

**ACCREDITATION**

Eastern Idaho Technical College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

Northwest Commission on Colleges and Universities  
8060 165th Avenue NE, Suite 100  
Redmond, Washington 98052-3981

**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 the Disability Resources and Services Office, 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 Equal Opportunity/Affirmative Action Officer may be contacted at 524-3000 ext. 3360.

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

**CONTENTS**

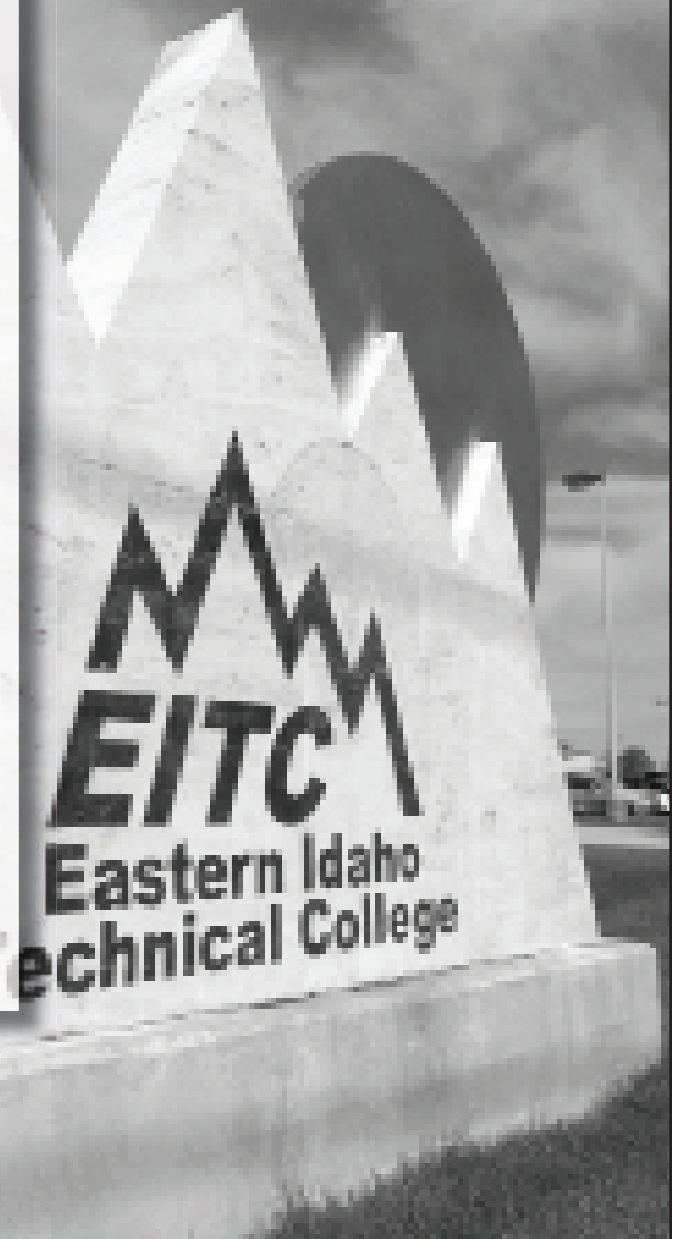
<b>Mission &amp; Vision</b> .....	2
<b>EITC Calendar</b> .....	3
<b>General Regulations</b> .....	4
<b>Financial Aid</b> .....	17
<b>EITC Foundation/Library</b> .....	20
<b>General Education Division</b> .....	21
Tutoring Center .....	21
<b>Business, Office, and Technology Division</b> ..	22
Accounting Technologies .....	22
Business Technologies .....	23
Computer Networking Technologies .....	24
Legal Technologies .....	26
Office Technologies .....	27
Web Development Technologies .....	28
<b>Health Professions Division</b> .....	29
Certificated Nursing Assistant .....	29
Dental Assisting .....	30
Medical Assistant .....	30
Medical Office Specialist .....	31
Practical Nursing .....	31
Registered Nursing .....	33
Surgical Technology .....	34
<b>Trades and Industry Division</b> .....	36
Automotive Technology .....	36
Diesel Technology .....	38
Welding Technology .....	40
<b>Emergency Services Training</b> .....	42
Fire Service Technology .....	42
<b>Workforce Training/Community Ed. Division</b> ..	44
Radiation Safety .....	45
Professional Truck Driver Training .....	46
Apprenticeship/Training .....	47
Outreach Courses .....	47
Community Education Courses .....	47
Online Courses .....	47
<b>Regional Adult Learning Center</b> .....	48
<b>Center for New Directions</b> .....	49
<b>Course Descriptions</b> .....	50
<b>EITC Faculty/Staff</b> .....	76
<b>Administration and Board</b> .....	80
<b>Steps for Admissions</b> .....	81
<b>Admission Application</b> .....	83
<b>Transcript Request Form</b> .....	85
<b>Steps to Apply for Financial Aid</b> .....	87
<b>Scholarship Application</b> .....	89
<b>Campus Map</b> .....	91

## 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****FALL SEMESTER (2008)**

**July 14:** Fall semester open enrollment for non-degree seeking students  
**August 1:** Fall semester registration fee deadline  
**August 11–12:** Faculty in-service days  
**August 13:** Fall semester orientation for new students  
**August 13–15:** Faculty preparation and student advising  
**August 18:** Classes begin  
**August 22:** Last day to add class(es)  
**September 1:** Labor Day Holiday\*\*  
**October 10:** Mid-semester/academic warnings due/last day to make up summer incomplete's  
**October 31:** Last day to withdraw from classes without grade penalty  
**November 11:** Faculty/student advising day/ registration for Spring 2009\*  
**November 12:** Application for graduation forms due  
**November 13– December 3:** Fall 2008 in-class evaluations  
**November 13-14:** Registration for returning students  
**November 17:** Spring semester registration for new degree/certificate seeking students opens  
**November 27–28:** Thanksgiving vacation\*\*  
**December 1:** Spring semester registration for non-degree seeking students opens  
**December 5:** Last day of instruction and spring 2009 registration fee deadline  
**December 8–January 9:** Christmas vacation

(students)\*  
**December 8–9:** Faculty office days  
**December 24-26:** Christmas Holiday\*\*  
**January 1-2:** New Year's Holiday\*\*

**SPRING SEMESTER (2009)**

**January 7:** Orientation for new students spring semester  
**January 8–9:** Faculty in-service days  
**January 12:** Classes begin  
**January 16:** Last day to add class(es)  
**January 19:** Martin Luther King Jr./Idaho Human Rights Day Holiday\*\*  
**February 6:** Faculty in-service day\*  
**February 16:** Presidents' Day Holiday\*\*  
**March 6:** Mid-semester/academic warnings due/last day to make up fall semester incomplete's  
**March 23-27:** Spring break\*  
**March 30:** Last day to withdraw from classes without grade penalty  
**April 14:** Faculty advising day/ registration for Summer 2009\*  
**April 15:** Summer term registration for continuing students anticipating graduation July 10  
**April 15–17:** Summer term and fall semester registration for continuing students opens  
**April 20:** Summer term and fall semester registration for new degree seeking students opens  
**April 15-29:** Spring 2009 in-class evaluations  
**April 24:** Notification of any graduating students failing courses  
**April 24:** Summer term registration fee deadline

**2008-2009**

**May 4:** Summer term registration for non-degree seeking students opens  
**May 8:** Last day of instruction  
**May 12–13:** Faculty office days  
**May 12:** Commencement\*\*\*\*

**SUMMER TERM (2009)**

**May 13:** Orientation for new summer term students  
**May 18:** Classes begin  
**May 22:** Last day to add class(es)  
**May 25:** Memorial Day Holiday\*\*  
**June 12:** Mid-term/academic warnings due/last day to make up spring semester incomplete's  
**June 26:** Last day to withdraw from classes without grade penalty  
**July 3:** Independence Day Holiday\*\*  
**July 10:** Last day of instruction  
**July 13:** Open enrollment  
**July 13:** Faculty office day  
**August 3:** Fall 2009 semester registration fee deadline

\* Daytime credit courses suspended.  
 \*\* Campus will be closed/no classes.  
 \*\*\* Subject to change.

Classes will meet on Columbus Day and Veteran's Day.

**EITC CALENDAR****FALL SEMESTER (2009)**

**July 13:** Fall semester open enrollment for non-degree seeking students  
**August 3:** Fall semester registration fee deadline  
**August 17-18:** Faculty in-service days  
**August 19:** Fall semester orientation for new students  
**August 19-21:** Faculty preparation and student advising  
**August 24:** Classes begin  
**August 28:** Last day to add class(es)  
**September 7:** Labor Day Holiday\*\*  
**October 9:** Mid-semester/academic warnings due/last day to make up summer incomplete's  
**October 30:** Last day to withdraw from classes without grade penalty  
**November 1-6:** Spring semester registration for new degree/certificate seeking students opens  
**November 9- 30:** Fall 2008 in-class evaluations  
**November 10:** Faculty/student advising day/ registration for Spring 2009\*  
**November 12:** Application for graduation forms due  
**November 12-13:** Registration for returning students  
**November 26–27:** Thanksgiving vacation\*\*  
**November 30:** Spring semester registration for non-degree seeking students opens  
**December 11:** Last day of instruction and spring 2010 registration fee deadline  
**December 17–January 8:** Christmas

vacation (students)\*  
**December 14-15** Faculty office days  
**December 24-25:** Christmas Holiday\*\*  
**December 31 January 1:** New Year's Holiday\*\*

**SPRING SEMESTER (2010)**

**January 6:** Orientation for new students spring semester  
**January 7–8:** Faculty in-service days  
**January 11:** Classes begin  
**January 15:** Last day to add class(es)  
**January 18:** Martin Luther King Jr./Idaho Human Rights Day Holiday\*\*  
**February 5:** Faculty in-service day\*  
**February 15:** Presidents' Day Holiday\*\*  
**March 5:** Mid-semester/academic warnings due/last day to make up fall semester incomplete's  
**March 5:** Summer 2010 Bookstore orders due  
**March 22–26:** Spring break\*  
**March 29:** Last day to withdraw from classes without grade penalty  
**April 13:** Faculty advising day/ registration for Summer 2009\*  
**April 14:** Summer term registration for continuing students anticipating graduation July 16  
**April 13-27:** Spring 2009 in-class evaluations  
**April 15–16:** Summer term and fall semester registration for continuing students opens  
**April 19:** Summer term and fall semester registration for new degree seeking students opens  
**April 23:** Notification of any graduating students failing courses and Summer term registration fee deadline

**2009-2010**

**May 3:** Summer term registration for non-degree seeking students opens  
**May 7:** Last day of instruction  
**May 10–11:** Faculty office days  
**May 13:** Commencement\*\*\*\*

**SUMMER TERM (2010)**

**May 11:** Orientation for new summer term students  
**May 24:** Classes begin  
**May 28:** Last day to add class(es)  
**May 31:** Memorial Day Holiday\*\*  
**June 18:** Mid-term/academic warnings due/last day to make up spring semester incomplete's  
**June 25:** Last day to withdraw from classes without grade penalty  
**July 5:** Independence Day Holiday\*\*  
**July 16:** Last day of instruction  
**July 19:** Open enrollment  
**July 19:** Faculty office day  
**August 2:** Fall 2010 semester registration fee deadline

\* Daytime credit courses suspended.  
 \*\* Campus will be closed/no classes.  
 \*\*\* Subject to change.

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.

**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 of the following situations exist:

1. Admission requirements are met
2. Student receives a letter of acceptance from the college

### 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. Tech Prep credits are valid for two years after high school graduation.

**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-MATRICULATED (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:

**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 un-timed 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. Test scores are valid for two years.

**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 101 Essentials of General Chemistry (prerequisite: MAT 100)			> 40		
CHE 111 General College Chemistry (prerequisite: MAT 143)					>69
COM 101 Fundamentals of Speech				>67	>67
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 (Waive ENG 101)				>67 >94	>67 >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 108 Intermediate Algebra		>40			
MAT 110 Technical Math	>30				
MAT 112 Mathematics for Health Professions	>45				
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

General Regulations

### ACT PLACEMENT PROTOCOLS

#### Placement in English Courses

Course	ACT Score Required	SAT Score Required
ENG 90	<18	
ENG 101	18-23	>450

Students with an SAT score of greater than 570 will gain credit for ENG 101

#### Placement in Mathematics Courses

Course	ACT Score Required	SAT Score Required
MAT 123	>19	>460
MAT 143	>23	>540



**Special Arrangements for Students with Disabilities:**

Please contact the Disability Resources and Services Office 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. All test scores are valid for two years.

**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	\$ 83	\$166
2 credits	\$166	\$332
3 credits	\$249	\$498
4 credits	\$332	\$664
5 credits	\$415	\$830
6 credits	\$498	\$996
7 credits	\$581	\$1162
8 credits	\$664	\$1328
9 credits	\$747	\$1494
10-18 credits	\$833	\$3054

*\*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.*

Summer Term Full-Time Registration Fee	
Resident	Non-Resident
\$417	\$1527

**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
- \$50\* per semester mandatory insurance fee when registered for 10 credits and more  
*\*may change due to contract*
- \$15 per semester computer usage fee for all registered students (excluding night welding or dental courses)

**Additional fees for students participating in the following programs in Health Care Technologies:**

- \$10-\$20 per course malpractice insurance
- \$35-\$100 per class lab fees
- \$35 Prenclex
- \$30 PAE test

**Trades and Industry:**

- \$55 per semester coverall fee
- \$45 per course for night welding

**Chemistry:**

- \$25 per 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, only credits which are required to satisfy graduation requirements of the specific certificate/degree program in which the student is enrolled will be used for enrollment status (or approved substitutions). 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 FOR ALL CLASSES**

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 day of term -- 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. Some miscellaneous fees are not refundable. 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 or address of payee.

### **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, degree, or verifications. 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 12 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 “Non-resident 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 required courses in order to meet graduation requirements, unless otherwise stated in a particular program. In addition, an accumulative grade point average of 2.0 or higher is required for graduation. 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 must submit a Change Program/Major form. Students are required to graduate under the catalog in effect.

**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 certificate or degree 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 Section. Check with division managers for specific information on the differences between AAS degree program requirements and the requirements for certificate programs.

**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, A-.....Excellence in the performance of required objectives
- B+, B, B-.....Above satisfactory achievement of the required objectives
- C+, C, C-.....Satisfactory achievement of the required performance objectives
- D+, D, D-.....Unsatisfactory achievement of the performance objectives
- F.....Failure to meet the minimum performance standards. No credit is awarded.
- P = Pass.....All work completed in a satisfactory manner.
- W = Withdraw.....Student Withdrew from school prior to mid semester plus two weeks deadline. No credit awarded.
- WAV = Waiver.....Student 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
- 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. Incomplete's 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

**Figure Your GPA (Grade Point Average):** To calculate grade point average, first multiply the number of credits each class is worth by the point value for the letter grade earned in that class. A = 4 points per credit; B = 3; C = 2; D = 1 point, IW and F = 0 points. This calculation will give you the grade points for each class. Next, total the grade points of all classes for that semester and divide it by the number of credit hours attempted. The result is your GPA.

Class	Grade	Points	X	Credits	Total Points
MAT 107	B	3	X	3	= 9
ENG 101	C	2	X	3	= 6
COM 101	A	4	X	3	= 12
CMP 101	B	3	X	1	= 3
<b>TOTALS</b>				<b>10</b>	<b>30</b>

GPA = Total Grade Points (30) divided by the total credits (10) = GPA 3.0

**Grade Point Average - Transfer Credits:** Grade point averages for transfer students are based on credits earned only at EITC.

**Repeating Courses:** Course repetition to improve grades is allowed, regardless of the grade received, with the exception of some professional program components. Therefore, it is recommended to visit with your advisor before repeating a course. Those courses awarded "C-" grades or higher will not be included in the calculation for Federal Financial Aid awards. 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 credit used in calculating the GPA is the grade and credit earned the last time the repeated class was taken. The grade for the most recent class will be used for computing semester and/or cumulative GPA. Both grades will appear on the student's permanent record.

**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:** Students may audit courses on a space available basis without credit or grade. Students taking a course for "no credit" need not complete assignments or exams used to determine grades. The intent to audit a course must be stated at the time of registration. The fee for audit is the same as for credit. Audited courses are not counted as part of a student's enrollment status and students cannot receive financial aid for audited courses. Audited courses will be recorded on transcripts as "AU" and "0" credit.

**Challenge Examinations:** Students who feel that their experience or previous knowledge would enable them to successfully challenge a course offered at EITC may petition to take a challenge examination. Challenge examinations may be taken at any time during a semester/term at a cost of \$15 per credit, payable in the Business Office prior to taking the examination. Challenge tests are not available in all courses. 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.

A class may be challenged once. Courses in which the student has been enrolled, regardless of the grade received, **may not be challenged**, except by special permission from the Dean of Instruction.

Upon successful completion of the examination, the course will appear on the student's transcript as a "P" grade, credit(s) earned, and the designation "Credit by Exam." Failed challenge exams will not be recorded on a student's transcript. Credit earned by challenge examination is not counted as "in residence" credit. (See Residence Requirements for Graduation.)

