WORKFORCE TRAINING & Community Education

WINTER 2016 CATALOG

Reach New Heights

Inside:
Arts - 4
Business Skills - 6
Entrepreneur Series - 8
Computer - 9
Fitness - 11
Health Professions - 12
Self-Reliant Living - 14
For Seniors - 15

Photo by Photography Instructor Christopher Balmer in Yellowstone National Park (See feature story inside)
**Coming to EITC: Christopher Balmer,**
Internationally recognized and award winning photographer and photography instructor is coming to EITC! With over 30 years of extensive experience in all types of photography, teaching over 6,000 students nationally and throughout the world, Christopher’s passion for teaching the art of photography will take your photography skills to new heights.

In 2007, Christopher Balmer opened *Perfect Light Camera & Supply* with a desire to serve the community. Though Christopher’s specialty is nature and wildlife photography, he also has extensive knowledge & experience in portraiture, commercial, stock, fashion, flash and macro photography.

Christopher began his international photography workshops in 2012 and has taken students to Africa, the Amazon, Alaska, Yellowstone, Iceland, and continues to expand his trips each year. He shares his philosophy of capturing the photo correctly in-camera and not relying on editing software to fix or alter his images.

His true passion of helping his students become better photographers is made obvious in the time he devotes to assist each individual. We know that you too will have an exceptional experience by attending one of Christopher’s fabulous photography classes.

See page 10
Learn. Create. Improve.

Reach New Heights

Hot New Classes This Winter

- Comic Book How To Series .................................. .4
- Writing and Publishing Series ................................ .4
- Painting a Rose Watercolor Workshop .......................... .4
- Watercolor Basics .................................................. .4
- Art Journaling II ..................................................... .5
- Sketchbook Drawing ................................................ .5
- Bead Weaving - The Flat Stitches ................................ .5
- Wire and Bead Rings ................................................ .5
- Wire Jig Jewelry ....................................................... .5
- Crystal Clay Jewelry ................................................ .5
- Building a Marketing Plan that Works ......................... .8
- Communicate with Everyone ..................................... .8
- Cyber Security Awareness (Protecting Your Stuff) .......... .9
- Staying Safe Online ................................................ .9
- Beginning/Intermediate DSLR .................................. .10
- Nature Photography Seminar ................................... .10
- How to Win Photo Contests ..................................... .10
- A Pocket Full of Sunshine! ....................................... .10
- Portrait Photography ................................................. .10
- Photoshop for Portraiture ......................................... .10
- Storytelling Through Photos .................................... .10
- Let’s Dance, Dance Idaho! ......................................... .11
- Ancient Science of Ayurveda II .................................. .11
- Meditation for Busy People ....................................... .11
- Self-Inquiry for Radical Stress Relief ......................... .11
- Massage Series ....................................................... .12
- Winterize Your Car .................................................. .13
- Live Abundantly Today – Prepared Tomorrow ............. .14
- Help! I Can’t Do My Kids’ Homework! ....................... .15
- Beginning Digital Photo for Seniors ........................... .15
# Table of Contents

## Arts 4-5

**Unmanned Aerial Vehicles**

**Creating Your Own Comic Book Series**
- How to Write a Comic Book
- Comic Book Layout
- Creating Comic Books w/Daz3d

**Writing and Publishing Series**
- Writing Short Stories for Publication and Profit
- From Idea to Published Novel
- Publish Your Work Today

**Painting and Drawing**
- Pen & Ink Watercolor Workshop
- Painting a Rose Watercolor Workshop
- Watercolor Basics
- Art Journaling
- Art Journaling II
- Portraits in Oils
- Sketchbook Drawing
- Intro to Color and Design

**Jewelry Making**
- Beaded Tree of Life Project
- Intro to Beaded Jewelry Making
- Bead Weaving - The Flat Stitches
- Wire and Bead Rings
- Flame Weave with Round Wire
- Beadweaving Right Angle Weave Stitch
- Wire Jig Jewelry
- Crystal Clay Jewelry

## Apprentice/Trades 6

**NEC Code Update**

**Transformers/Motors**

**Grounding**

**Flagging**

**Electrical**
- Elec. Journeyman Test Prep

**Environmental Safety & Health**
- 8 Hour Refresher
- 8 Hour Supervisor
- 24 Hour OSHA Hazwoper
- 40 Hour OSHA Hazwoper

## Business 6-8

**Accounting**
- Introduction to QuickBooks
- Intermediate QuickBooks
- Accounting Fundamentals

**Real Estate**
- Real Estate Module I
- Real Estate Module II

**Business Achievement Series**
- Certified Marketing Specialist (CMS)
- Certified Customer Service Management (CCSS)
- Certified Sales Specialist (CSS)
- Certified Management Specialist (CMS)

**Business Skills**
- Social Media for Business
- Creating a Successful Business Plan
- Starting a Nonprofit
- Managing Customer Service
- Administrative Assistant Fundamentals
- Nonprofit Fundraising Essentials

**Entrepreneur Training Series**
- Powerful Business Strategies that Work
- Business Modeling Generation
- Building Marketing Plan that Works
- Business Planning for Success
- Empower Your Ability to Communicate
- Managing Your Business Finance for Profit
- A to Z Grantwriting
- Explore a Career as a Veterinary Assistant
- Explore a Career as a Medical Transcription
- Explore a Career as a Pharmacy Technician

## Computer 9

**Cyber Security Awareness (Protecting Your Stuff)**

**Staying Safe Online**

**Introduction to Excel**

**Intermediate Excel**

**Introduction to Word**

**Intermediate Word**

**Understanding Computers for Today**

**Introduction to Microsoft Access 2010**

**Introduction to Windows 8**

**Introduction to Microsoft Publisher 2010**

**Intro to Java Programming**

**Introduction to PC Security**
Health Professions 12-13

- CPR/AED/1st Aid
- Health Care Provider CPR
- EMT Basic
- Assistance with Medications
- Certified Nurse Assistant Training
- Fundamentals of Dental Assisting
- Expanded Duties

Personal Development 13-15

- Car Care
  - Winterize Your Car
  - Basic Car Care
- Language
  - Beginning Sign Language
  - Intermediate Sign Language
  - Spanish I
  - Spanish II
  - Conversational Spanish
  - Advanced Conversational Spanish
  - Beginning Conversational French
  - Instant Italian
- Self Reliant Living
  - Self Reliant Living Series
  - Live Abundantly Today….Prepared Tomorrow
- Alternative Energy (Solar Power Focus)
  - Solar Box Cooking
- Holistic Health
  - Meditation for Busy People
  - Self-Inquiry for Radical Stress Relief
- Massage to a Better Life Series
  - Couples Massage
  - Relaxation For Families
  - Resolution Meditation
  - Massage Basics Level 1
  - Spring Fever Self-Care Class
  - Massage Basics Level 2
  - Relaxation and Calming the Mind
  - Massage Basics Refresher

Health and Wellness 11-12

- Alternative Wellness
  - Ancient Science of Ayurveda
  - Ancient Science of Ayurveda II
  - Intro to Acupressure and Chinese Medicine
  - Meditation for Busy People
  - Self-Inquiry for Radical Stress Relief
- Massage to a Better Life Series
  - Couples Massage
  - Relaxation For Families
  - Resolution Meditation
  - Massage Basics Level 1
  - Spring Fever Self-Care Class
  - Massage Basics Level 2
  - Relaxation and Calming the Mind
  - Massage Basics Refresher

Fitness 11

- Yoga
- Beginning Tai Chi
- Intermediate Tai Chi
- Let’s Dance, Dance Idaho!

