

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
Phone: 425-558-4224

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 Amendment Act of 2008 (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. Individuals having questions about accessibility or requesting reasonable accommodations 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. 3404.

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

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VISION

Our vision is to be a superior 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.



MISSION

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

EITC CALENDAR**2012-2013****FALL SEMESTER (2012)**

July 16: Fall semester registration for non-degree seeking students
August 3: Fall semester registration fee deadline
August 13-14: Faculty in-service
August 15-17: Faculty preparation and student advising
August 20: Fall classes begin
August 24: Last day to drop/add class(es)
September 3: Labor Day Holiday**
October 1: Deadline to pay and submit Application for Graduation to Registrar
October 8: Columbus Day Holiday (classes are held)
October 12: Mid-term/last day to make up previous semester/term incomplete grades
October 15: Mid-term credit grade entry and submission deadline in WebAdvisor
November 2: Last day to withdraw from credit classes without grade penalty
November 5 - 23: Fall in-class evaluations
November 6: Student advising day*
November 7: Spring semester registration for returning students begins
November 12: Veteran's Day Holiday Observed (classes are held)
November 19: Spring semester registration for new degree/certificate seeking students
November 22 - 23: Thanksgiving Holiday vacation**
December 7: Spring semester registration for non-degree seeking students begins
December 7: Last day of instruction
December 10: Final credit grade entry and submission in WebAdvisor deadline
December 10 - 11: Faculty office days

December 14: Spring registration fee deadline
December 8 - January 6: Christmas vacation (students)*
December 24 - 25: Christmas Holiday**
January 1: New Year's Holiday**

SPRING SEMESTER (2013)

January 3 - 4: Faculty in-service
January 7: Spring semester classes begin
January 11: Last day to add drop/class(es)
January 21: Martin Luther King Jr./Idaho Human Rights Day Holiday**
February 1: Application for graduation for Spring and Summer due
February 15: Scholarship due to the EITC Foundation office by 5:00 PM
February 18: Presidents' Day Holiday**
March 1: Mid-term/last day to make up previous semester/term incomplete grades
March 4: Mid-term credit grade entry and submission deadline in WebAdvisor
March 18 - 22: Spring Break*
March 25: Last day to withdraw from credit classes without grade penalty
April 2: Student advising day*
April 3: Summer term and Fall semester registration for returning students begins
April 8 - 26: Spring in-class evaluations
April 15: Summer term and Fall semester registration for new degree/certificate seeking students begins
April 26: Summer term registration for non-degree seeking students begins

May 3: Last day of instruction
May 3: Fee deadline for Summer term
May 6: Final credit grade entry and submission in WebAdvisor deadline
May 6 - 7: Faculty office days
May 7: Commencement***

SUMMER TERM (2013)

May 20: Summer term classes begin
May 24: Last day to drop/add class(es)
May 27: Memorial Day Holiday**
June 14: Mid-term/last day to make up previous semester/term incomplete grades
June 17: Mid-term credit grade entry and submission deadline in WebAdvisor
June 24: Last day to withdraw from credit classes without grade penalty
July 4: Independence Day Holiday**
July 12: Last day of instruction
July 15: Final credit grade entry and submission in WebAdvisor deadline
July 15: Faculty office day
July 26: Fall semester registration non-degree seeking student begins
August 2: Fall 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**2013-2014****FALL SEMESTER (2013)**

July 26: Fall semester registration for non-degree seeking students begins
August 2: Fall semester registration fee deadline
August 19-20: Faculty in-service
August 22-23: Faculty preparation and student advising
August 26: Fall semester classes begin
August 30: Last day to drop/add class(es)
September 2: Labor Day Holiday**
October 1: Application for Graduation for Fall Due
October 18: Mid-term/last day to make up summer incompletes
October 21: Mid-term credit grade entry and submission deadline in WebAdvisor
November 1: Last day to withdrawal from credit classes without grade penalty
November 5: Spring student advising day***
November 11–November 29: Fall in-class evaluations
November 6: Spring registration for continuing students begins
November 11: Veterans Day (Classes held)
November 11: Spring semester registration for new degree/certificate seeking students
November 28-29: Thanksgiving Vacation**
December 6: Spring semester open enrollment for non-degree seeking students opens
December 13: Last day of instruction
December 16: Grades due, final credit grade entry and submission in WebAdvisor deadline
December 16–January 12: Christmas Vacation (students)*

December 13: 2014 Spring Fee Deadline
December 25: Christmas Holiday**
January 1: New Year's Holiday**

SPRING SEMESTER (2014)

January 9-10: Faculty in-service days/Campus
January 13: Spring semester classes begin
January 17: Last day to drop/add class(es)
January 20: Martin Luther King Jr./Idaho Human Rights Day**
February 3: Application for Graduation for Spring/Summer Due
February 14: Scholarship due to the EITC Foundation office by 5:00 PM
February 17: Presidents' Day Holiday**
March 7: Mid-term/last day to make up fall semester incompletes
March 10: Mid-term credit grade entry and submission deadline due in WebAdvisor
March 24-28: Spring Break*
March 31: Last day to withdrawal from credit classes without grade penalty
April 1: Summer/Fall Student advising day***
April 2: Summer term and fall semester registration for continuing students begins
April 14–April 25: Spring 2014 in-class evaluations
April 14: Summer term and fall semester registration for new degree/certificate seeking students
May 2: Summer term open enrollment for non-degree seeking students opens
May 9: Summer Fee Deadline
May 9: Last day of instruction

May 12: Grades due, final credit grade entry and submission in WebAdvisor deadline
May 13: Commencement***

SUMMER SEMESTER (2014)

May 26: Memorial Day Holiday**
May 27: Summer term classes begin
May 30: Last day to drop/add class(es)
June 20: Mid-term/ last day to make up spring semester incompletes
June 23: Mid-term grades due
July 1: Last day to withdraw from credit classes without grade penalty
July 4: Independence Day Holiday**
July 18: Last day of instruction
July 21: Grades Due, Mid-term credit grade entry and submission deadline in WebAdvisor
August 1: Fall term open enrollment for non-degree seeking students begins
August 8: Fall 2014 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

***Eastern Idaho Technical College will only use official EITC email address for electronic communication purposes.**

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 (accredited or recognized regionally or by state organizations) and transcripts from ALL postsecondary educational institutions. Official GED test scores required in lieu of high school transcripts.
- Each applicant must have earned one of the following educational credentials from an EITC recognized state or regional organizations: a high school diploma or a General Education Development(GED) Certificate. An official transcript (or equivalent documentation) with the high school or college grade point average (GPA) and graduation date must be received before acceptance into a credit program.
- Complete preliminary educational assessment. Achievement testing constitutes part of this assessment process.
- Schedule an appointment with an admissions counselor. (Appointment required)

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

*Official Transcript

The Registrar's Office accepts only official transcripts for the purposes of posting transfer credit/courses to the Eastern Idaho Technical College record or verification of degree/diploma/certificate completion from another institution. Official transcripts are those that are printed on security paper and come directly via US mail from another institutions' records/registrar office to the Admission Office, or, are electronically delivered to the Admission Office via a secure 3rd party method that has been verified by the sending university. All other transcripts are considered unofficial and will not accepted or processed. Once an official transcript is received by the Registrar's Office, the transcript will be submitted for review to the Assistant Registrar for primary major/degree of the student. The Assistant Registrar will determine what courses and credits are transferable to Eastern Idaho Technical College.

Additional pre-admission procedures and requirements exist for some programs; see program descriptions. Students are accepted to the college and enrolled in courses on a first-applied, first-considered basis.

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 fax. Submit completed application for admission and the \$10 non-refundable application fee. 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. To request Tech Prep credits you must use official Tech Prep transcript request form (available online). The cost is \$10 per credit.

Tech Prep credits will be articulated as college transfer credits. These credits must be requested within 2 years from completion of courses. A Tech Prep coordinator at the college can provide assistance with credit questions.

Dual Enrollment: High school students 16 or older may enroll in up to two courses per semester at EITC as non-matriculated (non-degree seeking) students. You must pay the \$10 application fee, take the COMPASS test, and submit a letter from your high school counselor authorizing participation. Students pay \$65 per credit for these courses. No federal financial assistance will be available. When the EITC course is completed a student may request an official transcript to be sent to the high school.

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 and high enough for the selected program. 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 the 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 for Undergraduate Admission or official transcripts from previous education. Unofficial transcripts may be required if a student wishes to take general education courses or courses that require pre-requisites. 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 as a Dual Enrolled student 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 courses as a

non-degree seeking student, this may 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/SAT 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 during posted days and times. 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. There is a \$5 per unit fee for all COMPASS re-tests.

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 courses 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		
COM 101 Fundamentals of Speech				>67	>67
ELT 141 Applied Mathematics I	>44	>44		>67	>67
ENG 90 Basic Writing				47-67	>68
ENG 101 English Composition				>67	>67
ENG 102 Critical Reading and Writing (Waive ENG 101)				ENG 101 or >94	ENG 101 or >94
MAT 100 Introduction to Algebra	>44 or	15-39			
MAT 104 Welding Math	>30				
MAT 105 Business Math	>44	>15			
MAT 108 Intermediate Algebra		>45			
MAT 110 Technical Math	>30				
MAT 112 Mathematics for Health Professions	>45				
MAT 123 Mathematics in Modern Society		>45			>67
MAT 253 Elementry Statistics		>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 and SAT PLACEMENT PROTOCOLS

Placement in English Courses

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

Completion of English Courses

An ACT score of 24 or greater or an SAT score of 571 or greater will result in successful completion of ENG 101 with a grade of ‘S’

Placement in Mathematics Courses

Course	ACT Score Required	SAT Score Required
MAT 100	>16	>390
MAT 108	>19	>460
MAT 123	>19	>460
MAT 253	>23	>540

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

CLEP TITLES	SCORE	SEMESTER HOURS	EITC COURSE
Composition, Freshman (with or without essay)	50	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.

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, SAT, 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 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	\$ 90	\$180
2 credits	\$180	\$360
3 credits	\$270	\$540
4 credits	\$360	\$720
5 credits	\$450	\$900
6 credits	\$540	\$1,032
7 credits	\$630	\$1,260
8 credits	\$720	\$1,440
9 credits	\$810	\$1,620
10 credits	\$900	\$1,800
11 credits	\$965	\$1,930
12 credits+	\$966	\$3,539

(Full-time fee is set at 12 credits)
**As defined in subsequent section "Resident Status".*
***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
\$483	\$1,770

Summer Full-Time Status: 6 credits
 A student's faculty advisor and the Registrar must approve a semester credit load above 9 credit hours.

MISCELLANEOUS FEES

- All programs:**
- \$10 application fee
 - \$84* per semester mandatory insurance fee when registered for 10 or more credits or in the professional portion of a Health Care programs.
**may change due to contract*
 - \$15 per semester computer usage fee for all registered students (Credit enrollment does provide an email address).

Additional fees for students participating in the following programs These are set up by the division. Fees may be course or program specific.**

Business and Office Technology:

- Accounting:
- \$30 to \$210 test fees**
- Business Technology:
- \$45 testing fee**
- Computer Networking Technologies:
- \$100 to \$127 testing fees**
- Energy Systems Technology:
- \$45 testing fee**
- Legal Technologies:
- \$50 testing fee**
- Office Technologies:
- \$35 testing fee**

Health Care Technologies:

- \$10 to \$20 per course malpractice insurance**
- \$30 to \$125 per class lab fees**
- \$35 to \$486 testing fees per class lab fees**

Trades and Industry:

- \$55 per semester coverall fee**
- \$50 to \$60 per course for night welding**
- \$15 per course testing fee**
- \$75 to \$100 per course lab fee**

Chemistry:

- \$65 per semester lab fee**

Physics:

- \$20 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	6-9 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 COURSES

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. These are set by the Division. 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 your student file put on hold. If you are indebted to the college (i.e. insufficient fund checks, library or parking fines, coverall fees, lab fees, etc), you will not be eligible to receive an official transcript, certificate, degree, affidavits, or verifications. You will not be allowed to register for courses until indebtedness is cleared or arrangements have been made with the Business Office.

RESIDENT STATUS

Section 33-3717 Residency Requirements, Idaho Code IDAPA 08.01.04 – Rules Governing Residency Classification

Definition is as follows: Idaho residency status MAY be determined by one or more of the following. Please check all statements (on the Idaho Residency Determination Worksheet available on the EITC Web Site) that are applicable if claiming Idaho residency for tuition purposes. Checking any one box on the Idaho Residency Determination Worksheet does not establish residency. Records may be requested. The form can be located on the EITC web site at www.eitc.edu/registrar_forms.cfm

IDAHO RESIDENCY INITIAL DETERMINATION OF RESIDENCY STATUS

When you apply to Eastern Idaho Technical College, the college classifies you as either a resident student or a nonresident student based on your application and uses this classification to determine your tuition and fees. For further information, please contact the Registrar in Student Services 524-3000 ext. 3361.

HOW DO I BECOME AN IDAHO RESIDENT?

Section 33.3717 Residency Requirements, Idaho Code IDAPA 08.01.04 – Rules Governing Residency Classification

Definition is as follows: When you apply to Eastern Idaho Technical College, the college classifies you as either a resident student or a nonresident student based on your application and uses this classification to determine your tuition and fees. For further information, please contact the Registrar in Student Services 524-3000 ext. 3361.

HOW DOES A STUDENT ESTABLISH RESIDENCY IN IDAHO?

The individual must be physically present in Idaho primarily for purposes other than education. If the individual is a student and has been enrolled for more than 8 credits at any time during the past 12 months, Idaho considers that primarily for educational purposes disqualifying them from Idaho residency, unless the student can rebut that presumption by proving establishment of domicile. To establish domicile, the individual must have continuously resided² in Idaho for 12 consecutive months and have met **one of the following criteria prior to the opening day of the semester** for which the student is applying for residency:

Qualifying by **one** of the following:

1. Filing a full-year resident Idaho state income tax return OR
2. Maintained permanent, full-time employment in the state of Idaho for at least 12 months OR
3. Student has owned their own living quarters for at least 12 months. (This applies only to students who are basing residency on themselves; does not apply when residency is based on parent/legal guardian.)

OR

Establishment of 5 of the following 7 factors; **each factor must have been done for at least 12 months prior to the semester** which the student is applying for residency:

1. Registration and payment of Idaho taxes or fees on a motor vehicle, motor home, travel trailer, or other item of personal property for which state registration and the payment of a state tax or fee is required;
2. Registration to vote for state elected officials in Idaho at a general election;
3. Holding an Idaho driver's license or Idaho state-issued ID card;
4. Evidence of abandonment of previous domicile;
5. Presence of household goods in Idaho.
6. Establishment of accounts with Idaho financial institutions;
7. Other similar factors indicating intent to be domiciled in Idaho and maintenance of such domicile. Factors may include but are not limited to enrollment of dependent children in Idaho primary or secondary schools, establishment of acceptance or an offer of permanent employment for self in Idaho, or documented need to care for a relative in Idaho.

HOW DOES A STUDENT REQUEST A CHANGE OF RESIDENCY?

A student who feels they meet the qualifications for Idaho residency must submit an Idaho Residency Determination Worksheet and all supporting documentation. The deadline for submission is the 10th day of the semester, although all qualifications must have been met **before the beginning date of the semester**. The student is responsible for payment of fees by the first day of the semester; if Idaho residency is granted after this date, the difference in fees will be refunded to the student.

REGISTRATION

Students will be notified of registration and orientation dates via their EITC email address. Students are expected to register according to the registration days listed in the EITC calendar.

GRADUATION REQUIREMENTS

The Eastern Idaho Technical College catalog is the principal source for information on academic and technical programs, institutional data, courses, degree requirements, and all other services offered by the college. 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 courses. 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 Intent to Change or Add Program 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 Postsecondary Technical Certificate, Technical Certificate, Advanced Technical Certificate and/or the Associate of Applied Science degree to program graduates.

Apply for graduation by paying the fee and filing an Application for Graduation Form. 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. Forms are available online at Admissions/Registrar/Forms & Links. 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. Applications for Graduation are due October 1 for fall or February 1 for spring and summer. This allows the Registrar's Office to run the evaluation necessary to determine anticipated completion of the student's program of study.

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 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 15 hours of General Education credits (except the Legal Assistant AAS which requires a minimum of 18 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.

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. (Instructors must enter the last date of attendance when awarding a final grade of F)
- CIP In progress, for current term courses where the final grade has not been submitted and verified.
- P Pass all work completed in a satisfactory manner.
- S By Entrance Exam
- W Withdraw Student Withdrew from school prior to last day to withdraw without penalty according to official EITC calendar. No credit awarded.
- CH Challenge courses. You may be granted as an opportunity to challenge a course by passing a comprehensive test(s) with a grade of "C" or better. You must fill out the Challenge Exam form and pay the per credit fee. 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 and the Registrar. An Incomplete grade (IC) may be issued and additional time granted for completion of the specified course.
 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 (according to the EITC Official Calendar) after the semester you received the IC grade to complete the work. Incomplete's are issued on a contractual basis between the student and the instructor. An Incomplete

Grade contract must be completed by the instructor issuing the incomplete (IC) grade and discussed and signed by the student prior to the conclusion of a semester. (This is calculated as "F" until course work is completed which may impact Federal financial aid eligibility). The official copy of the IC contract must be submitted to the Registrar's Office before the grade entry deadline date on the Official EITC calendar.

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

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

Grade	Points	Percentage
A	4.0	95%
A-	3.7	90%
B+	3.3	87%
B	3.0	85%
B-	2.7	80%
C+	2.3	77%
C	2.0	75%
C-	1.7	70%
D+	1.3	67%
D	1.0	65%
(except Jan 7, 1998 - Dec 12, 2003 was "0" point)		
D-	0.7	60%
F	0.0	0%
<i>D = 1 (8/23/93 - 12/08/97)</i>		
<i>D = 0 (1/07/97 - 12/12/03)</i>		
<i>D = 1 (after 01/01/04)</i>		

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. This calculation will give you the grade points for each class. Next, total the grade points of all courses for that semester and divide it by the number of credit hours attempted. The result is your GPA.

Example:

Class	Grade Points	X Credits	Total Points
MAT 108	A- 3.7	X 3	= 11.1
ENG 101	C+ 2.3	X 3	= 6.9
COM 101	A 4.0	X 3	= 12
CMP 101	C- 1.7	X 3	= 5.1
TOTALS		12	35.1

GPA = Total Grade Points (35.1) divided by the total credits (12) = GPA 2.92

An "IC" is calculated as an "F" when computing the GPA.