**Grade Explanation: The following ARE INCLUDED in the calculation of grade point averages (GPA):**

Grade	Points	Percentage
A	4	95%
A-	3.7	90%
B+	3.3	87%
B	3	85%
B-	2.7	80%
C+	2.3	77%
C	2	75%
C-	1.7	70%
D+	1.3	67%
D	1	65%
D-	0.7	60%
F	0	0%
IW	0	0%

D = 1 (8/23/93 - 12/08/97)  
 D = 0 (1/07/97 - 12/12/03)  
 D = 1 (after 01/01/04)

**The following ARE NOT INCLUDED in the calculation of grade point averages"**

- S = By entrance exam
- W = Withdrawn
- P = Pass
- AU = Audit (no credit earned)
- CH = Challenge Exam
- IC = Incomplete (calculates as "F" until course completed)

**NON-PROGRAM COURSES**

NP = Course not required for program of study (not calculated in GPA)

**REPEATED COURSES**

E = Failed first item and repeated course (not calculated in GPA)

I = Repeated failed course (calculated in GPA)

\* *Financial Aid will not be received for repeated courses*

**TRANSFER GRADING POLICY**

EITC accepts transfer credit but does not compute grades from other colleges and universities in its institutional GPA.

**Academic Standards:** To maintain good academic standing, you are expected to make continued progress toward the completion of your selected program of study. Academic Standards are 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 Honesty:** Academic honesty mandates the use of one's own thoughts and materials in writing papers, taking tests, and in other classroom, or shop/lab related activities. Students who aid others in any infraction of academic honesty are considered equally guilty.

Unauthorized use of another individual's notes or materials, plagiarism, copying during tests, or unauthorized prior knowledge of tests, quizzes, or taking other unfair advantage shall be considered a violation of the academic Honesty Policy.

When students are asked to submit individual work, they are expected to do so. When students are assigned to work together on a project, it is not considered a breach of academic honesty for them to gain from each other's experience and to share ideas.

The concept of academic honesty is designed to assure a uniform standard against which to evaluate all students and to prevent cheating. Students are expected to report infractions to their instructors.

*Violation of this policy may lead to suspension from the college.*

**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 re-mediated. All readmission will be granted on a probationary basis only, based upon space availability. Any student on academic probation will not be eligible for federal financial aid.

**Academic Suspension:** A student who has been suspended 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; or a student serving on an official school committee. 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.

Withdrawing completely, or from an individual course during the semester may adversely effect federal financial aid. It is recommended that you consult a financial aid advisor prior to withdrawing.

**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
<b>COURSE</b>			
Composition, Freshman (with or without essay)	50	3 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 the 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 7-10 working days before you need it. Each copy will be \$5.00. Transcripts on file from other institutions were obtained for Eastern Idaho Technical College's use and will not be released to the student or other institutions.

**Transcripts Fax Policy:** EITC sends transcripts to secure fax numbers to colleges and universities. EITC also keeps a list of secure fax numbers to reference and follow the criteria set by the American Association of Collegiate Registrars and Admission Officer's (AACRAO). The cover sheets must include:

## STUDENT APPEAL PROCEDURES

Every student has the right to appeal any action or policy deemed to be unfairly or improperly imposed.

**Academic Grievances:** Academic Standards Committee (grade changes, withdrawal, etc.)

**Discrimination Grievances:** File through the EEO office

**General Student Grievances:** For violations of the student code of conduct and rights/responsibilities

The Campus Appeals Board shall constitute the hearing panel and will be chaired by either the Dean of Instruction or the Dean of Students, depending on the nature of the appeal. The members of the board shall include two faculty, appointed by the Faculty Senate Executive Board, one member from the Student Services office, appointed by the Dean of Students, two student representatives selected by the Student Senate, the Dean of Students, or the Dean of Instruction.

**Step 1.** It is recommended that the student seek out the individual with whom the student has a grievance to discuss the issue and reach a mutually acceptable solution.

**Step 2.** In the event the complainant cannot reach a suitable conclusion with the individual with whom he/she has a grievance, he/she should submit a written appeal to the appropriate Division Manager. The written appeal must be presented to the appropriate Division Manager within ten working days of the grievable occurrence. In the event the grievance involves the Division Manager, the appeal may be submitted to the Dean of Instruction. The Division Manager or Dean reviews the information and meets separately with the student and others as needed and then renders a decision within five working days. Written notice of the decision will be sent to the complainant.

**Step 3.** If the complainant is not satisfied in Step 2, he/she may request a review by the Campus Appeals Committee. The complainant must submit a written request for a hearing by the Campus Appeals Committee. The request must be submitted to the chairperson of the Campus Appeals Committee and the Dean of Students or Dean of Instruction, within five days after receiving the decision from Step 2. The chairperson of the Appeals Committee will arrange for a hearing within ten days of receipt of the request. Within five days of the conclusion of the hearing the chairperson will set forth a written document addressing the decision. A copy of the document will be sent to the complainant, the Division Manager, the Dean of Students or Dean of Instruction, and the College President.

**Step 4.** If the complainant is not satisfied with the outcome of the hearing with the Appeals Committee in Step 3, he/she may request a review by the College President. The complainant must submit a written request to the College President within five days of the conclusion of Step 3. The College President shall review the issues and render a decision.\*

Administrative decision may result in one of the following

1. Upheld decision of Appeals Committee
2. Administrative disposal

\* The decision of the College President is final.

## CODE OF CONDUCT

As a student at Eastern Idaho Technical College, you must recognize the importance of cooperative participation within an environment where all involved participate in the advancement of learning. A college community offers an opportunity to improve knowledge and skills and to enhance earning potential. Students are encouraged to recognize personal obligations to act in a responsible manner, both academically and behaviorally, and to be considerate of others while accepting the obligation.

EITC provides the following Student Code of Conduct as a personal and instructional guide in order to **guide** personal behavior and to establish the process of intervention when behaviors become unacceptable.

The following activities will not be tolerated while students are participating in instructional activities, student activities or special events:

1. Disorderly conduct will not be allowed on campus, in the classroom, on field trips or tours, at any college related activity, or in the cafeteria. Disorderly conduct is defined as behavior by an individual or group that infringes upon the rights or well being of another individual or group.
2. Willful destruction of property will result in restitution of damages and possible sanctions against the student.
3. Theft or unauthorized removal/usage of college equipment, books, materials, or property belonging to instructors or guests of the College is strictly prohibited.
4. Lewd/indecent conduct or the dissemination/display of indecent literature is not tolerated.
5. Alcoholic beverages or controlled substances are not allowed on college owned or controlled property or at functions sponsored by Eastern Idaho Technical College. The State Board of Education has consistently opposed any policy permitting intoxicating beverages on college owned or controlled properties. Storage, sale, manufacturing, distribution, possession or use of any illicit drugs or alcohol is 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.
6. Gambling and games of chance involving money are prohibited. Card playing is allowable in the student cafeteria or break areas provided betting or exchange of money does not occur.
7. By the Governor's Executive Order: "All state-owned or state-leased buildings, facilities, or areas occupied by state employees shall henceforth be designated as 'non-smoking' except for custodial care and full-time residential facilities. The policy governing custodial care for full-time residential facilities may be determined by the directions of such facilities. Further, I hereby encourage all employees in the State of Idaho to promote a non-smoking policy in all buildings occupied by state employees."

8. Fire and shop safety rules are to be observed at all times. Misuse or tampering with safety equipment is forbidden. Every three months, Eastern Idaho Technical College is required to hold an evacuation of the buildings to comply with the Fire Marshall's regulations. When the fire alarm sounds, all faculty, staff and students are to proceed in an orderly and quiet manner out of the building in accordance to prearranged paths. Do not use elevators. When outside, continue proceeding away from the buildings. Remain there until an all clear signal is given to return. Instructors are to arrange for a check of students to be certain that all are out of the building.
9. Disciplinary measures will be exercised for insubordination or conduct detrimental to good order and discipline within the College including conduct that is harmful, obstructive, disruptive or interferes with the education process, institutional functions, contractual agreements or public peace and tranquility.
10. Use of an automobile on college property is a privilege. Students wishing to park a vehicle on campus must obtain a parking sticker from Student Services upon registration. The sticker is to be displayed in the lower left-hand corner of the rear window (Please refer to campus parking).
11. Disrespect or physical/verbal abuse of a faculty/staff member or failure to comply with directions given by a faculty/staff member in the performance of his/her duties will not be tolerated.
12. Weapons, including firearms, knives, and explosives are not allowed on the College grounds.

## Sanctions

Violation of attendance policies, the Code of Conduct or other college policies may result in one or more of the following sanctions. These are listed in order of least to most severe. This is not to imply that sanctions will be given in this order. Severity of the sanction is at the discretion of college officials.

1. **Warning:** A notice to the student verbally, or in writing, from a college official stating that a policy has been violated and that continued violation may result in more severe sanctions.
2. **Censure:** A written reprimand warning the individual or group that repeated infractions will result in official sanctions. Restrictions on minor privileges may be imposed.
3. **Restitution:** The replacement, repair or other form of compensation for damages, physical loss or injury to property or persons.
4. **Probation:** Formal notification indicating a policy has been violated and identifies terms for continued enrollment. Probationary status equates to "not in good standing".
5. **Suspension:** A decision that excludes that student from classes, activities, and/or presence on college properties for at least one semester. A student who

has been suspended may request readmission after his/her terms of suspension have been met. The student shall submit a written petition requesting readmission. Readmission may be granted, denied, or postponed subject to fulfillment of conditions established by the College. If readmission is granted, enrollment will be probationary for one semester. Readmission will be granted on a space available basis only. Petitions are available in the Registrar's office.

6. **Expulsion:** An administrative decision that terminates the student from the College for an indefinite period of time.

### NAME CHANGE

In order to change a name on an official student record, a student must provide proof of name change. The following are acceptable proof of name change:

1. Social security card, listing legal name
2. Drivers License showing the new name or Government issued picture identification card.

Present *original* documentation to the Admissions Clerk in Student Services. Originals will be copied and returned.

### 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

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

#### Computer usage fee

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 account. You accept full responsibility for your account and all activity performed on college computing resources.

The full text of EITC computer policies can be found in the EITC Policy and Procedures Manual online. Referenced documents include the Governors Executive Order 2005-22, 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 EITC provided 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
- Online 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.

**SERVICES FOR STUDENT WITH DISABILITIES**

The Disability Resources and Services Office is available to assist any student or prospective student who has a documented disability and believes they may benefit from reasonable accommodations which are provided on a case-by-case basis. In addition, resources (i.e., reading materials, teleconferences, audio-conferences, training opportunities, and community agency referrals) are offered to assist students, their family members, and faculty with disability issues.

**Procedure to Request Accommodations**

Students with disabilities must self-identify to the Disability Resources and Services Office and must submit written requests for accommodations, academic adjustments, and/or auxiliary aids within a timely manner. Whenever possible, this request should be made prior to the start of the semester and must be accompanied by written documentation (on official letterhead) from a licensed or credentialed professional who is qualified to assess and diagnose the disability. Documentation would include identification of the disability, a list of test instruments and test scores used to identify the disability, and the implications of the disability on the student in an academic setting. The documentation should also include suggestions regarding reasonable accommodations, academic adjustments, and/or auxiliary aids, where appropriate.

Accommodations, academic adjustments, and/or auxiliary aids are determined on an individual basis and must be requested each semester of enrollment. The following procedures can be found in Policy 122 Americans with Disabilities Act of the Eastern Idaho Technical College Policies and Procedures Manual:

1. Students requesting accommodations, academic adjustments, and/or auxiliary aids must have a documented disability and most self-identify to the Disability Resources and Services Office.
2. An in-take meeting will be scheduled at which time the following will take place:
  - The student will provide proper documentation regarding his/her disability. Should documentation not be available, it is the student's responsibility to obtain this documentation at his/her own expense and provide it to the Disability Resources and Services Office.
  - The student will provide a written request of reasonable accommodations, academic adjustments and/or auxiliary aids being requested as well as a current class schedule.
3. The Disability Resources and Services Coordinator will review the documentation and requested accommodations, academic adjustments, and /or auxiliary aids.
4. The Disability Resources and Services Coordinator and the student will meet to discuss the request for reasonable accommodations, academic adjustments, and/or auxiliary aids and the resulting decision. For approved accommodations, academic adjustments and/or auxiliary aids, the Disability Resources and Services Coordinator will provide an accommodation letter for each of the student's instructors. It is the student's responsibility to deliver this letter to his/her instructor(s) and to discuss the contents of the letter with the instructor. No instructor is required to provide accommodations without receipt of the letter.
5. Should the student disagree with the Disability Resources and Services Coordinator's decision, the student should, within ten (10) working days, submit a written appeal to the Dean of Students. Refer to the Student Appeal Procedures in the Student Handbook. In the case of academic related disability issues all written appeals should be submitted to the Dean of Students.



## Grievance Procedure

Eastern Idaho Technical College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that “no otherwise qualified handicapped individual... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...” If a student with a disability believes he/she has been discriminated against he/she has the right to file a grievance as follows:

### Complaints Related to Non-Academic Programs, Activities, and Services

This procedure shall apply to non-academic programs, activities, and services. Examples are:

- Concerns related to building or grounds accessibility;
- Participation in College sponsored events;
- Requests for accommodations related to parking.

All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator. If the student believes the Disability Resources and Services Coordinator’s decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

Within ten (10) working days of the decision, send a letter requesting a review to the College’s ADA/Section 504 Compliance Officer, Dennis Allen. Include the following:

- Name and address of the person filing the complaint
- Date of the original accommodation or assistance request
- The accommodation or service requested
- The reason for the request
- The reason the Disability Resources and Services Coordinator’s decision is not deemed to be appropriate, reasonable, or effective

The ADA/Section 504 Compliance Officer will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

### Complaints Related to Academic Programs

This procedure shall apply to academic programs. Examples are:

- Requests for classroom accommodations such as tape recorders, note takers, assisting devices and interpreters

- Requests for test modifications such as extended time
- Requests for changes in curriculum requirements

Eastern Idaho Technical College’s Disability Resources and Services Coordinator has been given the responsibility of determining a student’s need for accommodations, academic adjustments, and/or auxiliary aids. All requests for accommodations or assistance should first be filed with the Disability Resources and Services Coordinator, following the College’s published accommodations request policy. If the student believes the Disability Resources and Service Coordinator’s decision is discriminatory on the basis of disability, the student should first meet with the Disability Resources and Services Coordinator to review the decision. If an acceptable conclusion cannot be reached, the student may request a review of the decision as follows:

Within ten (10) working days of the decision, send a letter requesting a review to the Dean of Students.

Include the following:

- Name and address of the person filing the complaint
- Date of the original accommodation or assistance request
- The accommodation or service requested
- The reason for the request
- The reason the Disability Resources and Services Coordinator’s decision is not deemed to be appropriate, reasonable, or effective

The Dean of Students will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

**If a complaint is brought by a student regarding denial or modification of an accommodation, academic adjustment, and/or auxiliary aid request, the decision of the Disability Resources and Services Coordinator to provide or deny said accommodation shall be implemented until such time as a formal resolution of the grievance process is achieved.**

If a faculty member shall refuse to provide an accommodation, academic adjustment, and/or auxiliary aid in accordance with the Disability Resources and Services Coordinator’s written notice, the student should first request the Disability Resources and Services Coordinator’s assistance in resolving the dispute. The request should be made in writing within ten (10) working days after the faculty member’s refusal to provide the accommodation, academic adjustment, and/or auxiliary aid. The Disability Resources and Services Coordinator will meet with the faculty member, the division manager, and other faculty and administration officials as appropriate in order to attempt to resolve the complaint.

In the event the Disability Resources and Services Coordinator is unable to resolve the complaint within five (5) working days of the request, he/she will refer the matter to the Dean of Instruction. It is the Disability Resource and Services Coordinator's responsibility to notify the student of such action and to provide all pertinent information to the Dean of Instruction.

The Dean of Instruction will review the information and meet separately with the student and others as needed and then will render a decision within five (5) working days. Written notice of the decision will be sent to the complainant.

If the complainant is not satisfied with the decision, he/she may request a review by the Campus Appeals Committee. See Steps 3 and 4 of the **Student Appeal Procedures** as published in the **Student Handbook**.

### **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 \$12,196 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 FUND-RAISING POLICY**

Student organization fund-raising is an accepted activity of student organizations. All fund-raising activities are restricted to chartered and approved organizations. The governing body of the student organization and its faculty/staff advisor must approve fund-raising 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 fund-raising efforts. EITC is licensed for student organizations to conduct raffles for fund-raising activity. The Dean of Students has final authority regarding student raffles.



## **FINANCIAL AID**

Financial aid can make an EITC education a reality for many students. Many of our students qualify for some type of financial assistance. Financial assistance could include scholarships, grants, loans, and work-study. Financial aid can help bridge the gap between the cost of your education and the amount your family is able to pay. To begin the financial aid process, complete a Free Application for Federal Student Aid (FAFSA). Applicants must be U.S. citizens or eligible non-citizens, degree/certificate seeking students, and in good standing.

#### **APPLICATION PRIORITY DEADLINES**

Fall	–	June 1st
Spring	–	October 1st
Summer	–	February 1st

In order to meet the priority deadlines all information must be turned in correct, complete, and ready to award by the priority date for 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 receive their financial aid checks no sooner than the first day of class.

**Types of Financial Aid**

**Federal Pell Grants:** Federal Pell Grants provide direct grants from the government to the undergraduate student for educational expenses. Grants range in size from \$400 to a maximum of \$4,800 per year and amounts are subject to change. To apply, see our website: [www.eitc.edu/ss/fa.cfm](http://www.eitc.edu/ss/fa.cfm)

**Academic Competiveness Grant (ACG):** Grants awarded to students who have completed a rigorous secondary school program and are eligible for Pell Grant. Students eligible for the ACG will receive \$750 for the first academic year of study and \$1,300 for the second academic year of study.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** The FSEOG is a program designed to assist students who have exceptionally high financial need. 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.

