EITC

EYE YOUR FUTURE AT EASTERN IDAHO TECHNICAL COLLEGE

2005-2006
CATALOG

ACCREDITATION
The Northwest Commission on Colleges and Universities accredits Eastern Idaho Technical College.

ACCESS FOR PHYSICALLY DISABLED
All Eastern Idaho Technical College facilities are designed to accommodate easy access for the disabled. Reserved parking for handicapped is also available.

SPECIAL NOTICE
Catalogs, bulletins, and course or fee schedules shall not be considered as binding contracts between Eastern Idaho Technical College and students. Eastern Idaho Technical College reserves the right at any time without advance notice to cancel courses and terminate programs; change fee schedules; change the student calendar; change admissions and registration fee requirements; change the regulations and requirements governing instruction in, and graduation from, the institution and its various divisions; and change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine and shall apply not only to prospective students, but also to those who are matriculated at the time in Eastern Idaho Technical College. When economic and other conditions permit, Eastern Idaho Technical College attempts to provide advance notice of such changes. In particular, when an instructional program is to be terminated, Eastern Idaho Technical College will make every reasonable effort to ensure that students who are currently enrolled and who are making normal progress toward completion of those requirements will have the opportunity to complete the program which is to be terminated.

AMERICANS WITH DISABILITIES
Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation act of 1973 which states that no qualified person shall, because of their disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Students having questions about accessibility or requesting reasonable accommodations, as indicated in the ADA or Section 504, should contact office of Disabled Student Services, 524-3000 ext. 3376.
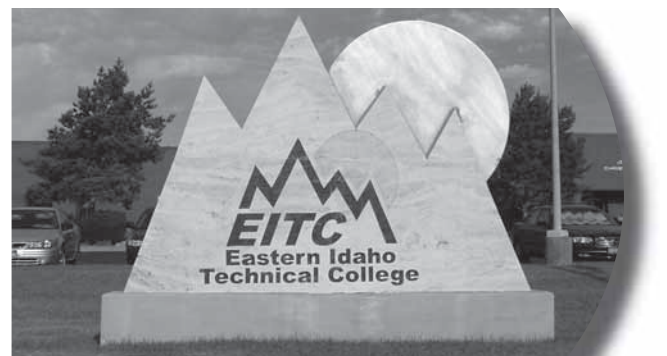
EQUAL OPPORTUNITY
It is the policy of Eastern Idaho Technical College to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, handicap, age, creed, or gender, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act. Eastern Idaho Technical College is an equal Opportunity/Affirmative Action institution and the programs and courses offered are approved for Veterans Administration Benefits.

The information in this catalog is available in an alternate format upon request.

CONTENTS

MISSION

Eastern Idaho Technical College provides superior educational services in a positive learning environment that supports student success and regional workforce needs.

VISION

Our vision is to be a superior quality professional-technical College. We value a dynamic environment as a foundation for building our College into a nationally recognized technical education role model. We are committed to educating all students through progressive and proven educational philosophies. We will continue to provide high quality education and state-of-the-art facilities and equipment for our students. We seek to achieve a comprehensive curriculum that prepares our students for entering the workforce, articulation to any college, and full participation in society. We acknowledge the nature of change, the need for growth, and the potential of all challenges.

EITC CALENDAR — 2005-2006

FALL SEMESTER 2005

July 11: Fall semester open enrollment for non-degree seeking students
August 3: Fall semester orientation for new students
August 5: Fall semester registration fee deadline
August 15–16: Faculty in-service days
August 17: Fall semester late orientation for new students
August 17–19: Faculty preparation and student advising
August 22: Classes begin
August 26: Last day to add class(es)
September 5: Labor Day Holiday
October 14: Mid-semester/academic warnings due/last day to make up summer incompletes
November 4: Last day to withdraw from classes without grade penalty
*November 8: Faculty/student advising day
November 9: Spring semester registration for students anticipating graduation May 9
November 10–11: Spring semester registration for continuing students opens
November 11: Deadline to apply for 2005 - 2006 graduation
November 14: Spring semester registration for new degree/certificate seeking students opens
November 24–25: Thanksgiving vacation
December 5: Spring semester registration for non-degree seeking students opens
December 9: Last day of instruction and spring 2006 registration fee deadline

December 10–January 8: Christmas vacation (students)
December 12–13: Faculty office days
December 14: Orientation for new students spring semester
December 26: Christmas Holiday
January 2: New Year's Holiday

SPRING SEMESTER 2006

January 4: Late orientation for new students spring semester
January 5–6: Faculty in-service days
January 9: Classes begin
January 13: Last day to add class(es)
January 16: Martin Luther King Jr./Idaho Human Rights Day Holiday
February 20: Presidents' Day Holiday
March 3: Mid-semester/academic warnings due/last day to make up fall semester incompletes
**March 10: Faculty in-service day
March 20–24: Spring break
April 3: Last day to withdraw from classes without grade penalty
*April 11: Faculty advising day
April 12: Summer term registration for continuing students anticipating graduation July 14
April 13–14: Summer term and fall semester registration for continuing students opens
April 17: Summer term and fall semester registration - new degree-seeking students opens
April 28: Notification of any graduating students failing courses

May 1: Summer term registration fee deadline
May 1: Summer term registration for non-degree seeking students opens
May 5: Last day of instruction
May 8–9: Faculty office days
May 9: Commencement
May 17: Orientation for new summer term students

SUMMER TERM 2006

May 22: Classes begin
May 26: Last day to add class(es)
May 29: Memorial Day Holiday
June 16: Mid-term/academic warnings due/last day to make up spring semester incompletes
July 3–4: Independence Day Holiday (celebrated)
July 5: Last day to withdraw from classes without grade penalty
July 10: Open enrollment
July 14: Last day of instruction
July 14: Faculty office day
August 2: Fall 2006 semester registration fee deadline

* Daytime credit courses suspended.
** Daytime credit & daytime ABE courses suspended. ***Classes will meet on Columbus Day and Veteran's Day.***

EITC CALENDAR — 2006-2007

FALL SEMESTER 2006

July 10: Fall semester open enrollment for non-degree seeking students
August 2: Fall semester orientation for new students
August 2: Fall semester registration fee deadline
August 14–15: Faculty in-service days
August 16: Fall semester late orientation for new students
August 16–18: Faculty preparation and student advising
August 21: Classes begin
August 25: Last day to add class(es)
September 4: Labor Day Holiday
October 13: Mid-semester/academic warnings due/last day to make up summer incompletes
November 3: Last day to withdraw from classes without grade penalty
*November 7: Faculty/student advising day
November 8: Spring semester registration for students anticipating graduation May 9
November 9–10: Spring semester registration for continuing students opens
November 10: Deadline to apply for 2006–2007 graduation
November 13: Spring semester registration for new degree/certificate seeking students opens
November 23–24: Thanksgiving vacation
December 4: Spring semester registration for non-degree seeking students opens
December 8: Last day of instruction and spring 2007 registration fee deadline

December 9–January 7: Christmas vacation (students)
December 11–12: Faculty office days
December 13: Orientation for new students spring semester
December 25: Christmas Holiday
January 1: New Year's Holiday

SPRING SEMESTER 2007

January 3: Late orientation for new students spring semester
January 4–5: Faculty in-service days
January 8: Classes begin
January 12: Last day to add class(es)
January 15: Martin Luther King Jr./Idaho Human Rights Day Holiday
February 19: Presidents' Day Holiday
March 2: Mid-semester/academic warnings due/last day to make up fall semester incompletes
**March 9: Faculty in-service day
March 19–23: Spring break
April 6: Last day to withdraw from classes without grade penalty
*April 10: Faculty advising day
April 11: Summer term registration for continuing students anticipating graduation July 13
April 12–13: Summer term and fall semester registration for continuing students opens
April 16: Summer term and fall semester registration — new degree seeking students opens
April 27: Notification of any graduating students failing courses

April 27: Summer term registration fee deadline
April 30: Summer term registration for non-degree seeking students opens
May 4: Last day of instruction
May 7–8: Faculty office days
May 9: Commencement
May 16: Orientation for new summer term students

SUMMER TERM 2007

May 21: Classes begin
May 25: Last day to add class(es)
May 28: Memorial Day Holiday
June 15: Mid-term/academic warnings due/last day to make up spring semester incompletes
June 29: Last day to withdraw from classes without grade penalty
July 4: Independence Day Holiday
July 9: Open enrollment
July 13: Last day of instruction
July 16: Faculty office days
August 3: Fall 2007 semester registration fee deadline

* Daytime credit courses suspended.
** Daytime credit & daytime ABE courses suspended. ***Classes will meet on Columbus Day and Veteran's Day.***

GENERAL REGULATIONS

STANDARD ADMISSION REQUIREMENTS

Eastern Idaho Technical College normally accepts applicants who are high school graduates or the equivalent. Other applicants may be accepted based upon review and evaluation of their education, interests, aptitudes, and experiences.

Applicants for any program must:

- ☐ Submit completed application for admission.
- ☐ Pay $10 non-refundable application fee.
- ☐ Submit official transcript from last high school attended and transcripts from ALL postsecondary educational institutions. Official GED test scores required in lieu of high school transcripts.
- ☐ Complete preliminary educational assessment. Achievement testing constitutes part of this assessment process. (Appointment required)
- ☐ Schedule an appointment with an admissions counselor. (Appointment required)

For an appointment, call (208) 524-3000, or toll-free 1(800) 662-0261.

Additional pre-admission procedures and requirements exist for some programs; see program descriptions.

Students are accepted into programs and enrolled in courses on a first-applied, first-considered basis. Begin the admission process early to ensure a position in your desired program. Students accepted to begin full-time programs will be assessed a $50 non-refundable deposit to hold space in the program.

Out-Of-Area Applicants: If you are unable to visit the campus and complete the procedure as outlined above, you may apply by mail and telephone. Submit completed application for admission, the $10 non-refundable application fee, and a letter stating how you would pursue your chosen field of study and how you would use your training. You will be notified of your acceptance status.

Acceptance: Applicants cannot be assured admission until all three of the following situations exist.
1 - Admission requirements are met.
2 - Student receives a letter of acceptance from the college.
3 - The $50 non refundable deposit and/or first semester's fees are paid.

ENROLLMENT PRIOR TO HIGH SCHOOL GRADUATION

Tech Prep: If you were enrolled in Tech Prep programs in high school, you are eligible to receive college credit for articulated courses in which you received an A or B. Tech Prep credits will be evaluated as college transfer credits when you apply for admission and furnish Student Services with official transcripts. A Tech Prep coordinator in the Student Services Office can provide assistance with credit questions.

Dual Enrollment: High school students 16 or older may enroll in up to two courses per semester at EITC as non-matriculated (non-degree seeking) students. You must pay the $10 application fee, take the COMPASS test, and submit a letter from your high school counselor authorizing participation. Students are required to pay full fees for these courses. No federal financial assistance will be available.

When the EITC course is completed, grade reports will be sent to the high school. Contact your counselor to receive high school credit for the college courses.

RE-ADMISSION OF FORMER STUDENTS

If you return to the College after an absence of two full years, you must apply for re-admission, pay the $10 application fee, and take the admission assessment unless your scores are already on file. If you applied for admission within the past year but did not attend, simply call the admissions office to update your application. If you do not maintain continuous enrollment, excluding Summer Term, you will lose the right to graduate under the original catalog program requirements and must use the catalog in force at the time of re-enrollment.

NON-MARTRICULATED (NON-DEGREE SEEKING) STUDENTS

If you are not interested in pursuing an Associate of Applied Science Degree, an Advanced Technical Certificate, Technical Certificate, or a Postsecondary Technical Certificate, you may be admitted as a non-matriculated (non-degree seeking) student. Students attending under this classification are not required to submit an application or official transcripts from previous education. A non-matriculated student may complete a maximum of 12 credits; however, upon completion of 12 credits, you must complete regular admission procedures at EITC or sign a non-certificate/degree waiver to re-enroll. Non-degree seeking students may register for 9 credits per semester or 3 credits in summer term. High school students may register on a part-time basis with letters of consent from the high school principal, parent(s) or legal guardian(s), and permission from an EITC counselor. Acceptance into this non-degree seeking category does not constitute acceptance into a certificate/degree program. You will not be eligible to receive federal or state financial aid and must meet any pre-requisite/co-requisite requirements for your class(es). Non-degree seeking students are expected to adhere to EITC student policies and should understand that credits earned during non-degree seeking enrollment will be evaluated for program applicability at the time of matriculation. If you fail classes as a non-degree seeking student, this will impact your financial aid eligibility when you enroll as a degree-seeking student.

REGULAR ADMISSION

To apply for regular admission to EITC, you must meet the following requirements:
- High School diploma with a minimum 2.0 GPA.
- Placement examination/admission exam. Normally, the COMPASS will be required; however, other exams approved by the Idaho Division of Professional-Technical Education such as the ACT, ASSET or CPT may be substituted.
- Satisfactory completion of high school course work that includes at least the following:

General Regulations

Mathematics: 4 credits from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I and II, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math, and remedial math, shall not be counted.) It is recommended that you complete 3 years (6 credits) of math.

Natural Science: 4 credits, including at least two credits of laboratory science from challenging science courses including applied biology/chemistry, principles of technology (applied physics), anatomy, biology, earth science, geology, physiology, physical science, zoology, physics, chemistry, and agricultural science and technology courses (500 level and above). It is recommended that you complete 3 years (6 credits) with 2 of the years (4 credits) in laboratory sciences.

English: 8 credits. Two credits of Applied English for the Workplace may be counted for English credit.

Other: Professional-technical courses, including Tech Prep sequences and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. High school work release time not connected to the school-based curriculum will not be considered.

COMPASS Placement Test: COMPASS is an untimed assessment test used for course advising and for determining your achievement level in the areas of math, reading and writing. It is not a pass/fail test. COMPASS is a computer adaptive test and will move through the various levels of question difficulty, seeking your highest achievement level. While COMPASS is given on a computer, no computer skills are required. Complete instructions are provided on the computer screen.

All applicants to EITC who intend to pursue a Certificate or Associate of Applied Science Degree are required to take the COMPASS (please see note below for exemptions). The test is given throughout the year by appointment only. To schedule an appointment, call Student Services at 524-3000 ext. 3371 or 1-800-662-0261 ext. 3371. There is a $10 fee to take the COMPASS; the fee is waived if the $10 application fee has already been submitted.

Exemptions to COMPASS Testing: Those applicants to EITC who already have earned at least a two-year degree from a regionally accredited institution or those who have completed the required general education classes at a regionally accredited post-secondary institution with a grade of "C" or better.

COMPASS PLACEMENT SCORES

EITC COURSES	Pre-Algebra	Algebra	College Algebra	Writing	Reading
CHE 111 General College Chemistry (prerequisite: MAT 143)					>69
COM 101 Fundamentals of Speech				>69	>69
ELC 141 Applied Electronics Math I		>40			
ENG 50 Basic Grammar and Composition				<47	<70
ENG 75 Intermediate Grammar and Developmental Writing				<47	<70
ENG 90 Basic Writing				47-67	<70
ENG 101 English Composition				>67	>67
(Waive ENG 101)				>94	>94
ENG 102 Critical Reading and Writing				ENG 101 or >94	ENG 101 or >94
MAT 50 Basic Math A/B	<30				
MAT 75 Introduction to Algebra	31-44				
MAT 100 Introduction to Algebra	>44 or	15-39			
MAT 104 Welding Math	>30				
MAT 105 Business Math	>30				
MAT 110 Technical Math	>30				
MAT 123 Mathematics in Modern Society		>45			>67
MAT 143 College Algebra		>61			>67
POL 101 Introduction to American Government				>67	>67
PSY 101 Introduction to Psychology				>67	>67
SOC 101 Introduction to Sociology				>67	>67

ACT PLACEMENT PROTOCOLS

Placement in English Courses
1. Students with an ACT English score below 18 register for ENG 90.
2. Students with an ACT English score of 18-24 and students who have passed ENG 90 register for ENG 101.

Placement in Mathematics Courses

Course	ACT Score Required
Math 123	>19
Math 143	>23

Special Arrangements for Students with Disabilities: Please contact the Office of Disabled Students Services 524-3000 ext. 3376 if you have a disability or temporary disabling condition that will prevent you from taking the tests under standard conditions. Arrangements for accommodations must be made prior to scheduling a test date.

STANDARDS FOR HIGH SCHOOL GRADUATES PRIOR TO 1997 SEEKING REGULAR ADMISSION

- High School diploma with a minimum 2.0 GPA, or
- General Educational Development (GED) certificate, and
- Placement examination. Normally, the COMPASS is required; however, other tests approved by the Idaho Division of Professional-Technical Education, such as the ACT, ASSET or CPT, may be substituted.

PROVISIONAL ADMISSION

If you do not meet the requirements for regular admission you may be admitted to EITC on provisional status (provisional admission will not be granted to foreign students). You will be required to successfully complete appropriate remedial, general and/or technical education course work related to the professional-technical program in which you wish to enroll and to demonstrate competence in that program. To apply for provisional admission, you must have a high school diploma or GED certificate and take a placement examination (ACT, COMPASS or ASSET).

PROCEDURES FOR PLACEMENT INTO SPECIFIC PROFESSIONAL-TECHNICAL PROGRAMS

Professional-technical programs require different levels of competency in English, science, and mathematics. You should be familiar with the demands of a particular occupation and how that occupation matches your individual career interests and goals. Some programs have specific entry requirements in addition to the general requirements. Please refer to the program description section of the catalog for information regarding program specific entry requirements.

Per Semester Fee Schedule **

TOTAL CREDITS	RESIDENT	NON-RESIDENT*
1 credit	$ 76	$152
2 credits	$152	$304
3 credits	$228	$456
4 credits	$304	$608
5 credits	$380	$760
6 credits	$456	$912
7 credits	$532	$1,064
8 credits	$608	$1,216
9 credits	$684	$1,368
10-18 credits	$766	$2,808

As defined in subsequent section "Resident Status" page 7.
**All fees are approved by the Idaho State Board of Education and are subject to change without notice.

A student's faculty advisor and the Registrar must approve a semester credit load above 18. A $15 surcharge will be assessed for each additional credit hour. Fees are subject to change without notice.

Summer Term Full-Time Registration Fee

Resident	Non-Resident
$383	$1,404

Summer full-time status: 5 – 9 credits
A student's faculty advisor and the Registrar must approve a semester credit load above 9 credit hours. A $15 surcharge will be assessed for each additional credit hour. Fees are subject to change without notice.

MISCELLANEOUS FEES

All programs:
- $10 application fee
- $42*/semester mandatory insurance fee when registered for 10 credits and more
  *may change due to contract
- $15/semester computer usage fee for all registered students

Additional fees for students participating in programs within the Health Care Technologies Division:
- $20/ year malpractice insurance
- $35-$100/ semester lab fees
- $35 Prenclex
- $30 PAE test

Trades and Industry:
- $55/semester coverall fee
- $45 per course for night welding

Chemistry:
- $10/semester lab fee

You are required to pay fees as indicated by the fee schedule in each specific program. Semester fees are payable in full by the published deadline posted in the EITC calendar. Payment of the full-time registration fee entitles you to the services maintained by the college for your benefit; no fee reduction is made if you don't want to use these services.

ENROLLMENT STATUS

For enrollment verification to Veteran's Administration, Pell Grant, federal and state grants, student loan agencies, insurance companies, and other funding sources and agencies outside EITC, the following schedule will be used:

STATUS	CREDITS REQUIRED
Full-time	12 or more credits per semester; 6 or more credits per summer term
3⁄4 time	9-11 credits per semester; 4-5 credits per summer term
1⁄2 time	6 or more credits per semester; 3 credits per summer term
Less than 1⁄2 time	Fewer than 6 credits per semester; Fewer than 3 credits per summer term

FEE REFUNDS

If you wish to withdraw from a course during a semester you do so officially through both the Student Services Office and the Business Office. Refund of registration fees is computed from the official last day of attendance. Registration fee refunds will be made as follows:
Withdrawal prior to first course day - 100%
Withdrawal during first week of course - 75%
Withdrawal during the second week of course - 50%
Withdrawal during the third week of course - 25%
No refund after the third week of course.

A $10 administrative fee will be deducted from all refunds except for cancelled courses. Miscellaneous fees are not refundable after the first week of the course. Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the

documented last day of attendance, and applicable rules and regulations governing financial aid.

The refund policy is not changed for late registrants. If you register late, you will not receive a refund on any portion of the late processing fee. Eastern Idaho Technical College reserves the right to deduct from the refund any outstanding bills. You will receive an itemized statement of deduction with the refund check. Fee refunds will first be used to offset any financial aid you may have received. Any balance remaining will be mailed to your home address.

DELINQUENT ACCOUNTS

If your account is delinquent, your registration may be cancelled and file frozen after you have been properly notified. If you are indebted to the college (i.e. insufficient fund checks, library or parking fines, coverall fees, etc), you will not be eligible to receive an official transcript, certificate or degree. You will not be allowed to register for classes until indebtedness is cleared or arrangements have been made with the Business Office.

RESIDENT STATUS

The Definition of a " Resident Student" Is as Follows:

- Any student who has one parent or court-appointed guardian currently domiciled in Idaho. Domicile, in the case of a parent or guardian, means the individual's true, fixed, and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere. To qualify under this section, the parent or guardian must have maintained a bona fide domicile in the state of Idaho for at least one year prior to the opening day of the semester/term for which the student enrolls.
- Any student who receives less than fifty percent (50%) of his/her financial support from parents or legal guardians and has continuously resided in Idaho at least twelve months prior to the opening day of the semester/term for which the student enrolls and has established a bona fide domicile in Idaho for purposes primarily other than educational.
- Any student who is a graduate of an accredited Idaho high school and who enrolls at an Idaho college or university during the semester immediately following such graduation regardless of the residency of the student's parents or guardians.
- Any student whose spouse is classified, or is eligible for classification, as a resident of the state of Idaho for the purposes of attending a college or university.
- Any student who is a member of the armed forces of the United States, stationed within the state of Idaho on military orders, or whose parent or guardian is a member of the armed forces and stationed in the state of Idaho on military orders and receives 50 percent or more of his/her financial support from parents or legal guardians. The student, while in continuous attendance, shall not lose that residence when the student's parent or guardian is transferred on military orders.
- A person separated, honorably discharged from the United States military after at least two years of service, and at the time of separation designates the state of Idaho as his/her intended domicile or who has Idaho as the home of record in service and enters a college or university in the state of Idaho within one year of the date of separation.

- Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the state for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established prior to departure.
- Any student who is a member of the following Idaho American Indian tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, or Kootenai Tribe.

A "Nonresident Student" Shall Be:

- Any student attending an institution in the state of Idaho with the aid of financial assistance provided by another state or governmental unit or agency thereof, such non-residency continuing for one year after the completion of the semester for which such assistance is last provided.
- A person who is not a citizen of the United States of America, who does not have permanent or temporary resident status or does not hold "refugee-parolee" or "conditional entrant" status with the United States Immigration and Naturalization Service or is not otherwise permanently residing in the United States under color of the law and who does not also meet and comply with all applicable requirements for establishing residency as covered under this section.
- The establishment of a new domicile in Idaho by a person formerly domiciled in another state has occurred if such a person is physically present in Idaho primarily for purposes other than educational and can show satisfactory proof that such a person is without a present intention to return to such other state or to acquire a domicile at some other place outside Idaho. Institutions determining whether a student is domiciled in the state of Idaho primarily for purposes other than educational shall consider, but shall not be limited to, the following factors:
- Registration and payment of Idaho taxes or fees on a motor vehicle, mobile home, travel trailer, or other item of personal property for which state registration and the payment of a state tax or fees are required.
- Filing of Idaho state income tax returns.
- Permanent full-time employment or the hourly equivalent thereof in the state of Idaho.
- Registration to vote for state-elected officials in Idaho at a general election.

An Affidavit for Resident Status may be obtained from the Registrar. The Registrar makes residency decisions for registration purposes. Students may appeal the decision through the Dean of Students.

REGISTRATION

Students will be notified of registration and orientation dates. Students are expected to register according to the registration days listed in the EITC calendar. Students who register late will be charged a non-refundable $15 late fee. (The business office is not authorized to accept late registration fee payment without the appropriate late processing fee.)

GRADUATION REQUIREMENTS

To determine graduation eligibility, the Registrar follows the requirements defined in a single edition of EITC's catalog. Students may select any edition of the catalog, provided the catalog is published and in force while they are enrolled at EITC. Students must earn a minimum grade of "C" in all courses required of their program in order to meet graduation standards. The College reserves the right to make course substitutions for discontinued classes. If you do not maintain continuous enrollment, you will lose the right to use the original catalog requirements and must use the catalog in force at the time of re-enrollment. When students change their program of study they are then required to graduate under the catalog in effect when they first select their new program of study.

CERTIFICATES/DEGREE

Through authority of the Idaho State Board of Education, Eastern Idaho Technical College awards the Post Secondary Technical Certificate, Technical Certificate, Advanced Technical Certificate and/or the Associate of Applied Science degree to program graduates.

Apply for graduation by filing an Application for Graduation with the Registrar by the deadline on the EITC calendar. Forms are available either from the student's faculty advisor or the Student Services Office. Student records are checked carefully for successful completion of program requirements when the Application for Graduation is submitted to the Registrar's Office; however, it is your responsibility to verify that the degree audit has been completed and all requirements have been met.

All requirements for a certificate or degree must be completed and official grades reported to the Registrar before a certificate or degree is issued. A $10 graduation fee will be assessed for each certificate and/or degree received and must be paid before the certificate or degree is issued. A degree or certificate which is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student record corrected. The College reserves the right to revoke a previously granted certificate/degree, either for failure to satisfy the certificate/degree requirements (i.e., a mistake in granting the certificate/degree), or for fraud or other academic misconduct on the part of the recipient discovered or acted upon after the certificate/degree has been awarded. Certificates or degrees issued by EITC are unique documents. Duplicates will not be issued.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The AAS degree requires a minimum of 16 hours of general education credits. Please reference the General Education Division on page 16. Check with division managers for specific information on the differences between AAS degree program requirements and the requirements for certificate programs.

TRANSITION TO TECHNOLOGY

Transition to Technology (TTT) is a grant-funded program designed to help transition students into the rigors of a Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree program. MAT 100, Introduction to Algebra, and ENG 90, Basic Writing, are credit courses within the TTT program that are offered to students whose transcripts of prior education or placement tests indicate deficiencies in English, reading, or math.

RESIDENCE REQUIREMENTS FOR GRADUATION

Students seeking a Postsecondary Technical Certificate, Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree must complete no fewer than 25 percent of the credit requirements in residence at Eastern Idaho Technical College.

GRADING SYSTEM

Grades reflect the ability of each student to meet the performance objectives required to complete the program. Letter grades are given with the following equivalents:

A   Excellence in the performance of required objectives (90 – 100).

B   Above satisfactory achievement of the required objectives (80 – 89).

C   Satisfactory achievement of the required performance objectives (70 – 79).

D   Unsatisfactory achievement of the performance objectives (60 – 69). "D" grade does not fulfill graduation requirements.

F   Failure to meet the minimum performance standards. No credit is awarded.

AU   Audit (no credit issued).

CH   Challenge. Through petition you may be granted an opportunity to challenge a course by passing a comprehensive test(s) with a grade of "C" or better. Credit received for the course will apply toward graduation. A "CH" will be recorded on your transcript.

IC   Incomplete. When the quality of your work is satisfactory but some essential requirement of the class has not been completed for reasons acceptable to the instructor, an Incomplete (IC) will be issued and additional time granted for completion. An incomplete is not a substitute for a failing grade and may be given only when course work can be completed without further attendance in the classroom and/or lab. If you receive a grade of IC you will have until mid-semester of the EITC Calendar after the semester in which the incomplete was received to complete the work. Incompletes are

issued on a contractual basis. An Incomplete Grade Contract will be completed by the instructor issuing the incomplete and discussed with you prior to the conclusion of a semester. The official copy of the contract must accompany the official grade report submitted to the Registrar's Office.

IW   Instructor-Initiated Withdrawal. Instructors may initiate a student withdrawal for excessive absenteeism.

P   All work completed in a satisfactory manner.

S   By entrance exam.

W   Withdraw. Withdrew from school prior to mid-semester deadline. No credit awarded.

WAV   Waived. Exempt from course because of demonstrated prior college level learning. Petition for waiver may be obtained at the Registrar's Office. No grade will be awarded for waived classes.

Course Repetition: Course repetition to improve grades is not allowed for courses awarded "C" grades or higher. A grade issued by an instructor is the prerogative of the instructor and normally may not be changed except to correct a recording error. Any question about the accuracy of a grade should be referred to the appropriate instructor.

When a class has been repeated, the most recent grade is used in the grade point average (GPA) calculation. The previous course and grade remain on the transcript but are excluded from the GPA calculation.

Grade Appeal: Any grade appeal must be formally submitted to the Registrar's Office no later than 20 working days after the beginning of the succeeding semester in which the student received his/her grade.

Auditing Courses: You may audit courses on a space-available basis only without credit or grade. If you're taking a course for "audit/no credit", you need not complete assignments or exams used to determine grades. State your intent to audit a course when you register. The fee for audit is the same as for credit. Audited courses are not counted as part of your enrollment status, and you cannot receive financial aid for audited courses. Audited courses will be recorded on the College transcript as "AU" and "0" credit.

Challenge Examinations: If you feel your experience or previous knowledge enables you to successfully challenge a course offered at EITC, you may petition to take a challenge examination (challenge tests are not available in all courses). Challenge examinations may be taken at any time during a semester/term at a cost of $15/credit, payable in the business office prior to taking the examination. For petition procedure, contact the Registrar in the Student Services Office. Credit earned by challenge examinations does not contribute toward enrollment status for financial aid.

You may not challenge courses in which you have been enrolled, regardless of your grade, except by special permission from the Dean of Instruction. A class may be challenged once. Upon successful completion of the examination, the course will appear on your transcript as a "CH" grade, credit(s) earned, and the designation "credit by exam". Failed challenge exams will not be recorded on your transcript. Credit earned by challenge examination is not counted as "in residence" credit. (See residence requirements for graduation.)

Grade Point Average: Your grade point average is computed by assigning a numerical point value to each grade: A = 4 points per credit; B = 3; C = 2; D = 1 point, IW and F = 0 points. (Grade point averages for transfer students are based on credits earned at EITC only.)

Academic Standing: To maintain good academic standing, you are expected to make continued progress toward the completion of your selected program of study. Satisfactory Academic Standing is evaluated using two measurements.
1. You are expected to maintain a cumulative grade point average (GPA) of 2.0 or higher.
2. You are expected to complete your selected program of study within 150% of the credit hours required for program completion.

Each student's progress is evaluated after each semester by the Registrar. Failure to progress toward program completion at a rate consistent with the standards of progress will result in academic probation.

When calculating a semester GPA for standards of progress, a "P" will have the same value as a "C". However, a "P" will not be factored in to the final GPA. An "IC" is factored as an "F" when computing the GPA.

Academic Probation: Should your cumulative GPA fall below 2.0 or if you have fallen below the standards consistent with the program's maximum time frame, you will be placed on academic probation for the following semester. You may return to good standing by achieving a cumulative 2.0 GPA and complying with the maximum time frame standards.

If you are on probation and earn a GPA of 2.0 or higher during the next semester after being placed on probation, but if your cumulative GPA is still below 2.0, you will remain on probation; you will be dismissed at the end of any probationary semester in which you obtain a GPA of less than 2.0.

Failure to meet probationary terms will result in suspension for one semester. At the end of one semester, you may submit a formal petition seeking readmittance. Petition forms and instructions are available from the Registrar. Readmittance will be granted only if you can demonstrate that the academic impediments have been remediated. All readmission will be granted on a probationary basis only, based upon space availability.

due to unsatisfactory progress may appeal the decision within five working days from the time of the action. Appeal in writing to the appropriate division manager and explain any mitigating circumstances that you feel caused your inability to meet the minimum standards. The division manager will review and respond to the appeal within five working days of the receipt of the appeal.

Academic suspension will be effective for a minimum of one semester, at which time you must petition for re-enrollment. Students suspended for violation of the Academic Honesty policy will receive an "F" in any class in which the cheating occurred whether or not the cheating takes place prior to mid-semester.

Change of Program:
To change a program, a currently enrolled student must complete the Petition to Change Program or Major form. The petition is available in the Registrar's Office. Once all required signatures are gathered the student must return the petition to the Registrar's Office.

If a student is on probation and changes to another program, the probation status is transferred to the new program. Students entering a new program after academic dismissal enter on academic probation.

Student Records: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:
- *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Registrar, Dean of Students or division manager a written request that identifies the record (s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- *The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.* Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position, (including law enforcement unit and health staff); a person or company with whom the

College has contracted, (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest to review an education record in order to fulfill his or her professional responsibility.
- *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Directory Information: Eastern Idaho Technical College deems the following student records as Directory Information: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. full or part-time), participation in officially recognized activities, degrees, honors and awards received, and most recent education agency or institution attended. Release of student records and information other than directory information can only be accomplished when the student submits a signed written release.

Drop/Adds: Classes may be added to a registration form prior to the beginning date of a semester or summer term. Beginning the first day of a semester, classes may be added by completing an official Schedule Change Drop/Add card with an instructor's signature. No classes may be added after the first week of the semester or the first week of the summer term. The same process is to be followed for dropping a class. The Schedule Change Drop/Add cards are available in the Registrar's Office. No entry is made on your record for classes dropped before the end of the first week of a semester or summer term.

Official Withdrawal: You are responsible for dropping or withdrawing from classes you are not attending nor intending to complete in the current registration period. You may drop classes through the first week of a semester or summer term. No entry is made on your transcript for classes dropped before the end of the first week of a semester or summer

term. In order for you to officially withdraw from a class, you must complete a drop card for each individual class or a withdrawal form if you are withdrawing from all classes. Drop cards and/or withdrawal forms must have the appropriate signatures and be submitted to the Student Services Office prior to published deadlines. You may withdraw from classes after the first week and through the 10th week of the semester or summer term deadline published in the catalog and EITC Calendar. If you withdraw on or before the published deadline, a "W" will be recorded on your transcript. After the published deadline, a withdrawal "W" will only be authorized in cases of documented circumstances of hardship, medical, or training-related employment. The following exception will apply: The mid-point date of any class that does not span a full semester will be the last day to withdraw without grade penalty.

If you withdraw after the 10th week deadline or do not meet one of the above criteria, you will be issued an "F" for all coursework not completed. If you fail to complete the official withdrawal process, you will be considered enrolled and will be graded appropriately.

Instructor-Initiated Withdrawal (IW): The course instructor may withdraw you from a class for non-attendance. Please consult the course syllabus.

Transfer Credit: Transfer credit will not be evaluated until you have applied for admission and furnished student services with official transcripts. Transfer credit is generally awarded for work completed at a post-secondary institution recognized as a college or university by a regional accrediting association. The Registrar and appropriate faculty will review courses for transfer prior to enrollment at EITC to determine applicability to program graduation requirements. Applicants are encouraged to submit documents well in advance of their anticipated enrollment date in order to facilitate the review process. Transfer credit will not be granted for any course in which a student received less than a "C."

