



Albuquerque  
Technical  
Vocational  
Institute

**TVI**  
COMMUNITY  
COLLEGE

# 2000–01 COURSE CATALOG

*Albuquerque Technical Vocational Institute • Volume 35 • July 2000*

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**Main Campus**  
525 Buena Vista SE  
Albuquerque, NM 87106-4096

**Joseph M. Montoya Campus**  
4700 Morris NE  
Albuquerque, NM 87111-3704

**Rio Rancho Campus**  
State Road 528 and Sara Road  
Rio Rancho, NM 87124

**South Valley Campus**  
5816 Isleta SW  
Albuquerque, NM 87105

**Web Site:** <http://www.tvi.cc.nm.us>  
**Switchboard:** 505-224-3000



## ABOUT THIS CATALOG

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The TVI Catalog is a student's official guide to programs, courses and policies of Albuquerque Technical Vocational Institute.

The TVI Catalog is a summary of information of interest to students; it is not a complete statement of programs and policies. Other important information is published in:

- the Schedule of Classes;
- the Student Handbook;
- the Financial Aid and Scholarship Guidebook; and
- handbooks published by instructional departments and other offices.

Students are responsible for complying with the provisions of these documents.

Not all programs and classes listed in the Catalog are offered at all campuses or every term. If fewer than 12 persons have applied to begin a program, it may be canceled that term. After a program begins, no required class will be canceled, regardless of enrollment, although support classes may be canceled due to insufficient enrollment.

Information in the Catalog is subject to change.

This Catalog is available in alternative formats from the Special Services office at Main Campus. It is published on the TVI home page, [www.tvi.cc.nm.us](http://www.tvi.cc.nm.us).

# INTRODUCING TVI

**N**ow in its third decade, Albuquerque Technical Vocational Institute is an accredited community college offering courses in a variety of occupational, college transfer and adult/developmental education subjects. In 2000–01 TVI's programs include:

- certificates in 44 business, health, technologies and trades occupations, as well as short-term occupational courses;
- associate degrees in 38 occupational fields and liberal arts;
- college transfer: courses in pre-management, pre-engineering, other occupational subjects and 27 liberal arts disciplines transferable for freshman and sophomore credit at four-year institutions; and
- adult/developmental education: basic skills (including English as a second language and GED exam preparation) and remedial, preparatory and developmental classes for students preparing to meet admission requirements at TVI or other institutions.

Other TVI programs include customized training and assistance to small business (through the Workforce Training Center, 272-7970), workshops and support for learners over 50 (the Emeritus Academy, 224-5501) and concurrent enrollment for high school students (Recruitment Office, 224-3162).

TVI is accredited to grant certificates and associate of applied science, associate of arts and associate of science degrees by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. In addition, specific programs have accreditation or approval by appropriate agencies (see page 41).

## TVI Governing Board

Ruth L. Connery, Chair  
Blair L. Kaufman, Vice Chair  
Carmie Lynn Toulouse, Secretary  
Richard Barr  
Pauline J. Garcia  
Penelope S. Holbrook  
Robert P. Matteucci

Michael J. Glennon, President

## Mission, Vision, Values, Goal

### Mission

Albuquerque Technical Vocational Institute (TVI) promotes and provides higher education, skill development and workforce training relevant to contemporary needs within the district and the state of New Mexico.

### Vision

Albuquerque Technical Vocational Institute is a progressive community college where students achieve goals and meet change.

### Values

Albuquerque Technical Vocational Institute values people, excellence, integrity, diversity, responsiveness, results and the community.

### Goal

The overall goal of the Albuquerque Technical Vocational Institute is to raise educational levels and to exceed student, workforce and community expectations.