**Leveraging Educational Assistance Partnership Program (LEAPP):** LEAPP is funded jointly by the Idaho State Board of Education and the Federal Government. LEAPP is a grant that is awarded to students who demonstrate exceptional financial need. Awards vary depending on availability of funding and your demonstrated financial need. The FAFSA is used to determine eligibility. The student must be an Idaho resident.

**Work-Study:** Federal and Atwell Parry Work-Study are awarded to students who demonstrate financial need and want to work while attending college. The work-study program provides on-campus jobs for students and allows you to earn up to a specific dollar award. You will earn at least federal minimum wage and be paid by the hour. You may work up to 20 clock hours per week.

**Federal Family Education Loan Program (FFELP):** The Stafford Student Loan Program (SSL) provides students with long-term, low-interest loans for post-secondary education expenses. Loan funds are provided by participating private lending institutions such as banks, credit unions, savings and loan associations, and some other private organizations. Stafford Student Loans currently bear a variable interest rate. The rate will never be more than 8.25 percent on the unpaid balance.

Repayment, at a minimum of \$50 per month, begins after the student leaves school and exhausts the six month grace period. Depending upon the total amount borrowed, repayment may be extended over a ten-year period. Freshmen can borrow up to \$3,500 and sophomores can borrow up to \$4,500 per year.

The FFELP provides for two types of student loans:  
 (1) Subsidized and (2) Unsubsidized.

To be eligible for a subsidized loan, you must demonstrate financial need and be enrolled at least half-time (6 or more credits). The Federal Government currently pays the interest on the subsidized loan until you are required to begin

repayment six months after you graduate or drop below half-time enrollment. The maximum interest rate for the subsidized loan is 8.25 percent, and is adjusted each year on July 1st.

You do not have to demonstrate financial need to receive an unsubsidized loan, but you must complete the FAFSA, be enrolled at least half-time (6 or more credits), and complete a Request for Additional Loan. The Federal Government will not pay the interest on an unsubsidized loan, and interest will be charged until the loan is fully repaid. The maximum interest rate for the unsubsidized loan is 8.25 percent, and is adjusted each year on July 1st. However, you do have the option of capitalizing the interest and not paying anything until six months after you graduate or drop below half-time enrollment. If you choose this option, the interest will be added to the principal balance for your loan.

**Financial Aid Eligibility**

**Academic:** Students must maintain at least a cumulative GPA of 2.00 and meet the academic standards of the institution as listed on page 10.

**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+, D, D-, F, AU, CH, IC, IW, S, or W) a specified number of credits within their program of study 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 Enrollment Status	Required Credit 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	Must complete all credits registered for
Summer Term Enrollment Status	Required Credit 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	Must complete all credits registered for

**Request for Adjustment:** A student has the option of requesting an adjustment to their financial aid award. The request must be made to the EITC Financial Aid Office by the student if changes are needed. Changes could include requesting or cancelling grants, work-study, and loans. No adjustment can be made to the award due to change in enrollment status after the first week of each semester. Request for Adjustment forms can be printed from our website: [www.eitc.edu/ss/fa.cfm](http://www.eitc.edu/ss/fa.cfm)

**Withdrawal Policy:** Students at EITC who receive Federal Financial Aid and withdraw before the 60 percent point of the semester will have refunds calculated according to federal

guidelines. This will help determine the largest refund to the Federal Student Financial Aid Programs or to the student.

All other Federal Financial Aid recipients will have refunds calculated according to state or US Department of Education approved accrediting agency refund policies if they exist. If no state or US Department of Education approved accrediting agency refund policy exists, refunds will be calculated according to Federal or institutional refund guidelines in order to determine the largest refund to the Federal Student Financial Aid Programs or to the student.

If a student contacts the EITC Financial Aid Office they will be referred to the Registrar. The Financial Aid Office will document the conversation and will initiate a notice of withdrawal. 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 first week of each semester. 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. Students who receive financial award disbursements and do not attend classes are not eligible for funds and must return to the institution any award money received.

**Financial Aid Application Procedure:** Follow the steps listed on “Steps to Apply” on our website at: [www.eitc.edu/ss/fa.cfm](http://www.eitc.edu/ss/fa.cfm). In order to begin the financial aid process, each student is required to complete the Free Application for Federal Student Aid (FAFSA). After completing the FAFSA, the student must wait for the Student Aid Report (SAR) to see if other documents are required. All required forms can be printed from our website and submitted to the EITC Financial Aid Office.

**Financial Assistance Programs:** Please direct all questions regarding financial assistance to the EITC Financial Aid Office, 1600 South 25th East, Idaho Falls, Idaho 83404, (208) 524-3000, or toll free 1-800-662-0261, or email us at [fnaid@eitc.edu](mailto:fnaid@eitc.edu)

**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) Attending an additional semester without the assistance of Financial Aid and; (2) Retake the failed or incomplete credits (See Financial Aid Progress eligibility chart on page 18.) required to meet Satisfactory Academic Progress (SAP). Courses retaken must be from the approved list of required courses from the student’s program of study. 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 EITC 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/fa.cfm](http://www.eitc.edu/ss/fa.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.

**Request for Additional Loan:** To be used when a student is requesting an additional loan that is above the amount awarded to students who have already received base loan amounts.

**Maximum Credit Appeal:** To be used when a student reaches the maximum time frame allowed by Satisfactory Academic Progress. Maximum time frame for an associate’s degree is 96 credits and 48 credit for a one-year certificate program. If the student does not successfully complete the conditions of the appeal the student may be denied further financial assistance.

**Special Circumstances Appeals:** To be used by students or parents of dependent students who have had loss of income. These situations could include loss of employment, death of parent, divorce of parent or students, or medical expenses that affect income.

**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 a student’s account to pay registration fees with the balance being disbursed in the form of a check. Checks are disbursed by 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 have 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

Please see the back of the catalog for scholarship information and application form or visit our website: [www.eitc.edu/ss/fascholarships.cfm](http://www.eitc.edu/ss/fascholarships.cfm)

## EITC FOUNDATION

*"Our purpose is to ensure 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.



## THE LIBRARY

### LOCATION

Alexander Creek Building, room 551

### HOURS:

Monday thru Thursday 7:30 am - 10 pm

Friday 7:30 am - 4:30 pm

Saturday 10 am - 2 pm

Closed Sundays and all holidays.

### LIBRARIAN

Suzy Ricks

The EITC's Richard and Lila J. Jordan Library provides books, periodicals, audio-visuals, and online resources designed to support the college's academic program and courses. The library includes group study space, a computer lab, the college archives, and the Foundation Conference Room.

The core book collection of over 20,000 volumes and subscriptions to 120 periodicals is supplemented by connections to numerous electronic resources that offer access to both current and archival materials.

Fast, free interlibrary loan is also available.

The library is open 71 hours per week, and librarians are available for reference assistance and instruction in the use of information resources.



# GENERAL EDUCATION DIVISION

## FACULTY

Peggy Nelson, Division Manager  
Kathy Judy  
Ann Schwalboski  
Julia Zapadka

## STAFF

Danielle Collins, Tutor Recruitment Coordinator

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 are also required to take classes in related instruction to cover communication, computation, and human relations 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**
OR	(requires COMPASS score >46 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.

\*\* Based on program requirements.

### Other General Education Options:

		CREDITS
ENG 102	Critical Reading and Writing	3
ENG 110	Introduction to Literature	3
PHL 150	Applied Ethics	3
POL 101	Introduction to American Government	3
PSY 150	Human Life Span and Development	3

See page 11 for information on transferability of credits to other colleges.

## DEVELOPMENTAL OR PROGRAM-SPECIFIC COURSES:

BIO 227	Human Anatomy and Physiology I	4
BIO 227L	Human Anatomy and Physiology I Lab	0
BIO 228	Human Anatomy and Physiology II	4
BIO 228L	Human Anatomy and Physiology II Lab	0
BIO 250	General Microbiology	3
BIO 250L	Microbiology Lab	1
CHE 101	Essentials of General Chemistry	4
ECO 100	Economic Issues	3
ENG 090	Basic Writing	3
MAT 100	Introduction to Algebra	4
MAT 104	Welding Mathematics	3
MAT 105	Business Mathematics	3
MAT 108	Intermediate Algebra	3
MAT 110	Technical Mathematics	3
MAT 112	Mathematics for Health Professions	3
OCR 105	Occupational Relations	3



## THE TUTORING CENTER

The Tutoring Center is located in room 135 of the John O. Sessions Building. Its mission is to assist students in becoming better writers and editors and in understanding mathematical concepts and processes that challenge them across the curriculum. We offer a comfortable and accepting environment for students to meet with tutors or read and relax. The Center also has network computers and a shared printer for student use. Tutoring and study groups can also be arranged for program subject areas upon request.

The Tutoring Center is open from 9:00 am to 6:00 pm Monday through Thursday and 9:00 am to 4:00 pm on Friday. Writing tutors are available in the morning and early afternoon. Walk-ins are welcome; however, students can also make specific appointments with a writing tutor. Math tutors are available Monday through Thursday for approximately nine hours a day and from 9:00 am to 4:00 pm on Friday. The schedule is posted outside the Center and on the College web site.

The Tutoring Center can be reached at 524-3000 ext. 3490 and they will be happy to answer questions or make appointments.

The Tutor Recruitment coordinator is Danielle Collins. She can be reached at 524-3000 ext. 3396 and would be happy to arrange tutoring for small group instruction for program specific courses such as Anatomy and Physiology.

## 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 -  
Advanced Technical Certificate  
Business Technology - Technical Certificate

#### Computer Networking Technologies

Microsoft Computer Networking Technologies - Associate of Applied  
Science Degree - Postsecondary 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  
Gina Armer  
Mel Coffin  
Joshua Duersch  
Christian Godfrey  
Traci Harbert  
Leslie Jernberg  
Spence Miller  
Mel Stone

The Business, Office, and Technology Division is a combination of all business, secretarial, accounting, computer, web development, and legal 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

### Accounting Paraprofessional

*Associate of Applied Science Degree*

*64 Credits*

#### Semester 1

ACC 210	Accounting I	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
	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
MGT 207	Financial Management	3
	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

**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.

**Applied Accounting Clerk**

*Technical Certificate* 30 Credits

**Semester 1**

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

**Semester 2**

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



**BUSINESS TECHNOLOGIES**

**Length of Program**

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

Advanced Technical Certificate: 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, an Advanced Technical Certificate in Marketing and Management, and a Technical Certificate in Business Technology. 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 conducting 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 to \$500 on books and supplies for the certificate program and \$900 to \$1200 for the Advanced Technical Certificate and the Associate of Applied Science degree program. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

<b>Marketing and Management Electives</b>		<i>Credits</i>
MKT 123	Practicum I	1
MKT 124	Practicum II	1
MKT 221	Practicum III	1
MKT 222	Practicum IV	1

**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
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
	General Education Course	3

**Semester 2**

BOT 152	Leadership II	1
ECO 100	Economic Issues	3
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3

**Summer Term**

General Education Courses 3-7

**Semester 3**

ACC 210	Accounting I	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	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

**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 PSY 101 or SOC 101 only.

**MARKETING AND MANAGEMENT**

*Advanced Technical Certificate* 63 Credits

**Semester 1**

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

**Semester 2**

BOT 152	Leadership II	1
ECO 100	Economic Issues	3
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3

**Semester 3**

ACC 210	Accounting I	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3

**Summer Term**

General Education Courses	3-6
---------------------------	-----

**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

**REQUIRED GENERAL EDUCATION COURSES**

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
OCR 105	Occupational Relations	3 OR
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

**Business Technology**

*Technical Certificate* 35 Credits

**Semester 1**

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

**Semester 2**

ACC 110	Quickbooks for the Office	3 OR
ACC 210	Accounting I	3
BOT 152	Leadership II	1
ENG 101	English Composition	3
MKT 103	Sales and Customer Service	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**Microsoft Computer Networking Technologies**

*Associate of Applied Science Degree 77-78 Credits*

**Semester 1**

CNT 101	Microcomputer Concepts/ Intro to Networking	4
CNT 103	Introduction to UNIX/Linux	3
CNT 121	Wireless LAN Administration	3
CNT 150	Desktop/Client Computer Operating Systems	4
CNT 275	Cisco Internetworking Technologies	4

**Semester 2**

CNT 122	Wireless LAN Security	3
CNT 202	Advanced UNIX/Linux	4
CNT 276	Cisco Router Setup and Operation	4
ELC 203	Introduction to Computer Programming	3

**Summer Term**

General Education Courses	9
---------------------------	---

**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 General Education Course	4 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 Plus one CNT Elective	4 2-3

**CNT Electives**

CNT 222	Wireless LAN Analysis	3
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 Infrastructure	3
CNT 244	Biztalk Server Business Integration Solutions	4
CNT 245	Network Solutions for Small and Medium-Sized Businesses	3
CNT 246	Deploying Vista Desktops	3
CNT 247	Implementing Sharepoint Server	3

**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.*

**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 Plus one CNT Elective	4 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

**Business, Office, and Technology**



## 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 civil litigation, criminal law, family law, bankruptcy, estate planning and probate, business law, and legal research. An emphasis is placed on the ethical considerations of working in a law firm, as well as the duties and tasks expected to be performed on the job.

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 in addition to substantive law and office skills classes provided.

### 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Legal Assistant

Associate of Applied Science Degree 73 Credits

### Semester 1

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	3
OFP 110	Keyboarding	3

### Semester 2

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

### Summer Term

General Education Courses	6-7
---------------------------	-----

### Semester 3

LGL 204	Estate Planning and Probate	2
LGL 211	Civil Litigation II	3
LGL 218	Basic Legal Research	3
OFP 204	Advanced Word Processing	2
	General Education Course	6

### Semester 4

LGL 207	Procedures of Bankruptcy Law	3
LGL 208	Family Law	3
LGL 210	Internship	3
LGL 212	Criminal Law	3
MGT 215	Business Law	3
OFP 244	Speedbuilding	1

### Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
POL 101	Introduction to American Government	3

Choose one of the following:

MAT 123	Mathematics in Modern Society	4 OR
MAT 143	College Algebra	4

Choose one of the following:

PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

Choose one of the following:

ENG 102	Critical Reading and Writing	3 OR
ENG 202	Technical Communication	3

*This meets the AAFPE standards for the program of a minimum of 18 Gen Ed credits with the emphasis on English and Communications.*

## Legal Assistant

Technical Certificate 35 Credits

### Semester 1

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

### Semester 2

ACC 110	Quickbooks for the Office	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
OFP 118	Word Processing	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 an office environment. Graduates of either program find excellent opportunities available to them in a wide range of career-related fields.

The Office Professional program is the two-year program resulting in an Associates of Applied Science (AAS) degree. This program prepares students to perform advanced text processing, spreadsheet and database operations as well as computer assisted graphics, desk top publishing and basic bookkeeping. Students who graduate with the AAS degree are well prepared to perform a wide variety of administrative support functions in large or small companies as a member of a team and individually.

The Office Specialist program is a one year program resulting in a Technical Certificate. This program designed for the student who is interested in gaining entry-level knowledge, skills and attitudes necessary for maintaining a well-run office. Students who complete this program will be prepared to provide office support by applying information and computer technologies to sustain work processes, manipulate and manage information, and enhance the overall efficiency and effectiveness of the organization.

Both programs offer a joint leadership program which concentrates on developing students into professionals. Highly successful men and women from different organizations in the community donate their time as guest speakers to help guide students to education, financial, personal and professional success.

Leadership students also have the opportunity to participate in Business Professionals of America, a student-led club, which provides excellent opportunities for personal and professional growth essential for the workplace.

### Entrance Requirements

Keyboarding of 25 wpm for at least one minute with no more than five errors is the 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 \$900 on books and supplies for the certificate program and \$1,600 for the degree program. Students may also incur additional costs in updating/purchasing software and taking industry certification exams. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Office Professional

Associate of Applied Science Degree

65 Credits

### Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
	General Education Course	3

### Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
	General Education Courses	6

### Semester 3

CIS 234	Computer Assisted Graphics	3
MGT 216	Human Resource Management	3
OFP 204	Advanced Word Processing	2
OFP 227	Database Management	3
	General Education Course	3-4

### Semester 4

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

## Office Specialist

Technical Certificate

33 Credits

### Semester 1

BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1
OFP 140	Electronic Office Concepts	3
ENG 101	English Composition	3

### Semester 2

ACC 110	QuickBooks for the Office	3
BOT 152	Leadership II	1
OFP 118	Word Processing	3
OFP 142	Business Spreadsheets	3
COM 101	Introduction to Speech	3
OCR 105	Occupational Relations	3 OR
SOC 101	Introduction to Sociology	3 OR
PSY 101	Introduction to Psychology	3

# WEB DEVELOPMENT TECHNOLOGIES

## Length of Program

Associate of Applied Science Degree: four semesters

The Web Development Technologies 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## 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

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

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
OFP 230	Desktop Publishing	3
	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.