The nature of the subject matter covered in technical course work is such that frequent changes in course competencies occur in order to keep pace with industry demands. Because of this, some previously completed courses may not be of value in meeting current graduation requirements. The relevancy of previously completed courses will be evaluated on a case-by-case basis by appropriate faculty.

Students transferring from EITC to other post-secondary institutions must request that official transcripts be forwarded to the institution of choice. Receiving institutions have the prerogative to evaluate the applicability of credits for transfer. Within Idaho, Boise State University, Idaho State University, and Lewis-Clark State College have Bachelor of Applied Science and/or Bachelor of Applied Technology programs that have been designed specifically for technical college students who have completed the Associate of Applied Science degree and wish to continue their education. It is recommended that interested students contact the college or university that they plan to attend well in advance of completing the AAS to obtain specific information regarding transfer of credit and

graduation requirements.

College Level Examination Program (CLEP): EITC will accept a limited number of applicable CLEP exams.

CLEP TITLES	SCORE	SEMESTER HOURS	EITC COURSE
Composition, Freshman (with or without essay)	50	6 hours	ENG 101
Algebra – Trigonometry	50	3 hours	MAT 108
American Government	50	3 hours	POL 101
Psychology, Introductory	50	3 hours	PSY 101
Sociology, Introductory	50	3 hours	SOC 101

Advanced Placement: Students who complete an advanced placement course in high school and receive a score of 3, 4, or 5 on the corresponding College Advanced Placement examination may be granted credit toward graduation requirements. Additional information is available in the Student Services Office.

Transcripts and Grades: Semester grade reports will be provided once the grades have been issued and recorded in the Student Services Office, where official transcripts of grades and enrollment are recorded. All inquiries regarding student records should be directed to Student Services Office.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript in writing at least 4-5 working days before you need it; one copy of the transcript is free, and additional copies are $2.

SAFETY
It is expected that students will adhere to good safety practices, including observing non-smoking regulations. Flagrant or continued violations will lead to suspension or other disciplinary action.

ATTENDANCE AND WORK HABITS
Each program has implemented rigid attendance policies. You are expected to attend all scheduled classes. All work and assignments missed must be made up at the discretion of the course instructor. Absence from class does not excuse you from completing assigned work.

DISHONORED/DEMAND PAYMENT POLICY
A charge of $20 will be assessed, and you will be notified in the event a check is returned from the bank due to non-payment. A charge will be entered against your account and a hold placed on all records and continued attendance if the check does not clear.

ALCOHOLIC BEVERAGES/ILLICIT DRUGS
Possession, consumption, or distribution of illicit drugs or alcohol on College property or at any College activity is strictly prohibited. Prescribed medications are to be used only at the direction of a licensed physician. Violation of this policy can lead to suspension or probation.

COUNSELING

General Regulations

Counselors are available to assist applicants with professional-technical choices, financial aid, veteran's benefits, admissions procedures, and other matters pertaining to educational programs.

WEAPONS
Firearms, knives, and explosives are not allowed on the college grounds.

DRUG/ALCOHOL AWARENESS SUPPORT GROUP
This group meets weekly on campus to provide support to students who want to lessen the harmful effects of substance abuse in their lives. The group experience allows students to share their thoughts and feelings as well as to learn more effective solutions to life's challenges. Student Services also provides crisis intervention and referrals to community resources for students in need of additional assistance.

COMPUTER USAGE POLICY
The computer usage fee gives students access to an account on a EITC network server, a personal directory on the network server with an assigned volume limit, an email account, and access to campus printers.

Acceptable Use of Computing Resources
EITC students are authorized to use computer/network resources for course related work and other educational purposes only. Use of EITC resources for other than educational purposes, especially for commercial or contract purposes, will result in the possible suspension or removal of the student's user account. As an authorized user, you are responsible for the security and use of your computer accounts. You accept full responsibility for your accounts and all activity performed on college computing resources. The full text of EITC computer policies can be found in the EITC Policy & Procedures Manual online. Referenced documents include the Governors Executive Order 2001-12, Policy 307.1 Computer Usage, Policy 307.2 Software Policy, and Policy 307.3 Computer and Network Security Policy.

Misuse of Resources
EITC reserves the right to inspect all information stored on EITC computers, including programs, data, and mail. EITC reserves the right to limit or deny access to anyone using EITC Resources when privileges are abused.
Examples of system misuse include, but are not limited to:
- Unauthorized copying or distribution of

EITCprovided system and applications software;
- Use of another individual's account, or sharing of accounts;
- Attempting to inspect or copy another user's programs or directory without permission;
- Playing online games, MUD's/MUCK's, or interactive chatting (ICQ, MSN, etc.);
- Deliberately trying to damage system software or hardware;
- Failure to cooperate with EITC staff;
- Any attempt to create or import a program which circumvents system security or compromises data integrity;
- Sending/displaying defamatory, harassing, pornographic, obscene, or patently offensive materials prohibited by the Communications Decency Act of 1996 and other local, state, or federal law.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials is strictly prohibited.

Printing
Printing multiple copies is not permitted from the network. You may make copies at Media Services or the library. Examples of unauthorized printing include, but are not limited to:
- Personal letters, signs, and/or advertisements
- Documents related to one's own business
- Personal legal documents
- On-line manuals

Monitoring and Disciplinary Action
The Information Technology Division monitors the use of computer systems and will contact individuals discovered to be hindering normal operations. It is not appropriate to use any resources in ways that are detrimental to the normal operation of any computer system(s) or its users. Violation of any part of the Computer Usage Policy will result in disciplinary action in accordance with the EITC Student Handbook and/or applicable federal, state, or local laws, regulations, or policies.

TESTING
The Student Services Office has various tests that will help identify your specific interests and abilities. Students are encouraged to meet with a counselor to discuss the results of assessments.

PLACEMENT
EITC maintains a placement office for student support. Workshops are offered on topics such as resume writing, job seeking, and interviewing skills. In addition, the placement officer serves as a liaison with business and industry to promote employment opportunities for EITC graduates. Contact the Placement Officer to take advantage of placement services.

STUDENT-RIGHT-TO-KNOW
Eastern Idaho Technical College Crime Statistics
In compliance with the Student Right-to-Know and Campus Security Act, as amended, EITC collects specified information

on campus criminal statistics, campus security policies, and institutional program completion or graduation rates. EITC will report crimes considered to be a threat to students and employees. Every August, EITC will publish and distribute an annual report of campus and security policies and crime statistics to all current students and employees, provide copies of the report to applicants for enrollment or employment upon request, and submit a copy of the report to the Secretary of Education upon request.

GRADUATION RATES

Every August, EITC will publish and make available by request an annual report disclosing the completion or graduation rates of students. The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time at an institution of higher education and have not enrolled previously at any other institution of higher education.

STUDENT HOUSING

Campus housing is not available. Students can expect to pay between $5,080 and $9,160 for room, board, transportation, and personal expenses depending on your family size.

STUDENT HEALTH CARE

EITC does not provide on-campus health care services. Students requiring medical attention must seek assistance from private health care providers in the community. Students enrolled for ten or more credits are assessed a mandatory insurance fee each semester. Payment of the fee provides the student with an accident and sickness insurance plan. Family coverage is available for an additional fee.

STUDENT LEADERSHIP

Each year students from EITC participate in competitive activities with students from other postsecondary institutions, with a goal of developing leadership and fostering individual growth. Contests of skill and technical knowledge provide a forum in which students can demonstrate their individual educational accomplishments. Clubs such as the Vocational Industrial Clubs of America (VICA), Business Professionals of America (BPA), and Delta Epsilon Chi (DEC) are active on the EITC campus. These clubs provide a way for students to cooperate. Students who are successful in state and local competition may then compete nationally.

EITC also encourages student participation in student government. The Student Senate is comprised of student body officers and representatives from each full-time program. Student Senate is the student's voice in college development and leadership.

STUDENT ORGANIZATION FUNDRAISING POLICY

Student organization fundraising is an accepted activity of student organizations. All fundraising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fundraising activities; funds raised must be used for appropriate organization activities. It is recommended that

organization officers, their advisors, and the Dean of Students meet twice annually to discuss fundraising efforts. EITC is licensed for student organizations to conduct raffles for fundraising activity. The Dean of Students has final authority regarding student raffles.

FINANCIAL AID

Financial assistance programs have been established to help pay for education and training after high school. Most programs are awarded on the basis of need. Applicants must be U.S. citizens or eligible non-citizens who show financial need. Financial need is the difference between your cost of education (fees, books and living expenses) and your ability to pay (savings, income, parental help, etc). Financial aid is awarded on a July 1 to June 30 school year. In order to guarantee the award money is here by the first day of class, students must meet the first priority deadlines. To meet the priority deadlines, students must have all required information needed to complete their award. This means that all required documentation and corrections must be completed before the deadline date. See the EITC website for semester deadlines: *www.eitc.edu/ss/apply.cfm* Applications submitted to EITC by June 1 will receive priority consideration for campus-based aid awarded for the upcoming school year. Students in programs overlapping two school years must apply both years to receive aid for their full training period. To apply see our website at: *www.eitc.edu/ss/apply.cfm*

Financial Aid Admission and Enrollment: You may receive a disbursement of financial aid only if you are enrolled as a degree/certificate seeking student and in good standing. Applications for financial assistance will not be considered until you are accepted for admission to the college.

Financial Aid Eligibility

Academic: You must maintain the academic standards of the institution as listed on page 9 to receive student financial aid.

Progress Eligibility: In addition to maintaining academic standards, all students receiving federal financial aid will be required to satisfactorily complete (receive grades other than D, F, AU, CH, IC, IW, S, or W) a specified number of credits per semester based on the number of credits enrolled during that semester. For the purpose of financial aid, credit hour completion is classified according to the following schedule:

Semester	Required Credit
Enrollment Status	**Hour Completion**
Full-time = 12 (or more) credit hours	9 credit hours
Three-quarter time = 9-11 credit hours	6 credit hours
Half-time = 6-8 credit hours	6 credit hours
Less than half-time = 1-5 credit hours	1 credit hour
Summer Term	**Required Credit**
Enrollment Status	**Hour Completion**
Summer Full-time 6 or more	5 credit hours
Summer Three-quarter time 5 Credit hours	4 credit hours
Summer Half-time 3-4 credits	3 credit hours
Summer Less than half-time 1-2 Credits	1 credit hour
* Students must also maintain a Cum. GPA of 2.00 or above.	

Request for Adjustment: It is the student's responsibility to request an adjustment to the EITC Financial Aid Office if changes are made after an award has been made. No adjustment can be made to the award due to change in enrollment status after first week of each semester. Adjustment forms can be printed from our website. *www.eitc.edu/ss/apply.cfm*

Financial Aid Application Procedure: Follow the steps listed on "How to apply" on our website at: *www.eitc.edu/ss/apply.cfm* In order to begin the financial aid process each student is required to complete the following:
• Complete the Free Application to Federal Student Aid (FAFSA)
• Submit the EITC Financial Aid Application to the EITC Financial Aid Office

After completing these steps, the student must wait for FAFSA results to see if other documents are required. All required forms can be printed from our website.

Financial Assistance Programs: Please direct all questions regarding financial assistance to the EITC Financial Aid Office, 1600 South 25th East, Idaho Falls, ID 83404, (208) 524-3000, or toll-free 1-800-662-0261, ext. 3311 or 3374.

Financial Aid Disqualification: Failure to comply with the academic standards or the progress eligibility standards will result in ineligibility for student aid.

Reinstatement: Students disqualified from Financial Aid eligibility may regain eligibility by: (1) Attend an additional semester without the assistance of Financial Aid and; (2) Retake the failed or uncompleted credits (See Financial Aid Progress eligibility chart) required to meet satisfactory academic progress (SAP). The student must also meet academic standards as well as financial aid standards to be reinstated. After meeting requirements students must submit a Financial Aid General Appeal to the Financial Aid Office explaining that they have completed requirements and would like to be reinstated for Financial Aid.

Financial Aid Appeals Procedures: Appeal in writing to the Financial Aid Committee and explain any mitigating circumstances that you feel caused the inability to meet minimum standards. An appeal form can be printed from our website. *www.eitc.edu/ss/apply.cfm*

General Appeal: To be used in situations of medical hardship, death in the family, emergencies and other extreme circumstances that effect Satisfactory Academic Progress. Also, to be used by students who correct Financial Aid Eligibility by attending a semester without Financial Aid assistance and reestablish Satisfactory Academic Progress and want to resume assistance.

Maximum Credit Appeal: To be used when a student reaches the maximum time frame allowed by Satisfactory Academic Progress of 96 credits for an associate program and 48 credits for a one-year program.

Special Circumstance Appeals: To be used by students or parents of dependent students who have had loss of income due to situations such as loss of employment, death of parent, divorce of parent or students, or medical expenses that affect income.

Federal Pell Grants: Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. If Congress appropriates sufficient money, grants range in size from $400 to a maximum of $4,050 per year. To apply, see our website at: *www.eitc.edu/ss/apply.cfm*

Federal Supplemental Educational Opportunity Grant: The Federal Supplemental Educational Opportunity Grant (FSEOG) is a program designed to assist students who have exceptionally high financial need. These awards range in size from $200 to $1,000 Seventy-five percent of FSEOG money comes from the federal government with the remaining twenty-five percent coming from institutional funds. The college determines who is eligible and how much each grant will be. Students with Pell Grant eligibility and low estimated family contribution (EFC) will be given priority. The FAFSA is used to determine eligibility. Application deadline is June 1.

Leveraging Educational Assistance Partnership (LEAP): Awards of up to a total of $1,000 per year are from combined state and federal funds. The FAFSA is used to apply. Priority is given to students with unmet needs in excess of $3,000. The student must be an Idaho resident. Application deadline is June 1.

Work-Study: This is a part-time job, through which a portion of educational expenses may be earned, which pays $6.00 per hour to students who are under 30 credits (Freshman). Students having 30 or more credits (Sophomore) may receive $6.75 per hour. Normally you can earn $800 to $4,800 during a nine-month academic year by working 10 to 20 hours per week.

Federal Stafford Student Loan Program (SSL formerly GSL): The Federal Stafford Student Loan Program provides students with long-term, low-interest loans for postsecondary educational expenses. Participating private lending institutions

Financial Aid

provide loan funds. The Federal Stafford Student Loan currently bears a variable interest rate not to exceed 8.25 percent annually on the unpaid balance. Repayment, at a minimum of $50 per month per loan, begins six months after you leave school or drop to a less-than-half-time status. Depending on the total amount borrowed, repayment may extend over a ten year period. Maximum eligibility on the loan is $2,625 per year for first year students. Maximum eligibility for second year students is $3,500 per year.

All applicants for the Federal Stafford Student Loan must complete the Free Application for Federal Student Aid for eligibility to be determined. In addition, Federal Stafford Student Loan applicants must participate in a loan counseling activity called entrance counseling. www.eitc.edu/ss/faapply.cfm See step #3.

Student loan borrowers will be expected to complete an exit counseling activity prior to graduation or withdrawal. Should a student choose to borrow a Federal Stafford Student Loan, they will be required to complete a promissory note. www.eitc.edu/ss/faapply.cfm See step #3.

Students who have not attended EITC and who have not yet had a student loan from our institution will be required to wait 30 days from the 1st day of class to receive their first loan disbursement.

Disbursement of Financial Aid Awards: Financial aid funds are disbursed in equal installments on the first day of class each semester. Funds may be credited to your account to pay registration fees with the balance being disbursed in the form of a check. Pick up checks from the cashier in the business office. Financial aid policies and procedures are subject to change without notice to assure compliance with federal regulations.

Special Considerations – State Aid: Children of any Idaho citizen who is a resident of the state of Idaho on or after June 1, 1972, and who has been determined by the federal government to be a prisoner of war or missing in action in southeast Asia, including Korea, or who shall become so hereafter, in any area of armed conflict in which the United States is a party, shall be admitted to attend any public institution of higher education or public professional-technical college within the state of Idaho without the necessity of paying tuition and fees, and shall be provided $100 for books, supplies, and equipment. Such benefits shall be provided for a period not to exceed 36 months. Documentation of eligibility of the applicant must be submitted to the Financial Aid Office.

SCHOLARSHIP APPLICATION AND INFORMATION

See page 82 for scholarship information and application form or visit our website. www.eitc.edu/ss/fascholarships.cfm

THE DISABLED STUDENT SERVICES OFFICE

Eastern Idaho Technical College is committed to providing educational opportunities to all qualified individuals and, in doing so, complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act

of 1973. The Disabled Student Services Office is available to assist any student who has a documented disability and believes they may benefit from reasonable accommodations. Students are required to self-identify and must provide written documentation of their disability. Reasonable accommodations are provided on a case-by-case basis. It is requested students meet with the Disabled Student Services Officer as early as possible in order for accommodations to be provided in a timely manner.

Students who have questions about accessibility or who wish to request reasonable accommodations should contact the Disabled Student Services Officer in Room 339 or by calling 208-524-3000 ext. 3376.

EITC FOUNDATION

"Our purpose is to insure that the desire for education is met through adequate funding for scholarships and facilities."

The Eastern Idaho Technical College Foundation was founded in 1992. Business and community leaders joined together to help meet the expanding needs of the EITC campus in Idaho Falls. The Foundation, through the generous giving of the eastern Idaho communities, has been instrumental in funding EITC's physical expansion and scholarship needs of EITC students.

Through private funding, the Foundation endeavors to broaden and nurture the visibility and integrity of EITC, making it the northwest's premiere comprehensive technical college. The Foundation solicits and receives gifts, bequests, funds, and property to be held and managed for the benefit of EITC. Gifts support and enhance all educational programs, build classrooms, and provide scholarships.

GENERAL EDUCATION DIVISION

FACULTY
Peggy Nelson, Division Manager
Kathy Judy
Ann Schwalboski
Julia Zapadka

The General Education Division provides courses to augment the technical skills students receive as part of their degree or certification. These courses provide instruction resulting in good written and oral communication skills, critical thinking skills necessary to be successful in any career, and the basic mathematical skills necessary for survival in this ever-changing world. Most importantly, General Education courses inspire students to become life-long learners and provide additional knowledge that is transferable to virtually any occupation, thus enhancing success in those occupations.

Students seeking an Associate of Applied Science (AAS) Degree are required to complete a minimum of 16 credits of General Education courses in the areas of English/ Communication, Mathematics/Computation, and Social Science/Human Relations. Similarly, students seeking Technical Certificates or Advanced Technical Certificates also are required to take classes in related instruction and general education as indicated for each program area.

Associate of Applied Science Degree General Education Requirements

Students should consult the specific program listing of courses regarding general education requirements for that program.

Required General Education Courses:

		CREDITS
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
	(requires COMPASS score >45 in Algebra)	
MAT 143	College Algebra	4
	(requires COMPASS score >61 in Algebra)	
PSY 101	Introduction to Psychology	3*
SOC 101	Introduction to Sociology	3*

Student may petition to take an alternate general education course in lieu of either PSY 101 or SOC 101 only.

Other General Education Options:

		CREDITS
ENG 102	Critical Reading and Writing	3
ENG 202	Technical Communication	3
PHL 150	Applied Ethics	3
POL 101	Introduction to American Government	3
PSY 150	Human Life Span and Development	3

CHE 111	General College Chemistry I	4
	Prerequisite MAT 143	
CHE 112	General College Chemistry II	4
	Prerequisites MAT 143 and CHE 111	

See page 11 (in front section) for information on transferability of credits to other colleges.

DEVELOPMENTAL OR PROGRAM-SPECIFIC COURSES:

BIO 227	Human Anatomy and Physiology I	4
BIO 228	Human Anatomy and Physiology II	4
BIO 250	General Microbiology	3
BIO 250L	Microbiology Lab	1
CSS 101	College Survival Skills	1
ECO 100	Economic Issues	3
ELC 141	Applied Electronics Mathematics I	4
ENG 090	Basic Writing	3
MAT 100	Introduction to Algebra	4
MAT 104	Welding Mathematics	3
MAT 105	Business Mathematics	3
MAT 110	Technical Mathematics	3
OCR 105	Occupational Relations	3
WKP 105	Workplace Spanish	3

BUSINESS, OFFICE, AND TECHNOLOGY DIVISION

AREAS OF STUDY

Accounting Technologies

Accounting Paraprofessional - Associate of Applied Science Degree
Applied Accounting Clerk - Technical Certificate

Business Technologies

Marketing and Management - Associate of Applied Science Degree
Business Technology - Technical Certificate

Computer Networking Technologies

Microsoft Computer Networking Technologies - Associate of Applied Science Degree - Postsecondary Technical Certificate

Electronic Service Technologies

Electronic Service Technician - Associate of Applied Science Degree - Advanced Technical Certificate - Technical Certificate

Legal Technologies

Legal Assistant - Associate of Applied Science Degree - Technical Certificate

Office Technologies

Office Professional - Associate of Applied Science Degree
Office Specialist - Technical Certificate

Web Development Technologies

Web Development Specialist - Associate of Applied Science Degree

Faculty

Timothy Reese, Division Manager	John S. "Jack" Hilby
Gina Armer	Jon Hogge
Doug Atwood	Leslie Jernberg
Mel Coffin	Spence Miller
Carol Deane	Mel Stone
John Galloway	Ron Willford
Christian Godfrey	

The Business, Office, and Technology Division is a combination of all business, secretarial, accounting, computer, legal, and electronic programs. The Division offers certificate and degree programs and coordinates many part-time, short-term, and for-credit class offerings outside the traditional college schedule. The Division also offers and coordinates workshops and seminars for business, industry, and entrepreneurs.

ACCOUNTING TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters
Technical Certificate: two semesters

The Accounting Technologies program is designed to meet the needs of students as they prepare to enter the business world. Students may enter the program in August or January.

The Accounting Paraprofessional option is designed for students whose goal is to become an accounting paraprofessional. Students should have the accounting, computer, communication, and human relations skills to go to work directly upon completion of this program. Students will learn accounting principles and their application in real-world business settings, as well as the impact of emerging technologies on the accounting field.

The Applied Accounting Clerk option is designed to prepare students for entry-level bookkeeping positions. The program was developed so students will have the basic accounting knowledge, computer skills, and communication skills to go to work directly in an entry-level position upon its completion. Basic accounting principles and their applications in real-world business settings are discussed, as well as the impact of emerging technologies on the accounting field.

Program Costs

In addition to the semester registration fees, an accounting technologies student can expect to spend approximately $350 on books and supplies for the one-year program and $575 for the two-year program.

Accounting Paraprofessional

Associate of Applied Science Degree   *63 Credits*

Semester 1

ACC 210	Accounting I	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
	General Education Courses	3-4

Semester 2

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
ACC 221	Accounting Computer Applications	2
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
	General Education Courses	3-4

Semester 3

ACC 226	Excel in Accounting	2
ACC 230	Managerial Cost Accounting	3
OCR 105	Occupational Relations	3
OFP 204	Advanced Word Processing	2
	General Education Courses	6

Semester 4

ACC 222	Personal Income Tax	3
ACC 227	Computerized Business Accounting	2
BOT 216	Supervised Work Experience	3
MGT 215	Business Law	3
	General Education Courses	3

Business, Office, and Technology

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3*
SOC 101	Introduction to Sociology	3*

Student may petition to take an alternate general education course in lieu of either PSY 101 or SOC 101 only. See page 16

Applied Accounting Clerk

Technical Certificate   *30 Credits*

Semester 1

ACC 210	Accounting I	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OCR 105	Occupational Relations	3

Semester 2

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
ENG 090	Basic Writing	3 OR
ENG 101	English Composition	3

BUSINESS TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters, one summer term
Technical Certificate: two semesters

The Business Technologies program has an Associate of Applied Science Degree option in Marketing and Management and a Business Technology Certificate. The AAS Degree in Marketing and Management includes the academic foundations of general education courses in English, communication, human relations, and mathematics with an emphasis on E-commerce and doing business on the internet. The student who completes this option will have a well-rounded educational experience and a variety of occupational area and advancement opportunities.

The Business Technology Technical Certificate option is appropriate

for the student interested in obtaining entry-level skills in a minimum amount of time. Subject areas include sales and customer service, business mathematics, accounting, and other vital entry-level courses. The student who completes this option will make a well-rounded employee in a variety of businesses.

Whichever option the business student may choose, this exciting career field requires strong personal motivation and dedication. When possible, most courses are offered on weekday mornings with the afternoons available for students to participate in the on-the-job sections of the program. The business student is encouraged to join the professional student organization, Delta Epsilon Chi (DEC) that has an active chapter on campus. The membership dues are $20 per year.

Program Costs

In addition to the semester registration fees, a Business Technologies student can expect to spend approximately $400 on books and supplies for the certificate program and $900 for the degree program.

Marketing and Management

Associate of Applied Science Degree   *70 Credits*

Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
MKT 112	Introduction to Marketing	3
MGT 121	Principles of Management	3
	General Education Course	3

Semester 2

ACC 210	Accounting I	3 OR
ACC 110	Quickbooks for the Office	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
BOT 152	Leadership II	1
MKT 103	Sales and Customer Service	3
ECO 100	Economic Issues	3

Summer Term

	General Education Courses	3-7

Semester 3

MKT 120	Marketing on the Internet	3
MGT 216	Human Resource Management	3
MKT 214	Business Advertising	3
MKT 217	Basic Marketing Research	3
	General Education Courses	6

Semester 4

MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 202	Entrepreneurship	3
MKT 222	Practicum IV	1
	General Education Courses	3-4

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3 *
SOC 101	Introduction to Sociology	3 *

Student may petition to take an alternate general education course in lieu of PSY 101 or SOC 101 only. See page 16

Business Technology

Technical Certificate   *35 Credits*

Semester 1

BOT 151	Leadership I	1
COM 101	Fundamentals of Speech	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
MKT 112	Introduction to Marketing	3
MGT 121	Principles of Management	3
OCR 105	Occupational Relations	3

Semester 2

ACC 210	Accounting I	3 OR
ACC 110	Quickbooks for the Office	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
BOT 152	Leadership II	1
ENG 101	English Composition	3
MKT 103	Sales and Customer Service	3

COMPUTER NETWORKING TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters, summer term; Postsecondary Technical Certificate: two semesters

Industry Partners at EITC

EITC is a Novell Education Academic Partner (NEAP), a Microsoft IT Academy, a Cisco Networking Academy Program Regional Academy (CNAP) and a member of the CompTIA Jobs+ program. These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach various Computer Networking Technologies options. Students who successfully complete their program of study and pass the specific industry certification exams are prepared to enter one of the most dynamic and potentially lucrative job markets in today's world economy.

Pathways to Computer Networking Employment

The two-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with an IC3 certification, successfully passing CIS 101 with a grade of "B" or better, or equivalent training and expertise demonstrated by passing a challenge exam.

General education courses provide the opportunity for students to develop critical and creative thinking, computation, and communication skills. This degree prepares students for supervisory responsibilities as well as technical employment. Courses in the first and second semesters provide the foundation for the industry-specific courses offered in the third and fourth semesters. It is strongly recommended that all students complete as many general education courses as possible prior to entering the third semester.

Entry into the third semester is dependent upon successful completion of all CNT courses required in the first and second semesters and requires instructor approval. In the event that more than 20 students qualify and elect to pursue the specialization, admission into that specialization will be based upon the overall GPA earned in the first and second semesters.

The two-semester certificate option is designed for students who are involved in the IT industry, have prior computer and networking skills, and wish to prepare for the certification exams only: Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE). Entry into this two-semester program requires instructor approval.

Industry Testing for Certification

Upon completion of the appropriate industry specific courses or program, students may proceed to the industry exam process. Certification exams are administered by EITC through VUE or by a Sylvan Prometric testing center. The certification exams average $125 per exam. The first and second semesters provide preparation for up to four introductory certification exams, and the third and fourth semesters provide preparation for up to eight specialized certification exams. The minimum number of exams for MCSE/MCSA is seven.

Program Costs

In addition to the semester registration fees, a Computer Networking Technologies student can expect to pay approximately $700 on books and supplies. In the first semester of the AAS option, students will be required to purchase the components for a computer, which they will assemble as part of their course work. The cost of these components is approximately $1,000. In addition, students should budget the money required for taking the very important and necessary industry certification exams described above.

Microsoft Computer Networking Technologies

Associate of Applied Science Degree   *80-81 Credits*

Semester 1

CNT 101	Microcomputer Concepts/ Intro to Networking	4
CNT 102	Peer to Peer Networking	2
CNT 103	Introduction to UNIX	3
CNT 150	Desktop/Client Computer Operating Systems	4
CNT 275	Cisco Internetworking Technologies	4

Semester 2

CNT 108	Intro to TCP/IP Wide Area Networks	3
CNT 202	Advanced UNIX/Linux	4
CNT 276	Cisco Router Setup and Operation	4
ELC 203	Introduction to Computer Programming	3
MAT 123	Mathematics in Modern Society	4

Summer Term

	General Education Courses	9

Business, Office, and Technology

Semester 3

CNT 243	Planning and Maintaining a Microsoft Server Network Infrastructure	4
CNT 261	Managing & Maintaining a Microsoft Network Server Environment	4
CNT 262	Implementing and Maintaining a Microsoft Server Network Infrastructure	4
CNT 277	Cisco Network Segmentation and Protocol Encapsulation	4
	General Education Course	3

Semester 4

| CNT 210	Supervised Work Experience	3
CNT 241	Designing a Microsoft Network Server Active Directory Infrastructure	4
CNT 263	Implementing and Maintaining a Microsoft Server Active Directory Infrastructure	4
CNT 278	Cisco WAN Technologies	4
	Plus one CNT Elective	2-3

CNT Electives

CNT 242	Designing Security for Microsoft Networks	2
CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL	3
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
CNT 265	Implementing and Administering Security In a Microsoft Server Network	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3*
SOC 101	Introduction to Sociology	3*

Student may petition to take an alternate general education course in lieu of either PSY 101 OR SOC 101 only. See page 16
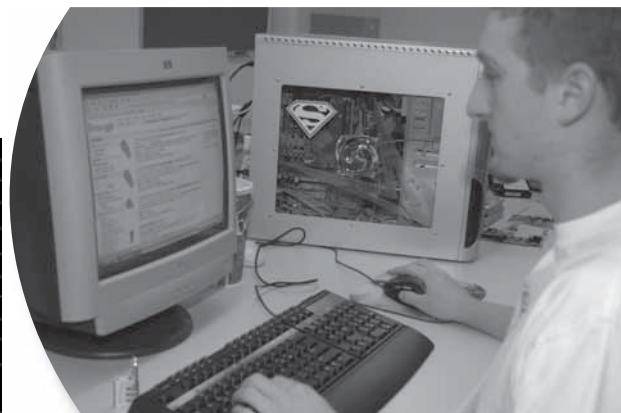
Microsoft Certified Systems Engineer (MCSE) Certification Track

Postsecondary Technical Certificate   26-27 Credits

Semester 1

CNT 150	Desktop/Client Computer Operating Systems	4
CNT 243	Planning and Maintaining a Microsoft Server Network Infrastructure	4
CNT 261	Managing & Maintaining a Microsoft Network Server Environment	4
CNT 262	Implementing and Maintaining a Microsoft Server Network Infrastructure	4

Semester 2

CNT 241	Designing a Microsoft Network Server Active Directory Infrastructure	4
CNT 263	Implementing and Maintaining a Microsoft Server Active Directory Infrastructure	4
	Plus one CNT Elective	2-3

CNT Electives

CNT 242	Designing Security for Microsoft Networks	2
CNT 255	Implementing & Supporting Microsoft Exchange Server	3
CNT 256	Administering Microsoft SQL Server	3
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
CNT 265	Implementing and Administering Security in a Microsoft Server Network	3

ELECTRONIC SERVICE TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters and one summer term.
Advanced Technical Certificate: four semesters
Technical Certificate: three semesters and one summer term

Graduates of the EITC Electronic Service Technologies Program find excellent opportunities available to them in a wide range of electronic career-related fields. During the first year, students learn to use basic building blocks for analog electronics to troubleshoot and repair various electronic devices and equipment, employing the mathematical approach to problem solving.

Second-year students use knowledge gained during the first year of study along with concepts fundamental to digital electronics to diagnose, repair, and interface digital equipment, personal computers, and local and wide area networks. During the two years of study, strong emphasis is placed on actual hands-on training. Students utilize modern test equipment in a laboratory setting for experimentation, troubleshooting, and repair of analog and digital electronic equipment.

Entry into the second year of the program is dependent on the successful completion of all first and second semester classes OR approval of the second year program instructor. Students who successfully complete both years of study will earn an Associate of Applied Science Degree.

Program Costs

In addition to the semester registration fees, an Electronic Service Technician student can expect to spend an approximate total of $750 on books, tools, and supplies during the first year of the program and approximately $1,500 during the second year.

Electronic Service Technician

Associate of Applied Science Degree   78 Credits

Semester 1

CIS 101	Computer Information Systems	3
ELC 125	Direct and Alternating Current Theory	5
ELC 126	Direct and Alternating Current Applied Laboratory	4
ELC 127	Direct and Alternating Current Computer Assisted Laboratory	2
	General Education Course	3

Semester 2

ELC 121	Discrete Device Theory	5
ELC 123	Discrete Device Applied Laboratory	4
ELC 124	Discrete Device Computer Assisted Laboratory	2
ELC 141	Applied Electronics Math I	4
	General Education Course	3

Summer Term

MAT 123	Mathematics in Modern Society	4
	General Education Course	3

Semester 3

ELC 106	Video & Communications Systems Theory	3
ELC 107	Video & Communications Systems Lab	4
ELC 207	Digital Electronics	6
ELC 208	Digital Electronics Laboratory	6

Semester 4

ELC 203	Introduction to Computer Programming	3
ELC 206	Microprocessors and Computer Systems Lab	4
ELC 209	Microprocessors and Computer Systems Theory	4
ELC 250	Supervised Work Experience	3
	General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3 *
SOC 101	Introduction To Sociology	3 *
MAT 123	Mathematics In Modern Society	4

Student may petition to take an alternate general education course in lieu of either PSY 101 or SOC 101 only. See page 16

Electronic Service Technician
Advanced Technical Certificate 68 Credits

Semester 1

CIS 101	Computer Information Systems	3
ELC 125	Direct and Alternating Current Theory	5
ELC 126	Direct and Alternating Current Applied Laboratory	4
ELC 127	Direct and Alternating Current Computer Assisted Laboratory	2
	General Education Course	3

Semester 2

ELC 121	Discrete Device Theory	5
ELC 123	Discrete Device Applied Laboratory	4
ELC 124	Discrete Device Computer Assisted Laboratory	2
ELC 141	Applied Electronics Math I	4
	General Education Course	3

Semester 3

ELC 106	Video & Communications Systems Theory	3
ELC 107	Video & Communications Systems Lab	4
ELC 207	Digital Electronics	6
ELC 208	Digital Electronics Laboratory	6

Semester 4

ELC 203	Introduction to Computer Programming	3
ELC 206	Microprocessors and Computer Systems Lab	4
ELC 209	Microprocessors and Computer Systems Theory	4
ELC 250	Supervised Work Experience	3

Required General Education Courses
Choose ONE of the following

COM 101	Fundamentals of Speech	3 OR
ENG 101	English Composition	3

Plus ONE of the following

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction To Sociology	3 OR
OCR 105	Occupations Relations	3

Electronic Service Technician
Technical Certificate 42 Credits

Semester 1

CIS 101	Computer Information Systems	3
ELC 125	Direct and Alternating Current Theory	5
ELC 126	Direct and Alternating Current Applied Laboratory	4
ELC 127	Direct and Alternating Current Computer Assisted Laboratory	2

Semester 2

ELC 121	Discrete Device Theory	5
ELC 123	Discrete Device Applied Laboratory	4
ELC 124	Discrete Device Computer Assisted Laboratory	2
ELC 141	Applied Electronics Math I	4

Summer Term

	General Education Courses	6

Semester 3

ELC 106	Video & Communications Systems Theory	3
ELC 107	Video & Communications Systems Lab	4

General Education Courses
Choose ONE of the following

COM 101	Fundamentals of Speech	3 OR
ENG 101	English Composition	3

Plus ONE of the following

OCR 105	Occupational Relations	3 OR
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

LEGAL TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters, one summer term

Technical Certificate: two semesters, one summer term

The Legal Assistant option provides education for students to enter the legal paraprofessional field. The option requires students to study the practical application of real estate law; criminal law; administrative law; family law; bankruptcy; the laws for wills, trusts, and estates; law of business organizations; and one year of legal research and writing. As a part of this option, students are required to prepare resumes and cover letters and seek out interviews for placement in a 150-hour internship with a law office or legal unit in a related field.