To achieve this, TVI will:

- Encourage and support students by offering the best opportunities for occupational and workforce training, certificates, associate degrees, transfer credit, skill development and continuous learning.
- Respond quickly to community needs by promoting and maintaining program quality and relevant curricula to support economic development.
- Encourage and support faculty and staff in their roles and offer opportunities for growth, professional development and recognition.
- Meet change through innovation and technology.
- Foster communication, cooperation and collaboration within TVI and between and among other educational institutions as well as the community.
- Ensure that TVI is welcoming, friendly and service-oriented to attract and retain students.
- Provide affordable and accessible education.
- Respect and promote diversity.
- Develop, improve and maintain physical resources at TVI to facilitate learning.
- Maintain fiscal integrity and responsibility.
- Provide accountability through an ongoing system of evaluation, analysis and adjustment.

## HISTORY

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**A**uthorized by the New Mexico Legislature in 1963, the Albuquerque Technical Vocational Institute was approved by district voters in 1964 to provide adults with skills necessary for success in the world of work. The first nine classes, for 155 students, were held in the summer of 1965 in surplus barracks and a vacated elementary school.

From the first, TVI's priority has been job training, broadly defined to include preparatory work, skill improvement for adults, vocational courses for high school students and, in recent years, liberal arts and college transfer. Today's job training programs are offered in business, health, technologies and trades subjects, with emphasis on up-to-date, hands-on skills needed by local employers. Internships, co-op programs and apprenticeships are available.

TVI was accredited by the North Central Association of Colleges and Schools in 1978. The first college-prep course, MATH 100, was offered in 1985. Degree-granting power was approved for TVI by the Legislature in 1986, beginning the transition to a community college. By the late 1980s, liberal arts was not only TVI's fastest growing component but also an increasingly important part of occupational instruction, and the University of New Mexico had arranged to offer all its remedial courses through TVI.

Until 1979, TVI was part of the Albuquerque Public Schools, with the APS Board of Education serving as the TVI Governing Board. The first election for an independent TVI board was held in September 1979, following approval by the Legislature. In 1994, the Legislature approved districting the Governing Board.

## TVI TODAY

With an enrollment of about 23,000, TVI is the second largest postsecondary institution in New Mexico. The Main Campus occupies 60 acres near downtown Albuquerque and the 42-acre Joseph M. Montoya Campus is in the Northeast Heights. Classes also are offered at the Rio Rancho Campus, the South Valley Campus and at the University of New Mexico, as well as various off-campus sites. Plans are being made for a permanent West Side presence.

TVI's classrooms, libraries and laboratories are modern and comfortable. Each student has access to state-of-the-art equipment, especially computers. TVI programs, facilities and services are accessible to the disabled.

Advisory committees from local businesses help assure that TVI students acquire the skills needed for success on the job, and TVI helps graduates find jobs. The Institute also cooperates with other two- and four-year schools on course articulation and student transfer.

TVI's Governing Board members are elected by voters in seven geographical districts within the Institute district, which includes all of Bernalillo County and part of Sandoval County.

Funding for TVI programs and most construction and equipment comes from a property tax levy in the Institute district and annual appropriations by the New Mexico Legislature. Tuition and fees are moderate, and financial aid is available to many students. Private contributions through the TVI Foundation are increasing every year.

TVI's academic year is divided into three terms: fall (begins in September), spring (begins in January) and summer (begins in May). Short sessions and non-traditional schedules are available for some programs and courses. Most programs admit beginning students each term.

## ASSESSMENT

Albuquerque TVI, in compliance with the North Central Association's Commission on Institutions of Higher Education, regularly conducts assessment of its instruction. Assessment of student academic achievement is an effort in each of the instructional departments which evaluate their success in fulfilling both course and program objectives. Toward this end, students may be requested to participate in forums, portfolios, testing or surveys that help the departments measure student success or satisfaction.

Specifically, in attempting to measure student academic achievement, instructional departments are trying to better understand those circumstances that lead to student success and mastery of course objectives and program goals. In applying measurement tools, departments gain knowledge and experience that help them continue to do things well or improve instruction where weaknesses are found.