### 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

#### Certificated Nursing Assistant

#### Dental Assisting

Technical Certificate

#### Medical Assistant

Associate of Applied Science Degree

Medical Office Specialist Technical Certificate

#### Practical Nursing

Advanced Technical Certificate

#### Registered Nursing

Associate of Applied Science Degree

#### Surgical Technology

Associate of Applied Science Degree

### Faculty

Kathleen Nelson, Division Manager

Sharee Anderson

Shirley Bame

Marlene Brinkerhoff

Becky Chapman

Sheryl Gombert

Lorie Hoffman

Elaine Miller

Cindy Mills

Raeleen Roberts

Dianna Johnston

Virgina Kington

Tina Howard

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 Certificated Nursing Assistant, Dental Assisting, Medical Assisting, Practical Nursing, Registered Nursing 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 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 (completed)
  - Polio
  - History of chicken pox or varicella vaccination
2. Proof of an annual TB skin test
3. Documentation of health insurance

## CERTIFICATED NURSING ASSISTANT

### Length of Program

One semester

### Accreditation

The CNA program follows the state requirements for preparing nursing assistants. It is designed to provide behavioral learning objectives for learners on basic competencies. It contains didactic classroom objectives, skills objectives in a lab setting, plus 40 hours out of class time for clinical objectives. To pass the class, you must get an 80% or better on tests and classroom objectives, 100% on clinical and lab objectives. After passing the class, you will be eligible (for a fee) to test for the state skills exam and then the state written exam. You have six months after passing the class to pass the skills exam and another six months to pass the written exam. If you don't pass both exams within a year, you are required to retake the class.

### Entrance Requirements

This course can be taken for credit or as a non-credit class. You must be over 16 year of age, and be aware that most facilities will not hire until age 18.

It will be helpful if you have your own stethoscope and blood pressure kit. You will also be required to wear scrubs and sturdy shoes with heel and toe intact to the clinical rotations.

Shortly after the beginning of class you will need to present proof that you are current on your tuberculosis, Hepatitis B vaccines, plus a Health Care Provider (or equivalent) card. A background check will also be required.







<b>Semester 2</b>		
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
<b>Summer Term</b>		
DTL 132	Supervised Work Experience	6

## 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.



## 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 a C, 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Dental Assisting

*Technical Certificate*

*39 Credits*

### Semester 1

DTL 129	Dental Biology	2
DTL 121	Orientation to Dental Assisting/Office Management	2
DTL 124	Basic Dental Sciences & Medical Situations	3
DTL 125	Dental Operator Procedures	4
DTL 126	Dental Radiology	4

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
- Admission Packet

**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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**Medical Assistant**

*Associate of Applied Science Degree* 65 Credits

**Semester 1**

CIS 101	Computer Information Systems	3
HCT 100	Introduction to Health Professions	2
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3
MAT 123	Mathematics in Modern Society	4
MAT 123L	Mathematics in Modern Society Lab	0

**Semester 2**

BIO 250	General Microbiology	3
BIO 250L	General Microbiology Laboratory	1
COM 101	Fundamentals of Speech	3
HCT 101	Medical Terminology	2
SOC 101	Introduction to Sociology	3
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4

**Semester 3**

HCT 105	Phlebotomy	2
HCT 109	Medical Ethics	2
MAS 121	Beginning Admin Skills for Medical Assistants	4
MAS 122	Beginning Clinical Skills for Medical Assistants	4
MAS 120	Diseases of the Human Body	2

**Semester 4**

MAS 101	Pharmacology for Health Professions	2
MAS 221	Advanced Admin Skills for Medical Assistants	4

MAS 222	Advanced Clinical Skills for Medical Assistants	4
MAS 205	Administration of Medications	2

**Summer Term**

MAS 210	Externship II	6
---------	---------------	---

**Medical Office Specialist**

*Technical Certificate* 35 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
MAS 121	Beginning Admin Skills for Medical Assistants	4

**Semester 2**

ENG 101	English Composition	3
MAS 101	Pharmacology for Health Professions	2
HCT 109	Medical Ethics	2
MAS 221	Advanced Admin Skills for Medical Assistants	4
MAT 123	Mathematics in Modern Society	4
MAT 123L	Mathematics in Modern Society Lab	0

**Summer Term**

MAS 106	Externship I	3
---------	--------------	---

**Electives**

HCT 105	Phlebotomy	2
---------	------------	---



**PRACTICAL NURSING**

**Length of Program**

Advanced Technical Certificate: Approximately three semesters, 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 prerequisite 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. There is limited enrollment for this program.

Health Professions

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:

- TEAS exam with cut scores of 60 in each area
- 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 prior to admission to the program

### Program Continuation Requirements

- All program specific courses must be passed with a minimum of 75% and must be passed consecutively before continuing on to the next course

### 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Practical Nursing

*Advanced Technical Certificate*

62-68 Credits

**Prerequisites** to be completed prior to entering the professional component of the program.

BIO 250	General Microbiology	3
BIO 250L	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 AND
BIO 227L	Human Anatomy and Physiology I Lab	0 AND
BIO 228	Human Anatomy and Physiology II	4 AND
BIO 228L	Human Anatomy and Physiology II Lab	0 OR
HCT 103	Introduction to Anatomy and Physiology and Laboratory	4
HCT 110	Nutrition	2
HCT 111	Growth and Development	2 OR
PSY 150	Human Life Span and Development	3
HCT 118	Certificated Nursing Assistant Training OR CNA Certification	4
MAT 112	Mathematics for Health Professions	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 136	Clinical Foundations I	3
NRS 142	Mental Health Nursing	2

#### Semester 4

NRS 201	Maternal/Child Nursing	2
NRS 202	Medical/Surgical Nursing II	3
NRS 236	Clinical Foundations II	5
NRS 205	IV Therapy	2
NRS 206	LPN Management	2





## REGISTERED NURSING (ADN)

### Length of Program

Associate of Applied Science Degree: Approximately three semesters including a summer term; part-time one day a week

The prerequisite classes may be taken full-time or part-time in the fall, spring, and summer. 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. There is limited enrollment for this program.

The ADN program is operated with the approval of the State Board of Nursing. The student graduates with an Associate of Applied Sciences degree in nursing and is required to pass a state licensure examination (RN-NCLEX) to become a licensed registered nurse.

The program is designed for students already working as licensed practical nurses who wish to expand their scope of practice in preparation for assuming the role of registered nurse. Students will expand their skills and knowledge in all areas of nursing with a focus on critical thinking and preparation to provide independent and holistic quality nursing care.

Associate Degree Nurses (ADN) function as entry-level practitioners who provide direct client care in a structured health care setting. As a provider of care, the ADN cares for individual clients using the nursing process, incorporating communication techniques and teaching principles. The nurse utilizes a variety of interventions in caring for clients. These interventions encompass primary, secondary and tertiary prevention. The nurse recognizes the client as an active participant in the process. Interventions are derived from a scientific knowledge base associated with the biophysical and behavioral sciences, nursing theory based on research, and past nursing experience. Practice is guided by ADN competencies as the ADN moves from novice to expert. The ADN graduate demonstrates clinical competence, incorporates critical thinking, and communicates/collaborates effectively in the health care settings. They demonstrate a commitment of caring towards individuals to assist them toward desired or positive outcomes and are accountable within the legal and ethical framework of nursing.

### Entrance Requirements

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

- Be accepted as a student in good standing at Eastern Idaho Technical College.
- Complete all prerequisite courses with a minimum “C” or better grade.
- Complete Associate Degree Nursing program application.
- Provide proof of active, unrestricted Idaho Practical Nursing licensure
- Have Health Care Provider CPR certification
- Current proof of Health Status
- Verification of 1,000 or more hours of direct patient care, with a LPN license, in the past 2 years.
- Provide proof of the following immunizations:
  - a. Two MMR or measles and rubella titers if born after 1956
  - b. Hepatitis B series
  - c. Tetanus (Tdap or Td) in the past 10 years
  - d. Current annual TB skin test or chest x-ray

- e. Chicken pox or verification form if born after 1965
- TEAS Exam results 60 or greater
  - Background Check done through a site approved by the college.
  - Signed copy of Acknowledgement of Program Requirements Form

### Program Continuation Requirements

- All program specific courses must be passed with a minimum of 75% and must be passed consecutively before continuing on to the next course

### Program Costs

In addition to the registration fees, a Registered 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Registered Nursing (ADN)

Associate of Applied Science Degree

60 Credits

**Prerequisites** to be completed prior to entering the professional component of the program.

ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
COM 101	Human Communications	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
MAT 143	College Algebra	4
BIO 227	Human Anatomy and Physiology I and Lab	4
BIO 227L	Human Anatomy and Physiology I Lab	0
BIO 228	Human Anatomy and Physiology II and Lab	4
BIO 228L	Human Anatomy and Physiology II Lab	0
BIO 250	General Microbiology	3
BIO 250L	General Microbiology Lab	1
ENG 110	Intro to English Literature	4
CHE 101	College entry-level Chemistry (1 semester) High School Chemistry	OR

### Professional Component

#### Fall Term

ADN 210	Nursing Transition	2
ADN 212	Health Assessment	3

#### Spring Term

ADN 220	Intermediate Nursing Intervention	4
ADN 221	Intermediate Clinical Foundations	3

#### Summer Term

ADN 225	Pharmacology for Nursing	1
ADN 240	Dimensions of Professional Nursing	2

#### Fall Term

ADN 230	Advanced Nursing Interventions	4
ADN 231	Advanced Clinical Foundations	3



## SURGICAL TECHNOLOGY

### Length of Program

Associate of Applied Science Degree: four semesters

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures (Association of Surgical Technologists' Recommended Standards of Practice).

Surgical technologists work in clean, well-lit, cool environments. They must stand for long periods and remain alert during surgical procedures. 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. Surgical Technologists are credentialed by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST is a member of the National Organization for Competency Assurance (NOCA), a national organization that established stringent standards for credentialing examination programs.

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 and must be completed at students own expense.

### Entrance Requirements

In addition to the entrance requirements for all health care programs (see page 29) 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
- Current first aid certification
- Admission packet submitted by deadline of March 1. Incomplete packets will not be considered for admission.

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. 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 75%, and must be passed consecutively before continuing onto the next courses

**Program Costs**

In addition to the registration fees, a Surgical Technology student can expect to spend approximately \$2,000 on books, supplies, testing, and miscellaneous fees while completing the Surgical Technology Program Associate of Applied Science Degree. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**Surgical Technology**

*Associate of Applied Science Degree*

*65 Credits*

**Prerequisites** to be completed prior to entering the professional component of the program.

BIO 250	General Microbiology	3
BIO 250L	General Microbiology Laboratory	1
CIS 101	Computer Information Systems	3
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
BIO 227	Human Anatomy and Physiology I and	4
BIO 227L	Human Anatomy and Physiology I Lab and	0
BIO 228	Human Anatomy and Physiology II	4
BIO 228L	Human Anatomy and Physiology II Lab	0
MAT 123	Mathematics in Modern Society	4
MAT 123L	Mathematics in Modern Society Lab	0
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3



**Professional Component**

**Semester 3**

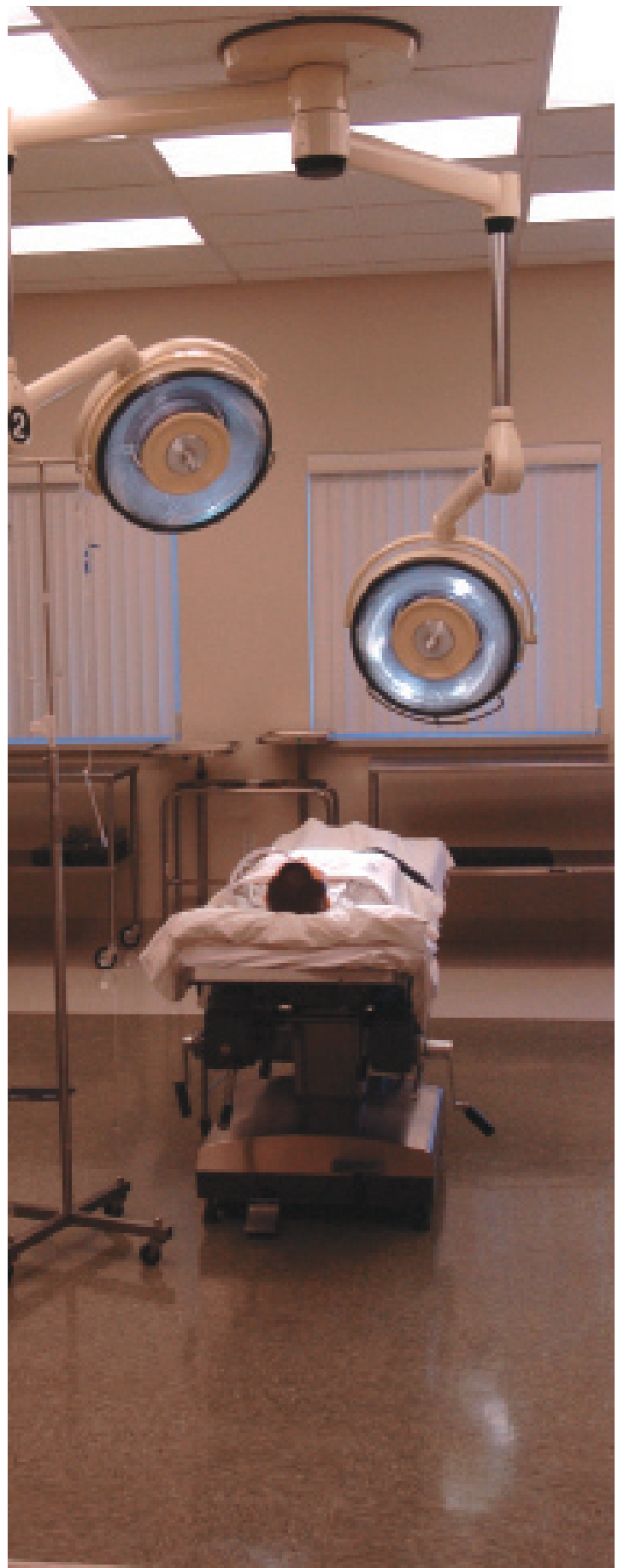
SRT 101	Operating Room Techniques I	4
SRT 102	Surgical Procedures I	4
SRT 103	Preparation of the Surgical Patient	3
SRT 104	Clinical Practicum	5
SRT 105	Pharmacology for Surgical Technologists	2

**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
---------	------------------------	---



**Health Professions**



# TRADES AND INDUSTRY DIVISION

## Areas of Study

**Automotive Technology** – Associate of Applied Science Degree, Advanced Technical Certificate, Technical Certificate, and Postsecondary Technical Certificates (PSTC)  
 Automotive Automatic Transmission and Transaxle Specialist, PSTC  
 Automotive Brake Specialist, PSTC  
 Automotive Electronic Specialist, PSTC  
 Automotive Engine Performance Specialist, PSTC  
 Automotive Engine Repair Specialist, PSTC  
 Automotive Heating & Air Conditioning Specialist, PSTC  
 Automotive Power Trains, Suspension & Steering Specialist, PSTC  
**Diesel Technology** – Associate of Applied Science Degree, Advanced Technical Certificate, and Postsecondary Technical Certificates (PSTC)  
 Diesel Engine Specialist, PSTC  
 Diesel Fuel Injection Specialist, PSTC  
 Diesel Heavy Duty Brake Specialist, PSTC  
 Diesel Heavy Duty Drive Train Specialist, PSTC  
 Diesel Heavy Duty Electrical System, PSTC  
**Welding Technology** – Associate of Applied Science Degree, Advanced Technical Certificate, and 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  
 Corey Shurtliff  
 Kent Berggren  
 Bill Swenson

The Trades and Industry Division 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, ability to lift 50 lbs., 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 up on 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 the 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 (208) 524-3000, extension 3356.