The Legal Assistant option curriculum has been developed to incorporate core competencies established by the American Association of Paralegal Educators. This includes 19 credit hours in general education as well as good office skills in operations and management.

Entrance Requirements:

- COMPASS scores at or above 68 in reading and writing skills.
- Applicants must demonstrate a keyboarding speed of 25 wpm with 90% accuracy at entry level. Students may arrange for a keyboarding test through the EITC Librarian.
- Two letters of recommendation: one personal (friend or relative), one professional (teacher or business associate).
- An interview with program director/instructor.

Program Costs

The Legal Assistant should expect to spend approximately $600 for books and supplies the first year and $600 the second year. Legal Technologies students are strongly encouraged to participate in their respective student organizations; annual dues are $20.

Legal Assistant

Associate of Applied Science Degree　　　　*73 Credits*

Semester 1

OFP 110	Keyboarding	3
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
LGL 101	Introduction to Legal Assisting	3
LGL 103	Legal Terminology	3
LGL 104	Legal Document Drafting	2
	General Education Course	3

Semester 2

ACC 210	Accounting I	3 OR
ACC 110	Quickbooks for the Office	3
OFP 118	Word Processing	3
BOT 152	Leadership II	1
LGL 102	Law Office Procedure and Technology	3
LGL 110	Civil Litigation I	3
	General Education Course	3

Summer Term

	General Education Courses	7

Semester 3

OFP 204	Advanced Word Processing	2
LGL 204	Estate Planning and Probate	2
LGL 207	Procedures of Bankruptcy Law	3
LGL 218	Basic Legal Research	3
LGL 211	Civil Litigation II	3
	General Education Course	3

Semester 4

OFP 244	Speedbuilding	1
LGL 208	Family Law	3
LGL 210	Internship	3
LGL 212	Criminal Law	3
MGT 215	Business Law	3
	General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4

Choose two of the following:

ENG 102	Critical Reading and Writing	3 OR
ENG 202	Technical Communication	3
PSY 101	Introduction to Psychology	3 * OR
SOC 101	Introduction to Sociology	3 *

Choose one from the other General Education options on page 16. Students may petition to take PSY 101 and SOC 101, but they must take ENG 102 OR 202 instead of choosing a course from the list.

Legal Assistant

Technical Certificate　　　　37 Credits

Semester 1

OFP 110	Keyboarding	3
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
LGL 101	Introduction to Legal Assisting	3
LGL 103	Legal Terminology	3
LGL 104	Legal Document Drafting	2
ENG 101	English Composition	3

Semester 2

ACC 210	Accounting I	3 OR
ACC 110	Quickbooks for the Office	3
OFP 118	Word Processing	3
BOT 152	Leadership II	1
LGL 102	Law Office Procedure and Technology	3
LGL 110	Civil Litigation I	3
MAT 105	Business Mathematics	3

Summer Term

LGL 210	Internship	3

OFFICE TECHNOLOGIES

Length of Program
Associate of Applied Science Degree: four semesters
Technical Certificate: two semesters

The Office Technologies Program offers two options for the student interested in office support. Graduates of the Office Technologies program find excellent opportunities available to them in a wide range of career-related fields.

The Office Professional Associate of Applied Science Degree is available for the student who is interested in providing advanced technical computer and administrative support to a business. This program prepares students to perform word processing, spreadsheet, database, web design, graphic, and communications applications. Additionally, they use software to solve business problems and make business decisions, maintain hardware and peripherals, troubleshoot, and tailor existing software. They also provide input regarding hardware and software capability and specifications, manage and execute projects, manipulate and manage information, improve employee performance, and enhance overall efficiency and effectiveness of the organization in line with business goals.

The Office Specialist Technical Certificate is designed for the student who is interested in gaining entry-level knowledge, skills and attitudes necessary for an office specialist. Students completing this option will be prepared to provide office support by applying information and computer technologies to support work processes, manipulate and manage information, and enhance overall efficiency and effectiveness of the organization. The students complete courses in office concepts, communications and computer applications.

Entrance Requirements
Keyboarding of 25 wpm for one minute with no more than five errors minimum. Students may arrange for a keyboarding test through the EITC Librarian.

Program Costs
In addition to the semester registration fees, an Office Technologies student can expect to spend approximately $450 on books and supplies for the certificate program and $1,200 for the degree program. Students may also incur additional costs in updating/purchasing software and taking industry certification exams.

Office Professional
Associate of Applied Science Degree   *65 Credits*

Semester 1

OFP 110	Keyboarding	3
OFP 123	Business Machines	1
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
	General Education Courses	6

Semester 2

OFP 118	Word Processing	3
OFP 140	Electronic Office Concepts	3
OFP 142	Business Spreadsheets	3
BOT 152	Leadership II	1
ACC 110	QuickBooks for the Office	3
	General Education Course	3

Semester 3

OFP 204	Advanced Word Processing	2
OFP 227	Database Management	3
CIS 234	Computer Assisted Graphics	3
MGT 216	Human Resource Management	3
	General Education Courses	7

Semester 4

OFP 141	Business Presentations	3
OFP 244	SpeedBuilding	1
BOT 216	Supervised Work Experience	3
OFP 230	Desktop Publishing	3
OFP 250	Office Procedures	4

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3*
SOC 101	Introduction to Sociology	3*

Student may petition to take an alternate general education course in lieu of either PSY 101 or SOC 101 only. See page 16.

Office Specialist
Technical Certificate   *33 Credits*

Semester 1

OFP 110	Keyboarding	3
OFP 123	Business Machines	1
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
SOC 101	Introduction to Sociology	3 OR
PSY 101	Introduction to Psychology	3 OR
OCR 105	Occupational Relations	3
COM 101	Introduction to Speech	3

Semester 2

OFP 118	Word Processing	3
OFP 140	Electronic Office Concepts	3
OFP 142	Business Spreadsheets	3
BOT 152	Leadership II	1
ACC 110	QuickBooks for the Office	3
ENG 101	English Composition	3

Business, Office, and Technology

WEB DEVELOPMENT TECHNOLOGIES

Length of Program

Web Development Specialist
Associate of Applied Science Degree
4 Semesters

The Web Development Specialist program emphasizes web construction from the ground up while providing valuable presentation, negotiation and collaboration skills needed for success in today's information-driven world. Graduates can develop, deploy, market and maintain dynamic websites for a variety of client needs, including e-commerce, promotional, and informational sites. Advanced students develop portals for business, industry, and government, as well as educational and nonprofit websites. The program is designed for individuals who would like to work as an independent contractor providing web development services or work for an organization that can benefit from Internet solutions.

The two-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with an IC3 certification, successfully passing CIS 101 with a grade of "B" or better, or equivalent training and expertise demonstrated by passing a challenge exam.

Upon completion of an Internet portfolio, your degree requirements, and successfully passing industry certification exams, you will be prepared to gain access to high-tech jobs. Positions available to graduates include webmaster, web application developer, Internet database administrator, independent Internet developer, Internet/Intranet developer, web administrator, or web editor.

Program Costs

In addition to the semester registration fees, a Web Development Technologies student can expect to spend approximately $600 on books and supplies, $400 on software and hosting services, and $500 on certification exams.

Industry Partners & Certifications

Eastern Idaho Technical College's Web Development Specialist curriculum is mapped to industry certifications with our academic partners including Certified Internet Webmasters, World Organization of Webmasters, Macromedia, Microsoft and Sun Microsystems.

Web Development Specialist

Associate of Applied Science Degree   *65 Credits*

Semester 1

CIS 145	Internetworking Technologies	4
BOT 151	Leadership I	1
OFP 227	Database Management	3
CIS 231	Web Page Design	3
MKT 112	Introduction to Marketing	3
	General Education Course	3-4

Semester 2

BOT 152	Leadership II	1
CIS 235	Advanced Web Site Design	3
CIS 236	Web Development Tools	3
CIS 239	Advanced Data Management	3
ELC 203	Introduction to Computer Programming	3
	General Education Course	3-4

Semester 3

CIS 234	Computer Assisted Graphics	3
CIS 238	Database Driven Websites	3
MKT 120	Marketing on the Internet	3
	General Education Courses	6-7

Semester 4

OFP 230	Desktop Publishing	3
BOT 216	Supervised Work Experience	3
CIS 240	Emerging Technologies of the Internet	3
CNT 261	Managing and Maintaining a Microsoft Network Server Environment	4
	General Education Course	3-4

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3 *
SOC 101	Introduction to Sociology	3 *

*Student may petition to take an alternate general education course in lieu of either PSY 101 or SOC 101 only. See page 16

Enhancements

BOT 251	Leadership III	1
BOT 252	Leadership IV	1
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
OCR 105	Occupational Relations	3

HEALTH PROFESSIONS DIVISION

Areas of Study

Dental Assisting
Technical Certificate
Medical Assistant
Associate of Applied Science Degree
Medical Office Specialist
Technical Certificate
Practical Nursing
Advanced Technical Certificate
Surgical Technology
Associate of Applied Science Degree

Faculty

Kathleen Nelson, Division Manager
Shirley Bame
Marlene Brinkerhoff
Becky Chapman
Lorie Hoffman
Elaine Miller
Cindy Mills
Susan Norby
Raeleen Roberts
Susan Sorensen
Sydney Zohner

Workplace research shows that one of the most rapidly growing areas of employment is health care. EITC's Health Professions Division is a combined group of programs consisting of Practical Nursing, Dental Assisting, Medical Assisting, and Surgical Technology. These programs provide students with the knowledge and skills that enable them to join other professionals in this expanding career field. Students may take courses in the Health Professions Division prior to declaring a major field of study.

Students entering the Health Professions Division will have a faculty advisor. The faculty advisor and the student are responsible for outlining the appropriate classes needed for the student.

Students are subject to the policies of the program they select. They will be given a policies and procedures manual at the beginning of the professional portion of the program and will be required to sign a document of understanding. Individuals who have been charged and/or convicted of a felony may experience difficulty becoming licensed, certified, or registered and finding employment in health care. It is recommended that prior to enrollment the applicant contact the appropriate state regulatory agency. Criminal background checks are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Criminal background checks are required to meet clinical practicum site requirements.

All Health Professions Division students, regardless of program, must provide the following information prior to being accepted in the professional courses:
1. Documentation of the following current immunizations is required:
   • Diphtheria, Pertussis, Tetanus (DPT)
   • Mumps, Measles, and Rubella (MMR) or two vaccinations or Rubella and Rubeola titers
   • Hepatitis B series
   • Polio
   • History of chicken pox or varicella vaccination
2. Proof of an annual TB skin test
3. Documentation of health insurance

DENTAL ASSISTING

Length of Program
Technical Certificate: two semesters, one summer term

The Dental Assisting program at EITC consists of classroom training, clinical skills training, and clinical experience in area dental offices. The program's curriculum follows Idaho State Board of Dentistry guidelines. The curriculum provides the training necessary to become an integral part of the dental profession and offers the student supervised training to become a dental assistant. With this education and two years of clinical experience, graduates may sit for the National Certified Dental Assistant exam.

Entrance Requirements
In addition to the above listed entrance requirements:
• COMPASS Test score of 68 or higher in reading and writing skills and 45 or higher in pre-algebra.
• An interview with program director/faculty may be required.

Program Continuation Requirements
• All core and program specific courses must be passed with a minimum of 70%, and must be passed consecutively before continuing on to the next course.
• All core and program courses must be passed before a student will be permitted to start the externship.

Program Costs
In addition to the semester registration fees, a Dental Assisting student can expect to spend an approximate total of $1,200 on books, supplies, liability insurance, CPR, first aid and dental conventions.

Dental Assisting
Technical Certificate   *41 Credits*

Semester 1

BIO 250	General Microbiology	3
BIO 250-L	General Microbiology Laboratory	1
DTL 121	Orientation to Dental Assisting/Office Management	2
DTL 124	Basic Dental Sciences & Medical Situations	3
DTL 125	Dental Operatory Procedures	4
DTL 126	Dental Radiology	4

Semester 2

CIS 101	Computer Information Systems	3
DTL 127	Dental Clinical	2
DTL 128	Dental Specialties	4
DTL 131	Dental Lab Materials and Expanded Functions	3
ENG 101	English Composition	3
OCR 105	Occupational Relations	3

Summer Term

DTL 132	Supervised Work Experience	6

Health Professions

MEDICAL ASSISTANT

Length of Program

Associate of Applied Science Degree: four semesters, one summer term

Technical Certificate: two semesters, one summer term

A Medical Assistant is a multi-skilled allied health professional dedicated to assisting physicians administratively and/or clinically in outpatient settings such as the physician's office, walk-in clinics, and hospitals. Medical Assistants perform a variety of health care tasks because they possess basic skills in multiple areas of patient care. Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing secretarial skills and medical transcription, handling telephone calls, and writing correspondence. Clinical duties include recording patient information and taking vital signs, using sterile techniques and infection control, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, phlebotomy, and assisting with patient care under a physician's supervision.

The Eastern Idaho Technical College's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). All graduating students of the Associate Degree Program are eligible to sit for the AAMA Certification Examination, and, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

Individuals who have been charged and/or convicted of a felony will not be eligible to sit for the national certification examination unless the Certifying Board of the AMA grants a waiver based on one or more of the mitigating circumstances listed in Disciplinary Standards as published in the Professional Medical Assistant Journal.

A Medical Office Specialist is an allied health professional whose primary focus is the administrative duties of a health care facility. These administrative duties include patient scheduling and reception, maintenance of medical records, insurance coding and billing, and electronic claims processing. Additional education in medical and insurance terminology, insurance claims completion, procedural and diagnostic coding, anatomy and physiology, computer skills, and medical transcription will be included.

Entrance Requirements
- Demonstrate a keyboarding speed of 35 wpm with 90% accuracy
- Two letters of recommendation from an instructor, teacher, health care provider, or employer.
- An interview with program director/faculty is required.

Program Costs

In addition to the registration fees, students can expect to spend approximately $1,000 on books, supplies and miscellaneous fees per year in the Medical Office Specialist and Medical Assistant options.

Medical Assistant

Associate of Applied Science Degree   *65 Credits*

Semester 1

CIS 101	Computer Information Systems	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4
PSY 101	Introduction to Psychology	3

Semester 2

BIO 250	General Microbiology	3
BIO 250-L	General Microbiology Laboratory	1
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
SOC 101	Introduction to Sociology	3

Semester 3

HCT 105	Phlebotomy	2
HCT 109	Medical Ethics	2
HCT 113	Medical Coding	3
MAS 103	Clinical Skills for Medical Assistants I	3
MAS 111	Admin Skills for Medical Assistants I	3
MAS 120	Diseases of the Human Body	2

Semester 4

COM 101	Fundamentals of Speech	3
HCT 114	Medical Billing	3
MAS 101	Pharmacology for Health Professions	2
MAS 112	Admin Skills for Medical Assistants II	3
MAS 203	Clinical Skills for Medical Assistants II	3
MAS 205	Administration of Medications	2

Summer Term

MAS 210	Externship II	6

Health Professions

Medical Office Specialist
Technical Certificate *35 Credits*

Semester 1

CIS 101	Computer Information Systems	3
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4
MAS 111	Admin Skills for Medical Assistants I	3

Semester 2

HCT 109	Medical Ethics	2
HCT 113	Medical Coding	3
HCT 114	Medical Billing	3
MAS 112	Admin Skills for Medical Assistants II	3
MAT 123	Mathematics in Modern Society	4

Summer Term

MAS 106	Externship I	3

Enhancements

HCT 105	Phlebotomy	2
MAS 101	Pharmacology for Health Professions	2

PRACTICAL NURSING

Length of Program

Advanced Technical Certificate: Approximately three semesters, one summer term

The Practical Nursing Program is operated with the approval of the State Board of Nursing. The student graduates with an Advanced Technical Certificate and is required to pass a state licensure examination to become a licensed practical nurse.

The first semester classes may be taken full-time or part-time in the fall or spring. Applicants who complete all prerequisite courses with a "C" or better and have fulfilled all of the other entrance requirements are eligible to be accepted into the nursing program.

Practical nurses are integral members of the health care team who care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Practical nurses assess clients for educational, physiological, psychosocial, comfort, and safety needs; assist in planning and coordinating care; and gather data. They provide basic bedside care, take vital signs, do dressings and treatments, insert catheters, collect samples from clients for testing, perform routine laboratory tests, administer prescribed medications, and start intravenous fluids. Some experienced LPN's supervise unlicensed assistive personnel.

Practical nurses are employed in hospitals, long-term care facilities, behavioral health facilities, home health agencies, clinics, and physicians' offices. LPN's should have a caring, empathetic nature. They should be emotionally stable because work with the sick and injured can be stressful. As a part of the health care team, they must be able to follow orders and work under close supervision. Depending on the area, intermittent periods of sitting, standing,

walking, reaching and twisting; and occasional need for squatting, bending, kneeling, lifting, and carrying may be required. They require full range of body motion, manual and finger dexterity, and hand-eye coordination. Mental requirements include assessing and planning, calculating, analyzing, sorting, comparing, listening, decision-making, and reading comprehension.

Individuals who have been charged and/or convicted of a felony may not be able to sit for the licensure exam unless the Board of Nursing grants a waiver. Such individuals are encouraged to self-disclose to the program coordinator and contact the Board of Nursing before proceeding with the practical nursing program. Criminal background checks are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Criminal background checks are necessary to meet clinical practicum site requirements.

Entrance Requirements

In addition to the requirements for all health care programs, the applicant must have:

- Documentation of CNA certification
- Current Health Care Provider level CPR.
- Current First Aid certification.
- Two letters of recommendation from a professional (teacher or counselor) and an employer.
- Possible panel interview with the program coordinator/instructor may be required.
- Admission packet submitted by spring deadline of March 1. Incomplete packets will not be considered for admission.
- Pass criminal background check as mandated by program.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of $3,500 on books, uniforms, supplies, criminal background check, and testing for the entire program.

Practical Nursing

Advanced Technical Certificate　　　　*58-62 Credits*

Prerequisites to be done prior to entering the professional component of the program in the Summer Term

BIO 250	General Microbiology	3
BIO 250-L	General Microbiology Laboratory	1
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
BIO 227	Human Anatomy and Physiology I	4
BIO 228	Human Anatomy and Physiology II	4 OR
HCT 103	Introduction to Anatomy and	
	Physiology and Laboratory	4
HCT 110	Nutrition	2
HCT 111	Growth and Development OR	2
PSY 150	Human Life Span and Development	3
HCT 118	Certificated Nursing Assistant Training	
	OR CNA Certification	4
MAT 110	Technical Mathematics	3 OR
MAT 123	Mathematics in Modern Society	4 OR
MAT 143	College Algebra	4

Professional Component

Summer Term

NRS 106	Nursing Skills I	4

Semester 3

NRS 107	Introduction to Pharmacology	3
NRS 109	Nursing Skills II	4
NRS 111	Medical/Surgical Nursing I	3
NRS 135	Nursing Practicum I	3
NRS 142	Mental Health Nursing	2

Semester 4

NRS 201	Maternal/Child Nursing	2
NRS 202	Medical/Surgical Nursing II	3
NRS 203	Nursing Practicum II	8
NRS 205	IV Therapy Part II	2
NRS 206	LPN Management	2

SURGICAL TECHNOLOGY

Length of Program

Associate of Applied Science Degree: four semesters

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other health care professionals delivering patient care before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field and handling surgical instruments and supplies.

Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Intermittent periods of standing, sitting, walking, reaching, twisting, squatting, bending, kneeling, lifting and carrying is required. They require full range of body motion, manual and finger dexterity, and hand-eye coordination. Mental requirements include assessing and planning, calculating, analyzing, sorting, comparing, listening, and decision-making. Surgical technologists need manual dexterity to handle instruments quickly. They also must be conscientious, orderly, and emotionally stable to handle the demands of the operating room environment. Recommended high school courses include health, health professions, anatomy and physiology, biology, chemistry, and mathematics.

Surgical Technologists are employed in hospital operating rooms, delivery rooms, emergency departments, ambulatory care areas, and central supply departments. They are also employed in surgery centers and in physicians', surgeons' and dental offices.

Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the Surgical Technology Program awards all graduating students an Associate of Applied Science Degree rendering them eligible to sit for the Association of Surgical Technologist National Certification Exam. Upon passing the examination, the individual earns the Certified Surgical Technologist (CST) credential.

Criminal background checks are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Criminal background checks are necessary to meet clinical practicum site requirements.

Entrance Requirements

In addition to the entrance requirements for all health care programs (see page 25) the student must have:
- Health Care Provider CPR certification
- Interview with Program Director
- Two letters of recommendation from a professional (teacher and healthcare provider)
- Criminal background checks as mandated by program
- First Aid

Program participants will be selected based on the date completed packets are submitted to the Office of the Division Manager for Health Professions. Program admission packets will not be accepted after the spring deadline of March 1. Incomplete packets will not be considered for admission. Students may pick up program admission packets from the Office of the Division Manager for

Health Professions

Health Professions. Students are only eligible to submit program admission packets at the time they are enrolled in the semester in which they will complete all courses listed in semester 1 and semester 2. Program admission packets will be received in the Office of the Division Manager for Health Professions beginning the first Monday in October thru the first Monday in December and again beginning the first Monday in February thru March 1.

Program Continuation Requirements
• All core and program specific courses must be passed with a minimum of 70%, and must be passed consecutively before continuing onto the next courses.

Program Costs
In addition to the registration fees, students can expect to spend approximately $2,000 on books, supplies, and miscellaneous fees while completing the Surgical Technology Program Associate of Applied Science Degree.

SOC 101	Introduction to Sociology	3
Semester 3		
SRT 101	Operating Room Techniques I	4
SRT 102	Surgical Procedures I	4
SRT 103	Preparation of the Surgical Patient	3
SRT 104	Clinical Practicum	5
SRT 105	Pharmacology for Surgical Technologists	2
Semester 4		
SRT 201	Operating Room Techniques II	4
SRT 202	Surgical Procedures II	4
SRT 204	Advanced Clinical Practicum	8
Enhancements		
OCR 105	Occupational Relations	3
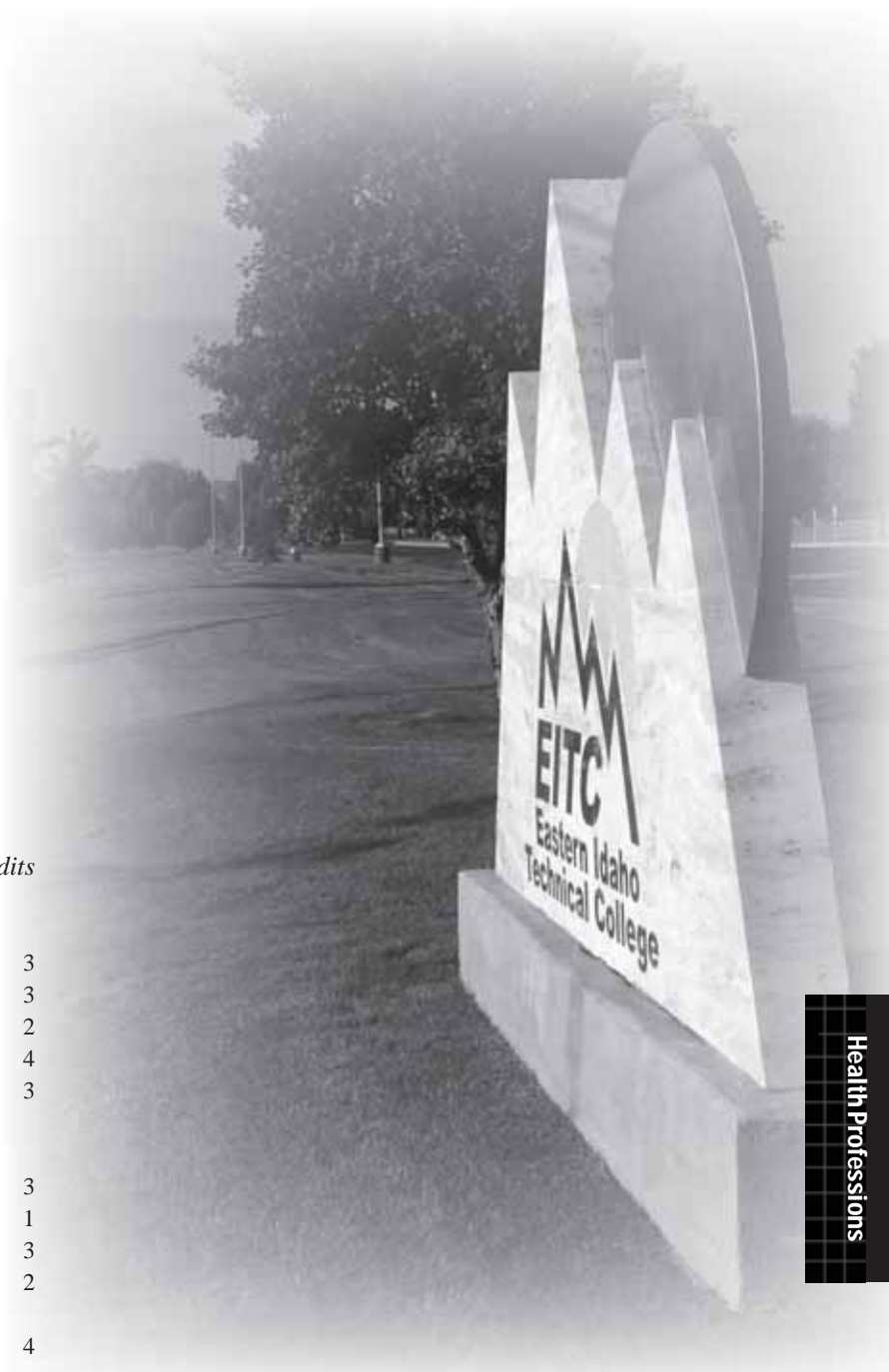
Surgical Technology
Associate of Applied Science Degree   *65 Credits*

Semester 1		
CIS 101	Computer Information Systems	3
COM 101	Fundamentals of Speech	3
HCT 100	Introduction to Health Professions	2
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3
Semester 2		
BIO 250	General Microbiology	3
BIO 250-L	General Microbiology Laboratory	1
ENG 101	English Composition	3
HCT 101	Medical Terminology	2
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4

TRADES AND INDUSTRY DIVISION

Areas of Study

Automotive Technology – Associate of Applied Science Degree, Advanced Technical Certificate, Technical Certificate, Postsecondary Technical Certificates

Diesel Technology – Associate of Applied Science Degree, Advanced Technical Certificate, Postsecondary Technical Certificates

Welding Technology – Associate of Applied Science Degree, Advanced Technical Certificate, Technical Certificate

Length of Program

Associate of Applied Science Degree: four semesters, one summer term, one night class.
Advanced Technical Certificate: four semesters
Technical Certificate: two semesters
Postsecondary Technical Certificate: varies

Faculty

Val Chambers, Division Manager
Kyle Kofford
Dale McPherson
Kent Berggren
Bill Swenson

The Mechanical Trades Program is designed to meet the demand for trained technicians to repair, service, and overhaul a variety of automotive, construction, industrial, farm, and trucking industry vehicles. The program provides training using the latest competency-based curriculum and hands-on experiences.

The State of Idaho and Eastern Idaho Technical College have adopted the Automotive Service Excellence (ASE) task list as guidelines for our automotive programs. Our Automotive Technology program has met the criteria for certification in each of the eight areas of study listed by the National Automotive Technicians Education Foundation (NATEF). Our course numbering system has an ASE prefix, which designates our compliance with their regulations. Our students are trained
to meet ASE certification standards. Upon completion of our program and one year of successful employment in the automotive field, a student should be prepared to take and pass the ASE certification tests. EITC is the official ASE certification test facility for area industries.

Applicants must possess a valid driver's license at the time of application and must maintain one throughout the program. It is recommended that applicants possess strong computer skills prior to enrolling in the program. Applicants must have proven mechanical aptitude, good health and vision, as well as a strong desire to work in a mechanical trades area. By demonstrating their ability to perform at minimum industry standards, students who have had previous mechanical training may be enrolled in an advanced program structured to build upon their existing skills.

Upon completion of the theory portion of some courses, the student will complete the practical experience of that course. Practical experience (practicum) is included in the program. The practicum portion of those units identified may be completed either in the College lab or in an approved work experience training station in a local service facility. Instructors will arrange all off-campus work experience sites. Troubleshooting and repairs will be performed on mock-ups and live work projects as they are available.

The National Institute for the Automotive Service Excellence has certified the instructors in Automotive Technology program. Short-term classes are available in specialty areas for which students may earn specialized Postsecondary Technical Certificates. For times and dates, contact the Trades and Industry Division at 524-3000, extension 3356.

The Diesel Technology portion of the Mechanical Trades program is designed to pick up where the Automotive Technical Certificate leaves off. Students may elect this option at any time during their first and second semesters. During their third and fourth semesters, emphasis will be on training for maintenance and repair of late model equipment, such as that used by the trucking and construction industries. Students in good standing and near the top of their class may qualify for supervised work experience at local industry shops when available. Alumni from this program are among local industry leaders and provide scholarships and technical support to ensure continued success.

Program Costs

In addition to the semester registration fees, a Mechanical Trades student can expect to spend an approximate total of $2000 on books and tools for the entire program and approximately $55 per semester for coverall rental.

AUTOMOTIVE TECHNOLOGY

Automotive Technology
Associate of Applied Science Degree   *78 Credits*

Semester 1

ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2

MAT 110	Technical Mathematics	3
MTD 101	Industrial Safety and Report Writing	3

Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2
ENG 101	English Composition	3

Summer Term

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3
	General Education Elective	3

Semester 3

ASE 183	Gasoline Fuel Systems	2
ASE 221	Computer Controlled Automatic Transmissions	3
ASE 242	Computerized Suspension & Steering Systems	2
ASE 252	Antilock & Power Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 264	Advanced Automotive Electronic Component Testing and Safety	3
COM 101	Fundamentals of Speech	3

Semester 4

ASE 184	Basic Computer Controlled Engines Systems	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
ASE 293	New Generation OBD III	3
OCR 105	Occupational Relations	3

Recommended Night Course in Fall or Spring Semester

MAT 123	Mathematics in Modern Society	4

Enhancement

CIS 101	Computer Information Systems	3

Automotive Technology
Advanced Technical Certificate — *62 Credits*

Semester 1

MTD 101	Industrial Safety and Report Writing	3
ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
MAT 110	Technical Mathematics	3

Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2

Semester 3

ASE 183	Gasoline Fuel Systems	2
ASE 221	Computer Controlled Automatic Transmissions	3
ASE 242	Computerized Suspension & Steering Systems	2
ASE 252	Antilock & Power Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 264	Advanced Automotive Electronic Component Testing and Safety	3

Semester 4

ASE 184	Basic Computer Controlled Engines Systems	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
ASE 293	New Generation OBD III	3
OCR 105	Occupational Relations	3

Enhancement

CIS 101	Computer Information Systems	3

Automotive Technology
Technical Certificate — *33 Credits*

Semester 1

MTD 101	Industrial Safety and Report Writing	3
ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
MAT 110	Technical Mathematics	3

Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2
OCR 105	Occupational Relations	3

Automotive Automatic Transmission & Transaxle Specialist

Postsecondary Technical Certificate   *18 Credits*

ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 162	Introduction to Automotive Electronics	3
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 221	Computer Controlled Automatic Transmissions	3
ASE 262	Automotive Electronics	2
ASE 286	Computer Controlled Engines Systems	3

Automotive Brake Specialist

Postsecondary Technical Certificate   *9 Credits*

ASE 151	Automotive Brake Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 252	Antilock & Power Brake Systems	2

Automotive Electronics Specialist

Postsecondary Technical Certificate   *14 Credits*

ASE 162	Introduction to Automotive Electronics	3
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 264	Advanced Automotive Electronic Component Testing and Safety	3

Automotive Engine Performance Specialist

Postsecondary Technical Certificate   *26 Credits*

ASE 162	Introduction to Automotive Electronics	3
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
ASE 183	Gasoline Fuel Systems	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 285	Gasoline Fuel Injection Systems	3
ASE 286	Computer Controlled Engines Systems	3
ASE 287	Emission Control Systems	3
ASE 288	On Board Diagnostics II	1
ASE 293	New Generation OBD III	3

Automotive Engine Repair Specialist

Postsecondary Technical Certificate   *8 Credits*

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 181	Basic Ignition Systems and Tune-up	2

Automotive Heating & Air Conditioning Specialist

Postsecondary Technical Certificate   *12 Credits*

ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 286	Computer Controlled Engines Systems	3

Automotive Power Trains, Suspension & Steering Specialist

Postsecondary Technical Certificate   *9 Credits*

ASE 131	Manual Drivetrain & Axles	2
ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 242	Computerized Suspension & Steering Systems	2

DIESEL TECHNOLOGY

Diesel Technology

Associate of Applied Science Degree   *78 Credits*

Semester 1

ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
MAT 110	Technical Mathematics	3
MTD 101	Industrial Safety and Report Writing	3

Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2
ENG 101	English Composition	3

Summer Term

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3
	General Education Elective	3

Semester 3

ASE 232	Heavy Duty Power Trains	3
ASE 243	Heavy Duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 265	Heavy Duty Diesel Electrical Systems	3
ASE 291	Fluid Power Systems	2
COM 101	Fundamentals of Speech	3

Semester 4

ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 284	Light Truck Diesel Fuel Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 292	Computer Engine Controls for Diesel Engines	5
OCR 105	Occupational Relations	3

Recommended Night Course Fall or Spring Semester

MAT 123	Mathematics in Modern Society	4

Enhancements

CIS 101	Computer Information Systems	3

Diesel Technology

Advanced Technical Certificate   *62 Credits*

Semester 1

MTD 101	Industrial Safety and Report Writing	3
ASE 141	Automotive Suspension & Steering Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 171	Heating and Air Conditioning	2
ASE 181	Basic Ignition Systems and Tune-up	2
ASE 182	Advanced Ignition Systems and Tune-up	2
MAT 110	Technical Mathematics	3

Semester 2

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 151	Automotive Brake Systems	2

Semester 3

ASE 232	Heavy Duty Power Trains	3
ASE 243	Heavy Duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2

ASE 253	Air Brake Systems	2
ASE 262	Automotive Electronics	2
ASE 265	Heavy Duty Diesel Electrical Systems	3
ASE 291	Fluid Power Systems	2

Semester 4

ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 284	Light Truck Diesel Fuel Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 292	Computer Engine Controls for Diesel Engines	5
OCR 105	Occupational Relations	3

Enhancement

CIS 101	Computer Information Systems	3

Diesel Engine Specialist

Postsecondary Technical Certificate   *24 Credits*

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 262	Automotive Electronics	2
ASE 265	Heavy Duty Diesel Electrical Systems	3
ASE 284	Light Truck Diesel Fuel Injection Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 292	Computer Engine Controls for Diesel Engines	5

Diesel Fuel Injection Specialist

Postsecondary Technical Certificate   *17 Credits*

ASE 162	Introduction to Automotive Electronics	3
ASE 262	Automotive Electronics	2
ASE 265	Heavy Duty Diesel Electrical Systems	3
ASE 284	Light Truck Diesel Fuel Injection Systems	2
ASE 289	Heavy Duty Diesel Fuel Injection Systems	2
ASE 292	Computer Engine Controls for Diesel Engines	5

Diesel Heavy Duty Brake Specialist

Postsecondary Technical Certificate   *14 Credits*

ASE 151	Automotive Brake Systems	2
ASE 162	Introduction to Automotive Electronics	3
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 292	Computer Engine Controls for Diesel Engines	5

Diesel Heavy Duty Drive Train Specialist

Postsecondary Technical Certificate   *10 Credits*

ASE 131	Manual Drivetrain & Axles	2
ASE 162	Introduction to Automotive Electronics	3
ASE 232	Heavy Duty Power Trains	3
ASE 291	Fluid Power Systems	2

Diesel Heavy Duty Electrical Systems

Postsecondary Technical Certificate   *13 Credits*

ASE 162	Introduction to Automotive Electronics	3
ASE 262	Automotive Electronics	2
ASE 265	Heavy Duty Diesel Electrical Systems	3
ASE 292	Computer Engine Controls for Diesel Engines	5

WELDING TECHNOLOGY

Length of Program

Associate of Applied Science Degree: four semesters, one summer term
Advanced Technical Certificate: four semesters
Technical Certificate: two semesters

The qualified welder can find employment at several levels. Welding is considered a tool or skill by many trades, such as pipefitters, sheet metal and ironworkers, boilermakers, bridge builders, fabricating shops, and production lines.

