines. Instruction also covers shop safety, benchwork, machine construction and nomenclature, speeds and feeds, cutting tool physics and abrasives.



0220306—Machine Trades Mathematics/Blueprint Reading I

Review of basic math and introduction of simple formula manipulation, introduction to shop drawings and their purpose, and sketching of orthographic and isometric views are included.

0220056/0220637—Machine Trades Lab/Theory II

(Prerequisites: Machine Trades Lab/Theory I and Math/Blueprint Reading I or equivalent) Instruction covers advanced engine lathe operations, basic surface grinding and an introduction to turret lathes and milling machines. Emphasis in the theory portion of the course is on the technical aspects of tooling as applied to machine tools.

0220334—Machine Trades Mathematics/Blueprint Reading II

Instruction includes a continuation of algebra with emphasis on machine-related problems, geometric theorems and their uses, introduction to trigonometry as applied to the trade, and continuation of print reading with greater emphasis on details of assembly drawings.

0220107/0220663—Machine Trades Lab/Theory III

(Prerequisites: Machine Trades Lab/Theory I and Math/Blueprint Reading II or equivalent) The advanced milling machine operations of hole production, indexing and rotary table work are emphasized. Tracer and advanced turret lathe operations are introduced along with tool and cutter grinding and cylindrical grinding. Numerical control (N/C) and computer numerical control (C/N/C) operations and setup also are covered. Theory and practice are provided in the use of measuring tools used in inspection. Also covered is an introduction to carbides.

0220755—Numerical Control Programming I

(Prerequisites: All Machine Trades II courses or equivalent) Instruction includes word address formats, the programming and tape preparation necessary for numerical control machining along with practical trigonometry as applied to the N/C programs.

0220161—Machine Trades Lab IV

(Prerequisites: All Machine Trades III courses or equivalent) Major emphasis is on advanced milling and turning setups, advanced N/C, C/N/C setup, and operation of drilling/milling and turning machines.

0220652—Geometrical Tolerancing/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 ceramics. Instruction covers methods and processes, structure and properties of metal, temperature changes in metal machining, effects of alloying elements, weights and conversion factors. Also included are heat treatment of ferrous alloys, and instruction in interpretation and application of the geometrical tolerancing system.

0220761—Numerical Control Programming II

(Prerequisite: Numerical Control Programming I or equivalent) This course offers instruction in computer-assisted interactive graphics and 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 along with geometric applications to computer assisted drafting/computer assisted manufacturing (CAD/CAM) systems used in distributive numerical control (D/N/C) and C/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, welding and soldering machines, propane torches, power sewer cleaners 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 residential and 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 750 instructional hours of which 450 are laboratory work and 300 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 \$90 for the second trimester.

PLUMBING PROGRAM

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

Supporting Courses

See page 66 at the beginning of the Trades section.



COURSE DESCRIPTIONS

0340015/0340611—Plumbing Lab/Theory I

This class covers safe and proper use of tools and equipment; identification of plumbing fittings and pipe; basic hydraulics and pneumatics; layout, assembly, installation, alteration and repair of pipe systems; safety practices; general tools and equipment; sources of heat and operational procedures.

0340312—Plumbing Mathematics/Blueprint Reading I

This course covers basic arithmetic, 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, and surface and direct measurements. Also covered is basic instruction in sketching, reading workshop drawings, blueprints, and specifications for residential and light commercial work.

0340062/0340643—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.

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

0340339—Plumbing Mathematics/Blueprint Reading II

(Prerequisite: Math/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. Practical math applications are covered throughout the course.

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, tungsten inert gas and wire feed gas welding processes, power shears, radiography, hardness testers, dye penetrant and tensile testing. Beginning groups alternate between the two campuses.

During the first trimester, students study, practice and qualify in oxyacetylene welding. Instruction also is provided in shielded metal-arc welding.

In the second trimester, welder qualification tests are given in shielded metal arc welding and gas metal arc welding to acquaint the student with standard operating procedures for various certifications. Students must pass these tests to advance to Trimester III.

During the third trimester, welder qualification tests are given in pipe welding and gas tungsten-arc welding (stainless steel and aluminum) to acquaint the student with standard operating procedures for various certifications. Students must be making progress on these tests to waiver out of the program. Instruction also is offered on welding fabrication and materials testing.

A diploma is awarded to students who complete successfully 1200 instructional hours of which 750 are laboratory work and 450 are related theory.

Specific welding qualification 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.

WELDING PROGRAM

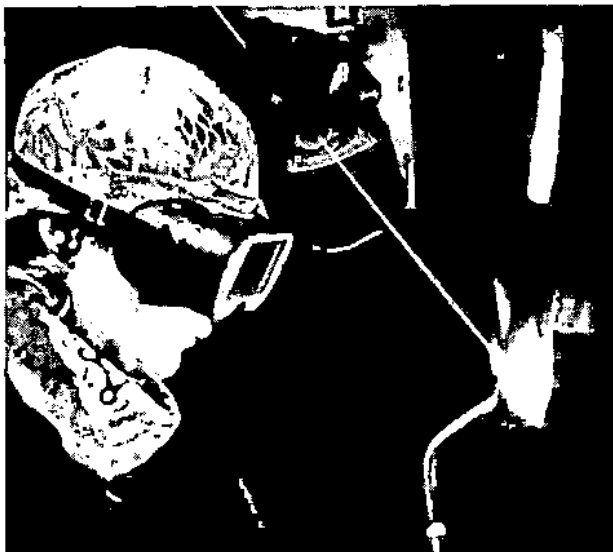
<i>Trimester I</i>	<i>Hours/Week</i>
Welding Lab I	15
Welding Metallurgy I	5
Welding Math/Blueprint Reading I	5

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

<i>Trimester III</i>	<i>Hours/Week</i>
Welding Lab III	20
Welding Metallurgy III/Inspection	5
Blueprint Reading III	5

Supporting Courses

See page 66 at the beginning of the Trades section.



COURSE DESCRIPTIONS

0221008—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.

0221605—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.



0221307—Welding Mathematics/Blueprint Reading I

This is a course in basic arithmetic. Surface and direct measurements, graphs and charts, and payroll calculations are studied. Instruction also is provided in basic drawing interpretation, welding symbols, terms and detailed fittings applied to the welding area.

0221057—Welding Lab II

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

0221638—Welding Metallurgy II

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

0221335—Welding Mathematics/Blueprint Reading II

(Prerequisite: Math/Blueprint Reading I or equivalent) Covered are the use of rules, formulas, ratio, proportion, volume and right-angle calculations applied to the welding industry. Also included is blueprint reading instruction in which the student reads commercial construction and fabrication drawings, complex detail section and assembly drawings related to the welding field.

0221108—Welding Lab III

(Prerequisites: Welding II Lab, Metallurgy II and Mathematics/Blueprint Reading II or equivalent) Working speed and proficiency are emphasized through continued practice and shop fabrication assignments. 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 III, as well as pipe qualification tests, are included.

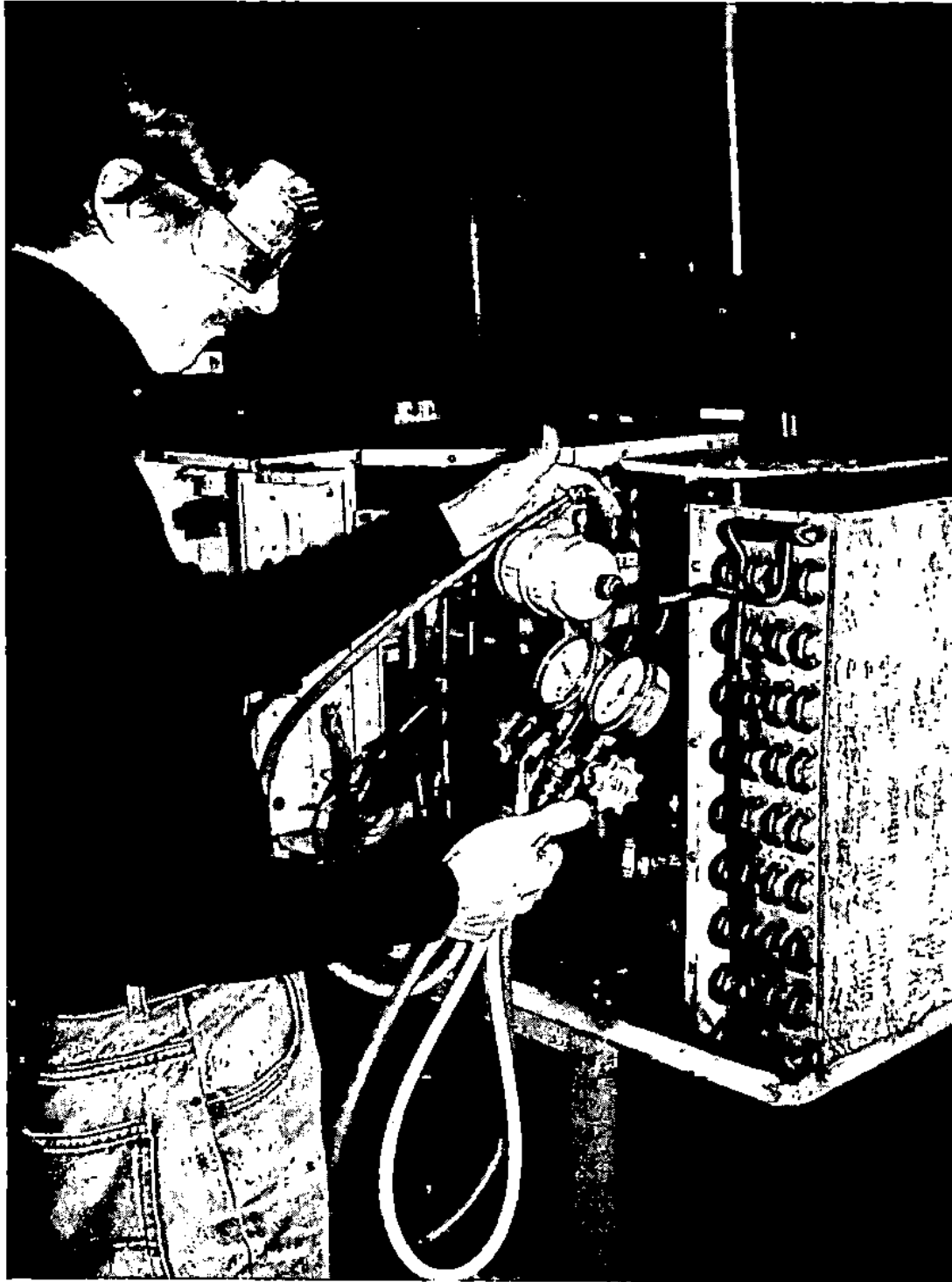
0221664—Welding Metallurgy III/Inspection

(Prerequisite: Metallurgy II or equivalent) 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, welding carbon steels, stainless steels, aluminum, pipe welding procedures and layout used in fabrication. Emphasis is placed in the areas of specimen preparation, reporting and evaluating various types of weld qualifications. Also stressed are sources of employment, proper completion of applications, résumé, letter of application, interviews, job responsibilities, payroll and benefits, and employee and customer relations.