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)

REPEATED COURSES

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

I = Repeated failed course (calculated in GPA)

R = Indicates grade has been replaced by repeating a course

**Transcripts of courses taken from August 2008 forward*

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

ACADEMIC REGULATIONS**Registration Changes**

Registration/Schedule changes are the responsibility of the student. The last day to register or add course(s) is the fifth day of the semester/term. Failure to officially drop, withdraw, or change enrollment constitutes sufficient cause to receive a grade of "F" in the course. Students should be aware that withdrawal from courses may decrease veterans' benefits, financial aid, etc. It is solely the responsibility of the student to withdraw from a course or do a total withdrawal. However, a student who does not attend any of their classes during the first 10 class days of a semester will be withdrawn from courses by the Registrar's office. A student withdrawn for non-attendance at the 10th day will still be responsible for registration fees according to the refund and repayment policy.

After the first 10 class days of the semester neither EITC faculty nor staff will initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated. Students who have withdrawn from all courses for a term will not be allowed to register for any subsequent courses in the same term.

A grade of "W" will be entered on the permanent official transcript for each course if dropped prior to the published deadline to drop without grade penalty. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

Adding Courses

Prior to the beginning of a term students may add program required courses with the approval of their Advisor. Students must first access WebAdvisor and add the course in the Course Planning Wizard, then send an e-mail to their Advisor for approval to register. Once their Advisor has approved the course the student may register pending space availability and meeting prerequisites.

Courses must be added prior to the close of business on the fifth day of the term. Enrollment in courses is dependent upon space availability and meeting prerequisites. Courses may not be added after the fifth day of a term.

WITHDRAWAL**A. Dropping from a Single Course**

1. Students dropping from one or more course(s) prior to the beginning of the term may do so through the use of WebAdvisor. Courses dropped before the beginning of the term and during the first week will not appear on the official transcript.

2. Students dropping from one or more course(s) during the first week of the term must complete a Course Drop/Add Form(s). The form(s) may be obtained online. The completed form(s) must be submitted to the Registrar's Office prior to the close of business on the fifth day of the term. The course(s) will not appear on the official transcript.

3. The deadline to drop one or more course(s) without grade penalty is the last day of the tenth week of the Fall and Spring semesters and the last day of the fifth week of the Summer term. Students must use WebAdvisor to drop the course before the end of the last day to withdraw to receive a "W" grade. These deadlines are published on the EITC website and in the college catalog. A grade of "W" will appear on the official transcript for each course dropped prior to the published deadline.

4. Students who fail to complete the official drop process will be considered enrolled and will be graded accordingly.

B. Total Withdrawal from All Semester/Term Courses

The deadline for Total Withdrawal from college without grade penalty is the last day of the tenth week of the Fall and Spring semesters and last day of the fifth week for Summer term. A petition is required if requesting to withdraw without grade penalty after published deadline. A petition will only be authorized in cases of documented circumstances of hardship, medical issues, (information from health care provider) or training related employment. Total Withdrawal Forms are available online and must be submitted to the Registrar. Petitions granting late Total Withdrawals are decided by the Student Services Committee.

A student who has received financial aid and who plans on withdrawing will be responsible for the funds that must be returned based on the date of withdrawal.

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. Courses awarded "C-" grades or higher may be repeated. However, the credit for the repeated course 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 course 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.

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.

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.

Academic Dishonesty includes but is not limited to:

Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.

Fabrication - intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.

Collusion - facilitating academic dishonesty and/or intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.

Plagiarism - Plagiarism and cheating are serious offenses and violations of academic honesty. Students found guilty of these offenses can expect serious consequences. Plagiarism, simply stated, is not giving credit where credit is due. It is the act of directly quoting, paraphrasing or copying ideas without citing the source of that quote, paraphrase, or idea. Plagiarism and cheating will not be tolerated. Violations of academic honesty will be documented and may result in failure of the class or disciplinary probation.

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.

Sanctions which may be recommended or imposed for a violation of the Academic Honesty policy are listed here in order of their severity. Please note, the sanctions imposed may not necessarily follow in this order, depending of the severity of the violation.

Written Warning: Official warning issued by the office of the Vice President of Instruction and Student Affairs with input from the students' instructors.

Disciplinary Probation: Official probationary status that becomes a permanent part of the student's academic record. Probationary length and terms are set by the committee depending on the severity of the violation.

Disciplinary Suspension: Failure to comply with the terms of probation results in immediate suspension from college for a specific length of time (e.g., semester or academic year) which may include a petition for readmission following the suspension period subject to an additional period of probation. Probationary length and terms are set by the committee depending on the severity of the violation. A petition for re-admission following the suspension period will be reviewed and approved/denied by the committee.

A Disciplinary Suspension will become part of the student's permanent academic record.

Expulsion: Indefinite removal from college. Any request for re-enrollment must be submitted in writing to the committee in care of the Office of Vice President of Instruction and Student Affairs.

The sanctions imposed for a violation of the Academic Honesty policy are independent of, and in addition to, any adverse academic evaluation which results from the student's conduct. The course instructor is responsible for academic evaluation of a student's work and shall make that evaluation without regard to any disciplinary action which may or may not be taken against a student who violates the Academic Honesty policy.

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 for Re-admission form to seek re-admittance. Petition forms and instructions are available online. Re-admittance 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. Students will be dropped from all future registered courses. Students must petition for re-enrollment using the form from the Registrar's Office. 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 Intent to Change or Add Program Form. The petition form is available online. 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.

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 Exam Forms are available online. Challenge exams are not available in all courses. For petition procedure, contact the Registrar's Office. A course may be challenged once. Courses in which the student is currently enrolled, regardless of the grade received, may not be challenged, except by special permission from the Vice President of Instruction and Student Affairs.

Upon successful submission of the Challenge Exam Form, payment of the per credit fee, completion of the examination, and signature from the instructor, the course will appear on the student's transcript as a "CH" grade. 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.)

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 AND
2. Driver's 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.

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, Vice President of Instruction and Student Affairs 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, email address, photograph, date 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 form, which is available online.

The Registrar's Office supplies transcripts of academic records to students who have no outstanding obligations to the College. Request a transcript, using the online link 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 may send transcripts to secure fax numbers at colleges and universities. EITC keeps a list of secure fax numbers to reference and must follow the criteria set by the American Association of Collegiate Registrars and Admission Officer's (AACRAO). The cover sheets must include:

- Name of college or university
- Name of person fax is sent to
- Secure fax number
- Reference to the student's name

TRANSFER CREDIT

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

For placement purposes, prerequisite mathematics courses must have been taken within the last seven years.

Students transferring from EITC to other post-secondary institutions must request their official transcript from EITC 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.

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 the Vice President of Instruction and Student Affairs. The members of the board shall include two faculty members, appointed by the Faculty Senate Executive Board, one member from the Student Services office, appointed by the Vice President of Instruction and Student Affairs, two student representatives selected by the Student Senate and the Vice President of Instruction and Student Affairs.

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 Vice President of Instruction and Student Affairs. The Division Manager or Vice President of Instruction and Student Affairs 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 Vice President of Instruction and Student Affairs, 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 Vice President of Instruction and Student Affairs, 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 book 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 permit from Student Services upon registration. (Please refer to campus parking in the student planner/handbook).
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 courses, 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.

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

Students are expected to attend all scheduled courses. 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.

APPROVED LEAVE

Students may fill out a Petition for Approved Leave (available online) including the date they requested the petition, their name, program, student I.D. #, dates they will be missing, and attach supporting documentation to the Registrar's Office. Students will be directed to obtain the signatures of all of their instructor(s). The Petition will then be routed to the division manager of their program and final signing will be by the Registrar. Students will be notified by email that their Petition for Approved Leave has been processed.

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 as needed 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

Students are provided the ability to print 250 pages from the network. Additional printing can be purchased through the business office (see EITC Policy 602 for additional information). Students can also make copies in the library by

paying directly or purchasing a copy card from the business office.

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.

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.

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 of 1990 (ADA), the Americans with Disabilities Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Section 504 states, in part, that no otherwise 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. 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, Isela Gutierrez in the Human Resources Office, Bldg 5, room 547.

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 Vice President of Instruction and Student Affairs.

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 Vice President of Instruction and Student Affairs 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 Vice President of Instruction and Student Affairs. 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 Vice President of Instruction and Student Affairs.

The Vice President of Instruction and Student Affairs 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 October, EITC will make available an annual report of campus and security policies and crime statistics. The completed report will be available online

GRADUATION RATES

Every August, EITC will post on the EITC Web Site 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.

STUDENT HEALTH INSURANCE PLAN (SHIP)

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 who are registered for 10 or more credits, or who are taking courses in the professional portion of a health care program, are required to carry health insurance and will be automatically enrolled in the SHIP plan. You will be billed \$84.00* at the time of registration. Although it is not mandatory, a student who is registered for 6-9 credits is eligible to voluntarily enroll in the SHIP plan as well. For an additional fee of \$150.00* per person, a fulltime student can add dependents to their insurance plan.

A student who is covered by health insurance from a provider other than SHIP has the option to waive out of the SHIP at EITC. The student would need to fill out a waiver request form online and provide proof of insurance each semester/term. If you fill out a waiver form and submit the appropriate documentation proving you are covered by a comparable health plan outside of EITC, and your waiver is approved, you will be refunded the amount you were originally billed for the EITC Health Insurance.

*Fee subject to change

Insurance waiver request forms, a list of SHIP FAQ's, and the voluntary enrollment form can be accessed can be accessed at www.renstudent.com/eitc.

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 Vice President of Instruction and Student Affairs meet twice annually to discuss fund-raising efforts. EITC is licensed for student organizations to conduct raffles for fund-raising activity. The Vice President of Instruction and Student Affairs has final authority regarding student raffles.

DISABILITY RESOURCES & SERVICES

Irene Jones, Disability & Resource Service Coordinator

irene.jones@my.eitc.edu

Office # (208) 524-3000 ext. 3376

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 aides 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 must 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 Vice President of Instruction and Student Affairs.
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 Vice President of Instruction and Student Affairs.

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.

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 includes scholarships, grants, loans, and work-study. 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	–	November 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; however registration fees must be paid by fee payment deadlines.

FINANCIAL AID APPLICATION PROCEDURE

Follow the steps listed on our website at:

www.eitc.edu/financial.cfm

In order to begin the financial aid process, each student is required to complete the Free Application for Federal Student Aid (FAFSA). By entering EITC school code (011133) on your FAFSA, EITC will receive your FAFSA information. If other documents are required a letter will be sent from the Financial Aid Office. All required forms can be printed from our website and submitted to the EITC Financial Aid Office.

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 \$5,550 per year and amounts are subject to change.

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

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 hours per week.

Federal Direct Student Loan Program (FDSL):

This is a low interest loan to help you pay for educational expenses. The interest rate is fixed and has been set by the federal government. The U.S. Government is the lender. Direct loan eligibility is determined by your year of study, federal limits, financial need, and other types of aid awarded.

Types of loans: Subsidized (FDSL), Unsubsidized (FDUL), and Parent Plus Loan.

Additional Unsubsidized Loan may be available to students whose parent cannot qualify for Parent Plus Loan or for independent students requesting an additional loan.

Subsidized Loan (FDSL): the government pays the interest while you are in school. To be awarded this loan a student must:

- Complete a FAFSA
- Be enrolled at least half-time (6 credits)
- Demonstrate financial need

Unsubsidized Loan (FDUL): interest will accrue while you are in school. To be awarded this loan a student must:

- Complete a FAFSA
- Be enrolled at least half-time (6 credits)
- Accept on Web Advisor

Parent Plus Loan (PLUS): interest will accrue while student is in school. To be awarded this loan a student must:

- Complete the FAFSA
- Be a dependent student

Most students begin repayment six months after leaving college or when they drop below half-time status (6 credits). Under some conditions, repayment may be deferred.

How much can I borrow? Depending on your year of study, the federal government limits the amount you can borrow. These amounts are the maximum: your amount may vary depending on financial need and other types of aid awarded.

Subsidized and Unsubsidized Direct Loans for Independent Students

Freshman year Up to \$9,500

Sophomore year Up to \$10,500

Freshman year

\$9,500 if you're a first-year student enrolled in a program of study that is at least a full academic year (no more than \$3,500 of this amount may be in subsidized loans)

Sophomore year

\$10,500 if you've completed your first year of study and the remainder of your program is at least a full academic year (no more than \$4,500 of this amount may be in subsidized loans).

Subsidized and Unsubsidized Direct Loans for Dependent Students

Freshman year Up to \$5,500
 Sophomore year Up to \$6,500

Freshman year

\$5,500 if you're a first-year student enrolled in a program of study that is at least a full academic year (no more than \$3,500 of this amount may be in subsidized loans)

Sophomore year

\$6,500 if you've completed your first year of study and the remainder of your program is at least a full academic year (no more than \$4,500 of this amount may be in subsidized loans).

For dependent students, Direct Loan limits include unsubsidized and subsidized amounts borrowed in the same year. (See Aggregate maximum)

NOTE: Independent students may also qualify for these additional amounts through the Unsubsidized Direct Loan Program. Dependent students may also qualify if their parents cannot obtain a PLUS Loan.

Aggregate Maximum (Effective July 1, 2008)

Undergraduate Dependent Student: \$31,000 (no more than \$23,000 of which can be subsidized).

Undergraduate Independent Student: \$57,500 (no more than \$23,000 of which can be subsidized).

FINANCIAL AID ELIGIBILITY

Academic: Students must be accepted into an eligible EITC program. (Note: Workforce Training/Community Ed courses excluding Radiation Safety are not eligible for financial aid.) Students must maintain at least a cumulative GPA of 2.00 and meet the academic standards of the institution.

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, S, I, 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	Complete all credits

Summer Term Enrollment Status	Required Credit Hour Completion
Summer Full-time = 6 (or more) credit hours	5 credit hours
Summer Three-quarter time = 5 credit hours	4 credit hours
Summer Half-time = 3-4 credit hours	3 credit hours
Summer Less than Half-time = 1-2 credit hours	Complete all credits

Withdrawal Policy: Students at EITC who receive Federal Financial Aid and withdraws 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 for withdrawal, 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 courses 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 courses 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 Disqualification: Failure to comply with the academic standards or the progress eligibility standards will result in disqualification of 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) 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 Form 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.

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.

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 after they have attended a semester without financial aid.

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 credits 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, a divorce of a parent, a divorce of a student, or medical expenses that affect income.

Disbursement of Financial Aid Awards: Financial aid funds are disbursed in equal installments at the first of the each semester. If a student only attends one semester, disbursement of loans will be made in two equal disbursements, one at the beginning of the semester and one half way through the 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. Questions concerning check disbursement should be referred to the cashier at 524-3000 ext. 3335.

WebAdvisor: Students can access WebAdvisor to view information needed for their financial aid file, view award letters, and accept or reject financial aid awards.

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.

Financial aid policies and procedures are subject to change without notice to assure compliance with federal regulations.

Financial Aid Contact Information: 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 financial.aid@my.eitc.edu

EITC FOUNDATION

The Eastern Idaho Technical College Foundation represents a diverse group of individuals who dedicate their times and resources in service of EITC. The EITC Foundation raises funds for facility improvements, scholarships, educational programs and community outreach.

This group of staff and volunteers invest in changing the lives of those attending the college. Dedicated, hardworking and passionate; the EITC Foundation strives to invest in people, in partnerships and in our local community.

The Great Race for Education is currently the largest annual fundraiser hosted by the EITC Foundation. A large-scale scavenger hunt, teams of four compete in challenges to finish first in a spectacular competition that is unlike any event in Idaho Falls! The Great Race is held each year on the third Friday of July and helps the EITC Foundation raise thousands of dollars for scholarships.

SCHOLARSHIP INFORMATION

We encourage all student and potential students to apply for scholarships through the foundation. The Foundation is located in room 335 of the John E. Christofferson Building and can be found online at www.eitcfoundation.org. The Foundation can be reached by phone at (208)524-0464.



THE LIBRARY

LOCATION

Alexander Creek Building, room 551

HOURS:

Monday thru Thursday 7:30 am - 9 pm

Friday 7:30 am - 4:30 pm

Saturday 10 am - 2 pm

Closed Sundays and all college recognized holidays.

STAFF

Suzy Ricks - Librarian

Heather Redding - Assistant Librarian

Jan McCullough - Assistant Librarian

Edith Hounshel - Library Assistant

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 and Instructor of English
Kathy Judy, Instructor of Mathematics
Jacob Haeberle, Instructor of English and Communications
Julia Zapadka, Instructor of Social Sciences

STAFF

Lindsay Gardner, Academic Support Coordinator

Intended Learning Outcomes

The General Education division is committed to supporting and preparing students for their professional-technical programs, citizenship, and employment by offering quality instruction, including transferrable courses leading to the following learning outcomes:

- Effectively communicate theories, ideas and mathematical processes through writing and speaking to a variety of audiences.
- Develop and apply analytical skills through active listening, questioning, reading, and discussion.
- Support diversity and foster appreciation of different perspectives, backgrounds, and opinions.
- Display the skills, attitudes, and confidence of a lifelong learner and a participatory community member.
- Understand, demonstrate, and value attributes of professionalism.
- Persist in solving challenging problems through creative and logical thinking while using available resources

Certificate Programs

Students in certificate programs are required to take classes covering communications, computation, and human relations. Typically, these courses include ENG 101, composition, or COM 101 a technical math course, and OCR 105, Occupational Relations.

Associate of Applied Science Degree General Education Requirements

Students seeking an Associate of Applied Science (AAS) Degree are required to complete a minimum of 15 transferable credits. Normally the following courses are required: ENG 101, COM 101, MAT 123 or MAT 253, SOC 101, and PSY 101. Students should consult specific programs for required general education courses.

Associate of Applied Science (AAS) Degree General Education Courses

		CREDITS
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	3
	OR	
MAT 253	Elementary Statistics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
ECO 100	Economic Issues	3
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

ENG 102	Critical Reading and Writing	3
ENG 202	Technical Communication	3
ENG 110	Introduction to Literature	3
PHY 101	Elements of Physics	3
PHY 101L	Elements of Physics Lab	1
POL 101	Introduction to American Government	3

Certificate Programs

General Education Courses

Required 9 credits

BIO 227	Human Anatomy and Physiology I	4
BIO 227L	Human Anatomy and Physiology I Lab	0
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
OCR 105	Occupational Relations	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Programs-Specific (3 credits)

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

DEVELOPMENTAL COURSES:

COMPASS scores may indicate a student needs to take one or both of the following classes:

ENG 090	Basic Writing	3
MAT 100	Introduction to Algebra	4

THE TUTORING CENTER

Lindsay H Gardner, Academic Support Coordinator
524-3000, ext. 3621

The Tutoring Center is open five days per week. Tutors are available to assist students with math or writing. The Center offers a comfortable environment where students can meet with tutors, read, use computers, or relax. The schedule is posted outside the Center in the John Sessions Mechanical building 1 (room 135) and on the EITC web site. The Center can be reached at 524-3000 ext. 3490.

Tutoring and study groups can also be arranged for program subject areas upon request. Students needing tutoring help outside what is offered in the tutoring center should contact Lindsay Gardner at extension 3621 or visit room 129. Each week, the Tutoring Center sponsors Academic Success Workshops. Selected topics help students identify and develop skills needed to succeed in college and careers. Visit the Tutoring Center to pick up a schedule.