The full-time welding program will provide proficiency training in shielded arc (stick welding), oxy-acetylene welding and burning, metal inert gas (MIG) welding, inner shield welding, pipe welding, and tungsten inert gas (TIG) welding.

Students will spend approximately two hours per day in the classroom and four and one-half hours per day in hands-on training in labs. The related courses consist of blueprint reading, mathematics, layout and fabrication projects, metal identification, and welding theory.

Eastern Idaho Technical College is an American Welding Society test facility. This allows our students to take the AWS certification tests at the completion of their training. These certifications are very valuable to industry and can be taken by the student to their new place of employment.

Program Costs

In addition to the semester registration fees, a welding student can expect to spend approximately $350 on books, tools, and equipment for the certificate option or $550 for the AAS option.

Options

Students who desire less than the Technical Certificate may develop a training outline with assistance from the instructor.

Welding Technology

Associate of Applied Science Degree   *71 Credits*

Semester 1

MAT 123	Mathematics in Modern Society	4
MTD 101	Industrial Safety and Report Writing	3
WLD 104	Oxy-Acetylene Cutting and Welding	2
WLD 117	Welding Theory and Metallurgy	4
WLD 116	Basic Arc Welding	5 OR
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2 AND
WLD 122	Basic Arc Welding III	1

Semester 2

CIS 101	Computer Information Systems	3
WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 109	Metallic Inert Gas Welding	4 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2

Summer Term

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3
	General Education Elective	3

Semester 3

ENG 101	English Composition	3
WLD 201	Tungsten Inert Gas Welding	4 OR
WLD 220	Tungsten Inert Gas Welding I	2 AND
WLD 221	Tungsten Inert Gas Welding II	2
WLD 202	Pipe Welding	4
WLD 203	Quality Control and NDT	3

Semester 4

COM 101	Fundamentals of Speech	3
MGT 121	Principles of Management	3
OCR 105	Occupational Relations	3
WLD 112	Carbon Air and Plasma Arc Cutting	1
WLD 204	Testing and Qualifications	4
WLD 205	Applied Work Experience	4

Welding Technology
Advanced Technical Certificate   *58 Credits*

Semester 1

WLD 104	Oxy-Acetylene Cutting and Welding	2
MTD 101	Industrial Safety and Report Writing	3
WLD 117	Welding Theory and Metallurgy	4
WLD 116	Basic Arc Welding	5 OR
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2 AND
WLD 122	Basic Arc Welding III	1

Semester 2

WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 109	Metallic Inert Gas Welding	4 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2

Semester 3

MAT 104	Welding Mathematics	3
WLD 202	Pipe Welding	4
WLD 203	Quality Control and NDT	3
WLD 201	Tungsten Inert Gas Welding	4 OR
WLD 220	Tungsten Inert Gas Welding I	2 AND
WLD 221	Tungsten Inert Gas Welding II	2

Semester 4

OCR 105	Occupational Relations	3
WLD 112	Carbon Air and Plasma Arc Cutting	1
WLD 204	Testing and Qualifications	4
WLD 205	Applied Work Experience	4

Enhancement

CIS 101	Computer Information Systems	3

Welding Technology
Technical Certificate   *33 Credits*

Semester 1

MAT 104	Welding Mathematics	3
WLD 104	Oxy-Acetylene Cutting and Welding	2
MTD 101	Industrial Safety and Report Writing	3
WLD 116	Basic Arc Welding	5 OR
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2 AND
WLD 122	Basic Arc Welding III	1
WLD 117	Welding Theory and Metallurgy	4

Semester 2

OCR 105	Occupational Relations	3
WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 112	Carbon Air and Plasma Arc Cutting	1
WLD 109	Metallic Inert Gas Welding	4 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2

EMERGENCY SERVICES TRAINING

Staff
Ken Erickson, Division Manager
Michele Dransfield, Administrative Assistant
Janalee Kehoe, Administrative Assistant

AREAS OF STUDY
Wildland Fire
Wildland Fire Management – Associate of Applied Science Degree
Wildland Firefighter (FFT2) – Postsecondary Technical Certificate
Advanced Wildland Firefighter/Squad Boss (FFT1) – Postsecondary Technical Certificate
Single Resource Boss – Postsecondary Technical Certificate
Strike Team/Task Force Leader – Postsecondary Technical Certificate
Cooperative Fire Protection Project

Fire Fighter Training (Structural)
Fire Service Technology – Associate of Applied Science Degree
IFSAC Accredited Fire Fighter Certification Program
Fire Fighter I
Fire Fighter II
Fire Officer I
Instructor I

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

General OSHA Compliance & Haz/Mat Emergency Response
Personal Protective Equipment
OSHA 1910.12 HazCom Standard
16-Hour HazMat Operations
40-Hour HazMat Technician for Industry Personnel
DOT Compliance – Hazardous Materials Shipping
Bloodborne Pathogens

Emergency Medical Technician
EMT Basic
EMT Refresher – Basic Refresher Course

The mission of the Emergency Services Training Division is to provide fire science, wildland firefighter, and emergency services training to career and volunteer emergency responders in order to save lives and protect property in a safe and efficient manner. The Division offers courses that lead to an Associate of Applied Science Degree and to meet industry certification and environmental compliance requirements.

The Emergency Services Training Division offers experienced instructors working in specially-designed training facilities to provide hands-on practical and classroom training to emergency services personnel located throughout eastern Idaho. EITC provides other services such as specialty program development, needs assessment, regulatory interpretation, and safety inspections. Our trainers respond quickly to requests and can provide customized courses at your location.

PROGRAM DESCRIPTIONS
Wildland Fire Management
Associate of Applied Science Degree; Postsecondary Technical Certificate
This program is designed primarily for individuals who are employed as career or seasonal wildland firefighters. It is recommended that

individuals who are not currently employed as a wildland firefighter contact any wildland fire agency for further information. Individuals may pursue this training in short-term modules that include Wildland Firefighter (FFT2), Advanced Wildland Firefighter/Squad Boss (FFT1), Single Resource Boss, and Strike Team/Task Force Leader. Modules I and II will be presented annually each summer. Modules III and IV will be scheduled as needed. To earn an Associate of Applied Science Degree in Wildland Fire Management, students are required to also complete 16 credits of general education coursework.

The **Cooperative Fire Protection Project** is an element of wildland fire fighting that is designed to provide municipal, county and rural fire departments with information and education relative to hazardous fuels reduction and home-owner and community action programs to reduce the risk of wildland-urban interface incidents.

Fire Service Technology
Associate of Applied Science Degree

The Fire Service Technology Program is designed to upgrade the skills and knowledge of volunteer and paid structural fire fighters in all phases of fire fighting and can lead to an Associate of Applied Science Degree. The intent of this program is to provide fire fighters with the latest technology needed to save lives and protect property in a safe and efficient manner. Participants must be members of paid or volunteer fire departments because specific activities in these courses require access to facilities and equipment located at fire departments. Courses are delivered through local fire departments on demand when sufficient enrollment is secured.

IFSAC Accredited Fire Fighter Certification
Fire Fighter I
Fire Fighter II
Fire Office I
Instructor I

The Idaho Fire Fighter Certification Program is a voluntary program. There is no statutory requirement that firefighters become certified. Students who complete IFSAC Accredited Fire Fighter Certification are eligible to transfer the certification to 41 states. The certification program establishes a way to judge the proficiency of fire fighters and first responders, irrespective of their department affiliation and regardless of whether they are career or volunteer. This certification meets the National Fire Prevention Association (NFPA) standards.

Emergency Services

COSTS FOR THE ABOVE PROGRAMS

Completion of technical courses will require a portfolio of certifications to be evaluated by the Student Services Office at a cost of $10 per credit. General education courses will cost the published per credit fee.

REGISTRATION INFORMATION FOR THE ABOVE PROGRAMS

For registration information, contact Eastern Idaho Technical College at 1600 S. 25th E., Idaho Falls, ID 83404, or call 524-3000, Ext. 3381, or toll free 1-800-662-0261.

Environmental Safety & Health

Certificate of Achievement

The Emergency Services Training Division offers a wide variety of regularly-scheduled courses designed to meet the needs of individuals, government agencies, and private industry and can be customized to meet your organization's needs. Courses include OSHA Hazwoper, HazMat/Emergency Response. Specific costs, times and dates for our regularly scheduled courses are available in the EITC course schedule.

Emergency Medical Technician - Basic

Certificate of Completion

This program includes courses of instruction and clinical time that meets the State of Idaho and National Registry requirements for testing for an EMT-B license. The training is required to work as an emergency medical services (EMS) provider in an ambulance or other emergency care settings. Continuing education training is also provided for EMT's and First Responders.

COSTS FOR THE ABOVE COURSE

This course will cost the published per credit fee.

WILDLAND FIRE MANAGEMENT

Associate of Applied Science Degree   *67 Credits*

Module I

Wildland Firefighter (FFT2) – Postsecondary Technical Certificate

WFM 132	Basic Fire School (S-110, S-130, S-190, I-100)	2.25
WFM 133	Portable Pumps & Water Use (S-211)	0.5
WFM 134	Wildfire Power Saws (S-212)	0.75
WFM 135	Fitness Training for the Work Capacity Test	3
WFM 138	Position Task Book (FFT2)	2

Module II

Advanced Wildland Firefighter/Squad Boss (FFT1) – Postsecondary Technical Certificate

WFM 108	Supervisory Concepts & Techniques (S-201)	1
WFM 110	Interagency Incident Business Management (S-260)	1
WFM 111	Basic Air Operations (S-270)	1
WFM 125	Advanced Firefighter Training (S-131)	0.5
WFM 135	Fitness Training for the Work Capacity Test	3
WFM 136	Position Task Book (FFT1)	2
WFM 137	Basic Incident Command System (I-200)	0.75

Module III

Single Resource Boss – Postsecondary Technical Certificate

WFM 112	Intermediate Wildland Fire Behavior (S-290)	2
WFM 123	Applied Interagency Incident Business Management (S-261)	1
WFM 126	Interagency Helicopter Training Guide (S-217)	2
WFM 227	Crew Boss (Single Resource) (S-230)	1.5
WFM 228	Ignition Operations (S-234)	2
WFM 135	Fitness Training for the Work Capacity Test	3

For each single resource Boss designation, students must complete the appropriate Position Task Book

WFM 229	Position Task Book for the Crew Boss	2
WFM 230	Position Task Book for the Dozer Boss	2
WFM 231	Position Task Book for the Engine Boss	2

Electives

WFM 208	Engine Boss (S-231)	0.5
WFM 212	Initial Attack Incident Commander Type 4 (S-200)	1
WFM 218	Fire Operations in the Urban Interface (S-205)	2
WFM 232	Dozer Boss (S-232)	1

Module IV

Strike Team/Task Force Leader – Postsecondary Technical Certificate

WFM 218	Fire Operations in the Urban Interface (S-205)	2
WFM 219	Task Force/Strike Team Leader (S-330)	1.5
WFM 220	Intermediate Incident Command System (I-300)	1.75
WFM 221	Leadership & Organizational Development (S-301)	2
WFM 135	Fitness Training for the Work Capacity Test	3
WFM 222	Position Task Book for the Strike Team Leader Engine	2
WFM 223	Position Task Book for the Strike Team Leader Crew	2
WFM 224	Position Task Book for the Strike Team Leader Dozer	2
WFM 225	Position Task Book for the Task Force Leader	2
WFM 226	Position Task Book for the Incident Commander Type 4	2

Enhancements

HCT 115	EMT Basic	6

Electives (choose one)

OCR 105	Occupational Relations	3
WFM 203	Introduction to Wildland Fire Behavior Calculations (S-390)	2

Required General Education Courses (only for AAS Degree)

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 202	Technical Communication	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3

FIRE SERVICE TECHNOLOGY – STRUCTURAL

Associate of Applied Science Degree		*61 Credits*
FST 100	Fire Training Technology	42
CIS 101	Computer Information Systems	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3

WORKFORCE TRAINING/COMMUNITY EDUCATION DIVISION

Staff
Ken Erickson, Division Manager
Michele Dransfield, Administrative Assistant
Janalee Kehoe, Administrative Assistant

The Workforce Training and Community Education Program offers specially designed short-term courses to adults interested in upgrading their work skills or exploring new areas of employment. More than 100 short-term vocational-technical classes are available to adult students in the areas of agriculture, apprenticeship, automotive/mechanical, business and office, college preparation, computers, electricity and electronics, entrepreneur training, general trades, health care, life skills, and real estate. Courses generally range from 4 to 144 hours in length; many are offered during daytime and evening hours.

Workforce Training and Community Education instructors meet the strict teaching requirements outlined by the Idaho State Board of Education. All instructors possess a Baccalaureate Degree and three years of related work experience or eight years of successful work experience. These well-trained teaching specialists provide students with both hands-on practical experience and classroom theory.

Outreach Courses
The Workforce Training and Community Education Program offers short-term training classes throughout eastern Idaho. Classes are offered to residents living in Bonneville, Jefferson, Madison, Teton, Lemhi, Butte, Custer, Clark, and Fremont counties. Rural Community Education Centers located in Rexburg, St. Anthony, Driggs, and Salmon offer Community Education services during the winter months. Area residents and employers are encouraged to contact the Community Education coordinator with ideas for new classes.

Community Education Courses
Community Education classes are available to adult students who are interested in pursuing a new hobby or pastime. A wide variety of courses are offered in subjects such as photography, creative writing, foreign language, music, and art. Well-known local artists and musicians often teach our performing and visual arts courses.

Workforce Training Courses
The Workforce Training Program provides customized training for area business and industry. In this era of rapid growth in high technology and constantly changing job classifications, business and industry are continually faced with the need for employee upgrade and retraining. The EITC Workforce Training Program is an excellent resource available to help business and industry develop employee training and retraining activities. The EITC Workforce Training and Community Education Program philosophy is to provide high quality, convenient training for a purpose. EITC personnel will assist employers in developing all aspects of a customized training program for a specific business. Assistance provided by EITC includes curriculum development, locating laboratory equipment and facilities, and student testing. All training is evaluated on an ongoing basis and upon completion of training activities. The goals of the Workforce Training program are to:
- Be business and industry directed.
- Provide flexible and convenient instruction.
- Increase productivity as a result of training.
- Provide training that shows immediate short-term results.

Workforce Training & Community Ed

Idaho Workforce Development Training Fund

The Workforce Training and Community Education Program will also assist business and industry in locating funding to offset the costs of employee training projects. Special training funds may be available through the Idaho Workforce Development Training Fund. This fund will provide up to $2,000 per trainee for job upgrade. Contact the Workforce Training and Community Education Program Manager for more information regarding the development of an Idaho Workforce Development Training Fund proposal.

Online Courses

Would you like to acquire valuable new skills from the comfort and convenience of your home or office? Learn how to navigate the Internet, create a Web page, or master the art of Web programming. A variety of online computer classes will help you unlock the powerful secrets behind all your favorite applications. Our personal enrichment courses will help you prepare for an upcoming test, eliminate debt, write a successful grant proposal, become a professional writer, or chart a new career path. Courses are offered monthly throughout the year beginning on the second Wednesday of each month.

Each six-week course consists of 12 lessons, two each week, that can be accessed using an easy-to-read web interface, or can be delivered via e-mail. Textbooks, unless specified, are not required. These courses are especially convenient for those with work, school, or childcare commitments, physical disabilities, limited access to transportation, or other circumstances that make it difficult to participate in a traditional classroom setting. You will need the following:

- Internet access
- E-mail, Microsoft Internet Explorer or Netscape Navigator web browser
- If specified, program software

Before the first lesson:
Register and pay course fee at EITC and complete the online orientation. **IMPORTANT: Registration and orientation MUST be completed two days before your course starts.**

To take the online class:
- Retrieve the lessons at your convenience (available Wednesdays and Fridays)
- Complete the assignment and homework on the website within six weeks
- Print letter of completion.

Internet
Getting Organized with Outlook
Creating Web Graphics
Introduction to the Internet
Microsoft Front Page
Creating Web Pages (HTML)
Java Programming for the Web
Advanced Web Pages
CGI Programming for the Web
JavaScript
Using America Online

Computer
Photoshop Basics
WordPerfect
Window File and Disk Management
Quattro Pro
Introduction to PC Troubleshooting
Keyboarding
Introduction to QuickBooks
Basic A+ Certification

Quicken For Windows
Intermediate A+ Certification
Introduction to Microsoft Word
Advanced A+ Certification
Intermediate Microsoft Word
Introduction to Microsoft Access
Intermediate Microsoft Access
Microsoft PowerPoint

Personal Enrichment & Development
Introduction to the Fire Service
GRE Preparation – Part 1
GRE Preparation – Part 2
The Craft of Magazine Writing
Writerific!
LSAT Preparation – Part 1
LSAT Preparation – Part 2
Personal Financial Planning
A to Z Grant writing
SAT/ACT Preparation – Part 1
SAT/ACT Preparation – Part 2
Debt Elimination Techniques That Work

Small Business
Business Communications Using E-mail
Marketing for Small Business
Practical Financial Management for Small Business
Start and Operate Your Own Home-based Business

Nursing
Alcoholism
Pre-existing Diabetes and Pregnancy
Antibiotic Resistant Infections

Management, Large Business, & Industry
Como Manejar Proyectos y Dominar Cambio (in Spanish and English)
Production and Inventory Management
Basic Supervision Certificate
Certification in Project Management Principles
Customer Service, Logistics
Manufacturing Excellence
Mastery of Business Applications
Purchasing
Total quality

Apprenticeship/Training
Workforce Training and Community Education offers non-credit plumbing and electrical apprenticeship training. Students may be eligible to attend related instruction if they are working at the trade under the supervision of a journeyman and for a contractor.

Associate of Applied Science Degree for Apprentice/Journeymen
This program is intended for trades and crafts personnel who are interested in completing the necessary course work to obtain an Associate of Applied Science Degree for Apprentices and Journeymen. Individuals enrolled in apprentice programs and journeymen may be eligible for this Associate of Applied Science Degree program by completing at least 16 general education credit hours on campus at EITC. For more information, please contact the Workforce Training & Registration for Apprenticeship, Community Education & Workforce Training. For course fees and registration information, contact the Workforce Training and Community Education Program at 1600 S. 25th East, (1600 Hitt Road), Idaho Falls, ID 83404, or call 524-3000, Ext. 3381, or toll free 1-800-662-0261.

Refund Policy
Students enrolled in a Workforce Training and Community Education course that is cancelled by EITC will receive a full refund. If you drop a class, you must notify the college immediately to receive a refund.

Refund Schedule:
Prior to class - 100%
First week of class - 75%
Second week of class - 50%
Third week of class - 25%
Later - none

Online Classes Refund Policy
100% refund given the first week of classes. No refund after the second class.

Textbooks
Textbooks required for some Workforce Training and Community Education classes will be available on the first night of class. Textbooks may be purchased in advance Monday through Friday, 8 a.m. to 5 p.m., at the EITC bookstore.

PROFESSIONAL TRUCK DRIVER TRAINING

The Professional Truck Driver program is designed to prepare students to meet the qualifications to become a qualified entry-level commercial truck driver. The program provides in-depth classroom instruction as well as range and road driving. Participants will learn basic operation, safe operating practices, vehicle maintenance, and non-vehicle activities such as cargo handling, trip planning, and customer relations. Classroom instruction will be three weeks in length. Driving range and behind-the-wheel driving and observation will be three weeks in length. Students will also obtain a Commercial Drivers License (CDL).

How long will it take?
This program is designed to be completed in a six-week, 40-hour per week time frame.

How much will it cost?
The course fee for the Professional Truck Driver training program is $3,200. Other program costs will include textbooks, Department of Transportation (DOT) medical exam, drug test, and CDL fees. These costs are approximately $325.

Why Professional Truck
Driver Training at EITC?
- Avoid traveling to distant training programs—save money by living at home and attending school locally.
- The U.S. Department of Labor Bureau of Statistics estimates a rapidly growing nationwide need for qualified commercial truck drivers.
- Attend small classes conducted by professional commercial truck driver training personnel.
- Practice using the latest, most modern tractor-trailer equipment.

What jobs can I get?
According to the U.S. Department of Labor, "New drivers sometimes start on panel trucks or other small straight trucks. As they gain experience and show competent driving skills, they may advance to larger and heavier trucks, and finally to tractor-trailers.
- Many long haul carriers have training programs available and will accept EITC graduates into their long distance truck driving training programs.
- Some drivers choose to purchase a truck and go into business for themselves as owner/operators.
- A few truck drivers may advance to dispatcher, manager, or into training positions with additional experience.

Entrance Requirements
Students must possess a valid driver's license. The state of Idaho allows individuals 18 years old and older to drive trucks within its borders. The U.S. Department of Transportation establishes minimum qualifications for truck drivers engaged in interstate commerce. Federal Motor Carrier Safety Regulations require drivers to be 21 years old and to pass a physical examination once every 2 years.

Physical Requirements:
- The main physical requirements include good hearing, at least 20/40 vision with glasses or corrective lenses, and a 70-degree field of vision in each eye. Drivers must be able to distinguish the difference between the colors of red, yellow, and green. Drivers must be able to hear a forced whisper in one ear at not less than 5 feet with a hearing aide if needed.
- Drivers must have normal use of arms and legs and normal blood pressure.
- Drivers cannot use any controlled substances, unless prescribed by a licensed physician.
- Persons with epilepsy or diabetes controlled by insulin are not permitted to be interstate truck drivers without a special waiver from the U.S. Department of Transportation (DOT).
- Federal regulations require employers to test their drivers for alcohol and drug use as a condition of employment and require random tests while they are on duty.
- According to DOT regulations, all drivers must be able to read and speak English well enough to read road signs, prepare reports, and communicate with law enforcement officers and the public.

REGIONAL ADULT LEARNING CENTER

Length of Program:
Flexible scheduling available.

Staff	Faculty
Sharon Montgomery, Division Manager	Pamela Ingram
Danielle Collins, ESL Coordinator	Irene Jones
Margaret Collins, Outreach Coordinator	Marion Lansford
Mary Jane Zimmermann, WIA Liaison	Yumiyo Okuda

The Adult Learning Center (ALC) and the Adult Basic Education (ABE) Division help students achieve their goals through basic skills instruction in English, mathematics, and reading. Specialized classes are available in English as a Second Language (ESL); General Educational Development (GED)/High School Equivalency Certificate (HSEC) preparation; and introductory computer literacy. Services are free to adults over the age of 16 whose basic skills fall below the 12th grade level.

English as a Second Language (ESL)
The ESL program provides non-English-speaking students with instruction in the English language from beginning levels to advanced reading and writing. Classes are held both on campus and throughout EITC's nine-county service area.

GED Preparation and General Skills Brush Up
The regional ALC offers free instruction to prepare students to take the five GED exams. Study materials are also available for completing the American Government requirement for the State of Idaho High School Equivalency Certificate (HSEC).

We provide assistance in general skills that are needed for college entrance exams. Upon request, similar instruction in basic skills and GED preparation is offered in outreach centers in Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton counties. ABE also provides GED/basic skills upgrade to residents of the Bonneville County Jail, Madison County Jail, and Idaho Falls Community Work Center.

One-To-One Project
This project serves each student individually in academic areas. The One-to-One Project prepares students to enter EITC professional-technical programs; receive a GED/HSEC; or improve basic math, reading, English, and computer skills.

Tutoring
EITC provides tutoring for any ABE student who needs additional help in reading, math, language (English and writing), and ESL. Referral is made through ABE instructors. Tutoring is available in all nine counties through Community Literacy Councils and EITC.

Tests of Adult Basic Education (TABE)
New students entering the ABE program on campus or in the outreach centers will take the TABE to identify their academic levels. The TABE assesses reading, language (English and writing), and math skills. Each student will pre-test at entrance and post-test after receiving educational instruction. The TABE shows results as well as areas of strengths and weaknesses, and may also include a GED predictability score. The TABE Complete Battery, which takes approximately four hours, is given on Mondays and Tuesdays both during the day and in the evening. Please call the Adult Learning Center for exact times. The Woodcock-Johnson oral reading test and other career awareness and assessment tests are available upon request.

California Adult Student Assessment System (CASAS)
Each ESL student will be pre-tested and placed into the correct class or level according to the CASAS score. Post-testing after every 30 course hours will monitor student progress.

GED Testing
EITC's Testing Center administers GED tests during the year at scheduled times. Students need to schedule an appointment for GED testing. Schedules are available upon request.

Transition to Technology (TTT)
The TTT Project is designed for individuals who have entered or wish to enter one of the professional-technical programs but who have insufficient background in math, language (communication, writing), or reading entry-level course material. To successfully complete their professional-technical program, students needing this type of preparation should first schedule an appointment with a counselor through the EITC Student Services Office. After a program choice has been made and any necessary testing has been completed, an individualized study plan will be prepared to help students concentrate on deficiencies and brush up on skills necessary for a specific professional-technical program. Students may request a tutor at any time to help them in a particular subject area. Normally, the pre-technical length of study will be one semester. Courses include ENG 090, Basic Writing; MAT 100, Introduction to Algebra; One-to-One Project, and ABE computer classes.

Greater Opportunities to Achieve Life Skills (GOALS)
Greater Opportunities to Achieve Life Skills (GOALS) Training Project: The GOALS Project is designed to assist disabled youth exiting the public school system to become self-sufficient, contributing members of society. Services to disabled youth between the ages of 16 and 21 years old may include, but are not limited to, peer counseling, social interaction, pre-vocational skills, vocational training, and independent living skills.

Job Education & Training (JET) Program
This project is funded through Health and Welfare. It is designed to provide educational and workplace skills to help low-income parents of dependent children get a job, keep a job, get a better job, or enter higher level skill training.

Special Events
- Job Options Conference
- Guided study groups and tutoring
- EITC Advantage Fair
- Personal Growth Summer Workshops
- Equal Pay Day
- Christmas Project

Student Success Plan
A counselor helps the individual student identify their primary needs and the steps they will take to address their needs. For a student who wishes to explore career possibilities or acquire new workplace or personal skills, a career development plan is formed. If the student wants to ensure success in their technical program or optimal placement in employment, the counselor will help create a student success plan. In either case, a counselor will help each student clarify their goals and the action steps they will take to achieve them. Sometimes an assessment such as IDEAS (Career Information System) is used. Support services/classes and referral to additional help both on and off campus are included. Regular appointments with a counselor to monitor student progress toward goals are scheduled as desired.

Services for Students in Nontraditional Programs
Counseling, case management, support services and scholarships are available for students in programs of training for an occupation usually performed by the opposite gender.

The Center for New Directions also serves under-prepared adults, single parents and displaced homemakers who wish to improve their education or employment. The Center maintains an active Advisory Board.

Call for information on current classes/workshops; also check downlink on EITC website @ www.eitc.edu.

Fees are based on income and usually not charged to EITC students.

THE CENTER FOR NEW DIRECTIONS

Telephone: 208-524-3000 ext. 3363

The Center for New Directions provides services to empower individuals to make effective positive life changes.

Services for Students
- Counseling: personal and group; assessment; support services; career plan; referral; positive placement; and crisis intervention.
- Limited fee waivers and scholarships for those in financial need.
- Test taking, tutor arrangements, and stress management strategies.
- Individualized Career Search.
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  fina
- Job
- Wa

Staff
Connie
Terry B
Eric Lar
Ginger
Cathy R

ACCOUNTING

ACC 110   QuickBooks for the Office
3   Credit(s)
QuickBooks is a popular accounting program utilized by many small and large businesses in today's office environment. Students in this course will learn the principal functions of QuickBooks including accounts payable, accounts receivable, bank reconciliation, payroll and basic accounting reports. Emphasis will also be placed on source documents and maintaining accounting files.
Prerequisite: CIS 101 or equivalent.

ACC 210   Accounting I
3   Credit(s)
This course covers analyzing and recording business transactions, posting, preparing worksheets, doing adjusting and closing entries, banking and cash fund activities, payroll, accounts receivable, accounts payable, financial statements, and depreciation.

ACC 214   Computerized Payroll
2   Credit(s)
This course consists of entering company payroll files onto the computer using a popular payroll program, maintaining employee earnings records, and printing payroll reports and W-2's.
Prerequisite or Corequisite: ACC 210.

ACC 220   Accounting II
3   Credit(s)
This course provides training in accounting for notes payable and notes receivable; valuation of receivables, inventories, and plant and equipment; using the voucher system; accounting for partnerships and corporations; and cost accounting.
Prerequisite: ACC 210.

ACC 221   Accounting Computer Applications
2   Credit(s)
Computer work reinforces Accounting II dealing with financial analysis, inventory, depreciation, bad debts, corporations, and cost accounting. A simulated business set is included.
Corequisite: ACC 220.

ACC 222   Personal Income Tax
3   Credit(s)
This course covers various principles of taxation influencing record keeping for individuals and small businesses and deals with changes in tax laws.
Prerequisite or Corequisite: ACC 220.

ACC 226   Excel in Accounting
2   Credit(s)
This course allows students to explore a sophisticated software package that is being used in the Accounting Profession. Students will expand their knowledge of accounting concepts while learning a valuable software tool.
Prerequisite: ACC 220, OFP 142.

ACC 227   Computerized Business Accounting
2   Credit(s)
This course explores a popular computer accounting program. Simulated businesses are used to set up company books, carry out daily activities, and produce reports and statements.
Prerequisite: ACC 220.

ACC 230   Managerial Cost Accounting
3   Credit(s)
This course presents accounting concepts used to generate and evaluate relevant cost information important for managerial decisions. The concepts will include accounting for product costing, process costing, budgeting, control and performance evaluation, and internal controls. Effective analysis of cost information will be emphasized.
Prerequisite: ACC 220.

AUTOMOTIVE

ASE 111   Basic Power Plant Systems

2   Credit(s)

This course is an in-depth study of the internal combustion engine. Items to be covered include four-cycle theory, power development in the internal combustion engine, cylinder arrangement, valve train arrangement, displacement, compression ratio, engine components and their function, lubricating systems, the classification and rating of engine oils, diagnosis of engine oil leaks, compression loss, oil consumption, engine noise, and engine measurements. A four-cycle engine will be disassembled, measured, and assembled; making all necessary adjustments. The engine will run upon completion.

ASE 112   Upper Power Plant Systems

2   Credit(s)

Items to be covered include valve covers, gaskets, timing cover and seals, intake manifolds, cylinder heads, head surfaces, camshafts, valve guides, valve springs and retainers, timing chains and gears, rocker arms, pushrods, valves, and cam bearings. Areas of study include description, identification, failure analysis, disassembly, preparation for assembly, and assembly.

ASE 113   Lower Power Plant Systems

2   Credit(s)

Items to be covered include oil pan, motor mounts, oil and filter changing, detection of oil leaks, engine removal and replacement, disassembly and assembly procedures, parts cleaning, cylinders, main bearings and alignment, cam bearings, block surface, crankshaft, connecting rods and bearings, pistons, piston pins, oil pumps and soft plugs. Study will include description, identification, failure analysis, disassembly, inspection, measurements, preparation for assembly, and assembly.

ASE 121   Automatic Transmissions

3   Credit(s)

This course covers theory, operation, and principles of automatic transmissions. Items covered are fluid couplings, torque converters, planetary gear systems, hydraulic and electrical control systems, and transmission lubricating and cooling systems. Minor adjustments, transmission tune-up service, replacement, repairs, and diagnosis are included in this course.

ASE 131   Manual Drivetrain & Axles

2   Credit(s)

The theory and principle of clutches, manual transmissions, drive lines (including U-joints), differential assemblies, and transaxles as used on cars and light trucks, both domestic and foreign, will be covered. Also included will be 4 x 4 transfer cases, both single and double reduction units.

ASE 141   Automotive Suspension & Steering Systems

2   Credit(s)

Covered in this course are theory, adjustment, and repair of manual steering systems, front and rear suspension systems, wheel alignment, wheel balance both statically and dynamically, tires, bearings, and use of wheel aligning and tire service equipment.