Digital Arts & Photography 10

- Intro to Adobe Photoshop
- Intro to Adobe Illustrator
- Intro to Adobe InDesign
- Photography
  - Beginning DSLR Photography
- Photography By Perfect Light and Camera
  - Beginning/Intermediate DSLR
  - Nature Photography Seminar
  - How to Win Photo Contests
  - A Pocket Full of Sunshine!
  - Portrait Photography
  - Photoshop for Portraiture
  - Storytelling Through Photos

Music Made Easy

Personal Growth

Help! I Can’t Do My Kids’ Homework!
Resume Writing Workshop
Learn to Buy and Sell on eBay
Where Does All My Money Go?
Protect Your Money, Credit, and Identity

Senior Specific 15

- Computers for Absolute Beginners
- Internet & Email for Beginners
- Beginning Digital Photo for Seniors

Campus Map 16

How to Register 17

www.eitc.edu/workforce.cfm or call (208) 524-3000 ext. 5344, 5345 or 5371
**Arts**

**Creating Your Own Comic Book Series**

**How to Write a Comic Book**

Do you love comic books? Want to learn how to write your own? In this class you will learn how to develop your story idea, write visual cues for artists, use the industry standard for submitting your comic book script to publishers, how to write dialogue, and create a series arc or a one-shot comic.

**ARTS-205-01SP TH 7:00PM-9:00PM**
1/21-2/11 $50.00 509 Chamberlain

**Art Journaling**

Want to make your own comic books but feel your art skills are lacking? Learn how to use 3d modeling to shape, create, color and pose in order to make comic books effortlessly. You will learn to use Daz3d, a 3d modeling software, to make your own comic books. This course will also cover the importance of shape and color in visual storytelling. At the end of this course you will be able to create the art for your own comic book.

**ARTS-207-01SP TH 7:00PM-9:00PM**
3/3-4/7 $60.00 509 Chamberlain

**Creating Comic Book Layout**

Visual storytelling is more than just good pictures. Learn to create visual stories that lead the reader from panel to panel and page to page. Learn about the golden ratio and rule of thirds and how to use them when laying out a comic book.

**ARTS-210-01SP TH 7:00PM-9:00PM**
2/18-2/25 $25.00 509 Chamberlain

**Painting a Rose Watercolor Workshop**

In this workshop you will learn secrets of painting a rose. Linda teaches with step-by-step methods of painting glazes for smooth luminous petals without making mud. Learn tricks of making petals curve. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-199-01SP S 9:00AM-4:00PM**
3/12 $65.00 CAFETERIA/355N

**Painting and Drawing**

**Painting a Rose Watercolor Workshop**

In this workshop you will learn secrets of painting a rose. Linda teaches with step-by-step methods of painting glazes for smooth luminous petals without making mud. Learn tricks of making petals curve. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-199-01SP S 9:00AM-4:00PM**
3/12 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N

**Pen & Ink Watercolor Workshop**

Learn the creative use of pen and ink with watercolor. Linda teaches in a step-by-step approach with lots of individual attention. Learn numerous tricks and techniques of watercolor. You will receive a lot of individual attention. You are welcome bring your own watercolor materials or borrow Linda’s in the workshop. Beginners welcome. **Sack lunch suggested.**

**ARTS-214-01SP S 9:00AM-4:00PM**
4/16 $65.00 CAFETERIA/355N
**Jewelry Making**

**Beaded Tree of Life Project**
This ever popular design may look complicated, but it's easy with a little instruction. Design your own Tree of Life using wire and beads – it can be small for a pendant or large for a suncatcher! Tools and necessary supplies must be provided by student.

ARTS-171-01SP W 6:30PM-9:00PM  
1/13  $15.00  580  Trost

**Intro to Beaded Jewelry Making**
Design your own beaded jewelry! Practice beginner jewelry techniques such as stringing, crimping, and basic wire wrapping. Expect to design and make, repair, or repurpose two or more pieces including earrings, necklaces, and bracelets. Tools and necessary supplies must be provided by students.

ARTS-148-01SP W 07:00PM-9:00PM  
1/20-1/27  $25.00  580  Trost

**Bead Weaving - Flat Stitches**
There are many bead weaving stitches – learn two popular flat stitches in this class, peyote and herringbone. Practice the techniques in class, begin your project, work on your design at home, and finish your jewelry in the second class! Tools and necessary supplies must be provided by student.

ARTS-209-01SP W 07:00PM-9:00PM  
2/10-2/17  $25.00  580  Trost

**Wire and Bead Rings**
Learn how to use wire and beads to create colorful rings! This class is great for beginners or anyone looking for a quick, fun project. Additional design ideas will be covered in class as well. Tools and necessary supplies must be provided by student.

ARTS-210-01SP W 07:00PM-9:00PM  
2/24  $15.00  580  Trost

**Flame Weave with Round Wire**
This is an intermediate to advanced wire work technique used to create bracelets, rings, pendants, or even set cabochons! Students will practice the technique the first night and work on a project of choice the second night. Tools and necessary supplies must be provided by student.

ARTS-192-01FA W 7:00PM-9:00PM  
3/9-3/16  $25.00  580  Trost

**Wire Jig Jewelry**
A fun beginner to intermediate technique! A wire jig is a great way to replicate wire designs for matching earrings or handmade chain. Learn how to create your own designs with a wire jig and connect those designs to create jewelry. Tools and necessary supplies must be provided by student.

ARTS-212-01SP W 7:00PM-9:00PM  
4/20-4/27  $25.00  580  Trost

**Beadweaving Right Angle Weave Stitch**
Right Angle Weave, also called RAW, is a popular and versatile beadweaving stitch. Use this stitch with a variety of beads and layers to create intricate designs! BONUS – learn how to use this stitch to capture cabochons as well! Tools and necessary supplies must be provided by student.

ARTS-211-01SP W 7:00PM-9:00PM  
3/30-4/6  $25.00  580  Trost

**Crystal Clay Jewelry**
A fun beginner class! Learn how to use crystal clay (also called epoxy clay) and flat back crystals and/or small cabochons to create a one-of-a-kind pendant. Additional design ideas such as earrings, photo frames, and embellished jewelry links will be gone over in class. Instructor will provide enough crystal clay for a single pendant – additional supplies must be provided by student.

ARTS-213-01SP W 7:00PM-9:00PM  
5/4/2015  $15.00  580  Trost
**Apprentice/Trades**

**NEC Code Update**
This class will cover the significant changes to the most current National Electrical Code. No book needed.