## Program Costs

In addition to the semester registration fees, a Mechanical Trades student can expect to spend an approximate total of \$3,000 on books and tools for the entire program and approximately \$55 per semester for overall rental. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

*\* Please note that all Trades and Industry students must take MTD-101 Industrial Safety and Report Writing the first semester of enrollment*



## AUTOMOTIVE TECHNOLOGY

### Automotive Technology

Associate of Applied Science Degree

80 Credits

#### Semester 1

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
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
ASE 102	Workplace Technical Skills	3

**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* 64 Credits

**Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
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

**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
ASE 102	Workplace Technical Skills	3

**Enhancement**

CIS 101	Computer Information Systems	3
---------	------------------------------	---



**Automotive Technology**

*Technical Certificate* 35 Credits

**Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
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
ASE 102	Workplace Technical Skills	3

**Automotive Automatic Transmission & Transaxle Specialist**

*Postsecondary Technical Certificate* 20 Credits

ASE 121	Automatic Transmissions	3
ASE 131	Manual Drivetrain & Axles	2
ASE 163	Introduction to Automotive Electronics	5
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* 11 Credits

ASE 151	Automotive Brake Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 252	Antilock & Power Brake Systems	2

**Automotive Electronics Specialist**

*Postsecondary Technical Certificate* 16 Credits

ASE 163	Introduction to Automotive Electronics	5
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* 28 Credits

ASE 163	Introduction to Automotive Electronics	5
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* 14 Credits

ASE 163	Introduction to Automotive Electronics	5
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* 11 Credits

ASE 131	Manual Drivetrain & Axles	2
ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 242	Computerized Suspension & Steering Systems	2



**DIESEL TECHNOLOGY**

**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

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 Cost**

Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**Diesel Technology***Associate of Applied Science Degree**80 Credits***Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
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 233	Heavy Duty Drivetrain/Transmissions and Clutches	3
ASE 243	Heavy Duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 266	Diesel Electrical Systems	5
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
ASE 102	Workplace Technical Skills	3

**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**64 Credits***Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
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

**Semester 3**

ASE 233	Heavy Duty Drivetrain/Transmissions and Clutches	3
ASE 243	Heavy Duty Suspension and Steering	2
ASE 252	Antilock & Power Brake Systems	2
ASE 253	Air Brake Systems	2
ASE 266	Diesel Electrical Systems	5
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
ASE 102	Workplace Technical Skills	3

**Enhancement**

CIS 101	Computer Information Systems	3
---------	------------------------------	---



**Diesel Engine Specialist***Postsecondary Technical Certificate*

29 Credits

ASE 111	Basic Power Plant Systems	2
ASE 112	Upper Power Plant Systems	2
ASE 113	Lower Power Plant Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
ASE 266	Diesel Electrical Systems	5
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*

19 Credits

ASE 163	Introduction to Automotive Electronics	5
ASE 266	Diesel Electrical Systems	5
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*

16 Credits

ASE 151	Automotive Brake Systems	2
ASE 163	Introduction to Automotive Electronics	5
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*

12 Credits

ASE 131	Manual Drivetrain & Axles	2
ASE 163	Introduction to Automotive Electronics	5
ASE 233	Heavy Duty Drivetrain/Transmissions and Clutches	3
ASE 291	Fluid Power Systems	2

**Diesel Heavy Duty Electrical Systems Specialist***Postsecondary Technical Certificate*

15 Credits

ASE 163	Introduction to Automotive Electronics	5
ASE 266	Diesel Electrical Systems	5
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. Applicants must be able to lift 50 lbs. 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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**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 104	Welding Mathematics	3
MAT 123	Mathematics in Modern Society	4
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**

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 104	Oxy-Acetylene Cutting and Welding	2
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
ASE 102	Workplace Technical Skills	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**52 Credits***Semester 1**

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**

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**

ASE 102	Workplace Technical Skills	3
WLD 112	Carbon Air and Plasma Arc Cutting	1
WLD 204	Testing and Qualifications	4
WLD 205	Applied Work Experience	4

**Enhancement**

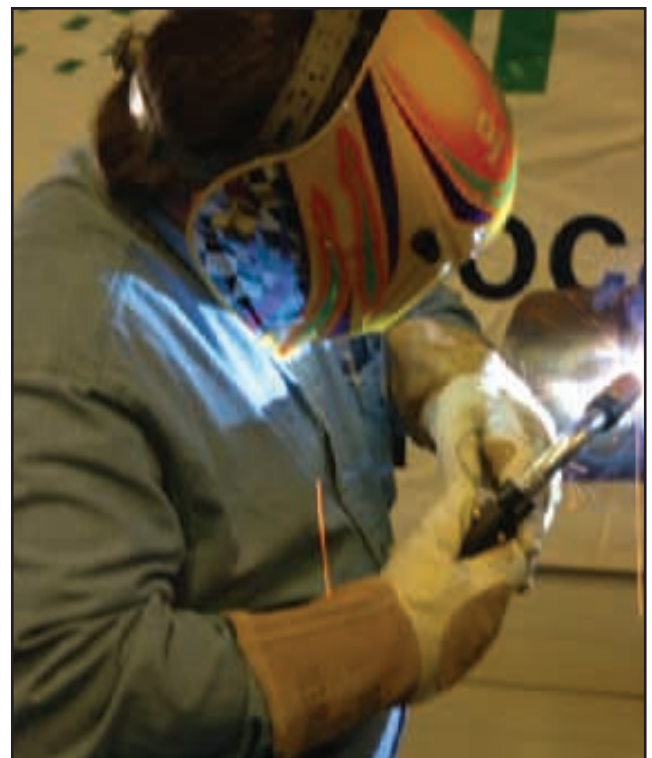
CIS 101	Computer Information Systems	3
---------	------------------------------	---

**Welding Technology***Technical Certificate**33 Credits***Semester 1**

MAT 104	Welding Mathematics	3
MTD 101	Industrial Safety and Report Writing	3
WLD 104	Oxy-Acetylene Cutting and Welding	2
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**

ASE 102	Workplace Technical Skills	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

### AREAS OF STUDY

#### Emergency Services Training

- Environmental Safety & Health – OSHA Hazwoper
- General OSHA Compliance & Haz/Mat Emergency Response Personal Protective Equipment
- Emergency Medical Technician

#### Fire Service Technology

- Wild land 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
- Fire Service Technology – Associate of Applied Science Degree

### Staff

Ken Erickson, Division Manager  
 Tonya Nunes, Administrative Assistant  
 Janice Leonard, Administrative Assistant

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.

## EMERGENCY SERVICES TRAINING

### Environmental Safety & Health – OSHA Hazwoper

*Certificate of Completion*

- 8-Hour OSHA Hazwoper Refresher
- 24-Hour OSHA Hazwoper
- 40-Hour OSHA Hazwoper
- 8-Hour OSHA Hazwoper Supervisor

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.

### General OSHA Compliance & Haz/Mat Emergency Response Personal Protective Equipment

*Certificate of Completion*

- OSHA 1910.12 HazCom Standard
- 16-Hour HazMat Operations
- 40-Hour HazMat Technician for Industry Personnel
- DOT Compliance – Hazardous Materials Shipping [Blood borne Pathogens]

This program applies to employers and their employees who are exposed or potentially exposed to hazardous substances -- including

hazardous waste -- and who are engaged in one of the following operations as specified by 1910.120(a)(1)(i-v) and 1926.65(a)(1)(i-v):  
 a) Clean-up operations required by a governmental body, whether federal, state, local, or other involving hazardous substances -- that are conducted at uncontrolled hazardous waste sites\  
 b) Individuals employed at treatment, storage, and disposal facilities;  
 c) Individuals involved in emergency response activities.

### Emergency Medical Technician

*Certificate of Completion*

- EMT Basic
- EMT Refresher – Basic Refresher Course

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.

### Program Costs

Costs for these programs will be the published per credit fee.

### Registration for Programs

Times and dates for our regularly scheduled courses are available in the EITC class schedule newspaper insert.



## FIRE SERVICE TECHNOLOGY

### Wildland Fire Management

#### Length of Program

*Associate of Applied Science Degree; Postsecondary Technical Certificate*

- 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

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.

**Program Costs**

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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

**Registration information**

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.

**Wildland Fire Management**

*Associate of Applied Science Degree* 67 Credits

**Module I**

*Wildland Firefighter (FFT2) – Postsecondary Technical Certificate*

WFM 101	Basic Fire School (S-110, S-130, S-190, I-100)	2.25
WFM 104	Portable Pumps & Water Use (S-211)	0.5
WFM 105	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 131	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 135	Fitness Training for the Work Capacity Test	3
WFM 115	Crew Boss (Single Resource) (S-230)	1.5
WFM 228	Ignition Operations (S-234)	2

**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 206	Fire Operations in the Urban Interface(S-205)	2
WFM 109	Dozer Boss (S-232)	1

**Module IV**

*Strike Team/Task Force Leader – Postsecondary Technical Certificate*

WFM 135	Fitness Training for the Work Capacity Test	3
WFM 206	Fire Operations in the Urban Interface (S-205)	2
WFM 210	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 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
WFM 141	Engine Operator (PMS-419)	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

**Emergency Services**



## Fire Service Technology (FST-100)

### Length of Program

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 firefighting 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. The course work listed (except general education requirements) for the Idaho State Fire Fighters certification is delivered through statewide fire departments. All courses, except general education requirements, will be graded on a Pass/Fail basis.

### IFSAC Accredited FireFighter Certification

FireFighter I  
FireFighter II  
Fire Office I  
Instructor I

The Idaho FireFighter 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 firefighters 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.

### Program Costs

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. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

### Registration information

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.

## Fire Service Technology

Associate of Applied Science Degree

61 Credits

FST 100	Fire Training Technology <i>IFSAC Accredited FireFighter Certification</i>	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

## Areas of Study

### Workforce Training

Radiation Safety-Technical Certificate  
Professional Truck Driver Training- Post Technical Certificate

### Apprenticeship/Training

Associate of Applied Science Degree for Apprentice/Journeymen

### Outreach Courses

### Community Education Courses

### Online Courses

## Staff

Ken Erickson, Division Manager  
Tonya Nunes, Administrative Assistant  
Janice Leonard, Administrative Assistant

## Faculty

Dennis Horvath  
Laurent Brown  
Henry Brown

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 professional-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.

## 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

## 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.

## WORKFORCE TRAINING

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

Workforce Training & Community Ed



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.

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.

## Radiation Safety

### Length of Program

*Technical Certificate: two semesters, one summer term*

This 40-credit Technical Certificate program teaches entry-level skills required for employment in the nuclear industry. Qualified radiation safety technicians work at Department of Energy (DOE) National Laboratories, commercial nuclear power plants under the direction of the Nuclear Regulatory Commission (NRC), dosimetry laboratories, medical facilities, accelerators, and independent and university research facilities that work with radioactive material.

Students entering this program must have high aptitudes in mathematics and communications. In addition to specialized classroom/laboratory instruction, students will be required to complete supervised work experience training at the Idaho National Laboratory (INL). Graduates of the Radiation Safety Program will possess the skills, knowledge, and field-based training necessary to gain employment as entry-level technicians in this high-wage, high-demand occupation.

Program instructional components will be provided in the areas of radiation protection, radiation detection and instrumentation, safety and hygiene, communications in radiological safety, practical radiation survey techniques, nuclear plant systems, and radiological chemistry. During the summer term, students will attend practical hands-on supervised work experience at the INL and/or other facilities which employ radiation safety technicians.

### Program Costs

In addition to the semester registration fees, students can expect to spend approximately \$750 on textbooks, instructional materials, and associated fees for Department of Energy required building access only badging and online testing required for supervised work experience at the INL. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## Radiation Safety

*Technical Certificate*

40 Credits

Semester 1		
ENG 101	English Composition	3
MAT 108	Intermediate Algebra	3
RDS 101	Basic Radiation Protection Principles	5
RDS 102	Intermediate Radiation Protection Principles	5
RDS 103	Intermediate Radiation Protection Principles lab	1
Semester 2		
REL 103	Nuclear Plant Systems and Components	2
RDS 104	Advanced Radiation Protection Principles	5
RDS 104L	Advanced Radiation Protection Principles Lab	1
RDS 106	Basic Radiological Chemistry	1
RDS 106L	Basic Radiological Chemistry Laboratory	1
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3
ESH 102	40-Hour OSHA HAZWOPER Training	1
REL 104	Communications in Radiological Safety	2
Summer Term		
RDS 108	Supervised Work Experience	7



Workforce Training & Community Ed



## Professional Truck Driver Training

### Length of Program

Postsecondary Technical Certificate: Six-weeks

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. This program is normally offered every four-to-six weeks throughout the year depending on student enrollment.

### Program 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 \$300. Students that want to receive a Postsecondary Technical Certificate must fill out an Application for Graduation Form and pay a \$10 Fee. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

\*A fuel surcharge may be applied.

### 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 may 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 Idaho 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
- EITC application required (no fee required)

### 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

## Professional Truck Driver Training

Postsecondary Technical Certificate

10 Credits

PTD 101 Professional Truck Driving Fundamentals	5
PTD 102 Basic Driving Skills Development	1
PTD 103 Advanced Driving Skills Development	4

\*PTD 101, 102, and 103 are offered as a whole package and cannot be taken individually

## 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.

#### Program Cost

Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

## 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.

## 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 web site within six weeks
- Print letter of completion

#### Business

Accounting  
Business Administration & Management  
Business Planning & Entrepreneurial Courses  
Grant Writing & Nonprofit Management  
Law & Legal Careers  
Sales & Marketing

#### Computer

Basic Computer Literacy  
Certification Preparation  
Word, Excel, Access, PowerPoint, Publisher  
Computer Programming & Database Management  
Computer Troubleshooting & Networking  
Desktop Publishing & Imaging

#### Internet

The Internet  
Web Graphics & Multimedia  
Web Page Design  
Web Programming

#### Personal Enrichment & Development

Art, History, Psychology, & Literature  
Digital Photography & Digital Video  
Family & Personal Enrichment  
Languages  
Math, Philosophy, & Science  
Personal & Career Development  
Personal Finance & Wealth Building

#### Test Prep

SAT, ACT, GRE, LSAT

#### Online Classes Refund Policy

100% refund given the first week of classes. No refund after the second class.

\* A complete list of Online Courses is at [www.ed2go.com/eitc.edu](http://www.ed2go.com/eitc.edu)





### **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 Monday and Tuesday mornings and evenings and on Thursday afternoons. 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.

### **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.

## **REGIONAL ADULT LEARNING CENTER**

### **Length of Program:**

Flexible scheduling available.

### **Staff**

Richard Belknap, Division Manager  
 Mary Jane Zimmermann, WIA Liaison  
 Margaret Collins, Outreach Coordinator  
 Joyce Hansen, Administrative Assistant  
 Gary Mills, GED Chief Examiner  
 Irene Jones, Disability & Resource Service Coordinator

### **Faculty**

Dave Vugrenes  
 Marion Lansford

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.



- Individualized Career Search.
- Classes in personal growth and career exploration.
- Keyboarding and Beginning Computer classes.
- Presentations on various topics including personal and employment skills.
- Assistance in application to educational programs and financial aid.
- Job search assistance.
- Limited walk-in counseling.

#### Special Events

- Job Options Conference
- Guided study groups and tutoring
- EITC Advantage Fair
- Personal Growth 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 web site @ [www.eitc.edu](http://www.eitc.edu).

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



## THE CENTER FOR NEW DIRECTIONS

### Staff

Eric Langley, Coordinator  
[elangley@eitc.edu](mailto:elangley@eitc.edu)

Julieann Holman, Special Population Counselor  
[jholman@eitc.edu](mailto:jholman@eitc.edu)

Roberta Lefler, Non-traditional Services Coordinator  
[rllefler@eitc.edu](mailto:rllefler@eitc.edu)

Ginger Reid, Counselor  
[greid@eitc.edu](mailto:greid@eitc.edu)

Cathy Rogers, Program Secretary  
[crogers@eitc.edu](mailto:crogers@eitc.edu)

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

**Telephone:** (208) 524-3000 ext. 3363

### 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.

## 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 AND DIESEL

### ASE 102 Workplace Technical Skills

3 Credit(s)

This course introduces students to personal and work related strategies for seeking and keeping employment. This includes an employment plan, cover letter, resume and interview. Students will study professionalism, teamwork, how to dress for an interview, how to accept a job, how to interact with employers and other employees. Students will also be introduced to warranty report writing, work orders, estimates, and how technicians are compensated. Students will be introduced to the different types of communications. Student will be able to tell the difference between technical and soft skills. Students will set short and long term goals.

### 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.

*Corequisites: ASE 112 and ASE 113*

### 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.

*Corequisites: ASE 111 and ASE 113*



**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.

*Corequisites: ASE 111 and ASE 112*

**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 163 Introduction to Automotive Electronics***5 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.

**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.

**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.

**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.

**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.

**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.

**ASE 233 Heavy Duty Drive Train/Transmissions and Clutches**

3 Credit(s)

This course describes the component needs for a truck driveline and the procedures needed for inspecting, servicing, and lubricating universal joints. The eliminating of vibrations through correct phasing and driveline alignment is discussed. The students will learn the importance of drive line angles and how to measure and calculate them. Both hydraulic and electrical driveline retarders will be introduced. The students will learn how to identify the types of axles and combinations of axles as used in medium and heavy-duty trucks. They will be able to explain the function of a power divider and trace the flow of power through a tandem drive axle combination. They will be familiar with the various types of gears used for truck axles. Students will know the lubrication requirements and service procedures required for truck axles. Basic troubleshooting and repair of differential carriers will be taught. Students will demonstrate competence by disassembling and reassembling both power dividers and differential carriers.

**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.

**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. .

**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.

**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.

**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.

**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 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.

**ASE 266 Diesel Electrical Systems**

5 Credit(s)

This course covers the electrical system as used on medium and heavy-duty trucks. Students registered for this class will have previously successfully completed ASE 163. This course is designed to cover the tasks required by ASE to complete test T6 Electrical and Electronic Systems. The content areas are:

\*General Electrical Systems Diagnosis and review of Ohm's Law.

\*Electrical safety necessary while working with today's automotive and truck computer electronics.

\*Battery Diagnosis and Repair.

- \*Starting System Diagnosis and Repair.
- \*Charging System Diagnosis and Repair.
- \*Lighting System Diagnosis and Repair.
- \*Gauges and Warning Devices Diagnosis and Repair.
- \*Related Electrical Components.

### **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.

### **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.

### **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.

### **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.

### **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 in line 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.

### **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.

### **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.





**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.

*Prerequisite or Corequisite: HCT 101.*

*Corequisite: BIO 227L.*

**BIO 227-L Human Anatomy and Physiology I Lab**

0 Credit(s)

*Corequisite: BIO 227.*

**BIO 228 Human Anatomy and Physiology II**

4 Credit(s)

This course is the second course of two semester sequence in human anatomy and physiology. This course covers the structure and functions of circulatory, respiratory, urinary, digestive, endocrine, and reproductive systems.

*Prerequisite: BIO 227*

*Corequisite: BIO 228L.*

**BIO 228-L Human Anatomy and Physiology II Lab**

0 Credit(s)

*Corequisite: BIO 228.*

**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.*

*Corequisite: BIO 250L.*

**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 and 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 251. Course will be graded on a pass/fail basis.*

**CHEMISTRY****CHE 101 Essentials of General Chemistry**

4 Credit(s)

CHE 101 provides a survey of the basic concepts of inorganic chemistry. Included are quantitative concepts and development of problem-solving methods. CHE 101 provides satisfactory preparation for CHE 111 for students without sufficient background in chemistry.