ASE 151   Automotive Brake Systems

2   Credit(s)

This course covers the theory, principles, and operation of brake systems. Items covered are hydraulics as applied to brakes, brake fluid types and characteristics, master and wheel cylinder operation, disc brake caliper operation, brake system valving, operation of drum brakes, operation of disc brakes, operation of parking brakes, and operation of vacuum and hydraulic brake boosters. Inspection of brake components, adjustments, service, and minor repairs of brake systems are included in this course.

ASE 162   Introduction to Automotive Electronics

3   Credit(s)

This course covers theory, principles, and operation of automotive electrical systems. Items covered are electrical terms, electrical current flow, magnetism, electrical current sources, conductors, insulators, circuit test instruments, circuit protection, switches, relays, solenoids, diodes, transistors, gauges, simple motors, induction coils, resistors, and capacitors. Testing of batteries, as well as testing, rebuilding, and repair of generating systems and starting systems are included in this course.

ASE 171   Heating and Air Conditioning

2   Credit(s)

This course covers theory, operation, maintenance, and repair of water pumps, thermostats, coolant, radiators, hoses and clamps, drive belts, radiator caps, recovery systems, fans, drive clutches, coolant distribution and flow in the engine, heater cores and controls; air conditioning components such as compressors, evaporators, condensers, receivers, dryers, expansion valves, and various other control systems. Use of charging station, leak detectors, and other tests and special tools is included.

Prerequisite: ASE 162.

ASE 181   Basic Ignition Systems and Tune-up
2   Credit(s)
Covered in this course are theory and fundamentals of standard ignition systems, tune-up procedures and analyzing, testing, and diagnosing of ignition systems. This includes distributor overhaul, ignition coil operation, spark plugs, condensers, ignition wires, resistors, distributor caps and rotors, starter draw tests, compression testing, and use of the oscilloscope.
Prerequisite: ASE 162.

ASE 182   Advanced Ignition Systems and Tune-up
2   Credit(s)
This course is a comprehensive study of various types of electronic ignition systems, tune-up procedures, and repair of modern computer-controlled ignition and emission equipped autos. General Motor's high energy ignition, computer command control, and electronic spark timing; Chrysler's lean burn system, electronic spark control and electronic ignition; and Ford Motor's solid state and duraspark ignition and electronic spark control are covered in depth. The use of test equipment, proper repair procedures, troubleshooting, and adjustments to meet federal and manufacturer specifications are covered along with other types of electronic systems. After completion, a student will be qualified as an entry-level tune-up technician.
Prerequisites: ASE 162 and ASE 181.

ASE 183   Gasoline Fuel Systems
2   Credit(s)
This course covers theories, principles, and operation of gasoline fuel systems. Items covered are carburetors, fuel tank and filtering systems, intake manifolds, exhaust systems, air cleaners, fuel filters, fuel delivery systems, heat riser systems, gasoline fuel injection systems, and fuel lines. Minor repairs, adjustments, diagnosis, and replacement of gasoline fuel systems are included in this course.

ASE 184   Basic Computer Controlled Engines Systems
2   Credit(s)
This course is an introduction to computer engine controls and a study of how and why computers have been introduced into the automotive industry. Items covered will be the microcomputer, sensors, actuators, and wiring which are necessary for the proper function of the computer. Proper identification, location, function, and testing of these components will be stressed.

ASE 214   Diesel Engine Rebuilding
2   Credit(s)
A complete engine rebuild will be performed including removal and replacement of the engine. Complete disassembly, measurement, preparation for assembly, and assembly will be covered.
Prerequisites: ASE 111, ASE 112 and ASE 113.

ASE 216   Diesel Engine Service
2   Credit(s)
This course is a complete study of the diesel engine, covering Cummins, Detroit, and other diesel engines. Diesel theory, troubleshooting, maintenance, and tune-up will be covered.
Prerequisite: ASE 214.

ASE 221   Computer Controlled Automatic Transmissions
3   Credit(s)
This course covers diagnosis and correction of major problems in automatic transmissions such as fluid leaks, transmission slipping, transmission lock-up, and shifting problems. Major diagnosis, repair, and overhaul of automatic transmissions are included in this course.
Prerequisite: ASE 121.

ASE 232   Heavy Duty Power Trains
3   Credit(s)
Included in this course of study will be heavy duty clutches, torque converters, manual transmissions, drive lines, differential, and final drive assemblies as used in agriculture, industrial, and light construction tractors. Troubleshooting and repairs will be performed on mock-up and live work projects as they are available.
Prerequisite: ASE 131.

ASE 242   Computerized Suspension & Steering Systems
2   Credit(s)
Major repair of power steering components, pumps, gears, cylinders, individual and integral units, rack and pinion steering (both standard and power), complete suspension overhaul, four-wheel alignment, and balance is emphasized.
Prerequisite: ASE 141.

ASE 243   Heavy Duty Suspension and Steering
2   Credit(s)
In this course the student will study heavy-duty suspension and steering systems as applied to class 3 through class 8 trucks. Emphasis will be on the diagnosis and repair of: manual and power steering systems; front and rear axle suspension systems, tires and wheels; and wheel alignment diagnosis, adjustment and repair. Related subjects include the inspection of fifth wheel assemblies, frames and frame members, and cab suspension systems.
Prerequisite: ASE 141.

ASE 252   Antilock & Power Brake Systems
2   Credit(s)
This course covers diagnosis and repair of major problems in brake systems. Items included are brake system leaks, fluid contamination, and major repair of drum and disc brake systems. Diagnosis, repair, replacement, overhaul, resurfacing of brake drums, disc rotors, and skid control systems are covered. All components of the brake system are included in this course.
Prerequisite: ASE 151.

ASE 253   Air Brake Systems

2   Credit(s)

This course covers theory, principles of operation, and related math of both light and heavy-duty trucks. This course also covers air brakes used on trucks and equipment. This course will cover cam, wedge, power-assist brakes (hydrovac), and air brakes (air compressors, treadle valves, brake chambers, and components related to air brakes). Also an introduction to engine brakes is included. Troubleshooting and repairs will be performed on mock-up units and live work projects as they are available.

Prerequisite: ASE 151.

ASE 262   Automotive Electronics

2   Credit(s)

This course covers theory, operation, and principles of automotive body electrical systems. Items covered are wiring diagrams and harnesses, windshield wipers, dash components, speed controls, power seats, power windows, horns, printed circuits, seat belt interlocks, fusible links, power door locks, external and internal lighting systems, and other components of the body electrical system. Testing, replacement, and repair of body electrical systems and wiring harnesses are included in this course.

Prerequisite: ASE 162.

ASE 264   Advanced Automotive Electronic Component Testing and Safety

3   Credit(s)

This course covers a review of Ohm's Law and its application to the modern-day computer systems. There will be a review of alternators, starters, and introduction to heavy-duty starting systems, and an introduction to the automotive security systems used on today's automobiles. The main emphasis of this course will be theory, operation, and testing of the electronic components which support the automotive computer. A section of electronic safety while working with today's automotive computer is included. How to repair the sensitive components without serious damage to the component or the technician will be covered in this section.

Prerequisites: ASE 162 and ASE 262.

ASE 265   Heavy Duty Diesel Electrical Systems

3   Credit(s)

This course covers 12-volt heavy duty and 24-volt electrical systems. The students will have a working knowledge of the electrical system's components, such as generators, alternators, air-operated starters, heavy duty starters, and series-parallel and solenoid switches. The course will include an introduction to GPS systems and other components found on today's heavy duty trucks and equipment.

Prerequisites: ASE 262.

ASE 284   Light Truck Diesel Fuel Injection Systems

2   Credit(s)

This course will include diesel theory, fuel, fuel system components, and operation. Topics include removal, replacement, and timing of fuel injection pumps. Injector nozzles of various styles are disassembled, repaired, and tested by the student. Minor fuel system problems shall be discussed. Students learn the theory of operation of distributor style injection pump. Troubleshooting and resealing procedures will be demonstrated.

ASE 285   Gasoline Fuel Injection Systems

3   Credit(s)

This course covers diagnosis, replacement, repair, and overhaul of major problems in the gasoline fuel system. Items covered are fuel pump pressure, flow and vacuum test, major carburetor overhaul, and rebuilding gasoline fuel injection systems, testing, overhauling and component replacement, exhaust system overhaul, and analysis of exhaust gases.

Prerequisites: ASE 183, ASE 184, and ASE 162.

ASE 286   Computer Controlled Engines Systems

3   Credit(s)

This course covers the basic operation of a microcomputer, how binary numbers are used in the computer, the function of a microprocessor or how a microcomputer is programmed to control ignition timing, fuel air ratio, and exhaust emissions. Theory of operation, troubleshooting, tune-up procedures, diagnosis and repair of General Motor's Computer Command Control (CCC), Chrysler's Lean Burn Electronic Spark Control (ESP), and Ford Motor's Electronic Engine Control (EEC) will be covered. A thorough knowledge of electrical components and theory, electronic ignition systems, fuel systems, emission controls, and test equipment is essential to comprehend computer controls.

Prerequisites: ASE 162, ASE 181, ASE 182, ASE 183 and ASE 184.

ASE 287   Emission Control Systems

3   Credit(s)

A comprehensive study of service repair and installation of emission controls in the following areas: crankcase, ventilation systems, fuel evaporation emission control systems, air inlet temperature control systems, spark timing control devices, air pumps and air pulse systems, temperature sensing, vacuum valves and switches, exhaust gas recirculation systems, catalytic converters (both single and three-way), and computer controlled systems. Use of proper test equipment to meet Federal Clean Air Standards is also covered.

Prerequisites: ASE 162, ASE 181, ASE 182, and ASE 183.

ASE 288   On Board Diagnostics II
1   Credit(s)
On-Board Diagnostics II is a study of the new developments in the control and diagnostics of all the computerized engine components. This course is a study of the functions of the diagnostics self-test capabilities of the modern automobile. Students will receive both lecture and hands-on practical applications of the control built into today's automobiles.
Prerequisite: ASE 162, 181, 182, 183, 184, 262, 285, 286, 287.

ASE 289   Heavy Duty Diesel Fuel Injection Systems
2   Credit(s)
More detailed training included is the fuel injection nozzles, including unit injectors. The study of Cummins, Detroit, and inline style injection pumps with more detailed theory to provide the student with a better understanding of fuel injection systems for tune-up and troubleshooting capability. Pump operation with more detailed theory including bury cycle will assist the student to understand the system better for enhanced troubleshooting capability is included. Governors will be discussed and demonstrated. Final requirements for this course will be live work troubleshooting.
Prerequisite: ASE 284.

ASE 291   Fluid Power Systems
2   Credit(s)
This unit of instruction covers in greater detail theory and application of fluid power systems. Component parts and theory relationship to circuitry, diagnosis, and testing will be studied. Troubleshooting and repair of live work projects will be utilized as available.

ASE 292   Computer Engine Controls for Diesel Engines
5   Credit(s)
This course covers computer engine controls and a study of how and why computers have been introduced into the trucking industry. Items covered will be the microcomputer, sensors, actuators, and wiring necessary for the proper function of the computers which are used to control modern diesel engines. Proper identification, location, function, and testing of these components will be stressed. The theory of operation and troubleshooting procedures for the diesel engine computer systems will be covered through a detailed study of diagnostic and engine management software provided by diesel engine manufacturers.
Prerequisites: ASE 162, ASE 181, ASE 182.

ASE 293   New Generation OBD III
3   Credit(s)
New Generation OBD III is an advanced course continuing ASE 288 (On Board Diagnostics II), computerized engine controls and self testing ability of the modern automobile. Students will learn the computer PROM (Programmable Read Only Memory) flashing, which provides production updates to current automobiles on the road today, will be emphasized.
Prerequisite: ASE 288.

BIOLOGY
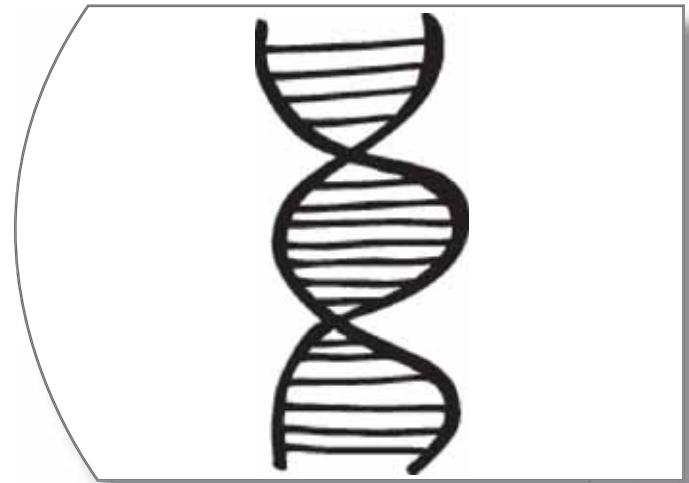
BIO 227   Human Anatomy and Physiology I
4   Credit(s)
This course is the first course of two semester sequence in human anatomy and physiology. This course covers the structure and functions of integumentary, skeletal, muscular, and nervous systems. Labs are included with class work.
Prerequisite or Corequisite: HCT 101.

BIO 228   Human Anatomy and Physiology II
4   Credit(s)
This course is the second course of two semester sequence in human and anatomy and physiology. This course covers the structure and functions of circulatory, respiratory, urinary, digestive, endocrine, and reproductive systems.
Prerequisite: BIO 227, HCT 101. Labs are included with class work.

BIO 250   General Microbiology
3   Credit(s)
This course is an introduction to the essential principles of microbiology and medically significant microorganisms. The course includes a taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids.
Prerequisite or Corequisite: HCT 101 and BIO 250-L.

BIO 250-L   General Microbiology Laboratory
1   Credit(s)
Corequisite: BIO 250.

BUSINESS

BOT 151   Leadership I
1   Credit(s)
This fall course offering will allow students who are in
different programs in the Business, Office and Technology
Division to participate in a variety of activities and events that
will be tailored to their declared specialty to enhance their
education. This course will allow students to hear from a wide
variety of guest speakers who are considered "experts" in their
fields on a variety of timely business topics. The course will
also allow students to participate in actual business meetings,
organizations, and activities that will have a focus on the
free enterprise system. Different speakers and activities will
be presented each semester, so the material will always be
new and timely. Students who choose to participate in the
various student organizations available on our campus will be
encouraged to do so, but membership in those groups is not
required in this course. Various sections will be offered each
semester, with each section designated for a different specialty.
The course will be graded on a pass/fail basis.

BOT 152   Leadership II
1   Credit(s)
Spring course continuation of BOT 151. This course will be
graded on a pass/fail basis.

BOT 216   Supervised Work Experience
3   Credit(s)
Supervised work experience will be conducted at an
instructor-approved work site or on the campus of Eastern
Idaho Technical College.

BOT 251   Leadership III
1   Credit(s)
Fall course continuation of BOT 152.
*Prerequisites: BOT 151, BOT 152. Course will be graded on a
pass/fail basis.*

BOT 252   Leadership IV
1   Credit(s)
Spring continuation of BOT 251.
*Prerequisites: BOT 151, BOT 152. Course will be graded on a
pass/fail basis.*

CHEMISTRY
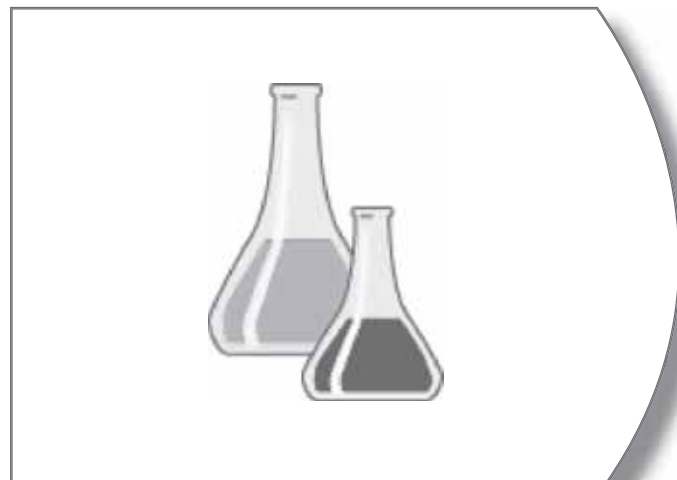
CHE 111   General College Chemistry I
4   Credit(s)
This course is a study of the fundamental principles necessary
to describe the interaction of atoms and molecules in the
various phases of matter, including properties of matter,
changes that it undergoes, and energy changes that accompany
these processes. Lecture and laboratory topics include unit
conversions, stoichiometry, chemical bonding and reactions,
kinetic molecular theory, solution chemistry, and kinetics.
Prerequisite: Successful completion of MAT 143.

CHE 112   General College Chemistry II
4   Credit(s)
A continuation of CHE 111 to include an introduction
to kinetics, acids, bases, gas, and solutions equilibrium,
electrochemistry, and nuclear chemistry. Three hours of lecture
and three hours of laboratory each week.
*Prerequisite: Successful completion of MAT 143 and CHE 111
or permission of instructor.*

COMPUTER INFORMATION SYSTEMS

CIS 101   Computer Information Systems
3   Credit(s)
This course is an introductory computer course for students with little or no prior computer knowledge. Three modules are covered within the class. Key Applications (word processing, spreadsheets, and presentation software), Computer Fundamentals (What is a computer?, processing data, software, hardware and social issues) and Living On-line (networks, the Internet, research, and e-mail). A student-friendly overview of EITC's computer system will also be provided. Successful completion of this course prepares students for the Internet and Computing Core Certification (IC3) exam.

CIS 145   Internetworking Technologies
4   Credit(s)
This course provides an overview of basic networking concepts, including industry language, data communications protocols, overview of microcomputers, and Network user basics.

CIS 231   Web Page Design
3   Credit(s)
This course introduces the student to design and construction of Internet Web Sites. It covers planning, design concepts, Internet graphics, Internet multimedia, page layout, maintenance, legal issues, and commercial use of the Internet. Students learn the current W3C standards and are exposed to the latest enhancements.
Prerequisite: CIS 101.

CIS 234   Computer Assisted Graphics
3   Credit(s)
This course uses draw and paint software for the design of graphics for use in business publications and the World Wide Web. It presents scanning, preparing files for output, theories of color, and digital photography. The course includes theory, instruction, demonstration, and hands-on experience.
Prerequisite: CIS 101.

CIS 235   Advanced Web Site Design
3   Credit(s)
The student will work with organizations to develop and publish web sites using a variety of advanced coding methods. This course will build on the W3C standards introduced in CIS 231 and will provide advanced web programming skills in HTML/XML, JavaScript, VBScripts and CGI programming to work with cookies, forms, input validation, database connectivity and searches.
Prerequisite: CIS 231.

CIS 236   Web Development Tools
3   Credit(s)
This course provides the students with the skills necessary to utilize the latest industry standards in graphical applications for web development. A number of applications will be examined and used in the course to provide rapid web development skills to the student.

CIS 238   Database Driven Websites
3   Credit(s)
This course will examine the different approaches for creating dynamic web pages that interact with databases and demonstrates how web servers interact with database servers and browsers to create dynamic web pages. The students will use relational database concepts to create queries using SQL. The course will interact with databases using both client-side and server-side scripts.
Prerequisites: CIS 239.

CIS 239   Advanced Data Management
3   Credit(s)
This course provides the advanced skills necessary to develop scaleable organization databases. Organizational information needs and limitations will be examined to plan and develop databases that can later be utilized in the creation of dynamic web sites. Industry standards in database software will be utilized throughout the course.
Prerequisite: OFP 227.

### CIS 240   Emerging Technologies of the Internet
3   Credit(s)
This course will examine the latest Internet plug-ins and the development tools required to utilize these emerging technologies. Strategies and deployment issues regarding new technologies will also be examined from both the organizational as well as the end user perspective.
Prerequisite: CIS 239.

COMPUTER NETWORKING
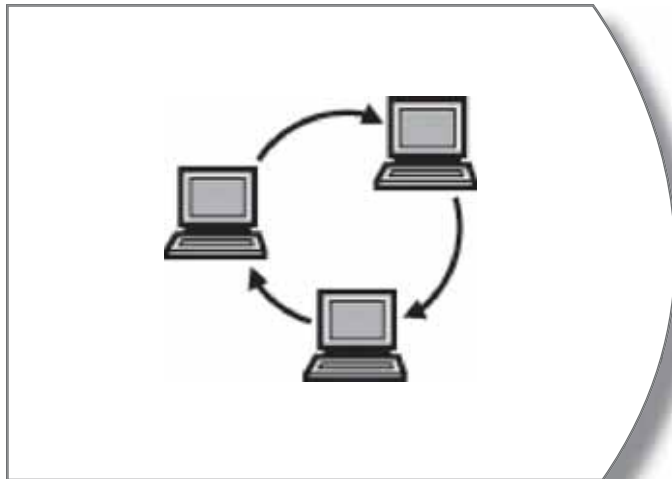
CNT 101   Microcomputer Concepts/Intro to Networking
4   Credit(s)
This course provides an overview of basic networking concepts, including industry language, data communications protocols, overview of microcomputers, and Network User Basics.

CNT 102   Peer to Peer Networking
2   Credit(s)
This course is implemented as a guided lab. The student will perform hands-on graded labs relating to competencies taught in CNT 101.

CNT 103   Introduction to UNIX/Linux
3   Credit(s)
This course is a guide designed to help the student learn the skills needed to master the UNIX/Linux environment. Practical hands-on descriptions and exercises are employed to help the student see what commands are available, how they are used and what must be done to get results. Students will be guided from the initial steps, to exploring essential features, to mastery of basic and advanced user skills.

CNT 108   Intro to TCP/IP/Wide Area Networks
3   Credit(s)
This course covers the TCP/IP protocol suite and how it applies to wide area network topologies. Included are discussions of bridges, routers, and gateways as they relate to designing, installing, and maintaining wide area networks. The Internet is introduced, discussed, and explored including the building of home pages.

CNT 150   Desktop/Client Computer Operating Systems
4   Credit(s)
This course provides the skills and knowledge required to install, configure, support, and troubleshoot desktop/client computer operating systems. It includes descriptions of maintenance and troubleshooting tools, communications and networking tools, and hardware support. It also describes the use of setup scripts, user profiles, and system polices. Classroom practice and computer labs provide hands-on

experience. The first half of the course focuses on support in a stand-alone environment, while the second half describes how to support these systems in a network environment.

CNT 202   Advanced UNIX/Linux
4   Credit(s)
This course focuses on practical hands-on descriptions of system administration tasks and the utilities--both command-line and graphical when available--that the administrator would use to complete daily work managing a UNIX/Linux based server. The goal of the descriptions and exercises presented is to provide the student with sufficient knowledge and skills to pass a Linux certification exam, thereby demonstrating that important theoretical and practical knowledge of the UNIX/Linux based computers has been gained.
Prerequisite: CNT 103.

CNT 210   Supervised Work Experience
3   Credit(s)
This course provides students with the opportunity to apply the skills acquired in a controlled working environment. Students will find employment for Supervised Work Experience at an instructor-approved work site, with assistance from the instructor as necessary.
Prerequisites: Successful completion of CNT semesters 1, 2, and 3.

CNT 241   Designing a Microsoft Network Server Active Directory Infrastructure
4   Credit(s)
This course provides students with the knowledge and skills to design a Microsoft Active Directory service and network infrastructure for a Microsoft network server environment. The course is intended for systems engineers who are responsible for designing service and/or network infrastructures.
Prerequisite: CNT 243.

CNT 242   Designing Security for Microsoft Networks
2   Credit(s)
This course provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios in which students are given the task of collecting the information and sorting through the details to resolve the given security requirements.
Prerequisite: CNT 243.

CNT 243   Planning and Maintaining a Microsoft Network Server Network Infrastructure

4   Credit(s)

The course provides students with the knowledge and skills necessary to plan and maintain a Microsoft network server network infrastructure. It is intended for systems engineer candidates who are responsible for planning and maintaining a Microsoft network infrastructure. These tasks include planning a TCP/IP physical and logical network, a DHCP strategy, a DNS strategy, a WINS strategy, IPsec access, and troubleshooting these services.
Prerequisite: CNT 262.

CNT 255   Implementing & Supporting Microsoft Exchange Server

3   Credit(s)

This course provides an introduction to the core technologies of Microsoft Exchange Server. It prepares students to implement and administer Microsoft Exchange in a single-site or multiple- site environment. Additionally, students will install and configure the Microsoft Outlook desktop information manager client, be given an introduction to the connectors and protocols in Microsoft Exchange and install Internet Mail Service, Microsoft Mail connector, and Lotus cc: Mail connector.
Prerequisite: CNT 263.

CNT 256   Administering Microsoft SQL Server

3   Credit(s)

This course provides students with the knowledge and skills required for configuring, administering, and troubleshooting Microsoft SQL Server client/server database management system.
Prerequisite: CNT 263.

CNT 257   Secure Web Access Using Microsoft Proxy Services

2   Credit(s)

This course covers installing, configuring, and troubleshooting Microsoft proxy server in an enterprise environment. It will cover the basic architecture of the proxy server, the different methods of controlling access to the Internet and intranet, configuring the cache, interoperability with other networks, methods of monitoring and improving performance as well as other features of proxy servers.

CNT 261   Managing & Maintaining a Microsoft Network Server Environment

4   Credit(s)

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft network server environment. It is intended for systems administrator and systems engineer candidates who are responsible for performing the above tasks.
Prerequisite: Successful completion of CNT semesters 1 & 2 or equivalent experience and Instructor approval.

CNT 262   Implementing and Maintaining a Microsoft Server Network Infrastructure

4   Credit(s)

This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft network server network infrastructure. It is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include configuring a Windows-based computer to operate in a Microsoft network server networking infrastructure, implementing routing, implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS), securing Internet Protocol (IP) traffic with Internet Protocol security (IPsec) and certificates, implementing a network access infrastructure by configuring the connections for remote access clients, and managing and monitoring network access.
Prerequisite: CNT 261.

CNT 263   Implementing and Maintaining a Microsoft Network Server Active Directory Infrastructure

4   Credit(s)

This course includes both self-paced and instructor-facilitated components. It provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft network server Active Directory directory service infrastructure. The course focuses on a Microsoft network server service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.
Prerequisite: CNT 243.

CNT 265   Implementing and Administering Security in a Microsoft Server Network Infrastructure

3   Credit(s)

This course provides students with the knowledge and skills to implement, manage, maintain, and troubleshoot security in a Microsoft network server network infrastructure and also plan and configure a Microsoft network server Public Key Infrastructure (PKI).
Prerequisite: CNT 243.

CNT 275   Cisco Internetworking Technologies

4   Credit(s)

This course is for students having basic computer skills and some familiarity with networking. It provides instruction in network standards, network terminology and protocols, networking, IP addressing, LANS, WANS, cabling tools, and cabling. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and team building concepts to solving networking problems.

CNT 276   Cisco Router Setup and Operation
4   Credit(s)
This course is for students having completed the previous coursework or having work experience in networking. This course covers routing protocols and routing, elements of routers, the router operating system, the utilities used to configure the router, and router configuration tasks.
Prerequisite: CNT 275 or equivalent work experience.

CNT 277   Cisco Network Segmentation and Protocol Encapsulation
4   Credit(s)
This course covers LAN segmentation using routers, advanced router configurations, LAN switching theory, virtual LANs, advanced LAN design, and advanced routine protocols and concepts. Included are threaded case studies that help students apply the concepts that are learned.
Prerequisite: CNT 276.

CNT 278   Cisco WAN Technologies
4   Credit(s)
This course covers such topics as WAN theory and design, WAN technology, PPP, Frame Relay, ISDN and network troubleshooting. Included are treaded case studies that help the student apply the concepts that are learned.
Prerequisite: CNT 277.

COMMUNICATIONS

COM 101   Fundamentals of Speech
3   Credit(s)
This is a course in oral communication that emphasizes the theory and practice of informative group speaking, logical argumentation, persuasion, negotiation, small group discussion, listening, and interpersonal communication with an emphasis on applications in the workplace.
Prerequisite: COMPASS reading and writing scores of 68+.

COM 101T   Fundamentals of Speech (Transfer Students Only)
1   Credit(s)
This course is designed to meet the needs of transfer students who enter EITC having previously taken a two-credit Speech or Communication class at either Idaho State University or University of Idaho. Students will attend the first seven weeks of the course, take all exams given during those six weeks, and deliver at least one speech.
Prerequisite: Two hours of introductory Speech Communications transfer credit.

COLLEGE SURVIVAL SKILLS
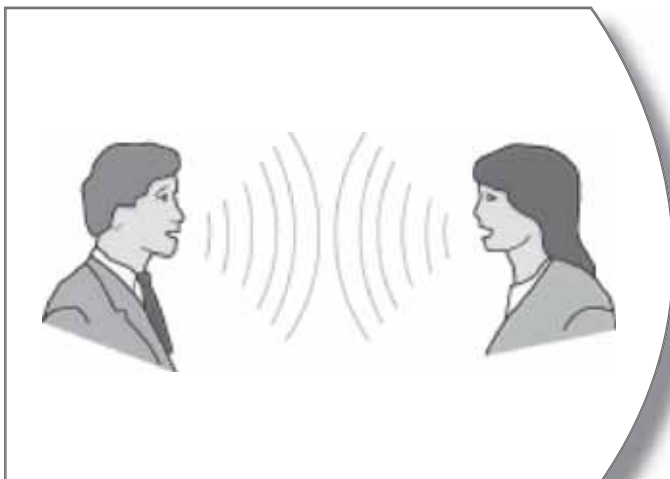
CSS 101   College Survival Skills
1   Credit(s)
This course provides students with an opportunity to develop the skills, values, and attitudes necessary to become confident, capable students in a college atmosphere. Emphasis will be placed on study skills, life management, college survival skills, relationships, memory techniques, test-taking strategies, note taking, techniques for textbook reading, critical thinking, health issues, finances, and campus resources. This is a pass/fail grade.

DENTAL

DTL 121   Orientation to Dental Assisting/Office Management
2   Credit(s)
This course is designed to provide the student with a solid foundation to become skilled in effectively using the correct terminology when dealing with various people in various situations. The skills learned in this course can be used when building relationships with people as related to success with patients, coworkers, and employers. Also provides in-depth understanding of the dentist's and auxiliary's ethical and legal responsibilities to patients and to each other. Emphasis is placed on the auxiliary's role in risk management. An introduction to basic office procedures used on a daily basis is included.

DTL 124   Basic Dental Sciences & Medical Situations
3   Credit(s)
This course is designed to provide students with a basic understanding of the various sciences used in the dental health field. Class work also deals with preventive dentistry and patient care. The course provides the skills needed to handle any medical emergency in the dental office and provides a solid fundamental knowledge of HIV/AIDS as it pertains to patients, coworkers and employers. The student will be eligible to test for Red Cross certification in CPR, First Aid, and HIV/AIDS in the Workplace.

DTL 125   Dental Operatory Procedures
4   Credit(s)
This course is designed to provide the skills needed in the maintenance of treatment rooms, equipment, tray preparation, selection and proper sterilization of dental instruments/or equipment, and the hands-on use of four- and six-handed chair side procedures. The course covers the physical and chemical interactions, manipulations, application and storage of various restorative materials.

DTL 126   Dental Radiology
4   Credit(s)
This course is designed to provide history, principles, and biological effects on the human body. Included also, are the exposing, processing, and mounting of radiographs using proper safety techniques. The course provides supervised theory and lab techniques covering intra and extra oral radiographic production, processing, mounting, and evaluation. The student has the opportunity to become skilled in dental x-ray procedures with a heavy emphasis on safety.

DTL 127   Dental Clinical
2   Credit(s)
Theories and skills learned in the classroom are applied to actual clinical situations through low-income clinic work on campus. The experience is made possible by local dentists who volunteer their time and services. This course provides the student with the opportunity to enhance chair side and laboratory skills in the dental environment and to work with dentists in a structured environment.

DTL 128   Dental Specialties
4   Credit(s)
This course is designed to provide the student with a basic knowledge, including indications and contraindications, of the use of dental specialties. Varied skills dealing with each specialty will be introduced.

DTL 131   Dental Lab Materials and Expanded Functions
3   Credit(s)
The student will learn to identify properties, uses, and manipulations of various dental laboratory materials. A hands-on use of selected laboratory materials is used in the fabrication of numerous dental products. Also learned are selected laboratory procedures including proper use, maintenance, and safety of laboratory equipment. Much of this course is hands-on lab work. The student will have the opportunity to become skilled in the clinical aspects of the Idaho Expanded Functions for Dental Assistants. The student will have the opportunity to be tested for the Idaho Expanded Functions certificate.

DTL 132   Supervised Work Experience
6   Credit(s)
This course is designed to allow students to apply theories and skills learned in the classroom and lab to actual clinical situations in area dental offices. This gives the student the opportunity to become further skilled in the Idaho Expanded Functions. The student may also receive experience in specialty offices (e.g. orthodontics or oral surgery).

DTL 134   Fundamentals of Dental Assisting
2   Credit(s)
Provides the beginning Dental Assistant with background and knowledge in the areas of dental terminology, charting, cavity classification, infection control, local anesthesia, oral surgery, and ethics and jurisprudence.
Prerequisite: Employed as a Dental Assistant for 6 months.

DTL 135   Expanded Duties
3   Credit(s)
Designed to teach the following expanded functions: coronal polishing, pit & fissure sealant, temporary crowns, and nitrous oxide administration. (All of the functions are required for a State license).
Prerequisite: Must have successfully completed DTL 134 (Fundamentals of Dental Assisting) and be employed in the dental profession for at least six months.
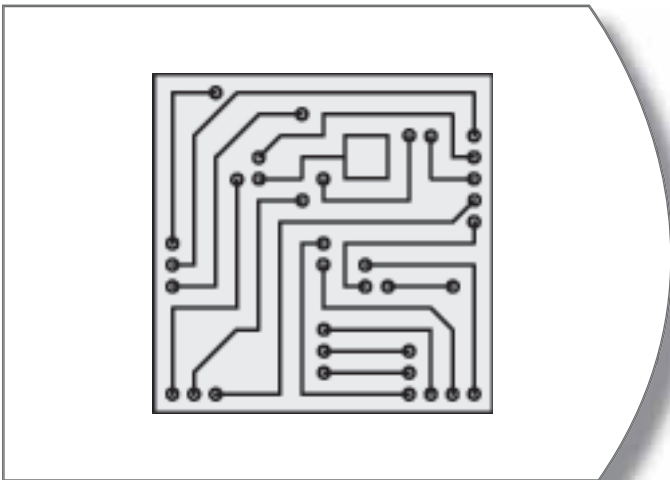
ECONOMICS

ECO 100   Economic Issues
3   Credit(s)

This course is an introduction to current economic issues as they affect such matters as inflation, unemployment, discrimination, war and peace, taxes, interest rates, retirement, welfare, education, profits, poverty, pollution and the environment, and our overall quality of life.

ELECTRONICS

ELC 106   Video & Communications Systems Theory
3   Credit(s)

This course covers the theory of basic audio and video devices commonly used in media, business, and industry; specifically, theory and application of audio and video equipment.
Corequisite: ELC 107.

ELC 107   Video & Communications Systems Laboratory
4   Credit(s)

The laboratory experience is designed to provide the students with hands-on training to support theory taught in Video and Communications Systems Theory. Safety is part of the daily lab operation.
Corequisite: ELC 106.