- APPR-118-01SP S 8:00AM-5:00PM
  - 1/23 $100.00 541 Baird
- APPR-118-02SP S 8:00AM-5:00PM
  - 3/5 $100.00 541 Baird

**Transformers/Motors**
This will be an 8 hr. class looking at the code requirements for sizing overcurrent protection, conductors, raceways, and grounding for transformers and motors. The 2014 NEC Code Book and a calculator are required for this class.

- APPR-121-01SP S 8:00AM-5:00PM
  - 2/20 $100.00 541 Baird
- APPR-121-02SP S 8:00AM-5:00PM
  - 4/11 $105.00 541 Baird

**Grounding**
Journeyman Electricians will receive 8 hours of continuing education on grounding and bonding of electrical systems. It is the most important and least understood activity in the electrical, data processing and communication industry. Those attending this program will learn the basics as well as the advanced concepts necessary to understand the practical grounding and bonding rules in the NEC 2008 for systems not over 600V.

- APPR-117-01SP S 8:00AM-5:00PM
  - 1/10 $100.00 541 Baird
- APPR-117-02SP S 8:00AM-5:00PM
  - 3/19 $100.00 541 Baird

**Flagging**
Prerequisite: 16 years old or older. This one-day, five-hour course meets the requirements to obtain an Idaho flagger certification card. The card is valid for three years through ATSSA and valid in most surrounding states. Book is included.

- TRIN-102-01SP S 8:00AM-1:00PM
  - 3/26 $75.00 523 Boyce
  - 5/7 $75.00 523 Boyce
- TRIN-102-02SU S 8:00AM-1:00PM
  - 6/11 $75.00 523 Boyce

**Electrical**

**Elec. Journeyman Test Prep**
Taught online at your own pace. Covers electrical theory, calculations and NEC. Call to set up account 535-5345.

- APPR-104-01SP $95.00 Baird

**Environmental Safety & Health**

**8 Hour Refresher**
Completion of the 40-Hour or 24-Hour Hazwoper course is a prerequisite. This course is designed for personnel who have previously received hazardous waste operations worker training. New regulations and lessons learned will be discussed.

- ESAH-102-01SP M 8:30AM-4:30PM
  - 3/14 $105.00 225A Mitchell
- ESAH-102-02SP M 8:30AM-4:30PM
  - 4/11 $105.00 225A Mitchell
- ESAH-102-03SP M 8:30AM-4:30PM
  - 5/9 $105.00 225A Mitchell
- ESAH-102-04SP M 8:30AM-4:30PM
  - 6/11 $105.00 225A Mitchell

**8 Hour Supervisor**

- ESAH-103-01C WHEN NEEDED
  - $100.00 225A Mitchell

**24 Hour OSHA Hazwoper**
This course is designed for hazardous waste operation workers as described by 29 CFR 1910, 120, who are unlikely to be exposed to hazards over permissible exposure limits or where a respirator is not necessary. Topics of discussion include applicable regulations, chemical and physical hazards, personal protective equipment, decontamination and emergency response.

- ESAH-101-01SP MTW 8:30AM-4:30PM
  - 1/25-1/29 $295.00 225A Mitchell
- ESAH-101-02SP MTW 8:30AM-4:30PM
  - 3/19-3/23 $295.00 225A Mitchell
- ESAH-101-03SP MTW 8:30AM-4:30PM
  - 6/13-6/17 $295.00 225A Mitchell
- ESAH-101-04SP MTW 8:30AM-4:30PM
  - 9/10-9/14 $295.00 225A Mitchell

**Business**

**Introduction to QuickBooks**
Students in this course will learn principal functions of QuickBooks including how to setup a company, create and modify a chart of accounts. They will learn to create customers/jobs, vendors, and employees, as well as create invoices, pay invoices, turn on sales tax, create credit memos, sales receipts, transfer funds, make deposits, write and print checks, create splits, work in the register, and reconcile bank statements. Learn how to add item lists, such as subtotals and groups. Also, learn lots of keyboard shortcuts, tips and tricks, and modifying preferences in QuickBooks. Book Required.

- ACCT-101-01SP W 7:00PM-10:00PM
  - 1/20-2/24 $95.00 240A Gellings

**Intermediate QuickBooks**
Students in this course will enter bills for items, receive items into inventory, backup and restore data, create accountants copies, audit trails, e-mail data files, set up users with passwords and privileges, set a closing date, search for items, memorize transactions, journal entries, quick reports, reporting, customize invoices, payroll, and tax information. If time permits we will also cover customizing your icon bar, create and mark done to-do list notes, and merge two vendors/customers.

- ACCT-100-01SP W 7:00PM-10:00PM
  - 3/9-4/13 $95.00 240A Gellings

**Accounting Fundamentals**
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month
Real Estate

Real Estate Module I
This course is intended for the beginner in real estate who has little, if any, previous knowledge in the field. A solid core of fundamental concepts such as property rights, contracts, deeds, legal descriptions, real estate finance appraising, and real estate license law will be studied. Book Required.
REAL-103-01SP MTWTH 6:00PM-10:00PM 1/25-2/11 $275.00 6259 Martin

Real Estate Module II
Prerequisite: Real Estate Module I. This course is designed for the real estate student who has a basic understanding of the fundamental concepts of real estate. It is a study of the knowledge and applied skills of agency relationships, Idaho Real Estate License Law, identifying people and professional goals, and other real estate activities. Book Required.
REAL-104-01SP MTWTH 6:00PM-10:00PM 2/15-3/3 $275.00 6259 Martin

Business Skills

Social Media for Business
Students will learn how to build Facebook, LinkedIn, Twitter, and Pinterest pages to grow their business. The instructor will also cover Google+ to tell the story of your business. You will learn how to connect these pages so all your posts will be received throughout your sites. We will also explore specialty sites that will connect your social media sites.
SOCI-116-01SP W 07:00PM-09:00PM 1/20-2/24 $50.00 240C McBride

Creating Successful Business Plans
Turn business ideas into a solid plan for financing and long-term success. You’ll work through writing a business plan and emerge with your first draft. You will complete the first step on the path to small business success.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Start a Nonprofit
Answer every question about establishing and operating a successful nonprofit. The course is supplemented with worksheets, reading lists, and field trips to a wide variety of online resources.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Certified Marketing Specialist (CMS)
This three week course (9 hrs) is designed for individuals looking to gain advanced training in how to market and promote their business in the “new economy”. Promotional strategies such as internet marketing, direct marketing, event marketing, mobile marketing, public relations and social marketing are covered. Expect lots of Q&A, assignments, and hands on projects. Students completing the course will receive a Certified Marketing Specialist (CMS) designation that adds credibility and expertise to their resume.
BUSM-145-01FA TH 6:30PM-9:30PM 1/21-2/4 $100 OR $350 for the series 371 Hansen

Certified Customer Service Management (CCSS)
This three week course (9 hrs) is designed for individuals on the “front line” working in a “retail” business setting. Students will learn advanced skills in verbal/non-verbal communication, conflict resolution, the buying experience, creating value and building customer loyalty. Expect lots of Q&A, assignments, and hands on projects. Students completing the course will receive a Certified Customer Service Specialist (CCSS) designation that adds credibility and expertise to their resume.
BUSM-167-01FA TH 6:30PM-9:30PM 2/11-2/25 $100 OR $350 for the series 371 Hansen