## GENERAL EDUCATION

The Albuquerque Technical Vocational Institute, a community college, provides basic, occupational and general education for a population that includes a broad spectrum of ages, cultural backgrounds and intellectual abilities. The Institute is committed to general education and related courses as an integral part of certificate and associate degree programs. The general education courses include mathematics, communication skills, social and natural sciences, humanities, foreign languages and fine arts. It is believed that general education enhances students' personal and professional attitudes, habits and skills as they pursue lifelong continuum of learning.

In certificate programs, related education courses cover competencies in communication, math and human relations to better prepare students for the world of work.

In associate degree programs, students are required to complete a minimum of 15 semester credit hours of general education in addition to courses in their major field of study. The required general education courses have been selected to enhance students' personal and professional habits, attitudes and skills. These courses are chosen to increase students' abilities to understand and participate more effectively as members of the community and to give breadth to their chosen careers.

*The general education courses in the transfer liberal arts degree reflect the common requirements of the state's six universities and approximate the universities' core curriculum in the freshman and sophomore sequence.*

## DISTANCE LEARNING

An increasing number of TVI credit courses are offered in innovative distance-learning formats designed to overcome barriers of time or space. Some courses are available through correspondence, some are taught over the Internet, some are shown on television and others use audio and video links to two or more classrooms. Printed materials and interaction with the instructor (in person, by telephone or via electronic mail) are available. Fees are charged for Distance Learning courses (see page 15). More information about Distance Learning is available at 224-3316 and on the home page at <http://ocean.tvi.cc.nm.us/distancelearn/>.

## WORKFORCE TRAINING

TVI's Workforce Training Center was founded in March 1996 to foster and enhance economic growth and development in New Mexico. Organized under the Division of Instructional Services, the Workforce Training Center serves the greater Albuquerque metropolitan area as well as other regions throughout the state.

The center serves a diverse group of individuals and organizations, including:

- employers seeking to improve the skills of their workforce;
- public and private agencies, particularly those assisting welfare-to-work recipients, dislocated workers and adults;
- professional associations needing training for members who are preparing for certification or licensure;
- adults wanting to upgrade their job skills; and
- entrepreneurs, including small business owners and others considering starting a business.

The center offers five distinctive services:

- 1) performance enhancement consulting;
- 2) customized training;
- 3) open-enrollment workshops and seminars;
- 4) assessment services; and
- 5) business consulting and resource referrals through the Small Business Development Center, which is designed to help "grow" small business in New Mexico.

The Workforce Training Center's services—provided at reasonable cost—are developed as needed throughout the year and on a rapid-response basis. Services may be provided at the employer's place of business or at the center's new training facility in the heart of Albuquerque's growing I-25 industrial corridor (scheduled to open in fall 2000). For information, call 272-7970.

## EQUAL OPPORTUNITY POLICY

The Albuquerque Technical Vocational Institute affirms that it will not discriminate on the basis of gender, race, color, national origin, religion, age, disability, sexual orientation or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any act of illegal discrimination or harassment on the part of its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services.

The Institute confirms that the above provision by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee engaging in the exercise of free speech or in activities protected by federal, state or local laws.

Upon request, the Institute will provide reasonable accommodations to individuals with disabilities with regard to conditions of employment as provided by applicable federal, state and local laws.

Any person who wants to file a complaint based on these laws should contact the equal opportunity officer in the Human Resources Office, 224-4600.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, TVI provides notice that no qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of the institution's educational programs or activities.

If a student has concerns about TVI's compliance, he or she should contact A. Paul Smarrella in Special Services, 224-3259.

# 1998–99 GRADUATE JOB PLACEMENT

Additional information is available from Student Job Placement Services.