0221790—Blueprint Reading III

(Prerequisite: Blueprint Reading II or equivalent) This practical lab course teaches students to develop templates 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

T-VI's Adult Basic Education program, which is offered free, includes classes in written and spoken English, math, General Educational Development (GED) examination subjects for persons seeking a high school equivalency diploma, and a citizenship class for aliens who want to become United States citizens.

Persons wanting to take an Adult Basic Education class should begin by registering in person at either T-VI campus on one of the ABE registration days. The 1985-86 registration days are: Fall Trimester, Aug. 28-29, 1985; Winter Trimester, Jan. 2-3, 1986; Summer Trimester, Apr. 23-24, 1986. The 1986-87 registration days are: Fall Trimester, Aug. 26-27, 1986; Winter Trimester, Dec. 22-23, 1986; Summer Trimester, Apr. 28-29, 1987, between 9 a.m. and 8 p.m.

An Evening Division counselor will help with class selection to meet individual needs and schedules. During the trimester, ABE counselors are available at Main Campus Mondays through Thursdays from noon to 9 p.m., and Fridays from 8 a.m. to 5 p.m.; and at the Montoya Campus, Mondays through Thursdays from 2 p.m. to 8:30 p.m.

Textbooks are loaned to students at no cost during the classes. There are no fees for the classes because they are funded with state and federal monies.

Persons or groups 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: English as a second language classes are for persons learning 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 audiovisual equipment are used.

101-B: BEGINNING ENGLISH AS A SECOND LANGUAGE

This class is for students who do not speak English and for those who have not studied English before. The class uses a conversational approach to learning English. Linguistic differences and teacher recommendations will be considered for proper placement of students in the class.

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MW	7-9 p.m.	T-VI Montoya Campus
MTWThF	8:30-10:30 a.m.	T-VI Main Campus
MTWThF	10:45 a.m.-12:45 p.m.	T-VI Main Campus
MTWThF	1:15-3:15 p.m.	T-VI Main Campus

101-I: INTERMEDIATE ENGLISH AS A SECOND LANGUAGE

This class is for students who have completed the beginning conversational English class or persons who speak some English. It is a continuation of the beginning class with emphasis on speaking and writing.

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MW	7-9 p.m.	T-VI Montoya Campus
MTWThF	8:30-10:30 a.m.	T-VI Main Campus
MTWThF	10:45 a.m.-12:45 p.m.	T-VI Main Campus
MTWThF	1:15-3:15 p.m.	T-VI Main Campus

101-A: ADVANCED ENGLISH AS A SECOND LANGUAGE

Students who have had a previous conversational English class and persons who can speak some English but need additional practice may take this class. Speaking, writing and basic grammar are taught.

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MW	7-9 p.m.	T-VI Montoya Campus
MTWThF	8:30-10:30 a.m.	T-VI Main Campus
MTWThF	10:45 a.m.-12:45 p.m.	T-VI Main Campus
MTWThF	1:15-3:15 p.m.	T-VI Main Campus

101-L: BASIC LITERACY FOR ENGLISH AS A SECOND LANGUAGE

This class helps students learn the most basic skills for reading and writing in English. It is especially for those with little formal education or whose language does not use the same written alphabet as English. The class includes letter formation (printing and cursive), relation between English sounds and letters, reading and writing single words and short sentences, and filling out short application forms.

Fall-Winter-Summer

MW or TTh	7-9 p.m.	T-VI Main Campus
MTWThF	1:15-3:15 p.m.	T-VI Main Campus

PREREQUISITE: Completion of Beginning English as a Second Language or equivalent.

102-B: BEGINNING BASIC ENGLISH GRAMMAR/SPELLING

This class is recommended for students who can function in the English language or have taken at least two trimesters of conversational English, or students who have difficulty reading and writing the English language. Included are speech correction, oral expression, writing, spelling and phonetics.

Fall-Winter-Summer

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

102-A: ADVANCED BASIC ENGLISH GRAMMAR/SPELLING

Persons who need English grammar and spelling review or reinforcement will benefit from this class. Because this is a review class, persons registering should talk with an Evening Division counselor for proper placement. This is a structured English grammar class which may be taken by high school graduates for review purposes.

Fall-Winter-Summer

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

103: COMBINATION BASIC MATHEMATICS AND ENGLISH GRAMMAR

This class is for students who want to improve their basic English and mathematics. Time will be spent on three subject areas—mathematics, English and spelling. Students are divided according to abilities and individual instruction is given in mathematics. Students should talk with a counselor before registering for this class.

Fall-Winter-Summer

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

104: BASIC MATHEMATICS

This class helps students understand numbers and how to work word problems. It uses numbers to teach the student how to buy on credit, borrow money, plan spending, and deal with everyday problems. Facts about insurance and some modern basic math also are covered. The class is divided into groups of similar abilities. *Algebra is not taught in this class.*

Fall-Winter-Summer

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

107-B: BEGINNING READING IMPROVEMENT AND SPELLING

This is a class for native English speakers who have difficulty reading and recognizing words. It improves the student's reading ability and understanding of what is read. Word recognition, spelling and sight vocabulary are included.

Fall-Winter-Summer

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

107-I: INTERMEDIATE READING IMPROVEMENT AND SPELLING

This class improves the student's ability to read and understand what is read. In addition to the textbooks, controlled readers and other audiovisual aids are used to help improve reading, comprehension and spelling.

Fall-Winter-Summer

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

107-A: ADVANCED READING IMPROVEMENT AND SPELLING

This is an advanced reading class for students who can read but want to improve comprehension and reading speed. *This is not a speed reading class.* Audiovisual equipment and other reading materials are used for speed, comprehension, retention and spelling.

Fall-Winter-Summer

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

108: GED REVIEW IN WRITING SKILLS, MATHEMATICS, SCIENCE, SOCIAL STUDIES AND READING SKILLS

The objective of this class is to prepare students for the General Educational Development (GED) examination. Such preparation enables students to complete the requirements of high school equivalency necessary for many jobs.

The five areas included in the GED examination are covered—writing skills, social studies, science, reading skills and mathematics. Students are placed in this class if their pretest scores are in the middle range, which is approximately seventh grade overall. Much of this class can be planned for the individual student and may be completed at the student's own pace. Students are encouraged to take the GED examination at the end of the trimester, but those with high demonstrated ability may take the test earlier.

The test is free. All textbooks are furnished to the student free on a card check-out basis.

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

This class can be offered in other locations if needed. Ask the registration monitors about locations.

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: During the trimester, students should register for daytime GED classes at Main Campus between noon and 8:30 p.m. Mondays through Thursdays, 8 a.m. and 4:30 p.m. on Fridays; and at Montoya Campus from 2 p.m. to 8:30 p.m. Mondays through Thursdays.

109: CITIZENSHIP FOR ALIENS

This is a class in United States history and government for aliens who want to take the United States Naturalization Test. To become a U.S. citizen, an alien must first pass an oral and written test before an examiner from the Naturalization Department. That test is not given at T-VI nor administered by T-VI personnel. The test also may include information on national, state and municipal government. Free textbooks are given only to students enrolled in the class.

Fall-Winter-Summer

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

How to Apply

See page 10 of this catalog for complete information on how to apply for Skill Improvement courses.

Text and Lab Fees

Textbook prices and laboratory fees listed for Skill Improvement courses in this catalog are subject to change.



Changing Careers Course (SK440)

5 Weeks (Main and Montoya Campuses)

This course is designed for adults who have spent years as homemakers or in other careers, and want or need to change professions, obtain employment or return to school.

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

Anyone may enroll, and space is available on a first-come/first-served basis. The only cost for the course is the \$5 Evening Division preregistration fee.

Course topics include: 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 students, including T-VI's Preparatory Program, General Educational Development (GED) preparation classes and vocational-technical programs, other educational programs in Albuquerque, or employment.

Business Education

☼ = transfers to a T-VI Day Division program

SK110: ACCOUNTING I

Principles of the double entry bookkeeping cycle, from the opening entry through the formal balance sheet and income statement, are covered. Business forms and their function, business terms, accuracy, neatness, orderliness, thoroughness and responsibility are included.

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.—\$18.75
Workbook—\$6
Boyd's Clothiers Practice Set—\$8.25

SK111: ACCOUNTING II

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

Fall

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

Winter

MW	7-9 p.m.	Cibola High School 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

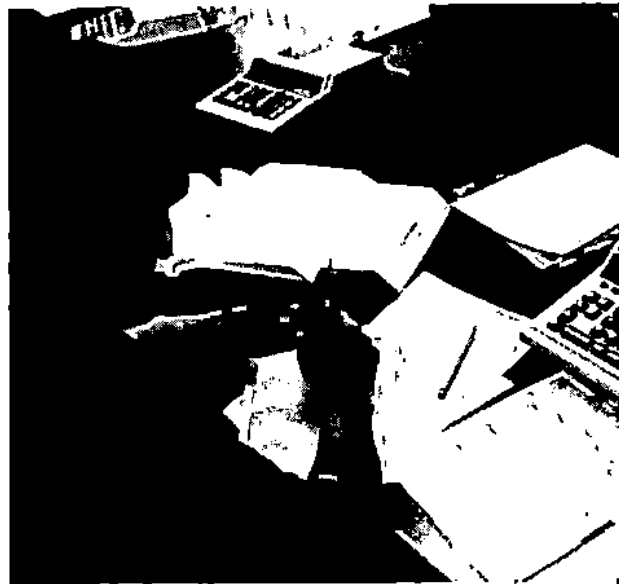
TEXTS: College Accounting, 11th Ed.—\$18.75
Workbook—\$6
Fisher & Marvin's Bakery Practice Set—\$9.25

SK112: ACCOUNTING III

A continuation of Accounting II, this class covers various aspects of corporate accounting, the voucher system of accounting and accounting for a manufacturing business. Cost accounting is introduced.

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, 11th Ed.—\$18.75
Workbook—\$6
Hartup Tool Inc. Practice Set—\$10



SK113: AUDITING

Auditing procedure, reports and working papers used in financial investigations are studied and analyzed. Audit practice with verification of assets, liabilities, owner's equity, expense and revenue accounts are stressed. Internal control techniques are studied to develop the student's ability to conserve assets.