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

Christian Godfrey, Division Manager
Gina Armer
Mel Coffin
Joshua Duersch
Traci Harbert
Leslie Jernberg
Lorin McArthur
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

Program Options

Associate of Applied Science Degree
Technical Certificate

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.

Intended Learning Outcomes

- Apply fundamental accounting principles to the needs of an organization or client.
- Compile and prepare accurate and timely financial information – journal entries, adjusting entries, reconciliations, closing entries, and financial statements.
- Convey financial information clearly to accounting professionals and non-financial persons both orally and in writing.
- Process a payroll by maintaining payroll records, preparing payroll journal entries and completing various quarterly and annual tax forms.
- Record cost accounting transactions and prepare appropriate production reports and financial statements.
- Compile and prepare basic personal income tax forms and returns.
- Use traditional and emerging technologies to improve business solutions and increase efficiency.
- Display professional and ethical behaviors individually and collaboratively that contributes to continued employability.

Program Costs

In addition to the semester registration fees, an accounting technologies student can expect to spend approximately \$650 on books and supplies for the one-year program and \$1500 for the two-year program.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students may demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered through Prometric testing software and/or handwritten evaluations. Each semester's accounting classes will provide student preparation for obtaining the Certified Bookkeeper Designation or NOCTI Certification. The Certified Bookkeeper exam and certification is recognized by The American Institute of Professional Bookkeepers.

Accounting Paraprofessional

Associate of Applied Science Degree

63 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
ACC 221	Accounting Computer Applications	2
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3
	General Education Courses	3

Semester 3

ACC 226	Excel in Accounting	2
ACC 227	Computerized Business Accounting	2
ACC 230	Managerial Cost Accounting	3
	General Education Courses	6-9

Semester 4

ACC 222	Personal Income Tax	3
ACC 231	Accounting Systems	3
BOT 216	Supervised Work Experience	3
MGT 207	Financial Management	3
	General Education Courses	3

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
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3

BUSINESS TECHNOLOGIES

Program Options

- Associate of Applied Science Degree
- Advanced Technical Certificate
- Technical Certificate

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, Collegiate DECA that has an active chapter on campus. The membership dues are \$20 per year.

Intended Learning Outcomes

- Understand and apply fundamental marketing concepts including product development and management, pricing analysis and determination, promotion principles and fulfillment strategies relative to channels and physical distribution in contribution to organizational effectiveness and success.
- Identify marketing’s strategic and tactical role, both internally and externally, in organizations of all kinds and assist in the creation and execution of marketing plans by monitoring, assessing and adapting business strategies to emerging opportunities in both domestic and global markets.
- Plan, prioritize and manage projects and use appropriate technology and organizational/analytical skills to locate, manage and apply information to solve simple and complex business problems.
- Communicate effectively and confidently through presentations, both written and verbal formats, for a variety of audiences.
- Apply concepts, methods, processes and functions of management to business operations.
- Analyze information and make decisions that support the organization’s mission and help the business to successfully adapt to a changing environment.
- Analyze, evaluate and act on creative ideas to grow the business
- Establish and maintain efficient business operations.
- Manage the financial resources and systems of a small business.
- Solve problems individually and in a team environment.

Program Costs

In addition to the semester registration fees, a Business Technologies student can expect to spend approximately \$750 on books and supplies for the certificate program and \$1800 for the Advanced Technical Certificate and the Associate of Applied Science degree program.

Industry Testing for Certification

Prospective graduates are required to sit for proficiency exams at the conclusion of their program, usually in their fourth semester. In accordance with the Idaho state standards for Professional-Technical education, students must successfully complete the A*S*K Certification exam in Entrepreneurship and Management. The cost of this testing is not expected to exceed \$50 per student. A technology fee covering the cost of this exam in the semester in which the student completes the exam will be assessed at that time. This technology fee covers the cost of the student sitting for this certification exam.

Marketing and Management Electives

MKT 123	Practicum I	<i>Credits</i> 1
MKT 124	Practicum II	1
MKT 221	Practicum III	1

Marketing and Management

Associate of Applied Science Degree *69 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 3-6

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

Required General Education Courses

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

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

MARKETING AND MANAGEMENT*Advanced Technical Certificate*

60 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

MKT 202 Entrepreneurship 3
 MGT 206 Small Business Management 3
 MGT 207 Financial Management 3
 MGT 215 Business Law 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**Program Options**

Associate of Applied Science Degree
 Postsecondary Technical Certificate

Pathways to Computer Networking Employment

The Computer Networking Technologies (CNT) program offers two completion options for the student interested in employment in one of the most dynamic and potentially lucrative job markets in today's world economy.

The Associate of Applied Science Degree (AAS) in Computer Networking Technologies is a two-year program designed to prepare students for employment in small, medium or large environments that may consist of multiple physical locations both local and remote with multiple domain controllers, and include network services such as messaging, database, file and print, proxy server, firewall, the internet, an intranet, remote access, and client computer management. Additionally, the program prepares students to become Microsoft Certified and Cisco Certified computer network technology professionals.

The Microsoft and Cisco certifications enable professionals to target specific technologies and distinguish themselves by demonstrating in-depth knowledge and expertise in the areas of implementing, building, troubleshooting, debugging, design, project management, operations management, and planning as related to computer network technologies. By validating a more comprehensive set of skills, these certifications provide students and their hiring managers a reliable indicator of on-the-job performance.

The AAS degree 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 minimum grade of "B", or equivalent training and expertise as demonstrated by portfolio and an instructor interview. It is recommended that all prospective CNT students visit with an instructor to review their particular qualifications and receive an overview of the entire program.

General education courses, included in the AAS degree program, provide the opportunity for students to develop critical and creative thinking, computation, and communication skills as well as other soft skills necessary for succeeding in the workplace. It is recommended that the majority of general education courses be completed prior to formal entry into the CNT courses.

The two-semester postsecondary technical certificate option is designed for students who are involved in the IT industry and

have prior computer and networking skills. Students entering this Postsecondary Technical Certificate Program will take only those CNT courses offered in the third and fourth semesters of the AAS degree program with the goal being the obtaining of the knowledge and skills necessary for passing certification exams. Entry into the two-semester programs require instructor approval.

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 E2C program. These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach the various Computer Networking Technologies options as well as provide discounts on certain certification exams.

Intended Learning Outcomes

- Work effectively with users to understand requirements for and solve problems associated with the computing environment.
- Install, configure, secure, troubleshoot, and maintain the hardware and software associated with computer systems in both standalone and network environments.
- Configure and troubleshoot a network infrastructure based upon Microsoft and Cisco networking technologies.
- Implement, monitor and troubleshoot Active Directory, secure domains, and perform backup, restore, and ensure trouble free operation.
- Configure, manage, monitor, and troubleshoot Terminal Services environments.
- Implement, monitor and maintain network servers including Web servers and network applications.
- Design a network infrastructure consisting of devices, servers and applications that meets business and technical requirements for network services.
- Install, operate, and troubleshoot enterprise networks consisting of network devices such as switches and routers.
- Employ professional and ethical behaviors that contribute to continued employability.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered by EITC through VUE and Prometric. The first and second semesters provide preparation for one of the Microsoft and one of the Cisco certification exams that are required by EITC. Additionally in those semesters, students are prepared for up to four elective certification exams. The third and fourth semesters provide preparation for up to six Microsoft certification exams and the second Cisco certification exam. EITC students are required to take a total of six Microsoft certification exams and two Cisco certification exams. A technology fee of \$100 is assessed for each of the ten courses that are directly related to the EITC required industry certification exams. This technology fee covers the costs of students sitting for each of the eight required exams one time.

Program Costs

In addition to the registration and technology fees, a student in Computer Networking Technologies can expect to pay approximately \$600 per semester for books and supplies. In the first semester of the AAS program, students are required to purchase the parts for a computer, which they assemble as part of their course work. The cost of these parts is approximately \$1,000. Students, at their discretion, may elect to take more than the eight EITC required certification exams. Costs associated with sitting for these elective exams is not included in the technology fee and is the responsibility of the student. The average cost of these elective exams is \$125 per exam.

Microsoft Computer Networking Technologies

Associate of Applied Science Degree

80-81 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 275	Cisco Internetworking Technologies	4
	General Education Course	3

Semester 2

CNT 122	Wireless LAN Security	3
CNT 150	Desktop/Client Computer Operating Systems	4
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
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Semester 3

CNT 241	Application Infrastructure Configuration	4
CNT 243	Network Infrastructure Configuration	4
CNT 263	Active Directory Configuration	4
CNT 277	Cisco Network Segmentation and Protocol Encapsulation	4
	General Education Course	3

Semester 4

CNT 210	Supervised Work Experience	3
CNT 261	Server Administration	4
CNT 262	Network Infrastructure Planning	4
CNT 278	Cisco WAN Technologies	4
	Plus one CNT Elective	2-3

CNT Electives

CNT 222	Wireless LAN Analysis	3
CNT 242	Designing Security for Microsoft Networks	2
CNT 255	Exchange Server Administration	3
CNT 256	SQL Server Administration	3
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
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
CNT 265	Implementing and Administering Security in a Microsoft Server Network Infrastructure	3

Microsoft Certified Systems Engineer (MCSE) Certification Track

Postsecondary Technical Certificate

26-27 Credits

Semester 1

CNT 241	Application Infrastructure Configuration	4
CNT 243	Network Infrastructure Configuration	4
CNT 263	Active Directory Configuration	4

Semester 2

CNT 150	Client Operating System Configuration	4
CNT 261	Server Administration	4
CNT 262	Network Infrastructure Planning	4
	Plus one CNT Elective	2-3

CNT Electives

CNT 222	Wireless LAN Analysis	3
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CNT 242	Designing Security for Microsoft Networks	2
CNT 255	Exchange Server Administration	3
CNT 256	SQL Server Administration	3
CNT 257	Secure Web Access Using Microsoft Proxy Services	2
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
CNT 265	Implementing and Administering Security in a Microsoft Server Network Infrastructure	3

ELT 155	Electronics Lab	5
COM 101	Fundamentals of Speech	3
Semester 2		
ELT 142	Applied Mathematics II	4
ELT 154	Electronic Control Devices Theory	5
ELT 156	Electronic Control Devices Lab	5
PHY 101	Introduction to Physics	3
PHY 101L	Introduction to Physics Lab	1

ENERGY SYSTEMS TECHNOLOGY

Program Options

Technical Certificate

The Energy Systems Technology Program (EST) provides the “core” electronics curriculum that makes up the first year of a two year Associate Degree in one of three areas in the ESTEC program offered at Idaho State University (ISU). Students that complete the one year technical certificate are prepared to transfer to ISU to complete an associate degree.

ESTEC offers a unique approach to educating students by providing the specific knowledge and skills needed in electrical generation. The skills requirements have been developed in partnership with energy utilities and vendors to assure that program graduates enter the workforce with the precise skills required by industry. Students learn through traditional classroom experience as well as through extensive laboratory exercises. Electrical generation technologies addressed include nuclear, coal, gas, and renewable technologies such as wind, solar thermal energy, solar photovoltaic, geothermal, biomass, and hydro.

ESTEC is a public/private partnership between Idaho State University, Idaho National Laboratory, and Partners for Prosperity. Curriculum and laboratory resources were developed with external funding from the US Department of Labor and the National Science Foundation.

Employers include public utilities, independent energy generation companies, renewable energy producers, energy service companies, power generation equipment manufacturers, installers and constructors.

The courses listed in the program will be taught in sequential blocks of instruction. Successful completion of a course is required before the student can progress in the program.

Intended Learning Outcomes

- Prepare students to transfer to ISU to complete an associate degree in the ESTEC where they will be prepared for employment as Engineering Technicians meeting the skills and competencies required by the existing and growing electrical generation sector.

Program Costs

In addition to the semester registration fees, an ELT student can expect to spend approximately \$600 on books and hand tools for the one-year program.

ENERGY SYSTEMS TECHNOLOGY

Technical Certificate

36 Credits

Semester 1

ESE 100	Engineering Technology Orientation	1
ELT 141	Applied Mathematics I	4
ELT 153	Electronic Theory	5

LEGAL TECHNOLOGIES

Program Options

Associate of Applied Science Degree

Technical Certificate

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, 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 Student Services.
- An interview with program director/instructor
- Must be bondable (consult the program instructor for additional information.)

Intended Learning Outcomes

- Work independently and as a team member to complete legal projects within specific time frames by effectively demonstrating time management, organization and prioritization skills.
- Effectively read, analyze, and synthesize complex information in an organized and logical manner.
- Draft essential legal pleadings, motions, discovery, and related documents needed in the litigation process.
- Demonstrate knowledge in basic legal theories, doctrines, and principles that comprise the basis of law, with specific emphasis on civil litigation, estate planning, family, criminal, and business law.
- Demonstrate essential employability behaviors including attendance, attention to detail, confidence, collaboration, problem-solving, and meeting deadlines.
- Utilize legal-research skills to find and research statutes, case law, procedural rules and other primary source materials.
- Represent the legal profession in a professional and ethical manner.

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).

Industry Testing for Certification

Upon completion of the Legal Assistant program, graduates must demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered under the direction of NALS the association for legal professionals. A certification fee of approximately \$50 is assessed for courses that are directly related to industry certification exams. This certification fee covers the costs of students sitting for each of the required exams. See program advisor for further details.

Legal Assistant

Associate of Applied Science Degree 74 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

OFP 142	Business Spreadsheets	3
BOT 152	Leadership II	1
LGL 102	Law Office Procedures & Technology	3
LGL 110	Civil Litigation I	3
OFP 118	Word Processing	3
	General Education Course	3

Summer Term

	General Education Courses	6
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Semester 3

LGL 211	Civil Litigation II	3
LGL 216	Legal Assistant Practices	2
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
	General Education Course	3

Required General Education Courses

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
POL 101	Introduction to American Government	3
MAT 123	Mathematics in Modern Society	3

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

34 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

ENG 101	English Composition	3
MAT 105	Business Mathematics	3
OFP 118	Word Processing	3
LGL 102	Law Office Procedure and Technology	3
LGL 110	Civil Litigation I	3
OFP 142	Business Spreadsheets	3

OFFICE TECHNOLOGIES**Program Options**

Associate of Applied Science Degree
Technical Certificate

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

The Office Professional option is the two-year option resulting in an Associates of Applied Science (AAS) degree. This option 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 option is a one-year option resulting in a Technical Certificate. This option is 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 option 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 options offer a joint leadership course which concentrates on developing students into professionals.

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

Intended Learning Outcomes

- Manage an office effectively & efficiently.
- Communicate clearly and professionally in both written and oral formats.
- Recognize professional values and exhibit professional behaviors in the work environment.
- Use appropriate technology and technical skills to manage information and solve problems.
- Understand and consistently apply company policies and procedures

Entrance Requirements

Keyboarding of 25 wpm for at least three minutes with 90% accuracy. Students may arrange for a keyboarding test through Student Services.

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.

Industry Testing for Certification

Upon completion of the appropriate core Office Technologies courses, students demonstrate proficiency by participating in the industry certification exam process. Certification exams are administered by EITC using the Office Proficiency and Certification (OPAC) testing system. A technology fee of \$35 is assessed for each of the two courses that are directly related to the EITC required industry certification exams. This technology fee covers the costs of students sitting for each of the required exams. A certificate detailing OPAC industry certifications is available for a small fee. Please see the Office Technologies advisor for details.

Office Professional

Associate of Applied Science Degree

64 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
ACC 110	QuickBooks for the Office	3
	General Education Course	3

Semester 2

OFP 140	Electronic Office Concepts	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

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

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

WEB DEVELOPMENT TECHNOLOGIES

Program Options

Associate of Applied Science Degree

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.

Intended Learning Outcomes

- Work independently and as a team member to complete Web projects within specific time frames by effectively using time management, organization and prioritization skills.
- Develop deploy and maintain web projects using current and appropriate development tools including; Dreamweaver, Flash, Acrobat, Photoshop, Access, MS-Office and Shopping cart software
- Develop deploy and maintain scalable web projects using standard languages such as XHTML, ColdFusion, ASP, PHP and SQL.
- Enhance Web project using Development standards like W3C, CSS, JavaScript, and Ajax.
- Develop and maintain web projects using good coding practices including; using the appropriate language, documentation, reusable, user centered design and thorough project testing and troubleshooting.
- Market web projects to specific targets markets using SEO, Pay per Click, affiliate programs and other developing strategies.
- Manage complex code structures, databases and user requirements.
- Ability to create visually appealing designs across media types that utilize colors, graphics, photography, typography, and follow current design and layout standards.
- Effectively find, analyze, and synthesize complex information in an organized and logical manner to utilize new technologies as they become available.

Program Costs

In addition to the semester registration fees, a Web Development Technologies student can expect to spend approximately \$800 on books and supplies, \$600 on software and hosting services, and \$500 on certification exams.

Industry Testing for Certification

Upon completion of the appropriate industry certification courses, students demonstrate proficiency by participating in the industry certification exam process. Certifications include Certified Internet

Webmaster and/or Adobe Certification. Most certification exams are administered through Prometric or Vue testing services. A certification fee of \$150 is assessed to the courses that are directly related to the EITC required industry certification exams. This certification fee covers the costs of students sitting for each of the required exams.

Web Development Specialist

Associate of Applied Science Degree

64 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

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

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

Semester 4

BOT 216	Supervised Work Experience	3
CIS 240	Emerging Technologies of the Internet	3
CNT 241	Application Infrastructure Configuration	4
OFP 230	Desktop Publishing	3
	General Education Course	3

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

Practical Nursing

Advanced Technical Certificate

Registered Nursing

Associate of Applied Science Degree

Surgical Technology

Associate of Applied Science Degree

Faculty

Sharee Anderson D.A., Division Manager

Shirley Bame, RN, VED, HRD

Marlene Brinkerhoff, ADN, BSN, MED

Tera Bybee, BSN, RN

Becky Chapman, BS, CST

Jennifer Daniel, AAS, RN

Lynn Durtschi, MS

Catherine George, BSN, RN

Tina Howard, BSN, RN

Susan Lundquist, BSN, RN

Elaine Miller, BSN, RN

Cindy Mills, BS, CMA (AAMA)

Suzanne Prestwich, MS

Raeleen Roberts, EFDA

Kimberly Starr, MSN, RN

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 some 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.

A criminal background check is required to meet clinical practicum site requirements. History of a misdemeanor or felony involving moral turpitude may render the student not eligible or they may experience difficulty becoming licensed, certified, or registered and in finding employment in health care. It is recommended that prior to enrollment the applicant contact the appropriate state and/or national regulatory agency.

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 Measles and Rubeolla
 - Hepatitis A
 - Hepatitis B series (completed)
 - Polio
 - Proof of Varicella vaccination or titer result.