*Lecture: three hours per week*

*Prerequisite: MAT 100 or COMPASS Algebra > 40. ACT > 18*

*Corerequisite Lab: CHE 101L - three hours per week*

**CHE 101L Essentials of General Chemistry Lab**

0 Credit(s)

*Corequisite: CHE 101*

**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 Adobe Illustrator for the design of graphics and Adobe Photoshop for the manipulation of photographs for use in publications and the World Wide Web. The course presents preparing optimizing files for output and color theory  
*Prerequisite: CIS 101 or equivalent*

### **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 scalable 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 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 121 Wireless LAN Administration

3 Credit(s)

The wireless LAN Administration course provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless networking industry. From basic RF theory to link budget math, including topics from troubleshooting to performing a site survey, this course delivers hands-on training that benefits the novice and the experienced network professional.

### CNT 122 Wireless LAN Security

3 Credit(s)

The wireless LAN Security course consists of hands-on learning using the latest enterprise wireless LAN security and auditing equipment. This course addresses in detail the most up-to-date WLAN intrusion and DoS tools and techniques, functionality of the 802.11i amendment to the 802.11 standard, the inner-workings of each EAP type used with wireless LAN's today, and every class and type of WLAN security solution available on the market - from wireless intrusion prevention systems to wireless network management systems. Students who complete the course will acquire the necessary skills for implementing and managing wireless security in the enterprise by creating layer2 and layer3 hardware and software solutions with tools from several of the industry's leading manufacturers.

### 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 policies. 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 222 Wireless LAN Analysis

3 Credit(s)

Wireless LAN Analysis is recommended training for individuals seeking to troubleshoot, increase the performance of, and secure their wireless LAN. Students who complete the course will acquire the necessary skills for analyzing and troubleshooting any wireless LAN system through a thorough education in the 802.11 frame structure, frame exchange processes specified by the 802.11 standard, and extensive hands-on training installing, configuring, and utilizing five market-leading analysis products: AirMagnet, Network Chemistry, Network Instruments, TamoSoft, & WildPackets.

### 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.

*Corequisites: CNT 262 and CNT 261*

**CNT 244 Biztalk Server Business Integration Solutions***4 Credit(s)*

This course provides students with the knowledge and skills to efficiently and effectively integrate systems, employees, and trading partners through orchestration in a highly flexible and highly automated manner.

**CNT 245 Network Solutions for Small and Medium-Sized Businesses***3 Credit(s)*

This course provides students with the skills and knowledge necessary to select, deploy, and manage a Microsoft networking solution for small and medium-sized businesses. It includes how a business may grow from peer-to-peer to Small Business Server and up to multiple Windows Server 2003 servers.

**CNT 246 Deploying Vista Desktop***3 Credit(s)*

This course provides students with the knowledge and skills to successfully deploy Windows Vista business desktops throughout their organization. Students are introduced to the deployment life cycle, which consists of planning for the deployment, building and customizing the deployment method, and then implementing the actual deployment. Students are introduced to the tools and guidance to be used throughout various stages of the deployment life cycle.

**CNT 247 Implementing SharePoint Server***3 Credit(s)*

This course provides students with the knowledge and skills required to implement Microsoft SharePoint Server successfully in their organization. It provides the knowledge and skills necessary to ensure a successful implementation.

**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.*

*Corequisites: CNT 243 and CNT 262*

**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.

*Corequisite: CNT 243 and 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 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).

*Corequisite: CNT 243 and CNT 262***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.***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 129 Dental Biology***2 Credit(s)*

Microbiology/ Anatomy and Physiology is a required course for Dental Assisting students. This is an introductory course that is taught in one semester. The course is taught in a lecture format. This course will cover microbiology, pathophysiology and anatomy of the head and neck.

**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***3 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.





**ENGLISH****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.

*Prerequisite: 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 110 Introduction to Literature***3 Credit(s)*

This course surveys major writers and various literary genres throughout a minimum of three historical periods. Reading will include drama, poetry, short stories and novels. The emphasis is on literature as it contributes to an understanding of the human condition, ideas, and values. Both canonical and diverse contemporary writers will be covered. Students will write a variety of papers equaling 2000 -2500 words of edited prose.

*Prerequisite: ENG 101*

**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****ESH 102 40-Hour OSHA HAZWOPER Training***2 Credit(s)*

This class is designed for hazardous waste operation workers as described by 29 CFR 1910.120. Topics of discussion include applicable regulations, chemical and physical hazards, personal protective equipment, decontamination, and emergency response.

**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.

*Prerequisite: All students must have started their hepatitis B vaccines before the first day of class*

**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 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 Professions 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.

**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**

3 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 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 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 121 Beginning Admin Skills for Medical Assistants**

4 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 122 Beginning Clinical Skills for Medical Assistants**

4 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, and HCT 103.*

**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. Various 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.

**MAS 221 Advanced Admin Skills for Medical Assistants**

4 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 222 Advanced Clinical Skills for Medical Assistants**

4 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.*

**MATHEMATICS****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 112 Mathematics for Health Professions***3 Credit(s)*

MAT 112 is a basic mathematics course for students in health professions. Appropriate application in health care will be stressed throughout the course. Course content review fractions/decimals; percentages, ratios and proportions; and covers formula evaluation, dosage measurement, drug orders and labels; the metric system and conversions; methods of dosage calculations; and specialized calculations.

*Prerequisite: COMPASS Pre-algebra >45*

**MAT 123 Mathematics in Modern Society***4 Credit(s)*

This course will be a survey of mathematics and focus on effective thinking skills. Many exciting and beautiful mathematical ideas are covered including logic, number theory, probability, statistics, non-Euclidian geometry, and various other higher-level mathematical concepts. The historical, biographical and philosophical nature of mathematics will be explored.

*Prerequisites: Math 100, a minimum mathematics ACT score of 19, or a COMPASS score of 45 or higher in Algebra and a 67 in Reading. Corequisite: MAT 123 -L.*

**MAT 123L Mathematics in 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 may 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 210.*

### **MGT 207 Financial Management**

3 Credit(s)

Finance is central to the successful operation of any business entity. The principles and practices of financial management apply to every business unit—from the largest multi-national corporation to the very small proprietorship. Every 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 will be covered. Regular readings from business publications will assist the student in understanding the relevance to real-world issues and applications.

*Pre-requisites: MAT 105, MGT 121 and ACC 210 or equivalent.*

*(ACC 110 or ACC 210 may be taken as a co-requisite with instructor approval). Recommended: MAT 123 or MAT 143.*

### **MGT 215 Business Law**

3 Credit(s)

This introductory course in business law covers the foundations of law, the types of law, the court systems, and the basis of law. The two main focus areas of this course are Contracts and the Law of Sales.

### **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)

Selling is the engine that drives all business. It is its lifeblood and without sales, companies will go out of business. Students in this course will learn how to sell, the psychology of selling, and what induces the buying motive in customers. Students in this course will participate in actual sales competitions in order to effectively understand the selling process.

### **MKT 112 Introduction to Marketing**

3 Credit(s)

This introductory 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. This course continues on in MKT-125 Introduction to Marketing Strategies.

### **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 125 Introduction to Marketing Strategies***3 Credit(s)*

This is a second semester continuation of the MKT 112 Introduction to Marketing course. It expands on the principles of marketing by introducing basic marketing research, basic global marketing information, and brand creation, protection, and awareness in addition to other marketing principles

*Prerequisite: MKT 112 or with permission of the instructor.*

**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. Course Videos include award winning commercials shown as examples of great advertising. Students produce a portfolio of advertisements employing multiple forms of media which they have collected throughout the semester. The final project involves team participation using a computer simulation of advertising decisions.

*Prerequisite: MKT 112.*

**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 an 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.

*Corequisite: NRS 106L.*

**NRS 106L Nursing Skills I Lab***0 Credit(s)*

*Corequisite: NRS 106*

**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, gastrointestinal 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.

*Corequisite: NRS 109L.*

**NRS 109L Nursing Skills II Lab**

0 Credit(s)

*Corequisite: NRS 109*

**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 136 Clinical Foundations I**

5 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 205 IV Therapy**

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 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.*

**NRS 236 Clinical Foundations II**

5 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.

## ASSOCIATE DEGREE NURSING

### ADN 210 Nursing Transition

2 Credit(s)

Professional skills needed in the transition of roles from LPN to RN are addressed. This course covers the RN role in the nursing process, patient education, communication and evidence-based decision-making. Nursing theorists, conceptual models, and clinical applications are discussed. The course will utilize textbooks, the writing lab, journals, DVDs, Blackboard and internet sources for content and discussion.

### ADN 212 Health Assessment

3 Credit(s)

This course is designed to cover physical assessment of all age groups and provide the student with the advanced skills necessary to work effectively in the health care environment. It will cover advanced and complex verbal history, performing physical assessments in health and disease states, advanced critical thinking skills, and developing patient care based on clinical findings. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs and guest lecturers.

### ADN 220 Intermediate Nursing Intervention

4 Credit(s)

This course will address the professional nursing care of individuals with advanced medical/surgical health deviations. It will focus on the chronic illness phase of the disease process, the rehabilitative process and living with the disease. It will address the nursing care required during childbirth and deviations from normal processes. It will address the needs of the high-risk newborn. It will address the needs of these patients and others requiring care in the community and public health settings. Nutrition, physiology, and pharmacology will be integrated throughout the program. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs and guest lecturers.

### ADN 221 Intermediate Clinical Foundations

4 Credit(s)

This course will provide clinical experiences to address the needs of patients discussed in ADN 220 utilizing the hospital and community healthcare settings for learning experiences. Nutrition, physiology and pharmacology will be integrated through the learning process. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs, guest lecturers and clinical sites within the community hospitals and other medical institutions.

### ADN 225 Pharmacology for Nursing

1 Credit(s)

This course will build on skills obtained in NRS 107, Introduction to Pharmacology, and NRS 205, IV Therapy II. It will provide the concepts of pathophysiology and nursing roles in pharmacologic therapies. It will give examine the

principles of pharmacology within a body systems framework and emphasize alterations in health patterns throughout the life span. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, the math lab and guest lecturers.

### ADN 230 Advanced Nursing Interventions

4 Credit(s)

The student will learn the professional nursing care of the high-acuity patient and their family. This course is designed to introduce complex skills and knowledge in caring for the acute adult with multiple complex problems and the critically ill adult experiencing alterations in the cardiac, respiratory, circulatory, and renal systems. The student will learn the professional nursing care of the patient and family experiencing a medical emergency, acute and chronic health deviation, interventions, and therapies for treatment. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs and guest lecturers.

### ADN 231 Advanced Clinical Foundations

4 Credit(s)

The clinical lab and clinical sites will allow the student to work with patients experiencing acute and chronic health deviations in high acuity settings. The student will explore current interventions for both immediate and long term care needs of the patient and family. Nutrition, physiology and pharmacology will be integrated through the learning process. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs, guest lecturers and clinical sites within the community hospitals and other medical institutions.

### ADN 240 Dimensions of Professional Nursing

2 Credit(s)

The student explores current issues facing nursing in today's increasingly complex health delivery system including; legal and ethical roles of the profession, economics of health care, nursing research, the theoretical frameworks for nursing practice, RN licensure, coping skills for the novice RN, and the specialization and diversity within the profession. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs, the writing lab and guest lecturers.

## 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 at least one 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.

*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.

*Corequisite: 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.

*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.

*Prerequisite: OFP 118 or equivalent.*

### OFP 227 Database Management

3 Credit(s)

This course examines the principles of database development and management. Topics include normalizing data for use in a relational database, designing database tables and relationships, creating forms, utilizing queries and designing reports. The course includes theory, instruction, demonstration, and hands-on experience.

*Prerequisite: CIS 101 or equivalent*

*Recommended: OFP 142*

### 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*

*Recommended: OFP 118*

### OFP 244 SpeedBuilding

1 Credit(s)

This course gives the students an opportunity to improve skills in keyboarding. The class emphasizes speed and accuracy through improved techniques using timed writings-. 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, 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.*

## PROFESSIONAL TRUCK DRIVER TRAINING

### PTD 101 Professional Truck Driving Fundamentals

5 Credit(s)

The purpose of this course is to provide classroom instruction on industry regulations, vehicle control systems, inspection, basic controls, introduction to shifting, backing, coupling and uncoupling, special rigs, visual search, communications, speed and space management, night driving, extreme driving conditions, emergency maneuvers, preventive maintenance, cargo handling and documentation, hazardous materials, trip planning, accident procedures, and public and employer relations.

### PTD 102 Basic Driving Skills Development

1 Credit(s)

Students will receive behind-the-wheel instruction on a driving range and become competent in shifting skills, basic backing, pre-trip preparation, docking, coupling/uncoupling, tire chaining, and tractor-trailer safety.

*Prerequisite: PTD 101.*

### PTD 103 Advanced Driving Skills Development

4 Credit(s)

Students will receive behind-the-wheel instruction in basic over-the-road driving skills, additional shifting skills instruction, city driving, mountain driving, and freeway driving. Students will continue behind-the-wheel driving instruction completing more extensive city, freeway, and mountain combination trips.

*Prerequisite: PTD 102.*

## 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.*

## RADIATION SAFETY

### RDS 101 Basic Radiation Protection Principles

5 Credit(s)

A course in the physical and scientific principles fundamental to radiation protection. This course provides the theoretical background necessary to make informed decisions on the job as a radiation safety technician. The class focuses on applied physics, radiation production mechanisms, radioactivity and its properties, radiation interactions with matter, radiation quantities, units and measures, sources of radiation, exposure evaluation and shielding concepts, and biological effects of ionizing radiation.

### RDS 102 Intermediate Radiation Protection Principles

5 Credit(s)

A continuation of material covered in RDS 101. This course covers radiation detection theory and operation, external exposure control, external dosimetry, and survey instrumentation; ALARA principles and shielding, internal dosimetry techniques, contamination control and monitoring, airborne sampling methods and programs, respiratory protection, radiological source control/radiography, particle accelerators, and X-ray equipment.

**RDS 103 Intermediate Radiation Protection Principles****Laboratory***1 Credit(s)*

This course runs concurrently, supplements, and is required with RDS 101/102. This laboratory takes the theory, principles, and knowledge covered in RDS 101 and RDS 102 and applies it to practical exercises, skills and abilities used by a radiation safety technician on the job. The student will learn source accountability, performance testing of portable and count room instrumentation, performance and documentation of radiation and contamination surveys, posting of areas to reflect current conditions, issuing electronic dosimetry, conducting respirator fit testing, and conducting radiological / ALARA briefings.

**RDS 104 Advanced Radiation Protection Principles***5 Credit(s)*

A continuation of material covered in RDS 102. Students will learn advanced principles including respiratory protection, environmental monitoring, radioactive shipments, radiological incidences and emergencies, radiological considerations for first aid, air sampling, responding to radiological incidents and contaminated individuals.

*Corequisite: RDS 104L*

**RDS 104L Advanced Radiation Protection Principles Laboratory***1 Credit(s)*

This course runs concurrently, supplements, and is required with RDS 104. Students will learn how to survey a radioactive shipment, perform air samples, calculate air sample results, respond to radiological spills and other radiological emergencies, and use decontamination techniques on personnel.

*Corequisite: RDS 104L*

**RDS 106 Basic Radiological Chemistry***1 Credit(s)*

Students will become acquainted with the Periodic Table, elements and molecular structure, basic chemical bonding and chemical reactions, chemistry changes precipitated by radiation, basic reactive plant chemistry, chemical balance of water, and chemical changes brought about by heat, water quality control and sources of impurities, plant corrosion, and radioactive waste handling of liquids and gasses.

*Corequisite: RDS 104L*

**RDS 106L Basic Radiological Chemistry Laboratory***1 Credit(s)*

Students will conduct radiological chemistry laboratory experiments and procedures to support classroom instruction provided in RDS 106 - Basic Radiological Chemistry.

*Corequisite: RDS 104L*

**RDS 108 Supervised Work Experience***7 Credit(s)*

A supervised work experience will be conducted at an instructor-approved work site or on the campus of Eastern Idaho Technical College.

**REL 101 Radiation Worker Training***2 Credit(s)*

This course provides the student with the knowledge necessary to understand nuclear power plant systems and components and apply that information to the job of a radiation safety technician. An overview of the systems and components of a Boiling Water Reactor and a Pressurized Water Reactor will be discussed. Student will learn how a reactor produces usable electrical energy, the fission process, the major components of each system, how the systems interrelate, and radiological hazards associated with the system. The basic principles of operation for the major components and equipment and

the radiological precautions associated with maintenance tasks for each system will also be covered.

**REL 103 Nuclear Plant Systems and Components***2 Credit(s)*

This course provides the students with the knowledge necessary to understand nuclear power plant systems and components and apply that information to the job of a radiation safety technician. An overview of the systems of a boiling water and pressurized water reactors will be discussed. Students will learn how a reactor produces usable electrical energy, the fission process, the major components of each system, how the systems interrelate, and radiological hazards associated with the system. The basic principles of operation for the major components and equipment and the radiological precautions associated with maintenance tasks for each system.

**REL 104 Communications in Radiological Safety***2 Credit(s)*

Students will learn to write radiological work permits, participate in ALARA reviews, post-job interviews, pre-job briefings, effectively communicate with workers, understand plant and area communication systems, and verbal and non-verbal communications.