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, 7th Ed.—\$17.50
Audit Problem: Crafters—\$11

MICROCOMPUTER ACCOUNTING WORKSHOPS

For students enrolled in Accounting II, Accounting III or Auditing, a pair of workshops providing 12 hours of instruction and microcomputer accounting lab experience is offered. The dates are as follows:

Fall, 1985

Oct. 5 & 12	9 a.m.-4 p.m.	T-VI Montoya Campus
Oct. 19 & 26	9 a.m.-4 p.m.	T-VI Montoya Campus
Nov. 2 & 9	9 a.m.-4 p.m.	T-VI Montoya Campus
Nov. 16 & 23	9 a.m.-4 p.m.	T-VI Montoya Campus
Dec. 7 & 14	9 a.m.-4 p.m.	T-VI Montoya Campus

Winter, 1986

Feb. 1 & 8	9 a.m.-4 p.m.	T-VI Montoya Campus
Feb. 15 & 22	9 a.m.-4 p.m.	T-VI Montoya Campus
March 1 & 8	9 a.m.-4 p.m.	T-VI Montoya Campus
March 15 & 22	9 a.m.-4 p.m.	T-VI Montoya Campus
April 5 & 12	9 a.m.-4 p.m.	T-VI Montoya Campus

Summer, 1986

June 7 & 14	9 a.m.-4 p.m.	T-VI Montoya Campus
June 21 & 28	9 a.m.-4 p.m.	T-VI Montoya Campus
July 12 & 19	9 a.m.-4 p.m.	T-VI Montoya Campus
July 26 & Aug. 2	9 a.m.-4 p.m.	T-VI Montoya Campus
Aug. 9 & 16	9 a.m.-4 p.m.	T-VI Montoya Campus

Fall, 1986

Oct. 4 & 11	9 a.m.-4 p.m.	T-VI Montoya Campus
Oct. 18 & 25	9 a.m.-4 p.m.	T-VI Montoya Campus
Nov. 1 & 8	9 a.m.-4 p.m.	T-VI Montoya Campus
Nov. 15 & 22	9 a.m.-4 p.m.	T-VI Montoya Campus
Dec. 6 & 13	9 a.m.-4 p.m.	T-VI Montoya Campus

Winter, 1987

Jan. 31 & Feb. 7	9 a.m.-4 p.m.	T-VI Montoya Campus
Feb. 14 & 21	9 a.m.-4 p.m.	T-VI Montoya Campus
Feb. 28 & Mar. 7	9 a.m.-4 p.m.	T-VI Montoya Campus
March 14 & 21	9 a.m.-4 p.m.	T-VI Montoya Campus
April 4 & 11	9 a.m.-4 p.m.	T-VI Montoya Campus

Summer, 1987

June 6 & 13	9 a.m.-4 p.m.	T-VI Montoya Campus
June 20 & 27	9 a.m.-4 p.m.	T-VI Montoya Campus
July 11 & 18	9 a.m.-4 p.m.	T-VI Montoya Campus
July 25 & Aug. 1	9 a.m.-4 p.m.	T-VI Montoya Campus
Aug. 8 & 15	9 a.m.-4 p.m.	T-VI Montoya Campus

NOTE: Registration will be held on the first day of each workshop.

FEE: \$20

SK114: SECRETARIAL ACCOUNTING

Instruction in basic bookkeeping is provided, incorporating the complete bookkeeping cycle. Included are preparation of the balance sheet, income statement, trial balance, worksheet, payroll records, petty cash disbursement record and subsidiary ledgers. Emphasis is on the principles of journalizing and posting from the combined cash journal. A practice set is used to help the student understand the complete procedure of double entry bookkeeping.

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, 5th Ed.—\$11
Working Papers—\$5.50
Wesley R. Baker Practice Set—\$8

SK115: INCOME TAX ACCOUNTING

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

Fall

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

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

TEXT: Income Tax Procedures—\$16

PERSONAL INCOME TAX WORKSHOPS

This series of three separate workshops is designed to assist persons with preparation of federal personal income tax returns. The workshops may be taken individually.

Workshop I: Form 1040EZ and 1040A

This workshop is for persons with no itemized deductions and income from W-2 forms.

Fall, 1985

Nov. 23	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1986

Jan. 11	8 a.m.-12 noon	T-VI Montoya Campus
Feb. 1	8 a.m.-12 noon	T-VI Montoya Campus

Fall, 1986

Nov. 22	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1987

Jan. 10	8 a.m.-12 noon	T-VI Montoya Campus
Jan. 31	8 a.m.-12 noon	T-VI Montoya Campus

NOTE: Registration will be held on the day of the workshop.

FEE: \$20

Workshop II: Schedule A

This workshop is for persons who have itemized deductions.

Fall, 1985

Dec. 7	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1986

Jan. 18	8 a.m.-12 noon	T-VI Montoya Campus
Feb. 8	8 a.m.-12 noon	T-VI Montoya Campus

Fall, 1986

Dec. 6	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1987

Jan. 17	8 a.m.-12 noon	T-VI Montoya Campus
Feb. 7	8 a.m.-12 noon	T-VI Montoya Campus

NOTE: Registration will be held on the day of the workshop.

FEE: \$20

Workshop III: Schedules C and SE

This workshop covers preparation of tax returns for self-employed persons.

Fall, 1985

Dec. 14	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1986

Jan. 25	8 a.m.-12 noon	T-VI Montoya Campus
Feb. 15	8 a.m.-12 noon	T-VI Montoya Campus

Fall, 1986

Dec. 13	8 a.m.-12 noon	T-VI Montoya Campus
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Winter, 1987

Jan. 24	8 a.m.-12 noon	T-VI Montoya Campus
Feb. 14	8 a.m.-12 noon	T-VI Montoya Campus

NOTE: Registration will be held on the day of the workshop.

FEE: \$20

SK117: CREDIT UNION FINANCIAL ACCOUNTING

This course emphasizes those areas of financial accounting relevant to external reporting by credit unions. Topics to be covered include: accounting principles; basic accounting cycle and financial statements; analysis of revenue and expense; analysis of asset, liability and equity accounts; preparation of financial statements and present value concepts.

Fall

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

PREREQUISITE: *A general knowledge of credit union bookkeeping or completion of Accounting I*

TEXT: Credit Union Accounting—\$12.50

SK117A: CREDIT UNION FINANCIAL MANAGEMENT

After a brief review of credit union accounting, this course emphasizes managerial aspects of credit union finance. Topics include financial statement analysis, budgeting, cash management, investments, liquidity, cost of funds, risk management and insurance. Analytical approaches will be stressed.

Winter

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

PREREQUISITE: *Completion of Credit Union Financial Accounting or equivalent*

TEXT: Credit Union Financial Management—\$15.50

SK118: PAYROLL ACCOUNTING

Calculation of gross wages and local, state, and federal payroll reporting requirements are covered. Students are introduced to certified payroll requirements of certain federally-funded projects.

Fall-Summer

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

TEXT: Payroll Records and Accounting—\$14

SK120: BUSINESS MATHEMATICS

This class begins with a thorough review of arithmetic and proceeds to specific business problems. Forms, practices and formulas used in business—including discounts, mark-ups, mark-downs and percentages—are covered. Real estate math involving square footage, cubic footage, acreage calculations, market value methods, compound interest and depreciation are included.

Fall-Winter

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

TEXT: Mathematics for Business Careers—\$24.50

SK125: BUSINESS ENGLISH

Basic grammar, punctuation, vocabulary and spelling are reviewed as they apply to business situations.

Fall-Winter-Summer

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

TEXT: College English and Communication, 4th Ed.—\$21
Communication Problems—\$11

SK130: PUBLIC SPEAKING

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

Fall-Winter

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

TEXT: Speaking in Public—\$13

SK139: LEGAL SECRETARY

This is a specialized class for the beginning legal secretary or persons who want to work in the legal field. It includes a general background of basic legal terms, practice in dictation and transcription of legal terms and letters, and study of law office procedures as they apply to the legal secretary.

Fall-Winter

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

PREREQUISITE: *Proficiency of at least 60 wpm in typing*

TEXTS: The Career Legal Secretary—\$18.50
Student Workbook—\$5.75

SK140: ADVANCED LEGAL SECRETARY

This course is designed for legal secretaries who want advanced training in their field. It provides legal secretaries with the resources needed to locate information to fulfill their responsibilities with a minimum of supervision.

Fall-Winter

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

PREREQUISITE: *At least one full year of legal secretarial work experience*

TEXTS: The Career Legal Secretary Advanced Edition—\$26.50
The Career Legal Secretary Advanced Edition, Student Study Guide—\$10.50

SK145: PERSONAL LINES INSURANCE

Insurance history, fundamentals, marketing, underwriting, regulations, deductibles, homeowners, auto and special coverage are included in this course.

Fall-Winter

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

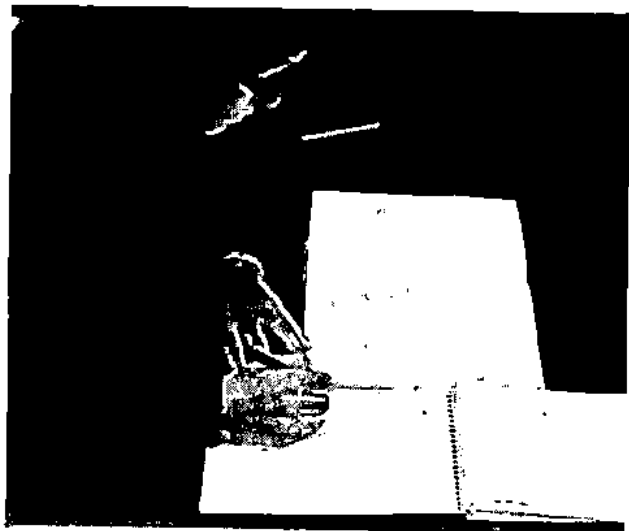
SK146: COMMERCIAL LINES INSURANCE

Commercial lines of property and casualty insurance, excluding life insurance, are covered. Areas discussed include the coverage and rating of various commercial property casualty insurance policies and the commercial automobile policy. The last six weeks of the class are divided into coverage and rating of commercial fire insurance policies, commercial umbrella policies and worker's compensation policies.

Fall-Winter

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

NOTE: *Students must supply their own rating manuals.*



☼ SK150: ELECTRONIC CALCULATORS AND FILING

Skills are developed on the most widely-used electronic calculators, and practical application of business mathematics is reinforced. Also covered are the processing, storing, retrieving and restoring of various kinds of records. Alphabetic, geographic, numeric, alpha-numeric and subject filing are explored.

Winter

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

LAB FEE: \$7

TEXTS: Electronic Calculators and Office Machines, 2nd Ed.—\$7.50
Records Management, 2nd Ed.—\$9.50
Records Management Lab Materials—\$9.50

☼ SK156: ALPHABETIC SHORTHAND

This system of rapid writing uses alphabetic abbreviations and 43 special rules. It is an easy, fast method of learning to take dictation at acceptable speeds for a job. A minimum dictation speed of 50 words per minute should be attained in this class.

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

PREREQUISITE: Must be able to type at least 25 wpm by the touch method

TEXTS: Stenoscrypt ABC Shorthand—\$11
Student Workbook—\$7

☼ SK160: BEGINNING SHORTHAND

This class offers beginning instruction in the theory of symbolic (Gregg) shorthand Series 90. Daily study and practice in the reading and writing of shorthand is imperative. A minimum dictation speed of 50 words per minute should be attained in this class.

Fall-Winter

MW 6:30-9 p.m. T-VI Main Campus
TTh 6:30-9 p.m. Del Norte High School
T-VI Montoya Campus

Summer

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

PREREQUISITE: Must be able to type at least 25 wpm by the touch method or be taking a typing class

TEXTS: Gregg Shorthand for Colleges, Vol. 1, Series 90—\$23
Workbook, Vol. 1—\$7.50
Student Transcript, Vol. 1—\$6.75

☼ SK161: INTERMEDIATE SHORTHAND

The theory of Series '90 Gregg shorthand is reviewed. Emphasis is on speed, accuracy, grammar, punctuation and transcription speed. A minimum dictation speed of 70 words per minute should be attained in this class.