2. Proof of an annual TB skin test
3. Documentation of health insurance

CERTIFICATED NURSING ASSISTANT

Length of Course

One semester

The CNA program curriculum follows the state and federal requirements for nursing assistants. It is designed to provide behavioral learning objectives for learners on basic competencies. It contains didactic classroom objectives and skills objectives in a lab setting. In addition to the classroom and lab hours, 32 hours of clinical experience completed in skilled nursing facilities in the region are required. The clinical portion of the course must be successfully completed during the same term as the lecture/lab and will typically be offered on Saturdays and Thursdays, pending availability of approved facilities. Students will confirm their clinical assignments during the first two weeks of the term. Lecture/lab cannot be missed in order to attend a clinical assignment. Successful completion of the course requires a minimum of 80% on tests and classroom objectives and 100% on lab and clinical objectives. After passing the class, students are 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 that time frame, you are required to retake the course again before being allowed to sit for either of the state exams.

Entrance Requirements

This course can be taken for credit or as a non-credit class. The credit course will typically span the entire term, whereas the non-credit course often is delivered over a shorter time frame, which means more hours per week, but fewer weeks to completion. For either course you must be at least 16 years of age in order to be eligible to register. In addition, please be aware that most facilities will not hire until age 18. Note that all tattoos must be covered and only one set of earrings in each ear may be worn. No other visible piercing will be allowed in class or clinical.

By the second day of class you will need to provide proof of:

- A current Health Care Provider CPR card
- The first in the series of Hepatitis B vaccine
- A current negative TB (tuberculosis) skin test. If your results are positive, you must provide proof of a negative chest x-ray within the last 12 months.
- Background check is required – more information will be given on the first day of class.

You will need 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.

CNA clinicals may be scheduled on Saturdays, depending on site availability.

Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Discuss and understand the roles and responsibilities of the nursing assist in Idaho.
2. Demonstrate basic competencies required of nursing assistants in the state of Idaho.

3. Demonstrate the knowledge required to pass the required Idaho state manual skills and written exam.

DENTAL ASSISTING

Program Options

Technical Certificate

11 months Fall and Spring Semesters & 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.

Intended Learning Outcomes

- Demonstrate competency in basic dental assistant skills in a competent and safe manner when working with patients, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences.
- Demonstrate competency in performing front office skills for entry level dental assistants.
- Demonstrate effective verbal, non-verbal, written and technological communication utilizing appropriate terminology during interactions with patients, families, and dental health care team members.
- Demonstrate accountability, professional values, and ethical behavior within the scope of practice of a dental assistant and the policy and procedures of the employing institutions.
- Be Idaho certified in expanded functions for dental assistants.
- Acknowledge that dental assisting is dynamic and requires life-long learning.

Entrance Requirements

- COMPASS Test score of 68 or higher in reading and writing skills and 45 or higher in pre-algebra
- Advising with program director
- Background check

1. Documentation of the following current immunizations is required:
 - Diphtheria, Pertussis, Tetanus (DPT)
 - Mumps, Measles, and Rubella (MMR) or two vaccinations or Measles and Rubeolla
 - Hepatitis A
 - Hepatitis B series (completed)
 - Polio
 - Proof of Varicella vaccination or titer result.
2. Proof of an annual TB skin test
3. Documentation of health insurance

No facial or oral piercings will be allowed in the classroom, clinical sites or lab area. One set of stud earrings may be worn in each ear. Individuals with visible tattoos are required to have the tattoos covered while in class, clinical sites and labs. (Students with visible tattoos may experience difficulty in finding employment in area dental offices.)

Program Continuation Requirements

- All core courses must be passed with a minimum of a C- (70%), and must be passed consecutively before continuing on to the next course
- All Program (DTL) courses must be passed with a minimum of a C (75%), and must be passed consecutively before continuing on to the next course

Program Costs

In addition to the semester registration fees, a Dental Assisting student can expect to spend an approximate total of \$1,650 on books, supplies, liability insurance, CPR, first aid, dental conventions and DANB and/or NOCTI program exit assessments.

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

40 Credits

Semester 1

DTL 121	Orientation to Dental Assisting/Office Management	2
DTL 124	Basic Dental Sciences & Medical Situations	3
DTL 125	Dental Operatory Procedures	4
DTL 126	Dental Radiology	4
DTL 129	Dental Biology	2
HCT 121	Professionalism for Health Careers	1

Semester 2

CIS 101	Computer Information Systems	3
DTL 127	Dental Clinical	2
DTL 128	Dental Specialties	4
DTL 131	Dental Lab Materials and Expanded Functions	3
ENG 101	English Composition	3
PSY 101	Introduction to Psychology	3

Summer Term

DTL 132	Supervised Work Experience	6
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MEDICAL ASSISTANT

Length of Program

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

The Medical Assistant program prepares graduates to assist physicians in outpatient settings performing administrative and/or clinical tasks. Medical Assistants are multi-skilled, allied health workers who perform a variety of skills assisting physicians with patient care.

Intended Learning Outcomes

- Demonstrate the importance of maintaining a high degree of professionalism in the Medical Assisting field, at all times and in all situations.
- Demonstrate effective written and oral communication skills.
- Practice within the ethical and legal codes of the Medical Assisting field.
- Demonstrate entry-level clinical skills of Medical Assisting.
- Demonstrate entry-level administrative skills of Medical Assisting.
- Acknowledge the need for continuing education for personal and professional development and reflect the changing nature of healthcare.

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 Medical Assisting Educators Review Board (MAERB). 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 Certificated Medical Assistant (AAMA).

Entrance Requirements

1. Advising with program director/faculty is required
2. Admission Packet prior to deadline date
3. Documentation of the following current immunizations is required:
 - Diphtheria, Pertussis, Tetanus (DPT) or (TDaP)
 - Mumps, Measles, and Rubella (MMR) or two vaccinations or Rubella and Rubeola titers
 - Hepatitis B and A series (completed)
 - Varicella vaccination (2) or titer
 - Current Tetanus (within the last ten years)
 - Proof of annual TB skin test
 - Current Health Care Provider CPR
 - First Aid
 - Background Check
4. Documentation of health insurance is required
5. **Demonstrate a keyboarding speed of 35wpm with 90% accuracy**
6. Letter of Intent
7. Must be in final semester of prerequisites.
8. Admission of Packet prior to deadline date. Packet information is available on the college web site. Incomplete packets will not be considered for entrance into the professional part of the program. Program has a limited number of spaces based on the number of externship sites available.

Program Continuation Requirements

- All core and program specific courses must be passed with a minimum of 75%, or better and must be passed consecutively before continuing onto the next courses

Program Costs

In addition to the registration fees, students can expect to spend approximately \$1,600 on books, supplies and miscellaneous fees. Graduates are required to sit for national 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). The student will be required to sit for the national examination during their externship in the summer.

Medical Assistant

Associate of Applied Science Degree 64 Credits

Prerequisite Component

To be completed prior to entering the professional component of the program:

Semester 1

CIS 101	Computer Information Systems	3
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
MAT 123	Mathematics in Modern Society	3
BIO 227	Human Anatomy and Physiology I and	4 AND
BIO 227L	Human Anatomy and Physiology I Lab and	0

Semester 2

BIO 250	General Microbiology	3
BIO 250L	General Microbiology Laboratory	1
BIO 228	Human Anatomy and Physiology II	4 AND
BIO 228L	Human Anatomy and Physiology II Lab	0

COM 101	Fundamentals of Speech	3
HCT 101	Medical Terminology	2
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

Semester 3

HCT 105	Phlebotomy	2
HCT 109	Medical Ethics	2
HCT 121	Professionalism for Health Careers	1
MAS 101	Pharmacology for Health Professions	2
MAS 121	Beginning Admin Skills for Medical Assistants	4
MAS 122	Beginning Clinical Skills for Medical Assistants	4

Semester 4

MAS 120	Diseases of the Human Body	2
MAS 205	Administration of Medications	2
MAS 221	Advanced Admin Skills for Medical Assistants	4
MAS 222	Advanced Clinical Skills for Medical Assistants	4

Summer Term

MAS 210	Externship II	6
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PRACTICAL NURSING

Program Options

Advanced Technical Certificate

Two semesters and one Summer term

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

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.

Intended Learning Outcomes

- Demonstrate effective verbal, non-verbal, written and technological communication, in both, professional and interpersonal relationships, in a variety of healthcare settings through the use of therapeutic communication skills.
- Demonstrate competency in basic nursing skills utilizing critical thinking in applying the nursing process in a compassionate and caring manner during interactions with the client, families, and communities while being nonjudgmental of cultural, religious, and ethnic differences.
- Demonstrate competent and safe nursing skills and requisite knowledge necessary for the entry level practical nurse utilizing the nursing process, evidenced based practice, and the state scope of practice.
- Acknowledge that nursing is dynamic and is a profession where personal growth is ongoing and requires active lifelong learning.
- Demonstrate accountability, professional values, and ethical behavior within the scope of practice of the state nurse practice act and the policy and procedures of the employing institutions.
- Demonstrate entry level ability to problem solve, organize, prioritize, and make clinical judgments in a variety of healthcare settings while working as a member of an interdisciplinary health care team.

- Demonstrate proficiency in performing nursing skills that meet client needs while providing cost-effective and appropriate care.

Pre-requisite Entrance Requirements

- Meet all college admission requirements
- Compass test score of 68% or higher in reading and writing skills and 46% or higher in pre-algebra
- A minimum individual composite score of 58% or higher on the TEAS V exam. (TEAS Exam may only be taken two times within a 2 year period.)
- A limited number of students will be admitted each year.
- Those not accepted must submit a letter of intent to the Healthcare Admissions Counselor during the next entrance period

Professional Program Entrance Requirements

- Applicants who complete all prerequisite courses with a “C-” or better and have fulfilled all of the other entrance requirements are eligible to continue into the nursing program.
- Completion of all admission requirements does not ensure acceptance into the professional program
- A limited number of applicants are accepted into the program twice each year, fall and spring.
- Candidates for admission are selected based on available space and college readiness date assigned by the Healthcare Admissions Counselor.
- Those not selected will be placed on a waiting list, which may require applicants to wait two or more semesters before being admitted

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

- Practical Nursing Application packet submitted by deadline
- Documentation of CNA certification
- Proof of Immunizations
- Background Check done through the site approved by the college

Program Continuation Requirements

- All program courses with an NRS prefix must be passed with a minimum of 75% and proficiency testing at a pre-determined level.
- Courses with an NRS prefix must be passed consecutively prior to continuing on to the next course.
- A failed course with an NRS prefix will result in dismissal from the program.

Program Costs

In addition to the registration fees, a Practical Nursing student can expect to spend an approximate total of \$3,700 on books, uniforms, supplies, ATI and other testing fees, NCLEX application, and graduation. For further information refer to the nursing student handbook.

Practical Nursing

Advanced Technical Certificate

58 Credits

Prerequisite Component

To be completed prior to entering the professional component of the program:

BIO 250	General Microbiology	3 AND
BIO 250L	General Microbiology Lab	1
BIO 227	Human Anatomy and Physiology I	4 AND
BIO 227L	Human Anatomy and Physiology Lab I	0
BIO 228	Human Anatomy and Physiology II	4 AND
BIO 228L	Human Anatomy and Physiology Lab II	0
ENG 101	English Composition	3
HCT 100	Introduction to Health Professions	2
HCT 101	Medical Terminology	2
HCT 118	Certificated Nursing Assistant Training CNA Certification	4 OR 4
HCT 121	Professionalism for Health Careers	1
MAT 112	Mathematics for Health Professions	3

Professional Component

To be completed in two semesters and one summer term.

Fall Entrance

Fall Term:

NRS 107	Introduction to Pharmacology	3
NRS 115	Fundamentals of Nursing I	4
NRS 143	Foundations of Medical/Surgical Nursing I	5

Spring Term:

NRS 116	Fundamentals of Nursing II	4
NRS 243	Foundations of Medical/Surgical Nursing II	5
NRS 207	Introduction to Maternal/Child Nursing	4

Summer Term

NRS 144	Foundations of Mental Health Nursing	3
NRS 208	Leadership	3

Spring Entrance

Spring Term:

NRS 107	Introduction to Pharmacology	3
NRS 115	Fundamentals of Nursing I	4
NRS 143	Foundations of Medical/Surgical Nursing I	5

Summer Term:

NRS 207	Introduction to Maternal/Child Nursing	4
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Fall Term:

NRS 116	Fundamentals of Nursing II	4
NRS 243	Foundations of Medical/Surgical Nursing II	5
NRS 144	Foundations of Mental Health Nursing	3
NRS 208	Leadership	3

REGISTERED NURSING (ADN)

Program Options

Associate of Applied Science Degree

Three Semesters and one Summer Term

Enrollment in the Associate Degree Nursing Program is limited. Because of the number applicants, completion of all admission requirements does not ensure acceptance into the program. Candidates for admission are selected from the pool of qualified applicants using a point-based process.

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 licensed as 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.

Intended Learning Outcomes

- Utilize organizational and priority setting skills to manage the care of a group of patients in a variety of health care settings through collaboration and appropriate delegation with other health care professionals.
- Practice nursing within the legal and ethical codes of the profession and society, assuming responsibility and accountability for their practice in nursing as defined by the Idaho Nurse Practice Act.
- Demonstrate critical thinking and problem solving skills utilizing the nursing process to guide care to individuals with a wide range of health deviations and cultures to promote and assist in maintaining an optimum level of functioning and health.
- Competently demonstrate nursing knowledge and technical skills in a variety of healthcare settings for a wide range of health deviations, health promotion and patient teaching, with awareness that health care is constantly evolving and changing requiring continued learning and acquisition of new knowledge and skills.
- Demonstrate effective verbal, nonverbal, written and listening communication skills in therapeutic relationships and patient teaching with clients and their families and interactions with other health care professionals.
- Demonstrate professionalism in all aspects of nursing to guide interactions with patients, families, peers, other professionals and the public to provide safe and competent nursing care.
- Demonstrates knowledge of registered nursing scope of practice including; patient care, patient teaching and health promotion, and an understanding of the nurse's role within the health care team and setting.
- Demonstrates appropriate work ethic in the health care setting including time management and punctuality, leadership and management skills, appropriate dress code and hygiene practices, and teamwork and communication practices.

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. (See application packet for details)
- Provide proof of active, unrestricted Idaho Practical Nursing licensure
- Have Health Care Provider CPR certification
- Have IV Therapy certification or copy of transcripts proving successful completion of IV therapy course.
- Current proof of Health Status
- 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. Varicella (Chicken Pox) Series or titer
- 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 \$3,900 on books, uniforms, supplies, criminal background check, and ATI and other testing fees 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

61 Credits

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

BIO 250	General Microbiology	3 AND
BIO 250L	General Microbiology Lab	1
BIO 227	Human Anatomy and Physiology I and Lab	4 AND
BIO 227L	Human Anatomy and Physiology I Lab	0
BIO 228	Human Anatomy and Physiology II and Lab	4 AND
BIO 228L	Human Anatomy and Physiology II Lab	0
CHE 101	Essentials of General Chemistry	4 AND
CHE-101L	Essentials of General Chemistry Lab	0
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
ENG 110	Intro to English Literature or equivalent humanities	3
MAT 253	Elementary Statistics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Professional Component

Fall Term		
ADN 210	Nursing Transition	2
ADN 212	Health Assessment	3
ADN 225	Pharmacology for Nursing	1

Spring Term

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

Summer Term

ADN 240	Dimensions of Professional Nursing	2
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Fall Term

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

SURGICAL TECHNOLOGY

Program Options

Associate of Applied Science Degree

Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures. (Association of Surgical Technologists’ Recommended Standards of Practice)

Intended Learning Outcomes

- Provide a safe, efficient, and supportive environment for the surgical patient.
- Demonstrate accountability and professional values.
- Follow and demonstrate the principles of surgical asepsis.
- Recognize normal and pathological anatomy and physiology to individualize surgical patient care.
- Demonstrate the methods of care and handling of surgical instruments and equipment according to each surgical specialty.
- Communicate effectively with the surgical team.
- Demonstrate effective critical thinking skills.
- Understand the need to be life-long learners.

Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) under the direction of the National Board of Surgical Technology and Surgical Assisting (NBSTFA). 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 which is given as the exit exam. This purpose is to determine through examination, if an individual has acquired both theoretical and practical knowledge of surgical technology.

Entrance Requirements

In addition to the entrance requirements for all health care programs the student must have:

- Health Care Provider CPR certification
- Advising with Program Director
- Admission packet submitted by deadline. Incomplete

packets will not be considered for admission. See the EITC website for more information

Program has a limited enrollment based on clinical practicum availability.

Program Continuation Requirements

- All professional component 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 costs 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).

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Surgical Technology

Associate of Applied Science Degree

66 Credits

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

BIO 250	General Microbiology	3 AND
BIO 250L	General Microbiology Laboratory	1
BIO 227	Human Anatomy and Physiology I and	4 AND
BIO 227L	Human Anatomy and Physiology I Lab and	0
BIO 228	Human Anatomy and Physiology II	4 AND
BIO 228L	Human Anatomy and Physiology II Lab	0
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
HCT 121	Professionalism for Health Careers	1
MAT 123	Mathematics in Modern Society	3
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



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

Options

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

Faculty

Kent Berggren, Division Manager
 Corey Shurtliff
 Don Martin
 Bill Swenson
 Colby Park
 Lonnie Brown
 Tommy Ogawa
 Wilma Scott

The Trades and Industry Division is designed to meet the demand for trained entry level technicians and welders. The program provides training using the latest competency-based curriculum and practical hands-on experience.

The Automotive and Diesel technicians are needed to repair, service, and overhaul a variety of automotive/light duty trucks, construction, industrial, farm, and trucking industry machines.

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

A qualified welder uses many skills to join various types of materials using different procedures, equipment, and processes. Strong computer and math skills are a benefit to the qualified welder. Successfully employed welders may be required to confer with customers, to complete work orders, and to work in areas where they may be required to bend, stoop, stretch, twist, lift, and/or reach as needed.

Students will spend approximately two hours per day in the classroom and four and one-half hours per day performing hands-on training in the labs.

It is recommended that applicants possess strong computer skills prior to enrolling in the program.

Automotive and diesel technicians use complex problem solving skills to perform routine maintenance and diagnostic repairs. Technicians will utilize their mechanical aptitudes as well as strong computer and math skills. Successfully employed technicians may be required to test drive vehicles, to confer with customers, to complete repair orders, and to work in areas where they may be required to bend, stoop, stretch, twist, lift, and/or reach as needed.

Program Costs

In addition to the semester registration fees, Automotive and Diesel students can expect to spend an approximate total of \$4,000 on books and tools per program and approximately \$55 per semester for overall rental.

Welding students can expect to spend approximately \$475 on books, tools, and equipment for the technical certificate option or \$800 for the advanced technical certificate and AAS 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).