ELC 121   Discrete Device Theory
5 Credit(s)

This course presents basic electronic theory utilizing diodes, transistors, integrated circuits, and other special purpose devices. It incorporates these devices into power supplies, amplifiers, and other special purpose circuits.
Corequisites: ELC 123 and ELC 124.

ELC 123   Discrete Device Applied Laboratory
4 Credit(s)

The applied lab experience provides hands-on training using equipment and machinery used in industry and supports the theory taught in the theory course.
Corequisite: ELC 121.

ELC 124   Discrete Device Computer Assisted Laboratory
2 Credit(s)

The computer assisted laboratory utilizes N.I.D.A. computer trainers and online experiments to supplement the students hands-on lab experience. N.I.D.A. is the largest supplier of electronic computer aided instruction and provides a majority of this type of training to the United States military and other governmental agencies.
Corequisite: ELC 121.

ELC 125   Direct and Alternating Current Theory
5   Credit(s)

This course provides for analyzing electronic devices using Ohm's Law, Kirchoff's Laws, and Thevenin's and Norton's Theorems as they apply to series and parallel circuits.

ELC 126   Direct and Alternating Current Applied Laboratory
4 Credit(s)

The applied lab experience provides hands-on training using current electronic diagnostic equipment and machinery to support the theory of A.C. and D.C. Safe use of tools and equipment as well as hazard recognition and risk minimization is included.

ELC 127   Direct and Alternating Current Computer Assisted Laboratory
2 Credit(s)

The computer assisted laboratory utilizes N.I.D.A. "computer trainers and online experiments to supplement the students" hands-on lab experience. N.I.D.A. is the largest supplier of electronic computer aided instruction and provides a majority of this type of training to the United States military and other governmental agencies.

ELC 141   Applied Electronics Math I
4   Credit(s)

This course provides students with specific math as it applies to Algebraic and Trigonometric relationships of DC and AC circuit analysis. This includes the understanding and use of signed numbers, equations, powers of 10, engineering notation and exponents, factoring, graphing, and vector/phasor diagrams.
Prerequisite: A COMPASS score of 41 or higher in Algebra is required.

ELC 203   Introduction to Computer Programming
3   Credit(s)

This course introduces structured programming using Visual Basic. Students will learn the fundamentals of software engineering, the software development cycle, and the visual and procedural elements of Visual Basic. These skills plus the basic programming skills of using the various programming structures, variables, subroutines and functions will be used to design, code, test, and debug Windows application programs.

ELC 206   Microprocessors and Computer Systems Lab
4   Credit(s)

This course provides the learner with hands-on applications for the information presented in ELC 209. It includes assembly of a personal computer from components provided by the student as well as installation, maintenance, and repair of personal computers (PC's) and other microprocessor based equipment. It examines stand alone operating systems, network operating systems (NOS), and network topologies. It provides an overview of microcomputers, basic networking concepts including industry language and data communications protocols.
Prerequisite: CIS 101. Corequisite: ELC 209.

ELC 207   Digital Electronics
6   Credit(s)

This course is a review of transistor and analog theory. Theory of saturated transistor switching, binary numbers, logic gates, logic families, sequential logic, combinational logic, flop-flops encoders/decoders, multiplexers/demultiplexers, adders, code converters, and comparators, counters, shift registers, memories, logic family interfacing, A/D and D/A converters, fundamentals of microprocessors (including machine language programming) are taught with an emphasis on circuit function and troubleshooting. This course introduces the use of binary, octal, decimal, and hexadecimal numbering systems; number base conversions; use of common binary codes as applied to computers; Boolean laws and theorems to analyze and reduce logic circuits and Boolean equations; truth tables to express the logic function of digital circuits and Karnaugh maps for digital circuit design and Boolean expression simplifications.
Corequisite: ELC 208.

ELC 208   Digital Electronics Laboratory
6   Credit(s)

The laboratory experience is designed to provide the student with hands-on training to support the theory and function of digital devices taught in Digital Electronics. This course includes instruction in the proper use of test equipment designed specifically for troubleshooting digital circuits.
Corequisite: ELC 207.

ELC 209   Microprocessors and Computer Systems Theory
4   Credit(s)

This course closely examines personal computer (PC) hardware and other microprocessor based equipment. Attention is given to the design, building, upgrade, and repair of the personal computer, with a strong emphasis on troubleshooting. Additionally, computer networking essentials and PC Service Technician material will be covered.
*Prerequisite: CIS 101. Corequisite: ELC 206.*

ELC 250   Supervised Work Experience
3   Credit(s)

This course provides the learner with the opportunity to apply the skills acquired in a controlled working environment. Students will find employment for Supervised Work Experience at an instructor-approved work site, with assistance from the instructor as necessary.
Prerequisite: Successful completion of the first year course requirements as well as ELC 207 and ELC 208.
Corequisite: ELC 203, ELC 206, and ELC 209.

ENGLISH
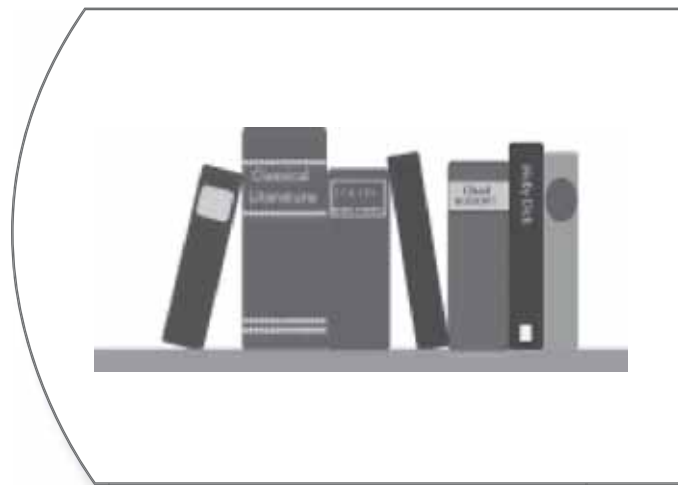
ENG 045   Beginning to Write
0   Credit(s)

This course is for the beginning writer whose TABE scores indicate language proficiency below 5.0 grade level. Students will learn how to identify and write complete, well punctuated sentences. Students will be introduced to pre-writing activities, such as brainstorming and webbing. At the end of this course, students will be able to write a simple letter and a variety of well-organized, descriptive paragraphs. A current TABE score is required.

ENG 050   Basic Grammar & Composition
0   Credit(s)

This course is a prerequisite to English 75, Intermediate Grammar and Developmental Writing. English 50 is designed for students who have little prior knowledge of grammar and the fundamentals of composition. Students who score under 47 on the writing portion of the COMPASS should be referred to the Adult Learning Center for placement. A current TABE score is required.

ENG 075   Intermediate Grammar & Developmental Writing
0   Credit(s)
Students will be taught the fundamentals of paragraph and essay development, which include: generating ideas, establishing purpose and audience, using appropriate organizational and stylistic methods, editing, and proofreading. Some computer instruction will be provided during labs. At the end of this course, students will be able to write an interesting and well-organized essay. Students who score under 47 on the writing portion of the COMPASS should be referred to the Adult Learning Center for placement. A current TABE score is required.

ENG 090   Basic Writing
3   Credit(s)
This course prepares students for English 101 by addressing fundamentals of essay writing. Focus is on the writing and editing processes with an emphasis on correctness, fluency, organization, and revision. A passing score on the mandatory exit exam is required for successful transition to English 101. A COMPASS score between 47 and 67 in both Reading and Writing is required.

ENG 101   English Composition
3   Credit(s)
Using the essay as a model for organization, students will be introduced to critical reading and writing challenges including pre-writing strategies, invention, revision, and editing. In a minimum of 20 pages of revised writing, students will produce essays and reports that show unity and coherence, develop and support a central thesis, and demonstrate organization and unification. Keyboarding skills are strongly recommended.
Prerequisite: A COMPASS score of 68 or better in Reading and Writing or an ACT score of 18-24.

ENG 102   Critical Reading and Writing
3   Credit(s)
Provides instruction in critical reading and writing of expository and argumentative prose, including summaries, analysis, and research. Focus on critical reading; research methods; gathering, evaluating, analyzing, and synthesizing ideas and evidence; and documentation. The course is designed to help students understand and acquire the habits of mind central to academic inquiry and to exercise skills in reporting documented research. Prerequisite: Successful completion of ENG 101 with a grade of C or higher or a minimum COMPASS score of 95 in both Reading and Writing with a satisfactory entry essay written during the first class session. Students who do not pass the entry essay diagnostic exam may be admitted with the permission of the instructor and with the provision that they attend regular tutoring sessions in the Writing Center.

ENG 202   Technical Communication
3   Credit(s)
This class is designed for those interested in practical applications of technical writing principles. It offers instruction in the writing skills applicable to business and industry and includes the fundamentals of composing memos, letters, abstracts, instructions, and reports with an emphasis on clarity, conciseness, and document design.
Prerequisite: Successful completion of ENG 101.
Recommended: ENG 102.

ENVIRONMENTAL SAFETY & HEALTH
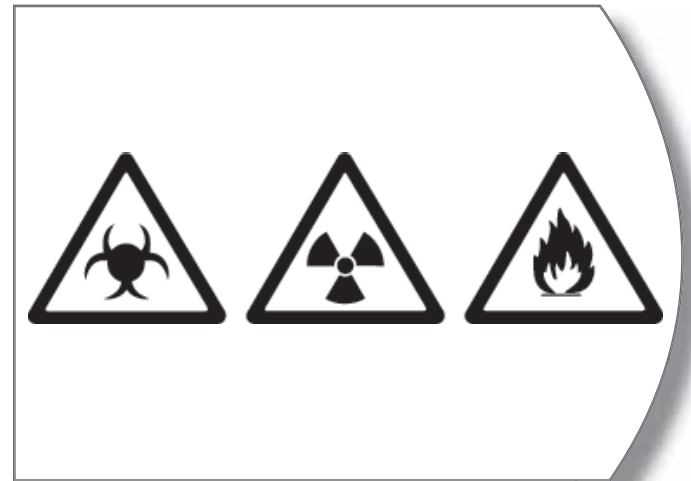
ESD 102   40-Hour OSHA HAZWOPER Training
2   Credit(s)
This course includes training pertaining to and which will satisfy the regulatory requirements of the OSHA Standard 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response requirements.

FST 100   Fire Training Technology
42   Credit(s)
This program is designed to upgrade paid and volunteer fire fighters in the latest fire fighting and life saving techniques. The course work listed (except general education requirements) for the Idaho State Fire Fighters certification, associate of applied science degree program, is delivered through statewide fire departments. All courses except general education requirements will be graded Pass/Fail.

HEALTH CARE

HCT 100   Introduction to Health Professions
2   Credit(s)
This course is designed for students entering programs for training in a health care profession. Information provided in this course will give students a basic knowledge regarding the preparation necessary for a large number of health care careers and current health care trends.

HCT 101   Medical Terminology
2   Credit(s)
Using computer assisted instruction, this course provides a body system by body system approach to spelling, pronouncing, and using terminology that is unique to the medical environment.

HCT 103   Introduction to Anatomy and Physiology and Laboratory
4   Credit(s)
This course provides a study of the normal structure and function of body cells, tissues, organs, and body systems, including the interrelationships of body systems and the proper terminology to describe the systems. It relates body systems to patient care.
Prerequisite or Corequisite: HCT 101.

HCT 105   Phlebotomy
2   Credit(s)
This course provides the student with a working knowledge of specimen collection techniques and laboratory procedures routinely performed in health care facilities while observing all aseptic and safety precautions in accordance with health care standards.

HCT 107   Basic Life Support and Hazardous Materials Response
1   Credit(s)
This course emphasizes the critical concerns of emergency medical responders at hazardous materials incidents. Elements include safety issues, managing contaminated victims requiring medical assistance, and decontamination and treatment procedures of a basic life support nature. Focus is on the toxicological aspects associated with responding to hazardous materials incidents.
Prerequisite: Current EMT-Basic.

HCT 109   Medical Ethics
2   Credit(s)
This course provides a solid understanding of the statutes, regulations, and bioethical issues that impact medical office personnel. Students will be exposed to legal concepts such as standards of care, scope of employment, criminal and civil law, contracts, risk management, and the aspects of medical malpractice cases.

HCT 110   Nutrition
2   Credit(s)
The purpose of this class is to acquaint the student with major nutrients and their food sources, as well as basic food groups and the foods contained in each. The student will also learn about nutrition throughout the life cycle.

HCT 111   Growth and Development
2   Credit(s)
This course focuses on a study of the life cycle from birth to old age. Study will incorporate theories of growth and development and will incorporate an emphasis on health promotion.

HCT 113   Medical Coding
3   Credit(s)
This course teaches the ICD-9CM, CPT-4, and HCPCS coding systems used to convert widely accepted uniform descriptions of medical, surgical, and diagnostic services rendered by health care providers into numeric codes for reimbursement for services rendered.
Prerequisites: HCT 101, HCT 103, or approval of course instructor.

HCT 114   Medical Billing
3   Credit(s)
Using medical software available, this course teaches the techniques and procedures of electronic billing from a medical office. Students learn medical billing procedures including the appeal process, third-party reimbursement procedures, and medical practice management.
Prerequisites: HCT 101, HCT 103, HCT 113, or approval of course instructor.

Course Descriptions

HCT 115   EMT Basic
6 Credit(s)
This course includes 120 hours of instruction and clinical time that meets State of Idaho and National Registry requirements for obtaining the EMT-B license. This training is required to work as an emergency medical service (EMS) provider in an ambulance or other emergency care settings.
Prerequisite: Health Care provider CPR certification.

HCT 116   EMT 24-hour Refresher
1 Credit(s)
This 24-hour course meets state and national requirements for continuing education training for EMT's and First Responders. Basic skills in trauma and medical assessment will be reviewed.
Prerequisite: EMT-Basic or Basic Life Support certification.

HCT 117   Introduction to Medical Coding
1 Credit(s)
Learn the basics needed for medical coding. Coding is essential on every claim form for reimbursement and is vital to a medical practice.

HCT 118   Certificated Nursing Assistant Training
4 Credit(s)
Prerequisite: Must be at least 16 years old, CPR card, and current immunizations as per Health Care Division. This course is designed for persons needing nursing assistant training or for students preparing to enter the practical nursing program. 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 may be different than classroom hours.

HORTICULTURE
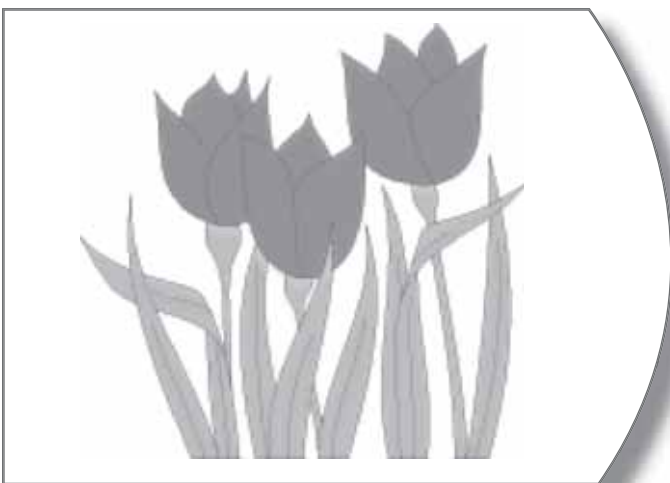
HOR 102   Principles of Plant Science
3 Credit(s)
This course will provide students with an introduction to cell structure, plant anatomy and physiology, reproduction, heredity, evolution and ecology.

HOR 121   Woody Landscape Plants
3 Credit(s)
This course will provide students with practice in the identification of deciduous and evergreen trees, shrubs, and ground covers. It will also explore the landscape value and special cultural requirements of woody landscape plants.

HOR 124   Herbaceous Landscape Plants
3 Credit(s)
This course will provide students with proactive in the identification of annual and perennial flowers. It will also explore the landscape value and special cultural requirements of annual and perennial flowers.

HOR 130   Introduction to Landscape Design
3 Credit(s)
This is a general exposure course designed to enhance the student's understanding of the outdoor environment and how he/she can contribute to the quality of that environment through design and planning. It will also include a study of the history of landscape architecture and its effect on man.

HOR 133   General Soils with Lab
3 Credit(s)
This is a basic course dealing with the formation, physical, chemical, and biological properties of soils. It will include practical studies in diagnosing and correcting plant nutrient deficiencies for various horticultural applications.

HOR 212   Landscape Pest Control
3 Credit(s)
This course will include identification and control of insects, weeds, and diseases of ornamental plants; it will also include the uses, limitations, and methods of applying pesticides, including laws concerning their use.

HOR 218   Turfgrass Management
2 Credit(s)
This course will cover the identification, planting, establishment, and care of lawns.

HOR 219   Tree and Shrub Care
2 Credit(s)
This course will cover the planting, establishment, and care of trees and shrubs.

HOR 220   Plant Propagation
3 Credit(s)
Students will explore the principles and practices used in commercial propagation of plants, with emphasis on landscape nursery stock. Practices will include tissue culture, seed germination grafting, layering, budding, cutting, and other specialized techniques.

HOR 229   Landscape Irrigation
2 Credit(s)
This course will explore irrigation of turf and landscape plants. It will include the design of irrigation systems and selection of components.

HOR 230 Advanced Landscape Design
3 Credit(s)
Students will explore the artistic and functional design of landscapes. Emphasis will be placed on land form, space modulation, plant form, and presentations techniques.

HOR 234 Greenhouse and Nursery Operations
3 Credit(s)
Students will explore greenhouse constructions, environmental control, and plant culture; including production of greenhouse floral crops.

HOR 251 Estimating and Bidding
3 Credit(s)
This course will focus on estimating, bidding, and contracting procedures for landscape construction and maintenance projects.

HOR 252 Landscape Construction
2 Credit(s)
This is a project-based course of layout and construction techniques for landscape projects. Considered are masonry, wood structures, irrigation installations, and plant installations.

HOR 298 Supervised Work Experience
3 Credit(s)
A comprehensive experience under supervision of the employer and faculty specialist. A horticulture business is selected whose practices conform closely to the needs and training objectives of the student.

LEGAL

LGL 101 Introduction to Legal Assisting
3 Credit(s)
Instruction in this course presents an overview of the role of a legal assistant, ethics, regulation, professional trends and issues, legal analysis, and the legal system.

LGL 102 Law Office Procedure and Technology
3 Credit(s)
This comprehensive simulation is comprised of various activities most often performed by the legal assistant, such as billing, ordering, appointment and court date scheduling, time keeping, document control, event tracking, and records management. The student will also be introduced to various legal-specific software, telecommunication, and office equipment generally found in a law office.
Prerequisite: CIS 101.

LGL 103 Legal Terminology
3 Credit(s)
Students will learn the definitions, synonyms, and pronunciation of legal terms and apply their usage in producing legal documents, instruments, and correspondence.

LGL 104 Legal Document Drafting
2 Credit(s)
This course provides the student with hands-on practice and knowledge required to produce various legal documents in conformity with the Idaho Rules of Civil Procedure, as well as accepted rules of grammar and appearance.

LGL 110 Civil Litigation I
3 Credit(s)
This course provides the learner with principles of civil litigation in federal and state courts with a focus on the initial phases of a lawsuit, including client interviews, pre-litigation investigation, jurisdiction and venue considerations, filing a lawsuit, service of process, defendant's responsive pleadings, and discovery. Discovery topics include interrogatories, depositions, document production and inspection requests, physical and mental examinations, and requests for admission. The principles learned will be applied to practical exercises.
Prerequisite: LGL 104 or instructor approval.

LGL 204 Estate Planning and Probate
2 Credit(s)
This course provides an overview of the role of the legal assistant in the areas of estate planning and probate practice. Instruction is provided in preparing basic estate planning documents such as wills and trusts and the procedure of estate administration from application to order.

LGL 207 Procedures of Bankruptcy Law
3 Credit(s)
The main focus of this course is bankruptcy law and procedure. It covers commencement of a case, preparing of schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical hints for legal assistants. Forms utilized in bankruptcy court will be stressed as well as proceedings under Chapter 7, Chapter 13, and to a lesser extent, Chapter 11 and 12. Additionally, the rights of creditors will be explored.

LGL 208 Family Law
3 Credit(s)
The purpose of the family law course is to give legal assistants an understanding of domestic relations law and to show students how those laws governing family situations are applied. The content of the course covers such areas as formation of a marital relationship, dissolution of marriage,

child custody and support, adoption, paternity, domestic violence and child neglect.

LGL 210   Internship
3   Credit(s)

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced legal assistant in day-to-day, on site office work. The student must prepare the necessary job search documents and conduct interviews to obtain a legal assistant internship position and complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. In addition to on-site work, the student will prepare a daily journal of his/her activities and observations while on site, and a portfolio of four (4) legal documents prepared on the job site, with client's names redacted, all of which will be reviewed and graded by the course instructor.

LGL 211   Civil Litigation II
3 Credit(s)

This course continues the study of the litigation process with the trial and post-trial stages. Discovery topics include interrogatories, depositions, document production and inspection requests, physical and mental examinations, and requests for admission. Other topics include evidentiary issues, settlement negotiations, organization of case files, document control systems, trial preparation, trial procedure, and post-trial proceedings. Overviews of administrative hearings and alternative dispute resolution are also presented.
Prerequisite: LGL 110.

LGL 212   Criminal Law
3   Credit(s)

This course is comprised of two sections: the substance of criminal law and the procedure of criminal law. Instruction will be provided on the history of criminal law, criminal responsibility, misdemeanors and felonies, and defenses. Students will be provided with hands-on practical assignments dealing with various legal assistant duties in criminal cases, from investigation to adjudication. A major focus of the class will be on Idaho criminal law and procedure.
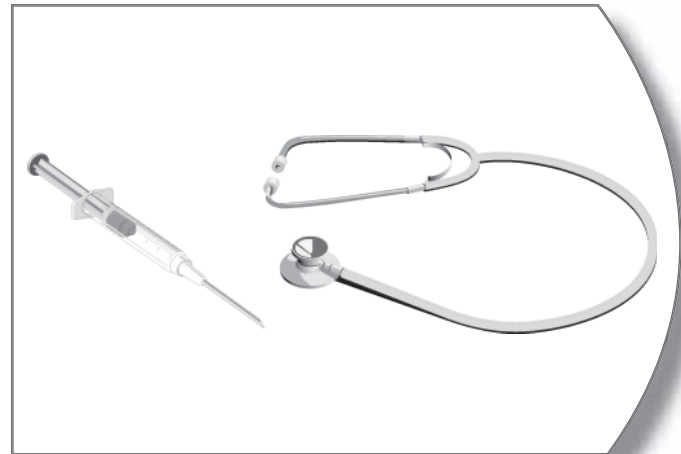
LGL 218   Basic Legal Research
3   Credit(s)

Covers the basic tools of legal research, including Lexis and internet based research. Emphasis is placed on how to use reference tools fully, finding and updating law, correct citation format, and case briefs.
Prerequisite: LGL 101 or instructor approval.

MEDICAL ASSISTANT

MAS 101   Pharmacology for Health Professions
2   Credit(s)

This course introduces legislation relating to drugs, drug references, drug classification and actions. Various areas will be touched on, such as patient education, effects of specific drug actions on body systems, side effects, precautions to be used, contraindications, etc. Vitamin and mineral functions are covered as well as the subject of substance abuse. Time will be given to learn how to use a PDR as a reference for information.
Prerequisite: MAT 123.

MAS 103   Clinical Skills for Medical Assistants I
3   Credit(s)

This course introduces students to the clinical aspect of working in a physician's office, medical clinic, or other health care facility. Clinical procedures such as vital signs, assisting the physician with examination procedures, patient education, physical agents to promote tissue healing, introduction to radiology and diagnostic imaging, observation of aseptic techniques and safety precautions, and the documentation necessary with each will be included.
Prerequisites: HCT 100, HCT 101, and HCT 103.

MAS 106   Externship I
3   Credit(s)

Upon successful completion of the classroom and laboratory instruction required for a certificate, each student will complete an externship that provides an opportunity in a medical facility to incorporate principles, activities, and skills previously learned while under the supervision of qualified personnel. This externship does not meet the requirements for the associate degree.

MAS 111   Admin Skills for Medical Assistants I
3   Credit(s)

This course includes the components of an administrative career in a physician's office, medical clinic, and other health care facilities. Group collaboration and the aspects of health care team, oral and written communication skills, and operational tasks such as scheduling patient appointments, managing patient records, and patient accounts will be included.

MAS 112   Admin Skills for Medical Assistants II
3   Credit(s)
Using extensive computer applications, students will learn document composition, banking and bookkeeping skills, advanced medical office procedures, and transcription skills required for medical office management.
Prerequisite: MAS 111 or approval of course instructor.

MAS 113   Introduction to Medical Transcription
2   Credit(s)
Students will be able to transcribe physician-dictated reports organized by body systems. Emphasis will be placed on the development of medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports and discharge summaries. Students will review editing, proofreading, grammar, and punctuation, with a focus on speed and accuracy, and learn to use reference materials and other resources.

MAS 114   General Medical Transcription
3   Credit(s)
Students will learn to transcribe authentic physician-dictated reports by medical specialty. Continued emphasis will be placed on the development of medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports and discharge summaries. Operative reports, diagnostic studies, radiology and pathology reports, and autopsy and death summaries will be included.

MAS 118   Telecommunications and Meditech
1   Credit(s)
Students will learn how to utilize the Internet, modems, and technology to perform medical transcription from different locations. Students will also learn how to use the Meditech patient care system utilized by health care facilities.

MAS 119   Practicum
1   Credit(s)
Upon successful completion of classroom and laboratory instruction required for this option, each student will complete a practicum that provides an opportunity in a medical facility to incorporate principles, techniques, and skills previously learned while under the supervision of qualified personnel.

MAS 120   Diseases of the Human Body
2   Credit(s)
Introduction to diseases of the Human Body. Includes infectious and congenital diseases, neoplasm's, as well as diseases of each specific body system.

MAS 203   Clinical Skills for Medical Assistants II
3   Credit(s)
Upon completion of this course, the student will have demonstrated the ability to perform numerous clinical skills necessary and common in a variety of health care environments: collection of laboratory specimens, performing a variety of lab tests, perform quality control and equipment maintenance, a working knowledge of skills and equipment needed to perform EKG's, preparation and set-up for minor surgical procedures, and sterile techniques, CPR/First Aid will be included.
Prerequisite: MAS 103 or permission of instructor.

### MAS 205   Administration of Medications
2   Credit(s)
This course covers the routes of administration and the proper method of delivery of medications by those routes. Carious types of medication are discussed as well as the absolute rules concerning medication administration, including dosage calculations.

MAS 210   Externship II
6   Credit(s)
Upon successful completion of the classroom and laboratory instruction required for an Associate of Applied Science Degree, each student will complete an externship that provides an opportunity in a medical facility to incorporate principles, activities, and skills previously learned while under the supervision of qualified personnel.

MATHEMATICS
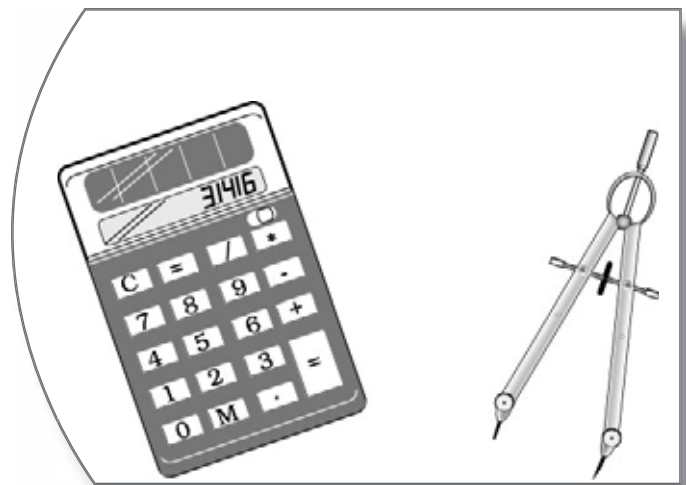
MAT 050   Basic Math A/B
0   Credit(s)
This class introduces students to forms of basic math starting with addition, subtraction, multiplication, and division of whole numbers, with an introduction to decimals. It also includes fractions, percents, and proportions of simple formulas. The class is competency-based and allows students to proceed at their own pace. A passing grade of 90% is required at each level to advance to the next level. Students with COMPASS scores under 30 in Pre-Algebra should be referred to this class. A current TABE score is required.

MAT 075   Elementary Algebra
0   Credit(s)

This structured class introduces algebra to GED students and others who have no working knowledge of higher math. Additionally, Math 75 focuses on signed number operations, evaluation of algebraic expressions, exponents, simplifying expressions, equation solving, word problems, and basic geometry.
Prerequisite: Successful completion of MAT 50B and/or a COMPASS score in Pre-Algebra between 31 and 44. A current TABE score is required.

MAT 100   Introduction to Algebra
4   Credit(s)

This course prepares students to enter technical programs at EITC or other postsecondary institutions. This course will focus on equations, signed numbers, quadratic equations, formulas, inequalities, graphs, and radicals.
Prerequisite: Successful completion of MAT 75 or equivalent knowledge as demonstrated by minimum COMPASS scores of 45 in Pre-Algebra or between 15 and 39 in Algebra or a minimum mathematics ACT score of 12.

MAT 104   Welding Mathematics
3   Credit(s)

This course is designed for students in their first year of Welding Technology. The U.S. Customary and Metric systems of measurement are used. Whole number arithmetic, fractions, percentages, and decimals are used with emphasis on converting units within and between the two systems. Formula solving and setting up of proportion equations are used to solve practical problems in geometry. The course concludes with right triangle trigonometry as applied to typical shop welding problems.
Prerequisite: A COMPASS Pre-Algebra score of 30 or higher.

MAT 105   Business Mathematics
3 Credit(s)

This is a comprehensive mathematics course with an emphasis on math used in business applications. A general review of basic mathematical concepts is followed by an in-depth look at math used in business, such as mark ups, mark downs, financial statements, business margins, ratios, interest, and value of money. A COMPASS score of greater than 30 in Pre-Algebra is required to enter this course.

MAT 108   Intermediate Algebra
3   Credit(s)

This intermediate course is a review of algebra with an emphasis on solving equations and inequalities, including nonlinear equations and systems. Additional topics covered include factoring, rational expressions, exponents, radical, and quadratic equations.
Prerequisites: Successful completion of MAT 100 with a C grade or higher, a COMPASS Algebra score of 40 or higher, or a minimum mathematics ACT score of 18.

MAT 110   Technical Mathematics
3   Credit(s)

This course is designed as a basic mathematics course for students in some technical certificate programs. Appropriate applications for each program will be stressed throughout the course. All sections will review fractions, decimals, percentages, ratios and proportions, calculator usage, formula evaluation, and the metric system. A unit on personal finance is included in this course.
Prerequisite: A COMPASS Pre-Algebra score of 31 or higher.

MAT 123   Mathematics in Modern Society
4   Credit(s)

This course is designed to provide the practical mathematical reasoning skills to solve real-world problems. Logic, number theory, probability, statistics, consumer mathematics, non-Euclidean geometry, or various other higher-level mathematical concepts will be covered. Also emphasized will be the historical, biographical and philosophical nature of mathematics. It is assumed that students entering the course have a working knowledge of algebra at an intermediate level. This course requires two hours of lab per week in addition to three hours of class/lecture.
Prerequisites: Math 100, a minimum mathematics ACT score of 19, or a COMPASS score of 45 or higher in Algebra and a 68 in Reading. Corequisite: MAT 123 -L1.

MAT 123 - L1   Mathematics in a Modern Society Lab
0   Credit(s)
Corequisite: MAT 123.

MAT 143   College Algebra
4   Credit(s)

This course introduces the concepts of and notations used for generalized mathematical functions. These include polynomial functions, radical functions, exponential functions, logarithmic functions and functions of complex numbers. Matrices, sequences, series, and the binomial theorem are covered as preparation for calculus courses.
Prerequisites: Successful completion of MAT 108 with a grade of C or higher, a minimum mathematics ACT score of 23, or a COMPASS Algebra score of 61 or higher.

MANAGEMENT

MGT 115   Leadership Workshops
1   Credit(s)
Participants will learn to view management and leadership as two different but essential skill sets for the efficient, effective executive. Organizations in the 21st Century are facing major changes in the demands of their customers and, at the same time, the needs for their employees. This seminar is designed with state of the art ideas to meet those demands and go beyond. It will help each participant explore what they know, what they don't know, and what they need to know. The skills needed to become the "best leader" not just better are an integral part of these workshops.

MGT 121   Principles of Management
3   Credit(s)
This course provides an introductory framework for many of the courses taught in the Business Technology Program. Organized around the traditional management functions of planning, organizing, leading, and controlling, a managerial foundation is laid for later instruction in human resource management, small business management, financial management, and entrepreneurship. This course makes heavy use of skills-based exercises and case studies. Learners are presented a behavioral orientation to management where they are required to solve problems, make decisions, respond to situations, and work in groups--activities which simulate many of the day-to-day challenges and opportunities faced by real managers. Regular readings in business periodicals keep the subject firmly anchored in current, contemporary topics.

MGT 201   Special Topics I
1   Credit(s)
This course will address special topics relative to business and industry normally not covered in other courses offered in the Business Technology program. Information and subject matter will be germane to business and business-related occupations and industries. Students who complete a Special Topics course may receive a Certificate of Completion showing specific competencies and subject matter contained in the course.

MGT 202   Special Topics II
1   Credit(s)
This course will address special topics relative to business and industry normally not covered in other courses offered in the Business Technology program. Information and subject matter will be germane to business and business-related occupations and industries. Student who complete a Special Topics course mat receive a Certificate of Completion showing specific competencies and subject matter contained in the course.

MGT 203   Special Topics III
2   Credit(s)
This course will address special topics relative to business and industry normally not covered in other courses offered in the Business Technology program. Information and subject matter will be germane to business and business-related occupations and industries. Students who complete a Special Topics course may receive a Certificate of Completion showing specific competencies and subject matter contained in the course.