Managing Customer Service
You’ll discover how to bring out the best in your team and how to anticipate their needs. As an added bonus, you’ll unlock the power of leading by example, how to communicate, resolve complaints, and foster winning traits.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Administrative Assistant Fundamentals
Discover and master the essentials of managerial and staff support, information and records management, communications, technology, travel and meeting coordination.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Certified Sales Specialist (CSS)
This course is designed for “experienced sales people” and “inexperienced sales people” looking for training to improve their ability to find new prospects, close more sales and retain clients for longer periods of time. The course will cover the basics of human psychology and behavior, communication modes, listening and question skills, goal setting, time management and closing strategies. Students who complete the course will receive a Certified Sales Specialist (CSS) designation that will help distinguish them from their peers in the market place.
BUSM-146-01FA TH 6:30PM-9:30PM 3/3-3/17 $100 OR $350 for the series 371 Hansen

Certified Management Specialist (CMS)
This course is designed for “new” and “experienced” managers looking for training to improve their credibility, their professional relationships and their organizations results. The course will cover the dynamics of human psychology, communication, values, goal setting and time management. Students who complete the course will receive a Certified Management Specialist (CMS) designation that will help distinguish them from their peers in the market place.
BUSM-144-01FA TH 6:30PM-9:30PM 3/24-4/7 $100 OR $350 for the series 371 Hansen

Nonprofit Fundraising Essentials
Delve into every area of nonprofit fundraising—annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. Learn about capital campaigns and explore fundraising software tools you can use to track your efforts and enhance your results.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

www.eitc.edu/workforce.cfm or call (208) 524-3000 ext. 5344, 5345 or 5371
Powerful Business Strategies that Work
Most companies today guide and operate their businesses using traditional business methods and systems. While these methods may work, there are vastly superior ways of operating for success. Learn how to motivate and inspire ALL your stakeholders including: employees, suppliers, company leadership, investors, etc. Learn how to unleash the power of creativity and production within your company. These strategies are used by some of the biggest company names in the world and with incredible success. I will show you how.
BUSM-159-01SP W 10:00AM-12:00PM
1/20 $20.00 371 Noack

Business Modeling Generation
Whether you are an existing business or a start-up business this class is a must! This is a state-of-the-art business modeling (planning) class that can put you on the road to success. This class will introduce you to the amazing Business Model Generation program and how to use it in your planning. It has taken the market by storm. Hundreds of thousands of businesses and universities around the world are using this program. Discover the simple power of it and how it can work for you. I will introduce you to the tools and give you materials that will be invaluable. This on a whole new way of thinking
BUSM-168-01SP W 10:00AM-12:00PM
1/27 $20.00 371 Noack

Managing Your Business Finance for Profit
This class teaches the critical basics of business finance and cash-flow management. For most new business owners, this is one of the least understood and most important principles to long term success. This class will introduce you to an exciting set of tools that help you plan and monitor the success of your company and operations. We will cover the basics of planning, statements, cash-flow, how to interpret financial numbers, what bankers look for, and much more.
BUSM-150-01SP W 10:00AM-12:00PM
2/24- $20.00 371 Noack

Business Planning for Success
This is a follow on class to the Business Modeling class. If you are interested in starting a new business, this class is a must! It will teach you the essential basics of how to plan, start, and operate a business successfully. Numerous studies show that most businesses will fail if they don’t consider and address the materials we will cover in this class. Learn how to avoid the pitfalls that plague most new businesses. I have worked with over 2000 companies and have witnessed painful mistakes and phenomenal successes. Come and learn the secrets to success. Also, learn about the free resources that are here to help you.
BUSM-173-01SP W 10:00AM-12:00PM
2/17 $20.00 371 Noack

Empower Your Ability to Communicate with Everyone
Most entrepreneurs fail in their ability to connect effectively with others! They miss key opportunities to rally the people and resources around them. Whether it is customers, employees, suppliers, or bankers, this amazing class will teach you how to communicate and inspire those around you. This is a power tool for networking to get what you need in business and to create amazing relationships with customers.
BUSM-172-01SP W 10:00AM-12:00PM
2/17 $20.00 371 Noack

Explore a Career as a Pharmacy Technician
You’ll master the skills you need to get an entry-level position as a pharmacy tech or clerk. Learn basic terms for medical conditions and anatomy and gain the skills you’ll need to read prescriptions and patient records. In addition, you’ll learn about the important laws and regulations that govern pharmacies
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Explore a Career as a Veterinary Assistant
Explore a Career as a Veterinary Assistant
Come and learn about pet nutrition, spaying and neutering, and how to deal with the emotional issues of euthanasia, pet loss, and specific aspects of veterinary assistant duties.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

A to Z Grantwriting
Nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors will learn how to raise needed funds by discovering how and where to look for potential funders. Learn how to network with and develop true partnerships, organize a successful grant-writing campaign, and put together a complete proposal package.
ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Go To:  Cover
Table of Contents
Computer

Cyber Security Awareness
(Protecting your Stuff)
This class will raise awareness of the cybersecurity threats that face us every day. We will discuss what is happening in the world today that directly impacts us and the safety of our information. Tips will be shared on how to protect your identity and your information.

LIFE-148-01SP TH 07:00PM-10:00PM
2/25 $25.00 240B Batt

Staying Safe Online
In a recent survey when asked why they don’t always do all the things they can or should do to stay safer online, Americans said they simply lacked the information or knowledge. This class helps provide the information and knowledge needed to be safer online. Whether using your smart phone, tablet, or desktop, whether a family or business there are some simple things you can do that will protect your information.

LIFE-149-01SP TH 07:00PM-10:00PM
3/3 $25.00 240B Batt

Introduction to Excel
Learn to add information, format fonts, attributes, vertical & horizontal alignment, rotate text, wrap text, indentation, change column widths, center across columns. Add fill color & paint borders around cells, insert & remove columns & rows, delete formatting. Work in Print Preview, Cut, copy, paste, & auto fill (Jan, Feb, Mar or 1, 2, 3). Learn basic formulas & formulas to sum numbers. Learn the tips & tricks to make you efficient. Book Required.

COMP-107-01SP T 06:00PM-09:00PM
1/19-2/23 $95.00 512 Bristol

Intermediate Excel
Review Introduction information & tips & tricks. Create & remove multiple sheets, change sheet order, name sheets & color code the sheets. Format multiple sheets at the same time (group). Use the format painter to copy formatting, but not text, use auto format feature, & conditional formatting. Create formulas that sum, average, find the largest number and smallest number. Create formulas that add between sheets. Lock row & column headings for scrolling and for printing. Sort lists, and filter those lists to smaller lists (automatically). Book Required.

COMP 103-01SP T 06:00PM-09:00PM
3/8-4/12 $95.00 512 Bristol

Introduction to Word
This course teaches you how to create and save documents, fonts, alignment, line spacing, bullets, indents, tabs, print preview, papers size, margins, use proofing tools, etc. Learn tips and tricks about selecting text, copying, and tons of shortcuts that will save hours. Book Required.