* Please note that all Trades and Industry students must take and pass MTD-101 and ASE 102

Automotive and Diesel

The State of Idaho and Eastern Idaho Technical College have adopted the eight Automotive Service Excellence (ASE) areas as guidelines for our Automotive and Diesel programs. Our Automotive and Diesel Technology programs meet the criteria for certification in each of the eight areas of study listed by the National Automotive Technicians Education Foundation (NATEF). All instructors in the Automotive and Diesel programs are Automotive Service Excellence (ASE) Master certified. Upon successful completion of the theory portion of the courses, the student will complete the practical experience of that course. Troubleshooting and repairs will be performed on mock-ups and live work projects in the College lab as they are available. Our students are trained to meet ASE certification standards.

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 3373.

AUTOMOTIVE TECHNOLOGY**Intended Learning Outcomes**

- Use current technical diagnostic procedures to diagnose and repair to industry standards all eight areas of modern automobiles and light trucks.
- Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.
- Locate and use current repair procedures and information from computer based programs and written text.
- Understand, demonstrate, and value attributes of professionalism.
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

Automotive Technology*Associate of Applied Science Degree* 79 Credits**Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4
ASE 185	Ignition Systems	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 221	Computer Controlled Automatic Transmissions	3
ASE 242	Advanced 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
ASE 272	Advanced Heating and Air Conditioning	2
COM 101	Fundamentals of Speech	3

Semester 4

ASE 102	Workplace Technical Skills	3
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 294	Automotive Trends	3

Night Course in Fall or Spring Semester

MAT 123	Mathematics in Modern Society	3
OR		
MAT 143	College Algebra	4

Enhancement

CIS 101	Computer Information Systems	3
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Automotive Technology*Advanced Technical Certificate* 64 Credits**Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4
ASE 185	Ignition Systems	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 221	Computer Controlled Automatic Transmissions	3
ASE 242	Advanced 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
ASE 272	Advanced Heating and Air Conditioning	2

Semester 4

ASE 102	Workplace Technical Skills	3
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 294	Automotive Trends	3

Enhancement

CIS 101	Computer Information Systems	3
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Automotive Technology*Technical Certificate* 35 Credits**Semester 1**

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4
ASE 185	Ignition Systems	2
MAT 110	Technical Mathematics	3
MTD 101	Industrial Safety and Report Writing	3

Semester 2

ASE 102	Workplace Technical Skills	3
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

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 14 Credits

ASE 163	Introduction to Automotive Electronics	5
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 185	Ignition Systems	2
ASE 262	Automotive Electronics	2
ASE 264	Advanced Automotive Electronic Component Testing and Safety	3

Automotive Engine Performance Specialist

Postsecondary Technical Certificate 24 Credits

ASE 163	Introduction to Automotive Electronics	5
ASE 184	Basic Computer Controlled Engines Systems	2
ASE 185	Ignition 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 294	Automotive Trends	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 185	Ignition Systems	2

Automotive Heating & Air Conditioning Specialist

Postsecondary Technical Certificate 18 Credits

ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4

ASE 184	Basic Computer Controlled Engines Systems	2
ASE 262	Automotive Electronics	2
ASE 272	Advanced Heating and Air Conditioning	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	Advanced Suspension & Steering Systems	2

DIESEL TECHNOLOGY

Intended Learning Outcomes

- Use current technical diagnostic procedures to diagnose and repair to industry standards all eight areas of heavy duty trucks and equipment.
- Demonstrate by performing all safety procedures including the use of tools and equipment during all related shop activities.
- Locate and use current repair procedures and information from computer based programs and written text.
- Understand, demonstrate, and value attributes of professionalism.
- Properly prepare hand written and electronic documents that are accurate, legible, and clearly understood.

Diesel Technology

Associate of Applied Science Degree 79 Credits

Semester 1

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4
ASE 185	Ignition Systems	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 253	Air Brake Systems	2
ASE 266	Diesel Electrical Systems	5
ASE 272	Advanced Heating and Air Conditioning	2
ASE 291	Fluid Power Systems	2
COM 101	Fundamentals of Speech	3

Semester 4

ASE 102	Workplace Technical Skills	3
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
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

Night Course Fall or Spring Semester

MAT 123	Mathematics in Modern Society	3
OR		
MAT 143	College Algebra	4

Enhancements

CIS 101	Computer Information Systems	3
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Diesel Technology

Advanced Technical Certificate 64 Credits

Semester 1

ASE 141	Automotive Suspension & Steering Systems	2
ASE 163	Introduction to Automotive Electronics	5
ASE 172	Basic Heating and Air Conditioning	4
ASE 185	Ignition Systems	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 253	Air Brake Systems	2
ASE 266	Diesel Electrical Systems	5
ASE 272	Advanced Heating and Air Conditioning	2
ASE 291	Fluid Power Systems	2

Semester 4

ASE 102	Workplace Technical Skills	3
ASE 214	Diesel Engine Rebuilding	2
ASE 216	Diesel Engine Service	2
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

Enhancement

CIS 101	Computer Information Systems	3
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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 14 Credits

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

- Demonstrate by performing all safety procedures in the set-up and use of common welding equipment, cutting equipment, and other tools.
- Understand American Welding Society (AWS) welding procedure specifications by displaying confidence and ability in passing job entry proficiency tests in (Shielded Metal Arc Welding) SMAW,(Gas Metal Arc Welding) GMAW,(Gas Tungsten Arc Welding) GTAW, and(Flux Cored Arc Welding) FCAW processes.
- Interpret drawings, sketches, orthographic prints and AWS weld symbols.
- Utilize mathematical skills by measuring, calculating material usage, and laying out projects to be manufactured.
- Effectively communicate welding and cutting processes and procedures.
- Understand, demonstrate, and value attributes of professionalism.

Welding Technology*Associate of Applied Science Degree* 68 Credits**Semester 1**

COM 101	Fundamentals of Speech	3
MAT 104	Welding Mathematics	3
MTD 101	Industrial Safety and Report Writing	3
WLD 117	Welding Theory and Metallurgy	4
WLD 118	Arc Welding	4 OR
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2

Semester 2

CIS 101	Computer Information Systems	3
WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 119	Gas Metal Arc Welding & Flux Cored Arc Welding	5 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2 AND
WLD 125	Flux Cored Arc Welding	1

Summer Term

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

Semester 3

MAT 123	Math in Modern Society	3
WLD 104	Oxy-Acetylene Cutting and Welding	2
WLD 202	Pipe Welding	4
WLD 206	Non-Destructive Evaluation	1
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
ENG 101	English composition	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*

53 Credits

Semester 1

MTD 101	Industrial Safety and Report Writing	3
MAT 104	Welding Mathematics	3
WLD 117	Welding Theory and Metallurgy	4
WLD 118	Arc Welding	4 OR
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2

Semester 2

WLD 107	Blueprint Reading, Layout, and Field Drawing	4
WLD 108	Low Hydrogen Welding	4
WLD 119	Gas Metal Arc Welding & Flux Cored Arc	5 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2 AND
WLD 125	Flux Cored Arc Welding	1

Semester 3

CIS 101	Computer Information Systems	3
WLD 104	Oxy-Acetylene Cutting/Welding	2
WLD 202	Pipe Welding	4
WLD 206	Non-Destructive Evaluation	1
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

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 118	Arc Welding	4
WLD 120	Basic Arc Welding I	2 AND
WLD 121	Basic Arc Welding II	2
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 119	Gas Metal Arc Welding & Flux Cored Arc	5 OR
WLD 123	Metallic Inert Gas Welding I	2 AND
WLD 124	Metallic Inert Gas Welding II	2 AND
WLD 125	Flux Cored Arc Welding	1



WORKFORCE TRAINING/COMMUNITY EDUCATION DIVISION

Areas of Study

Apprenticeship/Training

Associate of Applied Science Degree for Apprentice/Journeymen

Community Education Courses, Outreach Courses Online Courses, 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

Workforce Training

Radiation Safety – Technical Certificate
Professional Truck Driver Training – Postsecondary Technical Certificate

Staff

Ken Erickson, Division Manager
Rae Lynn Patterson, Administrative Assistant
Mariha Berrett, Fire Service Records
Julie McCulloch, INL Project Scheduler

Faculty

Henry Brown, Professional Truck Driving Instructor
Gerald Bowman, Radiation Safety Instructor
Linda Vecellio, ES&H Program Lead Instructor
Mechele Goodrich, INL ES&H Program Instructor
Justin Roberts, INL ES&H Instructor
Brian Simons, INL ES&H Instructor

WORKFORCE TRAINING

The Workforce Training & Community Education (WFT/CE) Division is committed to providing quality classes and training programs to serve the educational needs of eastern Idaho. Programs are designed to promote regional economic development by meeting employer needs for trained workers and to assist individuals in acquiring the skills and knowledge needed to secure employment or occupational upgrade. The Division also endeavors to provide a variety of classes which enable students to pursue hobbies and non-vocational interests.

Short-term, specialized training programs are available in the broad areas of apprenticeship, business and office technology, environmental safety and health, trades, foreign language, arts and crafts, and health and wellness.

The WFT/CE Division plays an active role in providing skills and customized job training necessary to promote economic development opportunities in eastern Idaho. The College works closely with regional economic development agencies such as Grow Idaho Falls,

the Development Company, Regional Development Alliance, and the Greater Idaho Falls Chamber of Commerce. EITC personnel will assist business and industry in pursuing job training funds for employees available through the Idaho Workforce Development Training Fund.

In addition to providing non-credit classes, specialized industry-specific training programs are offered in Professional Truck Driver Training, Radiation Safety, Wildland Fire Management, and Fire Service Technology.

To assist place bound and rural students throughout eastern Idaho, over 300 online classes are available through the Online Instruction Center. Community Education Outreach Centers are located in Driggs, Salmon, and St. Anthony offer a variety of live instructional classes.

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. Refunds are calculated on a prorated basis. Radiation Safety and Professional Truck Driving program refunds will be calculated according to the college's credit refund policy.

Textbooks

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

APPRENTICESHIP/TRAINING

The Eastern Idaho Technical College Workforce Training Division offers state-approved apprentice programs in Electrical, Plumbing, and Heating, Ventilating, and Air Conditioning (HVAC). Each 144-hour program is designed to prepare students for residential, commercial, and industrial work. Students receive instruction in safety, theory, mathematics, code, blueprint reading, first aid, and tools of the trade.

Apprentice classes are held two nights per week from 7:00pm to 10:00pm. Students are required to complete 144-hours of instruction and successfully pass associated tests and quizzes. Program fees and instructional materials range approximately from \$750 to \$1,000 a year depending on the program. Payment of fees is required at the time of registration.

Journeyman License Requirements

The state of Idaho offers a journeymen's license in the Electrical, Plumbing, and Heating, Ventilation, and Air Conditioning trades. The requirements to receive a journeymen's license are as follows:

- 1) Work 8,000 hours as an apprentice under a licensed journeyman (2000/yr for 4 years)
- 2) Attend and pass all four years of the Apprenticeship Classes (144 hours/yr & 70% or better)
- 3) Pass the State Journeyman's Exam

Correspondence Courses

The State of Idaho offers correspondence training in Electrical and Plumbing Apprenticeship through the College of Western Idaho. Certain qualifications must be met to take correspondence as opposed to regular training. Student must live at least 50 miles from the EITC campus to enroll in correspondence courses.

To apply for correspondence contact Rae Lynn Patterson Workforce Training (208) 524-3000 ext. 3345 for more information

Associate of Applied Science Degree for Apprentice/Journeymen

This program is intended for trades and crafts personnel interested in completing the necessary course work to obtain an Associate of Applied Science Degree for Apprentices and Journeymen. Students enrolled in apprentice programs as well as journeymen may be eligible for this Associate of Applied Science Degree program by completing at least 16 general education credit hours at EITC. For information regarding course fees and registration, please contact the Workforce Training & Community Education Program at 1600 S. 25th E, Idaho Falls, ID 83404 or call 524-3000 Ext. 3381, or toll free 1-800-662-0261.

COMMUNITY EDUCATION COURSES

EITC's Community Interest Program is all about bringing people together who want to stir up their creative talents and gain new experiences. Whether it's learning conversational Spanish, photography, or picking up that guitar that's been sitting in the closet for all those years, our classes focus on self-improvement and personal enrichment. It's never too late to learn new hobbies or refine and develop new skills and interests. Be one of the estimated five million people across the country that enrolls in non-credit classes!

OUTREACH COURSES

Workforce Training & Community Education courses are offered in communities located throughout the College's nine-county service delivery area. Programs are currently available in the Salmon, Driggs and St. Anthony. Courses are usually conducted in conjunction with public school districts and small business development centers. Our Community Education Outreach Centers offer business, industry, and residents many of the same opportunities students have who live closer to campus.

Classes are available for those seeking to upgrade or learn new job skills and pursue hobbies. Rural students are also able to choose from a wide variety of online classes without having to leave home. New or expanding businesses can also contact the Workforce Training Manager to discuss customized training opportunities that can be offered in their community.

Rural students and employers are encouraged to contact the Workforce Training & Community Education Manager to suggest new course ideas or to inquire about teaching a class.

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 third 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. 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 Mozilla Firefox

- Navigator web browser
- If specified, program software

Before the first lesson:

Register and pay course fee at www.eitc.edu and complete the online orientation.

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 two 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

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

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.

Intended Learning Outcomes

- Demonstrate and perform all safety procedures and the incident command system required when responding to an emergency situation.
- Understand and demonstrate the latest technology utilized to save lives and protect property.
- Effectively understand, interpret, and communicate state and federal regulatory requirements and policies to the public in emergency situations.
- Understand and demonstrate professionalism and the values required of an emergency responder.

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

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 service (EMS) provider in an ambulance or other emergency care settings.

Program Costs

Costs for these programs will be published in the Workforce Training and Community Education program course schedule.

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

Program Options

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

Ready Reserve Project

A comprehensive wildland fire training program for county/rural fire departments designed to prepare paid and volunteer firefighters with the skills necessary to gain competency in basic wildland fire fighting skills and/or techniques.

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

Program Options

Associate of Applied Science Degree

66 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 115	Crew Boss (Single Resource) (S-230)	1.5
WFM 123	Applied Interagency Incident Business Mgmt (S-261)	1
WFM 126	Interagency Helicopter Training Guide(S-217)	2
WFM 135	Fitness Training for the Work Capacity Test	3
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 109	Dozer Boss (S-232)	1
WFM 206	Fire Operations in the Urban Interface(S-205)	2
WFM 208	Engine Boss (S-231)	0.5
WFM 212	Initial Attack Incident Commander Type 4 (S-200)	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;Strike Team Leader Engine	2
WFM 223	Position Task Book;Strike Team Leader Crew	2
WFM 224	Position Task Book;Strike Team Leader Dozer	2
WFM 225	Position Task Book; Task Force Leader	2
WFM 226	Position Task Book; Incident Commander Type 4	2

Electives (choose one)

OCR 105	Occupational Relations	3
WFM 141	Engine Operator (PMS-419)	2
WFM 203	Introduction to Wildland Fire Behavior Calc. (S-390)	2

Required General Education Courses (only for AAS Degree)

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

Fire Service Technology (FST-100)

Program Options

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. The intent of this program is to provide fire fighters with training using the latest technology needed in order 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. Firefighters who complete all components of the Fire Service Technology Program and can lead are eligible to apply for enrollment in an Associate of Applied Science Degree Program. 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 and several foreign countries. 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 63 Credits

FST 100	Fire Training Technology <i>Idaho Fire Fighter Certification</i>	48
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
ENG 102	Critical Reading and Writing	3
MAT 123	Mathematics in Modern Society	3
PSY 101	Introduction to Psychology	3

Professional Truck Driver Training

Program Options

Postsecondary Technical Certificate

Intended Learning Outcomes

- Employable as a trained, safe, and professional truck driver
- Represents a positive image of the trucking industry to the public
- Understands and complies with Federal Motor Carrier Safety Regulations
- Communicates with and contributes to the community

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 \$3,474*. Other program costs will include textbooks, Department of Transportation (DOT) medical exam, drug test, and CDL fees. These costs are approximately \$248, making the total program costs approximately \$3,722. 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 graduates 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
<i>*PTD 101, 102, and 103 are offered as a whole package and cannot be taken individually</i>	

Radiation Safety

Length of Program

Two semesters and one summer term

Technical Certificate

Intended Learning Outcomes

- Know and apply radiation safety fundamentals and work safely to protect self and others
- Employable as a well-trained, safe, and professional radiation safety technician
- Advocate for the nuclear power industry
- Communicate effectively through listening, speaking, and writing
- Promote and participate in lifelong learning
- Demonstrate leadership as a community member

This 38-credit Technical Certificate program teaches entry-level skills required for employment in the nuclear industry. Qualified radiation safety technicians work at commercial nuclear power plants under the direction of the Nuclear Regulatory Commission (NRC), Department of Energy (DOE) National Laboratories, 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. 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.

Students continuing to the next semester/term requires at least a “C-” in each course. 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. Entry into RDS-111-Supervised Work Experience is dependent on successful completion of all Radiation Safety courses. 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 \$950 on textbooks, respirator fit test physical, instructional materials, and associated fees for Department of Energy required building access only badging and online testing required for supervised work experience. 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

38 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

ESH 102 40-Hour OSHA HAZWOPER Training	1
REL 104 Communications in Radiological Safety	2
REL 107 Nuclear Components and Plant Systems	1
RDS 104 Advanced Radiation Protection Principles	5
RDS 104L Advanced Radiation Protection Principles Lab	1
RDS 106 Basic Radiological Chemistry	1
RDS 109 Nuclear Regulatory Practices	1
PSY 101 Introduction to Psychology	3 OR
SOC 101 Introduction to Sociology	3

Summer Term

RDS 111 Supervised Work Experience	6
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ADULT BASIC EDUCATION and ENGLISH as a SECOND LANGUAGE

Staff

Melody Clegg, Division Manager
Joyce Byington, Office Specialist
Cecilia Flores, Customer Service Specialist
Gary Mills, GED Chief Examiner

Faculty

Theresa Groenewold

Desk: 524-3000 ext. 3386
Office Specialist: 524-3000 ext. 3326
Room 340, John Christofferson Building

The Adult Basic Education (ABE) Division is housed in the Adult Learning Center (ALC) and assists 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) preparation, and Compass preparation. Services are free to adults over the age of 16, who are not enrolled in a K-12 program and 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 listening.

General Skills Brush Up and GED Prep

The regional ALC offers free instruction to prepare students for the Compass exam or to take the five GED exams. Assistance is provided in general skills that are needed for college entrance exams. Similar instruction in basic skills and GED preparation is offered in outreach centers in Bonneville, Butte, Custer, Madison, and Fremont counties.

