

Note: Unless otherwise indicated, each continuing legal assistant education course 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).

CONTINUING LEGAL ASSISTANT EDUCATION COURSES		Credits
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 and Two-Year Certificate

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, and 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 required for the program in order to receive a degree or certificate.

AAS = Associate of Applied Science

C = Machine Shop Technology Certificate

Recommended course sequencing for first time students:

1st Semester		AAS	C
MASH 115	Machine Shop Blueprint Reading	3	3
MASH 116	Basic Machine Shop	4	4
MASH 117	Machinist Measurements	3	3
MASH 118	Basic Lathe Operations	4	4
MASH 119	Single Point Threading	3	3
MATH 113	Math for Technical Careers	3	3
Total		20	20
2nd Semester		AAS	C
ENGL 118	Technical Composition	3	
DRFT 111	Drafting for Industry	3	3
MASH 122	Basic Milling Operations	4	4
MASH 123	Machining Calculations	3	3

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MASH 124	Precision Surface Grinding	4	4
MASH 129	Tool Grinding	3	3
	Total	20	17
3rd Semester		AAS	C
ENGL 218	Advanced Technical Composition	3	
WELD 111	Basic Welding	2	2
MASH 206	Advanced Lathe Operations	4	4
MASH 207	Specialized Machining Operations	3	3
MASH 208	Advanced Milling Operations	4	4
MASH 209	Machine Shop Maintenance	3	3
	Total	19	16
4th Semester		AAS	C
MASH 212	Advanced Machining Techniques	4	4
MASH 213	Basic CNC Machining	3	3
MASH 216	Advanced Single Point Threading	4	4
MASH 217	CAD-CAM Machining	3	3
COMM 111	Interpersonal Communication OR		
COMM 110	Public Speaking	3	
	Humanities / Social Science Elective	3	
	Total	20	14
Total Credits		79	67

MEDICAL LABORATORY TECHNICIAN

Associate of Applied Science

The Medical Laboratory Technician curriculum prepares learners for an entry level position as a medical laboratory technician. The medical laboratory technician is a key member of the health care team performing clinical laboratory procedures in a variety of areas including hematology, chemistry, microbiology, immunology and immunohematology. Students who successfully complete the program will be eligible to take the national certification examination.

The Medical Laboratory Technician Program is accredited by:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
 5600 N River Rd., Suite 720
 Rosemont, IL 60018
 773-714-8880; www.naacls.org

Admission Requirements:

Admission to the Medical Laboratory Technician program is limited and selective. To be considered for admission to the program the following requirements must be met:

- Have a high school diploma or equivalent.
- Apply to and be accepted by San Juan College.
- Complete all admission and remedial requirements of San Juan College.
- Have a college minimum cumulative GPA of 2.75
- Complete the prerequisite courses of MATH 115, CHEM 110, CHEM 210, BIOL 252, BIOL 253, BIOL 224 with a minimum grade of C, and complete MLTS 120 and MLTS 160 with a minimum grade of B.
- Submit a completed application to the Program by the third Friday in October.