Fall-Winter

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

Summer

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

PREREQUISITES: A beginning class in shorthand; must be able to type at least 25 wpm by the touch method

TEXTS: Gregg Shorthand for Colleges, Vol. 2, Series 90—\$23
Workbook, Vol. 2—\$7.50
Student Transcript, Vol. 2—\$6.75

SK164: TYPING-SHORTHAND REVIEW

This class is for persons who can type and take shorthand but have not used either for some time and are planning to return to work. A minimum dictation speed of 80 words per minute and minimum typing speed of 70 words per minute should be attained in this class.

Fall-Winter-Summer

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

PREREQUISITES: Minimum of one year of typing and one year of shorthand experience

TEXTS: College Typewriting, 10th Ed.—\$15.25
Refresher Course in Gregg Shorthand—\$13.50

☼ SK165: BEGINNING TYPING

Typing by the touch method and basic arrangement of business letters, memos, reports, tables and forms are included in the production units. Drills to increase speed and accuracy are continued throughout the class. A minimum typing speed of 25 words per minute should be attained in this class.

Fall-Winter

MW 6:30-9 p.m. Cibola High School
Highland High School
T-VI Main Campus
T-VI Montoya Campus
Valley High School
TTh 6:30-9 p.m. Del Norte High School
T-VI Main Campus
T-VI Montoya Campus

Summer

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

TEXT: College Typewriting, 11th Ed.—\$18



SK166: INTERMEDIATE TYPING

Basic typing skills are reviewed with emphasis on building speed, accuracy and number control. Production emphasis is on business letters, reports and forms. A minimum typing speed of 35 words per minute should be attained in this class.

Fall-Winter

MW	6:30-9 p.m.	Cibola High School Highland High School T-VI Montoya Campus
TTh	6:30-9 p.m.	T-VI Main Campus

Summer

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

PREREQUISITES: The ability to type at least 25 wpm by the touch system and background knowledge of manuscript and tabulation typing.

TEXTS: College Typewriting, 11th Ed.—\$18
Lab Materials, Part 2—\$7.50

SK167: ADVANCED TYPING

This class is for the typist who wishes to increase speed, accuracy and production output of office typewriting. Letter styles, fill-in business forms, manuscripts, financial reports and the making of multiple copies for office work are developed. A minimum typing speed of 60 words per minute should be attained in this class.

Fall-Winter

MW	6:30-9 p.m.	T-VI Main Campus
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PREREQUISITES: The ability to type at least 40 wpm by the touch system and background knowledge of manuscripts with footnotes, tabulation typing with subheadings, column headings and outline typing.

TEXTS: College Typewriting, 11th Ed.—\$18
Lab Materials, Part 3—\$7.50

SK170: OFFICE SUPERVISION

The relationships of people within a business environment, including managers with employees and employees with employees, are reviewed. Supervisory authority and responsibility factors in supervision are discussed, and human relationships and measurements used for decision-making are included. This class is recommended for office employees now in a leadership position and those interested in supervision.

Fall-Winter

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

SK172: HUMAN RELATIONS AND PERSONNEL DEVELOPMENT

This class is for persons who want to explore human behavior and develop a more positive attitude. Applications to family and work situations are stressed, including understanding manager/employee relations. This class is recommended for employee advancement to supervisory positions.

Fall

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

MW	7-9 p.m.	T-VI Montoya Campus
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TEXT: Human Relations, 2nd Ed.—\$17.50

SK173: HUMAN RELATIONS AND SUPERVISION

Human behavior and communication skills and their impact on human relations and success in supervision are explored. Management, case studies, labor union relations, minority employee relations and supervision of the experienced employee are reviewed.

Winter

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

TEXT: Practical Human Relations—\$21.50

SK175: BANK TELLER

Bank organization, human relations, personal appearance, interrelationships and banking ethics are included in this introductory class.

Fall-Winter-Summer

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



FINANCIAL SERVICES WORKSHOPS**Workshop I: Financial Services for the Consumer and Business Person**

This workshop explains the broad array of services available from banks and other financial institutions to enable consumers and business people to get the best service possible. Topics covered include: services available, a comparison of banks and other financial institutions, getting the most for your money, customer rights, and dealing with tellers and other employees. An open discussion period allows students to have specific questions answered.

Fall, 1985

Nov. 2 8 a.m.-12 noon T-VI Montoya Campus

Winter, 1986

Feb. 8 8 a.m.-12 noon T-VI Montoya Campus

Fall, 1986

Nov. 1 8 a.m.-12 noon T-VI Montoya Campus

Winter, 1987

Feb. 7 8 a.m.-12 noon T-VI Montoya Campus

NOTE: Registration will be held on the day of the workshop.

FEE: \$20

Workshop II: Protecting Yourself from Counterfeit Money and Bad Checks

In this workshop, consumers and business people learn how to protect themselves from financial loss schemes. Topics covered include: recognizing "counterfeit" or "raised" currency, protecting yourself from "bad" checks and check passers, recognizing color-copied checks, being aware of stolen check schemes, recognizing potential "con" games, and protecting yourself from losses at automated teller machines.

Fall, 1985

Nov. 9 8 a.m.-12 noon T-VI Montoya Campus

Winter, 1986

Feb. 15 8 a.m.-12 noon T-VI Montoya Campus

Fall, 1986

Nov. 8 8 a.m.-12 noon T-VI Montoya Campus

Winter, 1987

Feb. 14 8 a.m.-12 noon T-VI Montoya Campus

NOTE: Registration will be held on the day of the workshop.

FEE: \$20

SK180: SMALL BUSINESS MANAGEMENT

This class provides fundamental business program and management skills for owners and managers of any type of business.

Fall-Winter-Summer

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

TEXT: Successful Small Business Management, 4th Ed.—\$22

SK181: SMALL BUSINESS ACCOUNTING

This class provides basic accounting principles and practices. The accounting cycle for service and merchandising businesses is covered including journalizing, posting, preparation of the work sheet, financial statements, adjusting and closing entries, post-closing trial balance and preparation of government report forms.

Fall-Winter-Summer

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

TEXT: Accounting Principles and Practices, Module IA, 2nd Ed.—\$14.50
Accounting Simulation I, 2nd Ed., \$8

**SK182: SMALL BUSINESS LAW**

A basic knowledge of law as it applies to small business dealings is provided. Emphasis is on commercial transactions, contracts, commercial paper, personal property insurance and Uniform Commercial Code.

Fall-Winter

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

TEXT: College Law for Business, 9th Ed.—\$13

SK410: CASHIERING

This class teaches cash register operation by the touch method. Procedures for handling cash, checks and credit card transactions, and the role of the cashier in meeting the public are covered. Basic mathematics and bookkeeping skills are reviewed, and operation of the produce scale is taught. Punctuality, dependability, honesty and personal grooming are emphasized.

Fall-Winter

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

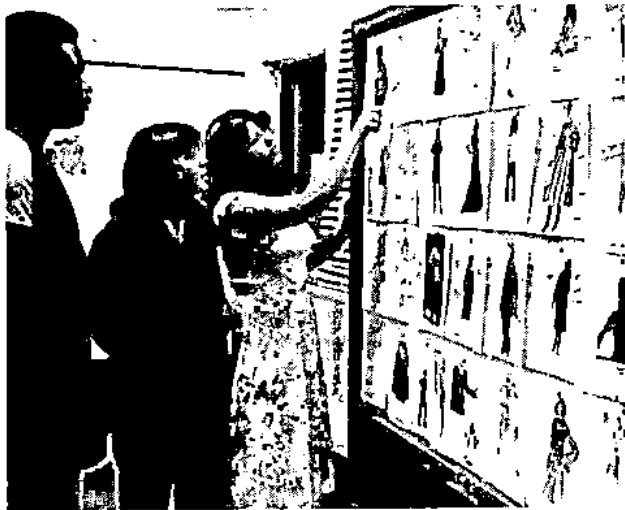
Summer

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

LAB FEE: \$7

TEXTS: The Cashier—\$6.50
Marketing Math—\$6.75





SK411: SALESMANSHIP

This class is for persons who want to enter the field of selling or upgrade salesmanship skills. Leadership and motivation are stressed.

Fall

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

TEXT: Professional Selling, 3rd Ed.—\$17.75

SK412: MARKETING AND RETAILING

This class covers many facets of marketing and retailing from the processing of goods or services to the consumer. Areas such as inventory, buying, pricing, advertising, displaying, merchandising, credit management and services are included.

Winter

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

TEXT: Basic Marketing—\$24.50

SK416: FASHION CONCEPTS AND MERCHANDISING

In this class, students are introduced to the world of fashion merchandising. Topics covered are fashion terminology, elements of design, apparel sizing and styling, basic construction and current trends in the fashion industry.

Fall

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

TEXT: Introduction to Fashion Merchandising—\$16

SK430: REAL ESTATE PRACTICE

This is a class in general real estate practice for persons who need to review the field and those who want a basic knowledge of the real estate business.

Fall-Winter

MW 7-9 p.m. T-VI Main Campus
 MW 8-10 a.m. T-VI Main Campus
 TTh 7-9 p.m. T-VI Montoya Campus

Summer

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

NOTE: This class meets for 10 weeks.

TEXT: Real Estate Principles and Practices, 7th Ed.—\$23.50

SK431: REAL ESTATE LAW

The rights and obligations of the real estate agent with regard to contractual and fiduciary duties owed to the parties being represented are established in this class. Major topics include ownership rights, law of agency and law of contracts.

Fall

TTh 7-9 p.m. T-VI Main Campus
 MW 10 a.m.-12 noon T-VI Main Campus

Winter

MW 10 a.m.-12 noon T-VI Main Campus
 MW 7-9 p.m. T-VI Montoya Campus

Summer

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

NOTE: This class meets for 10 weeks.

TEXT: Real Estate Law, 9th Ed.—\$25

SK432: REAL ESTATE APPRAISAL

An introduction to accepted methods for estimating the value of real property, this class covers fundamentals of real estate appraisal of both land and improved property and techniques used by professional appraisers.

Fall

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

Winter

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

NOTE: This class meets for 10 weeks.

PREREQUISITE: Completion of Real Estate Practice

TEXT: The Appraisal of Real Estate, 7th Ed.—\$20

SK433: REAL ESTATE FINANCE

This is a study of financing real property, the money market, sources and cost determinants of mortgage money, financial leverage, value of existing mortgage in relation to the current market and purchaser qualification.

Fall

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

Winter

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

NOTE: This class meets for 10 weeks.

PREREQUISITE: Completion of Real Estate Practice

TEXT: Essentials of Real Estate Finance, 2nd Ed.—\$18

SK434: REAL ESTATE INVESTMENT

The background necessary to understand the fundamentals of real estate investment is provided. Major topics include methods of financing investment real estate, tax advantages, projected income potential and preparation and evaluation of real estate analysis forms.

Winter

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

NOTE: This class meets for 10 weeks.

PREREQUISITES: Completion of Real Estate Practice and Real Estate Law

TEXT: Essentials of Real Estate Investment—\$17

BUSINESS OCCUPATIONS LEARNING CENTERS

The BOLC's serve T-VI students and members of the public who want to review or learn a particular subject or skill individually.

Students may begin using the centers anytime during the trimester and continue until personal objectives have been met. Hours are arranged to suit individual needs.