	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School <sup>1</sup>	Available to Work	Employed in Training-Related Job	Seek Training-Related Job	Percent Employed <sup>2</sup>	Working in New Mexico	Average hourly Rate <sup>3</sup>	Average Annual Salary <sup>3</sup>
<b>Business Occupations</b>											
Accounting, Certificate .....	3	-	2	-	1	0	1	0%	-	-	-
Accounting, Degree .....	21	6	2	3	10	10	-	100%	10	10.32	\$21,468.33
Administrative Assistant, Certificate .....	4	1	-	1	2	2	-	100%	2	9.08	\$18,886.50
Administrative Assistant, Degree .....	25	3	5	1	16	16	-	100%	16	10.10	\$21,014.67
Bookkeeping, Certificate .....	6	1	2	1	2	2	-	100%	2	7.00	\$14,560.00
Business Administration, Certificate .....	8	2	1	3	2	2	-	100%	2	15.85	\$32,968.00
Business Administration, Degree .....	35	10	4	2	19	18	1	95%	17	9.67	\$20,106.00
Business Graphics/Communication Degree ....	1	-	-	-	1	1	-	100%	1	9.75	\$20,280.00
Court Reporting, Degree .....	1	-	-	-	1	1	-	100%	1	10.50	\$21,840.00
Food Service Management, Certificate .....	4	3	-	-	1	1	-	100%	-	-	-
International Business, Degree .....	2	1	1	-	-	-	-	-	-	-	-
Legal Assistant Studies, Degree .....	34	2	6	4	22	22	0	100%	22	10.04	\$20,885.00
Microcomputer Management, Certificate .....	1	1	-	-	-	-	-	-	-	-	-
Microcomputer Management, Degree .....	21	8	3	1	9	8	1	89%	8	11.82	\$24,577.67
Office Assistant, Certificate .....	1	-	-	-	1	1	-	100%	1	-	-
Pre-Management, Degree .....	36	10	3	12	11	11	-	100%	10	9.89	\$20,561.00
Sales and Cashiers, Certificate .....	9	1	1	4	3	3	-	100%	3	6.50	\$13,520.00
Stenotranscription Certificate .....	8	-	1	5	2	1	1	50%	1	-	-
<b>Health Occupations</b>											
Child, Youth & Family Devel, Degree .....	11	3	2	2	4	4	1	100%	4	7.29	\$15,163.00
Clinical Laboratory Assistant, Certificate .....	6	4	-	1	1	1	-	100%	1	8.00	\$16,640.00
Healthcare Technician, Certificate .....	12	-	-	3	9	9	-	100%	9	9.19	\$19,115.00
Health Unit Clerk, Certificate .....	46	10	10	5	21	21	2	100%	21	8.28	\$17,219.00
Medical Lab Technician, Degree .....	10	4	-	-	6	6	-	100%	6	10.84	\$22,554.00
Nursing, Degree .....	95	21	1	2	71	71	-	100%	70	15.50	\$32,241.50
Nursing Assistant, Certificate .....	32	3	1	9	19	19	0	100%	18	7.15	\$14,856.50
Pharmacy Technician, Certificate .....	25	7	1	2	15	12	3	80%	10	8.20	\$17,045.00
Phlebotomy, Certificate .....	15	4	-	6	5	4	1	80%	4	7.69	\$15,996.00
Practical Nurse, Certificate .....	16	7	-	3	6	6	-	100%	6	11.15	\$22,755.00
Respiratory Therapist, Degree .....	18	-	1	-	17	17	-	100%	17	12.09	\$25,139.00
Surgical Technician, Certificate .....	13	4	-	-	9	9	-	100%	9	12.75	\$26,520.00