## 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 101 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 104 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 105 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 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 109 Dozer Boss - Single Resource (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.

**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 115 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 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 131 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 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 138 Position Task Book (FFT2)***2 Credit(s)*

Students will maintain the basic firefighter task book as documentation of competencies learned.

**WFM 141 Engine Operator (PMS 419)***2 Credit(s)*

Engine Operator addresses the standards, procedures and techniques to be an engine operator on a wildland or prescribed fire.

**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 206 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 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 210 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 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 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 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.

**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.  
*Equivalent: WLD 123 AND WLD 124.*

**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.

*Equivalent: WLD 120, WLD 121, AND WLD 122 equivalent to WLD 116*

**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.  
*Equivalent: WLD 120, WLD 121, AND WLD 122 equivalent to WLD 116*

**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.  
*Equivalent: WLD 120, WLD 121, AND WLD 122 equivalent to WLD 116*

### **WLD 122 Basic Arc Welding III**

*1 Credit(s)*

This course is a continuation of WLD 120 and WLD 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.  
*Equivalent: WLD 120, WLD 121, AND WLD 122 equivalent to WLD 116*

### **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.  
*Equivalent: WLD 123 AND WLD 124 equivalent to WLD 109*

### **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.  
*Equivalent: WLD 123 AND WLD 124 equivalent to WLD 109*

### **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.  
*Equivalent: WLD 220 AND WLD 221*

### **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.

*Equivalent: WLD 220 AND WLD 221 equivalent to WLD 201*

### **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.

*Equivalent: WLD 220 AND WLD 221 equivalent to WLD 201*



**FACULTY & STAFF****ALBISTON, Steve**

Dean of Students  
B.S., M.Ed., Ph.D., University of Idaho

**ALLEN, Dennis**

Assistant Controller/Human Resources Coordinator  
B.A., Utah State University  
M.B.A., University of North Dakota

**ANDERSON, Sharee**

Health Professions Instructor  
B.S., Utah State University  
B.S., University of Idaho  
D.A., Idaho State University

**ARMER, Gina**

Business Technologies Instructor  
B.A., University of Puget Sound  
B.S., Central Washington University  
M.B.A., Pacific Lutheran University

**BAME, Shirley**

C.N.A. Coordinator  
A.D.N., College of Southern Idaho  
B.A.T./Corporate Training, Idaho State University

**BEAN, Melissa**

EITC Foundation, Executive Director  
B.A., Washington State University  
M.A., Idaho State University

**BELKNAP, Richard**

Adult Basic Education Division Manager  
B.S., Southern Utah University

**BERGGREN, Kent**

Automotive Technologies Instructor  
ASE Certified Master Auto Technician  
Certified Forklift Operator

**BERRETT, Mariha**

Student Services Admission Clerk  
A.A.S., Eastern Idaho Technical College

**BISHOP, Angalynn**

Registrar Administrative Assistant  
M.P.A., Idaho State University  
B.A., Idaho State University

**BLACKBURN, Linda**

Financial Aid Assistant  
Technical Records Specialist I

**BODILY, Robert**

Media Services Manager  
A.S., Ricks College

**BOLLAND, Trenna**

Bookstore Clerk

**BRINKERHOFF, Marlene**

LPN Instructor  
A.D.N., Ricks College  
B.S.N., M. Ed., Idaho State University

**BROMLEY, Annalea**

Dean of Instruction/Administrative Assistant  
B.A., Mount Union College

**BROWN, Hank**

Professional Truck Driving Instructor

**BROWN, Laurent**

Radiation Safety Instructor  
B.S., Idaho State University

**BRINKERHOFF, Paul**

Custodian

**BRYANT, Bill**

Maintenance Craftsman Senior  
Northwest Building Operators' Association; Level II Johnson  
Controls; Certified Building Operator;  
Certified Metasys Facility Operator

**BUNNELL, Steve**

Building Facility Foreman  
Northwest Building Operators' Association; Level II Certified  
Building Operator; Johnson Controls; Certified Metasys  
Facility Operator; Certificate, Eastern Idaho Technical College

**BYERS, Melody**

Planning and Information Management  
Administrative Assistant I

**CARTER, Arcilee**

Human Resources Specialist/Personnel Technician  
Certificate, Ricks College

**CASE, Tom**

Custodian Foreman

**CHADWICK, Deb**

Network Administrator  
IT Information Systems Technician, Senior  
B.S., University of Wisconsin LaCrosse  
Vocational Diploma, Western Wisconsin Technical College

**CHAMBERS, Val**

Trades & Industry, Division Manager  
A.A.S., Ricks College  
ASE Certified Master Automotive Technician  
ASE Certified Heavy Truck Technician

**CHAPMAN, Becky**

Surgical Technology Instructor  
Certified Surgical Technologist (CST), Boise State University

**COFFIN, Mel**

Office Technologies Instructor  
B.S., Brigham Young University

**COLLINS, Danielle**

Adult Basic Education, Student Advisor & JET Coordinator  
B.A., M.Ed., Idaho State University

**COLLINS, Margaret**

Adult Basic Education, Outreach Coordinator  
B.S., Southampton University  
Business and Teaching Certificates, Exeter University

**CROFT, Laurie**

Buyer Assistant

**DANIELS, Jody**

Custodian

**DePRIEST, Douglas D.**

Director of Planning and  
Information Management  
B.S., Park University

**DINGMAN, Sandi**

Purchasing Agent  
Buyer, Senior  
Certificate, Eastern Idaho Technical College  
C.P.M., Certified Purchasing Manager

**DUERSCH, Josh**

CNT Instructor  
A.S., Eastern Idaho Technical College  
Computer Networking Technology, EITC

**ERICKSON, Ken**

Workforce Training/Community Education, Manager  
B.A., University of Wisconsin; M.Ed., University of Idaho

**FELT, Suzanne**

Registrar  
B.S., M.Ed., Idaho State University

**FOSTER, Karen**

Network Technician  
IT Information Systems Technician  
A.A.S., Eastern Idaho Technical College; Certified Novell  
Administrator

**FREGOSO, Jeremy**

Distance Learning Technician  
A.A.S., Eastern Idaho Technical College

**GLOVER, Devon**

Bookstore Manager  
B.A., Idaho State University

**GODFREY, Christian**

Web Development Instructor  
B.S., Idaho State University; M.S., Boise State University  
Certifications: CompTIA Internet+; CIW; Professional Web  
Developer; e-bay Education Specialist

**GOMBERT, Sheryl**

RN Coordinator

**HALKAR, Howard**

Custodian

**HAMILTON, Scott**

Dean of Instruction  
B.S.Ed., Eastern Illinois University  
M.S.Ed., Southern Illinois University  
Ed.D., University of Illinois

**HANNAH, Dave**

Media Service Assistant  
A.A.S., Eastern Idaho Technical College

**HANSEN, Joyce**

Adult Learning Center Administrative Assistant  
Office Specialist II  
A.A.S., Eastern Idaho Technical College

**HARBERT, Traci**

Legal Technologies Instructor

**HILBY, Jack**

Electronic Service Technologies Instructor  
Telecommunications Technology Certificate, Perry Technical  
Institute; A.S., Yakima Valley Community College

**HOFFMAN, Lorie**

Practical Nursing Instructor  
A.A.S., St. Mary's College  
B.S.N., Graceland College  
M.S., California College

**HOGGE, Jon**

Professional-Technical High School Horticulture Instructor  
A.S., B.S., Utah State University  
A.S., Ricks College

**HOLMAN, Julieann**

Center for New Directions Trainer/Counselor  
B.A., Idaho State University  
M.S.W., Walla Walla College

**HORVATH, Dennis**

INL Radiological Control Program Instructor

**HOWARD, Tina**

Practical Nursing Instructor  
B.S.N., Idaho State University

**JARDINE, Richard**

Admissions Counselor  
B.S., Brigham Young University  
M.Ed., University of Maryland

**JERNBERG, Leslie**

Office Technologies Instructor  
B.A., Business Administration-Accounting, Seattle University  
M.Ed. Human Resource Training & Development,  
Idaho State University; IC3 Authorized Instructor;  
Microsoft Office Specialist Master Instructor

**JOHNSTON, Dianna**

Nursing Outreach Coordinator  
B.S.N., Pacific Lutheran University



**JONES, Irene**

Disability Resources and Services Officer  
Greater Opportunities to Achieve Life Skills (GOALS)  
Instructor  
B.S., Old Dominion University  
M.Ed., Idaho State University

**JUDY, Kathleen**

General Education Math Instructor  
A.S., Ricks College  
B.S., Brigham Young University  
M.A.T., University of Idaho

**KARSTAD, Karl**

Financial Aid Advisor  
B.S., Brigham Young University-Idaho

**KEHOE, Janalee**

Financial Support Technician  
A.A.S., Eastern Idaho Technical College

**KNIGHT, Bobbie**

CNA Clerk

**LANGLEY, Eric E.**

Center for New Directions, Trainer/Counselor  
B.A., Physical Education, Fresno State; Masters of  
Counseling, Idaho State University

**LANSFORD, Marion**

Adult Basic Education Instructor  
B.A., Boise State University

**LARSEN, Jacque**

Administration /Administrative Assistant I  
Certified Professional Secretary (C.P.S.)

**LEFLER, Roberta**

Center for New Directions,  
Non Traditional Services Coordinator  
A.A., Carl Sandburg Community College  
B.A., Western Illinois University

**LEONARD, Janice**

Workforce Training Administrative Assitant  
Office Specialist II  
A.A., General Education

**LeVAN, Pam**

Student Services Administrative Assistant  
Office Specialist II  
Certificate, Eastern Idaho Technical College

**McCULLOUGH, Jan**

Assistant Librarian  
B.A. University of Indiana  
M.L.S. Kentucky State

**MELDRUM, Jason**

Director of Admissions/Career Placement  
B.A., Brigham Young University  
M.A., Saint Mary's University

**MILLER, Elaine**

Practical Nursing Instructor  
R.N.C., B.S.N., Wright State University

**MILLER, Spence**

Accounting Technologies Instructor  
C.P.A., B.A., M.B.A., Idaho State University

**MILLS, Cindy**

Medical Assisting Instructor  
A.A.S., Ricks College;  
Lakeland Medical and Dental Academy; Certified Medical  
Assistant (CMA)

**MILLS, Gary**

GED Chief Examiner  
A.A.S., Ricks College  
B.S., Idaho State University  
M.S., University of Idaho

**NELSON, Kathleen**

Health Professions, Division Manager  
A.D.N., Ricks College  
B.S.N., M.S.N., Idaho State University

**NELSON, Peggy**

General Education, Division Manager  
English Instructor  
B.A., M.A. Central WA Ed.S. U of I

**NUNES, Tonya**

Workforce Training Administrative Assistant  
Office Specialist II  
B.A., Idaho State University

**O'DELL, Chris**

Receptionist

**OLAVESON, Kelly**

Maintenance Craftsman  
Northwest Building Operators' Association Level 1

**PARKER, Gage**

Network Technician  
IT Information Systems Technician

**REDDING, Heather**

Asistant Librarian  
A.A.S., Eastern Idaho Technical College  
B.A., University of Wyoming  
M.A. University of Denver

**REESE, Timothy**

Business, Office, & Technology, Division Manager  
Certificates, Idaho State University; UCLA;  
Eastern Idaho Technical College

**REID, Ginger**

Center for New Directions, Retention Counselor  
B.S., Idaho State University  
M.Ed., University of Idaho

**RICKS, Suzanne**

Librarian  
B.A., Idaho State University  
M.L.I.S., Brigham Young University

**ROBERTS, Cory**  
Custodian

**ROBERTS, Deanne**  
Business Office Technologies Administrative Assistant

**ROBERTS, Raeleen**  
Dental Assisting Instructor  
Certificate, Salt Lake City College of  
Medical & Dental Assistants

**ROBERTSON, William**  
President  
B.A., M. Ed., Idaho State University

**ROGERS, Cathy**  
Center for New Directions Administrative Assistant  
Business Certificate, Indiana State University

**SCHWALBOSKI-CECIL, Ann**  
General Education Instructor  
B.S., St. Cloud State University  
M.A., Bowling Green University  
M.F.A., Emerson College

**SCOTT, Wilma**  
Trades and Industry, Financial  
Support Technician  
A.A.S., Eastern Idaho Technical College

**SHARP, Shayna**  
Director, Financial Aid  
A.A.S., Ricks College  
B.A., Idaho State University

**SHURTLIFF, Corey**  
Welding Technologies Instructor  
A.A.S., Eastern Idaho Technical College  
American Welding Society; Certified Welding Educator

**SMART, Robert**  
Dean of Administration/Controller  
B.B.A., Idaho State University

**SORENSEN, Susan**  
Professional-Technical High School Health Professions  
Instructor - n.n-7AEMT- A, Emergency Medical Technician -  
Advanced

**SORRELS, Earl**  
Environmental Safety & Health Instructor

**STALEY, Lance**  
Custodian

**STEELE, Elaine**  
Financial Support Technician

**STONE, Mel**  
Computer Networking Technologies Instructor  
B.S., Brigham Young University

**SWACINA, Angela**  
Student Services Admissions Clerk  
A.A.S., Regents College Albany, NY

**SWENSON, Bill**  
Professional-Technical High School Automotive Instructor  
A.A.S., Eastern Idaho Technical College  
ASE Certified Auto Technician

**TRACY, Dan**  
Maintenance Craftsman  
Northwest Building Operators' Association Level 1

**TUCKER, Debra**  
Tech Prep Administrative Assistant

**VUGRENES, David**  
Mathematics Instructor  
B.A., University of California Chico  
M.A., University of Montana

**WALTON, Mike**  
Lead Custodian

**WETZEL, Shelley**  
Health Professions Administrative Assistant  
Office Specialist II

**WIGHTMAN, Todd**  
Director of College Relations  
A.A., Ricks College  
B.A., Utah State University  
M.B.A., Thunderbird, The Garvin School of International  
Management

**WOLFF, Denise**  
Webmaster  
A.S., University of Great Falls  
A.A.S., Eastern Idaho Technical College  
Certifications: IC3, CompTIA i-Net+, CIW Professional,  
EASI Accessible Information Technology, PTO Section 508

**ZAPADKA, Julia**  
General Education Instructor  
B.A., Miami University, Oxford OH  
M.A., Appalachian State University  
Licensed Professional Counselor (LPC); (NBCC); National  
Certified Counselor (NCC)

**ZIMMERMANN, Mary Jane**  
Workforce Investment Act Liaison

**ZOENER, Sydney**  
Professional-Technical High School Health Professions  
Instructor  
B.S., Utah State University



## ADMINISTRATION & BOARD

### STATE BOARD OF EDUCATION

Milford Terrell ..... President  
 Paul Agidius ..... Vice President  
 Sue Thilo ..... Secretary  
 Blake Hall ..... Member  
 Roderic Lewis ..... Member  
 Tom Luna ..... Ex-Officio Member  
 Laird Stone ..... Member  
 Richard Westerberg ..... Member

### STATE DIVISION OF PROFESSIONAL TECHNICAL EDUCATION

Dr. Michael Rush ..... State Administrator

### EITC EXECUTIVE ADVISORY COUNCIL

Franklin Just ..... Chairman  
 Terry Butikofer – The Development Company . . . Vice-Chairman  
 Michael Clark – Battelle Energy Alliance  
 Louis Fatkin – Eastern Idaho Regional Medical Center  
 Mary Girling – Women’s Care Center of Eastern Idaho  
 Dr. Fred Gunnerson – University of Idaho  
 Renee Magee – City of Idaho Falls  
 Calvin Ozaki – Battelle Energy Alliance  
 William A. Robertson – Eastern Idaho Technical College  
 Dr. Michael Rush – State Division of Professional-Technical Education  
 Russell Spain – Eastern Idaho Community Action Partnership (EICAP)  
 Ralph Steele – Retired

### EITC FOUNDATION

Walt Sato – Retired ..... Chairman  
 Dr. Roger Mayes – Idaho National Lab..... Chairman  
 Sonja Monson ..... Treasurer/Secretary

