

# TVI Course Catalog

## 2002–03

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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

4705 Sundt Rd. NE  
Rio Rancho, NM 87124

#### South Valley Campus

5816 Isleta SW  
Albuquerque, NM 87105

**www.tvi.cc**

**(505) 224-3160**

#### TVI Governing Board

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#### ABOUT THIS CATALOG

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

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# A Brief Guide to Using the 2002–03 TVI Catalog

## Welcome to Our New Look

The look and layout of this year's catalog marks a change from previous editions. The new format, developed from feedback from students and other frequent users of the catalog, presents the information in a more visual format. The Programs of Study section is most affected by this new look; it contains a Course Sequence Chart for each program. (See pages 48–49 for more information about these charts.)

## First Things First

The first section of the Catalog offers an overview of TVI—a little history and what it is today.

Next is a detailed rundown of the services TVI offers, including admission and registration, grading policies, financial aid, transfer issues, fees, special programs, libraries and many other services. Be sure to give this section a thorough read. The information will help you throughout your TVI career—whether you're with us for a class or two, a term or two, a year or two—or more.

## Departments

Our programs and courses are offered through six different instructional departments. This section will help you understand and define each of these departments and what services they can provide for you. It also lists the current instructional staff in each department.

## Programs

This section starts with information about careers and career options (including a way of looking at our programs based on a career-clustering around similar skills and interests for those careers). It also lists our most recent job placement statistics including average salaries.

Then you will find a listing of the more than 100 programs and areas of study TVI offers. Finally, detailed information about each program and a suggested sequence of courses are listed in alphabetical order.

## Course Listings

A description of each course is listed alphabetically by its prefix and course number. The descriptions include credit hours, prerequisites or corequisites for the course, a summary of the course and any special notes or fees that apply to the course.

## Student Code of Conduct and Policies

Every student at TVI is expected to read and be familiar with the student code of conduct as well as policies on sexual harassment, substance abuse and technology use.

## Glossary and Index

Unsure about what a “corequisite” is? Wondering where to find information about MSCE certification prep? Use our glossary and index pages to get the information you need quickly and easily.

## Last, but not Least

Wherever possible, we have listed phone numbers and web addresses for additional information or for specific questions. Please contact us if you have any questions. That's why we're here.

You may also want to pick up our current *Schedule of Classes*. The *Schedule* and the *Catalog* are designed to be used together to offer everything you need for a successful experience here at TVI.

We want to thank you for your interest in TVI. We're glad to have you here!



### TVI – OUR COMMUNITY COLLEGE

#### We Value:

PEOPLE	STUDENTS	COMMUNITY
Diversity	Achievement	Accountability
Integrity	Communication	Economic Development
Respect	Learning	Leadership
Teamwork	Opportunity	Service
<b>VISION</b>		<b>MISSION</b>
Creating Pathways for Students' Futures		Dynamic Education for the Community

**T**hank you for your interest in Albuquerque Technical Vocational Institute (TVI) and welcome! Now in its fourth decade, TVI is an accredited community college offering courses in a variety of occupational, college transfer and adult/developmental education subjects. In 2002–03 TVI's programs include:

- occupational certificates in 50 business, health, technologies and trades occupations, as well as short-term occupational courses;
- associate degrees in 42 occupational fields and liberal arts;
- college transfer: courses in pre-management, pre-engineering, other occupational subjects and 28 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 business through the Workforce Training Center, (505) 224-5200, workshops and support for learners

over 50 through the Emeritus Academy, (505) 224-5506 and concurrent enrollment for high school students (505) 224-4238.

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

## HISTORY

Authorized by the New Mexico Legislature in 1963, TVI 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 outset, TVI's priority has been job training, broadly defined to include preparatory work, skill improvement for adults, vocational courses for high school students, liberal arts and college transfer. 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 also 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 (APS), with the APS Board of Education doubling 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. A permanent instructional facility on the northwest side of Albuquerque is slated to open in 2003.

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 with representatives from local businesses help assure that TVI students acquire the skills needed for success on the job, and TVI helps graduates find jobs. TVI's graduate placement for 2000–01 was 95 percent. The Institute also cooperates with other two- and four-year schools on course articulation and student transfer; currently more than 160 programs transfer to 14 different institutions.

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 August), spring (begins in January) and summer (begins in May). Short sessions and non-traditional schedules, including weekend classes, are available for some programs and courses. Most programs admit beginning students each term.



## ABOUT TVI

### ASSESSMENT

TVI, in compliance with The Higher Learning Commission, 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 and 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

TVI 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 a lifelong continuum of learning.

In occupational 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.

### MEETING A VARIETY OF NEEDS

In addition to courses at our Main, Montoya, Rio Rancho and South Valley campuses, TVI offers courses through a number of other avenues:

#### 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 broadcast 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 on page 28.

#### Workforce Training

TVI's Workforce Training Center (WTC) was founded in March 1996 to foster and enhance economic growth and development in New Mexico. The center serves a diverse group of individuals and organizations through six distinctive services: performance enhancement consulting, customized training, open-enrollment workshops and seminars, short-term intensive training, assessment services, and business consulting and resource referrals through the Small Business Development Center.

The WTC'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 (5600 Eagle Rock Ave. NE). For information, call (505) 224-5200 or click on [www.tvi.cc/wtc](http://www.tvi.cc/wtc).

### Emeritus Academy

The TVI Emeritus Academy offers educational programs for students 50 and older who are interested in affordable workshops such as hands-on computer training for all skill levels, arts and crafts to explore your creativity and general interest workshops that include such topics as: Roman Holiday: Art and Architecture of the Eternal City, Learning to Read (and Love) Shakespeare, Journals and Diaries of the Pioneers, Feng Shui—Creating Healing Spaces, and Conquering Clutter.

Look for Emeritus Academy workshop schedules in public libraries and senior centers, or call to request a copy at (505) 224-5506. You can also visit us at <http://planet.tvi.cc/emmeritus>.