COMP-109-01SP W 06:00PM-09:00PM
1/20-2/24 $95.00 512 Bristol

Intermediate Word
Teaches you how to work with pictures & Word Art, labels, envelopes, work with styles, table of contents, tables graphics, headers/footers, & merge documents. You will work with charts & columns. Also reviews the basics and shortcuts in Word. Book Required.

COMP-105-01SP W 06:00PM-09:00PM
3/9-4/13 $95.00 512 Bristol

Understanding Computers For Today
This course is designed for the beginner in basic computer technology. An overview of word processing, spreadsheets, databases and graphics will be given using the following programs: Microsoft Word, Excel, and Access. Book optional.

COMP-292-01SP TH 07:00PM-10:00PM
1/21-2/25 $90.00 240B Batt

Intro to Microsoft Access 2010
Discover how to reduce data entry errors by setting default values, creating validation rules, and building input masks. Make your database more user-friendly with custom data entry forms, smart lists, queries & macros.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Introduction to Windows 8
Explore how to move around within Windows 8 with the new Start screen, Charms bar, & desktop. Manage apps & programs on the Start screen. Create basic text documents & edit photos. Learn how to protect your files & use the new Internet Explorer browser.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Intro to Microsoft Publisher 2010
Perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, create and manage text, pictures, graphics, tables and shapes. You will also learn how to modify existing documents and how to share Publisher documents electronically.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Intro to Java Programming
Start with the basics of design & go on to write your own programs & integrate input and output, calculations, decision making, and loops. Build your knowledge & confidence using the latest release of Java. Learn to use BlueJ, a free open-source product.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Introduction to PC Security
Understand and explore the many vulnerabilities of operating systems, software, and networks. Develop an understanding of how to share files and data and how to configure a firewall.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Tools for Teachers
- Non-Credit -

Teaching Smarter With SMART Boards
Discover how to create outstanding presentations with SMART Board and SMART Notebook technology. Create your own SMART board lessons blending text, videos, and graphics.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Integrating Technology in the Classroom
Learn the secrets of technology integration in the classroom. Discover simple ways to integrate technology to enhance your subject material and meet your course goals.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Web Design

Creating WordPress Websites
You’ll get hands-on experience with this powerful tool as you create your own WordPress site and blog. Create pages & posts, add images & videos, change a site’s look & feel, & include user-friendly features. You’ll see how much fun it is to be part a vibrant WordPress online community.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Advanced Web Pages
You will learn to write HTML code for page content and CSS code for page styling. You’ll master cutting-edge techniques used to create modern websites. In addition, you’ll learn the latest and most effective techniques for presenting layouts and video.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month
Digital Arts & Photography

Intro to Adobe Photoshop
Using the latest software, learn to use the world’s leading imaging editor to work with your photographs. With the recent ability to get digital files from your photofinisher, scanner, or digital camera, you can now use your computer to enter the world of image editing. Navigate, fabricate, alter, and enhance images in almost unlimited ways.

DGAR-110-01FA W 07:00PM-09:00PM
1/20-2/10 $70.00 517 Moss

Intro to Adobe InDesign
Using the latest software, learn how to assemble text and graphics for publication. Tools and techniques will be shown to create layouts in a variety of forms, including reports, pamphlets, newspapers, and books. Learn how to produce family histories, academic reports, advertisements, and other creations combining text, pictures, and drawings.

DGAR-112-01FA W 07:00PM-09:00PM
3/16-4/6 $70.00 517 Moss

Intro to Adobe Illustrator
Using the latest software, this class covers the basics of Adobe Illustrator, the leading illustrator program for print, multimedia, and online graphics. Whether you are an average user, publisher, or technical illustrator, this course will show you how to draw shapes, lines, objects, and special designs on your computer. A wide range of features, tools, and techniques will be featured to help you enhance text, artistic creations, and other graphics for a variety of outputs.

DGAR-111-01FA W 07:00PM-09:00PM
2/17-3/9 $70.00 517 Moss

Photography

Beginning DSLR Photography
This class is geared to help every photographer whether they have been shooting for years or just picked up a DSLR camera 5 minutes ago. You will learn everything from the basic anatomy of your DSLR to in-depth instruction of the exposure triangle to how to compose a photograph, and so much more! Come find out why Christopher has already taught over 7,000 students in the last 7 years.

ARTS-109-01SP W 07:00PM-09:30PM
1/20-1/27 $50.00 509 Balmer

ARTS-109-02SP TH 7:00PM-9:30PM
3/24-3/31 $50.00 558 Balmer

Nature Photography Seminar
In this seminar internationally awarded photographer Christopher Balmer shares his tips of taking your wildlife and landscape images from average to amazing.

ARTS-217-01SP S 6:00PM-9:00PM
1/30 $45.00 558 Balmer

How to Win Photo Contests
In this class Christopher Balmer will share his knowledge of the trade from how to compose a great photograph to selling your images

ARTS-218-01SP S 6:00PM-9:00PM
3/12 $45.00 558 Balmer

A Pocket Full of Sunshine!
Come learn how to use your camera flash and make it work for you. In this workshop Christopher will teach specifically on how to use your flash in both portrait and commercial settings.

ARTS-222-01SP T 7:00PM-9:30PM
3/29 $40.00 558 Balmer

Portrait Photography
This workshop is focusing on posing individuals, couples, and families. Whether you want to take your own family’s portrait or get into the business yourself. Learn posing, framing, and outdoor lighting techniques.

ARTS-219-01SP TH 7:00PM-9:00PM
1/21 $25.00 558 Ashcraft

Photography for Portraiture
Take after Portrait Photography or as a stand alone class to learn the basics to improving your photoshop skills for portraits. Create an electronic signature brush, whiten teeth, remove blemishes and some other basic tricks to take your portraits to the next level.

ARTS-220-01SP TH 7:00PM-9:00PM
2/18 $25.00 558 Ashcraft

Storytelling Through Photos
Everyone says that a picture is worth a thousand words. In this hands on workshop put into practice technical skill along with perspective and creative ideas to tell a story through a photograph.