MGT 204   Special Topics IV
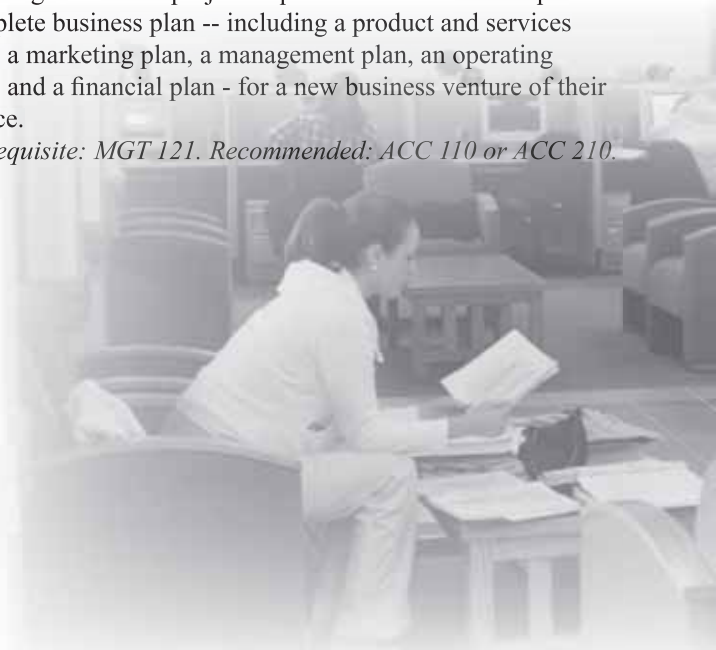*2   Credit(s)*
This course will address special topics relative to business and industry normally not covered in other courses offered in the Business Technology program. Information and subject matter will be germane to business and business-related occupations and industries. Students who complete a Special Topics course may receive a Certificate of Completion showing specific competencies and subject matter contained in the course.

MGT 206   Small Business Management
3   Credit(s)
This course covers all aspects of what it takes to turn dreams into reality -- the dream of owning and operating your own small business. These dreams can lead to new or better products and/or services, creating jobs, and result in a stronger community. Running a small business is difficult in today's rapidly evolving environment. The theme of this class revolves around creating and maintaining a sustainable competitive advantage. The final project requires students to develop a complete business plan -- including a product and services plan, a marketing plan, a management plan, an operating plan, and a financial plan - for a new business venture of their choice.
Prerequisite: MGT 121. Recommended: ACC 110 or ACC 210.

MGT 207   Financial Management
3   Credit(s)
Finance is central to the successful operation of any business entity. More CEO's have come up through the financial ranks than from any other discipline. The principles and practices of financial management apply to every business unit - from the largest multi-national corporation to the very smallest proprietorship, even the family. Therefore, any educated business student must have a clear understanding of the basic tools of financial management -- concepts such as financial ratios, financial statement analysis, time value of money, net present value, risk and return, stocks and bonds, capital budgeting decision methods, and forecasting. Regular readings from current business literature help students see the subject's relevance to real-world issues and applications.
*Prerequisite: MAT 110, MGT 121. Recommended: MAT 123 or MAT 143 and ACC 110 or ACC 210.*

MGT 215   Business Law
3   Credit(s)
This is an introductory course in business law which includes the foundations of law, the types of law, the court systems, and the basis of law. Contracts, the Law of Sales, commercial paper, agency and other important aspects of law relating to business are covered in this course.

MGT 216   Human Resource Management
3   Credit(s)
People are an organization's most valuable resource. Effective use of human resources can create a strategic advantage for any corporation wise enough to develop the potential of their people. This course examines the human resource processes of job analysis and design, recruitment, selection, and hiring, as well as compensation, benefits, and downsizing. Review of significant laws regarding human resources, such as labor relations and unions, the Fair Labor Standards Act, sexual harassment, discrimination, ADA, FMLA, and termination is also included.

MARKETING
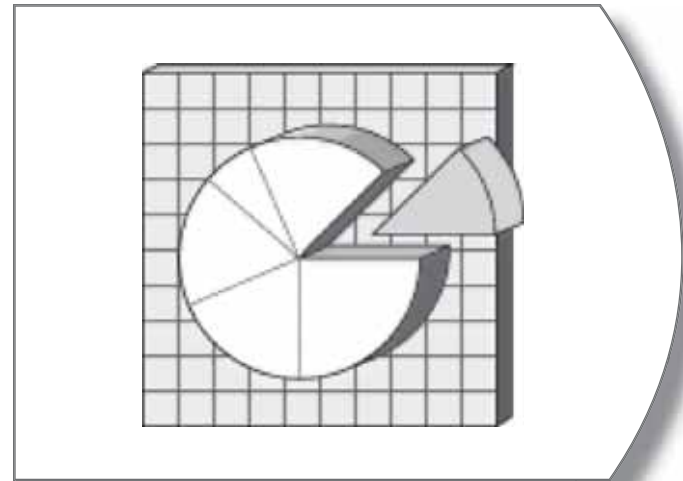
MKT 103   Sales and Customer Service
3   Credit(s)
The psychology of selling, why customers buy, and what induces the buying motive as well as the art of successful selling are covered. Closing and after-the-sale service round out this course.

MKT 112   Introduction to Marketing
3   Credit(s)
This course is designed to present an overview of the concepts of marketing principles and practices used in business. Models, concepts, and techniques that are effective in the design and implementation of a marketing application are discussed.

MKT 115   Applied Economics
3   Credit(s)
This course presents an introduction to economics using the applied approach. Various system, theories, and methods will be used to acquaint the student in such areas as supply and demand, inflation, unemployment, GNP, and other key economic issues.

MKT 117   Workshop Credit I
1   Credit(s)
Students are encouraged to attend workshops, seminars, and other professional development activities. A student may request prior approval for one elective credit in any of a variety of activities as described. Proper documentation and requests will be required before the credit can be awarded.

MKT 118   Workshop Credit II
1   Credit(s)
Students are encouraged to attend workshops, seminars, and other professional development activities. A student may request prior approval for one elective credit in any of a variety of activities as described. Proper documentation and requests will be required before the credit can be awarded.

MKT 120   Marketing on the Internet
3   Credit(s)

As technology changes, so does the way business does business. With the rapid acceptance of the World Wide Web as a tool of business, this course aims to teach the right and wrong way to approach marketing on the Internet. Web page design and deployment as well as direct solicitation over the web will be used extensively in this course.
Prerequisite: CIS 101 or demonstrated knowledge of computer operations. Prerequisite or Corequisite: MKT 112 or permission of the instructor.

MKT 123   Practicum I
1   Credit(s)

This course is a one-semester Cooperative Education component which allows the student to work in an approved position in the community in order to apply the skills learned in the classroom in the real business world. This very important course lets the student, instructor, and employer work together in furthering the educational processes.

MKT 124   Practicum II
1   Credit(s)

This course is a one-semester continuation of MKT 123, Practicum I.

MKT 202   Entrepreneurship
3   Credit(s)

This capstone course in the Marketing and Management degree option utilizes a very detailed simulation software package. This challenging simulation is based on a real-life management scenario where each student manages his or her own multi-million dollar company. The simulation is cross-functional and integrates all major elements of business decision making including Research & Development, Production, Finance, and Marketing.
Prerequisite: Successful completion of all first, second, and third semester program courses. Student must be enrolled in all fourth semester program courses in order to take this course.

MKT 214   Business Advertising
3   Credit(s)

Fundamentals of business advertising and promotion are the focus of this course. Print, electronic, digital, and out-of-home media advertising formats are covered. The textbook has won awards in graphic design, and the videotapes demonstrate award winning advertisements as examples throughout the semester. A hands-on approach is used as students create an advertising campaign for a business or non-profit agency of their choosing.
Prerequisite: MKT 112
Prerequisite or Corequisite: MKT 217 or permission of the instructor.

MKT 217   Basic Marketing Research
3   Credit(s)

This course takes an in-depth look at the various methods researchers use to conduct primary and secondary marketing research, obtain current market data, and then interpret the data they have collected. Students will create and analyze their own surveys using WebSurveyor software and the Internet as tools. Students will find that a fundamental understanding of basic statistical techniques will be especially useful.
Prerequisite: MKT 112
Prerequisite or Corequisite: MKT 214
Recommended: MAT 123 or high level mathematics course or permission of the instructor.

MKT 221   Practicum III
1   Credit(s)

This course is a one-semester component which allows the student to apply hands-on techniques to material presented in the classroom/lab. This component will be either through an approved work station or approved real-life experience.

MKT 222   Practicum IV
1   Credit(s)

This course is a one-semester continuation of MKT 221, Practicum III.

MECHANICAL TRADES

MTD 101   Industrial Safety and Report Writing
3   Credit(s)

This course is offered as an introduction to the Mechanical Trades programs. All new students are required to take this course prior to working in the live work labs. Included in this course are hand and power tools, both welding and mechanical; their identification and proper use; and safety. Drill bit sharpening, tube flaring, use of hacksaws, chisels, punches, taps and dies, easy-outs, and other related tools are covered. Red Cross First Aid and CPR will be provided, hazardous communication, and "Right to know" CFR 10:10.1200 is covered. Work order preparation and industrial report writing covers the 3 C's of warranty report writing: complaint, cause, and correction.

NURSING

NRS 106   Nursing Skills I
4   Credit(s)
This course provides didactic and laboratory practice of basic nursing concepts and skills, including but not limited to: the nursing process, reporting, recording and care planning, advanced vital signs, physical assessment, medical and surgical asepsis/basic sterile technique, care of the patient with communicable disease, communication skills, laboratory and diagnostic tests, and perioperative nursing.

NRS 107   Introduction to Pharmacology
3   Credit(s)
This course presents basic information related to drug administration, sources, actions, therapeutic effect, side effects, and contraindications for all routes of medication administration. It also presents dosage calculation mathematics, intravenous solution calculation mathematics, and considerations in accurate dosages, measurements, and appropriate conversion techniques. Opportunities for practice are provided in the laboratory situation with required skills return demonstration. This course includes IV Therapy I.

NRS 109   Nursing Skills II
4   Credit(s)
This course provides didactic and laboratory practice of nursing skills, including but not limited to: oxygen therapy, respiratory support measures, tracheotomy care, admission, transfer and discharge, gastroenteral intubations and feeding, catheterization, wound care, perioperative care, medication administration, bowel and urinary care, geriatric care, musculo skeleton care. Opportunities for practice are provided in the laboratory situation with required skills return demonstration.

NRS 111   Medical/Surgical Nursing I
3   Credit(s)
Medical and/or surgical conditions and the related nursing care are presented in the following areas: patient care concepts, physiological responses to illness, acute care, long term care and home health care, cancer, neurological disorders, respiratory disorders, hematological and immunological disorders and diabetes mellitus.

NRS 135   Nursing Practicum I
3   Credit(s)
This course provides an opportunity to utilize the nursing process in providing nursing care to patients in various health care facilities within the community. The student will incorporate nursing theory and skills previously learned while they assume the responsibility for patient care. Experience is provided in all major areas of the health care industry.

NRS 142   Mental Health Nursing
2   Credit(s)
This course will stress basic psychiatric diagnoses, history of mental health, coping mechanisms, treatment modalities, defense mechanisms, and psychiatric medications and their side effects.

NRS 201   Maternal/Child Nursing
2   Credit(s)
This course considers the special needs and nursing care of the maternity patient, fetus, and the newborn. Medical and /or surgical conditions of the pediatric patient and the accompanying family dynamics are also presented with emphasis on preventive medicine.

NRS 202   Medical/Surgical Nursing II
3   Credit(s)
Medical and/or surgical conditions and the related nursing care are presented in the following areas: cardiovascular disorders, digestive disorders, urologic disorders, musculoskeletal disorders, endocrine disorders, reproductive disorders and disorders of the eyes, ears, nose, and throat.

NRS 203   Nursing Practicum II
8   Credit(s)
This course is a continuation of nursing theory and skills applied in Nursing Practicum I. This course provides an opportunity to utilize the nursing process in providing care to medical/surgical, maternal/newborn, pediatric, geriatric and mental health patients. Students will incorporate nursing theory and skills while assuming the responsibility for patient care delivered in the acute care, extended care, home care and community settings. Students will also participate in preceptor/preceptee clinical rotations.

NRS 205   IV Therapy Part II
2   Credit(s)
This course is the developed state curriculum for IV Therapy Part II. The student will display mastery via paper and pencil test, simulated skills demonstration, and clinical practice how to initiate, maintain, and monitor IV infusions and how to maintain and monitor central venous lines on stable patients. *Prerequisite: Licensed LPN in Idaho and IV Therapy Part I or last semester practical nursing student in good standing at Eastern Idaho Technical College.*

NRS 206   LPN Management
2   Credit(s)
This course is the developed state curriculum for LPN Management. The student will display mastery via paper and pencil test, simulated skills demonstration, and clinical practice knowledge of nursing care delivery systems particularly long-term care. The student will describe and demonstrate principles of professionalism, primary functions of supervision/management, effective communication skills, and principles of self-awareness.
Prerequisite: Licensed LPN in Idaho or last semester practical nursing student in good standing at Eastern Idaho Technical College.

OCCUPATIONAL RELATIONS

OCR 105   Occupational Relations
3   Credit(s)
This course introduces students to personal and work-related strategies for seeking and keeping employment. Students will study typical employee behavior and organizational culture with an emphasis on seeking solutions to real-life problems. Motivation, leadership, problem-solving, teamwork, and communication will be examined as they apply to successfully achieving personal and corporate goals within organizations. Students will practice interviewing techniques and resume writing. This course prepares students to enter the job market and develop the behavioral skills necessary for job retention and success.

OFFICE PROFESSIONAL

OFP 110   Keyboarding
3   Credit(s)
This course focuses on building speed and accuracy on the keyboard. Emphasis is placed on improving the student's touch typing technique and ergonomics when using computers.
Prerequisite: Keyboarding speed of 25 WPM for 1 minute with 5 or fewer errors. (Students may arrange for keyboarding test through the EITC Librarian).

OFP 118   Word Processing
3   Credit(s)
This course provides students with the opportunity to learn word processing for employment purposes or home use. This course instructs students in the theories and practical applications of one of the most popular word processing software programs currently used by industry. Successful completion of the course will prepare the student to take the Microsoft Office Certification – Word Specialist.
Prerequisite: CIS 101 or equivalent.

OFP 123   Business Machines
1   Credit(s)
This course provides instruction on electronic calculators for entry-level competency using the touch method to develop ten-key calculating ability. Minimal instruction is included for hand-held calculators.

OFP 140   Electronic Office Concepts
3   Credit(s)
This course is for students anticipating employment at any level of a business organization. It emphasizes concepts and terminology necessary to function effectively in the electronic office. It introduces office automation as it relates to the electronic scheduling of appointments and tasks. The course will present the creation and management of notes and telephone messages, and the effective and ethical utilization of electronic distribution of mail and files. Activities will include theory, instruction, demonstration, and hands-on experience.

OFP 141   Business Presentations

3 Credit(s)

This course uses a presentations software package to create business charts and graphs, text charts, computer slide presentations, and other business-oriented graphically represented data. It teaches students to use the software to make presentations to groups or businesses. In addition to using the software, the student will learn how to 'stand and deliver' effective business presentations using the latest software and equipment. The course includes instruction, demonstration, and hands-on experience.
Prerequisite: CIS 101 or equivalent.

OFP 142   Business Spreadsheets

3 Credit(s)

This course uses a spreadsheet software package to produce and utilize spreadsheets, a powerful tool in today's business world. Successful completion of the course will prepare the student to take the Microsoft Office Certification – Excel Specialist.
Prerequisite: CIS 101 or equivalent.

OFP 204   Advanced Word Processing

2 Credit(s)

This course instructs students in the advanced theories and technical applications of one of the most popular word processing software programs currently used by industry. Successful completion of the course will prepare the student to take the Microsoft Office Certification – Word Expert.
Prerequisite: OFP 118; Pre- or Co-Requisite: OFP 142.

OFP 227   Database Management

3 Credit(s)

This course examines the principles of database management. Topics include creating, querying, and maintaining a database; creating a data access page, reports, forms, combo boxes and using OLE fields, hyperlinks, and sub forms. Successful completion of the course will prepare the student to take the Microsoft Office Certification – Access.
Prerequisite: CIS 101 or equivalent.

OFP 230   Desktop Publishing

3 Credit(s)

This course introduces desktop publishing. It emphasizes electronic typesetting, design, and paste-up on a personal computer workstation and utilizes specialized word processing software on computers for the design of brochures, newsletters, flyers, packaging, etc. Students produce their own portfolio of work accomplished. The course includes theory, instruction, demonstration, and hands-on experience.
Prerequisite: CIS 101, OFP 118.

## OFP 244   SpeedBuilding

1 Credit(s)

This course gives the students an opportunity to improve skill in keyboarding. The class emphasizes speed and accuracy through improved techniques using timed writing. This is an independent study course.
Prerequisite: OFP 110.

OFP 250   Office Procedures

4 Credit(s)

This capstone class provides the opportunity for students to practice the skills learned throughout the program in a simulated office environment. Students will practice routine office tasks as well as manage larger projects. A variety of software applications will be utilized as well as soft skills and critical thinking skills.
Prerequisite: OFP 140, OFP 142, ACC 110, OFP 204, OFP 227, or permission of the instructor.

PHILOSOPHY
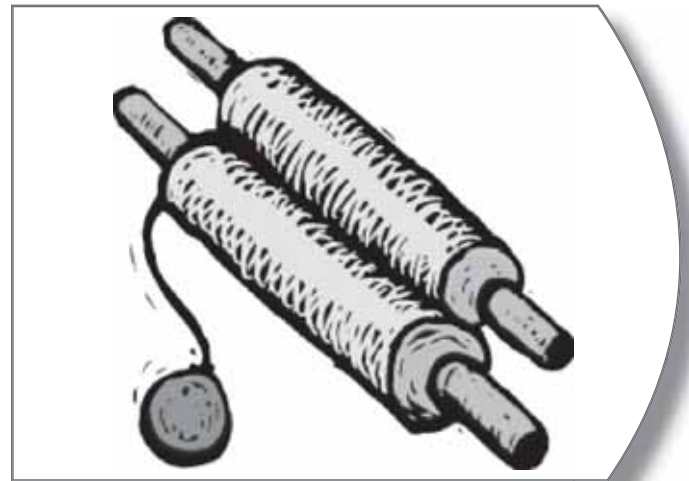
PHL 150   Applied Ethics

3 Credit(s)

This course examines moral principles and moral issues and focuses upon the nature and the ground of moral obligation. It introduces major ethical perspectives and compares those against selected contemporary moral problems. The course is designed to help the student to begin answering some fundamental questions about life and what makes it worth living -- Questions like what makes an action "right," or what makes us happy, what kinds of qualities a person should have or avoid having, how we should treat other people (and ourselves), and what "work ethic" we want to follow. A variety of ethical issues will be explored, providing students with the opportunity to further examine and develop their own personal moral principles.
Prerequisite: Successful completion of ENG 101.

POLITICAL SCIENCE
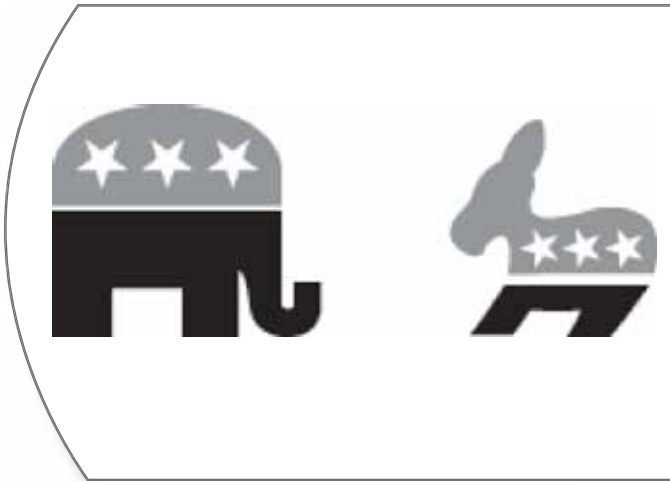
POL 101   Introduction to American Government
3   Credit(s)
This introductory course provides a study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the three branches of national government, powers and the limits of national government, state's rights and local control, public ethics, political parties, voters, pressure groups, civil liberties and civil rights, and public opinion.
Prerequisite: A COMPASS score of 68 or higher in Reading and Writing.

PSYCHOLOGY

PSY 101   Introduction to Psychology
3   Credit(s)
This course is designed to provide students with a general overview of the science that seeks to understand and explain behavior and mental processing. Students will be introduced to many of the major contemporary theories and concepts in psychology including perception, thinking, learning, motivation, personality, human development, and fundamental principles of abnormal and social psychology.
Prerequisite: A COMPASS score of 68 or higher in Reading.

### PSY 150   Human Life Span and Development
3   Credit(s)
This course is designed to examine factors that enhance or inhibit the development of individuals from prenatal stages through death. The primary focus of the course is on factors affecting cognitive, physical, and social development across the life span.
Prerequisite: Successful completion of ENG 101.
Recommended: PSY 101.

READING
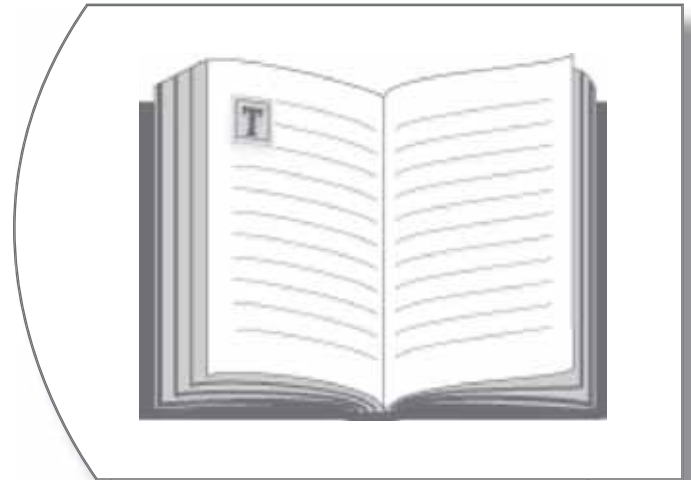
REA 040   Entry-level Reading
0   Credit(s)
This entry-level reading course is designed for non-reading students. The focus is on phonics, the alphabet, letter recognition, spelling, core vocabulary, and life skills.

REA 050   Beginning Reading
0   Credit(s)
This course is for those students who read below the fifth grade level or have extreme difficulties in comprehension and pronunciation. The focus is on phonics, vocabulary building, reading skills, and following directions, grammar, and life skills such as reading maps, charts, etc.
Prerequisite: Reading 040 or recommendation/permission of instructor after assessment, and a current TABE score.

REA 075   GED Reading
0   Credit(s)
This reading course is designed for adults who can already read printed material, but need help with comprehension and linking content with prior knowledge and experiences. Students learn and practice strategies for developing critical reading and thinking skills. A current TABE score is required.

SOCIOLOGY

SOC 101   Introduction to Sociology
3   Credit(s)
This introductory course presents the fundamental principles affecting human social systems. Emphasis is placed on the cultural and social forces governing groups and the conditions that transform social life, such as family, social change, social inequality, deviance, population, religion, culture, and the socialization process.
Prerequisite: a COMPASS score of 68 or better in Reading.

SURGICAL TECHNOLOGY

SRT 101   Operating Room Techniques I
4   Credit(s)
This course includes the study of safety and economy in the operating room; duties of the scrub and circulating technologist; surgical asepsis, gown and gloving procedures, draping techniques; sutures and needles; sponges, dressings, drains, care of specimens; and instruments and special equipment.

SRT 102   Surgical Procedures I
4   Credit(s)
This course includes the study of surgical procedures for each defined body system. Each of the units of instruction includes a brief history, procedures, special considerations, and the drugs used. Operative procedures, types of incisions, special equipment, instruments, and supplies for each specialty are also integrated as part of the course.

SRT 103   Preparation of the Surgical Patient
3   Credit(s)
This course is designed to enable the student to become skilled in assisting with the preparation, transportation, positioning, and anesthesia of the surgical patient.

SRT 104   Clinical Practicum
5   Credit(s)
Upon completion of the program requirements, the student will participate in a clinical practicum as an integral part of the course. Clinical experience in surgery, scrubbing, and orientation to circulating is included.

SRT 105   Pharmacology for Surgical Technologists
2   Credit(s)
This course is designed to provide skills and information about how drugs are measured, what kinds of drugs there are, what laws pertain to them, and how they're administered. Surgical pharmacology and anesthesia are stressed with emphasis on side effects and drug reactions as well as emergency measures used to counteract these reactions.

SRT 201   Operating Room Techniques II
4   Credit(s)
This course is a continuation of SRT 101 Operating Room Techniques I where the study of safety in the operating room, duties or scrubbing or circulating, surgical asepsis, gown and gloving procedures, draping techniques, are learned. This course will also include different types of incisions, specialized equipment, instruments, and supplies for each specialty.

SRT 202   Surgical Procedures II
4   Credit(s)
This course is a continuation of SRT 102 Surgical Procedures I. Included in this course is information for more advanced operative procedures such as neurosurgery, microsurgery procedures, cardiovascular and thoracic surgeries.
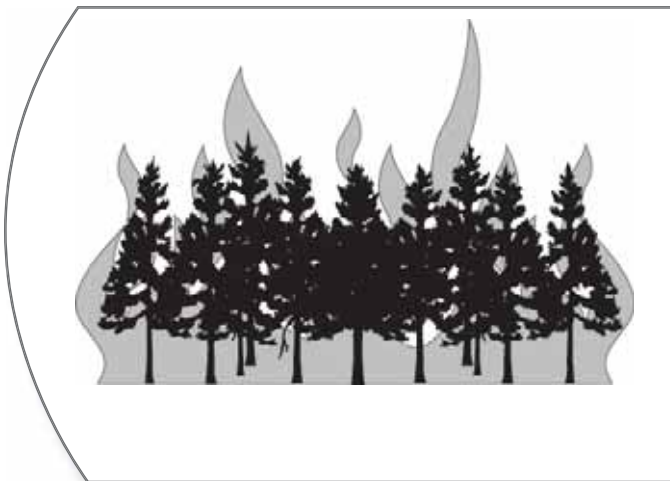
SRT 204   Advanced Clinical Practicum
8   Credit(s)
This course is a cooperative education work experience in a clinical health facility under direct supervision of facility personnel. Students complete specific and predetermined learning objectives and surgical procedures.

WILDLAND FIRE MANAGEMENT

WFM 108   Supervising Concepts and Technique (S-201)
1   Credit(s)
Through classroom instruction, exercises, and discussion, the student will apply the principles of communication and supervision required of a single resource boss to perform on a wild land fire incident. Students will learn the supervisor's responsibilities, ethics, and concepts such as workforce diversity, mutual respect, leadership, and team building.

WFM 110   Interagency Incident Business Management (S-260)
1   Credit(s)
This course is targeted for entry-level logistics and finance/administration positions, helicopter managers, and single resource positions in the Incident Command System. Instruction will include rules of conduct for incident assignments, recruitment of casuals, pay provisions, property management, cooperative agreements, and other incident business management practices.

WFM 111   Basic Air Operations (S-270)
1   Credit(s)
This course affords the training a survey of uses of air craft and fire suppression and provides the student on how to conduct themselves in and around air craft.

WFM 112   Intermediate Wildland Fire Behavior (S-290)
2   Credit(s)
This is a skill course that is designed to instruct prospective fireline supervisors in wild land fire behavior or effective and safe fire management operations. Upon completion of this course students will be able to determine basic import data of terrain, fuels, and weather require for understanding wildland fire behavior for various times of the day and night. Students will be able to describe the causes of extreme fire behavior, assess fireline data, describe fire conditions, and environmental factors.

WFM 121   Incident Commander Extended Attack (S-300)
1   Credit(s)
This course is designed to prepare the incident commander to gather information, establish priorities, and coordinate resources at the incident scene.

WFM 123   Applied Interagency Incident Business Management (S-261)
1   Credit(s)
This course is targeted for entry-level logistics and finance/administration positions, helicopter managers, and single resources positions in the incident command system.

WFM 125   Advanced Firefighting Training (S-131)
0.5   Credit(s)
This interactive course was added to the wild fire suppression curriculum to provide additional instruction in tactics and safety for the Advanced Firefighter/Squad Boss.

WFM 126   Interagency Helicopter Training Guide (S-217)
2   Credit(s)
This course provides basic knowledge and skills required by individuals who will be working with helicopters. The skills taught relate to fire and non-fire project assignments.

WFM 132   Basic Fire School (S-110, S-130, S-190, I-100)
2.5   Credit(s)
The purpose of this entry-level course is to train new firefighters in basic firefighting skills in order to have a successful first assignment on a wildland fire. Students will learn the basics of fire behavior, fire line safety, the ability to recognize hazardous situations and the Incident Command structure. Students who complete this course will be qualified to suppress wildfires while under close supervision.

WFM 133   Portable Pumps & Water Use (S-211)
0.5   Credit(s)
This 12-16 hour course is designed to give students practical knowledge and application skills of portable pump operations.

WFM 134   Wildfire Power Saws (S-212)
0.7   Credit(s)
This course will train students in the use of power saws and techniques in order to prepare for their functional role as a power saw operator on an incident.

WFM 135   Fitness Training for the Work Capacity Test
3   Credit(s)
Studies of wildland firefighting clearly show the link between fitness and work performance. The purpose of this self-study course is to prepare students for the Work Capacity Test that is required for anyone working in wildland or prescribed fire positions. The Work Capacity Test involves carrying a 45 pound pack a distance of three miles in 45 minutes. Credit will be awarded upon certification of successful completion of the Work Capacity Test.

WFM 136   Position Task Book (FFT1)
2   Credit(s)
Students will complete the advanced firefighter task book as documentation of competencies learned.

WFM 137   Basic Incident Command System (I-200)
0.7   Credit(s)
This course is designed to introduce students to the principles associated with the Incident Command System.

WFM 138   Position Task Book (FFT2)
2   Credit(s)
Students will maintain the basic firefighter task book as documentation of competencies learned.

WFM 203   Intro to Wildland Fire Behavior Calculations (S-390)
2   Credit(s)
This is a skill course designed to instruct prospective fireline supervisors in wildland fire behavior for effective and safe fire management operations.

WFM 208   Engine Boss (S-231)
0.5   Credit(s)
Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on the large incident.

WFM 212   Initial Attack Incident Commander Type 4 (S-200)
1   Credit(s)
This course is designed to prepare the individual in charge of the initial attack of small, non-complex fires, the training needed for readiness and mobilization, size-up of the fire, and the administrative requirements that must be completed by the incident commander.

WFM 218   Fire Operations in the Urban Interface (S-205)
2   Credit(s)
This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life, property, and improvements.

WFM 219   Task Force/Strike Team Leader (S-330)
1.5   Credit(s)
This course is designed to meet the training requirements for the positions of Task Force Leader and Strike Team Leader.

WFM 220   Intermediate Incident Command System (I-300)
1.75   Credit(s)
This course provides additional description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning.

WFM 221   Leadership & Organizational Development (S-301)
2   Credit(s)
This course is designed to provide the students with communication and supervision skills necessary to perform as a unit leader on a wildland fire incident.

WFM 222   Position Task Book for the Strike Team Leader Engine
2   Credit(s)
Students will maintain the Position Task Book for the Strike Team Leader Engine as documentation of competencies learned.

WFM 223   Position Task Book for the Strike Team Leader Crew
2   Credit(s)
Students will maintain the Position Task Book for the Strike Team Leader Crew as documentation of competencies learned.

WFM 224   Position Task Book for the Strike Team Leader Dozer
2   Credit(s)
Students will maintain the Position Task Book for the Strike Team Leader Dozer as documentation of competencies learned.

WFM 225   Position Task Book for the Task Force Leader
2   Credit(s)
Students will maintain the Position Task Book for the Task Team Leader as documentation of competencies learned.

WFM 226   Position Task Book for the Incident Commander Type 4
2   Credit(s)
Students will maintain the Position Task Book for the Incident Commander Type 4 as documentation of competencies learned.

WFM 227   Crew Boss (Single Resource) (S-230)
1.5   Credit(s)
This course is designed to meet the training needs of a crew boss on a wildland fire incident. Students will learn preparation, mobilization, tactics and safety, off line duties, demobilization and post incident responsibilities.

WFM 228   Ignition Operations (S-234)
2   Credit(s)
This course is designed to provide students with the knowledge/skills necessary to perform the tasks described in the Position Task Books for Ignition Specialist Type II and Single Resource Boss-Firing.

WFM 229   Position Task Book for the Crew Boss
2   Credit(s)
Students will maintain the Position Task Book for the Crew Boss as documentation of competencies learned.

WFM 230   Position Task Book for the Dozer Boss
2   Credit(s)
Students will maintain the Position Task Book for the Dozer Boss as documentation of competencies learned.

WFM 231   Position Task Book for the Engine Boss
2   Credit(s)
Students will maintain the Position Task Book for the Engine Boss as documentation of competencies learned.

WFM 232   Dozer Boss (S-232)
1   Credit(s)
This course is designed to meet the training recommended for the dozer boss (single resource) on a wildland fire incident.

WORKPLACE SPANISH

WKP 105   Workplace Spanish
3   Credit(s)
This course is a basic conversational Spanish and Hispanic culture and customs course with emphasis on communication in the workplace. This course exposes students to Hispanic customs and cultural differences that may cause communication misunderstandings with native speakers. One-to-one practice with native Spanish speakers will be provided. Spanish as spoken in Mexico will be emphasized although Spanish spoken in other parts of the world will be reviewed.

WELDING
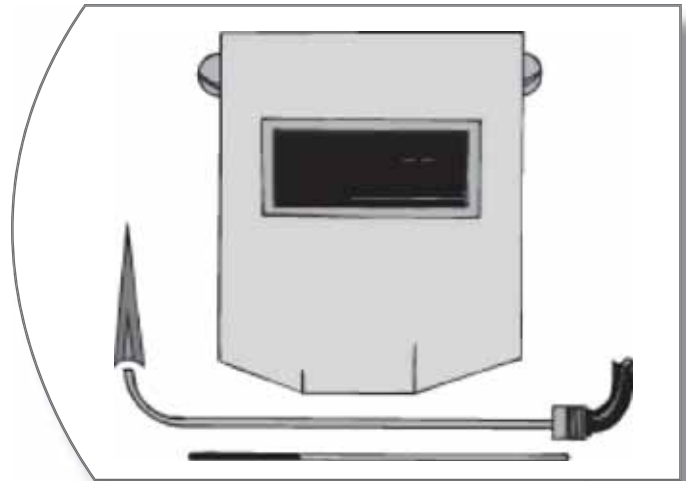
WLD 104   Oxy-Acetylene Cutting and Welding
2   Credit(s)
Identification and use of all parts of oxy-acetylene equipment will be covered. Instruction is given on welding ferrous and non-ferrous metals and the proper techniques in cutting metals.

WLD 107   Blueprint Reading, Layout, and Field Drawing
4   Credit(s)
Basic fundamentals of drawings in the welding trade are covered. This course includes the making of blueprints, drawings with the basic lines views, sketching, notes, specs, and dimensions. It enables the student to build or fabricate projects from blueprints.

WLD 108   Low Hydrogen Welding
4   Credit(s)
Instruction is given on the use of low hydrogen electrodes and their advantages. Students will join two plates forming "T", lapp, corner and butt joints, and weld in four positions. Instruction is given in welding "V" plates with 7018 electrodes to ASME or AWS welding procedures in four positions.

WLD 109   Metallic Inert Gas Welding
4   Credit(s)
Instruction is given on the operation and application of the MIG, inner shield, and dual shield welding process. Instruction is given to weld two carbon steel plates forming a "T", lapp, corner and butt joints, and weld in four positions. Instruction is given in the MIG welding process in welding open "V" plates to ASME or AWS welding procedure in four positions. Instruction is also given in welding stainless steel and aluminum plates with the MIG welding process. WLD 123 (2 credits) AND WLD 124 (2 credits) may be taken as an equivalent for WLD 109 (4 credits).

