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GENERAL EDUCATION REQUIREMENTS

Communication	6 Credit Hours
CJ 221	3
HCHS 111T	3
Core Requirements	30 Credit Hours
HCDA 101	4
HCDA 120	4
HCDA 125	4
HCDA 135	2
HCDA 230	3
HCDA 240	3
HCDA 164	3
HCDA 145	3
HCDA 155	4
<u>TOTAL CREDIT HOURS REQUIRED</u>	<u>36</u>

ACADEMY OF TRADES AND INDUSTRY**ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION TECHNOLOGY**

The Associate of Applied Science in Construction Technology is a degree program for students wishing to enter the workforce as construction contractors. The course work is designed to prepare students for contractor licensing. Some general education requirements are satisfied through the program, helping those students who wish to prepare for continuing their education at a four-year College or University.

GENERAL EDUCATION REQUIREMENTS

Communication	9 Credit Hours
ENGL 101	3
ENGL 102	3
ENGL 119T or CJ 130	3
Math and Natural Science	6-7 Credit Hours
MATH 118T & 119T	3
Natural Science Elective w/Lab	3-4
Social Science	3 Credit Hours
<i>Choose one from the following:</i>	
Sociology	3
Psychology	3
Anthropology	3
Political Science	3
Humanities	3 Credit Hours
<i>Choose one from the following:</i>	
Art History	3
Art Studio	3
English Literature	3
History	3

American Studies	3
Music	3
Dance	3
Theater	3
Business Requirements	15-16 Credit Hours
CT 102L	3
BSTC 192	3
BSTC 202	3
BSTC 206	3
MGMT 101	3

Construction Technology Requirements 21 Credit Hours

CNST 101 Layout and Framing	3
CNST 105 Interior Finishing	3
CNST 115 Concrete Pouring and Finishing	3
CNST 120 Principles of Electricity	3
CNST 130 Design of Plumbing	3
CNST 113 Brick Construction	
CNST 140 Central Air and Heat Installation	3

Choose TWO from the following courses: **6 Credit Hours**

CNST 104 Spanish Colonial Carving Techniques	
CNST 107 Advanced Spanish Colonial Furniture Making	
CNST 121 Electrical Wiring	
CNST 193 Adobe Construction	
CNST 293 Topics: Preservation of Historic Buildings	

TOTAL CREDIT HOURS REQUIRED 64-65

CERTIFICATE IN CONSTRUCTION TECHNOLOGY

Required Courses 18 Credit Hours

CNST 187 General Carpentry OR	
CNST 101 Layout & Framing	3
CNST 105 Interior Finishing OR	
CNST 112 Owner Build Home	3
CNST 109 Plumbing Theory	3
CNST 111 Remodeling OR	
CNST 118 Alternative Building	
& Construction	3
CNST 121 Electrical Wiring	3
CNST 175 Blueprint Reading	3

Electives 12 Credit Hours

Choose four of the following courses:

CNST 103 Exterior Finishing	3
CNST 115 Concrete Pouring & Finishing	3
CNST 125 Solar Design	3
CNST 128 Adobe Construction	3
WW 101 Basic Woodworking	3
WW 105 Wood Finishing & Painting	3

WW	111	Cabinet Building	3
WW	113	Spanish Colonial Furniture	3
WW	114	Spanish Colonial Carving	3
WW	120	Woodworking Shop	3
AAST	230	Business Communications	3
MGMT	101	Fundamentals of Accounting	3
ARTS	122	Three Dimensional Design	3
SPAN	101	Elementary Spanish	3
<u>TOTAL CREDIT HOURS REQUIRED</u>			<u>30</u>

CERTIFICATE IN CULINARY ARTS

Required Courses			18 Hours
CART	101	Introduction to Culinary Arts	3
CART	102	Soups, Stocks, and Sauces	3
CART	103	International Cuisine	3
CART	107	Culinary Business	3

OR

MGMT	113	Management: An Introduction	
CART	109	Table Service Internship	3
CART	110	Culinary Arts Internship	3

Electives

CART	104	Processing and Product Development	3
CART	105	The World of Tamales	3
CART	106	Vegan Cooking	3
NUTR	120	Nutrition for Health	3
HS	102	Principles of Interviewing	3
SPAN	101	Elementary Spanish	3
FREN	101	Elementary French	3
CJ	130	Public Speaking	3
AAST	220	Business Math	3
ANTH	130	Cultures of the World	3
BIOL	123	Biology for Health Related Sciences	3
CS	150L	Computing for Business Students	3
CT	102L	Introduction to Microcomputers	3
CT	107L	Quickbooks	3
HIST	260	History of New Mexico	3
MGMT	101	Fundamentals of Accounting I	3

<u>TOTAL CREDIT HOURS REQUIRED</u>			<u>30</u>
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CERTIFICATE IN CARPENTRY