ARTS-221-01SP T 7:00PM-9:00PM
3/15 $25.00 558 Ashcraft
Fitness

Yoga
Instructor is fully certified in India. Class is designed for students to experience the true essence of Yoga. Emphasis on inner awareness, moving consciously with breath and learning safe alignments for each pose and ending with a focused meditation. All levels and ages are welcome.
(5 classes for $37.50 or 10 classes for $65 can be taken any time offered)

| PhyE-108-01SP | TTh 5:30PM-6:45PM |
| PhyE-108-02SP | MWF 12:30PM-1:30PM |

Beginning Tai Chi
Tai Chi Chuan is an old Chinese exercise & movement system. It has been considered a health exercise, meditation in movement, & an internal martial art. Tai Chuan is effective in strengthening bones, improving balance, coordination, and reducing the negative effects of stress. This course presents an introduction to the solo exercise of the Yang style short form as developed by Cheng Man-ch’ing. It will provide you with a system of exercise for health and stress reduction as & a basis for more advanced study of Chinese meditation & martial arts.

| PhyE-105-01SP | T 10:00AM-11:00AM |
| PhyE-149-01SP | T 11:00AM-12:00PM |

Intermediate Tai Chi
Taking Tai Chi to the next level. Fun, informative, good for your health, & soul. Must have completed 6 week Intro to Tai Chi or instructor approval to enroll.

| PhyE-149-01SP | T 11:00AM-12:00PM |

Let’s Dance, Dance Idaho!
Dance your way into fitness! You will learn dance - choreography to popular songs. Examples are: Salsa to Ricky Martin, Cowboy to Luke Bryan, & Contemporary to Michael Jackson (Thriller). Come have fun and melt away those pounds!

| PhyE-150-01SP | MW 6:00PM-7:00PM |

Health and Wellness

Alternative Wellness

Ancient Science of Ayurveda
Join Ayurveda author Melodie McBride on an adventure that will change your life. The ancient principles of Ayurveda Science, a 5,000 year old system of natural healing developed in India, will empower you to achieve life balance, greater health and well-being. Learn the best food groups for your body and how an Ayurveda diet and lifestyle will help you understand the interrelationship between your body, mind, and spirit. Start a new path to reducing stress, regaining your health, and creating a new and improved lifestyle.

| Heal-183-01SP | TTh 07:00PM-08:30PM |
| Heal-190-01SP | TTh 07:00PM-08:30PM |

Ancient Science of Ayurveda II
A continuation of the Ancient Science of Ayurveda class. Learn more about the interrelationship between your body, mind and spirit. Continue your path to reducing stress, regaining your health, and creating a new and improved lifestyle.

| Heal-190-01SP | TTh 07:00PM-08:30PM |

Intro to Acupressure and Manual Techniques of Chinese Medicine
Relief at Your Fingertips. This course will cover the locations of the most commonly used pressure points to help with Joint Pain, Headaches, Allergies, Stress Relief, Fatigue... and much more! This is a hands-on course!

| Heal-147-01SP | T 1:00PM-2:30PM |

Meditation for Busy People
Enjoy the benefits of meditation by beginning your practice right where you are. Four classes will focus on practicing skills of meditation, then learning how to apply these skills in spare minutes such as waiting in line or being stopped in traffic. The class follows the book Real Meditation in Minutes a Day by Arpaia and Rapgay (Wisdom Publications Inc. 2008 ISBN 10:0-86171-556-X) The book is recommended but not required that participants have their own copy.

| Heal-151-01SP | T 7:00PM-8:00PM |

Self-Inquiry for Radical Stress Relief
Stress is not the result of a person or situation, but is instead a result of your thoughts. Even though we can’t force ourselves to change our minds, when we inquire using four questions, stressful thoughts leave us. Learn to ‘love what is’.

| Heal-151-01SP | T 7:00PM-9:00PM |

www.eitc.edu/workforce.cfm or call (208) 524-3000 ext. 5344, 5345 or 5371
**Massage to a Better Life Series (Attend 5 get 6th free)**

**Couples Massage**
Experience a gift that will last a lifetime. Partner massage will begin with a beginning massage class and continue the second week with a review session. Learn to connect with your partner through touch. Build trust and understanding through time together.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL-192-01SP</td>
<td>2/9-2/16/2015</td>
<td>7:00PM-9:00PM</td>
<td>225A</td>
<td>$35.00/2 ppl</td>
<td>20 Meacham</td>
</tr>
</tbody>
</table>

**Relaxation For Families**
A fun family night activity. Come and learn different ways to get centered and de-stress with the whole family. This one hour class will combine breathing and stretching and silliness in a unique new experience of fun.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL-199-01SP</td>
<td>3/1</td>
<td>6:00PM-7:00PM</td>
<td>225A</td>
<td>$20/family</td>
<td>20 Meacham</td>
</tr>
<tr>
<td>HEAL-199-02SP</td>
<td>3/14</td>
<td>6:00PM-7:00PM</td>
<td>225A</td>
<td>$20/family</td>
<td>20 Meacham</td>
</tr>
<tr>
<td>HEAL-199-03SP</td>
<td>4/11</td>
<td>6:00PM-7:00PM</td>
<td>225A</td>
<td>$20/family</td>
<td>20 Meacham</td>
</tr>
</tbody>
</table>

**For all Massage Classes**
Please Bring a Yoga Mat or Pillow

**Resolution Meditation**
Students will learn techniques that bring awareness to why some of our best goals and intentions don’t last as long as we hoped. Brief studies in breathing, body scan, visualization and other awareness practices in this 2 hour class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL-193-01SP</td>
<td>2/23</td>
<td>7:00PM-9:00PM</td>
<td>2/23</td>
<td>$20.00</td>
<td>20 Meacham</td>
</tr>
</tbody>
</table>

**Massage Basics Level 1**
This course will teach basic Swedish and sports techniques. It is ideal for anyone who wants to learn to work on family and friends. Students will learn basic strokes, contraindications, stretching, and relaxation tips. Sign up with a friend or partner.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL-194-01SP</td>
<td>3/1</td>
<td>7:00PM-9:30PM</td>
<td>3/1</td>
<td>$25.00</td>
<td>20 Meacham</td>
</tr>
</tbody>
</table>

**Spring Fever Self-Care Class**
Students will learn self-care practices that nurture the body and the mind. Discussion about body mechanics, awareness and daily practices that open the heart and build us up.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAL-195-01SP</td>
<td>3/8-3/15</td>
<td>7:00PM-9:00PM</td>
<td>3/8-3/15</td>
<td>$30.00</td>
<td>20 Meacham</td>
</tr>
</tbody>
</table>

**Health Professions**

**CPR/AED/1st Aid**
This Medics First Aid course addresses CPR, AED and 1st Aid for infant, child and adult medical emergencies. This class is for certified homes, daycare providers and personal certification. Certifications are good for 2 years. Book included.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMER-128-01SP</td>
<td>1/9</td>
<td>02:00PM-7:30PM</td>
<td>1/9</td>
<td>$70.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-128-02SP</td>
<td>2/13</td>
<td>02:00PM-7:30PM</td>
<td>2/13</td>
<td>$70.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-128-03SP</td>
<td>3/19</td>
<td>02:00PM-7:30PM</td>
<td>3/19</td>
<td>$70.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-128-04SP</td>
<td>4/9</td>
<td>02:00PM-7:30PM</td>
<td>4/9</td>
<td>$70.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-128-01SU</td>
<td>5/14</td>
<td>02:00PM-7:30PM</td>
<td>5/14</td>
<td>$70.00</td>
<td>225A Thomas</td>
</tr>
</tbody>
</table>