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

A fee of \$15 per course is required of students who are not attending T-VI full-time.

Instruction is conducted on new equipment which includes electric typewriters, electronic office machines, transcribing machines, text-editing typewriters and audiovisual 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.

Machine Shorthand

This class offers an introduction to this alternative shorthand system and provides a foundation for career growth in the courts.

Gregg Shorthand I

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

Gregg Shorthand II

(Prerequisites: 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 want 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.

Microcomputer Operation

Courses available on the microcomputer are Keyboarding, Computer Literacy, BASIC Programming *(prerequisite: Computer Literacy)* and Accounting.

Telephone Techniques (Main Campus only)

Familiarization with accepted telephone manners and practices is the objective of this mini-class.

Machine Transcription

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

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

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

Proofreading

Awareness of the most common types of error in written messages and the standard marks for correcting them is the objective of this class.

Health Education

SK450: MEDICAL OFFICE ASSISTANT, ADMINISTRATIVE

This class provides a person with clerical skills for employment as a medical office aide. Instruction concentrates on medical terms, greeting the patient, office management, public relations, health and hospitalization insurance, basic medical law and ethics, and credit and collection records.

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, 5th Ed.—\$23
Medical Terminology, 4th Ed.—\$16

SK451: MEDICAL OFFICE ASSISTANT, CLINICAL

Instruction concentrates on medical terms, basic medical laws and ethics, preparing the room, preparing the patient, assisting the doctor, selecting and sterilizing instruments, selecting materials and supplies for the doctor and preparing medication.

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, 5th Ed.—\$23
Medical Terminology, 4th Ed.—\$16

SK452: HOSPITAL WARD CLERK

An introduction is provided to medical terminology, communications, the working environment, patient-centered activities and understanding medication orders. Punctuality, dependability and personal hygiene are emphasized.

Fall-Winter

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

PREREQUISITE: High school diploma or equivalent

TEXTS: Unit Clerking in Health Care Facilities—\$20.50
Medical Terminology, 4th Ed.—\$16



SK453: MEDICAL TERMINOLOGY

This class is designed for persons with little or no medical background. It is also useful as a medical terminology refresher course. Included are word parts, building medical terms, basic anatomy and common medical abbreviations.

Summer

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

NOTE: This class meets for 10 weeks.

TEXTS: Medical Terminology, 4th ed.—\$16

SK490: EMERGENCY CARE (FIRST RESPONDER)

This class is part of the emergency medical system and follows the national Department of Transportation (DOT) guidelines. It prepares the student for emergency situations until help arrives. There are lectures and labs on emergency care of the sick and injured. Cardiopulmonary resuscitation (CPR) certification is included.

Fall

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

Winter

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

TEXTS: First Responder—\$13.50

First Responder Workbook—\$7.50

SK590: EMERGENCY MEDICAL TECHNICIAN

This class covers all emergency medical techniques currently used by Emergency Medical Technicians who provide emergency care with rescue squads or ambulances. The 39 class lessons include 117 hours of classroom didactics and practice sessions. Also included are nine hours of hospital rotation, observation and training, and four hours of water extrication. This class helps students prepare for state and/or national EMT and cardiopulmonary resuscitation (CPR) certification.

Fall-Winter-Summer

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

NOTE: Students must be 18 years of age or older to take state and/or national certification examinations.

LAB FEE: \$14

TEXTS: Emergency Care, 3rd Ed.—\$17
Emergency Care Workbook—\$9

SK591: EMERGENCY MEDICAL TECHNICIAN RECERTIFICATION

This class is designed to recertify a currently certified EMT-B with the newest and most up-to-date equipment and techniques covered in the state and national registry guidelines.

Summer

Saturday 8 a.m.-12 noon T-VI Main Campus

NOTE: This class will meet for nine consecutive Saturdays.

PREREQUISITE: Current New Mexico EMT Certificate

LAB FEE: \$14

TEXTS: Emergency Care, 3rd Ed.—\$17
Emergency Care Workbook—\$9

Technical Education

SK350: GENERAL MATHEMATICS

Addition, subtraction, multiplication and division with whole numbers, common fractions, decimal fractions, mixed numbers and denominate numbers are reviewed. Elementary algebra and geometric constructions also are reviewed.

Fall-Winter

MW 7-9 p.m. Highland High School

TEXT: General Trade Math—\$18.50



SK351: ALGEBRA I

Field properties of the real number system are applied to the algebraic structure. Emphasis is on written problems and elementary functions and their graphs, including systems of linear equations in two variables.

Fall-Winter

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

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

Summer

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

TEXT: Intermediate Algebra, 4th Ed.—\$20



SK352: ALGEBRA II

This class presents a strong emphasis on algebraic skills with significant attention paid to understanding concepts. Exponents and involution processes; quadratic equations, their solutions and graphs; conic sections; and exponential and logarithmic functions are developed. Applications of these concepts as models for solutions of physical problems are practiced.

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, 4th Ed.—\$20

SK356: TRIGONOMETRY

The necessary background for the technician is provided in trigonometry and beginning analytic geometry. Numerous applications from many fields of technology are included. Emphasis is on the trigonometric functions, identities and inverse functions, vectors and solutions of oblique triangles, graphs of the trigonometric functions and applications of the graphs, exponential and logarithmic functions and trigonometric equations. A review of basic analytic geometry, polar coordinates and applied problems helps students develop a feeling for mathematical methods in problem solving.

Fall-Winter

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

PREREQUISITES: Completion of Algebra I and II

TEXT: Basic Technical Mathematics with Calculus, 3rd Ed.—\$23



SK357: BEGINNING CALCULUS

This class is designed for students interested in learning functional calculus at an introductory level. Differentiation and integration techniques are investigated with emphasis on practical applications.

Winter

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

PREREQUISITES: Completion of trigonometry and a working knowledge of geometry

TEXT: Basic Technical Mathematics with Calculus, 3rd Ed.—\$23

SK360: ELECTRONICS I

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

Fall-Winter-Summer

MW or 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 Algebra I or equivalent

LAB FEE: \$14

TEXT: Electronic Principles and Applications—\$21

SK361: ELECTRONICS II

Principles of AC covering impedance, vectors, circuit analysis, tuned circuits, transformers, polyphase currents and filters are studied. The laboratory includes the use of the oscilloscope as a tool in electronics.

Fall-Winter-Summer

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

PREREQUISITE: Completion of Electronics I or equivalent

LAB FEE: \$10

TEXT: Basic Electronics, 4th Ed.—\$25.25

SK362: ELECTRONICS III

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

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: \$8

TEXT: Electronic Principles—\$27

SK363A: DATA COMMUNICATIONS AND TELEPROCESSING SYSTEMS

This class addresses distributed processing, on-line systems, teleprocessing and terminal based systems. Topics include basic computer communication techniques, components used in computer communications networks, error detection techniques, network protocols and common facilities used for computer communications. Also addressed are the problems and solutions of telephone line ability to carry bits of information and how computers connect to other computers and terminals.

Fall-Winter

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

PREREQUISITES: Knowledge of a programming language and completion of Theory of Electronic Microprocessors or equivalent

TEXTS: Data Communications and Teleprocessing Systems—\$29
Illustrated Computer Dictionary—\$8

SK364: DIGITAL CIRCUITS

This is an introduction to AND, NAND, OR, NOR and INVERTER logic gates and their uses in counters, flip-flops, shift registers, latches, adders and other logic circuit applications. Class time is divided between lecture and laboratory, in which experiments and exercises involving the logic gates and devices are performed.

Fall-Winter-Summer

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

PREREQUISITE: Completion of Algebra I

LAB FEE: \$8

TEXT: Digital Electronics: An Introduction to Theory and Practice, 2nd Ed.—\$24

SK365: INTEGRATED CIRCUITS

This class introduces the study of advanced transistor theory, construction and theory of linear integrated circuits. Operational amplifiers also are introduced. Approximately one-half of the class time is spent verifying topics covered during the theory portion of the class.

Fall

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

PREREQUISITE: Completion of Electronics III or equivalent

LAB FEE: \$8

TEXT: Integrated Circuits and Semiconductor Devices—\$21

SK366: TELEVISION SERVICING

The television and cathode ray tube serve as an introduction followed by a circuit analysis which includes deflection circuit, high-voltage section, sync system, video and pix I.F., sound section, power supply (low voltage) and tuners. Operation of equipment includes the sweep generator, calibration of the market generator, operation of crosshatch generator, field strength and flyback tester. Practical servicing, alignment of television, installation of antenna and the color television introduction with purity and convergence adjustments are included.

Fall-Winter

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

PREREQUISITE: Completion of Electronics III or equivalent

TEXTS: Basic Television, Theory and Servicing—\$27
TV Symptom Diagnosis—\$9

SK368: NABER 2-WAY RADIO TECHNICIAN CERTIFICATION (Formerly FCC General Radiotelephone License Preparation)

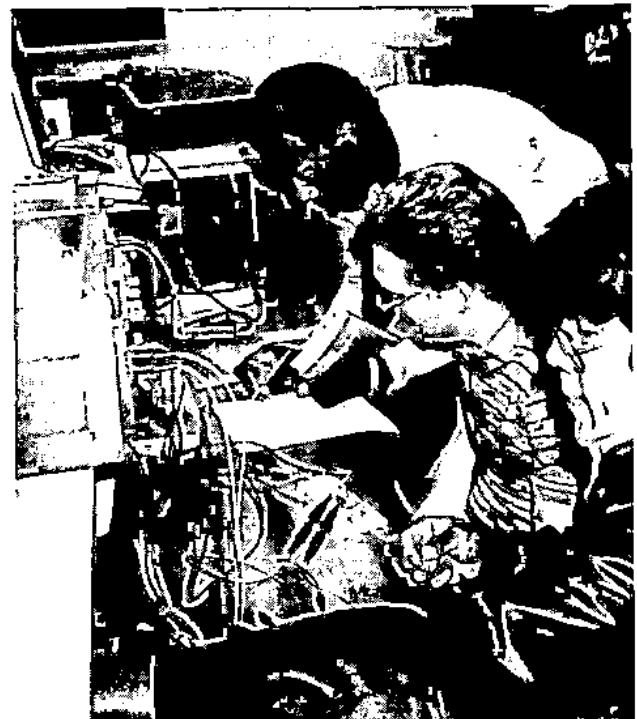
Preparation for the NABER (National Assn. of Business and Educational Radio) technician examination is provided. NABER certification has replaced the Federal Communications Commission (FCC) Second-Class and General Radiotelephone licenses. Material covered includes AM, FM and SSB transmitters, L and Mobile service rules and regulations, mobile and microwave relays and repeaters, TDM and FDM multiplex techniques, and wire-line interconnection systems. Material is updated significantly from that previously used by FCC for its examinations.

Winter

MW 6:30-8:30 p.m. T-VI Main Campus

PREREQUISITE: Minimum of three years of radio communication experience or equivalent education

TEXT: Electronic Communications—\$26





SK369: THEORY OF ELECTRONIC MICROPROCESSORS

An overview of the basic architecture of a microprocessor (CPU) is provided. Attention is directed toward the additional system components (memory and I/O devices) that are required to enable a microprocessor to function as a microcomputer. Emphasis is on programming—the communications technique that provides control over the processing within a microcomputer.