WLD 112   Carbon Air and Plasma Arc Cutting
1   Credit(s)
Instruction is given on hookup and setup air pressure on cutting out fillet welds on carbon steel plates and cutting stainless, aluminum, and cast iron. Instruction is given on setting up the plasma arc cutting machine and gas pressures, cutting stainless steel plates, pipe, and aluminum plates.

WLD 116   Basic Arc Welding
5   Credit(s)
The student will be able to identify types of welding machines, properties, and electrodes. This course enables the student to weld thicknesses from 1/2 inch to 1/8 inch sheet metal according to the AWS and ASME specifications in all positions. WLD 120 (2 credits), WLD 121 (2 credits), AND WLD 122 (1 credit) may be taken as an equivalent for WLD 116 (5 credits).

WLD 117   Welding Theory and Metallurgy
4   Credit(s)
This course introduces the student to the changes in welding technology and a basic overview of current welding processes. Students will learn about ferrous and nonferrous metals and their use in modern fabrication processes.

WLD 120   Basic Arc Welding I
2   Credit(s)
The student will be able to identify types of welding machines, properties, and electrodes. This course enables a student to weld thicknesses from 1/2 inch to 1/8 inch sheet metal according to AWS and ASME specifications in a flat position. WLD 120 (2 credits), WLD 121 (2 credits), and WLD 122 (1 credit) are the equivalent of WLD 116 (5 credits).

WLD 121   Basic Arc Welding II
2   Credit(s)
This course is a continuation of WLD 120. Instruction is given on the use of 60 series electrodes and their advantages. Students will join two plates forming a "T", lapp, and corner and butt joints welding in a flat and vertical position according to AWS and ASME specifications for these positions. WLD 120 (2 credits), WLD 121 (2 credits), and WLD 122 (1 credit) are the equivalent of WLD 116 (5 credits).

WLD 122   Basic Arc Welding III
1   Credit(s)
This course is a continuation of WLD120 and 121. Students will continue welding in flat and vertical welding and finish by accomplishing overhead welds with 60 series electrodes according to AWS and ASME specifications. WLD 120 (2 credits), WLD 121 (2 credits), and WLD 122 (1 credit) are the equivalent of WLD 116 (5 credits).

WLD 123   Metallic Inert Gas Welding I
2   Credit(s)
Instruction is given on the operation of the MIG, Innershield, and Dual Shield Welding Process in theory. Instruction is given in the hands on application in forming "T", lapp, butt, and corner welds in the flat position, according to AWS and ASME standards. WLD 123 (2 credits) AND WLD 124 (2 credits) may be taken as an equivalent for WLD 109 (4 credits).

WLD 124   Metallic Inert Gas Welding II
2   Credit(s)
This course is a continuation of WLD 123 with instruction given on T, lapp, corner, and butt welds in flat, vertical, and overhead positions according to AWS and ASME standards. WLD 123 (2 credits) AND WLD 124 (2 credits) may be taken as an equivalent for WLD 109 (4 credits).
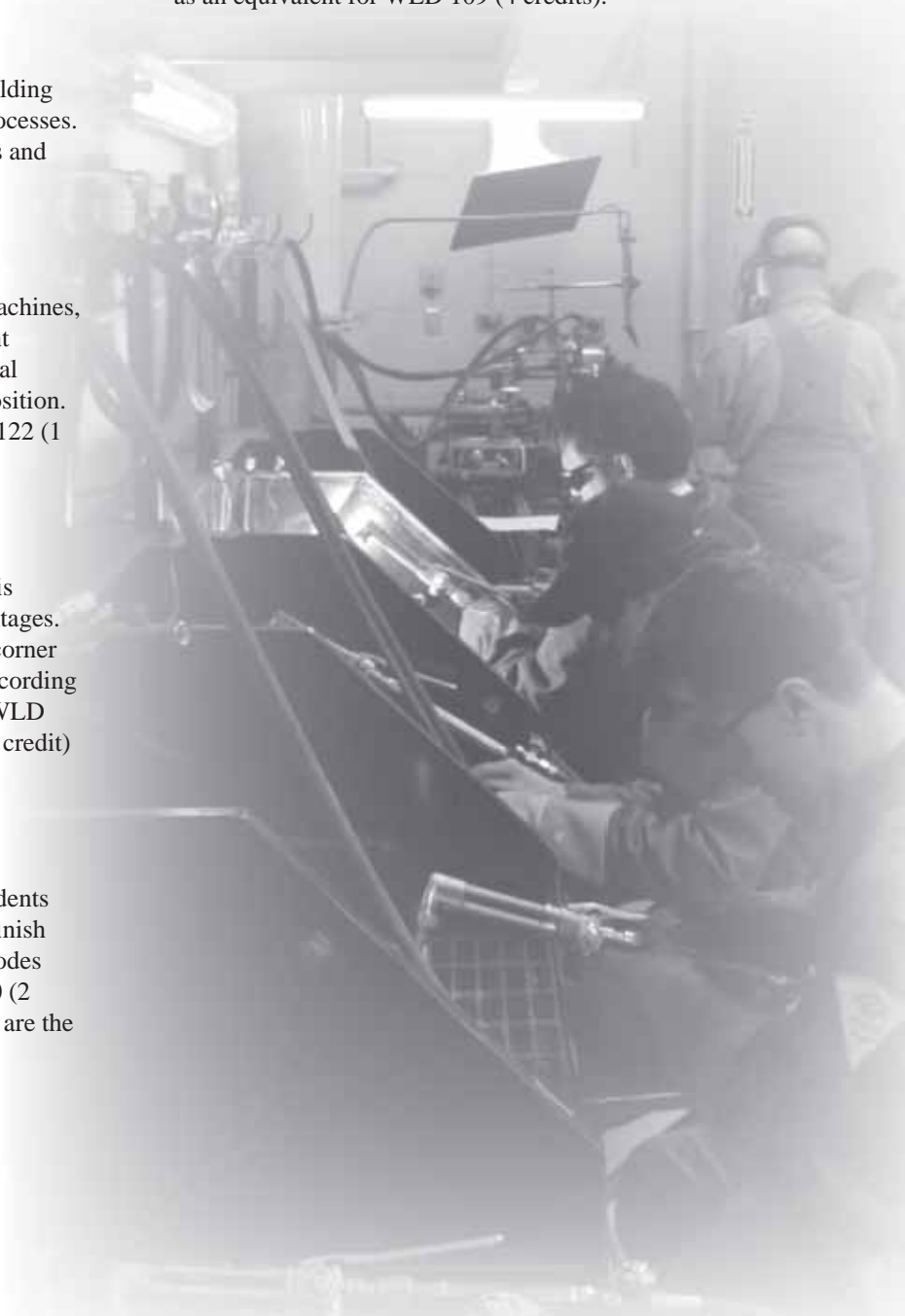
WLD 201   Tungsten Inert Gas Welding
4   Credit(s)
The student will be enabled to properly adjust the TIG welds for welding carbon, stainless and aluminum plates, to fabricate T, lapp, butt, and corner joints in all four positions. WLD 220 (2 credits) AND WLD 221 (2 credits) may be taken as an equivalent for WLD 201 (4 credits).

WLD 202   Pipe Welding
4   Credit(s)
The student practices on carbon and stainless steel pipe with the MIG and TIG welding process in 2G, 5G and 6G positions. The student will practice the AWS welding test in the 3 positions.

WLD 203   Quality Control and NDT
3   Credit(s)
This course will focus on nondestructive and destructive techniques for assessing different welds. Methods covered include Dye Penetrate Testing, Magnetic Particle Testing, Ultrasonic Testing, and an introduction to Radiography.

WLD 204   Testing and Qualifications
4   Credit(s)
Course will emphasize ASME and AWS welding test procedures on SMAW, GMAW, and GTAW. Testing will be done in all four positions and will include reading blueprints, welding symbols, and shop math.

WLD 205   Applied Work Experience
4   Credit(s)
This course provides students the opportunity to put into practice, in "real life" situations, skills that have been learned in the classroom and laboratory. Ideally, the applied work experience will be conducted in cooperation with a local employer; however, arrangements for an on campus experience can be made pending instructor approval.

WLD 220   Tungsten Inert Gas Welding I
2   Credit(s)
Students will be given instruction on proper uses and adjustments of TIG machines. Students will be given instruction on theory and hands-on procedures for welding aluminum, stainless steel, and carbon steel in flat position using "T", lapp, butt, and corner joints according to AWS and ASME standards. WLD 220 (2 credits) AND WLD 221 (2 credits) may be taken as an equivalent for WLD 201 (4 credits).

WLD 221   Tungsten Inert Gas Welding II
2   Credit(s)
This is a continuation of WLD 220. Students get instruction in aluminum, stainless steel, and carbon steel in flat, vertical, and overhead positions using "T", lapp, butt, and corner joints according to AWS and ASME standards. WLD 220 (2 credits) AND WLD 221 (2 credits) may be taken as an equivalent for WLD 201 (4 credits).

FACULTY & STAFF

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M.L.I.S., Brigham Young University

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M.F.A., Emerson College

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Robert Smart . . . . Dean of Administration/Controller
Scott Hamilton . . . . Dean of Instruction
Steven K. Albiston, Ph.D. . . . . Dean of Students

Administration & Board

Scholarship Application

Deadline: March 1

For more financial aid information call: (208) 524-3000, ext. 3311 or 3374.
See us online at: **www.eitc.edu**

How to apply

Complete the Scholarship Application on the next two pages and return it to the Financial Aid Office at EITC, 1600 S. 25th E., Idaho Falls, Idaho 83404. ***New students must apply for admission to Eastern Idaho Technical College.***

Scholarships are made available to EITC students and prospective students through local individuals, businesses, and the EITC Foundation.

Check with the financial aid office for scholarship offerings for each semester.

What you'll need:

☐ Fill out the application. Answer every question.

☐ Sign and date your application.

☐ Include your personal statement (see page 3).

☐ Two letters of recommendation (non-family), addressing strengths, academic achievement, leadership/character, mailed under separate cover to financial aid office.

☐ Include transcript(s), GED scores, or High School Equivalency scores.

☐ Check each scholarship criteria carefully. Include any other additional information requested. Make sure you complete all pages of the application.

☐ Check the box next to each scholarship applied for.

☐ If you are applying for any scholarship that is **NEED BASED, you must file the Free Application for Federal Student Aid (FAFSA)** and request that the Financial Aid Office receive the Institutional Student Information Record (ISIR). You may complete your FAFSA electronically. Go to www.eitc.edu / Financial Aid / How to apply. Complete steps 1 & 2. EITC school code is 011133.

Demographic data from your application for admission to EITC will also be used to help determine if you qualify for specific scholarships.

Return the application and other materials to:

Eastern Idaho Technical College
Financial Aid Office
1600 S. 25th E., Idaho Falls, ID 83404-5788

Student Information

Name: _____
Last   First   MI   Maiden

Mailing Address: _____
Number and Street   Apt. No.

_____
City   County   State   Zip Code

Phone: (   ) _____
Area Code   Number   Social Security Number   Student ID No. (if known)

_____
High School   Year graduated   College   Grad Yes/No

Program in which you will enroll or are currently enrolled: _____

Current High School Seniors:

If currently in school, you must have your high school counselor complete the following to verify your scholastic information. Without the proper signature, you will not be considered for a scholarship.

_____
Name of high school   City and state

_____
Graduate date (mo./yr.)   Cumulative high school GPA

(   ) _____
High school phone number   Rank in graduating class   No. of students in grad. class
                                        (if known)   (if known)

_____
Counselor (print)   (signature)   Date

Experience/Activities
Please indicate the number of years in which you have been involved with community, high school or college activities.

Activity	Name/type of work	No. of Years
WORK EXPERIENCE:	_____	____
	_____	____
	_____	____
Professional affiliations	_____	____
COMMUNITY/VOLUNTEER ACTIVITIES:	_____	____
	_____	____
Awards received	_____	____
HS/COLLEGE CLUBS & ORGANIZATIONS:		
Honor Society	_____	____
Student government	_____	____
Clubs (BPA, DECA, VICA)	_____	____
Athletics	_____	____
Extracurricular activity	_____	____
Awards received	_____	____
HS Band/Orchestra/Music/Drama/Debate	_____	____
Local/Regional/state organization (FFA, FHA, 4-H)	_____	____
Other	_____	____
	_____	____

Personal statement
On a separate sheet, please answer the following four questions. Your response *must be typed,* and no more than two double-spaced pages.

1. Please explain your educational goals and how a scholarship would help you attain your goals.

2. How do you see your education contributing to your career field and your community?

3. What facts, characteristics, and qualifications should the Scholarship Committee be aware of when considering your application for a scholarship at EITC?

4. Why did you choose Eastern Idaho Technical College?

Signature certification
I certify that the information provided on this application is true and correct to the best of my knowledge. I give my consent to forward information regarding my academic records to the Eastern Idaho Technical College Scholarship and Financial Aid Committee or to appropriate individuals for the purpose of scholarship consideration/selection. I understand that if I receive a scholarship I must be accepted in a program as a certificate or degree-seeking student and carry a minimum of 12 credits. I must maintain satisfactory academic progress as defined by the scholarship awarded. Scholarships may affect outside funding agency disbursements.

_____
Student signature   Date

Scholarships Available

Name: _____   Program:_____
Please check the box indicating which scholarship(s) you are applying for:

APPLYING FOR	SPONSOR	ELIGIBILITY	ANNUAL AWARD
BUSINESS OFFICE TECHNOLOGY			
☐	Bank of Idaho	Accounting, need-based, 3.0 GPA	$1,000
☐	First Security Foundation	Business related field (1), merit, need-based	$2,000
☐	Marketing	Business Office Technology, preference to marketing, merit, need-based	$250-$400
☐	Stephen & Linda Martin	Single parent, minor children residing in home, 3.0 GPA, need-based	$1,000
☐	Betty Z. Haire	Good academic standing, need-based	$500
☐	Beverly Branson IAAP	Preference to office professional & office specialist students 3.0 GPA	$500
☐	Cameron Davis Memorial	BOT-Web Develpment, 3.0 GPA	$1000

Scholarships Available Continued

Name: _____   *Program:*_____

Please check the box indicating which scholarship(s) you are applying for:

APPLYING FOR	SPONSOR	ELIGIBILITY	ANNUAL AWARD
HEALTH CARE TECHNOLOGY			
☐	Suzette Waid Boyle	Health Care Technology, 2.8 GPA, need-based	$500
☐	EIRMC Auxiliary	Health Care Technology, 3.0 GPA, resident of southeastern Idaho	$1,000
☐	Lee & Linda Gagner	Health Care Technology, Merit, need-based	$1,000
☐	Health Care Technology	Health Care Technology, 3.0 GPA, Merit, need-based	$500
☐	Idaho Falls Medical Alliance	Health Care Technology, graduate of Dist. #91, #93	$500
☐	William & Shirley Maeck	Surgical Technology, 3.0 GPA, Merit, need based	$750
☐	Medical & Professional Credit Union	Health Care Technology, 3.5 GPA, need-based	$1,000
☐	Elvin & Armella Setter	Health Care Technology, merit, dedication to health occupations, need-based	$500
☐	EIRMC	Health Care Technology, merit, dedication to health occupations, need-based	$1,000
MECHANICAL TRADES			
☐	Auto Mechanics	Sophomore Auto Mechanic, 3.5 GPA, need-based	$500
☐	Auto 3	Auto Mechanic student, need-based	$500
☐	Robert L. Cook	Mechanical Trades, need-based	$500
☐	Mechanical Trades Auto	3.5 GPA, recommendation from Mechanical Trades instructor	$500
☐	Mechanical Trade Diesel	Diesel Mechanic Student 3.5 GPA, need-based	$500
☐	Welding	Sophomore welding student, 3.5 GPA, need-based	$250
ALL PROGRAMS			
☐	Leland D. Beckman	Resident of southeastern Idaho, academic promise, need-based	$1350
☐	Leland D. Beckman Minority	Native American/Hispanic resident of southeastern Idaho, need-based	$1350
☐	Beta Sigma Phi	Returning Female, re-entering work force, ineligible for other funding sources, need-based	varies
☐	Grace & Brant Branthoover	Academic merit, need-based	$500
☐	J. E. Christofferson	Sophomore, 3.0 GPA, need-based	$500
☐	Coca Cola	Merit, 3.75 GPA to apply	$1,000
☐	Larry & Naola Crnkovich	3.0 GPA, need-based	$1,000
☐	Laura Moore Cunningham Foundation	Merit, Financial Need, 3.0, preference to students not eligible for state & federal funding, excluding Pell grants and student loans	$2,000
☐	Kathleen Curry	CND Recommendation, single parent, displaced homemaker, need-based	$500
☐	Daugherty/ICF	Academics, 3.0 GPA, need-based, preference to Bonneville County	$700-$1,000
☐	EITC Foundation Merit Scholarship	Academics, 3.8 GPA to apply	$750
☐	Nolan Haddon Memorial	Sophomore, 3.0 GPA, merit, need-based	$500
☐	Idaho Falls Rotary	Freshman, Essay on community involvement (See Student Services for application)	$1000
☐	Idaho Attorney General	Freshman, Essay on FFA or FHA or 4-H activities, merit, need-based	$750
☐	Intermountain Gas	Intermountain Gas service area, preference to Intermtn. Gas dependents	$1,000
☐	Japanese American Citizen League	Sophomore, merit, need-based	$750
☐	Richard & Lila Jordan	Good academic standing, need-based	$750
☐	Bill & Shirley Maeck	Merit, need-based	$500
☐	Doug Hammon Memorial	Documented disability through Disabled Student Services, 2.5 GPA	$500
☐	Minority and At Risk	Idaho Res., Idaho HS grad, need-based	$3,000 (approx)
		Must meet three of these five additional criteria: *(Circle those that apply)* (1) first generation college student (2) minority (3) migrant/seasonal farm worker or dependent thereof (4) disabled (29 US Code Sec. 794) (5) substantial financial need (must complete FAFSA)	
☐	Nichole Paige Drewes	Sophomore, ineligible for other funding	$400
☐	Charles Rice	3.0 GPA	$1,000
☐	Rogers & Hazel Rose	Need-based, merit, Bonneville County residence preference	$500-$750
☐	John O. & Alice Sessions	Ineligible for other funding, good academic standing, need-based	$500
☐	St. Luke's Episcopal	Need-based, good academic standing	$1,294
☐	Steve Stephan	Child Care, cash award	$350
☐	PacifiCorp Utah Power	Reside in PacifiCorp Utah Power service area, 3.0 GPA, merit, need-based	$600
☐	Wagner Bio-Science	3.0 GPA, Merit, need based, preference to bio science Student	$1,000
☐	Westside/Eastside Rotary	Westview High School Graduate, 3.0 GPA	$1,400
☐	Zions Bank	3.2 GPA, community involvement, merit	$1,000

APPLICATION FOR UNDERGRADUATE ADMISSION
to Idaho's Public Colleges & Universities

For office use only	

Mail the completed application or a photocopy along with the appropriate nonrefundable application fee(s) to each Idaho public institution to which you are applying.

Applying to:

☐ **Boise State University**
1910 University Dr.,
Boise, ID 83725-1320
Fee: $20 ($30 beginning Fall 2002)
1-800-824-7017
www.boisestate.edu

☐ **College of Southern Idaho**
PO Box 1238,
Twin Falls, ID 83303
Fee: None .... **(208) 733-9554**
www.csi.edu

☐ **Eastern Idaho Technical College**
Student Services: 1600 S. 25th E.,
Idaho Falls, ID 83404
Fee: $10 .... **1-800-662-0261**
www.eitc.edu

☐ **Idaho State University**
Office of Admissions,
Box 8270
Pocatello, ID 83209
Fee: $30............... **(208) 282-2475**
www.isu.edu

☐ **Lewis-Clark State College**
500 8th Ave., Lewiston, ID 83501
Fee: $20 .... **1-800-933-LCSC**
www.lcsc.edu

☐ **North Idaho College**
1000 W. Garden Ave.,
Coeur d'Alene, ID 83814
Fee: $15............... **(208) 769-3311**
www.nic.edu

☐ **University of Idaho**
Admissions Office,
Moscow, ID 83844-3133
Fee: $30 .... **1-888-884-3246**
www.uidaho.edu

Start Date: ☐ Fall, 20_____   ☐ Spring, 20_____   ☐ Summer, 20_____   ☐ Summer & Fall, 20_____

APPLICANT INFORMATION

Name: _____   **Name You Prefer:** _____
(as on Soc. Sec. Card)   last   first   middle

Other Names Appearing on Records: _____

U.S. Social Security Number: _____–_____–_____   **Date of Birth** (mo/day/year):_____/ _____/ _____

Permanent Home Address: _____
                    number & street/PO box   city   county   state   zip   area code   phone

Current Mailing Address: _____
                    number & street/PO box   city   county   state   zip   area code   phone

Mailing Address valid until the following date:_____/ _____/ _____   **E-mail Address:** _____

GENERAL INFORMATION

Citizenship: ☐ USA   ☐ Other   **Native Language:** ☐ English   ☐ Other: _____

If citizenship is "other," answer the following questions: Country of citizenship: _____

Resident alien of U.S.: ☐ Yes, Resident alien number: A-_____   ☐ No, Current visa type:_____

Gender: (optional)   ☐ Female ☐ Male   **Are you a U.S. Veteran:** ☐ Yes ☐ No   Dates of Service_____ to _____

Ethnicity: (optional)   ☐ African American/Black   ☐ American Indian/Native American/Alaska Native   ☐ Asian American
            ☐ Caucasian/White   ☐ Native Hawaiian or other Pacific Islander   ☐ Hispanic/Latino/Latina
            ☐ Other: _____

Highest level of education or degree attained by either parent: ☐ Bachelor   Other Degree _____

Emergency Contact: _____   _____
(For ALL to complete. If under 18, list parents or guardians here.)   name   relationship

_____
         number & street/PO box   city   county   state   zip   area code   phone

ENROLLMENT INFORMATION

Intended Degree Type: ☐ Certificate   ☐ Associate   ☐ Bachelor   ☐ Second Bachelor   ☐ Not Seeking Degree or Certificate

Program Type: ☐ Academic Program   ☐ Professional Technical Program

Intended Major (Refer to each institution's publication for a list of majors offered):

_____   _____   ☐ Undecided
            first   second (optional)

Enrollment Status: ☐ New   ☐ Transfer   ☐ Returning (readmission)   ☐ High School Student Seeking Dual Enrollment

Do you plan to apply for federal financial aid? ☐ Yes   ☐ No

Campus Location: If planning to take courses primarily at outreach locations, list these locations: _____
• Complete Reverse Side •

Name: _____

ACADEMIC INFORMATION

Have you taken the: ☐ **ACT:** Date _____ ☐ **SAT:** Date _____ ☐ **COMPASS:** Date_____

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. *Do not omit any schools.* Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. *Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.*

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? ☐ **Yes** (month/year_____/_____) ☐ **No**

High School _____ City _____ State _____

DO YOU HAVE A GED OR HIGH SCHOOL EQUIVALENCY CERTIFICATE? ☐ **Yes** (month/year_____/_____) ☐ **No**

If yes, degree-seeking applicants are required to submit official GED test scores.

Are/were you a Tech Prep Student? ☐ Yes ☐ No   If yes, in which program area did you enroll? _____

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/# Credits Earned

RESIDENCY

Idaho residency status MAY be determined by one or more of the following. Please check all statements that are applicable if claiming Idaho residency for *tuition purposes*. Residency for community colleges is determined by county of residence.

State of Residence: _____ From____/____/____ to____/____/____ If less than 12 months, previous state: _____

County of Residence: _____ From____/____/____ to____/____/____ If less than 12 months, previous county: _____

☐ One or more of my parents/legal guardians or spouse's parents is a resident of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll. If I am a community college applicant, I receive at least 51% of my financial support from my parents/legal guardians.
Parent's name
and address _____ From____/____/____ to___/____/____

☐ I receive less than fifty percent of my financial support from parents or legal guardians who are not residents of Idaho for voting purposes. I have continuously resided in Idaho for at least 12 months before the opening day of the school term at this institution. I have been employed full-time in Idaho for the past 12 months.

☐ I am a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following graduation. If I am a community college applicant, this item may not be applicable to determine residency.

☐ I am married to an Idaho resident. My spouse is a resident of _____ County.

☐ I or my spouse is a member of the Armed Forces stationed in Idaho on military orders, or Idaho is my or my spouses designated military home of record. I or my spouse is stationed in_____ County.   Records may be requested.

☐ One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in_____ County.   Records may be requested.

☐ I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.   Records may be requested.

☐ I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.

☐ I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene; Shoshone-Paiute; Nez Perce; Shoshone-Bannock; Kootenai.   Records may be requested.

SIGNATURE

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act, 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register with Selective Services on-line at http://www.sss.gov

Acceptance or receipt of financial aid and scholarship awards certifies that the funds will be used for educational purposes.

Signature of Applicant: _____ Date: _____

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.

Revised 6/01

EITC FINANCIAL AID - HOW TO APPLY: STEP 2
STUDENT INFORMATION FORM
For School Year 20___ - 20___

*In addition to completing your FAFSA (Step 1), you must complete this form and return it to EITC Financial Aid Office.

Section A

Name_____SSN#_____-____-_____
             Last   First   MI

Address while in school_____ _____ Phone# (   ) _____-_____
          Street   City   State Zip

Email Address _____

Applicant's closest relative (required for reference) _____

Address_____ Phone# (   ) _____-_____
         Street   City   State Zip

Section B

Have you completed all Admission requirements and received an acceptance letter?　No ☐　Yes ☐
Have you completed the Free Application For Federal Student Aid (FAFSA)?　No ☐　Yes ☐
Will you be living with your parents while you are attending EITC?　No ☐　Yes ☐
Are you a resident of Idaho?　No ☐　Yes ☐
Do you have:　H.S. Diploma ☐　GED ☐
What educational program are you enrolled/enrolling in? _____
When did/will you begin your program? _____
What is your anticipated graduation date?
Have you attended any other institution within the last year?　No ☐　Yes ☐ Where? _____
Have you received a Bachelor's Degree or equivalent?　No ☐　Yes ☐ Where? _____

Section C

During the award year you are applying for, (July 1 through June 30):

Are you interested in Federal Work-Study (part-time, on-campus employment)?　No ☐　Yes ☐
Are you interested in a Federal Student Loan?　No ☐　Yes ☐

Do you receive, will you receive, or are you eligible to receive any of the following benefits or awards?
1. State Vocational Rehabilitation ☐ No ☐ Yes
2. Workforce Investment Act (WIA) ☐ No ☐ Yes
3. Educational Employee (includes spouse waiver) fee waiver ☐ No ☐ Yes
4. G.I. Bill, Chapter_____ ☐ No ☐ Yes, total per month $_____
5. Other Veteran's Benefits, Chapter_____ ☐ No ☐ Yes, total per month $_____
6. EITC Scholarships ☐ No ☐ Yes, total per month $_____
7. Off Campus Scholarships ☐ No ☐ Yes, total per month $_____

***Do Not Leave Any Items Blank

APPLICATION DEADLINES

1st PRIORITY

Fall – June 1st	Spring – October 1st	Summer – February 1st

In order to meet the 1st priority deadlines all information must be turned in, correct, complete, and ready to award by the 1st priority date of the semester you wish to be awarded. Applications may still be submitted after the deadline, but registration fees must be paid by fee payment deadlines. Students may pick up excess award checks no sooner than the first day of class.

FOR INSTRUCTIONS ON HOW TO APPLY FOR FINANCIAL AID THROUGH EASTERN IDAHO TECHNICAL COLLEGE GO TO OUR WEBSITE AND FOLLOW THE FIVE STEPS TO ENSURE THAT YOU DO ALL THAT IS REQUIRED TO RECEIVE YOUR AID AS QUICKLY AND ACCURATELY AS POSSIBLE.

Go to: **www.eitc.edu**   **Step 1 – FAFSA form**
Select **'Student Services'**   **Step 2 – Student Information Form**
Select **'Financial Aid'**   **Step 3 – Apply for Loans**
Select **'How to Apply'**   **Step 4 – Verification Worksheets**
EITC SCHOOL CODE 011133   **Step 5 – Accepting Loans or Grants**

Types of Aid

Grants:	**Federal Pell grant,**	$400 to $4050 an academic year.
	Federal Educational Supplemental Education Grant (FSEOG),	$500 an academic year.
	Leverage Educational Assistance Partnership (LEAP),	$500 an academic year.
	Supplemental Leverage Educational Assistance Partnership (SLEAP),	$500 an academic year.

Work Study:	**Federal Work Study.**	$6 an hour for freshman, $6.75 an hour for Sophomores. Max 20 hours per week.
	State Work Study.	Same as Federal.

Loans*:	**Federal Subsidized Student Loan.**	$2625 for freshman per academic year.
		$3500 for Sophomores per academic year.
	Federal Unsubsidized Student Loan.	$4000 per academic year. Independent students only.
	PLUS (Parent Loan)	Dependent students only.

*In order to receive governmental student loans students must complete **Loan Counseling** and the **Promissory Note**. Instructions for this process can be found on the EITC web site. **Exit Loan Counseling** is required upon completion or termination of program enrollment at EITC.

Eligibility of awards are based on Federal and State rules and guidelines.

1. Students who withdraw from one or more classes **within the first week** of school must notify the Financial Aid Office and return over awarded funds at the time of the withdrawal. No adjustments to financial aid will be made after the 1st week of each semester.

2. Students who totally withdraw from their classes **after the first week** of each semester are subject to the return policy of the federal government and may be required to return a portion of their awards.

3. Students who receive Financial award disbursements and do not attend classes are not eligible for funds and must return any and all award monies immediately to the institution.

Transcript Request Form

HIGH SCHOOL TRANSCRIPT REQUEST
Submit to High School Records Office

TO: High School_____ Date: _____

FROM:

_____
Last name   First name   Middle name   Previous name

_____
Address

Last date of attendance _____ ___ Tech Prep Student

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
Idaho Falls, Idaho 83404

Signature_____Date_____

COLLEGE TRANSCRIPT REQUEST
Submit to College Registrar's Office

TO: Registrar_____ Date: _____

FROM:

_____
Last name   First name   Middle name   Previous name

_____
Address

Last date of attendance _____ Social Security Number _____

Please send an official transcript to:
Office of the Registrar and Admissions
Eastern Idaho Technical College
1600 South 25th E.
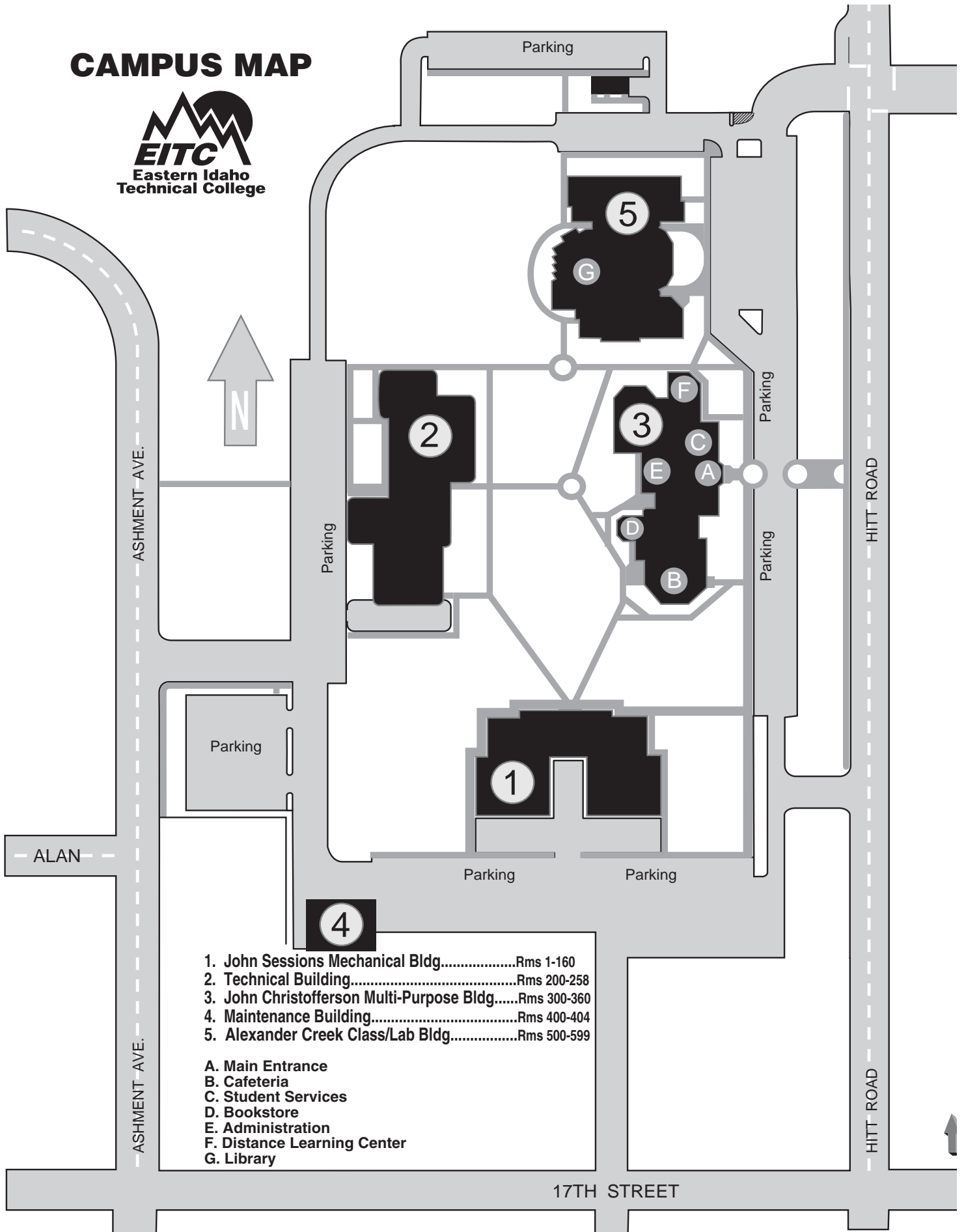Idaho Falls, Idaho 83404

Signature_____Date_____

EITC
**Eastern Idaho
Technical College**

CAMPUS MAP

EITC
Eastern Idaho Technical College

N

Parking

5

G

2

3

F

C

E

A

D

B

Parking

Parking

Parking

Parking

1

Parking

Parking

ALAN

4

ASHMENT AVE.

HITT ROAD

1. **John Sessions Mechanical Bldg...................Rms 1-160**
2. **Technical Building...Rms 200-258**
3. **John Christofferson Multi-Purpose Bldg......Rms 300-360**
4. **Maintenance Building......................................Rms 400-404**
5. **Alexander Creek Class/Lab Bldg..................Rms 500-599**

A. Main Entrance
B. Cafeteria
C. Student Services
D. Bookstore
E. Administration
F. Distance Learning Center
G. Library

17TH STREET

NOTES

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EITC

Eastern Idaho
Technical College