**Health Care Provider CPR**
This course satisfies the Health Care Provider CPR certification requirement for the EITC Health Professions Division. This class is for those working in a medical field. Instruction includes adult and pediatric CPR, foreign-body airway obstruction, and two-rescuer CPR as well as new information on barrier devices, stroke, and automated external defibrillation. Certification is good for 2 years. Portable mask included. Book required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMER-103-01SP</td>
<td>1/9</td>
<td>08:00AM-1:00PM</td>
<td>1/9</td>
<td>$55.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-103-02SP</td>
<td>1/13</td>
<td>08:00AM-1:00PM</td>
<td>1/13</td>
<td>$55.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-103-03SP</td>
<td>2/3</td>
<td>08:00AM-1:00PM</td>
<td>2/3</td>
<td>$55.00</td>
<td>225A Thomas</td>
</tr>
<tr>
<td>EMER-103-04SP</td>
<td>2/13</td>
<td>08:00AM-1:00PM</td>
<td>2/13</td>
<td>$55.00</td>
<td>225A Thomas</td>
</tr>
</tbody>
</table>

**EMT Basic**
This course includes 164 hours of classroom instruction and additional clinical time. These requirements meet State of Idaho and National Registry requirements for obtaining the EMT-B license. This training is required to work as an Emergency Medical Services (EMS) Provider in an ambulance or other emergency care setting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMER-127-01SP</td>
<td>11/5-6</td>
<td>06:00PM-10:00PM</td>
<td>11/5-6</td>
<td>$908.66</td>
<td>225A Gardner</td>
</tr>
</tbody>
</table>
**Fundamentals of Dental Assisting**

Provides beginning Dental Assistants with background & knowledge in the areas of dental terminology, charting, cavity classification, infection control, local anesthesia, oral surgery, ethics, jurisprudence, & risk management. Book is required.

DNTL-134-01FA MW 6:30PM-9:45PM
1/11-5/3 $400 + $25 malpractice insurance 6140 Klinger

**Expanded Duties**

Teaches the following expanded functions: coronal polishing, pit & fissure sealants, provisional coverage (temporary crowns), & nitrous oxide administration. (All are required for a State of Idaho Expanded Functions Certificate).

DNTL-135-01FA TTH 6:30PM-9:45PM
1/19-3/10 $450 + $25 malpractice insurance 6140 Klinger

---

**Personal Development**

**Car Care**

Winterize your Car

Winter is your cars’ enemy. Cold temperatures make it harder for your engine to work properly. Learn how to take the right steps to prepare your car for the coldest months. Bring YOUR car to our bay and learn what needs to be done, & how to do it.

AUTO-104-01SP M 7:00PM-9:30PM
1/11 $20.00 101 Burling

AUTO-104-02SP W 7:00PM-9:30PM
2/10 $20.00 101 Burling

**Basic Car Care**

Designed to let you pop the hood and learn a few simple steps to keep it running smoothly. Whether you are a new or experienced driver, or considering a career in the automotive field, this class is for you. Learn to check fluid levels, perform a basic safety inspection, tire pressure & brake wear, even change wiper blades & a flat tire.

AUTO-104-01SP M 7:00PM-9:30PM
1/11 $20.00 101 Burling

AUTO-104-02SP W 7:00PM-9:30PM
2/10 $20.00 101 Burling

---

**Certified Nurse Assistant Training (CNA)**

Prerequisite: Must be at least 16 years old and current immunizations as per Health Professions Division. This course is designed for persons needing nursing assistant training or employment. Training is provided through lectures, practice sessions, and clinical experiences using the skills and knowledge of health care principles, policies, and procedures to give personal care to patients in a health care institution. Each student is required to take the written test and skills test. Clinical hours maybe different than classroom hours.

Classes Available for Credit are signed up for on “open enrollment” day call for details.

HCT-118-01FA TTH $659.00 + $29.00 Test Fee 260 Bame

NRSN-118-01SP MWF 5:30PM-9:30PM $659.00 + $29.00 Test Fee 260 Bame

---

**Beginning Sign Language**

This course offers basic instruction in American Sign Language (ASL) and is geared toward students who are taking a sign language course for the first time or who have little or no signing experience. Students will learn the manual alphabet and develop a vocabulary of approximately 200 signs. Students will start to develop both receptive and expressive skills and will be able to sign simple, conversational sentences. Book required.

LANG-100-01SP T 07:00PM-09:00PM
1/19-2/23 $70.00 371 Harrington

**Intermediate Sign Language**

This course is a continuation of Beginning Sign Language. Students are expected to have a basic knowledge of sign language. This class will work on increasing vocabulary and understanding of ASL grammar as well as receptive skills. The same book is used as in the beginning Sign Language class. Book Required.

LANG-101-01SP T 07:00PM-09:00PM
3/1-4/5 $70.00 371 Harrington

**Spanish I**

If you are just beginning or if you are interested in refreshing your Spanish language skills, this class is for you. Students will learn vocabulary, pronunciation, grammar and conjugation in the present tense. Students will also learn common phrases and survival Spanish. Book required.

LANG-102-01SP TTH 07:00PM-08:30PM
1/19-3/24 $75.00 523 Navarro

**Spanish II**

Prerequisite: Spanish I or equivalent. A continuation of Spanish I where students will learn more vocabulary, grammar, conjugation tenses in present, past, and future. Book Required.

LANG-103-01SP M 7:00PM-9:00PM
1/25-4/25 $75.00 523 Romero

**Conversational Spanish**

This course is for those who have taken beginning Spanish. The objective of the course is to teach students basic vocabulary and grammar, with an emphasis on being able to converse in the language. Upon completion of the course, students should be able to communicate effectively in Spanish, using basic words and phrases learned during the course. Book required.

LANG-115-01SP W 07:00PM-09:00PM
1/20-4/6 $75.00 523 Navarro

**Advanced Conversational Spanish**

see next page
Solar Box Cooking
Did you know that you can cook food, boil water, and bake bread using sunlight as your only energy source? Did you know you can do this in the middle of the winter when it’s 20 below zero? This class will introduce you to the amazing capabilities of solar box cooking including how to make your own solar box cooker. What a great idea for everyday living and especially in hard times. This class is packed with information and ideas.
RELI-112-01SP W 6:30PM-8:30PM 2/3 $20.00 545 Noack

Holistic Health
Do you feel run down, worn out, lethargic? Have you lost your zip and drive? Do you have the clarity of thought you had when you were younger? Perhaps the most important class in the series! Simple, basic, powerful steps to vibrant health. This class will explore the amazing simple steps you can take to get your life back. Even if you are healthy and energetic now, you will discover methods to protect your health in years to come. We will focus on recognition, recovery, and prevention techniques and processes that can sustain you right now and especially during long periods of challenging times.
RELI-105-01SP W 6:30PM-8:30PM 2/10 $20.00 545 Noack

Self-Reliant Home Construction and Upgrades
This class is packed with information and ideas. Learn how to use sustainable, green, energy saving techniques, materials, and systems. You could save hundreds of dollars a month while setting yourself up for much greater security and difficult times. This class covers everything from passive designs and planning to alternative heating and power options. Whether you are considering upgrading an existing home or building a new home… this class is a must.
RELI-107-01SP W 6:30PM-8:30PM 2/17 $20.00 545 Noack

Sustainable Gardening and Greenhouses
You will learn how to significantly extend your growing season and increase production. This class covers techniques to jump-start plants indoors, build cold frames & solar greenhouses, seed saving, home fertilizer production, and more. Learn how to produce vine ripened tomatoes eight months out of the year without using heat or power. It’s never been more important to learn the skills and techniques to provide fresh, vibrant, healthy, nutrient dense foods.
RELI-115-01SP W 6:30PM-8:30PM 2/24 $20.00 545 Noack
Music

Music Made Easy
By the time you complete this comprehensive and full-featured course, you’ll be able to read, write, and even play simple musical pieces on a keyboard.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Protect Your Money, Credit, and Identity
See how to spot scams and rip-offs. You’ll explore threats including identity fraud, internet and credit card scams, and deceptive service contracts.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Resume Writing Workshop
Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each. Discover how to use references to your advantage. This course includes the use of online resumes and internet resume secrets.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Where Does All My Money Go?
Learn the basics of how to get control of your money before learning about investing, debt elimination, retirement or college planning. If you have ever felt lost about where to start working on your finances, this course is for you.