Pre-tests

New students entering the ABE program on campus or in the outreach centers will take a pre-test to identify their academic levels. There is no charge for this test. The test assesses reading, language (English and writing), and math skills. Each student will pre-test at entrance and post-test after receiving a minimum of 60 hours of educational instruction. The test shows results as well as areas of strengths and weaknesses. The test takes between two & four hours. Please call the Adult Learning Center to schedule a test at 524-3000 ext. 3386 or ext. 3326.

Comprehensive 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. There is no charge to take the CASAS exam. CASAS tests take approximately two and one half hours to complete. Post-testing after every 70 course hours will monitor student progress. Please call the Adult Learning Center to schedule a test. 524-3000 ext. 3386 or ext. 3326.

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. Call 524-3000 ext. 3438 for more information.

THE CENTER FOR NEW DIRECTIONS

Staff

Eric Langley, Coordinator
Julieann Skinner, Special Population Counselor
Roberta Lefler, Retention and Special Populations Specialist
Ginger Reid, Counselor
Cathy Rogers, Program Secretary

The Center for New Directions provides services to empower individuals to make effective positive life changes.
Room 582, Alexander D. Creek Building 524-3000 ext. 3363

Services for Students

- Counseling: personal and group; assessment; support services; career plan; referral; positive placement; and crisis intervention
- Test taking, tutor arrangements, and stress management strategies
- Individualized Career Search
- Classes in personal growth and career exploration
- 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

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 the link on the EITC web site at www.eitc.edu/cnd_prospective.cfm
Fees are based on income and usually not charged to EITC students.

COURSE DESCRIPTIONS

INSTRUCTION

HYBRID AND ON-LINE COURSES

Courses offered at EITC are primarily delivered in a lecture and/or lab format. Courses may also be offered by way of a hybrid or on-line model. Students should pay close attention to the published course schedule so as to understand the format of instruction for courses for which they register. Courses using a hybrid format for instruction are designated on the course schedule as HYB. Hybrid courses have fewer class meetings and utilize computer based technology as the foundation of instruction. It is recommended that students enrolling in a hybrid course have strong computer skills, high speed access to the internet, compatible computer software, and are motivated self-directed learners. Courses using an on-line format for instruction are designated on the course schedule as OLI. On-line courses may meet onetime the first week of the term. The same computer skills, internet access, software and learning style as recommended for the hybrid courses are also recommended for the on-line courses

COURSE SCHEDULING

To assist with your program planning, courses in the Catalog are marked showing the semester they are usually offered. Unanticipated faculty vacancies and program changes may affect future course scheduling. Therefore, you should always contact your academic advisor to verify future course offerings, especially when specific courses are needed for graduation.

The following letters which appear after the course descriptions indicate the anticipated semester in which a course will be scheduled.

ALL = All Sessions

FSP = Fall/Spring Only

FSU = Fall/Summer Only

SSU = Spring/Summer Only

FA = Fall Only

SU = Summer Only

SP = Spring Only

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. FA

ACC 210 Accounting I

3 Credit(s)

This course covers analyzing and recording business transactions, posting, preparing worksheets, making adjusting and closing entries, banking and cash fund activities, payroll, accounts receivable, accounts payable, depreciation, and preparing financial statements. FA

MAM program students: Prerequisite: MAT 105 or permission of the instructor

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-2s. SP

Prerequisite: 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; accounting for partnerships and corporations; and cost accounting. SP

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. SP

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. SP

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. FA

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. FA
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. FA
Prerequisite: ACC 220

ACC 231 Accounting Systems**3 Credit(s)**

This course provides an in depth analysis of specific accounting issues including: adjusting entries (through the trial balance), error corrections, depreciation (both book and tax; creating and maintaining a depreciations schedule), merchandise inventory (perpetual and periodic; basic cost methods), internal controls and fraud prevention how to prevent, or spot, employee theft, check and credit-card fraud and vendor scams and payroll). SP
Prerequisite: ACC 230

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. FA

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-ROM's, DVD's, internet and web-based sources, simulation labs and guest lecturers. FA

ADN 220 Intermediate Nursing Intervention**4 Credit(s)**

This course will address the professional nursing care of individuals with advanced medical/surgical health deviations of adult and children. It also will address 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, pathophysiology and pharmacology will be integrated throughout the course. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROM's, DVD's, internet and web-based sources, simulation labs and guest lectures. SP

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, pathophysiology 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. SP

ADN 225 Pharmacology for Nursing**1 Credit(s)**

This course will provide the concepts of pathophysiology and nursing roles in pharmacologic therapies. It will 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. FA

ADN 230 Advanced Nursing Interventions**4 Credit(s)**

The student will learn the professional nursing care of the high-acuity adult and child 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, neurological, renal and gastrointestinal 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. Nutrition, physiology, pathophysiology, and pharmacology will be integrated throughout the program course. This will be accomplished utilizing textbooks, blackboard, virtual clinical excursions, CD-ROMs, DVDs, internet and web-based sources, simulation labs and guest lecturers. FA

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, pathophysiology 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. FA

ADN 240 Dimensions of Professional Nursing

2 Credit(s)

This course 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, CD-ROMs, DVDs, internet and web-based sources. SU

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 people skills. Students will set short and long term goals. SP
Prerequisite: MTD 101

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. SP

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. SP

Prerequisite: ASE 111 Corequisites: 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. SP

Prerequisite: 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. SP

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. SP

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. FA

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. SP

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. FA

ASE 172 Basic Heating and Air Conditioning

4 Credit(s)

This Course covers safety, basic theory, operation, maintenance, testing, and repair of water pumps, cooling fans and drive clutches, drive belts, coolant/antifreeze, radiators, radiator caps, recovery systems, heater controls, heater cores, heater hoses and clamps, A/C compressors and clutches, evaporators, condensers, receiver dryers, accumulator dryers, TXVs, orifice tubes, and various other control systems. Proper use of specialized diagnostic equipment and tools is included. FA

Prerequisite ASE 163

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. SP

Prerequisite ASE 182

ASE 185 Ignition Systems

2 Credit(s)

Covered in this course are the purpose, theory, and fundamentals of standard and modern electronic ignition systems, tune-up procedures and analyzing, testing, diagnosing, and proper repair of ignition systems. The key fundamentals of the ignition system and its components and functions will be covered. Safe testing procedures to diagnose the ignition system to include: compression tests, starter draw tests, cylinder output/balance tests, basic scan-tool tests, and the use of the automotive oscilloscope will be stressed and practiced. FA

Prerequisite ASE 163

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. SP

Prerequisite ASE 113

ASE 216 Diesel Engine Service

2 Credit(s)

This course is a complete study of the diesel engine, covering Cummins, Detroit, and other diesel engines. Diesel theory, troubleshooting, maintenance, and tune-up will be covered. SP

Prerequisite ASE 214

ASE 221 Computer Controlled Automatic Transmissions

3 Credit(s)

This course covers diagnosis and correction of major problems in automatic transmissions such as fluid leaks, transmission

slipping, transmission lock-up, and shifting problems. Major diagnosis, repair, and overhaul of automatic transmissions are included in this course. FA

Prerequisite ASE 121, ASE 264

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. FA

Prerequisite ASE 133

ASE 242 Advanced 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. FA

Prerequisite ASE 141

ASE 243 Heavy Duty Suspension and Steering

2 Credit(s)

In this course the student will study heavy-duty suspension and steering systems as applied to class 3 through class 8 trucks. Emphasis will be on the diagnosis and repair of: manual and power steering systems; front and rear axle suspension systems, tires and wheels; and wheel alignment diagnosis, adjustment and repair. Related subjects include the inspection of fifth wheel assemblies, frames and frame members, and cab suspension systems. FA

Prerequisite ASE 141

ASE 252 Antilock & Power Brake Systems

2 Credit(s)

This course covers diagnosis and repair of major problems in brake systems. Items included are brake system leaks, fluid contamination, and major repair of drum and disc brake systems. Diagnosis, repair, replacement, overhaul, resurfacing of brake drums, disc rotors, and skid control systems are covered. All components of the brake system are included in this course. FA

Prerequisite ASE 264 and ASE 151

ASE 253 Air Brake Systems

2 Credit(s)

This course covers theory, principles of operation, and related math of both light and heavy-duty trucks. This course also covers air brakes used on trucks and equipment. This course will cover cam, wedge, power-assist brakes (hydrovac), and air brakes (air compressors, treadle valves, brake chambers, and components related to air brakes). Also an introduction to engine brakes and truck/trailer ABS is included.

Troubleshooting and repairs will be performed on mock-up units and live work projects as they are available. FA

Prerequisite ASE 151

ASE 262 Automotive Electronics

2 Credit(s)

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

Prerequisite ASE 163

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. FA

Prerequisite ASE 262

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. FA

Prerequisite ASE 163

ASE 272 Advanced Heating and Air Conditioning

2 Credit(s)

This Course reviews safety, the basic theory, operation, maintenance, testing, and repair of heating and air conditioning components and systems. It is a comprehensive study of different diagnostic practices and approaches for the proper repair of the modern Automotive and Diesel Industry heating and air conditioning systems. Emphasis will be on the proper use of test equipment to avoid damage to the HVAC system, the specialized tools, and the technician. FA

Prerequisite ASE 172

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. SP

Prerequisite ASE 163

ASE 285 Gasoline Fuel Injection Systems

3 Credit(s)

This course covers components and functions, diagnosis, replacement, repair, and overhaul of major problems in the gasoline fuel injection system. Items covered are fuel pump pressure, flow and pressure regulator tests, identification of various components and types of gasoline fuel injection systems. Safe-testing, overhauling and component replacement procedures within the system is covered. Students will receive both lecture and hands-on practical applications. SP

Prerequisite ASE 184

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 all major manufacturer's. Electronic Engine Control systems will be covered. SP

Prerequisite ASE 184

ASE 287 Emission Control Systems

3 Credit(s)

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

Prerequisite ASE 285 and ASE 286

ASE 288 On Board Diagnostics II*1 Credit(s)*

On-Board Diagnostics II is a study of developments in the control and diagnostics of the computerized engine systems. This course is a study of the functions, the terminology and 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. SP
Prerequisite ASE 286

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. SP
Prerequisite ASE 284

ASE 291 Fluid Power Systems*2 Credit(s)*

This unit of instruction covers in greater detail theory and application of fluid power systems. Component parts and theory relationship to circuitry, diagnosis, and testing will be studied. Troubleshooting and repair of live work projects will be utilized as available. FA

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. SP

ASE 294 Automotive Trends*3 Credit(s)*

This course is designed to cover current and future automotive trends. The information in this class is designed to keep the entry level technician apprised to some of the technology they may expect to see in the automotive repair industry. Some of the topics will include Alternative Fuel Sources, Hybrids and Hybrid Technologies, and Fuel Cell and Fuel Cell technology. SP
Prerequisite ASE 288.

BIO 227 Human Anatomy and Physiology I*4 Credit(s)*

This course is the first of a two course sequence that will cover human anatomy and physiology. This course covers the body structures and how they function to maintain homeostasis in the body. The systems covered in this first course will include: Integumentary, Skeletal, Muscular, Nervous and Endocrine. The anatomy of the cell will be covered in detail and how cells working together form different tissues. Important physiology processes such as a muscle contraction and nerve impulse will be covered. FA
Strongly advised to complete HCT 101 prior to/or concurrently.
Corequisite: BIO 227L

BIO 227-L Human Anatomy and Physiology I Lab*0 Credit(s)*FA *Corequisite: BIO 227***BIO 228 Human Anatomy and Physiology II***4 Credit(s)*

This is the second course of a two semester sequence in human anatomy and physiology. This course will cover the structure and functions of the, circulatory, respiratory, urinary, digestive and reproductive systems. The balance of fluids and essential molecules will also be introduced. Genetics will be reviewed and new research on human development will be presented. SP
Prerequisite: BIO 227, Corequisite: BIO 228L

BIO 228-L Human Anatomy and Physiology II Lab*0 Credit(s)*SP *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 taxonomy, microbial growth and control, clinical disease pathogenesis, and universal precautions for handling human body fluids. Microbial genetics and biotechnology will also be covered. FSP
Strongly advised to complete HCT 101 prior to/or concurrently.
Corequisite: BIO 250L

BIO 250-L General Microbiology Laboratory*1 Credit(s)*FSP *Corequisite: BIO 250***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 relevant. 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. FA

BOT 152 Leadership II

1 Credit(s)

Spring course continuation of BOT 151. This course will be graded on a pass/fail basis. SP

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. SP

BOT 251 Leadership III

1 Credit(s)

Fall course continuation of BOT 152. FA

Prerequisites: BOT 151 OR BOT 152. Course will be graded on a pass/fail basis

BOT 252 Leadership IV

1 Credit(s)

Spring continuation of BOT 251. SP

Prerequisites: BOT 151 OR BOT 152. Course will be graded on a pass/fail basis

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. FSP

Lecture: three hours per week

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

Corerequisite Lab: CHE 101L, Lab: two hours per week

CHE 101L Essentials of General Chemistry Laboratory

0 Credit(s)

FSP

Corequisite: CHE 101

CIS 101 Computer Information Systems

3 Credit(s)

This course teaches students basic proficiency in the use of personal computers – knowledge essential for successful employment in the modern workplace. The following three modules are covered in this class: 1) Key business software applications (word processing, spreadsheets, and presentation software), 2) Computer fundamentals (Operating systems, software, hardware, and social issues such as ethics) and 3) Online applications (the Internet, using online research, understanding intra-networks, and e-mail). An overview of EITC's computer network is also provided. ALL

CIS 145 Internetworking Technologies

4 Credit(s)

This course provides an overview of internet fundamentals in networking technology, business foundations and web site development. This course is designed to help students prepare to sit for the Certified Internetworking Webmaster Foundations exam. Material Lecture, hands on practice, and question review or key components to this course. FA

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. FA

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.

FA

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. SP

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. SP

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. FA

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. SP

*Prerequisite: OFP 227***CIS 240 Emerging Technologies of the Internet***3 Credit(s)*

This course will examine the latest development tools and applications including plug-ins, ecommerce solutions, browser development, web services, and cloud computing. New and developing trends within the internet industry will be studied and applied to specific requirements of website site clients. SP

*Prerequisite: CIS 239***CNT 101 Microcomputer Concepts/Intro to Networking***4 Credit(s)*

This course presents the underlying technology and methodology for installing, configuring, upgrading, and maintaining PC workstations, the Windows OS and small office/home office networks. This course includes hands-on components involving building, maintaining, and upgrading Intel and Intel compatible microcomputer systems. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. FA

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. FA

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. FA

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. SP

*Pre-requisite: CNT 121***CNT 150 Desktop/Client Computer Operating Systems***4 Credit(s)*

This course is for students desiring to become a Microsoft certified technology specialist for client computers. It provides students with the knowledge and skills to install and configure windows client operating systems. It focuses on four main areas: installing, securing, networking, and browsing. By the end of the course, students will have installed and configured a windows client computer that is secure, on the network, and ready for browsing. SP

*Pre-requisite: CNT 101 or equivalent experience***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. SP

*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. SP

*Prerequisites: Successful completion of CNT semesters 1,2&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. SP

CNT 241 Application Infrastructure Configuration

4 Credit(s)

This course is for students desiring to become a Microsoft Certified Technology Specialist for servers in a Microsoft based network. It provides students with knowledge and skills necessary to effectively and reliably deploy network applications to users requiring services such as terminal services, Web sites, and Web applications. FSP

Corequisite: CNT 243, CNT 263

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. SP

Prerequisite: CNT 243

CNT 243 Network Infrastructure Configuration

4 Credit(s)

This course is for students desiring to become a Microsoft Certified Technology Specialist for servers in a Microsoft based network. The emphasis is on the knowledge and skills necessary to successfully install, configure, manage, troubleshoot, and maintain the network services that are necessary to provide an environment that will satisfy the needs of users as relating to sharing resources such as files and printers in a secure, reliable manner. FA

Corequisite: CNT 241, CNT 263

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. SP

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. SP

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. SP

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. SP

CNT 255 Exchange Server Administration

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. SP

Prerequisite: CNT 263

CNT 256 SQL Server Administration

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. SP

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. SP

CNT 261 Server Administration

4 Credit(s)

This course is for students desiring to become a Microsoft Certified IT Professional Server Administrator. It emphasizes the knowledge and skills necessary to plan a server deployment as well as perform a successful deployment. Included are discussions and exercises in migrating to the latest server technology, identifying and deploying various server roles and applications, and incorporating high availability features. Following that, maintenance activities such as updating the system and troubleshooting activities will be studied and practiced. SP

Prerequisite: CNT 241

CNT 262 Network Infrastructure Planning

4 Credit(s)

This course is for students desiring to become a Microsoft Certified IT Professional Enterprise Administrator. It concentrates on elements associated with designing a secure network that incorporates an effective, efficient active directory structure, includes services such as terminal services,

web services and remote access, and incorporates virtualization. SP

Prerequisite: CNT 241

CNT 263 Active Directory Configuration

4 Credit(s)

This course is for students desiring to become a Microsoft Certified Technology Specialist for servers in a Microsoft based network. The emphasis is active directory and through discussion and exercises, the course provides the knowledge and skills necessary to understand, implement, and administer active directory. Included are activities related to building skills in the areas of group policy, certificates and maintenance and troubleshooting. FA

Prerequisite: CNT 101, CNT 150, ELC 203

Corequisite: CNT 241 & 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) SP

Prerequisite: 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. FA

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. SP

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. FA

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 threaded case studies that help the student apply the concepts that are learned. SP

Prerequisite: CNT 277

COM 101 Fundamentals of Speech

3 Credit(s)

This is a course in oral communication that emphasizes the foundational elements of communication including: perception, self-concept, language, listening, and nonverbal. This course also encompasses a variety of communication, including interpersonal, group, and public. ALL

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 seven weeks, and deliver at least one speech. ALL

Prerequisite: Two hours of introductory Speech Communications transfer credit.

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. FA

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. FA

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. FA

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. FA

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. SP

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. SP

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. FA

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. SP

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). SU

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. FSP

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). FSP

Prerequisite: Must have successfully completed DTL 134 (Fundamentals of Dental Assisting) and be employed in the dental profession for at least 6 months.

This is a 6 week course. Start date is subject to change due to student enrollment.

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. SP

ELC 203 Introduction to Computer Programming

3 Credit(s)

This course introduces students to the fundamentals of software engineering and emphasizes that analysis of the problem is the key to successful program creation. Special emphasis is placed upon logical thinking and good programming style. The goal is to educate, motivate and excite programming students regardless of previous programming experience. SP

ELT 141 Applied Mathematics I

4 Credit(s)

Basic math as it applies to electrical theory. Includes algebraic and trigonometric topics as they relate to DC and AC (sine wave) circuit analysis. FA

Corequisite: ESE 100

ELT 142 Applied Mathematics II

4 credit(s)

Continuation of ELT 141. Selected algebraic and trigonometric topics as related to DC and AC (sine wave) circuit analysis with special emphasis on trigonometric solution and vector analysis. SP

Prerequisite: ELT 141

ELT 153 Electronic Theory

5 credit(s)

Fundamentals of DC and AC electronics: safety, soldering, electrical units, Ohm's law, series and parallel resistive circuits, voltage and current, meters, network theorems, magnetism, inductors, capacitors, AC-DC network analysis and power supplied. FA

Corequisite: ELT 141, ELT 155

ELT 154 Electronic Control Devices Theory

5 credit(s)

Comprehensive study of semiconductors, power supplies, transistor amplifiers, and operational amplifiers. Digital fundamentals including logic gates, Boolean algebra, combination logic circuits, digital registers, counters, and timing circuits. SP

Prerequisite: ELT 141, ELT 153, ELT 155.