Fall-Winter

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

PREREQUISITE: *Completion of Digital Circuits*

LAB FEE: \$10

TEXT: Programming the 8086/8088—\$16.50

SK369A: MICROPROCESSOR INTERFACING

This class introduces Assembler language programming on the 8088 microprocessor using the MS-DOS operating system. After learning to program in Assembler language, the student studies interfacing the computer to peripherals—keyboards, printers, serial devices and analog-to-digital devices.

Fall

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

PREREQUISITES: *Completion of Theory of Electronic Microprocessors and Digital Circuits*

LAB FEE: \$10

TEXT: Programming the 8086/8088—\$16.50

SK370: DRAFTING I

General drafting theory and techniques needed to produce multiview and sectional view drawings are introduced. The student also learns proper care and handling of equipment.

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

NOTE: *Students must purchase their own instruments.*

LAB FEE: \$10

TEXT: Technical Drawing, 7th Ed.—\$29.50

SK371: DRAFTING II

Multiview drawings, sectional views, auxiliary views, threads and fasteners, isometric views, perspective views, intersections, development and drafting mathematics are included.

Fall-Winter

MW 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: \$10

TEXT: Technical Drawing, 7th Ed.—\$29.50

SK372: ARCHITECTURAL DRAFTING

The student is introduced to the techniques and materials common in architectural drafting and solves problems in detailing and completing working drawings for residential structures.

Fall-Winter-Summer

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

PREREQUISITE: *Beginning drafting class or equivalent experience*

LAB FEE: \$10

TEXT: Architectural Drawing and Planning, 3rd Ed.—\$26

SK373: BUILDING MATERIALS AND METHODS

Properties of building materials relating to actual methods of light construction and building design are introduced. Blueprint reading, zoning, building codes, material estimates, aspects of solar energy and financing are included.

Fall-Winter

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

TEXT: Materials and Methods for Contemporary Construction, 2nd Ed.—\$23

SK374: ARCHITECTURAL RENDERING

Use of pencils, pens and black ink to make shadows and shadows to obtain scale, depth and perspective in black-and-white architectural drawings and surrounding landscapes is taught. After the concepts of depth and perspective are learned, heavy emphasis is on the use of brushes and colored inks to make multicolored three-dimensional renditions of interior and exterior views incorporating one or more vanishing points.

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 or equivalent*

LAB FEE: \$10

SK375: ELECTRONICS DRAFTING

This class develops the skills and techniques needed to document the requirements of the electronics of modern technology. Students learn to design and develop electronic systems by using correct symbology, designations and layout techniques to define schematics, logic diagrams, printed wiring assembly, circuit masters, interconnecting diagrams, fabrication drawings and cabling in accordance with military and American Standards Assn. (ASA) standards. A brief introduction to true position dimensioning is included.

Winter

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

NOTE: *Students must purchase their own instruments.*

PREREQUISITE: *Basic knowledge of good drafting practices including orthographic views, sections, dimensioning and auxiliary views*

LAB FEE: \$10

TEXT: Design and Drafting of PC Boards—\$18

SK376: TECHNICAL WRITING

This class consists of two interrelated parts: a skills brush-up section and skills application section. The overall emphasis of the class is upon understanding the style and purpose of technical writing. Class objectives include: mastering the concepts of control, brevity, clarity and exactness; and the processes of descriptions, classification, documentation and interpretation. Simulated on-the-job writing exercises provide practice in practical skill applications.

Fall-Winter

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

TEXT: Handbook of Technical Writing, 2nd Ed.—\$11

SK380: INTRODUCTION TO DATA PROCESSING

Basic data processing concepts, purposes, equipment systems, procedures, organization and computer-oriented approaches to automated data processing are provided.

Fall-Winter-Summer

MW or TTh 6:30-9:00 p.m. T-VI Main Campus
T-VI Montoya Campus

LAB FEE: \$3.50

TEXT: Computer Fundamentals for an Information Age—\$19.75

SK380A: MICROCOMPUTING TODAY

This class covers microcomputers, from early history to the present, explaining the basics of getting comfortable with personal computers. It teaches the student how to tap into the power of LOTUS 1-2-3, explains Microsoft's popular spreadsheet MULTIPLAN, teaches how to use a word processor, explains what is a database, and introduces BASIC language.

Fall-Winter-Summer

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

NOTE: *This class meets for 6 weeks. It is offered twice each trimester.*

LAB FEE: \$6.50

TEXT: Computing Today—\$20

SK381: RPG II

This class is an application of Report Program Generator II, featuring a variety of business and commercial applications. RPG II specification codes and their uses are covered in depth.

Summer

TTh 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: ASSEMBLER LANGUAGE PROGRAMMING

Concepts of data storage and manipulation using the IBM/370 instruction set are included. Fundamentals of binary and packed decimal arithmetic compare instruction, branching and addressing techniques. Output format and editing also are included.

Fall-Winter

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

PREREQUISITE: *Completion of Introduction to Data Processing or equivalent*

TEXT: 370/360 Assembler Language—\$30

SK383: ANSI COBOL

This class presents and reinforces the principles and techniques of structured programming. Emphasis is placed on the development of application programs as a means of solving business programs. Included are computer programs—recipes for processing information, application program development, the process of programming, defining data, converting data to information, printed reports, file principles and management, control breaks and tables.

Fall-Winter-Summer

MW 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: Programming Principles with COBOL I—\$16.75

SK383A: ADVANCED ANSI COBOL

This class continues development of programming skills in the ANSI COBOL language with emphasis on the more complicated statements and clauses plus advanced file organization concepts.

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 ANSI COBOL or equivalent*

TEXT: Advanced Structured COBOL—\$19.75

SK384: FORTRAN PROGRAMMING

This class covers both FORTRAN IV and ANSI FORTRAN 77. The theoretical concepts of differently-structured programming and design techniques are presented. Modular programming techniques along with FUNCTION and SUBROUTINE subprograms are discussed. The capabilities of FORTRAN are introduced through a variety of business and mathematical problems which illustrate iteration techniques, subroutine applications, array manipulations and elementary statistical and business routines.

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—\$17

SK385: DATA ENTRY

Persons are prepared for entry-level data entry positions with extensive training in data entry on microcomputers and some exposure to keypunch.

Fall-Winter-Summer

MTWTh 4-6 p.m. T-VI Main Campus
T-VI Montoya Campus

NOTE: *Students may enter this class at either the beginning or middle of a trimester.*

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

LAB FEE: \$15

TEXT: Data Entry Activities—\$5

SK386: BASIC LANGUAGE PROGRAMMING

This class covers the functions and uses of the BASIC programming language. Techniques for interactive program development are illustrated through application.

Fall-Winter-Summer

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

PREREQUISITE: *Completion of Introduction to Data Processing or equivalent*

TEXT: Introduction to BASIC Programming—\$17.25

SK387: ADVANCED BASIC LANGUAGE PROGRAMMING

Emphasis is placed upon interactive programming, program structure and format. The use of key values in sorted data directories for rapid data retrieval is introduced, and used. Various search, sort and merge routines are discussed and used in problems involving inventory control, payroll and other business applications. Considerable time is spent learning efficient use of disk for data storage and retrieval. Advanced problem solving involves manipulation of sequential and random access data files with large data base involved.

Fall-Winter-Summer

MW 6:30-9:30 p.m. TVI Main Campus

PREREQUISITE: *Completion of BASIC Language Programming*

TEXT: Programming Business Systems with BASIC—\$17.50

SK388: JOB CONTROL LANGUAGE

The utilities, sorts and job control language for the Data General M-600 and the IBM 4331 systems are studied.

Fall-Winter

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

PREREQUISITE: *Introduction to Data Processing or equivalent*

LAB FEE: \$8

SK389: PROGRAMMING MICROCOMPUTERS IN BASIC

This class covers the BASIC language with emphasis on programming business applications. It includes such activities as arithmetic-designed programs, using the READ and DATA statements, improving the appearance of printed reports and designing interactive programs. The following topics also are covered: subtotals and group printing; writing programs in easy-to-understand modules; using control loops, tables, sorting; and handling character data, sequential data files and random data files.

Fall-Winter-Summer

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

PREREQUISITE: *Introduction to Data Processing or equivalent*

LAB FEE: \$6.50

TEXT: Basic Programming Microcomputers in BASIC—\$17.50



SK389A: ADVANCED BASIC PROGRAMMING ON MICROCOMPUTERS

This class is a continuation of Programming Microcomputers in BASIC. It places emphasis on advanced structured BASIC with the student developing a level of skill with which production programs for business use may be planned and coded. The following topics are covered: control structures, data storage and modification, display control, input control, sorts, searches, multiple files, linked files, indexed files, and block and pixel graphics.

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 Programming Microcomputers in BASIC or equivalent.

LAB FEE: \$6.50

TEXT: Advanced Programming Microcomputers in BASIC—\$12.50



SK390: PASCAL PROGRAMMING

This class teaches the PASCAL language on either the IBM main frame computer or microcomputers.

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 Introduction to Data Processing or equivalent

LAB FEE: \$6.50

TEXT: Oh! PASCAL!—\$17.50



SK391: DATABASE CONCEPTS

General concepts and organization of database systems are included in this class. Practical experience is gained through the use of several different database management

system packages microcomputers and an IBM mainframe.

Fall-Winter-Summer

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

PREREQUISITES: Completion of Job Control Language and Advanced ANSI COBOL

LAB FEE: \$6.50

TEXT: Database Processing—\$26

SK392: C LANGUAGE PROGRAMMING

This class covers the C programming language using Apple microcomputers and IBM personal computers. It includes the basic data types—bytes, short integers, long integers, and single- and double-precision floating point numbers. Pointers to other data also are covered.

Fall-Winter-Summer

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

PREREQUISITE: Completion of a programming language class or work experience as a programmer

LAB FEE: \$6.50

TEXT: The C Programming Language—\$19

SK393: MICROCOMPUTER ASSEMBLER LANGUAGE PROGRAMMING

Assembler language for microcomputers is covered in this class. Students learn to write utilities and control the system of a microcomputer.

Summer

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

PREREQUISITE: Completion of Introduction to Data Processing

LAB FEE: \$6.50

TEXT: The 8086 Book—\$10.75

Trades and Industrial Education

SK210: AUTOMOTIVE SERVICING

Instruction covers the basic theory of automotive service, maintenance and performance. Included are chassis lubrication, tire service, wheel balancing, brake inspection, cooling system, battery maintenance and an introduction to engine identification and minor tune-up.

Fall-Winter-Summer

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

LAB FEE: \$15

TEXT: Auto Mechanics Fundamentals—\$13

SK510: AUTOMOTIVE BRAKES

This class offers basic theory and practice in brake system construction, operation and repair. Students overhaul hydraulic brake components, machine drums and rotors on the brake drum lathe. The students also rebuild disc and standard brakes.

Fall-Summer

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

LAB FEE: \$12

TEXT: Automotive Suspensions, Steering, Alignment and Brakes, 5th Ed.—\$12

SK510A: AUTOMOTIVE FRONT-END ALIGNMENT

This class offers basic theory and practice in front-end rebuilding and alignment principles of front-end geometry, steering and front suspension systems. Ball-joints, "A" frames, rebuilding McPhearson struts and wheel balancing also are covered.

