

## LEGAL ASSISTANT Associate of Applied Science Degree

(Continued)

**Note:** Unless otherwise indicated, each continuing legal assistant education course (following page) will be offered on demand, which means that a sufficient number of students must contact the paralegal program director ahead of time to ensure that the course will be offered. These courses will meet the continuing education requirement for legal assistants who are associate members of the New Mexico Bar Association, Paralegal Division and for legal assistants who have been certified by the National Association of Legal Assistants (NALA).

<b>CONTINUING LEGAL ASSISTANT EDUCATION COURSES</b>			Credits
ACCT	232	Income Taxation I (Fall Semester)	3
ACCT	233	Income Taxation II	3
LEAS	220	Debtor/Creditor Rights	3
LEAS	222	Collection and Subrogation	3
LEAS	223	Personal Injury Practice: Legal and Medical	3
LEAS	224	Natural Resources: Oil, Gas, Minerals and Water	3
LEAS	226	Law Office Administration	3
LEAS	227	Corporation and Securities Law	3
LEAS	229	Consumer Law	3

## MACHINE SHOP TECHNOLOGY Associate of Applied Science Degree

The Machine Shop Technology Program is designed to prepare students for positions in industries that utilize metal-cutting machine tools. Machinists produce metal parts used in machinery of all types, sizes and shapes. Major course areas include machine shop safety, measuring instruments, blueprint reading, shop math, and operation of general machine tools including drill presses, saws, lathes, milling machines, grinders. Upon completion of the program, the student will be qualified as an entry-level machinist, maintenance machinist, or apprentice machine trades trainee.

**Note:** This program requires that the student purchase his/her own tools. To obtain a list of the required tools, contact the program instructor.

**Note:** A student must earn a grade of "C" or higher in all courses in order to receive a degree or certificate.

Recommended course sequencing for first time students.

<b>1st Semester</b>			<b>Credits</b>
MASH	115	Machine Shop Blueprint Reading	3
MASH	116	Basic Machine Shop	4
MASH	117	Machinist Measurements	3
MASH	118	Basic Lathe Operations	4
MASH	119	Single Point Threading	3
MATH	113	Applied Mathematics for Vocational Students	3
			Total 20

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**2nd Semester**

ENGL 118	Technical Composition	3
DRFT 111	Drafting for Industry	3
MASH 122	Basic Milling Operations	4
MASH 123	Machining Calculations	3
MASH 124	Precision Surface Grinding	4
MASH 129	Tool Grinding	3
		Total 20

**3rd Semester**

ENGL 218	Advanced Technical Composition	3
WELD 111	Basic Welding (Offered in the Fall only)	2
MASH 206	Advanced Lathe Operations	4
MASH 207	Specialized Machining Operations	3
MASH 208	Advanced Milling Operations	4
MASH 209	Machine Shop Maintenance	3
		Total 19

**4th Semester**

MASH 212	Advanced Machining Techniques	4
MASH 213	Basic CNC Machining	3
MASH 216	Advanced Single Point Threading	4
MASH 217	CAD-CAM Machining	3
SPCH 111	Interpersonal Communication OR	
SPCH 110	Public Speaking	3
	Humanities / Social Science Elective	3
		Total 20

**Total Credits 79**

## MACHINE SHOP TECHNOLOGY

### Two-Year Certificate Program

### Course sequencing for first time students

Recommended course sequencing for first-time students.

<b>1st Semester</b>		<b>Credits</b>
MASH 115	Machine shop blue print reading	3
MASH 116	Basic Machine Shop	4
MASH 117	Machinist Measurements	3
MASH 118	Basic Lathe Operations	4
MASH 119	Single Point Threading	3
MATH 113	Applied Mathematics for Vocational Students	3
		Total 20

**2nd Semester**

DRFT 111	Drafting for Industry	3
MASH 122	Basic Milling Operations	4
MASH 123	Machining Calculations	3
MASH 124	Precision Surface Grinding	4
MASH 129	Tool Grinding	3
		Total 17

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