Corequisite: ELT 142, ELT 156

ELT 155 Electronic Lab

5 credit(s)

Experiments involving subjects covered in ELT 153. Students will construct, measure, and analyze circuits. FA

Corequisite: ELT 153.

ELT 156 Electronic Control Devices Lab

5 credit(s)

Experiments involving subjects covered in ELT 154. Students will construct, measure, and analyze circuits. SP

Prerequisite: ELT 141, ELT 153, and ELT 155. *Corequisite:* ELT 154

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. F SP

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. ALL

Prerequisite: A COMPASS score of 68 or better in Reading and Writing or an ACT score of 18-24 OR completion of ENG-090 with minimum grade of C-

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. ALL

Prerequisite: Successful completion of ENG 101 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 and reflects 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 2500 – 3000 words of edited prose. FSP

Prerequisite: ENG 101

ENG 202 Technical Communication

3 Credit(s)

This class is designed for those interested in practical applications of technical writing and communication principles. It offers instruction in group dynamics, teamwork, and 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. SP

Prerequisite: Successful completion of ENG 101

Recommended: ENG 102

ESE 100 Engineering Technology Orientation

1 Credit(s)

An introduction to the opportunities and responsibilities of an engineering technician. Exposure to the various fields of technology through field trips, movies and guest lectures. Introduction to materials, techniques, and college services, which will assist the student in completing a technology program. SP

ESH 102 40-Hour OSHA HAZWOPER Training

1 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. ALL

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. FSP

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. FSP

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. FSP

Strongly advise to complete HCT 101 prior to/or concurrently

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. FSP

Prerequisite: All students must have started their hepatitis B vaccines before the first day of class Must be 18 years old. Must have high school diploma or GED.

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. FSP

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. ALL
* See *Certificated Nursing Assistant description under Health Professions Division for Entrance Requirements.*

HCT 121 Professionalism for Health Careers

1 Credit(s)

This class is designed for students enrolled in the nursing and health sciences educational programs. The information provided is essential to the success of today's health care workers. Hands-on technical skills remain a high priority, but good character, a strong work ethic, and personal and professional traits and behaviors are becoming more important than ever before. Regardless of job title or discipline, every health care student and worker must understand the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. FSP

LGL 101 Introduction to Legal Assisting

3 Credit(s)

Instruction in this course presents an overview of the professional role of a legal assistant, reviews, ethics,

regulation, professional trends and issues, legal analysis, and the legal system. FA

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, calendaring, time keeping, document & file 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. SP

Prerequisite: CIS 101

LGL 103 Legal Terminology

3 Credit(s)

Students will learn the definitions, synonyms, and pronunciation of legal terms and understand how these terms are used in legal documents, instruments, and correspondence. FA

LGL 104 Legal Document Drafting

3 Credit(s)

The focus of this course will be on introducing key legal documents to acquaint students with legal format, parlance, and vernacular. Specific focus will be given to studying the unique components of different documents, as well as provide students with hands-on training in drafting a variety of legal correspondences, memos, and legal documents. Students will also be introduced to state and federal courts and rules and learn how procedural rules relate to document drafting. FA

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, service of process, and discovery. Discovery topics include interrogatories, depositions, document production, and requests for admission. The principles learned will be applied to practical litigation exercises. SP

Prerequisite: LGL 104 or instructor approval

LGL 207 Procedures of Bankruptcy Law

3 Credit(s)

This course provides the learner with a comprehensive understanding of debtor/credit law and how it relates to bankruptcy. Students will examine related laws using realistic case-studies that explore how debt is created and collected preparatory to filing bankruptcy. The course evolves from understanding the formation of debt, to exploring different bankruptcy options available to debtors, to learning how bankruptcy cases are adjudicated and closed upon order of discharge. SP

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 govern family situations. 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. SP

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 five (5) legal documents prepared on the job site. FSP

LGL 211 Civil Litigation II

3 Credit(s)

This course continues the study of the litigation process. Topics include discovery techniques, settlement negotiations, organization of case files, document control, an overview of alternative dispute resolution, trial preparations, and post-trial proceedings. Basic research skills will be used to locate applicable state and federal laws as they relate to civil litigation. In addition, students will be introduced to post-judgment supplemental proceedings utilized in the civil litigation practices. This course implements a cumulative assessment simulation utilizing mock litigation exercises. FA
Prerequisite: LGL 110

LGL 212 Criminal Law

3 Credit(s)

This course explores the basic concepts of criminal law, criminal procedure, and the development of the American criminal justice system. Students will learn how the criminal justice system works, including how cases proceed from the filing of criminal charges, to arrest, to arraignment, to pre-trial, to trial, to sentencing, and to appeal. Lecture and assignments are designed to familiarize students with the application of criminal laws, statutes, and procedural processes. SP

LGL 216 Legal Assistant Practices

2 Credit(s)

This course will provide students with the opportunity to practice the skills learned in subsequent classes. Students will perform various legal practices as performed by legal assistants in a traditional law office setting. FA
Prerequisite: LGL 102 or Instructor Approval

LGL 218 Basic Legal Research

3 Credit(s)

Covers the basic tools of legal research, including Westlaw and Internet based research. Emphasis is placed on how to use reference tools fully, finding and updating law, correct citation format, and legal writing. FA
Prerequisite: LGL 101

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. FA

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. SU

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. SP

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. FA

MAS 122 Beginning Clinical Skills for Medical Assistant

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 and lab procedures included in this course are: medical record creation and maintenance, vital signs, medical asepsis and OSHA standards, introduction to laboratory procedures and testing and necessary documentation, laboratory quality control and quality assurance, and physical agents that promote healing. Ear and Eye exams and procedures and all necessary documentation. FA

Prerequisite: 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. SP

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. SU

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. SP

Prerequisite: MAS 121 or approval of course instructor.

MAS 222 Advanced Clinical Skills for Medical Assistants

4 Credit(s)

Upon completion of the course the student will have demonstrated the ability to perform numerous clinical skills necessary and common in a variety of health care environments: assist with specialty examinations, knowledge of skills and equipment needed to perform EKG and spirometry testing and the documentation needed, assist with colon exam and lab testing. Prepare and set-up for minor surgical procedures and sterile technique. Introduction to radiology and diagnostic procedure will also be included. SP

Prerequisite: MAS-122 or permission of instructor

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. ALL

Prerequisite: Minimum COMPASS score 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. FA

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 placed on its usage in the business environment. This course takes an in-depth view of various business concepts including: mark ups, mark downs, financial statement analysis, bank reconciliations, business margins, ratios, simple interest, amortization, and time value of money. ALL

A COMPASS score greater than 44 in pre-algebra AND an algebra score greater than 15 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. ALL

Prerequisites: Successful completion of MAT 100 with a C grade or higher, a COMPASS Algebra score of 41 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 auto and diesel programs. Students will evaluate electrical and hydraulic systems, calculate power transfer and explore personal finance. ALL

Prerequisite: A COMPASS Pre-Algebra score of 31 or higher

MAT 112 Mathematics for Health Professions

3 Credit(s)

This course 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. FSP

Prerequisite: COMPASS Pre-algebra score greater than 45

MAT 123 Mathematics in Modern Society

3 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. ALL

Prerequisites: Math 100, a minimum mathematics ACT score of 19, or a COMPASS score of 46 or higher in Algebra and a 68 in Reading.

MATH 253 Elementary Statistics

3 Credit(s)

Math 253 is an algebra-based probability and statistics course which covers descriptive statistics, probability, binomial and normal distribution, confidence intervals, and hypothesis-testing. Correlation and regression are also introduced. SP

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.

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. ALL

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, leading, organizing, and controlling, a managerial foundation is laid for later instruction in human resource management, small business management, financial management, and entrepreneurship. Students will complete a research paper on a successful major corporation or an influential business leader. A fun computer simulation game is used the final two weeks of the semester to provide teams of students the opportunity to apply the concepts learned throughout the semester. Learners are presented a behavioral orientation to management where they are required to solve problems, make decisions, respond to situations, and work in group activities which simulate many of the day-to-day challenges and opportunities faced by real managers. FA

MGT 201 Special Topics I*1 Credit(s)*

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

MGT 202 Special Topics II*1 Credit(s)*

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

MGT 203 Special Topics III*2 Credit(s)*

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

MGT 204 Special Topics IV*2 Credit(s)*

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

MGT 206 Small Business Management*3 Credit(s)*

This course covers all aspects of what it takes to turn dreams into reality -- the dream of owning and operating your own small business. These dreams can lead to new or better products and/or services, create jobs, and resulting in a stronger community. Running a small business is difficult in today's rapidly changing world. Emphasis is placed on creating and maintaining a sustainable competitive advantage that will help the small business not only survive but succeed. Students will develop a 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. SP

Prerequisite: MGT 121, ACC 210

MGT 207 Financial Management*3 Credit(s)*

An understanding of 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 smallest sole 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 application of finance to real-world issues. SP

Pre-requisites: MAT 105, MGT 121 and ACC 210

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 with information on agency and employment law. SP

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 value and 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 human resources laws, such as labor relations and unions, the Fair Labor Standards Act, sexual harassment, discrimination, ADA, FMLA, and termination is also included. Regular readings in business periodicals keep this subject firmly anchored in current, contemporary examples of these topics. FA

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. SP

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 will continue on in MKT-125 *Introduction to Marketing Strategies*. FA

MKT 120 Marketing on the Internet

3 Credit(s)

Internet participation is essential for successful business today. This course examines how businesses can market themselves, provide customer service, and connect with customers using the internet. Online marketing strategies used in this course include search engine optimization, pay per click, affiliate programs, mobile marketing, site analytics, and social media. FA

Prerequisite: CIS 101 or demonstrated knowledge of computer operations.

Prerequisite 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. FA

MKT 124 Practicum II

1 Credit(s)

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

MKT 125 Introduction to Marketing Strategies

3 Credit(s)

This is a second semester continuation of the Introduction to Marketing MKT 112 course. It expands on the principles of marketing with greater depth in the marketing mix: product, price, distribution, and promotion. SP

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 sophisticated computer online 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. Students plan and introduce up to five new products and compete against other teams worldwide using realistic market measures such as stock price, EPS, ROE, ROS, and

so on. This cross-functional simulation integrates all major elements of business decision making including Research & Development, Production, Marketing, Finance, Human Resources, and Total Quality Management. FA
Prerequisite: Successful completion of all first, second, and third semester program courses. Students must be enrolled in all fourth semester program courses in order to enroll, or have special permission from the instructor.

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. FA

Prerequisite: MKT 112 and MKT 125 or permission of the instructor

MKT 221 Practicum III

1 Credit(s)

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

MKT 222 Practicum IV

1 Credit(s)

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

MTD 101 Industrial Safety and Report Writing

3 Credit(s)

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

NRS 107 Introduction to Pharmacology

3 Credit(s)

This course is designed to introduce pharmacology and presents common drugs used in each drug classification module, including drug actions, uses, adverse reactions, drug interactions, nursing implications and patient teaching. It will also include a math review and dosage calculations. FSP

NRS 115 Fundamentals of Nursing I

4 Credit(s)

This course provides didactic and laboratory practice of basic nursing concepts and skills that are required for licensure as a practical nurse and employment in a variety of healthcare settings. Communication, critical thinking, and nursing process are emphasized. Students demonstrate a variety of

skill sets in preparation for clinical application. Students will display competence via written tests, simulated skills demonstrations as well as clinical practice. Opportunities for practice are provided in the skills laboratory, including guided simulation exercises with required skills return demonstration. Independent skills module completion and laboratory practice time are required each week. FSP

Corequisite: NRS 107

NRS 116 Fundamentals of Nursing II

4 Credit(s)

This course is a continuation of NRS 115 Fundamentals of Nursing I, and includes intravenous therapy instruction which follows the developed state curriculum for IV therapy. This course provides didactic and laboratory practice of more advanced nursing concepts and skills that are required for licensure as a practical nurse and employment in a variety of health care settings. The student will display competence via written tests, simulated skills demonstration and clinical practice. Opportunities for practice are provided in the laboratory situation with required skills return demonstration. Independent skills module completion and laboratory practice time are required each week. FSP

Prerequisite: NRS 115

NRS 143 Foundations of Medical Surgical Nursing I

5 Credit(s)

Medical and/or surgical conditions and the related nursing care are presented in the following areas: fluid and electrolytes, acid base balance, infections, shock, pain, cancer, surgery, diabetes mellitus, immune disorders, respiratory disorders, gastrointestinal disorders, integumentary disorders, blood and lymph disorders, introduction to cardiovascular disorders and emergent conditions. Students participate in clinical lab simulation. Clinical experience occurs in a variety of health care settings throughout the community. Students provide care to patients of all age groups. FSP

Corequisite: NRS 115

NRS 144 Foundations of Mental Health Nursing

3 Credit(s)

This course will stress basic psychiatric diagnoses, history of mental health, coping mechanisms, treatment modalities, defense mechanisms, psychiatric medications and their side effects. This course will also teach therapeutic communication and building therapeutic relationships. Clinical experience occurs primarily in an inpatient psychiatric care facility. FSU

NRS 207 Introduction to Maternal/Child Nursing

4 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. Principles of growth and development of the child are incorporated. Clinical experience occurs in the maternal/newborn nursing setting. SSU

Corequisite: NRS 115 and NRS 143

NRS 208 Leadership

3 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. FSU

Prerequisite NRS 143

NRS 243 Foundations of Medical Surgical Nursing II

5 Credit(s)

Medical and surgical conditions and the related nursing care are presented in the following areas: cardiac, urinary, endocrine, reproductive, musculoskeletal, neurological, sensory, and sensory systems. Review of other systems taught as needed. Clinical experience occurs in a variety of health care settings throughout the community. Students provide care to patients of all age groups. FSP

Prerequisite NRS 143; Corequisite NRS 116

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. FSP

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. FA

Prerequisite: Keyboarding speed of 25 WPM for at least one minute with 5 or fewer errors. (Students may arrange for keyboarding test through Student Services)

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. SP

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. FA

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. SP

OFP 141 Business Presentations

3 Credit(s)

This course prepares students to develop and deliver effective presentations to groups in a business environment. Attention is given to helping students overcome fear of public speaking by providing a supportive, encouraging, professional atmosphere. Instruction in Microsoft PowerPoint presentation software is provided as a tool for assisting students in designing and creating engaging and informative presentations using text charts, data charts, graphics, and other business-oriented information, including sound clips and even film images. The course includes instruction, demonstration, and hands-on experience in a computer lab setting employing state-of-the-art equipment. SP

Prerequisite: CIS 101 or equivalent, or permission of the instructor

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. SP

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. FA
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. FA

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. SP

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. SP

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. SP

Prerequisite: OFP 140

PHY 101 Introduction to Physics

3 Credit(s)

A survey of basic physics principles; motion, gravitation, electricity and magnetism, light, atoms and nuclei. Includes lecture, demonstrations, elementary problem solving. SP

Prerequisite: ELT 141; Corequisite: PHYS 101L

PHY 101L Introduction to Physics Laboratory

1 Credit(s)

Laboratory-based application of PHY 101, to demonstrate basic physics principles; motion, gravitation, electricity and magnetism, light, atoms and nuclei. SP

Corequisite: PHYS 101

POL 101 Introduction to American Government

3 Credit(s)

This introductory course provides a study of the foundation of the United States government and political processes. Special attention is given to the foundations of national government, federal institutions and processes, and the political environment including: political parties; interest groups; campaigns and elections; voting; the media; and state and local government. A primary objective of the course is to deepen student understanding of our unique American political system. Such knowledge will enable the student to make more informed political choices and inspire greater participation in the political process. SP

Prerequisite: A COMPASS score of 68 or higher in Reading and Writing

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. ALL

Prerequisite: A COMPASS score of 68 or higher in reading and writing

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. ALL

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. ALL

*Corequisite: 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. ALL

*Corequisite: PTD 101 & PTD 102***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. FA

*Corequisite: RDS 103***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. FA

*Prerequisite: RDS 101**Corequisite: RDS 103***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. FA
Corequisite: RDS 101 and RDS 102

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.

SP

*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. SP

*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. SP

*Corequisite: RDS 104L***RDS 109 Nuclear Regulatory Practices**

1 Credit(s)

Students will become acquainted with regulations implemented by the U.S. Nuclear Regulatory Commission (NRC). The NRC establishes the regulations for the use and storage of radioactive materials for nuclear power plants, research reactors, and other medical, industrial, and academic licensees. This course will cover NRC radiation protection regulation guides, the NRC licensing process, and a review of the Environmental Protection Agency (EPA) regulatory guidance to federal agencies and its involvement with radioactive materials. Emphasis will be placed on the RP Fundamentals exam required for technicians at commercial nuclear facilities. SP

RDS 111 Supervised Work Experience

6 Credit(s)

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

**REGISTERED NURSING PROGRAM
(Please refer to ADN courses.)**

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. SP

REL 107 Nuclear Components and Plant Systems

1 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 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. SP

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. ALL
Prerequisite: A COMPASS score of 68 or better in reading and writing

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. FA

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. FA

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. FA

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. FA

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. FA

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. SP

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. SP

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. SP

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 casualties, 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-215)*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.