Winter

TTh 6:30-9:30 p.m. TVI Main Campus

LAB FEE: \$12

TEXT: Automotive Suspensions, Steering, Alignment and Brakes, 5th Ed.—\$12

SK511: AUTOMOTIVE AIR CONDITIONING

Basic principles of the automotive cooling system and its relation to the heating and air conditioning systems in refrigeration and heat exchange are studied. System diagnosis, components analysis and testing, and servicing procedures are demonstrated with the use of air conditioning equipment.

Summer

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

LAB FEE: \$12

TEXT: Automotive Air Conditioning, 4th Ed.—\$10

SK512: AUTOMOTIVE ELECTRICITY

This class emphasizes the principles of basic electricity and automotive electrical circuits used in the operation, testing and servicing of storage batteries, cranking motors, alternators, generators and regulators. Instruction includes motor wiring diagrams and lighting systems as well as appropriate test equipment such as volt meters, ampmeters and ohmmeters.

Fall-Winter-Summer

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

LAB FEE: \$12

TEXT: Automotive Electrical Systems, Shop and Classroom Manuals—\$22.50

SK513: AUTOMOTIVE CARBURETION

Fundamentals of carburetor operations and circuits, fuel system and carburetion trouble-shooting, servicing and overhaul procedures are covered.

Fall-Winter-Summer

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

LAB FEE: \$12

TEXT: Automotive Systems: Fuel, Lubrication and Cooling Manual—\$18

SK514: AUTOMOTIVE TUNE-UP AND EMISSIONS I

The basic principles of automotive carburetion and tune-up and their relationship to automobile exhaust emissions, basic emissions system diagnosis, component-analysis, testing and servicing procedures are stressed with the use of infrared and electronic scope equipment.

Fall-Winter-Summer

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

PREREQUISITE: Completion of Automotive Carburetion

LAB FEE: \$12

TEXTS: The Automotive Oscilloscope—\$5.75
Automotive Emission Control, 3rd Ed.—\$15

SK515: AUTOMOTIVE TUNE-UP AND EMISSIONS II

This class covers basic principles of feedback sensors, adjusting carburetion and ignition timing, component testing, computer testing and calibration, and scope and infrared operation. Testing and servicing procedures with the use of infrared and electronic equipment are stressed.

Winter

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

PREREQUISITE: Completion of Automotive Tune-Up and Emissions I

LAB FEE: \$12

TEXTS: The Automotive Oscilloscope—\$5.75
Automotive Emission Control, 3rd Ed.—\$15





SK520: AUTOMOTIVE BODY REPAIR

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

Fall-Winter-Summer

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

NOTES: Students may not work on their own cars. Students must purchase painting supplies.

LAB FEE: \$30

TEXT: The Principles of Auto Body Repairing and Repainting, 3rd Ed.—\$18

SK530: SMALL ENGINE MECHANICS

Instruction is provided in the proper use of hand tools, two- and four-cycle engines, ignition and starting systems, engine tune-up procedures and small engine trouble-shooting.

Fall-Winter-Summer

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

LAB FEE: \$5

TEXT: Small Gas Engines 2- and 4-Cycle—\$11

SK540: ARC WELDING

This is a basic class in arc electric welding. Instruction is in welding safety, the welding circuit, welding symbols, types of welding machines, beading, buildups and various types of joints.

Fall-Winter

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

Summer

MW 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: \$65

TEXTS: Welding Skills—\$16
Welding Skills Study Guide—\$8

SK541: OXYACETYLENE WELDING

Welding safety, identification of metals, types of joints, cutting procedures, tubing welding, welding alloys, brazing and fusion welding are stressed in this class.

Fall-Winter-Summer

T or Th 6:30-10:30 p.m. T-VI Main Campus

LAB FEE: \$70

TEXTS: Welding Skills—\$16
Welding Skills Study Guide—\$8

SK542: INERT GAS WELDING

Instruction is provided in basic tungsten inert gas (TIG) and metallic inert gas (MIG) welding. Inert gases, inert gas welding equipment, welding safety, basic welding procedures and practices are covered.

Fall-Summer

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

PREREQUISITES: Must have completed an arc and a gas welding class

LAB FEE: \$80

TEXTS: Welding Skills—\$16
Welding Skills Study Guide—\$8

SK543: PIPE WELDING

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

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: Completion of Arc Welding

LAB FEE: \$70

TEXT: Pipe Welding Techniques, 2nd Ed.—\$7

SK225: MACHINE TOOL

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

Fall-Winter-Summer

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

LAB FEE: \$18

SK226: MACHINE TOOL NUMERICAL CONTROL

The history of numerical control, TAB sequential, fixed block and word address formats, as well as the programming and tape preparation necessary for numerical control machining are included.

Fall-Winter

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

PREREQUISITE: Completion of Machine Tool

LAB FEE: \$10

TEXT: Machine Tool Numerical Control—\$22



SK233: SOLAR ENERGY AND HOME HEATING THEORY

This class covers various passive, active and hybrid solar heating systems. Included are energy conservation, maintenance of systems, and pros and cons of each approach based on configurations, materials, performance characteristics and construction aspects.

Fall-Winter

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

TEXT: The Passive Solar Energy Book—\$10

SK235: REFRIGERATION I

Students learn shop safety, basic tools and equipment, mechanical refrigeration components and basic refrigeration cycle. Maintenance and servicing, including soldering and brazing, also are covered. Electrical circuits are analyzed, and correct methods for wiring basic circuits are included.

Fall-Winter-Summer

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

LAB FEE: \$10

TEXT: Refrigeration and Air Conditioning Technology—\$17.50

SK236: REFRIGERATION II

More complex refrigeration systems are introduced. Lab work in diagnosing and servicing small systems is emphasized. Instruction is designed to meet the student's individual needs and interests.

Winter-Summer

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

PREREQUISITE: Completion of Refrigeration I

LAB FEE: \$10

TEXT: Refrigeration and Air Conditioning Technology—\$17.50

SK238: ELECTRICAL CONTROL CIRCUITRY

This class provides study in diagnosis and service of environmental equipment for electricians, service mechanics and maintenance persons. It covers electrical control circuitry, use of symbols, circuit protection, and test and measurement equipment.

Fall-Winter

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

PREREQUISITE: A knowledge of electricity as related to alternating current

LAB FEE: \$7

TEXT: Electrical Controls for Refrigeration and Air Conditioning—\$19

SK239: ELECTRICAL MOTORS AND CONTROLS

This class covers basic concepts of magnetism as applied to motor operation. It continues with the theory of operation, parts identification, application, and troubleshooting of single and three-phase AC motors. The class also covers basic motor controls, including installation and basic programming of a typical programmable controller.

Winter

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

PREREQUISITE: Thorough knowledge of AC and DC electricity concepts and the use of a volt-ohm milliammeter

TEXT: Rotating Electrical Machinery and Transforming Technology, 2nd Ed.—\$26

SK241: FREE HAND ILLUSTRATION

The basic fundamentals of freehand drawing, perspective drawing and their application to the graphic arts are covered.

Fall-Winter

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

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

LAB FEE: \$12

SK242: LAYOUT AND PASTE-UP

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

Fall-Winter

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

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

LAB FEE: \$12

SK243: ILLUSTRATION PROJECTS AND TECHNIQUES

Producing camera-ready art for commercial printing is the goal of this class. Techniques for both line and half-tone reproduction are used. Imaginative solutions, well drawn and technically well-executed, to problems in illustration and graphics are stressed. Projects include illustrations for ads and books and design of trademarks and posters.

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.

PREREQUISITE: Completion of Freehand Illustration or equivalent.

LAB FEE: \$12



SK244: OFFSET DUPLICATOR OPERATION AND MAINTENANCE

This class introduces the basic operation of the offset duplicator and gives the student a basic proficiency with operations and maintenance. The class also allows the student to advance in press operation techniques and log additional hours in make-ready, run and wash-up.

Winter

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

LAB FEE: \$17

TEXT: Small Offset: Preparation and Press—\$23

SK246: MICROGRAPHICS

This class covers theory and principles of microform technologies from an introductory level through computer output microfilm and computer-assisted retrieval systems. Some hands-on experience in the operation of microfilm equipment also is provided.

Fall-Winter

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

TEXTS: Handbook of Micrographic Technologies and Procedures—\$16.50

Quality Control Procedures for Source Document—\$11

SK250: SECURITY OFFICER TRAINING

This is an introduction to such areas as personal defense, report writing, first aid, mob control, civil legal liabilities, criminal law, patrol procedures, rules of evidence and emergency procedures.

Fall-Winter

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

LAB FEE: \$12

SK255: GLASS BLOWING

Students learn the basic techniques of glass blowing and make small objects, such as laboratory glassware and miniature novelties, from plain glass tubing.

Fall

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

LAB FEE: \$45

SK260: BASIC DIESEL

Introduction units in this beginning class are the operating principles of the two- and four-cycle engine, air induction and exhaust systems, fuel systems, cooling systems, governors and basic engine adjustments.

Fall-Winter-Summer

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

LAB FEE: \$8

TEXT: Diesel Mechanics—\$26

SK581: DIESEL TROUBLESHOOTING AND TUNE-UP

Emphasis is on the use of the test equipment, repair practices, corrective actions, tune-up procedures on two- and four-stroke engines and engine support systems. Operating principles of major brands of fuel systems also are covered.

Fall

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

PREREQUISITE: Completion of Basic Diesel or equivalent

LAB FEE: \$8

TEXT: Diesel Mechanics, 2nd Ed.—\$26

SK582: DIESEL TRANSMISSION, DRIVE TRAIN AND BRAKES

This is a theory and laboratory practice class which provides an introduction to service, repair and troubleshooting of manual transmissions, final drives, third members, clutches and air-over-hydraulic brakes. Service specifications and power dividers are covered.

Winter

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

PREREQUISITE: Completion of Basic Diesel or equivalent

LAB FEE: \$8

TEXT: Power Trains, John Deere Manual, 4th Ed.—\$8

SK265: SHEET METAL FABRICATION

In this introductory class, students learn pattern layout on paper for heating, air conditioning and general sheet metal and carry it through in the lab to the finished sheet metal fittings. Lessons will be custom designed for the needs of those in the class who are already working in the field and want to up-grade their skills.

Fall

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

NOTE: Students must purchase their own instruments.

LAB FEE: \$10

TEXT: Sheet Metal Pattern Drafting and Shop Problems—\$11

SK560: CABINETMAKING

Proper use of basic hand tools and power woodworking machines is taught for persons employed in the construction industry. Students may complete a project using hand tools and a project using woodworking machines.

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: \$15

TEXT: Cabinetmaking and Millwork—\$23

SK570: BLUEPRINT READING FOR CONSTRUCTION TRADES

This theory class teaches basic construction techniques and blueprint reading for residential and light commercial construction. Emphasis is on terminology, construction theory, symbols and notations used on floorplans, scaling and dimensioning practice, structural information, drawings, plot plans, codes, reading a set of blueprints and simple detail sketching.