## Directors

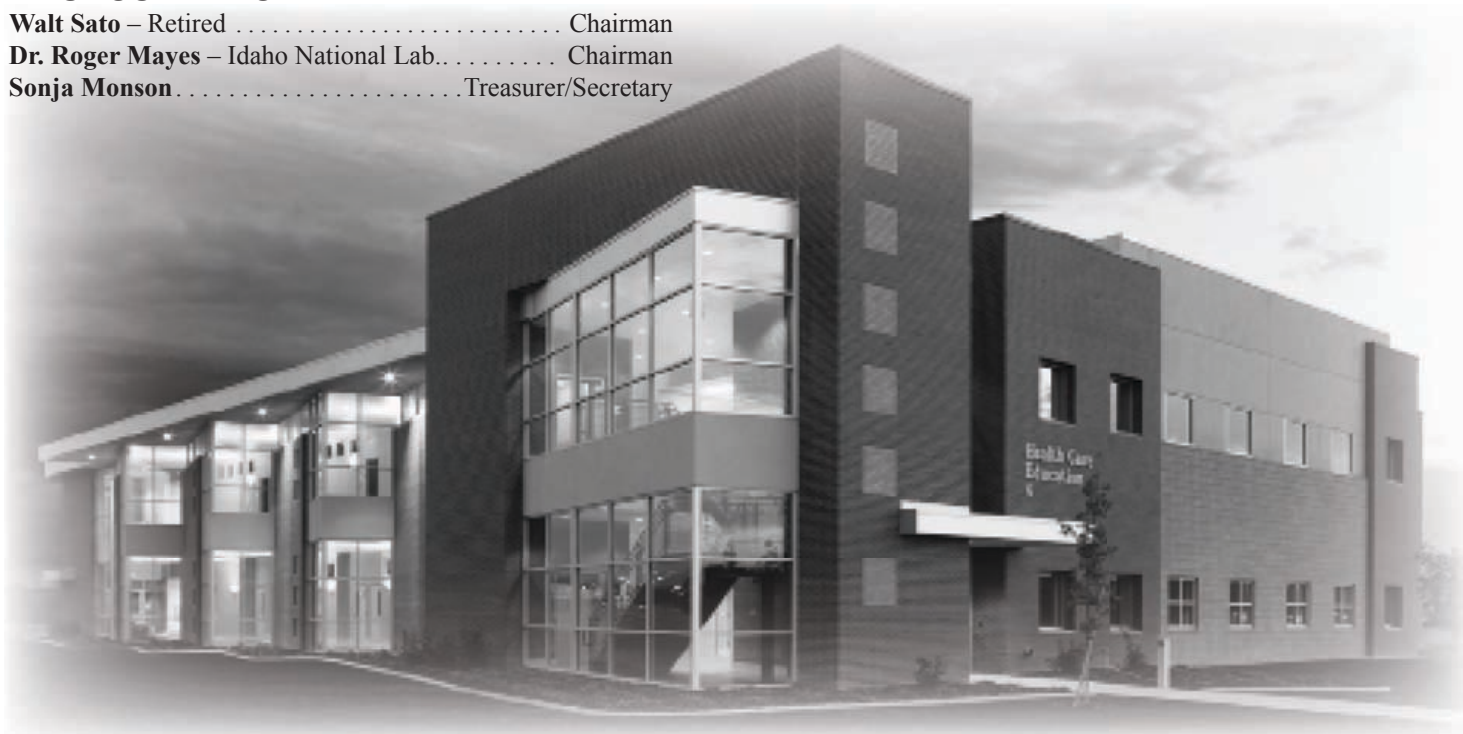
Juan Alvarez – Battelle Energy Alliance  
 Sandi Fulks – Riverbend Communications  
 Joseph H. Groberg – D.V. Groberg Company (ex-officio)  
 Tom Hally – City of Idaho Falls  
 Nancy Jones – School District 91  
 Mike Klements – East Idaho Credit Union  
 Dr. Roger Mayes – Idaho National Lab  
 Art McCracken – Snake River CONsulting  
 Gary Meikle – Holden Kidwell Hahn & Crapo  
 Linda Milam – Retired  
 Sharon Parry – M.Ed.  
 William A. Robertson – Eastern Idaho Technical College  
 Marcene Romrell – Smith & Company  
 Herb Wallace – Bank of Idaho  
 Becky Holzemer – Citizen’s Community Bank  
 Bobbe Crapo – EIRMC  
 Dr. Jeff Hoover – Dentist  
 Edith Irving – EIRMC  
 Jackie Larsen – Retired  
 Laura Mason – Northstar Healthcare  
 Shane Murphy – NAI Commerce One  
 William A. Robertson – EITC President

## Executive Director

Melissa Bean ..... Eastern Idaho Technical College

## EITC ADMINISTRATION

William A. Robertson ..... President  
 Robert Smart ..... Dean of Administration/Controller  
 Scott Hamilton, E.d. D. .... Dean of Instruction  
 Steven K. Albiston, Ph.D. .... Dean of Students



Administration & Board



## **Steps For Admissions**

Complete and turn in the **ADMISSIONS APPLICATION** if you are going into a Degree/Certificate Seeking Program. (There is a \$10 fee for the application. This fee also covers the cost of your Compass Test.)

Pay \$10 **APPLICATION/COMPASS** fee.

Schedule **COMPASS** testing at 208-524-3000 ext. 3371

Free online practice tests are available at [www.act.org/compass/sample/](http://www.act.org/compass/sample/)

### **Required at testing:**

1. Copy of your receipt
2. A valid Picture ID
3. If testing before 6:00 pm a temporary parking permit is required
4. No calculator and no children

Have **TRANSCRIPTS** sent from last High School/GED attended (**Must** be an official copy in a sealed envelope sent directly from your school.)

Have **TRANSCRIPTS** sent from all previously attended Colleges (**Must** be official copy in a sealed envelope sent directly from your school.)

Make an appointment with a **COUNSELOR** at 208-524-3000.

**Medical Programs** – Steve Albiston

**Non-Medical Programs** – Richard Jardine

**Undecided** – Center for New Directions 208-524-3000 ext. 3363



# APPLICATION FOR UNDERGRADUATE ADMISSION to Idaho's Public Colleges & Universities

For admission 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  
Fax: \$40 Academic Program  
Fax: \$35 Professional/Technical  
1-800-834-3017  
www.boisestate.edu

**Lewiston-Clark State College**  
220 8th Ave.,  
Lewiston, ID 83601  
Fax: \$35 1-800-845-1152  
www.lsc.edu

**College of Southern Idaho**  
PO Box 1238,  
Twin Falls, ID 83303  
Fax: \$35 (208) 338-8888  
www.csi.edu

**North Idaho College**  
1000 W. Garden Ave.,  
Coeur d'Alene, ID 83814  
Fax: \$25 (208) 768-4311  
www.nic.edu

**Eastern Idaho Technical College**  
Student Services: 1600 S. 28th E.,  
Idaho Falls, ID 83404  
Fax: \$70 1-800-882-0281  
www.eitc.edu

**University of Idaho**  
PO Box 444364,  
Moscow, ID 83844-4264  
Fax: \$40 1-800-884-3346  
www.uidaho.edu

**Idaho State University**  
Office of Admissions,  
Box 8230  
Pocatello, ID 83209  
Fax: \$40 (208) 283-3478  
www.isu.edu

Start Date:  Fall, 20\_\_\_\_  Spring, 20\_\_\_\_  Summer, 20\_\_\_\_  Summer & Fall, 20\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Name You Prefer: \_\_\_\_\_  
(Last First Middle)

Other Names Appearing on Records: \_\_\_\_\_

U.S. Social Security Number: \_\_\_\_\_ Date of Birth (mm/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent Mailing 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 obtained 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): \_\_\_\_\_

\_\_\_\_\_ first second (optional)  Undecided

Enrollment Status:  New  Transfer  Returning (readmission)

Do you plan to apply for federal financial aid?  Yes  No

Campus Location: If planning to take courses primarily at outreach locations, list those 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 spouse's 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 enrolling 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 Substitution Service Act, 50 U.S.C. sec. 455, or that I am exempt therefrom. 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 Service on-line at <http://www.gov.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, race, creed, marital status, national or ethnic origin, physical handicap, sex, religion, or sex.

## 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 25<sup>th</sup> East  
 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 25<sup>th</sup> East  
 Idaho Falls, Idaho 83404  
*Contact institution for fee charge*

Signature \_\_\_\_\_ Date \_\_\_\_\_









# Steps to Apply for Federal Financial Aid

- **Step 1 Collect Documents you need.**
  - Request your pin: <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>
    - The pin serves as your signature on the electronic FAFSA.
    - If you are a dependent student, one of your parents will also need to request a pin.
    - If you have lost your pin, you can request a duplicate.
  - Collect documents needed to fill out FAFSA
    - Social Security Number
    - Driver's license (if any)
    - 2007 W-2 forms and other records of money earned.
    - Federal Tax Return for you and your spouse if married. (If you lose your tax form, you can request a duplicate from the IRS.)
    - Parent's Federal Tax Return (if you are a dependent student)
    - Your 2007 untaxed income records - Social Security, Temporary Assistance to Needy Families, welfare, or veterans benefits records
    - Your most recent bank statements
    - Your most recent business and investment mortgage information, business and farm records, stock, bond, and other investment records
    - Your alien registration number or permanent residence card (if you are not a U.S. citizen)
  
- **Step 2 Apply now: <http://www.fafsa.ed.gov/FOTWebApp/complete013.jsp>**
  - You may print and complete a paper *Pre-Application Worksheet* before you begin the FAFSA.
  - EITC school code is 011133.
  - To make correction to a processed FAFSA:  
<http://www.fafsa.ed.gov/FOTWebApp/complete014.jsp>
  
- **Step 3 Watch for the results of your Financial Aid Application.**
  - Review our *Student Aid Report (SAR)* from the Department of Education. It will be mailed or e-mailed.
  - If you are missing documents needed to complete your financial aid award a Document Tracking Letter will be sent to you from the financial aid office. This letter will list the documents needed to complete your file.
    - If selected for verification please complete a verification form.
  - If your file is complete you will receive an award letter from the EITC Financial Aid Office.
  - If you are interested in a student loan, go to: "Steps to apply for a Student Loan" on our website.
  - Make sure all your admission requirements have been completed and that you are accepted in a program.





# EITC SCHOLARSHIP APPLICATION

1600 S. 25th E. Idaho Falls, ID 83404--- (208)524-3000 ext 3374 or 3311

**Scholarship Deadline: March 1**

## How to Apply

---

Complete this Scholarship Application. The application packet may be submitted by email or to the EITC Financial Aid Office. *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.

## Must Do's

---

- Fill out the Scholarship Application and answer all questions that apply to you.
- Sign and date your application.
- Include your personal statement. (see below for details)
- Two letters of recommendation (non-family), addressing strengths, academic achievement, leadership/character, mailed, or emailed under a separate cover to financial aid [fmail@eitc.edu](mailto:fmail@eitc.edu)
- New students will need to include transcript(s), GED scores, or High School Equivalency scores.
- If applying for Need Based Scholarships you must complete or renew the FAFSA. (Free Application for Federal Student Aid) the results of your FAFSA will be used to determine eligibility for these scholarships. [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- I have turned all scholarship information into EITC Financial Aid Office.

## Student Information

---

Last Name:	First Name:
------------	-------------

MI		Maiden Name		Gender	<input type="checkbox"/> M	<input type="checkbox"/> F
----	--	-------------	--	--------	----------------------------	----------------------------

Street Address			
City, State, Zip, County			

Phone Number:	Email Address
---------------	---------------

Social Security #	Student ID # (if known)
-------------------	-------------------------

High School	Year	
College /University	Grad	<input type="checkbox"/> Yes <input type="checkbox"/> No

**High School GPA		High School City /State	
**College/University GPA			

\*\* All GPA's should be cumulative.

\*\*\* EITC is an AA/ACC Institution





# EITC SCHOLARSHIP APPLICATION

1600 S. 25th E. Idaho Falls, ID 83404--- (208)524-3000 ext 3374 or 3311

**Additional Scholarship Eligibility Criteria ( Select all that apply to you, if any)**

*Note: It is okay for this section to be blank. There are many scholarships available that don't use the following criteria.*

- |  |  |
|--|--|
| <input type="checkbox"/> Documented Disability (29 US Code Sec. 794)       | <input type="checkbox"/> Single Parent             |
| <input type="checkbox"/> First Generation College Student                  | <input type="checkbox"/> Community Service         |
| <input type="checkbox"/> Dependent of Intermountain Gas Employees          | <input type="checkbox"/> PFA participant           |
| <input type="checkbox"/> Resides in an Intermountain Gas service area      | <input type="checkbox"/> 4-H participant           |
| <input type="checkbox"/> Resides in Rocky Mountain Gas service area        | <input type="checkbox"/> FHA participant           |
| <input type="checkbox"/> U.S. Veteran                                      | <input type="checkbox"/> Re-entering the workforce |
| <input type="checkbox"/> Migrant/seasonal farm worker or dependent thereof | <input type="checkbox"/> Minority                  |
| <input type="checkbox"/> Hispanic or Native American                       |  |

**Select Your Program****Business, Office, and Technology**

- AAC Applied Accounting Clerk
- ACC Accounting Paraprofessional
- CNT Computer Network Technologies
- LGL Legal Technologies
- MAM Marketing and Management
- OFP Office Professional
- OPS Office Specialist
- WDT Web Development Technologies
- RS Radiation Safety

**Trades and Industry**

- MAT Automotive Technologies
- MDT Diesel Technologies
- WLD Welding Technologies

**Health Professions**

- DA Dental Assisting
- MA Medical Assistant
- MOS Medical Office Specialist
- PN Practical Nursing
- RN Registered Nursing
- ST Surgical Technology

**Personal Statement**

On a separate sheet, please answer the following five questions. Your response must be typed and no more than two double-spaced pages.

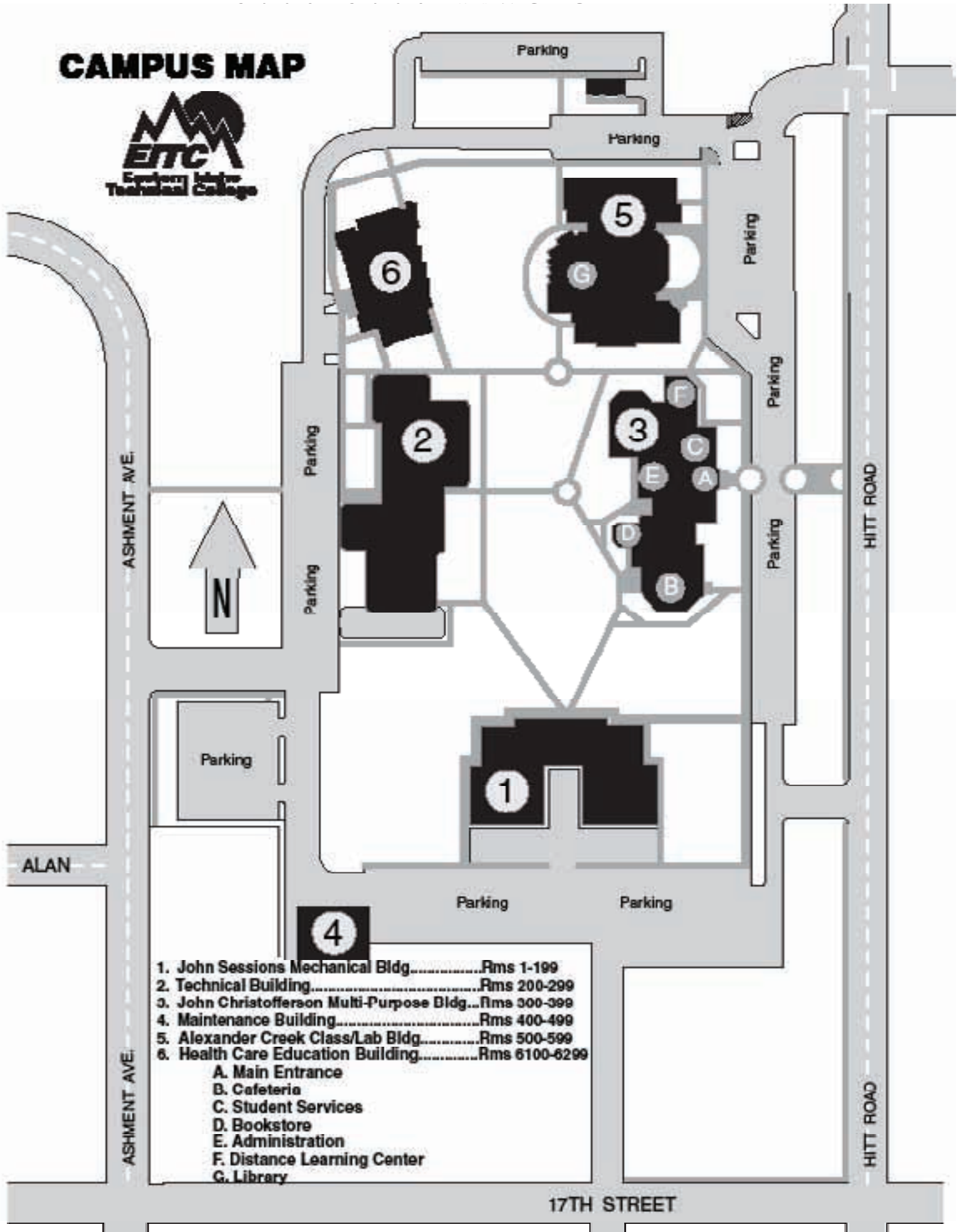
1. Please explain your educational goals and how a scholarship would help you attain your goals.
2. How do you see your educational goals contributing to your career field and your community?
3. What facts, characteristics, and qualifications should we be aware of when considering you?
4. Why did you choose *Eastern Idaho Technical College*?
5. Please describe any community service you have participated in and any information you want to share that you feel the scholarship committee needs to know in making their decision.

**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 EITC Scholarship Committee or to the appropriate individuals for the purpose of consideration/selection. I understand if I receive a scholarship I must be accepted in a program as a certificate or degree seeking student and carry a minimum of 13 credits. I must maintain satisfactory academic progress as defined by the scholarship awarded. Scholarships may affect outside funding agency disbursements. For online applications, you will sign this form by typing your name on the signature line; this action will constitute your signature.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CAMPUS MAP



- 1. John Sessions Mechanical Bldg.....Rms 1-199
  - 2. Technical Building.....Rms 200-299
  - 3. John Christofferson Multi-Purpose Bldg...Rms 300-399
  - 4. Maintenance Building.....Rms 400-499
  - 5. Alexander Creek Class/Lab Bldg.....Rms 500-599
  - 6. Health Care Education Building.....Rms 6100-6299
- A. Main Entrance
  - B. Cafeteria
  - C. Student Services
  - D. Bookstore
  - E. Administration
  - F. Distance Learning Center
  - G. Library