Required Courses			18 Credit Hours
CNST	101	Layout & Framing	3

CNST	111	Remodeling	OR	
CNST	105T	Interior Finishing		3
CNST	175	Blueprint Reading		3
CNST	184	General Carpentry		3
WW	101	Basic Woodworking		3
WW	111	Cabinet Building		3

Electives	12 Credit Hours
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Choose four of the following courses:

CNST	103	Exterior Finishing		3
CNST	109	Plumbing Theory		3
CNST	112	Owner Built Home		3
CNST	115	Concrete Pouring & Finishing	3	
CNST	118	Alternative Bldg & Construction	3	
CNST	121	Electrical Wiring		3
WW	105	Wood Finishing & Painting		3
WW	113	Spanish Colonial Furniture		3
WW	114	Spanish Colonial Carving		3
WW	120	Woodworking Shop		3
AAS	230	Business Communications		3
MGMT	101	Fundamentals of Accounting		3
ARTS	122	Three Dimensional Design		3
SPAN	101	Elementary Spanish		3

TOTAL CREDIT HOURS REQUIRED	30
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CERTIFICATE IN WOODWORKING

Required Courses	18 Credit Hours
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WW	101	Basic Woodworking		3
WW	110	Furniture Design & Construction		3
WW	111	Cabinet Building		3
WW	113	Spanish Colonial Furniture		3
WW	120	Woodworking Shop		3
ARTS	106	Drawing I	OR	3
ARTS	122	Three Dimensional Design		3

Electives	12 Credit Hours
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Choose four (4) of the following courses:

WW	105	Wood Finishing & Painting		3
WW	114	Spanish Colonial Carving		3
WW	117	Wood Carving		3
WW	120	Woodworking Shop		3
		(may be repeated)		3
WW	135	Wood Sculpture		3
CNST	101	Layout & Framing		3
CNST	105	Interior Finishing		3
CNST	111	Remodeling	3	
CNST	175	Blueprint Reading		3
CNST	184	General Carpentry		3
MGMT	101	Fundamentals of Accounting		3

CT	109L	Introduction to Desktop Publishing	3
AAST	230	Business Communications	3
SPAN	101	Elementary Spanish	3
<u>TOTAL CREDIT HOURS REQUIRED</u>			<u>30</u>

COURSE DESCRIPTIONS

(Please note that all courses are not offered every semester. Please check the UNM-Taos Course Schedule to see which courses are being offered each semester.)

ADMINISTRATIVE ASSISTANT

AAST 111. BEGINNING KEYBOARDING. (3)

Presentation of keyboard by the touch method and development of basic machine operations. \$25 lab fee.

AAST 112. KEYBOARD APPLICATIONS. (3)

This course is designed to help students develop skills and knowledge in the preparation of various types of business correspondence (memos, letters, reports, etc.), in the preparation of statistical communications, and in special development and control in the operation of the typewriter. Prerequisite: ASM AS 111. \$25 lab fee.

AAST 124. INTRODUCTION TO WORD PROCESSING. (3)

An introductory course designed to acquaint students with basic concepts of word processing. Students will learn to create, edit, file, retrieve and print various types of documents produced in an office. Prerequisite: AAST 111 or permission of instructor. \$25 lab fee.

AAST 134. INTERMEDIATE WORD PROCESSING. (3)

An individual laboratory course used to develop proficiency on word processing and microcomputer equipment and software. Types of lessons include document assembly, multi-page documents, page formatting, tables, and math columns. Prerequisite: AAST 124. \$25 lab fee.

AAST 205. BUSINESS MATH/ELECTRONIC CALCULATORS. (3)

Teaches the touch method of operating office adding and calculating machines. Basic operating instructions and realistic problems from simple addition and subtraction to complex calculations are included for both ten-key and electronic calculators. \$25 lab fee.

AAST 220. BUSINESS MATH. (3)

The Business Math course is designed to strengthen mathematical skills as well as to expand their understanding of mathematical terms relating to the business arena. (MATH 100 or equivalent).

AAST 224. ADVANCED WORD PROCESSING/DESKTOP PUBLISHING. (3)

This course is designed to refine word processing skills then progress to desktop publishing. Students will create letterheads, design menus, create brochures and forms, and develop newsletters. Prerequisite: AAST 134. \$25 lab fee.

AAST 230. BUSINESS COMMUNICATIONS. (3)

This course is designed to help students develop verbal communication skills in a business environment and in composing various business letters, reports, proposals, minutes, and other types of written communication.

AAST 240. MACHINE TRANSCRIPTIONS. (3)

An individual laboratory course teaches the mechanics of machine transcription of dictated materials. A knowledge of grammar, punctuation and capitalization along with good spelling capability is needed