Fall

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

Winter-Summer

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

TEXTS: Building Trades Blueprint Reading, Part I—\$10
Building Trades Blueprint Reading, Part 2—\$11.50

SK571: PLUMBING THEORY

The theory of the safe and proper use of tools and equipment; elements of plumbing; identification of plumbing fittings and pipes; basic hydraulics and pneumatics; and layout, assembly, installation, alteration and repair of piping systems is taught.

Fall-Winter

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

TEXT: Uniform Plumbing Code, 1982 Ed.—\$21

SK575: ELECTRICAL TRADES THEORY I

This class is for the beginning apprentice or helper in an entry-level residential electrical position and is limited to the basic electrical systems in a typical home. Instruction is in working safety, electrical codes and utility regulations, basic electrical principles and measurements, wiring materials and devices, residential wiring circuits, installing outlets, switch boxes, non-metallic sheathed cable, over-current devices, low voltage equipment, branch circuits and service entrances.

Fall-Winter

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

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

TEXT: Electric Wiring: Residential-Utility Building-Service Areas—\$7

SK576: ELECTRICAL TRADES THEORY II

This more technical class concentrates on the semi- and totally-custom home. The scope of the total electrical home is shown in depth with a concentration on electrical heating and cooling and their control system. The larger residential service entrance systems are examined in addition to electrical wiring design. An introduction to estimating electrical wiring and supplies for the job and modernization of existing electrical systems also are included.

Fall-Winter

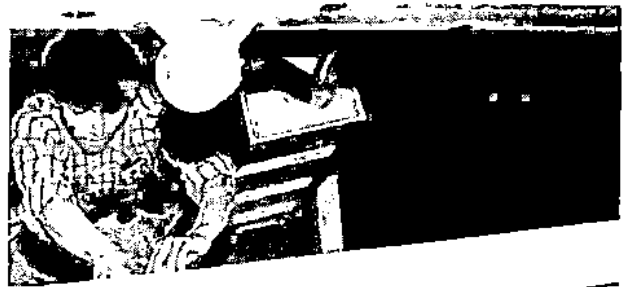
TTh 7-9 p.m. T-VI Main Campus

PREREQUISITE: Completion of *Electrical Trades Theory I* or equivalent

TEXT: National Electric Code Handbook, 1984 Ed.—\$28

SK577: ELECTRICAL TRADES THEORY III

This is an introduction to the light commercial aspect of the electrical industry. Included are wiring with both electrical metallic tubing and rigid metal conduit, poly-vinyl-



chloride conduit wiring, commercial codes, apartment building and small office building wiring, high voltage transformation in both single-phase and three-phase systems, direct burial and aerial wiring design, and estimating.

Fall-Winter

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

PREREQUISITE: Completion of *Electrical Trades Theory II* or equivalent

TEXT: National Electrical Code Handbook, 1984 Ed.—\$28

SK579: CONSTRUCTION ESTIMATING

Actual determination of probable costs of a construction project is emphasized in this introductory class. Job scheduling, subcontracts, insurance, bonds and bidding procedures are discussed.

Fall-Summer

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* or equivalent

TEXT: Estimating in Building Construction, 2nd Ed.—\$23

SK586: GENERAL CONTRACTORS LICENSING PREPARATION

This class is for the student interested in obtaining a contractor's license in New Mexico. Units of instruction include making application, rules and regulations, business and law, the Uniform Building Code, methods of construction, licensing act, rules, regulations and examination practices.

Fall-Winter-Summer

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

PREREQUISITE: Completion of a minimum of two years of verifiable work experience in the construction industry

TEXT: Uniform Building Code, 1982 Ed.—\$49

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DAY DIVISION APPLICATION FORM

ALBUQUERQUE TECHNICAL-VOCATIONAL INSTITUTE
525 Buena Vista S E Telephone: (505) 848-1400
Albuquerque, New Mexico 87106

I Would Like to Attend: (Please Check One) <input type="checkbox"/> Main Campus (Coal and Buena Vista SE) <input type="checkbox"/> Montoya Campus (Morris and Montgomery NE) <input type="checkbox"/> Other: _____
--

PERSONAL INFORMATION

1. NAME _____
Last First (Not Nickname) Middle
2. Former name(s) which may appear on education or employment records: _____
3. (a) Social Security No. _____ (b) Male _____ Female _____ (c) Telephone _____
4. (a) Current Address _____
Street & Number City State Zip Code
(b) PERMANENT Address _____
Street & Number City State Zip Code
(c) How long have you lived in New Mexico? _____ Years _____ Months
5. (a) Date of Birth _____ (b) Age _____
(c) Place of Birth _____
City State

PROGRAM INFORMATION (See Catalog - Day Division)

List below the Vocational Program(s) for which you are now applying:

6. 1st Choice : _____ 2nd Choice (if any) : _____
7. Have you ever applied for or attended DAYTIME classes at T-VI before? Yes _____ No _____
8. I want to begin attending classes in (circle one): January May September Other _____

EDUCATIONAL INFORMATION

9. (a) High School Attended _____
(b) City _____ (c) State _____
(d) Highest Grade Completed (circle one) 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4
(e) High School Graduate? Yes _____ No _____ (f) Date of Graduation or Withdrawal _____
Month Year
10. GED GRADUATE? Yes _____ No _____ Date Tested: _____ Where? _____
11. VOCATIONAL SCHOOLS OR COLLEGES ATTENDED (Including Military Schools and T-VI Courses)
- | Name | Dates of Attendance | Course of Study |
|-----------|---------------------|-----------------|
| (a) _____ | _____ | _____ |
| (b) _____ | _____ | _____ |
| (c) _____ | _____ | _____ |

JOB HISTORY (last two jobs)

12. _____
- | Employer | City | Dates of Employment | Type of Work |
|----------|-------|---------------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

SPONSORING AGENCY / FINANCIAL AID (Check those which apply to you)

- None
- Bureau of Indian Affairs
- Div. Vocational Rehab.
- Work Incentive (WIN)
- Veterans Administration
- Office of C E T A
- OTHER: _____
- Pell Grant
- New Mexico Student Loan

AGENCY COUNSELOR'S NAME: _____

FAMILY INFORMATION

Parent's (or Guardian's) Name _____

Parent's Address _____ Telephone Number _____

Were you claimed as a dependent on parent's last federal income tax report? _____

HEALTH INFORMATION

Filling out this health section is voluntary on your part, and will not affect your admission to T-VI. Information volunteered will help your admissions counselor avoid putting you into classes where health conditions could cause problems for you, and will give T-VI a file to use if you have a health emergency while you are attending school.

13. Person to be contacted in case of emergency: _____ (a) Home Telephone: _____
_____ (b) Work Telephone: _____

14. (a) Family Doctor _____ Telephone _____ City _____

(b) Hospital Preferred _____

	Normal	Color Blind	Fully Corrected	Some Loss	Substantial Loss
15. VISION	_____	_____	_____	_____	_____
16. HEARING	_____	_____	_____	_____	_____
17. WALKING	_____	_____	_____	_____	_____
18. OTHER (explain) _____					

19. CHRONIC MEDICAL CONDITIONS: (Check those which apply to you)

- Heart Disease
- Severe Allergy
- High Blood Pressure
- Back Problems
- Epilepsy
- Spinal Injury
- Hepatitis
- Rupture, Hernia
- Diabetes
- Tuberculosis
- Migraine Headaches
- Kidney Disease
- Emotional Problems
- Joint Disease/Injury
- NONE

OTHER _____

20. Prescribed medications: _____

21. Can you lift 50 pounds? _____

STATEMENT OF APPLICANT

I certify that the information furnished on this application is correct to the best of my knowledge. I agree that, if I am admitted to the Technical-Vocational Institute, I will become familiar with and will observe the school's policies and regulations.

I hereby authorize the Institute to release academic and attendance records related to my attendance at T-VI to bona fide employers, other educational institutions and public agencies.

I agree to return to T-VI any books or items loaned to me by T-VI upon the request of T-VI or upon my withdrawal or completion of courses for which they are used. If I do not return any book or item within 30 days of these specified times, I agree to pay T-VI for the value of the book or item. Any deposit I have made with T-VI may be applied toward any amount for which I am responsible under this agreement.

Date of Application: _____ Applicant's Signature: _____

DAY DIVISION APPLICATION FORM

ALBUQUERQUE TECHNICAL-VOCATIONAL INSTITUTE
525 Buena Vista S E Telephone: (505) 848-1400
Albuquerque, New Mexico 87106

I. Would Like to Attend: (Please Check One) <input type="checkbox"/> Main Campus (Coal and Buena Vista SE) <input type="checkbox"/> Montoya Campus (Morris and Montgomery NE) <input type="checkbox"/> Other: _____

PERSONAL INFORMATION

1. NAME _____
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(c) Place of Birth _____
City State

PROGRAM INFORMATION (See Catalog - Day Division)

List below the Vocational Program(s) for which you are now applying:

6. 1st Choice : _____ 2nd Choice (if any) : _____
7. Have you ever applied for or attended DAYTIME classes at T-VI before? Yes _____ No _____
8. I want to begin attending classes in (circle one): January May September Other _____

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9. (a) High School Attended _____
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| (c) _____ | _____ | _____ |

JOB HISTORY (last two jobs)

12. _____
Employer City Dates of Employment Type of Work

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SPONSORING AGENCY / FINANCIAL AID (Check those which apply to you)

- None
- Bureau of Indian Affairs
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 - Epilepsy
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 - Rupture, Hernia
 - Diabetes
 - Tuberculosis
 - Migraine Headaches
 - Kidney Disease
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 - Joint Disease/Injury
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- OTHER _____

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- | Employer | City | Dates of Employment | Type of Work |
|----------|-------|---------------------|--------------|
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| _____ | _____ | _____ | _____ |

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- Work Incentive (WIN)
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Date of Application: _____ Applicant's Signature: _____

EVENING DIVISION APPLICATION FORM

This application is to be used for Evening Division Skill Improvement classes only.

PLEASE PRINT

Last Name _____ First Name _____ Middle Initial _____ Date of Birth _____

Mailing Address (Apt. No. if applicable) _____ City _____ Zip Code _____

Home Phone _____ Business Phone _____ Auto License No. _____ Social Security No. _____

I am applying for the Winter (Jan.) _____ Summer (May) _____ Fall (Sept.) _____ trimester.

CLASS NUMBER SK _____ CLASS NAME _____

I would like to attend class on M ___ T ___ W ___ TH ___ F ___ at Main ___ JMMC ___ CHS ___ DNHS ___ HHS ___ VHS ___.
(Check catalog or flyer for evenings and location of class.)

If the class you are applying for has a prerequisite, do you meet the requirements? Yes ___ No ___

If the class you are applying for is numbered 500 or above, please explain why you want to take this class. _____

I want to charge the \$5 application fee to my account as listed below.

MASTERCARD Account Number Exp. Date Bank No.

VISA Account Number Exp. Date

Cardholder's Authorizing Signature Date

Signature Date

FOR OFFICE USE ONLY

Applied for SK _____ SK _____ SK _____ By _____

Paid for SK _____ Transferred from SK _____

Money collected \$ _____ Cash By _____ Date _____
Check

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Last Name _____ First Name _____ Middle Initial _____ Date of Birth _____

Mailing Address (Apt. No. if applicable) _____ City _____ Zip Code _____

Home Phone _____ Business Phone _____ Auto License No. _____ Social Security No. _____

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