ONLINE 6 weeks $75
Start Dates: 2nd Wednesday of each month

Internet & Email for Beginners
Learn to navigate the internet with ease. Learn about popular search engines, how to conduct a search, favorites, and how to download information. Read, compose and send email including attachments and pictures. Create folders, move mail into folders, delete unwanted messages, set-up spam filters to block junk email, and save your messages onto the hard drive. Book Required. Prerequisite: Computers for Absolute Beginners course, or previous computer experience.

Internet & Email for Beginners
LIFE-101-01SP MW 1:00PM-4:00PM
2/22-3/16 $85.00 517 Cottle

Beginning Digital Photo for Seniors
Learn about digital cameras, from megapixels to memory cards. Includes how digital cameras work, transferring photos to a computer, printing, editing, and storing photographs. Bring your camera and owner’s manual or advertisements of cameras you like. Basic computer knowledge recommended. Book Required

Beginning Digital Photo for Seniors
LIFE-115-01SP MW 1:00PM-4:00PM
3/28-4/13 $75.00 517 Cottle

Senior Specific

Computers for Absolute Beginners
Learn computer terminology and how to maneuver around windows using the mouse and keyboard. We’ll learn the desktop icons, the functions of the start menu, dialog boxes, create new documents and name and save them to a folder. This is a beginning level class. Book Required.

Computers for Absolute Beginners
LIFE-104-01SP MW 1:00PM-4:00PM
1/25-2/10 $75.00 517 Cottle

Help! I Can’t Do My Kids’ Homework!
With the implementation of Math in Focus, aka Singapore Math, in School Districts 91 and 93, parents are confused and struggling to understand their children’s homework. This workshop will walk you through the Singapore Math Strategies so that you will have the tools you need to help your child(ren) with their math. We will focus on the strategies of Number Sense and Place Value, Mental Math, and Bar Modeling. Our goal is that you will leave this workshop with a new appreciation for math and the confidence to say “Bring It!” to math problems.

Help! I Can’t Do My Kids’ Homework!
LIFE-150-01SP W 7:00PM-9:00PM
1/20-2/17 $60.00 556 Scott
1. John Sessions Mechanical Bldg............ Rms 1-199
2. William A Robertson Building............. Rms 200-299
3. John Christofferson Multi-Purpose Bldg. Rms 300-399
4. Maintenance Building........................ Rms 400-499
5. Alexander Creek Class/Lab Bldg.......... Rms 500-599
6. Health Education Building............... Rms 6000-6999
A. Challenge Course
B. Library
C. Distance Learning
D. Student Services
E. Administration
F. Main Entrance
G. Bookstore
H. Cafeteria
Handicapped Accessible Entrance

www.eitc.edu/workforce.cfm or call (208) 524-3000 ext. 5344, 5345 or 5371
How to Register

In Person:
Eastern Idaho Technical College
Room 300, Christofferson Building (#3)
1600 S. 25th East (Hitt Road)
M-F, 8:00am-5:00pm
(closed holidays)
Summer hours: M-F, 7:30am-4:00pm

By Mail:
Mail your registration form and full payment to:
Eastern Idaho Technical College
Attn: Registration
1600 S. 25th East
Idaho Falls, ID 83404

By Telephone:
(208) 524-3000 ext. 5344 or 5345
toll-free 1 (800) 662-0261 ext. 5344
To register by phone, have the following information ready:
Name, address, phone number, social security number, course number, course title, credit card number & expiration date.

By FAX:
Complete the registration form and fax it to (208) 525-7026.
Fax registration will only be accepted when accompanied by VISA, Mastercard, or Discover information and signature.

Refund Schedule:
Prior to class — 100%
First week of class — 75%
Second week of class — 25%
Later — none
Less $10 Administrative Fee

Accommodations and Access
Please call (208)524-3000 ext. 3376, if you need assistance or special accommodations. This information is available in an alternate format upon request.

Accreditation
Eastern Idaho Technical College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.
Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond Washington 98052-3981

Registering for Online Classes
Go to www.eitc.edu
Under the “Campus” heading click “Workforce Training” then click “Online Instruction Center” this will take you to the Ed2Go website
On the Ed2Go website, search for the class you want to register for then click “Enroll Now”

EITC Registration for Workforce Training/Community Education

Legal Name ____________________________ Last First Middle
Social Security # ___________ — — — — — — — Date of Birth ___________ □ Male □ Female
Home address ____________________________ City ___________ State ___________ Zip ___________
Home Phone ___________ — — — — — — Business Phone ___________ — — — — — — Cell Phone ___________ — — — — — —
Ethnic Origin: □ American Indian / Alaska Native □ Black / African American
(Optional) □ Asian □ White □ Hispanic □ Native Hawaiian / Pacific Islander Colleague ID # ___________
Course Prefix Course # Section # Course Title

Fee $ Room # Start Date

Total Fee

Date: ___________ Student’s Signature: ___________

Paying Sponsor:
(Example: Fire Dept., Company, Organization) Sponsor Contact #: ___________
EITC Divisions

Adult Basic Education Division & Special Programs
- Regional Adult Learning Center
- Center for New Directions
- Disability Resources and Services
- GED Prep & Testing
- Tech Prep

Business, Office, & Technology Division
- Accounting
- Business & Marketing
- Computer Networking
- Legal Paraprofessional
- Office Professional
- Web Development & E-Commerce

General Education Division
- General Education Courses
- Tutoring Center

For more information call 524-3000 or visit www.eitc.edu

Health Professions Division
- CNA
- Dental Assistant
- Medical Assistant
- Medical Office Specialist
- Practical Nurse
- Radiation Safety
- Registered Nurse
- Surgical Technologist

Trades and Industry Division
- Automotive Technology
- Diesel Technology
- Energy Systems Technology
- Machine Tool Technology
- Welding Technology

Workforce Training & Community Education Division
- Classes Just for Fun
- Customized Training for Business
- Emergency Services Training
- Fire Service Technology
- ONLINE Classes
- Rural Outreach
- Summer Camps for Kids

“View the EITC website on your smartphone”

POSTAL PATRON