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. FSP

WLD 107 Blueprint Reading, Layout, and Field Drawing*4 Credit(s)*

Basic fundamentals of drawings in the welding trade are covered. This course includes AWS weld symbols, 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. SP

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 "Tee", lap, corner and butt joints, and weld in four positions. Instruction is given in welding single "V"-groove joints with 7018 electrodes to ASME and AWS welding procedures in four positions. FSP

WLD 112 Carbon Air and Plasma Arc Cutting*1 Credit(s)*

Instruction is given on the safety and set-up of carbon air arc gouging and plasma arc cutting equipment. Students will learn to gouge mild steel plates and cut mild steel, stainless steel and aluminum plates and pipe. FSP

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. FA

WLD 118 Arc Welding*4 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 with 60 series electrodes. FA
Equivalent: WLD 120 AND WLD 121

WLD 119 Gas Metal Arc Welding & Flux**Cored Arc Welding***5 Credit(s)*

Instruction is given on the operation and application of the application of GMAW and FCAW welding process. Instruction is given to weld two carbon steel plates forming a “Tee”, lap corner and butt joints, in four positions. Instruction is given i in welding open root “V-grove” joints to ASME or AWS welding procedure in four positions. Instruction is also given in welding stainless steel and aluminum plates with the GMAW welding process. SP

*Equivalent: WLD 123, WLD 124 and WLD-125***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. SP

*WLD 120 AND WLD 121 equivalent to WLD 118***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 “Tee”, lap, corner and butt joints welding in a vertical and horizontal position according to AWS and ASME specifications for these positions. FSP

*WLD 120 AND WLD 121 equivalent to WLD 118***WLD 123 Metallic Inert Gas Welding I***2 Credit(s)*

Instruction is given on the operation of the MIG, Inner shield, and Dual Shield Welding Process in theory. Instruction is given in the hands on application in forming “Tee”, lap, butt, and corner welds in the flat position, according to AWS and ASME standards. FSP

*WLD 123, WLD 124 and WLD-125 equivalent to WLD 119***WLD 124 Metallic Inert Gas Welding II***2 Credit(s)*

This course is a continuation of WLD 123 with instruction given on “Tee”, lap, corner, and butt welds in flat, vertical, and overhead positions according to AWS and ASME standards. FSP

*WLD 123, WLD 124 and WLD-125 equivalent to WLD 119***WLD 125 Flux Cored Arc Welding***1 Credit(s)*

This course is a continuation of WLD 120 and WLD 121. Students will continue welding in vertical and horizontal welding and finish by accomplishing overhead welds with 60 series electrodes according to ASW and ASME specifications. FSP

*WLD 120, and WLD 121. Equivalent to WLD 119***WLD 201 Tungsten Inert Gas Welding***4 Credit(s)*

The student will be enabled to properly adjust the TIG welders for welding carbon, stainless and aluminum plates, to fabricate Tee, Lap, Butt, and Corner joints in all four positions. Student will also learn to weld open root single-V groove joints to ASW Specifications. FA

*Equivalent: WLD 220 AND WLD 221***WLD 202 Pipe Welding***4 Credit(s)*

The student will weld on stainless and black pipe from 2 ½” schedule 40 to 6” schedule 80 using GMAW, GTAW and SMAW welding processes. Pipe will be welded in the 5G and 6G AWS test positions to AWS standards. FA

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. SP

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. SP

WLD 206 Non Destructive Evaluation*1 credit(s)*

This is an introductory course that will focus on nondestructive and destructive techniques for assessing different welds. Methods covered include Dye Penetrant Testing, Magnetic Particle Testing, Ultrasonic Testing, and an introduction to Radiography. FA

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 “Tee”, lap, butt, and corner joints according to AWS and ASME standards. FSP

*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 “Tee”, lap, butt, and corner joints according to AWS and ASME standards. FSP

WLD 220 AND WLD 221 equivalent to WLD 201

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PATTERSON, Rae Lynn

Workforce Training Administrative Assistan

PAYNTER, Shane

IT Systems Coordinator
A.A.S., Eastern Idaho Technical College

PERRY, Carol

Region VI Tech Prep Coordinator
A.A.S., Northern State University
B.S., Idaho State University

PETERSEN, Trevor

Assistant Controller
B.S., Indiana Wesleyan University

PRESTWICH, Suzanne

Biological Science Instructor
MHE, B.S., Idaho State University

REDDING, Heather

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

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, Raeleen

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

ROGERS, Cathy

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

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
ASME/AW Certified Welder

SIMONS, Brian

INL ES&H Instructor
Certificate of Completion, College of Southern Idaho

SORRELS, Earl

Environmental Safety & Health Instructor

STALEY, Lance

Custodian

STARR, Kimberly

Registered Nursing Instructor
B.S.N., University of Southern Colorado
M.S., Nursing Education, University of Arizona

STONE, Mel

Computer Networking Technologies Instructor
B.S., Brigham Young University

STRATTON, James

Vice President of Finance and Administration
B.S., U.S. Naval Academy
M.B.A., Washington State University

SWENSON, Bill

Automotive Instructor
A.A.S., Eastern Idaho Technical College
ASE Certified Master Auto Technician

THOMPSON, Chelsea

Assistant Registrar
B.A., Washington State University

TRACY, Dan

Maintenance Craftsman Senior
Northwest Building Operators' Association Level 1

TUCKER, Debra

Tech Prep Administrative Assistant

VECELLIO, Linda

INL ES&H Program Lead/Instructor
B.S., M.S., Pennsylvania State University

VOGEL, Joanne

Finance Technician
A.S. Accounting, A.S. Business Administration

WALTON, Mike

Lead Custodian

WIGHTMAN, Todd

Director of College Relations/Marketing
A.A., Ricks College
B.A., Utah State University
M.B.A., Thunderbird, School of Global Management

WOODHOUSE, Angela

ABE ESL Coordinator/Instructor

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)

ZIEL, Michelle

EITC Foundation, Executive Director
B.S., University of Idaho

ADMINISTRATION & BOARD

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- Kenneth Edmunds Vice President
- Don Soltman Secretary
- Emma Atchley Member
- Rod Lewis Member
- Paul Agidius Member
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- Tom Luna Ex-Officio Member

STATE DIVISION OF PROFESSIONAL TECHNICAL EDUCATION

- Ann Stephens State Administrator

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- Terry Butikofer - The Development Company Vice-Chairman
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- Russell Spain Eastern Idaho Community Action Partnership
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- Steven K. Albiston Ph.D Eastern Idaho Technical College (Ex-Officio)

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- Dr. Jeff Hoover DDS, Channing Way Dental
- Douglas Sayer Premier Technology, Inc.
- Tracy Gohr Cargill
- Carlo Melbihess INL
- DeLyn Hendricks Rich Broadcasting
- Steven K. Albiston Ph.D EITC President (Ex-Officio)

Executive Director

- Michelle Ziel Eastern Idaho Technical College

EITC ADMINISTRATION

- Steven K. Albiston Ph.D President
- James Stratton VP of Finance and Administration
- Sharee Anderson D.A. VP of Instruction and Student Affairs

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

COMPASS TESTING CENTER

Room 350, Christofferson Building
(208) 524-3000 ext. 3438

No Appointment needed. Walk-in between these hours:

Monday 1 to 8 pm

Wednesday 1 to 8 pm

Friday 8 am to Noon

**There may be an occasional day when testing is not possible due to holidays or other conflicts.*

FREE ONLINE PRACTICE TESTS are available at:

www.act.org/compass/sample

www.algebrahelp.com

www.testprepreview

REQUIRED AT TESTING:

1. Copy of your receipt of payment from the cashier
2. A valid Picture ID
3. If testing before 5 pm see Student Services for a temporary parking permit
4. You may bring a calculator or use one provided for you by the testing center
5. No children

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

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

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

Medical Programs- Holly Clark

Non-Medical Programs- Richard Jardine

Undecided- Center for New Directions (208) 524-3000 ext. 3363

To apply for **FINANCIAL AID** visit our website at www.eitc/ss/faapply.cfm

Application for Undergraduate Admission to Idaho's Public Colleges & Universities

For office use only	

Mail the completed application or a photocopy along with the appropriate nonrefundable application fee(s) to each Idaho institution to which you are applying.

Applying to:

- Boise State University**
1910 University Dr.
Boise, ID 83725-1320
Fee: \$50
1-800-824-7017
www.boisestate.edu
- College of Southern Idaho**
P.O. Box 1238
Twin Falls, ID 83303
Fee: None Online Application
Fee: \$10 Paper Application
(208) 733-9554
www.csi.edu
- College of Western Idaho**
One Stop Center, 5500 E. University Way
Nampa, ID 83687
Fee: \$25
(208) 562-3000
onestop@cwidaho.cc
www.cwidaho.cc
- Eastern Idaho Technical College**
Student Services, 1600 S. 25th E.
Idaho Falls, ID 83404
Fee: \$10
1-800-662-0261
www.eitc.edu
- Idaho State University**
Office of Admissions
921 S 8th Ave, Stop 8270
Pocatello, ID 83209-8270
Fee: \$40
(208) 282-2475
www.isu.edu
- Lewis-Clark State college**
500 8th Ave.
Lewiston, ID 83501
Fee: \$35
1-800-933-LCSC
www.lcsc.edu
- North Idaho College**
1000 W. Idaho Garden Ave.
Cour d'Alene, ID 83814
Fee: \$25
(208) 769-3311
www.nic.edu
- University of Idaho**
P.O. Box 444264
Moscow, ID 83844-4264
Fee: \$50
1-888-884-3246
www.uidaho.edu

Start Date: Fall, 20 ____ Spring, 20 ____ Summer, 20 ____ Summer & Fall, 20 ____

APPLICANT INFORMATION

Name _____ **Name You Prefer:** _____
(as on Soc Sec Card) last first middle

Other Names Appearing on Records: _____ **EDUID:** _____

U.S. Social Security Number: _____ - _____ - _____ **Date of Birth (mo/day/year)** _____ / _____ / _____

Permanent Home Address: _____
number & street/P.O. box city county state zip area code phone

Current Mailing Address: _____
number & street/P.O. box city county state zip area code phone

Mailing Address valid until the following date: _____ / _____ / _____ **Email 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- _____ Expiration Date (month/year) _____ / _____

No No, Current visa type: _____

Are you a U.S. Veteran? Yes No Branch: _____ Service Dates: _____ to _____

Have you served in the U.S. Active Reserves? Yes No Branch: _____ Service Dates: _____ to _____

Ethnicity: Are you Hispanic or Latino? Yes No **Gender: (optional)** Female Male

Race (select one or more): American Indian/Alaska Native Asian
 Black/African American Native Hawaiian/Other Pacific Islander White

Highest level of education or degree attained by either parent: Bachelor Other Degree: _____

Emergency Contact: _____
(For ALL to complete. If under 18, list parents or guardians here) name relationship

number & street/P.O. box city county state zip area code phone

ENROLLMENT INFORMATION

Intended Degree Type: Certificate Associate Bachelor Second Degree Not Seeking Degree or Certificate

Program Type: Academic Program Professional Technical Program

Intended Major: (Refer to each institution's publication for a list of majors offered)

Undecided

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 these locations: _____

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? _____

PREVIOUS COLLEGE ATTENDANCE

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/# Credits Earned

RESIDENCY Section 33-3717B Residency Requirements, Idaho Code
IDAPA08.01.04 - Rules Governing Residency Classification

Idaho residency status **MAY** be determined by one or more of the following. Residency for community colleges is determined by county or 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: _____

You **MUST** check at least one box below. Checking any one box does not guarantee Idaho residency for tuition purposes.

Records may be requested.

- One or more of my parents/legal guardians or spouse's parents is domiciled in Idaho and has maintained a bona fide domicile in Idaho for at least 12 months prior to the opening day of the term which I plan to enroll, **and** I receive at least 50% of my financial support from my parents/legal guardians. Parent's name and address _____ From: ____ / ____ / ____ to: ____ / ____ / ____
- I receive **less than** 50% of my financial support from parents/legal guardians. I have continuously resided in Idaho for purposes other than education for at least 12 months prior to the opening day of the term which I plan to enroll.
- I am/will be a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following high school graduation.
- 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. I or my spouse is stationed in _____ County.
- I am an officer or an enlisted member of the Idaho National Guard.
- One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in _____ County.
- I have been separated under honorable conditions from the Armed Forces after at least two years of service. **Check one of the following:**
 - At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.
 - I intend to make Idaho my state of residence and will actively establish domicile within one calendar year.
- I have been away from the State of Idaho for a period of less than 30 months. I have not established legal residence elsewhere. I was a resident of the State of Idaho for continuous 12-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.
- I am not a resident of Idaho for fee paying purposes.

SIGNATURE

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act, 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with the 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 for Federal job. You may register with Selective Services online at <http://www.sss.gov>.

Acceptance or receipt of financial aid and scholarship awards certifies that the funds will be used for educational purposes.

Signature of Applicant: _____ Date: _____

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.



Eastern Idaho Technical College

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

Date of Birth _____ Last date of attendance _____ Social Security # _____

Please send an official transcript to:

*Office of the Registrar and Admissions
 Eastern Idaho Technical College*

*1600 South 25th East
 Idaho Falls, ID 83404*

***The institution (high school, college, or university) this form is being sent to
 may require additional information and may charge additional fees.*

Signature _____ Date _____

COLLEGE TRANSCRIPT REQUEST

Submit to College Registrar's Office

TO: Registrar _____ Date _____

FROM:

 Last Name First Name Middle Name Previous Name

 Address

Date of Birth _____ Last date of attendance _____ Social Security # _____

Please send an official transcript to:

*Office of the Registrar and Admissions
 Eastern Idaho Technical College*

*1600 South 25th East
 Idaho Falls, ID 83404*

***The institution (high school, college, or university) this form is being sent to
 may require additional information and may charge additional fees.*

Signature _____ Date _____



Eastern Idaho Technical College Foundation Scholarship Application



Due February 15, 2013

Applications are due by 5:00pm (MST) to the EITC Foundation Office

How to apply:

Thank you for your interest in the Eastern Idaho Technical College Foundation Scholarships. Scholarships are made available to EITC Students and prospective students through local individuals, businesses, community organizations and private foundations. Please follow the five (5) steps listed below and submit your Scholarship Application Packet to the EITC Foundation **by hand** (Room 335 in the John E. Christofferson Multipurpose Complex), **by mail** (EITC Foundation, 1600 E. 25th S., Idaho Falls, ID, 83404), **by fax** (208-524-3007) or **by e-mail** (scholarships@my.eitc.edu). *Please do not staple.* The Foundation looks forward to receiving your application.

Steps to apply:

- Step 1: New students must apply for admission to EITC prior to submitting a scholarship application
- Step 2: Complete the Scholarship Application in its entirety. Incomplete applications will not be considered.
- Step 3: Complete a personal statement that addresses the following items (no longer than 2 double spaced pages):
 - a) What are your educational goals and how will this scholarship help you to attain them?
 - b) Why did you choose Eastern Idaho Technical College for your education?
 - c) How will your education contribute positively to your potential employment and the community at large?
 - d) Please provide additional information that you would like the Selection Committee to consider including need.
- Step 4: Submit one (1) letter of recommendation from a non-family member that addresses the following:
 - a) Strengths, leadership attributes and characteristics that qualify you as a scholarship recipient
 - b) Academic achievements
 - c) Additional information that you would like the Scholarship Committee to consider.
- Step 5: Submit the scholarship application, letter of recommendation, personal statement and compass scores to the EITC Foundation by hand (Room 335 in the John E. Christofferson Multipurpose Complex), by mail (EITC Foundation, 1600 E. 25th S., Idaho Falls, ID, 83404), by fax (208-524-3007) or by e-mail (scholarships@my.eitc.edu).

Scholarship Application

Last Name: _____ First Name: _____ MI: _____

Previous Name (if Different): _____ Gender: M F Student ID #: _____

Street Address: _____ City/State: _____ Zip: _____

Primary Phone #: _____ Primary E-mail: _____

Social Security #: _____ Hometown: _____ Are you an Idaho Resident?: Y N

High School: _____ HS City/State: _____ Graduation Year _____ GPA: _____

I graduated with a GED: Y N Year of completion: _____ Institution from which you received your GED: _____

College/University: _____ Cumulative GPA: _____ Did you earn a college degree: Y N

I will be attending EITC: Full Time ¾ Time Part Time No Credit Expected EITC Graduation Date: _____

****Your EITC Cumulative GPA and Student ID Number can be found on your WebAdvisor account. If you do not have a Cumulative GPA or Student ID number, please write "n/a" in the appropriate space above****

EITC Foundation Scholarship Application Continues

EITC Foundation 1600 S. 25th E. Idaho Falls, Idaho 83404 P: 208-527-0464 F: 208-524-3007

Please select all that apply (Optional):

- | | |
|---|---|
| <input type="radio"/> U.S. Veteran | <input type="radio"/> First generation college student |
| <input type="radio"/> Migrant/seasonal farm worker or dependent thereof | <input type="radio"/> Reside in an Intermountain Gas service area |
| <input type="radio"/> Hispanic | <input type="radio"/> Re-entering the workforce |
| <input type="radio"/> Native American | <input type="radio"/> Single parent |
| <input type="radio"/> African-American | <input type="radio"/> Disability (Must be documented in EITC Disability Services) |

Please select your program:

- | | | |
|--|--|--|
| <input type="radio"/> AAC Accounting | <input type="radio"/> MAT Automotive Technologies | <input type="radio"/> CNA Certificated Nursing Assistant |
| <input type="radio"/> BUS Business Technologies | <input type="radio"/> MDT Diesel Technologies | <input type="radio"/> DA Dental Assisting |
| <input type="radio"/> CNT Computer Network Tech | <input type="radio"/> PTD Professional Truck Driving | <input type="radio"/> MA Medical Assisting |
| <input type="radio"/> LGL Legal Technologies | <input type="radio"/> APP Apprentices Programs | <input type="radio"/> PN Practical Nursing |
| <input type="radio"/> MAM Marketing & Management | <input type="radio"/> RDS Radiation Safety | <input type="radio"/> RN Registered Nursing |
| <input type="radio"/> OFP Office Professional | <input type="radio"/> ESTEC Energy Systems | <input type="radio"/> ST Surgical Technology |
| <input type="radio"/> WDT Web Development Tech | <input type="radio"/> WLD Welding Technologies | <input type="radio"/> Other _____ |

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 that I must maintain satisfactory academic progress as defined by the scholarship awarded. I am aware that scholarships may affect any outside funding agency disbursements. I grant Eastern Idaho Technical College and its legal representatives and assigns, the irrevocable and unrestricted right to use, publish or edit photos or video of me for any purpose and in any manner or medium and to copyright the same. I also release EITC and its representatives from all claims and liability relating to said images.

If I receive a scholarship, I agree to fulfill certain obligations related to the scholarship including, but not limited to:

- Attending the EITC Annual Scholarship Ceremony in late April
- Providing thank you notes to your scholarship donor
- Attending the EITC Scholarship Responsibility Seminar (dates to be provided upon award)
- Maintaining academic eligibility (Please see academic standards/probation in the 12'-13' EITC Catalogue)

If I do not fulfill these obligations as required by the EITC Foundation I am aware that I may lose my scholarship. I am also aware that it is my responsibility to communicate changes in my academic credit status, contact information and academic plans to the Foundation (including change of program, graduation date, etc.) in a timely manner.

Signature: _____ Date: _____

Finished filling out your scholarship application? Please deliver it to the EITC Foundation **by hand** (Room 335 in the John E. Christofferson Multipurpose Complex), **by mail** (EITC Foundation, 1600 E. 25th S., Idaho Falls, ID, 83404), **by fax** (208-524-3007) or **by e-mail** (scholarships@my.eitc.edu). Thank you for applying for the EITC Foundation Scholarships.

Eastern Idaho Technical College is an Equal Opportunity Employer and Affirmative Action Institution

Please do not staple your application.



CAMPUS MAP