<sup>1</sup> Counted in Not Seeking Employment or Available for Work

<sup>2</sup> Percent of available graduates employed in training-related job

<sup>3</sup> Based on 40-hour work week in training-related job

	Total Graduates	Could Not Locate	Not Seeking Employment	Continuing School <sup>1</sup>	Available to Work	Employed in Training-Related Job	Seek Training-Related Job	Percent Employed <sup>2</sup>	Working in New Mexico	Average hourly Rate <sup>3</sup>	Average Annual Salary <sup>3</sup>
<b>Technologies</b>											
Arch/Engin Drafting Tech, Certificate .....	5	-	1	3	1	0	1	0%	-	-	-
Arch/Engin Drafting Tech, Degree .....	10	1	-	1	8	8	1	100%	6	13.05	\$27,144.00
Business Computer Prog . Degree .....	2	2	-	-	-	-	-	-	-	-	-
Computing Technology, Certificate .....	9	4	-	1	4	4	-	100%	4	12.24	\$25,443.00
Computing Technology, Degree .....	19	3	5	-	11	10	1	91%	8	13.55	\$28,184.00
Construction Management											
Technology Degree .....	2	-	-	-	2	2	-	100%	2	16.83	\$35,006.00
Design Drafting Engineering Tech, Degree ....	9	1	-	1	7	7	-	100%	7	11.93	\$24,821.33
Electronics Engineering Tech, Degree .....	3	1	-	2	-	-	-	-	-	-	-
Electronics Technology, Certificate .....	5	-	-	1	4	4	-	100%	4	15.89	\$33,040.50
Electronics Technology, Degree .....	39	10	1	1	27	22	5	81%	17	12.68	\$26,374.50
Manufacturing Technology, Certificate .....	4	-	-	2	2	2	-	100%	2	8.45	\$17,576.00
Manufacturing Technology, Degree .....	111	14	5	8	84	82	2	98%	77	12.73	\$26,488.00
Network Management Certificate .....	1	-	-	-	1	1	-	100%	-	9.00	\$18,720.00
Network Management Degree .....	1	1	-	-	-	-	-	-	-	-	-
<b>Trades &amp; Service Occupations</b>											
Air Cond/Heating/Refig, Certificate .....	38	4	4	6	24	24	-	100%	21	11.55	\$24,017.00
Automotive Technology, Certificate .....	18	2	1	3	12	11	1	92%	10	9.56	\$19,882.00
Baking, Certificate .....	17	4	8	5	5	5	-	100%	4	7.41	\$15,541.00
Carpentry, Certificate .....	7	1	2	2	2	1	1	50%	-	14.42	\$30,000.00
Commercial Printing, Certificate .....	7	-	1	3	3	2	1	67%	2	7.37	\$15,336.00
Construction Technology, Degree .....	12	3	-	-	9	8	1	89%	8	12.58	\$26,173.33
Criminal Justice, Degree .....	20	7	7	2	4	4	0	100%	4	9.23	\$19,198.50
Culinary Arts, Degree .....	13	6	-	2	5	5	-	100%	5	7.65	\$15,912.00
Diesel Equipment Technology, Certificate .....	6	-	-	-	6	6	1	100%	6	9.33	\$19,415.83
Electrical Trades, Certificate .....	14	1	-	-	13	11	2	85%	11	9.25	\$19,230.33
Environmental Technology, Degree .....	7	1	-	1	5	4	1	80%	4	14.00	\$29,120.00
Fire Science, Degree .....	8	5	1	1	1	1	-	100%	1	25.00	\$52,000.00
Fitness Technician, Certificate .....	15	1	6	2	6	6	1	100%	5	21.83	\$45,413.00
Machine Tool Technology, Certificate .....	30	2	-	1	27	27	-	100%	25	12.92	\$26,883.33
Mechanical Technology, Degree .....	11	2	-	-	9	9	-	100%	9	15.25	\$31,718.00
Metals Technology, Degree .....	2	-	-	1	1	1	-	100%	1	12.50	\$26,000.00
Plumbing, Certificate .....	14	2	-	6	6	6	-	100%	6	15.77	\$32,801.50
Quantity Food Preparations, Certificate .....	15	11	2	-	2	2	-	100%	2	6.70	\$13,936.00
Transportation Technology, Degree .....	2	1	-	1	-	-	-	-	-	-	-
Truck Driving, Certificate .....	37	2	-	1	34	34	-	100%	26	12.91	\$26,845.67
Welding, Certificate .....	14	3	1	3	7	5	2	71%	5	13.28	\$16,898.00
<b>Totals .....</b>	<b>1046</b>	<b>211</b>	<b>92</b>	<b>130</b>	<b>618</b>	<b>592</b>	<b>32</b>	<b>96%</b>	<b>553</b>	<b>n/a</b>	<b>n/a</b>